



Minnesota Regional Transit  
Board: Records.

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REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101  
292-8789

MEETING NOTICE

February 4, 1985  
4:30 p.m.  
Metropolitan Council Room E

AMENDED AGENDA

1. Call to Order
2. Approval of Agenda
3. Alton Gasper, Chairman, Transportation Advisory Board
4. Regional Transit Board 1985 Work Program and Budget\*
5. Interim Implementation Plan\*
6. Evaluation Criteria\*
7. Legislative Program\*
8. Resolution Recognizing Gene Hill
9. Change of Board Meeting Time and Date

JOINT MEETING:

The Regional Transit Board and the Metropolitan Council Metro Systems Committee will meet in Chambers with Gary Brosch, Director, Joint Center for Urban Mobility Research and Dr. Kevin Neels, Charles River Associates, for a presentation on the Alternatives Analysis Study.

\* enclosed

Elliott Perovich  
Chairman

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the  
REGIONAL TRANSIT BOARD  
Metropolitan Council Chambers  
January 21, 1985

BOARD MEMBERS PRESENT: Elliott Perovich, Chairman; Ruben Acosta; Doris Caranicas; Juanita Collins; John Doyle; Ruth Franklin; Alison Fuhr; Paul Joyce; Todd Lefko; Steve Loeding; Gail MarksJarvis; Jim Newland; Bernard Skrebes; Peg Snesrud

STAFF PRESENT: Ghaleb Abdul-Rahman, Mary Fudenberg, Judith Hollander and Leslie Johnson

The meeting was called to order at 4:30 p.m. and roll taken. Joyce moved approval of the amended agenda; Fuhr seconded the motion. Motion carried unanimously. (Doyle and Ed Kranz absent.)

The chairman introduced Julie Opsahl to the Board and welcomed her to the Regional Transit Board staff.

PUBLIC HEARING ON REGIONAL TRANSIT BOARD 1985 WORK PROGRAM AND OPERATING BUDGET

The chairman noted that the standard rules and procedures for public hearing will apply. He asked any speaker to state name, address, and whether he or she represented an agency or organization. Testimony should be limited to ten minutes and written testimony given to the secretary for the hearing record.

Leslie Johnson made a brief opening statement, noting that pages 23, 24 and 25 have been amended. There was no public testimony; the chairman said the record will remain open until February 4, 1985 to receive written testimony.

A letter dated January 22, 1985 from Al Schenkelberg, Director of the Office of Transit, Minnesota Department of Transportation, is attached.

POLICY COMMITTEE REPORT

Light Rail Transit Criteria:

Lefko said the Policy Committee recommended that the Board establish criteria for discussion and evaluation of light rail transit to inform the public about what guidelines the Board will use to arrive at its recommendations. Metropolitan Council Member Dirk deVries said that the Council will review LRT against its Transportation Policy Plan. When the Council did a feasibility study three or four years ago there were criteria established and debate centered on applying them to all questions; nothing was ever done, but those criteria might be a starting place. Abdul-Rahman was in charge of the earlier LRT study. Public comment will be received at the meeting of January 23 and on January 31 at the joint meeting with the Metropolitan Council Metropolitan

Systems Committee there will be a recap of all the studies done on Light Rail Transit. It is important to remain flexible in developing criteria. The criteria must be consistent with the Board's policies in the draft Interim Implementation Plan.

MarksJarvis moved that at the February 4 Board meeting a date will be set to establish criteria for the Light Rail Transit decision. Lefko seconded the motion. Franklin said the criteria must not be rigid because this is a difficult issue and does not pertain to 1986, but to what the regional will be 10, 20 or 40 years from now. Joyce said he is uncomfortable about forcing a deadline; the options should be kept open. Lefko said the Policy Committee does not intend anything too rigid be established and the process of discussing what is important from the Board's perspective should be considered. Rather than a motion, he suggested that staff be directed to begin discussion of criteria on February 4. The chairman restated the motion on the table that establishing and adopting the criteria for evaluation be placed on the agenda of the February 4 meeting. Vote was taken; Motion carried unanimously.

deVries said it is likely that cost-effectiveness will be one criteria. The media are currently talking about the federal government eliminating operating assistance. During the University and Southwest Corridor studies, allusions were made to operating cost being reduced with time transfers. He suggested that staff look into current and projected operating costs. Perovich said he had attended the Independent Republican caucus today and that this had been discussed. There is talk in Washington that by the end of Fiscal 1986 the UMTA staff will be cut from its present 1,150 to 132. All the regional offices will be closed. Snesrud asked if there is a possibility that members could get a memorandum updating them on the effect on local operations. Perovich said this is all preliminary; there will be a battle in the House and Senate. Perovich said the American Public Transit Association will move on it, but we should work through our congressmen. He visited Durenberger, Sabo and Vento's offices while he was in Washington D.C. Indications are that they will cut back federal subsidy. It is an executive prerogative to cut the size of the agency. Fuhr said we should look to Minnesota and not ask the federal government for money.

Lefko said Metro Mobility will be discussed at the Policy Committee meeting on January 23; he invited everyone to attend.

#### ADMINISTRATION AND FINANCE COMMITTEE REPORT

Franklin reviewed the memorandum regarding the staffing plan dated January 11, 1985 and moved:

1. That the Regional Transit Board approve the proposed staffing plan.

2. That the Regional Transit Board approve posting of the job descriptions listed for:
  - Planning Manager
  - Programs Manager
  - Public Information Officer
  - Transportation Planner
  - Fiscal Analyst
  - Receptionist/Office Clerk
3. That the Regional Transit Board approve the positions and delegate its authority to the chairman and executive director to hire the individuals to fill those positions.
4. That the Regional Transit Board approve the appointment of Julie Opsahl to the secretarial position, effective January 21, 1985, with the standard confidential employee benefit package.

Joyce seconded the motion. Perovich said that there had been discussion about whether the personnel specialist would have to be full-time. In the future it could probably be part-time, but first the policies would have to be written.

MarksJarvis said she had asked for a memorandum on the use of legal counsel. She questioned whether a full-time in-house counsel should be hired. The state salary scale for lawyers ranges from \$23,000 to \$50,000. She has talked to several metropolitan agencies and concluded that RTB could hire its own attorney at \$35,000 to \$45,000 per year. She said the Board should consider hiring in-house counsel. Franklin said the committee discussed that at its last meeting and concluded that since the Board is limited to 19 positions the other positions are more important. Also, it is difficult for any attorney to handle all kinds of issues and it would become necessary to contract for specialized legal work. The \$35,000 would pay the salary, but not cover the cost of a law office and other costs. The committee agreed that this could be reviewed in at some future point when the Board can expand beyond 19 staff. The committee felt legal work should be contracted out. Joyce added that Metropolitan Transit Commission (MTC) used contracted services for varied expertise. When they hired in-house counsel there were problems because the individual did not have expertise on all areas, which lead to a lawsuit. If a staff attorney is hired the Board would have to provide a law library and facilities. Acosta said the Board will always require experts, but certain activities do not have to be handled by specialists. Of the budgeted \$113,000, he asked how much is general organization administration any generalist could do. The chairman cautioned that this is our first budget; we have no experience yet. The high figure is included because we do not know what we are facing. Loeding said in-house counsel would provide better access for the Board to raise specific questions, particularly because this is a new agency.

Newland said his agency is served by an attorney who is full-time but reports to the Attorney General's Office. This assistance to top staff in technical planning had headed off legal problems. This should be considered again in a few months. Perovich said there is still the possibility of an arrangement

with the Council to use part of Peter Bachman's time. This plan is an interim plan. The bottom of the organization chart mentions staff counsel. If staff complement is expanded that position might be filled immediately. Acosta suggested that an attorney with a double career in law and contract administration or personnel could be found and the positions combined. Lefko said some position would have to be dropped to open a position in the complement.

Perovich said this is the staff recommendation to the Board on how to staff the agency at this stage to accomplish the Board's tasks and with a limited complement. The plan is not set in stone. Theoretically functions could be combined but sometimes that is difficult to accomplish. This is Abdul-Rahman's recommendation on how to get the job done. Perovich said the Board's contract administrator will not draw up contracts; he or she would administer the contract after it is drawn up. Franklin said this is the recommendation of the Administration and Finance Committee on an interim plan and she suggested voting on the recommendations. Abdul-Rahman said that in June the Board will again have to evaluate its staff and make-up of the organization. Snesrud asked which positions are not part of the 19-person complement. Abdul-Rahman said it was necessary to add an office receptionist/clerk. However, an administrative assistant and a project assistant will not be posted until July, when projects are transferred.

MarksJarvis moved to amend the motion to include an in-house attorney who would be responsible for legal personnel matters and contract matters be added to the staffing plan. Loeding seconded the motion. Loeding said the contract administrator and personnel specialist could be dropped and insert legal counsel and secretary. Newland said he is nervous about the Board meddling in this. There is too much detail in the amendment. The chairman said the motion would be to create a position to deal with contracts and personnel. MarksJarvis said the motion is to create an in-house counsel position and look into having that position cover contract and personnel matters. Perovich said it is difficult to respond without knowing what would be spent in-house and what would be contracted for. Lawyers have high overhead costs and the Council charges the Board for use of its facilities. Doyle said the staffing plan should be related to the work plan. Perovich said the staff is recommending this complement after reviewing its tasks. He questioned whether the Board should decide these combinations. He opposes any change in the recommendation now. If it is not working or when another staff member is needed it can be changed. Vote was taken on the amendment. Amendment failed (Lefko, Skrebves, Caranicas, Doyle, Snesrud, Fuhr, Collins, Franklin and Joyce voted nay.)

MarksJarvis said that in Item 3, it is the Board that has the authority and there is no way the Board can give up its legal authority. Newland said he had suggested this because he feels strongly that it is appropriate. Franklin said an attorney was present at the meeting who said it would be appropriate. The

committee does not feel the Board can interview and prepare performance evaluations. It is unwise for the Board to interfere in day-to-day operations. Acosta said the action is correct if the authority is delegated to the Chairman because he is a member of the Board. Vote was taken on the original motion. Motion carried (MarksJarvis voted nay.)

Snesrud said she recommends that after the legislative session the Board should review the work program. Abdul-Rahman said by July 1st the Board must decide whether we are going to administer Rideshare and Metro Mobility or contract it out to Metropolitan Transit Commission. The question of Metropolitan Council charge-backs is one of the most important issues.

With respect to Council on a contractual basis, Loeding asked if members may contact these people to ask specific questions. Perovich said questions should pass through the executive director in order to have a handle on charges. Abdul-Rahman noted that whenever members contact Metropolitan Council staff the Board is charged for the time and he would like to know about it.

Newland said this was a valuable discussion because a rubber-stamp board is ineffective and this Board cares about how it spends money.

MarksJarvis said she asked two months ago for a list of what we spend on legal work and what the breakdown is of charges. She talked to Johnson and he has prepared a memorandum. She asked that it be submitted to her. Loeding asked why it was not received two months ago. Abdul-Rahman said the memo will be available soon. He explained it was not developed earlier because the completion of the budget had greater priority. Fuhr asked if the Board will receive monthly status reports. Abdul-Rahman said reports will pass through the Administration and Finance Committee.

Amendment to Strgar-Roscoe-Fausch Contract:

Franklin moved approval of Contract Amendment No. 2, extending the period of the Strgar-Roscoe-Fausch contract. Snesrud seconded the motion. Motion carried unanimously.

OTHER BUSINESS

There was discussion of the agenda for the upcoming Administration and Finance Committee meeting. The Public Information Officer will be retained as soon as possible.

The Legislative Committee will meet on January 28.

Loeding moved to adjourn; Joyce seconded the motion. Motion carried unanimously. The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Mary Fudenberg

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 2/4/85

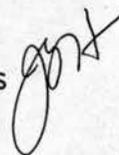
RTB Meeting

<u>Dist.</u>	<u>Member Name</u>	<u>Present</u>	<u>Vote</u>	<u>Vote</u>	<u>Vote</u>	<u>Vote</u>	<u>Vote</u>
Chair	Elliott Perovich	✓					
A	Todd Lefko		/				
B	Ruben Acosta		/				
C	Bernard Skrebes	✓					
D	Doris Caranicas						
E	John Doyle, Sr.						
F	Gail Marks Jarvis	✓					
G	James Newland						
H	Margaret Snesrud	✓					
I	Alison Fuhr	✓					
J	Juanita Collins						
K	Steve Loeding						
L	Ruth Franklin	✓					
M	Paul Joyce	✓					
N	Edward Kranz		/				

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 30, 1985  
TO: Regional Transit Board  
FROM: Judith Hollander, Director, Planning and Programs  
SUBJECT: Interim Implementation Plan

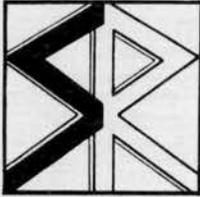


Attached is a memorandum from Peter Fausch of Strgar-Roscoe-Fausch outlining proposed changes to the Interim Transit Service Implementation Plan based on comments received during the public hearing and the following comment period.

RECOMMENDATION:

That the Regional Transit Board approve the Interim Transit Service Implementation Plan for transmittal to the Metropolitan Council for its review and approval.

JH/mf  
Att.



# STRGAR-ROSCOE-FAUSCH, INC.

CONSULTING ENGINEERS

TRANSPORTATION ■ CIVIL ■ STRUCTURAL ENGINEERS ■ LAND SURVEYORS

## MEMORANDUM

TO: Ghaleb Abdul-Rahman

FROM: Peter A. Fausch, P.E.

DATE: January 29, 1985

SUBJECT: FINAL CHANGES IN THE DECEMBER 3, 1984 DRAFT OF THE INTERIM TRANSIT SERVICE IMPLEMENTATION PLAN

The following changes have been made to the December 3, 1984 Draft of the Interim Transit Service Implementation Plan, based on testimony received at the Public Hearing on December 17, 1984, comments received in writing while the hearing record was open, and comments received during several presentations of the IIP. Changes have also been made to meet the legislature requirements of Section 118, Subdivision 3 and Section 119, Subdivision 2 of the enabling legislation, and MSS 473.161 Subdivision 1, which requires that a capital development program be included in the plan. The text of substantial changes is included in this memo. The revised Chapter 9, Financial Plan, is appended in total. Minor editorial changes have not been included at this time.

Page 3: A paragraph has been added to the introduction to address specific RTB responsibilities, and to identify the parts of the report that the Metro Council and the Senate and House Committees must review.

The IIP is intended to satisfy several requirements of the enabling legislation. The requirements and the sections of the report which respond to the requirements are as follows:

1. Section 118, Subdivision 3 of the enabling legislation requires an interim implementation plan. The entire document satisfies that requirement. The Metropolitan Council must review and approve the IIP.
2. Section 119, Subdivision 2 of the enabling legislation requires a financial plan. Chapter 9 of the IIP, Financial Plan, meets this requirement. The Metropolitan Council must review and approve the Financial Plan.

- 1.17
3. Section 150, Subdivision 4 of the enabling legislation requires a complete budget and staffing plan. Chapter 8 of the IIP contains the Staffing Plan. Chapter 9 of the IIP contains the 1985 operating budget and the 1985 capital budget for the RTB. The Minnesota Senate Financial Committee and the House Appropriations Committee shall review these elements.
  4. Section 19, Subdivision 1 of the enabling legislation requires an annual budget consistent with MSS 473.163. Chapter 9 of the IIP contains the budget information. The Metropolitan Council must review and approve the budgets.

In 1984, the Regional Transit Board (RTB) was created by the legislature to:

1. Perform mid-range transit planning
2. Make transit policy decisions
3. Handle administrative functions, and
4. Facilitate the establishment of new and alternative transit issues for the Twin Cities Metropolitan area.

This chapter of the IIP gives a brief background to transit activities in the Twin Cities which led to the formation of the RTB.

Page 11: The second sentence of the first paragraph was rewritten to state more clearly the reasons for the creation of the RTB.

The RTB was created to: 1) perform midrange transit planning, 2) make policy decisions, 3) handle administrative functions, and 4) facilitate the establishment of new and alternative transit services for the Twin Cities Metropolitan Area.

Page 23: The fourth paragraph has been changed and updated to match the data appearing in Appendix A, page 98.

The MTC vehicle fleet has 1183 operating vehicles distributed as follows:

- o 1003 standard 40 foot buses for daily service
- o 81 articulated 60 foot buses for daily service
- o 33 Project Mobility lift equipped buses for daily service
- o 41 standard buses and 14 Project Mobility buses not required for operations are stored at the Twin Cities Arsenal in Arden Hills
- o 1 standard bus and 10 shuttle vans are leased to other parties

Page 24: The number of full time equivalents employed by each private operator has been added to each section.

Page 28: An additional paragraph defining paratransit services has been inserted at the beginning of the section.

Paratransit services refer to forms of public transportation that are more flexible and personalized than conventional fixed route, fixed schedule services. Paratransit services may include ridesharing, subscription buses and vans, dial-a-ride, or shared ride taxi-cab service. Paratransit services are most often directed at providing transportation to transit dependent handicapped and elderly individuals.

Any sentence reading ..."paratransit and special services"... has been changed to simply read "paratransit service" throughout the entire document.

Page 29: In the Community Services section, the word "provides" has been replaced by "contracts for", to reflect the direct source of the service.

Page 29: The description of available county services has been rewritten to address, where the service is provided, who provides the service, and who the service is directed at.

Page 30: The heading has been changed to Rideshare Services. The second paragraph has been expanded to describe the Minnesota Rideshare program in greater detail.

In 1983 Minnesota Rideshare assisted over 13,200 individuals by processing computer match lists. Twenty-nine percent (about 3,800) of these individuals succeeded in forming new carpools or joining previously registered carpools. Minnesota Rideshare currently has almost 5,000 carpools and 204 vanpools registered. The 204 vanpools, 68 of which are owned and operated by the rideshare program, serve approximately 2,350 persons. Minnesota Rideshare estimates that the car and vanpools registered with their program represent only 4% of the total number of car and vanpools operating in the seven county metropolitan area.

The Minnesota Department of Administration currently coordinates an additional program which utilizes a fleet of 32 state owned vans serving 328 state employees. Many other corporate vanpool programs exist in the metro area and there is a high degree of self started car and vanpooling in the region.

Page 43: The issues have been reordered to show what the transit needs are, who will direct the transit programs, and how the programs will be funded.

Page 62: Task 5 has been changed to ALTERNATIVES ANALYSIS DECISION from LRT Decision.

Page 62: Two sentences referring to past, and presently conducted LRT studies have been added to the first paragraph.

In 1981, a study was conducted that determined LRT could be feasible in several Twin Cities travel corridors.

An LRT Implementation Study is currently being conducted by the Hennepin County Regional Rail Authority.

Page 62: Item 3 of the tentative schedule has been changed to highlight the roles of the RTB and the Metropolitan Council.

3. March 5, 1985 - The Regional Transit Board and Metropolitan Council will submit any necessary implementing legislation for approval.

Page 63: The TAB has been added to the first element under Task 7 Policies on Roles and Responsibilities.

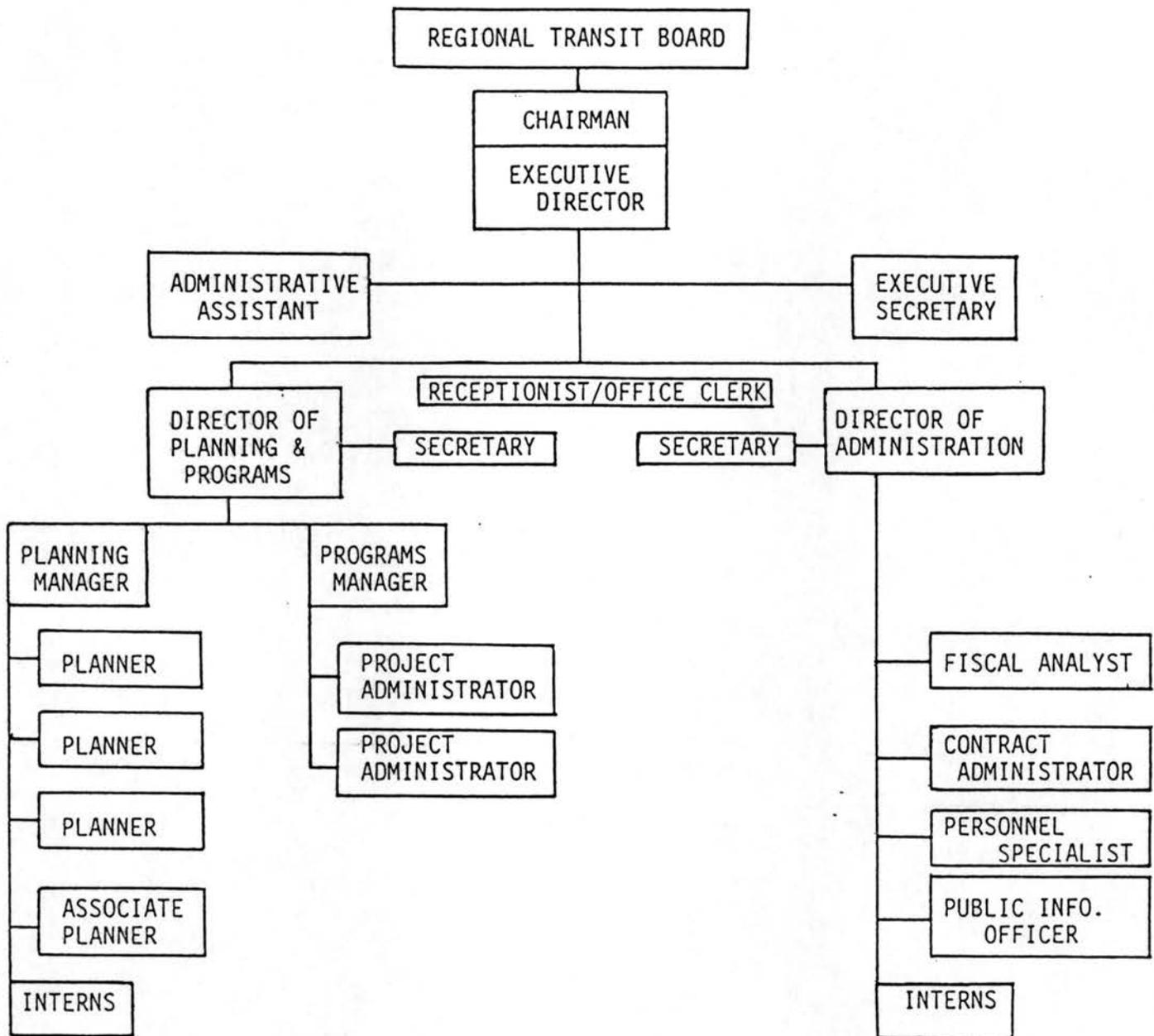
Page 72: Figure 8-1 has been relabeled, RTB Staff Functions. A second figure, RTB Staff Organization, and descriptive paragraph have been added to the staffing plan. Figure 8-2 is appended to this memo, and the final paragraph of the staff organizational structure section now reads as follows:

The RTB Chairman and Executive Director will be supported by an executive secretary, and an administrative assistant who will handle liaison activities. The Director of Planning will be assisted by a staff of 8 professionals including, a planning manager, 4 planners, a programs manager, and 2 project administrators. The Administration Division will consist of the Director, a fiscal analyst, contract administrator, personnel specialist, and public information officer. Both divisions will also employ interns and a secretary to handle additional activities.

Page 77: Chapter 9, Financial Plan has been updated to meet legislative requirements. Section 118, Subdivision 3 of the enabling legislation requires the RTB to include in the Interim Implementation Plan, a development program consistent with MSS 473.161 Subdivision 1. This includes an operating and capital plan showing the expected levels of public expenditures and source of funds for all services and facilities planned. Section 119, Subdivision 2 of the enabling legislation requires a financial plan be contained in the IIP. This plan must cover three calendar years and contain the same elements as the IIP plus a biennial budget request for state assistance.

Because of these requirements, Chapter 9 has been rewritten and now contains three additional elements, a 1985 Operating Budget, a 1985 Capital Budget, and a 1985-1987 Capital Plan. Following below is documentation of all the changes which have taken place. The entire chapter is appended to this memo for reference.

- A 1985 Operating Budget has been added and consists of three summary tables showing expected work program costs and revenues.
- The Operating Costs section has been renamed, 1985-1987 Operating Plan. Text of the entire section remains intact. The three tables have been renumbered as Table 9-4, 9-5 and 9-6 respectively.
- A 1985 Capital Budget has been added after the Operating Plan. The Capital Budget is shown in Table 9-7 and presents the total capital expenditures for 1985 and sources of revenue available.
- A 1985-1987 Capital Plan has been added after the 1985 Capital Budget. The plan includes one table, Table 9-8 showing total capital authorizations for 1985 and requests for 1986 and 1987. The table represents money requested or approved for capital improvement projects each year. Authorizations may carry into subsequent years for on-going projects, therefore Table 9-8 does not necessarily represent the amount which will be expended on capital in a given year. Capital project descriptions and capital cost estimates for other metropolitan area systems are also included.
- The 1986-1987 Biennial Budget Request has been left intact.



Consulting Needs:

- . Project Development & Evaluation
- . Auditing
- . Training
- . Legal

**STAFF ORGANIZATION CHART**

**FIGURE 8-2**

## 9. FINANCIAL PLAN

The Interim Transit Service Plan in Chapter 6 describes the expected level of transit service to be provided during the calendar years 1985, 1986 and 1987, and the anticipated number of transit passengers. The purpose of this chapter is to establish the financial requirements for that same time period and to identify the Mn/DOT request for state financial assistance for the 1986-1987 biennium. This plan includes the 1985 Operating and Capital Budgets, 1985-1987 Operating and Capital Plans, and the 1986-1987 Biennial Budget Request. The level of funding for possible construction of light rail transit facilities has not been determined at this time.

The enabling legislation requires that the RTB develop a financial plan for three calendar years. The financial plan is based on the calendar year service plans described in Chapter 6. The Mn/DOT biennial budget request, however, is based on the state fiscal year. This calendar year/fiscal year difference requires conversion of the base data in the service and financial plans into the state fiscal year format.

### 1985 Operating Budget

The 1985 Operating Budget is summarized in Tables 9-1, 9-2, and 9-3. Table 9-1 shows the total cost of each work task, and the sources of revenue available for the RTB 1985 Work Program.

Table 9-2 shows the estimated revenue and other sources of funds available for 1985. The total expenditures expected in 1985 are summarized by expense category in Table 9-3. These estimates incorporate the amounts needed for the RTB Work Program, for MTC transit operations, and costs of other metropolitan area transit systems.

### Operating Plan

The projected annual operating costs for the metropolitan transit system for 1985 through 1987 are presented in Tables 9-4, 9-5 and 9-6. These tables present the expected annual operating costs, the level of fare revenues and other revenues, and the expected federal, state and local assistance.

MTC data represents actual projections and is consistent with the Mn/DOT biennial budget assumptions. The 1985 operating cost projections for the MTC are based on the service plan described in Chapter 6. The expense assumptions are as follows:

- o Labor costs are estimated based on the contract wage rates included in the existing labor contract which is effective May 1, 1984 to April 30, 1986.

Revenue:	<u>1985 Proposed</u>
Federal Revenue-UMTA	<u>\$ 313,000</u>
State Revenue:	
RTB-Administration F.Y. 85 (July-Dec 84 Bal)	<u>302,776</u>
RTB-Administration F.Y. 85 (Jan-June)	<u>527,760</u>
RTB-Administration F.Y. 86 (July-Dec.)	<u>549,750</u>
Investment Income	<u>44,700</u>
Miscellaneous Income	<u>-0-</u>
TOTAL REVENUE	<u>\$ 1,737,986</u>
Expenditures:	
General Administration	<u>\$ 272,390</u>
Community Relations	<u>131,708</u>
Financial Assistance	<u>271,371</u>
Participation in On-Going Activites	<u>183,043</u>
Alternatives Analysis Decision	<u>132,894</u>
Handicapped Transportation Planning	<u>113,561</u>
Develop Policies Clarifying RTB Roles and Responsibilities	<u>116,408</u>
Develop Financial Policies and Analyze Financial Resources	<u>136,254</u>
Develop and Conduct Service Needs Assessment Programs	<u>199,689</u>
Capital Equipment and Facilities Planning and Research	<u>120,804</u>
Implementation Plan	<u>59,864</u>
TOTAL WORK PROGRAM EXPENDITURES	<u>\$ 1,737,986</u>

**1985 SUMMARY OF WORK PROGRAM**

**TABLE 9-1**

Revenue:	<u>1985 Proposed</u>
Property Tax	\$ 41,293,000
Federal Revenue-UMTA	<u>313,000</u>
State Revenue:	
RTB-Administration F.Y. 85 (July-Dec 84 Bal.)	<u>302,776</u>
RTB-Administration F.Y. 85 (Jan-June)	<u>527,760</u>
RTB-Administration F.Y. 86 (July-Dec)	<u>549,750</u>
MTC-Oper. & Social Fares F.Y. 86 (July-Dec)	<u>7,130,000</u>
Opt Out	<u>365,950</u>
Private Operators	<u>516,350</u>
Metro Mobility	<u>2,675,000</u>
Rural and Small Urban	<u>408,350</u>
Investment Income	<u>44,700</u>
Miscellaneous Income	<u>-0-</u>
TOTAL	<u>\$ 54,126,636</u>

**1985 ESTIMATED REVENUE**

**TABLE 9-2**

	<u>1985 Proposed</u>
Salary and Benefits	\$ 696,226
RTB Board Expenses	99,776
Computer Expense	36,000
Contractual Services	
Legal Services	113,643
Technical Consultants	152,643
Employee Development	
Recruitment	3,500
Training	5,000
Conference Fees	3,900
Membership Dues	2,400
Travel	
Non-Local	18,400
Local	10,000
Office Rent and Utilities	22,000
Office Equipment	
Furnishings	40,000
Rent of Equipment	8,600
Maintenance of Equipment	4,200
Office Supplies	37,300
Communications	
Telephone	6,500
Postage	25,000
Legal Notices	3,000
Reproduction and Publications	66,100
Metropolitan Council Reimbursements	200,000
General Overhead	10,000
Contingencies	173,798
MTC Property Tax Pass-Through	41,293,000
MTC Oper. and Social Fares F.Y. 86 (July-Dec)	7,130,000
Opt Out	365,950
Private Operators	516,350
Metro Mobility	2,675,000
Rural and Small Urban	408,350
TOTAL	\$ 54,126,636

**1985 SUMMARY OF EXPENDITURES**

**TABLE 9-3**

- o Driver budget projections are based on a payroll hours to platform hours ratio of 1.192.
- o Maintenance staffing is based on 25.5 work hours per 1,000 miles of vehicle operations.
- o The diesel fuel price per gallon is estimated to increase 5% over 1984.
- o The cost of bus parts is estimated to increase 3% over 1984 with an additional \$240,000 required for an initial inventory of parts for the new vehicles.

The revenue assumptions are as follows:

- o The present fare structure will remain throughout 1985.
- o The productivity of the system will be 2.76 passengers per mile.

The 1985 operating budget represents a 6.7% (\$6.2 million) increase over 1984. The negotiated wage rate increases for union employees average approximately 5% effective January 1, 1985. Labor and fringe benefits account for 75% of the total MTC operating budget. The 1986 operating budget is estimated to increase by 6.8%, and the 1987 operating budget will increase 5.8%.

The MTC has projected no ridership increase and, therefore, there will be no increase in passenger fare revenues. The amount of local property tax has been projected to increase 3.1% in 1986 and by 2.9% in 1987. The amount of federal assistance has been projected to decrease by 10.5% in 1986 and then remain steady in 1987. The amount of additional revenue for the MTC, such as investment income, is projected to increase slightly each year. It has also been assumed that there will be no additional working capital fund contributions by the MTC after 1985. Therefore, the amount of state assistance required under these conditions will increase 83.3% in 1986 from 1985, and by an additional 24.5% in 1987.

Actual projections were not available for other metropolitan transit systems. The 1984 estimated costs, revenues and other assistance were used as the basis for projections. The 1984 base figures have been adjusted by assuming an annual 4.5% cost increase, a 2% farebox revenue increase, and the same percentage level for Section 18 federal assistance. These assumptions are consistent with the Mn/DOT biennial budget assumptions. Some of the system costs in Table 9-4 include both operations and capital elements as depreciation or use-allowance is granted to some recipients using privately financed vehicles.

1985

	Operating Cost	Fare Revenue	Other Revenue	Federal Assistance	State Assistance	Local Assistance
<b>RURAL SYSTEMS</b>						
Anoka County	47,000	1,000	0	0	30,000	15,000
Carver County	166,000	4,000	0	65,000	43,000	54,000
D.A.R.T.S.	322,000	16,000	0	0	209,000	97,000
Scott County	149,000	5,000	0	57,000	39,000	47,000
Washington County	192,000	5,000	0	0	125,000	63,000
<b>TOTALS</b>	<b>\$ 876,000</b>	<b>\$ 31,000</b>	<b>\$ 0</b>	<b>\$ 122,000</b>	<b>\$ 446,000</b>	<b>\$ 276,000</b>
<b>SMALL URBAN SYSTEMS</b>						
Columbia Heights	30,000	7,000	0	0	18,000	5,000
Hastings	121,000	31,000	0	36,000	36,000	17,000
Hopkins	78,000	17,000	0	0	47,000	14,000
Plymouth	307,000	87,000	0	0	0	220,000
St. Louis Park	12,000	0	0	0	7,000	5,000
White Bear Lake	139,000	29,000	0	0	84,000	27,000
<b>TOTALS</b>	<b>\$ 687,000</b>	<b>\$ 171,000</b>	<b>\$ 0</b>	<b>\$ 36,000</b>	<b>\$ 192,000</b>	<b>\$ 288,000</b>
<b>PRIVATE OPERATORS</b>						
Medicine Lake Lines	915,000	339,000	0	0	576,000	0
North Suburban Lines	672,000	233,000	0	0	438,000	0
<b>TOTALS</b>	<b>\$ 1,587,000</b>	<b>\$ 572,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,014,000</b>	<b>\$ 0</b>
MTC Regular Route	\$101,064,000	\$33,819,000	\$3,320,000	\$10,010,000	\$10,500,000	\$40,902,000
<b>METRO MOBILITY</b>	<b>\$ 6,019,000</b>	<b>\$ 317,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 5,311,000</b>	<b>\$ 391,000</b>

1985 METROPOLITAN TRANSIT SYSTEM OPERATING PLAN

TABLE 9-4

1986

	Operating Cost	Fare Revenue	Other Revenue	Federal Assistance	State Assistance	Local Assistance
<b>RURAL SYSTEMS</b>						
Anoka County	49,000	1,000	0	0	32,000	16,000
Carver County	173,000	4,000	0	68,000	45,000	57,000
D.A.R.T.S.	337,000	16,000	0	0	219,000	102,000
Scott County	155,000	5,000	0	60,000	41,000	49,000
Washington County	201,000	5,000	0	0	131,000	66,000
<b>TOTALS</b>	<b>\$ 915,000</b>	<b>\$ 31,000</b>	<b>\$ 0</b>	<b>\$ 128,000</b>	<b>\$ 468,000</b>	<b>\$ 290,000</b>
<b>SMALL URBAN SYSTEMS</b>						
Columbia Heights	32,000	7,000	0	0	19,000	6,000
Hastings	126,000	32,000	0	38,000	38,000	19,000
Hopkins	81,000	17,000	0	0	49,000	15,000
Plymouth	321,000	89,000	0	0	0	232,000
St. Louis Park	12,000	0	0	0	7,000	5,000
White Bear Lake	146,000	29,000	0	0	87,000	29,000
<b>TOTALS</b>	<b>\$ 718,000</b>	<b>\$ 174,000</b>	<b>\$ 0</b>	<b>\$ 38,000</b>	<b>\$ 200,000</b>	<b>\$ 306,000</b>
<b>PRIVATE OPERATORS</b>						
Medicine Lake Lines	956,000	345,000	0	0	611,000	0
North Suburban Lines	702,000	238,000	0	0	464,000	0
<b>TOTALS</b>	<b>\$ 1,658,000</b>	<b>\$ 583,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,075,000</b>	<b>\$ 0</b>
MTC Regular Route	\$107,969,000	\$33,819,000	\$3,826,000	\$ 8,967,000	\$19,247,000	\$42,170,000
METRO MOBILITY	\$ 6,389,000	\$ 321,000	\$ 0	\$ 0	\$ 5,648,000	\$ 420,000

1986 METROPOLITAN TRANSIT SYSTEM OPERATING PLAN

TABLE 9-5

1987

	Operating Cost	Fare Revenue	Other Revenue	Federal Assistance	State Assistance	Local Assistance
RURAL SYSTEMS						
Anoka County	51,000	1,000	0	0	33,000	17,000
Carver County	181,000	4,000	0	71,000	47,000	60,000
D.A.R.T.S.	352,000	16,000	0	0	229,000	107,000
Scott County	162,000	5,000	0	63,000	43,000	52,000
Washington County	210,000	5,000	0	0	137,000	69,000
TOTALS	\$ 956,000	\$ 31,000	\$ 0	\$ 134,000	\$ 489,000	\$ 305,000
SMALL URBAN SYSTEMS						
Columbia Heights	33,000	7,000	0	0	20,000	6,000
Hastings	132,000	32,000	0	40,000	39,000	20,000
Hopkins	85,000	18,000	0	0	51,000	16,000
Plymouth	335,000	90,000	0	0	0	245,000
St. Louis Park	13,000	0	0	0	8,000	5,000
White Bear Lake	152,000	30,000	0	0	91,000	31,000
TOTALS	\$ 750,000	\$ 177,000	\$ 0	\$ 40,000	\$ 209,000	\$ 323,000
PRIVATE OPERATORS						
Medicine Lake Lines	999,000	352,000	0	0	647,000	0
North Suburban Lines	733,000	243,000	0	0	491,000	0
TOTALS	\$ 1,732,000	\$ 595,000	\$ 0	\$ 0	\$ 1,138,000	\$ 0
MTC Regular Route	\$114,195,000	\$33,819,000	\$4,059,000	\$ 8,967,000	\$23,963,000	\$43,387,000
METRO MOBILITY	\$ 6,733,000	\$ 325,000	\$ 0	\$ 0	\$ 5,989,000	\$ 419,000

1987 METROPOLITAN TRANSIT SYSTEM OPERATING PLAN

TABLE 9-6

## 1985 Capital Budget

The 1985 Capital Budget was developed in support of the equipment, facility, and operating needs of the Metropolitan Transit Commission for 1985. Detailed capital needs for other metropolitan area transit systems are not available at this time.

Table 9-7 presents the 1985 Capital Budget. Total project costs, and the expected source and amount of funding needed for each project is shown. The total capital expenditures expected in 1985 is approximately \$46 million, \$34.5 million of which will come from federal grants and \$11.5 million from local sources.

## 1985-1987 Capital Plan

The 1985-1987 Capital Plan is based on projected equipment and facility needs of the MTC. Capital need estimates for other metropolitan area transit systems are provided at the end of this section. Table 9-8 shows the dollar amount of required authorizations which will be required for capital improvements in 1985, 1986, and 1987. Approximately \$85 million has been approved for 1985, however only a portion of this amount will actually be expended in 1985 as shown by the 1985 Capital Budget. Some of the projects will extend into subsequent years at which time the remaining amount of authorized money will need to be expended. The amount shown for 1986 and 1987, \$22 million and \$31 million respectively, represent only new authorization requests. The amounts actually expended in 1986 and 1987 will be determined through the annual capital budget process.

Twenty three capital improvement projects are included in the Capital Plan. These projects can be grouped into 5 major categories:

- o Fleet Improvements
- o MTC Facility Improvements
- o Public Facility Improvements
- o Computer and MIS Projects
- o Miscellaneous Projects

A description of each capital improvement project including the function, and location follows:

### Fleet Improvements

The MTC is currently faced with replacing or rehabilitating the 949 buses purchased during 1971-1976. This massive purchase has led to major maintenance and replacement problems in the past few years as the buses reach the end of their expected 12 year useful lives. As a result, the MTC has called for a gradual replacement of buses in its Fleet Modernization Plan, to prevent a recurrence of this problem in future years. The fleet improvements shown below coincide with the goals, policies, and capital need projections of the MTC's Fleet Modernization Plan. All fleet improvements are given the highest level of priority ranking.

PROJECT	FEDERAL REVENUE	LOCAL REVENUE	TOTAL COST
<b>FLEET IMPROVEMENTS</b>			
1. Articulated Buses	\$ 710,438	\$ 177,609	\$ 888,047
2. 134 40-Foot Buses	5,632	1,408	7,040
3. 122 40-Foot Buses	16,141,064	4,035,266	\$20,176,330
4. 20 Demonstration Buses	3,000,000	1,000,000	4,000,000
5. 11 Project Mobility Buses	11,240	2,810	14,050
6. Bus Rehabilitation	7,391,724	1,908,626	9,300,350
7. Vehicle Leasing Program	212,625	70,875	283,500
8. Vehicle Consumables	159,603	39,900	199,503
<b>MTC FACILITY IMPROVEMENTS</b>			
9. St. Paul CBD Layover	186,874	46,718	233,592
10. Nicollet Garage	3,478,155	1,159,385	4,637,540
11. FT Heywood Oper/Office Facility	6,550	448,690	455,240
12. Central Money Counting Room	321,640	80,410	402,050
13. Major Maintenance-Facilities	0	253,140	253,140
<b>PUBLIC FACILITY IMPROVEMENTS</b>			
14. University Area Transitway	0	230,531	230,531
15. Hennepin Avenue Transitway	0	16,978	16,978
16. Bus Turnarounds	114,256	28,564	142,820
17. Park-Ride Facilities	145,351	42,508	187,939
18. I-394 Transit Facilities	0	506,158	506,158
<b>COMPUTER AND MIS PROJECTS</b>			
19. Computer Related Equipment	1,378,174	344,543	1,722,717
20. Radio Computer System Upgrade	352,800	309,732	662,532
21. Computer Applications	215,702	53,926	269,628
22. Management Information Systems	154,921	38,730	193,651
<b>MISCELLANEOUS PROJECTS</b>			
23. 1984 Capital Equipment	444,694	111,174	555,868
24. 1985 Capital Equipment	10,734	436,440	447,174
25. Capital Projects Auditing	24,602	6,152	30,754
26. Grant Applications & Adm.	19,475	82,025	101,500
<b>TOTAL</b>	<b>\$34,486,254</b>	<b>\$11,432,378</b>	<b>\$45,918,632</b>

**1985 CAPITAL EXPEDITURES**

**TABLE 9-7**

PROJECT	PROPOSED 1985	PROJECTED 1986	PROJECTED 1987	TOTAL	REVENUE	
					FEDERAL	LOCAL
<b>FLEET IMPROVEMENTS</b>						
1. Articulated Buses	\$ 888,000	\$ 0	\$ 0	\$ 888,000	\$ 710,000	\$ 178,000
2. 40-Foot Buses	44,727,000	19,661,000	20,597,000	84,985,000	66,780,000	18,205,000
3. 20 Demonstration Buses	4,000,000	0	0	4,000,000	3,000,000	1,000,000
4. 11 Project Mobility Buses	1,616,000	0	0	1,616,000	1,293,000	323,000
5. Bus Rehabilitation	9,300,000	0	5,744,000	15,044,000	11,700,000	3,345,000
6. Vehicle Leasing Program	284,000	0	0	284,000	213,000	71,000
7. Vehicle Consumables	210,000	218,000	227,000	655,000	523,000	131,000
<b>MTC FACILITY IMPROVEMENTS</b>						
8. St. Paul CBD Layover	529,000	0	0	529,000	423,000	106,000
9. Nicollet Garage	13,999,000	0	0	13,999,000	10,499,000	3,500,000
10. FT Heywood Oper/Office Facility	455,000	0	0	455,000	7,000	449,000
11. Central Money Counting Room	402,000	0	0	402,000	322,000	80,000
12. Major Maintenance Facilities	253,000	263,000	274,000	790,000	0	790,000
<b>PUBLIC FACILITY IMPROVEMENTS</b>						
13. University Area Transitway	1,180,000	0	0	1,180,000	0	1,180,000
14. Hennepin Avenue Transitway	49,000	0	0	49,000	0	49,000
15. Bus Turnarounds	307,000	190,000	200,000	697,000	557,000	139,000
16. Park-Ride Facilities	1,236,000	470,000	490,000	2,196,000	1,708,000	488,000
17. I-394 Transit Facilities	506,000	1,054,000	2,536,000	4,096,000	0	4,096,000
<b>COMPUTER AND MIS PROJECTS</b>						
18. Computer Related Equipment	2,116,000	0	0	2,116,000	1,693,000	423,000
19. Radio Computer System Upgrade	663,000	0	0	663,000	353,000	310,000
20. Computer Applications	856,000	0	0	856,000	685,000	171,000
21. Management Information Systems	194,000	0	0	194,000	155,000	39,000
<b>MISCELLANEOUS PROJECTS</b>						
22. Capital Equipment	1,388,000	865,000	900,000	3,153,000	1,721,000	1,432,000
23. Capital Project Admin.	132,000	138,000	143,000	413,000	138,000	275,000
<b>TOTAL</b>	<b>\$85,290,000</b>	<b>\$22,859,000</b>	<b>\$31,111,000</b>	<b>\$139,260,000</b>	<b>\$102,480,000</b>	<b>\$36,780,000</b>

1. Sixty-two articulated buses which were ordered in 1981 from M.A.N. Corp., will be purchased to replace existing standard 40-foot buses which are more than 12 years old. The total cost includes fareboxes, radios and make ready items. Twenty-five of these buses were delivered in 1983, the remaining thirty-seven in early 1984. Some minor capital expenditures remain.
2. Forty-foot buses will be purchased to replace 1972 Flexible or AM General 40-foot buses. In 1985, 122 buses will be delivered, 134 buses will arrive in 1986, and 125 buses in 1987. In addition, the RTB will seek approval to purchase 125 buses in 1987 with delivery taking place in 1988.
3. Twenty lift equipped 40-foot buses will be purchased to test in regular route service as part of the New Bus Equipment Introduction (NBEI) program. These buses are scheduled for delivery in 1985.
4. Eleven Project Mobility Buses will be purchased to replace 11 Grumman buses. These buses are scheduled for delivery in 1986.
5. Bus rehabilitation of 175 buses will take place in 1985 to extend their useful lives by 8 to 10 years. Rehabilitation is a major component of the Fleet Mobilization Plan, and is intended to permit continued use of 40-foot buses which are at least 12 years old. In additional 44 buses will be rehabilitated in 1987.
6. The Vehicle Leasing Program will allow vehicles purchased by the MTC to be leased to communities for use in local paratransit projects, when vehicles are not otherwise available.
7. A Vehicle Consumable system to automate the monitoring of vehicle consumables (diesel fuel, oil, etc.) will be used by each MTC revenue vehicle. This system will trace the quantity of consumables used per fleet, facility and vehicle in a given time period. Maintenance reports that provide tracking of bus efficiency and garage activity will be prepared to correct problems detected by the Vehicle Consumables System. A post implementation review will also be conducted.

#### MTC Facility Improvements

8. A St. Paul CBD Bus Layover Facility is needed in view of the anticipated loss of on-street space currently used by buses laying over in the vicinity of the CBD. The no-build alternative is unacceptable due to the current disruption of street operations taking place, and the detrimental effects of air quality and noise impacts on adjacent redevelopment in St. Paul's Lowertown area. Planning is currently underway to identify facility location and a schedule of land acquisition. The annual operating cost of the facility will be dependent upon the site selected and whether an increase in vehicle miles traveled (VMT) takes place. It is anticipated that the facility will be constructed in a manner similar to the Gateway Transportation Facility in Minneapolis, as part of a parking ramp or as a surface area facility. This improvement has been given a high priority ranking.

9. Nicollet Garage renovation is tentatively scheduled to take place, but decisions on the future of the Nicollet Garage must await the findings of an analysis of options which will be undertaken in 1985. The alternative study will examine the following options: (1) Do nothing and continue functioning out of a sub-standard, old building, (2) Refurbish the building (3) Demolish the building except for the bus bays and rebuild on the Nicollet site, (4) Demolish the entire building and rebuild on the site, (5) Demolish the building and buy a new site. The increase to annual operating costs will be dependent upon the new facility location and whether an increase in VMT takes place. If a decision is made to proceed with the renovation, final design is scheduled to be completed in 1986. Construction would be started in 1986 and completed in 1988. This improvement has been given a high priority ranking.
10. The Fred T. Heywood (FTH) Operating and Office Facility is located on 6th Avenue North, northwest of the Minneapolis CBD. Construction was completed in 1984, and the 300 bus garage and MTC office facilities are now occupied. Consolidation of administrative functions into an MTC owned facility is estimated to result in a net operations expense savings of \$110,000 annually. The money programmed for 1985 is for additional employee parking space.
11. A Money Counting Room at FTH, will be constructed and equipped to increase the security and efficiency of the money counting operations. The facility will be centralized within a self-contained room at the Fred T. Heywood Operating Facility.
12. Major Maintenance of Facilities is undertaken with this project, including preventative maintenance, and with a contingency to cover capital improvement costs that may become necessary due to unexpected damage or failure of buildings or facilities. The project will include only those items of a capital nature that tend to increase the use value and the remaining service life of the fixed asset. Examples include replacement of garage door panels, brick, repair of roofs, blacktop, and floor slabs. Also included in this project are minor improvements periodically required to improve park/ride lots, bus turnouts and shelter sites. Priority ranking of this project is dependent upon the type of repair needed.

## Public Facility Improvements

14. The University Area Transitway project is concerned with construction of a busway, partially on exclusive right-of-way (connecting the University of Minnesota West Bank Campus, Main Campus and St. Paul Campus), four major remote parking lots, and priority bus treatment at several signalized intersections. The MTC will participate on the Project Management Board and in the cost of design, contract documents, right-of-way, and construction of these facilities. The University of Minnesota will be the grant recipient for the project and is the lead agency in implementing the design and construction activities. The location-design Study Report for the project describes the social and environmental effects of the project, the location of the facilities, and the costs and schedule for construction, although the schedule has been extended because of past problems of funding availability. This project will reduce the operating cost of the bus service which links the campuses because of more direct routing and avoidance of traffic congestion.
  
14. The Hennepin Avenue Transitway in downtown Minneapolis is being constructed as part of the Hennepin Avenue Transit/Entertainment Mall. This project is concerned with the design and construction of a transitway, including a contra-flow bus lane, four transit plazas, widened sidewalks and street furniture. The station, located southbound on Hennepin Avenue at 6th Street will include a passenger waiting area and plaza. The project will also include an evaluation of a bus route identification system. The City of Minneapolis is the responsible agency on this project with the MTC contributing \$56,700 of local funds in 1985-85 to assist in the design of one of the transit plazas (Hennepin Station). A no-build alternative would result in passenger sidewalk loading which creates a higher risk to the passenger, and is disruptive to street operations. No annual operating costs are expected. This project has been given a medium priority ranking.
  
15. Bus Turnarounds are proposed to be constructed as part of a continuing program to upgrade existing deteriorated off-street turnarounds and to eliminate turnaround loops on residential streets where there are operating problems and complaints about the noise and fumes from buses laying over. A turnaround was completed at the layover site on Ford Parkway at the Ford Plant in St. Paul in 1984. In 1985, projects to be completed are the improvement of existing sites at Edgewater Boulevard and Rose Avenue in Minneapolis. A new layover may be constructed at County Road I and I-35W in Arden Hills. In each case, the necessary right of way is already in public ownership, and will be leased by the MTC. Similar projects will be proposed for subsequent years and if funds are available a third site may be added in 1985. The project has been given a medium priority ranking.

16. Park/Ride Facilities are being proposed for construction in several projects. These facilities will provide formal identifiable locations for parking of automobiles to permit people to transfer to buses, carpools or vanpools, thus encouraging the use of transit and paratransit services. If park-ride lots, and access to transit services is unavailable, travelers are faced with having to drive themselves, or start their own lots by parking in ditches or other vacant property, and creating unsafe conditions near the roadway. One project is concerned with construction of facilities in Burnsville, Newport, Mounds View, North St. Paul and Eden Prairie. A second project is concerned with the construction of park/ride lots in Brooklyn Center and Brooklyn Park. The sites for future years have not yet been selected. This improvement project has been given a medium priority ranking.
17. The I-394 Transit Facilities project consists of the design and construction of transit related roadway facilities as part of I-394. These facilities will complement both the interim and long-term transit service plans for the I-394 corridor. This project represents the first phase of what may be a multi-phase program to provide transit related facilities as part of the larger I-394 program. The alternative to construction of these facilities would be to omit them from the I-394 program. This would impair the ability of the high-occupancy lanes to function as designed and so increase congestion on the highway. Locations, costs of individual facilities and schedules are presented in the report "I-394 Bus Service and Facilities Plan".

#### Computer and MIS Projects

18. Computer Related Equipment, acquisition of computer hardware, software and accessories are needed to support all MTC data processing users in the operation, enhancement or development of automated systems. The project includes purchase and installment of a mainframe computer, hardware required for applications including Risk Management, Materials Management, Timeroll, Personnel, Vehicle Management and the enhancement of existing systems. The mainframe computer has been purchased and installed; start-up activities have begun.
19. Radio Computer System Upgrade project includes replacing the computer equipment, microwave equipment, and providing necessary radio equipment. Procurement, installation and implementation are included. This computer is the heart of the system used for radio communications among MTC buses, supervisor's automobiles and the control center. The microwave equipment provides the link between the control center and transmitters which cover the metropolitan area. The new equipment will replace existing equipment which is functionally obsolete, expensive to maintain, and has insufficient capacity.

20. Computer Applications includes software for the automation of new systems, in order to provide the MTC with more efficient operations and more effective management information. The enhancement of existing systems in order to meet current needs and to maintain up-to-date processing capabilities. The systems include Payroll, Personnel, Run-Cutting and Scheduling, Vehicle Management and Facility Management. This is a new project, which will build upon previous work done in the Management Information Systems Project.
21. Management Information Systems activities include the design and implementation of an integrated management information system to assist managers and policy makers in decision making for effective management and to fulfill federal reporting requirements. Previous work completed includes the design and implementation of Accounts Payable, General Ledger, Fixed Assets, Payroll and Risk Management Systems, and the design of a Materials Management System. In 1985, the Materials Management System will be implemented.

#### Miscellaneous Projects

22. Capital equipment necessary for transit operations, including items such as vehicle and building maintenance equipment for the overhaul facility and the five garages, automobiles, equipment for the shelter and maintenance program, and the FTH office building. Some equipment will replace old and worn out equipment, while others are enhancements which improve on current procedures. Priority ranking of this project is dependent upon the type of equipment which will be purchased. Not carrying out portions of this project would interfere with the MTC's ability to manage and operate its transit services.
23. Capital Project Administration includes projects dealing with the preparation of operating, capital and demonstration grant applications. Administration procedures including the conduct of public hearings, liaison with organizations and governmental agencies concerned with the approval process and for procedures submitting supplemental information will be determined. Bonds to support the local share of capital costs will be sold and sale-harbor leasing transactions will be developed. Quarterly reports, grant budget revisions, and grant correspondence is dealt with. Audits of cost-plus-fixed-fee contracts for UMTA requirements and audits of other large contracts for compliance with applicable federal regulations are also conducted under this project. This project involves predominately staff time and services. No priority ranking is given because most of the project functions must be carried out to comply with regulations.

Detailed capital project descriptions for other metropolitan area transit systems are not available at this time. Projections based on the current age of each fleet vehicle and the expected time of rehabilitation or replacement indicate the total need for all small urban systems to be \$20,000 in 1985, and \$50,000 in 1986. The total need for all rural systems are projected to be \$250,000 in 1985, \$60,000 in 1986, and \$20,000 in 1987. The total needs for Metro Mobility non-MTC providers are projected to be \$40,000 in 1985 and \$80,000 in 1986. These estimates will be revised and updated as more information becomes available.

### 1986-1987 Biennial Budget Request

The Minnesota Department of Transportation is the agency responsible for submitting a biennial budget for the state transit assistance program. The RTB's request for state funds will be transmitted to the Governor and the Legislature through Mn/DOT's budget process. Mn/DOT has submitted the 1986-1987 Biennial Budget to the Department of Finance after working with the RTB and the MTC to develop the budget document. The budget request does not address the costs of implementing any of the light rail transit alternatives in the Hiawatha, Southwest and University Avenue corridors, capital funds for vehicle rehabilitation for private operators, nor new starts and demonstration projects.

Through the state fiscal year 1985, all of the state transit assistance funds have come from the general fund. The 1986-1987 budget request has assumed that the transit assistance fund, derived from a share of the motor vehicle excise tax revenues, will be treated as replacement dollars for general funds. These funds will be supplemented with general fund appropriations to meet the program requirements.

The budget request is comprised of two budget activities: metropolitan transit assistance and metropolitan transit administration. Metropolitan transit assistance is divided among four budget categories: the Metro Mobility Program; the Private Operators Program; the Metropolitan Transit Commission Program which includes a Metropolitan Transit service Demonstration Program (Opt-Out); and a Rural and Small Urban Program. The metropolitan transit administration activity exists to manage and coordinate the public transit resources within the metropolitan area. The 1986-1987 Biennial Budget request is summarized in Table 9-9.

The Mn/DOT budget assumes no change in the service levels for all non-MTC systems from the state fiscal year 1985 levels. The MTC includes a 3% increase in service levels over state fiscal year 1985 levels. The Mn/DOT budget was prepared on the basis that state assistance will increase by 7% in fiscal year 1986 over fiscal year 1985, and by 7% in fiscal year 1987 over fiscal year 1986 for non-MTC systems. The budget request for the rural and small urban category includes \$162,000 in fiscal year 1986 and \$172,000 in fiscal year 1987 for capital.

The financial plan will be updated by the RTB to include a short range financial policy, the 1985 legislative recommendations and the 1986-1987 biennial budget request as the elements are developed. The RTB will establish the short range financial policy to address the need and use of financial assistance through the remainder of state fiscal year 1985. The 1985 legislative recommendations will address the program and administrative financial requirements and associated program changes for the 1986-1987 biennium. For the interim period, the RTB has submitted the biennial budget request as prepared by Mn/DOT.

<u>Activity</u>	<u>Fiscal Year 1986</u>	<u>Fiscal Year 1987</u>	<u>1986-1987 Biennium</u>
Metropolitan Transit Assistance:			
Metro Mobility	\$ 5,350,000	\$ 5,724,600	\$11,074,600
Private Operators	1,032,700	1,104,900	2,137,600
MTC	14,260,000	19,097,000	33,357,000
Opt-out	731,900	783,100	1,515,000
Rural/Small Urban	<u>816,700</u>	<u>872,300</u>	<u>1,689,000</u>
SUBTOTAL	\$22,191,300	\$27,581,900	\$49,773,200
Metropolitan Transit Administration:			
	<u>\$ 1,099,500</u>	<u>\$ 1,099,500</u>	<u>\$ 2,199,000</u>
TOTAL	\$23,290,800	\$28,681,400	\$51,972,200

**Mn/DOT 1986-1987 BIENNIAL BUDGET**

**TABLE 9-9**

DATE: January 31, 1985  
TO: Regional Transit Board Members  
FROM: Ghaleb Abdul-Rahman, Executive Director  
Judy Hollander, Director of Planning and Programs  
SUBJECT: Schedule for LRT Evaluation and Decision Making Aids

At our meeting on February 13, staff will provide two documents for your use in the LRT decision making process. First, we will provide you with a list of five or six evaluation criteria which suggest the basic questions that need to be answered before a final LRT decision can be made. These criteria will address the development issue, the role of transit in supporting the Metro Centers, implementation feasibility, cost effectiveness, and how LRT affects the role that transit performs in the overall transportation system.

In addition to the evaluation criteria, we will outline a process, in a memorandum to be available February 11, that may assist the Board with LRT decision making. The process will summarize the status of LRT planning, a proposed decision making strategy and recommendations for further action. We hope this process will bring all of the discussions and information together into a comfortable, comprehensive and cost-effective transit decision.

#### Schedule

February 13, 1985 - Committee of the Whole (following 4:00 Policy Committee Meeting)  
5:00 p.m.

February 20, 1985 - Board Meeting  
5:00 p.m.

February 25, 1985 - Special RTB Meeting  
5:00 p.m.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: February 4, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Change of Board Meeting Time and Date

Because of the scheduled trips to Edmonton and San Diego, it is necessary to change the date and time of the meeting of February 20.

RECOMMENDATION:

That the Regional Transit Board hold its next meeting at 3:00 p.m, Wednesday, February 20, 1985.

mf



REGIONAL TRANSIT BOARD  
270 Metro Square Building  
St. Paul, Minnesota 55101  
612/292-8789

RESOLUTION NO. 84-1

RESOLUTION

WHEREAS, Gene Hill, an artist and designer for ~~Red Owl Companies~~, generously volunteered his time and creative talent to develop a logo for the newly established Regional Transit Board; and

WHEREAS, the logo that Mr. Hill has created truly reflects the dynamic and innovative philosophy of Regional Transit Board members toward transit problems; and

WHEREAS, Mr. Hill has made a significant civic contribution toward developing the image of the Regional Transit Board;

NOW, THEREFORE, BE IT RESOLVED:

1. THAT the Regional Transit Board expresses its gratitude and appreciation to Gene Hill for a job extremely well done.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 1984.

\_\_\_\_\_  
Elliott Perovich  
Chairman

\_\_\_\_\_  
Mary Fudenberg  
Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 29, 1985  
TO: Regional Transit Board  
FROM: Elliott Perovich, Chairman  
SUBJECT: Legislative Proposals

At its meeting of January 28, 1985, the Legislative Committee discussed the Board's legislative proposals. The amended proposals are attached.

RECOMMENDATION:

That the Regional Transit Board adopts the attached legislative proposals as the Board's program for 1985.

EP/mf  
Att.

REGIONAL TRANSIT BOARD 1985 LEGISLATIVE PROGRAM

I. APPROPRIATIONS

The Regional Transit Board's 1985-87 Biennial Budget request is comprised of two budget activities -- Metropolitan Transit Assistance and Metropolitan Transit Administration. The Metropolitan Transit Assistance Activity is further divided into five budget programs -- the Metro Mobility Program; the Private Operator's Program; the Metropolitan Transit Commission (MTC) Program; Metropolitan Transit Service Demonstration Program (Opt-Out); and the Rural and Small Urban Program. The Metropolitan Transit Administration Activity encompasses RTB administrative costs associated with the planning and coordination of public transit resources within the metropolitan area. The RTB's 1985-87 appropriations request is summarized below in Table 1; followed by a short narrative on each budget activity.

TABLE 1  
REGIONAL TRANSIT BOARD 1985-87 BIENNIAL BUDGET REQUEST

<u>BUDGET ACTIVITY</u>	<u>FISCAL YEAR 1986</u>	<u>FISCAL YEAR 1987</u>	<u>TOTAL 1985-87 BIENNIUM</u>
Metro Mobility	\$ 5,350,000	\$ 5,724,600	\$11,074,600
Private Operators	1,032,700	1,104,900	2,137,600
MTC	14,260,000	19,097,000	33,357,000
Opt-Out	731,900	783,100	1,515,000
Rural/Small Urban	816,700	872,300	1,689,000
RTB - Administration	<u>1,099,500</u>	<u>1,099,500</u>	<u>2,199,000</u>
Total	<u>\$23,290,800</u>	<u>\$28,681,400</u>	<u>\$51,972,200</u>

A. Metro Mobility

Metro Mobility is a coordinated transportation system that provides public transit for disabled individuals in the Twin Cities metropolitan area. The project had its beginnings in 1976 as a demonstration program in a small area of Minneapolis. That service, called Project Mobility, was operated by the MTC. The service was expanded to a larger area in Minneapolis in 1978, and then expanded again in 1979. The Minnesota Department of Transportation, in conjunction with the Metropolitan Council and the MTC, developed Metro Mobility to coordinate Project Mobility and several private providers. Currently, service is available in both central cities and the first ring suburban communities. Six taxi companies, one private non-profit company, one private for-profit company and the

In determining the level of state operating assistance needed by the MTC during the next biennium, the following assumptions have been made:

REVENUE

Passenger Revenues: No change in fares. Ridership to grow in 1985 by 1.5% over 1984 actual levels. No subsequent year ridership increases.

Investment Income: Invested funds to earn 10%. Short term tax anticipation borrowing based upon cash flow needs.

All Other Revenues: Continued at levels of 1984 estimated actual for advertising special (U of M Express and charter fares).

SUBSIDIES

Federal Grants: Continuation of Section 9 operating assistance at \$8.5 million. Limited additional funding.

Regional Transit Board: Uses Mn/DOT subsidy projections necessary to maintain minimum working capital balance of \$15 million. Funding sources to include property taxes and state subsidies.

EXPENSES

Regular Transit: 1985 service enhancements continued.

Project Mobility: Continuation of existing (1984) service plan.

Labor and Fringes: 5% wage increases for union employees on each May 1 from 1985 through 1987. 5% wage increases for administrative employees on each January 1 from 1985 through 1987. Productivity to reflect full 15% part-time driver utilization. Yearly progression savings varies by projected stability of the labor force. Complement positions to remain at 421 from July 1, 1985 forward. Pension as lowered in 1983 legislation (3.9%). FICA at 7.05% in 1985 and 7.15% thereafter. Hospitalization premiums returning to historical trends in 1986 and 1987. Workers compensation expense to level off, increasing only 1% per year after 1985.

Casualty & Liability: No increases in 1986 or 1987, budgeted at \$2,030,000.

General Inflation: 5% per year affecting all non-detailed expenses.

The enclosed chart shows MTC revenue and expense projections for the next biennium.

D. Opt-Out

The amount needed next biennium to continue transit service under the opt-out program is \$1,515,000.

The opt-out program was first enacted by the Legislature in 1981 as the Metropolitan Transit Service Demonstration Program. As part of the RTB enabling legislation passed in 1984, the opt-out program was transferred from Mn/DOT to the RTB and renamed the Replacement Service Program.

In order to be eligible to opt-out, a community must meet the following requirements:

- (1) be within the metropolitan transit taxing district;
- (2) not be served by the MTC or be served by bus routes which begin or end in the community; and
- (3) have fewer than four scheduled runs of MTC bus service during off-peak hours.

In addition to meeting the above eligibility requirements, the 1984 Legislature limited participation in the opt-out program to those communities which were receiving financial assistance or submitted an application or a letter of intent to apply for assistance under the program by July 1, 1984. About fifteen suburban metropolitan communities are eligible to participate in the opt-out program under the criteria listed above.

Plymouth was the first city to opt-out of the MTC system. In October, 1983, Medicine Lake Lines began operating Metrolink Service between Plymouth and downtown Minneapolis. Midday circulator service in the city of Plymouth is also provided. Shakopee followed Plymouth's lead and began operating service under the opt-out law in September, 1984. Chaska and Eden Prairie are studying the feasibility of opting-out.

E. Small Urban and Rural System

Beginning with the 1985-87 biennium the RTB will administer the grant programs for the metropolitan small urban and rural systems that were previously funded through Mn/DOT. The amount necessary to fund these programs for the next biennium is \$1,689,000. The budget request for the small urban and rural program was prepared on the basis that state assistance will increase 7.0 percent annually and there will be no change in service levels from the fiscal year 1985 level. In addition, the request includes \$162,000 in fiscal year 1986 and \$172,000 in fiscal year 1987 for capital needs.

County transit services are provided in five metropolitan counties: Anoka, Carver, Dakota (DARTS), Scott and Washington. The services provided are primarily for the elderly and handicapped.

Community transit services or small urban system service are provided in five metropolitan area communities: Columbia Heights, Hastings,

REGIONAL TRANSIT BOARD 1985 LEGISLATIVE PROGRAM

II. OTHER STATUTORY CHANGES

1. MTC IMPACT ASSESSMENT PROVISION

Article 3, Sec. 121 (codified as M.S. 473.384, Subd. 7) prohibits the RTB from entering into a contract for operating assistance with a non-MTC provider unless it "determines that the service to be assisted under the contract will not impose an undue hardship on the ridership or financial condition of the Commission, cause the dismissal of persons that are employed by the Commission, or reduce the total level of service in the metropolitan area provided by the Commission."

While this provision may offer protection to the MTC and its union employees, it does so by placing an unwarranted statutory barrier to competition for the provision of transit services in the metropolitan area. The major complaint aired against the MTC during legislative hearings on the RTB bill and before the Legislative Commission on Metropolitan Transit was that the MTC was unwilling to open markets to other transit providers. The RTB was established, in part, to open these markets by exploring and evaluating the economic and service benefits of providing transit services on a competitive bid basis. Unfortunately, the MTC impact assessment provision creates a major impediment to lowering costs on some of the MTC's non-productive and marginal suburban routes. The RTB will be prohibited from bidding out this service to lower cost private operators if the contract would cause the dismissal of MTC employees or reduce the total level of MTC service.

Recommendation: Repeal M.S. 473.384, Subd. 7, the MTC impact assessment provision, to give the RTB the needed flexibility to design better and more cost effective service through the use of competitively negotiated service contracts.

2. METRO MOBILITY MANAGEMENT POLICY COMMITTEE

Article 3, Sec. 122 (codified as M.S. 473.386) transfers the responsibility for the Metro Mobility program from Mn/DOT to the RTB. Subdivision 2 of this section continues the role of the Metro Mobility Management Policy Committee as the body that sets management policy for the Metro Mobility project.

There has been some concern in the past regarding the vested interests of representatives of the Management Policy Committee and their ability to set objective policy for the project. Since the RTB is made up of individuals from a variety of different backgrounds with a diversity of interests, it may be more appropriate for the RTB to develop policy for the Metro Mobility project.

While it may have made some sense to have such a policy committee when the project was run by an agency in the executive branch of state government, that necessity is lessened when the responsibility for the Metro Mobility program is placed in a quasi-legislative policy body.

law (emphasis added). Since the RTB does not currently have any debt authorization specifically in statute, the RTB will need to request that the Legislature provide for debt authorization during the 1985 session in an amount necessary to cover any bonded indebtedness for planned capital projects the RTB will undertake in the next biennium.

Recommendation: Establish in law a debt authorization for the RTB in an amount (to be determined) necessary to successfully complete the RTB's capital improvement program during the next biennium.

5. CONDEMNATION AUTHORITY

Article III, Sec. 117 (codified as M.S. 473.375, Subd. 4) provides that the RTB may acquire property by purchase, lease or gift but does not give the RTB the power to condemn property necessary for the accomplishment of its purposes. The board may find it necessary at some point in the future to use the power of eminent domain to acquire property, particularly if the RTB takes an active role in the construction of a light rail system in the Twin Cities metropolitan area. It should be noted that the MTC and the Hennepin County Regional Rail Authority have the power to condemn property.

Recommendation: Amend M.S. 473.375, Subd. 4, to give the RTB general condemnation authority.

6. TERMS OF RTB MEMBERS

Article III, Sec. 116 (codified as M.S. 473.373, Subd. 4) establishes initial terms for members of the RTB as follows: the Chairman and members representing Districts B, E, F, J, K, L and N have initial terms expiring the first Monday in January in 1987. Members representing Districts A, C, D, G, H, I and M have initial terms which expire the first Monday in January in 1989.

This section, however, is silent as to the duration of subsequent terms of RTB members after initial terms expire. To head-off the potential for any confusion over the length of terms of RTB members, this section should be amended to clearly state that after initial terms expire, the term of an RTB member is four years and until a successor is appointed and qualified.

Recommendation: Amend M.S. 473.373, Subd. 4 to clarify that the terms of RTB members subsequent to the members' initial terms are four years by adding the following sentence: "Thereafter the term of each member and the chairman is four years and until a successor is appointed and qualified."

7. CARRY-OVER OF MOTOR VEHICLE EXCISE TAX FUNDS

During the 1984 session, the entire portion of the metropolitan share of the Transit Assistance Fund in fiscal year 1985 was dedicated for planning and engineering design for light rail transit in the University, Southwest and Hiawatha corridors (see Chapter 654, Article 3, Sec. 1(i)). Current estimates indicate that about \$10 million will be

provided in M.S. 473.141, Subd. 7, which distinguishes between a per diem compensation for members of the commission and a salary for the chairman. It states:

"Each commission member shall be paid a per diem compensation of \$50 for each meeting and for such other services as authorized by the commission, and shall be paid for all actual and necessary expenses incurred in the performance of his duties in the same manner and amount as state employees. The chairman shall receive a salary in an amount fixed by section 15A.081 and shall be reimbursed for reasonable expenses to the same extent as a member."

Upon discussion with legislators regarding their intent, the MTC has opted to compensate the chairman in the form of \$50 per diem for any day in which the chairman is required to perform services for the commission, as stated in its adopted bylaws.

Although this arrangement of per diem payments to the chairman is an acceptable method of compensation, the statutes should be changed to allow the MTC to do so.

10. UNCLASSIFIED PENSION PLAN - CHIEF ADMINISTRATOR OF MTC

Amend M.S. 352D.02, Subd. 1, Clause 5, to allow the Chief Administrator of the MTC to participate in the State Unclassified Employees Retirement Program.

The law now permits the Chief Administrator of the Waste Control Commission and the Executive Director of the Metropolitan Council to participate in the unclassified plan. The Regional Transit Board may also wish to pursue this option for its Executive Director.

The unclassified pension plan was established by the legislature in 1971 to provide pension benefits to agency heads, political appointees, etc., whose public service would likely amount to less than the ten years of service needed to qualify for a regular MSRS pension.

Under the unclassified plan, the employee contributes 4% of his salary and his employer 6% of salary to the employee's account. The primary advantage to the unclassified plan is that thirty days after terminating MSRS covered employment, the employee may withdraw the full value of the account, including the employer's contribution.

A change in state law to allow for this coverage would be an asset to the MTC commissioners in searching for a qualified Chief Administrator, should that individual be barred from working for the MTC under contract with a private management firm.

11. ELDERLY MEMBER ON REGIONAL TRANSIT BOARD

Amend M.S. 15.0591, Subd. 2, Clause 20, to provide that the RTB, not the MTC, be required to have an elderly member on its board.

15. FREE BUS PASSES FOR PARTICIPANTS IN THE WORK INCENTIVE PROGRAM

Laws of 1984, Chapter 654, Article 3, Sec. 1(i) requires the MTC to give 575 monthly "All You Can Ride" passes each month to the Department of Economic Security's Work Incentive Program for use by its participants. This mandated distribution of free monthly bus passes to the Work Incentive Program is scheduled to end, by law, on June 30, 1985.

The Department of Economic Security has requested that the free distribution of bus passes to participants in the Work Incentive Program be continued. The MTC concurs with the department's request with one condition - that the law be amended to provide that the free passes given to participants in the Work Incentive Program be considered a social fare for which the MTC can receive reimbursement in the same manner as reduced fares for the elderly are reimbursed.

According to data supplied by the Department of Economic Security, an average of 385 passes have been distributed to Work Incentive Program participants each month, resulting in an average monthly revenue loss to the MTC of \$12,685. The MTC strongly feels that the state should assume the responsibility for farebox revenue loss caused by mandated free and reduced fares. This would require an increase in state assistance to the MTC of \$304,440 during the next biennium.

GF/kal/4029  
01/31/85

M 385

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 30, 1985  
TO: Regional Transit Board  
FROM: Administration and Finance Committee  
SUBJECT: Regional Transit Board Work Program and Budget

A public hearing was held on January 21, 1985 to receive comment on the Board's 1985 Work Program and Budget. No comments were received. The Administration and Finance Committee considered the document at its meeting of January 24 and recommended that it be forwarded to the Board for approval. The attached letter from the Minnesota Department of Transportation, dated January 22, 1985, was received and the document reflects the recommended changes.

RECOMMENDATION:

That the Regional Transit Board approve the attached 1985 Work Program and Budget.

Ruth Franklin, Chair  
Administration and Finance Committee

RF/mf  
Att.



Minnesota Department of Transportation  
Transportation Building, St. Paul, MN 55155

January 22, 1985

Phone 296-1615

Ghaleb Abdul-Rahman  
Executive Director  
Regional Transit Board  
Room 270 Metro Square Building  
St. Paul, Minnesota 55101

RECEIVED

JAN 25 Rec'd

REG. TRANS. BRD.

Dear Ghaleb:

We've had an opportunity to review the RTB's "Proposed 1985 Work Program and Budget". The following are some specific comments that we offer:

Task 3 - Financial Assistance (page 5)

- A. - Given the recent concern on the MTC's budget, it appears that the RTB needs a specific item calling for "MTC Budget Review".

Task 5 - Alternative Analysis Decision (page 9)

- C. - Eliminate reference to Mn/DOT from text
- D. - Eliminate any reference to a specific agency (leaving someone out) and expand to include organizational structure decisions.

Task 6 - Handicapped Transportation Planning (page 11)

- F. - This activity seems out of place or not necessary. In order to address other activities in this Task (i.e., D & E) it appears that the RTB's role and responsibilities have to be well established.

Task 7 - Develop Policies, Clarifying RTB Roles and Responsibilities (page 13)

- Need a statement or activity to include Private Sector involvement (i.e., Operators) or a revised opening statement in Activity B.
- B. - Could change the forth item to say Metro Mobility only and remove the fifth item. The Legislative package recommended changes defining the committee structure so this should stay vague.

Ghaleb Abdul-Rahman  
January 22, 1985  
Page Two.

Task 9 - Develop and Conduct Service Needs Assessment Programs (page 17)

C. - This assumes MTC wouldn't be involved in service alternates, recommend that it become part of A-5. as an element of feasibility.

Task 11 - Implementation Plan (page 21)

- A draft plan needs to be developed regardless of changes in M.C. Policies and all previous activities may result in new elements of a plan, a good example would be the final legislative appropriations.

TABLES - Resources for staff planning, FHWA Planning Funds (PL) may be available from the M.C., and should be pursued. The figures in these tables were discussed with Les Johnson and we feel that they are accurate. However, there should be a footnote that suggests the Project dollars may be changed by the legislature - they are only requests.

Thank you for the opportunity to review this proposal, hopefully these comments can help. Please call if you have any questions.

Sincerely,



Al Schenkelberg  
Director  
Office of Transit

DATE: January 31, 1985  
TO: Regional Transit Board Members  
FROM: Ghaleb Abdul-Rahman, Executive Director  
Judy Hollander, Director of Planning and Programs  
SUBJECT: Schedule for LRT Evaluation and Decision Making Aids

At our meeting on February 13, staff will provide two documents for your use in the LRT decision making process. First, we will provide you with a list of five or six evaluation criteria which suggest the basic questions that need to be answered before a final LRT decision can be made. These criteria will address the development issue, the role of transit in supporting the Metro Centers, implementation feasibility, cost effectiveness, and how LRT affects the role that transit performs in the overall transportation system.

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#### Schedule

February 13, 1985 - Committee of the Whole (following 4:00 Policy Committee Meeting)  
5:00 p.m.

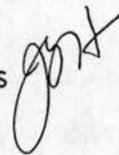
February 20, 1985 - Board Meeting  
5:00 p.m.

February 25, 1985 - Special RTB Meeting  
5:00 p.m.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 30, 1985  
TO: Regional Transit Board  
FROM: Judith Hollander, Director, Planning and Programs  
SUBJECT: Interim Implementation Plan



Attached is a memorandum from Peter Fausch of Strgar-Roscoe-Fausch outlining proposed changes to the Interim Transit Service Implementation Plan based on comments received during the public hearing and the following comment period.

RECOMMENDATION:

That the Regional Transit Board approve the Interim Transit Service Implementation Plan for transmittal to the Metropolitan Council for its review and approval.

JH/mf  
Att.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 10, 1985  
TO: Regional Transit Board  
FROM: Todd Lefko, Chair, Policy Committee  
SUBJECT: Light Rail Transit Criteria

At its meeting of January 9, 1985, the Policy Committee discussed Judith Hollander's memorandum regarding Policy Committee priorities, dated January 7 (attached). After discussion, the committee agreed to add the following:

RECOMMENDATION:

That the Regional Transit Board establish criteria for discussion and evaluation of Light Rail Transit.

mf

- EY B -

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 7, 1985  
TO: Policy Committee  
FROM: Judith Hollander, Director of Planning and Programs  
SUBJECT: Policy Committee Priorities

In a December 12, 1984 letter from Peter Fausch of Strgar-Roscoe, Inc, to Ghaleb Abdul-Rahman, several suggestions were made for priority issues to be addressed by the Regional Transit Board Policy Committee. These issues taken from the draft interim implementation plan include:

- Task 4. Ongoing Issues including
  - .Update of transit element of Metro Council Policy Plan
  - .I-35W Environmental Impact Statement (EIS)
  - .I-394 Transportation System Management (TSM)
- Task 6. Metro Mobility Evaluation
- Task 7. Policies on Roles and Responsibilities
- Task 9. Service Needs Assessment

Within these tasks, five priority issues were identified:

- .Metro Mobility Evaluation Study
- .Definition of service needs assessment process and evaluation policies
- .Establishment of advisory committees and other forums for public input.

.Development of public information programs

.Development of policies related to roles of private enterprise  
in response to emerging UMTA policies.

In an effort to begin discussion of these issues, a calendar of Policy Committee agenda items related to these issues is presented here for review and comment. It is clear that this calendar will change over time to deal with the inevitable modifications and unforeseen activities.

Tentative RTB Policy Committee Agenda Items

January 8, 1985	Metro Mobility Tour
January 9, 1985	1. Service needs assessment strategy
January 11, 1985	Metro Mobility Tour
January 23, 1985	1. Metro Mobility Evaluation - - Possible alternatives
February 6, 1985	1. Metro Mobility Evaluation - - Users and Providers 2. I-394 Bus Service Plan
February 20, 1985	1. Metro Mobility Evaluation - - Users and Providers (continued) 2. I-394 Bus Service Plan - - Discussion of Implement- ation Issues 3. Presentation by Chairs of existing Transit Advisory Committees 4. Bus Fleet Modernization Plan
Marh 6, 1985	1. Metro Mobility Evaluation - - Policy Development 2. Advisory Committees - - Discussion
March 20, 1985	1. Metro Mobility Evaluation - - Policy Development (cont)

April 8, 1985

1. Metro Mobility Evaluation - - Policy Committee position presented to RTB at board meeting
2. FAU program project applications
3. Section 9 grant applications

May 6, 1985

1. Metro Mobility Evaluation - - RTB adopts position at board meeting

Other Issues (yet unscheduled)

University Avenue Transitway

Rideshare Plan

Fare Study

Highway Project Reviews (occur periodically)



REGIONAL TRANSIT BOARD  
270 Metro Square Building  
St. Paul, Minnesota 55101  
612/292-8789

## MEETING NOTICE

January 21, 1985  
4:30 p.m.  
Metropolitan Council Chambers

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Public Hearing on Regional Transit Board Work Program and Operating Budget
4. POLICY COMMITTEE REPORT
  - a. Light Rail Transit Criteria
5. ADMINISTRATION AND FINANCE COMMITTEE REPORT
  - a. Staffing Plan
6. Other Business
  - a. Chairman's Report
  - b. Committee Reports
  - c. Members' Reports

Elliott Perovich  
Chairman

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 11, 1985  
TO: Regional Transit Board  
FROM: Ruth Franklin, Chair  
Administration and Finance Committee  
SUBJECT: STAFFING PLAN

At its meeting of January 10, 1985 the Administration and Finance Committee reviewed the draft organizational chart dated January 10, 1985. It was noted that this is an interim plan and may be amended as the need arises. After discussion of the duties involved in each position shown on the organization chart, the committee moved:

RECOMMENDATION:

1. That the Regional Transit Board approve the proposed staffing plan.
2. That the Regional Transit Board approve posting of the job descriptions listed for:

Planning Manager  
Programs Manager  
Public Information Officer  
Transportation Planner  
Fiscal Analyst  
Receptionist/Office Clerk

3. That the Regional Transit Board approve the positions and delegate its authority to the chairman and executive director to hire the individuals to fill those positions.
4. That the Regional Transit Board approve the appointment of Julie Opsahl to the secretarial position, effective January 21, 1985, at a salary of \$20,000 per year, with the standard confidential employee benefit package.

mf  
Att.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: January 10, 1985  
TO: Administrative and Finance Committee  
FROM: Les Johnson, Director of Administration   
SUBJECT: Selection of Secretary

We have completed the recruitment process for another secretary. The process included screening of the applicants by the Metropolitan Council Equal Opportunity Coordinator. The prospective employee, Julie Opsahl, has been employed by the Department of Natural Resources for eight years and comes well recommended.

RECOMMENDATION:

That the Regional Transit Board approve the appointment of Julie Opsahl to the secretarial position, effective January 21, 1985, at a salary of \$20,000 per year, with the standard confidential employee benefit package.

LJ/mf

## J O B B U L L E T I N

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### PLANNING MANAGER

Manage the planning, research and evaluation activities of newly created Regional Transit Board for improvement and development of variety of transit services in metro area. Will establish goals, policy direction and work plans requiring highly technical subject matter and highly sensitive coordination with RTB committees and external agencies. Requires thorough knowledge of transit planning, operational and funding issues, state and federal transit regulations, local, state and federal transit legislation and policies; trends in transit use and how they relate to land use development, demographic and economic factors. Excellent writing, verbal, public relations and analytical skills. Degree in planning, public administration or related field plus minimum of 5 years progressively responsible experience. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

## J O B B U L L E T I N

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### PROGRAMS MANAGER

Manage project contracting activities, establish goals, policy direction and work plans and develop strategic programming policies and guidelines for administering transit grants for newly created Regional Transit Board. Deals with highly technical subject matter and requires sensitive coordination with Board committees and external agencies. Will supervise technical, management and operational assistance to transit recipients, local communities and policy-making bodies, negotiation of transit assistance contracts with eligible recipients, development of project objectives and monitoring of transit projects' performance. Requires thorough knowledge of transit operations, operational and funding issues, and state and federal transit regulations; local, state and federal transit legislation and policies. Excellent writing, verbal, public relations and analytical skills. Degree in planning, public administration or related field plus a minimum of 5 years progressively responsible experience. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

REGIONAL TRANSIT BOARD (RTB)

PUBLIC INFORMATION OFFICER

Develop and carry out public information, education, communications program for newly created Regional Transit Board. Will determine format, content and publication of all RTB plans, reports, audiovisuals, and other print and nonprint communications distributed to outside; write and edit; coordinate press contacts; write press releases. Will be heavily involved in responding to phone and in person contacts with public. Degree in Journalism, English, communications or related field or equivalent work experience with thorough knowledge of and ability to practice and communicate accepted methods of writing and editing material, graphics, publication and video production plus 5 or more years experience in public information functions. Send cover letter and resume to Les Johnson by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square Building  
St. Paul, MN 55101

## J O B   B U L L E T I N

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### TRANSPORTATION PLANNER

Position in newly created Regional Transit Board responsible for transit planning, research and evaluation activities involving independent development of facts, analysis, and recommendations. May direct preparation, review, and coordination work performed by others. Degree or equivalent training and/or experience in planning, transportation, or related field plus minimum of 3 years in transportation, planning or related field. Excellent writing, verbal and public relations skills. Send cover letter and resume to Judith Hollander by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

REGIONAL TRANSIT BOARD  
FISCAL ANALYST

Involves accounting/financial analysis functions of newly created Regional Transit Board, including its administrative, budget, programs and transit provider grants/oversight functions. Will assist in preparation of budget data and documents as well as monthly, quarterly and annual financial reports; preparation of source and report documents such as work sheets, cash flow projections, cost estimates and cost details; participate in planning and implementing procedures for manual or computer processing of financial data. Degree in accounting, finance or related field with broad knowledge of financial analysis techniques plus 3 to 5 years progressively responsible experience. Salary commensurate with experience. Send cover letter and resume to Les Johnson by January 25, 1985.

REGIONAL TRANSIT BOARD  
270 Metro Square  
St. Paul, MN 55101

EQUAL OPPORTUNITY EMPLOYER

RECEPTIONIST/OFFICE CLERK

Opening with new agency in downtown St. Paul in skyway system. Operate switchboard, greet visitors and refer calls to appropriate area, receive and distribute outside and inter-office mail, dispense office supplies, receive deliveries, file, use and service copy machine, type forms and short documents, maintain meeting rooms and other miscellaneous duties as assigned. Light typing skills required. Excellent interpersonal skills. Starting salary \$11,800 to \$13,000, depending on qualifications. Send resume or call for application, 292-8789, by January 23, 1985.

REGIONAL TRANSIT BOARD

270 Metro Square Building

St. Paul, MN 55101

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: February 13, 1985  
TO: Regional Transit Board Members  
FROM: Leslie M. Johnson, RTB Director of Administration  
SUBJECT: Extension of Technical Consultant Contract

Members of the Board, as is on your agenda, you are being asked to approve a contract amendment for technical consulting services from Strgar-Roscoe-Fausch, Inc. The contract amendment documents are being prepared by Strgar-Roscoe-Fausch, Inc., but will not be ready for inclusion in this package.

This amendment, number 3, is to increase the monetary authorization an additional \$25,000. The timeframe remains to April 19, 1985.

The amendment likewise contains the work program as follows:

1. Development of a plan for conducting a service needs assessment.
2. Provide the RTB with additional on-going technical analysis.
3. Prepare resources and briefing materials.

The contract documents to be provided will be Amendment No. 3 and include the Work Program and a person-hour estimate.

Status of the Contract to date:

Original Contract	-	\$35,000
Amendment No. 1	-	\$20,000
Amendment No. 2	-	extended time to April 19, 1985
Amendment No. 3	-	to be \$25,000

This matter will be discussed at the Administration and Finance Committee meeting 5:00 p.m., February 14, 1985.

LMJ:jmo

REGIONAL TRANSIT BOARD  
Financial Statements  
For the Period Ended December 31, 1985

Cash and Investment Balance  
December 31, 1985

Cash -	
RTB Account	\$( 34,360.36)
Council Investment Account	585.55
Investments	436,000.00
TOTAL	<u>\$ 458,757.52</u>

Revenue and Expenditure Statement  
For the Period Ended December 31, 1985

	<u>December</u>	<u>Year-to-Date</u>
Revenues:		
State Grant (\$219,900 initial)	\$87,960.00	\$571,740.00
Interest	3,725.16	13,162.83
Miscellaneous	(29.01)	214.00
	<u>\$91,656.15</u>	<u>\$585,116.83</u>
Expenditures:		
Salaries -		
Chairman	\$ 3,813.24	\$ 9,432.56
Executive Director	4,227.25	10,192.00
Executive Secretary	2,720.05	5,602.33
Director of Administration	913.97	913.97
Benefits	3,573.22	4,508.18
Per Diems	4,050.00	10,750.00
Travel -		
Registrations - Empl.	0.00	30.75
Local - Members	873.58	1,936.16
Local - Empl.	17.50	1,019.55
Non-local - Empl.	864.00	864.00
Committee Meetings	312.80	365.18
Recruitment	495.06	495.06
Office Supplies	400.71	1,479.99
Fixed Assets	596.00	596.00
Miscellaneous	147.68	1,461.69
Legal Services	0.00	3,394.40
Consultants	14,530.32	18,950.32
Contractual Services - Others	246.40	492.80
TOTAL	<u>\$ 37,781.78</u>	<u>\$ 72,484.94</u>
Council Reim.*	<u>110,406.70</u>	<u>110,406.70</u>
Total Expenditures	<u>\$148,188.48</u>	<u>\$182,891.64</u>
Excess of Revenues Over Expenditures	(\$ 56,532.33)	\$402,225.19

\*Costs Through Sept. Only

Oct. - Nov. - Non-Planning	\$34,449.47	
December Est.	15,000.00	Balance Available
Oct. - Dec. Planning (Est.)	50,000.00	\$302,775.72

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: February 13, 1985  
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This matter will be discussed at the Administration and Finance Committee meeting 5:00 p.m., February 14, 1985.

LMJ:jmo

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101  
292-8789

MEETING NOTICE

POLICY COMMITTEE  
January 9, 1985  
3:00 p.m.  
Board Room

AGENDA

1. Call to Order
2. Approval of Agenda
3. Service Needs Assessment
4. Policy Committee Priorities

Todd Lefko  
Chair

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101  
292-8789

JOINT MEETING  
REGIONAL TRANSIT BOARD COMMITTEE OF THE WHOLE  
and  
METROPOLITAN COUNCIL  
METROPOLITAN SYSTEMS COMMITTEE

January 9, 1985  
5:00 p.m.  
Metropolitan Council Chambers

AGENDA

1. Call to Order
2. Approval of Agenda
3. Briefing on the Light Rail Transit Implementation Study  
(Material will be distributed at the meeting.)
8. Other Business
  - a. Chairman's Report
  - b. Committee Reports
  - c. Members' Reports

Elliott Perovich  
Chairman

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101  
292-8789

MEETING NOTICE

ADMINISTRATION AND FINANCE COMMITTEE

January 10, 1985

5:00 p.m.

Board Room

AGENDA

1. Call to Order
2. Approval of Agenda
3. Staffing Plan
4. Operating Budget

Ruth Franklin  
Chair

MINNESOTA COMMUNITY COLLEGE SYSTEM  
OFFICE OF THE CHANCELLOR  
301 CAPITOL SQUARE BUILDING  
ST. PAUL, MN 55101

NOTICE

A discussion session will take place between the Minnesota State Board for Community Colleges and officers of the Minnesota Community College Student Association at 8:30 a.m. on Thursday, January 10, 1985, in the Conference Room, 301 Capitol Square Building. At 9:45 a.m., a Meet and Confer session will be held between the Board and representatives of the Minnesota Community College Faculty Association. Beginning at 1:00 p.m., a business meeting of the Minnesota State Board for Community Colleges will be held in Conference Rooms A & B, 1st floor of the Capitol Square Building. The agenda will include, but not be limited to the following:

- Board Meeting Schedule for 1985-86
- Proposed Reorganization of Board Office Staff
- Recommended Selection Procedure for President of Lakewood Community College
- Proposed Legislation Regarding Student Housing
- Study of Possible Change to Semester Schedule
- Evaluation of Administrators
- Minnesota Community College System Strategic Plan
- Report on Financial Aid to Community College Students
- Report on AVTI/Community College Cooperation
- Program Approvals
- Degree Definition Revision
- Proposed State Conference for Community College Advisory Committee Members
- Approval Procedures for Sabbatical Leaves
- Request for Extended Leave - Geraldine Rowe
- Request to Withdraw Supplemental Retirement Shares
- Board Members Attendance at National/Regional Meetings

The Board will have a dinner meeting beginning at 5:30 p.m. on January 9 at the Holiday Inn, State Capitol, at which a number of reports will be discussed.



REGIONAL TRANSIT BOARD

270 Metro Square Building  
St. Paul, Minnesota 55101  
612/292-8789

MEETING NOTICE  
Monday, February 25, 1985  
Council Chambers  
4:30 p.m.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes of February 4, 1985 (distributed earlier)
4. Transit Improvements on University Avenue, Southwest, and Hiawatha Avenue Corridors - Continuing Discussion and Action (Please bring material mailed earlier.)
5. Other Business:
  - a. Chairman's Report
  - b. Members' Reports
  - c. Staff Reports

Elliott Perovich  
Chairman

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101  
292-8789

MEETING NOTICE

February 4, 1985  
4:30 p.m.  
Metropolitan Council Room E

AGENDA

1. Call to Order
2. Approval of Agenda
3. Alton Gasper, Chairman, Transportation Advisory Board
4. Regional Transit Board 1985 Work Program and Budget\*
5. Interim Implementation Plan\*
6. Evaluation Criteria\*
7. Legislative Program\*

JOINT MEETING:

The Regional Transit Board and the Metropolitan Council Metro Systems Committee will meet in Chambers with Gary Brosch, Director, Joint Center for Urban Mobility Research and Dr. Kevin Neels, Charles River Associates, for a presentation on the Alternatives Analysis Study.

\* enclosed

Elliott Perovich  
Chairman

M 385



REGIONAL TRANSIT BOARD

402 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101 612 291-6640

1985 WORK PROGRAM AND BUDGET

February 4, 1985

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REGIONAL TRANSIT BOARD

270 Metro Square Building  
St. Paul, Minnesota 55101  
(612) 292-8789

PUBLIC NOTICE OF PUBLIC HEARING  
ON ADOPTION OF PROPOSED 1985 BUDGET  
FOR REGIONAL TRANSIT BOARD

PLEASE TAKE NOTICE that pursuant to Minn. Stat. §473.163, and Laws 1984, Ch. 654, Art. III, §119, notice is hereby given that a public hearing will be held on January 21, 1985, at 4:30 p.m. in the Metropolitan Council Chambers, 3rd Floor Metro Square Building, St. Paul, Minnesota on the proposed 1985 budget of the Regional Transit Board. The proposed budget may be examined by any interested person at the offices of the Regional Transit Board at 270 Metro Square Building, St. Paul, Minnesota.

Dated: January 7, 1985



---

Elliott Perovich  
Chairman  
Regional Transit Board

TASK #1: GENERAL ADMINISTRATION

<u>Major Work Objective</u>	<u>Major Products</u>
A. Prepare a short range staff description for the 19 full time positions existing in 1985	1. Staff organization flow chart 2. Responsibility and function of each staff position 3. Skills and levels required of individuals to fill staff positions
B. Prepare a long range staffing plan, including a description of staff requirements for the years 1986 and 1987 to complete RTB work tasks	1. Identification of staffing needs
C. Select staff members for 1985	1. Interviews
D. Train staff members	1. Training program 2. Workshops, seminars
E. Develop a personnel program	1. Hiring/firing/disciplinary guidelines 2. Pay scale 3. Benefit package
F. Develop administrative and program budgets	1. Administrative budget 2. Operations budget 3. Capital budget
G. Establish administrative systems	1. Bookkeeping 2. Payroll
H. Establish administrative procedures	1. Procedures manual

WORK TASK #1 BUDGET  
GENERAL ADMINISTRATION

Staff Complement	<u>1.3</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>71,939</u>
RTB Board Expenses	<u>99,776</u>
Computer Expense	<u>2,988</u>
Contractural Services	
Legal Services	<u>9,432</u>
Technical Consultants	<u>12,670</u>
Employee Development	
Recruitment	<u>3,500</u>
Training	<u>5,000</u>
Conference Fees	<u>3,900</u>
Membership Dues	<u>2,400</u>
Travel	
Non-Local	<u>1,527</u>
Local	<u>830</u>
Office Rent and Utilities	<u>1,826</u>
Office Equipment	
Furnishings	<u>3,320</u>
Rent of Equipment	<u>712</u>
Maintenance of Equipment	<u>348</u>
Office Supplies	<u>3,096</u>
Communications	
Telephone	<u>540</u>
Postage	<u>2,075</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>5,486</u>
Metropolitan Council Reimbursements	<u>16,600</u>
General Overhead	<u>10,000</u>
Contingencies	<u>14,425</u>
TOTAL	\$ <u>272,390</u>

TASK #2: COMMUNITY RELATIONS

<u>Major Work Objective</u>	<u>Major Products</u>
A. Sponsor, present and support legislation related to the RTB's role and operation	1. Draft legislation 2. Briefing materials
B. Prepare and present a progress report to the legislature by February 1, 1985 on <ul style="list-style-type: none"><li>• service improvements</li><li>• implementation and financial plan</li></ul>	1. Legislative report
C. Prepare and present by February 1, 1985 a report documenting any changes needed in <ul style="list-style-type: none"><li>• replacement services</li><li>• contract programs</li><li>• RTB's authority to contract indebtedness</li><li>• RTB's authority to levy property taxes to retire debt</li></ul>	1. Legislative report
D. Present portions of the Interim Implementation Plan as needed	1. Final IIP 2. Briefing materials
E. Develop public information programs	1. Public information programs

WORK TASK #2 BUDGET  
COMMUNITY RELATIONS

Staff Complement

1.2

Expenditures

1985 Proposed Amount

Salaries and Benefits	\$ 56,485
RTB Board Expenses	-0-
Computer Expense	2,844
Contractural Services	
Legal Services	8,978
Technical Consultants	12,059
Employee Development	
Recruitment	-0-
Training	-0-
Conference Fees	-0-
Membership Dues	-0-
Travel	
Non-Local	1,454
Local	790
Office Rent and Utilities	1,738
Office Equipment	
Furnishings	3,160
Rent of Equipment	680
Maintenance of Equipment	332
Office Supplies	2,947
Communications	
Telephone	514
Postage	1,975
Legal Notices	3,000
Reproduction and Publications	5,222
Metropolitan Council Reimbursements	15,800
General Overhead	-0-
Contingencies	13,730
TOTAL	\$ 131,708

TASK #3: FINANCIAL ASSISTANCE

<u>Major Work Objective</u>	<u>Major Products</u>
A. Work with Mn/DOT and MTC during a transition period on the following: <ul style="list-style-type: none"><li>• Metropolitan area service grants</li><li>• Provision of MTC financial assistance</li><li>• Operator Service contracts</li><li>• Program management and financial assistance for rideshare, opt-out, Metro Mobility and ex-urban community assistance programs</li><li>• Administration of federal grants</li></ul>	<ol style="list-style-type: none"><li>1. Agency agreements</li><li>2. Grant application instructions</li><li>3. Review grant applications</li><li>4. Operator contracts</li><li>5. Receipt of funds</li><li>6. Disbursement of funds</li><li>7. Monitoring program</li></ol>
B. Develop procedures and criteria for selection of operators	<ol style="list-style-type: none"><li>1. Evaluation procedures</li></ol>
C. Develop contract procedures, policies and regulations	<ol style="list-style-type: none"><li>1. Contract procedures</li><li>2. Undue hardship criteria</li></ol>
D. Establish audit and compliance procedures	<ol style="list-style-type: none"><li>1. Audit procedures</li></ol>
E. Develop reporting procedures and service performance standards/criteria for transit and paratransit operators	<ol style="list-style-type: none"><li>1. Service and Performance Standards/Criteria Report</li><li>2. Reporting Procedures Report</li></ol>
F. Present the biennial budget for fiscal years 1986-1987 to legislative committees	<ol style="list-style-type: none"><li>1. Briefing materials</li></ol>
G. Review and approve MTC budget	<ol style="list-style-type: none"><li>1. Approved budget</li></ol>

WORK TASK #3 BUDGET  
FINANCIAL ASSISTANCE

Staff Complement

2.5

<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ 121,447
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>5,904</u>
Contractual Services	
Legal Services	<u>18,637</u>
Technical Consultants	<u>25,033</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>3,018</u>
Local	<u>1,640</u>
Office Rent and Utilities	<u>3,608</u>
Office Equipment	
Furnishings	<u>6,560</u>
Rent of Equipment	<u>1,410</u>
Maintenance of Equipment	<u>688</u>
Office Supplies	<u>6,116</u>
Communications	
Telephone	<u>1,066</u>
Postage	<u>4,100</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>10,840</u>
Metropolitan Council Reimbursements	<u>32,800</u>
General Overhead	<u>-0-</u>
Contingencies	<u>28,503</u>
TOTAL	<u>\$ 271,371</u>

TASK #4: PARTICIPATION IN ON-GOING ACTIVITIES

<u>Major Work Objective</u>	<u>Major Products</u>
A. Participate with the MC, MTC and Mn/DOT to coordinate the transportation planning process, including support and maintenance of the 3-C planning process	1. Maintain Metropolitan Area Planning Process 2. Review and approval of plans and programs 3. Staff appointments
B. Participate with the Metropolitan Council to: <ul style="list-style-type: none"><li>o Develop long range transportation plans</li><li>o Update the current transportation policy plan</li></ul>	1. Review plans
C. Participation with Mn/DOT on the I-394 Transportation System Management Plan	1. Final Report: I-394 2. I-394 Bus Service Plan
D. Participate on committees and organizations involved with transportation planning <ul style="list-style-type: none"><li>● The Transportation Advisory Board</li><li>● Technical Advisory Committee</li></ul>	1. TAB and TAC Progress Reports 2. Appointment to TAB
E. Work with the MTC and MC to coordinate and evaluate private/public ridesharing programs	1. Annual Rideshare Evaluation and Work Plan 2. Rideshare Plan
F. Revise the 1985 UPWP to reflect RTB work plans and prepare 1986 UPWP	1. Updated and Revised 1985 UPWP 2. UPWP status reports 3. 1986 UPWP
G. Prepare an annual report to the legislature	1. Annual legislative report
H. Convene annual transit conference	1. Conference agenda
I. Participate in I-35W study	1. Study reports

WORK TASK #4 BUDGET  
 PARTICIPATION IN ON-GOING ACTIVITIES

Staff Complement	1.6
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ 80,653
RTB Board Expenses	-0-
Computer Expense	4,032
Contractural Services	
Legal Services	12,728
Technical Consultants	17,097
Employee Development	
Recruitment	-0-
Training	-0-
Conference Fees	-0-
Membership Dues	-0-
Travel	
Non-Local	2,061
Local	1,120
Office Rent and Utilities	2,464
Office Equipment	
Furnishings	4,480
Rent of Equipment	964
Maintenance of Equipment	470
Office Supplies	4,178
Communications	
Telephone	728
Postage	2,800
Legal Notices	-0-
Reproduction and Publications	7,403
Metropolitan Council Reimbursements	22,400
General Overhead	-0-
Contingencies	19,465
TOTAL	\$ 183,043

TASK #5: ALTERNATIVES ANALYSIS DECISION

<u>Major Work Objective</u>	<u>Major Products</u>
A. Finalize the alternatives analysis decision	1. Preferred alternative report 2. Financial analysis
B. The RTB and MC will take a position on the preferred alternative selected in the Hiawatha, Southwest and University Avenue Corridors	1. Selection of the preferred alternative for each corridor 2. Position statements
C. Along with the MC submit necessary implementing legislation for approval	1. Draft legislation
D. Develop a financial plan for further work on preferred alternatives	1. Financial analysis 2. Preliminary engineering

WORK TASK #5 BUDGET  
 ALTERNATIVES ANALYSIS DECISION

Staff Complement	<u>1.2</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>57,929</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>2,952</u>
Contractural Services	
Legal Services	<u>9,319</u>
Technical Consultants	<u>12,518</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>1,509</u>
Local	<u>820</u>
Office Rent and Utilities	<u>1,804</u>
Office Equipment	
Furnishings	<u>3,280</u>
Rent of Equipment	<u>706</u>
Maintenance of Equipment	<u>344</u>
Office Supplies	<u>3,059</u>
Communications	
Telephone	<u>533</u>
Postage	<u>2,050</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>5,420</u>
Metropolitan Council Reimbursements	<u>16,400</u>
General Overhead	<u>-0-</u>
Contingencies	<u>14,251</u>
TOTAL	<u>\$ 132,894</u>

TASK #6: HANDICAPPED TRANSPORTATION PLANNING

<u>Major Work Objective</u>	<u>Major Products</u>
A. Formulate long and short range plans for providing handicapped transportation in the Twin Cities Metro Area, working in conjunction with the MC, MTC and Mn/DOT	1. Assignment of staff members to support advisory committees 2. Policy plans 3. Service plans
B. Ensure compliance with federal and state regulations regarding handicapped accessibility	1. 16(b) Reviews 2. Minnesota Human Rights Act impact analysis
C. Assist in formulation and implementing Metro Mobility policy	1. Issues and Policy Papers
D. Develop implementation plan for improvements in Metro Mobility service:	1. Service delivery changes 2. Service expansion 3. Coordination with County programs 4. Contracts with service providers
E. Establish criteria for identifying eligible users and certify eligible users	1. Eligibility Criteria for Metro Mobility Service 2. Vehicle Certification Program
F. Evaluate the impact of service changes	1. Evaluation report

WORK TASK #6 BUDGET  
HANDICAPPED TRANSPORTATION PLANNING

Staff Complement

1.1

<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ 48,825
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>2,628</u>
Contractual Services	
Legal Services	<u>8,296</u>
Technical Consultants	<u>11,143</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>1,343</u>
Local	<u>730</u>
Office Rent and Utilities	<u>1,606</u>
Office Equipment	
Furnishings	<u>2,920</u>
Rent of Equipment	<u>628</u>
Maintenance of Equipment	<u>306</u>
Office Supplies	<u>2,723</u>
Communications	
Telephone	<u>475</u>
Postage	<u>1,825</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>4,825</u>
Metropolitan Council Reimbursements	<u>14,600</u>
General Overhead	<u>-0-</u>
Contingencies	<u>12,689</u>
TOTAL	<u>\$ 113,561</u>

TASK #7: DEVELOP POLICIES CLARIFYING RTB ROLES & RESPONSIBILITIES

Major Work Objective

Major Products

- |  |  |
|--|--|
| A. Determine RTB responsibility in the following areas: <ul style="list-style-type: none"><li>● Private Operator contracts</li><li>● Request, receipt and distribution of federal funds</li><li>● Recipient of Section 9 funds</li><li>● Issuance of Bonds</li><li>● Section 15 reports to UMTA</li><li>● Construction and operation of LRT or other alternatives</li><li>● Construction, financing and management of capital facilities</li><li>● Rideshare programs</li><li>● Taxi service</li><li>● Setting fare levels</li><li>● Planning assistance to local committees</li></ul> | 1. Policy statements on roles and responsibilities |
| B. Establish committees for public and private sector involvement in: <ul style="list-style-type: none"><li>● Local transit planning and development boards</li><li>● Local government participation program</li><li>● Metropolitan Rideshare Board</li><li>● Metro Mobility</li><li>● New Advisory Committees</li></ul>   | 1. Public involvement committees                   |
| C. Develop transition schedule of management responsibilities for: <ul style="list-style-type: none"><li>● MTC</li><li>● Metro Mobility</li><li>● Rideshare</li><li>● Opt-out</li><li>● Private operators</li><li>● Ex-urban program</li><li>● Transportation Regulatory Board</li></ul>   | 1. Transition schedule                             |

WORK TASK #7 BUDGET  
 DEVELOP POLICIES CLARIFYING RTB ROLES AND RESPONSIBILITIES

Staff Complement	1
<hr/>	
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ 53,326
RTB Board Expenses	-0-
Computer Expense	2,841
Contractual Services	
Legal Services	7,841
Technical Consultants	10,533
Employee Development	
Recruitment	-0-
Training	-0-
Conference Fees	-0-
Membership Dues	-0-
Travel	
Non-Local	1,270
Local	690
Office Rent and Utilities	1,518
Office Equipment	
Furnishings	2,760
Rent of Equipment	594
Maintenance of Equipment	290
Office Supplies	2,574
Communications	
Telephone	449
Postage	1,725
Legal Notices	-0-
Reproduction and Publications	4,561
Metropolitan Council Reimbursements	13,800
General Overhead	-0-
Contingencies	11,992
	<hr/>
TOTAL	\$ 116,408

TASK #8: DEVELOP FINANCIAL POLICIES AND ANALYZE FINANCIAL RESOURCES

<u>Major Work Objective</u>	<u>Major Products</u>
A. Develop a financial data base	1. Unit cost items 2. Inventory of funding sources 3. Performance data
B. Determine the appropriate role of public funds <ul style="list-style-type: none"><li>● Motor vehicle excise tax</li><li>● Federal funds</li><li>● State funds</li><li>● Property taxes</li><li>● Distribution of funds</li><li>● Human service agency funding</li></ul>	1. Position statements 2. Cost analysis
C. Identify funding sources available for special projects <ul style="list-style-type: none"><li>● LRT</li><li>● I-394 transit facilities</li><li>● Demonstration projects</li><li>● New service needs</li></ul>	1. Inventory of funding sources 2. Cost analysis
D. Develop an equitable fare system taking into account <ul style="list-style-type: none"><li>● Inflation related increases</li><li>● Social fares</li></ul>	1. Fare policy
E. Prepare a financial program consistent with the RTB implementation plan	1. Financial plan
F. Develop a method of meeting transit program deficits through the use of <ul style="list-style-type: none"><li>● motor vehicle excise taxes</li><li>● general funds</li><li>● other means</li></ul>	1. Position statement on the use of funding sources

WORK TASK #8 BUDGET  
 DEVELOP FINANCIAL POLICIES AND ANALYZE FINANCIAL RESOURCES

Staff Complement	<u>1.2</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ <u>60,379</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>2,988</u>
Contractural Services	
Legal Services	<u>9,432</u>
Technical Consultants	<u>12,667</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>1,527</u>
Local	<u>830</u>
Office Rent and Utilities	<u>1,826</u>
Office Equipment	
Furnishings	<u>3,320</u>
Rent of Equipment	<u>714</u>
Maintenance of Equipment	<u>348</u>
Office Supplies	<u>3,096</u>
Communications	
Telephone	<u>540</u>
Postage	<u>2,075</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>5,486</u>
Metropolitan Council Reimbursements	<u>16,600</u>
General Overhead	<u>-0-</u>
Contingencies	<u>14,425</u>
TOTAL	<u>\$ 136,254</u>

TASK #9: DEVELOP AND CONDUCT SERVICE NEEDS ASSESSMENT PROGRAMS

Major Work Objective

Major Products

- |   |   |
|---|---|
| <p>A. Develop a working format for transit service needs assessment programs. The following steps should be included:</p> <ol style="list-style-type: none"><li>1. Conduct preliminary market research<ul style="list-style-type: none"><li>• identify existing transit and paratransit services available in area</li><li>• identify current financing of transit programs</li><li>• identify capital facilities and equipment</li></ul></li><li>2. Identify study issues and concerns<ul style="list-style-type: none"><li>• Determine appropriate role of paratransit</li><li>• Possibility of the introduction of special projects</li></ul></li><li>3. Identify study objectives and select evaluation criteria</li><li>4. Develop alternative transit service proposals<ul style="list-style-type: none"><li>• Restructure existing services</li><li>• Introduce new services to address unmet needs</li></ul></li><li>5. Evaluate the feasibility of alternative services</li><li>6. Perform MTC impact assessment</li></ol> <p>B. Select a number of pilot areas for needs assessment</p> <p>C. Implement new services</p> <p>D. Evaluate the impacts of new services</p> | <ol style="list-style-type: none"><li>1. Format for service needs assessments</li><li>2. Objectives</li><li>3. Service plans</li><li>4. Priority criteria</li><li>5. Financial analysis</li><li>6. Impact analysis</li></ol><br><ol style="list-style-type: none"><li>1. Selection of target areas</li><li>2. Needs assessments</li></ol><br><ol style="list-style-type: none"><li>1. Service plans</li></ol><br><ol style="list-style-type: none"><li>1. Impact analysis</li><li>2. Monitoring program</li></ol> |
|---|---|

WORK TASK #9 BUDGET  
 DEVELOP AND CONDUCT SERVICE NEEDS ASSESSMENT PROGRAMS

Staff Complement	<u>2.1</u>
<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	<u>\$ 69,880</u>
RTB Board Expenses	<u>-0-</u>
Computer Expense	<u>5,112</u>
Contractual Services	
Legal Services	<u>16,137</u>
Technical Consultants	<u>21,674</u>
Employee Development	
Recruitment	<u>-0-</u>
Training	<u>-0-</u>
Conference Fees	<u>-0-</u>
Membership Dues	<u>-0-</u>
Travel	
Non-Local	<u>2,611</u>
Local	<u>1,420</u>
Office Rent and Utilities	<u>3,124</u>
Office Equipment	
Furnishings	<u>5,680</u>
Rent of Equipment	<u>1,222</u>
Maintenance of Equipment	<u>596</u>
Office Supplies	<u>5,297</u>
Communications	
Telephone	<u>920</u>
Postage	<u>3,550</u>
Legal Notices	<u>-0-</u>
Reproduction and Publications	<u>9,386</u>
Metropolitan Council Reimbursements	<u>28,400</u>
General Overhead	<u>-0-</u>
Contingencies	<u>24,679</u>
TOTAL	<u>\$ 199,689</u>

TASK #10: CAPITAL EQUIPMENT AND FACILITIES PLANNING AND RESEARCH

<u>Major Work Objective</u>	<u>Major Products</u>
A. Evaluate transit capital budgets and identify eligible recipients <ul style="list-style-type: none"><li>• Availability of funds to private operators</li></ul>	1. Cost analysis 2. Eligibility criteria
B. Develop a Twin Cities Area Capital Plan identifying: <ul style="list-style-type: none"><li>• Needed transit equipment</li><li>• Needed facilities</li></ul>	1. Twin Cities Area Transit Capital Plan
C. Update the MTC long range plan for capital equipment, facilities and vehicles	1. Long Range Capital Plans
D. Research and evaluate new equipment, materials and procedures available	1. Memoranda, working papers and reports on specific items selected for investigation

WORK TASK #10 BUDGET  
 CAPITAL EQUIPMENT AND FACILITIES PLANNING AND RESEARCH

Staff Complement

1

Expenditures

1985 Proposed Amount

Salaries and Benefits	\$ 53,156
RTB Board Expenses	-0-
Computer Expense	2,664
Contractual Services	
Legal Services	8,410
Technical Consultants	11,295
Employee Development	
Recruitment	-0-
Training	-0-
Conference Fees	-0-
Membership Dues	-0-
Travel	
Non-Local	1,362
Local	740
Office Rent and Utilities	1,628
Office Equipment	
Furnishings	2,960
Rent of Equipment	636
Maintenance of Equipment	310
Office Supplies	2,760
Communications	
Telephone	481
Postage	1,850
Legal Notices	-0-
Reproduction and Publications	4,891
Metropolitan Council Reimbursements	14,800
General Overhead	-0-
Contingencies	12,861
TOTAL	\$ 120,804

TASK #11: IMPLEMENTATION PLAN

Major Work Objective

- A. Prepare a draft of the Implementation Plan

Major Products

- 1. Partial draft of the Implementation Plan

WORK TASK #11 BUDGET  
IMPLEMENTATION PLAN

Staff Complement

0.5

<u>Expenditures</u>	<u>1985 Proposed Amount</u>
Salaries and Benefits	\$ 24,206
RTB Board Expenses	-0-
Computer Expense	1,404
Contractural Services	
Legal Services	4,432
Technical Consultants	5,954
Employee Development	
Recruitment	-0-
Training	-0-
Conference Fees	-0-
Membership Dues	-0-
Travel	
Non-Local	717
Local	390
Office Rent and Utilities	858
Office Equipment	
Furnishings	1,560
Rent of Equipment	334
Maintenance of Equipment	168
Office Supplies	1,454
Communications	
Telephone	254
Postage	975
Legal Notices	-0-
Reproduction and Publications	2,581
Metropolitan Council Reimbursements	7,800
General Overhead	-0-
Contingencies	6,778
TOTAL	\$ 59,864

TABLE I

REGIONAL TRANSIT BOARD  
1985 SUMMARY OF WORK PROGRAM: REVENUES AND EXPENDITURES

Revenue:	<u>1985 Proposed</u>
Federal Revenue-UMTA	<u>\$ 313,000</u>
State Revenue:	
RTB-Administration F.Y. 85 (July-Dec 84 Bal)	<u>302,776</u>
RTB-Administration F.Y. 85 (Jan-June)	<u>527,760</u>
RTB-Administration F.Y. 86 (July-Dec.)	<u>549,750</u>
Investment Income	<u>44,700</u>
Miscellaneous Income	<u>-0-</u>
TOTAL REVENUE	<u>\$ 1,737,986</u>

Expenditures:	
General Administration	<u>\$ 272,390</u>
Community Relations	<u>131,708</u>
Financial Assistance	<u>271,371</u>
Participation in On-Going Activities	<u>183,043</u>
Alternatives Analysis Decision	<u>132,894</u>
Handicapped Transportation Planning	<u>113,561</u>
Develop Policies Clarifying RTB Roles and Responsibilities	<u>116,408</u>
Develop Financial Policies and Analyze Financial Resources	<u>136,254</u>
Develop and Conduct Service Needs Assessment Programs	<u>199,689</u>
Capital Equipment and Facilities Planning and Research	<u>120,804</u>
Implementation Plan	<u>59,864</u>
TOTAL WORK PROGRAM EXPENDITURES	<u>\$ 1,737,986</u>

TABLE II  
 REGIONAL TRANSIT BOARD  
 1985 ESTIMATED REVENUE AND OTHER SOURCES OF FUNDS

Revenue:	<u>1985 Proposed</u>
Property Tax	\$ 41,293,000
Federal Revenue-UMTA	<u>313,000</u>
State Revenue:	
RTB-Administration F.Y. 85 (July-Dec 84 Bal.)	<u>302,776</u>
RTB-Administration F.Y. 85 (Jan-June)	<u>527,760</u>
RTB-Administration F.Y. 86 (July-Dec)	<u>549,750</u>
MTC-Oper. & Social Fares F.Y. 86 (July-Dec)	<u>7,130,000</u>
Opt Out	<u>365,950</u>
Private Operators	<u>516,350</u>
Metro Mobility	<u>2,675,000</u>
Rural and Small Urban	<u>408,350</u>
Investment Income	<u>44,700</u>
Miscellaneous Income	<u>-0-</u>
TOTAL	<u>\$ 54,126,636(1)</u>

(1) This budget is subject to change responsive to legislative enactment of the 1986-1987 Biennial Budget.

TABLE III

REGIONAL TRANSIT BOARD  
1985 SUMMARY OF EXPENDITURES BY EXPENSE CATEGORY

	<u>1985 Proposed</u>
Salary and Benefits	\$ 696,226
RTB Board Expenses	<u>99,776</u>
Computer Expense	<u>36,000</u>
Contractual Services	
Legal Services	<u>113,643</u>
Technical Consultants	<u>152,643</u>
Employee Development	
Recruitment	<u>3,500</u>
Training	<u>5,000</u>
Conference Fees	<u>3,900</u>
Membership Dues	<u>2,400</u>
Travel	
Non-Local	<u>18,400</u>
Local	<u>10,000</u>
Office Rent and Utilities	<u>22,000</u>
Office Equipment	
Furnishings	<u>40,000</u>
Rent of Equipment	<u>8,600</u>
Maintenance of Equipment	<u>4,200</u>
Office Supplies	<u>37,300</u>
Communications	
Telephone	<u>6,500</u>
Postage	<u>25,000</u>
Legal Notices	<u>3,000</u>
Reproduction and Publications	<u>66,100</u>
Metropolitan Council Reimbursements	<u>200,000</u>
General Overhead	<u>10,000</u>
Contingencies	<u>173,798</u>
MTC Property Tax Pass-Through	<u>41,293,000</u>
MTC Oper. and Social Fares F.Y. 86 (July-Dec)	<u>7,130,000</u>
Opt Out	<u>365,950</u>
Private Operators	<u>516,350</u>
Metro Mobility	<u>2,675,000</u>
Rural and Small Urban	<u>408,350</u>
TOTAL	<u>\$ 54,126,636</u>

