



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  
Mears Park Centre Chambers  
Monday, June 21, 1993  
4 p.m.**

**AGENDA**

- 1. CALL TO ORDER AND ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
  - a. Regional Transit Board and Metropolitan Transit Commission Joint Meeting, June 4, 1993**
  - b. Regional Transit Board Meeting, June 7, 1993**
- 4. CHAIR'S REPORT**
- 5. MEMBER'S REPORT**
- 6. EXECUTIVE DIRECTOR'S REPORT**
  - a. Trip Assurance Program Recommendation \***
  - b. Three-Wheel Scooter Policy \***
- 7. REPORT OF THE COMMITTEE OF THE WHOLE**  
**Ruth Franklin, Chair, Administration and Finance Committee**
  - a. April 1993 Financial Statements**
  - b. St. Paul Cultural Area Trolley Funding Proposal**
  - c. Downtown Minneapolis TMO Contract Amendment**
  - d. 1992 RTB Audit**
  - e. 1993 Travel Demand Management Contract**
  - f. North Suburban Line 1993 Contract Amendment**
  - g. Route 55 Two-Month Contract Extension with MTC**
  - h. Amendment to Metropolitan Council's Transportation Guide/Policy Plan**
  - i. Metropolitan Transit Education Plan**
- 8. OTHER BUSINESS**
- 9. PUBLIC COMMENT**

**John H. Riley**  
Chair

\* To be mailed separately



**REGIONAL TRANSIT BOARD**

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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
June 21, 1993**

**MEMBERS PRESENT:** John Riley, Chair; Michael Beard; Sharon Feess; Ruth Franklin; Morgan Grant; Val Higgins; James Hovland; Ruby Hunt; Dennis Schulstad

**OTHERS PRESENT:** Arnie Entzel, Amalgamated Transit Union; James Babcock, Washington County Human Services; Mark Hosier, DARTS; Shereen Shamrach, United Services; Gregory Andrews, Stephanie Eiler, Suzanne Hanson, Judy Hollander, Dave Jacobson, Ed Kouneski, Paul Moline, Dan Murray, Debra Nelles, Len Simich, Dale Ulrich, Kathy Grochowski, Regional Transit Board staff

**CALL TO ORDER AND ROLL CALL**

The chair called the meeting to order at 4:10 p.m. and the secretary called the roll.

**APPROVAL OF AGENDA**

Feess moved and Higgins seconded that the agenda be approved. The motion was unanimously approved.

**APPROVAL OF MINUTES**

Hovland moved and Beard seconded to approve the minutes of the Regional Transit Board and Metropolitan Transit Commission Joint Meeting, June 4, 1993. The motion was unanimously approved.

Hunt moved and Feess seconded to approved the minutes of the Regional Transit Board Meeting, June 7, 1993. The motion was unanimously approved.

**CHAIR'S REPORT**

Riley discussed the new language in the conference committee report from H.F. 1709 regarding the RTB appropriation for FY '94-'95. He said this was designed to stop competitive bidding and freeze out the existing six contracts the RTB holds with providers other than the MTC. In order to comply with the legislation, the RTB would be required to break these contracts by the end of the biennium. The consequence of complying with this language may place the agency or the state into litigation that would be difficult to defend. Riley has no intention of reducing funding to the MTC, and plans to obey the statute to the letter; however, to do this and maintain the current six contracts, he proposed to lower the distribution of property tax receipts to the MTC by \$890,000 and use those funds to serve the six contracts. This would avoid a law suit, he said.

Schulstad questioned whether this complies with the intent of the law as well as the letter of the law, and how would the legislature react to this action by the RTB. Riley said he didn't believe any of the conference committee members, other than the chair, were aware of the change in the language. The consequence of not taking action on this is to terminate the contracts, thus alleviating any competition. Schulstad asked if the private carriers were as responsive as the MTC, and did they deserve the contracts. Riley said yes. Riley said he didn't think the board had to pass anything to night, but that the MTC and the other providers need to know budget figures as soon as possible. Franklin agreed, saying that it was time the board began work on the budget. Beard inquired if this will affect the Opt-Outs. Riley said no. Hunt mentioned how interesting it was that the MTC and Metro Mobility were being treated in the opposite way. Higgins commented that the Legislative Auditor criticized the RTB for not placing more routes out for competitive bidding. He asked whether competitive bidding was in the RTB mandate or in the state statute. Riley said it was in the RTB mandate. Franklin said the RTB was created to make transit more effective and to bid out routes that weren't cost effective. If the RTB eliminates competitive bidding, the suburbs will suffer the most, and since they pay more property taxes and receive less service, it's appropriate to use property tax revenue to help them. Arnie Entzel, Amalgamated Transit Union, stated that it was not the MTC's intention to abolish competitive bidding, but to create a crisis situation to get the attention of legislators in the next legislative session. Riley commented that today's action is neither pro nor anti-MTC, but if there is going to be a debate about competitive bidding, it should be out in the open. At which time, Hovland offered a motion and Higgins seconded:

In order to carry out the intent of Minn. Stat. 473.371, it is herewith resolved that the Regional Transit Board honor all existing contracts with private carriers through state fiscal year 1995 by re-allocation of property tax receipt funds designated for regional transit needs in sufficient amount to meet those existing contractual obligations with said private carriers.

The motion was unanimously approved.

#### **MEMBER'S REPORT**

Feess reported that she had attended a meeting at the Success by Six program. She said they are very interested in being considered a constituency group for transit issues in the next legislative session.

Hunt reported that she had attended a post-legislative debriefing meeting of metro area legislators who said that transit will be their highest priority in the next legislative session.

Grant said that he's heard reports that service counters in the MTC stores are not in compliance with ADA, and the RTB should work with them to bring them into compliance.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Trip Assurance Program Recommendation**

Dave Jacobson reiterated the providers desire to suspend the Trip Assurance Program. Riley asked what the providers' principle argument was. Jacobson said they feel they have sacrificed quality of service for quantity of rides. Grant said that he supports suspension of the program because it's draining the system. Higgins reminded the members that TAAC also supports suspension of the program. Riley asked if any providers were present, and if so, did they want to testify for or against the program. Jim Babcock testifying for Washington County Human Services said that service quality has declined. Also, he feels the trip denial numbers are only the tip of the iceberg, that there has probably been many more denials than the numbers show. Beard asked Babcock if he would like to see the program suspended. Babcock replied yes. Riley asked if the program was suspended would we go back to seeing 3,500 trip denials again. Babcock said I doubt it, but that he wasn't sure. Riley asked if Washington County Human Services had made any money off the additional rides, and is there anything that the board could do in the next 90 days to make the Trip Assurance Program more workable. Babcock said they've made a little money, but it's been hard work. And the only way to make Trip Assurance more workable is to follow the ADA regulations as opposed to strictly following the Trip Assurance regulations. Beard, summing up the program said, we've taken adequate service from most riders and forced mediocre service on most to help a few--I would like to suspend the program. At which time, Grant moved and Hunt seconded:

That the Regional Transit Board suspend the Trip Assurance Program until the restructuring scheduled for October 1, 1993.

### **Three-Wheeler Scooter Policy**

Beard moved and Higgins seconded:

That the Regional Transit Board direct staff to conduct research and report its findings as it relates to the Americans with Disabilities Act and liability transporting three-wheel scooters.

The motion was unanimously approved.

## **REPORT OF THE COMMITTEE OF THE WHOLE**

### **April 1993 Financial Statements**

Franklin moved and Hovland seconded:

That the Regional Transit Board receive the April 1993 financial statements and that they be placed on file.

The motion was unanimously approved.

**St. Paul Cultural Area Trolley Funding Proposal**

Franklin moved and Higgins seconded:

That the Regional Transit Board authorize the executive director to enter into a funding agreement with the Saint Paul Area Chamber of Commerce and the City of St. Paul to provide capital funding for the Saint Paul Cultural Area Trolley proposal, in an amount not to exceed \$360,000. Authorization of capital funds is contingent upon the City and the Chamber demonstrating the ability to provide operating funding for the first eighteen months of service.

motion was unanimously approved.

**Downtown Minneapolis TMO Contract Amendment**

Franklin moved and Hovland seconded:

That the Regional Transit Board approve providing \$15,000 to the Minneapolis Downtown TMO for continued operations until federal funding is secured. In addition, the Regional Transit Board approve the following contract amendments:

- 1) Amend the existing contract with Mn/DOT to allow Mn/DOT to provide \$30,000 in funding for the RTB to pass through to the Downtown Minneapolis TMO.
2. Amend the existing contract with the City of Minneapolis to provide a total of \$45,000 (\$30,000 Mn/DOT and \$15,000 RTB funds) for TMO operations.

Future funding is conditional upon the development of an evaluation tool to measure the effectiveness of the TMO activities.

The motion was unanimously approved.

**1992 RTB Audit**

Franklin moved and Hunt seconded:

That the Regional Transit Board accept the draft reports of the 1992 agency audit.

The motion was unanimously approved.

**1993 Travel Demand Management Contract**

Franklin moved and Hovland seconded:

That the Regional Transit Board authorize its executive director to enter into a contract for calendar year 1993 with the Metropolitan Transit Commission to provide rideshare services through Minnesota Rideshare in an amount not to exceed \$599,928.

The motion was unanimously approved.

**North Suburban Lines 1993 Contract Amendment**

Franklin moved and Hunt seconded:

That the Regional Transit Board authorize its executive director to amend the North Suburban Lines 1993 Contract (Contract No. 91/08/05-08) by \$65,789 to an amount not to exceed \$827,818.

The motion was unanimously approved.

**Route 55 Two-Month Contract Extension with MTC**

Franklin moved and Higgins seconded:

That the Regional Transit Board authorize its executive director to amend the Route 55 contract (Contract No. 92/20/04-14) with the Metropolitan Transit Commission by \$119,640 to a maximum of \$834,949 for the period of April 1, 1992 through July 31, 1993.

The motion was unanimously approved.

**Amendment to Metropolitan Council's Transportation Development Guide/Policy Plan**

Franklin moved and Grant seconded:

That the Regional Transit Board approve the comments on the Metropolitan Council's Transportation Development Guide/Policy Plan and forward them to the Metropolitan Council.

The motion was unanimously approved.

**Metropolitan Transit Education Plan**

Franklin moved and Grant seconded:

That the Regional Transit Board authorize the executive director to enter into a contract for the period of July 1, 1993 through September 15, 1994 with the Metropolitan Transit Commission, the Metropolitan Council, the Minnesota Department of Transportation, the Hennepin County Regional Railroad Authority, the Ramsey County Regional Railroad Authority, and the LRT Joint Powers Board for the amount of \$40,000.00 as the Regional Transit Board's contribution to the implementation of the Metropolitan Transit Education Plan.

The motion was unanimously approved.

**OTHER BUSINESS**

Hunt requested an LRT update at the next meeting. Riley said yes, that he would see what he could do about an LRT update in the near future.

There being no further business, Riley moved and Grant seconded to adjourn the meeting. The motion was unanimously approved; the meeting was adjourned at 6:15 p.m.

I hereby certify that the following constitutes a true and accurate record of the Regional Transit Board's meeting of June 21, 1993.

Respectfully submitted,

Kathy Grochowski  
Acting Secretary

Approved by the Regional Transit Board this 19th day of July, 1993.

April 30, 1993

REGIONAL TRANSIT BOARD  
ROLL CALL AND ATTENDANCE SHEET

DATE: June 21, 1993 Board

Member Name Present Vote Vote Vote Vote Vote Vote Vote Vote

ISSUE

John Riley	X								
Michael Beard	X								
Sharon Feess	X								
Ruth Franklin	X								
Morgan Grant	X								
Val M. Higgins	X								
James Hovland	X								
Ruby Hunt	X								
Sather									
Dennis Schulstad	X								

Visitors

Annex Entgl  
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\_\_\_\_\_  
\_\_\_\_\_

Staff

Mrs. Judy Dale  
Lon, Mike O. Debn.  
Ed K. Dorey, Stephanie  
Supreme, Paul, Dor  
\_\_\_\_\_

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## AMENDMENT 1

### REGIONAL TRANSIT BOARD AGREEMENT WITH NORTH SUBURBAN LINES FOR TRANSIT SUBSIDY

#### I. DEFINITIONS

##### C. HOURLY RATE SUBSIDY AND BILLABLE VEHICLE SERVICE HOUR

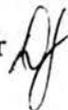
The "Hourly Rate Subsidy" is defined as the fixed hourly rate service charge per billable vehicle service hour less any operating revenues received associated with the service. The "Billable Vehicle Service Hour" will be defined as regular route transit revenue service transportation occurring along the official North Suburban Lines routes from the time when each trip begins to the time the each trip ends as published in the pocket schedules. A maximum of nine minutes of layover is billable when buses interline with other trips. Pull-out, pull-in, and deadhead time will not be billable.

#### IV. FUNDING OF SERVICES

- A. RTB agrees to pay the Contractor an hourly rate subsidy of \$77.80 for service operated Monday through Friday, and \$41.90 for Saturday service ~~less any operating revenue received as reimbursement for expense incurred in providing the service described in the Management Plan. The Contractor will only be paid the subsidy amount for billable vehicle service hours as defined in 1C of this agreement. In Service billable hours defined as revenue service transportation occurring along official North Suburban Lines routes. Pull-out, pull-in, and deadhead time will not be billable.~~ The reimbursement shall be paid out of state transit assistance funds and/or regional transit property tax funds in an amount not to exceed the sum of \$827,818 (the Subsidy Amount).

## REGIONAL TRANSIT BOARD

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

**DATE:** June 18, 1993  
**TO:** Chair and Members of the Regional Transit Board  
**FROM:** Dave Jacobson, Senior Project Administrator    
**SUBJECT:** Three-Wheel Scooters Research

### SUMMARY

The Regional Transit Board (RTB) has identified several issues relating to the transportation of three-wheel scooters by the Metro Mobility program. This memorandum outlines how staff intends to research these issues with the intention of providing viable options to the board prior to the anticipated October 1, 1993 start-up of the restructured system.

### BACKGROUND

At the May 24, 1993, meeting of the Committee of the Whole, staff presented a memorandum which included a recommendation from the Transportation Accessibility Advisory Committee (TAAC) for the immediate compliance with the Americans with Disabilities Act (ADA) as it relates to transporting three-wheel scooters; a definition of a "common wheelchair"; and the usage of Metro Mobility riders currently using three-wheel scooters.

As a result of the May 24 discussions, the RTB decided at its June 7, 1993 meeting to defer consideration of the recommendation requiring Metro Mobility providers to comply with ADA in transporting three-wheel scooters to the RTB meeting agenda in two weeks for further discussion.

### DISCUSSION

Since the issue of transporting three-wheel scooters has surfaced, the board has voiced concerns about liability issues relating to the transportation of persons with disabilities using scooters. At this point in time, staff can not adequately respond to some of the concerns that have been raised. What staff would like to do is take some time and research the issue thoroughly. This would include:

- surveying other states to determine how they handle these issues relating to three-wheel scooters;
- surveying manufacturers to determine their positions on transporting these vehicles;

**Three-Wheel Scooters Research**  
**June 18, 1993**  
**Page 2**

- surveying manufacturers to determine their recommended tie-down point locations on the scooters;
- surveying insurance companies to determine their position; and
- reexamine ADA relating to the transportation of "common wheelchairs."

This research would be completed and presented to the board with a recommendation prior to the proposed October 1, 1993 start-up.

In addition, this would also mean that a decision regarding the current issue of requiring existing providers to comply with ADA immediately is delayed until the research is completed and a system policy decision is made by the board.

**RECOMMENDATION**

That the Regional Transit Board direct staff to conduct research and report its findings as it relates to the Americans with Disabilities Act and liability transporting three-wheel scooters.

# 1 Motion

In order to carry out the intent of MSA § 473.371, it is herewith resolved that the RTB honor all existing contracts with private carriers through fiscal 1995 by re-allocation of property tax receipt funds designated for regional transit needs in sufficient amounts to meet those existing contractual obligations with said private carriers.

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RTB APPROPRIATION - FY 94/95  
(Conference Committee Report HF 1709)

43 Sec. 3. REGIONAL TRANSIT BOARD

44 Subdivision 1. Total

45 Appropriation 32,792,000 27,891,000

46 Subd. 2. Regular Route

47 15,492,000 12,307,000

48 Of this amount, \$14,692,000 the first  
49 year and \$12,307,000 the second year  
50 are for the metropolitan transit  
51 commission. The regional transit board  
52 must not reduce this appropriation to  
53 the metropolitan transit commission.

54 Subd. 3. Metro Mobility

55 13,800,000 12,974,000

1 The regional transit board must not  
2 spend any money for metro mobility  
3 outside this appropriation.

4 Subd. 4. Community Based  
5 and Agency Costs

6 3,500,000 2,610,000

# Key Service Indicators

## Metro Mobility

RIDERSHIP Trips (in thousands):	1990	1991	1992	1993				1993
	MONTHLY AVERAGE	MONTHLY AVERAGE	MONTHLY AVERAGE	JAN	FEB	MAR	APR	MONTHLY AVERAGE
CITY WIDE	4.4	4.1	4.0	4	4.2	5	4.8	4.5
DARTS	4.5	4.2	5.3	3.9	3.8	4.3	2	3.5
DIAMOND	6.7	6.3	8.5	5.1	5.2	6.2	5.7	5.6
EBENEZER	10.2	10.5	12.1	12.3	11.5	12.4	11.8	12.0
HANDICABS	23.8	25.6	27.9	31	31.7	38.1	35.5	34.1
HTS	2.4	2.6	2.6	2.1	2.2	2.7	1.3	2.1
HEALTHEAST	5.6	5.0	3.4	N.A.	N.A.	N.A.	N.A.	N.A.
HUMAN SERVICES	1	1.2	1.5	1.5	1.5	1.8	1.7	1.6
METRO RIDE	15.7	11.0	6.7	8.9	8.9	10.7	10.7	9.8
NATIONAL BUS	33.1	24.4	15.7	13.3	13.4	N.A.	N.A.	6.7
TWIN CITY MOBILITY	4.8	5.9	6.4	N.A.	N.A.	N.A.	N.A.	N.A.
WILDER TRANS	3.6	3.5	3.4	3.2	3.5	4.3	4.4	3.9
UNITED TRANS	N.A.	N.A.	N.A.	N.A.	1	1.8	2.7	1.8
YELLOW TAXI	20.4	17.8	16.8	14.3	14.7	17	15.9	15.5
OTHER	N.A.	N.A.	N.A.	N.A.	N.A.	1.6	3.1	2.4
<b>TOTAL</b>	<b>136.2</b>	<b>122.1</b>	<b>104.2</b>	<b>99.6</b>	<b>101.6</b>	<b>105.9</b>	<b>99.6</b>	<b>101.675</b>
% Wheelchair Trips	27.0%	28.0%	29.0%	27.8%	28.2%	27.7%	30.0%	28.4%
Cancelled Trips	17,100	21,117	16,031	20,130	16,202	17,344	19,987	18,416
No Shows Reported	420	686	633	739	552	747	1,236	819
Trip Denials*	1,202	211	1,426	3,443	3,236	2,458	1,077	2,554
Trip Assurance*	1,670	1,769	2,517	N.A.	N.A.	N.A.	2,637	659
% Standing Orders	56.8%	52.1%	48.5%	53.9%	49.7%	51.6%	52.1%	51.8%
Avg. Miles/Trip	6.41	6.11	6.4	6.28	6.68	6.68	6.84	6.62
Avg. Subsidy/Trip	\$8.37	\$6.60	\$8.99	\$9.46	\$9.74	\$9.62	\$9.60	\$9.61
Total Cert. Riders	17,930	19,060	19,345	18,866	19,108	19,331	18,750	19,014
New Certifications:	512	414	369	386	388	364	326	366
Wheelchair Users	162	138	132	108	126	147	113	124
Ambulatory	350	276	237	278	262	217	213	243
Reclass. Processed	71	48	41	45	34	41	46	42
Annual Registration			1,001	977	1,019	1,009	1,118	1,031
Standing Orders - New	96	65	65	52	88	86	119	86
Standing Orders - Changes	59	107	30	24	27	40	40	33
Complaints Filed	91	120	145	188	132	205	192	179
Percent of Trips	0.07%	0.10%	0.14%	0.20%	0.13%	0.19%	0.21%	0.18%
Passenger Problems	13	32	25	17	21	39	40	29
Commendations	75	56	47	80	28	47	60	54
Incidents/Accidents			18	32	23	14	10	20

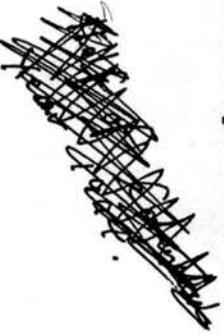
\* The Trip Assurance Program was initiated July, 1990. The program was modified July, 1991; suspended April, 1992; and reinstated April, 1993.

NOTE: Ridership data as of 5/15/93 billing.

**REGIONAL TRANSIT BOARD - CONFERENCE COMMITTEE AGREEMENT**  
**FY 94-95 STATE FUNDING**  
**MAY 13, 1993**  
**(Numbers in Thousands)**

	Fiscal 1994			Fiscal 1995			Total Biennium		
	Need to Maintain Existing System	Conference Position	Excess (Shortfall)	Need to Maintain Existing System	Conference Position	Excess (Shortfall)	Need to Maintain Existing System	Conference Position	Excess (Shortfall)
Regular Route									
MTC*	\$14,000	\$14,692	\$692	\$16,910	\$12,307	(\$4,603)	\$30,910	\$26,999	(\$3,911)
Other	800	800	---	890	---	(890)	1,690	800	(890)
Metro Mobility	13,800	13,800	---	15,500	12,974	(2,526)	29,300	26,774	(2,526)
Community-Based and Agency Costs	3,500	3,500	---	4,000	2,610	(1,390)	7,500	6,110	(1,390)
<b>TOTAL</b>	<b>\$32,100</b>	<b>\$32,792</b>	<b>\$692</b>	<b>\$37,300</b>	<b>\$27,891</b>	<b>(\$9,409)</b>	<b>\$69,400</b>	<b>\$60,683</b>	<b>(\$8,717)</b>

\* Appropriation rider language specifies amount to fund MTC operations.





REGIONAL TRANSIT BOARD

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

**Minutes of the Joint Meeting of the  
REGIONAL TRANSIT BOARD and  
METROPOLITAN TRANSIT COMMISSION  
June 4, 1993**

**MEMBERS PRESENT:** RTB Members: John Riley, Michael Beard, Sharon Feess, Ruth Franklin, Morgan Grant, Val Higgins, James Hovland, Ruby Hunt, Dennis Schulstad; RTB staff: Gregory Andrews, Judy Hollander, Kathy Grochowski; MTC Commission Members: Christine Dean, Allyson Hartle; Bob Mairs; Todd Paulson, Frank Snowden; MTC staff: Tom Sather

**OTHERS PRESENT:** John Johnson, Amalgamated Transit Union; Patrick Leung, Metropolitan Council; Peggy Willens, Senate Finance Committee; Lisa Lee, women who chose to remain anonymous

A joint meeting between the Regional Transit Board and the Metropolitan Transit Commission was held at the Mosquito Control District office. The meeting was called to order at 3:30 p.m. The members and staff discussed ways to broaden the lines of communication and strengthen the working relationship between the two agencies, especially in light of the need for an adequate dedicated funding for transit from the 1994 Legislature. No action taken and the meeting was adjourned at 6:00 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the joint meeting of the Regional Transit Board and the Metropolitan Transit Commission on June 4, 1993.

Respectfully submitted,

Kathy Grochowski  
Acting Secretary

Approved by the Regional Transit Board on this 21st day of June 1993.



REGIONAL TRANSIT BOARD

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

**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
June 7, 1993**

**MEMBERS PRESENT:** John Riley, Chair; Michael Beard; Sharon Feess; Ruth Franklin; Morgan Grant; Val Higgins; Ruby Hunt

**MEMBERS EXCUSED:** James Hovland; Dennis Schulstad

**OTHERS PRESENT:** Allyson Hartle, Metropolitan Transit Commission; Arnie Entzel, Amalgamated Transit Union; Beverly Miller, Minnesota Valley Transit Authority; Jim Babcock, Washington County Human Services; Gregory Andrews, Elaine Bauer, Howard Blin, Stephanie Eiler, Jane Fitz, Judy Hollander, Dave Jacobson, Paul Moline, Dan Murray, Debra Nelles, Len Simich, Dale Ulrich, Kathy Grochowski, RTB staff

**CALL TO ORDER AND ROLL CALL**

The chair called the meeting to order at 4:15 p.m. and the secretary called the roll.

**APPROVAL OF AGENDA**

Franklin moved and Grant seconded that the agenda be approved. The motion was unanimously approved.

**APPROVAL OF MINUTES**

Beard moved and Grant seconded to approve the minutes of the Administration and Finance Committee of the Whole Meeting, May 10, 1992. The motion was unanimously approved.

Grant moved and Beard seconded to approve the minutes of the Regional Transit Board Meeting, May 17, 1993. The motion was unanimously approved.

Higgins moved and Feess seconded to approve the minutes of the Policy Committee of the Whole Meeting, May 24, 1993. The motion was unanimously approved.

**CHAIR'S REPORT**

Riley discussed his recent trip to the High Speed Rail Conference in Toronto, Canada.

**EXECUTIVE DIRECTOR'S REPORT**

Ulrich reviewed the staff memo of June 7. Riley moved and Franklin seconded:

That the Regional Transit Board request that the Metropolitan Council issue \$20,000,000 of general obligation transit bonds. \$13,000,000 of this amount shall reduce the MTC's remaining 1992 legislative authorization, \$7,000,000 shall reduce the RTB's remaining 1992 legislative authorization.

On a roll call vote, all members present voted aye.

**Metro Mobility Trip Assurance Program Discussion**

Jacobson reviewed the staff memo of June 7, 1993. Riley said that he wasn't sure if the board was ready to make a decision about the Trip Assurance Program. Grant recommended options 2 and 4 of the memo because the Transportation Accessibility Advisory Committee (TAAC) would be able to take a close look at those options. Franklin said she prefers option 3 because the providers deserve to be compensated for a job well done. Higgins asked how the providers problems would end just with compensation when they actually stem from lack of equipment. Jim Babcock, Washington County Human Services, was asked how the providers feel about the recommendation. Babcock said that the providers need to feel they have some type of control over the program, and enforcing Trip Assurance at this time, may force some of the providers out Metro Mobility leaving certain areas without a provider at all. Grant asked if some providers were holding back some of their capacity due to Trip Assurance. Babcock said in all likelihood some were. Jacobson said that staff was going to meet with Yellow Taxi to see if they could help with the transition. Higgins asked if it was possible to find out how many rides were to school, work, or medical appointments as opposed to shopping. Jacobson said that those appointments were usually standing orders anyway. Grant replied that since no one asks MTC riders where they are going, no one should ask Metro Mobility riders either. No action was required at this time.

Andrews noted that board members were distributed a memo regarding advisory committee appointments. Riley reminded the members to return the May 18 memo stating their committee preferences.

**REPORT OF THE COMMITTEE OF THE WHOLE**  
**Val Higgins, Chair, Policy Committee**

**Process to Preserve Abandoned Rail Corridors**

Higgins moved and Beard seconded:

That the Regional Transit Board endorse the proposed process to preserve abandoned railroad corridors, and forward these comments to the Legislative Commission on Minnesota Resources.

The motion was unanimously approved.

**Capital Funding Approval for Property Acquisition Park and Ride Lot at Highway 13/Nicollet Avenue**

Higgins moved and Feess seconded:

That the Regional Transit Board authorize the executive director to enter into a contract with Minnesota Valley Transit Authority in the amount of \$799,000 to purchase two land parcels at the northeast corner of Highway 13 and Nicollet Avenue in Burnsville and the secure preliminary engineering services for the development of a park-and-ride lot.

The motion was unanimously approved.

**ADA Compliance on Three-Wheel Scooters**

Higgins moved:

That the Regional Transit Board require that Metro Mobility providers comply with ADA in transporting three-wheeler scooters no later than the implementation date of the restructured Metro Mobility program.

Grant said that this recommendation was a compromise from what he hoped would pass. He continued saying that he wanted providers to be forced to conform immediately to accommodate those riders who are currently being denied rides; however, he'll support it. Riley commented that the resolution doesn't clearly state that the RTB won't require providers to carry three-wheelers even if it isn't safe. Hunt asked if the RTB would be liable for any injuries incurred from unsafe vehicles carrying three-wheelers. Riley said he's sure the RTB would be liable. Allyson Hartle was asked if the MTC has a policy on carrying three-wheelers on accessible buses. Hartle replied that she didn't think so, but would find out. Beard asked if the MTC had the same safety concerns as the RTB. Grant said that the requirements on a 40 foot bus are different than a van. Feess suggested we get a ruling from ADA. Hunt suggested that staff from the RTB and MTC discuss the issue and come to an agreement. Riley said that he was neither for or against the recommendation, but would like additional time to discuss it. Higgins withdrew the original motion.

Riley moved and Beard seconded to amend the recommendation:

That the Regional Transit Board defer consideration of the recommendation for two weeks for further discussion.

The final motion was:

That the Regional Transit Board defer consideration of the recommendation requiring Metro Mobility providers to comply with ADA in transporting three-wheel scooters no later than the implementation date of the restructured Metro Mobility program on the agenda for two weeks for further discussion.

The motion was unanimously approved.

**High Subsidy Route 35FN**

Higgins moved and Beard seconded:

That the Regional Transit Board and Metropolitan Transit Commission continue to monitor MTC Route 35FN. If by June 1, 1994, Route 35FN is not operating within regional performance standards, as measured by quarterly route profiles, the RTB and MTC agree that the route is not and will not be operated for a reasonable subsidy by the MTC.

The motion was unanimously approved.

**OTHER BUSINESS**

Hunt moved and Riley seconded:

That the minutes of the May 17 meeting of the Regional Transit Board be amended to include Morgan Grant as present.

The motion was unanimously approved.

Andrews reminded the members that the Administration and Finance Committee meeting on Monday, June 14 will be a lengthy meeting.

There being no further business, Higgins moved and Riley seconded to adjourn the meeting. The motion was unanimously approved; the meeting adjourned at 5:25 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of June 7, 1993

Respectfully submitted,

Kathy Grochowski  
Acting Secretary

Approved by the Regional Transit Board this 21st day of June, 1993.



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

## **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE OF THE WHOLE**

At its meeting of June 14, 1993, the committee approved the following recommendations:

### **APRIL 1993 FINANCIAL STATEMENTS**

That the Regional Transit Board receive the April 1993, financial statements and direct that they be placed on file.

### **ST. PAUL CULTURAL AREA TROLLEY FUNDING PROPOSAL**

That the Regional Transit Board authorize the executive director to enter into a funding agreement with the Saint Paul Area Chamber of Commerce and the City of St. Paul to provide capital funding for the Saint Paul Cultural Area Trolley proposal, in an amount not to exceed \$360,000. Authorization of capital funds is contingent upon the City and the Chamber demonstrating the ability to provide operating funding for the first eighteen months of service.

### **DOWNTOWN MINNEAPOLIS TMO CONTRACT AMENDMENT**

That the Regional Transit Board approve providing \$15,000 to the Minneapolis Downtown TMO for continued operations until federal funding is secured. In addition, the Regional Transit Board approve the following contract amendments:

- 1) Amend the existing contract with Mn/DOT to allow Mn/DOT to provide \$30,000 in funding for the RTB to pass through to the Downtown Minneapolis TMO.
- 2) Amend the existing contract with the City of Minneapolis to provide a total of \$45,000 (\$30,000 Mn/DOT and \$15,000 RTB funds) for TMO operations.

Future funding is conditional upon the development of an evaluation tool to measure the effectiveness of the TMO activities

### **1992 RTB AUDIT**

That the committee accept the draft reports of the 1992 agency audit.

**1993 TRAVEL DEMAND MANAGEMENT CONTRACT**

That the Regional Transit Board authorize its executive director to enter into a contract for calendar year 1993 with the Metropolitan Transit Commission to provide rideshare services through Minnesota Rideshare in an amount not to exceed \$599,928.

**NORTH SUBURBAN LINES 1993 CONTRACT AMENDMENT**

That the Regional Transit Board authorize its executive director to amend the North Suburban Lines 1993 Contract (Contract No. 91/08/05-08) by \$65,789 to an amount not to exceed \$827,818.

The committee passed the above staff recommendation onto the board without recommendation pending additional information to be provided by the staff regarding contract language.

**ROUTE 55 TWO-MONTH CONTRACT EXTENSION WITH MTC**

That the Regional Transit Board authorize the executive director to amend the Route 55 contract (Contract No. 92/20/04-14) with the Metropolitan Transit Commission by a maximum of \$119,640 to \$834,949 for the period of April 1, 1992 through July 31, 1993.

**AMENDMENT TO METROPOLITAN COUNCIL'S TRANSPORTATION GUIDE/POLICY PLAN**

That the Regional Transit Board approve the comments on the Metropolitan Council's Transportation Development Guide/Policy Plan and forward them to the Metropolitan Council.

**METROPOLITAN TRANSIT EDUCATION PLAN**

That the Regional Transit Board authorize the executive director to enter into a contract for the period of July 1, 1993 through September 15, 1994 with the Metropolitan Transit Commission, the Metropolitan Council, the Minnesota Department of Transportation, the Hennepin County Regional Railroad Authority, the Ramsey County Regional Railroad Authority, and the LRT Joint Powers Board for the amount of \$40,000.00 as the Regional Transit Board's contribution to the implementation of the Metropolitan Transit Education Plan.

Ruth Franklin  
Chair



REGIONAL TRANSIT BOARD

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



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**Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
June 7, 1993**

**MEMBERS PRESENT:** John Riley, Chair; Michael Beard; Sharon Feess; Ruth Franklin; Morgan Grant; Val Higgins; Ruby Hunt

**MEMBERS EXCUSED:** James Hovland; Dennis Schulstad

**OTHERS PRESENT:** Allyson Hartle, Metropolitan Transit Commission; Arnie Entzel, Amalgamated Transit Union; Beverly Miller, Minnesota Valley Transit Authority; Jim Babcock, Washington County Human Services; Gregory Andrews, Elaine Bauer, Howard Blin, Stephanie Eiler, Jane Fitz, Judy Hollander, Dave Jacobson, Paul Moline, Dan Murray, Debra Nelles, Len Simich, Dale Ulrich, Kathy Grochowski, RTB staff

**CALL TO ORDER AND ROLL CALL**

The chair called the meeting to order at 4:15 p.m. and the secretary called the roll.

**APPROVAL OF AGENDA**

Franklin moved and Grant seconded that the agenda be approved. The motion was unanimously approved.

**APPROVAL OF MINUTES**

Beard moved and Grant seconded to approve the minutes of the Administration and Finance Committee of the Whole Meeting, May 10, 1992. The motion was unanimously approved.

Grant moved and Beard seconded to approve the minutes of the Regional Transit Board Meeting, May 17, 1993. The motion was unanimously approved.

Higgins moved and Feess seconded to approve the minutes of the Policy Committee of the Whole Meeting, May 24, 1993. The motion was unanimously approved.

**CHAIR'S REPORT**

Riley discussed his recent trip to the High Speed Rail Conference in Toronto, Canada.

**EXECUTIVE DIRECTOR'S REPORT**

Ulrich reviewed the staff memo of June 7. Riley moved and Franklin seconded:

That the Regional Transit Board request that the Metropolitan Council issue \$20,000,000 of general obligation transit bonds. \$13,000,000 of this amount shall reduce the MTC's remaining 1992 legislative authorization, \$7,000,000 shall reduce the RTB's remaining 1992 legislative authorization.

On a roll call vote, all members present voted aye.

### **Metro Mobility Trip Assurance Program Discussion**

Jacobson reviewed the staff memo of June 7, 1993. Riley said that he wasn't sure if the board was ready to make a decision about the Trip Assurance Program. Grant recommended options 2 and 4 of the memo because the Transportation Accessibility Advisory Committee (TAAC) would be able to take a close look at those options. Franklin said she prefers option 3 because the providers deserve to be compensated for a job well done. Higgins asked how the providers problems would end just with compensation when they actually stem from lack of equipment. Jim Babcock, Washington County Human Services, was asked how the providers feel about the recommendation. Babcock said that the providers need to feel they have some type of control over the program, and enforcing Trip Assurance at this time, may force some of the providers out Metro Mobility leaving certain areas without a provider at all. Grant asked if some providers were holding back some of their capacity due to Trip Assurance. Babcock said in all likelihood some were. Jacobson said that staff was going to meet with Yellow Taxi to see if they could help with the transition. Higgins asked if it was possible to find out how many rides were to school, work, or medical appointments as opposed to shopping. Jacobson said that those appointments were usually standing orders anyway. Grant replied that since no one asks MTC riders where they are going, no one should ask Metro Mobility riders either. No action was required at this time.

Andrews noted that board members were distributed a memo regarding advisory committee appointments. Riley reminded the members to return the May 18 memo stating their committee preferences.

### **REPORT OF THE COMMITTEE OF THE WHOLE** **Val Higgins, Chair, Policy Committee**

#### **Process to Preserve Abandoned Rail Corridors**

Higgins moved and Beard seconded:

That the Regional Transit Board endorse the proposed process to preserve abandoned railroad corridors, and forward these comments to the Legislative Commission on Minnesota Resources.

The motion was unanimously approved.

#### **Capital Funding Approval for Property Acquisition Park and Ride Lot at Highway 13/Nicollet Avenue**

Higgins moved and Feess seconded:

That the Regional Transit Board authorize the executive director to enter into a contract with Minnesota Valley Transit Authority in the amount of \$799,000 to purchase two land parcels at the northeast corner of Highway 13 and Nicollet Avenue in Burnsville and the secure preliminary engineering services for the development of a park-and-ride lot.

The motion was unanimously approved.

#### ADA Compliance on Three-Wheel Scooters

Higgins moved:

That the Regional Transit Board require that Metro Mobility providers comply with ADA in transporting three-wheeler scooters no later than the implementation date of the restructured Metro Mobility program.

Grant said that this recommendation was a compromise from what he hoped would pass. He continued saying that he wanted providers to be forced to conform immediately to accommodate those riders who are currently being denied rides; however, he'll support it. Riley commented that the resolution doesn't clearly state that the RTB won't require providers to carry three-wheelers even if it isn't safe. Hunt asked if the RTB would be liable for any injuries incurred from unsafe vehicles carrying three-wheelers. Riley said he's sure the RTB would be liable. Allyson Hartle was asked if the MTC has a policy on carrying three-wheelers on accessible buses. Hartle replied that she didn't think so, but would find out. Beard asked if the MTC had the same safety concerns as the RTB. Grant said that the requirements on a 40 foot bus are different than a van. Feess suggested we get a ruling from ADA. Hunt suggested that staff from the RTB and MTC discuss the issue and come to an agreement. Riley said that he was neither for or against the recommendation, but would like additional time to discuss it. Higgins withdrew the original motion.

Riley moved and Beard seconded to amend the recommendation:

That the Regional Transit Board defer consideration of the recommendation for two weeks for further discussion.

The final motion was:

That the Regional Transit Board defer consideration of the recommendation requiring Metro Mobility providers to comply with ADA in transporting three-wheel scooters no later than the implementation date of the restructured Metro Mobility program on the agenda for two weeks for further discussion.

The motion was unanimously approved.

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Higgins moved and Beard seconded:

That the Regional Transit Board and Metropolitan Transit Commission continue to monitor MTC Route 35FN. If by June 1, 1994, Route 35FN is not operating within regional performance standards, as measured by quarterly route profiles, the RTB and MTC agree that the route is not and will not be operated for a reasonable subsidy by the MTC.

The motion was unanimously approved.

**OTHER BUSINESS**

Hunt moved and Riley seconded:

That the minutes of the May 17 meeting of the Regional Transit Board be amended to include Morgan Grant as present.

The motion was unanimously approved.

Andrews reminded the members that the Administration and Finance Committee meeting on Monday, June 14 will be a lengthy meeting.

There being no further business, Higgins moved and Riley seconded to adjourn the meeting. The motion was unanimously approved; the meeting adjourned at 5:25 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of June 7, 1993

Respectfully submitted,

Kathy Grochowski  
Acting Secretary

Approved by the Regional Transit Board this 21st day of June, 1993.



REGIONAL TRANSIT BOARD

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

## REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE OF THE WHOLE

At its meeting of June 14, 1993, the committee approved the following recommendations:

### APRIL 1993 FINANCIAL STATEMENTS

That the Regional Transit Board receive the April 1993, financial statements and direct that they be placed on file.

### ST. PAUL CULTURAL AREA TROLLEY FUNDING PROPOSAL

That the Regional Transit Board authorize the executive director to enter into a funding agreement with the Saint Paul Area Chamber of Commerce and the City of St. Paul to provide capital funding for the Saint Paul Cultural Area Trolley proposal, in an amount not to exceed \$360,000. Authorization of capital funds is contingent upon the City and the Chamber demonstrating the ability to provide operating funding for the first eighteen months of service.

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That the Regional Transit Board approve providing \$15,000 to the Minneapolis Downtown TMO for continued operations until federal funding is secured. In addition, the Regional Transit Board approve the following contract amendments:

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That the committee accept the draft reports of the 1992 agency audit.

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The committee passed the above staff recommendation onto the board without recommendation pending additional information to be provided by the staff regarding contract language.

**ROUTE 55 TWO-MONTH CONTRACT EXTENSION WITH MTC**

That the Regional Transit Board authorize the executive director to amend the Route 55 contract (Contract No. 92/20/04-14) with the Metropolitan Transit Commission by a maximum of \$119,640 to \$834,949 for the period of April 1, 1992 through July 31, 1993.

**AMENDMENT TO METROPOLITAN COUNCIL'S TRANSPORTATION GUIDE/POLICY PLAN**

That the Regional Transit Board approve the comments on the Metropolitan Council's Transportation Development Guide/Policy Plan and forward them to the Metropolitan Council.

**METROPOLITAN TRANSIT EDUCATION PLAN**

That the Regional Transit Board authorize the executive director to enter into a contract for the period of July 1, 1993 through September 15, 1994 with the Metropolitan Transit Commission, the Metropolitan Council, the Minnesota Department of Transportation, the Hennepin County Regional Railroad Authority, the Ramsey County Regional Railroad Authority, and the LRT Joint Powers Board for the amount of \$40,000.00 as the Regional Transit Board's contribution to the implementation of the Metropolitan Transit Education Plan.

Ruth Franklin  
Chair

## REGIONAL TRANSIT BOARD

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

**DATE:** June 8, 1993  
**TO:** Chair and Members of the Committee of the Whole (A&F)  
**FROM:** Howard Blin, Planning Manager   
**SUBJECT:** Funding for Minneapolis Transportation Management Organization (TMO)

### SUMMARY

This memorandum describes a proposal to provide RTB and Mn/DOT funding to allow the Minneapolis Downtown TMO to continue operation through the end of 1993. Action is requested to approve contract amendments to provide funding to the TMO.

### BACKGROUND

The Minneapolis Downtown TMO was organized in 1991 with the goal of enlisting major downtown employers in efforts to reduce peak period, single-occupant vehicle trips. Creation of a TMO was strongly recommended by the Metropolitan Council in its review of the City of Minneapolis' Transportation Plan. The City, RTB and Metropolitan Council worked together with the Downtown Council to organize the TMO. Funding for TMO operations has been provided exclusively by the RTB. This included \$50,000 in 1991 and \$54,500 in 1992. These funds were provided through a contract with the City, which in turn passed the money on to the TMO.

TMO operations for 1993 were expected to be funded through the federal ISTEA Congestion Mitigation and Air Quality (CMAQ) funds. Delays in establishing the local ISTEA funding process will result in federal funding not being available to the TMO in 1993.

### DISCUSSION

Maintaining an effective TMO in downtown Minneapolis is central to trip reduction efforts on major commuter corridors leading to downtown, including I-35W. The TMO has determined that without funding in 1993, TMO operations would cease. These include operation of the Commuter Connection, a skyway level center providing trip planning information and bus pass sales, and employer outreach programs.

The City and regional agencies have sought sources of funding to continue TMO activities. An estimated \$40,000 to \$60,000 would be necessary through the end of the year.

While the City has indicated it can continue to provide staff support and other in-kind services in 1993, it can provide no cash funds until 1994.

**Minneapolis TMO**  
**June 8, 1993**  
**Page 2**

Mn/DOT has identified \$30,000 in unspent ISTEA funds it can provide to the TMO. It is recommended that the RTB provide an additional \$15,000. The RTB contribution would come from funds budgeted for travel demand management programs. These funds are available due to MTC staffing for TDM activities running under budget. The source of these funds is a CMAQ grant received by the RTB in 1992. These funds are channeled from the Federal Highway Administration to Mn/DOT and on to the RTB.

To provide these funds to the TMO, an amendment to the existing funding contract between the RTB and Mn/DOT is necessary. A second amendment to the existing RTB contract with the City would also be needed.

### **RECOMMENDATION**

That the Regional Transit Board approve providing \$15,000 to the Minneapolis Downtown TMO for continued operations until federal funding is secured. In addition, the Regional Transit Board approve the following contract amendments:

- 1) Amend the existing contract with Mn/DOT to allow Mn/DOT to provide \$30,000 in funding for the RTB to pass through to the Downtown Minneapolis TMO.
- 2) Amend the existing contract with the City of Minneapolis to provide a total of \$45,000 (\$30,000 Mn/DOT and \$15,000 RTB funds) for TMO operations.

HB

**REGIONAL TRANSIT BOARD**

**MEARS PARK CENTRE  
230 EAST FIFTH STREET, ST. PAUL, MINNESOTA 55101  
292-8789**

**DATE:** May 25, 1993  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Gerri Sutton, Accountant  
**SUBJECT:** Financial Statements -April 1993

**SUMMARY**

The Administration and Finance Committee is asked to review the April 1993, financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles.

**DISCUSSION**

As of April 30, 1993, the total ending fund balance is \$4,550,000, down \$500,000 from the close of March 1993. One element of that change is the growing negative variance in MTC Regular Route expenditures. The Metro Mobility fund balance remained relatively unchanged from March 1993, at a level of \$444,000.

**RECOMMENDATIONS**

That the Regional Transit Board receive the April 1993, financial statements and direct that they be placed on file.

Attachment  
GS/me

REGIONAL TRANSIT BOARD  
FINANCIAL STATEMENTS  
Ending April, 1993

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

**REGIONAL TRANSIT BOARD**  
**COMBINED BALANCE SHEET - ALL FUND TYPES and ACCOUNT GROUPS**  
**AS OF APRIL 30, 1993**

	GENERAL FUND	SPECIAL REV FUNDS	AGENCY FUND	FIXED ASSETS	TOTAL ALL FUNDS	APR 1992 ALL FUNDS	CHANGE
<b>ASSETS</b>							
CASH	\$0	\$185,837	\$2,080		\$187,917	\$1,013,007	(\$825,090)
INVESTMENTS	\$10,286,858	\$0	\$2,829,568		\$13,116,427	\$6,934,473	\$6,181,954
TAXES RECEIVABLE	\$0	\$68,568,029	\$11,352,455		\$79,920,484	\$77,729,393	\$2,191,091
ACCRUED INTEREST RECEIVABLE	\$4,558	\$0	\$0		\$4,558	\$2,638	\$1,920
DUE FROM OTHER FUNDS	\$212,552	\$6,331,567	\$0		\$6,544,119	\$143,498	\$6,400,621
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$1,240,700	\$12,276,050	\$0		\$13,516,750	\$14,194,000	(\$677,250)
FEDERAL GOVERNMENT RECEIVABLE	\$213,615	\$461,948	\$0		\$675,563	\$196,654	\$478,909
OTHER ASSETS	\$17,180	\$1,053,691	\$394,208	\$575,782	\$2,040,861	\$2,131,679	(\$90,818)
<b>TOTAL ASSETS</b>	<b>\$11,975,463</b>	<b>\$88,877,122</b>	<b>\$14,578,312</b>	<b>\$575,782</b>	<b>\$116,006,678</b>	<b>\$102,345,343</b>	<b>\$13,661,335</b>
<b>LIABILITIES</b>							
ACCOUNTS PAYABLE	\$203,668	\$259,554			\$463,223	\$143,853	\$319,369
ACCRUED PAYROLL LIABILITIES	\$135,055	\$2,928			\$137,983	\$159,459	(\$21,476)
DUE TO OTHER GOVERNMENTAL UNITS	\$15,852	\$0	\$9,364,897		\$9,380,749	\$9,391,890	(\$11,141)
MTC PAYABLE	\$0	\$20,803,413	\$1,989,638		\$22,793,052	\$17,500,190	\$5,292,861
TRANSIT PROVIDERS PAYABLE	\$0	\$3,546,486	\$2,829,568		\$6,376,055	\$6,545,742	(\$169,687)
DUE TO OTHER FUNDS	\$6,331,567	\$212,552	\$0		\$6,544,119	\$143,498	\$6,400,621
DEFERRED REVENUE	\$1,697,800	\$63,076,225			\$64,774,025	\$63,383,104	\$1,390,922
OTHER LIABILITIES	\$11,900				\$11,900	\$11,900	\$0
DEFERRED COMP HELD			\$394,208		\$394,208	\$319,630	\$74,578
<b>TOTAL LIABILITIES</b>	<b>\$8,395,843</b>	<b>\$87,901,159</b>	<b>\$14,578,312</b>	<b>\$0</b>	<b>\$110,875,313</b>	<b>\$97,599,266</b>	<b>\$13,276,047</b>
<b>FUND EQUITY</b>							
INVESTMENTS IN FIXED ASSETS RESERVED / DESIGNATED	\$1,131,041	\$0	\$0	\$575,782	\$575,782	\$568,602	\$7,180
UNRESERVED / UNDESIGNATED	\$2,448,579	\$975,964	\$0	\$0	\$3,424,542	\$1,921,340	(\$790,299)
<b>TOTAL FUND EQUITY</b>	<b>\$3,579,620</b>	<b>\$975,964</b>	<b>\$0</b>	<b>\$575,782</b>	<b>\$5,131,366</b>	<b>\$4,746,076</b>	<b>\$385,289</b>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>\$11,975,463</b>	<b>\$88,877,123</b>	<b>\$14,578,312</b>	<b>\$575,782</b>	<b>\$116,006,678</b>	<b>\$102,345,343</b>	<b>\$13,661,335</b>

**REGIONAL TRANSIT BOARD**  
**COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**GENERAL AND SPECIAL REVENUE FUND TYPES - FOR FOUR MONTHS ENDED APRIL 30, 1993.**

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL BUDGET VARIANCE FAV/(UNFAV)
<b>REVENUE</b>					
BEGINNING FUND BALANCE	\$2,975,973	\$1,871,946	\$4,847,919	\$3,518,627	\$1,329,292
PROPERTY TAX		\$21,442,766	\$21,442,766	\$21,427,558	\$15,208
STATE APPROPRIATIONS	\$848,900	\$7,968,352	\$8,817,252	\$8,817,250	\$2
FEDERAL GRANTS	\$236,330	\$523,332	\$759,662	\$628,933	\$130,729
INTEREST	\$134,316	\$0	\$134,316	\$186,000	(\$51,684)
AGENCY REIMBURSEMENT	\$0	\$174,318	\$174,318	\$200,000	(\$25,682)
MISCELLANEOUS	\$109	\$0	\$109	\$0	\$109
<b>TOTAL REVENUE</b>	\$1,219,656	\$30,108,768	\$31,328,424	\$31,259,742	\$68,682
<b>EXPENDITURES</b>					
SALARIES & BENEFITS	\$526,369	\$21,661	\$548,030	\$591,153	\$43,124
MEMBER PER DIEMS	\$8,300	\$0	\$8,300	\$13,333	\$5,033
CONSULTING	\$53,800	\$0	\$53,800	\$88,333	\$34,533
LEGAL FEES	\$14,287	\$0	\$14,287	\$43,333	\$29,046
PROFESSIONAL SERVICES	\$22,362	\$259,067	\$281,429	\$469,583	\$188,155
MET COUNCIL CHARGEBACKS	\$62,532	\$0	\$62,532	\$62,533	\$1
LOCAL TRAVEL	\$8,434	\$137	\$8,571	\$17,017	\$8,445
NON-LOCAL TRAVEL	\$5,342	\$0	\$5,342	\$15,667	\$10,325
MATERIALS & SUPPLIES	\$8,669	\$197	\$8,866	\$12,850	\$3,984
OCCUPANCY/TELEPHONE	\$67,882	\$0	\$67,882	\$72,095	\$4,213
PUBLIC COMMUNICATIONS	\$22,971	\$42	\$23,013	\$55,300	\$32,287
EQUIP RENTAL/MAINTENANCE	\$7,675	\$0	\$7,675	\$11,533	\$3,859
INSURANCE	\$2,943	\$0	\$2,943	\$21,400	\$18,457
CAPITAL EXPENDITURES	\$7,669	\$0	\$7,669	\$3,333	(\$4,336)
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$8,033	\$80	\$8,113	\$8,833	\$720
TRANSIT PROGRAMS/GRANTS	\$1,292	\$30,511,017	\$30,512,309	\$29,872,934	(\$639,375)
<b>TOTAL EXPENDITURES</b>	\$828,561	\$30,792,199	\$31,620,760	\$31,359,232	(\$261,528)
EXCESS/(DEFICIENCY) REV OVER EXP	\$391,095	(\$683,431)	(\$292,336)	(\$99,491)	(\$192,845)
<b>FUND BALANCE</b>					
TRANSFERS	\$0	\$0	\$0	\$0	\$0
BOARD AUTHORIZATIONS	\$212,552	(\$212,552)	\$0	\$0	\$0
COST ALLOCATIONS	\$212,552	(\$212,552)	\$0	\$0	\$0
NET TRANSFERS	\$212,552	(\$212,552)	\$0	\$0	\$0
<b>ENDING FUND BALANCE</b>	\$3,579,620	\$975,963	\$4,555,583	\$3,419,136	\$1,136,447

**REGIONAL TRANSIT BOARD**  
**COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE--**  
**ALL SPECIAL REVENUE FUNDS-- FOR THE FOUR MONTHS ENDED APRIL 30, 1993**

	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL SM/URB	LRT	TOTAL SPECIAL FUNDS	BUDGET SPECIAL FUNDS	ACT/BUDG VARIANCE
<b>BEGINNING FUND BALANCE</b>	1,116,237	156,574	0	387,976	211,159	1,871,946	1,237,320	634,626
PROPERTY TAX	18,632,549	0	2,622,224	187,993	0	21,442,766	21,427,558	15,208
STATE APPROPRIATIONS	3,413,800	4,117,100	0	437,452	0	7,968,352	7,968,350	2
FEDERAL GRANTS	190,000	0	0	0	333,332	523,332	523,333	(1)
INTEREST	0	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT	0	174,318	0	0	0	174,318	200,000	(25,682)
MISCELLANEOUS	0	0	0	0	0	0	0	0
<b>TOTAL REVENUE</b>	<b>22,236,349</b>	<b>4,291,418</b>	<b>2,622,224</b>	<b>625,445</b>	<b>333,332</b>	<b>30,108,768</b>	<b>30,119,242</b>	<b>(10,473)</b>
<b>EXPENDITURES</b>								
MTC OPERATING SUBSIDY	22,582,805	0	0	0	0	22,582,805	21,131,808	(1,450,997)
MTC RIDESHARE	204,976	0	0	0	0	204,976	204,976	0
MTC JOBSEEKERS	122,772	0	0	0	0	122,772	143,553	20,781
MTC M/MAC	0	185,142	0	0	0	185,142	251,209	66,067
NON-MTC FIXED ROUTE	884,887	0	2,095,314	0	0	884,887	995,049	110,162
OPT OUT	0	0	0	0	0	0	2,282,542	187,227
RURAL SYSTEMS	0	0	0	507,094	0	507,094	493,618	(13,475)
SMALL URBAN	0	0	0	127,739	0	127,739	137,621	9,883
METRO MOBILITY PROVIDERS	0	3,819,261	0	0	281,183	3,819,261	4,065,891	246,630
LIGHT RAIL TRANSIT	0	0	0	0	0	0	357,230	76,047
OTHER	(18,973)	0	0	0	0	(18,973)	0	18,973
PROVIDER CAPITAL EXP	0	0	0	0	0	0	0	0
TRANSIT PROGRAMS/GRANTS	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>23,776,467</b>	<b>4,004,403</b>	<b>2,095,314</b>	<b>634,832</b>	<b>281,183</b>	<b>30,792,199</b>	<b>30,063,497</b>	<b>(728,702)</b>
<b>EXCESS/(DEFICIENCY)</b>	<b>(1,540,118)</b>	<b>287,015</b>	<b>526,910</b>	<b>(9,387)</b>	<b>52,149</b>	<b>(683,431)</b>	<b>55,744</b>	<b>(739,175)</b>
<b>FUND BALANCE</b>								
BOARD AUTHORIZATIONS	0	0	0	0	0	0	0	0
COST ALLOCATION	(63,469)	0	(46,257)	(85,694)	(17,132)	(212,552)	(212,552)	(0)
NET TRANSFERS	(63,469)	0	(46,257)	(85,694)	(17,132)	(212,552)	(212,552)	(0)
<b>ENDING FUND BALANCE</b>	<b>(487,351)</b>	<b>443,589</b>	<b>480,653</b>	<b>292,896</b>	<b>246,176</b>	<b>975,964</b>	<b>1,080,513</b>	<b>(104,549)</b>

**REGIONAL TRANSIT BOARD  
PROGRAM STATUS REPORT    APRIL 1993  
33.33% OF FISCAL YEAR**

#	PROGRAM	ORIGINAL BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
93-01	RTB Chair's Office	\$344,880	\$90,736	\$254,144	26.31%
93-02	Executive Director's Office	\$246,820	\$56,918	\$189,902	23.06%
93-03	Programs/Planning Admin	\$170,976	\$56,266	\$114,710	32.91%
93-04	Transportation Planning Process	\$124,298	\$38,646	\$85,652	31.09%
93-10	Elderly and Disabled	\$254,161	\$54,309	\$199,852	21.37%
93-11	Rideshare Planning	\$291,743	\$25,167	\$266,576	8.63%
93-13	Transit System Planning & Impl.	\$323,590	\$80,534	\$243,056	24.89%
93-14	Transit Programs and Admin.	\$89,469,388	\$30,575,304	\$58,894,084	34.17%
93-15	Administrative Services	\$517,349	\$134,788	\$382,561	26.05%
93-16	Financial Management	\$244,988	\$89,548	\$155,440	36.55%
93-17	Personnel Administration	\$63,772	\$19,845	\$43,927	31.12%
93-19	Public Information	\$294,883	\$75,485	\$219,398	25.60%
93-22	Competitive Transit Services	\$0	\$2,277	(\$2,277)	0.00%
93-23	Light Rail Transit	\$1,071,690	\$281,183	\$790,507	26.24%
93-26	Transit Test Mktg of New Serv.	\$591,523	\$16,651	\$574,872	2.81%
93-27	Community Relations	\$57,636	\$18,353	\$39,283	31.84%
93-XX		\$0	\$0	\$0	0.00%
	Sub-Total	\$94,067,697	\$31,616,009	\$62,451,688	33.61%
93-20	Capital Expenditure Program	\$10,000	\$7,669	\$2,331	76.69%
	Total Programs and Capital Expenditures	\$94,077,697	\$31,623,678	\$62,454,019	33.61%

**SPECIAL REVENUE FUNDS**  
**SCHEDULE OF EXPENDITURES**  
as of April 30, 1993  
33.33% of Year

	1993 Contract	1993 Budget	4 months Expense	Unexpended Budget	Expense % Of Budget
<b>REGULAR ROUTE</b>					
North Suburban	762,029	762,029	266,340	495,689	34.95%
U Of M – Route #52	483,000	483,000	205,016	277,984	42.45%
Valley Transit	110,117	110,117	35,079	75,038	31.86%
Roseville Circulator	580,000	580,000	190,450	389,550	32.84%
Be Line	430,000	430,000	188,001	241,999	43.72%
<b>Regular Route Expense</b>	<b>2,365,146</b>	<b>2,365,146</b>	<b>884,887</b>	<b>1,480,259</b>	<b>37.41%</b>
North Suburban–Audit Adj.			(16,055)		
Valley Transit–Audit Adj.			(2,918)		
<b>Adj. Regular Route Expense</b>	<b>2,365,146</b>	<b>2,365,146</b>	<b>865,914</b>	<b>1,480,259</b>	<b>36.61%</b>
MTC–Western Suburbs	620,000	620,000	194,015	425,985	31.29%
MTC–Rideshare–Local	0	0	85,822	(85,822)	ERR
MTC–Rideshare–ISTEA	614,928	614,928	119,154	495,774	19.38%
MTC–Jobseekers	430,660	430,660	122,772	307,888	28.51%
RTB–Jobseekers	0	0	0	0	ERR
MTC–Regular Route	63,395,424	63,395,424	22,388,790	41,006,634	35.32%
<b>MTC–Regular Route Expense</b>	<b>65,061,012</b>	<b>65,061,012</b>	<b>22,910,553</b>	<b>42,150,459</b>	<b>35.21%</b>
<b>Total Regular Route Expense</b>	<b>67,426,158</b>	<b>67,426,158</b>	<b>23,776,467</b>	<b>43,630,718</b>	<b>35.26%</b>
<b>METRO MOBILITY</b>					
National	2,215,061	2,215,061	269,289	1,945,772	12.16%
Yellow Taxi	1,698,594	1,698,594	526,807	1,171,788	31.01%
Wilder	405,521	405,521	158,214	247,307	39.02%
United Services	686,729	686,729	50,062	636,667	7.29%
Metro Ride	931,160	931,160	545,549	385,611	58.59%
H.T.S.	309,660	309,660	77,939	231,721	25.17%
H.S.I.	177,708	177,708	65,275	112,433	36.73%
Handicabs	2,494,289	2,494,289	997,963	1,496,326	40.01%
Ebenezer	1,915,142	1,915,142	598,074	1,317,068	31.23%
Diamond Cab	545,800	545,800	177,353	368,447	32.49%
DARTS	458,177	458,177	155,987	302,190	34.05%
City Wide	359,831	359,831	145,250	214,581	40.37%
Contemporary Transportation	0	0	19,739	(19,739)	ERR
Metropolitan Area Transit	0	0	8,194	(8,194)	ERR
Safe Ride	0	0	3,724	(3,724)	ERR
Triad Transportation	0	0	4,725	(4,725)	ERR
Comfort Bus	0	0	11,412	(11,412)	ERR
Blue & White Cab	0	0	1,392	(1,392)	ERR
Fox Four	0	0	1,943	(1,943)	ERR
Special Kare	0	0	370	(370)	ERR
<b>Metro Mobility Expense</b>	<b>12,197,672</b>	<b>12,197,672</b>	<b>3,819,261</b>	<b>8,378,411</b>	<b>31.31%</b>
MTC–MMAC	753,628	753,628	185,142	568,486	24.57%
<b>Total Metro Mobility Expense</b>	<b>12,951,300</b>	<b>12,951,300</b>	<b>4,004,403</b>	<b>8,946,897</b>	<b>30.92%</b>

**SPECIAL REVENUE FUNDS  
SCHEDULE OF EXPENDITURES  
as of April 30, 1993  
33.33% of Year**

	1993 Contract	1993 Budget	4 months Expense	Unexpended Budget	Expense % Of Budget
<b>OPT-OUT</b>					
City Of Plymouth	1,348,763	1,348,763	345,937	1,002,826	25.65%
City Of Shakopee	248,712	248,712	74,043	174,669	29.77%
Southwest Metro	1,474,226	1,474,226	514,858	959,368	34.92%
Mn Valley Transit	3,202,402	3,202,402	939,512	2,262,890	29.34%
Maple Grove	573,522	573,522	219,200	354,322	38.22%
<b>Opt Out Expense</b>	<b>6,847,625</b>	<b>6,847,625</b>	<b>2,093,550</b>	<b>4,754,075</b>	<b>30.57%</b>
MN Valley Transit-Prior Yr Adj.			(15,293)		
Shakopee-Prior Yr Adj.			17,058		
<b>Adj. Opt Out Expense</b>	<b>6,847,625</b>	<b>6,847,625</b>	<b>2,095,314</b>	<b>4,754,075</b>	<b>30.60%</b>
<b>SMALL URBAN</b>					
Columbia Heights	83,000	83,000	29,072	53,928	35.03%
Hastings	82,172	82,172	25,649	56,523	31.21%
Hopkins	34,752	34,752	9,484	25,268	27.29%
NEST	111,434	111,434	31,874	79,560	28.60%
STEP	10,880	10,880	3,494	7,386	32.11%
White Bear	90,626	90,626	28,166	62,460	31.08%
<b>Small Urban Expense</b>	<b>412,864</b>	<b>412,864</b>	<b>127,739</b>	<b>285,125</b>	<b>30.94%</b>
<b>RURAL</b>					
Westonka	31,715	31,715	10,572	21,143	33.33%
Senior Transport.	27,217	24,179	9,534	14,645	39.43%
Senior Community	48,520	48,521	16,172	32,349	33.33%
Scott County	119,519	119,519	39,840	79,679	33.33%
H.S.I.	227,047	227,047	75,684	151,363	33.33%
DARTS	393,912	393,912	137,004	256,908	34.78%
Carver County	124,332	124,332	42,877	81,455	34.49%
Anoka County Volunteer	23,500	23,500	7,832	15,668	33.33%
Anoka County Linwood	15,796	15,796	4,730	11,066	29.94%
Anoka County Traveler	444,824	444,824	153,132	291,692	34.43%
Lakeville	27,510	27,510	9,718	17,792	35.32%
<b>Rural Expense</b>	<b>1,483,892</b>	<b>1,480,855</b>	<b>507,094</b>	<b>973,761</b>	<b>34.24%</b>
<b>Total Rural/Small Urban Exp.</b>	<b>1,896,756</b>	<b>1,893,719</b>	<b>634,832</b>	<b>1,258,887</b>	<b>33.52%</b>
<b>NON-PROVIDER EXPENDITURES</b>		0	0	0	ERR
<b>LIGHT RAIL TRANSIT</b>		1,071,690	281,183	790,507	26.24%
<b>Grand Total</b>	<b>89,121,839</b>	<b>90,190,492</b>	<b>30,792,199</b>	<b>59,381,084</b>	<b>34.14%</b>

**REGIONAL TRANSIT BOARD  
INVESTMENT SUMMARY BY FUND  
FOR MONTH ENDED April 1993**

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
<b>GENERAL FUND-</b>					
		Beginning balance	\$11,382,242		
		sold	(\$11,382,242)		
4-Apr-93	19-Apr-93	CP- Sycamore	\$998,806	Smith Barney	3.074
	19-Apr-93	sold	(\$998,806)		
12-Apr-93	19-Apr-93	CP- Sycamore	\$3,797,709	Dain Bosworth	3.102
	19-Apr-93	sold	(\$3,797,709)		
15-Apr-93	23-Apr-93	CP- Univ. Support Systems	\$1,798,752	Smith Barney	3.122
	23-Apr-93	sold	(\$1,798,752)		
19-Apr-93	3-May-93	CP- Sycamore	\$1,797,865	Dain Bosworth	3.054
23-Apr-93	26-Apr-93	CP- Univ. Support Systems	\$1,799,543	Smith Barney	3.051
	26-Apr-93	sold	(\$1,799,543)		
26-Apr-93	3-May-93	CP- Kern River	\$2,998,238	Dain Bosworth	3.022
26-Apr-93	10-May-93	CP- Sycamore	\$998,814	Smith Barney	3.054
26-Apr-93	17-May-93	CP- Univ. Support Systems	\$873,433	Smith Barney	3.076
26-Apr-93	17-May-93	CP- Student Loan Finance	\$3,618,508	Smith Barney	3.076
<b>TOTAL OUTSTANDING</b>			<b>\$10,286,858</b>		

<b>BOND ISSUE</b>	<b># 1</b>				
		Beginning balance	\$588,448		
		sold	(\$588,448)		
5-Apr-93	19-Apr-93	Repurchase Agreement	\$589,145	Smith Barney	3.050
	19-Apr-93	sold	(\$589,145)		
19-Apr-93	3-May-93	Repurchase Agreement	\$589,844	Smith Barney	3.050
		Balance	\$589,844		

<b>BOND ISSUE</b>	<b># 2</b>				
		Beginning Balance	\$2,303,568		
		sold	(\$2,303,568)		
5-Apr-93	19-Apr-93	Repurchase Agreement	\$2,237,201	First Bank St. Paul	2.900
	19-Apr-93	sold	(\$2,237,201)		
19-Apr-93	3-May-93	Repurchase Agreement	\$2,239,724	First Bank St. Paul	2.851
		Balance	\$2,239,724		

**REGIONAL TRANSIT BOARD  
SCHEDULE OF BOND RECEIPTS AND DISBURSEMENTS  
AS OF APRIL 30, 1993**

	TOTAL CAPITAL BOND	TOTAL BUDGET CAPITAL BOND	ACTUAL/BUDGET VARIANCE FAV/(UNFAV)
BEGINNING BALANCE	\$2,944,716	\$2,944,716	\$0
<b>RECEIPTS</b>			
BOND ISSUES	\$0	\$7,000,000	(\$7,000,000)
INTEREST	\$28,426	\$0	\$28,426
<b>TOTAL RECEIPTS</b>	<b>\$28,426</b>	<b>\$7,000,000</b>	<b>(\$6,971,574)</b>
<b>DISBURSEMENTS</b>			
CAPITAL EXPENDITURES	\$143,574	\$3,244,000	\$3,100,426
MISCELLANEOUS	\$0	\$0	\$0
<b>TOTAL DISBURSEMENTS</b>	<b>\$143,574</b>	<b>\$3,244,000</b>	<b>\$3,100,426</b>
<b>EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS</b>	<b>(\$115,148)</b>	<b>\$3,756,000</b>	<b>(\$3,871,148)</b>
<b>OTHER DISBURSEMENTS</b>			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
<b>NET OTHER DISBURSEMENTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>ENDING BALANCE</b>	<b>\$2,829,568</b>	<b>\$6,700,716</b>	<b>(\$3,871,148)</b>

**DISBURSEMENT DETAIL**  
**ISSUE #1 -**

Human Services	\$36.40
Human Services	\$1,403.77
City of Roseville	\$5,076.80
Mall of America	\$3,332.00
City of Roseville	\$225.04
Mall of America	\$379.62
Harmon Glass	\$418.15

**ISSUE #2 -**

Southwest Metro	\$57,725.40
Southwest Metro	\$6,012
Metropolitan Council	\$68,965

\$132,702

TOTAL

\$143,574

\$10,871.78

## REGIONAL TRANSIT BOARD

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

DATE: June 7, 1993

TO: Chair and Members of the Committee of the Whole  
(Administration and Finance)

FROM: Paul Moline, Planner *PM* *PM*

SUBJECT: Saint Paul Cultural Area Trolley (CAT) Proposal

### SUMMARY

This memorandum presents background on the St. Paul Cultural Area Trolley (CAT) proposal, RTB staff involvement in the project to date, and staff findings and recommendations on the proposal submitted to the RTB by the Saint Paul Area Chamber of Commerce.

### BACKGROUND

In January 1993, the St. Paul Chamber of Commerce submitted a proposal to the Regional Transit Board requesting regional funding for a major portion of capital and first year operating expenses for the Cultural Area Trolley. In March 1993, staff presented the proposal to the Policy Committee for informational purposes (Saint Paul Cultural Area Trolley Proposal - March 11, 1993). The Board took action to support the concept of the Downtown Cultural Area Trolley and directed staff to gather more information regarding other potential route options. Based on comments heard at the March policy meeting and at other meetings held between RTB staff and the St. Paul Area Chamber of Commerce, the proposal has since been modified to show an expanded route path, and new funding arrangements.

### DISCUSSION

At the March Committee of the Whole meeting, presentations were made by RTB staff and members of the St. Paul Area Chamber of Commerce regarding the CAT proposal. RTB staff continued to meet with these parties in order to resolve issues relating to the CAT proposal. Based on these meetings, a new route was agreed upon (see attachment A - map and schedule). The new route serves two large employment areas during the midday, the Space Center/Lafayette Road area and the Revenue Building across the river from downtown. The addition of these two locations creates more ridership potential.

**St. Paul CAT Proposal**  
**June 7, 1993**  
**Page 2**

The original request called for the RTB to fund \$260,000 towards the purchase of the vehicles, and \$100,000 for operating expenses for the first year only. RTB staff could not support providing operating funding due to current budget constraints during the next biennium. Instead a higher level of capital funding is suggested. Existing RTB bonding authority could be used for this purpose.

The revised proposal calls for the RTB to provide no funds towards the operations of the shuttle, but relies on RTB assistance in funding the capital portion of the project. The RTB would contribute \$360,000 for purchasing the trolley vehicles.

### **CONCLUSIONS**

- The St. Paul Area Chamber of Commerce submitted a proposal for RTB funding of the Downtown Cultural Area Trolley in January 1993.
- The RTB Policy Committee approved the proposal concept and directed staff to gather more information on possible expansion of the route.
- RTB staff has met with the St. Paul Area Chamber of Commerce and the City of St. Paul and has revised the original proposal by changing the route path and the funding scenario.
- The revised proposal calls for the RTB to fund \$360,000 in capital expenses.

### **RECOMMENDATION**

That the Regional Transit Board authorize the executive director to enter into a funding agreement with the Saint Paul Area Chamber of Commerce and the City of St. Paul to provide capital funding for the Saint Paul Cultural Area Trolley proposal, in an amount not to exceed \$360,000. Authorization of capital funds is contingent upon the City and the Chamber demonstrating the ability to provide operating funding for the first eighteen months of service.

**SPACE CENTER AND REVENUE BLDG.**

**3 Vehicles**

*Schedule from 11:00 am - 2:00 pm*

HISTORY CENTER	11:00
CIVIC CENTER	11:02
RICE PARK	11:03
RADISSON	11:05
REVENUE BLDG.	11:10
UNION DEPOT	11:14
SPACE CENTER	11:19
GALTIER PLAZA	11:22
TOWN SQUARE	11:25
SCIENCE MUSEUM	11:26
STATE CAPITOL	11:28
HISTORY CENTER	11:31

EVERY  
11  
MINUTES

**2 Vehicles**

*Schedule from 2:00 pm-6:00pm*

2:00
2:02
2:03
2:05
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2:10
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2:12
2:15
2:16
2:18
2:21

EVERY  
12  
MINUTES

**1 Vehicle**

*Schedule from 6:00 pm-11:00pm*

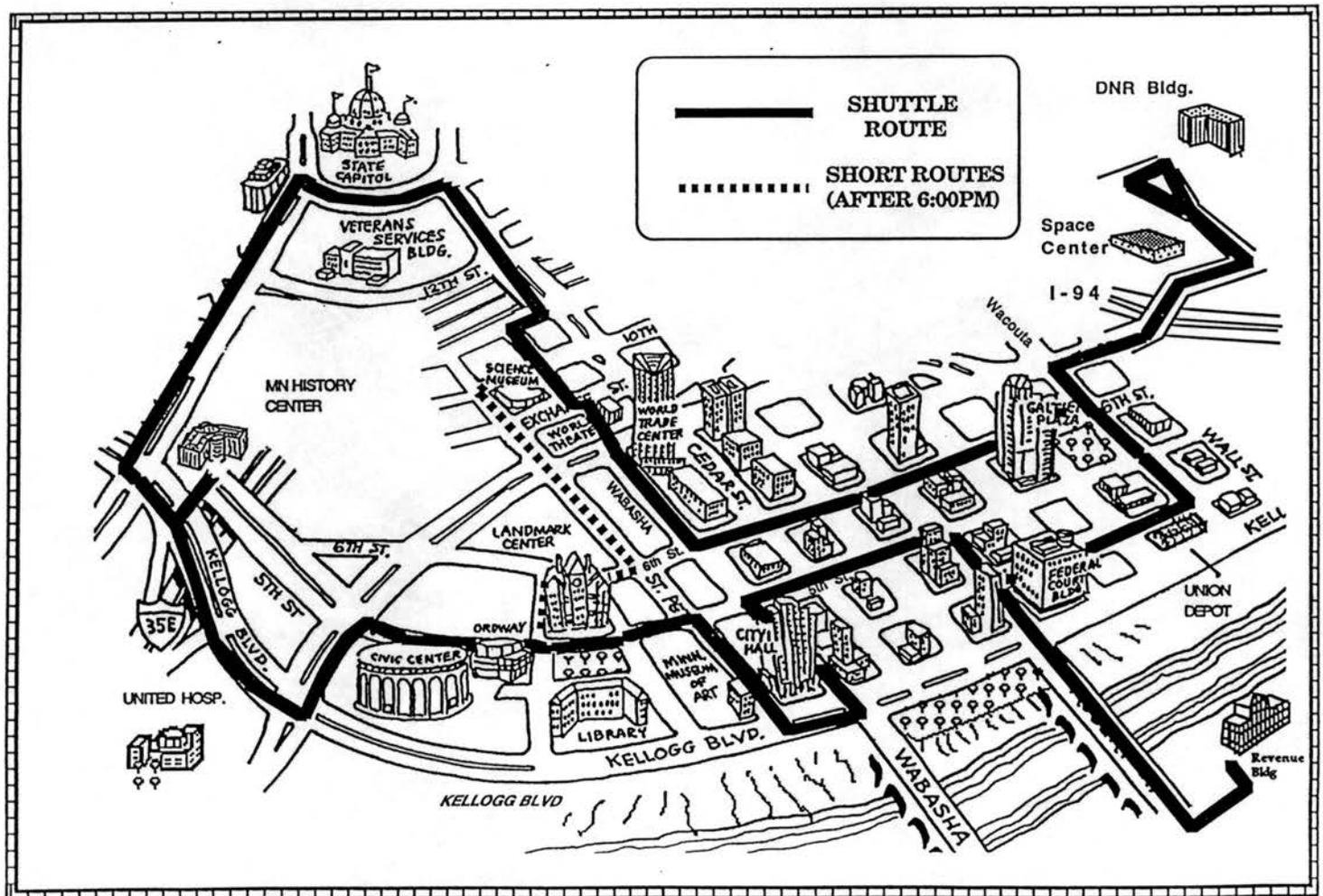
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6:00
6:01
6:03
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6:07
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6:09
6:11
6:12
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EVERY  
16  
MINUTES

(Advantages: Increased frequency, serves both employment sites, decreases wait time during lunchtime hours)

(Disadvantages: Increases weekly hours by 15 and annual operating cost by \$115,000, decreases reliability of service by using spare vehicle)

## Space Center and Revenue Bldg



## ATTACHMENT B

### OPERATING COSTS (annual)

#### Expenses

Operations under contract	\$330,000
Administration	\$ 20,000
Advertising	\$ 20,000
TOTAL	<u>\$370,000</u>

#### Sources

Farebox recovery	\$100,000
Beneficiary Contributions	\$100,000
Advertising	\$ 25,000
City of St. Paul	\$145,000
TOTAL	<u>\$370,000</u>

### CAPITAL COSTS

#### Expenses

Three Trolley Vehicles	\$360,000
Rice Street Filling Station Improvements	\$ 3,500
OEM Equipment for natural gas on trolleys	\$ 16,500
TOTAL	<u>\$380,000</u>

#### Sources

Regional Transit Board	\$360,000
Northern States Power	\$ 20,000
TOTAL	<u>\$380,000</u>

## REGIONAL TRANSIT BOARD

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

**DATE:** June 7, 1993  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Assata Brown, Project Administrator *AB*  
**SUBJECT:** Approval of the 1993 Travel Demand Management Contract

### SUMMARY

The purpose of this memorandum is to request approval of the contract with the Metropolitan Transit Commission (MTC) to provide regional travel demand management (TDM) services through Minnesota Rideshare (MnRs) for calendar year 1993.

### DISCUSSION

The Regional Transit Board (RTB) is responsible for establishment and implementation of the rideshare program in the Metropolitan Area (Minn. Stat. 473.375, Subd. 11). The RTB five year plan, "Vision '97," and the Metropolitan Council's Policy Plan have identified ridesharing as a major component of the future metropolitan transit system.

With input from the Rideshare Advisory Committee (RAC), the RTB provides policy direction for the rideshare program. The passage of the Intermodal Surface Transportation Efficiency Act (ISTEA) and the increasing recognition that ridesharing incentives need to be coordinated, has brought about a renewed focus on how to change commuters travel behavior. As a result, the regional rideshare program becomes part of a more inclusive program called "Travel Demand Management" (TDM). RTB staff are in the process of developing a regional TDM plan which will outline the region's strategy for planning and implementing TDM activities in the Metropolitan Area. Additionally, the TDM plan will establish policies, priorities, and evaluation for TDM activities. Minnesota Rideshare's management plan has been developed within the framework of this document in progress.

The RTB contracts with the MTC to implement the TDM program. The major emphasis for MnRs is to maintain the regional ride match data base, register car and van pools, and work with employers to develop alternative transportation choices for their employees.

MnRs maintains a data base of over 15,000 commuters in the Metropolitan Area who are willing to share a ride to work. The data base also includes more than 3,000 employers which marketing representatives use to generate leads for potential car and van poolers. Additionally, 3,000 registered car and van pools are a part of the data base.

Minnesota Rideshare (MnRs) annually submits a management plan and budget to the RTB for review and approval. In 1993, MnRs proposes to focus on the following:

- Develop a regional Guaranteed Ride Home program and budget for implementation in 1994.
- Develop a Travel Demand Management program for academic institutions.
- Increase the number of employer commuter transportation programs while maintaining the existing programs.
- Provide marketing and technical assistance resources to employers, focusing on the corridors identified in the Regional Transit Board's "Vision '97."

### BUDGET

Operating expenses for MnRs for calendar year 1993 are projected to be \$699,928. Revenue sources are federal ISTEA funding, state and local funding and fees from registration and verification of car and van pools using the Third Avenue Distributor Garages in Minneapolis. The recommended 1993 subsidy to the MTC for MnRs activities is \$599,928. The RTB 1993 approved rideshare budget of \$614,928 is being reduced by \$15,000. By separate memorandum, staff is recommending that the \$15,000 be transferred to the downtown Minneapolis Transportation Management Organization to support travel demand management activities.

In 1992, the Minnesota Department of Transportation agreed to increase the federal obligation for the rideshare and Travel Demand Management program from \$482,281 to \$578,400. This was due to funds not being available until late in 1992, therefore, the RTB was unable to use all of the authorized funds. As of January 1, 1993, the balance of federal funds unspent for the rideshare program was \$301,952. These funds will expire September 30, 1993--it is expected that an application for new ISTEA funding will be submitted--with funding available by the end of the year. Proposed expenses and sources of funding for calendar year 1993 are:

	<u>APPROVED 1992</u>	<u>PROPOSED 1993</u>	<u>PERCENT CHANGE</u>
<u>EXPENSES</u>			
Administration	357,207	402,583	12.0%
Advertising	203,000	159,910	(21.0%)
Allocated Costs	131,519	77,370	(41.0%)
Miscellaneous	31,300	60,065	74.0%
<b>Total Expenses</b>	<b>\$723,026</b>	<b>\$699,928</b>	<b>(3.0%)</b>
<u>REVENUES</u>			
Garage Revenue	100,000	100,000	0%
*RTB Subsidy	623,026	599,928	(3.0%)
Federal Funds	100,000	301,952	202.0%
State and Local	523,026	297,976	(43.0%)
<b>Total Revenues</b>	<b>\$723,026</b>	<b>\$699,928</b>	<b>(3.0%)</b>

\*RTB subsidy includes federal ISTEA funding, state, and local tax dollars.

Travel Demand Management Contract  
June 7, 1993  
Page 3

**ACTION REQUESTED**

That the Regional Transit Board authorize its executive director to enter into a contract for calendar year 1993 with the Metropolitan Transit Commission to provide rideshare services through Minnesota Rideshare in an amount not to exceed \$599,928.

## REGIONAL TRANSIT BOARD

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

**DATE:** June 7, 1993

**TO:** Chair and Members, Committee of the Whole (Administration and Finance)

**FROM:** Dale Ulrich, Comptroller

**SUBJECT:** Annual Agency Audit

The 1992 audit of the Agency financial records will be presented by James S. Johnson of McGladrey & Pullen, the public auditing firm engaged by the RTB.

Preliminary drafts of two of the reports to be presented are enclosed. Final versions of both will be available at the meeting.

**REGIONAL TRANSIT BOARD**

**Memorandum On Business Matters**

PRELIMINARY DRAFT  
for Review and Comment  
by the Board of Directors  
of the Regional Transit Board

To the Board of Directors  
Regional Transit Board  
St. Paul, Minnesota

In planning and performing our audit of the financial statements of **Regional Transit Board (RTB)** for the year ended December 31, 1992, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure. In addition, we have the following comments and suggestions for your consideration, which are not considered internal control structure matters.

#### **FEDERAL GRANT COMPLIANCE**

Due to turnover in staff, responsibility for compliance with the Section 6, Section 8, and Minnesota Rideshare grant agreements is now spread among several individuals. There is no single individual who is knowledgeable about program requirements and monitors compliance with all aspects of the grant provisions. As a result, there were several compliance findings in the current year that occurred because RTB personnel were not aware of the grant provisions. We suggest that one individual be accountable for determining grant requirements and ensuring compliance with these requirements. One method of accomplishing this would be for the responsible individual to create a spreadsheet of the requirements which details the due dates, personnel responsible, and also includes columns for the person responsible for completing the task and the individual responsible for reviewing task completion to initial and date that they have done so.

#### **RECORD RETENTION**

Although federal grant provisions typically require that records be retained for three years, it appears that the RTB is retaining records for several years in excess of that requirement. This can result in excess storage costs and/or space limitations. As a result, we suggest that a formal record retention policy be adopted and implemented which identifies the various documents, their retention period and method of disposal. We can assist you in this area should you so desire.

#### **PROVIDER CONTRACT ADVANCES**

We noted that RTB's contracts with providers include a provision stipulating that working capital advances can be made at the RTB's discretion. In order to protect the RTB and avoid disputes between providers, we suggest that specific dollar amounts of advances be incorporated into the contract along with anticipated repayment terms. If federal monies will be used to fund the provider reimbursement, the advance should not exceed 30 days to ensure compliance with cash management/advance provisions of grant agreements.

To the Board of Directors  
Regional Transit Board  
Page Two

### REPORTING ENTITY

GASB #14, which is effective for next year's audit, redefines the reporting entity. As a result, we suggest that management revisit the relationship of the RTB to the Metropolitan Council and the Metropolitan Transit Commission and assess whether any component unit relationship(s) exists as defined by this new pronouncement.

We wish to take this opportunity to thank you for the cooperation and courtesies extended to our representatives during the course of our audit. We would be pleased to discuss the contents of this letter with you at your convenience.

This report is intended solely for the information and use of the Board, the Administration and Finance Committee, management, and others within the Organization.

St. Paul, Minnesota  
April 15, 1993

PRELIMINARY DRAFT  
for Review and Discussion  
— Subject to Change —  
Not to be Reproduced

**REGIONAL TRANSIT BOARD**

**Auditor's Communication To**

**The Board of Directors**

**PRELIMINARY DRAFT**  
**for Review and Discussion**  
**— Subject to Change —**  
**Not to be Reproduced**

To the Board of Directors  
Regional Transit Board  
St. Paul, Minnesota

This letter is intended to confirm that the Board of Directors is fully informed about significant matters related to the conduct of the annual audit of the **Regional Transit Board (RTB)** so that you can appropriately discharge your oversight responsibility and so that we comply with our obligations to you under professional standards.

The following summarizes various matters which must be communicated to you under generally accepted auditing standards.

#### **THE AUDITOR'S RESPONSIBILITY UNDER GENERALLY ACCEPTED AUDITING STANDARDS**

We originally communicated to Gregory Andrews in our arrangement letter dated January 29, 1993, that the audit would be conducted in accordance with generally accepted auditing standards, Government Auditing Standards issued by the Comptroller General of the United States, the provisions of the Single Audit Act of 1984, OMB Circular A-133 and OMB's compliance supplement titled Uniform Requirements for Grants to State and Local Governments. An audit, as such, is not designed to include a detailed audit of all transactions nor to discover all defalcations, irregularities or illegal acts, should any exist. An audit conducted in accordance with generally accepted auditing standards is designed to obtain reasonable rather than absolute assurance about the financial statements. We believe that our audit accomplished those objectives.

#### **SIGNIFICANT ACCOUNTING POLICIES**

The Board of Directors and management have the ultimate responsibility for the appropriateness of the accounting principles used by the RTB. The RTB did not adopt any significant new accounting principles nor were changes made to existing accounting policies during the current year which should be brought to your attention for approval.

#### **MANAGEMENT JUDGMENTS AND ACCOUNTING ESTIMATES**

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgments. The process used by management encompasses their knowledge and experience about past and current events and certain assumptions about future events. Management has informed us that they used all the relevant facts available to them at the time to make the best judgments about accounting estimates and we concur with the results of those estimates.

### **SIGNIFICANT AUDIT ADJUSTMENTS**

From the original trial balance presented to us, we initiated a \$76,000 audit adjustment to correct the indirect cost allocation. We also accumulated several potential adjustments and reclassifications that individually and collectively were considered immaterial and, therefore, were not made to the financial statements. We have discussed these potential adjustments and reclassifications with management.

### **DISAGREEMENTS WITH MANAGEMENT**

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters or the scope of the audit or significant disclosures to be included in the financial statements.

### **CONSULTATION WITH OTHER ACCOUNTANTS/MAJOR ISSUES**

We are not aware of any consultations management had with other accountants about accounting or auditing matters. Also, there were no major issues discussed regarding the application of accounting principles or auditing standards in connection with our recurring retention.

### **DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT**

We did not encounter any difficulties in dealing with management relating to the performance of the audit.

This report is intended solely for the information and use of the RTB's Board of Directors. After you have had an opportunity to review this memorandum, we would be pleased to discuss these matters with you.

St. Paul, Minnesota  
April 15, 1993

## REGIONAL TRANSIT BOARD

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

**DATE:** May 25, 1993  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Michael Opatz, Project Administrator *MO* *JK*  
**SUBJECT:** North Suburban Lines 1993 Contract Amendment

### SUMMARY

This memorandum presents a staff recommendation to amend the North Suburban Lines 1993 contract by \$65,789 to \$827,818. The amendment is the result of increasing the amount of annual service hours budgeted to include payable layover time when buses interline with other trips.

### DISCUSSION

North Suburban Lines (NSL) provides local radial and peak-hour express service in the communities of Anoka, Coon Rapids, Blaine, Lino Lakes, Centerville, Mounds View, Circle Pines, North Oaks, Vadnais Heights, Shoreview, Little Canada, Roseville, and downtown St. Paul. This 16 bus system operates Monday through Saturday.

The 1993 NSL contract was negotiated on an hourly rate basis. Previously, NSL was subsidized based on an operations deficit arrangement. NSL calculated in 1993, that a total of 11,634 annual service hours would be operated. However, this calculation did not include an allowable nine minutes of layover time for when buses interline with other trips. The NSL 1993 hourly rate contract should be based on an additional 913 service hours or 12,547 annual service hours. The proposed amendment for the NSL 1993 contract is summarized below:

	1993 NSL Approved Contract			1993 NSL Amended Contract			Variance
	Weekday	Saturday	Total	Weekday	Saturday	Total	
Service Hours	11,231	403	11,634	11,998	549	12,547	913
Hourly Rate	\$77.80	\$41.90	NA	\$77.80	\$41.90	NA	NA
Total Cost	\$873,772	\$16,886	\$890,658	\$933,444	\$23,003	\$956,447	\$65,789
Fare Revenue	\$117,029	\$3,600	\$120,629	\$117,029	\$3,600	\$120,629	\$0
Other Revenue	\$8,000	\$0	\$8,000	\$8,000	\$0	\$8,000	\$0
RTB Subsidy	\$748,743	\$13,286	\$762,029	\$808,415	\$19,403	\$827,818	\$65,789

### RECOMMENDATION

That the Regional Transit Board authorize its executive director to amend the North Suburban Lines 1993 Contract (Contract No. 91/08/05-08) by \$65,789 to an amount not to exceed \$827,818.

# REGIONAL TRANSIT BOARD

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

**DATE:** May 25, 1993  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Michael Opatz, Project Administrator *MO* *JK*  
**SUBJECT:** Route 55 Two-Month Contract Extension with MTC

## SUMMARY

This memorandum presents a staff recommendation to amend the contract with the MTC for the operation of Route 55 for a total of \$119,640. The amendment is necessary to extend the contract term through July 31, 1993. On August 1, 1993, Medicine Lake Bus Company will begin providing the Route 55 service.

## DISCUSSION

The Regional Transit Board currently has a contract with the MTC for the period of April 1, 1992 through May 31, 1993 to provide local bus service to downtown Minneapolis from the communities of Golden Valley, New Hope, and Crystal. MTC has operated this service under contract to the RTB since April 1990. Previously, this service was operated by Medicine Lake Lines.

In December 1992, staff issued a Request For Proposal (RFP) to competitively procure a service provider for Route 55. The RFP timeline originally listed the start-up time for June 1, 1993, but the RTB extended the start-date two months anticipating the MTC labor union arbitration decision. The Regional Transit Board on May 17, 1993 awarded the Route 55 service to Medicine Lake Bus Company for a five-year term effective August 1, 1993. Therefore, a two-month Route 55 contract extension with the MTC from June 1, 1993 through July 31, 1993 is proposed. Extending the Route 55 contract at the current rate of \$78.82 per revenue hour, would require an additional \$119,640 for a total contract amount of \$834,949:

	<b>Current</b> 4/1/92 - 5/31/93	<b>Proposed</b> 4/1/92 - 7/31/93	<b>Variance</b>
Hourly Rate	\$78.82	\$78.82	\$0.00
Service Hours	12,653	14,653	2,000
Total Cost	\$997,309	\$1,154,949	\$157,640
Fare Revenue	\$282,000	\$320,000	\$38,000
RTB Subsidy	\$715,309	\$834,949	\$119,640

## **RECOMMENDATION**

That the Regional Transit Board authorize the executive director to amend the Route 55 contract (Contract 92/20/04-14) with the Metropolitan Transit Commission by a maximum of \$119,640 to \$834,949 for the period of April 1, 1992 through July 31, 1993.

## REGIONAL TRANSIT BOARD

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

**DATE:** June 3, 1993  
**TO:** Chair and Members of the Committee of the Whole (Policy)  
**FROM:** Howard Blin, Planning Manager  
Paul Moline, Planner  
**SUBJECT:** Amendment to Metropolitan Council's Transportation Development Guide/Policy Plan

### SUMMARY

The Regional Transit Board is required to review and comment on the Metropolitan Council's Transportation Development Guide/Policy Plan. This memorandum presents an overview of the guide and suggested comments for transmittal to the Council.

### BACKGROUND

The Council prepares the Transportation Development Guide/Policy Plan (TPP) to establish the regional transportation policy framework and to establish priorities for highway and transit improvements. The Council's Metropolitan Development and Investment Framework provides the general direction for the transportation plan.

The TPP was last revised in 1989. The federal Intermodal Surface Transportation and Efficiency Act (ISTEA) requires metropolitan planning organizations, such as the Council, to update regional transportation plans by October 1993. It will also be necessary to substantially revise the plan upon completion of the Council's new Metropolitan Development and Investment Framework, due to be completed within the next year. For that reason, the current plan amendment focuses primarily on technical updates and incorporating recent planning efforts, such as the 1992 Regional Transit Facilities Plan, rather than broad new policy direction.

The RTB is required to comment on the plan prior to the Council holding a public hearing. Although the RTB is allowed 90 days to comment, we are attempting to expedite the review to allow the Council to meet its October deadline.

### DISCUSSION

The TPP is organized into seven chapters:

1. Introduction and Summary
2. Transportation Needs Philosophy and Goals
3. Policies, Strategies and Performance Evaluation
4. Metropolitan Transit Plan 2015

5. Metropolitan Highway System Plan 2015
6. Transportation Finance
7. Work Program

The TPP offers a thorough analysis of the historical trends in metro area transportation, identifies continued trends to monitor, and offers general policies aimed at maintaining the quality of the regional transportation system. Major changes in travel behavior and development patterns have significantly increased the demands on the regional transportation system, with increased travel projected for the future. The transportation needs section of the plan provides a thorough discussion of the relationship between demographic patterns and travel needs. The RTB has incorporated many of the philosophies and goals outlined in the TPP into its Vision for Transit and Vision '97' implementation plans.

The Transportation Guide Plan contains 21 policies intended to guide transportation decisions in the region. The RTB is required to implement many of the policies, and therefore, is directly affected by changes in these policies. Some of these policies deserve highlighting and comment.

#### TRANSIT DELIVERY

The guide includes the RTB's Vision for Transit as the basis for reorganizing transit service, including focusing suburban service on a series of transit hubs. The TPP also provides support for diversifying the regional transit system, with a variety of service types deployed to meet different needs.

Priorities for transit service delivery have been established by the Metropolitan Council in Policy 4. The policy states that "the allocation of transit resources shall ensure maintaining and upgrading services in areas or along routes with the highest density of demand and the highest concentration of transit-dependent people." Four strategies outline the order of transit service priority in the region. The RTB's Vision 97 is consistent with Metropolitan Council policy, by identifying three major priorities for transit service delivery: Service to Transit-Dependent Persons, Service to Under-served areas, and Congestion Relief.

The TPP calls for development of community circulators in and around metro centers and regional business centers. The RTB has implemented circulators around suburban business centers projects which have been successful in providing many suburban travel needs. The RTB will continue to monitor the effect of these circulators in providing midday travel needs for commuters, a function outlined in the plan. Minneapolis and St. Paul have both presented proposals to operate circulators within the downtowns, where midday travel needs are more easily accommodated. The RTB should determine its commitment to both types of transit projects.

#### RIDERSHIP

The analysis of ridership trends over the past 20 years, discussed in the transit system portion of the guide, ties much of the ridership growth and decline with fluctuations in fuel price and supply. The increase in ridership in the late seventies can be attributed not

only to higher fuel prices, but also to a large increase in service miles during that time. Subsequent drops in service miles during the early 1980's contributed to the decline in ridership which is just now beginning to stabilize. Demographic trends and development forces also played a large role in changing travel behavior which helped to precipitate this ridership decline. The continuing drop in average auto occupancy is a result of these same trends.

Policy 1 states that "the regional transportation system will...provide efficient movement of people...through strong transit components." Efficiency is determined by the council through a series of performance measures. One of these measures calls for an increase in annual ridership by 24 percent over the next 22 years. To achieve this goal, significant increases in service and a corresponding increase in transit funding will be required. With the TPP projecting increased funding, in current dollars, of only 11 percent over the next 22 years, the regional system will need to become much more efficient to meet this ridership goal.

#### ADA IMPLEMENTATION

The transportation plan lists four general goals which the Metropolitan Council hopes to achieve. Goal 3 mentions the need to maximize the carrying capacity of the transportation system to serve the needs of the transit dependent population. As part of this group, the disabled population will require new accessible transit options as outlined by the American for Disabilities Act (ADA). The goals identified in the plan should reflect the ADA requirement of a fully accessible transit system by the year 1997.

The core area referred to in Figure 5 does not represent the area where Metro Mobility services will continue to operate. The figure shows the ADA mandated service area which requires availability of services for the disabled population equal to that of regular route service. Specialized transit services will operate in this area and throughout the transit taxing district in the form of metro mobility and county providers. The metro mobility core area has unique boundaries which separate the services areas between metro mobility and these county providers.

#### FUNDING

The Council has based its estimates of transit funding needs on projections included in the RTB's Vision '97. The plans are, therefore, consistent on estimates of funding shortfalls for existing service and additional funding needed for service improvements. The Council has also identified that increased state funding is the most likely source for closing the funding shortfall.

In the area of capital funding, the TPP describes the increase in bonding and debt service necessary to maintain and improve transit fleet and facilities. These projections show annual debt service requirements increasing from approximately \$10 to \$20 million annually over the next several years. Any bonds sold for LRT construction would significantly increase required debt service levies to over \$50 million annually.

### HIGH OCCUPANCY VEHICLES (HOV)

Several measures and strategies outlined under the TPP Policy 1 and 2 focus on strengthening incentives for vehicles carrying more than one person during peak periods. The plan states that average speeds on the metropolitan highway system should be 10 mph greater for those who carpool or use the bus than those who drive alone. The average vehicle occupancy rate and the proportion of multi-occupant vehicles during peak hour traffic is proposed to almost double in the next 22 years. To achieve these goals, major changes in regional travel behavior will be required. If the Council and the RTB and other agencies are to affect this type of change, significant resources will be required in this area.

The TPP has significantly increased its support for additional HOV facilities. The plan calls for all freeways in the region to be metered and emphasizes that all additional capacity in the region shall be in the form of HOV lanes. Support facilities such as preferential HOV parking, and park and ride lots, are seen as necessary to implement this policy.

Table 2 in the transit system section indicates expenditures over the next 22 years. Some comparisons from this table to the policies identified by the Metropolitan Council should be made. Many of the policies and strategies identified call for a large increase in the ridesharing and travel management services provided in the region (Policies 2, 3, 5, 14, and 15), while funding for these changes increases by only 10% by 2015. The plan does call for increased funding for implementation of HOV facilities in the region, yet if auto occupancy levels are to rise by more than 90% by 2015, additional funding and resources will be needed.

A performance evaluation listed under Policy 3 calls for attaining a 1.6 vehicle occupancy on I-394. Similar specific goals should be set for the other planned HOV corridors listed; I-94, I-494, and I-35W.

### IVHS TECHNOLOGIES

Also identified in the transit system plan are continuation of plans to promote IVHS technologies. Although current research and funding efforts have not advanced enough to point to specific technologies which could be implemented in the near future, it is almost certain that over the next 22 years a significant implementation of these technologies will have taken place. Table 2 does not account for increases in funds regarding IVHS, yet the RTB should be aware that more funds will likely be needed over this period of time.

Although the applications of technological advances on transportation in the region are yet to be proven, there is general agreement that these technologies will have an impact on the travel over the next 25 years. The plan states that these are trends "should be monitored on an ongoing basis," yet no goals or policies are cited in support of this probable impact. The RTB and the council should set policy which makes commitments to pursuing implementation of these advancements.

### LRT

Policy 10 states that the RTB must reflect in its implementation plan, the light rail transit Development and Financial Plan and the Coordination Plan. The policy should be clarified to refer to these plans as updated in the RTB's Corridor Evaluation Study. This update completed in 1991, reduced the number of corridors under consideration for LRT from nine to two.

### FARES

Policy 8 emphasizes the continued need for an updated fare policy by making this a required task of the RTB. Strategies outline minimum requirements for farebox recovery based on the type of transit operated. The RTB has reflected these strategies in a set of fare policies adopted in 1987. These policies will be re-evaluated periodically as required by the TPP.

### COMPETITIVE TRANSIT

The TPP calls for an integrated system using both public and private operators. The plan further states that the MTC's role is to maintain and upgrade the current transit system, while the private operators should focus on delivery of new, or restructured service, as well as existing service which could be operated more cost-effectively. Strategy C calls for the joint use of facilities built with public dollars, by both the public and private operators whenever appropriate.

The RTB has worked to establish a fair competitive procurement process. A set of competitive transit policies which will more specifically address these issues will be presented to the RTB in the near future.

### LAND USE POLICIES

Policy 3 states that certain transportation related initiatives shall be implemented by local communities. Many of these initiatives are ultimately based on voluntary action from the local communities or private developers/employers within the communities. The RTB should be aware of the difficulty in achieving compliance of communities with the strategies listed in the plan. Large market forces have historically impacted the entire function of the transit network, therefore changing the direction of these forces is considerably difficult at best.

Policies 14 and 15 require integrated planning in both the metro centers and regional business concentrations. The RTB as well as the council are to provide "technical assistance" to the communities for incorporation of this planning into the local transportation plans and amendments. The RTB's implementation plan calls for developing guidelines for use by communities that maximize transit use. Currently no specific guidelines exist. Incorporation of more specific guidelines would assist not only the local communities in their planning efforts, but also improve the assistance that RTB and the council will give.

### SECURITY ISSUES

The 1993 TPP has added strategies which emphasize the need for strong security measures in order to provide a viable transit system. Strategies include increasing security resources, instituting regular monitoring procedure, and increasing the amount of security monitoring equipment. RTB Policy 4-3 calls for communicating to the public improved security programs on the regional transit system.

### FINDINGS AND CONCLUSIONS

- The RTB is required to review and comment on the Metropolitan Council's Transportation Development Guide/Policy Plan (TPP).
- The TPP contains several policies which the RTB is required to implement.
- The TPP should reflect current RTB implementation of ADA requirements.
- New strategies which support HOV use are included in this amendment to the TPP.
- The RTB's Vision '97' is generally consistent with the TPP regarding service concepts and priorities for transit in the region.
- Financial projections included in the Policy Plan are consistent with those prepared for the RTB's Vision '97.
- The RTB and the Metropolitan Council need to develop land use guidelines which maximize transit use.
- The RTB's Vision '97' is consistent with the TPP in supporting increased security for transit users.

### RECOMMENDATION

That the Regional Transit Board approve the comments on the Metropolitan Council's Transportation Development Guide/Policy Plan and forward them to the Metropolitan Council.

## REGIONAL TRANSIT BOARD

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

**DATE:** June 3, 1993  
**TO:** Chair and Members of the Committee of the Whole (Policy)  
**FROM:** Howard Blin, Planning Manager  
Paul Moline, Planner  
**SUBJECT:** Amendment to Metropolitan Council's Transportation Development Guide/Policy Plan

### SUMMARY

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The Council prepares the Transportation Development Guide/Policy Plan (TPP) to establish the regional transportation policy framework and to establish priorities for highway and transit improvements. The Council's Metropolitan Development and Investment Framework provides the general direction for the transportation plan.

The TPP was last revised in 1989. The federal Intermodal Surface Transportation and Efficiency Act (ISTEA) requires metropolitan planning organizations, such as the Council, to update regional transportation plans by October 1993. It will also be necessary to substantially revise the plan upon completion of the Council's new Metropolitan Development and Investment Framework, due to be completed within the next year. For that reason, the current plan amendment focuses primarily on technical updates and incorporating recent planning efforts, such as the 1992 Regional Transit Facilities Plan, rather than broad new policy direction.

The RTB is required to comment on the plan prior to the Council holding a public hearing. Although the RTB is allowed 90 days to comment, we are attempting to expedite the review to allow the Council to meet its October deadline.

### DISCUSSION

The TPP is organized into seven chapters:

1. Introduction and Summary
2. Transportation Needs Philosophy and Goals
3. Policies, Strategies and Performance Evaluation
4. Metropolitan Transit Plan 2015

5. Metropolitan Highway System Plan 2015
6. Transportation Finance
7. Work Program

The TPP offers a thorough analysis of the historical trends in metro area transportation, identifies continued trends to monitor, and offers general policies aimed at maintaining the quality of the regional transportation system. Major changes in travel behavior and development patterns have significantly increased the demands on the regional transportation system, with increased travel projected for the future. The transportation needs section of the plan provides a thorough discussion of the relationship between demographic patterns and travel needs. The RTB has incorporated many of the philosophies and goals outlined in the TPP into its Vision for Transit and Vision '97' implementation plans.

The Transportation Guide Plan contains 21 policies intended to guide transportation decisions in the region. The RTB is required to implement many of the policies, and therefore, is directly affected by changes in these policies. Some of these policies deserve highlighting and comment.

#### TRANSIT DELIVERY

The guide includes the RTB's Vision for Transit as the basis for reorganizing transit service, including focusing suburban service on a series of transit hubs. The TPP also provides support for diversifying the regional transit system, with a variety of service types deployed to meet different needs.

Priorities for transit service delivery have been established by the Metropolitan Council in Policy 4. The policy states that "the allocation of transit resources shall ensure maintaining and upgrading services in areas or along routes with the highest density of demand and the highest concentration of transit-dependent people." Four strategies outline the order of transit service priority in the region. The RTB's Vision 97 is consistent with Metropolitan Council policy, by identifying three major priorities for transit service delivery: Service to Transit-Dependent Persons, Service to Under-served areas, and Congestion Relief.

The TPP calls for development of community circulators in and around metro centers and regional business centers. The RTB has implemented circulators around suburban business centers projects which have been successful in providing many suburban travel needs. The RTB will continue to monitor the effect of these circulators in providing midday travel needs for commuters, a function outlined in the plan. Minneapolis and St. Paul have both presented proposals to operate circulators within the downtowns, where midday travel needs are more easily accommodated. The RTB should determine its commitment to both types of transit projects.

#### RIDERSHIP

The analysis of ridership trends over the past 20 years, discussed in the transit system portion of the guide, ties much of the ridership growth and decline with fluctuations in fuel price and supply. The increase in ridership in the late seventies can be attributed not

TPP comments  
June 3, 1993  
Page 3

only to higher fuel prices, but also to a large increase in service miles during that time. Subsequent drops in service miles during the early 1980's contributed to the decline in ridership which is just now beginning to stabilize. Demographic trends and development forces also played a large role in changing travel behavior which helped to precipitate this ridership decline. The continuing drop in average auto occupancy is a result of these same trends.

Policy 1 states that "the regional transportation system will...provide efficient movement of people...through strong transit components." Efficiency is determined by the council through a series of performance measures. One of these measures calls for an increase in annual ridership by 24 percent over the next 22 years. To achieve this goal, significant increases in service and a corresponding increase in transit funding will be required. With the TPP projecting increased funding, in current dollars, of only 11 percent over the next 22 years, the regional system will need to become much more efficient to meet this ridership goal.

#### ADA IMPLEMENTATION

The transportation plan lists four general goals which the Metropolitan Council hopes to achieve. Goal 3 mentions the need to maximize the carrying capacity of the transportation system to serve the needs of the transit dependent population. As part of this group, the disabled population will require new accessible transit options as outlined by the American for Disabilities Act (ADA). The goals identified in the plan should reflect the ADA requirement of a fully accessible transit system by the year 1997.

The core area referred to in Figure 5 does not represent the area where Metro Mobility services will continue to operate. The figure shows the ADA mandated service area which requires availability of services for the disabled population equal to that of regular route service. Specialized transit services will operate in this area and throughout the transit taxing district in the form of metro mobility and county providers. The metro mobility core area has unique boundaries which separate the services areas between metro mobility and these county providers.

#### FUNDING

The Council has based its estimates of transit funding needs on projections included in the RTB's Vision '97. The plans are, therefore, consistent on estimates of funding shortfalls for existing service and additional funding needed for service improvements. The Council has also identified that increased state funding is the most likely source for closing the funding shortfall.

In the area of capital funding, the TPP describes the increase in bonding and debt service necessary to maintain and improve transit fleet and facilities. These projections show annual debt service requirements increasing from approximately \$10 to \$20 million annually over the next several years. Any bonds sold for LRT construction would significantly increase required debt service levies to over \$50 million annually.

### HIGH OCCUPANCY VEHICLES (HOV)

Several measures and strategies outlined under the TPP Policy 1 and 2 focus on strengthening incentives for vehicles carrying more than one person during peak periods. The plan states that average speeds on the metropolitan highway system should be 10 mph greater for those who carpool or use the bus than those who drive alone. The average vehicle occupancy rate and the proportion of multi-occupant vehicles during peak hour traffic is proposed to almost double in the next 22 years. To achieve these goals, major changes in regional travel behavior will be required. If the Council and the RTB and other agencies are to affect this type of change, significant resources will be required in this area.

The TPP has significantly increased its support for additional HOV facilities. The plan calls for all freeways in the region to be metered and emphasizes that all additional capacity in the region shall be in the form of HOV lanes. Support facilities such as preferential HOV parking, and park and ride lots, are seen as necessary to implement this policy.

Table 2 in the transit system section indicates expenditures over the next 22 years. Some comparisons from this table to the policies identified by the Metropolitan Council should be made. Many of the policies and strategies identified call for a large increase in the ridesharing and travel management services provided in the region (Policies 2, 3, 5, 14, and 15), while funding for these changes increases by only 10% by 2015. The plan does call for increased funding for implementation of HOV facilities in the region, yet if auto occupancy levels are to rise by more than 90% by 2015, additional funding and resources will be needed.

A performance evaluation listed under Policy 3 calls for attaining a 1.6 vehicle occupancy on I-394. Similar specific goals should be set for the other planned HOV corridors listed; I-94, I-494, and I-35W.

### IVHS TECHNOLOGIES

Also identified in the transit system plan are continuation of plans to promote IVHS technologies. Although current research and funding efforts have not advanced enough to point to specific technologies which could be implemented in the near future, it is almost certain that over the next 22 years a significant implementation of these technologies will have taken place. Table 2 does not account for increases in funds regarding IVHS, yet the RTB should be aware that more funds will likely be needed over this period of time.

Although the applications of technological advances on transportation in the region are yet to be proven, there is general agreement that these technologies will have an impact on the travel over the next 25 years. The plan states that these are trends "should be monitored on an ongoing basis," yet no goals or policies are cited in support of this probable impact. The RTB and the council should set policy which makes commitments to pursuing implementation of these advancements.

### LRT

Policy 10 states that the RTB must reflect in its implementation plan, the light rail transit Development and Financial Plan and the Coordination Plan. The policy should be clarified to refer to these plans as updated in the RTB's Corridor Evaluation Study. This update completed in 1991, reduced the number of corridors under consideration for LRT from nine to two.

### FARES

Policy 8 emphasizes the continued need for an updated fare policy by making this a required task of the RTB. Strategies outline minimum requirements for farebox recovery based on the type of transit operated. The RTB has reflected these strategies in a set of fare policies adopted in 1987. These policies will be re-evaluated periodically as required by the TPP.

### COMPETITIVE TRANSIT

The TPP calls for an integrated system using both public and private operators. The plan further states that the MTC's role is to maintain and upgrade the current transit system, while the private operators should focus on delivery of new, or restructured service, as well as existing service which could be operated more cost-effectively. Strategy C calls for the joint use of facilities built with public dollars, by both the public and private operators whenever appropriate.

The RTB has worked to establish a fair competitive procurement process. A set of competitive transit policies which will more specifically address these issues will be presented to the RTB in the near future.

### LAND USE POLICIES

Policy 3 states that certain transportation related initiatives shall be implemented by local communities. Many of these initiatives are ultimately based on voluntary action from the local communities or private developers/employers within the communities. The RTB should be aware of the difficulty in achieving compliance of communities with the strategies listed in the plan. Large market forces have historically impacted the entire function of the transit network, therefore changing the direction of these forces is considerably difficult at best.

Policies 14 and 15 require integrated planning in both the metro centers and regional business concentrations. The RTB as well as the council are to provide "technical assistance" to the communities for incorporation of this planning into the local transportation plans and amendments. The RTB's implementation plan calls for developing guidelines for use by communities that maximize transit use. Currently no specific guidelines exist. Incorporation of more specific guidelines would assist not only the local communities in their planning efforts, but also improve the assistance that RTB and the council will give.

### SECURITY ISSUES

The 1993 TPP has added strategies which emphasize the need for strong security measures in order to provide a viable transit system. Strategies include increasing security resources, instituting regular monitoring procedure, and increasing the amount of security monitoring equipment. RTB Policy 4-3 calls for communicating to the public improved security programs on the regional transit system.

### FINDINGS AND CONCLUSIONS

- The RTB is required to review and comment on the Metropolitan Council's Transportation Development Guide/Policy Plan (TPP).
- The TPP contains several policies which the RTB is required to implement.
- The TPP should reflect current RTB implementation of ADA requirements.
- New strategies which support HOV use are included in this amendment to the TPP.
- The RTB's Vision '97' is generally consistent with the TPP regarding service concepts and priorities for transit in the region.
- Financial projections included in the Policy Plan are consistent with those prepared for the RTB's Vision '97.
- The RTB and the Metropolitan Council need to develop land use guidelines which maximize transit use.
- The RTB's Vision '97' is consistent with the TPP in supporting increased security for transit users.

### RECOMMENDATION

That the Regional Transit Board approve the comments on the Metropolitan Council's Transportation Development Guide/Policy Plan and forward them to the Metropolitan Council.

## REGIONAL TRANSIT BOARD

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

**DATE:** June 1, 1993  
**TO:** Chair and Members of the Administration and Finance Committee  
**FROM:** Suzanne Hanson, Public Information Manager *A.H.*  
**SUBJECT:** Metropolitan Transit Education Plan

### SUMMARY

The purpose of this memorandum is to get Board action to authorize the executive director to enter into a contract with the Metropolitan Transit Commission, the Metropolitan Council, the Minnesota Department of Transportation, the Hennepin County Regional Rail Authority, the Ramsey County Regional Rail Authority, and the LRT Joint Powers Board for the amount of \$40,000.00 as the Regional Transit Board's financial contribution to the implementation of the Metropolitan Transit Education Plan.

During December 1992, the Regional Transit Board (RTB) and nine other transit-related organizations combined to create the Metropolitan Transit Education Committee. It was formed to develop a plan to meet the need for transit information and education in the metropolitan area. A strategic communications and education plan that focuses on the transit issues of the 90s was developed with the assistance of a consultant. The RTB coordinated this effort.

### BACKGROUND

The plan was developed to support the current work that is being done to inform and educate our community about transit issues. By combining the strengths and resources of the various organizations, many of the transit messages can be communicated more effectively.

The plan identifies audiences, messages and seven priority activities to communicate the messages to the appropriate audiences. These activities include developing a theme or graphic identity for transit, traveling displays and a state fair display, advertising (billboards and radio), school programs, media kits and a video.

The plan outlines a number of evaluation techniques that could be applied to given sub tasks and/or priority tactics. In terms of general public awareness measurement, a number of recent studies including the 1991 Transit Marketing Study-Consumer Research Results conducted by Ilium and Associates and the Metropolitan Area Residential Opinion Survey-1993 will be used for a baseline measurement. Future evaluation results will be compared to this baseline data.

## **DISCUSSION**

The term of the contract between the agencies would start on July 1, 1993 and would continue through September 15, 1994. This would provide funding for many of the major projects including a large state fair display. The following contributions are being sought:

<u>Party</u>	<u>Amount</u>
Regional Transit Board	\$40,000.
Metropolitan Transit Commission	\$40,000.
Metropolitan Council	\$40,000.
MN. Department of Transportation	\$40,000.
Hennepin County Regional Rail Authority	\$40,000.
Ramsey County Regional Rail Authority	\$40,000.
LRT Joint Powers Board	\$21,000.

If the actual cost of completing the work program is less than the total amount of monies contributed by the various agencies, the excess would be refunded to the parties in proportion to their contributions.

Grant monies will also be sought to support the program including Legislative Commission on Minnesota Resource grants, ISTEA monies, and other transit and educational grants.

The transit education committee would continue to advise the RTB on the steps necessary or desirable to complete the work program and to provide staff services as necessary to assist in accomplishing that task.

The RTB would be responsible for budgeting and accounting services. The RTB would also be responsible for applying for grants, making purchases for goods and services and entering into contracts needed to implement the plan.

The RTB could terminate the agreement upon 60 days prior written notice to all of the parties. The agreement could also be terminated by majority agreement of the parties.

The RTB's 1993 Public Information budget (work program 93-19) has \$20,000.00 budgeted for this type of activity in 1993. The additional \$20,000.00 would be budgeted in the 1994 Public Information budget.

## **RECOMMENDATION**

That the Regional Transit Board authorize the executive director to enter into a contract for the period of July 1, 1993 through September 15, 1994 with the Metropolitan Transit Commission, the Metropolitan Council, the Minnesota Department of Transportation, the Hennepin County Regional Rail Authority, the Ramsey County Regional Rail Authority, and the LRT Joint Powers Board for the amount of \$40,000.00 as the Regional Transit Board's contribution to the implementation of the Metropolitan Transit Education Plan.

# Metropolitan Transit Education Plan

## Executive Summary

Prepared by the Metropolitan Transit Education Committee  
February 1993

# METROPOLITAN TRANSIT EDUCATION PLAN

## EXECUTIVE SUMMARY

### HOW DID THIS PLAN COME TO BE?

During December 1992, the Regional Transit Board (RTB) and nine other transit related organizations combined to create the Metropolitan Transit Education Committee. The committee was formed at the recommendation of the Central Corridor Management Committee to the Joint Lead Agencies and the Joint Powers Board. It was formed to develop a plan to meet the need for transit information and education in the metropolitan area. A strategic communications and education plan that focuses on the transit issues of the 90's was developed with the assistance of a consultant.

### WHAT IS THE PLAN'S INTENDED PURPOSE?

When the idea for the plan was initially conceived, the mission was to provide a framework communications plan that organizations could use (all or applicable parts) in developing their own communications plans. In addition, the plan would be used to identify what audiences and messages were not being transmitted by the various organizations and to develop a way to meet these needs.

*The desired end result was to have a plan that would help all transit professionals increase understanding about the need for transit improvements - a plan that would also help them generate support for those improvements, and increase use of transit.*

As the work of the committee progressed, it became clear that many of the ideas outlined in the plan could be accomplished more effectively by maintaining the committee and working through a collaborative process. By combining strengths and resources of the various organizations many of the projects can be more visible and we can communicate our messages more effectively. The committee identified priority projects to work together on. These projects and new projects will be evaluated as time progresses and work is accomplished.

### WHAT MESSAGES ARE BEING CONVEYED? WHAT MESSAGES SHOULD BE?

The plan analyzes both what is currently being communicated and what should be communicated, in order to create the end result of increased transit usage and support. The committee agreed that the messages needed to focus more on the need for transit improvements and the benefits of transit use (a marketing approach), rather than the process or structure of transit improvements (an engineering approach).

The following priority messages were identified as a way of sharpening that focus:

- *The benefits of transit usage help us maintain the Minnesota quality of life.*
- *How Minnesotans commute in the metropolitan area today won't work for tomorrow.*

- *There are transit options available today. Further, there are more in the planning stages. Minnesotans support these options.*
- *Using transit in the Metropolitan area is easy. Just ask for help.*

#### WHO IS THE AUDIENCE?

Much of the directed communication coming from the transit agencies is directed at individuals and organizations who have asked to receive transit information. This plan focuses on those who NEED to receive information, and is designed to reach them in a "bubble up" fashion, using grass roots tactics. More than 50 audience segments were analyzed.

The following specific audiences were chosen from that roster as a way of focusing on priority targets.

- The general public, segmented as:
  - \* transit users
  - \* past transit users
  - \* commuters
  - \* students/kids
- Employers, segmented by:
  - \* type of work (with an emphasis on the "go and stay" jobs)
  - \* location of company (heavy commuting/dense locations)
  - \* size of employee base
- Special interests and special categories
  - lifestyle membership groups, associations, legislature, other elected officials, citizen groups involved with transit

#### RECOMMENDATIONS: WHAT DOES THE PLAN PROPOSE IN TERMS OF ACTION?

In order to help achieve the plan's end-goal, the plan lays out a series of suggested tactics, and focuses on seven of them. Those seven were identified by the committee as tactics that went beyond the scope of individual agencies/organizations.

It is the intent of the committee to design and implement these tactics in a collaborative manner, drawing on their agreed upon resource commitments and seeking additional funding where necessary.

The key priority tactics identified by the committee include:

- *Developing an umbrella theme, tag line and logo (like the recycling symbol) to be used to represent transit.*
- *Joint creation of a booth/display for the State Fair.*
- *Creation of other displays to be used at employee sites, schools, government centers, libraries and other locations.*
- *"Select advertising, through billboards, radio drive-time and traffic report ads (The committee recommends a spending cap of 20% for "mass" media.*
- *Developing a team of transit speakers and a curriculum for the schools."*
- *Developing media kits/editorial sessions to communicate with the general public.*
- *Developing a 5-10 minute video on the benefits of transit.*

#### **EVALUATION OF EFFECTIVENESS, ROLES/RESPONSIBILITIES/TIMELINES/ BUDGETS**

The plan outlines a number of evaluation techniques that could be applied to given sub tasks and/or priority tactics. In terms of general public awareness measurement, a number of recent studies including the 1991 Transit Marketing Study-Consumer Research Results conducted by Ilium and Associates, and the Metropolitan Area Residential Opinion Survey-1993 will be used for a baseline measurement. Future evaluation results will be compared to this baseline data.

Three important issues are critical when selecting how various communications programs will be evaluated:

- *The end result that is desired.*
- *The availability of resources (time, staff resources and money) to design and conduct the evaluation and to analyze the findings.*
- *What the use of the findings will be.*

In terms of roles, responsibilities and timelines, the plan has been built with an understanding that the priority tactics will be implemented first, using the organizations currently doing work in those areas as lead entities.

Each organization has outlined availability of a range of hours per month. The plan estimates the number of hours it is likely to take to complete each of the sub tasks for each priority tactic. The plan also quantifies these tasks in to timelines short-term, medium term, and longer term.

It appears that the committed resources will be adequate to support some of these tactics. Additional resources will need to be added to ensure adequate start-up and kick off of certain tasks.

Questions on this plan should be directed to :  
Suzanne Hanson, Regional Transit Board, 229-2720





## What's Happening In Transit Communications Now?

ORGANIZATIONS	Number of employees that work on information/education activities	Number of hours per month available to help with activities	Does your organization have an annual communications plan?	Do you coordinate any educational activities/programs within the school system now?	Does your organization have any annual events scheduled in the next two years?	Does your organization publish a newsletter?	Does your organization advertise?	Does your organization have an official spokesperson?
1. Met Council	6	10-15 hours available	Yes	No	No	Yes, circ. 45,000 qtrly, citizens, local off.	Yes, print TV	Has trained spokesperson doesn't look for oppts.
2. Mn/DOT	3	15-20 hours	No	Some speaking engagements	Professional associations	Yes, bi-wkly (internal) Transit (external)	Yes, print TV, radio spots	Public Affairs staff
3. MTC	2	10 hours	Yes	No, respond if asked	Yes, participate if asked	Yes, wkly & qtrly	Yes, Paper, radio, TV, PSA billbrd	Yes, not trained
4. Dakota County	1 full-time 1 part-time	5-10 hours	Yes	Yes (recycling)	Yes, (county fair)	Yes, citizens news. circ. 2,000	No	No
5. HCRRA	.5	10-15 hours	No	No	No	Yes, sporadic	Only for public meetings	Yes
6. Ramsey County	1	10-15 hours	No	No	No	Yes, quarterly circ. 2,500	Yes, comm. newspapers.	Yes
7. RTB	3	25-30 hours	Yes	No	Yes	Yes, quarterly circ. 3,000	No	Yes

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## Metropolitan Transit Education Committee

**Anoka County Regional Railroad Authority**  
Tim Yantos, Deputy County Administrator

**Dakota County Regional Railroad Authority**  
Allen Moe, Director of Planning  
Lynn Moratzka, Dakota County Railroad Authority

**Hennepin County Regional Railroad Authority**  
Ken Stevens, Director of Light Rail Transit  
Fred Johnson, Director of Public Affairs

**Metropolitan Council**  
Stephen Wilson, Transportation Forecast Analyst Planner  
Marge Hols, Director of Community Services  
Leigh Homstad, Editor/Writer

**Metropolitan Transit Commission**  
Bruce Howard, Marketing Coordinator

**Minnesota Department of Transportation**  
Bob Vockrodt, Mn/DOT  
Ione Maus, Public Affairs Director  
Bob Winter, Multi-Modal Corridor Manager  
R. Kent Barnard, Public Affairs Coordinator  
Mukhtar A. Thakur, Assistant I-94 Corridor Manager

**Minnesota Valley Transit Authority**  
Beverly Miller, Executive Director

**Ramsey County Regional Railroad Authority**  
Kathy DeSpiegelaere, Director  
Jill Goski, Community Participation Coordinator  
Marit Smaby Nowlin, Public Affairs Director

**Regional Transit Board**  
Stephanie Eiler, Senior Transit Planner/Engineer  
Suzanne Hanson, Public Information Manager

**Metropolitan Light Rail Transit Joint Powers Board**  
Mary Richardson

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APPENDIX A

WORK PROGRAM AND BUDGET

**Task 1: Develop an umbrella theme, tag line and logo for use in transit education.**

The Committee will develop an umbrella theme and tag line for use in the transit education efforts of the parties to the Agreement. This effort will include Committee meetings to discuss alternative concepts and to agree on the theme and tag line to be used.

Approximate Time for Completion: August, 1993  
Cost: \$ 0

In addition, the RTB may retain a consultant to develop a logo for use in the parties' transit education efforts, incorporating the umbrella theme and tag line. Activities included in the development of the logo are:

1. Committee meeting with consultant to discuss concepts and umbrella theme;
2. Consultant preparation of alternative designs;
3. Committee meeting to review designs and suggest modifications;
4. Meeting with consultant to review modified designs, to select logo and to discuss communication guidelines for use;
5. Consultant preparation of final design and camera ready art; and
6. Evaluation.

Approximate Time for Completion: August, 1993  
Cost for consulting Services: \$ 8,000.00

**Task 2: Develop traveling displays for initial use at the State Fair in 1993 and for use at employee sites, schools, shopping malls, governmental centers, libraries and other locations**

The Committee will oversee the development of approximately 5 traveling displays to convey the messages identified in the Plan at a variety of locations. Initially, one or more displays will be used for the 1993 State Fair. Committee work tasks will include:

1. Developing concepts and themes;
2. Organizing the scheduling and placement of the displays;
3. Contacting potential sites for permission to set up display;
4. Moving and setting up the displays;
5. Developing an evaluation mechanism and evaluating the displays effectiveness; and

6. Operating the State Fair Display.

Approximate Time of Completion:  
Cost, including State Fair expenses:

On-Going  
\$ 2,000.00

The RTB will retain a consultant to undertake the following activities:

1. Meeting with the Committee to discuss concepts;
2. Assisting in developing creative methods in communicating themes;
3. Developing the graphic design; and
4. Building approximately 5 displays.

Approximate Time of Completion:  
Cost:

December, 1993  
\$ 50,000.00

**Task 3: Develop joint display booth for the 1994 State Fair.**

The joint display booth for the State Fair will provide a comprehensive transit display of museum-like quality. The booth will be developed for the 1994 State Fair, but it could then be transferred to another appropriate location as determined by the Committee.

Committee activities for the implementation of this task will include:

1. Securing space at the State Fair;
2. Developing concepts and themes;
3. Developing an evaluation mechanism;
4. Organizing staffing for the duration of the State Fair;
5. Setting up the display;
6. Following fair regulations and operating the display during the Fair;
7. Evaluating the effectiveness of the display; and
8. Operating the display.

Approximate Completion Date:  
Cost, including State Fair expenses:

September, 1994  
\$ 3,000.00

The RTB will retain one or more consultants to assist with the development of the display. Work tasks for the consultant will include:

1. Meeting with the Committee to discuss concepts;
2. Developing methods of communicating themes and designing the

- content of the display;
- 3. Developing the graphic design; and
- 4. Building the display.

Approximate Date for Completion:  
 Cost for consulting services, including  
 the cost of the display:

September, 1994

\$100,000.00

**Task 4: Develop billboards and radio advertisements.**

This task will involve the development of billboards with transit messages for placement along congested corridors. Note that the concepts developed for the billboards may also be used for public service radio announcements.

Committee activities include:

- 1. Negotiating an arrangement with a billboard company for public service space and with radio stations for public service announcements;
- 2. Developing concepts, themes and messages;
- 3. Monitoring placement of billboards; and
- 4. Developing evaluation goals.

Approximate Time of Completion:  
 Cost:

On-Going  
\$ 0

The RTB may retain a consultant to undertake the following tasks:

- 1. Meeting with the Committee to discuss concepts;
- 2. Developing art and design for the billboard;
- 3. Preparing billboards;
- 4. Installing billboards; and
- 5. Developing evaluation mechanism and evaluating effectiveness of the billboards and announcements.

Approximate Time of Completion:  
 Costs of consulting services, including  
 the billboards and radio ads:

On-Going  
\$ 68,000.00\*

\* This does not include billboard space.

**Task 5: Develop school curriculum relating to transit.**

This work task will include the development of a one lesson package for volunteer speakers and a plan for a long-term curriculum for use in the schools.

Committee activities will include:

1. Collecting existing materials;
2. Analyzing needs and identifying opportunities;
3. Selecting and convening speakers;
4. Producing materials;
5. Developing speech and training speakers;
6. Coordinating schedules;
7. Monitoring use and evaluating effectiveness of speakers program; and
8. Developing a plan for long-term curriculum.

Approximate Time of Completion:

On-Going

Cost:

\$ 5,000.00

The RTB may hire a curriculum consultant to undertake the following work tasks;

1. Meeting with the Committee to discuss concepts; and
2. Assist in preparing a plan for a long-term curriculum for use in schools.

Approximate Time for Completion:

On-Going

Cost:

\$ 15,000.00

**Task 6: Develop Media Kits and work with media to communicate messages.**

The Committee will develop a media kit including brochures from all area transit agencies, a media source list of local transit experts, an outline on current agency activities and other pertinent activities. Committee activities include:

1. Collecting information and assembling kits;
2. Distributing kits to Twin Cities area news media; and
3. Scheduling and conducting background sessions with editorial boards and transit reporters at appropriate newspapers.

Approximate Time for Completion:

On-Going

Cost:

\$ 0

The RTB may hire a consultant to assist in designing the kit.

Approximate Time for Completion:  
Cost:

On-Going  
\$ 4,000.00

**Task 7: Develop video on the benefits of transit.**

This task will involve the development of an up to 10 minute video that explains the benefits of transit, incorporating the key messages identified in the Plan. The video will be distributed to schools, businesses, public libraries, governmental units and other interested parties. The Committee will:

1. Developing concepts and themes;
2. Working with the consultant on the script and setting production schedule;
3. Reviewing and commenting on draft video; and
4. Distributing video copies.

Approximate Time for Completion:  
Cost:

August, 1994  
\$ 1,000.00

The RTB may retain a consultant to undertake the following tasks:

1. Meeting with Committee to discuss concepts;
2. Writing a script;
3. Developing visual ideas to match script;
4. Researching existing video footage;
5. Shooting new footage;
6. Coordinating speakers/voice over;
7. Editing and making a draft;
8. Revising and making final video; and
9. Making copies.

Approximate Time for Completion:  
Cost:

August, 1994  
\$ 5,000.00

**Total Cost: \$261,000.00**