



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
June 20, 1994
4:00 p.m.

AMENDED AGENDA

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF MINUTES

- A. Committee of the Whole Meeting, May 31, 1994

4. CHAIR'S REPORT

- A. Metro Mobility Update

- Lyons* B. Provider Contract Amendments

- C. Service Center Office Lease Assumption

- D. Vehicle Lease Option

- Lyons* E. 1994 Regional Transit Board Budget Amendment

5. MEMBERS' REPORTS

6. EXECUTIVE DIRECTOR'S REPORT

**7. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE
(Ruth Franklin, Chair)**

- A. Financial Statements--April 1994

- B. Correction of Contract Amendment--White Bear Area Transit

- C. Anoka County Traveler 1994 Contract Amendment

- D. Capital Funding Request for Maple Grove Transit System to Repair Two Park-and-Ride Lots

Regional Transit Board Agenda
June 20, 1994
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E. Capital Funding Request from Carver County

F. Minnesota Valley Transit Authority Service Plan and Budget

8. OTHER BUSINESS

9. PUBLIC COMMENT

Sally Evert
Chair

mff
6/15/94

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: June 20,

Member Name Present Vote Vote Vote Vote Vote Vote Vote Vote

ISSUE

Michael Beard - A

✓

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

Id Wolfen

Bentley

Greg Koutal

B Miller

Eitzel

B. Blom

Sachs

R Lyon

Walsh

mff A Hartle

Staff

D U, STT, JH CA



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

**Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
June 20, 1994**

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

OTHERS PRESENT: Dede Wolfson, Metropolitan Council Liaison; John Walsh, Metropolitan Center for Independent Living; Allyson Hartle and Tom Sather, Metropolitan Transit Commission; Greg Korstad, RTB legal counsel; Arnie Entzel, Amalgamated Transit Union, Local 1005; Bill Blom, Transportation Accessibility Advisory Committee; Karen Lyons, Metropolitan Council; Beverley Miller, Minnesota Valley Transit Authority; George Bentley, opt-out communities; Gregory L. Andrews, Judy Hollander, Mark Fuhrmann, Mary Fitzgerald, RTB staff

CALL TO ORDER AND ROLL CALL

Chair Evert called the meeting to order at 4:00 p.m. and roll was taken.

APPROVAL OF AGENDA

The chair said an amended agenda was distributed before the meeting. There are several items that carry very short time lines and require immediate attention. Those items shown under "Chair's Report" are being seen for the first time by the board. Grant moved and Hovland seconded that the amended agenda be approved. The motion carried unanimously.

APPROVAL OF MINUTES

The chair said it should be noted that Debra Dyson attended the May 31 committee meeting. With that amendment, Hovland moved and Grant seconded:

That the Regional Transit Board approve the minutes of the Committee of the Whole Meeting of May 31, 1994.

The motion was unanimously approved.

CHAIR'S REPORT

Metro Mobility Update

Fuhrmann updated the board on the restructuring. Members discussed the need for flexibility in service delivery, on-time performance and feedback on the level of service being provided.

Metro Mobility Provider Contract Amendments

Fuhrmann reviewed the June 17 staff report. The seeming discrepancy in the fourth year is because Mayflower's year is 12 months, as opposed to seven months shown for Metro Ride and Handicabs. Wolfson asked under what circumstances the provider contracts could be canceled. Fuhrmann said there are default and convenience cancellation clauses in the contracts.

Hovland asked where the money will come from to cover the Metro Mobility's \$1,320,000 budget over-run. He is concerned about the functional overlap and he asked what RTB is doing to avoid increasing costs. Evert said there is a cap on this program and meetings are being scheduled, in conjunction with the Metropolitan Council, with legislators to discuss how to handle the deficit. Hunt questioned whether the board is legally authorized to run a budget deficit. The county and city governments cannot have budget deficits at the end of the year. The board should direct its best financial people to develop an adjusted budget. The longer this is put off, the more difficult it will be. Evert said until now the focus has been on getting service on the street. The board needs to develop a strategy on what the next step will be. Wolfson said the council shares those concerns.

Franklin said RTB has always offered more service than required by the Americans with Disabilities Act (ADA). She asked if enough money could be saved by cutting back the service? Evert said service cuts are still on the table. Grant asked staff when the program will run out of money. It must be made very clear to legislators that if service areas are cut back, a vast majority of suburban riders will not have access to transportation. Members asked for more information regarding the total budget picture and all the available options. Hunt suggested a motion be adopted that calls for that information along with an opinion from our attorneys about the board's fiduciary responsibilities. If RTB cannot balance the budget by the end of the year and is obliged to cut service, the Legislature must be alerted. In reading the Hosen report on paratransit, we are reminded that paratransit service is very difficult to deliver and the experience in other parts of the country has been similar to our own.

The chair clarified that members are asking for a written opinion from legal counsel, a timeline for the worst case scenario on when the dollars will be gone, and alternative budgets. Events are moving so quickly now that the board receives these requests as soon as they are developed. Grant asked that this action be postponed until July 27. Evert said staff can develop projections but

RTB cannot reopen its contract negotiations before the expiration of the 120-day transition period. Andrews said the first priority is to get the service running and meet the 120-day deadline.

Wolfson said she is increasingly confused and concerned. RTB has a cap on spending, a limit on fares, and cannot transfer any subsidies from another source. The program is over budget and when the money runs out we will run up against the rule against refusing to provide service--a true "no win" situation. No matter what it costs, RTB must have this contract. Evert said that is the reality. Andrews said the Legislative Advisory Commission can be approached for an emergency appropriation, but traditionally the Legislature does not act on transportation bills early in the session. Franklin said the providers need a contract. If they suspend service there will be another lawsuit. She moved:

That the Regional Transit Board approve:

- A contract amendment with Mayflower Contract Service, Inc., in amounts not to exceed \$390,214 for the one-quarter year remaining in year one, \$1,455,257 for year two, \$1,503,304 for year three, and \$1,553,049 for year four ending September 30, 1997.
- A contract amendment with Metro Ride, Inc. in amounts not to exceed \$321,385 for the time remaining in year one, \$795,204 for year two, \$843,330 for year three, and \$503,951 for year four ending June 30, 1997.
- A contract amendment with Handicabs, Inc. in amounts not to exceed \$59,762 for the time remaining in year one, ~~\$1123,367~~ \$113,367 for year two, \$114,552 for year three, and \$67,548 for year four ending June 30, 1997.

Fuhrmann said the matter can wait until next week if a special board meeting is scheduled for that time. Humphrey said he would prefer that the "review of progress" date be set at September 30, 1996. Evert said the staff should be asked how that change would effect stability and whether it would raise costs. Humphrey moved and Feess seconded:

That the Regional Transit Board table the issue of Metro Mobility Provider Contract Amendments until a special board meeting to be held June 29, 1994.

The motion carried (Beard opposed).

Hovland asked if there are adjustments RTB can make to try to meet the budget constraints. Fuhrmann said the tradeoff is service quality. Staff can present cost items that are certain, but he does not know how long it would take to develop

the cost estimates on other items, such as extraordinary vehicle maintenance costs. In some areas the figures will be best estimates only.

Approval of Metro Mobility Service Center Office Lease

Fuhrmann reviewed the staff report dated June 17, 1994. Franklin moved and Hovland seconded:

That the Regional Transit Board authorize the executive director to execute an office lease agreement with GMT Corporation at the rate of \$5,145.83 per month for a term of three years.

The motion was unanimously approved.

Metro Mobility Vehicle Lease Option

Fuhrmann reviewed the June 17 staff report. Beard moved and Hunt seconded:

That the Regional Transit Board table the issue of the Metro Mobility Vehicle Lease Option until its July 5, 1994 meeting.

The motion was unanimously approved.

1994 Regional Transit Board Budget Amendment

No action was taken.

EXECUTIVE DIRECTOR'S REPORT

Andrews said the Metropolitan Council's Transportation Committee will receive an update on Metro Mobility on June 22. On June 24 the court is expected to approve the settlement agreement for the class action suit. At this point approximately 400 claims have been made and about 25 riders chose to opt-out of participation in the group.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chair Franklin reviewed the committee's report on its June 13 meeting. (Feess was excused to attend another meeting.)

Financial Statements--April 1994

Franklin moved and Beard seconded:

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

The motion was unanimously approved.

Correction of Contract Amendment-White Bear Area Transit

Franklin moved and Beard seconded:

That the Regional Transit Board authorize the executive director to amend the White Bear Area Transit contract (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 \$185,230.

The motion was unanimously approved.

Anoka County Traveler 1994 Contract Amendment

Franklin moved and Mares seconded:

That the Regional Transit Board authorize its executive director to amend Anoka County Traveler's 1994 Transit Funding contract (Contract Number 93/15/11-24) by \$191,119, from \$635,943 to \$827,062.

The motion was unanimously approved.

Capital Funding Request for Maple Grove Transit System to Repair Two Park-and-Ride Lots

Franklin moved and Beard seconded:

That the Regional Transit Board authorize capital funding for improvements to two Maple Grove Transit System park-and-ride lots in an amount not to exceed \$36,000.

The motion was unanimously approved.

Capital Funding Request from Carver County

Franklin moved and Hovland seconded:

That the Regional Transit Board approve capital funding for Carver County for the purchase of two small buses. The board will fund 80-percent of the project costs, not to exceed \$68,800.

The motion was unanimously approved.

Minnesota Valley Transit Authority (MVTA) Service Plan and Budget

Franklin moved and Mares seconded:

That the Regional Transit Board approve Minnesota Valley Transit Authority's proposed service plan and budget, and authorize Minnesota Valley Transit Authority to spend \$1,003,357.

That the committee refer the policy issues relating to the Budget Carryover Fund for opt-out programs to the Policy Committee.

Mares pointed out that the committee supported MVTA's service plans. However, members raised questions on the source of funding for the plan's required \$1,003,357 budget. Members were also concerned about the policy precedent. Andrews said the board passed a policy in 1992 that allows the opt-outs to create the Budget Carryover Fund. Prior to that time any available dollars not spent rolled over to regular route funds at the close of the operating year. MVTA has asked to amend the 1994 budget to use the 1993 carryover to fund additional service. The Administration and Finance Committee agreed with the utilization of 1993 carryover funds but said but the board should revisit the policy on whether to use last year's carryover before using 1994 funds. The policy question is whether carryover dollars should be used before existing dollars. Mares said the committee was reluctant to set precedent and pass it on to the council. If RTB approves that use of funds there will never be any money available to the other opt-outs. The motion was unanimously approved.

OTHER BUSINESS

There being no other business, Hunt moved and Beard seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 6:00 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of June 20, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 18th day of July 1994.



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

**Minutes of the Meeting of the
COMMITTEE OF THE WHOLE
May 31, 1994**

MEMBERS PRESENT: Ruth Franklin, Chair of Administration and Finance Committee; Michael Beard; Sally Evert; Sharon Feess; Morgan Grant; Val Higgins; Jim Hovland; Gary Humphrey; Ruby Hunt; Harry Mares

OTHERS PRESENT: Mary Hill Smith, Esther Newcome, Patrick Leung, Metropolitan Council Members; Arnie Entzel, Amalgamated Transit Union Local 1005; Karen Lyons and Natalio Diaz, Metropolitan Council; Gary Pagel, Senate Staff Tom Sather, Metropolitan Transit Commission (MTC); Dan Hibbert, ATE; Gregory L. Andrews, Mark Fuhrmann, Judy Hollander, Dale Ulrich, Randy Rosvold, Bob Dietrick, Mary Fitzgerald, RTB staff

CALL TO ORDER AND ROLL CALL

Committee Chair Franklin called the meeting to order at 4:02 p.m.

APPROVAL OF AGENDA

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

METRO MOBILITY UPDATE

Approval of Metro Mobility Transition Consultant

Fuhrmann reviewed the last two weeks' experience. On May 23 Handicabs began to operate under the new system in their designated area. Overall, things went quite well and each day there was a slight increase in ridership, which would seem to indicate that word of mouth communications between the riders are positive. Handicabs is reporting that they are somewhat over extended because Mayflower will not take over the inter-zonal trips until July 4. Once the system is fully consolidated there should be a noticeable increase in productivity. Responding to members' questions, Fuhrmann said he received information that the comparison with ridership under the old system for a typical Monday was 315 versus 340; on Tuesday, 340 to 370; and on Wednesday, 410 to 450 and the pattern has persisted. He does not have information yet on on-time performance because Handicabs is without computers at this time. They have been instructed

to deliver quality service as a priority rather than commit resources to manually produce statistics. Double-booking is no longer a problem because trips from this time forward will be entirely through Handicabs in their area. Last week Metro Ride began taking reservations for next Monday. There is no capacity problem. There are approximately 32 people covering 11 hours a day making reservations. The county systems will coordinate trips directly with the three Metro Mobility providers.

Metro Mobility Service Center Staffing Plan

Andrews reviewed the May 27 staff report and noted that the normal recruitment process has been suspended. Hollander discussed the organizational structure of the 16 staff positions, which is slightly below ATE's current staffing. Offers have been extended for most of the positions and by Monday the responses should have been received. For the next three months Mark Fuhrmann will be acting general manager and Dave Jacobson will be acting assistant general manager. The ombudsman is under a separate contract with the RTB and reports to Hollander, as does the general manager. The Mediation Center has offered to train and help develop staff for customer service. Their feedback about strengths and weaknesses of the new system has been very useful. Hunt asked for an explanation of the lines of accountability and who ultimately has the responsibility for making final decisions. Hollander said that would depend upon the nature of the problem. Mark Fuhrmann will make day-to-day operational decisions. Hunt said she is concerned about the recruitment process filling these positions two months before the Metropolitan Council assumes responsibility and suggested that it might be appropriate to have the council take a role in making the decisions. Hollander agreed they should be involved in the selection of the general manager and assistant general manager. There is a problem in attracting people at this time because they could be terminated in a few weeks. The council may want to consider some arrangement with these people to assure candidates of their job security. (Humphrey arrived.)

Andrews said staff feels excellent people are committed to this transition and they should be assured their jobs are not at inordinate risk. He has stressed to Richard Johnson that RTB needs a program manager for the long term, so Fuhrmann should return to his present job assignment. Higgins said one of the problems with the old system was that when problems arose no one knew who was accountable. Hollander said she is confident that Fuhrmann is fully competent to handle the operations. There are policy questions that are beyond the scope of that position. A rider would deal directly with the provider if a trip is late; if there is a reoccurring pattern, Fuhrmann would be responsible for resolving the problem.

Mares asked if anyone is working to ensure that staff has enough guidelines to go through the governance transition process. Goals and objectives have to be communicated. Andrews said he serves on a steering committee that provides guidance to other committees. At this point no vision has been laid out. That will probably come from a retreat planned by the Metropolitan Council, which will give

some idea of the overall structure. Evert said that under the new system, the general manager of the service center will be an RTB employee. RTB will work with the Council to develop tools to judge how well the service is being delivered. There are going to be times it will not be possible to get a clear picture.

RTB must communicate with the council on projects RTB cannot complete and continue to provide the regional policy oversight for which the board is still responsible.

Extension of Contract with Mediation Center for Ombudsman Services

Hollander distributed a staff report dated May 31, 1994. Beard moved and Humphrey seconded:

That the Regional Transit Board authorize the executive director to extend the contract with the Mediation Center to provide ombudsman services for the Metro Mobility program in an amended amount not to exceed \$59,704 through December 31, 1994.

The motion was unanimously approved.

Approval of Metro Mobility Transition Consultant

Hollander distributed a staff report dated May 31, 1994. Responding to questions, she said the first trip by the Ecosymetrics consultants will be June 8 through June 10 and they will immediately evaluate and make recommendations on the transition. From June 27 through July 8 they will be here continuously. Hovland asked what the impact will be on the budget and where the money will come from. Hollander said there are federal Section 8 budgeted in the "Elderly and Disabled Planning and Consulting" budget which cannot be used for operations.

After debate, Feess moved and Grant seconded:

That the Regional Transit Board authorize the executive director to enter into a contract with Ecosometrics, Inc. for an amount not to exceed \$41,211 for the purpose of providing consulting services during the implementation of the restructuring of the Metro Mobility program.

The motion was approved (Higgins voted "no").

TRANSITION AGREEMENT WITH ATE MANAGEMENT AND SERVICE COMPANY, INC.

Andrews reviewed the May 24 staff report. In response to Grant's questions, Andrews said the total cost of the mobile data terminals was \$252,500. They were discussed at length with ATE and he concluded the terminals will become functional in the future. Currently efforts are focused on getting scheduling and

dispatching functions on line. The terminals will have to be adapted to the new software. ATE will own the terminals until July 4, RTB will own them for three months, and ultimately the Metropolitan Council will own them, along with Metro Mobility vehicles and other capital equipment. Hovland questioned how much of the equipment is compatible with the new schematic and how much can actually be used. Fuhrmann said most of the computer terminal equipment is PC-compatible, but it is at the lower end of the power scale in terms of capability. The new system requires a higher capacity so the existing terminals will be reused for reporting functions. In many cases, there are uses for the equipment.

Hovland asked if RTB has received an interpretation of the termination clause of the contract with ATE. Andrews said he has discussed it with RTB legal counsel who drafted the language. Their advice was to incorporate every legal arrangement into the transition agreement. Hovland asked if counsel was specifically asked if the clause should be interpreted as ATE was interpreting it. Andrews said that language is scattered throughout the existing contract. RTB staff has looked over the invoices and rejected those they did not view as reasonable. There might be some things that are arguable. The amount is approximately \$170,000 over the original agreement. There have been a number of meetings with ATE and discussions with Richard Alexander, ATE's Regional Vice President. In a number of instances ATE felt they were cooperating with board direction and they included those expenses. RTB was aware that those costs were incurred at the time.

Humphrey said this is something staff negotiated as a best faith effort and he would tend to support staff in this instance; he moved and Beard seconded:

That the Regional Transit Board authorize the executive director to execute a transition agreement with ATE Management and Service Company, Inc. in an amount not to exceed \$1,620,588 for operating expenses for the period October 2, 1994 through July 4, 1994 and \$591,961.36 for capital assets, excluding revenue vehicles. The source of funding is the Metro Mobility fund.

Hovland said ATE is getting out of this contract under extraordinary circumstances and he asked if Korstad was ever asked whether he agrees with ATE's interpretation. What action the board chooses would depend upon the answer to that question. Hunt agreed that the board should ensure we are on safe ground and asked if RTB would have hand to pay these extra expenses if ATE were staying. Andrews speculated that ATE would have exercised Article XIII of the contract regarding costs of change orders. Hunt said change orders are usually initiated by the party asking for the service and agreed the attorney should attend the next meeting. Humphrey and Beard accepted a friendly amendment that legal counsel be present at the next meeting of the board.

Grant said he is concerned that purchasing the mobile data terminals will reduce service available for riders because the \$250,000 would be taken from operations and applied to administrative functions. He would like to hear from the providers

how the terminals will benefit the system. Hunt said the board should see more specific information on the costs. Hovland moved and Mares seconded:

That the Committee of the Whole refer the Transition Agreement with ATE Management and Service Company, Inc. to the Regional Transit Board without recommendation.

Hunt said legal counsel should be present at that meeting to advise the board. Grant asked for specific information on the mobile data terminals. Andrews responded to Hunt that this settlement is not a direct result of the lawsuit. RTB agreed ATE would leave and then had to negotiate a settlement so that could happen. Franklin said it was negotiated between RTB's staff and attorneys and their staff and attorneys. ATE indicated they do not intend to seek their management fee for the last four months of the agreement or collect their licensing fee. They are only seeking reimbursement for "reasonable and necessary" costs. Humphrey said Grant's concerns about equipment should be explored. The motion was unanimously approved.

METRO MOBILITY FINANCIAL PROJECTION

Fuhrmann reviewed the handout dated May 31, 1994. The 1994 shortfall is \$3,166,812 and increases to \$4,216,988 through 1995. Evert commented that many of these discussion items will certainly involve Metro Council members. Item 4, Bonding, will be an issue for legislators. The funding options are not fully fleshed out, they only indicate possibilities. MTC is adding more accessible buses to their fleet and Franklin said staff should get information on which routes will be assigned the new accessible buses. The rationale for these buses was that more and more riders would use them. Grant said at this point people with disabilities cannot count on the regular route, accessible bus service to be reliable. It is not a viable option unless the rider has unlimited time. There are only two tie-down locations on each bus and if they are in use, the third person in a wheelchair has to wait for the next bus, which may not have space available.

OTHER BUSINESS

Hunt moved and Mares seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 6:05 p.m.

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

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this June 20, 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 June 13, 1994, the Administration and Finance Committee approved the following recommendations:

FINANCIAL STATEMENTS--APRIL 1994

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

CORRECTION OF CONTRACT AMENDMENT--WHITE BEAR AREA TRANSIT

That the Regional Transit Board authorize the executive director to amend the White Bear Area Transit contract (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 \$185,230.

ANOKA COUNTY TRAVELER 1994 CONTRACT AMENDMENT

That the Regional Transit Board authorize its executive director to amend Anoka County Traveler's 1994 Transit Funding contract (Contract Number 93/15/11-24) by \$191,119, from \$635,943 to \$827,062.

CAPITAL FUNDING REQUEST FROM CARVER COUNTY

That the Regional Transit Board approve capital funding for Carver County for the purchase of two small buses. The board will fund 80-percent of the project costs, not to exceed \$68,800.

MINNESOTA VALLEY TRANSIT AUTHORITY SERVICE PLAN AND BUDGET

That the Regional Transit Board approve Minnesota Valley Transit Authority's proposed service plan and budget, and authorize Minnesota Valley Transit Authority to spend \$1,003,357.

That the committee refer the policy issues relating to the budget carryover fund for opt-out programs to the Policy Committee.

OTHER BUSINESS

The committee continued the Human Services, Inc. Transporter 1994 contract and the Dakota Area Resources and Transportation for Seniors 1994 contract to the next committee meeting to allow time for staff to analyze the additional funding request.

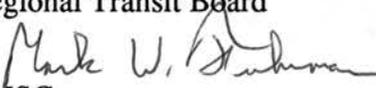
The committee discussed the staff memorandum 1995 budget assumptions and budget process schedule. No action was taken.

Ruth Franklin
Chair

mff
6/13/94

REGIONAL TRANSIT BOARD

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

DATE: June 17, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Mark W. Fuhrmann 
Acting General Manager, MMSC
SUBJECT: Metro Mobility Provider Contract Amendments

SUMMARY

This memorandum recommends approval of Metro Mobility provider contract amendments with Mayflower Contract Services, Inc., Metro Ride, Inc., and Handicabs, Inc. to include new responsibilities of reservation taking, scheduling and dispatching for Metro Mobility.

BACKGROUND

ATE Management and Services Company, Inc., in its role as Metro Mobility System Coordinator, issued a Request for Proposals for provision of Metro Mobility service on May 28, 1993. Proposals were received July 14, 1993. Mayflower Contract Services, Inc. provider contract was executed with ATE and RTB September 2, 1993. After a bid protest, a contract was executed with Metro Ride, Inc., ATE and RTB on January 1, 1994 and executed with Handicabs, Inc., ATE and RTB also on January 1, 1994. Effective July 4, 1994, ATE will no longer be a party to the provider contracts as its services under contract to RTB will be terminated.

The Regional Transit Board approved the service concept for improving Metro Mobility service on March 28, 1994 by assigning a specific geographic service area and reservation, scheduling and dispatching functions directly to each of the three providers. During April and early May, the Regional Transit Board approved letter agreements with each provider to fund their start-up activities to prepare for their new responsibilities.

RTB staff has been renegotiating each provider contract to reflect their new responsibilities and associated costs.

The incremental cost increase for each provider is shown below.

Provider	Remainder of:			
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
Mayflower	\$390,214	\$1,455,257	\$1,503,304	\$1,553,049
Metro Ride	321,385	795,204	843,330	503,951
Handicabs	59,762	113,367	114,552	67,548
Total	\$771,361	\$2,363,828	\$2,461,186	\$2,124,548

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The majority of the additional costs are due to additional labor expenses for reservationists who will schedule passenger trips onto routes as they have the person on the phone, dispatchers and support staff. Additional operating expenses are primarily related to computer maintenance and support, telephone expenses and insurance.

The new contracts do set forth a number of performance goals for each provider. Each performance criteria will be measured for each provider each month for the next six months. Some goals may be adjusted based on actual results as each provider's service area will have its own operating characteristics. Performance bonuses and liquidated damages will be assessed against each performance goal effective January 1, 1995.

ALTERNATIVES

The primary alternatives to the semi-centralized Metro Mobility system are either fully centralized, as was attempted with ATE functioning as the system coordinator, or a fully decentralized system where each provider operates without accountability to the funding agency. Neither of these alternatives are feasible at this time.

RECOMMENDATION

That the Regional Transit Board approve:

- A contract amendment with Mayflower Contract Services, Inc., in amounts not to exceed \$390,214 for the one-quarter year remaining in year one, \$1,455,257 for year two, \$1,503,304 for year three, and \$1,553,049 for year four ending September 30, 1997.
- A contract amendment with Metro Ride, Inc. in amounts not to exceed \$321,385 for the time remaining in year one, \$795,204 for year two, \$843,330 for year three, and \$503,951 for year four ending June 30, 1997.
- A contract amendment with Handicabs, Inc. in amounts not to exceed \$59,762 for the time remaining in year one, \$113,367 for year two, \$114,552 for year three, and \$67,548 for year four ending June 30, 1997.

REGIONAL TRANSIT BOARD

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

DATE: June 17, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Mark W. Fuhrmann 
Acting General Manager of the MMSC
SUBJECT: Approval of Metro Mobility Service Center Office Lease

SUMMARY

This memorandum recommends approval for executing an office lease with the GMT Corporation for the existing Metro Mobility Service Center office space located at 245 East Sixth Street, St. Paul.

DISCUSSION

ATE Management and Service Company, Inc. identified a location for the Metro Mobility Service Center at 245 East Sixth Street in Lowertown St. Paul with RTB staff concurrence last year. This facility is located in the core of the Metro Mobility Service Area as well as on many regular route bus lines. ATE executed a three-year lease for the property at \$5,145.83 per month for 6,495 square feet or \$9.51 per square foot.

With ATE's contract termination effective July 4, 1994, RTB staff has been negotiating a lease for use of the same space for continued use as the Metro Mobility Service Center. Given the compressed time frame to transition to the semi-centralized Metro Mobility system, it is critical to seek to retain the same space that is equipped with necessary cabling and radio antennae. Staff has negotiated lease terms consistent with the ATE lease of \$5,145.83 per month for 6,495 square feet for a three-year term. The rate includes all utilities and building services.

ALTERNATIVE

Do not execute a lease with GMT Corporation for the existing MMSC space and seek out alternative facilities. This would disrupt the ongoing transition process to the point of delaying for months Mayflower and RTB's ability to effectively execute their new responsibilities.

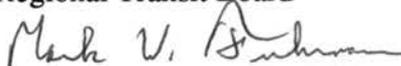
RECOMMENDATION

That the Regional Transit Board authorize the executive director to execute an office lease agreement with GMT Corporation at the rate of \$5,145.83 per month for a term of three years.

MWF:jmo

REGIONAL TRANSIT BOARD

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

DATE: June 17, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Mark W. Fuhrmann 
Acting General Manager, MMSC
SUBJECT: Metro Mobility Vehicle Lease

SUMMARY

This memorandum recommends approval for RTB to acquire one-hundred and fifty (150) Metrotrans Classic Paratransit buses through a tax exempt Lease and Option Agreement with LaSalle National Bank.

BACKGROUND

Serving as the Metro Mobility System Coordinator, ATE Management and Service Company, Inc., issued vehicle specifications and purchased one-hundred fifty (150) Metrotrans Classic Paratransit buses for use in the Metro Mobility system. The \$6.76 million vehicle acquisition was financed with a taxable lease at a rate of 7.25 percent over a 48 month term. The monthly lease payment of \$172,646 is secured by RTB.

Prior to the 1994 Minnesota Legislative Session, RTB was not permitted to acquire or hold any permanent or temporary right, title or interest in transit vehicles. The legislature amended this prohibition in the 1994 session that permits RTB to acquire and hold title to the 150 vehicle Metro Mobility fleet.

DISCUSSION

Pursuant to the Board's approval of the ATE Transition Agreement calling for contract termination and the legislature's action, RTB staff have pursued financing options for the acquisition of the Metro Mobility fleet. Application of a tax exempt municipal lease to finance the remaining value of the vehicles is the most attractive. This financing mechanism allows for lower rates than the existing 7.25 percent rate due to the tax exempt nature of the paper. Present rates being quoted are at least 1.25 percent less than the existing 7.25 percent rate. However, given the short term of the financing with only 38 monthly payments remaining, the monthly payment would decrease to approximately \$169,300 for a total savings of \$106,850 over the duration of the lease.

Metro Mobility Vehicle Lease
June 17, 1994
Page 2

ALTERNATIVE

The primary alternative to generate additional savings would be stretching out the payments over an extended term. While this would reduce lease payments for the next 38 months, it would create new vehicle lease obligations beginning in October 1997 for the existing fleet of vehicles.

RECOMMENDATION

That the Regional Transit Board authorize the executive director to acquire one-hundred and fifty (150) Metrotrans Classic Paratransit buses and execute a tax exempt Lease and Option Agreement with LaSalle National Bank.

Handwritten: 6/13

REGIONAL TRANSIT BOARD

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

DATE: June 13, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: David Schleicher, Accountant
SUBJECT: Financial Statements - April 1994

SUMMARY

The Administration and Finance Committee is asked to review the April 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 December 1993 financial statements. They will be adjusted when the budget amendment is completed. State Appropriations do not reflect any actions of the 1994 legislature.

The budget variance in the Metro Mobility fund has increased to approximately \$1,017,250 (unfavorable) through April. This unfavorable variance includes \$858,572 of higher than projected provider expenditures and \$158,682 of A.T.E. management service costs in excess of the budget.

RECOMMENDATIONS

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

Attachment
DS/nr

REGIONAL TRANSIT BOARD
FINANCIAL STAMENTS
Ending April, 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 APRIL 30, 1994**

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	APRIL 1993 ALL FUNDS	CHANGE
ASSETS							
CASH	\$692,790	\$0	\$0		\$692,790	\$187,917	(\$228,090)
INVESTMENTS	\$1,200,000	\$0	\$8,106,909		\$9,306,909	\$13,116,427	(\$3,809,518)
TAXES RECEIVABLE	\$0	\$69,042,768	\$12,026,193		\$81,068,960	\$79,920,484	\$1,148,476
ACCRUED INTEREST RECEIVABLE	\$625	\$0	\$0		\$625	\$4,558	(\$3,933)
DUE FROM OTHER FUNDS	\$356,718	\$0	\$0		\$356,718	\$6,544,119	(\$6,544,119)
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	\$13,516,750	\$9,720,750
FEDERAL GOVERNMENT RECEIVABLE	\$100,339	\$17,354	\$0		\$117,693	\$675,563	(\$557,869)
OTHER ASSETS	\$19,808	\$878,721	\$443,748	\$618,223	\$1,960,500	\$2,040,861	(\$80,361)
TOTAL ASSETS	\$4,425,281	\$91,121,343	\$20,576,849	\$618,223	\$116,741,696	\$116,006,678	(\$354,664)
LIABILITIES							
ACCOUNTS PAYABLE	\$98,201	\$556	\$0		\$98,757	\$463,223	(\$364,465)
ACCRUED PAYROLL LIABILITIES	\$136,196	\$0			\$136,196	\$137,983	(\$1,787)
DUE TO MET COUNCIL	\$75,030	\$0	\$11,427,377		\$11,502,407	\$9,380,749	\$2,121,658
DUE TO MTC	\$0	\$18,031,396	\$599,926		\$18,631,322	\$22,793,052	(\$4,161,730)
TRANSIT PROVIDERS PAYABLE	\$0	\$5,589,492	\$7,550,978		\$13,140,470	\$6,376,055	\$6,031,452
DUE TO OTHER FUNDS	\$0	\$0	\$356,718		\$356,718	\$6,544,119	(\$6,544,119)
DEFERRED REVENUE	\$1,370,000	\$66,018,848			\$67,388,848	\$64,774,025	\$2,614,822
OTHER LIABILITIES	\$1,290	\$11,900	\$198,103		\$211,293	\$11,900	\$199,393
DEFERRED COMP HELD			\$443,748		\$443,748	\$394,208	\$49,540
TOTAL LIABILITIES	\$1,680,717	\$89,652,192	\$20,576,849	\$0	\$111,909,758	\$110,875,313	(\$55,237)
FUND EQUITY							
INVESTMENTS IN FIXED ASSETS DESIGNATED FOR NEW SERVICES	\$123,020			\$618,223	\$618,223	\$575,782	\$42,442
DESIGNATED FOR POL INSURANCE	\$213,021		\$0		\$213,021	\$973,020	(\$850,000)
UNRESERVED / UNDESIGNATED	\$2,408,522	\$1,469,151	\$0	\$0	\$3,877,673	\$3,424,542	\$453,131
TOTAL FUND EQUITY	\$2,744,563	\$1,469,151	\$0	\$618,223	\$4,831,938	\$5,131,365	(\$299,427)
TOTAL LIABILITIES & FUND EQUITY	\$4,425,281	\$91,121,343	\$20,576,849	\$618,223	\$116,741,696	\$116,006,678	(\$354,664)

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL AND SPECIAL REVENUE FUND TYPES— FOR FOUR MONTHS ENDED APRIL 30, 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		\$21,910,663	\$21,910,663	\$21,881,771	\$28,892
STATE APPROPRIATIONS	\$685,000	\$9,428,832	\$10,113,832	\$10,113,833	(\$1)
FEDERAL GRANTS	\$48,469	\$0	\$48,469	\$678,933	(\$630,464)
INTEREST	\$83,542	\$0	\$83,542	\$116,667	(\$33,125)
AGENCY REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$187	\$238	\$425	\$333	\$91
TOTAL REVENUE	\$817,198	\$31,339,733	\$32,156,931	\$32,791,538	(\$634,607)
EXPENDITURES					
SALARIES & BENEFITS	\$560,609	\$0	\$560,609	\$587,824	\$27,215
MEMBER PER DIEMS	\$9,300		\$9,300	\$13,333	\$4,033
CONSULTING	\$27,865	\$0	\$27,865	\$217,333	\$189,468
LEGAL FEES	\$72,320		\$72,320	\$33,333	(\$38,986)
PROFESSIONAL SERVICES	\$28,778	\$0	\$28,778	\$19,133	(\$9,644)
MET COUNCIL CHARGEBACKS	\$57,000		\$57,000	\$57,000	\$0
LOCAL TRAVEL	\$8,261	\$0	\$8,261	\$17,817	\$9,556
NON-LOCAL TRAVEL	\$2,706	\$0	\$2,706	\$15,833	\$13,127
MATERIALS & SUPPLIES	\$8,224	\$0	\$8,224	\$10,933	\$2,709
OCCUPANCY/TELEPHONE	\$69,902		\$69,902	\$71,933	\$2,031
PUBLIC COMMUNICATIONS	\$69,669	\$0	\$69,669	\$33,733	(\$35,936)
EQUIP RENTAL/MAINTENANCE	\$9,031	\$0	\$9,031	\$10,785	\$1,753
INSURANCE	\$3,098		\$3,098	\$21,400	\$18,302
CAPITAL EXPENDITURES	\$5,865	\$0	\$5,865	\$8,333	\$2,468
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$7,828	\$0	\$7,828	\$8,717	\$889
TRANSIT PROGRAMS/GRANTS	\$69,069	\$31,751,794	\$31,820,863	\$31,449,660	(\$371,202)
TOTAL EXPENDITURES	\$1,009,524	\$31,751,794	\$32,761,318	\$32,577,102	(\$184,216)
EXCESS/(DEFICIENCY) REV OVER EXP	(\$192,326)	(\$412,061)	(\$604,387)	\$214,436	(\$818,823)
FUND BALANCE					
TRANSFERS					
BOARD AUTHORIZATIONS	(\$350,000)	\$350,000	\$0	\$0	\$0
NET TRANSFERS	(\$350,000)	\$350,000	\$0	\$0	\$0
ENDING FUND BALANCE	\$2,744,563	\$1,469,151	\$4,213,715	\$5,062,355	(\$848,640)

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL SPECIAL REVENUE FUNDS--FOR THE FOUR MONTHS ENDED APRIL 30, 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	18,714,898	0	2,860,060	335,705	21,910,663	21,881,771	28,892
STATE APPROPRIATIONS	4,633,168	4,462,332	0	333,332	9,428,832	9,428,833	(1)
FEDERAL GRANTS	0	0	0	0	0	173,333	(173,333)
INTEREST	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT	0	0	0	0	0	0	0
MISCELLANEOUS	0	238	0	0	238	0	238
TOTAL REVENUE	23,348,066	4,462,570	2,860,060	669,037	31,339,733	31,483,938	(144,205)
EXPENDITURES							
MTC OPERATING SUBSIDY	21,607,033				21,607,033	21,741,488	134,455
MTC RIDESHARE	216,668				216,668	216,667	(1)
MTC JOBSEEKERS	170,997				170,997	175,179	4,182
NON-MTC FIXED ROUTE	1,132,673				1,132,673	1,076,257	(56,416)
ATE MMSC		773,606			773,606	614,924	(158,682)
OPT OUT			2,069,242		2,069,242	2,268,772	199,530
RURAL SYSTEMS				858,302	858,302	813,968	(44,334)
SMALL URBAN				146,293	146,293	156,324	10,031
METRO MOBILITY PROVIDERS		4,776,981			4,776,981	3,918,410	(858,572)
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	23,127,370	5,550,587	2,069,242	1,004,595	31,751,794	30,981,987	(769,807)
EXCESS/(DEFICIENCY) REVENUE OVER EXPENDITURE	220,696	(1,088,017)	790,818	(335,557)	(412,061)	501,951	(914,012)
FUND BALANCE							
TRANSFERS BOARD AUTHORIZATIONS	0	0	0	350,000	350,000	350,000	0
ENDING FUND BALANCE	(1,004,532)	(927,676)	2,771,209	630,149	1,469,151	2,723,897	(1,254,746)

**REGIONAL TRANSIT BOARD
PROGRAM STATUS REPORT
for the four months ended April 30, 1994
33.33% of year**

#	PROGRAM	ORIGINAL BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
94-01	RTB Chair's Office	\$324,518	\$92,173	\$232,345	28.40%
94-02	Executive Director's Office	\$199,036	\$125,034	\$74,002	62.82%
94-03	Programs/Planning Admin	\$201,484	\$33,905	\$167,579	16.83%
94-04	Transportation Planning Process	\$117,391	\$41,003	\$76,388	34.93%
94-10	Elderly and Disabled	\$298,791	\$113,015	\$185,776	37.82%
94-11	Rideshare Planning	\$395,035	\$29,521	\$365,514	7.47%
94-13	Transit System Planning & Impl.	\$412,574	\$78,466	\$334,108	19.02%
94-14	Transit Programs Administration	\$93,418,316	\$31,812,160	\$61,606,156	34.05%
94-15	Administrative Services	\$454,255	\$124,287	\$329,968	27.36%
94-16	Financial Management	\$271,159	\$97,717	\$173,442	36.04%
94-17	Personnel Administration	\$57,202	\$24,575	\$32,627	42.96%
94-19	Public Information	\$293,085	\$90,348	\$202,737	30.83%
94-20	Capital Expenditure Program	\$25,000	\$5,865	\$19,135	23.46%
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	\$50,565	\$956,988	5.02%
94-26	Transit Test Mktg of New Serv.	\$170,681	\$22,965	\$147,716	13.46%
94-27	Community Relations	\$55,931	\$19,719	\$36,212	35.26%
Total Programs and Capital Expenditures		\$97,731,306	\$32,761,318	\$64,969,988	33.52%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the four months ended April 30, 1994
33.33% of year

	Current Contract	1994 Budget	4 Months Expense	Unexpended Budget	Expense % Of Budget
REGULAR ROUTE					
North Suburban	862,653	852,653	286,511	566,142	33.60%
U Of M – Route #52	1,035,611	518,000	210,341	307,659	40.61%
Valley Transit	110,117	110,117	37,604	72,513	34.15%
Roseville Circulator	2,236,716	590,000	194,041	395,959	32.89%
M.L.L. – BE Line	1,204,896	608,000	194,452	413,548	31.98%
M.L.L. – Route 55	2,826,945	550,000	209,723	340,277	38.13%
Regular Route Expense	8,276,938	3,228,770	1,132,673	2,096,097	35.08%
MTC–Rideshare	650,000	650,000	216,668	433,332	33.33%
MTC–Jobseekers	525,537	525,537	170,997	354,540	32.54%
MTC–Regular Route	65,224,463	65,224,463	21,607,033	43,617,430	33.13%
MTC–Regular Route Expense	66,400,000	66,400,000	21,994,698	44,405,302	33.12%
Total Regular Route Expense	74,676,938	69,628,770	23,127,370	46,501,400	33.22%
METRO MOBILITY					
ATE–MMSC–Administrative	1,825,889	1,844,771	773,606	1,071,165	41.94%
ATE–MMSC–Operating		11,755,229	4,776,981	6,978,248	40.64%
Metro Mobility Expense	1,825,889	13,600,000	5,550,587	8,049,413	40.81%
OPT–OUT					
City Of Plymouth	1,159,203	1,159,203	316,653	842,550	27.32%
City Of Shakopee	252,425	252,425	74,890	177,535	29.67%
Southwest Metro	1,866,660	1,866,660	584,276	1,282,384	31.30%
MN Valley Transit	3,065,185	3,065,185	942,253	2,122,932	30.74%
Maple Grove	459,644	462,843	154,280	308,563	33.33%
Opt Out Expense	6,803,117	6,806,316	2,072,352	4,733,964	30.45%
City Of Shakopee–'91 Audit Adj.			(3,110)		
Adj. Opt Out Expense	6,803,117	6,806,316	2,069,242	4,733,964	30.40%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the four months ended April 30, 1994
33.33% of year

	Current Contract	1994 Budget	4 Months Expense	Unexpended Budget	Expense % Of Budget
SMALL URBAN					
Columbia Heights	59,005	59,005	14,514	44,491	24.60%
Hastings	82,172	82,172	23,222	58,950	28.26%
Hopkins	34,752	34,752	12,059	22,693	34.70%
NEST	111,434	111,434	32,745	78,689	29.38%
STEP	11,129	11,129	3,708	7,421	33.32%
White Bear	170,480	170,480	60,046	110,434	35.22%
Small Urban Expense	468,972	468,972	146,293	322,679	31.19%
RURAL					
Westonka	31,715	31,715	14,150	17,565	44.62%
Senior Transportation	47,000	47,000	20,229	26,771	43.04%
Delano Transportation	48,520	48,250	17,382	30,868	36.03%
Scott County		119,519	45,931	73,588	38.43%
H.S.I.	227,627	422,254	149,002	273,252	35.29%
DARTS	453,200	839,400	302,132	537,268	35.99%
Carver County	124,332	124,332	41,268	83,064	33.19%
Anoka County Volunteer	23,500	23,500	7,832	15,668	33.33%
Anoka County Linwood	15,796	15,796	5,264	10,532	33.32%
Anoka County Traveler	635,943	742,627	255,112	487,515	34.35%
Lakeville		27,510			
Rural Expense	1,607,633	2,441,903	858,302	1,556,091	35.15%
Total Rural/Small Urban Exp.	2,076,605	2,910,875	1,004,595	1,878,770	34.51%
NON-PROVIDER EXPENDITURES		0	0	0	N/A
Grand Total	85,382,549	92,945,961	31,751,794	61,163,547	34.16%

**REGIONAL TRANSIT BOARD
INVESTMENT SUMMARY BY FUND
for the month ended April 30, 1994**

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
GENERAL FUND					
		Beginning balance	\$10,573,561		
		sold	(\$10,573,561)		
04-Apr-94	25-Apr-94	Repurchase Agreement	\$279,805	Smith Barney	3.500%
	25-Apr-94	sold	(\$279,805)		
04-Apr-94	25-Apr-94	Baynor Energy-L.C. Mitsubishi	\$2,005,779	Smith Barney	3.608%
	25-Apr-94	sold	(\$2,005,779)		
11-Apr-94	18-Apr-94	Repurchase Agreement	\$1,000,000	Smith Barney	3.450%
	18-Apr-94	sold	(\$1,000,000)		
25-Apr-94	02-May-94	Repurchase Agreement	\$1,200,000	Smith Barney	3.750%
		Ending Balance	<u>\$1,200,000</u>		
BOND ISSUE #2 - 1991 "G"					
		Beginning Balance	\$946,056		
		sold	(\$946,056)		
04-Apr-94	11-Apr-94	Repurchase Agreement	\$927,550	First Bank St. Paul	3.250%
	11-Apr-94	sold	(\$927,550)		
11-Apr-94	18-Apr-94	Repurchase Agreement	\$909,612	First Bank St. Paul	3.250%
	18-Apr-94	sold	(\$909,612)		
18-Apr-94	25-Apr-94	Repurchase Agreement	\$910,186	First Bank St. Paul	3.250%
	25-Apr-94	sold	(\$910,186)		
25-Apr-94	02-May-94	Repurchase Agreement	\$888,108	First Bank St. Paul	3.400%
		Ending Balance	<u>\$888,108</u>		
BOND ISSUE #3 - 1993 "D"					
		Beginning Balance	\$6,958,576		
		sold	(\$2,995,888)		
04-Apr-94	16-Jun-94	Treasury Bill	\$73,520	First Bank St. Paul	3.221%
11-Apr-94	18-Apr-94	CP-Michigan Hospital	\$2,997,958	Smith Barney	3.502%
	18-Apr-94	sold	(\$2,997,958)		
18-Apr-94	25-Apr-94	CP-Michigan Hospital	\$2,997,958	Smith Barney	3.502%
	25-Apr-94	sold	(\$2,997,958)		
25-Apr-94	16-May-94	University Support-Fuji	\$2,993,350	Smith Barney	3.808%
		Ending Balance	<u>\$7,029,559</u>		
EDUCATION FUND					
		Beginning Balance	\$189,731		
		sold	(\$189,731)		
04-Apr-94	09-May-94	Treasury Bill	\$89,752	First Bank St. Paul	2.842%
11-Apr-94	06-Jun-94	American Express	\$99,490	Smith Barney	3.297%
		Ending Balance	<u>\$189,242</u>		

REGIONAL TRANSIT BOARD
 SCHEDULE OF BOND RECEIPTS AND DISBURSEMENTS
 for the four months ended April 30, 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	\$138,751	\$0	\$138,751
TOTAL RECEIPTS	\$144,254	\$0	\$144,254
DISBURSEMENTS			
CAPITAL EXPENDITURES	\$1,276,004	\$3,670,000	(\$2,393,996)
MISCELLANEOUS	\$0	\$0	\$0
TOTAL DISBURSEMENTS	\$1,276,004	\$3,670,000	(\$2,393,996)
EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS	(\$1,131,750)	(\$3,670,000)	\$2,538,250
OTHER DISBURSEMENTS			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
NET OTHER DISBURSEMENTS	\$0	\$0	\$0
ENDING BALANCE	\$7,550,977	\$5,012,727	\$2,538,250

DISBURSEMENT DETAIL

ISSUE 1991 "G"

City of Shakopee	\$21,658.44
City of Plymouth	\$38,685.31
City of Maple Grove	\$444.75
Southwest Metro	\$32,988.00
Commissioner of Transportation	\$500,000.00
Human Services Inc.	\$40,841.24
MN Valley Transportation	\$257,384.25
LSA Design, Inc.	\$9,002
City of Bloomington	\$375,000

\$1,276,003.71

ISSUE 1993 "D"

\$0.00

TOTAL

\$1,276,003.71

REGIONAL TRANSIT BOARD

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

DATE: June 6, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Assata Brown, Project Administrator *Assata MF*
SUBJECT: Correction on Contract Amendment--White Bear Area Transit

SUMMARY

This memorandum presents a recommendation for a correction on White Bear Area Transit's (WBAT) contract 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.

DISCUSSION

A typographical error was made on the total contract amount in the WBAT recommendation which the full board passed on May 16, 1994. The total contract amount should have read \$185,230. Staff is requesting that a corrected recommendation be approved.

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 \$185,230.

REGIONAL TRANSIT BOARD

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

DATE: May 23, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Assata Brown, Project Administrator *AB*
Mark Fuhrmann, Programs Manager *MF*
SUBJECT: Anoka County Traveler 1994 Contract Amendment

SUMMARY

This memorandum offers a staff recommendation to amend the Anoka County Traveler's 1994 transit funding contract to be in compliance with the "Americans with Disabilities Act (ADA)."

DISCUSSION

With the restructured Metro Mobility program, community-based, accessible, transit programs have become an integral part in the delivery of complementary paratransit services. The expanded role of these programs assures that transportation is available for certified Metro Mobility riders who live outside of the Metro Mobility core service area yet within the transit taxing district.

The Traveler provides service for all eligible Metro Mobility riders in Anoka County. Metro Mobility riders who travel out of Anoka County or who travel into Anoka County from the Metro Mobility service area will have their trip coordinated with Metro Mobility and the Traveler.

On November 15, 1993 the Regional Transit Board approved a contract for the Traveler in the amount of \$587,324 which included \$142,500 to provide ADA related service for the first six months of 1994. Upon further analysis of the funding needs to provide ADA service by the Traveler, staff identified the Traveler's 1994 budget to be inadequate. On January 10, 1994 the RTB approved an amendment for \$48,619 for the Traveler's 1994 contract to provide ADA paratransit service for the first six months of 1994.

The approved contract for the Anoka County Traveler includes \$191,119 RTB subsidy for the provision of ADA paratransit service from January 1 through June 30, 1994. Additional funding is being requested for July 1 to December 31, 1994 to continue providing ADA service.

RECOMMENDATION

That the Regional Transit Board authorize its executive director, to amend Anoka County Traveler's 1994 Transit Funding contract (Contract No. 93/15/11-24) by \$191,119 from \$635,943 to \$827,062.

REGIONAL TRANSIT BOARD

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

DATE: June 6, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Howard Blin, Planning Manager *HB*
SUBJECT: Capital Funding Request from Carver County *JH*

SUMMARY

Action is requested to approve \$68,800 in capital funding for the Carver County transportation program for the purchase of two vehicles.

BACKGROUND

Since 1989, the RTB has provided capital funding for vehicle purchases by public and non-profit paratransit providers. For these 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

Carver County wishes to purchase two small buses with seating capacities of 11 and 13 passengers. These vehicles would replace existing buses which are near the end of their useful life and would serve as back-up buses.

This request for funding can be supported. Purchase of the new vehicles will allow Carver County to continue to operate reliable service and to avoid higher maintenance costs necessary to operate older vehicles.

RECOMMENDATION

That the Regional Transit Board approve capital funding for Carver County in an amount not to exceed \$68,800 for the purchase of two small buses.

HB:jmo

80% of \$68,800

COMMUNITY SOCIAL SERVICES
GARY BORK
Director



COUNTY OF CARVER

CARVER COUNTY COURTHOUSE
600 EAST 4th STREET, BOX 7
CHASKA, MINNESOTA 55318-2181
PHONE: 361-1600
TDD: 361-1673
FAX: 361-1581

4/25/94

Assata Brown
Regional Transit Board
Mears Park Centre
230 East 5th. St.
St. Paul, MN 55105

Dear Assata:

Carver County Community Social Services is requesting capital funding for the purchase of two vehicles. We are hoping to replace two of our high mile vehicles that are presently in service five days a week and are vital to the completion of our daily routes.

Considering the frail condition of many of our passengers and the rural nature of our routes it is imperative we have reliable vehicles. Our vehicle acquisition plan is to replace our daily service vehicles when they reach 100,000 miles. If funding is available, we plan to keep these vehicles in service as back-up vehicles. Presently our two back-up vehicles have both accumulated close to 170,000 miles and we do not consider them reliable enough to depend on.

Justification Vehicle # 1: One 1994 Lift Equipped Mini-Bus with a minimum seating capacity of one wheelchair and ten ambulatory passengers. This vehicle would primarily provide transportation to and from work sites for developmentally delayed county residents who live in their own home. Periodically, a transfer with Scott County has been developed into this run maximizing service levels

We are presently providing this service with a 1991 lift equipped ford van with 120,850 miles (3/31/94). Due to the complexity of this route it averages 4,270 miles a month. If we continue to use this vehicle on a daily basis it will have accumulated 159,280 miles by the end of this year. We are projecting approximately 4,200 passenger trips for this route in 1994.

We plan to rotate the 1991 van into back-up status, replacing a RTB funded 1989 van with 160,803 miles. We will put the 1989 van out of service.

Justification Vehicle #2: One 1994 Lift Equipped Mid-Size Bus with a minimum seating capacity of three wheelchair and ten ambulatory passengers. This vehicle would be used daily to provide service for adult day care, local grocery shopping, congregate dining, senior centers, and demand/responsive for handicapped medical requests.

We are presently providing this service with a 1990 lift equipped bus with 83,884 miles (3/31/94). This bus averages 2,226 miles a month. If we continue to use this vehicle on a daily basis it will have accumulated 103,921 by the end of this year. We are projecting approximately 8,700 passenger trips on this vehicle in 1994.

We plan to rotate the 1990 bus into back-up status, replacing a 16-B-2 funded 1987 bus with 164,667 miles. We will put the 1987 bus out of service.

Projected cost of the vehicles would be a total of \$86,000.00 (mini-bus \$40,000 & mid-size bus \$46,000). We are requesting 80% funding from RTB with the remaining 20% local match.

If funding can be secured, we would like to submit for bids in July, 1994 in order to acquire the vehicles and have them in operation before the end of this year.

Thank you for your assistance in securing funding for our transportation service in Carver County. It is a pleasure to work with you and look forward to your response to this request.

Sincerely,

Kathy

Kathy McGraw
Transportation Supervisor

cc: Jim Broucek
Gary Bork

Harbort 6/20

REGIONAL TRANSIT BOARD

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

DATE: June 15, 1994

TO: Chair and Members of the Regional Transit Board

FROM: Mark Fuhrmann, Manager of Programs
Judith Hollander, Director of Planning and Programs

SUBJECT: Amendment to 1994 Regional Transit Board Budget--Inclusion of
Metro Mobility Service Center Functions

Summary

The purpose of this memorandum is to present a project budget and description for the Metro Mobility Service Center functions that will be conducted by the RTB. Board approval to amend the 1994 RTB budget is requested.

Discussion

In the board approved 1994 RTB budget, it was anticipated that the functions of the Metro Mobility Service Center would be contracted out to ATE, and, thus, the costs of conducting these functions appeared as a single budget line item. Now that the RTB has agreed to perform these functions, a budget amendment is necessary to recognize personnel and authorized expenditures.

Attached is a work program budget to be included in the 1994 amended RTB budget .

Alternatives

There are no viable alternatives at this time given ATE's scheduled departure on July 4, 1994. Efforts have been made to minimize costs and yet ensure adequate resources to coordinate service effectively.

Action Requested

That the Regional Transit Board amend its 1994 budget to include the Metro Mobility Service Center as a work program.

**Metro Mobility Service Coordination
 Work Program Budget**

Staff Complement	Number	1994 Budget (July-December)
General Manager	1	1040
Assistant General Manager	1	1040
Administrative Assistant/Office Manager	1	1040
Administrative Assistant/Bookkeeper	1	1040
Provider Coordinator Manager	1	1040
Provider Liaisons	3	3120
Maintenance Officer	1	1040
MIS Manager	1	1040
Customer Service Coordinator	1	1040
Customer Service Representatives	3	3120
Customer Svc. Rep./Receptionist	1	1040
TOTAL	15	15600

Assumptions: July-December employment; doesn't recognize June hours; based on 2080 annual hours; doesn't recognize that Fuhrmann and Jacobson hours won't be charged to project.

Expenditures

Salaries & Benefits	\$274,729	
Consulting	1,500	\1
Professional Services	51,500	\2
Travel--Local	19,000	\3
Materials & Supplies	125,000	\4
Occupancy/Telephone	55,000	\5
Equipment Rental/Maintenance	40,000	\6
Total	\$566,729	

Expenditure Detail

\1 Consulting

- Mediation Center--customer service training

\2 Professional Services

- Driver training (\$12,500)
- Mediation Center--ombudsman services (\$39,000)

\3 Travel--Local

- Mileage and Parking

\4 Materials & Supplies

- Office Supplies
- On-Line Data
- Office Furniture

\5 Occupancy & Telephone

- Lease
- Telephone

REGIONAL TRANSIT BOARD

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

DATE: June 3, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Paul Colton, Project Administrator *PC*
Mark Fuhrmann, Programs Manager *MF* *JH*
SUBJECT: Capital Funding Request for Maple Grove Transit System to Repair Two Park-and-Ride Lots

SUMMARY

The City of Maple Grove is requesting capital funding to repair two park-and-ride lots used by the Maple Grove Transit System. This memorandum recommends approval of RTB capital funding in an amount not to exceed \$36,000 for the rehabilitation of two park-and-rides extending their useful life by 12-15 years.

DISCUSSION

Evangelical Free Church Lot

The two lots include the Evangelical Free Church lot and the Shepherd of the Grove Church lot. Maple Grove has a total of seven park-and-ride lots which play a large role in the success of the 1,000 daily rides provided to downtown Minneapolis. Six of the seven lots are private-public arrangements where the City has entered into agreements with property owners of existing lots that have excess capacity Monday through Friday. The City's only costs associated with these lots are snowplowing and maintenance costs. This has proven to be a very efficient and cost-effective approach for addressing park-and-ride needs.

Of the two lots needing repair, the Evangelical Free Church lot is in need of the most work and requires the most immediate attention. This lot was not originally constructed to withstand the weight of a MTC bus, which pulls into the lot to pick up passengers. As a result, the pavement has heaved significantly and presents a dangerous situation for those who use the lot. Because the damage to the lot is due to the transit system, the City is taking full responsibility for rehabilitating this lot and thus the request for capital funds.

The project will include installing drainage tile, repairing the damage, constructing a heavy-duty bus pull-in lane, applying a seal coat, and striping the lot. It is anticipated that the lot will have its useful life extended by 12-15 years. As part of this project, a cement island in the lot will be re configured to improve the bus turning radius within the facility. This is a frequently used lot in which on an average weekday there are approximately 90 cars using the facility for purposes of park-and-ride.

Project Expenditure

Excavate Blacktop and Gravel Base	
Add New Gravel Base	
5 inch Blacktop Overlay over 337 sq. yd area	\$8,000
Install Drain Tile	\$8,000
Crack filling 7,500 linear feet	\$6,000
Seal Coating and Striping	\$4,000
Reconstruct Cement Parking Island	\$1,000
GRAND TOTAL	\$27,000

The church and City would like to proceed as soon as possible, due to the existing dangerous conditions that exist at the lot. The majority of the work will be conducted by the City of Maple Grove's Public Works Department, with the exception of the crack filling and the seal coating, which will be completed by a contractor to the City.

Shepherd of the Grove Church Lot

This lot requires a pavement overlay. The current pavement is 18 years old and is seriously cracked. An average of 25 automobiles use this lot. The City has arranged a 50/50 cost sharing arrangement with the church to pay for half of the improvements. The City's portion would be paid by this capital request.

Project Expenditure

Total Cost of Overlay with new Asphalt	\$18,000
City's portion of cost	\$9,000

If approved, the church and City will proceed with the project in late summer 1994.

ALTERNATIVES

An alternative to these projects include building new park and ride facilities. This alternative would prove to be more costly and would compete with facilities that are currently available. To make no improvements or to delay improvements would only create a greater safety hazard at these lots, and would enhance the deteriorated condition as use of these lots continues.

FINDINGS AND CONCLUSIONS

The total cost of the two projects is \$36,000. The work that will be done on these park-and-ride lots will be cost effective and an efficient use of capital dollars. Because there are no land acquisition costs, lease payments, or original construction costs, the region must only concern itself with periodic maintenance costs. This is a cost that would be incurred on any park-and-ride facility over time. Under Maple Grove's park-and-ride arrangements with local churches, there is the strong potential that a cost sharing arrangement can be reached. This private-public park-and-ride arrangement has worked well for the Maple Grove Transit System and offers a real cost savings for the region for years to come.

RECOMMENDATION

That the Regional Transit Board authorize capital funding for improvements to two Maple Grove Transit System park-and-ride lots in an amount not to exceed \$36,000.

REGIONAL TRANSIT BOARD

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

DATE: June 3, 1994

TO: Chair and Members of the Administration and Finance Committee

FROM: Mark Fuhrmann, Programs Manager *MF*
Ron Soderberg, Senior Project Administrator *R.S. jst*

SUBJECT: Minnesota Valley Transit Authority's Service Plan and Budget Request

SUMMARY

This memorandum transmits a request from Minnesota Valley Transit Authority (MVTA) for RTB approval of a service plan and budget in addition to their 1994 Management Plan and Budget. MVTA is requesting to fund their proposed service plan and budget with \$1,003,357 in 1993 carryover property tax funds. Committee action is requested to approve the service plan and budget.

BACKGROUND

In 1992, the RTB established a Budget Carryover Fund for replacement (opt-out) programs that utilizes the unexpended portion of the annual 90 percent of available property tax. The purpose of this fund is to provide opt-out programs the opportunity to use the unexpended funds to plan and demonstrate new service initiatives, and/or to fund identified service needs based on the growth of the transit system.

The Budget Carryover Fund is structured so that any unexpended funds below the 90 percent of available property tax in a given year for an individual opt-out program are carried over and made available for use in the following year by that opt-out program. If the opt-out program does not spend or program the first-year carryover, the dollars carryover for a second year into a general opt-out fund where any opt-out program may apply for use of the funds. Those funds not spent or programmed from the second-year carryover, revert back to the RTB general fund.

DISCUSSION

Minnesota Valley Transit Authority has submitted a service plan and budget requesting to spend \$1,003,357 of their program's \$1,060,881 in total available 1993 carryover property tax. MVTA is further requesting that it be allowed to program this \$1,003,357 in both the current 1994 operating year when \$391,141 would be spent, and forward through calendar year 1995 when \$612,216 would be spent. This approach using prior year opt-out carryover funds as the source of funding for present and future year programs will

MVTA Service Plan/Budget Request
June 3, 1994
Page 2

minimize any opt-out carryover funds generated by a specific program reverting to the general opt-out fund or to the RTB general fund in future years.

Seven new and expanded program initiatives would be implemented with MVTA's proposed service plan and budget. Attached is a summary of MVTA's proposed service plan and budget.

FINDINGS AND CONCLUSIONS

- The RTB is required to approve MVTA's proposed service plan and budget prior to implementation by MVTA.
- MVTA's proposed service plan and budget are consistent with the RTB's Vision '97, Transit Service and Capital Plan.
- Approval of MVTA's proposed service plan and budget will (1) reduce congestion and minimize traffic delays during the I-35W third lane construction project, (2) increase the number of persons utilizing the I-35W high occupancy lane when this lane opens in fall, 1994, and (3) decrease long-term congestion on I-35W through the provision of attractive alternative modes of transportation including buses, vanpooling, carpooling, convenient park-and-ride facilities and preferential downtown parking.

ALTERNATIVES

MVTA's request to spend \$1,003,357 in carryover 1993 property tax is one option available to fund their proposed service plan and budget. A second option would have MVTA spend down their 1994 surplus to fund the 1994 portion of their proposed service plan, and fund the 1995 portion within their regular 1995 Management Plan and Budget.

MVTA's 1994 surplus is projected to be \$1,234,815, representing the difference between their approved 1994 RTB operating subsidy of \$3,065,185 and their projected 1994 net property tax collections of \$4,300,000. This surplus amount exceeds the \$391,141 needed to fund the 1994 portion of MVTA's proposed service plan and budget by \$843,674. Funding for the 1995 portion requires \$612,216. MVTA's 1995 available property tax proceeds will be at least \$4,300,000, plus growth. MVTA can fund the 1995 portion within their regular 1995 Management Plan and Budget without jeopardizing their existing programs and services, or MVTA's long-range financial integrity.

RECOMMENDATION

That the Regional Transit Board approve MVTA's proposed service plan and budget, and authorize MVTA to spend \$1,003,357 in 1993 carryover property tax.

Attachment

**SUMMARY OF MINNESOTA VALLEY TRANSIT AUTHORITY'S
PROPOSED SERVICE PLAN AND BUDGET**

TOTAL PROPOSED BUDGET: \$1,227,629, of which \$1,003,357 would be funded from 1993 carryover property tax, or in the alternative, spending down MVTA's 1994 surplus for the 1994 portion and including the 1995 portion in MVTA's 1995 Management Plan and Budget.

PROPOSED SERVICE PLAN: MVTA's proposed service plan includes the following program components and RTB subsidies:

- #1. **Expand existing bus service** on I-35W by adding two additional morning and two additional afternoon trips to existing route 35M or 35N, starting 9/24/94.
RTB SUBSIDY: 1994- \$20,086; 1995- \$75,027; Total program subsidy- \$95,113.
- #2. **Divert traffic from I-35W** by adding two morning and two afternoon trips to existing route 37W which travels to downtown Minneapolis via Hwy. 77 and Hwy. 62, starting 9/24/94.
RTB SUBSIDY: 1994- \$16,023; 1995- \$50,705; Total program subsidy- \$66,728.
- #3. **Increase running times** on Routes 35 M/N/R's morning and afternoon trips (29 trips total) by 10 minutes starting 3/12/94 to allow for detour and traffic delays with I-35W construction and beyond.
RTB SUBSIDY: 1994- \$155,019; 1995- \$194,925; Total program subsidy- \$349,944.
- #4. **Part A - Guaranteed ride home program** starting 10/1/94 for bus, carpool and vanpool patrons, with a maximum \$25 reimbursement limited to twice per year, per individual.
RTB SUBSIDY: NONE (program's \$32,100 cost to be funded by Mn Dot.)
Part B - Enhance rideshare program participation starting 7/1/94 by procuring capabilities to allow residents to register and form spontaneous ridesharing arrangements. The equipment to be procured includes interactive kiosk, computer hardware and software, and touch screen monitors. Personnel will also be hired, and a trailer rented until office built.
RTB SUBSIDY: 1994- \$103,960; 1995- none; Total program subsidy- \$103,960.
- #5. **Alternative service for Prior Lake and Savage** through a new small bus and/or vanpools service into downtown Minneapolis, starting 9/24/94. These routes will be detoured from I-35W by taking Hwy. 18 to I-394 to downtown.
RTB SUBSIDY: 1994- \$15,553; 1995- \$172,559; Total program subsidy- \$188,112.
- #6. **Subsidized parking program** (\$110 per month) for carpool and vanpool participants. MVTA will utilize the City of Minneapolis' 11th Street facility for this program, and Minneapolis has agreed to reserve 50 spaces for MVTA.
RTB SUBSIDY: 1994- \$27,500; 1995- \$66,000; Total program subsidy- \$93,500.
- #7. **Marketing program by direct mailing** to all MVTA area residents information on MVTA's new programs initiatives (items #1-6) Two comprehensive mailings are planned.
RTB SUBSIDY: 1994- \$53,000; 1995- \$53,000; Total program subsidy- \$106,000.



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

(Revised)

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of June 13, 1994, the Administration and Finance Committee approved the following recommendations:

FINANCIAL STATEMENTS--APRIL 1994

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

CORRECTION OF CONTRACT AMENDMENT--WHITE BEAR AREA TRANSIT

That the Regional Transit Board authorize the executive director to amend the White Bear Area Transit contract (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 \$185,230.

ANOKA COUNTY TRAVELER 1994 CONTRACT AMENDMENT

That the Regional Transit Board authorize its executive director to amend Anoka County Traveler's 1994 Transit Funding contract (Contract Number 93/15/11-24) by \$191,119, from \$635,943 to \$827,062.

CAPITAL FUNDING REQUEST FOR MAPLE GROVE TRANSIT SYSTEM TO REPAIR TWO PARK-AND-RIDE LOTS

That the Regional Transit Board authorize capital funding for improvements to two Maple Grove Transit System park-and-ride lots in an amount not to exceed \$36,000.

CAPITAL FUNDING REQUEST FROM CARVER COUNTY

That the Regional Transit Board approve capital funding for Carver County for the purchase of two small buses. The board will fund 80-percent of the project costs, not to exceed \$68,800.

MINNESOTA VALLEY TRANSIT AUTHORITY SERVICE PLAN AND BUDGET

That the Regional Transit Board approve Minnesota Valley Transit Authority's proposed service plan and budget, and authorize Minnesota Valley Transit Authority to spend \$1,003,357.

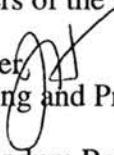
That the committee refer the policy issues relating to the budget carryover fund for opt-out programs to the Policy Committee.

REGIONAL TRANSIT BOARD

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

DATE: June 24, 1994

TO: Chair and Members of the Regional Transit Board

FROM: Judith G. Hollandet, 
Director of Planning and Programs

SUBJECT: Attached Memorandum Regarding Metro Mobility Budget Options

Attached is a copy of a memorandum outlining the budget options currently being analyzed for the Metro Mobility program. This memorandum was distributed at the Metro Council's Transportation Committee last Wednesday. A more detailed memorandum, including estimated cost savings and program impacts, is being prepared over the weekend and will be available Monday.

If you have any questions regarding this material, please feel free to call me.

Handwritten: 6/17/94

REGIONAL TRANSIT BOARD

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

DATE: June 8, 1994
TO: Chair and Members, Administration and Finance Committee
FROM: Dale Ulrich, Comptroller
SUBJECT: 1995 Transit Budget Assumptions, Budget Process Schedule

This memo reviews major changes affecting the 1994 RTB budget since its adoption last December and the 1995 transit funding outlook. A tentative schedule for the 1995 budget process is also included here.

There are three significant elements forcing change in the 1994 financial situation which were not known at the time of the adoption of the 1994 budget: the actual financial position at the end of 1993, the funding decisions made by the 1994 legislature and the changes in the Metro Mobility program.

The least of these is the difference between projected December 31, 1993 position and actual. In spite of a lower than anticipated rate of property tax collections, the overall ending fund balance was about a half million dollars higher than projected.

The 1994 legislature increased transit funding for FY 1995 (July 1, 1994 to June 30, 1995) by an additional \$8,400,000. This amount is allocated to regular route, \$5,000,000, Metro Mobility \$2,500,000, and community based services, \$900,000.

Metro Mobility budgeting for 1994 has been radically impacted by the decision of the budgeted system coordinator to withdraw from the program and a subsequent decision to restructure the coordination design. Actual cost experience from late 1993 and 1994 to date is also a factor.

Three "Sources and Uses by Fund" schedules are attached here. The first ("I") is the 1994 budget adopted by the Board in December, 1993 (and as shown in the 1994 Work Program & Budget). The second ("II") schedule shows 1994 with the addition of the three changes described above: substituting the revised, audited beginning fund balances, addition of the changed state appropriations and revised expenditures for the Metro Mobility program. An additional adjustment is made in "II" in the expenditures in the Rural/Small Urban fund to reflect an increase which was promised several providers, contingent on the legislative action which did occur. The third schedule ("III") 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, with expenditures as now estimated for Metro Mobility, and all other expenditures at 1994 budget levels. (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.

It should be noted that the cost estimates indicated for Metro Mobility do not reflect the application of any of the several cost reduction or alternative funding strategies which the Board is now considering. The cost estimates presented on schedules II and III assume the expensing (depreciation) of approximately \$1,000,000 of office equipment over the 5 year life of those assets, rather than recognizing that expense at the time of acquisition.

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 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 only became apparent months later when the final data was available. The new method also avoids this error factor.

Applying 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 from 1994 in funding available for the 1995 budget from this source will be only \$354,000, or .0054%.

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 ISTEA	1,516,800	520,000				0	\$1,516,800
Interest/Miscellaneous	351,000					520,000	\$520,000
							\$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							
4-01 Policy Management	324,518						\$324,518
4-02 Executive Director	199,036						\$199,036
4-03 P & P Administration	201,484						\$201,484
4-04 Transportation Planning	117,391						\$117,391
4-10 Elderly & Disabled	298,791						\$298,791
4-11 TDM Planning	395,035						\$395,035
4-13 Transit System Planning	412,574						\$412,574
4-14 Transit Programs Administration	472,355	69,628,770	13,600,000	6,806,316	2,910,875	92,945,961	\$93,418,316
4-15 General Administration	454,255						\$454,255
4-16 Finance	271,159						\$271,159
4-17 Personnel	57,202						\$57,202
4-19 Public Information	293,085						\$293,085
4-20 Capital	25,000						\$25,000
4-22 Competitive Transit	15,736						\$15,736
4-23 Light Rail Transit	13,559						\$13,559
4-24 Central Corridor AA/DEIS	1,007,553						\$1,007,553
4-26 New Services	170,681						\$170,681
4-27 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 Other	(350,000)				350,000	350,000	\$0
							\$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

I.

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		1,450,000	32,486,500	\$34,541,500
Federal—							
Section 8	1,516,800					0	\$1,516,800
ISTEA		520,000				520,000	\$520,000
Interest/Miscellaneous	351,000		100,000				\$351,000
Total Revenue	3,922,800	72,800,988	14,737,000	8,755,837	2,457,989	98,651,814	\$102,574,614
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	17,097,772	6,806,316	3,082,550	96,615,408	\$97,087,763
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	17,097,772	6,806,316	3,082,550	96,615,408	\$101,400,754
Excess Revenue Over(Under) Expenditures	(862,546)	3,172,218	(2,360,772)	1,949,521	(624,561)	2,036,406	\$1,173,860
Transfers—							
New Services	(350,000)				350,000	350,000	\$0
Other							\$0
* Fund Balance December 31, 1994	\$2,074,343	\$1,946,991	(\$2,200,431)	\$3,929,913	\$341,147	\$3,917,620	\$5,991,963

* General fund includes \$268,021 reserved for public officials liability self-insurance

II

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	(\$2,200,431)	\$3,929,913	\$341,147	\$4,017,620	\$6,091,963
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		1,646,000	34,427,000	\$36,291,000
Federal-							
Section 8	300,000					0	\$300,000
ISTEA	200,000	500,000				500,000	\$700,000
Interest/Miscellaneous	351,000		140,000				\$351,000
Total Revenue	2,715,000	74,134,770	15,614,000	8,821,126	2,658,768	101,088,663	\$103,803,663
EXPENDITURES							
94-01 Policy Management	61,239						\$61,239
94-02 Executive Director	249,036						\$249,036
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	16,915,226	6,806,316	3,082,550	96,432,862	\$96,905,217
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
94-23 Light Rail Transit	21,112						\$21,112
94-26 New Services	47,661						\$47,661
94-27 Community Relations	55,931						\$55,931
Total Expenditures	3,433,310	69,628,770	16,915,226	6,806,316	3,082,550	96,432,862	\$99,866,172
Excess Revenue Over(Under) Expenditures	(718,310)	4,506,000	(1,301,226)	2,014,810	(423,782)	4,655,801	\$3,937,491
Transfers - Board Authorized							\$0
*Fund Balance December 31, 1995	\$1,356,033	\$6,452,991	(\$3,501,657)	\$5,944,723	(\$82,635)	\$8,673,421	\$10,029,454

* General fund includes \$323,021 reserved for public officials liability self-insurance

III

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