



Minnesota Regional Transit  
Board: Records.

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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, October 23, 1989  
Mears Park Centre Chambers  
4:00 p.m.

### **AGENDA**

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes:
  - A. Public Meeting, September 28, 1989
  - B. Regional Transit Board, October 2, 1989
4. Chair's Report
  - A. Advisory Committee Structure and Appointments
5. **REPORT OF THE POLICY COMMITTEE**  
Jeff Spartz, Chair
6. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**  
Elwyn Tinklenberg, Chair
  - A. Financial Statements - August 1989
  - B. RTB Insurance Renewals
  - C. Final Payment on Telephone System
  - D. 1990-92 Transportation Improvement Program
  - E. Olympic Festival Funding Request
  - F. Amendment to 1989 MTC Capital Budget, Resolution No. 89-18
  - G. Maple Grove Replacement Service Application
  - H. Six Cities Replacement Service Application
  - I. City of Plymouth 1989 Contract Amendment
  - J. Amendment to Funding Agreement with Hennepin County Regional Railroad Authority

(over)

7. **REPORT OF THE JOINT LIGHT RAIL TRANSIT ADVISORY  
COMMITTEE**  
John Derus, Chair
6. **OTHER BUSINESS**
  - A. Public Comment

Michael J. Ehrlichmann  
Chair

## REGIONAL TRANSIT BOARD

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

### ADVISORY COMMITTEE REPORT

#### JOINT LIGHT RAIL TRANSIT ADVISORY COMMITTEE

At its October 4, 1989, meeting, the Joint Light Rail Transit (LRT) Advisory Committee reviewed and approved the schedule and process for completion of the LRT Development and Financial Plan as presented by the consultants SRF, Inc. and BRW, Inc. The committee then began their review of existing county regional railroad authority system proposals, corridor evaluation criteria, and financial issues. In its review of the corridor evaluation criteria, which were contained in a document entitled *Briefing Paper #3, Proposed Evaluation Criteria and Methodology*, the committee approved the following motion (Ramsey County representatives Ahrens and Hunt opposed):

That the Joint LRT Advisory Committee approve the evaluation criteria as presented by staff and consultants with the addition of the following two criteria: "Daily passengers per mile," and "Total annual cost per annual passenger mile."

No other action was required at this meeting.

The October 11, 1989, Financial Forum was discussed with committee members providing suggestions on the format for the meeting. At the committee's request, the forum will also be videotaped for members who cannot attend.

Because of the conflict on October 18 between the regularly scheduled Joint LRT Advisory Committee and the RTB's annual transit conference, the next advisory committee meeting is scheduled to be held Wednesday, October 25, 1989, at the Hennepin County Government Center.

jmo

**REGIONAL TRANSIT BOARD  
ROLL CALL AND ATTENDANCE SHEET**

DATE: \_\_\_\_\_

BOARD OR COMMITTEE: 10/23

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

Visitors

Small  
de Vries, Diaz, Bunt  
Weaver  
Antzel, Taylor

Staff

eh, dj, jh, LS  
bs, gf, RR



**REGIONAL TRANSIT BOARD**

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

**PUBLIC MEETING**

Thursday, September 28, 1989  
7:00 p.m.

BOARD MEMBERS PRESENT: Michael J. Ehrlichmann, Chair; Richard Wedell, Jeff Spartz, Sandra Hilary, Elwyn Tinklenberg, Ruth Franklin, Norbert Theis, Edward Kranz, Doris Caranicas, and Terrance O'Toole

ABSENT: John T. Finley

OTHERS PRESENT: Gregory Andrews, Becky Scudder, Mike Kuehn, Richard Chakolis, Carolyn Cochrane, Carole Faricy, Rochelle Graves, Walter Hanson, Paul Joyce, Robert Kren, Bruce Nawrocki, James Norquist, Glenn Olson, Todd Paulson, Carol Wold Sindt, James Slagle, Ray Waldron

The meeting was called to order at 7:00 p.m. and roll taken.

**APPLICANTS TO METROPOLITAN TRANSIT COMMISSION**

Chair Ehrlichmann instructed each applicant that they would have 10 minutes to provide the board with information on themselves, followed by a question and answer for the board members.

Each applicant was allowed to speak on their behalf.

Member Franklin asked Carolyn Cochrane if, as a result of her moving to the suburbs, would she have any difficulty in making the transition from central city representative to suburban representative.

Cochrane responded that during her involvement as commissioner at the MTC, she and her fellow commissioners viewed themselves as regional representatives.

Chair Ehrlichmann asked board members to review the qualifications of all applicants prior to the October 2nd board meeting and come prepared to vote.

Question was asked that because of illness, Arthur Helland be allowed to speak for himself at the October 2 Board meeting if he wished. Chair agreed that this was possible if there were no objections from other board members. There were none.

There being no further business, member Hilary moved, and member O'Toole seconded, that the meeting be adjourned. The motion carried and the meeting was adjourned at 8:30 p.m.

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## REGIONAL TRANSIT BOARD

230 E. Fifth Street, St. Paul, Minnesota 55101  
(612) 292-8789

**DATE:** October 23, 1989  
**TO:** Regional Transit Board  
**FROM:** Michael J. Ehrlichmann, Chair   
**SUBJECT:** Audit Advisory Committee

### BACKGROUND

The RTB currently administers provider contracts of approximately \$85,000,000, and agency related expenditures of an additional \$4 - 5,000,000 annually. The goal of the Audit Advisory Committee will be to assist the RTB in meeting its responsibility to insure that the proper stewardship of these public funds is exercised.

A short history of audit activity by the Agency would note that the RTB, in 1986, assumed provider contracts previously managed by Mn/DOT. In 1987, the Board established an in-house audit function, reassigning a finance employee to provider contract auditing. In an effort to expedite specific major provider audits and to strengthen the in-house auditing capability, the Board employed Deloitte, Haskins & Sells in August, 1988 to work with RTB staff on two private provider audits and to prepare a report on contract auditing procedures as a training tool. The RTB's own agency financial activities are audited annually by a public accounting firm.

The creation of the Audit Advisory Committee at this time will serve to provide expanded Board oversight of the audit process. The duties of the Audit Advisory Committee (AAC) will include the following:

- Review and approve an overall RTB audit program.
- Receive and review the annual external audit of the RTB, and recommend appropriate action.
- Receive and review audits of RTB provider contracts. These audits will be forwarded from RTB audit staff, outside auditors contracted by the RTB and outside auditors contracted by the providers. The AAC will review audits for contract compliance and adequate cost justification, and recommend appropriate action to the A&F Committee of the RTB. At its discretion, the AAC may meet with auditors and providers.
- Review the quality of the RTB's systems of internal control.
- Review quality and staffing levels of the RTB's auditing and accounting/ financial personnel.

Regional Transit Board  
October 23, 1989  
Page 2

#### **RECOMMENDATION**

The RTB create an Audit Advisory Committee consisting of seven members: The Chairman, the Chair of the Administration and Finance Committee and the Treasurer of the RTB, the Executive Director of the RTB and three members of the general public with expertise in auditing, finance or management from the Metropolitan Area Manager's Association, Government Finance Officers Association, and a representative from the private sector, as designated by the Chair of the RTB.



REGIONAL TRANSIT BOARD  
Mears Park Centre, 230 East 5th Street  
St. Paul, Minnesota 55101  
612/229-2700

Minutes of the meeting of the  
**REGIONAL TRANSIT BOARD**  
Mears Park Centre Chambers  
October 2, 1989

**MEMBERS PRESENT:** Michael Ehrlichmann, Chair; Doris Caranicas; John T. Finley; Ruth Franklin; Sandra Hilary; Ed Kranz; Terrance O'Toole; Jeff Spartz; Norbert Theis; Elwyn Tinklenberg; Richard Wedell

**OTHERS PRESENT:** Bruce Nawrocki; Dirk deVries, Emil Brandt, Mike McLaughlin and Natalio Diaz, Metropolitan Council; Glenn Olson; Ray Waldron; Arnie Entzel, Amalgamated Transit Union; Geoffrey Bergquist, Ewald Consulting Group, Inc. and Alliance for Progressive Transit; Gregory Andrews, Dale Ulrich, Suzanne Hanson, Becky Scudder and Mary Fitzgerald, Regional Transit Board staff

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

Spartz moved and Hilary seconded approval of the Administration and Finance Committee minutes of September 11, 1989. The motion was unanimously approved.

Caranicas moved and Spartz seconded approval of the board meeting minutes of September 12, 1989. The motion was unanimously approved.

Caranicas moved and Hilary seconded approval of the minutes of the board meeting of September 18, 1989. The motion was unanimously approved.

**CHAIR'S REPORT:**

The chair thanked those members who were able to attend the annual American Public Transit Association conference in Atlanta and the staff members who spent their free time briefing the new members on upcoming RTB issues.

The chair's memo dated October 2 had been distributed prior to the start of the meeting. Kranz moved and Tinklenberg seconded:

That the Regional Transit Board change its second regularly scheduled meeting from October 16 to October 23, 1989. The time and place will remain the same.

The motion was unanimously approved. Spartz indicated he may be out of town on October 23 and may have to reschedule the Policy Committee meeting.

## EXECUTIVE DIRECTOR'S REPORT

### Amendment to Chair's Benefits

Andrews distributed his memorandum dated September 20 and said that in 1984 the board established benefits for Elliott Perovich and since Michael Ehrlichmann has now been appointed, the chair's benefits must be reviewed. O'Toole moved and Finley seconded:

That the Regional Transit Board amend the chair's benefits established in Resolution No. 84-5 to establish the:

- 1) Vacation accrual rate--seven hours
- 2) Automobile allowance--\$300/month plus parking
- 3) Expense allowance not to exceed \$1,500 in accordance with Minnesota Statute 15A.081, Subdivision 8.

All other benefits levels consistent with those as stated in current board-approved personnel policy.

Ehrlichmann added that these benefits are equivalent or lower than those of the previous chair. Kranz asked if consideration had been given to leasing a van equipped to meet the chair's needs. Ehrlichmann said modifying a vehicle takes a long time and he decided to request the same limits as those of the Metropolitan Council's chair. Kranz said the level is modest for this type of vehicle and he is concerned that the chair will be adversely effected because the vehicle will deteriorate during the his term. Ehrlichmann said he has not received any benefits since his appointment until this could be dealt with. The motion was unanimously approved.

### APPOINTMENT OF METROPOLITAN TRANSIT COMMISSIONERS

Arthur Helland had been unable to attend the public hearing on September 28 and asked for and received permission to address this meeting. He spoke of his concerns over increasing pollution of the Twin Cities area and the large number of cars with one person in them. More must be done with respect to advertising for ridesharing.

Ehrlichmann reviewed his October 2 memorandum outlining the process for placing names in nomination and voting on the applicants. O'Toole moved and Tinklenberg seconded:

That the Regional Transit Board make its appointments to the Metropolitan Transit Commission according to the process outlined in the chair's October 2, 1989 memorandum.

The term of the Suburban (Full Service) representative will expire on August 1, 1991 and the term of the At-Large Representative will expire on August 1, 1992.

The motion was unanimously approved. Accordingly, all the applicants were nominated for appointment to the board.

For the St. Paul representative, the vote was:

Carole Faricy

Doris Caranicas, John Finley, Ruth Franklin, Ed Kranz, Sandra Hilary, Terrance O'Toole, Norbert Theis, Elwyn Tinklenberg, Richard Wedell

Carol Wold Sindt

Jeff Spartz, Michael Ehrlichmann

Carole Faricy was appointed to the Metropolitan Transit Commission

For the Suburban (Full Service) representative, the vote was:

Todd Paulson

Doris Caranicas, Ruth Franklin, Ed Kranz, Sandra Hilary, Terrance O'Toole, Jeff Spartz, Norbert Theis

Bruce Nawrocki

Elwyn Tinklenberg, John Finley, Richard Wedell, Michael Ehrlichmann

Todd Paulsen was appointed to the Metropolitan Transit Commission.

For the Suburban (No Restriction ) representative, two ballots were taken. On the first ballot Carolyn Cochrane received two votes, Glenn Olson received four, and Bruce Nawrocki received five votes. On the second ballot, the vote was:

Bruce Nawrocki

John Finley, Ed Kranz, Terrance O'Toole, Norbert Theis, Elwyn Tinklenberg, Richard Wedell, Michael Ehrlichmann

Glenn Olson

Doris Caranicas, Ruth Franklin, Sandra Hilary, Jeff Spartz

Bruce Nawrocki was appointed to the Metropolitan Transit Commission.

For the At-Large representative, four ballots were taken. On the first ballot, Ray Waldron received five votes; Carolyn Cochrane, three; Glenn Olson, two; and Rochelle Graves, one. On the second ballot, Olson received five votes; Waldron, three; and Cochrane, three. On the third ballot, Cochrane received three votes; Olson, four; and Waldron, four. On the fourth and final ballot, the following votes were cast:

Ray Waldron

John Finley, Ed Kranz, Sandra Hilary, Terrance O'Toole, Jeff Spartz, Norbert Theis, Elwyn Tinklenberg, Michael Ehrlichmann

Glenn Olson

Doris Caranicas, Ruth Franklin, Richard Wedell

Ray Waldron was appointed to the Metropolitan Transit Commission.

There being no public comment, O'Toole moved and Caranicas seconded that the meeting be adjourned. The motion carried unanimously and the meeting was adjourned at 4:40 p.m.

Respectfully submitted,

Mary Fitzgerald  
Secretary

Approved by the board \_\_\_\_\_, 1989.

# REGIONAL TRANSIT BOARD

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

DATE: October 16, 1989  
TO: Regional Transit Board  
FROM: Michael J. Ehrlichmann, Chair  
SUBJECT: Advisory Committees

## SUMMARY

Regional Transit Board (RTB) bylaws authorize the chair to recommend the size, composition, and terms of office for advisory committees as well as a committee charge. This memorandum summarizes and requests action to approve proposed changes.

## BACKGROUND

The previous committees of the board were called Transportation Handicapped Advisory Committee (THAC), Rideshare Advisory Committee (RAC), and Providers' Advisory Committee (PAC). THAC and RAC were legislatively mandated. PAC was established, with Metropolitan Council involvement, in response to federal policy requiring private sector participation in planning.

## DISCUSSION

To ensure that the committees function effectively, changes are proposed to sharpen the focus and membership qualifications of the committees.

Specific actions requested of the board are summarized below:

### Committee Name and Charge

The committee name for THAC will be changed to Transit Accessibility Advisory Committee (TAAC). Recommended committee charges are as follows:

#### Transit Accessibility Advisory Committee (TAAC)

- To provide advice on issues related to the accessibility of all public transit services and the special transportation needs of elderly and disabled persons.

#### Rideshare Advisory Committee

- To provide advice on activities initiated by the RTB to enhance regional rideshare service delivery, including travel demand management strategies and Minnesota Rideshare (Mn/RS) services.

#### Provider Advisory Committee (PAC)

- To participate in the public transit service planning process by giving advice on new service concepts and policies to be implemented by the RTB, MTC, and other providers.

#### **Membership**

The following changes in membership structure are recommended for each committee:

- Size: 13 members.
- Composition: Single appointments by board member or district, two at-large members, and the chair. For TAAC, the at-large members will be selected in consultation with the State Council on Disability. An advisory committee member can reside or work in a board member's district.
- Terms of Office: Coincide with board member terms of office.
- Qualifications:
  - TAAC. Persons who are elderly or disabled, members of organizations that represent the elderly or persons with disabilities, or providers of special transportation services.
  - RAC. Persons active as car or van poolers, representatives of employer or community rideshare programs, transportation management organizations (TMO), and other groups who advocate ridesharing.
  - PAC. Representatives of communities, private operators, including bus, van and taxi companies, and nonprofit agencies that provide public transit service.

#### **Agency Liaisons**

The RTB will request the following agencies to appoint staff liaisons:

- For all committees, the Metropolitan Council.
- For TAAC, the Metro Mobility Administrative Center (MMAC) and the Metropolitan Transit Commission (MTC). The latter will represent the MTC in matters related to regular route service accessibility.
- For PAC, the MTC, in order to receive input on its new and restructured services.
- For RAC, Minnesota Rideshare (Mn/RS) and the Minnesota Department of Transportation (Mn/DOT).

Regional Transit Board  
October 16, 1989  
Page 3

### **Meeting Frequency**

It is recommended that regular meetings be scheduled monthly for TAAC, quarterly for RAC, and bimonthly for PAC. Committees may elect to meet more frequently on an as needed basis.

### **ACTION REQUESTED**

That the Regional Transit Board approve the changes in advisory committees as discussed above.

REGIONAL TRANSIT BOARD  
MEARS PARK CENTRE, 230 EAST FIFTH STREET  
SAINT PAUL, MINNESOTA 55101  
612/292-8789

DATE: October 3, 1989  
TO: Administration and Finance Committee  
FROM: Clete Luberts, Accountant *CL*  
SUBJECT: Financial Statements - August 1989

SUMMARY

The Administration and Finance Committee is asked to review the August 1989 financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles. They are:

- balance sheet
- statement of revenues, expenditures and changes in all funds
- schedule of revenues, expenditures and changes in general fund
- statement of revenues, expenditures and changes in special revenue funds
- program status report and comments
- transit provider status report
- investment summary by fund

RECOMMENDATION

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

Attachment  
ch

REGIONAL TRANSIT BOARD  
FINANCIAL STATEMENTS  
Ending August 31, 1989

Balance Sheet.....	Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....	Page 2
General Funds.....	Page 3
Special Revenue Funds.....	Page 4
Program Status Report and Comments.....	Pages 5, 6 & 7
Transit Provider Status Report.....	Pages 8 & 9
Investment Summary by Fund.....	Pages 10 & 11

REGIONAL TRANSIT BOARD  
BALANCE SHEET - ALL FUNDS  
FOR EIGHT MONTHS ENDED AUGUST 31, 1989

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	TOTAL AUGUST 1988 ALL FUNDS	CHANGE
<b>ASSETS:</b>							
CASH	\$237,914	\$884,068	\$2,574		\$1,124,556	\$184,202	\$940,354
INVESTMENTS	\$1,419,965	\$21,190,170			\$22,610,135	\$17,215,987	\$5,394,148
TAXES RECEIVABLE		\$30,041,783	\$3,681,601		\$33,723,384	\$29,847,036	\$3,876,348
ACCRUED INTEREST REC.	\$8,213	\$157,814			\$166,028	\$165,494	\$534
DUE FROM OTHER FUNDS	\$1,910	\$0	\$0		\$1,910	\$1,907	\$3
DUE FROM OTHER GOVT. UNITS	\$0	\$0			\$0	\$63,202	(\$63,202)
DUE FROM STATE OF MINNESOTA	\$675,000	\$11,786,500	\$0		\$12,461,500	\$14,611,500	(\$2,150,000)
DUE FROM FEDERAL GOVT.	\$169,166	\$166,882			\$336,048	\$433,549	(\$97,501)
OTHER ASSETS	\$46,380	\$601,767	\$98,461	\$535,704	\$1,282,312	\$916,024	\$366,288
<b>TOTAL ASSETS</b>	<b>\$2,558,548</b>	<b>\$64,828,985</b>	<b>\$3,782,637</b>	<b>\$535,704</b>	<b>\$71,705,873</b>	<b>\$63,438,901</b>	<b>\$8,266,973</b>
<b>LIABILITIES:</b>							
ACCOUNTS PAYABLE	\$12,584	\$0	\$0		\$12,584	\$64,260	(\$51,676)
ACCRUED PAYROLL LIABILITIES	\$100,681	\$0	\$0		\$100,681	\$70,757	\$29,924
DUE TO OTHER GOVT. UNITS	\$235,029	\$0	\$2,634,001		\$2,869,031	\$117,656	\$2,751,374
DUE TO MTC	\$0	\$18,869,917	\$1,050,174		\$19,920,092	\$21,732,529	(\$1,812,437)
DUE TO OTHER PROVIDERS	\$0	\$2,421,276	\$0		\$2,421,276	\$2,355,239	\$66,037
DUE TO OTHER FUNDS	\$0	\$1,910	\$0		\$1,910	\$1,907	\$3
DEFERRED REVENUE	\$408,333	\$28,562,364	\$0		\$28,970,697	\$26,836,911	\$2,133,787
LONGTERM LIABILITY	\$0	\$0	\$0	\$0	\$0	\$71,272	(\$71,272)
DEFERRED COMP HELD	\$0	\$0	\$98,461		\$98,461	\$57,375	\$41,087
<b>TOTAL LIABILITIES</b>	<b>\$756,627</b>	<b>\$49,855,467</b>	<b>\$3,782,637</b>	<b>\$0</b>	<b>\$54,394,731</b>	<b>\$51,307,905</b>	<b>\$3,086,827</b>
<b>FUND EQUITY:</b>							
INVESTMENT IN GEN FIXED ASSETS	\$0	\$0		\$535,704	\$535,704	\$357,388	\$178,316
FUND BALANCE							
RESERVE FOR ENCUMBRANCES	\$0	\$0			\$0	\$0	\$0
UNRESERVED							
DESIGNATED	\$0	\$0			\$0	\$0	\$0
UNDESIGNATED	\$1,801,920	\$14,973,517			\$16,775,438	\$11,773,608	\$5,001,830
<b>TOTAL FUND EQUITY</b>	<b>\$1,801,920</b>	<b>\$14,973,517</b>	<b>\$0</b>	<b>\$535,704</b>	<b>\$17,311,142</b>	<b>\$12,130,996</b>	<b>\$5,180,146</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$2,558,548</b>	<b>\$64,828,985</b>	<b>\$3,782,637</b>	<b>\$535,704</b>	<b>\$71,705,873</b>	<b>\$63,438,901</b>	<b>\$8,266,973</b>

REGIONAL TRANSIT BOARD  
STATEMENT OF REVENUES, EXPENDITURES & CHANGES  
IN ALL FUNDS FOR EIGHT MONTHS ENDING AUGUST 31, 1989

	GENERAL FUND	SPECIAL FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL/BUDGET VARIANCE FAVORABLE (UNFAVORABLE)
BEGINNING FUND BALANCE	\$2,123,153	\$11,170,421	\$13,293,574	\$13,293,574	\$0
REVENUES:					
PROPERTY TAXES	\$0	\$37,187,946	\$37,187,946	\$37,164,363	\$23,583
FEDERAL GRANTS	\$262,152	\$120,667	\$382,819	\$569,200	(\$186,382)
STATE APPROPRIATIONS	\$816,667	\$16,405,000	\$17,221,667	\$17,221,667	\$0
INTEREST INCOME	\$143,200	\$1,047,584	\$1,190,784	\$400,000	\$790,784
MISCELLANEOUS/BONDS	\$228	\$0	\$15,226	\$133,333	(\$118,107)
TOTAL REVENUE	\$1,222,246	\$54,761,197	\$55,998,441	\$55,488,563	\$509,878
EXPENDITURES:					
SALARIES AND BENEFITS	\$706,909	\$12,776	\$719,685	\$935,600	\$215,915
PROFESSIONAL AND TECHNICAL	\$367,300	\$14,998	\$382,298	\$869,200	\$486,902
MET COUNCIL CHARGEBACKS	\$158,000	\$0	\$158,000	\$158,000	\$0
MATERIALS SUPPLIES	\$10,519	\$0	\$10,519	\$20,667	\$10,147
OCCUPANCY	\$46,228	\$0	\$46,228	\$103,333	\$57,106
EQUIPMENT RENTAL AND MAINTENANCE	\$23,784	\$0	\$23,784	\$30,667	\$6,883
MEMBER PER DIEMS	\$18,450	\$0	\$18,450	\$33,333	\$14,883
TRAVEL EXPENSE	\$58,026	\$0	\$58,026	\$95,800	\$37,774
CASUALTY AND LIABILITY	\$54,828	\$0	\$54,828	\$66,667	\$11,838
PRINTING AND PUBLISHING	\$33,122	\$0	\$33,122	\$83,533	\$50,412
CAPITAL EXPENDITURES/OTHER	\$43,317	\$0	\$43,317	\$309,385	\$266,069
TRANSIT GRANTS/PROVIDERS	\$22,996	\$50,945,324	\$50,968,320	\$54,200,900	\$3,232,580
TOTAL EXPENDITURES	\$1,543,478	\$50,973,099	\$52,516,577	\$56,907,085	\$4,390,509
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(\$321,232)	\$3,788,098	\$3,481,864	(\$1,418,522)	\$4,900,386
TRANSFERS:					
BUDGET AUTHORIZATION			\$0	\$0	\$0
STATUTORY AUTHORIZATION					
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$1,801,920	\$14,958,519	\$16,775,438	\$11,875,052	\$4,900,386
RESERVE FOR ENCUMBRANCE DESIGNATED			\$0		\$0
UNRESERVED/UNDESIGNATED	\$1,801,920	\$14,958,519	\$16,775,438	\$11,875,052	\$4,900,386

REGIONAL TRANSIT BOARD  
 SCHEDULE OF REVENUES, EXPENDITURES & CHANGES  
 IN THE GENERAL FUND  
 FOR EIGHT MONTHS ENDED AUGUST 31, 1989

	GENERAL 010	PLANNING PROGRAMS 011	TOTAL GENERAL FUND	TOTAL BUDGET GENERAL FUND	ACTUAL/BUDGET VARIANCE FAVORABLE (UNFAVORABLE)
-----					
BEGINNING FUND BALANCE	\$2,005,037	\$118,116	\$2,123,153	\$2,123,153	\$0
REVENUES:					
PROPERTY TAXES			\$0	\$0	\$0
FEDERAL GRANTS		\$262,152	\$262,152	\$262,533	(\$382)
STATE APPROPRIATIONS	\$315,667	\$500,000	\$816,667	\$816,667	\$0
INTEREST INCOME	\$34,180	\$109,019	\$143,200	\$73,333	\$69,866
MISCELLANEOUS	\$228	\$0	\$228	\$0	\$228
TOTAL REVENUE	\$351,075	\$871,171	\$1,222,246	\$1,152,533	\$69,712
-----					
EXPENDITURES:					
SALARIES AND BENEFITS	\$374,165	\$332,744	\$706,909	\$854,671	\$147,762
PROFESSIONAL AND TECHNICAL	\$120,788	\$246,512	\$367,300	\$721,200	\$353,900
NET COUNCIL CHARGEBACKS	\$11,333	\$146,667	\$158,000	\$158,000	\$0
MATERIALS SUPPLIES	\$10,519	\$0	\$10,519	\$20,667	\$10,147
OCCUPANCY	\$46,228	\$0	\$46,228	\$103,333	\$57,106
EQUIPMENT RENTAL AND MAINTENANCE	\$23,739	\$45	\$23,784	\$30,667	\$6,883
MEAL PER DIEM	\$18,450	\$0	\$18,450	\$33,333	\$14,883
TRAVEL EXPENSE	\$36,255	\$21,771	\$58,026	\$91,800	\$33,774
CASUALTY AND LIABILITY	\$54,828	\$0	\$54,828	\$66,667	\$11,838
PRINTING AND PUBLISHING	\$30,343	\$2,778	\$33,122	\$83,533	\$50,412
CAPITAL EXPENDITURES/OTHER	\$43,317	\$0	\$43,317	\$69,267	\$25,950
TRANSIT PROGRAMS/GRANTS	\$0	\$22,996	\$22,996	\$22,996	\$0
TOTAL EXPENDITURES	\$769,965	\$773,513	\$1,543,478	\$2,256,133	\$712,655
-----					
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(\$418,890)	\$97,658	(\$321,232)	(\$1,103,600)	\$782,368
TRANSFERS:					
BUDGET AUTHORIZATION			\$0	\$0	\$0
STATUTORY AUTHORIZATION					
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0
-----					
ENDING FUND BALANCES	\$1,586,146	\$215,774	\$1,801,920	\$1,019,553	\$782,367
-----					
RESERVE FOR ENCUMBRANCES DESIGNATED			\$0		\$0
UNRESERVED/UNDESIGNATED	\$1,586,146	\$215,774	\$1,801,920	\$1,019,553	\$782,367
-----					

SCHEDULE OF REVENUES, EXPENDITURES  
AND CHANGES IN SPECIAL REVENUE FUNDS  
FOR EIGHT MONTHS ENDED AUGUST 31, 1989

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SMALL URBAN 015	LRT ENGINEERING 016	NEW SERVICE TEST MARKETING 017	TOTAL SPECIAL FUNDS	TOTAL BUDGET SPECIAL REVENUE FUND	ACTUAL/BUDGET VARIANCE FAVOR/(UNFAVOR)
BEGINNING FUND BALANCE	\$5,670,398	\$447,021	\$59,597	\$505,021	\$1,551,750	\$2,936,635	\$11,170,421	\$11,170,421	\$0
REVENUES:									
PROPERTY TAXES	\$14,949,999	\$0	\$1,833,333	\$404,614		\$0	\$37,187,946	\$37,164,363	\$23,583
FEDERAL GRANTS	\$120,667	\$0		\$0	\$0	\$0	\$120,667	\$106,667	(\$186,000)
STATE APPROPRIATIONS	\$7,855,833	\$7,250,000	\$0	\$549,667	\$56,667	\$682,833	\$16,405,000	\$16,405,000	\$0
INTEREST INCOME	\$590,381	\$150,356	\$18,223	\$35,200	\$114,103	\$139,320	\$1,047,584	\$326,667	\$720,918
MISCELLANEOUS							\$0	\$133,333	(\$133,333)
TOTAL REVENUE	\$43,516,880	\$7,400,356	\$1,851,556	\$989,480	\$180,770	\$822,154	\$54,761,197	\$54,336,030	\$425,167
EXPENDITURES:									
NYC OPERATING SUBSIDY	\$39,400,432						\$39,400,432	\$41,256,400	\$1,855,968
NYC RIDESHARE	\$407,321						\$407,321	\$451,893	\$44,572
NYC JOBSSEKERS	\$317,601						\$317,601	\$270,000	(\$47,601)
NYC METRO MOBILITY ADMIN		\$486,554					\$486,554	\$432,598	(\$53,956)
NON-NYC FILED ROUTE	\$1,056,762						\$1,056,762	\$1,053,760	(\$3,002)
OPT - OUT			\$916,734				\$916,734	\$1,142,647	\$225,912
RURAL SYSTEM				\$653,399			\$653,399	\$703,160	\$49,761
SMALL URBAN				\$218,088			\$218,088	\$223,040	\$4,952
METRO MOBILITY		\$7,202,020					\$7,202,020	\$8,000,735	\$798,716
LIGHT RAIL TRANSIT					\$12,776		\$12,776	\$226,600	\$213,824
TEST MARKETING						\$286,414	\$286,414	\$616,200	\$329,786
TOTAL EXPENDITURES	\$41,182,116	\$7,688,573	\$916,734	\$871,487	\$12,776	\$286,414	\$50,958,101	\$54,377,033	\$3,418,933
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$2,334,765	(\$288,217)	\$934,822	\$117,993	\$167,994	\$535,740	\$3,803,096	(\$41,003)	\$3,844,100
TRANSFERS:									
BUDGET AUTHORIZATION							\$0		\$0
STATUTORY AUTHORIZATION									
NET TRANSFERS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ENDING FUND BALANCES	\$8,005,162	\$158,803	\$994,419	\$623,014	\$1,719,744	\$3,472,375	\$14,973,517	\$11,129,418	\$3,844,100
RESERVE FOR ENCUMBRANCES									
DESIGNATED									
UNRESERVED/UNDESIGNATED							\$0		\$0
RESERVE FOR ENCUMBRANCE DESIGNATED							\$0		\$0
UNRESERVED/UNDESIGNATED	\$8,005,162	\$158,803	\$994,419	\$623,014	\$1,719,744	\$3,472,375	\$14,973,517	\$11,129,418	\$3,844,100

RTB PROGRAM STATUS REPORT    AUGUST 31, 1989  
66.67% of Fiscal Year

Work Prog #	Program name	Original Budget	Expenses thru Period end date	Unexpended Budget	Expenses as % of Budget
89-01	RTB Policy Management	\$276,200	\$182,719	\$93,481	66.15%
89-02	Executive Director's Office	\$202,450	\$95,605	\$106,845	47.22%
89-03	Programs/Planning Admin	\$175,850	\$178,443	(\$2,593)	101.47%
89-04	Transportation Planning Process	\$245,400	\$138,588	\$106,812	56.47%
89-10	Elderly and Disabled	\$91,300	\$42,907	\$48,393	47.00%
89-11	Regional Rideshare Prog. Coord.	\$102,200	\$10,431	\$91,769	10.21%
89-12	I-394 Planning & Implementation	\$52,900	\$4,281	\$48,619	8.09%
89-13	Transit System Planning & Impl.	\$274,800	\$200,868	\$73,932	73.10%
89-14	Transit Programs and Admin.	\$80,827,750	\$50,722,653	\$30,105,097	62.75%
89-15	Administrative Services	\$488,600	\$246,749	\$241,851	50.50%
89-16	Financial Management	\$262,100	\$114,695	\$147,405	43.76%
89-17	Personnel Administration	\$46,200	\$42,674	\$3,526	92.37%
89-19	Public Information	\$383,200	\$83,224	\$299,976	21.72%
89-22	Competitive Transit Services	\$93,800	\$77,665	\$16,135	82.80%
89-23	Light Rail Transit	\$339,900	\$18,943	\$320,957	5.57%
89-26	Transit Test Mktg of New Serv.	\$924,300	\$298,407	\$625,893	32.28%
89-27	Community Demo. Grant Prg	\$168,500	\$26,385	\$142,115	15.66%
Sub-Total		\$84,955,450	\$52,485,237	\$32,470,213	61.78%
89-20	Capital Expenditure Program	\$335,178	\$16,342	\$318,836	4.88%
Total Programs and Capital Expenditures		\$85,290,628	\$52,501,579	\$32,789,049	61.56%
025	AGENCY-HOV CONTRACT	N/A	\$14,998	N/A	
		\$85,290,628	\$52,516,577	\$32,789,049	61.56%

**ANALYSIS OF PROGRAM STATUS REPORT**  
**As of August 31, 1989**

Program 89-01 RTB Policy Mgmt:

This program requires no explanation as expenses are in line with budget.

Program 89-02 Executive Director's Office:

Current level of expenses as percentage of budget is 47.22%, 19.45% below anticipated expense. Analysis shows; Legal Expense @ 30.0% of budget and Local Travel @ 37.0% of budget.

Program 89-03 Programs/Planning Administration:

Current level of expenses as percentage of budget is 101.47%, 34.8% over anticipated expense. Analysis shows; Salaries @ 110.0% of budget (this is due to vacation balance payouts of resigned employees as well as all leave time of P&P staff charged to this program), Contractual Services @ 102.0% of budget.

Program 89-04 Transportation Planning Process:

Current level of expenses as percentage of budget is 56.47%, 10.2% below anticipated expense. Analysis shows; Salaries @ 24.0% of budget.

Program 89-10 Elderly & Disabled:

Current level of expenses as percentage of budget is 47.0%, 19.67% below anticipated expense. Analysis shows; Salaries @ 46.0% of budget and Consultants @ 37.0% of budget.

Program 89-11 Regional Rideshare Prog Coord:

Current level of expenses as percentage of budget is 10.21%, 56.46% below anticipated expense. Analysis shows; Salaries @ 7.0% of budget.

Program 89-12 I-394 Planning & Implementation:

Current level of expenses as percentage of budget is 8.09%, 58.58% below anticipated expense. Analysis shows; Salaries @ 19.0% of budget.

Program 89-13 Transit System Planning & Implementation:

Current level of expenses as percentage of budget is 73.10%, 6.43% over anticipated expense. Analysis shows Salaries @ 80.0% of budget.

Program 89-14 Transit Programs and Administration:

This program requires no explanation as expenses are in line with budget.

Program 89-15 Administrative Services:

Current level of expenses as percentage of budget is 50.50%, 16.17% below anticipated expense. Analysis shows; Occupancy Expense @ 31.0% of budget (rent payments did not begin until May'89).

Program 89-16 Financial Management:

Current level of expenses as percentage of budget is 43.76%, 22.91% below anticipated expense. Analysis shows; Contractual Services @ 28.0% of budget.

ANALYSIS OF PROGRAM STATUS REPORT  
PAGE 2

Program 89-17 Personnel Administration:

Current level of expenses as percentage of budget is 92.37%, 25.7% over anticipated expense. Analysis shows; Recruitment @ 142.0% of budget.

Program 89-19 Public Information:

Current level of expenses as percentage of budget is 21.72%, 44.95% below anticipated expense. Analysis shows; Salaries @ 38.0% of budget, Contractual Services @ 30.0% of budget and Consultants @ 0.0% of budget.

Program 89-22 Competitive Transit Services:

Current level of expenses as percentage of budget is 82.80%, 16.13% over anticipated expense. Analysis shows; Consultants @ 101.0% of budget.

Program 89-23 Light Rail Transit:

Current level of expenses as percentage of budget is 5.57%, 61.1% below anticipated expense. Analysis shows; Salaries @ 16.0% of budget and Consultants @ 1.0% of budget.

Program 89-26 Transit Test Mkt/New Services:

Current level of expenses as percentage of budget is 32.28%, 34.39% below anticipated expense. Analysis shows; Salaries @ 24.0% of budget.

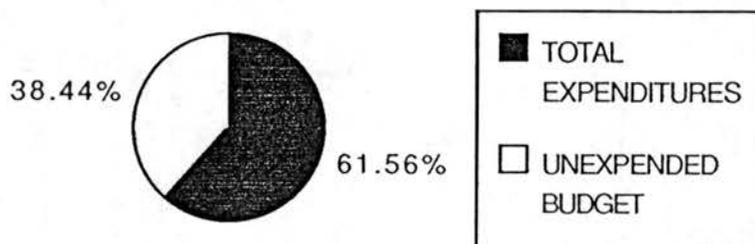
Program 89-27 Community Demo Grant Program:

Current level of expenses as percentage of budget is 15.66%, 51.01% below anticipated expense. Analysis shows; Salaries @ 18.0% of budget and Programs & Grants @ 15.0% of budget.

Program 89-20 Capital Expenditures:

Budget consist of; Storage Room 7th Floor-still anticipated for '89, Electricity Expansion-still anticipated for '89, Staff Chairs-no longer anticipated for '89, Finance Computer System-still anticipated for '89, Furniture for offices & conference room-still anticipated for '89.

PROGRAM STATUS  
REPORT



**Investment Summary by Fund - August 1989**

Date Purch.	Date Due	Description	Purchase Price	Broker	Yield
<b>General Fund</b>					
7/27/89	8/21/89	CP-Mid-Atlantic Fuel	292,168	Piper Jaffray	8.728
	8/21/89	sold	(292,168)		
7/31/89	9/25/89	BA-Security Pacific	20,484	American Bank	8.491
8/07/89	10/16/89	CP-Cons. Power	<u>1,399,481</u>	Dain Bosworth	8.643
			1,419,965		
<b>Regular Route Fund</b>					
7/11/89	9/18/89	CP-News America	2,999,287	Dain Bosworth	8.822
7/17/89	9/18/89	CP-BFCE US Finance	1,962,375	Dain Bosworth	8.731
7/25/89	9/28/89	CP-Honeywell Bull	2,263,871	Marquette Bank	8.839
7/25/89	9/11/89	CP-Merrill Lynch	2,273,259	Merrill Lynch	8.823
7/27/89	8/21/89	CP-Mid-Atlantic Fuel	300,000	Piper Jaffray	8.728
	8/21/89	sold	(300,000)		
7/31/89	9/25/89	BA-Security Pacific	100,000	American Bank	8.491
8/14/89	8/21/89	Repurch Agreement	150,000	American Bank	8.750
	8/21/89	sold	(150,000)		
8/17/89	9/05/89	CP-Ford	199,092	American Bank	8.639
8/21/89	10/16/89	CP-GE Credit	<u>888,072</u>	Piper Jaffray	8.634
			10,685,956		
<b>Metro Mobility Fund</b>					
7/11/89	10/02/89	CP-Merrill Lynch	1,550,719	Merrill Lynch	8.722
7/17/89	9/18/89	CP-BFCE US Finance	500,000	Dain Bosworth	8.731
7/31/89	9/25/89	BA-Security Pacific	<u>100,000</u>	American Bank	8.491
			2,150,719		
<b>Opt-Out Fund</b>					
7/11/89	10/02/89	CP- Merrill Lynch	300,000	Merrill Lynch	8.722
7/31/89	9/25/89	BA-Security Pacific	<u>200,000</u>	American Bank	8.491
			500,000		
<b>Rural-Small Urban Fund</b>					
7/11/89	10/02/89	CP-Merrill Lynch	600,000	Merrill Lynch	8.722
7/27/89	8/21/89	CP-Mid-Atlantic Fuel	700,000	Piper Jaffray	8.728
	8/21/89	sold	(700,000)		
7/31/89	9/25/89	BA-Security Pacific	<u>100,000</u>	American Bank	8.491
			700,000		

**LRT Fund**

8/07/89	10/16/89	CP-Merrill Lynch	<u>475,792</u>	Merrill Lynch	8.436
			475,792		

**New Test Marketing Fund**

7/31/89	9/25/89	BA-Security Pacific	200,000	American Bank	8.491
8/07/89	10/16/89	CP-Merrill Lynch	1,000,000	Merrill Lynch	8.436
8/11/89	8/14/89	Repurc Agreement	600,000	American Bank	8.750
	8/14/89	sold	(600,000)		
8/21/89	11/06/89	CP-Dreyfuss	981,498	Dain Bosworth	8.813
8/24/89	9/05/89	CP-Ford Motor Cred.	997,100	Marquette Bank	8.725
8/29/89	9/05/89	CP-GE Credit	<u>3,499,105</u>	Marquette Bank	8.665
			6,677,703		

**Total outstanding end of August: 22,610,135**

**REGIONAL TRANSIT BOARD TRANSIT  
PROVIDER STATUS REPORT**

as of August 31, 1989  
66.67% of Fiscal Year

	1989 Contract	8 months Contract	8 months Accr. Exp	*Variance Dollars
<b>Regular Route</b>				
Airport Express	18,181	12,121	12,583	462
Medicine Lake	748,900	499,267	500,414	1,147
(1) North Suburban	816,510	544,340	543,735	-605
Total	1,583,591	1,055,727	1,056,732	1,004
Medicine Lake- Adj	0	0	30	30
Adj Total	1,583,591	1,055,727	1,056,762	1,034
<b>Opt Out</b>				
Plymouth	433,910	289,273	289,273	0
Shakopee	217,661	145,107	121,961	-23,146
Southwest Metro	910,830	607,220	505,500	-101,720
Total	1,562,401	1,041,601	916,734	-124,866
<b>Rural Systems</b>				
Anoka County	85,646	57,097	52,256	-4,841
Carver County	104,650	69,767	66,398	-3,369
Dakota Volunteer	10,800	7,200	6,300	-900
DARTS	376,008	250,672	261,841	11,169
HSI (Washington Co.)	224,960	149,973	145,557	-4,417
Scott County	81,241	54,161	54,160	-1
Senior Community	57,035	38,023	35,932	-2,091
Senior Transp. Prog	15,600	10,400	10,140	-260
Westonka	15,559	10,373	9,344	-1,028
Total	971,499	647,666	641,928	-5,738
Scott Co- 1988 Adj	0	0	6,258	6,258
Sr Comm- sp exurban	0	0	5,213	5,213
Adj Total	971,499	647,666	653,399	5,733
<b>Small Urban Systems</b>				
Columbia Heights	21,420	14,280	14,853	573
Hastings - TRAC	61,775	41,183	39,855	-1,328
Hopkins	39,000	26,000	25,093	-907
NEST	95,610	63,740	62,768	-972
STEP	8,205	5,470	5,469	-1
White Bear	102,508	68,339	70,051	1,712
Total	328,518	219,012	218,088	-924

**REGIONAL TRANSIT BOARD TRANSIT  
PROVIDER STATUS REPORT**  
as of August 31, 1989  
66.67% of Fiscal Year

	1989 Contract	8 months Contract	8 months Accr. Exp	*Variance Dollars
<b>Metro Mobility</b>				
City Wide Cab			194,200	
DARTS			245,326	
Diamond Cab			283,003	
Ebenezer Society			401,910	
H.T.S.			127,204	
Handicabs			1,170,636	
Human Services, Inc.			52,315	
Med Kab (Health East)			469,901	
Metro Ride			607,523	
Morley Bus			1,448,087	
Suburban Paratransit			719,129	
Twin City Mobility			306,827	
Wilder Transp.			201,163	
Yellow Taxi			974,798	
<b>Total</b>	<b>12,001,103</b>	<b>8,000,735</b>	<b>7,202,020</b>	<b>-798,716</b>
<b>Total other than MTC</b>	<b>16,447,112</b>	<b>10,964,741</b>	<b>10,047,003</b>	<b>-917,739</b>
<b>MTC</b>				
Regular Route	61,884,600	41,256,400	39,400,462	-1,855,938
Jobseekers	405,000	270,000	317,601	47,601
Over 8 Mile Coupons	125,000	83,333	40,043	13,913
MMAC	648,897	432,598	446,511	13,913
Minnesota Rideshare	695,966	463,977	407,321	-56,656
<b>Total</b>	<b>63,759,463</b>	<b>42,506,309</b>	<b>40,611,938</b>	<b>-1,894,371</b>
<b>Test Mktg &amp; New Serv</b>				
ABC Weekender	105,416	70,277	65,309	-4,968
(2) * Roseville Circulator	716,200	218,083	221,105	3,022
<b>Grand Total</b>	<b>81,028,191</b>	<b>53,759,411</b>	<b>50,945,354</b>	<b>-2,814,056</b>

\*+ = over budget

\*- = under budget

(1) Incl amendment

(2) 18 month contract

## REGIONAL TRANSIT BOARD

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

**DATE:** September 27, 1989

**TO:** Administration and Finance Committee

**FROM:** Edward Kouneski, Manager of Programs *EK gjs*  
Michael Opatz, Transit Analyst *MO*

**SUBJECT:** City of Maple Grove Replacement Service Application

### SUMMARY

This memorandum summarizes the application submitted by the City of Maple Grove to operate replacement (opt out) service effective April 1, 1990. Action is requested to enter into contract for the new service.

### BACKGROUND

The replacement service program, commonly known as "opt-out," was established by the Minnesota State Legislature in 1981. The program gives eligible cities the opportunity to replace regular route transit service currently in operation. Cities intending to opt-out were required to give notice of intent by July 1, 1984. Legislative sunset provisions were later enacted and cities had to decide by July 1, 1988, whether or not to proceed with replacement service. Final applications were due July 1, 1989.

To be eligible to receive tax dollars, the transit need must be justified and a service plan approved by the RTB. It must be demonstrated that the proposed service is as cost effective as the service it replaces. The city reserves the right to select the vendor that can best serve the individual community.

### Eligibility Criteria

Communities were eligible if they met the following criteria:

- The community had to be within the metropolitan taxing district.
- The community received no MTC services or if service was provided, it had to begin or end in that community.
- If there were MTC service, the community had to have fewer than four scheduled runs during the off peak hours.

### Tax Levy

Funding for replacement service consists of a portion of the property tax levied in the community for the provision of transit service. The city is eligible to receive 90 percent of its transit tax levy. The remaining 10 percent is contributed toward funding the regional transit system. The levy is related to the amount of service provided as follows:

Full service	-	2.00 mills
Peak hour and limited off-peak hours	-	1.50 mills
Limited peak hour service only	-	1.25 mills

### Application Procedures

Applications for assistance under the replacement service (opt-out) program must:

- describe the existing service provided to the applicant, including the estimated number of passengers carried and the routes, schedules and fares;
- describe the transit service proposed for funding under the opt-out program, including the anticipated number of passengers and the routes, schedules, and fares; and
- indicate the total amount of available local transit funds, the portion of the available local transit funds proposed to be used to subsidize replacement services, and the amount of assistance required for the replacement services.

### Current Replacement Services

To date, three replacement service programs are in operation:

- The City of Plymouth began Plymouth Metrolink in October of 1983 operating commuter express and local circulator service. Dial-a-ride service has been implemented in 1989.
- The City of Shakopee began Shakopee Area Transit in September 1984. It consists of commuter vanpooling and local dial-a-ride service.
- The cities of Eden Prairie, Chaska, and Chanhassen formed a joint powers agreement, the Southwest Metropolitan Transit Commission, in December 1986. Transit services include commuter express, local commute, and dial-a-ride.

**DISCUSSION**

The City of Maple Grove hired Strgar-Roscoe-Fausch, Inc., to conduct a transit needs assessment study to determine if the city could better satisfy local travel needs without increasing its tax burden by opting out of the existing regular route service. The findings and conclusions of the study affirmed the replacement service alternative.

Existing regular route service in Maple Grove consists of peak period service operated by the Metropolitan Transit Commission (MTC) and Medicine Lake Lines (MLL). Two routes now serve east and central Maple Grove.

The City of Maple Grove has submitted to the RTB an application for replacement service effective April 1, 1990. The city has proposed to revise the existing route structure by developing a trunk line and feeder system and to conduct a competitive procurement process for selection of an operator. The following figures summarize Maple Grove's application:

<b>Proposed Expenses (for April 1, 1990, Start)</b>	
<i>Administrative</i>	
Management & Supervisory	
Salaries and Fringe Benefits	\$25,000
Advertising, Marketing and Promotions	25,000
Other Direct Administrative	25,000
<i>Cost of Service</i>	
Purchase of Service Agreement	371,250
<i>Special Projects</i>	
Shelter Installation	15,000
Park-and-Ride Study	<u>25,000</u>
<b>Total Expenses (CY 1990)</b>	<u><u>\$486,250</u></u>
<b>Proposed RTB Subsidy</b>	
Administrative	\$75,000
Cost of Service	297,000
Special Projects	<u>40,000</u>
<b>Total RTB Subsidy (CY 1990)</b>	<b>\$412,000</b>
<b>Fare Revenue</b>	<u><u>\$74,250</u></u>
	<u><u>\$486,250</u></u>

**Operating Statistics  
 (Annualized)**

	<u>Existing</u>	<u>Proposed</u>
Service Hours	3,371	3,584
Service Miles	61,455	91,662
Ridership	68,850	75,735
Farebox Revenue	\$90,000	\$99,000

**Service Performance**

	<u>Existing*</u>	<u>Proposed**</u>
Passengers Per Hour	18	21
Cost Per Passenger	\$7.54	\$6.54
Revenue Per Passenger	\$1.31	\$1.31
Subsidy Per Passenger	\$6.23	\$5.23
Farebox Recovery Ratio	17%	20%

\* Existing Cost Figures are Fully Allocated and Adjusted for Inflation

\*\*Proposed Cost Figures Exclude City Administrative and Special Projects Expenses

**Tax Levy Summary**

Mill Rate	1.25
Estimated 1990 Transit Property Tax	\$680,000
Available Tax for Replacement Service (90%)	\$610,000
Percent of Available Tax Requested for CY 1990 (Prorated for April 1 Implementation)	90%

**Analysis of Proposed Expenses and Service Plan**

Expenses

The application for replacement service outlined the following expenses:

- Transit coordinator charges are allocated on a half-time basis beginning January 1, 1990, to initiate and oversee transit operations.
- Advertising, marketing, and promotions costs of \$25,000 represent 5% of the total budget.

## Maple Grove Replacement Service

September 27, 1989

Page 5

- Other direct administrative costs of \$25,000 are budgeted for office equipment, rentals, supplies, local travel, computer support, and the allocated city management costs.
- The cost of service subsidy of \$297,000 is calculated as the purchase of service cost minus the estimated fare revenues.
- Special projects expenses of \$40,000 are allocated for a park-and-ride lot study and the engineering and construction of three passenger shelters.

### Service Plan

Analysis of Maple Grove's service plan shows that the city can achieve more effective and efficient transit service. This is due to restructuring the routes to a feeder bus system that collects into downtown express routes. The result is greater levels of service, more coverage, and improved travel time for customers.

The proposed service performance indicates:

- A 15 percent increase in service productivity from 18 to 21 passengers per hour.
- A 13 percent decrease in cost per passenger from \$7.54 to \$6.54.
- A 16 percent decrease in subsidy per passenger from \$6.23 to \$5.23.
- A 15 percent increase in the farebox recovery ratio from 17% to 20%.

### Funding

The mill rate for Maple Grove will remain unchanged at 1.25 mills, even with the upgrade in service. The amount of available tax for replacement service of \$610,000 reflects 90 percent of the total transit property tax levy of \$680,000. Of the available transit tax, Maple Grove is requesting \$412,000 to operate replacement service beginning April 1, 1990.

### **Future Service Plans**

The long-term strategy for Maple Grove's replacement service program is to expand service and to improve efficiency by:

1. Revising the route structure in 1990 by developing a trunk line and feeder system.
2. Adding off-peak local dial-a-ride service for midday and possibly early evening hours during 1991 or 1992.

3. Expanding dial-a-ride service to include weekends in 1992 or 1993.
4. Reviewing the possibility of midday fixed route service to downtown Minneapolis in 1993.

#### **FINDINGS AND CONCLUSION**

- The replacement service program (opt out) began in 1981 when it was enacted by the legislature. Eligible cities had until July 1, 1989, to decide whether to submit an application to the RTB for funding.
- RTB funding can consist of 90 percent of the total transit property tax levied in a city for justified transit needs.
- The benefits of the replacement service program are that services can be more community managed and more tax dollars can be available to improve local service.
- The City of Maple Grove submitted to the RTB an application to implement a replacement service program effective April 1, 1990. The city has proposed to revise the existing route structure by developing a trunk line and feeder system.
- The application outlined proposed expenses of \$486,250 and requested an RTB subsidy of \$412,000 from an available transit tax of \$610,000 in calendar year 1990.
- Analysis of the proposed service indicates that the proposed service will be as cost effective as the service it replaces. For Maple Grove residents, there will be greater service levels, more coverage, and improved travel time to downtown Minneapolis.
- Maple Grove has developed a strategy to upgrade and expand the transit service in future years.

#### **ACTION REQUESTED**

That the Regional Transit Board authorize the executive director to enter into contract with the City of Maple Grove in an amount not to exceed \$412,000 for calendar year 1990 for operation of a replacement service program.

## REGIONAL TRANSIT BOARD

Mears Park Centre  
230 East Fifth Street, St. Paul, Minnesota 55101  
612/292-8789

DATE: October 16, 1989  
TO: Elwyn Tinklenberg, A & F Committee Chair  
FROM: Bob Dietrick *BD*  
SUBJECT: Insurance Renewals

At the last A & F Committee meeting (10/9/89), the Committee recommended for Board approval the renewal of the RTB's insurance policies expiring on 10/24, at a premium cost of \$16,118.38. Since that time, our insurance agent has notified me that that St. Paul Companies is willing to quote us on the liability, property, and business auto policies at a premium savings of **\$3,035**. The coverage limits and deductibles are the same.

### Comparison:

quotes approved by Committee:		new quotes from St. Paul Companies:	
liability (Northland)	\$5175.00	liability	\$2926.00
property (Chubb)	\$2338.00	property	\$1148.00
business auto (Chubb)	\$1228.00	business auto	\$1632.00

St. Paul Companies will only quote this renewal coverage as a package, thus we would have to take the higher business auto premium in order to secure the lower coverage on the liability and property coverage.

Total cost savings is \$3,035.00 and staff recommendation is to accept these quotes from St. Paul Companies. The total insurance package renewal premiums (including Workers Compensation and Employee Bond which have not changed), would then be **\$13,083.38**, as opposed to the figure of **\$16,118.38** approved by the A & f Committee last Monday.

## REGIONAL TRANSIT BOARD

Mears Park Centre  
230 East Fifth Street, St. Paul, Minnesota 55101  
612/292-8789

DATE: September 29, 1989  
TO: Administration and Finance Committee  
FROM: Bob Dietrick, Administrative Aide *Bob D*  
SUBJECT: RTB Insurance Renewals

### Summary

The Administration and Finance Committee is asked to review and recommend for approve the renewal of the RTB's insurance coverages effective October 24, 1989.

### Background

The RTB's insurance coverages for general liability, property, workers compensation, business auto and employee fidelity bond all expire on October 24, 1989. The RTB's insurance agent, R. L. Youngdahl and Associates, has secured renewal quotes for these policies. The quotes are:

Coverage	Carrier	Present Premium	Renewal Quote
Liability	Northland	\$5175.00	\$5175.00
Business Auto	Chubb	\$1276.34	\$1228.00
Employee Fidelity Bond	Chubb	\$2315.38	\$2315.38
Property	Chubb	\$2216.00	\$2338.00
Workers Compensation	State Fund Mutual	<u>\$5183.00</u>	<u>\$5062.00</u>
	Total:	\$16,165.72	\$16,118.38

The renewal quote of \$16,118.38 is a .3% decrease from last year, which reflects the continued stabilization of the insurance market. In the past we have had annual increases as high as 114%.

The agent is also exploring placing all of the policies with the St. Paul Companies. If they were to take all the policies, the quote would probably be even lower than what we have already received. The Committee will be notified if this occurs.

Last year, in our annual audit, Deloitte Haskins & Sells recommended that we explore updating our coverage for the employee fidelity bond coverage. Presently we are covered up to \$500,000 with a deductible of \$2500. Twice a year, when we receive our property tax settlement, we handle checks as high as \$10,000,000. Though it would be hard to imagine these checks being converted to anyone's personal use, technically there is an exposure. We asked the insurance company to provide us with a quote for limits of \$10,000,000 and they would not go that high. The highest limit they would give us was \$5,000,000 with a deductible of \$25,000. The premium for this coverage would be \$4050 compared to the present premium quote of \$2315.38. Staff recommendation is to remain at the same coverage levels as we presently carry.

**Recommendation**

That the Administration and Finance recommend for Board approval the renewal of the Board's insurance policies for liability, business auto, fidelity bond, property, and workers compensation for a premium cost of \$16,118.38.



REGIONAL TRANSIT BOARD

Mears Park Centre, 230 East Fifth Street, Saint Paul, Minnesota 55101  
612/292-8789

DATE: October 3, 1989  
TO: Administration and Finance Committee  
FROM: Dale W. Ulrich, Comptroller *DWU*  
SUBJECT: Final Payment on Telephone System

**SUMMARY**

The Regional Transit Board is being asked to pay \$6007.82 to the phone system vendor, Fujitsu Business Communications, as final payment on the RTB share of the Mears Park Centre system.

**BACKGROUND**

The RTB budgeted \$25,000 for this purpose in the 1988 budget, and gave authorization to contract for \$19,000 in January of 1988, six months before moving into Mears Park Centre.

After several system modifications, additions and final agreement on the cost apportionment formula, the unpaid RTB share is \$6007.82. This brings the total cost, net of credit on the old system, to \$25,015.

**RECOMMENDATION**

That the Regional Transit Board authorize payment to Fujitsu Business Communications in the amount of \$6007.82.

ch

## REGIONAL TRANSIT BOARD

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

DATE: September 19, 1989  
TO: Administration and Finance Committee  
FROM: Dave Jacobson, Planner *DJ*  
SUBJECT: 1990-1992 Transportation Improvement Program

### SUMMARY

This memorandum presents the transit element of the 1990-1992 Transportation Improvement Program (TIP) for board approval.

### BACKGROUND

The TIP for the metropolitan area is a three-year program of highway and transit capital projects for which federal funding is proposed. Federal regulations require that the TIP be updated annually and include all federally funded projects. The transit section of the Annual Element of the 1990-1992 TIP is the result of consultations with the Metropolitan Transit Commission (MTC) and other area transit providers. After RTB action on the transit section, the document will be submitted to the Metropolitan Council.

In accordance with Urban Mass Transportation Administration (UMTA) policy regarding participation of private transit operators in federally funded transit projects, a draft of the Annual Element of the 1990-1992 TIP was distributed to 120 metropolitan area transportation providers on August 29, 1989. These providers were asked to submit any comments on the annual Element of the 1990-1992 TIP to the RTB by September 19. To date, no comments have been received. Any comments or subsequent correspondence from providers will be presented at the Administration and Finance Committee meeting.

### DISCUSSION

Attached is the transit section of the Annual Element of the 1990-1992 TIP. Included are 17 MTC and three other metropolitan area projects involving UMTA funding. The MTC projects are included in the 1990 MTC capital budget. All but two of the projects were included or were added as amendments to the previous Annual Element of the 1989-1991 TIP and three are pending UMTA approval.

There are two new projects for 1990-1992, both of which are MTC requests. The two new MTC projects are for the purchase of buses and the reconditioning of select articulated buses. The Section 3 funding request for these two projects is \$7.836 million.

Projects pending from previous years are for the purchase of up to 81 buses at \$6.724 million; the Hennepin County Regional Railroad Authority request to construct 29.1 miles of stage I LRT at \$24 million; and the City of Minneapolis request for the River City Trolley at \$1.4 million.

Carryover MTC projects include the purchase of 114 buses, of which 25 are articulated; construction of park-and-ride lots, bus turn-arounds and bus shelters; and purchase of computer equipment and miscellaneous capital equipment. Applications for federal funding of these projects have either been approved or approval is pending with UMTA.

The Hennepin County Regional Railroad Authority LRT request and the Phase I Nicollet Mall Shuttle and River City Trolley requests by the City of Minneapolis were previously approved by the RTB and are included as amendments to the 1989-1991 TIP.

In addition to the MTC capital projects, the 1990-1992 TIP Annual Element also lists the projected federal operating assistance the MTC anticipates requesting in fiscal year 1989 and 1990. The source of this operational funding is the UMTA Section 9 Grant Program, with the MTC seeking \$7.4 million in each of the two years.

#### **FINDINGS AND CONCLUSIONS**

- The 1990-1992 TIP Annual Element is a program of metropolitan area highway and transit projects proposed for federal funding in the next three years and is required by the federal government.
- Projects included in the 1990-1992 TIP Annual Element are consistent with the region's transportation plans and priorities.
- The 1990-1992 TIP Annual Element is consistent with the RTB Implementation and Financial Plan.
- A draft copy of the 1990-1992 TIP Annual Element transit section was distributed to metropolitan area providers for comment. No comments have been received.

#### **RECOMMENDATION**

That the Regional Transit Board approve the transit section of the 1990-1992 Transportation Improvement Program for submittal to the Metropolitan Council.

## REGIONAL TRANSIT BOARD

Mears Park Centre  
230 East Fifth Street, St. Paul, Minnesota 55101  
612/292-8789

DATE: September 20, 1989

TO: Administration and Finance Committee

FROM: Len Simich, Planner *LS* *OS*

SUBJECT: Olympic Festival Funding Request

### SUMMARY

The organizing committee of the 1990 Olympic Sport Festival has requested \$50,000 in funding from the RTB for the purpose of transportation planning for the 1990 Sport Festival. The funds will be used solely for the purpose of transportation planning, and to the maximum extent possible, the plans and other material developed will be retained for the potential use in the planning of future special events. Action is requested to approve the funding request.

### BACKGROUND

The U.S. Olympic Festival is America's largest amateur multi-sport athletic competition. The event is sanctioned by the U.S. Olympic Committee and is held in each non-Olympic year. The event is projected to draw large numbers of spectators and athletes, with competition sites located in and around the entire Twin Cities area. Of particular note is the fact that there will be approximately 1,200 scheduled practice sessions, and over 240 ticketed events over a 14 day period starting July 2, 1990. This coupled with the logistics of moving over 4,250 participants, 500,000 spectators and 1,500 national media in and out of the metro area, heightens the need to put forth a well planned and coordinated effort to assure that a satisfactory transportation system can be implemented. Additional information on the event is provided in the attached funding proposal submitted by the Twin Cities Festival Organizing Committee (TCFOC).

The 1989 Festival was held in Oklahoma City. The local organizing committee in Oklahoma City received \$160,000 in Urban Mass Transportation Administration (UMTA) Section 9 funding for transportation planning. In April 1989, the RTB on behalf of the TCFOC and 1991 Special Olympic Committee, made application for UMTA Section 8 funding for transportation planning. UMTA has indicated that presently there is no discretionary Section 8 funding available for this project.

## DISCUSSION

The Twin Cities Festival Organizing Committee (TCFOC) is responsible for all transportation arrangements for the athletes, coaches, trainers, Olympic Committee Officials, and other domestic and international VIP's from the time they arrive until the time they leave. The TCFOC realized that there is a tremendous amount of planning required to provide reliable transportation, and requested and have received from Mn/DOT a loaned employee to serve full time as the Festival's Director of Transportation. The TCFOC would use the \$50,000 of RTB funding to obtain the services of a local ground transportation consulting firm to develop a detailed transportation system for Festival participants. This amount would match Mn/DOT's contribution to the event. It should be noted that the TCFOC expects to spend approximately \$250,000 in direct payments for transportation services and another \$40,000 in salary expenses in addition to the \$50,000 requested from the RTB for planning consulting services.

In addition to providing funding for the ground transportation consultant, RTB involvement will include participation on a steering committee made up of representatives from the TCFOC, the cities of Minneapolis and St. Paul, Mn/DOT, and representatives from the Special Olympics. The Board should also note that the Special Olympic Committee will be applying for RTB funding to assist their efforts in planning the 1991 International Games. It is anticipated that the experience gained and plans developed for both the Olympic Festival and the International Special Olympics Games, will serve as the model for major events held in the Twin Cities in future years such as the 1991 U.S. Open, the 1992 NCAA Final Four Basketball Tournament, the 1992 Super Bowl, and the 1993 World Masters Competition.

## FINDINGS AND CONCLUSIONS

- The U.S. Olympic Festival, America's largest amateur multi-sport athletic competition event will take place in and around the Twin Cities July 2 through July 16, 1990. The event is projected to attract 4,250 participants, 500,000 spectators, and 1,500 media personalities.
- Olympic Sport Festival has requested \$50,000 in funding from the RTB for the purpose of hiring a ground transportation consulting firm to develop a detailed transportation system for festival participants.
- An UMTA Section 8 Grant totaling \$240,000 was sought for transportation planning for both the 1990 Olympic Festival and the 1991 Special Olympic Games. UMTA was unable to fund the request at this time.
- In addition to providing funding, RTB involvement will include participation on a steering committee that oversees transportation planning activities. It is anticipated that the experience gained, and plans developed through this process will be used as models for future special events planned in the Twin Cities.

Administration and Finance Committee  
October 2, 1989  
Page 3

#### RECOMMENDATION

That the Regional Transit Board provide the Twin Cities Festival Organizing Committee, Inc., an amount not to exceed \$50,000 for the purpose of transportation planning for the 1990 U.S. Olympic Festival, and that the 1989 RTB Budget be amended to accommodate this request. Funding is contingent upon RTB participation on the steering committee that will oversee transportation planning, and upon the TCFOC making the plans and other material developed for the festival available to the RTB for potential use in the planning of future special events.

TWIN CITIES FESTIVAL ORGANIZING COMMITTEE, INC.

WORLD TRADE CENTER-SUITE 1290-SAINTE PAUL, MN 55101  
612-291-1990

JOHN P. (JACK) KELLY  
PRESIDENT, EXECUTIVE DIRECTOR



September 8, 1989

Mr. Michael Erlichman  
Chairman  
Regional Transit Board  
Mears Park Center  
230 E. 5th Street  
St. Paul, Minnesota 55101

Dear Mr. Erlichman:

As we discussed at our September 5, 1989 meeting, I am sending you more specific information about the 1990 U.S. Olympic Festival and our request for Regional Transit Board assistance in funding a portion of the transportation planning element. Enclosed also are copies of our basic information brochure for you and your board.

Olympic Festival History

The U.S. Olympic Festival is America's largest amateur multi-sport athletic competition. It is an event of the U.S. Olympic Committee (USOC) and includes all sports in the Summer Olympic and Pan American Games, plus four sports in the Winter Olympics for a total of 38 sports. The Festival is held every year except the year of the Summer Olympic Games. The primary purpose of the Olympic Festival is to prepare 4250 American athletes, coaches, administrators and sports medicine personnel for the Olympic and Pan American Games.

The idea for the U.S. Olympic Festival originated in 1963 with Robert Kane, then the athletic director at Cornell University. His dream was to create an event in which the United States' Olympic-caliber athletes could compete in an Olympic type setting. It wasn't until 1978, however, before the first Festival was held, following the USOC's move from New York to Colorado Springs, and Bob Kane's election as President of the U.S. Olympic Committee.

Our golden moment.  
U.S. Olympic Festival '90  
July 6-15, 1990

Through 1985, the Olympic Festival was called the National Sports Festival and was held as follows:

<u>YEAR</u>	<u>SITE</u>	<u>ATTENDANCE</u>	<u>SPORTS</u>
1978	Colorado Springs, Colorado	80,000	20
1979	Colorado Springs, Colorado	120,000	26
1980	Olympic Year		
1981	Syracuse, New York	180,000	27
1982	Indianapolis, Indiana	250,000	28
1983	Colorado Springs, Colorado	250,000	31
1984	Olympic Year		
1985	Baton Rouge, Louisiana	210,000	32

Transportation planning and operations problems were not significant during the first six Festivals because the event was still relatively small and the logistics were not particularly complicated.

Beginning in 1986, the event took a major leap in size and complexity. Its name was changed to the U.S. Olympic Festival to better reflect its character and its purpose. Following is a summary of the Festival since 1986 illustrating its growth and future potential.

<u>YEAR</u>	<u>SITE</u>	<u>ATTENDANCE</u>	<u>SPORTS</u>
1986	Houston, Texas	346,000	34
1987	North Carolina (majority of state)	464,000	35
1989	Oklahoma City, Oklahoma	425,000	36
1990	Minneapolis/St. Paul, Minnesota	500,000 (est.)	38
1991	Los Angeles, California	600,000 (est.)	38

Because of the increased numbers of spectators, athletes and sports, the transportation problems have become very significant to deal with and more effort is necessary to assure that a satisfactory transportation system could be implemented. Of particular note is the fact that there are approximately 1200 scheduled practice sessions and over 240 scheduled ticketed events over the 14 day period in addition to the logistics of moving the 4250 participants and over 1500 national media in and out of the metro area.

In 1986, the Houston transit provider, METRO, loaned an executive to the local organizing committee to plan the necessary internal transportation system. In 1987 and 1989, the local organizing committees were awarded Section 8 Urban Mass Transportation Administration (UMTA) grants of \$100,000 to \$150,000 to cover the costs of planning for transportation needs. The success of the last three Festivals is obviously dependent on many factors, but a reliable and responsive transportation system has also been an important ingredient to the events' actual success and the perceived success by all participant groups.

### 1990 U.S. Olympic Festival

The Twin Cities bid for hosting the 1990 U.S. Olympic Festival was led by Governor Perpich, the mayors of both cities, the Minnesota Amateur Sports Commission, and other key business representatives. The Twin Cities were awarded the bid by the U.S. Olympic Committee in May, 1987 as a result of the strong support in the communities for amateur athletics and the quality of existing facilities available as well as those planned in conjunction with the Festival. The level of interest of all concerned in attracting and conducting these events was also a key ingredient.

Approximately half of the Festival activities will occur on the four college and university campuses (University of Minnesota, Augsburg College, College of St. Thomas and Macalester College) at which the athletes will be housed. The other activities will be held at the other venues in the metropolitan area such as the St. Paul Civic Center and Wilkins Auditorium, Metrodome, Met Center, National Sports Center (Blaine), Lake Minnetonka, etc.

### Existing State Commitment

The State of Minnesota and the University of Minnesota committed to constructing additional world-class athletic facilities in conjunction with the Festival. A \$23.2 million swim complex is presently under construction at the University of Minnesota. A \$1.37 million track renovation is also being completed for track and field events at the University of Minnesota. Additionally, the \$14.7 million National Sports Center is under construction in Blaine including a soccer stadium and \$2 million velodrome modeled after the all wood 250 meter cycling track located in Barcelona, Spain, host of the 1992 Olympic Games.

The State of Minnesota, together with the Twin Cities Festival Organizing Committee (TCFOC), the local non-profit organization organized to direct the Festival on behalf of the metro area and the USOC, recognized the need for a sound transportation plan for the Festival. Mn/DOT loaned Mr. Mike Robinson, Assistant State Traffic Engineer, to the TCFOC for a 15 month period to serve as the Festival's Director of Transportation.

The purpose of Mr. Robinson's assignment is to assure a metropolitan-wide coordinated transportation plan that serves the needs of the Festival participants as well as the spectators. Mn/DOT has designed their highway maintenance and construction schedules around the Festival schedule to eliminate any unnecessary disruption of traffic. Mn/DOT will also assist in the development of coordinated highway signage directing spectators to the venues.

### 1989 Transportation Funding Request

In early 1989, the TCFOC filed a joint application with the 1991 International Summer Special Olympic Games (ISSOG) organizing committee for a Section 8 UMTA grant to fund the transportation planning for both events. Much of the planning being done for the Olympic Festival can be used by the 1991 ISSOG's staff since many of the venues will be the same. The grant application was for \$240,000 of federal funds with a \$60,000 local match for a total of \$300,000. UMTA, however, was unable to fund the request at this time.

1990 U.S. Olympic Festival Needs and Issues

However it is funded, there is a tremendous amount of planning required to provide reliable transportation for the 4250 athletes, the 1500+ media representatives who will cover the Olympic Festival and the over 500,000 spectators.

The TCFOC is responsible for all transportation arrangements for the 4250 athletes, coaches, trainers, U.S. Olympic Committee officials, and other domestic and international VIP's from the time they arrive at the airport until they leave again. Most transportation will be by chartered buses; however, the TCFOC will also operate a 300 vehicle motor pool of smaller vehicles for use by the U.S. Olympic Committee and other officials.

At present, it is believed that the most efficient and effective way to accomplish these objectives is to obtain the services of a local ground transportation services consulting firm to work out the athlete bus schedules to the 240 ticketed competition session and 1200 practice sessions and to keep up with the continually changing needs (NOTE: many changes are made to the schedule even during the event itself). We have been working with an experienced local company in this regard and would like to be able to dedicate one of their key people to our event full time starting as soon as possible. Our arrangements with them to date have, by necessity, been contingent upon locating the needed funding. They will play a very key role in the success of our transportation plan and the entire event and we are, therefore, concerned about being able to find an alternative funding source.

The bulk of the TCFOC staff and retained consultants effort for transportation planning will focus on developing a detailed transportation system for Festival participants (e.g. athletes, coaches, trainers and officials). Given the cooperation of the various units of government that the road and highway systems will be free of construction activities, there will generally not be an unusual strain on the transportation system caused by Festival spectators because each of the venues is capable of experiencing and handling a sell-out crowd at normal events. Events where large crowds are anticipated include:

<u>DATE</u>	<u>SPORT</u>	<u>LOCATION</u>	<u>EST. ATTENDANCE</u>
7/6/90	Opening Ceremonies	HHH Metrodome	60,000+
7/7/90	Boxing	Wilkins Auditorium	3,000
7/7/90	Cycling/Track	Nat'l Sports Ctr./Blaine	3,500
7/7/90	Equestrian	MN State Fair Coliseum	5,800
7/7/90	Figure Skating	Met Center (afternoon)	12,500
7/7/90	Figure Skating	Met Center (evening)	15,000
7/8/90	Boxing	Wilkins Auditorium	3,000
7/8/90	Cycling/Track	Nat'l Sports Ctr./Blaine	3,500
7/8/90	Equestrian	MN State Fair Coliseum	5,800
7/8/90	Figure Skating	Met Center (afternoon)	12,500
7/8/90	Figure Skating	Met Center (evening)	15,000
7/9/90	Cycling/Track	Nat'l Sports Ctr./Blaine	3,500
7/10/90	Boxing (FINALS)	St. Paul Civic Center	9,000
7/10/90	Ice Hockey	Met Center (afternoon)	3,000

Mr. Michael Erlichman  
 September 8, 1989  
 page 5

7/10/90	Ice Hockey	Met Center (evening)	5,000
7/12/90	Gymnastics	St. Paul Civic Center	15,700
7/12/90	Ice Hockey	Met Center (afternoon)	3,000
7/12/90	Ice Hockey	Met Center (evening)	5,000
7/13/90	Gymnastics	St. Paul Civic Center	15,700
7/13/90	Ice Hockey	Met Center (afternoon)	3,000
7/13/90	Ice Hockey	Met Center (evening)	5,000
7/14/90	Gymnastics	St. Paul Civic Center	12,000
7/14/90	Soccer	Nat'l Sports Ctr./Blaine	3,500
7/15/90	Gymnastics	St. Paul Civic Center	15,700
7/15/90	Ice Hockey	Met Center (Bronze)	8,000
7/15/90	Ice Hockey	Met Center (Gold)	15,000
7/15/90	Soccer	Nat'l Sports Ctr./Blaine	7,000
7/15/90	Wrestling (FINALS)	Wilkins Aud. (afternoon)	3,500
7/15/90	Wrestling (FINALS)	Wilkins Aud. (evening)	3,500
7/15/90	Closing Ceremonies	St. Paul Civic Center	15,700

The largest transportation congestion problems are likely to occur when multiple competitions are going on at the various venues on the University of Minnesota campus:

<u>DATE</u>	<u>SPORT</u>	<u>VENUE</u>	<u>EST. ATTENDANCE</u>
7/7/90	Baseball	Siebert Field	1,840
	Basketball	Williams Arena	5,000
	Rollerskating	Mariucci Arena	700
	Synch. Swimming	Swim Complex	1,200
	Water Polo	Swim Complex	600
			<u>9,340</u>
7/8/90	Baseball	Siebert Field	1,840
	Basketball	Williams Arena	5,000
	Rollerskating	Mariucci Arena	800
	Swimming	Swim Complex	2,700
	Synch. Swimming	Swim Complex	1,200
	Water Polo	Swim Complex	500
			<u>12,040</u>
7/9/90	Baseball	Siebert Field	1,840
	Basketball	Williams Arena	5,000
	Rollerskating	Mariucci Arena	1,000
	Swimming	Swim Complex	2,700
	Tennis	4th Street Courts	800
	Water Polo	Swim Complex	500
			<u>11,840</u>
7/10/90	Swimming	Swim Complex	2,700
	Team Handball	Mariucci	500
	Tennis	4th Street Courts	800
	Volleyball	Williams Arena	2,500
	Water Polo	Swim Complex	500
			<u>7,000</u>

Mr. Michael Erlichman  
September 8, 1989  
page 6

7/11/90	Baseball	Siebert Field	1,840
	Basketball (FINALS)	Williams Arena	12,000
	Team Handball	Mariucci Arena	700
	Tennis	4th Street Courts	800
	Water Polo	Swim Complex	700
			<u>16,040</u>
7/12/90	Diving	Swim Complex	2,700
	Team Handball	Mariucci Arena	700
	Tennis	4th Street Courts	1,000
	Volleyball	Williams Arena	2,500
			<u>6,900</u>
7/13/90	Athletics-Track	Bierman Field	10,000
	Diving	Swim Complex	2,700
	Team Handball	Mariucci Arena	700
	Volleyball	Williams Arena	3,500
			<u>16,900</u>
7/14/90	Athletics-Track	Bierman Field	12,000
	Diving	Swim Complex	2,700
	Team Handball	Mariucci Arena	1,000
	Volleyball	Williams Arena	7,000
			<u>22,700</u>
7/15/90	Athletics-Track	Bierman Field	12,000
	Diving	Swim Complex	2,700
	Team Handball	Mariucci Arena	1,000
	Volleyball	Williams Arena	7,000
			<u>22,700</u>

Obviously, in order to handle the crowds expected at the University of Minnesota near the end of the Festival, some transit alternatives for spectators will be required. Specifics cannot be known without pursuing the transportation planning process in more detail. Based on a less than empirical study and our past history, it would be expected that 5-15% of total spectators would utilize mass transit alternatives with U of M events using the upper limit estimate. The TCFOC would anticipate paying for the additional shuttle buses that may be required to handle the peak crowds at the University of Minnesota.

Other than the above crowds, we expect the normal transportation system to handle the Olympic Festival needs.

#### U.S. Olympic Festival Paratransit Needs

There will be some need for lift vehicles to serve the needs of athletes using wheelchairs. The USOC will select three disabled sports for the Olympic Festival, one of which will be for wheelchair athletes. The TCFOC will contract the transportation service required for these athletes with full cost being paid by the TCFOC.

Mr. Michael Erlichman  
September 8, 1989  
page 7

It is expected that the percentage of trips made by spectators using wheelchairs would be the same as their normal percentage of transit use for special events. The Festival is not likely to substantially increase the percentage of trips by people in wheelchairs.

#### Festival Organizing Committee Financial Commitments

It should be noted that, in addition to the \$50,000 proposed for the retention of the transportation planning consultants, the TCFOC expects to spend approximately \$250,000 in direct payments for transportation services and approximately \$40,000 in salary expenses for support staff and other transportation personnel. These amounts are in addition to donated vehicle and other in-kind services provided by Olympic Festival sponsors.

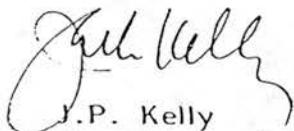
#### Specific Request

To ensure that the maximum planning job can be accomplished, it is requested the RTB provide an administrative grant in the amount of \$50,000 to the Twin Cities Festival Organizing Committee, Inc., a Minnesota 501 (c) (3) not for profit corporation. The grant monies would be used solely for the purpose of transportation planning for the 1990 U.S. Olympic Festival and, to the extent possible, the plans and other material developed would be retained for potential use in the planning of future events.

It should be noted that the amount of the request is greatly reduced from the UMTA grant proposal and reflects our best estimate of the minimum amount to accomplish our necessary objectives.

We would like to express our appreciation to you and to the RTB for your interest and concern and are hopeful that funds can be provided for this purpose. I'm available at your convenience to provide any additional material or information.

Sincerely,



J.P. Kelly  
President and Executive Director

/rdi  
enclosures

cc: Len Levine, Commissioner, Mn/DOT  
Connie Israel  
Mike Robinson

## REGIONAL TRANSIT BOARD

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

**DATE:** September 21, 1989  
**TO:** Administration and Finance Committee  
**FROM:** Howard Blin, Planning Manager *HB*  
**SUBJECT:** Amendment to 1989 MTC Capital Budget *gh*

### BACKGROUND

The attached letter from the Metropolitan Transit Commission (MTC) describes the requested budget amendment. The amendment involves adding a park-and-ride site to a previously approved MTC capital project (#3450, 1984 park-and-ride lots).

MTC Capital Budgets are reviewed and approved by the RTB on an annual basis. Amendments to those budgets also require RTB approval.

In previous years, Metropolitan Council approval has also been required. Due to changes in legislation, beginning with the 1990 Capital Budget, the Metropolitan Council will no longer approve budgets. Council involvement will instead take the form of review and approval of the RTB Five-Year Transit Plan. Given, however, that MTC is requesting an amendment to its 1989 Capital Budget, the amendment must be submitted to the Council for approval.

### DISCUSSION

#### Transit Planning Considerations

The lot would be located in the southeast corner of Brooklyn Park, east of Highway 252. Staff has evaluated this site and determined that it would improve service for passengers using the MTC Route 26 express service. In addition, this location would not conflict with potential LRT service in either the Northwest or Northeast corridors.

#### Costs/Funding

The amendment would add \$548,239 to the cost of the project. Included in this are costs of land acquisition and construction. This is in line with costs of other park-and-ride lots developed by the MTC. Total capital authorizations would increase from \$120,778,201 to \$121,326,440.

Local funding would provide \$420,368 of the additional cost for the project with federal Section 9 funds providing the remaining \$127,871. The source of the local funding would be bonding authorization approved by the 1989 Minnesota legislature.

#### FINDINGS AND CONCLUSIONS

- MTC has submitted an amendment to its 1989 Capital Budget to add a park-and-ride site to project number 3450. Project costs would increase by \$548,239.
- RTB approval is necessary for budget amendments. In addition, for amendments to the 1989 budget, Metropolitan Council approval is required.
- The site would improve service to passengers on express routes in the Brooklyn Park and Brooklyn Center area.

#### RECOMMENDATION

That the Regional Transit Board approve a resolution that amends the 1989 MTC Capital Budget adding a park-and-ride site in Brooklyn Park to Project 3450 increasing the project cost from \$288,361 to \$836,600, increasing local capital funding for the project by \$420,368, and increasing total capital authorizations to \$121,326,440. It is further recommended that this amendment be submitted to the Metropolitan Council for review and approval.

HB:jmo



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

August 28, 1989

RECEIVED

AUG 30 1989

R.T.B.

Mr. Gregory L. Andrews  
Executive Director  
Regional Transit Board  
Mears Park Centre Building  
230 East Fifth Street  
St. Paul, MN 55101

Re: Amendment to MTC's 1989 Budgeted Capital Authorizations

MTC's Capital Project #3450, 1984 Park/Ride Lots, originally included two park/ride lots, one in Brooklyn Center and one in Brooklyn Park. In 1988, due to neighborhood resistance, the Brooklyn Center site was dropped from the project; the project's authorization was consequently reduced.

In early 1989, a second Brooklyn Park site became available, a site which would serve identical routes that would have served the Brooklyn Center site. In March, 1989 the Metropolitan Transit Commission approved a revised scope for project #3450 to add the 2nd Brooklyn Park site. The approval was contingent on a subsequent budget amendment.

The MTC hereby requests approval of an amendment to MTC's 1989 budgeted capital authorizations changing project #3450, 1984 Park/Ride Lots, from one to two lots thereby increasing the authorization from \$288,361 to \$836,600 (the disproportionate increase is due primarily to land purchase required for the second site) and thereby increasing total capital authorizations from \$120,778,201 to \$121,326,440.

The proposed 1990 Budget includes the project at the proposed amended amount. Amending the 1989 Budget at this time will allow MTC to proceed with the new site yet in 1989. We would appreciate, therefore, that the 1989 amendment precede 1990 budget review. If you have any questions, please call me at 349-7709.

Sincerely,

Lynn Wallace  
Budget Analyst

cc: Bev Auld  
Bob Thompson  
Leonard Oppenheimer  
Larry Schumi  
Howard Blin, RTB

LW:ps

METROPOLITAN TRANSIT COMMISSION

RESOLUTION NO. 89-49

RESOLUTION AMENDING MTC'S 1989 BUDGETED CAPITAL AUTHORIZATIONS

WHEREAS the Metropolitan Transit Commission has a 1989 Adopted Budget containing capital project authorizations of \$120,778,201; and

WHEREAS this includes Project #3450, 1984 Park/Ride Lots, a project which originally included construction of two park/ride lots, one in Brooklyn Park and one in Brooklyn Center; and

WHEREAS, in 1988, due to lack of support from Brooklyn Center, the Brooklyn Center site was dropped from the project and the project authorization was accordingly reduced; and

WHEREAS the need for two sites still exists; and

WHEREAS a second site in Brooklyn Park, which would serve the same bus stops, is for sale; and

WHEREAS adding the second Brooklyn Park site meets the original intent of the two-site project; and

WHEREAS adding the second Brooklyn Park site would cause the project to exceed its current authorization of \$288,361; and

WHEREAS the second Brooklyn Park site will require land acquisition not planned for the Brooklyn Center site thereby adding additional costs; and

WHEREAS in March, 1989, the Commission reviewed and approved the revised scope of work for Project #3450 pending a subsequent budget amendment to be approved by the Commission and the Regional Transit Board (RTB);

BE IT THEREFORE RESOLVED that the Metropolitan Transit Commission requests that the RTB increase the authorization of project #3450, 1984 Park/Ride Lots, from \$288,361 to \$836,600 thereby allowing two rather than one lot to be built and thereby increasing MTC's 1989 budgeted capital authorizations to \$121,326,440.

BE IT FURTHER RESOLVED that the proposed amendment to the 1989 budgeted capital authorizations be transmitted to the RTB for approval.

## REGIONAL TRANSIT BOARD

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

### RESOLUTION NO. 89-18

#### RESOLUTION APPROVING AN AMENDMENT TO THE METROPOLITAN TRANSIT COMMISSION 1989 CAPITAL BUDGET

WHEREAS, in accordance with Minnesota Statute 473.435 the Metropolitan Transit Commission (MTC) is required to prepare an annual budget and submit it to the Regional Transit Board (RTB) for approval; and

WHEREAS, the RTB has approved the 1989 MTC Capital Budget, which includes capital authorizations totaling \$120,778,201; and

WHEREAS, the MTC has submitted to the RTB an amendment to the 1989 MTC Capital Budget that would add a second park-and-ride site in Brooklyn Park to Project 3450, 1984 Park-and-Ride Lots; and

WHEREAS, adding the site would cause the project to exceed its current authorization of \$288,361; and

WHEREAS, the added site would improve transit service within Brooklyn Park and Brooklyn Center;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Regional Transit Board approves an increase in authorization for Metropolitan Transit Commission Capital Project 3450, 1984 Park-and-Ride Lots, from \$288,361 to \$836,600, thereby allowing two lots rather than one lot to be constructed and thereby increasing total Metropolitan Transit Commission budgeted capital authorizations to \$121,326,440.
2. That the Regional Transit Board submit the budget amendment to the Metropolitan Council for its approval.

Adopted this \_\_\_\_\_ day of October, 1989.

\_\_\_\_\_  
Michael J. Ehrlichmann, Chair

\_\_\_\_\_  
Mary Fitzgerald, Secretary

## REGIONAL TRANSIT BOARD

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

**DATE:** September 27, 1989

**TO:** Administration and Finance Committee

**FROM:** Edward Kouneski, Manager of Programs *EK*  
Michael Opatz, Transit Analyst *MO*

**SUBJECT:** Six Cities Replacement Service Application

### SUMMARY

This memorandum summarizes the application submitted by six cities in Dakota and Scott counties to operate replacement service effective September 1, 1990. Action is requested to enter into contract for the new service.

### BACKGROUND

For background information on the replacement service (opt-out) program, refer to the memorandum dated September 27, 1989, summarizing the City of Maple Grove application for replacement service.

### DISCUSSION

The cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount, and Savage (Six Cities) have signed a joint powers agreement to establish a replacement transit service program. A transit needs assessment transit study completed in April 1989 found that replacement service could address the following concerns within the cities:

- The existing fixed route transit service does not meet all local travel needs.
- The amount of tax funds contributed by the six communities above the subsidy required is not available at the present time for local service.
- Replacement transit service options are available to better satisfy local travel needs without increasing the local transit tax burden.

Existing regular route service in the six communities consists of eight express and one local route operated by the MTC and two express routes operated by Airport Express.

Under the joint powers agreement, the Six Cities have submitted an application to the RTB for replacement service effective September 1, 1990. The cities have proposed some service expansion in 1990 by adding express trips to existing routes. The cities plan to conduct a competitive procurement process for selection of an operator. The following figures represent the proposed service:

**Proposed Expenses**  
 (For September 1, 1990, Start)

**Administrative**

Salaries and Fringe Benefits	\$42,000
Advertising, Marketing and Promotions	50,000
Office Supplies, Leases and Rentals	12,000
Other Direct Administrative (Technical and Legal Assistance and Travel and Conference Expenses)	62,000

**Cost of Service**

Purchase of Service Agreement	<u>933,333</u>
-------------------------------	----------------

<b>Total Expenses (CY 1990)</b>	<u>\$1,099,333</u>
---------------------------------	--------------------

**Proposed RTB Subsidy**  
 (For September 1, 1990, Start)

Administrative	\$166,000
Cost of Service	<u>563,333</u>

<b>Total RTB Subsidy (CY 1990)</b>	\$729,333
------------------------------------	-----------

<b>Fare Revenues</b>	<u>\$370,000</u>
----------------------	------------------

	<u>\$1,099,333</u>
--	--------------------

**Operating Statistics**  
 (Annualized)

	<u>Existing</u>	<u>Proposed</u>
Service Hours	18,000	20,340
Service Miles	441,000	496,800
Ridership	790,000	810,000
Farebox Revenue	\$1,050,000	\$1,110,000

### Service Performance

	<u>Existing*</u>	<u>Proposed**</u>
Passengers Per Hour	44	40
Cost Per Passenger	\$3.92	\$3.46
Revenue Per Passenger	\$1.33	\$1.37
Subsidy Per Passenger	\$2.59	\$2.09
Farebox Recovery Ratio	34%	40%

\* Existing Cost Figures are Fully Allocated and Adjusted for Inflation

\*\*Proposed Cost Figures Exclude City Administrative Costs

### 1990 Tax Levy Summary

Mill Rate	1.25
Estimated 1990 Transit Property Tax	\$2,900,000
Available Tax for Replacement Service (90%)	\$2,600,000
Percent of Available Tax Requested for CY 1990 (Prorated for September 1 Implementation)	84%

### Analysis of Proposed Expenses and Service Plan

#### Expenses

The following expense items are outlined in the replacement service application:

- A full-time transit coordinator to be employed beginning July 1, 1990, to ensure successful start-up of service by September 1, 1990.
- Secretarial labor hired on a half-time basis beginning July 1, 1990.
- The \$50,000 marketing expense represents four percent of the budget.
- Office supplies, leases and rentals total \$12,000.
- Other direct administrative charges of \$62,000 are allocated for technical assistance (\$50,000); legal (RFP and contract development) (\$10,000); and travel/conference/training (\$2,000):
- The cost of service subsidy of \$563,333 is calculated by subtracting fare revenue (\$370,000) from the purchase of service cost (\$933,333).

### Service Plan

Analysis of the service plan shows the following service level and productivity improvements:

- Annual service hours increase 13 percent from 18,000 to 20,340.
- Annual service miles increase 12.6 percent from 441,000 to 496,800.
- Annual ridership is conservatively estimated to increase three percent from 790,000 to 810,000.
- Cost per passenger decreases 12 percent from \$3.92 to \$3.46.
- Subsidy per passenger decreases by 20 percent from \$2.59 to \$2.09.
- The fare recovery ratio increases 16 percent from 34% to 40%.

### Funding

The mill rate in each of the six communities will remain unchanged at 1.25 even with the service level improvements. The amount of available tax for replacement service of \$2,600,000 reflects 90 percent of the total transit property tax levy of \$2,900,000. The Six Cities group is requesting \$729,333 of this amount to operate replacement service beginning September 1, 1990.

### **Future Service Plans**

The long-term strategy for replacement service is to expand service and improve efficiency by:

- Adding express trips in 1990 to meet a service standard of three minimum in each community.
- Revising the route structure by developing a trunk line and feeder system to be implemented in 1991.
- Adding off-peak local area service by providing midday and possibly early evening dial-a-ride service in 1991 or 1992.
- Adding midday trunk line service to the Minneapolis and St. Paul downtowns and possibly the Bloomington strip by 1992.
- Expanding dial-a-ride service in 1992 to reduce advance reservation time and to include weekend service.

#### FINDINGS AND CONCLUSIONS

- The cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage (Six Cities) have signed a joint powers agreement to establish a replacement transit service program.
- A transit needs assessment study completed in April 1989 found that the Six Cities could better serve local travel needs by adopting a replacement service program.
- Under the joint powers agreement, the Six Cities have submitted an application for a replacement service program effective September 1, 1990, that improves existing service levels.
- The application outlined proposed expenses of \$1,099,333 and requested an RTB subsidy of \$729,333 from an available transit tax of \$2,600,000 in calendar year 1990.
- Analysis of the proposed service indicates that the proposed service will respond effectively to local travel needs and can be operated as cost effectively as the service it replaces.
- The Six Cities have developed a strategy to improve the local transit service further in the coming years.

#### ACTION REQUESTED

That the Regional Transit Board authorize the executive director to enter into contract with the Six Cities in an amount not to exceed \$729,333 for calendar year 1990 for operation of a replacement service program.

## REGIONAL TRANSIT BOARD

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

**DATE:** September 29, 1989

**TO:** Administration and Finance Committee

**FROM:** Edward Kouneski, Manager of Programs *EK*  
Michael Opatz, Transit Analyst *MO*

**SUBJECT:** City of Plymouth 1989 Contract Amendment

### SUMMARY

This memorandum summarizes the City of Plymouth's request to amend its contract with the Regional Transit Board (RTB) due to changes in the Plymouth Metrolink transit service. Action is requested to approve additional subsidy for new dial-a-ride service and to deny additional subsidy for increased fixed route contract service expenses.

### BACKGROUND

The City of Plymouth has had a replacement service (opt-out) program in operation since October 1983. Historically, this service has been provided by Medicine Lake Lines (MLL), including express, feeder, and midday circulator routes.

The calendar year 1989 contract approved between the City of Plymouth and the RTB provides for a subsidy up to \$403,910 for fixed route transit operations and an additional \$30,000 for city administrative and marketing expenses. Dial-a-ride service was not originally budgeted.

### DISCUSSION

The RTB approved the 1989 Plymouth contract with the understanding that new dial-a-ride service would be implemented and a contract amendment could be requested. The dial-a-ride service started in April 1989, with Morley Bus Company selected to operate it. The dial-a-ride service replaces the midday circulator service operated by MLL. MLL continues to operate peak period express and feeder routes. The dial-a-ride service expands coverage and hours throughout the community.

In addition to requesting additional subsidy for the dial-a-ride service, the City of Plymouth is requesting that the fixed route service subsidy be increased from \$403,910 to \$448,409 due to higher expenses claimed by MLL, and that an additional \$10,000 be approved for city administration and marketing expenses associated with the introduction of dial-a-ride service. These factors together would require amending the to subsidy to \$618,409 for calendar year 1989.

The following table shows an analysis of the subsidy request that compares 1988 actual and 1989 budget figures with the 1989 amended request for each service type. Also shown are amounts recommended by the RTB.

**RTB SUBSIDY ANALYSIS**

	<u>1988 Actual</u>	<u>1989 Budget</u>	<u>Plymouth Amended Request</u>	<u>RTB Staff Recommendation</u>
<b>Medicine Lake Lines</b>				
Fixed Route Service				
• Peak Period	\$311,096	\$356,610	\$430,705	\$295,385
• Midday Circulator	<u>48,219</u>	<u>47,300</u>	<u>17,703</u>	<u>17,703</u>
	\$359,315	\$403,910	\$448,409	\$313,088
<b>Morley Bus Company</b>				
Dial-a-Ride Service	---	---	\$130,000	\$130,000
<b>City of Plymouth</b>				
Administrative and Marketing	\$30,000	\$30,000	\$40,000	\$40,000
<b>GRAND TOTAL</b>	\$433,910	\$433,910	\$618,409	\$447,088

Approximately \$1.2 million is available to the City of Plymouth for replacement services to be operated in 1989.

The staff recommendation is to approve the additional subsidy requested for dial-a-ride service. Dial-a-ride service is projected to carry more passengers than the midday circulator service it replaces. In addition, Plymouth residents benefit by having service coverage and hours extended. As new service, the dial-a-ride program will be expected to meet established performance standards within 12 to 18 months.

The staff recommendation is also to deny the additional subsidy for fixed route service at the level requested. Instead, staff has calculated a subsidy level for the fixed route service that takes into account several factors: (1) the elimination of midday circulator service; (2) higher revenues associated with the April 1, 1989 fare changes; and (4) an inflationary expense increase. It also assumes the same charter service credit amount for 1989 as received by the city in 1988. The result is a recommended subsidy level for 1989 that is slightly below the 1988 actual level.

Regarding the fixed route service contract between the city and MLL:

**City of Plymouth Contract Amendment**  
**September 29, 1989**  
**Page 3**

During most of 1989, contract negotiations between the City of Plymouth and MLL were stalled on the issue of the charter service credit supplied to the city for use of Plymouth Metrolink vehicles in other services. The City of Plymouth received more than \$100,000 of credit in 1988 and desired additional credit in 1989.

Negotiation talks resumed in August 1989 when MLL informed the city that it intended to terminate service with short notice. The city had not compensated MLL for any service provided since the beginning of the year. In August, MLL claimed that it required significantly more subsidy in 1989 than had been budgeted. The reasons given were (1) that MLL historically has undercharged the city for the annual hours of transit operation and (2) that the charter service credit given to the city exceeded the associated charter revenues received by MLL.

Given the lack of progress in negotiations and concerns about the cost of its fixed route service, the City of Plymouth during the summer issued a Request for Proposals (RFP) for its fixed route service effective April 1, 1990.

MLL protested this action, claiming it had exclusive franchise rights to transit service in Plymouth. In resolving this dispute, it was agreed between the City of Plymouth and MLL that the deficit funded contract for Plymouth Metrolink would be replaced by an hourly rate contract at the higher expense level and that MLL would sign a release and waiver regarding franchise rights.

Because of the short timeframe for negotiations to be settled with MLL, the city did not have adequate time to consider or pursue other service options. It acted in the best interest of Plymouth riders by averting service termination threatened by MLL. In staff's view, however, the higher price for service negotiated between the City of Plymouth and MLL cannot be justified until all outstanding audit citations have been resolved. Both the RTB and the Minnesota Department of Transportation (Mn/DOT) have audits in the final stages. The City of Plymouth's request to receive an additional subsidy for fixed route service could be revisited after audit settlement.

**RECOMMENDATION**

That the Regional Transit Board approve a contract amendment with the City of Plymouth (Contract No. 88/11/07-44) for the implementation of new dial-a-ride service that raises the total subsidy from \$433,910 to \$447,088; and within this total amount, sets the fixed route service subsidy at \$313,088 for calendar year 1990.

## REGIONAL TRANSIT BOARD

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

**DATE:** September 21, 1989  
**TO:** Administration and Finance Committee  
**FROM:** Howard Blin, Planning Manager *HB*  
**SUBJECT:** Amendment to Funding Agreement With Hennepin County Regional Railroad Authority

### SUMMARY

The Regional Transit Board (RTB) has a funding agreement to provide the Hennepin County Regional Railroad Authority (HCRRA) with \$361,500 for a patronage forecasting study. The HCRRA has requested an additional \$11,000 to complete the study. Action is requested to approve the additional funding.

### BACKGROUND

In 1988 the HCRRA requested RTB financial assistance to support a patronage forecasting study being conducted as part of preliminary engineering on the proposed Hennepin County Stage I light rail transit system. The purpose of the study was to provide forecasts of light rail patronage which would be more accurate than would be possible using the somewhat dated regional forecasting models.

Key components of the study include an on-board origin-destination survey of existing bus riders and development of computer representations of both the present and future transit networks.

The RTB found that the information obtained in this study would be useful in patronage forecasting efforts in light rail corridors outside of Hennepin County. It was also determined that the information would benefit other regional transit planning and program management activities. The RTB approved \$361,500 in funding for the project. This amount represented:

- 50 percent of the cost of conducting the study within Hennepin County; and
- 100 percent of the cost of expanding the on-board survey to include transit routes throughout the metropolitan area.

## DISCUSSION

Consultants under contract to the HCRRA began work on the project in late 1988. It was recently determined that additional funds would be required to complete the project. This is due to a task being added to the work program and the complexities of developing computer models of proposed feeder bus networks that have required additional work for the consultants.

The HCRRA is requesting that the RTB share in the cost of these added expenses. The amount requested is the result of negotiations between the HCRRA, RTB and consultants. Staff recommends that this funding be provided on the basis of the following:

- The added work task would increase the validity of the data and could save time and money at a later stage of the project.
- Additional funding is necessary to ensure the timely completion of this necessary project.

## FINDINGS AND CONCLUSIONS

- The RTB has a funding agreement to provide \$361,500 to the HCRRA for a patronage forecasting study. The HCRRA has requested an additional \$11,000 from the RTB to complete the project. The additional amount represents a sharing of costs between the RTB and HCRRA.
- Additional funding is needed for the project in order to improve the validity of the patronage data which is developed and to assure timely completion of the project.

## RECOMMENDATION

That the Regional Transit Board approve an amendment to the 1989 Budget and that the executive director be authorized to amend the existing funding agreement with the Hennepin County Regional Railroad Authority to provide an additional \$11,000 in RTB funding for the patronage forecasting study.



REGIONAL TRANSIT BOARD  
Mears Park Centre, 230 East 5th Street  
St. Paul, Minnesota 55101  
612/229-2700

## REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of October 9, 1989, the committee discussed and approved the following recommendations:

### **FINANCIAL STATEMENTS - AUGUST 1989**

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

### **REGIONAL TRANSIT BOARD INSURANCE RENEWALS**

That the Regional Transit Board approve the renewal of the board's insurance policies for liability, business auto, fidelity bond, property, and workers compensation for a premium cost of ~~\$16,118.38~~.

### **FINAL PAYMENT ON TELEPHONE SYSTEM**

That the Regional Transit Board authorize payment to Fujitsu Business Communications in the amount of \$6,007.82.

### **1990-1992 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

That the Regional Transit Board approve the Transit Section of the 1990-92 Transportation Improvement Program for submittal to the Metropolitan Council.

### **1990 OLYMPIC SPORT FESTIVAL FUNDING REQUEST**

That the Regional Transit Board provide the Twin Cities Festival Organizing Committee, Inc., (TCFOC) an amount not to exceed \$50,000 for the purpose of transportation planning for the 1990 U. S. Olympic Festival and that the 1989 RTB budget be amended to accommodate this request. Funding is contingent upon RTB participation on the steering committee that will oversee transportation planning and upon the TCFOC making the plans and other material developed for the festival available to the RTB for potential use in the planning of future special events.

### **AMENDMENT TO 1989 METROPOLITAN TRANSIT COMMISSION (MTC) CAPITAL BUDGET, RESOLUTION NO. 89-18**

That the Regional Transit Board approve Resolution No. 89-18, amending the 1989 MTC Capital Budget, adding a park-and-ride site in Brooklyn Park to Project 3450, increasing the project cost from \$288,361 to \$836,600, increasing local capital funding for the project by \$420,368, and increasing total capital authorizations to \$121,326,440.

It is further recommended that this amendment be submitted to the Metropolitan Council for review and approval.

#### **CITY OF MAPLE GROVE REPLACEMENT SERVICE APPLICATION**

That the Regional Transit Board authorize the executive director to enter into contract with the City of Maple Grove in an amount not to exceed \$412,000 for calendar year 1990 for operation of a replacement service program.

#### **SIX CITIES REPLACEMENT SERVICE APPLICATION**

That the Regional Transit Board authorize the executive director to enter into contract with the six cities (Cities of Apple Valley, Burnsville, Eagan, Prior Lake, Rosemount and Savage) in an amount not to exceed \$729,333 for calendar year 1990 for operation of a replacement service program.

#### **CITY OF PLYMOUTH 1989 CONTRACT AMENDMENT**

That the Regional Transit Board approve a contract amendment with the City of Plymouth (Contract No. 88/11/07-44) for the implementation of new dial-a-ride service that raises the total subsidy from \$433,910 to \$483,088; and within this total amount, sets the fixed route service subsidy at \$313,088 for calendar year 1989.

#### **AMENDMENT TO FUNDING AGREEMENT WITH HENNEPIN COUNTY REGIONAL RAILROAD AUTHORITY**

That the Regional Transit Board approve an amendment to the 1989 budget and that the executive director be authorized to amend the existing funding agreement with the Hennepin County Regional Railroad Authority to provide an additional \$11,000 in RTB funding for the patronage forecasting study.

#### **OTHER BUSINESS**

A memorandum was distributed regarding the board's advisory committees. Members were asked to urge people in their precincts to apply for appointment to these committees.

The next scheduled meeting of the committee is October 30, 1989.

Elwyn Tinklenberg  
Chair

ET/mff  
Att.

## REGIONAL TRANSIT BOARD

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

### RESOLUTION NO. 89-18

#### RESOLUTION APPROVING AN AMENDMENT TO THE METROPOLITAN TRANSIT COMMISSION 1989 CAPITAL BUDGET

WHEREAS, in accordance with Minnesota Statute 473.435 the Metropolitan Transit Commission (MTC) is required to prepare an annual budget and submit it to the Regional Transit Board (RTB) for approval; and

WHEREAS, the RTB has approved the 1989 MTC Capital Budget, which includes capital authorizations totaling \$120,778,201; and

WHEREAS, the MTC has submitted to the RTB an amendment to the 1989 MTC Capital Budget that would add a second park-and-ride site in Brooklyn Park to Project 3450, 1984 Park-and-Ride Lots; and

WHEREAS, adding the site would cause the project to exceed its current authorization of \$288,361; and

WHEREAS, the added site would improve transit service within Brooklyn Park and Brooklyn Center;

NOW, THEREFORE, BE IT RESOLVED:

1. That the Regional Transit Board approves an increase in authorization for Metropolitan Transit Commission Capital Project 3450, 1984 Park-and-Ride Lots, from \$288,361 to \$836,600, thereby allowing two lots rather than one lot to be constructed and thereby increasing total Metropolitan Transit Commission budgeted capital authorizations to \$121,326,440.
2. That the Regional Transit Board submit the budget amendment to the Metropolitan Council for its approval.

Adopted this \_\_\_\_\_ day of October, 1989.

\_\_\_\_\_  
Michael J. Ehrlichmann, Chair

\_\_\_\_\_  
Mary Fitzgerald, Secretary

41

## REGIONAL TRANSIT BOARD

230 E. Fifth Street, St. Paul, Minnesota 55101  
(612) 292-8789

**DATE:** October 23, 1989  
**TO:** Regional Transit Board  
**FROM:** Michael J. Ehrlichmann, Chair   
**SUBJECT:** Audit Advisory Committee

### BACKGROUND

The RTB currently administers provider contracts of approximately \$85,000,000, and agency related expenditures of an additional \$4 - 5,000,000 annually. The goal of the Audit Advisory Committee will be to assist the RTB in meeting its responsibility to insure that the proper stewardship of these public funds is exercised.

A short history of audit activity by the Agency would note that the RTB, in 1986, assumed provider contracts previously managed by Mn/DOT. In 1987, the Board established an in-house audit function, reassigning a finance employee to provider contract auditing. In an effort to expedite specific major provider audits and to strengthen the in-house auditing capability, the Board employed Deloitte, Haskins & Sells in August, 1988 to work with RTB staff on two private provider audits and to prepare a report on contract auditing procedures as a training tool. The RTB's own agency financial activities are audited annually by a public accounting firm.

The creation of the Audit Advisory Committee at this time will serve to provide expanded Board oversight of the audit process. The duties of the Audit Advisory Committee (AAC) will include the following:

- Review and approve an overall RTB audit program.
- Receive and review the annual external audit of the RTB, and recommend appropriate action.
- Receive and review audits of RTB provider contracts. These audits will be forwarded from RTB audit staff, outside auditors contracted by the RTB and outside auditors contracted by the providers. The AAC will review audits for contract compliance and adequate cost justification, and recommend appropriate action to the A&F Committee of the RTB. At its discretion, the AAC may meet with auditors and providers.
- Review the quality of the RTB's systems of internal control.
- Review quality and staffing levels of the RTB's auditing and accounting/ financial personnel.

Regional Transit Board  
October 23, 1989  
Page 2

#### **RECOMMENDATION**

The RTB create an Audit Advisory Committee consisting of seven members: The Chairman, the Chair of the Administration and Finance Committee and the Treasurer of the RTB, the Executive Director of the RTB and three members of the general public with expertise in auditing, finance or management from the Metropolitan Area Manager's Association, Government Finance Officers Association, and a representative from the private sector, as designated by the Chair of the RTB.