



Minnesota Regional Transit
Board: Records.

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270 Metro Square Building, Saint Paul, Minnesota 55101
612/292-8789

MEETING OF THE REGIONAL TRANSIT BOARD
Monday, April 18, 1988
Metropolitan Council Chambers
4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes of the April 4, 1988 Meeting
4. Office Space Lease Extension
5. Public Officials' Liability Insurance Renewal
6. Urban Mass Transportation Administration Entrepreneurial Grant Recommendations
7. REPORT OF THE POLICY COMMITTEE Doris Caranicas,
Chair
8. REPORTS OF THE ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
 - A. Authorization to Execute an Agreement with the Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage for Consultant Services Conduct a Transit Needs Assessment
 - B. Regional Transit Board Participation in the I-494 Environmental Impact Statement Process
 - C. Financial Statements - December 1987.
9. OTHER BUSINESS
 - A. Chairman's Report
 - B. Members' Reports
 - C. Advisory Committee Reports
 - D. Staff Reports
10. PUBLIC COMMENT

Elliott Perovich
Chairman



270 Metro Square Building, Saint Paul, Minnesota 55101
612/292-8789

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Elliott Perovich
Chairman

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101
292-8789

DATE: April 18, 1988
TO: Regional Transit Board
FROM: Gregory L. Andrews, Executive Director
SUBJECT: Office Space Lease Extension

Summary

Due to the delay in occupancy of the space at Mears Park Centre, the sublease with the Metropolitan Council for our space at Metro Square Building requires another extension. The current sublease with the Council expires ~~May 31, 1988~~. The Metropolitan Council has elected to extend its lease through the month of June, 1988. The RTB's rental rate will remain the same.

Recommendation

That the Regional Transit Board authorize the Executive Director to extend the current sublease with the Metropolitan Council through June 30, 1988.



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

Telephone (612) 291-6359

April 15, 1988

Metro Square Partnership
c/o Judy Mueller
Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101

RE: Notice of Election to Exercise Option
to Extend Lease Term to June 30, 1988

Dear Ms. Mueller:

Pursuant to paragraph 1(b) of the 15th Amendment to the lease between Metro Square Partnership and the Metropolitan Council, you are hereby notified that the Metropolitan Council elects to extend its lease term for the Leased Premises, as defined in the lease, for the month of June, 1988.

Sincerely,

A handwritten signature in black ink, appearing to read "David Renz", is written over the word "Sincerely,".

David Renz
Executive Director

DR/jlw

cc: Peter Bachman ←
Jon Elam
Greg Andrews
Mark Thompson

JW0009



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

March 30, 1988

David Renz
Metropolitan Council
300 Metro Square Building
St. Paul, Minnesota 55101

RE: Repossession of Space by Metro Square Partnership

Dear Mr. Renz:

The Regional Transit Board agrees to release to Metro Square Partnership the space currently occupied by the large conference room and two offices as noted in red on the attached floor plan. We will have the space vacated by the end of the day on Friday, April 29 and if possible, would appreciate it if any construction could be confined to weekends or evenings.

In addition, the space south of the conference room (indicated in blue on the attached floor plan) will be available to Metro Square by the end of the day Friday, May 27. Again, we would appreciate construction limited to weekends or evenings while the RTB occupies the remaining space.

Sincerely,

A handwritten signature in cursive script that reads 'Gregory L. Andrews'.

Gregory L. Andrews
Executive Director

cc: Lou Breimhurst, MWCC
Attachment
ch



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

Telephone (612) 291-6359

March 28, 1988

Metro Square Partnership
c/o Judy Mueller
Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101

RE: Notice of Election to Exercise Option
to Extend Lease Term to May 31, 1988

Dear Ms. Mueller:

Pursuant to paragraph 1(a) of the 15th Amendment to the lease between Metro Square Partnership and the Metropolitan Council, you are hereby notified that the Metropolitan Council elects to extend its lease term for the Leased Premises, as defined in the lease, for the month of May, 1988.

Sincerely,

A handwritten signature in black ink, appearing to read "David Renz". The signature is fluid and cursive, with a prominent loop at the end.

David Renz
Executive Director

DR/jlw

cc: Peter Bachman
John Elam
Greg Andrews
Mark Thompson

JW0009

OK

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101
292-8789

DATE: April 12, 1988
TO: Regional Transit Board
FROM: Gregory L. Andrews, Executive Director
SUBJECT: Office Space Lease Extension

Summary

Due to the delay in occupancy of the space at Mears Park Centre, the sublease with the Metropolitan Council for our space at Metro Square Building requires an extension. The current sublease with the Council expires ~~April 30, 1988~~. The Metropolitan Council has elected to extend its lease for the month of May, 1988. The RTB's rental rate will remain the same.

Recommendation

That the Regional Transit Board authorize the Executive Director to extend the current sublease with the Metropolitan Council through May 31, 1988.

ch

4/18

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101
292-8789

DATE: April 7, 1988
TO: Regional Transit Board
FROM: Robert Dietrick, Administrative Aide
SUBJECT: Renewal of Public Official's Liability Insurance

Summary

The Regional Transit Board's Public Official's Liability Insurance coverage with Lloyd's of London expires on May 14. The Board is asked to authorize the executive director to renew the coverage with Lloyd's of London.

Background

The Regional Transit Board staff has received a quote from our insurance agent, R.L. Youngdahl & Associates, for renewal of the Public Official's Liability Insurance policy which expires on May 14, 1988. This renewal policy is offered through the same insurance company, Lloyd's of London, and is offered for the same coverage terms of \$1,000,000 with a \$25,000 deductible.

The premium for this renewal comes to \$72,500, which is a 6.6% increase from last year's premium of \$68,000. This compares with a premium increase received last year of over 800%. The 1988 RTB budget has sufficient funds budgeted for insurance (\$100,000) in work program 88-15, Administrative Services.

Our agent has checked with several other markets for this coverage and Lloyd's is the lowest premium quoted for the RTB.

Recommendation

That the Regional Transit Board authorize the executive director to renew the RTB's Public Official's Liability Insurance coverage with Lloyd's of London at a premium of \$72,500, with the same coverage terms of \$1,000,000 with a \$25,000 deductible.

RD0011
Attachment 1



R.L. YOUNGDAHL & ASSOCIATES

April 8, 1988

10261 Yellow Circle Drive
Minneapolis, Minnesota 55443
(612) 933-7488

Mr. Bob Dietrick
Regional Transit Board
270 Metro Square Building
St. Paul, MN 55101

RE: PUBLIC OFFICIALS LIABILITY COVERAGE

Dear Bob:

We have received a renewal quote from Lloyds of London for \$72,500. To that we add 3%, \$2,175, for the surplus lines tax - just like last year. This is at \$1,000,000 limit with a \$25,000 deductible.

Sincerely yours,

George E. Erbst
Marketing

GEE/bk

Attachment II

UMTA's ENTREPRENEURIAL GRANT PROGRAM

Summary of Applications Submitted
to the
Regional Transit Board

April 11, 1988

Applicant

Ms. Livingston St. James

Summary of Proposal

The proposal submitted by Ms. St. James, outlines a reverse commuter van service that would transport inner-city persons to suburban work sites. The service would operate with two fifteen passenger vans and focus on transporting single minority mothers to job sites in the northern suburbs. The service would be provided during the morning and evening peak hours Monday thru Friday and one round-trip would be provided on Saturdays. This service would be financed through fees paid by people using the service plus funding from the employers benefiting from the service. The start-up date for this service has not yet been determined.

Evaluation of Proposal

The strengths of this proposal are; its potential for self-support through user and employer funding, minority business ownership, its focus on serving minorities in inner city communities and the potential for satisfying an unmet transit need in the community.

The areas in which this proposal needs to be strengthened are identifying employers willing to support the service, documentation of the demand for the service and development of a detailed operations plan. Additionally, this proposal would be strengthened through the involvement of an experienced business person.

Funding Request

\$ 12,000 Development of a business plan
\$ 30,000 Operating expenses during the first six months
\$ 42,000 Total Request

Recommendation

That this proposal be endorsed by the RTB for \$25,000 and forwarded to UMTA under the following conditions:

1. That an effort be made by the applicant to involve an experienced business person with the development of this service.
2. That the funding request to UMTA for this proposal be limited to \$25,000 and earmarked as follows:
 - a. The development of a business plan that will include the following items:
 - documentation of need;
 - development of a specific operations plan;-identification of employers willing to financially support the service; and
 - establishment of financial and management procedures.
 - b. Initial marketing and start-up expenses.

Applicant

Saint Paul Downtown Council

Summary of Proposal

The Saint Paul Downtown Council is requesting support for the establishment and operation of a shuttle service in and around downtown Saint Paul. This shuttle service would be characterized by very short headways and reasonably direct trips and would link downtown residences, employment centers, retail centers, restaurants and entertainment centers. Another feature of the proposal is service between remote parking facilities, downtown employment centers and remote employment centers. The projected implementation date for this service is September, 1988.

The proposal documents the need for this service through growth in the number of downtown area workers and visitors coupled with the harsh winter climate and the recent loss of public parking facilities to office developments. This service would be financed through a program that would focus on individuals, businesses, organizations and institutions receiving a benefit from the service. The specific approach to allocating costs to the beneficiaries of this service has not yet been determined and will be established as part of the planning for the service.

Evaluation of Proposal

The strengths of this proposal are; the experience of the Downtown Council with implementing a variety of programs, the potential financial support from the Downtown business community and its potential for satisfying a growing unmet transit need.

An important element of this proposal that needs to be strengthened, is the coordination of this proposed service with the existing public transit services offered in Downtown Saint Paul.

Funding Request

\$ 52,000 Market Analysis, Service Plan Development, Benefit-Based Financing Plan, Legal Services, Program Management and Evaluation
\$250,000 50% Share of Vehicle Costs
\$302,000 Total Request

Recommendation

That this proposal be endorsed by the RTB for \$302,000 and forwarded to UMTA under the following condition:

1. That service implemented under this proposal be designed to complement existing public transit services in the downtown Saint Paul area.

Applicant

Mrs. Joyce Reinhardt

Summary of Proposal

This proposal outlines a dial-a-ride taxi service that would be based in the Prior Lake area and serve the communities of Savage, Burnsville and Shakopee (medical trips only). During the second year of operation, service would be expanded to cities south of Prior Lake. The service would be offered from 6:00 AM - 10:00 PM on Monday thru Saturdays and from 8:00 AM - 10:00 PM on Sundays. Vehicles used for the service would be wheelchair accessible. The proposed implementation of this service would be in June, 1988.

The proposal states that a number of businesses would use such a service and that organizations such as churches, the Rotary, MADD, school districts and the City of Prior Lake have given support. The service would be financed entirely from local city business and possibly from a contract with the city.

Evaluation of Proposal

The opinion of the RTB evaluation committee and of the Urban Institute staff, is that this proposal has a very limited chance of funding under UMTA's program. A major concern with this proposal is that existing public transit services are in place or will be implemented shortly in the proposed service area. Currently, local public transit service is provided in Prior Lake under the RTB's contract with Scott County. Additionally, Metro Mobility service will expand to Prior Lake, Burnsville and Savage on May 1, 1988.

Another concern with this proposal is that there appears to be limited potential for this service to become self-sufficient. While local businesses may provide some financial support, the proposal does identify a need to enter into a contract with the city. Other areas of concern with this proposal were the need to develop a detailed operations plan and the need for involvement of an experienced business person.

Funding Request

\$100,000 Unspecified Start-up Costs

\$100,000 Total Request

Recommendation

That the RTB request Scott County to evaluate the needs identified in this proposal and if necessary, to include additional service in the Prior Lake area as part of the County's 1989 funding request to the RTB. Additionally, it is recommended that the RTB request the City of Prior Lake to evaluate the needs identified in this proposal as part of the replacement service (opt-out) study currently underway.

Applicant

City of Edina

Summary of Proposal

The City of Edina is requesting funding for a project development study that would prepare detailed operations, marketing, and financial plans for a transit service linking high density residential and commercial developments in southeast Edina. The proposed system would be owned and operated by the City of Edina.

The service would be provided Sunday through Saturday with four wheelchair accessible vehicles. At this time, several options for funding the service are being considered including tax increment financing for capital costs. For operating costs, the establishment of a special taxing district and funding from the Regional Transit Board are being considered.

Evaluation of Proposal

In reviewing this proposal it was determined that there is a very limited chance that UMTA would consider funding this proposal. The major concern with this proposal is the absence of private financing and therefore its potential for becoming self-sufficient. An additional concern was the need to further document the transportation need that is not adequately satisfied by the existing public transit service.

While this proposal does not meet UMTA's criteria for funding under this program, there may be another UMTA program for which this proposal would be more appropriate. UMTA recently announced a suburban mobility initiative that is intended to "... develop effective alternatives to the single occupant automobile for travel in and around America's suburbs". Under this program, UMTA will provide technical assistance and a limited amount of funding for feasibility studies and start-up costs.

Funding Request*

\$ 19,550 Project Development Study

\$ 19,550 Total Request

* The proposal also referenced an unspecified amount of operating assistance from the RTB.

Recommendation

That this proposal not be forwarded to UMTA for funding under the Entrepreneurial Services Program and that RTB staff review this proposal for possible funding under UMTA's Suburban Initiatives Program.

Applicant

Empire Executive Coaches

Summary of Proposal

The service proposed by Empire Executive Coaches is a customized premium express service operating from the western suburbs to downtown Minneapolis. The service would operate Monday thru Friday with six custom coaches, each with a capacity for sixteen passengers. The service would offer a range of conveniences not normally found on public transit services such as a continental breakfast, newspapers, television viewing and individual headsets for music or other listening. The service would be financed through a monthly charge to the users of the service. Additionally, the vehicles would be operated during the off-peak hours to service corporate clients. The service is proposed to begin within two to four months.

Evaluation of Proposal

The strengths of this proposal are; a good initial effort at developing a business plan, the potential for self-sufficiency through user fees, minority business ownership and the potential to provide additional transit service in the I-394 corridor.

This proposal needs to be strengthened by identifying the specific communities that will be served, further analysis of the financial plan for the service and additional documentation on the need for the service. Additionally, funding for the vehicles would have to be consistent with UMTA policies regarding charter use and local share.

Funding Request

\$ 43,500 Marketing, Advertising, Brochure Development
\$360,000 Vehicle Acquisition (100% for six vehicles)
\$ 38,144 Start-up and Initial Operating Costs (Building Lease,
Security, Vehicle Maintenance, Insurance, Radio
Communications, Food Service, Office Equipment, Employee
Training and Uniforms)

\$441,644 Total Request

Recommendation

That this proposal be endorsed by the RTB for and forwarded to UMTA under the following condition:

1. That the funding request to UMTA for this proposal be limited to \$153,644 and earmarked as follows:
 - a. \$72,000 for 80% share of vehicle lease expenses (three vehicles).
 - b. \$43,500 for Marketing, advertising and brochure development.
 - c. \$38,144 for start-up and initial operating costs identified in the proposal plus revision of the business plan as follows:
 - identification of specific communities that will be served;
 - documentation of the need for the service; and
 - an analysis of the proposed financial plan.

Applicants

Magic Ride Limousine Company
Illusions Chauffeured Limousine Service

Summary of Proposal

The service outlined in this proposal is a customized commuter express service from the Lake Minnetonka area to various employment centers in Minneapolis and St. Paul. The service would operate with 10 passenger limousines and would be financed through fees charged to the people using the service. It is proposed that this service would begin within 30 days.

Evaluation of Proposal

The strengths of this proposal are its potential for self-support through user fees, disadvantaged business ownership, and the potential to provide additional transit services in the I-394 corridor.

This proposal needs to be strengthened in the areas of development of a detailed financial and operations plan, the completion of a market analysis, and further documentation of the need for the service.

Funding Request

\$300,000	Acquisition of vehicles (100% for 10 vehicles)
\$ 30,000	Vehicle insurance
<u>\$200,000</u>	Business plan preparation, advertising, financial statement, market analysis, and project monitoring
\$530,000	Total Request

Recommendation

That this proposal be endorsed by the RTB and forwarded to UMTA under the following conditions:

1. That the funding request to UMTA for this proposal be limited to \$25,000 and earmarked as follows:
 - a. The development of a business plan that will include the following items:
 - documentation of need;
 - development of a specific financial and operations plan; and
 - a market analysis for this service.
 - b. Initial marketing and start-up expenses.

Applicant

Independent Transportation Management Services, Inc. (ITMS)

Summary of Proposal

The service proposed by ITMS would be twofold: first, to match unemployed/under-employed persons (with special emphasis on minorities) with employers in the Eden Prairie area; and second, to provide transportation for the employees to the work sites in Eden Prairie. A second phase of this service would implement similar service in the Shakopee area. This service would be offered Monday through Friday and would operate with three 15-passenger vehicles.

This service would be financed through fees paid by persons using the service plus an equal share from employers benefiting from the service. The proposal includes a detailed cost analysis that suggests the cost to the user would be well below a comparable fare for public transit services. The service is proposed to begin in the summer of 1988.

Evaluation of Proposal

Both the RTB staff and the Urban Institute agreed that this was one of the strongest proposals. The strengths of this proposal are its potential for satisfying an unmet transit need, its potential for self support through user fees and business participation, disadvantaged business ownership, its projected cost effectiveness, and experience with managing similar services.

The areas in which this proposal could be strengthened are: the need to evaluate the projected trip lengths (1 1/2 hours) and to specifically identify employers willing to pay 50 percent of the cost for the service.

Funding Request

\$ 15,240	Vehicle lease/maintenance/insurance for four months
\$ 47,362	Four-month operating costs
\$ 39,600	Administrative costs (2 years)
\$ 7,000	Job Fair
\$ 12,000	Advertising
<u>\$ 50,381</u>	Business Recruitment
\$130,983	Total Request

Recommendation

That this proposal be endorsed by the RTB for \$130,983 and forwarded to UMTA under the following condition:

1. That representatives from the transit programs of the City of Shakopee and Southwest Metro, be consulted during the planning for this service.

entrep
RTBTX2



270 Metro Square Building, Saint Paul, Minnesota 55101
612/292-8789

DATE: April 12, 1988
TO: Chairman and Members of the Regional Transit Board
FROM: Mark Ryan, Senior Project Administrator
SUBJECT: Entrepreneurial Services Program Grants

SUMMARY

This memorandum describes a discretionary grant program initiated by the Urban Mass Transportation Administration (UMTA) and the RTB process for soliciting and evaluating proposals for funding under this program. The memorandum concludes with a recommendation that the RTB submit five proposals to UMTA for consideration of funding under the program.

BACKGROUND

UMTA has established an Entrepreneurial Services Program that is intended to encourage small and minority business persons to identify promising transportation markets within their communities and to design innovative, self-sustaining services that can operate without ongoing public subsidy. Under this program, \$5 million has been made available nationwide to be used as seed money to assist with the development and implementation of service. Specifically, funding is available to applicants to finance activities such as evaluation of the market, development of a business plan and promotion of the proposed service. Funds are also available to finance the leasing or acquisition of vehicles. As of March 4, UMTA has awarded approximately \$2.8 million to 20 projects nationwide. A summary description of each proposal already funded by UMTA is included with this memorandum as Attachment 1.

On February 19, Chairman Perovich sent a letter to over 2,100 individuals and organizations in the metropolitan area describing the program and offering RTB assistance in developing proposals. On March 11, approximately 20 people attended a meeting at the RTB offices at which RTB staff described the program in more detail. Seven proposals were submitted to the RTB and have been reviewed by RTB staff. Additionally, the proposals have been reviewed by staff at the Urban Institute in Washington D.C. who has been hired by UMTA to provide assistance under the program.

DISCUSSION

UMTA's aim with this program is "to recruit more private entrepreneurs to serve local transportation markets, and to create new business opportunities for small and minority business enterprises in the provision of transit services."

UMTA funding can be used to assist with the development and initiation of projects; however once UMTA funding is terminated, the projects must be able to recover their costs through passenger fares and other private funding. The criteria that will be used by UMTA in funding proposals are outlined below:

1. Consumer Demand: Projects should meet an identified transportation need that is not being satisfied by the local public transit operator.
2. Self-sufficiency: Projects must show a large proportion of private financing. They should have an identifiable ridership. Fares and other private funding must cover the projected costs of operating the service after UMTA assistance is terminated.
3. Local Support: Projects should have strong local support. The degree of such support is measured by the interest and involvement of private firms, local civic leaders, community groups, elected officials, local transit and planning agencies and the business community. Support can take the form of funding, in-kind services, endorsements, donations of space, project management, insurance coverage, loans of vehicles, promotion of the services, etc.
4. Minority and Disadvantaged Participation: Projects should involve the maximum feasible opportunities for minority and disadvantaged business interests. Special consideration will be given to projects that create minority jobs and businesses in inner city communities.
5. Cost-Effectiveness: Projects should involve services that can be provided more cost-effectively by private business than by the local public transit operator.
6. Impact: All projects should improve mobility and congestion problems. Projects that involve a package of entrepreneurial services and strategies will be given priority over those that involve a single service.
7. Immediacy: Projects should be implemented quickly.

Additionally, the staff review considered additional information that prospective recipients were encouraged to include in their proposals. This additional information included the following:

1. Proposed service plan.
2. Experience with providing related transit service.
3. Financial capabilities.
4. Management, administrative and technical capabilities.

The seven proposals submitted to the RTB were reviewed by staff to identify those that had the greatest potential of funding based on the criteria developed by UMTA and the additional information requested by the RTB. The proposals submitted to the RTB offered a wide range of experience, service development and funds requested.

In some instances, proposals had well thought-out service plans, presented strong experience and seemed to be a good fit for funding under this program. Other proposals offered limited experience or required additional planning before steps could be taken to implement the service. In making its recommendations, the evaluation committee identified those proposals that had the most promise for funding from UMTA and also proposals that showed some promise, but required strengthening in certain areas. Summarized at the end of this memorandum in Attachment II are each of the proposals submitted to the RTB for funding under the UMTA program.

Once the proposals are acted on by the RTB, the first step in UMTA's evaluation process will be an interview with each of the applicants. A representative from the Urban Institute is tentatively scheduled to visit Saint Paul on April 25 and 26, to meet with the applicants and to discuss their proposals in greater detail. It is uncertain when UMTA will make their decision, however based on the awards already made, a decision may come in June.

To date, the role of the RTB in this process has been to inform the community of this grant program and to assist with the development of proposals. Once UMTA makes its decision on which proposals to fund, the RTB will assume an administrative role that will include receipt and distribution of the federal funds, technical assistance to the applicants, monitoring compliance with the terms of the grant, and meeting local and federal audit requirements.

The Entrepreneurial Services Program will be administered through the RTB's Programs department in a manner similar to the oversight of provider contracts. It is estimated that technical assistance provided by the RTB will require approximately 880 hours of planning and programs' staff time over a two year period with an estimated cost of \$23,400. The cost to the RTB for the administrative support services associated with monitoring the grant is estimated at \$43,800.

FINDINGS AND CONCLUSIONS

- UMTA has established an Entrepreneurial Services Program that is intended to encourage small and minority business persons to identify promising transportation markets within their communities and to design innovative, self-sustaining services that can operate without ongoing public subsidy.
- On February 19, Chairman Perovich sent a letter to over 2,100 individuals and organizations in the metropolitan area describing the program and offering RTB assistance in developing proposals.
- Seven proposals were submitted to the RTB and have been reviewed by RTB staff. Additionally, the proposals have been reviewed by staff at the Urban Institute in Washington D.C. who has been hired by UMTA to provide assistance under the program.
- It is uncertain when UMTA will make their decision, however based on the awards already made, a decision may come in June.

FINDINGS AND CONCLUSIONS (Continued)

- Once UMTA makes its decision on which proposals to fund, the RTB will assume an administrative role that will include receipt and distribution of the federal funds, technical assistance to the applicants, monitoring compliance with the terms of the grant and oversight of compliance with federal reporting requirements.
- The Entrepreneurial Services Program will be administered through the RTB's Programs department in a manner similar to the oversight of provider contracts. It is estimated that the cost for the RTB to provide technical assistance and to administer the grant will be approximately \$67,200.

RECOMMENDATIONS

1. That the following proposals, with the conditions noted in Attachment II, be endorsed by the Regional Transit Board and forwarded to UMTA for funding under the Entrepreneurial Services Program:

<u>Proposal</u>	<u>Amount</u>
Ms. Livingston St. James	\$ 25,000
Saint Paul Downtown Council	\$302,000
Empire Executive Coaches	\$153,644
Magic Ride Limousine Company and Illusions Limousine Service	\$ 25,000
ITMS	\$130,983 <i>correct</i>

2. That the Regional Transit Board request \$67,200 from UMTA for the provision of technical assistance and the administration of the Entrepreneurial Services Program.
3. That Scott County evaluate the needs identified in the in the Prior Lake dial-a-ride proposal and if necessary, to include additional service in the Prior Lake area as part of the County's 1989 funding request to the Regional Transit Board.
4. That the City of Prior Lake evaluate the needs identified in the Prior Lake dial-a-ride proposal as part of the replacement service (opt-out) study currently underway.
5. That RTB staff review the proposal from the City of Edina for possible funding under UMTA's suburban initiatives program.

ENTREP
RTBTX2



REGIONAL TRANSIT BOARD

270 Metro Square Building, Saint Paul, Minnesota 55101
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Elliott Perovich
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Chairman

REGIONAL TRANSIT BOARD

CALL SHEET

DATE: 4/15/88

SUBJECT: Board mtg

MEMBER NAME

Chairman

✓

Doris Caranicas
H 375-1851

✓

Carole Faricy
O 224 3460
H 690 3152

✓

Ruth Franklin
O 755-2880
H 421-1213

✓

Alison Fuhr
H 920-1566

Rochelle Graves
O 348-6114
H 374-5601

George Isaacs
H 484-7512

✓

Paul Joyce
O 932-2205 (private)
H 935-5929

✓

Edward Kranz
O 333-4500
H 437-2593

✓



270 Metro Square Building, Saint Paul, Minnesota 55101
612/292-8789

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
April 4, 1988

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Doris Caranicas; Ruth Franklin; Alison Fuhr; George Isaacs; Rochelle Graves; Paul Joyce; Ed Kranz

MEMBERS ABSENT: Carole Faricy

OTHERS PRESENT: Gregory Andrews, Tom Beaver, Kathy Christopherson, Cindy Fish, Mary Fitzgerald, Judy Hollander, Mike Kuehn, Ed Kouneski, Linda Ehlers, Bob Dietrick, Mark Ryan, Katie Turnbull, Regional Transit Board Staff; Charles Weaver, legal counsel; Steve Keefe, Natalio Diaz, Mike McLaughlin, Metropolitan Council; T. J. McCloskey and Sherrill Trombley, CareBus; Steve Bertrand, United Handicapped Federation; Greg Failor, Metropolitan Transit Commission

The meeting was called to order at 4:00 p.m. and roll taken. Franklin moved approval of the agenda; Caranicas seconded the motion. Motion carried unanimously (Graves not present).

Caranicas moved approval of the minutes of the February 18, 1988 meeting; Franklin seconded the motion. Motion carried unanimously (Graves not present).

Caranicas moved approval of the minutes of the March 21, 1988 meeting; Fuhr seconded the motion. Motion carried unanimously (Graves not present).

Chairman Keefe had not yet arrived so members agreed to review the report of the Policy Committee.

REPORT OF THE POLICY COMMITTEE

Committee Chair Caranicas reviewed the report of the March 21, 1988 committee meeting.

AD HOC COMMITTEE ON METRO MOBILITY RECOMMENDATION

Caranicas moved and Isaacs seconded:

That the Regional Transit Board direct its staff to take steps to strengthen the role and commitment of the Metropolitan Transit Commission to carry out its responsibilities as the contractor of the Metro Mobility Administrative Center. Specifically, the Regional Transit Board staff should set up a meeting with the Metropolitan Transit Commission to discuss the impacts of taking the following actions:

- * Explore options for Metro Mobility Administrative Center staff reorganization and/or additions that will result in more responsive management, stronger and identifiable leadership, and better communication with users.
- * Explore the options for giving Metro Mobility Administrative Center a more traditional supervisory relationship with providers.

Regional Transit Board staff should prepare an action plan for improving the accountability and performance of the Metro Mobility Administrative Center for presentation to the Regional Transit Board no later than April 15, 1988.

The motion carried unanimously (Graves not present).

REQUEST FROM THE CITIES OF APPLE VALLEY, BURNSVILLE, EAGAN, PRIOR LAKE, ROSEMOUNT AND SAVAGE

Caranicas moved and Isaacs seconded:

That the Regional Transit Board direct the staff to work with the Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount, and Savage in conducting a transit service needs assessment and that the Regional Transit Board fund 100-percent of the cost of consultants assistance.

That the staff be directed to provide technical assistance to the six cities in this study and ensure that the Mdewakanton Sioux government be involved in the planning process.

In response to Isaacs' question, Andrews said the Administration and Finance Committee will discuss the issues raised at the Policy Committee meeting about staff time availability and designate which budget element will fund the study. Perovich said the item will be referred to the Administration and Finance Committee. Fuhr said that language should be included. The motion carried unanimously (Graves not present).

REGIONAL TRANSIT BOARD CAPITAL PLAN

Caranicas moved and Fuhr seconded:

That the Regional Transit Board adopt the 1988 to 1992 Capital Plan with the revisions outlined in the March 10, 1988 staff report.

The motion carried unanimously (Graves not present).

DRAFT ENVIRONMENTAL IMPACT STATEMENT FOR THE UNITED PROPERTIES HEDBERG SITE DEVELOPMENT PROPOSAL

Caranicas moved and Fuhr seconded:

That the Regional Transit Board notify the City of Edina that it has completed its review of the Draft Environmental Impact Statement for the United Properties Hedberg Site development proposal. The Regional Transit Board requests that the Hedberg Environmental Impact Statement further examine the application of recommendations made in the 1-494

corridor study, including identification of future transit service, transit support facilities, definition of methods to be used, and responsible parties to ensure the development and administration of Travel Demand Management programs and investigation of elements required to bring about a balanced approach to the gradual phasing of land development, travel demand, new roadway facilities, transit services and Travel Demand Management measures.

The motion carried (Graves not present).

APPROVAL OF METRO MOBILITY CERTIFICATION PROCEDURE REVISIONS

Caranicas moved and Joyce seconded:

That the Regional Transit Board:

1. Revise the current Appeals Board to include a resident expert (a physician, occupational or physical therapist, psychologist, orientation and mobility specialist) to assist the board in appeal decisions and accordingly adjust the number of other Appeals Board members from five to four in order to avoid an evenly split decision.

When a new applicant is denied certification, he or she may file an appeal within 30 days of notification of rejection. The Appeals Board is now comprised of five members of the Transportation Handicapped Advisory Committee, including at least three consumer members, who review the applicant's claim. The Appeals Board makes its determination within 30 days of the request, and the decision is final and binding.

2. Develop a Certification Review Panel to review both new and recertifications on the recommendation of Metro Mobility Administrative Center staff. The panel, comprised of a physician, physical therapist, and psychologist, would review cases deemed questionable or borderline by the Metro Mobility Administrative Center. The review panel's decision would also be final and binding.
3. Stagger re-registration throughout the year. Currently, all Metro Mobility users are recertified at the same time, causing the Metro Mobility Administrative Center to be burdened with an influx of recertifications to process. By staggering re-registration throughout the year, the Metro Mobility Administrative Center will have more time to review questionable certifications.

In response for Bertrand's request for clarification, Ehlers said this action would give the Metro Mobility Administrative Center a process of cases where there is a question of eligibility, which is separate from recertifying everyone, which has not been decided. The chairman said the individual being reviewed would not have to come to the RTB; the Appeals Board will review the records and make a decision on eligibility. Caranicas said the Transportation Handicapped Advisory Committee should decide how the individual would respond. The motion carried unanimously.

METROPOLITAN COUNCIL PRIORITIES DISCUSSION

Steve Keefe, Chair of the Metropolitan Council, distributed a list of Long-Range Council Concerns (Exhibit A) and noted those issues he would like the members to think about and asked them to add items. Referring to item 12, he said the council has been asked to become involved in desegregation and integration. This question is connected to housing and other issues. He hopes to get involved in education as it relates to the economy. He is involved in the "Success by Six" program. Fuhr said she is concerned about the number of independent school districts and it seems costs could be cut through consolidation. Keefe said in talking to local officials this question is invariably raised, but there is a lot of resistance. It is unlikely the council will become involved in boundary questions unless the Legislature directs them to do so. The school district's response to local needs is an important factor.

Responding to Joyce's question about Item 11, Keefe said we all do urban design. The council has discussed designing things in a comprehensive way and how to do things differently because of our severe winters and how systems interact with each other. What role will light rail transit play in a comprehensive urban design?

Graves said none of the items deal with issues of long-term terminal illnesses such as AIDS and their impact on the health care system. Keefe said it has been suggested a number of times that the council should do something, but they believe the Health Department and other agencies are doing things in this area. There may not be any territory left uncovered. Graves said they will have an impact on how the Twin Cities Metropolitan Area directs its finances. Keefe said the council does not want to duplicate anything already being done, but they have been approached regarding desegregation and told there is a gap the Metropolitan Council might fill. Graves said there are problems with the council's statistics on minority populations. Keefe said they will look into that. The council and RTB staffs have been discussing a joint meeting between the council and board.

Caranicas said the council assumed responsibility for the Taxicab Advisory Committee. Many of those issues are relevant to transportation and have an impact on the community. Keefe said he does not agree that the council took over the committee, but after session they will look into it. Caranicas said a lot of planning was done and the committee tried to develop a legislative package but the work stopped. It would have been helpful to have an ongoing committee to provide assistance.

Isaacs said the council is beginning to recognize that a petroleum shortage would affect infrastructure.

Fuhr asked if council members are being encouraged to hold district meetings. Keefe said he has recommended that members hold meetings for legislators and policy makers. It did not work well with staff in attendance, but it is a good idea and responsive to the Carruthers legislation.

Regarding the Legislative Audit Commission report, Keefe said he felt it understated the amount of staff interaction. His staff notifies him when something interesting is happening and he does not rely only on the liaison for information. He said he would like to return to the board for further discussion.

1988 METRO MOBILITY PROVIDER CONTRACT LANGUAGE

At the March 21 meeting of the board this item was tabled. Legal Counsel Weaver noted that a new provider contract and staff memorandum had been passed out (Exhibit B). It was reviewed by Legal Aid and many other interested groups. Kouneski said that the new version incorporates Graves' comments made at the previous meeting. The notes in the memorandum are an addition. Graves said one of her primary issues was 12 hours of CPR training for drivers. Weaver said the standard is 4 hours and training is one of the requirements of the contract, without setting a specific number of hours.

Kranz said the Carter-Goble evaluation has been distributed to members and he asked that they take more time to review it. Their recommendation on fares is not the same as this contract. Caranicas said their fares contemplated curb to curb service and we offer door through door service. She does not think curb service is adequate for most users and it should not be considered.

Kouneski reviewed the changes. State standards are now being revised and the requirements may be increased. Kranz asked if the computer system is functional. Kouneski said everything is in place and being tested this month. It will be fully operational next month. All the providers are hooked up and have access to the file. If it is not operational there could be a problem administering the new rate structure. Even when the computer is available there must be a manual backup. Based on information from MMAC, it is his opinion that expansion can proceed. Kranz said the board should discuss curb to curb service in some instances. Carter-Goble also discussed subsidies and he asked for discussion of the variation from the staff recommendations. Another issue is the higher passenger fare and a higher charge for people in Amigo chairs because of the level of service required. If the fares are not raised we will have to compensate with higher subsidy rates. Door through door is an expectation for which providers are liable if a problem occurs. He asked if there are statistics on this. Kouneski said Carter-Goble recommended that taxi rates be different. The message we wish to communicate is that our expectation is that providers must perform door through door service.

Perovich asked legal counsel if he and Korstad are comfortable with the contract. Joyce moved and Graves seconded:

That the Regional Transit Board approve the contract language for the Metro Mobility provider contracts effective May 1, 1988 as shown in the April 4, 1988 staff memorandum.

Kranz commented that this contract is a vast improvement and addresses some of the items, but members should thoroughly assess the Carter-Goble report. If the computer will not be functional there will be difficulties administering the contract. However, staff did a good job addressing the issues on the contract. Perovich said Lyle Frerichs said the providers are now on line and are being checked out. We can address these questions if, toward the end of the month, the computer is not working. Kranz said people are expecting service to start in the new areas. We have heard contractors are willing to delay. Andrews said staff is fully committed to devoting whatever resources are necessary. Vote was taken; the motion carried (Kranz voted no).

METRO MOBILITY PROVIDER RECOMMENDATIONS FOR 1988 CONTRACT YEAR

Kouneski reviewed the March 28 memorandum. This item had been discussed and tabled at the March 21 meeting of the board. He noted that Human Services, Inc. will begin providing service May 1, but will not be fully operational until July 1. The chairman said he sent a memorandum to members on March 31 proposing an amendment to the staff recommendation. A draft of the proposed amendment was distributed. While he has no problem with the staff recommendation and is not defending what CareBus did or did not do, because of the capacity for wheelchair service, he is recommending strict conditions to deal with their administrative procedures and other items of concern. Frerichs has visited them and feels an effort is being made. Fuhr moved and Caranicas seconded:

1. That the Regional Transit Board authorize the executive director to negotiate and execute a conditional six-month contract with CareBus effective May 1, 1988, to serve the communities of Brooklyn Center, Columbia Heights, Fridley, Golden Valley, Hilltop, St. Louis Park, Spring Lake Park, Minneapolis and St. Paul, with two designated vehicles as described in the application from CareBus dated February 29, 1988.
2. That the Regional Transit Board direct the staff to develop conditions and deadlines to be met by CareBus for compliance with administrative procedures, safety regulations, and customer service requirements outlined in the contract.

Kranz disagreed with the recommendation and said if CareBus is a qualified contractor they should be treated the same as the others. He questioned the evaluation process and whether CareBus is worse than any other provider. Most of the complaints were prior to July; Morley had few complaints before July and the rate accelerated since, but no action was recommended against them. He questions identifying a particular company without seeing documented criteria to justify it. Caranicas said the most serious complaints are using unapproved vehicles and lack of documentation in administrative procedures. If there is no documentation, it has not been done. Kranz agreed, but said there is no computer. The board was told CareBus operated a new lift vehicle that was not certified and that the company that made it was not certified. It was the same as the ones MTC uses. Kouneski said the vehicles in question may have been newly purchased, but they were not new vehicles. On August 19 they were rejected because of inadequate securement devices. On September 11 one of them was seen in service by the inspector. When this was known, there was a meeting and it was determined the company would be placed on probation with an on-site inspection. The records on these vehicles still have not been produced by CareBus. The basis of the staff recommendation on this particular finding was not only were they used, but there was evidence that they were also used on other days despite the claim that they were not. In the last week McCloskey acknowledged that they were used for a three- to four-week period even though the citation was for one day only.

Graves said, reviewing the fact sheet dated March 29, page 2, there is a statement that records were locked up until an employee returned from vacation. This is unheard of. It is clear they had a probation period and she questioned whether they should be given another. However, she is encouraged that Frerichs found improvements in the record-keeping. In response to Joyce's question about whether the records are available, Kouneski said that as of Frerich's

last visit on April 1, CareBus could not find records for the period in question. Graves said safety, not payments, is the issue. When a provider uses unsafe vehicles with numerous administrative problems, all parties look bad. Perovich said his intent is to receive a three-month progress report. If the requirements are not met, the contract should be terminated.

Sherrill Trombley, CareBus, distributed Exhibit D to members. She had prepared a report on the other providers which was offered to members for information but not made a part of the meeting record. Graves said she appreciated the information on other providers, but was concerned that CareBus' business be resolved. Trombley said the vehicles were not unsafe and the device is used on MTC buses. Graves said her concern is on staff information and the inspector's comments on the mechanical condition of the vehicles. Trombley said the inspector allowed the vehicle to be driven back to CareBus. The court case was dismissed. Perovich said the fact remains the inspector who is legally responsible for safety said the bus could not be used because it was not safe. He does not appreciate the attitude involved in the rationalizations on what went wrong. If that is CareBus' attitude, he would consider changing his recommendation. Trombley said it was not that there were no securement devices; they did not know they had to be approved. Graves asked Trombley how long she has been with CareBus; Trombley said she was hired about a month ago, and has been with them off and on in accounting and recently working on management issues. Vote was taken on the amendment; motion carried (Isaacs voted no). Andrews read the recommendations that had been tabled and said the motion should be amended to reflect the first motion.

Franklin said she shares Graves' concerns about the safety issue. If it were not for the fact that 80-percent of the rides are for individuals she would not support probation. It is clear from testimony from users that service is polite. RTB is criticized for not providing enough individual rides, which makes it hard not to agree. She directed staff to write the language very carefully and asked if the board has the option of terminating in three months; Perovich said it does.

Kranz said one of the reasons for tabling the issue had been question as to whether providers in Area II can meet capacity. Kouneski said the providers in the north and west were ready to go. The providers in the south preferred the delay. Joyce moved and Caranicas seconded the original motion. The complete motion as amended is:

1. That the Regional Transit Board authorize the executive director to enter into contracts effective May 1, 1988 with the following special transportation service providers, under the terms and conditions shown in the "Evaluation of Provider Applications," to operate Metro Mobility service in the providers' declared service area communities, with the number and types of vehicles as designated in the applications.

For Area 1 Communities:

- o City Wide Cab Company
- o Dakota Area Resources and Transportation for Seniors (DARTS), Inc.
- o Diamond Cab Company
- o Ebenezer Society
- o Handicabs
- o Handicapped Transport System (HTS)
- o HeathEast MedKab
- o Metro Ride
- o Morley Bus/Suburban Paratransit
- o Twin Cities Mobility
- o Wilder Foundation
- o Yellow Taxi Service Corporation

For Area 2 Communities:

- o Morley Bus/Suburban Paratransit and Yellow Taxi Service Corporation in Sector 1
 - o Morley Bus/Suburban Paratransit and Yellow Taxi Service Corporation in Sector 2
 - o Human Services, Inc., and Morley Bus/Suburban Paratransit in Sector 3
 - o Dakota Area Resources and Transportation for Seniors (DARTS), Inc. in Sector 4
 - o Handicabs in Sector 5
 - o Handicabs in Sector 6
 - o Handicabs, Morley Bus/Suburban Paratransit, and Yellow Taxi Service Corporation in Sector 7
3. That the Regional Transit Board authorize the executive director to negotiate and execute a conditional six-month contract with CareBus effective May 1, 1988, to serve the communities of Brooklyn Center, Columbia Heights, Fridley, Golden Valley, Hilltop St. Louis Park, Spring Lake Park, Minneapolis and St. Paul, with two designated vehicles as described in the application from CareBus dated February 29, 1988.
 4. That the Regional Transit Board direct the staff to develop conditions and deadlines to be met by CareBus for compliance with administrative procedures, safety regulations, and customer service requirements outlined in the contract.

The motion carried (Graves abstained).

CHAIRMAN'S REPORT

Perovich reviewed the current status of the RTB legislative package and light rail transit legislation.

MEMBERS REPORTS

Fuhr discussed the conference in Des Moines she attended last week and suggested that members write letters to editors. The chairman said anyone interested is encouraged to attend the national WTS conference in May. We rarely have a chance to attend a national conference in our own area.

Joyce asked for a staff report on the exurban situation. Andrews said he has received a draft memorandum from Kouneski and Beaver. After review he will refer it to the Policy Committee. Near the end of May a panel discussion is planned to discuss the guidelines.

Kranz said he would like a representative from Carter-Goble to review the final recommendations of the report at a special meeting.

STAFF REPORTS

Beaver reviewed the Jobseekers program and displayed the posters developed for use on MTC buses. Approximately 1,200 will be printed in durable material and displayed in nearly every bus. (Graves took chair.) "All You Can Ride" cards can only be used on MTC. Staff is working with Medicine Lake Lines and the City of Plymouth to develop a voucher that could be redeemed.

There being no further business, Fuhr moved and Caranicas seconded that the meeting be adjourned. The motion carried unanimously; the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

U.S. Department
of Transportation

**Urban Mass
Transportation
Administration**

400 Seventh St., S.W.
Washington, D.C. 20590

ENTREPRENEURIAL SERVICES PROGRAM

Summary Descriptions

of

Approved Projects

March 1988

ENTREPRENEURIAL SERVICES PROGRAM

List of Projects

This document contains summary descriptions of an initial round of projects awarded challenge grants under UMTA's Entrepreneurial Services Program.

In order to qualify for award, candidates must demonstrate that the proposed service can be implemented and become self-sustaining within a reasonably short time frame.

UMTA is prepared to provide technical assistance and seed money for market analysis, preparation of business plans, monitoring and evaluation. Capital assistance will also be extended over periods of 1-3 years to cover the cost of vehicle leasing or depreciation.

Listed below are entrepreneurial services projects which have received UMTA challenge grants:

- | | | |
|-----|-----------------|--|
| 1. | Akron, OH | Privately financed Downtown Circulator |
| 2. | Baltimore MD | Business Involvement in transportation |
| 3. | Boston MA | Neighborhood-based transportation program |
| 4. | Chicago IL | Private jitney service |
| 5. | Chicago IL | Reverse commute services to suburban centers |
| 6. | Chicago IL | Suburban circulation service |
| 7. | Hartford CN | Suburb-to-suburb and reverse commute service |
| 8. | Honolulu, HA | Privately sponsored transit service |
| 9. | Laurel MD | Privately sponsored local circulation service |
| 10. | West Miami | Privately-operated community circulation service |
| 11. | Orangeburg SC | Fixed route transit |
| 12. | Orlando FL | Privately sponsored local circulator |
| 13. | Philadelphia PA | Privately-operated reverse commute service |
| 14. | Philadelphia | Route Association/Suburban shuttle service |
| 15. | Portland ME | Private shuttle service from a park-ride lot |
| 16. | Sacramento CA | Privately operated express commuter bus service |
| 17. | St Louis, MO | Neighborhood-based transportation program |
| 18. | San Francisco | Privately operated express commuter bus service |
| 19. | Washington DC | Neighborhood-based transportation program |
| 20. | Washington DC | Privately-sponsored reverse commute program |

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #1

Location: Akron, OH

Type: Downtown Circulator

Sponsor: METRO Regional Transit Authority

Description: The METRO Regional Transit Authority, in association with the City of Akron, the University of Akron, and the Downtown Akron Business Association, proposes to implement expansion of its downtown trolley service. The project will be financed through a downtown benefit assessment district. The Main Street Trolley will provide service in the downtown district and between the downtown and the University of Akron. Service will be provided by a private operator.

Expected Benefits: The project is expected to enhance the revival of downtown Akron, improve the linkage between the University and the downtown community, reduce downtown traffic congestion, and improve downtown circulation.

UMTA Assistance: Section 6 grant of \$25,000 to assist with the start-up costs associated with establishing a business plan. The benefit assessment district is expected to provide all necessary revenues to support continuing operation of the trolley.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #2

Location: Baltimore, MD

Type: Business involvement in suburban transportation

Sponsor: Baltimore Regional Planning Commission

Description: The objective of this demonstration project is to improve labor mobility to suburban job markets in the greater Baltimore area through local Transportation Management Associations. Under the leadership of the Baltimore Regional Planning Commission (RPC), employers and developers in several suburban activity centers in the Baltimore metropolitan area (Towson, Hunt Valley, BWI Airport, Howard County) are establishing transportation management associations (TMAs). The TMAs will identify suburban job openings for job placement agencies and facilitate transit and paratransit services for individuals that secure employment through this program. The TMAs will work closely with local private carriers, brokering various transportation arrangements.

Status: Two TMAs have been established (BWI Airport and Towson), and two others (Hunt Valley and Howard County/Columbia) are in the process of formation. In the case of Hunt Valley, a policy review board has been organized to guide in the actual TMA formation process. County, state and regional agencies have agreed to fund various activities if private sector will provide matching funds. In the case of Howard County, initial contacts have been made with developers and employers to form a policy review board. Initial response has been favorable. State and county government have indicated willingness to support the TMA.

Expected Benefits: The objective is to demonstrate a self-sustaining public/private partnership to support job-placement and transportation services after the initial demonstration phase. Project will allow suburban employers to gain access to an expanded labor pool of underutilized city workers.

UMTA Assistance: Project has received a \$125,000 Section 8 (planning) grant.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #3

Location: Boston, MA

Type: Neighborhood-based reverse commute program

Sponsor: Bromley Heath Tenant Management Corporation, in association with the National Center for Neighborhood Enterprise

Description: Bromley Heath Tenant Management Corporation (TMC) is a non-profit community development corporation organized and managed by the residents of Bromley Heath, a complex of three public housing projects in Boston. The complex houses approximately 2000 residents. Bromley Heath TMC, with the support of the National Center for Neighborhood Enterprise (NCNE), a non-profit organization promoting minority-owned and managed local business enterprises, plans to launch a reverse commute program to provide the residents of Bromley Heath and the surrounding neighborhoods with access to job opportunities in the Route 128 corridor, a location that is not easily accessible by public transit. The program will be administered by a separate subsidiary of the TMC. A total of three vans are expected to be launched during the first year of operation, with up to five vans, by the end of the third year.

Status: A business plan has been prepared and preliminary commitments from employers have been obtained.

Expected Benefits: Increased labor mobility for low income central city workers, and new business opportunity for the public housing tenant management group. Project will also allow suburban employers to gain access to an expanded labor pool of underutilized city workers.

UMTA Assistance: An UMTA grant has been awarded to NCNE to help in the development of the business plan. Technical assistance in service planning has been extended through the Urban Mobility Corporation, an UMTA contractor. Program will be supported over a period of 3 years, with a grant of \$150,000 in Section 6 funds for program marketing and monitoring, and a grant of \$65,000 in Section 3 funds for vehicle leasing. Grant support will be phased over three years, with a first year payment of \$87,000, second year payment of 75,000, and third year payment of \$53,000.

Project is anticipated to become self-sustaining after the initial demonstration phase, with costs covered by fares and employer contributions.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #4

Location: Chicago, IL

Type: Unsubsidized jitney service

Sponsor: Metropolitan Transportation Association

Description: The Metropolitan Transportation Association, a non-profit association of private carriers in the Chicago region, proposes to identify potential markets for jitney-type services in low-income neighborhoods where public transit service is inadequate. The Chicago City Council has amended the municipal ordinance in 1987 to permit jitney service operation provided the concurrence of the Chicago Transit Authority (CTA) is obtained.

Status: Five applications for jitney routes have already been submitted, but none have received CTA concurrence. CTA claims it cannot endorse the applications unless sufficient information about the proposed service is provided. MTA proposes to assist in the approval process by supporting the applicants with technical expertise, expert testimony at public hearings, and educational and promotional activities among its member operators and the public.

Expected Benefits: Improved mobility in low income neighborhoods. New business opportunities for small entrepreneurs. Improved local circulation will help the redevelopment of inner city areas.

UMTA Assistance: \$20,000 in Section 6 funds to permit the MTA to provide assistance to its member companies in service design and the permit application process.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #5

Location: Chicago, IL

Type: Reverse Commute Services to Suburban Employment Centers

Sponsor: Metropolitan Transportation Association

Description: The Metropolitan Transportation Association, a non-profit association of 50 private transportation carriers in the Chicago region, proposes to implement unsubsidized services to suburban employment centers in the Tri-State Tollway and the East-West Tollway corridors of DuPage County, using subscription taxicabs and vans. Operating expenses are expected to be covered by fares and contributions from employers and other private sources. MTA will (1) identify promising suburban markets; (2) alert private member companies to opportunities to provide this type of service; (3) broker potential sponsors and riders with interested operators and assist the latter in preparing service plans; (4) monitor the implemented services and document the project in a report to UMTA.

Status: Service implementation to begin within six months of project commencement.

Expected Benefits: The proposed service will provide an alternative to the private automobile for suburban and city workers with job destinations in suburban employment centers, such as Oak Brook and Naperville. The reverse commute service will also provide employers in suburban Chicago with access to the underutilized inner city labor pool. Several employers in the Chicago suburbs have already implemented private shuttle services tailored specifically to the needs of their employees. The proposed project would expand the availability of such service to other employers.

UMTA Assistance: \$106,000 in Section 6 funds to permit the MTA to carry out the project as summarized above.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #6

Location: Chicago (O'Hare-Woodfield)

Type: Suburban circulation service

Sponsor: PACE (Suburban Service Board of the Regional Transportation Authority) in association with TRANSPART.

Description: PACE, in cooperation with TRANSPART, a partnership of local governments and the business community in northwest suburban Cook County, proposes to launch a local bus circulator, serving the busy Woodfield Mall area, west of O'Hare Airport. Service will be operated by a private contractor and will be partly funded by the private sector. The circulator will work in conjunction with PACE's reverse commuter express route to Woodfield Mall (606), and will expand the capabilities of express buses to serve employers located beyond walking distance of the express routes. Phase I of the project calls for establishing three routes circulating through the Woodfield commercial/office complex. Phase II will expand the service to a total of four routes.

Status: Service is expected to commence within 45 days after grant approval

Expected Benefits: Project will provide daytime mobility in a rapidly growing suburban center and will facilitate reverse commuting of transit riders to the rapidly growing suburban job market. Project will also allow suburban employers to gain access to an expanded labor pool of underutilized city workers.

UMTA Assistance: A Section 3 grant of \$120,000 for vehicle leasing. Operating funds will be supplied by PACE, local government and the private sector.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #7

Location: Hartford CN

Type: Suburb-to-suburb and reverse commute service

Sponsor: Greater Hartford Transit District (GHTD)

Description: GHTD proposes to make available up to 18 taxi-type vehicles for shared-taxi service for intertown suburb-to-suburb commuting, reverse commuting and downtown peak hour transit. Service will be bid out competitively and operated by a private contractor. The service concept has been developed by a private taxi operator in cooperation with GHTD.

Expected Benefits: Project expected to alleviate traffic congestion by providing a transit alternative to downtown commuters during rush hours. Project also expected to improve access to suburban jobs for center city residents and will allow suburban employers to gain access to an expanded labor pool.

UMTA Assistance: Section 3 grant of \$436,000 for vehicle acquisition.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #8

Location: Honolulu, Hawaii

Type: Private unsubsidized service

Description: The aim of this project is to serve the transportation needs of commuters and tourists. During the morning rush hour minibuses will carry pre-formed groups of commuters from the western suburbs of Honolulu into the central business district. After the morning rush hour, vehicles will be placed in local circulation service aimed at the tourist trade. In the late afternoon the cycle will be reversed again. The sponsor, Oceanic Properties, Inc., a subsidiary of Castle & Cook, has entered into an operating contract with a local private carrier. Eventually, the sponsor hopes to attract owner-operator drivers who would invest money and sublease vehicles as part of a cooperative route association.

Status: An initial fleet of 10 minibuses has begun operation in early March.

Expected Benefits: No public funds are involved. The private sponsor is bearing 100 percent of the financial risk of the service (approximately \$280,000 investment in vehicles).

UMTA Assistance: UMTA has provided consulting assistance in service design.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #9

Location: Laurel, MD

Type: Local circulation

Sponsor: Corridor Transportation Association (a private non-profit group)

Description: The Corridor Transportation Corporation (CTC) is a non-profit corporation established by the business community to address the transportation needs in the city of Laurel and the surrounding areas. The CTC is directed by a group of business leaders, with local government officials serving in an advisory capacity. The corporation plans to sponsor a system of local buses linking employment sites, major shopping centers, residential developments and service establishments in the fast growing Baltimore-Washington corridor. Funding for the system will come from a combination of a federal grant, state assistance and private contributions.

Status: Bids have been solicited in October 1987 and an operating contract has been awarded to a private carrier.

Expected Benefits: Service is expected to improve internal circulation in the Laurel area and allow suburban employers to gain access to an expanded labor pool.

UMTA Assistance: A Section 3 grant of \$442,791 has been extended through the Maryland MTA to fund the cost of leasing buses for a 3-year period. The circulator is expected to be sustained entirely by the business community after the initial 3-year period.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #10

Location: City of West Miami

Type: Community Circulation

Sponsor: Little Havana Activities Centers of Dade County, Inc.
(in association with the National Association of Neighborhoods)

Description: The City of West Miami, which is the location of rapid office, shopping and residential growth, envisions launching a pilot program involving jitney vans, to serve as feeders to the public transit bus routes and Metrorail stations. Vehicles will be supplied by the Metropolitan Dade County Transit Authority from surplus stock. Service will be competitively bid out to a private operator.

Expected Benefits: Service expected to improve the mobility of the transportation-deprived residents of West Miami.

Status: An interlocal agreement between the city and Metro Dade County Transit Authority is expected to be negotiated in the near future.

UMTA Assistance: No UMTA grant assistance or local public subsidies involved. Service is expected to be entirely self-sustaining through the fare box.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #11

Location: Orangeburg SC

Type: Fixed route transit

Sponsor: South Carolina State College

Description: South Carolina State College proposes to initiate in partnership with the local privately owned Orangeburg Metro Transit System, a fixed route transit service tailored to the needs of State College students, the adjoining campus of Claflin College, and the residents of Orangeburg. The Metro Transit System currently operates a single-route service to low-income portions of the City. The project calls for a marketing study, followed by an analysis of transportation alternatives and a service design.

Expected Benefits: The proposed service would assist students and the general public in gaining better access to residential, shopping and educational facilities. The project would also offer a new business opportunity to a minority owned small enterprise.

UMTA Assistance: Section 6 grant of \$30,000 to conduct a marketing study. This will be supplemented by a \$75,000 Section 3 grant over 2 years for vehicle depreciation. Project is anticipated to become self-sustaining after the initial demonstration phase, with costs covered by the farebox and by contributions from local businesses and the colleges.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #12

Location: Orlando, FL

Type: Local circulator

Sponsor: Orlando Central Park, Inc. in association with Plaza International Assoc.

Description: Orlando Central Park, Inc., a subsidiary of Martin Marietta, is developing a 4,300 acre housing and commercial project. To improve local mobility, the company has proposed launching a local circulator that would link its project with major activity centers along International Drive, a major office, hotel and commercial corridor in suburban Orlando. Supporting Orlando Central Park Inc. in this initiative are the Peabody Hotel, a 900-room convention hotel, the Orange County Convention/Civic Center, Mercado, a festival shopping center, and several other major commercial interests located at Plaza International.

Expected Benefits: The project will expand the availability of self-sustaining public transportation in an area that is presently poorly served by public transit.

UMTA Assistance: \$75,000 in Section 6 funds to fund a consultant feasibility study. The study will: (1) inventory the services of existing providers; (2) identify unmet service needs; (3) recommend operational and organizational alternatives; (4) identify long-range requirements; (5) analyze regulatory issues.

It is anticipated that this grant will leverage \$500,000 in privately funded capital equipment and \$200,000 in privately provided operating support.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #13

Location: Philadelphia, PA

Type: Reverse commute project

Sponsor: The Urban Affairs Partnership in association with the Philadelphia Urban Coalition

Description: The Urban Affairs Partnership, a business leadership coalition, is sponsoring a reverse commute program for low income workers as part of its Regional Employment Plan. The goal of the plan is to place 500 entry level workers in suburban jobs during 1988. The pilot transportation program will be supported by employers, employees and foundation contributions. Employer contributions will be in the form of one-time placement and retention fees. Employees will participate through payroll withholding. Additional funds will be sought from private foundations. The first year budget of the program is \$250,000. Commuter service will be provided by Accessible Services, Inc., a private for-profit van operator in Philadelphia. In the longer run the workers will have an option of continuing with the private provider or using SEPTA.

Status: Service has begun in early March.

Expected Benefits: Project will allow suburban employers to gain access to an expanded labor pool of underutilized city workers. Project will also enhance labor mobility of inner city workers.

UMTA Assistance: \$100,000 in Section 6 funds to help support market analysis, business plan preparation, approval process and project monitoring and evaluation. Grant has been extended through the University of Pennsylvania's TRANSLAB which facilitated the arrangement and provided technical assistance.

ENTREPRENEURIAL SERVICES PROGRA

Project Fact Sheet #14

Location: Philadelphia (King of Prussia), PA

Type: Route Association/Suburban shuttle service

Sponsor: Montgomery County Paratransit Association

Description: Montgomery County Paratransit Association (MCPA) is a non-profit association of 13 private operators in suburban Montgomery County, Pennsylvania. Its objective is to pool the resources of its members (90 taxis, 40 vans, specially lift-equipped vehicles, ambulances) to provide customized transportation services throughout the 420-square mile area of suburban Montgomery County, Pennsylvania. MCPA members offer a wide variety of services, ranging from traditional taxi service, to shared-ride service, subscription commute service, feeder service to commuter bus and train stops, Shop & Ride for elderly persons, and social service transportation. The Association provides unified marketing services, acts as a liaison with client organizations, and maintains detailed data about ridership patterns and costs. MCPA also works closely with developers and corporate employers and designs and implements customized transportation programs for suburban complexes, including employee commute and daytime shuttle services.

Status: MCPA is currently discussing a new commuter shuttle service in the Willow Grove area of Montgomery County that would link SEPTA express buses and train station with corporate facilities and office parks located within a 5 mile radius.

Expected Benefits: The project will facilitate reverse commuting of blue collar workers to suburban jobs in the Willow Grove area. Project will also allow suburban employers to gain access to an expanded labor pool of underutilized central city workers.

UMTA Assistance: Section 6 grant of \$51,000 to help develop a business plan and market analysis. Service is anticipated to become self-sustaining after the initial demonstration phase, with costs covered by the farebox and by contributions from local businesses and employers.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #15

Location: Portland, ME

Type: Private shuttle service from a park-and-ride lot

Sponsor: City of Portland

Description: The City of Portland ME proposes to construct a 220 car park-and-ride lot on the outskirts of the city, to be used by a private bus operator for peak hour shuttle service to and from the central business district. The project was initiated by a group of local businessmen and the local MPO. The business community has pledged to market the service among their employees and to provide financial assistance to maintain the operation of the lot and the shuttle service.

Status: Construction of the lot to begin in the Spring of 1988.

Expected Benefits: Alleviation of downtown parking shortage and traffic congestion. Improved access to the downtown area. New business opportunity for private transportation carriers.

UMTA Assistance: \$140,000 in Section 3 funds for parking lot construction.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #16

Location: Sacramento CA

Type: Unsubsidized express commuter bus service

Sponsor: California Bus Association/Sacramento Grey Line, Inc.

Description: The Sacramento Gray Line proposes to launch five separate unsubsidized bus routes: the first one, already in service, is from Sacramento to downtown San Francisco. The others will be commuter runs to suburban office parks in the SF Bay Area and to downtown Sacramento.

Expected Benefits: Provision of commuter service in a market not now served by public transportation. Service will be entirely self-sustaining.

UMTA Assistance: Section 6 grant of \$10,000 for marketing analysis and preparation of a business plan. Grant to be extended through the California Bus Association, a non-profit association of private providers in the State of California. The service will be entirely self-sustaining through the fare box.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #17

Location: St. Louis, MO

Type: Neighborhood-based reverse commute program

Sponsor: Cochran Gardens Tenant Management Corporation, in association with the National Center for Neighborhood Enterprise

Description: Cochran Gardens Tenant Management Corporation (TMC) is non-profit community development corporation organized and managed by the residents of Cochran Gardens, a high-rise complex of 12 buildings for low income families in St. Louis MO. The complex houses approximately 3,250 residents. Cochran Gardens TMC, with the support of the National Center for Neighborhood Enterprise (NCNE), a non-profit organization promoting minority-owned and managed local business enterprises, plans to broker transportation services for its tenants, using local private operators. The objective is to provide the residents of Cochran Gardens with access to job opportunities, shopping facilities and social and medical services. The program will be administered through a separate wholly owned subsidiary of the TMC.

Status: A business plan has been prepared.

Expected Benefits: The project will provide increased labor mobility for low income central city workers and improved mobility for transportation-deprived residents of a public housing project. The project will also offer new business opportunities for small entrepreneurs. Finally, the project will allow suburban employers to gain access to an expanded labor pool of underutilized central city workers.

UMTA Assistance: An UMTA grant has been awarded to NCNE to help in the development of the business plan. Technical assistance in service planning has been extended through the Urban Mobility Corporation, an UMTA contractor. Program will be supported over a period of 3 years, with a grant of \$150,000 in Section 6 funds for program marketing and monitoring, and a grant of \$60,000 in Section 3 funds for vehicle leasing. Grant support will be phased over three years, with a first year payment of \$87,000, second year payment of 69,000, and third year payment of \$54,000.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #18

Location: San Francisco/Oakland

Type: Suburban commuter express service

Sponsor: California Bus Association/Guiton Bus Company

Description: Guiton Bus Company, a minority-owned private bus company will provide service from Hayward and Oakland to downtown San Francisco, replacing routes that have been abandoned by AC Transit due to funding problems. The service will operate during peak hours in peak direction. The service area includes middle income suburbs of Hayward and lower income areas in Oakland. Guiton has already demonstrated its expertise in entrepreneurial services, having operated former Greyhound commuter lines from the East Bay area for more than 10 years on a profitable basis.

Expected Benefits: Provision of needed commuter service which had been abandoned by the public transit authority due to funding constraints.

UMTA Assistance: Section 6 grant of \$9,000 for market analysis. Grant will be extended through the California Bus Association, a non-profit association of private providers in the State of California. The service will be entirely self-sustaining, through the fare box.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #19

Location: Washington DC

Type: Neighborhood-based reverse commute program

Sponsor: Kenilworth-Parkside Resident Management Corporation, in association with the National Center for Neighborhood Enterprise

Description: Kenilworth-Parkside Resident Management Corporation (RMC) is a non-profit community development corporation organized and managed by the residents of Kenilworth-Parkside, a 464-unit low rise development located east of the Anacostia River in Washington D.C. Since its inception in 1982 the Resident Management Corporation has become a national model for tenant managed housing. Kenilworth-Parkside RMC, with the support of the National Center for Neighborhood Enterprise (NCNE), a non-profit organization promoting minority-owned and managed local business enterprises, plans to operate a 15-van fleet of minibuses to provide the residents of Cochran Gardens with access to job opportunities in the surrounding suburbs. Initially, service will be focused on the suburban employment centers of Reston, Herndon, Dulles and Tysons Corner. The service will also be open to casual passengers, especially shoppers to the regional mall at Tysons Corner.

Status: A business plan has been prepared.

Expected Benefits: The project will provide increased labor mobility for low income central city workers and improved mobility for transportation-deprived residents of a public housing project. The project will also offer new business opportunities for a public housing tenant management group. Finally, the project will allow suburban employers to gain access to an expanded labor pool of underutilized central city workers.

UMTA Assistance: An UMTA grant has been awarded to NCNE to help in the development of the business plan. Technical assistance in service planning has been extended through an UMTA contractor. Program operation will be supported over a period of 3 years, with a grant of \$50,000 in Section 6 and \$280,000 in Section 3 for vehicle leasing. Total project costs are expected to be approximately \$1,000,000. Two-thirds of this cost will come from the farebox and from local and private sources. The service is expected to be self-sustaining after the first year, with costs covered by the farebox and contributions from private employers.

ENTREPRENEURIAL SERVICES PROGRAM

Project Fact Sheet #20

Location: Washington D.C.

Type: Reverse commute service

Sponsor: Community Family Life Services, Inc.

Description: The Community Family Life Services, a charitable agency, has launched a reverse commuter van service in September 1985 to open up suburban jobs in the mushrooming Dulles Airport corridor to unemployed inner city youths. Currently the vans carry 70-80 passengers per day. The project employs paid drivers and has backup vehicles. Insurance is arranged through the sponsor's church. The project has been partly supported by the Community Services Foundation. As of October 1987 operating costs are being fully covered by employer contributions and user fees obtained through payroll deduction.

Status: Project has been in operation for two years.

Expected Benefits: The project provides increased labor mobility for low income central city workers. The project also allows suburban employers to gain access to an expanded labor pool of underutilized central city workers.

UMTA Assistance: Project has received a \$150,000 Section 6 grant in 1985. An additional grant of \$52,000 has been requested to expand the service.

handout 4/10



GEORGE LATIMER
MAYOR

CITY OF SAINT PAUL
OFFICE OF THE MAYOR

347 CITY HALL
SAINT PAUL, MINNESOTA 55102
(612) 298-4323

April 8, 1988

Regional Transit Board
270 Metro Square Building
Saint Paul, Minnesota 55101

Dear Transit Board Members:

I strongly endorse the Saint Paul Downtown Council's proposal for funding under the Urban Mass Transit Administration's "Entrepreneurial Services Program".

The proposal for a Downtown Shuttle clearly meets the intent of the public/private partnership for transit that the federal government and your Board has so keenly sought. Rather than competing with or duplicating the existing transit service, the Downtown Shuttle Proposal will add a complementary service. It will cut across the grain of existing bus routes, making for more complete circulation options within the downtown.

What's very exiting to me is the strong private sector initiation and participation in this proposal. The city has, in the past, provided a shuttle service, but only between remote parking and downtown core employment centers. That program was funded entirely at public cost. This proposal, by the Downtown Council, expands the destinations possible and ties together areas without direct transit service. And, it does so by drawing on private interest and financial participation.

Yes, our downtown has been a compact center, easily walkable. However, its growth is expanding our notion of what is "Downtown". If we are to keep the traditional accessibility as our Metro Center grows, the Downtown Council's proposal will be an essential component.

I hope you will approve this proposal for funding under the "Entrepreneurial Services Program". The initiative of Saint Paul's Downtown Council will be encouraged and a better transit system will be the outcome.

Very truly yours,


George Latimer
Mayor

GL:ss



CITY OF SAINT PAUL
OFFICE OF THE CITY COUNCIL

JAMES SCHEIBEL
Councilmember

April 11, 1988

Regional Transit Board
270 Metro Square Building
Saint Paul, MN 55101

Dear Board Members:

The Saint Paul Downtown Council has submitted an application for Urban Mass Transit Administration (UMTA) funds to underwrite planning and equipment leasing for downtown Saint Paul shuttle service. As the City Council representing the downtown area, I write to register any strong support for the Downtown Council's initiative in seeking to develop a shuttle service.

As we all know, major development has occurred over the past decade in downtown Saint Paul, creating a variety of new activity points in our central city. Realization of the full potential for providing services and amenities to downtown workers, residents and visitors rests with creating a flow from one activity point to another, and I believe that an appropriate and carefully designed shuttle program can be the way to achieving that "flow."

I urge your support of the Downtown Council's application. It is timely, well-conceived and bears the potential for creatively leveraging the significant private and public investments which have brought new vitality to our central city.

Thank you for your consideration of this proposal.

Sincerely,

Jim Scheibel
City Council President

JS/ffz



GEORGE LATIMER
MAYOR

CITY OF SAINT PAUL
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

KENNETH R. JOHNSON, DIRECTOR
25 West Fourth Street, Saint Paul, Minnesota 55102
612-228-3200

April 6, 1988

Regional Transit Board
270 Metro Square Building
Saint Paul, Minnesota 55101

Dear Members of the Regional Transit Board:

I am writing in support of the Saint Paul Downtown Council's application for Urban Mass Transit Administration (UMTA) funds. Its purpose is to explore the feasibility of establishing a downtown shuttle transit program. The amount requested is \$302,000.

Convenience in getting about downtown is a key factor in fostering continued economic growth of our center city. A responsive shuttle transit program will benefit all downtown users including office workers, retailers, restaurateurs, cultural and entertainment providers and most importantly those who make their home in downtown. Further, a properly designed shuttle system will make parking options more flexible and affordable for downtown workers.

For these and many other reasons we indicate our unqualified support for the Downtown Council's application for UMTA funds.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kenneth R. Johnson".

Kenneth R. Johnson
Director

KRJ:dms



CITY OF SAINT PAUL
OFFICE OF THE CITY COUNCIL

ROGER GOSWITZ
Councilmember

KATHY GELAO
Legislative Aide

April 5, 1988

Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101

To Whom It May Concern:

I am writing you to express my support for the St. Paul Downtown Council's application to the Urban Mass Transit Administration (UMTA) for \$302,000. The Downtown Council's strategic plan identifying the need to improve downtown access and circulation will be strengthened by a shuttle transit program.

Downtown St. Paul has a wide variety of entertainment, restaurants, and retail offerings. The shuttle system will alleviate parking problems facing downtown and will provide convenient access to the office, retail and entertainment core.

Downtown St. Paul is growing as a neighborhood. For its residents, many who are senior citizens, to take advantage of the needed services and other offerings in Downtown, this proposed shuttle system is a great idea and help. It is a good example of how the private sector can use its creativity for the benefit of all.

In closing, I am asking for your support of the St. Paul Downtown Council's application for a shuttle program.

Sincerely,

ROGER J. GOSWITZ
Councilman, Ward Six



CITY OF SAINT PAUL
OFFICE OF THE CITY COUNCIL

BOB LONG
Councilmember

MARY ANN HECHT
Legislative Aide

April 11, 1988

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

Dear Mr. Perovich:

I am writing to support the application submitted by the Saint Paul Downtown Council for \$302,000 for planning and equipment leasing support as part of the exploration of establishing a downtown shuttle program.

A substantial investment has been made in downtown Saint Paul during the past 10 plus years which has dramatically changed the area. There is a mix of residential with a variety of commercial and cultural establishments that has created a different downtown from that which we once knew. A shuttle program that will expedite the movement of people within downtown Saint Paul should enhance the value of those investments because people will have an easy means to connect with everything -- restaurants, offices, housing, entertainment -- that now exists in downtown Saint Paul.

The Downtown Council has seriously examined what the downtown area needs to be better used, and transportation is a priority as a link within the downtown proper as well as a link between the downtown fringe and downtown proper. A favorable disposition towards this application would assist in improving the use of downtown Saint Paul, which I support as integral to the overall vitality of the City of Saint Paul.

Best regards,

BOB LONG
Councilmember

Eastern Heights State Bank

2100 Wilson Avenue
St. Paul, Minnesota 55119-4099
612/736 9900

April 7, 1988



Regional Transit Board
270 Metro Square
St. Paul, MN 55101

To The Members Of The Board:

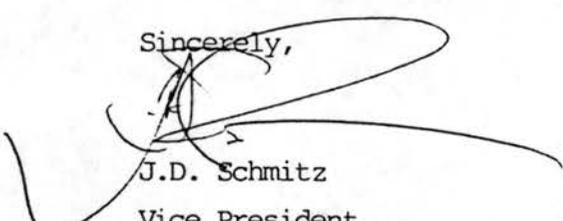
This will serve as my personal endorsement of the Downtown Council's grant proposal submitted to the Regional Transit Board.

It is my understanding that the Downtown Council's grant application is made pursuant to criteria for the support of entrepreneurial transit. Clearly, the concept of a shuttle system for downtown St. Paul, initiated by the private sector, is within the spirit of fostering entrepreneurial transit alternatives, and would be in the best interest of St. Paul and the eastern metropolitan area. Equally clear, is the contribution such a system would make to the reduction of single passenger auto usage in downtown St. Paul, and the related enhancement to existing public transportation.

I would urge the Board's favorable action to this grant request in order to provide badly needed capital funding to help make the shuttle concept a reality for downtown St. Paul.

My thanks in advance for your consideration.

Sincerely,



J.D. Schmitz
Vice President

the
Heights



CITY OF SAINT PAUL
OFFICE OF THE CITY COUNCIL

KIKI SONNEN
Councilmember
MOLLY O'ROURKE
Legislative Aide

April 7, 1988

Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101

Dear Members of the Board:

I am writing in support of the grant application of the Saint Paul Downtown Council for assistance in establishing a shuttle transit program.

A shuttle system linking employment, parking and services downtown would be a great asset to our City. It would help the growing number of downtown residents gain access to needed services, aid commuters by providing linkage to affordable parking and to transit stops, and assist visitors in exploring downtown.

I hope you will support this request and assist the Downtown Council in gaining the federal grant necessary to launch the program.

Sincerely,

KIKI SONNEN
Councilmember

KS/mb

Board of Directors

*Philip H. Nason
Mayor George Latimer
Robert E. Hess
Larry D. Buegler
Norman Lorentzen
Roger H. Nielsen
James W. Reagan
Emily F. Seesel*

*Weiming Lu
Executive Director*

April 7, 1988

Members of the Regional Transit Board
270 Metro Square Building
Saint Paul, MN 55101

Dear Members of the Board:

It is my understanding that the Saint Paul Downtown Council has applied for a demonstration grant related to the setting up of a shuttle system in Downtown Saint Paul. On behalf of the Lowertown Redevelopment Corporation, I wish to express our strong endorsement of this program, and hope that you will give favorable consideration to this application.

There has been much change in Downtown Saint Paul in recent years in terms of office, retail, housing, and employment. There is an ever-pressing need to tie together the various activity centers -- Lowertown to Rice Park, the downtown corridor to the State Capitol, etc. We believe that with the particular geometry of our downtown, there is a pressing need for a shuttle system which could provide the linkage among the different centers to make downtown a strong center for the whole metropolitan area. Such shuttle service would greatly complement the existing streets and skyway system. It would not only help to promote further growth, but would make downtown a better place in which to work, live and visit.

It should be pointed out that, in Lowertown alone, about 1500 housing units are built, under construction, or in the final stages of financing. This represents a 2,000 - 3,000 person increase in downtown's Eastern section alone. There is additional housing in Kellogg Square, Gallery Towers, City Walk, and the Park Towers near Rice Park. Downtown has already emerged as a residential neighborhood.

LOWERTOWN REDEVELOPMENT CORPORATION

400 Sibley Street
Park Square Court/Suite 590
Saint Paul, MN 55101
612 227 9131

St. Paul Civic Center

I.A. O'Shaughnessy Plaza • St. Paul, Minnesota 55102 • (612) 224-7361

Marlene I. Anderson
Managing Director

April 5, 1988

Regional Transit Board
270 Metro Square Building
Saint Paul, Minnesota 55101

To Whom It May Concern:

It is my understanding that the Saint Paul Downtown Council is desirous of exploring the feasibility of establishing a downtown shuttle transit program.

The Saint Paul Civic Center Complex enjoys an annual patronage of 1.6 million. Obviously, the drawing power of our complex indicates that convenient linkage through the downtown area is of benefit to our users.

I would like to register my support for the feasibility study of a workable downtown shuttle system that will benefit the Civic Center and all our neighbors in the loop.

Please keep me apprised as developments occur.

Sincerely,

Marlene Anderson

Marlene Anderson
Managing Director



ORDWAY MUSIC THEATRE

345 Washington Street
St. Paul, Minnesota 55102-1419
(612) 224-8537

March 31, 1988

Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101

Dear Members of the Board:

This letter is to ask your support of the request by the Downtown Council of Saint Paul for a grant of \$302,000 for planning and equipment leasing support.

The Ordway Music Theatre has been in operation for something over three years. During that period, among our greatest problems has been patron access to parking and associated facilities such as restaurants and shopping. This is a general problem all of the time, but is particularly difficult for daytime performances and for evening performances during major events in Downtown Saint Paul, such as the Winter Carnival and sports and entertainment attractions at the Civic Center. The problem will become even greater as parking disappears for the construction of the new headquarters for The St. Paul Companies. Ordway uses many part-time staff to serve as ushers, bartenders, cleaning help, and other event-related staff. Almost all of these people have to park as well. A well designed shuttle program in Downtown St. Paul would have the benefit of easing this situation dramatically.

Therefore, I wholeheartedly endorse the effort of the Downtown Council to design and establish such a program not only for us, but for all other potential users in the Downtown St. Paul area.

Thanks for your consideration.

Sincerely,

Dixon Bond
President

DB:jr

cc: Ronnie Brooks, Downtown Council St. Paul

Saint Paul



SAINT PAUL CONVENTION BUREAU

600 NCL Tower, 445 Minnesota Street
Saint Paul, MN 55101-2108
612/297-6985

Regional Transit Board
217 Metro Square Building
Saint Paul, MN 55101

Dear Ladies and Gentlemen:

It has come to our attention that you are currently reviewing an application for shuttle service in downtown Saint Paul. It is our hope that you would look favorably on the application and that the service could soon become a reality.

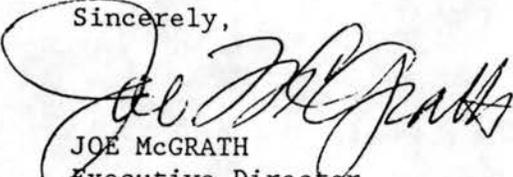
It is our belief that a shuttle program is essential for providing convenient access, alleviating parking problems and supporting employment opportunities within the core of downtown Saint Paul. Additionally, we believe that such service would be a vital stimulant to Saint Paul's convention and visitor industry.

To help substantiate our feelings we'd like to familiarize you with some of the basic data of our industry. Last year 1.1 million visitors attended conventions or otherwise visited Saint Paul. Almost 20% of these visitors arrived by commercial conveyance with no means of getting around other than public transportation. Additionally, countless others arrived in their own vehicles but due to parking constraints had to walk great distances for their meetings, entertainment or accommodations. Clearly a shuttle system would be of substantial help to many of these travelers as they attempt to maximize their stay in Saint Paul.

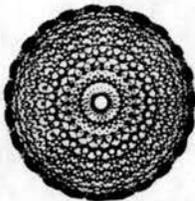
We believe, however, that there is a more basic reason for a shuttle system as it relates to the travel industry. That reason is the 10,000+ employees in Ramsey County whose livelihood depends on the travel/hospitality industry. A large number of these people are employed downtown in entry level positions. Many live in close proximity to downtown and they need low cost public transportation. Others park in peripheral areas and need shuttle transportation to their place of work. Both groups rely on public transportation to maintain their livelihood.

In summary, a number of interrelated audiences involved in the travel sector would greatly benefit from a downtown shuttle transit program. We thank you in advance for your consideration of our request.

Sincerely,


JOE McGRATH
Executive Director

JM/lmv



SAINT PAUL AREA CHAMBER OF COMMERCE

600 NORTH CENTRAL TOWER, 445 MINNESOTA STREET
SAINT PAUL, MN 55101 612/223-5000

March 31, 1988

Regional Transit Board
270 Metro Square Building
Saint Paul, Minnesota - 55101

Gentlemen:

I am writing on behalf of the Saint Paul Area Chamber of Commerce to support the application position of the Downtown Council requesting \$302,000 for establishing a downtown shuttle transit program.

The movement of employees and visitors between points downtown is complicated and inefficient. A well-designed shuttle system would create a dependable transportation system to improve access and circulation and strengthen the core area as a workplace and visitors' center.

We encourage you to respond favorably to this application and support the application before the Urban Mass Transit Administration and U. S. Department of Transportation.

Sincerely,

RICHARD G. HADLEY
President

RGH/agg

JOHN E. MANNILLO & ASSOCIATES

550 GILBERT BUILDING
413 WACOUTA ST.
ST. PAUL, MN 55101
(612) 292-8306

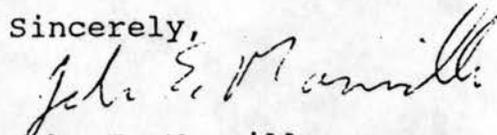
April 13, 1988

Regional Transit Board
270 Metro Square Building
St. Paul, MN 55101

Dear Board Members:

Allow me to request your support for funding of a Downtown St. Paul shuttle. An effective system will provide much needed additional parking at reasonable rates. This would not only serve the cost conscious workers, but also free up the already congested downtown parking. This in turn will benefit most downtown buildings owners, tenants, shoppers, visitors and patrons in general.

Sincerely,



John E. Mannillo

JEM:mp

BCE Development Properties Inc. 1500 Meritor Tower, 444 Cedar Street, St. Paul, MN 55101 Telephone (612) 291-8900

March 28, 1988

Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101

Re: Saint Paul Downtown Council - Downtown Shuttle Transit Program

Gentlemen:

BCE Development Properties Inc. (BCED) strongly supports the recent application to the Regional Transit Board for assistance from the Urban Mass Transit Administration for planning, management, and equipment leasing preparatory to the establishment of a downtown shuttle transit program in St. Paul.

BCED is the owner and manager of both the Town Square and World Trade Center projects, which represent a substantial portion of downtown St. Paul's retail shopping areas and Class A office space. I have also had the personal pleasure to serve as a member of the Board, Executive Committee, and, currently, as Vice-Chair of the Saint Paul Downtown Council, having recently also chaired the Downtown Council's Strategic Planning Committee.

One of the very key determinations of that Strategic Planning Committee (as reflected in its Strategic Plan) was the critical importance of improving access and circulation throughout downtown by linking shopping, entertainment and parking facilities for the benefit of the retail customer, downtown worker and visitor.

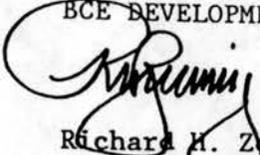
In downtown St. Paul, we believe have the ability to very effectively, economically and successfully link the various centers of activity with shuttle transportation. The Downtown Council will be undertaking professional studies to help us determine correct routes and methods of transportation.

Therefore, please consider this a strong indication of support from myself as well as by BCED for the pending application.

If I or my office can be of any assistance in evaluation of the application, please call.

Very truly yours,

BCE DEVELOPMENT PROPERTIES INC.



Richard H. Zehring
Vice President - Development

RHZ/rt#33

cc GH, JH, MR
rel



ORDWAY MUSIC THEATRE

345 Washington Street
St. Paul, Minnesota 55102-1419
(612) 224-8537

March 31, 1988

Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101

Dear Members of the Board:

This letter is to ask your support of the request by the Downtown Council of Saint Paul for a grant of \$302,000 for planning and equipment leasing support.

The Ordway Music Theatre has been in operation for something over three years. During that period, among our greatest problems has been patron access to parking and associated facilities such as restaurants and shopping. This is a general problem all of the time, but is particularly difficult for daytime performances and for evening performances during major events in Downtown Saint Paul, such as the Winter Carnival and sports and entertainment attractions at the Civic Center. The problem will become even greater as parking disappears for the construction of the new headquarters for The St. Paul Companies. Ordway uses many part-time staff to serve as ushers, bartenders, cleaning help, and other event-related staff. Almost all of these people have to park as well. A well designed shuttle program in Downtown St. Paul would have the benefit of easing this situation dramatically.

Therefore, I wholeheartedly endorse the effort of the Downtown Council to design and establish such a program not only for us, but for all other potential users in the Downtown St. Paul area.

Thanks for your consideration.

Sincerely,

Dixon Bond
President

DB:jr

cc: Ronnie Brooks, Downtown Council St. Paul



Board of Directors

Philip H. Nason
Mayor George Latimer
Robert E. Hess
Larry D. Buegler
Norman Lorentzen
Roger H. Nielsen
James W. Reagan
Emily F. Seesel

Weiming Lu
Executive Director

April 7, 1988

Members of the Regional Transit Board
270 Metro Square Building
Saint Paul, MN 55101

Dear Members of the Board:

It is my understanding that the Saint Paul Downtown Council has applied for a demonstration grant related to the setting up of a shuttle system in Downtown Saint Paul. On behalf of the Lowertown Redevelopment Corporation, I wish to express our strong endorsement of this program, and hope that you will give favorable consideration to this application.

There has been much change in Downtown Saint Paul in recent years in terms of office, retail, housing, and employment. There is an ever-pressing need to tie together the various activity centers -- Lowertown to Rice Park, the downtown corridor to the State Capitol, etc. We believe that with the particular geometry of our downtown, there is a pressing need for a shuttle system which could provide the linkage among the different centers to make downtown a strong center for the whole metropolitan area. Such shuttle service would greatly complement the existing streets and skyway system. It would not only help to promote further growth, but would make downtown a better place in which to work, live and visit.

It should be pointed out that, in Lowertown alone, about 1500 housing units are built, under construction, or in the final stages of financing. This represents a 2,000 - 3,000 person increase in downtown's Eastern section alone. There is additional housing in Kellogg Square, Gallery Towers, City Walk, and the Park Towers near Rice Park. Downtown has already emerged as a residential neighborhood.

LOWERTOWN REDEVELOPMENT CORPORATION

400 Sibley Street
Park Square Court/Suite 590
Saint Paul, MN 55101
612 227 9131

Members of the Regional Transit Board
April 7, 1988
Page 2

With the Ordway Theatre, completion of the Civic Center renovation, and all the other theatres -- like the Actors Theatre and Park Square Theatre, Film in the Cities and the four cinemas in Galtier Plaza -- downtown's entertainment function is gaining importance. The shuttle will help to tie our restaurants with these entertainment facilities, strengthening both. Still another important function for the shuttle is to tie area parking, like the Civic Center Ramp and similar facilities in Lowertown, to the office and retail core of Downtown.

Meeting these diverse transportation needs is very important to the health of downtown. I believe that this is the appropriate time for us to take action on a shuttle system for Downtown Saint Paul. I do hope you will support this project, helping to make the shuttle a reality in downtown Saint Paul.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Weiming Lu', with a long horizontal flourish extending to the right.

Weiming Lu
Executive Director

/mp

cc: Ronnie Brooks



270 Metro Square Building, Saint Paul, Minnesota 55101
612/292-8789

DATE: April 18, 1988
TO: Regional Transit Board
FROM: Cynthia Mayer, Project Administrator
SUBJECT: Federal Funds for Minnesota Rideshare
Resolution No. 88-3

ACTION REQUESTED

That the Regional Transit Board authorize the executive director to enter into contract with the Minnesota Department of Transportation to provide Federal Highway Administration funds for the RTB's Minnesota Rideshare program during the period April 1, 1988 through December 31, 1988 in an amount not to exceed \$361,000.

BACKGROUND

On December 7, 1987, the Regional Transit Board approved the submittal of an application to the Minnesota Department of Transportation for \$361,000 in Federal Highway Administration (FAU) funds to support the Minnesota Rideshare program budget for calendar year 1988.

DISCUSSION

The RTB has received copies of the contract agreement from MN/DOT to provide these federal funds for the ridesharing program. Attached is a copy of the resolution requested by staff to authorize the executive director to enter into this contract.

RECOMMENDATION

That the Regional Transit Board approve Resolution No. 88-03 authorizing the executive director to enter into agreement with the Minnesota Department of Transportation for federal funding participation in its ridesharing program in an amount not to exceed \$361,000.



270 Metro Square Building, Saint Paul, Minnesota 55101
612/292-8789

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of April 4, 1988, the Regional Transit Board reviewed and approved the following recommendations:

AUTHORIZATION TO EXECUTE AN AGREEMENT WITH THE CITIES OF APPLE VALLEY, BURNSVILLE, EAGAN, PRIOR LAKE, ROSEMOUNT AND SAVAGE FOR CONSULTANT SERVICES TO CONDUCT A TRANSIT NEEDS ASSESSMENT

That the Regional Transit Board authorize the executive director to enter into an agreement with the Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage to fund the consultant assistance for the transit needs assessment study in an amount not to exceed \$50,000; and

That the Regional Transit Board direct staff to provide technical assistance to the cities on this assessment. Both the consultant funding and staff time will be allocated from work program activity 88-13, Transit System Planning and Implementation.

REGIONAL TRANSIT BOARD PARTICIPATION IN THE I-494 ENVIRONMENTAL IMPACT STATEMENT PROCESS

That the Regional Transit Board authorize the executive director to enter into an agreement with the Minnesota Department of Transportation for an amount not to exceed \$10,000 to support the Environmental Impact Statement Process on I-494. This funding will be allocated from work program activity number 88-13.

FINANCIAL STATEMENTS - DECEMBER 1987

Corrected copies of the financial reports will be distributed at the meeting.

That the Regional Transit Board approve the December 1987 financial statements and direct that they be placed on file until the adoption of the 1987 audited financial statements.

The board also discussed the process for reviewing and evaluating the Metropolitan Transit Commission request for changes in the regular route fare structure and fare pricing levels. No action was taken. The next meeting of the committee is scheduled for May 9, 1988.

Ruth Franklin
Chair

AFtoBD
RTBTX1

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101
292-8789

DATE: March 29, 1988
TO: Administration and Finance Committee
FROM: Katherine Turnbull, Planning Manager *KT*
SUBJECT: Authorization to Execute an Agreement with the Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage for Consultant Services to Conduct a Transit Needs Assessment in an Amount Not to Exceed \$50,000.

SUMMARY

This memorandum summarizes the discussion at the Policy Committee on March 21, 1988 concerning the request from the cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage for RTB assistance to conduct a transit needs assessment. Action is requested authorizing the Executive Director to enter into an agreement with the cities to fund consultant services to conduct this assessment in an amount not to exceed \$50,000.

BACKGROUND

The cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage have formally requested that the RTB participate in a transit needs assessment for the six cities. This request includes both financial assistance for consultant assistance and staff support. As discussed at the March 21 Policy Committee, staff and representatives from the communities have met a number of times to discuss the request and work program.

Based on the direction received by the Policy Committee, staff and representatives from the communities have discussed the financial support for consultant assistance with the study. The Committee also discussed the need to involve the Mdewakanton Sioux government in this study. After a comparison with funding levels of other studies and the RTB's budget, \$50,000 was identified as an appropriate level for consultant assistance.

The \$50,000 will be allocated from the RTB's work program activity number 88-13; Transit System Planning and Implementation. This category covers short-to mid-range transit planning studies, implementing recommendations from these studies and monitoring and evaluating activities.

FINDINGS AND CONCLUSIONS

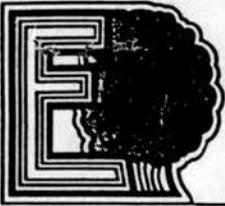
- o The cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage have formally requested that the RTB participate financially and with staff assistance in a transit needs assessment.

Administration and Finance Committee
March 29, 1988
Page 2

- o RTB staff have worked with representatives from the Cities on a work program and approach to the assessment.
- o The Policy Committee on March 21, 1988 provided direction to fund the consultant assistance on the assessment.

RECOMMENDATION

That the Regional Transit Board authorize the Executive Director to enter into an agreement with the cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage to fund the consultant assistance for the transit needs assessment study in an amount not to exceed \$50,000. The RTB also directs staff to provide technical assistance to the cities on this assessment. Both the consultant funding and staff time will be allocated from work program activity 88-13; Transit System Planning and Implementation.



city of eagan

3830 PILOT KNOB ROAD, P.O. BOX 21199
EAGAN, MINNESOTA 55121
PHONE: (612) 454-8100

March 23, 1988

GREGORY L. ANDREWS, EXEC DIR
REGIONAL TRANSIT BOARD
270 METRO SQUARE BLDG
ST PAUL, MN 55101

VIC ELLISON
Mayor
THOMAS EGAN
DAVID K. GUSTAFSON
PAMELA McCREA
THEODORE WACHTER
Council Members
THOMAS HEDGES
City Administrator
EUGENE VAN OVERBEKE
City Clerk

Re: Transit Need Assessment Study for the Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount, and Savage

Dear Mr. Andrews:

This correspondence is to officially request placement of the Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount, and Savage transit need assessment study on the April 4, 1988 Administration/Finance Committee agenda. It is appropriate for this topic to be placed on the April 4 Administration/Finance Committee agenda because of favorable consideration on March 21, 1988 of the aforementioned topic by the Policy Committee of the Regional Transit Board.

At its March 21, 1988 meeting, the Policy Committee of the Regional Transit Board approved a policy authorizing one hundred percent funding and sufficient staff support for completion of a transit need assessment study for the aforementioned six cities. This topic will be considered by the Administration/Finance Committee for purposes of ascertaining the appropriate dollar amount and staff commitment to the transit need assessment study. This correspondence is to simply affirm the placement of this item on the April 4, 1988 Administration/Finance Committee agenda. The specific dollar amount for preparation of the transit need assessment study will be determined by your staff and representatives from the six cities prior to the April 4 committee meeting.

I trust that this correspondence and material distributed for the Policy Committee meeting are sufficient to meet informational needs for the Administration/Finance Committee meeting on April 4, 1988. Please contact me or my associate, Steven Schwanke, if additional material is required.

Sincerely,

Thomas L. Hedges
City Administrator

cc: Paul Joyce, Regional Transit Board
Ed Kranz, Regional Transit Board
Katie Turnbull, Regional Transit Board
Technical Work Group

TLH/SS/mc

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101
292-8789

DATE: March 23, 1988
TO: Administration and Finance Committee
FROM: Katherine Turnbull, Planning Manager
SUBJECT: RTB Participation in the I-494 Environmental Impact Statement (EIS) Process

SUMMARY

This memorandum presents the status of one of the recommendations from the I-494 Corridor Study; initiation of the Environmental Impact Statement (EIS) process for expanding I-494. Action is requested authorizing the Executive Director to enter into an agreement with Minnesota Department of Transportation (Mn/DOT) to provide \$10,000 as the RTB's share of the Environmental Impact Statement (EIS) for I-494.

BACKGROUND

In 1986 and 1987, the RTB participated in the I-494 Corridor Study. This study was sponsored by the Metropolitan Council and Mn/DOT. Also participating in the study were the Metropolitan Airports Commission (MAC), Hennepin County, Bloomington, Edina, Richfield, Eden Prairie and Minnetonka. Each of these provided both staff time and funding for consultant assistance on the study.

The study recommendations, which have been endorsed by all the participants including the RTB, included proceeding with highway improvements, transit improvements, Travel Demand Management (TDM) Strategies and coordinating land uses. The RTB is working with the Metropolitan Council, Improve I-494, the Communities, the MTC and others on the transit and TDM Strategies.

Work is also progressing on initiating the Environmental Impact Statement (EIS) for actual improvements to I-494. Mn/DOT has taken the lead in this effort and will be providing half of the anticipated cost of the study, which is estimated between \$900,000 and \$1,000,000. The remaining half is being funded by Hennepin County, the five cities, the Improve I-494 Steering Committee and the Metropolitan Airport Commission. The RTB has also been requested to assist in funding the EIS by approximately 1% or \$10,000. This \$10,000 would be allocated from the RTB's work program activity number 88-13; Transit System Planning and Implementation. Follow-up activities supporting the I-494 Corridor Study were identified in this work program activity in 1988.

FINDINGS AND CONCLUSIONS

- o The RTB participated in the I-494 Corridor Study with both staff resources and financial support for the consultants.
- o The RTB has endorsed the recommendations from the I-494 Corridor Study which include improvements to I-494, the transit system, TDM Strategies and coordinating land uses.
- o The RTB is involved in the transit and TDM Strategies.
- o Mn/DOT has taken the lead in initiating the EIS process for improvements to I-494. Financing for the EIS is being provided by Mn/DOT, the Cities, Hennepin County, Improve I-494 and the Metropolitan Airports Commission.
- o The RTB has been requested to assist in financing 1% or \$10,000 of the EIS and providing staff support to the process.
- o The \$10,000 would be allocated from work program activity number 88-13.

RECOMMENDATION

That the Regional Transit Board authorize the Executive Director to enter into an agreement with Mn/DOT for an amount not to exceed \$10,000 to support the Environmental Impact Statement Process on I-494. This funding will be allocated from work program activity number 88-13.

ktadm/TX2

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101
292-8789

DATE: March 29, 1988
TO: Administration and Finance Committee
FROM: Kathryn Christopherson, Comptroller *KC*
SUBJECT: Financial Statements - December 1987

Staff will present preliminary, pre-audited December, 1987 financial statements at the April 4, 1988 Administration and Finance Committee meeting.

These statements will be in accordance with the new fund accounts as presented in the amended 1987 budget.

ch

This conference committee report
was drafted and approved by the
Revisor's Office.

Robert P. Kittel
Date April 14, 1988

1 CONFERENCE COMMITTEE REPORT ON H.F. NO. 2596

2 A bill for an act

3 relating to metropolitan government; creating a
4 legislative task force to monitor performance of
5 metropolitan agencies in complying with certain laws;
6 prescribing the contents of affirmative action plans
7 for metropolitan agencies and a process for approval
8 and reporting of those plans; requiring purchases from
9 businesses owned by socially or economically
10 disadvantaged persons; amending Minnesota Statutes
11 1986, sections 473.141, subdivision 9; and 473.406,
12 subdivisions 2, 5, 6, and 7; proposing coding for new
13 law in Minnesota Statutes, chapters 3 and 473.

14 April 14, 1988

15 The Honorable Robert Vanasek
16 Speaker of the House of Representatives
17

18 The Honorable Jerome M. Hughes
19 President of the Senate
20

21 We, the undersigned conferees for H.F. No. 2596, report
22 that we have agreed upon the items in dispute and recommend as
23 follows:

24
25 That the Senate recede from its amendment and that H.F. No.
26 2596 be further amended as follows:

27 Delete everything after the enacting clause and insert:

28 "Section 1. Minnesota Statutes 1986; section 473.141,
29 subdivision 9, is amended to read:

30 Subd. 9. [PERSONNEL CODE; MERIT SYSTEM.] (a) The council
31 shall by resolution adopt guidelines for a personnel code
32 relating to the employees of the commissions, except that

1 nothing in Laws 1974, Chapter 422 shall impair the rights of any
2 commission or employee under sections 473.405 and 473.415.
3 After adoption of the guidelines, each commission shall by
4 resolution adopt a personnel code in general conformance
5 therewith. The code shall include a job classification plan,
6 procedures for employment and promotion of personnel based on
7 merit, procedures for the demotion, suspension or discharge of
8 employees, procedures for hearing grievances, procedures for
9 salary administration, and such other provisions as the council
10 deems appropriate. In addition, the code shall provide for the
11 development by each commission of affirmative action plans,
12 ~~which shall be submitted for approval to the appropriate agency~~
13 ~~or office of the state. The plans shall include a yearly~~
14 ~~progress report to the agency or office~~ as provided in section 3.
15 The chief administrator of each commission shall administer the
16 code, and no commission shall take any action inconsistent with
17 the personnel code.

18 (b) All employees of the commission except those expressly
19 designated for the unclassified service, shall serve in the
20 classified service. The unclassified service shall include:
21 members of the commission, the chief administrator of the
22 commission, all officers of the commission, any employee of the
23 commission who is determined by the commission to have a
24 confidential relationship to the commission or the council; and
25 any employee of the commission expressly exempted from the
26 classified service by law. Each code shall also include
27 procedures for open competitive examinations to test the
28 relative skill or ability of all applicants for positions in the
29 classified service. Such examinations may consist of written or
30 oral tests of the subjective or objective type, physical tests,
31 and practical or demonstration tests for the evaluation of past
32 training and experience. Oral tests may be used to test the
33 applicant's knowledge of the position applied for or personal
34 fitness for the position. Where there is more than one
35 applicant for a position, each code shall provide for the
36 employment of one of the three applicants best qualified for it.

1 (c) When a commission employee has been demoted, suspended
2 or dismissed by the chief administrator, the employee may,
3 within 30 days after such action becomes effective, file with
4 the commission a written request for a hearing showing the
5 position from which the employee was dismissed, the date of
6 dismissal, and the reason for requesting the hearing, full name
7 and present mailing address. Upon receipt of a request for a
8 hearing the commission shall appoint three of its members to act
9 as an appeal committee and preside at a hearing on the action of
10 the administrator. The hearing shall be held within 30 days
11 after the request is received by the commission, upon written
12 notice mailed or delivered to the employee at the employee's
13 present mailing address, not less than seven days before the
14 hearing. The appeal committee shall approve or disapprove the
15 action of the administrator, and in the case of approval the
16 action of the administrator shall be final. In the case of
17 disapproval the appeal committee may reinstate the employee
18 under such conditions as it deems proper, and may order the
19 payment to the employee of compensation lost as a result of the
20 demotion, suspension or dismissal.

21 Sec. 2. [473.142] [SOCIALY AND ECONOMICALLY DISADVANTAGED
22 BUSINESSES.]

23 (a) The metropolitan council and agencies specified in
24 section 3, subdivision 1, shall attempt to award at least nine
25 percent of the value of all procurement, other than contracts
26 under clause (c), to businesses owned and operated by socially
27 or economically disadvantaged persons. For purposes of this
28 section, "socially or economically disadvantaged person" means a
29 person who has been deprived of the opportunity to develop and
30 maintain a competitive position in the economy because of social
31 or economic conditions. This disadvantage may arise from
32 cultural, social or economic circumstances, background, or other
33 similar cause. It includes racial minorities, women, persons
34 with a disability as defined in section 363.01, subdivision 25,
35 sheltered workshops, and work activity programs. To the extent
36 practicable, the council and agencies shall attempt to meet this

1 goal through procurement from businesses with their principal
2 place of business in Minnesota. In furtherance of this goal,
3 the council or an agency shall set aside a percentage of all
4 procurements for bidding only by these businesses. The council
5 or an agency may also award a five percent preference to these
6 businesses in the amount bid on selected procurements.

7 (b) The council and each agency specified in section 3,
8 subdivision 1, as a condition of awarding procurements for
9 construction, consultant, professional, or technical service
10 contracts in excess of \$200,000, shall attempt to assure that at
11 least ten percent of the contract award to a prime contractor be
12 subcontracted to a business owned and operated by a socially or
13 economically disadvantaged person, or that at least ten percent
14 of the contract award be expended in purchasing materials or
15 supplies from this type of business. This paragraph does not
16 apply if the council or agency determines that there is no
17 business owned and operated by a socially or economically
18 disadvantaged person able to perform the subcontract or provide
19 the supplies, or if the prime contractor is a business owned and
20 operated by a socially or economically disadvantaged person.
21 Subcontracting or purchasing of supplies under this subdivision
22 is not included in determining achievement of goals under
23 paragraph (a) or (c).

24 (c) The council and each agency specified in section 3,
25 subdivision 1, shall attempt to award at least six percent of
26 the value of all procurements for consultant services or
27 professional or technical services to businesses owned and
28 operated by socially or economically disadvantaged persons.

29 (d) In implementing paragraphs (a) and (c), the council and
30 each agency specified in section 3, subdivision 1, shall attempt
31 to purchase a variety of goods and services from different
32 businesses owned and operated by socially or economically
33 disadvantaged persons.

34 (e) The council and each agency may adopt rules to
35 implement this section.

36 (f) This section does not apply to procurement financed in

1 whole or in part with federal funds if the procurement is
2 subject to federal disadvantaged, minority or women business
3 enterprise regulations. The council and each agency shall
4 report annually to the legislature on compliance with this
5 subdivision. The reports must include the information specified
6 in section 16B.21 that pertains to purchasing from businesses
7 owned by socially or economically disadvantaged persons.

8 Sec. 3. [473.143] [AFFIRMATIVE ACTION PLANS.]

9 Subdivision 1. [APPLICATION.] For purposes of this
10 section, "agency" means a metropolitan agency as defined in
11 section 473.121, except the metropolitan parks and open space
12 commission. Agency also means the metropolitan mosquito control
13 commission. For purposes of this section, "commissioner" means
14 the commissioner of the state department of employee relations.

15 Subd. 2. [DEVELOPMENT AND CONTENTS.] The council and each
16 agency shall develop an affirmative action plan and submit its
17 plan to the commissioner for approval. The commissioner may not
18 approve a plan unless the commissioner determines that it will
19 be effective in assuring that employment positions are equally
20 accessible to all qualified persons, in eliminating the
21 underutilization of qualified members of protected groups, in
22 providing a supportive work environment to all employees,
23 regardless of race, religion, sex, national origin, or
24 disability, and in dealing with discrimination complaints. For
25 purposes of this section, "protected group" has the meaning
26 given it in section 43A.02, subdivision 33. A plan must contain
27 at least the elements required in this subdivision.

28 (a) It must identify protected groups that are
29 underrepresented in the council's or agency's work force.

30 (b) It must designate a person responsible for directing
31 and implementing the affirmative action program and assign the
32 specific responsibilities and duties of that person. The person
33 responsible for implementing the program shall report directly
34 to the council's or agency's chief operating officer regarding
35 the person's affirmative action duties. The person responsible
36 for the affirmative action program shall review examination and

1 other selection criteria to assure compliance with law. This
2 person shall be involved in the filling of all vacancies in the
3 council or agency work force, to the extent necessary to
4 facilitate attainment of affirmative action goals.

5 (c) It must describe the methods by which the plan will be
6 communicated to employees and to other persons.

7 (d) It must describe methods for recruiting members of
8 protected groups. These methods may include internship
9 programs, cooperation with union apprenticeship programs, and
10 other steps necessary to expand the number of protected group
11 members in applicant pools.

12 (e) It must describe internal procedures in accordance with
13 this paragraph for processing complaints of alleged
14 discrimination from job applicants and employees. The
15 procedures must provide for an initial determination of whether
16 the complaint is properly a discrimination complaint subject to
17 the procedure under the affirmative action plan. Complaints
18 filed under the discrimination procedures that allege reprisals
19 against an employee for opposing a forbidden practice or for
20 filing a charge, testifying, or participating in an
21 investigation, proceeding, or hearing relating to a forbidden
22 practice are appealable to the chief operating officer of the
23 council or agency. Procedures under this paragraph must be
24 distinct from any procedures available under a union contract or
25 personnel policy for nondiscrimination complaints. Use of
26 procedures developed under this paragraph is not a prerequisite
27 to filing charges with a governmental enforcement agency, nor
28 does it limit a person's right to file these charges.

29 (f) It must set goals and timetables to eliminate
30 underutilization of members of each protected group in the
31 council or agency work force.

32 (g) It must provide a plan for retaining and promoting
33 protected group members in the council or agency work force.
34 This plan should encourage training opportunities for protected
35 group members, to the extent necessary to eliminate
36 underutilization in specific parts of the work force.

1 (h) It must describe methods of auditing, evaluating, and
2 reporting program success, including a procedure that requires a
3 preemployment review of all hiring decisions for occupational
4 groups with unmet affirmative action goals.

5 (i) It must provide for training of management and
6 supervisory personnel in implementation of the plan and in
7 dealing with alleged acts of discrimination in the workplace.

8 (j) It must provide for periodic surveying of the council
9 or agency work force to determine employee attitudes toward
10 implementation of the plan.

11 (k) It must provide for creation of an employee committee
12 to advise on implementation of the plan and on any changes
13 needed in the plan.

14 Subd. 3. [HARASSMENT.] The council and each agency shall
15 adopt written policies forbidding harassment based on sex,
16 disability, or race in their workplaces and establishing
17 implementation plans and grievance procedures to deal with
18 complaints of harassment based on sex, disability, or race.

19 Subd. 4. [PERFORMANCE EVALUATION.] The evaluation of the
20 performance of each supervisory and managerial employee of the
21 council and the agencies must include evaluation of the person's
22 performance in implementing the council's or agency's
23 affirmative action plan and in preventing forbidden
24 discrimination in the workplace.

25 Subd. 5. [REPORT.] By March 1 each year, the commissioner
26 shall report to the legislature on affirmative action progress
27 of the council and of each agency. The report must include:

28 (1) an audit of the record of the council and each agency
29 to determine compliance with affirmative action goals and to
30 evaluate overall progress in attainment of overall affirmative
31 actions objectives;

32 (2) if the council or any agency has failed to make
33 satisfactory progress toward its affirmative action goals, a
34 list of unmet goals and an analysis of why the failure occurred;

35 (3) a summary of all personnel actions taken by the council
36 and each agency during the past calendar year, categorized by

1 occupational group, protected group status, and full-time,
2 part-time, temporary, and seasonal status; and

3 (4) a summary of discrimination complaints and lawsuits
4 against the council and each agency filed or resolved during the
5 past calendar year, including the basis for the complaints and
6 lawsuits.

7 For purposes of this subdivision, "personnel action" means
8 a new hire, promotion, transfer, demotion, layoff, recall from
9 layoff, suspension with or without pay, letter of reprimand,
10 involuntary termination, other disciplinary action, and
11 voluntary termination.

12 The council and each agency shall report to the
13 commissioner all information that the commissioner requests to
14 make the report required by this subdivision. In providing this
15 information, the council and agencies are not required to reveal
16 information that is not public data under chapter 13.

17 The council and each agency shall submit these reports at
18 the time and in the manner requested by the commissioner. The
19 commissioner shall report to the legislature on the failure of
20 the council or an agency to file the required report in a timely
21 manner.

22 Subd. 6. [COORDINATION.] The commissioner or a designee
23 shall meet with affirmative action officers of the council and
24 all of the agencies to share successful techniques and foster
25 innovative means to implement affirmative action plans and
26 eliminate discrimination in the workplace.

27 Subd. 7. [COORDINATION WITH LEGISLATURE.] The council and
28 each agency shall facilitate legislative oversight of equal
29 opportunity practices by providing the legislature access,
30 including access to computerized records if compatible systems
31 exist, to public data maintained by the agency. The council and
32 agencies must not provide access to information that is not
33 public data as defined in section 13.02, subdivision 8a.

34 Sec. 4. [473.144] [CERTIFICATES OF COMPLIANCE FOR
35 CONTRACTS.]

36 Neither the council nor an agency listed in section 3,

1 subdivision 1, may accept any bid or proposal for a contract or
2 execute a contract for goods or services in excess of \$50,000
3 with any business having more than 20 full-time employees in
4 Minnesota at any time during the previous 12 months, unless the
5 business has an affirmative action plan for the employment of
6 minority persons, women, and the disabled that has been approved
7 by the commissioner of human rights. Receipt of a certificate
8 of compliance from the commissioner of human rights signifies
9 that a business has an approved affirmative action plan. A
10 certificate is valid for two years. Section 363.073 governs
11 revocation of certificates. The rules adopted by the
12 commissioner of human rights under section 363.074 apply to this
13 section.

14 Sec. 5. Minnesota Statutes 1986, section 473.406,
15 subdivision 2, is amended to read:

16 Subd. 2. [SET-ASIDES.] The metropolitan transit commission
17 ~~may on a fiscal year basis, designate and set aside for~~
18 ~~awarding to~~ shall comply with the requirements of section 2
19 relating to procurement from business entities controlled by
20 socially or economically disadvantaged persons ~~or handicapped~~
21 ~~persons, or for awarding to business entities which guarantee~~
22 ~~the use of subcontractors controlled by socially or economically~~
23 ~~disadvantaged persons or handicapped persons, approximately five~~
24 ~~percent of the value of its anticipated total procurement of~~
25 ~~goods and services, including construction.~~ The failure of the
26 commission to set aside particular procurements shall not be
27 deemed to prohibit or discourage business entities controlled by
28 socially or economically disadvantaged persons or handicapped
29 persons from seeking the procurement award through the normal
30 solicitation and bidding processes.

31 Sec. 6. Minnesota Statutes 1986, section 473.406,
32 subdivision 5, is amended to read:

33 Subd. 5. [RECOURSE TO OTHER BUSINESSES.] If this
34 section ~~does~~ and section 2 do not operate to extend a contract
35 award to a business entity controlled by socially or
36 economically disadvantaged persons ~~or handicapped persons~~, the

1 award shall be placed pursuant to the normal solicitation and
2 award procedures set forth in section 471.345.

3 Sec. 7. Minnesota Statutes 1986, section 473.406,
4 subdivision 6, is amended to read:

5 Subd. 6. [RULES.] The commission shall promulgate by rule
6 standards and procedures for certifying that business entities
7 eligible to participate in the ~~set-aside~~ program authorized
8 ~~in~~ required by this section and section 2 are controlled by
9 socially or economically disadvantaged persons ~~or-handicapped~~
10 persons. The commission shall promulgate other rules as may be
11 necessary or advisable to carry out the provisions of this
12 section and section 2.

13 Sec. 8. Minnesota Statutes 1986, section 473.406,
14 subdivision 7, is amended to read:

15 Subd. 7. [OTHER LAWS SUPERSEDED.] In the event of conflict
16 with other laws or rules, the provisions of this section and
17 section 2 and rules promulgated pursuant to ~~it~~ them shall govern.

18 Sec. 9. [DEADLINE.]

19 By January 1, 1989, the metropolitan council and each
20 agency listed in section 3, subdivision 1, must have an
21 affirmative action plan and anti-harassment policies that meet
22 the requirements of section 3.

23 Sec. 10. [AUTHORITY.]

24 If a joint House-Senate committee or subcommittee is
25 appointed to study and monitor equal opportunity activities of
26 metropolitan agencies, the group has the powers granted to
27 legislative committees under section 3.153.

28 Sec. 11. [EFFECTIVE DATE.]

29 Sections 1 to 9 apply in the counties of Anoka, Carver,
30 Dakota, Hennepin, Ramsey, Scott, and Washington. Sections 2, 4,
31 5, and 6 are effective January 1, 1989, and apply only to
32 contracts for which notice of invitation to bid or requests for
33 proposals are issued after the effective date of the section."

34

35 Amend the title as follows:

36 Page 1, line 2, delete "creating a"

4/14/88

[REVISOR] HMW/CF CCRHF2596A

- 1 Page 1, delete lines 3 and 4
- 2 Page 1, line 9, after the semicolon, insert "requiring
- 3 certain contractors to have affirmative action plans;"

1 We request adoption of this report and repassage of the
2 bill.

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House Conferees: (Signed)

Peter McLaughlin
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Peter McLaughlin

Richard Jefferson
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Richard Jefferson

Sidney J. Pauly
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Sidney J. Pauly

Senate Conferees: (Signed)

John J. Marty
.....
John J. Marty

Donald M. Moe
.....
Donald M. Moe

Glen Taylor
.....
Glen Taylor