

Public notice was given to *The Register-Guard* for publication on June 14, 1990.

**LANE TRANSIT DISTRICT  
REGULAR BOARD MEETING**

**June 20, 1990  
7:30 p.m.**

**LTD BOARD ROOM  
3500 E. 17th Avenue, Eugene  
(off Glenwood Blvd.)**

**A G E N D A**

- I. CALL TO ORDER
- II. ROLL CALL  
Andersen\_\_\_\_\_ Brandt\_\_\_\_\_ Calvert\_\_\_\_\_ Fitch\_\_\_\_\_  
Herzberg\_\_\_\_\_ Montgomery\_\_\_\_\_ Parks\_\_\_\_\_
- III. INTRODUCTORY REMARKS BY BOARD PRESIDENT
- IV. BUS RIDER OF THE MONTH
- V. EMPLOYEE OF THE MONTH
- VI. AUDIENCE PARTICIPATION
- VII. ITEMS FOR ACTION AT THIS MEETING
  - A. Approval of Minutes
  - B. Service to the Jessen Area
  - C. Fiscal Year 1990-91 Disadvantaged Business Enterprise (DBE) Policy and Program
  - D. Resolution Reaffirming District Boundaries
  - E. Adoption of Fiscal Year 1989-90 Supplemental Budget
    1. Staff Introduction
    2. Opening of Public Hearing by Board President

3. Public Testimony
  4. Closure of Public Hearing
  5. Board Deliberation and Decision
- F. Adoption of Fiscal Year 1990-91 Budget
1. Staff Introduction
  2. Opening of Public Hearing by Board President
  3. Public Testimony
  4. Closure of Public Hearing
  5. Board Deliberation and Decision

**Note: The following two agenda items will be moved to the end of the meeting, so other staff will not have to wait during the Executive Session. After the Executive Session, the Board will need to return to regular session to discuss the Board Salary Committee's recommended salary and benefits package for the General Manager for FY 90-91.**

- G. Executive Session pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and pursuant to ORS 192.660(1)(i), to evaluate the employment-related performance of the General Manager.
- H. Board Salary Committee Recommendation

VIII. ITEMS FOR INFORMATION AT THIS MEETING

- A. Current Activities
1. Downtown Eugene Transit Station Site Selection Update
  2. Buses on a Reopened Willamette Street/Eugene Downtown Retail Task Force
  3. Response to Petition Regarding #67 Coburg/Crescent
  4. Gateway Station Update
  5. Business After Hours, June 27, 1990

6. Transit Board Members Seminar

7. Special Services Report

B. Monthly Financial Reporting

IX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

A. Board Position on Buses on a Reopened Willamette Street

B. Customer Information Systems Research Presentation

**NOTE:** ITEMS VII.G AND VII.H WILL BE MOVED TO THIS POINT IN THE MEETING. AFTER THE EXECUTIVE SESSION, THE BOARD WILL NEED TO RETURN TO REGULAR SESSION TO DISCUSS THE BOARD SALARY COMMITTEE'S RECOMMENDED SALARY AND BENEFITS PACKAGE FOR THE GENERAL MANAGER FOR FY 90-91.

X. ADJOURNMENT

**AGENDA NOTES**

June 20, 1990

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**IV. BUS RIDER OF THE MONTH:**

The June Bus Rider of the Month is Karyn Kelly, a graduating Physical Education student at the University of Oregon. She says that LTD is wonderful and that the bus operators always have a friendly greeting for the riders.

Karyn will attend the meeting to be introduced to the Board and receive her award.

**V. EMPLOYEE OF THE MONTH:**

The June Employee of the Month is Bus Operator Ed Russell. Ed was originally hired as a full-time Bus Operator in February 1980, and because of his low seniority was laid off in early 1982. He was re-hired as a part-time bus operator in October 1983 and promoted to full-time in September 1984. Ed has earned his five-year safe driving record and has an excellent attendance record. He was nominated for this award by someone who says that Ed always has a smile and does not become impatient with riders.

When asked what makes Ed a good employee, Transportation Administrator Bob Hunt said that, in addition to his excellent attendance and safety records, Ed has a ready smile and a great sense of humor, and never forgets the welfare of his customers. Ed's co-workers also appreciate the fact that if you need Ed's help, he'll change his own plans in order to help you.

Ed will attend the meeting to receive his award and be introduced to the Board.

**VII. ITEMS FOR ACTION AT THIS MEETING**

A. **Approval of Minutes:** The minutes of the February 12, 1990, joint City Council/LTD Board meeting and the May 16, 1990, regular LTD Board meeting are included in the agenda packet for Board review and approval. 11

B. **Service to the Jessen Area:** 30

Issue Presented: Should the Board approve continuation of changes made to service to the Jessen area, as outlined in the staff memorandum in the agenda packet?

Background: At the March 1990 meeting, the Board approved all elements of the service recommendations for FY 90-91 except the proposed elimination of service to the Jessen Drive area. Staff were directed to consider alternatives to the elimination of service and bring a revised recommendation to the Board. At the May 16, 1990, meeting, staff presented recommended service changes which would continue service to the Jessen area, with the exception of three afternoon trips. After



hearing testimony from Jessen residents, the Board directed staff to conduct a test of service changes involving elimination of service to the Jessen area on two afternoon trips.

Included in the agenda packet is a staff memorandum which discusses the test of those service changes. Ridership data was collected and is summarized for the Board's information.

Staff Recommendation: That the Board approve continuation of the service as currently designed for an indefinite period. Assumed in this recommendation is that the deviation of the 3:50 p.m. #53 Junction City bus will not be implemented.

Results of Recommended Action: Staff will inform riders of the service change, and will continue to monitor the #44A route, particularly the 3:00 p.m. arrival at the Eugene mall.

C. **FISCAL YEAR 1990-91 DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY AND PROGRAM:** 34

Issue Presented: Should the Board adopt a resolution amending the District's Disadvantaged Business Enterprise (DBE) Policy and DBE Affirmative Action Program?

Background: In 1981, the Board established an affirmative action program for minority business enterprise participants in federally-funded projects. Since that time, the Board has adopted revised DBE policies and DBE Affirmative Action Programs on an annual basis.

Included in the agenda packet are revised DBE Policies and Programs recommended for FY 90-91. A staff memorandum explains some of the changes which were made. Staff will be present at the meeting to discuss the revisions and answer any questions the Board may have.

Staff Recommendation: That the Board adopt the enclosed Resolution amending the FY 90-91 DBE Policy and DBE Affirmative Action Program.

Results of Recommended Action: The amended DBE Policy and Affirmative Action Program will be used in developing the District's actual DBE goals for FY 90-91.

D. **RESOLUTION REAFFIRMING DISTRICT BOUNDARIES:** 54

Background: Oregon Revised Statutes 167.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory in

which the transit system will operate. No LTD territorial changes have been made for Fiscal Year 1990-91. Included in the agenda packet is a resolution reaffirming the territory within which LTD's system will operate for FY 90-91.

Staff Recommendation: That the Board adopt the enclosed resolution reaffirming that Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance No. 24.

E. **ADOPTION OF FISCAL YEAR 1989-90 SUPPLEMENTAL BUDGET:** 55

1. Staff Introduction

- a. Issue Presented: Should the Board adopt the Supplemental Budget for Fiscal Year 1989-90, as approved by the Budget Committee on April 25, 1990?
- b. Background: The Supplemental Budget for FY 89-90, as presented in the agenda packet, was approved by the Budget Committee on April 25, 1990. The Supplemental Budget must be approved by the Board before the end of the current fiscal year in order for the District to properly allocate its year-end expenses and revenues. Included in the agenda packet for this meeting are a Resolution Adopting the Supplemental Budget and a Resolution Making Appropriations. Attached to the resolutions is a summary sheet showing the budget, budget transfers as of June 15, 1990, the supplemental budget, and the amended budget for FY 89-90. A public hearing is required before the Supplemental Budget can be adopted.
- c. Budget Committee Recommendation: That the Board first hold a public hearing and then adopt the enclosed Resolution Adopting the Supplemental Budget, in the total amount of \$623,655 for the General Fund and (\$1,381,245) for the Capital Projects Fund, and the Resolution Making Appropriations, for Fiscal Year 1990-91.
- d. Results of Recommended Action: Staff will effect the budget adjustments as presented in the approved budget.

2. Opening of Public Hearing by Board President

3. Public Testimony



4. Closure of Public Hearing
5. Board Deliberation and Decision

F. **ADOPTION OF FISCAL YEAR 1990-91 BUDGET:**

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1. Staff Introduction
  - a. Issue Presented: Should the Board adopt the budget and make appropriations for Fiscal Year 1990-91 as recommended by the Budget Committee on April 25, 1990?
  - b. Background: The budget for FY 90-91 was approved by the Budget Committee on April 25, 1990, for adoption by the Board of Directors. A budget for Fiscal Year 1990-91 must be adopted before the end of the current fiscal year on June 30, 1990. Included in the agenda packet is a Resolution adopting the budget and making appropriations, which includes the summary budget for FY 90-91. A public hearing is required before the FY 90-91 budget can be adopted.
  - c. Budget Committee Recommendation: That the Board first hold a public hearing and then adopt the Resolution, as presented, which adopts the budget for Fiscal Year 1990-91, in the total combined fund sum of \$17,595,650.
  - d. Results of Recommended Action: The District will implement the programs and projects consistent with the funding appropriations for FY 90-91.
2. Opening of Public Hearing by Board President
3. Public Testimony
4. Closure of Public Hearing
5. Board Deliberation and Decision

**Note: The following two agenda items will be moved to the end of the meeting, so other staff will not have to wait during the Executive Session. After the Executive Session, the Board will need to return to regular session to discuss the Board Salary Committee's recommended salary and benefits package for the General Manager for FY 90-91.**

- G. Executive Session Pursuant to ORS 192.660(1)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations, and pursuant to ORS 192.660(1)(i), to evaluate the employment-related performance of the General Manager
- H. Board Salary Committee Recommendation

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Issue Presented: Should the Board approve an increase in the General Manager's salary and benefits package and authorize the Board President to sign a contract extending the General Manager's employment through FY 90-91?

Background: The Board Salary Committee (Janet Calvert, Tammy Fitch, and Thom Montgomery) recently met to discuss the General Manager's performance appraisals for the period March 1989 through February 1990, and related salary and benefit adjustments. On June 20, the Salary Committee will make a recommendation to the Board for adjustments to the General Manager's base salary and benefit package for FY 90-91 based on those evaluations. This item was on the agenda for the May 1990 Board meeting but was postponed due to the absence of several Board members.

A letter from the Salary Committee chairman is included in the agenda packet. It states the Committee's recommendation for FY 90-91 and includes a comparison to current salary and benefit provisions. A copy of the employment agreement also will be included for the members of the Board.

Board Salary Committee Recommendation: That the Board authorize the Board President to sign a contract extending the General Manager's employment through FY 90-91; and that the Board approve, as compensation to the General Manager for services rendered to the District during FY 90-91, an increase of 4 percent in base salary, for an annual rate of \$59,488; a monthly automobile allowance of \$200; and a one-time payment equalling 11 percent of base salary, or \$6,544, for an additional benefit program to be determined by the General Manager.

## VIII. ITEMS FOR INFORMATION AT THIS MEETING

### A. Current Activities:

1. Downtown Eugene Transit Station Site Selection Committee Update: A staff memorandum provides information about the public information process regarding recommended sites for a new

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downtown Eugene transit station, and asks for Board discussion about the recommended sites.

2. **Buses on a Reopened Willamette Street/Eugene Downtown Retail Task Force:** At the meeting, staff will report to the Board on the Retail Task Force's recent discussions regarding allowing buses on portions of Willamette Street to be reopened to traffic. No Board action is required at this time, but further discussion and/or action may be required at the July Board meeting.
  3. **Response to Petition Regarding #67 Coburg/Crescent:** Included in the agenda packet is a staff response to a petition from residents of the Eugene Hotel Retirement Center regarding discontinued service on a portion of the #67 Coburg/Crescent. 66
  4. **Gateway Station Update:** A memorandum in the agenda packet provides a brief update on the new Gateway Transit Station. 68
  5. **Business After Hours, June 27, 1990:** LTD has been invited by the Springfield and Eugene Chambers of Commerce to host a joint Chamber Business After Hours at the new facility from 5:30 p.m. to 7:00 p.m. on June 27, 1990. Staff are in the process of planning this event, and Board members are invited to attend.
  6. **Transit Board Members Seminar:** Additional information regarding the next APTA Board Members Seminar is included in the agenda packet. Tom Andersen has expressed an interest in the seminar. Other Board members who wish to attend should contact Jo Sullivan to make the necessary arrangements. 69
  7. **Special Services Report:** As a result of Board discussion about special services requested by persons and agencies in the community, a list of requests (approved and denied) is included in the agenda packet each month. However, no requests were received since the last report.
- B. Monthly Financial Reporting:**
1. Comparison of Year-to-date Actual Revenues and Expenditures to Budgeted (General Fund) 73
  2. Comparison of Budgeted and Actual Revenues and Expenditures
    - (a) Capital Projects Fund 74
    - (b) Risk Management Fund 75

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR MEETING

Wednesday, May 16, 1990

Pursuant to notice given to *The Register-Guard* for publication on May 10, 1990, and distributed to persons on the mailing list of the District, the regular monthly meeting of the Board of Directors of the Lane Transit District was held on Wednesday, May 16, 1990, at 7:30 p.m. in the LTD Board Room at 3500 E. 17th Avenue, Eugene.

Present:

Peter Brandt, Treasurer  
Tammy Fitch  
Thomas Montgomery  
Keith Parks, Vice President, presiding  
Phyllis Loobey, General Manager  
Jo Sullivan, Recording Secretary

Absent:

H. Thomas Andersen, Secretary  
Janet Calvert, President  
Herbert Herzberg

**CALL TO ORDER:** The meeting was called to order at 7:35 p.m. by Mr. Parks.

**OPENING REMARKS BY PRESIDING OFFICER:** Mr. Parks thanked the staff for their extra efforts and hard work on the three grand opening events on May 3, 4, and 5, which assured a successful grand opening for the District.

**BUS RIDER OF THE MONTH:** The May Bus Rider of the Month was not one person, but a group of students from Condon, Edison, Eastside-Willard, and Magnet Arts/Jefferson schools who were described by their bus operators as great bus riders and lots of fun. Several of the students came to the meeting to receive their awards. Mr. Parks called those students by name and gave them each an envelope containing a certificate of appreciation, a day pass, a coupon from Burger King, and LTD paper clips and magnets. Mr. Parks commented that he was happy to see that they were willing to be bus riders at this time in their lives, because in the future it may become mandatory. He added that the District appreciated the behavior and helpfulness of the children who were being recognized.

**EMPLOYEE OF THE MONTH:** Mr. Parks then introduced the May Employee of the Month, Inside Cleaner Venda Stubbs. Venda was hired as a part-time employee in April 1988. She was described as an excellent worker with a good sense of humor, who builds employee morale through dedication to her job and superior attendance. After receiving her award and check, Venda said she was very pleased to accept the honor on behalf of the Maintenance division, whose members she called the District's unsung heroes who work behind the scenes.



She said it made her proud when Maintenance received awards, and this award made her feel like one of the team.

**AUDIENCE PARTICIPATION:** Eleanor Gasper, of 2119 W. 12th Avenue in Eugene, said she had been riding the bus a long time, and was impressed with LTD's service, polite people, and the caring drivers, who were concerned enough to listen to her about the Jessen route. She said she was very proud to live in Eugene, and that LTD makes her independent as a 68-year-old woman. She also expressed her appreciation for the wonderful service for handicapped people.

**APPROVAL OF MINUTES:** Mr. Brandt moved that the minutes of the May 2, 1990, adjourned Board meeting be approved as distributed. Ms. Fitch seconded the motion, and the minutes were approved by unanimous vote.

**SERVICE TO THE JESSEN AREA:** Ms. Loobey stated that, as part of the Annual Route Review process, a number of changes to service had come before the Board for approval in March. Those recommendations included some service changes in the Jessen area, due to low ridership and problems with running time and missed transfers. A number of people approached the Board at that meeting with concerns about losing their service. After hearing their concerns, the Board had instructed staff to look again at this issue and prepare a report for the May or June meeting.

Stefano Viggiano, Planning Administrator, used a flip chart to show the route of the #44A Echo Hollow, via Jessen. He explained that the proposal was not to make a routing change, but to shorten the route because of the route's tight schedule, which was particularly a problem in the afternoon. A chart showing the range of activities on each trip according to trip time was also used. In general, there were about 10 riders on the route per day, or 20 activities (boardings and deboardings). In the morning, those buses are between one and two minutes late, and in the afternoons, they are from two to four minutes late. Mr. Viggiano also showed on this chart which trips were recommended to have continued service, including the morning through the 1:05 p.m. trip from the Eugene mall. Staff were recommending that the 2:05, 3:05, and 4:05 p.m. trips turn around at the Echo Hollow Plaza at Echo Hollow and Barger. Mr. Viggiano explained that those are the trips that tend to have the most problems, especially the 3:05 and the 4:05. The 5:05 has some problems, but staff were recommending that it continue to serve the area because when it gets back into town at 6:05 p.m., there are very few buses leaving the mall, so there are few missed transfers. People on that trip normally have to wait until 6:20 p.m. to transfer. The 6:05 p.m. trip from the mall would be the last one of the day. Mr. Viggiano explained that the 3:50 p.m. trip of the #53 Junction City would deviate, on demand, to drop off passengers in the Jessen area. The deviation for one trip would add an additional five minutes each weekday, at a cost of about \$600 a year. The 2:05 p.m. trip, which returns to downtown Eugene at about 3:00 p.m., has some trouble with running time, being late three to four minutes at Jessen, and then, at times, being unable to make up that time before reaching the Eugene mall. Some of the Jessen residents do tend to ride that trip, however. Mr. Viggiano said that if LTD continued to serve Jessen with that trip, the trade-off would be that riders would occasionally miss transfers.

Mr. Viggiano stated that staff wanted to maintain consistency of service. Any rerouting of the #44A would be confusing with the 44B routing. Staff also wanted to continue to provide some circulation within the Jessen neighborhood, and thought this recommendation would do that.

Ms. Fitch asked if Mr. Viggiano had a cost for each change if that change was not made. He replied that there is no monetary cost, but there are costs such as stress for the driver and missed transfers. Ms. Fitch then asked the number of riders on the bus coming into town who would miss transfers. Mr. Viggiano replied that riders were coming into town primarily in the morning. However, a number of people board at the Gilbert Shopping Center and along 8th Avenue, so there are probably about 10 people per trip on the bus when it gets into town on the afternoon trips.

**Public Testimony:** Greg Nelson, representing the Jessen Neighborhood Association, said he had also addressed the Board in March, and that the Association appreciated Mr. Viggiano's efforts regarding some of the neighbors' concerns. Mr. Nelson talked about the neighborhood, saying that a new house was being completed every week to ten days. The residents were concerned that without the mid-afternoon runs, service wouldn't be seen as predictable and reliable; ridership would be less than it currently was; and the downward spiral in service would begin. He said he did not believe it should be made a budgetary matter in the future. Rerouting the #53 Junction City bus would add \$600 per year, while retaining current service would cost nothing.

Mr. Nelson said he knew there were some problems, but believed they should be handled without affecting service to the Jessen/Cleary neighborhood. He stated that at least two people need to get into the area on the 2:05 p.m. bus, which is being recommended to be shortened and not run to the area. Two handicapped people who work at Goodwill ride the 4:05 p.m. and 5:05 p.m. runs. If the 4:05 run were shortened, they would be left at the Eugene mall without any way to get home until later.

Mr. Nelson also suggested an alternative that would have a minor effect upon people in the Marshall Street area. It would mean rerouting the #44 down Highway 99 to Jacobs. It could cause confusion in the Echo Hollow/ Marshall area, but there would still be an hourly route. He thought this might be the lesser of two evils--cutting some service to one group rather than eliminating service to another group.

**Board Deliberation:** Mr. Montgomery asked how this ridership breakdown compared to what was presented to the Board in March. Mr. Viggiano said it was close to the previous numbers. He explained that there was a fair amount of variation by trip and day, and that the numbers presented that evening were the result of about eight more days of counts. Some of the counts were done by staff and some by machine, and both showed about 10 riders per day into and out of the area.

Ms. Fitch asked how often the #53 Junction City ran. Mr. Viggiano said there were about five runs a day, but none other during that afternoon time when service is needed. Mr. Viggiano responded to some of Mr. Nelson's other concerns that this reduction would be the first step in completely cutting service to the Jessen area. He agreed that the Jessen



neighborhood is a growing area, and said that staff expect to provide bus service there into the future. Eventually, he said, service would be added back, ideally with access into that neighborhood from Barger. He explained that it takes about three or four minutes to get into the neighborhood, which is an isolated area with only one access point. Eventually, there will be a street access through what is now a field, and then the area can be served with more regular buses. However, he stressed that this is not a situation where the District plans to eliminate more trips per year.

Ms. Fitch said that, as a Board member, she was concerned more than anything else about the possibility of stranding two handicapped riders in downtown Eugene. She wondered if the 3:50 p.m. Junction City route would be an option for them.

Eleanor Gasper said she spends about 20 hours a week as a care giver in a situation where someone absolutely has to be there. In order to do this, she rides the 2:05 p.m. trip from the mall, and returns on the 5:30 p.m. run. A gentleman mentioned a boy with a learning disability who rides the bus in the afternoon; if he gets confused and takes the wrong bus, they lose track of him on the bus.

Mr. Viggiano said that LTD had a good working relationship with Goodwill. One option would be to try to be sure the workers' schedules met LTD's schedule. He offered to have District staff work with Goodwill to accomplish that if it were necessary, saying that in the past, Goodwill had been very helpful in accommodating LTD's schedules.

Ms. Loobey said she knew it was a difficult decision. She said her concerns went beyond the \$600 cost, because when schedules run late, it affects the rest of the schedules. Drivers are also late missing their reliefs, and there are additional costs associated with that. Other costs occur when the people living or working along Highway 99 and 8th Avenue miss their transfers, maybe then missing their work opportunities. She said she had the sense that this whole issue would be evolving over time. She stated that staff stood ready to work with the neighborhood association and Goodwill, and would approach the City of Eugene to help build the pressure to build a street into the Jessen area.

Mr. Nelson said he realized that the route is stretched, and that there shouldn't be missed transfers if a bus misses a stop light, but that it does happen, although it is variable among the routes. He thought the route should be changed to use more of Highway 99 before or after Jessen. Because Jessen is a big loop, it counts as four or five stops, rather than one stop at the end of the route.

Mr. Brandt said that his only comment is that this did not seem to be much of a solution, even though he knew staff had worked hard at finding one. Ms. Fitch said that when she read the recommendation in the packet, it seemed ideal, but now it did not.

Mr. Viggiano stated that a bus that is four minutes late is considered on time within the system, so routes were created with some time to make up. Mr. Brandt asked about providing fewer stops along the route. Mr. Viggiano said the District has some express routes, and found that it is difficult to communicate that information to people, who expect buses to stop at every bus stop. Since the #44A did not have high ridership, the running problems were

primarily due to traffic congestion rather than ridership. He further explained that staff were trying to accommodate the 8:00 a.m. to 5:00 p.m. work schedules. Trips during the day are sometimes more discretionary, so staff hoped those riders could plan their days differently to work around the reduced service; however, he understood this was not always true, as in the case of the care giver.

Mr. Brandt asked if this service could be tried for a month to see how it worked. Mr. Viggiano said staff would need to communicate that to the people who ride the bus. Mr. Montgomery said it sounded as if it would be better to settle the problem in a way the riders could count on. He said this recommendation really didn't solve the overall problem and the District would have to go back to attack that later, that things were not cast in stone. Ms. Loobey said the recommended change would be for September service; major changes were normally made in September and minor changes at other times.

Mr. Brandt moved that the Board try the recommended service this summer with no final decision until it had been tried, in time to print informational materials for fall service. The motion died for lack of a second.

Mr. Montgomery asked if Mr. Brandt's suggestion would be feasible. Marketing Representative Ronnel Curry said that it would be fairly simple to communicate changes to current riders, but much more difficult to let potential riders know. Mr. Montgomery asked when staff would have to obtain the information and act on it in order to know whether it would be changed in September or not. Ms. Curry said the final schedules need to be ready by the end of June in order to be printed in time for September service.

Ms. Fitch asked about return times of the Jessen service. Mr. Viggiano said the 1:05 p.m. bus would go to Jessen and return to the mall at 2:00 p.m., and the 2:05 p.m. route would not run. It was suggested that, instead of leaving such a big block of time in the afternoon without service to Jessen, the 1:05 and 3:05 p.m. runs be eliminated. Mr. Montgomery said, however, that those particular afternoon runs are the ones with schedule problems, and that trading one for another did not solve the particular problem. Staff would want to be sure that, if the 2:05 p.m. trip did continue to go to Jessen, the bus could make up that lost time on the run when it got back to the mall at 3:00 p.m. Ms. Fitch asked if this run also affected driver reliefs. Mr. Viggiano said that it might. Bus operators are shuttled back and forth to the mall, and the shuttle van does not wait. However, he said, the bus is not late at 3:00 p.m. every day.

**MOTION**

Ms. Fitch moved that the Board agree to the proposal as presented by staff, with the exception that the 2:05 p.m. run would continue to the Jessen neighborhood, and that this service be re-evaluated at the June Board meeting, with this trial service beginning as soon as possible and running for one month. Mr. Montgomery seconded the motion. Mr. Brandt called for the question, and the motion carried by unanimous vote.

**VOTE**

Mr. Viggiano asked if, when this issue is brought back to the Board in June, it would be evaluated based on the impact on ridership, since it would be sure to address the time problem. Ms. Fitch said it should be evaluated on complaints from riders and a sense of whether or not it works for them.

**ITEMS FOR INFORMATION AT THIS MEETING:**

**LCC Station Update:** Ms. Loobey said that in past Capital Improvements Programs, the Board had approved transit station improvements at Lane Community College (LCC). She added that the station had come before the Board at least one time in the last five or six years, and that the District continues to have problems with the station. At one time, the Board had discussed moving the station from where it currently is to the front of the College. However, the problem with that design idea was that it was extremely difficult for those in wheelchairs to use, so that idea was dropped, and staff attempted to address capacity and safety issues at the current location.

Paul Zvonkovic, Transit Planner and project manager, said that according to input from the Planning Advisory Committee and other resources, the current location is the best alternative. He used slides to show access to campus and the station itself. He explained that the current station has two sections, one for Eugene and one for Springfield, and that students walk down a service driveway between the sections, causing passenger and vehicle conflicts. That issue is being addressed with the new station design. Sidewalks are being built along the road to give students the option to walk on the sidewalk and then cross to the Eugene side of the station. The Springfield section is currently narrow, making passenger flow difficult during wheelchair loading. The main seating area is concrete block, so is not comfortable for the District's customers as a waiting area. There is also not much shelter, information, or lighting available to riders. Changes being planned for the station include a larger, expandable shelter, sidewalks, and more sheltered seating. Ken Nagao, the project architect, showed the Board the new design for the LCC Station. It included three 20-foot bays with transparent windbreaks on both sides of the structure, to give the shelter a feeling of openness. Mr. Nagao explained that separate bids would be accepted for different pieces of the work, with an option to build either three or four bays.

Mr. Parks asked if there were any problems with LCC as far as taking the additional space for the expanded station. Mr. Nagao said that he and staff had been working with LCC, and LCC had been very cooperative, even to allowing LTD to connect the clock and utilities to LCC's existing system. Mark Pangborn, Director of Administrative Services, added that LTD would bear 20 percent of the cost of the station, and 80 percent would come from an existing federal grant.

Mr. Brandt asked why the station was not by the student union. Mr. Zvonkovic explained that the area was narrow and dark and would not work as well as the current location.

Mr. Parks thanked Mr. Nagao for his presentation to the Board.

**Grand Opening Report:** Ms. Loobey thanked Mr. Parks for his gracious comments to staff, and offered staff's thanks to the Board members for their time and participation in the grand opening events.

**Buses on a Reopened Willamette Street:** Ms. Loobey called the Board's attention to the memorandum on page 22 of the agenda packet. She said that while the Board was in the process of looking for a new location for the downtown Eugene transit station, it also needed

to be aware of what was happening with streets downtown. Ms. Curry, who participates on the downtown task force, said that the decisions made by the task force so far had implied that LTD's 40-foot buses would not be allowed on a reopened Willamette Street. Staff, however, believed that it was very important to have this option. She said that some task force members were transit supportive, but some did have a view of the street as a narrow, quiet street with sidewalk cafes.

Because the task force was transit supportive, the members wanted LTD to look at using a smaller vehicle than the 40-foot bus for a downtown shuttle. Ms. Curry said she would continue to work with the retail task force. The issue would next go to the Eugene Downtown Commission and the City Council. At that time, she said, the Board could take some action. This item was being presented as an informational item at this time, however. She introduced Bob Hibschan, manager of the City of Eugene Planning and Development Department, who was present to answer questions.

Mr. Parks asked if segments of a plan were being approved, rather than an overall plan, and if different groups were working on different areas. Ms. Curry replied that the downtown task force was looking at the retail aspects of downtown, including circulation and access. Mr. Hibschan said that several groups were working under the auspices of the Downtown Commission, and there was also coordination with the LTD Downtown Eugene Transit Station Site Selection Committee. There was a "wait and see" approach to whether or not only a block or so of Willamette will be opened, but Mr. Hibschan thought the Board should keep all possibilities in mind.

Mr. Montgomery asked if there had been any indication from the City regarding what would happen if opening only a block failed, and whether more of the street would then be opened. Ms. Curry said there had been no discussion of this at the task force level.

**Meeting with Lane County Commissioners:** Ms. Loobey said that there had been some publicity in The Register-Guard lately regarding the downtown Eugene transit station and some of the sites being considered. She said the article in the newspaper was there because the Downtown Transit Station Site Selection Committee had set a public input series on those sites. The Lane County Commissioners asked to meet with LTD on May 22 because two of the sites belonged to the County. Ms. Loobey said she believed that one member of the Downtown Station Site Selection Committee should accompany staff to the meeting to hear the Commissioners' concerns. She said that staff would prepare a history of the downtown Eugene transit station for the Commissioners, as well as a discussion of the selection criteria and how those various parcels were rated.

Mr. Brandt, a member of the Site Selection Committee, was concerned that only LTD was meeting with the Commissioners, since the committee had spent a lot of time on this issue. He thought the full committee would like to hear the Commissioners' concerns, and that the committee members should be asked to attend. Ms. Loobey asked Mr. Brandt if he thought LTD could have an initial meeting with the Commissioners to explain the criteria, and then ask the Commissioners to come to a meeting of the whole Site Selection Committee to make comments. Mr. Brandt thought that Ms. Calvert, the Board President and Site Selection Committee chair, should be asking the committee members what they wanted to do; that she



should at least give them the courtesy of a call. He said that one or two people could attend and do the job, but maybe more committee members would like to know when the meeting was and that they could attend if they wanted to. He was afraid that one committee members' comments might not reflect the mass of the committee, and thought that any comments should be within the guidelines of the task force.

Mr. Brandt asked who attended the public input meeting. Ms. Loobey said the meeting was a joint effort by LTD and City staff. She stated that staff appreciated Mr. Brandt's comments and would follow the protocol he had suggested.

**Chamber of Commerce Business After Hours:** Mr. Brandt asked who was going to be paying for the alcoholic beverages being served at the Chamber-sponsored Business After Hours that would be hosted by LTD at the new facility on June 27. He also wondered about serving alcoholic beverages on the District's property. Ms. Loobey said that LTD would not be purchasing any alcoholic beverages. She added that other public agencies had hosted such events where alcoholic beverages had been served, and that the Chamber makes the arrangements for these events. Mr. Brandt wondered who purchased the liability insurance and who had the liquor license coverage. Ms. Loobey replied that staff were researching those questions and would make sure that the District was appropriately covered in those areas.

**June Board Meeting:** Mr. Parks said that the Board needed to ensure a quorum at the June Board meeting in order to adopt the FY 90-91 budget.

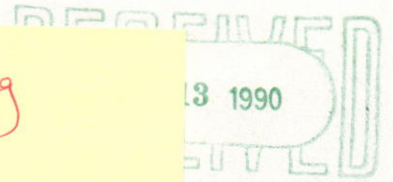
**EXECUTIVE SESSION PURSUANT TO ORS 192.660(1)(d):** Ms. Fitch moved that the Board move into Executive Session pursuant to ORS 192.660(1)(d), in order to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Montgomery seconded the motion. The Board voted unanimously to move into Executive Session. An Executive Session pursuant to ORS 192.660(1)(i), to evaluate the employment-related performance of the General Manager, had also been scheduled for this meeting, but Ms. Loobey said she would prefer to wait until more Board members were present at a later meeting.

Mr. Brandt left at this point in the meeting.

**ADJOURNMENT:** After returning to regular session, the meeting was adjourned at 9:40 p.m.

  
Board Secretary





Wrong  
mtg

## MINUTES

Eugene City Council  
Council Chamber--Eugene City

COUNCILORS PRESENT: Emily Schue, Rob Bennett, Ruth Bascom, Shawn Boles,  
Debra Ehrman, Bobby Green, Freeman Holmer.

COUNCILORS ABSENT: Roger Rutan.

The regular meeting of the Eugene City Council was called to order by His Honor Mayor Jeff Miller.

### I. PUBLIC FORUM

Gary Rayor, 2064 Friendly Street, expressed concern regarding traffic on Friendly Street. He indicated that the City's plans to install a traffic light on Friendly Street would increase the traffic on that street which, in turn, would decrease the quality of life in that neighborhood. He urged council and staff to reconsider the placement of this light.

Randy MacDonald, 3032 Ferry Street, spoke about the lack of affordable housing in Eugene. He encouraged the Mayor and members of the council to support the Lane County Task Force's revenue plan including the Business License Fee.

Randy Prince, PO Box 927, spoke about the City Code requirement for parking spaces. He felt that number of parking spaces required by the code is in many cases too high, and urged the council to make the code requirement less restrictive.

### II. CONSENT CALENDAR

- A. Approval of City Council Minutes of October 23 and November 20, 1989; and January 10, 1990
- B. Call for Public Hearing on March 12, 1990, for Vacation of Zona Lane (SV 89-4)

Ms. Schue moved, seconded by Mr. Bennett, to approve the items on the City Council Consent Calendar. Roll call vote; the motion carried unanimously, 7:0.

LTD BOARD MEETING  
6/20/90 Page 11



III. PUBLIC HEARING: ANNEXATION/REZONING REQUEST FOR PROPERTY GENERALLY LOCATED IN THE RIVER ROAD AREA, IN THE VICINITY OF MAXWELL ROAD AND THE NORTHWEST EXPRESSWAY (RIVER ROAD CHURCH OF CHRIST, AZ 89-6)

City Manager Mike Gleason introduced the topic. Cathy Czerniak, Planning and Development Department, summarized the code criteria for annexation and rezoning requests.

Ms. Czerniak reported that the Planning Commission recommended approval of the request for annexation 4-1. After the Planning Commission Public Hearing, the record was held open for an additional seven days for written comments at the request of a citizen.

Seventeen people spoke in opposition to the request at the Planning Commission public hearing. Concerns raised during the testimony included the impact of traffic on the adjacent neighborhoods, preservation of the natural areas on this lot, potential hazards from the adjacent Southern Pacific railroad tracks and tank farms, loss of the rural atmosphere of the neighborhood, and concerns about the method used to process the annexation. Ms. Czerniak pointed out that many of the concerns expressed in the testimony had to do with development of the parcel, but said that detailed development plans are not required as part of the annexation process.

In response to the many concerns raised during the public testimony, the Planning Commission recommended the attachment of site review criteria to Parcel 4306. In summary, the site review includes: buffering of existent low-density residential development, evaluation of ingress and egress to address evacuation needs in the event of an emergency, and preservation of natural features along the drainage channel. The Planning Commission unanimously recommended approval of rezoning the portion of Tax Lot 4306 within 100 feet of Labona Drive to R-1, the remainder of the lot to R-2/SR, and rezoning of Tax Lot 4900 to RA.

Mayor Miller opened the public hearing.

Larry Gaskin, 1580 River Road, spoke on behalf of the petitioner. He urged the council to approve the request for annexation and to amend the Planning Commission's recommendation for zoning so that the entire lot be zoned R-2/SR with the site review criteria addressing the buffering of adjacent development along Labona Drive. Mr. Gaskin expressed disappointment that the petitioner was not able to respond to staff's modified zone change recommendation at the January 9 Planning Commission meeting, and said that he felt that the church had been victimized by a flawed process in allowing subjective emotional appeals rather than objective criteria alter the Planning Commission's zone change recommendation.

Dick Hinz, 1833 Labona Drive, testified against the request for zone change and annexation. He expressed concern about the safety risks posed by the proximity of the Southern Pacific tank farms to existing residential development and felt additional development would hinder evacuation in the event of an emergency.



J. H. Jeppesen, 1883 Labona Drive, identified himself as a long-term neighborhood resident and testified against the proposed request. Mr. Jeppesen urged the council to support the Planning Commission's recommendation for retaining a predominance of single-family dwellings on Labona Drive. He noted that the proposal to parallel a road out from the north side of Maxwell Road, will greatly compound already existing traffic problems.

Catherine F. Westra, 1915 Labona Drive, spoke against the request for annexation and zone change and submitted additional testimony in opposition to this request from neighbors not present at this hearing. She concurred with Mr. Hinz's concerns for emergency evacuation of the area, and asked whether public testimony would be allowed at the site review hearing.

Randy Prince, PO Box 927, spoke about the code requirements for parking spaces. He noted that in light of the apparent conflict that exists between considerations for traffic and the need for housing in this area, this annexation provides the impetus for the City to reconsider its code requirement for parking spaces.

There being no additional requests to speak, Mayor Miller closed the public hearing.

Responding to Mr. Gaskin's concern, Ms. Czerniak said that the seven-day delay process allowed at the Planning Commission level is the result of a change made at the last legislative session which allows any person to request a seven-day delay to allow additional written testimony to be submitted. Ms. Czerniak noted that considerable written testimony was submitted during the seven-day period raising issues similar to those presented at the public hearing. As a result of both the oral and written testimony and after considerable discussion, the Planning Commission decided to recommend rezoning a 100-foot strip along Labona to R-1, Low-Density Residential.

Responding to Mr. Hinz' concern regarding the safety hazards posed by the Southern Pacific tank farms, Ms. Czerniak said that because the tank farms were constructed after some residential development in the area was in place, special features such as diking around the tanks were added to ensure the safety of neighborhood residents. Both the City and County emergency plans provide for evacuation in case of emergency.

Responding to Ms. Westra's question regarding the site review process, Ms. Czerniak said that site review is an administrative process for which no public hearing is held, but written testimony can be submitted. The decision can be appealed to the Hearings Official. Notification of site review is sent to affected neighborhood groups and is sent to other interested parties upon request.

Responding to a question from Ms. Ehrman, Ms. Czerniak said the recommended R-1 zoning along Labona was to ensure that the low-density character in the neighborhood would be retained. The drainage area on the property provided a natural buffer between low- and medium- density development and would facilitate the preservation of the wetland area.



Concerned with property owner rights, Mr. Holmer asked whether the church has the option of withdrawing the application at this time. Ms. Czerniak said that the petitioner has this right.

Ms. Czerniak said that the extensive site review that deals with traffic impacts does allow the City to require a traffic study to be conducted and paid for by the owner and developer to determine the most appropriate access points.

Mr. Bennett said that in his understanding, although R-1 zoning has a density limitation, it does not necessarily suggest single-family housing. Selecting an arbitrary 100-foot strip inhibits overall site planning and suggests to neighbors the high probability of single-family house development where, in reality, it may only be part of an overall development with a slightly lower density. Mr. Bennett emphasized that in deciding property zoning, consideration should be given to the general plan designation as a medium-density site. Ms. Czerniak responded that the 100-foot strip was specifically recommended to ensure retention of the low-density nature of Labona Drive.

Mr. Bennett questioned the Planning Commission's assertion that every effort should be made to buffer new residential development on the subject property from the visual and noise impacts of the Northwest Expressway and the Southern Pacific railroad tracks and asked whether the City should use site review criteria in this manner. Ms. Czerniak responded that a portion of the River Road/Santa Clara Urban Facilities Plan, the refinement plan for this area, requires that site review criteria be applied to properties fronting the Northwest Expressway and the Southern Pacific railroad tracks so that visual and noise impacts can be minimized.

Mr. Bennett indicated that many of the concerns that the Planning Commission is attempting to address through the attachment of site review criteria should already be inherent in the City Code.

Responding to comment from Mr. Bennett, Ms. Czerniak said that Public Works requested the traffic study provision in the site review because of significant traffic concerns. It felt that by articulating the concern in the site review criteria and reserving the right to require the owner or developer to pay for that study, the City can address traffic concerns and provide for the best traffic circulation possible in that area.

Mr. Bennett commented that many of the site review criteria are so subjective that it will be difficult for the City to ensure that they have been fully addressed.

Mr. Boles asked whether it is possible that the City might incur liability by allowing development on this property which is adjacent to the Southern Pacific tank farms, a potential safety risk. Bill Gary, City Attorney's Office representative, responded that it is not likely that the City would be held liable for making such a zoning decision.

Inquiring about a point made in Ms. Czerniak's presentation, Mr. Boles asked which definition of wetlands is being used to classify these lands and what is meant by the phrase "willingness of the State to work with the current



property owner." Ms. Czerniak responded that the area has been designated as a riparian zone, and that the State would require further area delineation if development proceeds.

Jan Childs, Planning and Development Department, noted that confusion has been generated by the use of the term "setback." Although the term "setback" usually means an area in which no building can take place, the term "setback" in this case indicates the location of a zoning line.

Responding to a question from Mr. Holmer, Ms. Czerniak said that the Final Order that the council is being asked to adopt is based on the Planning Commission's recommendation. Council may want to direct staff to revise the Final Order.

Mr. Green asked about the likelihood of a decrease in property value should the zoning of this property change. Mr. Gleason said that if compatible with the surrounding area, it would be unusual for development to denigrate the property value.

Responding to a question from Mr. Miller, Ms. Czerniak said that the Metro Plan designates the general area of this request for medium-density development, the River Road/Santa Clara Urban Facilities Plan seems to indicate that a portion of this property phases into low-density development.

Mr. Gleason said that the Planning Commission has made an interpretation of two documents which govern the same area. The council has the authority to dispute this decision.

Ms. Ehrman remarked that it is unclear whether the recommendation for a 100-foot setback came from staff or from the Planning Commission. Ms. Czerniak responded that during the public hearing the Planning Commission raised questions about how to address some of the issues raised by neighbors. The 100-foot strip zoned R-1 was one option presented by staff.

Res. No. 4164--A resolution furthering the annexation to the City of Eugene and the Lane County Metropolitan Service District property located in the River Road area in the vicinity of Maxwell Road and the Northwest Expressway. Withdrawal from River Road Water District and River Road Park District will be processed separately if the annexation is approved.

Ms. Schue moved, seconded by Mr. Bennett, to adopt the resolution. Roll call vote; the motion carried unanimously, 7:0.

Final Order AZ 89-6--A final order rezoning Tax Lot 4306 from County RA/UL to City R-2/SR and City R-1 and rezoning tax lot 4900 from County RA/UL to City RA. Redesignation from County Residential to City Residential Sign District.



Ms. Schue moved, seconded by Mr. Bennett, to adopt Final Order AZ 89-6. Roll call vote; the motion failed 2:5, with Councilors Boles and Bascom voting in favor, and Councilors Bennett, Ehrman, Green, Holmer, and Schue voting against.

Mr. Bennett suggested that the council review both the Planning Commission's recommendation for zoning and its attached site review criteria.

Ms. Ehrman indicated that while these site review criteria may be more stringent than normal, they are justified; this is the Planning Commission's attempt to deal with what has been a highly controversial situation. Ms. Schue and Ms. Bascom also offered support for retaining the Planning Commission's recommended site review criteria.

Mr. Holmer requested that the council be made aware of the current site review criteria as outlined in the code, exclusive of these more highly refined statements.

Ms. Schue moved, seconded by Ms. Ehrman, to direct staff to bring back a final order that zones the whole property R-2 and includes the amended site review criteria AZ 89-6. Roll call vote; the motion passed 5:2, with Councilors Schue, Bascom, Ehrman, Boles, and Green voting in favor, and Councilors Bennett and Holmer voting opposed.

At 9:15 p.m., the council recessed for 10 minutes.

IV. PUBLIC HEARINGS: ORDINANCES REGARDING PROPOSED WITHDRAWAL OF RECENTLY ANNEXED PROPERTIES FROM WATER AND PARK AND RECREATION SPECIAL DISTRICTS

City Manager Mike Gleason introduced the topic.

Mayor Miller opened the public hearings. There being no requests to speak, Mayor Miller closed the public hearings.

CB 4191--An ordinance providing for withdrawal from the Glenwood Water District and Willamalane Park and Recreation District that part of the districts annexed to the city of Eugene by the Lane County Local Government Boundary Commission on December 7, 1989 (Vik, EC EU 89-31).

CB 4192--An ordinance providing for withdrawal from the Glenwood Water District and Willamalane Park and Recreation District that part of the districts annexed to the city of Eugene by the Lane County Local Government Boundary Commission on September 27, 1989 (Oregon Freightways, EC EU 89-26).



CB 4193--An ordinance providing for withdrawal from the River Road Water District and River Road Park and Recreation District that part of the districts annexed to the city of Eugene by the Lane County Local Government Boundary Commission on September 25, 1989 (Marshall, EC EU 89-19).

CB 4194--An ordinance providing for withdrawal from the River Road Water District and River Road Park and Recreation District, that part of the districts annexed to the city of Eugene by the Lane County Local Government Boundary Commission on November 8, 1989 (O'Leary, EC EU 89-29).

CB 4195--An ordinance providing for withdrawal from the Santa Clara Water District that part of the district annexed to the city of Eugene by the Lane County Local Government Boundary Commission on January 23, 1990 (Smith, EC EU 89-30).

Ms. Schue moved, seconded by Mr. Bennett, that the bills, with unanimous consent of the council, be read the second time by council bill number only, and that enactment be considered at this time. Roll call vote; the motion carried unanimously, 7:0.

Council bills 4191, 4192, 4193, 4194, and 4195 were read the second time by number only.

Ms. Schue moved, seconded by Mr. Bennett, that the bills be approved and given final passage. Roll call vote; all councilors present voting aye, the bills were declared passed (and became Ordinance Nos. 19662, 19663, 19664, 19665, and 19666).

V. PUBLIC HEARING: ORDINANCE AND RESOLUTION REGARDING PROPERTY TAX EXEMPTION FOR NEW LOW-INCOME HOUSING

City Manager Mike Gleason introduced the topic. Richie Weinman, Planning and Development Department, gave the staff report. He indicated that this ordinance is for new construction of rental housing and benefits both private and non-profit low-income housing developers. This ordinance contains provisions which address low-income housing, displaced persons, historic review, and the housing dispersal policy. Each application will be reviewed by council on a case-by-case basis. The ordinance has been reviewed by the Social Goals Committee and must be approved by District 4-J before it can take effect.

LTD BOARD MEETING  
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Noting that students are uniformly low-income, Ms. Bascom asked whether students will have the opportunity to occupy this housing. Mr. Weinman responded that State legislation stipulates the presence of a rent regulatory agreement and identifies the definition of low-income. Students who fit this definition would be allowed to occupy this housing.

Mayor Miller opened the public hearing.

Carole Bruhle, no address given, representing the Homeless Action Coalition spoke in favor of this ordinance. She noted that the community has expressed its support for the funding package set forth in this ordinance, and urged the council and the business community to treat the homelessness issue with the careful consideration that it deserves.

There being no additional requests to speak, Mayor Miller closed the public hearing.

CB 4196--An ordinance concerning property tax exemption for new low-income housing; adding Sections 2.937, 2.938, and 2.939 to the Eugene Code, 1971; and declaring an emergency.

Ms. Schue moved, seconded by Mr. Bennett, that the bill, with unanimous consent of the council, be read the second time by council bill number only, and that enactment be considered at this time. Roll call vote; the motion carried unanimously, 7:0.

Council Bill 4196 was read the second time by number only.

Ms. Schue moved, seconded by Mr. Bennett, that the bill be approved and given final passage. Roll call vote; all councilors present voting aye, the bill was declared passed (and became Ordinance No. 19667).

Res. No. 4168--A resolution adopting standards and guidelines for processing applications for new low-income rental housing local property tax exemption.

Ms. Schue moved, seconded by Mr. Bennett, to adopt the resolution. Roll call vote; the motion carried unanimously, 7:0.

#### VI. PUBLIC HEARING: ORDINANCE REGARDING THE ADOPTION OF BUILDING CODES

City Manager Mike Gleason introduced the topic.

Mayor Miller opened the public hearing. There being no requests to speak, Mayor Miller closed the public hearing.



CB 4190--An ordinance concerning the structural specialty code, plumbing code, and mechanical code; amending and renumbering Sections 8.010, 8.495, and 8.555 of the Eugene Code, 1971; repealing Sections 8.015 and 8.579 of that code; and declaring an emergency.

Ms. Schue moved, seconded by Mr. Bennett, that the bill, with unanimous consent of the council, be read the second time by council bill number only, and that enactment be considered at this time. Roll call vote; the motion carried unanimously.

Council Bill 4190 was read the second time by number only.

Ms. Schue moved, seconded by Mr. Bennett, that the bill be approved and given final passage. Roll call vote; all councilors present voting aye, the bill was declared passed (and became Ordinance No. 19661).

VII. RESOLUTION CONCERNING THE ADOPTION OF THE CITY OF EUGENE FY89  
COMPREHENSIVE ANNUAL FINANCIAL REPORT

Warren Wong, Administrative Services Department Director, gave the staff report.

Mr. Boles noted that the materials were reviewed by members of the City Council Audit Subcommittee who were satisfied with the responses given by Coopers and Lybrand, the City's external auditors, and recommend approval.

Res. No. 4165--A resolution adopting the Comprehensive Annual Financial Report (CAFR) for the City of Eugene for the year ending June 30, 1989

Ms. Schue moved, seconded by Mr. Bennett, to adopt the resolution. Roll call vote; the motion carried unanimously, 7:0.

Mayor Miller adjourned the meeting of the Eugene City Council and convened a meeting of the Urban Renewal Agency.

VIII. RESOLUTION CONCERNING THE COMPONENT UNIT FINANCIAL STATEMENTS OF THE  
URBAN RENEWAL AGENCY OF THE CITY OF EUGENE FOR THE FISCAL YEAR ENDING  
JUNE 30, 1989

Res. No. 944--A resolution adopting the Component Unit Financial Statements of the Urban Renewal Agency of the City of Eugene for the fiscal year ending June 30, 1989

Ms. Schue moved, seconded by Mr. Bennett, to adopt the resolution. Roll call vote; the motion carried unanimously.



Mayor Miller adjourned the meeting of the Urban Renewal Agency and reconvened the meeting of the Eugene City Council.

IX. RESOLUTION CONCERNING DOWNTOWN DEVELOPMENT DISTRICT TAX ELECTION

Warren Wong, Administrative Services Director, reported that this action calls for a special election on May 15, 1990, to submit to the voters for approval a measure authorizing \$183,450 tax on the ownership of real property in the Downtown Development District. The proceeds of this tax are used to support downtown marketing, parking, and recruitment.

Res. No. 4166--A resolution of the City of Eugene, Lane County, Oregon, calling a special election on May 15, 1990, to submit to the voters of the city a measure authorizing \$183,450 tax on the ownership of real property in the Downtown Development District.

Ms. Schue moved, seconded by Mr. Bennett, to adopt the resolution. Roll call vote; the motion carried unanimously, 7:0.

X. RESOLUTION INDEMNIFYING WORKERS' COMPENSATION SURETY BOND

City Manager Mike Gleason introduced the topic. He said that as a condition of issuing a surety bond guaranteeing payment of worker's compensation claims and expenses, the Aetna Casualty and Surety Company requires the City to indemnify it for payments made under the terms of the bond contract. In addition to the contract, it is requiring that this guarantee of repayment be memorialized by an adopted resolution of the City Council.

Res. No. 4167--A resolution indemnifying surety for payments under surety bonds on workers' compensation obligations.

Ms. Schue moved, seconded by Mr. Bennett, to adopt the resolution.

In response to a question from Mr. Holmer, Mr. Wong said that the cost of this bond is \$7,365.

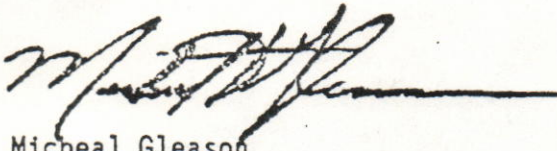
Responding to a question from Mr. Boles, Mr. Wong said that a surety bond guarantees payment of claims on behalf of the City in the event the City does not make payments for its claim's liabilities. A surety bond also requires repayment of funds expended on the City's behalf.

Roll call vote; the motion carried unanimously, 7:0.

At 9:35 p.m. the meeting adjourned to February 14, 1990.

Respectfully submitted,

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6/20/90 Page 20



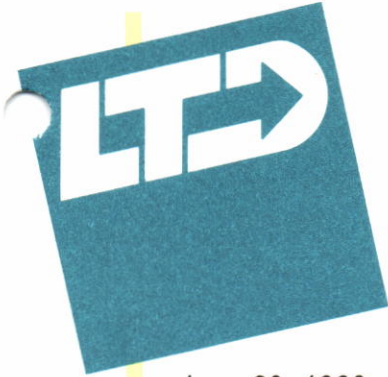
Micheal Gleason  
City Manager

(Recorded by Traci Northman)  
mncc 021290-730

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23





**Lane Transit District**

P.O. Box 7070  
Eugene, Oregon 97401-0470

(503) 741-6100  
Fax (503) 741-6111

June 20, 1990

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Stefano Viggiano, Planning Administrator  
**RE:** Service to the Jessen Area

*In May, the Board directed staff to conduct a test of changes in service to the Jessen area designed to address schedule adherence problems on the #44A route. The changes involved the elimination of service to Jessen on two afternoon trips that had been experiencing the most significant time problems. As you may remember, one planned element of the change was the rerouting of the 3:50 p.m. #53 Junction City to provide service to the Jessen area. Because the service change was not implemented in conjunction with a driver bid, the additional time on the #53 to deviate through Jessen was not available, and that part of the service change has not been implemented.*

*The service change was implemented on May 21, 1990. Data on arrival time and load counts for afternoon trips on the #44A was collected between May 30 and June 8, 1990 (a total of eight weekdays). The data is summarized on the attached table.*

Analysis

*The two trips which have been short-lined, the 4:00 p.m. and 5:00 p.m. arrivals, are now, by and large, on time. A couple of the scheduled 5:00 p.m. arrivals were late, but those seem to be the anomaly.*

*The scheduled 2:00 p.m. arrival does not appear to have any problems. However, the scheduled 3:00 p.m. arrival, which staff originally recommended not serve the Jessen area, has some time problems. Two of the seven trips were late enough to jeopardize transfers, although one of those trips had an unusually heavy load (caused, perhaps, by a field trip or other non-recurring event) which no doubt affected its arrival time.*



Board of Directors  
Service to the Jessen Area  
June 20, 1990  
Page 2

Public Comment

One written comment was received on the change from a rider thanking the District for continuing to provide service to the Jessen area at 2:30 p.m. (the 3:00 p.m. Eugene Mall arrival). No complaints were received about the loss of service to Jessen on the two #44A trips, or about the "non-deviation" of the #53 trip at 3:50 p.m.

Staff Recommendation

That the service change, as currently designed, be continued indefinitely. Assumed in this recommendation is that the deviation of the 3:50 p.m. #53 Junction City bus will not be implemented. Staff will continue to monitor the #44A route, particularly the 3:00 p.m. arrival at the Eugene mall.



Stefano Viggiano  
Planning Administrator

SV:ms:js

attachments

**#44A Echo Hollow**  
**Data Collected May 30 through June 8, 1990**

Scheduled Arrival Eugene Mall	Actual Arrival	Minutes Early/(Late)	Riders on Board when arrives
2:00 p.m.	1:56	4	1
(1:05 p.m. trip departing downtown)	1:58	2	10
	1:58	2	9
	1:58	2	6
	1:58	2	5
	1:58	2	6
	1:58	2	10
	2:00	0	12
	Average	2.0	7.4
3:00 p.m.	3:05	(5)	17
(2:05 p.m. trip departing downtown)	3:01	(1)	11
	3:08	(8)	32
	3:02	(2)	18
	3:01	(1)	13
	3:00	0	7
	3:02	(2)	18
	Average	(2.7)	16.6
4:00 p.m.	3:58	2	4
(3:05 p.m. trip departing downtown)	3:57	3	3
	3:56	4	11
	3:58	2	4
	3:59	1	5
	3:58	2	6
	4:00	0	9
	Average	2.0	6.0
5:00 p.m.	4:58	2	4
(4:05 p.m. trip departing downtown)	5:03	(3)	10
	5:05	(5)	12
	4:57	3	4
	5:00	0	3
	5:00	0	2
	4:57	3	4
	Average	0.0	5.6



ELEANOR GASPER  
2119 W 12th AVE APT 3  
EUGENE, OR 97402



MAY 09 1990

5-21-90

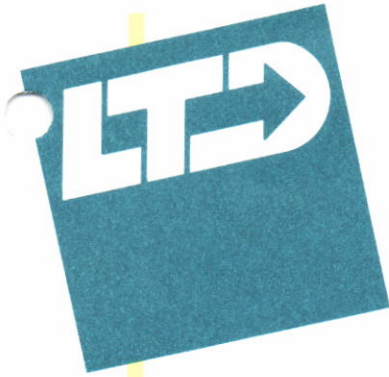
2119 W 12th Ave  
apt 3  
Eugene Or 97402

Dear Stephano

I thank you for  
your efforts on  
my behalf! (44 A  
Jessen 2:05 PM.)

I'm grateful, and  
I'm sincerely grateful  
for the way LTD  
impacts my life  
in such a positive  
way.

Eleanor Gasper



**Lane Transit District**

P.O. Box 7070  
Eugene, Oregon 97401-0470

(503) 741-6100  
Fax (503) 741-6111

June 20, 1990

MEMORANDUM

TO: LTD Board of Directors

FROM: Jeanette Tentinger, Purchasing Agent

RE: Adopt FY 1990-91 DBE Policy and DBE Affirmative Action Program

On October 20, 1981, the LTD Board of Directors established by resolution an affirmative action program for minority business enterprise participation in Department of Transportation or other federal agency financial assistance projects.

Since that time, the LTD Board of Directors has adopted revised Disadvantaged Business Enterprise (DBE) Policies and DBE Affirmative Action Programs on an annual basis.

The attached represents the revised FY 1990-91 DBE Policies and Programs. Part of the revisions include changes with respect to DBE definitions. All Women Business Enterprises (WBE) and Minority Business Enterprises (MBE) shall be referred to as DBEs. Also, we have now included UMTA Circular 4716.1A as amended.

**Staff Recommendation:** That the LTD Board of Directors adopt the attached Resolution amending the FY 1989-90 DBE Policy and DBE Affirmative Action Program to the FY 1990-91 DBE Policy and DBE Affirmative Action Program.

Jeanette Tentinger  
Purchasing Agent

JT/ms:ecm

i:adoptaa.jt



RESOLUTION

A RESOLUTION REVISING DBE POLICIES AND  
DBE AFFIRMATIVE ACTION PROGRAM

The Lane Transit District Board of Directors resolves as follows:

WHEREAS, the LTD Board of Directors, by resolution, established an Affirmative Action Program and DBE Policy and adopted the same on the 20th day of October, 1981; and

WHEREAS, LTD is required by 49 C.F.R. Chapter 23.45, as amended, to maintain a policy statement giving DBE firms the maximum opportunity to participate in the performance of contracts financed in whole or part by the Department of Transportation (DOT) or other federal agencies; and

WHEREAS, LTD adopts new DBE policies and programs on an annual basis; and

WHEREAS, said policies and program need to be amended to comply with updated regulations; and

WHEREAS, the attached policies and program have been amended to FY 1990-91 DBE Policies and DBE Affirmative Action Program;

NOW, THEREFORE, BE IT RESOLVED BY THE LTD BOARD OF DIRECTORS:

That the FY 1990-91 DBE Policies and DBE Affirmative Action Program, copies of which are attached to and hereby made a part of this Resolution, are adopted.

6-20-90  
Date

Jane Colvert  
Board President

i:aares.jt

DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
LANE TRANSIT DISTRICT

POLICY STATEMENT FY 90-91

It is the policy of Lane Transit District (LTD) that Disadvantaged Business Enterprises as defined in Title 49 Code of Federal Regulations Part 23, as amended, and UMTA Circular 4716.1, as amended, shall have the maximum opportunity to participate in the performance of contracts.

Through this policy statement, Lane Transit District:

- \* Expresses its strong commitment to equal opportunity and affirmative action for disadvantaged business enterprise (DBE) participation in its programs;
- \* Informs all employees and supervisory personnel, governmental regulatory agencies, and the general public of its policy and program established to implement this policy; and
- \* Assures conformity with Title 49 Code of Federal Regulations Part 23 (49 CFR 23) and UMTA C 4716.1 or as either may be amended, and other applicable federal and state statutes, and executive orders, rules, regulations, and policies, as amended.

The primary administrative responsibility for the DBE Affirmative Action Program, including the development of policies, procedures, guidelines, and other resource materials and review, monitoring, and evaluation of the program, rests with the Purchasing Agent for all internal and external program components. The Purchasing Agent reports to the Finance Administrator.

The policy statement will be published in the newspaper of state-wide (Oregon) general circulation at least once.

LTD and any recipient of a contract will ensure that discrimination on the basis of race, color, national origin, sex, age, religion, mental, physical handicap, or marital status is prohibited.

The responsibilities and the objectives of the commitment are described in LTD's DISADVANTAGED BUSINESS ENTERPRISE PROGRAM, which is available for inspection through LTD's Purchasing Office.

To ensure the objectives of this policy, LTD has established an overall goal for Disadvantaged Business Enterprises in the amount of 14 percent of federally-funded contracting activities.

A description of how the goals were selected is available for inspection during normal business hours (Monday through Friday, 8:00 am. to 5:00 p.m.) through LTD's Purchasing Office.



The public may submit written comments on the goals. These comments will be used for informational purposes only and can be sent to Jeanette Tentinger, Purchasing Agent, P. O. Box 7070, Eugene, Oregon 97401.

LANE TRANSIT DISTRICT  
DBE GOALS/FY 1990-91

Overall DBE Goal: Fourteen percent (14%) of federally-funded contracting activities.

The estimated total of federally-funded contracting activities is:

Professional Services	90,890
Materials, Supplies, & Equipment	<u>146,873</u>
Total	<u>237,763</u>

LTD has adopted the following methodology for establishing its overall and specific contract goals for DBE participation:

1. Review of past results of dollar volume percentage of DBE participation in LTD contract awards.
2. Review of types and numbers of contracts projected which will use DOT funds. This information is available, and has been used in the computation of the above-listed goals.
3. Review of specific contract specifications of current DOT-funded projects.
4. Use of a directory of DBE's that has been compiled by the State of Oregon Executive Branch Office of Minority and Women Enterprises and other firms classified as 8a with the SBA Programs.
5. Setting of goals, on the basis of information obtained from numbers 1-4 above.
6. Annual review of DBE goals and establish new goals based on the latest information in numbers 1-4 above. LTD will annually compare last year's goals with actual DBE participation, analyze discrepancies, and then set new goals.
7. Submission of goals to DOT/UMTA for approval.

LTD will investigate the services offered by female- and minority-owned banks. LTD will use and encourage contractors to make the greatest feasible use of these banks.

LTD will enforce the requirements of a recipient's DBE Program, by incorporating the procedures of 49 CFR 23 Section 23.75 and UMTA Circular 4716.1A, as amended.



CONTRACTORS. To ensure that prime contracts are awarded to competitors that meet DBE goals, LTD will issue Supplemental Required Contract Provisions, Disadvantaged Business Enterprise. These provisions identify the contractor's DBE responsibility to the contract and LTD's contract award procedure. These District provisions become a part of the DBE Program by reference.

If a DBE is unable to fulfill the original obligation to the contract, the prime contractor must demonstrate to LTD its good faith efforts to replace this subcontractor with another DBE.

Before bid opening and during the contract performance, all substitutions must be approved by LTD.

A directory of DBE Contractors is available to bidders at the office of the Purchasing Agent at 3500 E. 17th Avenue, Eugene, Oregon 97403, (503) 741-6100.

SELECTION CRITERIA TO ENSURE THAT PRIME CONTRACTS ARE AWARDED TO BIDDERS THAT MEET DBE GOALS.

To demonstrate sufficient reasonable efforts to meet the DBE contract goal, a contractor shall document the steps it has taken to obtain DBE participation, including but not limited to the following:

1. Attendance at pre-bid meeting, if any, scheduled by LTD to inform DBEs of subcontracting opportunities under a given solicitation;
2. Advertisement in general circulation media, trade association publications, and minority-focus media for at least 20 days before bids or proposals are due. If 20 days are not available, publication for a shorter reasonable time is acceptable;
3. Written notification to DBE's that their interest in the contract is solicited;
4. Efforts made to select portions of the work increase the likelihood of achieving the stated goal;
5. Efforts to negotiate with DBEs for specific sub-bids including at a minimum:
  - i) The names, addresses and telephone numbers of DBEs that were contracted;
  - ii) A description of the information provided to DBEs regarding the plans and specifications for portions of the work to be performed; and
  - iii) A statement of why additional agreements with DBEs were not reached;
6. Concerning each DBE the Bidder contacted but rejected as unqualified, the reasons for the Bidder's conclusion;

7. Efforts made to assist the DBEs contacted that needed assistance in obtaining bonding or insurance required by the Bidder or LTD.
  - a. Bidders that fail to meet DBE goals and fail to demonstrate sufficient reasonable efforts shall not be eligible to be awarded the contract.
  - b. To ensure that all obligations under contracts awarded to DBEs are met, LTD shall review the contractor's DBE involvement efforts during the performance of the contract. The contractor shall bring to the attention of LTD any situation in which regularly scheduled progress payments are not made to DBE subcontractors.

CONSULTANTS. If a consultant is also a prime contractor, the conditions listed above also apply.

LESSEES. Lessees are not subject to the requirements of 49 CFR 23 except for the obligation of Section 23.7 to avoid discrimination against DBE's.

BARRIERS TO DBE PARTICIPATION. To assist in the identification and removal of barriers to DBE participation, LTD will employ a variety of techniques to express its commitment to the DBE Program. These will include:

1. Wide dissemination of the DBE Affirmative Action Policy Statement.
2. Utilization of already established contracts in minority communities and minority and women's organizations throughout the State.
3. Continuing and increasing personal contacts with the minority communities and minority and women's organizations by the DBE liaison officers to strongly emphasize LTD's commitment to the DBE Program.

To eliminate or reduce identified barriers, LTD will:

1. Provide information to DBE's and the minority communities and minority and women's organizations about services already available on a timely basis, as well as those being established, to assist them in the contracting process. Services include appropriate explanation of contracting program procedures and opportunities, assistance in the interpretation of laws, rules and regulations, completion of forms, framing proposals, bidding and estimating, marketing, aid in securing bonding, and other technical and consultation services.
2. Give advance notice of contract lettings to facilitate participation by Certified DBE's. LTD will provide DBE's twenty (20) days notice prior to letting a contract. The specification and RFP's will be bilingual when appropriate.
3. Monitor awarded contracts closely to assure that performance is as specified, and that prime contractors are dealing in good faith with their subcontractors and potential subcontractors.



4. Review standards for technical and financial prequalifications to ensure that DBE's are invited into the process.
5. Initiate discussions with other governmental agencies to reduce duplication and the paperwork involved for DBE's in the certification process.

TRAINING. Training programs will be conducted by the Affirmative Action Officer for:

1. Supervisory personnel, to enable them to implement the program through better understanding of their responsibilities and the resources available to them in carrying out these responsibilities.
2. Affirmative Action Coordinators and Affirmative Action Designees to enable them to perform effectively in their assignments.
3. Potential DBE's for training and/or technical assistance through supportive services provided by or through LTD.

REVIEW. Reviews shall be conducted using the procedures specified in 49 CFR 23, Section 23.75. Reviews include:

Internal - Department and Divisions:

- \* Policies, practices and procedures relating to contractors, subcontractors, consultants and vendors, including minority business enterprises.

External

- \* Contractors, subcontractors, consultants, and vendors, including minority business enterprises.
- \* Private, non-profit organizations.

Affirmative Action Officer will conduct reviews of all external components related to projects and programs.

DISCRIMINATION COMPLAINTS. Complaints alleging discrimination shall be handled in the manner described in appropriate District procedures. Complaints may be filed within 180 days after the date of the alleged violation.

LTD strongly encourages complainants to discuss their problems in this manner:

Internal - First with the supervisor in charge of the activity, project, or program, then with the Affirmative Action Officer.

External - All personal services agreements; vendors; and lessees, first with the supervisor in charge of the activity project, or program, then with the Affirmative Action Officer.

This discussion should be held as soon as possible after the alleged discrimination occurs. This may lead to resolution of the complaint, informally.

If a satisfactory agreement cannot be reached within 15 calendar days, the District will advise the complainant of the appropriate formal grievance procedure.

MONITORING AND EVALUATION. To emphasize the District commitment, an integral part of the DBE Affirmative Action Plan is monitoring and evaluation.

Following the review of the various DBE Affirmative Action Program aspects in all the entities which are covered by the DBE Affirmative Action Policy, the Affirmative Action Officer will establish a monitoring program to be:

1. Alert to changes needed for a successful DBE Affirmative Action Program.
2. Aware of progress being made in following through on recommendations made as a result of reviews.

Semi-annually, the Affirmative Action Officer will evaluate the District's progress in meeting its DBE goals and will report this progress to the General Manager.

RECORDS AND REPORTS. The District will establish, maintain, and submit such records as are required under 49 CFR 23.49. Other reports to state and federal agencies will be submitted as required. Records will be kept for a period of three years.

DBE AFFIRMATIVE ACTION GOALS. Department goals by U.S. Department of Transportation operating elements will be established annually, in July. These goals will be distributed to:

1. All supervisors and managers, to be readily available to all District employees.
2. All Certified local Disadvantaged Business Enterprises.
3. Minority, non-minority, and women's community and business organizations within the State of Oregon.

Copies of the goals will be available to the public through the Director of Administrative Services.

If overall goals are not attained, the District will investigate the possibility of set-asides.

DBE SET-ASIDES. LTD may establish contracting for DBE firms and use set-asides if LTD determines that the use of set-asides is needed to achieve its DBE goal and a minimum of three (3) DBE firms with capabilities consistent with contract requirements, must be available to bid for set-aside contracts to permit adequate competition.



AFFIRMATIVE ACTION PROGRAM  
DISADVANTAGED BUSINESS ENTERPRISE

Through this policy statement, Lane Transit District:

1. Expresses its strong commitment to equal opportunity and affirmative action for Disadvantaged Business Enterprise (DBE) participation in its programs.
2. Informs all employees and supervisory personnel, governmental regulatory agencies, and the general public of its policy and program established to implement this policy.
3. Assures conformity with Title 49 Code of Federal Regulations Part 23 or as may be amended (49 CFR 23) and other applicable federal and state statutes, and executive orders, rules, regulations, and policies. (See Appendix: Authority)

DBE AFFIRMATIVE ACTION POLICY. The policy of Lane Transit District is to provide equal opportunity to all persons for participation in and access to the benefits and services provided through activities projects, and programs within the District's jurisdiction.

In all these matters, the District will not discriminate against any person because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, or marital status.

This policy and the DBE Affirmative Action Program established to implement this policy apply, in entirety, to all Departments and all program areas within the District, including:

- A. Capital expenditures.
- B. Operational expenditures

DBE AFFIRMATIVE ACTION PROGRAM. To implement this policy, the District has established the DBE Affirmative Action Program, designed to accomplish results in all facets of the program.

The District will take affirmative action to:

- A. Assure that provisions of this policy are adhered to by all District organizational units, by employees and supervisory personnel, and by all recipients of financial assistance from or through the District.
- B. Initiate and maintain efforts to increase participation by disadvantaged business enterprises in District programs.
- C. Strengthen already known disadvantaged business enterprises through training and/or technical assistance.

- D. Seek out and assist in developing additional disadvantaged business enterprise resources.
- E. Identify barriers to participation in and access to the benefits and services provided by District activities, projects, and programs, and develop ways to remove or modify the effect of said barriers.

The primary administrative responsibility for the DBE Affirmative Action Program, including the development of policies, procedures, guidelines, and other resource materials and review monitoring, and evaluation of the program, rests with the Purchasing Agent for all internal and external program components. The Purchasing Agent reports to the Finance Administrator.

The DBE officer has the responsibility for carrying out technical assistance for DBE's and for timely dissemination of information on available business opportunities so that DBE's will have an equitable opportunity to bid on the District's contracts.

Due to the size of the District and the small amount of Federally funded projects, the Purchasing Agent will spend about 10 percent of his/her time as the DBE officer.

All supervisors managers, and administrators have responsibilities to assure the implementation of the District's DBE Affirmative Action Program. The Director will conduct an annual review to assess progress.

Like all LTD goals, equal opportunity, affirmative action, and nondiscrimination goals can only be reached through the active cooperation and support of every District employee. Each employee has the responsibility to assist in assuring the successful implementation of our DBE Affirmative Action Program.

All components of the DBE Affirmative Action Program may have my endorsement and my personal commitment for implementation.

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Date

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Phyllis Loobey  
General Manager

\*\*See Appendix: Definitions



## DISADVANTAGED BUSINESS ENTERPRISE (DBE)

**DEFINITION:** A Disadvantaged Business Enterprise (DBE) is a small business concern, defined by Section 3 of the Small Business Act and implementing regulations:

- \* Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock which is owned by one or more socially and economically disadvantaged individuals; and
- \* Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Socially and economically disadvantaged individuals are individuals who are citizens of the United States (or lawfully admitted permanent residents) who are:

Black American - persons having origins in any of the Black racial groups of Africa.

Hispanic Americans - persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian-Pacific Americans - persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and the Northern Marianas.

Asian-Indian Americans - persons whose origins are from India, Pakistan, and Bangladesh.

Native Americans - persons who are American Indians, Eskimos, Aleuts or Native Hawaiians.

Women - regardless of race, ethnicity, or origin; and

Other - persons found to be socially and economically disadvantaged by the Small Business Administration (SBA) pursuant to Section 8(a) of the Small Business Act.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION  
COMMITMENT STATEMENT

ASSIGNED CONTRACT GOALS:

TOTAL DBE GOAL%

The Bidder's total DBE goal is the sum of the Bidder's proposed commitment to the goals for disadvantaged-owned and women-owned firms.

Bidders will calculate single goal percentages using the Bidder's proposed total dollar amount commitment to each single goal divided by the Bidder's total amount of bid dollars. Goals will be calculated to the nearest one-one hundredth (0.01) of a percent.

Bidders must indicate the total DBE goal they propose to achieve. Even if the assigned contract goals are 0%, Bidders must fill in all the blanks related to the Bidder's Contract goals. FAILURE TO DO SO SHALL RENDER THE BID NON-RESPONSIVE.

BIDDER'S CONTRACT GOALS:

DISADVANTAGED-OWNED%

TOTAL DBE GOAL%

By the time specified within the bid, all Bidders must be prepared to provide documentation regarding the identification of DBE's (by bid item amount(s)) used to meet the contract goals, and affirmative action steps taken. FAILURE TO PROVIDE THIS DOCUMENTATION SHALL RENDER THE BID NON-RESPONSIVE.

By signing this proposal the Bidder assures that reasonable efforts have been made to meet the goal (s) for the DBE participation specified for this contract; accepts the DBE Policy Statement on Page 13 of the Supplemental Required Contract Provisions, Disadvantaged Business Enterprise (DBE); and will include the statement in all subcontracts entered into under this contract.

BY:

TITLE:



SUPPLEMENTAL REQUIRED CONTRACT PROVISIONS  
FOR DISADVANTAGED BUSINESS ENTERPRISE (DBE)  
PARTICIPATION

FEDERAL AID PROJECTS

I. In accordance with 49 CFR 23, all Bidders and all contractors shall agree to abide by and take all necessary and reasonable steps to comply with the following statements:

DBE POLICY STATEMENT

**DBE POLICY:** It is the policy of the United States Department of Transportation (DOT) and Lane Transit District that minority business enterprises as defined in 49 CFR 23 shall have the maximum opportunity to participate in the performance of contracts financed in whole or part with Federal funds under this agreement. Consequently, the DBE requirements of 49 CFR 23 apply to this agreement.

**DBE OBLIGATION:** The recipient or its contractor agrees to ensure that minority business enterprises as defined in 49 CFR 23 have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 CFR 23 to ensure that minority business enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of Department of Transportation-assisted contracts.

**DBE APPLICABILITY:** This applies to all projects and contracts financed by the Urban Mass Transportation Administration (UMTA) or through the Oregon Department of Transportation (Department) without regard to the funding source. Recipients and contractors shall conform to all applicable civil rights laws, orders, and regulations including Section 504 of the Rehabilitation Act of 1973. Recipients and their contractors shall not discriminate on the basis of race, age, sex, color, religion, national origin, mental or physical handicap, political affiliation, or marital status in the award and performance of Department contracts.

The DBE Policy Statement shall be included in all subcontracts entered into under this contract.

II. In accordance with 49 CFR 23, Subpart D, Section 23.62, all Bidders and all contractors shall agree to abide and take all necessary and reasonable steps to comply with the following:

III. In accordance with 49 CFR Part 23, Subpart A, Section 23.5, all Bidders and contractors shall agree to abide and take all necessary and reasonable steps to comply with the following:

IV. Contractors are encouraged to investigate the services offered by female and minority-owned banks and use these banks whenever possible.

V. In order to meet the District's DBE goals, the District may set aside contracts to be bid on by certified DBE's only. Set-asides will only be used where at least three (3) DBE's with the capabilities consistent with contract requirements exist so as to permit competition.

VI. DBE GOALS - In order to increase participation by DBE's in contracts, LTD has assigned goals to this contract. Goals for the project are listed on a sheet titled "DBE Participation, Commitment Statement" immediately in front of these supplemental required contract provisions in the Bidder's Proposal. Bidders will not be credited for exceeding any specified goal.

Participation may be accomplished by including Certified DBE in any part of the contract work that is necessary to complete the contract obligation. A DBE will be recognized as a prime contractor, subcontractor, joint venture, material supplier, or consultant.

- A. Bidders may count toward DBE goals only expenditures made to perform a commercially useful function in the work of the contract. A DBE is considered to perform a commercially useful function when the DBE is responsible for execution of a distinct element of the contract work and is carrying out the responsibilities by actual performing, managing, and supervising the work involved. To determine whether a DBE is performing a commercially useful function, LTD will evaluate the amount of work subcontracted, industry practices, and other relevant factors.
- B. In a joint venture, only the percentage of the dollar value of the contract equal to the percentage of the work under the control of the DBE partner in the joint venture will be counted toward the goals.
- C. Only 60 percent (60%) of the total dollar value of purchases of supplies of a regular dealer will count toward the goals.

To be considered for participation in a bid, firms must be certified as a DBE by the following:

Oregon Department of Transportation  
EEO, MBE and Labor Compliance Unit  
Construction Section  
Transportation Building Salem, OR 97310

A contract that is assigned a 0 percent goal does not relieve the contract participants of their commitment to the DBE Policy Statement.

VII. CHALLENGE PROCEDURE - A third party may challenge the certification or the pending certification of a DBE.

During LTD's review of the challenge submitted by a third party, the presumption that the challenged party is eligible to participate in Department of Transportation-assisted contracts as a DBE will remain in effect until a final determination is made which negates this presumption.

Final determination may be appealed to the Department of Transportation in accordance with the appeal procedures set up under the Department's Disadvantaged Business Enterprise regulations published in the Federal Register on March 31, 1980.

A. Challenge Procedure: Phase One

1. The District will accept and evaluate written challenges to the social and economic status of businesses certified or seeking certification as a DBE except in cases where the business has a current certification from the Small Business Administration.
2. The challenging party is required to submit information relevant to a determination that the challenged party is not socially and economically disadvantaged.
3. The District will make a decision on whether or not there is reason to believe that the challenged party is not, in fact, socially and economically disadvantaged. The decision is based on the information provided.
  - a. If there is a reason to believe that the challenging party is a socially and economically disadvantaged business/individual, the District will inform the challenging party of its decision. This ends the proceeding.
  - b. If there is reason to believe that the challenged party is not socially and economically disadvantaged, the District will continue its evaluation under the challenge procedure.



B. Challenge Procedure: Phase Two

1. The District will evaluate the information submitted by the challenged party in response to the challenge and make a proposed determination of the social and economic status of the challenged party. Following its determination, the District will provide written notification to each party of its proposed determination, and the rationale for the determination. Following this, the District will provide an opportunity to the parties for an informal hearing to respond to the determination.
2. The District will make a final determination within a reasonable period of time and provide written notification to both parties. This notification should advise the challenged party of the appeal procedures provided under the regulation.

C. Certification Appeals

A business/individual that believes they have been wrongly denied certification on the basis of a determination under the District's certification process or challenge procedures may file an appeal with the Department of Transportation.

During the appeal process, the presumption that the business/ individual is socially and economically disadvantaged remains in effect unless otherwise advised by the Department or until certification has been denied by the Department.

1. Filing - The appeal must be filed not later than 180 days after the certification has been denied by the District.
2. Investigation - Following submission of a request for appeal from the party denied certification, the Department will conduct an investigation pursuant to the Department's Title IV investigation procedures.
3. Determination - The Secretary will make one of the following determinations:
  - a. Certification of the DBE or DBE Joint Venture
  - b. Denial of certification to participate in DOT-assigned contracts until a new application for certification is approved by the recipient.

VIII. DOCUMENTATION OF DBE PARTICIPATION - Bidders shall complete the DBE Participation Commitment Statement included in the Bidder's Proposal in accordance with the instructions contained on the form. Failure to complete the form as instructed shall render the bid non-responsive. Unless stated in the bidding documents, generally the following will apply.

- A. Within five (5) calendar days after the bid opening, all bidders must be prepared to provide documentation regarding the identification of DBE's used to meet the contract goals. Identification must include bid item(s) and dollar amount(s).
- B. By 5:00 p.m. on the fifth calendar day following determination of the low bidder, the low bidder shall provide this documentation to the Purchasing Agent, 3500 E. 17th Avenue, Eugene, Oregon 97403, or P. O. Box 7070, Eugene, Oregon 97401.
- C. If the bidder's DBE contract goals are less than the assigned contract goals, the low bidder, as requested, shall provide additional written documentation regarding the good faith efforts made and the affirmative action steps taken prior to the bid opening date to achieve the assigned goals.
- D. Failure of the low bidder to provide the documentation specified above shall render the low bidder ineligible to execute the contract and the low bidder's bid shall be rejected.

LTD, at its option, may accept a late filing of the documentation and award the contract if deemed in the public interest under the circumstances.

In the event that the low bidder fails to provide the documentation required above, the next lowest bidder shall provide such documentation to the Purchasing Agent, 3500 E. 17th Avenue, Eugene, Oregon 97403, or P. O. Box 7070, Eugene, Oregon 97401, after receiving actual notification to do so. This same procedure will be followed until a successful low bidder is determined or all bids may be rejected.

IX. CONTRACT AWARD SELECTION PROCEDURES - To decide whether the total bid amount offered by a bidder is reasonable, LTD will use the same criteria that it would use if only a single bid was received.

In the event a single bid is received, LTD will conduct a price and/or cost analysis of the bid. A price analysis is the process of examining the bid and evaluating the separate elements. It should be recognized that a price analysis through comparison to other similar procurements must be based on an established or competitive price of the elements used in the comparison. The comparison must be made to a purchase of similar quantity and involving similar specifications. Where a difference exists, detailed analysis must be made of this difference and costs attached thereto.

Where it is impossible to obtain a valid price analysis, it may be necessary for LTD to conduct a cost analysis of the bid price.

The price and/or cost analysis shall be made by competent and experienced auditors or price analysts; an engineer's estimate or comparison of the price involved is insufficient.

The conclusion for disposition of the contract will be in the best interest of LTD and will assure that LTD will meet its affirmative action commitment to its DBE overall goal.

Criteria to ensure that prime contracts are awarded to bidders who meet DBE goals are:

- A. If the low bidder offering a reasonable bid meets or exceeds the assigned goal, that bidder will be recommended for the contract award.
- B. If the low bidder offering a reasonable bid does not meet the assigned goal, to remain in competition for the contract award the bidder must furnish LTD, within five (5) calendar days following determination of the low bidder, written evidence of the affirmative action steps that were taken in an attempt to meet the goal. LTD will review this documentation to determine if the affirmative action steps taken are satisfactory. As a result of the review, if the affirmative action steps are taken, and are:
  1. Satisfactory, that bidder be recommended for the contract award.
  2. Not satisfactory, that bidder will not be recommended for the contract award.
- C. If the low bidder offering a reasonable bid is not recommended for the contract award, LTD will proceed to the second low bidder and will repeat the process described in Paragraphs A through C. If necessary, LTD will consider all responsive bidders in ascending order.

X. AFFIRMATIVE ACTION STEPS - In addition to signing the DBE Participation Commitment Statement contained in the Proposal, the bidder who has not achieved the assigned goal on this project shall document the steps taken to obtain participation, such as:

- A. Attendance at a pre-bid meeting, if any, scheduled by LTD to inform the DBE of subcontracting opportunities in this contract work.
- B. Advertising in general circulation media, trade association publications, and minority-focus media at least ten (10) days before bids or proposals are due. If ten (10) days are not available, a shorter reasonable time will be acceptable.
- C. Use of the Department of Transportation's Certified DBE Directory.
- D. Written notification to DBE that their interest in the contract is solicited.
- E. Efforts to select portions of the work proposed to be performed to increase the likelihood of achieving the assigned goal.
- F. Efforts to negotiate for specific sub-bids, including at a minimum:



1. The name, address, or telephone number of each DBE contacted;
  2. A description of the information provided regarding the plans and specifications for the portions of the work to be performed;
  3. A statement of why additional agreements were not reached.
- G. Reasons for rejecting as unqualified any DBE contacted.
- H. Efforts to provide assistance in obtaining any necessary bonding or insurance.
- I. Efforts to use the service of banks owned and controlled by minorities or women.
- J. Efforts to assist the DBE in purchasing materials and supplies.
- K. Any other affirmative action efforts.

XI. RECORDS AND REPORTS - The contractor shall provide monthly documentation to LTD that it is subcontracting with or purchasing materials from the DBE identified to meet contract goals. The contractor shall notify LTD and obtain its written approval before replacing a DBE or making any change in the participation listed. If a DBE is unable to fulfill the original obligation to the contract, the contractor must demonstrate to LTD its good faith efforts to replace that DBE with another. Failure to do so will result in withholding payment on those items. The monthly documentation will not be required after the DBE goal commitment is satisfactory to LTD.

Any DBE participation attained after the goal commitment has been satisfied should be reported to LTD.

XII. CONTRACTOR'S DBE LIAISON OFFICER - The contractor shall designate a DBE liaison officer who will administer the contractor's DBE program.

XIII. CERTIFIED DBE DIRECTORY - LTD is taking affirmative action to seek out, identify, certify, and compile a directory of DBE that wish to participate in its contracting activities. LTD strongly encourages contractors to assist in this effort. The current Certified DBE Directory is included with the proposal form. The Directory can also be obtained by phoning (503) 378-6293.

RESOLUTION  
LANE TRANSIT DISTRICT

A RESOLUTION REAFFIRMING THE TERRITORY IN THE DISTRICT WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE IN ACCORDANCE WITH OREGON REVISED STATUTES 267.207(3)(a).

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate;

THEREFORE, HEREBY BE IT RESOLVED, that for Fiscal Year 1990-91, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 24.

June 20, 1990  

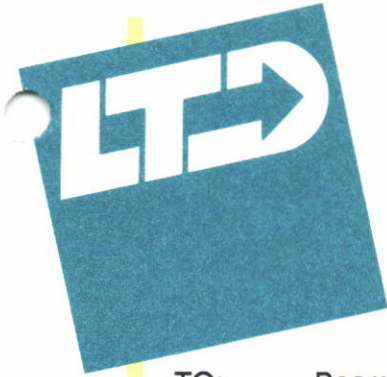
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Date Adopted

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Board Secretary



**Lane Transit District**

P.O. Box 7070  
Eugene, Oregon 97401-0470

(503) 741-6100  
Fax (503) 741-6111

May 17, 1989

TO: Board of Directors  
FROM: Tamalyn Fitch, Chairman, Board Salary Committee  
RE: General Manager's Salary and Benefits and Contract  
Renewal for 1990-91

The Salary Committee met on May 2, 1990, to discuss the employment-related performance of the General Manager from March 1, 1989, through February 28, 1990. The Committee also discussed salary and benefit provisions and contract renewal for the General Manager for the 1990-91 fiscal year.

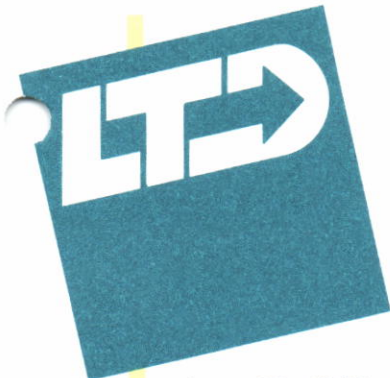
**Committee Recommendation:** The Committee recommends approval of the following salary and benefits package for the General Manager for Fiscal Year 1990-91: a 4 percent increase in base salary, for a total base salary of \$59,488; a one-time grant of 11 percent of base salary to be used for additional benefits as determined by the General Manager, for a total grant of \$6,544; and continuation of the \$200 monthly automobile allowance. Following is the comparison to current salary and benefit provisions:

	<u>89-90</u>	<u>90-91</u>
Annual Salary	\$57,200	\$59,488
Fringe Benefit Supplement	6,032	6,544
Car Allowance	2,400	2,400
	<hr/>	<hr/>
Total	\$65,632	\$68,432

The Committee also recommends that the Board authorize the Board President to sign a contract extending the General Manager's employment through fiscal year 1990-91.

Tamalyn Fitch  
Salary Committee Chairman  
TF:js





**Lane Transit District**

P.O. Box 7070  
Eugene, Oregon 97401-0470

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Fax (503) 741-6111

June 20, 1990

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Stefano Viggiano, Planning Administrator  
**RE:** Downtown Station Site Selection

The public comment phase of the downtown station site selection process has been conducted. Attached is a copy of a memorandum to the Site Selection Committee summarizing the public comments.

The Site Selection Committee met on June 8, 1990, to review the public comments and begin discussion of which sites to subject to a more detailed analysis. The Committee has another meeting scheduled for July 6, 1990. At that meeting, it is expected that the Committee will recommended two to four sites for more detailed analysis.

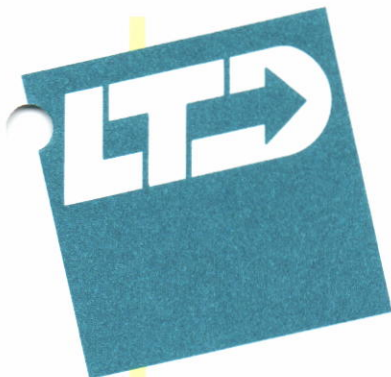
At the June 8th meeting, Committee discussion seemed to focus on the Butterfly Lot, the City Hall site, and the full-block Elections Lot option for further consideration. A new site, located at 10th and Pearl, also received some consideration and will likely be discussed further at the July 6th meeting.

The Selection Committee is interested in obtaining comments on the site from the Board members who are not on the Committee. At the June 20 LTD Board meeting, staff will present a brief review of the sites and discussion that has occurred about each of the sites, then open the issue for general discussion.

Stefano Viggiano  
Planning Administrator

SV:ms:js

attachment



**Lane Transit District**

P.O. Box 7070  
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June 8, 1990

**TO:** Downtown Transit Station Site Selection Committee  
**FROM:** Stefano Viggiano, Lane Transit District  
**RE:** Summary of Public Comments on the Alternative Sites

Public comments on the optional sites for a new central transit station were solicited in a number of ways. Each downtown address was mailed a summary of the Site Selection Report; a display on the issue was set up at the LTD Customer Information Center and the City's Permit and Information Center; and a public information session was held on May 9. The public information session included a survey which was completed by 38 people who attended the session.

Attached is a complete transcript of all the comments received and the totals from the survey. This memorandum will provide a summary of the comments.

General Comments

There were several comments about the need to consolidate the station to ease the convenience of transfers.

There was a concern about raising taxes to pay for a new station, combined with questions about the need to spend the money if there is no clear advantage of a new site over the present site.

Several people indicated a concern over personal safety at the current station, and whether the perceived safety problem would or would not follow the station.

Mixed-Use Development

Comments were generally favorable regarding a mixed-use development, with many enthusiastic comments about the concept. Those commenting indicated a preference for office, parking, or a library development with the transit station.



*Downtown Transit Station Site  
Selection Committee  
Summary of Public Comments  
June 8, 1990  
Page 2*

*About a fourth of those commenting on the issue were opposed to the concept. Opposition to a mixed-use project seemed to center on a concern about public/private investment agreements.*

*Existing Station*

*About 14 percent of those responding to the survey believed that the District should keep its transit station where it is. Proponents of the existing site pointed to the high cost of the other alternatives and an "if its not broken, don't fix it" approach. Proximity of the site to the LCC downtown center was also mentioned as a plus.*

*Concerns expressed about the site were its design, which makes transferring difficult, especially for people with disabilities, and its location far from the center of downtown.*

*Sears Lot*

*The Sears lot was favored by 19 percent of those filling out the survey. Some people favorable to the Sears site indicated that the project could be used to upgrade that part of downtown. Some people find the Sears lot attractive because it is an off-street option near the current station.*

*The possible conversion of the Sears building to a library became public after the information session was held and was not referenced in comments about the site. The viability of converting the Sears building to a library is under study and will be discussed by the City Council later this month.*

*Greyhound Lot*

*No one filling out the survey expressed a preference for the Greyhound site. Concerns about development of the site were expressed by the Eugene Retirement Center and Selco Credit Union, both of which are adjacent to the site. The retirement center was concerned about noise, loss of parking, and traffic, while Selco was primarily concerned about traffic impacts.*

*City Hall Site*

*One person (three percent) of those filling out the survey indicated a preference for the site of the future City Hall. Objections to the site were raised by the First Baptist Church, the Zenon Cafe, and the Broadway/Pearl Merchants Association. Merchant concerns centered*



RESOLUTION

BE IT RESOLVED that the budget of Lane Transit District for the Fiscal Year 1990-91 in the total combined fund sum of \$17,595,650 is hereby adopted, and

BE IT FURTHER RESOLVED that the amounts for the Fiscal Year 1990-91 are appropriated for the following purposes by organizational unit:

GENERAL FUND

	<u>Administrative Services--General Fund</u>
\$1,325,900	Personal Services
\$ 705,250	Materials & Services
	<u>Operations--General Fund</u>
\$6,007,250	Personal Services
\$2,211,658	Materials & Services
	<u>Non-Departmental--General Fund</u>
\$ 200,000	Contingency
\$ 409,397	Transfer to Capital Projects Fund
\$ 485,745	Transfer to Risk Management Fund
	<u>CAPITAL PROJECTS FUND</u>
\$5,329,800	Capital Outlay
\$ 14,200	Capital Lease Principal Repayment
	<u>RISK MANAGEMENT FUND</u>
\$ 906,450	Risk Management Expenditures, and

BE IT FURTHER RESOLVED that the General Manager is authorized to make expenditures and incur obligations within the limits of the foregoing.

June 20, 1990  
Date

  
Secretary

*Downtown Transit Station Site  
Selection Committee  
Summary of Public Comments  
June 8, 1990  
Page 3*

*on the possible loss of parking on Pearl Street and the creation of a problem of perceived personal safety in the area which they believe could result from the development of a transit station at the site.*

*Butterfly Lot*

*The Butterfly site was favored by 62 percent of those responding to the survey. Favorable comments about the site were its location in proximity to the government center and central to downtown.*

*Concerns about the site were expressed by vendors at Saturday Market and, in particular, vendors at the adjoining Farmer's Market. Their concerns centered around increased traffic and pollution at 8th and Oak and the loss of the Farmer's Market selling area. Other concerns were expressed about the impact of the station on the serenity of the park blocks.*

*The County Commissioners discussed the possible conversion of the Butterfly Lot to a transit station at their work session on May 22, 1990. They expressed concerns about noise, the loss of parking, and the introduction of a "bad element" into the area. However, four of the five commissioners indicated a willingness to continue to consider the possibility of establishing a transit station at the site.*

*Elections Lot*

*The Elections site was favored by three percent (one person) filling out the survey. Concerns expressed about the site are that it is too far from the enter of downtown Eugene, particularly for those who have disabilities which limit their mobility. Crossing 6th and 7th Avenues to reach the site was also mentioned as a problem.*

*The County Commissioners did not comment on this site, either favorably or unfavorably at their May 22, 1990, meeting.*

*Other Sites*

*The 8th and Willamette site was mentioned by six people completing the survey at the public information session, and in some written correspondence. When the study began last July, the 8th and Willamette site was eliminated from consideration because of the planned Pankow development. That development is no longer planned. The 8th and Willamette site was considered for a transit station many years ago, and remains a very attractive site due to its central location. The site would surely score at or near the top based on technical analysis.*

*Downtown Transit Station Site  
Selection Committee  
Summary of Public Comments  
June 8, 1990  
Page 4*

*The City is planning to issue a request for proposals to develop the 8th and Willamette site. This RFP, as currently planned, does not mention the possibility of incorporating a transit station with the development.*

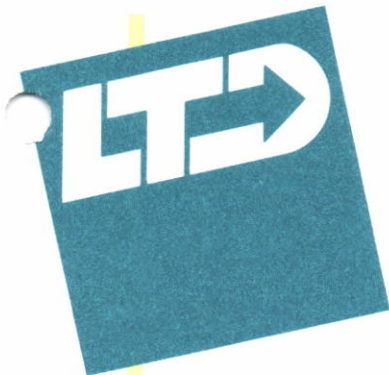
*Another site which has been mentioned as a possible transit station site is west of Pearl Street between 11th Avenue and the alley between 10th and Broadway. This site, which is one half block wide and one and one half blocks long, would require vacating 10th Avenue and the purchase of the Firestone shop at 11th and Pearl. Although the site is not optimally located within downtown, it is larger than most of the other sites that have been considered. There is also some indication that adjacent property owners would be receptive to a mixed use project.*



*Stefano Viggiano  
LTD Planning Administrator*

*SMV:js*





**Lane Transit District**

P.O. Box 7070  
Eugene, Oregon 97401-0470

(503) 741-6100  
Fax (503) 741-6111

June 13, 1990

Barbara Malos  
Administrator  
The Eugene Hotel Retirement Center  
222 East Broadway  
Eugene, Oregon 97401

Dear Barbara:

Thank you for the opportunity to speak to the residents of the Eugene Hotel Retirement Center about their service concerns. As Micki Kaplan and I stated at the meeting, the inbound route #67 Coburg/Crescent was rerouted because of the difficulty the bus was having in arriving at the Eugene Mall in time for riders to transfer to other buses. Drivers of this route say that the rerouting has improved the timing and that most route #67 customers appreciate the change.

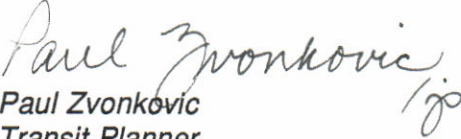
However, we recognize that many Eugene Hotel residents had ridden the #67 because it went by Pearl and Broadway and continued to the Eugene Transit Station. We hope that the information we gave the residents about service at other nearby bus stops (i.e., Oak & Broadway and High & Broadway) will be helpful. I have attached a summary of routes that serve these bus stops. Please review the summary to see if it is understandable and includes major trip destinations of residents. After we receive your comments, our graphics department will make 11" x 17" displays with large typeface, for the special information display for the Eugene Hotel bulletin boards which we had discussed.

LTD staff will contact the City of Eugene about moving the High & Broadway bus stop closer to the intersection. We will also investigate rerouting the #60 VRC/Cal Young bus this fall so that it serves the Pearl & Broadway bus stop. Since we recently altered route #60 to use the Ferry Street Bridge, we will need to determine if it has time to use Pearl on its inbound routing to the Eugene Transit Station.

Barbara Malos  
June 13, 1990  
Page 2

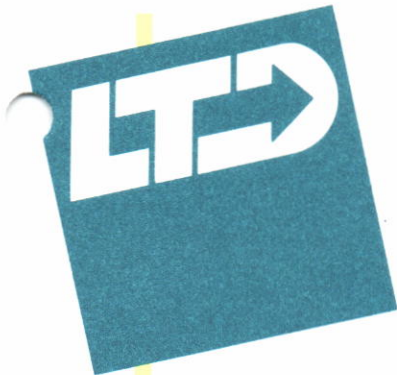
Please do not hesitate to contact Micki or me at 741-6100 with questions or comments regarding service. LTD's customer service representatives at 687-5555 also will be happy to assist the Eugene Hotel residents.

Sincerely,

  
Paul Zvonkovic  
Transit Planner

PZ:ms

attachment



**Lane Transit District**

P.O. Box 7070  
Eugene, Oregon 97401-0470

(503) 741-6100  
Fax (503) 741-6111


June 20, 1990

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Andy Back, Transit Planner  
**RE:** Gateway Mall Transit Station Update

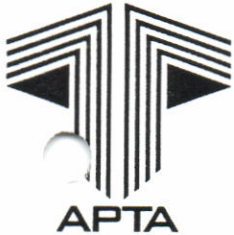
The Gateway Mall Transit Station has been 99 percent completed since early May. The contractor's major unfinished task is to apply a sealer to the brick wall. While this is a relatively easy task, it can't be done until the weather dries out a little.

LTD will commence serving the station as soon as there are three or four days without rain, so the contractor can apply the sealer. Until then, the #12 Harlow and #15 LCC/Gateway will continue with on-street routing in the area around the mall.

  
Andy Back  
Transit Planner

AB:ms:js





**American Public Transit Association**  
1201 New York Avenue, N.W.  
Washington, DC 20005  
Phone (202) 898-4000  
FAX (202) 898-4070

Jack R. Gilstrap  
Executive Vice President

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Roger Snoble, Management and Finance  
Turner M. Spencer, Human Resources  
John L. Wilson, Small Operations

JUN 11 1990

TO: APTA Transit System Board Members  
FROM: Jack R. Gilstrap, Executive Vice President  
DATE: May 30, 1990  
SUBJECT: 1990 Transit Board Members Seminar, July 29th - August 2nd, Charleston, South Carolina

I am forwarding to you additional details concerning the 1990 APTA Transit Board Members Seminar being held in Charleston, South Carolina, July 29th - August 2nd, at the Omni Charleston Place.

First, enclosed for your travel plans is information on special fares for United Airlines flights to Charleston, South Carolina. Please read carefully the listed steps and make your reservations accordingly. Discounts can range from 40% - 75% off normal coach fares.

Next, please find the preliminary program schedule listing sessions and their times. While some sessions may be added or modified in terms of length, the enclosed program should give you a good idea of the seminar's events.

The 1990 Transit Board Members Seminar is the seventh professional meeting devoted solely to the role and responsibilities of today's transit policy makers. As in past years, the program presents both a professional and personal reflection on the issues and skills that are a part of the board member's life.

I urge you to look over the enclosed program and register today. The registration fee for the seminar is \$450 until June 15th; after that date the cost for attending is \$495. Hotel information for the Omni at Charleston Place is also enclosed, and your reservations should be sent to the hotel no later than July 5th in order to receive the APTA room rate.

If you have any questions about the meeting or the program, please contact APTA's Director of Training and Professional

Development, Thomas Urban, at 202-898-4053. APTA's seventh Transit Board Members Seminar promises again to be a special event, and we look forward to seeing you in Charleston this summer.

Remember: July 29th - August 2nd. It's your own meeting, so I hope you'll be there.

  
Jack R. Gilstrap

1990 Transit Board Members Seminar  
Preliminary Program

Sunday, July 29th

3:00 - 5:00 p.m. Registration  
5:30 - 7:00 p.m. Opening Reception

Monday, July 30th

7:30 - 8:30 a.m. Registration  
8:30 - 9:00 a.m. Welcome and Overview  
9:00 - 12:00 noon General Session: "Reaching Consensus in Conflict: Group Dynamics in Policy Making"  
12:00 - 1:30 p.m. Lunch (on own)  
1:30 - 3:30 p.m. General Session: "The Board Member's Agenda - Roundtable Presentation on Current Issues in Transit Policy".  
5:30 - 7:00 p.m. Hospitality Suite

Tuesday, July 31st:

8:15 - 9:00 a.m. The Washington Report  
9:00 - 10:30 a.m. General Session: "Transit's New Constituency - Building Coalitions and Community Involvement".  
10:30 - 12:00 noon General Session: "General Manager-Board Relationship: Functions in Policy and Management"  
12:00 - 1:30 p.m. Lunch (on own)  
1:30 - 3:00 p.m. Peer Session: "Issues in Transit Board Member Policy Making." (questions and answers with peer discussion)  
5:30 - 7:00 p.m. Hospitality Suite



LANE TRANSIT  
 COMPARISON OF YEAR-TO-DATE ACTUAL REVENUES AND EXPENDITURES TO BUDGETED  
 GENERAL FUND  
 FOR THE MONTH OF MAY ENDING MAY 31, 1990 (91.67% OF YEAR COMPLETED)

	YEAR-TO-DATE ACTIVITY	YEARLY BUDGET	VARIANCE OVER(UNDER)	% RECEIVED/ EXPENDED
<b>REVENUES</b>				
<b>Operating Revenues:</b>				
Passenger Fares	1,701,580	1,860,000	(158,420)	91.48%
Charters	85,942	72,700	13,242	118.21%
Advertising	72,930	80,200	(7,270)	90.94%
Miscellaneous	44,520	2,000	42,520	2226.01%
<b>TOTAL OPERATING REVENUES</b>	<b>1,904,972</b>	<b>2,014,900</b>	<b>(109,928)</b>	<b>94.54%</b>
<b>Non-Operating Revenues:</b>				
Interest	333,157	160,000	173,157	208.22%
Payroll Taxes	6,558,204	6,541,000	17,204	100.26%
Federal Operating Assistance	1,075,000	1,075,000	0	100.00%
State In-Lieu-Of Payroll Taxes	443,851	619,500	(175,649)	71.65%
State Special Transportation	313,852	331,300	(17,448)	94.73%
Section 18 Operating		10,250	(10,250)	0.00%
Other	160	0	160	
<b>TOTAL NON-OPERATING REVENUES</b>	<b>8,724,224</b>	<b>8,737,050</b>	<b>(12,826)</b>	<b>99.85%</b>
<b>TOTAL REVENUES</b>	<b>10,629,196</b>	<b>10,751,950</b>	<b>(122,754)</b>	<b>98.86%</b>
<b>EXPENDITURES</b>				
<b>Administrations:</b>				
Personal Services	604,087	667,100	(63,013)	90.55%
Materials and Supplies	106,032	122,270	(16,238)	86.72%
Contractual Services	88,715	110,550	(21,835)	80.25%
<b>Total Administration</b>	<b>798,833</b>	<b>899,920</b>	<b>(101,087)</b>	<b>88.77%</b>
<b>Marketing and Planning:</b>				
Personal Services	544,376	594,700	(50,324)	91.54%
Materials and Supplies	166,029	189,550	(23,521)	87.59%
Contractual Services	154,146	207,000	(52,854)	74.47%
<b>Total Marketing and Planning</b>	<b>864,551</b>	<b>991,250</b>	<b>(126,699)</b>	<b>87.22%</b>
<b>Transportation:</b>				
Personal Services	4,013,208	4,509,500	(496,292)	88.99%
Materials and Supplies	18,652	22,100	(3,448)	84.40%
Contractual Services	425,902	472,100	(46,198)	90.21%
<b>Total Transportation</b>	<b>4,457,762</b>	<b>5,003,700</b>	<b>(545,938)</b>	<b>89.09%</b>
<b>Maintenance:</b>				
Personal Services	1,018,093	1,139,200	(121,107)	89.37%
Materials and Supplies	909,644	1,141,321	(231,677)	79.70%
Contractual Services	175,986	198,900	(22,914)	88.48%
<b>Total Maintenance</b>	<b>2,103,723</b>	<b>2,479,421</b>	<b>(375,698)</b>	<b>84.85%</b>
Contingency		200,000	(200,000)	0.00%
Losses/Gains	(1,600)		(1,600)	
Transfer to Capital Projects	125,000	767,959	(642,959)	16.28%
Transfer to Risk Management		409,700	(409,700)	0.00%
<b>TOTAL EXPENDITURES</b>	<b>8,348,269</b>	<b>10,751,950</b>	<b>(2,403,681)</b>	<b>77.64%</b>

LANE TRANSIT  
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES  
 CAPITAL PROJECTS FUND  
 FOR THE MONTH OF MAY ENDING 5/31/90 (91.67% OF YEAR COMPLETED)

	YEAR-TO-DATE	YEARLY BUDGET	VARIANCE OVER(UNDER)
<b>RESOURCES</b>			
Beginning Fund Balance	3,593,978	1,815,296	1,778,682
Revenues:			
UMTA Section 3-Buses		2,127,000	(2,127,000)
UMTA Section 3-Facility	846,342		846,342
UMTA Section 9-Buses		98,000	(98,000)
UMTA Section 9-Capital	306,965		306,965
UMTA Section 18-Buses		360,000	(360,000)
UMTA Section 18-LCC	7,124	96,000	(88,876)
Federal Highway Admin			0
Transfer from Gen'l Fund	125,000	767,959	(642,959)
Other	(1,000)		(1,000)
Total Revenues	1,284,431	3,448,959	(2,164,528)
<b>TOTAL RESOURCES</b>	<b>4,878,409</b>	<b>5,264,255</b>	<b>(385,846)</b>
<b>EXPENDITURES</b>			
Locally Funded:	991,227	293,000	698,227
UMTA Funded:			
Construction Representative	18,332		18,332
Benefits	3,811		3,811
Computer Software	44,774		44,774
Office Equipment	64,536		64,536
Maintenance Equipment	16,503		16,503
Bus Stop Improvements	102,414	120,000	(17,586)
Land & Buildings	1,259,044		1,259,044
Buses		4,700,000	(4,700,000)
Bus Related Equipment	26,095		26,095
Service Vehicles	503		
Miscellaneous	902		902
Total UMTA Funded	1,536,912	4,820,000	(3,283,088)
FHWA Funded:			
Bus Stop Improvements			
Total FHWA Funded	0	0	0
Contingency	0	0	0
Capital Lease Principal	135,483	14,200	121,283
<b>TOTAL EXPENDITURES</b>	<b>2,663,622</b>	<b>5,127,200</b>	<b>(2,463,578)</b>
<b>ENDING FUND BALANCE</b>	<b>2,214,787</b>	<b>137,055</b>	<b>2,077,732</b>

LANE TRANSIT  
 COMPARISON OF BUDGETED AND ACTUAL REVENUES AND EXPENDITURES  
 RISK MANAGEMENT FUND  
 FOR THE MONTH OF MAY ENDING 5/31/90 (91.67% OF YEAR COMPLETED)

	YEAR-TO-DATE	% ACTIVITY	YEARLY BUDGET	VARIANCE OVER(UNDER)
RESOURCES				
Beginning Fund Balance	411,850		463,600	(51,750)
Revenues:				
Transfer from Gen'l Fund		0.00%	409,700	(409,700)
Interest	19,961	66.54%	30,000	(10,039)
Total Revenues	19,961	4.54%	439,700	(419,739)
TOTAL RESOURCES	431,811	47.80%	903,300	(471,489)
EXPENDITURES				
Administration	4,332	103.15%	4,200	132
Worker's Compensation	206,348	86.70%	238,000	(31,652)
Liability Program	198,807	30.84%	644,700	(445,893)
Miscellaneous Insurance	19,429	118.47%	16,400	3,029
TOTAL EXPENDITURES	428,917	47.48%	903,300	(474,383)
ENDING FUND BALANCE	2,894		0	2,894



LANE TRANSIT DISTRICT  
 BUDGET TRANSFERS/  
 SUPPLEMENTAL BUDGET  
 89-90

	BUDGET			AMENDED
	BUDGET	TRANSFERS 03-31-90	SUPPLEMENTAL BUDGET	
<b>REVENUES - GENERAL FUND</b>				
PASSENGER FARES	1,860,000			1,860,000
CHARTER REVENUE	72,700		9,300	82,000
ADVERTIZING REVENUE	80,200			80,200
MISCELLANEOUS REVENUE	2,000		33,000	35,000
INTEREST REVENUE	160,000		140,000	300,000
PAYROLL TAXES	6,541,000			6,541,000
UMTA SECTION 09	1,075,000			1,075,000
STATE OPERATING	619,500			619,500
STATE SPECIAL TRANSPORTATION	331,300		109,050	440,350
OTHER OPERATING GRANTS			160	160
UMTA SECTION 18	10,250			10,250
UMTA PLANNING				0
EXPENDITURE SAVINGS			332,145	332,145
<b>TOTAL RESOURCES</b>	<b>10,751,950</b>	<b>0</b>	<b>623,655</b>	<b>11,375,605</b>
<b>EXPENDITURES - GENERAL FUND</b>				
<b>ADMIN - PERSONAL SERVICES</b>				
GEN'L ADMIN	278,900	2,000		280,900
MIS	86,000	2,000		88,000
FINANCE	181,700	2,000		183,700
PERSONNEL	44,800	2,000		46,800
SAFETY & TNG	75,700	2,000		77,700
<b>TOTAL</b>	<b>667,100</b>	<b>10,000</b>	<b>0</b>	<b>677,100</b>
<b>- MAT'L &amp; SUPPLIES</b>				
GEN'L ADMIN	57,500			57,500
MIS	13,900			13,900
FINANCE	11,900			11,900
PERSONNEL	17,200	2,500		19,700
SAFETY & TNG	21,770			21,770
<b>TOTAL</b>	<b>122,270</b>	<b>2,500</b>	<b>0</b>	<b>124,770</b>
<b>- CONTR SVCS</b>				
GEN'L ADMIN	25,500	7,500		33,000
MIS	19,300			19,300
FINANCE	27,100			27,100
PERSONNEL	23,500	(2,500)		21,000
SAFETY & TNG	15,150			15,150
<b>TOTAL</b>	<b>110,550</b>	<b>5,000</b>	<b>0</b>	<b>115,550</b>
<b>MKTG/ - PERSONAL SERVICES</b>				
PLNG	MARKETING	196,800	2,000	198,800
	PLANNING	190,100	2,000	192,100
	CUSTOMER SERVICES	207,800	8,500	216,300
	<b>TOTAL</b>	<b>594,700</b>	<b>12,500</b>	<b>607,200</b>

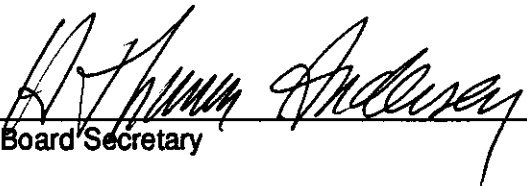
RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET

BE IT RESOLVED that the Board of Directors of Lane Transit District hereby adopts the supplemental budget, as approved by the Budget Committee for 1989-90 in the total sum of \$623,655 for General Fund and (\$1,381,245) for the Capital Projects Fund, now on file at Lane Transit District offices, located at 3500 E. 17th Avenue, Eugene, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the Board of Directors of Lane Transit District also increase and decrease appropriations in the current 1989-90 fiscal year budget and that the supplemental budget is appropriated per the attached budget amendment.

June 20, 1990  
Date

  
Board Secretary

LANE TRANSIT DISTRICT

✓ BUDGET TRANSFERS/  
SUPPLEMENTAL BUDGET  
89-90

	BUDGET	BUDGET TRANSFERS 03-31-90	SUPPLEMENTAL BUDGET	AMENDED
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- MAT'L & SUPPL				
MARKETING	136,200			136,200
PLANNING	7,200			7,200
CUSTOMER SERVICES	46,150			46,150
TOTAL	189,550	0	0	189,550
- CONTR SVCS				
MARKETING	192,600			192,600
PLANNING	13,000	1,000		14,000
CUSTOMER SERVICES	1,400	500		1,900
TOTAL	207,000	1,500	0	208,500
TRANSPORTATION				
PERSONAL SERVICES	4,509,500	25,000		4,534,500
MAT'L & SUPPLIES	22,100	2,100		24,200
CONTR SVCS	472,100		109,050	581,150
TOTAL TRANSPORTATION	5,003,700	27,100	109,050	5,139,850
MAINTENANCE				
PERSONAL SERVICES	1,102,800	10,000		1,112,800
MAT'L & SUPPLIES	1,081,550	(76,600)		1,004,950
CONTR SVCS	54,800			54,800
TOTAL MAINTENANCE	2,239,150	(66,600)	0	2,172,550
FACILITIES MAINTENANCE				
PERSONAL SERVICES	36,400	2,000		38,400
MAT'L & SUPPLIES	59,771			59,771
CONTR SVCS	144,100	6,000		150,100
TOTAL FACILITIES MAINT.	240,271	8,000	0	248,271
OTHER				
TRANSFER TO CAPITAL PROJECTS	767,959		514,605	1,282,564
TRANSFER TO RISK MANAGEMENT	409,700			409,700
CONTINGENCY	200,000			200,000
TOTAL OTHER	1,377,659	0	514,605	1,892,264
TOTAL	10,751,950	0	623,655	11,375,605
ENDING FUND BALANCE - GENERAL FUND	0			0
BEGINNING FUND BALANCE - CAPITAL PROJECTS	3,593,978			3,593,978
REVENUES - CAPITAL PROJECTS				
TRANSFER FROM GEN. FUND	767,959		514,605	1,282,564
UMTA SEC. 3 - FACILITY	0		846,342	846,342
UMTA SEC. 3 - BUSES	2,127,000		(2,127,000)	0
UMTA SEC. 9 REVENUE	0		722,799	722,799
UMTA SEC. 9 REVENUE-BUSES	98,000		(98,000)	0
UMTA SEC. 18 REVENUE-BUSES	360,000		(360,000)	0



LANE TRANSIT DISTRICT  
 BUDGET TRANSFERS/  
 SUPPLEMENTAL BUDGET  
 9-90

	BUDGET	BUDGET TRANSFERS 03-31-90	SUPPLEMENTAL BUDGET	AMENDED
UMTA SEC. 18 REVENUE-LCC	96,000			96,000
TOTAL REVENUE	3,448,959	0	(501,254)	2,947,705
<b>EXPENDITURES - CAPITAL PROJECTS</b>				
LOCALLY FUNDED EXPENDITURES	2,408,000		(953,200)	1,454,800
UMTA FUNDED EXPENDITURES	2,705,000		(553,045)	2,151,955
FHWA FUNDED EXPENDITURES	0			0
CAPITAL LEASE PRINCIPAL	14,200		125,000	139,200
TOTAL EXPENDITURES	5,127,200	0	(1,381,245)	3,745,955
ENDING FUND BALANCE - CAPITAL PROJECTS	1,915,737			2,795,728

THIS PRESENTATION BACKS OUT THE PROJECTED BUS REVENUES IN THE AMENDED COLUMN:

UMTA SEC. 3 - BUSES	\$2,127,000
UMTA SEC. 9 - BUSES	\$ 98,000
UMTA SEC. 18 - BUSES	\$ 360,000

THIS PRESENTATION BACKS OUT THE PROJECTED BUS EXPENDITURES IN THE AMENDED COLUMN:

<b>UMTA EXPENDITURES - BUSES:</b>	
SECTION 3 FUNDING/LOCAL MATCH	- \$4,127,500
SECTION 9 FUNDING/LOCAL MATCH	- \$ 122,500
SECTION 18 FUNDING/LOCAL MATCH	- \$ 450,000

UMTA FUNDED EXPENDITURES REMAINING IN THE AMENDED COLUMN INCLUDE:

SECTION 3 FACILITY	= \$846,342/.75 =	\$1,128,456
SECTION 9 - VARIOUS CAPITAL PROJECTS	= \$722,799/.80 =	\$ 903,499
SECTION 18 - LCC TRANSIT STATION	= \$96,000/.80 =	\$ 120,000
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TOTAL		\$2,151,955