



# Lane Transit District Board Agenda Packet

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## Finance Committee Meeting

Tuesday, November 12, 2024

5:30 – 6:30 p.m.

The meeting will be held in-person, remotely or via broadcasting.

**Address:** 3500 E. 17<sup>th</sup> Avenue, Eugene OR 97401

**Zoom:** Stream live via link: [Finance Committee Meeting](#)

**Broadcasting:** Watch live on channel 21 or via link: <https://metrotv.ompnetwork.org/>

- 5:30 – 5:35      **I. CALL TO ORDER & ROLL CALL:** Susan Cox (Chair), Gino Grimaldi (Vice Chair), Lawrence Green
- 5:35- 5:40      **II. ADJUSTMENTS TO THE AGENDA**
- 5:40 – 5:50      **III. PUBLIC COMMENT** – Public comment may be provided in writing to [clerk@ltd.org](mailto:clerk@ltd.org), via Zoom, or in-person at the meeting.
- 5:50 – 6:10      **IV. BUSINESS INFORMATION**
- a. Financial Update
  - b. Update on Budget Process
  - c. Board Performance Report
- 6:10 – 6:30      **V. ITEMS FOR BOARD RECOMMENDATION**
- a. Resolution 2024-11-20-035 – Authorizing a Contract Amendment with GIRO, Inc. for the purpose of operations schedule software and maintenance.
  - b. Resolution 2024-11-20-036 – Authorizing a Contract with Kuhn Investments, Inc., for the purpose of operating the Rhody Express and Florence ADA Paratransit Service.
  - c. Resolution 2024-11-20-037 – Authorizing a Contract with TAC Transportation Inc. for the purpose of operating the Diamond Express and Oakridge Dial a Ride Service.
- 6:30              **VI. ADJOURNMENT**

*The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).*



# Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Aimee Reichert, Chief Performance Officer    **Contract Title:** Operations Scheduling Software Replacement Amendment

**Contract No.:** 2022-51

**Grant No:** OR-2022-042

**Entering into a Contract:**     **Contract Amendment:**     **Approved by Procurement:**

**Action:** Forward amended contract 2022-51 with GIRO, Inc. to the Board of Directors with a recommendation for approval.

**Agenda Item Summary:**

The Operations Scheduling Software Project was adopted by the 2025-2034 Community Investment Plan. Our current scheduling solution is over 20 years old, requiring costly maintenance and timely workarounds. LTD solicited via RFP for a replacement of the Operations Scheduling Software in September 2022. After proposal and interview evaluations, GIRO Inc. was selected as the most responsive and responsible proposer. On June 21, 2023, the LTD Board approved a contract with GIRO, Inc. with a Not-To-Exceed amount (“NTE”) of \$1,429,422 and with change order authority up to ten percent (10%) of the contract (\$142,942.20). In awarding the contract to GIRO, Inc., LTD opted to scope work for an on-premise LTD hosted solution. This is a federally funded project.

**Key Decision**

Since Board approval of the initial contract, LTD and GIRO, Inc. have completed technical architectural design, which informs costs and commitments required to support the on-premise solution. Through this process, LTD has also developed a comparison analysis, to move to cloud hosting services with GIRO, Inc. as opposed to local hosting (see attached). Based on this analysis, cloud hosting is the preferred solution going forward, which requires amendment to the contract to add annual cloud hosting costs.

**Amendment Request**

The original contract entered into with GIRO, Inc. was \$1,292,945 (less than the not-to-exceed amount authorized by the Board). We are requesting to increase the current contract value by \$968,377 (increasing the previously authorized NTE amount by \$831,900), which would bring the total Not-To-Exceed (“NTE”) contract value to \$2,261,322, in order to outsource hosting and add implementation support including training and travel with the vendor. All change order authority from the original authorizing resolution will be utilized; therefore, change order authority in the amount of twenty percent (20%) of the contract amendment value (\$193,675.40) is also being requested.

**Attachments:** Giro Contract Amendment Presentation



## Lane Transit District Agenda Item Summary (AIS)

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I certify that my Department Chief has reviewed and approved this AIS:

**Proposed Motion:** I move to forward amended contract no. 2022-51 with GIRO, Inc. to the Board of Directors with a recommendation for approval.



**RESOLUTION NO. 2024-11-20-035**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT AMENDMENT WITH GIRO, INC FOR THE PURPOSE OF OPERATIONS SCHEDULING SOFTWARE AND MAINTENANCE**

**WHEREAS**, Lane Transit District (“LTD”) issued a Request for Proposals, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD’s Procurement Policy, as well as any Federal Transit Administration requirements, as applicable, for replacement of Operations Scheduling Software in September 2022 ;

**WHEREAS**, Resolution No. 2023-06-21-031 authorized the Chief Executive Officer to enter into a contract with GIRO, Inc with a Not-to-Exceed (“NTE”) amount of \$1,429,422 and with amendment authority up to ten percent (10%) of the contract;

**WHEREAS**, LTD and GIRO, Inc entered into a contract for \$1,292,945 (less than the not-to-exceed amount authorized by the Board) with ten percent (10%) change order authority of \$129,294.50;

**WHEREAS**, the project progressed through technical architecture design, including comparative analysis of on-premise versus cloud hosted solution options, with a recommendation to increase the contract NTE by \$831,900.00, for the purposes of moving from on-premise to cloud hosted solution;

**WHEREAS**, OAR 137-047-0800 (1) provides that LTD may amend a contract if LTD determines: (a) the amended contract is within the scope of the solicitation document; and (b) the amendment would not materially impact the field of competition. A broad description of a cloud hosted solution was included in the Request for Proposals, to which LTD received six proposals; therefore, the criteria in OAR 137-047-0800 (1) is satisfied;

**WHEREAS**, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract amendment between LTD and GIRO, Inc on November, 12, 2024, and recommended Board adoption of the proposed resolution; and

**WHEREAS**, pursuant to LTD resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and delegated to the Chief Executive Officer the authority and responsibility to approve and execute contract amendments and change orders that do not exceed \$250,000 or twenty percent (20%) of the initial contract, whichever is less.

**NOW, THEREFORE, BE IT RESOLVED** by the LTD Board of Directors, acting as the LTD Contract Review Board, that the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract amendment with GIRO, Inc. for the purpose of Operations Scheduling Software and Maintenance in an amount not to exceed \$968,377, which brings the total contract not to exceed amount to \$2,261,322; and (b) as needed, execute further amendments to the contract not to exceed a cumulative total 20% of the contract amendment (\$193,675.40).

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20TH DAY OF NOVEMBER, 2024.**

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Gino Grimaldi, Board President



Presented by Aimee Reichert, Chief Performance Officer

Re: Giro, Inc. Contract Amendment for Operations Scheduling Software Replacement  
Cloud Computing vs. On-Premise Software Comparative Analysis: Hastus Scheduling and Operations

Key Differences Between On-Premise vs. Cloud Based

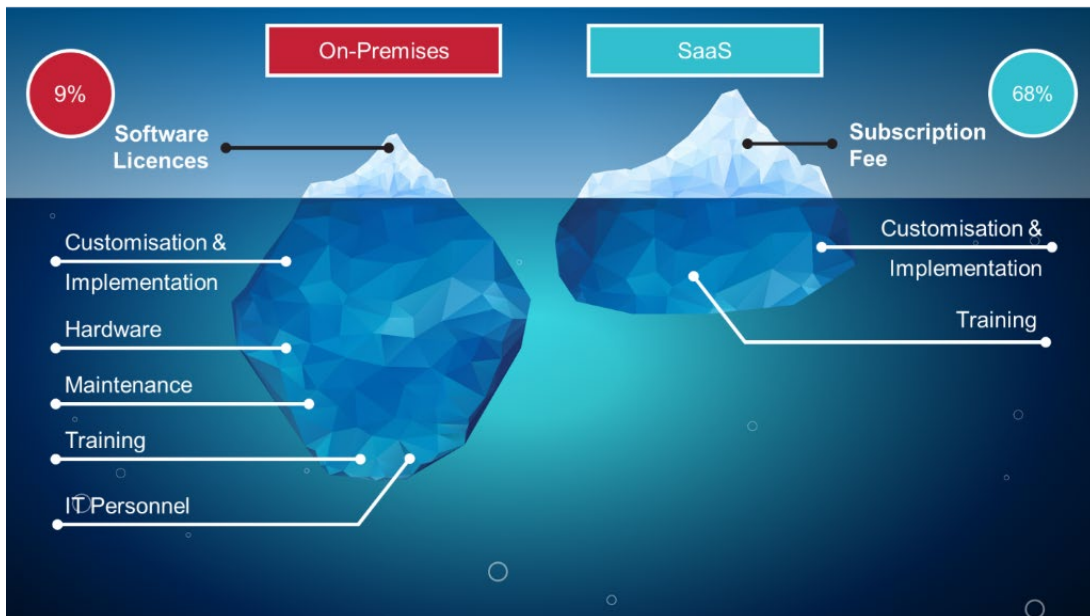
Category	On-Premise	Cloud
Upfront Effort (Implementation and Training)	Vendor	Vendor
Deployment of Resources (Hardware, IT Personnel, Maintenance)	In-house	Vendor
Security of Data	Full control, full liability	Less control, less liability
Flexibility & Scalability to Operations	Less flexible, physical server useful life at minimum	Highly scalable

Overall cost methodology On-Premise vs. Cloud Based

**On Premises:** LTD responsible for the ongoing costs of the server hardware, power consumption, and space.

**Cloud:** LTD responsible only for the resources we use, with none of the maintenance and upkeep costs, and the price can adjust up or down depending on how much is consumed.

Common estimates indicate on-premise hosting can be up to 77% more expensive than cloud hosting due to the underlying burdens of hardware, personnel, and maintenance.





**Comparative Cost Analysis Hastus On-Premise vs. Cloud**

<b>Cost</b>	<b>On-premise - LTD Supported</b>	<b>Cloud - Vendor Supported</b>
Implementation + Training	\$648,190	\$691,260
Licensing	\$644,755	\$644,755
Hardware, Personnel, Maintenance	\$1,586,977	\$896,597
<b>Total Expected Costs</b>	<b>\$2,878,922</b>	<b>\$2,261,322</b>



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** John Ahlen, Mobility Services Manager

**Contract Title:** Rhody Express

**Contract No.:** 2023-46-RCT

**Grant No:** 35423 (\$5311), 35531 (STIF-F)

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Forward contract no. 2023-46-RCT to the Board of Directors with a recommendation for approval.

**Agenda Item Summary:** LTD's Rhody Express is a local fixed-route transit service that operates from 10AM to 6PM on weekdays in Florence. In June 2024, LTD increased service frequency on the Rhody Express, moving from hourly service to service every 30 minutes. As a result of this service expansion, ridership on the Rhody Express has increased by approximately 50 percent. The contractor for the Rhody Express also subcontracts with LTD's RideSource contractor to operate ADA Paratransit service in Florence.

On July 16, 2024, LTD issued an RFP that solicited proposals from qualified firms that will apply proven and innovative approaches to operating the Rhody Express and the Florence ADA Paratransit service. This was a multiple award option solicitation that allowed proposers to apply to operate transportation services in Florence, Oakridge, or both.

LTD received two (2) responses to the Rhody Express scope of the RFP by the proposal due date of August 30, 2024. The Procurement Office reviewed the proposals for responsiveness according to the standards outlined in the proposal, and both proposals were deemed complete and responsive and responsible. The Evaluation Committee reviewed the proposals and conducted interviews with each proposer. Following the Evaluation Committee's scoring against the RFP criteria, the recommendation to the Board is to approve the above action for the District to contract with Kuhn Investments, Inc. for the identified services.

The total contract value for up to five years is \$1,451,191. This contract is funded through Statewide Transportation Improvement Funds (STIF), Federal Section 5311 grant funds for rural areas, and local funds from the City of Florence.

**Attachments:** Resolution - Rhody Express

**I certify that my Department Chief has reviewed and approved this AIS:**

**Proposed Motion:** I move to forward contract no. 2023-46-RCT to the Board of Directors with a recommendation for approval.



**RESOLUTION NO. 2024-11-20-036**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH KUHN INVESTMENTS, INC, FOR THE PURPOSE OF OPERATING THE RHODY EXPRESS AND FLORENCE ADA PARATRANSIT SERVICE**

**WHEREAS**, LTD is in need of services to operate the Rhody Express and Florence ADA Paratransit service,

**WHEREAS**, LTD's Fiscal Year 2025 Budget includes the Statewide Transportation Improvement Fund Formula Program, and Section 5311 Rural Areas grant funding;

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

**WHEREAS**, LTD followed the competitive RFP process, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

**WHEREAS**, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract between LTD and Kuhn Investments, Inc., dba River Cities Taxi on November 12<sup>th</sup>, 2024, and recommended Board adoption of the proposed resolution; and

**WHEREAS**, pursuant to LTD Resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000.

**NOW, THEREFORE, BE IT RESOLVED** by the LTD Board of Directors, acting as the LTD Contract Review Board that:

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Kuhn Investments, Inc. for the purpose of operating the Rhody Express and Florence ADA Paratransit service in an amount not to exceed \$1,451,191; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$250,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF November, 2024.**

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Gino Grimaldi, Board President





# Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** John Ahlen, Mobility Services Manager

**Contract Title:** Diamond Express

**Contract No.:** 2023-46-TAC

**Grant No:** 35589 (§5311f), 35531 (STIF-F),  
35592 (STIF-D)

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Forward contract no. 2023-46-TAC to the Board of Directors with a recommendation for approval.

**Agenda Item Summary:** LTD’s Diamond Express service connects the communities of Oakridge and Westfir with the Eugene-Springfield metropolitan area. The service operates four round trips between Oakridge and Eugene on weekdays and two round trips on Saturdays. Approximately 700 riders a month use the Diamond Express, traveling from Oakridge to Eugene for employment, school, health care, and shopping. Metro area residents can also use the Diamond Express to get to Oakridge for recreational purposes such as mountain biking. In addition to operating the Diamond Express, the contractor for this service also operates a Dial a Ride service in Oakridge two days a week to transport Oakridge residents to and from the local Senior & Disability Services meal site.

On July 16, 2024, LTD issued an RFP that solicited proposals from qualified firms that will apply proven and innovative approaches to operating the Diamond Express and Oakridge Dial a Ride Service. This was a multiple award option solicitation that allowed proposers to apply to operate transportation services in Oakridge, Florence, or both.

LTD received one (1) response to the Diamond Express Services scope of the RFP by the proposal due date of August 30, 2024, from TAC Transportation, Inc. The Procurement Office reviewed the proposal for responsiveness according to the standards outlined in the proposal, and in line with a single proposal/bid process TAC Transportation, Inc. was deemed complete and responsive and responsible. Following the Evaluation Committee’s scoring against the RFP criteria, the recommendation to the Board is to approve the above action for the District to contract with TAC Transportation, Inc. for the identified services.

The total contract value for up to five years is \$2,224,155. This contract is funded through Statewide Transportation Improvement Fund (STIF) Intercommunity and Formula funds, Federal Section 5311(f) grant funds for intercity transportation in rural areas, and local funds from the City of Oakridge.

**Attachments:** Resolution - Diamond Express

**I certify that my Department Chief has reviewed and approved this AIS:**



## Lane Transit District Agenda Item Summary (AIS)

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**Proposed Motion:** I move to forward contract no. 2023-46-TAC to the Board of Directors with a recommendation for approval.



**RESOLUTION NO. 2024-11-20-037**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH TAC TRANSPORTATION, INC, FOR THE PURPOSE OF OPERATING THE DIAMOND EXPRESS AND OAKRIDGE DIAL A RIDE SERVICE**

**WHEREAS**, LTD is in need of services to operate the Diamond Express and Oakridge Dial a Ride service,

**WHEREAS**, LTD's Fiscal Year 2025 Budget includes the Statewide Transportation Improvement Fund Intercommunity Funds, and Section 5311(f) Intercity Transportation grant funding;

**WHEREAS**, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

**WHEREAS**, LTD followed the competitive RFP process, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

**WHEREAS**, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract between LTD and TAC Transportation Inc., dba Pacific Crest Bus Lines on November 12<sup>th</sup>, 2024, and recommended Board adoption of the proposed resolution; and

**WHEREAS**, pursuant to LTD Resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000.

**NOW, THEREFORE, BE IT RESOLVED** by the LTD Board of Directors, acting as the LTD Contract Review Board that:

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with TAC Transportation, Inc. for the purpose of operating the Diamond Express and Oakridge Dial A Ride service in an amount not to exceed \$2,224,155; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$250,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF November, 2024.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Pamela Strutz, Director of Finance

**AIS Title:** Financial Update

**Action:** Discussion and Feedback

**Agenda Item Summary:** Purpose is to provide an update to the preliminary financial report for fiscal year 2023-2024, and fiscal year 2024-2025 operating fund results for the two months ended August 31, 2024.

**DESCRIPTION:** ORS 267.140 requires that a preliminary financial report be presented within 30 days after the end of the fiscal year. This requirement ensures that boards receive at least one financial report each year. District management also provides periodic financial reports on year-to-date financial results. The mid-year periodic reports keep the board informed throughout the year about the financial health of the district. This financial report includes preliminary results for the last fiscal year, from July 1, 2023, through June 30, 2024, and operating fund results for the current fiscal year, from July 1, 2024, through August 31, 2024.

**BACKGROUND:** In accordance with ORS 267.410, a preliminary fiscal year 2023-2024 financial report was distributed to the Board on July 29, 2024. This report will include results after reconciliations of accounts and any operating adjustments provided by the auditors. The accompanying current year operating fund report for the two months ending August 31, 2024, was manually prepared from financial system data. As various processes within the new financial software continue to be implemented and refined, current year reporting will become more automated.

**CONSIDERATIONS:** Preliminary financial results for the last fiscal year are positive, with no funds in a negative balance and a reserve fund balance that meets our target amount. Expenses were below budget in all funds. Revenue results compared to the budget were mixed, due to delays in projects and programs that generate grant funding. In the current year, operating expenses are trending at or below budget. Revenues are lower than budget due to the timing of federal and state grant receipts.

The final fiscal year 2023-2024 report will be presented with the audit in January

**Attachments:** Presentation

I certify that my Department Chief has reviewed and approved this AIS:

# FY24 Year-End Preliminary Financial Report

As of June 30, 2024



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## Table of Contents

- **FY24 Projection Highlights**
- **General Fund**
- **Other Operating Funds**
- **Capital Fund**



# FY24 Projection Highlights

## General:

- **No fund** will end with a negative fund balance (expenditures =< resources)
- **Sustainable Services Reserve** meets our Financial Reserve policy

## Resources:

- Operating revenues will end ~\$35K above budget (group, spec services, cash fares & passes, advertising)
- Payroll-type taxes will end ~\$4.4M above budget (payroll taxes, self-employment taxes, state-in-lieu)

## Expenditures:

- General Fund expenditures will end \$6.9M below budget due to hiring challenges, fuel price decreases, parts deliveries slow down, and spending less on services:
  - Personnel services will end \$3.1M below budget
  - M&S will end \$3M below budget
  - Insurance and risk services will end even with budget
- GF transfers to all funds will be below the budgeted amount
- Expenditures in all funds will be below amount budgeted/appropriated amounts



# GENERAL FUND



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## Assumption Estimates

### General Fund Operating Revenue – Performance against Budget

**GOAL:** Revenue that meets or exceeds budgeted revenues

Resources	FY2023-24 Budget	FY2023-24 Estimate	Comparison to Budget	Percent of Budget
<b>Operating Revenues</b>				
Fares & Touchpass	\$2,408,420	\$2,321,033	\$(87,387)	96%
Group/Monthly Passes	1,921,925	1,944,188	22,263	101%
Advertising	0	0	0	
Special Services	<u>27,383</u>	<u>127,230</u>	<u>99,847</u>	465%
	<b>\$4,357,728</b>	<b>\$4,392,451</b>	<b>\$34,723</b>	<b>101%</b>

Operating revenues are estimated to end \$34K above budget. This is due to Special Services as Fares are below budget.



## Assumption Estimates

# General Fund Non-Operating Revenue – Performance against Budget

**GOAL:** Revenue that meets or exceeds budgeted revenues.

Resources	FY2023-24 Budget	FY2023-24 Estimate	Comparison to Budget	Percent of Budget
<b>Non-operating Revenues</b>				
Payroll Taxes	\$50,841,071	\$54,857,787	\$4,016,716	108%
Self-employment Taxes	2,142,737	2,416,284	273,547	113%
State-in-Lieu	789,450	928,822	139,372	118%
Federal Assistance	13,300,000	7,370,304	(5,929,696)	55%
State Assistance	1,110,000	1,247,940	137,940	112%
Local Assistance	0	0	0	0%
Other Revenue	<u>1,129,658</u>	<u>2,989,528</u>	<u>1,859,870</u>	265%
	<b>\$69,312,916</b>	<b>\$69,810,665</b>	<b>\$497,749</b>	<b>101%</b>

Payroll taxes are conservatively budgeted. Actual receipts to date show an increase from the prior fiscal year. Federal assistance represents ARPA Act dollars. Only the actual assistance needed was drawn in order to preserve for future needs. Other Revenue increase is due to rising interest rates on our investment earnings.



## Assumption Estimates

# General Fund Operating Expenses – Performance against Budget

**GOAL:** Spend that is at or below appropriated budget. Reduce spend in anticipation of revenue changes

Requirements	FY2023-24 Budget	FY2023-24 Estimate	Comparison to Budget	Percent of Budget
<b>Operating Requirements</b>			-	
Personnel Services	\$47,693,055	\$44,578,408	\$3,114,647	93%
Materials & Services	14,829,555	11,827,063	3,002,492	80%
Insurance & Risk Services	<u>649,598</u>	<u>612,397</u>	<u>37,201</u>	94%
<b>Total Operating Requirements</b>	<b>\$63,172,208</b>	<b>\$57,017,868</b>	<b>\$6,154,340</b>	<b>90%</b>
<b>Transfers to other funds</b>	<b><u>\$9,251,211</u></b>	<b><u>\$8,539,466</u></b>	<b><u>\$711,745</u></b>	<b>92%</b>
<b>Total Requirements</b>	<b>\$72,423,419</b>	<b>\$65,557,334</b>	<b>\$6,866,085</b>	<b>91%</b>

Personnel services costs lower due to fewer positions being filled than expected, and benefits costs were less than budgeted. Materials & Services costs \$1.9M under budget due to lower than expected fuel & parts price increases, and contracted services savings. Insurance is even but may change with claim liability adjustments. Transfers are estimated at budget, but the actual transfers will be based on the actual results and may be lower.



# OTHER OPERATING FUNDS



## Assumption Estimates

# Specialized Services Fund - Performance against budget

**GOAL:** Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Description	<i>FY2023-24 Budget</i>	<i>FY2023-24 Estimate</i>	<i>Comparison to Budget</i>	<i>Percent of Budget</i>
<b>Resources</b>				
Operating Revenues	\$7,113,765	\$4,441,042	\$(2,672,723)	62%
Transfer from General Fund	<u>4,485,186</u>	<u>3,500,000</u>	<u>\$(985,186)</u>	78%
<b>Total Resources</b>	<b>\$11,598,951</b>	<b>\$7,941,042</b>	<b>\$(3,657,909)</b>	<b>68%</b>
<b>Total Requirements</b>	<b><u>\$11,598,951</u></b>	<b><u>\$7,750,871</u></b>	<b><u>\$3,848,080</u></b>	<b>67%</b>
<b>Net Results</b>	<b>0</b>	<b>\$190,171</b>	<b>\$190,171</b>	

Resources and requirements are below budget due to lower ADA RideSource and Mental Health transportation volume and delayed STIF-funded programs. Transfer from the General Fund is lower than budget based on business need.



## Assumption Estimates

# Medicaid Fund - Performance against budget

**GOAL:** Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Description	FY2023-24 Budget	FY2023-24 Estimate	Comparison to Budget	Percent of Budget
<b>Resources</b>				
Operating Revenues	\$15,395,845	\$16,744,150	\$1,020,555	109%
Transfer from General Fund	<u>327,750</u>	<u>0</u>	<u>0</u>	0%
<b>Total Resources</b>	<b>\$15,723,595</b>	<b>\$16,744,150</b>	<b>\$1,020,555</b>	<b>106%</b>
<b>Total Requirements</b>	<b><u>\$15,723,595</u></b>	<b><u>\$14,043,963</u></b>	<b>\$1,679,632</b>	<b>89%</b>
<b>Net Results</b>	<b>0</b>	<b>\$2,700,187</b>	<b>\$2,700,187</b>	

Medicaid program revenue is above budget due to catch-up payments from delayed claims. Expenses are below budget due to continued lower ridership activity after COVID-19. The Transfer from the General Fund is not needed this year.



## Assumption Estimates

# Point2Point Fund - Performance against budget

**GOAL:** Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Description	FY2023-24 Budget	FY2023-24 Estimate	Comparison to Budget	Percent of Budget
<b>Resources</b>				
Operating Revenues	\$572,092	\$335,756	\$(236,336)	59%
Transfer from General Fund	<u>182,778</u>	<u>120,000</u>	<u>(62,778)</u>	66%
<b>Total Resources</b>	<b>\$754,870</b>	<b>\$455,756</b>	<b>\$(299,114)</b>	<b>60%</b>
<b>Total Requirements</b>	<b>\$754,870</b>	<b>\$448,469</b>	<b>\$306,401</b>	<b>59%</b>
<b>Net Results</b>	<b>0</b>	<b>\$7,287</b>	<b>\$7,287</b>	

Point2Point program is below budget due to a delay in projects. Operating Revenues exceed requirements due to grant timing (grant revenues reflect reimbursement for pre-FY24 expenditures) Transfer from the General Fund is lower based on business need.



# CAPITAL PROJECTS FUND



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## Assumption Estimates

# Capital Projects Revenue – Performance against Budget

**GOAL:** Adequate funding for community investments. Maximize leverage of grant opportunities by ensuring available grant match is available. Timing of community investment spend is less critical than meeting project’s overall budget.

Resources	<i>FY2023-24 Budget</i>	<i>FY2023-24 Estimate</i>	<i>Comparison to Budget</i>	<i>Percent of Budget</i>
<b>Grants</b>				
Federal Assistance	\$25,560,909	\$11,613,822	\$(13,947,087)	45%
State Assistance	<u>4,847,500</u>	<u>5,515,406</u>	<u>(667,906)</u>	114%
<b>Total Grants</b>	<b>\$30,408,409</b>	<b>\$17,129,228</b>	<b>\$(13,279,181)</b>	<b>56%</b>
<b>General Fund Transfer</b>	<b><u>\$4,680,547</u></b>	<b><u>\$4,680,547</u></b>	<b><u>\$ 0</u></b>	<b>100%</b>
<b>Total Capital Fund Revenue</b>	<b>\$35,088,956</b>	<b>\$21,809,775</b>	<b>\$(13,279,181)</b>	<b>62%</b>

Capital Project revenue is below budget due to timing of projects. Transfer from the General Fund represents Match plus projects (such as Planning) that .



## Assumption Estimates

# Capital Projects Expenditures - Performance against budget

Project	FY2023-24 Budget	FY2023-24 Estimate	Comparison to Budget	Percent of Budget
<b>Improvement Projects</b>				
Frequent Transit Network Improvements	\$5,956,090	\$2,968,798	\$2,987,292	50%
Fleet Improvements	0	0	0	
Facilities Improvements	16,037,000	3,616,625	12,420,375	23%
Technology Infrastructure & Systems Improv.	450,000	0	450,000	0%
Safety & Security	0	0	0	
<b>Total Improvement Projects</b>	<b>\$22,443,090</b>	<b>\$6,585,423</b>	<b>\$15,857,667</b>	<b>29%</b>
<b>State of Good Repair</b>				
Frequent Transit Network State of Good Repair	0	0	0	
Fleet State of Good Repair	\$14,920,204	\$13,398,447	\$1,521,757	90%
Facilities State of Good Repair	1,748,000	1,480,907	267,093	85%
Technology Infrastructure & Systems	1,657,000	1,538,116	118,884	93%
<b>Total State of Good Repair</b>	<b>\$18,325,204</b>	<b>\$16,417,470</b>	<b>\$1,907,734</b>	<b>90%</b>
<b>Total Capital Projects</b>	<b>\$40,768,294</b>	<b>\$23,002,893</b>	<b>\$17,765,401</b>	<b>56%</b>

Capital Project spend is below budget due to project timing.



# SUSTAINABLE SERVICES RESERVE FUND



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## Assumption Estimates

# Sustainable Services Reserve Fund - Performance against budget

**GOAL:** Target 2-6 months operating costs via annual transfers

Description	FY2023-24 Budget	FY2023-24 Estimate	Comparison to Budget	Percent of Budget
<b>Resources</b>				
Investment income	\$ 0	\$529,908	\$529,908	n/a
Transfer from General Fund	<u>238,919</u>	<u>238,919</u>	<u>0</u>	100%
<b>Total Resources</b>	<b>\$238,919</b>	<b>\$768,827</b>	<b>\$529,908</b>	<b>70%</b>
<b>Total Requirements</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>n/a</b>

We are on target for this Fund. Investment revenue will continue to reduce the General Fund transfers needed in the future.





# Lane Transit District

## Agenda Item Summary (AIS)

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**Presented By:** Pamela Strutz, Director of Finance

**AIS Title:** Update on Budget Process

**Action:** Discussion and Feedback

**Agenda Item Summary:** The annual budget reflects the authorized amount that the District can spend during the specific 12-month period beginning July 1 and ending June 30. It is guided by our vision to create a more connected, sustainable, and equitable community, and as a result, reflects all five of our strategic areas of focus.

In accordance with ORS 294.408, the Board of Directors must adopt a budget for each of its six (6) funds by the close of the current fiscal year. For LTD, the fiscal year ends on June 30, 2025. Oregon Budget Law (ORS 294.321) is designed to encourage citizen involvement in the budget process. The District achieves this by: 1) vetting the budget through a Budget Committee comprised of all seven Board members and an equal number of appointed citizen members; 2) holding public hearings; and 3) accepting written public comments.

There are three requirements before the LTD Board can adopt the budget: 1) posting for public comment (ORS 294.401); 2) approval by the Budget Committee as presented or amended (ORS 294.424); and 3) holding a public hearing on the Budget Committee-approved budget (ORS 294.453).

**BACKGROUND:** The FY2024-2025 Budget was adopted on June 19, 2024. The Budget Officer will prepare the proposed FY2025-2026 Budget and associated explanatory documents in accordance with ORS 294.473.

ORS 294.414 requires that the Budget Committee hold one or more meetings for the purpose of:

- Receiving the FY2025-2026 budget message and the proposed FY2025-2026 Budget; and
- Providing members of the public with an opportunity to ask questions about and comment on the budget.

ORS 294.428 requires that the Budget Committee approve the proposed FY2025-2026 Budget as submitted by the Budget Officer or amended by the Budget Committee.

**CONSIDERATIONS:** Oregon Budget Law is designed to encourage citizen involvement in the control and expenditure of public funds by requiring a Budget Committee comprised of the LTD Board of Directors and an equal number of appointed electors to receive, consider, and approve the proposed budget as presented or amended by the Budget Officer.

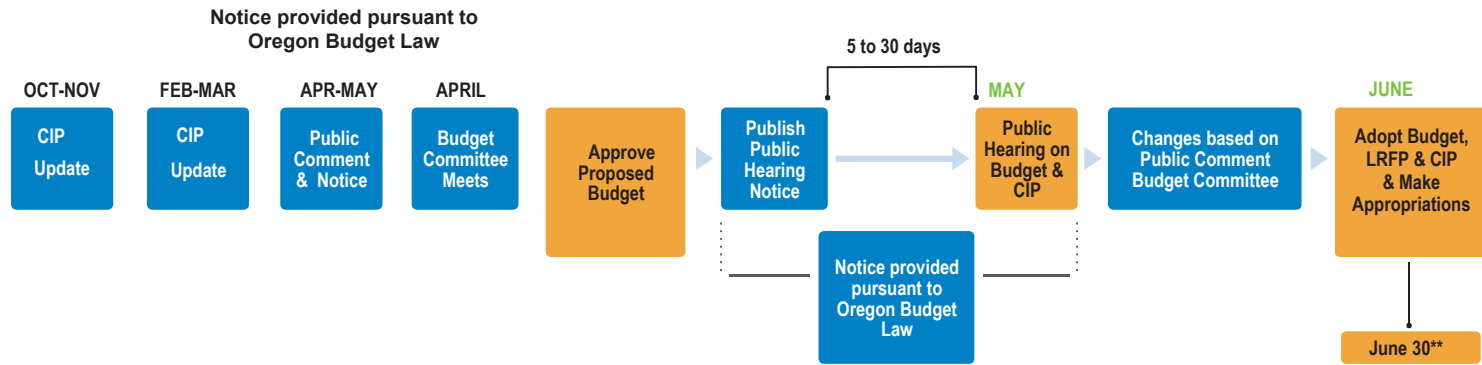
**NEXT STEPS:** The District will follow the timeline and steps required by the State of Oregon and outlined on the document enclosed.

**Attachments:** Handout- Budget Process

I certify that my Department Chief has reviewed and approved this AIS:



# BUDGET PROCESS



**\*\*NOTE: Budget must be adopted by June 30 (ORS 294.408)**



# Board Performance Report

## Ridership

Motorbus - Directly Operated (MB-D0): Local			
Month	2024	2023	Percent Change
July	256,720	251,257	2%
August	257,433	260,524	-1%
September	277,305	291,566	-5%

Rapid Bus - Directly Operated (RB-D0): EmX			
Month	2024	2023	Percent Change
July	192,937	190,383	1%
August	189,340	201,571	-6%
September	193,268	218,942	-12%

Demand Response - Purchased Transportation (DR-PT): RideSource			
Month	2024	2023	Percent Change
July	11,099	9,230	20%
August	11,312	10,238	10%
September	10,575	9,029	17%

Demand Response - Purchased Transportation (DR-PT): Cottage Grove Connector			
Month	2024	2023	Percent Change
July	1,154	1,107	4%
August	1,165	1,257	-7%
September	1,069	1,040	3%

Demand Response - Purchased Transportation (DR-PT): Florence ADA			
Month	2024	2023	Percent Change
July	112	75	49%
August	122	137	-11%
September	129	125	3%

Motorbus - Purchased Transportation (MB-PT): Rhody Express			
Month	2024	2023	Percent Change
July	1,093	567	93%
August	1,168	685	71%
September	1,077	571	89%



# Board Performance Report

## Motorbus - Purchased Transportation (MB-PT): Diamond Express

Month	2024	2023	Percent Change
July	667	533	25%
August	719	625	15%
September	689	547	26%

## Vanpool - Purchased Transportation (VP-PT)

Month	2024	2023	Percent Change
July	838	922	-9%
August	955	956	-0%
September	998	1,109	-10%

## Operator Count

Month	2024	2023	Percent Change
July	184	171	7%
August	195	174	12%
September	192	173	11%
<b>Average</b>	<b>191</b>	<b>173</b>	<b>10%</b>

## Operator Absenteeism Rate

Month	2024	2023	Percent Change
July	16.78%	12.12%	38%
August	20.63%	15.94%	29%
September	16.01%	16.51%	-3%
<b>Average</b>	<b>17.72%</b>	<b>14.90%</b>	<b>19%</b>

## Ordinance 36 Violations

Month	2024	2023	Percent Change
July	165	298	-45%
August	141	253	-44%
September	178	253	-30%





# Board Performance Report

## Maintenance Cost Per Mile - Repairs

Month	2024	2023	Percent Change
July	\$1.42	\$1.55	-9%
August	\$2.03	\$2.74	-26%
September	\$1.66	\$1.24	34%
<b>Average</b>	<b>\$1.70</b>	<b>\$1.85</b>	<b>-8%</b>

## Maintenance Cost Per Mile - Preventative Maintenance

Month	2024	2023	Percent Change
July	\$0.36	\$0.22	68%
August	\$0.30	\$0.26	15%
September	\$0.27	\$0.23	16%
<b>Average</b>	<b>\$0.31</b>	<b>\$0.24</b>	<b>32%</b>

## Customer Complaints

Month	2024	2023	Percent Change
July	63	80	-21%
August	82	81	1%
September	106	96	10%

## Customer Suggestions

Month	2024	2023	Percent Change
July	4	9	-56%
August	6	9	-33%
September	9	10	-10%

## Customer Compliments

Month	2024	2023	Percent Change
July	6	13	-54%
August	7	17	-59%
September	8	13	-38%