



Minnesota Regional Transit
Board: Records.

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

Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
April 18, 1994
4:00 p.m.

AGENDA

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF MINUTES**
 - A. Policy Committee Meeting, March 28, 1994
 - B. Regional Transit Board Meeting, April 4, 1994
 - C. Administration and Finance Committee Meeting, April 11, 1994
4. **CHAIR'S REPORT**
 - A. Update on Metro Mobility
 - B. Legislative Update
5. **MEMBERS' REPORTS**
 - A. Transit Signage
6. **EXECUTIVE DIRECTOR'S REPORT**
7. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE
(Ruth Franklin, Chair)**
 - A. January and February 1994 Financial Statements
 - B. Metropolitan Transit Education Plan Implementation (Production and Airing of Radio Spots; Production and Display of Billboards)
 - C. Requests for Capital Funding from DARTS and the City of Shorewood
 - D. Request for Amendments to Minnesota Department of Transportation Contracts for Ridesharing and Travel Demand Management
8. **OTHER BUSINESS**
9. **PUBLIC COMMENT**

Sally Evert
Chair



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

**Minutes of the
REGIONAL TRANSIT BOARD
April 18, 1994**

MEMBERS PRESENT: Sally Evert, Chair; Michael Beard; Sharon Feess; Ruth Franklin; Morgan Grant; Val Higgins; James Hovland; Gary Humphrey; Ruby Hunt; Harry Mares

OTHERS PRESENT: DeDe Wolfson, Metropolitan Council Member; Tom Sather, Metropolitan Transit Commission (MTC); Emil Brandt and Karen Lyons, Metropolitan Council; Bill Blom, Transportation Accessibility Advisory Committee (TAAC); Diane Harberts, Southwest Metro Transit Commission (SWMT); Mark Ryan; Beverley Miller, Minnesota Valley Transit Authority; Arnie Entzel, Amalgamated Transit Union, Local 1005; Mark Hoisser, DARTS; Gregory L. Andrews, Judy Hollander, Mark Fuhrmann, Dale Ulrich, Howard Blin, Clarence Shallbetter, Robert LaShomb, Barb Quade, Debra Nelles, Dave Jacobson, Suzanne Hanson, Jan Rosenthal, Dave Jacobson, Mary Fitzgerald, RTB staff

CALL TO ORDER

The chair called the board meeting to order at 4:00 p.m. in Chambers at the above address. Roll was taken.

APPROVAL OF THE AGENDA

The chair said the board will be asked for action under the "Metro Mobility Update." Members were alerted earlier that it may be necessary to ask for action on paratransit issues on very short notice because of the very tight time frame for converting the system. Grant moved and Hovland seconded approval of the agenda with that amendment. The motion was unanimously approved.

APPROVAL OF MINUTES

Hovland moved and Feess seconded:

That the Regional Transit Board approve the following minutes:

Policy Committee Meeting, March 28, 1994
Regional Transit Board Meeting, April 4, 1994
Administration and Finance Committee Meeting, April 11, 1994

The motion was unanimously approved.

CHAIR'S REPORT

Metro Mobility

Fuhrmann said things are moving very quickly in a positive direction. The Request for Proposal (RFP) for the service coordinator was mailed April 6 to approximately 325 interested organizations. This morning the RTB held a pre-proposal conference for potential responders to the RFP.

Regarding the Selection Advisory Committee, which is charged to make a recommendation next month on the award of the contract for the service coordinator, will be composed of representatives from each of the following stakeholders:

RTB staff (Mark Fuhrmann)
Metro Council staff
Metropolitan Center for Independent Living
Minnesota Department of Transportation (Mn/DOT), Office of
Transit
State Department of Administration
County program staff
RTB's Transportation Accessibility Advisory Committee (two
representatives)

With respect to the transition planning, frequent meetings are being held to assure that the transition is as smooth as possible. Higgins expressed reservations about the inclusion of a Mn/DOT representative on the selection committee.

Mayflower Letter Agreement to Begin Expending Metro Mobility Transition Money

Evert distributed a memorandum dated April 18, 1994. Hunt asked how the \$250,000 for computer software and hardware to be used in the reservation, scheduling and dispatching function relates to the new coordinator and what will happen to the ATE system. Fuhrmann said the existing software is owned by ATE. Because we are moving in the direction of a decentralized system, the providers will have to spend those dollars for the hardware and software. The Metro Mobility Service Center's (MMSC) responsibility will not entail day-to-day functions. Staff hopes the proposals for the MMSC will reflect that reduced scope of responsibility and, therefore, lower costs. Hunt asked if RTB will also fund another scheduler for trips that cross zones. Fuhrmann said RTB will fund Mayflower to schedule and dispatch those trips. The other providers' pre-transition costs would be less Mayflower's because they are smaller, but the cost of computer software is fixed regardless of the provider's size. Hunt asked if it will be mandatory that the systems be compatible. Fuhrmann said that is a key component in discussions with the three providers; that is the direction we are moving. The contracts have not been executed and negotiations of that area are continuing.

Hunt asked, since there is urgency to completing Mayflower's contract, if the other providers have their systems operational in time. Fuhrmann said their contracts are not as critical because Metro Ride and Handicabs are small enough to do it primarily by hand during the change-over with the backup system in place today.

In response to Hovland's question about how the dollar figure was developed, Fuhrmann said it was developed in discussions with Mayflower Contract Services. It reflects the projected cost of software, the necessary hardware, staff training, and contains a ten-percent contingency factor. Mayflower generated the numbers and Fuhrmann reviewed them. Since most of the figures are related to the computer, he was able to compare the reasonableness of the those costs with the costs incurred recently by Southwest Metro Transit and determined that they are comparable.

Hovland asked who will own the equipment. After some discussion, Fuhrmann said since the software is not proprietary, those licenses should be in the name of the Regional Transit Board. Should a provider terminate service those licenses and the hardware will be in RTB's name. The documents will be drafted to stipulate that RTB will own the equipment. Fuhrmann said it will be absolutely imperative that the MMSC be able to hook into any of the three systems. All three providers arrived at consensus on that point.

Evert said RTB thought it had the most efficient system with one provider. This will not be as efficient and we will probably have more dollars out there when we do three systems rather than one. Responding to Grant, Fuhrmann said it will take another \$250,000 to outfit the remaining providers. Mares said staff should provide the board with an estimate of how much will be requested later in addition to the \$250,000. Fuhrmann said the \$250,000 is targeted only for the computer portion. The Mayflower's preliminary budget indicates amount they will expend a like amount to take on those new responsibilities. Staff is in the process now of going through that item line-by-line item because their budget projection unrealistically assumes nothing exists today at the MMSC and that they will have to purchase a new system. Staff will identify what materials and support equipment can be passed on at little or no cost. Since the new MMSC will not dispatch, Wolfson asked if some of the hardware can be distributed among the other providers. Fuhrmann said that is staff's intent.

Beard asked where in the budget these funds will come from and where the board can expect a shortfall later. Fuhrmann said at this time the savings incurred in the new proposal should fund the start-up. It is not known what the results will be of breaking this system into component pieces. Hovland moved and Hunt seconded:

That the Regional Transit Board authorize the executive director to negotiate and execute a letter agreement with Mayflower Contract Services, Inc. to expend an amount not to exceed \$250,000 toward the implementation of a paratransit reservation, scheduling and dispatching system prior to execution of an amended contract.

The motion was unanimously approved. Andrews said the judge approved the settlement agreement on April 15. The final approval is expected shortly.

Legislative Update

LaShomb reviewed his April 18 staff report that was distributed before the meeting. On Wednesday, April 20, the conference committee is expected to resolve the governance issues. He reviewed the status of the high speed bus proposal. Funding for operations will be very difficult. If the "Vision" is approved the High Speed Bus Coalition will come to RTB for operating money because they did not get it from the Legislature.

Hunt asked Sather about the retroactive payments from Congress on I-394 that were discussed several months ago. Sather said MTC received those funds for 1993 and \$2.4 million was applied to the final settlement.

MEMBERS' REPORTS

Transit Signage

Evert said this issue arose at the April 4 board meeting and at that time staff was not prepared to speak to it. After reviewing the history and after all the meetings, it appears there has been some miscommunication and the board must now decide how to move forward. Blin reviewed the April 12 staff report. MTC has initiated another market research study on the bus stop logo.

Evert said the board could pass a motion that:

1. Approves the single logo and lets the MTC complete the survey; or
2. Adopts the bus face logo today.

Originally she did not endorse the survey since it polls current riders but since MTC is running a marketing campaign with the theme that they listen to their customers it may be better to complete the survey. That survey will not be the deciding factor. There might be other alternatives as well. Franklin said it was stated earlier in board discussion that there are two phases of the survey; one is complete and one is starting. In that case, if the board agrees there should be a consistent type of logo on all bus stops, would it be necessary to complete the survey and what would it cost to discontinue it? Sather said the \$14,950 was signed in January 1994 and is one-third complete. If this body is pre-disposed to the bus front there is no need for further surveying work. There is a question of whether the "T" represents MTC or is a regional symbol for transit. A number of other providers, including Southwest Metro Transit, Medicine Lake Lines and the Roseville Circulator, use it. In the metropolitan area, the "T" represents transit.

Humphrey said surveys often turn out the way the contractor chooses; \$14,000 could buy a lot of signs. He asked if customers are surveyed on what brand of bus is purchased and recommended that the international logo be adopted for transit as it has been for highway signage. Higgins said he had thought the issue

was settled and asked if the "T" is the only symbol available to the opt-out communities. As liaison to the Providers Advisory Committee (PAC), he attended every meeting in the last two years and found there was fairly universal acceptance of the bus front logo. MTC has consistently resisted it. He had asked Blin to find the pertinent meeting minutes. Blin said this was first brought up at in 1992 and twice since then. The 1992 RTB's Marketing Committee decided to use the international bus symbol and MTC proceeded in that direction. It was only recently that MTC went back to proposing the "T." Higgins recommended that the other providers also have an opportunity to address the board. MTC is the largest provider, but this is a regional system.

Evert said the process should have been moved back to the board when the request changed to a regional logo rather than replacement of MTC signs. Sather said that when the bus front logos were used on the street they were difficult for drivers and riders.

Grant noted that the wheelchair logo was not included on either logo to designate accessible vehicles. He strongly favors the international symbol but people with visual impairments might find it difficult to identify. The "T" is bolder. The color was always red and that may also be a problem. The chair said the color questions do not have to be resolved today. (Grant was excused to attend a legislative meeting.)

Entzel spoke in support of the "T" logo. The union's concern is with the drivers' responsibility to educate the public. It will create problems for people with visual impairments and people with mental illnesses. For many years people have associated transit and the white "T." Visitors have seen hundreds of "Ts" and know what they represent.

The chair said the board has not yet taken any action. In response to members' questions, Sather said MTC is dealing with this because the board brought it up. As they went back to work with the graphics people, it was still viewed as an MTC project that could be taken regionally as stated in RTB's October 18 letter. As the scope of the work changed, the project should not have resided at the MTC. The reality is that MTC believed they were on the course laid out by the RTB. RTB had different expectations of the end product. The Illium Study recommended regional signage and MTC went ahead with some of the signs, but they did not work and MTC went back to the drawing board. The consulting firm asked what was important and the "T" began to be perceived as a Goliath to dominate the Davids. He does not believe MTC should withdraw the "T" before the customer is asked what to do. Beard said he would prefer to err in the direction of having too much information, but a survey depends on how the questions are framed. He is concerned about the proposal for a sign beneath the regional, rectangular sign with the names of the other providers. He asked if existing signs provide a means of identifying route number.

The chair said a question of privilege had been raised. Higgins asked for an opportunity for the opt-out communities to respond as an issue of fairness. The chair ruled that the board would continue to work through the list of people who indicated they wish to speak.

Mares agreed with Sather about the importance of communicating with the public; however, this board is responsible for looking at the regional goals of promoting a uniform image. The American Public Transit Association (APTA) wishes to develop a uniform stop sign throughout North America. Feess, who is the RTB liaison to the MTC, said MTC believes this is their money to use as they choose. At their meeting last week there was some resentment expressed because RTB is "meddling" in their affairs. RTB should respond to that. When the budget allocation was passed no direction accompanied it. As a board RTB must be more specific when we do some of these things. She suggested waiting until APTA comes forward with their recommendation and not put the money into all new signs at this time. (Feess was excused to attend another meeting.)

Hovland suggested that the matter be tabled. He asked if there is any immediacy to the matter since two-thirds of the stops have never had signs. Franklin asked what the deadline is for using the ISTEA funds. As the regional transit authority, RTB should make a decision and move forward. Responding to Hovland's questions, Blin said the bus logo is used in Europe and on several transit systems in this country. APTA appears to be moving toward it. Hovland said there has been no mention of cost. He asked if the plan is to replace all the bus stop signs. Sather said this issue developed because MTC came to RTB for approval of the ISTEA grant application. Approximately 12,000 signs would be replaced. In response to Hovland's question about people being confused by the temporary signs, Sather said they were used on sample routes. There were different sizes and shapes to test recognition. None of them made the cut. There was discussion of the variety of trips people take. Hovland said it is hard to believe people would get confused about where they are standing, regardless of which logo is on the sign. If two-thirds of the bus stops don't have any signs at all, it doesn't matter what you put up because people will go to the same place. Sather said that assumes people are creatures of habit. If their street is dug up, they will look for a bus stop sign. Hovland asked if MTC objects to the use of the international logo. Sather said their concern is to get customer input. In a project this size, a small study to gauge customer reaction is probably appropriate. By the time APTA adopts anything, these signs will be old and ready for removal.

Miller said the suburban areas are devoid of signage and have applied annually for it. This has been an uphill battle. The RTB's Providers Advisory Committee has been meeting over the past two years and have made their recommendation. They could not continue waiting for the region so they used the bus face on the sign and it worked. She takes issue with the study because Southwest Metro's experience was very positive. If this is delayed a time limit should be imposed on it.

Harberts said Minnesota Valley Transit supported the international symbol. In January 1994 the providers were shown the "T" and questioned where it came from. The question is what we are trying to accomplish? She has 30 non-English-speaking riders who will use the reverse commute service. The international symbol is easier to describe on the phone. This region is becoming more international, in part because of the Mall of America. MTC representatives have said strangers think the "T" stands for taxicabs. One element of increasing

usage is a certain level of comfort. The region is changing and this is a metropolitan regional service with 39 providers. According to the regional policy, we will remove one hurdle by creating a regional identity. She has severe reservations about the survey because of the way the questions were posed and how it is being conducted. The opt-outs have been written and spoken to Sather about it. Part of the survey is of drivers, but only MTC drivers were included. She encouraged the board to take its leadership role.

Returning to Hovland's remarks, Humphrey said if General Mills put Cheerios on the table they would sell without an effort to introduce and market them. This is a matter of picking something that is more universally recognized and going with a marketing plan that introduces it. Beard said the provider's logo on the sign indicates roughly where the bus is going. There was discussion of whether it would be workable to use two signs. Beard said the goal is to make transit as user friendly as possible, which will become more important in the next few years. Speaking as a member of the Convention and Visitor's Bureau in Scott County, the impact of the Mall of America visitors on that area has been very great.

Hunt said she does not have confidence in the survey. There is great reluctance to change and it is up to people in leadership positions to make those changes. There is enough information available and, while the process may have been flawed in assigning the responsibility, a process was followed. She moved and Humphrey seconded:

That the Regional Transit Board direct the Metropolitan Transit Commission to develop the "bus logo" as the regional sign for the Twin Cities metropolitan area with the understanding that the size, color, symbols and text remain uniform on the 16-inch by 16-inch sign, regardless of the service area.

The motion was unanimously approved.

New Service

Humphrey noted that he met with the Minnesota State Zoo and Minnesota Valley Transit Authority. Hourly bus service will start from the Burnsville Center, Apple Valley, the Minnesota Zoo, and the Mall of America. The service will run from May 28 through Labor Day.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Franklin reported on the recommendations approved at the committee's April 11 meeting.

January and February 1994 Financial Statements

Franklin moved and Mares seconded:

That the Regional Transit Board receive the January and February 1994 financial statements and direct that they be placed on file.

The motion was unanimously approved.

Metropolitan Transit Education Plan Implementation

Franklin moved and Beard seconded:

That the Regional Transit Board authorize the executive director to expend \$94,400 from the Metropolitan Transit Education Program for the production and airing of radio spots, as well as the production and display of billboards.

The motion was unanimously approved.

Requests for Capital Funding from DARTS and the City of Shorewood

Franklin moved and Beard seconded:

That the Regional Transit Board authorize the executive director to execute capital funding agreements for the following projects:

1. Provide an amount not to exceed \$160,000 to DARTS, Inc., for the purchase of five buses; and
2. Provide an amount not to exceed \$28,150 to the City of Shorewood for park-and-ride spaces.

Regarding the Shorewood recommendation, Higgins said he empathizes with the city's problem, but the board should look deeper. In effect, this is a 17-space park and ride lot. The others are far bigger and filled to capacity. RTB's contribution of \$28,150 is not a great amount, but this is a totally inadequate park-and-ride facility. Franklin said it is an 80-car lot and in the evening and on weekends RTB will have the use of it. Blin said the spaces can be used for park-and-ride during work hours. The city came to RTB last fall asking for a reduction of their property tax feathering and were told RTB cannot lower their levy. They then asked that ridership be increased. This and this is one technique for doing that. Higgins moved to table the motion. There was no second. The motion was approved. (Higgins opposed.)

Approval of Amendments to 1993 Minnesota Department of Transportation 1993 Contracts for Minnesota Rideshare and Travel Demand Management

Franklin moved and Mares seconded:

That the Regional Transit Board authorize the executive director to amend contracts for the Minnesota Rideshare, Contract No. 69480; and Travel Demand Management, Contract No. 69481, to receive federal funds for an eight-month period from October 1, 1993

through May 31, 1994. These amendments would increase the total cost for Contract No. 69480 by \$541,000 and the federal share by \$433,000; and the total cost for Contract No. 69481 by \$167,000 and the federal share by \$133,000; and

That the Regional Transit Board authorize the executive director to amend Contract No. 69481 for Travel Demand Management to receive \$49,000 in federal funds for a five-month period from January 1, 1994 to May 31, 1994 for the Downtown Transportation Management Organization (DTMO) and agree to pass through the funds to the City of Minneapolis for DTMO expenses. The total of federal funds in the amendment to contract No. 69481, including Travel Demand Management funds and DTMO funds, is \$182,000.

The motion was unanimously approved.

OTHER BUSINESS

On a point of order, Higgins raised questions about DARTS' request for larger buses. At the hearings, Metro Mobility users said they want smaller vehicles, not larger. Vehicles on the street rarely have more than one passenger. There being no other business, Beard moved and Humphrey seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 6:07 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of April 18, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on the second day of May 1994.

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

DATE: _____

Member Name	Present	Vote							
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ISSUE

Michael Beard - A	✓								
Sharon Feess - A	✓								
Ruth Franklin, Chair - A	✓								
Morgan Grant - P	✓								
Val M. Higgins, Chair - P	✓								
James Hovland - P	✓								
Gary Humphrey - P	✓								
Ruby Hunt - P	✓								
Harry Mares A	✓								
District D - A									
Sally Evert	✓								

Visitors

dd wolfen
 Tom Sater
 Jim Harbut
 Annie Gyles
 Emil Brault + Karen Lynn
 mff Mark Ryan
 Mark Hoissen
 Ben Miller
 Bill Blom

Staff

RL GA, JA, ME RL HB
 DV RR, DU DN, B@
 C-S.



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2701

**Minutes of the Meeting of the
ADMINISTRATION AND FINANCE COMMITTEE
April 11, 1994**

MEMBERS PRESENT: Ruth Franklin, Chair; Michael Beard; Sharon Feess; Harry Mares

OTHERS PRESENT: Gary Humphrey and Morgan Grant, Regional Transit Board; Bill Blom, Transportation Accessibility Advisory Committee (TAAC); Arnie Entzel, Amalgamated Transit Union; Mark Hoisser, DARTS; Bill Sternad; Tom Sather, Metropolitan Transit Commission (MTC); Gregory L. Andrews, Dale Ulrich, Dave Schleicker, Jan Rosenthal, Clarence Shallbetter, Suzanne Hanson, Mark Fuhrmann, Howard Blin, Dale Ulrich, Mary Fitzgerald, RTB Staff

CALL TO ORDER AND ROLL CALL

Chair Franklin called the meeting to order at 4:00 p.m. and roll was taken.

APPROVAL OF AGENDA

Feess moved and Mares seconded that the agenda be approved with that amendment. The motion carried unanimously.

JANUARY AND FEBRUARY 1994 FINANCIAL STATEMENTS

The February statements were distributed immediately prior to the meeting. Ulrich introduced Dave Schleicker, who has assumed responsibility for the statements. Schleicker noted the unfavorable fund balances of \$124,738 for the ATE MMSC fund and \$281,089 for the Metro Mobility Provider fund. By later this year the variance is expected to drop below the budget figures. Mares moved and Feess seconded:

That the Regional Transit Board receive the January and February 1994 financial statements and direct that they be placed on file.

The motion carried unanimously.

METROPOLITAN TRANSIT EDUCATION PLAN IMPLEMENTATION

Rosenthal reviewed the April 5, 1994 staff report. Mares questioned the decision not to seek additional space at the State Fair. Hanson said RTB has space reserved but in 1993 staff proposed spending more money and enlarging the exhibit. A portion of those funds will instead be used for this purpose.

Entzel asked if the intent is to advertise all the transit available to users in the Metropolitan Area. Hanson said the campaign is a general, broad-based effort including current and future modes. Entzel commented that \$94,000 is a large expenditure for this type of program. He asked if it will educate the public on what is available on a daily basis and more detail on where buses run in specific areas. Hanson said the plan does not include specifics about each transit entity. MTC is working with RTB and did not want that focus. Grant said MTC also has a booth at the State Fair and provides that kind of bus information. Feess moved and Mares seconded:

That the Regional Transit Board authorize the executive director to expend \$94,400 for the production and airing of radio spots, as well as the production and display of billboards.

The motion carried unanimously.

REQUESTS FOR CAPITAL FUNDING FROM DARTS AND THE CITY OF SHOREWOOD

Blin reviewed the March 31, 1994 staff report. Mares moves and Feess seconded:

That the Regional Transit Board authorize the executive director to execute capital funding agreements for the following projects:

1. Provide an amount not to exceed \$160,000 to DARTS, Inc., for the purchase of five buses; and
2. Provide an amount not to exceed \$28,150 to the City of Shorewood for park-and-ride spaces.

The motion carried unanimously.

APPROVAL OF AMENDMENTS TO 1993 MINNESOTA DEPARTMENT OF TRANSPORTATION 1993 CONTRACTS FOR MINNESOTA RIDESHARE AND TRAVEL DEMAND MANAGEMENT

Shallbetter reviewed the April 4 staff report. Mares moved and Beard seconded:

That the Regional Transit Board authorize the executive director to amend contracts for the Minnesota Rideshare, Contract No. 69480; and Travel Demand Management, Contract No. 69481, to receive federal funds for an eight-month period from October 1, 1993 through May 31, 1994. These amendments would increase the total cost for Contract No. 69480 by \$541,000 and the federal share by \$433,000; and the total cost for Contract No. 69481 by \$167,000 and the federal share by \$133,000; and

That the Regional Transit Board authorize the executive director to amend Contract No. 69481 for Travel Demand Management to receive \$49,000 in federal funds for a five-month period from

January 1, 1994 to May 31, 1994 for the Downtown Transportation Management Organization (DTMO) and agree to pass through the funds to the City of Minneapolis for DTMO expenses. The total of federal funds in the amendment to contract No. 69481, including Travel Demand Management funds and DTMO funds, is \$182,000.

The motion carried unanimously.

OTHER BUSINESS

Andrews said there has been very little activity related to transit at the Capitol. There have not been any more hearings on the governance bills and they are waiting for the House bill on the floor. The House Transit Appropriations Bill might be heard in Ways and Means Committee on Tuesday afternoon. Later this week Andrews will meet with Dick Alexander of ATE to discuss the termination agreement with ATE for services through July 4. The status of billings must be discussed. As a part of the agreement, the obligations on leases must be closed out. This committee will be asked to make a recommendation on additional funds required to close out the contract with ATE.

Franklin asked about the 1995 budget process. She asked if a schedule and plan has been worked out for budget review. Ulrich said there is no formal schedule. Staff has been working with the auditors for the past three weeks.

Grant reported that on the House side \$2.75 million has been set aside for Metro Mobility and on the Senate side the amount is \$2.5 million, to be funded through the Langseth bill.

There being no other business, Feess moved and Mares seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 4:20 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Administration and Finance Committee meeting of April 12, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 18th day of April 1994.



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

**Minutes of the
REGIONAL TRANSIT BOARD
April 4, 1994**

MEMBERS PRESENT: Sally Evert, Chair; Michael Beard; Sharon Feess; Ruth Franklin; Morgan Grant; Val Higgins; James Hovland; Ruby Hunt; Harry Mares

MEMBERS EXCUSED: Gary Humphrey

OTHERS PRESENT: DeDe Wolfson, Metropolitan Council Member; Dan Hibbert and Linda Rother, ATE; Tom Sather, Metropolitan Transit Commission (MTC); Natalio Diaz, Metropolitan Council; Diana Krogstad and Bill Blom, Transportation Accessibility Advisory Committee (TAAC); Diane Harberts, Southwest Metro Transit Commission (SWMT); Mark Ryan; Beverley Miller, Minnesota Valley Transit Authority; Richard Neumeister; John Walsh, Metropolitan Center for Independent Living; Don Ahern, Pioneer Press; Dan Murray, Gregory L. Andrews, Judy Hollander, Randy Rosvold, Suzanne Hanson, Clarence Shallbetter, Mark Fuhrmann, Jane Fitz, Dave Jacobson, Mary Fitzgerald, RTB staff

CALL TO ORDER

The chair called the board meeting to order at 4:00 p.m. in Chambers at the above address and roll was taken.

APPROVAL OF THE AGENDA

The chair asked that Items 4 and 5 be reversed to allow people who wish to participate in the signage discussion to leave early. Board action will be requested on the Request for Proposal for the Metro Mobility Service Coordinator. Feess so moved and Hovland seconded approval of the agenda with those amendments. The motion was unanimously approved.

APPROVAL OF MINUTES

Hovland moved and Hunt seconded:

That the Regional Transit Board approve the following minutes:

Regional Transit Board Meeting, March 7, 1994
Administration and Finance, March 14, 1994
Regional Transit Board Meeting, March 21, 1994

The motion was unanimously approved.

MEMBERS' REPORTS

Within the past week, the members received correspondence from the Minnesota Valley Transit Authority and the Southwest Metro Transit Commission regarding the transit signage project, which has been underway for the past year. Beard explained that representatives of the respective providers have been looking for common signage that would identify all bus stops, regardless of the provider. MTC is promoting the use of their logo and some consternation has resulted. Andrews said MTC included a signage project in their 1993 capital budget. As part of that federally funded project, MTC established a project committee and initiated a study, which included some non-MTC people, to consider a number of different designs. A year ago they did a study of non-transit users that identified the "T" as the logo that the non-users recognize as a transit logo. A design consultant was hired to work on the sign. The RTB Providers Advisory Committee, which is composed of representatives of all the metropolitan transit providers, discussed this and overwhelmingly selected the international bus symbol as a common logo over MTC's preference for their "T." Andrews met with MTC last week and indicated to them that RTB's staff prefers the international symbol as the regional logo. MTC's commissioners authorized their staff to do another survey to determine customer preference. Beverley Miller's letter states that the study is a waste of money since the providers have already expressed their preference. That money might be better spent on education.

The chair said this is not an action item on the agenda for this meeting and Beard's questions are on process. She asked that this matter be placed on the agenda of the next meeting. Beard said at some point the board will have to approve the expenditure of funds to re-sign the entire metro area. He asked that staff prepare information on how we got here and develop recommendations on how to proceed. Evert said MTC will have to be directed not to continue spending funds on their survey. Beard moved and Higgins seconded:

That the Regional Transit Board direct the Metropolitan Transit Commission to discontinue expenditure of funds on their survey of customer preference on transit signage; and

That the board direct that the staff to develop recommendations on how to proceed and present them at the next regular board meeting on April 18, 1994.

Hunt asked who has final sign-off on this design. Andrews said MTC's position is that this is an MTC capital project. It is clearly in their capital budget. They indicated the opt-outs had money in their budgets a year ago to do their own project. Hunt said that the RTB's role as a regional agency is undermined by the two groups using different signage. It raises a philosophical question of whether RTB is a regional coordinating agency. Franklin agreed, adding that she had understood that the question had been settled some time ago when the board decided there would be regional system signage. Agreements have been



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

**Minutes of the
POLICY COMMITTEE
Mears Park Centre Chambers
March 28, 1994**

MEMBERS PRESENT: Val Higgins, Chair; Gary Humphrey, Sally Evert

MEMBERS EXCUSED: Morgan Grant; James Hovland; Ruby Hunt

OTHERS PRESENT: Ruth Franklin, RTB Member; Arnie Entzel, Amalgamated Transit Union Local 1005; Dan Hibberts and Linda Rother, ATE; Natalio Diaz and Karen Lyons, Metropolitan Council; Bill Sternad; Tom Sather, Metropolitan Transit Commission (MTC); Judy Hollander, Gregory L. Andrews, Dan Murray, Mark Fuhrmann, Debra Nelles, Dave Jacobson, V. R. Sridhar, Howard Blin, Randy Rosvold, Suzanne Hanson, Elaine Bauer, Mary Fitzgerald, RTB staff

CALL TO ORDER

The chair called the hearing to order at 4:04 p.m., and roll was taken.

APPROVAL OF AGENDA

Humphrey moved and Evert seconded approval of the agenda, amended to include discussion of pending legislation. The motion carried unanimously.

METRO MOBILITY PROGRAM UPDATE

SERVICE CONCEPT FOR IMPROVING METRO MOBILITY SERVICE

Hollander emphasized that the concept outlined in the March 28 staff memorandum is a draft. Direction is asked from the committee so staff can send out the Requests for Proposals next week. The chair added that there are four public forums this week and suggestions are still being solicited from the public. The board would be subject to justifiable criticism if it endorsed a plan prematurely. Evert said the members should express their opinions, identify any obvious gaps, and allow staff to move forward. Fuhrmann reviewed the staff report. He noted that the new service coordinator may contract out some functions such as training, ADA certification, and some other administrative functions. Responding to members' questions, he said the only passenger transfers will be between Metro Mobility and county systems. The fourth dispatch unit for routes that cross zonal boundaries is expected to enhance productivity.

By dividing scheduling and routing among three providers, Higgins said provider one could schedule a trip to the Mall of America while at the same time the other two providers also get requests for trips to that destination. In order for the first provider to render service, he might drive through areas assigned to the other providers. That would take us back to the same problem of three vehicles arriving at the same place. He asked if there is anything proposed that will deal with that situation. Fuhrmann said he does not have a good solution. Trip pairs will have to be used to minimize the deadheads. Higgins said goal of creating a central dispatch function was to eliminate the inefficiency of several vehicles showing up at the same place, the same time and often originating close to each other. We may be making a mistake in assuming that central dispatch is a bad idea because this particular computer system did not work. Franklin said there are complaints that people cannot select their provider. That would not change with the decentralized dispatching and scheduling because a rider will be in one of three geographic areas.

There was discussion of standing orders for peak and non-peak hours. Humphrey asked for an explanation of the impact of splitting the dispatching into four units. The greatest percentage of trips must be reoccurring regularly and many of the off-peak trips will be inter-zone trips. There might be some synergistic benefit realized from being at the same location. Higgins said driver training needs to be upgraded and drivers must to be encouraged to use sound judgment.

The members concurred that staff should continue to explore and develop the semi-centralized concept. No formal action was taken.

METRO MOBILITY OMBUDSPERSON

Andrews reviewed the March 21, 1994 staff report. Evert commented that this may not be a long-term solution, but it gives the board a chance to get someone in to do this task. Higgins added that the courts are becoming aware that experienced mediators can resolve many issues. Humphrey moved and Evert seconded:

That the Regional Transit Board authorize the executive director to execute a contract with the Mediation Center to provide ombudsperson services for Metro Mobility for the time period of March 28, 1994 through July 1, 1994 at a cost not to exceed \$19,903.

The motion was unanimously approved.

FIVE-YEAR TRANSIT PLAN, CHAPTER I, REGIONAL TRANSIT OVERVIEW

Bauer reviewed the March 17 staff report. Humphrey commented that the inclusion of more graphs would be helpful. No action was taken.

DRAFT PHASE II DAKOTA COUNTY TRANSIT NEEDS ASSESSMENT

Rosvold reviewed the March 15 staff report. Evert moved and Humphrey seconded:

That the Regional Transit Board accept the Phase II Dakota County Transit Needs Assessment and direct staff to work with Dakota County and existing transit providers in Dakota County to set priorities and develop an implementation plan for the service strategies recommended in the Phase II Dakota County Transit Assessment.

The motion was unanimously approved.

AMERICANS WITH DISABILITIES ELIGIBILITY CERTIFICATION PROCESS FOR THE METRO MOBILITY PROGRAM

Jacobson reviewed the March 21 staff report. There were approximately 80 people at the three public hearings on ADA eligibility. Many riders are afraid of losing their right to use the service. The chair, board members, and staff have tried very hard to reassure them that there is no intent to reduce the number of users. Only in rare cases will the medical release be needed. The conditional and unconditional certifications were confusing for some people. ADA requires the distinction, but staff will try to develop some guidelines. Higgins said at the hearing he attended people expressed a belief that RTB is "out to get them" and some riders cannot be dissuaded from that notion. Jacobson said education must play a big role in reducing those fears. Evert moved and Humphrey seconded:

That the Regional Transit Board approve delaying the beginning of the Americans with Disabilities Act eligibility recertification process by six months, beginning January 1995, and continuing through December 1995.

The motion was unanimously approved.

REGIONAL TRANSFER RECIPROCITY POLICY

Murray reviewed the March 18 staff report. Higgins noted that Murray will be leaving RTB in less than a week and said he will be sorry to see him go.

Responding to Evert's question, Murray said this is an exciting concept, although the dial-a-ride services may need to revise their operating budgets. It will be a new marketing opportunity for them. Humphrey moved and Evert seconded:

That the Regional Transit Board adopt a regional coordination policy calling for transfer reciprocity between general-population dial-a-rides and regular-route transit systems.

The motion was unanimously approved. Evert said she assumes discussions will take place with the dial-a-ride providers before this is put in place. Murray said this action will allow staff will go to the table with direction from the board. Franklin said there may have to be some budget adjustments along the way.

LEGISLATIVE UPDATE

A report, dated March 25, from Bob LaShomb had been distributed. At present, the sunset date for the board is June 1, 1994.

OTHER BUSINESS

There being no other business, Evert moved and Humphrey seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 5:15 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Policy Committee meeting of March 28, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 18th day of April 1994.

Handout 4/18/94

REGIONAL TRANSIT BOARD

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

DATE: April 18, 1994
TO: Chair and Regional Transit Board Members
FROM: Bob LaShomb
SUBJECT: Status of legislation as of April 18, 1994 Please Note: After April 15, 1994 bills not included in another bill or handled by special role are dead for the session.

- S.F. 2097 (Langseth)** Gas Tax Indexing & MVET Transfer - Passed on General Orders 55-10 - S.F. 2097 includes \$15 million for metro area transit to be divided as follows: \$5.3 million for MTC regular route; \$2.5 million for Metro Mobility; \$5 million for Vision for Transit projects and \$2.2 million for other transit purposes. The fund balance is not addressed, this allocation is \$1.95 million short of RTB's total request of \$16.95 million. Tabled to await a H.F.
- H.F. 3109 (Osthoff)** Gas Tax Indexing & MVET Transfer - Rules Committee - may be reported to provide House version of S.F. 2097
- H.F. 3215 (Solberg)** Transit Funding - House Economic Development Committee - Initially proposes to allocate \$12.5 million; \$6.5 million for MTC regular route; \$950,000 for other regular route; \$2.75 million for Metro Mobility; \$1.25 for community based; and \$1.09 million for the fund balance. G.O. - will be reported as a chapter in the Ways & Means bill. Was scheduled to be heard on Friday afternoon. Passed
- H.F. 3172 (Lieder)** Constitutional amendment to dedicate 30% of MVET to transit. Five cent gas tax increase would go into effect if amendment passes. Withdrawn after defeat of key gas tax amendment. May be amended to H.F. 3109 as one House version of a transportation funding bill.
- S.F. 2015 (Flynn)** Metro Governance - (Senate) passed 64-2
Metro Governance - (House) General Orders - Was amended. in House Government Operations Committee to restore an elected Met Council, but to remove all sections relating to transportation. The Elections Committee retained the elections provision on a 9 to 7 vote. Rep. Orfield has agreed to, if appro-

priate, to add the the proposed RTB Board extension in conference committee. The draft amendment has been provided to him. House could hear bill on Tuesday or Wednesday.

- S.F. 2734 (Ranum)** Light Rail Bonding - Transportation and Transit Committee (could be dead)
- H.F. 2957 (Wecjman)** Light Rail Bonding - House Capital Investments Committee
- H.F. 324 (Garcia)** 6 1/2% Sales Tax on Motor Fuel - House Tax Committee. (probably dead)
- H.F. 3012 (McCollum)** Statewide Commission on Major Projects Paratransit Needs - House Economic Development Committee
- S.F. 2617 (Flynn)** Statewide Commission on Major Projects - Passed.
- S.F. 2151 (Langseth)** Mileage Tax Study - S.F. 2097 - Includes study of congested pricing
- H.F. 1816 (Rice, Lieder)** Mileage Tax Study - Was included in H.F. 2815 - Includes congested pricing study
- H.F. 2617 (Jefferson)** Study of Paratransit Needs - Amended to H.F. 3012 - House Economic Development Committee
- H.F. 2266 (Mahon)** High Speed Bus - House Economic Development Committee - May be funded if additional money is found - (State bonding request is in trouble. The High Speed Bus Coalition is trying to convince MnDOT to include \$2.6 million in the department bonding bill. MnDOT has not yet introduced its bill.) The language in this bill gives MTC the authority to implement High Speed Bus.
- S.F. 2153 (Riveness)** High Speed Bus - Senate Finance Committee - May just go for state bonds of \$2.6 million for capital.
- H.F. 2648 (McCollum)** MTC Bonding - Taxes - Regional Bonding for High Speed Bus. Includes \$5.5 million in regional bonds for High Speed Bus equipment.
- S.F. 2816 (Pappas)** MTC Bonding - G.O. - \$6.2 million in additional bonding for High Speed Bus was included. The language allocates authority for the project to the RTB.

Page 3

H.F. 2172 (Orfield)

Limits use of Section 9 Block Grants - House Transportation and Public Transit Committee - (probably dead)

S.F. 1896 (Pappas)

Limits use of Section 9 Block Grants - Passed

H.F. 1917 (Kelso)

Extension of use of Bond Proceeds - General Orders

S.F. 1736 (Belanger)

Extension of use of Bond Proceeds - Passed

handwritten 4/18

REGIONAL TRANSIT BOARD

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

DATE: April 18, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Mark W. Fuhrmann, Manager of Programs *MF*
SUBJECT: Mayflower Letter Agreement to Begin Expending Metro Mobility Transition Money

SUMMARY

This memorandum requests Board action to approve Mayflower Contract Services, Inc. to begin expending funds to implement the Metro Mobility transition in an amount not to exceed \$250,000.

BACKGROUND

The Regional Transit Board, at its meeting April 4, 1994, authorized the executive director to negotiate contract amendments with each of the three core providers. As transition discussions have proceeded in the ensuing two weeks with the providers, it has become evident that providers will need to begin expending funds primarily for computer software and hardware procurement in the next week to provide adequate lead time for installation and implementation prior to July 4, 1994. Final negotiations for provider contract amendments are not expected to be concluded until mid-May.

DISCUSSION

In an effort to meet the prescribed transition deadlines, it is important that the providers be authorized to begin expending funds prior to final approval of each provider's contract amendment.

Mayflower Contract Services, Inc. has estimated initial transition expenditures of \$250,000. The majority of these funds would be expended for the purpose of software and hardware procurement as well as training new staff on the new system.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to negotiate and execute a letter agreement with Mayflower Contract Services, Inc. to expend an amount not to exceed \$250,000 towards the implementation of a paratransit reservation, scheduling and dispatching system prior to execution of an amended contract.

REGIONAL TRANSIT BOARD

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

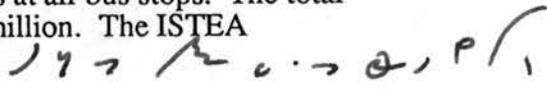
DATE: April 12, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Barb Quade, Planner
Howard Blin, Planning Manager 
SUBJECT: Regional Bus Stop Sign

SUMMARY

This memorandum outlines the status of developing a regional bus stop sign. The Board is requested to adopt one regional bus stop sign with the symbol of the bus and direct the Metropolitan Transit Commission (MTC) to follow through with the fabrication of these signs.

BACKGROUND

The MTC's bus stop signage program has been in development for some time the highlights of which are discussed below:

- In 1992, the MTC received ISTEA funds to install signs at all bus stops. The total federal/local program budget was approximately \$1.8 million. The ISTEA application did not specify what design would be used. 
- In 1993, the MTC received proposals from sign vendors to develop a regional sign; and the RTB staff became involved in the sign design process. To confirm that funds would be spent on a regional sign, the RTB sent a letter dated October 18, 1993 to the MTC emphasizing the need to ensure the regional application of any bus stop sign design.
- A committee made up of MTC and RTB staff determined that the bus stop sign designs received were unacceptable because they did not improve on existing bus stop signs. As a result, a graphics designer was hired to develop a regional sign. The emphasis for these designs was based on the MTC's "T" logo.
- At the February 1994 Ad Hoc Marketing Committee, regular route operators other than the MTC were opposed to using a bus stop sign with the "T" symbol. As a consequence, a second bus stop sign was developed with the symbol of a bus.
- The two separate bus stop sign designs were presented to the RTB's Providers' Advisory Committee meeting in March 1994, and the committee unanimously voted to support the bus stop design with the symbol of the bus.
- The RTB Board was asked to discuss the issue at their April 4, 1994 meeting.

DISCUSSION

There is a clear need to install additional bus stop signs throughout the regular route system. Currently, only one-third of all stops have signs. This diminishes the visibility of transit service and makes the system more difficult to use.

Given that more signs are needed, the question becomes, what should the signs look like? Signs using the "T" logo have been used to mark bus stops in the Twin Cities for over 20 years. These signs have been used at stops served by the MTC and some other regular route operators. Signs using the "T" logo are, therefore, generally familiar to existing transit riders.

The "T," however, is also the logo of the MTC. Other regular route providers have argued for a more generic symbol, not associated with a single, albeit the largest, regular route provider.

To avoid this conflict, the MTC proposed that "T" signs be used in the MTC service area with a different sign used in areas served by other providers. To determine which signs to use in overlapping areas, such as the downtowns, a survey would be conducted to determine which sign was more identifiable as a bus stop.

Use of multiple signs would not be consistent with the RTB's objective of promoting a uniform image for the regional transit system. As discussed below, previous RTB Five-Year Transit Plans have included policies calling for uniform symbols and graphics.

It is also questionable whether the "T" signs are understandable to new routes or those new to the Twin Cities area. The alternative sign design, using the picture of the front of a bus, more clearly conveys the message of a bus stop. This bus front logo is widely considered to be the international symbol for bus transit. This design would also be consistent with strategies being discussed by the American Public Transit Association (APTA) to develop a uniform bus stop sign for use throughout North America. It is expected that this APTA sign would use the bus front.

In order to achieve the goal of a uniform, understandable bus stop sign, it is recommended that the region adopt the bus front symbol for use on all bus stop signs throughout the region. If individual providers wish to identify stops they serve, this could be accomplished by including provider logos to schedule holders attached to bus stop signs.

The chronology of RTB's interest in developing a regional bus stop sign is as follows:

The first document to discuss the importance of a regional logo as a graphic identity for the consumer was the March 30, 1989 Wells & Miller Regional Transit and Transit Information Study, Final Report. (excerpt attached)

Regional Bus Stop Sign
April 11, 1994
Page 3

The RTB's 1991-1995 Five Year Transit Plan (excerpt attached) recommends instituting "...a unifying symbol to identify transit services...." provides the strategy for so doing: "Develop a regional transit logo and graphics standard that would be used by all transit services receiving RTB funding, with specifications outlined in service contracts..." and identified an implementation schedule of 1991-1992.

The RTB's 1993-1997 Five Year Transit Plan (excerpt attached) denotes a policy to develop and implement a regional graphic identity program, the implementation strategy being that all transit services receiving RTB funding would use such a graphic. It was intended that the standard would apply to all vehicles, shelters, signage and marketing communications material.

October 18, 1993 letter from Greg Andrews to Tom Sather (attached)

Based on RTB staff review of the MTC's RFP for bus stop sign designs, the memo asked for clarification regarding the assumption that approval of the MTC's 1993 budget was approved, including the bus stop signage project, with the understanding that the sign could be used regionally and that ISTEA funding was approved for a regional bus stop sign.

RECOMMENDATION

That the Regional Transit Board direct the Metropolitan Transit Commission to develop the "bus logo" as the regional sign for the Twin Cities metropolitan area with the understanding that the size, color, symbols and text remain uniform on the 16"x 16" sign regardless of service area.

Attachments

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Logo/Graphic Identity

The establishment of a logo or graphic identity for the regional transit system is a natural outgrowth of the development of a marketing program. As the regional system and its mission are defined by the RTB and its providers, and as the marketing program develops its image and theme, the system will need a unifying symbol, a graphic handle for the consumer to grasp.

The benefits of a system logo in promoting transit regionwide are recognized by providers. The providers are more concerned with what such a logo should not do -- it should not replace individual service identities, it should not be the MTC circle T, it should not have to be on all vehicles, it should not be "RTB."

The greater sensitivity surrounding this issue requires that it be allowed to develop naturally as a part of a marketing program. As a definition of the regional transit system is developed, it may even be that the definition itself becomes the graphic identity -- "Seven County Transit," for example.

The development of the Metropolitan Transit System logo in San Diego may serve as a guide for the evolution of a regional logo in the Twin Cities. A full decade after the establishment of the Metropolitan Transit Development Board, San Diego's RTB, the board succeeded in bringing all providers together to develop a neutral name and symbol to serve its transit system. That symbol, a capital italic MTS through a circle, appears on all regional transit vehicles in addition but secondary to individual operator identities.

The development of a regional graphic identity is secondary to the definition of the regional transit system and the development of a regional marketing program. The benefits in having such a regional logo are great, but its development should not be an immediate priority.

Recommendations

- Introduce the establishment of a regional logo into the provider/RTB dialogue.
- Open discussions to all ideas for a regional logo -- including the MTC circle T.
- Assure providers that any regional logo will not become the primary method of vehicle identification.

Transit Information Services

A regional transit information service (TIS) is recognized as an important informational tool by providers. Current transit riders need transit information services for both individual services and for the entire transit system. The provider consensus is that a regional TIS is becoming even more essential with the advent of light-rail and the establishment of new transit services, and that a regional service should provide both route-planning and service-referral information. The consensus also is that any regional system must not replace services established by individual providers.

As was outlined in the transit information services program portion of this study, establishment of a regional TIS requires the separate resolution of information issues and administration

IMPLEMENTATION SCHEDULE

	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>
Implement regular route accessibility plan.	•	•	•	•	•
Incorporate accessibility features into light rail transit plans.	•	•	•	•	•
Assist community-based dial-a-ride services to become accessible.	•	•	•	•	•
Work with municipalities to provide accessible transit amenities.	•	•	•	•	•
Examine feasibility of establishing an information and referral center for available accessible services.	•	•			

Transit Coordination and Marketing

The metropolitan transit system is composed of many different services and providers. Consequently, an integral part of the RTB's legislative mandate is the development of a regionally coordinated transit system across all modes. While some marketing and coordination efforts have informally existed between various providers and services, development of a more formalized system can play a role in increasing overall transit ridership; improving transit efficiency and effectiveness; and developing improved partnerships among and between providers, riders and local communities.

In an effort to formalize a work plan for this initiative, the RTB commissioned a study in 1989 that analyzed the present system as well as methods for improving marketing and coordination among all providers and services. The primary recommendations of the study were as follows:

- communicate the benefits of transit on a regional level;
- develop a regional transit information system;

- institute a unifying symbol to identify transit services;
- establish convenience fare and transfer reciprocity agreements among providers; and
- involve operators more directly in the transit planning process.

Coordination programs already in effect include the MTC's expanded Telephone Information Center, transfer reciprocity arrangements for most new services, and some use of mode-related logos (Metro Mobility, "T", etc.). Development of more specific policies, strategies and actions continues as part of the RTB's effort to develop a more efficient, effective transit system.

POLICIES

Policy III-3: Improved coordination of transit information, convenience fares and transfers will be promoted as a means to increase regional transit ridership.

A number of tools exist for improving cooperation and coordination among providers and programs. While some coordination activities are presently practiced on an informal basis, greater uniformity across various modes and providers can eliminate operational inefficiencies and duplication.

Policy III-4: A regional marketing program to promote the benefits of public transit will be developed and implemented.

A regional marketing plan will provide a stronger image for both individual services and the transit system as a whole. The RTB Regional Coordination Study found an interest among providers for a unified transit image. To further develop the following strategies, the RTB is creating a Marketing Communications Committee made up of transit marketing experts. The regional marketing activities are designed to enhance transit's overall image and use in the region while maintaining the individual programs' identities and unique characteristics.

STRATEGIES

- Develop transfer reciprocity agreements for inclusion in all service contracts. Transfer reciprocity between transit modes and providers improves and expands the transit service area.
- Investigate a regional route numbering system for use by the MTC and other providers. A logical numbering system, possibly using route names or three digits, can play a significant role in simplifying the regular-route transit system, especially with the advent of light rail transit development.
- Improve route maps and schedules by highlighting other service routes and transfer points; centralize multi-service information for riders and providers.
- Develop a regional transit logo and graphics standard that would be used by all transit services receiving RTB funding, with specifications outlined in service contracts. The standard would apply to all vehicles, shelters, signs, and marketing communications materials.
- Develop a regional marketing and advertising campaign to highlight transit use and the benefits of a coordinated metropolitan transit system. The campaign would be designed to supplement, not supplant, individual provider's marketing programs.

IMPLEMENTATION SCHEDULE

	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>
Complete transfer reciprocity across the region.	•				
Investigate and recommend new fixed route numbering system.	•				
Improve existing route maps and schedules to highlight coordinated connections.	•	•			
Develop new regional transit logo and graphics standards; apply to all providers.	•	•			
Develop and maintain regional marketing and advertising campaign to promote transit benefits.	•	•	•	•	•

The RTB and the Marketing Committee are in the process of implementing these policies. There is a strong partnership between the RTB and the regional transit providers to establish and implement regional marketing strategies.

Policies

(For a complete listing of regional transit marketing policies, see Appendix D.)

Policy 4-3: Improved security programs will be communicated to the general public.

The 1992 Market Research Study found that security while on the bus and while waiting for the bus were great concerns for riders. In fact, lack of security acted as a barrier to potential riders, especially women. Regional transit providers are working to improve security. The RTB, the Marketing Committee, and regional transit providers must work in partnership to communicate the steps being taken to improve security.

Policy 4-4: All regional marketing activities will be implemented to increase ridership.

The regional regular route transit system has lost ten million annual trips in the last five years. Ridership declines must be reversed. All regional marketing activities will be geared to increasing ridership. In addition, marketing programs will be evaluated by cost-effectiveness and how much ridership they generate.

Policy 4-5: A regional graphic identity program will be developed and implemented.

There are more than 40 transit providers in the region. To illustrate the connection between these services and to denote the regionality of the system, it is crucial to establish and implement a regional graphic identity. The 1991 Market Research Study recommended to implement such a program.

Policy 4-6: The regional marketing program to promote the benefits of public transit will be sustained.

The RTB has acted as an agent to communicate the multiple benefits of transit on a regional level.

Policy 4-7: Establish a simplified transit pricing structure.

The region's transit fare structure is confusing and complex. In early 1991, real ridership declines were seen immediately following a fare increase. The existence of more than 16 fare options and categories is responsible for a great deal of the fare-related lost ridership. By simplifying the fare structure, providers will be able to more clearly communicate the fares and, therefore, collect appropriate fares.

Strategies

- Coordinate transit marketing activities through the Marketing Committee. The committee will act as a forum where providers can share marketing activities and strategies.
- Develop and implement a regional transit graphic identity program that would be used by all transit services receiving RTB funding. The standard would apply to all vehicles, shelters, signage and marketing communications material.
- Communicate the expansion of Vision for Transit improvements and transit options and opportunities as they become available.
- Schedule ongoing market research to ensure that major demographic trends, population shifts or economic factors are taken into consideration when preparing regional marketing campaigns.
- Establish a consortium of transit providers who will meet quarterly to evaluate regional transit marketing activities.
- Develop and implement an ongoing public information program to inform key audiences of regional transit activities.

Implementation Schedule

	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>
Communicate Improvements	•	•	•	•	•
Coordinate Transit Marketing	•	•	•		
Develop and Implement Regional Graphic Identity	•				
Ongoing Market Research	•		•		•
Evaluate Marketing Activities	•	•	•	•	•
Public Information Campaign	•	•	•	•	•



October 18, 1993

Mr. Tom Sather, Chief Administrator
Metropolitan Transit Commission
560 6th Avenue North
Minneapolis, MN 55411

Dear Tom:

It is our understanding that the bus stop signage program has progressed to the proposal stage whereby proposers are to submit a new bus stop sign design with production costs to the MTC by November 10, 1993. Based on my staff's review of the "Request for Proposals" document, I would like to clarify several assumptions:

- The MTC's 1993 Budget was approved, including the bus stop signage project, with the understanding that the sign design could be used regionally. This implies that the metro area opt-out transit programs and other regular route services could use the same sign by simply designating their own logo and route numbers. This implies that the sign would be standard in terms of color and image.
- ISTEA funding was approved for a regional bus stop sign. Opt-out programs interested in developing new bus stop signs have been denied capital assistance because new, regional signs were being developed that could be universally applied.

If there is any deviation from these understandings, we need to discuss the ramifications and corrective actions. I look forward to hearing from you.

Sincerely,

Gregory L. Andrews
Executive Director

cc: Judy Hollander

BQ:10-18-93



April 6, 1994

VIA FAX

Tom Sather, Chief Administrator
Metropolitan Transit Commission
560 Sixth Avenue North
Minneapolis, MN 55411-4398

Dear Mr. Sather:

As you know, at its meeting of April 4, 1994 the Regional Transit Board directed the Metropolitan Transit Commission to discontinue expenditure of funds on their survey of customer preference on transit signage. RTB staff was directed to prepare background information and develop recommendations. The board will review the issue at its meeting of April 18, 1994. Accordingly, any work being performed under Project 3291, Bus Stop Signs, should be discontinued immediately.

Sincerely,


Gregory L. Andrews
Executive Director

GLA/mff



REGIONAL TRANSIT BOARD

Mears Park Centre
230 East 5th Street
St. Paul, Minnesota 55101
612/292-8789
612/229-2715 TTY

DATE: April 5, 1994

TO: Chair and Members of the Administrative and Finance Committee

FROM: Jan Rosenthal, Public Information Specialist *JK*
Suzanne Hanson, Public Information Manager *Δ&A.*

SUBJECT: Metropolitan Transit Education Plan Implementation
(Production and airing of radio spots; production and display of billboards)

SUMMARY

This memorandum recommends that the Regional Transit Board authorize the executive director to expend \$94,400 for the production and airing of radio spots, as well as the production and display of billboards. The Metropolitan Transit Education Committee budgeted \$68,000 for this project, and then revised the budget to \$94,400 after the decision was made not to seek a larger space for the 1994 state fair.

BACKGROUND

In December 1992, the Regional Transit Board (RTB) and nine other transit related organizations combined to create the Metropolitan Transit Education Committee (MTEC). A strategic communications and education plan that focuses on the transit issues of the 90s was developed with the assistance of a consultant.

The primary action plan included the implementation of seven tactics:

1. Development of an umbrella theme, tag line and logo to be used to represent transit.
2. Construction of a large display for use at the state fair and other locations.
3. Construction of traveling displays for employee sites, schools, libraries and other locations.
4. Development of radio and billboard campaigns.
5. Development of a plan for school education, followed by development of the school education program itself.
6. Development and distribution of media kits, and the holding of editorial sessions.

7. Production of a 5-10 minute video about the benefits of transit.

Funding for this program was obtained through contributions from all of the organizations. The budget for the total program is \$221,000. The RTB is the lead agency on this project and has financial oversight responsibility.

DISCUSSION

The MTEC has developed a 5-month program of radio and billboard publicity to be carried out concurrently with B-BOP Day and extending through the state fair. The objective is to promote and encourage transit use in the Twin Cities.

Twelve billboards will be posted at some of the highest-traffic areas in the Twin Cities. The design was done on a pro bono basis by a local advertising group, Ads & Bait., and features a jam jar filled with automobiles and trucks and a tagline which reads "Look what we're driving ourselves to," as well as the committee's transit logo and its tagline, "Transit is the way." For each billboard paid for, one additional site will be contributed pro bono, for a total of twelve.

In addition, Metro Traffic Control will air short reminders about the benefits of transit, and WCCO-AM and KBEM-FM will broadcast 30-second spots. Since KBEM is sponsored by Mn/DOT, there is no charge to MTEC for airtime on this station.

Cost for production and posting of billboards:	\$49,400
Cost for production and airing of radio spots:	<u>\$45,000</u>
TOTAL	\$94,400

RECOMMENDATION

That the Regional Transit Board authorize the executive director to expend \$94,400 for the production and airing of radio spots, as well as the production and display of billboards. The Metropolitan Transit Education Committee budgeted \$68,000 for this project, and then revised the budget to \$94,400 after the decision was made not to seek a larger space for the 1994 state fair.

REGIONAL TRANSIT BOARD

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

DATE: March 31, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Howard Blin, Planning Manager *HB*
SUBJECT: Requests for Capital Funding from DARTS and the City of Shorewood *gr*

SUMMARY

This memorandum recommends approval of capital funding of \$160,000 for DARTS to purchase vehicles and \$28,150 for the City of Shorewood for park-and-ride spaces.

BACKGROUND

The RTB provides capital funding to transit providers and local communities for transit projects. The source of this capital funding is general obligation bonds sold by the Metropolitan Council on behalf of the RTB.

DISCUSSION

The RTB has received requests for funding from DARTS and the City of Shorewood. Each project is described below:

	<u>Total Cost</u>	<u>RTB Share</u>
DARTS Vehicle Replacement	\$200,000	\$160,000

DARTS is requesting funding to replace five vehicles in its fleet of 25 small buses. These vehicles are used in DARTS dial-a-ride service in Dakota County.

The five buses would replace existing buses which are at the end of their useful life. As is typical for vehicle purchases by RTB paratransit providers, the RTB would fund 80 percent of vehicle costs, with DARTS responsible for the remaining 20 percent. Documentation submitted from DARTS in support of the funding request is attached.

In reviewing this project, the key staff consideration was whether DARTS needed vehicles costing \$40,000. DARTS has demonstrated that purchasing a less expensive vehicle would not be cost effective over time. The proposed vehicles have a longer useful life, are more durable and can use more efficient diesel engines than a smaller vehicle. It is recommended that the DARTS funding request be approved.

Capital Funding Request
March 31, 1994
Page 2

	<u>Total Cost</u>	<u>RTB Share</u>
Shorewood Park-and-Ride Spaces	\$124,524	\$28,150

MTC Route 70 runs by the Shorewood City Hall. The City proposes to build its parking lot this coming summer. Shorewood has suggested using part of this lot for park-and-ride spaces. RTB staff have proposed designating 17 spaces for park-and-ride. The RTB would then pay a proportional share of the entire parking lot project and enter into a long-term agreement for use of the spaces. The RTB would contribute \$28,150 to the City for these spaces.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to execute capital funding agreements for the following projects:

1. Provide an amount not to exceed \$160,000 to DARTS, Inc., for the purchase of five buses.
2. Provide an amount not to exceed \$28,150 to the City of Shorewood for park-and-ride spaces.

March 24, 1994



Mr. Howard Blin
Director of Planning
Regional Transit Board
Mears Park Centre
230 East Fifth Street
St. Paul MN 55101

Dear Howard:

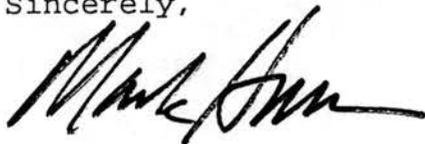
The following is additional background and justification information regarding the DARTS 1994 capital request as we discussed. On March 10th I updated you on the current status of our fleet and the difference that the 5 requested vehicles would have on the average age and mileage of the fleet. As you saw, the needed vehicles would greatly enhance the dependability of the fleet by reducing the average age by more than two years and mileage by more than 60,000 miles. A significant change in and of itself.

As you suggested, I will expand upon the request and address the following issues and justifications that have been raised regarding the operational need for vehicles.

Fleet Size & Backup Capacity
Unmet Needs/Service Demands
Role of Smart DARTS
ADA Compliance
Vehicle Specification and Cost

Should you have any questions regarding this information, please let me know. Thanks for your support and assistance with this process.

Sincerely,



Mark Hoisser
Executive Director

Board of Directors

Millic Gignac, *Chairman*
Anne Miner-Pearson, *Vice Chairman*
Roger Noreen, *Secretary*
William Lancaster, *Treasurer*
James J. Amireault
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Barbara Blumer
George Cameron
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Jeannine Churchill
Richard Colvin
James Day
Douglas Differt

Daniel Halsey
James Little
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Thomas Oakes
Molly Park
Galen Patz

John Seidl
Lindy Sweetman

Director Emeritus
Walter E. Bertram

President
Richard J. Grainger

Executive Director
Mark C. Hoisser

Fleet Size & Backup Capacity

DARTS currently has 25 vehicles in the fleet and all but one are regularly scheduled throughout the day Monday through Friday for our senior, handicapped and ADA service. The one vehicle not regularly scheduled is not accessible, has 220,000 miles on it and is one of the five buses scheduled to be replaced. This backup capacity on week days is approximately 5%. Industry averages and expectation call for a minimum of a 10% backup of the fleet. Given the growth in service needs and expected service demands with ADA, DARTS needs a dependable and accessible fleet including backup units.

Service Demand and System Capacity

Currently DARTS has riders waiting for standing orders and client groups that are now or soon will be in need of additional vehicle capacity through DARTS. With the change in service last October, the new service needs of ADA and the troubles with Metro Mobility, DARTS has continued to provide service and use all available vehicles to meet the demands. However, the demand continues to grow as population changes and riders find that DARTS is available or should be available to assist them with their travel needs.

Many requests are now for service originating in the northern communities traveling south in Dakota County to the Eagan, Apple Valley and Burnsville areas. Many of these riders were once Metro Mobility riders that had access under the old system with other providers. Now these are ADA type trips that DARTS is required to provide. With the addition of 5 new units in 1993, DARTS was able to replace 3 of the oldest vehicles while two were then used to help service the new demands and prepare us for the ADA service we now are providing.

Role of Smart DARTS

Smart DARTS and the new technologies will have an impact on our service but it will not reduce the need for the vehicles. We envision that with added ability to more efficiently schedule rides and coordinate services, we will be in position to respond to the increased needs without the need to increase the overall fleet size immediately.

Today we are responding to up to 15 same day requests with the current fleet that fill the voids from cancelled rides. With Smart DARTS we will be able to do a better job of this type of scheduling but by the time this project is fully implemented, we know that additional demands for service will be made that will fill this capacity quickly.

1994 DARTS Capital Request
Additional Information
page 3.

As I indicated before, DARTS will be requesting units in 1995 also to assist in reducing the fleets average age and mileage to a more acceptable range. These units are projected to meet current demands but with a more current fleet, more rides will be provided as DARTS is better able to utilize the power and capacity of the Smart DARTS system.

ADA Compliance

In the fall of 1994, DARTS will be in full compliance with ADA service requirements provided operating dollars are available. This means that the effective system we now use to negotiate with the riders a reasonable time frame for their ride will be changed to meet the "one hour" ride window requirement. This will affect our ability to provide same day request and will more than likely require that some excess capacity is available at all times.

Maintaining the minimum size fleet we have today will therefore be expected and necessary. Smart DARTS will help greatly here but dependable vehicles too will also be necessary and the five requested vehicle will help us with this expectation.

Vehicle Specifications and Costs

DARTS again is requesting support for vehicles with a estimated cost of \$40,000 per unit. These units are somewhat larger than the vehicles DARTS has utilized over the past fifteen years but they have proven to be the best combination of utility, safety, durability, comfort and cost effectiveness for the service.

Drivers and riders both like the new vehicles. With the rear lift configuration, ambulatory riders no longer have to traverse the large void reserved for wheel chairs in the front of the bus. Over two-thirds of our riders do not use wheel chairs and this means fewer potential incidences of riders tripping over the wheel chair securement paraphernalia.

The chassis are larger allowing for diesel engines and a more durable front end. We have realized as much as a 45% increase in gas mileage over DARTS gas powered units. The new chassis are also heavier duty with an expected longer wear life and they are more durable front ends that cost less to maintain. DARTS has seen a great reduction in maintenance costs over the past two years due to the addition of our garage and mechanics. With this type of vehicle, the mechanics are expecting that our costs will continue to show this type of improvement.

1994 DARTS Capital Request
Additional Information
page 4.

ADA requirements for forward facing wheel chair placement has necessitated that a larger interior space be available for this configuration. DARTS has experienced in its delivery of service the need to have a minimum of two and a preferred configuration for three wheel chairs on each of the buses. This allows for the maximum flexibility in scheduling and backup. To meet this need, the vehicles now have to have larger interiors and the units requested for purchase will provide this for DARTS.

DARTS realizes the higher up-front cost for this type of unit but it is less than the average cost of the newer Metro Mobility units and we have garnered the financial support of these units from Dakota County. DARTS will participate in the cost also to help provide the necessary passenger amenities that riders may request.

DARTS 1994 Capital Purchase
Vehicle Information

Unit #	Year/Make	Capacity (Amb. WC)	Mileage 3/94	Years in Service
#15-85	1985 Chevrolet	11-2	244,603	9
#16-85	1985 Ford	15-3	209,489	9
#17-86	1986 Chevrolet	11-2	219,698	8
#18-86	1986 Chevrolet	9-3	239,436	8
#19-87	1987 Chevrolet	9-3	115,520	7
#20-87	1987 Chevrolet	9-3	140,638	7
#21-88	1987 Ford	9-1	224,593	6
#23-88	1987 Ford	13-3	176,886	6
#24-88	1988 Ford	9-3	157,747	6
#25-88	1983 Chevrolet	11-0	219,297	6
#26-89	1989 Chevrolet	9-3	166,537	5
#27-89	1990 Ford	13-3	213,027	5
#28-90	1990 Chevrolet	9-3	194,434	4
#29-90	1990 Ford	15-2	122,183	4
#30-90	1990 Chevrolet	9-3	162,132	4
#31-91	1990 Chevrolet	9-3	82,924	3
#32-91	1991 Chevrolet	12-3	66,220	3
#33-90	1981 Chevrolet	11-2	206,301	4
#34-92	1992 GMC	9-3	95,931	2
#36-92	1992 Chevrolet	9-2	60,631	2
#37-93	1993 Ford	12-2	15,750	1
#38-93	1993 Ford	12-2	12,442	1
#39-93	1993 Ford	12-2	14,854	1
#40-93	1993 Ford	12-2	14,129	1
#41-93	1993 Ford	12-2	13,001	1
Totals			3,388,403	113

Avg. Miles/Year	29,986		
Avg. Miles/Unit Current	135,536	Avg. Age/Unit Current	4.52
Avg. Miles/Unit Excl 1993	165,911	Avg. Age/Unit Excl 1993	5.40
Avg. Miles/Unit Replaced	227,484	Avg. Age/Unit Replaced	7.60
New 1994 Avg. Mileage	90,039	New 1994 Avg. Age	3.32
New 1995 Avg. Mileage	87,606	New 1995 Avg. Age	2.84

DARTS Transit Information

Service Measures	<u>1993</u>	<u>1994 est.</u>
Ridership	113,971	120,000
- Metro Mobility/ADA *	53,691	70,000
- State Assistance/Exurban	60,280	65,000
Service Hours	49,485	52,533
Mileage	710,456	736,000
Avg. Cost/Trip	\$11.77	\$11.64

Rider Survey Information - 1993

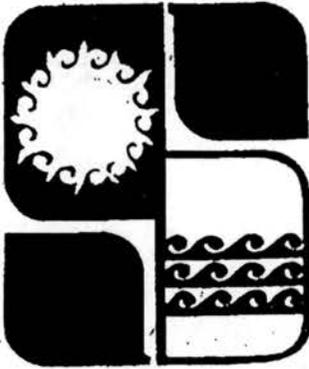
Drivers Drive Safely (yes)	100%
Driver Courtesy (excellent - very good)	95%
Overall Quality (excellent - very good)	89%
Bus on Time (yes)	96%
Recommend DARTS (definitely - probably yes)	100%

* This ADA service throughout the county and Metro Mobility service in the northern communities.

Capital

DARTS now has a fleet of 25 accessible vehicles equipped with lifts. The average age of these units is over 5 years and the average mileage is in excess of 135,000 miles; this is inclusive of the five new units delivered in September 1993. Prior to 1993, DARTS received grants from the RTB for less than 50% of the cost of the units due to DARTS participation in Metro Mobility. The remaining cost was the responsibility of DARTS and was to come from the operational reimbursement for rides under that service. In 1993 the RTB funded 5 new units at a rate of 80% due to DARTS ceasing of the service under a Metro Mobility contract.

Up until 1993, DARTS also had not received RTB funding for capital items other than buses. We were to raise and use local dollars to secure these items including the purchase of a building in 1992. In 1993, the RTB jointly funded, along with MnDOT, the Smart DARTS project which includes some capital to be used for the purchase of computers to assist the transit office with automating dispatching, scheduling and record keeping functions.



MAYOR
Barb Brancel
COUNCIL
Kristl Stover
Rob Daugherty
Daniel Lewis
Bruce Benson

CITY OF SHOREWOOD

5755 COUNTRY CLUB ROAD • SHOREWOOD, MINNESOTA 55331-8927 • (612) 474-3236

TO: Howard Blend, RTB Staff
FROM: James C. Hurm, City Administrator
DATE: April 1, 1994
RE: Report on City Hall Lot/Park & Ride

The City has completed its sealed bid process for reconstruction of the City Hall parking lot of which 17 of the 80 parking stalls are planned to be set aside for park and ride use. The following is an explanation of project costs:

\$ 85,876	Hardrives Inc. low bid on construction
\$ 19,923	Shorewood Public Works portion of construction
\$ 16,225	Engineering, plans, staking, inspection, soils testing, legal, administrative
\$ 2,500	Landscaping
<hr/>	
\$124,524	
x .21	
<hr/>	
\$ 26,150	RTB share
\$ 98,371	City share

In addition, a 200 foot asphalt trail (8 feet wide) along Country Club Road to County Road 19 will be necessary for bus riders to get to and from the lot. The City will take care of installation of the trail for \$2,000 or \$10 per foot. This will be paid for by the RTB.

This trail abuts the Fina Station. Steve Schiefert, Fina Manager (470-0491), will sign a commitment to keep the trail clean of snow and ice.

The total commitment for the RTB therefore is \$28,150, that is, \$26,150 (RTB share of lot renovation project - 21% of total), plus \$2,000 for the trail which is not part of the City project. The City Council is scheduled to review bids and the proposed RTB agreement and make a final decision Monday, April 11th. Thank you for your assistance. Contact me at any time with questions.

cc: Don Zdrazil, Public Works Director
Joel Dresel, City Engineer
33194.1

REGIONAL TRANSIT BOARD

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

DATE: April 4, 1994
TO: Chair, and Members of the Administration & Finance Committee
FROM: Clarence Shallbetter, TDM Administrator 
SUBJECT: Approval of Amendment to 1993 Mn/DOT Agreement for Mn Rideshare #69480 and TDM #69481

SUMMARY

This memorandum summarizes proposed amendments to the 1993 Mn/DOT agreements for Ridesharing and TDM. These amendments will enable expenses incurred from October 1, 1993 through May 31, 1994 to be paid from \$566,000 of locally approved federal Congestion Mitigation/Air Quality (CMAQ) funds. In addition, locally approved CMAQ funds totaling \$49,000 for the Downtown Minneapolis TMO for a five-month period from January 1, 1994 to May 31, 1994 would be attached to the RTB contract for TDM and passed through to the TMO.

DISCUSSION

The Regional Transit Board, in 1993, applied for federal funding of its Minnesota Rideshare contract and some additional TDM efforts in two requests for Congestion Mitigation/Air Quality (CMAQ) funds. These funds were a newly designated Intermodal Surface Transportation Efficiency Act (ISTEA) source of federal funds for ridesharing programs, replacing the previous Federal Urban Aid. These applications for CMAQ funds were locally approved by the Transportation Advisory Board and the Metropolitan Council. It was anticipated this new source of federal funding would continue after previous funding expired at the end of the federal fiscal year on September 30, 1993, and at the latest would be available by the first of the year to finance 1994 ridesharing and TDM activities. However, some technical issues remain unresolved in the Federal Transit Administration resulting in no funding becoming available as yet. Mn/DOT, following consultation with FHWA, has suggested up to two-thirds of the funds, or \$566,000, could be used by amending the 1993 contracts for Minnesota Rideshare and TDM until a new contract is finalized. This is expected to occur in June 1994.

A similar condition exists for the Downtown Minneapolis TMO (DTMO) which applied for a CMAQ grant for calendar year 1994. This grant will require a separate contract between the City of Minneapolis and Mn/DOT. Mn/DOT suggested this contract and the final federal approval be tied together in a contract that is expected in June 1994. However, for five months between January 1, 1994 and May 31, 1994, \$49,000 of these funds could be made available to the TMO if it were passed through the existing RTB contract for TDM. The DTMO is in need of funds to continue its operation.

FINDINGS AND CONCLUSIONS

- Federal funding of Rideshare and TDM activities expired on September 30, 1993.
- RTB request for federal 1994 CMAQ funds are approved by the region and state.
- Downtown TMO federal funds from CMAQ requested for calendar year 1994 are approved by the region and state.
- An amendment to extend existing 1993 contracts between Mn/DOT and the RTB-#69480 for Mn Rideshare and #69481 for TDM for eight months from October 1, 1993 to May 31, 1994 will enable 1994 federal CMAQ funds to be used to pay for 80 percent of allowable expenses during this time. This totals two-thirds of the CMAQ grant, or \$433,000 for the Minnesota Rideshare contract #69480 and \$133,000 for the TDM contract #69481.
- Attachment of five months of CMAQ funding for the Downtown TMO to the amendment of the TDM contract #69481 and a pass through agreement between the RTB and the City of Minneapolis will provide access to the federal funds for the TMO from January 1, 1994 to May 31, 1994 totaling \$49,000. The local match will be provided by the City of Minneapolis and revenues from the Commuter Connection activity of the TMO.
- In the event the federal fiscal 1994 CMAQ funds are not forthcoming, it is expected Mn/DOT will be the agency responsible for identifying a source of funds for expenditures charged against these funds.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to amend contracts for the Mn Rideshare #69480 and TDM #69481 to receive federal funds for an eight month period from October 1, 1993 through May 31, 1994. These amendments would increase the total cost for contract #69480 by \$541,000 and the federal share by \$433,000 and the total cost for contract #69481 by \$167,000 and the federal share by \$133,000.

That the Regional Transit Board authorize the executive director to amend contract #69481 for TDM to receive \$49,000 in federal funds for a five month period from January 1, 1994 to May 31, 1994 for the Downtown Transportation Management Organization (DTMO) and agree to pass through the funds to the City of Minneapolis for DTMO expenses. The total of federal funds in the amendment to contract #69481 including TDM funds and DTMO funds is \$182,000.



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of April 11, 1994, the committee approved the following recommendations:

JANUARY AND FEBRUARY 1994 FINANCIAL STATEMENTS

That the Regional Transit Board receive the January and February 1994 financial statements and direct that they be placed on file.

METROPOLITAN TRANSIT EDUCATION PLAN IMPLEMENTATION

That the Regional Transit Board authorize the executive director to expend \$94,400 from the Metropolitan Transit Education Program for the production and airing of radio spots, as well as the production and display of billboards.

REQUESTS FOR CAPITAL FUNDING FROM DARTS AND THE CITY OF SHOREWOOD

That the Regional Transit Board authorize the executive director to execute capital funding agreements for the following projects:

1. Provide an amount not to exceed \$160,000 to DARTS, Inc., for the purchase of five buses; and
2. Provide an amount not to exceed \$28,150 to the City of Shorewood for park-and-ride spaces.

APPROVAL OF AMENDMENTS TO 1993 MINNESOTA DEPARTMENT OF TRANSPORTATION 1993 CONTRACTS FOR MINNESOTA RIDESHARE AND TRAVEL DEMAND MANAGEMENT

That the Regional Transit Board authorize the executive director to amend contracts for the Minnesota Rideshare, Contract No. 69480; and Travel Demand Management, Contract No. 69481, to receive federal funds for an eight-month period from October 1, 1993 through May 31, 1994. These amendments would increase the total cost for Contract No. 69480 by \$541,000 and the federal share by \$433,000; and the total cost for Contract No. 69481 by \$167,000 and the federal share by \$133,000; and

Administration and Finance Committee Report
April 11, 1994
Page Two

That the Regional Transit Board authorize the executive director to amend Contract No. 69481 for Travel Demand Management to receive \$49,000 in federal funds for a five-month period from January 1, 1994 to May 31, 1994 for the Downtown Transportation Management Organization (DTMO) and agree to pass through the funds to the City of Minneapolis for DTMO expenses. The total of federal funds in the amendment to contract No. 69481, including Travel Demand Management funds and DTMO funds, is \$182,000.

The next regularly scheduled meeting of the committee will be May 9, 1994.

Ruth Franklin
Chair

mff
4/12/94

REGIONAL TRANSIT BOARD

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

DATE: April 11, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: David Schleicher, Accountant
SUBJECT: Financial Statements -January 1994

SUMMARY

The Administration and Finance Committee is asked to review the January 1994, financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles.

DISCUSSION

The beginning fund balances are carried over from the unaudited December 1993 financial statements.

The significant budget variance is in the Metro Mobility fund. These statements show a negative variance of over \$300,000. However, additional information received since the January statements were prepared suggests that the actual variance is closer to (negative) \$150,000. Of this, approximately \$100,000 resulted from higher than projected provider expenditures and \$50,000 from higher A.T.E. management service costs.

RECOMMENDATIONS

That the Regional Transit Board receive the January 1994, financial statements and direct that they be placed on file.

Attachment
DS/me

REGIONAL TRANSIT BOARD
FINANCIAL STATEMENTS
Ending January, 1994

Balance Sheet.....	Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....	Page 2
Special Revenue Funds.....	Page 3
Program Status Report	Page 4
Schedule of Contracts & Expenditures-All Special Revenue Funds.....	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 JANUARY 31, 1994

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	JANUARY 1993 ALL FUNDS	CHANGE
ASSETS							
CASH	\$0	\$653,052	\$210,616		\$863,668	\$0	\$863,668
INVESTMENTS	\$11,180,655	\$0	\$8,538,317		\$19,718,972	\$20,432,842	(\$713,870)
TAXES RECEIVABLE	\$0	\$69,047,460	\$12,027,280		\$81,074,741	\$79,956,672	\$1,118,069
ACCRUED INTEREST RECEIVABLE	\$7,863	\$0	\$0		\$7,863	\$14,885	(\$7,021)
DUE FROM OTHER FUNDS	\$0	\$9,399,119	\$0		\$9,399,119	\$13,900,668	(\$4,501,549)
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$3,178,000	\$30,559,500	\$0		\$33,737,500	\$25,516,350	\$8,221,150
FEDERAL GOVERNMENT RECEIVABLE	\$117,509	\$17,354	\$0		\$134,863	\$350,210	(\$215,346)
OTHER ASSETS	\$19,427	\$925,606	\$443,748	\$578,851	\$1,967,632	\$1,993,567	(\$25,934)
TOTAL ASSETS	\$14,503,455	\$110,602,091	\$21,219,962	\$578,851	\$146,904,358	\$142,165,193	\$4,739,166
LIABILITIES							
ACCOUNTS PAYABLE	\$89,978	\$10,042	\$0		\$100,020	\$642,409	(\$542,389)
ACCRUED PAYROLL LIABILITIES	\$146,497	\$0			\$146,497	\$156,005	(\$9,509)
DUE TO OTHER GOVERNMENTAL UNITS	\$87,930	\$0	\$11,572,712		\$11,660,642	\$9,621,660	\$2,038,982
MTC PAYABLE	\$0	\$14,901,815	\$630,530		\$15,532,345	\$18,411,716	(\$2,879,371)
TRANSIT PROVIDERS PAYABLE	\$0	\$4,536,001	\$8,373,037		\$12,909,037	\$5,882,027	\$7,027,010
DUE TO OTHER FUNDS	\$9,399,119	\$0	\$0		\$9,399,119	\$13,900,668	(\$4,501,549)
DEFERRED REVENUE	\$1,883,750	\$89,561,651			\$91,445,401	\$87,481,300	\$3,964,101
OTHER LIABILITIES	\$1,290	\$11,900	\$199,935		\$213,124	\$11,900	\$201,224
DEFERRED COMP HELD			\$443,748		\$443,748	\$394,208	\$49,540
TOTAL LIABILITIES	\$11,608,563	\$109,021,409	\$21,219,962	\$0	\$141,849,933	\$136,501,894	\$5,348,040
FUND EQUITY							
INVESTMENTS IN FIXED ASSETS DESIGNATED FOR NEW SERVICES	\$123,020			\$578,851	\$578,851	\$575,782	\$3,069
DESIGNATED FOR POL INSURANCE	\$213,021		\$0		\$213,021	\$973,020	(\$850,000)
UNRESERVED / UNDESIGNATED	\$2,558,851	\$1,580,682	\$0	\$0	\$4,139,533	\$3,956,477	\$183,056
TOTAL FUND EQUITY	\$2,894,892	\$1,580,682	\$0	\$578,851	\$5,054,425	\$5,663,300	(\$608,875)
TOTAL LIABILITIES & FUND EQUITY	\$14,503,455	\$110,602,091	\$21,219,962	\$578,851	\$146,904,358	\$142,165,193	\$4,739,165

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL AND SPECIAL REVENUE FUND TYPES—FOR ONE MONTH ENDED JANUARY 31, 1994

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE	\$3,286,890	\$1,531,212	\$4,818,102	\$4,847,919	(\$29,817)
REVENUE					
PROPERTY TAX		\$5,439,444	\$5,439,444	\$5,470,443	(\$30,999)
STATE APPROPRIATIONS	\$171,250	\$2,357,208	\$2,528,458	\$2,528,458	(\$0)
FEDERAL GRANTS	\$244,769	\$0	\$244,769	\$169,733	\$75,036
INTEREST	\$40,903	\$0	\$40,903	\$29,167	\$11,736
AGENCY REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$117	\$0	\$117	\$83	\$34
TOTAL REVENUE	\$457,039	\$7,796,653	\$8,253,691	\$8,197,885	\$55,807
EXPENDITURES					
SALARIES & BENEFITS	\$150,343	\$0	\$150,343	\$146,956	(\$3,387)
MEMBER PER DIEMS	\$2,300		\$2,300	\$3,333	\$1,033
CONSULTING	\$0	\$0	\$0	\$54,333	\$54,333
LEGAL FEES	\$26,777		\$26,777	\$8,333	(\$18,444)
PROFESSIONAL SERVICES	\$8,044	\$0	\$8,044	\$4,783	(\$3,260)
MET COUNCIL CHARGEBACKS	\$14,250		\$14,250	\$14,250	\$0
LOCAL TRAVEL	\$2,142	\$0	\$2,142	\$4,454	\$2,312
NON-LOCAL TRAVEL	\$1,978	\$0	\$1,978	\$3,958	\$1,980
MATERIALS & SUPPLIES	\$2,540	\$0	\$2,540	\$2,733	\$193
OCCUPANCY/TELEPHONE	\$17,140		\$17,140	\$17,983	\$843
PUBLIC COMMUNICATIONS	\$4,065	\$0	\$4,065	\$8,433	\$4,369
EQUIP RENTAL/MAINTENANCE	\$1,317	\$0	\$1,317	\$2,696	\$1,379
INSURANCE	\$744		\$744	\$5,350	\$4,606
CAPITAL EXPENDITURES	\$0	\$0	\$0	\$2,083	\$2,083
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$2,627	\$0	\$2,627	\$2,179	(\$448)
TRANSIT PROGRAMS/GRANTS	\$264,769	\$8,097,183	\$8,361,952	\$7,862,415	(\$499,537)
TOTAL EXPENDITURES	\$499,036	\$8,097,183	\$8,596,219	\$8,144,276	(\$451,943)
EXCESS/(DEFICIENCY) REV OVER EXP	(\$41,997)	(\$300,530)	(\$342,528)	\$53,609	(\$396,137)
FUND BALANCE					
TRANSFERS					
BOARD AUTHORIZATIONS	(\$350,000)	\$350,000	\$0	\$0	\$0
NET TRANSFERS	(\$350,000)	\$350,000	\$0	\$0	\$0
ENDING FUND BALANCE	\$2,894,892	\$1,580,682	\$4,475,574	\$4,901,528	(\$425,954)

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL SPECIAL REVENUE FUNDS—FOR THE ONE MONTH ENDED JANUARY 31, 1994

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SM/URB 015	TOTAL SPECIAL FUNDS	BUDGET SPECIAL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE	(1,225,227)	160,342	1,980,391	615,707	1,531,212	1,871,946	(340,734)
REVENUE							
PROPERTY TAX	4,623,427	0	729,653	86,365	5,439,444	5,470,443	(30,999)
STATE APPROPRIATIONS	1,158,292	1,115,583	0	83,333	2,357,208	2,357,208	(0)
FEDERAL GRANTS	0				0	43,333	(43,333)
INTEREST	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT		0		0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0	0
TOTAL REVENUE	5,781,718	1,115,583	729,653	169,698	7,796,653	7,870,985	(74,332)
EXPENDITURES							
MTC OPERATING SUBSIDY	5,435,372				5,435,372	5,435,372	(0)
MTC RIDESHARE	54,167				54,167	54,167	(0)
MTC JOBSEEKERS	48,578				48,578	43,795	(4,783)
NON-MTC FIXED ROUTE	289,113				289,113	269,064	(20,049)
ATE MMSC		211,883			211,883	153,731	(58,152)
OPT OUT			567,192		567,192	567,193	1
RURAL SYSTEMS				202,399	202,399	203,492	1,093
SMALL URBAN				36,547	36,547	39,081	2,534
METRO MOBILITY PROVIDERS		1,251,932			1,251,932	979,602	(272,329)
OTHER					0	0	0
PROVIDER CAPITAL EXP	0	0	0	0	0	0	0
TRANSIT PROGRAMS/GRANTS	0	0	0	0	0	0	0
TOTAL EXPENDITURES	5,827,230	1,463,815	567,192	238,946	8,097,183	7,745,497	(351,686)
EXCESS/(DEFICIENCY) REVENUE OVER EXPENDITURE	(45,511)	(348,232)	162,461	(69,249)	(300,530)	125,488	(426,018)
FUND BALANCE							
TRANSFERS BOARD AUTHORIZATIONS	0	0	0	350,000	350,000	350,000	0
ENDING FUND BALANCE	(1,270,739)	(187,890)	2,142,852	896,458	1,580,682	2,347,434	(766,752)

**REGIONAL TRANSIT BOARD
PROGRAM STATUS REPORT JANUARY 1994
8.33% OF FISCAL YEAR**

#	PROGRAM	ORIGINAL BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
94-01	RTB Chair's Office	\$324,518	\$42,694	\$281,824	13.16%
94-02	Executive Director's Office	\$199,036	\$39,035	\$160,001	19.61%
94-03	Programs/Planning Admin	\$201,484	\$7,182	\$194,302	3.56%
94-04	Transportation Planning Process	\$117,391	\$9,858	\$107,533	8.40%
94-10	Elderly and Disabled	\$298,791	\$9,144	\$289,647	3.06%
94-11	Rideshare Planning	\$395,035	\$6,757	\$388,278	1.71%
94-13	Transit System Planning & Impl.	\$412,574	\$19,482	\$393,092	4.72%
94-14	Transit Programs and Admin.	\$93,418,316	\$8,113,874	\$85,304,442	8.69%
94-15	Administrative Services	\$454,255	\$30,020	\$424,235	6.61%
94-16	Financial Management	\$271,159	\$22,114	\$249,045	8.16%
94-17	Personnel Administration	\$57,202	\$8,711	\$48,491	15.23%
94-19	Public Information	\$293,085	\$29,828	\$263,257	10.18%
94-22	Competitive Transit Services	\$15,736	\$0	\$15,736	0.00%
94-23	Light Rail Transit	\$13,559	\$0	\$13,559	0.00%
94-26	Transit Test Mktg of New Serv.	\$170,681	\$7,493	\$163,188	4.39%
94-27	Community Relations	\$55,931	\$4,753	\$51,178	8.50%
94-24	Central Corridor AA/DEIS	\$1,007,553	\$245,272	\$762,281	0.00%
	Sub-Total	\$97,706,306	\$8,596,219	\$89,110,087	8.80%
94-20	Capital Expenditure Program	\$25,000	\$0	\$25,000	0.00%
	Total Programs and Capital Expenditures	\$97,731,306	\$8,596,219	\$89,135,087	8.80%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the one month ended January 31, 1994
8.33% of Year

	Current Contract	1994 Budget	1 months Expense	Unexpended Budget	Expense % Of Budget
REGULAR ROUTE					
North Suburban	862,653	852,653	74,229	778,424	8.71%
U Of M – Route #52	1,035,611	518,000	58,320	459,680	11.26%
Valley Transit	110,117	110,117	9,306	100,811	8.45%
Roseville Circulator	2,236,716	590,000	46,354	543,646	7.86%
M.L.L. – BE Line	1,204,896	608,000	47,632	560,368	7.83%
M.L.L. – Route 55	2,826,945	550,000	53,272	496,728	9.69%
Regular Route Expense	8,276,938	3,228,770	289,113	2,939,657	8.95%
MTC–Rideshare	650,000	650,000	54,167	595,833	8.33%
MTC–Jobseekers	525,537	525,537	48,578	476,960	9.24%
MTC–Regular Route	65,224,463	65,224,463	5,435,372	59,789,091	8.33%
MTC–Regular Route Expense	66,400,000	66,400,000	5,538,116	60,861,884	8.34%
Total Regular Route Expense	74,676,938	69,628,770	5,827,230	63,801,540	8.37%
METRO MOBILITY					
ATE–MMSC–Administrative	1,825,889	1,844,771	211,883	1,632,888	11.49%
ATE–MMSC–Operating		11,755,229	1,251,932	10,503,297	10.65%
Metro Mobility Expense	1,825,889	13,600,000	1,463,815	12,136,185	10.76%
OPT–OUT					
City Of Plymouth		1,159,203	96,600	1,062,603	8.33%
City Of Shakopee	252,425	252,425	21,035	231,390	8.33%
Southwest Metro	1,866,660	1,866,660	155,555	1,711,105	8.33%
MN Valley Transit	3,065,185	3,065,185	255,432	2,809,753	8.33%
Maple Grove		462,843	38,570	424,273	8.33%
Opt Out Expense	5,184,270	6,806,316	567,192	6,239,124	8.33%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the one month ended January 31, 1994
8.33% of Year

	Current Contract	1994 Budget	1 months Expense	Unexpended Budget	Expense % Of Budget
SMALL URBAN					
Columbia Heights	59,005	59,005	3,485	55,520	5.91%
Hastings	82,172	82,172	4,550	77,622	5.54%
Hopkins	34,752	34,752	2,695	32,057	7.76%
NEST		111,434	9,286	102,148	8.33%
STEP	11,129	11,129	927	10,202	8.33%
White Bear	170,480	170,480	15,603	154,877	9.15%
Small Urban Expense	357,538	468,972	36,547	432,425	7.79%
RURAL					
Westonka	31,715	31,715	3,053	28,662	9.63%
Senior Transportation	47,000	47,000	2,939	44,061	6.25%
Delano Transportation	48,520	48,250	3,714	44,536	7.70%
Scott County		119,519	9,960	109,559	8.33%
H.S.I.		422,254	35,188	387,066	8.33%
DARTS	453,200	839,400	75,533	763,867	9.00%
Carver County	124,332	124,332	9,907	114,425	7.97%
Anoka County Volunteer	23,500	23,500	1,958	21,542	8.33%
Anoka County Linwood	15,796	15,796	1,316	14,480	8.33%
Anoka County Traveler	635,943	742,627	58,831	683,796	7.92%
Lakeville		27,510			
Rural Expense	1,380,006	2,441,903	202,399	2,211,994	8.29%
Total Rural/Small Urban Exp.	1,737,544	2,910,875	238,946	2,644,419	8.21%
NON-PROVIDER EXPENDITURES		0	0	0	N/A
Grand Total	83,424,641	92,945,961	8,097,183	84,821,268	8.71%

**REGIONAL TRANSIT BOARD
INVESTMENT SUMMARY BY FUND
FOR THE MONTH ENDED JANUARY 1994**

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
GENERAL FUND					
		Beginning balance	\$20,656,971		
		sold	(\$20,656,971)		
03-Jan-94	10-Jan-94	CP - Merrill Lynch	\$899,466	Dain Bosworth	3.090%
	10-Jan-94	sold	(\$899,466)		
03-Jan-94	24-Jan-94	CP - Nomura Holdings	\$1,996,360	Smith Barney	3.125%
	24-Jan-94	sold	(\$1,996,360)		
10-Jan-94	24-Jan-94	CP - Heller International	\$1,877,792	Dain Bosworth	3.070%
	24-Jan-94	sold	(\$1,877,792)		
18-Jan-94	31-Jan-94	CP - University Support LOC	\$1,997,790	Smith Barney	3.106%
	31-Jan-94	sold	(\$1,997,790)		
18-Jan-94	07-Feb-94	CP - MRG Finance Co.	\$5,191,073	Merrill Lynch	3.090%
24-Jan-94	14-Feb-94	CP - Orix	\$1,497,375	Dain Bosworth	3.050%
24-Jan-94	14-Feb-94	CP - University Support LOC	\$1,996,442	Smith Barney	3.098%
26-Jan-94	31-Jan-94	Repurchase Agreement	\$468,000	Smith Barney	3.050%
	31-Jan-94	sold	(\$468,000)		
27-Jan-94	31-Jan-94	Repurchase Agreement	\$275,000	American Bank	2.500%
	31-Jan-94	sold	(\$275,000)		
31-Jan-94	07-Feb-94	Repurchase Agreement	\$250,000	First Bank St. Paul	2.350%
31-Jan-94	22-Feb-94	CP - Rite Aid Corp.	\$2,245,765	Merrill Lynch	3.080%
		Ending Balance	<u>\$11,180,655</u>		
BOND ISSUE #2 - 1991 "G"					
		Beginning Balance	\$1,828,676		
		sold	(\$1,828,676)		
03-Jan-94	10-Jan-94	Repurchase Agreement	\$1,774,089	First Bank St. Paul	2.900%
	10-Jan-94	sold	(\$1,774,089)		
10-Jan-94	18-Jan-94	Repurchase Agreement	\$1,769,675	First Bank St. Paul	2.850%
	18-Jan-94	sold	(\$1,769,675)		
18-Jan-94	24-Jan-94	Repurchase Agreement	\$1,770,796	First Bank St. Paul	2.850%
	24-Jan-94	sold	(\$1,770,796)		
24-Jan-94	31-Jan-94	Repurchase Agreement	\$1,503,441	First Bank St. Paul	2.750%
	31-Jan-94	sold	(\$1,503,441)		
31-Jan-94	07-Feb-94	Repurchase Agreement	\$1,463,403	First Bank St. Paul	2.800%
		Ending Balance	<u>\$1,463,403</u>		
BOND ISSUE #3 - 1993 "D"					
		Beginning Balance	\$6,885,900		
		Ending Balance	<u>\$6,885,900</u>		
EDUCATION FUND					
		Beginning Balance	\$99,220		
18-Jan-94	17-Feb-94	U.S. Treasury Bill	\$89,794	First Bank St. Paul	2.795%
		Ending Balance	<u>\$189,014</u>		

REGIONAL TRANSIT BOARD
 SCHEDULE OF BOND RECEIPTS AND DISBURSEMENTS
 AS OF JANUARY 31, 1994

	TOTAL CAPITAL BOND	TOTAL BUDGET CAPITAL BOND	ACTUAL/BUDGET VARIANCE FAV/(UNFAV)
BEGINNING BALANCE	\$8,682,727	\$8,682,727	\$0
RECEIPTS			
BOND ISSUES	\$0	\$0	\$0
INTEREST	\$4,762	\$0	\$4,762
TOTAL RECEIPTS	<u>\$4,762</u>	<u>\$0</u>	<u>\$4,762</u>
DISBURSEMENTS			
CAPITAL EXPENDITURES	\$314,452	\$3,670,000	\$3,355,548
MISCELLANEOUS	\$0	\$0	\$0
TOTAL DISBURSEMENTS	<u>\$314,452</u>	<u>\$3,670,000</u>	<u>\$3,355,548</u>
EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS	(\$309,690)	(\$3,670,000)	\$3,360,310
OTHER DISBURSEMENTS			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
NET OTHER DISBURSEMENTS	\$0	\$0	\$0
ENDING BALANCE	<u>\$8,373,037</u>	<u>\$5,012,727</u>	<u>\$3,360,310</u>

DISBURSEMENT DETAIL

ISSUE 1991 "G"

City of Shakopee	\$5,414.61
City of Plymouth	\$9,504.64
City of Maple Grove	\$444.75
Southwest Metro	\$8,247.00
Commissioner of Transportation	\$250,000.00
Human Services Inc.	\$40,841.24

ISSUE 1993 "D"

TOTAL

\$314,452

\$314,452.24

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

DATE: April 11, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: David Schleicher, Accountant
SUBJECT: Financial Statements -February 1994

SUMMARY

The Administration and Finance Committee is asked to review the February 1994, financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles.

DISCUSSION

The beginning fund balances are carried over from the unaudited December 1993 financial statements.

The budget variance in the Metro Mobility fund has increased to approximately (negative) \$405,000 through February. The negative variance is \$280,000 from higher than projected provider expenditures and \$125,000 from higher A.T.E. management service costs.

RECOMMENDATIONS

That the Regional Transit Board receive the February 1994, financial statements and direct that they be placed on file.

Attachment
DS/me

REGIONAL TRANSIT BOARD
FINANCIAL STATEMENTS
Ending February, 1994

Balance Sheet.....	Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....	Page 2
Special Revenue Funds.....	Page 3
Program Status Report	Page 4
Schedule of Contracts & Expenditures-All Special Revenue Funds.....	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 FEBRUARY 28, 1994

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	FEBRUARY 1993 ALL FUNDS	CHANGE
ASSETS							
CASH	\$581,356	\$132,796	\$40,662		\$754,814	\$49,137	\$705,677
INVESTMENTS	\$2,308,258	\$0	\$8,288,164		\$10,596,422	\$12,114,954	(\$1,518,532)
TAXES RECEIVABLE	\$0	\$69,042,946	\$12,026,193		\$81,069,139	\$79,920,484	\$1,148,654
ACCRUED INTEREST RECEIVABLE	\$280	\$0	\$0		\$280	\$16,145	(\$15,865)
DUE FROM OTHER FUNDS	\$0	\$1,253,169	\$0		\$1,253,169	\$6,165,090	(\$4,911,921)
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$3,178,000	\$30,559,500	\$0		\$33,737,500	\$25,516,350	\$8,221,150
FEDERAL GOVERNMENT RECEIVABLE	\$100,339	\$17,354	\$0		\$117,693	\$459,349	(\$341,655)
OTHER ASSETS	\$20,589	\$925,606	\$443,748	\$619,528	\$2,009,472	\$2,068,855	(\$59,383)
TOTAL ASSETS	\$6,188,823	\$101,931,371	\$20,798,766	\$619,528	\$129,538,488	\$126,310,363	\$3,228,125
LIABILITIES							
ACCOUNTS PAYABLE	\$76,444	\$1,520	\$0		\$77,965	\$234,225	(\$156,260)
ACCRUED PAYROLL LIABILITIES	\$148,954	\$0			\$148,954	\$160,887	(\$11,933)
DUE TO MET COUNCIL	\$109,413	\$0	\$11,427,377		\$11,536,790	\$9,433,323	\$2,103,467
DUE TO MTC	\$0	\$14,174,692	\$599,926		\$14,774,618	\$18,027,320	(\$3,252,702)
TRANSIT PROVIDERS PAYABLE	\$0	\$4,402,700	\$8,127,863		\$12,530,563	\$6,535,978	\$5,994,585
DUE TO OTHER FUNDS	\$1,253,169	\$0	\$0		\$1,253,169	\$6,165,090	(\$4,911,921)
DEFERRED REVENUE	\$1,712,500	\$81,793,857			\$83,506,357	\$79,896,029	\$3,610,328
OTHER LIABILITIES	\$1,290	\$11,900	\$199,853		\$213,043	\$11,900	\$201,143
DEFERRED COMP HELD			\$443,748		\$443,748	\$394,208	\$49,540
TOTAL LIABILITIES	\$3,301,771	\$100,384,669	\$20,798,766	\$0	\$124,485,206	\$120,858,960	\$3,626,246
FUND EQUITY							
INVESTMENTS IN FIXED ASSETS DESIGNATED FOR NEW SERVICES	\$123,020			\$619,528	\$619,528	\$575,782	\$43,747
DESIGNATED FOR POL INSURANCE	\$213,021		\$0		\$213,021	\$973,020	(\$850,000)
UNRESERVED / UNDESIGNATED	\$2,551,011	\$1,546,702	\$0	\$0	\$4,097,712	\$3,744,579	\$353,133
TOTAL FUND EQUITY	\$2,887,052	\$1,546,702	\$0	\$619,528	\$5,053,282	\$5,451,402	(\$398,120)
TOTAL LIABILITIES & FUND EQUITY	\$6,188,823	\$101,931,371	\$20,798,766	\$619,528	\$129,538,488	\$126,310,362	\$3,228,126

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL AND SPECIAL REVENUE FUND TYPES—FOR TWO MONTHS ENDED FEBRUARY 28, 1994

		GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE		\$3,286,890	\$1,531,212	\$4,818,102	\$4,847,919	(\$29,817)
REVENUE	PROPERTY TAX		\$10,850,069	\$10,850,069	\$10,940,886	(\$90,817)
	STATE APPROPRIATIONS	\$342,500	\$4,714,417	\$5,056,917	\$5,056,917	(\$0)
	FEDERAL GRANTS	\$244,769	\$0	\$244,769	\$339,467	(\$94,698)
	INTEREST	\$60,618	\$0	\$60,618	\$58,333	\$2,285
	AGENCY REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
	MISCELLANEOUS	\$117	\$0	\$117	\$167	(\$49)
	TOTAL REVENUE	\$648,005	\$15,564,486	\$16,212,490	\$16,395,769	(\$183,279)
EXPENDITURES	SALARIES & BENEFITS	\$276,013	\$0	\$276,013	\$293,912	\$17,899
	MEMBER PER DIEMS	\$4,250		\$4,250	\$6,667	\$2,417
	CONSULTING	\$0	\$0	\$0	\$108,667	\$108,667
	LEGAL FEES	\$53,226		\$53,226	\$16,667	(\$36,559)
	PROFESSIONAL SERVICES	\$8,223	\$0	\$8,223	\$9,567	\$1,344
	MET COUNCIL CHARGEBACKS	\$28,500		\$28,500	\$28,500	\$0
	LOCAL TRAVEL	\$3,936	\$0	\$3,936	\$8,908	\$4,972
	NON-LOCAL TRAVEL	\$1,998	\$0	\$1,998	\$7,917	\$5,919
	MATERIALS & SUPPLIES	\$4,500	\$0	\$4,500	\$5,467	\$967
	OCCUPANCY/TELEPHONE	\$34,056		\$34,056	\$35,967	\$1,911
	PUBLIC COMMUNICATIONS	\$5,806	\$0	\$5,806	\$16,867	\$11,061
	EQUIP RENTAL/MAINTENANCE	\$2,597	\$0	\$2,597	\$5,392	\$2,795
	INSURANCE	\$1,519		\$1,519	\$10,700	\$9,181
	CAPITAL EXPENDITURES	\$5,183	\$0	\$5,183	\$4,167	(\$1,017)
	EMPLOYEE RECRUITMENT/DEVELOPMENT	\$3,267	\$0	\$3,267	\$4,358	\$1,092
TRANSIT PROGRAMS/GRANTS	\$264,769	\$15,898,997	\$16,163,766	\$15,724,830	(\$438,935)	
TOTAL EXPENDITURES	\$697,843	\$15,898,997	\$16,596,839	\$16,288,551	(\$308,288)	
EXCESS/(DEFICIENCY) REV OVER EXP	(\$49,838)	(\$334,511)	(\$384,349)	\$107,218	(\$491,567)	
FUND BALANCE	TRANSFERS					
	BOARD AUTHORIZATIONS	(\$350,000)	\$350,000	\$0	\$0	\$0
	NET TRANSFERS	(\$350,000)	\$350,000	\$0	\$0	\$0
ENDING FUND BALANCE	\$2,887,052	\$1,546,702	\$4,433,753	\$4,955,137	(\$521,383)	

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL SPECIAL REVENUE FUNDS--FOR THE TWO MONTHS ENDED FEBRUARY 28, 1994

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SM/URB 015	TOTAL SPECIAL FUNDS	BUDGET SPECIAL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE	(1,225,227)	160,342	1,980,391	615,707	1,531,212	1,871,946	(340,734)
REVENUE							
PROPERTY TAX	9,220,388	0	1,459,306	170,375	10,850,069	10,940,886	(90,817)
STATE APPROPRIATIONS	2,316,583	2,231,167	0	166,667	4,714,417	4,714,417	(0)
FEDERAL GRANTS	0				0	86,667	(86,667)
INTEREST	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT	0	0		0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0	0
TOTAL REVENUE	11,536,971	2,231,167	1,459,306	337,042	15,564,486	15,741,969	(177,483)
EXPENDITURES							
MTC OPERATING SUBSIDY	10,870,744				10,870,744	10,870,744	(0)
MTC RIDESHARE	108,333				108,333	108,333	(0)
MTC JOBSEEKERS	83,917				83,917	87,590	3,673
NON-MTC FIXED ROUTE	552,453				552,453	538,128	(14,325)
ATE MMSC		432,199			432,199	307,462	(124,738)
OPT OUT			1,124,943		1,124,943	1,134,386	9,443
RURAL SYSTEMS				410,757	410,757	406,984	(3,773)
SMALL URBAN				75,356	75,356	78,162	2,806
METRO MOBILITY PROVIDERS		2,240,294			2,240,294	1,959,205	(281,089)
OTHER					0	0	0
PROVIDER CAPITAL EXP	0	0	0	0	0	0	0
TRANSIT PROGRAMS/GRANTS	0	0	0	0	0	0	0
TOTAL EXPENDITURES	11,615,447	2,672,493	1,124,943	486,113	15,898,997	15,490,994	(408,003)
EXCESS/(DEFICIENCY) REVENUE OVER EXPENDITURE	(78,476)	(441,327)	334,363	(149,071)	(334,511)	250,976	(585,486)
FUND BALANCE							
TRANSFERS BOARD AUTHORIZATIONS	0	0	0	350,000	350,000	350,000	0
ENDING FUND BALANCE	(1,303,703)	(280,985)	2,314,754	816,636	1,546,702	2,472,922	(926,220)

**REGIONAL TRANSIT BOARD
PROGRAM STATUS REPORT
for the two months ended February 28, 1994
16.67% of year**

#	PROGRAM	ORIGINAL BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
94-01	RTB Chair's Office	\$324,518	\$57,842	\$266,676	17.82%
94-02	Executive Director's Office	\$199,036	\$77,351	\$121,685	38.86%
94-03	Programs/Planning Admin	\$201,484	\$15,537	\$185,947	7.71%
94-04	Transportation Planning Process	\$117,391	\$20,008	\$97,383	17.04%
94-10	Elderly and Disabled	\$298,791	\$19,838	\$278,953	6.64%
94-11	Rideshare Planning	\$395,035	\$13,374	\$381,661	3.39%
94-13	Transit System Planning & Impl.	\$412,574	\$38,827	\$373,747	9.41%
94-14	Transit Programs and Admin.	\$93,418,316	\$15,930,640	\$77,487,676	17.05%
94-15	Administrative Services	\$454,255	\$60,791	\$393,464	13.38%
94-16	Financial Management	\$271,159	\$39,960	\$231,199	14.74%
94-17	Personnel Administration	\$57,202	\$12,505	\$44,697	21.86%
94-19	Public Information	\$293,085	\$38,329	\$254,756	13.08%
94-20	Capital Expenditure Program	\$25,000	\$5,183	\$19,817	20.73%
94-22	Competitive Transit Services	\$15,736	\$0	\$15,736	0.00%
94-23	Light Rail Transit	\$13,559	\$0	\$13,559	0.00%
94-24	Central Corridor AA/DEIS	\$1,007,553	\$245,800	\$761,753	24.40%
94-26	Transit Test Mktg of New Serv.	\$170,681	\$11,392	\$159,289	6.67%
94-27	Community Relations	\$55,931	\$9,461	\$46,470	16.92%
Total Programs and Capital Expenditures		\$97,731,306	\$16,596,839	\$81,134,467	16.98%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the two months ended February 28, 1994
16.67% of year

	Current Contract	1994 Budget	2 Months Expense	Unexpended Budget	Expense % Of Budget
REGULAR ROUTE					
North Suburban	862,653	852,653	143,825	708,828	16.87%
U Of M – Route #52	1,035,611	518,000	101,487	416,513	19.59%
Valley Transit	110,117	110,117	18,112	92,005	16.45%
Roseville Circulator	2,236,716	590,000	90,361	499,639	15.32%
M.L.L. – BE Line	1,204,896	608,000	98,599	509,401	16.22%
M.L.L. – Route 55	2,826,945	550,000	100,069	449,931	18.19%
Regular Route Expense	8,276,938	3,228,770	552,453	2,676,317	17.11%
MTC–Rideshare	650,000	650,000	108,333	541,667	16.67%
MTC–Jobseekers	525,537	525,537	83,917	441,621	15.97%
MTC–Regular Route	65,224,463	65,224,463	10,870,744	54,353,719	16.67%
MTC–Regular Route Expense	66,400,000	66,400,000	11,062,994	55,337,006	16.66%
Total Regular Route Expense	74,676,938	69,628,770	11,615,447	58,013,323	16.68%
METRO MOBILITY					
ATE–MMSC–Administrative	1,825,889	1,844,771	432,199	1,412,572	23.43%
ATE–MMSC–Operating		11,755,229	2,240,294	9,514,935	19.06%
Metro Mobility Expense	1,825,889	13,600,000	2,672,493	10,927,507	19.65%
OPT–OUT					
City Of Plymouth	1,159,203	1,159,203	193,200	966,003	16.67%
City Of Shakopee	252,425	252,425	32,820	219,605	13.00%
Southwest Metro	1,866,660	1,866,660	310,919	1,555,741	16.66%
MN Valley Transit	3,065,185	3,065,185	510,864	2,554,321	16.67%
Maple Grove	459,644	462,843	77,140	385,703	16.67%
Opt Out Expense	6,803,117	6,806,316	1,124,943	5,681,373	16.53%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the two months ended February 28, 1994
16.67% of year

	Current Contract	1994 Budget	2 Months Expense	Unexpended Budget	Expense % Of Budget
SMALL URBAN					
Columbia Heights	59,005	59,005	8,402	50,603	14.24%
Hastings	82,172	82,172	11,252	70,920	13.69%
Hopkins	34,752	34,752	5,591	29,161	16.09%
NEST		111,434	18,572	92,862	16.67%
STEP	11,129	11,129	1,854	9,275	16.66%
White Bear	170,480	170,480	29,685	140,795	17.41%
Small Urban Expense	357,538	468,972	75,356	393,616	16.07%
RURAL					
Westonka	31,715	31,715	6,864	24,851	21.64%
Senior Transportation	47,000	47,000	9,544	37,456	20.31%
Delano Transportation	48,520	48,250	8,589	39,661	17.80%
Scott County		119,519	19,920	99,599	16.67%
H.S.I.	227,627	422,254	70,376	351,878	16.67%
DARTS	453,200	839,400	151,066	688,334	18.00%
Carver County	124,332	124,332	20,314	104,018	16.34%
Anoka County Volunteer	23,500	23,500	3,916	19,584	16.66%
Anoka County Linwood	15,796	15,796	2,632	13,164	16.66%
Anoka County Traveler	635,943	742,627	117,536	625,091	15.83%
Lakeville		27,510			
Rural Expense	1,607,633	2,441,903	410,757	2,003,636	16.82%
Total Rural/Small Urban Exp.	1,965,171	2,910,875	486,113	2,397,252	16.70%
NON-PROVIDER EXPENDITURES		0	0	0	N/A
Grand Total	85,271,115	92,945,961	15,898,997	77,019,454	17.11%

**REGIONAL TRANSIT BOARD
INVESTMENT SUMMARY BY FUND
FOR THE MONTH ENDED FEBRUARY 1994**

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
GENERAL FUND					
		Beginning balance	\$11,180,655		
		sold	(\$11,180,655)		
07-Feb-94	22-Feb-94	CP - Merrill Lynch	\$1,877,493	Dain Bosworth	3.204%
	22-Feb-94	sold	(\$1,877,493)		
14-Feb-94	28-Feb-94	Baynor Energy-L.C. Mitsubishi	\$3,345,668	Smith Barney	3.329%
	28-Feb-94	sold	(\$3,345,668)		
22-Feb-94	07-Mar-94	(GECC) Gen. Elec. Cr. Corp.	\$549,394	American Bank	3.053%
28-Feb-94	07-Mar-94	CP - University Support LC Fuji	\$1,758,864	Smith Barney	3.322%
		Ending Balance	<u>\$2,308,258</u>		
BOND ISSUE #2 - 1991 "G"					
		Beginning Balance	\$1,463,403		
		sold	(\$1,463,403)		
07-Feb-94	14-Feb-94	Repurchase Agreement	\$1,458,786	First Bank St. Paul	3.000%
	14-Feb-94	sold	(\$1,458,786)		
14-Feb-94	21-Feb-94	Repurchase Agreement	\$1,211,286	First Bank St. Paul	3.100%
	21-Feb-94	sold	(\$1,211,286)		
22-Feb-94	28-Feb-94	Repurchase Agreement	\$1,212,438	First Bank St. Paul	3.000%
	28-Feb-94	sold	(\$1,212,438)		
28-Feb-94	07-Mar-94	Repurchase Agreement	\$1,213,044	First Bank St. Paul	3.150%
		Ending Balance	<u>\$1,213,044</u>		
BOND ISSUE #3 - 1993 "D"					
		Beginning Balance	\$6,885,900		
		Ending Balance	<u>\$6,885,900</u>		
EDUCATION FUND					
		Beginning Balance	\$189,014		
		sold	(\$89,794)		
22-Feb-94	08-Apr-94	Bankers Acceptance	\$90,000	First Bank St. Paul	2.810%
		Ending Balance	<u>\$189,220</u>		

REGIONAL TRANSIT BOARD
SCHEDULE OF BOND RECEIPTS AND DISBURSEMENTS
for the two months ended February 28, 1994

	TOTAL CAPITAL BOND	TOTAL BUDGET CAPITAL BOND	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING BALANCE	\$8,682,727	\$3,515,435	\$0
RECEIPTS			
BOND ISSUES	\$5,186	\$0	\$5,186
MISCELLANEOUS	\$317	\$0	\$317
INTEREST	\$7,864	\$0	\$7,864
TOTAL RECEIPTS	<u>\$13,367</u>	<u>\$0</u>	<u>\$13,050</u>
DISBURSEMENTS			
CAPITAL EXPENDITURES	\$568,231	\$750,000	\$181,769
MISCELLANEOUS	\$0	\$0	\$0
TOTAL DISBURSEMENTS	<u>\$568,231</u>	<u>\$750,000</u>	<u>\$181,769</u>
EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS	(\$554,864)	(\$750,000)	\$194,819
OTHER DISBURSEMENTS			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
NET OTHER DISBURSEMENTS	\$0	\$0	\$0
ENDING BALANCE	<u>\$8,127,863</u>	<u>\$2,765,435</u>	<u>\$194,819</u>

DISBURSEMENT DETAIL

ISSUE 1991 "G"

City of Shakopee	\$10,829.22
City of Plymouth	\$9,504.64
City of Maple Grove	\$444.75
Southwest Metro	\$8,247.00
Commissioner of Transportation	\$250,000.00
Human Services Inc.	\$40,841.24
MN Valley Transportation	\$248,364.25

\$568,231.10

ISSUE 1993 "D"

\$0.00

TOTAL

\$568,231.10

REGIONAL TRANSIT BOARD

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

DATE: April 14, 1994
TO: Chair and Members of the Policy Committee
FROM: Elaine K. Bauer, Planner II *EKB* *gk*
SUBJECT: Five-Year Transit Plan - Chapter 3 (Transit Policies)

SUMMARY

A draft of Chapter 3 (Transit Policies) of the Five-Year Transit Plan has been completed and is being presented to the Policy Committee for review and comment. No action is requested.

DISCUSSION

Chapter 3 sets forth the transit policies of the Metropolitan Council and the Regional Transit Board. In the first section, the policies from the Metropolitan Council's Transportation Development Guide/Policy Plan, that relate to transit development, are listed.

The following sections in chapter 3 contain the RTB's transit policies as they pertain to transportation and land use relationships, improving environmental quality, technological innovations, security and service quality, transit marketing, competitive service procurement, accessibility, operations, and financing.

Policies that the RTB has approved since Vision '97 was adopted are included and are indicated with underlining. The information on Metro Mobility will be revised again to reflect the new changes that will be occurring in the next few months.

With the new format of the Five-Year Transit Plan, some of the policies that were in Vision '97 were removed because they were redundant. A list of these policies is attached.

RECOMMENDATION

Chapter 3 is presented to the Policy Committee for review and comment. No action is requested.

PHASE II SUMMARY OF FINDINGS

EXISTING TRANSIT POLICIES, GOALS, AND PRIORITIES

- The Metropolitan Council and Regional Transit Board update transit/transportation policies every two years. The Metropolitan Council's Transportation Policy Plan was updated in late 1993. The RTB's Five-Year Transit Plan will be updated in 1994.
- The last update of Dakota County's transportation policies were in 1985.
- The RTB's Five-Year Transit Plan prioritizes transit service delivery into three major regional priorities:
 1. Service to transit dependent persons - targeting regular route service to areas with high numbers of transit dependents and enhance paratransit services for people unable to use regular route service.
 2. Service to underserved areas - provide new services to areas currently receiving limited or no service.
 3. Congestion relief - provide express services in congested corridors.

TRANSIT MARKET RESEARCH

- Between 1988 and 1993, the RTB conducted ongoing market research on RTB funded transit programs and identified transit needs of both present users and non-users of transit.
- A profile of riders of all MTC services include: average age - 36.5 years, average household income - \$29,000, 65.7 percent of trips made by women, nearly 60 percent of trips were made to and from work, 27.5 percent of trips transfer to another bus, and 27 percent of riders have no vehicle available to make the trip.
- The Metropolitan Council's Older Persons in Dakota County found that, of the 100 Dakota County seniors surveyed, 4 percent lacked transportation and 17 percent are neither drivers nor the spouses of drivers.
- The 1991-1992 MVTA Marketing Study provided insight into future directions for expansion of service with the following findings: 85 percent are satisfied with MVTA services, less than 15 percent of commuters make intermediate stops to or from work, 55 percent regarded bus shelters at major stops a very important improvement. Enthusiasm for dial-in service diminished to minimal levels if the cost were substantially greater than the current cost of public transportation. A majority of residents would support a \$25 increase in their property taxes for a more efficient public transit system.
- The City of Lakeville's 1993 Community Transportation Survey revealed the following: 32 percent of sample would be either very likely or somewhat likely to use public transportation if it were available, the highest levels of potential interest for public transportation were 45 percent for light rail to the Bloomington strip or downtown Minneapolis and 45 percent for express buses to the downtown areas or the Mall of America. To be viable, public transportation would need to offer Lakeville residents extensively wide ranging schedules as well as varied geographical routes.

CHAPTER 3. TRANSIT POLICIES

This chapter sets forth the transit policies of the Metropolitan Council and the Regional Transit Board. The Metropolitan Council's policies are comprehensive policies relating to transit. The RTB's policies are specific policies relating to transportation and land use relationships, environmental quality, technological innovations, security and service quality, marketing, competitive service procurement, accessibility, operations, and financing.

COMPREHENSIVE TRANSIT POLICIES

The Metropolitan Council's Transportation Development Guide/Policy Plan is a comprehensive development guide that recognizes and encompasses the physical, social, or economic needs of the Metropolitan Area and the future developments which will have an impact in the entire area, including highways and transit facilities. The Metropolitan Council's policies are broad action statements developed to ensure that transportation problems and issues of the region are addressed in an effective and timely manner.

Following are the Metropolitan Council's policies that relate to transit development:

Policy 1. The regional transportation system will be designed and constructed to support the region's economic vitality and quality of life, and provide for safe, efficient movement of people and goods through strong, effective highway and transit components.

Policy 2. Regular- (or fixed-) route transit and ridesharing in the region must be strengthened to be more competitive with the single-occupant automobiles, particularly for commuters, through appropriate investments in services and facilities that provide incentives to share rides and use other forms of transit.

Policy 3. Ridesharing, conventional transit, pedestrian and bicycle facilities, improved land use patterns, development site design, and travel-demand management strategies, such as variable work hours and parking incentives shall be implemented by local government, developers and employers to reduce the projected increase in motorized traffic and help reduce the need for additional capacity and maximize the energy efficiency of the metropolitan highway and transit systems during peak hours.

Policy 4. 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.

Policy 5. Many different types of transit are appropriate within the Metropolitan Area: regular-route services (fixed route, fixed schedule, including local and express buses, internal circulators and light rail transit); ridesharing (car pools, van pools and subscription bus); and special transportation services (for elderly and disabled people- for example, demand responsive, flexible route, flexible schedule).

Policy 6. All transit system components must be coordinated effectively to function as integral parts of the regional transportation system.

Policy 7. The effectiveness of the regional transit system will be maximized through the use of both public and private operators, while preserving the transit system's integrity and encouraging efficient operation.

Policy 8. The Regional Transit Board will be required to adopt and periodically reevaluate a set of fare policies that reflect a balance between the actual operating cost of the service, subsidy levels, and the public purpose or need for the service, and consider the cost of alternative transportation methods.

Policy 9. Transit financing should be the shared responsibility of users and federal, state, regional and local governments, as well as the private sector. The Regional Transit Board will be required to include a comprehensive set of financial policies in its implementation plan that reflect these responsibilities and that address future fiscal implications of short-range financial decisions.

Policy 10. The Regional Transit Board must implement the transit component of the Metropolitan Council's Transportation Development Guide/Policy Plan, and include the elements and conform to the format described in Appendix B: "Content Requirements for Implementation and Financial Plans of the Regional Transit Board." The implementation plan must also reflect the most recent regionally endorsed transit plans, including light rail plans for I-35W, the alternatives analysis for the central corridor, HOV lane plans and studies, and other coordinated plans and evaluations that are related to the regional transit system.

Policy 14. The Council will require integrated planning for land use and all transportation modes in the metro centers to optimize the use and minimize the need for investments in the metropolitan highway and transit systems, to maximize the energy efficiency of the transportation system, and to avoid further degradation of air quality.

Policy 15. The Metropolitan Council will require integrated planning for land use and transportation for regional business concentrations to optimize use of and minimize the need for investments in the regional metropolitan highway and transit systems, to maximize energy efficiency of the transportation system and to avoid further degradation of air quality.

Policy 18. Public participation must be promoted in formulating transportation policy and implementing decisions.

TRANSPORTATION AND LAND USE RELATIONSHIPS

Policy: The RTB will promote land use and parking policies supporting transit use.

Land use decisions that consider transit use will, in the long term, result in a more viable regional transit system.

Land use decisions have a significant impact on the transportation system, affecting traffic congestion, transit, and ridesharing. The decision to build a downtown office tower may require a restructured bus schedule or implementation of other travel demand management measures. Construction of an office complex near a suburban freeway interchange can require similar measures to mitigate the traffic created.

Forecasts show the number of trips, particularly in suburban areas, is expected to increase in the Twin Cities metropolitan area. Metropolitan Council policies call for greater reliance on transit and ridesharing rather than construction of additional freeways or added lane capacity.

The land use decision-making process is an important way to begin to manage traffic before it becomes a problem and to encourage greater reliance on transit. Critical issues to consider include development density, mixed-use developments, innovative site planning/building design, and parking availability and cost.

Transit service can be provided most cost-effectively to high-density development. Such density has typically been located in central city neighborhoods and downtowns but can also relate to suburban office concentrations. In both central city and suburban areas, land use decisions should attempt to concentrate high-density residential or office uses along transit corridors. Suburban communities can focus development into high-density nodes that provide a density of destinations that can enable more cost-effective transit delivery or support ridesharing.

Mixed-use developments enhance transit by clustering services within convenient distances. Such projects combine employment, shopping, recreation, entertainment, services, and sometimes housing within walking distance allowing individuals to utilize transit for commuting and also accomplish a variety of non-work trips.

Innovative site planning and building design to provide easy pedestrian transit access are important in ensuring the success of transit. Individual buildings should provide transit waiting areas or convenient locations for car pool or van pool loading. In suburban settings or office parks, building layouts should be arranged to accommodate transit with shelters, covered walkways, bus pull-in areas or other amenities.

Perhaps one of the most important factors related to transit use is the availability and cost of parking. Experience in other cities has demonstrated that preferential parking and reduced parking rates for multi-occupant vehicles are effective in reducing the number of single-occupant vehicles. This method works best in downtown locations where parking is expensive and limited. Suburban office parks, however, typically offer free parking, which makes it more difficult to encourage ridesharing or transit use. The region must determine the appropriate balance between providing parking and maintaining high levels of transit service.

IMPROVING ENVIRONMENTAL QUALITY

Aside from congestion mitigation, transit and travel demand management tools can play a key role in improving the environmental quality of life in the region. The Twin Cities was recently designated as one of only 14 international cities for testing CO₂ reduction efforts. By offering an alternative to the single-occupant vehicle, transit becomes an effective method for reducing pollution. Two key efforts—which the RTB, transit providers, and other concerned organizations are working on to enhance the role of transit in protecting the environment—are promoting bicycles as a non-polluting travel demand management measure and examining cleaner-burning alternative fuels for transit vehicles.

Policy: The RTB will promote the expanded use of bicycle transportation.

An expanded network of bikeways will enhance the attractiveness of commuting by bicycle, which can reduce auto trips. Improvements such as bicycle storage at park-and-ride lots and bike racks on buses can allow bicycles to serve as "feeders" to the regional transit system.

Policy: The RTB will promote the use of alternative-fuel vehicles in providing transit services.

Cleaner-burning buses will improve air quality and improve the image of transit service among metro area residents.

TECHNOLOGICAL INNOVATIONS

Policy: The RTB will encourage and make use of technological innovations to improve the delivery and promotion of transit services.

New technologies may radically change how we use transit and how transit service is provided. Research and development of transit applications for intelligent vehicle highway systems (IVHS) is currently underway in the Twin Cities and throughout the world. A broad range of IVHS technologies are coming onto the market which show potential to greatly improve the convenience of using transit while improving the cost effectiveness of transit service delivery.

The RTB, working with Mn/DOT's Guidestar IVHS program and transit providers, is currently examining various new technologies.

Advanced Traveler Information Systems

This research is aimed at getting transit information to transit customers faster and more reliably. One possibility being explored is to provide real-time transit information to customers. By knowing precisely when the next bus will arrive, the reliability of using transit will be greatly enhanced.

Smart Card Fare Systems

Breakthroughs in use of computer chips on credit cards open possibilities for moving to a cashless transit fare system. Customers might add value to their smart fare cards at automated teller machines, with the correct fare automatically deducted from the card as they board the bus. Customers using smart cards on paratransit service could be billed on a monthly basis for transit. This would eliminate the need for customers to find correct change for fares or purchase special transit passes. It could also speed passenger boarding and allow distance-based fares. Eliminating the need for transit operators to handle cash might also improve the efficiency of transit operations.

Automatic Vehicle Location (AVL)

These systems would allow transit operators to know the exact location of vehicles at all times. Satellite technologies developed for military uses are now being applied to

tracking vehicle fleets. This might allow improvements in on-time performance of buses and improve security of drivers and passengers.

Automated Dispatching Systems

New systems coming on the market show promise of much greater effectiveness of paratransit vehicle dispatching. Combined with AVL technology, these systems could allow paratransit providers to automatically dispatch the nearest vehicle as soon as a rider requests a ride. This might eliminate the need for day-ahead requests for dial-a-ride service.

Together, these IVHS technologies open tremendous possibilities, particularly in improving the effectiveness of transit serving lower-density suburban areas. In the future, a customer might use a smart card telephone to electronically request a ride. A computer at the transit center would then automatically dispatch the nearest van, bus or shared-ride taxi, which would arrive within minutes. The vehicle would take the passenger to their destination, or through AVL systems automatically coordinate a quick transfer to another bus at a transit hub. The fare for the trip would be automatically deducted from the passenger's smart card as they leave the vehicle.

The possibilities for IVHS technologies to make transit use quicker, easier, and more cost effective are just beginning to be explored. The RTB will investigate transit application of IVHS systems with regional transit providers.

SECURITY AND SERVICE QUALITY

Policy: Transit services should be provided in a secure, comfortable and reliable manner to ensure customer satisfaction and loyalty.

This policy is essential to attracting and retaining riders. Improved security, both on the bus and at bus stops, can improve the attractiveness of transit use. More reliable service, primarily through better on-time performance, can also improve ridership.

Security and service quality issues are often raised as transit use concerns. The 1992 Market Research Study found that a portion of Twin Cities residents perceive that riding the bus is not secure. In addition, people did not feel secure while waiting for the bus. Customer satisfaction received high marks. The study found that 56 percent of all riders rate the transit system excellent or very good. Furthermore, 31 percent believe service has improved since 1989. However, 40 percent of the survey respondents thought bus shelter availability was poor. Of all people who were classified as former riders in the 1992 Market Research Study, i.e., used to ride the bus on a regular basis, 80 percent rated bus shelter availability fair or poor and 59 percent rated service frequency fair or poor.

TRANSIT MARKETING POLICIES

Although the many transit providers in this region are coordinated, people do not perceive the services as connected. The elements of marketing a regional transit system have been fragmented. An essential role of the RTB is to act as a regional marketing agent.

Policy: Regional marketing activities will be implemented to increase ridership and understanding of the system.

The regional regular route transit system lost ten million annual trips in the last five years. Ridership declines must be reversed. All regional marketing activities will be geared to increasing ridership. In addition, marketing programs will be evaluated by cost-effectiveness and how much ridership they generate.

Policy: The regional transit system shall have a uniform identity.

There are 33 transit providers in the region. To illustrate the connection between these services and to denote the regionality of the system, it is crucial to establish and implement a uniform identity. The 1991 Market Research Study recommended implementing such a program.

COMPETITIVE SERVICE PROCUREMENT

Policy: The RTB will use a fair competitive procurement process to establish service contracts within its legislative authority.

When the public operator is involved in a competitive bidding process, it is important to ensure that public subsidies do not provide an unfair advantage over the private sector bidders. State and federal policies are designed to protect private enterprise outside of the fully developed service area by requiring the public operator to submit bids that reflect all direct and indirect costs associated with providing the service. That provides the selection committee with the only feasible means of comparing cost effectiveness between RFP submissions.

Whether publicly or privately operated, all RTB-funded contract services are candidates for procurement through a competitive process. The RTB needs to make certain that this policy is implemented uniformly throughout the region.

The RTB is mandated by statute to develop and maintain performance standards for transit systems and individual routes. Should a route's "subsidy per passenger" or a system's "fare box recovery rate" fall outside of the established level, action must be taken to either increase revenue or reduce costs. One option for reducing overall cost is to bid the service out to a private provider. Nationally, it has been found that competitive procurement of transit and paratransit service may result in better, more cost-effective service. As a result, a competitive procurement process has been established in the Twin Cities as an important tool for maximizing public dollars in the provision of transit under certain circumstances.

In 1989, the RTB received a federal grant to study the role and impact of the Twin Cities' metropolitan governmental structure on its competitive transit environment. The study produced a number of useful products including the Standards, Procedures and Guidelines for Competitive Procurement of Transit Services document. The study evaluated the existing competitive climate, institutional barriers, and fully allocated versus marginal costing principles.

The Standards, Procedures and Guidelines for Competitive Procurement of Transit Services was revised in late 1992 to reflect recent changes in procedures; however, the primary process remains unaltered.

The RTB's primary tool for procuring contracted service is the request for proposal (RFP). This method allows the RTB to consider several criteria for awarding a contract; a "bid" process requires that the lowest "responsible" bid be accepted. The RFP process allows the RTB to select an operator who proposes a superior service concept at a somewhat higher cost.

Until July 6, 1993, marginal pricing had been permitted when justified, but disputes arose over the marginal cost bids submitted by the MTC, which had won several contracts on that basis. The RTB conducted a study of the cost structure of the MTC to determine the extent to which marginal pricing is appropriate. New guidelines were developed.

The following policies apply to contract services for which the Metropolitan Transit Commission (MTC) and private providers are in competition.

1. Marginal cost proposals may be considered if:
 - a. marginal costs fairly represent the actual costs that will be incurred as a result of providing the segment of service; and
 - b. the fully allocated costs of other segments of service will not increase as a result of providing that segment of service.
2. The MTC's limits for submitting proposals on a marginal cost basis are:

	<u>Peak Vehicles</u>	
	<u>Number</u>	<u>Percent of Capacity</u>
<u>Single Contract</u>	<u>45</u>	<u>5%</u>
<u>Cumulative Total</u>	<u>136</u>	<u>15%</u>

3. As part of its annual review of the MTC's budget, the RTB shall audit and approve the MTC's marginal pricing method.
4. The RTB and communities that contract for service will exclude vehicle capital costs from consideration in the evaluation of proposals.

The competitive procurement process is favored for all contract services. To clarify the role of the public operator, the MTC legislation passed in 1989 (Minnesota Statute 473.385) specifies service areas or situations under which the RTB may provide financial assistance to private and public transit operators. These include:

- Alternative services such as community dial-a-ride or circulator services.
- Service currently provided by a private operator.
- New regular route service outside the fully developed service area.
- Regular route replacement (opt-out) service.
- Regular route services provided to institutions or organizations operated under RTB cost-sharing guidelines.
- Regular route services that do not meet established performance measures.

New regular route service within the fully developed service area will be operated by the MTC, consistent with current legislation.

ACCESSIBILITY POLICIES

Policy: All public transit services in the region will become fully accessible and the complementary paratransit service will be restructured consistent with the federally required ADA Paratransit Plan for the Twin Cities Metropolitan Area to be implemented by 1997.

Persons with disabilities will substantially benefit from the accessible and coordinated, regional network of transit services envisioned by the RTB. This includes operating lift-equipped buses and making the system otherwise accessible for those with disabilities. Accessible regular route service increases the travel options for persons with disabilities and lessens demand for higher-cost special services. Transit hubs will provide a convenient means for transit riders to connect to accessible regular route, Metro Mobility, or other paratransit services.

In areas where accessible regular route or small bus systems become available, there is an opportunity to direct eligible Metro Mobility riders to those services for some or all of their trips. This concept is crucial to managing the growing, future demand for Metro Mobility services.

The RTB strives to make all transit services accessible to those with disabilities. The RTB's overall strategy for providing accessible transit services is based on four principles:

- Maximize use of the accessible regular route system.
- Mandate that all small bus systems are accessible.
- Redefine Metro Mobility to serve persons with disabilities without other transit options, consistent with the Americans with Disabilities Act (ADA) guidelines.
- Anticipate that transit needs may require additional innovative service options.

With input from the Transportation Accessibility Advisory Committee, plans were developed and are underway to make the entire regular route bus fleet accessible over the next eight years. By 1997, all of the buses deployed during the midday will be lift-equipped, and by 2002 the entire fleet will be lift-equipped. At present, approximately 15 percent of the fleet is accessible.

Accessible paratransit service will be provided in the same geographic area, during the same service hours, and available at comparable fares as regular route service for persons who have been defined by ADA rules as eligible for the service.

Accessible paratransit service will become an integral part of the coordinated, accessible regional transit system meeting all ADA requirements in the mandated core service area. Service will be coordinated with the accessible local suburban circulation systems at transit hubs allowing for connections to other accessible and regular route transit systems.

To provide a fully accessible transit system, local community support is necessary to access bus stops. This could include help in the siting of bus stops and cleaning snow from stops.

Policy: The ADA guidelines will be fully incorporated into the design of the Metro Mobility system including the use of a new functional assessment tool for determining eligibility.

Metro Mobility certification is being revised to more closely reflect the guidelines outlined in the ADA. Eligibility will be based on a person's functional ability to use accessible regular route service. Other requirements to be monitored for compliance with ADA include service area and hours, fares, capacity constraints, response time, and trip purpose.

OPERATIONS POLICIES

The RTB has established policies for the provision of transit service in the metropolitan area. Performance standards were also developed for evaluating the performance of routes and paratransit services.

Provision of Service

Policy: Regular route service will be provided to meet the needs of transit-dependent persons.

Regular route service should enhance the mobility of transit-dependent persons. The greatest concentrations of transit dependent live in the central cities and fully developed areas.

Policy: Regular route service should conform to the RTB's service design guidelines.

These guidelines describe appropriate levels of service for various types of routes. Application of these guidelines will lead to more uniform levels of service throughout the region. The guidelines can be found in Appendix A.

Policy: A priority will be placed on funding supplemental transit services in communities where transit needs are not met by the regional regular route system.

Paratransit services should be considered in areas to supplement or take the place of regular route service. This is particularly true for trips within a community or subarea of the region. Generally, these services are appropriate in areas with residential densities of three units per acre or less. The RTB's paratransit service design guidelines can be found in Appendix B.

Small bus services will play a larger role as the Vision for Transit is fully implemented. These fixed-route or dial-a-ride services will be designed to move people within communities and to take people to transit hubs. In this way, these services perform the same function as local regular routes but are suited to lower-density suburban areas where "big bus" regular route service cannot operate effectively.

Policy: Transfer reciprocity is required between all regular route transit service and non-specialized paratransit service dial-a-rides.

The RTB is mandated by statute (MN Stat. 473.375, Subd. 14) to coordinate the regional transit system. An important part of developing a fully integrated transit system is ensuring that transfers can be used between different routes and programs. This provides riders with the ability to travel throughout the region on a single fare, although certain stipulations apply to minimize misuse.

Policy: New service concepts for Metro Mobility will be explored as a continual means to improve service quality, efficiency and budget control, and the RTB will ensure that coordination exists between Metro Mobility and the county programs that overlap the service area.

The move to a coordinated, centralized Metro Mobility system from the existing decentralized operation was a means to improve service quality and efficiency for the long term. Changing the way operators are paid allows for greater budget control and service productivity; for example, paying providers on an hourly rate basis rather than per trip. Other changes include centralization of the trip reservations, scheduling, and dispatching functions; institution of long-term, hourly rate contracts with three providers to serve the core area; use of capital bonding proceeds for the purchase of a uniform fleet of vehicles; acquisition of paratransit software to facilitate day-to-day operations; use of transfers between vehicles arranged in a manner that ensures rider safety; and coordination of service to eliminate duplication between the core service area and the outlying areas served by county programs.

(Explain Core Service Area)

The county programs provide transportation for persons with disabilities, the elderly, and others with special transportation needs in areas outside the Metro Mobility service area. The county programs coordinate travel with Metro Mobility for ADA eligible persons who reside in the outlying areas and are traveling into the Metro Mobility service area.

Policy: All promotional and special event service will comply with the RTB's Special Events Policy.

The Special Events Policy establishes guidelines for public transit service designed for a specific event or service which is promotional in nature. This includes all services provided outside of regular routes, schedules, hours, service areas, etc. The policy applies to MTC and all other public transit providers receiving RTB funding. Private transit operators, under contract to the RTB, are not covered by this policy, but instead must comply with contract provisions regarding use of vehicles for charter operations and other special events.

Policy: The RTB will develop and advocate travel demand management (TDM) strategies for both employers and users of all modes of transit.

Ridesharing and other TDM strategies are proven means of reducing highway congestion. The RTB will seek to implement both voluntary and mandatory programs aimed at reducing single occupant vehicle trips during the peak periods. RTB will continue to provide local governments, employers, and developers with technical assistance to develop and implement TDM programs.

Policy: The RTB will encourage and support additional highway and parking facilities dedicated to high occupancy vehicle (HOV) use.

Facilities such as HOV lanes, ramp meter bypasses for HOVs and preferential car pool and van pool parking all provide incentives for HOV use. The Twin Cities has been recognized as a national leader in providing HOV facilities. In addition, the Metropolitan Council's Transportation Policy Plan calls for adding HOV lanes and facilities when increased highway capacity is needed in the region. The RTB will work to support development of additional HOV facilities and coordinate transit services and program using these facilities.

Policy: TDM efforts will be targeted at congested highway corridors and employment concentrations.

For TDM programs to be successful, commuters must perceive a congestion problem, the implemented TDM strategies should give an advantage over the single occupant vehicle (SOV), and a large enough population should be influenced to change. Highway corridors that have increasing congestion or that have infrastructure improvements provide the best opportunity for successful HOV programs. Past experience has also demonstrated that working with employers is the most effective means of promoting ridesharing and other TDM strategies. Priority market groups for TDM activities include:

- peak-period commutes in congested transportation corridors,
- employees and employers in the metropolitan centers,
- employees and employers in the regional business concentrations,
- commuters who live or work in outlying areas where fixed-route public transit is not provided or is prohibitively expensive to implement,
- those who depend on ridesharing as the primary means of travel to work,
- students,
- corridors with HOV facilities, and
- persons with disabilities who use ridesharing.

Policy: LRT plans should be consistent with the recommendations of the Regional Transit Facilities Plan.

The RTB is required to approve final engineering plans developed by the regional railroad authorities. These plans must conform to the LRT provisions in the Regional Transit Facilities Plan and the system and design standards in the LRT Regional Coordination Plan.

Performance Standards

Policy: Performance standards will be used to evaluate all regular route service funded by the RTB.

The RTB has developed performance standards to ensure that the region's investment in regular route service results in maximum effectiveness and efficiency.

Standards were developed in 1990 to be applied to local radial, local crosstown, peak-hour express, and all-day express routes. The performance standards for regular route service are shown in Table 3.1.

**TABLE 3.1
REGULAR ROUTE SERVICE PERFORMANCE STANDARDS**

<u>Service Type</u>	<u>Subsidy Per Passenger</u>
Local Radial Routes	\$3.25
Local Crosstown Routes	\$4.00
Peak-Hour Express Routes	\$3.85
All-Day Express Routes	\$3.50

These standards will be applied to all regular route service funded by the RTB. The subsidy per passenger will be determined on the basis of all fully allocated costs and public subsidies attributable to individual routes for weekday and weekend service. The individual transit programs must maintain financial and operation records such that subsidy per passenger figures can be determined on a per-route and mode basis. For MTC service, costs will be based on analysis of the RTB four-factor cost model. The subsidy per passenger standard will be reviewed annually and revised as needed every two years with updates of the five-year plan.

Although the subsidy per passenger measure provides the best overall indicator of route performance, other factors must be considered. Routes that exceed the subsidy standards will be further evaluated against system averages for fare box recovery ratio, cost per hour, and passengers per mile. In 1990, MTC conducted a Comprehensive Operations Analysis (COA). An analysis was done on all MTC routes and route segments to determine boarding and alighting by stop, boarding per trip by time period, and schedule adherence. It is recommended that the MTC perform another COA in 10 years. It is also recommended that all the other providers also perform a COA of their operations.

If routes do not meet the performance standards and also perform below average for the other measures, the following process would be initiated:

1. RTB staff and providers will conduct a public meeting to describe alternative actions and receive comments from riders. Possible actions include:
 - monitoring route over a specified period of time,
 - restructuring the route,
 - contracting the route to a lower-cost provider, or
 - terminating the route.
2. A recommendation on possible action will be presented to the RTB. This recommendation will include an analysis of the number of transit dependents served by the route, other transit services available in the area, and a summary of route marketing efforts.
3. If a preliminary decision is made to terminate a route or restructure more than 25 percent of the route miles, the RTB will conduct a public hearing to receive testimony from those affected.
4. Following the public hearing, the RTB will take final action and direct the service provider to terminate or restructure the route.

Policy: Performance standards will be used to evaluate all small bus service funded by the RTB.

The RTB has established performance standards to ensure that funding for small bus services is used effectively. Due to the different operating characteristics, different performance standards are used for fixed-route and dial-a-ride programs.

Fixed-route services, operating on fixed routes and schedules, have the same operating characteristics as local crosstown service. These services will, therefore, be evaluated against the local crosstown standard of \$4.00 ceiling subsidy per passenger. Services not meeting this standard will follow the process developed for other regular route services, with options to restructure, contract or eliminate the service.

General public dial-a-ride service will be evaluated against a performance standard of \$5.00 ceiling subsidy per passenger. This standard is based on a minimum passenger productivity of four passengers per revenue hour. The RTB will provide funding up to this amount, or the current regional funding share for dial-a-ride programs (60 percent or 65 percent), whichever is less. For programs exceeding this standard, cost reduction measures must be applied, or additional local funding provided to fund the costs.

Policy: Performance standards will be used to evaluate specialized transportation services funded by the RTB.

The county programs funded by the RTB must meet performance standards similar to those for the small bus services.

The standard for county programs is different given the characteristics of special transportation service involving greater passenger assistance. The ceiling subsidy per passenger is set at \$9. If service exceeds this threshold, the county is required to contribute the additional subsidy. This standard, to some extent, serves as an incentive to contain costs by coordinating trips with other services, such as Metro Mobility, whenever possible.

Policy: Performance measures and service specifications will be developed and used to evaluate the effectiveness of rideshare and TDM programs.

The RTB's Rideshare Advisory Committee is currently considering the appropriate measures and criteria to evaluate program performance and, specifically, how the program may be operated more effectively in the future.

FINANCING POLICIES

Capital Funding

The RTB provides capital funding to transit providers and, through the transit hub program, to local communities.

Policy: The RTB will seek to maximize federal funding for transit capital needs.

The Federal Intermodal Surface Transportation Efficiency Act (ISTEA) provides for unprecedented flexibility in transportation funding. The RTB will continue to work for sufficient federal funding for transit projects.

The recently enacted ISTEA sets a new direction in federal transportation funding. ISTEA places flexible approaches to funding whatever transit or highway projects are best suited to maintaining mobility in urban areas while protecting the environment. The RTB and transit providers must continue to ensure that investments in the transportation infrastructure within the region include improvements for transit service.

Policy: The RTB will provide funding for 100 percent of capital costs of eligible regular route providers and 80 percent of capital costs of all other eligible providers.

The RTB has legislative authorization to provide capital funds to all public and private non-profit transit providers. In the past, RTB capital funding was available for 100 percent of MTC capital costs and to community-based providers at levels equal to operating assistance (60 percent or 65 percent). RTB funds will now be available for 100 percent of all opt-out replacement service costs and 80 percent of community-based providers.

Policy: Facilities and vehicles publicly funded will be available for use by all RTB providers.

Facilities such as transit hubs, MTC garages, and park-and-ride lots will be available for use by all providers in the regional transit system. Transit vehicles funded by the RTB that are in excess of service requirements will be available, when practical, for use by other RTB providers.

Policy: Capital investments will be made to enhance the attractiveness of transit use.

The RTB will provide equipment and facilities that improve the comfort and reliability of the regional transit system. This includes replacing old buses and providing passenger amenities at transit facilities.

Policy: The RTB will exclude all capital costs from the calculation of the opt-out's 90 percent eligibility limit.

Capital is viewed as a regional investment and/or expenditure paid with regional dollars. All capital expenditures including vehicles needed for replacement service, transit hubs, and park-and-ride lots are funded through bond sales and/or federal funds where applicable. In hourly rate contracts, whether the contract is held with the MTC or a private provider, the capital portion of the hourly rate is identified and funded by the RTB.

Operating Funding

Funding for the regional transit system comes from four sources: federal operating grants, state transit assistance the regional transit property tax, local contributions, and passenger fares. Following are the RTB policies concerning each of the funding sources.

Policy: The RTB will attempt to maximize federal funding for regional transit needs.

This will include providing RTB funding to providers and communities to match federal transit grants.

Policy: The RTB will pursue a long-range financing structure that will promote stability and revenue certainty.

In order to maintain stable levels of service delivery and plan and implement new service initiatives, the RTB will seek a dedicated source of state funding.

Policy: Property tax levies within communities will be adjusted to reflect the level of regular route transit service provided.

A system of tax feathering of property taxes is now part of the basic funding framework. Property tax levy rates are adjusted based on service levels provided within communities.

The RTB is authorized by Minnesota Statute to levy property taxes for payment of the expenses of operating transit and a debt service levy to provide for payment of debt service on transit bonds issued by the Metropolitan Council.

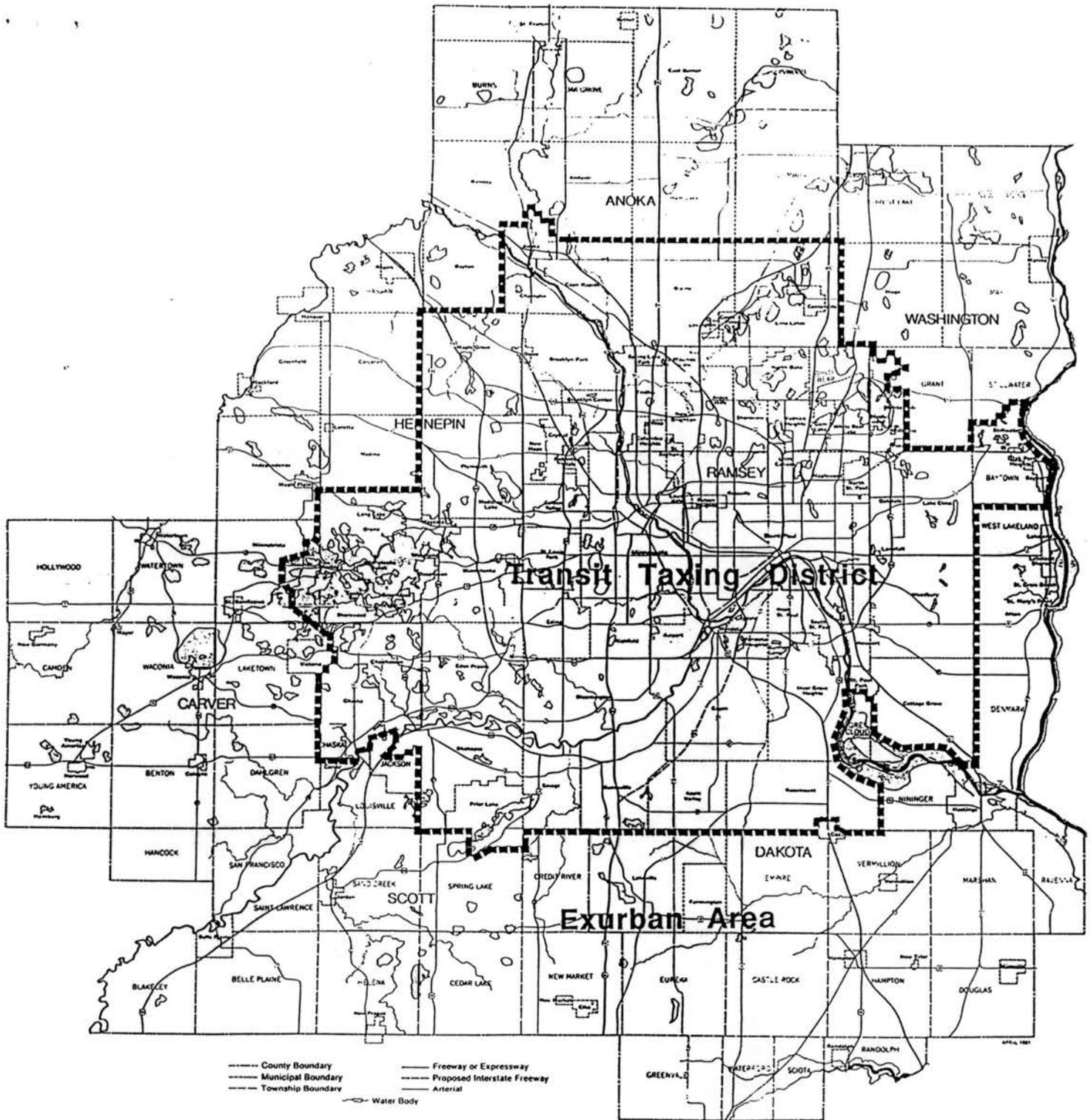
For purposes of taxation for transit services, the metropolitan area is divided into two taxing districts, the Metropolitan Transit Taxing District and the Exurban Area. Figure 3.1 shows the boundaries of the transit taxing district. Prior to the 1988 tax levy, the RTB was authorized to levy each year an amount up to two mills times the assessed values of all property within the Metropolitan Transit Taxing District. Effective in 1989, the levy limit is subject to annual growth adjustments based on year-to-year market value growth in the taxing district.

The RTB also levies a tax in the Exurban Area that is equal to 10 percent of the tax levy assessed in the taxing district. The proceeds of this tax are used to fund transit programs serving residents of the exurban area. These include rideshare programs and rural community-based programs.

Policy: Establish a simplified fare pricing structure.

In December 1993, the RTB revised the transit pricing structure from more than 9 fare options and categories to 5 fare options and categories. The charge for traveling between zones was eliminated. Following is the new fare structure:

	Adult Fares		Reduced Fares	
	<u>Non-Peak</u>	<u>Peak</u>	<u>Non-Peak</u>	<u>Peak</u>
Base Fare	\$1.00	\$1.25	\$.25	\$1.25
Express Fare	\$1.50	\$1.75	\$.25	\$1.75



■■■■ Metropolitan Transit Taxing District



Metropolitan Transit Taxing District

Regional Transit Board Five-Year Transit Plan

Figure 3.1

Policy: Fares for overall regular route service will, at a minimum, generate revenues to provide 35 percent fare box recovery ratio. Fares for each RTB-funded small bus service and general purpose paratransit service will, at a minimum, generate revenues to provide a 15 percent fare box recovery ratio. Fares for Metro Mobility will, at a minimum, generate revenues to provide an overall 15 percent fare box recovery ratio.

To ensure that fare revenue is sufficient to maintain service levels, these policies for cost recovery from fares have been established. These fare recovery ratios have been used by the RTB as benchmarks in evaluating the need for fare increases.

A complete set of the RTB's fare policies can be found in Appendix C.

APPENDIX A
TRANSIT SERVICE DESIGN GUIDELINES

TRANSIT SERVICE DESIGN GUIDELINES

Regular route transit service is usually typified by operation of forty-foot buses along designated routes with specific stops. The service operates on established schedules with prescribed fares. There are different classifications of routes and services and options for vehicle types which are described below.

Vehicle Type. Three different sizes of transit vehicles are used in providing regular route transit--articulated buses, standard buses, and small buses.

Articulated buses are 60 feet in length and accommodate up to 69 seated passengers. These vehicles are most commonly used in peak express operations on longer distance routes with high peaking of passenger demand. The typical normal operating life of such a vehicle is 10-12 years.

Standard buses are 40 feet in length and have seating capacities of 42-50 seats based upon manufacturer of the vehicles. This type of transit coach is most commonly used in regular route operations. The normal operating life of such a vehicle is 10-12 years.

Small buses are 20-30 feet in length and have seating capacities of 15-25 passengers based upon manufacturer and type of vehicle. The normal operating life of this size vehicle is 2-5 years.

Definition of Service Types

Local--Services that involve frequent stops with consequently low average speeds, the purpose of which is to deliver and pick up transit passengers as close to their destination or origins as possible. Two types of local service can be operated--local radial (oriented to a downtown) and local crosstown (non-downtown oriented).

Limited Stop--Services that make limited stops at intermittent intervals along a set route and consequently have higher average speeds than local services. Such services may also function as limited stop by conducting passenger drop-off inbound and passenger boarding outbound or other special features. There is no fare surcharge for this service type and only local fare paying procedures apply.

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

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

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

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

Bus Stop Spacing. In urban-density single-family residential areas, stops should be located no closer than every one-eighth mile, or about 700 feet. Since high percentages of Minneapolis, St. Paul, and the fully developed suburbs are platted with streets every one-eighth mile in one direction and one-sixteenth mile in the other direction, this standard can be easily implemented insofar as designated stops are concerned. Its use will permit a higher level of transit service through a reduction in the number of stops and consequently increase in average speed of buses.

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

Definition of Service Levels

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

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

Peak-Only Service--A route with "commuter service" will have a minimum of the following:

- 30-minute peak trunk frequency or two trips per peak hour;
- service provided Monday through Friday;
- minimum hours of operation--7:00 a.m. to 8:00 a.m. and 4:15 p.m. to 5:15 p.m.; and
- the minimum number of trips on peak-hour express or local routes should be two trips per direction in each rush hour.

Hours of Service. Fixed route transit service should be operated during the following times and days. The arrival and departure times indicated, denote trip times in the Central Business District (CBD) of St. Paul and Minneapolis.

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

Sundays and Holidays. Start-up--the first scheduled run on all CBD oriented bus routes should arrive in the CBD at the major transfer point of that route at 6:00 a.m. CST. Shut-down--the last scheduled run on all CBD oriented local bus routes should depart the CBD at the major transfer point of that route at 1:00 a.m. CST.

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

Passenger overloads on specific bus trips will be remedied when:

- a passenger load of 140 percent or greater of the seated capacity occurs on a regular basis on any local or limited stop bus route;
- a passenger load of greater than 100 percent of the seated capacity occurs on a regular basis on any express bus route involved in high-speed operations on interstates or state highways within the metropolitan area; and/or
- the duration of standing time on any given local or limited stop bus route exceeds 20 minutes.

New and significantly restructured regular route transit services will be given a demonstration period of up to 18 months prior to evaluation of performance. Quarterly performance benchmarks should be established prior to the start of transit service serving as milestones to track service performance. Demonstration routes will be required to meet established RTB performance standards by the end of the 18-month demonstration period.

Guidelines for LRT Feeder Bus Planning.

- Feeder bus service will take the form of timed-transfers and will be designed to enhance overall transit service in the region. The feeder bus system will be planned using guidelines that include travel time, route spacing, rail/bus integration, and transfer standards. The feeder bus system will be designed to enhance overall transit service in the region and to complement the new LRT service.
- Duplicative or parallel line-haul bus service should not be provided. Instead, routes should be restructured to feed the LRT line. Duplicative or parallel lines are defined as those routes serving the same corridor with the same schedule and frequency of service.
- Direct bus service to the downtown CBD for inner-city residents should be maintained if transferring to an LRT line would add travel time, diminish directness of service, significantly decrease levels of service, or where there are high volumes of short trips.
- The change from a line-haul bus to an LRT line should impose no more than one (1) transfer on trips to the CBD for the majority of riders. This assumes no downtown transfer.
- Route spacing will encompass, but is not limited to, the following guidelines:
 - a. In densely populated areas having greater than seven dwelling units per residential acre, and/or moderate auto ownership areas, potential passengers should not be required to walk more than one-quarter mile. This would equate to approximately a one-half mile route spacing.
 - b. In moderately populated areas having four to six dwelling units per residential acre, and/or moderate auto ownership areas, potential passengers should not be required to walk more than one-half mile.

- c. In lightly populated areas having one to three dwelling units per residential acre, service will be provided as passenger demand dictates with major emphasis put on use of park-and-ride facilities.
- Estimated average speeds for feeder buses should be calculated using existing bus travel times.
 - In estimating travel times and wait times for feeder buses, three (3) minutes will be used for transfers made at timed-transfer connections; one-half the headway will be used for random transfers.
 - The level of service for the feeder bus system will be consistent with LRT level of service, existing headways and the estimated use of the system. The feeder bus system will be designed to meet the LRT headways. In most cases, a 10/30/60 minute frequency will be used. As needed, this can be increased to include a 7/8 minute frequency.
 - Feeder bus service should have the secondary function of providing intra-suburban service. Feeder bus service should provide access from "non-residential" traffic-generation with LRT.

APPENDIX B

PARATRANSIT SERVICE DESIGN GUIDELINES

PARATRANSIT SERVICE DESIGN GUIDELINES

Paratransit service includes a variety of public transit services that are more flexible and personalized than conventional fixed-route fixed schedule service. Paratransit services are typically operating in less densely populated urban areas where trip making patterns are very dispersed. The productivities of service are rather low, ranging from two to seven passengers per revenue hour. However, the cost to provide service is more modest than regular route operating costs.

Paratransit Service Classification. Based upon analysis of existing paratransit systems funded by the RTB, there are two distinct classifications of service:

- Community-based public paratransit service - defined as paratransit systems in moderately dense populated urban areas or sparsely populated suburban settings that predominately serve the general public.
- Specialized paratransit service - defined as paratransit systems that primarily serve seniors and persons with disabilities who are unable to use regular route transit service.

Hours of Operation. Most paratransit services operate during the daytime hours, usually weekdays only. Hours of operation of service to persons with disabilities must be comparable to hours of regular route service.

Frequency of Service. Frequency of service on paratransit services is more approximately referred to as response time after request for a ride is made. Paratransit services in the Twin Cities require that arrangements be made 24 hours in advance of the actual requested trip time.

The following criteria should be met when selecting areas for deployment of demand responsive public transit service:

<u>Variable</u>	<u>Desirable Attributes of Each Variable</u>
Area Population	4,000 - 20,000 residents
Service Area	0.5 - 6.0 square miles
Population Density	2,000 - 6,000 persons per square mile or 3 persons per acre
Availability of Regular Route Transit	Low frequency of service during peak hours; little or no off-peak service
Socio-Economic Characteristics	High proportion of transit dependents <ul style="list-style-type: none"> - persons aged 5-17 or over 65 - auto ownership not a significant indicator - income level not a significant indicator - moderate levels of zero-car households
Distance from Node Points (node point includes transfer connection point to regular route service, major activity center or other important destinations).	Adjacent to nodal point and within 10-20 minutes round trip
Internal Trip Generators <ul style="list-style-type: none"> - number and size of activity centers in service area - employment density 	At least one major activity center located within the service area Employment sites with a minimum of 50 employees per employment acre should be targeted
Transit Demand Per Square Mile Per Hour	20-60 demands per square mile per hour

APPENDIX C
FARE POLICIES

FARE POLICIES

Following are complete set of the RTB fare policies:

1. All regular route and general purpose paratransit services funded by the RTB will utilize a common unified fare structure with the same pricing levels and transfer system.
2. All Metro Mobility providers will utilize and enforce the same basic fare structure, while providing flexibility in pricing within RTB guidelines.
3. Fares for community and county paratransit programs partially funded by the RTB will be at the discretion of the local area so long as RTB guidelines for subsidy location are met.
4. New services will be expected to show steady growth toward meeting the appropriate fare box recovery ratios within a reasonable period to be established in the management plan by the RTB.
5. The fare structure and pricing levels will be designed to enhance revenue generation in excess of the minimum requirements, to take advantage of other revenue sources, and to provide for easily implemented changes in response to changing revenue needs.
6. Within the constraints of the recovery ratio, the fare structure and pricing levels will encourage ridership, especially where capacity exists.
7. Fare equity will be maintained through use pricing differentials for different types of services, including express and local, and peak and off-peak service.
8. The fare system will reflect societal policies of support for targeted socio-economic groups, and not create undue economic hardship for transit dependent market groups.
9. The fare structure and pricing levels will be flexible to allow for promotional and experimental fares subject to RTB approval.
10. The fare structure and pricing levels will be monitored on an annual basis and fully evaluated biennially in conjunction with the biennial budget preparation, at which time fare changes will be examined.
11. Any changes in the fare structure or pricing levels will include a public participation process, including proper public notice and appropriate public hearing(s) on the proposed changes.

POLICIES TAKEN OUT

The following policies have been removed:

Policy: TDM will be a major strategy and promoted on an equal basis with all other transit services.

Sufficient resources should be provided to ensure that the benefits of TDM are understood, financially supported, and viewed as "full partners" in the mix of public transportation services offered throughout the region.

Policy: Emphasis will be placed on educational programs that increase the awareness of the benefits of ridesharing and transit use.

Broad-based programs that would educate the public on the need for and benefits of ridesharing and transit use need to be developed. These educational programs have tremendous long-term potential for changing commuting patterns and behaviors.

Policy: Improved security programs will be communicated to the general public.

The 1992 Market Research Study found that riders were concerned about security while on the bus and while waiting for the bus. In fact, lack of security acted as a barrier to potential riders, especially women. Regional transit providers are working to improve security. The Marketing Committee, the RTB, and regional transit providers must work in partnership to communicate the steps being taken to improve security.

Policy: The regional marketing program to promote the benefits of public transit will be continued.

The RTB has acted as an agent to communicate on a regional level the multiple benefits of transit.

Policy: LRT will be fully integrated into the regional transit system.

To maximize service improvements within LRT corridors, it will be necessary to restructure existing transit services. Regular route buses will be converted from line-haul service to feeders to LRT stations. Bus schedules will be adjusted to coordinate with LRT. In developing areas, community dial-a-ride services will also be designed to provide feeder service to LRT.

Policy: All vehicles and facilities funded by the RTB will be fully accessible to persons with disabilities.

The RTB will ensure that all buses are lift equipped and that facilities are designed for maximum accessibility by persons with disabilities.

Policy: The RTB will design comprehensive transit service and capital improvements to enable persons with disabilities to have full access to independent living and work opportunities.

The RTB's Vision for Transit is a comprehensive, multi-modal approach to meeting the region's future transit needs. Community circulators, dial-a-rides, regular routes buses and connectors, transit hubs, park-and-ride lots, bike-and-ride lots, high occupancy vehicle lanes, light rail transit, and car and van pools all play a role in implementing the Vision.

Policy: Regular route service will provide maximum accessibility to persons with disabilities.

Accessible regular route service increases the travel options for persons with disabilities and lessens demand for higher-cost special services. This includes operating lift-equipped buses and making the system otherwise accessible for those with disabilities.