



Minnesota Regional Transit
Board: Records.

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MEETING OF THE REGIONAL TRANSIT BOARD

Monday, May 6, 1985
Council Chambers
4:30 p.m.

AGENDA

1. Call to Order and Roll Call
- OK 2. Approval of Agenda
- OK 3. Approval of Minutes of April 15, 1985 Meeting
- H 4. Report on Request for Proposal for Preliminary Engineering for Transit Improvements on the University Avenue Corridor Todd Lefko/
Ruth Franklin
- X 5. Report on Request for Proposal for Transit Service Needs Assessment Todd Lefko/
Ruth Franklin
6. REPORT OF THE POLICY COMMITTEE Todd Lefko,
Chair
7. REPORT OF ADMINISTRATION AND FINANCE COMMITTEE Ruth Franklin,
Chair
 - a. Review and Approval of Metropolitan Transit Commission Request to Issue \$12,000,000 ⁴ Capital (Bond) Debt, Resolution No. 85-
 - debt (b. Authorization of Procedures for Depository Transactions
 - X-c. Recommendation of Audit Firm
 - OK d. Review and Approval of Report to Legislature on Bonding Authority
 - OK e. Authorization of Expenditure for Office Remodeling
 - OK f. Authorization of Change in Dental Benefits Resolution No. 85-
 - OK g. Authorization to Hire Receptionist/Clerk
 - X h. Authorization to Advertise Preliminary Engineering Project Manager

REGIONAL TRANSIT BOARD
MAY 6, 1985 AGENDA
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8. REPORT OF SPECIAL NOMINATING COMMITTEE

Doris Caranicas,
Chair

- a. Nominations for Regional Transit Board Officers

9. OTHER BUSINESS

- a. Chairman's Report

- 1) Committee Chairs and Membership

- b. Members' Reports
c. Staff Reports

Elliott Perovich
Chairman

REGIONAL TRANSIT BOARD

Record of Attendance and Vote

Date 5/6/83

RTB

Dist.	Member Name	Present	Vote	Vote	Vote	Vote	Vote
Chair	Elliott Perovich			<i>Res of Board. 7</i>		<i>7.6</i>	<i>7.8.</i>
A	Todd Lefko	✓		<i>7.6</i>			✓
B	Ruben Acosta	✓	✓				✓
C	Bernard Skrebes	✓	✓				✓
D	Doris Caranicas	✓	✓				✓
E	John Doyle, Sr.	✓	✓				✓
F	Gail Marks Jarvis	✓	✓				✓
G	James Newland	✓	✓				✓
H	Margaret Snestrud			<i>Im keep.</i>			
I	Alison Fuhr	✓	✓				✓
J	Juanita Collins	✓	✓				✓
K	Steve Loeding	✓	✓				✓
L	Ruth Franklin	✓	✓				✓
M	Paul Joyce	✓	✓				✓
N	Edward Kranz	—	—				✓

REGIONAL TRANSIT BOARD

270 Metro Square Building, St. Paul, Minnesota 55101

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Metropolitan Council Chambers
April 15, 1985

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

OTHERS PRESENT: Ghaleb Abdul-Rahman, Mary Fitzgerald, Judy Hollander, Leslie Johnson, Larry Wertheim and Peter Fausch

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

Caranicas moved approval of the minutes of the April 1, 1985 meeting; Acosta seconded the motion. MarksJarvis noted a typographical error on the first page, fifth paragraph, eleventh line, the word "bank" should be changed to "bang" and that the minutes should reflect her statement at that meeting that some people are talking about cutting fares and decreasing service. Fuhr noted that one Page 3, the first sentence in the chairman's report section should be "...that S.F. 1189." The mover and seconder accepted the amendments; vote was taken to approve the minutes as amended; motion carried unanimously (Kranz not present.)

REPORT OF THE POLICY COMMITTEE

T.H. 55 (Hiawatha Avenue) Environmental Impact Statement (EIS)/4(f) Evaluation and Alternatives Analysis

Committee Chair Lefko reviewed the Policy Committee report dated April 15, 1985 and moved:

That the Regional Transit Board:

1. Find the preferred alternative in the Final Environmental Impact Statement consistent with the Board's decision-making process regarding all corridors in the region.
2. Direct staff to work with the Minnesota Department of Transportation staff in coordinating light rail transit (LRT) preliminary engineering activities for Hiawatha Avenue corridor.
3. Recommend that the Metropolitan Council withhold approval of construction of light rail transit line in the Hiawatha corridor until the Board completes its studies in December 1986.

Caranicas seconded the motion; Motion carried unanimously (Kranz not present).

Draft Legislative Progress Reports

Lefko reviewed the report of the Policy Committee dated April 15, 1985 and moved:

That the Regional Transit Board approve the submittal of both the report on changes needed in the replacement service and contract programs and the progress report on improving service in areas inadequately served and preparing and implementing the implementation and financial plans to the Legislature as required by state law.

Fuhr seconded the motion. Motion carried unanimously (Kranz not present).

Lefko announced that the Policy Committee will hold a special meeting on May 1 to discuss the light rail transit Request for Proposal (RFP) and the transit needs assessment RFP. The public hearings on Metro Mobility are complete. There were 38 speakers at the hearings. At the next meeting the committee will begin to discuss what was learned at the hearings. Lefko urged other Board members to participate.

Fuhr said that at the last meeting there was concern expressed about the review of the RFP. Members of the Board were supposed to be on the committee. At an earlier Board meeting there was a motion to send it to the Policy Committee, which would review the matter from time to time. On behalf of one of the members not present, Fuhr asked if the RFP will be brought to the Policy Committee. Caranicas called a point of order. She said the motion had been to table and to table a matter and send it to committee is mutually exclusive. The item cannot be discussed until the matter is taken off the table. Lefko said the matter was not taken off the table. It is a moot point because the Board approved the consultant contract and staff has discussed the RFP with the committee. His sense of the intent of Loeding's comments at Policy Committee was regarding participation. The matter is being discussed at committee and fulfilling the intent. There had been discussion about whether Board members should be on the selection committee. Lefko said that is a staff function and the Board should review. The Board did not make a policy decision to participate on the committee. Staff has updated the Board at every meeting. Perovich said it will come before the Board for approval after review by both committees.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEEAuthorization to Advertise Secretarial Position

Committee Chair Franklin reviewed the committee report of April 7, 1985 and moved:

That the Regional Transit Board approve advertising for the position of secretary.

Collins seconded the motion; Motion carried unanimously (Kranz not present.)

Franklin reviewed the committee report dated April 7, 1985 and moved:

That the Regional Transit Board approve advertising for the position of administrative assistant.

Joyce seconded the motion; Motion carried unanimously (Kranz not present.)

The chairman introduced Judith McCourt, who recently joined the staff.

"Agreement of Funds Distribution" Regarding 1984 Tax Levy Receipts and 1985 Tax Anticipation Certificate Note Proceeds

Franklin reviewed the report of the committee dated April 7, 1985 and moved:

That the Regional Transit Board authorize the chairman to enter into an agreement with the chairman of the Metropolitan Transit Commission, titled "Agreement of Funds Distribution" and relating to receipt and deposit from the 1984 tax levy and the 1985 tax anticipation certificate notes.

Joyce seconded the motion; Motion carried unanimously.

Review and Approval of Title VI Documents

Franklin reviewed the report of the committee dated April 7, 1985 and moved:

That the Regional Transit Board approve the Title VI documentation dated March 22, 1985, authorizing Ghaleb Abdul-Rahman to execute the "Assurance."

Collins seconded the motion; Motion carried unanimously.

Franklin said the next meeting of the committee will be May 2, 1985.

OTHER BUSINESS:

Chairman's Report:

The chairman discussed his memorandum dated April 12, 1985 regarding the election of officers and appointment of committee chairs. He asked Caranicas to chair the three-member nominating committee to select a slate of candidates for officers of the Board. He asked members to report to him by April 19 regarding their preferences for committees and whether they are interested in chairing a committee. Newland said there are rumors that the membership may be changed so the process should move slowly. The chairman said that is up to the board. The situation is unclear at the Senate; on the House side there would be a new board on July 1, 1985. Members would serve until a new Board is appointed. The chairman would also have to be appointed. Perovich said the original bill would make the RTB similar to other agencies. Two Metropolitan Council districts would be one RTB precinct. There has been no opposition to the change in either house. The legislation does not provide for terms; everyone would go off the Board next year. There would still be three MTC

commissioners. The intent of RTB legislation was based on ridership and had nothing to do with representation or who was paying the bill. Franklin said that if it stays at three members it would appear that less service could be expected out in the suburbs. It becomes the responsibility of the RTB to come up with transit service in the suburbs. The chairman said that is the Board's greatest challenge. Fuhr said if the MTC is left with three members the RTB should be left with fourteen. Perovich said that with a three-person board, every time two of the members get together there is a quorum. There has to be a five-day notice of such meetings. Franklin noted that the committees consist of one person.

Perovich said there are now two different bills. If members have strong feelings about any of the provisions, they should discuss them with him. The RTB bill is going to the Senate Tax Committee. The bill goes to Appropriations in the House. The taxicabs and downtown special district levy amendments were taken out but the legislative task force is charged to study that. The Legislature is expected to adjourn May 20.

In response to Fuhr's question about Motor Vehicle Excise Taxes, Perovich said the Schrieber amendment prohibits any regional agency from doing anything with light rail transit. If a special district is formed, it must go to a public referendum. If the amendment were to pass and become effective 20 days after the legislative session, nothing could be done with the RFP. The chairman discussed briefly his meetings during the preceding week with the Governor and with Senator Willet. A document clarifying what the Board is requesting is being assembled.

The chairman agreed with Acosta that things will begin to take shape about May 15. He said we do not want to eliminate social fares. The Board's position is that if it should have control if we set policy, the transit plan and the financial plan to pay for it, we have to control revenues. The Board may recommend lowering some of those fares. There should be discussion about whether it is a service and how much the state should pay. Perovich feels the fares should be lowered and the state should put in more money.

Franklin referred to the letter sent by the City of Plymouth and asked if it will be discussed at the Administration and Finance Committee. Perovich said that the letter discusses MetroLink it affected tax feathering. There was discussion of the zones. Zone 1 has the lowest rate of cost recovery at 72 percent; Zone 4 is about 139 percent.

Referring back to elections, the chairman asked if the Board would prefer to wait. Newland suggested proceeding and see what happens. Joyce said there is no real urgency to do it by a specific time. There is no sense in going through it if the Board is going to be changed. MarksJarvis asked if there is a legal problem here. Wertheim said the Board would be in violation of the Bylaws but that would not effect the legality of anything it does. He does not believe anyone could challenge what the Board acts on. Caranicas suggested that the committee meet quickly and come up with an interim recommendation.

Staff Reports

Abdul-Rahman asked Hollander and Fausch to review charts on the RFP. Fausch distributed and discussed the following charts:

Corridor Scope of Work for Preliminary Engineering
Draft RTB Regional Transit Planning Decision-Making Process
Basic Work Areas, LRT Preliminary Engineering

Fuhr asked Abdul-Rahman if the question had been resolved regarding the Board's recommendations and the Council's recommendation to go to Wooddale. He said the Council made a decision to go to Wooddale based on information from their staff. He considers that a technical decision. The magnitude of work done on each corridor is the most important thing. The System Need Assessment, LRT preliminary engineering and making a Final Environmental Impact Statement for the LRT alternatives analysis study has to go together before a "go/no go" decision can be made. All these things must happen at the same time.

Executive directors of five regional agencies were called together by Maurice Dorton, Executive Director of the Metropolitan Council, to discuss charge backs and coordination among agencies. There are many benefits to each agency in using equipment and services such as library, graphics, computers, and insurance coverage in common. Staff will report back to the Board as the discussions progress. Space is also being discussed. Consideration is being given to leaving Metro Square Building and housing all the agencies together. The space meetings will involve the chairs of the Metropolitan Council, Metropolitan Waste Control Commission, Regional Transit Board and the chairs of their respective Management or Administration and Finance Committees and staff.

Fuhr discussed the meeting she arranged with Senator Durenberger. Perovich discussed with the senator the situation in Washington on transit. Fuhr asked Durenberger if transit could be ranked as a top priority nationwide. He said he has tried that in other bills. Fuhr said she left hoping that things would work out somehow. Perovich said Durenberger expects that over three to five years' time transit will sink into oblivion. Capital monies will thin down. That will be followed by a couple of years of status quo with transit coming back into its own again. Under the current president, transit will not go anywhere. Last week the newspapers said the federal government will phase out operating assistance. The American Public Transit Association is still hoping for a freeze and asks that we continue to lobby for it.

Perovich announced that Natalio Diaz has been appointed as the Metropolitan Council's Director of Transportation Planning.

Franklin moved to adjourn; Joyce seconded the motion. Motion carried unanimously. The meeting adjourned at 5:45 p.m.

Respectfully submitted,

Mary Fitzgerald



DATE: April 26, 1985
TO: Members of the Regional Transit Board
SUBJECT: Weekly Report

LEGISLATIVE
ACTIVITIES

On April 24 the House Semi-State Division of the Appropriations Committee met to allocate monies for the RTB's administrative budget and for the state's transit assistance fund. At the same time the Semi-State Division moved to include the entire regional transit bill (H.F. 1189) as part of the Semi-State Omnibus Bill that will be produced by the division as one of the major spending bills of the session.

The allocation process was confusing and at this time some questions remain as to what the Semi-State Division specifically did to our budget request. We have attempted to confirm our assessment of the division's action with their fiscal analyst, but as of the time this report was written, have been unable to get our assumptions confirmed.

Three motions were made concerning our budget. First, our administrative budget was reduced from the Governor's recommendation by \$45,000 in FY 1986 and \$30,000 in FY 1987. In addition, the board and staff travel budget was capped at \$25,000 in FY 1986 and \$27,000 in FY 1987.

The \$10 million in Motor Vehicle Excise Tax (MVET) monies was carried over to the next biennium, but replaces an equal amount of money from the general fund. Of this amount, \$6 million is appropriated to the RTB operating assistance fund from the general fund and must be used for specific programs. Each fiscal year \$1 million is made available for a job-seeking transportation program; \$1 million each year is available for social fares; and \$0.5 million each year for transit demonstration and transit replacement service programs. It is our assessment that this means that not only will the 1985 MVET monies not be available for our transit planning activities (i.e., Needs Assessment, University Avenue corridor transit improvement study, the planning of the transit aspects of I-394, etc.), but that only \$6 million of 1985 MVET monies will be available for transit assistance programs and under restrictive conditions.

A third motion, a budget request rider from the Governor, will forgive the \$3.6 million the MTC owes MnDOT in audit citations that have been carried on the books. It was part of the MTC operating budget and, unless attempts are made to subtract this amount from the general fund later on, will be additional monies in the operating assistance fund.

SERVICE NEEDS
ASSESSMENT RFP

The Policy Committee discussed the key elements of the Transit Service Needs Assessment Work Program at its April 24 meeting. The Request for Proposal (RFP) for consultant services will be reviewed at the May 1 Policy Committee, the May 2 Administration and Finance Committee, and the May 6 Board meeting. Action authorizing issuance of the RFP will be anticipated at each of these meetings. In addition, a special meeting will be held at 3:00 p.m. on May 6, prior to the regular Board meeting, to gain additional input on issues to be covered in the Service Needs Assessment.

METRO MOBILITY
USER SATISFAC-
TION ASSESSMENT

As recommended by the Metro Mobility Evaluation, the MTC is planning to conduct a study to assess user satisfaction with the service and to develop profiles of Metro Mobility users. RTB staff is assisting with the development of the Request for Proposal, which is expected to be issued in May. Data is expected to be available from the study in late July.

CHASKA TRANSIT
SERVICE
DEMONSTRATION
PROJECT

The Chaska Transit Service Demonstration Project, funded by MnDOT, is currently evaluating transit service alternatives in the communities of Chaska, Chanhassen, Eden Prairie and Shakopee. The purpose of the study is to evaluate existing service and explore potential new transit options. The Demonstration Committee, of which RTB staffer Katie Turnbull is a member, is composed of representatives of each community, MnDOT, MTC, Metropolitan Council, as well as the RTB. The four communities have retained the services of BRW, Inc., to conduct the study. Completion of the major work tasks and recommendations is anticipated in June or July.

A FUTURIST
LOOKS AT
RIDESHARING

On May 15, the Association of Commuter Transportation (ACT) Minnesota Chapter, will host a program, "A Futurist Looks at Ridesharing." The speaker, Dr. Earl Joseph, President of the Anticipatory Service Center, has been a futurist for 25 years. The program will be held at the Nicollet Island Inn in Minneapolis, from 10:30 a.m. to 1:00 p.m. Cost for the program is \$17. If you are interested in attending, contact Judith McCourt by May 10.

RECAP OF MEETINGS LAST WEEK (April 22 - 26):

- April 23 RTB, MnDOT and MPTA Local Providers Meeting (Perovich, Board members and staff) - Update on the status of transit providers on the status of transit funding at the state and federal levels for local transit providers.
- Minnesota Public Transit Association Policy Committee (Perovich and staff) - Discussion of mutual concerns and regional transit legislation.
- Chaska Transit Service Demonstration Committee (Turnbull) - Meeting of the Chaska Demonstration Committee to discuss existing transit service and transit market.
- April 24 Minnesota House of Representatives Semi-State Division of the Appropriations Committee (Perovich) - Allocation of the RTB's administrative budget and transit assistance fund.
- April 26 Social Service Providers Meeting (McCourt, Hollander) - Update on the Service Needs Assessment and other mutual concerns.

NEXT WEEKS' MEETINGS (APRIL 29 - MAY 3):

- April 30 East Minneapolis Rotary (Perovich) - Discussion of the RTB, 11:45 a.m., Jax Cafe
- Minnesota Department of Transportation (McCourt, Hollander) - Discussion of Metro Mobility contracts, 2 p.m., MnDOT offices
- May 1 Minnesota Senate Semi-State Division of the Senate Finance Committee (Perovich) - Allocation of administration and transit assistance monies, 8 a.m. to 12 noon, (Location not yet determined.)
- I-394 and Plymouth MetroLink Tour (Hollander, Turnbull) - Tour with MnDOT staff of the I-394 right-of-way and the Plymouth MetroLink.
- May 1 Special Policy Committee Meeting - Discussion of the RFP for the transit alternatives preliminary engineering study for the University Avenue corridor, 5:00 p.m., Board Room.
- May 1 to 3 Transit Board Development Pilot Program, University of North Florida, Jacksonville, Florida (Collins). UMTA-funded Transit Board Performance Development Program.
- May 2 Administration and Finance Committee - Among other items, discussion of the RFP for the Service Needs Assessment and the Transit Improvement Study of the University Avenue corridor, 5:00 p.m., Board Room.

Anoka County Coordinated Transportation Project (Hollander, McCourt, Turnbull) - Presentation and discussion on the Anoka County Transportation proposal, 9 a.m., Anoka County Courthouse.

May 3 Meeting with Metropolitan Transit Commission staff (Hollander, McCourt) - Discussion of the RFP for Metro Mobility consumer satisfaction and profile development study to be conducted by MTC, 10:30 a.m., MTC Fred Heywood Facility, Minneapolis.

FUTURE MEETINGS:

May 6 Special RTB Board Session - Discussion on issues to be covered in the Service Needs Assessment, 3:00 p.m., Metropolitan Council Chambers

Regional Transit Board Meeting, 4:30 p.m., Metropolitan Chambers

May 7 MPTA Policy Committee Meeting (Perovich, McCourt, Kuehn) - Discussion of status of legislation and the upcoming MPTA Spring Conference, 1:30 p.m., RTB Board Room.

North Suburban Consumer Advocates for the Handicapped (Newland, Hollander) - Discussion of transit service for handicapped citizens, 8 p.m., Camilia Rose Convalescent Center.

May 8 Citizens Long-Range Implementation Committee (Franklin) - Discussion on transit service options of suburban communities.

May 14 Quad Cities Transportation Project (Snesrud, McCourt) - Discussion of the transportation program of the local project, 9 a.m., Brooklyn Park City Hall.

May 15 Association of Commuter Transportation Program, "A Futurist Look at Ridesharing" presented by Dr. Earl Joseph, 10:30 a.m., Nicollet Island Inn.

If members who have scheduled or attended meetings would like to bring them to the attention of the RTB Board, contact Mike Kuehn of our staff to place the activity on this calendar.

NOTE: All meetings are subject to change. If you intend to participate in any meetings listed in this calendar, please verify with the RTB office in advance.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 25, 1985
TO: Regional Transit Board
FROM: Todd Lefko, Chair, Policy Committee
Ruth Franklin, Chair, Administration and Finance Committee
SUBJECT: Report on Request for Proposal for Preliminary Engineering for
Transit Improvements on the University Avenue Corridor

At both the Policy Committee and the Administration and Finance Committee meetings, the Request for Proposal for Preliminary Engineering for Transit Improvements on the University Avenue Corridor will be reviewed. An oral report will be made at the May 6 Board meeting.

TL:RF:jmo

LRT RFP/CONSULTANT SELECTION PROCESS
Timeline
5/1/85

- May 1 - Policy Committee. Special Meeting to Approve RFP.
- May 2 - Administration and Finance Committee. Special Meeting to Approve RFP.
- May 6 - Board Meeting. Discuss RFP.
- May 6-14 - Staff finalize RFP.
- May 20 - Board Meeting. Approve issue of RFP.
- May 21 - Issue RFP's.
- June 4 - Pre-proposal Conference.
- June 21 - Proposals Due.
- June 26 - Short List.
- July 1 - Interviews/Select Consultant
- July 11 - A & F Committee. Approve Contract with Selected Consultant.
- July 15 - Board Meeting. Approve Contract with Selected Consultant.



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

DRAFT

REQUEST FOR PROPOSAL
LIGHT RAIL TRANSIT PRELIMINARY DESIGN
TWIN CITIES METROPOLITAN AREA

The Regional Transit Board (RTB) of the Twin Cities Metropolitan Area wishes to engage a professional consultant to provide preliminary design services for a light rail transit system in the University Avenue Corridor and connections to the Hiawatha Avenue and Southwest Corridors in the Twin Cities. This Request for Proposal (RFP) describes the proposed consultant scope of services and time frame for completing the work.

A pre-proposal conference is scheduled for Monday, May 20, 1985 at 1:00 PM in the Metropolitan Council Chambers, 3rd Floor, Metro Square Building, St. Paul, Minnesota. The status of the project will be discussed and all pertinent available information will be provided for review and discussion. Copies of resource materials listed in the RFP will be available at that time.

Consultant proposals for this project must be submitted to:

Judith Hollander
Director of Planning and Programs
REGIONAL TRANSIT BOARD
270 Metro Square Building
St. Paul, Minnesota 55101

Proposals will be accepted until 2:00 PM, Thursday, May 30, 1985. Ten copies are required from all proposers. Late proposals will not be accepted.

The consultants selected as finalists will be invited to make an oral presentation of materials and to answer questions about proposal specifics on June 5, 1985 at the RTB offices. Final selection of the consultant will be completed on June 7, 1985 by the RTB.

The consultant is expected to begin work by approximately July 1, 1985. All preliminary engineering and design consultant work activities must be completed by October 31, 1986.

The anticipated budget for work to be accomplished by the consultant is eligible for funding from the motor vehicle excise tax in Minnesota and is estimated to be approximately \$2.5 million, the equivalent of 50,000 person hours. Final award of this contract is contingent upon the concurrence of all participating agencies and the final decisions on funding by the 1985 session of the Minnesota Legislature on May 20, 1985.

All questions concerning submittal of a proposal must be directed to Judith Hollander. Amendments to this RFP will be prepared should questions of concern to all prospective consultants arise.

Sincerely,

Judith Hollander
Director of Planning and Programs

DRAFT

REQUEST FOR PROPOSAL
LIGHT RAIL TRANSIT PRELIMINARY DESIGN
TWIN CITIES METROPOLITAN AREA

REGIONAL TRANSIT BOARD OF THE TWIN CITIES METROPOLITAN AREA

MAY 7, 1985

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I. INTRODUCTION

A. REQUEST FOR PROPOSAL INVITATION

Based on the authority created by the Minnesota State Legislature as described in the 1984 Minnesota Laws Chapter 654, Article 3, the Regional Transit Board (RTB) of the Twin Cities invites qualified professional consulting firms with experience in the design of light rail transit systems to submit proposals for preliminary design of a Light Rail Transit System in the University Avenue and connecting corridors of the Twin Cities. This request for Proposal (RFP) describes the proposed preliminary effort that has been initiated as a result of the decisions of the Metropolitan Council in the Southwest/University Avenue Corridor Study: Transit Alternatives Analysis/Draft Environmental Impact Statement. This introductory section of the RFP describes the role of the RTB and status of transit planning in the Twin Cities, and defines the scope and limits of the effort and the project management structure.

B. ROLE OF THE RTB

In 1984, the Minnesota Legislature created the RTB and reorganized the transit decision making structure in the Twin Cities. The RTB was created to perform mid-range transit planning, make policy, handle administrative functions and facilitate the establishment of new and alternative transit services in the Twin Cities area. The Regional Transit Board consists of 14 members appointed by the Metropolitan Council and a chair appointed by the Governor.

The major functions and activities of the RTB as specified in the enabling legislation include:

- Preparation of transit implementation plans (an Interim Implementation Plan was adopted December 1, 1984 and a final plan must be completed by August 1, 1986)
- Appointment of members to the restructured Metropolitan Transit Commission (MTC), the regional public bus operator
- Preparation of transit budgets, financial plans and staffing plans
- Review and approval of the MTC budget
- Administration of paratransit and rideshare program responsibilities
- Research on transportation issues.

It is based on this authority and responsibility that the RTB is initiating the LRT preliminary design effort. Figure 1 illustrates the context for this effort within the overall RTB transit decision making process.

C. STATUS OF TRANSIT PLANNING IN THE TWIN CITIES

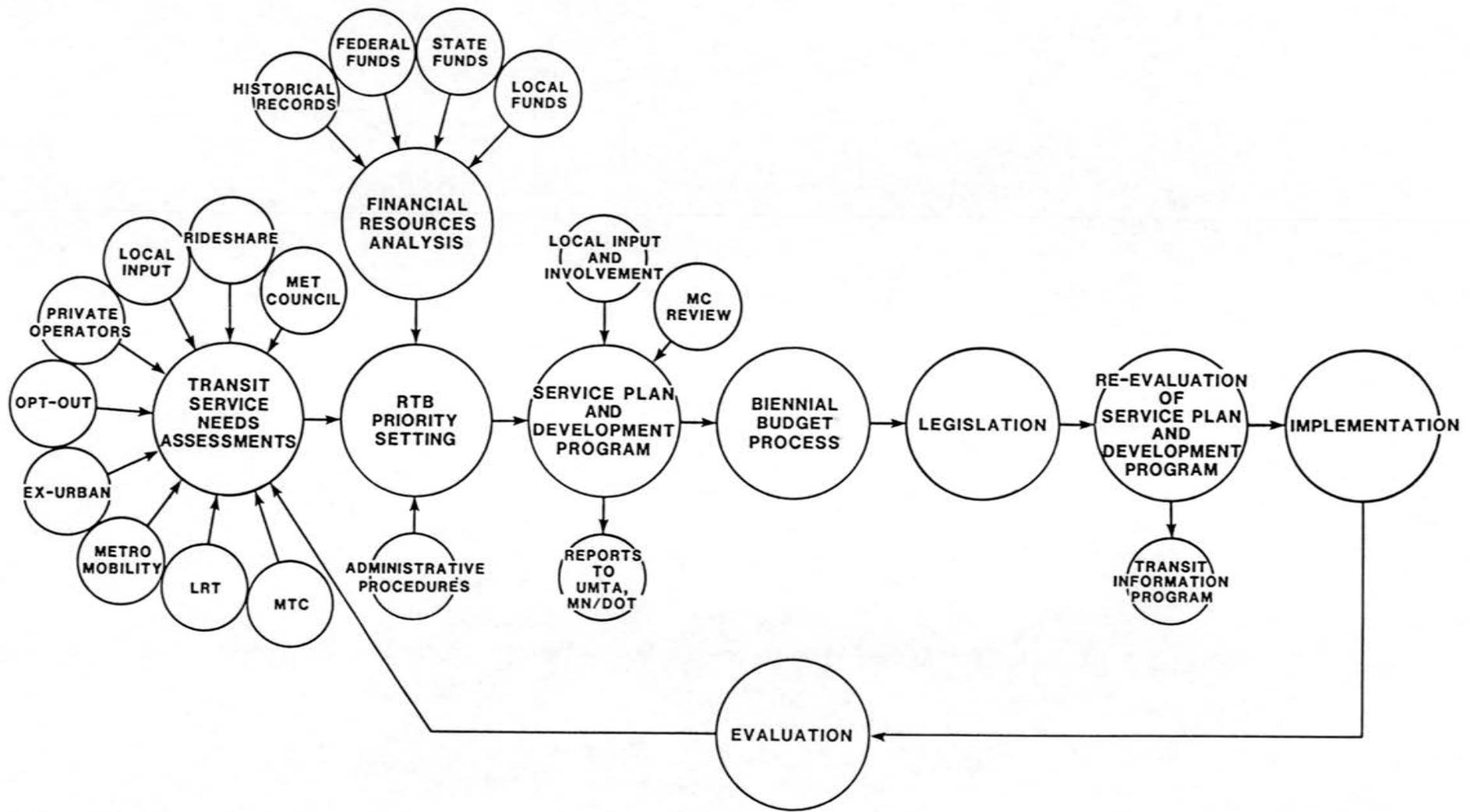
The current LRT decision making process has been ongoing since 1979 when the LRT Feasibility Study was initiated. The Feasibility Study determined that more detailed analysis of LRT in the University Corridor was justified. At the same time, the Hennepin County Board of Commissioners took several actions to create a regional rail authority that subsequently purchased right of way from the Chicago Northwestern Railroad in the Southwest Corridor for potential use as a light rail corridor in the Twin Cities.

In 1982 the Metropolitan Council received a grant from the Urban Mass Transportation Administration (UMTA) to conduct a transit alternatives analysis for the University Avenue and Southwest Corridors. This effort was guided by a Steering Committee and has produced the Southwest/University Avenue Corridor Study: Transit Alternatives Analysis and Draft EIS, a summary of which is attached to this RFP. The DEIS will be circulated to inform the public of the proposed transit improvements and their consequences. Public meetings and hearings will be held to further inform the affected public and to receive comments from public and private agencies, organizations, and citizens.

The purpose of the Southwest/University Avenue Corridor Study was to identify problems and analyze solutions regarding transit services in the University Avenue and Southwest Corridors. The University Avenue Corridor runs between downtown Minneapolis and downtown St. Paul, generally following University Avenue. University Avenue serves the University of Minnesota and other traffic generators along that route in addition to the downtown areas. The Southwest Corridor extends generally in a southwesterly direction from downtown Minneapolis and traverses southwest Minneapolis, St. Louis Park, Hopkins, Minnetonka, and several Lake Minnetonka suburbs before ending in Excelsior.

The study in these corridors included the definition of a range of alternative transit improvements; the selection, through a scoping process, of a small number of alternatives which were found to be most reasonable; a detailed definition of the characteristics of those alternatives; analyses of the effects of each on the transportation system, the community and the environment; and an evaluation of the alternatives to determine which is considered best.

1
3
1



RTB DECISION MAKING PROCESS

FIGURE 1

Concurrently with University Avenue and the Southwest Corridor activities, the City of Minneapolis conducted a study of alternative transportation improvements and completed a final Environmental Impact Statement (EIS) in the Hiawatha Avenue Corridor. The Hiawatha Avenue Corridor runs southeasterly from downtown Minneapolis to the International Airport and into the City of Bloomington. The Hiawatha study has concluded that the preferred alternative for the corridor is light rail transit and a four-lane, at-grade arterial roadway. The Minneapolis City Council and the Minnesota Commissioner of Transportation have endorsed this recommendation. The Federal Highway Administration has approved the final EIS. Final engineering activities for the roadway component of the Hiawatha Avenue Corridor are expected to begin in the Spring of 1985. A summary of the Hiawatha Avenue Corridor Study is attached to this RFP.

Another related planning activity has been the LRT Implementation Study, conducted by local and regional governmental bodies and the business community. Alternative management and financing strategies for the Southwest, University and Hiawatha Corridors have been analyzed and recommendations have been developed. An analysis of Minneapolis downtown penetration has also been completed.

All of these activities set the stage for Regional Transit Board and Metropolitan Council transit decisions on Light Rail. Ten joint meetings were held to review the technical work conducted for all three corridors and to expedite the decision-making process. In addition, a significant amount of public input was received at the public meeting held in January, 1985 when individuals, agencies and organizations presented testimony.

Based on this decision making process, the Regional Transit Board on February 25 and the Metropolitan Council on March 14 developed recommendations for proceeding with LRT planning. These recommendations have resulted in the following decisions:

1. University Avenue through the two downtowns was selected as the priority corridor for transit improvements in the three corridors.
2. Light rail transit was selected as the preferred guideway alternative in the University Avenue Corridor.
3. The final decision on implementation of light rail transit will be made after preliminary engineering, additional development planning, regional service needs assessments, and financial resource analyses are completed.

4. A work program was adopted that includes the following:
 - a. Preliminary engineering for light rail transit in the University Avenue Corridor, including logical connections to other corridors through the two downtowns, connections to maintenance yards and shops, and site specific development planning for corridor stations in the University Avenue Corridor (see Figure 2).
 - b. Preliminary engineering activities in the Southwest Corridor to Wooddale Avenue and in downtown Hopkins to facilitate completion of the final EIS. Preliminary engineering activities in the Hiawatha Avenue Corridor to facilitate maximum coordination with the final roadway engineering activities.
 - c. Service needs assessments in all other major regional transit corridors in the region, including a comprehensive financial resource analysis that includes assessment of the potential for federal/state/regional funds (completed by March, 1986).
 - d. Establishment of an intergovernmental advisory committee to guide these activities within the context of the regional planning process.
5. A final decision on implementation of light rail transit, selection of priority corridors for final design, and transit decisions in other regional corridors will be made by December, 1986.
6. A specific proposal to the 1987 legislative session will be prepared, describing the priority transit improvements recommended by the Regional Transit Board and recommending the financial mechanisms and organizational structure to carry out the final decision.
7. The preliminary engineering work will be used as a basis for completion of the Final EIS for the Southwest/University Avenue Corridors.

The relationship of the preliminary engineering effort, service needs assessments and the completion of the draft AA/DEIS is presented in Figure 3.

D. DEFINITION OF PRELIMINARY ENGINEERING

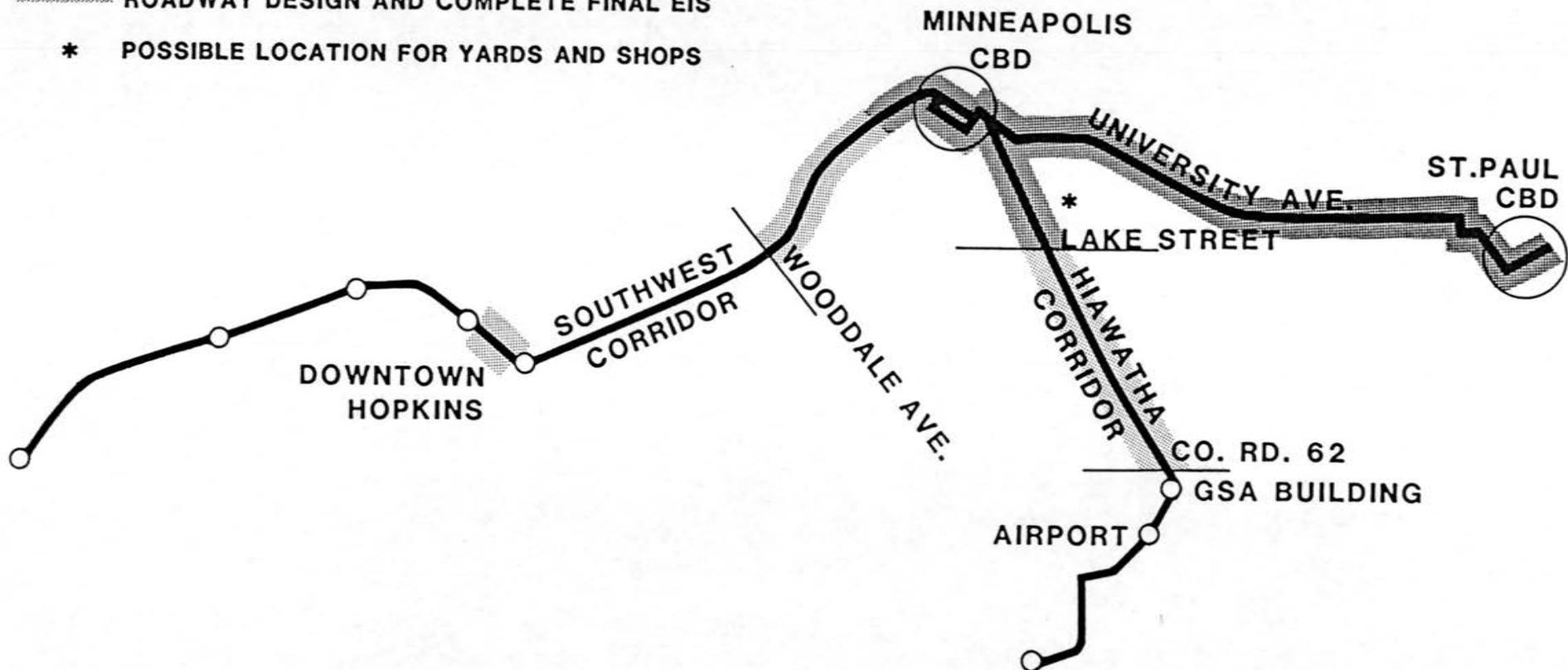
The goal of this preliminary engineering effort is to provide the RTB with information at a level of detail sufficient to make a final decision on LRT. This work will include a project cost estimate, determination of right-of-way requirements, precise definition and mitigation of environmental concerns, identification of major construction requirements including utilities,

○—○ ALIGNMENT AND STATIONS AA/DEIS

▨ PRELIMINARY ENGINEERING INCLUDING LOGICAL CONNECTIONS TO OTHER CORRIDORS

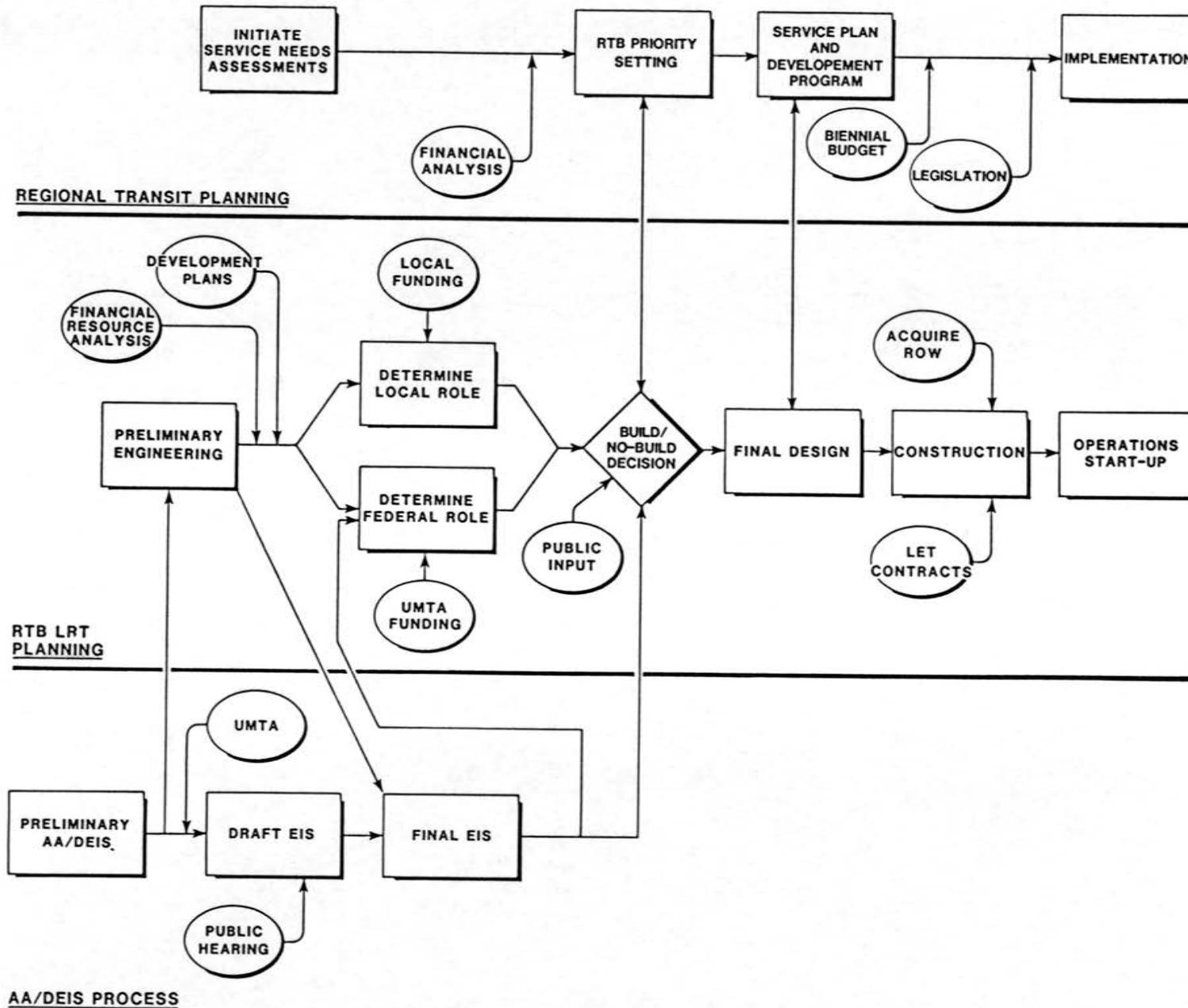
▨ PRELIMINARY ENGINEERING TO COORDINATE WITH ROADWAY DESIGN AND COMPLETE FINAL EIS

* POSSIBLE LOCATION FOR YARDS AND SHOPS



LRT PRELIMINARY ENGINEERING LIMITS

FIGURE 2



RTB REGIONAL TRANSIT PLANNING DECISION MAKING PROCESS

FIGURE 3

structures and earthwork, as well as layout, typical station designs, and a work program and schedule for development of final plans, specifications and implementation details.

The role of the consultant in this project is to provide technical expertise, take major responsibility for the preliminary engineering and support other related planning activities. The basic work areas to be completed for the project are identified in Figure 4. The consultant will be responsible for completing all of the Engineering work tasks which includes at a minimum determining final route alignments, developing station locations, developing operations, control, communication and security plans, determining vehicle and fare collection system characteristics, maintenance and storage requirements, track work and electrification requirements, right-of-way, utility and structural requirements, and preparation of project cost estimates. The consultant will also be responsible for completing all of the Corridor Transportation Planning and Traffic Engineering work tasks. These include at a minimum the preparation of a feeder bus system plan, patronage forecasts, determination of parking requirements, urban design elements, and preparation of traffic movement analysis and traffic management plans. The consultant will also be responsible for providing the support for and technical resources necessary for the RTB to complete the Finance, Ownership and Management Plan activities. The RTB will require assistance with the financial resource analysis, cash flow and financial plan preparation. Also, the ownership and management structure for operation of the system will need to be identified with the consultant providing direct input in terms of options on which the RTB can base their decision. The role of the consultant in this work area is to provide technical resources and options to the RTB. The RTB will take the major responsibility for this effort and the consultant will only provide staff resources. Full time staff of the RTB and participating agencies will form the guidance and control for this activity.

The project also includes work activities in Development Planning and Public Information. All Development Planning activities will be conducted by the cities involved in the project. Full time staff of the cities will provide major responsibility for guiding and carrying out this task. Public Information activities will be handled by the RTB Project Manager. The consultant will be expected to provide a level of technical support for the development plans and public information activities to be defined in the final work plan and the initial phase of the project.

The consultant Scope of Work for the three corridors included in this study is summarized in Figure 5. The University Avenue Corridor will be the primary focus of the study. Major consultant task areas for this corridor include Mobilization, Systems Planning and Engineering, Route Engineering and Design, Station Design, Support Facilities Design, Preparation of Cost Estimates, Finance and Management Analysis, and Implementation Planning.

ENGINEERING ①	CORRIDOR TRANSPORTATION PLANNING AND TRAFFIC ENGINEERING ①	DEVELOPMENT PLANNING ②	ORGANIZATION FINANCE MANAGEMENT PLAN & DEVELOPMENT ②	PUBLIC INFORMATION ②
Route Alignments	Traffic Management Plans	Station Areas	Financial Resources	Public Relations
Operations Plans	Traffic Movement Analysis	Downtowns	Cash Flow	Marketing
Control Plans	Feeder Bus	Joint Development	Financial Plan	Interagency
Communication Plans	Urban Design		Ownership	
Security Plans	Patronage Forecasts		Management	
Vehicle Characteristics	Parking			
Fare Collection				
Track				
Electrification				
Maintenance/Storage				
Stations				
ROW				
Utilities				
Structural				
Cost Estimates				

① CONSULTANT TEAM HAS MAJOR RESPONSIBILITY FOR THESE TASKS

② CONSULTANT TEAM SUPPORTS RTB AND CITIES IN THESE TASKS

PRELIMINARY ENGINEERING BASIC WORK AREAS

FIGURE 4

CORRIDOR	MOBILIZATION	SYSTEMS PLANNING AND ENGINEERING	ROUTE ENGINEERING AND DESIGN	PROTOTYPICAL STATION DESIGN	SUPPORT FACILITIES DESIGN	COST ESTIMATE	FINANCE AND MANAGEMENT ANALYSES	IMPLEMENTATION PLANNING
UNIVERSITY AVENUE	✓	✓	✓	✓	✓	✓	✓	✓
HIAWATHA AVENUE	✓	✓	(1) ✓		✓			
SOUTHWEST	✓	✓	(2) ✓					

(1) THE ROUTE ENGINEERING TASK WILL INCLUDE WORK NECESSARY TO COORDINATE LRT PLANNING WITH FINAL ROADWAY DESIGN.

(2) THE ROUTE ENGINEERING TASK WILL INCLUDE STATION LOCATION AND WORK NECESSARY TO COMPLETE THE FINAL EIS.

CORRIDOR SCOPE OF WORK

FIGURE 5

The consultant Scope of Work for the Hiawatha Avenue Corridor will determine downtown Minneapolis route alignments and connections to other corridors under the Systems Planning and Engineering task area. All Route Engineering and Design tasks will be completed for the corridor segment running from downtown Minneapolis to Lake Street. On the remainder of the corridor, Route Engineering and Design treatment will be coordinated with the final design of the Hiawatha Avenue roadway improvements.

On the Southwest Corridor, Systems Planning and Engineering activities will establish downtown Minneapolis route alignment and connections to other travel corridors. Route Engineering and Design activities will include identification of station locations and other technical work necessary to complete the final EIS for this corridor.

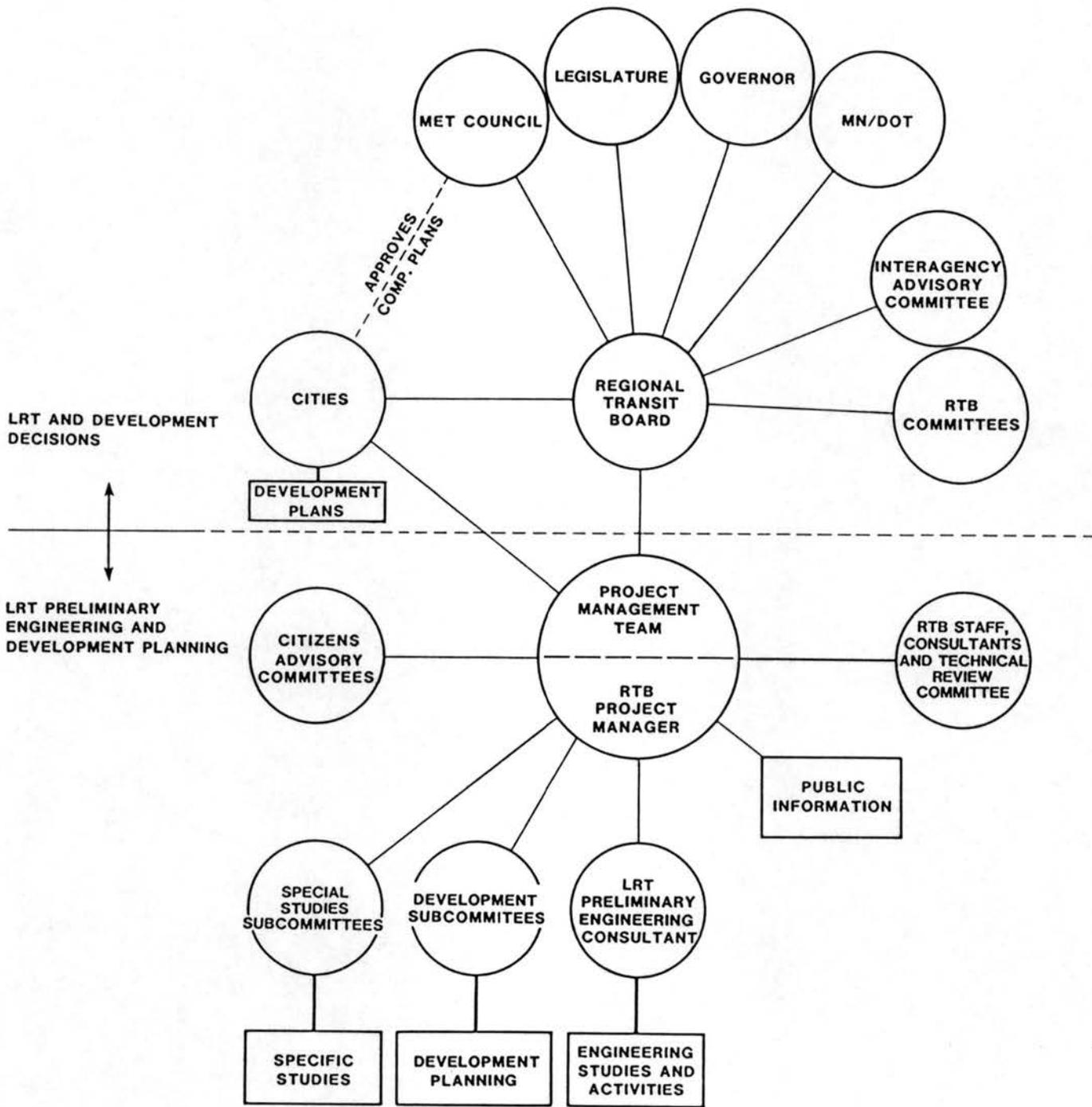
There are a number of major issues that have arisen as part of the Alternatives Analysis that will need to be addressed in the early preliminary engineering tasks. These major issues include the following:

1. LRT corridor alignment within downtown Minneapolis including tunnel alternatives and future connections to other lines.
2. LRT corridor alignment in the State Capitol Area and in downtown St. Paul.
3. LRT corridor alignment for the Southwest Corridor.
4. LRT corridor alignment in the University of Minnesota area.
5. University Avenue Corridor approach to downtown Minneapolis (Washington Avenue or Hennepin Avenue Bridge).
6. Corridor cross sections on University Avenue and the impacts on neighborhoods, businesses, traffic operations and parking.
7. Snelling Avenue and University Avenue intersection traffic operations.
8. Condition of Washington Avenue Bridge as potential major river crossing.
9. Minnehaha Creek crossing on Hiawatha Avenue.
10. Lake Street intersection with Hiawatha Avenue traffic operations.
11. Location of maintenance yards and shops.

These issues will be resolved as part of the Systems Planning and Engineering, and Route Engineering work tasks as appropriate. Systems Planning will include sufficient analysis to focus route engineering tasks primarily on a single alignment.

E. PROJECT MANAGEMENT

The Twin Cities LRT Preliminary Engineering studies will be guided by a comprehensive decision-making structure including all appropriate agencies, organizations and affected individuals (see Figure 6). The activities of the consultant will be guided by a Project Management Team and a full time RTB Project Manager. The project manager will be the principal contact between the RTB and the LRT consultant team. In addition to RTB staff, the Project Management Team will include a staff person from the Metropolitan Council, Mn/DOT, the MTC, City of St. Paul, City of Minneapolis, Hennepin County and Ramsey County. The Project Management Team will meet bi-weekly to provide policy and planning guidance to the RTB project manager and the consultant team. The Project Management Team member will be responsible for communication with policy makers in their respective agencies and for citizen participation. Subcommittees of the Project Management Team will be set up to guide specific activities within the study especially for development studies and finance, ownership, and management studies. The Cities of Minneapolis and St. Paul will be responsible for directing and managing development studies in their respective cities. The RTB will direct and manage the finance, ownership and management studies and all public relations. The consultant will provide support for these activities as described in the work program of this proposal.



ORGANIZATION OF PROJECT MANAGEMENT

FIGURE 6

II. SERVICES AND PRODUCTS TO BE PROVIDED BY THE CONSULTANT

A. SCOPE OF WORK FRAMEWORK

The preliminary engineering Scope of Work has been divided into three phases as follows: (see Figure 7).

Phase I, Mobilization, includes two work tasks, Mobilization, and Systems Planning and Engineering. Both tasks involve work which must be completed before more specific route engineering can begin. Phase I will also require a great deal of interaction and coordination with the RTB and PMT to identify unresolved issues, develop a final overall work plan to guide all subsequent work tasks, and to select alignments for Phase II.

Phase II, Engineering, is the actual preliminary design of the system elements including the Route Design, Station Design, Support Facilities Design and preparation of Cost Estimates. This stage incorporates the majority of the preliminary engineering work tasks.

Phase III, Implementation Planning, will involve Finance and Management Analyses, development of support material and an Implementation Plan. Phase III will incorporate a plan, schedule and implementation plan which is the basis for a final RTB go/no-go decision on start-up of the Light Rail Transit System.

B. SCOPE OF WORK AND DELIVERABLES

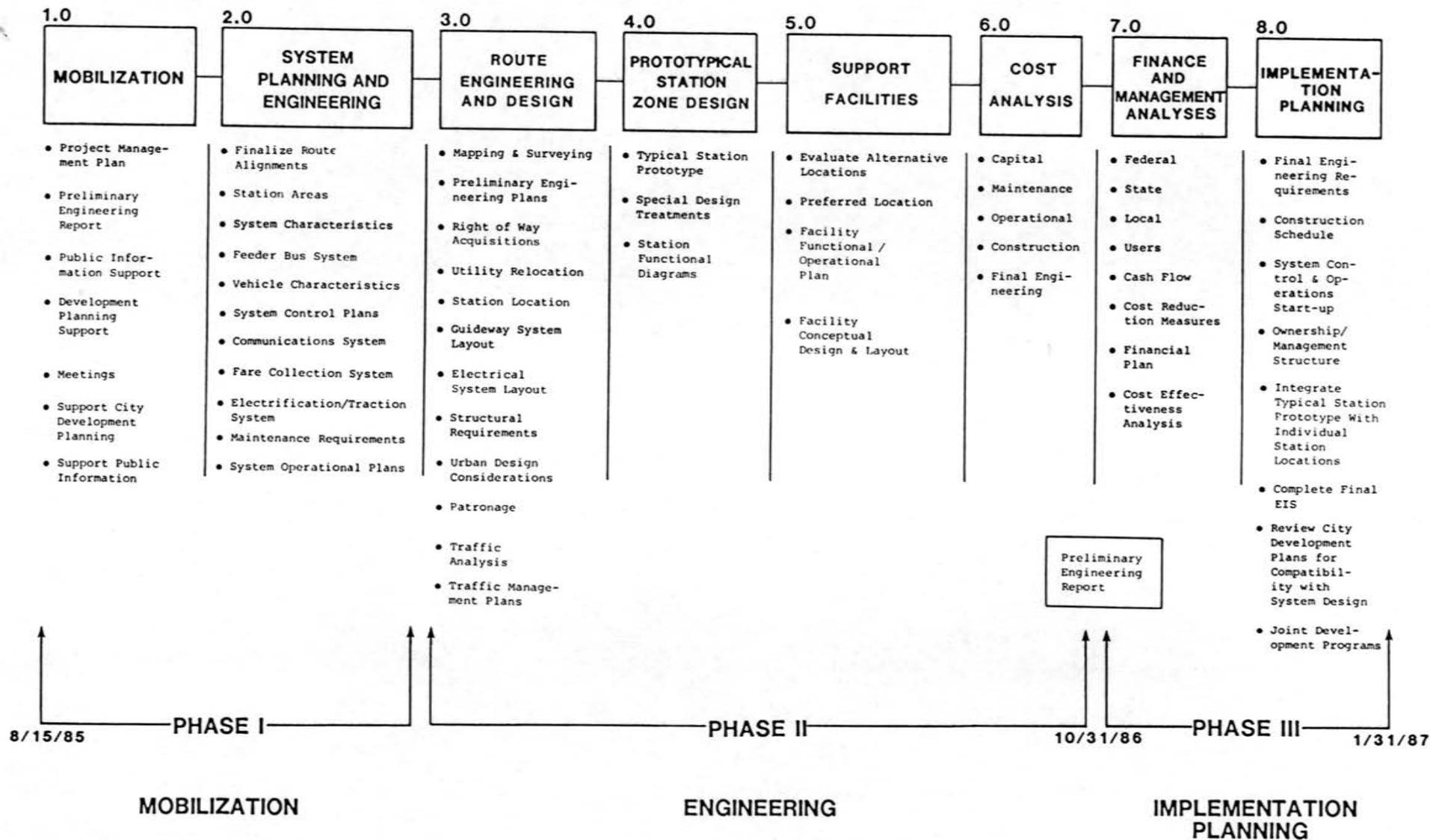
The work tasks and deliverable products are outlined below. In preparation of proposals, the consultants should not limit themselves to these tasks when completing their work plan if experience suggests that elements have been overlooked, could be better defined or are inappropriately placed in the work program.

TASK 1: MOBILIZATION

The purpose of the mobilization task is to establish all administrative, technical, organizational and managerial functions necessary for the successful completion of the project. The consultant will have the major responsibility for this work task including establishing internal project management, study design, progress reports and cost report procedures.

1.1 Project Management

A project management plan will be developed and will include a detailed description of the project scope of work; project goals, objectives, policies and standards; project organization, staffing, participants and responsibilities; a master project schedule; project milestones; and a budget allocation. A major element of this project management plan



PRELIMINARY ENGINEERING WORK TASKS

FIGURE 7

will be decision points and decision documents required at key go/no-go points in the study. These decision points have not been identified in this RFP but will be required in the plan. As part of preparation of the project management plan, the consultant will also prepare a summary document outlining the status of major LRT issues.

In addition to developing the project management plan, the project management tasks will include direction of daily work activities, and control and review of technical products.

Products: Project Management Plan
Status Report - Major LRT Issues

1.2 Meetings

Provide resource materials, expertise and attend meetings as directed by the RTB Project Manager. Such meetings will be with the Project Management Team, Project Management Team Subcommittees and Citizen Advisory Committees.

Products: Plan for Participation in PMT
RTB and Advisory Committee Meetings

1.3 Preliminary Engineering Report

A preliminary engineering report will be developed describing all engineering work task methodologies and work task products. The report will represent a compilation of all project deliverables including design criteria, civil engineering design standards, equipment characteristics, schematic plans, design layout plans and all technical memoranda.

Products: Preliminary Engineering Report

1.4 Progress/Cost Reports

The consultant will prepare monthly progress and cost reports. The reports will include a description of the completed work, current project and budget status, and future plans which set objectives to be met within the next month. The project and cost reports will be presented at monthly meetings with the Project Management Team.

Products: Monthly Project Report
Monthly Budget Report

1.5 Support City Development Planning

The consultant team will provide the professional resources to support the development work plan activities of the cities. These work plan activities will be controlled and managed by the Cities as a subcommittee to the Project Management Team. The City Development Work Plans are attached to this RFP.

1.6 Support RTB Public Information Activities

The RTB Project Manager and the Cities will be primarily responsible for disseminating project information, attending citizens advisory meetings and public relations in general. The consultant will provide a support role through technical presentations, developing project newsletters and preparing other project informational materials.

Products: Project Newsletters
Technical Presentations

TASK 2: SYSTEMS PLANNING AND ENGINEERING

The Systems Planning and Engineering task contains three primary elements. First, alternative alignments identified under Task 1.1 will be evaluated. Then system service and performance criteria will be defined so that system operational and functional plans can be developed. The final step will involve analyzing all critical system parameters which significantly affect the route engineering and design, establishing design criteria for them and recommending a system type for the following elements: vehicles, fare collection, control system, communication system and electrification/traction system. Selection of system types will emphasize low-cost, equipment reliability and minimal maintenance requirements.

2.1 Evaluation of Alternative Route Alignments

The evaluation of route alternatives will involve reviewing all previously documented material, developing possible solutions to alignment problems, and developing information for screening the alignment options so that selection of a design alignment is possible. Some of the potential alternatives may be resolved in the interim before this task begins. The work program developed in Task 1.1 will determine the level of route analysis required in this task.

The major sub-tasks within this task include:

- a. Downtown Minneapolis corridor alignment and possible future connections to other corridors (up to 5)
- b. Downtown Minneapolis tunnel
- c. Corridor in State Capital Area
- d. Corridor in Downtown St. Paul
- e. Corridor in Southwest Corridor
- f. University Avenue Corridor approach to downtown Minneapolis

Products: Technical Memorandum - Evaluation of Alternative Alignments

2.2 Station Locations

The consultant will recommend appropriate station locations based on system operational parameters and patronage forecasts from the EIS. A parking accessibility and demand analysis will also be conducted to determine the need for station area parking. These stations will be further defined in the Route Engineering Task 3.5.

Products: Technical Memorandum - Recommendation for Station Locations
Technical Memorandum - Corridor Parking Supply and Demand Analysis

2.3 Define System Characteristics

Previously documented material defining system service and performance criteria will be reviewed, evaluated, and updated. Parameters to be evaluated include vehicle and system capacity requirements, vehicle speeds, headway, travel times, fleet requirements, and E & H accessibility requirements including a high platform/low platform analysis.

Products: Technical Memorandum - General System Operating Parameters

2.4 Feeder Bus System

Based on station location decisions in Task 2.2, the consultant will develop a feeder bus system utilizing one or any combination of the following design concepts, radial route, timed transfer, or demand responsive system. System characteristics will also be defined for the feeder bus system including patronage forecasts, vehicle and feeder bus system capacity, headway, travel times, costs, and fleet requirements. Feeder bus system routes and schedules will be developed which are compatible with the operation of the light rail transit system.

Products: Technical Memorandum - Feeder Bus System Operations

2.5 Vehicle Characteristics

The consultant will develop vehicle design characteristics focusing on the following items: vehicle size and capacity, clearance, acceleration/deceleration, axle loading, propulsion system, minimum horizontal/vertical radii of curvature, door operation, and E & H accessibility.

Using the results of the design criteria evaluation, the consultant will recommend a type of vehicle to be procured and will provide large scale drawings of the transit vehicle.

Products: Design Criteria - Vehicles
Technical Memorandum - Recommendation of a Vehicle Type
Large Scale Drawing - Vehicle

2.6 System Control Plans

The consultant will develop a functional plan for overall system control, describing the philosophy of control between the vehicle, station, intersections and control center. Performance and hardware requirements for train protection/detection and intersection control will be specified including such items as signals, switchgear, vehicle detectors, signing, power input requirements and emergency control operations in the event of component failure.

Products: Design Criteria - Control System
Technical Memorandum - Functional Operation of the Control System and Recommendation of a Control System Type
Schematic Plans - Control System

2.7 Communications System

The consultant will develop a functional plan for the operation of a communication system between the vehicle, station and control center. Requirements for vehicle, station and control center equipment, and power input requirements will also be developed. Installment of a public information and address system will also be considered.

Products: Design Criteria - Communication System
Technical Memorandum - Functional Operation of the Communication System and Recommendation of a Communication System Type
Schematic Plans - Communication System

2.8 Fare Collection System

The consultant will study and evaluate alternative fare collection systems. A comparison of self-serve versus manual and on or off vehicle collection methods will be made. Methods of ticket dispensing and change making, and fare revenue security measures will also be analyzed. Design criteria and hardware requirements for the fare collection system will be developed, and the consultant will recommend a type of fare collection system to be used.

Products: Design Criteria - Fare Collection System
Technical Memorandum - Recommendation of Fare Collection System
Schematic Plan - Fare Collection System

2.9 Electrification/Traction System

The electrification/traction study will determine the size and type of all electrification/traction system elements including hardware components such as poles, cables, overhead, power substations, and track structures. The consultant will determine power input requirements and analyze the ability of existing power utilities to supply the needed power.

Products: Design Criteria - Electrification/Traction System
Technical Memorandum - Recommendation of an Electrification/Traction System
Schematic Plans - Electrification/Traction System
Power Line Diagrams

2.10 System Maintenance

Maintenance requirements for all system components including vehicles, track, stations, electrification, communication and control systems will be developed. Maintenance strategies and scheduling of component inspection, repair and overhaul will be identified. Maintenance materials, facilities and staffing requirements will also be identified.

Products: Technical Memorandum - Maintenance Requirements

2.11 System Operational Plans

The consultant will develop a system operational plan based on the performance criteria previously defined. The operational plan will be continually updated during the development of the system design, and will include the following items: system schedules, vehicle headways, downtown penetration plans, fare policies, traffic signal interface and preemption requirements, safety and security procedures, failure/recovery strategies, operation and maintenance staffing, and feeder bus system compatibility plans.

Products: Technical Memorandum - System Operating Strategies

TASK 3: ROUTE ENGINEERING AND DESIGN

This task involves designing the system layout plan in conformance with the system characteristics and operating parameters defined in Work Task 2. Right of way and utility requirements will be identified, station locations selected, structural elements designed and all system components will be incorporated into the design layout. System aesthetics will be considered at all points during the design process. Emphasis will be placed on designing a system

with minimal impact on the urban environment. In addition to the preliminary route design activities, the consultant will develop patronage forecasts for the system, conduct an area traffic analysis, and develop traffic management plans for routes which will be affected by the implementation of a light rail transit system.

3.1 Mapping and Base Data

The consultant will prepare base maps (1" = 50') from aerial photographs, field survey data, ground profiles and area topographic maps already available in the Twin Cities. The consultant will be responsible for collecting necessary hydrologic and geotechnical data; conducting inventory of existing signs, signals and road equipment; identifying current traffic flow data; locating existing utilities; and collecting other pertinent project data.

Products: Base Maps, Contour Maps, Ground Profiles
Composite Utility Maps (water, sewer, gas,
electric, cable TV, telephone)
Traffic Inventory Maps, Traffic Flow Maps
Technical Memorandum - Geotechnical and
Hydrologic Considerations

3.2 Preliminary Engineering Plans

The consultant will develop preliminary plans showing the route alignment for the length of the corridor. Typical cross section for the alignment will also be developed.

Products: Preliminary Layout Plan - Route Alignment (1" =
50')
Representative Cross Sections

3.3 Right of Way Acquisitions

This task involves identifying existing right-of-way (ROW) boundaries, parcel owners, current assessed value, property tax status and ROW acquisition requirements, and recommending methods of acquisition including obtaining permanent or construction easements, or purchasing parcels. Necessary demolition of any existing structures will also be identified.

Products: Right-of-Way Plans
Technical Memorandum - Required ROW Acquisitions

3.4 Utility Relocation

Utility locations conflicting with the preliminary route alignment plan will be identified and design solutions to the conflicts will be developed. The consultant will also assist in preparing necessary contract documents for implementing the design solutions.

Products: Utility Relocation Plans
Technical Memorandum - Utility Relocation
Requirements

3.5 Station Location

Site specific stations will be selected based on the recommended station location analysis conducted under Task 2.2, existing roadway characteristics and physical constraints.

Products: Layout Plan - Station Locations

3.6 Guideway System Layout

The consultant will identify roadway realignments as necessary, determine track location, and prepare track and roadway layout plans.

Products: Design Criteria - Track
Layout Plan - Roadway Alignment and Track
Locations

3.7 Patronage Forecasting

This task will involve preparing final transit patronage forecasts to support the system design. Patronage estimates for the LRT and feeder bus system will be developed and daily, peak, off-peak and design hour passenger forecasts will be established for key milestone dates of first year operation, Year 2000 and Year 2010.

Products: Technical Memorandum - Patronage Forecasts

3.8 Traffic Analysis

The consultant will conduct a thorough traffic analysis of impacts of the light rail system at locations where it interfaces with the roadway network. The study will analyze items such as vehicle and pedestrian volumes, vehicle speeds, vehicle turning movements and pedestrian movements through crosswalks and loading areas. Vehicle, pedestrian and bus circulation patterns will be established and any resulting conflicts will be identified.

Products: Traffic Circulation Plans
Intersection Diagrams - Traffic Movements
Technical Memorandum - Traffic Analysis

3.9 Traffic Management Plans

The consultant will develop traffic management plans to resolve any conflicts identified by the traffic analysis. Solutions may include developing intersection signal phasing, traffic signal preemption for light rail vehicles, relocation of parking spaces, street closures and access restrictions.

Transportation System Management (TSM) plans will also be developed for specific areas affected by implementation of the light rail system. TSM improvements for downtown penetration and traffic flow will be analyzed at a minimum.

Products: Technical Memorandum - Traffic Management Plans

3.10 Electrical System Layout

The consultant will develop layout plans showing the location of all electrical system components including underground cables, overhead catenary and catenary support system, power substations, and connections with existing power systems.

Products: Layout Plan - Electrical System

3.11 Structural Requirements

The consultant will develop conceptual designs for structural elements required in the selected route alignment. Work task 2.1 of Systems Planning and Engineering will determine if there will be a subway or surface system through downtown Minneapolis, and will identify the location of the Mississippi River crossing. Conceptual design elements may include items such as tunnel and subway station cross sections, tunnel ventilation and lighting requirements, river bridge width and lane requirements and maintenance operations for the bridge and tunnel.

Products: Design Criteria - Structures
Large Scale Structural Drawings

3.12 Urban Design Considerations

The consultant will investigate the urban design requirements of a light rail transit system and develop a design package which emphasizes integration of the system with the existing urban environment. Particular attention will be given to barrier treatments, crossing protection devices and overhead support. Aesthetic considerations should also include street furniture, lighting fixtures and any other highly visible appurtenances.

The consultant will also conduct a thorough assessment of all significant environmental impacts and develop procedures to minimize their effects. Items to be analyzed will include noise, vibration and exhaust control.

Products: Large Scale Drawings - Amenities
Technical Memorandum - Urban Design
Considerations
Technical Memorandum - Environmental Impact Control Measures

TASK 4: PROTOTYPICAL STATION ZONE DESIGN

The function of this work task is to develop a prototypical station design that can be easily modified to accommodate specific station locations. This work will be coordinated with development planning by the Cities.

4.1 Station Functional Diagrams

The consultant will develop diagrams showing the function and interrelationships of various station areas including parking, walking, waiting, loading areas and pedestrian movement capacity requirements. Diagrams showing the vehicular and pedestrian flows in and around these areas will also be developed.

Products: Diagram - Station Functional Areas
Diagram - Pedestrian Flow in Station Zones

4.2 Station Prototypes

The consultant will establish design criteria for the station platform, shelter/waiting area, pedestrian walkways, loading areas, park-and-ride lots, kiss-and-ride areas and bus waiting areas for three prototypical stations. Three dimensional large scale drawings showing neighborhood integration of the station zones will be prepared.

Additional design considerations include provision of elderly and handicapped access, location of ticket and change making operations, inclusion of passenger amenities (restrooms, drinking fountains, etc.), and electric/mechanical equipment requirements.

Products: Design Criteria - Stations
Large Scale Drawings - Station Zones
Layout Plans - Station and Platform Loading Area
Cross Sections - Station
Technical Memorandum - Station Design Considerations

4.3 Specific Station Design

Some stations (identified in Work Task 3.5) may require special design treatments due to physical/environmental constraints or current community development plans. Conceptual design solutions will be developed for up to six special stations.

Products: Technical Memorandum - Special Station Design Treatments

TASK 5: SUPPORT FACILITIES DESIGN

This work task has three major objectives: (1) the location of the support facility will be identified, (2) the functional and operational requirements the facility must fulfill will be specified and (3) a conceptual design of the facility will be developed.

5.1 Functional and Operational Requirements of the Support Facility

Support facilities are meant to fulfill a number of functional and operational objectives including the location of storage yards, vehicle test facilities, shop and maintenance facilities, system control center, communication center, power substation and the location of administrative offices. The consultant will define which operational function the support facility will fulfill and will specify design criteria for each facility function. The development of facility design criteria must account for the future expansion needs of the light rail system.

Products: Technical Memorandum - Support Facility Operational Function
Diagram - Support Facilities Functional Areas
Design Criteria - Support Facilities

5.2 Evaluation of Alternative Facility Locations

Alternative locations of the support facilities will be evaluated based on the following criteria, maintenance area requirements (identified in Work Task 2.10), land availability, distance and accessibility to the light rail system, compatibility with future LRT routes, environmental impacts, and cost. The consultant will identify alternative facilities locations, analyze each location based on the defined evaluation criteria, and justify the selection of a particular location.

Products: Technical Memorandum - Support Facility Alternative Location Evaluation
Technical Memorandum - Recommendation of a Support Facility Location

5.3 Support Facility Conceptual Design

The consultant will develop conceptual structural, electrical, mechanical and architectural design requirements for each functional area of the support facility. Large scale structural drawings and rough site plans will also be developed. Facility equipment requirements will be delineated and costed, and rough construction costs will be estimated. The scope of work for the final engineering phase will be outlined as input to Work Task 8.4.

Products: Large Scale Drawings of Maintenance Facilities, Storage Yards, Office, Control Center and Communication Center Facilities
Layout Plan - Support Facility
Technical Memorandum - Equipment Requirements for Support Facilities
Technical Memorandum - Scope of Work for Final Engineering of Maintenance Facility

TASK 6: COST ESTIMATES

The consultant will prepare detailed cost estimates for the various components of the project. Cost estimates are needed to prepare short and long range financing plans and will be a critical input to the build/no-build decision to be made by the RTB. Cost estimates should be prepared using actual transit construction bids and the current experience of rail transit operations. Adjustments to these rates should be made to account for local wage and material cost differentials. Unit costs and quantities will need to be prepared. Operations and maintenance cost estimates should be prepared for the start-up year, Year 2000, and Year 2010.

6.1 Capital Costs

Capital costs estimates must include at a minimum the following items:

1. Line structures - construction cost for all line structures.
2. System wide elements - all track work, communications and control. Vehicles, electrification and fare system elements.
3. Right-of-way acquisition cost.
4. Structural elements - stations, support facilities, tunnel(s) and bridge(s)
5. Construction management - construction management costs.
6. Escalation - current costs escalated to construction timing.
7. Contingencies - contingency allowance.

Products: Technical Memorandum - Capital Cost Estimates

6.2 Operations and Maintenance Costs

Operations costs will be estimated for:

1. General administration - labor, facilities and equipment.
2. Operations - labor and mileage costs for operations, and identification of the labor source, public operations or contract labor and feeder bus.
3. Net operating cost - account for fare and advertising revenues.

Maintenance costs will be estimated for:

1. Maintenance of guideway and structures - labor, material and equipment.
2. Maintenance of equipment - labor, material and equipment.

Products: Technical Memorandum - Operations and Maintenance Cost Estimates

6.3 Final Engineering and Design Costs

The cost of completing final engineering and design must be estimated for the preferred transit system. In addition, the cost of project management and administration during final design must be included.

Products: Technical Memorandum - Final Engineering and Design Cost Estimate

TASK 7: FINANCE AND MANAGEMENT ANALYSES

The decision to continue with the project development upon completion of the preliminary engineering and design work will be based in part on the availability of financing for capital, operations and maintenance and final design elements. The RTB will investigate existing and potential funding sources for applicability and stability. Sources of funding to be investigated are Federal, State, Local and Users. The consultant will provide support for these investigations as appropriate. This task also requires the identification of cost reduction measures for the proposed system, cost-effectiveness analysis, and preparation of a Finance, Ownership and Management Plan for completing final engineering and design work, and construction and implementation of the system. The consultant will be expected to provide the technical resources necessary to evaluate alternative funding sources and financing plans. Recommendations for Finance, Ownership and Management Plan elements will be the responsibility of the RTB.

7.1 Federal, State and Local Funding Sources

The funding of capital and operations costs from all Federal sources including the programs of the Urban Mass Transportation Administration will be evaluated. Also, State and Local sources such as the Motor Vehicle Excise Tax (Transit Trust Fund), Regional Sales Tax and Property Tax will be evaluated. Private sector participation in the funding will also need to be evaluated and farebox revenues will be determined utilizing distance-based and flat rate fares.

Product: Technical Memorandum - Existing and Potential Funding Sources

7.2 Cost Reduction Measures

The capital and operating costs identified through an earlier project task will be scrutinized for possible system cost reductions. Elements to be considered could include downgrading the scope of the project to its minimum feasible service level, shared-cost elements, and other changes. In addition, the cost-effectiveness of the system must be determined by completing a benefit/cost analysis.

Products: Technical Memorandum - System Cost Reduction Measures
Technical Memorandum - Cost-Effectiveness of Operations and Design

7.3 Finance, Ownership and Management Plan

The logical next steps of project development must be identified in a Finance, Ownership and Management Plan. Elements to be considered include final engineering and design activities, construction and operation of the system. Information provided from Tasks 7.1 and 7.2 will be utilized to prepare financing options for the RTB to consider. The preparation of Finance, Ownership and Management Plan recommendations will be the responsibility of the RTB. The consultant will be required to provide the technical resources such as financial modeling and researching alternatives for this activity, and will be required to prepare the actual Finance, Ownership and Management Plan document.

Products: Finance, Ownership and Management Plan for LRT Development

TASK 8: IMPLEMENTATION PLANNING

This task requires the consultant to prepare a detailed action plan to support a decision to go ahead with final engineering and design, construction and implementation. Activities include coordinating station area master planning, preparing a construction schedule estimate, developing procedures for operations start-up and preparing a plan for the acquisition of equipment and materials. In addition, the Final EIS for the Southwest/University Avenue Corridor will be prepared.

The cities involved in this project will be responsible for completing all Development Plans associated with station areas in the corridors. The work program for this activity is attached to this RFP. The consultant will be responsible for coordinating the station area preliminary engineering activities with the city development planning activities. As the city development plans are prepared, the consultant will review the plans for compatibility with the LRT system design. Areas of concern will most likely include major

structure and utility impacts, communications, control and safety impacts, joint-development opportunities and impacts on the system operations. Also, the staging of the development plans will be checked to establish the overall project schedule. Revisions to the Typical Station Design may be necessary at some locations to integrate specific station area development plans.

8.1 Review City Development Plans

The cities involved in the project will prepare land use and development plans for the areas surrounding the LRT stations. The consultant will be responsible for reviewing these plans throughout the project to ensure compatibility with the preliminary design work for the LRT system. Meetings will be held with the city development planning staff.

Products: Meetings with City Development Planners
Technical Memorandum - Station Design Compatibility with Development Plans

8.2 Joint Development Opportunities

Station areas with potential for joint development between the system owner and the cities or private enterprise will be identified. The lease or sale of air rights for development of stations will be considered at stations within the context of the City Development Plans.

Products: Technical Memorandum - Joint Development Opportunities

8.3 Integrate Development Plans with Station Designs

The typical station area designs produced in an earlier project task may need to be revised to incorporate development plans identified by the cities. Joint development opportunities may also necessitate station design revisions.

Products: Station Area Detail Plans (each location)
Drawings of Joint Development Stations

8.4 Final Engineering Scope of Work

The level of detail required for final engineering and design work must be identified. In addition, a schedule of proposed work and a checklist of unresolved preliminary engineering issues, work tasks and products to be delivered through final engineering and design will be required.

Products: Technical Memorandum - Scope of Work for Final Engineering and Design

8.5 Construction Schedule

A schedule for the actual construction of the LRT system must be prepared. The project will be split into logical segments and estimates of construction phasing will be prepared. Approximate timelines for neighborhood/segment construction impacts will be identified. This schedule must consider the availability of financial resources.

Products: Construction Phase/Schedule Estimates

8.6 Operation Start-Up Procedures

The procedures necessary to complete implementation of the project and begin operations will be identified. Included will be staffing plans, training, equipment acquisition and testing and other start-up activities.

Products: Technical Memorandum - System Implementation Procedures

8.7 Final EIS for Southwest/University Avenue Corridor

The Final Environmental Impact Statement will be prepared for the Southwest/University Avenue Corridor upon completion of the engineering and design activities.

Products: Final Environmental Impact Statement for the Southwest/University Avenue Corridor

C. SCHEDULE FOR COMPLETING PRELIMINARY ENGINEERING

The anticipated start date for consultant services under this project is July 1, 1985. The schedule for completing individual work program activities is not fixed and should be addressed in a preliminary way by the proposal. All project activities through Phase II, Engineering, must be completed by October 31, 1986. At this time, the consultant will have completed and submitted to the RTB the project Preliminary Engineering Report. Phase III project activities, Implementation Planning, must be completed by January 31, 1987.

D. PROFESSIONAL STAFF AND COMPANY EXPERIENCE REQUIREMENTS

The RTB will place significant emphasis during the evaluation of proposals on the experience of the consultant (and specifically the resident project manager) in light rail transit preliminary engineering. The consultant project management team and the project manager must have demonstrated experience in light rail preliminary engineering work and be fully available

for this project. The consultant proposal must identify the light rail projects completed by the firm or consultant team in the last five years. Applicable light rail experience of any project subconsultants must also be presented.

E. SPECIAL REQUIREMENTS OF THE PROJECT

The scope of the project will require constant attention to detail by the consultant in the local area. Therefore, the RTB requires that the project consultant establish a local office for the duration of the project. In addition, the consultant project manager must establish residence in the Minneapolis/St. Paul area for the duration of the Project and be available 90 percent of the time for this project.

III. PROPOSAL INSTRUCTIONS

A. GENERAL INFORMATION

1. SCHEDULE

The proposal submission, and consultant selection process will be governed by the following schedule:

	<u>Date</u>
1. Issue Request for Proposal	May 7, 1985
2. Pre-Proposal Conference	May 20, 1985
3. Proposal Due-Date	May 30, 1985
4. Consultant Finalists Notified	May 31, 1985
5. Oral Presentations	June 5, 1985
6. Firm Selected	June 7, 1985
7. Contract Execution	June 17, 1985
8. Project Initiation	July 1, 1985
9. Phase II Completion	October 31, 1986
10. Phase III Completion	January 31, 1987

2. PRE-PROPOSAL CONFERENCE

Questions concerning this RFP will be answered at a pre-proposal conference on May 20, 1985 at 1:00 PM at:

Metropolitan Council Chambers
3rd Floor Metro Square Building
St. Paul, Minnesota 55101

Questions arising before the pre-proposal conference may be addressed to Judith Hollander (612-292-8789) at the above address. Questions at the pre-proposal conference may be submitted orally or in writing. No explanations will be provided after the conference other than for those questions which have been previously posed. Any questions requiring a reply or RFP amendment will be furnished to all proposers receiving a copy of this RFP in writing or as an addendum.

Please send the names of representatives who will be attending the conference to the Regional Transit Board. Each firm should limit attendance to no more than three representatives.

3. PROPOSAL SUBMITTAL

Firms interested in performing the work described in this RFP should submit proposals to:

Judith Hollander
Director of Planning and Programs
Regional Transit Board
270 Metro Square Building
St. Paul, Minnesota 55101

Ten copies of the proposal must be received at the above address no later than 2:00 PM, May 30, 1985. Proposals received after this date will not be considered in the selection process. Proposals will be considered valid for a period of 90 days. Proposals may be mailed or delivered in person, and must be in a sealed envelope addressed as indicated above, with the proposers name and address clearly identified on the exterior of the package.

4. SELECTION COMMITTEE

All proposals will be evaluated by a Selection Committee. The Selection Committee will be composed of representatives from the following agencies: Regional Transit Board, Metropolitan Council, MTC, Mn/DOT, City of Minneapolis, City of St. Paul, Hennepin County and Ramsey County.

Approval and award of the contract will be made by the RTB subsequent to a recommendation from the Selection Committee. Contact with members of the Selection Committee during the selection process is strongly discouraged.

5. ORAL PRESENTATIONS

Those firms chosen to give oral presentations to the Selection Committee will be notified of their selection, interview location and presentation time on May 31 after 3:00 PM CDT. Presentations will take place on June 5 and should be limited to 30 minutes. The Selection Committee may use up to 30 additional minutes for questions. The presentation format will be left to the discretion of the proposing firm. If special equipment needs are required, please notify the Regional Transit Board prior to the presentation.

6. CONTRACT AWARD AND LIMITATION

This RFP does not commit the RTB to award a contract. The RTB reserves the right to accept or reject any or all proposals. In the event a firm is selected and accepted, a cost plus fixed fee contract will be negotiated. The RTB reserves the opportunity to suggest changes to subconsultants after a prime consultant is selected.

B. PROPOSAL FORMAT

Each proposal shall include the following information in a clear and concise manner. The appendix material may be bound separately.

1. TRANSMITTAL LETTER

The letter of transmittal should be addressed to Judith Hollander, Director of Planning and Programs, and should contain a summary of the proposals key points. If a team approach is being proposed, the firm serving as the prime consultant must be identified and the full name of each participating firm must be displayed. The transmittal letter should also acknowledge receipt of all RFP addenda if any, and contain a statement that the proposal will remain in effect for 90 days.

2. INTRODUCTION

This section should clearly demonstrate the proposers comprehension and understanding of the project and its intended goals.

3. PROJECT ORGANIZATION

This section of the proposal should contain a description of how the participating firm(s) intend to approach the work tasks. The role of the prime consultant and all subconsultants should be clearly explained. An organizational chart showing firm relationships, interface points, and organizational structure of the project is highly recommended.

4. PROJECT WORK PLAN

This section should include an outline of the methodological approach to the scope of work, a short description of the work to be performed, identification of the consultant who will be performing the work task, and a plan for implementing the work tasks. A description of specialized, innovative procedures used by a participating consultant may also be included. Inclusion of a work flow chart and graphic schedule of the project is recommended.

5. PROJECT STAFFING

This section shall identify key personnel anticipated to be assigned to the project including the project manager assigned by the prime consultant. A short experience summary for each individual may be included, but detailed resumes should be placed in the Appendix.

A project staff table indicating the total person days effort required for each work task should be contained in the project staffing plan. The proposer should also indicate the time commitment of key personnel and which individual work tasks they will be supervising.

Residence of the project manager in Minneapolis/St. Paul is required. Establishment of local offices for the duration of the project is also required. Proposers should also indicate the portion of work which will be performed in the Twin Cities area.

6. FIRM EXPERIENCE AND QUALIFICATIONS

This section should contain a brief history of each participating firm, area of expertise, current staff size and firm location. A short description of related experience, particularly recent rail/transit and LRT planning and engineering projects, should be included. Please identify the level and area of involvement on each project and demonstrate the applicability of this experience to this particular project. Detailed project descriptions should be placed in the Appendix.

The prime consultant should clearly demonstrate experience in project management of multi-consultant projects, and indicate with which subconsultants they have previously worked.

7. FIVE CLIENT REFERENCES

Provide five references of former clients for whom similar LRT and preliminary engineering projects were performed. Identify the project, date work was conducted, firm address and phone number, and contact person.

8. PROJECT BUDGET/COST

Include a schedule of person days, equipment, and services cost for each work task. Costs should be consistent with the project staff table and identified scope of work.

9. DISADVANTAGED BUSINESS ENTERPRISES/AFFIRMATIVE ACTION CRITERIA

The proposer must demonstrate utilization of affirmative action employment policies by supplying the current composition of employees by race, ethnic group and gender.

Proposers must also utilize disadvantaged and women-owned business enterprises (DBE/WBE). At least 10 percent of the contract price will be expended with disadvantaged business enterprises and at least 3 percent of the contract price with women-owned business enterprises. Please provide current certification of any DBE/WBE which will be utilized.

10. APPENDIX

The appendix may be bound separately and may include any or all of the following items:

- a. Related project descriptions
- b. Qualifications of key personnel
- c. Staff resumes
- d. Staff complement by race and sex
- e. Utilization of Disadvantaged Business Enterprises (DBE)
- f. Affirmation Action Efforts (EEO)
- g. Contracting authority
- h. Financial statement

C. PROPOSAL EVALUATION

Proposals will be evaluated by the Selection Committee utilizing the criteria listed below:

1. Organization
 - a. Completeness of the project team
 - b. Consultant team management structure
 - c. Accountability of subconsultants

2. Staffing
 - a. Qualifications of key personnel
 - b. Project manager residency, experience and commitment
 - c. Commitment of other key staff
3. Experience
 - a. Relevant experience of each firm
 - b. Similar projects
 - c. Client references
4. Work Plan
 - a. Demonstrated understanding of project objectives
 - b. Work flow diagram
 - c. Methodology
5. Budget
 - a. Person-hour commitment
 - b. Service costs
 - c. Ability to perform work within the budget and on time
6. General
 - a. Adherence to proposal instructions
 - b. Readability of proposal

IV. ATTACHMENTS

- A. Alternatives Analysis/Draft Environmental Impact Statement, Southwest/University Avenue Corridors, (Preliminary) January 3, 1985 (Summary).
- B. Final Environmental Impact Statement, Hiawatha Avenue Corridor (Summary).
- C. Scope of Work for City Development Planning.
- D. List of consultants receiving RFP.

(TO BE PROVIDED)

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 27, 1985
TO: Regional Transit Board
FROM: Todd Lefko, Chair, Policy Committee
Ruth Franklin, Chair, Administration and Finance Committee
SUBJECT: Report on Request for Proposal for Transit Service Needs
Assessment

At both the Policy Committee and Administration and Finance Committee meetings, the Request for Proposal for Transit Service Needs Assessment will be reviewed. An oral report will be made at the May 6 Board meeting.

TL:RF:jmo

SERVICE NEEDS ASSESSMENT RFP TIMELINE

RTB BOARD SCHEDULE

- April 24 - Policy Committee Meeting. Discuss RFP Timeline and Work Program Summary.
- May 1 - Policy Committee Meeting. Approval to issue RFP.
- May 2 - Administration and Finance. Approval to issue RFP.
- May 6 - Board Meeting. Discuss RFP. Special session for Board Members at 3:00 p.m. to discuss issues to be included in the Needs Assessment.
- May 20 - Board Meeting. Approve issue of RFP.
- May 28 - Issue RFP.
- June 10 - Pre-proposal Conference.
- June 24 - Proposals Due
- June 26 - Develop Short List
- July 2 - Interviews/Selection
- July 11 - Administration and Finance Committee. Approve contract with Selected Consultant.
- July 15 - Board Meeting. Approve Contract with Selected Consultant.

May 7, 1985

RE: Request for Proposals--Transit Service Needs Assessment for the Twin Cities Metropolitan Area

In recognition of your firm's capabilities in the area of transit planning and analysis, the Regional Transit Board (RTB) would like to invite you to submit a proposal on the Twin Cities Metropolitan Area Transit Service Needs Assessment. The RTB will be engaging a professional consultant or consultants to perform specific tasks of the Service Needs Assessment.

The purpose of the Service Needs Assessment is to conduct an overall evaluation of travel needs and transit services in the Twin Cities metropolitan area. This will be accomplished through examination of existing and future travel needs of metropolitan area residents, evaluation of the effectiveness of existing services in meeting these needs, development and evaluation of alternatives to address unmet needs, development of recommendations on service changes and an ongoing service needs assessment program.

The attached Request for Proposal (RFP) outlines the services required for the Service Needs Assessment and the format and requirements for proposals. Consultants are encouraged to provide innovative approaches to the issues raised in the RFP, especially in the market research section of the needs assessment. Given the diverse nature of certain elements of the study, such as the market research tasks, consultants should feel free to put together a team capable of addressing all the requirements.

A pre-proposal conference is scheduled for Friday, May 17, 1985, at 10:00 a.m. in Metro Council Conference Room B and C, 3rd floor Metro Square Building, St. Paul, Minnesota. The status of the project will be discussed and all pertinent available information will be available for review and discussion.

Ten copies of your proposal must be received by 2:00 p.m., May 31, 1985. Late proposals will not be accepted. Proposals should be submitted to:

Katherine F. Turnbull
Planning Manager
Regional Transit Board
270 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101

resentation Consultants selected as finalists will be invited to make an oral presentation of materials and answer questions. These interviews will be scheduled on June 10, 1985, at the RTB offices. A Consultant Selection Committee composed of representatives from the Regional Transit Board, Minnesota Department of Transportation, Metropolitan Council, Transportation Advisory Board and State Planning will be used to review the proposals and select a consultant. The selection process will be completed by June 26, 1985.

The consultant is expected to begin work on the Service Needs Assessment by July 15, 1985. Final award of this contract is contingent upon the concurrence of all participating agencies.

This Request for Proposal does not obligate the Regional Transit Board to complete the project. The RTB reserves the right to cancel the solicitation if it is considered to be in its best interests and may reject any and all proposals.

Sincerely,

Ghaleb Abdul-Rahman
Executive Director

GA:jmo

Request for Proposal
for Consultant Services
on the
TRANSIT SERVICE NEEDS ASSESSMENT
Draft 4/24/85

I. INTRODUCTION

Background

In 1984 the Minnesota Legislature, responding to the findings and recommendations of its Legislative Study Commission on Metropolitan Transit, created the Regional Transit Board (RTB). The RTB is responsible for mid-range transit planning, policy making and administration in the seven county Twin Cities Metropolitan Area.

The RTB enabling legislation identifies a number of responsibilities and duties that the RTB shall perform. These include conducting assessments of transit needs in the metropolitan area, facilitation of new and alternative transit services, providing for community participation in the transit service planning process and identifying priorities for transit services.

To address these issues in a coordinated and comprehensive fashion, the RTB has developed a Service Needs Assessment Work Program and Request for Proposal for consultant services. The Service Needs Assessment will provide a detailed examination and analysis of transit needs throughout the metropolitan area. It will also establish an ongoing community participation program to insure adequate opportunity for input from the public throughout this process and on a continuing basis. The service recommendations resulting from the Service Needs Assessment will be incorporated into the RTB's Implementatin Plan.

Purpose and Approach

The purpose of the Service Needs Assessment is to conduct an overall evaluation of transit needs and services in the metropolitan area. This will be accomplished through examination of existing and future travel needs of metropolitan area residents, evaluation of the effectiveness of existing services in meeting these needs, development of alternatives to address any unmet needs, evaluation of these alternatives, development of specific recommendations on service changes and improvements, and an ongoing service needs assessment program. The Service Needs Assessment will provide for the comprehensive evaluation of existing and future travel needs and the development of the most appropriate services to meet these needs.

A sub-area approach will be utilized in the Service Needs Assessment. The examination and analysis of transit needs will be conducted for both the metropolitan area as a whole and for sub-ares within the metropolitan area. This approach recognizes that many corridor and sub-area studies have already been completed or are in the process of being completed. These include the T.H. 55/Hiawatha Avenue Corridor, the University Avenue Corridor, the Southwest

Corridor, the Chaska/Chanhassen area, six communities in Dakota County, the I-394 corridor, the Subregion 3 Study and areas of Minneapolis and St. Paul.

The intent of the Service Needs Assessment is not to duplicate the work done to date in these studies but rather to build and expand upon those studies which have been completed, coordinate and support those in progress and focus major efforts in those areas which have not been examined.

Thus, while issues will be examined from a metropolitan wide perspective, major emphasis will be placed on the sub-area approach, especially those areas not included in previous studies. The specific configuration of the Service Needs Assessment sub-areas will be developed in the first task of the Work Program. The existing Metropolitan Council Subregions will be used as the starting point for development of the sub-areas.

The sub-area approach assumes that different portions of Metropolitan area and different people within those areas have different transit needs. Different issues and needs will lead to different solutions. Thus, it is assumed that the analysis, development of alternatives and recommendations will vary between sub-areas. The Work Program is tailored to meet these individual needs of the different sub-areas.

Study Organization and Responsibility

The Regional Transit Board (RTB) will be responsible for the overall management of the Service Needs Assessment and will conduct specific elements of the study. A private consulting firm or firms will be employed by the RTB to conduct major elements of the work program. The consultant will have primary responsibility for the needs assessment and marketing research, evaluation of existing services, development and evaluation of alternative services, development of the recommended service alternatives, funding and implementation plan. It is anticipated that the consultant will perform in a coordinated team approach and will develop a strong working relationship with the RTB.

The RTB proposes to use a Project Management Team to assist with the overall review of the Service Needs Assessment. This team will be composed of key people from the various jurisdictions and organizations involved in transit in the metropolitan area. This group will function in an advisory capacity and will provide a valuable link between the RTB, the Service Needs Assessment and the jurisdictions and organizations they represent. With a project of this magnitude and scope, this linking function will be very important to insure continued communication and coordination between all groups.

In addition, the approach outlined in the Work Program allows for the use of sub-area project groups. These groups will be formed in each of the sub-areas identified for detailed study and will operate through the existing community government structures. They will assist with the community participation programs within the sub-areas and will ensure coordination and communication between the RTB and communities and organizations within the sub-areas.

Regional Transit Board members will also play a key role in the Service Needs Assessment, especially the ongoing community participation program. It is anticipated that Board members will take a lead role in the initial public meetings in sub-areas within their Districts and will be involved in additional meetings throughout the study.

II. Work Program and Products

This section details the specific tasks of the Work Program including those to be conducted by the consultant also identified are areas of involvement and coordination with the Metropolitan Council and the Unified Planning Work Program. The elements to be completed under each task are identified, as are the products, responsibilities and timing.

Task 1: Project Initiation

The following activities will be completed as part of Task 1. The Regional Transit Board (RTB) will be the lead organization, with assistance from the selected consultants

- a. Complete the Consultant Selection Process. This step will include finalizing the Request for Proposal (RFP) for consultant services, obtaining approval from the RTB Board to issue the RFP's, conducting the Consultant Selection Process, finalizing a contract with the selected consultant and obtaining Board approval of the selected consultant and consultant contract.
- b. RTB Board Input on Issues. Input on issues to be addressed in the Service Needs Assessment will be solicited from the RTB Board to insure inclusion in the final work program. This will be done before a Board meeting and all Board members will be invited.
- c. Finalize Work Program. The RTB and the selected consultant will finalize the Service Needs Assessment Work Program based upon the consultant's proposal and the negotiated final contract.
- d. Finalize Project Management Team. The membership of the Project Management Team will be finalized and the first meeting will be held. The Project Management Team, which will include representatives from jurisdictions and organizations in the metropolitan area, will assist the RTB and consultant with the overall guidance of the Service Needs Assessment. A meeting schedule will be established.
- e. Finalize Sub-areas. The specific sub-areas to be analyzed in the Service Needs Assessment will be defined and finalized. The majority of work tasks will focus on these sub-areas.
- f. Identify Data Needs. The RTB and consultant will identify data needs for the successful completion of the Service Needs Assessment. This will include both existing information and any additional data collection activities which may be necessary. A timeline and responsibilities for completion of the activities will be agreed upon.
- g. Initiate Project Coordination. Coordination between the RTB, consultant, and others will be established. This will include scheduling of regular meetings between the RTB and consultant to insure the timely completion of all work elements.

PRODUCTS:

- Draft Work Program
- Request for Proposal (RFP)
- Documentation of RTB Board Service Needs Assessment issues
- Documentation of Consultant Selection Process
- Executed Contract with selected consultant
- Final Work Program
- Project Management Team selected, first meeting and establishment of meeting schedule
- Finalize study sub-areas
- Identification of data needs and data collection activities

RESPONSIBILITIES:

- RTB:
- Complete Draft Work Program
 - Complete and issue Request for Proposals
 - Obtain Board input on service need issues
 - Conduct consultant selection process
 - Negotiate and execute contract with selected consultant
 - Work with consultant to finalize work program
 - Finalize Project Management Team, hold first meeting and establish meeting schedule
 - Work with consultant to finalize study sub-areas
 - Work with consultant to finalize data needs and data collection activities

CONSULTANT:

- Negotiate contract
- Finalize Work Program with RTB assistance
- Attend first meeting of Project Management Team and assist RTB in establishing meeting schedule
- Finalize study sub-areas with RTB assistance
- Finalize data collection needs and data collection activities with RTB assistance

TIMING:

- Task 1 will be completed by July 31, 1985.

Task 2: On-going Community Participation Program

The purpose of this task is to establish an on-going program to ensure community participation in the Service Needs Assessment and on other long-term transportation issues. The focus of this effort will be on the study sub-areas defined in Task 1. It is anticipated that a number of different methods will be used to provide for this, including the formation of project groups, public meetings, and meetings with agencies and officials in the area. The RTB will take the lead in this task, with participation by the consultant as appropriate.

- a. Establish approach to be used in each sub-area.
- b. Establish study sub-area project groups. These may include representatives from government, technical staff, agencies, other special interest or advisory groups, and the general public. It is anticipated that these will be established in each of the major sub-areas and will participate in the various tasks throughout the study.
- c. Establish schedule for sub-area project group meetings. The schedule will match expected completion dates of the major work elements.
- d. Hold first meeting of each project group.
- e. Hold public meetings to assist in the identification of issues to be addressed in the Service Needs Assessment. RTB Board members will take a lead role in this effort in their districts.
- f. Meetings with local elected officials, technical staff, agencies and organizations. These meetings will be held to assist in the identification of issues and to explain the study process.
- g. Establish on-going mechanism for community participation. This will include specific elements for the Service Needs Assessment and an ongoing program which will continue to provide for community input after the completion of the study.

PRODUCTS:

- Documentation of community participation program
- Sub-area project groups membership established, meeting schedules, meeting agendas and minutes
- Documentation of all meetings
- Documentation of issues raised in each sub-area
- Documentation of on-going community participation program

RESPONSIBILITY:

- RTB
- Documentation of community participation program with assistance of consultant
 - Establish and staff sub-area project groups, including development of membership, schedules, agendas and minutes with assistance from consultant
 - Hold and document public meetings in each sub-area
 - Meet with elected officials, technical staff, and organizations in each sub-area
 - Provide for and document on-going community participation program

CONSULTANT:

- Assist RTB in developing community participation program
- Assist RTB in establishing sub-area project groups and meeting schedules
- Attend sub-area project meetings as appropriate
- Assist RTB with and attend public meetings in each sub-area as appropriate
- Attend other meetings with RTB staff in sub-areas as appropriate
- Assist RTB in establishing and documenting on-going community participation program

TIMING:

- The initial elements of Task 2 will be completed by September 30, 1985. Elements of the community participation program will continue throughout the study.

Task 3: Data Collection

This activity will focus on obtaining the necessary data to complete the Service Needs Assessment. The exact data needs will be identified in Task 1. It is anticipated that this will be a shared work activity between the RTB and the consultant, with the RTB taking the lead role. These activities will also be coordinated with the Metropolitan Council.

- a. Collect existing data identified in Task 1.
- b. Conduct additional data collection activities as identified in Task 1.

PRODUCTS:

- Data necessary to complete the Service Needs Assessment
- Documentation of additional data collection activities

RESPONSIBILITIES:

- RTB: -Conduct and document data collection activities as agreed on in Task 1
- Review consultant generated data

CONSULTANT:

- Conduct and document data collection activities as agreed on in Task 2
- Review RTB generated data

TIMING:

- Major elements under Task 3 will be completed by September 30, 1985, with additional data needs completed in a timely fashion thereafter.

ESTIMATED COSTS:

- RTB - \$25,000
- Consultant - \$10,000

Task 4: Document Existing Services

This task will document the existing services currently provided in the metropolitan area focusing on the project sub-areas. It is anticipated that the RTB will take the lead role in this task, with assistance from the consultant. The Metropolitan Council and providers in the area will also be involved in this effort.

- a. Document Existing Services, including:
 - Regular Route--MTC and Private Providers
 - Metro Mobility
 - Paratransit Services
 - Rideshare and Vanpool Services
 - Social Service Agencies and Private Non-Profit Organizations

- Volunteer Services
- Community and County Systems

- b. -Review existing services with sub-area project groups and Project Management Team

PRODUCTS:

- Documentation of existing services
- Project groups and Project Management Team minutes

RESPONSIBILITIES:

- RTB: -Document existing services
- Hold sub-area project group and Project Management Team meetings

CONSULTANT:

- Review RTB documentation of existing services
- Attend project sub-area and Project Management Team meetings as appropriate

TIMING:

- Task 4 will be completed by September 30, 1985.

Task 5: Documentation and Analysis of Existing Travel Patterns, Socio-Economic and Demographic Characteristics

The purpose of this task is to establish the existing or base characteristics for the metropolitan area, with special emphasis on the study sub-areas. Existing information from the Metropolitan Council will be used in this effort and activities will be coordinated with the Council.

This will be used to estimate the future travel planning assumptions in Task 5 and to evaluate the effectiveness of existing service in Task 8. The RTB will take the lead role in this task, with assistance from the consultant.

- a. Document the existing metropolitan and sub-area travel patterns, socio-economic and demographic characteristics
- b. Analyze these and identify significant trends.
- c. Discuss and review the results with the sub-area project groups and Project Management Team.

PRODUCTS:

- Documentation of existing travel patterns, socio-economic and demographic characteristics
- Minutes from project groups and Project Management Team meetings

RESPONSIBILITIES:

- RTB: -Document existing conditions, with assistance from consultants
- Minutes from meetings

CONSULTANT:

- Assist RTB with documentation of existing conditions
- Attend meetings

TIMING:

- Task 5 will be completed by September 30, 1985.

Task 6: Development of Future Travel Patterns, Socio-Economic and Demographic Characteristics

The purpose of this element will be to develop the future planning assumptions to be used in the Service Needs Assessment. Existing projections, developed by the Metropolitan Council, will be used in this effort. The consultant will take the lead role in this task, with input and review from the RTB. The Metro Council will also be involved in the development and review of the products of this Task.

- a. Develop estimated future travel patterns, socio-economic and demographic characteristics for the metropolitan area and for the sub-areas.
- b. Review projections with project groups and Project Management Team.
- c. Revise and finalize projections based on input from these groups.

PRODUCTS:

- Documentation of future travel patterns, socio-economic and demographic characteristics
- Project groups and Project Management Team minutes

RESPONSIBILITIES:

- RTB: -Assist and review consultant generated forecasts
-Hold project sub-area and Project Management Team meetings

CONSULTANT:

- Develop future travel patterns, socio-economic and demographic forecasts
- Attend project area and Project Management Team meetings as appropriate

TIMING:

- Task 6 will be completed by October 31, 1985.

Task 7: Development of Goals, Objectives and Evaluation Criteria

The purpose of this element is to develop the Service Needs Assessment goals, objectives and evaluation criteria to be used in the analysis and evaluation of existing service and future alternatives. These will be coordinated with existing RTB goals and policies and will be adopted by the RTB. These adopted goals, objectives and evaluation criteria will provide an ongoing basis for the evaluation of new and existing service. This will be a shared work task between the RTB and the consultant, with the consultant taking the lead role. This activity will be coordinated with the Unified Planning Work Program work element on Regional Standards and Evaluation Criteria.

- a. Review existing goals and objectives, and discuss with the project groups, Project Management Team and RTB Board.
- b. Develop evaluation criteria and any revisions to goals and policies.
- c. Adoption of goals, policies and evaluation criteria by RTB Board

PRODUCTS:

- Adopted goals, objectives and evaluation criteria
- Project groups, Project Management Team and RTB Committee and Board minutes

RESPONSIBILITIES:

- RTB:
- Compile and review with groups the existing goals and policies
 - Develop evaluation criteria with assistance from the consultant and present to groups
 - Minutes from meetings

CONSULTANT:

- Assist RTB review existing goals and policies
- Assist RTB develop evaluation criteria
- Attend meetings as appropriate

TIMING:

- Task 7 will be completed by December 20, 1985.

Task 8: Transportation Needs Assessment

The purpose of this element will be to determine the existing and future transportation needs, especially those not currently being met, in the metropolitan area and in the sub-areas. A number of activities will be conducted under this element including innovative market research techniques to determine travel needs. Activities conducted under this element will be a major work task of the consultant. It is expected that the consultants will suggest additional innovative approaches to the ones identified below in their proposals. These will be finalized during negotiation of the consultant contract.

- a. Market Research. The consultant will develop approaches to determine service needs through the use of innovative marketing research techniques. These may include the use of focus groups, marketing surveys, etc.

- b. Community Input. Input from policy, technical and citizen groups will be examined and included in the needs assessment. This input will be received through the ongoing Community Participation Program outlined in task 2.
- c. Evaluate and analyze market research results and public input.
- d. Determine and document unmet travel needs
- e. Discuss marketing procedures, results and unmet travel needs, with project groups, Project Management Team and RTB Board.

PRODUCTS:

- Documentation of market research procedures and results
- Meeting minutes

RESPONSIBILITIES:

- RTB:
- Review consultant recommended marketing research procedure and results, and assist in process where appropriate
 - Document community participation from task 2
 - Assist consultant in determining unmet travel needs
 - Review consultant documentation of unmet needs
 - Hold meetings and prepare minutes

CONSULTANT:

- Conduct marketing research activities
- Evaluate and document marketing research results
- Review community participation input
- Determine and document unmet travel needs, with assistance from RTB
- Attend meetings

TIMING:

- Task 8 will be completed by January 31, 1986.

Task 9: Evaluate the Effectiveness of Existing Service

This task will evaluate the effectiveness of existing services in meeting the needs identified in tasks 2 and 7 based on the evaluation criteria developed and adopted in task 6. The evaluation will include the identification of areas where needs are not currently being met. The consultant will take the lead in this task, with assistance from the RTB.

- a. Evaluate existing service based on the evaluation criteria, marketing research results and community participation input.
- b. Review and discuss results with project groups, Project Management Team and RTB Board.

PRODUCTS

- Documentation of evaluation of effectiveness of existing services
- Meeting minutes

RESPONSIBILITIES:

- RTB: -Assist consultant with evaluation of existing service
- Review consultant evaluation
 - Hold meetings and prepare minutes

CONSULTANTS:

- Conduct evaluation of existing service
- Prepare documentation of evaluation of existing service
- Review and discuss with groups

TIMING:

- Task 9 will be completed by March 14, 1986.

Task 10: Develop Alternatives to Address Unmet Needs

The purpose of this task will be to develop potential service alternatives to address the unmet needs. The consultant will take the lead on this task, with assistance from the RTB.

- Develop service alternatives to address unmet needs. Different approaches may be developed to address the unmet needs in the different sub-areas. Alternatives considered may include regular route transit, time-transfer service, dial-a-ride, ridesharing, other paratransit options, specialized services, light rail transit and other innovative approaches.
- Discuss and review alternatives with project groups, Project Management Team and RTB Board.

PRODUCTS:

- Documentation of potential service alternatives
- Meeting minutes

RESPONSIBILITIES:

- RTB: -Assist consultant develop potential service alternatives
- Review consultant documentation of alternatives
 - Hold meetings and prepare minutes

CONSULTANT:

- Develop and document potential service alternatives
- Review and discuss alternatives with groups

TIMING:

- Task 10 will be completed by April 30, 1986.

Task 11: Evaluation of the Service Alternatives

This task will focus on evaluating the potential service alternatives. This will be done based on the goals, objectives and evaluation criteria adopted in task 6. The consultant will have the lead role in this task, with assistance from the RTB.

- a. Evaluate the service alternatives based on the adopted goals, objectives and evaluation criteria.
- b. Discuss and review with project groups, Project Management Team and RTB Board. Public meetings may also be held to gather input from the general public and other agencies and organizations.
- c. Conduct additional analysis based on response from groups if necessary.

PRODUCTS:

- Documentation of evaluation of service alternatives
- Meeting minutes

RESPONSIBILITIES:

- RTB:
- Assist consultant in evaluation of alternatives
 - Review consultant documentation of evaluation
 - Meeting minutes

CONSULTANT:

- Evaluate service alternatives
- Document alternatives evaluation process
- Review and discuss with groups

TIMING:

- Task 11 will be completed by June 13, 1986.

Task 12: Selection of Preferred Service Alternatives

This task will involve the selection of the preferred service alternatives. This will be accomplished with input from the project groups, Project Management Team and RTB based on which alternatives best meet the service needs and adopted goals and objectives and available funding. The consultant will develop a recommendation based on the results of the evaluation which will be reviewed by the various groups. Different alternatives may be recommended for different areas. The consultant will take the lead on this task, with assistance from the RTB.

- a. Develop consultant recommendation on most appropriate service alternatives.

- b. Review and discuss consultant recommendation with project groups, Project Management Team and RTB Board. Additional public meetings may be held if desired.
- c. Revise and finalize selection of service alternatives based on input from groups.
- d. Coordinate with the development of the RTB's Implementation Plan.

PRODUCTS:

- Consultant recommended service alternatives
- Finalized recommended service alternatives
- Meeting minutes

RESPONSIBILITIES:

- RTB:
- Assist consultant in developing recommended service alternatives
 - Hold meetings
 - Review consultant documentation of recommended alternatives

CONSULTANT:

- Develop consultant recommended service alternatives
- Document finalized recommended service alternatives
- Attend meetings

TIMING:

- Task 12 will be completed by July 18, 1986.

Task 13: Develop Recommendations, Funding and Implementation Plan

The purpose of this task is to develop the final recommendations, funding and implementation plan for the selected alternatives. These will be packaged together into an Action Plan which will include the specific steps necessary for implementation, funding sources, timelines and necessary approvals. The consultant will take the lead in this task, with assistance from the RTB.

- a. Development of recommendations, funding and implementation plan.
- b. Review and discuss with project area groups, Project Management Team and RTB Board.
- c. Revise and finalize based on input from above groups.
- d. Include the recommendations in the RTB's Implementation Plan to be completed by August 31, 1986.

PRODUCTS:

- Recommendations, Funding and Implementation Plan
- Meeting minutes

RESPONSIBILITIES:

- RTB: -Assist consultant in development of recommendations, funding and implementation plan
-Review final plan
-Hold meetings

CONSULTANTS:

- Develop recommendations, funding and implementation plan
-Review and discuss with groups

TIMING:

- Task 13 will be completed by September 30, 1986, with a draft completed by August 15, 1986.

Task 14: Endorsement from Sub-area Groups and Project Management Team

- a. Formal endorsement of the recommendations, funding and implementation plan by the sub-area groups
- b. Endorsements may also be sought from the municipalities within the sub-areas.
- c. Endorsement by the Project Management Team

PRODUCTS:

- Formal endorsements
-Meeting minutes

RESPONSIBILITIES:

- RTB: -Hold meetings
-Document the endorsement process

CONSULTANT:

- Attend meetings

TIMING:

- Task 14 will be completed by October 31, 1986.

Task 15: Establish Ongoing Service Needs Assessment Program

The purpose of this task will be to formalize the RTB's ongoing Service Needs Assessment Program. It is realized that the analysis conducted in this study will not be able to provide the level of detail necessary in all portions of the metropolitan area. Further analysis, re-evaluation and examination of new

or changing conditions will be necessary. The ongoing Service Needs Assessment Program, which will be developed and incorporated into the Final Report, will establish the framework and procedures for this. The RTB will take the lead in this task, with assistance from the consultant.

- a. Develop Ongoing Service Needs Assessment Program. This will include at least the following elements:
 - procedure and timeline for analyzing areas not covered in the initial Service Needs Assessment
 - procedure for re-evaluating, monitoring and updating the Service Needs Assessment
 - procedure for responding to requests for conducting Service Needs Assessments, including funding
- b. Review with Project Management Team and RTB Board
- c. Revise and finalize based on input from Project Management Team and RTB Board.
- d. Incorporate Ongoing Service Needs Assessment Program into the Final Report and as a separate document.
- c. RTB Adoption of ongoing Service Needs Assessment Program

PRODUCTS:

- Ongoing Service Needs Assessment Program
- Meeting minutes

RESPONSIBILITIES:

- RTB: -Develop Ongoing Service Needs Assessment Program, with assistance from the consultant
- Hold meetings

CONSULTANT:

- Assist RTB in developing Ongoing Service Needs Assessment and review RTB work
- Attend meetings as appropriate

TIMING:

- Task 15 will be completed by October 31, 1986.

Task 16: RTB Adoption and Establishment of Priorities

- a. Finalize sub-area Action Plans and overall Metropolitan Action Plan
- b. Discuss and review with RTB Board
- c. Establish priorities for implementation of the Action Plan
- d. RTB Board adoption of the Action Plan and priorities for implementation

PRODUCTS:

- Adopted Metropolitan Action Plan and established priorities
- Meeting minutes

RESPONSIBILITIES:

- RTB:
- Assist consultant develop metropolitan Action Plan
 - Review consultant-developed plan
 - Assist RTB Board develop priorities
 - Hold meetings

CONSULTANT:

- Develop Metropolitan Action Plan
- Assist RTB Board develop priorities
- Attend meetings

TIMING:

- Task 16 will be completed by November 30, 1986.

Task 17: Final Reports

The purpose of this task will be to prepare and publish the Final Report and Executive Summary. The consultant will be responsible for preparation and printing of these documents with assistance from the RTB.

- Develop Service Needs Assessment Final Report. This document will include the various reports prepared for each of the work tasks outlined in the work program.
- Develop Service Needs Assessment Executive Summary. This document will highlight the major elements of the study.
- Develop sub-area Final Reports. These will document the study process, evaluation, recommendations and Action Plans for each of the sub-areas.

PRODUCTS:

- Service Needs Assessment Final Report
- Service Needs Assessment Executive Summary
- Sub-area Final Report

RESPONSIBILITIES:

- RTB: -Assist consultant in developing reports and review draft documents

CONSULTANT:

- Prepare and print Final Report
- Prepare and print Executive Summary

TIMING:

-Task 17 will be completed by December 31, 1986. Draft reports will be completed by November 31, 1986.

Task 19: Approval By Metropolitan Council

- a. Presentation of Service Needs Assessment, Action Plan and Priorities to the Metropolitan Council for their approval.
- b. Metropolitan Council Approval.

PRODUCTS:

-Formal Metropolitan Council approval

RESPONSIBILITIES:

RTB: -Present Service Needs Assessment Action Plan and Priorities to Metropolitan Council

CONSULTANT:

-Attend meetings as appropriate

TIMING:

-Task 19 will be completed by December 31, 1986.

III. PROPOSAL GUIDELINES AND SCHEDULE

A. Time Schedule

The anticipated starting date for consultant work on the Service Needs Assessment is July 15, 1985. The timeline for completion of the various work elements is outlined in the RFP, with completion of the Final Reports to be completed by December 31, 1986.

B. Maintenance of Records and Reports

The selected consultant will be required to maintain records necessary to complete monthly reports on the contract activity which shall include the kind of service delivered, the period of time involved and the products provided.

C. Requested Proposal Content and Format

The consultant proposal should include the following:

1. Cover letter. This should include the name and address of the lead consultant and the names of other firms or individuals participating in the proposal.
2. Introduction. The consultant should indicate their understanding of the project, its goals and key elements.
3. Project Organization. This should include the proposed approach, the identification and roles of the lead consultant and any subconsultants and anticipated interaction with the RTB and proposed committees.
4. Work Plan. This should include a detailed outline of the tasks, target dates, responsibilities, hours, hourly rates, professional classifications, expenses, and a description of the products for each task. Consultants are encouraged to suggest innovative or alternative approaches to the work elements outlined in the RFP.
5. Project Staffing. This should include identification of the individuals directly responsible for executing the project. A brief summary of their experience and education should be provided. Of key importance will be the qualifications of the Project Manager.
6. Experience and Qualifications. This section should include a brief description of each firm, area of expertise, work on similar projects and location.

7. Project Budget. This section should include the proposed budget for the project. Included should be person-hours per task, hourly rates, classifications, equipment and expenses.
8. Client References. Five client references, from projects of similar scope, should be provided for each of the major firms.
9. Project Timeline. The consultant should provide a timeline for completion of each of the work tasks and the total project.
10. Disadvantaged Business Enterprise and Affirmative Action. The consultants must utilize disadvantaged and women-owned business enterprises (DBE/WBE) in at least the following percentages: 10 percent of the contract expended with disadvantaged business enterprises and 3 percent expended with women-owned businesses. Current DBE/WBE certification must be provided. In addition, firms must demonstrate utilization of affirmative action employment policies and provide the necessary supporting documentation of these programs.

D. Proposal Submission and Consultant Selection Process

1. Schedule

Requests for Proposals on the Service Needs Assessment will be issued by the RTB on May 7, 1984. A pre-proposal conference is scheduled for Friday, May 17, 1985 at 10:00 a.m. in Metropolitan Council Conference Rooms B and C, 3rd floor Metro Square Building, St. Paul. Proposals must be received by 2:00 p.m. on Friday, May 31, 1985. Interviews with the finalist will be scheduled on Monday, June 10, 1985. The selection process will be completed by June 26, 1985.

2. Pre-proposal Conference

The pre-proposal conference will be held on May 17, 1985. Questions concerning the RFP will be answered at that time. Questions may be submitted in writing or orally. No explanations will be provided after the pre-proposal conference other than those previously addressed.

Consultants planning to attend the pre-proposal conference should notify the RTB contact person by Tuesday, May 14. Firms are asked to limit the number of representatives to three.

3. Submission of Proposals

All proposals must be sent to:

Katherine F. Turnbull
Planning Manager
Regional Transit Board
270 Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101

Proposals must be received by no later than 2:00 p.m. Friday, May 31, 1985. Late proposals will not be accepted. Please provide ten copies of the proposal. All must contain an original signature of an authorized member of the lead firm.

4. Selection Process

The RTB will utilize a Consultant Selection Committee to review the proposals, interview the finalists and select the consultant. The Committee will be composed of representatives from the Regional Transit Board, Minnesota Department of Transportation, Metropolitan Council, Transportation Advisory Board and State Planning.

5. Evaluation

The consultant will be selected based on the following evaluation criteria. The percentage listed after each element are provided only as a guide to the general importance given each criteria.

- a. Project cost detail (10%), including person-hour commitment, billing rates, and commitment to complete the project within the proposed budget and timeline.
- b. Expressed understanding of project objectives (20%), including issues, problems, approach and team concept.
- c. Qualifications of firm and personnel (30%), including relevant firm experience, project team composition, management structure, qualifications and experience of key personnel and commitment of time to project.
- d. Project work plan (40%), including comprehensive approach to proposed elements, innovative approaches, understanding of the key components and overall structure.

F. Cancellation of Solicitation

This Request for Proposal does not obligate the RTB to complete this project. The RTB reserves the right to cancel the solicitation if it is considered to be in its best interest and may reject any and all proposals.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 29, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Review and Approval of Metropolitan Transit Commission Request to Issue \$12,000,000 Capital (Bond) Debt, Resolution No. 85-__

At its meeting of April 18, 1985, the Administration and Finance Committee unanimously approved resolution 85-__, authorizing the Metropolitan Transit Commission proposed 1985 capital bond issue.

RECOMMENDATION:

That the Regional Transit Board approve Resolution 85-__, authorizing the Metropolitan Transit Commission (MTC) proposed 1985 capital bond issue in the amount of \$12,000,000.

Ruth Franklin
Chair

LJ/mf

REGIONAL TRANSIT BOARD

Resolution No. _____

APPROVING THE ISSUANCE OF \$12,000,000 GENERAL OBLIGATION BONDS OF THE METROPOLITAN TRANSIT COMMISSION PURSUANT TO MINNESOTA STATUTES, SECTION 473.436, SUBDIVISION 5.

WHEREAS, pursuant to Minnesota Statutes, Section 473.436, Subdivision 5, the Metropolitan Transit Commission ("MTC") is authorized to issue, in addition to obligations outstanding on January 1, 1983, certificates of indebtedness, bonds or other obligations in an amount not exceeding \$12,000,000 for the purposes of purchasing and rehabilitation of buses and related equipment, and constructing maintenance and other buildings, bus shelters and road-related improvements, and MTC has not yet issued any obligations relating to such \$12,000,000 authority; and

WHEREAS, Minnesota Statutes, Section 473.436, Subdivision 7, requires that, commencing on the day the Regional Transit Board has adopted an approved interim implementation plan and financial plan, the MTC may not issue debt without the approval of the Regional Transit Board; and

WHEREAS, the Regional Transit Board has adopted an approved interim implementation plan and financial plan pursuant to Minnesota Statutes, Sections 473.377 and 473.38; and

WHEREAS, the MTC proposes to issue its general obligation bonds in an aggregate principal amount not exceeding \$12,000,000 for the purposes of purchasing and rehabilitation of buses and related equipment, and constructing maintenance and other buildings, bus shelters and road-related improvements.

NOW THEREFORE BE IT RESOLVED by the Regional Transit Board that the issuance by the MTC pursuant to Minnesota Statutes, Section 473.436, of its general obligation debt in the aggregate principal amount not exceeding \$12,000,000 on terms and in the manner determined by the MTC is hereby approved.

METROPOLITAN TRANSIT COMMISSION
1985 CAPITAL PROGRAM SUMMARY
SUMMARY OF AUTHORIZATIONS AND EXPENDITURES BY PROJECT

PROJECT	PROJECT MANAGER	PROJECT STATUS#	AUTHORIZATIONS			EXPENDITURES					
			PRIOR YEARS' AUTHORIZATIONS	REQUESTED AUTHORIZATIONS	TOTAL PROJECT	ACTUAL THRU 1983	ESTIMATED 1984	PROPOSED 1985	PROJECTED 1986	PROJECTED 87/FUTURE	TOTAL PROJECT
3141 FT HEYWOOD OPER/OFFICE FACILITY	EAVES	AM	\$22,704,700	\$450,000	\$23,154,700	\$17,556,345	\$5,143,115	\$455,2400	00	0	\$23,154,700
3161 UNIVERSITY AREA TRANSITWAY	JESSUP	PA	1,205,000	0	1,205,000	20,130	5,000	230,531	806,685	442,654	1,205,000
3263 MENNEPIN AVENUE TRANSITWAY	JESSUP	PA	56,700	0	56,700	0	7,500	16,978	32,222	0	56,700
3320 COMPUTER RELATED EQUIPMENT	AULD	AM	1,846,400	518,442	2,364,842	0	248,415	1,722,717	243,710	150,000	2,364,842
3321 VEHICLE CONSUMABLES	OLSON	PA	216,250	0	216,250	4,593	2,154	199,503	10,000	0	216,250
3322 RADIO COMPUTER SYSTEM UPGRADE	AULD	AM	430,532	235,000	665,532	0	8,000	662,532	0	0	665,532
3330 BUS REHABILITATION	TORKELSON	PA	13,024,800	0	13,024,800	0	8,724,450	9,300,350	0	0	13,024,800
3361 BUS TURNAROUNDS	SCHUMI	PA	136,600	0	136,600	0	11,549	125,051	0	0	136,600
3423 1984 CAPITAL EQUIPMENT	TORKELSON	AM	1,568,870	-55,500	1,513,370	0	937,502	553,868	0	0	1,513,370
3450 PARK-RIDE FACILITIES	SCHUMI	PA	448,200	0	448,200	0	2,168	12,771	820,409	112,852	448,200
3460 ST PAUL CBD LAYOVER	JESSUP	PA	529,150	0	529,150	0	0	293,592	295,558	0	529,150
3470 11 PROJECT MOBILITY BUSES	EAVES	PA	1,616,400	0	1,616,400	0	0	14,050	1,580,160	22,190	1,616,400
3480 122 40-FOOT BUSES	EAVES	PA	21,892,030	0	21,892,030	0	87,570	20,176,390	1,678,180	0	21,892,030
3501 GRANT APPLICATIONS & ADM	BRAUN	NEW	0	101,500	101,500	0	0	101,500	0	0	101,500
3504 CAPITAL PROJECTS AUDITING	ZACHER	NEW	0	80,754	80,754	0	0	80,754	0	0	80,754
3523 1985 CAPITAL EQUIPMENT	TORKELSON	NEW	0	831,632	831,632	0	0	447,174	384,458	0	831,632
3530 I-394 TRANSIT FACILITIES	JESSUP	NEW	0	506,158	506,158	0	0	506,158	0	0	506,158
3540 NICOLLET GARAGE	EAVES	NEW	0	13,999,220	13,999,220	0	0	4,637,540	7,471,240	1,890,440	13,999,220
3543 MAJOR MAINTENANCE-FACILITIES	TAMMEN	NEW	0	253,140	253,140	0	0	253,140	0	0	253,140
3550 CENTRAL MONEY COUNTING ROOM/FTH	EAVES	NEW	0	402,050	402,050	0	0	402,050	0	0	402,050
3560 BUS TURNAROUNDS	SCHUMI	NEW	0	181,637	181,637	0	0	17,769	163,868	0	181,637
3570 20 DEMONSTRATION BUSES	EAVES	NEW	0	4,000,000	4,000,000	0	0	4,000,000	0	0	4,000,000
3575 COMPUTER APPLICATIONS	AULD	NEW	0	856,063	856,063	0	0	269,628	250,297	336,138	856,063
3580 VEHICLE LEASING PROGRAM	MCCOURT	NEW	0	283,500	283,500	0	0	283,500	0	0	283,500
3590 134 40-FOOT BUSES	EAVES	NEW	0	22,872,750	22,872,750	0	0	7,040	16,426,010	4,439,700	22,872,750
3752 PARK-RIDE FACILITIES	SCHUMI	PA	801,500	0	801,500	0	11,301	175,168	479,280	135,751	801,500
3761 MANAGEMENT INFORMATION SYSTEMS	AULD	AM	1,986,943	-197,292	1,789,651	1,151,071	444,929	193,651	0	0	1,789,651
3766 ARTICULATED BUSES	TAMMEN	PA	17,659,433	0	17,659,433	6,852,186	9,919,200	888,047	0	0	17,659,433
TOTAL			\$86,128,508	\$45,269,054	\$131,392,562	\$25,584,825	\$20,517,853	\$45,918,632	\$29,642,027	\$9,729,725	\$131,892,562

*PROJECT STATUS

AM: AMENDED
PA: PREVIOUSLY AUTHORIZED
NEW: NEWLY PROPOSED PROJECT



\$85,290,384



Memorandum

To: Chairman and Members of the
Metropolitan Transit Commission

From: Gregory L. Andrews
Director of Finance

Date: April 18, 1985

Subject: Schedule of Capital Projects To Be Funded
By Sale of \$12 Million Bond Sale

At the April 16, 1985 Finance and Administration Committee meeting, a question was raised as to the projects that would be funded by the upcoming \$12 million bond sale. The 1985 capital budget approved by the Commission on September 28, 1984 and subsequently by the Regional Transit Board identified a listing of 28 projects (attached as Exhibit A) in three categories: new, amended, and previously authorized projects; that together comprised \$85.3 million of expenditures in 1985-87. Anticipating that those projects would proceed on schedule, the bond sale was anticipated in the fall of 1984 and would provide adequate resources, combined with a cash balance on \$4.9 million on January 1, 1985, to fund the 1985 capital projects through 1987 with a projected deficit of nearly \$600,000 by December 31, 1987. During the approval of the Interim Implementation plan by the Met Council, the Nicollet Garage project was reduced in scope to exclude land acquisition costs of \$3,500,000 pending completion of the Nicollet Garage Needs Assessment study. The primary projects, expenditures 1985-87 and local share is shown below.

	<u>Total Cost</u>	<u>Local Share</u>
Bus Rehabilitation	\$13,025,000	\$ 2,653,000
1984 Bus Purchase	21,892,000	4,378,000
1985 Bus Purchase	22,873,000	4,574,000
Nicollet Garage	<u>10,499,000*</u>	<u>2,625,000*</u>
	\$68,289,000	\$14,230,000

With the exception of the 1984 Bus Replacement which has been funded by our cash balance in January, 1985, the remaining three primary projects will be discussed in the "Purpose of the Issue" section of the Official Statement prepared for this bond sale.

If you should have any questions relating to this memo, please do not hesitate to contact me at your convenience.

*Revised to reflect Met Council action.

cc: Lou Olsen
John Capell
John Farrell

Attachment
GLA:de/m2



12 April 1985

Mr. Gregory Andrews, Director of Finance
Metropolitan Transit Commission
560 6th Avenue North
Minneapolis, Minnesota 55411

Mr. Leslie Johnson, Director of Administration
Regional Transit Board
276 Metro Square Building
Saint Paul, Minnesota 55101

It is our understanding you wish to proceed to issue bonds up to the full amount of your remaining \$12,000,000 authorization for certificates of indebtedness. It is our further understanding that the Metropolitan Transit Commission will issue the obligations with the approval of the Regional Transit Board, which agency has responsibility for the levying of any property taxes required for payment of the certificates.

We have enclosed three possible schedules for the amortization of these obligations. Each of the schedules is described briefly hereafter.

Schedule A

Schedule A is an attempt to schedule principal repayment based on a ten-year even principal amortization. The only exception to this is in the first and last year of the program; in each of the years the principal repayment has been adjusted by \$50,000. It was necessary to reduce the first year's principal due in 1986 so as not to exceed the \$1,926,750 levy made by the RTB in 1984 for collection in 1985. The total estimated debt service due from that levy in 1986 would be \$1,830,000. In addition we must provide for the 105% overlevy requirement which increases the total potential obligation to \$1,921,500. If we had allowed the principal payment to remain at \$1,200,000 in 1986 you would have the possible problem of exceeding available resources.

These bonds would be dated June 1, 1985 and mature on February 1 of each year as shown from 1986 through 1995. No effort was made to average total debt service on all obligations currently outstanding for which property tax levies are being made. We have shown in column 6 the total present debt by levy and payment year of those outstanding obligations which consist of \$8,500,000 of principal remaining on the 1982 certificates, \$6,000,000 remaining on the 1979 certificates and \$700,000 remaining from the 1976 certificates.

The present debt shown in column 6 includes both that interest and remaining interest to be paid over the original maturity of the certificates.

800 Osborn Building, Saint Paul, Minnesota 55102 (612) 222-4241

250 North Sunnyslope Road, Brookfield, Wisconsin 53005 (414) 782-8222

We have projected that under current market conditions this issue could be sold for an average coupon rate of 8.5%. The resulting interest cost for borrowing the \$12,000,000 on this schedule would be an estimated \$5,308,250. The required tax levies would range from \$2,122,250, exclusive of the overlevy, in 1985 to a figure of \$1,356,250 in 1993.

Schedule B

These bonds would also be dated June 1, 1985 and mature on February 1 from 1986 through 1995. We attempted to average the total annual debt service on the new obligations, without regard to required levies to support present debt. The total principal and interest requirements, again exclusive of the overlevy, are shown in column 5 of Schedule B.

We think this issue could be sold under current market conditions at an average coupon rate of 8.65%, which would produce a total expected interest cost of \$5,927,415, or \$619,165 more than the Schedule A program. Offsetting this increased interest cost is the reduced levy requirement under Schedule B over Schedule A. The tax levy requirements in Schedule B are lower than under Schedule A from 1985 through 1989, after which the levies under Schedule A are reduced.

Schedule C

Schedule C is a structuring attempt at averaging more closely the total levy requirements for all the Commissions debt after 1984. You will note that a substantial amount of principal under Schedule C has been deferred for payment until near the end of the program, thus reducing levies substantially in the early years of the program, and increasing them beginning in 1990 and thereafter.

The deferral of principal payments under this schedule increases both the interest rate required to place the obligations and the total interest cost. We have estimated the obligations could be sold for an average coupon rate of 8.9%, which would result in a total estimated interest cost of \$6,768,450.

It is our understanding that MTC will experience a negative balance in its capital fund beginning in May or June, 1985, depending upon the final delivery schedule for the last units of the new bus fleet purchase. As a result, you have indicated a need to have the proceeds of these obligations available by mid-June. If we are to be able to provide those proceeds by that time, it will be necessary for the Commission and Board, respectively, to authorize the proceeding to sale with these obligations at their respective meetings on April 22. We would recommend that bids on the obligations be taken at the regular meeting of the Commission on May 20, with approval of the award of sale of the obligations by the Regional Transit Board at their meeting that same day.

It will be necessary for Commission representatives to sign an arbitrage certificate at the time of closing. That certificate will commit the Commission to spend not less than 85% of the net proceeds of the issue within a 36-month period ending from date of issue. In order to qualify for that three-year temporary period the Commission must also certify that it has entered

Metropolitan Transit Commission
12 April 1985
Page 3

into, or will enter into within six months from date of issuance, substantial and binding obligations equal to the lesser amount of 2.5% of the bond issue or \$100,000. The capital program is less certain at present because of the continuing possibility of reduced federal matching grants and the continued uncertainty as to the bus rehabilitation program. We suggest that as much analysis as possible of your forecast capital requirements during the permitted three-year temporary improvement be completed prior to April 22.

We are available to discuss these or other schedules with you at your convenience.

Respectfully submitted,

Robert D. Pulscher

Robert D. Pulscher

/D&R

/dlr

Enclosures

SCHEDULE A

METROPOLITAN TRANSIT COMMISSION

PREPARED APRIL 11, 1985
BY SPRINGSTED INCORPORATED

DATED: 6/ 1/1985
MATURE: 2/ 1

LEVY MATURE (1) (2)	PRINCIPAL (3)	8.500% ANNUAL INTEREST (4)	TOTAL (5)	PRESENT DEBT (6)	TOTAL ALL DEBT (7)
1984 1986	1,150,000	680,000	1,830,000	2,583,650	4,413,650
1985 1987	1,200,000	922,250	2,122,250	2,384,550	4,506,800
1986 1988	1,200,000	820,250	2,020,250	2,389,950	4,410,200
1987 1989	1,200,000	718,250	1,918,250	2,272,650	4,190,900
1988 1990	1,200,000	616,250	1,816,250	2,165,900	3,982,150
1989 1991	1,200,000	514,250	1,714,250	2,058,900	3,773,150
1990 1992	1,200,000	412,250	1,612,250	1,949,150	3,561,400
1991 1993	1,200,000	310,250	1,510,250	1,739,150	3,249,400
1992 1994	1,200,000	208,250	1,408,250	1,634,450	3,042,700
1993 1995	1,250,000	106,250	1,356,250	1,129,550	2,485,800
1994 1996	0	0	0	457,450	457,450
1995 1997	0	0	0	334,650	334,650
1996 1998	0	0	0	317,400	317,400
TOTALS:	\$12,000,000	\$5,308,250	\$17,308,250	\$21,417,400	\$38,725,650

BOND YEARS:	62,450	ANNUAL INTEREST COST:	\$5,308,250
AVERAGE MATURITY:	5.20	DISCOUNT (PREMIUM):	0
AVG. ANNUAL RATE:	8.500%	TOTAL INTEREST COST:	\$5,308,250

AVERAGE ANNUAL LEVY REQUIRED \$1,765,250
(COLUMN 5 , LEVY YEARS 1985 THRU 1992)

SCHEDULE B

METROPOLITAN TRANSIT COMMISSION

PREPARED APRIL 11, 1985
BY SPRINGSTED INCORPORATED

DATED: 6/ 1/1985
MATURE: 2/ 1

LEVY (1)	MATURE (2)	PRINCIPAL (3)	8.650% ANNUAL INTEREST (4)	TOTAL (5)	PRESENT DEBT (6)	TOTAL ALL DEBT (7)
1984	1986	1,150,000	692,000	1,842,000	2,583,650	4,425,650
1985	1987	825,000	938,525	1,763,525	2,384,550	4,148,075
1986	1988	900,000	867,163	1,767,163	2,389,950	4,157,113
1987	1989	1,000,000	789,313	1,789,313	2,272,650	4,061,963
1988	1990	1,075,000	702,813	1,777,813	2,165,900	3,943,713
1989	1991	1,175,000	609,825	1,784,825	2,058,900	3,843,725
1990	1992	1,275,000	508,188	1,783,188	1,949,150	3,732,338
1991	1993	1,400,000	397,900	1,797,900	1,739,150	3,537,050
1992	1994	1,525,000	276,800	1,801,800	1,634,450	3,436,250
1993	1995	1,675,000	144,888	1,819,888	1,129,550	2,949,438
1994	1996	0	0	0	457,450	457,450
1995	1997	0	0	0	334,650	334,650
1996	1998	0	0	0	317,400	317,400
TOTALS:		\$12,000,000	\$5,927,415	\$17,927,415	\$21,417,400	\$39,344,815

BOND YEARS:	68,525	ANNUAL INTEREST COST:	\$5,927,415
AVERAGE MATURITY:	5.71	DISCOUNT (PREMIUM):	0
AVG. ANNUAL RATE:	8.650%	TOTAL INTEREST COST:	\$5,927,415

AVERAGE ANNUAL LEVY REQUIRED \$1,783,191
(COLUMN 5 , LEVY YEARS 1985 THRU 1992)

SCHEDULE C

METROPOLITAN TRANSIT COMMISSION

PREPARED APRIL 11, 1985
BY SPRINGSTED INCORPORATED

DATED: 6/ 1/1985
MATURE: 2/ 1

LEVY (1)	MATURE (2)	PRINCIPAL (3)	8.900% ANNUAL INTEREST (4)	TOTAL (5)	PRESENT DEBT (6)	TOTAL ALL DEBT (7)
1984	1986	1,150,000	712,000	1,862,000	2,583,650	4,445,650
1985	1987	500,000	965,650	1,465,650	2,384,550	3,850,200
1986	1988	550,000	921,150	1,471,150	2,389,950	3,861,100
1987	1989	700,000	872,200	1,572,200	2,272,650	3,844,850
1988	1990	875,000	809,900	1,684,900	2,165,900	3,850,800
1989	1991	1,075,000	732,025	1,807,025	2,058,900	3,865,925
1990	1992	1,275,000	636,350	1,911,350	1,949,150	3,860,500
1991	1993	1,600,000	522,875	2,122,875	1,739,150	3,862,025
1992	1994	1,850,000	380,475	2,230,475	1,634,450	3,864,925
1993	1995	2,425,000	215,825	2,640,825	1,129,550	3,770,375
1994	1996	0	0	0	457,450	457,450
1995	1997	0	0	0	334,650	334,650
1996	1998	0	0	0	317,400	317,400
TOTALS:		\$12,000,000	\$6,768,450	\$18,768,450	\$21,417,400	\$40,185,850

BOND YEARS:	76,050	ANNUAL INTEREST COST:	\$6,768,450
AVERAGE MATURITY:	6.34	DISCOUNT (PREMIUM):	0
AVG. ANNUAL RATE:	8.900%	TOTAL INTEREST COST:	\$6,768,450

AVERAGE ANNUAL LEVY REQUIRED \$1,783,203
(COLUMN 5 , LEVY YEARS 1985 THRU 1992)

REGIONAL TRANSIT BOARD

270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 6, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization of Procedures for Depository Transactions

At its meeting of May 2, 1985 the Administration and Finance Committee reviewed the proposed procedures for depository transactions contained in the attached Resolution 85-___. The Committee unanimously recommends approval of Resolution 85-___ authorizing the defined Procedure for Depository Transactions.

RECOMMENDATION:

That the Regional Transit Board approve Resolution 85-___ authorizing the Procedure for Depository Transactions.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 26, 1985
TO: Administration and Finance Committee
FROM: Gerald Brechlin, Fiscal Analyst
SUBJECT: Authorization of Procedure for Depository Transactions

This concerns the Board's activities relating to depository transactions; namely, the deposits, investment and transfers for Board monies. The activities and transactions are described as follows:

1. The Metropolitan Council includes in their own investment account Board monies which are identified as Board Funds. Current invested balances approximate \$500,000. Using their procedures and authorizations, these monies are invested in the Board's authorized depositories and collateralized by securities designated to the Council.
2. The Capital Bank of St. Paul is the Board's current depository for its checking account. However, with the receipt of substantial tax monies there is a need for larger financial institutions for the placement and protection of the deposits and the timely transfer to investments or authorized recipients. Therefore, authority is requested to also establish the First Bank of St. Paul and the First Bank of Minneapolis as official depository for the purpose of the Board's checking account and depository transactions. The Capital Bank of St. Paul would also be retained as an official depository.
3. Interim procedures provide that the Metropolitan Council staff be authorized to provide services to the Board. One such service is the investing of funds and wire transfer advice to depositories. It is recommended that this service be continued.

RECOMMENDATION:

That the Administration and Finance Committee recommend the authorization procedure for depository transactions as provided by Board resolution.

GB:jmo

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

RESOLUTION NO. 85-

RESOLUTION

Authorization of Procedure for Depository Transactions

WHEREAS, the Regional Transit Board in the conduct of its financial affairs desires to deposit monies, secure investments, cause receipts to and payments from its accounts and to transfer monies to designated recipients;

NOW, THEREFORE, BE IT RESOLVED:

1. THAT the Regional Transit Board establish the following:

A. The Capital Bank of St. Paul, the First Bank of St. Paul and First Bank of Minneapolis as authorized depositories for purposes of checking, and/or savings accounts.

B. The following are authorized depositories for the purpose of depositing funds for investment purposes:

Merrill Lynch
Paine Weber
First Bank Minneapolis
First Bank of St. Paul
Marquette of Minneapolis
National City of Minneapolis
American National Bank of St. Paul
Norwest Midland of Minneapolis
Capital Bank of St. Paul
Shelard National

C. The following institutions are designated as authorized recipients of funds resulting from wire transfers from the Board's authorized depositories:

Metropolitan Council
Metropolitan Transit Commission
First Trust of St. Paul as Escrow Agent of the Board

D. Authority to cause checking disbursement transactions to be made from the Board's depositories for checking and savings accounts shall be the person designated as:

The Chair of the Regional Transit Board
The Executive Director of the Regional Transit Board
The Director of Administration of the Board

Two signatures or authorized facsimiles shall be required on each check disbursement.

E. Authority to cause wire transfers from the depositories named in A, B and C above shall be as follows:

From the Regional Transit Board
The Director of Administration
The Fiscal Analyst
From the Metropolitan Council
The Accountant--Financial Services
The Budget Analyst

F. This resolution supersedes previous authorizations of the Board relating to depository authorizations.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 6, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Recommendation of Audit Firm

At its meeting of May 2, 1985, the Administration and Finance Committee considered audit firms and unanimously approved recommending that Deloitte, Haskins and Sells be engaged for the 1984 financial audit.

RECOMMENDATION:

That the Regional Transit Board approve the engagement of Deloitte, Haskins and Sells as auditors for the 1984 Regional Transit Board audit and authorize the Chairman and Executive Director to execute the necessary contract for services.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 29, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Recommendation of Audit Firm

At its meeting of May 2, 1985, the Administration and Finance Committee will be discussing the recommendation of an audit firm. An oral report will be made to the Board at the May 6, 1985, meeting.

LJ:jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 26, 1985
TO: Administration and Finance Committee
FROM: Gerald Brechlin, Fiscal Analyst
SUBJECT: Recommendation of Audit Firm

The committee is asked to recommend approval of an audit firm for the 1984 audit. Attached is a copy of the request for proposal covering financial audits of the Regional Transit Board. The RFP was sent to the following three firms:

Deloitte, Haskins and Sell
Peat, Marwick, Mitchell and Co.
Touche Ross and Co.

Their proposals have been received and reviewed. The low base bid is Deloitte, Haskins and Sells at \$3,600. A further consideration in selecting this firm would be its local involvement in transit. Attached is recap of the proposals.

These firms likewise bid audit service for the years 1985 and 1986; however, it is suggested that approval for those years be deferred until after the legislative session which may mandate the state auditor.

RECOMMENDATIONS:

That the Administration and Finance Committee recommend that the firm Deloitte, Haskins and Sells be engaged for the 1984 financial audit.

April 10, 1985

This is a Request for Proposals regarding a 1984 annual financial audit of the Regional Transit Board. An alternate proposal is also requested for a three-year annual audit plan.

The Regional Transit Board was created by 1984 Minnesota Laws, Chapter 654, Article 3, and Minnesota Statutes 473.371. The Board was then established in July 1984 and is a public corporation and political subdivision of the State of Minnesota. Attached is an "Executive Summary and Fiscal Information of the Regional Transit Board" dated March 25, 1985. This summary will provide you background of the organization and objectives. Bear in mind, however, that data and information includes plans and proposals.

The financial activity in the initial 1984 year included expenditures of \$182,000, an Invested Funds Balance of \$430,000 and a 1984 tax levy of \$47 million designated for 1985 transit operations of the Metropolitan Transit Commission. Enclosed is an unaudited 1984 year-end financial statement.

Subsequent years' financial activities will include, the administration of contracts with transit providers, review and approval of Metropolitan Transit Commission budgets, grant authorities, and certain authorities to finance through bonding, etc.

It is requested that your proposal be submitted by April 23, 1985. We will be available for questions and clarifications you may have.

The objective is to receive the final 1984 audit report by July 1, 1985, and for subsequent years by May 15 of each year.

Your proposals should comprehend services to include preparation of the financial statements, at least for the year 1984 and in accordance with generally accepted audit standards.

Your proposals should outline your qualifications, expertise and experience in governmental audits and related services, including audit guidelines as may pertain to the Regional Transit Board's authorities and activities.

April 10, 1985
Page Two

Your proposal should describe your fee structure, cost proposals and alternate proposals for the purposes of evaluating and contracting for the audit services.

You shall be required to comply with all applicable equal employment opportunity laws and regulations.

The Regional Transit Board reserves the right to reject the proposals in whole or in part.

Sincerely,

Gerald Brechlin
Fiscal Analyst

GB:jmo

Analysis of Proposals for Audit Services

Deloitte, Haskins
and Sells

Peat, Marwick
Mitchell and Co.

Touche Ross
and Co.

GENERAL QUALIFICATIONS:

Each firm is involved in and conducts governmental audits and provides technical services and provides nation-wide resources for transit agency audits.

FEE PROPOSAL - 1984

\$3,600 fee not to exceed--
except.

\$3,000 for the audit
2,000 for assistance in
establishing procedures
and preparing financial
statements

\$4,000 fee

Conditions: Which if causing
significant additional audit
time would be billed as an
extra. That:

- 1) The operations of the RTB do not include those of the MTC for purposes of complying with NCGA statement No. 3.
- 2) No major fraud or illegal act has occurred.
- 3) A "single audit" is not required for 1984 because RTB did not receive federal funding.

Conditions: None specifically
identified for 1984

Conditions: None
Specifically identified
for 1984

Fees 1985/Fees 1986

"Estimated not to exceed"
\$6,600 with same conditions
as above
\$6,600 with same conditions
as above plus
adjustments for consumer
price index

"Based on current
expectations, the
fees will be less than
\$10,000 per year"

"Fees for subsequent
years will depend on scope
of the audit." Also
provides that audits
involving tax revenues
would increase the fee
\$2,500.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 29, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Review and Approval of Report to Legislature on Bonding Authority

At its meeting of April 18, 1985, the Administration and Finance Committee unanimously approved submittal of the subject report.

RECOMMENDATION:

That the Regional Transit Board approve the submittal of the report on changes needed in Regional Transit Board authority to contract indebtedness and to levy property taxes to retire debt to the legislature as required by state law.

LJ:jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 12, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Review and Approval of Report to Legislature on Bonding Authority

Pursuant to Regional Transit Board (RTB) enabling legislation, the Board was required to submit three reports to the Legislature on February 1, 1985. Specifically, these reports are to address the following issues:

- (1) Changes needed in the replacement service and contract programs;
- (2) Changes needed in RTB authority to contract indebtedness and to levy property taxes to retire debt; and
- (3) Progress to date in developing and implementing programs to improve service in areas that are not adequately served and preparing and implementing the implementation plan and financial plan.

Attached is the draft of the second report. The first and third reports have been before the Policy Committee and are on your Monday night Board agenda. Your review and comment on this report would be appreciated.

RECOMMENDATION

That the Administration and Finance Committee approve the submittal of the report on changes needed in Regional Transit Board authority to contract indebtedness and to levy property taxes to retire debt to the legislature as required by state law.

LMJ:jmo
Attachment

REGIONAL TRANSIT BOARD
270 Metro Square Building
7th and Robert Streets
St. Paul, MN 55101
(612) 292-8789

DRAFT

REPORT TO THE MINNESOTA LEGISLATURE

A REPORT ON CHANGES NEEDED IN ITS
(REGIONAL TRANSIT BOARD'S)
AUTHORITY TO CONTRACT INDEBTEDNESS
AND TO
LEVY PROPERTY TAXES TO RETIRE DEBT

May 6, 1985

INTRODUCTION

This report fulfills the requirement for the Regional Transit Board (RTB) under Minnesota Laws 1984, ch. 654, art. III, Section 151(2) (uncodified) to submit a report to the legislature on changes needed in its authority to contract indebtedness and to levy property taxes to retire debt.

The Regional Transit Board was created in 1984 by the Minnesota Legislature to perform mid-range transit planning, develop transit policy, administer transit programs and facilitate the establishment of new and alternative transit services for the Twin Cities Metropolitan Area. The enabling legislation established a board consisting of 14 members appointed by the Metropolitan Council and a chair appointed by the Governor to manage the activities of the RTB.

PURPOSES FOR WHICH THE RTB MAY WISH TO INCUR DEBT

There are three purposes for which the RTB may wish to incur debt. The first is the acquisition of capital equipment and facilities. The second is to provide funds in anticipation of future revenues. The third is to provide funds upon the occurrence of revenue shortfalls.

Capital equipment and facilities would include items like buses and other vehicles, physical facilities such as maintenance and storage facilities, passenger loading facilities, and other buildings needed for the operation of transit programs.

Future revenues could include federal and state grants, tax collections, and future bond issues.

Revenue shortfalls could occur when tax collections do not equal anticipated projections, when operating expenditures exceed projections, or when state appropriations are delayed due to state fiscal concerns.

EXISTING DEBT STATUTES APPLICABLE TO THE RTB

Minnesota Statutes 1984, Section 473.39 provides the authority to the Regional Transit Board for the issuance of debt obligations. Subdivision 1 provides general authority for the issuance of obligations. Subdivision 3 provides specific authority for temporary borrowing.

Borrowing by the RTB must be approved by a two-thirds vote of all the members of the Board. The Board may borrow money on terms and conditions and in the manner which it deems proper. Borrowing by the Board is not limited by the terms of Minnesota Statutes, Chapter 475, which applies to municipal borrowing generally. The sources of payment and security for obligations incurred by the RTB may include the transit tax collected pursuant to Minnesota Statutes, Section 473.446, the proceeds of bonds issued under Section 473.39, any other revenue of the Regional Transit Board, or a security interest in the property acquired in whole or in part with the proceeds of the obligations issued.

The amount of debt which the RTB may incur pursuant to Subdivision 1 is limited to the amount specifically authorized by law. Presently Subdivision 1 does not contain a specific authorization of a dollar amount for bonds to be issued by the RTB. Therefore, the RTB cannot issue bonds for its general activities at the current time. A legislative authorization would be necessary to establish the amount of borrowing that could be carried out pursuant to Subdivision 1 which authorization has been requested within RTB's 1985 legislation in the amount of \$3 million for I-394 Bus Service and Facilities.

Subdivision 3 provides authority for temporary borrowing by the RTB. The RTB is permitted, after adoption of the budget, to borrow amounts of money as it deems necessary to be expended by the Board for any purpose, including but not limited to current expenses, capital expenditures and the discharge of any obligations of indebtedness of the Board. Notes for these purposes may be sold at public or private sale as determined by the Board. The sources of payment for these notes would be any money committed or appropriated by the Board from the following sources: taxes, grants or loans from the state or federal

government, or other revenues of the Board. If the notes are not paid from the money pledged for the payment, then the notes must be paid from any taxes, income, and other revenue received or accrued by the Board during the fiscal year in which the notes were issued, or any other money which the Board may lawfully use for the payment of such notes.

EXISTING DEBT STATUTES APPLICABLE TO THE MTC

The Metropolitan Transit Commission has authority pursuant to Minnesota Statutes, Section 473.436 and Section 473.438 to issue obligations for its various activities. Section 473.436 provides authority to issue general obligation bonds of the Commission. Section 473.438 provides authority to issue revenue bonds.

Bonds issued under Section 473.436 may be issued upon a two-thirds vote of all of the members of the Commission. The Commission may issue the obligations under the terms and conditions that it deems proper. The provisions of Minnesota Statutes, Chapter 475 do not apply to the issuance of bonds under this section. Obligations issued specifically for the acquisition or betterment of property or other improvements of a capital nature are limited specifically to amounts expressly authorized by law. The present limit is \$12 million plus any outstanding indebtedness on January 1, 1983. The Commission may pledge as a source of payment for the bonds any tax authorized by Minnesota Statutes, Section 473.446 and the Commission may pledge the proceeds of other bonds issued pursuant to Minnesota Statutes, Section 473.401 to 473.451. The Commission may also provide, as security for the bonds, a security interest in property acquired in whole or in part from the bond proceeds.

The Commission is also authorized by Section 473.436 to borrow on a temporary basis. After the first day of any fiscal year, the Commission may borrow money which may be used or expended by the Commission for any purpose including but not limited to current expenses, capital expenditures, and the discharge of obligations incurred by the Commission. This temporary borrowing authority is similar to the authority granted to the RTB which has been discussed previously.

After the RTB has adopted and approved an interim implementation plan and financial plan, the Commission may not issue obligations under Section 473.436 without the approval of the Regional Transit Board.

Pursuant to Section 473.438 the Commission may issue revenue bonds for any one or more of its powers and purposes. Subdivision 1 specifically provides a list of activities that are included in the purposes for which the Commission may issue its revenue bonds. Bonds issued by the Commission may be issued under such terms and conditions as the Commission determines with two limitations: (1) the bonds must mature within 40 years of their date of issue, and (2) the maturities, rights of prior redemption, execution, paying agent, provisions for interest, and other terms of the bonds shall be subject to the provisions of Minnesota Statutes, Section 475.54 to 475.56, unless specifically provided otherwise in Section 473.438. Bonds issued pursuant to Section 473.438 are payable only from the sources of revenues pledged by the Commission for payment of the bonds. Prior to the issuance of the bonds, or at the time of issuance of the bonds, the Commission must pledge and appropriate to the payment of principal and interest of the bonds the gross or net revenues of the public transit system or some part thereof, and the Commission may pledge and appropriate other revenues of the Commission.

The Commission may not issue revenue bonds pursuant to Section 473.438 without the approval of the Metropolitan Council.

EXISTING AUTHORITY FOR THE RTB AND THE MTC TO LEVY TAXES

Minnesota Statutes, Section 473.446 provides authority for the levying of property taxes for transit purposes. Subdivision 6 provides that any authority granted to the MTC to levy on taxes is transferred to the RTB beginning for taxes levied in 1984 payable in 1985 and for each succeeding year. Subdivision 1 authorizes the RTB to levy all taxable property within the Metropolitan Transit Taxing District a transit tax consisting of an amount up to two mills for payment of the expenses of operating transit and paratransit services and

an additional amount as necessary to pay indebtedness of the Commission. This subdivision contains the specific provisions for the feathering of the two mil tax levy over various portions of the Metropolitan Transit Taxing District based upon the level of service received by the area.

Subdivision 1(a) authorizes the levy of a tax upon all taxable property within the Metropolitan Transit Area but outside of the Metropolitan Transit Taxing District in the amount of ten percent of the sum of the levies provided for in Subdivision 1. The proceeds of this tax levy may be used only for paratransit purposes or ride-sharing programs designed to serve persons located within the transit area but outside the transit taxing district.

Subdivision 6 provides that in addition to the taxing authority under Subdivision 1, the RTB may levy an additional amount as necessary to provide for the full and timely payment of obligations of the Board issued pursuant to Section 473.39. Subdivision 7 specifically requires the MTC to certify to the Transit Board before October 1 of each year the amounts necessary to provide for the full and timely payment of its indebtedness. The Board is specifically required to include this amount in its tax levies and to transfer the amounts received for this request to the MTC for payment of its obligations. The MTC does not have any independent taxing authority.

OUTSTANDING INDEBTEDNESS OF THE MTC

The MTC has the following general obligation long-term tax-supported debt:

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding as of 2-1-85</u>
03-1-76	\$7,000,000	Capital Acquisitions	12-1-86	\$ 700,000
09-1-79	9,000,000	Capital Acquisitions	02-1-98	6,000,000
11-1-82	9,000,000	Capital Acquisitions	02-1-95	<u>8,500,000</u>
			TOTAL	\$15,200,000

The MTC has the following short-term tax-supported debt:

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding as of 2-1-85</u>
04-1-84	\$11,000,000	Tax Anticipation	04-1-85	\$11,000,000

CHANGES (TECHNICAL) NEEDED IN EXISTING LAW

Section 473.39, Subdivision 3 authorizes temporary borrowing, as discussed above. It is not clear when the notes issued pursuant to Subdivision 3 must mature. There is an implication that they must mature in the fiscal year in which they are issued. This could create a problem where the RTB wishes to begin a project at the end of one fiscal year in anticipation of grant funds which are to be received during the next fiscal year. If the Board expects to use temporary borrowing, this subdivision should be clarified as to when the notes must mature.

The last sentence of Subdivision 3 refers to the payment of the notes from grant or loan money pledged for the payment of the notes, while other parts of Subdivision 3 allow the notes to be paid from taxes, grants, loans or the revenues of the bond. This oversight in the last sentence should be corrected to conform with the balance of the subdivision.

The RTB believes it has, excepting the "specific amount authorization" being requested in currently proposed legislation, authority to contract indebtedness for capital equipment and facilities and revenue anticipation or shortfall and authority to levy property taxes to retire debt.

The Regional Transit Board has not encountered problems in coordinating indebtedness authority with the MTC nor had sufficient functional history to discern problems or changes needed to address intergovernmental efficiencies,

control effectiveness or unintended consequences of the RTB's authority as provided vis-a-vis the federal, state or metropolitan agencies. The needs of private operators will be identified in the Needs Assessment process underway and any required changes in authority requested in the Board's 1987 legislative package.

POTENTIAL FUTURE REQUIREMENTS FOR NEW FINANCING AUTHORITY

If the RTB decides to proceed with an LRT project, the RTB may want to consider various alternatives for raising the capital for the project. A public private partnership would be one possible alternative. If the RTB decided to jointly own an LRT system with a private entity, the specifics of the ownership structure would need to be explored in detail, and specific legislation could well be necessary in order to allow the desired form of ownership. Another financing alternative would be to request local units of government in which passenger stations for the LRT system are located to provide part of the financing for the fixed transportation components of the system located within the municipality. The locality could use the tax increment financing tool to provide this match from the increase in property values caused by the location of passenger stations at a specific site. If this alternative is desirable, the tax increment financing act would need amendments to permit this use. Again, these issues will be identified in the ongoing LRT planning process and incorporated in the RTB's 1987 legislative package.

REGIONAL TRANSIT BOARD

270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 6, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization of Expenditure for Office Remodeling

At its meeting of May 2, 1985, the Administration and Finance Committee reviewed the proposal and quotations for remodeling of the office suite and recommends the quotation of Metro Interior Craftsmen for completion of the work. Board members are advised that the building will charge RTB a \$100.00 inspection fee if we utilize an outside contractor making the real difference between Kaul and Metro Interior Craftsmen \$333.65. In addition, the low quote, Kaul Construction, estimates 150 hours to do the work whereas Metro Interior Craftsmen estimate 100 hours. Both factors strengthen the staff and committee recommendation of Metro Interior Craftsmen.

RECOMMENDATION:

That the Regional Transit Board approve the office remodeling expenditure in the amount of \$10,798.65 to Metro Interior Craftsmen.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 29, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization of Expenditure for Office Remodeling

At its meeting of May 2, 1985, the Administration and Finance Committee will be discussing the authorization of expenditures for office remodeling. An oral report will be made to the Board at the meeting on May 6.

LJ:jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 26, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Authorization of Expenditure for Office Remodeling

The Board is asked to approve an expenditure for remodeling of the office suite. Copy of the suite floor plan, which accompanied the furniture bids, is attached to review relative to the proposed changes. The wall changes are necessary to accommodate the 19 person staff and improve the front receptionist/secretary efficiency and executive secretary to chairman/executive director relationship. Admittedly, recarpeting of the back rooms and conference room is not functionally necessary but would contribute measurably to the aesthetics and atmosphere of the suite. Panel system, chair fabrics, and carpeting colors will be shown the committee next week. As now selected, we will be decidedly blue and gray.

Minnesota Statute 471.345 requires the taking of quotes for work between \$10,000 and \$15,000 (public bidding over \$15,000). Our estimate of the required work was between \$10,000 and \$15,000 and I requested and received quotations from the following three companies:

Don Karl Construction	-	\$10,364.00
Metro Interior Craftsmen	-	\$10,798.65
Steele Construction Co., Inc.	-	\$16,714.00

Metro Interior Craftsmen are the in-house contractors of Metro Square Partnership, the building, and at a \$433.65 or 4 percent difference, I recommend awarding the work to them for the following reasons:

1. They are familiar with the building's systems and quality standards.
2. We have an on-going leasee relationship which should mean attention and leverage.
3. They have the carpet quality and colors wanted.
4. We are familiar with their staff and work.

Board members may have an obvious budget concern as we would be exceeding the office furnishing line item by this amount. I believe there will be sufficient dollars in the offices line-items, totaling \$110,100, to cover this expenditure. If not, I am predicting sufficient dollars from salaries and publishing and printing line-items to cover in an end-of-year budget adjustment.

Administration and Finance Committee
April 26, 1985
Page Two

Members are advised that I am talking to the building about footing at least a part of the carpet expense and that our lease ends December 31, 1986, at which time or before we may relocate.

RECOMMENDATION:

That the Administration and Finance Committee recommend approval of the office remodeling expenditure in the amount of \$10,798.65 to Metro Interior Craftsmen.

LMJ:jmo

Attachments: Metro Interior Craftsmen Bid
Steele Construction Co.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 19, 1985
 TO: General Contractors and File
 FROM: Leslie M. Johnson, Director of Administration
 Regional Transit Board
 SUBJECT: Office Remodeling

Bid Quotations for the following remodeling of the Regional Transit Board Offices, 270 Metro Square Building, Seventh and Robert Streets, St. Paul, Minnesota, 55101, are requested. Please refer to the attached "existing" and "to be" floor plans for locations and make an on-site inspection. Contact person is Leslie M. Johnson, Director of Administration, telephone 292-8789.

- | | | |
|---------|---|-------------------|
| Item 1: | a. Remove front and side wall of Room 1
to combine with Reception Area | |
| | b. Remove Rooms 5 and 6 (leaving column) | |
| | c. Remove closet no. 2 | <u>\$ 1320.00</u> |
| Item 2: | Repair ceiling Item 1 a, b and c above | <u>\$ 600.00</u> |
| Item 3: | Repaper combined Reception Area/Room 1 | <u>\$ 622.40</u> |
| Item 4: | Remove front wall Room 3 (Note 1) | <u>\$ 150.00</u> |
| Item 5: | Repair ceiling Item 3 above | <u>\$ 60.00</u> |
| Item 6: | Relocate Electrical Services | <u>\$ 1500.00</u> |
| | E.a. Relocate Switch Banks | |
| | E.b, c, d, Remove | |
| | E.F. Relocate Switch if Wall Removed | |
| | E.g. Relocate if Door Moved | |
| | Remove Electrical From Rooms 5 and 6 | |
| Item 7: | a. Relocate Door to Room 2 | <u>\$ 275.00</u> |
| | b. Relocate Door to Room 4 (Note 1)
(includes repapering old doorways) | <u>\$ 275.00</u> |
| Item 8: | Permit and Trash Removal | <u>\$ 300.00</u> |

General Contractors and File
April 19, 1985
Page Two

- Item 9: a. Recarpet entire suite excepting
Rooms 2, 4, 7, and 9 with commercial
grade carpeting to coordinate with
blue and gray scheme available at
office
- b. Subtract Room 3 carpet (if wall not
removed) 35 YDS. \$428.75 #

\$5696.25

TOTAL QUOTE \$10,798.65

Note 1: Items 4 and 7.b. may be deleted.

Quotation may be provided on copy of this memorandum. Append any necessary explanation or detail of quote.

Anticipate beginning work on or before May 20, 1985 and completing as expeditiously as possible. Provide estimate of total hours required to complete work: 70 HOURS.

Return quote to Regional Transit Board offices on or before April 24, 1985.

LMJ:jmo
Attachments

WALL PAPER CANNOT BE MATCHED FOR ITEM
7, A, B.

Michael W. Kerrigan

Dan Kaul Construction

MIN-CON

Regional Transit Board
270 Metrosquare Bldg.
St. Paul, Mn. 55101

4/24/85

Proposal

Job Description;

Remove and haul away front and side wall of room number 1 to combine with reception area.

Remove rooms 5 and 6.

Remove closet 2.

Repair ceiling in combined reception area as shown.

Wallpaper combined reception area with similar paper, providing available.

Remove front wall room 3.

Repair ceiling room 3.

Relocate doors in rooms 2 and 4.

Repaper walls as necessary for door change with similar paper, providing available.

Relocate switch banks, remove electrical from walls being eliminated, relocate recepticles in room 3, move electricity for lights as nec.

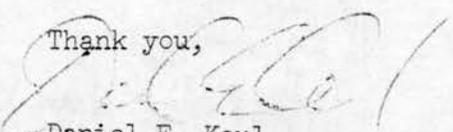
Carpet entire suite excepting rooms 2,4,7, and 9 with Stanton Court design weave carpet over existing pad. (12.50 per yard allowance installed) sample provided.

Permit and trash removal.

Total*****10,364.00

*With deletions subtract*725.00

Thank you,


Daniel E. Kaul

8247 North 80th Street • Stillwater, MN 55082 • 612-426-9046

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 19, 1985
TO: General Contractors and File
FROM: Leslie M. Johnson, Director of Administration
Regional Transit Board
SUBJECT: Office Remodeling

Bid Quotations for the following remodeling of the Regional Transit Board Offices, 270 Metro Square Building, Seventh and Robert Streets, St. Paul, Minnesota, 55101, are requested. Please refer to the attached "existing" and "to be" floor plans for locations and make an on-site inspection. Contact person is Leslie M. Johnson, Director of Administration, telephone 292-8789.

Item 1:	a. Remove front and side wall of Room 1 to combine with Reception Area	
	b. Remove Rooms 5 and 6 (leaving column)	
	c. Remove closet no. 2	<u>878</u>
Item 2:	Repair ceiling Item 1 a, b and c above	<u>345</u>
Item 3:	Repaper combined Reception Area/Room 1 <i>15 per roll allowance</i>	<u>747</u>
Item 4:	Remove front wall Room 3 (Note 1)	<u>305</u>
Item 5:	Repair ceiling Item 3 above	<u>115</u>
Item 6:	Relocate Electrical Services	<u>1522</u>
	E.a. Relocate Switch Banks	
	E.b, c, d, Remove	
	E.F. Relocate Switch if Wall Removed	
	E.g. Relocate if Door Moved	
	Remove Electrical From Rooms 5 and 6	
Item 7:	a. Relocate Door to Room 2	<u>172</u>
	b. Relocate Door to Room 4 (Note 1) (includes repapering old doorways)	<u>402</u>
Item 8:	Permit and Trash Removal	<u>560</u>

General Contractors and File
April 19, 1985
Page Two

- Item 9: a. Recarpet entire suite excepting
Rooms 2, 4, 7, and 9 with commercial
grade carpeting to coordinate with
blue and gray scheme available at
office
b. Subtract Room 3 carpet (if wall not
removed) 262.00 #

5318

TOTAL QUOTE

10,364⁰⁰

Note 1: Items 4 and 7.b. may be deleted.

Quotation may be provided on copy of this memorandum. Append any necessary explanation or detail of quote.

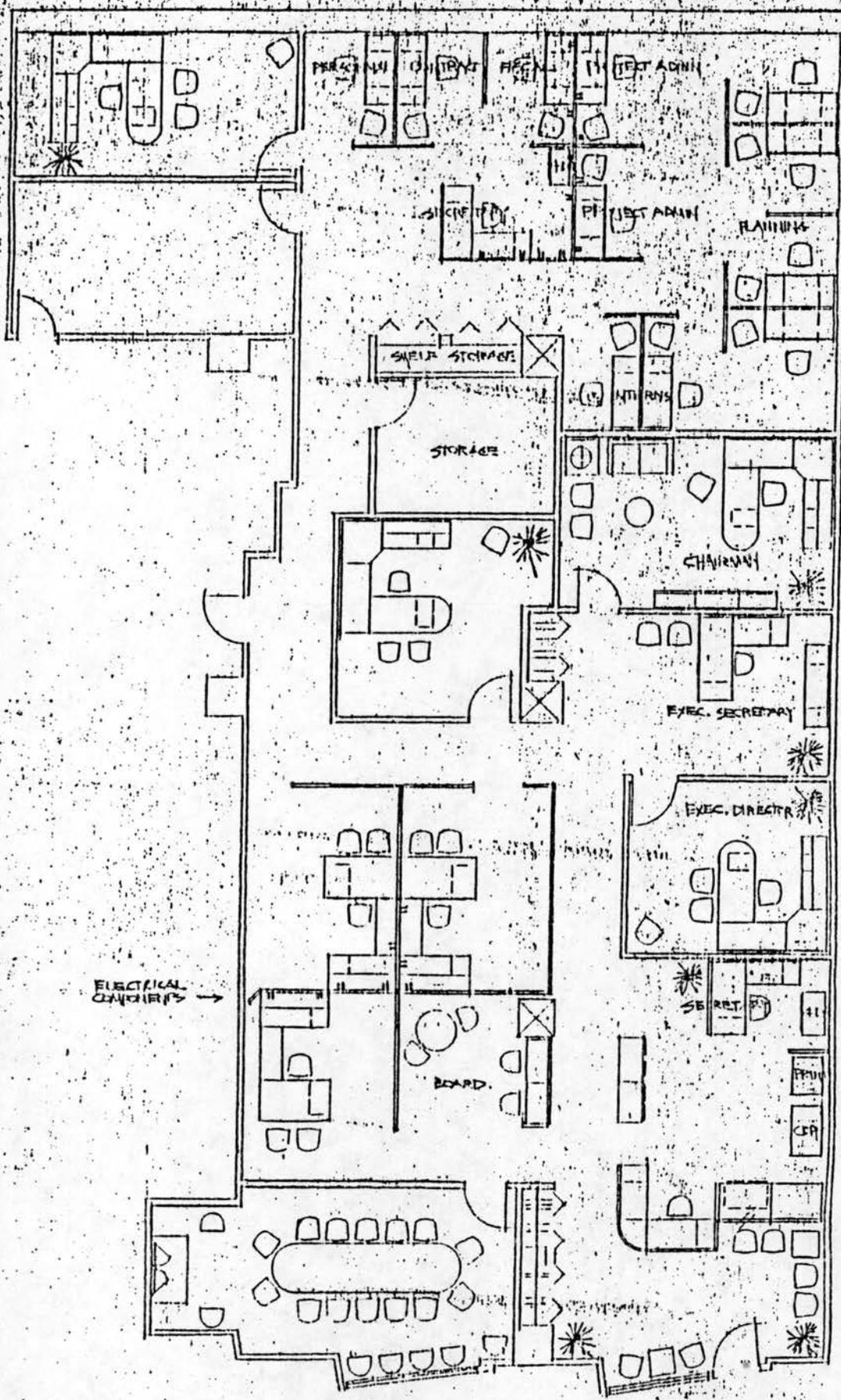
Anticipate beginning work on or before May 20, 1985 and completing as expeditiously as possible. Provide estimate of total hours required to complete work: _____

Return quote to Regional Transit Board offices on or before April 24, 1985.

LMJ:jmo
Attachments

BOB SABES 545 8316

ELECTRICAL CONDUITS



ELECTRICAL CONDUITS →

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 29, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization of Change in Dental Benefits, Resolution No. 85-__

At its meeting of April 18, 1985, the Administration and Finance Committee unanimously approved adoption of Resolution 85-__ authorizing a \$3.25 per month increase in the employer contribution to family dental coverage.

RECOMMENDATION:

That the Regional Transit Board approve adoption of Resolution 85-12 authorizing a \$3.25 per month increase in the employer contribution to family dental insurance coverage.

LJ:jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 12, 1985
TO: Administration and Finance Committee
FROM: Leslie M. Johnson, Director of Administration
SUBJECT: Authorization of Change in Dental Benefits

BACKGROUND

In the process of coming into existence, RTB adopted various Metropolitan Council policies including in Resolution 84-4 the provision of life, disability, health, and dental insurance coverage to Regional Transit Board employees on the same terms and conditions it is provided Metropolitan Council employees.

February 1985 the Metropolitan Council singularly increased the employer contribution to family dental insurance coverage \$3.25 per month which the Board is now asked to authorize.

RECOMMENDATION:

That the Administration and Finance Committee recommend the Board adopt Resolution 85-4 authorizing a \$3.25/per month increase in the employer contribution to family dental insurance coverage.

LMJ:jmo

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

RESOLUTION NO. 85-__

RESOLUTION

WHEREAS, it is advantageous for the Regional Transit Board to coordinate its employee insurance programs with the programs established by the Metropolitan Council; and

WHEREAS, August 6, 1984, the Regional Transit Board requested the Metropolitan Council and its insurance carriers provide dental insurance coverage to RTB employees as a subsidiary group under the Metropolitan Council's insurance contracts and dental insurance coverage has been so provided; and

WHEREAS, February 14, 1985, the Metropolitan Council increased the employer contribution toward family dental insurance coverage \$3.25 per month retroactive to January 1, 1985:

NOW, THEREFORE, BE IT RESOLVED:

1. THAT the Regional Transit Board authorize a like \$3.25 per month increase in the employer contribution to family dental insurance coverage retroactive to January 1, 1985.

Adopted this _____ day of _____, 1985.

Elliott Perovich, Chairman

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 19, 1985
TO: Regional Transit Board
SUBJECT: Authorization to Hire Receptionist/Clerk

At its meeting of April 18, 1985, the Administration and Finance Committee reviewed the attached staff recommendation. There was committee discussion of the Board's salary ranges and some members expressed interest in raising the salary range for this position when the Personnel Code is developed.

RECOMMENDATION

That the Regional Transit Board approve the appointment of Marie Ecker to the position of Receptionist/Office Clerk at a salary of \$12,200. The standard employee benefit package would apply.

Ruth Franklin,
Chair

MF
Att.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 10, 1985
TO: Administration and Finance Committee
FROM: Leslie Johnson, Director of Administration
SUBJECT: Authorization to Hire Receptionist/Clerk

The usual recruitment procedures were conducted to fill this position with a permanent employee. While we received over 100 applications, most of the applicants were very inexperienced. After the initial screening process, we selected six candidates to be interviewed. Two of them withdrew their applications because they had found other employment. The interviews were conducted by Mary Fitzgerald and me, with the chairman participating when he was not tied up at the Legislature.

It is our recommendation that the Board appoint Marie Ecker to the position. Ms. Ecker has been working with us as a temporary employee and we have been pleased with her performance. She is very reliable, cooperative, exercises good judgment, and has a pleasant personality. One of her previous temporary assignments, of several months' duration, was with the Metro HRA. They gave her excellent references. Ms. Ecker has the requisite skills for the position and we believe she would be an asset to the agency. A copy of the position description and her application are attached.

RECOMMENDATION

That the Administration and Finance Committee approves the appointment of Marie Ecker to the position of Receptionist/Office Clerk at a salary of \$12,200. The standard employee benefit package would apply.

LJ/mff
Att.

CRITERIA FOR RECEPTIONIST

- o Applicant must be poised, personable, mature and well groomed. He or she is the often the first contact, either on the phone or in person, with the agency. Must be able to deal with inquiries from the public, public officials, other agencies, the media and other staff in a friendly and efficient manner.
- o The applicant must exercise judgment in choosing who should receive inquiries and when to interrupt other staff to deal with urgent calls.
- o The applicant must take responsibility for delivering messages clearly and in a timely manner.
- o Applicant must be self-starter, capable of working without close supervision, and creative in establishing procedures for improving communication within the office and with the public.
- o Applicant will work with other clerical staff to ensure that mailings are completed accurately and within deadlines.
- o Applicant will maintain and operate a variety of office machines. Must be able to organize and assemble large mailings and exercise judgment in putting material together in proper order.
- o Applicant should have some familiarity with word processing and be willing to learn other systems.
- o Applicant should be accurate but not necessarily fast typist.
- o Applicant will sort and open mail. Must be able to exercise judgment in routing mail to proper recipients.
- o Applicant must be willing to assist other staff in carrying out any projects required by the agency's work program.
- o Applicant must learn the filing system and assist in maintaining up-to-date and comprehensive files on all agency activities.
- o Applicant must have basic math skills to prepare purchase requisitions, expense reports and timesheets.

Marie D. Ecker
389 Edith Drive
West St. Paul, MN 55118
January 25, 1985

Leslie M. Johnson
Director of Administration
Regional Transit Board
270 Metro Square Building
St. Paul, MN 55101

Dear Mr. Johnson:

Please find enclosed my application for the Regional Transit Board's receptionist position. I learned of this position through my employment with Jeane Thorne Temporary Services.

I feel my ability to get along and work well with all people, my desire to continually learn and be challenged, and the experience I have acquired, make me an excellent candidate for this position. I hope you will seriously consider my application as you make your decision.

Thank you for your time and consideration in this matter.

Sincerely,

Marie D. Ecker

Marie D. Ecker

Interviewed 4/3/85



Metropolitan Council
300 Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101

TO WHOM IT MAY CONCERN:

Marie Ecker provided receptionist and secretarial services for the Metropolitan Council Housing and Redevelopment Authority from July to September 1984. Although this was a temporary assignment for Marie, she approached the job with enthusiasm and an eagerness to learn.

Within a few days, Marie had learned enough of the complexities of several federal and state housing assistance programs so that she could answer questions from the public and know which of our 25-member staff could provide further assistance if needed.

Marie was always friendly, helpful, and patient in handling inquiries and questions from the public, even if the caller was hostile and demanding.

Marie had the same attitude toward her co-workers and quickly became a valued and productive member of our 25-person staff.

Marie is dependable - always came to work on time and was conscientious about coordinating lunch breaks. She strives for accuracy and perfection in any typing or work produced.

Marie would be a first-rate asset to any organization. I highly recommend her for her ability to represent an organization to the public and to provide valuable assistance for her co-workers in an organization.

You may contact me at (612)291-6306 if you would like further information.

Sincerely,

A handwritten signature in cursive script that reads "Phillip L. Katzung".

Phillip L. Katzung
Metro HRA Program Manager

PLK/km



APPLICATION FOR EMPLOYMENT

270 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 292-8789

PART I

NOTE: Fill in with typewriter or print with ink. Answer all questions completely if applicable.

1. NAME: Ecker Marie D. 3. Position Applied for Receptionist
Last Name First Middle
 Include any maiden name in parentheses, if applicable, for reference checks.

2. ADDRESS: 389 Edith Drive 4. Date of Application 01 29 85
Street Number or Box No. Month Day Year
W. St. Paul MN 55118 (612) 292-8789 (612) 457-1898
City State Zip Code

5. Work Phone: (List only if we may call you at work) _____ Residence Phone: _____

SOCIAL SECURITY NUMBER: 468-36-4139

6. Kind of School	Circle the Last Grade Completed	Did You Graduate?	Date of Graduation	Last Elementary or High School Attended Name, City, State
Elementary School	1 2 3 4 5 6 7 8			
High School	9 10 11 12 GED	Yes	1955	Johnson High School

College, University or Professional School (List all undergraduate and graduate work) Name	Location	Dates of Attendance Month/Year From To		No. of Credits Earned (Circle one) Qtr. or Sem.	Degree Received Kind, such as BA, MRP, MBA	Date Rec'd	Major and Minor Subjects
St. Paul Vo-Tech	St. Paul	2/84	5/85	4		5-84	Refresher Typing
St. Paul Vo-Tech	St. Paul	5/84	6/84	6		6-84	Word Processing
		/	/				
		/	/				

Business, Correspondence, Trade, Technical or Vocational School Name	Location	Dates of Attendance From To		Full Time	Part Time Hrs/Wk.	Cert. Rec'd. Date	Subjects Taken
		/	/				
		/	/				
		/	/				

7. EMPLOYMENT: List a complete account of your work experience for at least the past 10 years. GIVE YOUR CURRENT OR MOST RECENT EMPLOYMENT FIRST. Be complete. Evaluation of experience and training are based on this information.

THE "DUTIES OF POSITION" SECTIONS MAY BE ABBREVIATED IF YOU ARE ATTACHING A RESUME, BUT ALL OTHER INFORMATION MUST BE COMPLETED IN FULL ON THE APPLICATION.

Indicate each significant promotional level of employment in a separate block.

Employing Organization: Jeane Thorne (for Regional Transit Board)
 Address: 350 North Robert Street Phone: 227-9566
 Your Title: Receptionist - Temporary Supervisor: Janet

Length of Employment
 From 1/85
Month, Year
 To Present
Month, Year
 Total 1 month
Years, Months
 Full Time? 40 hrs./wk
 No. Hrs/Wk if Part-Time _____
 Starting Salary \$ _____
Circle: Month/Annual
 Last Salary \$ _____
Circle: Month/Annual

Duties of Position: answer switchboard, greet visitors, assist with meeting preparations, type requisitions for payment, photo-copy, file, open and distribute incoming mail, ensure outgoing mail is brought to mailroom by mail pick-up time, assist with numerous mailings by the RTB

Reason for leaving or for seeking other employment: Would like full-time employment
 May we contact your present employer? Yes No _____

Employing Organization: Jeane Thorne (for Northland Insurance) From 12/84
 Address: Hamm Building Phone: 298-0222 To 12/84
 Your Title: Receptionist - Temporary Supervisor: _____ Total 2 weeks
 Duties of Position: answered phones, typed letters and various Full Time? _____
insurance forms, filed No. Hrs/Wk if Part-Time _____
 Reason for Leaving: Jeane Thorne - Temporary Starting Salary \$ 5/hour
 Circle: Month/Annual
 Last Salary \$ _____
 Circle: Month/Annual

Employing Organization: Jeane Thorne (for Metro HRA) From 7/84
 Address: Metro Square Building Phone: 291-6300 To 9/84
 Your Title: Receptionist - Temporary Supervisor: Phil Katzung Total 3 months
 Duties of Position: Greeted and assisted many visitors to the HRA, answered Full Time? _____
a very busy switchboard--at least 175-200 calls a day, typed No. Hrs/Wk if Part-Time _____
letters and forms, put together mailings and filed. Starting Salary \$ 5/hour
 Circle: Month/Annual
 Reason for Leaving: Jeane Thorne - Temporary Last Salary \$ _____
 Circle: Month/Annual

Employing Organization: The Stable From 5/75
 Address: Signal Hills Shopping Center Phone: _____ To 5/78
 Your Title: Sales Supervisor: Jan Chatterton Total 3 years
 Duties of Position: Sales and light bookkeeping Full Time? 1 year
 No. Hrs/Wk if Part-Time 24 hrs/2 yrs
 Starting Salary \$ 3.20/hour
 Circle: Month/Annual
 Reason for Leaving: Family Illness Last Salary \$ 3.75/hour
 Circle: Month/Annual

Employing Organization: Dr. J. Dale Cumming From 5/59
 Address: _____ Phone: _____ To 1962
 Your Title: Receptionist Supervisor: Dr. Cumming Total 2 1/2 years
 Duties of Position: Made appointments, set up patients in rooms, took Full Time? yes
patient histories, filed, typed insurance forms, mailed No. Hrs/Wk if Part-Time _____
monthly statements, did light bookkeeping Starting Salary \$ _____
 Circle: Month/Annual
 Reason for Leaving: _____ Last Salary \$ _____
 Circle: Month/Annual

8. Relevant current professional memberships, registration, license, or certificate numbers. Include date first issued.

9. OPTIONAL: VOLUNTEER AND UNPAID EXPERIENCE. If through unpaid experience you attained knowledge, skills, or abilities related to the position for which you are applying, you may wish to complete the following sections.

Organization _____

Length of Involvement: From: _____ To: _____ No. Hrs. Per. Mo. _____

A person who may be contacted about this activity: Name _____ Phone: _____

Nature of your participation:

Organization _____

Length of Involvement: From: _____ To: _____ No. Hrs. Per. Mo. _____

A person who may be contacted about this activity: Name _____ Phone: _____

Nature of your participation:

Organization _____

Length of Involvement: From: _____ To: _____ No. Hrs. Per. Mo. _____

A person who may be contacted about this activity: Name _____ Phone: _____

Nature of your participation:

10. U.S. MILITARY SERVICE Yes _____ No _____ If "yes," give dates of active duty:

From _____ To _____
Month Day Year Month Day Year

OPTIONAL: If during military service you attained knowledge, skills, or abilities related to the position for which you are applying, you may wish to complete the following section:

Duties During Military Service:



APPLICATION FOR EMPLOYMENT

REGIONAL TRANSIT BOARD

270 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101 (612) 292-8789

PART II

1. Are you a citizen of the United States? Yes No . If no, you will be asked to present documentation indicating your alien status.
2. Have you ever been discharged from the armed services under less than honorable conditions? Yes No . (Omit any such discharge changed to honorable or general by a Discharge Review Board or similar authority.) If yes, give details in item 5. Your response to this question will be considered only for its job relevance.
3. Have you ever been convicted of a felony? Yes No . If yes, give details in item 5. Your response to this question will be considered only for its job relevance.
4. Have you, within the last 10 years, been fired or asked to resign from a job? Do not include layoffs. Yes No . If yes, give details in item 5. Your response to this question will be considered only for its job relevance.
5. Space for detailed answers. Indicate item numbers to which the answers apply.

Item No.

READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING THIS STATEMENT.

FALSE INFORMATION GIVEN IN THIS APPLICATION MAY BE GROUNDS FOR NOT EMPLOYING YOU, OR FOR DISMISSING YOU IF YOU ARE HIRED.

Authorization for Release

I have signed this statement with the knowledge and understanding that any or all items contained in my application may be subject to reference checks and I consent to the release of job relevant information by the employers, educational institutions, armed services and references to duly authorized officials or employees of the Regional Transit Board.

Certification

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature (in ink)

Date

Mari Jeker 1/29/85



RECRUITING INFORMATION

REGIONAL TRANSIT BOARD

270 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101 (612) 292-8789

The following information does not become part of your application for employment, and it is requested on a voluntary basis. It helps us to assess our recruiting efforts, as well as to monitor the progress of our Affirmative Action program. The U.S. Equal Opportunity Commission has reviewed this procedure for consistency with EEO laws. We ask your cooperation in providing the following information. Thank you.

1. NAME: Ecker Marie
(Last) (First)

2. Job(s) applied for: Receptionist

3. Sex: (Please check.) Male Female

4. How do you describe yourself in terms of the following groups? (Please check one.)

- A. Black/Afro-American/Negro
- B. White/Caucasian
- C. American Indian/Native American/Alaskan Native
- D. Latin American/Chicano/Puerto Rican/Mexican American/Spanish Surnamed
- E. Oriental/Asian (including Indian subcontinent)/Pacific Islander

5. If you are handicapped, a disabled veteran or a Vietnam era veteran: If you have a handicap or are a disabled veteran or a veteran of the Vietnam era and would like to be considered under the RTB Affirmative Action Program, please check the appropriate box below. Any information you give us is voluntary and will be kept confidential. If you decide not to give the information asked, you will not be treated adversely because of your decision.

I wish to be considered under the Regional Transit Board's Affirmative Action Program.

- I am handicapped. I understand that if I am selected for an interview based on my experience and education you will send me additional information and a questionnaire to complete.
- I am a disabled veteran. I understand that if I am selected for an interview based on my experience and education you will send me additional information and a questionnaire to complete.
- I am a Vietnam era veteran. I served on active duty from _____ month _____ year to _____ month _____ year

6. How did you hear about the job in which you are most interested? (Please check all that apply.)

- A. Minneapolis Star and Tribune
- B. St. Paul Dispatch-Pioneer Press
- C. Minneapolis Spokesman or St. Paul Recorder
- D. Twin Cities Courier
- E. Minnesota Department of Employment Services
- F. College Employment or Alumni office (Please specify) _____
- G. National publication (Please specify) _____
- H. Referred by Metropolitan Council employee
- I. Other (Please specify) Jeanne Thorne

REGIONAL TRANSIT BOARD

270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: May 6, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization to Advertise Preliminary Engineering Project Manager

At its meeting of May 2, 1985 the Administration and Finance Committee reviewed the description and staff request to advertise for an LRT Preliminary Engineering Project Manager. The Committee recommends the Board authorize staff to advertise the position.

RECOMMENDATION:

That the Regional Transit Board authorize staff to advertise for a Preliminary Engineering Project Manager per the position description.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 29, 1985
TO: Regional Transit Board
FROM: Administration and Finance Committee
SUBJECT: Authorization to Advertise Preliminary Engineering Project
Manager

At the Administration and Finance Committee meeting on May 2, 1985, authorization to advertise for a preliminary engineering project manager will be discussed. An oral report and recommendation will be made at the May 6 Board meeting.

JH:jmo

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 26, 1985
TO: Administration and Finance Committee
FROM: Judith Hollander, Director of Planning and Programs
SUBJECT: Authorization to Advertise Preliminary Engineering Project Manager

At its meeting of February 25, 1985, the Board adopted its position on Transit Improvements on University Avenue, Southwest and Hiawatha Avenue corridors. As part of that position, the Board adopted a work program that includes preliminary engineering for transit improvements on the University Avenue corridor.

To successfully accomplish this preliminary engineering effort, it will be necessary to hire staff to manage these activities. Even though a majority of the work is expected to be done by a consultant under contract to the RTB, it will be necessary to acquire additional staff to manage the project.

Given the limitations of the Regional Transit Board (RTB) complement, the need to continue to devote attention to other activities and also, the need to coordinate with other individuals on the staff, it is proposed that the RTB proceed as follows:

- Hire a full-time light rail transit (LRT) project manager, based on the qualifications set forth in the attached job description.
- Obtain, on a temporary basis, any additional staff needed to assist the project manager from other agencies such as Minnesota Department of Transportation, or the Metropolitan Transit Commission.

Although authorization to advertise for the position is now requested, it is not expected that someone would actually be hired until the necessary funding for the project was approved. It is also proposed to hire this individual on a temporary basis, with the understanding that their employment would terminate upon completion of the project.

Staff recommends that the LRT project manager would report to the Director of Planning and Programs in an effort to coordinate with other planning activities. Because of limited complement, it is further suggested that the hiring of one of the transportation planners is delayed until the project is completed and/or the staff has the opportunity to grow.

Administration and Finance
April 26, 1985
Page Two

RECOMMENDATION:

That the Administration and Finance Committee recommend advertising the position of preliminary engineering project manager.

JH:jmo
Attachment

POSITION DESCRIPTION
REGIONAL TRANSIT BOARD
PRELIMINARY ENGINEERING PROJECT MANAGER

Description of Position

The Regional Transit Board (RTB) is beginning an eighteen month effort to conduct preliminary engineering studies on the University Avenue corridor in the Twin Cities. The major portion of the technical work will be carried out by a consultant with experience in light rail systems. This effort will require the coordination and communication among a wide range of agencies, organizations and individuals as well as the management of the consultant and other technical resources in the study. To properly manage and maintain close control of this activity, the RTB will designate a full-time project manager for this activity.

The RTB Preliminary Engineering Project Manager will be a full-time employee of the RTB on a contract basis for 24 months or the duration of the Preliminary Engineering activity. The Project Manager will report directly to the Director of Planning and Programs and serve the Project Management Team as the lead staff person who directly controls and monitors all of the work of consultants. The Project Manager will be the chief spokesperson for the preliminary engineering effort, coordinate all technical activities of the preliminary engineering effort and make all presentations on progress and findings of the preliminary engineering effort to the RTB, Metropolitan Council, citizen groups and other major bodies involved in or affected by the preliminary engineering.

Qualifications

The Project Manager must have these minimum qualifications:

1. Available full time in Minnesota through April 1987. Residence during this period in Minnesota is essential.
2. Extensive experience in the management of major transit and transportation projects, transportation professionals and tight time schedules.
3. Exceptional communication skills (verbal and written) with ability to communicate effectively with both technical staff and elected officials.
4. Registered Professional Engineer.
5. Understanding of transportation project development process and regulations at State and Federal level.

The most qualified Project Manager candidate would have these additional qualifications:

1. Experience with light rail transit systems.
2. Knowledge of the Twin Cities region.
3. Experience in dealing with professionals, organizations and elected officials in the Twin Cities.
4. Experience with consultants.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 16, 1985
TO: Regional Transit Board
FROM: Doris Caranicas, Chair, Special Nominating Committee
SUBJECT: Nominations for Regional Transit Board Officers

The Special Nominating Committee appointed by the Chairman met on Monday, April 15, to discuss nominating officers of the Board. The committee membership is Paul Joyce, Alison Fuhr and Doris Caranicas, Chair. Based on discussion at the board meeting on the uncertainty concerning the membership of the Board, the committee agreed unanimously to recommend that the present officers continue to serve.

RECOMMENDATION:

That the Regional Transit Board reappoint the following officers to serve until January 1986 or until a new election is held.

Doris Caranicas, Vice-Chair

Peg Snesrud, Treasurer

Mary Fitzgerald, Secretary

DC/mf

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 12, 1985
TO: Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Election of Officers and Appointment of Committee Chairs

As you will note on the attached excerpts from the Bylaws, a nominating committee is to be appointed by the chair to select a slate of candidates for officers of the Board. Accordingly, I am appointing the following members to serve on such a committee and ask that they meet and report back to me.

Doris Caranicas
Alison Fuhr
Paul Joyce

I am also obliged under the Bylaws to appoint chairs and members to the standing committees. I would like each of you to let me know in writing whether or not you are interested in serving as a chair or vice-chair and which committee you would prefer.

EP/mf
Att.

8. ELECTION OF OFFICERS

1. Nominating Committee

Prior to the annual election of officers, the Chair shall appoint a three-member Nominating Committee from among the membership of the Board to serve one year. The Nominating Committee shall prepare a written report recommending a slate of candidates for submission to Board members at least seven days prior to the election meeting.

2. Election Meeting

The election of officers shall take place annually at the first meeting in January or as soon thereafter as possible following the receipt of the Nominating Committee's report. The terms of officers shall be effective upon election. Officers shall serve until their successors are elected.

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: April 26, 1985
TO: Regional Transit Board
FROM: Elliott Perovich, Chairman
SUBJECT: Committee Chairs and Membership

At the last Board meeting I asked that members contact me about their interest in serving as committee chairs or on a specific committee. Due to the uncertainty surrounding the membership of the Board created by the proposed amendments to the Regional Transit Bill, we will delay making any changes in committee chairs and membership until the legislative session is over.

EP/mf
att.



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

Office of Commissioner

(612) 296-3000

April 25, 1985

The Honorable Gerald L. Willet, Chair
Senate Finance Committee
121 Capitol
St. Paul, Minnesota 55155

Dear Senator Willet:

In the attached letter dated April 24, 1985, that I have received from Elliott Perovich, Chairman of the Regional Transit Board, he presents his budget and contract plans as required by Minnesota Laws 1984, Chapter 654, Article 3, Section 1(i) for the expenditure of a portion of the Metro Area Transit Assistance Fund appropriation. As "interim caretaker" of these funds, I am forwarding them to you for your consideration.

The attached budget and contract plans identify three metro area projects as developed by the Regional Transit Board. They include:

- 1) I-394 Transit Facilities Design and Detailed Transit Service Plan,
- 2) Preliminary Engineering Study for Transit Improvements in the University Avenue Corridor, including Light Rail Transit, and
- 3) Transit Service Needs Assessment Study.

I would be pleased to respond to any questions you may have regarding this transmittal.

Sincerely,

A handwritten signature in cursive script, appearing to read 'R. P. Braun'.

Richard P. Braun
Commissioner

Attachment

cc:
Elliott Perovich



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

Office of Commissioner

(612) 296-3000

April 25, 1985

The Honorable Mary M. Forsythe, Chair
House Appropriations Committee
365 State Office Building
St. Paul, Minnesota 55155

Dear Representative Forsythe:

In the attached letter dated April 24, 1985, that I have received from Elliott Perovich, Chairman of the Regional Transit Board, he presents his budget and contract plans as required by Minnesota Laws 1984, Chapter 654, Article 3, Section 1(i) for the expenditure of a portion of the Metro Area Transit Assistance Fund appropriation. As "interim caretaker" of these funds, I am forwarding them to you for your consideration.

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I would be pleased to respond to any questions you may have regarding this transmittal.

Sincerely,

A handwritten signature in cursive script, appearing to read 'R. P. Braun'.

Richard P. Braun
Commissioner

Attachment

cc:
Elliott Perovich



REGIONAL TRANSIT BOARD

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

April 24, 1985

Richard P. Braun, Commissioner
Minnesota Department of Transportation
411 Transportation Building
St. Paul, MN 55155

Dear Commissioner Braun:

This is a request by the Regional Transit Board for Motor Vehicle Excise Tax (MVET) funds. The RTB will expend the requested funds for the following purposes and in the following manner:

1. I-394 Transit Facilities Design and Detailed Transit Service Planning

The RTB is requesting MVET monies for the purpose of funding several transit components necessary to make the I-394 a successful project. Specifically, we propose to use MVET funds to accomplish the following activities:

o Service Planning and Scheduling for the Timed-Transfer Bus System	\$ 293,000
o Bus and Rideshare Marketing Activities	\$ 475,000
o Transit Supervision	\$ 120,300
o Rideshare Outreach and Matching (local match only)	\$ 112,000
	<hr/>
	\$1,000,300

2. University Avenue Transit Improvement Preliminary Engineering

The purpose of the preliminary engineering effort is to provide the RTB with information at a level of detail that will be appropriate for making a decision on how to implement transit improvements on the University Avenue corridor. Included as part of this work will be preliminary engineering for light rail transit. Work activities will include:

Commissioner Richard Braun
April 24, 1985
Page Two

- o Project cost estimate;
- o Determination of right-of-way requirements;
- o Precise definition and mitigation of environmental concerns;
- o Identification of major construction requirements including utilities, structures and earthwork, as well as layout, typical station designs;
- o Feeder bus service plans;
- o Work program and schedule for development of final plans, specifications and implementation details.

Development planning activities will also be conducted by the cities involved in the project.

The estimated total cost of the study is \$4,000,000, which is expected to be used as follows:

Preliminary engineering consultant	\$2,500,000
Cities' development planning activities	700,000
RTB project management, overhead and support activities	800,000

3. Transit Service Needs Assessment

The purpose of this study is to conduct an overall evaluation of travel needs and transit services in the Metropolitan Area. This will be accomplished through;

- o Examination of existing and future travel needs of metropolitan area residents;
- o Evaluation of existing services in meeting these needs;
- o Development of alternatives to address any unmet needs;
- o Evaluation of these alternatives;
- o Development of specific recommendations on service changes and improvements, and an ongoing service needs assessment program.

The Service Needs Assessment will provide for the comprehensive evaluation of existing and future travel needs and the development of the most appropriate services to meet these needs.

Commissioner Richard Braun
April 24, 1985
Page Three

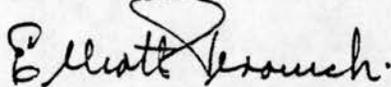
Community participation is a key feature of the Transit Service Needs Assessment Work Program. RTB staff plans to work with a variety of community and special interest groups, local governments and others to assist with the identification of needs and development of transit alternatives.

The estimated cost of this project is \$1,000,000.

The sum of these three projects is about \$6,000,000. We are also presently evaluating the needs for other transit improvements and will soon be making a request for the remaining \$4,000,000 of MVET funds to fund such activities as private operator capital needs, community transit projects and other demonstration projects.

We look forward to an early response from you. Please contact me for any additional information that you may need.

Sincerely,



Elliott Perovich
Chairman

EP:jmo

*Shelby
FR I*

OFFICIAL STATEMENT

Rating: An application has been made to Moody's Investors Service, Inc. and Standard & Poor's Corporation

NEW ISSUE

In the opinion of Bond Counsel, under existing laws, as presently enacted and construed, interest on the Bonds is not includable in gross income for purposes of United States and State of Minnesota income taxation, except State of Minnesota corporate and bank excise taxes measured by income.

\$12,000,000

METROPOLITAN TRANSIT COMMISSION

MINNEAPOLIS-SAINT PAUL METROPOLITAN AREA, MINNESOTA

GENERAL OBLIGATION BONDS, SERIES 1985A

Bonds Dated: June 1, 1985

Interest Due: February 1 and August 1,
commencing February 1, 1986

The Bonds will mature each February 1 as follows:

\$1,150,000	1986	\$1,200,000	1987-1994	\$1,250,000	1995
-------------	------	-------------	-----------	-------------	------

The Commission may elect on February 1, 1991 and on any interest payment date thereafter, to prepay Bonds due on or after February 1, 1992. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, those Bonds remaining unpaid which have the latest maturity date will be prepaid first. If only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid will be chosen by lot by the Registrar. All prepayments shall be at a price of par and accrued interest.

The Bonds are general obligations of the Commission for which the Regional Transit Board is required to levy direct general ad valorem taxes within the Transit Taxing District without limit as to rate or amount. Proceeds will be used to construct and acquire assets of the public transit system for which the Commission is responsible.

Bids must be for not less than \$12,000,000 (par) and accrued interest on the total principal amount of the Bonds, and must be accompanied by a certified or cashier's check in the amount of \$120,000, payable to the order of the Commission. The check of the Purchaser will be retained by the Commission as liquidated damages in the event the Purchaser fails to comply with the accepted bid. The Commission will deposit the check of the Purchaser, the amount of which will be deducted at settlement.

Bidders shall specify rates in integral multiples of 5/100 or 1/8 of 1%. No rate for a maturity shall be more than 2% lower than any prior rate. No rate nor the net effective rate for the entire Issue shall exceed the maximum rate permitted by law.

The Bonds will be issued in integral multiples of \$5,000, as requested by the Purchaser, and will be fully registered as to principal and interest. The Bonds will be delivered without cost to the Purchaser within 40 days following the date of their award.

The Bonds are offered subject to the approving legal opinion of Holmes & Graven, Chartered, of Minneapolis, Minnesota.

BID OPENING:

May 21, 1985 (Tuesday) at 12:00 Noon, Central Time

AWARD:

May 21, 1985 (Tuesday) at 5:30 P.M., Central Time

The date of this Official Statement is May 7, 1985.

Further information may be obtained from SPRINGSTED Incorporated, Financial Advisor to the Issuer, 800 Osborn Building, Saint Paul, Minnesota 55102 612/222-4241.

Handwritten initials/signature

This Official Statement was prepared on behalf of the Issuer by its Financial Advisor, SPRINGSTED Incorporated, which will be compensated for its services solely by the Issuer, which compensation is, in part, contingent upon award of the Obligations. Unless otherwise indicated, the information contained in this Official Statement was furnished by the Issuer and was the most current information available as of the date of this Official Statement.

No dealer, broker, salesman or other person has been authorized by the Issuer to give any information or to make any representations with respect to the Obligations other than as contained in this Official Statement and, if given or made, such other information or representations must not be relied upon as having been authorized by the Issuer. Certain information contained herein has been obtained from sources other than records of the Issuer and is believed to be reliable, but is not guaranteed as to completeness and is not to be construed as a representation of the Issuer. The information and expressions of opinion herein are subject to change without notice and neither the delivery of this Official Statement nor any sale made hereunder shall under any circumstances create any implication that there has been no change in the affairs of the Issuer since the date hereof.

References in this Official Statement to laws, rules, regulations, resolutions, agreements, reports and other documents do not purport to be comprehensive or definitive. All references to such documents are qualified in their entirety by reference to the particular document, the full text of which may contain qualifications of and exceptions to statements made herein. Where full texts have not been included as appendices hereto, they will be furnished on request.

This Official Statement was prepared for the information of bidders for the Obligations at public sale being held by the Issuer. At the settlement, the successful bidder will receive the executed Certificate of officials of the Issuer appearing on the inside back cover of this Official Statement. **Only the Arabic numbered pages and the Appendices, if any, of this Official Statement may be used or reproduced, in whole or in part, for distribution to investors. HOWEVER, NO ASSURANCE CAN BE GIVEN AND NO REPRESENTATION IS MADE THAT NO ADDITIONAL INFORMATION IS REQUIRED WHEN THE OBLIGATIONS ARE REOFFERED BY THE UNDERWRITERS TO INVESTORS OR THAT THIS OFFICIAL STATEMENT STATES ALL FACTS WHICH WOULD BE MATERIAL TO AN INVESTOR PURCHASING OBLIGATIONS FROM THE UNDERWRITERS.**

RATING

An application for a rating of this Issue has been made to Moody's Investors Service, Inc. ("Moody's"), 99 Church Street, New York, New York and Standard & Poor's Corporation (S & P), 25 Broadway, New York, New York.

If a rating is assigned, it will reflect only the opinion of the rating agencies. Any explanation of the significance of the rating may be obtained only from the rating agencies.

There is no assurance that a rating, if assigned, will continue for any given period of time, or that such rating will not be revised or withdrawn, if in the judgment of the rating agencies, circumstances so warrant. A revision or withdrawal of the rating may have an adverse effect on the market price of the Obligations.

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SCHEDULE OF BOND YEARS

\$12,000,000

METROPOLITAN TRANSIT COMMISSION
MINNEAPOLIS-SAIN T PAUL METROPOLITAN AREA, MINNESOTA

GENERAL OBLIGATION BONDS, SERIES 1985A

YEAR	PRINCIPAL	BOND YEARS	CUMULATIVE BOND YEARS
1986	\$1,150,000	766.6667	766.6667
1987	\$1,200,000	2,000.0000	2,766.6667
1988	\$1,200,000	3,200.0000	5,966.6667
1989	\$1,200,000	4,400.0000	10,366.6667
1990	\$1,200,000	5,600.0000	15,966.6667
1991	\$1,200,000	6,800.0000	22,766.6667
1992	\$1,200,000 c	8,000.0000	30,766.6667
1993	\$1,200,000 c	9,200.0000	39,966.6667
1994	\$1,200,000 c	10,400.0000	50,366.6667
1995	\$1,250,000 c	12,083.3333	62,450.0000

Average Maturity: 5.20 Years
 Bonds Dated: June 1, 1985
 Interest Due: February 1, 1986 and each August 1 and February 1 to maturity.
 Principal Due: February 1, 1986-1995 inclusive.
 Redemption: Bonds maturing on or after February 1, 1992 are callable commencing February 1, 1991 and any interest payment date thereafter at par.
 (See Official Terms of Offering.)

c:callable

OFFICIAL STATEMENT

\$12,000,000

METROPOLITAN TRANSIT COMMISSION
MINNEAPOLIS-SAIN T PAUL METROPOLITAN AREA, MINNESOTA

GENERAL OBLIGATION BONDS, SERIES 1985A

Introductory Statement

The Metropolitan Transit Commission (the "Commission" or the "MTC") of the Minneapolis-Saint Paul Metropolitan Area (the "Area"), Minnesota, is issuing the \$12,000,000 General Obligation Bonds, Series 1985A (the "Bonds" or the "Issue"), pursuant to Section 473.436, Minnesota Statutes, as amended. The Commission provides public mass transit service within the Area, which comprises the counties of Anoka, Carver, Dakota (except the City of Northfield), Hennepin, Ramsey, Scott (except the City of New Prague), and Washington.

The Regional Transit Board (the "Board" or "RTB"), was established by the 1984 Session of the Minnesota Legislature to coordinate the provision of essential transportation services within the Area. Upon its establishment, the Board assumed most of the planning and policymaking functions of the MTC, as well as the ability to levy taxes. The Commission is now charged solely with the responsibility of operating the regular route bus transit system in the Area.

The Bonds are general obligations of the Commission for which the Board is required to levy direct general ad valorem taxes without limit as to rate or amount, within the Metropolitan Transit Taxing District (the "Taxing District"). Although the Board may levy a tax over the entire Area, the tax base for bonded indebtedness is limited to the area designated as the Taxing District, pursuant to Section 473.446, Minnesota Statutes. The Taxing District represents 92% of the Board's total 1984 taxable assessed value. (See "Transit Tax Levies," pages 17 and 18 of this Official Statement.)

Purpose

Proceeds of the Issue will finance the local share of the Commission's 1985-1987 estimated capital expenditures as set forth in its Approved 1985 Capital Budget. The Budget identifies 28 projects for funding in 1985 with a total estimated cost of \$45,918,632; that amount was subsequently amended to \$42,765,877. Federal grants are expected to be available to finance approximately 75% of the budgeted expenditures. The balance will be financed by this Issue which will be paid from local sources. (This Issue provides the local funding for certain projects which are approved in the 1985 Budget, but are scheduled for funding in 1985-1987). Projects for which the required federal funding does not become available will be canceled by the Commission or delayed until sources become available.

Approximatley 82% of the Bond proceeds will be used to finance the three projects described hereafter.

1985 Bus Purchase - An estimated \$22,873,000 is expected to be required to finance the purchase of 134 40-foot buses which will replace 100 1972 Flixible buses and add 34 buses for service expansion. The local share of the total cost, and the

amount included in this Issue, is \$4,574,000. Project funds will be expended over three years (1985-1987) with the largest expenditure in the amount of \$16.4 million in 1986 when delivery is taken on 96 buses. The Commission has not yet received federal grant approval for this project.

Bus Rehabilitation - The Commission proposes to remanufacture up to 175 buses, all of which are at least twelve years old, to extend the useful life of each by eight to ten years. The project was authorized in 1984 and \$480,000 was expended in that year; the remaining cost of \$12.545 million is expected to be spent in 1985. The local share of costs, and the amount included in the Bond Issue, is \$2,653,000. The Commission has received grant approval for this project.

Nicollet Garage - In November, 1984, the Commission hired an architectural firm to prepare a needs assessment study to examine options for the existing Nicollet Garage. The options included doing nothing, remodeling, demolishing part or all of the facility, and relocating the facility. The total project funding originally proposed was \$13,999,220, which included an estimated \$3.5 million for land acquisition. The total authorization was subsequently revised to exclude the land acquisition cost. The majority of project funds are expected to be expended in 1985 and 1986, with a final small expenditure in 1987. The local cost of the project, and the amount included in this Issue, is \$2,625,000. The Commission has not yet received federal grant approval for the project.

Security and Financing

The Bonds are general obligations of the Commission for which the Commission pledges its full faith and credit, and for which the Regional Transit Board is required to make a direct general ad valorem levy without limit as to rate or amount, on all taxable property within the Taxing District. The Board approved the issuance of the Bonds by the Commission in a Resolution dated May 6, 1985.

The first levy for the Issue was made in 1984, for collection in 1985, in the amount of \$1,926,750. The average annual levy for the Issue is expected to be approximately \$1,765,250, based on an annual interest rate of 8.5%. Each levy also includes a 5% overlevy as a tax delinquency protection for bondholders.

Each levy for the Issue will cover the August 1 interest payment due in the year the levy is collected, and the February 1 principal and interest payment due in the year following collection.

Future Financing

Neither the Commission nor the Board has any statutory authority to issue additional long-term general obligation debt. The 1985 State Legislature, which is currently in Session, has been asked to authorize \$10,000,000 of funding for capital projects for the 1985-1987 Biennium.

Litigation

The Commission is not aware of any threatened or pending litigation affecting the validity of these Bonds or the Commission's ability to meet its financial obligations.

Legality

The Bonds are subject to approval as to certain matters by Holmes & Graven, Chartered of Minneapolis, Minnesota, as Bond Counsel. Bond Counsel has not participated in the preparation of this Official Statement and will not pass upon its accuracy, completeness, or sufficiency. Bond Counsel has not examined nor attempted to examine or verify, any of the financial or statistical statements, or data contained in this Official Statement, and will express no opinion with respect thereto.

The legal opinion expected to be delivered by Bond Counsel at the time of Bond Closing is expected to be in substantially the form set out in Appendix I.

Certification

As of the date of the settlement of these Bonds, the Purchaser will be furnished with a certificate signed by the appropriate officers of the Commission. The certificate will state that as of the date of the Official Statement, it did not and does not as of the date of the certificate contain any untrue statement of material fact or omit to state a material fact necessary in order to make the statements made therein, in light of the circumstances under which they were made, not misleading.

METROPOLITAN TRANSIT COMMISSION

Metropolitan Transit Commission Structure and Organization

The MTC was established as part of the Board pursuant to the Laws of Minnesota 1984, Chapter 654, Article 3, having previously been established as an operating commission of the Council pursuant to the Laws of Minnesota 1967, Chapter 892, and reorganized in accordance with the Metropolitan Transit Commission Act of 1974 (Sections 473.401 to 473.451, Minnesota Statutes). The 1984 legislation sought to separate the functions of daily transit service operations and regional transportation planning and policymaking, which functions were sometimes in conflict.

The MTC is responsible for transit and paratransit operations in the Area. It is a public corporation, pursuant to Section 473.405, Minnesota Statutes. It may sue and be sued, and may enter into contracts necessary or proper to accomplish its purposes. It has independent powers to engineer, construct, equip and operate transit and paratransit systems and projects, or, in lieu of direct operation, to enter into management contracts for such operation. The MTC may establish fares subject to limitations established by the State Legislature. It has no authority to tax but may issue bonds in amounts from time to time permitted by the Legislature for capital projects, subject to approval by the Board.

The Commission's governing body consists of three members appointed by the Board. One member must be from the City of Minneapolis, one must be from the City of Saint Paul, and one must be from the service area outside the two core cities. Members serve three-year terms of office and until a successor is appointed and qualified. Current members are listed on the following page.

REGIONAL TRANSIT BOARD PROPERTY VALUES

1984 Market Value of Taxable Property

County	Assessor's Estimated Market Value	1983 EARC Ratio*	Indicated Market Value**
Anoka	\$ 4,535,752,500	85.3%	\$ 5,317,412,075
Carver	1,153,914,800	82.1	1,405,499,147
Dakota	5,588,112,742	75.1	7,440,895,795
Hennepin	31,216,905,371	86.6	36,047,234,840
Ramsey	12,251,706,842	88.5	13,843,736,545
Scott	1,243,884,300	76.8	1,619,641,016
Washington	3,182,332,007	78.3	4,064,280,980
Total	\$59,172,608,562		\$69,738,700,398

* The 1984 ratios are not available at this time.

** Calculated by dividing the Estimated Market Value by the EARC ratio (see Appendix III).

1984 Taxable Assessed Values*

County	Taxing District	Taxing Area	Total
Anoka	\$ 893,596,212	\$ 251,959,125	\$ 1,145,555,337
Carver	105,875,100	155,699,925	261,575,025
Dakota	1,118,095,932	277,411,386	1,395,507,318
Hennepin	7,864,553,485	180,290,589	8,044,844,074
Ramsey	3,221,454,106	0	3,221,454,106
Scott	168,117,477	119,177,193	287,294,670
Washington	572,472,578	233,486,318	805,958,896
Total	\$13,944,164,890	\$1,218,024,536	\$15,162,189,426

* Values for individual counties are shown after adjustments for fiscal disparities and tax increment captured values.

1984 Taxable Assessed Value By Class of Property

Real Estate:		
Residential Homestead	\$ 8,014,918,152	51.0%
Commercial/Industrial	4,848,545,516	30.9
Residential Non-Homestead	1,720,963,208	11.0
Agricultural	313,919,785	1.9
Public Utility	185,472,615	1.2
Other Classes	291,266,648	1.9
Personal Property	325,570,084	2.1
Total	\$15,700,656,008	100.0%
Less: Captured Tax Increment Value	(538,466,582)	
1984 Taxable Assessed Value	\$15,162,189,426	

Trend of Values

	Indicated Market Value*	Taxable Assessed Value**
1984	\$69,738,700,398	\$15,162,189,426
1983	66,302,784,662	14,553,101,274
1982	67,902,323,060	14,116,695,416
1981	61,870,405,189	12,725,133,403
1980	56,541,748,206	11,205,937,520
1979	40,482,203,226	9,288,963,126

* Calculated by dividing the assessor's estimated market values by the EARC ratios for each year (see Appendix III).

** After subtracting captured tax increment values.

Ten of the Largest Taxpayers in Hennepin County

Taxpayer	1984 Assessed Value
80 South Eighth Street Limited Partnership - Oxford Development Minnesota, Inc.	\$ 64,491,000
City Center Associates, Inc.	57,525,000
First National Bank of Minneapolis	55,891,000
Northern States Power Company	20,135,499
Northwest Airlines, Inc.	20,013,533
Federal Reserve Bank - Minneapolis	19,341,000
Northwestern National Life Insurance Company	19,341,000
Republic Airlines, Inc.	18,508,748
Equitable Life Assurance Society of the U.S.	17,209,920
Lutheran Brotherhood	16,073,000
Total	\$308,529,700

Ten of the Largest Taxpayers in Ramsey County

Taxpayer	1984 Assessed Value
Minnesota Mining and Manufacturing Co.	\$ 96,125,584
Northern States Power Company	89,477,346
Oxford Development Minnesota, Inc.	23,623,901
Control Data Corporation	17,543,514
Space Center, Inc.	17,381,589
Dayton Hudson Corporation	12,741,973
St. Paul Fire & Marine Insurance	11,475,483
The First National Bank of Saint Paul	11,430,626
Minnesota Mutual Life Insurance Company	9,649,262
Comten, Incorporated	8,558,965
Total	\$298,008,243

REGIONAL TRANSIT BOARD INDEBTEDNESS

Legal Debt Limits

State statutes place no limit on the amount of temporary borrowing by the Board. Pursuant to Section 473.39, Minnesota Statutes, neither the Board nor the Commission may issue long-term debt in excess of the amount specifically authorized by law. That amount is currently \$12,000,000 and must be "for the purposes of purchasing and rehabilitation of buses and related equipment, and constructing maintenance and other buildings, bus shelters and road related improvements." This Issue uses the full amount of existing authorization.

General Obligation Long-Term Debt Supported By Taxes*

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding As of 4-2-85
3-1-76	7,000,000	Capital Acquisitions	12-1-1986	\$ 700,000
9-1-79	9,000,000	Capital Acquisitions	2-1-1998	6,000,000
11-1-82	9,000,000	Capital Acquisitions	2-1-1995	8,500,000
6-1-85	12,000,000	Capital Acquisitions (this Issue)	2-1-1995	12,000,000
		Total		\$27,200,000
		Less: Debt Service Funds		(2,895,163)
		Net Direct Debt		\$24,304,837

* These Certificates of Indebtedness were issued by the MTC. Since MTC no longer has the statutory authority to levy taxes, the Board assumes the responsibility of levying taxes and transfers the money to the MTC to make the debt service payments. The full faith and credit and taxing power of the Board are pledged to the payment of these issues.

Annual Calendar Year Debt Service Including this Issue*

Year	General Obligation Debt	
	Principal	Principal & Interest
1985 (at 4-2)	\$ 400,000	\$ 959,825.00
1986	2,550,000	4,715,017.00
1987	2,300,000	4,100,700.00
1988	2,700,000	4,300,550.00
1989	2,700,000	4,086,525.00
1990	2,700,000	3,877,650.00
1991	2,700,000	3,667,275.00
1992	2,700,000	3,455,400.00
1993	2,600,000	3,146,050.00
1994	2,600,000	2,939,250.00
1995	2,250,000	2,396,625.00
1996	400,000	446,050.00
1997	300,000	326,025.00
1998	300,000	308,700.00
Total	\$27,200,000	\$38,725,642.00

* Includes this Issue at an estimated annual rate of 8.5%.

Short-Term Debt

The Board currently has outstanding \$16,500,000 Tax Anticipation Certificates of Indebtedness, Series 1985, which mature April 1, 1986. Upon sale of the Certificates, the Board entered into an escrow agreement with First Trust Company of Saint Paul, Saint Paul, Minnesota, which provides for the timely funding of an escrow account established for repayment of the Certificates.

Indirect General Obligation Debt as of March 31, 1985*

Counties:	
Hennepin	\$ 35,875,000
Ramsey	27,695,000
All Others	23,355,000
Cities and Towns:	
Minneapolis	135,365,000
Saint Paul	139,315,000
All Others	766,793,231
School Districts:	
Minneapolis Special School District 1	46,245,000
Saint Paul Independent School District 625	54,390,000
All Others	305,489,555
Vo-Tech Districts	5,235,000**
Special Districts:	
Metropolitan Council	\$ 30,700,000
Total Indirect Debt	\$1,570,457,786

* Excludes general obligation debt supported by revenues (other than special assessments), State-aid highway and street bonds which are paid from annual allotments of the Minnesota State Aid Highway Trust Fund, and all tax or grant anticipation certificates. Total general obligation tax increment debt for all units is \$242,252,222.

** This represents only 30% of the total debt of the vo-tech districts since State and federal aids pay 70%-85% of this debt service.

Debt Ratios Excluding Short-Term Debt and Including this Issue

	Net Direct G.O. Debt	Net Direct G.O. Debt and Indirect G.O. Debt
To 1984 Indicated Market Value	0.04%	2.29%
Per Capita (2,056,820 - 1984 Metropolitan Council Estimate)	\$12	\$775

TAX RATES, LEVIES AND COLLECTIONS

Mill Rates Per \$1,000 of Assessed Value

Minneapolis Taxpayer:

	1984/85				Total	Debt Only
	1980/81	1981/82	1982/83	1983/84		
Hennepin County	26.522	26.430	28.451	26.467	25.982	0.902
City of Minneapolis	34.918	34.858	34.907	34.835	34.710	5.749
School District I	37.723	40.384	40.145	46.477	42.986	2.870
Transit Board/MTC	2.938	2.877	3.329	3.270	3.359	0.331
Miscellaneous Districts	1.015	1.378	1.669	1.935	1.822	0.052
Total	103.116	105.927	108.501	112.984	108.859	9.904

Saint Paul Taxpayer:

	1984/85				Total	Debt Only
	1980/81	1981/82	1982/83	1983/84		
Ramsey County	25.751	27.319	26.821	27.143	29.273	1.368
City of Saint Paul	27.921	28.299	28.759	29.983	32.905	10.882
School District 625	37.497	45.697	48.425	51.166	51.591	5.140
Transit Board/MTC	2.955	2.863	3.329	3.242	3.413	0.340
Miscellaneous Districts	0.702	0.734	0.805	0.916	1.493	0.059
Total	94.826	104.912	108.139	112.450	118.675	17.789

Tax Levies and Collections

Levy/Collect	Amount of Levy	Collections During Collection Year		Collections As of 12-31-84	
		Amount	Percent	Amount	Percent
1984/85	\$45,559,156				
1983/84	43,817,533	\$42,773,575	97.6%	\$42,773,575	97.6%
1982/83	43,046,734	42,069,217	97.7	42,518,194	98.9
1981/82	34,452,273	33,646,772	97.7	34,218,531	99.3
1980/81	30,886,537	30,021,792	97.2	30,764,386	99.6
1979/80	20,623,987	20,301,830	98.4	20,553,517	99.7
Total					

**FUNDS ON HAND
As of March 31, 1985**

Operating	\$ 8,622,299
Capital	3,647,771
Debt Service	2,895,163
Escrow Account	11,795,823
Total	\$26,961,056

REGIONAL TRANSIT BOARD FUNCTIONS

The Board divides its functions into two primary budget activities: Metropolitan Transit Administration, primarily comprising RTB administrative costs, and Metropolitan Transit Assistance, comprising the five programs described below.

Metropolitan Transit Commission - The MTC is the principal provider of mass transit service in the Area through the operation of regular and special route bus service. Funding for MTC operations comprises 64% of the Board's total 1985-87 biennial budget request to the State Legislature. A detailed discussion of MTC may be found on pages 14 through 22 of this Official Statement.

Metro Mobility - A coordinated transportation system combining the MTC's Project Mobility and eight private companies to provide public transit for disabled individuals. Service is currently available in Minneapolis, Saint Paul and first-ring suburban communities. Metro Mobility funding accounts for 21% of the Board's 1985-87 biennial budget request.

Private Operators - Financial assistance is provided for two private bus companies which operate regular route public transit service in Anoka, Hennepin and Ramsey Counties.

Small Urban and Rural Systems - Effective with the 1985-87 Biennium, the Board will assume from the Minnesota Department of Transportation the responsibility for administering grant programs for small urban systems and rural systems in the Area. These systems generally provide local circulator service primarily for the elderly, handicapped and other public transit dependent persons.

Replacement Service Program - Formerly known as the "Opt-Out" program and administered by the Minnesota Department of Transportation, the RSP provides financial assistance for certain alternative public transit service to communities within the MTC service area which are not adequately served by existing regular route service.

In order to qualify for the RSP, any city or town considering opting out must:

- Be located within the Taxing District;
- Not be served by MTC, or if served, served only with bus routes which end or begin within the community; and,
- Have fewer than four scheduled MTC bus runs during off peak hours, defined as 9:00 A.M. to 3:30 P.M. and from 6:30 P.M. until the last

bus on Monday through Friday, and all day on Saturday, Sunday and designated holidays.

Any community exercising the prerogative of opting out causes a reduction in State revenues received by the MTC, as described in the following example. The City of Plymouth, in Hennepin County, was the first city to opt out by implementing an 18-month demonstration program. The MTC will receive with other taxes collected in 1985 the full RTB levy on City of Plymouth property of \$1.1 million. At the same time, the Minnesota Department of Transportation will pay to the City the amount required to finance the alternative transit program, which is \$159,000 for calendar year 1985. The Minnesota Department of Transportation will then reduce the MTC's State grants by the cost of the program. Statutes provide that in any community where the cost of the alternative program exceeds the RTB's transit levy in that community, State grants may not be reduced by more than 90% of the opt out community's full transit levy.

Approximately 15 Area communities are eligible to participate in the RSP under the criteria required. To date, the Cities of Plymouth and Shakopee have chosen to opt out; the Cities of Chaska and Eden Prairie are studying alternative transit systems.

REGIONAL TRANSIT BOARD 1985-87 BIENNIAL BUDGET REQUEST

Budget Activity	Fiscal Year 1986	Fiscal Year 1987	Total 1985-87 Biennium
Transit Administration	\$ 1,099,500	\$ 1,099,500	\$ 2,199,000
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
Replacement Service Program			
(Opt Out)	731,900	783,100	1,515,000
Rural/Small Urban	816,700	872,300	1,689,000
Total	\$23,290,800	\$28,681,400	\$51,972,200

METROPOLITAN TRANSIT COMMISSION

Operations

The Commission contracts with ATE Management and Service Co., Inc. ("ATE") a Delaware corporation, for the management and supervision of the conduct and operation of all MTC public transportation systems, as permitted by Section 473.405, subdivision 2, Minnesota Statutes. The present contract with ATE expired on December 31, 1984 and was extended for six months. ATE has been under contract for the management of the bus system since the MTC's acquisition of Twin Cities Lines in September, 1970. A change in the administrative structure of

the Commission permitted the management contract to cover all transportation operations beginning February 1, 1982.

The Commission is the principal provider of regular route mass transit service in the Minneapolis-Saint Paul Metropolitan Area, carrying about 98% of all transit riders in the area. Since public acquisition of Twin Cities Lines in September, 1970, the MTC annual ridership and service levels have changed as indicated below.

Calendar Year	Annual Ridership (Millions)	Annual Bus Miles (Millions)	Peak Hour Buses
1973	65.7	21.1	627
1974	71.2	23.3	741
1975	80.8	27.3	844
1976	80.4	29.9	882
1977	81.4	30.1	823
1978	88.6	29.2	816
1979	93.8	29.4	855
1980	92.7	30.3	866
1981	90.7	30.5	842
1982	81.6	28.8	817
1983	75.5	27.4	796
1984	74.4	27.6	812

NOTES: Ridership figures given are for "unlinked" passenger trips; i.e., a rider is counted each time he boards a bus, whether or not he uses a transfer. The 1975 ridership includes 3,700,000 free rides by youths during a special program discontinued in June, 1975. The figures from 1978 through June, 1983, include riders on University of Minnesota inter-campus routes.

Scheduled bus service is provided on 125 routes including 61 local routes, 50 express routes, and one multi-element route providing service to major events at the Metropolitan Sports Center. Local service is provided all day, with a few exceptions, by 47 radial routes focused on either downtown Minneapolis or downtown Saint Paul, and by ten crosstown routes which do not directly serve either downtown, but provide service to non-central business district activity centers and opportunities for transferring to many of the radial routes.

In addition to regular route service, MTC provides certain special transportation services, the largest of which is Project Mobility. Project Mobility provides 34 wheelchair-accessible vehicles in Minneapolis, Saint Paul, and some suburban areas as part of the Metro Mobility program. The MTC also operates the Metro Mobility Transportation Center which coordinates the services of Project Mobility and private providers.

Sources of Revenue

A summary of revenues by source for each of the past five fiscal years is shown on the following page. The Board is responsible for levying taxes on behalf of the MTC, effective with the 1984 levy (collectible in 1985).

Revenue Source Summary
(\$000 Omitted)

	1984	1983	1982	1981	1980	1979
Operating Revenues:						
Passenger Fare	\$ 32,444	\$ 32,351	\$32,408	\$29,515	\$26,695	\$20,233
State Special Fare Assistance*	4,591	4,574	4,942	4,982	4,130	3,400
Other	974	1,700	2,309	2,342	2,211	1,929
Total Operating	\$ 38,009	\$ 38,625	\$39,659	\$36,839	\$33,036	\$25,562
Non-Operating Revenues:						
Property Taxes	\$ 43,138	\$ 42,346	\$33,585	\$30,644	\$19,856	\$17,311
Federal Grants	9,371	9,088	9,075	11,200	12,810	12,626
State Grants	9,879	7,585	7,708	11,554	18,976	7,862
Interest Income	2,968	2,119	2,698	3,650	2,365	1,228
Other	26	1,177	140	81	89	91
Total Non-Operating	\$ 65,382	\$ 62,315	\$53,206	\$57,129	\$54,096	\$39,118
TOTAL REVENUE	\$103,391	\$100,940	\$92,865	\$93,968	\$87,132	\$64,680

* State special fare assistance is classified as an operating revenue since its purpose is to provide for the difference between full fares and reduced special fares for the handicapped, senior citizens and students.

Federal Mass Transit Subsidies. The majority of federal funds for mass transit facilities and operations are administered by the Urban Mass Transit Administration ("UMTA"). These funds are from the federal government's general fund, rather than designated funds, and are made available through appropriations by Congress by various categorical programs. The UMTA programs which provide the majority of federal transit assistance for MTC are Sections 3 and 9 (formerly Section 5) of the Urban Mass Transportation Act of 1964, as amended.

Section 3 capital assistance funds are discretionary in that they are made available in the form of grants or loans only after UMTA approval of applications from states or local public agencies which demonstrate the need for such funds. Section 3 funds cover up to 85% of the eligible project costs, which includes a variety of capital costs associated with the acquisition, construction, reconstruction, and improvement of mass transit facilities and equipment. The MTC has made use of Section 3 funds for the majority of its capital improvements, including the acquisition of Twin City Lines, Inc., construction and improvement of fixed facilities such as garages and waiting shelters, and purchase of new buses and other equipment. As of December 31, 1984, the MTC had received \$92,543,915, in UMTA Section 3 grants to finance projects with a total cost of \$115,679,893.

Section 9 operating assistance funds may be used to defray the day-to-day operating costs of transit systems, up to a maximum of 50% of a transit system's operating deficit. These funds are allocated to states in accordance with a formula based on population and population density, but with a supplemental apportionment to large areas. Like most transit systems, MTC has used these funds strictly for operating assistance, even though they can also be used for capital expenditures. The Reagan Administration has proposed the phasing out of federal operating assistance over a four-year period beginning in fiscal year 1985 and on a formula

based on city or area size. However, the Surface Transportation Act of 1983 authorized federal operating grant funding at 80% of the previously authorized level through fiscal year 1986. The MTC's 1985 operating budget assumes funding at the 80% level. Federal operating grants comprised 9.1% of the MTC's total revenues in 1984.

Section 5 (now Section 9) capital assistance funds have been made available since 1979, and can be used only for capital expenditures. The MTC has used these funds for bus purchases, garage renovation, turnarounds and shelters. Through December 31, 1984, the MTC has received \$15,807,978 in Section 5 capital funds to assist in financing projects with a total cost of \$19,759,972 at a funding ratio of 80% federal to 20% local. Changes in the funding ratio took effect in 1983; projects now have variable ratios, depending on the project.

State Public Transit Subsidies. Prior to the establishment of the Board, the Commissioner of Transportation was directed pursuant to Section 274.24, subdivision 3a, to provide financial assistance to the MTC from appropriations provided by the State Legislature specifically for that purpose. The 1983 Session of the Legislature appropriated a total of \$32,206,600 for the 1983-85 biennium. This included \$22,206,600 for regular route transit operations, which represented a \$1.9 million increase over the Governor's original recommended level. The total 1983-85 appropriation consisted of \$6,565,800 for operating assistance in the first year of the biennium, and \$5,665,800 in the second; \$4,987,500 for social fare reimbursement in each year of the biennium; and \$10,000,000 for Metro Mobility Service.

Transit Board Property Tax Levies. In accordance with State statutes the Board may levy taxes pursuant to limitations described below, on all taxable property within the "Transit Taxing District" and the "Transit Area." The map on page 22 of this Official Statement delineates the Transit Taxing District.

Section 473.446, Minnesota Statutes reads in part as follows:

"Subdivision 1. **Taxation within transit taxing district.** For the purposes of sections 473.401 to 473.451 and the metropolitan transit system, except as otherwise provided in this subdivision the Board shall levy each year upon all taxable property within the metropolitan transit taxing district, defined in subdivision 2, a transit tax consisting of:

(a) An amount up to 2.00 mills times the assessed value of all such property, based upon the level of transit service provided for the property, the proceeds of which shall be used for payment of the expenses of operating transit and paratransit service:

(b) An additional amount, if any, as the commission determines to be necessary to provide for the full and timely payment of its certificates of indebtedness and other obligations outstanding on July 1, 1977, to which property taxes under this section have been pledged; and

(c) An additional amount necessary to provide full and timely payment of certificates of indebtedness, bonds, or other obligations issued or to be issued pursuant to section 473.436 for purposes of acquisition and betterment of property and other improvements of a capital nature and to which the commission has specifically pledged tax levies under this clause.

Subdivision 1a. Taxation within transit area. For the purposes of sections 473.401 to 473.451, and the metropolitan transit system, the Commission (Board) shall levy upon all taxable property within the metropolitan transit area but outside of the metropolitan transit taxing district, defined in subdivision 2, a transit tax, which shall be equal to ten percent of the sum of the levies provided in subdivision 1, clauses (a) to (c). The proceeds of this tax shall be used only for paratransit services or ride sharing programs designed to serve persons located within the transit area but outside of the transit taxing district."

The 1983 Session of the Legislature changed the language of subdivision 1, paragraph (a) from "An amount equal to 2.00 mills" to "An amount up to 2.00 mills" to permit the Commission to levy amounts to more closely relate to the level of service provided to certain communities. For taxes payable in 1984, the lowest rate was 1.65 mills which was levied in 16 municipalities. A mill rate of 1.75 was spread against three communities. The full two mills was levied on all other taxable property as permitted by statute. For taxes payable in 1985, the Board further reduced the levy for communities receiving less than full service pursuant to Section 473.446, Minnesota Statutes, as follows:

"The county auditor shall reduce the tax levied pursuant to this subdivision on all property within cities or towns that receive full peak service and limited off-peak service by an amount equal to the tax levy that would be produced by applying a rate of 0.75 mills on the property . . . For the purposes of this subdivision, "full peak and limited off-peak service" means peak period service plus weekday midday service with a frequency of more than 60 minutes on the route with the greatest frequency; and "limited peak period service" means peak period service only."

The reader should be aware that the assessed value referred to in subdivision 1, paragraph (a), is a certified assessed value adjusted by the Department of Revenue to include certain exempt property and other valuation adjustments. This results in a tax levy which is actually somewhat greater than would be computed by multiplying the taxable assessed value of the Transit Taxing District by 2 mills, 1.5 mills, or 1.25 mills.

1985 Operating and Capital Budget - MTC

The MTC's budget must be reviewed and approved by the Board; the 1985 calendar year operating and capital budgets as adopted are summarized below.

	Operating Budget	Capital Budget	Debt Service	Total Agency Budget
Revenues:				
Operating	\$ 34,970,000	\$	\$	\$ 34,970,000
Investment Income	2,293,000	2,375,000	334,000	5,002,000
Federal Grants	10,010,000	34,486,000		44,496,000
Subsidy Required - RTB Request	53,430,000	9,058,000*	4,639,590**	67,127,590
Fund Balance Contribution	4,591,000			4,591,000
Total Revenues	\$105,294,000	\$45,919,000	\$4,973,590	\$156,186,590
Expenditures:				
OPERATING				
Labor	\$ 54,072,000	\$ 657,000	\$	\$ 54,729,000
Fringe Benefits	25,130,000	295,000		25,425,000
Service	2,965,000	170,000	2,000	3,137,000
Material & Supplies	14,735,000			14,735,000
Casualty & Liability	2,030,000			2,030,000
Purchased Services	455,000			455,000
Interest Expense	1,016,000		2,228,000	3,244,000
Miscellaneous	1,722,000	38,000		1,760,000
Direct Costs	2,879,000	173,000		3,052,000
Lease & Rentals	290,000			290,000
Total Operating	\$105,294,000	\$ 1,333,000	\$2,230,000	\$108,857,000
DEBT SERVICE				
Principal Repayment			\$2,100,000	\$ 2,100,000
CAPITAL				
Purchase Buses		\$23,160,000		\$ 23,160,000
Support Equipment		3,641,000		3,641,000
Service & Maintenance Equip		630,000		630,000
Equipment Renovation & Improve		8,361,000		8,361,000
Real Estate Acquisition		3,820,000		3,820,000
Professional Service Contracts		1,040,000		1,040,000
Construction Facility		1,434,000		1,434,000
Rehab & Renovation Facilities		86,000		86,000
Contingency		2,414,000		2,414,000
Total Capital		\$44,586,000		\$ 44,586,000
Total Expenditures	\$105,294,000	\$45,919,000	\$4,330,000	\$155,543,000

* Source of funds: Local share from bond sales proceeds.

** Source of funds: Debt service property tax levy.

1985 MTC Operating Budget Compared to 1984 Budget/Actual

(Rounded to Nearest Thousands)

	Revised Budget 1984	Actual 1984	Adopted Budget 1985
Revenues:			
Operating	\$33,096,000	\$33,444,000	\$ 34,970,000
Investment Income	1,000,000	1,897,000	2,293,000
Federal Grants	9,524,000	9,371,000	10,010,000
Subsidy Required - RTB Request:			
Property Taxes	\$40,613,000	\$40,038,000	\$ 41,293,000
State Grants:			
Social Fares	4,588,000	4,591,000	5,162,000
Operating Subsidy	6,016,000	6,353,000	3,475,000
Other	3,521,000	3,525,000	3,500,000
Subsidy Requested	\$54,738,000	\$54,507,000	\$ 53,420,000
Total Revenue	\$98,358,000	\$99,219,000	\$100,703,000
Fund Balance Contribution	502,000	(1,106,000)	4,591,000
Total Revenue and Fund Balance	<u>\$98,860,000</u>	<u>\$98,113,000</u>	<u>\$105,294,000</u>
Expenditures:			
Labor	\$52,483,383	\$51,888,000	\$ 54,072,000
Fringe Benefits	23,362,532	23,716,000	25,130,000
Services	2,770,362	2,553,000	2,965,000
Materials and Supplies	14,560,910	13,232,000	14,735,000
Casualty and Liability	1,034,500	2,319,000	2,030,000
Purchased Services	317,500	287,000	455,000
Interest Expense		498,000	1,016,000
Miscellaneous	1,043,922	797,000	1,722,000
Indirect Costs	2,815,228	2,123,000	2,879,000
Lease and Rentals	471,663	700,000	290,000
Total Operating Expense	<u>\$98,860,000</u>	<u>\$98,113,000</u>	<u>\$105,294,000</u>

Employees

Except for management personnel, all MTC employees belong to the Amalgamated Transit Union. As of December 31, 1984 the MTC had 2,345 employees, 1,424 of whom are drivers; the balance consists of mechanics, support staff and security personnel. Transit employees are currently working under a two-year contract which was effective May 1, 1984 and which will expire April 30, 1986.

All full-time employees are required by State law to belong to the Public Employees Retirement Association or the Minnesota State Retirement System, both of which are administered by the State. MTC's portion of the unfunded liability in either plan is not determinable. Pension expense for the fiscal years ended December 31, 1983 and 1984 was \$2,760,800 and \$2,823,325, respectively.

Transportation Fleet Inventory - 1984

Type of Vehicle	Total	Less: Stored Buses	Less: Buses Assigned to Project Mobility	"Active Fleet" (Available for Service)
Articulated (AMG/MAN)	82			82
AM General	339	3	5	331
Flxible	611	24		587
GMC	94	75		19
	1,126			1,019

The Commission has substantially completed its 1984 bus purchase of 132 buses, which is not reflected in the table above. As of May 1, 1985, the Commission had 125 of the 132 buses. Proceeds of this Issue will finance the local share of costs of the 1985 purchase of 134 buses. The 1985 purchase will replace 100 1972 buses which are more than twelve years old and add 34 buses for service expansion. Proceeds of this Issue will also finance the local share of costs for a bus remanufacture program, which if bids are received as anticipated, will extend the useful life of 140 buses.

Physical Plant

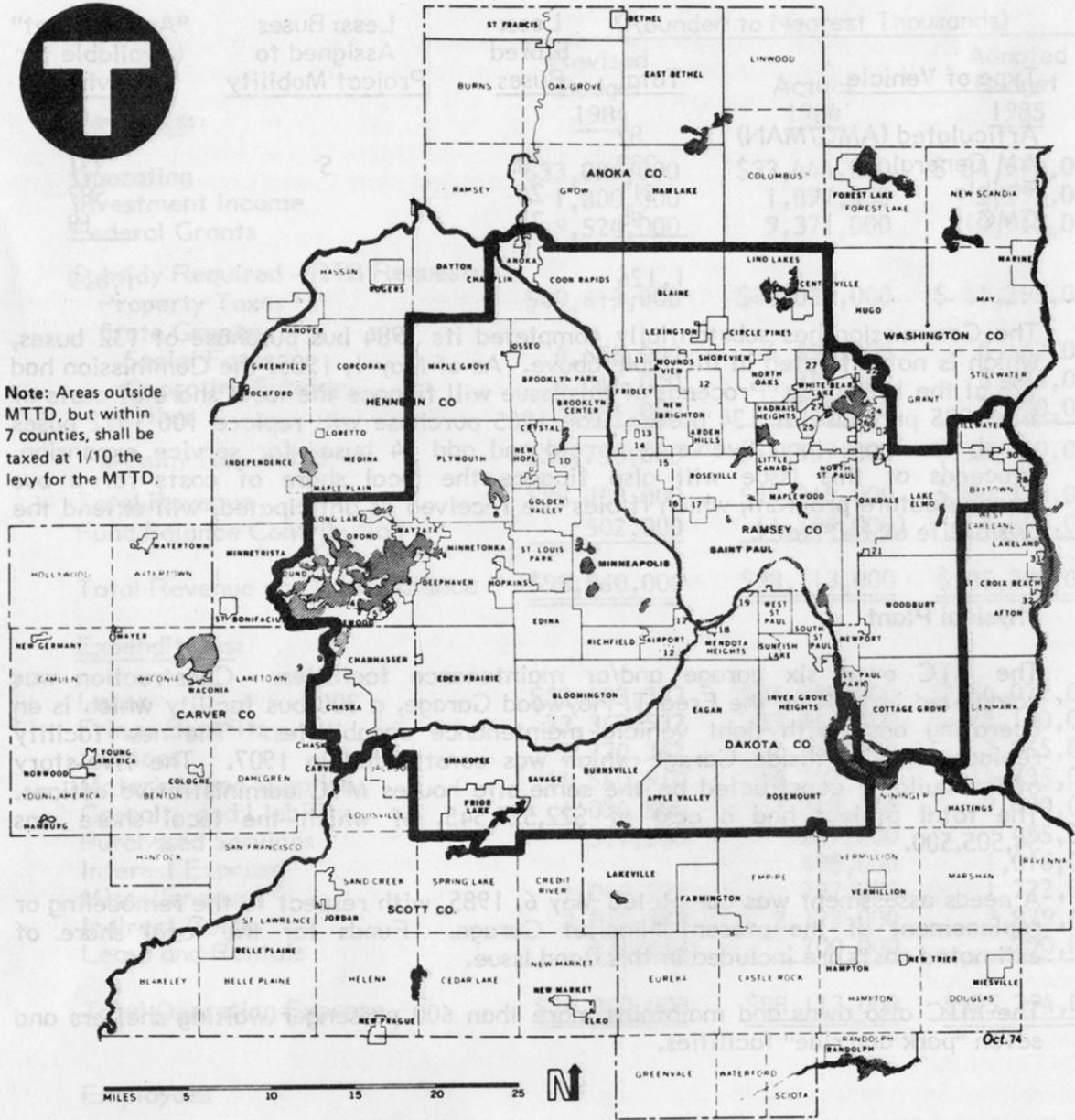
The MTC owns six garage and/or maintenance facilities. Construction was completed in 1984 on the Fred T. Heywood Garage, a 300-bus facility which is an operating base with light vehicle maintenance capabilities. The new facility replaces the Northside Garage which was constructed in 1907. The five-story office building constructed on the same site houses MTC administrative offices. The total project had a cost of \$22,527,545, of which the local share was \$4,505,500.

A needs assessment was completed May 6, 1985, with respect to the remodeling or replacement of the present Nicollet Garage. Funds for the local share of estimated costs are included in this Bond Issue.

The MTC also owns and maintains more than 600 passenger waiting shelters and seven "park and ride" facilities.



Note: Areas outside MTTD, but within 7 counties, shall be taxed at 1/10 the levy for the MTTD.



TWIN CITIES METROPOLITAN AREA

Metropolitan Transit Taxing District

- | | | | |
|--------------------|---------------------|-------------------|---------------------|
| 1 SPRING PARK | 9 VICTORIA | 17 FALCON HEIGHTS | 25 GEM LAKE |
| 2 ORONO | 10 ROBBINSDALE | 18 MENDOTA | 26 BIRCHWOOD |
| 3 MINNETONKA BEACH | 11 SPRING LAKE PARK | 19 LILYDALE | 27 WHITE BEAR |
| 4 TONKA BAY | 12 U S GOVT | 20 GREY CLOUD | 28 BAYPORT |
| 5 EXCELSIOR | 13 HILLTOP | 21 LANDFALL | 29 WILLERIE |
| 6 GREENWOOD | 14 COLUMBIA HEIGHTS | 22 DELLWOOD | 30 OAK PARK HEIGHTS |
| 7 WOODLAND | 15 ST ANTHONY'S | 23 PINE SPRINGS | 31 LAKELAND SHORES |
| 8 MEDICINE LAKE | 16 LAUDERDALE | 24 MAHTOMEDI | 32 ST MARY'S POINT |

- ANOKA — County
 GRANT — Township
 OSSEO — Municipality

GENERAL INFORMATION CONCERNING THE METROPOLITAN AREA

The Minneapolis-Saint Paul Metropolitan Area (the "Area") encompasses approximately 3,000 square miles and includes seven counties, 140 cities, 49 towns, 49 school districts, 22 special districts and five metropolitan agencies, totaling 272 separate governmental units.

Population By County

Area	1960 Census	1970 Census	1980 Census	1984 Estimate*	2000 Projection*
Anoka	85,916	154,712	195,998	210,430	250,000
Carver	21,358	28,331	37,046	39,690	45,600
Dakota	78,303	139,808	194,111	209,900	268,000
Hennepin (includes Minneapolis)	842,854	960,080	941,411	958,820	1,023,000
Ramsey (includes Saint Paul)	422,525	476,255	459,784	467,950	459,000
Scott	21,909	32,423	43,784	48,280	62,000
Washington	52,432	83,003	113,571	121,750	152,000
Total	1,525,297	1,874,612	1,985,705	2,056,820	2,259,600

* Metropolitan Council estimate.

Economy

The Area is the largest market between Chicago and the West Coast north of St. Louis; it is one of the nation's largest distribution centers. Three railroads, including Burlington Northern, and two airlines, Northwest Orient and Republic, are headquartered in the Area. More than 100 trucklines also operate in the Area. Located at the head of the navigation of the Mississippi River, the Area has an annual barge volume in excess of 14 million tons.

Retail Sales and Effective Buying Income*

Year	Retail Sales	Median Effective Buying Income
1983	\$13,410,481,000	\$29,316
1982	12,315,187,000	27,055
1981	11,630,213,000	23,624
1980	10,539,044,000	22,788
1979	9,852,702,000	21,450

* Includes St. Croix County, Wisconsin and Chisago and Wright Counties in Minnesota, in addition to the Area.

Source: "Survey of Buying Power", Sales and Marketing Management, 1980 through 1984 editions.

HOLMES & GRAVEN
CHARTERED

It is to be understood that the rights of the holders of the Bonds and the enforceability thereof may be subject to the exercise of judicial discretion in accordance with general principles of equity, to the valid exercise of the constitutional powers of the United States of America and of the sovereign powers of any State or other governmental units having jurisdiction, and to bankruptcy, insolvency, reorganization, moratorium, and similar laws affecting creditor's rights heretofore or hereafter enacted.

Metropolitan Transit Commission
General Obligation Bonds, Series 1982A

We have acted as bond counsel in connection with the issuance by the Metropolitan Transit Commission (the "Commission") of its \$12,000,000 General Obligation Bonds, Series 1982A (the "Bonds") dated June 1, 1982. The Bonds are issued pursuant to Minnesota Statutes, Section 473.435, as amended, and resolutions adopted by the Commission on April 23, 1982, and May 21, 1982. We have examined such laws, certified proceedings and other documents, materials, and papers as deemed necessary to render this opinion.

As to questions of fact material to our opinion, we have relied upon representations of the issuer contained in the certified proceedings and other certifications of public officials furnished to us without undertaking to verify the same by independent investigation.

We have not been engaged to, nor have we undertaken to review the accuracy, completeness, or sufficiency of the Official Statement or other offering materials related to the Bonds (except to the extent, if any, expressly stated in the Official Statement), and we express no opinion relating thereto (excepting only the matters set forth in our opinion in the Official Statement).

Based on the foregoing, we are of the opinion, as of the date hereof, as follows:

1. The Metropolitan Transit Commission is a public corporation and a political subdivision of the State of Minnesota and is authorized to issue the Bonds.

2. By resolution adopted on May 21, 1982, the Commission has authorized the issuance of the Bonds.

3. The Bonds are valid and binding general obligations of the Commission for which the Regional Transit Board is required to levy taxes pursuant to Minnesota Statutes, Section 473.446 in amounts necessary to provide for the full and timely payment of the Bonds. Property within the Metropolitan Transit Taxing District, as such district is defined in Minnesota Statutes, Section 473.446, Subdivision 2, is subject to ad valorem taxation without limitation as to rate or amount to pay the principal of and interest on the Bonds.

4. Under existing laws, as presently enacted and construed, interest on the Bonds is not includable in gross income for purposes of United States and State of Minnesota income taxation, except that no opinion is expressed as to the exemption of such interest from State of Minnesota corporate and bank excise taxes measured by income.

SUMMARY OF MINNESOTA REAL PROPERTY VALUATION,
TAX LEVIES AND CREDITS AND LEVY LIMITS

Following is a summary of certain statutory provisions relative to real property valuation procedures and formulae, tax levy procedures, tax credits and levy limits applicable to the issuer of the Bonds. The summary does not purport to be inclusive of all such provisions or of the specific provisions discussed, and is qualified by reference to the complete text of applicable statutes, rules and regulations of the State of Minnesota in reference thereto.

Property Valuations (Chapter 273, Minnesota Statutes)

Assessor's Estimated Market Value

Each parcel of real property subject to taxation shall be appraised at least once every four years as of January 2 of the year of appraisal. With certain exceptions, all property is valued at its market value which is the value the assessor determines to be the price he believes the property to be fairly worth, and which is referred to as the "Estimated Market Value."

For the period 1975 through 1979 real property often was not taxed at its Estimated Market Value. From 1975 through 1978, any increase in value was limited to the greater of: (i) ten percent of current market value or (ii) one-fourth of the increase. The resulting valuation was "Limited Market Value" which was the basis for tax computation. The difference, if any, between Estimated Market Value and Limited Market Value was added to the market value the following year if the increase was 20% or less. If the increase was more than 20%, market value thereafter was increased annually by incremental amounts, not exceeding four increments.

In 1979 the Limited Market Value was abolished, except that in 1979, to provide a transition from Limited Market Value back to Estimated Market Value, assessors were limited to increasing a property's market value by the greater of: (i) ten percent of the preceding tax base or (ii) one-half of the increase. The balance of the increase was added to the market value in 1980. Beginning with assessment year 1980, property was carried on the assessor's books at full Estimated Market Value.

Indicated Market Value

Because Estimated Market Value as determined by an assessor may not represent the price of real property in the marketplace, the "Indicated Market Value" is generally regarded as more representative of actual values. The Indicated Market Value is determined by dividing the Estimated Market Value of a given year by the same year's sales ratio determined by the State's Equalization Aid Review Committee (the "EARC") as being the overall ratio between the Estimated Market Value of property within the taxing unit and actual marketplace value.

Assessed Value

For purposes of determining "Assessed Value" or "Taxable Value" of real property, the Estimated Market Value (or Limited Market Value for 1975 through 1979) of the property is reduced by the statutory formula applicable to the property's classification. The result is the Assessed or Taxable Value of the property.

The formulas for converting Estimated Market Value to Assessed Value represent a basic element of the State's property tax relief system, and are therefore subject to annual revision by the State Legislature. Following are major property classifications and the percentage in each instance of Assessed Value to Estimated Market Value.

General Property Classifications	Assessment Year 1982	Assessment Year 1983	Assessment Year 1984
Residential Homestead (Class 3c)	First \$27,000 of EMV at 16% Next \$27,000 of EMV at 22% EMV in excess of \$54,000 at 28%	First \$30,000 of EMV at 17% Next \$30,000 of EMV at 19% EMV in excess of \$60,000 at 30%	First \$30,000 of EMV at 17% Next \$30,000 of EMV at 19% EMV in excess of \$60,000 at 30%
Title II Housing	20%	20%	20%
Residential Non-Homestead (Class 3d)	34%	34%	34%
Agricultural Homestead (Class 3b)	First \$54,000 of EMV at 14% EMV in excess of \$54,000 at 19%	First \$60,000 of EMV at 14% EMV in excess of \$60,000 at 19%	First \$62,000 of EMV at 14% EMV in excess of \$62,000 at 19%
Agricultural Non-Homestead (Class 3)	19%	19%	19%
Commercial and Industrial (Class 4c)	First \$50,000 of EMV at 40%* EMV in excess of \$50,000 at 43%	First \$50,000 of EMV at 34%* EMV in excess of \$50,000 at 43%	First \$60,000 of EMV at 28% EMV in excess of \$60,000 at 43%
Seasonal/Recreational Residential (Class 3)	21%	21%	21%
Vacant Land (Class 4b)	40%	40%	40%

* Applies only to one parcel of property per person/entity per County; additional parcels owned by the same person/entity are assessed at 43%.

**Metropolitan Revenue Distribution (Chapter 473F, Minnesota Statutes)
"Fiscal Disparities Law"**

Forty percent of the increased valuation since 1971 of commercial-industrial property in the Minneapolis/Saint Paul seven-county Metropolitan Area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties) constitutes the Metropolitan Area Municipal Equity Account ("MAMEA"), the valuation of which is apportioned among the local governmental units comprising the Area in order to more equitably distribute growth of the entire area in a manner which will assist to equalize tax requirements for equivalent services in the Area.

Mill Rates

Except for taxing units within the Metropolitan Area, mill rates are calculated by dividing the amount of dollars to be levied by the unit's Assessed Value. No allowance is made for any portion of a levy to be paid by the State. In the case of taxing units within the Metropolitan Area mill rate calculations take into account adjustment by reason of the Fiscal Disparities Law.

Property Tax Credits (Chapter 273, Minnesota Statutes)

In addition to adjusting the assessment formula for various property types, primary elements of Minnesota's property tax relief system are: the homestead credit, which is a direct subsidy by the State to the taxpayer, as described in the following paragraph; the circuit breaker credit, which relates property taxes to income and provides relief on a sliding income scale; and targeted tax relief, which is aimed primarily at easing the effect of significant tax increases.

For property taxes payable in 1983, ad valorem taxes on homestead property were reduced 58% or \$650, whichever was lesser. For taxes payable in 1984 and 1985 the percent is lowered to 54% to a maximum of \$650 on the first \$67,000 of market value. The reduction is credited by the taxing unit directly to the taxpayer and the State reimburses the taxing unit. Homestead credit to cities is payable in six equal installments due on the 15th of the month from July through December. School districts receive homestead credit in nine installments between August and May, and a tenth installment in October.

The circuit breaker credit and targeted credits are reimbursed to the taxpayer upon application by the taxpayer.

December 31

ANNUAL FINANCIAL STATEMENTS

Current Assets:

The Commission is audited annually by an independent certified public accounting firm. The 1984 and 1983 audited financial statements are included on the following pages as Appendix III.

Property Taxes receivable, less allowance for uncollectibles	1,557,000	1,557,000
Due from Metropolitan Transit Commission	8,747,000	8,747,000
Due from state	3,473,000	3,473,000
Material and supplies	227,000	227,000
Prepaid expenses	1,000	1,000
Other receivables	1,000	1,000
Total Current Assets	15,005,000	15,005,000
Long-Term Debt (Note 4)	14,710,000	14,710,000
Equity:		
Contributed capital	69,889,000	69,889,000
Retained earnings:		
Reserves for debt service	4,812,000	4,812,000
Invested in or committed to property, plant and equipment	9,901,000	9,901,000
Available for working capital	23,154,000	22,048,000
Total equity	107,663,000	96,751,000
Total Liabilities and Equity	154,783,000	133,538,000

The Commission is audited annually by an independent certified public accounting firm. The 1984 and 1983 audited financial statements are included on the following pages as Appendix III.

Property Tax Credits (Chapter 273, Minnesota Statutes)

In addition to adjusting the assessment formula for various property types, primary...
The formula for assessing property tax is based on the assessed value of the property...
The circuit breaker credit is a percentage of the assessed value of the property...
The credit is calculated as follows: (Assessed Value - Homesteaded Value) x Credit Rate = Credit Amount

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Residential Homestead (Class 1)	3%	3%	3%
Residential Non-Homestead (Class 2)	3%	3%	3%
Commercial/Industrial (Class 3)	4%	4%	4%
Manufacturing (Class 4)	4%	4%	4%
Transportation (Class 5)	4%	4%	4%
Public Utilities (Class 6)	4%	4%	4%
Other (Class 7)	4%	4%	4%

Metropolitan Revenue Distribution (Chapter 473, Minnesota Statutes)
"Fiscal Disparities Law"

Forty percent of the increased valuation since 1971 of commercial-industrial property in the Minneapolis/St. Paul seven-county Metropolitan Area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties) constitutes the Metropolitan Area Municipal Equity Account ("MAMEA"), the valuation of which is shared among the local governmental units comprising the Area in order to assist in the equitable distribution of the tax burden in a manner which will assist in the equitable requirements for equivalent services in the Area.

Mill Rates

Except for taxing units within the Metropolitan Area, mill rates are calculated by dividing the amount of dollars to be levied by the unit's Assessed Value. No allowance is made for any portion of a levy to be paid by the State. In the case of taxing units within the Metropolitan Area mill rate calculations take into account adjustment by reason of the Fiscal Disparities Law.



Metropolitan Transit Commission

We have examined the balance sheets of the Metropolitan Transit Commission as of December 31, 1984 and 1983, and the related statements of operations, retained earnings and contributed capital, and changes in financial position for the years then ended. Our examinations were made in accordance with generally accepted auditing standards, the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the Comptroller General of the United States, and Guidelines for Financial and Compliance Audits of Federally Assisted Programs, and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the financial statements referred to above present fairly the financial position of the Metropolitan Transit Commission as of December 31, 1984 and 1983, and the results of its operations and the changes in its financial position for the years then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

Taylor, McCaskill & Co., Ltd.

April 22, 1985, except for
Note 7, as to which the
date is April 30, 1985

METROPOLITAN TRANSIT COMMISSION
BALANCE SHEETS

ASSETS	December 31,	
	1984	1983
Current Assets:		
Cash and short-term investments (Note 4)	\$ 32,236,000	\$ 19,885,000
Accounts receivable	1 533 000	881 000
Property taxes receivable, less allowance for uncollectibles of \$642,000 (1983 - \$528,000)	1 960 000	1 357 000
Due from Federal government (Note 2)	9 086 000	8 747 000
Due from State of Minnesota	3 312 000	3 522 000
Material and supplies	3 475 000	2 833 000
Prepaid expenses	227 000	126 000
Total current assets	51 829 000	37 351 000
Restricted Assets:		
Debt service:		
Cash and short-term investments	4 498 000	4 076 000
Receivables	292 000	205 000
Capital acquisitions:		
Cash and short-term investments	5 322 000	8 668 000
Receivables	1 155 000	2 022 000
Total restricted assets	11 267 000	14 971 000
Property, Plant and Equipment (Note 3)	91 687 000	81 216 000
	\$154,783,000	\$133,538,000
LIABILITIES AND EQUITY		
Current Liabilities:		
Accounts payable	\$ 3,652,000	\$ 3,618,000
Accrued payroll liabilities	6 522 000	5 911 000
Accrued interest	987 000	502 000
Accrued injury and damage claims	8 717 000	8 125 000
Other liabilities	432 000	521 000
Tax anticipation certificates (Note 4)	11 000 000	-
Current maturities of long-term debt	1 700 000	1 700 000
Total current liabilities	33 010 000	20 377 000
Long-Term Debt (Note 4)	14 710 000	16 410 000
Equity:		
Contributed capital	69 689 000	61 585 000
Retained earnings:		
Restricted for debt service	4 319 000	3 825 000
Invested in or committed to property, plant and equipment	9 901 000	9 293 000
Available for working capital	23 154 000	22 048 000
Total equity	107 063 000	96 751 000
	\$154,783,000	\$133,538,000

See notes to financial statements.

**METROPOLITAN TRANSIT COMMISSION
STATEMENTS OF OPERATIONS**

	Year Ended December 31,	
	1984	1983
Operating Revenues:		
Passenger fares	\$ 32,444,000	\$ 32,351,000
State special fare assistance	4,591,000	4,574,000
Contract fares	332,000	1,068,000
Charter	108,000	133,000
Advertising	534,000	499,000
Total operating revenues	38,009,000	38,625,000
Operating Expenses:		
Labor	51,888,000	49,860,000
Fringe benefits (Note 1)	20,367,000	19,681,000
Workers' compensation	3,349,000	3,370,000
Material and supplies	13,232,000	13,217,000
Professional and technical services	2,553,000	2,126,000
Claims and insurance	2,319,000	1,085,000
Utilities	2,123,000	1,827,000
Leases and rentals	700,000	775,000
Purchased transportation services	287,000	207,000
Advertising and promotion	473,000	302,000
Miscellaneous	324,000	528,000
Total operating expenses	97,615,000	92,978,000
Operating Loss Before Depreciation	(59,606,000)	(54,353,000)
Depreciation	7,864,000	6,719,000
Operating Loss	(67,470,000)	(61,072,000)
Non-Operating Revenues (Expenses):		
Property taxes	43,138,000	42,346,000
Federal grants	9,371,000	9,088,000
State grants	9,879,000	7,585,000
Interest income	2,968,000	2,119,000
Interest expense	(1,687,000)	(1,286,000)
Other (Note 6)	26,000	1,177,000
Total non-operating revenues	63,695,000	61,029,000
Net Loss	\$ (3,775,000)	\$ (43,000)

See notes to financial statements.

**METROPOLITAN TRANSIT COMMISSION
STATEMENTS OF RETAINED EARNINGS AND CONTRIBUTED CAPITAL
YEARS ENDED DECEMBER 31, 1984 AND 1983**

	Retained Earnings	Contributed Capital
Balance, December 31, 1982	\$32,386,000	\$48,710,000
Net loss	(43,000)	-
Capital grants	-	15,698,000
Depreciation on contributed improvements	5,106,000	(5,106,000)
Adjustment of prior years' depreciation on contributed improvements (Note 1)	(2,283,000)	2,283,000
Balance, December 31, 1983	35,166,000	61,585,000
Net loss	(3,775,000)	-
Capital grants	-	14,087,000
Depreciation on contributed improvements	5,983,000	(5,983,000)
Balance, December 31, 1984	\$37,374,000	\$69,689,000

See notes to financial statements.

METROPOLITAN TRANSIT COMMISSION
STATEMENTS OF CHANGES IN FINANCIAL POSITION

	Year Ended December 31,	
	1984	1983
Cash Provided By Operations:		
Net loss	\$ (3,775,000)	\$ (43,000)
Add depreciation	7 864 000	6 719 000
Working capital provided by operations	4 089 000	6 676 000
Changes in:		
Receivables	(1 384 000)	808 000
Material and supplies	(642 000)	130 000
Prepaid expenses	(101 000)	(46 000)
Accounts payable	34 000	817 000
Accrued liabilities	1 599 000	2 143 000
Net cash provided by operations	<u>3 595 000</u>	<u>10 528 000</u>
Financing:		
Sale of tax anticipation certificates	11 000 000	-
Reduction of long-term debt	(1 700 000)	(1 850 000)
Capital contributions	14 087 000	15 698 000
Decrease in restricted assets	3 704 000	1 465 000
Net cash provided by financing	<u>27 091 000</u>	<u>15 313 000</u>
Additions to Property, Plant and Equipment	<u>(18 335 000)</u>	<u>(20 916 000)</u>
Increase in Cash and Short-Term Investments	12 351 000	4 925 000
Cash and Short-Term Investments:		
Beginning of year	<u>19 885 000</u>	<u>14 960 000</u>
End of year	<u>\$ 32,236,000</u>	<u>\$ 19,885,000</u>

See notes to financial statements.

METROPOLITAN TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1984 AND 1983

1. Summary of Significant Accounting Policies:

Organization -

The Metropolitan Transit Commission (MTC) was established in 1967 to develop, maintain and operate a public mass transit transportation system for the benefit of the inhabitants of the Minneapolis - St. Paul metropolitan area. In 1984, the Minnesota Legislature created a Regional Transit Board (RTB) to coordinate the provision of essential transportation services within the metropolitan area. The RTB assumed most of the planning and policy making functions of the MTC as well as the ability to levy taxes. Upon adoption of approved implementation plans, the RTB may also be designated a recipient of federal transit assistance for the metropolitan area and administer contracts for State financial assistance.

Capital Grants -

Receivables for capital grants have been recorded when the related grant expenditures are incurred. The capital grants are recorded as contributed capital and are not included in revenues. Assets acquired with contributed capital are included in property, plant and equipment. Depreciation on these assets is included as an expense in the statement of operations and then transferred from retained earnings to contributed capital as a reduction of contributed capital.

In 1983, the MTC completed the automation of its property accounting system, which provided a more accurate amount of depreciation on contributed improvements. The cumulative effect on prior years is reflected as an adjustment in the 1983 statement of retained earnings and contributed capital.

Revenue Recognition -

Operating assistance grants available under the Urban Mass Transportation Act of 1964, as amended, have been recorded as non-operating revenue in the year in which the grant is applicable and the related reimbursable expenditure is incurred.

Operating assistance grants from the State of Minnesota have been recorded as non-operating revenue in the period when earned.

Property taxes have been recorded as revenue in the year in which the taxes constitute a lien on the property. The levy for taxes payable in 1985 has been made by the RTB.

METROPOLITAN TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1984 AND 1983
(Continued)

1. Summary of Significant Accounting Policies (Continued):

State Special Fare Assistance -

Special fare assistance from the State of Minnesota for transportation of handicapped, senior citizen and student passengers is classified as operating revenue as it is intended to provide for differences between full fares and the reduced special fares.

Property -

Property, plant and equipment are stated at cost less accumulated depreciation. Depreciation is computed using the straight-line method over estimated useful lives as follows: buildings - 35 to 45 years; buses - 10 to 12 years; and other equipment - 4 to 14 years.

Proceeds from sale of depreciation through tax leases are deferred and amortized over the lease term using the straight-line method.

Material and Supplies -

Material and supplies are stated at cost using the weighted average costing method.

Vacation Pay -

Vacation pay is charged to expense when earned by the employee. The MTC refined its method of computing accrued vacation pay at December 31, 1983, resulting in an additional charge of \$1,050,000 to 1983 operations.

2. Federal Operating Assistance Grants:

Operating assistance grants have been made available to the MTC under Section 9 of the Urban Mass Transportation Act of 1964, as amended. Funds are apportioned on an annual basis and are available for a period of three years following the close of the fiscal year for which they are apportioned.

On March 29, 1985, the MTC applied for a Section 9 grant relating to operations for the fiscal year ended December 31, 1984. The requested grant of \$8,927,000 is included in Federal grant revenues for the year ended December 31, 1984.

METROPOLITAN TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1984 AND 1983
(Continued)

2. Federal Operating Assistance Grants (Continued):

The 1983 operating assistance grant of \$8,529,000 was applied for on March 27, 1984. The grant was approved by UMTA on September 29, 1984 and all payments were received by December 19, 1984.

3. Property, Plant and Equipment:

Property, plant and equipment consists of the following:

	December 31,	
	1984	1983
Land and buildings	\$ 67,678,000	\$ 44,957,000
Buses	74 863 000	64 842 000
Other equipment, furniture and fixtures	10 163 000	10 037 000
Capital projects in progress	1 921 000	17 398 000
	<u>154 625 000</u>	<u>137 234 000</u>
Less accumulated depreciation	62 938 000	56 018 000
	<u>\$ 91,687,000</u>	<u>\$ 81,216,000</u>

At December 31, 1984, the MTC had commitments of \$17,086,000 for the purchase of 132 buses, \$886,000 for the purchase of a computer and \$134,000 for construction.

4. Debt:

The tax anticipation certificates are due April 1, 1985. Short-term investments of \$11,513,000 at December 31, 1984 have been deposited with an escrow agent for payment of the certificates and accrued interest.

Long-term debt outstanding is as follows:

	General Obligation Certificates of Indebtedness	Final Maturity Date	Net Interest Rate	December 31,	
				1984	1983
	October 1, 1971	2/1/85	4.28%	\$ -	\$ 400,000
	March 1, 1976	12/1/86	4.77%	300,000	700 000
	September 1, 1979	2/1/98	5.58%	6 000 000	6 600 000
	November 1, 1982	2/1/95	8.49%	8 410 000	8 710 000
				<u>\$ 14,710,000</u>	<u>\$ 16,410,000</u>

METROPOLITAN TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1984 AND 1983
(Continued)

4. Debt (Continued):

All certificates of indebtedness mature serially. The 1982 certificates may be prepaid beginning in 1991. The other certificates cannot be redeemed prior to maturity. All certificates are payable, both as to principal and interest, from the proceeds of a tax levied by the RTB on all taxable property within the Metropolitan Transit Taxing District.

Long-term debt maturities will be \$1,400,000, \$1,100,000, \$1,500,000 and \$1,500,000 for the years ending December 31, 1986 through 1989, respectively.

5. Pension Plans:

All full-time employees are required by State law to belong to the Public Employees Retirement Association or the Minnesota State Retirement System. The MTC's portion of the unfunded liability in either plan is not determinable. Pension expense for the years ended December 31, 1984 and 1983 was \$2,823,000 and \$2,761,000, respectively. The amount for 1983 includes approximately \$700,000 to fund a deficit created when a former MTC retirement plan was merged with the State retirement system in 1978. The deficit was fully funded as of May 31, 1983. Pension expense for 1983 was reduced by approximately \$550,000 of additional employee contributions mandated by State law for the six-month period ended June 30, 1983.

6. Other Non-Operating Revenue:

Other non-operating revenue for 1983 includes \$849,000 for the settlement of damages with AM General Corporation for 338 defective buses acquired in previous years. The MTC received bus engines and parts valued at \$749,000 and \$100,000 in cash.

7. Contingent Liabilities - Federal and State Grants:

Expenditures financed by grants received from the Urban Mass Transportation Administration (UMTA) are subject to audit by UMTA, and grants received from the State of Minnesota are subject to audit by the State for compliance with conditions of the grants. The grantors retain their interest in assets acquired with grant funds should they be disposed of prior to the end of their economic lives or not be used for mass transit.

OFFICIAL BID FORM

TO: Frank Snowden, Chairman
Metropolitan Transit Commission
520 - Sixth Avenue
Minneapolis, Minnesota

METROPOLITAN TRANSIT COMMISSION
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1984 AND 1983
(Continued)

7. Contingent Liabilities - Federal and State Grants (Continued):

During 1982 and 1983 the MTC received audit reports from the Minnesota Department of Transportation (MnDOT) citing differences in the calculation of State performance funding assistance and special fare assistance. In 1984, MnDOT notified the MTC that they would be billed for \$2,685,000 for overpayments of 1980 - 81 performance funding and \$881,000 for overpayment of 1977 - 81 special fare assistance. The MTC has disputed these charges because they believe the performance funding contract does not reflect legislative intent and special fare assistance was calculated by methods accepted in previous MnDOT audits. On April 30, 1985, the Appropriations Committee of the Minnesota House of Representatives approved a revenue and funding measure which, if enacted, would cancel these charges. No provision has been made in the financial statements for these charges pending final resolution of this matter.

NET INTEREST COST: _____

NET EFFECTIVE RATE: _____

METROPOLITAN TRANSIT COMMISSION
NOTICE TO BIDDERS
DECEMBER 11, 1984
MINNEAPOLIS, MINNESOTA

7. Contingent Liabilities - Federal and State Grants (Continued):

During 1982 and 1983 the MTC received audit reports from the Minnesota Department of Transportation (MNDOT) which identified certain deficiencies in the MTC's financial statements. The MTC is currently in the process of correcting these deficiencies and expects to complete this process by the end of 1984. The MTC is currently in the process of correcting these deficiencies and expects to complete this process by the end of 1984.

(This page was left blank intentionally.)

6. Other Non-Operating Revenue: Other non-operating revenue for 1983 includes \$849,000 for the settlement of damages with AM General Corporation for 300 defective buses acquired in previous years. The MTC received bus engines and parts valued at \$749,000 and \$100,000 in cash.

7. Contingent Liabilities - Federal and State Grants:

Expenditures financed by grants received from the Urban Mass Transportation Administration (UMTA) are subject to audit by UMTA, and grants received from the State of Minnesota are subject to audit by the State for compliance with conditions of the grants. The grantors retain their interest in assets acquired with grant funds should they be disposed of prior to the end of their economic lives or not be used for mass transit.

OFFICIAL BID FORM

TO: Frank Snowden, Chairman
Metropolitan Transit Commission
560 - Sixth Avenue North
Minneapolis, Minnesota 55411-4398

SALE DATE: May 21, 1985

RE: \$12,000,000 General Obligation Bonds, Series 1985A

For the Bonds of this Issue which shall mature and bear interest at the annual rate, as follows, we offer a price of \$ _____ (not less than \$12,000,000) and accrued interest to the date of delivery.

_____ % 1986	_____ % 1989	_____ % 1992	_____ % 1994
_____ % 1987	_____ % 1990	_____ % 1993	_____ % 1995
_____ % 1988	_____ % 1991		

In making this offer we accept all of the terms and conditions of the Official Terms of Offering published in the Official Statement dated May 7, 1985. In the event of failure to deliver these Bonds in accordance with the Official Terms of Offering as printed in the Official Statement and made a part hereof, we reserve the right to withdraw our offer, whereupon the deposit accompanying it will be immediately returned. All blank spaces of this offer are intentional and are not to be construed as an omission.

Not as a part of our offer, the above quoted prices being controlling, but only as an aid for the verification of the offer, we have made the following computations:

NET INTEREST COST: \$ _____
NET EFFECTIVE RATE: _____ %

Account Members

Account Manager

BY: _____

Received good faith check for return to bidder as of the date of this offer. SPRINGSTED Incorporated by _____

.....
The foregoing offer is hereby accepted by the Issuer on the date of the offer by its following officers duly authorized and empowered to make such acceptance.

Chairman

Chief Administrator

OFFICIAL BID FORM

SALE DATE: May 21, 1985

To: Frank Snowden, Chairman
Metropolitan Transit Commission
560 - Sixth Avenue North
Minneapolis, Minnesota 55411-4398

RE: \$12,000,000 General Obligation Bonds, Series 1985A

For the Bonds of this Issue which shall mature and bear interest at the annual rate, as follows, we offer a price of \$ (not less than \$12,000,000) and accrued interest to the date of delivery.

_____ % 1986	_____ % 1987	_____ % 1988	_____ % 1989	_____ % 1990	_____ % 1991	_____ % 1992	_____ % 1993	_____ % 1994	_____ % 1995
--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

In making this offer we accept all of the terms and conditions of the Official Terms of Offering published in the Official Statement dated May 7, 1985. In the event of failure to deliver these Bonds in accordance with the Official Terms of Offering as printed in the Official Statement and made a part hereof, we reserve the right to withdraw our offer, whereupon the deposit accompanying it will be immediately returned. All blank spaces of this offer are intentional and are not to be construed as an omission.

Not as a part of our offer, the above quoted prices being controlling, but only as an aid for the verification of the offer, we have made the following computations:

NET INTEREST COST: \$ _____
NET EFFECTIVE RATE: _____ %
Account Members

Account Manager

BY:

Received good faith check for return to bidder as of the date of this offer. SPRINGSTED Incorporated by _____

The foregoing offer is hereby accepted by the issuer on the date of the offer by its following officers duly authorized and empowered to make such acceptance.

Chief Administrator

Chairman

OFFICIAL BID FORM

SALE DATE: May 21, 1985

TO: Frank Snowden, Chairman
Metropolitan Transit Commission
560 - Sixth Avenue North
Minneapolis, Minnesota 55411-4398

RE: \$12,000,000 General Obligation Bonds, Series 1985A

For the Bonds of this Issue which shall mature and bear interest at the annual rate, as follows, we offer a price of \$ (not less than \$12,000,000) and accrued interest to the date of delivery.

_____ % 1986	_____ % 1987	_____ % 1988	_____ % 1989	_____ % 1990	_____ % 1991	_____ % 1992	_____ % 1993	_____ % 1994	_____ % 1995
--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

Witness our hands this _____, 1985.

In making this offer we accept all of the terms and conditions of the Official Terms of Offering published in the Official Statement dated May 7, 1985. In the event of failure to deliver these Bonds in accordance with the Official Terms of Offering as printed in the Official Statement and made a part hereof, we reserve the right to withdraw our offer, whereupon the deposit accompanying it will be immediately returned. All blank spaces of this offer are intentional and are not to be construed as an omission.

Not as a part of our offer, the above quoted prices being controlling, but only as an aid for the verification of the offer, we have made the following computations:

NET INTEREST COST: \$ _____
NET EFFECTIVE RATE: _____ %

Account Members

Louis B. Olsen, Chief Administrator

Account Manager

BY: Gregory L. Anderson, Director of Finance

Received good faith check for return to bidder as of the date of this offer. SPRINGSTED Incorporated by _____

The foregoing offer is hereby accepted by the issuer on the date of the offer by its following officers duly authorized and empowered to make such acceptance.

Chairman

Chief Administrator

OFFICIAL BID FORM

TO: Frank Snowden, Chairman
Metropolitan Transit Commission
560 - Sixth Avenue North
Minneapolis, Minnesota 55411-4398

SALE DATE: May 21, 1985

RE: \$12,000,000 General Obligation Bonds, Series 1985A

For the Bonds of this issue which shall mature and bear interest at the annual rate, as follows, we offer a price of \$ _____ (not less than \$12,000,000) and accrued interest to the date of delivery.

1988	1987	1986	1985
at _____	at _____	at _____	at _____
1988	1987	1986	1985
at _____	at _____	at _____	at _____

In making this offer we accept all of the terms and conditions of the Official Terms of Offering published in the Official Statement dated May 7, 1985. In the event of failure to deliver these Bonds in accordance with the Official Terms of Offering as printed in the Official Statement and made a part hereof, we reserve the right to withdraw our offer, whereupon the deposit accompanying it will be immediately returned. All blank spaces of this offer are intentional and are not to be construed as an omission.

Not as a part of our offer, the above quoted prices being controlling, but only as an aid for the verification of the offer, we have made the following computations:

NET INTEREST COST: \$ _____
NET EFFECTIVE RATE: _____
Account Members

Account Manager

BY: _____

The foregoing offer is hereby accepted by the issuer on the date of the offer by its following officers duly authorized and empowered to make such acceptance.
Received good faith check for return to bidder as of the date of this offer. SPRINGSTED Incorporated by _____

Chief Administrator

Chairman

Certificate

As of the date of the Official Statement, May 7, 1985, prepared for the issuance of the Commission's \$12,000,000 General Obligation Bonds, Series 1985A, it did not and does not as of the date of this Certificate contain any untrue statement of material fact or omit to state a material fact necessary in order to make the statements made therein, in light of the circumstances under which they were made, not misleading.

Witness our hands this _____ day of _____, 1985.

FOR THE METROPOLITAN TRANSIT COMMISSION
MINNEAPOLIS-SAINT PAUL METROPOLITAN AREA, MINNESOTA

Frank Snowden, Chairman

Louis B. Olsen, Chief Administrator

Gregory L. Andrews, Director of Finance