



Minnesota Regional Transit
Board: Records.

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REGIONAL TRANSIT BOARD
 270 Metro Square Building
 St. Paul, Minnesota 55101
 612/292-8789

MF

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, July 15, 1985
 Council Chambers
 4:30 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Minutes of May 20 and June 17, 1985 Meetings
4. Governor's Taxicab Commission Progress Report, Appointment of a Taxicab Advisory Committee by the Regional Transit Board Jim Barton
5. Films: "Houston Transitway" and "Pittsburg Traffic Management During Major Construction"
6. REPORT OF THE POLICY COMMITTEE Todd Lefko,
Chair
7. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
 - a. Authorization to Hire Secretary
 - b. Letter of Agreement and Request for Purchase, Computer Capabilities
 - c. Extension of Contract with Thompson and Company *amended - not to exceed "*
8. OTHER BUSINESS
 - a. Chairman's Report - *Motion to have mtg 7/29*
 - b. Members' Reports
 - c. Staff Reports

Elliott Perovich
 Chairman



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 - b. Members' Reports
 - c. Staff Reports

Elliott Perovich
Chairman

Renton, Hollander Brecklin, M. Court
Lumbert

Peg Larson
Jini Barton
Larry Weichen
Annie Carroll
Natcha Shaw?

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date July 15, 1985

Regional Transit Board

Dist.	Member Name	Present	Vote	Vote	Vote	Vote	Vote
Chair	Elliott Perovich	✓					
A	Todd Lefko	✓					
B	Ruben Acosta	✓					
C	Bernard Skrebek						
D	Doris Caranicas	✓					
E	John Doyle, Sr.	✓					
F	Gail Marks Jarvis	✓					
G	James Newland						
H	Margaret Snesrud	✓					
I	Alison Fuhr	✓					
J	Juanita Collins	✓					
K	Steve Loeding	✓					
L	Ruth Franklin	✓					
M	Paul Joyce	✓					
N	Edward Kranz	✓					

METROPOLITAN COUNCIL
300 Metro Square Building, Saint Paul, Minnesota 55101

July 5, 1985

MEMORANDUM

TO: Ghaleb Abdul-Rahman, Executive Director
Regional Transit Board

cc: Sandra Gardebring, Moe Dorton, Roger Israel

FROM: Jim Barton, Director of Planning Assistance Department 

SUBJECT: Governor's Taxicab Commission Progress Report--Appointment of a
Taxicab Advisory Committee by the Regional Transit Board

The Governor's Taxicab Commission adopted the progress report dated June 10, and was accepted by the Governor. The report provides a summary of the activities of the commission since its formation in December 1984. The activities include developing a very detailed issues statement, submitting a legislative proposal for metropolitan-wide licensing of taxicabs, and recommended specific strategies for responding to key issues that have been identified.

On page 17 of the report, an interim work program and schedule have been included that delineate those tasks that are to be carried out by the commission, as well as those that need to be pursued by the Regional Transit Board. The work program covers a period between June 1985 and February 1986. The scope of the work program is to deal with several major issues that the taxicab industry must address immediately, and to generate additional legislative support for metropolitan taxicab licensing. The commission intends to reintroduce its legislative proposal in the 1986 session.

The initial task in the RTB section is to establish a taxicab advisory committee. Several taxicab commission members have already inquired about the procedure that the Regional Transit Board would be following in appointing such a committee, and I assured them it would be an open and publicized process, although the composition, timeframe and schedule for establishing a committee has yet to be set.

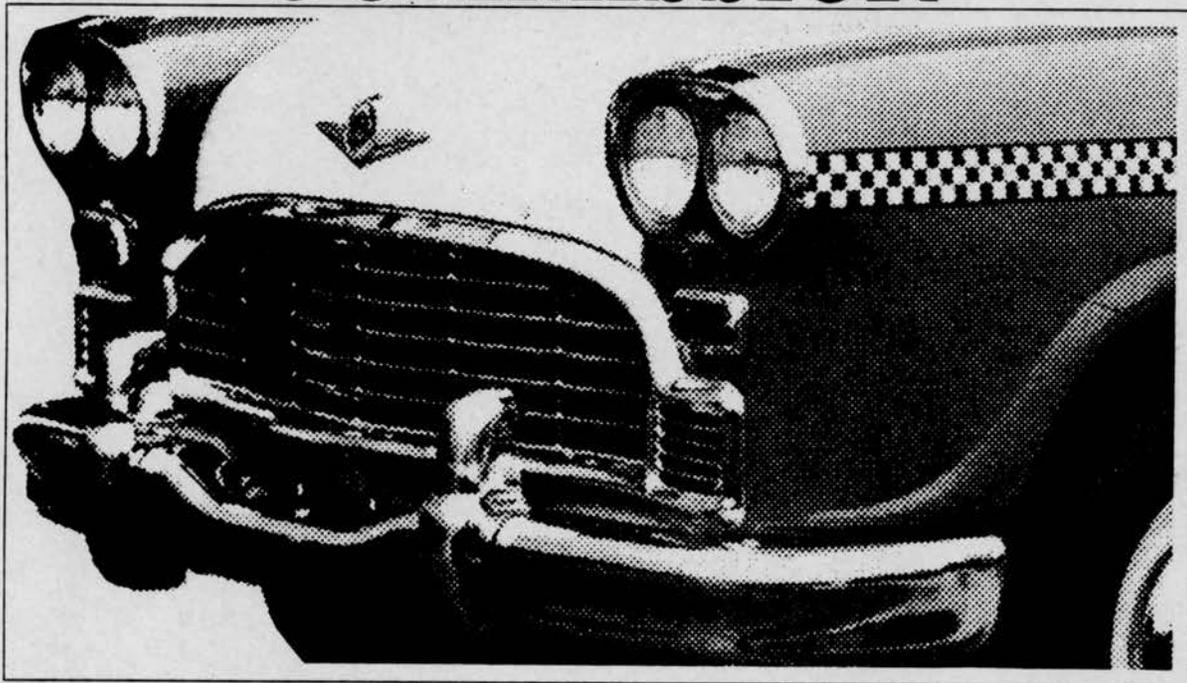
I realize that the recent legislation will require the reappointment of the board, and this will obviously take some time to do. Until this is completed, I suggest proceeding only with an announcement requesting advisory committee applicants. The application period would be between July and August 19. The applications would be on hand at the time the new board is reappointed, I am assuming in September. Meanwhile, I can work with you or appointed staff in developing a specific charge, composition and administrative procedures.

As requested, I will be available at the next board meeting of July 15 to review the report and respond to any questions they may have regarding the work program.

JEB:im
JBMETR



GOVERNOR'S TAXICAB COMMISSION



A P R O G R E S S R E P O R T

JUNE 10, 1985

PROGRESS REPORT
OF THE
GOVERNOR'S TAXICAB COMMISSION

June 10, 1985

Metropolitan Council of the Twin Cities Area
300 Metro Square Building, 7th and Robert Streets
St. Paul, Minnesota 55101 Tel. 612 291-6359/TDD 291-0904

Publication No. 07-85-080

GOVERNOR'S TAXICAB COMMISSION

Sandra Gardebring, Chair
Metropolitan Council

Elliott Perovich, Chair
Regional Transit Board

Ronald Jerich, Commissioner
Metropolitan Airports Commission

Robert Janecek
Suburban Town Taxi, St. Paul

Charles Clay, Attorney
Head and Truhn

Dennis Schulstad, Councilman
City of Minneapolis

James Morgan
Minneapolis Taxicab Owners Association

Debby Baumgartner
N.W. Meeting & Incentive Service

Larry Williams
Apollo Taxi

James Scheibel, Councilman
City of St. Paul

Jack Daly Attorney
Larkin, Hoffman, Daly and Lindgren

Nathan Shaw
Airport Cab

Gloria Gold
Consumer

William Hopkins
Courage Center, Metro Mobility

John Cartwright, Manager
City of Richfield

GOVERNOR'S TAXICAB COMMISSION

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GOVERNOR'S TAXICAB COMMISSION

EXECUTIVE SUMMARY

June 10, 1985

BACKGROUND, CHARGE AND MEMBERSHIP OF THE COMMISSION

- o The Governor's Taxicab Commission was formed in December 1984 and given the specific charge of studying metropolitan-wide regulation of taxicabs, regulations to insure cab safety and training of drivers to as a good-will ambassadors for the state.
- o The Governor's Taxicab Commission included representatives from the cities of Minneapolis and St. Paul, the suburban communities, the Metropolitan Airports Commission, the taxicab industry and the private sector.
- o Various municipalities currently use a diversity of regulatory controls that result in differing sets of standards, duplication and, in many instances, a lack of basic fairness in regulating the industry.
- o A recent Federal Trade Commission challenge on the limitations placed on licenses issued by the City of Minneapolis focused a great deal of attention on how the taxicab industry is regulated.

COMMITTEE STRUCTURE

The Governor's Taxicab Commission established three committees to carry out its work. The committees and their charges were: 1) a Legislative Committee to prepare a legislative proposal to improve standards and procedures for regulating the metropolitan taxicab industry; 2) an Airport Cab Service Committee to work with The Metropolitan Airports Commission in preparing recommendations for current and future service needs; and 3) an Industry Initiatives and Incentives Committee to prepare recommendations for expanding and improving metropolitan taxicab service.

Each committee prepared reports, made recommendations, and proposed priorities and action items. The committee reports formed the basis for the commission's recommendations.

COMMISSION RECOMMENDATIONS

1. The legislative proposal on metropolitan taxicab licensing was not passed by the legislature. Therefore, the commission recommends that the regulation and improvement of the taxicab industry continue to be studied in the interim between legislative sessions. The interim study group should give priority to refining the proposed metropolitan taxicab licensing bill for the 1986 legislative session, and to developing implementation regulations for metropolitan-wide licensing.

That the Governor's Taxicab Commission continue to operate during the interim between legislative sessions, and that the Regional Transit Board establish a Taxicab Advisory Committee. A proposed Interim Program and Schedule identifies actions to be addressed and outlines areas of responsibility. A copy of this program and schedule is attached to the commission's draft report.

2. That the interim study group (the Regional Transit Board and the Taxicab Advisory Committee) continue to work closely with the Metropolitan Airports Commission to address taxicab service issues at the airport. Specific recommendations include:
 - a. That the Airports Commission strengthen its policies to support transit alternatives to the private automobile.
 - b. That the addition of "short and long lines" and temporary structures at the taxicab loading area are good first steps in developing airport ground transportation that encourages transit use by improving access and service.
 - c. That the Airports Commission integrate the taxicab industry into its decision-making process regarding ground transportation and building. This should include:
 - o Adding a representative from the taxicab industry to existing ground transportation and building planning committees, such as the Space Planning Committee.
 - o Establishing an industry advisory committee to provide input to the Airports Commission on ground transportation, facilities and traffic management planning.
 - o Establishing a building committee with industry representation to provide input during the design and construction phases of the ground transportation facility.
 - d. That, as an interim measure not to exceed three years, a temporary structure should be built on Post Road to provide classroom, a lounge and rest rooms for drivers. A permanent facility adjacent to the main terminal should be designed by 1986 for use by taxicab drivers.
 - e. That the Airports Commission lease space to the taxicab industry for an information booth in the baggage claim and taxicab holding area.
3. That the interim study group continue to follow up on the recommendations of the Industry Initiatives Committee. Specifically, this should include:
 - a. Establishing a liaison with the private business sector--the chambers of commerce, convention bureaus and the Department of Tourism.
 - b. Contacting the Minnesota Department of Energy and Economic Development and other providers of small business assistance to determine what technical and financial resources are available to assist taxicab owners and operators.
 - c. Working with the Regional Transit Board to explore an expanded role for taxicabs in publicly-supported transportation.

GOVERNOR'S TAXICAB COMMISSION

PROGRESS REPORT
June 10, 1985

1. BACKGROUND, CHARGE AND MEMBERSHIP OF THE COMMISSION

A recent Federal Trade Commission challenge on the limitations placed on licenses issued by the City of Minneapolis focused a great deal of attention on how the taxicab industry is regulated. Throughout the seven-county metropolitan region, various municipalities currently use a diversity of regulatory controls that result in differing sets of standards, duplicity, and in many instances, in a lack of basic fairness in regulating the industry. Periodic studies have identified the issues relative to resolving discrepancies in the regulations as well as other arguments that favor complete deregulation of the industry. Lack of any action has led to uncertainty in the industry, making it difficult for many operators to undertake long-range planning in the operation of their fleets.

The Governor's Taxicab Commission was formed in December 1984 and given the specific charge of studying the feasibility of metropolitan-wide regulation of taxicabs, regulations to insure cab safety and training of drivers to as a good-will ambassadors for the state. The commission included representatives from the cities of Minneapolis and St. Paul, the suburban communities, the Metropolitan Airports Commission, the taxicab industry and the private sector. Appendix A contains a copy of the commission's charge.

2. THE TAXICAB INDUSTRY IN THE METROPOLITAN AREA

Approximately 800 taxicabs operate in the metropolitan area with an estimated 1,000 licensed part- and full-time drivers. Over the last four years the character of the industry has changed significantly. It has moved from large fleet operators to individual owner-operators who either leasing or directly own the vehicles. Dispatching services are provided by several companies based in Minneapolis and St. Paul. The service is available on a contract basis. The larger fleet operators tend to use dispatching services, while the smaller operators and owner operators rely on radio telephones and beepers for dispatching.

The taxicab industry plays a significant role in the region's economy. While the industry currently provides an estimated one percent of the total transportation needs of the Metropolitan Area, its annual revenues are estimated to be approximately \$36 million. The industry estimates that approximately \$70,000 annual revenue is required to operate an individual taxicab.

The industry is regulated by ordinances passed by Minneapolis, St. Paul and suburban communities.

- o In Minneapolis the licenses are restricted to 248, with an additional 48 available during the winter months. St. Paul licenses 100 taxicabs, with 20 additional licenses potentially available.
- o For the most part, the suburban communities remain flexible in setting a limit on the number of licenses issued.
- o Inspection requirements, and vehicle and driver's standards differ by community.

3. TAXICAB COMMISSION ISSUES STATEMENT

The commission was formed to devise legislation to improve taxicab service. The legislation would include development of regulations to ensure taxicab safety and training of drivers, and to identify opportunities for full utilization of existing service and expansion of services. The commission, in responding to its mandate, has determined that it must deal with and come to some conclusions on the following objectives.

Within the commission there remains varying degrees of agreement and differing opinions on the validity, importance and priority of some of the following objectives and issues. The Industry Intitatives Committee further refined the issues statement.

1. Promote the industry to better serve as ambassadors to visitors to the state.
2. Improve service to the taxicab riding public and other residents of the Metropolitan Area who are transit-dependent or transit-disadvantaged.
3. Identify and develop recommendations for addressing constraints to and within the industry that inhibit it from meeting public service needs.
4. Promote the industry to develop new opportunities for those who currently work within the industry.
5. Promote a better image of the industry to the taxi-riding public.

In carrying out these objectives, the commission identified the following issues that need to be addressed.

TAXICAB INDUSTRY

1. The improvement of service through deregulation by eliminating restrictions on the price or the number of licenses issued has had mixed results where tried.
2. Experience has shown that in other metropolitan areas, such as Atlanta, Phoenix and Seattle where deregulation was attempted, there was not a corresponding increase in service; rather, there was a

noted decrease in quality and increase in the cost of taxicab services.

3. Insurance rates for taxicab drivers are high, and do not reflect the different levels of operations or good driving records.
4. There must be a uniform rate structure to ensure consistency of rates charged to the riding public and provide protection to the consumer. Options include schedule flat rates and zone fares.
5. Reasonable inspection of vehicles must be uniformly enforced. The standards and procedures established must recognize the economics of purchasing and maintaining vehicles.
6. For those communities seeking to regulate cab service within their jurisdictions, uniform standards must be applied to ensure consistency among municipalities.
7. Reciprocity is desirable to provide better service options only if it can be enforced.
8. The industry needs an increased utilization of existing services to minimize deadheading and reduce operating costs.
9. Taxicab drivers need to have more training as part of the licensing requirements.
10. The fare structure within the industry must accurately reflect the cost of the services provided.
11. The small business owner/operator character of the industry should be maintained and supported.
12. Dispatch services as well as vehicles should be licensed and regulated.
13. The industry needs a benefit structure that includes health, hospitalization and dental insurance.
14. The industry must have effective representation within the policy-making and regulatory agencies.
15. The industry needs to explore new service options and new technologies, such as a minifleet designed to meet the needs of the business/executive tax service, and application of computerization technology.
16. Taxicabs need a defined role within the metropolitan regional transit system.
17. The appropriate agency or agencies to regulate the industry must be defined.

MUNICIPALITIES

1. Should local units of government retain their option as the licensing authority of taxicabs within their jurisdictions?

2. Safety standards for vehicles must be upheld. This can only be done through regular inspection programs.
3. Regulating the taxicab companies and independent drivers does present a problem from the standpoint of record keeping and adequate follow-up of complaints received.
4. The state should issue special licenses for taxicab drivers, since it is difficult to maintain the current status of driving records of taxicab drivers.
5. The distribution of revenues from fees collected within the regulatory communities ought to be consistent with the cost of services performed.
6. Radio dispatch services and companies should be regulated.
7. Some cities experience oversupply during peak and off-peak hours in given locations.
8. The potentially more lucrative airport taxicab business draws service away from community-wide needs.
9. The location of taxicab stands in the central cities often creates conflict with meeting air quality standards.

LIMOSINE SERVICES

1. Limosine services operate throughout the metropolitan area on a fixed-route, limited-pickup system. The enforcement and monitoring of limosine regulations should be examined in conjunction with a study of taxicab regulations.

METROPOLITAN AIRPORTS COMMISSION

The following issues relate primarily to the Minneapolis-St. Paul Airport.

1. The airport is currently experiencing a space shortage problem. Approximately 89 percent of space available for transportation is primarily used by the private automobile. Whether this amount of space allocated to private auto use can afford to continue will have to be decided by the commission.
2. There is an oversupply of taxicabs available to the airport.
3. There must be a uniform rate for those trips leaving the airport to other destinations within the Metropolitan Area.
4. Periodic inspection of vehicles is essential to ensure enforcement of safety standards and improvement in the daily appearances of vehicles operating out of the airport.
5. Improve driver training.

6. The Metropolitan Airports Commission should not be viewed as the regulator of the industry, since it controls the taxicabs serving and licensed by the airport.
7. Responses to rider complaints have been difficult. There has to be more of a systematic means of follow-up on complaints and seeing to it that problems are rectified.
8. Presently there is insufficient provision made for the convenient use of taxicabs at the airport or for the convenience of drivers.

4. COMMITTEE STRUCTURE

The Governor's Taxicab Commission established three committees to carry out its work. The committees and their charges were: 1) a Legislative Committee to prepare a legislative proposal to improve standards and procedures for regulating the metropolitan taxicab industry; 2) an Airport Cab Service Committee to work with The Metropolitan Airports Commission in preparing recommendations for current and future service needs; and 3) an Industry Initiatives and Incentives Committee to prepare recommendations for expanding and improving metropolitan taxicab service.

Each committee prepared reports, made recommendations, and proposed priorities and action items. Each of the committee's reports are discussed below.

A. LEGISLATIVE COMMITTEE AND THE COMMISSION'S LEGISLATIVE PROPOSAL

COMMITTEE MEMBERSHIP

Jack Daly (Chair), Jim Morgan (Co-chair), Elliot Perovich, Dennis Schulstad, Larry Williams, Wayne Faris.

COMMITTEE FINDINGS

The Legislative Committee drafted a proposed Metropolitan Taxicab Licensing bill. Appendix B contains a draft of the preferred legislative language developed by the Legislative Committee and endorsed by the Taxicab Commission. The commission reached consensus on the following key legislative issues.

- o The proposed legislation would establish a taxicab commission under the authority of the Regional Transit Board.
- o The commission would have the authority to establish and enforce a system metropolitan-wide regulation. It would consist of seven members appointed by the Regional Transit Board. The commission would have additional powers to establish procedures and regulations for the inspection of taxicabs, setting vehicle standards and developing a rate structure.
- o A driver training program would also be established.
- o Metropolitan licensing would become effective January 1, 1987.

- o During the transition period no taxicab licenses would be issues.
- o Prior to the 1988 legislative session, the RTB would submit a report to the legislature on progress in carrying out a metropolitan-wide licensing program, noting any problems encountered.

STATUS OF THE TAXICAB BILL IN THE MINNESOTA LEGISLATURE

The Commission prepared a legislative proposal that was introduced during the 1985 session. Unfortunately, it was not passed. The House did adopt an advisory directing the Committee on Commerce and Industry to study the need for metropolita-wide taxicab regulation. The committee will make recommendations as the the need for such regulation to the legislature. The activities of the House Committee should be coordinated with the work of the Governor's Taxicab Commission. The Taxicab Commission will request an opportunity to provide testimony to the House Committee on its activities, findings and recommendations.

B. AIRPORT TAXICAB SERVICE COMMITTEE

COMMITTEE MEMBERSHIP

Ronald Jerich (Chair), Bob Janeczek, Larry Williams, Jim Morgan, Nathan Shaw

BACKGROUND

The Metropolitan Airports Commission issues its own taxicab licenses, therefore, the commission is involved in the regulation of the taxicab industry. Currently, approximately 600 taxicabs have airport licenses. The Airport Commission sets licensing fees and requirements. Vehicles must be inspected annually and must have a municipal license to operate at the airport.

During the summer of 1984, Governor Perpich appointed an ad hoc committee to examine the airport taxicab service issue. Some participants of that committee are members of the Governor's Taxicab Commission. The current Airport Taxicab Service Committee used the results of previous studies on airport ground transportation issues in carrying out its activities.

COMMITTEE FINDINGS AND RECOMMENDATIONS

- a. The Metropolitan Airport Commission must strengthen its policies to support transit alternatives to the private auto.
 - o According to commission studies, only 11 percent of transportation facilities are for transit use.
 - o It appears that existing transportation policies and capital improvements tend to encourage continued private auto use as the dominant transportation mode.

- o The limited space within the airport complex may be too valuable in the future for parking facilities. Current parking fees may not reflect their long-term costs.
- o Poor signage and lack of information on taxicab service hinder the use of taxicabs.

RECOMMENDATIONS

1. That the Metropolitan Airport Commission adopt policies to promote greater transit usage to reduce public dependency on the private auto.
 2. That the Airport Commission lease space to the taxicab industry for an information booth in the baggage claim and taxi holding areas.
 3. That the Airport Commission form an industry advisory committee to provide input to the commission in its ground transportation and facilities planning and traffic management.
- b.
- Addition of "short and long lines" and temporary structures at the taxicab loading area are good first steps in developing an airport ground transportation that encourages transit use by improving access and service.
- o As an interim measure, a temporary structure should be built on Post Road to provide classroom, lounge and rest rooms for drivers.
 - o A permanent facility adjacent to the terminal complex should be built. This facility could provide training rooms, rest rooms, food service, lounge, gas and washing facilities.
 - o The industry supports efforts by the Airport Commission to make the "cab starter system" self-supporting. However, it has been difficult to evaluate the cost effectiveness of the system due to lack of detailed cost breakdowns.

RECOMMENDATIONS

1. That for an interim period not to exceed three years, facilities be installed on Post Road for training, lounge and rest rooms.
 2. That permanent facilities be designed by 1986 for use by taxicab drivers for training, rest rooms, lounge, food service, gas and car wash.
 3. That the operation of both the interim and permanent facilities be self-supporting, and that the industry be allowed to submit a proposal to the commission.
- c.
- The Airport Commission is planning the construction of a ground transportation facility. If the facility is to be successful and function as designed, it is crucial that input from the industry must be provided during the design and construction phases.

- o The current preliminary proposal continues to encourage the promotion of private autos to the detriment of transit alternatives.
- o The committee favored an option to place ground transportation-- taxis, limos, vans and buses--exclusively on the four-lane drive-through next to the baggage claim area.
- o Pickup for elderly and handicapped persons should be provided in a designated area next to the baggage claim area.
- o The area currently used by taxicabs and vans would be designated for use by those who pick up passengers and luggage with privately owned vehicles. Easy access and heated shelters would have to be provided.

RECOMMENDATIONS

1. That the Airport Commission establish a building committee with industry representation to provide needed input during the design and construction phases.
2. That in the design of the transportation facility, the Airport Commission consider exchanging taxicab drive-through lanes with those being used by private vehicles and buses.

C. INDUSTRY INITIATIVES AND INCENTIVES COMMITTEE

COMMITTEE MEMBERSHIP

Nathan Shaw (Chair), Jim Morgan (Co-chair), Larry Williams, Robert Janecek, Kathy Hale (representing Jim Scheibel), Debbie Baumgartner, Gloria Gold and Wayne Joyce (ex-officio)

MEETINGS

The committee, as part of its activities, met with representatives from the Minnesota Department of Public Safety and Minnesota Department of Commerce. The Industry Initiatives Committee will continue to meet and consider additional recommendations and actions for improving the taxicab industry.

The committee decided to concentrate on several internal industry improvements. Priority projects should include 1) creating a benevolent association to represent the industry and provide benefits to its members, and 2) establishing a liaison with the private sector, such as the chambers of commerce and convention bureaus. In addition, the committee will continue to hold discussions with Tom O'Malley, Assistant Commissioner of Insurance, and Mike Hatch, Commissioner of the Commerce Department, to resolve problems with the cost and availability of taxicab vehicle liability insurance.

ISSUES STATEMENT

The committee further refined a number of issues identified in the commission's issues statement. (Appendix C includes a copy of the refined issues statement.) The three basic points of the committee's issues statement were:

1. Maintain the taxicab industry as small, competitive businesses.
2. Analyze service levels.
3. Examine industry improvements
 - a. Internal industry improvements
 - b. External industry improvements
 - c. Airport improvements

COMMITTEE FINDINGS AND RECOMMENDATIONS

- A. Structure of the metropolitan taxicab governing body. (external improvement issue)

The Industry Initiative Committee supports the establishment of an independent taxicab commission. At its meeting on March 13, 1985, the Industry Initiatives Committee passed a recommendation supporting establishment of an independent taxicab commission composed of five industry representatives, three municipal representatives, four consumers and one current Regional Transit Board member. The taxicab commission's function would include regulation and control of the industry including but not limited to rule making, rate setting, driver and vehicle licensing, vehicle inspection, enforcement, and driver safety and training.

- B. Metropolitan taxicab driver licensing. (internal issue).

The Industry Initiatives Committee met with Harold Peterson, Assistant Director, Division of Driver and Vehicle Services of the Department of Public Safety, to discuss the options for metropolitan taxicab driver licensing. Three options were discussed (see summary in Appendix 2). The easiest option to implement assumes that a metropolitan taxicab commission is established.

The commission would be responsible for taxicab driver training and testing and would issue taxicab driver permits. The commission would function as a liaison between the Department of Public Safety and the taxicab industry. The taxicab commission would forward the names of permitted drivers to the Department of Public Safety. The department would identify these drivers as taxicab operators by coding the driving records with a special "T" variable. This procedure would enable the Department of Public Safety to provide the taxicab commission with information on taxicab drivers' driving records.

The commission could use the department's information services in two ways: 1) twice a year the commission would forward the names all taxicab drivers to the department for a routine check

of driving records, and 2) if an individual with a "T" variable on his/her driving record received a violation, the Department of Public Safety computer would eject the record. The department would forward that information to the commission.

The advantage of this arrangement is that it involves drafting a letter of understanding and agreement between the taxicab commission and the Department of Public Safety. It does not require legislative action.

RECOMMENDATION

That the metropolitan taxicab commission be responsible for establishing a taxicab driver permit system.

That the commission function as a liaison with the Department of Public Safety and negotiate an agreement with the department to provide the commission with information on taxicab driving records.

C. Taxicab drivers' clinic and training. (internal improvement)

The taxicab industry supports a drivers' clinic and training program administered by the metropolitan taxicab commission. Curriculum could include CPR and first aid training, public safety, literacy, history, geography, courtesy and "special handling" of customers. The drivers' training program would be coordinated with metropolitan driver testing and permitting. Before people are authorized to drive a cab, they would be required to pass the training course. A 90 day provisional permit would be issued to a beginning driver, with issuance of a permanent permit contingent on completing the training course and passing the test. Existing drivers should be grandfathered in. All drivers would be required to take continuing education credits, such as refresher courses in CPR and first aid training.

The drivers clinic and training program also would be coordinated with an industry-wide effort to improve the image of taxicab drivers as "ambassadors" for the region.

The driver's training and testing facility should be coordinated with development of a permanent taxicab facility at the airport. Drivers could use their waiting time for training and continuing education activities.

In developing a drivers testing and training program, the taxicab commission should examine the Metropolitan Transit Commission's bus driver training program and model the taxicab driver training program after successful elements of the MTC's program.

RECOMMENDATION

That the metropolitan taxicab commission be responsible for taxicab driver training and testing. The commission should develop a taxicab drivers' clinic and training program

inconjunction with issuing metropolitan taxicab driver permits. The curriculum should include CPR and first aid training, public safety, history, courtesy and "special handling" of customers.

That the training facility be coordinated with development of a permanent taxicab facility at the airport.

D. Cost of commercial taxicab insurance.

The cost of vehicle liability insurance for the taxicab industry has increased significantly as the number of insurance providers has declined. Members of the committee have met with Tom O'Malley, Assistant Commissioner of Insurance, Minnesota Department of Commerce to discuss alternatives to private taxicab vehicle liability insurance.

RECOMMENDATION

During the interim period between legislative session, the Taxicab Commission will work with the Department of Commerce to examine options for the availability and the cost of taxicab vehicle liability insurance.

E. Computerized dispatching services. (internal improvement)

Computerized dispatching service (CDS) systems are technological innovations available to the industry. The CDS is usually provided by a taxicab company to drivers and cabs affiliated with the company. Computerized dispatch services increase productivity by reducing response times. A CDS may be less labor intensive than the traditional method of dispatching. The high cost of implementing a CDS, however, tends to restrict its use to larger companies.

The International Taxicab Association (ITA), based in Washington, D.C., has examined the use of computerized dispatch services world-wide. Most CDS systems are located in Europe. The European model is not applicable to the U.S. taxicab industry because the response time is too slow.

Three Canadian taxicab companies use CDSs. These companies are located in Winnipeg, Edmonton and Vancouver. The Canadian and U.S. markets are similar, so the ITA is monitoring the success of these CDS systems.

Currently, no taxicab company in the U.S. has a computerized dispatching system. Three American cab companies have signed purchase agreements with Gandalf-Canada Ltd. These companies are located in Indianapolis, Anaheim (Orange County, California) and New York City. The target implementation date for the Yellow Cab Company in Anaheim is early fall 1985.

According to consultant reports, the current total cost of implementing a CDS is about \$4,000 per vehicle. This cost will decrease as more systems come on line and as computer technology is improved. Based on these figures, CDS probably is not

feasible for a fleet of less than 200 cars. However, the technology could be made available across companies, to smaller companies and to independent driver/owners on a fee-for-service basis.

The appendices include a list of the three primary providers of computerized dispatching services and summaries of interviews with representatives from the ITA and Uni-city Taxi Company in Winnepeg, Manitoba.

RECOMMENDATION

That representatives from the taxicab industry stay in contact with the International Taxicab Association and monitor progress and changes in the computerized dispatching service systems.

F. History of the taxicab industry. (external improvement)

There is currently an absence of information and exhibits on the history of the metropolitan taxicab industry. The Minnesota Historical Society does not have the resources to conduct such a study. Several other options are available for obtaining a historical study of the industry.

o The taxicab commission, working with the Regional Transit Board, could become involved with the Minnesota Science Museum's fall 1986 exhibit on the history of transportation in the metropolitan area. This exhibit could include some history of the taxicab industry.

o The taxicab commission or the industry could commission a free-lance study of the industry's history. The Minnesota Historical Society could help develop and review a request for proposals for a free-lance study.

RECOMMENDATIONS

1. That the taxicab commission, working with the Regional Transit Board, approach the Minnesota Science Museum and encourage the Museum to include information on the history of the taxicab industry in the fall 1986 exhibit on transit and transportation in the metropolitan area.
2. Or, that the taxicab commission or the industry commission a free-lance study of the history of the taxicab industry in the metropolitan area.

G. Establish a liaison with the private sector. (external improvement)

The taxicab industry should work to open the lines of communication with the business community, the chambers of commerce, and the convention and tourism bureaus. The goals of such a liaison are to expand the markets for taxicab services and to improve taxicab service. Several options exist for establishing a liaison between the taxicab industry and the

private sector. First, the industry should explore the possibility of appointing representatives from the taxicab industry to the board of directors for the Minneapolis, St. Paul and Bloomington convention bureaus and chambers of commerce. Second, regular meetings could be held with representatives of the taxicab industry and various convention, tourism and business organizations. These meetings would provide an opportunity share information on new taxicab services, future convention planning, types of taxicab services the convention and tourism businesses want and suggestions for improving taxicab service during conventions, and joint promotions.

In the coming weeks the committee will meet with representatives from the chambers of commerce and the convention bureaus.

H. Technical assistance for small business entrepreneurs in the taxicab industry

The committee's issues statement emphasized the importance of keeping the taxicab industry small business oriented and of supporting owner/operators. However, many taxicab owners need assistance in operating their cabs as a business. Taxicab service organizations and owner associations help taxicab operators by providing services such as vehicle maintenance, insurance coverage, tax and record keeping assistance and health and medical benefits.

In addition to assistance from within the industry, various other sectors could provide business advice to the taxicab owners/drivers. The chambers of commerce, downtown councils, retired executives (SCORE) and other groups can provide business assistance to industry representatives. Assistance may focus on the areas of marketing, taxes and record keeping benefit, planning and financial planning. The committee will investigate the types of assistance available to the industry from various business organizations.

The Minnesota Department of Energy and Economic Development (DEED) has many financial assistance programs available to small businesses. The Industry Initiatives Committee is currently in the process of determining eligibility requirements for DEED programs to see if taxicab owner/operators can qualify for financial assistance.

I. Establish a metropolitan benevolent program. (internal improvement)

Many members of the industry, especially independent taxicab drivers and independent owner/operators, do not have health and medical insurance coverage because individual coverage is too expensive.

RECOMMENDATION

That the taxicab industry establish a regional benevolent association to provide a benefit structure for members of the

taxicab industry. The association also would act as a liaison between the industry, the business community, and state and local units of government; develop an area-wide industry newsletter; and seek funding for the association.

J. Transportation problems with respect to new building construction.

The Governor's Taxicab Commission passed the following motion at its March 21, 1985 meeting.

RECOMMENDATION

That ground transportation planning be part of the earliest stages of the planning process for major metropolitan facilities and be consistent with the Regional Transit Board's priorities and the Metropolitan Council's planning process.

K. OTHER ISSUES

The Industry Initiatives Committee raised and briefly discussed a number of other issues, however, time did not allow the committee to examine these issues in great detail.

1. Establish a taxicab driver appreciation day by proclamation of the Governor.
2. Develop public awareness of the taxicab industry by initiating a mass advertising campaign, using billboard and radio advertising.
3. Develop criteria for providing taxicab service to different constituencies, such as tour packages and handicap services.
3. Explore expanded role of taxicabs in publicly-supported transportation.
4. Develop an industry-wide newsletter.
5. Explore possibility of piggybacking with the state procurement system to obtain vehicles.
6. Examine possibility of selling books of cab starter tickets at Post Road.
7. Develop an executive taxicab service.
8. Develop a classic taxicab fleet.

RECOMMENDATION

That the Governor's Taxicab Commission and the industry continue to study these issues during the interim between legislative sessions.

5. COMMISSION RECOMMENDATIONS

1. The legislative proposal on metropolitan taxicab licensing was not passed by the Legislature. Therefore, the Commission recommends that the regulation and improvement of the taxicab industry continue to be studied in the interim between legislative sessions. The interim study group should give priority to refining the proposed metropolitan taxicab

licensing bill for the 1986 Legislative session and to developing implementation regulations for metropolitan-wide licensing.

That the Governor's Taxicab Commission continue to operate during the interim between legislative sessions and that the Regional Transit Board establish a Taxicab Advisory Committee. The attached table contains a proposed Interim Program and Schedule that identifies actions to be addressed and outlines areas of responsibility.

2. That the interim study group (the Regional Transit Board and the Taxicab Advisory Committee) continue to work closely with the Metropolitan Airports Commission to address taxicab service issues at the airport. Specific recommendations include:
 - a. That the Airports Commission strengthen its policies to support transit alternatives to the private automobile.
 - b. That the addition of "short and long lines" and temporary structures at the taxicab loading area are good first steps in developing airport ground transportation that encourages transit use by improving access and service.
 - c. That the Airports Commission integrate the taxicab industry into its decision-making process regarding the planning and management of ground transportation and facility planning. This should include:
 - o Adding a representative from the taxicab industry to existing ground transportation and building planning committees, such as the Space Planning Committee.
 - o Establishing an industry advisory committee to provide ongoing input to the Airports Commission on ground transportation, facilities and traffic management planning.
 - o Establishing a building committee with industry representation to provide input during the design and construction phases of the ground transportation facility.
 - d. That, as an interim measure not to exceed three years, a temporary structure should be built on Post Road to provide classroom, a lounge and rest rooms for drivers. A permanent facility adjacent to the main terminal should be designed by 1986 for use by taxicab drivers.
 - e. That the Airports Commission lease space to the taxicab industry for an information booth in the baggage claim and taxicab holding area.
3. That the interim study group continue to follow up on the recommendations of the Industry Initiatives Committee. Specifically, this should include:
 - a. Establishing a liaison with the private business sector--the chambers of commerce, convention bureaus and the Department of Tourism.
 - b. Contacting the Minnesota Department of Energy and Economic Development and other providers of small business assistance to determine what

technical and financial resources are available to assist taxicab owners and operators.

- c. Working with the Regional Transit Board to explore an expanded role for taxicabs in publicly-supported transportation.

APPENDICES

- A. Charge of the Commission - Press Release
- B. Metropolitan Taxicab Licensing Legislative Proposal
- C. Industry Initiatives Committee Issues Statement
- D. Industry Initiatives Committee--List of Resource People

TAXICAB - INTERIM PROGRAM AND SCHEDULE

The following tasks, activities and schedule are suggested to be implemented by the Governor's Taxicab Commission and Regional Transit Board.

	<u>TASKS</u>	<u>ACTIVITIES</u>	<u>SCHEDULE</u>
A. GOVERNOR'S COMMISSION	1. Develop alternative insurance program for the industry.	o Explore potential of reducing rates through self-insurance.	June - August
	2. Monitor interim improvements for managing taxicab operation at the Twin Cities Airport.	o Input to transportation center and Airport Master Plan. o Promote improvements to manage taxicab traffic and easier access to riding public.	June - October
	3. Assist industry in establishing benevolent association.	o Assist in applying for foundation "start-up" grant.	June - August
	4. Provide testimony to House Committee on Commerce and Economic Development.	o Report on commission findings, activities and recommendations.	Request opportunity to provide input
	5. Assist the industry in establishing an image and ridership promotion program.	o Establish an ongoing liaison with businesses, chambers of commerce, convention bureaus and the tourism industry. o Identify financing, management and marketing technical assistance resources available to taxcab owners and operators.	June - January
B. REGIONAL TRANSIT BOARD	1. Establish a taxicab advisory committee.	o Develop process to create an advisory board consisting of representatives from the cities of Minneapolis and St. Paul, suburban communities, the taxicab industry and consumers.	June - August
	2. Establish driver training program.	o Develop training curriculum and local facilities.	August - September
	3. Explore expanded role of taxicabs in publicly supported transportation.	o Identify and evaluate potential transit services that can be more effectively provided by taxicabs.	September - January
	4. Prepare outline for rules and regulations required for metro licensing and vehicle standards.	o Develop outline for proposed rules and regulations. o Prepare model vehicle standards. o Complete inventory of vehicle licenses and local ordinances.	August - January

GOVERNOR RUDY PERPICH



130 State Capitol • St. Paul, Minnesota 55155 • 612-296-3391

NEWS RELEASE

For Immediate Release
Thursday, December 13, 1984

Contact: Gerry Nelson
296-0047

PERPICH BEGINS TAXI REGULATION STUDY

ST. PAUL -- A seven-member commission to study taxi regulations in the Twin Cities area was named today by Governor Rudy Perpich.

The group will study the feasibility of metropolitan-wide licensing of cabs, regulations to insure cab safety and training of drivers to act as good-will ambassadors for the state.

"Cab drivers are really front-line ambassadors for the Twin Cities community and for the whole state. They are among the first persons to talk with many visitors," Perpich said.

"That first impression is critical -- it can turn a visitor against Minnesota or make that visitor feel like a welcome guest."

Along with courteous drivers, well versed on Minnesota virtues, taxi riders deserve safe, clean cabs, Perpich said.

Taxi drivers and owners also deserve uniform regulations and a chance to make a decent living, Perpich said.

The commission is headed by Ronald Jerich of Anoka, a member of the Metropolitan Airports Commission.

At the governor's direction, Jerich already has initiated changes in cab operations at Twin Cities International Airport. Among other things, cab drivers who take short-haul trips to Bloomington or other nearby suburbs are given preferential treatment to get back into the cab lineup at the airport.

(more)

Drivers prefer longer runs, to the downtown areas of Minneapolis and St. Paul, since they result in larger fares. In the past, drivers sometimes grumbled when airport arrivals took short trips, because the drivers were then shut out of the lineup for several hours, while pocketing only small amounts for the trip.

The Metropolitan Airports Commission also has hard-surfaced a cab holding area, where drivers wait before entering the "bullpen" -- the area near the terminal where cabs line up for fares. Surfacing of the muddy holding area helped drivers keep their cabs clean, Jerich said.

Other members of the commission are Sandra Gardebring, chairman of the Metropolitan Council; Elliot Perovich, chairman of the Regional Transit Board; Dennis Schulstad, member of the Minneapolis City Council; James Sheibel, member of the St. Paul City Council; James E. Morgan, Minneapolis, member of the Taxi Owners Association, and Larry Williams, Minneapolis, a cab owner-operator.

Under current arrangements, individual cities license taxi cabs throughout the metro area. Cabs licensed in suburban areas are generally allowed to bring passengers into central cities, but not pick up passengers there.

Jerich said the goal of the study group will be to propose a metropolitan taxi plan to the Legislature.

###

EDITORS: Jerich phones for further information 421-7199 (h);
726-1892 (o-MAC).

Governor's Taxicab Commission
Legislative Proposal

1 moves to amend H.F. No. 1189, as follows:
2 Page 7, after line 16, insert:
3 "Sec. 10. [473.395] [METROPOLITAN TAXICAB COMMISSION.]
4 Subdivision 1. [CREATION.] The metropolitan taxicab
5 commission is created.
6 Subd. 2. [MEMBERSHIP.] The commission shall consist of
7 seven members appointed by the regional transit board.
8 Membership of the taxicab commission must be representative of
9 the interests of the riding public, the business community in
10 the metropolitan area, the taxicab industry in the metropolitan
11 area, and the local units of government in the metropolitan
12 area. No more than two members may at any time be officials or
13 employees of a municipality or other governmental entity.
14 Appointments to the commission are not subject to the advice and
15 consent of the senate.
16 Subd. 3. [TERMS.] With the exception of the initial terms
17 of four members, the term of each member shall be three years.
18 The initial terms of members shall commence on August 1, 1985.
19 Three members shall be appointed to an initial term of three
20 years. Two members shall be appointed to an initial term of two
21 years. Two members shall be appointed to an initial term of one
22 year. Members shall serve until a qualified successor is
23 appointed.
24 Subd. 4. [OFFICERS.] The chair of the board shall name the

1 initial chair of the commission. The initial chair shall serve
2 until January 1987. Thereafter, the commission shall annually
3 elect a chair, and other officers it deems necessary, from its
4 members. The annual election of officers shall occur during the
5 month of January of each year. All meetings of the commission
6 are at the call of the chair. The chair shall preside at all
7 meetings of the commission and may perform other duties assigned
8 by the commission or by law.

9 Subd. 5. [REMOVAL; VACANCIES.] Members may be removed by
10 the regional transit board only for cause in the manner
11 specified in chapter 351. If the office of a member becomes
12 vacant under the conditions specified in chapter 351, the
13 vacancy must be filled in the same manner in which appointment
14 to that office was made.

15 Subd. 6. [COMPENSATION.] Each commission member must be
16 compensated as provided in section 473.141, subdivision 7.

17 Subd. 7. [ADMINISTRATION.] The chair of the commission may
18 appoint a chief administrator to serve at the chair's pleasure
19 subject to the approval of the commission. The chief
20 administrator shall attend all commission meetings but shall not
21 vote. The chief administrator shall hire all employees of the
22 commission. All persons employed by the chief administrator
23 must be public employees. Compensation and other conditions of
24 employment for employees shall not be governed by any rule
25 applicable to state employees in the classified service unless
26 the commission so provides.

27 Sec. 11. [473.3951] [DEFINITIONS.]

28 Subdivision 1. [SCOPE.] The terms used in sections 10 to
29 25 have the meanings given them in this section.

30 Subd. 2. [BOARD.] "Board" means the regional transit board.

31 Subd. 3. [COMMISSION.] "Commission" means the metropolitan
32 taxicab commission.

33 Subd. 4. [METROPOLITAN AREA.] "Metropolitan area" means
34 the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott,
35 and Washington.

36 Subd. 5. [LIMOUSINE.] "Limousine" means a plainly painted,

1 unmarked motor vehicle which carries passengers for hire, is
 2 driven by a uniformed chauffeur, is subject to call only from
 3 its garage or central place of business, and charges its
 4 customers a flat rate by the trip or by the hour, day, or longer
 5 period of time which is greater than the taxicab rate for a
 6 comparable trip.

7 Subd. 6. [PERSON.] "Person" means an individual,
 8 partnership, firm, association, or corporation.

9 Subd. 7. [TAXICAB.] "Taxicab" means a passenger automobile
 10 that transports persons and their luggage for hire. Taxicab
 11 does not include a limousine or hotel van.

12 Sec. 12. [473.3952] [POWERS; RULES.]

13 The commission has the power to:

- 14 (1) establish equipment standards for taxicabs;
- 15 (2) establish safety and service standards, including
 16 standards and procedures for vehicle inspection;
- 17 (3) set rates for fares in the metropolitan area;
- 18 (4) issue, reissue, suspend, modify, or revoke licenses;
- 19 (5) set and collect license applications, issuance or
 20 reissuance fees, and renewal fees;
- 21 (6) establish a taxicab driver training program;
- 22 (7) establish procedures for the assignment or transfer of
 23 licenses; and
- 24 (8) adopt rules of procedure for commission business.

25 The commission may adopt equipment, safety, and service
 26 standards, including taxicab inspection standards, and set rates
 27 for fares and license application, issuance, and reissuance fees
 28 only after notice and opportunity for hearing.

29 Chapter 14 does not apply to the commission's exercise of
 30 its powers. In exercising its powers, the commission shall give
 31 due consideration to the economic impact of any proposed action
 32 on taxicabs operating in the metropolitan area before the
 33 effective date of this section.

34 Sec. 13. [473.3953] [LICENSE REQUIRED; RULES.]

35 After January 1, 1987, no person may operate a taxicab
 36 within the metropolitan area without a license issued by the

1 commission. The commission shall adopt rules by July 1, 1986,
2 for the application for licenses; for the issuance, reissuance,
3 transfer, assignment, suspension, modification, or revocation of
4 licenses; and for the amount of license application, transfer,
5 assignment, issuance, or reissuance fees.

6 Sec. 14. [473.3954] [LICENSE SUSPENSION, REVOCATION;
7 HEARING REQUIREMENTS.]

8 The commission may suspend or revoke a license only after
9 notice and hearing. Every decision and order of the commission
10 regarding suspension or revocation of licenses must be in
11 writing, based on the record, and include findings of fact and
12 conclusions on all material issues. A copy of the decision and
13 order must be served upon each party to the hearing by first
14 class mail. The decision and order of the commission may be
15 appealed to the board.

16 Sec. 15. [473.3955] [APPEAL PROCEDURE.]

17 Appeal from the commission's decision and order may be
18 instituted within 30 days by petition served upon the commission
19 and the board. The board shall adopt procedures for review of
20 appeals, by July 1, 1986. The board's review is confined to the
21 record.

22 Sec. 16. [473.3956] [IDENTIFICATION.]

23 The commission shall assign a license number to each
24 operator that has been issued a license. The license number
25 must be prominently displayed on both sides of vehicles used by
26 the taxicab operator under the authority of the license. The
27 commission shall annually furnish the operator with an
28 identification card for each vehicle to be operated under the
29 license. The identification card must be carried at all times
30 in the vehicle to which it has been assigned.

31 Sec. 17. [473.3957] [INSURANCE.]

32 The operator of a taxicab shall secure and file with the
33 commission evidence of public liability and indemnity insurance
34 in the amount and in the form prescribed by the commission
35 covering injuries and damages to persons and property arising
36 from the operation of the taxicab. Insurance issued to comply

1 with this section must provide the commission with written
2 notice of cancellation or nonrenewal of the policy.

3 Sec. 18. [473.3958] [RULES FOR SAFETY AND SERVICE.]

4 The commission shall adopt rules governing taxicab
5 operation, by July 1, 1986. The rules may include standards for
6 vehicle safety, qualification of drivers, installation of safety
7 devices, condition of vehicles, vehicle inspections, display of
8 rates, maximum hours of service for drivers, and other rules
9 necessary to administer and enforce these standards.

10 Sec. 19. [473.3959] [INSPECTION.]

11 The commission shall annually inspect or contract for
12 inspection of each vehicle operated or proposed to be operated
13 under a taxicab license.

14 Sec. 20. [473.396] [DRIVER TRAINING.]

15 The commission shall establish a program by January 1,
16 1986, for training metropolitan area taxicab drivers. The
17 training must include instruction in safe driving techniques,
18 first aid, and other emergency techniques. The successful
19 completion of the training program may be required by the
20 commission as a condition of obtaining a taxicab license.

21 Sec. 21. [473.3961] [FEES.]

22 The fees collected by the commission for license
23 applications or for the issuance or reissuance of licenses may
24 be used to pay for the administrative and legal costs of the
25 commission.

26 Sec. 22. [473.3962] [ENFORCEMENT.]

27 Sections 12 and 16 to 20 may be enforced by the commission
28 by any one or any combination of the following: license
29 suspension or revocation, civil action to compel performance,
30 injunction, or other appropriate action.

31 Sec. 23. [473.3963] [COOPERATION AGREEMENTS.]

32 The commission may enter into agreements with other units
33 of government to exercise all or some of the powers of the
34 commission.

35 Sec. 24. [473.3964] [RELATIONSHIP TO BOARD.]

36 Subdivision 1. [REVIEW.] Rules, standards, or procedures

1 proposed by the commission under section 12, 13, 18, 19, or 20
2 -----
3 must be reviewed by the board for consistency with the policy
4 -----
5 and goals set forth in section 473.371 before adoption by the
6 -----
7 commission.
8 -----

9 Subd. 2. [BUDGET.] The commission shall propose an annual
10 -----
11 budget to the board on November 1, 1986, and August 1 of each
12 -----
13 year thereafter. The board's budget and financial plan required
14 -----
15 by section 473.38 must include the commission's budget.
16 -----

17 Sec. 25. [473.3965] [LOCAL REGULATION.]

18 Local regulation of taxicabs and taxicab operators remains
19 -----
20 in effect until January 1, 1987. Ordinances adopted before the
21 -----
22 effective date of this section remain in effect until January 1,
23 -----
24 1987, except that no new taxicab vehicle licenses may be issued
25 -----
26 by a municipality or other entity and no municipality or other
27 -----
28 entity may limit reciprocity after the effective date of this
29 -----
30 section except as provided in this section. This section does
31 -----
32 not preclude replacement of taxicabs licensed before the
33 -----
34 effective date of this section. Only one vehicle may replace
35 -----
36 another regardless of the number of licenses the replaced
37 -----
38 vehicle has. After January 1, 1987, a city or county in the
39 -----
40 metropolitan area or the metropolitan airports commission may
41 -----
42 continue to regulate traffic matters, including taxicab stands.
43 -----
44 Within 45 days of the effective date of this section, the board
45 -----
46 shall conduct an inventory of the licensed taxicabs available
47 -----
48 for operation at 12:01 a.m. April 1, 1985, in the metropolitan
49 -----
50 area, and an inventory of pending applications to operate
51 -----
52 taxicabs for which documents have been filed at 12:01 a.m. April
53 -----
54 1, 1985, in the metropolitan area.
55 -----

56 Before January 1, 1987, the total number of licensed
57 -----
58 taxicabs available for operation shall not exceed 100 percent of
59 -----
60 the Minneapolis and St. Paul licensed taxicabs available for
61 -----
62 operation at 12:01 a.m. April 1, 1985, plus 110 percent of the
63 -----
64 other licensed taxicabs available for operation at 12:01 a.m.
65 -----
66 April 1, 1985. The cities of Minneapolis and St. Paul shall not
67 -----
68 issue taxicab vehicle licenses except renewals before January 1,
69 -----
70 1987."
71 -----
72 -----

1 Page 8, after line 28, insert:

2 "Sec. 30. [LEGISLATIVE REPORT.]

3 By January 1, 1988, the regional transit board shall report
4 to the legislature on the status of implementation of the
5 metropolitan taxicab licensing program and the economic effects
6 of the program on the taxicab industry. The report may include
7 recommendations for legislative action, if appropriate.

8 Sec. 31. [APPROPRIATION.]

9 \$..... is appropriated from the general fund to the
10 regional transit board for transfer to the metropolitan taxicab
11 commission to administer sections 10 to 25 and 30 to be
12 available until June 30, 1987. The commission is authorized
13 three complement positions."

14 Page 10, line 14, delete "12" and insert "29"

15 Page 10, delete line 17, and insert:

16 "Sections 1 to 9, 26 to 29, 32, and 33 are effective July
17 1, 1985. Sections 10 to 25, 30, and 31 are effective the day
18 following final enactment."

19 Renumber the sections in sequence

20

21 Amend the title as follows:

22 Page 1, line 9, after the semicolon insert "creating the
23 metropolitan taxicab commission;"

24 Page 1, line 21, after "subdivision" insert "; proposing
25 coding for new law in Minnesota Statutes, chapter 473"

INDUSTRY INITIATIVES AND INCENTIVES COMMITTEE

The charge of the committee is to prepare recommendations for expanding and improving metropolitan taxicab service. To that end, the following areas should be explored:

- I. Keep cab industry small business with the competitive aspect
 - A. Dispatching control
 - B. Marketing (internal)
 - C. Support owner/operator option

- II. Analysis of Service Levels
 - A. Inventory - how many cabs do we have and what are the service capabilities
 - B. How much does it cost to support a cab
 - C. Evaluate special taxi service programs (i.e. Hop-A-Ride, Columbia Heights Share Ride)

- III. Industry Improvements
 - A. Internal
 1. develop executive taxi fleet
 2. driver training
 3. driver licensing and certification
 4. uniforms
 5. dispatching requirements
 6. central complaint bureau
 7. minimum service levels
 8. inter-company cooperation
 9. identify internal barriers (i.e. fleet size; meter rate)
 10. rate structure

 - B. External
 1. technical assistance (i.e. DEED)
 2. no state gas tax
 3. fleet insurance (i.e. liability)
 4. benefit structure
 5. organization structure (i.e. newsletter)
 6. lines of communication to Bureau of Tourism, Chambers, business community, etc.
 7. unfair competition (i.e. MTC, subsidized transit operators)
 8. expand Metro Mobility for taxicabs and provide for direct fare subsidies
 9. licensing regulations

Industry Initiatives and Incentives Committee

10. support exemption
11. independent taxicab commission for the region
12. Governor-mandated taxi driver appreciation day
13. availability of obtaining low-interest revolving loan funds
14. develop the public awareness of taxicab usage
15. improve image of taxicab service
16. develop different criteria for different constituencies (i.e. tour packages, handicap services, minority community)
17. greater taxicab representation on public policy-making commissions
18. Airport
 - a. convenience facility
 - b. hot lunch counter with reduced prices during non-peak hours
 - c. a spot at main terminal to park cabs
 - d. use of the inside roadway
 - e. 50¢ fee to be paid by State
 - f. brochures for cab customers available from cab drivers, starter, etc. that would indicate approximate fares, etc.
 - g. better Starter service. Starters to wear better uniforms and also Starter enforcement of cleanliness of drivers, cars, etc.
 - h. blacktop dirt lot
 - i. taxi host inside at limo starter booths or information booths

Appendix D

TAXICAB INDUSTRY INITIATIVES COMMITTEE LIST OF RESOURCE PEOPLE

Computer dispatching services

International Taxicab Association--Al Lagasse 301-946-5700

Canadian Cab Companies using CDS:

o Uni-city Cab Company, Winnepeg, Manitoba--Ken Chadwell 204-942-3366

The three primary providers of computerized dispatching services are:

1. Gandalf-Canada Ltd.
Contact: Russell Hicks
9 Slack Road
Nepean, Ontario K2G 0B7
616-225-0565
2. Mobile Data International (MDI)
Contact: Mary Connelly
Richmond, British Columbia
604-278-3556
3. Ramos Systems
Contact: Jerry Mora
214-690-4377

Taxicab drivers' clinic and training

Jim Gorski, Metropolitan Transit Commission, Manager of
Training and Development 642-2655

Taxicab drivers' licensing/permitting

Marlene Swanson, Director
Harold Peterson, Assistant Director 296-2000
Minnesota Department of Public Safety
Divison of Driver and Vehicle Services

History of the industry

Jean Brookins, Minnesota Historical Society, Research 297-4463
Rosemary Palmer, Minnesota Historical Society consultant 296-6980
John Wichery, Minnesota Historical Society historian 296-6980

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 9, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization to Hire Secretary

At its June 27, 1985 meeting, the Administration and Finance Committee approved the recommendation to appoint Carol Hinze to the position of secretary.

RECOMMENDATION:

That the Regional Transit Board approve the appointment of Carol Hinze to the position of secretary at an annual salary of \$20,000. The standard employee benefit package will apply.

Ruth Franklin
Chair

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: June 21, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Authorization to Hire Secretary

We received 150 applications for the open secretarial position. After screening, nine applicants were interviewed by a team consisting of Judith Hollander, Leslie M. Johnson, and Mary Fitzgerald. It is the recommendation of the screening committee that Carol Hinze be hired. Her resume is attached.

RECOMMENDATION:

That the Administration and Finance Committee recommend the appointment of Carol Hinze to the position of secretary at an annual salary of \$20,000. The standard employee benefit package will apply.

jmo

737 Fry Street North
St. Paul, Minnesota 55104
May 9, 1985

Mr. Leslie Johnson
Regional Transit Board
270 Metro Square
St. Paul, Minnesota 55101

Dear Mr. Johnson:

I wish to express an interest in the secretarial position your office has available in Metro Square. I am currently employed with the Minnesota Department of Natural Resources, Metro Division of Waters at the Regional Headquarters in St. Paul. Having worked at this position since 1979, I am now due for a change in employment which would provide a new challenge and learning experience.

Enclosed is my resume for your consideration. I would be happy to arrange for an interview at your convenience. Please contact me at the work phone number listed on my resume.

Thank you for your consideration.

Sincerely,

Carol A. Hinze
Carol A. Hinze

Enclosure

RECEIVED

MAY 10 1985

REC. TRANSIT B.D.

CAROL A. HINZE

737 Fry Street North
St. Paul, MN 55104
612/645-1005 (home)
612/296-7523 (work)

Objective: Continue and advance in secretarial skills to provide efficient office services to staff.

Experience:

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

Metro Division of Waters
1200 Warner Road
St. Paul, MN 55106
Supervisor-Kent Lokkesmoe (296-7523)

March 1979
to
Present

- receptionist to six+ professional staff
- provide typing/secretarial skills for staff
- budget/bookkeeping responsibilities
- inventory/purchasing responsibilities
- provide assistance to general public requesting information relating to Metro Waters rules and regulations
- transcribe, take minutes, etc. pertaining to meetings and/or field inspections related to Waters programs
- administration of Waters permitting procedures
- computer terminal input operator for permit program
- office manager (i.e. training new staff, providing information regarding office procedures, etc.)
- supervisor for student workers, laborers, emergency appointments as required

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

License Bureau
500 Lafayette Road
St. Paul, MN 55146
Supervisor-Linda Maleitzke

October 1974
to
March 1979

- information receptionist for snowmobile/watercraft registration programs
- supervised snowmobile dealership licensing statewide
- file clerk
- issued game and fish, snowmobile and watercraft licenses over the counter to general public

Education:

JOHNSON SENIOR HIGH SCHOOL

1975 Graduate. Emphasis in secretarial, shorthand, office skills.

References:

Karen Loechler, Assistant Commissioner, DNR Special Services (296-9556)
Kent Lokkesmoe, Regional Hydrologist, Metro Waters (296-7523)

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 9, 1985
TO: Regional Transit Board
FROM: Ghaleb Abdul-Rahman
SUBJECT: Agreement with Metropolitan Council for the Acquisition of Computer Capabilities and Support, and a Request for Approval to Purchase Additional Equipment from an Outside Vendor

Attached is the afore-mentioned agreement. The Metropolitan Council and Regional Transit Board attorneys have reviewed the agreement and this document reflects their recommended changes.

As you will recall, the board discussed this in its meeting of June 17 and approved the relationship between the Regional Transit Board and Metropolitan Council for the acquisition of computer services. At this time the board is asked to approve the Letter of Agreement that defines the nature of this relationship with the Metropolitan Council.

RECOMMENDATION

That the Regional Transit Board authorizes the executive director to execute the Letter of Agreement dated July 1985 between the Regional Transit Board and Metropolitan Council for the purchase of access and use of the Metropolitan Council's computer system. Further, the board authorizes the acquisition of additional computer equipment from an outside vendor at a cost not to exceed \$15,000.

GA/mf
Att.

TO: RTB
FROM: Anne R. Carroll
RE: Additional cost information in reference
to Agreement with MC for acquisition of
computer capabilities
DATE: 15 July 1985

1313 Fifth St. SE, Suite 301
Minneapolis, MN 55414-1524
612-331-3963

Note: The numbers below refer to line item numbers on the spreadsheet attached to the Agreement. Also note that as this agreement is for 5 years, this spreadsheet covers the same term (the previous spreadsheet was for 7 years, to help indicate where some of the costs would break).

Basic MC Package, lines 1-7: The basic MC package includes the following:

1. All software listed in the Agreement
2. 9 Four-Phase terminals
3. All hardware and software maintenance for equipment supplied by MC
4. All training specified in the Agreement
5. All general support, including back-up of RTB data. This does not include either the development of specialized applications or archiving of special data files (see notes in Agreement).
6. Software documentation for users as specified in the Agreement in available for \$250.

The cost of the basic MC package is within the cost limit set by the Board at the previous meeting. The limit was set at \$24,300. The final price from MC for 1985-86 is \$23,200. The cost was reduced because RTB will be acquiring the high-speed character printer and maintenance for it from an outside source at a lower price. This more than offsets the additional cost for documentation.

Additional Hardware, lines 8-13:

8. 2 microcomputers will be purchased from an outside vendor in 1985. These will allow staff to run existing software designed for micros, such as specialized transportation packages, Lotus 1-2-3, etc.
9. One additional microcomputer will be purchased, probably in 1986, depending on staff requirements.
10. Microcomputer maintenance will be provided by the vendor from whom they are purchased.
11. 4 additional Four-Phase terminals will be acquired over the term of this initial agreement. See special notes on costs of this in the Agreement.

12. 4 printers will be acquired from an outside vendor in 1985. Sound enclosures and maintenance will be acquired from the same vendor. Special printer hook-ups are required for each printer. Depending on staff needs, an additional printer may be required, but neither the timing nor the specifications can be identified at this time.

Additional Services, lines 14-16:

14. Cabling and installation is required for all terminals and printers to connect them to the MC computers.
15. This is an estimated cost for the storage of archived tapes. These are 10-15 MB tapes. This cost assumes 10 tapes in 1985-86, 15 in 86-87, and 20 in the remaining three years. Based on current information, this should be a significant overestimation of actual use.

TO: Leslie Johnson, Ghaleb Abdul-Rahman, and Board members
FROM: Anne R. Carroll
RE: Agreement with Metropolitan Council for the acquisition of computer capabilities and support, and a request for approval to purchase additional equipment from an outside vendor.

1313 Fifth St. SE, Suite 301
Minneapolis, MN 55414-1524
612-331-3963

Attached is a the Agreement clarifying the rights and responsibilities of the Regional Transit Board (RTB) in relation to the acquisition of computer capabilities and support from the Metropolitan Council (MC).

The Agreement is organized as follows:

- . General Guidelines
- . Hardware
- . Software
- . Maintenance and Support
- . Costs

Also attached are the specifications of other system components that must be acquired from an outside vendor and installed at approximately the same time. This is **not** part of the formal Agreement between RTB and MC. This functions as a request for approval to purchase this equipment. At this time, the recommended vendor is Mainstream Computers, a local distributor.

As a use overview, based on current and projected staff positions, staff has recommended the following terminal/microcomputer locations:

Director of Administration: 1 Four-Phase terminal
Fiscal Analyst: 1 Four-Phase terminal
Secretary: 1 Four-Phase terminal
Public Information Officer: 1 Four-Phase terminal

Director of Planning and Programs: 1 Four-Phase terminal
Programs Manager, Planning Manager: sharing 1 microcomputer and 1 Four-Phase terminal
Planning and Programs Staff: sharing 1 microcomputer and 1 Four-Phase terminal
Secretary: 1 Four-Phase terminal

Executive Secretary: 1 Four-Phase terminal

**AGREEMENT BETWEEN
REGIONAL TRANSIT BOARD and METROPOLITAN COUNCIL**

GENERAL GUIDELINES

Purpose

The purpose of this Agreement is for the Regional Transit Board (RTB) to purchase access and use of the Metropolitan Council's (MC) computer system.

Term

This term of this agreement is 5 years, from 15 July 1985 to 15 July 1989. RTB shall purchase and MC shall provide computer system access and use rights for that time period. The parties may agree to a similar relationship per a revised Agreement following the initial 5-year commitment.

Cancellation

Should MC equipment and/or MC staff fail to perform as agreed, or should future system modifications prove unacceptable to RTB in its reasonable discretion, and should proposed remedies prove unacceptable to the RTB in its reasonable discretion within 90 days of notice by RTB to MC, RTB retains the right to cancel this Agreement with 60 days written notice, and, at such time, return all MC equipment.

RTB is responsible for any costs associated with the removal and return of MC equipment to MC premises. In such case, MC will refund any and all pre-paid monies; no penalties or fees will be charged.

Should RTB fail to use the system in accordance with current procedures, as notified by MC, or fail to carry out any of their obligations as listed in this Agreement, and should proposed remedies prove unacceptable to MC in its reasonable discretion, MC retains the right to cancel this Agreement with 60 days written notice, and at such time, request the prompt return of all MC equipment.

Disclosure

RTB agrees not to disclose any proprietary information to any third party without the express written permission of the MC Director of Information Systems.

Nature of RTB-MC Relationship

For the purposes of this Agreement, RTB will be treated as a department of MC. RTB users and equipment will receive services and capabilities on the same basis as general MC users. This includes but is not limited to the same level of system use, support, archiving, maintenance and back-ups, training, etc.

HARDWARE

Terminals

In 1985, as soon as they become available, MC will provide RTB with 9 fully-capable Four-Phase terminals. Through 15 July 1989, RTB may request installation of up to four additional fully-capable Four-Phase terminals.

At such time in the future that MC decides to upgrade and/or substantially modify their computer system in a way that may affect RTB users, RTB will participate actively in the decisions being made.

Micro Computers (p.c.'s)

RTB may attach up to three microcomputers to the IBM 4361. Subject to testing and assessment of its impact on the performance of the IBM 4361, one of these may be allowed to have host graphics capabilities. These devices will be supplied by a vendor other than MC, and will have 3270 emulation.

MC will provide the correct cabling for these devices, and will provide support to the extent of allowing full access and capabilities to these devices from the MC computer(s) to which they are connected.

RTB is fully responsible for any intermediate hardware or software required.

Should it be technically possible, the RTB may arrange to have any or all of these also attached to the Four-Phase. The RTB is responsible for such arrangements and any additional costs incurred.

In addition, for the purpose of running host (IBM) graphics, RTB staff may have access and use of the MC's 3270 pcg's and 3270 pcgx's, under the same scheduling and availability constraints as general MC users.

Printers

RTB intends to purchase 4 asynchronous printers from an outside vendor in 1985, and probably 1 additional printer by 1989. As these have will not have been fully tested by the date of this Letter, the following agreement is made (see also cost information and outside vendor printer specifications below):

1. When the 9 Four-Phase terminals are installed, 1 Four-Phase (non-asynchronous) character printer (55cps) and sound enclosure will be installed by MC.
2. If the asynchronous printers test positively, i.e. if they will print Four-Phase documents and preferably graphics, as is anticipated, the Four-Phase printer will be returned to the MC. RTB will pay for the amount of time it uses the Four-Phase printer on a pro-rated basis.
3. This Four-Phase printer will be replaced by a comparable printer purchased from an outside vendor.

MC will provide the correct cabling for all printers, and will provide support for any asynchronous printers to the extent of allowing full access and capabilities to these devices from the MC computer(s) to which they are connected. RTB will be responsible for the maintenance and support of any devices provided by an outside vendor and any attached non-MC peripherals.

RTB users will have access to the MC's laser printer and plotters on the same basis as general MC users, and such print routing requests will be handled in the same way as for any other user.

Cabling and Installation

MC will install and run cables for all hardware attached to its computer system, up to the total number of devices listed in this Agreement (for the time period 1985-89).

SOFTWARE

RTB users will have access to the following MC software at the same levels provided to general MC users. Actual use will be dependent upon the user's training (see Training below). As new capabilities become available, RTB staff will have the same rights and responsibilities as any other general MC user.

Electronic Publishing: Full capabilities.
ForeWord: Word processing; full capabilities.
Graphics: Full capabilities.

IF-THEN: Four-Phase spreadsheet; full capabilities (if software is acquired by MC).

Office Manager: Mailbox, scheduling, calendar; full capabilities.

Oracle: Data base management system, including financial package. Data entry and report generation. File design as chargeable support service only. Users will be able to cross-load data files between Oracle and SAS immediately. Automatic cross-loading may be available in 1986. Note: Several specialized Contract Administration applications are currently being developed by MC. The RTB will have access to these in 1986. An RTB-specific application could also be developed, if necessary. See Support below for cost information.

SAS: Statistics, spreadsheet (FSCALC), and graphics; full capabilities. Users will be able to cross-load data files between Oracle and SAS immediately. Automatic cross-loading may be available in 1986.

Vision: Data entry language; full capabilities.

VM Operating System: Full capabilities.

Training and Documentation

Training for each software package is available as indicated below. If provided by MC, the cost is included in the maintenance and support costs listed below. Training provided by MC is for permanent, full-time RTB staff only. Training provided by an outside vendor is on a fee-for-service basis, and trainees are as designated by RTB. Software documentation in the form of one set of user manuals for each package listed above is available from MC (see costs later in this Letter).

Electronic Publishing:

- a. MC will provide training for:
 - . all standard procedures
 - . all templates designed by MC staff
- b. Training to program custom templates (Level I Command Usage) is available from Xerox Learning Systems at a cost of \$950 plus travel and expenses for five days. Note: Should this be necessary at all, it should not need to occur until 1986-87 or later.

ForeWord (word processing): MC will provide training in all capabilities.

Graphics: MC will provide a tutorial for the graphics package and hands-on assistance for the user to work with the tutorial.

IF-THEN (Four-Phase spreadsheet): If MC acquires this software, MC will provide hands-on assistance for users working with the documentation provided by the vendor.

Office Manager (mailbox, scheduling, calendar): MC will provide training in all capabilities.

Oracle (DBMS, financial package): MC will provide training in all data entry and report generation functions. For data security reasons, MC will not allow file design by personnel other than trained MC Information Systems personnel. File design is available as a chargeable support service.

SAS (statistics, spreadsheet (FSCALC), and graphics): The CBT system currently being tested will be available to one RTB staff member. MC will provide hands-on assistance to the user working with the documentation provided by the vendor. Additional training (lecture + hands-on) is available quarterly at the University of Minnesota for \$55 per person (3 2-hour classes).

Vision (data entry language): MC will provide training in all data entry capabilities.

VM Operating System: Training is available from University of Minnesota at a cost of \$70 per person. Electronic publishing would require training in the text editor capabilities of the operating system.

MAINTENANCE AND SUPPORT

Support

Support includes phone calls, hands-on assistance at either the RTB or the MC location, as appropriate, and any other general assistance required by RTB staff to fully use the system capabilities. The cost of this support is included in the annual charge per terminal.

This pre-paid support does **not** include the development of customized applications.

Maintenance

MC will provide hardware and software maintenance for all items it provides. The cost of this maintenance is included in the annual charge per terminal. RTB users experiencing system problems will notify the MC according to procedures in effect at the time. Service will be provided to RTB users in the same way as it is provided to any general MC users.

Back-Up and Archiving

Both the Four-Phase and IBM systems will be backed up and data will be archived according to the MC schedules below. The RTB system contact person will be notified in writing if any significant change is made in the method or timing of back-ups, or in the storage of disks and tapes.

- a. Four-Phase: The entire system is backed-up daily to removable disk packs kept in the computer room. Disks are rotated so there is always two days of data backed up. In addition, a portion of the system is backed-up daily to tape; after four days, the entire system is backed-up to tape and the tape is then stored in the vault of First St. Paul National Bank. Tapes are rotated so there is always two months worth of data backed up.
- b. IBM: System software is backed-up to tape as changes are made, and is stored both in the computer room and in the First St. Paul National Bank vault. System data is backed-up daily to tapes kept in the computer room. Tapes are rotated so there is always 35 days of data backed up and stored in the computer room. In addition, the tape back-up of all system data is stored weekly in the vault of First St. Paul National Bank.
- c. Archiving Method: Data files are archived and retrieved upon request. Retrieval takes 10-30 minutes from time of request. One set of archived tapes is stored in the computer room, and one set is stored in the vault of First St. Paul National Bank.

The cost of back-up is included in the annual charge per terminal. RTB may request specific data to be archived (off-line, long-term storage). For archiving costs, see Maintenance and Support Costs below.

COSTS

Hardware and Software

RTB will pay MC \$112.50 per month (\$1,350/year) for each terminal for three years, presuming that no Four-Phase printers are supplied. RTB will pay from a monthly invoice, net 30 days. This pays for all hardware and software provided by MC. At the conclusion of the 3-year payback period, MC will retain all ownership rights and responsibilities for the hardware and software it provides.

The first invoice will be issued the month following installation of the equipment, payable net 30 days. Should the equipment not be installed simultaneously, and/or should the single Four-Phase printer be installed and later removed, RTB will pay MC a prorated amount based on the number of days of use.

Maintenance and Support

For hardware and software maintenance and support for the term of this agreement, RTB will pay MC \$100 per month (\$1,200/year) for each terminal. This maintenance and support extends to all hardware and software provided by MC. MC agrees that the cost of this maintenance and support will not increase more than 5% per year.

The development of customized applications may be provided by MC staff programmers at a cost of \$25/hour and up, depending on what programmer skill level is required. MC will provide a cost quote prior to any development. At RTB's option, this may also be provided by outside contractors.

The cost of back-ups is included in the annual cost per terminal.

The cost for archiving \$1.00 per month per tape used. Mounting of special tapes (census, etc.) is \$1.00 each plus \$4.00 per hour for use of the tape drive.

RTB will pay for all maintenance and support from a monthly invoice, net 30 days.

Additional Terminals

For additional Four-Phase terminals to be acquired between 1985 and 1989, MC will acquire these in 1985, and MC's Information Systems Department will use and pay for these terminals until RTB requests them.

At such time as RTB requests the use of any of these terminals, RTB will pay MC the additional monthly cost per terminal plus maintenance/support (\$2,550/12 months = \$212.50) through the end of the payback period (3 years from original date of purchase).

At the end of the payback period, the RTB will continue to pay the regular monthly maintenance and support fee per terminal (\$1,200/12 months = \$100) plus an additional monthly payment to the MC's Information Systems Department for the monthly overhead fee actually incurred per terminal (approximately \$500/12 months = \$42) paid by Information Systems for the number of months of the payback period during which they used the terminal.

For example: The payback cost of each terminal plus maintenance/support is \$2,550 per year x 3 years = \$7,650. If, for example, Information Systems uses an RTB terminal for 12 months, from 15 July 1985 to 15 July 1986, RTB would pay as follows:

1985-86:	No charge, as RTB is not using the terminal
1986-87:	\$2,550 for payback plus maintenance and support
1987-88:	\$2,550 for payback plus maintenance and support (end of 3-year payback period)
1988-89:	\$1,200 for maintenance and support, plus \$500 to reimburse Information Systems for the 12 months of overhead it paid
	<hr/>
	\$6,800

IBM Time/Space

MC will calculate RTB's use of time and data storage space on the IBM 4361 using the factors and dollar values listed below. (Note: Subject to further testing of this calculation system, these costs may be further reduced.) RTB will pay from a monthly invoice, payable net 30 days.

During the hours of 7:00 a.m. to 6:00 p.m., the following costs apply:

- | | |
|--|---|
| 1. CPU time: | .15/second, measured in .001 seconds |
| 2. Disk or tape I/O: | .12/block (512 bytes) |
| 3. Connect time
(terminal active on system) | 1.00/hour, measured in seconds |
| 4. Virtual punch and reader: | 1.00/1000 records |
| 5. Virtual print: | .01/1000 records |
| 6. Disk storage: | 7.00/month/megabyte, measured by 100 blocks |
| 7. Temporary disk space: | 4.77/month/megabyte, measured by 100 blocks |
| 8. Transfer from Fore-Phase to IBM: | .10/1000 records |
| 9. Output to: | |
| Laser printer: | .0275/image (one side of page) |
| Drum plotter (map quality) | 15.00/hour, measured in seconds |
| Standard plotter: | No additional charge |

From 6:00 p.m. to 7:00 a.m., all rates are 25% less.

For the following packages, the daytime rates are 10% higher for items 1-5: SAS, Oracle, Xicks (electronic publishing), Epic (graphic output to laser printer), Syncsort (sorting package), and GDDM (graphics). Note: At the user's option, many of these functions may be set up in advance and run during off-hours, unattended by the user.

Printers

For each asynchronous printer cabled directly to MC's system(s), RTB will pay a \$890. This is a one-time, per printer charge for the incremental cost of the required asynchronous board(s) and modem eliminators required to support these printers. This does not apply to printers connected directly to RTB's microcomputer(s).

Documentation

RTB will pay MC \$250 for one set of user manuals the following software packages, as the software becomes available: Electronic Publishing, ForeWord, Graphics, IF-

THEN (if acquired), Office Manager, Oracle, SAS, Vision, VM Operating System.
RTB will pay from a monthly invoice, net 30 days.

Cabling and Installation

MC will run cable for all devices attached to its computer systems, and will install all equipment it provides for a one-time charge of \$600 plus \$220 per printer attached directly to the MC computer. The cost for cabling up to three microcomputers to one printer is approximately \$175.

The cost to RTB for installation and cabling for devices beyond the scope of this Agreement will be:

1. For an RTB-only move or new installation: at MC's cost
2. To move the entire MC/RTB system: at a pro-rated share of the total costs to move and reinstall the system, calculated in the same way as it is for MC departments.

Future Additional Costs

At such time in the future as MC modifies its system and passes costs on to MC departments, RTB will pay its portion, calculated on the same basis as for MC departments. (See Cancellation clause above.)

X X

Signed:

REGIONAL TRANSIT BOARD by _____,
its _____.

Date: _____

METROPOLITAN COUNCIL by _____,
its _____.

Date: _____

ACQUISITIONS FROM OUTSIDE VENDORS

The following is **not** part of the Agreement with the Metropolitan Council. It is a discussion of items to be purchased from an outside vendor. At this time, the recommended vendor is Mainstream Computers, a Minneapolis distributor.

Microcomputers

In order to meet staff requirements for access to a system to run micro-based packages, while maintaining access to MC's IBM 4361, the following is required:

One IBM-compatible microcomputer

- . 512K RAM
- . One 360K floppy drive and one 10M hard drive
- . IBM enhanced graphics adaptor (required)
- . **IRMAX** package (to connect with IBM; allows host graphics)
- . **Color** monitor
- . One year warranty

Cost: \$3,695

Monthly maintenance: year 2, \$46; year 3, \$55; year 4, \$62; year 5, \$68

One IBM-compatible microcomputer

- . 512K RAM
- . One 360K floppy drive and one 10M hard drive
- . IBM enhanced graphics adaptor (required)
- . **IRMA** package (to connect with IBM; no host graphics)
- . **Monochrome** monitor
- . One year warranty

Cost: \$ 3,059

Monthly maintenance: year 2, \$38; year 3, \$45; year 4, \$51; year 5, \$56

All microcomputers are subject to testing before purchase. Should they not be able to deliver the level and quality of service required, RTB will purchase one 3270 pc or 3270 pcg at a cost of \$5,300-\$5,600. This will also provide host graphics and the ability to run micro-based software packages.

Printers

Four asynchronous printers are required in 1985, and one additional printer may be acquired between 1985 and 1989, as needed. The printers to be acquired in 1985 are:

Two dot matrix printers, data/correspondence quality

- . 160 cps
- . 132 character carriage
- . RS232 interface
- . Graphics board
- . One year warranty

Cost each: \$559, delivered. Total cost = \$1,118, installed
Monthly maintenance each: year 2, \$7; year 3, \$8; year 4, \$9;
year 5, \$10

One character printer (letter quality)

- . 40 cps
- . 132 character carriage
- . RS232 interface
- . Diablo compatible
- . Bit image graphics board
- . One year warranty

Cost: \$710, delivered
Monthly maintenance: year 2, \$9; year 3, \$11; year 4, \$12; year 5, \$13

One character printer (letter quality)

- . 55 cps
- . 132 character carriage
- . RS232 interface
- . Diablo compatible
- . Bit image graphics board
- . One year warranty

Cost: \$1,074, delivered
Monthly maintenance: year 2, \$13; year 3, \$16; year 4, \$18;
year 5, \$20

Four stand-alone sound enclosures:

Cost: \$260 each = \$1,040

Printers are subject to testing before purchase. Should they not deliver the level and quality of service required, RTB will purchase Four-Phase character printers at a cost of \$4,284 each.

Software

Planning and Program Administration requires specialized micro-based software in order to run the specialized transportation packages designed by MNDOT and MTC, and to administer the state contracts. Software required immediately includes LOTUS 1-2-3 and Metafile.

Costs: Lotus 1-2-3 = \$319,
Metafile = \$450

SUMMARY, ESTIMATED COSTS FOR RTB TO
ACQUIRE COMPUTER SYSTEM CAPABILITIES
FROM METROPOLITAN COUNCIL AND OUTSIDE VENDOR
9 JULY 1985

	1985	1986	1987	1988	1989	TOTAL
BASIC MC PACKAGE						
1. All Software						
Oracle, incl financial pkg						
ForeWord(WP) integ w/Graphics						
Integr Spreadsheet,						
DBMS, Stat(SAS)						
Transportation modeling pkgs						
Electronic publishing						
Office Manager						
Vision data entry language						
VP Operating System						
2. 9 Fore-Phase terminals						
3. All hard/software maint						
4. Training as specified						
5. All gen'l spt, incl back-up						
SUBTOTAL:	22950	22950	22950	10800	10800	90450
6. Documentation	250					250
7. SUBTOTAL: BASIC MC PKG	23200	22950	22950	10800	10800	90700
ADDITIONAL HARDWARE						
8. 2 microcomputers	3695					3695
	3059					3059
9. 1 additional microcomputer		3059				3059
10. Microcomputer maintenance	0	1008	1656	1896	2100	6660
11. 4 addl Fore-Phase terminals	0	5100	10200	6800	5800	27900
12. 4 printers	2902	0	0	0	0	2902
4 sound enclosures	1040	0	0	0	0	1040
Printer maintenance	0	432	516	576	636	2160
Printer hook-ups	2670	0	0	0	0	2670
13. SUBTOTAL: ADDL HARDWARE	13366	9599	12372	9272	8536	53145
ADDITIONAL SERVICES						
14. Cabling, installation	1435	0	0	0	0	1435
15. Archived tape storage	120	180	240	240	240	1020
16. SUBTOTAL: ADDL SERVICES	1555	180	240	240	240	2455
17. TOTAL	38121	32729	35562	20312	19576	146300

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 9, 1985
TO: Regional Transit Board
FROM: Ghaleb Abdul-Rahman
SUBJECT: Extension of Contract with Anne Carroll

In order to complete the implementation of the computer system, it will be necessary to amend the contract for Anne Carroll's services. We expect that the assignment will be completed by October 1, 1985. She will complete the following services at the request of staff and board members:

1. Finalization of agreement between Regional Transit Board and Metropolitan Council.
2. Installation and testing assistance.
3. Start-up assistance.

A copy of the proposed contract amendment will be distributed at or before the July 15 meeting.

GA/mf

AMENDMENT NO. 1
REGIONAL TRANSIT BOARD
CONTRACT FOR CONSULTANT SERVICES

THIS AGREEMENT TO AN EXISTING AGREEMENT by and between the Regional Transit Board, herein called the "Board," and Anne Carroll, hereinafter referred to as the "Consultant," is made and entered into this ___ day of _____.

WHEREAS, the Board desires to amend the Consultant Agreement pursuant to Section 3.03 of the Agreement to perform certain technical and professional services providing the Board's staff with near-time computer systems expertise and counsel; therefore, in consideration of the mutual promises and covenants hereinafter contained, the parties hereto agree as follows:

I. Scope of Services

1.01 All provisions of the Agreement to which this Amendment is attached shall be in effect except as modified hereafter.

II. Compensation: Method of Payment

2.01 Total Compensation. The compensation to be paid to the Consultant by the Board for work to be performed in Exhibit A, shall be for time and local travel expenses necessary to Exhibit A work at a rate of \$60/hour and \$.21 per mile not to exceed _____. The Consultant agrees not to perform any additional services that would cause that amount to be exceeded unless the Consultant has been advised by the Board that additional funds have been approved and the work may proceed.

III. General Provisions

3.01 Period of Performance. The services of the Consultant shall commence twelve noon, June 5, 1985, and shall terminate at the accumulation of _____ in billable time and expense or October 1, 1985, whichever occurs first.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed their duly authorized representatives on the day and year first above written.

REGIONAL TRANSIT BOARD

By _____
Chairman

Approved as to Legal Form
and Adequacy:

CONSULTANT:

By _____
Anne Carroll

m 385

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 2, 1985
TO: Members of the Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Legislative Summary

Attached is a brief summary sheet highlighting some of the more significant transit related issues dealt with during the legislative session. It is my intention to discuss the legislation at the Committee of the Whole and answer, as well, any questions you may have on any of the specific components.

EP:mk

Attachment

MINNESOTA PUBLIC TRANSIT BUDGET ACTIVITIES
(FY 1986-1987 - STATE FUNDS ONLY, IN 000'S)

	<u>METRO</u>	<u>NON-METRO</u>
Agency Request	\$51,972.2	\$11,837.0*
Governor's Recommendation	\$45,015.8	\$10,447.0
Legislative Appropriation		
Transit Assistance	\$41,100.8	\$10,447.0
Administration	\$ 2,165.0	-
Planning	\$ 1,750.0	-
Capital/Operating	-	\$ 1,983.7
	<hr/>	<hr/>
Total	\$45,015.8	\$12,430.7

1986-1987 FUNDING SOURCES

General Fund	\$13,655.8	\$ 5,106.0
Transit Assistance (MVET)	\$21,360.0	\$ 5,341.0
1985 MVET Carryover	\$10,000.0	\$ 1,983.7
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Total	\$45,015.8	\$12,430.7

*MN/DOT OFFICE OF TRANSIT Administrative Budget not included.

TRANSIT POLICY CHANGES
IN THE
1985 OMNIBUS SEMI-STATE APPROPRIATION BILL

- Removes the mandate that the MTC or RTB be required to appoint an elderly member.
- Provides that Amtrak and non-metro trolley systems are ineligible for MVET funds.
- Terminates the existing 15 member RTB and replaces it with a 9 member board with four year terms effective August 1, 1985.
- Requires an annual audit of the RTB and MTC by the state auditor or an auditor chosen by the agency.
- Requires the RTB to create policies and programs to target transit services and expenditures on jobseekers and transit dependent groups.
- Provides that the Metro Council will issue metro transit bonds upon request by the RTB and authorizes \$8.5 million in new bonds.
- Allows LRT preliminary engineering only after the Implementation Plan has been approved by the Metropolitan Council. Private and public funds may be utilized to fund the preliminary engineering.
- Authorizes the RTB to establish fare policy and sets aside prior legislative restrictions on fares.
- RTB will not be allowed to acquire real property but any property purchased for I-394 will be done by MTC after entering into agreement with the RTB that transit providers using the corridor will be allowed to use the facilities.
- Temporarily imposes a minimum user-recovery rate of 35 percent of operating cost during 1985, 1986 and 1987, for regular route services.
- Repeals the language that states that the Board shall act as executive director on all personnel matters.