



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
Monday, August 1, 1994
4:00 p.m.

AGENDA

- ✓ 1. CALL TO ORDER AND ROLL CALL
- ✓ 2. APPROVAL OF THE AGENDA
- ✓ 3. APPROVAL OF MINUTES
 - A. Regional Transit Board Meeting, June 20 1994
 - B. Policy Committee Meeting, June 27, 1994
 - C. Regional Transit Board Meeting, July 5, 1994
- ✓ 4. CHAIR'S REPORT
- ✓ 5. MEMBERS' REPORTS
- ✓ 6. EXECUTIVE DIRECTOR'S REPORT
 - A. Metro Mobility Update
 - B. *TAAZ Recommendations*
- 7. REPORT OF THE COMMITTEE OF THE WHOLE
(Ruth Franklin, Chair)
 - ✓ A. Proposed Change to Public Participation Process for High-Subsidy, Regular Route Service
 - ✓ B. Subsidy per Passenger Performance Standards
 - ✓ C. Maple Grove Capital Request for Capital Funding
 - ✓ D. Financial Statements--May 1994

Regional Transit Board Agenda
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- ✓ E. Preliminary 1995 Regional Transit Board Budget
- ✓ F. Amendments to 1994 Regional Transit Board Budget
- ✓ G. Request Metropolitan Council to Initiate Issuance of General Obligation Transit Bonds
- ✓ H. Resolution Levying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995, **Resolution No. 94-01**
- ✓ I. Extension of 1994 Funding Contracts with Human Services, Inc. (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS)
- ✓ J. Supplemental Metro Mobility Service

8. OTHER BUSINESS

9. PUBLIC COMMENT

Sally Evert
Chair

mff
7/26/94



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

**Minutes of the Meeting of the
REGIONAL TRANSIT BOARD
August 1, 1994**

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

MEMBERS EXCUSED: Sally Evert, Chair

OTHERS PRESENT: Dede Wolfson, Metropolitan Council Members; Arnie Entzel, Amalgamated Transit Union, Local 1005; Mark Hoisser, DARTS; George Bentley, Opt-Out Communities; Karen Lyons, Metropolitan Council; Gregory L. Andrews, Judy Hollander, Ron Soderberg, Mark Fuhrmann, Jane Fitz, Paul Colton, Assata Brown, Randy Rosvold, Dave Jacobson, Mary Fitzgerald, RTB staff

CALL TO ORDER AND ROLL CALL

Vice Chair Hovland called the meeting to order at 4:10 p.m. and roll was taken.

APPROVAL OF AGENDA

Beard moved and Hunt seconded approval of the agenda. The motion carried unanimously.

APPROVAL OF MINUTES

Grant moved and Hunt seconded:

That the Regional Transit Board approve the following minutes:

Regional Transit Board Meeting, June 20, 1994
Policy Committee Meeting, June 27, 1994
Regional Transit Board Meeting, July 5, 1994

Hunt said an attorney representing some of the opt-out communities wrote a letter questioning the validity of a motion made by Member Higgins at the last meeting regarding budget carryover funds for the opt-out communities. Higgins said he had mentioned the matter at the last retreat because he had not recalled that Hunt made a substitute motion. He is satisfied that the intent of the board was met. Hovland said in terms of reflecting what transpired at the meeting, the minutes are accurate. Humphrey asked that the minutes be acted upon separately since he did not attend all the meetings. The acting chair agreed.

Hunt moved and Feess seconded approval of the minutes of the June 20 board meeting. The motion was unanimously approved.

Grant moved and Hunt seconded that the minutes of the June 27 Policy Committee meeting be approved. The motion was approved (Beard abstained).

Franklin moved and Feess seconded that the minutes of the July 5, 1994 board meeting be approved. The motion was approved (Humphrey abstained).

CHAIR'S REPORT

Hovland noted that Chair Evert is on vacation.

MEMBERS' REPORTS

Beard said he attended the Minnesota Valley Transit Administration (MVTA) appreciation reception on June 22 and had an opportunity to spend some time with MVTA board members. The project at Nicollet and Highway 13 will break ground shortly and the targeted completion date is October 1, which should coincide closely with the opening of the new lane. There were sharp comments made on the RTB's action on the budget carryover funds. The MVTA believes some of the concerns raised at the July 5 meeting are coming to pass. Board members are having a hard time explaining why funds are not reinvested in their community. Humphrey discussed his meeting with Beverley Miller, the Executive Director of MVTA. She explained that she produced some of the legislation that the opt-out communities intended to introduce in the 1992 legislative session. At that time staff had indicated a willingness to pass what they understood to be the RTB policy. With that understanding, the proposed legislation was not introduced. Now, after they withdrew their initiative, RTB is considering changing what they considered the policy to be. Humphrey moved to reconsider the policy approach; Grant seconded.

Higgins called for a point of order. The acting chair said he intended to raise the same question; only someone on the prevailing side may move to reconsider a motion previously approved. Humphrey did not attend the meeting in question. Humphrey said his understanding is that someone who voted or who abstained because he was not present can make a motion to reconsider. Beard said that from careful re-reading of Robert's Rules of Order he has concluded that at final legislative board meeting such as this, the motion must be made by someone who was present when the motion was passed.

Hunt said it was a difficult issue and one on which the board was split. From the standpoint of finding an area of compromise, she would not be reluctant to hold further discussion. However, she does not like being threatened and will not bow to that kind of pressure. This is a major policy on what is fair for the entire area. Humphrey said his earlier remarks dealt with legislation that was introduced and later withdrawn because the RTB's policy was agreed upon. We (who?) were bound by legislative intent that said 90 percent would go to the administration and 10 percent would go to the balance of the region. Hunt said there is a difference of opinion on the interpretation. Feess said she is also dismayed by being held hostage. This is not the position of all the opt-out communities. Maple Grove is not participating.

Franklin said the board has never tried to change the 90/10 split. When the policy was passed she understood that the opt-outs agreed. The policy says if the money is not used in the three-year period it goes back to regular route service. Now the opt-outs want a situation where it would never revert because they want use of carryover funds first.

Higgins said this matter is not on the agenda of this meeting. Negotiations are being held between the RTB chair, staff and representatives of those opt-out communities that have banded together. He would not object to reconsideration of the questions at a later date. Hovland said that from Evert's research, it appears that a motion to reconsider must be made by someone who voted in the affirmative at the July 20 meeting and it must be made at the subsequent meeting. Two members were not at the last meeting. Member Humphrey is a representative of the affected area and sat on the MVTA board. Humphrey's motion was ruled out of order. Hunt moved and Higgins seconded:

That the Regional Transit Board reconsider its action regarding the Minnesota Valley Transit Authority Service Plan and Budget, approved at the board's June 20, 1994 meeting, after discussion with the Regional Transit Board chair and staff and affected parties if the chair so recommends.

Hovland clarified that this is a conditional motion, dependent upon the recommendation of the chair and staff, as opposed to a motion to reconsider. Humphrey suggested an immediate motion to reconsider and then immediately table the matter. Hunt, Higgins and Feess said that it was also their intent that the motion be conditional. The motion was unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

Metro Mobility Update

Fuhrmann reported that last week one of the providers experienced some mechanical problems with three vehicles that resulted in some late pick-ups. The Request for Proposals (RFP) for heaters in the vans received no responses so it has been amended to make it more attractive. The Metro Mobility Service Center maintenance manager is working closely with interested parties to hear them out on their concerns and encourage them to submit proposals. It may be necessary to increase the budget for the heaters. Training for the last provider began today, August 21.

Responding to Grant's concerns about the adequacy of air-conditioners on the vans, Fuhrmann said all the retrofitting work is completed, but he was informed on July 29 that some failures have occurred. Discussions are underway with Metro Trans about the design of the rear door struts. The heavier struts have not been installed because testing showed they created too much resistance, raising concerns that they would break more readily in cold weather. No backup system has been installed because there has not been a failure in 10 months. Grant said the region must use these vans for three years and he is concerned about whether they will last that long.

Hunt said staff should be commended for the very fact that the newspapers are not writing Metro Mobility stories, which indicates that things are moving along well. Hanson said newspapers are more concerned with sensational news than good news.

Transportation Accessibility Advisory Committee (TAAC) Recommendation Regarding Metro Mobility Eligibility Appeals Committee

Hollander reviewed the July 28 recommendation submitted to the board by the advisory committee. At this time, without knowing what the new Metropolitan Council structure will be, staff recommends that the issues be conveyed to the Metropolitan Council for their disposition. Hunt moved; Feess seconded.

That the Regional Transit Board direct the executive director to present the Transportation Accessibility Advisory Committee recommendations regarding the Metro Mobility Eligibility Appeals Committee to the Metropolitan Council's Transition Steering Committee.

The motion was unanimously approved.

TAAC Recommendation Regarding Metro Mobility Step Policy

Hollander reviewed the July 15 recommendations submitted to the board by the advisory committee. Grant moved; Beard seconded.

That the Regional Transit Board approve:

- That information be provided to Metro Mobility drivers on whether or not customers who use a mobility device have steps at the point of origination and/or destination and, if so, the number of steps.
- That dispatchers should be able to have the discretion to deny taking a customer up or down steps based on the driver's assessment of a safety concern for the particular customer, driver, and/or situation.
- That Metro Mobility providers instruct and implement forward-facing assistance to customers who need to descend multiple steps.

The motion was unanimously approved.

REPORT OF THE COMMITTEE OF THE WHOLE

Franklin reported on the following recommendations approved at the committee's meeting of July 25, 1994.

Proposed Change to Public Participation Process for High-Subsidy, Regular Route Service

Franklin moved and Beard seconded:

That the Regional Transit Board approve the revisions to the process for managing high subsidy, regular route service as outlined in the staff report dated June 1, 1994.

The motion was unanimously approved.

Subsidy per Passenger Performance Standards

Franklin moved and Feess seconded:

That the Regional Transit Board adopt the proposed subsidy-per-passenger performance standards, effective January 1995, and that these standards be included in the 1995-1999 Five-Year Transit Plan.

Higgins said that during the discussion at the committee meeting he raised the issue that in the future more additional criteria, along with cost, should be taken into consideration and that the matter should be passed on to the Metropolitan Council. Hunt said she also brought this up and the feeling was the board always considers social factors surrounding route changes or cancellation. There may be a way to work those stipulations into the recommendation for those who read the standards in the future. Hollander asked if it would be appropriate to discuss that kind of language and attach it to the recommendation. Higgins said the board should strive for some kind of statement from a policy standpoint that "you shall consider." The motion was unanimously approved.

Maple Grove Capital Request for Capital Funding

Franklin moved and Feess seconded:

That the Regional Transit Board approve the City of Maple Grove's capital request for \$7,926 for a sidewalk connecting a Park-and-Ride Lot with a bus stop in the business district of Maple Grove.

The motion was unanimously approved.

Financial Statements--May 1994

Franklin moved and Higgins seconded:

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

The motion was unanimously approved.

Preliminary 1995 Regional Transit Board Budget

Franklin moved and Feess seconded:

That the Regional Transit Board accept the 1995 Preliminary Budget for the purpose of holding a public hearing at 5:00 p.m. on Monday, August 15, 1994, at Mears Park Centre, St. Paul, Minnesota.

The motion was unanimously approved.

Amendments to 1994 RTB Budget Request

Franklin moved and Grant seconded:

That the Regional Transit Board amend the 1994 budget, as adopted December 1993, recognizing the detail of the schedule included in the July 15, 1994 staff memorandum and the following summary amounts:

- Beginning Fund Balance of \$4,818,103
- Total Revenues of \$103,052,614
- Total Expenditures \$102,471,214
- Ending Total Fund Balance of \$5,399,503

The motion was unanimously approved.

Metropolitan Council to Initiate Issuance of General Obligation Transit Bonds

Franklin moved and Beard seconded:

That the Regional Transit Board request that the Metropolitan Council issue \$42,000,000 of general obligation transit bonds; \$31,000,000 of this amount represents the Metropolitan Council Transit Operations' remaining 1992 legislative authorization, \$11,000,000 of the Regional Transit Board's remaining 1992 legislative authorization.

The motion was unanimously approved.

Resolution Levying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995, Resolution No. 94-01

Franklin moved and Humphrey seconded:

That the Regional Transit Board adopt Resolution No. 94-01, "Resolution Certifying **Preliminary** Ad Valorem Property Taxes for 1994, Payable 1995."

On a roll call vote, the resolution and motion were unanimously approved.

Extension of 1994 Funding Contracts with Human Services, Inc. (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS)

Franklin moved and Feess seconded:

That the Regional Transit Board authorize its executive director to authorize the executive director to extend the contracts for operating assistance with Human Services, Inc. Transporter (HSI) for an amended amount of \$227,627 and with Dakota Area Resources and Transportation for Seniors (DARTS) for an amended amount of \$453,200. effective July 1, 1994, and remaining in effect until December 31, 1994.

Franklin said the chair and staff are meeting with DARTS to discuss funding. Humphrey said he is still concerned, especially in the DARTS area, because they are the sole service provider and without some resolution the ADA area will experience a higher level of trip denials. Beard said the approval of the motion this week does not preclude future action and on that basis he will support this action. The motion was unanimously approved.

Supplemental Metro Mobility Service

Franklin moved and Feess seconded:

That the Regional Transit Board authorize its executive director to request price proposals from the two sedan providers who were under contract extensions with RTB during the fall of 1993 and to negotiate and enter into a contract with the low bidder to provide supplemental sedan-type Metro Mobility service in an amount not to exceed \$118,000 on an annual basis.

The motion was unanimously approved.

OTHER BUSINESS AND PUBLIC COMMENT

A member of the audience said Mayflower's on-time performance is improving but he is still having trouble reserving service two weeks in advance and cannot always get the preferred time. Hovland asked staff to discuss the problem with him after the meeting.

Beard moved and Grant seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 5:05 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of August 1, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 26th day of September 1994.

REGIONAL TRANSIT BOARD

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

DATE: July 15, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Debra Sorenson Nelles, Paratransit Analyst
Mark Fuhrmann, Acting Manager, Metro Mobility Service Center
SUBJECT: TAAC Recommendations Regarding Metro Mobility Step Policy

SUMMARY

The purpose of this memorandum is to transmit recommendations made by the Transit Accessibility Advisory Committee (TAAC) regarding RTB policy for Metro Mobility service to locations with steps.

DISCUSSION

Transporting Metro Mobility customers up and down steps has been a safety concern for both customers and drivers of Metro Mobility. Minnesota Statutes 473.386 Subd. 6 requires drivers to assist customers up and down steps, without a limitation to the number of steps, unless the steps or mobility device are not in good condition.

In discussion with providers about this issue, it appears that drivers have not received consistent training with regard to how to deal with transporting passengers up and down steps. TAAC members and staff feel it is imperative that all drivers receive the same training and provide service to locations where there are steps in a consistent manner.

Working within the scope of the law, yet considering safety concerns, TAAC made the following recommendations:

That information be given from the reservationists to the schedulers which includes whether or not the customers' point of origination and destination has steps and if so, the number of steps, and a total weight range of the customer and wheelchair.

That drivers should be able to have the discretion to deny taking a customer up or down steps based on a safety concern for that particular customer, driver, or situation.

That Metro Mobility providers instruct and implement forward-facing assistance to customers who need to descend multiple steps.

TAAC Recommendation Regarding Step Policy
July 15, 1994
Page 2

RTB staff reviewed these recommendations with Metro Mobility service providers and requested their feedback. Staff has made a minor change to the TAAC recommendation based on the comments of providers. The change was simply to designate dispatchers as the responsible party for making the decision to deny a trip, based on driver input.

ALTERNATIVES

The RTB/Metropolitan Council could seek a legislative change to rescind the requirement to provide unlimited service up and/or down steps to customers in mobility devices. Although the board may want to pursue this alternative, immediate policy clarification is needed in the interests of safety.

RECOMMENDATION

That the Regional Transit Board approve:

That information be provided to Metro Mobility drivers on whether or not customers who use a mobility device have steps at the point of origination and/or destination and, if so, the number of steps.

That dispatchers should be able to have the discretion to deny taking a customer up or down steps based on the drivers' assessment of a safety concern for the particular customer, driver, and/or situation.

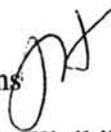
That Metro Mobility providers instruct and implement forward-facing assistance to customers who need to descend multiple steps.

REGIONAL TRANSIT BOARD

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

DATE: July 28, 1994

TO: Chair and Members of the Regional Transit Board

FROM: Debra Sorenson Nelles, Paratransit Analyst
Judith Hollander, Director of Planning and Programs 

SUBJECT: TAAC Recommendation Regarding Metro Mobility Eligibility Appeals Committee

SUMMARY

This memorandum presents a recommendation made by Transportation Accessibility Advisory Committee (TAAC) regarding the establishment of a Metro Mobility eligibility appeals committee.

BACKGROUND

An appeals process is required under Section 37.125(g) of the Americans with Disabilities Act (ADA) to any individual who may be deemed ineligible or conditionally eligible for complementary paratransit service, i.e., Metro Mobility. The regulation states the following requirements:

- Individuals are permitted to appeal up to 60 days from the initial decision;
- Individuals must be given the opportunity to present additional information and have the opportunity to be heard in person;
- There must be a "separation of function" between those involved in the initial decision and those involved in the appeal; and
- A decision to support the initial determination must be stated and explained in writing.

At the May 2, 1994 Regional Transit Board meeting, staff presented a recommendation from the Transportation Accessibility Advisory Committee (TAAC) to approve an appeals committee. The structure of the Appeals Committee in TAACs' recommendation called for a subcommittee of TAAC. In the discussion at that meeting, it was questioned whether the Appeals' Committee would have legal binding authority to make recommendations regarding an individuals' eligibility. In reviewing the question with RTBs' legal counsel, an appeals committee would have legal binding authority if structured as a committee of the Regional Transit Board rather than structured as a subcommittee of TAAC.

TAAC Recommendation Regarding Appeals Committee
July 27, 1994
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At the June 1, 1994, TAAC meeting, it was recommended that the appeals committee be structured as a subcommittee of the Regional Transit Board. TAAC further recommended that the the appeals committee be comprised of five individuals, who had knowledge of ADA and a broad range of disabilities, and would be appointed by the RTB. Staff suggested that at least one member of the committee also be a member of TAAC. The committee would hear Metro Mobility eligibility appeals and make recommendations to the General Manager of the Metro Mobility Service Center.

With implementation of ADA certification to begin in January 1995 and appeals for Metro Mobility certification at an almost non-existent level, it is difficult to estimate the number of appeals which may be heard. Therefore, it is proposed that the appeals committee be reviewed on a quarterly basis to monitor its effectiveness of the Committee based on the number of appeals heard and timeliness of completing an appeal.

The TAAC recommendation has considerable merit in that it would involve individuals knowledgeable in the area of disabilities. However, staff recommends that their recommendation be passed on to the Metropolitan Council's Transition Steering Committee for their input. At this point in time, no decisions have been made regarding the structure of the Metropolitan Council organization and its advisory committees. The RTB is scheduled to be eliminated on September 30. Setting up a temporary process for less than 60 days does not seem prudent. Instead, it is staff's view that it is preferable to pass on TAAC's recommendation to be considered for incorporation in the new structure.

ALTERNATIVES

A temporary process could be established, but would have to be modified in October, 1994, when the RTB was eliminated. Currently, any appeals that are received can be handled by the Metro Mobility Service Center and then passed on the RTB.

RECOMMENDATION

That the Regional Transit Board direct the Executive Director to present the Transportation Accessibility Advisory Committee recommendations regarding the Metro Mobility eligibility appeals committee to the Metropolitan Council's Transition Steering Committee.



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

REPORT OF THE COMMITTEE OF THE WHOLE

At its meeting of July 25, 1994, the committee approved the following recommendations:

Proposed Change to Public Participation Process for High-Subsidy, Regular Route Service

That the Regional Transit Board approve the revisions to the process for managing high subsidy, regular route service as outlined in the staff report dated June 1, 1994.

Subsidy per Passenger Performance Standards

That the Regional Transit Board adopt the proposed subsidy per passenger performance standards, effective January 1995, and that these standards be included in the 1995-1999 Five-Year Transit Plan.

Maple Grove Capital Request for Capital Funding

That the Regional Transit Board approve the City of Maple Grove's capital request for \$7,926 for a sidewalk connecting a Park-and-Ride Lot with a bus stop in the business district of Maple Grove.

Financial Statements--May 1994

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

Preliminary 1995 Regional Transit Board Budget

That the Regional Transit Board accept the 1995 Preliminary Budget for the purpose of holding a public hearing at 5:00 p.m. on Monday, August 15, 1994, at Mears Park Centre.

Amendments to 1994 RTB Budget Request

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Metropolitan Council to Initiate Issuance of General Obligation Transit Bonds

That the Regional Transit Board request that the Metropolitan Council issue \$42,000,000 of general obligation transit bonds; \$31,000,000 of this amount represents the Metropolitan Council Transit Operations' remaining 1992 legislative authorization, \$11,000,000 of the Regional Transit Board's remaining 1992 legislative authorization.

Resolution Levying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995, Resolution No. 94-01

That the Regional Transit Board adopt Resolution No. 94-01, "Resolution Certifying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995."

Extension of 1994 Funding Contracts with Human Services, Inc. (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS)

That the Regional Transit Board authorize its executive director to authorize the executive director to extend the contracts for operating assistance with Human Services, Inc. Transporter (HSI) for an amended amount of \$227,627 and with Dakota Area Resources and Transportation for Seniors (DARTS) for an amended amount of \$453,200. effective July 1, 1994, and remaining in effect until December 31, 1994.

Supplemental Metro Mobility Service

That the Regional Transit Board authorize its executive director to request price proposals from the two sedan providers who were under contract extensions with RTB during the fall of 1993 and to negotiate and enter into a contract with the low bidder to provide supplemental sedan-type Metro Mobility service in an amount not to exceed \$118,000 on an annual basis.

Other Business

The White Bear Lake 1994 Contract was deleted from the agenda. The members received an update on the restructuring of Metro Mobility and discussed a date for a work session on priorities.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East Fifth Street, St. Paul, MN 55101

RESOLUTION No. 94-01

RESOLUTION LEVYING **PRELIMINARY** AD VALOREM PROPERTY TAXES
FOR LEVY YEAR 1994, PAYABLE 1995

WHEREAS, the Regional Transit Board is authorized by Minnesota Statutes 473.446 to levy certain property taxes in the seven-county metropolitan area; and

WHEREAS, the Regional Transit Board is required by Minnesota Statutes 473.446, subd. 8, to levy a **preliminary** property tax levy to the Minnesota Department of Revenue by August 1, 1994;

NOW THEREFORE BE IT RESOLVED THAT, the Regional Transit Board hereby levies upon all taxable property within the Metropolitan Transit Taxing District, as defined in Minnesota Statutes 473.446, subd. 2, the following amounts:

1. **\$67,582,901** for use by the Regional Transit Board for payment of the expenses of operating transit and paratransit services.
2. **\$457,450** for principal and interest payments on general obligation certificates of indebtedness of 1979.
3. **\$2,404,868** for principal and interest payments on the Series 1988B issue.
4. **\$4,306,365** for principal and interest payments on the Series 1990A issue.
5. **\$375,336** for principal and interest payments on the Series 1991B issue.
6. **\$392,658** for principal and interest payments on the Series 1991G issue.
7. **\$3,081,118** for principal and interest payments on the Series 1993D issue (sale in progress).

BE IT FURTHER RESOLVED THAT, the Regional Transit Board hereby levies upon all taxable property within the Metropolitan Transit Taxing Area an amount payable in 1994 of **\$748,719**, estimated to be 10 percent of the levies 1 through 8 above, pursuant to Minnesota Statutes 473.446, subd. 1a.

BE IT FURTHER RESOLVED THAT, the Executive Director of the Regional Transit Board, on behalf of the board, shall certify these preliminary levies to the commissioner of the Minnesota Department of Revenue on or before August 1, 1994.

Adopted this _____ day of _____, 1994

Sally Evert, Chair

Mary Fitzgerald, Secretary

Medicine Lake Bus Co.
Statement of Operations - 5/31/91

Year to Date				
--FORECAST--		----ACTUAL----		Actual
\$	% of	\$	% of	Over
Amount	Revenue	Amount	Revenue	(Under)
8,706,983	100.00%	9,177,109	100.00%	470,126
2,562,719	29.43%	2,727,555	29.72%	164,836
237,811	2.73%	266,701	2.93%	30,890
175,106	2.01%	186,576	2.05%	13,470
504,060	5.79%	475,249	5.18%	(28,811)
361,270	4.15%	362,225	3.95%	955
678,894	7.80%	641,770	6.99%	(37,124)
653,023	7.50%	752,006	8.19%	98,983
683,948	7.86%	676,360	7.37%	(7,588)
156,199	1.82%	142,711	1.56%	(15,488)
563,539	6.47%	684,728	7.46%	121,189
24,170	0.28%	22,080	0.24%	(2,090)
100,000	1.15%	(46,913)	-0.51%	(146,913)
6,702,739	76.98%	6,895,046	75.13%	192,309
2,004,244	23.02%	2,282,061	24.87%	277,817
667,732	7.67%	859,530	9.37%	191,798
118,618	1.36%	131,851	1.44%	13,233
141,560	1.63%	134,742	1.47%	(6,838)
710,000	8.15%	785,536	8.56%	75,536
1,637,930	18.81%	1,911,659	20.83%	273,729
135,494		202,663		67,169
v		(28,960)		(28,960)
230,820	2.65%	138,779	1.51%	(92,041)

Month of May					
--FORECAST--		--ACTUAL--		Actual	
\$	% of	\$	% of	Over	
Amount	Revenue	Amount	Revenue	(Under)	
REVENUE	1,047,628	100.00%	1,151,220	100.00%	103,592
DIRECT COSTS -					
Driver wages	304,632	29.08%	343,941	29.88%	39,309
Payroll taxes, benefits	28,269	2.70%	32,466	2.82%	4,197
Workers comp	20,815	1.99%	21,575	1.87%	760
Depreciation - buses	50,406	4.81%	46,849	4.07%	(3,557)
Bus rentals	36,127	3.45%	35,042	3.04%	(1,085)
Insurance	66,159	6.32%	72,063	6.26%	5,904
Fuel	78,572	7.50%	70,818	6.15%	(7,754)
Shop wages	63,296	6.04%	69,493	6.04%	6,197
Taxes, w.c. & benefits (shop)	15,050	1.44%	13,108	1.14%	(1,942)
Parts & supplies	67,667	6.46%	81,698	7.10%	14,031
Depreciation, shop equip.	2,417	0.23%	2,167	0.19%	(250)
Other	10,000	0.95%	629	0.05%	(9,371)
Total Direct Costs	743,410	70.96%	789,849	68.61%	46,439
INCOME FROM OPERATIONS	304,218	29.04%	361,371	31.39%	57,153
GENERAL & ADMINISTRATIVE -					
Salaries & wages	59,827	5.71%	84,803	7.37%	24,976
Taxes, w.c. & benefits	11,252	1.07%	11,148	0.97%	(104)
Depreciation	14,158	1.35%	13,772	1.20%	(386)
Other	71,000	6.78%	71,404	6.20%	404
Total G & A	156,237	14.91%	181,127	15.73%	24,890
INTEREST	8,182		18,739		10,557
GAIN (LOSS) ON SALES, etc.	0		827		827
NET INCOME (LOSS)	139,799	13.34%	162,332	14.10%	22,533

MEDICINE LAKE BUS COMPANY
Balance Sheet as of May 31, 1991

ASSETS	5/31/91	Audited 7/31/90	Increase (Decrease)
CURRENT ASSETS			
Cash (book overdraft)	105,075	436,664	(331,589)
Accounts receivable, net of reserve	1,108,235	488,407	619,828
Tax refunds, etc.	5,423	106,493	(101,070)
Inventories	264,606	232,320	32,286
Prepaid insurance	105,887	189,967	(84,080)
Total current assets	1,589,226	1,453,851	135,375
PROPERTY AND EQUIPMENT			
Buses	7,128,880	8,317,144	(1,188,264)
Shop and office	649,495	651,600	(2,105)
Leaseholds	740,414	724,219	16,195
	8,518,789	9,692,963	(1,174,174)
Less depreciation	5,360,140	5,530,531	(170,391)
Net property	3,158,649	4,162,432	(1,003,783)
OTHER ASSETS			
Cash value of life insurance, net	3,233	29,851	(26,618)
Lease deposits and other assets	129,942	137,107	(7,165)
	4,881,050	5,783,241	(902,191)
LIABILITIES & EQUITY			
CURRENT LIABILITIES			
Notes payable - bank	455,465	1,020,871	(565,406)
Current maturities	530,588	502,379	28,209
Accounts payable	127,239	241,075	(113,836)
Accrued expenses	373,901	332,298	41,603
Self-insurance reserves	306,021	374,000	(67,979)
Total current liabilities	1,793,214	2,470,623	(677,409)
LONG-TERM DEBT, net	924,813	1,256,166	(331,353)
DEFERRED CREDITS			
Retirement benefits	42,597	31,288	11,309
Gain on sale-leaseback	37,666	45,052	(7,386)
Income taxes	600,000	600,000	0
Total deferred credits	680,263	676,340	3,923
STOCKHOLDERS' EQUITY			
Common stock	30,500	30,500	0
Paid-in capital	70,534	106,665	(36,131)
Retained earnings	1,381,726	1,242,947	138,779
Total stockholders' equity	1,482,760	1,380,112	102,648
	4,881,050	5,783,241	(902,191)

MEDICINE LAKE BUS COMPANY

FINANCIAL STATEMENTS

Year Ended July 31, 1990

LURIE, EIGER, BESIKOF & Co.
CERTIFIED PUBLIC ACCOUNTANTS

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LURIE, EIGER, BESI KOF & Co.

CERTIFIED PUBLIC ACCOUNTANTS

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MARSHALL J. BESI KOF, C. P. A.
NEIL N. LAPIDUS, C. P. A.
BRUCE I. WALLER, C. P. A.
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WILLIAM A. KAMMAN, C. P. A.

INDEPENDENT AUDITOR'S REPORT

The Board of Directors
and Stockholders
Medicine Lake Bus Company
Minneapolis, Minnesota

We have audited the accompanying balance sheet of MEDICINE LAKE BUS COMPANY (a corporation) as of July 31, 1990. This balance sheet is the responsibility of the Company's management. Our responsibility is to express an opinion on the balance sheet based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the balance sheet is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the balance sheet. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall balance sheet presentation. We believe that our audit provides a reasonable basis for our opinion.

We were not engaged as auditors until after July 31, 1989. At the request of management, we did not extend our auditing procedures to satisfy ourselves concerning the balance sheet at July 31, 1989. These amounts enter materially into the determination of the results of operations and cash flows for the year ended July 31, 1990. Therefore, we do not express an opinion on the accompanying statements of operations, stockholders' equity, and cash flows for the year ended July 31, 1990.

In our opinion, the balance sheet referred to above presents fairly, in all material respects, the financial position of MEDICINE LAKE BUS COMPANY as of July 31, 1990, in conformity with generally accepted accounting principles.

Lurie, Eiger, Besikof & Co.
LURIE, EIGER, BESI KOF & CO.

October 5, 1990 (except for Note 2(a) and Note 4
as to which the date is December 1, 1990)

MEDICINE LAKE BUS COMPANY

BALANCE SHEET
July 31, 1990

ASSETS

CURRENT ASSETS

Cash	\$ 436,664	
Accounts receivable - trade, net of allowance of \$25,000	488,407	
Income and fuel tax refunds and other receivables	106,493	
Parts, fuel, and supplies	232,320	
Prepaid insurance	<u>189,967</u>	
TOTAL CURRENT ASSETS		\$1,453,851

PROPERTY AND EQUIPMENT

Bus equipment	8,317,144	
Shop and office equipment	651,600	
Leasehold improvements	<u>724,219</u>	
	9,692,963	
Less accumulated depreciation	<u>5,530,531</u>	4,162,432

OTHER ASSETS

Cash value of officers' life insurance, net of loans of \$161,344	29,851	
Lease deposits	<u>137,107</u>	<u>166,958</u>
		<u>\$5,783,241</u>

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES

Notes payable - bank	\$1,020,871	
Notes payable - stockholders	100,000	
Current maturities of long-term debt	502,379	
Accounts payable - trade	241,075	
Accrued expenses	332,298	
Self-insurance reserves	<u>374,000</u>	
TOTAL CURRENT LIABILITIES		\$2,570,623

LONG-TERM DEBT, net of current maturities

1,156,166

DEFERRED CREDITS

Retirement benefits	31,288	
Gain on sale - leaseback transaction	45,052	
Deferred income taxes	<u>600,000</u>	676,340

STOCKHOLDERS' EQUITY

Common stock - par value \$10 (authorized - 3,500 shares; issued and outstanding - 3,050 shares)	30,500	
Additional paid-in capital	106,665	
Retained earnings	<u>1,242,947</u>	<u>1,380,112</u>
		<u>\$5,783,241</u>

See notes to financial statements.

MEDICINE LAKE BUS COMPANY

STATEMENT OF OPERATIONS (Unaudited)
Year Ended July 31, 1990

REVENUES		
School	\$9,296,790	
Transit	1,026,283	
Charter	2,129,021	
Service and other	33,664	
Gain on disposition of road coaches	<u>411,502</u>	<u>\$12,897,260</u>
DIRECT OPERATING COSTS		
Driver and shop wages	4,886,998	
Payroll taxes and benefits	463,541	
Depreciation	806,042	
Equipment rentals	424,145	
Fuel	962,886	
Insurance	1,278,764	
Other	135,085	
Repair parts	<u>847,935</u>	<u>9,805,396</u>
GROSS PROFIT		3,091,864
GENERAL AND ADMINISTRATIVE EXPENSES		<u>3,409,709</u>
LOSS FROM OPERATIONS		(317,845)
OTHER INCOME (EXPENSE)		
Loss on sale of equipment	(7,019)	
Interest expense	(387,270)	
Transit audit settlement	(723,812)	
Loss from tour divisions	(30,711)	
Other	<u>883</u>	(<u>1,147,929</u>)
LOSS BEFORE INCOME TAXES		(1,465,774)
DEFERRED INCOME TAXES		<u>131,000</u>
NET LOSS		<u>(\$ 1,596,774)</u>

See notes to financial statements.

MEDICINE LAKE BUS COMPANY

STATEMENT OF STOCKHOLDERS' EQUITY (Unaudited)
Year Ended July 31, 1990

	<u>Common Stock</u>		<u>Paid-In</u>	<u>Retained</u>	<u>Total</u>
	<u>Shares</u>	<u>Amount</u>	<u>Capital</u>	<u>Earnings</u>	<u>Stockholders'</u> <u>Equity</u>
BALANCE, AUGUST 1, 1989	3,050	\$30,500	\$ 6,665	\$2,839,721	\$2,876,886
Capital contributed by investors	-	-	100,000	-	100,000
Net loss	-	-	-	(1,596,774)	(1,596,774)
BALANCE, JULY 31, 1990	<u>3,050</u>	<u>\$30,500</u>	<u>\$106,665</u>	<u>\$1,242,947</u>	<u>\$1,380,112</u>

See notes to financial statements.

MEDICINE LAKE BUS COMPANY

STATEMENT OF CASH FLOWS (Unaudited)
Year Ended July 31, 1990

OPERATING ACTIVITIES

Net loss	(\$1,596,774)	
Adjustments to reconcile net loss to net cash provided by operating activities:		
Depreciation	989,626	
Bad debts	19,906	
Transit audit settlement	573,812	
Write-off of tour division assets	38,229	
Gain on disposition of road coaches	(411,502)	
Loss on sale of equipment	7,019	
Deferred retirement benefits	17,718	
Changes in operating assets and liabilities:		
Accounts receivable - trade	224,550	
Income and fuel tax refunds and other receivables	137,211	
Parts, fuel, and supplies	97,705	
Prepaid insurance	(43,174)	
Accounts payable - trade	333,548	
Accrued expenses	(87,285)	
Self-insurance reserves	(57,748)	
Deferred income taxes	<u>131,000</u>	
Net cash provided by operating activities		\$ 373,841

INVESTING ACTIVITIES

Expenditures for property and equipment	(571,828)	
Proceeds from sales of property and equipment	309,032	
Increase in cash value of officers' life insurance	(23,750)	
Decrease in lease deposits	<u>13,669</u>	
Net cash used by investing activities		(272,877)

FINANCING ACTIVITIES

Proceeds from notes payable - bank	440,000	
Payment on notes payable - bank	(172,737)	
Proceeds from long-term debt	54,000	
Payments on long-term debt	(441,885)	
Proceeds from notes payable - stockholders	100,000	
Proceeds from contributed capital	<u>100,000</u>	
Net cash provided by financing activities		<u>79,378</u>

NET INCREASE IN CASH

180,342

CASH

Beginning of year	<u>256,322</u>
End of year	<u>\$ 436,664</u>

SUPPLEMENTARY DISCLOSURES OF CASH FLOW INFORMATION

Cash paid during the year for:

Interest	\$ 320,272
Income tax refund	37,800

See notes to financial statements.

MEDICINE LAKE BUS COMPANY

NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies -

Description of Business

Medicine Lake Bus Company is in the business of providing bus transportation services. The Company has contracts to provide transportation services to various public and private schools and the University of Minnesota. In addition, the Company provides charter and local tour services.

Property and Equipment

Equipment and leasehold improvements are recorded at cost. Equipment leases that are in substance installment purchases, are accounted for as capitalized leases.

Depreciation is computed using straight line methods for financial reporting purposes. The estimated lives used for financial reporting purposes are as follows:

Bus equipment	3 - 12 years
Shop and office equipment	3 - 10 years
Leasehold improvements	Term of lease

Income Taxes

Deferred income taxes are accounted for under the provisions of Statement of Financial Accounting Standards (SFAS) No. 96. Deferred taxes relate primarily to the use of accelerated depreciation methods for tax purposes and certain accrued expenses deducted for financial reporting purposes but not currently deductible for tax purposes.

2. Plan of Reorganization -

On March 22, 1990, the Company filed a petition for reorganization under Chapter 11 of the United States Bankruptcy Code. On July 6, 1990, the Company's Plan of Reorganization was confirmed by the Bankruptcy Court. Significant features of the Plan are as follows:

- (a) The Company agreed to retire its outstanding bank loans. At July 31, 1990, the outstanding amount under these loans was \$1,020,871. Such amount was reduced to approximately \$650,000 by December 1, 1990, through the sale of buses and other equipment not required for the Company's current operations. The Company expects to fund the balance required to retire the loans through a refinancing (see Note 4).
- (b) Equipment loans, including capitalized leases, will be paid in full and such amounts are included in long-term debt. Similarly, the Company will continue to make monthly payments under the terms of the bus operating leases.

(continued)

MEDICINE LAKE BUS COMPANY

NOTES TO FINANCIAL STATEMENTS

2. Plan of Reorganization - (continued)

- (c) Claims against the Company under its partially self-insured bus casualty and liability insurance were secured by bank letters of credit and will be paid in the normal course as claims are presented to the insurer.
- (d) Employees having claims for wages, vacation, and sick pay will be paid in accordance with the Company's employment policies and practices.
- (e) Unsecured creditors will be paid in full to the extent the aggregate amounts do not exceed \$600,000 in accordance with the following schedule:

Due Date	Amount
<u>November 1</u>	
1990	\$125,000
1991	125,000
1992	125,000
1993	125,000
1994	Balance

At July 31, 1990, management estimated the balance was \$397,000 plus vehicle self-insurance reserves of \$113,000 (see Note 3).

Included in the amounts to be paid to unsecured creditors is \$150,000 to the Minnesota Department of Transportation. Also as part of the Plan, the Company wrote off receivables of \$573,812 due from a municipality. Both amounts were in settlement of all claims against the Company arising from audits by State agencies of prior years' transit costs. The Company has discontinued these transit operations.

- (f) On July 27, 1990, several individuals, including the Company's director of operations, acquired the outstanding common stock of the Company and contributed capital of \$100,000. Certain of the new stockholders also advanced \$100,000 to the Company under unsecured demand notes prior to July 31, 1990, and an additional \$175,000 by October 1, 1990.

In August 1990, the Company pledged a \$100,000 certificate of deposit as security for a performance bond required by its bus transit contract with the University of Minnesota. Those former stockholders agreed to provide a letter of credit of \$150,000 to June 30, 1991 in connection with that performance bond.

In addition, the Company agreed to pay its former stockholders \$375,000 in 60 equal monthly installments commencing December 1, 1990 in return for a five year covenant not to compete and consulting agreement, together with release or indemnification of certain personal guarantees by the former stockholders. The cost of the agreement will be recorded as payments are made.

MEDICINE LAKE BUS COMPANY

NOTES TO FINANCIAL STATEMENTS

3. Vehicle Self-Insurance -

The Company has vehicle insurance policies on their fleet with a \$25,000 deductible per incident and a maximum annual aggregate of \$500,000. The Company also carries letters of credit totaling \$300,000 as required by the insurance carrier. The Company had recorded a reserve for total self insurance claims of \$374,000 under these policies at July 31, 1990. An unsecured creditor is due \$113,000 of this amount.

4. Notes Payable - Bank -

At July 31, 1990, the Company had bank notes payable of \$1,020,871. The notes bear interest at 1.0% to 1.5% above the bank reference rate. In accordance with the Company's Plan of Reorganization (see Note 2), the Company entered into a revolving credit agreement with another bank on December 1, 1990 in an amount not to exceed \$850,000, or 80% of eligible accounts receivable. The new financing interest rate is at the reference rate plus 3% and the financing is secured by accounts receivable, inventories, and equipment. In addition, the bank requires personal guarantees of the Company's stockholders and compliance with certain other provisions under the agreement.

5. Long-Term Debt -

Long-term debt consists of the following:

	<u>Amount</u>
9.2% to 10.8% notes to equipment finance companies, including capitalized equipment leases. Collateralized by bus equipment.	\$1,261,618
Amounts due to unsecured creditors under Plan of Reorganization (noninterest bearing).	396,927
	<u>1,658,545</u>
Less current maturities	<u>502,379</u>
	<u>\$1,156,166</u>

Future principal maturities are as follows:

Year Ending <u>July 31,</u>	<u>Amount</u>
1991	\$ 502,379
1992	534,574
1993	560,412
1994	<u>61,180</u>
	<u>\$1,658,545</u>

(continued)

MEDICINE LAKE BUS COMPANY

NOTES TO FINANCIAL STATEMENTS

5. Long-Term Debt - (continued)

Included above are amounts financed under capital equipment leases. At July 31, 1990, minimum lease payments, including interest, under the capital leases are as follows:

<u>Year Ending</u> <u>July 31,</u>	<u>Amount</u>
1991	\$199,746
1992	199,746
1993	199,746
1994	<u>39,964</u>
Total minimum lease payments	639,202
Less amount representing interest	<u>98,867</u>
	<u>\$540,335</u>

Assets acquired under these leases are capitalized as property and equipment as follows:

Bus equipment	\$776,377
Accumulated depreciation	<u>129,753</u>
	<u>\$646,624</u>

The majority of the equipment notes and leases are personally guaranteed by the former stockholders.

6. Cash Flows -

Excluded from the Statement of Cash Flows for the year ended July 31, 1990, were the effects of certain noncash investing and financing activities as described below.

Proceeds of \$1,201,350 from equipment sold by the bank on behalf of the Company were distributed as follows:

Increased lease deposits	\$ 105,000
Reduced notes payable - bank	734,926
Reduced long-term debt	295,788
Reduced accrued interest	<u>65,636</u>
	<u>\$1,201,350</u>

A lessor exercised a \$24,000 letter of credit. The proceeds are being held as a deposit by the lessor to secure payments under an operating lease agreement.

(continued)

MEDICINE LAKE BUS COMPANY

NOTES TO FINANCIAL STATEMENTS

6. Cash Flows - (continued)

- . The Company assigned its officers' life insurance policies to its insurance broker. Subsequently, the broker borrowed \$110,702 against the policies to pay for delinquent premiums.
- . The Company sold thirteen transit buses with a cost of \$251,824 for \$305,000 and leased them back under an operating lease agreement. The gain on the sale of \$53,176 is being amortized over the lease term.
- . A lease deposit of \$13,054 was applied against the final payment on a capital lease obligation.

7. Disposition of Road Coaches -

In April 1990, the Company sold all of its road coaches and related parts for \$1,132,500, resulting in a gain of \$411,502. Revenues from coach charters for the year ended July 31, 1990, included in charter revenue, were approximately \$500,000.

8. Related Party Transactions -

A former stockholder of the Company owns and operates another company which charters buses for various tours. That company is charged for transportation (bus rental and drivers' wages), commissions, telephone and postage costs by the Company. These costs were approximately \$28,500 during the year ending July 31, 1990. Revenues during the year ended July 31, 1990 were approximately \$14,400.

The Company leased land adjacent to its main terminal from its former stockholders until that lease was terminated in connection with its bankruptcy proceedings. Rent expense was \$48,000 for the year ended July 31, 1990.

9. Employee Profit-Sharing Plan and Deferred Compensation Agreement -

The Company maintained a profit-sharing plan covering all employees except nonregular bus drivers and the Company's former major stockholder. The plan included a provision as allowed by Section 401(k) of the Internal Revenue Code whereby employees could elect, through salary reduction, to contribute to the plan. The Company made matching contributions of 25% of the first 6% of each employee contribution relating to the 401(k) salary reduction election. The matching contribution was \$23,221 for the year ended July 31, 1990. This plan was terminated as of March 19, 1990.

(continued)

MEDICINE LAKE BUS COMPANY

NOTES TO FINANCIAL STATEMENTS

9. Employee Profit-Sharing Plan and Deferred Compensation Agreement - (continued)

In October 1988, the Company entered into a deferred compensation agreement with a key employee. Subject to a thirteen year vesting schedule, the Company will be required to pay an annual amount not to exceed approximately \$30,000 for ten years. At July 31, 1990, the employee had achieved vesting of 15.4% and the present value of the future benefits was \$31,288, assuming full vesting.

10. Income Taxes -

Deferred income taxes consist of the following:

Federal	\$490,000
State	<u>110,000</u>
	<u>\$600,000</u>

The availability of federal and state net operating loss carryforwards are restricted due to the change in ownership discussed in Note 2. The Company has approximate federal and state net operating loss carryforwards of \$63,000, limited to a maximum of \$3,600 annually, expiring in year 2005.

11. Operating Leases -

As of July 31, 1990, the Company was committed under various operating leases for land, building, and certain bus and computer equipment. Total expenses under these leases were approximately \$854,900 for the year ended July 31, 1990. Commitments for future rentals as of July 31, 1990 are approximately as follows:

Year Ending <u>July 31,</u>	<u>Amount</u>
1991	\$ 647,500
1992	626,800
1993	481,900
1994	336,200
1995	199,500
Thereafter	<u>52,800</u>
	<u>\$2,344,700</u>

As part of its corporate office and main terminal lease, the Company pays property taxes, insurance, and maintenance costs of the building. The Company has an option to purchase the building in 1992 at the greater of fair market value or \$1,600,000. The lease is guaranteed by the Company's former stockholders. Those stockholders have also guaranteed certain equipment operating leases.

MEDICINE LAKE BUS COMPANY

NOTES TO FINANCIAL STATEMENTS

12. Significant Customers -

The Company had four school or University contract customers which individually represented over 10% of its revenues during the year ended July 31, 1990, and collectively aggregated 61% of total revenues. Management's forecasts indicate that three contract customers will constitute approximately 65% of revenues in the year ending July 31, 1991.

REGIONAL TRANSIT BOARD
ROLL CALL AND ATTENDANCE SHEET

DATE: 8/1

Member Name	Present	Vote	Vote	Vote	Vote	Vote	Vote	Vote	Vote	
ISSUE				<u>Item 94-01</u>						
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

delu

Lynn

G. Bentley

A. Hoisser

Entzel

Staff

gh, jh sh ps mf

ab m dj

mff

CHART OF MOTIONS

(In Order of Precedence Through #13; No Order of Precedence Among Remaining 10 Motions)

	Type of Motion	Interrupt Speaker	Require Second	Amendable	Debatable	Required Vote	Purpose
1. Fix the Time to Which To Adjourn	Privileged	No	Yes	Yes	Yes	Majority	to set time for continuation of meeting
2. Adjourn	Privileged	No	Yes	No	No	Majority	to close the meeting
3. Take a Recess	Privileged	No	Yes	Yes	No	Majority	to interrupt the meeting
4. Raise a Question of Privilege	Privileged	Yes	No	No	No	---	to request a personal privilege
5. Call for the Orders of the Day	Privileged	Yes	No	No	No	---	to require adherence to agenda
6. Lay on the Table	Subsidiary	No	Yes	No	No	Majority	to interrupt business for some urgent reason
7. Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	to close debate on pending motion
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	to limit or extend debate
9. Postpone to a Certain Time (Postpone Definitely)	Subsidiary	No	Yes	Yes	Yes	Majority	to postpone to another, specified time
10. Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	to send to a committee for further study
11. Amend	Subsidiary	No	Yes	Yes	Yes	Majority	to alter or modify the wording of a motion
12. Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	to avoid a direct vote on a motion
13. Original Main Motion	Main	No	Yes	Yes	Yes	Majority	to introduce new business
14. Point of Order	Incidental	Yes	No	No	No	---	to enforce rules and orders
15. Appeal	Incidental	Yes	Yes	No	Yes	Majority	try to reverse ruling
16. Questions or Points of Information	Incidental	Yes	No	No	No	---	obtain answers to questions and seek information
17. Suspend the Rules	Incidental	No	Yes	No	No	2/3	set aside rules that interfere with action desired
18. Object to Consideration	Incidental	Yes	No	No	No	2/3	to avoid unprofitable questions
19. Division of a Question	Incidental	No	Yes	Yes	No	Majority	to divide a question
20. Consideration by Paragraph — Seriatum	Incidental	No	Yes	Yes	No	Majority	to consider by sections
21. Division of the Assembly	Incidental	Yes	No	No	No	---	to provide for a more accurate count of the vote
22. Rescind	Bring back before assembly	No	Yes	Yes	Yes	2/3	to nullify a motion previously adopted
23. Reconsider	Bring back before assembly	Yes	Yes	No	Yes	Majority	to bring back for review

Jim - Thought I'd pass on my research
(and I hope it doesn't) anything come

Jim FYI -

Sally

On the parliamentary procedure question, there is a real question about whether points of order can be raised after the time of a breach". However, if a Board member has raised a Point of Order, the Chair rules on that question. A member may appeal that ruling, and another member has to second that appeal, and at that point the decision is taken from the Chair and vested in the assembly for a vote. The vote to overturn the Chair's ruling has to be by a 2/3 majority.

If this had been raised at the Policy committee meeting, I would have explained this procedure and then told the board this: True, we didn't follow every nuance of Robert's Rules. We should have treated the Substitute motion as an amendment, voted on the amendment and then on the amended (substituted) motion. The second step is the one that we skipped. I would rule however, that the question was not raised at the time, that the word "substitute" was clearly understood and that Board members understood the action they were taking.

If the Board members chose to overturn my ruling, the second motion (the motion to approve the amended motion) would need to be voted on to correctly complete the earlier action.

If someone wants to Move to Reconsider the previous action, it does have to be done at the subsequent meeting and must be done by someone who voted in the Affirmative on the earlier action. Mike Beard thinks that someone who wasn't present for the vote can move to Reconsider, but I didn't find that anywhere in Robert's Rules.

In all reality, I don't think this will come up on Monday. It is not on the agenda, which would then raise some open meeting law questions, and I think Board members (and the opt-outs) are satisfied that some progress is still being made. Hopefully you have received a copy of the latest missive that went from our shop to the opt-outs.

Thanks for chairing on Monday and I hope things go smoothly!!

Jim - Thought I'd pass on my research into Robert's Rules in case (and I hope it doesn't) anything comes up at Monday's meeting.

On the parliamentary procedure question, there is a real question about whether points of order can even be raised after the "time of breach". However, if a Board member raised a Point of Order, the Chair rules on that question. A member may appeal that ruling, another member has to second that appeal, and at that point the decision is taken from the Chair and vested in the assembly for a vote. The vote to overturn the Chair's ruling has to be by a 2/3 majority.

If this had been raised at the Policy committee meeting, I would have explained this procedure and then told the board this: True, we didn't follow every nuance of Robert's Rules. We should have treated the Substitute motion as an amendment, voted on the amendment and then on the amended (substituted) motion. The second step is the one that we skipped. I would rule however, that the question was not raised at the time, that the word "substitute" was clearly understood and that Board members understood the action they were taking.

If the Board members chose to overturn my ruling, the second motion (the motion to approve the amended motion) would need to be voted on to correctly complete the earlier action.

If someone wants to Move to Reconsider the previous action, it does have to be done at the subsequent meeting and must be done by someone who voted in the Affirmative on the earlier action. Mike Beard thinks that someone who wasn't present for the vote can move to Reconsider, but I didn't find that anywhere in Robert's Rules.

In all reality, I don't think this will come up on Monday. It is not on the agenda, which would then raise some open meeting law questions, and I think Board members (and the opt-outs) are satisfied that some progress is still being made. Hopefully you have received a copy of the latest missive that went from our shop to the opt-outs.

Thanks for chairing on Monday and I hope things go smoothly!!



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 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
POLICY COMMITTEE
June 27, 1994**

MEMBERS PRESENT: Val Higgins, Chair; Morgan Grant; James Hovland; Gary Humphrey; Ruby Hunt

OTHERS PRESENT: Sally Evert, Chair, and Sharon Feess, Regional Transit Board Member; Dede Wolfson, Metropolitan Council Members; Beverley Miller, Diane Harberts, Southwest Metro Transit; George Bentley and Will Branning, Minnesota Valley Transit Authority; Gregory L. Andrews, Judy Hollander, Ron Soderberg, Howard Blin, Randy Rosvold, Elaine Bauer, Mary Fitzgerald, RTB staff

CALL TO ORDER AND ROLL CALL

Committee Chair Higgins called the meeting to order at 5:00 p.m. and roll was taken.

APPROVAL OF AGENDA

Hunt moved and Hovland seconded approval of the agenda, amending it to change the order of the agenda items to hear the Budget Carryover Fund matter first. The motion carried unanimously.

BUDGET CARRYOVER FUND FOR REPLACEMENT PROGRAMS: POLICY ISSUES

Soderberg reviewed the June 20 staff report. Two issues were referred to the Policy Committee by the Administration and Finance Committee at their June 13 meeting: what should be spent first, carryover or current operating year unencumbered resources; and what time frame (i.e., how many years) should opt-outs should have to spend or program their carryover funds? Soderberg explained that Minnesota Valley Transit Authority (MVTA) is representative of both issues. At the same time that MVTA is asking to spend \$1,003,357 of 1993 carryover property tax funds to implement their service program and budget. MVTA has estimated unencumbered 1994 reserves of \$1,234,815 available. MVTA could fund their service plan without using balance carryover funds. Therefore, the question before the committee is what should be spent first, carryover or available current year resources? There is no precedent and the 1992 carryover memorandum is silent on this question. Evert said the policy states the opt-outs can spend or program the dollars. MVTA's request is legitimate but may not be what the board intended when it adopted the carryover policy. The effect is that the carryover funds would never revert to the general opt-out fund or the third year, regular route fund. MVTA is also requesting that it

be allowed to spend and program the \$1,003,357 over two years, 1994 and 1995. The 1992 policy memorandum is inconsistent on how long opt-outs have to spend and program carryover funds.

Humphrey said the opt-outs are, by definition, regular route service. The money was generated by property taxes from the communities they serve. Franklin said the policy could be interpreted to mean that carryover funds could be used at any time. She asked the staff, if RTB allows carryover funds to be spent first, would there still be funds going to the general opt-out fund in the second year. Because the opt-outs determine their own tax-feathering level, the lack of funds is a local decision. Andrews reviewed the various levels of feathering.

Bentley and Branning addressed the committee and urged that the board support their request that opt-outs be allowed to spend carryover funds first. Bentley explained why the issue is coming up now. The policy was passed in 1992, but budgets had already been prepared and no fund was established until 1993. Bentley said that the carryover fund was created because the amount of funding available each year is not known until August of the current year. The time available is too short to use excess funds. The opt-outs based their budgets on funds available the preceding year. All the communities have growing property tax bases so they cannot not use all their revenue. In 1993 budgets equaled 70-percent of the property taxes. Unless they can access carryover funds they cannot plan for continuing programs. The policy stated the carryover funds would be retained on RTB financial records to allow for proper programming.

Regarding the first policy question, it is now late June and RTB is still estimating taxes available. The total opt-out budget for 1994 is only 5.8-percent of the RTB budget. The carryover will be \$1.9 million or 1.6-percent of the total budget. The combined population served exceeds the City of Minneapolis. By requiring opt-outs to spend down current year resources first, , RTB would guarantee that the opt-outs will never be able to use all their available transit funds. On the second question, it is clear the intent was for a perpetual fund. It is unfair to assume they will spend all the money available. The policy should be allowed to operate two or three years before making those assumptions.

Responding to Higgins' question, Humphrey said the primary reason opt-outs spend below their level is that they do not know what will be available. Also, their boards or commissions and city councils, which provide primary oversight, are quite conservative--they don't spend money just because it is available. In combination, they do not use the full 90-percent of property taxes.

Harberts said Southwest Metro cannot acquire buses fast enough to fully spend current dollars. In 1990 their fleet was 13 express and 10 dial-a-ride buses. They now have 16 express and 19 dial-a-ride vehicles. Those numbers are expected to double. They cannot hire drivers fast enough to fill the need. The new plan will take care of that concern. Franklin said those communities initially opted-out because they were growing, their taxes were high and the bus service level was low. Because it was costly, MTC kept cutting service. Miller reiterated that it has been very difficult to budget over the years. The service and property

tax levy has grown and the communities' expectations have been raised. There is ample opportunity for the RTB to comment on what MVTA wishes to do.

Soderberg said the second applicable policy in 1992 was the policy that capitalized what had been operating costs. This year MVTA has \$1,234,815 in unencumbered funds, \$870,000 of which is attributable to the fact of another policy dealing with where they pay for those costs. The carryover is greater now than in previous years. Bentley discussed the method of dealing with private and public vehicle costs. In response to Hunt's question about finding a middle ground, Soderberg said the staff recommendation may not be considered to be middle ground in the sense they would have to spend down current funds. Middle ground would be feathering of the two or a percentage of current funds. Hovland said the board should decide against the staff recommendation because the opt-outs legitimately based their projections on their expectation that they could use the funds.

Hollander said the context was very different in 1992. The opt-outs were approaching their spending limits and these large carryovers were not anticipated. This is different from the way the rest of the region is able to plan their transit service. Humphrey said in 1992 he was a member of the MVTA board. It is the opt-outs' goal to be fully unfeathered. It would be premature to make changes at this point. He moved and Hunt seconded:

That the Regional Transit Board reaffirm the 1992 policy and continue that as its policy.

The chair rejected the motion for lack of specificity and because it would continue to contain ambiguities. Hovland moved and Hunt seconded:

That the opt-out programs shall be allowed to spend or program their allocated carry-over property tax fund dollars before being required to spend or program their current year available funds.

The motion was unanimously approved.

OTHER BUSINESS

Humphrey moved and Hovland seconded to table Items 2 and 4, "Proposed Change to Public Participation Process High-Subsidy, Regular Route Service," and "Subsidy per Passenger Performance Standards" until the next Policy Committee meeting. The motion was unanimously approved.

Hollander announced that Elaine Bauer resigned, effective June 28, 1994, in order to accept a position with Dakota County. She acknowledged her contributions and thanked her.

There being no other business, Humphrey moved and Hovland seconded that the meeting be adjourned. The motion was unanimously approved and the meeting adjourned at 6:20 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's Policy Committee meeting of June 27, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this first day of August 1994.



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
July 5, 1994**

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

MEMBERS EXCUSED: Morgan Grant and Gary Humphrey

OTHERS PRESENT: Mary Hill Smith, Dede Wolfson, Esther Newcome and Patrick Leung, Metropolitan Council Members; Robin Alexander; Gregory L. Andrews, Judy Hollander, Ron Soderberg, Mark Fuhrmann, Jane Fitz, 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 noted that an amended agenda, adding Item 6.B., Metro Mobility Vehicle Lease, had been distributed. Hovland moved and Beard seconded that the amended agenda be approved. The motion carried unanimously.

APPROVAL OF MINUTES

Beard moved and Hovland seconded:

That the Regional Transit Board approve the following minutes:

Regional Transit Board Meeting, June 6, 1994
Administration and Finance Committee Meeting, June 13, 1994

The motion was unanimously approved.

CHAIR'S REPORT

At the June 6 meeting the board discussed developing a summary of agency practices and issues. The chair said the members should have another in-depth discussion and set priorities for discussion with the Metropolitan Council. She suggested using the time set aside for the committee meeting on July 11.

Evert said she is meeting tomorrow with Senator Carol Flynn and Rep. Betty McCollum to discuss transition and budget issues.

MEMBERS' REPORTS

Beard said he attended the Minnesota Valley Transit Administration (MVTA) appreciation reception on June 22 and had an opportunity to spend some time with MVTA board members. They are excited about the 35W park-and-ride and the new bus lane. They have already identified space that can be leased for two more park-and-ride lots. This approach reduces the cost of park-and-ride facilities.

Feess attended the last meeting of the Metropolitan Transit Commission and, on behalf of the board, thanked the commission members for their service. This marks the end of an era.

EXECUTIVE DIRECTOR'S REPORT

Metro Mobility Update

Hollander reported on the results of the total system conversion on July 4. Overall, things went well, although a severe storm during peak hours this morning caused some delays. She acknowledged Mark Fuhrmann and Dave Jacobson for having prepared very well for the restructuring.

Fuhrmann said his first day at RTB was nine months ago today. Many of the issues that were raised in October have since been resolved. He thanked each of the three providers who worked diligently to make this a smooth transition. Metro Mobility staff will continue to work very closely on several issues, such as inter-zonal trips, which are the longest and hardest to serve. We are beginning to experience trip denials at certain times of day. Staff is trying to find a way to meet those needs. Two weeks ago Mayflower went live on their computers and they have worked very well.

The chair said Judy Hollander, Dave Jacobson and Mark Fuhrmann have been working very hard over the holiday weekend and deserve credit. Many other staff have been out monitoring sites, riding vehicles and talking with riders about their experience. John Monson of Mayflower has been on top of all the operational changes at Mayflower. She asked members to report any comments that come to them. Members commended the chair and staff for launching this program without major problems. Responding to Mares, Fuhrmann said that effective today, July 5, ATE has no role in the system. Andrews said the transition contract between RTB and ATE has been executed and RTB made partial payment for transferred equipment. Staff is auditing those expenditures.

Metro Mobility Vehicle Lease

At the June 20 board meeting the board authorized acquisition of 150 paratransit vehicles and execution of a lease with LaSalle Bank. LaSalle's bond counsel has determined that RTB cannot enter into a lease agreement with the bank. Other options have been explored. The Metropolitan Council has equipment borrowing authority. Rather than enter into a taxable lease for three months, Andrews recommended that the Metropolitan Council enter into the lease now. The motion could read:

That the Regional Transit Board request the Metropolitan Council to enter into a permanent, tax-exempt lease with LaSalle National Bank to acquire 150 Metro Trans buses.

Andrews said he has discussed the matter with Jay Heffern, Chief Legal Counsel, and Richard Johnson, Assistant Regional Manager, for the Metropolitan Council. This is their preferred course of action. If the board agrees the matter will go to the council. Hovland moved and Feess seconded the above recommendation. The motion carried unanimously.

POLICY COMMITTEE REPORT

Budget Carryover Fund for Replacement Programs: Policy Issues

Higgins moved and Hovland seconded:

That the opt-out programs shall be allowed to spend or program their allocated carry-over property tax fund dollars before being required to spend or program their current year available funds.

Committee Chair Higgins said this has been a controversial and complicated issue and, regardless of the outcome, he expects to be unhappy with some aspects of the action. Andrews reviewed the discussion at the June 13 Administration and Finance Committee meeting. The staff recommendation is different from that approved by the committee that the budget carryover funds would be used to finance the new service improvements before current year funds are spent. The Administration and Finance Committee raised the concern that the MVTA board could finance those improvements with current year funds.

Evert said the 1992 policy left some confusing messages. MVTA is correct that they could interpret it their way. You would have to use present funding first and carryover funds must be used as programmed. Since it was ambiguous, RTB should let them use 1993 carryover dollars first on a one-time basis. The 1994 unspent current dollars would roll over into the carryover funds delineated by the 1992 policy. The staff recommendation represents her views more accurately. Feess said she has favored the staff position up to now. The second bullet point (page 2) does not negate the other section. The opt-outs will have two years to use the carryover before it goes into regular route funds. Andrews said the second part says opt-outs will be able to carry over 1993 dollars but their 1994

carryover to 1995 and 1996 can only be used in 1995 once the opt-out programs have expended all their 1995 property tax. Hovland said the Policy Committee did not make any determination whether this recommendation would stand in perpetuity. The RTB must look at the needs of the whole region. There is an interesting philosophical question of whether dollars will be spent regionally or where they should be raised. In the short run it is appropriate that some of the ambiguity be decided in favor of the opt-outs. Beyond that, the board can remain mute. Evert said RTB has an existing policy which is open to some difference in interpretation, so the board cannot remain mute. Franklin said both parts of the staff recommendation should be approved. The Metropolitan Council has asked the board to make these policy decisions. The opt-outs should be able to carryover money on the first cycle. RTB should make an exception now, but for the future make sure the opt-outs have first choice.

Higgins said funds collected in the communities should not revert to regular route service. Beard spoke in support of the Policy Committee's recommendation and strongly opposed the staff recommendation. Franklin drew the correlation between the carryover and a municipality's fund balance. RTB is not expecting anything of the opt-outs that is not expected of city and county people.

Bentley said he represents all five opt-outs and all 12 cities. He endorsed Beard's remarks in support of the Policy Committee's recommendation, adding that if the policy is altered to conform with the staff recommendation it would be physically impossible for opt-outs to utilize their full 90-percent property tax. He urged the board not to change the policy and accept the Policy Committee's recommendation. Beard said the credibility of the opt-out's budgeting process is very high. Forcing them into this box would degrade that process. Hovland asked Bentley what he meant in asking that the policy not be changed. Bentley said this was never an issue. Hovland said this policy was developed in January 1992. The language is clear that unspent or unprogrammed dollars go into a carryover fund. Hunt said the staff recommendation is a compromise and allows for flexibility for a limited time.

The chair said there is a motion from the Policy Committee on the table. She spoke in support of the earlier staff recommendation. Higgins said the board has always complained that it cannot get dedicated funds from the Legislature and cannot do sufficient planning. This is a similar situation of not knowing how much money will be allocated by the Legislature. The opt-outs are asking to spend dedicated funds. All we are doing under the Policy Committee recommendation is creating a dedicated fund type of financing. Evert said in Bentley's position she would also want dedicated funds, but RTB represents the region.

There was discussion of whether the board should turn the decision over to the Metropolitan Council. The chair said RTB has statutory responsibility and was asked by the council to move forward on these issues. Hunt offered and Fees seconded a substitute motion:

That the Regional Transit Board amend the Budget Carryover Fund for Replacement (opt-out) Programs by adding the following policies:

- Opt-out programs must fully spend their programs' current year available resources before being authorized to spend carryover property tax funds; and
- Opt-out programs shall only be allowed to spend their programs' carryover property tax funds in the year following these funds being accumulated, with the exception of opt-outs' 1993 carryover property taxes, which may be spent in the two calendar years (1994 and 1995) following their accumulation.

Responding to Beard's question regarding the implications of the above course of action, Hollander said management plans are due to RTB on July 15 every year. They are reviewed and approved for the following year. RTB can amend the contracts when the amount of each opt-out property tax collection is known. In terms of being able to do program management, it would be handled the same as other additional needs in a program year. Beard said by July 15, 1994 budgets will be submitted to RTB and by October RTB will take action. The opt-outs will not know what the 1995 collections will be. The 1995 program is done in 1994. Andrews said tax collection figures will be available in the summer of 1995. RTB uses the 1994 certified levy as a target for estimating each opt-out's property tax collection for the following year. It is always a year behind. If there are additional property tax collections above those originally estimated, opt-outs would be allowed to amend their contracts to spend the money in late summer. Beard asked how long the window is to pick up the money. Bentley said they have an 18-month cycle to spend or program those funds. Andrews said they would have the remainder of 1995. If it goes into year two, the opt-out that generated the funds would probably have the first chance at them. Beard said he wanted the 18-month figure in the record. Regular route service receives 100-percent of their tax levy along with an appropriation from the Legislature.

Responding to Hovland's questions, Evert said If they don't identify needs and put forth a program that meets the regional needs approved by the RTB and Metropolitan Council, those are good reasons not to get the carryover funds. It has to meet the standards of the region. There are plenty of needs in the opt-out areas and she does not see that as an issue.

Bentley said opt-outs spend only 62-percent of the levy, which is an example of not using their carryover funds because of the short window. This goes back to the "spend it or lose it" situation. Franklin said that is why the policy was created in 1992. If they always spend carryover first, there would never be any money for other purposes.

Vote was taken on the substitute motion. The motion carried. (Beard and Higgins voted no.)

OTHER BUSINESS

Ulrich reviewed the schedule for budget review. The Department of Revenue does not yet know what legislation will apply.

Franklin asked when the Audit Advisory Committee will meet to finish some of the audits before RTB is dissolved.

After discussion, members agreed to hold a retreat on Monday, July 11, 1994.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of July 5, 1994.

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this first day of August 1994.



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

REPORT OF THE COMMITTEE OF THE WHOLE

At its meeting of July 25, 1994, the committee approved the following recommendations:

Proposed Change to Public Participation Process for High-Subsidy, Regular Route Service

That the Regional Transit Board approve the revisions to the process for managing high subsidy, regular route service as outlined in the staff report dated June 1, 1994.

Subsidy per Passenger Performance Standards

That the Regional Transit Board adopt the proposed subsidy per passenger performance standards, effective January 1995, and that these standards be included in the 1995-1999 Five-Year Transit Plan.

Maple Grove Capital Request for Capital Funding

That the Regional Transit Board approve the City of Maple Grove's capital request for \$7,926 for a sidewalk connecting a Park-and-Ride Lot with a bus stop in the business district of Maple Grove.

Financial Statements--May 1994

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

Preliminary 1995 Regional Transit Board Budget

That the Regional Transit Board accept the 1995 Preliminary Budget for the purpose of holding a public hearing at 5:00 p.m. on Monday, August 15, 1994, at Mears Park Centre.

Amendments to 1994 RTB Budget Request

That the Regional Transit Board amend the 1994 budget, as adopted December 1993, recognizing the detail of the schedule included in the July 15, 1994 staff memorandum and the following summary amounts:

- Beginning Fund Balance of \$4,818,103
- Total Revenues of \$103,052,614
- Total Expenditures \$102,471,214
- Ending Total Fund Balance of \$5,399,503

Metropolitan Council to Initiate Issuance of General Obligation Transit Bonds

That the Regional Transit Board request that the Metropolitan Council issue \$42,000,000 of general obligation transit bonds; \$31,000,000 of this amount represents the Metropolitan Council Transit Operations' remaining 1992 legislative authorization, \$11,000,000 of the Regional Transit Board's remaining 1992 legislative authorization.

Resolution Levying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995, Resolution No. 94-01

That the Regional Transit Board adopt Resolution No. 94-01, "Resolution Certifying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995."

Extension of 1994 Funding Contracts with Human Services, Inc. (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS)

That the Regional Transit Board authorize its ~~executive director~~ to authorize the executive director to extend the contracts for operating assistance with Human Services, Inc. Transporter (HSI) for an amended amount of \$227,627 and with Dakota Area Resources and Transportation for Seniors (DARTS) for an amended amount of \$453,200. effective July 1, 1994, and remaining in effect until December 31, 1994.

Supplemental Metro Mobility Service

That the Regional Transit Board authorize its executive director to request price proposals from the two sedan providers who were under contract extensions with RTB during the fall of 1993 and to negotiate and enter into a contract with the low bidder to provide supplemental sedan-type Metro Mobility service in an amount not to exceed \$118,000 on an annual basis.

Other Business

The White Bear Lake 1994 Contract was deleted from the agenda. The members received an update on the restructuring of Metro Mobility and discussed a date for a work session on priorities.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD
Mears Park Centre, 230 East Fifth Street, St. Paul, MN 55101

RESOLUTION No. 94-01

RESOLUTION LEVYING **PRELIMINARY** AD VALOREM PROPERTY TAXES
FOR LEVY YEAR 1994, PAYABLE 1995

WHEREAS, the Regional Transit Board is authorized by Minnesota Statutes 473.446 to levy certain property taxes in the seven-county metropolitan area; and

WHEREAS, the Regional Transit Board is required by Minnesota Statutes 473.446, subd. 8, to levy a **preliminary** property tax levy to the Minnesota Department of Revenue by August 1, 1994;

NOW THEREFORE BE IT RESOLVED THAT, the Regional Transit Board hereby levies upon all taxable property within the Metropolitan Transit Taxing District, as defined in Minnesota Statutes 473.446, subd. 2, the following amounts:

1. **\$67,582,901** for use by the Regional Transit Board for payment of the expenses of operating transit and paratransit services.
2. **\$457,450** for principal and interest payments on general obligation certificates of indebtedness of 1979.
3. **\$2,404,868** for principal and interest payments on the Series 1988B issue.
4. **\$4,306,365** for principal and interest payments on the Series 1990A issue.
5. **\$375,336** for principal and interest payments on the Series 1991B issue.
6. **\$392,658** for principal and interest payments on the Series 1991G issue.
7. **\$3,081,118** for principal and interest payments on the Series 1993D issue (sale in progress).

BE IT FURTHER RESOLVED THAT, the Regional Transit Board hereby levies upon all taxable property within the Metropolitan Transit Taxing Area an amount payable in 1994 of **\$748,719**, estimated to be 10 percent of the levies 1 through 8 above, pursuant to Minnesota Statutes 473.446, subd. 1a.

BE IT FURTHER RESOLVED THAT, the Executive Director of the Regional Transit Board, on behalf of the board, shall certify these preliminary levies to the commissioner of the Minnesota Department of Revenue on or before August 1, 1994.

Adopted this _____ day of _____, 1994

Sally Evert, Chair

Mary Fitzgerald, Secretary

REGIONAL TRANSIT BOARD

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

DATE: July 28, 1994

TO: Chair and Members of the Regional Transit Board

FROM: Debra Sorenson Nelles, Paratransit Analyst
Judith Hollander, Director of Planning and Programs 

SUBJECT: TAAC Recommendation Regarding Metro Mobility Eligibility Appeals Committee

SUMMARY

This memorandum presents a recommendation made by Transportation Accessibility Advisory Committee (TAAC) regarding the establishment of a Metro Mobility eligibility appeals committee.

BACKGROUND

An appeals process is required under Section 37.125(g) of the Americans with Disabilities Act (ADA) to any individual who may be deemed ineligible or conditionally eligible for complementary paratransit service, i.e., Metro Mobility. The regulation states the following requirements:

- Individuals are permitted to appeal up to 60 days from the initial decision;
- Individuals must be given the opportunity to present additional information and have the opportunity to be heard in person;
- There must be a "separation of function" between those involved in the initial decision and those involved in the appeal; and
- A decision to support the initial determination must be stated and explained in writing.

At the May 2, 1994 Regional Transit Board meeting, staff presented a recommendation from the Transportation Accessibility Advisory Committee (TAAC) to approve an appeals committee. The structure of the Appeals Committee in TAACs' recommendation called for a subcommittee of TAAC. In the discussion at that meeting, it was questioned whether the Appeals' Committee would have legal binding authority to make recommendations regarding an individuals' eligibility. In reviewing the question with RTBs' legal counsel, an appeals committee would have legal binding authority if structured as a committee of the Regional Transit Board rather than structured as a subcommittee of TAAC.

TAAC Recommendation Regarding Appeals Committee
July 27, 1994
Page 2

At the June 1, 1994, TAAC meeting, it was recommended that the appeals committee be structured as a subcommittee of the Regional Transit Board. TAAC further recommended that the the appeals committee be comprised of five individuals, who had knowledge of ADA and a broad range of disabilities, and would be appointed by the RTB. Staff suggested that at least one member of the committee also be a member of TAAC. The committee would hear Metro Mobility eligibility appeals and make recommendations to the General Manager of the Metro Mobility Service Center.

With implementation of ADA certification to begin in January 1995 and appeals for Metro Mobility certification at an almost non-existent level, it is difficult to estimate the number of appeals which may be heard. Therefore, it is proposed that the appeals committee be reviewed on a quarterly basis to monitor its effectiveness of the Committee based on the number of appeals heard and timeliness of completing an appeal.

The TAAC recommendation has considerable merit in that it would involve individuals knowledgeable in the area of disabilities. However, staff recommends that their recommendation be passed on to the Metropolitan Council's Transition Steering Committee for their input. At this point in time, no decisions have been made regarding the structure of the Metropolitan Council organization and its advisory committees. The RTB is scheduled to be eliminated on September 30. Setting up a temporary process for less than 60 days does not seem prudent. Instead, it is staff's view that it is preferable to pass on TAAC's recommendation to be considered for incorporation in the new structure.

ALTERNATIVES

A temporary process could be established, but would have to be modified in October, 1994, when the RTB was eliminated. Currently, any appeals that are received can be handled by the Metro Mobility Service Center and then passed on the RTB.

RECOMMENDATION

That the Regional Transit Board direct the Executive Director to present the Transportation Accessibility Advisory Committee recommendations regarding the Metro Mobility eligibility appeals committee to the Metropolitan Council's Transition Steering Committee.

REGIONAL TRANSIT BOARD

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

DATE: July 15, 1994
TO: Chair and Members of the Regional Transit Board
FROM: Debra Sorenson Nelles, Paratransit Analyst
Mark Fuhrmann, Acting Manager, Metro Mobility Service Center
SUBJECT: TAAC Recommendations Regarding Metro Mobility Step Policy

SUMMARY

The purpose of this memorandum is to transmit recommendations made by the Transit Accessibility Advisory Committee (TAAC) regarding RTB policy for Metro Mobility service to locations with steps.

DISCUSSION

Transporting Metro Mobility customers up and down steps has been a safety concern for both customers and drivers of Metro Mobility. Minnesota Statutes 473.386 Subd. 6 requires drivers to assist customers up and down steps, without a limitation to the number of steps, unless the steps or mobility device are not in good condition.

In discussion with providers about this issue, it appears that drivers have not received consistent training with regard to how to deal with transporting passengers up and down steps. TAAC members and staff feel it is imperative that all drivers receive the same training and provide service to locations where there are steps in a consistent manner.

Working within the scope of the law, yet considering safety concerns, TAAC made the following recommendations:

That information be given from the reservationists to the schedulers which includes whether or not the customers' point of origination and destination has steps and if so, the number of steps, and a total weight range of the customer and wheelchair.

That drivers should be able to have the discretion to deny taking a customer up or down steps based on a safety concern for that particular customer, driver, or situation.

That Metro Mobility providers instruct and implement forward-facing assistance to customers who need to descend multiple steps.

TAAC Recommendation Regarding Step Policy
July 15, 1994
Page 2

RTB staff reviewed these recommendations with Metro Mobility service providers and requested their feedback. Staff has made a minor change to the TAAC recommendation based on the comments of providers. The change was simply to designate dispatchers as the responsible party for making the decision to deny a trip, based on driver input.

ALTERNATIVES

The RTB/Metropolitan Council could seek a legislative change to rescind the requirement to provide unlimited service up and/or down steps to customers in mobility devices. Although the board may want to pursue this alternative, immediate policy clarification is needed in the interests of safety.

RECOMMENDATION

That the Regional Transit Board approve:

That information be provided to Metro Mobility drivers on whether or not customers who use a mobility device have steps at the point of origination and/or destination and, if so, the number of steps.

That dispatchers should be able to have the discretion to deny taking a customer up or down steps based on the drivers' assessment of a safety concern for the particular customer, driver, and/or situation.

That Metro Mobility providers instruct and implement forward-facing assistance to customers who need to descend multiple steps.

REGIONAL TRANSIT BOARD

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

DATE: August 19, 1994 (CORRECTED VERSION)

TO: Chair and Members of the Administration and Finance Committee

FROM: Assata Brown, Project Administrator
Judith Hollander, Director of Planning and Programs
Gerri Sutton, Transit Analyst 

SUBJECT: Extension of 1994 funding contracts with Human Services, Inc. (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS)

SUMMARY

This memorandum offers a staff recommendation to extend the 1994 funding contracts with Human Services, Inc. Transporter (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS).

DISCUSSION

On December 20, 1993, the Regional Transit Board approved six-month funding contracts for 1994 for HSI (\$227,627) and DARTS (\$453,200). Contracts were approved only for six-months, rather than the typical 12-month period, because of the uncertainty of funding levels after July 1, 1994, and the impact of the restructured Metro Mobility program on these two programs.

The legislature provided only \$900,000 additional for the small urban and rural program. This source of funding is spread among 16 programs.

Just at the time that the RTB staff was planning to make a recommendation to extend the HSI and DARTS contracts through December, 1994, for comparable subsidies in the second six-months as in the first half of the year, both programs submitted requests for higher funding levels. Staff has reviewed the budget requests for both agencies in making these recommendations to the board.

Human Services, Incorporated (HSI)

In its original request for 1994 funding, HSI, Inc. asked for \$442,900 in RTB subsidy. The RTB approved \$22,627 for HSI for the first six months of 1994 with the intention of making available \$227,627 for the second six months for a total of \$455,254. Now, HSI has come to the RTB to ask for \$291,841 for the second six months of 1994, an increase of \$14,214. The reason for this increase in their request is largely due to a reduction in the local share. It was originally anticipated that the county would provide \$109,029 as

Extension of HSI and DARTS 1994 Contracts
July 21, 1994
Page 2

its local share, supplemented by \$50,000 in fares and \$30,789 in donations. Instead, the HSI program is actually receiving only \$97,334 from the county, fare revenues are expected to increase to \$61,680 and donations are expected in the amount of \$21,342.

Service hours and miles remain the same in 1994 compared to 1993; ridership, however, is expected to increase by 12%, based on actual experience in January through April, 1994. If additional subsidy is provided, the cost per service hour is expected to increase from the current estimate of \$33.95 per hour to \$34.20 per hour.

HSI provides services to persons with disabilities and seniors within Washington County. Metro Mobility also serves part of the county. HSI does not charge fares although they encourage a donation of \$2.00 per ride. Metro Mobility fares are \$1.75 off-peak and \$2.20 peak.

Dakota Area Referral and Transportation Services (DARTS)

DARTS originally requested \$1,136,047 in RTB subsidy for 1994. The RTB actually approved a subsidy amount of \$453,200 for the first six months of 1994 with the intention of providing \$453,200 for the second six months for a total annual subsidy of \$906,400. DARTS has now requested an additional subsidy of \$101,665 for a total 6-month subsidy of \$554,865 and for a total 1994 subsidy of \$1,008,065.

The reasons for this proposed increase are: (1) DARTS ridership has increased significantly in 1994--projected to be 38.7% higher than 1993; (2) actual passenger revenue is lower than projected; and (3) wages have increased. Service hours and miles are not expected to increase over what has already been approved. If additional funding is provided, it is expected that the cost per hour will increase from the current estimate of \$22.17 per hour to \$23.48 per hour.

DARTS does not charge fares for its services; instead, donations are suggested. DARTS provides service to persons with disabilities and seniors throughout Dakota County. Metro Mobility provides service to parts of Dakota County. As indicated above, Metro Mobility fares are \$1.75 during the off-peak and \$2.20 during the peak hours.

Anoka County Traveler

The RTB entered into a two-part contract with Anoka County for \$635,943. In June, 1994, the RTB approved a contract amendment to Anoka County's contract to continue to provide ADA-required service in the amount of \$191,119 for a total contract amount of \$827,062. Anoka County did not request an additional amount for the second six months of 1994, because they were under the impression that additional dollars were not available. However, Anoka County representatives have indicated, verbally, that they do have increased funding needs and could use additional subsidy in 1994. Anoka County

Extension of HSI and DARTS 1994 Contracts
July 21, 1994
Page 3

has experienced an increase in ridership of approximately 44% between January and June, 1994 over 1993 ridership levels.

Funding Availability

All of the legislative appropriation for small urban and rural programs has been programmed. No additional funds were appropriated in this category. Even though the needs of HSI, DARTS and Anoka County appear to be valid, no additional funding is currently available from this fund in 1994. Furthermore, if all 1994 rural/small urban contracts are funded at the same levels, the projected fund balance for this program will be negative in 1995.

Likewise, there is an anticipated shortfall in Metro Mobility monies which might otherwise be justified for funding the ADA services provided by these counties. Therefore, because there is no funding available within either of these categories through 1995, the staff must recommend that the contract amendments be made only in the same amounts as provided during the first six months and that the additional funding amounts be denied.

Alternatives

In order to fund the additional dollar amounts requested by HSI and DARTS, the RTB would need to transfer funds from one of three sources: (1) regular route transit fund; (2) opt-out funds; and (3) new services. Issues exist with using any of these three sources.

First of all, the regular route transit fund is also expected to be short in 1994. Funds could be transferred to the counties only if regular route transit services were reduced elsewhere. Opt-out funds have primarily been used only for "replacement" services, and not for community services. The opt-out communities have not had the opportunity to discuss the feasibility or desirability of providing funding to the county programs. New services funds of \$123,800 are available in 1994, but none are available in 1995.

Currently, HSI and DARTS only encourage donations. In drawing up the region's plan to provide supplemental paratransit services required by ADA, an effort was made to include DARTS, HSI and the Anoka County Traveler. It was determined that it would be advantageous to provide consistent service throughout each of these counties; and, furthermore, that when these programs provided supplemental paratransit services in the required ADA area, they would be eligible for 100% reimbursement, as do Metro Mobility providers. Services outside the ADA area would be provided on a 65% RTB/35% local share.

However, it was always intended that in order to receive full reimbursement for ADA services, the counties would operate by the same parameters as the three Metro Mobility providers. As a result, service hours have been modified for all three county programs during the past year. Fares, however, have yet to be charged for the HSI and DARTS programs. One alternative would be to require the county programs to charge a fare within the ADA service area that is equal to that charged by Metro Mobility. This would

Extension of HSI and DARTS 1994 Contracts
July 21, 1994
Page 4

result in additional passenger revenue, and, furthermore, might allow the service area boundaries for Metro Mobility providers to be modified, resulting in overall positive financial impact for both programs.

RECOMMENDATION

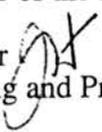
That the Regional Transit Board authorize its executive director to authorize the executive director to extend the contracts for operating assistance with Human Services, Inc. Transporter (HSI) for an amended amount of \$227,627 and with Dakota Area Resources and Transportation for Seniors (DARTS) for an amended amount of \$453,200 effective July 1, 1994 and remaining in effect until December 31, 1994.

REGIONAL TRANSIT BOARD

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

DATE: August 19, 1994

TO: Chair and Members of the Policy Committee

FROM: Judith G. Hollander 
Director of Planning and Programs

SUBJECT: Funding Alternatives for Anoka, Washington and Dakota County
Transportation

Summary

This memorandum presents additional information about funding the additional needs of Anoka, Washington (HSI) and Dakota (DARTS) county transportation programs.

Discussion

At an earlier meeting, the RTB approved contract amendments for Dakota Area Referral and Transportation Services (DARTS) and Human Services, Inc. (HSI) of Washington County. Both counties had requested more funding than what was approved. Anoka County also indicated that they also had a need for additional funding. The board determined, however, that additional funding was not available, and, therefore, the counties' request for more funding was denied. The board did direct the staff, however, to look at alternatives for dealing with this situation.

In this memorandum, staff presents information about several alternatives available to the board in order to deal with the requests for additional funding from the counties.

Opt-Out Funding

There has been some discussion as to whether or not opt-out funding could be used to provide complementary paratransit service in their respective areas. An opinion on this topic requested from legal counsel is attached. Generally speaking, opt-out programs that provide regular route service on an all-day basis (i.e., Minnesota Valley Transit Authority and Southwest Metro Transit Commission) do appear to have some obligation to ensure that ADA required complementary paratransit is available.

Within the context of this memorandum, it would only be MVTA who has overlapping service area with a county transportation provider, i.e., DARTS. Otherwise, given that Southwest Metro operates some all-day service from Eden Prairie to the Mall of the America, they would have a similar ADA obligation. In that case, however, there is no overlap with one of the county providers.

Funding Alternatives for County Transportation
August 19, 1994
Page 2

Portions of the MVTA service area that overlap with the ADA mandated service area are Burnsville, Eagan, Apple Valley and Rosemount.

Based on the legal opinion, this may be the direction that the RTB/Metropolitan Council chooses. However, making a change like this needs some preparatory time. First, the opt-out programs need to plan --both from financial and operational viewpoints--for such a change. Furthermore, they may need to determine if they would want to change the way in which service is provided--i.e., with whom would they contract and on what terms.

New Services Funding

As indicated verbally at the board meeting, approximately \$123,800 is available in new services funding. Staff indicated that these funds could be used to make up at least a portion of the counties' request for additional funding. Board members, however, were concerned whether or not this funding should be programmed for other use.

In an effort to provide more information on alternative uses for the new services funding, staff reviewed the 1994 programmed improvements included in the board's Five-Year Transit Plan. If funding was available, the board had intended to implement these improvements:

SERVICE	ANNUAL SUBSIDY
<u>Local Service Improvements</u>	
• St. Paul East Side	\$820,000
<u>Peak Express Improvements</u>	
• St. Paul Northeast Corridor	\$119,000
• St. Paul East Corridor	\$175,000
<u>All Day Express Improvements</u>	
• Minneapolis Northeast Corridor	\$975,000
• Minneapolis I-35W North Corridor	\$450,000
<u>Community Circulation Improvements</u>	
• Northwest Suburban Hennepin County	\$312,000
• Western Washington County	\$234,000
• I-394 Corridor	\$234,000
TOTAL	\$3.3 million

As is apparent, the new services funding is too low an amount except to be used to fund the St. Paul Northeast improvements. Furthermore, the funding could be used to offset the existing regular route transit shortfall.

As discussed at previous meeting, DARTS has requested \$101,665, HSI \$14,214, and Anoka \$58,000--a total of \$173,879.

Funding Alternatives for County Transportation
August 19, 1994
Page 3

Metro Mobility Funding

Anoka, DARTS and HSI --in addition to the Metro Mobility program--currently provide service that ensures that the Twin Cities region is in compliance in providing complementary paratransit services, as provided for by the Americans with Disabilities Act. If the three county providers did not provide paratransit service in the portions of their counties that are also within the ADA core area, the region would need to find alternative means to provide this service. It, therefore, appears to be appropriate to begin to identify these three providers as complementary paratransit providers in a more direct way and to consider funding at least the portion of the service they provide in the ADA core area as part of Metro Mobility's financial needs.

The RTB has already acknowledged the role of the three counties by agreeing to fund 100% of the service provided to eligible riders in the ADA core area. The board may now want to consider modifying the Metro Mobility subsidy request to acknowledge the counties' funding shortfall. If this was done, however, additional procedures must be put into place to provide better accounting of the trips that would be eligible for 100% funding and an effort to ensure that the counties were complying with all ADA requirements would need to be made.

Fares

As noted in an earlier memorandum, neither HSI nor DARTS currently charge fares. Metro Mobility, on the other hand, charges \$2.20 during peak hours and \$1.70 in off-peak hours. The average Metro Mobility fare is \$1.85. Anoka County charges \$1.50 for a full fare and \$1.00 for seniors and children under 5 years old. There is an additional \$.50 fee for standing orders and same day service. DARTS has indicated that their average fare received is \$1.17. HSI's average fare is \$.97.

DARTS, for example, has been hesitant to charge a required fare because it might limit travel by those who cannot afford it, that it would be a disincentive for those who can afford more and because they would like to be consistent throughout the county.

Action Requested

No action is requested at this time. The Policy Committee may want to consider developing policy direction for staff to pursue as part of other Metro Mobility budget options.

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*ALSO ADMITTED IN WISCONSIN

August 18, 1994

Gregory L. Andrews
Executive Director
Regional Transit Board
Mears Park Centre Building
230 East Fifth Street
St. Paul, Minnesota 55101

VIA FACSIMILE AND U.S. MAIL

Re: ADA Compliance Outside the MTC Service Area

Dear Greg:

I write to respond to your request for advice concerning the paratransit obligation of regular route service providers under the Americans with Disabilities Act of 1990 (ADA). You requested our analysis of paratransit obligations of both the Regional Transit Board (RTB) and those communities which separately administer public transit programs under the "Opt-Out" program authorized by Minnesota Statute §473.388 (Opt-Out Communities).

Essentially, the paratransit obligation under ADA is imposed upon all public entities providing fixed route transit service. This means that both the Metropolitan Council, as successor to the Metropolitan Transit Commission, as well as Opt-Out Communities, have responsibility to assure that complementary paratransit service is available and meets the requirements of ADA.

General ADA Requirements

ADA provides that "no qualified individual with a disability shall, by reason of such disability, ...be subject to discrimination by any such "[public] entity". 42 USC §12132. Subtitle B of ADA defines what the statute means by discrimination in greater detail in the context of public transit service. Under Subtitle B, (42 USC §12141 et. seq.) it is discriminatory:

Gregory L. Andrews
August 18, 1994
Page 2

- 1) to fail to make vehicles used in the transit service accessible to persons with disabilities (this obligation applies to newly acquired vehicles and to vehicles that are remanufactured to extend their useful life by five years or more),
- 2) to fail to provide a complementary paratransit system in accordance with a paratransit plan adopted and implemented by the public entity with the approval of the department of transportation.

The definitions of discriminatory practice clearly require that both Metropolitan Council and the Opt-Out Communities as public entities are obligated to place accessible vehicles in service. (The specifics of this requirement are not discussed in this letter.) Additionally, if the public entity is operating a fixed route transit system, it is also obligated to have a complementary paratransit system meeting ADA requirements.

Fixed Route System

A fixed route system is defined in 42 USC §12141(3) to mean "a system of providing designated public transportation on which a vehicle is operated along a prescribed route according to a fixed schedule." For purposes of the complementary paratransit requirement of 42 USC §12141, a fixed route system for which paratransit is required does not include "a system which provides solely commuter bus service." Id. Accordingly, Opt-Out Communities which are operating fixed route systems, are obligated under ADA to also provide complementary paratransit service.

RTB's Obligation for Paratransit Service.

As a funding and policy making entity for regional public transit, RTB is not operating fixed route transit service. Accordingly, ADA does not require the Metro Mobility program to be RTB's responsibility. The Metro Mobility program is, however, made the responsibility of RTB under Minnesota Statutes §473.386 as a paratransit complement to the Metropolitan Council transit operations. Under this state statute, RTB has conformed the Metro Mobility program to the complementary paratransit requirements of ADA serving the Metropolitan Council fixed route service area. The existence of the Metro Mobility program does not, however, change the obligation of the Metropolitan Council and other providers of fixed route transit service to meet complementary paratransit obligations.

LARKIN, HOFFMAN, DALY & LINDGREN, LTD.

Gregory L. Andrews
August 18, 1994
Page 3

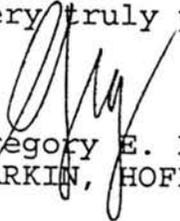
The RTB's decision to continue to make its Metro Mobility program the ADA paratransit complement to Metropolitan Council's fixed route service is consistent with RTB's obligations under Minnesota Statute §473.386. It is also consistent with the replacement service program authorized under Minnesota Statute §473.388 which allows Opt-Out Communities to separately provide public transit service.

Conclusion

ADA requirements are imposed in two general areas: 1) acquisition of vehicles, and 2) operation of transportation systems. Because the RTB can neither acquire fixed route transit vehicles nor operate fixed route transit systems, it has no obligation under ADA for the fixed route system. Under state law, RTB has responsibility only for the Metro Mobility program which is provided as a paratransit complement to Metropolitan Council transit operations service.

Each government unit that operates fixed route (non-commuter) service is also obligated to provide a complementary paratransit system which meets the standards of ADA. Accordingly, Opt-Out Communities are obligated for ADA compliance (including paratransit service) within their separate transit systems.

Very truly yours,


Gregory E. Korstad, for
LARKIN, HOFFMAN, DALY & LINDGREN, LTD.

REGIONAL TRANSIT BOARD

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

DATE: July 15, 1994
TO: Chair and Members, Regional Transit Board
FROM: Dale Ulrich, Comptroller
SUBJECT: Request Metropolitan Council to Initiate Issuance
of General Obligation Transit Bonds

SUMMARY

The recommendation begins the process of selling general obligation (g.o.) bonds to advance the capital programs of the Metropolitan Transit Commission (since July 1 MCTO) and the Regional Transit Board.

BACKGROUND

The sale of bonds authorized for the RTB and other metro agencies is, by statute, arranged for by the Metropolitan Council. Minnesota Statutes 473.39, Subd. 1, provides that, "...the council, if requested by a vote of at least two-thirds of all of the members of the transit board, may issue general obligation bonds subject to the volume limitation in Subdivision 1a to provide funds to the board for expenditure to implement the board's approved implementation plan."

The 1992 Legislature authorized (Laws 1992, Chapter 579, Sec. 2) the issuance of an additional \$62,000,000 of transit bonds; \$44,000,000 of the authorization is available to the MTC for fleet replacement, facilities, and capital equipment, \$18,000,000 is available to the RTB for transit hubs, park-and-ride lots, community based transit vehicles, replacement service (opt-out) program vehicles, and intelligent vehicle highway systems projects.

\$20,000,000 of the 1992 authorization was sold in 1993, \$13,000,000 for the MTC, \$7,000,000 for the RTB.

The MTC requested in May that the remaining \$31,000,000 of the 1992 authorization be issued to fund its abbreviated 1994-95 capital plan. The MTC's capital budget has previously been approved by the RTB. The Commission resolution is attached here.

REGIONAL TRANSIT BOARD

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

DATE: June 2, 1994

TO: Judy Hollander, Director of Planning and Programs
Dale Ulrich, Comptroller ✓
Greg Andrews, Executive Director

FROM: Howard Blin, Planning Manager *HB*

SUBJECT: Projected Capital Expenditures

Attached is a list of projects for which RTB capital funding has either been approved, or is expected through 1995. Also provided for each project is my best estimate of when a first request for payment will be submitted to the RTB.

Included are four projects which the board has yet to approve. The status of these is as follows:

- Brookdale Transit Hub. Preliminary engineering will be completed on the project this summer. At that time a cost estimate will be available. For planning purposes, I am now estimating total costs for final design and construction at \$1.5 million.
- Eden Prairie Transit Hub. In 1993, Southwest Metro received approval for \$3.5 million in federal Surface Transportation Program (STP) funding for this project. Total project costs are estimated at \$5.0 million. Southwest Metro will seek regional capital funding for any costs which exceed the level of federal funding. This project is also anticipated to have a joint use commercial element which could complicate our ability to use bond funds.
- Carver County. Carver County has requested \$69,000 in RTB funding to purchase two replacement vehicles.
- 1995 Provider Vehicles. This is the ongoing program of funding 80 percent of paratransit vehicle purchases.

If there are any questions on this information, please advise.

**PROJECTED RTB CAPITAL FUNDING
1994-1995**

Project	Recipient	Amount of RTB Funding Approved by Board	Est. RTB Amount for Projects Yet to be Approved by Board	When Needed
Transit Hubs				
Burnsville, Phase I and II*	MVTA	\$2,315,000		Nov. 1994
Northtown*	Anoka County	\$285,000		August 1994
Brookdale	Brooklyn Center		\$1,500,000	February 1995
Eden Prairie	Southwest Metro		\$1,512,000	Mid 1995
Vehicles				
Southwest Metro		\$3,000,000		May 1994
Capital Area Trolley		\$360,000		July 1994
DARTS		\$160,000		June 1994
HSI		\$101,000		June 1994
Carver			\$69,000	July 1994
1995 Provider Vehicles (misc.)			\$350,000	1995
Park-and-Ride Lots				
Southwest Metro		\$931,000		1995
Shorewood		\$28,000		June 1994
Subtotal		\$7,180,000	\$3,431,000	
Total		\$10,611,000		

*Assumes federal STP funding.



METROPOLITAN TRANSIT COMMISSION

560-6th Avenue North, Minneapolis, Minnesota 55411-4398 612/349-7400

cc HB
DU
MF
NRS

June 21, 1994



Mr. Gregory Andrews, Executive Director
Regional Transit Board
Mears Park Centre
230 East Fifth Street
St. Paul, Minnesota 55101

Dear Greg:

The Metropolitan Transit Commission at its June 14, 1994 meeting passed a resolution requesting the Regional Transit Board to request the Metropolitan Council to issue \$31,000,000 of its general obligation bonds to fund the MTC's 1994 capital budget. It is our expectation that the sale would be held in August 1994. The proceeds of this bond sale and the current balance of the capital fund will provide sufficient cash to fund the MTC's 1994 capital budget.

The RTB has reviewed and approved the MTC's 1994 capital budget that was funded, in part, with the proceeds of a \$23,500,000 bond sale. 1992 legislation granted the MTC \$44,000,000 of bonding authority that has subsequently been reduced by \$13,000,000 in 1993 and the \$23,500,000 budgeted in 1994. The MTC is now requesting that the \$7,500,000 of unused bonding authority be added to the \$23,500,000 of budgeted bond sales to allow the Metropolitan Council to issue \$31,000,000 of bonds. This action is necessary for the MTC to continue the MTC's 1994 capital plan into 1995 because our request for additional 1995 and 1996 bonding authority was not acted upon during the recent 1994 legislative session. In addition to including the \$7,500,000 of unbudgeted bond sales the MTC is also requesting that the RTB allow the MTC to utilize \$7,000,000 of the RTB's unused bonding authority to fund various MTC public facility projects such as transit hubs and park/ride lots. This request will increase the overall bond sale by the Metropolitan Council to \$38,000,000.

Sincerely,

for 

Thomas R. Sather
Chief Administrator

cc: Bev Auld
Bob Thompson

TRS:pjs/125

REGIONAL TRANSIT BOARD

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

DATE: July 15, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Dale Ulrich, Comptroller
SUBJECT: Resolution No. 94-01, "Resolution Levying *Preliminary* Ad Valorem Property Taxes for 1994, Payable 1995"

SUMMARY

This memorandum summarizes the preliminary tax levy calculation for levy year 1994, payable 1995. The Administration and Finance Committee is asked to recommend for board adoption Resolution No. 94-01, "Resolution Levying *Preliminary* Ad Valorem Property Taxes for 1994, Payable 1995."

BACKGROUND

The Regional Transit Board (RTB) is authorized by Minnesota Statutes 473.446, subd. 1 to levy property taxes on an annual basis in the seven-county metropolitan area. The board must certify its preliminary tax levy to the Minnesota Commissioner of Revenue by August 1 of each levy year. The Commissioner of Revenue must then determine whether the property tax certified by the RTB is within the statutory levy limit. This determination by the Commissioner of Revenue must be completed by September 15 in order to meet the deadline for notifying the respective county auditors in order for the counties to comply with the public hearing requirements of the "truth in taxation" legislation.

The RTB (after October 1, 1994 the Metropolitan Council) must certify its final levy to the Department of Revenue and the county auditors by December 30. The RTB's property tax levy consists of the transit taxing district levy, the debt service levy and the transit taxing area levy.

As a result of a law change (Chapter 416) approved by the 1994 legislature, the 1995 property tax levy limits for both transit district and transit area operations are determinable before the August 1 review by the Dept of Revenue. Under the revised law, the pay '95 district levy limit is determined by the ratio of the pay '94 total district market value to the pay '93 total district market value; previous law would have compared estimated pay '95 values to pay '94 values. The 1994 legislation also added \$160,655 to the pay '94 levy to partially mitigate the reduction in 1995 property tax revenues resulting from the law change.

Transit Taxing District Levy

The transit taxing district is defined in M.S. 473.446, subd. 2 and is that portion of the seven-county metropolitan area that receives regular route transit service. The legislation provides for the following calculation of the property tax levy in the transit taxing district:

Resolution 94-01
July 15 1994
Page 2

- a. for taxes payable in 1995, the product of the RTB's property tax levy for 1994, plus \$160,655, *multiplied by*:
- b. the increase in market valuation of all taxable property within the transit taxing district for assessment year 1993 payable 1994 compared to the total market valuation for assessment year 1992 payable 1993.

Applying the pay '93 and pay '94 data indicate that the market value growth in the district property tax levy for pay '94 is **1.015898 %**. This compares with an actual increase last year of 2.0676 percent. Due to the adjustment in the pay '94 levy noted at "a." above, the levy growth from '94 to '95 will be **1.836%**. The growth which would have resulted under the old law is unknown.

Debt Service Levy

The RTB levies taxes to retire the debt on certificates of indebtedness and transit bonds sold by the Metropolitan Council and the former Metropolitan Transit Commission (MTC) to fund the capital programs of the RTB and the MTC/Metropolitan Council. The Metropolitan Council certifies to the RTB, by resolution, the amounts needed to service the debt on these outstanding issues. Neither of the two categories of debt has been formally certified to the RTB as of the date of this memorandum, but informal notice has indicated that the total debt service levy will be **\$11,017,795**. The detail on this levy is shown in Table 2 of this memorandum.

Transit Taxing Area Levy

The transit taxing area (also known as exurban) is defined in M.S. 473.446, subd. 1a and is the portion of the seven-county metropolitan area which is outside of the transit taxing district. Proceeds from this tax levy are to be used for paratransit services or ridesharing programs designed to serve persons located within the seven-county metropolitan area but outside of the transit taxing district. The transit taxing area levy is equal to 10 percent of the sum of the levies for the transit taxing district and the debt service levy, multiplied by the ratio of the payable 1994 net tax capacity of the transit taxing area to the transit taxing district. This ratio is calculated by the Minnesota Department of Revenue. For payable 1995, the transit taxing area levy is calculated to be **\$748,719**. Detail of the calculation is shown in Table 1 of this memorandum.

Tax Feathering

The tax levy is reduced to certain communities in the transit taxing district depending on the level of regular route service these communities receive. This reduction is commonly known as "tax feathering." Communities receiving off-peak service with frequencies of greater than 60 minutes receive a .510 percent tax capacity rate reduction from the full levy. Communities receiving no off-peak service are eligible for a .765 percent tax capacity rate reduction. The RTB is required to notify the Department of Revenue and the county auditors of the communities which are eligible to have their levy reduced before September 15. This determination is made from the level of service received as of August 1 of the levy year. The information on tax feathering, along with a complete list of communities eligible for this relief, will be presented to the Board and transmitted to the department of Revenue before September 15. It will also be included in the final property tax levy, which is due on or before December 30.

Resolution 94-01
July 15, 1994
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RECOMMENDATION

That the Regional Transit Board adopt Resolution No. 94-01, "Resolution Certifying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995."

Attachments:	Table 1	Calculation of Levy
	Table 2	Debt Service Levy Detail
	Resolution 94-01	"Resolution Levying Preliminary Ad Valorem Taxes"

Table 1
Calculation of Tax Levy
Levy Year 1994, Payable 1995

Transit Taxing District Levy (M.S. 473.446, subd.1)

1.	Payable 1994 Levy Limit	\$66,364,617
	Adjustment, per Chapter 416, 1994	<u>160,655</u>
	Adjusted 1994 Levy Limit	\$66,525,282
2.	Increase in Market Valuation from Payable 1993 to Payable 1994	1.015898%*
3.	Payable 1995 Levy Limit (1 x 2)	\$67,582,901

Debt Service Tax Levy (M.S. 473.446, subd. 1)

	Metropolitan Transit Commission Debt	\$457,450
	Metropolitan Council Debt	<u>10,560,345</u>
	Total	\$11,017,795

Transit Area ("Exurban") Tax Levy (M.S. 473.446, subd. 1a)

1.	Payable 1995 Transit Taxing District Levy	\$67,582,901
2.	Payable 1995 Debt Service Levy	\$11,017,795
3.	Payable 1995 Transit District Total Levy	\$78,600,696
4.	Ten Percent of Transit District Levy (3 x 10%)	\$7,860,007
5.	Ratio of Payable 1994 Net Tax Capacity of Transit Area to Transit District Net Tax Capacity	.095256*
6.	Payable 1995 Levy Limit	\$748,719

* Value provided by the Minnesota Department of Revenue.

Table 2
Debt Service Levy Detail

The Metropolitan Council certifies the following amounts for levy of ad valorem taxes to service the outstanding debt of the following transit debt issues:

- | | |
|---|--------------------|
| 1. For principal and interest payments to provide full and timely payment of the debt service on the Series 1988B issue, including allowance for uncollectible taxes: | \$2,404,868 |
| 2. For principal and interest payments to provide full and timely payment of the debt service on the Series 1990A issue, including allowance for uncollectible taxes: | \$4,306,365 |
| 3. For principal and interest payments to provide full and timely payment of the debt service on the Series 1991B issue, including allowance for uncollectible taxes: | \$375,336 |
| 4. For principal and interest payments to provide full and timely payment of the debt service on the Series 1991G issue, including allowance for uncollectible taxes: | \$392,658 |
| 5. For principal and interest payments to provide full and timely payment of the debt service on the Series 1993D issue, including allowance for uncollectible taxes: | \$3,081,118 |

The Metropolitan Council certifies the following amounts for levy of ad valorem taxes to service the outstanding debt of the former Metropolitan Transit Commission for the following debt issues:

- | | |
|---|------------------|
| 1. For principal and interest payments to provide full and timely payment of the debt service on general obligation certificates of indebtedness of 1979: | \$457,450 |
|---|------------------|

Total scheduled debt levy: **\$11,017,795**

REGIONAL TRANSIT BOARD

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

DATE: July 21, 1994

TO: Chair and Members of the Administration and Finance Committee

FROM: Assata Brown, Project Administrator *AB*
Judith Hollander, Director of Planning and Programs *JH*
Gerri Sutton, Transit Analyst

SUBJECT: Extension of 1994 funding contracts with Human Services, Inc. (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS)

SUMMARY

This memorandum offers a staff recommendation to extend the 1994 funding contracts with Human Services, Inc. Transporter (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS).

DISCUSSION

On December 20, 1993, the Regional Transit Board approved six-month funding contracts for 1994 for HSI (\$227,627) and DARTS (\$453,200). Contracts were approved only for six-months, rather than the typical 12-month period, because of the uncertainty of funding levels after July 1, 1994, and the impact of the restructured Metro Mobility program on these two programs.

The legislature provided only \$900,000 additional for the small urban and rural program. This source of funding is spread among 16 programs.

Just at the time that the RTB staff was planning to make a recommendation to extend the HSI and DARTS contracts through December, 1994, for comparable subsidies in the second six-months as in the first half of the year, both programs submitted requests for higher funding levels. Staff has reviewed the budget requests for both agencies in making these recommendations to the board.

Human Services, Incorporated (HSI)

In its original request for 1994 funding, HSI, Inc. asked for \$442,900 in RTB subsidy. The RTB approved \$277,627 for HSI for the first six months of 1994 with the intention of making available \$277,627 for the second six months for a total of \$455,254. Now, HSI has come to the RTB to ask for \$291,841 for the second six months of 1994, an increase of \$14,214. The reason for this increase in their request is largely due to a reduction in the local share. It was originally anticipated that the county would provide \$109,029 as

Extension of HSI and DARTS 1994 Contracts
July 21, 1994
Page 2

its local share, supplemented by \$50,000 in fares and \$30,789 in donations. Instead, the HSI program is actually receiving only \$97,334 from the county, fare revenues are expected to increase to \$61,680 and donations are expected in the amount of \$21,342.

Service hours and miles remain the same in 1994 compared to 1993; ridership, however, is expected to decline by about 21%, based on actual experience in January through April, 1994. If additional subsidy is provided, the cost per service hour is expected to increase from the current estimate of \$33.95 per hour to \$34.20 per hour.

HSI provides services to persons with disabilities and seniors within Washington County. Metro Mobility also serves part of the county. HSI does not charge fares although they encourage a donation of \$2.00 per ride. Metro Mobility fares are \$1.75 off-peak and \$2.20 peak.

Dakota Area Referral and Transportation Services (DARTS)

DARTS originally requested \$1,136,047 in RTB subsidy for 1994. The RTB actually approved a subsidy amount of \$453,200 for the first six months of 1994 with the intention of providing \$453,200 for the second six months for a total annual subsidy of \$906,400. DARTS has now requested an additional subsidy of \$101,665 for a total 6-month subsidy of \$554,865 and for a total 1994 subsidy of \$1,008,065.

The reasons for this proposed increase are: (1) DARTS ridership has increased significantly in 1994--projected to be 38.7% higher than 1993; (2) actual passenger revenue is lower than projected; and (3) wages have increased. Service hours and miles are not expected to increase over what has already been approved. If additional funding is provided, it is expected that the cost per hour will increase from the current estimate of \$22.17 per hour to \$23.48 per hour.

DARTS does not charge fares for its services; instead, donations are suggested. DARTS provides service to persons with disabilities and seniors throughout Dakota County. Metro Mobility provides service to parts of Dakota County. As indicated above, Metro Mobility fares are \$1.75 during the off-peak and \$2.20 during the peak hours.

Anoka County Traveler

The RTB entered into a two-part contract with Anoka County for \$635,943. In June, 1994, the RTB approved a contract amendment to Anoka County's contract to continue to provide ADA-required service in the amount of \$191,119 for a total contract amount of \$827,062. Anoka County did not request an additional amount for the second six months of 1994, because they were under the impression that additional dollars were not available. However, Anoka County representatives have indicated, verbally, that they do have increased funding needs and could use additional subsidy in 1994. Anoka County

has experienced an increase in ridership of approximately 44% between January and June, 1994 over 1993 ridership levels.

Funding Availability

All of the legislative appropriation for small urban and rural programs has been programmed. No additional funds were appropriated in this category. Even though the needs of HSI, DARTS and Anoka County appear to be valid, no additional funding is currently available from this fund in 1994. Furthermore, if all 1994 rural/small urban contracts are funded at the same levels, the projected fund balance for this program will be negative in 1995.

Likewise, there is an anticipated shortfall in Metro Mobility monies which might otherwise be justified for funding the ADA services provided by these counties. Therefore, because there is no funding available within either of these categories through 1995, the staff must recommend that the contract amendments be made only in the same amounts as provided during the first six months and that the additional funding amounts be denied.

Alternatives

In order to fund the additional dollar amounts requested by HSI and DARTS, the RTB would need to transfer funds from one of three sources: (1) regular route transit fund; (2) opt-out funds; and (3) new services. Issues exist with using any of these three sources.

First of all, the regular route transit fund is also expected to be short in 1994. Funds could be transferred to the counties only if regular route transit services were reduced elsewhere. Opt-out funds have primarily been used only for "replacement" services, and not for community services. The opt-out communities have not had the opportunity to discuss the feasibility or desirability of providing funding to the county programs. New services funds of \$123,800 are available in 1994, but none are available in 1995.

Currently, HSI and DARTS only encourage donations. In drawing up the region's plan to provide supplemental paratransit services required by ADA, an effort was made to include DARTS, HSI and the Anoka County Traveler. It was determined that it would be advantageous to provide consistent service throughout each of these counties; and, furthermore, that when these programs provided supplemental paratransit services in the required ADA area, they would be eligible for 100% reimbursement, as do Metro Mobility providers. Services outside the ADA area would be provided on a 65% RTB/35% local share.

However, it was always intended that in order to receive full reimbursement for ADA services, the counties would operate by the same parameters as the three Metro Mobility providers. As a result, service hours have been modified for all three county programs during the past year. Fares, however, have yet to be charged for the HSI and DARTS programs. One alternative would be to require the county programs to charge a fare within the ADA service area that is equal to that charged by Metro Mobility. This would

Extension of HSI and DARTS 1994 Contracts
July 21, 1994
Page 4

result in additional passenger revenue, and, furthermore, might allow the service area boundaries for Metro Mobility providers to be modified, resulting in overall positive financial impact for both programs.

RECOMMENDATION

That the Regional Transit Board authorize its executive director to authorize the executive director to extend the contracts for operating assistance with Human Services, Inc. Transporter (HSI) for an amended amount of \$227,627 and with Dakota Area Resources and Transportation for Seniors (DARTS) for an amended amount of \$453,200 effective July 1, 1994 and remaining in effect until December 31, 1994.

REGIONAL TRANSIT BOARD

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

DATE: July 19, 1994

TO: Chair and Members of the Administration and Finance Committee

FROM: Dave Jacobson, Senior Project Administrator and Acting Assistant G.M.
for the MMSC 

SUBJECT: Supplemental Metro Mobility Service

SUMMARY

This memorandum identifies the magnitude of trip denials in the Metro Mobility program and recommends action to lessen the number of trip denials.

DISCUSSION

Trip denials are always an issue for the Metro Mobility program. Beginning with the July 4 operations of interzone service by a single provider, interzonal trip denials for the Metro Mobility system have been higher than projected. Immediate actions have been taken by the Metro Mobility Service Center (MMSC) in coordination with the providers to increase system capacity, especially for the interzonal portion of service. The actions already implemented include reassigning thirty standing order passenger trips from interzonal service to the north area and reallocation of ten vehicle service hours per weekday from the east area to interzone service. The trend line for Metro Mobility trip denials since July 4 is attached.

Despite these corrective actions, the Metro Mobility system still experiences approximately 32 trip denials per weekday and 27 trip denials per weekend day. During the months of March and April, the system was experiencing approximately 150 denials per month.

The Americans with Disabilities Act (ADA) allows for a system to experience trip denials as long as these denials are one-time incidents and do not exhibit a pattern or practice and are not a significant portion of service.

The immediate actions have resulted in a slight decrease of interzone trip denials. Some flexibility remains to free up interzone capacity; however, these actions would likely have minimal impact to further reduce interzone denials. The action that would have the most significant impact to reduce denials is contracting with supplemental service provider(s); i.e., cab companies, to serve the long-distance interzone ambulatory passengers. Approximately 70 percent of interzone passengers are ambulatory. An amount of \$118,000 per year for supplementary service is assumed in the Metro Mobility budget projections for 1994 and 1995.

Supplemental Metro Mobility Service

July 19, 1994

Page 2

The typical interzonal trip, based on actual data, is one that occurs during the peak weekday periods of between 7 a.m. and 9 a.m. and 3 p.m. to 5 p.m., is estimated to be 20 miles in length crossing over several city borders within the metropolitan area, and averaging about one passenger per hour. In order to provide this type of costly service in an effective manner, there are two potential contracting methods that the Metro Mobility customer, based on public meeting comments, would welcome. All costs would include insurance, fuel, and capital costs. They are outlined below with an annual projection for each method.

Taxi Cabs

Taxi cab service would be time flexible. However, the taxi industry experiences the same types of peak service needs as any transit industry. Metro Mobility riders would be competing for the same taxi capacity with the general public. The other shortcoming of taxi service is that they can only operate (pick up) in the cities that they are licensed. A typical metered fare for a Metro Mobility trip with a supplemental taxi provider, assuming an average 20 mile trip distance, would be \$27.80 per trip or \$889.60 per weekday to serve all trip denials. Total operating subsidy for the August 1994 through December 1994 period would project to be \$95,200 or \$226,800 for a full year.

Sedan Service

Sedans are usually operated by taxi companies but do not have a meter installed which separates them from a taxi service. They typically work for an hourly rate and are not regulated by the taxi industry licensing. Based on the two contract extensions offered by the RTB and accepted for sedan service between October 2, 1993, and December 31, 1993, the rate for this service was \$21 per hour with a minimum 8 consecutive hour block of work. A typical RTB operating subsidy per passenger trip for this type of dedicated service, assuming productivity of one passenger per vehicle hour, would be \$21.00 per trip or \$672.00 per weekday to serve all trip denials. Total operating subsidy for the August 1994 through December 1994 period would project to be \$71,900 or \$171,400 for a full year.

Given the projected expenditure for supplemental type service of \$118,000, a total of 11 subsidized passenger trips on taxi cabs could be provided every day or a total of 15 subsidized passenger trips on sedan service could be provided every day.

Supplemental Metro Mobility Service

July 19, 1994

Page 3

ALTERNATIVE

If a supplementary service contract is not executed, the alternative is to continue to deny passenger trips at the levels shown in the attachment.

RECOMMENDATION

That the Regional Transit Board authorize its executive director to request price proposal from the two sedan providers who were under contract extensions with RTB during fall, 1993 and to negotiate and enter into a contract with the low bidder to provide supplemental sedan type Metro Mobility service in an amount not to exceed \$118,000 on an annual basis.

**METRO MOBILITY TRIP DENIALS
BY SERVICE AREA**

	North Area	South Area	East Area	Interzone	Total
Mon., July 4	22	0	3	2	27
Tues., July 5	11	0	1	3	15
Wed., July 6	0	0	8	15	23
Thurs., July 7	0	0	8	25	33
Fri., July 8	0	0	7	24	31
Sat., July 9	0	0	5	21	26
Sun., July 10	0	0	8	21	29
Mon., July 11	0	0	2	28	30
Tues., July 12	0	0	6	26	32
Wed., July 13	0	0	12	40	52
Thurs., July 14	0	0	6	27	33
Fri., July 15	0	0	1	37	38
Sat., July 16	0	0	6	27	33
Sun., July 17	0	0	13	40	53



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

REPORT OF THE COMMITTEE OF THE WHOLE

At its meeting of July 25, 1994, the committee approved the following recommendations:

Proposed Change to Public Participation Process for High-Subsidy, Regular Route Service

That the Regional Transit Board approve the revisions to the process for managing high subsidy, regular route service as outlined in the staff report dated June 1, 1994.

Subsidy per Passenger Performance Standards

That the Regional Transit Board adopt the proposed subsidy per passenger performance standards, effective January 1995, and that these standards be included in the 1995-1999 Five-Year Transit Plan.

Maple Grove Capital Request for Capital Funding

That the Regional Transit Board approve the City of Maple Grove's capital request for \$7,926 for a sidewalk connecting a Park-and-Ride Lot with a bus stop in the business district of Maple Grove.

Financial Statements--May 1994

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

Preliminary 1995 Regional Transit Board Budget

That the Regional Transit Board accept the 1995 Preliminary Budget for the purpose of holding a public hearing at 5:00 p.m. on Monday, August 15, 1994, at Mears Park Centre.

Amendments to 1994 RTB Budget Request

That the Regional Transit Board amend the 1994 budget, as adopted December 1993, recognizing the detail of the schedule included in the July 15, 1994 staff memorandum and the following summary amounts:

- Beginning Fund Balance of \$4,818,103
- Total Revenues of \$103,052,614
- Total Expenditures \$102,471,214
- Ending Total Fund Balance of \$5,399,503

Metropolitan Council to Initiate Issuance of General Obligation Transit Bonds

That the Regional Transit Board request that the Metropolitan Council issue \$42,000,000 of general obligation transit bonds; \$31,000,000 of this amount represents the Metropolitan Council Transit Operations' remaining 1992 legislative authorization, \$11,000,000 of the Regional Transit Board's remaining 1992 legislative authorization.

Resolution Levying Preliminary Ad Valorem Property Taxes for 1994, Payable 1995, Resolution No. 94-01

That the Regional Transit Board adopt Resolution No. 94-01, "Resolution Certifying **Preliminary** Ad Valorem Property Taxes for 1994, Payable 1995."

Extension of 1994 Funding Contracts with Human Services, Inc. (HSI) and Dakota Area Resources and Transportation for Seniors (DARTS)

That the Regional Transit Board authorize its executive director to ~~authorize the executive director to~~ extend the contracts for operating assistance with Human Services, Inc. Transporter (HSI) for an amended amount of \$227,627 and with Dakota Area Resources and Transportation for Seniors (DARTS) for an amended amount of \$453,200. effective July 1, 1994, and remaining in effect until December 31, 1994.

Supplemental Metro Mobility Service

That the Regional Transit Board authorize its executive director to request price proposals from the two sedan providers who were under contract extensions with RTB during the fall of 1993 and to negotiate and enter into a contract with the low bidder to provide supplemental sedan-type Metro Mobility service in an amount not to exceed \$118,000 on an annual basis.

Other Business

The White Bear Lake 1994 Contract was deleted from the agenda. The members received an update on the restructuring of Metro Mobility and discussed a date for a work session on priorities.

**Ruth Franklin
Chair**

REGIONAL TRANSIT BOARD

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

DATE: June 20, 1994
TO: Chair and Members of the Policy Committee
FROM: Randy Rosvold, Senior Planner *RR*
SUBJECT: Proposed Change to Public Participation Process for High Subsidy Regular Route Service

SUMMARY

This memorandum outlines RTB's existing process managing high subsidy regular route service and a proposal to simplify this process.

BACKGROUND

The Regional Transit Board (RTB) uses the nine-step process illustrated in Table 1 to manage high subsidy regular route service. The process was adopted by the RTB in 1991 and includes a two-step public meeting/public hearing process that has proven to be time consuming and confusing for the public at large.

Under the current public participation process, staff develops a list of routes consistently failing to meet regional performance standards (step 1), conducts public meetings to solicit input (steps 4-5), develops specific recommendations for board approval (steps 6-7), conducts public hearings (step 8) if recommendations include restructuring or elimination of service, and finally implementation of recommended option (step 9).

DISCUSSION

Experience with the existing nine-step high subsidy route process has demonstrated the following:

- It takes approximately one year from the date a route is determined to be high subsidy to the time policy directive is formulated to create changes to high subsidy regular route services.
- Riders of "high subsidy" routes are not made aware of marginal route performance and the probability of impending change until a route has operated marginally for an entire year.
- Public meetings are presently conducted prior to developing route specific recommendations. The lack of specific recommendations leads to public confusion and uncertainty on the intended RTB direction on a given high subsidy route.

High Subsidy Process
June 1, 1994
Page 2

- Final public hearings on the high subsidy routes are not conducted until Step 8, approximately 3-4 months after the initial public meeting. The time lapse between public meeting and public hearing prolongs an already time-consuming process and creates negative public sentiment about the decision-making process for high subsidy regular route service.

A proposal to revise the public participation process is illustrated in Table 2. Revisions to the current process include:

- Early notification to the public about route performance and solicitation of public input at approximately the second quarter of the quarterly route monitoring period. Information derived from on-board passenger surveys will assist providers in determining a course of action that may improve route performance.
- A streamlined approach that shortens the amount of time spent by the decision making board in dealing with high subsidy routes.
- Early identification of recommended actions enabling public comment to focus on route/service specific recommendations.
- A better understanding by the decision-making body of the issues involving staff recommendations and public comments to the recommendations.

RECOMMENDATIONS

That the Regional Transit Board approve the revisions to the process for managing high subsidy regular route service.

RR:jmo

Table 1
Existing Process for
Managing High Subsidy Regular Route Service

Step	Task	Timeline	Responsible Party
Step 1	Identification of high subsidy routes based upon quarterly route monitoring over 12 months (routes are high subsidy if failing 3 of 4 quarters of monitoring period)	Month 1	RTB/Providers
Step 2	Meetings with providers on high subsidy routes	Month 2	RTB staff/providers
Step 3	High subsidy route list presented to RTB for approval to initiate high subsidy process	Month 3	RTB staff
Step 4	Meetings with providers and affected communities formulate possible action	Month 4-5	RTB staff, providers, community staff
Step 5	Public meetings conducted on high subsidy routes; solicitation of public input into options	Month 6	RTB, provider
Step 6	Develop specific recommendations for each high subsidy route	Month 7	RTB staff lead
Step 7	RTB approval of recommendations	Month 8	RTB
Step 8	Conduct public hearing (if options 1 or 3 are selected)	Month 9	RTB
Step 9	Implement Recommended Option		Providers

Present Options Include:

Option 1 - Restructure Service	2-4 months
Option 2 - Eliminate Service	2-4 months
Option 3 - Competitively Bid Service	6-9 months
Option 4 - Continue Monitoring Service	ongoing

Table 2
Proposed Process for
Managing High Subsidy Regular Route Service

Step	Task	Timeline	Responsible Party
Step 1	Identification of marginally performing routes based upon quarterly route monitoring over six months; on-board notices distributed on routes to notify riders about performance and solicit rider input for ways to improve route performance.	After the second quarter of quarterly route monitoring period	Providers
Step 2	Identification of high subsidy routes based upon quarterly route monitoring over 12 months (routes are high subsidy if failing 3 of 4 quarters of monitoring period).	Month 1	Providers/RTB
Step 3	Develop route-specific recommendations with input from on-board passenger surveys, providers and affected communities.	Months 2-3	RTB Staff
Step 4	Board Action on recommendations; set date for public hearings (30-day advance notice).	Month 4	RTB Board
Step 5	Conduct public hearings.	Months 5-6	RTB
Step 6	Final board action on recommendations.	Month 6	RTB
Step 7	Implement recommendations.	0-9 months	Providers
	<u>Present Options Include:</u>		
	Option 1 - Restructure Service	2-4 months	
	Option 2 - Eliminate Service	2-4 months	
	Option 3 - Competitively Bid Service	6-9 months	
	Option 4 - Continue Monitoring Service	ongoing	

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 Policy Committee
FROM: Howard Blin, Planning Manager
Elaine K. Bauer, Planner II *EKB* *[Signature]*
RE: Subsidy Per Passenger Performance Standards

SUMMARY

This memorandum transmits a request from RTB staff for RTB approval of revising the subsidy per passenger performance standards for regular route service. RTB staff is requesting that the performance standards be revised to reflect system averages for the various service types. Committee action is requested to approve the revised performance standards.

BACKGROUND

The RTB establishes performance standards for public transit services. These standards, which measure transit operating productivity, determine the effectiveness and efficiency of service delivery.

Standards were developed in 1990 to be applied to local radial, local crosstown, peak-hour express, all-day express, and regular route circulator. It was determined that route performance tends to vary according to how the route or service is structured.

Although the subsidy per passenger measure provides the best overall indicator of route performance, other factors are considered. Routes that exceed the subsidy standards are further evaluated against system averages for farebox recovery ratio, cost per hour, and passengers per mile.

The RTB's Vision '97 states that the subsidy per passenger standards will be reviewed annually and revised as needed every two years with updates of the five-year plan.

DISCUSSION

RTB staff has reviewed the performance standards for each of the service types. Operating costs for the entire transit system have risen steadily, resulting in an increased subsidy per passenger, even with the fare increases in 1991 and 1993. Following is a listing of the existing and proposed subsidy per passenger standard:

<u>Service Type</u>	<u>Existing Standard Subsidy Per Passenger</u>	<u>Proposed Standard Subsidy Per Passenger</u>
Local Radial	\$3.25	\$3.50
Local Crosstown and Circulator	\$4.00	\$4.30
Peak-Hour Express	\$3.85	\$4.10
All-Day Express	\$3.50	\$3.75

The existing subsidy per passenger standard is based on 1991 dollars. The proposed standard was derived by adjusting the existing standard for April 1994 dollars using the change in the U.S. Consumer Price Index, which is approximately 5 percent in the past three years.

RECOMMENDATION

That the Regional Transit Board adopt the proposed subsidy per passenger performance standards, effective January 1, 1995, and that these standards be included in the 1995-1999 Five-Year Transit Plan.

REGIONAL TRANSIT BOARD

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

DATE: June 28, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Paul Colton, Project Administrator *PC* *JS*
SUBJECT: Maple Grove Capital Request for \$7,926 for a sidewalk connecting a park and ride lot with a bus stop in the business district of Maple Grove.

SUMMARY

The City of Maple Grove is requesting capital funding to construct a sidewalk which would primarily be used by patrons of the Maple Grove Transit System. This memorandum recommends approval of RTB capital funding in an amount not to exceed \$7,926.

DISCUSSION

At the present time, within the business district of Maple Grove, there is a 35 space MnDOT park and ride lot at the end of Rice Lake Road which is a cul-de-sac street. This lot is fully utilized on a daily basis and has a spill-over effect to on-street parking. Currently, bus patrons park their cars and then walk approximately 200 yards to the bus stop on the corner of Maple Knoll Way and Rice Lake Road (see attached map). The bus riders use the roadway to walk to the bus stop, which presents a potentially dangerous situation, particularly in winter months. This project would connect the park and ride lot and the bus stop.

The projects estimated cost is \$33,000. A cost sharing arrangement has been determined by dividing the total cost of the project by the total number of available parking spaces of the properties that will be connected to the sidewalk. The following table indicates the number of parking spaces available by property.

Property Owner/Parking Facility	Number of Available Parking Spaces
Cable Company	10
Property at #13998	60
Dental/Medical Bldg.	88
Day Care	14
Senior Housing	2
Transit Street Parking	20
MnDot Park and Ride	35
Total	229

The total estimated project cost of \$33,000 is divided by the total number of parking spaces to determine a per space cost of \$144.10. The 55 transit parking spaces multiplied by \$144.10 equals \$7,926.

Maple Grove Capital Funding
July 1, 1994
Page 2

ALTERNATIVES

At the present time there does not seem to be any other construction options. To make no improvements only fosters the continued hazard of park and ride bus patrons having to use the street as a walkway.

FINDINGS AND CONCLUSIONS

The total cost of the sidewalk project will be \$33,000. It has been determined that transit is responsible for \$7,926 of the cost based on the number of parking spaces available in the construction area. Since Maple Grove is heavily dependent on park and ride facilities for the success of their transit system, the additional safety amenities such as sidewalks improve the safety and convenience of the transit environment in a cost effective manner.

RECOMMENDATION

That the Regional Transit Board authorize capital funding for a sidewalk improvement in an amount not to exceed \$7,926.



**CITY OF
MAPLE GROVE**

MEMORANDUM

TO: Ken Ashfeld, City Engineer

FROM: Michael Opatz, Transportation Coordinator

DATE: June 29, 1994

SUBJECT: Sidewalk Maple Knoll Way / Mn/DOT Park and Ride

Per your request, this memo documents the method of determining how much of the \$33,000 cost for the sidewalk project at Maple Knoll Way / Mn/DOT park and ride should be attributed to the transit program. The transit riders benefit greatly from this project, due to it providing a safe and convenient way to access the bus.

The method used was the total number of parking spaces in the immediate area to number of those parking spaces used by transit riders. The following is a distribution of the 229 total parking spaces:

1. Cable Company - 10
2. Property at #13998 - 60
3. Dental / Medical Bldg. - 88
4. Day Care - 14
5. Senior Housing - 2
6. Transit Street Parking - 20
7. Mn/DOT Park and Ride - 35

The total estimated project cost of \$33,000 divided by the 219 total parking spaces equals \$144.10 per parking space. The 55 transit parking spaces multiplied by \$144.10 equals \$7,926.

I am seeking approval from the Regional Transit Board to fund the \$7,926 transit portion of this sidewalk project. The Board will take action on this item July 11, 1994. Please let me know if you have further questions. Thank you.

REGIONAL TRANSIT BOARD

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

DATE: June 29, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: David Schleicher, Accountant
SUBJECT: Financial Statements - May 1994

SUMMARY

The Administration and Finance Committee is asked to review the May 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 \$1,292,300 (unfavorable) through May. This unfavorable variance includes \$1,164,676 of higher than projected provider expenditures and \$127,625 of A.T.E. management service costs in excess of the budget. The provider expenditure overage includes \$338,736 paid to the providers for Phase II start-up costs.

RECOMMENDATIONS

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

Attachment
DS/nr

REGIONAL TRANSIT BOARD
FINANCIAL STATEMENTS
Ending May 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 MAY 31, 1994

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	MAY 1993 ALL FUNDS	CHANGE
ASSETS							
CASH	\$0	\$916,824	\$26,629		\$943,453	\$261,258	\$682,195
INVESTMENTS	\$3,500,000	\$0	\$7,713,523		\$11,213,523	\$5,105,309	\$6,108,213
TAXES RECEIVABLE	\$0	\$69,042,768	\$12,026,193		\$81,068,960	\$79,457,367	\$1,611,593
ACCRUED INTEREST RECEIVABLE	\$0	\$0	\$0		\$0	\$2,141	(\$2,141)
DUE FROM OTHER FUNDS	\$0	\$85,982	\$0		\$85,982	\$1,773,450	(\$1,687,468)
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$932,000	\$13,013,500	\$0		\$13,945,500	\$13,516,750	\$428,750
FEDERAL GOVERNMENT RECEIVABLE	\$100,339	\$17,354	\$0		\$117,693	\$651,354	(\$533,660)
OTHER ASSETS	\$17,141	\$856,836	\$443,748	\$618,223	\$1,935,948	\$2,018,585	(\$82,636)
TOTAL ASSETS	\$4,549,480	\$83,933,265	\$20,210,092	\$618,223	\$109,311,060	\$102,786,214	\$6,524,846
LIABILITIES							
ACCOUNTS PAYABLE	\$172,110	\$432	\$0		\$172,541	\$123,024	\$49,518
ACCRUED PAYROLL LIABILITIES	\$142,231	\$0			\$142,231	\$148,562	(\$6,331)
DUE TO MET COUNCIL	\$101,645	\$0	\$11,427,377		\$11,529,022	\$9,471,049	\$2,057,972
DUE TO MTC	\$0	\$19,692,730	\$599,926		\$20,292,656	\$22,670,160	(\$2,377,504)
TRANSIT PROVIDERS PAYABLE	\$0	\$4,726,345	\$7,550,486		\$12,276,831	\$6,089,468	\$6,187,364
DUE TO OTHER FUNDS	\$85,982	\$0	\$0		\$85,982	\$1,773,450	(\$1,687,468)
DEFERRED REVENUE	\$1,198,750	\$58,191,198			\$59,389,948	\$57,111,814	\$2,278,134
OTHER LIABILITIES	\$1,290	\$11,900	\$188,556		\$201,746	\$11,900	\$189,846
DEFERRED COMP HELD			\$443,748		\$443,748	\$394,208	\$49,540
TOTAL LIABILITIES	\$1,702,008	\$82,622,605	\$20,210,092	\$0	\$104,534,705	\$97,793,634	\$6,741,071
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	\$2,511,431	\$1,310,660	\$0	\$0	\$3,822,091	\$3,285,757	\$536,334
TOTAL FUND EQUITY	\$2,847,472	\$1,310,660	\$0	\$618,223	\$4,776,355	\$4,992,580	(\$216,225)
TOTAL LIABILITIES & FUND EQUITY	\$4,549,480	\$83,933,265	\$20,210,092	\$618,223	\$109,311,060	\$102,786,214	\$6,524,846

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL AND SPECIAL REVENUE FUND TYPES - FOR THE FIVE MONTHS ENDED MAY 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		\$27,381,105	\$27,381,105	\$27,352,214	\$28,891
	STATE APPROPRIATIONS	\$856,250	\$11,786,040	\$12,642,290	\$12,642,292	(\$2)
	FEDERAL GRANTS	\$261,805	\$0	\$261,805	\$848,667	(\$586,862)
	INTEREST	\$99,979	\$0	\$99,979	\$145,833	(\$45,855)
	AGENCY REIMBURSEMENT	\$0	\$0	\$0	\$0	\$0
	MISCELLANEOUS	\$384	\$238	\$621	\$417	\$205
	TOTAL REVENUE	\$1,218,417	\$39,167,383	\$40,385,800	\$40,989,423	(\$603,623)
EXPENDITURES	SALARIES & BENEFITS	\$692,109	\$0	\$692,109	\$734,780	\$42,671
	MEMBER PER DIEMS	\$10,850		\$10,850	\$16,667	\$5,817
	CONSULTING	\$93,482	\$0	\$93,482	\$271,667	\$178,185
	LEGAL FEES	\$76,201		\$76,201	\$41,667	(\$34,534)
	PROFESSIONAL SERVICES	\$30,443	\$0	\$30,443	\$23,917	(\$6,526)
	MET COUNCIL CHARGEBACKS	\$71,250		\$71,250	\$71,250	\$0
	LOCAL TRAVEL	\$11,157	\$0	\$11,157	\$22,271	\$11,114
	NON-LOCAL TRAVEL	\$3,375	\$0	\$3,375	\$19,792	\$16,417
	MATERIALS & SUPPLIES	\$9,228	\$0	\$9,228	\$13,667	\$4,438
	OCCUPANCY/TELEPHONE	\$86,918		\$86,918	\$89,917	\$2,998
	PUBLIC COMMUNICATIONS	\$85,296	\$1,800	\$87,096	\$42,167	(\$44,930)
	EQUIP RENTAL/MAINTENANCE	\$13,291	\$0	\$13,291	\$13,481	\$190
	INSURANCE	\$3,872		\$3,872	\$26,750	\$22,878
	CAPITAL EXPENDITURES	\$11,729	\$0	\$11,729	\$10,417	(\$1,312)
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$8,865	\$0	\$8,865	\$10,896	\$2,031	
TRANSIT PROGRAMS/GRANTS	\$99,769	\$39,736,135	\$39,835,905	\$39,312,075	(\$523,829)	
TOTAL EXPENDITURES	\$1,307,835	\$39,737,935	\$41,045,770	\$40,721,378	(\$324,392)	
EXCESS/(DEFICIENCY) REV OVER EXP	(\$89,418)	(\$570,553)	(\$659,970)	\$268,045	(\$928,015)	
FUND BALANCE	TRANSFERS					
	BOARD AUTHORIZATIONS	(\$350,000)	\$350,000	\$0	\$0	\$0
	NET TRANSFERS	(\$350,000)	\$350,000	\$0	\$0	\$0
ENDING FUND BALANCE	\$2,847,472	\$1,310,660	\$4,158,132	\$5,115,964	(\$957,832)	

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL SPECIAL REVENUE FUNDS - FOR THE FIVE MONTHS ENDED MAY 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	23,386,948	0	3,575,120	419,037	27,381,105	27,352,214	28,891
STATE APPROPRIATIONS	5,791,460	5,577,915	0	416,665	11,786,040	11,786,042	(2)
FEDERAL GRANTS	0				0	216,667	(216,667)
INTEREST	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT		0		0	0	0	0
MISCELLANEOUS	0	238	0	0	238	0	238
TOTAL REVENUE	29,178,408	5,578,153	3,575,120	835,702	39,167,383	39,354,923	(187,540)
EXPENDITURES							
MTC OPERATING SUBSIDY	27,042,405				27,042,405	27,176,860	134,455
MTC RIDESHARE	270,835				270,835	270,833	(2)
MTC JOBSEEKERS	214,792				214,792	218,974	4,182
NON - MTC FIXED ROUTE	1,422,479				1,422,479	1,345,321	(77,158)
MMSC		896,280			896,280	768,655	(127,625)
OPT OUT			2,560,451		2,560,451	2,835,965	275,514
RURAL SYSTEMS				1,084,400	1,084,400	1,017,460	(66,940)
SMALL URBAN				183,606	183,606	195,405	11,799
METRO MOBILITY PROVIDERS		6,062,688			6,062,688	4,898,012	(1,164,676)
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	28,950,511	6,958,968	2,560,451	1,268,005	39,737,935	38,727,484	(1,010,452)
EXCESS/(DEFICIENCY) REVENUE OVER EXPENDITURE	227,897	(1,380,816)	1,014,669	(432,303)	(570,553)	627,439	(1,197,991)
FUND BALANCE							
TRANSFERS BOARD AUTHORIZATIONS	0	0	0	350,000	350,000	350,000	0
ENDING FUND BALANCE	(997,330)	(1,220,474)	2,995,060	533,404	1,310,660	2,849,385	(1,538,725)

REGIONAL TRANSIT BOARD
PROGRAM STATUS REPORT
for the five months ended May 31, 1994
41.67% of year

#	PROGRAM	ORIGINAL BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
94-01	RTB Chair's Office	\$324,518	\$106,218	\$218,300	32.73%
94-02	Executive Director's Office	\$199,036	\$141,011	\$58,025	70.85%
94-03	Programs/Planning Admin	\$201,484	\$90,234	\$111,250	44.78%
94-04	Transportation Planning Process	\$117,391	\$51,193	\$66,198	43.61%
94-10	Elderly and Disabled	\$298,791	\$146,593	\$152,198	49.06%
94-11	Rideshare Planning	\$395,035	\$36,458	\$358,577	9.23%
94-13	Transit System Planning & Impl.	\$412,574	\$130,407	\$282,167	31.61%
94-14	Transit Programs Administration	\$93,418,316	\$39,819,899	\$53,598,417	42.63%
94-15	Administrative Services	\$454,255	\$156,312	\$297,943	34.41%
94-16	Financial Management	\$271,159	\$116,356	\$154,803	42.91%
94-17	Personnel Administration	\$57,202	\$29,504	\$27,698	51.58%
94-19	Public Information	\$293,085	\$111,050	\$182,035	37.89%
94-20	Capital Expenditure Program	\$25,000	\$11,729	\$13,271	46.92%
94-22	Competitive Transit Services	\$15,736	\$594	\$15,142	3.78%
94-23	Light Rail Transit	\$13,559	\$0	\$13,559	0.00%
94-24	Central Corridor AA/DEIS	\$1,007,553	\$51,091	\$956,462	5.07%
94-26	Transit Test Mktg of New Serv.	\$170,681	\$23,181	\$147,500	13.58%
94-27	Community Relations	\$55,931	\$23,940	\$31,991	42.80%
Total Programs and Capital Expenditures		\$97,731,306	\$41,045,770	\$56,685,536	42.00%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the five months ended May 31, 1994
41.67% of year

	Current Contract	1994 Budget	5 Months Expense	Unexpended Budget	Expense % Of Budget
REGULAR ROUTE					
North Suburban	862,653	852,653	356,442	496,211	41.80%
U Of M – Route #52	1,035,611	518,000	270,889	247,111	52.30%
Valley Transit	110,117	110,117	46,908	63,209	42.60%
Roseville Circulator	2,236,716	590,000	241,475	348,525	40.93%
M.L.L. – BE Line	1,204,896	608,000	243,053	364,947	39.98%
M.L.L. – Route 55	2,826,945	550,000	263,712	286,288	47.95%
Regular Route Expense	8,276,938	3,228,770	1,422,479	1,806,291	44.06%
MTC–Rideshare	650,000	650,000	270,835	379,165	41.67%
MTC–Jobseekers	525,537	525,537	214,792	310,745	40.87%
MTC–Regular Route	65,224,463	65,224,463	27,042,405	38,182,058	41.46%
MTC–Regular Route Expense	66,400,000	66,400,000	27,528,032	38,871,968	41.46%
Total Regular Route Expense	74,676,938	69,628,770	28,950,511	40,678,259	41.58%
METRO MOBILITY					
ATE–MMSC–Administrative	1,825,889	1,844,771	902,215	942,556	48.91%
RTB–MMSC–Administrative			1,800	(1,800)	N/A
Providers		11,755,229	6,062,688	5,692,541	51.57%
Metro Mobility Expense	1,825,889	13,600,000	6,966,703	6,633,297	51.23%
ATE–MMSC–Admin.–Prior Yr Adj.			(7,735)		
Adj. Metro Mobility Expense	1,825,889	13,600,000	6,958,968	6,633,297	51.17%
OPT–OUT					
City Of Plymouth	1,159,203	1,159,203	357,572	801,631	30.85%
City Of Shakopee	252,425	252,425	95,925	156,500	38.00%
Southwest Metro	1,866,660	1,866,660	752,090	1,114,570	40.29%
MN Valley Transit	3,065,185	3,065,185	1,197,685	1,867,500	39.07%
Maple Grove	459,644	462,843	160,288	302,555	34.63%
Opt Out Expense	6,803,117	6,806,316	2,563,561	4,242,755	37.66%
City Of Shakopee–'91 Audit Adj.			(3,110)		
Adj. Opt Out Expense	6,803,117	6,806,316	2,560,451	4,242,755	37.62%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the five months ended May 31, 1994
41.67% of year

	Current Contract	1994 Budget	5 Months Expense	Unexpended Budget	Expense % Of Budget
SMALL URBAN					
Columbia Heights	59,005	59,005	17,663	41,342	29.93%
Hastings	82,172	82,172	30,070	52,102	36.59%
Hopkins	34,752	34,752	14,955	19,797	43.03%
NEST	111,434	111,434	42,031	69,403	37.72%
STEP	11,129	11,129	4,635	6,494	41.65%
White Bear	170,480	170,480	74,253	96,227	43.55%
Small Urban Expense	468,972	468,972	183,606	285,366	39.15%
RURAL					
Westonka	31,715	31,715	17,657	14,058	55.67%
Senior Transportation	47,000	47,000	24,146	22,854	51.37%
Delano Transportation	48,520	48,250	22,870	25,380	47.40%
Scott County		119,519	55,891	63,628	46.76%
H.S.I.	227,627	422,254	186,940	235,314	44.27%
DARTS	453,200	839,400	377,665	461,735	44.99%
Carver County	124,332	124,332	53,375	70,957	42.93%
Anoka County Volunteer	23,500	23,500	9,790	13,710	41.66%
Anoka County Linwood	15,796	15,796	6,580	9,216	41.66%
Anoka County Traveler	635,943	742,627	329,486	413,141	44.37%
Lakeville		27,510			
Rural Expense	1,607,633	2,441,903	1,084,400	1,329,993	44.41%
Total Rural/Small Urban Exp.	2,076,605	2,910,875	1,268,005	1,615,360	43.56%
NON-PROVIDER EXPENDITURES		0	0	0	N/A
Grand Total	85,382,549	92,945,961	39,737,935	53,169,671	42.75%

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

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
GENERAL FUND					
		Beginning balance	\$1,200,000		
		sold	(\$1,200,000)		
02-May-94	09-May-94	CP - Smith Barney Shearson	\$1,199,132	Smith Barney	3.723%
	09-May-94	sold	(\$1,199,132)		
09-May-94	16-May-94	Ford Motor Credit	\$3,996,889	Smith Barney	4.003%
	16-May-94	sold	(\$3,996,889)		
09-May-94	23-May-94	University Support - L.O.C. NAB	\$2,057,746	Smith Barney	4.066%
	23-May-94	sold	(\$2,057,746)		
09-May-94	31-May-94	University Support - L.O.C. Fuji	\$2,194,353	Smith Barney	4.211%
	31-May-94	sold	(\$2,194,353)		
16-May-94	31-May-94	Repurchase - University Support	\$1,597,333	Smith Barney	4.007%
	31-May-94	sold	(\$1,597,333)		
31-May-94	06-Jun-94	Repurchase Agreement	\$3,500,000	Smith Barney	4.250%
		Ending Balance	<u>\$3,500,000</u>		
BOND ISSUE #2 - 1991 "G"					
		Beginning Balance	\$888,108		
		sold	(\$888,108)		
02-May-94	09-May-94	Repurchase Agreement	\$510,853	First Bank St. Paul	3.350%
	09-May-94	sold	(\$510,853)		
09-May-94	16-May-94	Repurchase Agreement	\$502,017	First Bank St. Paul	3.500%
	16-May-94	sold	(\$502,017)		
16-May-94	23-May-94	Repurchase Agreement	\$502,359	First Bank St. Paul	3.550%
	23-May-94	sold	(\$502,359)		
23-May-94	31-May-94	Repurchase Agreement	\$502,705	First Bank St. Paul	3.750%
	31-May-94	sold	(\$502,705)		
31-May-94	06-Jun-94	Repurchase Agreement	\$503,124	First Bank St. Paul	3.800%
		Ending Balance	<u>\$503,124</u>		
BOND ISSUE #3 - 1993 "D"					
		Beginning Balance	\$7,029,559		
		sold	(\$2,993,350)		
16-May-94	13-Jun-94	Atlantic Asset (A1/P1)	\$2,990,200	Smith Barney	4.214%
		Ending Balance	<u>\$7,026,409</u>		
EDUCATION FUND					
		Beginning Balance	\$189,242		
		sold	(\$89,752)		
09-May-94	07-Jul-94	Treasury Bill	\$84,500	First Bank St. Paul	3.611%
		Ending Balance	<u>\$183,990</u>		

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

	TOTAL CAPITAL BOND	TOTAL BUDGET CAPITAL BOND	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING BALANCE	\$8,750,488	\$8,750,488	\$0
RECEIPTS			
BOND ISSUES	\$5,186	\$0	\$5,186
MISCELLANEOUS	\$317	\$0	\$317
INTEREST	\$79,667	\$0	\$79,667
TOTAL RECEIPTS	\$85,170	\$0	\$85,170
DISBURSEMENTS			
CAPITAL EXPENDITURES	\$1,285,173	\$3,670,000	\$2,384,827
MISCELLANEOUS	\$0	\$0	\$0
TOTAL DISBURSEMENTS	\$1,285,173	\$3,670,000	\$2,384,827
EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS	(\$1,200,003)	(\$3,670,000)	\$2,469,997
OTHER DISBURSEMENTS			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
NET OTHER DISBURSEMENTS	\$0	\$0	\$0
ENDING BALANCE	\$7,550,486	\$5,080,488	\$2,469,997

DISBURSEMENT DETAIL

ISSUE 1991 "G"

City of Shakopee	\$21,658.44
City of Plymouth	\$47,854.28
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

\$1,285,172.68

ISSUE 1993 "D"

\$0.00

TOTAL

\$1,285,172.68

REGIONAL TRANSIT BOARD

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

DATE: July 15, 1994

TO: Chair and Members of the Committee of the Whole (Administration and Finance)

FROM: Dale Ulrich, Comptroller

SUBJECT: Preliminary 1995 RTB Budget

SUMMARY

A preliminary 1995 RTB budget must be adopted by the Board in July in order to be available for a statutorily required public hearing on or before August 15. The Committee of the Whole (Administration & Finance) will be asked to adopt the Proposed 1995 Budget at its regular meeting on July 25. Board ratification is scheduled for consideration on August 1, and the public hearing will be held in conjunction with the August 15 regular Board meeting.

DISCUSSION

The preliminary budget format presented here is an outline of the full budget document, but is complete in its accounting for available resources and proposed expenditures. The document has been prepared by staff; detailed Board review and modifications of the proposed budget will occur after the public hearing is completed. The final 1995 budget will become part of the Metropolitan Council's process after October 1.

Budgeting for 1995 presents a challenge in that resources, after adjustment for basic inflation, are again fairly flat, like in the previous several years. There is only a small amount of fund balance expected to be carried over from 1994 which is available to supplement 1995 programs.

(RTB overall fund balance was \$13.6 million at the end of 1989, \$5.5 million at end of 1990, \$3.0 million at the end of 1991, and \$4.8 million at 12/31/92; the rebound in 1992 included the \$1.5 million appropriated by the 1992 Legislature to ease the deficit in the Metro Mobility fund. The Board adopted in 1992 a fund balance policy for the RTB which calls for a \$5.0 million minimum (all funds, financial assets only) budget target.) Fund balance at the end of 1994 is projected to be \$5.4 million.

Proposed 1995 RTB Budget
July 15, 1994
Page 2

The 1995 RTB budget outlined in the accompanying pages represents the combination of what is currently known about resources which are expected to be available for 1995, and expenditures at levels of either the same dollars as for 1994, adjustments already agreed to by Board action for 1995, or modified per the recommendations of RTB managers.

Resources

Property taxes are expected to increase 1.836 percent, as indicated in the preliminary levy which is also being recommended for action on the July 25 agenda.

\$400,000 of the transit district operating levy has been allocated to the Small Urban Fund to fund community based programs operating within the district.

Property taxes are shown at 97 percent of actual levy (98% was used in the previous year) to allow for collection, abatement experience.

The allocation of the district operating levy between Regular Route and Opt-Out funds is based on actual pay-1993 levy amounts, increased for general growth in the subsequent total levies for pay-93 and pay-94. Actual allocation levels are expected to be reported by the State Department of Revenue in August, and that allocation will be applied to 1994 and used for 1995 budgeting. Based on prior year experience and the special factor of the unfeathering of Eagan and Eden Prairie in pay '94, the actual figures could require a shift of up to \$1,000,000 to the Opt-Out Fund from the Regular Route Fund in each of the two years.

State appropriations are shown as adjusted by the 1994 Legislature and allocated by fund when so directed. The biennial appropriation for agency operations and community based programs was combined, and has been allocated by staff in a ratio comparable to the previous biennium. The 1994 supplement was all applied to community based programs.

Actual state appropriations run only through June 30, 1995; second half 1995 state resources are projected at the same level as first half actual.

Federal funds are shown as projected by RTB staff. ISTEA funding of \$1.1 million is applied \$700,000 to TDM program (80% of \$840,000 total effort), \$400,000 to rideshare program at MCTO. Availability of ISTEA TDM funding for 1995 is uncertain.

Interest and miscellaneous income is estimated based on current experience.

Expenditures

Non-MTC (now MCTO) regular route programs shown at levels of 1994 contracts.

MCTO funding levels projected here at \$70.0 million total for regular route, rideshare and jobseekers combined; this is an increase over 1994 RTB subsidy of \$3.6 million. The majority of the Regular Route fund balance indicated at the end of 1995 probably will be required to be shifted to Opt-Out Fund (see note under "Revenues" above) once 1994 actual numbers are available.

Regional Transit Board 1995 Preliminary Budget

A public hearing on this budget will be held
at 5:00 p.m. August 15, 1994 at

Mears Park Centre
230 East 5th Street
Chambers
St. Paul, MN 55101

Proposed 1995 RTB Budget
July 15, 1994
Page 3

Opt Out subsidy at 1994 budget levels. The recently approved MVTA service addition of \$1.003 million in '94 and '95 is acknowledged.

Metro Mobility expenditures as presented to Board in late June, projection assumes recognizing certain equipment costs over several years. None of the cost containment proposals currently under review by the Board are reflected in the preliminary budget.

Community-based programs in Rural/Small Urban Fund at 1994 levels.

New service work program is eliminated in 1995 as the last of the legislatively designated (1988) funding for that purpose was expended in 1994.

Manager-recommended changes are shown for staff, consultants and professional services, Public Information and general Agency expenses-- rent, supplies, travel, etc. Met Council chargebacks dollars are included, even though chargebacks were repealed as part of the governance bill; it is anticipated that a cost allocation plan will be invoked which will have a similar budget impact.

Staff complement rises from 38 approved positions in 1994 to 46 in 1995. Since 15 of the 1995 staff plan are in the new MMSC office, there is a decline of 7 positions from 1994 to 1995 in the core agency. The seven reduced here include the chair, chair's secretary, chair's assistant, ADA planner, PIO project administrator, a secretarial position, and the clerical assistant.

RECOMMENDATION

That the Regional Transit Board approve the 1995 Preliminary Budget for the purpose of holding a public hearing at 5:00 p.m. on Monday, August 15, 1994, at Mears Park Centre.

**REGIONAL TRANSIT BOARD
1995 SOURCES and USES
BY EXPENSE ITEM**

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS
Beginning Fund Balance January 1, 1995	\$1,904,639	\$3,494,864	\$5,399,503
REVENUE			
Property Tax		\$66,546,305	\$66,546,305
State Appropriations	\$1,864,000	\$34,427,000	\$36,291,000
Federal Grants			\$0
Sections 8	\$300,000	\$0	\$300,000
ISTEA	\$700,000	\$400,000	\$1,100,000
Interest/Miscellaneous	\$401,000	\$896,000	\$1,297,000
Total Revenue	\$3,265,000	\$102,269,305	\$105,534,305
EXPENDITURES			
Salaries & Benefits	\$1,626,130	\$568,946	\$2,195,076
Member Per Diems	\$0		\$0
Consulting	\$605,000	\$0	\$605,000
Legal Fees	\$96,000		\$96,000
Professional Services	\$64,300	\$0	\$64,300
Met Council Chargebacks	\$194,480	\$0	\$194,480
Local Travel	\$22,000	\$0	\$22,000
Non-Local Travel	\$18,000	\$0	\$18,000
Materials & Supplies	\$17,950	\$0	\$17,950
Occupancy	\$218,149		\$218,149
Public Communications	\$168,350	\$0	\$168,350
Equipment Rental/Maintenance	\$19,354	\$0	\$19,354
Insurance	\$10,409		\$10,409
Capital Expenditures	\$125,500		\$125,500
Employee Recruitment/Development	\$21,600		\$21,600
Transit Programs/Grants	\$840,000	\$101,400,469	\$102,240,469
Total Expenditures	\$4,047,222	\$101,969,415	\$106,016,637
Excess/(Deficiency) Revenue to Expenditures	(\$782,222)	\$299,890	(\$482,332)
Transfers			
New Services	\$0	\$0	\$0
Other			\$0
Net Transfers	\$0	\$0	\$0
Ending Fund Balance December 31, 1995	\$1,122,417	\$3,794,754	\$4,917,171

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

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	\$1,904,639	\$1,936,991	(\$2,321,776)	\$3,538,772	\$340,877	\$3,494,864	\$5,399,503
REVENUE							
Property Tax		56,598,922		8,821,126	1,126,257	66,546,305	\$66,546,305
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	700,000	400,000				400,000	\$1,100,000
Interest/Miscellaneous	401,000		896,000			896,000	\$1,297,000
Total Revenue	3,265,000	74,305,922	16,370,000	8,821,126	2,772,257	102,269,305	\$105,534,305
EXPENDITURES							
95-02 Executive Director	266,259						\$266,259
95-03 P & P Administration	186,563						\$186,563
95-04 Transportation Planning	137,311						\$137,311
95-10 Elderly & Disabled	316,702						\$316,702
95-11 TDM Planning	952,734						\$952,734
95-13 Transit System Planning	451,749						\$451,749
95-14 Transit Programs Administration	491,590	73,238,770	18,229,293	7,418,532	3,082,820	101,969,415	\$102,461,005
95-15 General Administration	382,535						\$382,535
95-16 Finance	301,136						\$301,136
95-17 Personnel	51,155						\$51,155
95-19 Public Information	319,872						\$319,872
95-20 Capital	125,500						\$125,500
95-23 Light Rail Transit	6,981						\$6,981
95-27 Community Relations	57,136						\$57,136
Total Expenditures	4,047,222	73,238,770	18,229,293	7,418,532	3,082,820	101,969,415	\$106,016,637
Excess Revenue Over (Under) Expenditures	(782,222)	1,067,152	(1,859,293)	1,402,594	(310,563)	299,890	(\$482,332)
Transfers-							
Scheduled						0	\$0
*Fund Balance December 31, 1995	\$1,122,417	\$3,004,143	(\$4,181,069)	\$4,941,366	\$30,314	\$3,794,754	\$4,917,171

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

REGIONAL TRANSIT BOARD 1995 BUDGET WORK PROGRAM COMPARISON

	1992 ACTUAL	1993 ACTUAL	1994 BUDGET	1995 BUDGET
Beginning Fund Balance	\$3,033,647	\$4,847,919	\$4,818,103	\$5,399,503
REVENUE				
Property Tax	62,459,701	63,305,472	65,645,314	66,546,305
State Appropriations	28,629,500	29,961,000	34,541,500	36,291,000
Federal	640,382	1,727,865	2,036,800	1,400,000
Interest/Miscellaneous	932,048	718,624	829,000	1,297,000
Total Revenue	92,661,631	95,712,961	103,052,614	105,534,305
EXPENDITURES				
9X-01 Policy Management	327,815	223,040	324,518	0
95-02 Executive Director	215,889	235,059	199,036	266,259
95-03 P & P Administration	234,148	139,647	311,484	186,563
95-04 Transportation Planning	107,575	119,087	117,391	137,311
95-10 Elderly & Disabled	150,570	160,151	358,495	316,702
95-11 TDM Planning	202,989	110,520	395,035	952,734
95-13 Transit System Planning	230,346	240,062	412,574	451,749
95-14 Transit Programs Administration	87,708,138	92,358,732	97,988,519	102,461,005
95-15 General Administration	427,677	400,823	454,255	382,535
95-16 Finance	232,277	264,106	271,159	301,136
95-17 Personnel	47,078	69,603	57,202	51,155
95-19 Public Information	253,754	271,764	293,085	319,872
95-20 Capital	7,180	48,671	25,000	125,500
9X-22 Competitive Transit	13,770	6,019	15,736	0
95-23 Light Rail Transit	76,015	990,952	13,559	6,981
9X-24 Central Corridor AA/DEIS	0	0	1,007,553	0
9X-26 New Services	561,242	48,997	170,681	0
95-27 Community Relations	50,896	55,544	55,932	57,136
Total Expenditures	90,847,359	95,742,777	102,471,214	106,016,637
Excess Revenue over(under) Expenditures	1,814,272	(29,816)	581,400	(482,332)
Ending Fund Balance	<u>\$4,847,919</u>	<u>\$4,818,103</u>	<u>\$5,399,503</u>	<u>\$4,917,171</u>

REGIONAL TRANSIT BOARD
SUMMARY of ESTIMATED PROFESSIONAL FEES
1995 BUDGET

	PROGRAM	DESCRIPTION		TOTAL
LEGAL-				
95-02	Executive Director	Agency Related Legal Services		\$96,000
CONSULTING-				
95-03	Planning & Programs Administration	UofM CTS		\$100,000
95-10	Elderly & Disabled-	Program Evaluation	100,000	
		Planning Studies	50,000	\$150,000
95-13	Transit System Plng & Impl-	Planning Studies		\$150,000
95-14	Transit Programs & Administration-	Program Analysis & Evaluation		\$200,000
95-19	Public Information	Miscellaneous Consulting		\$5,000
CONTRACTUAL SERVICES-				
95-10	Elderly & Disabled	Interpreting Services		\$2,500
95-15	Administration-	Legal Systems Service Corp (FSA)	2,000	
		Miscellaneous Office	11,000	\$13,000
95-16	Finance	Annual Agency Financial Audit	20,000	
		Payroll Service	3,000	\$23,000
95-17	Personnel	Affirmative Action & Personnel Training		\$2,500
95-19	Public Information	News Clipping	2,800	
		Interpreting Services	2,500	
		Photography Services	3,000	
		Art/Design Services	15,000	\$23,300
TOTAL PROFESSIONAL & TECHNICAL				<u>\$765,300</u>

**Regional Transit Board
1995 Transit Assistance Schedule**

	1992 Actual	1993 Actual	1994 Budget	1995 Budget
Regular Route—				
North Suburban Lines	850,274	839,496	862,653	862,653
Western Suburban	568,266	633,938	550,000	550,000
Roseville Area Circulator	550,546	583,327	590,000	590,000
UofM Route 52	471,542	547,421	518,000	518,000
BeLine	361,595	496,496	608,000	608,000
Valley Transit	108,592	110,581	110,117	110,117
Total	2,910,815	3,211,259	3,238,770	3,238,770
MCTO (MTC) —				
Operating Subsidy	63,832,077	66,047,031	65,224,463	68,800,000
Rideshare	389,810	398,230	650,000	650,000
Jobseekers	358,575	379,053	525,537	550,000
Total MCTO (MTC)	64,580,462	66,824,314	66,400,000	70,000,000
RTB Jobseekers	2,827	0	0	0
Total Regular Route	\$67,494,104	\$70,035,573	\$69,638,770	\$73,238,770
Metro Mobility—				
MTC—MMAC	644,502	524,938	0	0
MMSC	0	964,236	1,585,344	1,228,814
Metro Mobility Program	11,406,233	12,110,964	16,011,773	17,000,479
Total Metro Mobility	\$12,050,735	\$13,600,138	\$17,597,117	\$18,229,293
Opt Out				
MN Valley Transit	2,618,395	3,102,025	3,456,326	3,677,401
Southwest Metro	1,472,719	1,622,172	1,866,660	1,866,660
Plymouth	1,045,456	910,536	1,159,203	1,159,203
Maple Grove	658,040	540,478	462,843	462,843
Shakopee	232,086	196,161	252,425	252,425
Total Opt Out	\$6,026,696	\$6,371,372	\$7,197,457	\$7,418,532

Regional Transit Board
Staff Complement
1995 Budget

	Actual 1992	Actual 1993	Budget 1994	Actual 1994	Budget 1995
Chair's Office					
Chair	1	1	1	1	0
Assistant Chair	1	0	1	1	0
Secretary	1	1	1	0	0
Total	3	2	3	2	0
Executive Director's Office					
Executive Director	1	1	1	1	1
Community Relations Coordinator	1	1	1	1	1
Administrative Assistant	1	1	1	1	0
Total	3	3	3	3	2
Planning & Programs					
Director of Planning & Programs	1	1	1	1	1
Planning Manager	1	1	1	1	1
Programs Manager	0	1	1	1	1
Manager of Special Projects	1	1	1	1	1
Senior Planners	2	1	1	1	1
Senior Project Administrators	2	2	2	2	2
Planner II	1	3	3	1	3
Project Administrator II	2	1	2	2	2
Planner	2	0	1	1	1
Project Administrator	0	0	0	0	0
Paratransit Analyst	1	1	1	1	1
Transit Analyst (Statistician)	0	0	1	1	1
ADA Planner	0	0	1	0	0
TDM Coordinator	0	1	1	1	1
Total	13	13	17	14	16
Public Information Office					
Public Information Manager	1	1	1	1	1
Project Administrator II	0	1	1	0	0
Writer/Editor	1	1	1	1	1
Public Information Specialist	1	0	1	1	1
Total	3	3	4	3	3

**Regional Transit Board
1995 Transit Assistance Schedule**

	1992 Actual	1993 Actual	1994 Budget	1995 Budget
Rural Systems –				
Anoka County Traveler	441,970	487,978	827,062	827,062
Anoka Volunteer	23,708	23,500	23,500	23,500
Carver County	135,495	124,332	124,332	124,332
Dakota Volunteer	14,432	0	0	0
DARTS	423,522	501,241	906,400	906,400
HSI (Washington Cty)	234,069	302,442	455,254	455,254
Lakeville	27,645	27,510	0	0
Linwood Volunteer	15,557	15,582	15,796	15,796
Scott County	124,445	119,519	119,519	119,519
Senior Community	48,257	48,520	48,520	48,520
Senior Trans Program	27,746	27,217	47,000	47,000
Westonka	32,696	31,715	31,715	31,715
Total Rural Systems	1,549,542	1,709,556	2,599,098	2,599,098
Small Urban –				
Columbia Heights	83,707	83,000	59,005	59,005
Hastings – TRAC	81,999	81,263	82,172	82,172
Hopkins	34,752	27,260	34,752	34,752
NEST	89,296	92,765	111,434	111,434
STEP	11,175	10,880	11,129	11,129
White Bear Area Transit	81,666	136,872	185,230	185,230
Total Small Urban	382,595	432,040	483,722	483,722
Total Rural/Small Urban	\$1,932,137	\$2,141,596	\$3,082,820	\$3,082,820
New Services –				
Total New Services	\$500,000	\$500,000	123,020	0
Total Transit Assistance	\$88,003,672	\$92,648,679	\$97,639,184	\$101,969,415

Regional Transit Board
Staff Complement
1995 Budget

	Actual 1992	Actual 1993	Budget 1994	Actual 1994	Budget 1995
MMSC					
General Manager	0	0	0	0	1
Assistant General Manager	0	0	0	0	1
Office manager	0	0	0	1	1
Bookkeeper	0	0	0	1	1
Provider Coordination Manager	0	0	0	1	1
Customer Coordination Manager	0	0	0	1	1
Maintenance Officer	0	0	0	1	1
MIS	0	0	0	0	1
Provider Liaison	0	0	0	1	1
Provider Liaison	0	0	0	1	1
Provider Liaison	0	0	0	1	1
Customer Service Representative	0	0	0	1	1
Customer Service Representative	0	0	0	1	1
Customer Service Representative	0	0	0	0	1
Customer Service Representative	0	0	0	0	1
Total	0	0	0	10	15
Finance					
Comptroller	1	1	1	1	1
Fiscal Analyst	1	1	1	1	1
Program Auditor	2	1	2	1	2
Accountant	1	1	1	1	1
Accounting Clerk I	0	0	0	0	1
Accounting Clerk II	1	1	1	0	0
Total	6	5	6	4	6
Administration					
Manager of Administrative Services	0	1	1	1	1
Personnel Administrator	1	0	0	0	0
Administrative Assistant	1	1	1	0	1
Secretary	1	1	1	1	1
Clerical Assistant	1	1	1	0	0
Receptionist	1	1	1	0	1
Total	5	5	5	2	4
Agency Total – Budget	36	37	38		46
Agency Total – Actual	33	31		38	

REGIONAL TRANSIT BOARD
1995 TRANSIT CAPITAL BUDGET

	1992 ACTUAL	1993 ACTUAL	1994 BUDGET	1995 BUDGET
Transit Facilities	\$427,617	\$2,660,000	\$1,000,000	\$3,943,000
Vehicle Purchase	\$143,730	\$300,000	\$1,500,000	\$350,000
Opt-Out Reimbursement	\$0	\$284,000	\$350,000	\$350,000
Projects(Smart, Travlink)	\$0	\$0	\$820,000	\$0
TOTAL	<u>\$571,347</u>	<u>\$3,244,000</u>	<u>\$3,670,000</u>	<u>\$4,643,000</u>

REGIONAL TRANSIT BOARD

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

DATE: July 15, 1994
TO: Chair and Members, Administration and Finance Committee
FROM: Dale Ulrich, Comptroller
SUBJECT: Amendments to 1994 RTB Budget

DISCUSSION

The accompanying schedule details proposed amendments to the 1994 RTB Budget which was adopted by the Board in December, 1993. A second schedule shows 1994 Sources and Uses updated with these amendments.

The majority of the changes recognize events and actions since the adoption of the official 1994 Budget. These include the audited results of 1993, appropriations made by the 1994 legislature, subsequent Board actions which have impacted the spending plan and several provider adjustments which are anticipated to receive Board approval by year end.

Several administrative changes are also included:

CTS (Center for Transportation Studies) budget increased to include prior year projects which were not paid by the end of 1993, need to be re-budgeted.

Several small provider contract corrections are included, as noted on the attached schedule.

Miscellaneous Metro Mobility revenue is recognized: agency revenue, gas tax rebate.

Additional budget amendments will be required before the end of 1994. For example, there will be a shift of property tax revenues from regular route to the opt-out fund, but the exact amount of the shift is not yet known, and there is no estimate included here. Another possible 1994 amendment not recognized here is the anticipated request of an additional subsidy of \$1.2 million from the (former) MTC, now MCTO.

RECOMMENDATION

That the Board amend the 1994 Budget, as adopted December, 1993, recognizing the detail of the attached schedule and the following summary amounts:

- Beginning Fund Balance of \$4,818,103
- Total revenues of \$103,052,614
- Total Expenditures \$102,471,214
- Ending total fund balance of \$5,399,503

**REGIONAL TRANSIT BOARD
PROPOSED BUDGET AMENDMENTS
FOR YEAR ENDING DECEMBER 31, 1994**

FUND	DESCRIPTION	CURRENT BUDGET TOTAL	AMENDED TOTAL	PROPOSED BUDGET ADJUSTMENT INCREASE/(DECREASE)
FUND BALANCE--				
GENERAL	BEGINNING FUND BALANCE	2,282,037	3,286,890	\$1,004,853
REGULAR ROUTE	BEGINNING FUND BALANCE	(494,119)	(1,225,227)	(\$731,108)
METRO MOBILITY	BEGINNING FUND BALANCE	290,574	160,341	(\$130,233)
OPT-OUT	BEGINNING FUND BALANCE	1,529,656	1,980,392	\$450,736
RURAL/SMALL URBAN	BEGINNING FUND BALANCE	576,162	615,708	\$39,546
LIGHT RAIL TRANSIT	BEGINNING FUND BALANCE		Fund Closed 12/31/93	\$0
	TOTAL ADJUSTMENT TO FUND BALANCE	4,184,310	4,818,104	633,794

Amendments to beginning fund balance are to adjust to ending fund balance of the audited financial statements for year end December 31, 1993.

REVENUE--				
GENERAL	STATE APPROPRIATIONS	2,055,000	2,055,000	\$0
REGULAR ROUTE	STATE APPROPRIATIONS	13,899,500	16,399,500	\$2,500,000
METRO MOBILITY	STATE APPROPRIATIONS	13,387,000	14,637,000	\$1,250,000
RURAL/SMALL URBAN	STATE APPROPRIATIONS	1,000,000	1,450,000	\$450,000
METRO MOBILITY	MISCELLANEOUS REVENUE	0	478,000	\$478,000
	TOTAL ADJUSTMENTS TO REVENUE	30,341,500	35,019,500	4,678,000

Amendments to state appropriations reflect fiscal year '95 adjustments by '94 Legislature.
Amendment to Metro Mobility misc. revenue for DAC \$378,000, fuel tax refund \$70,000, and misc. of \$30,000.

EXPENDITURES--				
GENERAL	CONSULTING	809,400	979,104	\$169,704
REGULAR ROUTE	PROVIDERS	69,628,770	69,638,770	\$10,000
METRO MOBILITY	PROVIDERS	11,755,229	16,011,773	\$4,256,544
METRO MOBILITY	MMSC	1,844,771	1,585,344	(\$259,427)
OPT-OUT	PROVIDERS	6,806,316	7,197,457	\$391,141
RURAL/SMALL URBAN	PROVIDERS	2,910,875	3,082,820	\$171,945
	TOTAL ADJUSTMENTS TO EXPENDITURES	93,755,361	98,495,268	4,739,907

Adjustment to consulting is for CTS contract unexpended '93 contract carried over to '94 \$110,000, addition of Mediation Services for \$59,704.
Adjustment to regular route providers is to correct expenditure for North Suburban lines to include marketing expenses \$10,000. Amendment to Opt-Out for MN Valley \$391,141. Amendment to rural/small urban providers is for elimination of Lakeville (\$27,510) already included in DARTS expenditure; correction to Senior Community \$270 to adjust budget to contract; amendment to White Bear \$14,750, Anoka Traveler \$84,435, DARTS \$67,000, HSI \$33,000.
Amendment to MMSC is the result of RTB's new role in Metro Mobility service as well as an accounting function of depreciation of assets acquired.
Amendment to Metro Mobility Providers is a result of new Metro Mobility program established July 5, 1994.

**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	1,316,800					0	\$1,316,800
ISTEA	200,000	520,000				520,000	\$720,000
Interest/Miscellaneous	351,000		478,000			478,000	\$829,000
Total Revenue	3,922,800	72,800,988	15,115,000	8,755,837	2,457,989	99,129,814	\$103,052,614
EXPENDITURES							
94-01 Policy Management	324,518						\$324,518
94-02 Executive Director	199,036						\$199,036
94-03 P & P Administration	311,484						\$311,484
94-04 Transportation Planning	117,391						\$117,391
94-10 Elderly & Disabled	358,495						\$358,495
94-11 TDM Planning	395,035						\$395,035
94-13 Transit System Planning	412,574						\$412,574
94-14 Transit Programs Administration	472,355	69,638,770	17,597,117	7,197,457	3,082,820	97,516,164	\$97,988,519
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	4,955,050	69,638,770	17,597,117	7,197,457	3,082,820	97,516,164	\$102,471,214
Excess Revenue Over(Under) Expenditures	(1,032,250)	3,162,218	(2,482,117)	1,558,380	(624,831)	1,613,650	\$581,400
Transfers -							
New Services	(350,000)				350,000	350,000	\$0
Other							\$0
*Fund Balance December 31, 1994	\$1,904,639	\$1,936,991	(\$2,321,776)	\$3,538,772	\$340,877	\$3,494,864	\$5,399,503

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