



Minnesota Regional Transit
Board: Records.

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

MEETING OF THE REGIONAL TRANSIT BOARD
Monday, November 18, 1985
Council Chambers
4:00 p.m.

A Y

1. Call to Order and Roll Call
2. Approval of Agenda
3. CONSENT LIST
4. REPORT OF THE POLICY COMMITTEE Todd Lefko
Chair
 - a. Approval of 1986-1988 Transportation Improvement Program
 - b. Staff Recommendations for Improving Metro Mobility Service
 - c. Jobseekers Program
6. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin
Chair
 - a. Financial Plan
 - b. Third Quarter Financial Statements
 - c. Affirmative Action Plan
 - d. New Space Lease
 - e. Letter of Certification: Metro Mobility, Transit Assistance, ~~Resolution No. 85-X~~

Resolution 85-19, Resolution Certifying Readiness to Assume Responsibility for Contracts in the Metropolitan Area under Minnesota Statutes 473.384

Resolution 85-20, Resolution Certifying Readiness to Assume Responsibility for Special Transportation Service under Minnesota Statutes 473.386

Resolution 85-21, Resolution Certifying Readiness to Assume Responsibility for the Metropolitan Transit Commission Demonstration Program Under Minnesota Statutes 473.386
7. OTHER BUSINESS
 - a. Chairman's Report
 - 1) Rideshare Advisory Committee
 - b. Members' Reports
 - c. Staff Reports
8. PUBLIC COMMENT

Elliott Perovich
Chairman
An Equal Opportunity Employer

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REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

DATE: 11/4/85 & 11/18

BOARD OR COMMITTEE RTB

MEMBER NAME	PRESENT	VOTE 11/18	VOTE 85/19	VOTE 87/20	VOTE 85-21	VOTE
Chairman	✓					
Kenneth Bedeau	✓	✓	✓	✓	✓	
Doris Caranicas	✓	✓	✓	✓	✓	
Ruth Franklin	✓	✓	✓	✓	✓	
Alison Fuhr	✓	✓	✓	✓	✓	
Paul Joyce		—				
Edward Kranz	✓	✓	✓	✓	✓	
Todd Lefko	✓	✓	✓	✓	✓	
Bernard Skrebes	✓	✓	✓	✓	✓	

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Room E
November 4, 1985

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Kenneth Bedeau, Doris Caranicas; Ruth Franklin; Alison Fuhr; Edward Kranz; Todd Lefko and Bernard Skrebes

OTHERS PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander, Judith McCourt, Leslie Johnson, Regional Transit Board Staff; Larry Wertheim, legal counsel; Curtis Chong, Vice President of the National Federation of the Blind of Minnesota; and Carl Rauer, American Council of the Blind in Minnesota

The meeting was called to order at 4:00 p.m. and roll taken. Fuhr moved approval of the agenda; Skrebes seconded the motion. Motion carried unanimously.

Caranicas moved approval of the minutes of the September 30 and October 21 board meetings; Fuhr seconded the motion. Motion carried unanimously.

There were no Consent List items.

REPORT OF THE POLICY COMMITTEE

METRO MOBILITY ELIGIBILITY CRITERIA

Lefko reviewed the committee report dated October 25, 1985, noting that in essence the interim rules are being carried forward, but adding the references to an Orientation and Mobility (O & M) Specialist who would be permitted to certify Metro Mobility users and establishing an appeals committee to be appointed by the chairman. The Policy Committee feels it is important to provide as much access as possible to Metro Mobility. The rules allow people to choose. The committee also added the recommendation that after a period of one year the criteria should be evaluated. Lefko moved:

That the Regional Transit Board adopt the proposed rules governing individual eligibility for Metro Mobility transportation service in the Metropolitan Area. It is further recommended that after a period of one year the criteria shall be evaluated to determine the impact on the number of certified Metro Mobility users.

Fuhr seconded the recommendation.

Caranicas noted that there are only about 16 O & M specialists in the state; their impact on certification of riders would be minimal. They are not licensed, but there are indications that they would be less likely than a doctor would be to certify the blind. The legislative commission recommendation on O & M specialists suggested to the committee that they should be included. Lefko said the specialists appear to meet the criteria of "professionals." People will be able to choose between several alternatives. The

chairman said that if one certifies a person, that person is eligible to use Metro Mobility. Caranicas said no one is forced to ride; it is more convenient to use mainline buses.

At the request of the chairman, Lefko described the process the committee followed over the past several months. There was a public hearing on October 21 at which 17 people testified.

Lefko said the the fourth criteria used to deal with mental impairment. This would be reduced to the opinion of a professional over whom no one has control. The chairman asked a spokesman for each of the groups present to speak.

Curtis Chong, Vice President of the National Federation of the Blind of Minnesota, said that the blind should not be considered to be handicapped and that they should use mainline service. He asked the board to vote against the committee's recommendation.

Carl Rauer, American Council of the Blind in Minnesota, said there are many degrees to blindness that must be recognized. His organization supports certifying the blind in the same manner as other handicapped people.

Lefko added that the committee tried to change to the idea of functional ability relative to transit and agreed that the term "mental impairment" put people in a poor position. Franklin said the board should not cut off the opportunity for those who might need Metro Mobility.

Vote was taken; motion carried unanimously.

The chairman thanked the guests for expressing their points of view, but in this case the board has supported freedom of choice. Lefko said this is a one-year test. After a year, the impact will be evaluated.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Franklin said the next meeting of the committee will be Tuesday, November 5, at 5 p.m. and invited members to attend.

CHAIRMAN'S REPORT

The chairman reported that four meetings with local government officials have been held in the past three weeks. The turnout has been good. Some of the concerns raised at those meetings have been Metro Mobility and the human services aspect in relationship to the cost of transit. Last week he had a very productive trip to visit outstate legislators. Next week the chairman will be visiting legislators in southeast Minnesota. He expects that he will have visited between 27 and 29 key outstate people when the trips are finished. He is assuring them that transit money is not being diverted from outstate areas.

Skrebes said that at the Oakdale meeting a forceful statement was made that the Metropolitan Transit Commission service is excellent. Kranz commented that two attitudes prevail in the suburbs; one group opposes subsidizing transportation for special interests and others are for it.

Kranz said people in the southeast portion of the Metropolitan Area should be contacted and encouraged to come in to discuss their special needs.

MEMBERS REPORTS

Skrebes said that today there was a final tribute at the Heywood Facility for Metro Mobility representatives. It was said because some of these people still want to have input. They are invited to speak at any RTB meetings and he hoped that they will not be forgotten. The chairman said that through Todd Lefko's tireless efforts, countless hours were spent in hearing public input.

Caranicas said the recent Minnesota Public Transit Association conference highlighted that transit is an issue throughout the state. Judith McCourt is to be commended for her efforts in organizing an excellent conference.

The members discussed the recent APTA conference in Los Angeles. Attendees felt there was great benefit in the contacts made at the conference but the sessions left something to be desired. Consideration will be given to other conferences and meeting with other Minnesota transit providers.

STAFF REPORTS

Abdul-Rahman said staff will try to have the Financial Plan finished in time for the next meeting of the Administration and Finance Committee on November 7 and will hold another meeting if necessary.

There being no further business, Caranicas moved and Franklin seconded that the meeting be adjourned. Motion carried unanimously.

Respectfully submitted,

Mary Fitzgerald
Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 12, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Approval of 1986-1988 Transportation Improvement Program

At its October 30, 1985, meeting, the Policy Committee approved the following recommendation:

RECOMMENDATION:

That the Regional Transit Board finds the Metropolitan Transit Commission's transit elements of the 1986-1988 Transportation Improvement Program consistent with the approved capital budget and the Regional Transit Board's Interim Implementation Plan.

jmo

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 24, 1985
TO: Policy Committee
FROM: Katherine Turnbull, Planning Manager
SUBJECT: Approval of 1986-1988 Transportation Improvement Program

ACTION REQUESTED:

That the Regional Transit Board finds the Metropolitan Transit Commission's (MTC) transit elements of the 1986-1988 Transportation Improvement Program consistent with the approved capital budget and the Regional Transit Board's (RTB) Interim Implementation Plan.

BACKGROUND:

The MTC has submitted its approved transit elements to the Metropolitan Council for inclusion in the 1986-1988 Transportation Improvement Program (TIP). As required, the MTC has also transmitted the TIP projects to the RTB for review.

The Transportation Improvement Program is a document prepared by the Metropolitan Council, as required by federal regulations. The TIP must contain all transit and highway projects which will be utilizing federal funds. To be eligible for federal funding, a project must be contained in the approved TIP. The MTC has transmitted a copy of its approved transit elements for the 1986-1988 TIP to the RTB for review. A copy of this document is attached.

FINDINGS AND CONCLUSIONS:

The RTB has received from the MTC a copy of its approved transit elements for the 1986-1988 TIP for review as required.

The 1986-1988 MTC's transit elements have been reviewed for their consistency with the capital budget and the RTB's Interim Implementation Plan.

RECOMMENDATION:

That the Regional Transit Board finds the Metropolitan Transit Commission's transit elements of the 1986-1988 Transportation Improvement Program consistent with the approved capital budget and the Regional Transit Board's Interim Implementation Plan.

KT:jmo



METROPOLITAN TRANSIT COMMISSION

560-6th Avenue North, Minneapolis, Minnesota 55411-4398 612/349-7400

September 24, 1985

Mr. Elliot Perovich, Chair
Regional Transit Board
270 Metro Square Building
St. Paul, MN 55101

RE: MTC Element of the 1986 - 1988
Transportation Improvement Program

Dear Mr. Perovich:

At its meeting on September 23, 1985, the Metropolitan Transit Commission approved the MTC element of the 1986 - 1988 Transportation Improvement Program (TIP), and transmittal for inclusion in the regional TIP now being prepared by the Metropolitan Council staff. The MTC element is also being transmitted to the Regional Transit Board for appropriate review prior to inclusion in the TIP.

If there are any questions regarding the MTC element, please contact Hugh Faville at 349-7687.

Sincerely,

A handwritten signature in cursive script, appearing to read "John Capell".

John Capell
Acting Chief Administrator

cc: Judy Hollander ✓
H. C. Faville

MTC ELEMENT

1986-1988 Transportation Improvement Program

DRAFT - SEPTEMBER 10, 1985

TABLE

1986 ANNUAL ELEMENT (MTC)
APPROVED GRANTS (1)

UMTA - Sections 3, 5, 9, 9A, and Title 23

ITEM	GRANT	GRANT TITLE - MAJOR PROJECT ADDITIONAL PROJECTS ⁽²⁾	TOTAL \$1,000's	FEDERAL SHARE \$1,000's
1	MN-03-0016	Shingle Creek Purchase Articulated Bus Equipment	\$ 3,394	\$ 2,715
2	MN-03-0025	Management Information Systems (MIS)	1,155	924
3	MN-03-0028	Articulated Bus Purchase Project Mobility Buses	7,092	5,674
4	MN-03-0034	Standard Bus Purchase	10,000	8,000
5	MN-03-0035	Handicapped-Accessible Buses (NBEI)	3,750	3,000
6	MN-03-4001	Vehicle Consumables	219	175
7	MN-05-0003	1979 TSI 1983 and 1984 Capital Equipment Other Improvements	2,068	1,655
8	MN-05-0008	Articulated Bus Purchase Project Mobility Buses	4,175	3,340
9	MN-05-0011	1983 TSI - Bus Rehabilitation	4,451	3,561
10	MN-23-2001	Articulated Bus Purchase	2,550	1,785
11	MN-23-2002	Articulated Bus Purchase	2,500	1,919
12	MN-23-2003	Bus Rehabilitation	1,524	1,143
13	MN-23-9001	Articulated Bus Purchase	2,353	2,000
14	MN-23-9002	Project Mobility Bus Purchase	1,194	1,000
15	MN-90-0001	Bus Rehabilitation	8,449	6,759
16	MN-90-X007	1984 Capital Equipment	1,260	1,008
17	MN-90-X008	1984 Capital Projects	12,313	9,850

(1) Money has already been encumbered for these grants and projects.

(2) Grants are made to undertake a specific project or projects identified in the application. When funds remain in an UMTA grant after completion of the identified project(s), it may be amended to fund or help fund other projects, here listed as "additional projects." In addition, it may be necessary to obtain funds from

1986 ANNUAL ELEMENT (MTC)
APPROVED GRANTS

UMTA - Sections 3, 5, 9, 9A, and Title 23

Item 1 Shingle Creek Purchase: MN-03-0016

1986 Project: Articulated Bus Equipment Purchase

The original grant was concerned with purchase of the Shingle Creek Garage. Excess funds were made available through grant amendment to help fund the purchase of radios and fareboxes for the 62 articulated buses. The first 25 buses were delivered in 1983; the remaining 37 in 1984. Fareboxes and radios will be purchased and delivered in 1986.

See also Item 3.

Item 2 Management Information Systems: MN-03-0025

During 1986, a Materials Management system will be implemented as a part of the development of completely integrated management information systems.

Item 3 Articulated Bus Purchase: MN-03-0028

This grant was used to assist in the purchase of 62 articulated buses, using a combination of UMTA, Federal Aid Urban, and Interstate Substitution funds. These buses were delivered in 1983 and 1984. Funds were originally budgeted for wheelchair lifts on some of these buses, but elimination of this requirement made funds available to assist in the purchase of 14 Project Mobility buses delivered in 1983. Fareboxes and radios will be purchased and delivered in 1986.

Item 4 Standard Bus Purchase: MN-03-0034

Funds from this grant were used to assist in the acquisition of 64 standard size buses to replace 64 buses currently owned by the MTC. This acquisition represents the second increment of the MTC's adopted multi-year fleet modernization program. Buses were delivered in late 1984 and 1985. Because of a very favorable bid on the 64 buses, 10 additional buses were purchased with funds remaining in this grant.

See also Item 17a.

Item 5 Handicapped-Accessible Buses (NBEI): MN-03-0035

This grant is concerned with the purchase of 20 standard 40-foot handicapped-accessible buses as a part of UMTA's New Bus Equipment Introduction (NBEI) program. These buses will be used by the MTC in a demonstration of the use of accessible buses in regular scheduled route service.

Item 6 Vehicle Consumables: MN-03-4001

This project is concerned with automating the monitoring of vehicle consumables (diesel fuel, oil, torque fluid, etc.) used by each of the MTC's revenue vehicles. This system will trace the quantity of consumables used per fleet, facility, and vehicle in a given time period, permitting correction of problems associated with bus efficiency and garage activity.

Item 7 Transit System Improvements (1979 Grant): MN-05-0003

Funds remain in this grant which can be used only for shelter design and construction. The funds are not presently programmed, but it is anticipated they will be used for shelters in the I-394 corridor.

Item 8 Articulated Bus Purchase: MN-05-0008

See Item 3 above.

Item 9 1983 TSI - Bus Rehabilitation: MN-05-0011

This grant will assist in the financing of various transit system improvements, including the rehabilitation of buses; design, site acquisition, and construction of park-ride facilities; and the purchase of computer hardware, software, and accessories.

Item 10 Articulated Bus Purchase: MN-23-2001

This project used Federal Aid Urban funds to assist in the purchase of 62 articulated buses delivered in 1983 and 1984. Some funds were also used to assist in the purchase of 14 Project Mobility buses. Fareboxes and radios will be purchased and delivered in 1986.

See Item 3 above.

Item 11 Articulated Bus Purchase: MN-23-2002

This project used Federal Aid Urban funds to assist in the purchase of 62 articulated buses delivered in 1983 and 1984. Some funds were also used to assist in the purchase of 14 Project Mobility buses. Fareboxes and radios will be purchased and delivered in 1986.

See Item 3 above.

Item 12 Bus Rehabilitation: MN-23-2003

Federal Aid Urban funds in this project will be used to assist in the rehabilitation of buses.

Item 13 Articulated Bus Purchase: MN-23-9001

Under this grant, Interstate Substitution funds were used to assist in the purchase of 62 articulated buses delivered in 1983 and 1984. Some funds were also available to assist in the purchase of 14 Project Mobility buses.

See Item 3 above.

Item 14 Project Mobility Bus Purchase: MN-23-9002

Under this grant, Interstate Substitution funds were used to assist in the purchase of 14 Project Mobility buses.

Item 15 Bus Rehabilitation: MN-90-0001

This grant will provide funds to supplement other UMTA (Item 9) and FAU (Item 12) funds to permit rehabilitation of up to 160 buses in conformance with the fleet modernization plan.

Item 16 1984 Capital Equipment: MN-90-X007

Funds from this grant will aid in financing the purchase of communications equipment, office equipment, MIS equipment, 11 supervisory vehicles, service and maintenance vehicles, and service and maintenance tools.

Item 17 1984 Capital Projects: MN-90-X008

- a) Replace 48 Forty-foot Buses: A project to acquire 48 buses to complete the replacement of 122 of the 1972 Flexible buses currently owned by the MTC. The first 74 of the 122 are being replaced with the assistance of MN-03-0034. (Federal share: \$7,053,136).
- b) Replace 11 Thirty-foot Buses: A project to acquire 11 lift-equipped 30-foot buses to replace a like number now operated by the MTC as part of a fleet of 34 buses in its Project Mobility service for the elderly and handicapped, provided under contract with the Minnesota Department of Transportation. (Federal share: \$1,293,120).
- c) Purchase Computer Software/Hardware: The acquisition of a variety of computer equipment including mainframe support software and application systems support hardware for the following systems: Personnel, Timeroll, Vehicle Management, Facilities Management, Consumables, Telephone Information, and Risk Management. (Federal share: \$715,860).
- d) Purchase Maintenance Equipment: The acquisition of a variety of maintenance equipment, the major items being 13 automobiles, a coin wrapper, 2 shelter maintenance vans, 12 bin shelf units, 2 large floor sweepers, an articulated bus lift, 2 ultrasonic cleaners, a brake lathe, and engine dynamometer. (Federal share: \$429,604).

- e) Construct 2 Park/Ride Facilities: A project to construct park/ride facilities in the northwestern metropolitan suburbs of Brooklyn Center and Brooklyn Park. Construction of MTC-owned lots is necessary because the "joint-use" lots owned by others in the vicinity had to be given up because of overuse by MTC riders. (Federal share: \$358,560).

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TABLE

1986 ANNUAL ELEMENT (MTC)
NEW GRANTS

UMTA - Sections 3 and 9

<u>ITEM</u>	<u>GRANT</u>	<u>GRANT TITLE - MAJOR PROJECTS</u>	<u>TOTAL \$1,000's</u>	<u>FEDERAL SHARE \$1,000's</u>
1	Pending (Section 9)	1985 Capital Projects a) Purchase 67 40-foot buses b) Central Money Counting Room c) Radio Computer System Upgrade d) Purchase Management Information Systems Hardware and Software e) Radio Computer System Upgrade	\$ 12,787	\$ 10,229
2	Proposed (Section 3)	1986 Capital Projects a) Nicollet Garage b) St. Paul Layover Facility c) Bus Replacement	16,392	13,114
3	Proposed (Section 9)	1986 Capital Projects a) Bus Replacement b) Nicollet Garage c) 1986 Capital Equipment	14,508	11,401

1986 ANNUAL ELEMENT (MTC)
NEW GRANTS

UMTA - Sections 3 and 9

Item 1. 1985 Capital Projects (Pending)

- a) Purchase 67 Forty-foot Buses: A project to purchase buses to replace an equal number of Flexible buses acquired in 1972. Buses would be delivered in 1986 and 1987. (Federal share: \$8,576,000)
- b) Central Money Counting Room: A project to construct and equip a self-contained central money counting facility within the Fred T. Heywood Operating Facility. The project would be commenced in 1985 and completed in 1986. (Federal share: \$321,640)
- c) Radio Computer System Upgrade: A project to improve the existing Radio Communications System through replacing the computer equipment and microwave equipment, and providing necessary radio equipment. All equipment would be purchased, installed, and implemented during 1986. This project will be funded in part with funds from MN-90-X007 and MN-90-X008. (Federal share in this grant: \$188,000)
- d) Purchase Management Information Systems Hardware and Software: Acquisition of computer hardware, software, and accessories needed to support all MTC data processing users in the operation, enhancement, or development of automated systems. The project includes the automation of new systems, and the enhancement of existing systems, to provide the MTC with more efficient operations and more effective management information. Systems involved include Payroll, Personnel, Run-Cutting and Scheduling, Vehicle Management, and Facility Management. The majority of funding for this project will come from existing grants. The work will be undertaken during 1985, 1986, and 1987. (Federal share: \$818,491)
- e) 1985 Capital Equipment: The purchase of tools and equipment necessary for agency operation, including support equipment and service and maintenance equipment for bus and facility maintenance, some of which will replace worn out equipment. Acquisition of tools and equipment will occur in 1985 and 1986. (Federal share: \$325,180)

Item 2. 1986 Capital Projects - Section 3 (Proposed)

- a) Nicollet Garage: The future of this garage will be determined by an alternative study begun in November 1984. Options include: (1) "do nothing," (2) refurbish the building, (3) demolish part or all of the existing building and rebuild on that site, or (4) build on a new site. This study will determine the final scope of this project, with funds being requested now for one of the "build" alternatives. (Federal share: \$8,792,168)

- b) St. Paul CBD Layover Facility: This project is concerned with the design and construction of a permanent bus layover facility near the St. Paul Central Business District, to replace on-street space which will be lost as renewal of the Lowertown area continues. Detailed design, site acquisition, and the initiation of construction would be undertaken in 1986, with completion in 1987. (Federal share: \$396,862)
- c) Bus Replacement: A project to assist in the purchase of 125 40-foot buses to replace 115 1974 Flexible buses and provide 10 buses for fleet expansion. This project would also be funded in part by MN-90-X008, the pending 1985 Section 9 grant, and the proposed 1986 Section 9 grant. (Federal share in this grant: \$3,924,788)

Item 3 1986 Capital Projects - Section 9 (Proposed)

- a) Bus Replacement: This grant would provide the majority of funds for the purchase of 125 40-foot buses as described in Item 2(c) above. (Federal share in this grant: \$10,259,194)
- b) Bus Turnarounds: The design and construction of one or two bus turnarounds, with design to be undertaken in 1986 and construction in 1987. (Federal share: \$145,310)
- c) 1986 Capital Equipment: The purchase of tools and equipment necessary for agency operations, including bus and facility maintenance (Federal share: \$996,172)

TABLE

1986 ANNUAL ELEMENT (MTC)
NEW GRANTS

UMTA - Section 4(i)

ITEM	PROJECT DESCRIPTION	TOTAL NET PROJECT COST \$1,000's	FEDERAL SHARE \$1,000'S
1.	Implementation of I-394 Rideshare Incentives (MTC)	421	316
2.	Paratransit Vehicle Leasing Program (MTC)	283	212
3.	I-394 Marketing Program (MTC)	300	225
4.	I-394 Transit Management Program (MTC)	162	122

URBAN MASS TRANSPORTATION ADMINISTRATION
SECTION 4(i) - INNOVATIVE TECHNIQUES AND METHODS
IN THE MANAGEMENT AND OPERATION OF PUBLIC
TRANSPORTATION SERVICES

- Item 1. Implementation of I-394 Rideshare Incentives is development of an intensive ridesharing promotion effort with a variety of strategies and incentives to be used in the I-394 corridor during the five-year construction period.
- Item 2. The Paratransit Vehicle Leasing Program involves the purchase of twelve paratransit vehicles by the MTC for leasing to organizations and communities which are setting up paratransit programs. This includes several existing MTC paratransit vehicles, currently leased to communities and agencies, which need to be replaced due to age, mileage, and poor mechanical condition.
- Item 3. The I-394 Marketing Program will develop and initiate the necessary detailed marketing programs for regular scheduled bus service in the I-394 corridor, coordinated with the Rideshare and Mn/DOT marketing programs. Major regular scheduled transit service improvements are being planned, and a major marketing effort will be necessary to ensure that people understand the nature of the highway and garage facilities, their use, and the transit service options which will be available.
- Item 4. The I-394 Transit Management Program represents a comprehensive approach to coordinating and administering all regular scheduled transit service activities which must be accomplished as part of the I-394 project. This program will support one full time staff person for two years, with responsibility for coordinating all affected MTC divisions and other agencies to ensure that day-to-day transit service is provided with minimal delays and disruptions.

TABLE

1986 ANNUAL ELEMENT (MTC)
 UMTA - Section 9 (Operating Assistance)

<u>Item</u>	<u>Project Description</u>	<u>Total (1) \$1,000's</u>	<u>Requested Federal (1) \$1,000's</u>	<u>Source of Federal Funds</u>
1	Operating Assistance - FY 1986	\$61,651	\$8,528	UMTA Section 9
2	Estimated Operating Assistance - FY 1987	\$68,666	\$8,528	UMTA Section 9

URBAN MASS TRANSPORTATION ADMINISTRATION
SECTION 9 OPERATING ASSISTANCE

Item 1. Operating Assistance - FY 1986 (for CY 1985)

This project consists of operating assistance for the bus system owned and operated by the Metropolitan Transit Commission. The purpose of the project is to provide financial assistance to allow the MTC to continue the present quality of bus service. The federal funds shown in the 1986 Annual Element represent the entire allocation of Section 9 funds available for operating assistance.

Item 2. Operating Assistance - FY 1987 (for CY 1986)

An application for the FY 1987 funds will be submitted towards the end of 1986.

(1) The total operating assistance includes all of the MTC operating budget from sources other than passenger fares, other operating revenue, and investment income. The requested federal share shown is only Section 9 operating assistance funds and does not include other federal funds, such as those for planning and demonstration projects.

TABLE

1987 THROUGH 1990 MULTI-YEAR ELEMENT (MTC)
NEW FUNDING

UMTA - Sections 3, 9, and Title 23

AMOUNT AND YEAR OF UMTA ENCUMBRANCE OF NEW FEDERAL FUNDS

Total Estimated Project Cost (Federal and Local)

ITEM	1987	1988	1989	1990
	\$1,000's	\$1,000's	\$1,000's	\$1,000's
1 Full-Sized or Articulated Buses	\$22,203	\$23,273	\$24,476	\$17,989
2 Bus Rehabilitation	5,744	-0-	-0-	-0-
3 Park/Ride Lots	490	515	540	570
4 Bus Turnarounds	200	210	220	230
5 Equipment (System Maintenance & Improvement)	680	730	790	860
TOTAL	\$29,317	\$24,728	\$26,026	\$19,649

PROJECT DESCRIPTIONS
Items 1 & 2 Vehicles

The MTC fleet modernization plan for 1987 through 1990 calls for the following regular route service buses:

<u>NUMBER OF BUSES</u>	<u>CONTRACT ENCUMBERED</u>	<u>DELIVERED OR REHABILITATED</u>
47 - Rehabilitate ⁽¹⁾	1987	1987
125 - Purchase	1987	1988
125 - Purchase	1988	1989
125 - Purchase	1989	1990
71 - Purchase	1990	1991

The chart above represents the MTC's best estimate of bus replacement and rehabilitation required in order to accommodate regular service bus needs. These estimates will be revised based on the availability of funds with which to rehabilitate or purchase buses.

Item 3 Park/Ride Lots

The park/ride program calls for the construction of two lots per year with right-of-way acquisition, design, and construction for each lot usually requiring two years.

Item 4 Bus Turnarounds

One or two bus turnarounds will be constructed in each year of this program.

Item 5 System Maintenance and Improvements

This is a continuation of the type of program identified in the narrative on Item 16 of Approved Grants in the 1986 Annual Element, with specific activities varying from year to year.

(1) Federal Aid Urban funds totaling \$5,000,000 for bus rehabilitation projects in 1985 and 1987 have been included in the locally-approved FAU program. However, the MTC's rehabilitation program will be slowed down due to financial problems experienced by the firm with which the MTC contracted for the 1984 bus rehabilitation project, and it is likely that these new FAU funds will be used for bus rehabilitation in 1987, as shown.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 18, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Staff Recommendation for Improving Metro Mobility Service

At its meeting on November 13, 1985, the Policy Committee approved the following recommendation:

RECOMMENDATION:

That the RTB adopt the following actions:

1. The Regional Transit Board directs its staff to develop an implementation plan by June 1, 1986, to propose and organize the specific operational details for implementing the following actions. This plan should be developed in conjunction with the Minnesota Department of Transportation, the Metropolitan Transit Commission, and reviewed by the RTB Transportation Handicapped Advisory Committee. This implementation plan should contain a comprehensive monitoring and evaluation element so that improvements in Metro Mobility service can be monitored by the Board on a regular basis. A draft timetable and outline of tasks necessary to accomplish this effort follows.
2. Beginning in October 1986, the Metro Mobility program should be reorganized to operate on a modified user side subsidy basis, as described by Option X in the preceding discussion. This option promises the greatest travel benefits for users, while at the same time, presents the greatest opportunity to reduce per trip costs. The modified user-side subsidy arrangement would allow users to contact providers directly to arrange for their ride requests. All qualified providers would be able to participate in the program and the Metro Mobility Transportation Center would monitor trip requests. Competition among providers promises cost savings as well as increases in service quality.

It is further recommended that the Metro Mobility Transportation Center be retained to certify eligible users, monitor daily performance of providers, provide computer facilities and deal with consumer concerns. The Transportation Center should continue to be operated by the Metropolitan Transit Commission. Additionally, it is recommended that a consumer liaison be added to the Transportation Center staff to assist users with trip plans and concerns.

3. The Regional Transit Board should pursue dialogue with social service agencies to determine how the needs of their clients can best be met and what level of financial support they can provide to support their clients using Metro Mobility service. The best way to provide large group trips should also be a key agenda item of this discussion.
4. A monitoring system should be established by the Transportation Center to adequately measure the quality of service to assist in the identification of additional and necessary ongoing service improvements. Information relating to consumer satisfaction and service performance should also be used to evaluate service on an ongoing basis.
5. Metro Mobility service should be expanded throughout the transit taxing district with the savings realized from this restructuring effort. Expansion should take place in a staged manner as funding permits. The RTB should work toward ensuring transportation services for elderly and handicapped persons throughout the seven-county area, emphasizing coordination with existing community providers.
6. Using the Service Needs Assessment as a starting point, the Regional Transit Board should conduct a review of county transportation programs to evaluate service quality and adequacy. Once these evaluation efforts are completed, agreement on the type and extent of coordination with Metro Mobility should be outlined.
7. The RTB should similarly begin discussions with other providers of transportation for handicapped persons to determine the level and type of coordination required to best meet the needs of the disabled community. An effort to define the appropriate role of these providers in relation to the Metro Mobility program should be a key element of these discussions.
8. Based on the forthcoming results of the Metro Mobility user survey and a refined monitoring system, attention should be focused on finding solutions to deal with issues related to quality of service and user satisfaction. Attention should be focused on user concerns expressed at public meetings.
 - confirmation of ride requests in a timely manner;
 - inconvenient call-in requirements;
 - late pick-ups;
 - prohibition on additional standing orders; and
 - limited weekend hours
9. The Regional Transit Board should consider Metro Mobility fares as a one of the issues to address as part of its overall consideration of fare policies later this year. The following general guidelines should be considered in this discussion. Metro Mobility fares should be established at an affordable rate, easy to understand, but should be greater than fares charged to users of regular route transit service to improve the revenue to cost ratio. Fares should be designed to create a disincentive for long trips. A hardship policy should be established for those unable to pay the established fare. Discussion about premium fares for standing orders or longer trips should also take place to determine impacts on revenue recovery and service provision.

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 12, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Staff Recommendations for Improving Metro Mobility Service

At its meeting on November 13, 1985, the Policy Committee will be discussing the staff recommendations for improving Metro Mobility service. The recommendation will be presented at the November 18, 1985, board meeting.

jmo

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 23, 1985
TO: Policy Committee
FROM: Judith Hollander, Director of Planning and Programs
SUBJECT: Staff Recommendations for Improving Metro Mobility Service

ACTION REQUESTED:

It is requested that the Regional Transit Board approve the staff recommendations outlined in this memorandum for improving Metro Mobility service.

BACKGROUND:

Since the inception of Metro Mobility in 1979, ridership, service area, number of providers and total cost of the system have all grown dramatically. Total monthly ridership has more than doubled between 1979 and 1984 and the annual costs have increased over 200 percent during the same period. The system continues to grow, and in the past year, ridership has increased by 18%. The system is at or near capacity and yet new requests for certification continue at the average rate of 300 per month.

As a result of capacity and budget constraints, service quality and availability have declined. The Urban Institute, a consultant to the Minnesota Department of Transportation (Mn/DOT), noted in their evaluation report,

As capacity is reached by the Metro Mobility Transportation Center, Project Mobility, or the other providers, users will face longer waits on the telephone, longer waits for vehicles, and longer riding times. More requests for occasional service will continue to be declined, and virtually all requests for regular service will continue to be denied. Without more system capacity, the outer suburban communities within the metropolitan area cannot be served without degrading the existing service quality.

In an attempt to identify the steps necessary to increase the amount of service and improve cost-effectiveness of the service, Mn/DOT initiated a comprehensive evaluation of the Metro Mobility program in late 1983.

The Urban Institute, retained by Mn/DOT as the consultant to the project, completed its evaluation of the Metro Mobility program, and developed
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recommendations for actions to be taken to improve service. Mn/DOT took no action on these recommendations, considering that the Regional Transit Board would soon be assuming responsibility for the Metro Mobility program.

The Regional Transit Board, given the responsibility for administering Metro Mobility service in its enabling legislation, began its review of the Metro Mobility program in December, 1984. Starting with the Mn/DOT evaluation report, the RTB has reviewed the Metro Mobility program in a comprehensive manner. Twelve meetings have been held, including four meetings where over 50 Metro Mobility users or their representatives presented testimony about their experiences with the service. Information presented to board members about the service included statistical data about users, federal and state regulations affecting operation of the service, and descriptions of non-Metro Mobility county and coordination programs serving elderly and handicapped persons.

Now that this comprehensive presentation of information has been completed, a review of options to improve the quality and cost-effectiveness of Metro Mobility can occur. Five service options, including the three options proposed by the Urban Institute, and two other options developed locally, are evaluated in this memorandum to show how service quality and cost-effectiveness may be improved by modifying different elements of the Metro Mobility service delivery structure. These five options are:

- o Option A: Improvements to Current Service
- o Option B: Centralized Management System
- o Option C: User-Side Subsidy System
- o Option X: Modified User-Side Subsidy System
- o Option Y: Improvements to Current System with Competitive Component

A general discussion continues about how these different options would impact the resolution of the following major Metro Mobility issues identified by the RTB in their discussions about the program:

- | | |
|--|---|
| o Ridership/Certification Increases | o Social Service Agency Financial Involvement |
| o Service Area | o Interface with Other Providers |
| o Reliability/Responsiveness | o Rising Operating Costs |
| o Fares | o Rationing Limited Service |
| o Centralization vs. Decentralization of Metro Mobility Management | |

Finally, the report is concluded with staff findings and recommendations for future action.

ISSUES:

During the RTB's extensive review of Metro Mobility, many different kinds of issues were raised by individuals and groups involved with either using or providing Metro Mobility service. Because the concerns raised vary greatly both in terms of scope and substance. In order to summarize these key concerns, ten major issues have been identified by RTB for purposes of this discussion.

1. Ridership/Certification Increases

Issue:

The Metro Mobility system is at or near capacity and is not able to meet all existing demands for service or is service expansion possible.

Discussion:

Metro Mobility has experienced a significant increase in ridership demand, particularly during the latter part of 1984. In 1983, Metro Mobility provided 412,400 trips. Total ridership for 1984 was 486,800 trips, an increase of 18%. Even though the system is at or near capacity, requests for certification continue at the average rate of 300 per month. Over 11,000 persons are currently certified to use Metro Mobility service.

Ridership on Metro Mobility has increased not only because of the growth in certification but also because increases in productivity have expanded the system's capability to provide more trips. However, when ridership demands exceed the ability of the system to respond effectively, service quality declines. For example, demand for trips exceed capacity during peak periods for lift-equipped service, resulting in significant number of trip denials and non-availability of standing orders. In an effort to accommodate as many trips as possible, routing may sometimes be circuitous and trips overly time consuming. The Urban Institute suggests that ridership will grow as a function of service quality and system capacity, and that increasing the system's efficiency will expand capacity and promote quality and growth. Conversely, the Institute expresses the concern that lack of MTC cost control over Project Mobility will reduce capacity and threaten quality and growth. They suggest that ways to control cost include competitive bidding, negotiated contracts with providers and/or daily competition among providers operating in a user-side subsidy system.

Ridership could be controlled, if necessary, by tightening eligibility criteria, prioritizing trips, tying fares to trip distances and/or limiting the number of trips taken by an individual within a certain time period.

2. Service Area

Issue:

Portions of the Metropolitan Area are not served by Metro Mobility or by any other provider of transportation services for elderly and disabled persons. Numerous groups and individuals have requested service expansion into these areas.

Discussion:

Nearly unanimous agreement can be reached that there is a need to expand transportation services for elderly and handicapped persons beyond the existing Metro Mobility service area boundaries throughout the entire transit area. However, how that expansion would take place and be coordinated with other service providers has not been resolved.

The Metro Mobility Management Policy Committee (MPC) has held the position over the past few years that expansion should not occur unless additional funding is allocated for the project so as not to "dilute" service in the existing service area. Although this remains a concern, support now seems to be building for service expansion that would be "financed" through the savings expected to be achieved as a result of changes to be made to the existing service. The ability to expand service, given this approach, then becomes a function of the level of savings achieved by reorganizing the existing program.

One option to help alleviate the concerns about expanding Metro Mobility service, is that coordination with non-Metro Mobility providers in outlying areas could be used to facilitate service expansion. Coordination can take place in a variety of ways including, for example, transfer privileges between providers, shared vehicles and facilities, and agreement among providers to serve different market segments.

3. Reliability/Responsiveness

Issue:

Many users have testified that Metro Mobility is not always reliable or responsive to their travel needs.

Discussion:

Individuals who depend on Metro Mobility transportation have testified about a variety of concerns related to service quality and reliability. Clearly, the inability to arrange a ride because system capacity has been reached is a key concern for users. Trip denials, last minute cancellations, vehicle breakdowns, busy phone lines at the Transportation Center, inconvenient advance call-ahead requirements, etc., are also a few of the problems identified by users. These concerns are frequently expressed by users, although it is difficult to access the magnitude or frequency of these problems because little information has been collected about consumer satisfaction and limited data has been collected regarding service performance details.

Establishing an improved monitoring system that would enable providers and managers of Metro Mobility to better monitor how well the needs of the users are being met is strongly supported by all groups. On-time performance, duration of trip, ride comfort, etc., are examples of data that could be collected to provide a better gauge of system performance. The MTC has already begun to collect information about consumer satisfaction through a survey of Metro Mobility users. This information will soon be available.

Deciding which service delivery option will best improve the quality of service, on the other hand is more difficult to assess. As mentioned earlier, under the existing system, quality is determined by the performance of both the Center and the provider. In a brokerage situation, quality will vary according to service area; it is hoped that service monitoring will allow the Transportation Center to identify and deal with poor providers. Under a user-side subsidy scheme, quality is expected to be a key in whether users select certain providers.

When the element of competition is introduced, it has been argued that service responsiveness to users will increase as providers attempt to attract users to their service under a user-side subsidy arrangement, or when providers are competing with one another to secure service contracts.

Users have also stated that they felt the Transportation Center is not always responsive to their needs. For several years, the Transportation Center had employed a consumer liaison to deal with user concerns. This position was eliminated during a period of budget cutbacks. Several individuals testified before the RTB that they think that this position is necessary to deal adequately with consumer complaints and suggestions about service.

4. Fares

Issues:

Metro Mobility fares are not related to the length or quality of the trip, nor do they reflect the actual cost of service.

Discussion:

Metro Mobility fares are identical for long or short trips and for standing orders or demand orders. Fares account for only about six percent of the total operating costs. In addition, fares are not related to a person's ability to pay.

The Urban Institute has recommended that higher fares be charged to reflect the higher costs of longer trips and to account for the different quality of service compared to regular fixed route bus service. Furthermore, they suggest that fare policies should be considered to minimize the need for implementing other kinds of trip-making restrictions such as trip prioritization or trip rationing. Reaction to these recommendations have been mixed.

Several individuals and groups have shown support for increasing fares provided that a hardship allowance was provided for those unable to pay the fare. The Metro Mobility MPC and ATF, for example, have stated that, "the basic fare should be increased with additional fare required for longer trips and standing orders. A reduced fare should be set for hardship cases..."

Objections have also been raised with regard to increasing fares both generally and in the manner recommended by the Urban Institute. The State Council for the Handicapped has strongly indicated that fares should not exceed those charged on regular route transit service. The MTC expressed a concern that tying fares to trip distance will greatly complicate the fare structure and thus it may be better to charge a single fare.

The determination of fares is not necessarily linked to the selection of a particular service delivery option, although some have suggested that premium fares should be charged for standing orders, longer trips, special group loads, etc., to reflect any choice services that are offered as part of any option.

5. Social Service Agency Financial Involvement

Issue:

Many agencies operating day activity centers, sheltered workshops and other programs for disabled persons, have shifted the transportation of clients to Metro Mobility. A minimum of 40 percent of all standing orders and 16 percent of total Metro Mobility trips are for this purpose. Currently, agencies may pay the passenger fare, but none contribute to the actual cost of the service.

Discussion:

The evaluation consultant has recommended that efforts should be made to obtain financial commitments by social service agencies for their client-related travel. The MPC and ATF support this position as does the State Council for the Handicapped.

There are others, however, who are concerned about instituting this practice. The MTC raises the question whether or not client rides to subsidizing agencies would be guaranteed, thus in effect creating a priority for subsidized trips and also suggests that administration may be burdensome. Others have raised the broader question as to whether or not social service agencies have sufficient funds to participate in the recommended manner and how credit would be given for other sources of funding.

In Portland, Pittsburgh and Lancaster, efforts to obtain social service agency financial involvement have been quite successful, especially when incentives such as fare discounts and premium service are offered.

As with fares, the determination of a policy regarding social service agency involvement is not necessarily linked to a particular service delivery option.

6. Interface with Other Providers

Issue:

There are a number of existing providers in the Metropolitan Area, including those social service agencies participating in the three coordinated programs, as well as state subsidized projects in Anoka, Carver, Dakota, Scott and Washington counties. Service parameters for these systems vary significantly. The question of how to interface with other providers will become an increasingly important issue if Metro Mobility expansion occurs.

Discussion:

Many of the non-Metro Mobility providers offering transportation service to the elderly and handicapped want to maintain local community and county government control. While program operators have expressed an interest in

improving coordination between Metro Mobility and their individual programs, the nature of this "improved coordination" has been difficult to define; i.e., would transfers between systems be allowed, could vehicles and facilities be shared, should more than one provider serve a certain clientele, etc.

Currently the five county programs provide a significant local share (between 10 and 17% of total operating costs) and enjoy having the control associated with participating financially. They are concerned that increased coordination with metro Mobility will mean that they will lose the ability to define their programs to meet local needs. Furthermore, concern has been expressed that competitive bidding or allowing many providers to operate service as part of a user-side subsidy scheme would threaten the continued existence of the county providers.

7. Rising Operating Costs

Issue:

Except in the case of Morley Bus Company, providers have not been selected on a competitive basis. In the absence of competition, there has not always been the incentive to conserve costs or improve quality or productivity. Project Mobility, operated by the MTC, receives approximately fifty-four percent of the total budget. Operating costs for Project Mobility has increased about ten percent annually. If this rate continues, Project Mobility operating costs will grow to over 60 percent higher than the current budget. If the increases average only about 7 percent per year, then total costs will go up about 40%. In contrast, taxi rates have remained stable for the last three years and Morley Bus Company continues to provide service at its original 1982 rate.

Discussion:

The Urban Institute argues that,

The general assumption has been in order to expand system capacity and serve more users or expand the service area, more funding is required. Without real competitive pressures to both increase provider and control center productivity, this assumption is realistic. As long as annual contracts guarantee payments, regardless of the actual performance, these managers, driver (sic), and other employees will have no true incentives to serve more travelers at less cost.

Competitive bidding is expected to result in reduced costs and improved service quality which can be utilized regardless of the delivery structure. Under a centralized management scenario, providers could be selected on an annual or biennial basis and the Center would exert competitive pressures on all providers to maintain service quality. Under a user-side subsidy option, competition would take place with every trip requested since users would choose providers and select others if quality deteriorates.

Reports of competitive bidding by other systems have indicated positive results. In 1980, Portland decided to switch from transit agency provision of special bus service to contract with non-profit organizations and taxi operators. It has been reported by the Urban Institute that the drivers' union did react strongly and some users were upset about losing familiar drivers but the transition to a less costly service did take place.

A second option to consider in place of competitive bidding, although perhaps not as effective, is the possibility of periodically negotiating contracts with providers in an effort to encourage them to reduce their costs.

8. Centralization vs. Decentralization of Metro Mobility Management

Issue:

The centralized structure of Metro Mobility offers users a high level of personal travel assistance although it adds significantly to the costs of the program. Decentralized dispatching appears to be more cost effective, although major responsibilities for arranging travel shifts to the user. The per trip cost for services provided by the Center, including certification and project administration, is approximately two dollars. The Urban Institute study has indicated that in 1983, it would have been less expensive to pay each taxi rider's exclusive fare than to use Center resources for setting up tours, and that the call-taking and tour-building functions of the Transportation Center could probably be more cost effectively integrated into the operations of individual providers.

Discussion:

The basis for centralized dispatching and scheduling functions at the Transportation Center is to increase the productivity of Metro Mobility service. However, as indicated above, it appears that it would be more cost-effective to have paid every taxi rider's exclusive fare than expend dollars to set up taxi tours. Furthermore, it has been suggested that because the Transportation Center receives trip requests, allocates trip requests to providers and creates vehicle tours, many quality aspects are more dependent on how the Center performs than how the individual providers perform and thus, it is argued that through decentralization, quality would improve.

On the other hand, others are concerned that many users require a high level of service and will experience difficulty if the providers they call directly are not able to give them the necessary help with their travel arrangements. Many users have advocated for the decentralized approach. The Metro Mobility Management Policy Committee (MPC), for example, has recommended that the Transportation Center be retained only as an administrative unit, and that users should make ride reservations directly with the provider. The Transportation Center provides a variety of services ranging from certifying eligible users to dispatching vehicles. Regardless of the level of certification, many of these functions will continue to be necessary.

9. Rationing Limited Service

Issue:

Because Metro Mobility must operate within an established budget, the possibility exists that the demand for service will at times exceed available resources. At issue is how to ration limited service fairly among users.

Discussion:

A variety of options for rationing trips, should it become necessary, exist. These include prioritization by means such as trip purpose or number of trips. No explicit trip restrictions are currently imposed upon Metro Mobility users. Users appear to strongly object to prioritization by trip purpose or by limiting the number of trips, as indicated by the Metro Mobility MPC/ATC recommendations. As this group has stated:

"For most persons, Metro Mobility represents the only transportation option, the only means for individual participation in daily life activities. All persons have varied interests and differing needs for transportation. A young individual's priority which might be school or work, may not be relevant for the older passenger wanting to visit a spouse in a nursing home. For this reason, public transit should not prioritize trips by purpose."

The Urban Institute suggests that in an effort to avoid trip prioritization, fares be tied to trip distance to discourage some tripmaking, particularly with a strict user-side arrangement, since there is very limited control over the number of rides that are provided within a certain time period.

As the system currently exists, demand is rationed by reducing service levels, denying trips and limiting standing-orders. Trip rationing has occurred when funds were short and also in cases where demand exceeded supply.

OPTIONS

The Urban Institute originally developed three options for consideration in making Metro Mobility service improvements. They recommended Option C, the User Side Subsidy option, as the alternative having the greatest potential for expanding the amount of service available, improving cost-effectiveness and improving the quality of service to users. They suggested that improvements in service could be achieved by modifying the existing system, but suggested that even greater travel benefits and lower costs could be achieved by making major service delivery changes.

The three options presented by the Urban Institute represent generalized alternative approaches toward providing specialized service for the disabled. Each option, with modifications appropriate to the area, has previously been

implemented elsewhere. Generally speaking, there is no consensus that there is a single best way for communities to provide this type of service. Rather, each community has chosen to provide the service in a manner that seems to best meet the needs of its users, and is most consistent with local values, and available resources.

To assist policymakers assess how each alternative would impact service and budget considerations, the Urban Institute attempted to show the differing impacts of each of the three options on both demand and supply. Using these same tables, staff has shown how two additional options would also impact service. These two options have been added to those presented by the Urban Institute because they help show how variations can be made to all options. All five options are briefly described below.

The three options developed by the Urban Institute follow, directly quoted from in the evaluation report:

Option A:

This alternative consists of changes to the service quality, administration, and operating characteristics of the existing system. This option limits Project Mobility service to non-ambulatory persons traveling within the cities of St. Paul and Minneapolis. Private providers will serve all other persons and will be competitively selected to serve specific geographic areas. The Transportation Center will receive all trip requests but only dispatch Project Mobility trips. It will forward all other trip requests to the providers for dispatching in each service area.

Option B:

With the same philosophy as the LIFT System in Portland, this option establishes the MTC as a manager or broker organization to certify eligibility, administer service delivery, coordinate some agency client travel monitor service quality, and market services to agencies and users. The management organization does not provide any transportation service or dispatch vehicles. It selects and contracts with the most cost-effective providers and assigns them to service areas.

Another version of this alternative, with the same philosophy as the Access System in Pittsburgh, establishes a private company as the manager or broker organization. This privately administered system will be designated Alternative B1.

Option C:

This system is highly decentralized with users and providers directly in control of each trip.

Like the Milwaukee system, it provides eligible persons charge slips or tickets at reduced rates which they can use to purchase transportation services. Each user, with guidance from social service agencies if necessary, patronizes the provider of his or her choice. The provider then redeems used tickets or charge slips for their full value from the program administrator. Providers thus receive subsidies only for the trips they serve rather than for maintaining

a specified level of service. All qualified providers (for-profit and non-profit) may participate and new carriers may enter the market and compete for each trip.

The program administrator will be either the MTC or a private organization. A privately administered version will be designated Alternative C1. The program administrator will certify eligibility and issue ID cards, distribute user charge slips and tickets, administer service agreements and reimburse providers, monitor performance, and market the services to agencies and users.

Options X and Y, locally developed, are very different from one another. They were developed to show yet other ways that Metro Mobility could possibly be restructured for purposes of improving service cost-effectiveness and quality.

Option X:

Option X capitalizes on many of the advantages of both decentralized and centralized approaches of providing transportation services to the disabled, combining the characteristics of the user-side subsidy concept with some of the centralized monitoring and control mechanisms of the current Metro Mobility system.

Under this option, users request trips directly from providers and are able to choose who to call for their trips from a number of providers. What differentiates this option from a user-side subsidy is that all providers participating in the program are linked to a central facility by computer. All rides offered by each of the providers are then recorded by the central computer to determine when a daily pre-programmed budget is reached, and, furthermore, to monitor and collect data on tripmaking activity.

Responsibility of the managing organization include certifying eligibility and issuing identification cards, administering service agreements and reimbursing providers, monitoring performance, and conducting marketing and promotional campaigns involving agencies and users.

Option Y:

Metro Mobility would continue to operate in a centralized manner. Users would call the Transportation Center to request their trips; the Center would assign trips to providers. Providers would assign their own vehicles. Additional order-filling staff would be added to the Center to accommodate increased demand.

Providers would be selected by the RTB on the basis of cost and ability to provide the service.

Each of the five options presented possess different strengths and weaknesses. All of the options would introduce service improvements to the Metro Mobility program, but differ in terms of the way in which the previously identified issues would be resolved.

Common to all five options is that the element of competition has been introduced as an effort to control costs and improve service. Improvements in

cost-effectiveness have been identified by Mn/DOT, and later by the RTB, as one of the key issues associated with Metro Mobility. The extent to which providers would have to compete to provide service vary with the options.

Decentralized options (Options C and X) appear to have the greatest potential for improving cost-effectiveness of the service and for increasing the number of trips. The costs of maintaining a central facility are greatly reduced by requiring each provider to tour and dispatch his/her own trips, and competition among providers to attract users will reduce costs.

Decentralized options, furthermore, appear to have significantly greater potential for improving the quality of service. Users would have the flexibility to choose a preferred provider. Competition among providers to attract users should also lead to better quality service (directness of ride, pick-up reliability, on-time arrival, etc.)

Centralized options can also introduce cost-savings although not of the same magnitude as the decentralized alternatives. Quality of service, too, can be improved, although service performance depends both on the Transportation Center and the provider. When access to the Transportation Center is limited by busy phone lines or shortage of staff, the ability to secure a ride is limited. Although the potential savings and ridership growth for centralized options are not as great as with some of the decentralized options, they do offer certain advantages. Options that retain at least some centralized component (Option Y, and to some extent, Option X) provide the maximum control in allocating program funding. Centralized service, particularly option Y, provides users with the greatest level of assistance in tripmaking and creates the "strongest safety net" for passenger emergencies. Because this option is the most similar to that currently in existence, there would also be fewer transition and implementation problems, and to some extent greater certainty about predictability of performance.

FINDINGS AND CONCLUSIONS

1. The Metro Mobility program provides an essential transportation service to thousands of individuals. The program, as a whole, continues to grow at a steady pace, in terms of registration ridership and cost. Changes in organization are necessary to improve service quality and increase cost-effectiveness.
2. At the present time, much of the data necessary to substantiate the magnitude or frequency of user concerns is not available. Performance data related to reliability and responsiveness of the service, e.g., length of waiting time for and on vehicles, number and type of complaints, would be helpful in making decisions regarding service improvements.
3. Compelling arguments exist for creating a competitive environment for service providers in order to achieve maximum cost-savings and improve service. Competitive bidding and/or competition among providers created through user-side subsidy arrangement appear to be the most promising cost control techniques.
4. Consumers seem to feel that the Transportation Center isn't always responsive to their concerns and that additional liaison between consumers and providers is necessary.

5. Many users have said that they would like to take increased responsibility for arranging their trips; others seem very satisfied with the existing arrangement. The cost savings, as well as the potential improvements in service quality associated with decentralizing part or all of the service; i.e., having users contact providers directly, appear significant and are an area to consider for organizational modification.
6. The need for transportation services for elderly and handicapped persons exists throughout the seven-county area.
7. The county and coordination transportation programs serve the needs of many elderly and disabled persons. The extent and level of coordination of these programs with the Metro Mobility program needs to be established.
8. Social service agency clients make up a significant portion of Metro Mobility ridership, and yet there is no financial participation from the social service agencies on behalf of their clients traveling on Metro Mobility. Dialogue with these agencies would help to identify how such participation can begin.
9. Trip prioritization is clearly not a favored approach of users for rationing limited service. Fare increases, on the other hand, appear to have greater support in this regard, as long as exceptions for those unable to pay, are implemented.

RECOMMENDATIONS:

It is recommended that the RTB adopt the following actions:

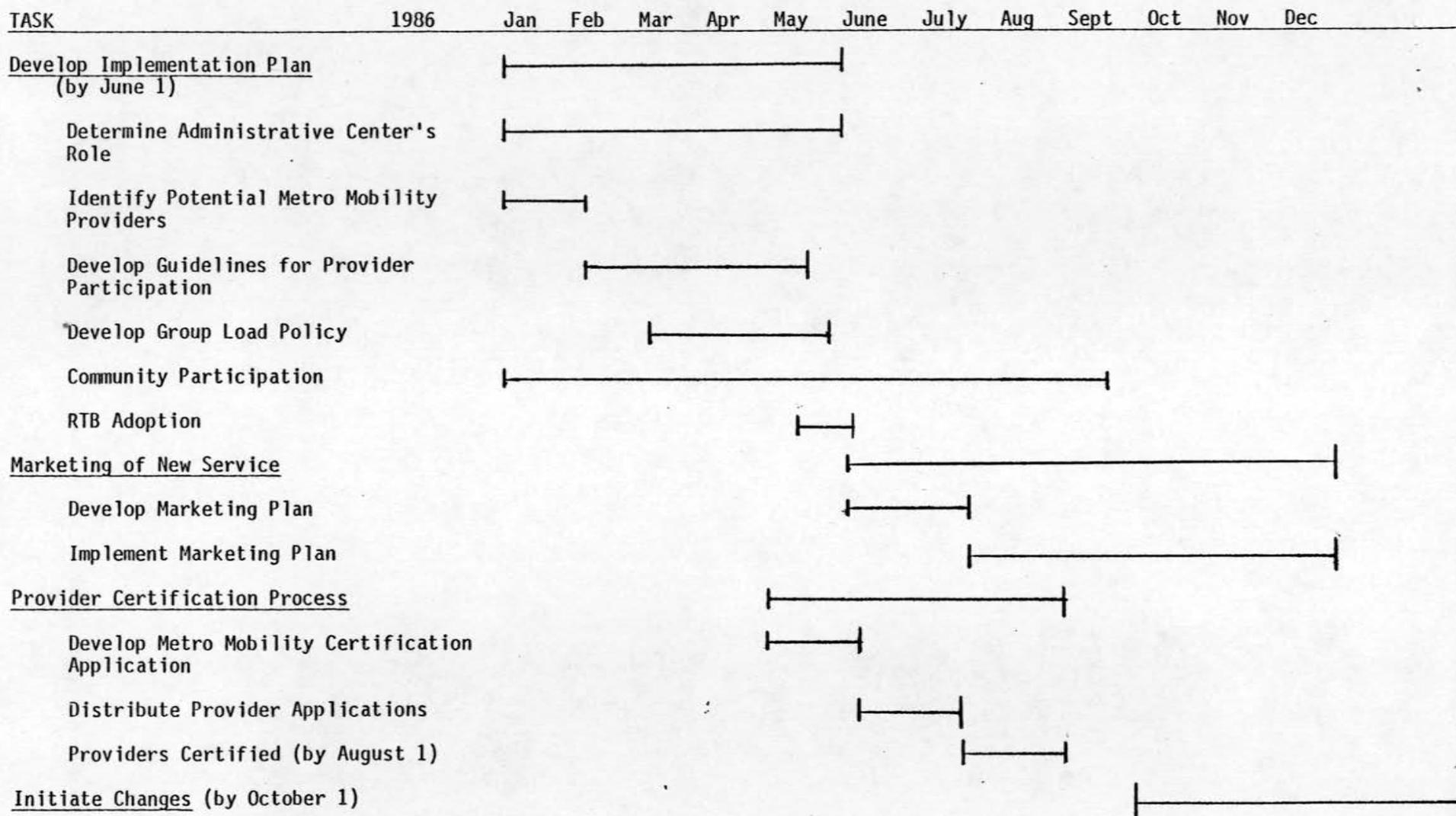
1. The Regional Transit Board directs its staff to develop an implementation plan by June 1, 1986, to propose and organize the specific operational details for implementing the following actions. This plan should be developed in conjunction with the Minnesota Department of Transportation, the Metropolitan Transit Commission, and reviewed by the RTB Transportation Handicapped Advisory Committee. This implementation plan should contain a comprehensive monitoring and evaluation element so that improvements in Metro Mobility service can be monitored by the Board on a regular basis. A draft timetable and outline of tasks necessary to accomplish this effort follows.
2. Beginning in October 1986, the Metro Mobility program should be reorganized to operate on a modified user side subsidy basis, as described by Option X in the preceding discussion. This option promises the greatest travel benefits for users, while at the same time, presents the greatest opportunity to reduce per trip costs. The modified user-side subsidy arrangement would allow users to contact providers directly to arrange for their ride requests. All qualified providers would be able to participate in the program and the Metro Mobility Transportation Center would monitor trip requests. Competition among providers promises cost savings as well as increases in service quality.

It is further recommended that the Metro Mobility Transportation Center be retained to certify eligible users, monitor daily performance of providers, provide computer facilities and deal with consumer concerns. The Transportation Center should continue to be operated by the Metropolitan Transit Commission. Additionally, it is recommended that a consumer liaison be added to the Transportation Center staff to assist users with trip plans and concerns.

3. The Regional Transit Board should pursue dialogue with social service agencies to determine how the needs of their clients can best be met and what level of financial support they can provide to support their clients using Metro Mobility service. The best way to provide large group trips should also be a key agenda item of this discussion.
4. A monitoring system should be established by the Transportation Center to adequately measure the quality of service to assist in the identification of additional and necessary ongoing service improvements. Information relating to consumer satisfaction and service performance should also be used to evaluate service on an ongoing basis.
5. Metro Mobility service should be expanded throughout the transit taxing district with the savings realized from this restructuring effort. Expansion should take place in a staged manner as funding permits. The RTB should work toward ensuring transportation services for elderly and handicapped persons throughout the seven-county area, emphasizing coordination with existing community providers.
6. Using the Service Needs Assessment as a starting point, the Regional Transit Board should conduct a review of county transportation programs to evaluate service quality and adequacy. Once these evaluation efforts are completed, agreement on the type and extent of coordination with Metro Mobility should be outlined.
7. The RTB should similarly begin discussions with other providers of transportation for handicapped persons to determine the level and type of coordination required to best meet the needs of the disabled community. An effort to define the appropriate role of these providers in relation to the Metro Mobility program should be a key element of these discussions.
8. Based on the forthcoming results of the Metro Mobility user survey and a refined monitoring system, attention should be focused on finding solutions to deal with issues related to quality of service and user satisfaction. Attention should be focused on user concerns expressed at public meetings.
 - confirmation of ride requests in a timely manner;
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 - limited weekend hours
9. The Regional Transit Board should consider Metro Mobility fares as a one of the issues to address as part of its overall consideration of fare policies later this year. The following general guidelines should be considered in this discussion. Metro Mobility fares should be established

at an affordable rate, easy to understand, but should be greater than fares charged to users of regular route transit service to improve the revenue to cost ratio. Fares should be designed to create a disincentive for long trips. A hardship policy should be established for those unable to pay the established fare. Discussion about premium fares for standing orders or longer trips should also take place to determine impacts on revenue recovery and service provision.

DRAFT TIMELINE FOR METRO MOBILITY REORGANIZATION



October 1985

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 18, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Jobseekers Program

At its meeting on November 13, 1985, the Policy Committee approved the following recommendation:

RECOMMENDATION:

That the Regional Transit Board approve the implementation of a user-side subsidy jobseekers program effective January 1, 1986.

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 12, 1985
TO: Regional Transit Board
FROM: Policy Committee
SUBJECT: Jobseekers Program

At its meeting on November 13, 1985, the Policy Committee will discuss the jobseekers program. An oral report and recommendation will be presented at the November 18, 1985, board meeting.

jmo

Todd Lefko
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 8, 1985
TO: Policy Committee
FROM: Judith McCourt, Programs Manager
SUBJECT: Jobseekers Program

ACTION REQUESTED:

That the Regional Transit Board (RTB) approve the implementation of a user-side subsidy jobseekers program effective January 1, 1986.

BACKGROUND:

The RTB is required by Minnesota Statute 473.387, Section 101, Subdivision 3, to provide a program to address the transit needs of persons seeking employment and who lack private means of transportation.

The Metropolitan Transit Commission (MTC) administers two programs, known as the WIN and JET pass programs, that provide free or reduced fares for persons seeking employment. These programs are scheduled to expire on December 31, 1985, at which time the RTB should be prepared to implement its own program or request the MTC to continue its current program.

On September 9, 1985, the Policy Committee analyzed the jobseekers programs that are currently administered by the MTC and discussed options for implementing its own program. The MTC programs result in an estimated monthly revenue loss of \$38,500 or \$460,000 annually. The MTC is not reimbursed for lost revenue which interferes with MTC's efforts to achieve a 35 percent farebox recovery as required by legislation.

During the development of an RTB jobseekers program, staff has held a series of meetings and conversations with parties that are currently participating in the MTC administered programs. All parties have expressed that they perceive a need for a jobseekers program. The Department of Jobs and Training, formerly the Department of Economic Security, has also proposed several alternatives for expanding the current program. The alternatives ranged from the expansion of the current program to include other agencies that serve the unemployed specifically, the Job Training Partnership Act Program (JPTA) and the Minnesota Employment and Economic Development Program (MEED) to the development of a circulator vanpool program to exclusively serve the unemployed.

After reviewing the programs that are now in place, the Policy Committee agreed at its meeting of September 9, 1985, that the program to be implemented by the RTB should meet the following objectives. The program should:

1. Provide greater access to transit services than the current program.
2. Be easy to administer and monitor.
3. Not interfere with transit providers' efforts to meet the 35 percent farebox recovery standard.
4. Serve the unemployed within the framework of programs serving the general public.

DISCUSSION:

Since the presentation of the memorandum to the Policy Committee in September, a focus group, in conjunction with the Transit Service Needs Assessment study, has been conducted. This focus group provided additional information which has been helpful in developing a proposal for your consideration. The focus group was composed of unemployed persons, many who were participating in the JET pass program and one who was involved in the WIN program.

The focus group confirmed many of the concerns outlined in the September memorandum regarding the perceived abuse of the JET pass program. All participants felt that restricting travel to the off-peak period impeded their efforts to find a job. Participants noted that interviews are not restricted to the off-peak period. Approximately one half of the participants noted they continued to use their JET pass after they had found a job. All participants remarked they used the pass for non-job search travel and many remarked they had lent the pass to other people. Focus group participants suggested that a new program should monitor jobseeking efforts more closely. When asked who could provide this monitoring, a case worker or job counselor was suggested.

The satisfaction of the person participating in the WIN program was high and the pass was perceived as a useful tool for seeking employment. The person also referred to frequent contacts with a case worker who reviewed jobseeking efforts on a regular basis.

Participants in the WIN and JET pass programs were highly dependent on public transit. All participants used the bus whenever possible and many noted that unless public transit was available to a place of employment, they would not take the job. Several participants cited turning down employment because it was not on a bus line. When questioned about other transportation alternatives such as ridesharing, the vast majority felt it was not an alternative they would choose. It was clear that the bus was the preferred transportation mode of the group.

Based on the analysis of the strengths and weaknesses of the current program, the focus group session and the objectives cited by the Policy Committee, it is recommended that a user-side subsidy program be implemented on January 1, 1986. A two-step process is recommended. The first step involves initiating the program with selected agencies and providers. The second phase involves expanding the program to include additional agencies and providers.

It is recommended that the RTB jobseekers program initially include the three programs and one provider. The programs are the WIN, JPTA, and MEED programs which are all under the auspices of the Department of Jobs and Training. The initial provider would be the MTC.

It is proposed that the RTB jobseekers program would be a user-side subsidy rather than the free pass program. Under the proposal, vouchers would be provided to the Department of Jobs and Training for distribution to eligible WIN, JPTA and MEED participants. The vouchers would then be distributed to persons seeking employment by the participating programs. In turn, the jobseeker would redeem their voucher with a participating provider. The provider in turn would request reimbursement from the RTB on a monthly basis. The voucher would offset 75 percent of the purchase price of a monthly pass. The remaining 25 percent could be either subsidized by the participating program or paid by the jobseeker. It is recommended that a maximum of 1,500 passes per month be distributed to eligible recipients. In earlier correspondence with the Department of Jobs and Training, they estimated that the three programs could distribute 1,245 passes on a monthly basis in the seven county metropolitan area. Allowing for a maximum of 1,500 passes permits some program expansion.

A brief analysis of the proposed program, as compared to the current program, is presented for your review. The programs will be compared over three parameters, ridership, cost to the user, and RTB subsidy implications.

The current JET and WIN programs provide an estimated 3,150 trips per day. Two thousand of these are estimated to occur under the JET pass program and 1,150 under the WIN program. It is difficult to quantify how many of the 2,000 trips are legitimate work trips given that the focus group indicated a significant level of program abuse. If it is estimated that 20 percent of the JET pass trips are for non-work purposes, then the total daily usage of both programs is 2,750 trips. Under the proposed program, 1,500 vouchers would be distributed resulting in the distribution of 1,500 passes. The estimated daily usage would be 3,000 trips if it is assumed that two trips per day are made on a pass.

The cost to the user compares to the WIN and JET pass programs as follows. Under the WIN program, passes are provided free of charge to the user. Under the JET program, participants must pay 25 cents each time they ride the bus in the off-peak period. The proposed program would call for users to receive a 75 percent discount on monthly transit passes.

The estimated annual subsidy for the jobseekers program compared to the WIN and JET programs, is \$24,400 less annually. The monthly subsidy for the JET program is \$20,000. The corresponding subsidy for the WIN program is \$18,500 and the annual cost of the program is \$460,000. The subsidy for the RTB jobseekers program would be \$36,300 monthly for an estimated annual cost of \$435,600.

Under a user-side subsidy system, the option exists for several providers to participate. From evaluating the comments of the focus group participants, it appears that the majority of the trips will be made on MTC service. It is, therefore, recommended that the jobseekers program be initiated with MTC service.

The second phase of the project would involve refining the program, evaluating the inclusion of other agencies and expanding the number of participating providers. The second phase would begin in the fall of 1986 with recommendations to be presented to the Policy Committee for possible implementation on January 1, 1987.

FINDINGS AND CONCLUSIONS:

- o The RTB is legislatively mandated to develop a program to address the transit needs of persons who are seeking employment and who lack private means of transportation.
- o At the Policy Committee meeting of September 9, 1985, the committee agreed that the RTB program should meet four objectives. It should be easy to administer and monitor, provide greater access to transit services, not interfere with efforts of providers to meet the 35 percent farebox recovery standard, and should be provided within the framework of existing services.
- o A recent focus group of JET and WIN pass participants confirmed concerns regarding abuse of the JET pass program and satisfaction with the WIN program.
- o Based on an analysis of strengths and weaknesses of the current program, the focus group findings and the objectives of the Policy Committee, a user-side subsidy program is recommended.
- o The program would be implemented in two phases. The first phase would permit 500 vouchers to be distributed by the JPTA, WIN and MEED program monthly for redemption of monthly MTC passes. The second phase would evaluate including additional agencies and expanding the number of providers.
- o The proposed program provides a greater opportunity to monitor jobseeking efforts of participants and lifts the peak travel restrictions on individuals.
- o The current program provides an estimated 2,750 work trips daily. The proposed program would provide 3,000 daily trips. The estimated annual cost of the current program is \$460,000. The proposed program cost would be \$435,000 annually.

Policy Committee
November 8, 1985
Page 5

RECOMMENDATION:

That the Regional Transit Board approve the implementation of a user-side subsidy jobseekers program effective January 1, 1986.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Third Quarter Financial Statements

At its meeting November 7, 1985, the Administration and Finance Committee approved recommendation that the "Financial Statements as of September 30, 1985" be received and directed to be placed on file by the board.

RECOMMENDATION

That the board approve and direct to be placed on file the "Financial Statements of September 30, 1985".

RUTH FRANKLIN
CHAIR

NOV012

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 31, 1985
TO: Administration and Finance Committee
FROM: Leslie Johnson, Director of Administration
SUBJECT: Financial Statements as of September 30, 1985

Attached are Regional Transit Board financial statements dated September 30, 1985. They have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles. They are as follows:

- combined balance sheet (Exhibit A)
- combined statement of revenues, expenditures and changes in fund balance (Exhibit B)
- RTB statement of budget status (Statement C)

The financial data continues to be monitored monthly to provide for line item budget revisions for submittal to the committee and board with comments and recommendations.

RECOMMENDATION

That the Administration and Finance Committee recommend the board receive the September 30, 1985 financial statements and direct that they be placed on file.

Attachment

COMBINED BALANCE SHEET

SEPTEMBER, 30, 1985

Assets	Fund			Account Group	Total (Memorandum Only)
	General	Federal Planning Grant	Property Tax Levy	General Fixed Assets	
Cash	\$ 28,279	\$	\$	\$	\$ 28,279
Due from Members	91				91
Due from Council	68				68
Due from State	561,600	41,400			603,000
Due from other funds	47,652				47,652
Taxes receivable			23,534,713		23,534,713
Restricted assets: (for retire- ment of tax anticipation notes)					
Cash			20,148		20,148
Investment with escrow agent			25,483		25,483
Investment-other			1,378,249		1,378,249
Tax anticipation note proceeds paid to MTC			16,939,459		16,939,459
General fixed assets				61,213	61,213
Total Assets	\$ 637,690	\$ 41,400	\$41,898,052	\$ 61,213	\$42,638,355
<u>Liabilities and Fund Equity</u>					
Liabilities:					
Accounts payable	\$ 35,979	\$	\$	\$	\$ 35,979
Salaries payable	12,050				12,050
Accrued vacation payable	22,696				22,696
Due to Council	104,789				104,789
Due to other funds		41,400	6,252		47,652
Deferred Revenue-Taxes			23,534,713		23,534,713
Payable from restricted assets:					
Due to MTC			1,398,387		1,398,387
Tax anticipation notes			16,500,000		16,500,000
Accrued interest payable			458,700		458,700
Total Liabilities	\$ 175,514	\$ 41,400	\$41,898,052	\$ -0-	\$42,114,966
Fund Equity:					
Invested in general fixed assets				61,213	61,213
Fund balance-					
Reserved for Encumbrances	153,606				153,606
Undesignated	\$ 308,570	\$	\$	\$	\$ 308,570
Total Fund Equity	\$ 462,176	\$ -0-	\$ -0-	\$ 61,213	\$ 523,389
Total Liabilities & Fund Equity	\$ 637,690	\$ 41,400	\$41,898,052	\$ 61,213	\$42,638,355

EXHIBIT B

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
9 MONTHS ENDED SEPTEMBER 30, 1985

	Fund			Totals (Memorandum Only)
	General	Federal Planning Grant	Property Tax Levy	
Revenues:				
Taxes	\$	\$	\$ 17,921,682	\$17,921,682
State - Grants	1,002,518	41,400		1,043,918
Homestead Credit			4,125,610	4,125,610
Interest	26,929		50,878	77,807
Reimbursement by MTC			16,942,736	16,942,736
Miscellaneous	628			628
Total Revenue	\$ 1,030,075	\$ 41,400	\$39,040,906	\$40,112,381
Expenditures:				
Salaries - MTC	249,134	\$ 41,400	\$	\$ 290,534
Council (Inc. indirect)	46,322			46,322
Benefits	58,875			58,875
Per Diems	35,750			35,750
Travel	50,885			50,885
Employee Development	290			290
Recruitment	25,760			25,760
Membership Dues	2,765			2,765
Telephone	16,418			16,418
Postage	5,337			5,337
Legal Notices	5,143			5,143
Printing	4,284			4,284
Periodicals	393			393
Office Rent	32,671			32,671
Members Expense	2,212			2,212
Insurance	4,307			4,307
Rental of Furniture/Equip	9,192			9,192
Office Supplies	23,604			23,604
Accounting Service	1,100			1,100
Computer Expense	12,653			12,653
Miscellaneous	33,231			33,231
Legal Services	40,160			40,160
Fixed Assets	53,602			53,602
Consultants	87,248			87,248
Contractual Srvs.-others	21,524			21,524
Metro Council - Indirect				
Non-Labor	23,682			23,682
Metro Council - Planning	160,822			160,822
Transit provider payments			38,572,686	38,572,686
Interest on tax anticipation notes			458,700	458,700
Financing expense			9,520	9,520
Total Expenditures	1,007,364	\$ 41,400	\$39,040,906	\$ 40,089,670
Excess of Revenues Over (Under)				
Expenditures	\$ 22,711	\$ -0-	\$ -0-	\$ 22,711
Fund Balance January 1, 1985	439,465	-0-	-0-	439,465
Fund Balance September 30, 1985	462,176	\$ -0-	\$ -0-	\$ 462,176

STATEMENT C

RTB STATEMENT OF BUDGET STATUS

ACCOUNT TITLE	BUDGET	CURRENT QUARTER	YEAR-TO-DATE	% OF BUDGET

Salary & Benefits	\$574,831	\$167,127	\$395,731	68.8%
Board Expenses	99,776	16,567	69,288	69.4
Computer Expense	36,000	9,814	12,653	35.1
Contractual Legal Services	113,643	11,066	40,160	35.3
Contractual Technical Services	152,643	12,741	109,872	72.0
Recruitment	3,500	20,588	25,760	736.0
Training	5,000	290	290	5.8
Conference Fees	3,900	5,391	7,203	84.7
Membership Dues	2,400	250	2,765	115.2
Local Travel	10,000	1,444	3,065	30.7
Non-Local Travel	18,400	2,625	9,291	50.5
Rent & Utilities	45,000	9,533	32,671	72.6
Furnishings	60,000	-0-	53,602	89.3
Rent of Equipment	8,600	2,949	9,192	106.9
Equipment Maintenance	4,200	-0-	-0-	N/A
Office Supplies	37,300	16,244	23,604	63.3
Telephone	18,000	4,607	16,418	91.2
Postage	25,000	1,556	5,337	21.3
Legal Notices	3,000	2,367	5,143	171.4
Printing	60,300	-0-	4,677	7.8
Council Reimbursement	125,000	37,317	160,822	128.7
General Overhead	10,000	29,288	61,220	612.2
Contingencies	-0-	-0-	-0-	N/A
Total	1,416,493	351,764	1,048,764	74.0
Charges as of September 30, 1985			Percent of Year Elapsed:	75%

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Affirmative Action Plan

At its meeting November 7, 1985, the Administration and Finance Committee reviewed and approved the Affirmative Action Plan.

RECOMMENDATION

That the board approve, as is, the Affirmative Action Plan.

RUTH FRANKLIN
CHAIR

NOV012

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 31, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Regional Transit Board Affirmative Action Plan

ACTION REQUESTED

The committee is asked to review the proposed Regional Transit Board's Affirmative Action Plan and recommend it to the Board for approval.

BACKGROUND

Earlier this year the Board approved the retention of Labor Relations Associates to assist RTB staff in the preparation of personnel policy documents. The Affirmative Action Plan is the first document to be completed in this process. It is modeled after the Affirmative Action Plan in use by the Metropolitan Council. This plan conforms to the specific requirements for developing and implementing written affirmative action programs as spelled out in Revised Orders No. 4 and 14, issued by the Office of Federal Contract Compliance Programs (OFCCP) of the U. S. Department of Labor. This plan also satisfies the requirements of the Minnesota Human Rights Act. The committee should be aware that the policy statement has been amended to include sexual preference as a protected class. Our personnel consultant advised us not to include this as it is not required by law and is not specifically mentioned as an unlawful basis for discrimination in employment. The management staff, however, feels that this should be included in our policy statement and the committee is asked to make a policy decision as to whether this should be included. The committee should be aware that this document does not have to be approved at this meeting so if there are any concerns or if the committee feels a need for further discussion this can be done at future committee meetings.

RECOMMENDATION

It is recommended that the Administration and Finance committee review the Affirmative Action Plan and recommend it to the Board for approval.

NOV001

AFFIRMATIVE ACTION PLAN
1986

Regional Transit Board
270 Metro Square Building
Seventh & Robert Streets
St. Paul, Minnesota 55101
Tel. 612/292-8789

AFFIRMATIVE ACTION PLAN

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EQUAL OPPORTUNITY STATEMENT OF POLICY

The Regional Transit Board hereby affirms its policy of providing equal opportunities in: employment; citizen participation in program planning; the provision of service to the public; economic opportunities; and participation in and receipt of benefits derived from federally funded programs. The Board will comply with current applicable federal and state statutes and regulations and local ordinances in implementing this policy.

No person or organization shall, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation or sexual preference, be excluded from participation in, be deprived of the benefits of, or be subject to discrimination by the Regional Transit Board.

The Board shall continue its affirmative action efforts to ensure equal opportunities in: employment, citizen participation in program planning, business opportunities afforded by the provision of goods or services to the Board and participation in federally funded programs.

Elliott Perovich
Chair

PLAN DISSEMINATION

Dissemination of the Board's Equal Opportunity Policy is essential to implementation of the program. The policy will be communicated both internally and externally as follows:

Internal

1. The policy statement will be prominently placed on all common employee bulletin boards.
2. Copies of the Affirmative Action Plan will be available to all employees at any time from the Administrative offices.
3. The Affirmative Action Plan will be kept on file in the Regional Transit Board's master files.
4. The Director of Administration will meet with department heads on an annual basis to explain and discuss implementation of the plan.
5. Department heads will review the plan with personnel reporting to them.
6. Each manager will be responsible for reviewing the plan with employees under their supervision.
7. New employee orientation sessions conducted by department heads will include information about the policy and plan.
8. The Administrative Aide will serve as an information resource on the plan to all employees.
9. The Board will maintain a position that a non-discrimination clause will be included in any labor agreement.
10. News items pertaining to equal opportunity and affirmative action will be posted on bulletin boards and circulated to department heads as appropriate.
11. An annual progress report will be provided to the Regional Transit Board.

External

1. The Board's Annual Report will include a report on the Affirmative Action Plan.
2. Citizen action groups, government agencies, educational institutions and organizations that serve as sources for recruitment for employment of protected-class members will be notified of the Board's Equal Opportunity Policy and may obtain a copy of the Plan upon request.
3. Information regarding Board adoption of the Affirmative Action Plan will be included in appropriate Board publications.
4. All advertisements, announcements of job openings, application forms, letters acknowledging receipt of applications or resumes, purchase orders and contracts will include the statement, "The Regional Transit Board is an Equal Opportunity Employer."
5. All contractors, vendors and suppliers who currently supply goods and services to the Board will be informed of the Board's policy and plan, and of their equal opportunity obligations thereunder.
6. All service providers will be informed of Board policies and the Affirmative Action Plan and of their equal opportunity obligations thereunder.
7. Copies of the Plan will be made available to the public upon request.

DESIGNATION OF RESPONSIBILITIES

1. RESPONSIBILITIES OF THE CHAIR

The Chair of the Board has final responsibility for the success of the Affirmative Action Plan. The Chair may delegate such authority, duties and responsibilities as needed to achieve the objectives of the Plan.

2. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director is responsible for the overall administration of the plan, enforcing its policy and making recommendations as necessary to the Board to promote programs for the achievement of equal opportunity.

3. RESPONSIBILITIES OF THE DIRECTOR OF ADMINISTRATION

The Director of Administration is responsible for overseeing and providing administrative support in developing, implementing and maintaining the plan.

4. RESPONSIBILITIES OF THE MANAGEMENT STAFF

All management staff is responsible for implementing equal opportunity policies and procedures within the work units and programs. Management staff will be evaluated on performance of equal opportunity responsibilities as they would any other program-related area.

5. RESPONSIBILITIES OF THE ADMINISTRATIVE AIDE

The Administrative Aide is designated to act as the coordinator of the Affirmative Action Plan. The duties are as follows:

- a. Develop and maintain data, including utilization analysis, to monitor and report results of the Board's equal opportunity and affirmative action efforts in employment.
- b. Assist the management staff in establishing goals and objectives for program compliance.
- c. Provide information and recommendations, as necessary, to the Director of Administration and Executive Director regarding compliance with the Plan's requirements.
- d. Develop equal opportunity program policies, goals and implementation strategies as assigned by the Director of Administration for recommendation to the Executive Director.

- e. Research and provide advice on matters pertaining to equal opportunity and affirmative action, including helping to resolve complaints.
- f. Serve as an information resource to all employees regarding the Equal Opportunity Policy and Affirmative Action Plan, and employee rights and obligations under current applicable federal and state statutes and regulations, local ordinances and the Board's plan.
- g. Develop and maintain communication with community resources, educational institutions, agencies and organizations to promote the Board's Equal Opportunity Policy and identify additional sources of recruitment.
- h. Gather information and prepare reports as required by the Plan or the Director of Administration.
- i. Provide technical assistance to staff members as they prepare information regarding the Board's equal opportunity compliance efforts for inclusion in grant applications; help internal grant coordinators develop procedures to monitor grantees on equal opportunity compliance.
- j. Periodically review personnel policies and procedures to ensure legal compliance.

6. RESPONSIBILITIES OF ALL EMPLOYEES

Employees are responsible for being aware of the Board's equal opportunity policies and program. The Board requires the cooperation of all employees in implementing its Affirmative Action Plan and adhering to its policies. Employees are encouraged to submit suggestions for facilitating the Board's equal opportunity and affirmative action efforts and to participate in equal opportunity activities.

PLAN DEVELOPMENT AND EXECUTION

1. RECRUITMENT

a. EXTERNAL

In order to increase the number of protected-class members applying for employment, recruitment resource lists will be developed. These lists will be periodically updated by the Administrative Aide and will include organizations and educational institutions which are normally prepared to refer qualified applicants in protected classes.

All job announcements will be sent to the appropriate recruitment resources as well as advertised in media with a significant market share among protected classes. Such notification will contain pertinent job information including: job title, department, location, work schedule requirements, a brief description of major duties and responsibilities, minimal job-relevant requirements, starting salary or salary range, close of application date and name of person to contact. All notices or advertisements of job openings will include the statement: "An Equal Opportunity Employer."

The Board may also participate in various other programs at the local, regional or national levels for recruitment in job classifications where the annual utilization analysis has identified an underutilization of protected-class members. The Director of Administration, who is responsible for all recruitment programs, may request that the management staff help develop recruitment strategies and identify additional recruitment resources. Applications and resumes will be retained for one year to maintain a sufficient applicant pool.

b. INTERNAL

Notices of job openings for all positions will be posted prominently on all bulletin boards to encourage employees to apply for positions for which they meet the minimal job-relevant requirements and which would provide them with job advancement and career opportunities. The posting period shall be not less than ten (10) work days. The Administrative Aide will also be provided with notices of all job openings and will be available to provide information and encouragement to employees seeking job advancement and career opportunities.

2. APPLICATION BLANKS AND EQUAL OPPORTUNITY INFORMATION FORMS

Application blanks will request information which is job-relevant and otherwise pertinent to employment consideration. The application blanks currently in use will be reviewed and revised in accordance with guidelines established by the Equal Opportunity Commission. In addition to completing an application form, applicants will be asked to voluntarily complete an Equal Opportunity Information Form which requests information needed to monitor and evaluate the Board's affirmative action efforts. This information will not be used to discriminate against persons in the selection process or in subsequent personnel decisions, but may be used for affirmative action purposes. The Equal Employment Opportunity Forms will be maintained in a confidential file by the Administrative Aide. Application blanks and the Equal Opportunity Form will prominently display the statement: "An Equal Opportunity Employer" and will be revised periodically as needed to comply with current applicable federal and state statutes, regulations and local ordinances. Falsification or misrepresentation of information on the application blank will be grounds for rejection or dismissal.

3. JOB REQUIREMENTS

Specific objective criteria relating to the activities, duties and responsibilities of a position shall be established before any recruiting is done.

Minimal job requirements established by the management staff will be based on an analysis of the job and will be job-relevant. All management personnel who participate in selection procedures and in making selection decisions will receive from the Administrative Aide periodic information and training as necessary concerning the Board's equal employment opportunity obligations and current policy and practices.

4. EXAMINATIONS

Written, oral and job performance examinations, when required, will be job-relevant. Eligibility of an applicant to take an examination will be determined solely on job-relevant qualifications. Standards for grading examinations will be uniformly applied.

5. INTERVIEWS

Interviews serve a dual purpose: They are a means of providing the applicant with information regarding the job and also of obtaining job-relevant information which will be considered in the selection process. Referrals of applicants for interviews will be based on considerations of applicants' job-relevant qualifications and the Board's affirmative action goals. Interviews will be structured and inquiries will be confined to areas relevant to employment and job performance considerations. The Administrative Aide will provide guidelines for conducting interviews in compliance with equal employment opportunity statutes and to ensure that interviews are conducted in accordance with established personnel procedures.

6. ARREST AND CONVICTION RECORDS

Arrest records will not be considered by the Board in making employment decisions. Conviction records may be considered. An applicant will not be rejected solely on the basis of a conviction record unless the nature and number of offenses would make the applicant unfit for employment in the position open.

7. PREVIOUS EMPLOYMENT REFERENCE CHECKS

Conducting previous employment reference checks is a means of obtaining job-relevant information concerning an individual's past and/or present employment history and job performance. Previous employment reference checks will be made with the permission of the applicant and questions will be confined to job-relevant areas of inquiry.

8. PROMOTION AND TRANSFER

Promotion and transfer decisions will be based on consideration of the applicant's job-relevant qualifications and the Board's affirmative action goals. Internal applicants will be considered and interviewed for job openings for which they meet the minimal job-relevant requirements. Employees are informed of promotion and transfer opportunities through the posting of notices.

9. RETAINING PROTECTED CLASS MEMBERS

The following efforts will be made to encourage the successful and continued employment of protected class members:

- a. Follow-up meetings may be conducted by the Administrative Aide at the request of employees who are members of protected classes. The purpose of such interviews is to discuss any employment problems which may have developed. The Administrative Aide will make recommendations to the management staff to remedy such problems.
- b. Exit interviews will be conducted, at the option of the terminating employee, by the Administrative Aide to explore reasons for leaving and as a means of identifying, for subsequent investigation and remedy, any discriminatory treatment alleged to exist.

10. TRAINING/CAREER DEVELOPMENT

Training opportunities provided at the expense of the Board, such as job-relevant seminars or conferences offered by other organizations, will be made available to employees based on job performance needs and other job-relevant considerations, including affirmative action goals. Management personnel will encourage their subordinates to enroll, on their own time, in course work and other learning opportunities which would provide them with knowledge and skills needed for job growth and career advancement.

11. COMPENSATION--SALARY AND FRINGE BENEFITS

Salaries, fringe benefits and other forms of remuneration will be provided on the basis of Board compensation policies that are in conformance with applicable federal and state statutes. The Board Compensation Plan will establish salary ranges for classes of positions that are similar with respect to duties, responsibilities and employment conditions.

Guidelines for determining rate of compensation upon hire or promotion based on job-relevant considerations will be prepared and communicated to the management staff as part of the administration of the Board Compensation Plan. Salary increases based on performance also must be justified based on criteria relevant to performance and applied on a non-discriminatory basis.

In accordance with the Board's leave-of-absence policy as contained in the Personnel Code, the Board will consider pregnancy-related disabilities as temporary disabilities and will provide the same benefits. Requests for child-rearing leave may be made by female or male employees and will be considered in accordance with Board policies and practices regarding unpaid leaves of absence.

12. DISCIPLINARY ACTION

Disciplinary action and discharge will be for just cause and will not be based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation or sexual preference. Records of disciplinary action will be maintained annually by the Administrative Aide and reviewed as necessary with the management staff to ensure compliance with the Board's policy of non-discrimination.

13. LAYOFF AND RECALL

Layoff, where necessary, and recall will be made consistent with Board policy and based on consideration of job-relevant employee qualifications, business necessity, and the Board's affirmative action goals.

14. PROPER CONSIDERATION OF QUALIFICATIONS

The Board will provide for voluntary self-identification of applicants and employees who are handicapped, disabled veterans or veterans of the Vietnam era.

Careful consideration will be given to the job qualifications of these individuals and reasonable accommodations will be made in the workplace, as necessary, to facilitate the employment and advancement of qualified disabled persons or veterans.

The Board is located in a building that has facilities for the handicapped.

16. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The establishment and administration of departmental work rules and practices will be non-discriminatory. Board sponsored recreation and social events will be available to all employees. Policies and practices regarding leave without pay will be non-discriminatory. All other terms and conditions of employment not mentioned in preceding sections will be administered on a non-discriminatory basis, and are subject to audit and review to ensure compliance with the Board's equal employment opportunity policy. Reasonable accommodation will be made to schedule work to allow employees to observe religious holidays.

MONITORING AND REPORTING

Data and information will be developed and maintained that will provide for periodic analysis and evaluation of the implementation and results of the Board's Affirmative Action Plan. The management staff will assist and cooperate in collecting and compiling the necessary data and information. Meetings between the management staff and the Administrative Aide will be conducted periodically to review evaluations of such information and to develop suggestions for the revision of programs and procedures as may be indicated. Data and information collected will include the following:

1. RECRUITMENT SOURCES AND REFERRAL RECORDS

Information will be maintained by the Administrative Aide on all organizations, institutions of higher learning and media resources that may be useful for recruiting qualified applicants from protected classes. Annual records will be kept by the Administrative Aide on the number of applicants subsequently hired that were referred by each resource. This information will be used in planning of recruitment strategies that have the greatest potential for increasing the number of qualified applicants from protected classes, particularly in areas of underutilization.

2. APPLICANT FLOW

Data will be developed annually and maintained by the Administrative Aide to indicate, by category of protected-class membership and occupation applied for, the total number of applicants (internal and external), those interviewed and/or tested, those offered positions, those hired and those rejected in order to determine the effectiveness of the Board's good-faith efforts to increase the employment opportunities of qualified protected-class members.

3. APPLICANT POOL

Applications and resumes will be retained by the Administrative Aide for one year in order to maintain a sufficient applicant pool (particularly for those job classifications where there is an underutilization of protected-class members). Records will be maintained by the Administrative Aide to determine the effectiveness of this procedure in increasing the employment of qualified protected-class members, particularly in areas of underutilization.

4. WORK FORCE ANALYSIS

Data on the distribution of current employees by category of protected-class membership, occupational category, department and salary ranges will be developed and maintained on an annual basis by the Administrative Aide. This information will be used in analyzing the utilization of protected-class members and in preparing the report which is required to be filed annually with the regional office of the Equal Employment Opportunity Commission.

5. PROMOTIONS/TRANSFERS

Data regarding promotions and transfers by category of protected-class membership will be maintained by the Administrative Aide. This information will be useful in analyzing the utilization of protected-class members and in monitoring promotion and transfer of decision-making procedures to ensure non-discrimination.

6. TRAINING/CAREER DEVELOPMENT

Records will be maintained by the Administrative Aide annually on the disbursement of expenses paid by the Board for employee participation in training seminars and conferences. These records will be reviewed annually by the Administrative Aide to ensure the consistent and non-discriminatory application of Board policies.

7. DISCIPLINARY ACTION/DISCHARGE

Records by category of protected-class of disciplinary action, including discharge, will be kept by the Administrative Aide and reviewed with the management staff to ensure non-discrimination.

8. TERMINATION RECORDS

The Administrative Aide will compile information on employee terminations by category of protected-class on an annual basis in order to identify problems in retaining protected-class members. Exit interview information will also be reviewed to provide information on potential employment problems.

9. COMPLAINTS ALLEGING DISCRIMINATION

The Administrative Aide will maintain files on all complaints filed under Section XI, "Equal Opportunity Complaint Procedures." These files will be considered confidential and information from these files will not be included in application files or personnel records.

The nature and number of complaints alleging discrimination and action taken to dispose of the complaints will be recorded and analyzed by the Administrative Aide to identify problem areas. Such information may serve as the basis for recommended changes in Board policies or administrative practices and procedures.

UTILIZATION ANALYSIS

A utilization analysis will be conducted annually under the direction of the Director of Administration to identify areas of underutilization of protected-class members. This analysis will include:

1. The distribution of current employees by job category, location, salary and category of protected-class membership.
2. A forecast of anticipated job openings by job category.
3. An analysis of the availability of protected-class members (minorities and women) in the relevant labor market and recruitment areas.

An analysis of this information will indicate areas of underutilization of protected-class members which will be taken into consideration by the Director of Administration and the Regional Transit Board management staff in establishing annual affirmative action goals. Such goals will be determined and reviewed annually to promote and encourage increased utilization of qualified protected-class members in occupational categories in which underutilization has been identified. A report of the results of the utilization analysis will be made to the Board annually.

GOALS AND OBJECTIVES

The overall goal of the Regional Transit Board Affirmative Action Plan is to employ a representative work force--a work force in which minority and female representation is equal to or exceeds the availability of qualified minority and female applicants by occupational category in the appropriate labor market. The Administrative Aide and the management staff will analyze the information collected in the annual utilization analysis in order to identify areas where underutilization of protected-class members may exist. Where underutilization is identified, specific goals and objectives will be developed in order to promote and encourage the increased utilization of qualified protected-class members. These goals will be reviewed annually and updated as needed to conform with the overall Regional Transit Board policy of achieving a representative work force.

EQUAL ECONOMIC OPPORTUNITIES

It is Regional Transit Board policy to provide equal economic opportunity in the procurement of all goods and services. Purchases by the Regional Transit Board will be made without discrimination on the basis of race, color, creed, religion, natural origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation or sexual preference. In addition, the Regional Transit Board will take affirmative action to increase the participation of businesses owned and controlled by disadvantaged individuals (DBE) and women (WBE) in its bidding process, procurement of goods and services, and in the award of contracts. This will be accomplished through the implementation of the Regional Transit Board's Disadvantaged Business Enterprise/Women Business Enterprise (DBE/WBE) Plan, adopted as policy by the Regional Transit Board. This is found in a separate document and conforms to federal regulations (49 C.F.R. 23.41 (3) (iii)).

SEXUAL HARASSMENT POLICY

It is the policy of the Regional Transit Board to maintain a work environment for its employees which is free of sexual harassment. The Board will take prompt and appropriate remedial action in response to allegations of sexual harassment.

DEFINITION

Sexual harassment can be defined as, but not limited to:

- sexually motivated physical contacts, sexually derogatory statements and verbal sexual advances, or
- unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Such conduct is prohibited in the work place when:

1. Submission to sexual harassment is made either explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of sexual harassment is a consideration for employment decisions affecting any individuals.
3. Sexual harassment has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

LIABILITY AND RESPONSIBILITY

It is the legal obligation of managers to conduct an investigation into any allegation of sexual harassment immediately after it has been reported in an effort to prevent recurrence of the alleged misconduct.

The following procedures will be followed in dealing with sexual harassment:

1. Investigate promptly;
2. Take immediate measures to stop the sexual harassment;
3. After remedial action has been taken, insure that the work place remains free of sexual harassment.

EVIDENCE OF SEXUAL HARASSMENT

Sexual harassment can be demonstrated by evidence attesting to:

1. Constructive discharge when an employee resigns in order to escape intolerable working conditions caused by either physical or verbal sexual misconduct.
2. Employee complaint that he/she is being subjected to derogatory sexual remarks and that, as a result of such conduct, the work place has become intimidating, hostile or intolerable.

EQUAL OPPORTUNITIES FOR CITIZEN PARTICIPATION
IN PROGRAM PLANNING

It is the Board's policy to provide equal opportunity for citizen participation in transit planning. The Board has citizen advisory committees that assist in the development of plans and programs in specialized planning areas such as the Transportation Handicapped Advisory Committee, the Taxicab Advisory Committee, the Rideshare Advisory Committee, the Chairman's Advisory Committee, and any other committee that may be established by the Board. These advisory committees are composed of local and regional elected officials, representatives of state or regional agencies, and private citizens. The latter are selected in accordance with "open appointment" procedures adopted by the Regional Transit Board. The "open appointment" policy provides for the recruitment of interested citizens through notification of committee openings to the public in appropriate Board publications and advertisements placed in local newspapers, including those owned by minorities. An important objective of the "open appointment" policy is to include effective representation of all segments of the seven-county metropolitan area which the Board serves, including minorities, females, the handicapped, low income persons and the aged.

EQUAL OPPORTUNITY COMPLAINT PROCEDURE

PURPOSE AND AUTHORITY

It is the purpose of this complaint procedure to provide an orderly, timely and equitable means of investigating and resolving internally, whenever feasible, complaints alleging unlawful discrimination. The Executive Director of the Board shall be responsible for the supervision of Board employees in accordance with this procedure and applicable law.

SCOPE

This complaint procedure shall apply only to non-employees alleging unlawful discriminatory action by the Board or Board employees. Complaints by employees alleging unlawful discrimination shall be governed by the Regional Transit Board Personnel Code. The use of this complaint procedure or the procedures specified in the Personnel Code shall not limit the right of an aggrieved party to file a complaint with the appropriate federal, state or local enforcement agency.

DEFINITIONS

Equal Opportunity Complaint: A complaint alleging that the Regional Transit Board has been or is engaged in action which is discriminatory under current applicable federal or state statutes and regulations, local ordinances, or the Board's Affirmative Action Plan.

Complainant: May be an individual, a group or an organization which has a complaint alleging unlawful discriminatory action by the Board or Board employees.

COMPLAINT PROCEDURE FOR NON-EMPLOYEES

STEP 1

The complainant shall discuss the allegations of unlawful discrimination with the Administrative Aide not later than 90 days after the date of the occurrence of the alleged discriminatory action. Complaints filed after this filing date shall not be processed under the procedures set forth herein.

STEP 2

After discussion of the complaint with the complainant, the Director of Administration will conduct an investigation and/or gather relevant information before recommending action to the appropriate department head. The department head's decision will be discussed with the complainant within fifteen (15) calendar days from the date of the initial meeting between the Director of Administration and the complainant. If the complaint is not satisfactorily resolved, the complainant has five (5) calendar days from the date of receipt of the department head's decision to put the complaint in writing and submit it to Step 3.

STEP 3

The complainant may submit the complaint in writing to the Executive Director, who will consider the complaint and the written recommendation of the Director of Administration. Any discussions or investigations deemed necessary to gather additional relevant information may be directed by the Executive Director upon consultation with the Chair, who may then elect to decide the complaint or to request the Board to select a panel of Board members to reach a decision.

The decision of the Executive Director/Chair or panel of Board members will be submitted in writing to the complainant within twenty (20) calendar days after receipt of the written complaint. This decision shall also be placed in the complaint file.

The Step 3 decision constitutes the final step of the complaint procedure for non-employees. If this decision is satisfactory to the complainant, the complainant shall sign a statement to that effect, which will be included in the complaint file. If this decision is not satisfactory to the complainant, the complainant shall sign a statement to that effect and may contact a government enforcement agency.

EXTENSION OF TIME

All parties may agree in writing to an extension of time at any stage of this complaint procedure.

RETALIATION PROHIBITED

Any retaliatory action of any kind taken by an employee of the Board against the complainant(s) or any person(s) involved in the processing of or resolution of the complaint is prohibited.

COMPLAINT FILES

Complaint files or copies thereof will not be placed in the personnel files of any person(s) involved in processing the complaint.

APPENDIX A

DEFINITIONS

AFFIRMATIVE ACTION - action taken by the Board to increase the participation of protected-class members in employment, citizen involvement in program planning, Board services, and business opportunities afforded by the provision of goods or services to the Board.

BIDDER - an individual, partnership, joint venture, or firm submitting a proposal, directly or through an authorized representative, for a contract to provide goods or services to the Board.

EQUAL OPPORTUNITY COMPLAINT - a complaint alleging that the Board has been or is engaged in action which is discriminatory under current applicable federal or state statutes and regulations, local ordinances, or the Board's equal opportunity policy.

GOODS AND SERVICES - all products and services, including consulting services, purchased by the Board.

COMPLAINANT - the party alleging unlawful discrimination, which may be an individual, a group or an organization.

HANDICAPPED OR DISABLED - any person who (1) has a physical or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) - a business of which at least fifty percent, or fifty-one percent in the case of publicly owned businesses, is owned by minority group members, women or disabled persons.

MINORITY-GROUP MEMBERS - persons belonging to the following racial groups: Alaskan natives (Eskimos), American Indians, Blacks, Hispanics and Orientals.

PRIME CONTRACTOR - an individual, partnership, joint venture or firm with whom the Board contracts for the provision of goods or services.

PROTECTED-CLASS MEMBERS - groups of persons including females, minorities, the handicapped, and Vietnam era veterans, especially those who are disabled who may not have had equal access to employment opportunities.

SUBCONTRACTOR - an individual, partnership, joint venture or firm with whom the prime contractor contracts for the provision of goods or services.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: New Space Lease

At its meeting November 7, 1985, the Administration and Finance Committee reviewed and approved the staff recommendation regarding the New Space Lease.

RECOMMENDATION

That the board concur with the recommendation of the Policy Task Force and authorize staff to work with Metropolitan Council and Metropolitan Waste Control Commission staff to initiate lease negotiations with Asset Development Services at the earliest date possible with a deadline for completion of these negotiations of January 10, 1986

RUTH FRANKLIN
CHAIR

NOV012

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: October 30, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: New Space

ACTION REQUESTED

The committee is asked to review the new office space issue including materials attached and the recommendation of the New Space Policy Task Force (Metropolitan Council/Metropolitan Waste Control Commission/RTB Policy Task Force), and recommend to the board an action to concur in the recommendation of the Policy Task Force to lease post-1986 office space in the proposed Minnesota Telecenter from Asset Development Services, Inc.

POLICY TASK FORCE RECOMMENDATION

The Policy Task Force, consisting of Chair Sandra Gardebring and Pat Schully of the Metropolitan Council; Chair Peter Meinstma and Paul McCarron of the Metropolitan Waste Control Commission; and Chair Elliott Perovich and Ruth Franklin of the Regional Transit Board, met October 30th to review the new space issue and materials developed, and finalize a post-1986 office space recommendation.

The Policy Task Force recommends the metropolitan agencies lease space in the Minnesota Telecenter proposal of Asset Development Services, Inc.; that staff be authorized to prepare and negotiate a lease document with Asset Development; that said lease be returned to the agencies for ratification by January 10, 1986; and finally, that said lease include a provision for review and possible cancellation of said lease if Asset Development's construction of the Telecenter is not on schedule as of May 23, 1986.

BACKGROUND

Responsive to action of the Policy Task Force on October 14th, the staff task force had developed a series of questions/concerns for the Metro Square and Telecenter developers and met with each in extended conversation to review issues and confirm aspects of their respective proposals. The net result of this effort was that the two proposals became comparable in economics (with the alternative demountable walls construction) such that the policy task force, for reasons of:

- 1) a new building;
- 2) a new landlord;
- 3) ultimate resolution of parking in the proposed ramp;

NEW SPACE
October 30, 1985
Page two

recommended the Telecenter proposal.

The explanation of the economics is demonstrated on the attached materials. In summary, it is the difference between Metro Square's \$2.00 finish out allowance and Minnesota Telecenter's \$8.25 finish out allowance plus the willingness of Minnesota Telecenter to amortize the demountable walls over a longer time than the lease, while Metro Square amortized them within the five-year lease. Consequently, Minnesota Telecenter's five-year cost per square foot, demountable walls alternative, is \$13.05 versus \$13.21 for Metro Square.

RECOMMENDATION

That the Administration and Finance Committee recommend the Regional Transit Board concur with the recommendation of the Policy Task Force and authorize staff to work with Metropolitan Council and Metropolitan Waste Control Commission staff to initiate lease negotiations with Asset Development Services at the earliest date possible with a deadline for completion of these negotiations of January 10, 1986.

NOV01A

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

DATE: October 30, 1985
TO: Management Committee
FROM: Jon Elam, Director of Administration
SUBJECT: Office Space Recommendation

On October 30th, the Policymakers Coordinating Committee on Space voted to submit to the governing Boards of the Metro Waste Control Commission, Regional Transit Board and the Council the space proposal from Asset Development Services who are proposing to build a new building (so far unnamed) that would provide space for all three groups among its eight floors.

Attached are the pertinent materials covering this proposal that led up to this decision.

Attached are:

- A. The original Request for Proposal.
- B. The proposal that was submitted in response to that RFP.
- C. Several letters and supplemental information regarding the proposal.
- D. A detailed letter to Asset Development Services outlining in greater detail a set of questions that needed to be answered.
- E. October 24th letter responding to those questions.
- F. October 29th letter clarifying the answers from the October 24th letter, plus a report of the financial costs outlined in the staff memo.
- G. Staff cost analysis memo.
- H. A gross cost comparison between Metro Square Building and Asset Development Services proposal.

The committee selected in the end the most reasonable proposal in terms of costs and for the quality proposed.

The challenges include insuring the building will be done on time, and that adequate guarantees can be provided which will guarantee if the project doesn't meet the construction schedules proposed, that we have time to develop alternatives in case we are kicked out at the conclusion of our lease on December 31, 1986.

Recommendation

That the Management Committee recommend to the Metropolitan Council that staff be authorized to initiate lease negotiations with Asset Development Services at the earliest date possible and that a deadline for completion of these negotiations will be January 10, 1986.

Attachments

LM2086

REQUEST FOR PROPOSAL

I. BACKGROUND

The Metropolitan Waste Control Commission (MWCC), the Regional Transit Board (RTB), and the Metropolitan Council (MC) are three of the major metropolitan regional government agencies. The MWCC plans, designs, builds and operates interceptor sewers and wastewater treatment plants. The Regional Transit Board plans and provides for a comprehensive set of public transportation services in the metropolitan area. The Twin Cities Metropolitan Council is the designated planning and coordinating agency for the metropolitan area. Each agency is headed by a Commission.

The proposal is for office space for the MWCC and its 124 member staff, the RTB and its 28 member staff, and the MC and its 250 member staff.

II. SITE

The site must be within an area bounded approximately by Larpenteur on the north, the Minneapolis/St. Paul border on the west, Lafayette on the east, and the Mississippi River on the south. All of the agencies do not need to be on the same floor, but single floor occupancy or consecutive floor occupancy is required for each individual agency.

The site must be completed so that the agencies can move in during the month of December 1986.

III. PROGRAM REQUIREMENTSA. Square Footage

	Office	Storage
Council	52,377	3,000
MWCC	6,850	200
RTB	27,247	5,100
	86,400	6,700

There is a need for a total of approximately 86,400 usable square feet of office space and approximately 6,700 sq. feet of storage space. In addition, expansion space finished at same level as space currently being rented should be available with six months notice.

Storage space may be located in other areas within the building, but it must be easily accessible by a freight elevator and access corridors.

Proposers must provide planning and architectural services for schematic and final layout plans including agency-owned movable partitions. The metro agencies reserve the right to approve consultants for the projects.

Schematic floor plans of your building must be submitted with the proposal.

The final square footage will be determined by the space layout, incorporating all the requirements of the agencies.

B. Public Transportation

The building must be easily accessible to public transportation. Indicate the level of available public transportation.

C. Parking

1. Employee

It is estimated that approximately 320 employees may desire parking. The sites, type, and cost of parking must be quoted separately.

2. Visitor

Indicate how parking for up to 100 visitors would be available, including evening parking.

D. Handicapped Accessibility

The building must satisfy the requirement of the State Building Code for accessibility by the physically handicapped.

E. Building Access

Building access is required 24 hours per day, seven days per week. While most operations conform to normal office hours, evening public meetings are held frequently. Indicate what security arrangements will be provided.

F. Natural Light Peter & Olenbach

A building with windows is required. Indicate the window area provided.

G. Energy Consideration

Indicate the building's energy efficiency and source of fuel for heat.

H. Maintenance Schedule - Is not completed. Bill on Deduct for Lease Payments.

Provide schedules for HVAC maintenance, window cleaning (inside and outside), vacuuming, floor cleaning, painting, waste basket emptying, rest room cleaning, snow removal, replenishing supplies, etc.

J. Restaurant/Cafeteria

If the building is within a five minute walking distance of adequate restaurant/cafeteria facilities, lunch room/vending spaces must be provided for coffee/lunch breaks. Vending machines will be owned and operated by the tenants. If the building is more than a 5 minute walking distance for adequate restaurant/cafeteria facilities, a food facility/cafeteria must be provided.

— Community Vending Rooms —

K. Electrical Lighting

Lighting shall be provided so that there is at least 70 foot candle at desk level of all work areas.

L. Building Acoustics

The building space shall be substantially free of disturbing sounds generated from any of the building systems and equipment and shall contain ceiling material of a high acoustical absorption quality to reduce the ambient noise level generated by office personnel and equipment.

M. Elevators

The building owner shall provide at least one freight elevator and passenger elevators as necessary to meet all code requirements.

N. Telephone

The agencies will pay for monthly service charge. Proposer shall provide lines from the street to the telephone closet within building, and wiring from telephone closet in the building to each telephone station location in the leased space.

O. Loading Dock

A loading dock is desirable. Please indicate your facilities for moving articles into and out of the building.

P. Lease Provisions

1. Term: The lease term shall be five years. The lease will contain the following provision: This agreement is made subject to cancellation by the metro agencies upon 180 days written notice.

On occasion, the metro agencies' space needs may vary depending upon program needs, therefore, each agency will reserve the right to cancel a portion of the leased space upon 180 days written notice.

2. Option: The metro agencies desire option rights to extend the term of the lease an additional five years on one hundred eighty (180) days written notice.

3. Rent:

- a. A gross lease proposal is requested in which all services, utilities and tenant improvements are included in the rental quote. The rental quote shall be per sq. foot with a finishout allowance per sq. foot stated separately. The finishout allowance is to cover partitions, carpet, plants, decorations and other items necessary to make the space ready for occupancy. Demolition costs are not to be charged against this allowance.
- b. The rental quote shall be an annual rate for each lease year of the five year lease term. There will be no provisions allowed for rental rate escalations during the five year lease term.

Include the following breakdown in your proposal:

- a. Office space gross rental rate of \$_____/usable sq. ft./year. Alternate rate \$_____.
- b. Storage space gross rental rate of \$_____/usable sq. ft./year.
- c. Finishout allowance \$_____.
- d. The rental rate shall be stated in usable (actual occupiable) square feet as a basis for quoting price. The rental rate per usable square foot per year should be for "finished" office space. Finished office space is defined for the purpose of this lease proposal to mean climate controlled space, finished ceiling with adequate lighting, signage, doors and walls for private office space and conference rooms, electrical requirements for office use including the operation of copiers, word processors, CRTs, computer terminals. All secretarial stations shall have one four-plex electrical outlet. Work rooms, mail rooms, forms handling, and storage rooms shall receive necessary building services, wall, floor and ceiling finished appropriate for the intended use.

The alternate rate is to include everything in the first rate except that private offices and conference rooms are to be built with ceiling high movable partitions, rather than permanent walls.

- e. Parking rates, if included as part of this proposal package, are as follows:
 1. Open, on grade parking for \$_____/mo/space.
 2. Covered ramp parking for \$_____/mo/space.
 3. Enclosed parking for \$_____/mo/space.
- f. Rent payments: The metro agencies will each make monthly payments at the end of each rental month.
- g. The metro agencies shall provide the format for writing the lease.

- 4. Lease Space Description. An exhibit showing usable area will be required as part of the lease agreement. For the purposes of this proposal, usable area will be measured as follows:

floor dimensions as taken from inside face of exterior walls to inside surface of all masonry walls or to center line of all other types of interior walls. If more than 50% of an exterior wall is window, the dimension is taken from the glass line. Stairwells, elevators, restrooms (if accessible to the general public), mechanical and utility rooms, public corridors and lobbies are excluded. No deductions are made for columns, pilasters, or other projections to the building.

Q. Computer Space

The following special requirements must be provided, including installation by the proposer:

The Metropolitan Council's Information Systems space requirement is for approximately 1400 square feet for computer room and customer service area of 150 square feet.

The computer room shall have a totally air conditioned (temperature and humidity) controlled environment. Minimum cooling requirements are 11 tons and the air conditioning unit must be operated from its own separate power circuit and have to separate cooling stages which allow continuous cooling at reduced capacity. Conditioned air is to be distributed via 12" minimum raised floor.

Central services needs within that too

The computer room shall have a monitoring panel which includes fire, smoke, water and intrusion detection.

with need water supply

Monitoring panel must be functionally interlocked with Halon Gas Fire Control System and emergency power switch linked to air conditioner and computer electrical supply systems. A separate digital security locking system and manually operated emergency power off switch is required.

Electrical supply shall be 108/240 VAC 3-phase with a 50 KVA minimum power distribution center.

Physical location of computer room should be at ground floor or above and be centrally located within floor and among floors.

Building must provide room in horizontal and vertical runways or air plenum for coaxial cable connection of computer terminals through connection panels.

DPFRFP, ADREF1

Runways for computer coaxial cable and telephone cable separate from air plenum.

If air plenum is used, cable must be deflon coated, which costs at least 5X as much as regular cable

MINNESOTA TELECENTER EXECUTIVE SUMMARY

Asset Development Services, Inc. propose to create a new headquarters building for the Metropolitan Waste Commission, The Regional Transit Board, and the Metropolitan Council in the historic Lowertown area of Downtown Saint Paul. The Minnesota Telecenter Complex offers these three major metropolitan regional government agencies a prime downtown location, in the midst of the most exciting redevelopment area in the nation, that meets all of the major criteria indentified by the request for proposal.

THE AREA

The Minnesota Telecenter, a mixed use development, is located in an 80 acre area of Saint Paul known as "Lowertown," on the eastern edge of the central business district. Original development of Lowertown began in the mid-1800's creating a commercial residential district serving the Mississippi River steamboat trade. The area declined from the 1940's until the mid-1970's when the State, Local and Regional Government agencies along with various foundations began to spur revitalization of the Lowertown District.

Since 1978, nearly \$400 million dollars in development projects have been initiated, completed or have reached the advanced planning stage. Designated as a national heritage preservation district in 1984, this historic warehouse district has become one of the nations finest urban redevelopment areas. In January, 1985, the President honored the City of Saint Paul with a Presidential Award for design excellence, heralding the thoughtful and effective partnerships that have guided development and investment in the mixed-use community.

THE MINNESOTA TELECENTER COMPLEX

The Minnesota Telecenter Complex occupies a square block bounded by Fourth Street on the north, Sibley street on the east, Kellogg Boulevard on the south, and Jackson street on the west. The Metropolitan Council, Metropolitan Waste Commission, and the Regional Transit Board would occupy approximately 1/3 of the block between 4th Street and Kellogg Boulevard along Jackson Street.

Located just across Jackson Street is the Federal Courts Building, the Burlington Center is immediately to the north across 4th Street, the U.S. Post Office is across Kellogg Boulevard to the south and Twin Cities Public Television Borders the Building to the east. Twin Cities Public Television will be situated atop a 750 car parking ramp. The building will be connected to the Saint Paul skyway system both across 4th Street into the Burlington Center, and into Union Depot Place as well.

PARKING AND TRANSIT SERVICES

The Minnesota Telecenter Complex will have excellent access to parking and transit services. The following facilities will be available to serve the Minnesota Telecenter tenants and visitors.

The Minnesota Telecenter ramp is a new 750 car parking ramp which will be constructed to provide the platform for Twin Cities Public Television's new headquarters. The ramp will meet the parking needs of all of the developments within the Minnesota Telecenter Complex. The ramp is a private ramp that will provide monthly, daily, and hourly parking for both tenants and visitors.

In addition to the Minnesota Telecenter Ramp there are a total of 30,000 on and off street parking spaces available in the downtown area. Parking rates vary considerably depending on location. Parking spaces are available within four blocks of the Minnesota Telecenter at rates as low as \$1.25 per day.

All main MTC routes run within a maximum of two skyway connected blocks from the Minnesota Telecenter. Additionally, the downtown parking shuttle program offers free services to users of parking facilities during normal business hours. Dime zone fares are available throughout downtown for MTC riders during all hours.

HANDICAPPED ACCESSIBILITY

The entire Minnesota Telecenter complex will be handicapped accessible and will comply with the state building codes for accessibility.

BUILDING ACCESS

The building will conform to standard office building hours of operation. However, access to a particular floor will be possible on a 7 day a week 24 hour a day basis via locking elevators. A security guard will be located in the first floor lobby to log employees and visitors ingress and egress after normal business hours.

NATURAL LIGHT

The exterior surface of the building is precast panels and six foot high insulated glass panels on floors two through eight and the first floor will be a glass curtain wall.

ENERGY CONSIDERATIONS

The heat for the entire Minnesota Telecenter complex will be via the Saint Paul District Heating system. Air handling and conditioning will be via roof mounted units and ceiling mounted variable air volume boxes.

MAINTENANCE SCHEDULE

HVAC, elevator, and capitol equipment maintenance will be handled through service contracts on a monthly basis. Routine building maintenance will be handled with the building staff on an "as needed" basis. The entire building will be cleaned each night (5 nights per week) and will include vacuuming, floor cleaning, dusting, waste receptible emptying, rest room cleaning, and supplies replenishment.

CAFETERIA

There are many restaurants in the immediate vicinity of the Minnesota Telecenter Complex. A partial list of restaurants within a two block area of the building would include:

- o Gordon's
- o Signals
- o Leeann Chin's
- o Montanitas (Union Depot Place,
Spring 1986 Opening)
- o Green Mill (Fourth & Wacouta,
Spring 1986 Opening)
- o Alfredo's
- o Otto's
- o Galtier Plaza Restaurants (Fall 1985 Opening)

In addition to the many fine restaurants in the area, the building will also include a lunch room for the metro agencies on either the 2nd, 3rd, or 4th floor of the building.

ELECTRICAL LIGHTING

The general outline specifications call for a minimum of 70 foot candles of light a desk top height through out the building. Lighting will be provided by 2 foot by 4 foot layin flourescent fixtures with standard lenses.

BUILDING ACOUSTICS

The interior walls will be sheet rocked, taped, sanded, and painted. All demising will be insulated, sheetrocked, taped, sanded, and painted. In areas that require special sound control, the walls will be insulated to the bottom of the structure above. The ceilings will be layin accoustical tile suspended 9'-0" from the finished floor.

ELEVATORS

The building will contain 3 passenger elevators that serve floors one through eight, one freight elevator serving floors one through eight, and one elevator serving floors one and two, to provide access to the skyway system and the parking facility.

TELEPHONE SERVICE

The building shall provide a telephone closet on each floor to facilitate telephone cabling from the street and distribution to each telephone location station in the leased premises at the building's expense.

LOADING DOCK

Loading dock facilities for the building equipped with overhead doors and bumpers will be located adjacent to the first floor of building via level five of the Minnesota Telecenter parking facility.

COMPUTER SPACE

The building will provide space and installation for the Metropolitan Council's information systems, in accordance with the special requirements outlined in the RFP. It is anticipated that the computer room would be located on the fourth floor of the building on the east side.

LEASE PROVISIONS

1. The term of the lease would be five (5) years. The metro agencies would have the right to expand and contract the demised premises on 180 days written notice.
2. The metro agencies would have the option right for an additional five year term on 180 days written notice.
3. The rental rate for the initial five year lease term would be as follows:
 - a) Office space gross rental of \$13.75/useable sq. ft./year. Alternate rate \$12.90.
 - b) Storage space gross rental rate of \$6.50/useable sq. ft./year.
 - c) Finish out allowance \$8.25/useable sq. ft.

**DESIGN
CONCEPT**

The Minnesota Telecenter Office Building presents a unique opportunity for the Metropolitan Waste Control Commission (MWCC), the Regional Transit Board (RTB), and the Metropolitan Council (MC) to economically locate a new headquarters in a prime downtown location. The size of the building, approximately 176,000 gross square feet divided between 8 floors, with efficient use of the floor space, is large enough to accommodate the present needs of these agencies and also provide sufficient expansion space for future needs.

**DESIGN
OBJECTIVES**

This development plan is based on the following objectives:

1. The development of office and support space that achieves maximum operational and construction cost efficiencies.
2. Sufficient space and logical design concept that will satisfy program requirements.
3. Adequate area for future expansion.
4. Parking facility adjacent to the development with elevator service from the first floor (street level) and second floor (skyway level) to all levels of parking.
5. A design plan which can be developed independently of the other phased developments on the block.
6. Skyway connections to the central business district and to Union Depot Place/Riverfront Development.
7. A street level entrance (Jackson Street) with visual identification.
8. An attractive urban pedestrian environment around the development.
9. A plan and timetable permitting a December 1986 occupancy.

**DESIGN
AND
CONSTRUCTION
CONSULTANTS**

In preparing this proposal the architectural firm, Hammel, Green and Abrahamson Architects (HGA), was consulted with on an efficient office building design that can accommodate the needs of MWCC, RBT and MC. Because of the complexity of the program with the department infrastructure relationships and the need for the architect and tenant meeting, the department space planning would be developed after the selection process.

Also, consulted with was the construction firm, M. A. Mortenson Company in regards to construction costs and schedules.

**DESIGN
PLAN**

In order to fully illustrate what this can mean for MWCC, RTB and MC, a schematic design plan and outline specifications for both the building shell and the leasehold spaces have been developed. The development is described, level by level; with narrative area, site, floor and section plans on the following pages.

PROPOSED
OUTLINE SPECIFICATION
FOR
BUILDING SHELL,
COMMON AREAS
AND
MECHANICAL/ELECTRICAL
SERVICES

GENERAL CONSTRUCTION:

The structural frame will be either fire proofed, structural steel or poured in place concrete. The design of the building allows the choice of either system to take advantage of both the material marketplace and construction scheduling.

The exterior skin of the building will be sheathed in alternating continuous bands of precast panels and six (6) foot high insulated glass and aluminum frames on floors two (2) through eight (8). The first floor will have precast sheathed columns and insulated glass/aluminum frame curtain wall. This curtain wall will be set back from the sidewalk approximately ten (10) feet.

There will be an approximately ten (10) foot landscaped area on three sides (Jackson Street, Fourth Street and Kellogg Boulevard) of the building between the public sidewalk and the first floor windows. This landscaped area will be complemented by the Marshall Ash Trees and Victorian Lighting Standards which will be located in the public sidewalk as part of the Lowertown street scape.

There will be three (3) passenger elevators serving floors one (1) through eight (8). One (1) freight elevator serving floors one (1) through eight (8). There will also be one passenger elevator serving floors two (2) (skyway), one (1) (street and parking ramp entrances) and all levels of the parking ramp.

There will be mechanical, electrical and telephone rooms and shafts located on and serving all floors.

There will be two (2) stairways accessible from each floor except floor one (1) where exiting occurs. These stairways will serve all floors.

A loading dock area with an overhead door, bumpers, etc. is part of the design.

Public restrooms for both men and women will be located on all floors except floor one where the building mechanical/electrical room is located.

The following finishes are proposed for the public areas:

The ceilings will be lay in acoustical tile suspended 9'-0" from the finished floor.

The walls (9'-0" high) will be sheetrocked, taped, sanded and painted unless outlined as follows. In areas that need special sound control, the walls will be insulated and extended to the underside of the structure above. The restrooms have ceramic tile 7'-0" high on the walls along with metal toilet partitions.

The elevator lobbies will receive special wall treatment.

The floors will be carpeted except at the restrooms where there will be ceramic tile.

The base will be 4" vinyl except at the restrooms there will be ceramic tile base.

The door frames will be 3'-0" x 7'-0" hollow metal painted except at the main building entrance there will be aluminum frames.

The doors will be 3'-0" x 7'-0" oak flush panel stained except at the main building entrance there will be aluminum framed doors and at the garage entrances where hollow metal framed doors painted.

The hardware will be cylindrical function. All doors will receive locksets, except public restrooms that will have deadbolts and push pulls, hinges and door stops. Door closures will be provided where required.

MECHANICAL CONSTRUCTION:

The heating ventilation and air conditioning will be provided to and from the public areas from roof top units and variable air volume (VAV) boxes through the ceiling with square supply and return registers. The heating will run off of district heating. Both heating and air conditioning will be controlled by thermostats.

The plumbing in the public restrooms will include the following: men's - 3 sinks, 2 urinals and 2 water closets; women's - 3 sinks and 4 water closets. An electric water cooler will be

adjacent to the public restrooms in the corridor. A slop sink will be in the janitors closet. The landscape area will have an automatic sprinkler system.

The fire protection system will be a horizontal sprinkler system located above the layin acoustical tile ceiling. Chrome pendant style heads will be used.

ELECTRICAL CONSTRUCTION:

The lighting will be 2 x 4 layin flourescent fixtures with standard lenses.

Convenience duplex outlets are standard and allocated approximarely one (1) for every 50 feet of corridor for cleaning.

Switches for all public area fixtures will be located in the electrical room for that floor.

Special first floor vestibule, elevator lobby/parking ramp corridor and landscape lighting will be provided.

NOTE: Special General, Mechanical and Electrical Construction required in the REQUEST FOR PROPOSAL and local building codes will be incorporated into the design of the space.

PROPOSED
OUTLINE SPECIFICATION
FOR
LEASEHOLD SPACES

GENERAL CONSTRUCTION:

The ceilings will be layin acoustical tile suspended 9'-0" from the finished floor.

The walls (9'-0" high) will be sheetrocked, taped, sanded and painted. In areas that need special sound control, the walls will be insulated and extended to the under side of the structure above.

The floors will be carpeted.

The base will be 4" vinyl.

The doors will be 3'-0" x 7'-0" oak flush panel stained.

The hardware will be cylindrical function. All doors will receive locksets or latchsets, hinges and doorstop. Door closures will be provided where required.

MECHANICAL CONSTRUCTION:

The heating, ventilation and air conditioning will be provided to and from the spaces from roof top units and variable air volume VAV boxes through the ceiling with square supply and return registrars. The heating will run off of district heating. Both the heating and air conditioning will be controlled by thermostats.

The plumbing will be provided where required.

The fire protection system will be a horizontal sprinkler system located above the layin acoustical tile ceiling. Chrome pendant style heads will be used.

ELECTRICAL CONSTRUCTION:

The lighting will be 2 x 4 layin flourescent fixtures, providing a minimum of 70 foot condles, with standard lenses.

Convenience duplex outlets are standard and allocated approximately two (2) per office, work or meeting room and each open office work station.

Switches are allocated approximately one (1) per private office, individual rooms and open office groups.

NOTE: Special General, Mechanical and Electrical Construction required in the REQUEST FOR PROPOSAL and local building codes will be incorporated into the design of the space.

PROPOSED
OUTLINE SPECIFICATION
FOR
LEASEHOLD SPACES

GENERAL CONSTRUCTION:

The ceilings will be layin acoustical tile suspended 9'-0" from the finished floor.

The walls (9'-0" high) will be sheetrocked, taped, sanded and painted. In areas that need special sound control, the walls will be insulated and exteded to the under side of the structure above.

The floors will be carpeted.

The base will be 4" vinyl.

The door frames will be 3'-
The doors will be 3'-0" x 7'-0" oak flush panel stained.

The hardware will be cylindrical function. All doors will receive locksets or latchsets, hinges and doorstop. Door closures will be provided where required.

MECHANICAL CONSTRUCTION:

The heating, ventilation and air conditioning will be provided to and from the spaces from roof top units and variable air volume VAV boxes through the ceiling with square supply and return registrars. The heating will run off of district heating. Both the heating and air conditioning will be controlled by thermostats.

The plumbing will be provided where required.

The fire protection system will be a horizontal sprinkler system located above the layin acoustical tile ceiling. Chrome pendant style heads will be used.

ELECTRICAL CONSTRUCTION:

The lighting will be 2 x 4 layin flourescent fixtures, providing a minimum of 70 foot condles, with standard lenses.

radius design inc

Date: October 9, 1985

To: The Waste Control Commission
The Regional Transit Board
The Metropolitan Council

Subject: Minnesota Telecenter Office Building Proposal

Re: Questions regarding site and developer

The issues that were stated in the Memo dated October 1st were submitted to Asset Development Services, Inc. The Items which pertained to their proposal were Items 3, 6, 7, 8, and 9.

Their response to each of these is addressed in the attached letter submitted to us. In addition to the information in Item 8, we asked if the property were not complete who would bear the additional costs. This has been addressed in their response. They would also be willing to discuss a Performance Bond, letter of collateral, and/or credit during the lease negotiations.

We have attempted to contact Mr. Paul LaPointe of the City of St. Paul in regards to the parking ramp, its capacity, and the timetable for construction. Since it is to be a municipal ramp, the developer is not able to respond to any questions. As of today, there has been no contact.

INTERIOR DESIGN • SPECIFICATIONS • SPACE PLANNING

SUITE 403, 510 1ST AVENUE NORTH, MINNEAPOLIS, MN 55403 • (612) 332-4367

Asset Development Services inc.

October 8, 1985

Ms. Glendel Hunneycutt
Radius Design, Inc.
403 Butler North Building
510 First Avenue North
Minneapolis, MN 55403

Dear Glendel,

Thank you for the opportunity to speak with you this morning regarding our proposal and the questions posed by the Metro agencies.

Pursuant to our earlier conversation regarding the City Business article, all of the contractors have been paid for the Lowertown Lofts Building and in fact they were paid prior to the article being written. All of the construction funds for the project are held in escrow accounts administered by the mortgage holder. There has never been a problem of cash shortages with the project. The Lowertown Lofts project has an extremely complex financing package because of the public/private/foundation partnership structured to accommodate the artists needs. Due to the complexity of the financing, we ran into a communication problem when completing our draw requests for the mortgagee. Accordingly, the draw was late and the liens were filed. The problem has been solved, the contractors have been paid and we have received lien waivers from the general contractor.

We did encounter a temporary problem at Union Depot Place. Our original syndication, anticipated a three year lease up program for the building and our partnership equity was structured accordingly. The partners equity was to be paid in three annual contributions with the final contribution due in late September, 1985. Our original lease up projection was too conservative and leases were executed much faster than anticipated which caused a short term problem for the project. The partnership equity funds are now coming in and we anticipate clearing all outstanding liens in the near future.

None of the liens outlined by the City Business article will impact the Minnesota Telecenter development. The key difference between Union Depot Place and the Minnesota Telecenter development is that Union Depot Place was a speculative project with no hard time lines and all of the Minnesota Telecenter development is based on firm commitments prior to construction. Accordingly, there will be no cash flow shortage on the Minnesota Telecenter development.

612-340-0488
200 Plumtree Building, 415 First Avenue North
Minneapolis, Minnesota 55401

Ms. Glendel Hunneycutt
October 8, 1985
Page 2

Architectural planning and schematic drawings are currently underway for both the parking ramp and the KTCA studio. The only significant difference from our original proposal to the Metro agencies concerns the parking facility. It has been decided in conversations with the Department of Planning and Economic Development that the ramp size should be increased to at least 1,200 spaces and that it should be a municipal ramp owned and maintained by the City. This change is beneficial to the Metro agencies not only from an increased capacity standpoint but also because historically municipal ramps charge a lesser rate than private ramps. Additionally, this type of ramp is required by law to keep at least 75% of its capacity available for public parking.

The Metro agencies building will be completed first with the ramp and KTCA to follow in that order. We anticipate the ramp completion by late spring 1987 and having KTCA's studios fully enclosed by mid to late summer 1987. The skyways to both the Burlington Center and Union Depot Place are scheduled for completion in the summer of 1987 or approximately six months after the Metro agencies occupancy.

In our initial proposal, we indicated the availability of substantial parking in the area and a diverse rate range. We do control a significant amount of parking in the area and are willing to commit to providing interim and/or long term parking for the Metro agencies should they prefer it to the Telecenter ramp.

Enclosed is a copy of the construction schedule for the Metro agencies building. Both the architect and the contractor are confident of meeting the occupancy criteria outlined in the R.F.P. Additionally, our project has a "No strike-no lockout agreement" with the Saint Paul Building and Construction Trades Council. This agreement assures that even if the Building Trades strike when their current contract is up next spring, construction will continue on our project throughout the strike. In the unlikely event that for some unforeseen reason we were unable to complete the building to meet the move in date, we would bear the responsibility for any additional costs incurred by the agencies prior to the actual move in.

We would propose to establish a "coordinating committee" made up of yourself, one member of each of the Metro agencies, the architect, and a member of our staff. The scope of the coordinating committee would be to monitor construction progress on a regular basis, provide input into interior design and building standards selection, and coordinate the move in schedule.

We are currently involved in discussions with two hotel operators. The hotel will either be built on the Minnesota Telecenter site or adjacent to the Union Depot concourse as part of the Water Street Plaza project. In either case, the hotel will be readily accessible to the Metro agencies via skyway and the hotel will be a "smart hotel" in that the meeting and conference facilities will be equipped with video and teleconferencing capabilities.

Ms. Glendel Hunneycutt
October 8, 1985
Page 3

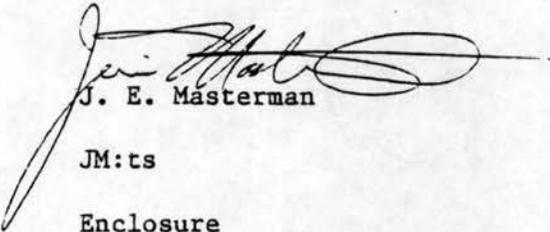
In our internal discussions regarding the project and the Metro agencies, we have determined that it could well be important to provide a sense of identity for the Metro agencies with the building. The Metro agencies would not simply be another tenant in a building but rather the building would be identified as the seat of the metropolitan government. Our thoughts are that the name of the building would not be the Minnesota Telecenter Office Building but rather something selected by the Metro agencies: "Metropolitan Government Center", etc. In addition, it is feasible to erect a public information/media center in the first floor lobby area that would contribute to the sense of identity for the agencies and the significant role that they have in the growth of the seven county metropolitan area.

We believe that our proposal provides the Metro agencies the opportunity to occupy custom designed space that fits their needs, in a downtown setting. The ability to tie in the telecommunications of the future via both public television and cable television will help assure that the Metro agencies continue to be the front runner in metropolitan planning and government.

Should you have additional questions, please don't hesitate to call us.

Thank you.

Sincerely,



J. E. Masterman

JM:ts

Enclosure

cc: Jim Hiniker
Metro Waste Commission

Metro agencies

Hammel Green and Abrahamson, Inc.
Architects & Engineers
1201 Harmon Place
Minneapolis, Minnesota 55403-1985
Telephone 612/332-3944

HGA

7 October 1985

Mr. Harold Ness
Asset Development Services
415 First Avenue North
Minneapolis, Minnesota 55401

RE: Minnesota Telecenter Office Building
Saint Paul, Minnesota
Commission Number 685.006

Dear Harold:

We have prepared a proposed schedule for the design phase and preparation of several bid packages to accommodate the fast track construction schedule.

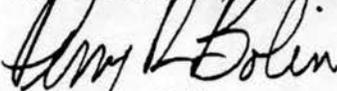
This information is incorporated into the overall schedule developed with M. A. Mortenson Company.

We have reviewed Mortenson's proposed construction schedule and believe it is ambitious but achievable.

We can assist you by developing a list of design decisions to help expedite the design and bidding phases. Our professional staff is available to begin work immediately.

Very truly yours,

HAMMEL GREEN AND ABRAHAMSON, INC.


Perry R. Bolin

PRB:kae

General Contractors
Construction Managers

M.A. MORTENSON COMPANY

700 Meadow Lane North
P.O. Box 710
Minneapolis, Minnesota 55440
612/522-2100

October 7, 1985

Mr. Harold E. Ness
Asset Development Service, Inc.
200 Plumtree Building
415 First Avenue North
Minneapolis, MN 55401

Regarding: Minnesota Telecenter Office Building
Construction Schedule

Dear Mr. Ness:

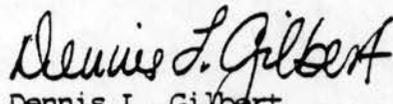
We are pleased to submit the attached preliminary construction schedule for your proposed Minnesota Telecenter Office Building project.

This schedule has been developed based on information contained within your Development Plan, dated August 6, 1985, and our series of meetings.

Although this schedule is an ambitious one we feel confident it is achievable given the relative simplicity of the building geometry and the expectation of a coordinated and cohesive team effort on the part of Owner, Architect and Contractor.

We appreciate the opportunity of presenting this schedule to you.

Sincerely yours,


Dennis L. Gilbert
Division Manager

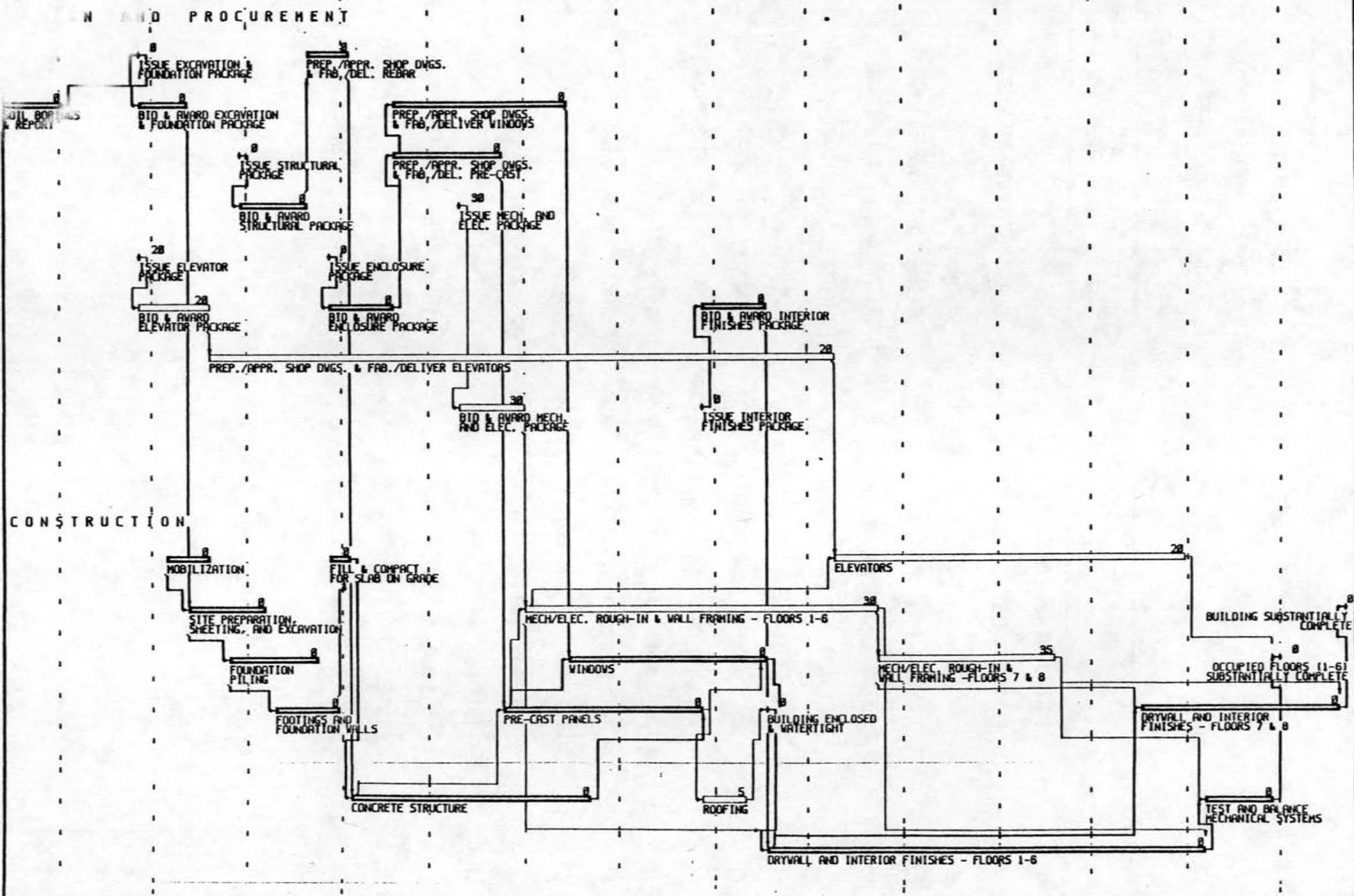
DLG:jk

Enclosure



Offices in: Denver, Colorado • Tampa, Florida • Minneapolis, Minnesota • Rochester, Minnesota • Seattle, Washington

DEC JAN FEB MAR APR MA JUN 1986 JUL AUG SEP OCT NOV DEC



Legend:
 [Solid Line] Activity Bar/Early Dates
 [Dashed Line] Critical Activity
 [Hatched Bar] Progress Bar
 Primavera Systems, Inc. 1984,1985

**OFFICE BUILDING
FOR
MINNESOTA TELECENTER**

Project Start: 14OCT85
 Project Finish:

Data Date: 14OCT85
 Plot Date: 4OCT85

M. A. Mortenson Co.			
Date	Revision	Checked	Approved

OFFICE BUILDING

PRIMAVERA PROJECT PLANNER

FOR

REPORT DATE 40CT85 RUN NO. 2

M. A. Mortenson Co.

START DATE 140CT85 FIN DATE

SCHEDULE REPORT

DATA DATE 140CT85 PAGE NO. 1

DESIGN AND PROCUREMENT

ACTIVITY NUMBER	ORIG DUR	REM DUR	PCT	CODE	ACTIVITY DESCRIPTION	EARLY START	EARLY FINISH	LATE START	LATE FINISH	TOTAL FLOAT
10	0	0*	0		ISSUE EXCAVATION & FOUNDATION PACKAGE	27NOV85	27NOV85	27NOV85	27NOV85	0
11	10	10*	0		BID & AWARD EXCAVATION & FOUNDATION PACKAGE	27NOV85	12DEC85	27NOV85	12DEC85	0
12	15	15	0		SOIL BORINGS & REPORT	140CT85	1NOV85	140CT85	1NOV85	0
20	0	0*	0		ISSUE STRUCTURAL PACKAGE	30DEC85	30DEC85	30DEC85	30DEC85	0
21	15	15*	0		BID & AWARD STRUCTURAL PACKAGE	30DEC85	20JAN86	30DEC85	20JAN86	0
22	10	10*	0		PREP./APPR. SHOP DWGS. & FAB./DEL. REBAR	21JAN86	3FEB86	21JAN86	3FEB86	0
30	0	0*	0		ISSUE ENCLOSURE PACKAGE	20JAN86	28JAN86	28JAN86	28JAN86	0
31	15	15*	0		BID & AWARD ENCLOSURE PACKAGE	28JAN86	17FEB86	28JAN86	17FEB86	0
32	25	25*	0		PREP./APPR. SHOP DWGS. & FAB./DEL. PRE-CAST	18FEB86	24MAR86	18FEB86	24MAR86	0
33	40	40*	0		PREP./APPR. SHOP DWGS. & FAB./DELIVER WINDOWS	18FEB86	14APR86	18FEB86	14APR86	0
40	0	0	0		ISSUE ELEVATOR PACKAGE	27NOV85*	27NOV85	30DEC85	30DEC85	20
41	15	15	0		BID & AWARD ELEVATOR PACKAGE	27NOV85	19DEC85	30DEC85	20JAN86	20
42	140	140	0		PREP./APPR. SHOP DWGS. & FAB./DELIVER ELEVATORS	20DEC85	9JUL86	21JAN86	6AUG86	20
50	0	0*	0		ISSUE MECH. AND ELEC. PACKAGE	11MAR86	11MAR86	22APR86	22APR86	30
51	15	15*	0		BID & AWARD MECH. AND ELEC. PACKAGE	11MAR86	31MAR86	22APR86	12MAY86	30
60	0	0*	0		ISSUE INTERIOR FINISHES PACKAGE	28MAY86	28MAY86	28MAY86	28MAY86	0
61	15	15*	0		BID & AWARD INTERIOR FINISHES PACKAGE	28MAY86	17JUN86	28MAY86	17JUN86	0

OFFICE BUILDING

PRIMAVERA PROJECT PLANNER

FOR

REPORT DATE 40CT85 RUN NO. 2

M. A. Mortenson Co.

START DATE 140CT85 FIN DATE

SCHEDULE REPORT

DATA DATE 140CT85 PAGE NO. 2

CONSTRUCTION

ACTIVITY NUMBER	ORIG DUR	REM DUR	PCT	CODE	ACTIVITY DESCRIPTION	EARLY START	EARLY FINISH	LATE START	LATE FINISH	TOTAL FLOAT
100	10	10	0		MOBILIZATION	6DEC85	19DEC85*	6DEC85	19DEC85	0
110	15	15	0		SITE PREPARATION, SHEETING, AND EXCAVATION	13DEC85	6JAN86	13DEC85	6JAN86	0
120	20	20	0		FOUNDATION PILING	26DEC85	23JAN86	26DEC85	23JAN86	0
130	15	15	0		FOOTINGS AND FOUNDATION WALLS	10JAN86	30JAN86	10JAN86	30JAN86	0
135	5	5	0		FILL & COMPACT FOR SLAB ON GRADE	28JAN86	3FEB86	28JAN86	3FEB86	0
140	55	55	0		CONCRETE STRUCTURE	4FEB86	21APR86	4FEB86	21APR86	0
150	45	45	0		PRE-CAST PANELS	25MAR86	27MAY86	25MAR86	27MAY86	0
160	10	10	0		ROOFING	28MAY86	10JUN86	4JUN86	17JUN86	5
170	45	45	0		WINDOWS	15APR86	17JUN86	15APR86	17JUN86	0
199	0	0	0		BUILDING ENCLOSED & WATERTIGHT	18JUN86	18JUN86	18JUN86	18JUN86	0
210	80	80	0		MECH/ELEC. ROUGH-IN & WALL FRAMING - FLOORS 1-6	1APR86	23JUL86	13MAY86	4SEP86	30
220	40	40	0		MECH/ELEC. ROUGH-IN & WALL FRAMING - FLOORS 7 & 8	24JUL86	18SEP86	12SEP86	6NOV86	35
225	80	80	0		ELEVATORS	10JUL86	30OCT86	7AUG86	28NOV86	20
230	100	100	0		DRYWALL AND INTERIOR FINISHES - FLOORS 1-6	18JUN86	6NOV86	18JUN86	6NOV86	0
235	15	15	0		TEST AND BALANCE MECHANICAL SYSTEMS	7NOV86	28NOV86	7NOV86	28NOV86	0
240	45	45	0		DRYWALL AND INTERIOR FINISHES - FLOORS 7 & 8	17OCT86	19DEC86	17OCT86	19DEC86	0
890	0	0	0		OCCUPIED FLOORS (1-6) SUBSTANTIALLY COMPLETE	1DEC86	1DEC86	1DEC86	1DEC86*	0
900	0	0*	0		BUILDING SUBSTANTIALLY COMPLETE	22DEC86	22DEC86	22DEC86	22DEC86	0



October 2, 1985

Mr. James E. Masterman
Asset Development Services, Inc.
415 First Avenue North, Suite #200
Minneapolis, MN 55401

Dear Mr. Masterman:

RE: Metro Agencies Building

Please accept this letter as indication of our intention to purchase tax-exempt municipal revenue bonds issued by the City of St. Paul for the purposes of providing construction and permanent financing for the above-referenced project.

Our commitment to purchase these bonds is subject to the normal due diligence as well as an executed bond purchase agreement and an opinion of bond counsel that the interest on the bonds for the project is exempt from Federal income tax.

The total cost of the project is now estimated to be slightly less than \$10 million, with the bond issue being approximately \$8 million. We would offer these bonds to public investors as soon as the equity is available and the appropriate designations and appropriate resolutions and contracts from the various Metro Agencies tenants are secured.

Please do not hesitate to call me regarding any clarification or amplification of this commitment.

Sincerely,

DAIN BOSWORTH INCORPORATED
MILLER & SCHROEDER MUNICIPALS, INC.

By *Richard R. Miller*
Richard R. Miller
Vice President

RRM:LMO

100 DAIN TOWER/P.O.BOX 1160/MINNEAPOLIS, MINNESOTA 55440/(612) 371-2711



Metropolitan Council
300 Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101

Telephone (612) 291-6359

October 17, 1985

Mr. James E. Masterman
Asset Development Services, Inc.
200 Plumtree Building
415 First Avenue North
Minneapolis, MN 55401

Dear Mr. Masterman:

We are most pleased to let you know that the Metropolitan Council, Waste Control Commission and Regional Transit Board have narrowed their choice for future office space to two finalists, the Minnesota Telecenter and Metro Square Building.

The next step in our process is to begin the detailed analysis of your proposal that was submitted in response to our RFP. We have developed a number of questions that we feel could be the basis of a draft lease agreement. At the same time, we are clarifying our requirements so that you can more fully understand our expectations and desires.

We have set up a time on Tuesday, October 22, 1985 at 2:00 p.m. to go over your thoughts and responses to these questions and to go over your original proposal in detail.

You will be meeting with a group of 6-8 people representing all three agencies which constitute the space planning committee. I would not expect any of the final decision makers to be present in our meeting that day.

Out of this meeting will come a report that will spell out your answers to our questions and how each is being dealt with. It may well serve as the basis for a final decision to be made, thus the importance of next week's meeting.

As you review our questions, it is critical that we fully understand how you have put together the financial aspects of your proposal and what they cover. We are going into our meeting on Tuesday with the assumption that you have a good understanding of what our expectations are and that they have been incorporated in your base rent and will meet the quality level that we will require.

My list of questions will follow the sequence outline in the original RFP dated June 12, 1985.

III. Program Requirements

A. Square Footage

What floors are you proposing for lease to the metro agencies? How will they be divided up? Where will the storage space be located?

(First Floor)

Will the building be renamed Metro Government Building?

Named

Design and Space Development

It will be necessary to provide architectural services for development of construction drawings. The development of the space will necessarily have to include space planning, working drawings, and furniture specifications in addition to the mechanical and electrical engineering services.

When a design firm is selected by the metro agencies for development of the schematic layout, will you provide the necessary architectural and engineering services to complete the working drawings?

It is estimated that the development of the space for the space planning, schematic development and furniture specifications will be approximately \$1.25 per square foot. When a design firm is selected by the metro agencies, what portion of the \$1.25 per square foot would be paid by you?

B. Public Transportation

Proposal answered RFP question.

C. Parking

Exactly where are the parking spots that you will provide as required under the RFP?

D. Handicapped Accessibility

Proposal answered RFP question.

E. Building Access

Proposal answered RFP question.

F. Natural Light

Window Treatment

A minimum window treatment consisting of 1 inch horizontal blinds is desired for light control. Provide a cost for this item if not included in the base rate proposal.

G. Energy Consideration

Proposal answered RFP question.

H. Maintenance Schedule

Provide detailed maintenance schedules (not a list of tasks that will be performed). If tasks are not performed according to the accompanied schedule, the metro agencies are prepared to contract separately for this service and deduct the cost from the lease payments or forward the bill to the appropriate landlord. Is this acceptable?

J. Restaurant/Cafeteria

The metro agencies would consider creating a common vending room. Would you deduct the cost of this room from our base rent in exchange for retaining the revenues from the machines?

K. Electrical

Lighting

Lighting level of 70 F.C., as requested in the RFP is to be provided by recessed deep cell parabolic, fluorescent light fixtures. Determination of actual light fixture and light distribution is to be provided by the electrical engineer with final approval by the consultant for the metro agencies. (Lighting of this type is required due to the extensive use of VDTs.)

L. Building Acoustics

Ceiling Tile

Ceiling tile shall be 2 x 2 acoustical ceiling tile with recessed spline, "boldface" by Armstrong or equal.

Wall Construction

Construction of walls shall meet building codes for life safety in all exit corridors and where required. Minimum standards for interior wall partitions shall be as follows:

Standard - Metal stud with 5/8" gypsum board both sides, taped and sanded.

Acoustical - Metal studs with 5/8" gypsum board both sides, with acoustical insulation.

Walls shall be built to duct above ceiling and penetrate the ceiling plane. Acoustical treatment for areas to include ductwork and any element which may penetrate the construction and thereby affect acoustical privacy. In certain areas of high noise generation the metro agencies reserve the right to increase the level of acoustical privacy.

M. Elevators

Proposal answered RFP question.

N. Telephone

Proposal answered RFP question.

O. Lease Provisions

Will you guarantee payment of any rent increases that the metro agencies may face if we have to stay beyond December 31, 1986? Will this cover any penalties as well?

Gross Lease

Please clarify that your response is for a gross lease under which the landlord assumes the obligation of paying all real estate taxes, assessments, SAC charges, services, utilities, repairs and maintenance expenses and insurance.

Q. Computer and Central Services Space

The following special requirements must be provided, including installation by the proposer:.

The Metropolitan Council's Information Systems space requirement is for approximately 1,500 square feet for computer room and customer service area of 150 square feet. The computer room shall have as a minimum a 12" raised floor with 2' square carpeted removable panels for underfloor access. A storage area of 150 square feet for storage of auxilliary equipment and parts supplies must also be provided. The room shall have sound absorbtion material for the ceiling and walls.

The computer room shall be tightly sealed and have a totally air conditioned (temperature and humidity) controlled environment. Minimum cooling requirements are 9 tons and the air conditioning unit must be operated from its own separate power circuit and have two separate cooling stages which allow continuous cooling at reduced capacity. (Note: The current air conditioner has a 9 ton capacity and has a cooling condenser located on the roof. There is a limit of around 100 feet that the condenser can be located away from the air conditioner unit. If the location of new space for the computer room is such that the condensing type of air conditioner is not feasible then a glycol unit would need to be installed in its place. A glycol cooled unit still would need an outside located heat rejection device but there is no limitation on the physical length of cooling pipe that may be needed. The other option is a water cooled air conditioner but would be too expensive to operate at this tonnage.) Conditioned air is to be distributed via 12" minimum raised floor. Water for humidification and water drainage must be provided for the air conditioner. Future computer equipment additions may require a larger unit. A utility shaft must be provided to run the piping as needed.

The computer room shall have a monitoring panel which includes fire, smoke, water and intrusion detection.

Monitoring panel must be functionally interlocked with Halon Gas Fire Control System and emergency power switch linked to air conditioner

and computer electrical supply systems. A separate digital security locking system and manually operated emergency power off switch is required.

Electrical supply to the room shall be 480 VAC 3-phase for connection to a 50 KVA minimum power distribution center.

Physical location of computer room should be at ground floor or above and be centrally located among floors.

Building must provide room in horizontal and vertical runways or air plenum for coaxial or other cable connection of computer equipment through patch panels. The runways must be a minimum of 12" x 12" for major runways. (Note: In the case of air plenum runways the cables used must be teflon coated for fire retardance. Teflon coated cable costs are approximately 5 times more expensive.)

Individual station runways should come off the major runways at an interval of 12'.

Central services space requirements is for approximately 1,200 square feet for duplicating equipment, work area for collating and assembling documents and other auxilliary equipment. This includes an area for storage of duplicating paper in a controlled air conditioned environment for a period of time prior to use.

The central services room shall be air conditioned (temperature and humidity). Minimum cooling requirements are 4 ton (est) and the air conditioner must be operated from its own power circuit. Water for humidification and water drainage must be provided.

Central services electrical supply shall be 120/240 VAC for the duplicating machines.

Sound absorbtion ceiling and walls.

R. Sprinklers

A fire protection system in the form of a sprinkler system with sprinkler heads through the acoustical ceiling tile shall be provided.

S. Doors

All doors shall be solid core wood doors with wood frames wherever life safety codes do not require rated or metal doors.

T. Security/Locks

In addition to building security as outlined in the RFP, provide a cost for lock sets for private offices.

U. Finishes

Vinyl Wallcovering

All walls are to be primed to accept vinyl wallcovering. An allowance

Asset Development Services inc.

October 24, 1985

Mr. Jon Elam
Director of Administration
Metropolitan Council
300 Metro Square Building
Seventh and Robert Streets
Saint Paul, MN 55101

Dear Jon,

Thank you for the opportunity to meet with you and the representatives of the Metro agencies yesterday afternoon to discuss our proposal. Pursuant to your request, the following is a response to your October 17, 1985, letter.

- A) We anticipate that the Metro agencies would occupy the first through six floors of the building, subject to the final design dictating more or less physical space. We have not attempted to layout a schematic floor plan for the individual agencies up to this point. Coordination in the schematic design phase between the Metro agencies and the developer, will enable the agencies to custom design a plan that ideally suits the agencies needs and desires, rather than trying to work around an existing concept or plan. We do recognize that schematic design can be a frightening concept at first blush, a substantial amount of the work has already been accomplished by Jim Hiniker in the original RFP. The remaining tasks are to determine the spatial relationships between various segments within the individual agencies and the finish treatment.

It is our intention to locate as many storage facilities and other non critical functions as possible along the east wall of the building, thus taking advantage of the windows for more people oriented functions.

In our October 8, 1985, letter we indicated a willingness to allow the Metro agencies, as the major building tenant, to name the building so as to project a sense of identity for the Metro agencies with the building. In that letter we suggested "Metropolitan Government Center" as an example. We are not locked into the name if the Metro agencies would prefer something different, but we do reaffirm the Metro agencies ability to select the name for the building.

The architecture firm of Hammel, Green and Abrahamson has been selected as the Architect for the building. HGA has been intimately involved with the planning for the entire block for the past two years. HGA will provide architectural and engineering services to complete the working drawings after we (the Metro agencies and the developer) have finalized the schematic design and specifications. No allowance has been included in our base rate for the Metro agencies outside consultant. However, the fee could most certainly be attributed to the finish out allowance outlined in our proposal.

612-340-0488
200 Plumtree Building, 415 First Avenue North
Minneapolis, Minnesota 55401

of \$.55 per square foot shall be allowed for material plus installation. It is understood that this amount will be deducted from the finishout allowance. Please provide an estimate of this work.

Carpet/Floor Materials

A carpet tile system may be desired as a floor material in the open plan area and higher than standard grade of carpet for private office areas in addition to the selection of miscellaneous floor materials. It is estimated that materials could be \$27.00 per yard, installed (using an installation figure of \$3.75 per square yard). In that your lease proposal included carpet, please indicate what portion of this figure will be deducted from the finishout allowance.

Vinyl Base

A 4" vinyl base is to be provided in the base rental rate.

V. Millwork

Design intent drawings will be provided for any custom millwork required by the metro agencies. The developer will provide for the bidding of such work.

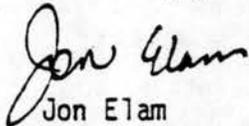
W. Construction

What guarantees in the form of performance and completion bonds, escrow accounts or other measures can you give that the metro agencies portion of the building will be completed on time and in accord with quality standards?

We appreciate the time that these questions may require, and hope that if you are not able to answer completely that you let us know when you will be able to provide it.

Please call if you have any questions.

Sincerely yours,



Jon Elam
Director of Administration

/em

Mr. Jon Elam
October 24, 1985
Page 2

- C) The primary parking area supporting the Metropolitan Government Center would be the Minnesota Telecenter ramp which will be constructed adjacent to the building. The Minnesota Telecenter ramp will be municipally owned and will be sized at from 1,000 to 1,200 parking spaces. Due to the KTCA facility on top of the ramp, it is anticipated that the ramp will not be operational until early summer 1987. We have requested a letter from the Saint Paul Planning and Economic Development Department confirming this schedule and will forward it to you as soon as we receive it.

Enclosed with this letter is a map outlining the various parking lots that were referenced in our October 8, 1985, letter. More than adequate parking is available from these lots while the Minnesota Telecenter ramp is under construction.

- F) In accordance with your October 17, 1985, letter, we have investigated the cost for 1 inch horizontal blinds for the Metro agencies' windows. We believe that the cost to provide window blinds for all the windows will be about .59 per square foot. Our base rental price does not anticipate this expense and therefore this would be part of the finish out allowance. It should be pointed out however, the Metropolitan Government Center will have tinted windows that may well eliminate the need for blinds other than as a decorating tool.

- H) Enclosed is a copy of our standard cleaning specifications from which cleaning contractors bid after touring the facility. Obviously, no cleaning contract is in place for the building at present. In addition to the outside cleaning contractor, our staff maintenance personnel will be available for any emergency situations that may arise during the day. Our maintenance personnel (who operate out of our Union Depot Place office) inspect each of the public restrooms twice each day (at 11:00 a.m. and at 4:00 p.m.) to be sure that the restrooms are stocked and clean.

Our maintenance staff is technically qualified to handle most emergency situations that arise. Additionally, it is our standard operating procedure to enter into extended warranty and maintenance contracts for all capitol equipment such as the HVAC system, elevators, sprinkler systems, etc. We have found that extended warranty and maintenance contracts coupled with our in house maintenance staff enable us to operate our buildings at a much greater efficiency level than is the case when relying totally on one or the other.

- J) Our original proposal indicated a number of outstanding restaurants within a block or two of the building, which we suspect will accommodate the majority of the Metro agencies' lunch business. Additionally, we would propose one or two common vending rooms for the Metro agencies. We are willing to either have the vending machines owned and maintained by the Metro agencies in which case the vending rooms would be included in

leaseable space under the lease or conversely we can own and maintain the equipment in which case the vending rooms would not be calculated as leaseable area.

We are amenable to either scenario. However, it would seem that it would be in the best interest of the Metro agencies to own and maintain the equipment as the revenues should more than offset the rent factor.

- K) Our base proposal assumed standard 2' x 4' recessed fluorescent fixtures in a quantity to achieve a minimum lighting level of 70 foot candles at desk top through out the demised premises. Pursuant to our discussion earlier this week, the deep cell parabolic fluorescent light fixtures are about twice as expensive as the standard fixture. We are willing to arrive at a calculation for the lease that splits the up charge for the parabolic fixtures between us and the finish out allowance.
- L) Armstrong bold face or its equivalent is approximately twice as expensive as the ceiling tile contemplated by our proposal. Here again, we would be amenable to arriving at a calculation for lease purposes that splits the up charge between the base proposal the the finish out allowance.

Our base proposal calls for all walls to be 5/8" gypsum board on metal studs from the floor to the underside of the deck above. We intend to use the ceiling as an air plenum with ducts penetrating the ceiling plane. In areas of high noise generation, we will be insulating the walls to acheive the necessary accoustical privacy. All walls will be taped, sanded, and primed under the base proposal.

- O) Pursuant to our October 8, 1985, letter, the construction time line to achieve occupancy in December 1986 is very real. We anticipate no problems that would cause the move to be delayed. However, if for some reason the move is delayed beyond December 1986, we will guarantee payment of any rent, rent increases, and penalties that the Metro agencies might incur on account of the delay.

Our proposal calls for a truly gross lease and the landlord will assume the obligation to pay all real estate taxes, assessments, SAC & WAC charges, services, utilities, repairs and maintenance expenses, and fire and extended building insurance. We do not assume the responsibility for your monthly telephone service, maintenance of the agencies equipment such as copiers, typewriters, computers, etc. and the agencies' liability insurance fees.

- Q) Our proposal anticipates the computer and central service requirements outlined by your October 17, 1985, letter. We have verified the price for teflon coated 2 pair 4 wire coaxial cable and will include the cabling

Mr. Jon Elam
October 24, 1985
Page 4

requirements as part of our base proposal. The only item not anticipated by the base proposal is the up charge if any for the 2' x 2' carpet tiles above our 13.50 per square yard allowance.

- R) Our proposal calls for a fire protection system with sprinkler heads dropped through the ceiling.
- S) The base proposal calls for solid core doors and metal frames as building standard. Should the agencies desire wood frames rather than metal we suggest the up charge be apportioned to the finish out allowance.
- T) Lock sets for all private offices are anticipated by our proposal and accordingly are included in the base rate.
- U) Pursuant to our proposal and "L" above, all walls are to be taped, sanded and primed within the scope of building standards. We believe that .55 per square foot is an adequate allowance to provide vinyl covering under the finish out allowance. We are reluctant to estimate a cost for the vinyl wallcovering work until the schematic design phase is completed and we know how many walls will be painted or will receive accoustical treatment rather than vinyl. Once the schematic design phase is complete, we can and will provide exact bids for your review.

The base rate provides for an allowance of 1.50 per square foot or 13.50 per square yard for carpet. Should the Metro agencies opt for an upgrade as outlined by your October 17, 1985, letter, the up charge between 13.50 per square yard and the actual cost would be deducted from the finish out allowance. The base rate does assume a 4" vinyl base as a building standard.

- V) We understand that the Metro agencies may require areas with customized millwork. Custom millwork is not anticipated by the base proposal and accordingly the cost of the millwork including installation would be part of the finish out allowance. We will provide for the bidding for any custom millwork, provided that your designer supplies working drawings and specifications for any such millwork.
- W) In our October 8, 1985, letter to Glendel Hunneycutt, we proposed the establishment of a coordinating committee to oversee the construction progress, building standards and interior design for the Metro agencies space. This coordinating committee will be the best guarantee that the building standards are in line with the quality standards set forth in our proposal and clarified by our discussions and letters. Again we would reiterate our guarantee to assume any and all penalties and expenses incurred by the Metro agencies if the move in is delayed beyond December 1986. Additionally, as you are aware, we have entered into a "No strike-no lockout" agreement with the Saint Paul Construction and Building Trades

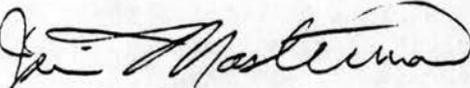
Mr. Jon Elam
October 24, 1985
Page 5

Council. The majority of the building trades contracts are up for negotiation in May 1986 and a strike is likely. Our agreement with the Building Trades Council will assure that regardless of a strike, construction will continue on the building.

Jon, we believe that the Metropolitan Government Center building affords the agencies a unique opportunity to create an environment consistent with the image that the Metro agencies have established nationwide as an important leader in metropolitan government. We are looking forward to a long term relationship with the Metro agencies.

We trust that we have answered the questions raised by your letter. However, should you desire additional information, please feel free to contact me. We are looking forward to meeting with you in the very near future to finalize a lease agreement with you. Thank you for your interest in our project.

Sincerely,



J. E. Masterman

JEM:tls

Enclosure

ASSET DEVELOPMENT SERVICES, INC.
MAINTENANCE SPECIFICATIONS

<u>GENERAL OFFICE AREAS</u>	<u>FREQUENCY</u>		
	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>YEARLY</u>
1. Empty waste receptacles and place trash for disposal.	5		
2. Replace plastic liners as needed from Customer's stock.	5		
3. Empty and damp wipe all ashtrays.	5		
4. Dust ledges and other horizontal surfaces within reach.	5		
5. Dust counter and file cabinets.	5		
6. Dust horizontal surfaces of desks, chairs, tables and other office furniture.	5		
7. Vacuum carpeted areas.	5		
8. Spot clean minor carpet stains. (Report any major carpet stains.)	5		
9. Dust mop all hard floor surfaces.	5		
10. Damp mop hard floor surfaces as required to remove spillage.	5		
11. Sanitize and polish all drinking fountains.	5		
12. Spot clean marks around light switches, drinking fountains, doors, door frames and glass.	5		
13. Vacuum or dust air diffusers.			4

<u>LOBBY, ENTRY AND HALLWAYS</u>	<u>FREQUENCY</u>		
	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>YEARLY</u>
1. Empty all waste receptacles and place trash for disposal.	5		
2. Spot clean exterior surface of waste containers.	5		
3. Empty and clean all ashtrays and cigarette urns.	5		
4. Screen and/or replace sand in cigarette urns.	5		
5. Sanitize and polish water fountains.	5		
6. Dust all horizontal surfaces within reach.	5		
7. Vacuum carpeted floor surfaces.	5		
8. Spot clean minor carpet stains.	5		
9. Sweep and dust mop hard floor surfaces.	5		
10. Damp mop hard floor surfaces as necessary.	5		
11. Remove gum, tar and other foreign substances from floor surfaces.	5		
12. Spot clean all door glass.	5		
13. Spot clean all metal surfaces.	5		
14. Spot clean marks from walls within reach.	5		
15. Clean door thresholds.	5		
16. Brush or vacuum upholstered furniture.	1		
17. Vacuum or dust air diffusers.			4

	<u>FREQUENCY</u>		
	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>YEARLY</u>
<u>ELEVATORS</u>			
1. Vacuum all carpeted floor surfaces.	5		
2. Spot clean carpet stains.	5		
3. Clean and vacuum elevator door tracks.	5		
4. Clean and polish both sides of elevator doors.	5		
5. Spot clean vertical surfaces.	5		
6. Dust all interior surfaces.	5		
7. Remove gum, tar and other foreign substances from floor.	5		
8. Clean and polish all metal work.	5		
9. Clean and polish all wood work.	1		
10. Dust ceilings, fans and vents.		1	
<u>STAIRWAYS</u>			
1. Gather all waste and place for disposal.	5		
2. Sweep stairs.	5		
3. Spot mop spillage.	5		
4. Remove gum, tar and other foreign substances.	5		
5. Dust horizontal surfaces within reach.	1		
6. Dust handrail.	1		
7. Spot clean doors.	1		
8. Spot clean wall surfaces within reach.		1	

<u>RESTROOMS</u>	<u>FREQUENCY</u>		
	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>YEARLY</u>
1. Sweep or dust mop floor surfaces.	5		
2. Wet mop floor surfaces with disinfectant solution.	5		
3. Dust horizontal surfaces.	5		
4. Empty and clean all waste receptacles and place for disposal.	5		
5. Empty and clean sanitary napkin disposal units and replace plastic liners, if required, from Customer's stock.	5		
6. Check and refill towel, soap, and toilet dispensers, from Customer's stock.	5		
7. Clean and polish dispensers.	5		
8. Clean and polish mirrors, frames and shelves.	5		
9. Clean and polish wash basins.	5		
10. Clean and sanitize toilets, toilet seats and urinals.	5		
11. Clean and polish all chrome.	5		
12. Spot clean walls around sinks, towel dispensers, urinals, partitions and door frames.	5		
13. Remove gum, tar and other foreign substances from floor surface.	5		
14. Report any fixture not working properly to maintenance office.	5		
15. Dust or vacuum air diffusers.			4
16. Wash walls, partitions and doors.		1	

<u>LUNCHROOM</u>	<u>FREQUENCY</u>		
	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>YEARLY</u>
1. Gather all waste and place for disposal.	5		
2. Spot clean exterior of waste containers.	5		
3. Wash waste containers inside and out.	5		
4. Dust mop hard floor surfaces.	5		
5. Damp mop hard floor surfaces.	5		
6. Remove gum, tar and other foreign substances from floor surfaces.	5		
7. Vacuum carpeted floor surfaces.	5		
8. Spot clean minor carpet stains.	5		
9. Dust horizontal surfaces within reach.	5		
10. Damp wipe table and counter tops.	5		
11. Empty and damp wipe ash trays.	5		
12. Properly arrange tables and chairs.	5		
13. Clean and sanitize drinking fountains.	5		
14. Spot clean marks from walls, light switches and woodwork.	5		
15. Spot clean chairs.	1		
16. Dust or vacuum air diffusers.			4



GEORGE LATIMER
MAYOR

CITY OF SAINT PAUL
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
DIVISION OF DEVELOPMENT
25 West Fourth Street, Saint Paul, Minnesota 55102
612-292-1577

October 24, 1985

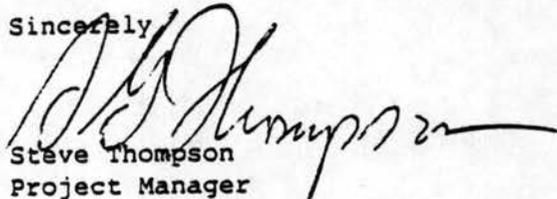
Mr. James Masterman
Asset Development Services, Inc.
415 First Avenue N.
Minneapolis, Minnesota 55401

Dear Mr. Masterman:

You had requested an assessment of our progress in packaging the Twin Cities Public Television and municipal ramp developments for Block L. I am pleased to report that we are right on schedule in developing financing packages for both components which, as you know, is the next critical step following KTCA's selection of Block L as the site for its new headquarters.

With respect to the schedule for the estimated 1000 car parking facility, construction could begin as early as spring of next year with initial occupancy as early as spring of 1987.

Sincerely,


Steve Thompson
Project Manager

ST:da

Asset Development Services inc.

October 29, 1985

Mr. Jon Elam
Director of Administration
Metropolitan Council
300 Metro Square Building
Seventh and Robert Streets
Saint Paul, MN 55101

Dear Jon,

Thank you for the opportunity to talk with you this afternoon regarding our proposal for the Metro agencies.

In our October 24, 1985, letter we stated that if the Metro agencies' move were delayed beyond December 1986, we would guarantee payment of any rent, rent increases and penalties that the Metro agencies might incur on account of the delay.

Your lease payments at the Metropolitan Government Center would commence when the Metro agencies accept and occupy the leased premises. Accordingly, our October 24th letter should have stated that we will pay any rent, rent increases and penalties incurred by the Metro agencies at the Metro Square Building, beyond the end of December 1986. In other words, we are guaranteeing the payment of all direct costs charged by the Metro Square Building for your occupancy beyond December 1986.

The initial proposal agrees to a renewal option at the end of the initial five year term. We do anticipate that the renewal rate will be higher than the 13.75 per square foot base rate for the initial term. We have not established a rate for the renewal term because, quite frankly, we don't know what the market will be like six years from now.

It is our desire that the renewal rate be fair to both parties. We are amenable to setting forth a formula to establish the renewal rate in the lease document. As you are aware, there are several standard formulas in use in Minnesota. We are confident that between your attorneys and our firm a formula that protects both of our interests can be incorporated into the lease language.

Moveable partitions, that are of a non ceiling penetrating type, are an economical alternative to fixed wall offices. Moveable partitions take advantage of production efficiency afforded by assembly line production within a controlled environment where waste is kept to the minimum. Virtually every component of a moveable partition system is reuseable, therefore the costs can be amortized over a longer period of time. In a moveable partition system,

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200 Plumtree Building, 415 First Avenue North
Minneapolis, Minnesota 55401

Mr. Jon Elam
October 29, 1985
Page 2

the ceiling is built in a unbroken plane thus reducing the expense of the ceiling. When weighing the merits of the two systems, the biggest drawback to a moveable partition system, would be the difficulty in achieving accoustical privacy between offices and work stations.

Pursuant to our conversation this afternoon, we understand that the various costs outlined in our October 24, 1985, letter would breakdown as follows:

A) DESIGN SERVICES:

The Metro agencies have received a quote of 1.25 per square foot for design services. Design services would then cost the agencies \$108,000.00 (1.25 x 86,400). This entire amount could be taken from the finish out allowance.

\$108,000.00

B) WINDOW TREATMENT:

Our base rental rate does not include an allowance for window treatment. The Metro agencies have been supplied a budget number of 50,976.00 by your designer. This entire amount would be taken from the finish out allowance.

50,976.00

C) LIGHT FIXTURES:

Our original proposal to the Metro agencies assumed a standard 2' x 4' recessed flourescent light fixture. The lighting system outlined by your October 17, 1985, letter is approximately twice as expensive as the standard fixture and we agreed to split the difference in the up charge for the parabolic system. You have been supplied a budget number by your designer of \$270,000.00. The portion applicable to the finish out allowance would therefore be \$67,500.00 (270,000 x .25).

67,500.00

D) CEILING TILE:

Here again, as with the lighting system, the ceiling specified by your October 17, 1985, letter is approximately twice as expensive as building standards. Again we agreed to split the up charge with the Metro agencies. Your designer has given you a budget number of \$259,200.00. Using the same formula as above, the portion applicable to the finish out allowance would be (259,200 x .25).

64,800.00

E) TEFLON COAXIAL CABLE:

Our October 24, 1985, letter indicated that we would run the teflon coated two pair/four wire coaxial cable for computer use throughout the premises as a building standard with no up charge to the Metro agencies.

0

F) FIRE SUPPRESSION SYSTEM:

Our original proposal calls for a fire suppression system with sprinkler heads dropped through the ceiling plane as a building standard cost.

0

G) WOOD FRAMED DOORS:

Our proposal calls for solid core doors with metal frames. Should the agencies opt for wood frames, the up charge would be part of the finish out allowance. Your designer has established a budget of \$5,250.00 for wood frames.

5,250.00

H) SECURITY LOCKS:

The original proposal assumed lock sets for all private offices as part of the building standards. Accordingly, there would be no charge to the Metro agencies.

0

I) WALL COVERING:

Our proposal made no allowance in the base rate for vinyl wall covering. All wall coverings should be covered in the finish out allowance. The Metro agency designer has established a budget of \$70,000 for wall covering.

70,000.00

J) FLOOR COVERING:

The proposal anticipated a floor covering allowance of \$1.50 per square foot or \$13.50 per square yard as building standard. Assuming an installed price of \$27.00 per square yard for carpet specified by your designer, the up charge between the building standard and the actual installed price, would be attributable to the finish out allowance. Your designer has established an up charge budget number of \$129,600.00.

129,600.00

Assumptions for Final Cost Estimate

Minnesota Telecenter Proposal

10/29/85

	<u>Base Rate</u>	<u>Alternate Rate</u>	<u>Base Costs</u>	<u>By Agency</u>			<u>Alternate Costs</u>	<u>By Agency</u>		
				<u>MC</u>	<u>MWCC</u>	<u>RTB</u>		<u>MC</u>	<u>MWCC</u>	<u>RTB</u>
Office Space (sq. ft.)			86,400	52,277	27,243	6,880	86,400	52,277	27,243	6,880
Storage Space (sq. ft.)			6,700	3,000	3,500	200	6,700	3,000	3,500	200
Office Space										
Years 1 - 5	13.75	12.90	5,940,000	3,594,044	1,872,956	473,000	5,572,800	3,371,867	1,757,173	443,760
Storage Space										
Years 1 - 5	6.50	6.50	217,750	97,500	113,750	6,500	217,750	97,500	113,750	6,500
Moving Costs			<u>44,220</u>	<u>27,500</u>	<u>13,640</u>	<u>3,080</u>	<u>44,220</u>	<u>27,500</u>	<u>13,640</u>	<u>3,080</u>
Credit to Agencies			6,201,970	3,719,044	2,000,346	482,580	5,834,770	3,496,867	1,884,563	453,340
			<u>-196,674</u>	<u>-118,999</u>	<u>-62,014</u>	<u>-15,661</u>	<u>-196,674</u>	<u>-118,999</u>	<u>-62,014</u>	<u>-15,661</u>
Five Year Total			6,005,296	3,600,045	1,938,332	466,919	5,638,096	3,377,868	1,822,549	437,679

<u>Cost Element</u>	<u>Total Cost</u>	<u>Base Lease</u>	<u>Finishout Allowance</u>	<u>Assumptions</u>
1. Design Services	108,000	--	108,000	\$1.25/sq. ft.
2. Window Blinds	50,976	--	50,976	\$0.59/sq. ft., proposer estimate
3. Lighting Fixtures	270,000	202,500	67,500	\$3.125/sq. ft.
4. Ceiling Tile	259,200	194,400	64,800	\$3.00/sq. ft.
5. Teflon Coaxial Cable	--	--	--	Included in base rate
6. Sprinklers	--	--	--	Included in base rate
7. Wood Frame Doors	5,250	--	5,250	Estimate, \$50/door, 105 doors
8. Security Locks	--	--	--	Included in base rent
9. Wallcovering	70,000	--	70,000	Estimate, \$100/sq. ft., 70,000 sq. ft.
10. Carpeting	259,200	129,600	129,600	\$3.00/sq. ft.
11. Millwork	20,000	--	20,000	Estimate
			516,126	
Finishout Allowance			712,800	
			(196,674)	(118,999) MC (62,014) MWCC (15,661) RTB

LM2085

Metropolitan Agencies
 Comparison of Lease Proposals
 Alternate Rate

10/29/85

	<u>Metro Square</u>	<u>Telecenter</u>
<u>Five Year Lease</u>		
MC	\$ 3,436,482	\$ 3,377,868
MWCC	1,819,896	1,822,549
RTB	<u>449,342</u>	<u>437,679</u>
Total Cost	\$ 5,705,720	\$ 5,638,096
Cost Per Sq. Ft. Per Year	\$13.21	\$13.05

BUDGET

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 12, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Assumption of Program Responsibilities

At its November 7, 1985, meeting, the Administration and Finance Committee approved the following recommendation:

RECOMMENDATION:

That the Regional Transit Board adopt the attached certifications for the transmittal to the Commissioner of Transportation indicating readiness to assume program responsibilities for contracts with metropolitan area providers, the special transportation service project and the metropolitan transit service demonstration program on January 15, 1986.

jmo

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 1, 1985
TO: Administration and Finance Committee
FROM: Judith McCourt, Programs Manager
SUBJECT: Assumption of Program Responsibilities

ACTION REQUESTED:

It is requested that the Administration and Finance Committee recommend to the Regional Transit Board (RTB) approval of the resolutions certifying the RTB's readiness to assume responsibility for:

- o administering contracts made by Mn/DOT with metropolitan area providers (473.384, Section 121, Subdivision 9),
- o the special transportation service project (473.386, Section 122, Subdivision 7), and
- o the metropolitan transit service demonstration program (473.388, Section 123, Subdivision 7).

BACKGROUND:

The RTB enabling legislation transfers the responsibility for several programs to the RTB upon certification of readiness to the commissioner of transportation. The three programs that are transferred to the RTB upon certification are the administration of contracts with transit providers in the metropolitan area, the special transportation service project and the metropolitan transit service demonstration project.

A report on the assumption of program responsibilities and a transition timetable was presented to the Policy Committee on May 22, 1985. The report outlined the programs that were scheduled for transfer and discussed the steps involved in accomplishing it. At this time, having accomplished the objectives set forth in earlier correspondence with the committee, the RTB is prepared to assume responsibility on January 15, 1986, for the programs currently administered by Mn/DOT that are legislatively transferred to the RTB.

DISCUSSION:

In preparation for assuming responsibility for programs that are currently under the auspices of Mn/DOT, a series of meetings has occurred between Mn/DOT and the RTB. The purpose of these meetings has been to outline the steps necessary to ensure an orderly transfer of program responsibilities between

REGIONAL TRANSIT BOARD
270 Metro Square Building, St. Paul, Minnesota 55101

RESOLUTION NO. 85-

RESOLUTION
Certifying Readiness to Assume Responsibility for
Contracts in the Metropolitan Area under Section 473.384

- WHEREAS, the Regional Transit Board has adopted an approved interim implementation plan; and
- WHEREAS, the Regional Transit Board may assume responsibility for contracts in the metropolitan area as specified in Minnesota Statutes 473.384, Subdivision 9; and
- WHEREAS, the Commissioner of Transportation shall, on receiving certification from the Regional Transit Board, transfer funds appropriated to him in an amount sufficient to the permit the Regional Transit Board to pay all state financial assistance contracted for; and
- WHEREAS, on receipt of this amount by the Regional Transit Board the contracts assumed become the responsibility of the Regional Transit Board, and
- WHEREAS, on the effective date of the assumption of said contract responsibilities, the Commissioner of Transportation shall make no further contracts under Section 174.24, Subdivision 3, with recipients in the metropolitan area.

NOW, THEREFORE, BE IT RESOLVED:

THAT pursuant to Minnesota Statutes Section 473.384, the Regional Transit Board certifies that it has adopted an approved interim implementation plan and is hereby ready to assume the responsibility of the Commissioner of Transportation effective January 15, 1986, for administering contracts with recipients in the metropolitan area under Section 473.384.

BE IT FURTHER RESOLVED:

THAT a copy of this Resolution shall be delivered to the Commissioner of Transportation.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD
Suite 270 Metro Square Building, St. Paul, MN 55101

RESOLUTION NO. 85-20

RESOLUTION
Certifying Readiness to Assume Responsibility for
Special Transportation Service under Section 473.386

WHEREAS, the Regional Transit Board has adopted an approved interim implementation plan; and

WHEREAS, under Minnesota Statutes Section 473.386, Subd. 7, the Regional Transit Board may assume responsibility for the special transportation service project administered by the Commissioner of Transportation under Section 174.31; and

WHEREAS, the Commissioner of Transportation, on receiving the certification, shall transfer to the Regional Transit Board the unexpended balance of funds appropriated to him by law for operation of the special transportation service coordination project under Minnesota Statutes 1982, Section 174.31; and

WHEREAS, on receipt of this amount by the Regional Transit Board, the project becomes its responsibility; and

WHEREAS, on receiving certification, the Commissioner of Transportation shall take no further actions under Minnesota Statutes 1982, Section 174.31.

NOW, THEREFORE, BE IT RESOLVED:

THAT pursuant to Minnesota Statutes Section 473.386, the Regional Transit Board certifies that it has adopted an approved interim implementation plan and is hereby ready to assume the responsibility effective January 15, 1986 for the Special Transportation Service Project administered by the Commissioner of Transportation under Minnesota Statutes 1982, Section 174.31.

BE IT FURTHER RESOLVED:

THAT a copy of this Resolution shall be delivered to the Commissioner of Transportation.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD
Suite 270 Metro Square Building, St. Paul, MN 55101

RESOLUTION NO. 85-21

RESOLUTION
Certifying Readiness to Assume Responsibility for the
Metropolitan Transit Service Demonstration Program
Under Section 473.388

WHEREAS, the Regional Transit Board has adopted an approved interim implementation plan; and

WHEREAS, the Regional Transit Board may assume responsibility for the metropolitan transit service demonstration program administered by the Commissioner of Transportation under Minnesota Statutes 1982, Section 174.265; and

WHEREAS, on receipt of the certification by the Commissioner of Transportation, he shall make no further contracts under that program and shall assign all contracts then in effect under that program to the Regional Transit Board; and

WHEREAS, on assignment of the contracts to the Regional Transit Board, they shall become its obligations.

NOW THEREFORE BE IT RESOLVED:

THAT pursuant to Minnesota Statutes Section 473.388, the Regional Transit Board certifies that it has adopted an approved interim implementation plan and is hereby ready to assume responsibility, effective January 15, 1985, for the metropolitan transit service demonstration program administered by the commissioner of transportation under Minnesota Statute 1982, Section 174.265.

BE IT FURTHER RESOLVED:

THAT a copy of this Resolution shall be delivered to the Commissioner of Transportation.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 18, 1985
TO: Regional Transit Board
FROM: Judith Hollander, Director of Planning and Programs
SUBJECT: Rideshare Advisory Committee

Staff recommends that the Regional Transit Board approve the appointments made by individual board members to the Rideshare Advisory Committee. Appointments appear on the attached list.

JH:jmo
Attachment

11/15/85

REGIONAL TRANSIT BOARD
APPOINTEES FOR RIDESHARE ADVISORY COMMITTEE

<u>District</u>	<u>Appointee</u>	<u>Appointed By Board Member</u>	<u>Appointee's Term Expires</u>
A	<u>DONNARAE MCKENZIE</u> MN Department of Transportation Office of Transit 815 Transportation Building St. Paul, MN 55155 482-0051 (H) 296-1610 (B) -Manager, Transit Planning Unit of Mn/DOT, 7 years -Affiliations: Women's Transpor- tation Seminar; Women Helping Offenders; Mn/DOT Liaison with MN Rideshare Bd. under Metro Council (1/84-8/85)	Todd Lefko	Jan. 1987
B	<u>ROBERT D. OWENS</u> 3M Company Building 42-8E-04 St. Paul, MN 55133 927-5525 (H) 778-5190 (B) -Senior Traffic Engineering Specialist with 3M Company for 15 years. -Affiliations: Citizen's League, Institute of Transportation Engineers, Transportation Research Board.	Bernard Skrebes	Jan. 1987
C	<u>ROGER GEORGE HUSS</u> 512 Tenth Avenue SW New Brighton, MN 55112 633-2932 (H) 373-0374 (B) -Univ. of MN, Univ. Transit Coordinator for 16 years. -Affiliations; Assn. for Commuter Transportation (ACT); Metro Rideshare Board; U of M Com. on Accessible Transit Service (Chr.-'78-'84)	Doris Caranicas	Jan. 1987

District	Appointee	Appointed By Board Member	Appointee's Term Expires
D	<p><u>THOMAS JOHN BAERWALD</u> 3229 47th Ave. South Minneapolis, MN 55406 721-5862 (H) 221-4760 (B)</p> <p>-Director, Geography Dept., Science Museum of MN, 7 yrs. -Affiliations: Metro Ridesharing Bd. (Member & Chair of Work Plan Committee); Citizens League; Assn. of American Geographers.</p>	Kenneth Bedeau	Jan. 1987
E	<p><u>TIM TURNBULL</u> Fridley Police Department 6431 University Avenue, NE Fridley, MN 55432 571-3450, Ext. 110 (B)</p> <p>-Special Projects Coordinator, Fridley Police Department, 8 years. -Affiliations: Metropolitan Emergency Manager's Assoc.; State Driving While Intoxicated (DWI) Task Force</p>	Ruth Franklin	Jan. 1988
F	<p><u>BRUCE POULSEN</u> P.O. Box 1143 Minneapolis, MN 55440 349-1220 (B)</p> <p>-Vice President and Counsel for Prudential Insurance Co. -Former Chair, Rideshare Advisory Board</p>	Alison Fuhr	Jan. 1988
G	<p><u>DONALD H. ANKENY</u> 260 Lindawood Lane Wayzata, MN 55391 473-7408 (H) 921-2000</p> <p>-Leasing Agent/Owner's Representative, Trammell Crow Co., 2 years -Affiliations: Nat'l Assn. of Industrial Office Parks (NAIOP-PR Committee); MN Rideshare Board ('84-'85)</p>	Paul Joyce	Jan. 1988

District	Appointee	Appointed By Board Member	Appointee's Term Expires
H	<p><u>SALLY ANDERBERG</u> 6132 Linden Road Woodbury, MN 55125 735-0154 (H) 735-9076</p> <p>-Data Information Specialist, Minnesota Public Radio, 2 yrs. -Affiliations: League of Women Voters (Past Pres.); School Dist. No. 833, School Bd. Member (78-82); Community Theatre Guild (Past Pres.) ('76-10/85)</p>	Edward Kranz	Jan. 1988
AT LARGE	<p><u>JOHN E. DOYLE, SR., CHAIRMAN</u> 8th and Marquette Avenue Minneapolis, MN 55479 372-9000 (B) 823-1718 (H)</p> <p>-Assistant Vice President and Director of Community Affairs, Norwest Banks, 7 years. -Former RTB Board Member</p>	Elliott Perovich Chair	Jan. 1987
AT LARGE	<p><u>DEAN L. FENNER</u> 4372 Cottage Park Road White Bear Lake, MN 55110 429-9243 (H) 736-4247 (B)</p> <p>-Administrative Retiree with 3M Company -Affiliations: Metro Rideshare Board (Vice Chair), Metro Council; White Bear Lake City Council ('66-'75); White Bear Mayor (Jan.-Apr. '85); Metropolitan Transportation Advisory Board ('70-'75).</p>	Elliott Perovich	Jan. 1987
AT LARGE	(TO BE APPOINTED)	Elliott Perovich Chair	Jan. 1987

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: November 18, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Draft Financial Plan

ACTION REQUESTED:

That the Regional Transit Board approve the Financial Plan for the time period ending December 31, 1987, and direct the Executive Director to submit it to the house appropriations committee and the chair of the senate finance committee as required by the 1985 special legislative session and the Metropolitan Council.

BACKGROUND:

The 1985 special legislative session requires the RTB to submit to the chair of the house appropriations committee and the chair of the senate finance committee a detailed financial plan for the period ending December 31, 1987.

The legislature further required that the plan must be consistent with the RTB adopted Interim Implementation Plan and must also contain:

1. proposed budgets, contract terms and plans for expenditure for the jobseekers and transit dependent program;
2. progress to date on the assumption of contracts and the local planning and development program;
3. a detailed schedule of public expenditures and receipts for private operator assistance, Metro Mobility, rural and urban systems and the transit replacement program; and
4. a schedule of fares planned by the board, including the dates of any changes and the revenue effects.

DISCUSSION:

In compliance with 1985 special session legislation, staff has prepared a detailed financial plan for your review. The plan:

1. Meets the requirements of Minnesota Statutes, Section 473.377, subdivision 3. The entire document is consistent with the adopted Interim Implementation Plan that was submitted to the legislature in February 1985.

2. Contains discussion and plans for the jobseekers program (Minnesota Statute 473.387, Section 101, Subd. 3) and the program for transit dependents.
3. Outlines the development and progress to date on local planning and development programs (Minnesota Statutes, Section 473.382) and the assumption of contracts (Minnesota Statute 473.384).
4. Sets forth a detailed schedule of public expenditures and receipts for private operator assistance, metro mobility, rural and urban systems and the transit replacement service program administered under Minnesota Statutes Section 473.388.
5. Contains a discussion of procedures and process that will be used by the board to establish fare policy.

ADMINISTRATION AND FINANCE COMMITTEE CONSIDERATION

At its special meeting November 14, 1985, the Administration and Finance Committee recommended approval of the Draft Financial Plan subject to the following considerations:

1. That the section on page eleven entitled "Joint MTC/RTB Activities" be retitled "Financial and Service Standards" and language added regarding extension of the standards to other transit providers; staff has made the change and added the appropriate language.
2. That a funding source description for "Section 8" funding, unintentionally omitted from the draft, be added. Staff has added the description.
3. That the potential deletion of Nicollet Garage from the Capital Improvement Program be noted in the action of the board approving this plan.
4. That the board acknowledge in its approving action that the fare revenue projections of regular route services as shown on Figures VII and VIII do not equal thirty-five percent of the operating costs of regular route services, but that a portion of state assistance equivalent to the differential between senior fares, student fares, and handicapped fares, and normal fare when added to the fare revenue shown would provide a regular route fare recovery ratio of 38.3 percent in 1986 and 36.8 percent in 1987. Staff is directed to add an explanation of the above to the "Farebox Revenues" description within the Financial Plan.

CONCLUSIONS AND FINDINGS:

Given the committee considerations noted above, the plan is consistent with the requirements set forth in the 1985 legislative session.

RECOMMENDATION:

That the Regional Transit Board approve the Financial Plan, 1986-87, subject to the following understandings:

1. In the Capital Expenditure Program, projected expenditures for the MTC Nicollet Garage project have been disapproved by the Metropolitan Council subject to completion of the (alternative locations study) and confirmation of the project in the final RTB 1986 Budget approval process. If disapproved, the Nicollet Garage project will be amended out of the Financial Plan projections.
2. Farebox revenue projections for 1986 and 1987, as shown on Figures VII and VIII, with a portion of state assistance equivalent to the differential between senior fares, student fares and handicapped fares, and normal fare added provides a regular route fare recovery ratio for 1986 of 38.3 percent and for 1987, 36.8 percent.

JM:jmo
NOV01B

D R A F T F I N A N C I A L P L A N

1986-1987

Regional Transit Board of the Twin Cities Metropolitan Area

November 1985

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APPENDIX

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FIGURE VIII	1987 METROPOLITAN TRANSIT SYSTEM OPERATING PLAN

I. INTRODUCTION

This report is the financial plan of the Regional Transit Board (RTB) for the period ending December 31, 1987. It is a two-year plan that responds to the requirements set forth in the 1985 Semi-States Appropriation Bill which requires that the RTB submit to the chair of the House Appropriations Committee and the chair of the State Finance Committee a financial plan for the period ending December 31, 1987.

This plan is intended to meet several requirements set forth in the legislation:

1. The document is consistent with the adopted Interim Implementation Plan that was submitted to the legislature in February 1985.
2. The plan contains discussion and plans for a jobseeker's program (Minnesota Statute 473.387, Section 101, Subd. 3) and a program for transit dependents.
3. The plan outlines the development and progress to date on local planning and development programs (Minnesota Statutes, Section 473.382) and the assumption of contracts (Minnesota Statute 473.384).
4. The plan sets forth a schedule of public expenditures and receipts for private operator assistance, metro mobility, rural and urban systems and the transit replacement service program administered under Minnesota Statutes Section 473.388.
5. The plan contains a discussion of the process that will be used by the Regional Transit Board to establish fare policy for the metropolitan area.

II. BACKGROUND ON RTB

CREATION OF THE REGIONAL TRANSIT BOARD

In 1983, the Legislative Commission on Metropolitan Transit (LCMT) was created by Minnesota Legislature to conduct a comprehensive evaluation of metropolitan transit.

In February 1984, the LCMT issued a report identifying certain structural and financial problems of the metropolitan transit system and made recommendations to deal with those problems. Most of the LCMT recommendations on structural issues were enacted into law.

The LCMT identified three functions of effective transit service: planning, arranging and delivering. Misallocation of these functions among various agencies and levels of government was found to be a major cause of inadequacies in the metropolitan transit system. Misallocation of functions resulted from an unclear assignment of responsibilities among agencies and levels of government and from an over-concentration of responsibility at the Metropolitan Transit Commission (MTC). The LCMT evaluated the role that the Legislature, the Metropolitan Council, the MTC, Minnesota Department of Transportation (Mn/DOT) and local units of government played in metropolitan transit and made various recommendations regarding the role that these agencies or units of government should play in the future including:

- o A regional transit board should be established with primary responsibilities for metropolitan transit planning, financing and arranging or contracting for transit services.
- o The RTB should be designated a recipient of federal funds.
- o The legislature should focus its role on the development of overall regional transit policy goals.
- o The MTC responsibilities should be focused on transit operations.

MISSION STATEMENT AND STATUTORY GOALS

A mission statement was adopted by the RTB on November 5, 1984, that sets forth its purpose. It states that:

The RTB directs, coordinates and prioritizes transit services in the Twin Cities Metropolitan Area through needs assessment, policy development, distribution of public funds, facilitation of the implementation of programs and research and demonstration. This mission is accomplished within the direction of the legislature and the long-range transportation policy planning role of the Metropolitan Council. The RTB facilitates the implementation of transit service programs recognizing the transit operating role of the MTC and other transit service providers; and the need for continuous involvement of local units of government and the public.

The statutory responsibilities established by the RTB enabling legislation are defined in the following four broad goals:

1. To provide, to the greatest feasible extent, a basic level of mobility for all people in the metropolitan area.
2. To arrange, to the greatest feasible extent, for the provision of a comprehensive set of transit and paratransit services to meet the needs of all people in the metropolitan area.
3. To cooperate with private and public transit providers to assure the most efficient and coordinated use of existing and planned transit resources.
4. To maintain public mobility in the event of emergencies or energy shortages.

THE REGIONAL TRANSIT BOARD

The enabling legislation set the size of the RTB at fourteen members representing different geographic areas plus a chairman. In 1985 the size of the board was reduced by the legislature to eight members representing specific geographic areas plus a chairman. The chairman is appointed by the governor while the other eight members are appointed by the Metropolitan Council. The members serve four-year staggered terms. The Regional Transit Board members are:

<u>Name</u>	<u>District</u>	<u>City</u>	<u>Term Expires</u>
Elliott Perovich	Chairman	Anoka	January 1987
Todd Lefko	District A	St. Paul	January 1987
Bernard Skrebes	District B	New Brighton	January 1987
Doris Caranicas	District C	Minneapolis	January 1987
Kenneth Bedeau	District D	Minneapolis	January 1987
Ruth Franklin	District E	Anoka	January 1989
Alison Fuhr	District F	Edina	January 1989
Paul Joyce	District G	Hopkins	January 1989
Edward Kranz	District H	Hastings	January 1989

The districts are shown in Figure 1 in the Appendix.

INTERIM TRANSIT SERVICE POLICIES

During its first year, the RTB adopted interim transit service policies to facilitate the transfer of various programs for which it was now responsible. These policies were based on the transit policies developed previously by other metropolitan agencies. These policies will be refined and detailed with the development of the RTB's implementation plan in October, 1986.

1. The RTB shall develop all plans, policies and programs in a manner that will meet all mandated schedules and will assure timely decisions and service implementations.

2. The RTB shall develop plans, policies and programs consistent with the Metropolitan Council's Transportation Policy Plan.
3. RTB programming decisions shall be made on the basis of transit service needs, the availability of financial resources, and adopted RTB transit policies and plans.
4. Transit service needs assessments shall be conducted for all transit programs, including type of service, location, schedule, level of service and level of investment. These assessments shall consider alternative service concepts of operations strategies, involve representatives of affected users and governmental agencies and evaluate alternatives against specific performance objectives, including Metropolitan Council transportation policies.
5. The primary objective of the RTB shall be the setting of priorities for the allocation of available financial resources among the competing transit service needs in the Twin Cities Metropolitan Area.
6. Transit investment priorities shall be given to: a) travel corridors with the highest congestion and poorest travel times to downtown Minneapolis and St. Paul; b) areas with the highest level of unmet transit needs; and c) areas with the highest density of population dependent on transit.
7. Transit service needs assessments and transit investment decisions shall recognize and balance the special service needs of the central cities, suburban and exurban areas in the Metropolitan Area.
8. Individual transit programs shall be planned, managed and evaluated to use all funds effectively and efficiently.
9. The most cost effective transit providers, whether public or private, shall be selected to provide specific transit services.
10. Metropolitan transit services shall be responsive to the needs of the young, disabled, elderly and economically disadvantaged.
11. A stable funding program shall be developed in support of the funding goals established by legislation.
12. A transit fare structure shall be established that will be equitable and in balance with the cost of transit service and available funding levels.
13. The RTB shall develop and maintain a continuous and comprehensive transit decision-making process in cooperation with local units of government, interested individuals, organizations and agencies.
14. The RTB shall encourage and support new and innovative transit service programs through a regular research, demonstration and evaluation program.

III. REPORT ON PROGRAM DEVELOPMENT

INTRODUCTION

This section provides an update on the activities of the Regional Transit Board as mandated by the legislature in 1985. The progress of the Transit Service Needs Assessment is outlined as is the development of the Jobseekers Program and Transit Dependent Program. The section also reports on the status of the projects under Minnesota Statute 473.382, Local Planning and Development, and Minnesota Statute 473.384, Contracts. Finally, the RTB's plans to develop fare policies.

TRANSIT SERVICE NEEDS ASSESSMENT

The RTB is conducting an overall evaluation of transit services and needs in the seven county Twin Cities Metropolitan Area. The Transit Service Needs Assessment focuses on short- to mid-range transit planning and represents one of the RTB's major planning activities during 1985 and 1986.

The need for a comprehensive transit analysis was identified in the legislation establishing the RTB and restated in the 1985 legislation. The RTB recognizes the need for such a study and has identified it as one of its top priorities.

The purpose of the Service Needs Assessment is to conduct an overall evaluation of transit needs and services in the metropolitan area. This is being accomplished through examination of existing and future transit needs of metropolitan area residents, evaluation of the effectiveness of existing services in meeting these needs, development of alternatives to address any unmet needs, evaluation of these alternatives, development of specific recommendations on service changes and improvements, and an ongoing service needs assessment program. The study is being conducted in coordination with the longer-range activities of the Metropolitan Council.

The Service Needs Assessment is being conducted in two phases. Phase one, which is approximately six months, focuses on a region-wide transit planning analysis. Phase two, which is also anticipated to be a six month process, will involve a detailed sub-area analysis of transit services and needs.

The RTB is responsible for the overall management of the Transit Service Needs Assessment and is conducting specific elements of the study. The RTB is being assisted in this effort by the consulting firms of Strgar-Roscoe-Fausch, Inc., Midwest System Sciences, Colle & McVoy, and a strategic planning group comprised of national experts in transit. The consultants have primary responsibility for the marketing research and technical evaluation portion of the Transit Service Needs Assessment.

All major data collection activities have been initiated and are underway. These include surveys of various providers in the metropolitan area. The results of these surveys, along with detailed route information from the MTC, socio-economic and demographic information are being compiled into a microcomputerized data base. This will provide needed information for the Transit Service Needs Assessment and an excellent data base for future use.

Phase one of the Transit Service Needs Assessment will be completed by January 31, 1986. Phase one will provide the comprehensive overview of transit services and needs in the metropolitan area. More specifically, it will identify the types and levels of transit services currently provided in the metropolitan area and geographical areas or market segments for more detailed analysis in phase two. These may include service area studies, corridor studies, route effectiveness studies, demonstration projects or other areas for additional research.

A detailed work program for phase two will be developed at the end of phase one. It is anticipated that different approaches will be taken depending on the nature of the transit service need, area or market segment identified. The activities of phase two will be completed by August of 1986. The results of phase one and phase two of the Transit Service Needs Assessment will be used by the RTB in the development of the Implementation Plan, which will be completed by August 1986.

JOBSEEKERS PROGRAM

The RTB is required by legislation to develop a jobseekers program. Minnesota Statute 473.387, Section 101, subdivision 3, legislates that:

The board shall establish a program and policies to increase the availability and utility of public transit services and reduce transportation costs for persons who are seeking employment and who lack private means of transportation.

In developing a jobseekers program the RTB has solicited community input. The process has involved a review of the existing programs with the MTC to document their perceived strengths and weaknesses. Meetings have also occurred with the Department of Economic Security. In addition, by coordinating with the Transit Service Needs Assessment, the RTB has conducted a focus group session which was attended by unemployed persons and provided the opportunity to evaluate, from the perspective of the unemployed, the current programs.

The MTC currently administers two programs that serve the unemployed. These programs are known as the JET Pass Program and the WIN pass program. These programs are scheduled to expire on December 31, 1985, and will be replaced by a program developed by the RTB.

The RTB's development of a Jobseekers program will capitalize on the strengths of the existing programs. The RTB program will be developed around the following objectives:

1. The program will provide access to transit service by the unemployed while being relatively easy to administer.
2. The program will be expanded to include other transit providers.
3. The program will not interfere with the efforts of transit providers to meet the 35% farebox recovery standard.

To meet these objectives, the RTB is considering implementing a user-side subsidy program. A user-side subsidy approach for the jobseekers' program would satisfy the stated objectives.

Under the user-side subsidy arrangement, the RTB could distribute serially numbered vouchers to agencies for distribution to the unemployed. Specified agencies serving the unemployed would distribute the vouchers to jobseekers. These vouchers could then be redeemed by the client at eligible transit provider outlets. The vouchers could be used by the client to either purchase a number of rides equivalent to the face value of the coupon, or the voucher could be redeemed at ticket outlets as designated by the participating providers. The vouchers would in turn be submitted by the providers to the RTB for reimbursement. It is anticipated that the RTB would set the monetary limit for the voucher. This would be an established standard that would be periodically reviewed.

Based on the current MTC program costs and the proposed user-side subsidy arrangement, the estimated annual cost of the program is \$500,000.

The RTB expects to implement its jobseekers program on January 1, 1986.

TRANSIT DEPENDENT PROGRAM

The 1985 special session directs the RTB to implement a program for the transit disadvantaged. Chapter 10, Section 101, Subd. 4 of the Laws of Minnesota for the 1985 Special Legislative Session directs that:

The board shall establish a program and policies to reduce transportation costs for persons who are, because of limited income, age, disability or other reasons, especially dependent on public transit for common mobility.

The RTB expects to develop a transit dependent program in the first quarter of 1986.

Although a formal program has not yet been adopted to reduce transportation costs for persons who are especially dependent on public transit for mobility, there is a network of services currently in place that meet this objective. These services are provided by transit providers in the metropolitan area that will be under the direction of the RTB.

The MTC offers three programs that serve the transit disadvantaged: the senior program, the limited mobility program and the youth ridership program. All of these programs provide an opportunity for travel at a reduced cost during the off-peak periods. The off-peak period is designated as Monday-Friday, 9 a.m. - 3:30 p.m. and after 6:30 p.m. and all day on Saturday, Sunday and holidays.

Programs serving the transit disadvantaged are also provided by transportation providers throughout the transit taxing area. Twelve public transportation services provide transportation throughout the area. The funded transportation programs serving Anoka, Carver, Dakota, Hennepin, Scott and Washington counties predominantly serve elderly and handicapped persons. In all instances, donations are accepted for services rendered permitting persons to contribute to the service based on their ability to afford it. Small urban programs, including Columbia Heights, Hastings, St. Louis Park and White Bear Lake and Plymouth, also offer service to elderly persons at a reduced rate.

CONTRACTING RESPONSIBILITIES

The RTB enabling legislation transfers the responsibility for the administration of certain transit programs in the metropolitan area from Mn/DOT and the MTC to the RTB. The programs administered by Mn/DOT and slated for transfer to the RTB fall into four categories and include 37 contracts. These program categories are: Metro Mobility, operating subsidy, replacement service and paratransit programs.

Responsibility for the exurban program, Minnesota Rideshare and one private provider operating assistance contract which were under the auspices of the MTC are being transferred to the RTB.

The enabling legislation specifically directs the RTB to:

- o Assume the responsibility for administering contracts made by Mn/DOT with metropolitan area providers (section 121, subd. 9);
- o Assume ridesharing responsibilities except for the statewide vanpool leasing program (section 117, subd. 11);
- o Assume Metro Mobility program responsibilities (section 122, subd. 7); and
- o Assume Replacement Service program responsibilities (section 123, subd. 6).

To facilitate an orderly transfer of responsibilities from Mn/DOT and the MTC to the RTB, a transition timetable has been developed. The responsibility for assuming programs will occur gradually with completion expected by the end of the first quarter of 1986. A list of all programs scheduled for transfer is shown in Figure 11 in the Appendix.

In preparation for assuming the responsibility for the programs that are currently under the auspices of Mn/DOT, a series of meetings are being conducted between Mn/DOT and RTB staff and local transit providers. The purpose of these meetings is to discuss the current policies, procedures and mechanisms for orderly program transfer.

The overall responsibility for ridesharing has been transferred from the Metropolitan Council and the MTC to the RTB. This transition occurred on August 1, 1985. A series of meetings between the MTC and the RTB is now taking place to discuss the roles and responsibilities of the respective agencies and to negotiate a contract for 1986.

LOCAL PLANNING AND DEVELOPMENT ACTIVITIES

The RTB has initiated several activities to involve local units of government and citizens in the policy-making process.

The RTB chairman is holding a series of meetings throughout the seven county metropolitan area with elected city officials, city managers/administrators and area legislators to give a general update of RTB activities, including the Transit Service Needs Assessment and the Implementation Plan. The meetings are designed to develop a dialogue on transit issues with local officials that will help to establish program priorities for the RTB.

Four advisory committees have been or are being established by the RTB. They are Rideshare, Transportation Handicapped, Taxicab and Chairman's advisory committees. A brief description of each advisory committee follows:

- o The Rideshare Advisory Committee is a legislatively mandated committee and will consist of eleven members. Each of the RTB Board members appoints one member from their respective districts and the chair appoints three members including the committee chair. The advisory committee is responsible for advising the RTB on the delivery of ridesharing services in the seven county metropolitan area.
- o The Transportation Handicapped Advisory Committee is a twenty-one member advisory committee comprised of users and providers of transit services for elderly and handicapped people. Each RTB Board member appoints two members, one of which must be a consumer, and the RTB chair appoints five members, including the chair. The purpose of the committee is to advise the RTB in developing policies that facilitate greater access to transportation for the elderly, handicapped and others with special transportation needs in the metropolitan area.
- o The Taxicab Advisory Committee is a fifteen member committee with representation from the taxi industry, local units of government, the business community and consumers. The charge of the committee is to complete many of the unfinished activities of the Governor's Taxicab Commission. Specifically, the committee will refine the proposed metropolitan taxicab licensing bill for the 1986 legislative session; develop recommendations for metropolitan licensing; continue to work closely with the Metropolitan Airports Commission to address taxicab service issues at the airport; work with the RTB to explore an expanded role for taxicabs in publicly-supported transportation; develop a driver training program; and improve data collection activities.
- o The Chairman's Advisory Committee will consist of a number of local officials, business representatives and others as an informal group to advise the RTB Chair on major policy issues and act as a preliminary sounding board for RTB proposals. The committee is expected to be formed by the end of the year.

Community involvement is also encouraged at the legislatively-mandated annual conference. In 1984 and 1985, the RTB co-sponsored a statewide transit conference with the Minnesota Department of Transportation and the Minnesota Public Transit Association. In addition, the RTB will host a one-day transit seminar in early December. This seminar is designed to involve the metro legislators, local transit providers and other transit-interested persons in a discussion of metro transit.

FARE POLICIES

The Minnesota Legislature has given the RTB a number of charges concerning the development and implementation of fare policies for transit services in the metropolitan area. These requirements were contained in the enabling legislation of 1984 and further refined in the 1985 legislation.

The RTB is in the process of developing fare policies for transit in the metropolitan area in accordance with the legislative requirements. These will be developed in conjunction with and with input from the Transit Service Needs Assessment and the Implementation Plan. In addition, the results of the Fare Pricing Study now being undertaken by the MTC, input from other providers, communities and the general public will be considered by the RTB in the development of the fare policies. The final policies and procedures will be incorporated as part of the Implementation Plan. The following elements will be addressed by the RTB and included in the Implementation Plan:

- o Statement of overall policy to govern the imposition of user charges for various types of transit service in the metropolitan area.
- o Establishment of policies to be used by the RTB to govern decisions by the board to increase or change fares.
- o Establishment of procedures for establishing and enforcing uniform fare policies for regular route transit. Establishing the procedures for operators to submit their fare schedules to the RTB for approval.
- o Schedule of any planned fare changes.

The fare policies developed through this process will be incorporated into the RTB's Implementation Plan, which will be completed in August, 1986.

IV. SCHEDULE OF EXPECTED SOURCES OF FUNDS

DEVELOPMENT PROGRAM

This financial plan provides the opportunity for the RTB to report on its progress toward accomplishing plans as set forth in the Interim Implementation Plan and submitted to the legislature in February 1985. The Financial Plan, although based on the activities and schedules of expenditures outlined in the Interim Implementation Plan, more adequately reflects the current financial situation and legislative appropriations for public transit in the Twin Cities metropolitan area.

The Financial Plan sets forth the plans and schedules for expenditures and funding sources for the same time period that has been required for the Interim Implementation Plan--1985, 1986, and 1987. Legislation requirements relating to development programs and budgets for the metropolitan area commissions are generally established for a five-year period. However, because the RTB is a new agency, the interim requirements established by the legislature are not initially as long range, and instead, call for plans only through December, 1987. It is expected that the RTB will provide a five-year development program as part of its Implementation Plan to be submitted to the legislature in August 1986, that will be reflective of the needs and evaluation criteria established as part of the Transit Service Needs Assessment discussed previously.

The Interim Implementation Plan, submitted to the legislature in February 1985, is a three-year work plan which defines the process, functions and priorities under which the RTB will operate during the interim period between formation of the Board and the implementation of its first five year plan to be completed in August, 1986. This latter plan will constitute the policy framework for all transit activities in the Twin Cities metropolitan area and will be updated periodically. The preparation of the 1988-89 biennial budget for submission to the legislature will be based upon the service plans and development programs contained in the Implementation Plan.

FINANCIAL AND SERVICE STANDARDS

The RTB and the MTC have established a joint committee for purposes of developing financial and service quality standards for MTC regular route transit service. This effort is an important first step for the RTB toward fulfilling its legislative mandate to establish regional service policies and performance standards and for the MTC to address service quality issues, goals and criteria.

Financial and performance standards will help the MTC in making decisions how, when and where to provide transit services within its service area. These standards will help the RTB, on the other hand, to make decisions regarding the allocation of funds, determine the best mix of transit services and select appropriate providers for different services. The same kind of detailed specifications and standards that are being developed as part of this effort will be established for other transit operators.

RTB FUNDING SOURCES

The purpose of this section is to outline the expected sources of funds for the Regional Transit Board for the period ending December 31, 1987. The anticipated sources of revenue are property tax revenues, state assistance, federal grants, and investment income. In addition to receipt of revenues from these sources, farebox revenues will offset a substantial portion of the operating costs of metropolitan transit providers. Figure III and Figure IV in the Appendix provide an overview of the expected sources of funds for the RTB through 1986 and 1987.

PROPERTY TAXES

Transit Tax Levies Minnesota Statute 473.446 authorizes, for the purposes of the metropolitan transit system, a transit tax consisting of up to an amount of two mills times the assessed value of all taxable property within the metropolitan transit taxing district. The transit taxing district is shown in Figure V in the Appendix.

Debt Service Levy Minnesota Statute 473.446 authorizes an additional tax levy amount as is necessary to provide for the full and timely payment of certificates of indebtedness, bonds or other obligations issued or to be issued by the Metropolitan Council on behalf of the RTB/MTC for purposes of improvements of a capital nature.

Exurban Tax Levy. Finally, Minnesota Statute 473.446, Subdivision 1a authorizes the RTB to levy upon all taxable property within the metropolitan transit area but outside of the metropolitan transit taxing district, a tax equal to ten percent of the sum of the transit tax and the Debt Service Levy. The proceeds of this tax are restricted to funding paratransit or ridesharing programs serving persons located outside of the transit taxing district. The exurban area is shown in Figure V in the Appendix.

FEDERAL GRANTS

The Urban Mass Transportation Act of 1964, as amended, administered by the Urban Mass Transportation Administration, is a primary source of federal funds, both operating and capital assistance, for the metropolitan transit system. Sections of the Act which authorize funds are described below:

Section 3: Section 3 is a discretionary capital grant program that is funded from the Mass Transit Account of the Highway Trust Fund. One cent of the recent five cent federal gas tax increase is dedicated to mass transit. Funds under this program are generally limited to major non-recurring capital investments such as major bus purchases, rail systems and fixed facilities and are limited to urbanized areas. There is no single designated recipient for Section 3 funds. Any public entity may apply for funds.

Section 4i: Section 4 authorizes the making of grants to states and local public bodies for projects deploying innovative techniques and methodologies in the management and operation of public transportation services.

Section 8: Section 8 authorizes the making of grants to states and local public bodies for the planning, engineering, designing and evaluation of public transportation projects and for other technical studies. Activities assisted under Section 8 may include: 1) studies relating to management, operation, capital requirements and economic feasibility; 2) preparation of engineering and architectural surveys, plans and specifications; 3) evaluation of previously funded projects; and 4) other similar or related activities preliminary and in preparation for construction, acquisition or improved operation of mass transportation systems, facilities and equipment.

Section 9: This program provides direct appropriations to urbanized areas with populations over 50,000 for operating assistance and routine capital needs. Operating assistance cannot exceed 50 percent of the operating deficit nor can it exceed a pre-established cap limit of the fiscal year 1982 funds used for operating assistance. Local matching requirements are 20 percent of total cost for capital items and 50 percent for operating assistance. Section 9 funds are allocated each year in an amount determined by formula. These funds go to one or more designated recipients selected by the governor, responsible local officials, and publicly owned operators of mass transportation services. The MTC is presently the designated recipient for the Twin Cities metropolitan area.

Section 16(b)2: This program provides funds for the purchase of vehicles to transport elderly and handicapped individuals. Funding is available only for private, non-profit organizations. Local matching requirements are 20 percent of the total cost. Mn/DOT is the current designated recipient for these funds.

Section 18: This program provides funds for public transportation providers in areas under 50,000 population. Funds are available for operating and capital assistance. Operating assistance is limited to less than or equal to 50 percent of the operating deficit. Capital funds cannot exceed 80 percent of the total cost. Mn/DOT is the current designated recipient for these funds.

Federal Highway Funds: This program provides funds for transit related projects. Federal Aid Urban System funds have been used for purchasing buses, developing park/ride lots and supporting Minnesota Rideshare. Interstate substitution funds have been used to purchase buses and will be used for the University of Minnesota transitway. All federal highway funds come through Mn/DOT. Funding decisions are made through the metropolitan planning process.

STATE TRANSIT ASSISTANCE

The metropolitan transit system receives a portion of its funding from appropriations made by the Minnesota Legislature in the State of Minnesota's biennial budgets. Funds are appropriated from the State's General Fund and Motor Vehicle Excise Tax Fund to support transit planning, RTB administration, and transit providers such as MTC and paratransit services. Finally, Minnesota Statute 473.446, Subdivision 1, annually appropriates from the general fund in the state treasury to the department of revenue the amounts necessary to reimburse the metropolitan transit system those funds lost to the system because of the tax feathering provisions of Minnesota Statute 473.446, Subdivision 1.

FAREBOX RECEIPTS

The various components of the metropolitan transit system, such as MTC, private providers, and the paratransit services, receive a portion of revenues from farebox receipts. Legislation requires that providers of regular route transit service recovered 35 percent of its total operating cost for the service from the fare box.

INVESTMENT INCOME

A small portion of metropolitan transit system revenues are derived from the individual investment programs of the various components of the metropolitan transit system such as the RTB and the MTC.

RESERVES

On a discretionary basis, determined in the annual budgeting process of the individual metropolitan transit system components, another small portion of metropolitan transit system revenues may come from the restricted and unrestricted reserve funds of the system components such as reserves of the RTB and the working capital funds of the MTC.

V. SCHEDULE OF EXPECTED LEVEL OF PUBLIC EXPENDITURES FOR SERVICE AND FACILITIES

Figure VI in the Appendix provides an overview of the expected level of public expenditures for facilities in the metropolitan area through 1987. The elements contained in the capital budget through 1987 are the MTC, Private Operating, I-394 Capital Improvements and the RTB Capital Program.

METROPOLITAN TRANSIT COMMISSION

The MTC has filed a capital budget with the RTB. The capital budget has been reviewed and approved by the RTB and is consistent with the adopted Interim Implementation Plan. The plan calls for capital expenditures of \$30,008,058 in calendar year 1986. The current and proposed capital improvements program for the year 1987 projects capital expenditures for 1987 and continuing to completion to be \$64,787,606.

PRIVATE OPERATORS

Discussions are underway with the metro area operators to begin to define capital needs. A detailed plan outlining the capital needs of the operators will be developed in 1986. The RTB expects significant input from the private operators throughout this process. The expected capital expenditure for private operator capital is \$1,700,000 in calendar year 1987.

I-394 CAPITAL IMPROVEMENTS

The 1985 legislation gave the Metropolitan Council, acting on behalf of the RTB, the authority to bond for \$8.5 million for expenditures prescribed in the board's capital development program. The legislation specified that no more than \$1.5 million of this amount could be spent for capital improvements in the I-394 corridor.

The RTB is currently working with Mn/DOT, the MTC and Medicine Lake Lines to determine how this bonding authority will be allocated. Mn/DOT is the lead organization and has responsibility for the overall project. The MTC and Medicine Lake Lines are the two current service providers in the area.

The RTB developed an outline of the capital needs associated with the transit elements of the I-394 project last spring. This memorandum is being further refined by the Mn/DOT, MTC and RTB. The funding options available for the transit elements are being examined and the most appropriate funding mix is being developed. It is anticipated that a funding plan will be developed by the end of 1985 and will be incorporated into the RTB's Implementation Plan.

REGIONAL TRANSIT BOARD CAPITAL PROGRAM

The projected capital budget for the RTB is for purposes of acquiring additional equipment for use in carrying out RTB programs.

WORK PROGRAM

This financial plan also sets forth the projected revenues and expenditures associated with public transit activities in the Twin Cities area as shown in Figure IV and V in the Appendix.

The work program has been developed to reflect agency priorities as identified in the Interim Implementation Plan as well as specific, additional legislative mandates.

The work program is divided into two sections. The first section is program activities and the second is those projects supporting the program activities. These programs are those expected to take place over the period ending December 31, 1987.

Program Activities:

- Regional Transit Board Policy Management
- Planning and Programs Administration
- Transportation Planning Process
- Transit Corridor Studies
- I-35W Study
- Service Needs Assessment and Implementation
- Bus-Related Road Improvements
- Urban Travel Analysis
- Handicapped Transportation Planning
- Regional Rideshare Program Coordination
- I-394 Planning and Implementation
- Transit Planning and Implementation
- Transit Programs and Administration

Supporting these program activities are the following staff activities:

- Executive Director's Office
- Administrative Services
- Financial Management
- Personnel Administration
- Contract Administration
- Public Information

The remaining portion of this chapter describes each of these major tasks.

PROGRAM ACTIVITIES

PROJECT: RTB Policy Management

PURPOSE: To support the activities of the RTB, its Chair and the administrative assistant to the Chair.

- PRODUCTS:
- o Policy direction for transit planning activities and transit programs.
 - o Staff assistance to the chair and the Board in the adoption of Board policies and programs.
 - o Legislative program and maintenance of inter-governmental communications. Chair and the board in the adoption of Board policies and programs.

PROJECT: Planning and Programs Administration

PURPOSE: To provide for the general administration of the activities of the Planning and Programs Division of the RTB.

- PRODUCTS:
- o Preparation of technical memoranda and reports responding to legislative and community requests.
 - o Minnesota Public Transit Association Conference.
 - o RTB Annual Conference.
 - o Participation in 1987 budget.
 - o Staff training.
 - o Organizational support to RTB, staff and general public.

PROJECT: Transportation Planning Process

PURPOSE: To provide the planning program support and administration activity to coordinate, support and maintain the interagency 3-C (continuing, comprehensive, cooperative) planning process pursuant to state and federal statutes and regulations, specifically those associated with the Urban Mass Transportation Administration's Section 8 Planning Program.

PRODUCTS:

- o Review and approval of plans and programs.
- o Participate in committee meetings, task forces, etc.
- o Participate in maintaining certification of the Metropolitan Area Planning Process.
- o Participate in 1987 Unified Planning Work Program.
- o Participation in preparation of the 1987-89 T.I.P., including an annual element.
- o Amendments to the 1987-89 T.I.P.
- o Referral reports.
- o Input to FAU programs as necessary.
- o Input to Interstate Substitution Quarterly status reports as necessary.
- o Assistance to and coordination with Minnesota Public Transit Association.

PROJECT: Transit Corridors Studies

PURPOSE: The Transit Corridor Study is being conducted by the Metropolitan Council to develop long-range regional policy on major transit improvements, evaluate corridor priorities and prepare necessary changes to the regional Transportation Policy Plan.

PRODUCTS:

- o Participate in Advisory Committee.
- o Coordinate activities with the Transit Service Needs Assessment.
- o Review project documents.

PROJECT: I-35W Study

PURPOSE: To ensure that transit components are adequately considered and evaluated in the I-35W study through participation in the Project Management Team.

PRODUCTS:

- o Participate in Project Management Team Meetings.
- o Assist with information coordination on transit.
- o Review project documents.

PROJECT: Service Needs Assessment and Implementation Plan

PURPOSE: To complete the Transit Service Needs Assessment and the RTB's Implementation Plan. The Transit Service Needs Assessment is an overall evaluation of transit needs and services in the Metropolitan area. The focus of the Service Needs Assessment is on short- to mid-range transit planning. The RTB's Implementation Plan will develop the policy framework for all transit activities and will include a three-year plan for improvements in the transit system.

PRODUCTS:

- o Service Needs Assessment Phase I Draft and Final Report.
- o Service Needs Assessment Phase II Draft and Final Reports.
- o Implementation Plan.
- o Project Management Team and Advisory Committee Meeting.
- o Public hearings, meetings and input.

PROJECT: Bus Related Road Improvements

PURPOSE: To perform activities related to the identification and preliminary engineering for transit related street and highway improvements, to coordinate and provide liaison with public agencies and private parties to ensure that transit needs and goals are addressed as part of street and highway projects and new private developments.

PRODUCTS:

- o Liaison and coordination.
- o Review of plans and proposals.

PROJECT: Urban Travel Analysis

PURPOSE: To ensure transit is adequately considered in activities relating to the metropolitan urban travel analysis, updating the long-range highway element and other plans and policies.

PRODUCTS:

- o Participate in committee and task force meetings.
- o Provide input on transit concerns and information.
- o Review project documents.

PROJECT: Handicapped Transportation Planning

PURPOSE: To formulate mid- and short-range plans for the provision of handicapped transportation in the Twin Cities Metropolitan Area. To implement and evaluate handicapped transportation services to improve the delivery of service. To conduct other planning, policy-making, research and reviews as necessary for handicapped transportation. To staff and coordinate the activities of the Handicapped Transportation Advisory Committee. To ensure public participation in the handicapped transportation planning process.

- PRODUCTS:
- o Assist in design and implementation of service delivery changes.
 - o Conduct initial evaluation of these changes.
 - o 16(b) (2) Reviews.
 - o Assist in implementation and evaluation of MTC Accessible Bus Demonstration.
 - o Advisory Committee Meetings.
 - o Other issue papers or reports.

PROJECT: Regional Rideshare Program Coordination

PURPOSE: To coordinate and evaluate the Rideshare program in the metropolitan area, study alternative structures, recommend a structure and develop a focus and marketing plan for rideshare activities for the next one-three years.

- PRODUCTS:
- o Focus and Marketing Plan.
 - o 1985 Evaluation.
 - o Management and structure evaluation and recommendations.
 - o Implementation Plan.
 - o Advisory Committee Meetings.
 - o Staff assistance.

PROJECT: I-394 Planning and Implementation

PURPOSE: To support the planning and implementation activities necessary to insure the successful completion of the transit elements of the I-394 project. This will include follow-through and coordination of the transit service planning, HOV lanes, rideshare activities, capital and physical facilities and marketing efforts.

- PRODUCTS:
- o Participate in Corridor Management Team and Marketing Committee Meetings.
 - o Review and coordinate plans and programs.
 - o Coordinate and facilitate funding.
 - o Coordinate marketing efforts.

PROJECT: Transit System Planning and Implementation

PURPOSE: To conduct short and mid-range transit planning, implementation and review activities.

- PRODUCTS:
- o Transit planning activities and studies.
 - o Implementation assistance and activities.
 - o Technical assistance to communities on transit projects and issues.
 - o Review plans, programs and developments.
 - o Participate in meetings.
 - o Reports, memoranda and other documentation as appropriate.

PROJECT: Transit Programs and Administration

PURPOSE: To arrange for the delivery of regional transportation services in the seven-county metropolitan area. The Regional Transit Board will complete the transition of the transit grant responsibilities from Mn/DOT to the Regional Transit Board. Staff will negotiate and administer transit contracts with public and private providers for transit services in the seven-county metropolitan area. The detail of provider contracts are shown in Figure VII and VIII in the Appendix.

PRODUCTS: o Completion of program transition responsibilities.
 o Development of applications for financial assistance.
 o Contracts for service.

PROJECT: Executive Director's Office

PURPOSE: To carry out the administrative responsibilities of the RTB with assistance of the Director of Planning and Programs and the Director of Administration. Major responsibilities include strategic planning, personnel administration, management of the RTB's work programs and budget, and implementation of policies and procedures to ensure that Board programs are carried out effectively.

PRODUCTS: o Management of the annual work program and budget to ensure the implementation of RTB policies and programs.
 o Coordination of the RTB's strategic planning activities.
 o Coordination of completion of the RTB staffing plan.
 o Provision and coordination of legal services to the Board and Board departments.
 o Implementation of Board decisions through the appointment and executive direction of Board employees.

PROJECT: Administrative Services

PURPOSE: To administer and coordinate a variety of service functions for the RTB including reception, records management, data privacy act implementation, office automation, duplication services, mailing services, purchasing, office space management and telephone services.

PROJECT: Financial Management

PURPOSE: To provide the RTB with the functions of accounting, cash budgeting and debt management, and financial reporting.

- PRODUCTS:
- o Maintenance of financial data base.
 - o Financial program consistent with statutes and the RTB Implementation Plan.
 - o Certification of property tax levy.
 - o Identification of financial needs for the metropolitan transit program for the 1988-89 biennium and development of the biennial budget.
 - o Development of financial data and information for the implementation plan.
 - o Audit and compliance procedures for transit and paratransit operations.
 - o Cash and debt management.
 - o Financial reports and fiscal analyses.
 - o Develop automated financial system.

PROJECT: Personnel Administration

PURPOSE: To provide services and programs to support the effective use of Regional Transit Board staff resources.

- PRODUCTS:
- o Recruitment and selection of employees.
 - o Long-range staffing plan with description of staff requirements for 1988-89 biennium.
 - o Administration of the personnel program.
 - o Processing of payroll and maintenance of personnel records.
 - o Development and administration of personnel policies.
 - o Coordination of Equal Opportunity/Affirmative Action Programs.
 - o Administration of Performance Evaluation System.

PROJECT: Contract Administration

PURPOSE: To provide for the time and material involvement of support services staff in the administration of contracts with transit providers.

- PRODUCTS:
- o Contract accounting and audit management of transit provider contracts.
 - o Assistance in preparation of contract procedures.
 - o Establishment of audit and compliance procedures.

PROJECT: Public Information

PURPOSE: Provide external communications and contacts to inform the public about RTB activities so that they are encouraged to participate in the RTB's decision-making process.

- PRODUCTS:
- o Development and implementation of public participation efforts.
 - o Government and community relation activities.
 - o Media relations for RTB programs.
 - o Coordination of RTB's legislative materials.
 - o Preparation and development of public information materials.
 - o Advisory committees for public and private sector involvement in various RTB functions.

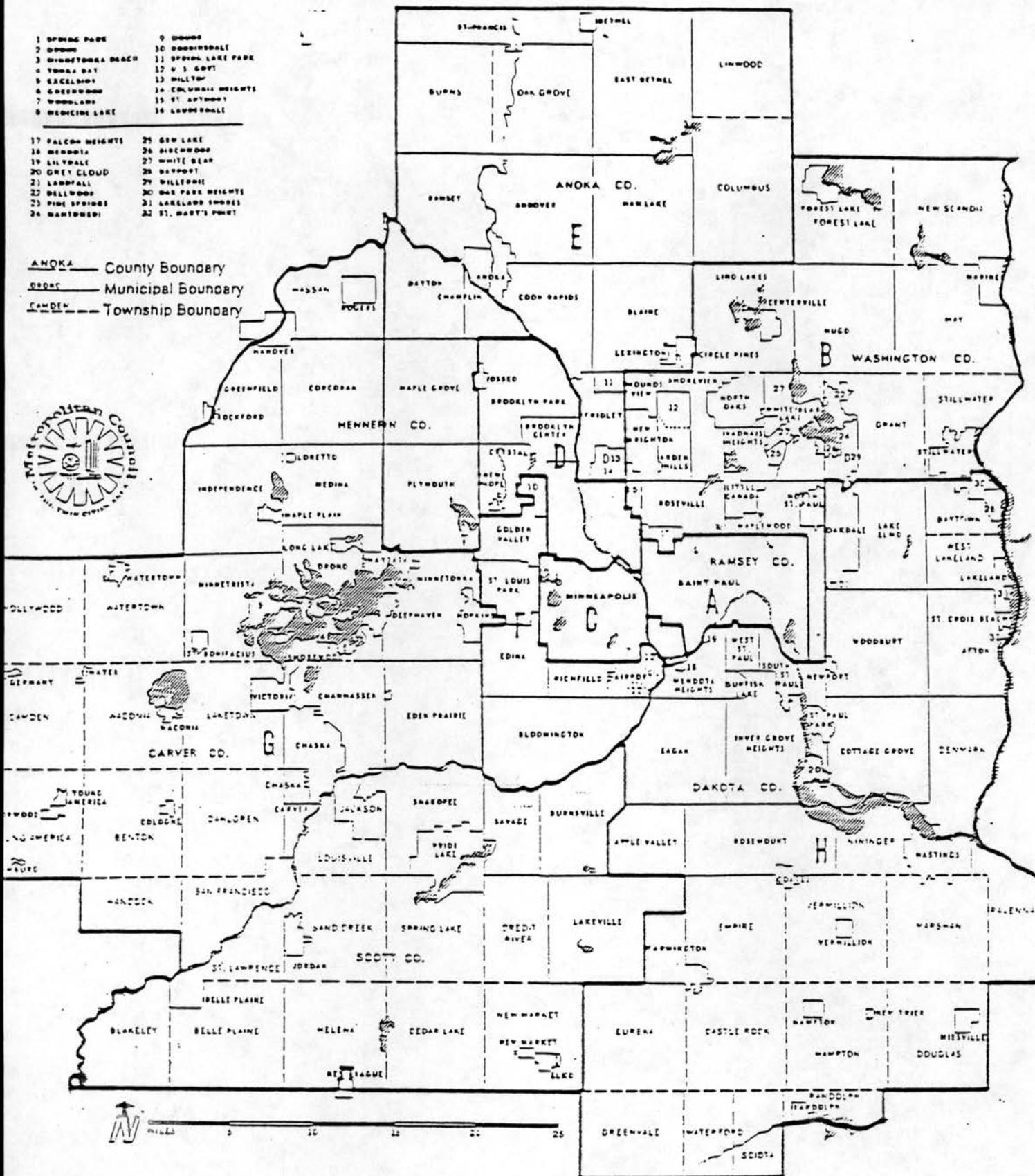
A P P E N D I X

FIGURE I

- 1 SPRING PARK
- 2 SPRING
- 3 WINDY HILLS BEACH
- 4 TOWN OF ST.
- 5 GREENBUSH
- 6 GREENWOOD
- 7 WOODLAND
- 8 MEDICINE LAKE
- 9 DODD
- 10 DODD/BALLET
- 11 SPRING LAKE PARK
- 12 V. S. GOVT
- 13 HILLTOP
- 14 COLUMBIA HEIGHTS
- 15 ST. ANTHONY
- 16 LAURELDALE

- 17 FALEON HEIGHTS
- 18 MEDDIA
- 19 LUTHER
- 20 GREY CLOUD
- 21 LAMPFALL
- 22 BELLWOOD
- 23 PINE SPRINGS
- 24 WASHINGTON
- 25 GEM LAKE
- 26 BIRCHWOOD
- 27 WHITE BEAR
- 28 BAYPORT
- 29 HILLSIDE
- 30 ONE PARK HEIGHTS
- 31 LAKELAND SQUARES
- 32 ST. MARTIN'S POINT

ANOKA — County Boundary
 BOUND — Municipal Boundary
 CAMDEN — Township Boundary



METROPOLITAN COMMISSION MEMBERS AND DISTRICTS

Metropolitan Waste Control Commission

- Chair: Peter Meintsma
 District:
- A Susan Kimberly
 - B Judith Fletcher
 - C Carol Kummer
 - D Arthur Cunningham
 - E Paul McCarron
 - F Mark Mahon
 - G JoEllen Hum
 - H Bruce Baumann

Metropolitan Parks and Open Space Commission

- Chair: John McBride
 District:
- A Carol Osip
 - B Richard Webell
 - C Phyllis Stenerson
 - D Barbara Ann Johnson
 - E Douglas Bryant
 - F Joan Londbury
 - G Jerome Aretz
 - H Karen Ferguson

Regional Transit Board

- Chair: Elliott Perovich
 District:
- A Todd Lefko
 - B Bernard Skrebes
 - C Doris Carhides
 - D Kenneth Bebeau
 - E Ruth Franklin
 - F Alison Funt
 - G Paul Joyce
 - H Edward Kranz

FIGURE II

PROGRAMS SCHEDULED FOR TRANSFER

	Program Current Responsibility	Scheduled Date of Completion
RIDESHARE		
Minnesota Rideshare	MTC, MC	August 1985
SMALL URBAN		
Columbia Heights	Mn/DOT	January 1986
City of Hastings	Mn/DOT	January 1986
City of Hopkins	Mn/DOT	January 1986
St. Louis Park Emergency Program	Mn/DOT	January 1986
White Bear Lake Dial-a-Ride	Mn/DOT	January 1986
RURAL SYSTEMS		
Anoka County	Mn/DOT	January 1986
Carver County	Mn/DOT	January 1986
DARTS	Mn/DOT	January 1986
Scott County	Mn/DOT	January 1986
Washington County	Mn/DOT	January 1986
METRO MOBILITY		
Transportation Center	Mn/DOT	January 1986
Project Mobility	Mn/DOT	January 1986
Suburban Paratransit	Mn/DOT	January 1986
Morley Bus Company	Mn/DOT	January 1986
Yellow Taxi, Minneapolis	Mn/DOT	January 1986
Blue and Whit Cabs	Mn/DOT	January 1986
Red and White Cabs	Mn/DOT	January 1986
Yellow Taxi, St. Paul	Mn/DOT	January 1986
City Wide Cab	Mn/DOT	January 1986
Diamond Taxi	Mn/DOT	January 1986
REPLACEMENT SERVICE		
City of Plymouth	Mn/DOT	January 1986
City of Shakopee	Mn/DOT	January 1986
PRIVATE OPERATOR		
Medicine Lake Lines, Inc.	Mn/DOT	January 1986
North Suburban Lines, Inc.	Mn/DOT	January 1986
Valley Transit	MTC	January 1986

EXURBAN

City of Hastings	MTC	April 1985
Anoka County (3)	MTC	April 1985
Carver County	MTC	April 1985
Dakota County	MTC	April 1985
DARTS	MTC	April 1985
Scott County	MTC	April 1985
Suburban Community Services	MTC	April 1985
Washington County	MTC	April 1985

PUBLIC OPERATOR

Metropolitan Transit Commission	Mn/DOT	January 1986
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FIGURE III
REGIONAL TRANSIT BOARD
Revenue/Expenditure Programs
C.Y. 1986

Revenues and Other Sources of Funds	Jan.-June	July-Dec.	C.Y. 1986
<u>Federal Grants</u>			
Urban Mass Transit Administration	\$ 162,500	\$ 162,500	\$ 325,000
<u>State Grants</u>			
RTB Administration	433,500	649,000	1,082,500
Transit Assistance	10,275,200	10,275,200	20,550,400
Tax Feathering Reimbursement		2,488,000	2,488,000
Subtotal	<u>\$10,708,700</u>	<u>\$13,412,200</u>	<u>\$24,120,900</u>
<u>Local Property Taxes</u>			
General	\$17,125,000	\$25,691,000	\$42,816,000
Debt Service	1,341,000	2,012,600	3,353,600
Subtotal	<u>\$18,466,000</u>	<u>\$27,703,600</u>	<u>\$46,169,600</u>
Interest Income	180,000	270,000	450,000
Subtotal Revenues	<u>\$29,517,200</u>	<u>\$41,548,300</u>	<u>\$71,065,500</u>
<u>Other Fund Sources</u>			
RTB Administration Fund Balance	\$ 202,600		\$ 202,600
State Planning Grant Fund Balance	1,714,000		1,714,000
Subtotal Other Fund Sources	<u>\$ 1,916,600</u>		<u>\$ 1,916,600</u>
Total Revenues and Fund Sources	\$31,433,800	\$41,548,300	\$72,982,100
Less Designated Program Reserves	(\$966,250)	(\$1,080,750)	(\$2,047,000)
Net Revenue and Other Funds Applied	<u>\$30,467,550</u>	<u>\$40,467,550</u>	<u>\$70,935,100</u>
<u>Expenditure Programs</u>			
RTB Policy Management	\$ 157,815	\$ 157,815	\$ 315,630
Programs/Planning Administration	144,830	144,830	289,660
Transportation Planning Process	73,525	73,525	147,050
Transit Corridor Study	12,085	12,085	24,170
I-35W	19,050	19,050	38,100
Service Needs Assessment and Implementation Plan	256,885	256,885	513,770
Bus Related Improvements	13,655	13,655	27,310
Urban Travel Analysis	24,955	24,955	49,910
Handicapped Transportation Planning	49,555	49,555	99,110
Regional Rideshare Prog. Coord.	40,275	40,275	80,550
I-394	128,875	128,875	257,750
Transit System Planning and Implementation	114,595	114,595	229,190
Transit Programs and Administration	27,754,650	37,754,650	65,509,300
Subtotal	<u>\$28,790,750</u>	<u>\$38,790,750</u>	<u>\$67,581,500</u>
<u>Transit Operator Assistance</u>			
Debt Service	\$ 1,676,800	\$ 1,676,800	\$ 3,353,600
Total Program Expenses	<u>\$30,467,550</u>	<u>\$40,467,550</u>	<u>\$70,935,100</u>

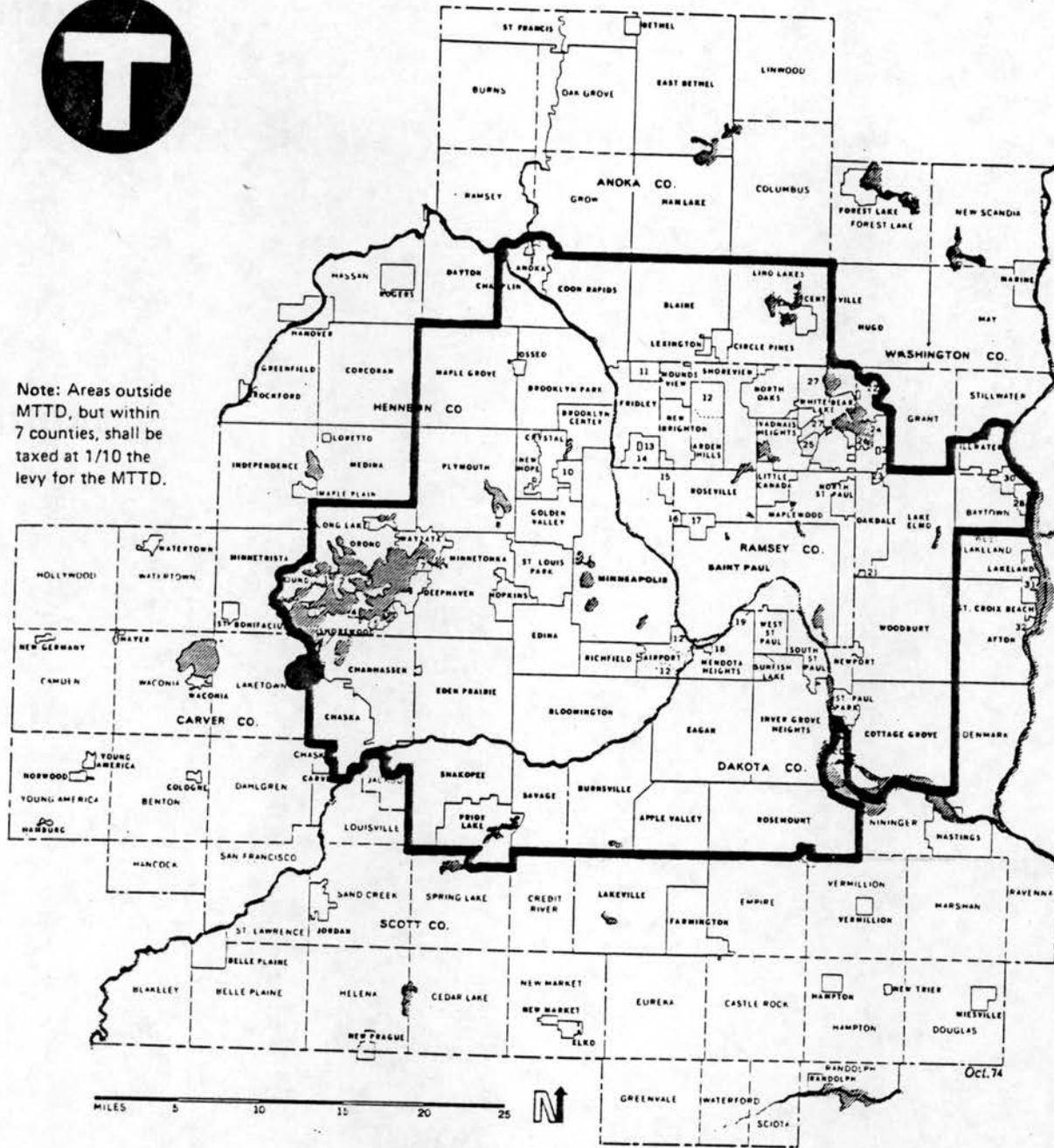
FIGURE IV
REGIONAL TRANSIT BOARD
Revenue/Expenditure Programs
C.Y. 1987

Revenues and Other Sources of Funds	Jan.-June	July-Dec.	C.Y. 1987
<u>Federal Grants</u>			
Urban Mass Transit Administration	\$ 169,000	\$ 169,000	\$ 338,000
<u>State Grants</u>			
RTB Administration	433,500	1,065,500	1,499,000
State Planning Grant		500,000	500,000
Transit Assistance (Oper/Capital)	10,883,000	13,018,000	23,901,000
Tax Feathering Reimbursement		2,588,000	2,588,000
Subtotal	<u>\$11,316,500</u>	<u>\$17,171,500</u>	<u>\$28,488,000</u>
<u>Local Property Taxes</u>			
General	\$17,812,000	\$26,718,000	\$44,530,000
Debt Service	2,261,000	2,261,000	4,522,000
Subtotal	<u>\$20,073,000</u>	<u>\$28,979,000</u>	<u>\$49,052,000</u>
<u>Interest Income</u>			
Subtotal Revenues	<u>187,000</u>	<u>281,000</u>	<u>468,000</u>
	<u>\$31,745,500</u>	<u>\$46,600,500</u>	<u>\$78,346,000</u>
<u>Bond Revenues-Capital</u>			
	1,500,000		1,500,000
<u>Other Fund Sources</u>			
RTB Administration Fund Balance	\$ 105,900		\$ 105,900
State Planning Grant Fund Balance	1,070,000		1,070,000
Transit Assistance Fund Balance	821,100		821,100
Subtotal Other Fund Sources	<u>\$ 1,997,000</u>		<u>\$ 1,997,000</u>
Total Revenues and Fund Sources	\$35,242,500	\$46,600,500	\$81,843,000
Less Designated Cap. Imprv/Other Funds	(\$1,652,700)	(\$2,761,800)	(\$4,414,500)
Net Revenue and Other Funds Applied	<u>\$33,589,800</u>	<u>\$43,838,700</u>	<u>\$77,428,500</u>
<u>Expenditure Programs</u>			
RTB Policy Management	\$ 164,000	\$ 164,000	\$ 328,000
Programs/Planning Administration	151,000	151,000	302,000
Transportation Planning Process	76,000	76,000	152,000
Transit Corridor Study	13,000	13,000	26,000
I-35W	20,000	20,000	40,000
Service Needs Assessment and Implementation Plan	267,000	267,000	534,000
Bus Related Improvements	14,000	14,000	28,000
Urban Travel Analysis	26,000	26,000	52,000
Handicapped Transportation Planning	52,000	52,000	104,000
Regional Rideshare Prog. Coord.	42,000	42,000	84,000
I-394	134,000	134,000	268,000
Transit System Planning and Implementation	528,000	528,000	1,056,000
Transit Programs and Administration	29,841,800	40,090,700	69,932,500
Subtotal	<u>\$31,328,800</u>	<u>\$41,577,700</u>	<u>\$72,906,500</u>
<u>Transit Operator Assistance</u>			
Debt Service	\$ 2,261,000	\$ 2,261,000	\$ 4,522,000
Total Program Expenses	<u>\$33,589,800</u>	<u>\$43,838,700</u>	<u>\$77,428,500</u>

FIGURE V



Note: Areas outside MTTD, but within 7 counties, shall be taxed at 1/10 the levy for the MTTD.



TWIN CITIES METROPOLITAN AREA Metropolitan Transit Taxing District

- | | | | |
|--------------------|---------------------|-------------------|---------------------|
| 1 SPRING PARK | 10 ROBBINSDALE | 17 FALCON HEIGHTS | 25 GEM LAKE |
| 2 ORONO | 11 SPRING LAKE PARK | 18 MENDOTA | 26 BIRCHWOOD |
| 3 MINNETONKA BEACH | 12 U S GOVT | 19 LILYDALE | 27 WHITE BEAR |
| 4 TONKA BAY | 13 HILLTOP | 20 GREY CLOUD | 28 BAYPORT |
| 5 EXCELSIOR | 14 COLUMBIA HEIGHTS | 21 LANDFALL | 29 WILLERNIE |
| 6 GREENWOOD | 15 ST ANTHONY | 22 DELLWOOD | 30 DAK PARK HEIGHTS |
| 7 WOODLAND | 16 LAUDERDALE | 23 PINE SPRINGS | 31 LAKELAND SHORES |
| 8 MEDICINE LAKE | | 24 MAHOMETI | 32 ST MARY'S POINT |

ANOKA — County
 WASHINGTON — Township
 OSSEO — Municipality

EFFECTIVE FOR TAXES LEVIED IN 1975 AND SUBSEQUENT YEARS.
 (The most recent boundaries defined by law.)
 August 1, 1979

CAPITAL EXPENDITURE PI

	Projects - Appropriated & Proposed			Schedule of	
	Open & Proposed Authorizations 1986	Proposed Authorizations 1987	Total	1985 & Prior	1986
<u>METROPOLITAN TRANSIT COMMISSION</u>					
<u>Fleet Improvements</u>					
1984 Bus Replacements	\$17,727,909		\$17,727,909	\$17,719,602	\$ 8,366
1985 Bus Replacements	11,120,366		11,120,366	7,490	9,485,317
1986 Bus Replacements	19,896,815		19,896,815		10,900
1987 Bus Replacements		\$22,203,000	22,203,000		
Bus Rehabilitation-Pre '86	13,040,975		13,040,975	4,269,697	8,771,317
Bus Rehabilitation-1987		5,744,000	5,744,000		
Articulated Buses	17,659,433		17,659,433	17,142,920	516,513
20 Demonstration Buses	4,000,000		4,000,000	29,986	3,970,014
11 Project Mobility Buses	1,565,742		1,565,742	14,464	1,550,278
Vehicle Leasing Program	283,500		283,500		283,500
Vehicle Consumables	216,250		216,250	11,109	205,141
Subtotal	\$85,510,990	\$27,947,000	\$113,457,990	\$39,195,178	\$24,801,317
<u>MTC Facility Improvements</u>					
St. Paul CBD Layover	\$ 529,150		\$ 529,150	\$	\$ 232,600
Nicollet Garage	\$11,722,891		11,722,891	155,524	937,000
Central Money Counting Room/FTH	402,050		402,050	303,680	98,370
Major Maintenance - Facilities	344,406		344,406		344,406
Equipment (System MC Int/Imprv)		\$ 680,000	680,000		
Subtotal	\$12,998,497	\$ 680,000	\$13,678,497	\$ 459,204	\$ 1,612,776
<u>Public Facility Improvements</u>					
Hennepin Avenue Transitway	\$ 56,700	\$	\$ 56,700	\$ 20,833	\$ 35,867
Bus Turnarounds	181,637		181,637	7,094	14,500
Bus Turnarounds		200,000	200,000		
Park-Ride Facilities	1,249,700		1,249,700	69,699	477,000
Park-Ride Lots		490,000	490,000		
I-394 Transit Facilities	506,158		506,158		506,158
Subtotal	\$ 1,944,195	\$ 690,000	\$ 2,634,195	\$ 97,626	\$ 1,033,525
<u>Computer & MIS Projects</u>					
Computer-Related Equipment	\$ 2,536,565	\$	\$ 2,536,565	\$ 1,656,793	\$ 469,772
Radio Computer Upgrade	665,532		665,532	11,049	654,483
Computer Applications	856,063		856,063		378,000
Management Info. Systems	1,828,672		1,828,672	1,566,283	255,000
Subtotal	\$ 5,886,832		\$ 5,886,832	\$ 3,233,725	\$ 1,728,255
<u>Miscellaneous Projects</u>					
1985 Capital Equipment	\$ 831,632	\$	\$ 831,632	\$ 432,920	\$ 398,712
1986 Capital Equipment	1,597,930		1,597,930		356,000
Grant Applications/Admin.	77,241		77,241		77,241
Subtotal	\$ 2,506,803	\$	\$ 2,506,803	\$ 432,920	\$ 832,753
SUBTOTAL	\$108,897,317	\$29,317,000	\$138,214,317	\$43,418,653	\$30,008,317
<u>Private Operations</u>					
Fleet Improvements		\$ 1,700,000	\$ 1,700,000		
<u>I-394 Program</u>					
Facility/Fleet Improvements		\$ 1,500,000	\$ 1,500,000		
RIB Capital Additions/Improvements	\$ 50,000	\$ 75,000	\$ 125,000		\$ 50,000
TOTAL	\$109,947,317	\$32,592,000	\$141,539,317	\$43,418,653	\$30,058,317

1986 METROPOLITAN TRANSIT SYSTEM OPERATING PLAN

FIGURE VII

	Operating Cost	Fare Revenue	Other Revenues and Funds	Federal Assistance	State Assistance	Local Assistance
RURAL SYSTEMS						
Anoka County Sr. Trans.	\$ 56,900	\$ 1,300			\$ 37,000	\$ 18,600
Anoka Co. Client Service	31,900	2,500				29,400
Anoka Co. Coordinated	75,100		\$ 22,700	\$ 18,800		33,600
Carver County	182,000	11,700		85,200	33,100	52,000
Dakota County	66,100					66,100
D.A.R.T.S.	493,400	31,100			258,000	204,300
Scott County	171,500	4,000		83,800	27,400	56,300
Suburban Community Svs.	47,000					47,000
Washington County	200,500	7,500			130,300	62,700
SUBTOTALS	\$1,324,400	\$58,100	\$ 22,700	\$187,800	\$485,800	\$570,000
SMALL URBAN SYSTEMS						
Columbia Heights	\$ 32,800	\$ 6,800			\$ 19,700	\$ 6,300
Hastings	136,100	36,100		\$ 50,000	31,700	18,300
Hopkins	86,400	16,600			51,800	18,000
St. Louis Park	13,700	--			8,200	5,500
Valley Transit	93,300	--				93,300
White Bear Lake	146,000	29,000			87,600	29,400
SUBTOTALS	\$508,300	\$ 88,500	---	\$ 50,000	\$199,000	\$170,800
OPT OUT						
Plymouth	\$415,300	\$108,800				\$306,500
Shakopee	236,600	65,000				171,600
SUBTOTALS	\$651,900	\$173,800	---	---	---	\$478,100
PRIVATE OPERATORS						
Medicine Lake Lines	\$899,500	\$314,500			\$585,000	
North Suburban Lines	813,900	213,300			600,600	
SUBTOTALS	\$1,713,400	\$527,800	---	---	\$1,185,600	---
MTC REGULAR ROUTE	\$100,937,400	\$31,658,000	\$5,231,400	\$7,911,800	\$14,653,600	\$41,482,600
MINNESOTA RIDESHARE	\$ 575,600			\$ 432,600		\$ 143,000
METRO MOBILITY	\$ 5,856,100	\$ 321,000			\$ 5,535,100	
JOBSEEKERS AND OTHER PROGRAMS			(\$1,009,300)		\$ 1,009,300	
TOTALS	\$111,567,100	\$32,827,200	\$4,244,800	\$8,582,200	\$23,068,400	\$42,844,500

1987 METROPOLITAN TRANSIT SYSTEM OPERATING PLAN

FIGURE VIII

	Operating Cost	Fare Revenue	Other Revenues and Funds	Federal Assistance	State Assistance	Local Assistance
RURAL SYSTEMS						
Anoka County Sr. Trans.	\$ 59,200	\$ 1,400			\$ 38,500	\$ 19,300
Anoka Co. Client Service	33,200	2,500				30,700
Anoka Co. Coordinated	78,100			\$ 19,500		58,600
Carver County	189,300	12,200		88,600	34,400	54,100
Dakota County	68,800					68,800
D.A.R.T.S.	513,200	32,300			268,400	212,500
Scott County	178,400	4,200		87,100	28,900	58,200
Suburban Community Svs.	48,900					48,900
Washington County	208,500	7,800			135,500	65,200
SUBTOTALS	\$1,377,600	\$60,400		\$195,200	\$505,700	\$616,300
SMALL URBAN SYSTEMS						
Columbia Heights	\$ 34,100	\$ 7,100			\$ 20,400	\$ 6,600
Hastings	141,500	37,500			32,900	19,100
Ilopk ins	89,000	17,300		\$ 52,000	53,000	18,700
St. Louis Park	14,200	--			8,500	5,700
Valley Transit	96,700	--				96,700
White Bear Lake	151,800	30,200			91,100	30,500
SUBTOTALS	\$527,300	\$ 92,100		\$ 52,000	\$205,900	\$177,300
OPT OUT						
Plymouth	\$431,900	\$113,200				\$318,700
Shakopee	246,100	67,600				178,500
SUBTOTALS	\$678,000	\$180,800				\$497,200
PRIVATE OPERATORS						
Medicine Lake Lines	\$935,500	\$327,100			\$608,400	
North Suburban Lines	846,500	221,800			624,700	
SUBTOTALS	\$1,782,000	\$548,900			\$1,233,100	
MTC REGULAR ROUTE	\$104,979,300	\$31,658,000	\$5,404,500	\$7,896,000	\$16,037,800	\$43,983,000
MINNESOTA RIDESHARE	\$ 598,600			\$ 449,000		\$ 149,600
METRO MOBILITY	\$ 6,090,300	\$ 333,800			\$ 5,756,500	
JOBSEEKERS AND OTHER PROGRAMS			(\$1,050,000)		\$ 1,050,000	
TOTALS	\$116,033,100	\$32,874,000	\$4,354,500	\$8,592,200	\$24,789,000	\$45,423,400