



Minnesota Regional Transit
Board: Records.

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REGIONAL TRANSIT BOARD

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

MEETING OF THE REGIONAL TRANSIT BOARD

Monday, August 6, 1990
Mears Park Centre Chambers
4:00 p.m.

AGENDA

4:00 pm: Public Hearing on Regional Transit Board 1991 Work Program and Budget

Board Meeting:

1. Call to Order and Roll Call
2. Approval of Agenda
3. Approval of Minutes:
 - A. Administration and Finance Committee Meeting of July 19, 1990
 - B. Committee of the Whole Meeting of July 23, 1990
 - C. Regional Transit Board Meeting of July 23, 1990
4. Chair's Report
 - A. Driver of the Month Award - Don Carter
5. Policy Committee Report
Jeff Spartz, Chair
 - A. 1990 16(b)(2) Application Review
 - B. MTC High Subsidy Service
 - C. VMTA
6. Other Business
7. Public Comment

Michael J. Ehrlichmann
Chair

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 8/6/90

BOARD OR COMMITTEE: Bd

Member Name	Present	Vote							
Mike Ehrlichmann	✓								
Doris Caranicas (P)	✓								
John Finley (A&F)	✓								
Ruth Franklin (A&F)	✓								
Ed Kranz (A&F)	✓								
Sandra Hilary (P)	✓								
Terry O'Toole (P)	✓								
Jeff Spartz (Chair-P)	.								
Norbert Theis (P)	✓								✓
El Tinklenberg (Chair-A)	✓								
Richard Wedell (A&F)	✓								

Visitors

Edward - M M Dimes Don Carter
Wlanes
de Vries
Nawrochi
Capell
Fayls
Vanderpoel
Entzel

Staff

dm, ga, jh, hb



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

Minutes of the Meeting of the
ADMINISTRATION AND FINANCE COMMITTEE
Mears Park Centre, Room A
Thursday, July 19, 1990

MEMBERS PRESENT: Elwyn Tinklenberg, Chair; John T. Finley; Ruth Franklin; Ed Kranz and Richard Wedell

OTHERS PRESENT: Michael Ehrlichmann, RTB Chair; Terrance O'Toole, RTB Member; Carole Faricy, Chair; John Capell, Christopher Gran, Thomas Hayes, Bob Thompson, Metropolitan Transit Commission (MTC); Bob Rossman, Amalgamated Transit Union; John Morley, Morley Bus Company; Greg Andrews, Judy Hollander, Len Simich, Ed Kouneski, Howard Blin, Dale Ulrich, Sherry Munyon, Suzanne Hanson, Cyndie Mayer, Garneth Peterson, Clete Luberts, Mary Fitzgerald, Regional Transit Board staff

Committee Chair Tinklenberg called the meeting to order at 4:00 p.m. and roll was taken. RTB Chair Ehrlichmann asked that the agenda be amended to include a presentation by MTC staff on the recent computer failures that have effected the Metro Mobility Administrative Center. Kranz moved and Wedell seconded that the agenda be approved with that amendment. The motion was unanimously approved.

Metro Mobility Administrative Center Computer Update

Hayes explained how the computer failures had occurred. The impact on the providers was severe, but the clients were not effected. A written report will be prepared for the board.

Financial Statements - May 1990

Clete Luberts reviewed the May 1990 financial statements dated July 11, 1990. Franklin moved and Finley seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board receive the May 1990 financial statements and direct that they be placed on file.

The motion was unanimously approved.

Roseville Area Circulator Contract Extension

Simich reviewed the July 5, 1990 staff report. Staff is recommending that the service be extended six months from September 11, at an additional cost of \$287,634. Wedell said that given the small amount of revenue from fares, there is a new opportunity for a marketing effort to capture young people and introduce them to the use of transit service by offering free fares. Tinklenberg suggested that option be included in the review. Finley moved and Wedell seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board approve an amendment to the Morley Bus Company contract (Contract No. 88/11/21-5) to operate the Roseville Area Circulator in an amount not to exceed \$1,094,759 through March 12, 1991.

The motion was unanimously approved.

Metropolitan Transit Commission (MTC) 1990 Capital Budget Amendment

Blin reviewed the July 9, 1990 staff report. After discussion of the petroleum contamination discovered at the Nicollet and Shingle Creek locations, Franklin moved and Finley seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board approve a \$650,000 amendment to the 1990 MTC Capital Budget, increasing the costs of two projects:

Project 3540, Nicollet Garage Reconstruction	\$550,000
Project 3043, 1990 Major Improvements to Facilities	\$100,000

The motion was unanimously approved.

MTC 1990 Operating Budget Amendment

Kouneski reviewed the July 9, 1990 staff report. Wedell moved and Finley seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board approve an amendment to the MTC 1990 operating budget from \$111,420,000 to \$113,410,000 in expenses, and from \$68,830,000 to \$69,230,000 in Regional Transit Board subsidy, based on the information transmitted to the RTB in MTC correspondence dated May 31, 1990.

The motion was unanimously approved.

RTB 1990 Capital Budget Amendment

Ulrich reviewed the July 6, 1990 staff report. Kranz recommended that RTB staff avail itself of the computer expertise available on the staff of the MTC. Franklin moved and Finley seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board amend the 1990 Capital Budget, Project 90-20-01, to add \$24,000 for computer hardware and software to support financial accounting functions.

The motion was unanimously approved.

Proposed 1990 Budget Amendment for Project 90-23, Light Rail Transit Planning and Coordination

Hollander reviewed the July 9, 1990 staff report. Finley moved and Kranz seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board amend the 1990 Regional Transit Board Work Program and Budget by adding \$285,000 to Project Number 90-23, Light Rail Transit Planning and Coordination, for a total budget of \$797,784, in order to conduct additional light rail transit analyses and activities.

The motion was unanimously approved.

Regional Transit Board 1990 Budget and Work Program Amendments

Ulrich reviewed the July 11, 1990 staff report. Finley moved and Kranz seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board approve amendments to the Regional Transit Board 1990 Work Program and Budget to recognize:

- a. Operating expenses of \$93,841,757 and capital expenses of \$1,674,000;
- b. Revenues of \$88,073,142;
- c. Carryover (beginning 1990) balances of \$13,610,935; and

That the Regional Transit Board approve the transfer of \$2,641,184 from the Regular Route fund to the Metro Mobility fund.

The motion was unanimously approved.

1990 Community Transit Planning Grant Evaluation

Garneth Peterson reviewed the July 9, 1990 staff report. A new set of copies of the grant applications was distributed because several pages had been inadvertently omitted from the first group. Kranz moved and Finley seconded:

That the Administration and Finance Committee recommend:

That the City of Hastings community grant application should be denied at this time. The city should re-draft this application and submit it to the Regional Transit Board for further consideration. The city is encouraged in this second grant application to address the unmet needs of the transit-dependent population, both within the city limits and in the Greater Hastings Area.

The motion was unanimously approved.

Franklin moved and Kranz seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board approve Community Transit Planning Grants for Washington County for \$30,000; and the City of Minneapolis for \$50,000, contingent upon their addressing identified issues.

The motion was unanimously approved.

1990 Special Exurban Grant Approval

Mayer reviewed the July 3, 1990 staff report. Franklin moved and Wedell seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board authorize the executive director to amend the 1990 contracts to add the 1990 special exurban fund grants as follows:

Carver County	\$1,788
DART	\$1,050
Hastings TRAC	\$1,230
Human Services, Inc.	\$8,294
Scott County	\$1,300
Senior Community Services	\$1,722
Senior Transportation Program	\$2,477
Westonka Rides	\$422

The motion was unanimously approved.

Travel and Expense Policy

Andrews reviewed the July 9, 1990 staff report. Tinklenberg suggested that the phrase "...will be reimbursed" be changed to "...may be reimbursed. Kranz moved and Wedell seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board amend the Travel and Expense Policy, Section IV, A., by adding Subsection 6 as follows:

6. Insurance Deductible. Actual automobile insurance deductibles incurred by an eligible person as a result of an accident during travel for board activities may be reimbursed by the board up to a maximum of \$250.

The motion was unanimously approved.

RTB 1991 Work Program and Budget

Wedell moved and Kranz seconded:

That the Administration and Finance Committee recommend:

That the Regional Transit Board accept the proposed 1991 Work Program and Budget for the purpose of holding a public hearing at 4:00 p.m., August 6, 1990, at Mears Park Centre.

The motion was unanimously approved.

Other Business:

O'Toole said the DART bus in Lakeville has been nearly full on every trip.

Kranz said that all board members should be encouraged to attend committee meetings and, if necessary, the policy on per diems should be amended accordingly. Further, the chair's lift-equipped van is in poor repair. Kranz suggested that the staff car be traded in for one that is lift-equipped. He recommended that these items be considered at a future Administration and Finance Committee meeting.

Wedell said Los Angeles has just started their first light rail system and he asked for a summary of the process they followed and the obstacles they encountered.

There being no other business, Kranz moved and Finley seconded that the meeting be adjourned. The motion carried and the meeting was adjourned.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board on _____, 1990.



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101

Minutes of the Meeting of the
COMMITTEE OF THE WHOLE
Mears Park Centre Chambers
July 23, 1990

MEMBERS PRESENT: Jeff Spartz, Chair; Doris Caranicas; Michael J. Ehrlichmann; Ruth Franklin; Sandra Hilary; Terrance O'Toole; Norbert Theis

MEMBERS ABSENT: John T. Finley, Ed Kranz, Elwyn Tinklenberg and Richard Wedell

OTHERS PRESENT: Arnie Entzel, Amalgamated Transit Union, Greg Failor, Metropolitan Transit Commission; Emil Brandt, and Alan Morris, Metropolitan Council; Gregory Andrews, Judy Hollander, Howard Blin, Ed Kouneski, Garneth Peterson and Mary Fitzgerald, Regional Transit Board staff

Committee Chair Spartz called the meeting to order at 3 p.m. and roll was taken.

FIVE-YEAR TRANSIT PLAN

Financial Projections

Blin distributed copies of the slides used to illustrate the major assumptions on property taxes, fares, federal revenues, other revenues, and state revenues; and projected regular route funding/expense used in developing projections on regular route funding for the period 1991-1995.

Accessibility

Kouneski reviewed the elements being considered for implementation of a comprehensive transit accessibility policy for the Region. In six years most of the major routes will be accessible; in 12 years the entire system will be fully accessible.

Wedell said it is important that the cities' plans complement those of the board to take care of the situation on the streets. Blin said performance standards issues will come before the committee at its next meeting.

OTHER BUSINESS

There being no other business, Hilary moved and Caranicas seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the Board: _____, 1990.



REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
Mears Park Centre Chambers
July 23, 1990

MEMBERS PRESENT: Michael Ehrlichmann, Chair; Doris Caranicas; John T. Finley; Ruth Franklin; Sandra Hilary; Ed Kranz; Terrance O'Toole; Norbert Theis; Elwyn Tinklenberg; Jeff Spartz and Richard Wedell

OTHERS PRESENT: LeRoy Marshall; Arnie Entzel, Amalgamated Transit Union; John Capell and Greg Failor, Metropolitan Transit Commission; Emil Brandt and Alan Morris, Metropolitan Council; Gregory Andrews, Judy Hollander, Howard Blin, Ed Kouneski, Garneth Peterson and Mary Fitzgerald, Regional Transit Board staff

The meeting was called to order at 4 p.m. and roll taken.

O'Toole moved and Caranicas seconded approval of the agenda. The motion was unanimously approved.

APPROVAL OF MINUTES

O'Toole moved and Caranicas seconded that the following minutes be approved:

Committee of the Whole Meeting of July 9, 1990
Regional Transit Board Meeting of July 9, 1990

The motion was unanimously approved.

RTB Vehicles:

The chair noted that Kranz had raised the question of the chair's transportation, which would have an impact on the staff pool vehicle. As he requested, Caranicas moved and Kranz seconded:

That the Regional Transit Board direct staff to investigate the transportation needs of the chair and the pool car needs of staff and report to the Administration and Finance Committee on September 10, 1990.

The motion was unanimously approved.

Standards for Per Diem Payments:

Ehrlichmann said the second item raised earlier is the question of per diem payments for meetings of the board's standing committees. It is important that members attend as many committee meetings as possible, regardless of whether the person is a member. At the chair's request, Kranz moved and Caranicas seconded:

That the Regional Transit Board approve the following activities for per diem compensation:

1. Meetings and public hearings of the board and meetings of the Policy, Administration and Finance, and Legislative Committees.
2. Meetings as an official RTB representative designated by the chair or the board.
3. Up to three meetings of local government or community organizations per month at which the member is specifically requested to participate by the organization or the chair of the RTB.
4. Conferences, seminars and workshops if authorized by the chair, necessary travel days are also included.
5. Metropolitan Transit Commission public hearings related to member's district.
6. Other meetings or services related to RTB business that are authorized by the chair.

Per diems shall be limited to one per day regardless of the number of meetings attended.

Members shall not be paid a per diem for informal meetings of individual members with representatives of private or public organizations or members of the state legislature, or for appearances on radio or television programs, except as otherwise provided; but members may be reimbursed for actual and necessary expenses incurred in conjunction with those meetings and activities.

The motion was unanimously approved.

CHAIR'S REPORT

Certificate of Appreciation, LeRoy Marshall

A Certificate of Appreciation was presented to LeRoy Marshall in recognition of his many years of dedicated service toward meeting the needs of the persons with disabilities in the Region.

ADMINISTRATION AND FINANCE COMMITTEE REPORT

Committee Chair Tinklenberg reviewed the report of the committee's meeting of July 19, 1990.

Financial Statements - May 1990

Tinklenberg moved and Hilary seconded:

That the Regional Transit Board receive the May 1990 financial statements and direct that they be placed on file.

The motion was unanimously approved.

Roseville Area Circulator Contract Extension

Tinklenberg moved and O'Toole seconded:

That the Regional Transit Board approve an amendment to the Morley Bus Company contract (Contract No. 88/11/21-5) to operate the Roseville Area Circulator in an amount not to exceed \$1,094,759 through March 12, 1991.

The motion was unanimously approved.

Metropolitan Transit Commission (MTC) 1990 Capital Budget Amendment

Tinklenberg moved and O'Toole seconded:

That the Regional Transit Board approve a \$650,000 amendment to the 1990 MTC Capital Budget, increasing the costs of two projects:

Project 3540, Nicollet Garage Reconstruction	\$550,000
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The motion was unanimously approved.

MTC 1990 Operating Budget Amendment

Tinklenberg moved and O'Toole seconded:

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The motion was unanimously approved.

RTB 1990 Capital Budget Amendment

Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board amend the 1990 Capital Budget, Project 90-20-01, to add \$24,000 for computer hardware and software to support financial accounting functions.

The motion was unanimously approved.

Proposed 1990 Budget Amendment for Project 90-23, Light Rail Transit Planning and Coordination

Tinklenberg moved and O'Toole seconded:

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Regional Transit Board 1990 Budget and Work Program Amendments

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- a. Operating expenses of \$93,841,757 and capital expenses of \$1,674,000;
- b. Revenues of \$88,073,142;
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That the Regional Transit Board approve the transfer of \$2,641,184 from the Regular Route fund to the Metro Mobility fund.

The motion was unanimously approved.

1990 Community Transit Planning Grant Evaluation

Tinklenberg said there was another grant application which the committee felt needed additional work and review. It may come back to the board at a later time. He moved and Caranicas seconded:

That the Regional Transit Board approve Community Transit Planning Grants for Washington County for \$30,000; and the City of Minneapolis for \$50,000, contingent upon their addressing identified issues.

The motion was unanimously approved.

1990 Special Exurban Grant Approval

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That the Regional Transit Board authorize the executive director to amend the 1990 contracts to add the 1990 special exurban fund grants as follows:

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Human Services, Inc.	\$8,294
Scott County	\$1,300
Senior Community Services	\$1,722
Senior Transportation Program	\$2,477
Westonka Rides	\$422

The motion was unanimously approved.

Travel and Expense Policy

Tinklenberg moved and Theis seconded:

That the Regional Transit Board amend the Travel and Expense Policy, Section IV, A., by adding Subsection 6 as follows:

6. Insurance Deductible. Actual automobile insurance deductibles incurred by an eligible person as a result of an accident during travel for board activities may be reimbursed by the board up to a maximum of \$250.

The motion was unanimously approved.

Hearing Date for RTB 1991 Work Program and Budget Public Hearing and Accept Proposed RTB 1991 Work Program and Budget for Purposes of Public Hearing

Tinklenberg moved and Caranicas seconded:

That the Regional Transit Board accept the proposed 1991 Work Program and Budget for the purpose of holding a public hearing at 4:00 p.m., August 6, 1990, at Mears Park Centre.

Other Business:

There being no other business, Kranz moved and O'Toole seconded that the meeting be adjourned. The motion carried and the meeting was adjourned at

Respectfully submitted,

Mary Fitzgerald
Secretary

Approved by the board on _____, 1990.



REGIONAL TRANSIT BOARD

Mears Park Centre, 230 East 5th Street
St. Paul, Minnesota 55101
612/229-2700

REPORT OF THE POLICY COMMITTEE

At its meeting of July 30, 1990, the Policy Committee considered and approved the following:

1990 16(b)(2) Application Review

The Policy Committee recommends:

That the Regional Transit Board ratify the ranking of 16(b)(2) grant applicants submitted to the Minnesota Department of Transportation as shown in the staff report dated July 23, 1990.

Elimination of MTC High Subsidy Service

That the Regional Transit Board recommend elimination of Minneapolis Saturday Route 26 and Minneapolis Saturday Route 67 service pending notice to the existing riders and communities served by these routes.

Other Business

The committee also accepted the staff report on Proposed I-494 New Services, dated July 23, 1990, which was presented for informational purposes only.

Jeff Spartz
Chair

mff
7/31/90

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, St. Paul, Minnesota 55101
292-8789

DATE: August 2, 1990
TO: Members of the Regional Transit Board
FROM: Michael J. Ehrlichmann, Chair
SUBJECT: Establishment of a Local Officials Advisory Committee

SUMMARY

The Board is requested to approve the establishment of a Local Officials Advisory Committee consisting of representatives of local governments.

DISCUSSION

For several months, I have held discussions with local government officials and representatives of the Association of Metropolitan Municipalities (AMM) about the establishment of an advisory committee of local government officials that would afford local governments the opportunity to initiate, respond and react to the development of transit policies and programs of the RTB. The AMM established a subcommittee this past spring to offer ideas as to how this advisory committee could be structured and function effectively. The AMM also assisted in soliciting potential committee members and invited me to discuss this committee's creation at the AMM's annual meeting in May.

FINDINGS AND CONCLUSIONS

- The proposed roster of the Local Officials Advisory Committee (see attachment) includes the public officials who offered to serve on the committee from the AMM, along with others who contacted the RTB directly.
- The local officials will have a good geographic blend of community representation, with at least one representative from each of the seven metropolitan area counties.
- The Local Officials Advisory Committee will be developing its own mission statement and work program, with all recommendations made by the committee being forwarded directly to the Board so that a direct line of communication will be established between this committee of local government officials and the RTB.

Local Officials Advisory Committee
August 2, 1990
Page 2

RECOMMENDATION

That the Regional Transit Board approve the establishment of a Local Officials Advisory Committee with its initial membership as indicated in the attachment to the August 2, 1990, memorandum to the Board.

Local Officials Advocacy Committee

Joan Campbell -- Minneapolis -- Councilmember

Jan Hougen -- Shorewood -- Mayor

Todd Paulson -- Brooklyn Center -- Councilmember

Joe Zappa -- Maplewood -- Councilmember

Tom Dimond -- St. Paul -- Councilmember

Dan Dunford -- St. Paul -- Administrator in Public Works

Larry Mitchell -- St. Louis Park -- Councilmember

Eldon Reinke -- Shakopee -- Transportation Liaison

Frank Boyles -- Plymouth -- Assistant City Manager

Carol Johnson -- Minneapolis -- Councilmember

Ursula Dimler -- Chanhassen -- Councilmember

Ken Mahle, Jr. -- Woodbury -- Councilmember

Mark Nagel -- Anoka -- Manager

Sean Clerkin -- Columbia Heights -- Councilmember

Betty Sindt -- Lakeville -- Councilmember

Patricia Pidcock -- Eden Prairie -- Councilmember

Sam Jacobs -- Falcon Heights -- Councilmember

Dale Gustafson -- Brooklyn Park -- Councilmember

Dan Tilson -- Mendota Heights -- Planning Commission

Steve Larson -- New Brighton -- Councilmember

Gene White -- Prior Lake -- Councilmember

REGIONAL TRANSIT BOARD

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

DATE: August 6, 1990
TO: Members of the Regional Transit Board
FROM: Michael J Ehrlichmann, Chair
SUBJECT: MTC Appointment - Application Information

Enclosed are the eight eligible applications for appointment to the MTC to represent the City of Minneapolis, (the position currently held by Frank Snowden), with any supporting documents received to date from the Secretary of State's Office.

The applicants are scheduled to appear at the Committee of the Whole meeting on August 13 at 5:00 p.m. to give brief presentations to the board on their backgrounds.

The appointment will be made at the August 20 board meeting. Complete packets for each applicant, including any supporting information, will be provided to the board at the August 13 Committee of the Whole meeting.

MJE:kag

Attachments

OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: MTC Metropolitan Transit Commission
 (Enter name of board, council, commission or task force.)

Applicant Name: EARNEST BELTON
 (First Name) (Last Name)

Applicant Address: 1329 THOMAS AV N MPLS MN 55411
 (Street) (City) (State) (Zip)

Day phone: 2962605 County: HENNEPIN Congressional District: 5 Legislative District: 51B
 Evening phone: 5885833

Did the appointing authority ask you to submit this application? YES NO

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<input type="checkbox"/> Female	<input checked="" type="checkbox"/> DFL	<input type="checkbox"/> American Indian
<input checked="" type="checkbox"/> Male	<input type="checkbox"/> IR	<input type="checkbox"/> Asian/Pacific
	<input type="checkbox"/> None or Other	<input checked="" type="checkbox"/> Black
		<input type="checkbox"/> Hispanic
		<input type="checkbox"/> Caucasian
		<input type="checkbox"/> Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.): I'm a state employee, as well as a part time MTC bus driver. In addition, I serve on the Mpls. public school budget advisory committee and I'm a graduate student at Metro State University. As a member of the agency, I feel that I can contribute information as a customer, an employee, a student studying the system, and as a budget member familiar with large budgets.

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Earnest Belton 7-20-90
 (Signature of Applicant) (Date)

If applicant is being nominated by another person or group, signature indicates consent to nomination.

You will not receive an acknowledgement of this application but the appointing authority will notify you if an interview is needed. **RECEIVED**

MAIL THIS COMPLETED APPLICATION TO: Secretary of State, Open Appointments, 180 State Office Building, St. Paul, MN 55155-1299. **JUL 20 1990**

OR SUBMIT IN PERSON TO: Room 174, State Office Building. **SECRETARY OF STATE ELECTION DIVISION**

EARNEST L. BELTON

1329 Thomas Avenue No.
Minneapolis, MN 55411
(612) 588-5833

CAPABILITIES

- Create and direct public relations plan
- Master new concepts and technologies, then relay the information to others
- Efficiently manage time and establish priorities
- Analyze and evaluate individual performances and capabilities
- Communicate effectively, both written and verbally

ACCOMPLISHMENTS

- Successfully organized and operated a small transportation company
- Supervised daily operations in shipping and receiving
- Researched and developed concept of inner city day care center designed to support the needs of low and moderately low income families

EXPERIENCE

STATE OF MINNESOTA

Department of Public Safety
St. Paul, Minnesota
Records Researcher

October 1989 to present

Research approximately 50 records per day for law enforcement officers, private investigators and general public.

Tourism Office

Assistant Supervisor of Distribution

November 1986 to October 1989

Determine most efficient and cost-effective method to operate distribution center, customer service, coordinate shipping and receiving schedule, arrange bulk mailings, operate electronic equipment. The Tourism Office receives over one million inquiries and distributes over two million pieces of literature annually. Operation budget \$8.5 million, distribution budget exceeds \$400,000.

ESSEX GROUP OF UNITED TECHNOLOGIES

Fort Wayne, Indiana
Computer Operator

June 1984 to July 1985

Monitored all computerized functions, fire alarms, security systems, off-site computer usage, execute work production schedule on IBM 3081 mainframe system.

EDUCATION

1987 Bachelor of Arts, Business and Public Administration
Metropolitan State University, St. Paul, Minnesota (GPA 3.2)

1985 Small Business Seminar Program
Sponsored by U.S. Department of Commerce

OTHER EXPERIENCE

Psychiatric Attendant at Fort Wayne State Hospital.

Trained, taught and supervised mentally retarded individuals to perform basic tasks such as counting money, using public transportation and telling time.

Transportation Officer at Rea Magnet Wire, Fort Wayne, Indiana.

Determined most direct route to deliver and pick up newly manufactured magnetic wire products and raw materials. Assisted with sales needs of existing accounts and prospected new accounts.

Long Distance Transport Driver at Schneider Transport, Green Bay, Wisconsin

Irregular route carrier. Delivered goods and provided other transport services to customers. Operated independently with minimum supervision.

Owner of Belton Transport Company, Fort Wayne, Indiana

Owner, operator, salesman of local cartage company.

REFERENCES

Dr. Ken Zapp
Metropolitan State University
121 Metro Square Bldg.
121 Seventh Place East
St. Paul, MN 55101
612/297-4701

Joe Bowler
Department of Public Safety
Transportation Building
St. Paul, MN 55155
612/296-7555

Linda Limback
Minnesota Department of
Trade and Economic Development
Office of Tourism
375 Jackson Street
St. Paul, MN 55101
612/296-5029

Melanie Vasterling
Minnesota Community Colleges
550 Cedar Street, Suite 203
St. Paul, MN 55101
612/297-4686

FOR OFFICE USE:	Sub by AA	AA <i>R TB</i>	Res	Trans Date <i>8/1/90</i>
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OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: *Metropolitan Transit Commission*
(Enter name of board, council, commission or task force.)

Applicant Name: *Mary* *Hartle*
(First Name) (Last Name)

Applicant Address: *3130 Pillsbury Ave. So. #103 Minneapolis, MN 55408*
(Street) (City) (State) (Zip)

Day phone: *643-3525* County: *Hennepin* Congressional District: *5* Legislative District: *59B*
 Evening phone: *822-4533*

Did the appointing authority ask you to submit this application? YES _____ NO

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<input checked="" type="checkbox"/> Female	<input type="checkbox"/> DFL	<input type="checkbox"/> American Indian
<input type="checkbox"/> Male	<input checked="" type="checkbox"/> IR	<input type="checkbox"/> Asian/Pacific
	<input checked="" type="checkbox"/> <u>None</u> or Other	<input type="checkbox"/> Black
		<input type="checkbox"/> Hispanic
		<input checked="" type="checkbox"/> Caucasian
		<input type="checkbox"/> Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.):

See attached sheet.

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Mary A. Hartle *7/31/90*

(Signature of Applicant) (Date)

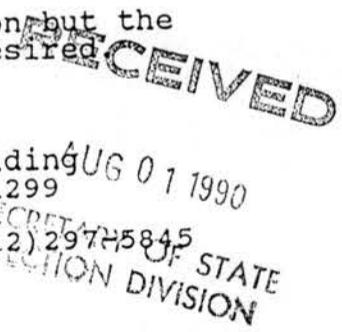
If applicant is being nominated by another person or group, signature indicates consent to nomination.

You will not receive an acknowledgement of this application, but the appointing authority will notify you if an interview is desired.

MAIL THIS COMPLETED APPLICATION TO: Secretary of State
 Open Appointments
 180 State Office Building
 St. Paul, MN 55155-1299

OR
 SUBMIT IN PERSON TO: Room 174, State Office Building. (612) 297-5845

SC-00218-01 (8912)



MARY A. HARTLE
3130 Pillsbury Avenue South, #103
Minneapolis, Minnesota 55408
(612) 643-3525 (work)
(612) 822-4533 (home)

CAREER OBJECTIVE

Position using analytical, planning, and writing skills in a government agency or in the legislative process

COMMUNICATION EXPERIENCE

Written materials including: administrative rules, policy and procedure manuals, grant proposals, long range plans, legislative testimony, position papers, and press releases

Oral communication including: public speaking, media spokesperson for state department, testimony before national, state, and local legislative bodies, small group training, and telephone information/referral services

Computer equipment and skills using IBM PC and Word Perfect

ADMINISTRATIVE AND MANAGERIAL EXPERIENCE

Owned and operated technical writing consulting business

Coordinated promulgation of administrative rules for state agency

Supervised production of biennial reports for state agency

Coordinated legislative program for non-profit organization

Recommended policy alternatives and drafted administrative rules and supporting documents for new, direct-service program

Planned and organized conferences and seminars

CONTINUING EDUCATION

- 1989 Foundations of Public Administration, Hamline University
- 1989 Rehabilitation of the Blind, Louisiana Center for the Blind
- 1983 Executive Media Training, Media Information Systems Corp.
- 1982 Legislative Bill Drafting Seminar, Continuing Legal Education, Hamline University School of Law
- 1980 Instructor Training, U.S. Office of Personnel Management
- 1979 Section 504 Training, CRC Education and Human Development
- 1976 Grantsmanship Training Program, Grantsmanship Center

EDUCATION

1974 B.A. Magna Cum Laude, Macalester College, St. Paul,
MN, Political Science

EMPLOYMENT

1990-present Job Service Intern, Minnesota Department of Jobs
and Training
1985-1990 Owner, Hartle Executive Resources
1985 Lobbyist, Minnesota Association of Professional
Employees
1980-1985 Information Officer II, Minnesota Department of
Human Rights
1979-1980 Planner I, Minnesota Department of Human Rights
1976-1977 Administrative Assistant for Program Development,
Blind Industries and Services of Maryland
1975-1976 Research Assistant, Center for Program Development
and the Handicapped, City Colleges of Chicago
1972 Summer Project Aide, Mpls. Rehabilitation Center

ORGANIZATIONAL MEMBERSHIP AND ELECTED POSITIONS

1987-present Chair, Motion/Vision-Impaired Consumer Advisory
Panel, U. S. West Communications
1987-1989 Chair, Advisory Board, Client Assistance Project
1986-1988 First Vice President, Metro Chapter, National
Federation of the Blind of Minnesota
1986-1988 Council of Independent Professional Consultants
1983 Chair, Statewide Affirmative Action Committee
1980-1983 Co-founder and Treasurer, Womyn's Braille Press
1980-1982 Board of Directors, Minneapolis Society for the
Blind

AWARDS

1984 Employee Merit Award, Minnesota Department of Human Rights
1981 Employee Merit Award, Minnesota Department of Human Rights

Application addendum of Mary Hartle for the Metropolitan Transit Commission

I have experience in all three areas requested for Commission members. I have been a bus passenger for many years and as a result have a great deal of knowledge about the transit system in the metro area. I have several years of experience working for state government and have many years of involvement with the legislative process, including the budget process. I have also operated my own consulting business which has given me an understanding of issues from a management perspective. I am a resident of Minneapolis. I am attaching my resume which provides information about my work experience, education, and community service and leadership.

OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: Metropolitan Transit Commission
 (Enter name of board, council, commission or task force.)

Applicant Name: John Dretske
 (First Name) (Last Name)

Applicant Address: 2300E. Franklin Ave. Apt. 208A, Mpls. MN. 55406
 (Street) (City) (State) (Zip)

Day phone: 942-2000 County: Hennepin Congressional District: 5 Legislative District: 61A
 Evening phone: 343-0783

Did the appointing authority ask you to submit this application? YES X NO

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<u> </u> Female	<u> </u> DFL	<u> </u> American Indian
<u>X</u> Male	<u>X</u> IR	<u> </u> Asian/Pacific
	<u> </u> None or Other	<u> </u> Black
		<u> </u> Hispanic
		<u>X</u> Caucasian
		<u> </u> Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.): see enclosed resume

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

John Dretske 7/30/90
 (Signature of Applicant) (Date)

If applicant is being nominated by another person or group, signature indicates consent to nomination.

You will not receive an acknowledgement of this application but the appointing authority will notify you if an interview is desired.

MAIL THIS COMPLETED APPLICATION TO: Secretary of State
 Open Appointments
 180 State Office Building
 St. Paul, MN 55155-1299

OR
 SUBMIT IN PERSON TO: Room 174, State Office Building. (612) 297-5845

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 JUL 31 1990
 SECRETARY OF STATE
 ELECTIONS DIVISION

JOHN DRETSKE

1725 University Ave. S.E., Apt. 208A
Minneapolis, MN. 55406
Phone: (612) 343-0783 / 942-2135

Education

9/86-6/90 **University of Minnesota, College of Liberal Arts**
Major: **Bachelor of Science in Economics**
Area of Emphasis: **Business and Finance**
Graduated: June 1990

Work Experience

- 7/90-present **A.M. Miller & Associates**
Title: Collector
Specific duties: Collection of delinquent credit card, student loan, medical, and retail accounts over the phone. Evaluating a debtor's financial situation and suggesting possible payment plan.
- 2/87-6/90 **Physical Plant / Health Science, University of Minnesota**
Specific duties: In charge of computer center building complex with five million square feet. Energy management control, data analysis, and cost efficiency throughout the Health Science area.
- 5/89-6/89 **IDS**
Title: Financial Consultant Assistant
Specific duties: Helped in a new auto insurance. Obtained potential customers through cold calling.
- 6/86-9/86 **Fox River Industries**
Title: Summer Aide
Specific duties: Assisted Teacher and Instructors in a sheltered workshop by implementing a training program for developmentally disabled persons during the summer months.

Extracurricular Activities

- 9/89-6/90 **Minnesota Student Association (MSA)**
Title: At-Large Representative
Student government
- 9/89-6/90 **Educational Affairs Committee**
Student government
- 9/89-6/90 **Economic Student Organization**
University of Minnesota
- 11/86-6/90 **Alpha Delta Phi Fraternity, MN Chapter.**
Previous positions: Rush Chairmen - membership recruitment; House Manager.

References

Available upon request.

OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: METROPOLITAN TRANSIT COMMISSION
 (Enter name of board, council, commission or task force.)

Applicant Name: CARL WILD
 (First Name) (Last Name)

Applicant Address: 3620 34TH AV S MINNEAPOLIS MN 55406
 (Street) (City) (State) (Zip)

Day phone: <i>333-1381</i>	County: <u>HENNEPIN</u>	Congressional District:	Legislative District:
Evening phone: <i>721-7757</i>			

Did the appointing authority ask you to submit this application? YES _____ NO X

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<input type="checkbox"/> Female	<input type="checkbox"/> DFL	<input type="checkbox"/> American Indian
<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> IR	<input type="checkbox"/> Asian/Pacific
	<input type="checkbox"/> None or Other	<input type="checkbox"/> Black
		<input type="checkbox"/> Hispanic
		<input checked="" type="checkbox"/> Caucasian
		<input type="checkbox"/> Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.):

BEYOND MY PERSONAL COMMITMENT IN THE AREA OF WANTING TO SEE A MORE EFFECTIVE MASS TRANSIT SYSTEM - I HAVE EXPERIENCE IN FOOD SERVICE MANAGEMENT - I AM COMFORTABLE WITH BUDGETS PAYROLL, COSTS, ETC. MANY EMPLOYEES THAT I SUPERVISED WERE DEPENDENT ON MASS TRANSIT.

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

<u>Carl J Wild</u>	<u>7/29/90</u>
(Signature of Applicant)	(Date)

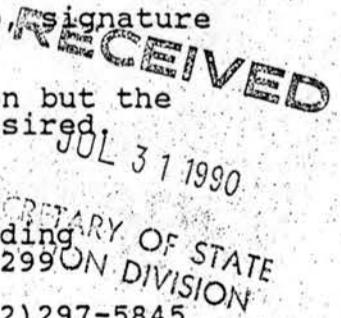
If applicant is being nominated by another person or group, signature indicates consent to nomination.

You will not receive an acknowledgement of this application but the appointing authority will notify you if an interview is desired.

MAIL THIS COMPLETED APPLICATION TO: Secretary of State
 Open Appointments
 180 State Office Building
 St. Paul, MN 55155-1299

OR

SUBMIT IN PERSON TO: Room 174, State Office Building. (612)297-5845



OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: Metropolitan Transit Commission
 (Enter name of board, council, commission or task force.)

Applicant Name: Georgene Bergstrom
 (First Name) (Last Name)

Applicant Address: 5652 Clinton Avenue South Minneapolis, MN 55419
 (Street) (City) (State) (Zip)

Day phone: 861-5410	County: Hennepin	Congressional District: 5th	Legislative District: 62B
Evening phone: 861-1947			

Did the appointing authority ask you to submit this application? YES _____ NO X

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<u>F</u> Female	<u>X</u> DFL	___ American Indian
___ Male	___ IR	___ Asian/Pacific
	___ None or Other	___ Black
		___ Hispanic
		<u>X</u> Caucasian
		___ Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.): I have been a business owner in the City of Minneapolis for 6 years selling primarily to the State of Minnesota, U of M, City of Minneapolis and other government agencies. I have served on the Small Business Procurement Commission, was appointed by Governor Perpich to the Job Skills Partnership Board and sit on the Small Business Advisory Council at the State level. I also serve on the Emerging Small Business Advisory Committee for the City of Mpls. I am a very involved and concerned member of my community as well as the State of Minnesota as a whole. References are available if necessary

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

<i>Georgene Bergstrom</i>	<i>7/31/90</i>
(Signature of Applicant)	(Date)

If applicant is being nominated by another person or group, signature indicates consent to nomination.

You will not receive an acknowledgement of this application but the appointing authority will notify you if an interview is desired.

MAIL THIS COMPLETED APPLICATION TO: Secretary of State
 Open Appointments
 180 State Office Building
 St. Paul, MN 55155-1299

OR

SUBMIT IN PERSON TO: Room 174, State Office Building. (612) 297-5845

SC-00218-01 (8912)

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 JUL 31 1990
 SECRETARY OF STATE
 DIVISION

OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: Metropolitan Transit Commission
 (Enter name of board, council, commission or task force.)

Applicant Name: Vivian Jenkins Nelsen
 (First Name) (Last Name)

Applicant Address: 1025 Thomas Avenue North Minneapolis Minnesota 55411
 (Street) (City) (State) (Zip)

Day phone: 339-0820	County: Hennepin	Congressional District: 5
Evening phone: 522-1469		Legislative District: 57A

Did the appointing authority ask you to submit this application? YES _____ NO X

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> DFL	<input type="checkbox"/> American Indian
<input type="checkbox"/> Male	<input type="checkbox"/> IR	<input type="checkbox"/> Asian/Pacific
	<input type="checkbox"/> None or Other	<input checked="" type="checkbox"/> Black
		<input type="checkbox"/> Hispanic
		<input type="checkbox"/> Caucasian
		<input type="checkbox"/> Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.):

I feel that I bring twenty years of experience in community service to the board.

I am also acutely aware of the transportation industry's needs & issues that it faces since my family has been involved in both public and private transportation organizations. I have consulted with the St. Paul Schools Transportation offices and feel that I have a working knowledge of the issues involved with union contracts, hiring of management and other staff (e.g. drivers and dispatchers, etc.) and have a familiarity with automated routing and parts inventorying. Further, I have more than a passing knowledge of metro-mobility and medical assistance.

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

<i>Vivian Jenkins Nelsen</i>	25 July 1990
(Signature of Applicant)	(Date)

If applicant is being nominated by another person or group, signature indicates consent to nomination.

You will not receive an acknowledgement of this application but the appointing authority will notify you if an interview is desired.

MAIL THIS COMPLETED APPLICATION TO: Secretary of State
 Open Appointments
 180 State Office Building
 St. Paul, MN 55155-1299

OR

SUBMIT IN PERSON TO: SECRETARY OF STATE, Room 1A74, State Office Building. (612) 297-5845
 ELECTION DIVISION (8912)

RECEIVED

JUL 30 1990

OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: MTC
 (Enter name of board, council, commission or task force.)

Applicant Name: Nola Naima Richmond
 (First Name) (Last Name)

Applicant Address: 1005 Upton Ave N. 19th MN 55411
 (Street) (City) (State) (Zip)

Day phone: _____ County: Hennepin Congressional District: _____ Legislative District: _____
 Evening phone: 521-7427

Did the appointing authority ask you to submit this application? YES _____ NO X

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<input checked="" type="checkbox"/> Female	<input checked="" type="checkbox"/> DFL	_____ American Indian
<input type="checkbox"/> Male	_____ IR	_____ Asian/Pacific
	_____ None or Other	<input checked="" type="checkbox"/> Black African American
		_____ Hispanic
		_____ Caucasian
		_____ Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.): I am a long time residence of North Minneapolis. I am a frequent rider of MTC Buses; I like riding the buses. (I would like to see better service in our area). Currently, I am unemployed, trying to get a small business for myself. I have (have been) involved with community concerns for a very long time: Former PTA Pres. 2 terms, Mpls. Arts Commission 6 mos, Worked with African-Amer. Cultural Center 4 yrs, Volunteered at Oak Park Neighborhood Service Center, Twin Cities Committee Against Racism (of Minnesota 2 1/2 yrs, with Human Service Certificate with Distinction) maintained 3.0 G.P.A. Recipient of Carl McPherson Scholarship.

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Nola (Naima) J. Richmond July 28, 1990
 (Signature of Applicant) (Date)

If applicant is being nominated by another person or group, signature indicates consent to nomination.

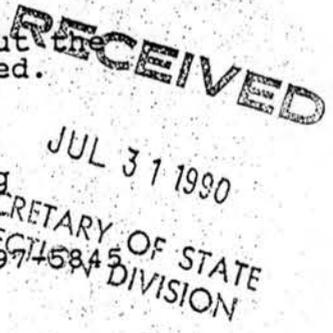
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 180 State Office Building
 St. Paul, MN 55155-1299

OR

SUBMIT IN PERSON TO: Room 174, State Office Building. (612) 297-5845

SC-00218-01 (8912)



I find theater very entertaining. I like jazz, rhythm & blues
classical music.

I am an avid reader about my history.

I like to walk for health sake.

I enjoy people. I believe that serving on the
MTC will be twofold: I'll hope to be able to
be an asset and I look forward to growing from
the experience that I'd gain.

OPEN APPOINTMENTS APPLICATION FOR SERVICE ON STATE AGENCY

Appointment Sought: COMMISSIONER, METROPOLITAN TRANSIT COMMISSION
 (Enter name of board, council, commission or task force.)

Applicant Name: FRANK SNOWDEN
 (First Name) (Last Name)

Applicant Address: 1404 E. MINNEHAHA PKWY, MINNEAPOLIS, MN 55417
 (Street) (City) (State) (Zip)

Day phone: 823-4316 County: WENNEPIN Congressional District: 5 Legislative District: 61
 Evening phone: 823-4316

Did the appointing authority ask you to submit this application? YES _____ NO ✓

STATISTICAL INFORMATION

The following information is optional and is sought solely for the purpose of compiling the annual report to the governor and legislature on the open appointments process pursuant to Minnesota Statutes 15.0597, subdivision 7.

Sex	Political Party	Race/National Origin
<u>X</u> Male	<u>X</u> DFL	___ American Indian
___ Female	___ IR	___ Asian/Pacific
	___ None or Other	<u>X</u> Black
		___ Hispanic
		___ Caucasian
		___ Other

STATEMENT OF QUALIFICATION

Minnesota Statutes 15.0597 requires that the application include "a statement that the nominee satisfies any legally prescribed requirements and any other information the nominating person feels would be helpful to the appointing authority." (May include employment, community service, education.):

I have served as a member of the Metropolitan Transit Commission for the past 13 years. I served as Chairman for four years and in various other capacities, Treasurer, Chair of the Finance and Administration and Operations Committees. In addition I have held national office as Vice President for Human Resources of the American Public Transit Association and Vice President of the Conference of Minority Transit Officials. Through the years of experience I have gained a wealth of knowledge of Transit and have participated in a very positive

(may continue on the back or on attached sheets)

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Frank W Snowden 7/21/90
 (Signature of Applicant) (Date)

If applicant is being nominated by another person or group, signature indicates consent to nomination.

You will not receive an acknowledgement of this application but the appointing authority will notify you if an interview is desired.

MAIL THIS COMPLETED APPLICATION TO: Secretary of State
 Open Appointments
 180 State Office Building
 St. Paul, MN 55155-1299

OR

SUBMIT IN PERSON TO: Room 174, State Office Building. (612) 297-3845

SC-00218-01 (8912)

RECEIVED

JUL 27 1990

SECRETARY OF STATE
 ELECTIONS DIVISION

Manner and in the transit decision making process
in the Twin Cities and nationally.

As a consequence of my experience and the positions
which I have held, I feel very well qualified for the
position as Commissioner of the Metropolitan Transit
Commission.

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MAY 19 1971
MAY 19 1971

REGIONAL TRANSIT BOARD

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

DATE: August 6, 1990

TO: Chairman and Members of the Regional Transit Board

FROM: Judith G. Hollander 
Director of Planning and Programs

SUBJECT: Response to Transportation Study Board Preliminary Findings

SUMMARY

The purpose of this memorandum is discuss how the Regional Transit Board plans to respond to the Transportation Study Board's preliminary findings regarding transit services .

DISCUSSION

During the past month, the Transportation Study Board has issued preliminary findings regarding various elements of the transportation system and funding of these elements. As you are aware, preliminary findings have been issued specifically on Light Rail Transit, Regular Route Service and Metro Mobility (see attachments). In several cases, the preliminary findings include a request for additional information. The purpose of this memorandum is to summarize how the Regional Transit Board staff proposes to respond to these requests for additional information.

In each of the following sections, the additional data and/or analysis requested as part of the preliminary findings has been identified, as has been the means by which the RTB proposes to respond to the request(s).

Metro Mobility

In their findings, the TSB acknowledged the important role of Metro Mobility in providing public transportation and urged the RTB to continue its program of providing full accessibility of regular route buses. Recognition that demands on Metro Mobility will increase prompted the TSB to emphasize that actions should be taken to make the Metro Mobility service increasingly cost-effective.

The TSB indicated that Metro Mobility eligibility criteria should be reviewed and appropriate legislative changes should be made to ensure that the program is cost-effective, and that additional information is needed to evaluate the

relationship between public and private agencies in the provision of Metro Mobility service.

The RTB is currently involved in a number of activities that will provide additional information that will be helpful to the TSB. Evaluation of results of the implementation of the trip assurance program and planning efforts for the introduction of accessible regular route buses will be of assistance in determining future demand for Metro Mobility. Although no specific activities to review eligibility criteria are now underway, the results of these other efforts should be helpful in determining how to approach the issue of eligibility. Furthermore, the relationship of public and private organizations is being very closely demonstrated and examined as part of the recently implemented Anoka County Traveler service and with other county transportation providers.

Transit Services in the Twin Cities Metropolitan Area

The TSB's preliminary findings on transit services recognize that a variety of services are needed to meet needs and that transit can play a significant role in relieving congestion. The TSB acknowledges that funding needs will increase but suggest throughout their findings that the RTB should take a number of measures to make the entire system as cost-effective as possible. For example, they suggest that the RTB should establish cost-sharing requirements for suburban community-bases services, define and ensure cost-effectiveness through the application performance standards and should maintain a policy of recovering a minimum of 35% of regular route transit operating costs from the farebox.

These and other findings, as indicated on the attachment, represent strong suggestions for transit policy. The RTB is currently dealing with all of the issues reflected in the findings. As part of the RTB's Five-Year Transit Plan, it is anticipated that performance standards, cost-sharing requirements, fare policies and more will be addressed and will adequately respond the findings.

Light Rail Transit

The TSB has indicated that they feel it is appropriate to for state funds to be used for the development of LRT in the metropolitan area. This and the other findings on light rail transit are encouraging. The TSB does, however, in its findings indicate that additional information would be extremely helpful in determining appropriate levels of funding.

First of all, the TSB has requested that more quantification of benefits of LRT be provided, specifically the goals, cost-effectiveness and need for LRT. They also request that explanations be provided regarding the need and feasibility of the Regional LRT Development and Financial Plan and the need and feasibility of

Response to TSB Findings
August 6, 1990
Page Three

certain elements and costs of the core system. They have asked that a clear plan be demonstrated for controlling costs, that, as part of the Coordination Plan, an organizational plan be presented and that additional analysis should be conducted to determine the financial implications of various regional funding sources.

The RTB, in conjunction with the Metropolitan Council and the county regional railroad authorities, plans to provide the TSB and the legislature with this additional information through the following means:

- The *LRT Coordination Plan* will provide information about organizational options, more detailed funding requirements, and....
- A *ridership verification analysis* will examine the basic assumptions and results of ridership estimates for the Central Corridor.
- A *capital cost estimate analysis* will examine capital costs currently presented in the LRT Development and Financial Plan to determine adequacy.
- A special report to the Legislature will identify the specific benefits of LRT, summarizing existing plans, identify a schedule, budget and funding plan and budget for the Central Corridor.
- Other special studies may be conducted by the RTB, as needed. Currently, staff and policymakers are involved, on a continuing basis, with rail authority staff to discuss major elements of county plans.

Overall, RTB staff feels that in response to the Transportation Study Board's findings in all three of these areas, we will be able to continue to provide additional analysis and information that will be useful to the TSB as they prepare their final findings. Of some concern is the timing. For example, although the LRT Coordination Plan should be completed by October, the RTB staff plans to complete the additional analyses indicated above by the end of 1990, and, therefore, final results may not yet be available for the Transportation Study Board's draft final report which is expected to be completed by mid-November.

RECOMMENDATION

No action is requested at this time.

June 13, 1990

PRELIMINARY FINDINGS
METRO MOBILITY

1. Metro Mobility will continue to play an important role in providing affordable public transportation service for the mobility impaired in the Twin Cities metropolitan area.
2. Demand for Metro Mobility service will continue to increase as the population ages and more people meet the eligibility criteria. Costs should be expected to increase accordingly.
3. Eligibility criteria for Metro Mobility are set by state and federal legislation and are becoming more inclusive. The RTB is required to provide service to anyone who meets the eligibility criteria. ~~These criteria should be reviewed and appropriate legislative changes should be made to ensure that the program is cost-effective.~~
4. Metro Mobility services should be closely coordinated with other public programs regarding accessibility. ~~Additional information is needed to evaluate the relationship between public and private agencies in the provision of these services.~~
5. The RTB should be urged to continue its program of providing full accessibility of regular route buses within the timeframe of regularly scheduled vehicle replacements and with an intent to reduce the growth of Metro Mobility service.

July 11, 1990

**REVISED PRELIMINARY FINDINGS
TRANSIT SERVICES IN THE TWIN CITIES METROPOLITAN AREA**

1. The transit system in the Twin Cities Metropolitan Area enhances the mobility of all residents in the region and plays an especially critical role for transit dependent people and in relieving congestion during the peak traffic periods, particularly along congested corridors and in the two downtowns.
2. A variety of services are necessary to meet transit needs and to provide transit services on a cost-effective basis. These include regular route, light rail transit, community-based services, Metro Mobility and travel demand management services. The RTB should continue to plan and implement services that are appropriate for the different travel patterns in the region. These activities should include the restructuring of regular route bus services where appropriate by the Metropolitan Transit Commission.
3. Buses are very crowded during peak travel periods in the two downtowns and in many of the corridors (core city to suburbs) serving the two downtowns. Reverse commuting by transit is also increasing in many congested corridors. Additional funding will be needed to meet this increase in demand for transit service in congested highway corridors.
4. Suburban community-based services have been the fastest growing segment of the regional transit system. The RTB should establish cost-sharing requirements for these services that are related to the regional importance of the service.
5. The Metropolitan Council, Mn/DOT, the RTB and local communities should continue to promote and fund Travel Demand Management (TDM) as a means of alleviating congestion including activities such as rideshare services, HOV lanes, planning for and implementing parking fees and incentives, traffic management activities and transit incentives.
6. The RTB should define and ensure cost-effectiveness through the application of performance measures to all transit services and providers.
7. The RTB should continue the policy of recovering a minimum of 35 percent of regular route operating costs from the farebox and should seek opportunities to increase the share of costs recovered from fares. In addition, the RTB should review the entire fare structure as well as periodic fare increases to keep pace with inflation and avoid the crisis which occurs when fares are raised infrequently.

8. Federal laws and regulations, as well as the increasing cost of and demand for Metro Mobility, strongly supports the need for a transit system that is accessible to the mobility impaired. Additional federal, state and local funding will be needed to accomplish this objective.
9. In order to provide a unified system that is easily understandable for users, the RTB should place a priority on achieving a coordinated transit system. Fares, route information and marketing for regular route transit should be uniform for all service providers.
10. The Metropolitan Transit Commission should concentrate its services in the fully developed area as defined by Minnesota Statute Chapter 473.385 to assure that a high quality of transit service is provided in those areas with the highest transit dependent population. As established in the Metropolitan Council's Transportation Plan, a strong, competitive market should be encouraged for the provision of suburban transit services.
11. Regular route bus service will continue to be very important in corridors and areas with and without Light Rail Transit and should be incorporated into the planning and implementation of LRT. The organization, ownership and operation of all of these systems should be reviewed to ensure that a fully integrated cost-effective transit system will be maintained.

No political subdivision within the metropolitan area may apply for federal transit assistance unless its application has been submitted to and approved by the board.

Sec. 10. Minnesota Statutes 1988, section 473.375, subdivision 13, is amended to read:

Subd. 13. **FINANCIAL ASSISTANCE.** The board may provide financial assistance to the commission and other providers as provided in sections 473.371 to 473.449 in furtherance of and in conformance with the implementation plan of the board. The board may not use the proceeds of bonds issued by the council under section 473.39 to provide capital assistance to private, for-profit operators of public transit.

Sec. 11. [473.385] **TRANSIT SERVICE AREAS.**

Subdivision 1. DEFINITIONS. (a) "Fully developed service area" means the fully developed area, as defined in the metropolitan council's development investment framework, plus the cities of Mendota Heights, Maplewood, North St. Paul, and Little Canada.

(b) "Regular route transit" has the meaning given it in section 174.22, subdivision 8, except that, for purposes of this section, the term does not include services on fixed routes and schedules that are primarily intended to provide circulator service within a community or adjacent communities rather than feeder service to the system of metropolitan regular route transit operated by the commission.

Subd. 2. SERVICE AREAS. The regional transit board may provide financial assistance (whether directly or through another entity) to private, for-profit operators of public transit only for the following services:

- (1) services that are not regular route services;
- (2) regular route services provided on the effective date of this section by a private for-profit operator under contract with the board or under a certificate of convenience and necessity issued by the transportation regulation board;
- (3) regular route services outside of the fully developed service area that are not operated on the effective date of this section by the commission;
- (4) regular route services provided under section 473.388;
- (5) regular route services to recipients who, as part of a negotiated cost-sharing arrangement with the board, pay at least 50 percent of the cost of the service that directly benefits the recipient as an institution or organization; or
- (6) regular route services that the board and the commission agree are not or will not be operated for a reasonable subsidy by the commission.

New language is indicated by underline, deletions by ~~strikeout~~.

Sec. 12. [473.399]

Subdivision 1. GF adopt a regional light rail light rail transit facilities, owned, and operated in a coordinated manner as an integrated system with bus transit to the extent practicable the board shall coordinate the effort.

(b) The regional plan shall be prepared before any regional rail facilities and before any constructing light rail transit in each regional railroad metropolitan area shall the proposer shall prepare final design plans as a part of the plan.

(c) Throughout the contract for or other arrangements that adequately addresses the

Subd. 2. DEVELOPMENT. The regional transit board shall adopt a regional development plan of the following elements:

- (1) a staged development plan;
- (2) a statement of the board's vision and service for a prospectus, including a statement of the system, along with a statement of priorities, and policies;
- (3) a capital investment plan, including the commencement of construction for ownership of facilities;
- (b) For any segment of the system, the plan must specify the elevation, the plan must specify the subsidy level that are a part of the plan and must include a method of financing the system on property tax revenue;
- (c) The board shall establish an advisory committee. The board shall submit the plan to the metropolitan council for its review and conformity with the commission's complete its review.

New language.

June 13, 1990

PRELIMINARY FINDINGS
LIGHT RAIL TRANSIT

1. The Transportation Study Board feels that the State appropriately has a role in the development of LRT in the metropolitan area.
2. The Regional LRT Development and Financial Plan and recent RTB testimony indicate a number of potential benefits of Light Rail Transit. Some of these potential benefits are: increased transit ridership due to improved quality, reliability and frequency of transit service; better cost-effectiveness than an all-bus system; and help in relieving congestion in the downtown areas and in highly congested commuter corridors. However, the Transportation Study Board would like more quantification of these benefits. Therefore, the Metropolitan Council and RTB, with the support of the Regional Rail Authorities, should substantiate the goals, cost-effectiveness and need for Light Rail Transit to the Transportation Study Board.
3. The Regional LRT Development and Financial Plan proposes a twenty-year system of 120 miles at a cost of approximately \$2 billion in 1988 dollars. The Metropolitan Council and the RTB should be asked to explain the need and feasibility of this plan.
4. The LRT priority stated in the Regional LRT Development and Financial Plan is the "core system" made up of the Central Corridor, the downtown circulation systems in Minneapolis and St. Paul, and the central yard and shop facility. The Transportation Study Board agrees that this core system should be the first priority. However, the Transportation Study Board has concerns about the cost of the core system, ~~particularly~~ ^{including} the proposed tunnels. The RTB and the Rail Authorities should be asked to explain the need and feasibility of these and other elements of the core system.
5. The cost for the core system in the Development and Financial Plan was stated as \$300 million while recent RTB testimony indicates that the cost has now risen to \$400 million. The Transportation Study Board has concerns about the ability of the RTB and the Rail Authorities to control the cost of LRT construction. The RTB and Rail Authorities should be asked to demonstrate a clear plan for controlling costs.

6. The authority to design and construct Light Rail Transit currently rests with the seven county Regional Railroad Authorities. If the state provides LRT financing, the Legislature will want a clearly identified accountable party responsible for the expenditure of those funds. The RTB is currently preparing an LRT Coordination Plan at the direction of the Legislature which should address organizational issues. The RTB should be asked to report preliminary findings of the LRT Coordination Plan to the Transportation Study Board as soon as possible.

7. The LRT Development and Financial Plan recommends that a source of funding be a regional tax. The Transportation Study Board supports the concept of local and regional funding for LRT construction. Funding obtained from a regional source should also be available for other transportation facility needs. Additional analysis should be conducted to determine the financial implications of various regional funding sources.

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, St. Paul, Minnesota 55101
292-8789

DATE: July 30, 1990
TO: Chair and Members of the Committee of the Whole
FROM: Howard Blin, Planning Manager
SUBJECT: MTC Application for UMTA Section 10 Funding

SUMMARY

The Metropolitan Transit Commission has requested Regional Transit Board approval of a \$75,000 UMTA Section 10 grant application for staff training. Action is requested to approve the grant application.

DISCUSSION

UMTA Section 10 funds are provided for transit agency staff training. As detailed in the attached MTC staff memo, unspent fiscal year 1990 Section 10 funds are available from UMTA.

Section 10 funds are available on a 50 percent local matching basis. The MTC is proposing to use these funds for a variety of staff training purposes.

In order to process applications before the start of the fiscal year, UMTA has required that it receive MTC's request by August 15, 1990. For this reason, the RTB review of the application has been expedited.

FINDINGS AND CONCLUSIONS

- RTB approval is required for all federal transit grant applications submitted by providers or local units of government in the metropolitan area.
- The MTC has requested approval of a \$75,000 UMTA Section 10 training grant.
- The grant would assist the MTC in staff training activities.

RECOMMENDATION

That the Regional Transit Board approve the Metropolitan Transit Commission's \$75,000 UMTA Section 10 application for staff training.



REGIONAL TRANSIT BOARD

1991 Work Program & Budget

July 19, 1990 Version

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1991
**REGIONAL TRANSIT BOARD
 SOURCES AND USES OF FUNDS
 EXPENSE CATEGORY**

Sources of Funds	TOTAL GENERAL FUND	TOTAL SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS
1/1/1991			
*Beginning Fund Balance	887,386	5,280,933	6,168,319
Revenues			
Property Taxes	0	62,928,452	62,928,452
1990 State Appropriation	1,350,000	22,902,000	24,252,000
Federal Grants			
Section 8	300,000	0	300,000
Competitive Services	25,000	0	
Entrepreneurial Grant	0	300,000	
Federal Aid Urban	0	104,000	104,000
Bond Issues	812,500	0	812,500
Interest/Misc.	150,000	625,000	775,000
1991 Agency Reimbursement	0	3,182,500	3,182,500
Total Sources of Funds	3,524,886	95,322,885	98,847,771
Expenditures			
Salaries & Benefits	1,375,339	387,534	1,762,873
Transit Provider Expense	0	92,754,411	92,754,411
Per Diems	50,000	0	50,000
Travel	131,000	9,500	140,500
Professional/Technical	486,000	490,000	976,000
MC Chargebacks	244,000	0	244,000
Occupancy	226,200	0	226,200
Materials & Supplies	29,000	0	29,000
Printing & Publishing	111,500	15,000	126,500
Leases & Rentals	25,000	0	25,000
Casualty & Liability Ins.	72,000	0	72,000
Other exp.	52,600	0	52,600
Indirect Cost transfer	-286,898	286,898	0
Capital	837,500	0	837,500
TOTAL EXPENDITURES	3,353,241	93,943,343	97,296,584
12/31/91 Ending Fund Balance	171,645	1,379,542	1,551,187

Does not include debt service levy

**REGIONAL TRANSIT BOARD
SOURCES AND USES OF FUNDS
1991 BUDGET BY WORK PROGRAM**

Sources of Funds	TOTAL GENERAL FUND	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL SMALL URBAN	LRT	NEW SER/TEST	TOTAL SPECIAL FUNDS	TOTAL ALL FUNDS
1/1/91									
Beginning Fund Balance *	887,386	2,120,448	0	0	382,413	571,554	2,206,518	5,280,933	6,168,319
1991 Revenues									
Property Taxes		56,587,142		5,827,500	513,809			62,928,452	62,928,452
State Appropriation	1,350,000	10,854,000	9,504,000	0	894,000	0	1,650,000	22,902,000	24,252,000
Federal								0	0
Section 8	300,000							0	300,000
Competitive Services	25,000							0	25,000
Entrepreneurial Grant							300,000	300,000	300,000
FAU grant	0	104,000						104,000	104,000
Bond Issues	812,500							0	812,500
Interest/Misc.	150,000	400,000	0	150,000	20,000	15,000	40,000	625,000	775,000
1991 Agency Reimbursement			3,182,500					3,182,500	3,182,500
Total Sources of Funds	3,524,886	70,065,590	12,686,500	5,977,500	1,810,222	586,554	4,196,518	95,322,885	98,847,771
1991 Expenditures									
91-01 Policy	336,924							0	336,924
91-02 Executive Director	157,160							0	157,160
91-03 P & P Administration	194,353							0	194,353
91-04 Transportation Planning	154,874							0	154,874
91-10 Elderly/Disabled	113,224							0	113,224
91-11 Rideshare Planning	83,701							0	83,701
91-13 Transit System Planning	371,880							0	371,880
91-14 Transit Programs Admin.	80,377	65,878,229	15,918,111	5,918,244	1,542,574			89,257,158	89,337,535
91-15 Administration	524,514							0	524,514
91-16 Finance	290,769							0	290,769
91-17 Personnel	60,022							0	60,022
91-19 Public Information	374,920							0	374,920
91-20 Capital	837,500							0	837,500
91-23 Light Rail Transit	0					343,083		343,083	343,083
91-26 New Services/Grants	0						4,056,204	4,056,204	4,056,204
91-27 Community Relations	59,921							0	59,921
Indirect Cost allocation	-286,898	37,113		15,232	22,164	130,020	82,369	286,898	0
TOTAL EXPENDITURES	3,353,241	65,915,342	15,918,111	5,933,476	1,564,738	473,103	4,138,573	93,943,343	97,296,584
Fund Transfers		-3,231,611	3,231,611						0
12/31/91 Ending Fund Balance	171,645	918,637	0	44,024	245,484	113,451	57,945	1,379,542	1,551,187

Includes legislative cuts in 1991

**REGIONAL TRANSIT BOARD
1991 BUDGET
WORK PROGRAMS**

Sources of Funds	1988 Actual	1989 Actual	1990 Budget	1991 Budget
1/1/1991				
Beginning Fund Balance	8,202,946	13,293,574	13,610,935	6,168,319
Revenues				
Property Taxes	50,545,880	54,768,981	59,087,748	62,928,452
State Appropriation	26,634,000	26,016,944	24,615,000	24,252,000
Federal Grants	786,183	659,437	647,650	729,000
Bond Issues	0	0	1,600,000	812,500
Interest/Misc.	1,192,596	1,580,486	1,327,119	775,000
1991 Agency Reimbursement	0	0	795,625	3,182,500
Total Sources of Funds	87,361,605	96,319,421	101,684,077	98,847,771
Expenditures				
91-01 Policy Management	244,166	272,192	349,878	336,924
91-02 Executive Director	185,099	163,401	235,325	157,160
91-03 P & P Administration	384,672	183,388	119,500	194,353
91-04 Transportation Planning	131,237	138,860	159,979	154,874
91-10 Elderly & Disabled	139,883	82,447	112,001	113,224
91-11 Rideshare Planning	76,371	15,085	114,433	83,701
91-12 I-394	9,546	7,299	0	0
91-13 Transit System Planning	164,143	286,088	376,728	371,880
91-14 Transit Programs	71,091,405	79,444,252	88,931,592	89,337,535
91-15 Administration	442,945	416,071	460,347	524,514
91-16 Finance	183,969	172,207	270,425	290,769
91-17 Personnel	53,902	94,307	69,271	60,022
91-19 Public Information	106,375	142,387	348,563	374,920
91-20 Capital	270,031	109,925	1,674,000	837,500
91-22 Competitive Transit	32,486	84,636	0	0
91-23 Light Rail Transit	384,793	436,167	797,784	343,083
91-26 New Services	167,009	524,650	1,260,218	4,056,204
90-27 Community Grants	0	135,124	172,769	0
91-27 Community Relations	0	0	0	59,921
91-28 Regional Coordination	0	0	62,944	0
TOTAL EXPENDITURES	74,068,031	82,708,486	95,515,757	97,296,584
12/31/91 Ending Fund Balance	13,293,574	13,610,935	6,168,320	1,551,187

Work programs summary does not include debt service levy.

**REGIONAL TRANSIT BOARD
1991 BUDGET
TRANSIT ASSISTANCE**

	1988 ACTUAL	1989 ACTUAL	1990 BUDGET	1991 BUDGET
Regular Route				
MTC	55,859,834	61,538,263	66,825,914	62,000,000
Other	1,499,289	1,827,689	2,479,851	2,520,000
Total	57,359,123	63,365,952	69,305,765	64,520,000
Rural Systems	815,131	994,971	1,070,671	1,055,565
Small Urban Syst	262,033	325,083	365,568	409,000
Opt-Out	1,455,532	1,461,945	2,740,974	5,824,000
Metro Mobility				
Providers	9,575,659	11,490,685	12,943,624	15,000,000
MMAC	514,555	699,547	834,647	918,111
Total	10,090,213	12,190,232	13,778,271	15,918,111
Rideshare	581,632	633,606	669,826	636,335
Jobseekers	378,578	361,677	500,000	500,000
New Services/Te Marketing	40,422	506,878	1,085,000	3,741,400
TOTALS	70,982,664	79,840,344	89,516,075	92,604,411

**Regional Transit Board
Summary of Estimated Consultant Fees
1991 Budget**

			Program Total
Legal Fees			
91-01	Policy Management	20,000	20,000
91-02	Executive Director & Gen. Admin	60,000	60,000
Consultant & Contractual Services			
91-03	CTS contract (carryover from 90)	110,000	110,000
91-10	Handicapped Transportation		
	*Interpreter and translation services	15,000	15,000
91-13	Transit System Impr. & Impl		
	* Market Research	25,000	
	*Transit Hubs	40,000	
	*New Concepts	25,000	90,000
91-14	Transit Prog. Admin & Evaluation		
	*Program dev./tech workshops	25,000	
	*Consumer Marketing Research	100,000	
	*Operations reviews/mgmt performance audits	200,000	325,000
91-15	Administration	2,000	2,000
91-16	Finance		
	*1990 Audit	16,000	16,000
91-19	Public Information Office		
	*General Informational Materials	39,000	
	*Displays & Conference	44,000	
	*LRT	15,000	
	*Regional Coordination	50,000	148,000
91-23	Light Rail Transit Planning		
	*Public Info/Public Relations	50,000	
	* Other LRT Analysis	100,000	150,000
91-26	New Services/Grant Programs		
	*Development, Impl. and Evaluation of New Services	40,000	40,000
Total proposed expenditures		\$976,000	\$976,000

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-01

ACTIVITY TITLE: Policy Management

PURPOSE:

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

MAJOR PRODUCTS AND 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.

Policy Management 91-01

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Chair	1,700		1,768	1,800	1,708	1734
Assistant to the Chair	1,730		1,768	1,378	1,760	1760
Administrative Assistant	870		884	1,443	1,734	1734
Executive Assistant						906
Interns						1020
TOTAL	4,300	4,617	4,420	4,621	5,202	7,154
EXPENDITURES						
						DOLLARS
Salaries and Benefits	118,200	124,750	129,100	139,491	157,678	181,724
Transit Provider Expense						
Per Diems	40,000	34,800	50,000	35,900	50,000	50,000
Travel	39,000	39,026	60,000	46,957	60,000	60,000
Professional and Technical	28,000	19,358	20,000	38,172	58,000	20,000
Metropolitan Council Chargebacks	16,900	25,484	17,000	10,984	24,000	25,000
Occupancy						
Materials and Supplies		17				
Printing and Publishing		470				
Equipment Maintenance		100			200	200
Leases and Rentals						
Casualty and Liability						
Other	600	160	100	688		
General Overhead - Support	143,500					
TOTAL EXPENDITURES	386,200	244,166	276,200	272,192	349,878	336,924
** (less overhead - for comp)	-143,500					
Total w/o overhead	242,700	244,166	276,200	272,192	349,878	336,924
REVENUES						
General Fund	386,200	244,166	276,200	272,192	349,878	336,924
Special Revenue Funds						
TOTAL REVENUES	386,200	244,166	276,200	272,192	349,878	336,924
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 91-02

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 AND 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.

Executive Director's Office 91-02

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Executive Director	1730		1768	1,799	1,734	1734
Administrative Assistant	880		884	495		
Community Relations Coordinator				510	1,760	
Secretary				638	1,812	
TOTAL	2,610	2,629	2,652	3,442	5,306	1,734
EXPENDITURES						
					DOLLARS	
Salaries and Benefits	86,300	97,012	93,300	110,241	141,675	82,660
Transit Provider Expense						
Per Diems						
Travel	8,450	7,368	11,000	9,260	9,000	13,000
Professional and Technical	20,000	80,436	98,000	42,957	84,000	60,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance				404	500	500
Leases and Rentals		78				
Casualty and Liability						
Other	150	205	150	540	150	1,000
TOTAL EXPENDITURES	114,900	185,099	202,450	163,402	235,325	157,160
(less overhead - for comp)						
Total w/o overhead	114,900	185,099	202,450	163,402	235,325	157,160
REVENUES						
General Fund	114,900	185,099	202,450	163,402	235,325	157,160
Special Revenue Funds						
TOTAL REVENUES	114,900	185,099	202,450	163,402	235,325	157,160
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-03

ACTIVITY TITLE: Planning and Programs Administration

PURPOSE:

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

MAJOR PRODUCTS AND ACTIVITIES:

- Secretarial and clerical assistance.
- Personnel, management and administrative functions of Director of Planning and Programs, and Planning and Programs Managers.
- Participation in 1992 budget.
- Staff hiring and training.
- Organizational support to the Board, staff, and the general public.

Planning and Programs Administration 91-03

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	780		706	778	434	650
Manager of Planning	160		153	171	157	133
Manager of Programs	180		153	167	157	139
Planner				16		
Administrative Assistant						1301
Secretaries	1730		1768	3,147	1,773	
Clerk/Typist	1810		1768			558
Interns				241		
TOTAL	4,660	5,162	4,548	4,520	2,521	2,781
EXPENDITURES						
						DOLLARS
Salaries and Benefits	86,800	143,700	88,400	84,959	61,500	69,853
Transit Provider Expense						
Per Diems						
Travel	13,550	25,731	13,200	27,450	18,000	12,000
Professional and Technical	2,500	210,000	52,500	53,582	40,000	110,000
Metropolitan Council Chargebacks	10,900	382	11,000	7,107		
Occupancy						
Materials and Supplies		97				
Printing and Publishing		621		5,765		
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other	550	4,140	10,750	4,525		2,500
General Overhead - Support	132,500					
TOTAL EXPENDITURES	246,800	384,672	175,850	183,388	119,500	194,353
** (less overhead - for comp)	-132,500					
Total w/o overhead	114,300	384,672	175,850	183,388	119,500	194,353
REVENUES						
General Fund	246,800	384,672	175,850	183,388	119,500	194,353
Special Revenue Funds						
TOTAL REVENUES	246,800	384,672	175,850	183,388	119,500	194,353
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 91-04

ACTIVITY TITLE: Transportation Planning Process

PURPOSE:

To conduct activities related to the federally mandated urban transportation planning process, conduct the business of the Providers' Advisory Committee, and to participate in the Metropolitan Council's Technical Advisory Committee and Transportation Advisory Board activities.

MAJOR PRODUCTS AND ACTIVITIES:

- Staff and conduct the bi-monthly business of the Providers' Advisory Committee (PAC).
- Complete the transit elements of the Transportation Improvement Program (TIP) and submit to the Metropolitan Council.
- Participate in the activities of the Metropolitan Council's Transportation Advisory Board (TAB) and Technical Advisory Committee (TAC) and sub-committees.
- Complete the 1992 Unified Planning Work Program (UPWP) and 1991 Quarterly Reports and submit to the Metropolitan Council.
- Complete project reviews, referrals, and comprehensive plan amendment reviews.

Transportation Planning Process 91-04

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	210		170	66	146	167
Manager of Planning	330		289	227	261	217
Manager of Programs	270		102	25	35	
Senior Project Managers			34	25	68	
Planners	1390		850	239	336	313
Project Administrator	590		544	94	35	
Engineer/Planner	80					
Interns	1300		340			
TOTAL	4170	800.5	2329	676	881	697
EXPENDITURES						
						DOLLARS
Salaries and Benefits	73,500	13,536	50,400	15,804	24,979	20,874
Transit Provider Expense						
Per Diems						
Travel	3,500	326	5,000		5,000	
Professional and Technical				295		
Metropolitan Council Chargebacks	192,100	117,375	190,000	122,760	130,000	134,000
Occupancy						
Materials and Supplies	2,000					
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other						
General Overhead - Support	116,100					
TOTAL EXPENDITURES	387,200	131,237	245,400	138,860	159,979	154,874
** (less overhead - for comp)	-116,100					
Total w/o overhead	271,100	131,237	245,400	138,860	159,979	154,874
REVENUES						
General Fund	387,200	131,237	245,400	138,860	159,979	154,874
Special Revenue Funds						
TOTAL REVENUES	387,200	131,237	245,400	138,860	159,979	154,874
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-10

ACTIVITY TITLE: Elderly and Disabled Transit Planning

PURPOSE:

To formulate plans for the development and coordination of elderly and disabled transit services for the elderly and persons with disabilities in the metropolitan area. To conduct public policy research and identify service improvement opportunities. To ensure participation in the transit planning process.

MAJOR PRODUCTS AND ACTIVITIES:

- Transportation Accessibility Advisory Committee (TAAC) meetings.
- Accessibility policy development.
- Projection of transportation needs for persons with disabilities.
- 16(b)(2) funding application review and analysis.
- Legislative reports.
- Market analysis for new service options.
- Metro Mobility policy improvements.

Elderly and Disabled Transit Planning 91-10

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	70		128	10	42	167
Manager of Planning	80		68	4		
Manager of Programs	310		204	311	179	331
Senior Project Managers				558	513	517
Paratransit Analyst				863	714	906
Accessibility Specialist Planners	200		340	1,344 169	1,812	1812
Project Administrators	920		2,040			
Interns	300		408	19	1,040	440
TOTAL	1,880	1,739	3,188	3,278	4,300	4,173
EXPENDITURES						
	DOLLARS					
Salaries and Benefits	37,300	29,379	63,300	66,191	75,001	86,224
Transit Provider Expense						
Per Diems						
Travel	2,200	702	1,000	2,126	2,000	2,000
Professional and Technical	30,000	98,589	25,000	11,558	30,000	15,000
Metropolitan Council Chargebacks	1,900	2,530	2,000	1,292	5,000	10,000
Occupancy						
Materials and Supplies						
Printing and Publishing	5,000	8,682		1,235		
Equipment Maintenance				45		
Leases and Rentals						
Casualty and Liability						
Other						
General Overhead - Support	54,800					
TOTAL EXPENDITURES	131,200	139,883	91,300	82,447	112,001	113,224
** (less overhead - for comp)	-54,800					
Total w/o overhead	76,400	139,883	91,300	82,447	112,001	113,224
REVENUES						
General Fund	131,200	139,883	91,300	82,447	112,001	113,224
Special Revenue Funds						
TOTAL REVENUES	131,200	139,883	91,300	82,447	112,001	113,224
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-11

ACTIVITY TITLE: Regional Rideshare and Travel Demand
Management (TDM) Planning and 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 AND ACTIVITIES:

- Provide technical assistance on the development of TDM strategies, HOV facilities, park-and-ride lots, regulatory tools, and TDM capital improvements.
- Identify new program needs and financial backing required.

Regional Rideshare and Travel Demand Mgmt. (TDM) Planning and Implementation 91-11

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	50		85	8	42	83
Manager of Planning	100		204	53	261	217
Manager of Programs	100		51	23	35	174
Planners	200		1530	17	417	367
Sr. Project Manager						361
Project Administrators	410		246.5	312	358	
Interns	50		850	2		440
TOTAL	910	713	2,967	415	1,113	1,642
EXPENDITURES						
					DOLLARS	
Salaries and Benefits	19,300	12,983	51,200	8,388	26,433	35,701
Transit Provider Expense	651,000					
Per Diems						
Travel	2,200	109	1,000	236	3,000	3,000
Professional and Technical	10,000	21,411	40,000	6,461	40,000	
Metropolitan Council Chargebacks	9,000	41,868	10,000		45,000	45,000
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other						
General Overhead - Support	26,900					
TOTAL EXPENDITURES	718,400	76,371	102,200	15,085	114,433	83,701
** (less overhead - for comp)	-26,900					
Total w/o overhead	691,500	76,371	102,200	15,085	114,433	83,701
REVENUES						
General Fund	357,400	76,371	102,200	15,085	114,433	83,701
Special Revenue Funds	361,000					
TOTAL REVENUES	718,400	76,371	102,200	15,085	114,433	83,701
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 91-13

ACTIVITY TITLE: Transit System Improvement and Implementation Planning

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 AND ACTIVITIES:

- Develop new service initiatives, including regular route service restructuring and suburban paratransit services.
- Development of I-394 timed-transfer transit service plan
- I-494 suburban initiatives demonstration, including improved local crosstown service tied to opening of Mall of America.
- Implementation of I-35W Travel Demand Management strategies, including corridor transit improvements, rideshare measures, and downtown Minneapolis Transportation Management Organization..
- Participate in the I-35W Environmental Impact Statement process to ensure that transit elements are adequately considered..
- Develop Reverse Commute Service Program.
- Administer transit service performance standards.
- Establish and maintain coordination links with agencies responsible for emergency response plans.
- Participate in the I-494 Environmental Impact Statement process, including serving on the Project Management Team.
- Plan and coordinate the implementation of transit hub improvements at Rosedale, Maplewood Mall, Mall of America and other possible locations.
- Participate in the I-94 REMAP process, including serving on the Technical Committee and chairing the transit subcommittee.
- Assist with and coordinate the planning of the Travel Behavior Inventory (TBI).
- Administer 1991 Community Transit Planning Grant Program.
- Provide technical assistance to communities in revision of their comprehensive plans and other requests.
- Assist with other projects and technical assistance requests such as the Minneapolis Uptown transit project, changes in downtown fare boundaries, and other projects.

Transit System Improvement and Implementation Planning 91-13

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	150		128	289	217	167
Manager of Planning	260		391	1,253	436	767
Manager of Programs	150		34	168	357	505
Senior Project Managers				610	205	355
Planners	2,870		4,012	3,283	6,199	6534
Project Administrators	150		332	65	70	1176
Paratransit Analyst					70	366
Transit Analyst					70	357
Interns	1,000		850	1,180	1,040	2080
TOTAL	4,580	6,149	5,746	6,848	8,664	12,307
						DOLLARS
EXPENDITURES						
Salaries and Benefits	78,000	109,648	109,800	145,337	180,728	240,380
Transit Provider Expense						
Per Diems						
Travel	4,500	1,701	8,000	30	8,000	11,500
Professional and Technical	150,000	30,216	150,000	136,198	160,000	90,000
Metropolitan Council Chargebacks	6,800	22,476	7,000	4,523	28,000	30,000
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other		102				
General Overhead - Support	125,900					
TOTAL EXPENDITURES	365,200	164,143	274,800	286,088	376,728	371,880
** (less overhead - for comp)	-125,900					
Total w/o overhead	239,300	164,143	274,800	286,088	376,728	371,880
REVENUES						
General Fund	365,200	164,143	274,800	286,088	376,728	371,880
Special Revenue Funds						
TOTAL REVENUES	365,200	164,143	274,800	286,088	376,728	371,880
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 91-14

ACTIVITY TITLE: Transit Programs Administration and 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 AND ACTIVITIES:

- Annual review of MTC operating and capital budgets.
- Evaluation of capital funding requests from providers.
- Review service plans and approve budgets for contract services including regular route, opt-out, small urban/rural/exurban, Metro Mobility Administrative Center, and Minnesota Rideshare.
- Apply programs management information system for monthly tracking of operating statistics and performance measures.
- Conduct management performance audits for regular route providers.
- Apply RTB four-factor cost model for semi-annual MTC service evaluation.
- Evaluate MTC contracting of high subsidy services.
- Administer Jobseekers program.
- Develop transit disadvantaged 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.
- Conduct Metro Mobility trip reimbursement analysis.
- Conduct quarterly RTB provider meetings.
- Plan and conduct workshops on selected topics.
- Expand minority community outreach efforts for plans to improve service and communications.
- Technical assistance to implement entrepreneurial grants for new reverse commute services.
- Introduce new policy initiatives as appropriate.

Transit Programs Administration and Evaluation 91-14

STAFF COMPLEMENT	1988 Budget	1988 Actual	1988 Budget	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	150		150	127.5	177	217	167
Manager of Programs	480		480	850	429	427	331
Contract Administrator					150		
Senior Project Managers				901	1,385	2,225	1760
Planners					60	126	137
Project Administrators	3570		3570	6953	1,592	1,568	906
Paratransit Analyst						1,028	540
Transit Analyst					678	1,742	1089
Interns				544	773	1,040	960
TOTAL	4,200	8,677	4,200	9,376	5,244	8,373	5,890

EXPENDITURES	DOLLARS						
Salaries and Benefits	89,800	120,949	89,800	193,400	103,251	167,517	119,024
Transit Provider Expense	72,299,200	70,936,242	72,299,200	80,301,350	79,333,446	88,431,075	88,863,011
Per Diems							
Travel	6,600		6,600	8,000	56	8,000	12,500
Professional and Technical	200,000	1,250	200,000	325,000	7,500	325,000	325,000
Metropolitan Council Chargebacks							
Occupancy							
Materials and Supplies							
Printing and Publishing							18,000
Equipment Maintenance							
Leases and Rentals							
Casualty and Liability							
Other		32,964					
General Overhead - Support	125,800		125,800				
TOTAL EXPENDITURES	72,721,400	71,091,405	72,721,400	80,827,750	79,444,252	88,931,592	89,337,535
** (less overhead - for comp)	-125,800		-125,800				
Total w/o overhead	72,595,600	71,091,405	72,595,600	80,827,750	79,444,252	88,931,592	89,337,535

REVENUES							
General Fund	422,200	155,163	422,200	526,400	110,807	500,517	474,524
Special Revenue Funds	72,299,200	70,936,242	72,299,200	80,301,350	79,333,446	88,431,075	88,863,011
TOTAL REVENUES	72,721,400	71,091,405	72,721,400	80,827,750	79,444,252	88,931,592	89,337,535

* Adj for net working hours
 ** 1989 & 1990 budgets are based on direct charges only

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-15

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 AND ACTIVITIES:

- Mears Park Centre joint use coordination.
- Reception and mail distribution.
- Purchasing of equipment.
- Copy and mailing services.
- Equipment and office maintenance.
- Provide and maintain management information systems.

Administration 91-15

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Comptroller	840		799	979	819	906
Administrative Aides	180		1,607	1,730	1,301	1821
Fiscal Analyst					225	447
Contract & Grant Administrator	1,810		1,768	933	0	0
Secretary	1,360					
Receptionist	1,810		1,768	1,785	1,786	1786
Clerical Assistant			1,768	1,827	1,812	1812
Interns						
TOTAL	6,000	7,613	7,710	7,254	5,943	6,772
EXPENDITURES						
	DOLLARS					
Salaries and Benefits	98,500	116,205	124,300	113,578	102,847	124,064
Transit Provider Expense						0
Per Diems						0
Travel	1,000	994	1,000	3,897	1,000	1,500
Professional and Technical	14,000	24,345	15,000	15,735	2,000	2,000
Metropolitan Council Chargebacks						0
Occupancy	135,000	81,300	155,000	120,204	187,000	226,200
Materials and Supplies	20,000	20,749	27,000	18,329	22,000	25,000
Printing and Publishing	35,500	36,524	25,300	28,992	37,000	32,000
Equipment Maintenance	2,500	8,362	5,000	5,280	8,000	8,000
Leases and Rentals	31,000	57,885	36,000	31,325	20,000	25,000
Casualty and Liability	100,000	85,966	100,000	77,835	72,000	72,000
Other	50,000	10,615		895	8,500	8,750
Office Service Charges						
TOTAL EXPENDITURES	487,500	442,945	488,600	416,071	460,347	524,514
** (less overhead - for comp)	0	0	0		0	
Total w/o overhead	487,500	442,945	488,600	416,071	460,347	524,514
REVENUES						
General Fund	487,500	442,945	488,600	416,071	460,347	524,514
Special Revenue Funds						
TOTAL REVENUES	487,500	442,945	488,600	416,071	460,347	524,514
<p>* Adj for net working hours</p> <p>** 1989 & 1990 budgets are based on direct charges only</p> <p>1987 Budget and Actual expenses include Program 87-25 (Office Services and Program 87-18 (Contract Procurement)</p>						

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-16

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 reporting; budget coordination and forecasting; internal financial procedures and controls; revenue accounting and tax levies; and program auditing.

MAJOR PRODUCTS AND ACTIVITIES:

- Treasury and cash management.
- Annual financial audit for agency.
- Monthly financial statements.
- Accounts payable and payroll.
- 1992 Budget.
- Transit provider contract administration.
- Transit provider contract auditing.

Finance 91-16

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Comptroller	900		884	959	906	906
Administrative Aides	1180		1,131	266	651	260
Fiscal Analyst			1768	915	1,561	1,340
Program Auditor	1810		1768	1,806	3,598	3,598
Accountant	1810		1768	1,685	1,812	1,812
Secretary	450					
Contract Analyst						1,812
Accounting Clerk	1810					
Bookkeeper	1810		1768	1,543	1,812	3,624
TOTAL	9,770	5,365	9,087	7,174	10,340	13,352
EXPENDITURES						
						DOLLARS
Salaries and Benefits	126,000	133,987	182,900	144,209	220,925	267,019
Transit Provider Expense						
Per Diems						
Travel	7,700	3,438	7,000	3,796	5,000	5,500
Professional and Technical	84,000	44,980	72,000	22,995	42,500	16,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other	100	1,565	200	1,206	2,000	2,250
TOTAL EXPENDITURES	217,800	183,969	262,100	172,207	270,425	290,769
** (less overhead - for comp)						
Total w/o overhead	217,800	183,969	262,100	172,207	270,425	290,769
REVENUES						
General Fund	217,800	183,969	262,100	172,207	270,425	290,769
Special Revenue Funds						
TOTAL REVENUES	217,800	183,969	262,100	172,207	270,425	290,769
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-17

ACTIVITY TITLE: Personnel

PURPOSE:

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

MAJOR PRODUCTS AND ACTIVITIES:

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

Personnel 91-17

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Comptroller	90		85	93	87	
Administrative Aides	450		799	1,439	1,518	1,387
Interns						
TOTAL	540	995	884	1,532	1,605	1,387
EXPENDITURES						
						DOLLARS
Salaries and Benefits	11,675	18,896	20,000	33,023	38,071	34,522
Transit Provider Expense						
Per Diems						
Travel	3,125	1,910	2,500	1,569	2,500	2,500
Professional and Technical	5,000	10,000	5,000		1,000	
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing	2,000		1,000			
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other	12,700	23,096	17,700	59,715	27,700	23,000
TOTAL EXPENDITURES	34,500	53,902	46,200	94,307	69,271	60,022
** (less overhead - for comp)						
Total w/o overhead	34,500	53,902	46,200	94,307	69,271	60,022
REVENUES						
General Fund	34,500	53,902	46,200	94,307	69,271	60,022
Special Revenue Funds						
TOTAL REVENUES	34,500	53,902	46,200	94,307	69,271	60,022
<p>* Adj for net working hours ** 1989 & 1990 budgets are based on direct charges only</p>						

**1991 REGIONAL TRANSIT BOARD
WORK ACTIVITY STATEMENT**

ACTIVITY NUMBER: 91-19

ACTIVITY TITLE: Public Information Office

PURPOSE:

To inform and educate RTB constituents and the public about the RTB and transit activities and programs in the Metro area through external communications, personal contacts and informational materials. To encourage decision makers and the public to participate in the RTB's decision making process.

MAJOR PRODUCTS AND ACTIVITIES:

- Develop and distribute RTB promotional materials.
- Annual report.
- Media relations.
- Conferences, public meeting.
- Light Rail Transit communications.
- Market transit system.

Public Information Office 91-19

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Public Information Manager	1,810		1,768	1,869	1,812	1812
Public Information Specialist	1,810		1,768	1,313	1,812	1812
Administrative Assistant						260
Clerk Typist						906
Interns	1,000		850			1992
Writer/Editor			1,768	158	1,812	1812
TOTAL	4,620	3,461	6,154	3,340	5,436	8,594
EXPENDITURES						
	DOLLARS					
Salaries and Benefits	67,800	55,732	97,200	63,173	118,863	150,020
Transit Provider Expense						
Per Diems						
Travel	10,500	9,288	16,000	8,986	12,000	5,000
Professional and Technical	11,000	12,140	157,000	33,761	160,300	148,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies	2,500		4,000	29,061	5,000	4,000
Printing and Publishing	45,000	26,521	99,000		46,000	61,500
Equipment Maintenance				342	1,000	1,000
Leases and Rentals	1,000		5,000			
Casualty and Liability						
Other	500	2,695	5,000	7,064	5,400	5,400
TOTAL EXPENDITURES	138,300	106,375	383,200	142,387	348,563	374,920
** (less overhead - for comp)						
Total w/o overhead	138,300	106,375	383,200	142,387	348,563	374,920
REVENUES						
General Fund	138,300	106,375	383,200	142,387	348,563	374,920
Special Revenue Funds						
TOTAL REVENUES	138,300	106,375	383,200	142,387	348,563	374,920
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 91-23

ACTIVITY TITLE: Light Rail Transit Planning and 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 AND ACTIVITIES:

- Provide staff support to Joint LRT Advisory Committee and Staff Committee.
- Coordinate LRT/bus planning.
- Conduct LRT communications program.
- Prepare funding applications as appropriate.
- Conduct studies and reports as appropriate.
- Review and approve applications for Mn/DOT LRT funding.
- Review and approve county regional railroad authorities' LRT plans.

Light Rail Transit Planning and Coordination 91-23

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	150		128	310	208	167
LRT Engineer	1,730		1,768	69	1,812	1,786
Manager of Planning	280		85	636	348	100
Engineer Planner					871	1,812
Interns				112		1,200
Secretary					1,812	1,812
Interns					1,200	
Planners	830		425	87	717	254
TOTAL	2,990	1,381	2,406	1,214	6,968	7,131
EXPENDITURES						
						DOLLARS
Salaries and Benefits	95,000	31,150	86,900	38,209	188,784	183,583
Transit Provider Expense						
Per Diems						
Travel	2,500	4,788	6,000	3,626	37,000	9,500
Professional and Technical	1,530,000	348,794	222,000	394,297	547,000	150,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies	2,000					
Printing and Publishing					25,000	
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other		61	25,000	35		
General Overhead - Support	106,000					
TOTAL EXPENDITURES	1,735,500	384,793	339,900	436,167	797,784	343,083
** (less overhead - for comp)	-106,000					
Total w/o overhead	1,629,500	384,793	339,900	436,167	797,784	343,083
REVENUES						
General Fund						
Special Revenue Funds	1,735,500	384,793	339,900	436,167	797,784	343,083
TOTAL REVENUES	1,735,500	384,793	339,900	436,167	797,784	343,083
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 91-26

ACTIVITY TITLE: Implementation of New Services

PURPOSE:

To implement new transit service demonstration projects. To develop and undertake marketing communications activities including the improvement of coordination between services and providers in the areas of service delivery, marketing and fares. To monitor and evaluate service performance to determine continuation.

MAJOR PRODUCTS AND ACTIVITIES:

- Coordination of marketing activities with providers and communities to implement new services.
- Evaluation of new services during the 18-month demonstration periods.
- Competitive procurement and provider selection process.
- Service implementation assistance to new community-based transit programs.
 - Minnesota Valley Transit Authority.
- Develop and implement uniform standards for the design and distribution of marketing materials for use by contract service providers and the MTC.
- Formalize transfer reciprocity arrangements.

Implementation of New Services 91-26

STAFF COMPLEMENT	1988 Budget	1988 Actual	*1989 Budget	1989 Actual	1990 Budget	1991 Budget
Director of Planning & Programs	75		106	4	146	167
Manager of Planning	240		187	84	87	300
Manager of Programs			102	207	179	331
Senior Project Managers			102	16	179	528
Planners	760		782	347	1,589	1,380
Project Administrators			391	2	1,494	1,908
Interns	600		510	11	1,040	240
TOTAL	1,675	1,278	2,180	671	4,714	4,854
EXPENDITURES						
					DOLLARS	
Salaries and Benefits	27,200	25,399	44,300	16,388	83,946	109,804
Transit Provider Expense	1,370,300	40,422	850,000	506,878	1,085,000	3,891,400
Per Diems						
Travel	1,000					
Professional and Technical	50,000	97,341	30,000		91,272	40,000
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing				1,383		15,000
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other		3,847				
General Overhead - Support	45,100					
TOTAL EXPENDITURES	1,493,600	167,009	924,300	524,650	1,260,218	4,056,204
** (less overhead - for comp)	-45,100					
Total w/o overhead	1,448,500	167,009	924,300	524,650	1,260,218	4,056,204
REVENUES						
General Fund						
Special Revenue Funds	1,493,600	167,009	924,300	524,650	1,260,218	4,056,204
TOTAL REVENUES	1,493,600	167,009	924,300	524,650	1,260,218	4,056,204
* Adj for net working hours						
** 1989 & 1990 budgets are based on direct charges only						

1991 REGIONAL TRANSIT BOARD WORK ACTIVITY STATEMENT

ACTIVITY NUMBER: 91-27

ACTIVITY TITLE: Community Relations

PURPOSE:

To develop and coordinate activities associated with the internal interaction of the Board with local units of government and citizen groups that encourages information exchange, education, participation and involvement in the Board's programs and activities.

MAJOR PRODUCTS AND ACTIVITIES:

- Community transit liaison efforts with local governments.
- Assist Chair's Office with outreach efforts (Breakfast meetings, City Council visits, etc.)
- Develop and conduct Annual Transit Forum for government officials.
- Manage and coordinate Community Relations mail list.
- Citizen Awards and Recognition program administration.
- Assist Board members as requested, with their individual relations efforts.
- Liaison, education, and communication with various citizen groups.
- Provide staff assistance to Chair's Local Official's Advisory Committee.
- Coordinate MTC appointment process.
- Monitor RTB programs to ensure adequate citizen participation efforts.
- Coalition-building efforts with government and citizen group for support of transit programs

Community Relations 91-27

STAFF COMPLEMENT	1988 Budget	1988 Actual	1989 Budget	1989 Actual	1990 Budget	1991 Budget
Community Relations Coord.	---	---	---	---	---	1760
Administrative Assistant	---	---	---	---	---	173
Clerk/Typist	---	---	---	---	---	348
TOTAL						2,281
EXPENDITURES						
					DOLLARS	
Salaries and Benefits						57,421
Transit Provider Expense						
Per Diems						
Travel						2,500
Professional and Technical						
Metropolitan Council Chargebacks						
Occupancy						
Materials and Supplies						
Printing and Publishing						
Equipment Maintenance						
Leases and Rentals						
Casualty and Liability						
Other						
General Overhead - Support						
TOTAL EXPENDITURES						59,921
**(less overhead - for comp)						
Total w/o overhead						59,921
REVENUES						
General Fund						59,921
Special Revenue Funds						
TOTAL REVENUES						59,921

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Regional Transit Board 1991 Staff Complement

Chair	Actual 1988	Actual 1989	Budget 1990	Actual as of 7/9	Budget 1991
Chair	1	1	1	1	1
Assistant to the Chair	1	1	1	1	1
Administrative Assistant	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	3	3	3	3
Executive Director's Office					
Executive Director	1	1	1	1	1
Community Relations Coordinator	0	1	1	1	1
Secretary	0	1	1	0	0
Administrative Assistant	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	2	3	3	2	2
Public Information					
Public Information Officer	1	1	1	1	1
Public Information Specialist	1	1	1	1	1
Writer-Editor	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	2	3	3	3	3
Planning & Programs					
Director of Planning & Programs	1	1	1	1	1
Planning Manager	1	1	1	1	1
Programs Manager	1	1	1	1	1
LRT Engineer	0	0	1	1	1
Sr Project Managers	1	1	2	2	2
Planners	3	4	6	4	6
Accessibility Specialist	0	1	1	1	1
Project Administrators	2	2	3	2	2
Paratransit Analyst	0	1	1	1	1
Transit Analyst	0	1	1	1	1
Administrative Assistant	0	0	0	1	1
Secretaries	1	1	2	1	1
Clerk Typist	0	0	0	1	1
Program Assistant	1	0	0	0	0
Clerical Assistant	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	12	14	20	18	20
Administration & Finance					
Comptroller	1	1	1	1	1
Secretary	1	0	0	0	0
Receptionist	1	1	1	1	1
Administrative Aide	1	2	2	2	2
Program Auditor	1	1	2	2	2
Fiscal Analyst	0	1	1	1	1
Contract Analyst	1	0	0	1	1
Accountant	1	1	1	1	1
Bookkeeper	1	1	1	1	2
Clerical Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Total	8	9	10	11	12
Agency Total	26	32	39	37	40

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**REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1991**

Project Name: Office Furniture and Equipment

Project Number: 91-20-01

Source of Funds: General Fund

Project Description:

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

Detail of Expenditures:

Computer workstations	7,500
Telephone system	4,500
Modular work areas	12,000

Project total \$25,000

1987 Actual	1988 Actual	1989 Actual	1990 Budget	1990 Est	1991 Budget
32,630.53	270,030.88	49,490.29	75,000	75,000	25,000

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**REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1991**

Project Name: 1991 Transit Hubs

Project Number: 91-20-02

Source of Funds: Local Bonding

Project Description:

This is an ongoing project involving development of transit hubs at sites identified in the RTB Five-Year Transit Plan. Transit hub facilities are to be developed jointly with local communities. Total expenditures include engineering, design and constructions costs.

Detail of Expenditures:

Mall of America Hub 562,500 (carryover of 1990 project)

Project total **\$562,500**

1987 Actual	1988 Actual	1989 Budget	1990 Budget	1991 Budget
-----	-----	200,000	1,375,000	562,500
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**REGIONAL TRANSIT BOARD
CAPITAL PROJECT BUDGET
1991**

Project Name: **Community Based Transit Capital Assistance**

Project Number: **91-20-03**

Source of Funds: **Local Bonding- General Fund (Exurban Levy)**

Project Description:

Project provides capital funding for the capital costs of small urban, rural and exurban providers.

Detail of Expenditures:

Provide assistance for community based transit providers for the purchase of approximately 10 small transit vehicles. Projects will be selected on the basis of the RTB Capital Evaluation Process.

Project total **\$250,000**

1987 Budget	1988 Actual	1989 Budget	1989 Actual	1990 Budget	1991 Budget
-----	-----	65,178	60,434.26	225,000	250,000
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