

TRANSPORTATION ADVISORY COMMITTEE

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Thursday, April 20, 2023 @ 3:00pm

The public is invited to attend this meeting in person
Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and
Amazon FireTV

1. **Call To Order - 3:00 PM**

2. **Roll Call**

____ N. Bertram ____ J. Czczok ____ M. Koep ____ J. Lambert

____ L. Nebel ____ D. Stenberg

3. **Approval Of Agenda**

4. **Approval Of Minutes**

2023.03.02 TAC Meeting Minutes

Documents:

2023.03.02 TAC Minutes.pdf

5. **Financial Reports**

Documents:

2022 Transit Financials.pdf
Reserve Balance Report MnDOT.pdf
Operating Stats 1-1-2022 to 3-31-2022.pdf
Operating Stats 1-1-2023 to 3-31-2023.pdf

6. **Unfinished Business**

Documents:

4-20-23 - Transit Financial Analysis Memo.pdf

7. **New Business**

Documents:

Same Day Reservations Policy Discussion.pdf

8. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Committee - Time limits may be imposed

9. **Staff Reports**

Documents:

Department Update Memo.pdf

10. **Committee Member Comments/Questions**

11. **Adjourn**

"It is the Mission of the Brainerd & Crow Wing County Public Transit agency to facilitate mobility by providing options for safe, efficient and reliable transportation"

TRANSPORTATION ADVISORY COMMITTEE
Thursday, March 2, 2023, 3:00 p.m.
City Hall Council Chambers

Pursuant to due call and notice thereof, the regular meeting of the Transportation Advisory Committee was called to order at 3:00 p.m.

Upon roll call, the following members were noted as present: Bertram, Czczok, Koep, Lambert, Nebel, and Stenberg. Also noted present were Transit Coordinator Gauthier and City Engineer Dehn.

Approval of Agenda

MOVED AND SECONDED BY COMMITTEE MEMBERS KOEP AND CZCZOK, DULY CARRIED, TO APPROVE THE AGENDA.

Approval of Minutes for the meeting held on January 26, 2023

MOVED AND SECONDED BY COMMITTEE MEMBERS LAMBERT AND STENBERG, DULY CARRIED, TO APPROVE THE MINUTES OF THE JANUARY 26, 2023 TAC MEETING.

Unfinished Business

Brainerd Financial Analysis Memo

Dehn summarized his financial analysis for Brainerd, explaining in depth the different assumptions made to arrive at the projections. Should those assumptions change, this analysis would need to be corrected and a new analysis performed. Discussion was held.

MOVED AND SECONDED BY COMMITTEE MEMBERS KOEP AND LAMBERT, DULY CARRIED, TO INCREASE BRAINERD REGULAR CALL ADVANCE FARES TO \$2.25 AND SAME DAY FARES TO \$4.50 WITH A START DATE OF MAY 1, 2023.

TAC Chair Bertram requested two items to be added to the agenda for the next meeting; a review of the Same Day Reservations policy language regarding doubling fares and for staff to review electronic fare collection options.

Public Forum

The Chair opened public forum at 3:55 p.m.

No one came forward.

The Chair closed public forum at 3:56 p.m.

Committee Member Comments/Questions

Committee planned the next meeting for Thursday, April 20, 2023 at 3:00 p.m.

Adjourn

MOTION AND SECONDED BY COMMITTEE MEMBERS CZCZOK AND STENBERG, DULY CARRIED, TO ADJOURN THE MEETING AT 4:01 P.M.

REVENUE AND EXPENDITURE REPORT FOR CITY OF BRAINERD
PERIOD ENDING 12/31/2022

ACCOUNT DESCRIPTION	2022 AMENDED BUDGET	MODIFIED ACCRUAL		AVAILABLE BALANCE	% BDGT USED	FULL ACCRUAL
		YTD BALANCE 12/31/2022	NORMAL (ABNORMAL)			YTD BALANCE 12/31/2022
Function: Unclassified						
Dept 0000						
FEDERAL GRANTS						
33100	FEDERAL GRANTS-OPERATING	431,296.80	377,791.22	53,505.58	87.59	431,296.80
33101	FEDERAL GRANTS-CAPITAL	0.00	72,604.00	(72,604.00)	100.00	72,604.00
FEDERAL GRANTS		431,296.80	450,395.22	(19,098.42)	104.43	503,900.80
STATE GRANTS & AIDS						
33422	STATE GRANTS - OPERATING	856,103.20	843,785.30	12,317.90	98.56	856,103.20
33423	STATE GRANT - CAPITAL	90,000.00	9,075.50	80,924.50	10.08	9,075.50
STATE GRANTS & AIDS		946,103.20	852,860.80	93,242.40	90.14	865,178.70
CHARGES FOR SERVICES						
34910	BUS REVENUE	122,291.83	42,828.93	79,462.90	35.02	42,828.93
34920	COUNTER SALES	0.00	31,214.00	(31,214.00)	100.00	31,214.00
34930	INVOICE BILLING	14,400.00	60,771.00	(46,371.00)	422.02	61,301.00
34960	ADVERTISING ON BUS REVENUE	5,760.00	2,400.00	3,360.00	41.67	2,400.00
CHARGES FOR SERVICES		142,451.83	137,213.93	5,237.90	96.32	137,743.93
OTHER REVENUE						
36210	INTEREST INCOME	5,000.00	3,492.89	1,507.11	69.86	3,492.89
OTHER REVENUE		5,000.00	3,492.89	1,507.11	69.86	3,492.89
Net - Dept 0000		1,524,851.83	1,443,962.84	80,888.99		1,510,316.32
Dept 9000 - TRANSIT FUND						
PERSONNEL SERVICES						
41101	SALARY	150,981.97	125,924.35	25,057.62	83.40	125,924.35
41112	SEVERANCE PAY	0.00	27,696.23	(27,696.23)	100.00	27,696.23
41121	PERA	11,323.65	9,444.32	1,879.33	83.40	9,444.32
41122	FICA	9,756.62	9,140.95	615.67	93.69	9,140.95
41123	MEDICARE	2,281.80	2,137.82	143.98	93.69	2,137.82
41130	DEF COMP/CAFE/PEHCSP	1,582.80	1,096.92	485.88	69.30	1,096.92
41131	HEALTH INSURANCE	25,137.52	18,799.94	6,337.58	74.79	18,799.94
41133	LIFE INSURANCE	154.83	128.71	26.12	83.13	128.71
41134	LTD INSURANCE	226.47	199.71	26.76	88.18	199.71
41150	WORKERS COMP	1,031.97	661.87	370.10	64.14	661.87
PERSONNEL SERVICES		202,477.63	195,230.82	7,246.81	96.42	195,230.82

SUPPLIES						
42200	OFFICE SUPPLIES	3,300.00	1,462.48	1,837.52	44.32	1,462.48
42210	OPERATING SUPPLIES	0.00	2,145.71	(2,145.71)	100.00	2,145.71
42212	MOTOR FUELS	68,266.00	120,700.97	(52,434.97)	176.81	120,548.50
SUPPLIES		71,566.00	124,309.16	(52,743.16)	173.70	124,156.69
SERVICES						
43300	PROFESSIONAL SERVICES	3,000.00	0.00	3,000.00	0.00	0.00
43309	COMPUTER TECHINCAL SUPPORT	28,493.00	36,349.03	(7,856.03)	127.57	36,349.03
43321	TELEPHONE	360.00	617.08	(257.08)	171.41	617.08
43322	POSTAGE	500.00	183.50	316.50	36.70	183.50
43330	PROFESSIONAL DEVELOPMENT	2,580.00	0.00	2,580.00	0.00	0.00
43340	ADVERTISING/MARKETING	6,100.00	529.00	5,571.00	8.67	529.00
43350	PRINTING/LEGAL PUBLICATION	1,400.00	85.74	1,314.26	6.12	85.74
43361	INS - GENERAL LIABILITY	1,301.30	1,394.17	(92.87)	107.14	1,394.17
43363	INS - AUTO	5,600.00	3,921.00	1,679.00	70.02	3,921.00
43365	INS - OTHER	271.70	274.50	(2.80)	101.03	274.50
43401	VEHICLE REPAIRS	76,125.00	101,656.29	(25,531.29)	133.54	101,656.29
43410	RENTAL EXPENSE	12,816.00	12,720.00	96.00	99.25	12,720.00
43430	MISCELLANEOUS	1,000.00	192.50	807.50	19.25	192.50
43433	DUES & SUBSCRIPTIONS	1,840.00	1,548.00	292.00	84.13	1,548.00
43440	TRANSIT SERVICE CONTRACT PY	1,056,000.00	1,081,703.12	(25,703.12)	102.43	1,081,703.12
SERVICES		1,197,387.00	1,241,173.93	(43,786.93)	103.66	1,241,173.93
CAPITAL OUTLAY						
45550	CAPITAL - VEHICLES	100,000.00	90,581.00	9,419.00	90.58	90,581.00
45580	CAPITAL - OTHER EQUIPMENT	1,500.00	0.00	1,500.00	0.00	0.00
CAPITAL OUTLAY		101,500.00	90,581.00	10,919.00	89.24	90,581.00
Net - Dept 9000 - TRANSIT FUND						
		(1,572,930.63)	(1,651,294.91)	78,364.28		(1,651,142.44)
Total - Function Unclassified						
		(48,078.80)	(207,332.07)	159,253.27	431.23	(140,826.12)
TOTAL REVENUES - FUND 203						
		1,524,851.83	1,443,962.84	80,888.99	94.70	1,510,316.32
TOTAL EXPENDITURES - FUND 203						
		1,572,930.63	1,651,294.91	(78,364.28)	104.98	1,651,142.44
NET OF REVENUES & EXPENDITURES						
		(48,078.80)	(207,332.07)	159,253.27	431.23	(140,826.12)

TRANSIT RESERVE BALANCE AS REPORTED TO MNDOT

Actual Expenditures January - February	1,560,562.88	Matches Black Cat and Reserve Account
Local Share	<u>0%</u>	-
Estimated Contract Revenue	22,600.00	Per line 17 of Amended Reserve Account Form Per State
Operating Deficit	1,537,962.88	=1,560,562.88 -22,600
Federal Share (Max allowed)	431,296.80	Off of contract
State Share (Max allowed)	856,103.20	Off of contract
Actual Revenue January - December	137,743.93	Matches Black Cat and Reserve Account
		Contract or
Actual Federal	431,296.80	Lower of: 431,296.80 485,181.26 =1,560,562.88 - 137,743.93 * 34.1%
Actual State	856,103.20	Lower of: 856,103.20 1,106,666.08 =1,562,562.88 - 22,600 - 431,296.80

Actual Expenditures	(1,560,562.88)
State Funding	856,103.20
Federal Funding	431,296.80
	<u>(273,162.88)</u>
Actual Revenue	137,743.93
Actual Operating Deficit	(135,418.95)

Interest	3,492.89
Sale of Asset	-
Funding for Bus	81,679.50
Purchase of Bus	(90,581.00)
Local Share of Bus	<u>(8,901.50)</u>

Total Other Revenue/Expenses (5,408.61) = \$3,492.89 + 0 - 8,901.50

Reverse Account 12/31/2021	203,670.62
Operating Income (Deficit)	(135,418.95)
Other Revenue (Expense)	(5,408.61)
Estimated Reserve Account 12/31/2022	62,843.06



Operating Statistics- Brainerd

For Time Period: 1/1/2022 - 3/31/2022

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	Operating Days	One Way Trips	Attendant	Guest	No Show	Total Passengers	Cancel	New Customer	Revenue
	Service Hours	Revenue Hours	Non Revenue Hours	Service Miles	Revenue Miles	Non Revenue Miles	Passengers/Service Hour	Service Miles/Service Hour	Passengers/Service Miles
1/1/2022-3/31/2022	64 4,166.62	12,899 3,578.87	98 587.75	494 57,191	924 51,876	13,491 5,315	2,411 3.24	130 13.73	\$ 35,183.25 0.24
February 2022	20 1,268.68	3,937 1,089.53	30 179.15	169 16,979	287 15,490	4,136 1,489	810 3.26	34 13.38	\$ 10,611.50 0.24
March 2022	23 1,517.07	4,796 1,345.10	40 171.97	180 21,162	275 19,824	5,016 1,338	808 3.31	43 13.95	\$ 13,214.50 0.24



Operating Statistics- Brainerd

For Time Period: 1/1/2023 - 3/31/2023

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	Operating Days	One Way Trips	Attendant	Guest	No Show	Total Passengers	Cancel	New Customer	Revenue
	Service Hours	Revenue Hours	Non Revenue Hours	Service Miles	Revenue Miles	Non Revenue Miles	Passengers/Service Hour	Service Miles/Service Hour	Passengers/Service Miles
1/1/2023-3/31/2023	64 4,170.52	13,814 3,936.25	108 234.27	961 61,660	285 60,225	14,883 1,435	3,482 3.57	150 14.78	\$ 38,282.00 0.24
February 2023	20 1,314.82	4,189 1,233.05	24 81.77	302 18,205	97 17,798	4,515 407	1,233 3.43	47 13.85	\$ 11,672.50 0.25
March 2023	23 1,488.85	4,980 1,406.18	48 82.67	288 21,112	98 20,516	5,316 596	1,187 3.57	52 14.18	\$ 13,644.75 0.25



MEMO

TO: TRANSPORTATION ADVISORY COMMITTEE (TAC)

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: APRIL 20, 2023

SUBJECT: TRANSIT RIDERSHIP AND FINANCIAL PROJECTIONS

Throughout the beginning of 2023, staff has been preparing a ridership and financial analysis of the Transit program. Due to shortfalls in funding in 2022, it was necessary to review the program to ensure that the service and fares are set appropriately to continue operating the program in a financially responsible manner. At the January 26, 2023 TAC Committee meeting staff presented an analysis of the Brainerd portion of the Transit program including projections for the service for the next few years. It was recommended at that time to raise Brainerd-to-Brainerd fares from \$1.25 to \$2.25 (or \$4.50 for same day rides), effective May 1st, 2023. In addition, the TAC requested that staff continue the process of analyzing the entire system as a whole to make more wide-ranging recommendations. Prior to presenting that information, below describes the methodology and assumptions that staff utilized in the preparation of this report. Should any of those assumptions change, the analysis should be corrected and a new analysis performed.

First, staff is operating under the assumption that MnDOT will be participating at 95% of costs in 2023, 92% of costs in 2024, and 85% of costs for subsequent years, provided none of those years exceeds a set percentage increase of the State/Federal grant amount from the previous year. This is the current practice and what MnDOT has shared is the anticipated participation levels for future years. Under the current projections, it would be expected that the 2% year-over-year increase will be the limiting factor in the grant amount in 2024, thus the actual participation from State/Federal grant funds is roughly 78-79%.

Second, in regard to the third party contract, staff is assuming that the system will continue to run reduced service throughout 2023, similarly to the last couple years, resulting in some lower than contracted costs. However, it is expected that continued increases in ridership will require that the full service be utilized. The analysis was completed utilizing the reduced amount compared with the contract anticipating that services elsewhere could possibly be utilized to cover the increased ridership locally. The current contract with Blue Sky Transit also expires mid-year in 2024. Staff is projecting that costs for the third party contract will increase at a similar pace as what was included in the current contract, although these costs are not known at this time.

Third, the current contract splits between the cooperative partners are as follows:

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN

1. Brainerd = 46%
2. Crow Wing County = 35%
3. Baxter = 12%
4. Pine River = 7%

This analysis was done using the current splits and assuming no changes to the splits throughout the analysis period. If there are routes or cooperative partners that no longer wish to be included in the Transit program or if the TAC recommends that these splits are changed, it is likely that these splits will need to be revisited. Thus, a new analysis will need to be performed should adjustments are made.

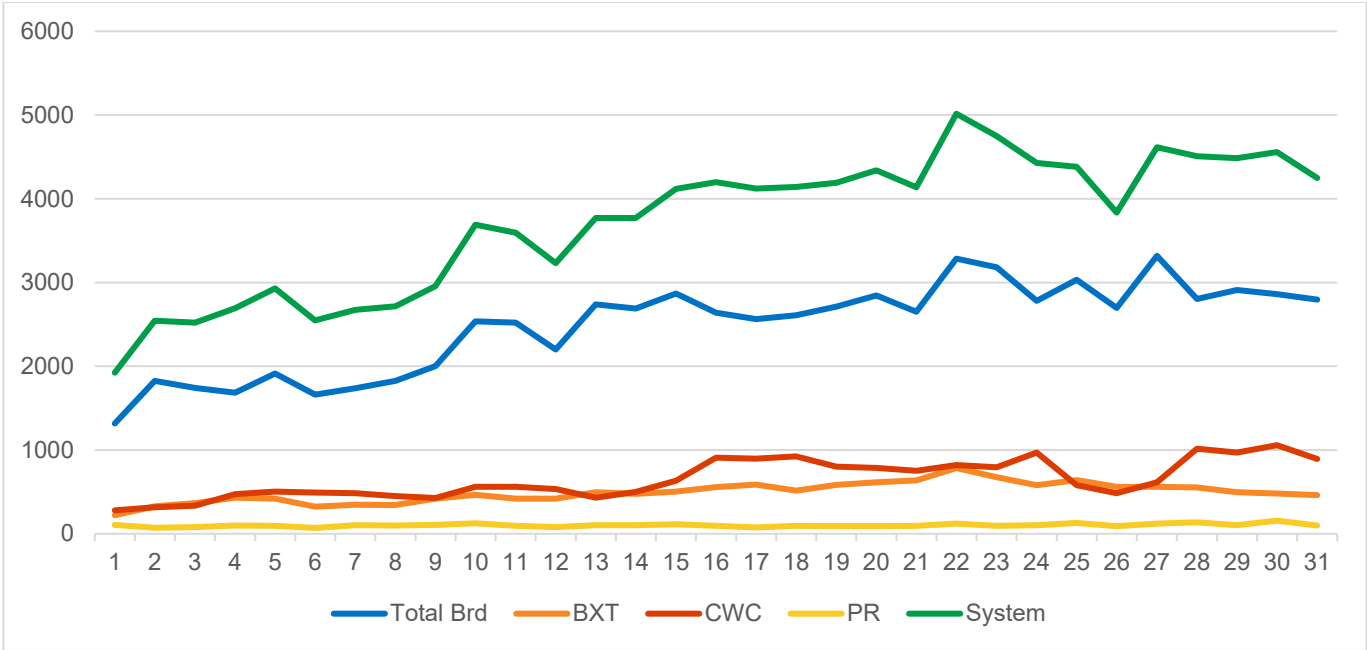
Fourth, ridership has shown general increases since the significant dip during the COVID lockdowns of 2020. However, there were significant drops in ridership prior to the COVID pandemic that should be noted. For the purposes of this analysis, staff is utilizing ridership stats from June 2020 to present. Based on those trends, it appears that the trend generally follows a logarithmic curve. The logarithmic trend generally showed a steep increase of ridership immediately following the COVID lockdowns followed by slower increases in ridership over the last couple years. Utilizing this logarithmic trend, staff was able to project out the next few years of ridership.

Finally, staff performed the analysis of proposed rates under the assumption that there will be no decrease in the ridership trend. This, however, is unlikely to occur as using general economic principles, as costs of services increase, demand will inevitably decrease. It is unknown how the increased fares will impact ridership. Staff is also using the assumption that the system will be replacing a bus each year for the next 5 years. While removing a capital bus purchase will help with the overall expenses that year, it would be expected that other issues of higher maintenance, increased bus downtime, and other issues will occur with an aging bus fleet.

RIDERSHIP PROJECTIONS

	2023	2024	2025	2026	2027
Brainerd	37,165	39,033	40,493	41,687	42,703
Baxter	7,930	8,381	8,731	9,020	9,265
County	10,360	11,013	11,528	11,946	12,302
Pine River	1,249	1,267	1,280	1,292	1,300
System	56,704	59,694	62,032	63,945	65,570

Jessie Dehn, P.E.
 City Engineer/Public Works Director
 City of Brainerd, MN



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BRAINERD FINANCIAL PROJECTIONS

2023

Ridership

Brainerd Regular	16624
Brainerd Same Day	5542
PA/Voice	15000

Revenue

Bus Fares (Jan - Apr)	
Brainerd Regular	\$1.25
Brainerd Same Day	\$2.50
PA/Voice	\$3.00
Bus Fares (May - December)	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$133,266

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071
3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
Brainerd	\$ 773,344
State/Federal Share	\$ 618,836
Local Share	\$ 154,508

Surplus/Deficit	\$ (21,242)
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2024

Ridership

Brainerd Regular	18025
Brainerd Same Day	6009
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$166,620.00

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412
3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
Brainerd	\$ 799,268
State/Federal Share	\$ 631,212
Local Share	\$ 168,056

Surplus/Deficit	\$ (1,436)
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2025

Ridership

Brainerd Regular	19120
Brainerd Same Day	6374
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$171,730.00

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821
3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
Brainerd	\$ 825,122
State/Federal Share	\$ 650,149
Local Share	\$ 174,973

Surplus/Deficit	\$ (3,243)
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2026

Ridership

Brainerd Regular	20016
Brainerd Same Day	6672
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$175,908.00

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297
3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
Brainerd	\$ 851,107
State/Federal Share	\$ 676,155
Local Share	\$ 174,952

Surplus/Deficit	\$ 956
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2027

Ridership

Brainerd Regular	20778
Brainerd Same Day	6926
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$179,464.00

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843
3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
Brainerd	\$ 877,175
State/Federal Share	\$ 703,201
Local Share	\$ 173,974

Surplus/Deficit	\$ 5,490
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CROW WING COUNTY FINANCIAL PROJECTIONS

2023

Ridership

Crosby	1887
Crosby Same Day	78
Crosby DAR	574
Crosby DAR Same Day	24
Pequot	2464
Pequot Same Day	163
Pequot DAR	700
Pequot DAR Same Day	11
Breezy Point	19
Breezy Point Same Day	0
CWC SS	597
PA County	2523
St. Francis	1326

Revenue

Bus Fares (Jan - May)	
Crosby	\$4.00
Crosby Same Day	\$8.00
Crosby DAR	\$2.25
Crosby DAR Same Day	\$4.50
Pequot	\$4.00
Pequot Same Day	\$8.00
Pequot DAR	\$2.25
Pequot DAR Same Day	\$4.50
Breezy Point	\$4.00
Breezy Point Same Day	\$8.00
CWC SS	\$4.00
PA County	\$4.00
St. Francis	\$3.00
Bus Fares (June - December)	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$85,192

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071

2024

Ridership

Crosby	2006
Crosby Same Day	83
Crosby DAR	610
Crosby DAR Same Day	25
Pequot	2619
Pequot Same Day	173
Pequot DAR	744
Pequot DAR Same Day	12
Breezy Point	21
Breezy Point Same Day	0
CWC SS	634
PA County	2682
St. Francis	1410

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$125,713.00

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412

2025

Ridership

Crosby	2099
Crosby Same Day	87
Crosby DAR	638
Crosby DAR Same Day	26
Pequot	2742
Pequot Same Day	181
Pequot DAR	779
Pequot DAR Same Day	12
Breezy Point	22
Breezy Point Same Day	0
CWC SS	664
PA County	2807
St. Francis	1476

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$131,575.00

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821

2026

Ridership

Crosby	2175
Crosby Same Day	90
Crosby DAR	661
Crosby DAR Same Day	27
Pequot	2841
Pequot Same Day	188
Pequot DAR	807
Pequot DAR Same Day	13
Breezy Point	22
Breezy Point Same Day	0
CWC SS	688
PA County	2909
St. Francis	1529

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$136,336.00

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297

2027

Ridership

Crosby	2240
Crosby Same Day	93
Crosby DAR	681
Crosby DAR Same Day	28
Pequot	2926
Pequot Same Day	193
Pequot DAR	831
Pequot DAR Same Day	13
Breezy Point	23
Breezy Point Same Day	0
CWC SS	709
PA County	2996
St. Francis	1575

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$140,418.50

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843

3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
CWC	\$ 588,414
State/Federal Share	\$ 470,853
Local Share	\$ 117,560

Surplus/Deficit	\$ (32,369)
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3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
CWC	\$ 608,139
State/Federal Share	\$ 480,270
Local Share	\$ 127,869

Surplus/Deficit	\$ (2,156)
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3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
CWC	\$ 627,810
State/Federal Share	\$ 494,678
Local Share	\$ 133,132

Surplus/Deficit	\$ (1,557)
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3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
CWC	\$ 647,581
State/Federal Share	\$ 514,466
Local Share	\$ 133,116

Surplus/Deficit	\$ 3,220
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3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
CWC	\$ 667,416
State/Federal Share	\$ 535,044
Local Share	\$ 132,371

Surplus/Deficit	\$ 8,047
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BAXTER FINANCIAL PROJECTIONS

2023

Ridership

Baxter Regular	3987
Baxter Same Day	443
PA/Voice	3500

Revenue

Bus Fares (Jan - May)	
Baxter Regular	\$2.25
Baxter Same Day	\$4.50
PA/Voice	\$3.00
Bus Fares (June - December)	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$33,500

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071
3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
Baxter	\$ 201,742
State/Federal Share	\$ 161,435
Local Share	\$ 40,306

Surplus/Deficit	\$ (6,807)
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2024

Ridership

Baxter Regular	4393
Baxter Same Day	489
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$41,587.75

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412
3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
Baxter	\$ 208,505
State/Federal Share	\$ 164,664
Local Share	\$ 43,841

Surplus/Deficit	\$ (2,253)
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2025

Ridership

Baxter Regular	4708
Baxter Same Day	524
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$43,189.00

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821
3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
Baxter	\$ 215,249
State/Federal Share	\$ 169,604
Local Share	\$ 45,645

Surplus/Deficit	\$ (2,456)
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2026

Ridership

Baxter Regular	4968
Baxter Same Day	552
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$44,504.00

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297
3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
Baxter	\$ 222,028
State/Federal Share	\$ 176,388
Local Share	\$ 45,640

Surplus/Deficit	\$ (1,136)
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2027

Ridership

Baxter Regular	5189
Baxter Same Day	577
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$45,630.75

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843
3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
Baxter	\$ 228,828
State/Federal Share	\$ 183,444
Local Share	\$ 45,384

Surplus/Deficit	\$ 246
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PINE RIVER FINANCIAL PROJECTIONS

2023

Ridership

Pine River ICL	1057
Pine River OCL	193

Revenue

Bus Fares (Jan - May)	
Pine River ICL	\$1.00
Pine River OCL	\$2.00
Bus Fares (June - December)	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$15,748

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071
3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
Pine River	\$ 117,683
State/Federal Share	\$ 94,171
Local Share	\$ 23,512

Surplus/Deficit	\$ (7,765)
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2024

Ridership

Pine River ICL	1072
Pine River OCL	196

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$26,340.00

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412
3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
Pine River	\$ 121,628
State/Federal Share	\$ 96,054
Local Share	\$ 25,574

Surplus/Deficit	\$ 766
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2025

Ridership

Pine River ICL	1083
Pine River OCL	198

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$26,610

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821
3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
Pine River	\$ 125,562
State/Federal Share	\$ 98,936
Local Share	\$ 26,626

Surplus/Deficit	\$ (16)
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2026

Ridership

Pine River ICL	1093
Pine River OCL	200

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$26,860

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297
3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
Pine River	\$ 129,516
State/Federal Share	\$ 102,893
Local Share	\$ 26,623

Surplus/Deficit	\$ 237
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2027

Ridership

Pine River ICL	1100
Pine River OCL	201

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$27,025

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843
3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
Pine River	\$ 133,483
State/Federal Share	\$ 107,009
Local Share	\$ 26,474

Surplus/Deficit	\$ 551
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STAFF RECOMMENDATIONS

In reviewing all of the financial projections and the fares that the analysis reports would be needed to balance each cooperative, staff has assembled a set of recommendations for consideration for the Transit program moving forward. Please note that these recommendations have not yet been discussed with our cooperative partners.

Recommendation #1: Discontinue Pine River Transit service

This service is the furthest travel that the program extends to from the Brainerd area. Due to the high amount of mileage and time required to travel back and forth, the expenses necessary to operate in this area are considerable. This was confirmed by using a simple percentage split (7% per agreement) as well as breaking out fuel expenses separately. As shown in the financial analysis, the Pine River service would likely need to charge \$20.00 per ride within the city limits, and \$25.00 per ride outside of the city limits. Due to the high fare, this is likely untenable as most riders will find alternative methods of transportation. Thus, ridership would likely not sustain at a level to continue this service.

Recommendation #2: Conversion of County routes to a twice-daily commuter service from Crosby and Pequot Lakes to Brainerd.

Currently, routes to Crosby and Pequot Lakes include several daily round trips, each 16 miles and 23 miles one-way respectively, typically with minimal ridership. During the school year, there are several students that attend St. Francis Catholic School that utilize Transit for their daily commuter trip to and from school. Productive Alternatives also utilizes this service as well, bringing people from these communities to Brainerd for employment. Dial-a-Ride also occurs twice weekly to each location, with limited ridership. The recommendation would considerably reduce the amount of daily round trips to these two communities to twice daily only. It would be anticipated that pick-ups in Crosby and Pequot Lakes would occur at a centralized location before coming to Brainerd. This will require those who utilize the service to potentially adjust their riding habits to ride during the two trips. However, this will still allow for the service to continue for St. Francis students, Productive Alternatives employees, and other citizens utilizing the commuter service.

Recommendation #3: Revision of fares throughout the Transit system

- Brainerd
 - o Regular Fare = \$4.00
 - o Same Day = \$8.00
- Baxter
 - o Regular Fare = \$6.00
 - o Same Day = \$10.00
- Productive Alternatives & Voice Subscription Riders (Brainerd-area only)
 - o \$5.00
- Crosby & Pequot Lakes
 - o Regular Fare = \$8.00
 - o Same Day = \$12.00

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN

- Productive Alternatives Subscription Riders = \$8.00
- St. Francis Subscription Riders = \$8.00

Based on the information in this analysis and the assumptions laid out, the recommended fares would generally cover the requirements needed to fund the system. Included in this recommendation, staff made assumptions on ridership effects based on these changes. Staff does not assume changes to Brainerd and Baxter ridership levels in this recommendation. It would be expected that some ridership would be lost due to increased fares, but additional riders would be able to be serviced with the consolidation of County routes that could be used in the Brainerd and Baxter area. Staff is also assuming that Productive Alternatives would only retain 90% of their County ridership. Also regarding County ridership, it is assumed that due to the increased cost and higher fare amount, Crosby and Pequot Lakes commuter ridership would be roughly 50% of current levels. If this recommendation is implemented, staff would expect revisiting ridership trends 6 months following the changes to verify the ridership assumptions. Should the assumptions need to be adjusted, staff would revisit and provide an update to TAC if further actions are needed.

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN



Brainerd Transportation Advisory Committee Agenda Request

MEETING DATE: April 20, 2023

TITLE OF ITEM: Same Day Reservations Policy

ACTION: Information Only

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Crystal Gauthier

DEPARTMENT: Transit

PRESENTER: Crystal Gauthier

ESTIMATED TIME (MIN): 10 min.

SUMMARY OF ISSUE:

Requested by the committee to add City of Brainerd – Crow Wing County and The City of Pine River Public Transit Operating Policy 2.1.4 Same Day Reservations to the Transportation Advisory Committee meeting agenda for a discussion item. The policy states: Trip requests for same day service will result in a double fare charge on all trips that day. All requests for service and changes to service must be placed with the dispatcher.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Click to enter text

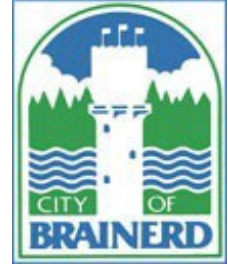
RECOMMENDED ACTION/MOTION:

Click to enter text

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: N/A
Is this budgeted? (Please Explain) N/A

MEMO



TO: Transportation Advisory Committee
FROM: Crystal Gauthier, Transit Coordinator
DATE: April 20, 2023
RE: Transit Department Update

Staff met with RouteMatch Account Executives to review Transit options for electronic fare collection. RMPay is an electronic faring module that delivers seamless and equitable fare payment solutions. RMPay would require the purchase of an additional package and license by vehicle to add to our current software. There would be no additional hardware purchases required such as card readers. Riders would have multiple options to 'load' fares onto their account which is essentially a digital wallet. 1. Via an app on their cellphone 2. Via an app on their computer 3. Call or visit City Hall Administration and use cash, check, or credit card to load fares onto their rider account. RM's development team is re developing RMPay currently and were unable to provide quotes at this time. There is possibility of online trip booking options with RMPay as well. Staff expect to hear more on this in late May. Staff also spoke with other Transit agencies who utilized a technology grant recently and are in the installation phase of their new software and hardware. The fare collection system they chose does not work with their dispatching software and required validators/card readers, cards, new modems and antennas on all buses, a new server, and other additional equipment. The technology grant they received was the typical MnDOT grant capital cost of 80/20. The cost for the new fare collection program was \$300,000 for initial costs and each agencies local share responsibility was approximately \$60,000. Monthly fees, administrative costs, and project management costs were additional.

Blue Sky Transit has recruited an additional Manager to oversee the Transit maintenance program. All buses in the fleet are now receiving scheduled maintenance. Blue Sky has also hired a 2nd full-time dispatcher who started in mid-April. Staff have been working with other Public Transit agencies in Minnesota who utilize RouteMatch dispatching software to assist Blue Sky with training on dispatching, scheduling, and routing. This would also provide dispatchers with peers to reach out to in the future and a solid training base to work with.