



Minnesota Regional Transit  
Board: Records.

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

**DATE:** \_\_\_\_\_

Member Name	Present	Vote							
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**ISSUE**

Michael Beard - A	<del>✓</del>								
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Sharon Feess - A	✓								
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Ruth Franklin, Chair - A									
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Morgan Grant - P	✓								
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Val M. Higgins, Chair - P	✓								
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James Hovland - P	✓								
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Gary Humphrey - P	✓								
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Ruby Hunt - P									
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Harry Mares A	✓								
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District D - A									
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Sally Evert	✓								
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**Visitors**

*Hobbes & Roshen ATE*

*B Blom*

*Dede Wolfen*

*Entel*

*Sacher*

mff *John Walsh*

*a Harite*

*R Mairs*

*Bill Sterned*

*John Walsh*

**Staff**

*CL, SE, KG*



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

**Meeting of the  
REGIONAL TRANSIT BOARD  
Mears Park Centre Chambers  
March 7, 1994  
4:00 p.m.**

**AMENDED AGENDA**

- ✓ 1. CALL TO ORDER AND ROLL CALL
- ✓ 2. APPROVAL OF THE AGENDA
- ✓ 3. APPROVAL OF MINUTES
  - A. Policy Committee Meeting, January 24, 1994
  - B. Legislative Committee Meeting, January 31, 1994
  - C. Committee of the Whole Meeting, February 4, 1994
  - D. Legislative Committee Meeting, February 7, 1994
  - E. Legislative Committee Meeting, February 14, 1994
- ✓ 4. CHAIR'S REPORT
- ✓ 5. MEMBERS' REPORTS
- ✓ 6. EXECUTIVE DIRECTOR'S REPORT
  - A. NBA Update
  - B. Proposed Settlement of Metro Mobility Litigation
- ✓ 7. REPORT OF THE POLICY COMMITTEE  
(Val Higgins, Chair)
- ✓ 8. OTHER BUSINESS
- ✓ 9. PUBLIC COMMENT

Sally Evert  
Chair



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

## Minutes of the REGIONAL TRANSIT BOARD March 7, 1994

**MEMBERS PRESENT:** Sally Evert, Chair; Sharon Feess; Ruth Franklin; Morgan Grant; Val Higgins; James Hovland; Gary Humphrey; Ruby Hunt; Harry Mares

**MEMBERS EXCUSED:** Ruth Franklin and Ruby Hunt

**OTHERS PRESENT:** DeDe Wolfson, Metropolitan Council Member; Gregory Korstad, legal counsel; Dan Hibberts and Linda Rother, ATE; Arnie Entzel, Amalgamated Transit Union Local 1005; John Walsh, Metropolitan Center for Independent Living; Robert Mairs and Allyson Hartle, Metropolitan Transit Commission (MTC) Members; Bill Sternad; Tom Sather, MTC; Bill Blom, Transportation Accessibility Advisory Committee; Gregory L. Andrews, Judy Hollander, Dale Ulrich, Jane Fitz, Clete Luberts, Mary Fitzgerald, RTB staff

### **CALL TO ORDER**

The chair called the board meeting to order at 4:00 p.m. in Chambers at the above address and roll was taken.

Evert announced the former RTB Chair, John Riley, died on Sunday and expressed the board and staff's sympathy to his family and friends.

### **APPROVAL OF THE AGENDA**

The chair recommended that the agenda be amended to include an executive session with legal counsel and board members to discuss the Metro Mobility litigation. Higgins so moved and Grant seconded. The motion carried unanimously.

### **APPROVAL OF MINUTES**

The chair noted that she attended the January 31 meeting of the Legislative Committee. With that correction, Hovland moved and Feess seconded:

That the Regional Transit Board approve the following minutes:

Policy Committee Meeting, January 24, 1994  
Legislative Committee Meeting, January 31, 1994

Committee of the Whole Meeting, February 4, 1994  
Legislative Committee Meeting, February 7, 1994  
Legislative Committee Meeting, February 14, 1994

The motion was unanimously approved.

#### **CHAIR'S REPORT**

The chair updated members on current activity at the Legislature. Confirmation hearings were held last week, but three board members were unable to attend. Staff will follow-up to determine when hearings will be held again.

Ulrich said the 1994 agency budget was handed out before the start of this meeting. It was prepared with a new format with the goal of expanding it to make it eligible for the award program Government Finance Officials Association (GFOA). The financial information is nearly equivalent to the past, but there is more text, an index, more graphics, and tables. The work was done by Clete Luberts and Jane Fitz, who assisted in developing the format. Evert said she expects the report will qualify for an award since it is very readable.

#### **EXECUTIVE DIRECTOR'S REPORT**

##### **NBA UPDATE**

Blin reviewed the memorandum, dated March 1, 1994, from the Metropolitan Transit Commission regarding the results of the NBA weekend. All of the MTC costs will be covered. Sather said that until the February statements are complete near the end of March, the results are estimates, but MTC expects to realize the \$40,000 profit they had projected. Referring to earlier discussion on who would provide service, Mares said Higgins had made the point that RTB should have criteria on who will handle service and what will have to be done before the event in order to forestall questions on who the service providers should be. Evert said there was also a question on whether the Convention Bureau has comprehensive information. To accomplish what Mares suggested will require cooperation from a number of forces: the Department of Transportation, the Transportation Regulation Board, the City of Minneapolis, the Attorney General, and Minnesota Charter Bus Operators all have an interest and would cooperate. He offered to put staff in touch with the appropriate interests. There must be some clarification of what kind of service is to be provided.

Responding to Wolfson's questions, Evert said the problem seems to be that the work for the NBA event began so late. Sather said huge masses of people located at six or seven hubs throughout the metropolitan area present special problems. Originally MTC expected to provide very little service for the NBA, but as the time drew near the private providers were not planning to provide as much service as had been planned. It requires a lot of work to change all the work schedules.

Higgins said these events are booked years in advance, but NBA entered the picture about ten days before the game. It begs the issue to say it was the private operators' fault because they had the same ten-day preparation time. In order to operate charter service, MTC needs a waiver from the federal government and the RTB.

#### **METRO MOBILITY SERVICE COORDINATOR TRANSITION ACTION PLAN**

The chair said she would like to hear from legal counsel on the ramifications of proposed settlement. Hovland moved and Higgins seconded that the meeting be closed in order to allow the members to discuss pending litigation with legal counsel. The motion was unanimously approved and the meeting was closed at 4:15 p.m. At 5:05 p.m. Mares moved and Feess seconded that the board return to the open portion of the meeting. The motion was unanimously approved.

The chair announced that the board had discussed the proposed settlement agreement. Korstad said the last of several conferences was held on Friday at Judge Lebedoff's chambers and an agreement was accepted by ATE and the plaintiffs. He outlined the agreement and asked the board to authorize the executive director to enter into a settlement. The fine-tuning of language will take place this week, but given the time frame it is important to approve the main points: the agreement would be effective immediately. ATE agreed to remain beyond the 120-day period if RTB wants them to do so. During the 120-day period RTB will conduct a procurement process similar to that done last spring when ATE was awarded the contract. The contracts with providers will remain intact. With respect to monetary damages, \$1.15 million will be placed in a settlement fund. In addition, RTB will make \$200,000 in free rides available: \$150,000 for the period October 2 through March 6, 1994, and \$50,000 to people whose trips are not timely during the 120-day period beginning March 7. The settlement would be binding for those people eligible to use the system on October 2 and who suffered losses. It excepts people who suffered injury and excepts out people who opted not to be part of the class. If more than three-percent of the total eligible exercise the option to get out of the class it would give RTB and ATE the right to reconsider whether to be bound by the settlement agreement. As part of the injunctive relief, RTB is committed to providing an ombudsperson for the system that would be deployed to aid in resolving problems and mediating between riders, the providers, and the service center. Counsel will be drafting a written agreement within the next ten days with these provisions to the satisfaction of all parties. It will include language where all parties agree to cooperate in good faith and without disparaging other parties. Korstad asked the board to approve the agreement and authorize the executive director to proceed.

Fuhrmann presented an action plan and timeline for the transition (March 7 memorandum). He noted that the schedule is very aggressive and staff is committed to doing whatever is within our power to meet the timelines. Grant said he is happy to see implementation of a phase-in plan. The current system fell down in that area.

Hovland said that during the interim 120-day period the existing contract with ATE will remain in effect. If there are differences, there is still an enforcement mechanism to enforce compliance. Mares recommended that the board support the tentative agreement in principle. Hovland moved and Grant seconded:

That the Regional Transit Board authorize the executive director to enter into a written settlement agreement of the Metro Mobility class action suit under the conditions set forth by legal counsel.

Humphrey offered a friendly amendment calling for the chair to sign the settlement as well. Mover and seconder accepted the friendly amendment.

That the Regional Transit Board authorize the chair and executive director to enter into a written settlement agreement of the Metro Mobility class action suit under the conditions set forth by legal counsel.

Evert said that in the short time she has been here, the board and chair have worked very hard and been ham-strung by the litigation. This will allow everyone to move forward. The action plan calls for continued improvement of service includes steps to avoid any disruption of service.

Hovland said he and several other members served on the Litigation Committee that was established for quick reaction on the lawsuit. This is a new board; most members were appointed in March of last year. The Twin Cities metro area is the first community in the country to comply with the Americans with Disabilities Act (ADA). There are difficulties in being on that cutting edge. The board wants to provide the kind of service people with disabilities deserve and hopes these steps will result in the best system in America. That will happen eventually. The motion was unanimously approved. Hovland moved and Mares seconded:

That the Regional Transit Board approve outline and corresponding timeline for the Transition Action Plan to procure a Metro Mobility Service Coordinator.

The board further authorizes the executive director to issue a Request for Proposal for a new Metro Mobility Service Coordinator.

The motion was unanimously approved. Evert asked staff to continue its contingency planning in case any of the present contracts are violated.

#### **REPORT OF THE POLICY COMMITTEE**

Higgins reviewed the committee report of the February 28 committee meeting. No action was requested.

#### **PUBLIC COMMENT**

John Walsh recognized the board for its efforts over the past five months. This has been difficult for everyone. He expressed his desire to work together in the future to develop the best paratransit system in the country.

There being no other business, Mares moved and Hovland seconded that the meeting be adjourned. The motion carried unanimously and the meeting was adjourned at 5:30 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of March 7, 1994.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on the fourth day of April 1994.

## REGIONAL TRANSIT BOARD

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

**DATE:** March 1, 1994  
**TO:** Chair and Members of the Regional Transit Board  
**FROM:** Howard Blin, Planning Manager *HB*  
**SUBJECT:** NBA All-Star Charter Bus Service

Attached is a report from the MTC regarding its participation in the NBA All-Star Weekend on February 11-13. Board members will recall that the MTC was granted a waiver from the RTB Special Events Policy to operate charter service during the All-Star weekend. Representatives from the MTC will be present at the March 7 board meeting to discuss the MTC's experience during the All-Star weekend.

HB:jmo  
Attachment



Post-It™ brand fax transmittal memo 7671		# of pages > 3
To	<i>Bev Auld</i>	From
Co.	<i>RTB</i>	Co.
Dept.		Phone #
Fax #		Fax #

**MEMORANDUM**

TO: Bev Auld

FROM: Bob Thompson *BT*

DATE: March 1, 1994

SUBJECT: NBA All Star Game Transit Service

The exact financial results of the NBA All Star Game transit service won't be known until the February cost allocation has been run. Based upon the following preliminary data, I am reasonably certain that the MTC will recover the marginal costs of that service.

- Projected service hours were greater than the actual service provided,
- Planning and transit management hours budgeted were greater than the actual,
- Equipment maintenance hours budgeted were also greater than actual, and
- The billable cost per hour will exceed our actual costs.

RT/dmk

## NBA ALL STAR GAME COMPARISON OF CONTRACTED AND ACTUAL SERVICES

**A. Hotel Shuttle Event Transportation**

**Contract Proposal:**

Service Hours	1577 Hours
Standby Bus Hours	77
Service Adjustment Hours	<u>55</u>
Total Hours	1709

**Actual Payroll Hours:**

Platform Hours 1704.16

**Contract Proposal:**

Bus Pullouts 337

Actual Bus Pullouts 341

**B&C. Operational Planning and Transit Management**

**Contract Proposal:**

Operational Planning Hours	242
Transit Management Hours	<u>299</u>
Total Hours	541

Actual Payroll Hours: 518.50

**D. Garage Operations and Maintenance**

**Contract Proposal:**

Mechanics' Hours	384
Dispatchers' Hours	<u>55</u>
Total Hours	439

**Actual Payroll Hours:**

Mechanics' Hours	368
Dispatchers' Hours	<u>55</u>
Total Hours	423

**METROPOLITAN TRANSIST COMMISSION**  
**STATEMENT OF COSTS OF TRANSIT SERVICES FOR**  
**NBA ALL STAR GAME**  
**FEBRUARY 11-13, 1994**

		<u>Rate</u>	<u>Total Cost</u>
A. Hotel Shuttles and Event Transportation			
Service Hours	1,572.16		
Service Adjustment Hrs. (net)	55.00		
Standby Bus Hours	77.00		
	<u>1,704.16</u>	\$75.00	\$127,812.00
Bus Pull-out Guarantee (Pull-outs)	341	\$75.00	\$25,575.00
B. Operational Planning			
Total Hours	242	\$30.00	\$7,260.00
C. Transit Management			
Total Hours	299	\$30.00	\$8,970.00
D. Garage Operations and Maintenance			
Total Mechanic Hours	384		
Total Dispatcher Hours	55		
Total Garage Operations	<u>439</u>	\$30.00	\$13,170.00
E. Command Center Telephones			
Four Phones	4	\$125.00	<u>\$500.00</u>
Total Cost			\$183,287.00
Less: Advance Payment			(\$42,275)
Amount Due:			<u>\$141,012.00</u>

Robert Thomson  
 Director of Finance



DT/ps/953a

# REGIONAL TRANSIT BOARD

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

DATE: March 7, 1994  
TO: Chair and Members of the Regional Transit Board  
FROM: Mark W. Fuhrmann, Manager of Programs *Mark W. Fuhrmann*  
SUBJECT: Metro Mobility Service Coordinator Transition Action Plan

## SUMMARY

This memorandum requests Board approval of the following outline and corresponding timeline of the transition action plan necessary to procure a Metro Mobility Service Coordinator.

## DISCUSSION

The following outline of activities consists of four primary areas of action:

### Timing

Ongoing I. Maintain Metro Mobility System Integrity During ATE Phase-Out

II. ATE MMSC Contract

Ongoing A. Continue to Scrutinize Regular Monthly Billings

Immediate B. Negotiate Terms of Any ATE Services Provided After 120-Day Period Expires

Immediate III. ATE Phase-Out Plan

IV. Procure New MMSC Contractor

March 7 - March 28 A. Update and Revise RFP Using Critical Analysis of 1993 Experience

Week of March 28 B. Conduct Certified User Public Forums

April 4 C. Advertise Request for Proposals

Week of April 18 D. Conduct Pre-bid Conference

*Predicted on final settlement being executed*

*Add-in MM Ombudsman*

*Emphasize*

**Metro Mobility Service Coordinator  
Transition Action Plan  
March 7, 1994  
Page 2**

Timing

- |                  |  |
|------------------|--|
| Week of April 25 | E. Establish Selection Advisory Committee and Develop Selection Criteria |
| Week of May 2    | F. Receive and Evaluate Proposals  |
| May 9            | G. Recommend Board Approval of New MMSC Contractor                       |
| Week of May 9    | H. Finalize MMSC Contract  |
| May 16           | I. Issue Notice to Proceed   |
| May 16           | J. Implement Phase-In Plan for Contractor                                |
| June 13          | K. Initiate Overlap Period   |
| July 4           | L. New Metro Mobility Service Coordinator Takes Over System              |

This timeline adheres to the settlement agreement terms that stipulate ATE services under its MMSC contract come to an end 120 days from today, July 5, 1994.

**RECOMMENDATION**

That the Regional Transit Board approve the outline and corresponding timeline for the transition action plan to procure a Metro Mobility Service Coordinator. *including authorizing the Executive Director to issue an RFP to provide MMSC services.*

# REGIONAL TRANSIT BOARD

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

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|--------------------|--|
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|                    | II. ATE MMSC Contract  |
| Ongoing            | A. Continue to Scrutinize Regular Monthly Billings                           |
| Immediate          | B. Negotiate Terms of Any ATE Services Provided After 120-Day Period Expires |
| Immediate          | III. ATE Phase-Out Plan  |
|                    | IV. Procure New MMSC Contractor  |
| March 7 - March 28 | A. Update and Revise RFP Using Critical Analysis of 1993 Experience          |
| Week of March 28   | B. Conduct Certified User Public Forums                                      |
| April 4            | C. Advertise Request for Proposals   |
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Metro Mobility Service Coordinator  
Transition Action Plan  
March 7, 1994  
Page 2

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## REGIONAL TRANSIT BOARD

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292-8789

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Metro Mobility Service Coordinator  
Transition Action Plan  
March 7, 1994  
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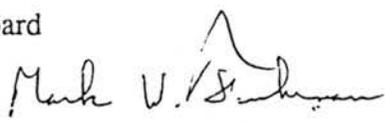
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Metro Mobility Service Coordinator  
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March 7, 1994  
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**RECOMMENDATION**

That the Regional Transit Board approve the outline and corresponding timeline for the transition action plan to procure a Metro Mobility Service Coordinator.



**REGIONAL TRANSIT BOARD**

Mears Park Centre  
230 East 5th Street  
St. Paul, Minnesota 55101  
612/292-8789  
612/229-2715 TTY

Contact: Suzanne Hanson, public information manager  
Phone: 292-8789

FOR IMMEDIATE RELEASE

**REGIONAL TRANSIT BOARD APPROVES  
METRO MOBILITY CLASS ACTION SETTLEMENT**

ST. PAUL, MN (March 7, 1994) The Regional Transit Board (RTB) approved the terms of an agreement settlement with plaintiff in a lawsuit over transportation services provided by Metro Mobility. Three Metro Mobility customers originally filed the suit against the RTB and ATE on November 15, 1993. The lawsuit was filed on behalf of the 20,000 certified riders of the program in response to the difficult transition to a central reservation and dispatch system in October. Federal Judge Diana Murphy will be asked to approve the settlement in order to resolve the lawsuit.

The terms of the agreement include:

- ATE and its transportation contractors will pay a total of \$1.15 million in cash as damages. The Regional Transit Board will contribute \$200,000 in free ride coupons. A process will be developed to disseminate the funds and tickets to those eligible for compensation.
- ATE's contract with the RTB to provide management services for Metro Mobility will terminate in approximately four months. The RTB will immediately begin a new procurement process. ATE has agreed to assist with the transition as necessary to ensure an orderly transition to a new coordinator.
- The three contracted providers currently providing van service will continue their contracts. They are: Handicabs, Mayflower and Metro Ride.
- The RTB will evaluate the Metro Mobility program to determine whether improvements or changes in the system should be implemented.

The terms of the agreement will take affect beginning March 7, 1994. Agreement in principle on the settlement was reached Friday March 4, however the Regional Transit Board needed to take formal action to settle the suit. All other parties involved have agreed to the settlement.

-- more --

## RTB APPROVES METRO MOBILITY CLASS ACTION SETTLEMENT

Page 2

"This is a major step toward putting the lawsuit behind us and moving beyond the difficult October start-up," said RTB Chair Sally Evert. "Our focus continues to be on making improvements to the program. I've talked to a lot of the riders over the last few months and my heart goes out to the people who encountered difficulties with the program. The RTB will be using a sound, open process to ensure a smooth transition between ATE and the new service coordinator. We want to be sure we sustain and continue the progress we have made since October in improving the quality of service."

Since October, the program has been steadily improving. According to statistics from ATE, 93 percent of rides were picked up on-time in January, and 91 percent for the first two weeks of February. Ridership has also climbed steadily since October: 3,508 on October 4; 3,714 on November 8; 3,916 on December 6; and 4,172 on January 10. Each month, the program continues its climb back to the level of ridership on the old system.

One of the biggest signs of improvement is the reduction in trip denials, which were one of the main reasons for restructuring the program. Trip denials dropped from 2,800 in December 1992 to 20 in December 1993.

Metro Mobility is the metropolitan area's door-through-door public transit system for people with disabilities who are not able to ride standard regular route buses. Riders must be certified to use the program. The RTB in 1991 began planning the restructuring of Metro Mobility to improve service quality and operating efficiency. The new approach, launched in October 1993, relied upon centralizing a number of administrative functions, including trip reservations, scheduling, and routing of vehicles. In April 1993, after a national search, the RTB hired ATE Management and Service Company of Cincinnati, OH, to serve as the system coordinator for the centralized program.

-- end --



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

**Minutes of the  
POLICY COMMITTEE  
Mears Park Centre Chambers  
January 24, 1994**

**MEMBERS PRESENT:** Val Higgins, Chair; Sally Evert; Morgan Grant; James Hovland; Gary Humphrey

**MEMBERS EXCUSED:** Ruby Hunt

**OTHERS PRESENT:** Michael Beard, Sharon Feess, Harry Mares, RTB Members; Laura Bloomberg; Institute of Community Integration, University of Minnesota; Greg Korstad, legal counsel; Melanie Benson, Amalgamated Transit Union Local 1005; Beverley Miller, Minnesota Valley Transit Association; Eddie Maddox; George Bentley, Opt-Out Communities; Gregory L. Andrews, Howard Blin, Mark Fuhrmann, Robert LaShomb, Debra Nelles, Dave Jacobson, Mary Fitzgerald, RTB staff

**CALL TO ORDER**

The chair called the hearing to order at 4:10 p.m., and roll was taken.

**APPROVAL OF AGENDA**

Grant requested that Item 5, Americans with Disabilities (ADA) Paratransit Eligibility Field Test of Draft Functional Ability Survey, be moved to the first part of the agenda. With that amendment, Feess moved and Hovland seconded that the agenda be approved. The motion was unanimously approved.

**MINNESOTA VALLEY TRANSIT AUTHORITY CAPITAL FUNDING REQUEST**

Blin reviewed the January 19, 1994 staff report. Humphrey said he worked on these projects in the past as a member of the city council and as a member of the Minnesota Valley Transit Authority; he expressed his support for them. Beard moved and Humphrey seconded:

That the Regional Transit Board authorize the executive director to enter into a capital funding agreement with the Minnesota Valley Transit Authority for an amount not to exceed \$918,417 for the projects described in the staff report dated January 19, 1994.

The motion was unanimously approved.

**ADA PARATRANSIT ELIGIBILITY FIELD TEST OF DRAFT FUNCTIONAL ABILITY SURVEY**

Nelles reviewed her memorandum, dated January 19, 1994. Bloomberg reviewed the report. Grant commented that a low number of riders with neuro-muscular disease were surveyed, so the results do not accurately reflect the diversity. A large number of people were contacted who had strokes. The field tests indicated that a vast majority of people would be eligible. An on-site interview might be considered. Blomberg said that in terms of the breakdown, it was a random breakdown and the categories are not mutually exclusive. There is no requirement to match the survey to a statistical sample. The field work raised some issues related to the vulnerability of disabled women.

In response to Hovland's question, Hollander said the ADA provides that systems must establish who is ADA certification-eligible and who is not. The federal government will determine whether this area is in compliance with ADA. We are mandated to do the survey and then recertify users.

Grant said the board may set a policy not to exclude anyone who currently is using the system. He urged the board to examine a policy that goes a step higher than ADA. No action was requested.

**COMMENTS ON CENTRAL CORRIDOR ALTERNATIVES ANALYSIS/DRAFT ENVIRONMENTAL IMPACT STATEMENT (AA/DEIS)**

Blin reviewed his January 19, 1994 staff report. Grant said that as a resident of Downtown Minneapolis, he is skeptical of an at-grade system that would obstruct the flow of pedestrians and he will not support such a proposal. Humphrey said the whole question of the 35W corridor should be revisited. Two years ago the effect of the Mall of America was unknown, but now that it is a success it would be foolish to end the line at 98th Street.

Hovland asked for information on what the demographics reveal as to the greatest population growth between the two corridors. Blin said there is a plus or minus factor of 20-percent in the forecasting.

**RECESS**

The chair recessed the meeting in order to convene the public hearing scheduled for 5:00 p.m. At 5:25 p.m. the committee meeting was reconvened. (Beard and Feess were excused.)

Evert clarified that the RTB's role is to comment on the AA/DEIS. Members discussed the choice of corridors and the costs associated with increasing the number of riders. Mares moved and Hovland seconded that the matter be forwarded to the full board without recommendation. The motion was unanimously approved.

**PUBLIC HEARINGS FOR AMERICANS WITH DISABILITIES (ADA) ELIGIBILITY  
CERTIFICATION**

Jacobson reviewed the January 19 staff report. Hovland moved and Mares seconded:

That the Regional Transit Board direct staff to schedule three public hearings on the Americans with Disabilities Act Eligibility Application.

**OTHER BUSINESS**

Maddox distributed information to the members on personal rapid transit. He encouraged the board member to use common sense and not rush into anything. The funds can be used to put more buses on the road until new technology is available.

There being no other business, Mares moved and Humphrey seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:50 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Policy Committee meeting of January 24, 1994.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this seventh day of March 1994.



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

**Meeting of the  
REGIONAL TRANSIT BOARD  
Mears Park Centre Chambers  
March 7, 1994  
4:00 p.m.**

**AGENDA**

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVAL OF MINUTES**
  - A. Policy Committee Meeting, January 24, 1994
  - B. Legislative Committee Meeting, January 31, 1994
  - C. Committee of the Whole Meeting, February 4, 1994
  - D. Legislative Committee Meeting, February 7, 1994
  - E. Legislative Committee Meeting, February 14, 1994
4. **CHAIR'S REPORT**
5. **MEMBERS' REPORTS**
6. **EXECUTIVE DIRECTOR'S REPORT**

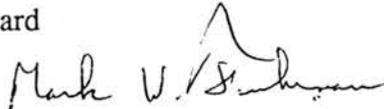
NBA Update
7. **REPORT OF THE POLICY COMMITTEE**  
(Val Higgins, Chair)
8. **OTHER BUSINESS**
9. **PUBLIC COMMENT**

**Sally Evert  
Chair**

mff  
March 1, 1994

## REGIONAL TRANSIT BOARD

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

DATE: March 7, 1994  
TO: Chair and Members of the Regional Transit Board  
FROM: Mark W. Fuhrmann, Manager of Programs   
SUBJECT: Metro Mobility Service Coordinator Transition Action Plan

### SUMMARY

This memorandum requests Board approval of the following outline and corresponding timeline of the transition action plan necessary to procure a Metro Mobility Service Coordinator.

### DISCUSSION

The following outline of activities consists of four primary areas of action:

#### Timing

- |                    |  |
|--------------------|--|
| Ongoing            | I. Maintain Metro Mobility System Integrity During ATE Phase-Out             |
|                    | II. ATE MMSC Contract  |
| Ongoing            | A. Continue to Scrutinize Regular Monthly Billings                           |
| Immediate          | B. Negotiate Terms of Any ATE Services Provided After 120-Day Period Expires |
| Immediate          | III. ATE Phase-Out Plan  |
|                    | IV. Procure New MMSC Contractor  |
| March 7 - March 28 | A. Update and Revise RFP Using Critical Analysis of 1993 Experience          |
| Week of March 28   | B. Conduct Certified User Public Forums                                      |
| April 4            | C. Advertise Request for Proposals   |
| Week of April 18   | D. Conduct Pre-bid Conference  |

**Metro Mobility Service Coordinator  
Transition Action Plan  
March 7, 1994  
Page 2**

Timing

- |                  |  |
|------------------|--|
| Week of April 25 | E. Establish Selection Advisory Committee and Develop Selection Criteria |
| Week of May 2    | F. Receive and Evaluate Proposals  |
| May 9            | G. Recommend Board Approval of New MMSC Contractor                       |
| Week of May 9    | H. Finalize MMSC Contract  |
| May 16           | I. Issue Notice to Proceed   |
| May 16           | J. Implement Phase-In Plan for Contractor                                |
| June 13          | K. Initiate Overlap Period   |
| July 4           | L. New Metro Mobility Service Coordinator Takes Over System              |

This timeline adheres to the settlement agreement terms that stipulate ATE services under its MMSC contract come to an end 120 days from today, July 5, 1994.

**RECOMMENDATION**

That the Regional Transit Board approve the outline and corresponding timeline for the transition action plan to procure a Metro Mobility Service Coordinator.



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

## Report of the Policy Committee

At its meeting of February 28, 1994, the committee received presentations on the Outline and Timeline for the Five-Year Transit Plan and the Draft Phase II Dakota County Needs Assessment. No action was taken on either matter.

The next scheduled meeting of the committee is on March 28, 1994.

**Val Higgins**  
Chair

mff  
2/28/94



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

**Minutes of the Meeting of the  
LEGISLATIVE COMMITTEE  
January 31, 1994**

**MEMBERS PRESENT:** Mike Beard, Chair; Morgan Grant; James Hovland; Harry Mares, *Sally Evert*

**OTHERS PRESENT:** George Bentley, Opt-Out Communities; Arnie Entzel, Amalgamated Transit Union, Local 1005; Lisa Raduenz; Tom Sather, Diane Harberts; Jim Prosser, City of Richfield; Eddie Maddox; Bob LaShomb, Judy Hollander, Howard Blin, Dale Ulrich, Dave Jacobson, Debra Nelles; Mary Fitzgerald

**CALL TO ORDER AND ROLL CALL**

Chair Beard called the meeting to order at 4:00 p.m. in Mears Park Centre, Room A, and roll was taken. A quorum was not present. He noted that a memorandum from LaShomb, dated January 31, regarding priority setting of meetings for the legislative session had been distributed. A letter from the City of Minneapolis, dated January 26, requesting a waiver of the board's special events policy for the NBA All-Star Weekend had also been distributed. No action is requested of this committee.

**COMPLETION OF 1994 LEGISLATIVE PACKAGE**

LaShomb said that at the last meeting the staff was directed to estimate the cost of bringing Metro Mobility service up to the level of the previous system. For the period July 1, 1994 to June 30, 1995, the cost is estimated to be \$50,000. While that does not seem like much money, it raises a major policy issue. Evert said riders have not been stranded because they are picked up by other providers. Grant said there are some people in western Hennepin County who are not getting any service because there is no program to pick up the slack. There was some question as to whether they should have been getting it in the first place. Beard asked if the \$50,000 figure includes reimbursement of county providers. The counties would like some money along with their mandate to provide service.

Hollander said Mark Fuhrmann has developed a chart showing what happened before and after October 2. In many areas the concern is over the reduced hours of operation. In some cases service was provided until 11 p.m., but under the restructuring it is reduced to 6 p.m. She warned that there are a great many assumptions in the \$50,000 figure. Fuhrmann used slide to explain his estimate. It does not include parts of Scott and Carver Counties which have no service. LaShomb said the policy decision can be deferred. The danger is that Metro Mobility funds are very tight. It is his understanding that about one and a half years ago the board adopted a policy that RTB would conform with the ADA. The proposal to extend service would exceed the requirements of ADA. Grant

said that 18 months ago he was on the Transportation Accessibility Advisory Committee (TAAC) and told the board that ADA should not be a mechanism to reduce the service area. It was never intended as a way to go back and provide less service. It was to propel the country forward. The disability community was told we need to reduce the service area because of funding constraints. We have spent \$50,000 per year on other endeavors. This is one way to return to a higher level of service. Hollander said the board felt we need to focus the dollars in the ADA portion of the metro area and the counties would pick up the rest. The \$50,000 should be added to the \$1.2 million urban figure. The county service involves matching funds. Many counties did not feel the need to continue service until 11 p.m. RTB should negotiate with the communities on the hours they wish to operate paratransit service. Mares said he would support a motion to ask for funding and leave it to staff on how it would be worked in. Beard said he would like the issue directed to the Policy Committee.

Dianna Krogstad was unable to attend this meeting so Jacobson reviewed the TAAC initiatives. At Grant's request, he reviewed the proposal for a paratransit circulator in neighborhoods like Seward that have a high concentration of disabled residents. MTC would be the logical place to start.

The opt-out communities are asking for the board's support for a bonding request that would allow RTB to buy equipment that could be used by private carriers. Bentley reviewed the proposal and Beard asked him to give staff a copy.

The Minnesota Public Transit Association's legislative program has not yet been adopted, but Harberts outlined their positions. She asked for RTB's support for transit funding for the greater Minnesota areas. This year they are taking a stronger role in the metropolitan area and will take a position on maintaining a single transit policy board in the metropolitan area. The stakeholders in the metropolitan area need and want RTB to be a leader and visionary that establishes the framework for developing innovative transit services. She will work with LaShomb and Beard to share their agenda.

#### HIGH SPEED BUS PRESENTATION

The presenters had to leave to attend another meeting and the presentation will be delayed until the next committee meeting.

#### OTHER BUSINESS

LaShomb reviewed his January 31 staff report regarding setting priorities for meetings for the session. In it, he asked for names of individuals and groups in the members' areas that should be contacted. Grant added the Metropolitan Center for Independent Living (MCIL), which would be a good ally in seeking funding support. Beard agreed that their transportation vision and ours are very compatible. Mike Kuehn can help members set up meetings. He agreed with LaShomb's strategy .

Maddox discussed the Los Angeles earthquake. Some elected officials felt they had to go forward on expensive projects against the possibility of earthquakes.

There could be some legal liability if public officials do not proceed with projects that are presented with figures showing their feasibility.

Kidder, speaking on his own behalf, said he has heard from legislators here and in Washington that they never hear from riders. It is nearly impossible to organize them over the long-term in terms of getting informed citizens out there saying we have the biggest and one of the best all-bus services in the nation. It could be effective to get some riders addressing legislators on the needs in the immediate future. The Senior Federation would be interested in seeing how they can help. The majority of seniors are not mobility impaired but have increasing transit needs as they age. It might be useful for RTB and MTC to contact them.

Arnie Entzel said ATU will be very active and interested in funding issues at the Legislature. He has spoken with some committee chairs and it appears that one issue of concern is establishing a dedicated source of funding for transit. Going back and competing every year has been a stumbling block for years. It was nearly achieved last year. Legislators hope they will not have to deal with fragmented transit operations. That has been a sore spot for a number of years. MTC has been able to generate increases in ridership. They talk with drivers all the time about customer service and would like to work together with the other groups. LaShomb said he prefers being on the same side of the table with Entzel and has a great deal of respect for him. LaShomb reviewed his January 31 memorandum updating the committee on legislative hearings.

**Request for Waiver from Special Events Policy Concerning Charter Operations for 1994 NBA All-Star Weekend**

Blin presented a memorandum from the City of Minneapolis seeking a waiver from the Special Events Policy concerning charter operations for during the 1994 All-Star Weekend. Only 30 of the necessary 100 buses can be secured from the private operators and they are asking MTC to fill the gap. If they step in they would be required to recover their costs from the NBA, which only began its planning a few weeks ago. It should have started months ago. The city does not want to look bad and the question is how much the public operator can get involved. Operators were asked to commit by next week. Staff is asking for direction from the board.

There being no other business, the meeting was adjourned.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Legislative Committee meeting of January 31, 1994.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this seventh day of March 1994.



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

**Minutes of the Meeting of the  
COMMITTEE OF THE WHOLE  
Friday, February 4, 1994**

**MEMBERS PRESENT:** Ruth Franklin, Chair of Administration and Finance Committee; Sally Evert; Morgan Grant; Gary Humphrey; Ruby Hunt; Harry Mares

**MEMBERS EXCUSED:** Michael Beard, Sharon Feess; Val Higgins, James Hovland

**OTHERS PRESENT:** Arnie Entzel, Amalgamated Transit Union Local 1005; Jerry Olson, Bev Auld, Bob Thompson, Gregory L. Andrews, Mark Fuhrmann, Judy Hollander, Dale Ulrich, Howard Blin, Mary Fitzgerald, RTB staff

**CALL TO ORDER AND ROLL CALL**

Committee Chair Franklin called the meeting to order at 2:30 p.m.

**APPROVAL OF AGENDA**

Evert moved and Mares seconded that the agenda be approved. The motion carried unanimously.

The motion was unanimously approved.

**1994 METROPOLITAN TRANSIT COMMISSION BUDGET**

Evert said there have been a number of discussions on how to improve the process in getting the budget review completed and agreement has been reached for next year. Fuhrmann said at this meeting staff will respond to questions that arose at the last meeting about the \$2.1 million shortfall, and what options are available to the board to address it. He used slides to discuss the impact of additional full-time drivers and the associated fringe benefits. The use of overtime will decrease with the employment of more full-time drivers, which will result in a \$500,000 savings. That does not take into account the additional costs after the employee retires. Franklin said her original concern was with the costs that continue as time goes by. Fuhrmann said RTB staff will work with MTC staff to get to the correct figures. He explained how the shortfall developed. In the initial analysis staff projected a \$220,000 subsidy from the Minneapolis School. service, but last week MTC was notified that the school district does not

need MTC's assistance and the \$400,000 profit is no longer available, resulting in a \$1.2 million operating subsidy shortfall. Mares as what the total percentage is of the operating budget increase from last year. Thompson said comparing budget to budget is not a true comparison because in 1993 the arbitration settlement was not included. The increase is about 4 and 1/2 percent.

Fuhrman reviewed the five options to deal with the projected subsidy shortfall shown in the February 1 staff report. Referring to Item 4, Grant asked what part of it is in the supplemental appropriation request is already included. Fuhrmann said the \$800,000 from the social fare revenue is included in the amount. It appears the \$400,000 is there but staff has not been able to isolate it. Staff feels the \$1.2 million is largely included in the supplemental request. Auld said MTC is willing to draw down the fund balance as long as it is reinstated as quickly as possible. MTC would like to get supplemental funding in this session rather than wait until the end of the legislative session. MTC would prefer the option of Items 1 and 4. (Evert was excused to attend another meeting.)

Andrews said that to the extent that \$1.2 million is include in our calculation now of the shortfall of Fiscal Year 1995 funding already, this would not be added to that. The entire \$1.2 million may be included in the legislative request. MTC views the draw down as a temporary measure but we need to revisit it after the legislative session. He suggested that the recommendation be amended, deleting the sentence that starts at the bottom of page 5. After discussion of the appropriate wording, Grant moved and Hunt seconded:

That the Regional Transit:

1. Approve the Metropolitan Transit Commission's 1994 operating subsidy of \$66,400,000 to be apportioned as follows:
  - a. \$65,224,463 to operate regular route service in conformance with existing RTB policies;
  - b. \$650,000 to fund the Minnesota Rideshare service operated by the Metropolitan Transit Commission under separate contract with the Regional Transit Board to be approved by RTB at a later date; and
  - c. \$525,537 to fund the Jobseekers Program as approved by the RTB on December 13, 1993.

Furthermore, the identified \$1.2 million projected subsidy shortfall in 1994 shall be fully funded by MTC's available working capital balance in their operating budget. The RTB will ensure that the \$1.2 million is included in the 1994 supplemental appropriation request to the Legislature.

2. Approve the MTC's 1994 capital budget of \$61,741,000, consisting of \$22,100,000 new authorizations for new and

amended capital projects and 1994 disbursements of \$61,457,000.

3. Approve MTC's 1994 debt service budget of \$1,693,000.
4. Support MTC's request to seek an additional \$19 million of legislative bonding authorization in the 1995 legislative session for projected 1995 and 1996 capital projects.

There being no other business, Grant moved and Higgins seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 3:10 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Committee of the Whole meeting of February 4, 1994.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this seventh day of March 1994.



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

**Minutes of the Meeting of the  
LEGISLATIVE COMMITTEE  
February 7, 1994**

**MEMBERS PRESENT:** Michael Beard, Chair; Sally Evert; Ruth Franklin, Morgan Grant, Val Higgins; James Hovland; Ruby Hunt; Harry Mares

**OTHERS PRESENT:** George Bentley, Opt-Out Communities; Bill Blom, Transportation Accessibility Advisory Committee; Dick Graham, DARTS; Mary Richardson; Lisa Raduenz; Corbin Kidder, Metropolitan Senior Federation; Jim Prosser, City of Richfield; Bob LaShomb, Gregory L. Andrews, Judy Hollander, Howard Blin, Dale Ulrich, Dave Jacobson, Clarence Shallbetter, Dan Murray, Randy Rosvold, Debra Nelles; Mary Fitzgerald

**CALL TO ORDER AND ROLL CALL**

Hunt called the meeting to order at 2:40, but since a quorum had not yet been assembled, the agenda was not approved.

**METROPOLITAN TRANSIT COMMISSION'S 1994 LEGISLATIVE PROGRAM**

Auld said MTC needs the subsidy request to cover the shortfall in the last half of 1994 and early 1995. She reviewed the \$1.2 million shortfall caused by lower than expected fares and loss of the Minneapolis School District business. Auld reviewed the elements of the supplemental funding request shown in the LaShomb memo dated February 7, 1994 and the quality improvements planned for 1994. (Beard arrived and assumed the chair.)

Grant said he still has a problem with the semantics of "rebuilt" buses. He also questioned whether more should be spent on improving security and less on the travel booth. Auld said that item would also increase personnel in the Transit Information Center (TIC). The amount for security represents the increased cost of supervision. MTC will put the maximum number of police officers on the street, one-third higher than they have ever had.

LaShomb reviewed the differences between the RTB and MTC legislative programs. Andrews said that when RTB made the original request for the biennium information was taken from the Vision document and MTC is talking about improvements over and above the document that was sent to the Legislature last year. Evert clarified that the \$1.2 million and the \$4.1 million are what would have been presented last year and the \$3.9 million is the new piece. Hunt asked about specific wording in the legislation last session, possibly by Senator Langseth, designating how much would go to the MTC. John Riley was concerned about getting past that to fund the opt-outs. Is there likely to be a

similar situation? Andrews said RTB's request includes all regular route funding. The Legislature line-itemed the amount and designated a specific amount that had to go to the MTC. Riley was concerned that the Legislature was put in the position of approving MTC's budget and took RTB out of the budget process.

LaShomb reviewed the City of Minneapolis' request for funding for shuttle service. He recommended that the city be invited to come to the board and make a presentation. Evert stressed that the project does not have equal standing with the other items in the priority list. Beard said the agreement was that the city would share the risk of this new service. Hunt said the proposal was based on the federal government providing the money. The scenario changed when that fell apart. Blin said the federal money was to pay for the capital cost but the estimated operating costs have risen dramatically. Hunt suggested the board take the position that going in for an appropriation to subsidize part of this is inconsistent with the agreement and it is not high priority in the overall priorities of the region. Hunt moved and Franklin seconded:

That the Regional Transit Board endorse the legislative program regarding Metropolitan Transit Commission. The Nicollet Mall Shuttle project is inconsistent with the earlier agreement and is not a high priority for the region.

The motion was unanimously approved.

#### **APPROVAL OF AGENDA**

Hunt moved and Grant seconded that the agenda be approved. The motion carried unanimously.

#### **OPT-OUT TRANSIT'S PROPOSED CHANGES TO BONDING STATUTES**

Referring to the "Bill for an Act" draft, dated November 9, 1993, LaShomb said this is consistent with the statutory bonding authority. Grant moved and Hovland seconded:

That the Regional Transit Board include the opt-out communities proposal for a change to statute which would allow the board to use proceeds of bonds issued by the Metropolitan Council to provide capital assistance to some private, for-profit operators of public transit.

The motion was unanimously approved.

#### **FINAL REVIEW OF RTB'S 1994 LEGISLATIVE PROGRAM**

Beard said DARTS have asked for about \$997,000 for the next biennium and staff approved \$902,000. Graham said the negotiated amount for DARTS and the number forwarded to the Legislature is not the same. DARTS does not think that number reflects what they need to operate. Beard asked if RTB staff and the opt-outs can reach consensus in one week.

Franklin said the Administration and Finance Committee discussed the new contracts. Graham said those figures are only through July 1. DARTS does not know where the numbers came from and what they are based upon. Hollander said this is a negotiation situation. Based on ridership, staff was comfortable with the number. If something is different now, it should be renegotiated. Beard asked staff to review this before the next meeting because it cannot be resolved at this meeting. Rather than place the entire legislative program in jeopardy, Hovland said he would favor moving forward and making adjustments later if necessary. He moved and Mares seconded:

That the Regional Transit Board approve the supplemental legislative package as recommended by staff.

Mares said he feels strongly that the numbers have to be firm today. There is always room to negotiate and staff can continue to talk with DARTS. Beard said he has only been contacted by Scott County and DARTS; however, we have to trust the process. motion was unanimously approved.

**PRESENTATION BY JAMES PROSSER ON HIGH SPEED BUS SERVICE**

The mission statement for the project was distributed. Prosser said the project is consistent with the Vision for Transit. High speed bus is consistent with light rail and there is nothing to prevent it from replacing part of the project. They have no desire to operate the system and hope to secure strong support from the cities. The vehicles would have better amenities than those used by MTC and would be compatible with IVHS improvements. Raduenz said the capital expenditures would be \$250,000 per vehicle, or approximately \$6,250,000 in total. Grant said this is a less expensive way to test a system similar to light rail and would be more flexible. Beard said he favors the ability to bid out the service. Prosser said they are committed to working with the current agencies and do not want to create a new one. They would like communities to continue to have a role and provide some general guidelines. Beard asked that staff work with the group to refine the idea.

There being no other business, the meeting was adjourned at 4:00 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Legislative Committee meeting of February 7, 1994.

Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this seventh day of March 1994.



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

**Minutes of the Meeting of the  
LEGISLATIVE COMMITTEE  
February 14, 1994**

**MEMBERS PRESENT:** Michael Beard, Chair; Morgan Grant, James Hovland; Ruby Hunt; Harry Mares

**OTHERS PRESENT:** Kathy DeSpeigelaere, Ramsey County Regional Railroad Authority; Margaret Schreiner, Dakota County; Bill Blom, Transportation Accessibility Advisory Committee; Arnie Entzel, Amalgamated Transit Union; Bill Barnhart, City of Minneapolis, Charles Farrell, Faegre and Benson, Mike Monahan, City of Minneapolis, Eddie Maddox; Esther Newcome, Metropolitan Council; Tom Sather, Metropolitan Transit Commission; Bob LaShomb, Gregory L. Andrews, Judy Hollander, Howard Blin, Mark Fuhrman, Clarence Shallbetter, Randy Rosvold, Mary Fitzgerald

**CALL TO ORDER AND ROLL CALL**

Vice Chair Hunt called the meeting to order at 2:40 p.m. and roll was taken.

**APPROVAL OF AGENDA**

Hovland moved and Grant seconded that the agenda be approved; the motion carried unanimously.

**PRESENTATION ON LEGISLATIVE OBJECTIVES OF THE REGIONAL RAILROAD AUTHORITIES**

LaShomb introduced DeSpeigelaere, Director of Light Rail Transit Planning for the Ramsey County Regional Railroad Authority, who reviewed the legislative strategy of the LRT Joint Powers Board. Copies were mailed to the board on February 10. The seven metro counties and business organizations have endorsed the approach outlined in the strategy.

**PRESENTATION ON THE MINNEAPOLIS NICOLLET MALL SHUTTLE**

LaShomb introduced Monahan, who reviewed the project summary for the shuttle, the history of the project, the need for it, and the proposed financing. The buses would be rerouted to other streets such as Second and Marquette Avenues.

Franklin said she likes the project but has questions about the estimates for operating costs has risen \$2.5 million. Monahan said they had expected to save more of the cost of the existing system by turning buses back, but they did not save as much as had originally been expected. RTB is to do competitive bidding; she asked if Minneapolis tried to get bids from private providers. Monahan said, based on the local union agreements and the grant, the city is working with MTC as the primary provider. legally it is a gray zone whether they can go out for bids. The legal counsels of the City of Minneapolis, Amalgamated Transit Union and ATE has been involved. The MTC put together most of the data, working with the city's staff. For the first 18 months the city will provide \$1 million per year; the service would then become part of the regional system. Responding to Hovland's questions, Monahan said Denver experienced higher than anticipated maintenance costs. Blin said staff originally recommended against this project because of the need to transfer people, which may be a deterrent to ridership. The staff in Denver worked hard on their project and are happy with it. The city is finding it very costly to operating. The most recent cost estimates have been refined. Grant asked about the tie-down procedures for wheelchairs since there will be so many passengers standing. Monahan said they were designed with very few seats. The tie-downs were not specified. Hunt asked that the board be provided with information on Denver's annual operating costs.

Monahan said the businessmen in Downtown Minneapolis feel they are already contributing more than their share. Franklin said there is a policy that calls for a 50/50 match. She asked if that applies to this project. LaShomb said Chapter 473 says circulation systems fall within that requirement. Statute would have to be amended to deal with the part after the first year. Hovland said RTB funded the early phases of the Traffic Management Organization. Their board agrees with Monahan that there must be enhanced service. There are 120,000 jobs in downtown Minneapolis and they feel they contribute a lot to the system. In return, they are asking for service to help them continue. (Beard arrived.)

For the MTC, Sather said the benefits are that this project will allow termination of the non-stop routes without getting as many large vehicles tied up in traffic, speed vehicle turn-around and serve as alternative service. Mn/DOT will start reconstruction of 35W in the very near future. Transit will have to play an important role in moving people to their jobs. MTC has some concerns about the low-floor vehicles. The board will have to review its policy on it.

Beard questioned the process of approaching the Legislature. Originally the city said they would raise the operating capital. Monahan said since this is a region-wide system, Minneapolis is asking MTC and RTB to make this part of the 1994 legislative package. Minneapolis has tried to par down the costs but last year it became obvious that it would be destined for failure. Grant said the board would like some data to justify the project as a regional enhancement. Monahan said the city will provide a video showing how it works. Grant said he would also like some feedback from MTC on what we would be getting. Franklin asked if this issue should be referred to the Policy Committee. Hunt suggested the matter be laid over. The board might choose not to oppose the project but not give it a high

priority. Monahan said the "Vision" calls for completion of the terminal so they were surprised that it referred only to the terminal but not to the shuttle. (Beard assumed the chair.)

OTHER BUSINESS

LaShomb reported on last week's meeting with the senate staff on the fiscal supplemental request. Hunt asked Sather what is happening in Washington with the request for an appropriation to pay for the 394 costs. Sather said funds were transferred to the Federal Transit Administration, buy there is still a question about the rules for using them. They expect a resolution within the next day or two. MTC called Congressman Sabo and he is aware of the situation.\

Maddox said he does not have a position on Nicollet Mall, but commended the board for being open to doing something that was not done before. He wonders if it is appropriate to pursue a judicial agenda to get personal rapid transit on the table. Hunt said this board and others have followed a very lengthy process over a number of years and it is not appropriate at this time to ask the board to go back and re-do that. Ultimately the Legislature will make the decision. For anyone who is aggrieved with the process, that this the place for resolution. The courts are always an option.

There being no other business, the meeting was adjourned at 3:55 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Legislative Committee meeting of February 14, 1994.

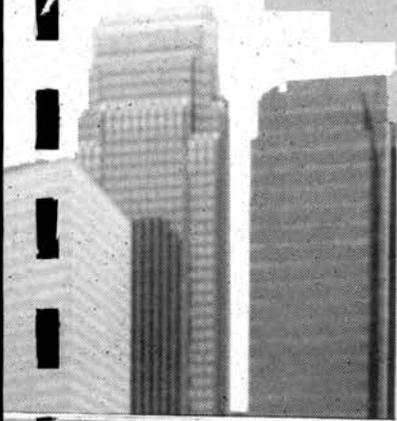
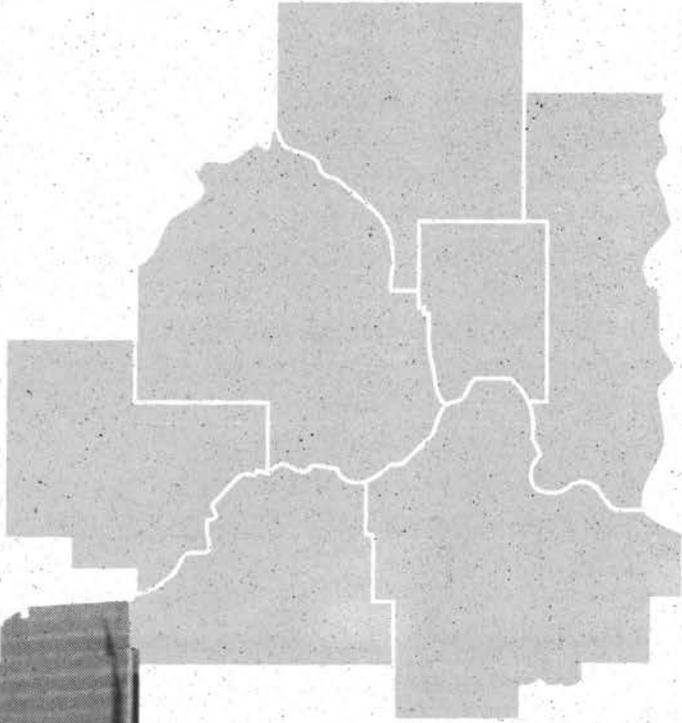
Respectfully submitted,

Mary Fitzgerald  
Secretary of the Board

Approved by the Regional Transit Board on this seventh day of March 1994.



Regional Transit Board



# 1994 Work Program & Budget



**Regional Transit Board**  
Mears Park Centre  
230 East Fifth Street  
St. Paul, MN 55101

# 1994 WORK PROGRAM AND BUDGET

Adopted December 13, 1993



REGIONAL TRANSIT BOARD  
Mears Park Centre, 230 East Fifth Street, St. Paul, Minnesota 55101  
612/292-8789 (612/229-2715 TTY)

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# EXECUTIVE SUMMARY

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## HIGHLIGHTS OF THE BUDGET

In August 1993, the Regional Transit Board executive director and staff proposed a budget and work plan for 1994 that reflected the program and policy directions established by the board. The directions are based on information from stakeholders, including citizen advisory committees, and from the board's planning processes, which include public meetings and hearings to obtain public input. The agency's management team and the board modified the initial proposals to arrive at the 1994 Budget and Work Program. The work program accounts for activities mandated by the legislature, regulatory bodies or contractual obligations, as well as those that are discretionary and within the scope of the board's authority.

## MISSION AND MEMBERSHIP

The Minnesota State Legislature established the Regional Transit Board (RTB) in 1984 to fill a gap in transit planning and services. The RTB plans, funds, administers and sets policy for all public transit service in the seven-county region. The RTB strives to ensure that all people in the metropolitan area have access to a basic level of mobility. The RTB's mission statement is:

*The Regional Transit Board plans, prioritizes, coordinates and administers a system of cost-effective transit services in the Twin Cities metropolitan area that is responsive to and meets the needs of area residents.*

The RTB coordinates the planning and financing of new and existing services to meet the changing transportation needs of the region's 2.3 million citizens. To make sure that transit service is reliable and cost-effective, the RTB monitors more than 40 transit service contracts with a variety of providers.

The RTB has 11 members. The governor appoints three of these members: the chair, a member who represents the disability community, and a member who represents people 65 and older. The Metropolitan Council appoints the remaining eight members, who are selected from among the eight geographic districts that compose the seven-county metropolitan area. Six of the eight Metropolitan Council appointments must be elected officials of cities, towns or counties. Board members serve four-year terms, but those who are elected officials serve only as long as they continue to hold office.

The RTB staff consists of approximately 30 professionals who are involved with planning, programming, administering, financing and promoting transit services in the region.

## PRIORITIES

The Regional Transit Board's goal is to provide a comprehensive transit system that meets the transportation needs of metropolitan area citizens.

A strong transit system:

- provides access to jobs, social services, and health care for transit dependent people;
- helps maintain the vitality of the two downtowns;
- reduces congestion on the regional highway systems; and
- reduces air pollution.

Transit is also a key ingredient in allowing seniors and persons with disabilities to live independently. This reduces the cost to our region and state of a variety of social services.

## EXECUTIVE SUMMARY

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As the metropolitan area's planning, coordinating, and funding agency, the Regional Transit Board seeks to strengthen the transit system to maintain the high level of mobility the residents in the region currently enjoy. The need to find multimodal solutions to transportation needs has been endorsed locally and nationally. The Federal Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) for the first time provides national support for a concept promoted in the Metropolitan Council's 1988 and 1993 Transportation Policy Plans—that the primary function of the transportation system is to move people, not cars. Continued growth in single person auto trips cannot be sustained without unacceptable costs to our environment, our neighborhoods, and to the viability of our cities.

Transit use, either riding a bus or car pooling, is the most effective means of moving people. The RTB plans to continue the recent progress the region has made in increasing the people-moving capacity of our transportation infrastructure.

In 1991, the RTB launched its "Vision for Transit," a comprehensive approach to providing transit service in the seven-county metropolitan area. The Vision takes a multi-modal, rather than a "one-size-fits-all," approach to transit, since different services are required to meet different types of travel needs. Community circulators, regular route buses, dial-a-ride programs, transit hubs, park-and-ride lots, bike-and-ride lots, high occupancy vehicle lanes, car and van pools and light rail transit all play a role in implementing the RTB's Vision for Transit.

The RTB's Vision for Transit calls for enhancing service in the central cities. The majority of transit users will continue to live in St. Paul and Minneapolis. A strong transit network, both within the cities and linking central city neighborhoods to growing suburban employment opportunities, is essential to the overall economic health of the seven-county region.

The greater number and variety of transit services will put a premium on coordination. The challenge facing the RTB is to implement services tailored to community needs, while maintaining a coordinated regional transit system that is seamless to the user. This will require the RTB to fully involve all communities and transit providers in the decision-making process.

### TRENDS AFFECTING TRANSIT

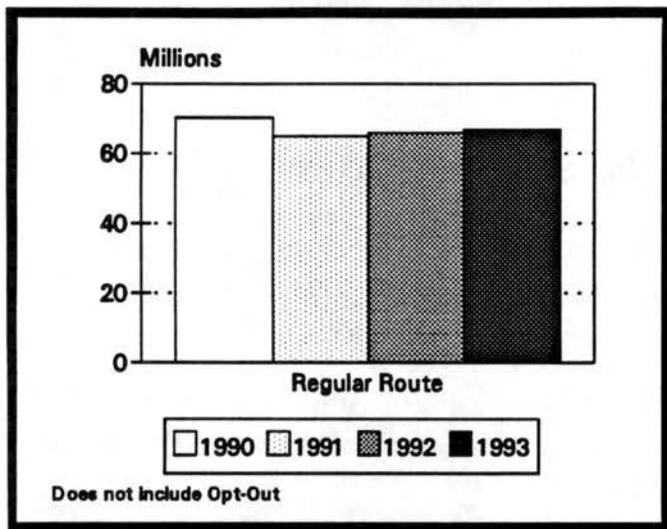
As the Twin Cities metropolitan area has grown and become more auto-oriented, transit use has declined. In the 1920s, more than 200 million transit trips were carried annually on streetcar lines. By 1991, ridership on the regional transit system totaled 69 million passengers. Over the past 20 years, transit use has experienced several periods of ridership fluctuations:

- A period of rapid increase in the early 1970s after the MTC began operating service formerly provided by private operators. This increase was tied to the expansion of regular route service coverage throughout the region.
- Stable ridership levels in the mid-1970s.
- Large ridership gains in the late 1970s resulting from increased fuel costs and gasoline shortages.
- A sharp drop in the early 1980s as fuel costs stabilized, service levels were cut, fares increased, and the region's economy slowed.
- Relatively stable ridership during the 1980s.
- Paratransit ridership increased as the transportation needs of the elderly and disabled have grown.

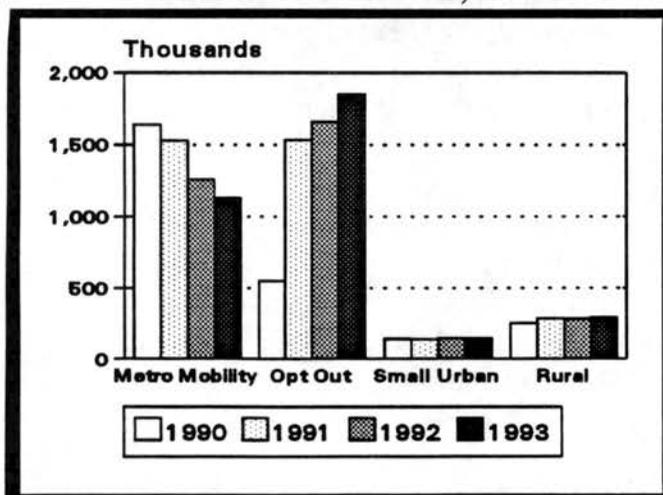
- In 1991, the system lost ridership, primarily due to increased fares.

In 1993, ridership on the regular route system increased. This is partially the result of a rebound from the 1991 fare increase. But more importantly, increases also appear due to the MTC's aggressive implementation of marketing strategies recommended in the RTB's 1991 Transit Marketing Study. Additionally, new service to the Mall of America has resulted in increased rides. Figures 1-1 and 1-2 show the transit ridership trends from 1990-1993.

**FIGURE 1-1  
REGULAR ROUTE RIDERSHIP, 1990-1993**



**FIGURE 1-2  
RIDERSHIP ON OTHER  
TRANSIT PROGRAMS, 1990-1993**



These transit ridership trends have occurred at a time of tremendous increase in total travel within the region. Daily vehicle trips have doubled in the past 25 years, far outpacing population growth. At the same time, the use of car pooling during the peak travel periods has declined at a rate that parallels the drop in transit use.

There are several interrelated reasons for the historical drop in in transit use and car pooling. Some of the primary factors include increasing auto ownership, accelerating suburbanization of employment, changing nature of trips, and changing transit markets.

### Increasing Auto Ownership

While the size of metro area households has become smaller, the number of automobiles per household has steadily increased. Today there are more than two vehicles per household, a doubling of auto ownership since 1950.

Conversely, the number of Twin Cities' households without access to an automobile continues to decline. Traditionally, people without cars are frequent users of transit. Although only 8 percent of metro households do not have access to an automobile, people without cars represented 27 percent of total regular route ridership in 1990. Table 1-1 shows metro area automobiles per household and percentage of households without automobiles.

# EXECUTIVE SUMMARY

**TABLE 1-1  
METRO AREA AUTOMOBILES PER  
HOUSEHOLD**

<u>1960</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>
1.06 (est.)	1.25	1.58	2.00

**Percentage of Households Without  
Automobiles**

<u>1960</u>	<u>1970</u>	<u>1980</u>	<u>1990</u>
17%	14%	12%	8%

## **Employment Opportunities Increasingly Found in Suburbs**

Most of the region's jobs are now located outside of the two central cities. Approximately 60 percent of employment is located in the suburban areas. Coupled with suburban population growth, this has resulted in the suburb-to-suburb commute becoming the predominant work trip in the region. The existing transit system, structured primarily to serve the downtowns and central cities, is unable to meet this new travel pattern.

## **Changing Nature of Trips**

Over the past few decades, the way individuals travel has changed dramatically. No longer does the typical work trip involve traveling from home directly to work. Travel patterns have become more complicated, with shopping, dropping children off at day care, and other destinations being part of the trip to and from work. This multiplicity of trip purposes has accelerated as more women have joined the work

force, creating more multiple-worker households and placing a premium on efficient use of travel time. Transit service has largely been unable to meet these diverse travel needs. According to the 1990 Travel Behavior Inventory completed by the Metropolitan Council, the average number of trips per individual is 3.65 trips per day. At the household level, approximately 9.34 daily trips are made.

Together these changing travel trends have decreased the attractiveness of transit use. They have, however, also contributed to dispersed development patterns and increased congestion on area highways. To maintain the high level of mobility and air quality the Twin Cities metropolitan area currently enjoys, transit must play an increasing role in moving people.

## **Changing Transit Markets**

Characteristics of current transit riders and former transit riders shed some light on the subtle shifts within the transit market.

According to a 1991 Market Research Study of bus riders in the metropolitan area, 35 percent of current riders are ages 31-50 and 20 percent are 65 and older, whereas 31 percent of former riders are 21-30. In addition, former riders overwhelmingly cite lifestyle changes as to why they no longer ride. The differences indicate that former riders, who tend to be younger and professional, experience a great deal of change in their lives. Additionally, in the current rider group, one in five has taken the bus for five or more years.

So, while there is a stable block of loyal transit riders, there is also a very fluid portion of the population that experience job, residence, or other significant lifestyle changes that, in turn, change transit habits.

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In addition, there have been changes in the market groups served by transit. Significant changes in the following low-income groups have served to decrease ridership.

- Seniors - Seniors are increasingly mobile. They are driving their personal automobiles longer and at older age than in the past.
- Youth - A higher percentage of the youth population live in suburban areas having limited or no exposure to public transit service. Initiating a public outreach program and repeated marketing efforts will be needed to change travel behavior and introducing public transit to this age group.

In addition to seniors and young people, low income people are changing their habits. Although low income groups are predominantly situated in the central cities, an increasing share of this population resides in suburban areas. These areas typically have limited or no transit service. Low income people travel more in suburban areas, have greater access to automobiles, and rely less on public transit than ever before.

## **THE CONCEPT**

The Vision for Transit is a flexible concept that takes a variety of transit services and matches them to the region's diverse transportation needs. Regular route buses, community circulators, dial-a-ride, light rail transit, specialized services for persons with disabilities, travel demand management strategies, transit hubs, park-and-ride lots, bike-and-ride lots, high occupancy vehicle lanes, and car and van pools are all components of the overall Vision.

The Vision for Transit concept was developed to enhance service quality for current transit users and make transit an attractive option for potential riders. The goal is to provide reliable, frequent, and easily understandable service. The Vision for Transit provides the blueprint for a series of well-coordinated, incremental actions necessary to improve transit in the region. The Vision proposes to reorganize transit service, replacing the existing radial system with the hub-and-spoke system.

The improvements to transit services and facilities called for in the Vision, coupled with other enhancements to transit information and fare collection, will make transit more convenient to use.

## **Goals of the Vision**

The Vision for Transit has the following goals:

- Matching service to need
- Providing cost effective and productive service
- Maintaining a strong core system
- Improving suburban transit service
- Accessibility
- Using technology to improve transit

## **Matching Service to Need**

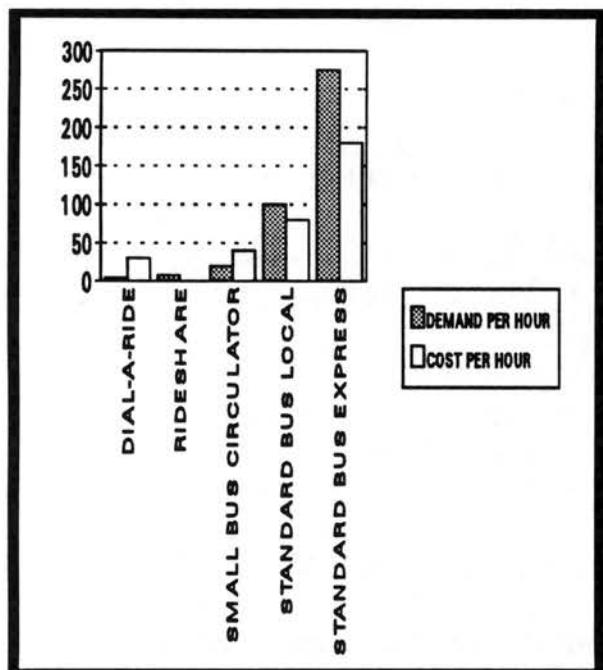
No one type of transit service can meet all transportation needs, so there must be a full menu of transit options. The Vision calls for high-capacity service in heavily traveled corridors. It also advocates meeting transit needs in lower density areas of the region with lower cost dial-a-ride and circulator services.

# EXECUTIVE SUMMARY

## Providing Cost Effective and Productive Service

Just as there are a wide variety of demands for service, there are a wide variety of costs. Costs vary by service type. For example, dial-a-ride services typically cost from \$10-30 per service hour, while regular route express service can cost as much as \$180 per hour. Figure 1-3 shows the productivity and cost of various transit options.

**FIGURE 1-3  
TRANSIT PRODUCTIVITY AND COST BY  
SERVICE TYPE**



To ensure that regional transit services meet the needs of metro area residents, the RTB continually evaluates the productivity of services. When unproductive service is identified, the RTB restructures, replaces one service type with another, or eliminates the service to allow service to be shifted to other areas with unmet transit demand.

The Metropolitan Transit Commission took a major step in this direction through its comprehensive operations analysis. This study provides, for the first time, analysis of the productivity of all routes that the MTC operates.

## Maintaining a Strong Core System

More than 85 percent of all transit trips in this region are taken on local, regular route service, primarily in the central cities. These routes form the core of the regional transit system, serving the highest concentrations of people who depend on transit for their basic mobility. Because many central city neighborhoods developed around streetcar lines, they have population densities to support a high level of local transit service.

The core has also experienced the greatest ridership decline in recent years. Left unchecked, this loss of riders threatens the viability of the entire transit system. The Vision proposes to strengthen core area service by examining improvements to routing, frequency and security. By also providing better and faster links between central city and suburban transit hubs, central city residents will have greater access to the growing suburban employment centers.

## Improving Suburban Transit Service

One of the RTB's central functions is to improve suburban transit service. Recent studies show the number of people dependent on transit who live in Twin Cities suburbs is increasing. The growing suburban senior population, the increasing independence of persons with disabilities, and the availability of low-income, suburban housing combine to increase the need for suburban transit services. These services are especially necessary for getting people to jobs.

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In addition to serving suburban transit dependent populations, there is growing traffic congestion in the suburbs. Vehicles on the road are now making more trips than ever. The Metropolitan Council estimates that local roadway travel is increasing between 2 percent and 4 percent annually. To maintain suburban mobility, expanded express services and travel demand management programs must be developed.

Suburban areas, by their very nature, are difficult markets to serve. Dispersed suburban development, ample free parking, and lower population densities all offer challenges to providing transit services. The Vision proposes to match these areas with appropriate transit strategies. Such strategies include additional dial-a-ride and fixed-route circulators to move people within communities and provide connections to the regional transit system at transit hubs. Expanded express service to the downtowns and between hubs will make transit more competitive with automobiles and better serve suburb-to-suburb trips.

### **Increasing Accessibility**

The concepts from the Vision will result in substantial benefits for persons with disabilities. Suburban paratransit services will be expanded and enhanced. Already, two community circulators in existence, the Roseville Area Circulator and the BE Line, are fully accessible for persons with disabilities.

In addition, regular route services will continue to become lift-equipped as more buses from the existing fleet are replaced. With more of the regular route system accessible, there will be more frequent and direct services to riders who rely on the lifts.

Finally, transit hubs will provide convenient and safe transfer points. Riders can connect from one

service to another at hubs in climate-controlled waiting areas.

### **Using Technology to Improve Transit**

By applying the latest technology to transit, intelligent vehicle highway systems (IVHS) have the potential to greatly improve the effectiveness of transit service delivery. Using computer technologies, IVHS allows more efficient use of the transportation infrastructure. The Vision includes continued research and application of IVHS innovations in transit information, fare collection, and vehicle dispatching to improve service quality.

### **PRIORITIES**

As described, the Vision for Transit requires a variety of services, each matched to specific transit markets. These include:

- Local Regular Route - Serving shorter trips within the central cities and inner suburbs.
- Express Regular Route - To serve longer trips within the region.
- Community Circulators - These dial-a-rides and small-bus regular route services are designed to provide for internal trips within suburbs and to allow links to the regional transit system at transit hubs.
- Special Services - Metro Mobility and special county-operated programs serve the needs of persons with disabilities who are unable to use other transit services.
- Travel Demand Management - These strategies are designed to reduce peak-period travel along congested corridors and to employment centers.

## EXECUTIVE SUMMARY

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The RTB's primary responsibility is to determine the right mix of services throughout the region. This requires coordination among the multiple service providers to effectively meet the transit needs of the metropolitan area.

The Minnesota Legislature established the following goals for metropolitan transit:

- To provide, to the greatest feasible extent, a basic level of mobility for all people in the metropolitan area.
- To arrange, to the greatest feasible extent, for the provision of a comprehensive set of transit and paratransit services to meet the needs of all people in the metropolitan area.
- To cooperate with private and public transit providers to ensure the most efficient and coordinated use of existing and planned resources.

*(Minnesota Statutes 473.371, Subdivision 1)*

In addition to legislative direction, priorities for transit service delivery have been established by the Metropolitan Council in Policy 4 of its Transportation Policy Plan:

The allocation of transit resources should ensure maintaining and upgrading services in areas or along routes with the highest concentration of transit dependent people.

- Strategy A - In allocating resources, the RTB should place special emphasis on serving the needs of transit dependent people and other special-need groups throughout the entire Twin Cities metropolitan area.

- Strategy B - The RTB should place first priority on upgrading and maintaining transit services to the metro centers and within the two central cities.
- Strategy C - The RTB should place second priority on maintaining and upgrading transit service in suburbs in the fully developed area.
- Strategy D - The RTB should place third priority on upgrading transit services within the suburbs located in the developing area (the urbanizing portion of the urban service area) and freestanding growth centers.

Given this direction from the Legislature and Metropolitan Council, the RTB has developed a priority framework to guide decisions on allocating transit resources. This framework will be used to evaluate new service initiatives as well as potential service cuts.

There are three major priorities for transit service delivery:

- Service to Transit Dependent Persons - One primary goal of public transit service is to provide people who are transit dependent with basic mobility. This is recognized in the key directions of the RTB's Service and Capital Plan and is a transit service objective of the Metropolitan Council's Transportation Policy Plan. As it relates to individual services, this goal calls for targeting regular route service to areas with high numbers of people who rely on transit, such as the central cities. Paratransit service will be enhanced to meet the needs of transit dependent people in suburban areas.

- 
- 
- Service to Under-Served Areas - The second priority is to provide new service to areas currently receiving limited service. Given the legislative direction to increase suburban transit services, the RTB places a priority on providing service to areas in which transit needs remain unmet. This includes providing, where cost-effective, additional regular route service and community-based circulator services.
  - Congestion Relief - The third priority is to provide express services that attract new transit users in congested corridors. Transit can reduce congestion in heavily traveled corridors and within the downtowns. Express service and travel demand management programs provide alternatives to single-occupant auto travel. These services are most effective in relieving congestion where preferential treatments, such as ramp bypasses and high-occupancy vehicle lanes, are provided for buses and car pools.

Upon evaluation of a particular project or service, the RTB will first evaluate how well these three priorities are met. The RTB recognizes that is important to provide some level of transit services that meet all three priorities. However, those services that meet the needs of transit dependent persons will receive proportionately greater funding than services that do not serve this transit market. Likewise, service to under-served areas will receive second priority and projects offering congestion relief will receive third priority.

Furthermore, all projects will be subject to a cost-effectiveness criterion. Performance measures, such as cost per passenger or subsidy per passenger, are used to indicate the overall cost effectiveness of the transit services. The RTB's

existing performance standard for regular route service, as well as proposed standards for paratransit service, are based on a ceiling subsidy per passenger.

The application of the three principles, in addition to the cost-effectiveness criterion, should yield adequate information for the board to determine which services should be added and/or eliminated, based on funding availability.

Some degree of flexibility is also necessary in applying these priorities. If, for example, service cuts are required, it may be necessary to eliminate some services with higher cost effectiveness in order to retain some services primarily designed for congestion relief. This concept of proportional priorities would ensure that some service in each priority group is retained or expanded given the available resources.

## **CHALLENGES TO IMPLEMENTING THE VISION FOR TRANSIT**

To make the Vision a reality, the region faces several challenges: funding, coordination, and land use.

### **Funding**

The Vision will require a greater investment in the transit system. Although sufficient capital funding for transit facilities is likely to be available from the Federal Intermodal Surface Transportation Efficiency Act (ISTEA) and state bonding authorizations, sufficient funding to operate expanded service is not yet available.

# EXECUTIVE SUMMARY

## Coordination

Implementing the Vision will require the combined efforts of state, regional, and local governmental units. In addition, multiple transit providers will be necessary throughout the region to effectively meet transit needs. Private sector involvement is also critical to promoting transit use and travel demand management strategies. The RTB has been successful in developing partnerships with other governmental units, transit providers, and the private sector during the initial development of Vision for Transit facilities and services.

## Land Use

By far the biggest challenge, but one with the largest long-term impact on the region's mobility, is to develop and redevelop our communities to make transit a more attractive option. This effort will require a broad consensus on the future direction of development in the region, a process begun by the Metropolitan Council with its Regional Transit Facilities Plan. While the short-term effects of more creative land use patterns on the transportation system will be negligible, over the next 20 to 50 years these decisions will profoundly impact the future levels of mobility in the region.

## Financial Resources

The Regional Transit Board receives funding from a number of sources, including: property tax, Homestead Agricultural Credit Aid (HACA), sales of general obligation bonds, state appropriations and federal financial assistance. (For a more complete description of these different funding sources, see the Financial Structure section of this document.) Figure 1-4 shows a comparison of resources available to the RTB for the years 1991-1994.

**FIGURE 1-4 RESOURCE COMPARISON  
1991-1994**

REVENUES 1991 - 1994 OOO's Omitted				
	1991	1992	1993	1994
REVENUE:				
PROPERTY TAX	\$58,853	\$62,460	\$64,283	\$65,645
STATE APPROPRIATIONS	\$24,103	\$28,630	\$29,961	\$30,342
FEDERAL	\$531	\$640	\$1,887	\$2,037
OTHER	\$2,149	\$932	\$765	\$351
<b>TOTAL</b>	<b>\$85,636</b>	<b>\$92,662</b>	<b>\$96,896</b>	<b>\$98,375</b>

## Property Tax Levy

The Regional Transit Board is authorized to levy property taxes under M.S. 473.375, Subd. 7, and M.S. 473.446 for payment of the expense of operating transit and paratransit service, and to provide for payment of obligations issued by the Metropolitan Transit Commission and the Metropolitan Council to fund the capital programs of the region.

## Homestead Agricultural Credit Aid (HACA)

Homestead and Agricultural Credit Aid (HACA) was enacted by the 1989 Special Session to become effective in payable year 1990. HACA is calculated by the Department of Revenue and certified at the taxing district level to the county auditors each year.

HACA replaced both the homestead credit and the agricultural credit programs. Homestead property owners receive a state paid credit on their property tax bill. For the RTB to receive the full amount of the property tax levied, the state pays the amount of the credit directly to the RTB.

## Debt Service and Bond Issues

For the RTB to fund capital expenditures described in the implementation plan through the sale of general obligation bonds, the agency must first seek and receive specific authority from the state legislature. After this authority is secured in law, Minnesota statutes provide that the Metropolitan Council sell the bonds at the request of the RTB.

The Metropolitan Council and the Metropolitan Transit Commission (MTC) certify to the RTB by resolution the amount needed each year to pay principal and interest on the certificates of indebtedness and bonds issued by the Council and MTC. The RTB then certifies the debt levy to the Department of Revenue and the counties. The RTB's role in debt service is that of an agent; the RTB collects the debt service levy and passes it through to the Council and the MTC. Debt service funds are maintained by the Council and the MTC. (MTC debt was issued by the MTC prior to 1985, when the Metropolitan Council was charged with issuing and servicing any future debt.)

## Fund Balance

The Regional Transit Board has adopted a policy recognizing the need for a minimum fund balance, to guard against unforeseen economic events, such as a sudden fluctuation in fuel costs. The policy calls for maintaining a minimum overall fund balance of \$5 million, including both restricted and unrestricted funds, but excluding agency property and equipment. This fund balance ensures that the RTB will be able to meet its financial obligations to contractors and employees in the event of sudden changes in availability of resources.

## Expenditures

The RTB's general expenditures by goal and program are established in the approved annual work program and budget. Figure 1-5 shows a comparison of RTB expenditures for the years 1991-1994.

**FIGURE 1-5  
EXPENDITURE COMPARISON 1991-1994**

	WORK PROGRAM COMPARISON			
	1991 ACTUAL	1992 ACTUAL	1993 BUDGET	1994 BUDGET
<b>EXPENDITURES</b>				
94-01	404,409	327,815	344,880	324,518
94-02	202,303	215,889	246,820	199,036
94-03	88,237	234,148	205,976	201,484
94-04	152,183	107,575	124,298	117,391
94-10	167,542	150,570	254,161	298,791
94-11	76,877	202,989	306,743	395,035
94-13	212,685	230,346	323,590	412,574
94-14	84,426,413	87,708,138	93,360,775	93,418,316
94-15	389,952	427,677	482,597	454,255
94-16	280,648	232,277	279,740	271,159
94-17	48,510	47,078	63,772	57,202
94-19	267,536	253,754	294,883	293,085
94-20	11,243	7,180	50,000	25,000
94-22	12,197	13,770	0	15,736
94-23	164,063	76,015	1,071,690	13,559
94-24	0	0	0	1,007,553
94-26	1,187,031	561,242	91,523	170,681
94-27	52,160	50,896	57,636	55,931
<b>Total</b>	<b>88,143,989</b>	<b>90,847,359</b>	<b>97,559,084</b>	<b>97,731,307</b>

# EXECUTIVE SUMMARY

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## Capital Outlay

The purpose of the Transit Capital Budget is to illustrate the planned expenditures for capital improvements to the regional transit system.

Investing in transit vehicles and facilities is a critical element to the future success of the regional transit system. The RTB's capital plan calls for a growing number of transit hubs, more park-and-ride spaces, additional passenger shelters and continued updating of the transit fleet.

Capital investments in the regional transit system between 1993 and 1997 are projected at \$172.5 million and include regional facilities as well as provider needs such as vehicle purchases, facilities, and equipment.

Regional capital funding for transit is obtained through federal capital grants and locally by the sale of general obligation bonds by the Metropolitan Council. The State Legislature authorizes the amount that may be sold. Federal grants are available through the Federal Transportation Administration. Over the next four years, \$11 million annually is projected to be available from federal capital funding sources. Local funds totaling \$138 million will be required through 1997.

Funding requirements will peak in 1995, when the MTC will be making large fleet purchases. Currently, the RTB has legislative authorization to issue \$64 million in transit bonds (\$44 million for the MTC, \$20 million for other programs) of which \$20 million has already been issued.

Actual receipts of property taxes levied for debt service are transferred to the Metropolitan Council and MTC through the agency fund. The levy for debt service is separate from the operating levy, thus the levy for debt does not impair operations. (See pages 5-38 and 4-4 for descriptions of debt service and agency fund.) However, the exurban levy for rural and small urban programs is in part a function of the amount of the debt service levy. (See page 4-4 for a description of the property tax levy.) This means the exurban levy will fluctuate in the direction of debt service levied.

# EXECUTIVE SUMMARY

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# BUDGET MESSAGE

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**DATE:** December 13, 1993

**TO:** Sally Evert, Chair, and Regional Transit Board Members

**FROM:** Greogry L. Andrews, Executive Director

**SUBJECT:** 1994 Work Program and Budget

The 1994 Regional Transit Board Work Plan and Budget has again been prepared in an atmosphere of significant uncertainty regarding resources available for the year.

The 1993 legislative appropriations for the 1994 - 1995 biennium (July 1993 through June 1995) would normally have settled the question of state funds available to the RTB for calendar year 1994. But an unresolvable dispute among legislators about establishing a permanent, dedicated transit funding plan occurred during the 1993 session. As a result, the legislative appropriation for FY 1995 was deliberately made some \$5 million less than the FY 1994 appropriation. The stated intent of the Senate committee chairman who championed this unusual approach was to force transit funding deliberations to continue in the 1994 session.

The 1994 session will not conclude until well into the budget year. In accordance with RTB budgeting practice, only assured resources are budgeted; speculative elements, such as legislative requests or property tax growth projections, are not incorporated. The 1994 Regional Transit Board Work Plan and Budget is prepared in accordance with this practice.

The 1994 budget also recognizes the board's policy regarding a minimum fund balance. The policy calls for maintaining a minimum overall fund balance of \$5 million, including both restricted and unrestricted funds, but excluding agency property and equipment.

The board has followed this conservative approach in acknowledging assured resources and maintaining a minimum fund balance in preparing its 1994 spending plan. However, the real potential of a material resource change during the budget year, such as a supplemental appropriation from the legislature, inevitably impacts the thinking of transit providers, agency staff and the board as the budget process progresses.

The 1994 Regional Transit Board Work Program and Budget departs from custom in several respects as it addresses these factors:

- The Metropolitan Transit Commission (MTC) budget for 1994 was approved with a \$1.2 million excess of expenditures over revenues. If not resolved by reducing expenditures or acquiring new revenues, this budget deficit is to be charged against the MTC's fund balance.
- Several community-based transit programs are under contract for only the first half of 1994, pending the outcome of the legislative decision regarding additional revenues. If no additional legislative funding is received, there are no other resources available to fund these programs at the desired level for the full year. If supplemental funding does not become available, second-half 1994 programs will have to be cut back to stay within the budgeted amount.

## BUDGET MESSAGE

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In spite of the fiscal challenges to maintaining transit services at their current levels, the Regional Transit Board continues to plan for expanded regional services as envisioned in the agency's "Vision for Transit." The 1994 budget anticipates continued expansion of capital expenditures, funded through previously authorized general obligation bonds, as the legislative debate on funding the operations of these expanded services continues.

The budgeted operating expenditures of \$97.7 million for 1994 are programmed to meet the goals stated in the "Regional Transit Service and Capital Plan 1993-1997: Making the Vision a Reality," as approved by the Metropolitan Council.

These goals in the plan are:

- **Matching Service to Need.** No single type of transit service can meet all transportation needs, so there must be a full menu of options. These include regular route service, community circulators, travel demand management strategies, special services for persons with disabilities and, in heavily traveled corridors, light rail transit.
- **Taking a Dynamic Approach to Providing Service.** Service performance must be continually evaluated. Where unproductive service is found, it must be replaced or eliminated to allow scarce resources to be shifted to areas with unmet demand.
- **Maintaining a Strong Core System.** More than 85 percent of all transit trips are taken on local regular route service, primarily in the central cities. A strong core transit system is essential to protect our urban neighborhoods and provide links to jobs for central city residents.
- **Improving Suburban Transit Services.** There is growing awareness that adequate transportation is a critical need for transit dependent people living in the suburbs. In most suburban communities, the existing level of transit service is not meeting these needs. New approaches to suburban service delivery are needed to get people to jobs and services.
- **Providing Accessible Options.** More people with disabilities are choosing to live independently. This lessens the overall need for social services for the disabled. Independent living does, however, require adequate transportation. In keeping with the national direction established by the Americans with Disabilities Act, the RTB is putting in place a variety of accessible transit services that increase the travel options for people with disabilities.
- **Using Technology to Improve Transit.** Developing technologies offer tremendous potential to improve the quality and cost-effectiveness of transit service. Innovations in vehicle dispatching, fare collection and transit information can greatly enhance the attractiveness of transit use.

The key to accomplishing these goals is having adequate resources. The 1994 legislative session offers us the opportunity to join together with our transportation partners to obtain the funds necessary to make the transit improvements envisioned in the budget. The staff looks forward to working with board members to meet the challenges in 1994.

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# MISSION AND OVERVIEW

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## MISSION

The 1983-1984 Legislative Commission on Metropolitan Transit recommended creating the Regional Transit Board (RTB). The commission recommended that transit planning be separated from operations of the publicly owned Metropolitan Transit Commission, which is the primary provider of regular route services in the region. The RTB would have responsibility for facilitating expansion of transit services and fostering new types of service.

The statutory goals of the RTB are:

- To provide a basic level of mobility for all people in the metropolitan area.
- To arrange a comprehensive set of transit and paratransit services within the metropolitan area.
- To cooperate with private and public transit providers to assure the most efficient and coordinated use of existing and planned transit resources.
- To maintain public mobility in the event of emergencies or energy shortages.

The mission statement the RTB adopted in April 1985 states:

*The Regional Transit Board plans, coordinates and administers a cost-effective system of transit services that is responsive to the needs of residents in the Twin Cities metropolitan area.*

There are seven counties in the metro area — Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington. The area is approximately 3,000 square miles, with nearly 2.3 million residents. The RTB's Vision for Transit for the seven-county metropolitan area focuses on a multi-modal approach to meeting the diverse transportation needs of residents in the region. Community circulators, dial-a-rides,

regular route buses and connectors, transit hubs, park-and-ride lots, bike-and-ride lots, high-occupancy vehicle lanes, light rail transit, and car and van pools all play a role in implementing the Vision.

The RTB is funding efforts to restructure existing transit and paratransit services and to make a number of facility improvements. The RTB's Vision for Transit addresses change while recognizing the challenges that exist when trying to provide services with limited financial resources.

## RTB ORGANIZATIONAL STRUCTURE

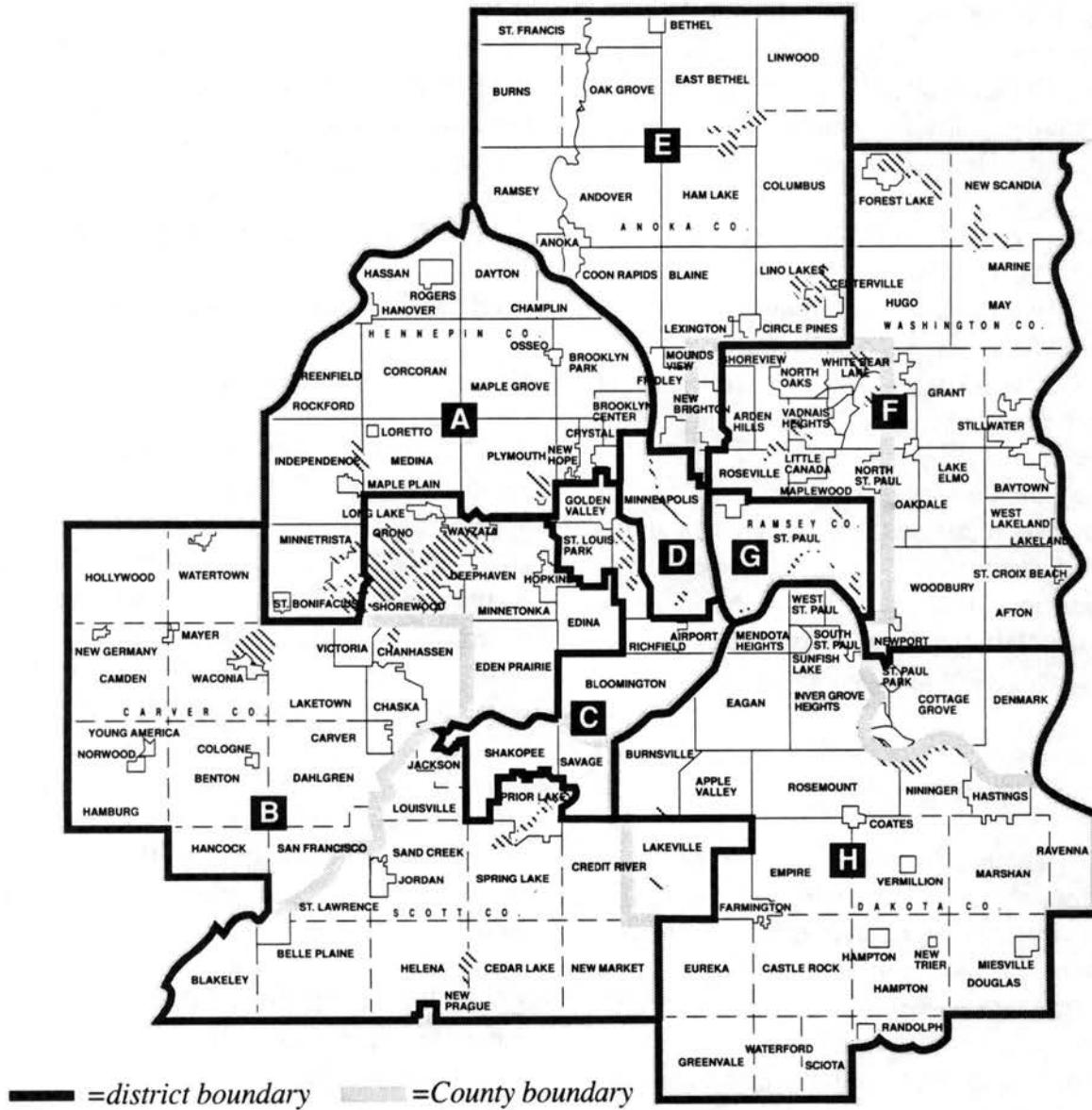
### Policy-making Structure

The RTB is composed of 10 board members and a part-time chair. Eight board members are appointed by the Metropolitan Council. Two additional members and the chair are appointed by the governor. The Council makes its eight board appointments from each of the RTB districts. Figure 3-1 shows the RTB districts. At least six of these board members must be elected officials of cities, towns or counties. Although RTB members serve four-year terms, elected officials may continue only as long as they hold office. The governor appoints the chair as well as a member who is 65 years or older and a member with a disability.

The RTB conducts its business through its Policy, and Administration and Finance Committees. Each committee meets monthly and the board, as a whole, meets at least twice monthly. On occasion, the RTB will also establish special ad hoc committees, or meet as a committee of the whole, to deal with particular topics.

# MISSION AND OVERVIEW

FIGURE 3-1 REGIONAL TRANSIT BOARD DISTRICTS



## MISSION AND OVERVIEW

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The RTB currently has five advisory committees to provide input on policy issues. These committees are:

**Transportation Accessibility Advisory Committee (TAAC)** - advises on transportation issues for seniors, persons with disabilities, and others with special transportation needs.

**Provider Advisory Committee (PAC)** - offers existing and potential transit providers involvement in the early stages of transit development and implementation.

**Rideshare Advisory Committee (RAC)** - advises the board on the delivery of ridesharing and travel demand management (TDM) services and strategies.

**Local Officials Advisory Committee (LOAC)** - advises the board on issues relating to meeting community transit needs.

**Audit Advisory Committee** - assists the board with audit and contract compliance matters.

These advisory committees are asked to discuss issues appropriate to their assignments and to make recommendations to the board.

### RELATIONSHIPS WITH OTHER GOVERNMENTAL UNITS

To carry out its mission, the Regional Transit Board works closely with a variety of governmental units, including agencies, counties, cities and smaller communities.

#### Metropolitan Council

The Metropolitan Council reviews and approves the implementation and financial plans of the RTB. The Council is responsible for both long-range transportation planning and highway

planning for the seven-county metropolitan area. The Council appoints eight of the 11 RTB members. An additional responsibility of the Council is to issue bonds to finance capital transit needs as requested by the RTB.

#### Transportation Advisory Board

The Transportation Advisory Board (TAB) advises the RTB on transportation issues. The TAB is composed of seven county commissioners, 10 city elected officials, and a citizen representative from each of the Metropolitan Council's districts.

#### Technical Advisory Committee

The Technical Advisory Committee, made up of county municipal staff and regional agency members, provides technical advice to the TAB.

#### Minnesota Department of Transportation

The Minnesota Department of Transportation (Mn/DOT) has primary responsibility for transportation in the state of Minnesota. Outside the metro area, Mn/DOT administers contracts with transit providers. The RTB holds that responsibility within the metro area. The RTB works closely with Mn/DOT on transit issues, including light rail transit.

#### County Regional Railroad Authorities

The RTB works with the county regional railroad authorities on light rail transit issues.

#### Metropolitan Transit Commission

The Metropolitan Transit Commission (MTC) is the primary provider of regular route services in the region. The commission consists of five members who are appointed by the RTB; the commission's chair is elected by MTC members. The RTB annually approves the MTC's capital and operating budgets.

# MISSION AND OVERVIEW

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## Counties and Cities

The RTB works with many cities and county governments throughout the region on various transit issues.

## THE TRANSIT SYSTEM

### Regular Route

Regular route service is the backbone of the regional transit system, operating on fixed routes and schedules for local and express service. There are approximately 150 routes running nearly 900 peak and 275 midday buses. The regular route system is structured in a radial orientation focused predominantly on the two downtown areas of Minneapolis and St. Paul. Regular route bus service provided 66.7 million rides in 1993. The MTC provides the majority of the region's regular route bus service.

### Metro Mobility

Metro Mobility is the principal paratransit service in the Twin Cities metropolitan area. Service is operated within most of the transit taxing district, covering approximately 750 square miles. Metro Mobility offers persons with disabilities door-through-door service on an advance reservation basis. In 1993, the service provided 1.13 million rides. The program was restructured in the fall of 1993, after an 18-month planning period. (See page 4-9 for information on the restructuring).

### Opt-out

Opt-out programs were created by 1980 legislation which allowed communities located at the outer limits of the regular route bus service area as it then existed to "opt-out" or replace the existing MTC service with substitute service the local community determined to be more respon-

sive to local needs. To pay for the replacement services, opt-out communities are given access to 90 percent of the transit taxes raised within their respective jurisdictions. The remaining 10 percent of transit tax revenue is placed in the regional regular route fund. The Legislature sunset this provision in 1988 after opt-out status had been claimed by the following communities: Apple Valley, Burnsville, Chanhassen, Chaska, Eagan, Eden Prairie, Maple Grove, Plymouth, Prior Lake, Rosemount, Savage, and Shakopee. Ridership on opt-out programs in 1993 was 1.85 million.

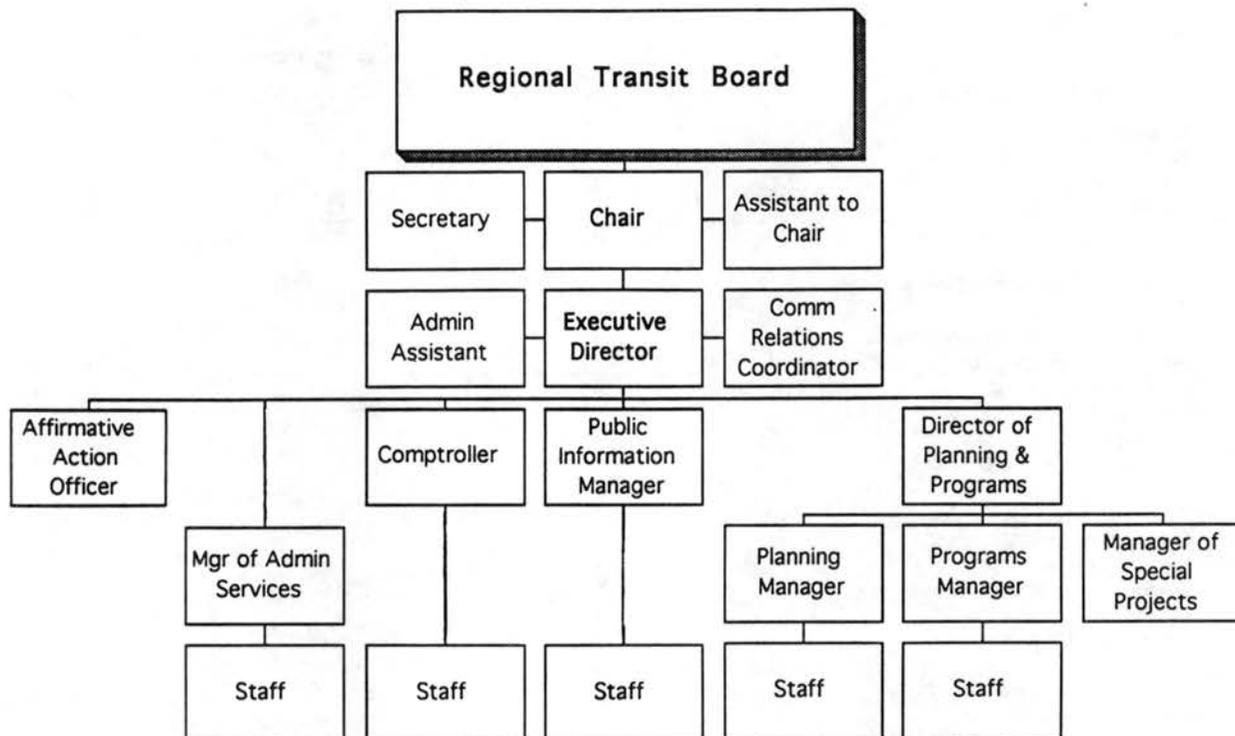
### Community-based (Rural and Small Urban) Programs

Community-based, or rural and small urban programs, are transit services that operate within the small or rural cities and townships of the region. These services are designed to meet transit needs in lower density suburban and rural areas where regular route service cannot be provided cost-effectively. Community-based programs typically use smaller vehicles and provide curb-to-curb service. The services are coordinated with regular route service whenever possible. Rural and small urban programs provided 444,000 rides in 1993.

### Staff and Program Structure

The RTB staff is organized into six departments: Chair's Office, Executive Director's Office, Planning and Programs Administration, Finance, Administration, and Public Information. Figure 3-2 shows the RTB agency organizational chart. There are 18 work programs within the six departments. Descriptions of departments and work programs are presented in the section titled Work Programs.

**FIGURE 3-2 RTB ORGANIZATIONAL CHART**



# MISSION AND OVERVIEW

**FIGURE 3-3  
RTB STAFF COMPLEMENT**

**Regional Transit Board  
Staff Complement  
1994 Budget**

	Actual 1991	Actual 1992	Budget 1993	Actual Dec '93	Budget 1994
<b>Chair's Office</b>					
Chair	1	1	1	1	1
Assistant Chair	1	1	1	0	1
Secretary	1	1	1	1	1
Total	3	3	3	2	3
<b>Executive Director's Office</b>					
Executive Director	1	1	1	1	1
Community Relations Coordinator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Total	3	3	3	3	3
<b>Planning &amp; Programs</b>					
Director of Planning & Programs	1	1	1	1	1
Planning Manager	1	1	1	1	1
Programs Manager	1	0	0	1	1
Manager of Special Projects	0	1	1	1	1
Senior Planners	2	2	2	1	1
Senior Project Administrators	1	2	2	2	2
Planner II	0	1	1	3	3
Project Administrator II	0	2	0	1	2
Planner	3	2	2	0	1
Project Administrator	3	0	3	0	0
Paratransit Analyst	1	1	1	1	1
Transit Analyst (Statistician)	0	0	1	0	1
ADA Planner	0	0	1	0	1
TDM Coordinator	0	0	1	1	1
Total	13	13	17	13	17
<b>Finance</b>					
Comptroller	1	1	1	1	1
Fiscal Analyst	1	1	1	1	1
Program Auditor	2	2	2	1	2
Accountant	1	1	1	1	1
Accounting Clerk I	1	0	0	0	0
Accounting Clerk II	0	1	1	1	1
Total	6	6	6	5	6
<b>Administration</b>					
Manager of Administrative Services	0	0	0	1	1
Personnel Administrator	1	1	1	0	0
Administrative Assistant	1	1	1	1	1
Secretary	1	1	1	1	1
Clerical Assistant	1	1	1	1	1
Receptionist	1	1	1	1	1
Total	5	5	5	5	5
<b>Public Information Office</b>					
Public Information Manager	1	1	1	1	1
Project Administrator II	0	0	0	1	1
Writer/Editor	1	1	1	1	1
Public Information Specialist	1	1	1	0	1
Total	3	3	3	3	4
Agency Total – Budget	36	36	37		38
Agency Total – Actual	33	33		31	

Financial  
Structure

# FINANCIAL STRUCTURE

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## BUDGET POLICY

Upon adoption by the board, the Regional Transit Board 1994 Work Program and Budget becomes the benchmark for revenue and expenditure activity during the year. Actual activity to date will be measured against the budget and results will be reported monthly to the board and management to keep them current on financial trends.

Over the last four years, demand for transit service has exceeded resources. In recent years, the board has been forced to maintain a conservative position with all its programs. In an attempt to balance the resources with demands, the board has struggled with the budget right up to the point of adoption. To guard against short-term financial jeopardy, the RTB has established a minimum fund balance policy.

An adequate fund balance is necessary to fund the on-going working capital needs of the agency. Sufficient working capital is essential to avoid short-term jeopardy to transit providers, agency employees and vendors, all of whom depend on the RTB's ability to perform its mission and pay its debts when due.

Such short-term jeopardy can result from unanticipated problems such as state funding cuts, sudden fuel cost fluctuations, tax abatements, slow collections, and delays in receiving state or federal aid payments.

The RTB has taken a number of steps to guard against short-term funding shortages. In October 1992, the RTB adopted a policy calling for a minimum overall fund balance of \$5 million. This amount includes both restricted and unrestricted funds, but does not include agency property and equipment.

In addition, state appropriation legislation in 1993 imposed a cap on Metro Mobility expenditures equal to the current year's state appro-

priation and any fund balance carried over from the previous year.

Restricted funding for Metro Mobility has left the RTB to seek a more cost-effective system for paratransit services in the metro area.

In the fall of 1993, the board implemented a restructured Metro Mobility program to provide better service to riders, ensure that the system is cost-effective and to move toward full compliance with the Americans with Disabilities Act by January 1997.

Another budget policy relates to funding for opt-out programs. The resources for the opt-out program come from the transit taxing district operating levy. Under M.S. 473.388, Subd. 4, opt-out resources are 90 percent of the operating tax revenues levied in the opt-out program's jurisdiction. The 90 percent is termed "available local transit funds." The RTB estimates the amount of opt-out revenue until actual levy spread figures are available from the Minnesota Department of Revenue, usually in August of the budget year.

In response to requests from the opt-out communities, the RTB in January 1992 authorized a carry-over fund policy for the opt-out fund; any balance remaining at year end is to be carried over for two years, and will be available to augment current year resources for the opt-out programs during that time. Those funds not spent or programmed from the second-year carry-over would revert to the regular route fund. In 1992 and prior years, unspent funds reverted to the regular route fund at the end of the budget year. This policy will provide the opt-out programs with resources to improve and expand service in their communities.

# FINANCIAL STRUCTURE

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The board is also currently addressing the deficit in the regular route fund. The 1993 legislative appropriations left the RTB with a shortfall of \$8.7 million in state appropriation funding for the second year of the biennium, July 1, 1994 through June 30, 1995. The board hopes to regain this shortfall during the 1994 legislative session. The RTB intends to seek supplemental appropriations to fully fund all transit services in the region at the same time.

The 1993 regular route state appropriation contained a mandate specifying the level of appropriations to be used for Metropolitan Transit Commission funding; \$14.6 million and \$12.3 million for state fiscal years 1994 and 1995 respectively.

The RTB has been challenged with responding to the growing demand for mass transit in the region while funding for services remains relatively flat. Board-adopted policies and state-imposed policies require the board to evaluate the transit system to determine which services could be restructured, which could be dropped, and what type of criteria should be placed on new services while facing funding shortages.

The RTB will continue to pursue dedicated funding for transit. During the 1993 legislative session, the Senate passed a bill calling for dedicated transit funding. However, the House did not pass the bill. The RTB anticipates that during the 1994 session, the bill will be reintroduced in the House.

## **BUDGET PROCESS**

The Regional Transit Board's budget and summary budget comply with Minnesota Statute 473.1623, Subd. 4 through Subd 4b. In addition to providing the RTB with a financial planning tool, the budget increases public knowledge and

agency accountability by providing citizens and public officials with a description of the agency's activities.

The RTB is required by law to adopt a budget by December 15 of every calendar year. The budget process begins with the collection of available data early in the year, usually in May. Managers with responsibilities for the programs and contracts proposed for the upcoming year provide the initial data. Information is then gathered from other sources concerning state appropriations, federal programs, and property taxes levied.

This information is then brought to the RTB's Administration and Finance Committee for review and passage to the full board, which then approves it before it is presented at a public hearing on or before August 15 of the current year. Public comment is solicited and further review by staff and board continues until the final budget is adopted by the board by December 15.

Budget amendments are a necessary function of the budget process. Information acquired after the budget is adopted, such as material changes to revenues, contracts, and agency goals and policies, may require budget changes. Budget revisions between functions or activities may be made by the executive director. Budget revisions at the fund level are authorized by the board.

Throughout the year, budget amendments, from staff or board members, are brought to the Administration and Finance Committee in the form of proposals. The committee then reviews the information presented and rejects or approves the proposals for passage to the full board. Upon adoption by the board, the budget is then amended. The RTB budget is a planning budget, it is not a legally binding budget. How-

ever, legislation has mandated a certain level of funding for specific purposes, such as the funding needed for the Metro Mobility program.

The budget is prepared on the modified accrual basis of accounting. Revenue is recognized when it becomes measurable and available. "Available" means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period (normally 60 days). Expenditures are generally recognized when a liability is incurred. The budget is prepared for individual funds on a basis consistent with generally accepted accounting principles.

### ACCOUNT STRUCTURE

The accounts of the Regional Transit Board are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, and revenues and expenditures. Government resources are allocated and accounted for in individual funds based on the purpose for which they are to be spent and the means by which the spending activities are controlled.

The various funds are grouped into the following fund types.

#### GENERAL

The general fund of the RTB accounts for all current financial activity not required by law or administrative action to be accounted for in another fund.

#### SPECIAL REVENUE FUNDS

Special revenue funds account for revenue from specific sources (specific tax levies and other revenue that is legally restricted for various

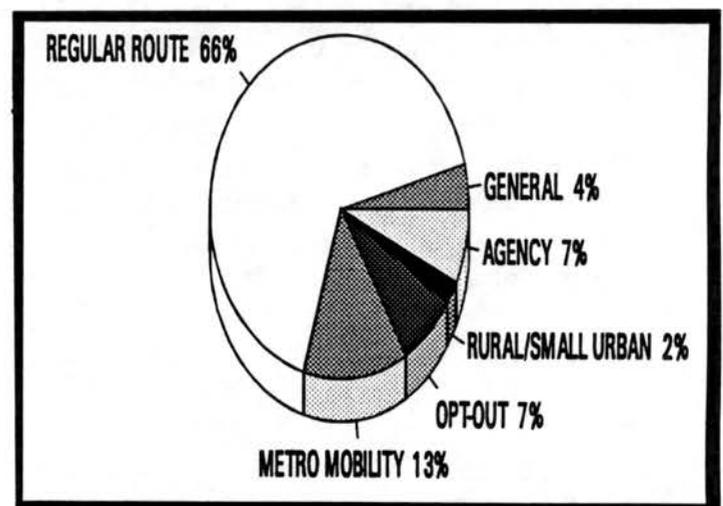
transit provider services) and the related expenditures. Figure 4-1 shows 1994 fund activity. The 1994 budget contains the following special revenue funds:

**Regular Route Fund** — The regular route fund contains revenues from the transit taxing district operating tax levy and state appropriations that are restricted to funding transit operations for fixed route and paratransit services in the district. (See page 3-4 for a description of regular route services.)

**Metro Mobility Fund** — The Metro Mobility fund contains revenues from state appropriations that are restricted to funding paratransit operations in the region. (See page 3-4 for a description of Metro Mobility and paratransit services.)

**Opt-out Fund** — The opt-out fund contains revenues from the transit taxing district tax levy that are restricted to funding transit operations for communities that have "opted-out" of the regular route system. (See page 3-4 for a description of opt-out services.)

**FIGURE 4-1  
1994 FUND ACTIVITY**



# FINANCIAL STRUCTURE

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Rural/Small Urban Fund — The rural-small urban fund contains revenues from the transit taxing area and transit taxing district tax levies, and state appropriations that are restricted to funding transit operations in the exurban and small urban area of the region. (See page 3-4 for a description of rural/small urban services.)

## OTHER FUNDS AND SPECIAL ACCOUNT GROUPS

Agency Fund — The agency fund accounts for resources held in an agent capacity for such purposes as transfer to other governmental units. This fund is custodial in nature and does not involve measurement of results of operations. The agency fund accounts for debt service taxes levied on behalf of the Metropolitan Transit Commission and Metropolitan Council, the deferred compensation plan available to RTB employees, bond proceeds between time of sale and disbursement to recipients, and other functions the RTB administers in a custodial capacity.

General Fixed Assets Account Group — This account group is not a fund, but rather a list of the RTB's fixed assets and is designed to ensure accountability. Fixed assets are recorded (and retired as necessary) at acquisition cost. Depreciation is not provided. The fixed assets of the RTB are primarily office equipment and leasehold improvements; under M.S. 473.375, Subd. 4, the board may not own real property or transit vehicles.

## BASIS OF ACCOUNTING

The financial statements of the RTB are prepared on the modified accrual basis of accounting. Revenue is recognized when it becomes measurable and available. "Available" means collectable within the current period or soon enough thereafter to be used to pay liabilities

of the current period (normally 60 days). Revenue sources susceptible to accrual include property taxes, intergovernmental revenue, and investment earnings. Expenditures are generally recognized when the related fund liability is incurred. Expenditures are accounted for both at the work program level and also by object of expenditure.

## RESOURCES

### Property Tax

The Regional Transit Board is authorized to levy property taxes under M.S. 473.375, Subd. 7, and M.S. 473.446 for payment of the expense of operating transit and paratransit service, and to provide for payment of obligations issued by the Metropolitan Transit Commission and the Metropolitan Council to fund the capital programs of the region.

The operating levy is divided into the Transit Taxing District levy and the Transit Taxing Area levy (also known as the "exurban" levy). The transit taxing district is defined by M.S. 473.446, Subd. 2, and is the portion of the seven-county metropolitan area that receives regular route service. The transit taxing area is defined by M.S. 473.446, Subd. 1a, as that portion of the metropolitan transit area outside of the metropolitan transit taxing district.

The taxes levied for operations in the transit taxing district fund a portion of the operating expenses of regular route and paratransit services in the district. Proceeds from the transit taxing area levy are used to support paratransit services and rideshare programs in the transit area.

The levy limit is subject to annual adjustments based on year-to-year market value changes in the taxing district. The Minnesota Department of Revenue determines if the levy is within statutory limits. The Department of Revenue

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calculates and deducts the amount due the RTB for state-reimbursed homestead and agricultural aid (HACA), from the levy, then apportions the remaining levy among the seven metropolitan counties and notifies each county auditor of this apportionment. The county auditors have the responsibility of spreading this levy among the various cities and townships within their respective counties.

The tax levy for the transit taxing area is equal to 10 percent of the sum of the levies of the transit taxing district operating and debt service levy, multiplied by the ratio of the prior year's net tax capacity of the transit taxing area to the net tax capacity of the transit taxing district.

### **Tax Feathering**

The operating tax levy in certain communities in the transit taxing district is reduced depending on the level of regular route service these communities receive. This reduction is commonly known as "tax feathering." Communities receiving off-peak service with frequencies greater than 60 minutes receive a .510 percent tax capacity rate reduction from the full levy. Communities receiving no off-peak service are eligible for a .765 percent tax capacity rate reduction. The RTB is required to notify the Department of Revenue and the county auditors of the communities that are eligible to have their levy reduced. This determination is made based on the level of service received as of August 1 of the levy year.

The information on tax feathering, along with a complete list of communities eligible for this relief, is presented when the RTB certifies its final property tax levy, which is due on or before December 15. Revenues lost to the taxing district as a result of their levy reductions are paid by the State of Minnesota to the RTB.

### **Homestead Agricultural Credit Aid (HACA)**

Homestead and Agricultural Credit Aid (HACA) was enacted by the 1989 Special Session to become effective in payable year 1990. HACA is calculated by the Department of Revenue and certified at the taxing district level to the county auditors each year.

HACA replaced both the homestead credit and the agricultural credit programs. Homestead property owners receive a benefit in the form of a reduced property tax bill. For the RTB to receive the full amount of the property tax levied, the state pays the amount of the credit directly to the RTB. HACA received for the past four years is as follows:

Year	Amount
1990	\$13,680,596
1991	\$12,148,450
1992	\$13,742,993
1993	\$15,402,266

HACA for the years 1990 and 1991 was reduced by legislation in the amounts of \$450,000 and \$2.6 million, respectively.

### **Debt Service and Bond Issues**

For the RTB to fund capital expenditures prescribed in the implementation plan through the sale of general obligation bonds, the agency must first seek and receive specific authority from the state legislature. After this authority is secured in law, Minnesota statutes provide that the Metropolitan Council sell the bonds at the request of the RTB.

The Metropolitan Council and the Metropolitan Transit Commission (MTC) certify to the RTB by resolution the amount needed each year to pay principal and interest on the certificates of

# FINANCIAL STRUCTURE

indebtedness and bonds issued by the Council and MTC. The RTB then certifies the debt levy to the Department of Revenue and the counties. The RTB's role in debt service is that of an agent; the RTB collects the debt service levy and passes it through to the Council and the MTC. Debt service funds are maintained by the Council and the MTC (MTC debt was issued by the MTC prior to 1985, when the Metropolitan Council was charged with issuing and servicing and future debt.)

## Truth in Taxation

Due to a 1993 legislative change to M.S. Statute 275.065, Subd. 6, the Regional Transit Board, along with the Metropolitan Council, the Metropolitan Mosquito Control District, and the Metropolitan Transit Commission, is now required to hold a joint Truth in Taxation public hearing. The RTB must publish a newspaper notice advertising this public hearing. The public hearing must be on the budget and the amount of property taxes the RTB is proposing to collect to pay for the cost of services to be provided for taxes payable in 1994. The notices were published and the meeting was held on November 29, 1993.

## Property Tax Collection

Each of the seven metropolitan counties collects transit property tax levies and passes them through to the RTB. The collection rate averages 98 percent of the current year's levy. Delinquent tax collections are considered when determining the average collection rate. The counties provide tax settlements to the RTB typically in July and December of each year. In addition to the tax levies from the counties, the RTB receives state reimbursement of the tax feathering reduction and the HACA credit in July and December also.

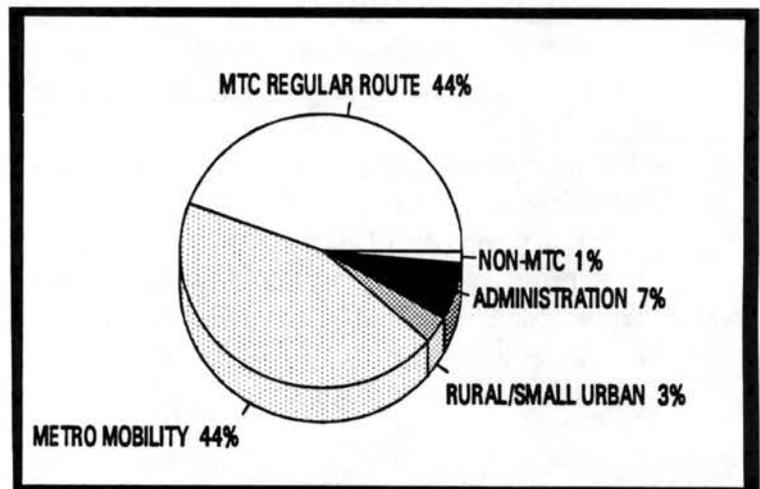
## State Appropriations

The RTB receives state appropriations to fund transit services and support the administrative cost of the agency. The amount is determined on a biennial basis by the Minnesota Legislature.

The RTB's projected need for state funding needed to maintain the existing system for the 1994-95 biennium was \$69.4 million. However, actual funding was set during the 1993 legislative session at \$60.6 million. This created a shortfall of \$8.8 million.

The state determines the amount of appropriation allocated to regular route transit and Metro Mobility. The amounts for the biennium are \$27.8 million and \$26.7 million, respectively. The regular route appropriation also contains a mandate specifying the level of state appropriation funding for the MTC at \$14.7 million for fiscal year 1994, and \$12.3 million for fiscal year 1995. The amount for agency operations (general fund) and community-based (rural/small urban) transit programs are not individually specified, so they are allocated by the RTB. Allocation is based on experience and projected costs. Figure 4-2 shows 1994 state appropriations allocation per fund.

**FIGURE 4-2 STATE APPROPRIATIONS ALLOCATION PER FUND**



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## **Federal Financial Assistance**

Federal funding is available to the RTB through the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). The RTB participates in two programs: FTA Section 8 grants, and the FHWA Intermodal Surface Transportation Efficiency Act (ISTEA).

FTA Section 8 grants — This program provides grants to state and local public entities for planning, engineering, designing and evaluating public transportation projects, and other technical studies. Activities assisted under Section 8 may include: 1) studies relating to management, operation, capital requirements, and economic feasibility; 2) preparation of engineering and architectural surveys, plans, and specifications 3) evaluation of previously funded projects; 4) other similar or related activities. The Metropolitan Council is the designated recipient of Section 8 funds. The RTB and the Council use these funds to support their planning efforts. Section 8 funding for calendar year 1994 is projected to be \$1.3 million.

Federal Highway Administration ISTEA — In the seven-county region, the Metropolitan Council, with advice from the Transportation Advisory Board, has traditionally been responsible for allocating federal highway funding. When Congress passed ISTEA in 1992, federal funding became more flexible and could be used for either highway or transit projects. Specifically, transit funding is available from two ISTEA programs: the Surface Transportation Program, and the Congestion Mitigation and Air Quality Program. Funds from the Surface Transportation Program can be used for transit capital projects, except for rideshare and travel demand management programs, which may apply federal funds toward operating costs only. The Congestion Mitigation and Air Quality program is designed to fund transportation

projects in urban areas that do not meet federal clean air standards. ISTEA funding for calendar year 1994 is projected to be \$720,000.

## **Interest Revenue**

Interest revenue is generated by investing idle funds. The RTB investments are categorized as low-risk A1/P1 and are insured, or are registered and held by its agent in the RTB's name.

Investments consist of:

- direct obligations or obligations of agencies guaranteed by the United States.
- commercial papers that are of the highest quality and mature in 270 days or less and are issued by United States' corporations or their Canadian subsidiaries,
- repurchase or reverse purchase agreements with banks that are members of the Federal Reserve System with capitalization exceeding \$10 million, primary reporting dealers in U.S. Government securities to the Federal Reserve Bank of New York, or certain Minnesota securities brokers and dealers.

## **Miscellaneous Revenue**

The RTB also receives miscellaneous revenue such as conference fees, program fees, and reimbursements.

## **BUDGET ASSUMPTIONS**

### **Property Tax**

The Minnesota Department of Revenue projects that property taxes for 1994 will grow 2 percent. This prediction could be adjusted because of legislative cuts, levy spread differences and tax abatements. In prior years, HACA has been cut as much as \$2.6 million. The RTB has allocated \$400,000 from the transit district operating levy to support small urban services that operate

## FINANCIAL STRUCTURE

within the transit taxing district. Property tax revenue is shown at 98 percent of the actual levy to allow for cancellations and abatements.

Delinquent tax collections have been considered in determining the 2 percent allowance.

The allocation of the district operating levy between the regular route and opt-out funds is based on the actual pay-1993 levy amounts and increased for the same growth as the total levy. In August each year, the RTB receives the levy spread for the current year levy and adjusts opt-out revenue to reflect these figures. Based on prior experience, the actual figures could require a shift of as much as \$500,000 to the opt-out fund from the regular route fund.

### State Appropriations

State appropriations are shown as determined by the 1993 Legislature and allocated by fund where mandated. The State Legislature combined the appropriation for agency operations and for community-based programs and the RTB staff has allocated this amount in a ratio that is comparable to that of the previous biennium. Adjustments could be made as a result of actions taken by the 1994 legislative session. The RTB will seek a supplemental appropriation for the second half of calendar year 1994.

### Federal Grants

Section 8 and ISTEA grants are matching grants. The federal government will provide 80 percent of the cost of planning and administration for the programs the RTB participates in. (See the Federal Financial Assistance information in this section.) Federal revenues listed are based on 80 percent of the expenditures that qualify under the federal guidelines, and the RTB anticipates requesting \$2 million in the calendar 1994 budget year.

### Interest and Miscellaneous Revenue

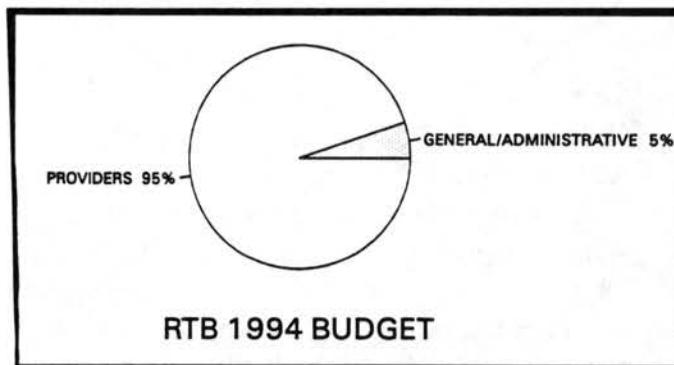
Interest revenue is based on current experience. Tighter cash flow and lower interest rates have reduced the RTB's potential for interest earnings. Miscellaneous revenues are based on current experience.

## EXPENDITURES

### Transit Programs

Program contracts with transit service providers compose the bulk of the RTB budget, with MTC being the largest provider. Program contracts are budgeted in the special revenue funds of the RTB budget. (For a detailed description of transit provider contracts, see pages 4-16 and 4-17). Contracts are negotiated by the RTB programs staff. Figure 4-3 shows how contracts with service providers compose the major portion of the RTB budget.

**FIGURE 4-3 TOTAL BUDGET EXPENDITURES**



Regular Route — The largest provider in the regular route fund is the MTC. The amount allocated to the MTC is based on the legislative mandate, additional resources the RTB calculates to be available, and the budget the MTC provides the RTB. All providers are listed at current negotiated levels as provided by the RTB programs staff.

Metro Mobility — The contract for Metro Mobility is currently held by ATE Management and Service Company. In the past, Metro Mobility had been contracted with multiple service providers and the Metro Mobility Administrative Center, which was under the MTC.

Faced with increasing demands, deteriorating service quality, rising costs, limited funding and the need to move into full compliance with the transportation elements of the Americans with Disabilities Act, the RTB realized it needed to make changes in the program.

The RTB reorganized the program and centralized the system to increase the system's efficiency. The amount listed for the expenditure in "sources and uses by fund" represents the obligation to ATE for calendar year 1994.

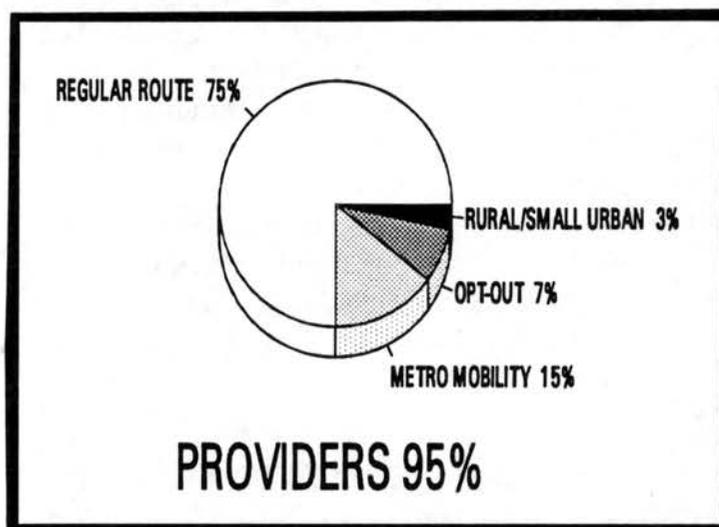
Opt-out — The opt-out programs have grown rapidly and service expansions are again planned for 1994. The expenditure has been set at negotiated levels.

Rural/Small Urban — These community-based programs in the rural/small urban fund have grown by more than 34 percent since 1992. Expenditures are set at negotiated levels.

New Services — In spite of limited resources, the board has expressed concern for new transit services in the region. Funding for new services is currently budgeted in the general fund until the board releases it for a specific purpose. Then

this funding is transferred to the appropriate special revenue fund. The rural/small urban fund includes a \$350,000 transfer in the 1994 budget and an additional \$123,000 is available in the general fund. Figure 4-4 shows the 95 percent of the agency's budget that is composed of providers.

**FIGURE 4-4 PROVIDERS MAKE UP 95 PERCENT OF THE RTB BUDGET**

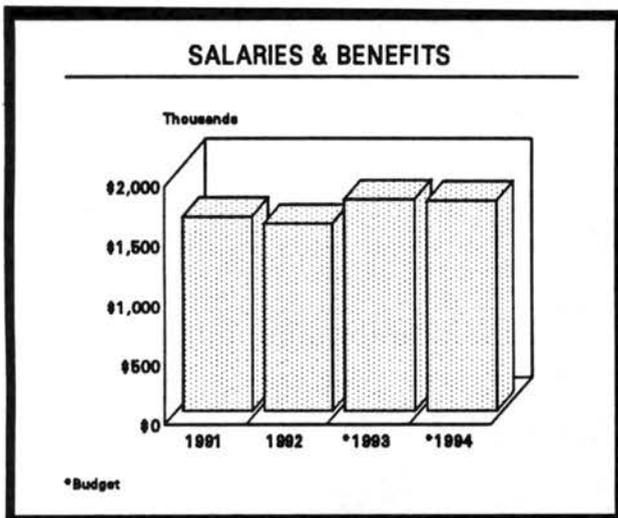


# FINANCIAL STRUCTURE

## General and Administration

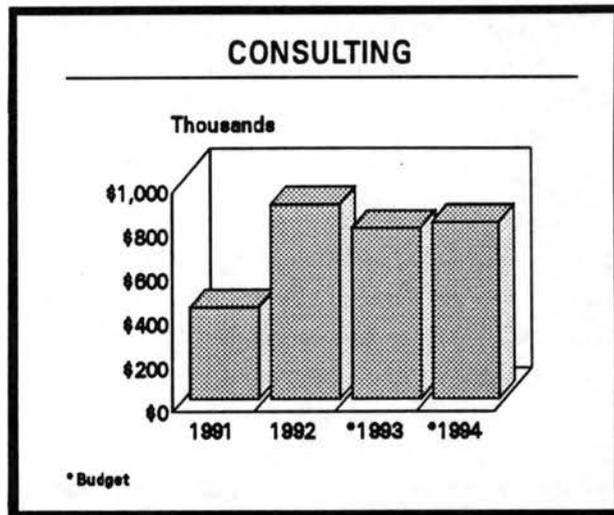
Salaries and Benefits — To fulfill its mission to plan and administer transit programs for the region, the RTB needs to maintain an adequate staff. Achieving the staff complement that is budgeted has been difficult for the RTB while facing limited resources. (See page 3-6 for a comparison of the staff complement.) The 1994 budget for staff complement has re-established the position of programs manager, which was filled in 1993 and is the only additional position budgeted. The budget for salaries and benefits for 1994 has decreased .6 percent, or \$10,000 from the 1993 budgeted amount. Salaries and benefits represent less than 2 percent of the total 1994 RTB budget and 37 percent of the general fund budget. Figure 4-5 shows the trend for salaries and benefits.

**FIGURE 4-5  
SALARIES AND BENEFITS TREND**



Consulting and Professional Services — The RTB uses outside professional services when it is economical. The major use of outside consulting is in the area of planning transit services. Contracts exist with the University of Minnesota as well as with industry professionals. (See page 4-15 for a listing of professional fees.) Professional fees are anticipated to increase 3.6 percent or approximately \$27,000. Included in professional fees are contracts for agency-related fees such as legal counsel and an annual agency audit. Figure 4-6 shows the trend for consulting and professional services.

**FIGURE 4-6 CONSULTING TREND**

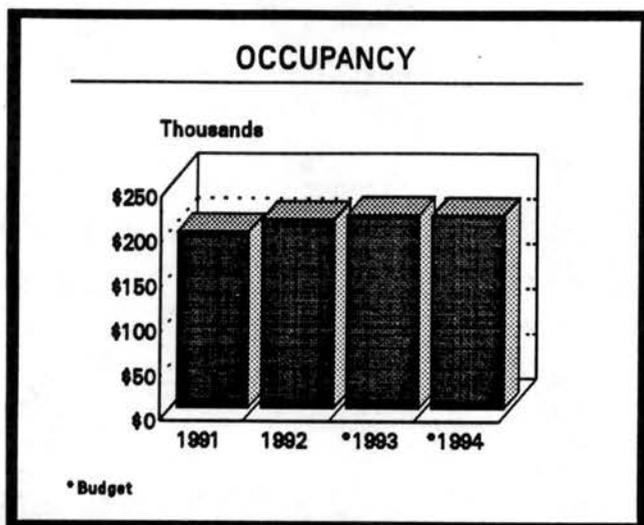


Metropolitan Council Chargebacks — The Metropolitan Council supplies the RTB with services ranging from metro governance and transportation research, to bond administration. Chargebacks are a part of the RTB budget each

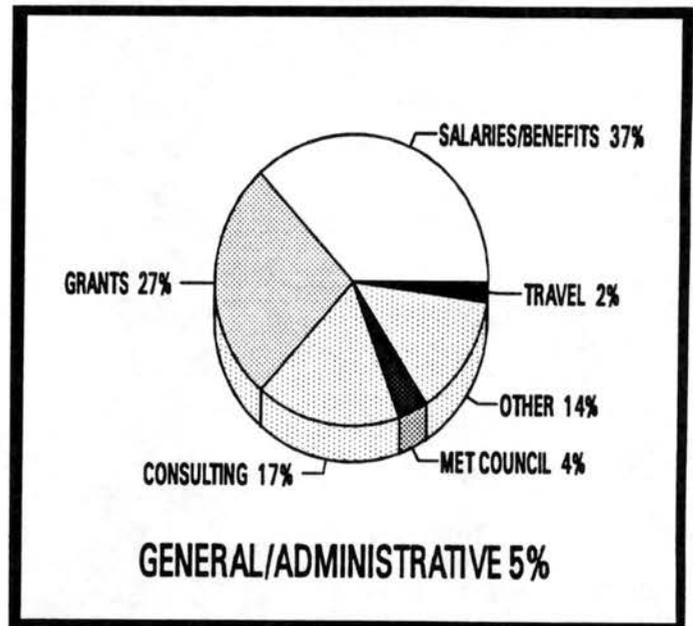
year and are estimated to be \$171,000 for 1994.

**Occupancy** — The RTB has entered into a lease for office space for 11 years, from 1988 through 1999. The 1994 budget for occupancy includes \$195,300 for the current period of this lease and the remainder for meeting rooms and telephone expenditures. Figure 4-7 shows the trend for occupancy.

**FIGURE 4-7 OCCUPANCY TREND**



**FIGURE 4-8  
RTB GENERAL AND ADMINISTRATIVE  
BUDGET**



**Public Information** — The RTB has established a budget for public information initiatives to keep various audiences, including the legislature, local officials, transit and transportation professionals, consumers and the general public, in touch with current transit and RTB issues. The RTB publishes a quarterly newsletter, information packets, and various specialized publications each year. The budget for public information activities is estimated to remain constant.

Figure 4-8 shows the overall general and administrative budget. The remaining pages in this section present summary information on all or elements of the 1994 budget and provide comparisons to previous years in several instances.

# FINANCIAL STRUCTURE

## REGIONAL TRANSIT BOARD 1994 SOURCES and USES BY EXPENSE ITEM

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS
<b>Beginning Fund Balance January 1, 1994</b>	\$2,282,037	\$1,902,273	\$4,184,310
<b>REVENUE</b>			
Property Tax		\$65,645,314	\$65,645,314
State Appropriations	\$2,055,000	\$28,286,500	\$30,341,500
Federal Grants			\$0
Sections 8	\$1,516,800	\$0	\$1,516,800
ISTEA		\$520,000	\$520,000
Interest/Miscellaneous	\$351,000		\$351,000
<b>Total Revenue</b>	\$3,922,800	\$94,451,814	\$98,374,614
<b>EXPENDITURES</b>			
Salaries & Benefits	\$1,763,472	\$0	\$1,763,472
Member Per Diems	\$40,000		\$40,000
Consulting	\$652,000	\$0	\$652,000
Legal Fees	\$100,000		\$100,000
Professional Services	\$57,400	\$0	\$57,400
Met Council Chargebacks	\$171,000	\$0	\$171,000
Local Travel	\$53,450	\$0	\$53,450
Non-Local Travel	\$47,500	\$0	\$47,500
Materials & Supplies	\$32,800	\$0	\$32,800
Occupancy	\$215,800		\$215,800
Public Communications	\$101,200	\$0	\$101,200
Equipment Rental/Maintenance	\$32,354	\$0	\$32,354
Insurance	\$64,200		\$64,200
Capital Expenditures	\$25,000		\$25,000
Employee Recruitment/Development	\$26,150		\$26,150
Transit Programs/Grants	\$1,403,020	\$92,945,961	\$94,348,981
<b>Total Expenditures</b>	\$4,785,346	\$92,945,961	\$97,731,307
Excess/(Deficiency) Revenue to Expenditures	(\$862,546)	\$1,505,853	\$643,307
Transfers			
New Services	(\$350,000)	\$350,000	\$0
Other			\$0
<b>Net Transfers</b>	(\$350,000)	\$350,000	\$0
<b>Ending Fund Balance December 31, 1994</b>	\$1,069,491	\$3,758,126	\$4,827,617

**REGIONAL TRANSIT BOARD  
SOURCES and USES by FUND  
1994**

	GENERAL FUND	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL SMALL URBAN	TOTAL SPECIAL REVENUE	TOTAL ALL FUNDS
<b>Fund Balance January 1, 1994</b>	\$2,282,037	(\$494,119)	\$290,574	\$1,529,656	\$576,162	\$1,902,273	\$4,184,310
<b>REVENUE</b>							
Property Tax		55,881,488		8,755,837	1,007,989	65,645,314	\$65,645,314
State Appropriations	2,055,000	13,899,500	13,387,000		1,000,000	28,286,500	\$30,341,500
Federal-							
Section 8	1,516,800					0	\$1,516,800
ISTEA		520,000				520,000	\$520,000
Interest/Miscellaneous	351,000						\$351,000
<b>Total Revenue</b>	<b>3,922,800</b>	<b>70,300,988</b>	<b>13,387,000</b>	<b>8,755,837</b>	<b>2,007,989</b>	<b>94,451,814</b>	<b>\$98,374,614</b>
<b>EXPENDITURES</b>							
94-01 Policy Management	324,518						\$324,518
94-02 Executive Director	199,036						\$199,036
94-03 P & P Administration	201,484						\$201,484
94-04 Transportation Planning	117,391						\$117,391
94-10 Elderly & Disabled	298,791						\$298,791
94-11 TDM Planning	395,035						\$395,035
94-13 Transit System Planning	412,574						\$412,574
94-14 Transit Programs Administration	472,355	69,628,770	13,600,000	6,806,316	2,910,875	92,945,961	\$93,418,316
94-15 General Administration	454,255						\$454,255
94-16 Finance	271,159						\$271,159
94-17 Personnel	57,202						\$57,202
94-19 Public Information	293,085						\$293,085
94-20 Capital	25,000						\$25,000
94-22 Competitive Transit	15,736						\$15,736
94-23 Light Rail Transit	13,559						\$13,559
94-24 Central Corridor AA/DEIS	1,007,553						\$1,007,553
94-26 New Services	170,681						\$170,681
94-27 Community Relations	55,931						\$55,931
<b>Total Expenditures</b>	<b>4,785,346</b>	<b>69,628,770</b>	<b>13,600,000</b>	<b>6,806,316</b>	<b>2,910,875</b>	<b>92,945,961</b>	<b>\$97,731,307</b>
Excess Revenue Over(Under) Expenditures	(862,546)	672,218	(213,000)	1,949,521	(902,886)	1,505,853	\$643,307
Transfers-							
New Services	(350,000)				350,000	350,000	\$0
Other							\$0
<b>Fund Balance December 31, 1994</b>	<b>\$1,069,491</b>	<b>\$178,099</b>	<b>\$77,574</b>	<b>\$3,479,177</b>	<b>\$23,276</b>	<b>\$3,758,126</b>	<b>\$4,827,617</b>

\* General fund includes \$213,021 reserved for public officials liability self-insurance

# FINANCIAL STRUCTURE

## REGIONAL TRANSIT BOARD 1994 BUDGET WORK PROGRAM COMPARISON

	1991 ACTUAL	1992 ACTUAL	1993 BUDGET	1994 BUDGET
<b>Beginning Fund Balance</b>	\$5,541,636	\$3,033,647	\$4,847,919	\$4,184,310
<b>REVENUE</b>				
Property Tax	58,852,650	62,459,701	64,282,675	65,645,314
State Appropriations	24,103,000	28,629,500	29,961,000	30,341,500
Federal	531,131	640,382	1,886,800	2,036,800
DAC Revenue	1,472,765	462,664	382,000	0
Interest/Miscellaneous	676,454	469,384	383,000	351,000
<b>Total Revenue</b>	<b>85,636,000</b>	<b>92,661,631</b>	<b>96,895,475</b>	<b>98,374,614</b>
<b>EXPENDITURES</b>				
94-01 Policy Management	404,409	327,815	344,880	324,518
94-02 Executive Director	202,303	215,889	246,820	199,036
94-03 P & P Administration	88,237	234,148	205,976	201,484
94-04 Transportation Planning	152,183	107,575	124,298	117,391
94-10 Elderly & Disabled	167,542	150,570	254,161	298,791
94-11 TDM Planning	76,877	202,989	306,743	395,035
94-13 Transit System Planning	212,685	230,346	323,590	412,574
94-14 Transit Programs Administration	84,426,413	87,708,138	93,360,775	93,418,316
94-15 General Administration	389,952	427,677	482,597	454,255
94-16 Finance	280,648	232,277	279,740	271,159
94-17 Personnel	48,510	47,078	63,772	57,202
94-19 Public Information	267,536	253,754	294,883	293,085
94-20 Capital	11,243	7,180	50,000	25,000
94-22 Competitive Transit	12,197	13,770	0	15,736
94-23 Light Rail Transit	164,063	76,015	1,071,690	13,559
94-24 Central Corridor AA/DEIS	0	0	0	1,007,553
94-26 New Services	1,187,031	561,242	91,523	170,681
94-27 Community Relations	52,160	50,896	57,636	55,931
<b>Total Expenditures</b>	<b>88,143,989</b>	<b>90,847,359</b>	<b>97,559,084</b>	<b>97,731,307</b>
Excess Revenue over(under) Expenditures	(2,507,989)	1,814,272	(663,609)	643,307
<b>Ending Fund Balance</b>	<b>\$3,033,647</b>	<b>\$4,847,919</b>	<b>\$4,184,310</b>	<b>\$4,827,617</b>

**REGIONAL TRANSIT BOARD  
SUMMARY of ESTIMATED PROFESSIONAL FEES  
1994 BUDGET**

	PROGRAM	DESCRIPTION		TOTAL
<b>LEGAL-</b>				
94-01	Policy Management	Board Related Legal Services	25,000	
94-02	Executive Director	Agency Related Legal Services	75,000	\$100,000
<b>CONSULTING-</b>				
94-03	Planning & Programs Administration	UofM CTS		\$100,000
94-10	Elderly & Disabled-	Metro Mobility Research & Planning	50,000	
		Metro Mobility Eligibility Criteria	50,000	
		ADA Research & Planning	50,000	\$150,000
94-11	Regional Rideshare	TDM Consulting		\$50,000
94-13	Transit System Plng & Impl-	Engineering & Design	75,000	
		Planning Assistance	75,000	\$150,000
94-14	Transit Programs & Administration-	MTC Performance Audit-Phase II	150,000	
		Operations Monitoring	50,000	\$200,000
94-17	Personnel	Affirmative Action		\$2,000
<b>CONTRACTUAL SERVICES-</b>				
94-10	Elderly & Disabled	Interpreter Services		\$2,500
94-15	Administration-	Legal Systems Service Corp (FSA)	1,400	
		Temporary Help	500	
		Miscellaneous Office	9,000	\$10,900
94-16	Finance	Annual Agency Financial Audit	16,000	
		Payroll Service	3,000	19,000
94-19	Public Information-	Special Events	6,000	
		Special Projects	10,000	
		Conferences	4,000	
		Miscellaneous Services	5,000	\$25,000
<b>TOTAL PROFESSIONAL &amp; TECHNICAL</b>				<u>\$809,400</u>

# FINANCIAL STRUCTURE

## Regional Transit Board 1994 Transit Assistance Schedule

	1991 Actual	1992 Actual	1993 Budget	1994 Budget
<b>Regular Route--</b>				
North Suburban Lines	889,958	850,274	827,818	852,653
Western Suburban	517,552	568,266	605,000	550,000
Roseville Area Circulator	0	550,546	580,000	590,000
UofM Route 52	370,687	471,542	583,766	518,000
BeLine	0	361,595	590,000	608,000
Valley Transit	108,182	108,592	108,000	110,117
White Bear Area Transit	0	0	20,332	0
<b>Total</b>	<b>1,886,379</b>	<b>2,910,815</b>	<b>3,314,916</b>	<b>3,228,770</b>
<b>MTC--</b>				
Operating Subsidy	60,869,478	63,832,077	65,995,424	65,224,463
Rideshare	498,673	389,810	599,928	650,000
Jobseekers	405,163	358,575	430,660	525,537
<b>Total MTC</b>	<b>61,773,314</b>	<b>64,580,462</b>	<b>67,026,012</b>	<b>66,400,000</b>
RTB Jobseekers	32,201	2,827	0	0
<b>Total Regular Route</b>	<b>\$63,691,894</b>	<b>\$67,494,104</b>	<b>\$70,340,928</b>	<b>\$69,628,770</b>
<b>Metro Mobility--</b>				
MTC-MMAC	534,789	644,502	628,028	0
ATE-MMSC	0	0	800,000	1,844,771
Metro Mobility Program	13,561,414	11,406,233	12,053,972	11,755,229
<b>Total Metro Mobility</b>	<b>\$14,096,203</b>	<b>\$12,050,735</b>	<b>\$13,482,000</b>	<b>\$13,600,000</b>
<b>Opt Out</b>				
MN Valley Transit	2,128,668	2,618,395	3,202,402	3,065,185
Southwest Metro	1,251,746	1,472,719	1,639,226	1,866,660
Plymouth	845,002	1,045,456	1,348,763	1,159,203
Maple Grove	618,680	658,040	573,522	462,843
Shakopee	220,381	232,086	248,712	252,425
<b>Total Opt Out</b>	<b>\$5,064,477</b>	<b>\$6,026,696</b>	<b>\$7,012,625</b>	<b>\$6,806,316</b>

**Regional Transit Board  
1994 Transit Assistance Schedule**

	1991 Actual	1992 Actual	1993 Budget	1994 Budget
<b>Rural Systems –</b>				
Anoka County Traveler	0	441,970	499,565	742,627
Anoka Volunteer	36,941	23,708	23,500	23,500
Carver County	147,575	135,495	124,332	124,332
Dakota Volunteer	14,432	14,432	0	0
DARTS	421,921	423,522	501,241	839,400
HSI (Washington Cty)	251,872	234,069	324,384	422,254
Lakeville	0	27,645	27,510	27,510
Linwood Volunteer	16,220	15,557	15,796	15,796
Scott County	124,445	124,445	119,519	119,519
Senior Community	46,390	48,257	48,521	48,250
Senior Trans Program	17,778	27,746	24,179	47,000
Westonka	19,801	32,696	31,715	31,715
<b>Total Rural Systems</b>	<b>1,097,375</b>	<b>1,549,542</b>	<b>1,740,262</b>	<b>2,441,903</b>
<b>Small Urban –</b>				
Columbia Heights	0	83,707	83,000	59,005
Hastings–TRAC	82,172	81,999	82,172	82,172
Hopkins	29,589	34,752	34,752	34,752
NEST	92,543	89,296	111,434	111,434
STEP	11,286	11,175	10,880	11,129
White Bear Area Transit	85,020	81,666	112,136	170,480
<b>Total Small Urban</b>	<b>300,610</b>	<b>382,595</b>	<b>434,374</b>	<b>468,972</b>
<b>Total Rural/Small Urban</b>	<b>\$1,397,985</b>	<b>\$1,932,137</b>	<b>\$2,174,636</b>	<b>\$2,910,875</b>
<b>New Services –</b>				
Anoka County Traveler	384,294	Beginning 1992 New Services reserve funds available for transfer from General Fund to relevant Special Revenue Fund.		
BeLine	45,781			
Roseville Area Circulator	524,665			
Columbia Heights	62,875			
Lakeville	32,570			
<b>Total New Services</b>	<b>\$1,050,185</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>123,020</b>
<b>Total Transit Assistance</b>	<b>\$85,300,744</b>	<b>\$88,003,672</b>	<b>\$93,510,189</b>	<b>\$93,068,981</b>

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Work  
Programs

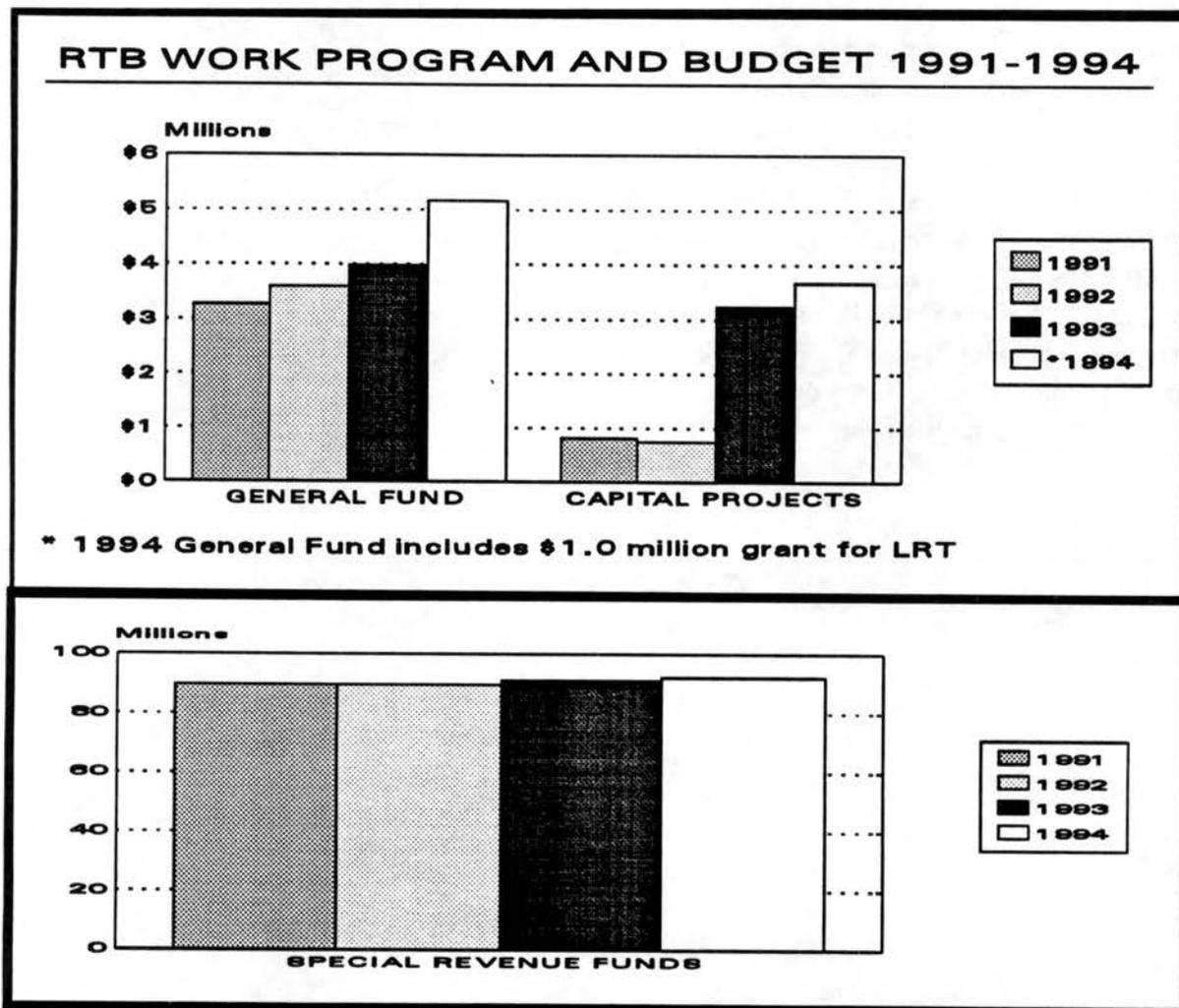
# WORK PROGRAMS

## INTRODUCTION

Information in this section is arranged by "work programs." Work programs are the individual areas where the Regional Transit Board will establish objectives and monitor performance of its activities in 1994. A description of each work program is given, along with specific goals for the budget year.

Staff resources and expenditures are provided in a comparison of the current year to the three previous years. The Regional Transit Board's 1994 Work Program and Budget has 18 work programs, an agency fund debt service levy schedule, and a capital project budget, all of which are shown in Figure 5-1.

FIGURE 5-1



# WORK PROGRAMS

## PROGRAM 94-01 POLICY MANAGEMENT

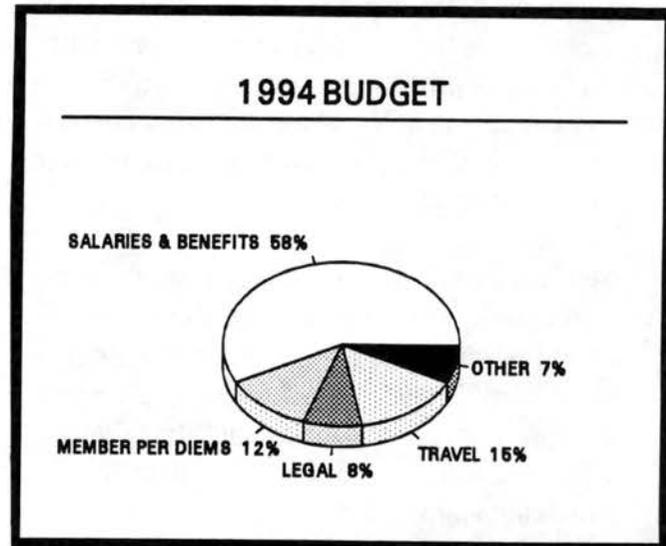
**Purpose** — The purpose of the Policy Management program is to support the activities of the Regional Transit Board, its chair, and the assistant to the chair.

**Major Activities** — Major activities include: directing transit planning and programs by adopting policies and goals for regional transit and for the agency; legislative programs for transit policy and funding; board and committee meetings; and public and intergovernmental communications.

**Goals** — Transit funding remains a critical issue with the RTB. Funding for mass transit is limited as demand and costs continue to increase. The board is planning to reintroduce a bill seeking dedicated transit funding at the 1994 legislative session.

The 1993 legislative session established a special committee to study and analyze the organization of metro governance. The RTB plans to develop a plan that explains the board's view regarding the role the Regional Transit Board should play in the planning and governance of transit in the seven-county metropolitan area.

FIGURE 5-2 PROGRAM 94-01  
EXPENDITURE CHART



**Program 94-01  
RTB Policy Management**

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Chair	2,080	2,080	2,080	2,080	2,080	2,080
Assistant to Chair	2,080	2,132	2,080	2,186	2,080	2,080
Administrative Assistant	2,080	1,077	0	1,081	0	1,310
Executive Assistant	906	858	0	0	0	0
Secretary	2,080	2,110	2,080	2,099	2,080	2,080
Total Hours	<u>9,226</u>	<u>8,257</u>	<u>6,240</u>	<u>7,446</u>	<u>6,240</u>	<u>7,550</u>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$208,083	\$203,985	\$168,977	\$168,908	\$166,580	\$186,918
Per Diems	40,000	34,550	50,000	38,500	40,000	\$40,000
Consulting	40,000	40,950	36,000	29,066	36,000	\$0
Legal Services	20,000	54,139	50,000	19,847	30,000	\$25,000
Professional Services	0	30	0	392	0	\$0
Met Council Chargebacks	25,000	25,000	26,000	16,514	22,300	\$20,300
Travel - Local	19,200	19,564	21,600	23,792	21,600	\$26,800
Travel - Non Local	20,800	21,194	23,400	25,774	23,400	\$22,000
Materials & Supplies	0	592	2,000	1,146	500	\$1,500
Occupancy/Telephone	0	3,559	3,000	3,093	3,000	\$500
Public Communications	0	681	3,250	783	1,500	\$1,500
Equipment Rental/Maintenance	200	195	200	0	0	\$0
Total Expenditures	<u>\$373,283</u>	<u>\$404,439</u>	<u>\$384,427</u>	<u>\$327,815</u>	<u>\$344,880</u>	<u>\$324,518</u>

# WORK PROGRAMS

## PROGRAM 94-02 EXECUTIVE DIRECTOR'S OFFICE

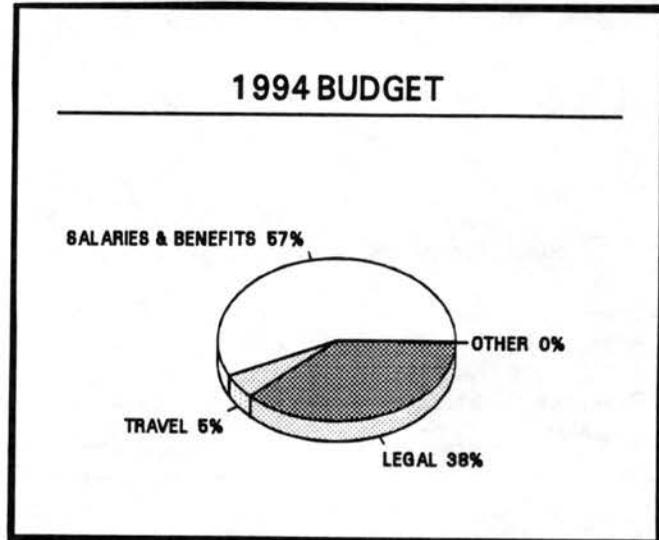
**Purpose** — The purpose of the Executive Director's Office program is to carry out the administrative responsibilities of the Regional Transit Board with the assistance of the Director of Planning and Programs and the Comptroller.

**Major Activities** — Major responsibilities include personnel, administration, strategic planning, implementing policies and procedures, managing the RTB budget, and administering the RTB personnel code. The Executive Director monitors the budget to ensure that the RTB's policies and programs are implemented, and to control the expenditures of the agency. Staff carries out the board's policy decisions. Legal services to the board and departments of the RTB are coordinated through this program also. The Executive Director is also responsible for ensuring that the RTB complies with all federal, state and local equal employment opportunity laws.

**Goals** — Because the Regional Transit Board has limited resources available, judicious economic decisions must be made. Conscientious use of resources is all the more important in 1994 to maintain levels of service as well as to adhere to the board's minimum fund balance policy. (See page 4-1 for a description of the RTB's minimum fund balance policy.) A judicious balance of service and expenditures will be the focus for 1994.

Another goal for this program is to continue RTB staff training and education in affirmative action and to uphold federal, state and local equal opportunity laws.

FIGURE 5-3 PROGRAM 94-02  
EXPENDITURE CHART



Program 94-02  
Executive Director's Office

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Executive Director	2,080	2,080	2,080	2,080	2,080	2,080
Administrative Assistant	0	544	1,040	1,000	1,040	770
Total Hours	2,080	2,624	3,120	3,080	3,120	2,850

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$85,660	\$101,610	\$129,928	\$136,859	\$136,570	\$113,736
Per Diems						\$0
Consulting						\$0
Legal Fees	50,000	96,096	100,000	66,453	100,000	\$75,000
Professional Services						\$0
Met Council Chargebacks						\$0
Travel - Local	7,000	3,078	4,730	5,268	4,000	\$5,000
Travel - Non Local	2,700	1,313	6,270	6,984	6,000	\$5,000
Materials & Supplies	1,000	205	500	325	250	\$300
Occupancy/Telephone						\$0
Public Communications						\$0
Equipment Rental/Maintenance	500					\$0
Total Expenditures	\$146,860	\$202,302	\$241,428	\$215,889	\$246,820	\$199,036

# WORK PROGRAMS

## PROGRAM 94-03 PLANNING AND PROGRAMS ADMINISTRATION

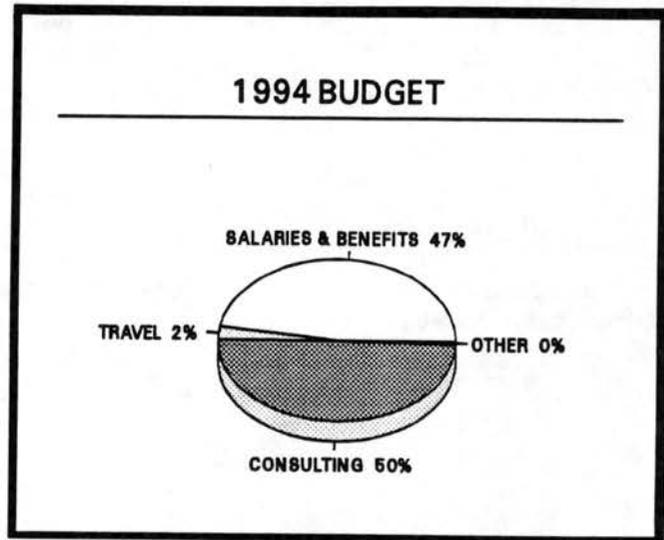
**Purpose** — This program's purpose is to provide management, personnel, support and administration to the Planning and Programs staff of the Regional Transit Board.

**Major Activities** — The major activities of program 94-03 fall within the responsibilities of the Director of Planning and Programs. These responsibilities include management, administration, and personnel functions of the Programs and Planning staff. The program consists mainly of time charged for staff organization and also research with the University of Minnesota Center for Transportation Studies.

**Goals** — Recruitment goals for 1994 are to fulfill the Programs and Planning staff complement. The positions of Transit Analyst and Americans with Disabilities Act Planner are two which management will try to fill.

Through the RTB's contract with the University of Minnesota Center for Transportation Studies, the board is able to benefit from the expertise and facilities the university has to offer. Continued research with alternative fuels and emissions is planned for 1994.

FIGURE 5-4  
PROGRAM 94-03 EXPENDITURE CHART



**Program 94-03  
Planning/Programs Administration**

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	650	911	650	854	484	1,019
Manager of Planning	133	84	133	120	167	146
Manager of Programs	139	553	137	0	0	0
Manager of Special Projects Planner	0	57	0	273	179	312
Administrative Assistant	1,301	1,253	1,301	0	0	0
Secretary	0	141	906	1,478	834	1,706
<b>Total Hours</b>	<b>2,223</b>	<b>2,999</b>	<b>3,127</b>	<b>3,091</b>	<b>2,100</b>	<b>3,599</b>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$63,253	\$82,841	\$79,917	\$98,612	\$61,976	\$95,484
Per Diems						\$0
Consulting	110,000	0	100,000	122,814	100,000	\$100,000
Legal						\$0
Professional & Technical						\$0
Met Council Chargebacks						\$0
Travel - Local	3,000	2,275	1,600	2,079	2,000	\$2,000
Travel - Non Local	2,000	1,588	3,400	4,419	3,000	\$3,000
Materials & Supplies	2,500	695	2,500	2,275	3,500	\$1,000
Occupancy/Telephone						\$0
Public Communications	0	588	500	3,822	500	\$0
Equipment Rental/Maintenance	0	250				\$0
Insurance			0	127		\$0
<b>Total Expenditures</b>	<b>\$180,753</b>	<b>\$88,237</b>	<b>\$187,917</b>	<b>\$234,149</b>	<b>\$170,976</b>	<b>\$201,484</b>

# WORK PROGRAMS

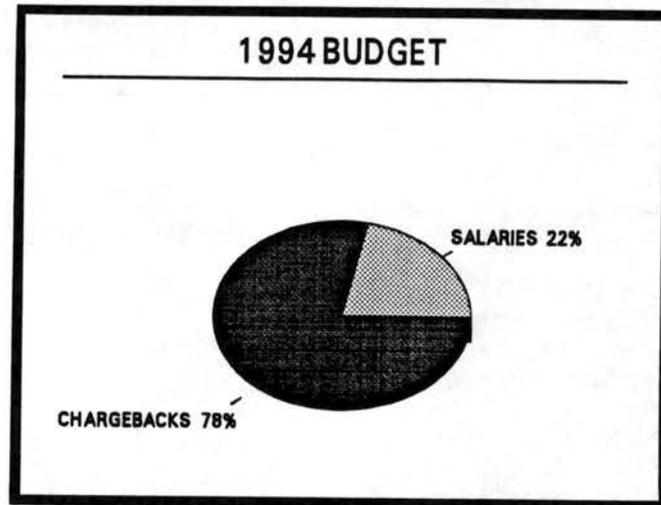
## PROGRAM 94-04 TRANSPORTATION PLANNING PROCESS

**Purpose** —The Transportation Planning Process program is set up to conduct activities related to the federally mandated urban transportation planning process. This program also conducts the activities associated with the Provider Advisory Committee and participates in the activities of the Metropolitan Council's Technical Advisory Committee and the Transportation Advisory Board.

**Major Activities** — Major activities include: staffing and conducting the bimonthly meetings of the Provider Advisory Committee, participating in the Metropolitan Council's Technical Advisory Committee's and Transportation Advisory Board's activities and subcommittees; completing the transit elements of the Transportation Improvement Program and submitting it to the Council; and participating in developing the process for allocating ISTEA funds.

**Goals** — Goals for this work program include: completing the 1994 Unified Planning Work Program; completing 1994 quarterly reports and submitting them to the Metropolitan Council; completing transit elements of the Transportation Improvement Program and submitting them to the Metropolitan Council and completing project reviews, referrals, and comprehensive plan amendment reviews.

FIGURE 5-5  
PROGRAM 94-04 EXPENDITURE CHART



Program 94-04  
Transportation Planning Process

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	167	25	167	93	167	104
Manager of Planning	217	304	217	368	250	416
Manager of Programs	0	34				
Manager of Special Projects			0	52	90	62
Senior Project Manager	0	68	0	77	87	83
Project Administrator II			0	43	0	62
Planner Paratransit Analyst Planner	313	192	311	78	0	83
Administrative Assistant			0	58	0	62
Total Hours	697	623	695	769	594	872

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$21,624	\$18,183	\$22,310	\$21,345	\$23,798	\$25,791
Per Diems						\$0
Consulting						\$0
Legal Fees						\$0
Professional & Technical						\$0
Met Council Chargebacks	134,000	134,000	135,000	86,230	100,500	\$91,600
Travel - Local						\$0
Travel - Non Local						\$0
Materials & Supplies						\$0
Occupancy/Telephone						\$0
Public Communications						\$0
Equipment Rental/Maintenance						\$0
Insurance						\$0
Total Expenditures	\$155,624	\$152,183	\$157,310	\$107,575	\$124,298	\$117,391

# WORK PROGRAMS

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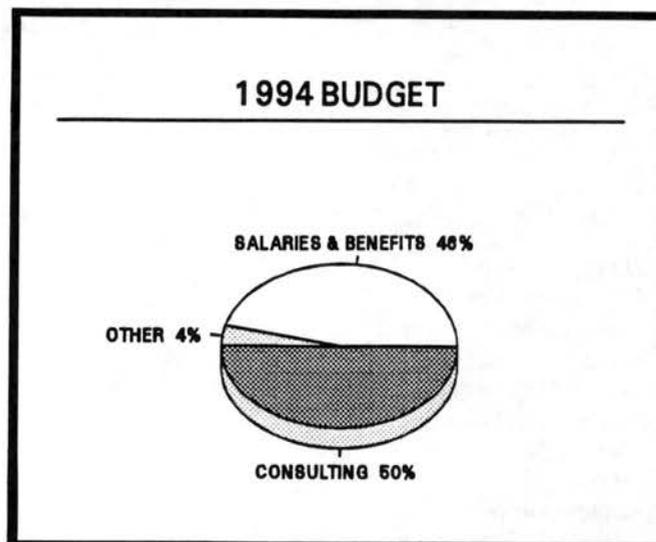
## **PROGRAM 94-10 ELDERLY AND DISABLED TRANSIT PLANNING**

**Purpose** — The purpose of the Elderly and Disabled Transit Planning program is to formulate plans for developing and coordinating transit services for seniors and people with disabilities in the seven-county metropolitan area; to conduct public policy research and identify opportunities to improve service; and to ensure participation in the transit planning process.

**Major Activities** — Major activities include staffing and activities relating to the Transportation Accessibility Advisory Committee, developing accessibility policies, and projecting funding needs.

**Goals** — Goals for this work program include: research and planning for implementing the Americans with Disabilities Act; developing and implementing community outreach on Metro Mobility eligibility criteria; establishing alternative travel modes for Metro Mobility riders through research and planning; evaluating the restructuring of the Metro Mobility program and modifying the program as needed; completing the 16(b)(2) funding applications review and analysis; and completing market analysis for new service options.

**FIGURE 5-6 PROGRAM 94-10  
EXPENDITURE CHART**



**Program 94-10  
Elderly/Disabled Transit Planning**

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	167	158	167	77	167	83
Manager of Planning	0	28	0	128	0	145
Manager of Programs	331	381	326	0	0	
Manager of Special Projects			0	305	358	354
Senior Project Managers	517	1,281	517	617	694	1,248
Senior Planners			0	209	0	249
Planner II	0	664	0	44	208	42
Paratransit Analyst	906	1244	906	1683	726	1955
Accessibility Specialist	2080	1341	2080	0	181	0
ADA Planner					2080	2080
Secretary			0	36	0	42
Total Hours	4,001	5,097	3,996	3,099	4,414	6,198

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$86,889	\$120,967	\$89,890	\$99,418	\$114,161	\$137,441
Per Diems						\$0
Consulting	30,000	30,255	50,000	39,391	130,000	\$150,000
Legal Fees						\$0
Professional Services	7,500	3,437	7,500	370		\$2,500
Met Council Chargebacks	10,000	10,000	10,000	6,405	7,500	\$6,850
Travel - Local	500	1,880	1,000	1,187	1,000	\$2,000
Travel - Non Local	500	941	1,500	1,154	1,500	\$0
Materials & Supplies						\$0
Occupancy/Telephone						\$0
Public Communications	5,000	63	5,000	2,645		\$0
Equipment Rental/Maintenance						\$0
Insurance						\$0
Total Expenditures	\$140,389	\$167,543	\$164,890	\$150,570	\$254,161	\$298,791

# WORK PROGRAMS

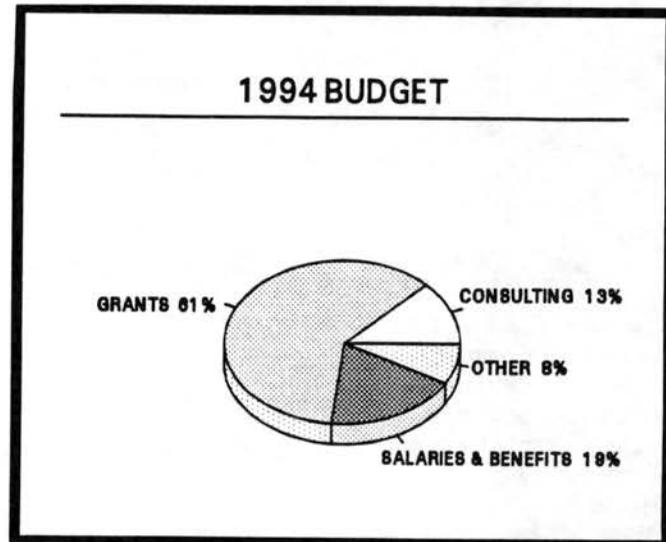
## PROGRAM 94-11 TRAVEL DEMAND MANAGEMENT (TDM) PLANNING

**Purpose** — To plan and implement travel demand management (TDM) policies and programs, and provide technical assistance for public agencies, transportation management organizations and local communities.

**Major Activities** — To develop and participate in the formulation of TDM policies, strategies and programs, including high-occupancy vehicle facilities, park-and-ride lots, and TDM capital improvements. Another major activity is to identify new TDM opportunities and the resources required to realize them.

**Goals** — Goals for this work program include: developing strategic plans for the metro area that will determine markets for services and identify opportunities for TDM initiatives; clarifying roles and responsibilities for marketing and delivery of services; identifying demonstration options for TDM; developing and evaluating performance measures for TDM marketing and service delivery; providing assistance to TDM marketing organizations; assisting the I-494 Joint Powers Organization and the Minneapolis Downtown Transportation Management Organization with identifying employers, initiating employer marketing and TDM information activities; and monitoring TDM policies and programs of the University of Minnesota and assist in developing additional TDM policies.

FIGURE 5-7 PROGRAM 94-11  
EXPENDITURE CHART



Program 94-11  
TDM Planning

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	83	0	83	17	125	21
Manager of Planning	217	72	217	208	167	229
Manager of Programs	174	60	172	0		
Manager of Special Projects			0	120	179	146
Senior Project Managers	361	85	361	386	376	437
Senior Planners						
Planner II	367	1025	364	20	344	20
Project Administrator II		49	0	174	915	229
Paratransit Analyst					181	42
Accessibility Specialist						
TDM Coordinator					2080	2080
Total Hours	1,202	1,291	1,197	925	4,367	3,204

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$34,397	\$31,435	\$35,269	\$27,630	\$107,243	\$73,485
Per Diems						\$0
Consulting						\$50,000
Legal Fees						\$0
Professional Services						\$0
Met Council Chargebacks	45,000	45,000	45,000	28,820	33,500	\$30,550
Travel - Local	1,000	268	1,000	319	1,000	\$1,000
Travel - Non Local						\$0
Materials & Supplies		174				\$0
Occupancy/Telephone						\$0
Public Communications						\$0
Equipment Rental/Maintenance						\$0
Transit Programs/Grants			150,000	146,220	150,000	\$240,000
Total Expenditures	\$80,397	\$76,877	\$231,269	\$202,989	\$291,743	\$395,035

# WORK PROGRAMS

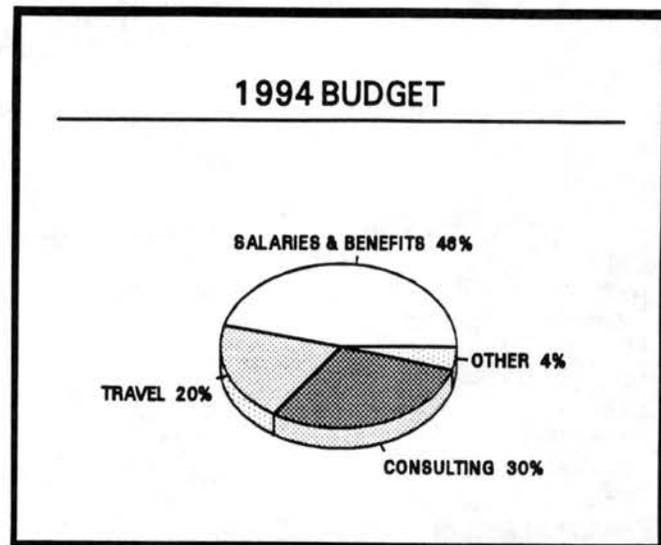
## PROGRAM 94-13 TRANSIT SYSTEM IMPROVEMENT AND IMPLEMENTATION PLANNING

**Purpose** — The purpose of this work program is to plan and coordinate the implementation of transit improvements, and to participate in regional transportation projects to ensure that transit alternatives, such as high occupancy vehicle lanes, are considered.

**Major Activities** — The Transit System Improvement and Implementation Planning program takes on an aggressive mission annually and is considered the main transit planning work program. Planning staff conducts studies for fixed route and paratransit services as part of this work program.

**Goals** — Goals for this work program include: conducting planning studies in sub-areas of the region to identify appropriate levels of regular route and paratransit services; assisting joint lead agencies in completing the Central Corridor Alternatives Analysis; planning and helping coordinate Team Transit activities, particularly along the I-35W corridor; planning and coordinating the implementation of transit hub improvements; developing biennial updates of the Five-Year Transit Plan, including soliciting comments from transit providers, agencies and communities; administering transit service performance standards; providing technical assistance to transit providers and communities; and assisting with implementation of accessible transit services.

FIGURE 5-8 PROGRAM 94-13  
EXPENDITURE CHART



**Program 94-13  
Transit System Planning & Implementation**

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	167	199	167	238	250	291
Manager of Planning	767	932	767	881	816	998
Manager of Programs	505	125	498	0		
Manager of Special Projects			0	116	179	124
Senior Project Managers	355	1,622	355	511	360	
Senior Planners			0	1,515		1,747
Planner II						6178
Planner	5,018	3,494	4,999	3,074	5,901	2,080
Project Administrator II						83
Project Administrator	1,533	77	1,533	86	554	
Paratransit Analyst	366	0	366	0		
<b>Total Hours</b>	<b>8,711</b>	<b>6,449</b>	<b>8,685</b>	<b>6,421</b>	<b>8,060</b>	<b>11,501</b>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$210,860	\$168,743	\$219,471	\$174,040	\$212,590	\$230,774
Per Diems						\$0
Consulting	25,000	4,998	25,000	25,000	80,000	\$150,000
Legal Fees						\$0
Professional Services						\$0
Met Council Chargebacks	30,000	30,000	30,000	19,214	22,300	\$21,700
Travel - Local	0	6,634	3,000	3,217	3,000	\$4,800
Travel - Non Local			5,000	7,228	5,000	\$5,000
Materials & Supplies		155		1,181	200	\$300
Occupancy/Telephone						\$0
Public Communications		2,154		466	500	\$0
Equipment Rental/Maintenance						\$0
Transit Programs/Grants						\$0
<b>Total Expenditures</b>	<b>\$265,860</b>	<b>\$212,684</b>	<b>\$282,471</b>	<b>\$230,346</b>	<b>\$323,590</b>	<b>\$412,574</b>

# WORK PROGRAMS

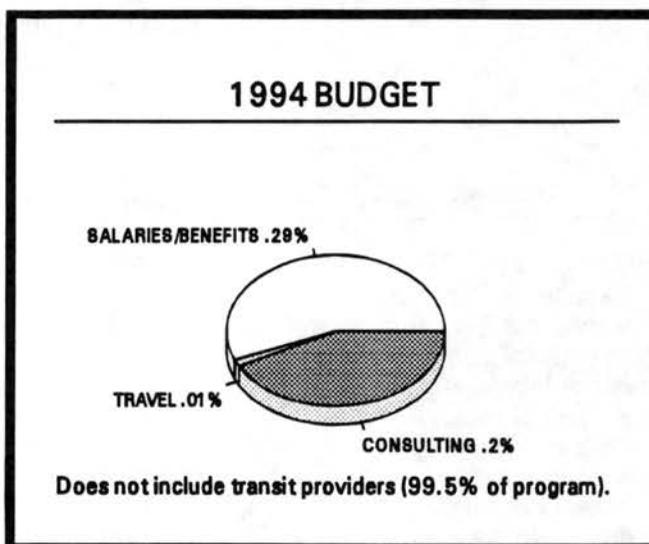
## PROGRAM 94-14 TRANSIT PROGRAMS ADMINISTRATION AND EVALUATION

**Purpose** — The main purpose of the Transit Programs Administration and Evaluation program is to administer the service contracts of the RTB. Under this work program, RTB staff also arranges for the delivery and coordination of regional transit services in the seven-county metro area by monitoring and evaluating programs. In addition, the responsibility for ensuring that service is effective, efficient and responsive also falls under this work program.

**Major Activities** — Major activities under the Transit Programs Administration and Evaluations work program include reviewing service plans and capital funding requests, and approving contracts and budgets for transit services, including the Metropolitan Transit Commission's annual operating and capital budget. (See pages 4-16 and 4-17 for detail of provider contracts.) Staff also provides technical assistance to providers under this work program as needed.

**Goals** — Goals for this work program include: reviewing service plans; evaluating capital funding requests; approving budgets for contract services; applying the RTB Four-Factor Cost Model for periodic evaluation of MTC service; reviewing the annual MTC operating and capital budget; administering the Jobseekers program; and providing technical assistance to providers as needed.

FIGURE 5-9 PROGRAM 94-14  
EXPENDITURE CHART



**Program 94-14  
Transit Programs Administration**

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	167	387	167	315	250	416
Manager of Planning	0	75				
Manager of Programs	331	417	326	0		2,080
Manager of Special Projects			0	389	530	458
Senior Project Managers	1,760	2,086	1,760	2,086	1,447	2,392
Senior Planners						
Planner II						
Planner	137	16	102	0	256	
Project Administrator II						3,765
Project Administrator	1,995	3,288	1,995	3,141	2,069	
Paratransit Analyst	540	0	540		1,086	
Transit Analyst (Statis)					2080	2080
Accounting Clerk II				22		42
Total Hours	4,930	6,269	4,890	5,952	7,718	11,233

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$118,097	\$151,458	\$122,749	\$151,841	\$188,086	\$265,355
Per Diems						\$0
Consulting	200,000	20,195	500,000	39,886	150,000	\$200,000
Legal Fees						\$0
Professional Services	5,000	0				\$0
Met Council Chargebacks						\$0
Travel - Local	0	6,743	4,000	5,022	4,000	\$5,000
Travel - Non Local	0	2,645	3,000	3,567	3,000	\$2,000
Materials & Supplies		125		4,376		\$0
Occupancy/Telephone						\$0
Public Communications	18,000	3,084	18,900	367	5,500	\$0
Equipment Rental/Maintenance						\$0
Transit Programs/Grants	87,802,516	84,218,372	89,176,364	88,003,083	89,118,802	\$92,945,961
Total Expenditures	\$88,143,613	\$84,402,622	\$89,825,013	\$88,208,142	\$89,469,388	\$93,418,316

# WORK PROGRAMS

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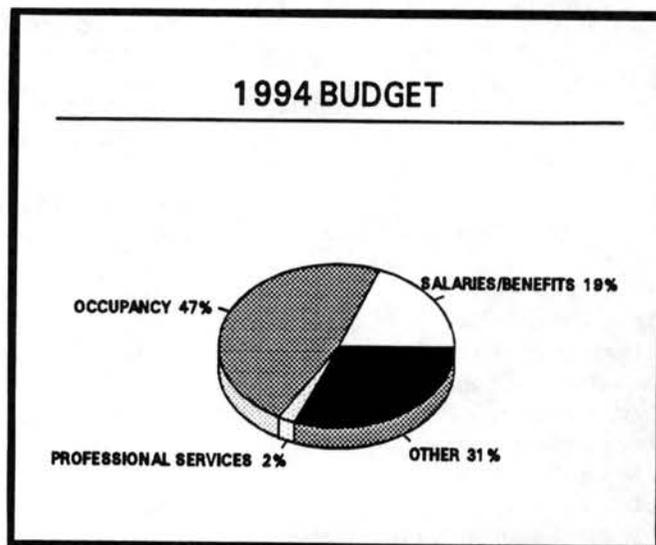
## PROGRAM 94-15 ADMINISTRATION

**Purpose** — The purpose of the Administration program is to coordinate and administer general office services for the agency, and to develop and maintain administrative procedures in conformance with board policies.

**Major Activities** — Major activities include clerical support for the agency, copy and mail services, purchasing general office supplies and equipment, maintaining general office equipment, and coordinating joint use of Mears Park Centre facilities. (The RTB shares the Mears Park Centre office building with the Metropolitan Council and the Metropolitan Waste Control Commission.)

**Goals** — Goals for this work program include: maintaining efficient clerical support for the agency, including copy and mail services; continuing existing maintenance programs and striving to provide uninterrupted use of office equipment; controlling expenditure of office supplies by balancing use and resources; and representing the RTB at Mears Park Centre joint use meetings.

FIGURE 5-10 PROGRAM 94-15  
EXPENDITURE CHART



Program 94-15  
Administration

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Comptroller	1,040	1,003	1,040	2,080	2,080	0
Manager of Admin Services						1040
Fiscal Analyst	447	154	447	138		
Personnel Administrator				53		0
Program Auditor						
Accountant						
Accounting Clerk						
Accounting Clerk II						
Administrative Assistant	607	406	87	199	567	229
Secretary	0	182	453	949	941	1,082
Clerical Assistant	2,080	1,936	2,080	1,618	1,602	1,976
Receptionist	2,080	2,080	2,080	2,080	2,080	2,080
Total Hours	6,254	5,761	6,187	7,116	7,270	6,407

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$108,865	\$101,700	\$101,768	\$128,153	\$146,114	\$88,401
Per Diems						\$0
Consulting						\$0
Legal Fees						\$0
Professional Services	0	11,570	10,000	10,368	10,000	\$10,900
Met Council Chargebacks						\$0
Travel - Local	500	112	500	603	750	\$1,100
Travel - Non Local						\$0
Materials & Supplies	26,750	14,640	27,000	20,555	27,000	\$22,700
Occupancy/Telephone	203,200	196,414	203,600	208,542	214,785	\$215,300
Public Communications	32,000	28,054	24,000	23,220	20,500	\$20,300
Equipment Rental/Maintenance	33,000	24,649	34,000	27,915	34,000	\$31,354
Insurance	72,000	12,813	64,200	8,320	64,200	\$64,200
Total Expenditures	\$476,315	\$389,952	\$465,068	\$427,677	\$517,349	\$454,255

## WORK PROGRAMS

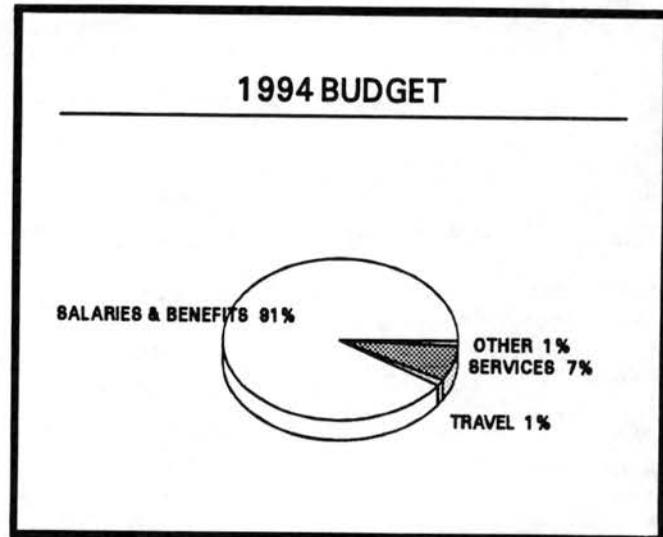
### PROGRAM 94-16 FINANCE

**Purpose** — The purpose of this work program is to provide the RTB with the systems and procedures of accounting, and treasury and financial management in accordance with the policies of the board, while adhering to applicable statutes, standards and generally accepted practices.

**Major Activities** — Major activities under the Finance work program include maintaining agency accounting records, providing financial reporting to the board, preparing budgets and providing forecasts, and administering accounts payable and payroll. In addition, investing idle funds, managing cash flow, and conducting operational and contract compliance audits also are a part of this work program. The finance department also manages the agency's information systems and purchases related equipment, provides financial administration of provider contracts, and coordinates the annual agency financial audit.

**Goals** — Goals for this work program include preparing the 1993 Comprehensive Annual Financial Report and submitting it to the Government Finance Officers Association award program; preparing the 1995 Regional Transit Board Work Program and Budget and submitting it to the Government Finance Officers Association award program; filling the vacant Program Auditor staff position; and continuing the purchase program to replace outdated information system equipment.

FIGURE 5-11 PROGRAM 94-16  
EXPENDITURE CHART



Program 94-16  
Finance

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Comptroller	906	848	906	0		2,080
Fiscal Analyst	1,340	1,605	1,340	2,167	2,080	2,080
Personnel Administrator	260	318	173	291	317	0
Program Auditor	4,160	4,160	4,160	4,160	4,160	4,160
Accountant	2,080	2,080	2,080	1,726	2,080	2,080
Accounting Clerk	3,624	1,791	2,080	0	2,080	0
Accounting Clerk II			0	2128		2038
Clerical Assistant			0	72		104
Purchasing Coordinator	0	1,623	2,080	0		
Total Hours	<u>12,370</u>	<u>12,425</u>	<u>12,819</u>	<u>10,544</u>	<u>10,717</u>	<u>12,542</u>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$252,735	\$258,664	\$260,878	\$213,321	\$219,488	\$246,159
Per Diems						\$0
Consulting						\$0
Legal Fees						\$0
Professional Services	13,800	16,414	17,000	16,903	17,750	\$19,000
Met Council Chargebacks			9,000	0	1,500	\$0
Travel - Local	500	731	1,000	359	750	\$500
Travel - Non Local			2,000	0	3,000	\$3,000
Materials & Supplies	2,250	4,831	2,500	1,694	2,500	\$1,000
Occupancy/Telephone						\$0
Public Communications	0	7				\$1,500
Equipment Rental/Maintenance			500			\$0
Insurance						\$0
Total Expenditures	<u>\$269,285</u>	<u>\$280,647</u>	<u>\$292,878</u>	<u>\$232,276</u>	<u>\$244,988</u>	<u>\$271,159</u>

# WORK PROGRAMS

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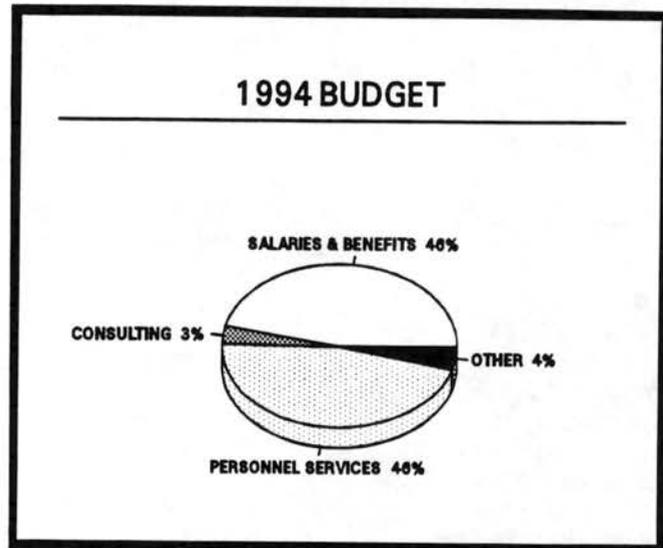
## PROGRAM 94-17 PERSONNEL

**Purpose** — The purpose of the Personnel program is to perform services and projects to support the effective use of RTB staff, and to assist all managers in achieving and maintaining their staff complement.

**Major Activities** — Major activities include providing the agency with recruitment efforts consistent with the Equal Employment Opportunity policies of the RTB; assisting the Executive Director with the RTB Affirmative Action Plan; administering the RTB Personnel Code, and providing employee training and development as directed by the RTB management team.

**Goals** — Goals for this work program include assisting management in recruiting vacant positions to achieve full staff complement; maintaining RTB salary structures and improving the timeliness of performance evaluations as directed by the Executive Director; and arranging for employee training as prescribed by the RTB Affirmative Action Committee.

FIGURE 5-12 PROGRAM 94-17  
EXPENDITURE CHART



Program 94-17  
Personnel

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Comptroller	0	40				
Manager of Admin Services						1040
Personnel Administrator	1,387	1,455	1,474	1,737	1,417	0
<b>Total Hours</b>	<u>1,387</u>	<u>1,495</u>	<u>1,474</u>	<u>1,737</u>	<u>1,417</u>	<u>1,040</u>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$35,923	\$38,793	\$40,579	\$36,507	\$41,022	\$26,502
Per Diems						\$0
Consulting			0	1,700		\$2,000
Legal Fees						\$0
Professional Services	0	1,555				\$0
Met Council Chargebacks						\$0
Travel - Local	500	413	500	417	750	\$550
Travel - Non Local			1,500	0	1,500	\$1,500
Materials & Supplies	0	24	0	1,800		\$500
Occupancy/Telephone						\$0
Public Communications						\$0
Equipment Rental/Maintenance			0	170		\$0
Empl. Recruitment/Development	8,000	7,725	20,500	6,485	20,500	\$26,150
<b>Total Expenditures</b>	<u>\$44,423</u>	<u>\$48,510</u>	<u>\$63,079</u>	<u>\$47,078</u>	<u>\$63,772</u>	<u>\$57,202</u>

## WORK PROGRAMS

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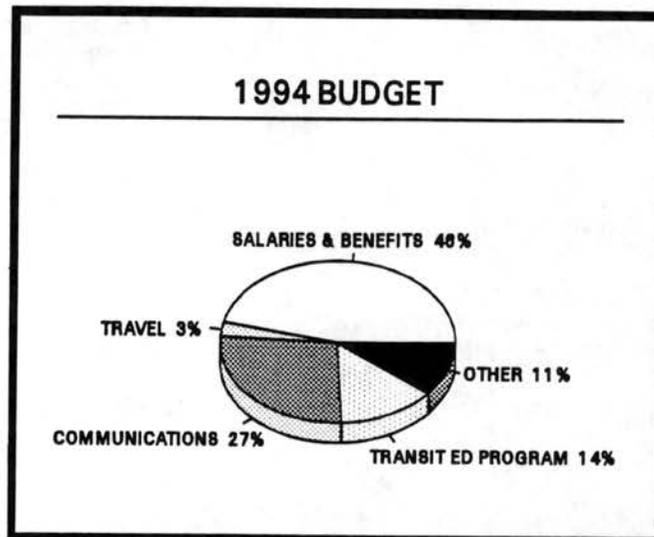
### PROGRAM 94-19 PUBLIC INFORMATION OFFICE

**Purpose** — The purpose of the Public Information Office is to inform and educate people about the Regional Transit Board and its transit programs through external communications, personal contacts, and informational materials. This work program also encourages participation in the RTB's decision-making process.

**Major Activities** — Major activities include developing and distributing promotional materials including the RTB annual report; conducting media relations, setting up conferences and public meetings, marketing transit and producing various transit information pieces.

**Goals** — Goals for this work program include producing the 1993 Regional Transit Board annual report; developing and implementing the Transit Education Program; publishing the quarterly newsletter, *The RTB Messenger*; conducting a transit opinion survey; updating the RTB folder as needed; maintaining an RTB presence at the Minnesota State Fair; and producing general publications and flyers as needed.

FIGURE 5-13 PROGRAM 94-19  
EXPENDITURE CHART



Program 94-19  
Public Information Office

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Public Information Manager	2,080	2,087	2,080	2,089	2,080	2,080
Writer/Editor	2,080	2,080	2,080	2,109	2,080	2,080
Public Information Specialist	2,080	2,080	2,080	1,784	2,080	2,080
Administrative Assistant	260	355	258	56	250	62
Secretary	0	33	0	283	261	312
Total Hours	6,500	6,635	6,498	6,321	6,751	6,614

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$126,639	\$130,772	\$128,394	\$125,846	\$142,483	\$135,485
Per Diems						\$0
Consulting	111,500	90,851	88,000	12,891	90,000	\$0
Legal Fees						\$0
Professional Services				4,588		\$25,000
Met Council Chargebacks						\$0
Travel - Local	200	2,732	2,000	4,730	2,800	\$3,700
Travel - Non Local	1,000	752	3,000	2,879	3,000	\$4,500
Materials & Supplies	6,950	14,415	10,900	14,385	13,600	\$5,500
Occupancy/Telephone						\$0
Public Communications	37,800	26,174	39,700	86,760	42,400	\$77,900
Equipment Rental/Maintenance	1,000	1,841	400	1,329	600	\$1,000
Transit Programs/Grants						\$40,000
Total Expenditures	\$285,089	\$267,537	\$272,394	\$253,409	\$294,883	\$293,085

# WORK PROGRAMS

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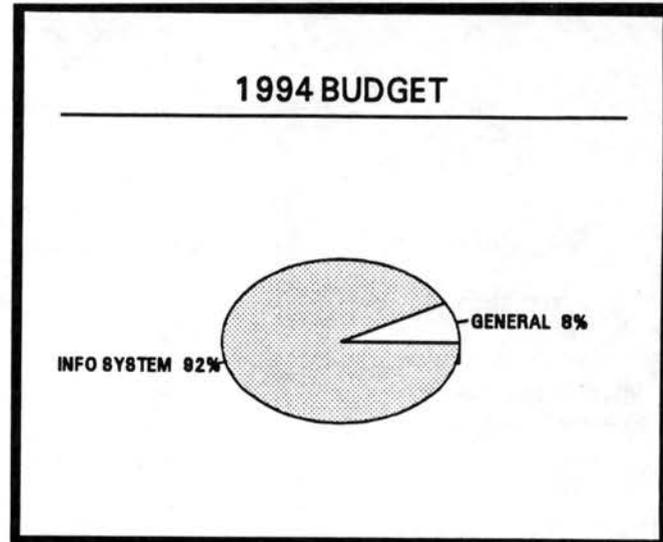
## PROGRAM 94-20 AGENCY CAPITAL PURCHASES

**Purpose** — The purpose of the Agency Capital Purchases program is to account for general office and information system equipment purchases.

**Major Activities** — Major activities include purchasing general office equipment (such as chairs, tables and file cabinets), purchasing information system equipment such as computers, printers and related items. Office equipment purchases are accounted for in the general fixed asset account group, in addition to capital expenditures in the general fund. (See page 4-4 for description of this account group.) Under Minnesota Statute 473.375, Subd. 4, the board may not own real property or transit vehicles.

**Goals** —Goals for this work program include maintaining general office equipment, and continuing the information system equipment replacement program. (Under this program, the equipment is replaced as needed to avoid the burden of purchasing all such equipment in any one year.)

FIGURE 5-14 PROGRAM 94-20  
EXPENDITURE CHART



**Program 94-20  
Agency Capital Purchases**

Expenditures	1991 ACTUAL	1992 ACTUAL	1993 BUDGET	1994 BUDGET
General Office Equipment	2,376	0	2,000	2,000
Copier	0	0	19,000	0
Information System Equipment	8,093	7,180	29,000	23,000
Work Stations	774	0	0	0
Total Expenditures	<u>\$11,243</u>	<u>\$7,180</u>	<u>\$50,000</u>	<u>\$25,000</u>

# WORK PROGRAMS

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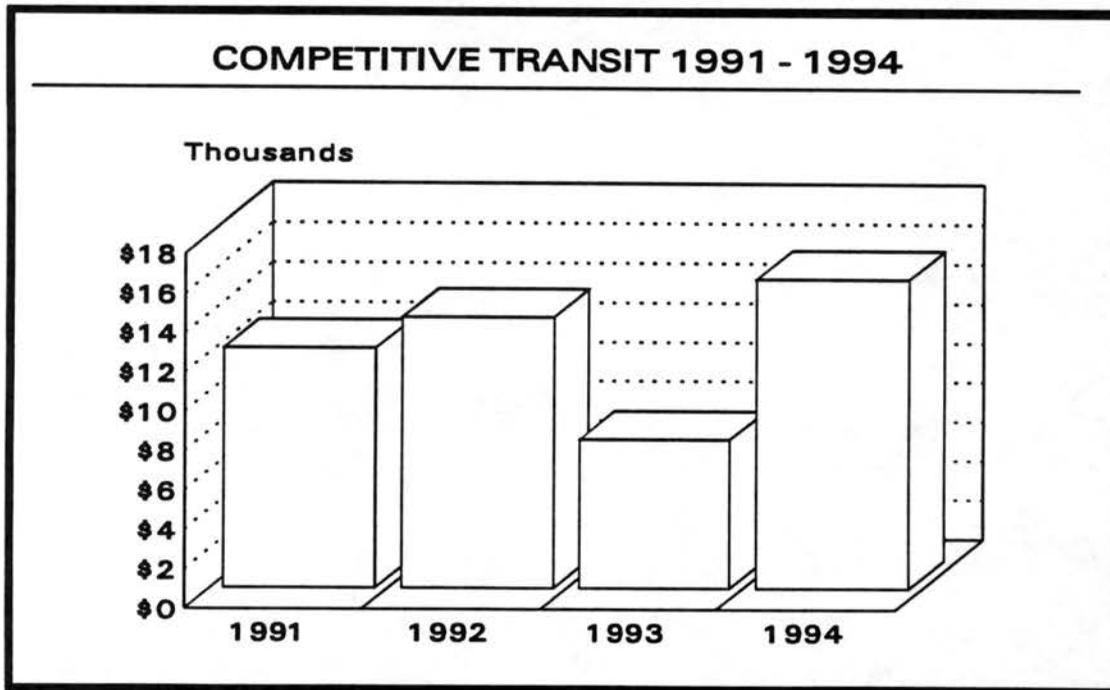
## PROGRAM 94-22 COMPETITIVE TRANSIT

**Purpose** — The Competitive Transit program was established in 1988 to initiate a competitive transit demonstration project to study the feasibility and effectiveness of competitively awarding transit service provider contracts. The study, now completed, will end in 1994 with a final report and implementation of competitive transit policies.

**Major Activities** — Major activities in this work program include developing standards, procedures and guidelines that will permit quality public transit services to be procured in a consistent and equitable manner. This program is also responsible for implementing competitive transit policies and producing a final report on competitive transit.

**Goals** — Goals for this work program include implementing competitive transit policies, and completing the Competitive Transit Final Report.

FIGURE 5-15 PROGRAM 94-22 EXPENDITURE CHART



Program 94-22  
Competitive Transit

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Manager of Special Projects			0	327		416
Project Administrator II			0	86		104
Total Hours	0	0	0	413	0	520

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$0	\$12,197	\$0	\$13,770	\$0	\$15,736
Per Diems						\$0
Consulting						\$0
Legal Fees						\$0
Professional Services						\$0
Met Council Chargebacks						\$0
Travel - Local						\$0
Travel - Non Local						\$0
Materials & Supplies						\$0
Occupancy/Telephone						\$0
Public Communications						\$0
Equipment Rental/Maintenance						\$0
Total Expenditures	\$0	\$12,197	\$0	\$13,770	\$0	\$15,736

# WORK PROGRAMS

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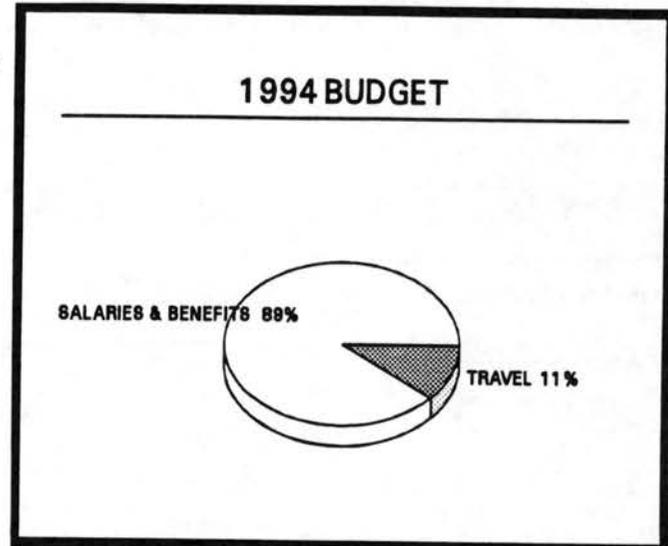
## **PROGRAM 94-23 LIGHT RAIL TRANSIT PLANNING AND COORDINATION**

**Purpose** — The purpose of this work program is to plan and coordinate light rail transit (LRT) activities in the metropolitan area in cooperation with the Metropolitan Council, the regional railroad authorities, communities and others.

**Major Activities** — Major activities include conducting studies, coordinating LRT/bus planning, and participating in LRT technical committees. This work program is also responsible for reviewing and approving plans for light rail and approving grant applications for LRT.

**Goals** — The goal for this work program is to review the LRT proposal for the Central Corridor Alternatives Analysis.

**FIGURE 5-16 PROGRAM 94-23  
EXPENDITURE CHART**



**Program 94-23  
Light Rail Transit Planning**

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	167	127	167	107	167	125
LRT Engineer	339	0				
Manager of Planning	100	188	100	88	167	146
Senior Planner	2080	2,080	2,080	1,559	1,568	0
Planner	254	127	254			
Secretary	2080	1,413	453			
<b>Total Hours</b>	<b>5,020</b>	<b>3,935</b>	<b>3,054</b>	<b>1,754</b>	<b>1,902</b>	<b>271</b>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$128,171	\$110,021	\$80,751	\$46,857	\$66,190	\$12,059
Per Diems						\$0
Consulting	50,000	43,470	50,000	600	1,000,000	\$0
Legal Fees						\$0
Professional Services			0	2,608		\$0
Met Council Chargebacks						\$0
Travel - Local	1,000	740	1,000	524	1,000	\$500
Travel - Non Local	3,500	3,341	4,000	2,865	4,000	\$1,000
Materials & Supplies	0	226	0	217	500	\$0
Occupancy/Telephone						\$0
Public Communications	0	6,266		149		\$0
Equipment Rental/Maintenance						\$0
Transit Programs/Grants						\$0
<b>Total Expenditures</b>	<b>\$182,671</b>	<b>\$164,064</b>	<b>\$135,751</b>	<b>\$53,822</b>	<b>\$1,071,690</b>	<b>\$13,559</b>

# WORK PROGRAMS

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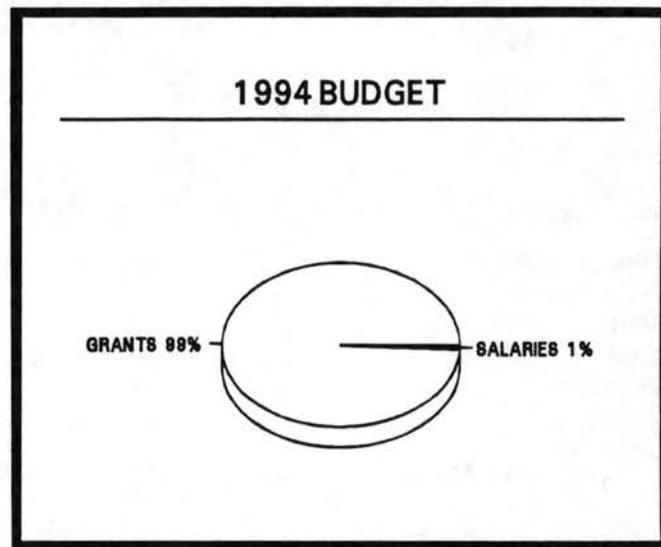
## **PROGRAM 94-24 LRT CENTRAL CORRIDOR ALTERNATIVES ANALYSIS/DRAFT ENVIRONMENTAL IMPACT STATEMENT**

**Purpose** — To administer the Central Corridor Alternatives Analysis/Draft Environmental Impact Statement (AA/DEIS).

**Major Activities** — Major activities include administering the federal grant for the light rail transit Central Corridor AA/DEIS, which is passed through to the Minnesota Department of Transportation.

**Goals** —The goal for this work program is to administer the Central Corridor Alternatives Analysis/Draft Environmental Impact Statement grant.

**FIGURE 5-17 PROGRAM 94-24  
EXPENDITURE CHART**



Program 94-24  
Central Corridor AA/DEIS

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P			0	13		21
LRT Engineer						
Manager of Planning						200
Senior Planner			0	591		0
Planner						
Secretary						
<b>Total Hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>604</b>	<b>0</b>	<b>221</b>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits			\$0	\$21,371		\$7,553
Per Diems						\$0
Consulting						\$0
Legal Fees						\$0
Professional Services						\$0
Met Council Chargebacks						\$0
Travel - Local			0	45		\$0
Travel - Non Local			0	644		\$0
Materials & Supplies						\$0
Occupancy/Telephone						\$0
Public Communications			0	132		\$0
Equipment Rental/Maintenance						\$0
Transit Programs/Grants						\$1,000,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,193</b>	<b>\$0</b>	<b>\$1,007,553</b>

# WORK PROGRAMS

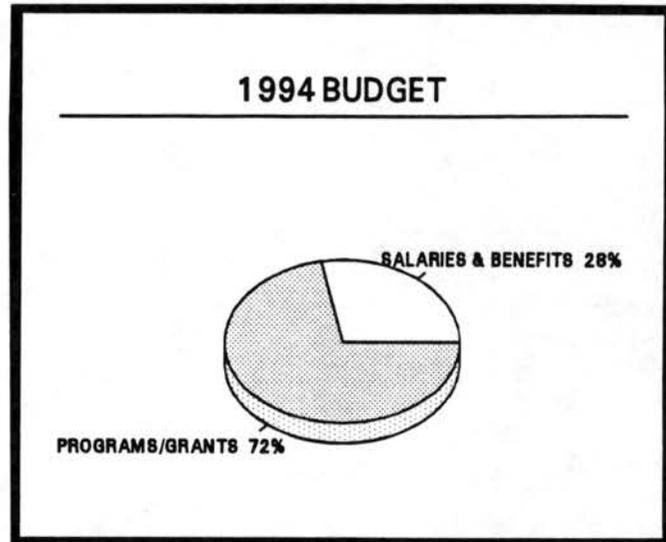
## PROGRAM 94-26 IMPLEMENTATION OF NEW SERVICES

**Purpose** — The purpose of this work program is to implement new transit service demonstration projects, develop and undertake marketing communication activities that improve coordination between providers in the areas of service delivery, marketing and fares. This work program also monitors and evaluates service performance.

**Major Activities** — Major activities include evaluating new services during the 18-month demonstration periods, coordinating marketing activities with providers and communities to implement new services, and assist implementation of new community-based transit programs.

**Goals** —The goals for this work program are to: develop and implement uniform standards for designing and distributing marketing materials for contract service providers and the Metropolitan Transit Commission, and to provide resources in the exurban area for the restructured Metro Mobility program.

FIGURE 5-18 PROGRAM 94-26  
EXPENDITURE CHART



**Program 94-26  
Implementation of New Services**

Staff Complement	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Director of P & P	167	6	167	0	125	
Manager of Planning	300	32	300	0	167	
Manager of Programs	331	206	326	0		
Manager of Special Projects			0	182	270	208
Senior Project Manager	528	0	528	0	557	
Planners	1,119	0	1,117	0	682	
Transit Analyst					555	
Project Administrator II						1,997
Project Administrator	2,080	2,080	2,080	2,082	981	
Total Hours	<u>4,525</u>	<u>2,324</u>	<u>4,518</u>	<u>2,264</u>	<u>3,337</u>	<u>2,205</u>

Expenditures	1991 Budget	1991 Actual	1992 Budget	1992 Actual	1993 Budget	1994 Budget
Salaries & Benefits	\$107,559	\$45,416	\$111,447	\$54,589	\$90,523	\$47,661
Per Diems						\$0
Consulting						\$0
Legal Fees						\$0
Professional Services						\$0
Met Council Chargebacks						\$0
Travel - Local	0	741	800	1,147	1,000	\$0
Travel - Non Local		3,000		1,469		\$0
Materials & Supplies	0	325		45		\$0
Occupancy/Telephone						\$0
Public Communications	15,000	84,866	15,750	64		\$0
Equipment Rental/Maintenance						\$0
Transit Programs/Grants	1,379,771	1,052,684	500,000		500,000	\$123,020
Total Expenditures	<u>\$1,502,330</u>	<u>\$1,187,032</u>	<u>\$627,997</u>	<u>\$57,314</u>	<u>\$591,523</u>	<u>\$170,681</u>

## WORK PROGRAMS

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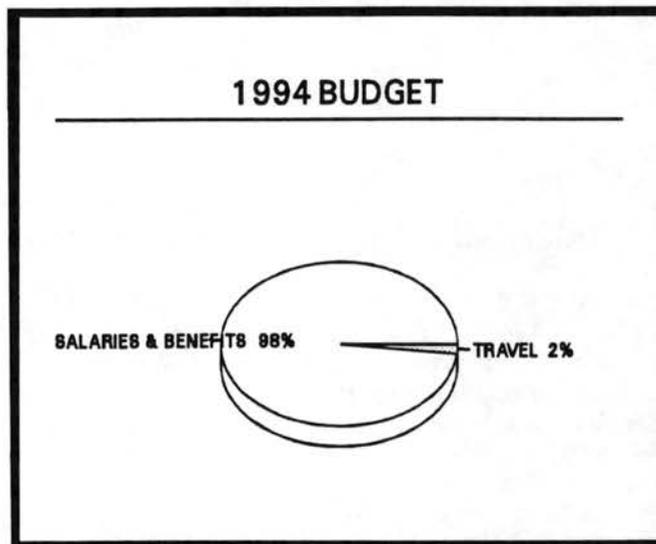
### PROGRAM 94-27 COMMUNITY RELATIONS

**Purpose** — The purpose of the community relations program is to develop and coordinate activities associated with the board's interaction with local units of government and citizen groups. This work program also encourages information exchange, education, and participation in the board's programs and activities.

**Major Activities** — Major activities include acting as a liaison to local governments and assisting the Chair's Office with outreach efforts. The Community Relations Coordinator also assists board members, as requested, with their individual community relations efforts and provides staff assistance to the RTB's Local Officials Advisory Committee.

**Goals** — The goals for this work program include: building coalitions with government and citizen groups to increase support for transit programs; administering the Citizens Awards and Recognition Program; developing and conducting an annual transit forum for government officials and staff; and acting as a liaison to provide education and communication support to various citizen groups.

FIGURE 5-19 PROGRAM 94-27  
EXPENDITURE CHART



**Program 94-27  
Community Relations**

<b>Staff Complement</b>	<b>1991 Budget</b>	<b>1991 Actual</b>	<b>1992 Budget</b>	<b>1992 Actual</b>	<b>1993 Budget</b>	<b>1994 Budget</b>
Manager of Programs	0	10				
Community Relations Coordinator	2,080	2,080	2,080	2,080	2,080	2,080
Planner	0	8				
Administrative Assistant	173	64	175	8	83	21
Secretary	0	16		192	174	228
Total Hours	<u>2,253</u>	<u>2,178</u>	<u>2,255</u>	<u>2,280</u>	<u>2,337</u>	<u>2,329</u>

<b>Expenditures</b>	<b>1991 Budget</b>	<b>1991 Actual</b>	<b>1992 Budget</b>	<b>1992 Actual</b>	<b>1993 Budget</b>	<b>1994 Budget</b>
Salaries & Benefits	\$52,833	\$51,436	\$55,087	\$50,571	\$56,636	\$54,931
Per Diems						\$0
Consulting						\$0
Legal Fees						\$0
Professional Services						\$0
Met Council Chargebacks						\$0
Travel - Local	1,000	669	1,000	325	1,000	\$500
Travel - Non Local						\$500
Materials & Supplies	0	30				\$0
Occupancy/Telephone						\$0
Public Communications						\$0
Equipment Rental/Maintenance	0	25				\$0
Transit Programs/Grants						\$0
Total Expenditures	<u>\$53,833</u>	<u>\$52,160</u>	<u>\$56,087</u>	<u>\$50,896</u>	<u>\$57,636</u>	<u>\$55,931</u>

# WORK PROGRAMS

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## SCHEDULE OF DEBT SERVICE LEVY

**Purpose** — The purpose of the debt service levy schedule is to illustrate the tax levy needed to pay principal and interest on the certificates of indebtedness and bonds issued by the Metropolitan Transit Commission (MTC) and the Metropolitan Council. (See page 4-5 for a description of the debt service property tax levy.)

**Description** — For the Regional Transit Board to fund those capital expenditures prescribed in the implementation and capital plans, the agency must first seek and receive specific authority from the state legislature as defined in Minnesota statutes. General obligation bond debt issued after 1985 is issued by the Metropolitan Council on behalf of the Regional Transit Board. Prior to 1985, transit bonds were issued by the MTC. The Council receives the proceeds of the issues and forwards them through to the RTB for distribution to the various projects budgeted.

Because of the way debt is issued, the Metropolitan Council carries the liability for the transit bonds issued. (The MTC carries the liability for those issued before 1985.) The Metropolitan Council and the MTC certify to the RTB by resolution the amount needed for debt service for the budget year. The RTB then certifies the debt levy to the Department of Revenue. Subsequently, the RTB acts as an agent for debt service; the RTB collects the debt service levy and forwards it to the Metropolitan Council and the MTC.

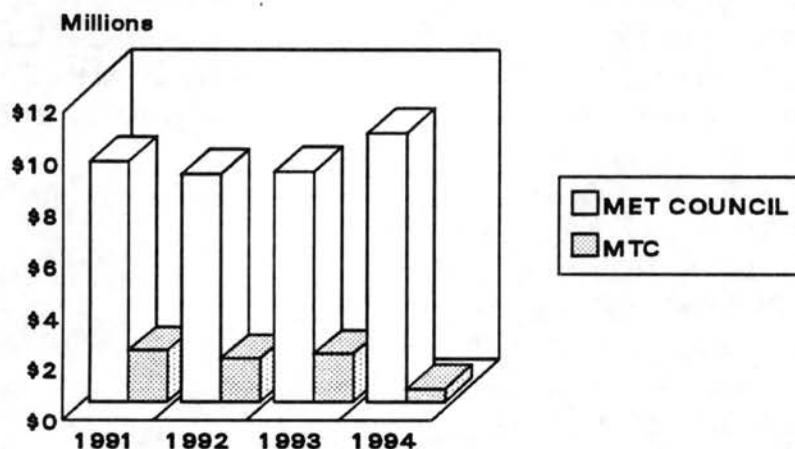
Debt is issued for capital improvements such as transit facilities, vehicle purchases for transit programs and MTC fleet acquisitions. (See page 5-40 for additional information regarding the non-agency capital budget.)

Future maturities of MTC-issued debt total approximately \$3 million, with \$500,000 certified for levy in 1994. Future maturities of the debt issued by the Metropolitan Council total approximately \$77 million, with \$10.4 million certified for levy in 1994.

**SCHEDULE OF DEBT SERVICE LEVY  
1994 BUDGET**

1991 ACTUAL	1992 ACTUAL	1993 ACTUAL	1994 ACTUAL
\$10,405,224	\$10,598,650	\$10,887,249	\$10,993,176

**DEBT SERVICE 1991 - 1994**



# WORK PROGRAMS

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## 1994 TRANSIT CAPITAL BUDGET

**Purpose** — The purpose of the Transit Capital Budget is to illustrate the planned expenditures for capital improvements to the regional transit system.

**Description** — Investing in transit vehicles and facilities is a critical element in the future success of the regional transit system. The RTB's capital plan calls for a growing number of transit hubs, more park-and-ride spaces, additional passenger shelters, and continued updating of the transit fleet.

Capital investments in the regional transit system between 1993 and 1997 are projected at \$172.5 million and include regional facilities as well as provider needs such as vehicle purchases, facilities, and equipment.

**Funding** — Regional capital funding for transit is obtained through federal capital grants and locally by the sale of general obligation bonds by the Metropolitan Council. The Minnesota State Legislature authorizes the amounts that may be sold. Federal grants are available through the Federal Transit Administration. Over the next four years, \$11 million annually is projected to be available from federal capital funding sources, which will go directly to the MTC. Local funds totaling \$138 million will be required through 1997. Funding requirements will peak in 1995, when the MTC will be making large fleet purchases. Currently, the RTB has legislative authorization to issue \$64 million in transit bonds (\$44 million for the MTC, \$20 million for other programs) of which \$20 million has already been issued.

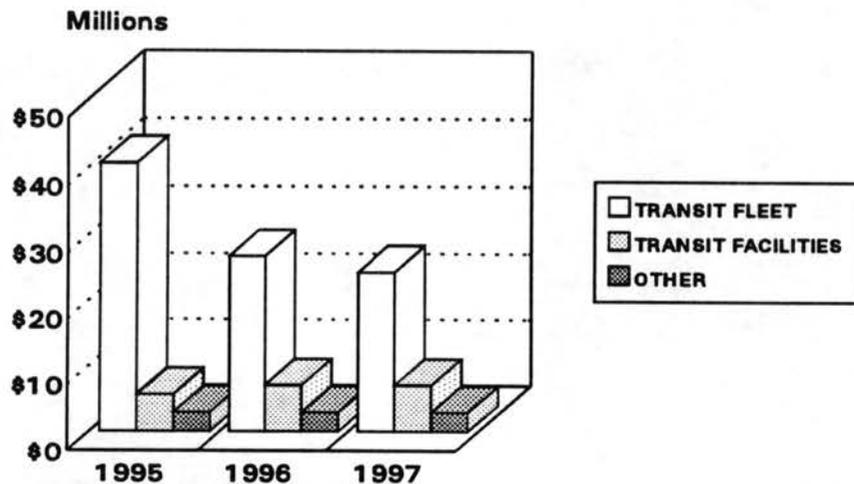
**Impact on Operations** — Principal and interest payments on bond issues are made through the agency fund (see pages 4-5 and 4-4 for descriptions of debt service and agency fund) with property taxes levied for debt service. There are two separate levies: one for debt service and another for operations. Resources for debt service are separate from the operating levy, thus the levy for debt does not impair operations. However, the exurban levy for rural and small urban programs is a function of the amount of the debt service levy. (See page 4-4 for a description of the property tax levy). This means the exurban levy will fluctuate in the direction of debt service levied.

Because of the way debt is issued, the Metropolitan Council carries the liability for the transit bonds issued. (The MTC carries the liability for those issued before 1985.) The Metropolitan Council and the MTC certify to the RTB by resolution the amount needed for debt service for the budget year. The RTB then certifies the debt levy to the Department of Revenue. Subsequently, the RTB acts as an agent for debt service; the RTB collects the debt service levy and passes it through to the Metropolitan Council and the MTC.

**REGIONAL TRANSIT BOARD  
1994 TRANSIT CAPITAL BUDGET**

	1991 ACTUAL	1992 ACTUAL	1993 BUDGET	1994 BUDGET
Transit Facilities	\$1,045,112	\$427,617	\$2,660,000	\$1,000,000
Vehicle Purchase	\$58,589	\$143,730	\$300,000	\$1,500,000
Opt-Out Reimbursement	\$0	\$0	\$284,000	\$350,000
Projects(Smart, Travlink)	\$0	\$0	\$0	\$820,000
<b>TOTAL</b>	<b>\$1,103,701</b>	<b>\$571,347</b>	<b>\$3,244,000</b>	<b>\$3,670,000</b>

**PROJECTED TRANSIT CAPITAL BUDGET**





# GLOSSARY

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<b>A1/P1 Rating</b>	The highest rated commercial paper as rated by the rating service of Moody's and Standard & Poors Corp.
<b>Agency</b>	The Regional Transit Board and the board's staff.
<b>Amendment</b>	A revision or change; a formal statement of such change.
<b>Appropriation</b>	A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.
<b>Biennium</b>	A two-year period.
<b>Car Pool</b>	A group of people who share their automobile transportation to designated destinations on a regular basis.
<b>Commercial Paper</b>	A short-term promissory note issued for a maturity specified by the purchaser.
<b>Community-based</b>	See <b>rural/small urban</b> .
<b>Debt Service</b>	The amount of funds required to pay both the long-term principal and interest on bonds issued.
<b>Deficit</b>	The amount by which a sum of money falls short of the required or expected amount; shortage.
<b>Dial-a-Ride</b>	A transportation service characterized by flexible routing and scheduling of relatively small vehicles to provide door-to-door or point-to-point transportation at the user's demand and that operates either on the street or highway system (e.g., taxicab) or on a guideway.
<b>Expenditure</b>	An expense.
<b>Express</b>	A conventional bus that operates in limited-stop service on a busway or in mixed traffic on freeways or arterials.
<b>Express Service</b>	Service that provides higher speeds and fewer stops than are generally found on other portions of the system or on the same route in local service.
<b>Fare</b>	The authorized payment for a ride on a passenger vehicle, whether cash, token, transfer, or pass.

# GLOSSARY

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<b>Feeder Service</b>	Local transit service that picks up and delivers passengers to a rail rapid transit station or express bus stop or terminal.
<b>Fund Balance</b>	The governmental accounting equivalent of “retained earnings” in commercial accounting; represents the total of an agency’s financial assets in excess of its obligations.
<b>General Fund</b>	The fund used to account for all financial resources except those required by law or accounting principles to be accounted for in another fund.
<b>HACA</b>	The Homestead and Agricultural Credit Act. This legislation provides a state payment in lieu of a portion of the property tax levy.
<b>HOV</b>	High-occupancy vehicle—a passenger vehicle that carries two or more persons, e.g., a bus, car pool, van pool.
<b>LRT</b>	Light rail transit—an urban transportation system that uses electricity powered rail cars operating singly or in short trains on fixed duo-rail guideways, may be grade separated, and loads passengers from low or medium-height platforms.
<b>Local</b>	A bus that picks up passengers and discharges them at frequent designated stops on city streets.
<b>Local Service</b>	A type of operation that involves frequent stops and consequent low speeds, the purpose of which is to deliver and pick up transit passengers as close to their destinations or origins as possible.
<b>Metro Mobility</b>	The metropolitan area’s door-through-door public transit program for people with disabilities who are unable to ride standard transit service. Metro Mobility is the primary provider for complementary paratransit service as mandated by the Americans with Disabilities Act.
<b>Metropolitan Area</b>	The area consisting of the seven metropolitan counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington. It is the area in which the Regional Transit Board has jurisdiction.
<b>Mode</b>	A means of travel, e.g., automobile, transit, or walking.
<b>Operating Budget</b>	Plans of current expenditures and the proposed means of financing them.
<b>Operating Revenue</b>	Revenue that is directly related to primary service activities.

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<b>Opt-out</b>	Programs created by 1980 legislation that allowed communities located at the outer limits of the regular route bus service area as it then existed to "opt-out" or replace the existing MTC service with substitute service the community determined to be more responsive to local needs. To pay for the replacement services, opt-out communities are given access to 90 percent of the transit taxes raised within their respective jurisdictions.
<b>Paratransit</b>	Forms of public transportation services that are more flexible and personalized than conventional fixed-route, fixed-schedule service but not including such exclusory services as charter bus and exclusive-ride taxi; vehicles are usually available to the public on demand, by subscription, or on a shared-ride basis.
<b>Park-and-Ride</b>	A procedure that permits a patron to drive a private automobile to a transit station, park in the area provided for that purpose, and ride the transit system to his or her destination.
<b>Peak</b>	The hours, usually in the morning or afternoon, when demand for transportation service is heaviest.
<b>Regular Route</b>	Service that runs on a fixed route and fixed schedule.
<b>Revenue</b>	The income of a government from all sources appropriated for the payment of the public expenses.
<b>Ridership</b>	The number of persons using a transit system within any given period (expressed as hourly, daily, or yearly ridership.)
<b>Rural/Small Urban</b>	Rural/small urban programs (also known as community-based programs) are transit services that operate within the small or rural cities and townships of the region. These services are designed to meet transit needs in lower density suburban and rural areas where regular route service cannot be provided cost-effectively.
<b>Service and Capital Plan</b>	A planning document created by the Regional Transit Board that describes how a comprehensive mix of transit service can be developed and outlines the funding needed to implement those changes.
<b>Special Revenue Fund</b>	Fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

# GLOSSARY

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<b>Staff Complement</b>	Number of full-time permanent or long-term temporary positions. (Note: Two half-time positions equal one staff complement.)
<b>State of Minnesota Fiscal Year</b>	July 1 to June 30.
<b>Statutory Authority</b>	Authority based on state or federal legislation.
<b>Tax Levy</b>	The total amount to be raised by general property taxes for the purpose stated on the resolution certified to the county auditor.
<b>Transit Dependent</b>	People whose range of transportation alternatives is limited, especially in the availability of relatively easy-to use- and inexpensive alternatives for trip making, e.g., the young, the elderly, the poor, people with disabilities, and those who do not have automobiles.
<b>Van Pool</b>	A prearranged ride-sharing service in which a number of people travel together on a regular basis in a van, which may be a company-sponsored van that has a regular volunteer driver.



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