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REGIONAL TRANSIT BOARD
Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101
612/292-8789

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, August 14, 1989
Mears Park Centre, Room A
4:00 p.m.

AGENDA

A public hearing will be held at 4 p.m., immediately before the board meeting, for the purpose of receiving public comment on the draft Regional Transit Board 1990 Work Program and Budget.

1. Call to Order and Roll Call

2. Approval of Agenda

3. Approval of Board Minutes of July 24, 1989

4. Approval of Policy Committee Minutes of July 24, 1989

5. Adoption of Regional Transit Board's Five-Year Transit Plan

6. **OTHER BUSINESS**

   A. Chair's Report
   B. Members' Reports
   C. Staff Reports
   D. Public Comment

Michael J. Ehrlichmann
Chair

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 8/14

BOARD OR COMMITTEE: Public Hearing

Member Name	Present	Vote	Vote	Vote	Vote
Mike Ehrlichmann	✓				
Doris Caranicas	✓				
John Finley	✓				
Ruth Franklin	✓				
~~Ed Kranz~~					
Sandra Hilary	✓				
Terry O'Toole	✓				
~~Jeff Spartz~~					
Norbert Theis	✓				
Elwyn Tinklenberg					
Richard Wedell	✓				

Visitors

Diaz / Lyon

Chris Tubin

Staff

mk rr d eh

hb ls cc

dj ab

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101

Minutes of the meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Room A
July 24, 1989

MEMBERS PRESENT: Rochelle Graves, Vice Chair; Doris Caranicas; Carole Faricy; Ruth Franklin; ~~Alison Fuhr~~; George Isaacs; Paul Joyce; Ed Kranz

MEMBERS ABSENT: Elliott Perovich

OTHERS PRESENT: Larry Laukka, "Improve 494;" Barbara Senness, Karen Lyons and Dirk deVries, Metropolitan Council; Doug Ewald; Christopher Gran, Metro Mobility Administrative Center; Arnie Entzel, Amalgamated Transit Union; John Capell, Metropolitan Transit Commission (MTC); Greg Korstad; Legal Counsel; Gregory Andrews, Judy Hollander, Mary Fitzgerald, Mike Kuehn, Ed Kouneski, Howard Blin, Cyndie Mayer, Cynthia Curry, Randy Rosvold, Dale Ulrich, Becky Scudder, Len Simich, Assata Brown, Jerry Brechlin, Regional Transit Board staff

PUBLIC HEARING ON REGIONAL TRANSIT BOARD DRAFT FIVE-YEAR TRANSIT PLAN

Vice Chair Graves called the public hearing to order at 4:07 p.m. and explained the purpose of the hearing and the procedure that will be followed in taking public comment. A court reporter attended the meeting to record and transcribe a verbatim record of the meeting.

Following the close of the public hearing, the regular meeting of the board was called to order and roll taken. Isaacs moved and Joyce seconded approval of the amended agenda; the motion carried unanimously.

Joyce moved and Caranicas seconded approval of the minutes of the May 22, 1989 board meeting; the motion carried unanimously.

Caranicas moved and Joyce seconded approval of the minutes of the July 10, 1989 board meeting; the motion was unanimously approved.

FINAL APPROVAL OF THE I-35W TRAVEL DEMAND MANAGEMENT PROGRAM

That the Regional Transit Board approve the following I-35W Travel Demand Management Program recommendations and direct its staff to take the steps necessary and appropriate for the RTB to implement these recommendations for the purposes of public discussion:

1. Implement an "Immediate Action TDM program" during the next three months that will include the following elements for the overall corridor and/or specific I-35W commuter markets:

    * Appoint a corridor manager and establish a I-35W interagency team to coordinate all I-35W improvements and TDM elements

* Establish public information and marketing programs for:

  - Traffic management changes
  - High Occupancy Vehicle (HOV) bypass ramps
  - Carpooling and related incentives
  - Transit service and related incentives

* Enforce proper usage of HOV bypass lanes

* Establish a downtown Minneapolis Transportation Management Organization (TMO)

* Expand "Improve 494" TMO to include I-35W TDM recommendations

* Expand employer-based transit and rideshare promotional activities

* Continue Highway Helper program

* Accident Investigation Sites

* Radio announcements

* HOV bypass ramp enforcement

* Temporary changeable message signs

* Design of selected metering at HOV ramps

* Study of transit service improvements

2. Develop estimated costs and an implementation schedule for the following mid-range TDM actions:

   * Expand public information and marketing programs

   * Enforce HOV bypass ramps and selected metering of HOV ramps

   * Temporary and permanent changeable message signs

   * Accident Investigation Sites

   * Expand Highway Helper

   * Expand and improve transit service

   * Expand transit and rideshare incentives (instant matching, transit passes, reduced parking fees, etc.)

   * Provide technical support to TMOs (downtown, fringe, I-494)

The motion was unanimously approved.

LIGHT RAIL VEHICLE (LRV) DEMONSTRATION PROJECT

A staff report by Howard Blin, dated July 24, had been distributed before the meeting. Isaacs spoke in support of the demonstration project, which involves displaying an LRV at the Minnesota State Fair and an operating demonstration at the Lake Harriet streetcar line. Brimeyer asked if some sort of press release is being done. Isaacs responded that he has been hesitant to do anything with the press because he needs to be sure the rails are compatible and transport of the

vehicle can be accomplished. The technical feasibility of the project will be known within a week or two. In response to Franklin's question, Blin said the State Fair people are reserving space and, with board approval, a contract will be signed. If the vehicle does not arrive, RTB will be liable for approximately $1,800 in costs. Isaacs moved and Joyce seconded:

> The the Regional Transit Board approve the Light Rail Vehicle Demonstration Program and amend the 1989 budget, 89-23, Light Rail Transit Planning and Coordination, to include $101,670 in project costs.

The motion was unanimously approved.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Franklin reviewed the report of the committee's meeting of July 10, 1989.

FINANCIAL STATEMENTS - MAY 1989

Franklin moved and Caranicas seconded:

> That the Regional Transit Board receive the May 1989 financial statements and direct that they be placed on file.

The motion was unanimously approved.

PRELIMINARY RTB 1990 WORK PROGRAM AND BUDGET

Franklin moved and Isaacs seconded:

> That the Regional Transit Board set a public hearing on August 14, 1989 at 4:00 p.m. for the purpose of receiving comment on the draft Regional Transit Board 1990 Work Program and Budget.

Ulrich said the motion is needed, but there are some changes in the draft budget. A new version, dated July 24, was distributed to the members. It will be the public hearing document. Ulrich discussed the method of handling the projected cost overruns. Franklin asked how the lack of funds will be dealt with in 1991; will service be stopped, or is there a plan for approaching the Legislature to ask for more money? Ulrich said the same problem would occur in 1990. In the appropriation process, legislation did not represent a firm conclusion. It is likely the Legislature would allow RTB to transfer funds from another account. Hollander added that it will make a difference that RTB and State Planning are expected to deliver on agency transportation options and the staff is presently defining the options. Metro Mobility service will never be shut down.

Franklin said members had asked that a column be included in the detailed work program showing the existing budget compared to the proposed budget.

Referring to Metro Mobility, Brimeyer said that if funds are moved in the second year of the biennium, a statement to the new board, forewarning them of the possible shortfall, would be appropriate. Kranz said the board should handle that separately as a statement on Metro Mobility in legislative requests. Brimeyer asked that staff draft a statement. Andrews suggested the following language:

> The Regional Transit Board goes on record noting that the proposed 1990 budget anticipates an acceleration of state app;ropriation for Metro Mobility from the fiscal year 1991 to fiscal 1990.

Brimeyer moved and Franklin seconded that staff be directed to develop a statement relative to the current board's concern about the $2.8 million shortfall for Metro Mobility and that information be brought to the reorganized board. The motion was unanimously approved.

NORTHEAST SUBURBAN TRANSIT (NEST) BUDGET AMENDMENT

Franklin moved and Isaacs seconded:

> That the Regional Transit Board authorize the executive director to negotiate and approve an amendment to Northeast Suburban Transit (NEST) 1989 Contract No. 89/11/07-32 increasing the RTB subsidy for transit service from $95,610 to $109,342.

The motion was unanimously approved.

EXTENSION AND REVISION OF CONTRACT BETWEEN MINNESOTA'S CENTER FOR TRANSPORTATION STUDIES AND THE REGIONAL TRANSIT BOARD FOR JOINT RESEARCH PROGRAM

Franklin moved and Joyce seconded:

> That the Regional Transit Board authorize the executive director to negotiate and enter into a new contract in an amount not to exceed $200,000 for the period August 1, 1989 through February 1, 1991 with the University of Minnesota's Center for Transportation Studies for the purpose of continuing and modifying the Joint Research Program.

The motion was unanimously approved.

ROSEVILLE AREA CIRCULATOR CONTRACT AMENDMENT

Franklin moved and Isaacs seconded:

> That the Regional Transit Board authorize the executive director to negotiate and approve an amendment to the contract with Morley Bus Company for the Roseville Area Circulator service Contract No. 88/11/21-51, increasing the RTB subsidy for transit service from $640,997 to $737,180.

Isaacs inquired about the impact the expanded service will have on the adopted fare policy and structure. Rosvold said that as part of the extension of service, the peak hour surcharge will be imposed on fares, making them consistent with the adopted policy. The motion was unanimously approved.

Franklin moved and Caranicas seconded approval of the committee minutes of July 10, 1989. The motion was unanimously approved.

Vice Chair Graves recessed the board meeting at 4:50 p.m. to allow the Policy Committee to conduct its business and make its report to the board when the board meeting reconvenes immediately following the committee meeting.

At 5:30 p.m. the board meeting was reconvened.

REPORT OF THE POLICY COMMITTEE

Joyce moved and Graves seconded approval of the minutes of the May 22, 1989 Policy Committee meeting. The motion was unanimously approved.

Committee Chair Caranicas reviewed the actions taken by the committee. Caranicas moved and Isaacs seconded approval of the following recommendations of the committee; the motions were unanimously approved.

REPORT TO THE LEGISLATURE ON METRO MOBILITY CUSTOMER SERVICE QUALITY

That the Regional Transit Board approve the submittal of the Report to the Legislature on Metro Mobility Customer Service Quality, dated August 1989.

APPROVAL OF SECTION 16(B)(2) APPLICATIONS

That the Regional Transit Board approve the following ranking of applicants for UMTA Section 16(b)(2) vehicles to be submitted to the Minnesota Department of Transportation for final evaluation by the statewide review committee:

1. Ramsey Action Programs (RAP)
2. Rise, Inc.
3. Dakota, Inc.
4. Vinland National Center
5. East Side Neighborhood Services, Inc.
6. Lyngblomsten Foundation
7. Blind, Inc.
8. Senior Community Services
9. Elim Care Foundation
10. Tasks Unlimited
11. Presbyterian Homes of Minnesota
12. Vail Place

ENVIRONMENTAL ASSESSMENT WORKSHEET ON UPTOWN VILLAGE DEVELOPMENT IN SOUTH MINNEAPOLIS

That the Regional Transit Board transmit to the City of Minneapolis that it supports the inclusion of a first floor transit layover facility to be constructed within the parking ramp of the proposed Uptown Village development as previously identified in the Transit Service Needs Assessment with additional benefit of this particular site being situated adjacent to the Hennepin County Regional Railroad Authority's proposed Uptown LRT station in the 29th Street right-of-way.

REPORT OF THE AD HOC COMMITTEE ON LIGHT RAIL TRANSIT

Committee Chair Isaacs moved approval of the minutes of the January 12, 1989, noting that the minutes refer to the discussion by the members of the light rail vehicle demonstration project. Joyce seconded the motion and it was unanimously approved.

Caranicas moved and Joyce seconded approval of the February 16, 1989 committee meeting. The motion was unanimously approved.

Caranicas moved and Joyce seconded approval of the March 16, 1989 committee meeting. The motion was unanimously approved.

Joyce moved and Caranicas seconded approval of the June 1, 1989 meeting; the motion was unanimously approved.

OTHER BUSINESS

MEMBERS REPORTS

Isaacs said another light rail engineer has been interviewed and asked about the status of hiring.

Graves said the chairman is in Washington, D.C. on RTB business with APTA's Legislative Committee. The meeting was called to review the House and Senate recommendations

regarding federal Fiscal Year 1990 transit funding proposals. The APTA letter, dated July 17, 1989 was distributed to the members.

STAFF REPORTS

Andrews introduced Cynthia Curry, the newly hired paratransit analyst.

Suzanne Hanson distributed the 1988 RTB Annual Report, saying that credit for the report goes to the entire staff because she and Becky Scudder have only been on staff since February. Andrews acknowledged the efforts of Hanson and Scudder.

Responding to Isaacs' earlier question about the light rail engineer, Andrews said an interview has been scheduled with a person from Dallas. Because of the importance of the position, the incoming chair wishes to meet the candidates.

There being no other business, Faricy moved and Franklin seconded that the meeting be adjourned. The motion was approved and the meeting adjourned at 5:40 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board:_____, 1989.

REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/292-2700

Minutes of the Meeting of the
POLICY COMMITTEE
Mears Park Centre, Room A
July 24, 1989

COMMITTEE MEMBERS PRESENT: Doris Caranicas, Chair; Jim Brimeyer; Carole Faricy, Ruth Franklin, George Isaacs; Rochelle Graves; Ed Kranz; Paul Joyce

COMMITTEE MEMBERS ABSENT: Elliott Perovich

OTHERS PRESENT: Larry Laukka, "Improve 494;" Barbara Senness, Karen Lyons and Dirk deVries, Metropolitan Council; Doug Ewald; Christopher Gran, Metro Mobility Administrative Center; Arnie Entzel, Amalgamated Transit Union; John Capell, Metropolitan Transit Commission (MTC); Greg Korstad; Legal Counsel; Gregory Andrews, Judy Hollander, Mary Fitzgerald, Ed Kouneski, Howard Blin, Cyndie Mayer, Virginia Beach, Cynthia Curry, Randy Rosvold, Dale Ulrich, Becky Scudder, Len Simich, Assata Brown, Jerry Brechlin, Regional Transit Board staff;

The meeting was called to order at 4:50 p.m. and roll taken. Graves moved and Isaacs seconded that the amended agenda be approved; the motion was unanimously approved.

Joyce moved and Graves seconded that the minutes (mailed with the board packet) of the May 22, 1989 committee meeting be approved. The motion carried unanimously.

REPORT TO THE LEGISLATURE ON METRO MOBILITY CUSTOMER SERVICE QUALITY

Mayer reviewed the July 17 staff report and noted that one of the THAC members suggested holding a public forum. Staff intends to do that in the near future. Beach presented information on the Metro Mobility Provider Performance Statistics. As the board liaison to THAC, Isaacs said that in general the advisory committee is pleased with the progress the Metro Mobility Administrative Center has made. Isaacs moved and Franklin seconded:

> That the Regional Transit Board approve the submittal of the Report to the Legislature on Metro Mobility Customer Service Quality, dated August 1989.

The motion was unanimously approved.

APPROVAL OF SECTION 16(B)(2) APPLICATIONS

Mayer reviewed the June 27 staff report. The state-wide committee has met and reviewed all the applications. The first eight applications on the list will be funded. Franklin moved and Joyce seconded:

> That the Regional Transit Board approve the following ranking of applicants for UMTA Section 16(b)(2) vehicles to be submitted to the Minnesota Department of Transportation for final evaluation by the statewide review committee:

1. Ramsey Action Programs (RAP)
2. Rise, Inc.
3. Dakota, Inc.
4. Vinland National Center
5. East Side Neighborhood Services, Inc.
6. Lyngblomsten Foundation
7. Blind, Inc.
8. Senior Community Services
9. Elim Care Foundation
10. Tasks Unlimited
11. Presbyterian Homes of Minnesota
12. Vail Place

The motion was unanimously approved.

ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW) ON UPTOWN VILLAGE DEVELOPMENT IN SOUTH MINNEAPOLIS

Rosvold reviewed the June 28 staff report distributed before the meeting. In response to Kranz' question, Rosvold said he has heard that the city is asking for an EAW because of serious traffic problems. The developer has an aggressive schedule with construction starting in last 1989. The city is asking the developer for other ways of providing additional parking since demand will not be met. Under the Transit Hub Program, RTB would work with the city and the city would manage the funds for RTB and work with the developer. Kranz pointed out the developer's costs will be low.

Graves asked if a Travel Demand Management (TDM) study was done on this area. Rosvold said that according to the process, a traffic study leads to the EAW. Graves said that congestion is already too great in the area and adding an eight-screen movie theatre will be as controversial as the garbage burning facility in Downtown. Brimeyer agreed that the board must take a strong position. Kranz moved and Brimeyer seconded:

> That the Regional Transit Board transmit to the City of Minneapolis that it supports the inclusion of a first floor transit layover facility to be constructed within the parking ramp of the proposed Uptown Village development as previously identified in the Transit Service Needs Assessment with additional benefit of this particular site being situated adjacent to the Hennepin County Regional Railroad Authority's proposed Uptown LRT station in the 29th Street right-of-way.

Graves said the board should include other concerns in its motion. Rosvold said the City of Minneapolis has done a traffic study to address some of the congestion in the area, but RTB participation was not required. Since that study a year ago, this development was proposed and the city is anxious to implement the improvements. The theatre will have 1,950 seats and 650 parking spaces. Franklin pointed out that at times, by providing a great deal of parking, use of transit service is discouraged. The area has adequate bus service. Isaacs said RTB must focus on implementing the transit aspects; the city must deal with the other issues. The motion is in order. Graves directed that her concerns be addressed in the minutes. The motion was unanimously approved.

OTHER BUSINESS

There being no other business, Joyce moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board on _____,1989.

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, St. Paul, Minnesota 55101
292-8789

DATE: August 7, 1989

TO: Regional Transit Board

FROM: Howard Blin, Planning Manager HB

SUBJECT: RTB Five-Year Transit Plan

SUMMARY

The final draft of the RTB's Five-Year Transit Plan has been completed. Board action is requested to approve the plan for submission to the Metropolitan Council.

BACKGROUND

Requirements for Plan

The Five-Year Transit Plan establishes the direction, priorities, timing, and funding requirements for the various elements of the metropolitan transit system for which the RTB is responsible. The RTB is required by legislation to prepare the plan, referred to in statute as the Implementation Plan, and submit it to the Metropolitan Council for approval. The plan must describe the actions the RTB will take to implement the Metropolitan Council's Transportation Policy Plan, which was adopted in 1988.

The required timing for development of the plan is as follows:

- Legislation requires the RTB to submit the plan to the Metropolitan Council by August 15 of the year following adoption of the Council's Transportation Policy Plan. The Council then has 90 days to review the plan, either approving the document or recommending to the RTB that the plan be modified and resubmitted.

- Updates of the plan are to be prepared in every even numbered year thereafter.

This schedule for plan development requires the RTB to develop five-year plans in 1989 and 1990. Furthermore, the RTB is required to prepare a detailed Financial Plan in 1990 that covers a two-year period. It is anticipated that work on updating and revising the recently completed document will begin in early 1990. This update will include the recommendations of the LRT Development and Financial Plan, scheduled to be completed by the end of 1989.

Process for Plan Development

Development of the final document has taken place over the past few months. A process was utilized that allowed extensive involvement from transit providers, local communities, government agencies and organizations, as well as the general public. This process is described below:

- In May 1989, a document that summarized the key elements of the plan was distributed to transit providers, RTB advisory committees and other groups. During May, staff attended over 25 meetings with various groups and committees to discuss the proposed goals and strategies.

- Based on comments received on the initial document, a draft Five-Year Transit Plan was prepared. This draft was approved for purposes of public review by the RTB board on June 10, 1989. During the public review period, which lasted through July 24, 1989, the RTB held two public hearings on the plan. The plan was also presented by staff at numerous additional meetings with transit providers and committees involved in the metropolitan transportation planning process.

- Comments received during the public review period on the plan have been incorporated, as appropriate, in the final version of the plan.

DISCUSSION

It is acknowledged that the schedule has allowed little opportunity for the newly appointed board to provide input on the plan. Given, however, deadlines for submitting the plan to the Metropolitan Council and the need for a set of policies and assumptions to be used in developing and reviewing upcoming budgets and contracts, approval of the Five-Year Transit Plan is being requested at this time. It should also be noted that the plan will be updated over the next year. This will allow for modifications to reflect new initiatives the board may wish to undertake.

Should the board determine not to forward the document to the Council at this time, it is suggested that action be taken to request the Metropolitan Council to extend the deadline for submitting the plan.

RECOMMENDATION

That the Regional Transit Board approve the RTB Five-Year Transit Plan for submittal to the Metropolitan Council for review and approval.

HB:jmo
Attachments

REGIONAL TRANSIT BOARD

FIVE-YEAR PLAN
1990-1994

REGIONAL TRANSIT BOARD'S

FIVE-YEAR TRANSIT PLAN
1990-1994

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EXECUTIVE SUMMARY

The Regional Transit Board's Five-Year Transit Plan is intended to guide RTB transit planning and programming activities. The plan responds to the Metropolitan Council's recently adopted Transportation Policy Plan which establishes the general policy direction for providing transit service within the region. The RTB's Five-Year Transit Plan describes the strategies for implementing those policies and identifies priorities for transit service delivery.

In future years, the Five-Year Transit Plan will be updated in each even numbered year. This will require revision of the plan in 1990. At that time, the recommendations of the Regional LRT Plan, which the RTB is legislatively required to prepare over the next year, will be incorporated into the overall transit plan.

The Five-Year Plan establishes five main areas of emphasis, all aimed at maximizing ridership:

- ***Relieving Congestion*** -- RTB must ensure that transit and travel demand management strategies are promoted and implemented as a means of relieving congestion in major travel corridors;

- ***Getting Ready for Light Rail Transit*** -- Steps must be taken to prepare the region for the introduction of light rail transit as an integrated and coordinated element of the overall transit system;

- ***Meeting the Needs of Transit Dependents*** -- The capacity and performance of transit services to meet the travel needs of the transit disadvantaged, especially the elderly and disabled, must be optimized;

- ***Responding to Changing Travel Needs*** -- Transit services must be operated cost-effectively and responsively to changing travel needs in a thoughtful, comprehensive manner in order to maximize resources and ridership; and

- ***Coordinating the Regional Transit System*** -- Existing services must be operated cost-effectively and responsive to changing travel needs in a thoughtful, comprehensive manner in order to maximize resources and ridership.

Major policy areas addressed in the plan include: Regional Coordination, Fares, Accessibility, Competitive Procurement and serving the Transit Disadvantaged. For these and other issues, the plan sets forth goals, strategies and actions.

Implementation strategies for transit services are also presented. These include new and restructured services in the areas of regular route and community based transit, as well as ridesharing and travel demand management services and transit for the elderly and persons with disabilities. For each of these services, strategies and actions are described for new and restructured service which are aimed at better serving transit needs and changing travel patterns.

In the area of funding, it is expected that an increasingly larger financial investment will be required to maintain and improve transit services. Over the five year period, operating costs for all services are expected to average $147 million annually. The total

capital investment required through 1994, not including implementation of light rail transit, is estimated at $101 million.

The Five-Year Transit Plan has been developed with substantial input from affected agencies and organizations, as well as the public. This included numerous meetings with transit providers, social service agencies, and local communities. The plan is also in the process of review under the metropolitan transit planning process.

CHAPTER I

OVERALL APPROACH TOWARD PLANNING AND FUNDING TRANSIT SERVICES

CHAPTER I. OVERALL APPROACH TOWARD PLANNING AND FUNDING TRANSIT SERVICES

A. Purpose and Background

The Regional Transit Board's Five-Year Transit Plan (legislatively referred to as the Implementation Plan) is a document that establishes the direction, priorities, timing and funding for the various elements of the metropolitan transit system for which the RTB is responsible. The plan identifies how the RTB intends to implement the Metropolitan Council's transportation policies.

Specifically, the RTB's Five-Year Transit Plan meets the following legislative requirements:

> Section 473.377 (Implementation Plan)
>
> Subdivision 1. Requirement. The transit board shall adopt a transit service implementation plan describing the planning, functions and activities to be performed by or under the direction or auspices of the board in implementing the policy plan adopted by the council pursuant to section 437.146. The plan must cover at least the five-year period commencing with the first calendar year beginning after the plan's approval, or a longer period prescribed by the council.

The plan must be revised at least every two years. Additionally, the 1986 Metropolitan Governance Act (Chapter 460) requires the RTB to update its plan based on the Metropolitan Council's update of its Transportation Policy Plan. The next revision of the Five-Year Transit Plan will need to be completed in 1990.

B. Trends

It is an important time for major transportation decisions and actions in the Twin Cities metropolitan area. Major trends point to a period of stress for the region's transportation system and increasing travel needs of transit dependents.

In its Transportation Development Guide/Policy Plan, the Metropolitan Council has stated that:

> The overall approach of the transit system plan is to provide incentives to share rides, to satisfy the needs of persons dependent on transit and to strengthen conventional regular-route service to make it more competitive with the automobile.

The Metropolitan Council has cited, as justification for this approach, a number of major trends related to transit needs that are important to recognize and understand to plan a course of action. Additionally, the RTB has paid close attention to trends in transit ridership and costs that support this overall approach.

This section highlights some key demographic and travel trends that will significantly affect transit services and need to be considered in the development of specific transit strategies and activities.

1. Population and Employment

Metropolitan Council studies indicate several demographic trends occurring within the region that will impact the need for transit services. These include:

- Continued population growth in the developing suburbs while population in the central cities and developed suburbs remains stable.
- Steady increase in employment within the two downtowns together with an increasing share of new employment located in the developing suburbs.
- The number of persons with disabilities and the elderly needing transportation is expected to increase steadily.
- The highest numbers of transit dependent persons will continue to reside within the central cities.

These trends demonstrate a continued need to provide a high level of transit service within the central cities and to the two downtowns, and that new service strategies should be developed to serve the growing suburban transit market. Additionally, the growing needs of the elderly and disabled will require additional resources and innovative service strategies.

2. Travel and Congestion

The Metropolitan Council also forecasts increasing congestion on the metropolitan highway system because of two primary factors:

- Peak period vehicle occupancy rates have continued to decline, reaching an all-time low of 1.16 persons per vehicle.
- Travel demand is projected to increase. The number of daily vehicle trips per person is expected to grow by 50 percent between 1980 and the year 2010.

With few opportunities for construction of new highways, transit must take on a larger role in relieving congestion. This will require transit improvements in congested corridors such as expanded peak period regular route express service, light rail transit, high-occupancy vehicle facilities, and rideshare and travel demand management strategies.

3. Regular Route Service

Regular route service levels are expected to remain relatively constant over the next five years as they have during the past few years. Service miles have increased only 3.6 percent between 1987 and 1989. In recent years, increases in regular route operating costs have been held relatively constant. The Metropolitan Transit Commission's (MTC) cost per mile, however, increased 7.8 percent from 1987 to 1989. After experiencing eight consecutive years of ridership decline, the regular route system showed a slight increase in 1988. At this point it is uncertain whether ridership has stabilized for the long term.

The recent performance of the regular route system has been encouraging. Ridership declines appear to have stabilized, while costs have shown only slight increases. The challenge over the next five years will be to increase ridership while maintaining cost-effectiveness. With the growing demand for higher cost peak period service, achieving this goal will require innovative approaches to regular route service delivery.

4. Transit Service for the Elderly and Persons with Disabilities

Expansion of Metro Mobility service, the primary public transit service for those with disabilities, has resulted in dramatic improvements in service:

- Metro Mobility annual ridership grew 140 percent between 1986 and 1988 when service was restructured.
- While the subsidy per passenger decreased by 20 to 30 percent, ridership increases resulted in annual costs rising from $5.2 million in 1986 to $11.4 million in 1988.
- With projections for average annual increases in ridership of five percent through 1994, an increase of five percent in subsidy per passenger will result in an additional $5.1 million required to fund the system over the next five years.

Other transit services focused on serving the elderly and/or persons with disabilities are also experiencing growth in ridership reflecting service improvements, but also the continued increase in demand for these services. It is clear that in order to continue to meet future demand for elderly and disabled service in a cost-effective manner, additional transit options must be examined. Despite some cost savings that have occurred, unprecedented ridership increases have resulted in significant budget increases. The number of eligible participants for Metro Mobility service continues to increase by more than 40 percent annually. The Metro Council estimates that elderly and disabled persons needing transportation will increase steadily by about 40 percent by the year 2010. This trend reflects the increasing percentage of the population that is over the age of 65 for which the incidence of disability is greatest.

5. Community Based Transit Service

In recent years, community based transit programs have played a larger role in meeting local transit needs. Total ridership for programs receiving RTB funding in the small urban, or replacement, service categories has increased nearly 20 percent from 1987 to 1989. Additionally, the rural county programs have increased ridership by approximately 15 percent over the same period.

Two new replacement service programs, involving six cities in Dakota and Scott counties and the city of Maple Grove, will begin providing service in 1990. It appears that community based programs will play an increasing role in meeting suburban transit needs.

C. Transit Service Direction and Philosophy

The Metropolitan Council's overall approach for its transit system plan has been adopted as the framework for the RTB's Five-Year Transit Plan. Within this framework, the RTB has developed more specific strategies, actions, implementation schedules and budget assumptions that attempt to focus transit resources to meet these key transportation needs.

During the next five years, the RTB will strive to adopt policies and implement programs that will increase ridership of the total system in a cost-effective manner. Increases in transit ridership are significant as an indicator that the transit system is attracting former single-occupant vehicles, meeting the increased travel needs of the elderly and persons with disabilities, and responding better to the service needs of various market groups.

Five major areas of emphasis of the Five-Year Transit Plan, all aimed at maximizing ridership on the transit system, are:

- ***Relieving Congestion***--RTB must ensure that transit and travel demand management strategies are promoted and implemented as a means of relieving congestion in major travel corridors;

- ***Getting Ready for Light Rail Transit***--Steps must be taken to prepare the region for the introduction of light rail transit as an integrated and coordinated element of the overall transit system;

- ***Meeting the Needs of Transit Dependents***--The capacity and performance of transit services to meet the travel needs of the transit disadvantaged, especially the elderly and disabled, must be optimized;

- ***Responding to Changing Travel Needs***--Transit services must be operated cost-effectively and responsively to changing travel needs in a thoughtful, comprehensive manner in order to maximize resources and ridership; and

- ***Coordinating the Regional Transit System***--The impact and effectiveness of the different elements of the transit system can be maximized by integrating and coordinating a system that provides for diversity but yet is unified through image, information and operations.

For each of the five areas of emphasis identified above, the RTB has identified specific strategies and actions to address these issues and needs. Highlights are listed below.

As a means of ***relieving traffic congestion,*** the RTB will take a variety of measures including:

- Introducing service improvements in suburban areas (new or expanded transit services, reverse commute and community transit planning grant programs).

- Focusing rideshare efforts in congested corridors.

- Implementing Travel Demand Management (TDM) Strategies focusing on congested transportation corridors.

Getting ready for light rail transit will be a major activity for the RTB during the next five years. The RTB will:

- Prepare a regional LRT plan comprised of a development and financial component as well as a coordination component.

- Establish a Joint LRT Advisory Team to assist the board in planning LRT facilities and services and in coordinating the LRT activities of regional railroad authorities and the MTC.

- Continue its LRT Peer Review Panel comprised of individuals with expertise in LRT planning, design and construction to review plans.

- Conduct LRT communications activities in an effort to educate the public about the characteristics and benefits of LRT.

In order to better ***meet the needs of transit dependents,*** the RTB plans to:

- Increase accessibility of the total transit system by planning and implementing additional accessible service options that supplement Metro Mobility service and work with communities to provide increased accessibility opportunities on local services.

- Continue to define the role of Metro Mobility in order to better meet travel needs.

- Introduce an aggressive reverse commute program with emphasis on meeting the needs of the employed and underemployed.

- Implement a series of actions aimed at responding to the specialized needs of the transit disadvantaged.

Activities that will enable the RTB to ***better respond to changing travel needs*** in a cost-effective manner include:

- Restructuring service to better match actual origins and destinations (e.g., transit hubs, LRT feeder bus and suburban transit improvements).

- Developing transit hubs as focal points for transit services to:
  - maximize ridership
  - improve suburban service
  - enhance passenger amenities

- Developing performance standards for all types of service types and providers.

- Promoting a Community Transit Planning Grant Program to enlist community involvement in planning new transit services.

- Developing an emergency plan that will assist the region to respond to travel needs in the case of energy emergencies.

Coordinating the regional transit system is is the focus of several activities identified in the Five-Year Transit Plan including:

- Integrate LRT as an essential element of the total transit system.

- Increase responsibility of MTC as coordinator for regional services including rideshare and transit information services.

- Initiate a regional transit marketing program.

- Coordinate services for the elderly and person with disabilities.

All of these activities are consistent with and serve to promote the policies of the Metropolitan Council's Transportation Development Guide/Policy Plan as well as the RTB's overall approach to the delivery of transit services.

During the past four years, the RTB has emphasized that the transit service needs of metropolitan area residents should be satisfied through a variety of methods and modes, each designed to serve the needs of specific market groups. This "family of transit" approach has been the basis for RTB actions and plans. During the next five year period, the RTB will continue to advocate this approach but, as reflected in this plan, a more sharply focused vision of the "family of transit" is defined. The Metropolitan Council's Transportation Development Guide/Policy Plan also suggests that different types of transit services are needed for different geographic areas and different groups of transit riders. The plan provides overall policy direction for each "family of transit" component.

The complete "family of transit services" includes:

- regular route bus service;
- ridesharing and travel demand management;
- light rail transit;
- disabled transportation options including Metro Mobility;
- paratransit services; and
- continued testing of new service concepts and strategies.

The Metropolitan Council envisions an increase in regular route transit ridership. Buses and light rail transit both will serve transit depends as well as to provide an attractive alternative to the automobile. The RTB's Five-Year Plan also emphasizes the need to increase transit ridership and specifically identifies activities that will serve to meet this goal.

The RTB's plan suggests that service improvements should be introduced that maximize ridership and/or are aimed at restructuring services to better match actual origins and destinations. The RTB remains committed to maintaining a high level of transit service in the central cities, but is motivated to continue to also pursue service improvements in suburban areas through the introduction of travel demand management strategies, an aggressive reverse commute demonstration program, and a community transit planning program intended to stimulate local involvement in transit planning and implementation efforts.

The Development Guide/Policy Plan also calls for ridesharing to be used regionwide, with an emphasis on congested corridors and areas where regular-route service is minimal. The RTB plan carries out this direction though specific activities to restructure and focus Minnesota Rideshare efforts and in developing and implementing TDM strategies.

With regard to LRT, the Metropolitan Council policy direction and the RTB action steps consider LRT as an integral part of the total transit system. The RTB's efforts in preparing a regional LRT plan will address the Metropolitan Council's direction that LRT should result in a reduction of transit operating costs, reduce congestion, serve transit dependents, and allow for intensified development as well as deal with priorities for staging and funding LRT in the metropolitan area.

The Five-Year Transit Plan identifies a variety of disabled transportation options and calls for a better defined Metro Mobility system. Increased accessibility of transit services is needed and specific policies and service strategies are included to accomplish this over the next five years. The Metropolitan Council directs that a variety of service-delivery methods are necessary to meet the needs of the elderly and persons with disabilities. Both plans emphasize that in the central cities and suburban areas, transit services meeting the needs of transit dependents will continue to be a priority for RTB planning efforts and funding.

The Metropolitan Council has documented significant changes in demographic trends affecting the transportation system. Intensive suburban employment and residential growth, increased car ownership and geographic distribution of future growth suggest that changes in the provision of transit service are necessary. In response to these changing travel needs, the RTB proposes several actions to improve service, including increasing the number of transit services in both suburban and urban areas and restructuring existing services to better match service with demand. Funding limitations identified by the Metropolitan Council also suggest that transit services need to be provided cost-effectively. RTB actions relating to implementation of performance standards and utilization of different service types and providers responds to this direction.

In this Five-Year Transit Plan, the RTB also emphasizes that the impact and effectiveness of these different elements can be maximized by efforts to establish an integrated and coordinated system that provides for diversity, but yet is unified through image, information, and operations. Throughout the Five-Year Transit Plan, a series of actions is proposed to carry out regional coordination of services in operational terms, as well as through transit hubs, light rail transit, and feeder bus services. It is envisioned that the MTC will take on more responsibility as coordinator of regional services including rideshare and transit information.

The RTB strongly believes that no single organization can provide the ultimate transit solution. Rather, the RTB is committed to working with other agencies, including the Metropolitan Council, the Minnesota Department of Transportation (MN/DOT), the Metropolitan Transit Commission, regional railroad authorities, providers, communities and the private sector.

In summary, the Five-Year Transit Plan is a concerted effort to set forth policies and programs that promote a high-quality and cost-effective transit system that is responsive to the diverse travel needs of the metropolitan area. Although the two plans are quite different in format and level of detail, by virtue of different functions, the RTB plan is clearly intended to build upon the policy direction and priorities provided by the Metropolitan Council. The RTB Five-Year Transit Plan is organized as a detailed work program for the agency that recognizes funding and organizational requirements set forth through law, regulation and previous agency direction, whereas the Metropolitan Council emphasizes more general goals and overall approach for the transportation system. As companion documents, the two plans will provide strong, clear direction and activities that will result in a better transit system for the region.

CHAPTER II

TRANSIT PLANNING PROCESS

CHAPTER II. TRANSIT PLANNING PROCESS

A. Roles and Responsibilities of the Regional Transit Board

The Regional Transit Board was created by the Minnesota Legislature in 1984 to conduct short to mid-range transit planning, policy-making and administration. The statutory goals for the RTB are:

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

As reflected in its mission statement adopted in April 1985:

> The Regional Transit Board plans, prioritizes, coordinates, and administers a system of cost-effective transit services in the Twin Cities metropolitan area which is responsive to and meets the needs of area residents.

The wording of this mission statement is important both in terms of what is included and what is omitted. The RTB plans transit services, establishes priorities among transit needs, coordinates transit services, and administers transit programs. The RTB does not operate service or own equipment and facilities.

The RTB provides a valuable forum for the discussion and resolution of transit issues including the determination of what transit services are needed, what transit services should be provided, and who will actually provide those services.

This section of the Five-Year Transit Plan describes the process used by the RTB to carry out these tasks. The organizational structure of the RTB, both in terms of staffing and policy making, is described as is the decision-making process.

B. Policy-Making Structure

The RTB is comprised of ten board members and a full-time chair. Eight board members are appointed by the Metropolitan Council. Two additional members and the chair are appointed by the governor. This board composition and size reflects the 1989 legislative restructuring and expansion of the RTB which is effective in July 1989. The Council makes its eight board appointments from each of the RTB district (see _____). At least six of these board members must be elected officials of cities, towns, or counties. Although RTB members serve four-year terms, elected officials may continue only as long as they hold office. The governor appoints the chair as well as a member who is age 65 or older and a member with a disability.

The RTB conducts its business through its Policy, and Administration and Finance Committees. Each committee meets monthly and the board, as a whole, meets at least twice monthly.

On occasion, the RTB will also establish special ad hoc committees to deal with particular topics. During the past year, for example, the RTB had ad hoc committees dealing with transit, LRT and Metro Mobility.

As set forth in the board's by-laws, the chair is responsible for setting the agendas for these meetings. The board has an official vice-chair, secretary, and treasurer.

Typically, the RTB staff presents memoranda on issues and/or activities requiring board attention first to a committee and then to the board. These memoranda include background information on the topic, an analysis of the situation including policy options for resolving the issues, and a recommendation for the board to consider for dealing with the issue or topic.

C. Staff Organizational Structure

The 35-member RTB staff is a diversified group of professionals with a variety of different types of experience in transit planning, programming and administration. There are two major divisions: Planning and Programs, and Administration and Finance. In addition, there are executive functions related to public information, affirmative action and administration. All staff positions report to the Executive Director.

D. Relationships with Constituents, Providers, Agencies and the Public

1. Advisory Committees

The board has established three advisory committees:

The ***Transportation Handicapped Advisory Committee*** advises the RTB on management policies, implementation and planning issues for transit services for the elderly, disabled and others with special transportation needs, provided throughout the seven-county metropolitan area.

The ***Providers' Advisory Committee*** was established to advise the board on pertinent issues associated with planning and implementation of transit services. The committee's purpose is to offer existing and potential transit providers, community officials, consumers of transit services, and other interested parties the opportunity for involvement in the early planning activities associated with the restructuring of existing services, the development of new services, the periodic examination of existing services and provide assistance in settling disputes associated with recent actions by local transit decision-makers through the Metropolitan Council's dispute resolution process.

The ***Rideshare Advisory Committee*** was established by the RTB to advise the board on the delivery of ridesharing services in the metropolitan area. The committee includes representation from both the public and private sectors.

In addition, a ***Chair's Advisory Committee*** has been established to advise the chair on RTB transit programs and overall metropolitan area transit issues from the viewpoint of local governmental officials. An ***Exurban Advisory Committee*** has also been formed to advise the RTB chair on transit matters affecting the exurban portion of the metropolitan area--the area outside the metropolitan transit taxing district. This committee examines RTB exurban policies and guidelines and ways for improving transit service delivery to residents of the exurban area.

During the 1989 Legislative Session, the RTB was directed to establish another advisory group -- the ***Joint LRT Advisory Committee***. This committee has been established to advise the RTB on pertinent issues associated with planning and implementation of a light rail transit system in the Twin Cities metropolitan area. The Committee consists of members representing the regional railroad authorities, the MTC and Mn/DOT. It will review and comment on planning and implementation of the regional light rail transit system and develop the coordination component of the RTB's regional LRT plan. A technical committee composed of staff from each represented agency has also been formed to advise the Joint LRT Advisory Committee on relevant issues.

These advisory committees are asked to discuss issues appropriate to their assignments and to make recommendations to the board.

2. Providers

The RTB has contracts with 41 providers or communities to provide transit services throughout the metropolitan area. Annually, the programs staff of the RTB, with the input of the planning staff, negotiates contracts with each of these providers or communities. In addition to this formal contractual relationship, the RTB solicits input from providers on major planning and programs initiatives through quarterly meetings, the Providers' Advisory Committee, the dispute resolution process, and on an individual basis. Plans are underway to involve providers in a more collaborative relationship through involvement in implementing specific regional coordination measures.

3. Metropolitan Transit Commission

The MTC is the primary provider of regular route transit services in the region. There are three MTC board members, one representing Minneapolis, one St. Paul and the third representing suburban communities within the MTC service area. These commission members are appointed by the RTB to staggered three-year terms. As a result of 1989 legislation, the number of MTC positions will increase to five. The part-time MTC chair is elected by MTC members to a term of one year.

The RTB also annually approves the MTC's capital and operating budgets.

4. Metropolitan Council

The Metropolitan Council is designated by the federal government as the Metropolitan Planning Organization (MPO) for the Twin Cities metropolitan area. In transportation, the Council is responsible for both long-range highway and transit planning in the metropolitan area.

Eight of the eleven RTB members are appointed by the Council. The RTB's Five-Year Transit Plan is based on the Metropolitan Council's Transportation Policy Plan. The Council sets forth the specific requirements for the contents of the plan and then approves or disapproves the plan based on its judgment as to its conformance with their Policy Plan.

The Metropolitan Council is responsible for issuing bonds for the financing of the capital needs of transit consistent with the capital improvement program of the RTB.

Typically, there has been a close working relationship between the staffs of the Council and the RTB on an informal basis. The Council also appoints one of its board members as an official liaison to the RTB. The RTB plans to request review of its major products and documents by the Metropolitan Council's System Committee, even in cases where the reviews are not legislatively mandated, in order that the Council can be updated on the progress made in the implementation of the Policy Plan.

5. County Regional Railroad Authorities

The county regional railroad authorities have the primary responsibility for developing and implementing light rail transit in their respective counties. The 1989 Legislature gave the RTB the responsibility of developing a regional LRT plan and financing recommendations which incorporate the ideas of the regional railroad authorities where feasible. The RTB will also review the physical design aspects of county LRT plans in order to ensure conformity with the regional LRT plan. RTB approval will also be required for state LRT grants to the regional railroad authorities from Mn/DOT.

The RTB has provided funding and technical assistance for specific LRT activities that have regional implications including its LRT public education campaigns, joint planning efforts with Ramsey County in the Midway corridor, and provision of technical assistance from staff as well as its established peer review panel of light rail transit experts.

6. Transportation Advisory Board/Technical Advisory Committee

The Transportation Advisory Board (TAB) is a committee of 30 members, including seven county commissioners, ten city elected officials, and a citizen representative from each of the Metropolitan Council's eight districts that advises the Metropolitan Council and the RTB on transportation issues. A Technical Advisory Committee, comprised of county municipal staff and regional agency members, provides technical advice to the TAB.

7. Minnesota Department of Transportation

Mn/DOT has primary responsibility for transportation in the State of Minnesota. Mn/DOT administers contracts with transit providers outside of the Twin Cities metropolitan area; the RTB holds that responsibility within the metropolitan area.

The RTB works closely with Mn/DOT in a number of different ways including:

- participation in corridor studies to identify how transit and travel demand management strategies can become part of the transportation solution for congested roadways;

- assistance in prioritizing and administering metropolitan area 16(b)(2) funding requests from non profit organizations who want to provide transportation services to elderly and disabled persons;

- review and approval of LRT funding applications from the county regional railroad authorities; and

- Coordination of overall transit and transportation policies to maximize efficiency and effectiveness of the transportation system.

8. Communities

Working closely with local communities to implement transit services that respond to unmet needs is a high priority of the RTB. The RTB has established strong working relationships with many communities over the past four years on specific projects. Based on identified areas for service improvements and new services, the RTB plans to expand and build on its past work with these communities and establish links with others.

The RTB will continue to establish strong working relationships with local communities by:

- providing technical assistance on transportation projects;

- providing financial assistance to plan and/or implement transit services;

- serving on special project management boards and committees ;

- obtaining input on RTB activities by appointing community representatives to serve on RTB advisory and special committees;

- expanding involvement of TAB and TAC to ensure coordination and communication;

- providing opportunities for communities to participate in the decision making process about transit services and facilities directly affecting them; and

- providing public outreach and information about transit activities.

9. The Public

Public participation can improve planning and decision making processes. The Regional Transit Board is striving to build public participation into the RTB's planning and policy making actions in order to build a sound transit system in the Metropolitan Area.

Over the last four years the RTB has been incorporating a number of public participation techniques into the planning process. All RTB Board meetings and advisory committee meetings are "open" meetings which are conducted out in the open where anyone, including the press, can see and hear what transpires. This setting provides the public

with the opportunity to participate in decision making processes. RTB meetings will continue to be structured in this open manner, and may be presented on cable television to reach people who cannot attend the meetings.

Producing and releasing communication materials to the public is another way to solicit public participation. Many people get their information from the media and it is a convenient way to reach a great number of interests. Therefore, the RTB produces educational materials for the media and does not depend entirely on the initiative of reporters to communicate RTB issues. Formal news releases, interviews, press conferences, issue specific media kits, feature articles, letters to the editor, paid advertisements and legal notices are techniques the RTB uses to communicate through the media to our constituency.

The media can also be used to gain insight into the likes, dislikes, concerns, priorities, and prejudices of a number of interests who may be affected by the RTB and whose support is crucial to RTB planning, programs, and activities. Newspapers, local radio, and television are monitored to stay current on issues that are of major concern to the RTB.

Public opinion has also been monitored by the RTB through data collection techniques aimed primarily at program users and the general public.

Publishing a project or agency newsletter is a valuable way to reach out to agencies, individuals, groups, institutions and others who need to keep abreast of what the RTB is accomplishing and current transit issues. The RTB will be producing a newsletter on a quarterly basis to communicate RTB and transit related news.

The RTB makes use of existing public participation mechanisms to maximize results and available resources. Existing community organizations or special interest groups can be utilized to get advice or promote projects. The RTB used this technique successfully when promoting the Roseville Area Circulator. Future projects will require such partnerships. Using an existing mechanism as a means to inform the potentially affected interests is not restricted to using other organization's meetings and resources. The same concept of "piggy backing" can be applied to existing publications, such as newsletters, bulletins,and journals. School systems can also be used to educate both students and adults which in turn can lead to interested citizen participation.

Special events can draw attention to the RTB and transit while allowing the public to participate in festivities which promote transit. These events can be RTB functions or cooperative efforts with providers, government organizations, legislators, private organizations and others who have a stake in transit in the metropolitan area.

Additional public outreach tactics designed for specific programs are found in the "Transit Directions" and "Transit Delivery" sections of this plan.

E. Transit Planning Process

The RTB is responsible for identifying transit needs, planning, implementing, monitoring and evaluating transit, for the region, as a whole for selected corridors, communities or other geographic subareas as well as for particular market groups. The transit planning procedures for determining needs, identifying new service concepts, establishing service specifications, and evaluating services, described in this section, form the basis for the RTB's ongoing transit planning, implementation, monitoring and evaluation activities.

1. Determining Needs

In 1987, the RTB completed its *Transit Service Needs Assessment* (TSNA) study. The TSNA is a comprehensive evaluation of short to mid-range transit needs and services in the Twin Cities metropolitan area. The results of this process provided the basis for the RTB to make informed decisions on the need for transit services and to identify opportunities, as well as inefficiencies, in the system in order to create a more equitable, effective, and efficient metropolitan transit system. The Five-Year Transit Plan is based, in large part, on analysis completed as part of the TSNA.

The RTB conducts analysis of transit needs and service in response to changing conditions in specific areas or market segments. Needs assessments may be initiated by the RTB or at the request of a community, jurisdiction or provider. Generally, needs determined through an analysis of key transit needs indicators (population, employment, transit dependents, travel desires, congestion, available transit), both as they exist and as they are anticipated to change. The RTB will either conduct these assessments or provide technical assistance and/or funding to a community or organization to undertake the effort.

2. Identifying New Service Concepts

The RTB's new services/test marketing program was developed in 1988 to provide a structured environment for the testing of service concepts. This program offers the opportunity for implementation of service concepts identified in the Transit Service Needs Assessment other studies, and provides for the identification of candidate service concepts for trial implementation, establishment of evaluation criteria, initiation of service, monitoring, and evaluation. This program allows for experimentation with new service concepts, service delivery methods, and other new or innovative approaches to transit.

3. Establishing Service Specifications

The service specification process is the approach that the RTB will use in implementing services and dealing with service providers. The RTB's role is to be the "buyer" or "broker" of transit service. The RTB performs this function through determining service needs and then contracting with different service operators for provision of services that meet those identified needs. Once transit needs are identified, the RTB evaluates alternative service strategies appropriate to meet those needs and then specifies a preferred strategy.

Once a preferred service strategy is chosen, the board shall contract with the MTC or other operators or local governments for route planning and scheduling services. This is the case with either new or existing transit services. Route planning and scheduling is subject to approval by the board for conformity to the RTB's Five-Year Transit Plan and other service standards, objectives, and policies established by the board.

Once service planning is completed, the board will, under certain circumstances, directly award service to the MTC for operations, if it is located within the MTC designated service area, or it will competitively bid the service through the issuance of a Request for Proposal consistent with the RTB's adopted competitive bidding guidelines.

4. Evaluating Services

Service evaluation occurs on a periodic basis for existing services and at the end of the demonstration period for new services. The RTB applies performance measures to monitor and evaluate service to determine if service adjustments need to be made (see "Performance Standards" section in next chapter for additional discussion).

Demonstration services will be evaluated at intervals of three, six, 12 and 18 months. The performance measures and evaluation criteria utilized will be developed and agreed upon during the service design and specification process. The evaluation will be conducted by the RTB in conjunction with the service operator and others involved with the service. The evaluations may lead to adjustments in the service. The result of the service evaluation, at any stage, may either be to continue the service on a regular basis if it meets the performance standards or to terminate the service if it does not.

CHAPTER III

TRANSIT DIRECTIONS

CHAPTER III. TRANSIT DIRECTIONS

This chapter of the Five-Year Transit Plan sets forth goals, strategies and actions for ten major policy areas. The strategies and actions, especially, show how the RTB specifically plans to direct, prioritize and program various elements of the metropolitan transit system.

A. REGIONAL COORDINATION

With the diversity of contract service providers covering the metropolitan area, operations and marketing coordination become a necessary part of transit planning and implementation. Coordinating the regional transit system is one of the five major areas of emphasis of the RTB in this Five-Year Transit Plan.

A study conducted by the RTB on regional coordination issues in 1989 concluded that the RTB could enhance the regional network of transit services by:

- communicating the benefits of transit on a regional level;
- developing a regional transit information service;
- instituting a unifying symbol to identify vehicles and signs;
- establishing convenience fare and transfer reciprocity agreements among providers ; and
- involving operators more directly in the transit planning process.

The recommendations of this study were adopted by the board and form the basis for many of the regional coordination strategies and actions identified below. These elements all serve to promote the ease of understanding and riding the multiple services which are part of the regional network.

GOAL

- To increase ridership by coordinating and publicizing the public transit services incorporated into the regional system.

STRATEGIES

- Institute a regional transit marketing program that promotes the benefits of public transit and establishes an identity for the regional network of services.
- Expand the role of the MTC to coordinate information sources, convenience fares, and transfers among regional service providers.

ACTIONS

1. The RTB will require the MTC to expand its transit information center and sales outlet capabilities to disseminate accurate route, schedule, and fare information for all regional service providers and modes.

2. Uniform standards for the design and distribution of marketing communications materials--such as route maps and schedules, service brochures, and signs--will be developed by the RTB for use by contract service providers and the MTC.

3. Marketing programs for new transit service will be implemented consistent with the themes and activities developed by the RTB.

4. The RTB will sponsor a marketing education workshop for all providers of public transit service and provide a forum for providers to exchange ideas.

5. The RTB will review the marketing plans for contract service providers and the MTC as part of the annual budget review process to determine conformity with regional coordination strategies.

6. The RTB will direct the MTC, with the involvement of other regional service providers, to assume responsibility for administering the regional fare pass and transfer reciprocity arrangements.

7. The RTB will examine a regional route renumbering system for regular route services operating in the metropolitan area.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Define regional system definition and mission	•				
Develop and implement a regional marketing program	•	•	•	•	•
Sponsor marketing education workshop		•			
Review annual marketing plans at MTC and contract service providers		•			
Implement and maintain a regional transit information system		•	•		
Develop regional logo as a unifying symbol for all services	•				

Task	1990	1991	1992	1993	1994
Formalize transfer reciprocity arrangements	•				
Develop regional convenience fare program	•				
Devise regional route renumbering system			•		

B. TRANSIT HUBS

Transit hubs provide a focal point for transit services within a subarea of the region. This improves service to major activity centers and enhances transfer opportunities between routes and services. The RTB transit hub program will play a key role in achieving several objectives:

- maximizing ridership
- responding to changing travel needs
- improving suburban service
- enhancing passenger amenities

Transit hubs have typically been located at major activity centers such as shopping centers. The RTB Transit Service Needs Assessment identified sixteen potential locations for major and minor hubs shown in Figure 1. Major hubs usually involve higher levels of service and more extensive passenger facilities than minor hubs. In addition, as part of construction of I-394, Mn/DOT is constructing two major hubs at Plymouth Road and Louisiana Avenue. As light rail transit planning progresses, transit hub locations will be examined to ensure coordination with LRT development.

The Northtown Hub was completed in 1988. Planning and development of the Mall of America, Rosedale and Southdale hubs is currently underway with completion expected in 1990 and 1991. Since the RTB does not have authority to own or operate transit facilities, these hubs are being jointly developed with the local communities and shopping centers. Under this arrangement, RTB funding is provided to the communities, which enter into long-term operating agreements with the shopping centers in return for public/private cost sharing for transit center development. The RTB will continue to utilize this cooperative approach to transit hub development.

Transit hub development includes two components: service restructuring and facility improvements. Service restructuring involves changing most bus routes within a sub-area to provide timed transfer opportunities at the hub. In addition, express routes linking hubs with the downtowns and other hubs will be explored. This service restructuring is further described in Chapter IV. Facility improvements include construction of bus staging and passenger waiting areas, together with provision of park-and-ride lots. These facilities are to be designed to increase the visibility of transit services and improve passenger amenities. Included will be areas to display transit information and , in most cases, heated passenger shelters.

GOAL

- To develop transit hubs as focal points for transit services within specific subareas of the metropolitan area.

STRATEGIES

- Seek cooperative arrangements with local communities to develop transit hubs.
- Apply RTB cost sharing guidelines to the financing of facility improvements.

ACTIONS

1. The RTB will develop transit hubs on a regular schedule throughout the metropolitan area. Timing for implementation of particular hubs ill be dependent upon associated development opportunities and the degree of local participation.

2. Where feasible, the RTB will direct the MTC and other service providers to restructure transit routes to serve transit hubs and create timed transfer opportunities.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Develop one to two transit hubs annually	•	•	•	•	•

TRANSIT HUBS

Major Hubs		Minor Hubs
1. Northtown	(completed in 1988)	10. Knollwood Plaza
2. Brookdale		11. Hennepin/Lake
3. Plymouth Road	(programmed for completion in 1991)	12. Midway Shopping Center
4. Louisiana Avenue	(programmed for completion in 1991)	13. Hillcrest Shopping Center
5. Rosedale	(programmed for completion in 1990)	14. Highland Village
6. Maplewood Mall		15. Sun Ray Shopping Center
7. Southdale	(programmed for completion in 1989)	16. Eden Prairie Center
8. Mall of America	(programmed for completion in 1991)	17. Airport
9. Apache Plaza		18. Burnsville Center

C. COMMUNITY TRANSIT PLANNING GRANT PROGRAM

The RTB has established a Community Transit Planning Grant Program to provide funding and technical assistance to communities for planning new and innovative transit services which are responsive to local needs. Plans developed by communities will be considered for implementation by the RTB, with funding programmed into future budgets and legislative requests.

GOAL

- To enlist community involvement in planning transit services for meeting present and future travel needs.

STRATEGIES

- Provide funding and technical assistance to communities to plan new and innovative transit services responsive to identified local needs.
- Program funding for implementation of community transit services into future budgets and legislative requests.

ACTIONS

1. Projects eligible for a community transit planning grant will include the following types of planning studies:
    - examination of new local services, including reverse commute, community circulator, dial-a-ride, reverse commute services, suburb-to-suburb circulators, rural circulators, and other new services that communities may identify.
    - restructuring of existing regular route services that focus on serving local needs.
    - ridesharing and travel demand management (TDM) strategies, including transportation management organizations (TMO).
2. Proposals will be reviewed for their relative strengths in the following areas:
    - Has the community identified a potential transit need for which some type of planned action is necessary, and/or is the proposal relevant to priority areas of concern as reflected in the RTB's Transit Service Needs Assessment?
    - Are the objectives of the proposed project sharply defined and clearly stated?
    - Are the appropriate procedures, methodology, evaluation design, personnel, and budget in line with the overall program objectives?

- Are the objectives capable of being attained by the proposed procedures and capable of being measured?
- Is the scope of the project sufficient to secure productive and cost-effective results?
- Is the completeness of the proposal and the demonstrated grasp of work to be done thoroughly?
- Can the planning study be undertaken immediately, with the possibility for service implementation within six to 12 months after study completion.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Evaluate new service planning proposals	•	•	•	•	•

D. FARES

Since the MTC was formed in 1970, fares for regular route service have increased four times, clustered in the years 1979 to 1982. During this four-year period, the price customers paid for regular route service more than doubled. No additional fare changes were made between 1982 and 1989.

In 1987, the RTB developed fare policies to allow for a simplified fare structure and for more consistently spaced, incremental increases to occur over time. In this way, farebox recovery standards can be met without large fare increases which often negatively affect ridership. In 1988, the MTC proposed a fare simplification plan which was approved by the RTB and implemented in April 1989.

GOAL

- To maintain a uniform regional fare structure that is equitable, convenient, and efficient.

STRATEGIES

- Design a regional fare structure that is simple to understand, easy to administer, and allows for regularly spaced incremental changes in pricing levels.
- Establish fare equity with distance based zone fares and pricing differentials by service type, including express, local, peak and off-peak.
- Require a common fare structure, pricing levels, and convenience fare items to be used by regular route service providers.
- Institute changes in the pricing levels, when needed, to generate enough revenue to exceed the minimum farebox recovery standard for at least a two- to three-year period.
- Maintain discount fares to help alleviate economic hardship for targeted socioeconomic and transit dependent market groups.
- Encourage flexibility in pricing to attract riders through promotional and experimental fares, subject to RTB approval.
- Permit community based and county paratransit programs which contribute a local share of funding to set fares at the local level.
- Require new services to meet the designated farebox recovery ratio standards within a 12- to 18-month period.
- Maintain a basic fare for Metro Mobility service that is comparable to that established for regular route service, with flexibility in pricing permitted within RTB guidelines for long distance trips.

ACTIONS

1. The RTB will monitor minimum farebox recovery ratio standards in the various categories of transit service, as follows:

   a. Regular route (system wide) 35%
   b. Community circulator 15%
   c. Community dial-a-ride 15%
   d. Metro Mobility 10%

2. The regular route fare structure and pricing levels will be analyzed by the RTB every two years in preparation for the biennial budget request and in conjunction with the update of the Five-Year Transit Plan, at which time the RTB will examine fare increase scenarios and timing and initiate plans for necessary changes.

3. With the cooperation of the MTC, regular route, and community based transit providers, the RTB will develop and institute the next regular route fare increase projected to occur in early 1991.

4. Before implementation, recommended changes in the fare structure or pricing levels for regular route or community based transit services will involve a public participation process with adequate public notice and public hearing(s).

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Monitor farebox recovery ratios of providers	•	•	•	•	•
Analyze regular route fare structure and pricing levels	•		•		
Institute regular route fare increase with public participation process		•			

E. ACCESSIBILITY

A regional transit system that is accessible is one which can fully accommodate the travel needs of persons with disabilities who must depend on public transit services.

The first step to improve transit accessibility in the region is to identify the various barriers that disabled persons may encounter to receive transit services, including physical, communications, and attitudinal barriers. The efforts of the RTB to render the regional transit system accessible for persons with all types of disabilities will be successful only with the full support and involvement of transit service providers and the disabled community.

The population in the metropolitan area with functional mobility limitations is expected to grow significantly in the coming years as the incidence of disability in an aging population increases.

The RTB has already experienced a sharp increase in the demand for special transportation services such as Metro Mobility in recent years. In part, this is because the availability of Metro Mobility service was improved in 1986 when the RTB restructured the program.

The RTB is committed to make it easier for disabled persons to pursue greater independence by choosing to rely on public transit services to have full access to independent living and work opportunities.

To accomplish this, the RTB intends to explore additional service options that would supplement Metro Mobility service, easing the burden of growth this specialized transit program has experienced in order for it to operate effectively. The options under consideration involve regular route service providers, community based and county paratransit systems, and municipal taxi operators.

As service options expand in the coming years, there will need to be coordinated information about the services available and continuing emphasis placed on safety and service quality. The actions specified below address these issues as well.

GOAL

- To increase public transit service options for disabled persons so that opportunities for travel are comparable to those available to non-disabled persons.

STRATEGY

- Complement Metro Mobility service with efforts to make other forms of public transit, such as regular route, light rail transit, and community based dial-a-ride and circulator services, accessible to all disabled persons.

ACTIONS

1. The RTB will examine the opportunity for all new bus purchases for regular route services, beginning in 1990, to be lift-equipped.

2. The RTB will require communities requesting operating assistance for 1991 to submit accessible service plans that specify the level of service to be provided to meet the needs of disabled persons for travel locally within the designated community service area.

3. The Minnesota Rideshare program will be promoted to disabled persons, and a system will be established to locate possible rides for disabled individuals. The RTB will develop a demonstration project that subsidizes and makes vanpools available to accommodate the disabled.

4. The RTB will offer a sensitivity workshop for transit service providers designed to make them more knowledgeable and sensitive to the problems and transportation needs of people with disabilities. Training shall be provided by individuals with expertise on various disabilities.

5. The RTB will examine the feasibility of establishing a "Special Services Transit Center" to serve as an information and referral center for disabled persons wishing to learn more about transit services.

6. The RTB will contract with various agencies and/or individuals to provide travel skills training for disabled persons who may be able to learn to use fixed-route transit services, with discounted bus passes being made available to individuals during and after completion of such training.

7. The RTB will develop methods to allow for easier understanding of transit routes by individuals with developmental disabilities and/or language barriers.

8. The RTB will research, coordinate and implement methods to allow for more effective communication of transit information to disabled individuals at bus stops, in facilities, and on transit vehicles.

9. With assistance from the disabled community, the RTB will conduct a market analysis to determine the need for a demonstration program that would operate a lift-equipped bus to provide shuttle service to designated locations for disabled individuals living within a specific area.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Examine new bus purchase requirement for lifts.	•				
Require community accessibility plans for RTB funding		•	•	•	•
Promote rideshare program to the disabled community.	•	•	•	•	•

Task	1990	1991	1992	1993	1994
Develop and implement demonstration project for vanpools.		•	•		
Provide sensitivity workshops for transit service providers.	•		•		•
Examine the feasibility of establishing Special Services Transit Center		•			
Arrange contracts with agencies to provide travel skills training.	•	•	•	•	•
Develop methods for more effective communication and understanding of transit information		•	•		
Conduct market analysis to determine need for a demonstration project for lift-equipped shuttle service	•				

F. SAFETY AND SERVICE QUALITY

Safety and service quality issues are frequently raised as concerns with regard to transit use. However, no recent studies have been performed locally to assess consumer perceptions of thee issues as they might affect transit usage. Such information would allow transit services to be designed to better serve consumer preferences, thereby attracting ridership.

GOAL

- To improve service quality and safety of the regional transit system based on identified consumer preferences.

STRATEGY

- Gather input from existing transit riders and non-users on safety and quality issues.

ACTION

1. Conduct survey research to assess consumer awareness of and attitudes toward transit use.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Conduct survey		•			

G. TRANSIT DISADVANTAGED

Households of low income or with no automobile available are typically dependent on public transit services for essential travel. A priority of the RTB is to meet the travel needs of transit dependent persons by optimizing the capacity and performance of transit services.

To give greater emphasis to this task, the RTB is developing a special program to focus service improvements on transit disadvantaged persons. The term "transit disadvantaged" is used here to refer to persons who have either economic limitations or other special needs that should be considered for the provision of public transit services.

Although people of color from various racial and cultural minority groups are not necessarily transit dependent, they may have low incomes and other special needs, such as language barriers, that deserve special policy consideration. For this reason, racial and cultural minority groups are among the key target audiences for the strategies and actions identified below.

The need to focus on disadvantaged populations is well documented in the Metropolitan Council's report *Disadvantaged Populations in the Twin Cities Metropolitan Area*, which selected the following target groups for analysis: racial and ethnic minorities, single-parent families, persons with disabilities, and elderly people, noting that "people in these groups have a higher chance of facing physical, social and economic barriers than is true for the population at large." This section of the plan focuses on strategies and actions for the first two groups, while improved transit service for elderly and disabled persons is addressed in other sections.

GOAL

- To make readily available, understandable, and affordable public transit services that meet the special travel needs of transit disadvantaged persons.

STRATEGIES

- Actively involve racial and cultural minority communities and social service agencies for economically disadvantaged persons in the regional transit planning process.

- Expand commuting opportunities for persons unemployed and underemployed.

ACTIONS

1. The RTB will increase its outreach efforts with racial and cultural minority communities by publicizing and conducting public meetings in central city areas and soliciting input from community action groups.

2. The RTB will continue to offer subsidized fares through the Jobseekers program for persons who are actively seeking employment in connection with participating agencies, and the RTB will explore options for establishing an economically

disadvantaged fare subsidy program for persons who have low and fixed incomes.

3. The RTB will provide technical assistance to communities and providers for the development of new entrepreneurial service proposals, in pursuit of additional federal grant funds to plan, promote, and implement reverse commute ridesharing services from central city neighborhoods to suburban employment sites.

4. The RTB, working with service providers and community groups, the RTB will explore opportunities to meet the day care transportation needs of single parent families dependent on public transit services.

5. To better serve central city communities, the RTB will direct the MTC, as part of its annual work program, to submit plans to the RTB that address the following:

   a. route and schedule modifications to better serve economically disadvantaged persons who need to travel during off-peak times coinciding with alternate work shifts or to suburban employment sites;
   b. target marketing communications activities to promote routes serving employment locations in other parts of the metropolitan area;
   c. assistance to major employers relocating within the area to determine whether there is adequate MTC service available; and
   d. expanded translation and distribution of printed route and schedule information in foreign languages.

6. The RTB will require the MTC to develop and implement a cultural sensitivity training program for its employees that will be made available to and used by other transit providers in the region.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Expand minority community outreach	•	•	•	•	•
Offer discount fares to jobseekers	•	•	•	•	•
Evaluate need to reduce fares for economically disadvantaged persons		•			
Award entrepreneurial grants for new reverse commute services	•	•			
Prepare issues paper on day care transportation needs and options		•			

Task	1990	1991	1992	1993	1994
Require MTC plan to improve service and communications in minority communities	•				
Implement cultural sensitivity awareness program for transit employees	•				

H. COMPETITIVE PROCUREMENT

In the Twin Cities metropolitan area, suburban communities have grown significantly in population and employment. As a result, travel patterns have shifted. The radial-oriented regular route system has needed to be supplemented with new services within or between suburbs. Plans to introduce new service concepts were advanced in the RTB's *Transit Service Needs Assessment (TSNA)* study completed in 1986.

Following the TSNA study, to position itself for greater flexibility in responding to the changing travel needs and desires of the public, the RTB in 1987 initiated a federally funded competitive transit demonstration project to study the feasibility and effectiveness of competitively awarding contracts for public transit service provision in various parts of the metropolitan area.

On of the products of this study is *Standards, Procedures, and Guidelines for Competitive Procurement of Transit Services*, a document prepared by the RTB, working with a special committee comprised of transit operators, union representatives, and other interested persons. This document is currently used to purchase quality public transit services in a consistent and equitable manner by the RTB or its funding recipients.

Another outcome of the study is the implementation of several test case service demonstration projects, from which the RTB has found that transit services can be procured from private operators with cost savings of up to 40 percent.

The RTB has found competitive procurement of transit services to be particularly effective when introducing different forms of transit to serve unmet needs. To note:

- Using competitive procurement, the RTB and several of its funding recipients have implemented new transit services in suburban areas that are proving to be effective alternatives to conventional fixed route transit service. These include community circulator and dial-a-ride services.

- The RTB has maintained existing regular route service levels in some suburban communities by procuring service from private operators at a lower cost. In addition, the MTC has subcontracted similar service to private operators, achieving the same benefit.

Thus, under certain conditions, competitive contract service procurement can be an effective tool to meet the transit needs of a growing metropolitan area. By considering competitive proposals from private operators, the RTB and the communities receiving RTB funds are finding that it is possible to cost effectively add or replace service and improve local travel.

Legislation passed in 1989 specifies service areas, or situations, under which the RTB may provide financial assistance to private operators of public transit service. These include:

- Alternative services such as community dial-a-ride or circulator services

- Service currently provided by a private operator

- New regular route service outside of the fully developed service area.

- Regular route replacement (opt-out) services

- Regular route services provided to institutions or organizations that qualify under the RTB's cost sharing policy.

GOAL

- To employ procedures for the competitive procurement of transit services in order to gain the potential benefits of cost savings and improved service flexibility and quality.

STRATEGIES

- Involve the MTC, private operators, the Metropolitan Council, and all interested agencies in an ongoing analysis of which routes or services can be provided by the private sector.

- Award all new service contracts in the metropolitan transit taxing district, as a result of competitive procurement rather than as a sole source negotiation.

- Plan new regular route service within the fully developed service area to be operated by the MTC, consistent with current legislation.

- Require entities that receive RTB or federal funds to follow the RTB's competitive procurement guidelines, including its dispute resolution process, when contracting for service.

- Consistent with federal policy, require that fully allocated costs be bid by entities that receive RTB or federal funds; and approve marginal costs only when determining if a particular service will continue to be operated in-house or let out to bid.

ACTIONS

1. Service that is new, significantly restructured, or replacement will be competitively procured by the RTB or by the communities receiving funds, consistent with the policies, guidelines, and service definitions specified by the RTB and within legislative limits.

2. The RTB cost model will be applied to evaluate the performance of MTC routes and services on a semiannual basis. Service that does not meet the established performance standards will be candidates for modification or elimination by the MTC or for competitive procurement.

3. The RTB will evaluate the MTC's demonstration project to competitively bid routes that had been classified as high subsidy service, to determine if this practice should continue.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Competitively bid new, restructured and replacement services.	•	•	•	•	•
Apply RTB four-factor cost model for semi-annual MTC service evaluation.	•	•	•	•	•
Evaluate MTC contracting of high subsidy service.	•				

I. PERFORMANCE STANDARDS

The RTB has the responsibility to establish performance standards for recipients of public transit assistance. These standards, which measure transit operating performance, are necessary in determining the effectiveness and efficiency of service delivery.

Currently, a performance standard exists for MTC regular route transit service. Standards for service operated by other transit providers have yet to be developed.

In 1986, the RTB and MTC adopted an interim performance standard to be used in evaluating MTC regular route service. This interim standard established a ceiling subsidy per passenger of $2.45 and was to be used until new standards were developed. Routes which exceeded this average subsidy level would be considered for restructuring, contracting and elimination. Since adoption, the interim standard has been used to identify a number of high-subsidy routes which have been restructured or contracted to private operators.

The RTB plans to develop performance measures and standards for all transit services receiving funding from the RTB. It is expected that measures to be developed will include financial performance, service productivity, operational and service design policies and standards. These will be developed for regular route services and paratransit programs.

The performance measures and standards will be used to promote effectiveness and efficiency in the delivery, design and quality of transit services.

As part of the RTB *Transit Service Needs Assessment*, a fully allocated four-factor cost model was developed to obtain a more precise analysis of the cost of operating individual MTC routes. The four factor model allows the cost of providing peak and non-peak service to be determined, as well as different costs associated with local, express, radial, crosstown and community circulator routes. This data will be utilized to develop revised performance standards.

GOAL

- To ensure effective and efficient delivery of transit service.

STRATEGY

- Develop and implement performance standards to be used in evaluating the cost effectiveness and efficiency of all RTB funded transit services.

ACTION

1. The RTB will develop performance standards for all transit services. These standards will be used on an ongoing basis in the evaluation of programs and services.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Develop performance standards for all transit service	•				
Apply performance standards to evaluate services	•	•	•	•	•

J. EMERGENCY PLANNING

One of the RTB's statutory goals is "to maintain public mobility in the event of emergencies or energy shortages." An energy shortage is perhaps the most complex crisis that a transit operation may face. In the past, petroleum emergencies have resulted in increased demand for public transit at a time when fuel supplies are limited and prices are rapidly escalating. Although other emergency situations are less clearly defined, or predictable, the public transit system would be an important means for quickly moving a large number of people.

GOAL

- To maintain public mobility in the event of emergencies or energy shortages.

STRATEGIES

- Provide a basic level of mobility to meet the essential travel needs during a natural disaster or energy emergency.
- Enhance coordination links with agencies responsible for civil and energy emergency planning to improve the capability of responding to emergency conditions.

ACTIONS

1. The RTB will develop an emergency plan that will create a regional framework inside which individual transit providers are able to construct their own operational level emergency plans.
2. The RTB will require providers receiving RTB funding to develop energy emergency strategies as part of their overall 1991 management plan. The RTB will provide technical assistance in construction of these operational level emergency plans.
3. The RTB will establish coordination links with various agencies responsible for civil response plans. The role of the RTB will be to inform these agencies of the availability and potential uses of transit resources in such an emergency.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Develop a regional emergency plan	•				
Ensure that providers have individual emergency plans in place		•			

Task	1990	1991	1992	1993	1994
Establish and maintain coordination links with agencies responsible for emergency response plans	•	•	•	•	•

CHAPTER IV

TRANSIT DELIVERY

CHAPTER IV. TRANSIT DELIVERY

In this chapter, a description of existing services, by service type, is presented followed by goals, strategies and actions for each mode. Existing transit services are shown in the RTB's Metropolitan Area Transit System Map which is attached as Appendix G. In the previous chapter, goals, strategies and actions were set forth for the entire system. The elements in this chapter are intended to be mode specific. New services are identified in each section for implementation.

Many of the implementation strategies presented in this section are based on the results of the RTB's Transit Service Needs Assessment. This study, completed in 1986, provided a comprehensive evaluation of short-to mid-range transit needs and services in the metropolitan area. The Transit Service Needs Assessment provides the basis for the RTB to make informed decisions on the need for transit services, and to identify opportunities, as well as inefficiencies, in the system in order to create a more equitable, cost-effective and efficient transit system.

The Transit Service Needs Assessment considered all types of transit services, from regular route to the various paratransit options including demand responsive service and ridesharing. Some of the key findings of the study which form the basis for the implementation strategies for the various transit services include:

- Restructuring existing regular route service to better meet changing travel needs and provide more cost-effective service delivery.
- Providing new regular route service in previously underserved areas.
- A mix of regular route and community-based paratransit services are necessary to meet transit needs in the developing suburban areas.

Estimated operating costs for the various services are provided in Chapter VI.

A. REGULAR ROUTE

Regular route service includes those routes operated by the MTC and private operators such as Medicine Lake Lines, North suburban Lines and Airport Express.

Regular route service will continue to provide the backbone of the regional transit system. In order to respond to changing travel patterns, the RTB will conduct an ongoing examination of potential changes in regular route service delivery.

GOAL

- To provide regular route service in areas where it can attract the greatest ridership at the lowest cost.

STRATEGIES

- The delivery of regular route services should be planned according to the following process:

- In providing regular route service, emphasis should be placed on meeting the needs of transit dependent persons. As shown in Figure 2, the greatest concentrations of transit dependents live in the central cities and fully developed areas.

- The levels of regular route service provided should conform to RTB regular route service design guidelines described in Appendix E.

- Existing regular route service should be regularly examined by the RTB and service providers for restructuring on a subarea basis to respond to changing travel patterns, provide new travel opportunities and maximize service efficiency.

- Within light rail transit (LRT) corridors, regular route service should be coordinated to complement LRT service and provide full integration of transit services.

ACTIONS

Central Cities

1. Local service within the central cities will be examined and restructured in order to match changing travel patterns and shifts in population and employment. This includes adding service to fill gaps in the existing grid system of routes. An example is additional crosstown service within St. Paul and Minneapolis.

2. The service hours of local routes will be examined. Based on the RTB's Transit Service Needs Assessment, there appear to be population concentrations within the central cities that require continued evening and weekend service for transit dependent persons. Where evening and weekend regular route service is not warranted, paratransit service substitution options will be explored in order to maintain a basic level of service for the transit dependent.

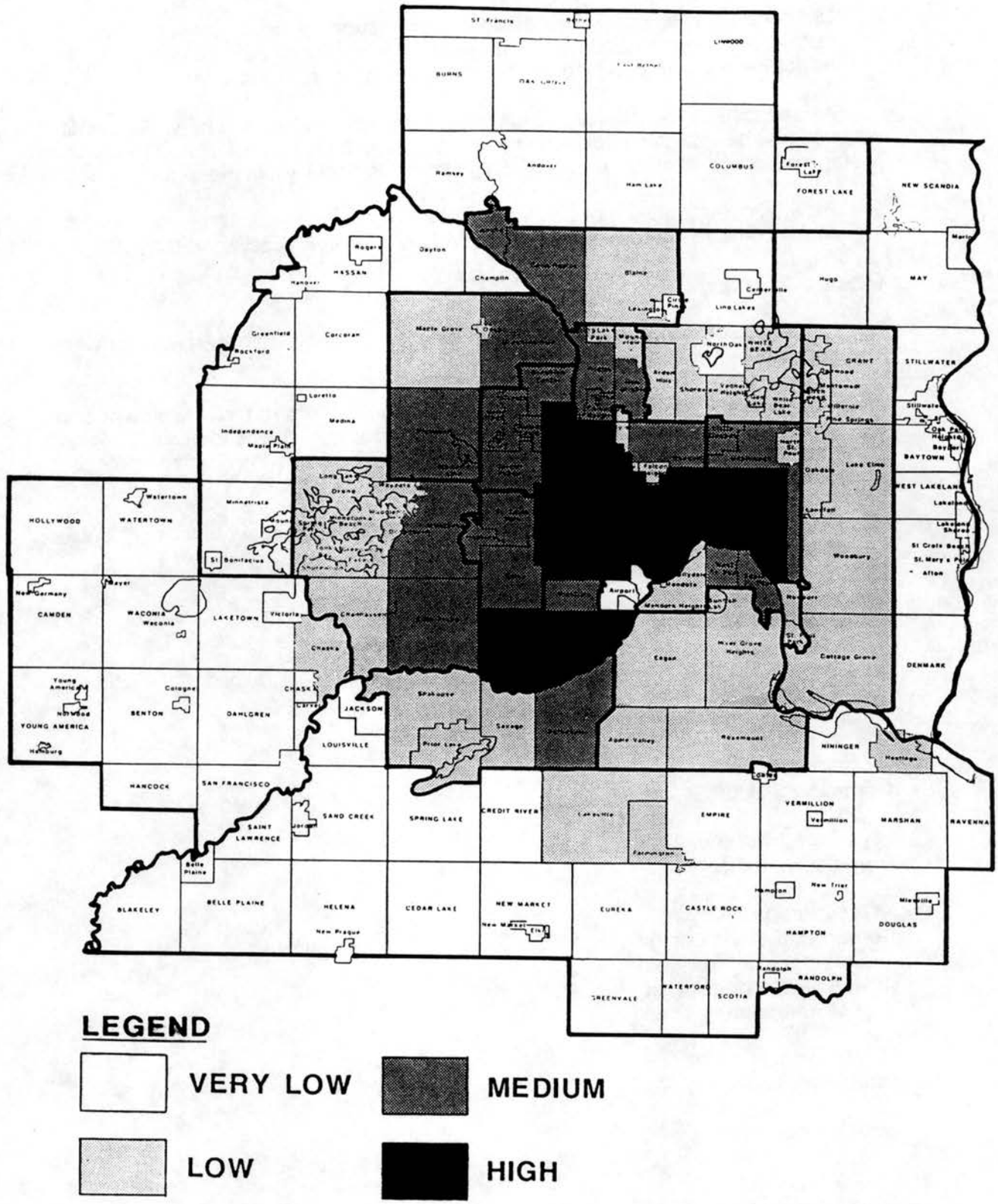
3. Schedules will be coordinated to allow routes to operate, where cost effective, on uniform or standardized clock headways in order to improve the reliability and convenience of transfers.

4. Examine expanding reverse commute service linking the central cities to suburban employment centers, including reverse commute opportunities during off-peak hours.

Fully Developed Suburbs

5. In areas where cross directional travel opportunities are not available on the existing transit system but are warranted by travel need indicators, improved crosstown service will be provided to fill the gaps in the existing grid system. Suburban crosstown routes will be anchored at both ends by major activity centers or transit hubs.

6. The use of local circulation services, with smaller vehicles, will be examined where they provide a more cost effective alternative to local regular route service. Local circulation service will focus on transit hubs that provide connections to other regular route service.



RTB

Composite of 1980
Transit Dependant Population

Figure 2

Regional Transit Board Five-Year Transit Plan

7. Existing express service will be evaluated on a subarea basis. Service will be restructured where necessary to maximize ridership and improve cost effectiveness, with priority given to routes serving congested corridors.

8. All-day express service from transit hubs to the downtowns and between transit hubs will be explored in order to make travel time on public transit competitive with the private automobile to areas of high travel demand within the region.

9. Prior to implementation of LRT, trunk and feeder bus systems will be developed within corridors in order to establish travel patterns eventually served by LRT.

Developing Suburbs

10. Local circulators and demand responsive service will be used to serve trips within and between developing suburbs.

11. Express routes will be restructured to provide trunk service to the downtowns and other regional business concentrations where possible. These routes will originate at transit hubs or other major transfer points, thereby minimizing inefficient local collection operations.

12. Park-and-Ride lots, local circulators, and demand responsive services will be sued to collect passengers for express routes.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Service Restructuring	•	•	•	•	•
Expanded Reverse Commute Service	•	•	•	•	•
I-394 Timed-Transfer Transit Service Plan	•	•	•	•	•
I-494 Suburban Initiatives Demonstration, including improved local crosstown service tied to opening of Mall of American	•	•	•		
I-35W Corridor Service Improvements		•	•	•	•
Opt-Out Programs					
a) Six Cities	•		•		
b) Maple Grove	•		•		

Task	1990	1991	1992	1993	1994
Improve Central Cities Crosstown Local Service by filling in gaps in route grid network		•	•	•	
All Day Express Service	•	•			

B. LIGHT RAIL TRANSIT

Implementation of light rail transit (LRT) within specific corridors is a key element in maintaining the long-term viability of the regional transit system. When integrated with other transit services, LRT can provide several benefits:

- Increased Ridership - As discussed in Chapter I, recent rends indicate that only marginal ridership gains can be expected in the current all-bus regular route system. Assuming continued increases in total travel within the metropolitan area, transit ridership must show significant increases in order to maintain the existing mode share. Experience in cities which have developed LRT shows that by providing a higher quality of service, including faster travel times, LRT can attract additional ridership over the existing system.

- Reduced Auto Congestion - LRT has proven more successful than buses in attracting non-transit users, thereby reducing auto trips along congested corridors.

- Stabilized Operating Costs - LRT offers the opportunity for operating efficiency. With the trend toward a higher percentage of transit ridership occurring in the peak period, this factor takes on added importance. LRT offers higher peak period capacity at a lower operating cost than reliance on an all bus system.

- Improved Suburban Transit Service - With implementation of LRT, existing radial bus routes can be restructured to provide improved crosstown service in suburban areas.

- Other benefits include:

    - reduced reliance on petroleum fuels
    - improved air quality
    - enhancement of reverse commute opportunities
    - reduced bus traffic in the downtowns
    - potential for focusing development

The region has conducted numerous studies of LRT in past years. Recent efforts by the county regional railroad authorities have greatly advanced the status of light rail planning. Based on the findings of the 1986 Long Range Transit Analysis, the Metropolitan Council Transportation Policy Plan identified six corridors where LRT development is a viable option. These corridors are shown in Figure 3 and include:

- Central Corridor (between Minneapolis and St. Paul downtowns)
- Minneapolis South Corridor
- Minneapolis Northeast Corridor
- Minneapolis Northwest Corridor
- Minneapolis Southeast Corridor
- Minneapolis Southwest Corridor

In its ongoing LRT planning activities, the RTB will continue to examine these and other corridors identified by the county regional railroad authorities for possible implementation

As described in Chapter II, the Minnesota Legislature has required the RTB to develop a Regional LRT Plan. The purpose of this plan is to ensure a coordinated approach to light rail planning and implementation. The plan will attempt to coordinate LRT planning activities conducted by the county regional railroad authorities. These include:

- Hennepin County has completed a comprehensive LRT plan, which calls for the construction of alignments in the following corridors to complete a Phase I system that is focused on downtown Minneapolis.

  Hiawatha -- to the Mall of America site in Bloomington
  South -- alignment to be determined in the I-35W EIS
  Southwest -- to Hopkins
  Northwest -- to 63rd Avenue
  University -- providing a connection to Ramsey County's Midway Corridor

  Preliminary engineering for the Hennepin County Stage I system is currently underway.

- Anoka and Hennepin counties completed a joint planning study of potential alignments within the Northeast Corridor. This study formed the basis for the Anoka County Comprehensive LRT Plan. The two county regional railroad authorities have begun preliminary design on the alignments selected in the planning study.

- Ramsey County will complete a comprehensive LRT plan by fall 1989. It will include at least the Midway Corridor between downtown St. Paul and downtown Minneapolis. It may also include other alignments that radiate from downtown St. Paul. Ramsey County has also begun preliminary engineering in the Midway Corridor.

- Both Dakota County and Washington County have recently undertaken the development of their comprehensive LRT plans.

GOAL

- To promote light rail transit, where cost effective, as an integral component of the metropolitan area's coordinated transit system.

STRATEGY

- Restructure regular route bus service to achieve a fully integrated transit system.

- LRT plans submitted to the RTB for approval will be reviewed on the basis of conformity to the Regional LRT Plan.

ACTIONS

1. Through the establishment of a Joint LRT Advisory Committee, the RTB will work with the regional railroad authorities, the MTC and other affected agencies to develop a Regional LRT Plan. Upon adoption, the Mn/DOT Regional LRT Plan will become part of the RTB's Five-Year Transit Plan. As legislatively mandated, this plan will include a Development and Financial Plan and a Coordination Plan. To the maximum extent possible, these plans will utilize and incorporate plans developed by the regional railroad authorities.

2. The RTB will organize a panel of transit and LRT experts to review and comment on the Regional LRT Plan.

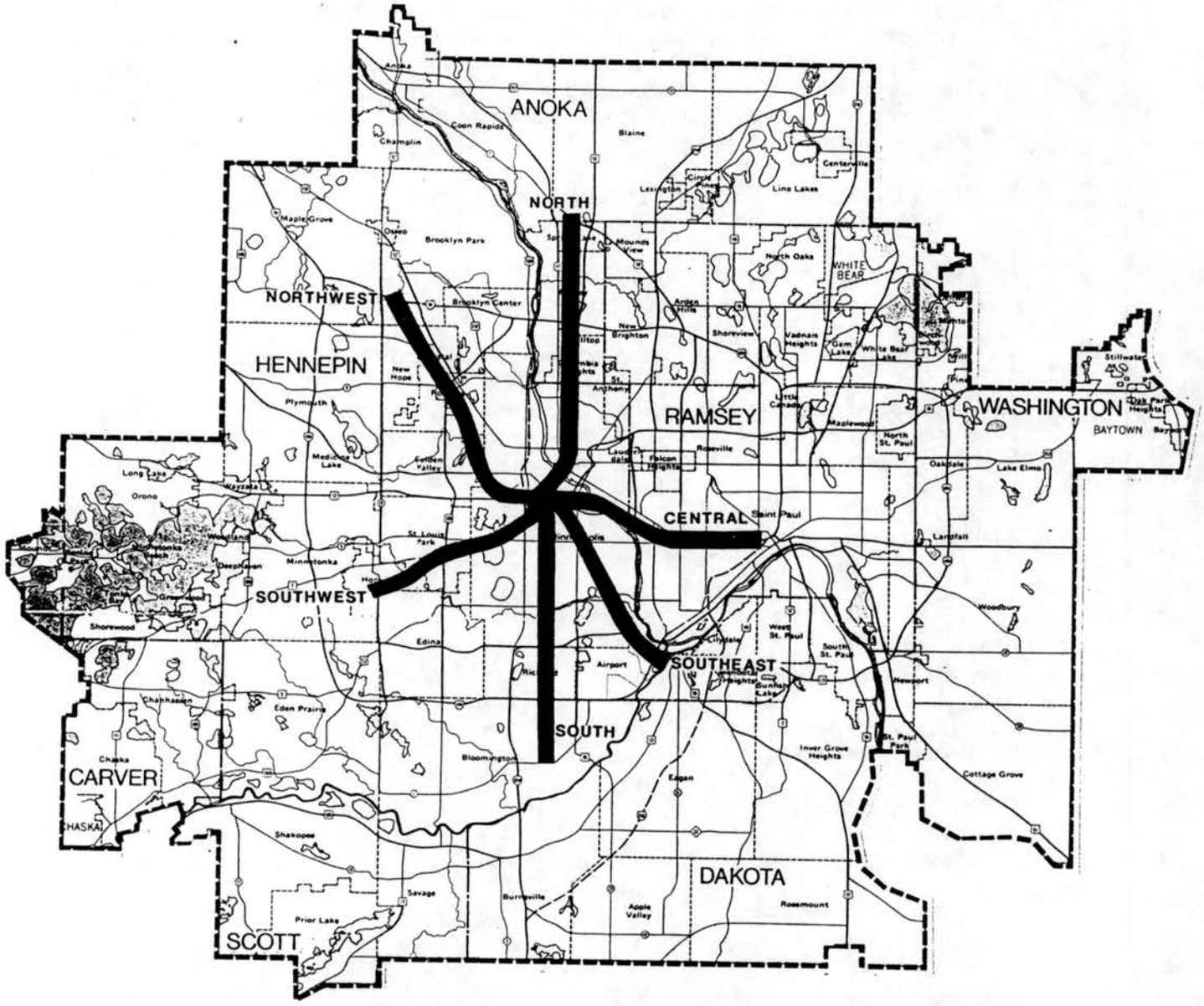
3. As LRT is planned and implemented, the RTB will work with the MTC and other transit providers to ensure total integration of LRT and bus operations.

4. The RTB will work to ensure development of an accessible LRT system.

5. The RTB will continue to implement a communications program which provides information to the public on LRT. This program will be coordinated with public information efforts of the regional railroad authorities.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Establish Joint LRT Advisory Committee(1989)					
Adopt Development and Financial Plan (1989)					
Adopt Coordination Plan	•				
Organize LRT Review Panel	•				
Coordinate LRT/Bus Planning	•	•	•	•	•
Conduct LRT Communications Program	•	•	•	•	•



Proposed LRT Corridors (2010) from Metropolitan Council Development Guide

RTB

Metropolitan Council Light Rail Transit Corridors

Figure 3

Regional Transit Board Five-Year Transit Plan

C. COMMUNITY BASED TRANSIT SERVICES

Community based transit services funded by the RTB include those operated under the state legislated "small urban" classification and by communities that have opted out of the MTC service area. The small urban programs provide primarily local circulation and are operated in the communities of Hopkins, Columbia Heights, Maplewood, North St. Paul, Oakdale, White Bear Lake, Birchwood, White Bear Township and Hastings.

The replacement service, or opt-out, communities provide both local circulation and express commute services and include: Plymouth, Eden Prairie, Chanhassen, Chaska and Shakopee. Communities, which were eligible, requested and were granted a one year extension prior to the Legislatively mandated sunset date of July 1, 1989. this extension enabled the cities to further study the opt-out alternative before making a decision. The communities which made the decision to opt-out together as one unit are Apple Valley, Burnsville, Eagan, Rosemount, Prior Lake and Savage also known as the Six Cities. The other opt-out community is the City of Maple Grove. These communities have initiated the Request for Proposal (RFP) process for developing new local circulation and express commute services, as like the other opt out communities, with expected start up dates in the spring of 1990.

GOAL

- To implement a range of services which meet transit needs in suburban communities.

STRATEGY

- Encourage communities to plan and implement new services that meet local needs and coordinated with the regional network. In doing so, examine a variety of transit service options to determine the most effective delivery method.

ACTIONS

1. Demand-responsive services will be recommended in areas with moderate to low concentrations of population or with residential densities below four dwelling units per acre, and are most effective serving areas covering not more than six square miles.

2. Demand-responsive services will be considered a feasible method in areas where the availability of regular route transit service is limited, there is a significant concentration of you and elderly transit dependent persons, and the income and automobile ownership levels are moderate to high.

3. Circulator routes will be recommended in areas that are geographically focused and have relatively dense concentrations of transit dependent persons whose travel needs are predominantly oriented toward making short, localized trips.

4. Circulator services will also be considered for use within large major activity centers where walk distances are prohibitively long. Possible locations for this type of service include major regional shopping centers and large employment concentrations or high density mixed land use developments.

5. Crosstown regular route service designed to coordinate schedules with other routes at major traffic generators or transit hubs will be considered in moderately populated suburban areas with focused travel corridors and a predominate travel destination such as a shopping mall, freestanding growth center, or major business concentration.

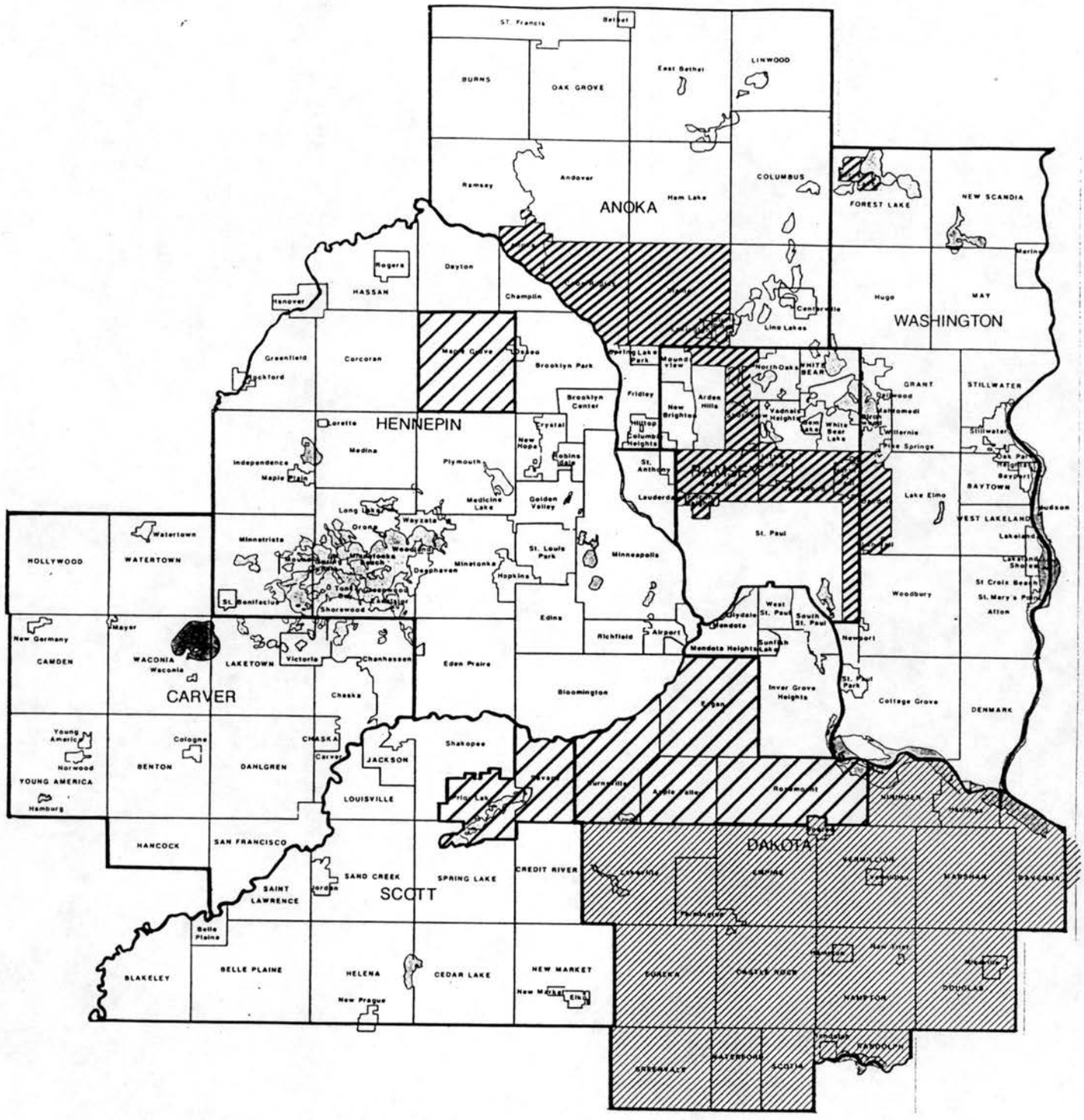
6. Rural alternate day fixed route service will be considered in areas with sparse population, providing for the special needs of transit dependent persons.

7. Communities providing replacement service, or opt-out, programs will assume local control of all regular route services funded by the RTB in the community.

IMPLEMENTATION SCHEDULE

New community based transit services are indicated in Figure 4.

Task	1990	1991	1992	1993	1994
Implement rural alternate day service in southern Dakota County	•				
Implement demonstration taxicab service in Minneapolis			•		
Implement general public dial-a-ride services in developing suburban communities		•	•	•	•
Implement replacement (opt-out) service in Apple Valley, Burnsville, Eagan, Rosemount, Savage, Prior Lake and Maple Grove	•	•	•	•	•



Community Transit Systems (1988-1989)

Replacement Transit Systems (New in 1990)

Community Transit System (New in 1990)

RTB

New Community Transit Systems

Figure 4

Regional Transit Board Five-Year Transit Plan

D. TRANSIT FOR ELDERLY AND PERSONS WITH DISABILITIES

Specialized transit services designed to serve persons with disabilities including the elderly are provided through Metro Mobility, county, and nonprofit agency transportation programs.

Metro Mobility is a demand-responsive, door-through-door service provided by 14 taxi and van companies, both private-for-profit and nonprofit. The service was significantly restructured by the RTB in 1986 to permit customers to select their provider of choice. In addition, a two-phased service expansion was completed in 1988. Metro Mobility now serves all 91 communities of the transit taxing district, a service area of 960 square miles.

The counties of Anoka, Carver, Dakota, Scott, and Washington counties each have specialized transit services funded by the RTB that are focused primarily on serving the needs of the elderly and disabled population. These programs serve both the urban and exurban portions of the counties using a mix of designated lift-equipped vehicles and volunteer drivers with personal automobiles.

Throughout the metropolitan area, many nonprofit agencies provide specialized transit services as well Coordination programs exist in western Hennepin and Ramsey counties, and the RTB is responsible for administering the federal 16(b)2 vehicle procurement program, for which nonprofit agencies are eligible.

In meeting the mobility needs of elderly and disabled persons in a cost-effective way the RTB will be reviewing and examining the percentage of trip denials and cancellations to the capacity possibilities of each program. The RTB's key goal for transit programs serving the elderly and persons with disabilities, is to expand transit opportunities in order to meet the demand for service.

GOAL

- To develop and institute a variety of methods of transportation that respond effectively to the travel needs of the elderly and persons with disabilities throughout the metropolitan area.

STRATEGIES

- Position Metro Mobility as the principal transportation service for the elderly persons with disabilities in the transit taxing district area, designed to serve trips which cannot be accommodated by regular fixed-route and community-based transit services.

- Coordinate public, private, and nonprofit transportation services for the elderly and persons with disabilities to maximize cost-effectiveness, minimize duplication, and improve opportunities for travel.

- Offer Metro Mobility customers a choice of transportation providers in the densely populated areas.

- Serve people with all types of disabilities including physical, sensory and mental impairments traveling from many origins to many destinations.

- Offer door-through-door Metro Mobility service in all communities served from 6:00 a.m. to 11:00 p.m. weekdays and from 8:00 a.m. to 11:00 p.m. other days.

ACTIONS

Metro Mobility

1. The RTB will explore the feasibility of waiving the day before, advance reservation requirement to request Metro Mobility trips.

2. The RTB will evaluate the potential for integrating Metro Mobility with other specialized transit services including the Department of Human Service administered Medical Assistance program.

3. The RTB will implement recommendations from the State Planning Agency study of service delivery options and financing arrangements for transportation oriented to human service agencies.

4. The RTB will sponsor a demonstration of a computerized dispatching system by a qualified provider to test the feasibility of providing same day trips.

Rural County Programs

1. In sparsely populated rural areas, transportation services will be maintained and coordinated by county agencies through a mix of designated lift-equipped vehicles and volunteer drivers with automobiles.

2. The RTB will sponsor a county-wide service demonstration program for the implementation of demand responsive service that is fully accessible and open to the general public.

3. An inventory of available transportation resources will be developed cooperatively with county agencies and computerized centrally by the RTB.

Nonprofit Agencies

1. The RTB will assess the role of existing nonprofit agency providers, such as West Metro and Ramsey County coordinated transportation programs, in providing transit services for elderly and disabled persons.

2. Proposals from eligible providers for new service demonstration projects and capital equipment purchases will be considered for RTB funding.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Research Metro Mobility advance reservation requirement	•				
Evaluate Metro Mobility integration with other specialized services				•	
Implement State Planning Agency study recommendations		•			
Sponsor computerized dispatching demonstration				•	
Sponsor county-wide accessible dial-a-ride service for general public			•		
Compile and update inventory of specialized transportation resources	•		•		•
Assess role of nonprofit transportation providers		•			
Evaluate new service demonstration and capital equipment proposals	•	•	•	•	•

E. RIDESHARE/TRAVEL DEMAND MANAGEMENT (TDM) STRATEGIES

Travel demand management (TDM) is the application of strategies involving both incentives and disincentives designed to redirect travel to use of higher occupancy modes or away from peak-traffic periods in order to reduce the number of vehicle trips and accidents at critical times. TDM actions include low-cost management measures designed to bring immediate congestion and safety improvements by minimizing trips. One of the more integral TDM measures in the Twin Cities is the regional rideshare program. Ridesharing, commonly known as car pooling or van pooling, brings together business, local communities, government agencies, and service providers to give individuals access to a variety of choices for commute travel.

GOAL

- To integrate rideshare and add travel demand management (TDM) activities into the regional system of public transit services, ensuring that the benefits of car pooling, van pooling, and TDM measures are understood, financially supported from both the public and private sectors, and viewed as "full partners" in the mix of public transportation services offered throughout the region.

STRATEGIES

- Ensure that residents and employers have access to a defined core level of service from the rideshare program including, at a minimum, a regional ride match database. Rideshare and TDM strategies will be targeted in priority geographic areas for the following priority market groups:

    - Peak period commuters in congested transportation corridors
    - Employees and employers in the metropolitan centers
    - Employees and employers in the regional business concentrations
    - Commuters who live or work in outlying areas where fixed route public transit is not provided or prohibitively expensive to implement
    - Persons who depend on ridesharing as their only means of travel to work
    - Students
    - Corridors with HOV facilities
    - Persons who are available to use ridesharing as a means for travel

    Specialized services for other market groups or geographic areas should be provided if requested and when compensation can be made to the service provider for the additional services.

- Build awareness in the private sector of the role rideshare and TDM programs play in solving transportation problems and encourage greater private sector involvement.

- Provide RTB technical assistance to local governments, employers , developers and transportation management organizations (TMO's) for the implementation of TDM strategies and regulatory policies to enhance the use of rideshare and TDM programs.

- Arrange public funds and resources to leverage increased private investment in support of rideshare and TDM programs.

ACTIONS

1. The regional rideshare will be structured for three-tiered delivery of services:

    - The principal role of the RTB will be to coordinate rideshare activities; to provide clear specifications for the delivery of regional and local car pooling and van pooling services; to provide technical assistance and market research for delivery of appropriate TDM and transit services; to ensure adequate funding; and to provide advocacy for rideshare and TDM programs.

    - The role of the regional service provider, Minnesota Rideshare, should emphasize on providing regional services primarily to employers and local organizations. Marketing, operational and technical assistance, and incentives would be focused toward local and private organizations, such as employers, rather than toward individual uses. The regional service provider may still deal directly with individuals for some services, but to maximize its efforts, would deal primarily with local organizations and employers.

    - Local organizations and employers should be strong advocates for ridesharing and if able, provide services and incentives to individual commuters. Tools and technical assistance will be provided to those organizations and employers that demonstrate a commitment to invest in transportation programs and serve as local service providers.

2. A ridematch database will be maintained and expanded by Minnesota Rideshare. Changes in computer technology should be monitored and new technology will be used where appropriate to improve the quality of service, particularly match location flexibility and response time.

3. Minnesota Rideshare, in coordination with the RTB, will develop an annual advertising and public relations plan that will coordinate the rideshare advertising and public relations program with that of the regional transit program.

    - Marketing and rideshare promotions should be targeted towards specific market segments (e.g., solo drivers, major employers, universities) and specific market corridors (e.g., congested corridors, and corridors with established TDM measures).

4. The RTB will develop a coordinated approach with the Metropolitan Council, Mn/DOT, Minnesota Rideshare, local governments and TMO's that incorporates TDM and rideshare service considerations into mid and long-range transportation planning.

    - RTB will initiate meetings to discuss policy direction, key strategy and specific action.

- The RTB will assist in developing and implementing TDM strategies in compliance with the mandatory elements of local governments comprehensive plans.

- RTB will identify new program needs and the financial backing required.

- RTB and Minnesota Rideshare will work with the Council, Mn/DOT and local governments to identify where HOV facilities, park and ride lots, and other TDM capital improvements should be provided.

- RTB will advise the Council on the implementation considerations of legislation and/or regulatory tools to manage traffic congestion.

- The RTB, Minnesota Rideshare and MTC, will coordinate and promote the use park and ride lots for ridesharing purposes.

5. The RTB and Minnesota Rideshare will assist in developing, coordinating, and overseeing the implementation of rideshare and TDM measures. Over the next five years, programs will be targeted to regional business concentrations, downtown Minneapolis and St. Paul, the University of Minnesota, and the corridor areas of I-35W (downtown Minneapolis to Burnsville), I-394 (I-494 to downtown Minneapolis), I-694 (Brooklyn Center to Shoreview), I-494 (Minnesota River to I-394) and I-94 (downtown Minneapolis to I-694). These areas are shown in Figure 5.

   - The RTB and Minnesota Rideshare will inventory and identify potential Local Service Providers in following target corridors and locations: I-394; I-35W; I-694; downtown Minneapolis and downtown St. Paul.

   - The RTB and Minnesota Rideshare will assist the University of Minnesota in developing TDM measures which will build around the already existing rideshare program. These TDM strategies, that may include the development of a TMO, will be coordinated with the expansion of parking facilities and new rate charges.

   - Minnesota Rideshare in coordination with the RTB, will develop marketing strategies for each local service provider, customize rideshare service packages and presentation materials, and develop training programs.

   - The RTB will advocate the establishment of TMO's in the target corridors. The RTB and Minnesota Rideshare will provide technical assistance to the TMO for the development and overall coordination of TDM strategies. This technical assistance may include the examination of existing TDM measures, identifying possible TDM strategies for implementation, and establishing a method for evaluating the effectiveness of the TDM measures.

   - The RTB and Minnesota Rideshare will develop demonstration projects in the target areas which will test the effectiveness of TDM measures that will encourage employers to provide TDM programs and incentives, attract new individuals to ridesharing, and test concepts for better delivery of services. Start up services will be offered to assist the local service providers and employers in providing site-specific services, incentives, and facilities. Such incentives and services may include:

guaranteed rides home in case of emergencies for pool and transit users; pool and bus subsidies; preferential parking and loading locations for pools and buses; coordinated use of agency vehicles for transit; establishing of flex time schedules; subscription bus/van set-up; employee pool matching and instant match list capability. Methods for evaluating the effectiveness of the TDM measures will be developed with each demonstration.

- The RTB and Minnesota Rideshare will assist the Metropolitan Council and I-494 TMO in coordinating the planning and implementation of transit improvements, ridesharing programs, and TDM strategies along the I-494 corridor. Activities may include:

    - Expansion of existing and new reverse commute services
    - Suburb-to-suburb express services
    - Subscription services focusing on major employers
    - Timed transfer services
    - On-site ridesharing coordinators
    - Instant matching
    - Flextime study and promotion
    - Other incentives

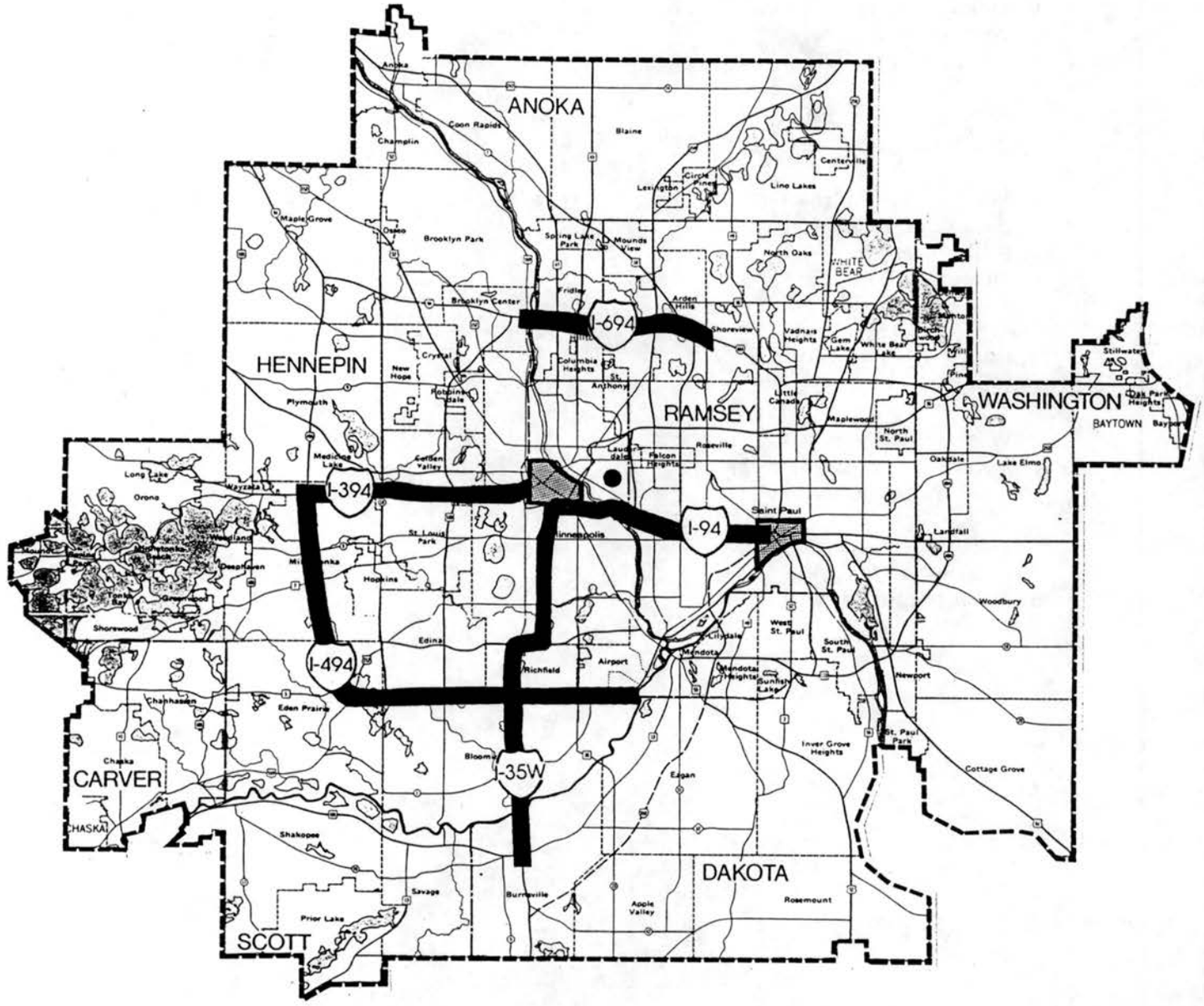
  I-494 will serve as a model for test marketing and institutional options for service delivery.

- The RTB, in conjunction with Minnesota Rideshare, Metropolitan Council, I-35W Project Management Team and Project Advisory Board, and other committees, will assist Mn/DOT with the recommended activities outlined in the I-35W TDM Final Report. Activities may include: Promotion of a rideshare program which reflects a very high level of involvement and commitment by employers, developers, and others in the private sector; concentrated marketing; promotion of the employer pass program including additional subsidization by employers; new or restructured transit service; establishment of a public information program; and other TDM measures.

IMPLEMENTATION SCHEDULE

Task	1990	1991	1992	1993	1994
Undertake and maintain a three-tiered delivery of service approach	•	•	•	•	•
Expand, monitor and maintain a ridematch database	•	•	•	•	•
Develop and advertising and public relations plans that coordinates ridesharing promotion with the regional transit program	•	•	•	•	•

Task	1990	1991	1992	1993	1994
Initiate meetings and provide technical assistance to local governments with the development of TDM strategies	•				
Identify new program needs and financial backing required	•	•	•	•	•
Advise on HOV facilities, park-and-ride lots, regulatory tools, and TDM capital improvements	•	•	•	•	•
Inventory and identify potential local service providers	•	•	•	•	•
Develop marketing programs and promotions in specific market corridors	•	•	•	•	•
Develop demonstration projects which test the effectiveness of TDM measures	•	•	•	•	•



Corridors with Major Rideshare and Travel Demand Management Activities

RTB

Rideshare and TDM Activities

Figure 5

Regional Transit Board Five-Year Transit Plan

CHAPTER V

TRANSIT EQUIPMENT AND FACILITIES

CHAPTER V. TRANSIT EQUIPMENT AND FACILITIES

The RTB provides capital funding to transit providers and, through the transit hub program, to local communities. The following presents the RTB's strategies for transit capital investments and provides estimates of regional capital needs and funding requirements.

GOAL

- To make capital investments in the regional transit system which improve cost-effective service delivery and enhance the attractiveness of transit use.

STRATEGIES

- Give priority to funding the replacement of needed existing capital assets.
- Develop passenger amenities, such as transit hub facilities and shelters, to improve the attractiveness of transit use.
- Maintain vehicles and facilities to ensure passenger comfort and improve the reliability of transit service.
- Make public transit facilities available for use by all providers.
- Provide RTB capital funding to public, private, and nonprofit transit providers with identifiable needs. RTB capital funding will be provided to providers in proportion to levels of RTB operating assistance.
- Where appropriate, apply RTB cost-sharing guidelines to requests for capital funding.
- Use exurban funding to finance the capital costs of providing service to the exurban area.
- Maximize opportunities for federal funding.
- Continue designation of the MTC as the recipient of UMTA Section 9 capital grants.

A. CAPITAL NEEDS

Transit capital investments are expected to total $101.5 million over the next five years. Of this amount, approximately $97.8 million will be required to fund MTC capital costs. Cost estimates include the vehicle, facility and equipment needs of the MTC and community based providers. In addition, cost estimates for development of transit hubs are included. Annual capital costs are shown in Tables 1-3.

Not included are the capital needs of the private regular route providers or providers such as those operating Metro Mobility service, who receive RTB funding on a fee-for-service basis. Private regular route operators will continue to receive reimbursement

through operating subsidies for the depreciated cost of equipment and facilities. Capital costs of fee-for-service providers are included in operating contracts.

Metropolitan Transit Commission - MTC equipment and facility needs are based on MTC's 1990-1994 Capital Plan. This plan presents projected capital needs. The RTB will continue to evaluate proposed capital projects in its annual review of the MTC Capital Budget .

Fleet Replacement - Replacement of MTC buses will continue to require the largest share of capital funding through 1994. The MTC anticipates purchasing 286 buses and rehabilitating an additional 20 existing vehicles. Total bus costs over five years are estimated at $78.1 million, representing 77 percent of total capital needs.

Estimates of MTC fleet needs are based on the following assumptions:

- Minimal growth of one percent annually, or about eight vehicles, in the number of buses required to operate peak period service. The peak bus requirement is expected to grow from 867 to 891 vehicles during the period 1990-1994.

- Maintaining a spare bus ratio of less than 15 percent of the peak period bus requirement.

The MTC fleet replacement program calls for replacement of buses at the end of their useful life of twelve years. The MTC also attempts to make regular bus purchases in order to maintain an average fleet age at or near six years and to avoid the need for large bus purchases at any one time. Ultimately, this would lead to replacement of 1/12 of the fleet, or approximately 80 buses each year. Due to past fluctuations in bus purchases, however, bus replacement needs will be uneven during the period 1990-1994. As shown in Table 1, relatively small bus purchases in 1990-1992 will be followed by larger purchases in later years, with projected bus costs reaching $39.9 million in 1994. The RTB will work with the MTC to explore options for smoothing out bus purchases so as to avoid this projected peak in vehicle requirements.

MTC fleet needs will continue to be monitored in relation to changes in service levels. In the near term, the start-up of replacement service programs in the Six Cities sand Maple Grove in 1990 could affect the peak bus requirement. By the mid-1990's, development of LRT will have implications for fleet needs. As service is restructured to coordinate with LRT, there are likely to be opportunities for savings in vehicle requirements.

Facilities - In recent years, the MTC has undertaken a major facility modernization program. With the opening of the new Nicollet Garage in 1990, all MTC operating facilities will have been constructed or remodeled since 1975. No major investment in facilities will, therefore, be necessary over the next five years.

It is estimated that approximately $7.2 million will be required through 1994 for facility maintenance and construction of bus turnarounds and park-and-ride lots. These projects are described below:

- Major Maintenance. This category includes the ongoing maintenance of MTC operating facilities. An estimated $500,000 will be required annually for this project.

- Bus Turnarounds. These facilities provide off-street space at the end of routes for bus turnarounds and layovers. This provides operating efficiencies and often allows buses to turn around without using residential streets. Several turnaround

sites are currently under development. The MTC expects to spend approximately $160,000 per year on this project beginning in 1991.

- Park-and-Ride Lots. The MTC is in the process of constructing or making improvements to five park-and-ride lots. No new lots are programmed for 1990. Beginning in 1991, the MTC anticipates constructing two lots annually, at a cost of about $500,000 each. Selection of park-and-ride sites will be coordinated with light rail transit development and other transit service improvements.

Other Capital Needs - This category includes improvements to MTC computer systems and purchase of capital equipment. An estimated $3.8 million will be required for computer upgrades. Purchase of capital equipment, including service vehicles, tools and equipment is estimated to cost $8.8 million.

Community Based Transit Needs - In 1989 the RTB began providing capital funding to community based transit providers for vehicle purchases. The RTB will continue to fund a portion of vehicle costs for these providers. It is estimated that an average of $250,000 annually in RTB funding will be required to meet these needs. This amount will fund the purchase of approximately ten vehicles per year.

Transit Hubs - As described in Chapter III, the RTB will be working with local communities to develop transit hub facilities. The cost of this program is expected to average $500,000 annually, for a total of $2.5 million over five years.

Light Rail Transit - Development of LRT will require a major investment of regional capital funds through the 1990's. These costs and funding requirements will be identified in the LRT Development and Financial Plan to be submitted to the Minnesota Legislature in early 1990. Planning for future capital needs including bus requirements for regular route service, will be coordinated with LRT development.

Potential Capital Needs - Additional capital requirements could add to the costs identified in this plan. These are described in the following:

- Bus Emissions Standards. Current Environmental Protection Agency regulations require that all heavy-duty transit bus engines purchased after January 1, 1991, must meet stringent emission standards. The industry is currently investigating two ways to meet these standards: add exhaust converters to diesel engines; and use of alternative fuels such as methanol, compressed natural gas or electricity. It is not known if any of these technologies will be available by the time the regulations go into effect. Bus costs shown in Table 1 include an MTC estimate of $15,000 per vehicle to meet these requirements. In addition, the MTC estimates modification to fuel storage and dispensing systems at service garages could cost $3 million to $5 million.

- Lift Equipped Buses. MTC estimates the cost of purchasing buses equipped with lifts would add $15,000 to the cost of each vehicle. should UMTA require that federally funded buses be lift equipped, or the region adopt a policy calling for regular route accessibility, it would cost an additional $4.6 million to equip the 306 buses the MTC expects to purchase between 1990 and 1994.

- Nicollet Mall Shuttle. This project, proposed by the City of Minneapolis, could require an additional $6 million in RTB capital funding. The shuttle project is currently under review by the RTB and Metropolitan Council.

Table 1

BUS COSTS

1990-1994

Project	Unit Cost	1990	1991	1992	1993	1994	Total
MTC							
Purchase 37 forty-foot	$185,000	$7,150,000					
Purchase 13 articulated	$353,000		$4,763,000				
Rehab. 20 articulated	$150,000		$3,000,000				
Purchase 23 forty-foot	$204,000			$4,870,000			
Purchase 83 forty-foot	$214,000				$18,437,000		
Purchase 80 forty-foot	$225,000					$18,684,000	
Purchase 50 articulated	$409,000					$21,227,000	
Subtotal MTC		$7,150,000	$7,763,000	$4,870,000	$18,437,000	$39,911,000	$78,131,000
Community Transit Providers		$225,000	$225,000	$225,000	$225,000	$225,000	$1,125,000
TOTAL		$7,375,000	$3,988,000	$5,095,000	$18,662,000	$40,136,000	$79,256,000

Table 2

FACILITY COSTS

1990-1994

Project	1990	1991	1992	1993	1994	Total
MTC						
- Major Maintenance	$541,900	$500,000	$500,000	$500,000	$500,000	$2,541,900
- Bus Turnarounds	0	160,000	160,000	160,000	160,000	640,000
- Park/Ride Lots	0	1,000,000	1,000,000	1,000,000	1,000,000	4,000,000
Subtotal MTC	$541,900	$1,660,000	$1,660,000	$1,660,000	$1,660,000	$7,181,900
RTB						
- Transit Hubs	$500,000	$500,000	$500,000	$500,000	$500,000	$2,500,000
TOTAL	$1,041,900	$2,160,000	$2,160,000	$2,160,000	$2,160,000	$9,681,900

Table 3

OTHER COSTS

1990-1994

Project	1990	1991	1992	1993	1994	Total
MTC						
- Computerization	$1,686,000	$375,000	$665,000	$590,000	$435,000	$3,751,000
- Capital Equipment	1,057,400	1,529,000	3,813,700	871,300	1,491,000	8,762,400
TOTAL	$2,743,000	$1,904,000	$4,478,700	$1,461,300	$1,926,000	$12,513,400

B. FUNDING

Transit capital needs have been met through two sources of funding, federal capital grants and local funds finance through the sale of bonds. The following discusses projected levels of federal and local funding.

Federal Capital Funding - The region has obtained federal funding from three sources:

- UMTA Section 9 Grants. This is a formula grant program which provides an annual appropriation to urbanized areas for operating and routine capital needs. Local matching funds are required for 20 percent of capital project costs. The MTC is the designated recipient of UMTA Section 9 funds for the Twin Cities Metropolitan Area. As shown in Table 4, available section 9 capital funding has steadily declined in recent years.

- UMTA Discretionary Grants. The most common source of federal discretionary funding is the UMTA Section 3 grant program. Funding under this program is generally limited to major non-recurring capital investments such as bus garages and rail systems. There is no designated recipient of Section 3 funds; any public entity may apply for funding with approval from the RTB. The MTC has received Section 3 funds for reconstruction of the Nicollet Garage and the Hennepin County Regional Railroad Authority has received preliminary approval of Section 3 funding for implementation of its Stage I LRT system.

- Federal Aid Urban (FAU). This federal highway program has been used for MTC bus purchases and developing park-and-ride lots. Funding decisions are made through the metropolitan planning process.

Table 4

UMTA SECTION 9 FUNDING

1984-1989

1984	$10.9 million
1985	$10.2 million
1986	$ 8.9 million
1987	$ 9.9 million
1988	$ 7.0 million
1989	$ 6.3 million

As indicated in Table 5, an estimated $27.5 million in federal funding is projected through 1994. This is based on the following assumptions:

- Continued decreases in Section 9 Capital funding of 15 percent annually, from $5.4 million in 1990 to $2.8 million in 1994.
- No additional funding available from federal discretionary programs for needs identified in this plan. It is anticipated that Section 3 funding will be sought for LRT development.
- No additional FAU funding.

This represents a conservative estimate of available federal funding. In June 1989, the MTC applied for UMTA Section 3 funding for bus replacement. At this time, it is not known if this application will be approved. The MTC and local units of government are expected to continue to apply for federal discretionary and FAU transit funding. Should funding become available from these sources, the local funding requirements described below would be reduced.

Local Funding - As indicated in Table 5, an estimated $74 million in local funding will be required through 1994 to meet identified capital needs. Local funding is obtained from the proceeds of bonds sold by the Metropolitan Council at the request of the RTB and MTC in an amount authorized by the legislature.

The 1989 legislature approved bonding authorization of $26 million to the MTC for capital projects and $4.7 million to the RTB to fund transit hub development and vehicle purchases by community based providers. Based on projected capital needs, the MTC estimates that additional bonding authorizations totaling $36 million will be required through 1994. The RTB is expected to require additional bonding authorization of less than $1 million for the same period. Table 6 shows the MTC's bonding projections for the years 1990 - 1994. MTC;s estimate of future requests for bonding authorization are given in Table 7.

Table 5
FUNDING SOURCES

1990-1994

	1990	1991	1992	1993	1994	Total
Capital Costs						
Buses	$7,375,000	$7,988,000	$5,095,000	$18,662,000	$40,136,000	$79,256,000
Facilities	1,041,900	2,160,000	2,160,000	2,160,000	2,160,000	9,681,900
Other	2,743,000	1,904,000	4,478,700	1,461,300	1,926,000	12,513,000
TOTAL	$11,159,900	$12,052,000	$11,733,700	$22,283,300	$44,222,000	$101,450,900
Funding						
Federal						
- Section 9	$5,400,000	$4,600,000	$3,900,000	$3,300,000	$2,800,000	$20,000,000
Regional	$5,759,900$	7,452,000$	7,833,700	$18,983,300	$41,422,000	$73,950,900

Given relatively stable bonding needs through the period, debt service requirements are expected to remain at or below existing levels through 1994. Extensive analysis of future debt service requirements, will be included in the RTB Financial Plan to be developed in 1990.

Table 6
MTC BONDING PROJECTIONS

	1989	1990	1991	1992	1993	1994
Beginning Year Balance	$21,300,000	$11,557,000	$ 6,337,000	$ 5,250,000	$ 4,562,000	$ 4,832,000
Federal Grants	$17,587,000	$24,538,000	$ 6,177,000	$ 4,385,000	$ 3,857,000	$ 3,282,000
Investment Income	$ 1,075,000	$ 586,000	$ 379,000	$ 321,000	$ 307,000	$ 318,000
Incidental Revenue	$ 0	$ 250,000	$ 0	$ 0	$ 0	$ 0
Bond Issue	$ 0	$26,000,000	$ 4,000,000	$ 7,000,000	$ 7,000,000	$18,000,000
Disburse-ments	$28,405,000	$56,594,000	$11,643,00	$12,394,000	$10,894,000	$21,537,000
Ed of Year Balance	$11,557,000	$6,337,000	$5,250,000	$4,562,000	$4,832,000	$4,895,000

Source: 1990 MTC Capital Budget

Table 7
Requested Bonding Authorizations
Estimated by State Fiscal Biennia (July 1 - June 30)

1989-1991 Biennium (Approved)	1991-1993 Biennium (Proposed)	1993-1995 Biennium (Proposed)*	Total Proposed
$26 million	$18 million	$59 million	$77 million

* Includes capital expenditures in 1995 and beyond.

CHAPTER VI

FINANCIAL FORECAST

CHAPTER VI. FINANCIAL FORECAST

This section provides a summary of operating costs and funding requirements for the various types of transit services. Included are cost projections for existing services and for new services scheduled for implementation during the period 1990-1994.

Detailed analysis of costs and funding sources are not presented at this time. The RTB is required to prepare a detailed financial plan in 1990. This plan will examine issues affecting transit financing and will include LRT financing recommendations included in the LRT Development and Financial Plan, to be completed in late 1989.

GOAL

- Utilize public resources and investments inthe most efficient manner possible in order to establish and maintain a strong financial base of pubic transit activities.

STRATEGIES

- Continue to maximize federal sources of transit funding.
- Maintain existing funding sources including: farebox recoveries, property taxes, state and federal funding sources.
- Attempt to achieve approximate funding levels of 35 percent fares, 35 percent property taxes, 20 percent state aid and 10 percent federal aid.
- To allow both the RTB and MTC to plan investment strategies for efficient utilization of funds, maintain a MTC cash balance of $8.35 million and a working capital balance of $15 million.

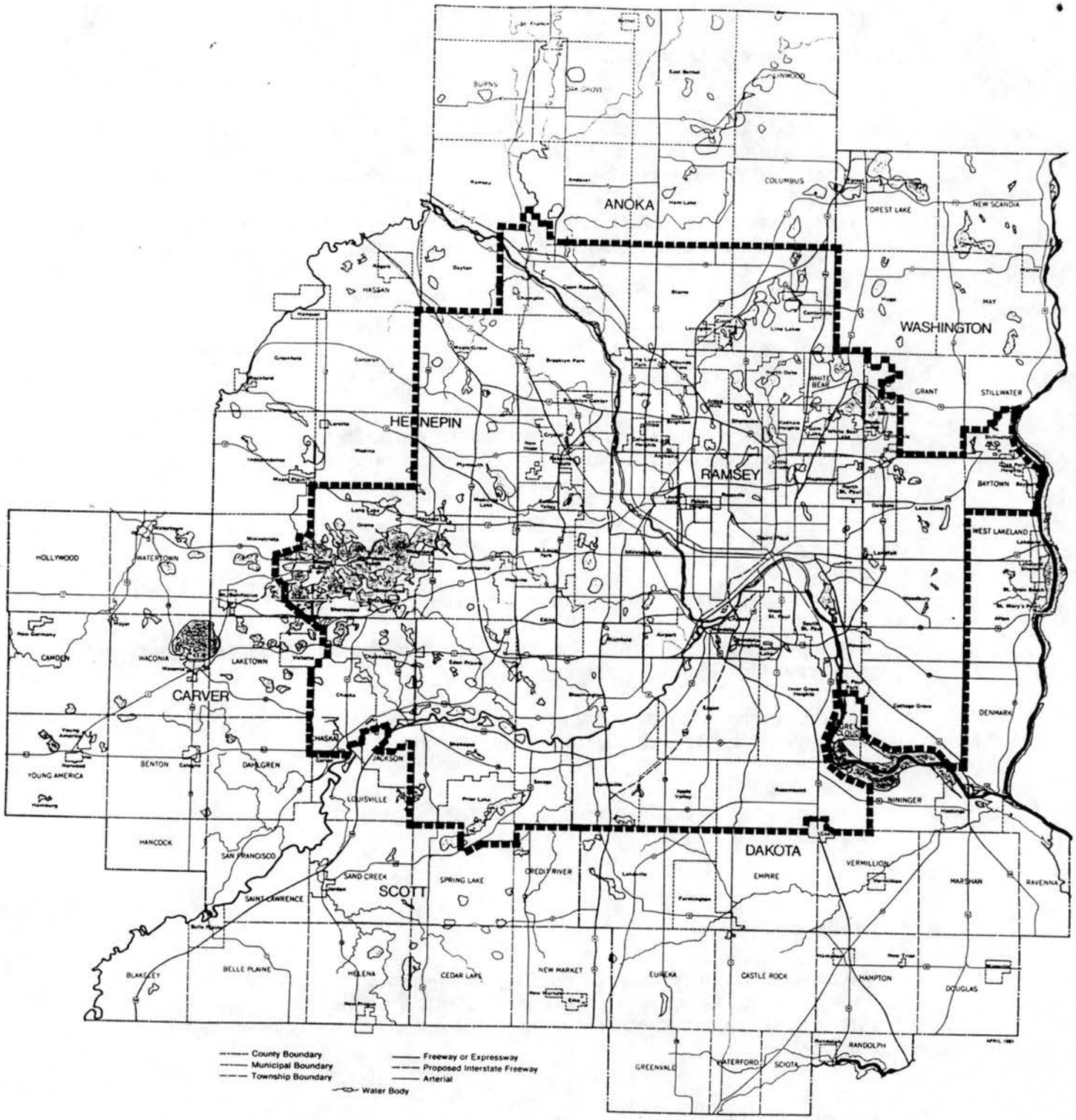
A. Financial Resources

The programs administered by the Regional Transit Board receive funding from three sources: federal, state and local property tax revenues. Operators of transit services also collect farebox revenues. The following describes these funding sources.

Property Tax Levy

The RTB is authorized by Minnesota Statute to levy property taxes for payment of the expenses of operating transit and a debt service levy to provide for payment of obligations issued by the Metropolitan Council and for the full and timely payments of certificates of indebtedness and other obligations to which property taxes have been pledged.

For purposes of taxation for transit purposes, the metropolitan area is divided into two taxing districts, the Metropolitan Transit Taxing District and the Exurban Area. Figure 6 shows the boundaries of the taxing district, which includes those communities receiving regular route transit service. Prior to the 1988 tax levy, the RTB



Metropolitan Transit Taxing District

Figure 6

Regional Transit Board Five-Year Transit Plan

was authorized to levy each year an amount up to two mills times the assessed value of all property within the metropolitan transit taxing district. Effective in 1989, the levy limit is now subject to annual percentage change adjustments based on year-to-year market value changes in the taxing district.

The RTB also levies a tax in the Exurban Area which is equal to ten percent of the tax levy assessed in the taxing district. The proceeds of this tax are used to fund transit programs serving residents of the exurban area. These include rideshare programs and rural paratransit programs.

Taxes levied by the RTB in 1988 (payable 1989) to fund transit operations are as follows:

Transit Taxing District - $55,141,281

Exurban Area - $605,264

The transit tax levied within the transit taxing district is reduced (tax feathering) based on levels of service provided. The RTB receives reimbursement from the General Fund of the State Treasury for the amounts of the levy reduction. Table 8 indicates the communities affected by tax feathering.

State Transit Assistance - Received from the General Fund and Motor Vehicle Excise Tax (transit assistance fund), this source may be used to fund:

- Transit provider programs including the MTC, Metro Mobility, private operators or other operators of public transit service.
- Specific planning funds for new services, planning or preliminary engineering.
- Regional Transit Board administration.

Table 8
1989 Property Tax Feathering

- Tax rate is tied to the frequency of regular route transit service provided to the community as follows:

Level of Service	Tax Rate Reduction
Full peak and off-peak service	-0-
Full peak and limited off-peak service	.5 mills, or .410 Tax Capacity Rate Reduction
Peak period service only	.75 mills, or .615 Tax Capacity Rate Reduction

Communities Receiving Transit Levy Reductions
(.5 mills, or 4.10 Tax Capacity Rate Reduction)

Dakota County
Mendota Heights

Washington County
Baytown
Cottage Gorve
Dellwood
Lake Elmo
Mahtomedi
Newport
St. Paul Park
Willernie
Woodbury

Ramsey County
North Oaks
Spring Lake Park
Vadnais Heights

Hennepin County
Deephaven
Eden Prairie
Greenwood
Long Lake
Orono
Plymouth
Shoreview

(.75 mills, or 6/15 Tax Capacity Rate Reduction)

Anoka County
Centerville

Scott County
Prior Lake
Savage
Shakopee

Dakota County
Apple Valley
Burnsville
Eagan
Lilydale
Mendota
Rosemount
Sunfish Lake

Carver County
Chanhassen
Chaska

Ramsey County
Arden Hills
Gem Lake
White Bear Township

Washington County
Birchwood
Pine Springs

Hennepin County
Chanhassen
Maple Grove
Medicine Lake
Osseo
Tonka Bay
Woodland

Federal Funds

There are two primary sources for funding for transit operations and planning administered by the Urban Mass Transit Association (UMTA). These are:

- UMTA Section 9. This program provides direct appropriations to urbanized areas (over 50,000 population) for operating assistance and routine capital needs. Section 9 funds are allocated each year in an amount determined by formula. The MTC is the designated recipient of Section 9 funds for the metropolitan area.

- Section 8: Grants to state and local public bodies for the planning, engineering, designing and evaluation of public transportation projects and for other technical studies. Activities assisted under Section 8 may include: 1) studies relating to management, operating, capital requirements and economic feasibility; 2) preparation of engineering and architectural surveys, plans and specifications; 3) evaluation of previously funded projects; and 4) other similar or related activities preliminary and in preparation for construction, acquisition or improved operations of mass transportation system, facilities and equipment. The Metropolitan Council is designated recipient of Section 8 funds. The RTB, MTC and Metropolitan Council use Section 8 funds to support their planning efforts.

B. Fiscal Trends

In 1983, the Legislature created the Legislative Study Commission on Metropolitan Transit. The Study Commission made the following recommendation regarding transit funding:

- The RTB should develop a long-range financing structure that will promote stability and revenue certainty.

- The fare structure should be simplified and should be consistent across the metropolitan area. Fares, other than social fares, should be established to ensure that operating revenues are proportionate to the cost of providing service.

- In time, funding sources should become approximately 35 percent fares, 35 percent property taxes, 20 percent state aid and 10 percent federal aid.

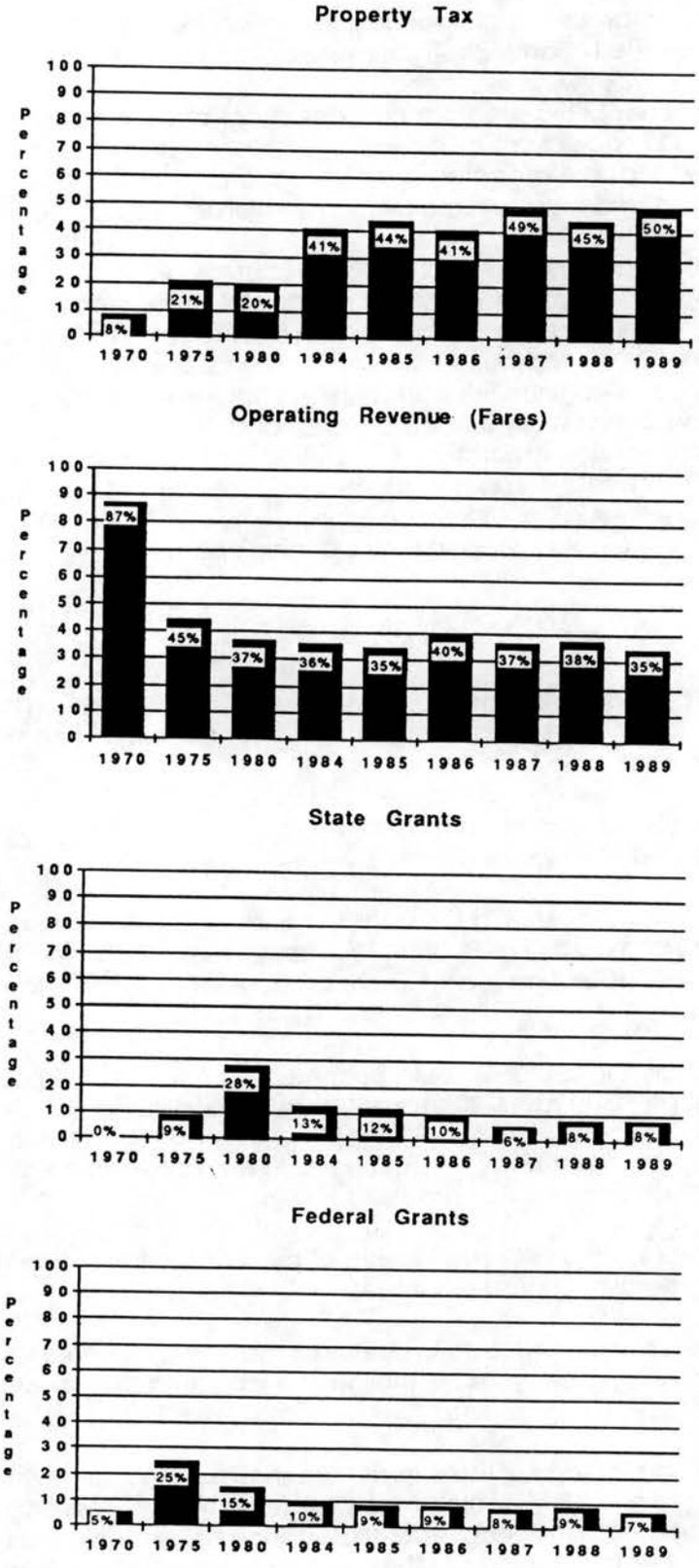
- The property tax structure should be adjusted between communities to reflect the level of transit service provided in them.

- Funds should be made available to all providers to the extent that they qualify under federal and state guidelines.

While progress has been made on some of these recommendations, such as fare simplification and property tax feathering, the long term stability of transit funding remains a concern.

Trends in funding for regular route transit are shown in Figure 6. While fare revenues have remained relatively stable of the past several years, meeting goals for farebox return of 35 percent, state and federal assistance have continued to decrease as a percentage of transit funding. At the same time, funding from property taxes have continued to increase and are now the largest source of funding, representing 50 percent of the cost of regular route service in 1989.

Figure 7
REGIONAL TRANSIT BOARD
FUNDING FOR REGULAR ROUTE TRANSIT



The RTB will continue to monitor these funding trends as our effort to ensure stability in transit funding. The 1989 legislature established the Transportation Study Board to investigate transportation funding needs. The recommendations of this committee will be examined as the RTB prepares its Financial Plan in 1990.

C. FINANCIAL FORECAST

This section provides cost estimates and sources of funding for the various transit services for the years 1990 - 1994 and also for the ten and twenty year periods ending in the years 2000 and 2010. For each type of service, funding trends, financial assumptions, projected operating costs and funding sources are given. Table 20 provides a summary of estimated operating costs and funding sources for the metropolitan transit system.

Regular Route Service

Assumptions:

- Operating costs for existing service levels are projected to not exceed the inflation rate as measured by the Minneapolis - St. Paul consumer Price Index; they have been projected through the five year period at a growth trend of five percent per year. The cost projections included in provider budget and contract requests will be evaluated against actual, audited operating experience.
- Funding sources will remain approximately the same as 1989.
- Fare increase likely to maintain farebox revenue at the targeted share of total costs.
- A modest one percent annual growth in ridership.
- A modest growth in service miles.
- A similar service mix as in 1989 with the possible addition of new providers.
- Stable fuel supply.
- New Service
  - Assumes implementation of new services in each of the next five years.
  - Assumes farebox recovery ratios appropriate to the type of service. This may be high for a demonstration and the ridership revenue projections estimated here may be overly optimistic. More detailed cost and ridership estimates will be developed as part of the individual implementation plans.

Table 9
Regular Route
1986 -1989 Costs/Funding Sources

		1986 Actual	1987 Actual	1988 Actual	1989 Contract
Fare Revenue		$36,672,127	$35,958,764	$35,997,239	$36,436,000
Other Funds		$5,596,698	$672,213	$753,347	$807,000
Federal		$8,466,000	$7,491,725	$7,504,985	$7,500,000
State		$6,183,424	$5,441,368	$5,695,587	$6,543,910
Property Tax		$40,375,011	$48,891,839	$48,982,807	$53,754,303
	TOTAL	$97,756,502	$98,912,691	$99,402,531	$105,519,779

Table 10
Regular Route
Projected Costs / Funding Sources

Operating Cost by Source of Funds		1990	1991	1992	1993	1994	Total	2000	2010
Fare Revenue		34,156,227	36,175,311	37,963,981	40,210,475	42,200,499	190,706,493	58,131,572	97,278,922
Other Funds		853,676	896,108	940,657	987,432	1,036,542	4,714,415	1,380,244	2,248,272
Federal		7,300,000	7,300,000	7,300,000	7,300,000	7,300,000	36,500,000	7,300,000	7,300,000
State		11,618,516	12,224,666	12,911,001	13,576,568	14,330,907	64,661,658	19,332,231	31,790,499
Local Share									
Property Tax		55,974,397	58,801,872	62,052,216	65,151,773	68,719,612	310,699,870	92,876,060	152,987,198
	TOTAL	109,902,816	115,397,957	121,167,855	127,226,248	133,587,560	607,282,436	179,020,107	291,604,891

*Fare revenue does not reflect social fares est at 4,200,000 /year

Table 11
New Regular Route Services
Projected Costs / Funding Sources

Operating Cost by Source of Funds		1990	1991	1992	1993	1994	Total	2000	2010
Fare Revenue		455,911	796,883	966,748	585,536	230,529	3,035,607	317,691	517,048
Other Funds							0		
Federal		0	0	0	0	0	0		
State		914,089	1,468,117	2,208,252	1,439,464	524,471	6,554,393	694,081	1,131,022
Local Share									
Property Tax		0	0	0	0	0	0		
	TOTAL	1,370,000	2,265,000	3,175,000	2,025,000	755,000	9,590,000	1,011,772	1,648,070

Metro Mobility

Assumptions:

- Funding sources will remain the same as 1989, i.e., state appropriation.
- A similar service mix of providers.
- Ridership to increase from 1989 base at rate of five percent per year. Reliance on Metro Mobility as the primary transportation resource for human service programs expected to continue.
- Fares to increase to accomplish the goal of maintaining fare box revenue at a minimum 10 percent recovery ratio.
- Provider reimbursement rates will require revision to respond to the anticipated five percent a year growth in operating costs.

Table 12
Metro Mobility
1986 - 1989 Costs / Funding Sources

		1986 Actual	1987 Actual	1988 Actual	1989 Contract
Fare Revenue		$414,642	$952,945	$1,260,099	$1,377,233
Other Funds		$0	$146,684	$139,231	$0
Federal		$0	$0	$0	$0
State		$5,232,138	$7,255,395	$10,085,236	$11,467,073
Property Tax		$0	$0	$0	$0
	TOTAL	$5,646,780	$8,355,024	$11,484,566	$12,844,306

Table 13
Metro Mobility
Projected Costs / Funding Sources

Operating Cost by Source of Funds		1990	1991	1992	1993	1994	Total	2000	2010
Fare Revenue		1,446,095	1,518,400	1,594,320	1,674,036	1,757,738	7,990,589	2,355,536	3,836,919
Other Funds		180,000	180,000	180,000	180,000	180,000	900,000	180,000	180,000
Federal							0		
State		12,737,471	14,112,179	15,592,062	17,200,942	18,948,861	78,591,515	32,685,988	74,112,949
Local Share							0		
Property Tax							0		
	TOTAL	14,363,566	15,810,579	17,366,382	19,054,978	20,886,599	87,482,104	35,221,524	78,129,868

Community Based (Rural and Small Urban) Services

Assumptions:

- Operating costs for existing service levels are projected to not exceed the inflation rate as measured by the Minneapolis - St. Paul Consumer Price Index; they have been projected through the five year period at a growth trend of five percent per year. The cost projections included in provider budget and contract requests will be evaluated against actual, audited operating experience.
- Funding sources will remain approximately the same as 1988.
- Fares to increase to accomplish fare box recovery ratios (depending on type of service) as established by RTB fare policy.
- A five percent annual growth in ridership.
- Similar service mile levels.

Community Based (Opt-Out) Services

Assumptions:

- Operating costs for existing service levels are projected to not exceed the inflation rate as measured by the Minneapolis - St. Paul Consumer Price Index; they have been projected through the five year period at a growth trend of five percent per year. The cost projections included in provider budget and contract requests will be evaluated against actual, audited operating experience.
- Funding sources will remain approximately the same as 1988.
- Fares to increase to accomplish the fare box recovery ratios (depending on type of service) as established by RTB fare policy.
- Moderate growth in ridership.
- Similar service mile levels.
- Implementation in remaining opt-out cities (Burnsville, Eagan, Apple Valley, Rosemount, Prior Lake, Savage, Maple Grove) to be initiated in 1990.
- No additional communities eligible to exercise opt-out.

Table 14
Community Based Transit
1986 - 1989 Costs / Funding Sources

	1986 Actual	1987 Actual	1988 Actual	1989 Contract
Fare Revenue	$276,866	$258,170	$319,817	$691,081
Other Funds	$446,297	$537,373	$735,179	$534,734
Federal	$219,182	$218,027	$232,682	$241,778
State	$606,834	$654,611	$786,149	$905,407
Property Tax	$761,960	$855,941	$855,526	$1,046,376
TOTAL	$2,296,140	$2,524,113	$2,899,351	$3,064,581

Table 15
Community Based Transit
Projected Costs / Funding Sources

Operating Cost by Source of Funds	1990	1991	1992	1993	1994	Total	2000	2010
Fare Revenue	516,192	521,354	526,567	531,833	537,151	2,633,097	740,529	1,206,244
Other Funds								
Federal	244,500	244,500	244,500	244,500	244,500	1,222,500	244,500	244,500
State	961,787	1,044,454	1,131,488	1,223,112	1,319,556	5,680,397	1,768,333	2,880,429
Local Share	522,746	534,528	546,745	559,416	572,562	2,735,997	1,157,379	3,166,111
Property Tax	2,117,957	2,236,505	2,361,107	2,492,067	2,629,704	11,837,340	3,196,421	4,079,534
TOTAL	4,363,182	4,581,341	4,810,407	5,050,928	5,303,473	24,109,331	7,107,162	11,576,818

Table 16
New Community Based Transit Services
Projected Costs / Funding Sources

Operating Cost by Source of Funds	1990	1991	1992	1993	1994	Total	2000	2010
Fare Revenue	132,336	78,709	217,589	64,225	64,867	557,726	89,429	145,670
Other Funds						0	0	0
Federal	0	0	0	0	0	0		
State	353,664	373,841	395,051	417,347	440,784	1,980,687	588,193	958,106
Local Share						0		
Property Tax	130,000	29,250	286,000	0	0	445,250	0	0
TOTAL	616,000	481,800	898,640	481,572	505,651	2,983,663	677,622	1,103,776

Minnesota Rideshare

Assumptions:

- Similar Staffing levels for Minnesota Rideshare.
- Five percent annual growth in program costs.
- Federal funding availability doubtful

Table 17
Rideshare
1986 - 1989 Costs / Funding Sources

		1986 Actual	1987 Actual	1988 Actual	1989 Contract
Fare Revenue		$0	$0	$0	$0
Other Funds		$0	$0	$0	$0
Federal		$500,231	$386,144	$361,000	$379,098
State		$15,516	$0	$0	$0
Property Tax		$175,254	$290,632	$220,632	$333,966
	TOTAL	$691,001	$676,776	$581,632	$713,064

Table 18
Rideshare
Projected Costs / Funding Sources

Operating Cost by Source of Funds		1990	1991	1992	1993	1994	Total	2000	2010
Fare Revenue							0		
Other Funds							0		
Federal		385,000	0	0	0	0	385,000	0	0
State							0		
Local Share							0		
Property Tax		363,717	786,153	825,461	866,734	910,071	3,752,136	1,219,583	1,986,574
	TOTAL	748,717	786,153	825,461	866,734	910,071	4,137,136	1,219,583	1,986,574

Table19
New Rideshare - TDM Services
Projected Costs / Funding Sources

Operating Cost by Source of Funds		1990	1991	1992	1993	1994	Total	2000	2010
Fare Revenue							0		
Other Funds							0		
Federal							0		
State							0		
Local Share							0		
Property Tax		255,000	255,000	255,000	255,000	255,000	1,275,000	255,000	255,000
	TOTAL	255,000	255,000	255,000	255,000	255,000	1,275,000	255,000	255,000

Table 20
Five-Year Transit Plan
Total Operating Cost Projections

Operating Cost by System Categories	1990	1991	1992	1993	1994	Total	2000	2010
Regular Route Operators	109,902,816	115,397,957	121,167,855	127,226,248	133,587,560	607,282,436	179,020,107	291,604,891
Rideshare	748,717	786,153	825,461	866,734	910,071	4,137,136	1,219,583	1,986,574
Metro Mobility	14,363,566	15,810,579	17,366,382	19,054,978	20,886,599	87,482,104	35,221,524	78,129,868
Community Based Transit	4,363,182	4,581,341	4,810,407	5,050,928	5,303,473	24,109,331	7,107,162	11,576,818
New Services								
Regular Route	1,370,000	2,265,000	3,175,000	2,025,000	755,000	9,590,000	1,011,772	1,648,070
Community Based	616,000	481,800	898,640	481,572	505,651	2,983,663	677,622	1,103,776
Rideshare TDM	255,000	255,000	255,000	255,000	255,000	1,275,000	255,000	255,000
TOTAL	131,619,281	139,577,830	148,498,745	154,960,460	162,203,354	736,859,670	224,512,770	386,304,997

Funding Sources

Operating Cost by Source of Funds								
Fare Revenue	36,706,761	39,090,657	41,269,205	43,066,105	44,790,784	204,923,512	61,634,757	102,984,803
Other Funds	1,033,676	1,076,108	1,120,657	1,167,432	1,216,542	5,614,415	1,560,244	2,428,272
Federal	7,929,500	7,544,500	7,544,500	7,544,500	7,544,500	38,107,500	7,544,500	7,544,500
State	26,585,527	29,223,257	32,237,854	33,857,433	35,564,579	157,468,650	55,068,826	110,873,005
Local Share	522,746	534,528	546,745	559,416	572,562	2,735,997	1,157,379	3,166,111
Property Tax	58,841,071	62,108,780	65,779,784	68,765,574	72,514,387	328,009,596	97,547,064	159,308,306
TOTAL	131,619,281	139,577,830	148,498,745	154,960,460	162,203,354	736,859,670	224,512,770	386,304,997

APPENDICES

APPENDIX A

EXISTING SERVICES/PERFORMANCE DATA

METROPOLITAN TRANSIT COMMISSION

Type of Service: Local, express and circulator fixed route services.

Service Area: Approximately 2,000 square miles of the metropolitan area.

Operator: MTC, except for several small service contracts.

Vehicles: 833 peak-hour buses (1989 proposed).

Service Hours: Monday-Sunday, 21 hours daily.

Performance Data:

(Figures in Millions)

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$99.4[a]	$99.8	$105.4
Passengers:	70.0[a]	71.2	70.1
Miles:	27.8[a]	27.4	28.8

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[a]The 1988 Minnesota Transit Report, January 1989.

METRO MOBILITY

Type of Service: Paratransit service for the disabled and elderly.

Service Area: St. Paul, Minneapolis and much of the metropolitan area.

Operator: City Wide Cab Company, Ebenezer, Handicapped Transport System, Morley/Suburban Paratransit, DARTS, Handicabs, Med Kab, Twin City Mobility, Diamond Cab, Human Services, Inc., Metro Ride, Wilder, Yellow Taxi.

Vehicles: Vans, mini-buses, taxis and automobiles.

Service Hours: Monday-Friday, 6:00 a.m. - 1:00 p.m.
Saturday, Sunday and Holiday, 8:00 a.m. - 11:00 p.m.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Passengers:	952,945	1,260,099	1,377,233
Subsidy:	$6,900,186	$9,503,797	$10,818,176
Subsidy/Ride:	$7.24	$7.54	$7.86

SMALL URBAN SYSTEMS

CITY OF COLUMBIA HEIGHTS--"SHARED RIDE"

Type of Service: Demand-responsive for area residents, provided through a one-day advance reservation, shared-ride taxi service.

Service Area: Columbia Heights and Hilltop, including Apache Plaza, Red Owl Country Store, Bakers Square, Target, and Fridley Plaza Clinic.

Operator: Yellow Taxi Service (1988 Contract).

Service Hours: Weekdays: 6:00 a.m. - 8:00 p.m.
Weekends: 8:00 a.m. - 6:00 p.m.

Fares: $ .50 - Elderly (75%), handicapped (2%), children (3% of ridership).
$1.00 - All others (20% of ridership).
$1.75 - Without prepaid ticket (1988 contract price).

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$26,032	$34,000	$36,000
Passengers:	13,183	15,000	15,000
Hours of Service:	837	900	1,000
Miles of Service:	16,465	18,000	19,000
Farebox Recovery Ratio:	27.9%	24.2%	23.9%

CITY OF HASTINGS--"TRAC"

Type of Service: Demand-responsive for area residents.

Service Area: City of Hastings.

Operator: City of Hastings.

Service Hours:
Weekdays: 6:00 a.m. - 9:00 a.m.
3:00 p.m. - 6:00 p.m. (subscription)
9:30 a.m. - 2:30 p.m. (dial-a-ride)
Saturday: 9:00 a.m. - 12:00 noon (dial-a-ride)

Fares:
$1.20 - Token rate.
$1.25 - Advance notice.
$1.50 - Same-day service.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$109,190	$130,000	$146,000
Passengers:	30,960	34,000	34,000
Hours of Service:	5,674	6,000	7,000
Miles of Service:	57,051	65,000	65,000
Farebox Recovery Ratio:	29.9%	29.2%	27.2%

CITY OF HOPKINS--"HOP-A-RIDE"

Type of Service: Demand-responsive for area residents, provided through a one-day advance reservation, shared-ride taxi service.

Service Area: City of Hopkins and Methodist Hospital, Shady Oak Beach and Opportunity Workshop.

Operator: Town Taxi (1989 Contract).

Service Hours: Monday-Saturday: 6:00 a.m. - 6:00 p.m.

Fares: $0.40 - Low income fare--approximately 85 percent of ridership.
$0.95 - Regular fare--approximately 15 percent of ridership.
$1.79 - Cash fare (1989 contract price).

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$50,142	$56,000	$65,000
Passengers:	28,416	29,000	30,000
Hours of Service:	2,184	4,000	4,000
Miles of Service:	21,660	30,000	32,000
Farebox Recovery Ratio:	26.1%	23.9%	21.9%

NORTHEAST SUBURBAN TRANSIT--"NEST"

Type of Service:	Demand-responsive for area residents.
Service Area:	Cities of Maplewood, North St. Paul, Oakdale, and Northeast Metro Tech, Hillcrest, and SunRay Shopping Centers, and Lakewood College.
Operator:	Morley Bus Company.
Vehicles:	2 medium buses plus backup; 1 is lift-equipped.
Service Hours:	Monday-Friday: 6:30 a.m. - 6:30 p.m. Saturday: 8:00 a.m. - 3:00 p.m.
Fares:	$1.00

Performance Data:

	1987 Actual[a]	1988 Estimated[b]	1989 Projected
Expenses:		$153,000	$159,000
Passengers:		15,000	20,000
Hours of Service:		5,000	7,000
Miles of Service:		112,000	120,000
Farebox Recovery Ratio:		10.2%	12.6%

[a] Service began in May 1988.

[b] Annualized.

ST. LOUIS PARK EMERGENCY PROGRAM--"STEP"

Type of Service: Demand-responsive, volunteer-driver transportation service. Only provides transportation for medical appointments.

Service Area: City of St. Louis Park.

Operator: STEP.

Vehicles: Volunteer drivers' cars.

Service Hours: Monday-Friday: 9:00 a.m. - 4:00 p.m.

Fares: None.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$11,942	$13,000	$14,000
Passengers:	2,117	2,500	3,000
Hours of Service:	1,660	2,000	2,000
Miles of Service:	16,697	22,000	22,000
Farebox Recovery Ratio:	0.0%	0.0%	0.0%

WHITE BEAR LAKE--"WHITE BEAR AREA TRANSIT" AND "LIONMOBILE"

Type of Service:	Demand-responsive for area residents with Lionmobile serving elderly who do not qualify for Metro Mobility.	
Service Area:	Vans--White Bear Lake, White Bear Township, Birchwood, north of St. Paul, Maplewood Mall. Lionmobile--White Bear Lake School District, above areas, Gem Lake and portions of North Oaks, Vadnais Heights, and Hugo.	
Operator:	Morley Bus Company.	
Vehicles:	2 vans plus 1 Lionmobile.	
Service Hours:	Van	- Monday-Friday, 6:45 a.m. - 6:45 p.m. - Saturday, 8:00 a.m. - 3:30 p.m.
	Lionmobile	- Monday-Friday, 7:30 a.m. - 4:00 p.m.
Fares:	Van	- $1.00
	Lionmobile	- $1.00 in White Bear Lake $2.50 outside White Bear Lake area

1988 Performance Data:

Expenses:	$170,847
Passengers:	30,375
Hours of Service:	8,750
Miles of Service:	120,893
Revenues:	
Farebox:	$28,125
Other Sources:	$142,722

RURAL SYSTEMS

ANOKA COUNTY TRANSPORTATION COORDINATION PROGRAM

Type of Service:	Demand-responsive, variable route, and volunteer drivers with cars serve the area residents.
Service Area:	Anoka County, including the townships of Ramsey, Andover, Columbus, Linwood, Bethel, East Bethel, Oak Grove, Burns, St. Francis, and Ham Lake.
Operator:	Linwood Traveler, County Traveler (Morley Bus Company), County-Wide.
Vehicles:	Linwood 16(b)(2) vehicle, contract for service vehicles, and volunteer drivers' cars.
Service Hours:	Monday-Friday, 8:00 a.m. - 4:30 p.m.
Fares:	Donations.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$151,483	$174,928	$242,000
Passengers:	8,442	12,000	14,000
Hours of Service:	7,002	8,000	10,000
Miles of Service:	82,248	111,000	130,000
Farebox Recovery Ratio:	2.9%	3.9%	3.9%

CARVER COUNTY RURAL TRANSPORTATION SERVICES--"CARTS"

Type of Service:	Demand-responsive and flexible fixed route service, supplemented by approximately 60 volunteer drivers, for the elderly, economically disadvantaged, and handicapped individuals.
Service Area:	Carver County, including Chanhassen, Chaska, Carver, Cologne, Young America, Norwood, Hamburg, Mayer, New Germany, Waconia, Watertown, and Victoria.
Operator:	Carver County Community Social Services.
Vehicles:	5 medium buses (handicapped accessible), 1 van, and volunteer drivers' cars.
Service Hours:	Monday-Friday, 7:30 a.m. - 5:00 p.m.
Fares:	$ .50 - local $1.00 - county $2.00 - within 15 miles $4.00 - metro

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$168,366	$196,000	$206,000
Passengers:	60,183	57,000	61,000
Hours of Service:	18,135	22,000	22,000
Miles of Service:	330,646	348,000	360,000
Farebox Recovery Ratio:	7.5%	6.6%	6.8%

DAKOTA AREA RESOURCES AND TRANSPORTATION FOR SENIORS--"DARTS"

Type of Service: Demand-responsive and contract fixed-route for elderly residents and others with special needs.

Service Area: Dakota County as well as St. Paul and Minneapolis proper including surrounding medical facilities.

Operator: Dakota Area Resources and Transportation for Seniors, Inc.

Vehicles: 16 vehicles plus shared use of 1 16(b)(2) vehicle.

Service Hours: Regular Senior Service:
Monday-Friday, 8:00 a.m. - 4:00 p.m.
Special Contract Handicapped Expanded Service:
7 days a week, 6:00 a.m. - 11:00 p.m.

Fares: Contract Fixed Route: Varies by contract. Suggested donation of $1.00 per trip.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$481,722	$519,000	$540,000
Passengers:	73,465	76,000	81,000
Hours of Service:	19,224	22,000	23,000
Miles of Service:	310,409	330,000	330,000
Farebox Recovery Ratio:	4.6%	4.4%	4.5%

DAKOTA COUNTY (VOLUNTEER TRANSPORTATION PROGRAM)

Type of Service: Demand-responsive, volunteer-driver transportation service for Dakota County residents.

Service Area: Dakota County.

Operator: Dakota County Special Services Department.

Vehicles: Volunteer drivers' cars.

Service Hours: Monday-Friday, 8:00 a.m. - 4:45 p.m.

Fares: None.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$37,755	$47,000	$42,000
Passengers:	4,866	7,000	7,000
Hours of Service:	3,998	6,000	7,000
Miles of Service:	67,286	100,440	103,000
Farebox Recovery Ratio:	0.0%	0.0%	0.0%

HUMAN SERVICES, INC. TRANSPORTER OF WASHINGTON COUNTY

Type of Service: Demand-responsive service for elderly and disabled residents.

Service Area: Washington County and St. Paul proper, including the downtown area and surrounding medical facilities.

Operator: Human Services, Inc.

Vehicles: 6 vans (3 of which are handicapped accessible) and 2 medium buses (handicapped accessible).

Service Hours: Monday-Friday, 7:30 a.m. - 5:00 p.m.

Fares:
$ 1.00 - within the county
$ 1.50 - outside the county
$10.00 - ten-ride card

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$184,597	$258,000	$268,000
Passengers:	27,356	31,000	37,000
Hours of Service:	7,736	9,000	11,000
Miles of Service:	145,137	180,000	180,000
Farebox Recovery Ratio:	6.8%	6.0%	6.0%

SCOTT COUNTY HUMAN SERVICES

Type of Service:	Combined fixed route, dial-a-ride and volunteer driver program designed to serve elderly and disabled persons.
Service Area:	All of Scott County--Shakopee, Savage, Prior Lake, Jordan, Elko, New Market, New Prague, and Belle Plaine.
Operator:	Scott County Human Services Department.
Vehicles:	4 vans, 2 medium buses (12-14 passengers), and 2 small buses (2-11 passengers); 4 vehicles accessible.
Service Hours:	Monday-Friday, 8:00 a.m. - 4:30 p.m.
Fares:	$ .50 - local in-town trips $1.50 - less than 30 miles round trip $4.00 - more than 30 miles round trip

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$158,275	$222,000	$158,000
Passengers:	38,000	36,000	38,000
Hours of Service:	16,000	14,000	16,000
Miles of Service:	225,000	231,000	225,000
Farebox Recovery Ratio:	2.2%	2.9%	4.7%

SENIOR COMMUNITY SERVICES

Type of Service:	Scheduled routing for shopping, daily trips to the senior center, doctor appointments, as well as connections with MTC regular route service and Metro Mobility.
Service Area:	Independence (north of County Road 6), Maple Plain, Loretto, Corcoran, west Medina, Delano, Rockford and Greenfield.
Operator:	Senior Community Services.
Vehicles:	2 medium 16(b)(2) buses (handicapped accessible), and volunteer drivers' cars.
Service Hours:	Monday-Friday, 8:30 a.m. - 3:30 p.m.
Fares:	Donations.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$70,145	$69,000	$91,000
Passengers:	6,456	7,000	8,500
Hours of Service:	1,741	2,400	3,100
Miles of Service:	16,641	25,000	36,000
Farebox Recovery Ratio:			

SENIOR TRANSPORTATION PROGRAM

Type of Service:	Demand-responsive for elderly and disabled persons.
Service Area:	Northwest Suburban Hennepin County, including Brooklyn Park, Champlin, Dayton, Hassan Township, Maple Grove and Rogers.
Operator:	Joint Powers Agreement among the cities of Brooklyn Park, Champlin, Dayton and Maple Grove govern Senior Transportation Program.
Vehicles:	2 handicapped accessible vans, 2 buses (1 medium, 1 small), and volunteer drivers' cars.
Service Hours:	Monday-Friday, 8:00 a.m. - 4:00 p.m.
Fares:	Donations.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$35,922	$50,000	$60,000
Passengers:	3,982	6,500	7,000
Hours of Service:	1,052	2,400	2,700
Miles of Service:	18,365	45,000	50,000
Farebox Recovery Ratio:	9.0%	12.0%	13.3%

WESTONKA RIDES

Type of Service:	Demand-responsive, variable route service for elderly, disabled and transit dependent persons.
Service Area:	Independence, Minnetrista, Mound, Orono, Spring Park, St. Bonifacius, and Minnetonka Beach.
Operator:	Community Services Department, Independent School District No. 277, Westonka Schools.
Vehicles:	1 medium bus, 1 van (both of which are handicapped accessible) and volunteer drivers' cars.
Service Hours:	Monday-Friday, 9:00 a.m. - 4:00 p.m.
Fares:	Suggested donations based on distance.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$45,503	$53,000	$67,000
Passengers:	10,137	10,500	10,500
Hours of Service:	1,500	1,800	2,100
Miles of Service:	17,587	18,500	19,000
Farebox Recovery Ratio:	12.1%	16.0%	13.1%

REPLACEMENT SYSTEMS
(OPT-OUT)

CITY OF PLYMOUTH

Type of Service:	Commute and reverse commute service during peak hours and circulator service for travel within Plymouth.
Service Area:	City of Plymouth and downtown Minneapolis.
Operator:	Medicine Lake Lines.
Vehicles:	Circulator Service: 6 mini-coaches. Commute/Reverse Commute Service: 4 large buses.
Service Hours:	Commute and Reverse Commute Service: Monday-Friday 6:44 a.m. - 7:54 a.m. and 4:10 p.m. - 5:45 p.m. Circulator Service: Seven Days a Week 9:00 a.m. - 4:45 p.m.
Fares:	Circulator Service: $0.60 Reverse Commute: $0.60 Commute Service: $0.90 and $1.05

Performance Data:

	1987 Actual[a]	1988 Estimated[b]	1989 Projected
Expenses:	$570,000	$544,000	$544,000
Passengers:	115,000	120,000	120,000
Hours of Service:	N/A	6,000	6,000
Miles of Service:	189,000	116,000	116,000
Farebox Recovery Ratio:	21.4%	17.2%	N/A

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[a] Estimated

[b] Contract amounts

CITY OF SHAKOPEE

Type of Service: Dial-a-ride service for travel within the city of Shakopee and vanpool service for commuters during peak hours, Monday through Friday.

Service Area: City of Shakopee.

Operator: Kare Kabs, Inc., is under contract to the City of Shakopee to operate the dial-a-ride service, and Van Pool Services, Inc. (VPSI) provides vehicles for the vanpool program.

Vehicles:
Vanpool: 5 vans
Dial-a-Ride: 2 mini-vans and one 15-passenger van

Service Hours:
Vanpool:
Monday-Friday during a.m. and p.m. peak hours
Dial-a-Ride:
Monday-Friday 6:00 a.m. - 9:00 p.m.
Saturdays 9:00 a.m. - 5:00 p.m.

Fares:
Vanpool:
Monthly pass - $47.50
Weekly pass - $12.50
Fare per trip - $ 2.00

Dial-a-Ride:

	Adults	Students	Seniors and Under 6
24-hour or more notice	$1.25	$1.00	$0.75
Less than 24-hour notice	$2.00	$1.50	$1.00

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$211,461	$225,000	$255,000
Passengers:	55,082	63,000	70,000
Hours of Service:	11,427	12,000	12,000
Miles of Service:	184,095	191,000	195,000
Farebox Recovery Ratio:	15.7%	14.9%	13.9%

SOUTHWEST METRO TRANSIT COMMISSION

Type of Service: Commute express, dial-a-ride, in-commute and vanpool service (beginning in 1989).

Service Area: Cities of Eden Prairie, Chaska and Chanhassen.

Operator: The MTC operates the commuter express and in-commute services, and Kare Kabs, Inc., operates the dial-a-ride service.

Vehicles: 8 large buses; 1 medium bus, 5 vans.

Service Hours:

Dial-a-Ride:
Monday-Friday, 6:00 a.m. - 6:00 p.m.

Express Service:
Monday-Friday 6:31 a.m. - 7:10 a.m. and 4:05 p.m. - 5:35 p.m.

In-Commute Service: 7:20 a.m. - 5:54 p.m.

Fares:

Express Service: $1.25
In-Commute Service: $0.75

Dial-a-Ride:

	Adults	Students	Seniors and Under 6
More than 12-hour notice	$1.00	$0.75	$0.50
Less than 12-hour notice	$1.50	$1.00	$0.50

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$1,072,989	$1,017,000	$1,091,000
Passengers:	140,312	159,000	162,000
Hours of Service:	15,415	13,000	16,000
Miles of Service:	290,592	328,000	398,000
Farebox Recovery Ratio:	14.3%	17.2%	16.5%

REGULAR ROUTE SYSTEMS

AIRPORT EXPRESS

Type of Service: Commuter express service.

Service Area: Route 39 links Burnsville, Apple Valley, and Eagan with Control Data, Metro Office Park, Northwest Airlines, the GSA Building, and the Veterans' Hospital.

Operator: Airport Express/Route 39.

Vehicles: 23-passenger GM diesel.

Service Hours: Weekdays: 6:37 a.m. - 7:45 a.m.
4:39 p.m. - 5:41 p.m.

Fares: $0.85 - express service
$0.75 - local service

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$18,578	$21,443	$22,000
Passengers:	6,944	8,000	9,000
Hours of Service:	562	562	562
Miles of Service:	11,520	11,520	11,540
Farebox Recovery Ratio:	18.61%	17.91%	18.3%

MEDICINE LAKE LINES

Type of Service:	Commuter service to downtown Minneapolis along with midday service on weekdays and Saturdays.
Service Area:	Golden Valley, Crystal, New Hope, Plymouth, Maple Grove, and downtown Minneapolis.
Operator:	Medicine Lake Lines.
Vehicles:	25 large buses.
Service Hours:	Monday-Saturday, 5:30 a.m. - 8:05 p.m.
Fares:	Base Fare: $0.75

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$1,046,353	N/A	$1,024,600
Passengers:	344,628	N/A	345,000
Hours of Service:	14,283	N/A	14,000
Miles of Service:	339,050	N/A	290,000
Farebox Recovery Ratio:	20.49%	N/A	25.6%

NORTH SUBURBAN LINES

Type of Service: Express commuter service to downtown St. Paul and midday service operating Monday through Friday.

Service Area: Anoka, Coon Rapids, Blaine, Lino Lakes, Centerville, Mounds View, Circle Pines, Lexington, Shakopee, North Oaks, Vadnais Heights, Little Canada, Roseville, and St. Paul.

Operator: North Suburban Lines.

Vehicles: 16 large buses.

Service Hours: Monday-Friday, 5:40 a.m. - 7:08 p.m.

Fares: $0.75 base fare, plus $.5 for each additional zone.
$1.50 for commuter express service.

Performance Data:

	1987 Actual	1988 Estimated	1989 Projected
Expenses:	$782,655	$833,000	$850,000
Passengers:	227,323	243,000	249,000
Hours of Service:	10,547	10,500	10,500
Miles of Service:	277,248	277,000	276,000
Farebox Recovery Ratio:	22.3%	23.1%	23.4%

APPENDIX B

CONTRACT STANDARDS

APPENDIX B

CONTRACT STANDARDS

The RTB has instituted a set of uniform contract service policies intended to:

- promote safety for transit customers;
- ensure the availability of transit service;
- facilitate coordination of transit services provided throughout the metropolitan area;
- maintain a competitive environment for contract service providers; and
- assist the development of a regional system with individual programs responsive to the needs of the traveling public.

The following provisions are the minimum standards for contracts between the RTB and providers of public transit service. These appear in all service contracts.

1. **Indemnification**. Except as caused by the negligence of the RTB, contractors shall agree to indemnify and hold harmless the RTB and all of the RTB's board members, agents, and employees from liability arising incident to the performance of the contract.

2. **Insurance**. The contractor shall provide insurance with companies authorized to do business in the state of Minnesota by which contracts the contractor and the RTB are insured against any claims. The required minimum limits of coverage for insurance are $200,000 per claimant for injury, death, or property damage by wrongful act or omission, and $600,000 for any number of claims arising out of a single occurrence, unless a variance shall be given based upon availability of coverage in the market. A governmental unit may satisfy the insurance requirement by providing alternative evidence of financial ability to satisfy claims. No compensation for services provided shall be paid unless an approved certificate of insurance is on file.

3. **Audits**. The records, books, documents, and accounting procedures and practices of the contractor and of any subcontractor relating to work performed pursuant to agreement shall be subject to audit. Contract services shall be audited within 12 months after the end of the contract term.

4. **Enforcement**. Upon determination of non-compliance, and in recognition of the unique circumstances of the problem, the RTB staff shall seek compliance through the following steps prior to declaring a default: (a) oral communications; (b) written notice requesting corrective action; (c) written notice demanding corrective action; and (d) formal written notice of default.

   Default shall be defined in each agreement as a failure to perform certain obligations. Within seven (7) days after receiving written notice of default, a contractor shall be required to respond. In the response, the contractor should indicate whether it will cure the default, show good cause for the failure to cure the default, or show it is not in default.

5. **Service Productivity**. The RTB should also be able to declare a default because of the low productivity of the service or failure of the service to operate within mutually agreed performance standards. These standards should consider any provisions of the RTB's Implementation Plan relating to service performance, provide flexibility for start-up services, and make every effort to keep service operational.

6. **Start-up Projects**. Special consideration should be given to start-up services in the areas of enforcement, service productivity, and other provisions as necessary to develop the program.

7. **Subcontracting**. Contractors shall be allowed to assign or subcontract, but not unless the RTB has first approved the qualifications for subcontractor and the terms of any subcontracts. The RTB should retain the right to disapprove any such third party contracts. Consent to any subcontract or assignment shall not relieve a contractor of its primary responsibility for performance hereunder.

8. **Records**. Contractors should keep and maintain all records required by the RTB under any contract for a period of three (3) years.

9. **Monthly Summaries**. The Contractor, in accordance with an established reporting schedule, should prepare and submit a summary report monthly. This summary should include:

   a. Daily totals of the following operating data itemized separately for each route and vehicle: the hours of service provided, the number of miles operated, the number of passengers carried, the amount of revenue collected, and any other items reasonably requested by the RTB.

   b. Documentation of major operational problems, significant variations in ridership, revenues, and expenses, passenger complaints and commendations, along with descriptions of actions taken.

   All monthly reports should be submitted within 30 days after the end of the month.

10. **Withholding Pending Audits**. An amount not less than three percent of the subsidy amount shall be withheld pending a final audit to provide security for the prompt repayment of any overpayment of subsidy. This amount should be withheld from both public and private providers.

11. **Penalties**. Provisions for penalties should apply equally to governmental units and the private sector. Financial penalties should be used to secure compliance with contract requirements, especially in the areas of reporting requirements and timely service requirements, and otherwise as appropriate, based on disruption to contract administration or the traveling public. Sanctions should be imposed for untimely reports based upon the interruption caused to other RTB work.

12. **Capital Recovery.** Every effort should be made to assure that capital assets acquired with the proceeds of RTB subsidy remain in service for the provision of public transit. Where capital assets have remaining useful life at the expiration of the subsidized transit service, the remaining value should be recovered. Leased property should also be subject to cost recovery if the lease is merely a financing device.

13. **Staff Authority**. In contract administration, the project administrator shall be authorized to act on behalf of the RTB to make modifications to management plan provisions agreed to or requested by the contractor, after the RTB board and RTB management staff have first been given an opportunity to review the proposed change.

14. **Duration**. All contracts shall have a duration of three to five years. Each contract relationship longer than one year shall be accompanied by the use of renewable annual options at the discretion of the contractor.

15. **Service Quality, Safety, and Personnel Standards**. These issues shall be addressed in every contract.

16. **Disadvantaged Women Business Enterprise**. Minimum goals set by RTB for disadvantaged business enterprises and business women enterprises participation for each contracting opportunity shall be required.

17. **Equal Employment Opportunities**. All contractors shall provide equal employment opportunity and not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, age, political affiliation, or sexual preference. Affirmative action shall be provided for consistent with the Minnesota Human Rights Act.

APPENDIX C

EXURBAN GUIDELINES

APPENDIX C

EXURBAN GUIDELINES

The exurban area lies outside of the metropolitan transit taxing district and is taxed at 1/10 the levy imposed in the district. Legislation requires that the exurban tax proceeds be used for ridesharing and paratransit programs designed specifically to serve residents of the exurban area.

The RTB allocates exurban tax levy funds based on the actual costs of providing service. Exurban funding requests for new and existing programs are evaluated annually based on the following guidelines:

a. The program shall predominantly serve persons residing within the exurban area.

b. The program shall predominantly be subregional in nature and should provide access to existing service wherever possible.

c. Funding preference will be granted to programs providing accessible service.

d. Funding participation from the RTB shall be a maximum of 60 percent of the program deficit and shall be calculated as: fully allocated operating costs less operating revenues attributed to the exurban area served. (If federal or state funds are obtained from sources other than the RTB, the attributable portion of these revenues shall be subtracted from total operating costs before the RTB share is calculated.) The remaining local match shall be provided by the applicant.

e. Funding preference will be granted to programs that are cost effective.

f. Funding preference will be granted to programs that are structured to deliver service by or in coordination with an existing provider.

g. New programs will be initiated with a 12-month demonstration period, during which the funding participation from the RTB will be a maximum of 75 percent of the project deficit, as defined above.

APPENDIX D

CAPITAL FUNDING PROCEDURES AND CRITERIA

APPENDIX D

CAPITAL FUNDING PROCEDURES AND CRITERIA

The total of capital funding available to the region is likely to fall short of that required to meet all capital needs. To ensure that funding is available for the most critical capital projects, a process is necessary for establishing capital funding priorities. This section describes the proposed process the RTB will follow in making capital funding decisions. Specifically, the following is discussed:

- Eligible recipients of RTB capital funding;
- Criteria used to determine projects eligible for capital funding;
- Criteria used to rank eligible projects; and
- Procedures to be followed in applying to the RTB for capital funding.

Eligible Recipients

Transit providers and public and private developers of transit facilities which are eligible for RTB capital funding include:

1. RTB contracted providers who:

   a) Directly operate service and have identifiable capital costs consisting of the purchase of capital assets.

   Not eligible are RTB contracted providers without identifiable capital costs. This includes providers of Metro Mobility service who are funded on a per-passenger basis, and other providers funded on the basis of service hours operated.

2. Counties, municipalities, and other government agencies, such as the Minnesota Department of Transportation. The RTB may share in the capital cost of transit facilities developed by local units of government which provide a benefit to the regional transit system.

3. Private sector institutions and organizations. The RTB may share in the capital costs of transit facilities developed by private sector institutions and organizations which provide a benefit to the regional transit system.

Eligibility Criteria

These criteria must be met before an application for capital funding will be considered by the RTB. Separate criteria have been established for the funding of revenue vehicles, facilities and capital equipment.

Revenue Vehicle Eligibility Criteria - A revenue vehicle is any bus, van, light rail vehicle or other vehicle used to transport passengers. Applications for funding of revenue vehicles must meet the following criteria:

1. The vehicles will be operated exclusively in public transit service.

2. The project must be consistent with the goals and policies contained in the RTB's Five-Year Transit Plan.

3. The proposed vehicle(s) to be purchased by a provider is suitable for the service to be provided as determined by the RTB.

Facility Eligibility Criteria - Applications for RTB capital funding of transit facilities must meet the following criteria.

1. The primary purpose of the facility must be related to providing public transit service. This includes the capital costs related to major maintenance of capital facilities. Improvements which service uses other than or in addition to public transit, such as off-site roadway improvements, will not be eligible for RTB capital funding.

2. The project must be consistent with the RTB Implementation and Financial Plan.

3. Projects must be coordinated with all affected communities and levels of Government.

4. Where applicable, project funding must conform to the RTB cost sharing policy.

Capital Equipment Eligibility Criteria - Capital equipment includes tools, service vehicles, miscellaneous equipment used in transit service operation and maintenance. Applications for RTB capital funding of capital equipment must meet the following criteria:

1. The capital equipment will be used exclusively in the operation or maintenance of public transit service.

2. The project must be consistent with the RTB Implementation and Financial Plan.

3. Capital equipment must have an expected useful life of one year or more and a cost of $300 or greater.

Project Ranking Criteria

Applications for RTB capital funding will be evaluated and ranked on the basis of the following criteria. The criteria have been assigned relative weights based on the number of points a project may score on each. The points assigned to each reflect the importance of each as identified in the previous goals, strategies and actions. Project ranking will be determined by the total scores projects receive.

300 points	1. Project involves the replacement of an existing capital asst with no remaining useful life.
200 points	2. Project is proposed to meet demands of increased ridership.

140 points	3. Project would provide service to previously unserved or underserved areas.
90 points	4. Number of transit riders served.
90 points	5. Project would improve cost effectiveness of service to be provided.
70 points	6. Project would improve service frequency reliability, safety, or quality.
70 points	7. Capability of applicant to maintain capital asset.
40 points	8. Coordination of service with other providers or units of government.
1,000 points	

Procedures for Review of Capital Funding Requests

In addition to review of capital projects included in the Transportation Improvement Program and MTC capital budget, the RTB will receive and review requests for capital funding according to the following schedule:

- Providers applying for RTB operating assistance will submit capital funding requests with the operating assistance application. This deadline usually occurs in June preceding the contract year. Capital funding applications will include requests for capital funding required during the contract year and projections of funding required during the subsequent four years.

  The RTB will act on capital requests at the time operating contracts are approved.

- Other applicants for RTB capital funding must submit applications no later than June 30 of the year preceding that in which the project is to begin. The RTB will act on these requests before October 1.

- To remain eligible, all projects approved for RTB funding must have a substantial start within twelve months of the date of approval. This may include the approval of a preliminary contract, approval of plans and specifications or other evidence of a substantial start as the RTB may approve.

APPENDIX E

REGULAR ROUTE SERVICE DESIGN STANDARDS AND GUIDELINES

APPENDIX E

REGULAR ROUTE SERVICE DESIGN STANDARDS AND GUIDELINES

The following set of standards and guidelines are intended for use in development of Regular Route Transit Services in the Twin Cities Metropolitan Area.

Definition of Service Levels

Full Service

A route with "full service" will have a minimum of the following:

- 30-minute peak trunk frequency or two trips per peak hour; and
- 60-minute off-peak trunk frequency or one trip per off-peak hour; and
- service provided seven days per week; and
- minimum hours of operation -- 6:00 a.m. - 6:00 p.m. weekdays and Saturdays, and 11...00 a.m. - 6:00 p.m. Sundays/Holidays.

Peak Only Service

A route with "commuter service" will have a minimum of the following:

- 30-minute peak trunk frequency or two trips per peak hour; and
- service provided Monday through Friday; and
- minimum hours of operation -- 7:00 a.m. - 8:00 a.m. and 4:15 p.m. - 5:15 p.m.

Definition of Service Types

Local -- Services that involve frequent stops with consequently low average speeds, with the purpose of which is to deliver and pick up transit passengers as close to their destination or origins as possible.

Limited Stop – Services that make limited stops at intermittent intervals along a set route and consequently have higher average speeds than local services. Such services may also function as limited stop by conducting passenger drop-off inbound and passenger boarding outbound or other special features. There is not fare surcharge for this service type and only local fare paying procedures apply.

Express -- Services that take the shortest, fastest route using highways and freeways where possible. Significant travel time savings over local and limited stop services are realized and consequently a fare surcharge is applied to this type of premium service.

Route Classification

Three primary types of Regular Rotue Service are identified based on four specific characteristics. The matrix below delineates route classifications based upon characteristics and presents service options within each classification.

CHARACTERISTIC	CLASSIFICATION		
1. Speed	Local	Limited Stop	Express
2. Availability			
a. peak-only			
b. full service			
3. Frequency			
a. frequent			
b. infrequent			
4. Orientation			
a. radial - serving a CBD area			
b. crosstown - orientation thru central cities or suburban area			

Route Spacing

In high density population areas, having greater than six dwelling units per acre, potential passengers should not be required to walk more than one-quarter mile to regular route transit service, which results in a recommended route spacing of one-half mile.

In areas of moderate population density having four to six dwelling nits per acre, average walk distance to regular route transit should be approximately one-half mile, which results in a recommended route spacing of one mile.

In areas of low population density having one-half to three dwelling units per acre, regular route transit service shall be provided as passenger demand dictates. Low population density areas will be considered served by regular route transit when located within three to five miles of park-and-ride lots anchored by a transit route having "commuter service" potential.

Bus Stop Spacing

In urban-density single-family residential areas, stops should be located no closer than every one-eighth mile, or about 700 feet. Since high percentages of Minneapolis, Saint Paul, and the fully developed suburbs are plotted with streets every one-eighth mile in one direction and one-sixteenth mile in the other direction.

This standard can be easily implemented insofar as designated stops are concerned. Its use will permit a higher level of transit service through a reduction in the number of stops and consequent increase in average speed of buses.

Where there is higher-density residential development or non-residential generators, stop spacing should be variable to reflect the demand, and the standard interpreted in terms of no more than eight stops per mile rather than a specific distance between them. In low-density suburban residential areas characterized by widely spaced routes requiring longer walks and low transit ridership, which is reflected in a needed for fewer stops by any given bus to pick up passengers, designated stops can be more closely spaced although preferably at street corners.

Service Frequency

During peak periods, the frequency of service (headway) should be based on passenger demand, taking into account vehicle loading standards. During off-peak periods, the frequency of service should reflect passenger demand as shown in the following table.

Off-Peak Passenger Loading Per Hour/Direction	Off-Peak Headway (in minutes)
greater than 189	10 or less
115 to 189	15
75 to 114	20
50 to 74	30
15 to 49	30
less than 15	no longer route service

"Clock" headways will be instituted on routes where the passenger demand allows.

"Clock" headways of 7/8 minutes, 15 minutes, 30 minutes, and 60 minutes will be instituted on routes where the passenger demand warrants the frequency of service, especially during off-peak periods when minimal service is provided or when there is significant transferring between routes. In cases when individual route performance is less than 15 passengers per hour/direction, different modes of transit service other than fixed route/fixed schedule should be deployed.

Hours of Service

Fixed route transit service should be operated during the following times and days. The arrival and departure times indicated, denote trip times in the CBD of St. Paul and Minneapolis.

Weekdays and Saturdays. Start -up -- the first scheduled run on all mainline CBD oriented local bus routes should arrive in the CBD at the major transfer point of that route at 5:00 a.m. Central Standard Time. Shut-down – the last schedule run on all mainline CBD oriented local bus routes should depart from the CBD at the major transfer point of that route at 1:00 a.m. Central Standard Time.

Sundays and Holidays. Start-up -- the first schedule run on all CBD oriented local bus routes should arrive in the CBD at the major transfer point of that route at 6:00 a.m.

Central Standard Time. Shut-down -- the last scheduled run on all CBD oriented local bus routes should depart the CBD at the major transfer point of that route at 1:00 a.m. Central Standard Time.

Holiday Service

All CBD oriented local bus routes will operate on a Sunday service frequency during the following holidays: New Years, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Standards and Criteria for Feeder Bus

The LRT and bus systems should complement, not duplicate, each other. Feeder bus service should be developed to complement LRT based on the following criteria:

- Duplicative or parallel line-haul bus service should not be provided. Instead, routes should be restructured to feed the LRT line. duplicative or parallel lines are defined as those routes serving the same corridor with the same schedule and frequency of service.

- Direct bus service to the downtown CBD for inner-city residents should be maintained if transferring to an LRT line would add travel time, diminish directness of service, significantly decrease levels of service, or where there are high volumes of short trips.

- The change from a line-haul bus to an LRT line should impose no more than one (1) transfer on trips to the CBD for the majority of riders. This assumes no downtown transfer.

- Route spacing will encompass, but is not limited to, the following guidelines:

  a) In densely populated areas, and/or low auto ownership areas, potential passengers should not be required to walk more than one-quarter mile. This would equate to approximately a one-half mile route spacing.

  b) In moderately dense areas, and/or moderate auto ownership areas, potential passengers should not be required to walk more than one-half mile.

  c) In light density areas, service will be provided as passenger demand dictates with major emphasis put use of on park-and-ride facilities.

  d) Travel time to destination. Goal -- competitive with automobile travel time or less.

- In estimating travel times and wait times for feeder buses, three (3) minutes will be used for transfers made at timed-transfer connections; one-half the headway will be used for random transfers.

- The level of service for the feeder bus system will be based on LRT level of service, existing headways and the estimated use of the system. The feeder bus system will be designed to meet the LRT headways. In most cases, a 15/30/60 minute frequency will be used. As needed, this can be increased to include a 7/8 minute frequency.

- A financial/performance guideline should be developed that defines the appropriate levels of "feeder bus" service.

- Feeder bus service should have the secondary function of providing intra-suburban service. Feeder bus service should provide access from "non-residential" traffic-generation with LRT.

APPENDIX F

GLOSSARY

APPENDIX F

GLOSSARY

1. **Alternate Day Fixed Route Service** -- A form of transit service where service levels of a specific route occur on a semi-weekly basis. This type of service is usually operated in rural areas with sparse population densities to provide trip purposes for basic personal needs such as shopping, social, medical, etc.

2. **Circulator Service** -- Bus service confined to a specific locale, such as a downtown area or suburban neighborhood, with connections to major traffic corridors.

3. **Clock-Headway** -- Schedules on regular route service that operates on set or consistent intervals of time. An example of clock headways would include service scheduled to operate at a 7/8", 15", 30" or 60" headway.

4. **Convenience Fare** -- A form of transit fare that is usually pre-paid and entitles the holder to make multiple rides on the transit system. Convenience fares include ten-punch tickets, commuter tickets and monthly passes.

5. **Dial-a-Ride** -- A demand responsive service in which a vehicle is requested by telephone and vehicle routing is determined as requests are received. Origin-to-destination service with some intermediate stops is offered. Dial-a-Ride is a version of the taxi-cab using larger vehicles such as vans or small buses. Dial-a-Ride is appropriate for short-to-medium distance trips in lower-density subregions.

6. **Distance Based Fare Zone** -- A method of setting transit fares which charges transit passengers according to the length of their trip.

7. **Farebox Recovery Ratio** -- The ratio of fares collected through the farebox from conducting transit service operators.

8. **Federal Aid Urban (FAU)** -- Program administered by the Federal Highway Administration which provides an annual formula allotment to the regional for highway and transit projects.

9. **Feeder Bus** -- Local transit service that picks up and delivers passengers to another mode of transit such as rail or express bus.

10. **Fully Allocated Cost** -- The total cost incurred in producing a specific product or in delivering a specific service. The fully allocated cost of a specific product or service includes both:

    - direct cost of labor capital and material resources used exclusively in the production of the product or delivery of service; and

    - a portion of the shared costs of the labor capital and material resources used in the production of the range of products or in the delivery of the range of services "produced" by an organization.

11. **High Subsidy Service** -- Regular Route transit service operated by the MTC that is performing at operating subsidy levels above $2.45 per passenger.

12. **Jobseekers Program** -- A program funded and administered by the RTB which provides monthly bus passes to persons who are actively seeking employment in connection with participating agencies.

13. **Light Rail Transit** -- A type of electric rail transit system with a "light" volume traffic capacity compared to heavy rail. Light rail may be on exclusive or shared right-of-way, high or low station platforms, multi-car or single-car trains, automated or manually operated. In generic usage, light rail includes streetcars, trolley cars and tramways. In specific usage, light rail refers to very modern and more sophisticated developments of these older rail modes.

14. **Line-Haul** -- Transit operations (usually express) along a single corridor or variety of corridors.

15. **Marginal Cost** -- The full cost of each additional unit produced.

16. **Metro Mobility** -- A demand responsive door-through-door service for elderly and disabled persons provided by a total of 14 taxi and van companies, both private for-profit and non-profit. The service was significantly restructured by the RTB in 1986 to permit customers to select their provider of choice. Metro Mobility serves all 91 communities in the metropolitan area.

17. **Motor Vehicle Excise Tax (MVET)** -- An excise tax in the form of a 6 percent sales tax imposed upon the purchase of motor vehicles. A portion of MVET revenues are appropriated to fund transit services.

18. **Paratransit** -- Flexible forms of public transportation services that are not provided over a fixed route.

19. **Peak-Period** -- The time of day when travel demand is highest, usually between 6:30 a.m. and 9:00 a.m. and between 3:30 pm. and 6:00 p.m.

20. **Regular Route** -- Transit service operating on established schedules along designated routes with specific stops.
21. **Reverse Commute** -- Movement in a direction opposite to the main flow of traffic such as from the central city to a suburb in the morning rush hour.

22. **Service Miles** -- Miles accumulated while a transit vehicle is in operation.

23. **Subscription Bus** -- Bus service operated for a guaranteed number of patrons from a given area on a pre-paid reserved-seat basis.

24. **Transit Dependent** -- A person who must rely on transit to meet travel needs due to age related or economic limitations and/or physical or mental handicap.

25. **Transit Disadvantaged** -- Persons who have either economic limitations or other special needs that should be considered for the provision of public transit services.

26. **Transit Service Needs Assessment (TSNA)** -- A comprehensive evaluation of short-to-mid range transit needs and services in the Twin Cities Metropolitan Area. The TSNA was legislatively mandated in 1985 and completed by the RTB in 1987. The results of this process provided the basis for the RTB to make informed decisions on the need for transit services and to identify opportunities as well as inefficiencies in the system in order to create a more equitable effective and efficient metropolitan transit system.

27. **Transportation Management Organization (TMO)** -- Non-profit employer associations formed usually in highly congested areas to deal with common transportation concerns, particularly alleviating congestion.

28. **Travel Demand Management (TDM)** -- A term used for a variety of strategies that better manage the demand on transportation facilities by maximizing their person - carrying capacity. TDM strategies focus on moving more people in fewer vehicles through the use of a variety of transit applications and moving travel outside of the congested peak periods.

29. **Urban Mass Transportation Administration (UMTA)** -- A federal agency of the U.S. Department of Transportation and has responsibility for federal transit assistance programs.

REGIONAL TRANSIT BOARD
Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101

DATE: August 14, 1989

TO: Chair and Members of the Regional Transit Board

FROM: Elwyn Tinklenberg, Chair

SUBJECT: Report of the Nominating Committee

In accordance with Regional Transit Board Bylaws, the Nominating Committee has agreed to nominate the candidates for board offices.

RECOMMENDATION

That the Regional Transit Board approve the following appointments:

John Finley, Vice Chair
Ruth Franklin, ~~Secretary~~ Treasurer
Mary Fitzgerald, Secretary

The appointments are effective immediately.

ET/mff

REGIONAL TRANSIT BOARD
Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101

DATE: August 14, 1989

TO: Chair and Members of the Regional Transit Board

FROM: Gregory L. Andrews, Executive Director

SUBJECT: Governor's Property Tax and Local Aids Reform Plan

On Friday, August 11, I received a copy of the Governor's tax reform proposal. The plan restructures the funding of the programs to create greater accountability and results in control of government spending. Under the plan the state will continue paying for those programs that the state requires local governments to deliver with local governments paying for local spending decisions. One of the programs the Governor is suggesting be included in the restructuring is transit including light rail transit. The plan creates a Commission on Intergovernmental Finance to advise the Governor and Legislature on a reform plan in 1994.

I have attached for your review the Executive Summary from the plan. During the next few weeks and months I will be monitoring and reporting to the RTB on the progress of the plan.

If you should have any questions on this matter, please contact me at your convenience.

GLA/mf
Att.

cc: Dale Ulrich
Judy Hollander

Executive summary

Minnesota's property tax and local aids systems need comprehensive reform. Patching problem areas, as has been done in the past, has produced only temporary relief, usually to only a few classes of property, while making the system as a whole worse. The state-local partnership plan that Governor Perpich proposes will start Minnesota on the road to reform, and will correct the deficiencies in the state's property tax and local aids systems.

The governor's plan is based on five beliefs:

- Our property tax has become unfair. Major reductions in property taxes are needed *now* for mid- to high-value homes, and for residential rental and business property.
- Our property tax has grown too large. Its share of Minnesota's total state and local taxes should be reduced and kept down in the future for the benefit of all property tax payers.
- The inefficiencies in our local aids system discourage spending restraint on the part of government at all levels. We must replace spending incentives with encouragement for spending restraint.
- The roles of state and local governments in the financing of public services are confused. They should be complementary, and the fiscal responsibilities of each must be clarified. The state should use statewide taxes to pay for programs it mandates, and local governments should use local taxes to pay for local spending decisions.
- Our property tax and local aids systems are incomprehensible. We need to make them understandable so that citizens, local government officials and legislators can make well-informed decisions.

Minnesotans need and deserve property tax relief now.

- The plan reduces the size of the local property tax in relation to Minnesota's total state-local taxes, and strengthens its role as a funding source for *local* services.
- The plan provides $274 million to decrease the 1990 overall property tax on existing property by 1.4 percent. This tax relief has a major impact on the property taxes of homes, residential rental property, and business property.

The plan will encourage state and local spending restraint.

- State spending will be restrained because the state will be obligated to pay for its mandates rather than passing the costs back to local governments.

Percent change in property taxes from 1989 to 1990

existing properties only

	current law	governor's plan
Homes	**12.1%**	**-1.0%**
Rental housing	**9.0**	**-10.3**
Businesses	**10.9**	**0.3**
Overall	**10.7%**	**-1.4%**

- State spending will be restrained by the sunsetting of more than 80 state aids and mandates, with continuation of those programs dependent upon thorough review and legislative re-enactment.
- State and local spending will be restrained because proposed future state mandates will have to go through a rigorous cost analysis before enactment.
- Local spending will be restrained because state aids will no longer pay for a substantial portion of local spending decisions.
- Overall spending restraint will be encouraged by increased understandability of the overall system and better monitoring and reporting techniques.

The plan is a blueprint for restoring fairness to our system.

- There will still be disparities in local tax rates, but they will be narrowed, and will relate more to local spending choices and less to differences in property wealth.
- Unfair disparities between the highest and lowest taxed classes of property will be ended by reducing the current ratio of 13:1 to 4:1 by 1996, and to 3:1 by 1999.
- Unfair disparities between the lowest and highest home taxes will be ended by 1991, when no home will have a class rate of less than 1 percent, nor more than 2 percent of its value.
- Unfair disparities between rental housing and homestead property will be ended by gradually lowering rental housing rates to 2 percent by 1996.
- Unfair disparities between business property and other classes will be ended by lowering business tax rates to 5 percent in 1990, with gradual reductions to 4 percent by 1996, and 3 percent by 1999.
- Relief to homeowners and renters will emphasize the income-adjusted property tax refund program, which will grow by indexing factors each year.
- State aid to cities will be directed to cities having the greatest community need.

The plan will clarify the fiscal responsibilities of state and local governments.

- In 1990, $958 million of currently undesignated state aids are converted to state support for mandated programs in human services, education and the courts, and to a single, need-based city local government aid formula.
- Between 1991 and 1995, $127 million of undesignated aids

will be converted to state support for other human services and courts programs.

- Between 1990 and 1993, more than 100 additional state aids and mandates will be reviewed for possible funding conversion, repeal, or other improvement.
- A new Commission on Intergovernmental Finance will be created to help implement the plan and to seek further improvements in state-local fiscal relations.

Local governments will have needed flexibility in financing local needs, but they will be more accountable for local decisions.

- Cities will have greater revenue-raising flexibility through four local option revenue sources: a general sales tax, service fees on tax-exempt property (other than constitutionally exempt property), the removal of statutory limits on hotel-motel taxes, and utility franchise fees.
- State payment of state mandates will free up property tax base for local use.
- City levy limits will be repealed in 1991; county levy limits in 1993.
- Truth-in-taxation notices and property tax statements will clearly show year-to-year proposed and actual tax obligations imposed by each governmental unit.
- Improved reporting of local government finances will facilitate increased public understanding of local spending and taxing.

The plan will make Minnesota's property tax and local aids systems more understandable.

- The number of property tax rates will drop from the current 21 to nine in 1990, to four in 1996, and to three in 1999.
- By 1996, all class rates will be expressed in whole number percentages: 1, 2, 3, and 4 percent in 1996, and 1, 2, and 3 percent in 1999.
- Fewer state aids and mandates, and a single city local government aid formula will promote taxpayer understanding.

The plan will be financed within current resources, future revenue growth and future cost reduction efforts.