



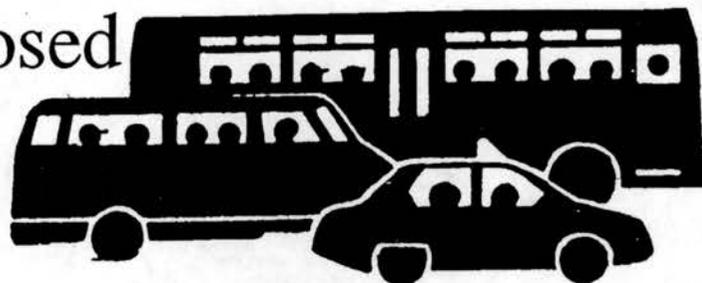
Minnesota Regional Transit
Board: Records.

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The **Regional Transit Board (RTB)** is holding a public hearing to receive comment on its proposed

1989 budget on **August 11** at the



Mears Park Centre, 230 East Fifth Street, First Floor, Room A in downtown **St. Paul** beginning at 4 p.m.

written

The public comment period for the RTB proposed 1989 budget will remain open until September 12.

For more information and a copy of the proposed RTB 1989 budget, call 292-8789 or write to the RTB Mears Park Centre, 230 East Fifth Street, Seventh Floor, St. Paul, Minnesota 55101.

The RTB is responsible for transit planning, policy making and *Funding*, administration in the Twin Cities Metropolitan Area.





REGIONAL TRANSIT BOARD

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

Contact Tom Beaver or Janice Hennings

IMMEDIATE RELEASE

July 8, 1988

REGIONAL TRANSIT BOARD LOOKING FOR COMMENTS ON 1989 BUDGET

The Regional Transit Board (RTB) is holding a public hearing to receive comment on its proposed 1989 budget on August 11 at the Mears Park Centre, 230 East Fifth Street, First Floor, Room A in downtown St. Paul beginning at 4 p.m.

The public comment period for the RTB proposed 1989 budget will remain open until September 12.

What, Where

For more information and a copy of the proposed RTB 1989 budget, call 292-8789 or write to the RTB, Mears Park Centre, 230 East Fifth Street, Seventh Floor, St. Paul, Minnesota 55101.

The RTB is responsible for transit planning, policy making and administration in the Twin Cities Metropolitan Area.

REGIONAL TRANSIT BOARD
1989 DRAFT BUDGET

AUGUST 1, 1988 VERSION

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Capital Program

REGIONAL TRANSIT BOARD
BUDGET ASSUMPTIONS 1989
FINANCIAL & OPERATIONS

Beginning Fund Balance:

Increase of \$4 million over 1988 budget due to unexpended funds in LRT and additional appropriations for new services to be utilized in calendar 1989.

Property Tax Revenue:

Estimates a three percent (3%) increase. Moderate growth in assessed valuation anticipated.

State Revenues:

Same level funding as fiscal 1989 including additional appropriation received. It is assumed that the State of Minnesota will continue to offset declining federal funds.

Federal:

Planning grants anticipated to remain at same level as 1988 plus one (1) additional entrepreneurial.

Interest and Miscellaneous:

Estimates on interest are based on conservative earnings anticipated on fund balances. No miscellaneous revenue is calculated.

Expenditures - General and Administrative:

Wages, salaries and fringes are anticipated to increase at an average of four percent (4%). All new staff positions are included in total salaries.

Staff levels have been increased to complete the work programs directed by the Board and the Legislative Audit Commission.

Printing and Publishing are increased reflecting a more aggressive Public Information program.

The General and Administrative expenditures are assumed to remain the same.

**RTB
BUDGET ASSUMPTIONS 1989**

Transit Programs

Regular Route

- Stable ridership.
- No significant change in fare revenue.
- Slight increase in service miles.
- \$1 million reduction in federal operating assistance.
- Significant increase in MTC subsidy required from the RTB.

Metro Mobility

- Continual ridership growth expected, based on demand projections and increased use of service in new expansion areas.
- Number of trips budgeted increases 13 percent.

Rural

- Expansion of existing service targeted in Carver and western Hennepin counties.

Small Urban

- Same service levels.

Opt-Out

- Modest increase of service levels planned for Southwest Metro and Shakopee.
- New opt-out communities not assumed to start service in 1989.

Rideshare

- Minnesota Rideshare budget remains near the existing level. FAU funds to support this project are not anticipated to continue.

Jobseekers

- Estimated to increase approximately 15 percent due to increased marketing communications efforts and participation by more agencies and providers.

New Services

- New exurban services planned for Lakeville/Farmington and Hastings area.
- Two federal entrepreneurial grants are anticipated to be awarded.
- Test marketing projects include service implemented in Anoka County and to be started in Rosedale, St. Louis Park, I-494 corridor, and several other areas.
- Based on MTC budget assumption, \$1 million new regular route service is assumed.

**REGIONAL TRANSIT BOARD
SOURCES & USES OF FUNDS
1989 BUDGET
BY EXPENSE CATEGORY**

<u>Sources of Funds</u>	<u>Total General Fund</u>	<u>Total Special Revenue Funds</u>	<u>Total All Funds</u>
1/1/89			
Beginning Fund Balance	\$2,800,000	\$ 7,910,000	\$10,710,000
<u>Revenues</u>			
Property Taxes		53,000,000	53,000,000
State Approp.	1,100,000	29,650,000	30,750,000
<u>Federal</u>			
Enterprnl. Grant		100,000	100,000
Section 8	300,000		300,000
Section 6	31,500		31,500
FAU		360,000	360,000
Interest/Misc.	<u>110,000</u>	<u>390,000</u>	<u>500,000</u>
Total Source of Funds	\$4,341,500	\$91,410,000	\$95,751,500
<u>Expenditures</u>			
Salaries/Benefits	\$1,316,400	86,900	1,403,300
Transit Provider Expense		83,866,750	83,866,750
Per Diems	31,200		31,200
Travel	119,700	3,000	122,700
Prof/Technical	1,019,500	50,000	1,069,500
MC Chargebacks	237,000		237,000
Occupancy	155,000		155,000
Materials/Supplies	31,000		31,000
Printing/Publishng.	161,300		161,300
Leases/Rentals	10,000		10,000
Casualty/Liability	100,000		100,000
Other	<u>33,900</u>		<u>33,900</u>
Total Expenditures	<u>\$3,215,000</u>	<u>\$84,006,650</u>	<u>\$87,221,650</u>
12/31/89			
Ending Fund Balance	\$1,126,500	\$ 7,403,350	\$ 8,529,850

REGIONAL TRANSIT BOARD
SOURCES & USES OF FUNDS
1989 BUDGET BY WORK PROGRAM

SOURCE OF FUNDS	TOTAL GENERAL FUND	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL URBAN	LRT	NEW SER/TEST	TOTAL SPECIAL FUNDS	TOTAL ALL FUNDS
1/1/89									
Beginning Fund Balance	\$2,800,000	\$ 4,300,000	\$<1,400,000>	\$1,100,000	\$ 510,000	1,600,000	\$1,800,000	\$7,910,000	\$10,710,000
1989 Revenues									
Property Taxes		49,940,000		2,500,000	560,000			53,000,000	53,000,000
State Appropriation	1,100,000	13,820,000	12,250,000		730,000		2,850,000	29,650,000	30,750,000
Federal									
Enterpreneurial Grant							100,000	100,000	100,000
Section 8	300,000								300,000
Section 6 - Comp	31,500								31,500
FAU (Rideshare)		360,000						360,000	360,000
Interest & Miscellaneous	110,000	195,000	40,000	50,000	5,000	50,000	50,000	390,000	500,000
Total Source of Funds	\$4,341,500	\$68,615,000	\$10,890,000	\$3,650,000	\$1,805,000	\$1,650,000	\$4,800,000	\$91,410,000	\$95,751,500
Expenditures									
89-01 Policy	239,400								239,400
89-02 Exec Dir	202,450								202,450
89-03 P&P Admin	175,850								175,850
89-04 Transp Plng	245,400								245,400
89-10 Elderly & Disabld	91,300								91,300
89-11 Rideshare Plng	102,200								102,200
89-12 I-394	52,800								52,800
89-13 Transit System Plng	274,800								274,800
89-14 Transit Programs	526,400	64,713,480	12,950,000	1,713,970	1,389,300	150,000		80,916,750	81,443,150
89-15 Administration	488,600								488,600
89-16 Finance	262,100								262,100
89-17 Personnel	46,200								46,200
89-19 PIO	383,200								383,200
89-22 Competitive Trnst	31,500								31,500
89-23 LRT						139,900		139,900	139,900
89-26 Test/New Service	74,300						2,800,000	2,800,000	2,874,300
89-27 Grant Programs	18,500						150,000	150,000	168,500
Capital									
Total Expenditures	\$3,215,000	\$64,713,480	\$12,950,000	\$1,713,970	\$1,389,300	\$ 289,900	\$2,950,000	\$84,006,650	\$87,221,650
12/31/89 End Fund Balance	\$1,126,500	\$ 3,901,520	<\$2,060,000>	\$1,936,030	\$ 415,700	\$1,360,100	\$1,850,000	\$ 7,403,350	\$ 8,529,850

**REGIONAL TRANSIT BOARD
BUDGET COMPARISONS
1989 versus 1988**

Sources of Funds	Budget 1989	Budget 1988	Dollar Change	Percentage Change
Beginning Fund Balance 1/1/89	10,710,000	8,400,000	+2,310,000	+27.5
Property Taxes	53,000,000	51,500,000	+1,500,000	+2.9
State Appropriation	30,750,000	28,650,000	+2,100,000	+7.3
Federal Grants	791,500	891,000	+<99,500>	-11.2
Interest/Miscellaneous	500,000	500,000	--	--
<u>TOTAL SOURCE</u>	95,751,500	89,941,000	+5,810,500	+6.5
 <u>Expenditures</u>				
89-01 Policy Mgmt	239,400	242,700	<3,300>	-1.3
89-02 Exec Director	202,450	114,900	+87,550	+76.2
89-03 P&P Admin	175,850	114,300	+61,550	+53.8
89-04 Transp Plng	245,400	271,000	<25,600>	-9.4
89-10 Elderly/Disabled	91,300	76,400	+14,900	+19.5
89-11 Rideshare Plng	102,200	40,600	+61,600	+151.7
89-12 I-394	52,800	130,000	<77,200>	-59.4
89-13 Transit Sys Plng	274,800	239,300	+35,500	+14.8
89-14 Transit Prgms	81,443,150	73,246,500	+8,196,650	+11.2
89-15 Administration	488,600	487,500	+1,100	+.2
89-16 Finance	262,100	217,800	+44,300	+20.3
89-17 Personnel	46,200	34,500	+11,700	+33.9
89-19 PIO	383,200	138,300	+244,900	+177.1
89-22 Compt Transit	31,500	151,900	<120,400>	-79.3
89-23 LRT	139,900	1,629,500	<1,489,600>	-91.4
89-26 Test Mkt/New Service	2,874,300	1,448,500	+1,425,800	+98.4
89-27 Grants	168,300	--	+168,300	--
<u>TOTAL EXPENDITURES</u>	87,221,650	78,583,700	+8,637,950	+11.0
 End Fund Balance 12/31/89	 8,529,850	 11,357,300	 <2,827,450>	 -24.9

**REGIONAL TRANSIT BOARD
1989 BUDGET
TRANSIT ASSISTANCE**

	<u>1987 ACT</u>	<u>1988 BUDGET</u>	<u>1988 ACT ESTIMATED</u>	<u>1989 BUDGET</u>
Regular Route				
MTC	55,684,000	56,947,800	56,948,927	62,200,000
Other	<u>1,296,674</u>	<u>1,407,723</u>	<u>1,421,144</u>	<u>1,580,640</u>
Total	56,980,674	58,355,523	58,370,071	63,780,640
 Rural Systems	 767,512	 846,664	 703,156	 1,054,740
 Sm. Urban Systems	 192,727	 279,963	 222,220	 334,560
 Opt-Out	 1,501,210	 1,502,378	 1,469,584	 1,713,970
 Metro Mobility Providers	 6,902,639	 10,962,400	 9,300,000	 12,400,000
MMAC	<u>355,209</u>	<u>493,555</u>	<u>514,000</u>	<u>550,000</u>
Total	7,257,848	11,455,955	9,814,000	12,950,000
 Rideshare	 628,630	 633,512	 378,308	 677,840
 Jobseekers	 229,544	 352,200	 305,792	 405,000
 New Serv/Test Marketing	 --	 1,370,300	 253,000	 2,950,000
TOTALS	<u>67,558,146</u>	<u>74,796,495</u>	<u>71,516,131</u>	<u>83,866,750</u>

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-01

ACTIVITY TITLE: POLICY MANAGEMENT

PURPOSE:

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

MAJOR PRODUCTS & ACTIVITIES:

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

89-01

STAFF COMPLEMENT

HOURS

Chairman	2080
Assistant to Chair	2080
Administrative Assistant	<u>1040</u>
TOTAL	5200

EXPENDITURES

DOLLARS

Salaries and Benefits	\$129,100
Transit Provider Expense	--
Per Diems	31,200
Travel	42,000
Professional and Technical	20,000
Metropolitan Council Chargebacks	17,000
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	100
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$239,400

REVENUES

General Fund	\$ 239,400
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$239,400

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-02

ACTIVITY TITLE: Executive Director's Office

PURPOSE:

To carry out the administrative responsibilities of the Regional Transit Board with the assistance of the Director of Planning and Programs and the Comptroller. 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.

MAJOR PRODUCTS & ACTIVITIES:

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

89-02

STAFF COMPLEMENT

HOURS

Executive Director	2080
Administrative Assistant	<u>1040</u>
TOTAL	3120

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 93,300
Transit Provider Expense	--
Per Diems	--
Travel	11,000
Professional and Technical	98,000
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	150
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$202,450

REVENUES

General Fund	\$202,450
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$202,450

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-03

ACTIVITY TITLE: PLANNING & PROGRAMS ADMINISTRATION

PURPOSE:

To provide personnel, management, support and administration activities for the Planning and Programs division of the Regional Transit Board.

MAJOR PRODUCTS & ACTIVITIES:

- Secretarial and clerical assistance.
- Local travel expenses.
- Personnel, management and administrative functions of Director of Planning and Programs and Planning and Programs Managers.
- Participation in 1990 budget.
- Staff hiring and training.
- Organizational support to the Board, staff and the general public.

89-03

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	830
Manager of Planning	180
Manager of Programs	180
Secretary	2080
Clerk	<u>2080</u>
TOTAL	5350

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 88,400
Transit Provider Expense	--
Per Diems	--
Travel	13,200
Professional and Technical	52,500
Metropolitan Council Chargebacks	11,000
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	10,750
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$175,850

REVENUES

General Fund	\$175,850
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$175,850

1989 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 89-04

ACTIVITY TITLE: Transportation Planning Process

PURPOSE:

To complete the RTB's Implementation Plan, to staff and conduct the business of the RTB's committees, to participate in the Metropolitan Council's Advisory Committee and subcommittees and to conduct other activities related to the federally mandated Urban Transportation Planning Process.

MAJOR PRODUCTS & ACTIVITIES:

- Completion and adoption of the Implementation Plan and submission to the Metropolitan Council.
- Staff and conduct the monthly business of the Transportation Handicapped Advisory Committee (THAC).
- Staff and conduct the monthly business of the Provider's Advisory Committee (PAC).
- Completion of the transit elements of the Transportation Improvement Program (TIP) and submission to the Metropolitan Council.
- Participate in the Metropolitan Council's Technical Advisory Committee (TAC) and subcommittees (Air Quality, Transportation Systems Planning, etc.)
- Completion of the 1990 Unified Planning Work Program (UPWP) and 1989 Quarterly Reports and submission to the Metropolitan Council.
- Completion of project reviews, referrals and comprehensive plan amendment reviews.

89-04

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	200
Manager of Planning	340
Manager of Programs	120
Policy Research Analyst	420
Senior Project Administrator	40
Project Administrators	140
Planners	1000
Program Assistant	80
Interns	<u>400</u>
TOTAL	2740

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 50,400
Transit Provider Expense	--
Per Diems	--
Travel	5,000
Professional and Technical	--
Metropolitan Council Chargebacks	190,000
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$245,400

REVENUES

General Fund	\$245,400
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$245,400

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-10

ACTIVITY TITLE: Elderly & Disabled Transportation Planning

PURPOSE:

To formulate plans for the development, coordination and improvement of elderly and disabled transportation services for persons in the metropolitan area. To conduct public policy research and service evaluation efforts relevant to elderly and disabled transportation planning. To ensure public participation in the transportation planning process.

MAJOR PRODUCTS & ACTIVITIES:

- Metro Mobility policy development.
- Disabled transportation demand projections.
- 504 compliance plan update.
- 16(b)(2) funding application review and analysis.
- MTC accessible bus evaluation project.
- Legislative reports.

89-10

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	150
Manager of Planning	80
Manager of Programs	240
Project Administrators	1400
Planners	400
Policy Research Analyst	520
Program Assistant	480
Interns	<u>480</u>
TOTAL	3750

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 63,300
Transit Provider Expense	--
Per Diems	--
Travel	1,000
Professional and Technical	25,000
Metropolitan Council Chargebacks	2,000
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>

TOTAL EXPENDITURES

\$91,300

REVENUES

General Fund	\$ 91,300
Special Revenue Funds	<u>--</u>

TOTAL REVENUES

\$91,300

1989 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 89-11

ACTIVITY TITLE: Regional Rideshare & Travel Demand
(TDM) Planning & Implementation

PURPOSE:

To plan and implement Regional Rideshare and Travel Demand Management strategies, including providing technical assistance to communities, businesses, developers and Transportation Management Organizations.

MAJOR PRODUCTS & ACTIVITIES:

- Refinement and implementation of the Rideshare work program based on the recommendations of the Regional Rideshare Evaluation completed in 1988.
- Provide technical assistance to the Improve I-494 Transportation Management Organization (TMO) and the communities involved in implementing the recommendations from the I-494 Corridor Study.
- Assist with the development of a Transportation Management Organization (TMO) in downtown Minneapolis and provide technical assistance.
- Assist with the development of other Transportation Management Organization (TMO) as identified by the Metropolitan Council and provide technical assistance.
- Provide assistance to communities, developers and businesses in identifying appropriate rideshare and Travel Demand Management strategies and implementing these.

89-11

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	100
Manager of Planning	240
Manager of Programs	60
Planners	1800
Project Administrators	80
Policy Research Analyst	210
Interns	<u>1000</u>
TOTAL	3490

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 51,200
Transit Provider Expense	--
Per Diems	--
Travel	1,000
Professional and Technical	40,000
Metropolitan Council Chargebacks	10,000
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$102,200

REVENUES

General Fund	\$102,200
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$102,200

1989 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 89-12

ACTIVITY TITLE: I-394 Planning & Implementation

PURPOSE:

To conduct and coordinate the planning and implementation of the transit elements associated with the I-394 project.

MAJOR PRODUCTS & ACTIVITIES:

- Coordinate the transit elements of the Third Avenue Distributor (TAD) garages, including the opening of the Fifth Street garage in early 1989.
- Work with Mn/DOT on the design and construction of the Timed-Transfer transit stations and coordinate the review by the MTC, Medicine Lake Lines and others and to coordinate the development of the operations and maintenance plans for the stations.
- To coordinate the planning and implementation of the timed-transfer transit system, including planning for the opening of the reversible HOV lanes in 1990 and new or restructured services to utilize this facility.
- To coordinate the planning and implementation of the temporary closing of the County Road 73 park-and-ride lot and the restructuring of service to temporary park-and-ride lots.
- To coordinate the planning and implementation of the off mainline I-394 capital improvements, including working with the MTC, Medicine Lake Lines and communities on the placement of passenger waiting shelters and minor transit stations.
- To coordinate strategies in the Rideshare corridor.
- To participate in the I-394 Corridor Management Team and the I-394 Marketing Committee.

89-12

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	50
Manager of Planning	220
Planners	700
Interns	<u>400</u>
TOTAL	1370

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 22,900
Transit Provider Expense	--
Per Diems	--
Travel	--
Professional and Technical	30,000
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$52,900

REVENUES

General Fund	\$ 52,900
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$52,900

1989 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 89-13

ACTIVITY TITLE: Transit System Planning & Implementation

PURPOSE:

To plan and coordinate the implementation of transit improvements and participate in regional transportation projects to ensure that transit alternatives are adequately addressed and considered.

MAJOR PRODUCTS & ACTIVITIES:

- Participate in the I-494 Environmental Impact Statement (EIS) process, including serving on the Project Management Team.
- Plan and coordinate the implementation of Transit Hub Improvements at Rosedale, Maplewood Mall, Mega-Mall and other possible locations.
- To complete the 1989 RTB Capital Plan and coordinate the review of capital requests from providers.
- To participate in the I-94 REMAP process, including serving on the Technical Committee and chairing the transit subcommittee.
- To assist with the completion of the needs assessment study in the six Dakota and Scott County communities.
- To assist with the completion of the needs assessment study in Maple Grove.
- To assist with and coordinate the planning of the transit survey elements of the Travel Behavior Inventory (TBI) to be conducted in 1990.
- To provide technical assistance to communities in revision of their comprehensive plans and other requests.
- To participate in the I-35W Environmental Impact Statement (EIS) process and insure that transit elements are adequately considered.
- To update and utilize the four-factor cost model and other elements of the transit planning data base.
- To assist with other projects and technical assistance requests such as the Nicollet Mall Shuttle, changes in downtown fare boundaries, changes in fare structures or levels and other projects.

89-13

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	150
Manager of Planning	460
Manager of Programs	40
Planners	4720
Project Administrators	80
Policy Research Analyst	310
Interns	<u>1000</u>
TOTAL	6760

EXPENDITURES

DOLLARS

Salaries and Benefits	\$109,800
Transit Provider Expense	--
Per Diems	--
Travel	8,000
Professional and Technical	150,000
Metropolitan Council Chargebacks	7,000
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$274,800

REVENUES

General Fund	\$274,800
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$274,800

1989 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 89-14

ACTIVITY TITLE: Transit Programs Administration & Evaluation

PURPOSE:

To arrange for the delivery and coordination of regional transit services in the metropolitan area. Through program monitoring and evaluation efforts, to ensure service effectiveness, efficiency and responsiveness to identified needs.

MAJOR PRODUCTS & ACTIVITIES:

- Review service plans and approve annual contracts/budgets:
 - o MTC/Regular Route
 - o Opt-Out
 - o Small/Urban Rural
 - o Metro Mobility Administrative Center
 - o Minnesota Rideshare
- Develop programs management information system for monthly tracking of operating statistics and performance measures.
- Administer Jobseekers program.
- Monitor Metro Mobility operating statistics and MMAC performance.
- Conduct Metro Mobility consumer research tracking study (consultant services).
- Provide technical assistance to human service agencies to identify transit needs and implement new service options.
- Complete Metro Mobility trip reimbursement analysis.
- Conduct quarterly RTB provider meetings.
- Plan and conduct workshops on selected topics to identify service restructuring and expansion opportunities.
- Develop program management performance audit process.
- Conduct management performance audits for regular route providers (consultant services).
- Conduct regional information and service coordination study (consultant services).
- Introduce policy initiatives as appropriate.

89-14

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	150
Manager of Programs	1000
Senior Project Administrator	1060
Project Administrators	4380
Program Assistant	1520
Policy Research Analyst	620
Management Information Analyst	1660
Interns	<u>640</u>
TOTAL	11,030

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 193,400
Transit Provider Expense	80,916,750
Per Diems	--
Travel	8,000
Professional and Technical	325,000
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURE	\$81,443,150

REVENUES

General Fund	\$ 526,400
Special Revenue Funds	<u>\$80,916,750</u>
TOTAL REVENUES	\$81,443,150

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-15

ACTIVITY TITLE: Administration

PURPOSE:

To coordinate and administer general office services for the agency; developing and maintaining administrative procedures in conformance with Board policies.

MAJOR PRODUCTS & ACTIVITIES:

- Administrative manual.
- Office space planning.
- Reception and mail distribution.
- Purchasing of equipment.
- Copy services.
- Equipment/office maintenance.
- Provide and maintain management information systems.

89-15

STAFF COMPLEMENT

HOURS

Comptroller	940
Administrative Aides	1890
Contract & Grant Administrator	2080
Clerk	2080
Receptionist	<u>2080</u>
TOTAL	9070

EXPENDITURES

DOLLARS

Salaries and Benefits	\$124,300
Transit Provider Expense	--
Per Diems	--
Travel	1,000
Professional and Technical	15,000
Metropolitan Council Chargebacks	--
Occupancy	155,000
Materials and Supplies	27,000
Printing and Publishing	25,300
Equipment Maintenance	5,000
Leases and Rentals	36,000
Casualty and Liability	100,000
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$488,600

REVENUES

General Fund	\$488,600
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$488,600

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-16

ACTIVITY TITLE: Finance

PURPOSE:

To provide the RTB with the systems and procedures of accounting, treasury and financial management in accordance with the policies of the Board, applicable statutes and standards, and generally accepted practices and procedures. Primary functions are: general accounting; treasury and cash management; financial analysis and reports; budget coordination and forecasting; internal financial procedures and controls; revenue accounting and tax levies; and program auditing.

MAJOR PRODUCTS & ACTIVITIES:

- Treasury and cash management.
- Annual financial audit for agency (1988).
- Transit provider audits.
- Monthly financial statements and systems.
- Accounts payable and payroll.
- Three-year financial plan.
- 1990 budget.

89-16

STAFF COMPLEMENT

HOURS

Comptroller	1040
Program Auditor	2080
Administrative Aides	1330
Accountant	2080
Bookkeeper	2080
Fiscal Analyst	<u>2080</u>
TOTAL	10,690

EXPENDITURES

DOLLARS

Salaries and Benefits	\$182,900
Transit Provider Expense	--
Per Diems	--
Travel	7,000
Professional and Technical	<u>72,000</u>
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>200</u>
TOTAL EXPENDITURES	\$262,100

REVENUES

General Fund	\$262,100
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$262,100

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-17

ACTIVITY TITLE: Personnel

PURPOSE:

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

MAJOR PRODUCTS & ACTIVITIES:

- Develop and administer personnel code.
- Staff planning.
- Recruitment.
- Employee benefits.
- Salary administration.
- Performance evaluation.
- Job classification.
- Affirmative action.
- Employee training and development.

89-17

STAFF COMPLEMENT

HOURS

Comptroller	100
Administrative Aides	<u>940</u>
TOTAL	1040

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 20,000
Transit Provider Expense	--
Per Diems	--
Travel	2,500
Professional and Technical	5,000
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	1,000
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	17,700
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$46,200

REVENUES

General Fund	\$ 46,200
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$46,200

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-19

ACTIVITY TITLE: Public Information Office

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.

MAJOR PRODUCTS & ACTIVITIES:

- Public information materials development, production and distribution.
- Media relations for RTB.
- Conferences, workshops, forums, public meetings and hearings.
- RTB Annual Report.
- Public participation strategies.

89-19

STAFF COMPLEMENT

HOURS

Public Information Officer	2080
Public Information Assistant	2080
Writer-Editor	2080
Interns	<u>1000</u>
TOTAL	7240

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 97,200
Transit Provider Expense	--
Per Diems	--
Travel	16,000
Professional and Technical	157,000
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	4,000
Printing and Publishing	99,000
Equipment Maintenance	--
Leases and Rentals	5,000
Casualty and Liability	--
Other	5,000
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$383,200

REVENUES

General Fund	\$383,200
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$383,200

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-22

ACTIVITY TITLE: Competitive Transit Services

PURPOSE:

To develop regional policies and procedures for determining the best circumstances under which increased cost effectiveness and improved service quality can be achieved through the competitive procurement of transit services.

MAJOR PRODUCTS & ACTIVITIES:

- Evaluate test cases implemented during 1988.
- Apply cost model for route analysis and financial forecasting.
- Recommend regional policies on competitive procurement of transit services.
- Complete the final report for UMTA-funded competitive transit demonstration project.

89-22

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	50
Manager of Planning	40
Manager of Programs	240
Planners	40
Senior Project Administrator	<u>860</u>
TOTAL	1230

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 27,500
Transit Provider Expense	--
Per Diems	--
Travel	4,000
Professional and Technical	--
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$31,500

REVENUES

General Fund	\$ 31,500
Special Revenue Funds	<u>--</u>
TOTAL REVENUES	\$31,500

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-23

ACTIVITY TITLE: Light Rail Transit Planning & Coordination

PURPOSE:

To conduct Light Rail Transit (LRT) planning and coordination activities in the Twin Cities Metropolitan Area in cooperation with the Metropolitan Council, regional railroad authorities, communities and others.

MAJOR PRODUCTS & ACTIVITIES:

- Technical assistance to regional railroad authorities.
- Prepare funding applications as appropriate.
- Conduct studies and reports as appropriate.
- Review and comment on applications for Mn/DOT LRT funding.
- Review and comment on county regional railroad authorities' LRT plans.

89-23

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	150
Manager of Planning	100
LRT Engineer	2080
Planners	<u>500</u>
TOTAL	2830

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 86,900
Transit Provider Expense	--
Per Diems	--
Travel	3,000
Professional and Technical	50,000
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$139,900

REVENUES

General Fund	\$ --
Special Revenue Funds	<u>139,900</u>
TOTAL REVENUES	\$139,900

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-26

ACTIVITY TITLE: Planning & Implementation of New Services

PURPOSE:

To plan and coordinate the implementation of; monitor and evaluate new transit services in the Twin Cities Metropolitan Area.

MAJOR PRODUCTS & ACTIVITIES:

- To coordinate the planning, implementation and evaluation of new transit services in Roseville, Lakeville-Farmington, I-494 Corridor, St. Louis Park and Premium Express Service.
- To coordinate the marketing program used by providers and communities to implement these new services based on the new marketing plan prepared in 1988.
- To evaluate the Anoka New Services implemented in 1988 and other new services on an ongoing basis.

89-26

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	125
Manager of Planning	220
Manager of Programs	120
Planners	920
Senior Project Administrator	120
Project Administrators	40
Management Information Analyst	420
Interns	<u>600</u>
TOTAL	2605

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 44,300
Transit Provider Expense	2,800,000
Per Diems	--
Travel	--
Professional and Technical	30,000
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$2,874,300

REVENUES

General Fund	\$ 74,300
Special Revenue Funds	<u>\$2,800,000</u>
TOTAL REVENUES	\$2,874,300

**1989 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 89-27

ACTIVITY TITLE: Community Demonstration Grant Program

PURPOSE:

To provide funding and technical assistance to encourage communities to plan and implement new and innovative services responsive to their needs.

MAJOR PRODUCTS & ACTIVITIES:

- Request grant proposals from communities based on a process and criteria developed in 1988.
- Evaluate proposals and award grants to communities.
- Provide technical assistance to communities, both in preparation of grant proposals and in implementing selected proposals.
- Coordinate, supervise and monitor the implementation of the grants.
- Evaluate the grant programs.

89-27

STAFF COMPLEMENT

HOURS

Director of Planning & Programs	125
Manager of Planning	200
Manager of Programs	80
Project Administrators	80
Planners	<u>320</u>
TOTAL	805

EXPENDITURES

DOLLARS

Salaries and Benefits	\$ 18,500
Transit Provider Expense	150,000
Per Diems	--
Travel	--
Professional and Technical	--
Metropolitan Council Chargebacks	--
Occupancy	--
Materials and Supplies	--
Printing and Publishing	--
Equipment Maintenance	--
Leases and Rentals	--
Casualty and Liability	--
Other	--
Allocated Expenses	<u>--</u>
TOTAL EXPENDITURES	\$168,500

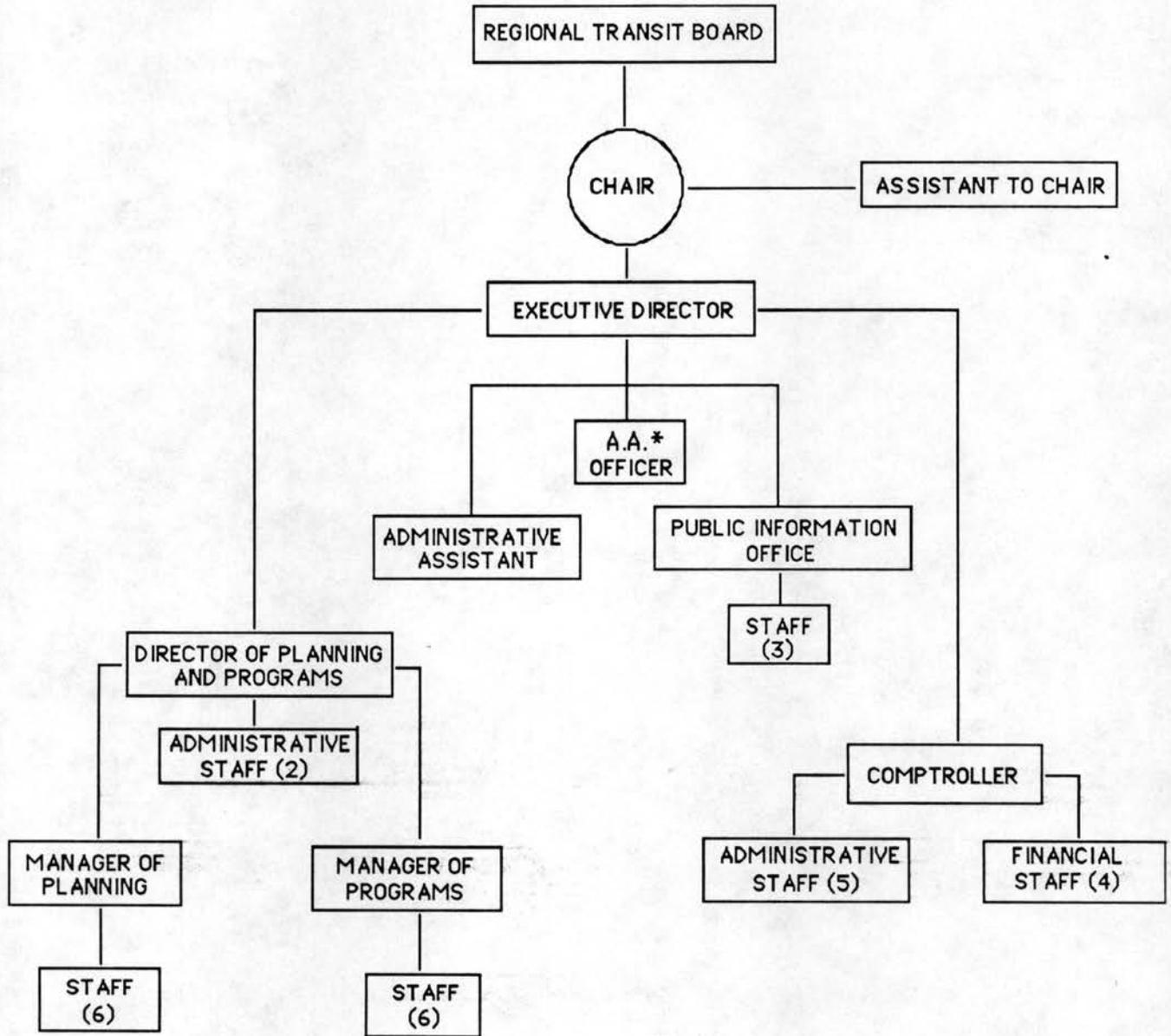
REVENUES

General Fund	\$ 18,500
Special Revenue Funds	<u>150,000</u>
TOTAL REVENUES	\$168,500

REGIONAL TRANSIT BOARD 1989 STAFF COMPLEMENT

	ACTUAL 1987	BUDGET 1988	BUDGET 1989
<u>Chair's Office</u>			
Chair	1	1	1
Assistant to the Chair	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	2	2
<u>Executive Director's office</u>			
Executive Director	1	1	1
Administrative Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	2	2
<u>Public Information</u>			
Public Information Officer	1	1	1
Public Information Assistant	1	1	1
Writer-Editor	-	-	<u>1</u>
Total	2	2	3
<u>Planning and Programs</u>			
Director of Planning & Programs	1	1	1
Manager of Planning	1	1	1
Manager of Programs	1	1	1
Planner Engineer	-	1	1
Planners	4	4	5
Senior Project Administrator	1	1	1
Management Information Analyst	-	-	1
Project Administrators	2	3	3
Programs Assistant	-	-	1
Policy Research Analyst	-	-	1
Secretary	1	1	1
Clerical Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total	12	14	18
<u>Administration</u>			
Comptroller	1	1	1
Secretary	1	1	-
Receptionist	1	1	1
Administrative Aide	1	1	2
Contracts & Grants Administrator	1	1	1
Program Auditor	1	1	1
Accountant	1	1	1
Fiscal Analyst	-	-	1
Bookkeeper	-	1	1
Clerical Assistant	-	<u>1</u>	<u>1</u>
Total	7	9	10
TOTAL ALL STAFF	25	29	35

REGIONAL TRANSIT BOARD ORGANIZATIONAL CHART



* Affirmative Action

REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1989

Project Name: OFFICE FURNITURE

Project Number: 89-20-01

Source of Funds: General Fund

Project Description

Includes all furniture for new employees, additions and upgrades for existing staff and furnishing for general office use.

Detail of Expenditures

- modular work areas (new and additions)	\$30,000
- chairs	10,000
- conference room furniture	5,000
	<u>\$45,000</u>

Remarks

- o Some existing modular work areas will be modified and added to for new employees.
- o Full size work areas were set-up only for 1988 staff levels.
- o The main conference room will be furnished for flexible, general use.

REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1989

Project Name: EQUIPMENT

Project Number: 89-20-02

Source of Funds: General Fund

Project Description

Includes all general office equipment.

Detail of Expenditures

- expand telephone system	\$4,500
- FAX machine	2,500
- Buy-out of existing copier	<u>2,000</u>
	<u>\$9,000</u>

Remarks

- o Telephone system expansion to accommodate additional staff locations.
- o FAX machine to aid in immediate communications with national organizations, consultants, MTC and attorneys. Will offset some special delivery charges.
- o Copier lease term expires July 1989. Excellent work record with minimum problems dictates a preference to keep this machine.

REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1989

Project Name: LEASEHOLD IMPROVEMENTS

Project Number: 89-20-03

Source of Funds: General Fund

Project Description

Includes any office remodeling of a permanent nature.

Detail of Expenditures

- build lockable storage room for supplies and special equipment	\$ 8,000
- additional electrical outlets	2,000
- blinds for office windows	5,000
	<u>\$15,000</u>

Remarks

REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1989

Project Name: EXURBAN CAPITAL

Project Number: 89-20-04

Source of Funds: Exurban Levy

Project Description

This project provides capital funding for the capital costs associated with providing service to the exurban area.

Detail of Expenditures

- City of Hastings	\$20,000
- Scott County	9,500
- Carver County	<u>11,363</u>
	\$40,863

Remarks

- o Projects selected on the basis of the RTB Capital Evaluation Process.
- o All projects involve purchase of vehicles which will be utilized in whole or in part to serve the exurban area.

REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1989

Project Name 1989 TRANSIT HUBS
Project Number 89-20-05 Source of Funds: Local Bonding

Project Description

The project involves developing transit hubs at three sites. Total cost includes engineering and design and construction costs.

Detail of Expenditures

- Rosedale Hub	\$ 500,000
- Maplewood Mall Hub	500,000
- Mall of America Hub	1,125,000
	<u>\$2,125,000</u>

Remarks

- o All locations identified in Implementation and Financial Plan for hub development.
- o Hub development to be coordinated with local units of government.