



Minnesota Regional Transit
Board: Records.

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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
May 16, 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, April 25, 1994
 - B. Regional Transit Board Meeting, May 2, 1994
4. **CHAIR'S REPORT**
 - A. Metro Mobility
 1. ATE Transition Agreement (material will be mailed separately)
 - B. Legislative Update
5. **MEMBERS' REPORTS**
6. **EXECUTIVE DIRECTOR'S REPORT**
WBL OK
7. **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**
(Ruth Franklin, Chair)
 - A. Financial Statements - March 1994
 - B. 1993 Audited Financial Statements
 - C. Northtown Transit Hub
 - D. Metropolitan Transit Education Plan Implementation

Regional Transit Board Agenda
May 16, 1994
Page Two

E. Approval of 1994 Messenger Contract

F. Capital Funding Request from Human Services, Inc.

8. OTHER BUSINESS

9. PUBLIC COMMENT

Sally Evert
Chair

mff
5/10/94



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

**Minutes of the
REGIONAL TRANSIT BOARD
May 16, 1994**

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

MEMBERS EXCUSED: Gary Humphrey

OTHERS PRESENT: DeDe Wolfson, Metropolitan Council Member; Karen Lyons, Metropolitan Council; Arnie Entzel, Amalgamated Transit Union, Local 1005; Eddie Maddox; Gregory L. Andrews, Judy Hollander, Dale Ulrich, Assata Brown, Randy Rosvold, Barb Quade, Mark Fuhrmann, Dave Jacobson, 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. Roll was taken.

APPROVAL OF THE AGENDA

The chair noted that a new item should be added under Agenda Item 4.A., Metro Mobility. The board will be asked to consider amending the Mayflower Letter Agreement for expenditure of start-up funds for Metro Mobility. Andrews said the ATE Transition Agreement should be deleted from the agenda. A new item, White Bear Area Transit Contract Amendment and Marketing Plan, should be included for action under the Executive Director's Report. With those amendments, Hovland moved and Grant seconded approval of the agenda. The motion was unanimously approved.

APPROVAL OF MINUTES

Hovland moved and Hunt seconded:

That the Regional Transit Board approve the following minutes:

Policy Committee Meeting, April 25, 1994
Regional Transit Board Meeting, May 2, 1994

The motion was unanimously approved.

CHAIR'S REPORT

The chair reported there will be a meeting with Rep. McCollum and Metro Council members on May 17 to discuss Metro Mobility transition issues. A letter from a Metro Mobility rider had been distributed. In it, the rider talks about the courtesy of her drivers. In one instance, too many vans arrived so the drivers sorted it out on the spot so the riders were routed in the most efficient manner. The board members received a copy of Metropolitan Council Chair Dottie Rietow's letter regarding the new committees and the appointment of DeDe Wolfson to the new Transportation Committee, which met for the first time today. Ms. Wolfson has been the council's liaison to the board and can contribute a great deal to the committee. The committee will meet on the second and fourth Wednesdays of each month. The chair asked for members' suggestions on what she should be relaying at those meetings and on how to work together and think about how to define the role. She and Andrews have begun to discuss the transmission of information to the Metropolitan Council to ensure that everyone is fully informed. Because of the many administrative tasks that must be accomplished, we must be careful not to lose track of the policy issues.

Grant said since only \$2.5 million in additional funding was allocated to Metro Mobility, there will be real problems next winter if the program runs out of money. The board must help the council understand the problem. Evert said the council has been told that we need to make the system work under the present funding before considering a legislative request for additional dollars. Rietow is starting to work on the legislative strategy, which will be coordinated with the other agencies.

The new accessible, regular route buses will be arriving about the time the board is abolished. Grant said he is very concerned about the deployment of those vehicles and would like the board to give the council a clear vision of what kind of routes should be served.

Hunt asked whether the Legislature or the council have looked at the issue of whether or not an organization such as the Metropolitan Transit Commission (MTC) can regulate its contractors. This pertains to the stricture that the MTC could not regulate the opt-outs because they would be in the position of regulating their competitors. There are some legal questions on how much oversight they can have over a competitor. Evert said that question was raised as a conflict of interest issue. Some of those functions must be kept at the Council.

Higgins said the opt-out communities are concerned about the issue of capital funding, which bears on the policy of competitive bidding and the Five-Year Plan.

Evert asked members to develop a list of concerns so that nothing is overlooked during the transition.

Amendment to Mayflower Letter Agreement for Expenditure of Start-up Funds for Metro Mobility

Fuhrmann reviewed the May 16 staff report and updated the board on the past week's activities of transition issues. Responding to members' questions, he said the telephone consulting work contracted by Mayflower is meant to assist with the handling of inter-zonal trips. The consultant has experience with this kind of phone center. Mayflower is our largest provider and carries the responsibility for inter-zonal trips. They pursued the contract at RTB's urging and arranged for the consultant to meet with Handicabs and Metro Ride. Their total contingency was initially \$10,000 so this will bring it up to 35 percent, slightly more than the five percent, which is a reasonable budget contingency.

The equipment and furniture allocations have been completed and a summary of the inventory and claims is being prepared. RTB controls the outlay of contingency funds. The letter agreements were structured so that providers pay up front and are reimbursed by RTB. Staff believes these expenses are reasonable. The effect on the total budget is enormous; these are unbudgeted, unanticipated expenses. The key question is when the level of service will be affected. His personal reaction, not discussed by senior staff, is that RTB could draw down against the RTB fund balance and seek additional appropriations through the council to make it whole again during the 1995 legislative session. On the operating side the shortfall is projected to be \$2 million and unanticipated expenditures are another \$1 million.

Hollander said staff intends to develop a revised budget as soon as the service coordinator is in place, in less than two weeks. Within the law, service could be reduced. Grant said he would not want the board to take any action that would cut back the service since the riders have recently suffered fare increases. Paring back service would involve stranding even more riders in the outer suburbs. This is not the intent of the Americans with Disabilities Act (ADA). Using ADA as a way of restricting service to the bare minimum would be a mistake. The board should first request additional funds. Evert said that has to be one of the options that policymakers know is out there.

Beard pointed out that the sales tax paid to the state on computer equipment purchases could equal approximately 500 rides. He asked any members who in the future may find themselves in a position to correct this situation to do so. Franklin moved and Hovland seconded:

That the Regional Transit Board authorize the executive director to negotiate and execute an amendment to the Mayflower Letter Agreement authorizing expenditure of the remaining \$337,012 in the transition budget and authorize expenditure of an additional amount not to exceed \$72,635, resulting in a Mayflower amended transition budget not to exceed \$659,647.

The motion was unanimously approved.

Responding to members' questions, Fuhrmann said ridership has been stable at 4,000 riders per weekday since March. Of those, about 2,000 to 2,100 are demand and standing order trips. On-time performance continues to improve. The agencies have not been sending in complaints about standing orders. By comparison, before October 2, 1993 there were 100,000 monthly trips. Evert said riders say some riders have given up on Metro Mobility. The numbers of trip denials would be contested because of different reporting methods. Grant said riders are complaining about problems encountered when the drivers change shifts at noon.

EXECUTIVE DIRECTOR'S REPORT

Metro Governance

Andrews reported on the staff implications of the transition. He has been meeting with his counterparts at MTC and Metropolitan Waste Control Commission. They have been talking about major issues with the executive director of the council. The focus has been on the two operating agencies because they will fold into the council in July. It might be appropriate to schedule a joint meeting of the board and the Transportation Committee. On a staff level, Dottie Rietow and Richard Johnson spoke to the full staff last week and answered questions. There is a steering committee, which meets every Friday, chaired by Council Member Barbara Butts Williams, that will guide the decisions during the interim period. The initial focus will be on Communication. Each agency has its own function. The Finance and Legal areas are a great concern. There is a potential for conflict of interest in the legal firms that represent the agencies.

Regarding the legislative update, Beard asked staff to furnish a list of what was requested, what they got and was not requested. Wolfson said the legislative position at the council is vacant. It may be that the positions will be folded into one position.

Hunt said she received a note from one of the Ramsey County people who said that Bob LaShomb was very easy to work with and did a good job. Evert agreed that he came with an excellent background and did exactly what the board asked for.

White Bear Area Transit (WBAT) Contract Amendment/Marketing Plan

This issue had been delayed from an earlier agenda. The White Bear people asked that the matter come before the board. Fuhrmann and Brown distributed a staff report dated May 16, 1994. Beard asked if there is a provision to divide revenues when there are transfer situations. Fuhrmann said there is a performance assessment of the service and fare revenue assumptions are applied to those trips. If a trip is made, RTB applies the subsidy on a per passenger basis. In this instance it would \$3.85 per passenger. The sharing of

revenue from convenience fares such as those funded by MTC may be utilized in the WBAT system. The crediting of regional programs is not consistent at this time and staff is reviewing the system. Franklin said she received a call last week before the committee from someone from WBAT expressing concern about this item which was on that day's agenda. The board has never seen the original memo and she asked if this report responds to all the concerns of the people from White Bear. Hollander said she has spoken with them and they are comfortable with this recommendation.

Feess asked how this mistake in farebox revenue projection could occur. Andrews said WBAT operated in three communities. Last year RTB cut off some high-subsidy routes. They did not understand they would get the one-way fare. Feess said staff should have sent up a red flag immediately. Hovland asked for information on the interim subsidy per passenger data for WBAT, whether they get a credit for the service they provide if MTC collects the revenue, and why staff recommended full reimbursement? Hollander said the shuttle service is funded at 100 percent because it is regular route service so the additional deficit is funded at 100 percent. It is not a cost-sharing service. Mares said staff contacted the WBAT board members who agreed this is fair and equitable. He moved and Franklin seconded:

That the Regional Transit Board authorize the executive director to amend White Bear Area Transit Contract No. 93/16/08-14 by an amount not to exceed \$14,750, of which \$11,150 is for the purchase of service and \$3,600 is for the marketing plan, for a total contract subsidy not to exceed \$286,494. t from the fund balance

The motion was unanimously approved.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Franklin reported on the May 9, 1994 committee meeting.

Financial Statements - March 1994

Franklin moved and Feess seconded:

That the Regional Transit Board receive the March 1994 unaudited financial statements and direct that they be placed on file.

The motion was unanimously approved.

1993 Audited Financial Statements

Franklin moved and Hovland seconded:

Annual Financial Report for the year ended December 31, 1993; and the management letter, dated April 8, 1994, prepared by Deloitte & Touche.

The motion was unanimously approved.

Northtown Transit Hub

Franklin moved and Grant seconded:

That the Regional Transit Board authorize the executive director to execute a funding agreement with the Anoka County Regional Railroad Authority to construct a Northtown transit hub. The RTB's share of project costs shall not exceed \$2,021,000.

The motion was unanimously approved.

Metropolitan Transit Education Plan Implementation

Hunt asked if this expenditure is appropriate without taking into account the restructuring of metropolitan governance. Franklin said that matter was discussed at the committee meeting. This is a joint project and members of the council staff and of the Minnesota Department of Transportation sit on the committee. Hanson said RTB has a contract to finish this work. More of which will be done before October. Mares said each of these contracts presents this dilemma. These exhibits will be used long after the board is gone. (Grant was excused.)

Maddox said he spoke with Hanson regarding the light rail information included in the media package. The purpose of this plan is to promote transit in general, not one mode. The University of Minnesota is not a member of this committee and it would to be everyone's benefit to work with them to promote transit. Maddox had been handing out booklets and was asked for copies for high school students. Hanson said Mike Mohr has not contacted her. Hunt said this effort was developed after adoption of public policies made by a number of groups and this program is appropriate. Franklin moved and Hunt seconded:

That the Regional Transit Board authorize the executive director to expend \$26,500 for the production of a series of traveling displays promoting transit, and the design, production and printing of transit brochures.

The motion was unanimously approved.

APPROVAL OF 1994 MESSENGER CONTRACT

Franklin moved and Beard seconded:

That the Regional Transit Board authorize the executive director to enter into a contract with Morgan Williams and Associates in an amount not to exceed \$28,364 for the design, layout, production and printing of no more than four 8-page newsletters.

Hovland said he is uncomfortable with this contract in view of the fact that the board will only be responsible until October. Metro Mobility is short of money and perhaps the Metropolitan Council will let people know about these transition items. The chair said RTB has used the Messenger to communicate on Metro Mobility issues and she would be reluctant to do nothing until October and abdicate this responsibility. Mares said he the contractor would only be paid for the quarterly issues that are actually printed and the full \$28,364 would not necessary be spent. Hunt said if she were a legislator receiving an eight-page newsletter, she would raise questions about whether it is appropriate. The perception of the receivers should be taken into account. Until RTB is dissolved, Feess said it is the prime advocate for transit and it is important to keep transit before the public. Evert said the eight pages is also an issue. Hanson said in the past the issues alternated between four and eight pages. Higgins said if we avoid public relations and focus on Metro Mobility he will support the contract. Hovland asked if the Metro Mobility newsletter covers the same issues. Hanson said the Messenger deals with policy issues and goes to government and business people. Riders receive the monthly or twice-monthly mailings. Hovland said he would favor one publication on the transition. Beard and Franklin spoke in support. The board is responsible for promoting transit until the council takes over. It might be months before they publish a newsletter.

Hunt said some of these communications could be done with an in-house newsletter. There is a negative reaction to this very professional looking newsletter. The information policymakers need could be conveyed in two or three pages. She move to lay the matter over and direct staff to bring in alternatives at the next meeting. Mares seconded the motion. The motion was unanimously approved.

CAPITAL FUNDING REQUEST FROM HUMAN SERVICES, INC.

Franklin moved and Hovland seconded:

That the Regional Transit Board approve capital funding for Human Services, Inc. in an amount not to exceed \$101,200 for the purchase of three small buses and the overhaul of an existing bus.

The motion was unanimously approved.

PUBLIC COMMENT

Maddox gave the board information on investment criteria on federal funding for transportation-related projects.

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

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of May 16, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 6th day of June 1994.

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

DATE: May 16

Member Name Present Vote Vote Vote Vote Vote Vote Vote Vote

ISSUE

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

Visitors

Entyrd
Walton
K Lofgren
E Maddox

Staff

du ga sh
hb, mf, ab
df is by

Handout 5/16

REGIONAL TRANSIT BOARD

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

DATE: May 16, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Mark W. Fuhrmann, Manager of Programs *MF*
SUBJECT: Amendment to Mayflower Letter Agreement for Expenditure of Start-up Funds for Metro Mobility

SUMMARY

This memorandum requests Board action to authorize Mayflower Contract Services, Inc. to expend \$337,012 remaining in their \$587,012 start-up budget and approve amending the Letter Agreement governing Mayflower's Metro Mobility start-up activities for an additional amount not to exceed \$72,635.

BACKGROUND

The Regional Transit Board, at its meeting April 18, 1994, authorized the executive director to negotiate and execute a letter agreement with Mayflower Contract Services, Inc. to expend an amount not to exceed \$250,000 towards the implementation of a paratransit reservation, scheduling and dispatching system for the Metro Mobility transition. The RTB Policy Committee April 25, 1994 was presented transition budgets for all three providers including the projected budget of \$587,012 for Mayflower to successfully conduct all transition activities.

DISCUSSION

Staff continues to work closely with each provider as they undertake and complete various necessary tasks to prepare for taking on their new responsibilities. Mayflower, with one-half the Metro Mobility fleet, continues to prepare the new scheduling software, coordinating telephone networks as well as hiring and training staff.

As the transition proceeds, new issues arise that must be addressed to help ensure a smooth transition to the semi-centralized system. The four expense items increasing the most for Mayflower include: telephone consulting, \$25,000; applicable Minnesota sales tax for the computer system, \$11,138; additional hours for reservationists to train on the new reservation/scheduling software, \$9,600; and \$25,000 additional for contingency for unexpected needs. These increases are partially offset by \$45,700 identified cost savings from utilizing existing MMSC equipment for Mayflower's new responsibilities.

Mayflower Letter Agreement
May 16, 1994
Page 2

A summary of the transition expenditure budgets appear below:

	<u>Original</u>	<u>Proposed Amendment</u>	<u>Amended Total</u>
Mayflower	\$587,012 *	\$72,635	\$659,647
Metro Ride, Inc.	227,301	N/A	227,301
Handicabs, Inc.	<u>151,182</u>	<u>N/A</u>	<u>151,182</u>
Total	\$965,495	\$72,635	\$1,038,130

* \$250,000 approved by the Board April 18, 1994.

ALTERNATIVES

The alternative to authorizing Mayflower to expend the remaining \$337,012 in their initial transition budget is not to authorize these expenditures. This would result in Mayflower discontinuing all transition activities effective immediately.

The alternative to amending the Mayflower Letter Agreement to expend an additional amount not to exceed \$72,635 toward transition activities is not to amend the existing Letter Agreement. This would result in key activities such as telephone consulting not being funded leaving the semi-centralized system more vulnerable to technical difficulties that could be encountered by Metro Mobility riders.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to negotiate and execute an amendment to the Mayflower Letter Agreement authorizing expenditure of the remaining \$337,012 in the transition budget and authorize expenditure of an additional amount not to exceed \$72,635, resulting in a Mayflower amended transition budget not to exceed \$659,647.

Handout 5/16

REGIONAL TRANSIT BOARD

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

DATE: May 16, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Assata Brown, Project Administrator *AB* *MF*
SUBJECT: Contract Amendment/Marketing Plan for White Bear Area Transit

SUMMARY

This memorandum presents staff comments and recommendations on White Bear Area Transit's (WBAT) request for a budget amendment for the purchase of service cost of providing replacement Metropolitan Transit Commission (MTC) high subsidy route service and marketing the WBAT service, specifically the replacement service.

BACKGROUND

White Bear Area Transit is categorized as a small urban program. The system is a joint-powers organization providing demand-responsive transit service and fixed-route shuttle service for transfer to/from the MTC system for the citizens of White Bear Lake, White Bear Township, Birchwood and Mahtomedi. The system has three vans (one lift-equipped) and contracts with the White Bear school district's "Lionmobile." The Lionmobile serves seniors who do not qualify for Metro Mobility. National School Bus is under contract with WBAT for the provision of the shuttle and dial-a-ride services.

The Regional Transit Board (RTB) annually approves a management plan and enters into a contract with WBAT. Sixty percent of the total expenses for the dial-a-ride service and 100 percent of the subsidy for replacement services are paid by the RTB. White Bear Area Transit finances the remaining 40 percent through city funds and passenger fares. In 1993 the RTB amended WBAT's management plan and contract. Three expansions of service were added; the City of Mahtomedi, Metro Mobility trips within the WBAT service area and replacement of restructured MTC high subsidy route 35C.

DISCUSSION

White Bear Area Transit is requesting a budget amendment of \$11,150 for the purchase of service cost and \$10,500 for marketing, of which, \$8,000 are additional funds. In addition, WBAT has proposed to extend their service area boundaries.

• **Approved Marketing Plan:**

- Distribute flyers, posters, business cards - \$500
- Maintain public speaking schedule - \$0
- Update videotape - \$300
- Attend meetings of Downtowners and Chambers of Commerce - \$0
- Conduct survey - \$100

- Newspaper coverage - \$0
- Prize drawings - \$0
- Onboard vehicle ads - \$0

TOTAL COST = \$1,000

• **Proposed Marketing Plan:**

- Develop new logo, bus design, color identification and name - \$4,400
- Develop seasonal advertising and public relations activities - \$2,000
- Develop routine articles in community newsletters - \$0
- Develop intermittent articles for newspapers - \$0
- Develop joint marketing program with retailers - \$0
- Develop videotape - \$150
- Develop cooperative events with communities, malls, and organizations - \$800
- Develop new info card and poster - \$1,000
- Develop info card/poster outlet locations - \$0
- Develop punchcard fare system - \$150
- Develop flyer for shuttle service routes - \$700
- Develop eye-catching newspaper ads/marketing - \$1,300
- Develop presentation for speaking engagements - \$0
- Develop concept-WBAT system part of regional transit system - \$0

TOTAL COST = \$10,500

Service Evaluation

The WBAT shuttle service is due for a 12 month performance evaluation. Completion of the evaluation is scheduled for August 15, 1994. This is due to the language in the contract which allows providers 30 days after the last day of service to submit service data. The performance standard for the evaluation is the regular route peak hour express subsidy per passenger (\$3.85).

Service Area Extension

White Bear Area Transit Commission has requested to extend their service area boundaries. The request to extend is based on requests from transit users and non-users. WBAT is proposing extension to the Maplewood Mall surrounding area and the Maplewood Salvation Army Adult Day Care Center.

Budget Amendment Impact

WBAT has requested an additional \$11,150 for the purchase of service cost. This is due to WBAT's incorrect calculation of the farebox revenue from the shuttle service. Their assumption was that all trips provided on the shuttle would pay a fare to WBAT. Instead, the majority of passengers use convenience fares or transfers. In addition, the number of passengers is based on the total supplemental service which includes the shuttle service and Metro Mobility trips. Since Metro Mobility serves the WBAT service area, there are limited Metro Mobility passenger trips and fares generated on WBAT. The elimination of the Metro Mobility language in the contract would decrease the number of passengers and hours for the shuttle service.

Furthermore, WBAT has requested \$10,500 for new marketing strategies. One of the strategies has been completed. This completed strategy has a cost associated with it. The strategy was not previously approved in the management plan. A letter has been sent to WBAT stating, there will be no reimbursement for this expense. As of April 16, 1994, \$4,400 has been incurred. Staff received the proposed marketing plan April 14, 1994. In

the 1994 management plan, \$1,000 has been approved for marketing and approximately \$1,500 could be reallocated for marketing.

The total budget amendment WBAT is seeking is \$21,650. This will be an increase of \$19,150 in additional monies to the RTB subsidy of which, \$8,000 will increase the total expenses. One thousand dollars is currently budgeted and \$1,500 of the current budget will be reallocated. The balance, \$11,150 is in the 1994 approved total cost and was assumed as fare revenue.

ALTERNATIVES

Marketing Plan

The Regional Transit Board could fund a market research plan for WBAT to implement which could also serve as a model for other small transit systems. The research would establish baseline statistics and develop quantifiable objectives and evaluation tools. WBAT needs to document the current ridership of the system. This will allow WBAT to evaluate the impact of their marketing. Secondly, RTB needs to know what each strategy's associated cost is buying. A request to break-out cost has been made. WBAT has responded, however, more detailed break-out information is needed. Third, WBAT has changed the name and logo of the system, yet, they have not established that an image change was needed. Before any marketing is done there should be some basic pre-marketing research conducted.

Once the basic research is complete, the RTB could fund a marketing plan using the normal 60/40 cost sharing. Furthermore, RTB staff would work closely with WBAT to develop a marketing plan based on the results of the research and the service evaluation. Until a plan is developed, it is difficult to know how much it would cost.

Purchase of Service Cost

Since the request for additional funds is due to an error in calculation, the Regional Transit Board could enter a shared cost arrangement of no more than 50 percent. The budget for small urban/rural transit systems is strained. Therefore, this arrangement acknowledges that WBAT is in need of additional funds and the RTB is willing to share the additional expense. The additional expense may put a burden on WBAT, however cost sharing makes WBAT and RTB equal partners.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to amend White Bear Area Transit contract from the fund balance (contract number 93/16/08-14) by an amount not to exceed \$14,750, of which \$11,150 is for the purchase of service and \$3,600 is for the marketing plan for a total contract subsidy not to exceed \$286,494.

REGIONAL TRANSIT BOARD

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

CONFIDENTIAL

DATE: May 16, 1994
TO: Regional Transit Board Members
FROM: Gregory L. Andrews, Executive Director
SUBJECT: Metro Mobility Weekend Incidents

I just wanted to inform you of two events that took place over the past weekend. On Friday afternoon a Metro Mobility consumer entered the Metro Mobility Service Center and screamed foul language and threw urine at the staff. The Mediation Center has been contacted to investigate, help identify corrective action and identify any disciplinary action.

A theft also occurred this past weekend at the center. A couple of computer terminals were taken along with some other computer equipment. The St. Paul Police are investigating this matter.



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of May 9, 1994, the Administration and Finance Committee approved the following recommendations:

FINANCIAL STATEMENTS - MARCH 1994

That the Regional Transit Board receive the March 1994 unaudited financial statements and direct that they be placed on file.

1993 AUDITED FINANCIAL STATEMENTS

That the Regional Transit Board accept the 1993 Comprehensive Annual Financial Report for the year ended December 31, 1993; and the management letter, dated April 8, 1994, prepared by Deloitte & Touche.

NORTHTOWN TRANSIT HUB

That the Regional Transit Board authorize the executive director to execute a funding agreement with the Anoka County Regional Railroad Authority to construct a Northtown transit hub. The RTB's share of project costs shall not exceed \$2,021,000.

WHITE BEAR LAKE AREA TRANSIT CONTRACT AMENDMENT AND MARKETING PLAN

That the Regional Transit Board continue consideration of the White Bear Lake Area Transit Contract Amendment and Marketing Plan to an upcoming meeting.

METROPOLITAN TRANSIT EDUCATION PLAN IMPLEMENTATION

That the Regional Transit Board authorize the executive director to expend \$26,500 for the production of a series of traveling displays promoting transit, and the design, production and printing of transit brochures.

APPROVAL OF 1994 MESSENGER CONTRACT

That the Regional Transit Board authorize the executive director to enter into a contract with Morgan Williams and Associates in an amount not to exceed \$28,364 for the design, layout, production and printing of no more than four 8-page newsletters.

CAPITAL FUNDING REQUEST FROM HUMAN SERVICES, INC.

That the Regional Transit Board approve capital funding for Human Services, Inc. in an amount not to exceed \$101,200 for the purchase of three small buses and the overhaul of an existing bus.

OTHER BUSINESS

The committee discussed the 1995 budget assumptions and budget process schedule. No action was taken.

Ruth Franklin
Chair



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

**Minutes of the
POLICY COMMITTEE
Mears Park Centre Chambers
April 25, 1994**

MEMBERS PRESENT: Val Higgins, Chair; Morgan Grant; Ruby Hunt; Sally Evert

MEMBERS EXCUSED: James Hovland and Gary Humphrey

OTHERS PRESENT: Beverley Miller, Minnesota Valley Transit Authority (MVTA); Diane Harberts, Southwest Metro Transit Commission (SWMT); Patrick Leung, Metropolitan Council Member; Arnie Entzel, Amalgamated Transit Union, Local 1005; Alan Morris and Karen Lyons, Metropolitan Council; Tom Sather, Metropolitan Transit Commission (MTC); Judy Hollander, Gregory L. Andrews, Mark Fuhrmann, Dave Jacobson, Howard Blin, Elaine Bauer, Mary Fitzgerald, RTB staff

CALL TO ORDER

The chair called the hearing to order at 4:00 p.m., and roll was taken.

APPROVAL OF AGENDA

The chair said there has been a request by SWMT and MVTA to comment on the Five-Year Transit Plan. Evert moved and Grant seconded approval of the agenda. The motion carried unanimously.

Higgins asked senior staff to communicate to the entire staff that they should be somewhat less formal in Policy Committee meetings and respond directly to questioners rather than direct their answers through the chair on follow-up questions. Staff should also address the chair and members of the committee less formally.

METRO MOBILITY PROGRAM

Fuhrmann updated the committee on the settlement agreement and the Request for Proposal for the Metro Mobility Service Center contract. There is an action item before the committee regarding the Metro Ride and Handicabs Letter Agreements. Fuhrmann's April 25, 1994 memorandum was distributed before the meeting was called to order.

Two major elements of the settlement agreement are direct communication with the users, which was done over the weekend, on the injunctive relief provisions; and the administration of free ride coupons.

Metro Mobility Free Ride Coupons

Grant moved and Evert seconded:

That the Policy Committee refer the issue of free Metro Mobility rides to the Regional Transit Board's Transportation Accessibility Advisory Committee.

The motion was unanimously approved.

Metro Ride and Handicabs Letter Agreements to Begin Expending Metro Mobility Transition Money

Hunt moved and Grant seconded:

That the Regional Transit Board authorize the executive director to negotiate and execute a letter agreement with Metro Ride, Inc. to expend an amount not to exceed \$227,301; and a letter agreement with Handicabs, Inc. to expend an amount not to exceed \$151,182 toward the implementation of a paratransit reservation, scheduling and dispatching system prior to execution of an amended contract.

Grant expressed concern over the additional funds that have had to be spend and asked how the shortfall will be handled and if RTB will get a rebate from ATE? Fuhrmann said the 1995 legislative package will have to include a request for a supplemental appropriation from the Legislature or remove the cap on Metro Mobility expenditures. The figures before the board are "not to exceed" and include costs that would be incurred if no equipment could be transferred. That is the worst case. Each day equipment is identified that will be fully transferable to the providers. The letter agreements are being structured on a reimbursement basis. Grant directed that the board receive get a breakdown on the equipment that can be transferred. The motion was unanimously approved.

OTHER BUSINESS

The chair noted that because of the uncertainty surrounding metropolitan governance the Metropolitan Council has appointed a Transportation Committee. He welcomed Patrick Leung, who is a member of that committee. Evert thanked Leung for his participation at one of the Metro Mobility hearings.

FIVE-YEAR TRANSIT PLAN, CHAPTER 3

Blin and Bauer reviewed the draft of the Transit Policies chapter. Grant commented that the policy on deployment of lift-equipped buses should require that those buses are to be used on only on routes that are scheduled for accessible service. Unless absolutely necessary, they should not be diverted to suburban routes that have no riders with disabilities. People who depend upon the service should not be deprived because the accessible buses are in use elsewhere.

On the land use issue, the chair recommended that the board consider discussing the issue of disincentives to the use of single-occupant vehicles. That discussion should go beyond the RTB's involvement in funding.

Regarding special events policies, Higgins said he is working with Blin to get some order out of the chaos exemplified by the NBA event. Regarding farebox recovery rates, staff should give some thought to reducing the 35-percent rate in those situations where the route is exceeding the standard but the passengers have no alternatives available to get to work or school. Blin said there are different categories of farebox standards to address some of those problems. Once a route exceeds its standard, staff determines whether alternatives are available and refers to issue to the board, which makes the final decision.

Miller referred to her March 2 letter to Andrews. In it she stresses that it is time for the region to consider a regional facilities and capital resources plan. The policies are in place to support the ability of the opt-outs to expand services and there should be dialogue on how this will be funded. Harberts encouraged the board to adopt policies that promote change and innovation. She supports a procurement plan for capital and facilities. The policies identify and set the direction for the region, but the implementation piece is missing. The opt-outs need to know what they can count on the region to provide and what they need to request from the Legislature. Higgins asked that the members be furnished with a letter pinpointing what the opt-outs feel is necessary.

OTHER BUSINESS

There being no other business, Grant moved and Hunt seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 5:25 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Policy Committee meeting of April 25, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 16th day of May 1994.



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

**Minutes of the
REGIONAL TRANSIT BOARD
May 2, 1994**

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

MEMBERS EXCUSED: Sharon Feess

OTHERS PRESENT: DeDe Wolfson and Esther Newcome, Metropolitan Council Members; Dan Hibberts, ATE; Arnie Entzel, Amalgamated Transit Union, Local 1005; Gregory L. Andrews, Judy Hollander, Mark Fuhrmann, Howard Blin, Clarence Shallbetter, Debra Nelles, Dave Jacobson, 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. Roll was taken.

APPROVAL OF THE AGENDA

The chair noted that a revised agenda had been distributed, adding the Report of the Transportation Accessibility Advisory Committee (TAAC). Grant moved and Beard seconded that the amended agenda be approved. The motion was unanimously approved.

APPROVAL OF MINUTES

Hunt moved and Franklin seconded:

That the Regional Transit Board approve the minutes of its April 18, 1994 meeting. The motion was unanimously approved.

CHAIR'S REPORT

Update on Metro Mobility

The chair said some changes have been made to the Selection Advisory Committee. Grant has asked to attend the meetings of the advisory committee as a passive observer. He will take no part in the deliberations of the committee and make no effort to influence the process. The chair has added Hollander to the committee as a voting member to provide the historical perspective and serve

as liaison to the board. She stressed the need to protect the integrity of the process. The deadline for receipt of proposals is today at 5:00 p.m.,

MEMBERS' REPORTS

Grant reported on the Job Fair held on April 27 by ATE and the three providers. The follow-up comments indicate that everyone was pleased with the process. The existing staff was excited about the transition to the three providers. It is hoped that the knowledge and experience of the Metro Mobility Service Center (MMSC) staff will be transferred to the providers. There will be a draft of equipment at MMSC to supply the providers with the equipment they will need to meet their expanded responsibilities.

Evert noted that the members have received copies of the letters from three companies that decided not to submit proposals. Grant said one of the firms that sent a representative to the pre-proposal conference told him that they will not submit a proposal because of the uncertainty surrounding the metro governancet issue. Interim Report 2, dated April 21, 1994, from the Management Analysis Division of the Minnesota Department of Administration, was distributed to the board. The final payment for the National Guard's service provided in October 1993 was made by ATE last week.

Responding to Wolfson's question, Fuhrmann said some of the equipment at the MMSC will be needed by the new service coordinator, but the providers will get the first opportunity since they must assume their new responsibilities immediately. Allocating this equipment will reduce the \$953,000 cost. Evert cautioned that the reduction will probably not be significant.

Legislative Update

Andrews briefed the board on legislative activity. On the House floor the elected provision of the Metro Governance Bill failed, but without that provision, it passed today on a 118 to 18 vote. The bill abolishes the Metropolitan Waste Control Commission, the Metropolitan Transit Commission, and the Regional Transit Board, effective July 1. This version of the bill is silent on the structure of the new Metro Council and allows them to structure themselves as they deem best.

On the funding side, the House will take up the funding bill which calls for a constitutional amendment dedicating 40-percent of the Motor Vehicle Excise Tax (MVET) to transit. The other piece requests that the gas tax monies in the Metropolitan Area be "undedicated" so transit projects may also be funded with those monies.

Hunt asked when the council could be expected to hire the executive director who will manage the day-to-day functions. Andrews said there are differences in the bills; the Senate version calls for a 16-member council with a regional administrator and the House verison calls for a 17-member council. That version continues the executive director's position at the Metropolitan Council and adds a

policy assistant to the council to be appointed by the 16-members. The House bill no longer deals with the transition.

Members discussed the new structure of the Metropolitan Council. Evert said that when she joined the board in January the public, the newspapers, legislative direction and the governor's office indicated something like this would happen. This staff and board should feel proud that they kept focused on the responsibilities of the agency.. This has been difficult for staff. ATE has been asked to stay on-line to keep Metro Mobility viable so it can be transitioned appropriately and that the RTB board and staff now has the same charge.

MEMBERS' REPORTS

Grant asked members to consider calling conferees to make a strong statement on the transition. July 1 is not acceptable and it would be unfair to the Metropolitan Council and to the riders to transfer the responsibility for Metro Mobility during this critical period. . The Senate conferees are expected to be Pariseau, Flynn and Mondale. House conferees will be Orfield, Carruthers and Weaver.

REPORT OF THE POLICY COMMITTEE

Committee Chair Higgins reviewed the report of the committee's April 25 meeting.

METRO RIDE AND HANDICABS LETTER AGREEMENTS TO BEGIN EXPENDING METRO MOBILITY TRANSITION MONEY

Higgins moved and Hovland seconded:

That the Regional Transit Board authorize the executive director to negotiate and execute a letter agreement with Metro Ride, Inc. to expend an amount not to exceed \$227,301; and a letter agreement with Handicabs, Inc. to expend an amount not to exceed \$151,182 toward the implementation of a paratransit reservation, scheduling and dispatching system prior to execution of an amended contract.

The motion was unanimously approved.

Higgins said the staff also updated the committee on the Five-Year Plan and pointed out that two major opt-out representatives appeared at the meeting and stated that they wish to provide input into the implementation of the plan.

REPORT OF THE TRANSPORTATION ACCESSIBILITY ADVISORY COMMITTEE (TAAC)

Evert said Grant has asked that the reports of the TAAC committee be presented to the board. TAAC Chair Krogstad had hoped to make the report but had a

schedule conflict. Jacobson reviewed the report of the March 2 and April 6 meetings.

Deployment of Accessible Vehicles

Jacobson said this was also an issue in the Five-Year Transit Plan. No action is needed.

Stress Test for Lift Doors of Vans

Grant said he is very concerned about safety of the doors in the event a bolt fails. He strongly urged that staff be directed to explore the situation. Grant moved and Higgins seconded:

That the Regional Transit Board direct staff to look at viable options to ensure the safety of the lift doors on vans and investigate a possible back-up system or other safety measure.

Hunt said that these vehicles were approved by the federal government to meet the ADA standards. Has this problem been encountered in other parts of the country where these vans are in use? Jacobson said the Minnesota Department of Transportation inspects the vehicles for safety and to ensure they meet state standards.

Hovland said the issue is operational in nature and questioned whether it is the type of thing that the board should become involved in. It seems staff can do this independently. They should begin an immediate investigation and report to the board. Jacobson said that under the current process all the recommendations from advisory committees must be presented to the board, which can then agree or disagree.

Higgins said that when he joined tghе TAAC their strongest complaint was that no one would listen to them. He would resist anything that would destroy two years of real effort to get people to believe the board will listen to them. Grant said the board may not wish to accept the recommendations in their entirety and will have to sort out what process it wishes to follow. The motion was unanimously approved. Evert said issues of safety must be dealt with expeditiously and staff has the authority to move forward without board action.

Standing Orders

In response to Evert's question, Jacobson said ATE is aware of the committee's recommendations. Hovland moved and Grant seconded:

That the Regional Transit Board direct that standing orders be granted on a first come-first served basis and be implemented as the system capacity allows within the guidelines established by the Americans with Disabilities Act. The Metro Mobility Service Center

(MMSC) may not discontinue an existing individual standing order solely because of capacity problems.

The MMSC is directed to provide a monthly standing order management report to the Transportation Accessibility Advisory Committee. These recommendations are to be implemented no later than July 31, 1994.

The motion was unanimously reviewed.

Appeals Committee

Jacobson said TAAC has an Appeals Committee to deal with suspensions of services. MMSC may suspend service for a variety of reasons. This proposed action would expand the committee's role and change its composition. Hovland asked under what power would the committee be able to determine eligibility since they are advisory in nature. Should the committee make recommendations to the board? Grant said it is supposed to be a group of peers. In the past TAAC accepted MMAC's recommendations and there was no further dispute. Hovland said he does not see a mechanism that can give the committee the power to make those determinations. He asked what the board would do if someone challenged their authority. Hovland moved and Grant seconded:

That the Regional Transit Board table discussion on the issue of an Appeals Committee until a legal opinion can be obtained.

The motion was unanimously approved.

Higgins agreed with Hovland on the concept of TAAC's function. The committee does not have the authority to discontinue a rider's service. Hunt said the board needs clarification. The idea of the peer group is very important and the board should find a way to delegate this to them. Humphrey noted that this is an advisory committee and the board needs to listen to it; however, some issues have additional ramifications. Evert said TAAC does not progress everything to the board, but when they make recommendations they feel strongly the board should react. In some situations, Humphrey said, the information is put into a broader picture.

Evert said staff will begin sending minutes or summaries which give early warning of the advisory committees' concerns. Humphrey said TAAC feels strongly about vehicles with lift equipment being used where they are most effective. If the opt-outs require new equipment, the buses with lifts may be deployed in areas where there are no riders using them. Evert said that issue was appropriately directed by staff to the Policy Committee.

Grant said he is happy to see the board going through this process; otherwise, in the future there may be complaints that recommendations never make it to the board. Whoever takes over should continue that process. Higgins said two

years ago he was very critical of TAAC, but today he is proud of them, mainly due to the efforts of the new chair, Diana Krogstad, who does an excellent job, and to Dave Jacobson as staff support to the group.

Strap Cutters

Hunt moved and Mares seconded:

That the Regional Transit Board direct staff to request the Minnesota Department of Transportation's Office of Motor Carrier Services include the matter of affixing strap cutters to the Velcro on the driver-side visors of Metro Mobility vehicles.

The motion was unanimously approved. Evert added that some of these items, particularly those related to safety, can be handled immediately by staff. Those items fall into a different category. Higgins said someone must carry the ball so that these items do not get overlooked.

Grant said he would like the board to receive minutes of the Providers Advisory Committee meetings and some of the other advisory committees as well. As a board member he has never seen the PAC minutes and asked how the board knows what the committees are doing since no updates are given at the board or Policy Committee meetings. The board should know in advance of board action what the concerns are of those committees.

Jacobson said the summaries will show recommendations, but they will not be full minutes. There will be an audio tape of the meetings and staff will summarize discussion. Evert said there will need to be more discussion.

Mares said these matters should come to the board. There has to be communication on what we are dealing with. Grant moved and Higgins seconded:

That the Regional Transit Board receive minutes or summaries of all the meetings of its advisory committees.

The motion was unanimously approved.

There was a brief discussion of the process of selecting the new service coordinator.

There being no other business, Franklin moved and Hovland seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 5:10 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of May 2, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 16th day of May 1994.



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of May 9, 1994, the Administration and Finance Committee approved the following recommendations:

FINANCIAL STATEMENTS - MARCH 1994

That the Regional Transit Board receive the March 1994 unaudited financial statements and direct that they be placed on file.

1993 AUDITED FINANCIAL STATEMENTS

That the Regional Transit Board accept the 1993 Comprehensive Annual Financial Report for the year ended December 31, 1993; and the management letter, dated April 8, 1994, prepared by Deloitte & Touche.

NORTHTOWN TRANSIT HUB

That the Regional Transit Board authorize the executive director to execute a funding agreement with the Anoka County Regional Railroad Authority to construct a Northtown transit hub. The RTB's share of project costs shall not exceed \$2,021,000.

WHITE BEAR LAKE AREA TRANSIT CONTRACT AMENDMENT AND MARKETING PLAN

That the Regional Transit Board continue consideration of the White Bear Lake Area Transit Contract Amendment and Marketing Plan to an upcoming meeting.

METROPOLITAN TRANSIT EDUCATION PLAN IMPLEMENTATION

That the Regional Transit Board authorize the executive director to expend \$26,500 for the production of a series of traveling displays promoting transit, and the design, production and printing of transit brochures.

APPROVAL OF 1994 MESSENGER CONTRACT

That the Regional Transit Board authorize the executive director to enter into a contract with Morgan Williams and Associates in an amount not to exceed \$28,364 for the design, layout, production and printing of no more than four 8-page newsletters.

*Amended
- held
to next*

CAPITAL FUNDING REQUEST FROM HUMAN SERVICES, INC.

That the Regional Transit Board approve capital funding for Human Services, Inc. in an amount not to exceed \$101,200 for the purchase of three small buses and the overhaul of an existing bus.

OTHER BUSINESS

The committee discussed the 1995 budget assumptions and budget process schedule. No action was taken.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD
MEARS PARK CENTRE
230 EAST FIFTH STREET, ST. PAUL, MINNESOTA 55101
292-8789

DATE: May 2, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: David Schleicher, ^{DS}Accountant
SUBJECT: Financial Statements - March 1994

SUMMARY

The Administration and Finance Committee is asked to review the March 1994, financial statements. These financial statements have been prepared on the modified accrual basis and in accordance with generally accepted accounting principles.

DISCUSSION

The beginning fund balances are carried over from the unaudited December 1993 financial statements. State Appropriations do not reflect any actions of the 1994 legislature.

The budget variance in the Metro Mobility fund has increased to approximately \$491,300 (unfavorable) through March. This unfavorable variance includes \$363,600 of higher than projected provider expenditures and \$127,700 of A.T.E. management service costs in excess of the budget.

RECOMMENDATIONS

That the Regional Transit Board receive the March 1994, financial statements and direct that they be placed on file.

Attachment
DS/me

REGIONAL TRANSIT BOARD
FINANCIAL STATEMENTS
Ending March, 1994

Balance Sheet.....	Page 1
Combined Statement of Revenues, Expenditures and Fund Balance.....	Page 2
Special Revenue Funds.....	Page 3
Program Status Report	Page 4
Schedule of Contracts & Expenditures-All Special Revenue Funds.....	Pages 5&6
Investment Summary by Fund.....	Page 7
Schedule of Bond Receipt and Disbursement.....	Page 8

**REGIONAL TRANSIT BOARD
COMBINED BALANCE SHEET - ALL FUND TYPES and ACCOUNT GROUPS
AS OF MARCH 31, 1994**

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	MARCH 1993 ALL FUNDS	CHANGE
ASSETS							
CASH	\$582,360	\$172,909	\$65,776		\$821,045	\$868,309	(\$47,264)
INVESTMENTS	\$10,573,561	\$0	\$8,094,364		\$18,667,925	\$14,274,258	\$4,393,667
TAXES RECEIVABLE	\$0	\$69,042,904	\$12,026,193		\$81,069,096	\$79,920,484	\$1,148,612
ACCRUED INTEREST RECEIVABLE	\$519	\$0	\$0		\$519	\$12,460	(\$11,941)
DUE FROM OTHER FUNDS	\$0	\$8,652,951	\$0		\$8,652,951	\$7,240,388	\$1,412,563
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$2,055,000	\$21,182,500	\$0		\$23,237,500	\$21,016,750	\$2,220,750
FEDERAL GOVERNMENT RECEIVABLE	\$100,339	\$17,354	\$0		\$117,693	\$590,182	(\$472,488)
OTHER ASSETS	\$16,412	\$925,606	\$443,748	\$619,528	\$2,005,295	\$2,072,563	(\$67,268)
TOTAL ASSETS	\$13,328,192	\$99,994,224	\$20,630,081	\$619,528	\$134,572,024	\$125,995,394	\$8,576,630
LIABILITIES							
ACCOUNTS PAYABLE	\$89,207	\$3,825	\$45		\$93,077	\$175,365	(\$82,288)
ACCRUED PAYROLL LIABILITIES	\$183,126	\$0			\$183,126	\$178,625	\$4,501
DUE TO MET COUNCIL	\$58,819	\$0	\$11,427,377		\$11,486,196	\$9,459,646	\$2,026,550
DUE TO MTC	\$0	\$19,843,950	\$599,926		\$20,443,876	\$23,483,133	(\$3,039,258)
TRANSIT PROVIDERS PAYABLE	\$0	\$4,706,482	\$7,959,496		\$12,665,977	\$7,057,922	\$5,608,056
DUE TO OTHER FUNDS	\$8,652,951	\$0	\$0		\$8,652,951	\$7,240,388	\$1,412,563
DEFERRED REVENUE	\$1,541,250	\$73,846,634			\$75,387,884	\$72,335,227	\$3,052,656
OTHER LIABILITIES	\$1,290	\$11,900	\$199,490		\$212,680	\$11,900	\$200,780
DEFERRED COMP HELD			\$443,748		\$443,748	\$394,208	\$49,540
TOTAL LIABILITIES	\$10,526,643	\$98,412,791	\$20,630,081	\$0	\$129,569,514	\$120,336,414	\$9,233,100
FUND EQUITY							
INVESTMENTS IN FIXED ASSETS DESIGNATED FOR NEW SERVICES	\$123,020			\$619,528	\$619,528	\$575,782	\$43,747
DESIGNATED FOR POL INSURANCE	\$213,021		\$0		\$213,021	\$973,020	(\$850,000)
UNRESERVED / UNDESIGNATED	\$2,465,507	\$1,581,433	\$0	\$0	\$4,046,940	\$3,952,157	\$94,783
TOTAL FUND EQUITY	\$2,801,549	\$1,581,433	\$0	\$619,528	\$5,002,510	\$5,658,980	(\$656,470)
TOTAL LIABILITIES & FUND EQUITY	\$13,328,192	\$99,994,224	\$20,630,081	\$619,528	\$134,572,024	\$125,995,394	\$8,576,630

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL AND SPECIAL REVENUE FUND TYPES - FOR THREE MONTHS ENDED MARCH 31, 1994

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE	\$3,286,890	\$1,531,212	\$4,818,102	\$4,847,919	(\$29,817)
REVENUE					
PROPERTY TAX		\$16,440,085	\$16,440,085	\$16,411,329	\$28,757
STATE APPROPRIATIONS	\$513,750	\$7,071,624	\$7,585,374	\$7,585,375	(\$1)
FEDERAL GRANTS	\$272,680	\$0	\$272,680	\$509,200	(\$236,520)
INTEREST	\$67,831	\$0	\$67,831	\$87,500	(\$19,669)
AGENCY REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$122	\$0	\$122	\$250	(\$128)
TOTAL REVENUE	\$854,383	\$23,511,709	\$24,366,092	\$24,593,654	(\$227,561)
EXPENDITURES					
SALARIES & BENEFITS	\$432,983	\$0	\$432,983	\$440,868	\$7,885
MEMBER PER DIEMS	\$6,800		\$6,800	\$10,000	\$3,200
CONSULTING	\$2,845	\$0	\$2,845	\$163,000	\$160,155
LEGAL FEES	\$79,826		\$79,826	\$25,000	(\$54,826)
PROFESSIONAL SERVICES	\$20,311	\$0	\$20,311	\$14,350	(\$5,961)
MET COUNCIL CHARGEBACKS	\$42,750		\$42,750	\$42,750	\$0
LOCAL TRAVEL	\$5,496	\$0	\$5,496	\$13,363	\$7,867
NON-LOCAL TRAVEL	\$1,998	\$0	\$1,998	\$11,875	\$9,877
MATERIALS & SUPPLIES	\$6,222	\$0	\$6,222	\$8,200	\$1,978
OCCUPANCY/TELEPHONE	\$50,959		\$50,959	\$53,950	\$2,991
PUBLIC COMMUNICATIONS	\$24,422	\$0	\$24,422	\$25,300	\$878
EQUIP RENTAL/MAINTENANCE	\$7,853	\$0	\$7,853	\$8,089	\$236
INSURANCE	\$2,323		\$2,323	\$16,050	\$13,727
CAPITAL EXPENDITURES	\$5,380	\$0	\$5,380	\$6,250	\$870
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$6,278	\$0	\$6,278	\$6,538	\$260
TRANSIT PROGRAMS/GRANTS	\$293,280	\$23,811,488	\$24,104,768	\$23,587,245	(\$517,523)
TOTAL EXPENDITURES	\$989,724	\$23,811,488	\$24,801,213	\$24,432,827	(\$368,386)
EXCESS/(DEFICIENCY) REV OVER EXP	(\$135,341)	(\$299,779)	(\$435,121)	\$160,827	(\$595,947)
FUND BALANCE					
TRANSFERS					
BOARD AUTHORIZATIONS	(\$350,000)	\$350,000	\$0	\$0	\$0
NET TRANSFERS	(\$350,000)	\$350,000	\$0	\$0	\$0
ENDING FUND BALANCE	\$2,801,549	\$1,581,433	\$4,382,981	\$5,008,746	(\$625,764)

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL SPECIAL REVENUE FUNDS—FOR THE THREE MONTHS ENDED MARCH 31, 1994

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SM/URB 015	TOTAL SPECIAL FUNDS	BUDGET SPECIAL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE	(1,225,227)	160,342	1,980,391	615,707	1,531,212	1,871,946	(340,734)
REVENUE							
PROPERTY TAX	14,042,712	0	2,145,000	252,373	16,440,085	16,411,329	28,757
STATE APPROPRIATIONS	3,474,876	3,346,749	0	249,999	7,071,624	7,071,625	(1)
FEDERAL GRANTS	0				0	130,000	(130,000)
INTEREST	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT		0		0	0	0	0
MISCELLANEOUS	0	0	0	0	0	0	0
TOTAL REVENUE	17,517,588	3,346,749	2,145,000	502,372	23,511,709	23,612,954	(101,244)
EXPENDITURES							
MTC OPERATING SUBSIDY	16,442,548				16,442,548	16,306,116	(136,433)
MTC RIDESHARE	162,501				162,501	162,500	(1)
MTC JOBSEEKERS	127,202				127,202	131,384	4,182
NON-MTC FIXED ROUTE	848,109				848,109	807,193	(40,917)
ATE MMSC		588,892			588,892	461,193	(127,699)
OPT OUT			1,606,298		1,606,298	1,701,579	95,281
RURAL SYSTEMS				626,153	626,153	610,476	(15,677)
SMALL URBAN				107,403	107,403	117,243	9,840
METRO MOBILITY PROVIDERS		3,302,382			3,302,382	2,938,807	(363,575)
OTHER					0	0	0
PROVIDER CAPITAL EXP	0	0	0	0	0	0	0
TRANSIT PROGRAMS/GRANTS	0	0	0	0	0	0	0
TOTAL EXPENDITURES	17,580,361	3,891,274	1,606,298	733,555	23,811,488	23,236,490	(574,998)
EXCESS/(DEFICIENCY) REVENUE OVER EXPENDITURE	(62,773)	(544,525)	538,702	(231,183)	(299,779)	376,463	(676,243)
FUND BALANCE							
TRANSFERS BOARD AUTHORIZATIONS	0	0	0	350,000	350,000	350,000	0
ENDING FUND BALANCE	(1,288,000)	(384,184)	2,519,093	734,524	1,581,433	2,598,409	(1,016,976)

REGIONAL TRANSIT BOARD
PROGRAM STATUS REPORT
for the three months ended March 31, 1994
25.00% of year

#	PROGRAM	ORIGINAL BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
94-01	RTB Chair's Office	\$324,518	\$76,122	\$248,396	23.46%
94-02	Executive Director's Office	\$199,036	\$118,040	\$80,996	59.31%
94-03	Programs/Planning Admin	\$201,484	\$25,307	\$176,177	12.56%
94-04	Transportation Planning Process	\$117,391	\$31,051	\$86,340	26.45%
94-10	Elderly and Disabled	\$298,791	\$56,356	\$242,435	18.86%
94-11	Rideshare Planning	\$395,035	\$21,970	\$373,065	5.56%
94-13	Transit System Planning & Impl.	\$412,574	\$58,965	\$353,609	14.29%
94-14	Transit Programs Administration	\$93,418,316	\$23,854,912	\$69,563,404	25.54%
94-15	Administrative Services	\$454,255	\$92,640	\$361,615	20.39%
94-16	Financial Management	\$271,159	\$71,736	\$199,423	26.46%
94-17	Personnel Administration	\$57,202	\$19,703	\$37,499	34.44%
94-19	Public Information	\$293,085	\$57,189	\$235,896	19.51%
94-20	Capital Expenditure Program	\$25,000	\$5,380	\$19,620	21.52%
94-22	Competitive Transit Services	\$15,736	\$0	\$15,736	0.00%
94-23	Light Rail Transit	\$13,559	\$0	\$13,559	0.00%
94-24	Central Corridor AA/DEIS	\$1,007,553	\$274,272	\$733,281	27.22%
94-26	Transit Test Mktg of New Serv.	\$170,681	\$22,543	\$148,138	13.21%
94-27	Community Relations	\$55,931	\$15,027	\$40,904	26.87%
Total Programs and Capital Expenditures		\$97,731,306	\$24,801,213	\$72,930,093	25.38%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the three months ended March 31, 1994
25.00% of year

	Current Contract	1994 Budget	3 Months Expense	Unexpended Budget	Expense % Of Budget
REGULAR ROUTE					
North Suburban	862,653	852,653	216,088	636,565	25.34%
U Of M – Route #52	1,035,611	518,000	163,851	354,149	31.63%
Valley Transit	110,117	110,117	28,296	81,821	25.70%
Roseville Circulator	2,236,716	590,000	144,706	445,294	24.53%
M.L.L. – BE Line	1,204,896	608,000	149,266	458,734	24.55%
M.L.L. – Route 55	2,826,945	550,000	145,902	404,098	26.53%
Regular Route Expense	8,276,938	3,228,770	848,109	2,380,661	26.27%
MTC–Rideshare	650,000	650,000	162,501	487,499	25.00%
MTC–Jobseekers	525,537	525,537	127,202	398,335	24.20%
MTC–Regular Route	65,224,463	65,224,463	16,442,548	48,781,915	25.21%
MTC–Regular Route Expense	66,400,000	66,400,000	16,732,252	49,667,748	25.20%
Total Regular Route Expense	74,676,938	69,628,770	17,580,361	52,048,409	25.25%
METRO MOBILITY					
ATE–MMSC–Administrative	1,825,889	1,844,771	588,892	1,255,879	31.92%
ATE–MMSC–Operating		11,755,229	3,302,382	8,452,847	28.09%
Metro Mobility Expense	1,825,889	13,600,000	3,891,274	9,708,726	28.61%
OPT–OUT					
City Of Plymouth	1,159,203	1,159,203	254,902	904,301	21.99%
City Of Shakopee	252,425	252,425	53,855	198,570	21.33%
Southwest Metro	1,866,660	1,866,660	428,721	1,437,939	22.97%
MN Valley Transit	3,065,185	3,065,185	753,110	2,312,075	24.57%
Maple Grove	459,644	462,843	115,710	347,133	25.00%
Opt Out Expense	6,803,117	6,806,316	1,606,298	5,200,018	23.60%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the three months ended March 31, 1994
25.00% of year

	Current Contract	1994 Budget	3 Months Expense	Unexpended Budget	Expense % Of Budget
SMALL URBAN					
Columbia Heights	59,005	59,005	9,597	49,408	16.27%
Hastings	82,172	82,172	17,551	64,621	21.36%
Hopkins	34,752	34,752	8,487	26,265	24.42%
NEST		111,434	25,094	86,340	22.52%
STEP	11,129	11,129	2,781	8,348	24.99%
White Bear	170,480	170,480	43,892	126,588	25.75%
Small Urban Expense	357,538	468,972	107,403	361,569	22.90%
RURAL					
Westonka	31,715	31,715	10,669	21,046	33.64%
Senior Transportation	47,000	47,000	15,293	31,707	32.54%
Delano Transportation	48,520	48,250	12,610	35,640	26.13%
Scott County		119,519	29,880	89,639	25.00%
H.S.I.	227,627	422,254	105,564	316,690	25.00%
DARTS	453,200	839,400	226,599	612,801	27.00%
Carver County	124,332	124,332	31,574	92,758	25.40%
Anoka County Volunteer	23,500	23,500	5,874	17,626	25.00%
Anoka County Linwood	15,796	15,796	3,948	11,848	24.99%
Anoka County Traveler	635,943	742,627	184,142	558,485	24.80%
Lakeville		27,510			
Rural Expense	1,607,633	2,441,903	626,153	1,788,240	25.64%
Total Rural/Small Urban Exp.	1,965,171	2,910,875	733,555	2,149,810	25.20%
NON-PROVIDER EXPENDITURES					
		0	0	0	N/A
Grand Total	85,271,115	92,945,961	23,811,488	69,106,963	25.62%

**REGIONAL TRANSIT BOARD
INVESTMENT SUMMARY BY FUND
for the month ended March 31, 1994**

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
GENERAL FUND					
		Beginning balance	\$2,308,258		
		sold	(\$2,308,258)		
07-Mar-94	14-Mar-94	CP-Triple A Funding	\$1,573,989	Dain Bosworth	3.350%
	14-Mar-94	sold	(\$1,573,989)		
14-Mar-94	21-Mar-94	CP-Triple A Funding	\$2,873,110	Merrill Lynch	3.380%
	21-Mar-94	sold	(\$2,873,110)		
21-Mar-94	28-Mar-94	CP-Michigan Hospital	\$2,098,673	Smith Barney	3.298%
	28-Mar-94	sold	(\$2,098,673)		
28-Mar-94	04-Apr-94	Repurchase Agreement	\$1,780,000	Smith Barney	3.500%
31-Mar-94	04-Apr-94	Repurchase Agreement	\$4,200,000	Smith Barney	3.600%
31-Mar-94	11-Apr-94	CP-Bridgestone/Sumi	\$2,497,288	Smith Barney	3.550%
31-Mar-94	18-Apr-94	CP-Bridgestone/Fuji	\$2,096,273	Smith Barney	3.560%
		Ending Balance	<u>\$10,573,561</u>		
BOND ISSUE #2 - 1991 "G"					
		Beginning Balance	\$1,213,044		
		sold	(\$1,213,044)		
07-Mar-94	14-Mar-94	Repurchase Agreement	\$1,194,111	First Bank St. Paul	3.000%
	14-Mar-94	sold	(\$1,194,111)		
14-Mar-94	21-Mar-94	Repurchase Agreement	\$1,194,808	First Bank St. Paul	3.000%
	21-Mar-94	sold	(\$1,194,808)		
21-Mar-94	28-Mar-94	Repurchase Agreement	\$945,505	First Bank St. Paul	3.000%
	28-Mar-94	sold	(\$945,505)		
28-Mar-94	04-Apr-94	Repurchase Agreement	\$946,056	First Bank St. Paul	3.100%
		Ending Balance	<u>\$946,056</u>		
BOND ISSUE #3 - 1993 "D"					
		Beginning Balance	\$6,885,900		
		sold	(\$6,885,900)		
15-Mar-94	28-Mar-94	CP-Barclay's U.S. Funding	\$2,996,403	Smith Barney	3.320%
	28-Mar-94	sold	(\$2,996,403)		
15-Mar-94	15-Jun-94	CP-Coca Cola	\$3,962,689	Merrill Lynch	3.650%
28-Mar-94	11-Apr-94	CP-Michigan Hospital	\$2,995,888	Smith Barney	3.530%
		Ending Balance	<u>\$6,958,576</u>		
EDUCATION FUND					
		Beginning Balance	\$189,220		
		sold	(\$99,220)		
01-Mar-94	01-Apr-94	CP-General Electric	\$99,731	American Bank	3.172%
		Ending Balance	<u>\$189,731</u>		

REGIONAL TRANSIT BOARD
 SCHEDULE OF BOND RECEIPTS AND DISBURSEMENTS
 for the three months ended March 31, 1994

	TOTAL CAPITAL BOND	TOTAL BUDGET CAPITAL BOND	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING BALANCE	\$8,682,727	\$8,682,727	\$0
RECEIPTS			
BOND ISSUES	\$5,186	\$0	\$5,186
MISCELLANEOUS	\$317	\$0	\$317
INTEREST	\$128,249	\$0	\$128,249
TOTAL RECEIPTS	\$133,752	\$0	\$133,752
DISBURSEMENTS			
CAPITAL EXPENDITURES	\$856,983	\$3,670,000	(\$2,813,017)
MISCELLANEOUS	\$0	\$0	\$0
TOTAL DISBURSEMENTS	\$856,983	\$3,670,000	(\$2,813,017)
EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS	(\$723,231)	(\$3,670,000)	\$2,946,769
OTHER DISBURSEMENTS			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
NET OTHER DISBURSEMENTS	\$0	\$0	\$0
ENDING BALANCE	\$7,959,496	\$5,012,727	\$2,946,769
DISBURSEMENT DETAIL			
ISSUE 1991 "G"		ISSUE 1993 "D"	
City of Shakopee	\$21,658.44		
City of Plymouth	\$29,180.67		
City of Maple Grove	\$444.75		
Southwest Metro	\$16,494.00		
Commissioner of Transportation	\$500,000.00		
Human Services Inc.	\$40,841.24		
MN Valley Transportation	\$248,364.25		
	\$856,983.35		\$0.00
		TOTAL	\$856,983.35

REGIONAL TRANSIT BOARD

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

DATE: May 2, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Howard Blin, Planning Manager *HB*
SUBJECT: Northtown Transit Hub *OK*

BACKGROUND

In 1989, a bus staging facility was constructed at the Northtown shopping center. This facility will soon be displaced as the mall expands onto that location.

The Anoka County Railroad Authority acquired land on the west side of Northtown for use as a future LRT station. In January 1994, the RTB approved \$42,500 in funding to conduct preliminary engineering on a transit hub to be located on the rail authority property. This preliminary engineering would be conducted jointly with the rail authority.

DISCUSSION

Since January, BRW, Inc., under contract with the rail authority, has developed various options for locating a hub facility. Some of these options would be partially located on land owned by the Northtown Shopping Center.

These options have been undergoing review by Northtown, the MTC and cities in the area. In the past few days, tentative agreement by all parties has been reached on a design for the facility. BRW is currently working on cost estimates for this design.

These estimates will be available by May 5. A separate memorandum will be delivered to the board later this week describing the estimated costs for the hub and requesting authorization to enter into a funding agreement with the rail authority to build the hub facility.

HB:jmo



REGIONAL TRANSIT BOARD

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

DATE: April 29, 1994

TO: Chair and Members of the Administrative and Finance Committee

FROM: Jan Rosenthal, Public Information Specialist *JR*
Suzanne Hanson, Public Information Manager *SH*

SUBJECT: Metropolitan Transit Education Plan Implementation
(Construction of four traveling displays promoting transit)

SUMMARY

This memorandum recommends that the Regional Transit Board authorize the executive director to expend \$26,500 for the construction of four traveling displays, and for the design, production and printing of transit brochures to be distributed at the traveling displays, the state fair display, and at other locations. The Metropolitan Transit Education Committee budgeted \$17,000 for the traveling displays, and then revised the budget to \$26,500 after the group decided not to seek a larger space for the 1994 state fair, and to produce a brochure to accompany the traveling displays.

BACKGROUND

The committee will recall that in December of 1992, the Regional Transit Board (RTB) and nine other transit related organizations created the Metropolitan Transit Education Committee (MTEC). A strategic communications and education plan that focuses on the transit issues of the 90s was developed with the assistance of a consultant.

The primary action plan included the implementation of seven tactics, including the development of an umbrella theme, tagline and logo to be used to represent transit; construction of a large display for use at the state fair and other locations; construction of traveling displays for use at employee sites, schools, libraries and other locations; development of radio and billboard campaigns; development of a school education program, and development and distribution of media kits and the holding of editorial sessions; and production of a 5-10 minute videotape about the benefits of transit.

Funding for this program was obtained through contributions from all of the organizations. The budget for the total program is \$221,000. The RTB is the lead agency on this project and has financial oversight responsibility.

DISCUSSION

In order to promote transit to specific audiences, the committee has decided to create a series of traveling displays which can be set up at various sites around the Twin Cities, including employee sites, schools, shopping malls, government centers, libraries and other locations. These smaller displays would allow the committee to bring the transit

message to places too small to house the previously constructed 10' X 20' state fair display. That display has been set up at larger sites such as the State Capitol and county government centers, as well as the fair.

The committee has chosen to construct two displays aimed at an adult audience, using the jam jar graphic developed for use in the billboard campaign for consistency and impact. The other two displays will be created for youth and will be used in conjunction with the school education program and other portions of the MTEC's overall work plan in order to educate young people about the benefits of transit.

Proposals were received and reviewed by a subcommittee consisting of Lynn Marotzka, Dakota County Railroad Authority; Dee Molean, Metropolitan Transit Commission; Bob Vockrodt and Kent Barnard, Minnesota Department of Transportation; Jill Goski, Ramsey County Regional Railroad Authority; and Suzanne Hanson and Jan Rosenthal, Regional Transit Board. Proposals were received from Vertex Exhibits, Inc., Skyline Displays, Inc., and Display Management Services. Based on the weight of the displays, the cost and the designs presented, the committee selected Skyline Displays, Inc., to construct the displays.

The committee is also at work on the development of a four-color transit brochure to be distributed not only at the traveling displays, but at the state fair display, in information kits, and in other ways. The piece will outline the benefits of transit, and will include information about LRT, regular route buses, dial-a-ride, accessible transit, travel demand management and bicycling.

While the original plan did not call for the creation of a brochure, there is no single existing document which covers all of the transit modes. The committee decided that such a piece would be an effective addition to the traveling displays, as well as to the State Fair display.

RECOMMENDATION

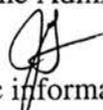
That the Regional Transit Board authorize the executive director to expend \$26,500 for the production of a series of traveling displays promoting transit, and the design, production and printing of transit brochures.

REGIONAL TRANSIT BOARD

Mears Park Centre
230 East Fifth Street, St. Paul, Minnesota 55101
292-8789
229-2715 TTY

DATE: May 2, 1994

TO: Chair and Members of the Administration and Finance Committee

FROM: Jane Fitz, writer/editor 
Suzanne Hanson, public information manager 

SUBJECT: Request Approval of 1994 RTB Messenger Contract

SUMMARY

The Regional Transit Board has been producing the Messenger newsletter since September 1989. This publication has helped communicate our messages to a variety of audiences. Each year, the RTB has entered into a contract for design, production and printing of the newsletter. Action is requested to authorize the executive director to enter into a contract with Morgan Williams and Associates not to exceed \$28,364 for the design, layout, production and printing of four 8-page newsletters.

BACKGROUND

The RTB Messenger is one of the primary vehicles for disseminating information on the RTB's policies and programs. The Messenger is sent to a variety of RTB key audiences, including legislators, local officials, transit service providers, business organizations, community and disability advocacy groups and the media. The Messenger is produced quarterly, to keep the RTB's audiences up-to-date on various programs in a cost effective manner.

The newsletter strives to meet the following objectives:

- educate the community about the RTB's responsibilities and accomplishments
- build credibility for the organization
- establish the RTB as an authority on transit issues in the metropolitan area
- show that transit services are an integral part of our community and quality of life
- present the RTB as a proactive government agency
- develop and maintain a visually attractive newsletter to ensure readership

During this time of transition, the Messenger will still need to be produced to keep readers informed of the many changes taking place. The Messenger is written entirely in-house, with design, layout, production and printing furnished by outside vendors. To obtain estimates on producing the Messenger for 1994, we sent out letters to firms on the

1994 Messenger Contract

May 2, 1994

Page 2

state's preferred vendor list of minority- or woman-owned businesses, requesting estimates and samples of their newsletter work. We received two estimates back: one from Churchward Benson Design for \$27,400 and one from Morgan Williams and Associates for \$28,364. We also requested an estimate and samples from another woman-owned business, Kyro-Mangold Design, which is not currently on the state's list. Their estimate was \$18,384.

In reviewing the samples supplied, neither Kyro-Mangold nor Churchward Benson provided samples of newsletters. Their work appears to center on one-time special use publications, such as product brochures or pamphlets. Morgan Williams and Associates did include a variety of samples, including attractive newsletters they produce for other companies.

As for the three companies' estimates, Kyro-Mangold's does not appear to reflect an adequate understanding of the scope of the project. Morgan Williams' estimate is slightly higher than Churchward Benson's, but only slightly higher than their estimate for 1993, to reflect a higher paper cost.

Morgan Williams and Associates has been selected based on their reasonable estimate, their work samples, their WBE status and their previous work history with the RTB.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to enter into a contract with Morgan Williams and Associates not to exceed \$28,364 for the design, layout, production, and printing of four 8-page newsletters.

REGIONAL TRANSIT BOARD

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

DATE: May 2, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Howard Blin, Planning Manager *HB*
SUBJECT: Capital Funding Request from HSI *gk*

SUMMARY

Action is requested to approve \$101,200 in capital funding for HSI, Inc. to purchase three vehicles.

BACKGROUND

Since 1989, the RTB has provided capital funding for vehicle purchases by public and private non-profit paratransit providers. For paratransit programs, the RTB funds 80 percent of project costs. These funds are derived from bonds sold by the Metropolitan Council on behalf of the RTB.

DISCUSSION

HSI, Inc. has requested \$104,800 in capital funding for the following:

- Purchase three small buses at a cost of \$40,000 each. These vehicles would replace nine existing vehicles which are ready for retirement.
- Overhaul one existing small bus, including installing a new engine and transmission.
- Perform minor body repair on nine existing vehicles.

Funding for all items except the body repair is recommended. Capital funding may be used only for bus purchases or for overhaul work which extends the useful life of a vehicle. Capital funds cannot be used for routine maintenance items such as body repair.

If approved, HSI, Inc. would combine its bus purchase with one planned by DARTS, Inc. In April, the RTB approved funding for DARTS to purchase five small buses.

ALTERNATIVES

The alternative to RTB funding for these vehicle projects would be for HSI to seek funding elsewhere. No state or federal funds are currently available for these types of projects.

HSI Capital Funding Request
May 2, 1994
Page 2

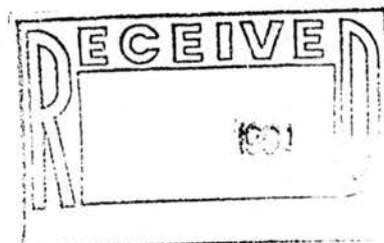
RECOMMENDATION

That the Regional Transit Board approve capital funding for HSI, Inc. in an amount not to exceed \$101,200 for the purchase of three small buses and the overhaul of an existing bus.

HB:jmo

HSI HUMAN SERVICES, INC., IN WASHINGTON COUNTY, MINNESOTA

April 28, 1994



Mr. Howard Blin
Planning Manager
Regional Transit Board
230 East 5th Street
St. Paul, MN 55101

RE: 1994 Capital Request

Dear Howard,

As you know, HSI is planning to purchase three new mini buses this year and rehab one vehicle. Also we plan to do minor body repair on nine vehicles.

During 1994 our goal is to dispose of nine vehicles and end up with a fleet of thirteen buses. Our current fleet size is nineteen vehicles. Many of these are old mini buses that are worn out. By reducing our fleet and securing newer buses we think we will:

1. Have more reliable equipment on the road
2. Reduce our maintenance expenses
3. Reduce our insurance costs
4. Have a more attractive fleet

Our five year plan calls for us to replace vehicles when they are five to six years old. In 1994 our plans call for the following;

Vehicles to be disposed of in 1994

1. 1988 Ford Van #1176	237,000 miles
2. 1984 Plymouth Mini Van #1164	182,000 miles
3. 1982 Bluebird Mini bus #1165	250,000 miles
4. 1977 International #1159	271,000 miles
5. 1976 Ford #1166	225,000 miles
6. 1980 GMC #8702	250,000 miles
7. 1989 Ford van #1163	127,000 miles
8. 1985 Ford van #1173	277,000 miles
9. 1986 Ford van #1175	273,000 miles

AN EQUAL OPPORTUNITY EMPLOYER

Fleet Inventory 12/31/94

1. 1994 new mini buses	3
2. 1993 Mini bus #8708	1
3. 1993 Mini bus #8707	1
4. 1991 Mini bus #8701	1
5. 1991 Mini bus #8704	1
6. 1990 Mini bus #1169	1
7. 1990 Mini bus #1167	1
8. 1990 Mini bus #1158	1
9. 1988 Chev. van #8706	1
10. 1982 Mini Bus #8703	1
11. 1982 Mini Bus #8705	1
	<u>13</u>

Our ridership so far in 1994 is ahead of the same time period in 1993. The main difference is that we are now providing our service under one contract to the RTB e.g. State/Exurban. In the past, we had both State/Exurban and Metro Mobility. Unless our ridership experiences higher than anticipated growth, we should be able to provide service with thirteen vehicles in 1994. We anticipate that thirteen vehicles will also be sufficient in 1995.

Our request to the RTB is to purchase three new vehicles and rehab one bus plus minor body repair on nine vehicles.

The breakdown is as follows.

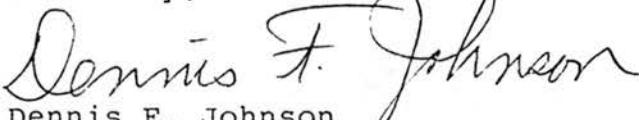
1. 3 new mini buses @ \$40,000 each	\$120,000.00
2. 1 vehicle rehabed	6,500.00
3. 9 vehicles minor body repair	4,500.00
	<u>\$131,000.00</u>

131,000 X .80 = 104,800 RTB

131,000 X .20 = 26,200 HSI

If you should need any additional information, please contact me.

Sincerely,


Dennis F. Johnson
Director of Transportation

cc: Assata Brown
Jim Babcock
Floyd Nelson
Rob McDonough

REGIONAL TRANSIT BOARD

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

DATE: May 9, 1994
TO: Chair and Members, Administration and Finance Committee
FROM: Dale Ulrich, Comptroller
SUBJECT: 1995 Budget Assumptions, Budget Process Schedule

This memo revises the previously mailed memo to include the presumed state appropriation changes which were passed by the legislature at the end of the session. A tentative schedule for the budget process is also included here.

It is my assumption that the appropriation for the RTB for FY 1995 (July 1, 1994 to June 30, 1995) is for an additional \$8,450,000. This amount is allocated to regular route, \$5,000,000, Metro Mobility \$2,500,000, and community based services, \$950,000.

Three "Sources and Uses by Fund" schedules are attached here. The first is the 1994 budget adopted by the Board in December, 1993. The second schedule shows the addition of the changed state appropriations and the revised, audited beginning fund balances to the adopted 1994 budget, and the third schedule is a projection of 1995 if the same level of state appropriations established for FY 1995 were to be available for the second half of 1995. (Note that the last six months of CY 1995 are in FY 1996, which will be addressed by the 1995 legislative session.) Also note that the issue of what the 1995 legislature might consider to be the "base" level of state funding for metro transit is very speculative, and will need more consideration before any of the "surplus" resulting from the assumption used in schedule III is committed in the 1995 budget.

Expenditures in the 1994 schedules are not changed from the Board adopted levels. Thus, the known overruns in Metro Mobility and the needs for the second half of 1994 in some of the community based programs are not acknowledged here. The 1995 projection escalates the budgeted 1994 expenditures 4%.

As a result of a law change approved by the 1994 legislature, the 1995 property tax levy limit for transit district operations is already established.

Under the revised law, the pay '95 levy is established by the ratio of the pay '94 total market value to the pay '93 total market value. Previous law would have compared estimated pay '95 total market value to actual pay '94 total market value. The advantage to the Dept of Revenue, which advocated the change, is that they do not have to hurry to establish the estimated total market value for next year, but can use the established, actual values of the current year in the formula. The Department also cited a significant error factor in the estimates in recent years, errors which have only become apparent months later as the final data became available. The new method also avoids this error factor.

As a consequence of the new system, the operations limit for the transit district for pay '95 is \$67,576,181, 1.825% higher than the pay '94 levy of \$66,364,617.

In recent years the board has budgeted 98% of the levy in anticipation of net delinquencies, cancellations and abatements. Based on the 1993 collections experience, the staff will recommend that only 97% of the '95 levy be budgeted; that amount is shown on schedule III, attached. This will mean that the net growth in funding available for the 1995 budget from this source will be only \$354,000, or .0054%.

One additional law change provides that the final certification of transit service levels for administration of the feathering law is due by September 15 of the levy year. As a consequence, the test date for service levels will have to occur earlier, preferably August 1.

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
Fund Balance January 1, 1994	\$2,282,037	(\$494,119)	\$290,574	\$1,529,656	\$576,162	\$1,902,273	\$4,184,310
REVENUE							
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
Total Revenue	3,922,800	70,300,988	13,387,000	8,755,837	2,007,989	94,451,814	\$98,374,614
EXPENDITURES							
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
Total Expenditures	4,785,346	69,628,770	13,600,000	6,806,316	2,910,875	92,945,961	\$97,731,307
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
Fund Balance December 31, 1994	\$1,069,491	\$178,099	\$77,574	\$3,479,177	\$23,276	\$3,758,126	\$4,827,617

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

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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
Fund Balance January 1, 1994	\$3,286,889	(\$1,225,227)	\$160,341	\$1,980,392	\$615,708	\$1,531,214	\$4,818,103
REVENUE							
Property Tax		55,881,488		8,755,837	1,007,989	65,645,314	\$65,645,314
State Appropriations	2,055,000	16,399,500	14,637,000		1,475,000	32,511,500	\$34,566,500
Federal—							
Section 8	1,516,800					0	\$1,516,800
ISTEA		520,000				520,000	\$520,000
Interest/Miscellaneous	351,000						\$351,000
Total Revenue	3,922,800	72,800,988	14,637,000	8,755,837	2,482,989	98,676,814	\$102,599,614
EXPENDITURES							
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
Total Expenditures	4,785,346	69,628,770	13,600,000	6,806,316	2,910,875	92,945,961	\$97,731,307
Excess Revenue Over(Under) Expenditures	(862,546)	3,172,218	1,037,000	1,949,521	(427,886)	5,730,853	\$4,868,307
Transfers—							
New Services	(350,000)				350,000	350,000	\$0
Other							\$0
Fund Balance December 31, 1994	\$2,074,343	\$1,946,991	\$1,197,341	\$3,929,913	\$537,822	\$7,612,067	\$9,686,410

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

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REGIONAL TRANSIT BOARD
SOURCES and USES by FUND
1995

	GENERAL FUND	REGULAR ROUTE	METRO MOBILITY	OPT OUT	RURAL SMALL URBAN	TOTAL SPECIAL REVENUE	TOTAL ALL FUNDS
Fund Balance January 1, 1995	\$2,074,343	\$1,946,991	\$1,197,341	\$3,929,913	\$537,822	\$7,612,067	\$9,686,410
REVENUE							
Property Tax		56,327,770		8,821,126	1,012,768	66,161,663	\$66,161,663
State Appropriations	1,864,000	17,307,000	15,474,000		1,696,000	34,477,000	\$36,341,000
Federal—							
Section 8	500,000					0	\$500,000
ISTEA		500,000				500,000	\$500,000
Interest/Miscellaneous	351,000						\$351,000
Total Revenue	2,715,000	74,134,770	15,474,000	8,821,126	2,708,768	101,138,663	\$103,853,663
EXPENDITURES							
94-01 Policy Management	337,499						\$337,499
94-02 Executive Director	206,997						\$206,997
94-03 P & P Administration	209,543						\$209,543
94-04 Transportation Planning	122,086						\$122,086
94-10 Elderly & Disabled	310,743						\$310,743
94-11 TDM Planning	410,837						\$410,837
94-13 Transit System Planning	429,077						\$429,077
94-14 Transit Programs Administration	491,250	72,413,921	14,144,000	7,078,569	3,027,310	96,663,799	\$97,155,049
94-15 General Administration	472,425						\$472,425
94-16 Finance	282,005						\$282,005
94-17 Personnel	59,490						\$59,490
94-19 Public Information	304,809						\$304,809
94-20 Capital	26,000						\$26,000
94-23 Light Rail Transit	61,957						\$61,957
94-26 New Services	54,488						\$54,488
94-27 Community Relations	58,169						\$58,169
Total Expenditures	3,837,374	72,413,921	14,144,000	7,078,569	3,027,310	96,663,799	\$100,501,174
Excess Revenue Over(Under) Expenditures	(1,122,374)	1,720,849	1,330,000	1,742,557	(318,542)	4,474,864	\$3,352,489
Transfers— Board Authorized							\$0
Fund Balance December 31, 1995	\$951,969	\$3,667,840	\$2,527,341	\$5,672,470	\$219,280	\$12,086,931	\$13,038,899

111

REGIONAL TRANSIT BOARD
SCHEDULE OF 1995 WORK PROGRAM AND BUDGET PROCESS

May 3rd Manager's Meeting	Worksheets to Managers, Discussion of Staff Complement, Discussion for New Programs (if any)
May 9th A&F Meeting	Schedule of Budget Process 1995
May 27th	Worksheets Due from Managers
June 13th A&F Meeting	Committee Discussion and Input for 1995 Budget
July 1st	Final Input for "Proposed 1995 Work Program and Budget"
July 11th A&F Meeting	Committee to Adopt/Change "Proposed 1995 Work Program and Budget"
July 18th Board Meeting	Board to Adopt "Proposed 1995 Work Program and Budget"
August 15th Board Meeting	Public Hearing on "Proposed 1995 Work Program and Budget"
Nov/Dec 1995	Truth in Taxation Public Hearing on 1995 Work Program and Budget
December 15th	Board to Adopt "Final" 1995 Work Program and Budget

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Congress of the United States
House of Representatives
Committee on Appropriations
Washington, DC 20515-6015

May 5, 1993

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CLERK AND STAFF DIRECTOR
 FREDERICK G. MOHRMAN

TELEPHONE
 (202) 226-2771

Dear Colleague:

Today, the Members of the House Appropriations Subcommittee on Transportation are announcing the specific investment-based criteria that the Subcommittee intends to use in evaluating requests for transportation related projects. We have attached a copy of the criteria for you.

Our goal is to fund only those projects and activities that contribute to economic growth and to avoid those that are not sound investments. We acknowledge that it will not be possible to apply new investment-based criteria to all projects immediately. There are many projects in various stages of construction that probably will not be affected. Rather, this effort marks what we hope will be a long term, phased attempt to bring more discipline to the process of allocating transportation infrastructure investment dollars.

Our Subcommittee has consulted with numerous transportation experts and officials in developing the criteria including Secretary of Transportation Peña, private economists and representatives of the financial markets. The underlying concepts of the criteria are similar to those used by financial institutions and have much in common with guidelines of cost-benefit analysis issued by the Office of Management and Budget.

This is our first effort to apply some basic discipline to transportation spending. It is likely that we will refine these criteria in future years. We welcome any comments you may have and would like to discuss the application of these criteria with you on any project on which you are seeking the Subcommittee's assistance.

Please feel free to contact the Members of the Subcommittee or the Transportation Appropriations Subcommittee staff at x52141 for more information.

Sincerely,



BOB CARR
 Chairman, Subcommittee on Transportation



Investment Criteria

Bob Carr, Chairman
Appropriations Subcommittee on Transportation
U.S. House of Representatives
May 5, 1993

HIGHWAY CRITERIA

STATEMENT OF PROJECT OBJECTIVES

1. Describe exactly what the project demonstrates.
2. Describe how the project's objectives will be measured.
3. Indicate if the project is included in the state's transportation improvement program. Include reasons for projects not in state plan.
4. Describe the scope of the project. For example, is it a complete project, a stand alone segment, or a segment contingent on later phases?

BASE CASE AND ALTERNATIVES STUDIED

1. Describe the base case. If the project under consideration is not approved, it is highly unlikely that in its place nothing would be done. It is more likely that smaller scale infrastructure modifications might be undertaken. Alternatively, electronic traffic control or other IVHS-type measures might be employed. Another alternative might use demand management techniques such as congestion pricing. These types of actions, in the absence of the principal project under consideration, constitute the base case.
2. Describe the alternative solutions that were considered, including the costs and benefits of maintaining the base case.
3. Describe extent of private sector involvement, especially regarding financing of the project.

EXPECTED ECONOMIC RATE OF RETURN

KEY ASSUMPTIONS

Please provide estimates for the following benefits:

1. Value of reduced congestion.
2. Value of energy conservation.
3. Value of improved air quality.
4. Value of reduced vehicle operating costs for fuel, oil, tires, depreciation, and repairs/maintenance.
5. Value of travel time savings.
6. Value of resulting safety improvements (e.g. reduced number of accidents).
7. Value of enhanced business and industry activities.
8. Value of other economic benefits, with description. For example, indicate recurring job creation resulting from the project.

Please provide estimates of the following costs on an annual cash--not accrual--basis.

1. Total cost of project, by year.
2. Total non-federal share of project cost, by year.
3. Nature of non-federal share of project cost (e.g. cash or in-kind).
4. Total cost of annual operation and maintenance expenses for the project.

5. Sources of all funds to cover annual operating expenses. (If tax, indicate whether dedicated to specific project or transportation uses in general, as applicable.)
6. Detail of total project costs by major functional category, including land/right-of-way acquisition, interest, and all other.
7. Total life cycle costs of project, by year and functional category. Include copy of life cycle cost analysis.

Please also provide the following information:

1. Current credit rating of the unit(s) of local government sponsoring the project. Indicate any changes in credit rating during the past 12 months.
2. Result of independent analysis performed on capital outlay estimate.
3. Net present value of project, defined as the present day value of project benefits less present day value of project costs. Provide the net present value as of three years after completion of the project, and for the entire life-cycle of the project.
4. The economic rate of return of the project, defined as the discount rate at which the project's net present value equals zero. Provide the estimated rate of return as of three years after completion of the project, and for the entire life-cycle of the project.
5. The benefit-cost ratio of the project, expressed as the present value of benefits divided by the present value of costs.

OTHER ECONOMIC EXPECTATIONS

1. Explain the extent and manner that IVHS features have been taken into account.
2. Provide estimated average traffic speeds, both in the base case and assuming completion of the project.
3. Provide status of environmental impact statement, including estimated completion dates of both draft and final statements.
4. Provide documentation of expressions of local opinion about the project.

FINANCIAL SUPPORT AND PERFORMANCE

1. Identify all funding already provided for project by source and year in which funds were authorized.
2. Of the funds previously authorized, identify the amount expended, obligated and committed to date.
3. Indicate if project qualifies for existing federal program funds. If project does qualify, explain why specific federal funds are requested. If project doesn't qualify, explain why not.

TRANSIT CRITERIA

STATEMENT OF PROJECT OBJECTIVES

1. Describe the scope of the project. For example, is it a complete project, a stand alone segment, or a segment contingent on later phases to reap maximum benefits?
2. Indicate the nature of the project. Is it a feasibility study, vehicle purchase, new construction, expansion of an existing facility, rehabilitation or reconstruction of an existing facility, or other?
3. Indicate if the project is included in the state's transportation improvement program. Include reasons for projects not in the state plan.
4. Indicate the estimated change in total transit ridership associated with the new transit program.

BASE CASE AND ALTERNATIVES STUDIED

1. Describe the base case. If the project under consideration is not approved, it is highly unlikely that in its place nothing would be done. It is more likely that smaller scale infrastructure modifications might be undertaken. Alternatively, electronic traffic control, more buses, or IVHS type measures might be employed. Another alternative might use demand management techniques such as congestion pricing. These types of actions, in the absence of the principal project under consideration, constitute the base case.
2. Describe the alternative solutions that were considered, including the costs and benefits of maintaining the base case.
3. Describe the extent of private sector involvement, especially regarding financing of the project.

EXPECTED ECONOMIC RATE OF RETURN

KEY ASSUMPTIONS

Please provide estimates for the following benefits:

1. Value of reduced congestion.
2. Value of energy conservation.
3. Value of improved air quality.
4. Value of costs avoided for future parking facilities. (Include number of future parking spaces eliminated.)
5. Value of travel time savings (both transit and other). Include profiles of trip times.
6. Value of reduced expenses resulting from fewer transit vehicles and consolidated operations.
7. Value of resulting safety improvements (e.g. reduced number of accidents).
8. Value of enhanced business and industry activities.
9. Value of improved land use patterns.
10. Value of other economic benefits, with description. For example, indicate recurring job creation resulting from the project.

Please provide estimates of the following costs on an annual cash--not accrual--basis.

1. Total cost of project, by year.
2. Total section 3 share of project cost, by year.
3. Total other federal share of project cost, by year.
4. Total non-federal share of project cost, by year.

5. Nature of non-federal share of project cost (e.g. cash or in-kind).
6. Source of non-federal share of project cost (e.g. dedicated tax, bonds).
7. Total local share of project cost, by year.
8. Nature of local share of project cost.
9. Source of local share of project cost, by year.
10. Total cost per new transit trip.
11. Total cost of annual operation and maintenance expenses.
12. Sources of all funds to cover annual operating expenses. (If tax, indicate whether dedicated to transit project or general transportation programs, as applicable.)
13. Detail of total project costs by major functional category, including land/right-of-way acquisition, parking facilities, other structures, vehicles, signalization and track, interest, and all other.
14. Total life cycle costs of project, by year and functional category. Include copy of life cycle analysis.

Please also provide the following information:

1. Current credit rating of the unit(s) of local government sponsoring the project. Indicate any changes in credit rating during the past 12 months.
2. Result of independent analysis performed on ridership and capital outlay estimates.

3. Net present value of project, defined as the present day value of project benefits less present day value of project costs. Provide the net present value as of three years after completion of the project, and for the life-cycle of the project.
4. The economic rate of return of the project, defined as the discount rate at which the project's net present value equals zero. Provide the estimated rate of return as of three years after completion of the project, and for the life-cycle of the project.
5. The benefit-cost ratio of the project, expressed as the present value of benefits divided by the present value of costs.

OTHER ECONOMIC EXPECTATIONS

1. Explain the extent and manner in which IVHS features have been incorporated.
2. Provide status of environmental impact statement, including estimated completion dates of both draft and final statements.
3. Provide documentation of expressions of local opinion about the project.

FINANCIAL SUPPORT AND PERFORMANCE

1. Identify all funding already dedicated to project by source and year in which funds were provided.
2. Of the funds previously authorized, identify the amount expended, obligated, and committed to date.
3. Indicate if project qualifies for existing federal program funds. If project does qualify, explain why specific federal funds are requested. If project doesn't qualify, explain why not.

AVIATION CRITERIA

STATEMENT OF PROJECT OBJECTIVES

These items are intended to provide information on the anticipated benefits and costs of the proposed project, as well as pertinent background information on the airport to be served. Projects to be covered include requests for facilities and equipment (F&E) and airport improvement program (AIP) funds. Some items may be applicable only to AIP projects.

1. Name and type of item(s) requested.
2. Airport and location.
3. Runway (if applicable).
4. Describe the scope of the project. For example, is it a complete project, a stand alone segment, or a segment contingent on later phases?

BASE CASE AND ALTERNATIVES STUDIED

1. Describe the base case. Include, at a minimum, the following information, and explain cases where the information is not applicable or not available:
 - (A). Number of aircraft operations for the past three years.
 - (B). Current average enplanements per aircraft.
 - (C). System revenue per enplaned passenger.
 - (D). Airport concession revenues per enplaned passenger.
 - (E). Maximum hourly parking utilization rate at the airport.
 - (F). Percentage of O&D and connecting passengers.

- (G). Number of hours of daily operation.
- (H). Average number of operations per hour of service.
- (I). Current aircraft delay hours at this airport/year.
- (J). Number of delay hours due to weather.
- (K). Average IFR conditions per month, expressed in number of operations and in percentage of total operations.
- (L). Current utilization per gate per day.
- (M). Current FAA airport-engineered performance standard for the predominant runway configuration at the airport:
 - (i) number of IFR operations/hour
 - (ii) number of VFR operations/hour
 - (If not available, provide air traffic control tower estimates for that runway configuration).
- (N). Current average IFR and VFR operations/hour.
- (O). ATC operational error rate at the airport for the past 12 months.
- (P). Near-midair collision rate at the airport for the past 12 months.
- (Q). A description of the actions that would be taken in the absence of the project under consideration to improve conditions at the facility. Examples could include other infrastructure improvements and alternative management techniques.

EXPECTED ECONOMIC RATE OF RETURN

KEY ASSUMPTIONS

Please provide estimates for the following benefits:

1. Growth in aircraft operations estimated for each year during the life of the project, expressed in both numbers and percentage growth.
2. That portion of the additional operations per year stated above which is directly attributable to establishment of the facility/equipment (i.e., growth that would not occur without establishment of the facility/equipment requested).

3. Reduction in aircraft delay hours attributable to the item requested one year and three years after completion.
4. Increase in utilization per gate per day resulting from the project one year and three years after completion.
5. Expected increase in acceptance rate (to be reflected in updated engineered performance standard) for the predominant runway configuration at project completion, for both IFR and VFR operations.
6. Change in ATC operational error rate resulting from the item requested one year and three years after completion.
7. Change in near midair-collision rate resulting from the item requested one year and three years after completion.
8. Increase in annual concession revenues attributable to the project.
9. Value of other economic benefits, with description. For example, provide the recurring job creation resulting from the project.

Please provide estimates of the following costs on an annual cash--not accrual--basis:

1. Project cost by fiscal year displayed by federal and non-federal funding.
2. Analysis of non-federal funding by source (e.g., PFCs, bonds)
3. Recurring operations and maintenance cost after completion.
4. Sources of all funds to cover annual operating expenses. (If tax, indicate whether dedicated to specific project or airport activities in general, as applicable.)

5. Total life-cycle costs of project by year. Include copy of life cycle cost analysis.

Please also provide the following information:

1. The benefit-cost ratio of the project, expressed as the present value of benefits divided by the present value of costs.
2. The economic rate of return of the project, defined as the discount rate at which the project's net present value equals zero. Provide the estimated rate of return as of three years after completion of the project, and for the life-cycle of the project.
3. Net present value of project, defined as the present day value of project benefits less present day value of project costs. Provide the net present value as of three years after project completion, and for the entire life-cycle of the project.
4. The value of passenger facility charges approved at the location, by fiscal year.
5. The value of passenger facility charges applied for but not yet approved, by fiscal year.
6. Indicate if the project qualifies for FAA entitlement funds for primary, cargo, or state airports funding.
7. Current credit rating of the airport. Indicate any changes in credit rating during the past 12 months.

FINANCIAL SUPPORT AND PERFORMANCE

1. Indicate all funding already dedicated to project by source and year in which funds were provided.
2. Of the funds previously authorized, identify the amount expended, obligated and committed to date.
3. Provide documentation of expressions of local opinion about the project.
4. Provide status of environmental impact statement, including estimated completion dates of both draft and final statements.