



Minnesota Regional Transit
Board: Records.

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REGIONAL TRANSIT BOARD

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

MEETING OF THE REGIONAL TRANSIT BOARD
COMMITTEE OF THE WHOLE

Metropolitan Council Offices
Rooms B and C
July 28, 1986
4:00 p.m.

AGENDA

1. Call to Order and Roll Call
2. Approval of Agenda
3. Continued Review of Regional Transit Board 1987 Budget (Including 1987 Metropolitan Transit Commission Budget)

Elliott Perovich
Chairman

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 22, 1986
TO: John Capell, Chief Administrator
Metropolitan Transit Commission
FROM: Gregory L. Andrews, Director of Administration *ALA*
SUBJECT: 1987 MTC Budget

The purpose of this memo is to notify you of the dates that the Regional Transit Board (RTB) has established to review its 1987 budget and the MTC 1987 budget which is incorporated therein. Secondly, from an initial review of the MTC budget, RTB staff has prepared a list of questions (attached) that will facilitate our further review and discussion. We would ask that you respond to these questions by July 24, 1986.

The budget review schedule is as follows:

July 17, 1986	1986 budget amendments. Initial A&F Committee review of 1987 MTC budget.
July 21, 1986	Establish public hearing date (August 11, 1986) on RTB operating and capital budget.
July 24, 1986	A&F Committee budget review.
July 28, 1986	Committee of the Whole on RTB budget (including MTC budget).
August 4 and 7, 1986	Possible open dates for Committee of the Whole meetings on budget.
<u>August 11, 1986</u>	Public hearing and board approval of capital budget to be submitted to Metropolitan Council by <u>August 15.</u>

Should any of these dates change, I will notify you. If you should have any questions regarding this memo, please call Judy Hollander or me.

cc: Elliott Perovich
Judy Hollander

Attachment
CAROLS

1987 MTC Budget Questions

Overview

- 1) How does the reduction in mileage resulting from complying with the \$2.45 standard compare with mileage reductions of previous years, i.e., what impact will the implementation of the standard have on transit system as a whole?
- 2) Philosophy of the budget message is excellent--is there a specific work program identifying specific steps for making the MTC more competitive? There is mention of the expansion of the cost-savings program--what are the specific elements?
- 3) Inflation has been assumed at 4%. What is the basis for this assumption when cost of living increases have generally been less than this?
- 4) Provide the annualized mileage that does not currently meet the \$2.45 per passenger subsidy level.
- 5) Describe the public/private initiatives (to date) in terms of net revenues and future efforts, such as computer time-sharing and Nicollet Garage.
- 6) Provide an update on the current status of contract negotiations. Does a contingency plan exist?
- 7) Update the current status of federal capital and operating funds in relation to Gramm-Rudman-Hollings (status of pending applications).

Operating Budget Assumptions

- 8) What is the 1986 level of I-394 service?
- 9) Provide a monthly price history of diesel fuel for the last three (3) years, indicating annual gallons used and amount per gallon of fuel tax exemption.
- 10) Describe the recent history (three years) of casualty and liability expense. Similarly, workers compensation. Impact of the current insurance crisis? Additional costs associated with self insurance?
- 11) Explain the decline in investment income for 1986 and 1987.
- 12) What explains the decrease in purchased transportation from \$328,000 in 1985 to \$99,000 in 1987?

1000's Projects

- 13) 1987 UPWP funds are identified for Projects 1102--Transportation Planning, 1130--Handicapped Transportation Planning, and 2415--Rideshare Planning and Evaluation totalling \$83,849. Is this number consistent with projections discussed by RTB and MTC staff?

2000's Projects

- 14) Has MTC had discussions regarding proposed 4(i) funding for Project 2416? These funds typically are for new, innovative projects, not for continuation of existing activities. How does this project relate to other I-394 efforts? What if funding is not available?
- 15) Any follow-up planned on non-English speaking marketing study? Status of this project?

3000's Projects

- 16) Why a 68-percent increase of Project 3723 over Project 3623?
- 17) What is the \$538,761 in expenses for in Project 3570 since vehicles have been purchased and delivered in 1986?

4000's Projects

- 18) What was the total cost of the Minneapolis Layover facility? MTC share?

5000's Projects

- 19) How reasonable is that assumption that \$351,000 will be available in FAU funds for Project 5463--Minnesota Rideshare? Almost half of the project's expenses are described as miscellaneous. Describe these expenses.
- 20) There is mention in a later section of the budget document that Valley Transit will be transferred to the RTB (page C-4) and yet under this project, it appears that the MTC intends to continue its contractual relationship with Valley Transit. Please clarify. What accounts for the approximate 10-percent increase in operating assistance?
- 21) Project 5470--Metro Mobility is now being negotiated with RTB. Staffing plan and administrative center have just been received and will be reviewed. Expected revenues from user fees (about \$155,000) haven't been identified.

6000's Projects

- 22) When will Project 6107 be completed?

7000's Projects

- 23) Prepare a schedule of annual debt service costs 1983--all existing debt. Do you project a current surplus to offset 1986/87 debt levy?

9000's Projects

Divisional Priorities and Goals for 1987

- 24) What is meant by expanding automation at the Transit Information Center? What would it take in terms of improvements to meet the demand?
- 25) What are the elements of the MTC Cost-Savings Program?
- 26) What is the strategy for trimming \$1,000,000 in non-productive service and non-revenue expenses? Is this the amount associated with complying with the \$2.45 standards?
- 27) Please explain the excess MTC computer capacity and what opportunities may exist for sharing.
- 28) How many transit supervisors will be added to the staff? Is this where the additional positions are?
- 29) For the last three (3) years and the 1987 budget, what is the cost of outside legal counsel (i.e., general legal, claims handling, special financing projects, etc.).
- 30) Provide a copy of the 1986 and 1987 marketing plan for regular route and rideshare. Are any marketing funds budgeted for participation in the I-394 marketing activities with the RTB and MN/DOT? If not, why?
- 31) What is the planned implementation of RAMCUTTER? What savings do you anticipate to result from this in the way of improved scheduling?
- 32) What is the current status of the implementation of comparable worth?

Revenues

- 33) Provide a monthly cash flow for operating, capital and debt service funds through 1987.
- 34) When do you anticipate the sale of \$7,000,000 of G.O. bonds?
- 35) What is the status of the fare pricing study? Will MTC be able to use the model to run other revenue scenarios?

Personnel

Project 4401

- 36) What are Northwest Corridor Express Service route changes? How do they relate to the Northwest Corridor analysis effort conducted as part of the RTB's Transit Service Needs Assessment?

- 37) What are the savings/additional costs of implementing the Northeast St. Paul Corridor Route Reorganization?
- 38) What is the financial impact of the completion of the St. Paul Central Business District Layover Facility?
- 39) Level of I-394 bus service is assumed the same in 1987 as in 1986. How reasonable is this assumption?
- 40) Is it valid to assume that private providers will be interested in utilizing the Nicollet Garage? In the letter to the executive director, there is mention that the forthcoming budget amendment will reduce the budget authorization. Was the project ever authorized?
- 41) What will happen to Project Mobility buses; will they be used in regular route service?
- 42) Are the operational costs of the Accessible Bus Demonstration project included in 4401?
- 43) Provide the latest route profile information.
- 44) What has been the percentage drop of absenteeism as a result of the new policy?

Miscellaneous

- 45) Human Resources development assumes Section 8 carryover--consistent with our UPWP discussions? \$32,314

Capital

- 46) When is the current fleet plan anticipated to be updated?
- 47) For park/ride lots and bus shelters, provide the number of facilities, spaces provided for, and the annual maintenance costs.
- 48) What is the volume of convenience fares sold annually at the IDS booth?

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 24, 1986
TO: Committee of the Whole
FROM: Judy Hollander, Director of Programs and Planning
Greg Andrews, Director of Administration
RE: MTC Proposal for Nicollet Garage Replacement

Action Requested:

That the RTB direct its staff to investigate the capital needs of the region as they relate to the replacement of the MTC's Nicollet Garage and report back to the Administration and Finance Committee in a timely manner that allows the RTB to act on the Nicollet Garage proposal before submitting its budget to the Metropolitan Council in December, 1986.

Background

On August 19, 1985, the RTB approved, for purposes of a public hearing and Metropolitan Council review, the 1986 RTB budget. The budget included funding for replacement of the MTC's Nicollet Garage. On October 24, 1985, the Metropolitan Council completed its review of the RTB's budget. Expenditures for replacement of the Nicollet Garage were not to be approved until the study for replacement of the facility was completed and adopted. In early December, 1985, the MTC requested that the RTB delay action on expenditures for the Nicollet Garage.

At its meeting on December 16, 1985, the RTB acted to temporarily delay action on the Nicollet Garage project with the understanding that when further analysis of the alternatives was completed and the MTC took action on the Nicollet project, the RTB would act on an amendment to the MTC's capital budget.

Since December, 1985, MTC staff have investigated three alternatives and also sought the involvement of private operators in their planning for a replacement facility.

On June 23, 1986, the Metropolitan Transit Commission adopted a plan that called for construction of a 175 bus garage on the present Nicollet site and a 125 bus midday storage facility on land adjoining the present Heywood Garage.

As part of the presentation of the MTC's 1987 budget to the RTB's Administration and Finance Committee on July 17, 1986, MTC staff discussed their adopted plan for replacing the Nicollet Garage.

Discussion

The MTC reached its decision on a Nicollet Garage replacement based on the condition of the existing Nicollet Garage, an anticipated fleet size of 1,041 buses by the year 2000 and the need for midday bus storage that would reduce deadhead mileage expenses and would also permit private operators to use the facility.

The MTC has done an extensive evaluation on the condition of the current Nicollet Garage facility. The documentation by the MTC, which includes an evaluation from the architectural firm of Lindberg, Pierce, Inc., clearly shows that future use of the Nicollet Garage is limited in its current condition.

The building is 73 years old and has several code deficiencies. The original heating system is in place and there is no back-up system. The poor condition of the roof permits water to run into the service areas and there is evidence of water damage throughout the second floor of the building. The design of the garage requires vehicles to circulate outside of the building for daily activities such as refueling and maintenance. This activity, along with the routine arrivals and departures of buses throughout the workday, has generated several complaints and concern from residents in the neighborhood.

Another factor identified by the MTC is that the high density of the neighborhood, coupled with inadequate on-site parking, has contributed to significant parking problems for both MTC employees and neighborhood residents. Additionally, pedestrian safety near the grounds of the garage is an ongoing concern.

The second premise upon which the MTC has based their decision is that, by the year 2000, the MTC fleet will consist of 1,041 buses. This figure was established in March 1986, and represents a reduction from an original projection of 1,165 buses. Currently the MTC operates a fleet 1,027 buses operating out of five service garages.

The final premise upon which the MTC decision is based is the need for midday bus storage. By establishing a midday bus storage facility adjoining the Heywood site, the MTC expects to provide access to the facility by other transit operators and to realize substantial savings in operating expenses. The savings will be achieved through a reduction in the number of deadhead miles that buses will travel; the MTC estimates that these savings will be \$500,000 annually.

The MTC has done a comprehensive evaluation of their need for replacing the Nicollet Garage. It is now important that for the RTB evaluate the MTC's needs in the context of the entire region.

The Regional Transit Board is currently in the process of planning and implementing transit policies and activities that will determine the future direction of transit in the metropolitan area. These forthcoming activities will have an impact on the future fleet needs of all transit providers in the metropolitan area.

One of the activities currently under way is the development of a process for competitively bidding selected MTC routes that do not meet established subsidy guidelines. By this fall it is expected that several current MTC routes will be either discontinued or put out for bid.

The RTB's Transit Service Needs Assessment (TSNA) is another activity that is underway and will affect capital needs in the region. The TSNA will be completed in late August, 1986, and will provide direction on the future role of transit service in the metropolitan area. Issues, such as the future of light rail transit and competitive bidding will be addressed in the TSNA. The findings in the TSNA will have significant impact on all transit providers in the metropolitan area.

Another activity that will be undertaken by the RTB and will impact transit providers, is the competitive transit project expected to begin in July, 1987. Under the competitive transit project, service in the western metropolitan area will be developed and put out for bid. It is expected that this project will affect both MTC and non-MTC services.

The RTB is also in the process of developing a five year capital plan for all transit operators providing public transit in the seven-county metropolitan area. The capital plan is expected to be developed by the end of 1986 and will document existing facilities, rolling stock and will propose a capital needs program for providers through 1991.

As part of the MTC's development of the Nicollet Garage proposal, RTB staff has facilitated discussions between private providers and the MTC to discuss the interest of private providers in using a public garage or storage facility. During these preliminary discussions, representatives of the private operators have indicated that they are not able to determine their interest in participating at this time. The most significant factor cited by the private operators is the uncertainty of transit needs in the future.

The private providers have indicated that, at this time, it is difficult for them to determine their future needs and an appropriate location for a garage or layover facility. Our discussions with the private operators indicated that there is an interest in discussing utilization of a facility until it is known the direction transit will take.

Competitive bidding of MTC routes scheduled for this fall, the findings of the second phase of the TSNA and the impact of the RTB's competitive transit project, will all have a significant impact on future fleet needs of the MTC. This impact on the MTC fleet, along with the development of the RTB's five year capital plan, will permit RTB staff to provide a comprehensive, regional evaluation of the MTC's Nicollet Garage replacement.

Findings and Conclusions

- The MTC has done an extensive evaluation on the condition of the current Nicollet Garage facility that clearly shows that future use of the site is limited in its current condition.

- The MTC anticipates a fleet of 1,041 buses by the year 2000 and currently operates a fleet of 1,027 buses.
- By the fall of 1986, it is expected that several MTC routes will be either discontinued or put out for bid.
- The second phase of the RTB's Transit Service Needs Assessment will be completed in late August, 1986, and will provide direction on the future role of transit service in the metropolitan area.
- Under the RTB's competitive transit project, it is expected that by the summer of 1987, both MTC and non-MTC service will be considered for competitive bidding.
- By establishing a midday bus storage facility adjoining the Heywood site, the MTC expects to realize substantial savings in operating expenses.
- The RTB is also in the process of developing a five year capital plan for all transit operators providing public transit in the seven-county metropolitan area.
- Private providers have indicated that at this time, it is difficult for them to determine what their needs will be in the future and what an appropriate location will be for a garage or layover facility.

Recommendation:

That the RTB direct its staff to investigate the capital needs of the region as they relate to the replacement of the MTC's Nicollet Garage and report back to the Administration and Finance Committee in a timely manner that allows the RTB to act on the Nicollet Garage proposal before submitting its budget to the Metropolitan Council in December, 1986.

7/28/82

METROPOLITAN TRANSIT COMMISSION RESPONSE
TO RTB QUESTIONS ON 1987 MTC BUDGET

Overview

1. How does the reduction in mileage resulting from complying with the \$2.45 standard compare with mileage reductions of previous years, ie, what impact will the implementation of the standard have on transit systems as a whole?

RESPONSE - Approximately 6.7 percent of the 1987 miles budgeted exceed the \$2.45 subsidy threshold. Much of this mileage serves the transit dependent. In previous years, unproductive mileage was recycled to a more productive route or routes, rather than reduced from the system.

2. Philosophy of the budget message is excellent—is there a specific work program identifying specific steps for making the MTC more competitive? There is mention of the expansion of the cost-savings program—what are the specific elements?

RESPONSE -The MTC is taking a series of steps to become more cost effective and thereby more competitive.

- (a) Union contract changes - Major savings are possible through the collective bargaining process. During the present negotiations, management has taken a firmer stance than ever, as witnessed by the time spent on the process. Management has proposed work rule changes for productivity improvements, an increase in the number of part-time drivers, cost containment for health care insurance coverage, etc. Also on the table is a proposal for "contract drivers" which would allow the MTC to competitively bid on contract services.
- (b) Deadhead mileage reductions - Deadhead mileage is being trimmed through the closing of garages on weekends, expansion of the midday bus storage program and revisions in bus relief points. A permanent midday storage facility is part of the Nicollet garage replacement plan. Route training via videotape also considerably reduces training mileage.
- (c) Improved run-cutting and driver utilization - The Ramcutter ^{software} package will be installed by next year. It will improve the efficiency of the run-cut, and optimize the assignment of open work.
- (d) Absenteeism control - The new absenteeism policy adopted in March, 1986 will reduce absenteeism, thereby lowering the number of employees necessary for the system to function.

- (e) Computerization - The new purchasing and stores computer system will reduce inventory costs.
- (f) New revenue sources - The MTC will provide services in exchange for revenue whenever possible. Proposed areas include the servicing of out-of-town charter buses and the use of the Transit Information Center for telemarketing and survey work.

The Cost Savings Program has been in place since 1983. It provides a channel for all employees to get their proposals considered by top management. Until this year, there were no financial awards given for successful proposals. As of May 1, up to \$3,000 have been awarded. This has produced a flood of proposals that are now under review.

- 3. **Inflation has been assumed at 4 percent. What is the basis for this assumption when cost of living increases have generally been less than this?**

RESPONSE - MTC prepared its 1987 budget assumptions about January 1, 1986. At that time, economic forecasts suggested that 1987 inflation would be about 4 percent. Wages and fringe benefits comprise more than 75 percent of MTC's budget. We have assumed that MTC and ATU will enter into a contract with increased labor costs. Until the contract with ATU is resolved, **any budgetary assumptions predicting changes in our wage structure are only estimates.**

- 4. **Provide the annualized mileage that does not currently meet the \$2.45 per passenger subsidy level.**

RESPONSE - 1,880,000 miles (as of January, 1986). Route profiles for January 1986 have been submitted to the RTB. The profiles clarify the specific MTC routes which exceed the interim standard.

- 5. **Describe the public/private initiatives (to date) in terms of net revenues and future efforts, such as computer time-sharing and Nicollet Garage.**

RESPONSE - Public/private initiatives have begun to add to MTC's revenue for partial year 1986 and in 1987. In each year, the projected revenues will come from Greyhound and from Trailways rentals and fees. In 1986, we have added an additional \$108,000 to our estimated revenue and in 1987, we are budgeting for a total of \$145,000 in revenue (only change is annualization from part-year in 1986 to full-year in 1987).

MTC leases garage space to Trailways and Greyhound. The Greyhound contract is for servicing and the use of maintenance facilities only. Buses are fueled, inspected, cleaned and repaired at Heywood Garage by Greyhound employees. They are stored elsewhere.

Trailways stores two buses at Heywood Garage. These are serviced and maintained by MTC employees.

This fall, Trailways will lease space in the Gateway Layover Facility for a depot. Other revenue sources being considered are computer time-sharing, leasing of unused Information Center space to telemarketing firms, custom typesetting and servicing of out-of-town charter buses.

As the Nicollet Garage report says, "Nicollet will be available to interested private operators, as will the proposed midday bus storage facility."

6. **Provide an update on the current status of contract negotiations. Does a contingency plan exist?**

RESPONSE - The MTC and ATU Local 1005 are still in the process of negotiating a new contract. The previous contract expired on April 30, 1986, and has been extended on a daily basis. Negotiations still center around the basic issues of increased productivity and cost containment. Productivity gains could be realized through work rule changes and/or an increase in part-time drivers.

A contingency plan has been developed in the eventuality of a strike. The plan is based on the premise that no service will be in operation during the strike.

7. **Update the current status of federal capital and operating funds in relation to Gramm-Rudman-Hollings (status of pending applications).**

RESPONSE - The full House Appropriations Committee has approved legislation that essentially freezes transit funding for FY1987 at the FY1986 level. The legislation is currently awaiting House floor action. The US Senate has not yet begun to mark up their version of the transportation appropriations bill, but is expected to begin this process within the next month.

The transportation budget passed out of the House Appropriations Committee, including the transit portion, meets the Gramm-Rudman guidelines. According to John Brimsek with Congressman Sabo's office, the committee approved \$2.0 billion in Section 9 formula funds, essentially freezing Section 9 funding at FY1986 levels. Section 3 discretionary funds increased slightly from \$1.0 billion in FY1986 to \$1.015 billion in FY1987. Within Section 3 are \$140.0 million earmarked for bus and bus facilities improvement. This is up slightly from \$138.7 million in FY1986.

The budget resolution agreed to by House and Senate calls for a 10 percent cut in transit assistance to meet the deficit reduction called for by Gramm-Rudman. UMTA Region V has indicated that the MTC's 1986 Section 9 operating dollars will be available September 30, 1986.

Operating Budget Assumptions

8. What is the 1986 level of I-394 service?

RESPONSE - The MTC is currently operating 1,092,000 miles in the I-394 corridor (we have defined the corridor as the area from Highway 7 to Highway 55). This mileage figure is a composite of the route miles currently being operated, and then annualized. This figure can fluctuate weekly with the changes required to compensate for loading.

9. Provide a monthly price history of diesel fuel for the last three (3) years, indicating annual gallons used and amount per gallon of fuel tax exemption.

RESPONSE - For regular transit service bus operations:

	JAN (c)	FEB (c)	MAR (c)	APR (c)	MAY (c)	JUN (c)	JUL (c)	AUG (c)	SEP (c)	OCT (c)	NOV (c)	DEC (c)
<u>1983</u>												
Cost per gallon:	93.2	86.9	81.2	81.4	85.7	87.9	88.7	90.6	92.0	92.2	91.1	89.2
Fuel tax exemption/gallon:	.17	.17	.17	.22	.25	.25	.25	.25	.25	.25	.25	.25
<u>1984</u>												
Cost per gallon:	91.6	94.3	90.2	88.1	88.4	89.5	89.1	85.6	86.9	88.6	87.9	86.8
Fuel tax exemption/gallon:	.26	.26	.26	.26	.26	.26	.26	.32	.32	.32	.32	.32
<u>1985</u>												
Cost per gallon:	82.7	78.5	79.1	84.2	85.6	83.2	79.7	79.5	82.5	86.8	87.1	87.1
Fuel tax exemption/gallon:	.32	.32	.32	.32	.32	.32	.32	.32	.32	.32	.32	.32
Annual Gallons Used:	1983 = 7,139,014				1984 = 7,060,605				1985 = 7,066,879			

LAW:jw:7-24-86

10. Describe the recent history (three years) of casualty and liability expense. Similarly, workers compensation. Impact of the current insurance crisis? Additional costs associated with self-insurance?

RESPONSE -

CASUALTY & LIABILITY EXPENSE

<u>1983</u>	<u>1984</u>	<u>1985</u>
\$1,008,126	\$2,318,870	\$3,149,784

WORKER'S COMPENSATION EXPENSE

<u>1983</u>	<u>1984</u>	<u>1985</u>
\$3,369,838	\$3,348,835	\$3,473,652

The current insurance crisis has not only impacted the MTC by tripling the costs of building and contents coverage but also by making excess

liability coverage virtually unattainable at any reasonable price.

The additional costs of self-insuring are essentially the same as those of an insurance carrier--claims adjusting expenses, special fund assessments, legal defense costs. What the MTC has introduced is additional risk. MN Statute 473.405, Subd. 13, gives the MTC the right to self-insure. Municipal immunity Statute 466.04 sets the limits at \$200,000/\$600,000. The constitutionality of this statute has not been tested in the Supreme Court.

11. Explain the decline in investment income for 1986 and 1987.

RESPONSE - Investment income for calendar years 1986 and 1987 is less than 1985 due to the loss of escrow interest earnings and declining interest rates.

12. What explains the decrease in purchased transportation from \$328,000 in 1985 to \$99,000 in 1987?

RESPONSE - In 1985, MTC paid \$233,000 for the exurban program (project #5204) and \$95,000 for Valley Transit Service (project #5464). In 1986, responsibility for the exurban program was assumed by the RTB. In 1987, we have budgeted the Valley Transit Service at \$99,000.

1000's Projects

13. 1987 UPWP funds are identified for Projects 1102-Transportation Planning, 1120-Handicapped Transportation Planning, and 2415-Ride-share Planning and Evaluation totaling \$83,849. Is this number consistent with projections discussed by RTB and MTC staff?

RESPONSE -There has been an exchange of letters relating to UPWP funding and responsibilities: one on 6/27/86 from Ghaleb Abdul-Rahman to John Capell, and a reply on 7/11/86 from Bev Auld to Ghaleb Abdul-Rahman. Auld's 7/11 letter raises some issues regarding the transfer of these funds and projects which are still under discussion. As we understand these discussions, the RTB has requested \$139,943 in UPWP funds, of which \$42,920 represents the 1987 portion which MTC has currently assigned to fund 80 percent of project 1130 and project 2415. The funds assigned as 80 percent of project 1102 (\$40,929), together with the \$42,920 in funds requested by the RTB comprise the \$83,849. If the UPWP projects become part of the RTB work program, approximately 800 labor hours will be affected.

2000's Projects

14. Has MTC had discussions regarding proposed 4(i) funding for Project 2416? These funds typically are for new, innovative projects, not for continuation of existing activities. How does this project relate to other I-394 efforts? What if funding is not available?

RESPONSE - Yes, the MTC is aware and has discussed the 4(i) funding for Project 2416. The MTC will budget to continue this project, spending out the funds in 1987 with a carryover of unspent funds from 1986.

We expect that no new 4(i) funds will be available for ridesharing activities. We do expect, based on our latest estimates of 1986 spending, that about \$57,600 of the current 4(i) grant will still be available for carryforward into 1987. Project 2416, as now constituted, (as well as our entire budget) would require an additional RTB subsidy of \$92,400.

15. **Any follow-up planned on nonEnglish speaking marketing study? Status of this project?**

RESPONSE - The MTC plans to follow-up on the nonEnglish speaking marketing study during 1986. One of the most feasible of the recommendations is producing rider information, including pocket schedules in other languages. MTC schedules are currently being redesigned, a process that will be completed in early fall. It is not cost-effective to translate and print schedules in other languages until the new schedules are developed.

3000's Projects

16. **Why a 68 percent increase of Project 3723 over Project 3623?**

RESPONSE - The total multi-year project costs for Equipment Projects 3623 and 3723 are \$1,562,463 and \$1,920,747, respectively. Project 3723 contains \$1 million for replacement radios; whereas Project 3623 contained \$500,000 for replacement radios (see cost center 3380, Radio Maintenance on pp G-64 and G-55). Project 3723 also includes \$100,000 toward automation of the Transit Information Center.

17. **What is the \$538,761 in expenses for in Project 3570 since vehicles have been purchased and delivered in 1986?**

RESPONSE - When the budget was prepared, we projected that we would take delivery of and would be paying for the last few buses in the first months of 1987.

4000's Projects

18. **What was the total cost of the Minneapolis Layover Facility? MTC share?**

RESPONSE - The total cost of the Minneapolis Gateway Ramp, which contains the Minneapolis Layover Facility, was \$15,838,000. We were unable to obtain any cost estimates specifically for the Layover portion of the facility. MTC's contribution to the entire project was \$150,000.

5000's Projects

19. How reasonable is that assumption that \$351,000 will be available in FAU funds for Project 5463-Minnesota Rideshare? Almost half of the project's expenses are described as miscellaneous. Describe these expenses.

RESPONSE - Project 5463-Minnesota Rideshare, as proposed, would be 59 percent funded by \$351,000 in FAU grant monies. Our project application for \$701,000 for program years 1987 and 1988 was approved by the Transportation Advisory Board and the Metropolitan Council in January, 1986. The FAU program is subject to potential Gramm-Rudman cuts. Please refer to attached letter regarding the question of FAU funding.

A detailed breakdown of the \$237,120 in miscellaneous expenses is visible on page B-47. As can be seen, \$223,080 is proposed for advertising, promotional, and media expenses.

20. There is mention in a later section of the budget document that Valley Transit will be transferred to the RTB (page C-4) and yet under this project, it appears that the MTC intends to continue its contractual relationship with Valley Transit. Please clarify. What accounts for the approximate 10 percent increase in operating assistance?

RESPONSE - MTC staff anticipates that the RTB, in its role of coordinating public/private transit services in the seven-county metropolitan area, may ask for the transfer of the Valley Transit Contract. At that time, a budget amendment would indicate the transfer of dollars for the transit services provided from the MTC.

A budget increase from \$93,300 (1986) to \$99,000 (1987) is requested, based on increased costs for insurance premiums, repairs, and wages.

21. Project 5470-Metro Mobility is now being negotiated with RTB. Staffing plan and administrative center have just been received and will be reviewed. Expected revenues from user fees (about \$155,000) haven't been identified.

RESPONSE - Revenue estimates are still being calculated by RTB and MTC staff and the most recent information projects the revenues at less than \$100,000. At the time when the staffing plan is complete as well as anticipated revenues estimated for 1987, Project 5470 will be revised.

6000's Projects

22. When will Project 6107 be completed?

RESPONSE - Project 6107-Human Resources Development will be completed in 1987.

7000's Projects

23. Prepare a schedule of annual debt service costs 1983—all existing debt. Do you project a current surplus to offset 1986/87 debt levy?

RESPONSE -

MTC DEBT (000's)			
1983	\$2,791	1991	\$3,593
1984	\$2,920	1992	\$3,399
1985	\$2,822	1993	\$3,106
1986	\$4,599	1994	\$2,915
1987	\$3,995	1995	\$2,389
1988	\$4,195	1996	\$ 446
1989	\$3,981	1997	\$ 326
1990	\$3,784	1998	\$ 309

In response to your second question, the debt service cash flow shows a projected balance of \$2.3 million by February 1987. One alternative would be to consider this a surplus to offset a portion of the \$4.5 million 1986 debt levy. However, the projected balance of \$2.3 million allows the delay of the sale of GO bonds until the end of the first quarter 1987 (Ref #34).

1986 MTC DEBT LEVY

Issue	1987-1988 Payment Schedule	Principal	Interest	Total	+5 Percent
1979	2-01-88	\$ 600,000	\$ 132,475		
	8-01-87		\$ 132,475	\$ 864,950	\$ 908,198
1982	2-01-88	\$ 900,000	\$ 312,500		
	8-01-87		\$ 312,500	\$1,525,000	\$1,601,250
1985	2-01-88	\$1,200,000	\$ 358,200		
	8-01-87		\$ 358,200	\$1,916,400	\$2,012,220
		<u>\$2,700,000</u>	<u>\$1,606,350</u>	<u>\$4,306,350</u>	<u>\$4,521,668</u>

9000's Projects

24. What is meant by expanding automation at the Transit Information Center? What would it take in terms of improvements to meet the demand?

RESPONSE - The MTC is currently testing an automated system to provide schedule information. During the demonstration, bus riders in the portion of South Minneapolis east of I-35W can use Touch Tone phones to obtain bus departure times. If the demonstration is successful, automation could be expanded to provide this information for all MTC routes.

The Transit Information Center currently loses 150,000 to 200,000 calls per year. A lost call is one that reaches the hold pattern, but disconnects

before reaching an operator. An unknown number of callers receive busy signals, or never try calling because they do not believe that they can get through. Studies at other systems show that the number of calls would continue to increase if operators were added. An automated system is the only way to meet this large demand at a reasonable cost.

25. What are the elements of the MTC Cost Savings Program?

RESPONSE - The MTC Cost Savings Program was approved in early 1986. Please refer to attachment.

26. What is the strategy for trimming \$1 million in nonproductive service and nonrevenue expenses? Is this the amount associated with complying with the \$2.45 standards?

RESPONSE - The major portion of the \$1 million savings will come from moving toward compliance with the subsidy standard.

27. Please explain the excess MTC computer capacity and what opportunities may exist for sharing.

RESPONSE - MTC computer excess capacity is available in hours of operation. Currently MTC's computer support requires six days/week, 13 hours/day operation. This need is expected to increase to a level of 18 hours/day, six days/week during 1987. Opportunities may exist with other local government agencies, and local private businesses, who require support that can be scheduled in off-hours.

28. How many transit supervisors will be added to the staff? Is this where the additional positions are?

RESPONSE - The Transportation Division will be adding two transit supervisors to its complement of administrative positions in the 1987 budget. The changeover in the Metro Mobility operation will result in a net loss of one administrative position in this Division. Therefore, the budget reflects a net increase of one administrative position in the Transportation Division (see page E-2).

29. For the last three years and the 1987 budget, what is the cost of outside legal counsel (ie, general legal, claims handling, special financing projects, etc.)?

RESPONSE - The MTC's legal expenses are reflected as follows:

Legal Expenses	1983	1984	1985	1986 (6 mo Act)	1987 (Budget)
Risk Management*	\$290,241	\$334,122	\$296,695	\$120,127	\$350,000
Capital Projects**	\$ 75,533	\$ 42,249	\$102,340	\$ 302	\$ 38,500
General Legal***	<u>\$ 88,923</u>	<u>\$ 53,376</u>	<u>\$ 71,999</u>	<u>\$ 31,410</u>	<u>\$132,300</u>
	\$454,697	\$429,747	\$471,034	\$151,839	\$520,800

* For defense and settlement of casualty and liability claims and worker's compensation claims.

** For projects involving capital funds, including garage site acquisition, safe harbor leasing, short-term borrowing and general obligation bonds.

*** For labor arbitrations, discrimination claims, legal opinions and general legal advice.

30. Provide a copy of the 1986 and 1987 marketing plan for regular route and rideshare. Are any marketing funds budgeted for participation in the I-394 marketing activities with the RTB and MN/DOT? If not, why?

RESPONSE - A copy of the 1986 marketing plan for regular route service is included. The 1987 plan has not been developed. The MTC will review its advertising agency in fall, 1986. The 1987 plan will be developed following the decision on the agency. No regular route marketing funds are budgeted for I-394. Because this corridor has multiple providers, funding of I-394 marketing has been considered the responsibility of the RTB. See attached copy of 1986 marketing plan and proposed 1987 management outline.

31. What is the planned implementation of RAMCUTTER? What savings do you anticipate to result from this in the way of improved scheduling?

RESPONSE - One version of an optimizing run-cutter has been demonstrated here at the MTC. The results of this demonstration have been favorable. One other run-cutter will be demonstrated in the near future. With the knowledge gained from the work done to date, a draft RFP is being done for publication this fall. We expect that the responses to the RFP will identify potential cost savings which relate directly to driver labor requirements. Implementation is scheduled for early 1987.

32. What is the current status of the implementation of comparable worth?

RESPONSE - The MTC is implementing comparable worth adjustments over a four-year period. The MTC processed its first comparable worth adjustments for 43 eligible employees effective July 5, 1986. The total cost of these adjustments in 1986 is \$17,713. We would estimate that the cost of similar adjustments in 1987 would be approximately \$36,000.

Revenues

33. Provide a monthly cash flow for operating, capital and debt service funds through 1987.

RESPONSE - See attachments marked "33" A, B, C, D, E, and F.

34. When do you anticipate the sale of \$7 million of GO bonds?

RESPONSE - Our capital fund projections call for issuing bonds no later than the end of the first quarter in 1987. Absent this bonding, the capital program as proposed will run out of funds in the second quarter of 1987.

35. What is the status of the fare pricing study? Will MTC be able to use the model to run other revenue scenarios?

RESPONSE - The fare pricing study has been completed. A draft of the final report will probably be presented to the MTC Finance & Administration Committee early in August. Commission action is requested. MTC's revenue model currently contains all elements studied in the fare pricing study. We can use the model to project other revenue scenarios provided they use the same elements already in the model.

Project 4401

36. What are the Northwest Corridor Express Service route changes? How do they relate to the Northwest Corridor analysis effort conducted as part of the RTB's Transit Service Needs Assessment?

RESPONSE - The Northwest corridor changes involve only one route--route 45. This is a shuttle serving Maple Grove. The service was initiated at the request of the City of Maple Grove and a group of potential riders.

37. What are the savings/additional costs of implementing the Northeast St Paul Corridor Route Reorganization?

RESPONSE - The restructure of the Northeast corridor in St Paul is currently planned at little or no cost in miles.

38. What is the financial impact of the completion of the St Paul Central Business District Layover Facility?

RESPONSE - There is no significant operational savings or cost to completion of the facility. The basic issue is that the City of St Paul has indicated that the MTC may be required to eliminate layovers from downtown streets. The St Paul CBD Layover Facility would allow the MTC to avoid substantial increases in operating dollars required to move layover buses outside the downtown area.

39. **Level of I-394 bus service is assumed the same in 1987 as in 1986. How reasonable is this assumption?**

RESPONSE - The 1987 mileage for I-394 is the same as 1986, because it is unclear what mix of providers will be providing service in the corridor and to what extent each will be participating. When these issues are resolved, the MTC budget can be amended to reflect its role in I-394.

40. **Is it valid to assume that private providers will be interested in utilizing the Nicollet Garage? In the letter to the executive director, there is mention that the forthcoming budget amendment will reduce the budget authorization. Was the project ever authorized?**

RESPONSE - This information was included in the Nicollet Garage report presented to the RTB last week. A 1986 budget amendment has been submitted for RTB and Met Council approval. Upon approval, the 1987 budget will be revised to reflect the Nicollet/Bus Storage Facility projects.

41. **What will happen to Project Mobility buses; will they be used in regular route service?**

RESPONSE - At this point in time, it is the intention of the MTC to place the Project Mobility buses into regular route service once the MTC closes its operation of the project. This will allow us to retire buses that are currently in operation and are beyond their 12-year operational life.

42. **Are the operational costs of the Accessible Bus Demonstration project included in 4401?**

RESPONSE - The operational costs of the accessible bus demonstration project are included in Project 4401.

43. **Provide the latest route profile information.**

RESPONSE - The latest route profile information available is January, 1986. This information is included in the 1987 budget document (Project 4401) and has been submitted to the RTB for review as a part of the interim review process.

44. **What has been the percentage drop of absenteeism as a result of the new policy?**

RESPONSE - At this time, it is premature to report the reduction in absenteeism levels as a result of the revised policy that became effective March, 1986. The MTC's goal is a reduction of .5 percent in absenteeism.

Miscellaneous

45. **Human Resources development assumes Secion 8 carryover—consistent with our UPWP discussions? \$32,314**

RESPONSE - Project 6107-Human Resources Development assumes Section 8 carryover in the amount of \$32,314. This is not part of the UPWP. Project 6107 will be completed in 1987.

Capital

46. **When is the current fleet plan anticipated to be updated?**

RESPONSE - The fleet plan will be reviewed and if necessary updated in February or March, 1987.

47. **For the park/ride lots and bus shelters, provide the number of facilities, spaces provided for, and the annual maintenance costs.**

RESPONSE - The MTC currently owns 618 bus shelters throughout the metropolitan area. The 1987 budget proposes to add 75 additional shelters. Twenty-five within the I-394 corridor and the remaining 50 elsewhere within the transit service area.

The annual maintenance costs associated with those shelters is \$705,000.

The MTC currently owns three park-ride lots and shares ownership with the City of St Paul on a fourth. Additionally, we utilize another four lots providing 336 spaces which are owned and maintained by the municipalities in which they are located. The four lots owned by the MTC provide 210 parking spaces with an annual maintenance cost approaching \$34,600.

The 1987 budget proposes an additional seven park-ride lots containing 516 spaces, two of which would potentially be owned by the MTC. The MTC would maintain all seven lots at a proposed annual maintenance cost of \$60,600.

48. **What is the volume of convenience fares sold annually at the IDS booth?**

RESPONSE - In 1985, annual sales of convenience fares at the IDS booth were:

Monthly Passes:	
Quantity	24,436
Dollar Amount	\$731,310
Commuter Tickets:	
Quantity	94,635
Dollar Amount	\$818,922

Total Convenience Fares:	
Quantity	119,071
Dollar Amount	\$1,550,232

BJA:jw/M00-01-1&2

Attachments

REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 24, 1986
TO: Administration and Finance Committee
FROM: Greg Andrews, Director of Administration
Judith Hollander, Director of Planning & Programs
SUBJECT: Miscellaneous RTB Budget Items

In response to issues raised by board members at the A&F Committee meeting held July 10, 1986, we offer the following:

- (1) At the A & F meeting, there was some discussion regarding when and why project evaluations are conducted. Staff feels that such evaluation is a critical element of the planning and programs function in order to determine project effectiveness toward meeting regional and project goals. RTB evaluation activities are also important to determine if the projects are productive, cost-effective, and meet the needs of users and non-users within their service/market area. Comprehensive program evaluation is a rigorous and time-consuming effort, and, clearly, not all projects can be evaluated thoroughly on an annual basis. Although we have not established specific timelines for program evaluation at this point, we expect to do so.

The need to conduct specific project evaluation efforts have been identified as part of other RTB planning and programs activities for the following projects:

- Metro Mobility (completed) to determine improved user responsiveness and cost effectiveness
- County transportation providers to determine effectiveness and ability to coordinate with Metro Mobility (soon to be underway)
- Minnesota Rideshare management structure study (soon to be underway)
- Hastings Commuter Services (new service)
- Chaska/Chanhassen/Eden Prairie opt-out proposal

Once the Transit Service Needs Assessment has been completed and we have a route classification system and establish standards for different types of services and providers, we will be in a much better position to determine the need and frequency for evaluating specific projects. This information will be brought to the board in late 1986.

MISC. RTB BUDGET ITEMS

July 24, 1986

Page Two

- (2) The 1987 proposed budget assumes that the RTB will have \$2 million available in 1987 from the state planning appropriation. In the 1985-86 biennium, the state planning grant was \$1,750,000 for a two-year period. Thus, we have assumed an increase of over 100 percent.
- (3) Questions were raised regarding the adequacy of staffing for Planning and Programs. If we do become involved with Corridor Preliminary Engineering, we will need at least two additional positions, beginning in about July 1987. Another 1-2 positions will be required in the planning and programs area depending on how the process is established to deal effectively with the additional service planning and evaluation efforts associated with implementing the service standards and the resulting need to restructure or competitively bid services that exceed the service standards.
- (4) Review of the Nicollet Garage amendment was also discussed. We should be able to provide staff analysis after the amendment has been formally transmitted and the MTC has made its presentation to the Board.
- (5) In response to a question of the expense of legal counsel, we have prepared the attached memo.
- (6) We have prepared a schedule of program hours and dollars that will be discussed at the Committee of the Whole meeting on July 28, 1986 (Monday).

bdmesG/RTBTX3

REGIONAL TRANSIT BOARD
OVERVIEW OF LEGAL SERVICES

Budget 1986

The legal services budgeted in 1986 comprehended the following:

in-house attorney salary and benefits	\$47,900
contract legal services	<u>25,000</u>
	\$72,900

Budget 1987

The legal services budget in 1987 does not comprehend an in-house attorney. Legal services would be obtained through contract services at a budgeted amount of \$65,000.

<u>Expenditure Experience</u>		
contract legal services	paid 1984	\$14,100
contract legal services	paid 1985	49,888
contract legal services	paid to 5/31/86	14,288

Legal assistance will be utilized in such areas as follows:

- 1) Board and committee services.
- 2) Development of contracting procedures including requests for proposals.
- 3) Legislation and the biennial session.
- 4) Metro agency liaison.
- 5) Community liaison.
- 6) Transit assistance programs including contract formats, audits and performance and liability standards.
- 7) Personnel policies and procedures.
- 8) Financial issues.
- 9) Insurance matters.
- 10) Legal matters related to preliminary engineering.
- 11) Capital expenditure (I-394).
- 12) Matters of public information and relations.
- 13) Tax levy related legislation matters.

REGIONAL TRANSIT BOARD
1987 BUDGET

Proposed
July 10, 1986

Revised
July 24, 1986

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REGIONAL TRANSIT BOARD

Suite 270 Metro Square Building, Saint Paul, Minnesota 55101

DATE: July 24, 1986
TO: Regional Transit Board
FROM: Gregory L. Andrews, Director of Administration
SUBJECT: 1987 Regional Transit Board Budget Overview

The proposed 1987 Regional Transit Board (RTB) budget sets forth the projected revenues and expenditures associated with the public transit activities of the RTB in the Twin Cities metropolitan area. The document has been developed to reflect agency priorities identified in the Interim Implementation Plan, preliminary conclusions and findings made in the Transit Service Needs Assessment, and additional federal and state legislative mandates. Many of these activities represent ongoing RTB efforts, whereas several other activities have been developed as new RTB initiatives in the area of public transit service planning and programming.

All of the budget activities have been developed within the context of meeting five basic objectives:

1. Provide for a comprehensive set of transit and paratransit services to meet the needs of metropolitan area residents.
2. Utilize private and public transit providers to ensure the most efficient and coordinated use of existing and planned transit resources.
3. Develop a public information and legislative strategy to ensure that metropolitan area residents, organizations, and the Legislature are well informed and actively involved in public transit activities.
4. Utilize public resources and investments in the most efficient manner possible in order to establish and maintain a strong financial base for public transit activities.
5. Maintain a strong internal organization that operates as a coordinated and effective team.

These objectives are reflective of an agency that is still growing in order to better meet the public transit needs of the metropolitan area and, at the same time, indicative of an agency that is now recognized as a viable and responsible partner in the transportation community. A description of specific changes from the 1986 budget and new activities follow.

Activities

--The RTB has become increasingly involved with Major Corridor Studies (Activity 87-05), including I-35W, I-494 and I-94 to ensure that transit issues and components are adequately addressed. In 1986, the I-35W study (Activity 86-06) was singled out as a project. However, in 1987, this study has been grouped with other corridor efforts for simplicity and also to indicate the total level of effort that the RTB is making in coordination with the variety of major corridor studies planned or underway.

--Activity 87-09--Urban Travel Analysis and Policy Plan Updates--has been modified to indicate the necessary RTB involvement in the Metropolitan Council's Policy Plan Update, which will be underway in 1987.

--The RTB's involvement in handicapped transportation planning in 1987 (Activity 87-10) will focus on the evaluation of the restructured Metro Mobility service and the preparation of documentation necessary to submit to the Urban Mass Transportation Administration required by the recently enacted 504 regulations.

--In the area of Regional Rideshare Coordination (Activity 87-11), the RTB will focus its efforts on implementing recommendations to be made as a result of its evaluation of alternative management structures for the rideshare program, which is expected to be completed in February, 1987.

--RTB's efforts in the I-394 Planning and Implementation Activity (87-13) will be continued. Although this is a major corridor project, it has been identified as a separate activity to reflect the more detailed implementation planning efforts required of this project.

--In 1986, an activity was designated for the RTB's major efforts in developing the Transit Service Needs Assessment and the Implementation Plan. This activity is not included in the 1987 budget. Rather, the detailed planning and implementation efforts required to carry out the recommendations and priorities established in these two documents are included as part of Activity 87-13--Transit System Planning and Implementation.

--Activity 87-14--Transit Programs and Administration--reflects the full assumption of responsibility by the RTB for the administration of transit contracts with providers for transit services. Several specialized projects, such as the development of a capital plan for identifying the fleet and facilities needs of providers, will be developed as part of this activity.

--Competitive Transit Services (Activity 87-22) is a new RTB activity. This activity, funded as an UMTA demonstration project, is intended to increase the efficiency of transit in the metropolitan area through fully competitive transit services.

--Preliminary Engineering for Corridor Transit Improvements (Activity 87-23) is also a new RTB activity. This project builds upon the work of previous studies and recommendations adopted by the RTB and the Metropolitan Council. Activity expenses are primarily for consultant costs. Costs of additional staff, specific to this project, are not included.

--Although previous work has been done in the area of Taxicab Planning and Coordination (Activity 87-24), the separation of this activity is new to the 1987 budget. Efforts in this area will focus on the identification of appropriate roles for taxis as providers of public transit service and identification and implementation of program initiatives intended to increase taxicab participation.

--Contract and Procedures Administration (Activity 87-18) was expanded in the 1987 budget to reflect increased RTB responsibilities in this area. Contract administration will provide support services, including accounting and auditing service, compliance procedures and administrative and financial management expertise to the development of contracts.

--Office Services (Activity 87-25) is a new activity, added to the 1987 budget to coordinate the office services function of the RTB as the agency expands. Efforts in this area will focus on providing efficient, cost-effective office services. A major effort in 1987 will be space planning for the anticipated office move and coordination with the other metropolitan agencies regarding joint services.

Personnel

In 1986, the RTB identified a staff of 24 individuals necessary to carry out its responsibilities, in addition to the Chairman. As the agency has become involved in the full-scale implementation of its duties and, furthermore, has identified the necessary activities required to make transit service more cost-effective and responsive to the needs of the metropolitan area residents, it is clear that additional personnel will be required. Eight additional positions need to be hired in 1987 in order to meet these needs. A careful analysis of the legal needs of the agency has led to the decision to eliminate the full-time in-house attorney from the 1987 budget. This position was budgeted for in 1986 but has never been filled. The RTB will continue contracting for legal services. The net gain in positions proposed by this budget is seven, thus bringing the total staff complement to 31, in addition to the Chairman. The additional staff positions are:

PLANNING & PROGRAMS

1. The additional Planner will be responsible for assisting with the design, development, conduct, research and evaluation of the elements of transit project planning projects identified in the Transit Service Needs Assessment.
2. The Competitive Transit Project Administrator will coordinate the fully competitive transit service demonstration project. This individual will identify and evaluate the capability of providers, identify barriers to participation and establish, implement, monitor and evaluate the competitive bidding process. This position is funded under the UMTA demonstration grant.

ADMINISTRATION

3. The Fiscal Analyst will participate in the development of financial plans and projections, financial forecasting, audit services, and the evaluation of performance standards.
4. The Office Service Supervisor will report to the Director of Administration and will be responsible for coordinating the office services function of the agency. Some of the major projects that this individual will participate in will be space planning for the anticipated office move and coordination with the other metropolitan agencies regarding the possibility of shared services (central services, duplicating, phone service, etc.)
5. The Accounts Clerk will assist the Accounting Department in data entry, accounts payable and receivable, postings of receipts and disbursements and other routine accounting functions.
6. The Administrative Services Supervisor will report to the Director of Administration and will be responsible for the day-to-day management and coordination of the administrative support services of the RTB. This includes the following: development and maintenance of administrative policies and procedures, liaison with other agencies, coordination of administrative services to Board, committees and staff and overall coordination of the budget process, personnel administration, administrative and financial plans and employee training and development.
7. The Contracts and Procedures Administrator will contribute administrative and financial management expertise to the development and negotiation of contracts as well as provide staff support for audit and compliance procedures and purchasing functions.
8. The Public Information Assistant will report to the Public Information Officer and will assist with developing and carrying out strategies to inform and involve the public about RTB activities.

A copy of the proposed organizational chart which includes these eight new positions can be found in the personnel section of the budget document.

Expenditures and Revenues

The proposed 1987 budget of \$80,932,150 represents a 14 percent increase over the 1986 budget. This increase reflects the ongoing costs of planning and providing transit services as well as those associated with the expanded activities of the Regional Transit Board.

The majority of the expense, \$71,857,882, is found in Activity 87-14, Transit Programs and Administration. The expense is based on the requests for financial assistance in 1987 recently submitted to the Regional Transit Board. The final cost of this effort will change when staff has the opportunity to analyze these requests and negotiate contracts with providers. The remaining Planning

and Programs activities of \$3,793,595 reflect a 116 percent increase over 1986 estimates. This increase is due to the addition of new activities (87-22) Competitive Transit, (87-23) Preliminary Engineering, and (87-26) Capital Improvements for Transit Providers.

Expenditures for supporting services are \$1,228,417 in 1987, an increase of 102 percent over 1986. The support activities show significant growth as the agency's needs have become more clearly identified. The costs are allocated to the various work programs based upon labor dollars and hours.

Many of the programs in this budget have been allocated a portion of the Metropolitan Council "chargeback" of \$280,000 for 1987, a 33.5 percent increase over the estimate for 1986. Meetings will be held with Council staff to discuss the specific elements of the chargeback.

Sources of revenue to fund the 1987 budget remain the same; federal and state grants as well as local property taxes. Federal grant revenues of \$843,000 are projected to fund the Board's Unified Planning Work Program, ridesharing activities administered by the Metropolitan Transit Commission, and the Competitive Transit Demonstration Program.

State grants of \$42,450,000--including \$11,250,000 for state reimbursed homestead credit and tax feathering--are projected for 1987. The remaining \$31.2 million of state grants are anticipated from appropriations for Board administration, special planning programs, capital and operating assistance for transit providers.

Finally, the 1987 budget assumes that the Board will authorize the sale of \$1,500,000 of general obligation bonds through the Metropolitan Council in order to provide capital facilities in the I-394 corridor.

REGIONAL TRANSIT BOARD
1987 REVENUES & OTHER SOURCES OF FUNDS
August 1, 1986

REVENUE

Federal Grants:		
Urban Mass Transit Admin-Planning Grant	\$ 300,000	
-Transit Study	192,000	
Federal Aid Urban	351,000	
Subtotal	\$ 843,000	
State Grants:		
RTB Administration	1,500,000	
Planning Grant	2,000,000	
Transit Provider Assistance	26,000,000	
Homestead Tax Credit (w/debt service)	8,600,000	
Tax Feathering Reimbursement	2,650,000	
Capital Improvements-Transit Providers	1,700,000	
Subtotal	\$42,450,000	
Local Property Tax Revenues (w/debt service)		\$39,875,000
Interest Income		\$ 600,000
Bond Proceeds		
1-394 Capital Improvements		\$ 1,500,000
TOTAL ESTIMATED REVENUE		\$85,268,000
<u>Other Sources of Funds (fund balance)</u>		
RTB Administration	277,000	
Planning Grant	832,000	
Transit Provider Assistance	288,000	
Subtotal	\$ 1,397,000	
Total Estimated Revenues & Other Sources of Funds		\$86,665,000
Total Estimated Expenditures		\$80,932,150
ESTIMATED RESERVE BALANCES		
RTB Administration	299,000	
• Planning Grant	528,000	
Transit Provider Assistance	1,905,850	
Capital Improvements	3,000,000	
Subtotal	\$ 5,732,850	
TOTAL ESTIMATED EXPENDITURES & RESERVES		\$86,665,000

REGIONAL TRANSIT BOARD
1987 SOURCE OF REVENUE BY WORK PROGRAM

<u>REGIONAL TRANSIT BOARD WORK PROGRAM ACTIVITIES</u>		<u>FEDERAL</u>	<u>STATE</u>	<u>LOCAL PROPERTY TAXES</u>	<u>TOTAL WORK PROGRAM ACTIVITIES</u>
87-01	RTB Policy Management		\$449,173		\$449,173
<u>PLANNING & PROGRAM ACTIVITIES</u>					
87-03	Planning & Program Administration		280,266		280,266
87-04	Transportation Planning Process	\$ 35,277	215,158		250,435
87-05	Major Corridor Studies	66,710	152,373		219,083
87-09	Urban Travel Analysis & Policy Plan Updates	43,549	104,327		147,876
87-10	Handicapped Transportation Planning	15,053	73,571		88,624
87-11	Regional Rideshare Program Coordination	18,235	47,562		65,797
87-12	I-394 Planning & Implementation	39,636	160,187		199,823
87-13	Transit System Planning & Implementation	81,540	633,358		714,898
87-14	Transit Programs & Administration	351,000	36,450,000	\$35,056,882	71,857,882
87-22	Competitive Transit Services	192,000	33,255		225,255
87-23	Preliminary Engineering/Corridor Transit Improvements		1,560,208		1,560,208
87-24	Taxicab Planning & Coordination		41,330		41,330
<u>CAPITAL PROGRAMS</u>					
87-20	RTB Capital Expenditures		130,500		130,500
87-26	Capital Improvement - Transit Providers		200,000		200,000
<u>DEBT SERVICE</u>					
87-21	MTC Debt Service		800,000	3,701,000	4,501,000
TOTALS		\$843,000	\$41,331,268	\$38,757,882	\$80,932,150

V.f.

REGIONAL TRANSIT BOARD
EXPENDITURE BUDGET
WORK PROGRAM ACTIVITIES

RTB WORK PROGRAM ACTIVITIES		Salaries & Benefits	Consultants	Travel Local/Non Local	Printing	Per Diems	General O/H Support	Met Council Chargebacks	Trnst Prvdr Payments	Other	TOTAL
87-01	RTB Policy Mgmt	\$118,710	\$ 51,500	\$48,500		\$38,000	\$ 169,713	\$ 18,000		\$ 4,750	\$ 449,173
<u>PLANNING & PROGRAM ACTIVITIES</u>											
87-03	Plng & Prgms Admin	89,454	2,500	13,550			163,162	11,600			280,266
87-04	Trnsp Plng Process	30,296		2,000			52,139	166,000			250,435
87-05	Major Corridor Studies	57,290	50,000		\$ 5,000		106,793				219,083
87-09	Urbn Trvl Anlys/Plcy Plan Updtes	37,400					72,676	37,800			147,876
87-10	Handicapped Trnsp Planning	12,927	40,000	2,200	7,500		23,997	2,000			88,624
87-11	Rgnl Rideshare Prgm Coord	15,660	10,000	2,200			28,437	9,500			65,797
87-12	I-394 Plning/Implem	34,039	100,000		5,000		60,784				199,823
87-13	Transit System Plning/Implem	70,026	500,000	3,300	5,000		129,572	7,000			714,898
87-14	Transit Prgms/Admin	151,898	171,000	3,000	10,900		256,084		\$71,265,000		71,857,882
87-22	Compet Transit Services	63,113	50,000	5,000	2,500		104,642				225,255
87-23	Prel Eng/Corridor Trnst Improv	19,270	1,500,000	4,500	2,000		34,438				1,560,208
87-24	Taxicab Plning/Coord	14,350		1,000			25,980				41,330
<u>CAPITAL PROGRAMS</u>											
87-20	RTB Capital Expenditures									130,500	130,500
87-26	Captl Improv - Trnst Prvdrs									200,000	200,000
<u>DEBT SERVICE</u>											
87-21	MTC Debt Service									4,501,000	4,501,000
TOTAL WORK PROGRAM EXPENDITURES		\$714,433	\$2,475,000	\$85,250	\$37,900	\$38,000	\$1,228,417	\$251,900	\$71,265,000	\$4,836,250	\$80,932,150

V.I.I.

REGIONAL TRANSIT BOARD
1987 EXPENDITURE BUDGET
SUPPORT ACTIVITY

		<u>Salaries</u>	<u>Consultants</u>	<u>Travel</u>	<u>Printing</u>	<u>General Service Expenses</u>	<u>Met Council Chargebacks</u>	<u>Other</u>	<u>TOTAL</u>
87-02	Executive Director's Office	\$102,992	\$ 70,000	\$ 9,100					\$ 182,092
87-19	Public Information	70,105	9,700	3,150	\$ 6,000				88,955
87-15	Administrative Services	54,255	20,000	5,000		\$127,500	\$ 600	\$125,000	332,355
87-16	Financial Management	131,376	60,000	5,900	9,500		27,500		234,276
87-17	Personnel Administration	51,234	7,500	2,500	2,000	42,000			105,234
87-18	Contract/Procedures Admini.	66,219		4,600	1,500				72,319
87-25	Office Services	53,186		1,500	1,000	157,500			213,186
TOTAL SUPPORT SERVICES		\$529,367	\$167,200	\$31,750	\$20,000	\$327,000	\$28,100	\$125,000	\$1,228,417

XI

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT.

ACTIVITY NUMBER: 87-01

DATE: August 1, 1986

ACTIVITY TITLE: RTB Policy Management

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To support the activities of the Regional Transit Board, its Chair, and the assistant to the Chair.

Approach:

The expenses associated with the Board's activities, including travel, per diems, salaries of the Chair and direct staff assistance are included within this activity.

Relationship to Previous Work:

Continuing project.

PRODUCTS

COMPLETION DATES

Policy direction for transit planning activities and transit programs.	Ongoing
Staff assistance to the Chair and the Board in the adoption of Board policies and programs.	Ongoing
Legislative program and maintenance of intergovernmental communications.	Ongoing

87-01

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Chairman	1708
Assistant to Chair	1812
Administrative Assistant	880
	<hr/>
TOTAL	4440

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$118,710
Consultants	51,500
Travel	48,500
Printing	0
General Overhead - Support Services	169,713
Metropolitan Council Chargebacks	18,000
Per Diems	38,000
Other - Equipment Rental/Maintenance	4,750
	<hr/>
TOTAL	\$449,173

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	\$449,173
Planning Funds	
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$449,173

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-02

DATE: August 1, 1986

ACTIVITY TITLE: Executive Director's Office

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To carry out the administrative responsibilities of the Regional Transit Board with the assistance of the Director of Planning and Programs and the Director of Administration. Major responsibilities include strategic planning, personnel administration, management of RTB's work programs and budget, and implementation of policies and procedures to ensure that Board programs are carried out effectively.

Approach:

This activity includes the expenses of the Executive Director, and the Administrative Assistant.

Relationship to Previous Work:

This work represents a continuation of 1986 activities.

PRODUCTS

COMPLETION DATES

Management of the annual work program and budget to ensure the implementation of RTB policies and programs.	Ongoing
Coordination of the RTB's strategic planning activities.	Ongoing
Coordination of the RTB Staffing Plan.	Ongoing
Coordination of legal services to the Board and departments.	Ongoing
Implementation of Board decisions through the appointment and executive direction of Board employees.	Ongoing

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Executive Director	1734
Administrative Assistant	880
Receptionist	1812
	<hr/>
TOTAL	4426

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$102,992
Consultants	70,000
Travel	9,100
Printing	0
General Overhead - Support Services	0
Metropolitan Council Chargebacks	0
	<hr/>
TOTAL	\$182,092

REVENUES STATEMENT

The Executive Director's Office expenditures are allocated as indirect overhead - support services - to planning and program activities where they are balanced by various revenue resources.

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-19

DATE: August 1, 1986

ACTIVITY TITLE: Public Information

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To inform the public about activities and programs of the RTB through external communications, contacts and informational materials. To encourage the public to be informed about the RTB and to participate in the RTB's decision-making process.

Approach:

Community relations, intergovernmental relations, media relations and public relations are the primary activities used to fulfill the public information role of the RTB. Each of these elements provide a broad-based, coordinated effort designed to encourage public awareness and participation of all RTB programs and their impacts on regional transit.

Relationship to Previous Work:

Continuous.

PRODUCTS

COMPLETION DATES

Public information materials - development and distribution	Ongoing
Coordination of RTB's legislative informational materials and assist in informing legislature about our programs and legislative goals	Ongoing
Media relations for RTB programs.	Ongoing
RTB annual conference development	December 1987
Intergovernmental, business and community relations activities	Ongoing
Development of public participation strategies of RTB programs	Ongoing

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Public Information Officer	1734
Public Information Assistant	1812
Secretary	100
Interns	1000
TOTAL	<u>4646</u>

<u>EXPENDITURES</u>	<u>1987 HOURS</u>
Salaries & Benefits	\$70,105
Consultants	9,700
Travel	3,150
Printing	6,000
TOTAL	<u>\$88,955</u>

REVENUES STATEMENT

Public Information expenditures are allocated as indirect overhead (support services) to planning and program activities where they are balanced by various revenue resources.

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-03

Activity Title: Planning and Programs Administration Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To provide general administration activities for the Planning and Programs Division of the Regional Transit Board.

Approach:

To participate in projects, activities and provide overall management of the Planning and Programs Division. Project includes the expenses of two secretaries, local travel expenses and other general administrative expenses of the division.

Relationship to Previous Work:

This work represents a continuation of 1986 activities.

PRODUCTS

COMPLETION DATES

Preparation of technical memoranda and reports responding to legislative and community requests.	Ongoing
Participation in 1988 Budget.	Fall, 1987
Staff hiring and training.	Ongoing
Organizational support to the board, staff and the general public.	Ongoing

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning and Programs	720
Planning Manager	189
Program Manager	195
Planner	364
Secretary	3546
Interns	200
	<hr/>
TOTAL	5214

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$89,454
Consultants	2,500
Travel	13,550
Printing	0
General Overhead - Support Services	163,162
Metropolitan Council Chargebacks	11,600
	<hr/>
TOTAL	\$280,266

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	\$280,266
Planning Funds	
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$280,266

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-04

Activity Title: Transportation Planning Process Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To provide RTB planning and programs support to coordinate, support and maintain the interagency 3-C (continuing, comprehensive, cooperative) planning process pursuant to state and federal statutes and regulations, specifically those associated with the Urban Mass Transportation Administration's Section 8 Planning Program.

Approach:

The RTB will participate in the 3-C process through participation in the interagency committee structure, special technical advisory committees and task forces. Staff will provide the necessary assistance in the development and review of the FAU program, TIP program, referrals, development of the 1988 Unified Planning Work Program, quarterly reports and invoices, and other state and federal programs as needed. Activities also include participation in Minnesota Public Transit and Regional Transit Board conferences.

Relationship to Previous Work:

These activities represent the RTB's continued role in the 3-C process.

PRODUCTS

COMPLETION DATES

Review and approval of plans and projects.	Ongoing
Participate in committee meetings, task forces, etc.	Ongoing
Participate in maintaining certification of the Metropolitan Area Planning Process.	December, 1987
Participate in 1988 Unified Planning Work Program.	June-October, 1987
Participation in preparation of the 1988-90 T.I.P., including an annual element.	December, 1987
Amendments to the 1988-90 T.I.P.	As Needed
Referral reports.	Ongoing
Input to FAU programs as necessary.	October, 1987
Input to Interstate Substitution Quarterly status reports as necessary.	April, July, Oct. 1987
	January, 1988
Assistance to and Coordination with Minnesota Public Transit Association (MPTA).	Ongoing
MPT Conference.	October, 1987
RTB Conference.	December, 1987

Total Staff Weeks

34

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning and Programs	90
Planning Manager	235
Programs Manager	195
Project Administrator	193
Planner	685
Interns	200
	<hr/>
TOTAL	1598

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$ 30,296
Consultants	0
Travel	2,000
Printing	0
General Overhead - Support Services	52,139
Metropolitan Council Chargebacks	166,000
	<hr/>
TOTAL	\$250,435

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	35,277
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	215,158
Planning Funds	
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$250,435

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-05

Activity Title: Major Corridor Studies

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To participate in the major corridor studies, including, but not limited to, I-35W, I-494, and I-94. To ensure that transit issues and components are adequately addressed through active participation in the Project Management Teams. To conduct specific transit studies and activities related to planning and implementing transit improvements in these corridors.

Approach:

At least three major corridor studies--I-35W, I-494, and I-94--will be conducted in 1987 through the joint efforts of Mn/DOT, the Metro Council and RTB. The results of the Long Range Transit Study and the Transit Service Needs Assessment may recommend other corridors for further examination. The RTB will participate on the Project Management Teams, core staff groups and conduct specific activities related to transit planning. The RTB may take a major role in specific studies as appropriate.

Relationship to Previous Work:

The RTB has been actively involved in corridor studies since 1984. RTB staff participated in the Project Management Teams and conducted key activities in the I-35W, I-494 and I-94 studies in 1985 and 1986.

PRODUCTS

COMPLETION DATES

Participate in Project Management Team Meetings.	Ongoing
Assist with Information Coordination on Transit.	Ongoing
Conduct Specific Work Activities.	Ongoing
Review Project Documentation.	Ongoing
 Total Staff Weeks	 100

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning & Programs	90
Planning Manager	280
Engineer Planner	491
Planner II	481
Planner I	1321
Interns	800
TOTAL	3463

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$ 57,290
Consultants	50,000
Travel	0
Printing	5,000
General Overhead - Support Services	106,793
Metropolitan Council Chargebacks	0
TOTAL	\$219,083

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	66,710
IMTA Transit Study	
State Grants:	
RTB Administrative Funds	102,373
Planning Funds	50,000
Interest Revenues	
Other Source Funds	
TOTAL	\$219,083

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-09

Activity Title: Urban Travel Analysis and Policy
Plan Updates

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To ensure transit is adequately considered in activities relating to the metropolitan urban travel analysis, updating the long-range highway element and assisting with and reviewing the Metropolitan Council's revision of the Transportation Policy Plan.

Approach:

The RTB will participate in various committees and task forces. Staff will examine urban travel analysis, the long-range highway element, revising the Metropolitan Council Transportation Policy Plan and other plans conducted by the Metropolitan Council and Mn/DOT.

Relationship to Previous Work:

This work element continues the RTB's involvement in these activities.

PRODUCTS

COMPLETION DATES

Participate in committee and task force meetings.	Ongoing
Provide input on transit concerns and information.	Ongoing
Review project documents.	Ongoing

Total Staff Weeks

52

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning & Programs	64
Planning Manager	185
Engineer Planner	346
Planner II	245
Planner I	780
Interns	800
	<hr/>
TOTAL	2420

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$ 37,400
Consultants	0
Travel	0
Printing	0
General Overhead - Support Services	72,676
Metropolitan Council Chargebacks	37,800
	<hr/>
TOTAL	\$147,876

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	\$ 43,549
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	104,327
Planning Funds	
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$147,876

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-10

DATE: August 1, 1986

ACTIVITY TITLE: Handicapped Transportation Planning Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To formulate mid and short range plans for the provision of handicapped transportation in the Twin Cities Metropolitan Area. To implement and evaluate handicapped transportation services to improve the delivery of service. To conduct other planning, policy-making, research and reviews as necessary for handicapped transportation. To staff and coordinate the activities of the Handicapped Transportation Advisory Committee. To ensure public participation in the Handicapped Transportation planning process.

Approach:

A variety of activities focusing on handicapped transportation will be conducted under this element. These will include, but not be limited to, the following: follow up implementation activities and evaluation of the changes in the Metro Mobility system; review of the metropolitan area 16(b)(2) applications and participation in Mn/DOT's statewide review; staffing support and coordination of the Handicapped Transportation Advisory Committee. Conduct other planning, policy making, research and review activities as needed.

Relationship to Previous Work:

This work represents a continuation of work performed during 1985 with an added emphasis on transferring the responsibility for providing transportation services to handicapped people from Mn/DOT to the RTB.

PRODUCTS

COMPLETION DATES

Assist in design and implementation of service delivery changes	June, 1987
Conduct initial evaluation of these changes	December, 1987
16(b)(2) Reviews	June, 1987
Assist in implementation and evaluation of MTC Accessible Bus Demonstration	Ongoing
Advisory Committee Meetings	Ongoing
Other Issue Papers or Reports	As Needed

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning and Programs	40
Programs Manager	145
Project Administrator	291
Interns	300
	—
TOTAL	776

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$ 12,927
Consultants	40,000
Travel	2,200
Printing	7,500
General Overhead - Support Services	23,997
Metropolitan Council Chargebacks	2,000
	—
TOTAL	\$ 88,624

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	\$15,053
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	33,571
Planning Funds	40,000
Interest Revenues	
Other Source Funds	
	—
TOTAL	\$88,624

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-11

Activity Title: Regional Rideshare Program Coordination Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

The purpose of this element is to coordinate, monitor and evaluate the Minnesota Rideshare program in the metropolitan area.

Approach:

The RTB will implement recommendations made in its evaluation of alternative management structures for the rideshare program and conduct other studies related to evaluation of the rideshare program's effectiveness. The Rideshare Advisory Committee activities and staffing are also included as part of this activity.

Relationship to Previous Work:

This work activity is a continuation of the planning efforts devoted to improve the delivery of ridesharing services.

PRODUCTS

COMPLETION DATES

Advisory Committee Meetings	Ongoing
Staff Assistance	Ongoing
Completion of Rideshare Evaluation Study	February, 1987
Implementation of Rideshare Study recommendations	December, 1987

Total Staff Weeks

22

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning and Programs	40
Planning Manager	55
Programs Manager	145
Project Administrator	293
Planner	73
Interns	300
	—
TOTAL	906

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$15,660
Consultant	10,000
Travel	2,200
Printing	0
General Overhead - Support Services	28,437
Metropolitan Council Chargebacks	9,500
	—
TOTAL	\$65,797

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	\$18,235
IMTA Transit Study	
State Grants:	
RTB Administrative Funds	47,562
Planning Funds	
Interest Revenues	
Other Source Funds	
	—
TOTAL	\$65,797

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-12

Activity Title: I-394 Planning and Implementation Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

The purpose of this element is to support the planning and implementation activities necessary to insure the successful completion of the transit elements of the I-394 project. This will include follow-through, coordination and implementation of the transit service and rideshare planning, HOV lanes, capital and physical facilities and marketing efforts.

Approach:

Participate in the I-394 Corridor Management Team, the I-394 Marketing Committee, and the I-394 Transit Working Group. Coordinate and support implementation of all transit elements including bus service and facilities, highway construction elements, rideshare activities and marketing efforts. Coordinate with Mn/DOT, MTC and communities on these efforts.

Relationship to Previous Work:

The RTB has taken a lead role in the transit elements associated with I-394 and has been involved in other planning activities including the I-394 Transportation System Management Plan, I-394 Transit Facilities Plan, I-394 Corridor Management Team, I-394 Marketing Committee and I-394 Transit Working Group.

PRODUCTS

COMPLETION DATES

Participate in Corridor Management Team and Marketing Committee Meetings.	Ongoing
Take Lead Role in I-394 Transit Working Group and Implementation of Service Improvement.	Ongoing
Review and Coordinate Plans and Programs.	Ongoing
Coordinate and Facilitate Funding.	Ongoing
Coordinate Marketing Efforts.	Ongoing

Total Staff Weeks

45

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning and Programs	40
Planning Manager	185
Programs Manager	145
Project Administrator	73
Engineer Planner	391
Planner II	580
Interns	500
	<hr/>
TOTAL	1914

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$ 34,039
Consultants	100,000
Travel	0
Printing	5,000
General Overhead - Support Services	60,784
Metropolitan Council Chargebacks	0
	<hr/>
TOTAL	\$199,823

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	\$ 39,636
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	60,187
Planning Funds	100,000
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$199,823

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-13

Activity Title: Transit System Planning and
Implementation

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To conduct short and mid-range transit planning, implementation and review activities, including recommendations from the Transit Service Needs Assessment and other RTB planning activities.

Approach:

Activities undertaken as part of this work element will include conducting short to mid range transit planning studies. Activities will include para-transit activities, assist in the implementation of the results of these and other studies, review plans, programs and development proposals for their transit impacts, perform activities related to the identification and preliminary engineering for transit-related street and highway improvements, ensure coordination and review between the activities of the Regional Transit Board, Metropolitan Council, Metropolitan Transit Commission and others, provide technical assistance to communities on transit services as requested and participate in other transit-related activities as appropriate. Many of the transit projects identified in the Transit Service Needs Assessment will be implemented as part of this activity.

Relationship to Previous Work:

This element represents a continuation of past transit planning and implementation conducted by the Metropolitan Council, Regional Transit Board and Metropolitan Transit Commission.

PRODUCTS

COMPLETION DATES

Transit Planning Activities and Studies.	Ongoing
Implementation Assistance and Activities.	Ongoing
Technical Assistance to Communities on Transit Projects and Issues.	Ongoing
Review Plans, Programs and Developments.	Ongoing
Participate in Meetings.	Ongoing
Reports, Memoranda and Other Documentation as appropriate.	Ongoing
Total Staff Weeks	109

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning and Programs	90
Planning Manager	280
Programs Manager	145
Project Administrator	174
Engineer Planner	392
Planner II	480
Planner I	1820
Interns	800
	<hr/>
TOTAL	4181

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$ 70,026
Consultants	500,000
Travel	3,300
Printing	5,000
General Overhead - Support Services	129,572
Metropolitan Council Chargebacks	7,000
	<hr/>
TOTAL	\$714,898

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	\$ 81,540
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	
Planning Funds	633,358
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$714,898

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-14

Activity Title: Transit Programs and Administration Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To arrange for the delivery of regional transit services in the seven-county metropolitan area and determine the cost-effectiveness of existing transit programs.

Approach:

Staff will negotiate and administer transit contracts with public and private providers for transit services. Contract procedures and program guidelines will be developed for exurban, opt-out and state assistance programs. A newsletter to providers will be sent on a regular basis. Evaluation and implementation of Jobseekers and Transit Disadvantaged programs will be undertaken as part of this activity. A capital plan, identifying fleet and facilities needs of providers, will be developed.

Relationship to Previous Work:

This work represents a continuation of activities.

PRODUCTS

COMPLETION DATES

Negotiation and Administration of Provider Contracts.	December, 1987
Jobseekers Program.	Ongoing
Capital Plan.	August, 1987
Transit Disadvantaged Program.	Ongoing
Metro Mobility Program.	Ongoing
Opt-Out Program.	Ongoing

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning and Programs	190
Director of Administration	350
Programs Manager	550
Manager of Finance	604
Fiscal Analyst	604
Project Administrator	3870
Accountant II	453
Accountant I	302
Accounts Clerk	302
Interns	500
	<hr/>
TOTAL	7725

<u>EXPENDITURES</u>	<u>1987 ESTIMATED</u>
Salaries & Benefits	\$ 151,898
Consultants	171,000
Travel	3,000
Printing	10,900
General Overhead - Support Services	256,084
Metropolitan Council Chargebacks	0
Transit Provider Payments	71,265,000
	<hr/>
TOTAL	\$71,857,882

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	
UMTA Transit Study	
Federal Aid Urban	\$ 351,000
State Grants:	
RTB Administrative Funds	
Planning Funds	
Transit Provider Assistance	36,450,000
Local Property Tax	35,056,882
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$71,857,882

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-22

Activity Title: Competitive Transit Services

Cont'd. New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To increase the efficiency of transit in the metropolitan area through fully competitive transit services. The RTB will establish the process and competitively bid routes through an UMTA funded demonstration project.

Approach:

The RTB will establish a competitive bidding process for transit services in the metropolitan area. The process will allow the MTC and other public and private operators to compete for different types of services based on fully allocated costs. This would be done based on the development of the necessary cost models for fully allocating costs between public and private services.

Relationship to Previous Work:

This demonstration builds on work initiated by the RTB in 1985.

PRODUCTS

COMPLETION DATES

Development of Work Program.	1987
Development of Cost Models.	January, 1987
Development of Competitive Bidding Process.	May, 1987
Implement Competitive Bidding Process.	December, 1987
Evaluate Competitive Bidding Process.	1988

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning & Programs	90
Manager of Planning	75
Manager of Programs	196
Project Administrator	249
Competitive Transit Coordinator	1812
Planner	393
Interns	300
	<hr/>
TOTAL	3115

<u>EXPENDITURES</u>	<u>1987 HOURS</u>
Salaries & Benefits	\$ 63,113
Consultants	50,000
Travel	5,000
Printing	2,500
General Overhead - Support Services	104,642
Metropolitan Council Chargebacks	0
	<hr/>
TOTAL	\$225,255

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	
UMTA Transit Study	\$192,000
State Grants:	
RTB Administrative Funds	33,255
Planning Funds	
Interest Revenues	
Other Source Funds	
	<hr/>
TOTAL	\$225,255

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-23

Activity Title: Preliminary Engineering for Corridor Cont'd. ___ New X
Transit Improvements

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To conduct preliminary design activities for transit improvements on the University Avenue corridor.

Approach:

Preliminary engineering activities for transit improvements will be initiated in the University Avenue corridor. A Request for Proposal for preliminary engineering activities will be issued, a consultant selection process will be conducted and a consultant contract for services will be negotiated. Preliminary engineering activities will be initiated. Preliminary engineering activities will be coordinated with other corridor projects.

Relationship to Previous Work:

This activity builds on previous studies and recommendations by the RTB and Metropolitan Council.

PRODUCTS

COMPLETION DATES

Update RFP.	March, 1987
Issue RFP.	April, 1987
Select Consultant.	June, 1987
Initiate Preliminary Engineering Activities.	July, 1987 - Ongoing

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning & Programs	190
Manager of Planning	203
Engineer Planner	192
Interns	500
TOTAL	1085

<u>EXPENDITURES</u>	<u>1987 HOURS</u>
Salaries & Benefits	\$ 19,270
Consultants	1,500,000
Travel	4,500
Printing	2,000
General Overhead - Support Services	34,438
Metropolitan Council Chargebacks	0
TOTAL	\$1,560,208

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	
Planning Funds	\$1,560,208
Interest Revenues	
Other Source Funds	
TOTAL	\$1,560,208

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

Activity Number: 87-24

Activity Title: Taxicab Planning and Coordination Cont'd. New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To identify the appropriate roles for taxis as providers of public transit service. To identify and implement legislative, regulatory and program initiatives which will increase their participation.

Approach:

To participate and/or conduct planning and implementation projects and activities that will increase the participation of taxicab operators as public transit providers. Staff and coordinate the activities of the Taxicab Advisory Committee.

Relationship to Previous Work:

This work activity is a continuation of the RTB's efforts in 1985 and 1986.

PRODUCTS

Advisory Committee Meetings.
Reports, memoranda and other documentation.

COMPLETION DATES

Ongoing
As needed

<u>STAFF COMPLEMENT</u>	<u>1987 HOURS</u>
Director of Planning & Programs	90
Manager of Planning	47
Manager of Programs	96
Project Administrator	293
Interns	300
	—
TOTAL	826

<u>EXPENDITURES</u>	<u>1987 HOURS</u>
Salaries & Benefits	\$14,350
Consultants	0
Travel	1,000
Printing	0
General Overhead - Support Services	25,980
Metropolitan Council Chargebacks	0
	—
TOTAL	\$41,330

<u>REVENUES</u>	<u>1987 ESTIMATED</u>
Federal Grants:	
UMTA Planning	
UMTA Transit Study	
State Grants:	
RTB Administrative Funds	\$41,330
Planning Funds	
Interest Revenues	
Other Source Funds	
	—
TOTAL	\$41,330

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1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-15

DATE: August 1, 1986

ACTIVITY TITLE: Administrative Services

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To administer the general administrative service functions of the RTB through management and coordination of other administrative support services.

Approach:

Provide efficient and cost-effective general administrative services and technology to the RTB.

Relationship to Previous Work:

Continuous activity.

PRODUCTS

COMPLETION DATES

General administrative services functions.	Ongoing
Records management systems including data privacy and office automation procedures.	Ongoing
Administrative Procedures Manual.	Ongoing
Interagency liaison.	Ongoing
Board and committee services.	Ongoing
Administer and coordinate the general administrative services, including the following: Coordinating all administrative services provided to the board, committees and staff; development and maintenance of administrative policies and procedures; liaison with other agencies; develop and/or coordination over all administrative services including budgeting, administrative and financial plans, staffing, training and procurement.	

STAFF COMPLEMENT1987 HOURS

Director of Administration	450
Administrative Services Supervisor	585
Financial Analyst	604
Secretary	434
Interns	1200
	<hr/>
TOTAL	3273

EXPENDITURES1987 ESTIMATED

Salaries & Benefits	\$ 54,255
Consultants	20,000
Travel	5,000
Computer	55,000
Printing	0
Administrative Service Expenses	72,500
Metropolitan Council Chargebacks	600
Miscellaneous - moving	125,000
	<hr/>
TOTAL	\$332,355

REVENUES STATEMENT

Administrative Services expenditures are allocated as indirect overhead (support services) to planning and program activities where they are balanced by various revenue resources.

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-16

DATE: August 1, 1986

ACTIVITY TITLE: Financial Management

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To provide the RTB with the functions of accounting, budget coordination, treasury and cash management, and financial analysis and reporting.

Approach:

To develop and maintain the systems and procedures of accounting, treasury and financial management in accordance with policies of the board, applicable statutes and standards, and generally accepted practices and procedures. The primary function being:

- 1) general accounting
- 2) treasury and cash management
- 3) financial analysis and reports
- 4) budget coordination
- 5) internal procedures and controls
- 6) revenue accounting
- 7) forecasts and plan liaison and development

Relationship to Previous Work:

Continuous activities.

PRODUCTS

COMPLETION DATES

Maintenance of financial data base.	Ongoing
Financial program consistent with implementation plan and board policies.	Ongoing
Financial reports and analysis.	Ongoing
Forecast and financial assistance for biennium budgets, etc.	Ongoing
Participation in special projects and programs - financial modeling	Ongoing
Assistance in transit provider financial evaluations and monitoring.	Ongoing

STAFF COMPLEMENT1987 HOURS

Director of Administration	300
Manager of Finance	1208
Financial Analyst	604
Accountant II	1359
Accountant I	1510
Secretary	400
Accounts Clerk	1510
Interns	1400

TOTAL

8291

EXPENDITURES1987 ESTIMATED

Salaries & Benefits	\$131,376
Consultants	60,000
Travel	5,900
Printing	9,500
Metropolitan Council Chargebacks	27,500

TOTAL

\$234,276

REVENUES STATEMENT

Financial Management expenditures are allocated as indirect overhead (support services) to planning and program activities where they are balanced by various revenue resources.

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-17

DATE: August 1, 1986

ACTIVITY TITLE: Personnel Administration

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To perform services and programs to support the effective use of RTB staff resources.

Approach:

Develop and administer personnel policies, salary plans, staff planning, job classification, employee benefits, performance evaluation, affirmative action programs, employee training and development, and payroll records.

Relationship to Previous Work:

Ongoing.

PRODUCTS

COMPLETION DATES

Recruitment/selection of employees.	Ongoing
Long-range staffing plan.	Ongoing
Administration of salary/benefit program.	Ongoing
Administration of Personnel Coding.	Ongoing
Coordination of Equal Opportunity/Affirmative Action Programs.	Ongoing
Development of and administration of performance evaluation system.	by January 1987

STAFF COMPLEMENT1987 HOURS

Director of Administration	100
Personnel Administrator	1812
Administrative Services Supervisor	585
Interns	600
	<hr/>
TOTAL	3097

EXPENDITURES1987 ESTIMATED

Salaries & Benefits	\$ 51,234
Consultants	7,500
Travel	2,500
Printing	2,000
Metropolitan Council Chargebacks	0
Recruitment/Employee Development	42,000
	<hr/>
TOTAL	\$105,234

REVENUES STATEMENT

Personnel Administration expenditures are allocated as indirect overhead (support services) to planning and program activities where they are balanced by various revenue resources.

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-18

DATE: August 1, 1986

ACTIVITY TITLE: Contract/Procurement Administration Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To provide the support services in the administration of contracts and the procurement of goods and services.

Approach:

The Contract and Procurement support services include purchasing, audit services, the contribution of administration and financial management expertise to the development of contracts, as well as audit and compliance procedures.

Relationship to Previous Work:

Ongoing.

PRODUCTS

COMPLETION DATES

Purchasing and acquisitions.	Ongoing
General contract administration/procurement.	Ongoing
Assistance in development and maintenance of transit provider performance and measurement standards.	Ongoing
Development and maintenance of internal control procedures.	Ongoing
The contract and procurement support services provides expertise and service in the development and maintenance of purchases and acquisitions; these services will include procedures, internal and external control and compliance reviews and audits.	Ongoing

STAFF COMPLEMENT1987 HOURS

Director of Administration	362
Contracts & Procedures Administrator	1812
Administrative Services Supervisor	590
Secretary	400
Interns	600

TOTAL

3764

EXPENDITURES1987 ESTIMATED

Salaries & Benefits	\$66,219
Travel	4,600
Printing	1,500

TOTAL

\$72,319

REVENUES STATEMENT

Contract Administration expenditures are allocated as indirect overhead (support services) to planning and program activities where they are balanced by various revenue resources.

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-25

DATE: August 1, 1986

ACTIVITY TITLE: Office Services

Cont'd. New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To provide the RTB with the functions of office services.

Approach:

To provide efficient, cost-effective office services through a centralized service system. The activity will coordinate services to department and sections as well as purchased and joint services with other metropolitan agencies.

Relationship to Previous Work:

Not Applicable.

PRODUCTS

COMPLETION DATES

Space coordination.

Ongoing

Rental and maintenance coordination.

Ongoing

Maintenance and distribution of supplies.

Ongoing

Reproduction and duplication.

Ongoing

Mailing and distribution.

Ongoing

STAFF COMPLEMENT1987 HOURS

Director of Administration	250
Office Services Supervisor	1812
Secretary	400
	<hr/>

TOTAL

2462

EXPENDITURES1987 HOURS

Salaries & Benefits	\$ 53,186
Consultants	0
Travel	1,500
Printing	1,000
Office Service Charges	157,500
	<hr/>

TOTAL

\$213,186

REVENUES STATEMENT

Office Services expenditures are allocated as indirect overhead (support services) to planning and program activities where they are balanced by various revenue resources.

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-20

DATE: August 1, 1986

ACTIVITY TITLE: Capital Equipment Program

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To acquire additional equipment for use by staff in carrying out RTB programs.

Approach:

Not applicable.

Relationship to Previous Work:

Additional equipment needs identified by staff and board members.

PRODUCTS

COMPLETION DATES

Office equipment and furniture.	1987
Computer equipment and components.	1987
Presentation equipment.	1987
Copier equipment.	1987
Communications and miscellaneous equipment.	1987

STAFF COMPLEMENT

1987 HOURS

None	0
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EXPENDITURES

1987 ESTIMATED

Capital Expenditures	\$130,500
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REVENUES

1987 ESTIMATED

RTB Funds - Appropriated Capital	\$130,500
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1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-26

DATE: August 1, 1986

ACTIVITY TITLE: Capital Improvement: Transit
Providers

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To initiate and develop a program of capital improvement for transit providers consisting of equipment acquisitions, rehabilitations, service facilities and other related transit service improvements.

Approach:

Not applicable.

Relationship to Previous Work:

Continuing development of transit provider programs.

PRODUCTS

COMPLETION DATES

Comprehensive, safe and efficient
transit resources for the Metropolitan
Twin Cities area.

1987

STAFF COMPLEMENT

1987 HOURS

Administered through the transit provider program 87-14.

EXPENDITURES

1987 ESTIMATED

Capital Expenditures.

\$200,000

REVENUES

1987 ESTIMATED

State Appropriations.

\$1,700,000

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-27

DATE: August 1, 1986

ACTIVITY TITLE: Capital Improvement: I-394 System Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To provide for the acquisition of land and the capital improvements of park-and-ride lots and transfer stations planned for the interstate highway described in Minnesota Laws, Section 161.123.

Approach:

Not applicable.

Relationship to Previous Work:

Not applicable.

PRODUCTS

COMPLETION DATES

Transit facilities coordinated into
and with the I-394 interstate highway system.

STAFF COMPLEMENT

1987 HOURS

Administered through the transit program 87-12.

EXPENDITURES

1987 ESTIMATED

REVENUES

1987 ESTIMATED

Bond Sale Proceeds.

\$1,500,000

1987 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 87-21

DATE: August 1, 1986

ACTIVITY TITLE: MTC Debt Service

Cont'd. X New

PURPOSE, APPROACH AND RELATIONSHIP TO PREVIOUS WORK

Purpose:

To provide the Metropolitan Transit Commission with funds for payment of certificates of indebtedness pursuant to Minnesota Statute 443.446 (Transit Tax Levies).

Approach:

Not applicable.

Relationship to Previous Work:

Not applicable.

PRODUCTS

COMPLETION DATES

Payment of funds.

STAFF COMPLEMENT

1987 HOURS

None

0

EXPENDITURES

1987 ESTIMATED

MTC Debt Service

\$4,501,000

REVENUES

1987 ESTIMATED

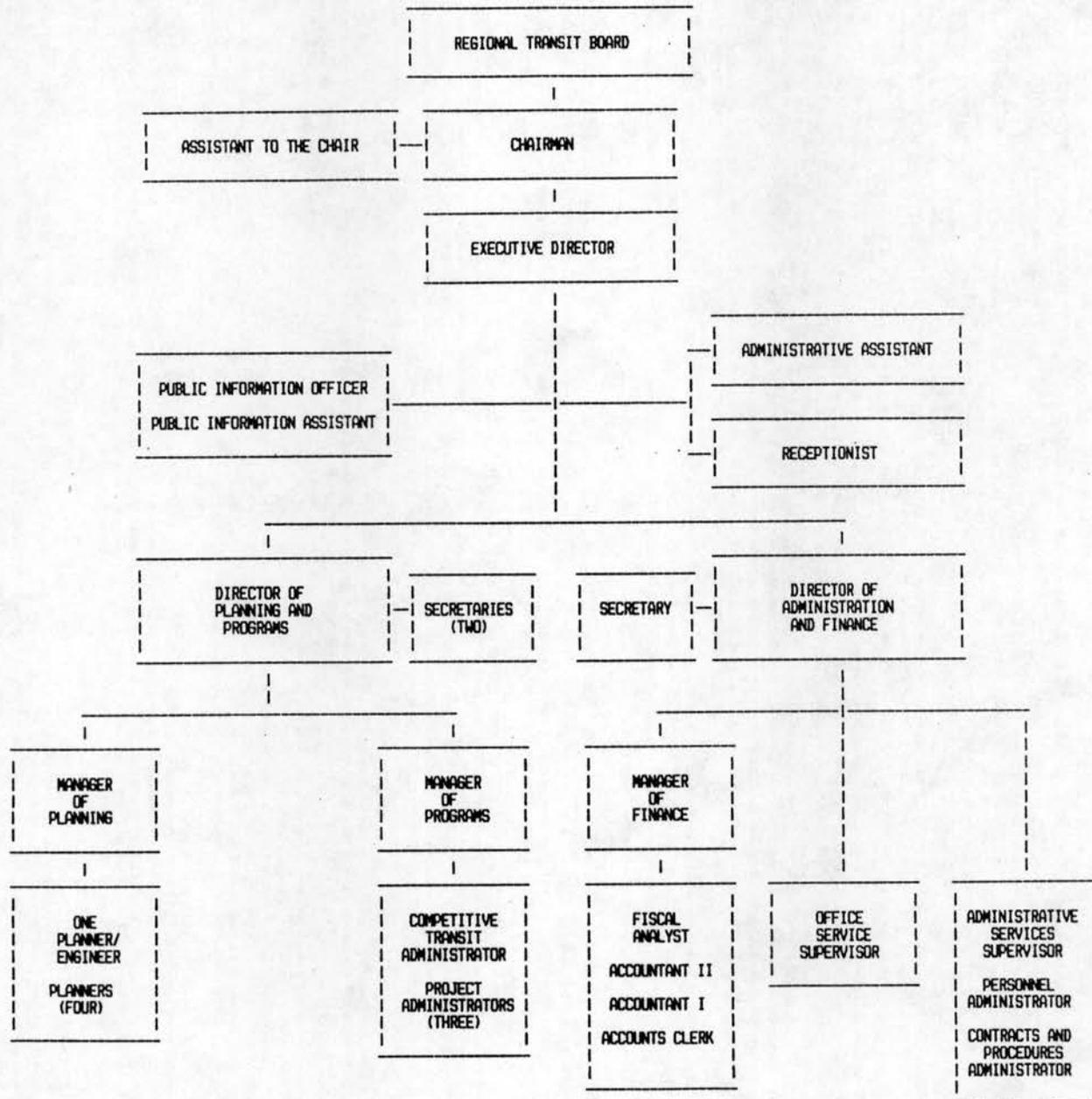
Property Tax Revenues

\$4,501,000

REGIONAL TRANSIT BOARD
1987 STAFF COMPLEMENT

	Planned 1985	Budget 1986	Actual 7/1/86	Budget 1987
<u>Chair's Office</u>				
Chair	1	1	1	1
Assistant to Chair	<u>1</u>	<u>1</u>	<u>-</u>	<u>1</u>
Total	2	2	1	2
<u>Exec. Director's Office</u>				
Executive Director	1	1	1	1
Admin. Assistant	1	1	1	1
Attorney	-	1	-	-
Receptionist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	4	3	3
<u>Public Information</u>				
Public Information Officer	1	1	1	1
Public Information Asst.	<u>-</u>	<u>-</u>	<u>-</u>	<u>1</u>
Total	1	1	1	2
<u>Planning & Programs</u>				
Dir/Planning & Programs	1	1	1	1
Secretary	1	2	1	2
Manager of Planning	1	1	1	1
Planner Engineer	1	1	-	1
Planner	3	3	3	4
Manager of Programs	1	1	1	1
Competitive Transit Admin.	-	-	-	1
Project Administrator	<u>2</u>	<u>3</u>	<u>2</u>	<u>3</u>
Total	10	12	9	14
<u>Administration</u>				
Dir/Admin.	1	1	1	1
Secretary	1	1	1	1
Admin. Service Supervsr.	-	-	-	1
Personnel Administrator	1	1	1	1
Contract/Procedures Admin.	-	-	-	1
Office Services Supervsr.	-	-	-	1
Manager of Finance	-	-	1	1
Fiscal Analyst	1	1	-	1
Accountant	-	2	2	2
Accounts Clerk	<u>-</u>	<u>-</u>	<u>-</u>	<u>1</u>
Total	4	6	6	11
TOTAL	<u>20</u>	<u>25</u>	<u>20</u>	<u>32</u>

REGIONAL TRANSIT BOARD
ORGANIZATIONAL CHART



APPENDIX

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1987

Project Name	Office Equipment/Furniture	Project Number	87-20-1
Project Description			
Purchase or lease additional office equipment and furniture for staff and office services. The method of acquisition, whether lease or purchase, will be evaluated on a case-by-case basis depending on options available, type of usage, etc.			
Detail of Expenditure			
Office equipment/furniture			\$30,000
Source of Funds			
State appropriation.			
Project Control		Project Manager	Office Svcs. Sprvsr.
Date Prepared		Date Authorized	Est. Completion Date
REMARKS			

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1987

Project Name Computer Equipment and Components Project Number 87-20-2

Project Description

The RTB utilizes the Metropolitan Council mainframe computer systems for word processing and the general ledger financial system. The RTB also utilizes microcomputers for transit data collection, study base statistics, etc. and financial subsystems.

Detail of Expenditure

Microcomputer and system software \$49,500

Source of Funds

State appropriation.

Project Control Project Manager Dir/Administration
Date Prepared _____ Date Authorized _____ Est. Completion Date _____

REMARKS

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1987

Project Name	Presentation Facilities	Project Number	87-20-3
<u>Project Description</u>			
The RTB programs will include presentations to the board, committees, staff presentations and training. In addition, there will be public presentations. This will require support equipment.			
<u>Detail of Expenditure</u>			
Display and presentation facilities.		\$10,000	
<u>Source of Funds</u>			
State appropriation.			
<u>Project Control</u>		<u>Project Manager</u>	<u>Public Info. Offcr.</u>
<u>Date Prepared</u>	_____	<u>Date Authorized</u>	_____ <u>Est. Completion Date</u> _____
<u>REMARKS</u>			

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1987

Project Name Copier and Distribution Equipment Project Number 87-20-4

Project Description

Equipment to provide office services, including copier and reproduction facilities, mailing and distribution equipment.

Detail of Expenditure

Lease/Purchase office copier	\$7,000
Report assembler equipment	2,000
Postage equipment	3,000
Total	\$12,000

Source of Funds

State appropriation.

Project Control

Project Manager Office Srvc. Sprvsr.

Date Prepared _____

Date Authorized _____

Est. Completion Date _____

REMARKS

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1987

Project Name	Communications and Miscellaneous	Project Number	87-20-5
Project Description			
The RTB has purchased primary telephone and other communications equipment. These facilities will be expanded and upgraded as additional staff are employed.			
Detail of Expenditure			
Upgrade and expansion of telephone equipment.		\$15,000	
Source of Funds			
Project Control		Project Manager	Office Srvc. Sprvsr.
Date Prepared	_____	Date Authorized	_____
		Est. Completion Date	_____
REMARKS			

REGIONAL TRANSIT BOARD

CAPITAL PROGRAM BUDGET

1987

Project Name <u>Lease/Purchase Automobile</u>		Project Number <u>87-20-6</u>
Project Description		
The RTB provides one (1) vehicle for special use; all other means of transportation provided by staff's own resources and public transit.		
Detail of Expenditure		
Lease/Purchase automobile.		\$13,500
Source of Funds		
State appropriation.		
Project Control	Project Manager <u>Asst. to Chair</u>	
Date Prepared _____	Date Authorized _____	Est. Completion Date _____
REMARKS		