



Minnesota Regional Transit  
Board: Records.

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**Notice**

**COMMITTEE OF THE WHOLE MEETING**

Friday, January 25, 1991

RTB Conference Room

2:00 p.m.

The committee will hold a budget work session at the time and place shown above.

Michael J. Ehrlichmann  
Chair

**REGIONAL TRANSIT BOARD**  
**ROLL CALL AND ATTENDANCE SHEET**

DATE: Jan 25, 1991

BOARD OR COMMITTEE: Comm of Whole

**Member Name      Present    Vote    Vote    Vote    Vote    Vote    Vote    Vote    Vote**

**ISSUE**

Mike Ehrlichmann      ✓

Doris Caranicas (P)      ✓

John Finley (A&F)      ✓

Ruth Franklin, Chair (P)      ✓

Ed Kranz (A&F)      ✓

Sandra Hilary (P)      ✓

Terry O'Toole (P)      ✓

Open (P)

Norbert Theis (P)      ✓

El Tinklenberg (Chair-P)

Richard Wedell (A&F)      ✓

**Visitors**

**Staff**

Annis Eitzel  
Mary O'Hara Anderson  
Laura Blake  
Carole Faring  
Ben Guld  
Don Ahern  
N. Diaz  
Mike Christensen  
Greg Falls

CA, JH, S H<sub>3</sub>M, DM

EXA

# REGIONAL TRANSIT BOARD

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

DATE: January 25, 1991  
TO: Chairman and Members of the Regional Transit Board  
FROM: Gregory L. Andrews  
Executive Director  
SUBJECT: Proposed 1991 Budget Reductions

The purpose of this memorandum is to summarize a list of expense reductions to the budget adopted by the Board on December 3, 1990. The recent state budget balancing proposals earmarked by the Governor for the RTB demand that we look closely at our work programs. The proposed reduction and the board action relating to the 1991 MTC budget are listed below:

General Fund (State)	\$600,000
HACA aid (State)	\$1,415,000
Board action (MTC Budget)	<u>\$1,565,000</u>
	\$3,580,000

I have directed each manager to review their work program and propose expense reductions aimed at minimizing impact on transit services. Since transit service expenses represent 96% of RTB expenditures and the state reductions are directed toward those programs, a significant portion of the reductions are in those funds. Nevertheless, I feel it is important that the RTB general fund should share in the reduction.

Therefore, I am proposing the attached reductions in 1991 work programs in accordance with the following general principles:

- Staffing levels will be frozen at the 1990 level of 39 full-time employees.
- Consultant services will be closely reviewed for direct relation to improving the cost effectiveness of existing programs.
- Travel will be significantly reduced to only those trips for purposes of obtaining funding or fulfilling legal mandates.
- Regarding transit service programs, we are proposing that:
  - No new services or expansions of existing service will be implemented during 1991 with RTB funding.
  - No increases in administrative staff complements in 1991 will be funded.

**1991 Budget Reductions**  
**January 25, 1991**  
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- Reimbursement will be disallowed for administrative expenses that are not directly related to service provision or may be duplicative of RTB activities.
- Provider bonus incentive payments, where applicable, will be discontinued.
- Plans for professional and technical services will not proceed without prior review and approval by the RTB.
- Non-essential marketing expenses will be cut.
- Immediate corrective action will be required for any fixed routes or general public dial-a-ride services that do not meet RTB performance standards as specified in the Five-Year Transit Plan.
- Fare structure and pricing levels will be reviewed to evaluate potential revenue gains in all programs.

The total of the expenditure reductions are attached to this memo. I view these reductions as a direct response only to the 1991 budget. Any further adjustments will very likely result after the Legislature sets funding levels for the 1992-93 biennium.

We look forward to discussing these proposals at the board retreat on January 25, 1991.

## Regional Transit Board

### SUMMARY OF PROPOSED 1991 BUDGET REDUCTIONS

Project	Budgeted Item	Original	Proposed	Potential Savings
<i>Staffing Complement</i>	New Positions			
	--Planner I	\$31,653	\$0	-\$31,653
	--Contracts Analyst	\$30,858	\$0	-\$30,858
	--Clerk Typist	\$21,712	\$0	-\$21,712
	--Interns	\$53,900	\$0	<u>-\$53,900</u>
	<i>Total Staffing</i>			<b>\$138,123</b>
91-01 <i>Policy Mgt.</i>	Per Diems	\$50,000	\$40,000	-\$10,000
	Travel	\$60,000	\$40,000	-\$20,000
	Prof. & Tech.	\$80,000	\$60,000	<u>-\$20,000</u>
	<i>Total Policy Mgt.</i>			<b>\$50,000</b>
91-02 <i>Exec. Director</i>	Travel	\$13,000	\$9,000	-\$4,000
	Prof. & Tech.	\$60,000	\$50,000	<u>-\$10,000</u>
	<i>Total Exec. Director</i>			<b>\$14,000</b>
91-03 <i>Plng. &amp; Pgms. Administration</i>	Clerk/Typist	558 hours	0 hours	-558 hrs.
	Travel	\$12,000	\$5,000	<u>-\$7,000</u>
	<i>Total P &amp; P Admin.</i>			<b>\$7,000</b>
91-04 <i>Transp. Plng. Process</i>		NO CHANGE PROPOSED		
91-10 <i>E &amp; D Transit Planning</i>	Interns	440 hours	0 hours	-440 hrs.
	Travel	\$ 2,000	\$1,000	-\$1,000
	Interpr./Transl.	\$15,000	\$ 7,500	<u>-\$7,500</u>
	<i>Total E &amp; D Transit Plng.</i>			<b>\$8,500</b>
91-11 <i>Rideshare &amp; TDM Plng</i>	Interns	440 hours	0 hours	-440 hrs.
	Travel	\$ 3,000	\$1,000	<u>-\$2,000</u>
	<i>Total R/S &amp; TDM Plng.</i>			<b>\$2,000</b>

**SUMMARY OF PROPOSED 1991 BUDGET REDUCTIONS**

--CONTINUED--

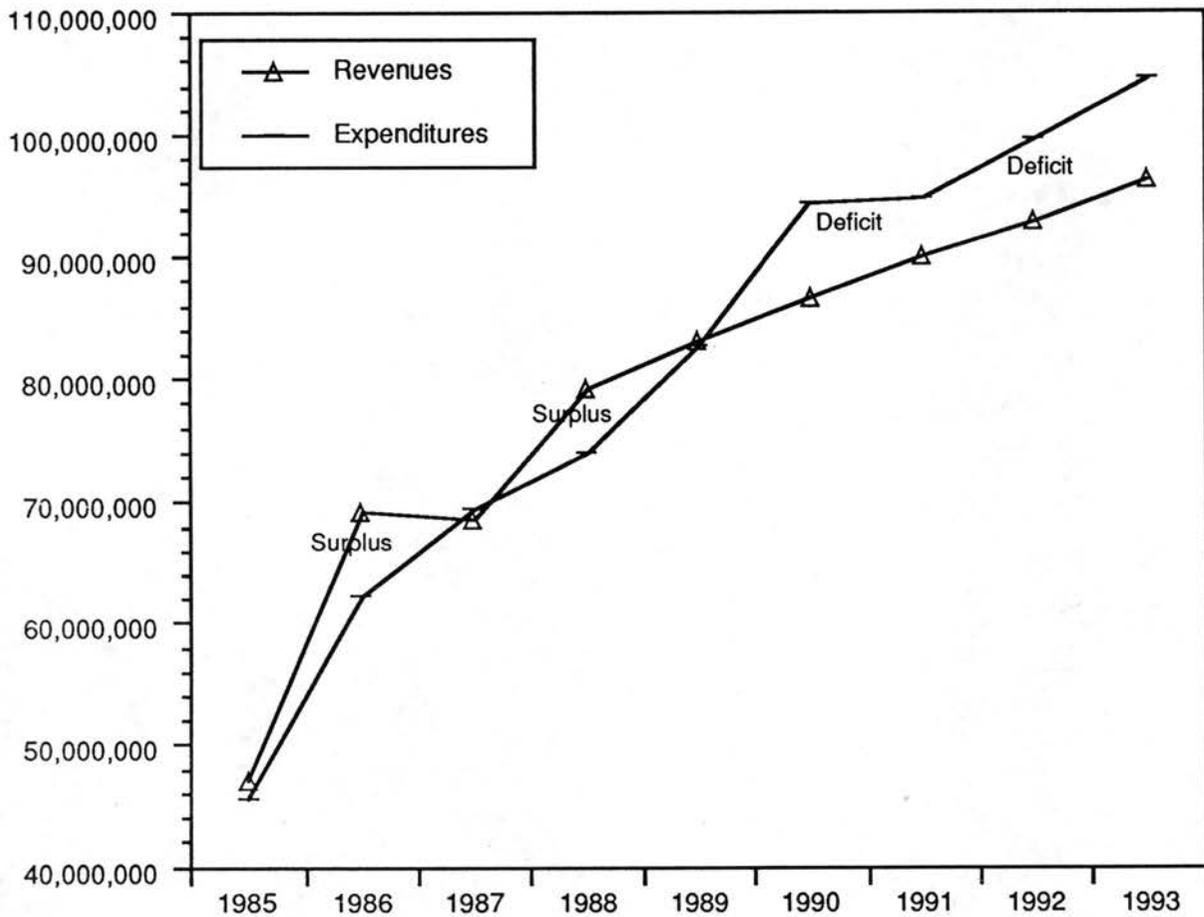
<u>Project</u>	<u>Budgeted Item</u>	<u>Original</u>	<u>Proposed</u>	<u>Potential Savings</u>
91-13 <i>Transit System Improvement</i>	Interns	2080 hours	0 hours	-2,080 hrs.
	Planner I	2080 hours	0 hours	-2,080 hrs.
	Travel	\$11,500	\$ 0	-\$11,500
	Prof & Tech.			
	--Mkt. Research	\$25,000	\$25,000	-0-
	--Transit Hubs	\$40,000	\$ 0	-\$40,000
	--New Concepts	\$25,000	\$ 0	-\$25,000
	<i>Total Trans. System Impr.</i>			<b>\$76,500</b>
91-14 <i>Transit Programs Admin. &amp; Eval.</i>	Interns	960 hours	0 hours	-960 hrs.
	Travel	\$12,500	\$ 0	-\$12,500
	Prof. & Tech.			
	--Program dev./tech. wkshps.	\$25,000	\$ 5,000	-\$20,000
	--Consumer Rsch.	\$100,000	\$ 0	-\$100,000
	--Operations review/perf. audits	\$200,000	\$ 200,000	-0-
	Printing & Publish.	\$18,000	\$ 18,000	-0-
	Provider Expense			
	--Regular route			
	MTC	\$63,796,217	\$62,220,217	-\$1,576,000
	Other	\$2,214,982	\$2,088,232	-\$126,750
	--Rural	\$1,114,132	\$1,107,132	-\$7,000
	--Small Urban	\$328,385	\$326,760	-\$1,625
	--Opt-Out	\$6,014,240	\$5,774,440	-\$239,800
--Metro Mobility	\$15,000,000	\$14,330,000	-\$670,000	
--Rideshare	\$614,928	\$518,928	-\$96,000	
	<i>Total Trans. Programs</i>			<b>\$2,849,675</b>
91-15 <i>Administration</i>	Travel	\$1,500	\$500	-\$1,000
	Prof. & Tech.	\$2,000	\$ 0	-\$2,000
	Occupancy	\$226,200	\$203,200	-\$23,000
	Miscellaneous	\$8,750	\$1,750	-\$7,000
	<i>Total Administration</i>			<b>\$33,000</b>
91-16 <i>Finance</i>	Contracts Analyst	2,080 hours	0 hours	-2,080 hrs.
	Travel	\$5,500	\$500	-\$5,000
	Prof. & Tech.	\$2,200	\$ 0	-\$2,200
	<i>Total Finance</i>			<b>\$7,200</b>

**SUMMARY OF PROPOSED 1991 BUDGET REDUCTIONS**

--CONTINUED--

<u>Project</u>	<u>Budgeted Item</u>	<u>Original</u>	<u>Proposed</u>	<u>Potential Savings</u>
91-17 Personnel	Travel	\$2,000	\$0	-\$2,000
	Miscellaneous	\$23,000	\$8,000	-\$15,000
	<i>Total Personnel</i>			<b>\$17,000</b>
91-19 Public Info. Office	Travel	\$5,000	\$1,200	-\$3,800
	Prof. & Tech.	\$148,000	\$111,500	-\$36,500
	Printing & Publish.	\$61,500	\$37,800	-\$23,700
	Miscellaneous	\$10,400	\$7,950	-\$2,450
	<i>Total Public Info. Office</i>			<b>\$66,450</b>
91-20 Agency Capital	Travel	\$25,000	\$10,000	-\$15,000
	<i>Total Agency Capital</i>			<b>\$15,000</b>
91-23 LRT Planning & Coordination	Interns	1,200 hours	0 hours	-1,200 hrs.
	Travel	\$9,500	\$4,500	-\$5,000
	Prof. & Tech. --Pub. Info/ Relations	\$50,000	\$25,000	-\$25,000
	--Other LRT analysis	\$100,000	\$25,000	-\$75,000
	<i>Total LRT Plng. &amp; Coord.</i>			<b>\$105,000</b>
91-26 New Services Implementation	Interns	240 hours	0 hours	-240 hrs.
	Prof. & Tech. --Dev., Impl. & Eval of New Svcs.	\$40,000	\$0	-\$40,000
	Printing & Publish.	\$15,000	\$15,000	-0-
	Provider Expense	\$1,292,771	\$1,069,771	<u>\$223,000</u>
	<i>Total New Service Impl.</i>			<b>\$263,000</b>
<b>GRAND TOTAL</b>				<b>\$3,652,448</b>

### Revenues / Expenditures Same Level of Funding



### Change in Fund Balance

