



Minnesota Regional Transit
Board: Records.

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.



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

Regional Transit Board
Mears Park Centre Chambers
Monday, August 15, 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, July 11, 1994
 - ✓ B. Committee of the Whole Meeting, July 25, 1994
- ✓ 4. CHAIR'S REPORT
- ✓ 5. MEMBERS' REPORTS
- ✓ 6. EXECUTIVE DIRECTOR'S REPORT
 - ✓ A. Metro Mobility Update
- ✓ 7. REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE
(Ruth Franklin, Chair)
 - ✓ A. Financial Statements--June 1994
 - ✓ B. Supplementary Budget Request for Rear Heater Installation for Metro Mobility Vehicles
 - ✓ C. Amendment to the 1994 Maple Grove Transit System Management Plan and Budget
 - ✓ D. Approval of Transit Section of Draft 1995-1997 Transportation Improvement Program for the Twin Cities Metropolitan Area
- ✓ 8. OTHER BUSINESS
- ✓ 9. PUBLIC COMMENT

Sally Evert
Chair

mff
8/9/94

Note: At 5:00 p.m. the board will conduct a public hearing on the 1995 budget.



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of August 8, 1994, the committee approved the following recommendations:

FINANCIAL STATEMENTS--JUNE 1994

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

SUPPLEMENTARY BUDGET REQUEST FOR REAR HEATER INSTALLATION FOR METRO MOBILITY VEHICLES

That the Regional Transit Board:

1. Extend the completion date for installation from September 1, 1994 to October 15, 1994.
2. Increase the allocated amount from \$67,050 to \$96,262 for the installation of the rear heaters for the 149 Metro Mobility demand vehicles.
3. Allow three different businesses to provide the installation of the rear heaters to insure the project is completed on schedule.
4. Authorize the executive director to purchase 149 rear heater units and supporting equipment from AmFab Corporation at a price of \$61,468.
5. Authorize the executive director to negotiate and execute a contract for the installation of 74 rear heaters by Fruehauf Trailer Corporation. The amount of the installation is not to exceed \$17,834.
6. Authorize the executive director to negotiate and execute a change order for the installation of 25 rear heaters by Handicabs, Inc. The amount of the installation is not to exceed \$6,250.

7. Authorize the executive director to negotiate and execute a change order for the installation of 50 rear heaters by Metro Ride, Inc. The amount of the installation is not to exceed \$10,710.

AMENDMENT TO THE 1994 MAPLE GROVE TRANSIT SYSTEM MANAGEMENT PLAN AND BUDGET

That the Regional Transit authorize its executive director to amend the 1994 Maple Grove Transit contract (Contract No. 93/15/11-33) by \$48,208 for total contract amount not to exceed \$516,756.

APPROVAL OF TRANSIT SECTION OF DRAFT 1995-11997 TRANSPORTATION IMPROVEMENT PROGRAM FOR THE TWIN CITIES METROPOLITAN AREA

That the Regional Transit approve the transit section of the 1995-1997 Transportation Improvement Program for submittal to the Metropolitan Council.

OTHER BUSINESS

The committee received an update on the Transit Program Management Plans and discussed the preliminary overview and identification of issues for the 1995 Metropolitan Council Transit Operations budget.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

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

MINUTES OF THE REGIONAL TRANSIT BOARD

Monday, August 15, 1994

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

MEMBERS EXCUSED: Sharon Feess; Morgan Grant; Harry Mares.

OTHER MEETING PARTICIPANTS: Craig Morris and Dede Wolfson, Metropolitan Council Members; Michael Opatz, City of Maple Grove; Arnie Entzel, Amalgamated Transit Union, Local 1005; George Bentley, Bentley & Associates; Richard Rosow, Southwest Metro Transit (SWMT) Legal Counsel; Frank Kursinsky; Karen Lyons, Metropolitan Council Staff; Gregory L. Andrews, Judith Hollander, Mark Fuhrmann, Dale Ulrich, Howard Blin, Paul Colton and Carol Akervik, RTB Staff.

1. **Call to Order and Roll Call**
The meeting of the Regional Transit Board was called to order by Chair Evert at 4:05 p.m. and roll was taken.
2. **Approval of Agenda**
Higgins moved and Hovland seconded that the agenda be approved. Motion carried unanimously.
3. **Approval of Minutes**
The chair said it should be noted that Morgan Grant and Gary Humphrey were present at the Committee of the Whole meeting of July 25, 1994. With that amendment, Hovland moved and Hunt seconded:

That the Regional Transit Board approve the following minutes:
Regional Transit Board, July 11, 1994
Committee of the Whole Meeting, July 25, 1994.

The motion was unanimously approved.
4. **Chair's Report**
Chair Evert stated the RTB Board Members did a wonderful job conveying the RTB's priorities to the Metropolitan Council Board Members.
5. **Members' Reports**
There were no members' reports.
6. **Executive Director's Report**
Andrews stated the RTB is working with Northtown on their transit hub and a ground breaking for the transit hub is tentatively scheduled for the week of September 26. The board will receive more information on this event as it becomes available.

Metro Mobility Update

Fuhrmann stated that Metro Ride went live on its computer assisted dispatching this week and it went smoothly. He added that the Metro Mobility Service Center (MMSC) is receiving computer hardware and software this week and will be electronically linked to each of the three providers by next week.

Hovland asked about on-time performance. Fuhrmann stated that July's statistics were not complete but from what is available indicates a 96 percent on time performance.

Evert asked when the board will be discussing budget options for the program. Hollander stated some initial information will be discussed at the next Policy Committee meeting which is Monday, August 22, 1994.

**7. Report of the Administration and Finance Committee
(Ruth Franklin, Chair)**

A. Financial Statements - June 1994

Franklin moved and Hovland seconded:

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

The motion was carried unanimously.

**B. Supplementary Budget Request for Rear Heater Installation for Metro
Mobility Vehicles**

Franklin moved and Hovland seconded:

That the Regional Transit Board increase the allocated amount from \$67,050 to \$96,262 for the installation of the rear heaters for the 149 Metro Mobility demand vehicles.

The motion was carried unanimously.

**C. Amendment to the 1994 Maple Grove Transit System Management Plan
and Budget.**

Franklin moved and Hunt seconded:

That the Regional Transit Board authorize its executive director to amend the 1994 Maple Grove Transit contract (Contract No. 93/15/11-33) by \$48,208 for total contract amount not to exceed \$516,756.

The motion carried. (Higgins voted no.)

Franklin stated that she had received a letter from Maple Grove addressing the concern by Board Member Mares at the Administration and Finance Committee meeting and indicated that Board Member Mares was satisfied with the responses.

D. Approval of Transit Section of Draft 1995-1997 Transportation Improvement Program for the Twin Cities Metropolitan Area

Franklin moved and Hunt seconded:

That the Regional Transit Board approve the transit section of the 1995-1997 Transportation Improvement Program for submittal to the Metropolitan Council.

The motion was carried unanimously.

8. Other Business

Evert suggested that the board members may want to meet on an individual basis with the Metropolitan Council members to discuss the RTB's priorities for transition in more detail, without having to worry about time constraints.

Evert said a meeting will be held Wednesday, August 24, 1994, 10:00 a.m., State Capital Building, Room 15, to discuss the Americans with Disabilities Act (ADA).

9. Public Comment

Frank Kursinsky asked about trip denials on interzonal trips. Evert stated the RTB is working to resolve that problem.

10. Adjournment

There being no further business, Hovland moved and Hunt seconded that the meeting of the Regional Transit Board be adjourned. The motion was unanimously approved and the meeting was adjourned at 4:20 p.m.

Respectfully submitted,

Carol Akervik
Acting Secretary to the Board

REGIONAL TRANSIT BOARD

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

**MINUTES OF THE
PUBLIC HEARING ON THE
PRELIMINARY 1995 REGIONAL TRANSIT BOARD BUDGET**

Monday, August 15, 1994

MEMBERS PRESENT: Sally Evert, Chair; Ruth Franklin; Val Higgins; James Hovland; Gary Humphrey

MEMBERS EXCUSED: Michael Beard, Sharon Feess; Morgan Grant; Harry Mares; Ruby Hunt

OTHER MEETING PARTICIPANTS: Dede Wolfson, Metropolitan Council Member; Jay Wolf, Interpreter; Frank Kursinsky; Lisa Lee; Gregory L. Andrews, Dale Ulrich and Carol Akervik, RTB Staff

Call to Order

The meeting of the Regional Transit Board public hearing was called to order by Chair Evert at 5:00 p.m.

1995 RTB Budget

Ulrich gave a brief review of the 1995 RTB budget. The document has been prepared by staff; detailed Board review and modifications of the proposed budget will occur after today's public hearing. The final 1995 budget will become part of the Metropolitan Council's process after October 1, 1994.

Evert stated since this document was still in its preliminary stage, so anyone wishing to make comments; now is a good time to do so.

Public Comment

Lee questioned the reduction of seven positions in the core RTB agency budget. Ulrich answered her questions on the staffing plan.

There were no other public comments.

Adjournment

There being no further business, Higgins moved and Hovland seconded that the meeting of the public hearing on the preliminary 1995 Regional Transit Board budget be adjourned. The motion was unanimously approved and the meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Carol Akervik
Acting Secretary to the Board

REGIONAL TRANSIT BOARD

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

**MINUTES OF THE
JOINT MEETING OF
THE METROPOLITAN COUNCIL'S TRANSPORTATION COMMITTEE
AND REGIONAL TRANSIT BOARD**

Monday, August 15, 1994

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

METROPOLITAN COUNCIL TRANSPORTATION COMMITTEE MEMBERS PRESENT: Mary Hill Smith, Chair; Craig Morris, Vice Chair; Dottie Reitow, Chair; Patrick Leung; Esther Newcome; Dede Wolfson and Carol Kummer.

RTB MEMBERS EXCUSED: Sharon Feess; Harry Mares.

METROPOLITAN COUNCIL TRANSPORTATION COMMITTEE MEMBERS EXCUSED: Kevin Howe

OTHER MEETING PARTICIPANTS: Jim Solem, Richard Johnson, Karen Lyons, Natcho Diaz, Lynn Belgea, Robert LaShomb, Metropolitan Council staff; Tom Sather; Michael Opatz, City of Maple Grove; Frank Kursinsky; George Bentley, G.C. Bentley & Associates; Richard Rosow, Southwest Metro Transit (SWMT) Legal Counsel; Paul Schweizer, House of Representatives staff; Gregory L. Andrews, Howard Blin, Judith Hollander, Ron Soderberg, and Carol Akervik, RTB Staff.

Call to Order

The meeting of the Metropolitan Council's Transportation Committee and Regional Transit Board was called to order by Chair Evert at 3:00 p.m.

There were two handouts distributed. The first was a memo dated August 8, 1994, *The Regional Transit Board's Summary of Agency Priorities Activities Issues*. The second handout was a summary of RTB's key issues.

The Regional Transit Board members discussed priorities and important issues relevant to the transition of the Regional Transit Board and Metropolitan Council.

No action was taken.

Adjournment

Chair Evert adjourned the meeting of the Metropolitan Council's Transportation Committee and the Regional Transit Board at 4:00 p.m.

Respectfully submitted,

Carol Akervik
Acting Secretary to the Board

REGIONAL TRANSIT BOARD

ROLL CALL AND ATTENDANCE SHEET

DATE: 8-15-94

Member Name Present Vote Vote Vote Vote Vote Vote Vote Vote

ISSUE

Michael Beard - A

Sharon Feess - A

Ruth Franklin, Chair - A

Morgan Grant - P

Val M. Higgins, Chair - P

James Hovland - P

Gary Humphrey - P

Ruby Hunt - P

Harry Mares A

District D - A

Sally Evert

Visitors

Staff

Mike Opatz	George Bentley	Graig Morris
Arnie Entzel	Richard Roscow	
Dale Unrich	Karen Lyons-Metcalfe	
Judy Hollander	PAUL COLTON, RTB	
MARK FUHRMAN	FRANK K	Howard Blin
		De De Wolfson

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



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of August 8, 1994, the committee approved the following recommendations:

FINANCIAL STATEMENTS--JUNE 1994

RF
J.H.

- ✓ That the Regional Transit receive the June 1994 financial statements and direct that they be placed on file.

SUPPLEMENTARY BUDGET REQUEST FOR REAR HEATER INSTALLATION FOR METRO MOBILITY VEHICLES

That the Regional Transit Board:

RF
JH

1. Extend the completion date for installation from September 1, 1994 to October 15, 1994.
- ✓ 2. Increase the allocated amount from \$67,050 to \$96,262 for the installation of the rear heaters for the 149 Metro Mobility demand vehicles.
3. Allow three different businesses to provide the installation of the rear heaters to insure the project is completed on schedule.
4. Authorize the executive director to purchase 149 rear heater units and supporting equipment from AmFab Corporation at a price of \$61,468.
5. Authorize the executive director to negotiate and execute a contract for the installation of 74 rear heaters by Fruehauf Trailer Corporation. The amount of the installation is not to exceed \$17,834.
6. Authorize the executive director to negotiate and execute a change order for the installation of 25 rear heaters by Handicabs, Inc. The amount of the installation is not to exceed \$6,250.

7. Authorize the executive director to negotiate and execute a change order for the installation of 50 rear heaters by Metro Ride, Inc. The amount of the installation is not to exceed \$10,710.

AMENDMENT TO THE 1994 MAPLE GROVE TRANSIT SYSTEM MANAGEMENT PLAN AND BUDGET

RF
RH ✓ That the Regional Transit authorize its executive director to amend the 1994 Maple Grove Transit contract (Contract No. 93/15/11-33) by \$48,208 for total contract amount not to exceed \$516,756.

APPROVAL OF TRANSIT SECTION OF DRAFT 1995-1997 TRANSPORTATION IMPROVEMENT PROGRAM FOR THE TWIN CITIES METROPOLITAN AREA

RF
RH That the Regional Transit approve the transit section of the 1995-1997 Transportation Improvement Program for submittal to the Metropolitan Council.

OTHER BUSINESS

The committee received an update on the Transit Program Management Plans and discussed the preliminary overview and identification of issues for the 1995 Metropolitan Council Transit Operations budget.

Ruth Franklin
Chair



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

**Minutes of the Meeting of the
COMMITTEE OF THE WHOLE
July 25, 1994**

MEMBERS PRESENT: Ruth Franklin, Administration and Finance Committee Chair; Sally Evert; RTB Chair; Michael Beard; Sharon Feess; 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; Mark Hoisser, Dakota Area Resources and Transportation for Seniors (DARTS); Gregory L. Andrews, Judy Hollander, Howard Blin, Dave Jacobson, Ron Soderberg, Mark Fuhrmann, Jane Fitz, Mary Fitzgerald, RTB staff

CALL TO ORDER AND ROLL CALL

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

APPROVAL OF THE AGENDA

Hunt moved and Grant seconded that the agenda be approved with the deletion of Item 12, White Bear Lake 1994 Contract. The motion was unanimously approved.

PROPOSED CHANGE TO PUBLIC PARTICIPATION PROCESS FOR HIGH-SUBSIDY, REGULAR ROUTE SERVICE

Blin reviewed Randy Rosvold's memorandum dated June 20, 1994. Hovland 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

Blin reviewed the June 17, 1994 staff report. Higgins said there are other elements that should be considered in setting fares. There are some socio-economic factors that should be taken into account. Also, if a person moves into an area needing bus service and later the route is dropped or changed, the hardship placed on that individual should be a factor in route decisions. In

addition, board should grant workfare rates to young people. The board has never dealt with these questions and should revisit the fundamentals behind the fare structure. Hunt said the transit subsidy should be increased. At some point the board should consider people who are absolutely transit-dependent, mainly in relationship to their employment. Higgins said there has never a policy to deal with some of these factors. Hunt said she is familiar with the Route 10 situation and agreed with Higgins that there should be an additional statement in the staff report regarding exceptions to the proposed standards that could be considered independently by either this board or the Metropolitan Council. This policy should include language that deals with the exceptions to the rule.

Blin expressed concern about too many exceptions and reiterated that this is a trigger for reconsideration. There have been times when the board opted not to take action to eliminate or change a high-subsidy route. He doubts RTB can create a policy that would fit into the council's policies. Approximately six minor radial routes were eliminated because of their high subsidies. Beard 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.

The motion was unanimously approved.

Maple Grove Capital Request for Capital Funding

Colton reviewed the July 1, 1994 staff report. Humphrey said these projects are normally municipal improvements. Colton explained that the cost will be shared with other units of government. RTB has assumed the responsibility for providing access for a number of similar projects. Beard moved and Hunt 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.

Mares spoke in support of the project because it is a cooperative venture with other governmental units. The motion was approved (Humphrey abstained).

Financial Statements--May 1994

Schleicher reviewed the May 1994 unaudited financial statements. Hovland moved and Beard 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

Ulrich reviewed the July 15 staff report and noted that a memorandum, dated July 22, 1994, from the four opt-out agencies had been distributed before the meeting. There is no separate fund for carryover balances. Under normal accounting practice, that would not be acknowledged in the top level financial record. Individual balances have never been shown, although independent records are kept. The Regular Route Fund is for all regular route service, not exclusively for MTC. Hovland 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.

The motion was unanimously approved. Franklin said the board will need a separate meeting on the budget; to date, members have not received anything from MTC on their budget.

Amendments to 1994 RTB Budget Request

Ulrich reviewed the July 15, 1994 memorandum. Hunt 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

Ulrich reviewed the July 15, 1994 staff report. Hovland asked if the balances remaining to RTB would be lost if the board failed to act on the recommendation. Ulrich said the 1992 bond authorization was re-cited with the names replaced. Hunt said it would make sense to take advantage of the volume because the price is better with a greater volume. She moved and Higgins 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

Ulrich presented the July 15, 1994 staff report. Hunt moved and Hovland seconded:

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

The motion was unanimously approved.

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

Hollander reviewed the July 21 staff report. Franklin noted an error in the last paragraph on the first page and pointed out that neither DARTS nor HSI charge a fare for their service. Anoka County has also experienced increased ridership, but has not requested additional funding because they believed that none was available. Wolfson asked why HSI and DARTS do not charge a fare. Hollander said the practice evolved. They have an identity in their communities and want to be consistent with their users, some of whom are not in the ADA-mandated service area. At one time they received federal funds and were prohibited from charging a fare. With the current shortfall and the changing demographics of the region, this might be the time to change. Feess said she would favor exploring imposition of fares. The other new service line item will be gone in 1995. A circulator in the Northwest Quadrant has been planned and she would not favor using those new service dollars elsewhere.

Hovland asked where the funds will come from to provide HSI and DARTS with the funds they say are needed. Franklin said \$123,000 is budgeted for new service in the 1994 budget. Hunt agreed with Feess there should be some kind of incentive for them to pursue changes. They have to be considered in the same light as the Metro Mobility subscribers.

Higgins said he would support the original recommendation but expansion would take money from regular route or somewhere else to make up the difference at the time when the board is talking about a \$3 million deficit. Franklin said only Anoka tried to get along with what they had, and they are already charging fares. It would be more fair to do nothing until there is more information from Anoka County and on the Northwest Quadrant service. She asked, if the board approves \$227,627 for HSI and \$453,200 for DARTS, will it affect money available for Anoka County. Hollander said the board has already approved an amendment for Anoka County which would leave \$123,000 on the table. Andrews said the Anoka County Traveler had a \$191,000 increase over their original budget. DARTS asked for \$1,136,000, which was reduced to \$906,000.

They have had a substantial ridership increase over the past year which puts a strain on the system.

Beard said HSI, DARTS and Anoka come under the "Small Rural and Urban" category. The board talked about using opt-out money and the small carryover that has been accruing. This year there is a policy that for the first time allows the opt-outs to carry over funds. He asked what can be done for these systems? Hollander said we have never used opt-out funds for community services like this. It might be possible. On a longer term basis, there is really a desperate need to reconsider the funding formulas and the way these programs are funded. There are a number of ways to approach it, but the board has not had these discussions. Beard said there was a statement about the \$3 to 4 million deficit. Most of the deficit is related to Metro Mobility, but the board cannot transfer funds into the program to make it whole. Hollander said staff made an effort to estimate ADA-required trips by HSI and DARTS and are trying to reimburse them.

Hunt asked if this board would be ready to pursue Higgins' motion and make additional funding subject to future discussions with the three counties and a discussion of fares. Hollander said the \$123,000 would not be enough to fund the Northwest circulator; the commitment is only for the first six months. Humphrey said there is a direct relationship to the ADA area and the number of trips continues to increase. The needs have increased significantly because of that. Perhaps there are other methods of funding for this year. He has received complaints that Metro Mobility does not go into Dakota County. Higgins moved and Hunt seconded:

That the Regional Transit Board authorize its 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.

Hoisser said DARTS has been consistent in its requests. They receive a significant amount of money from riders in donations. They are working on increasing their funding and tapping into metropolitan area funds. The additional dollars are to meet the current level of service. If they are limited to \$453,200 in the second six months they would have to reduce service. They would have an option of not providing rides to Metro Mobility riders. There will be grave consequences if RTB does nothing. They are currently operating without a contract. There is a limited amount of money and the board must face those issues. More discussion will be required. He will support the motion because he would like to see them with a contract. The board must do what it can with the money on hand. The motion was unanimously approved.

(Hunt was excused to attend another meeting.) Staff was directed to look for alternative funding, including requiring agencies to charge the ADA customers a fee for service.

Supplemental Metro Mobility Service

Jacobson reviewed the July 19 staff report. Responding to Higgins' question, he said the annual figure of \$118,000 for supplemental service is already included in the projected deficit. Evert cautioned that this authorization will provide 15 additional trips per day, but does not eliminate the problem of trip denials entirely. Franklin asked if there is a way to determine if some of the passengers do not need lift equipment or if they live on lift-equipped, accessible bus routes. Jacobson said he believes some riders could use regular route service, but there is something in the eligibility process that allows them to use the system. No pattern has been apparent, although certain names do reoccur. Hovland moved and Humphrey 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.

Metro Mobility Update

Fuhrmann reviewed the progress of the paratransit program restructuring. The ridership continues to stay up, indicating stability. Handicabs switched to the computer system last on Saturday, July 23, and the transition went smoothly. Only Metro Ride remains, and that switch will take place in mid-August. The Customer Service section has been very busy with information-seeking calls. Complaints continue and there is now a follow-up system. The standing order application process has been re-opened. Despite fears, they have not been inundated with requests. MMSC will monitor those requests to ensure that standing orders do not exceed 50-percent of the service.

OTHER BUSINESS

Members agreed to hold a retreat on August 11 to discuss priorities.

There being no other business, Hovland moved and Mares seconded that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 6:10 p.m.

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

Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 15th 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 11, 1994**

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

MEMBERS EXCUSED: Morgan Grant

OTHERS PRESENT: Tom Sather, Metropolitan Council Transit Operations; George Bentley, Opt-Out Communities

DISCUSSION

The meeting was called to begin the informal discussion of priorities that the board will convey to the Metropolitan Council before the board dissolves on October 1, 1994. No action was taken and the meeting adjourned at 5:20 p.m.

I hereby certify that the foregoing constitutes a true and accurate record of the Regional Transit Board's meeting of July 11, 1994.

- Respectfully submitted,

Mary Fitzgerald
Secretary of the Board

Approved by the Regional Transit Board on this 15th day of August 1994.



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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

At its meeting of August 8, 1994, the committee approved the following recommendations:

FINANCIAL STATEMENTS--JUNE 1994

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

SUPPLEMENTARY BUDGET REQUEST FOR REAR HEATER INSTALLATION FOR METRO MOBILITY VEHICLES

That the Regional Transit Board:

1. Extend the completion date for installation from September 1, 1994 to October 15, 1994.
2. Increase the allocated amount from \$67,050 to \$96,262 for the installation of the rear heaters for the 149 Metro Mobility demand vehicles.
3. Allow three different businesses to provide the installation of the rear heaters to insure the project is completed on schedule.
4. Authorize the executive director to purchase 149 rear heater units and supporting equipment from AmFab Corporation at a price of \$61,468.
5. Authorize the executive director to negotiate and execute a contract for the installation of 74 rear heaters by Fruehauf Trailer Corporation. The amount of the installation is not to exceed \$17,834.
6. Authorize the executive director to negotiate and execute a change order for the installation of 25 rear heaters by Handicabs, Inc. The amount of the installation is not to exceed \$6,250.

7. Authorize the executive director to negotiate and execute a change order for the installation of 50 rear heaters by Metro Ride, Inc. The amount of the installation is not to exceed \$10,710.

AMENDMENT TO THE 1994 MAPLE GROVE TRANSIT SYSTEM MANAGEMENT PLAN AND BUDGET

That the Regional Transit authorize its executive director to amend the 1994 Maple Grove Transit contract (Contract No. 93/15/11-33) by \$48,208 for total contract amount not to exceed \$516,756.

APPROVAL OF TRANSIT SECTION OF DRAFT 1995-11997 TRANSPORTATION IMPROVEMENT PROGRAM FOR THE TWIN CITIES METROPOLITAN AREA

That the Regional Transit approve the transit section of the 1995-1997 Transportation Improvement Program for submittal to the Metropolitan Council.

OTHER BUSINESS

The committee received an update on the Transit Program Management Plans and discussed the preliminary overview and identification of issues for the 1995 Metropolitan Council Transit Operations budget.

Ruth Franklin
Chair

REGIONAL TRANSIT BOARD

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

DATE: August 3, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: David Schleicher, Accountant
SUBJECT: Financial Statements - June 1994

SUMMARY

The Administration and Finance Committee is asked to review the June 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 with the July financial statements. State Appropriations do not reflect any actions of the 1994 legislature.

The budget variance in the Metro Mobility fund has increased to approximately \$1,929,910 (unfavorable) through June. This unfavorable variance includes \$1,782,880 of higher than projected provider expenditures.

RECOMMENDATIONS

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

Attachment

REGIONAL TRANSIT BOARD
FINANCIAL STAMENTS
Ending June 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 JUNE 30, 1994

	GENERAL FUND	SPECIAL REVENUE FUNDS	AGENCY FUNDS	FIXED ASSETS	TOTAL ALL FUNDS	JUNE 1993 ALL FUNDS	CHANGE
ASSETS							
CASH	\$0	\$887,554	\$122,914		\$1,010,468	\$654,615	\$355,853
INVESTMENTS	\$4,893,704	\$0	\$7,330,119		\$12,223,823	\$14,039,871	(\$1,816,048)
TAXES RECEIVABLE	\$0	\$56,276,400	\$9,759,774		\$66,036,174	\$61,459,780	\$4,576,394
ACCRUED INTEREST RECEIVABLE	\$0	\$0	\$0		\$0	\$6,528	(\$6,528)
DUE FROM OTHER FUNDS	\$0	\$1,761,023	\$0		\$1,761,023	\$8,649,709	(\$6,888,686)
DUE FROM OTHER GOVERNMENTAL UNITS	\$0	\$0	\$0		\$0	\$0	\$0
STATE OF MINNESOTA RECEIVABLE	\$932,000	\$13,013,500	\$0		\$13,945,500	\$12,886,750	\$1,058,750
FEDERAL GOVERNMENT RECEIVABLE	\$100,339	\$17,354	\$0		\$117,693	\$782,187	(\$664,493)
OTHER ASSETS	\$14,997	\$928,951	\$443,748	\$618,223	\$2,005,920	\$2,000,845	\$5,075
TOTAL ASSETS	\$5,941,040	\$72,884,781	\$17,656,555	\$618,223	\$97,100,600	\$100,480,284	(\$3,379,684)
LIABILITIES							
ACCOUNTS PAYABLE	\$55,532	\$2,403	\$38		\$57,972	\$104,660	(\$46,688)
ACCRUED PAYROLL LIABILITIES	\$145,717	\$13,415			\$159,132	\$163,036	(\$3,904)
DUE TO MET COUNCIL	\$125,922	\$0	\$9,250,700		\$9,376,622	\$8,982,190	\$394,432
DUE TO MTC	\$0	\$17,713,352	\$509,074		\$18,222,426	\$22,716,156	(\$4,493,730)
TRANSIT PROVIDERS PAYABLE	\$0	\$3,879,264	\$7,297,074		\$11,176,338	\$5,267,833	\$5,908,505
DUE TO OTHER FUNDS	\$1,761,023	\$0	\$0		\$1,761,023	\$8,649,709	(\$6,888,686)
DEFERRED REVENUE	\$1,027,500	\$50,359,222			\$51,386,722	\$49,550,612	\$1,836,110
OTHER LIABILITIES	\$1,290	\$11,900	\$155,922		\$169,111	\$11,900	\$157,211
DEFERRED COMP HELD			\$443,748		\$443,748	\$394,208	\$49,540
TOTAL LIABILITIES	\$3,116,984	\$71,979,556	\$17,656,555	\$0	\$92,753,095	\$95,840,304	(\$3,087,209)
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	\$2,488,015	\$905,225	\$0	\$0	\$3,393,240	\$2,933,156	\$460,084
TOTAL FUND EQUITY	\$2,824,056	\$905,225	\$0	\$618,223	\$4,347,504	\$4,639,979	(\$292,474)
TOTAL LIABILITIES & FUND EQUITY	\$5,941,040	\$72,884,781	\$17,656,555	\$618,223	\$97,100,600	\$100,480,283	(\$3,379,683)

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GENERAL AND SPECIAL REVENUE FUND TYPES—FOR THE SIX MONTHS ENDED JUNE 30, 1994

	GENERAL FUND	SPECIAL REVENUE FUNDS	TOTAL ALL FUNDS	TOTAL BUDGET ALL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE	\$3,286,890	\$1,531,212	\$4,818,102	\$4,847,919	(\$29,817)
REVENUE					
PROPERTY TAX		\$32,856,571	\$32,856,571	\$32,822,657	\$33,914
STATE APPROPRIATIONS	\$1,027,500	\$14,143,248	\$15,170,748	\$15,170,750	(\$2)
FEDERAL GRANTS	\$268,820	\$0	\$268,820	\$1,018,400	(\$749,580)
INTEREST	\$110,033	\$0	\$110,033	\$175,000	(\$64,967)
AGENCY REIMBURSEMENT	\$0	\$63,000	\$63,000	\$0	\$63,000
MISCELLANEOUS	\$1,734	\$238	\$1,971	\$500	\$1,471
TOTAL REVENUE	\$1,408,086	\$47,063,057	\$48,471,143	\$49,187,307	(\$716,164)
EXPENDITURES					
SALARIES & BENEFITS	\$816,003	\$16,051	\$832,053	\$881,736	\$49,683
MEMBER PER DIEMS	\$13,250		\$13,250	\$20,000	\$6,750
CONSULTING	\$103,505	\$0	\$103,505	\$326,000	\$222,495
LEGAL FEES	\$84,435		\$84,435	\$50,000	(\$34,435)
PROFESSIONAL SERVICES	\$33,577	\$0	\$33,577	\$28,700	(\$4,877)
MET COUNCIL CHARGEBACKS	\$85,500		\$85,500	\$85,500	\$0
LOCAL TRAVEL	\$12,873	\$291	\$13,164	\$26,725	\$13,561
NON-LOCAL TRAVEL	\$4,087	\$0	\$4,087	\$23,750	\$19,663
MATERIALS & SUPPLIES	\$11,650	\$0	\$11,650	\$16,400	\$4,750
OCCUPANCY/TELEPHONE	\$103,802	\$0	\$103,802	\$107,900	\$4,098
PUBLIC COMMUNICATIONS	\$100,896	\$1,981	\$102,877	\$50,600	(\$52,277)
EQUIP RENTAL/MAINTENANCE	\$14,715	\$146	\$14,861	\$16,177	\$1,316
INSURANCE	\$4,647		\$4,647	\$32,100	\$27,453
CAPITAL EXPENDITURES	\$16,332	\$0	\$16,332	\$12,500	(\$3,832)
EMPLOYEE RECRUITMENT/DEVELOPMENT	\$8,865	\$0	\$8,865	\$13,075	\$4,210
TRANSIT PROGRAMS/GRANTS	\$106,784	\$48,020,575	\$48,127,359	\$47,174,491	(\$952,868)
TOTAL EXPENDITURES	\$1,520,920	\$48,039,044	\$49,559,964	\$48,865,654	(\$694,311)
EXCESS/(DEFICIENCY) REV OVER EXP	(\$112,834)	(\$975,987)	(\$1,088,821)	\$321,654	(\$1,410,475)
FUND BALANCE					
TRANSFERS					
BOARD AUTHORIZATIONS	(\$350,000)	\$350,000	\$0	\$0	\$0
NET TRANSFERS	(\$350,000)	\$350,000	\$0	\$0	\$0
ENDING FUND BALANCE	\$2,824,056	\$905,225	\$3,729,281	\$5,169,573	(\$1,440,291)

REGIONAL TRANSIT BOARD
COMBINED STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
ALL SPECIAL REVENUE FUNDS--FOR THE SIX MONTHS ENDED JUNE 30, 1994

	REGULAR ROUTE 012	METRO MOBILITY 013	OPT OUT 014	RURAL SM/URB 015	TOTAL SPECIAL FUNDS	BUDGET SPECIAL FUNDS	ACTUAL/BUDGET VARIANCE (UN)/FAVORABLE
BEGINNING FUND BALANCE	(1,225,227)	160,342	1,980,391	615,707	1,531,212	1,871,946	(340,734)
REVENUE							
PROPERTY TAX	28,060,558	0	4,293,472	502,541	32,856,571	32,822,657	33,914
STATE APPROPRIATIONS	6,949,752	6,693,498	0	499,998	14,143,248	14,143,250	(2)
FEDERAL GRANTS	0				0	260,000	(260,000)
INTEREST	0	0	0	0	0	0	0
AGENCY REIMBURSEMENT		63,000		0	63,000	0	63,000
MISCELLANEOUS	0	238	0	0	238	0	238
TOTAL REVENUE	35,010,310	6,756,736	4,293,472	1,002,539	47,063,057	47,225,907	(162,850)
EXPENDITURES							
MTC OPERATING SUBSIDY	32,477,777				32,477,777	32,612,232	134,455
MTC RIDESHARE	325,002				325,002	325,000	(2)
MTC JOBSEEKERS	255,875				255,875	262,769	6,893
NON-MTC FIXED ROUTE	1,718,919				1,718,919	1,614,385	(104,534)
MMSC		1,069,416			1,069,416	922,386	(147,030)
OPT OUT			2,979,903		2,979,903	3,403,158	423,255
RURAL SYSTEMS				1,334,040	1,334,040	1,220,952	(113,088)
SMALL URBAN				217,617	217,617	234,486	16,869
METRO MOBILITY PROVIDERS		7,660,495			7,660,495	5,877,615	(1,782,880)
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	34,777,573	8,729,910	2,979,903	1,551,657	48,039,044	46,472,981	(1,566,063)
EXCESS/(DEFICIENCY) REVENUE OVER EXPENDITURE	232,737	(1,973,175)	1,313,569	(549,118)	(975,987)	752,927	(1,728,914)
FUND BALANCE							
TRANSFERS BOARD AUTHORIZATIONS	0	0	0	350,000	350,000	350,000	0
ENDING FUND BALANCE	(992,490)	(1,812,833)	3,293,960	416,589	905,225	2,974,873	(2,069,647)

**REGIONAL TRANSIT BOARD
PROGRAM STATUS REPORT
for the six months ended June 30, 1994
50.00% of year**

#	PROGRAM	ORIGINAL BUDGET	EXPENSE THRU PERIOD END DATE	UNEXPENDED BUDGET	EXPENSE AS % OF BUDGET
94-01	RTB Chair's Office	\$324,518	\$120,070	\$204,448	37.00%
94-02	Executive Director's Office	\$199,036	\$162,049	\$36,987	81.42%
94-03	Programs/Planning Admin	\$201,484	\$106,360	\$95,124	52.79%
94-04	Transportation Planning Process	\$117,391	\$59,786	\$57,605	50.93%
94-10	Elderly and Disabled	\$298,791	\$156,405	\$142,386	52.35%
94-11	Rideshare Planning	\$395,035	\$43,151	\$351,884	10.92%
94-13	Transit System Planning & Impl.	\$412,574	\$152,129	\$260,445	36.87%
94-14	Transit Programs Administration	\$93,418,316	\$48,142,045	\$45,276,271	51.53%
94-15	Administrative Services	\$454,255	\$181,442	\$272,813	39.94%
94-16	Financial Management	\$271,159	\$135,807	\$135,352	50.08%
94-17	Personnel Administration	\$57,202	\$33,778	\$23,424	59.05%
94-19	Public Information	\$293,085	\$138,185	\$154,900	47.15%
94-20	Capital Expenditure Program	\$25,000	\$16,332	\$8,668	65.33%
94-22	Competitive Transit Services	\$15,736	\$1,306	\$14,430	8.30%
94-23	Light Rail Transit	\$13,559	\$0	\$13,559	0.00%
94-24	Central Corridor AA/DEIS	\$1,007,553	\$58,168	\$949,385	5.77%
94-26	Transit Test Mktg of New Serv.	\$170,681	\$24,017	\$146,664	14.07%
94-27	Community Relations	\$55,931	\$28,933	\$26,998	51.73%
Total Programs and Capital Expenditures		\$97,731,306	\$49,559,964	\$48,171,342	50.71%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the six months ended June 30, 1994
50.00% of year

	Current Contract	1994 Budget	6 Months Expense	Unexpended Budget	Expense % Of Budget
REGULAR ROUTE					
North Suburban	862,653	852,653	429,609	423,044	50.38%
U Of M – Route #52	1,035,611	518,000	332,868	185,132	64.26%
Valley Transit	110,117	110,117	56,708	53,409	51.50%
Roseville Circulator	2,236,716	590,000	291,822	298,178	49.46%
M.L.L. – BE Line	1,204,896	608,000	289,044	318,956	47.54%
M.L.L. – Route 55	2,826,945	550,000	318,868	231,132	57.98%
Regular Route Expense	8,276,938	3,228,770	1,718,919	1,509,851	53.24%
MTC–Rideshare	650,000	650,000	325,002	324,998	50.00%
MTC–Jobseekers	525,537	525,537	255,875	269,662	48.69%
MTC–Regular Route	65,224,463	65,224,463	32,477,777	32,746,686	49.79%
MTC–Regular Route Expense	66,400,000	66,400,000	33,058,654	33,341,346	49.79%
Total Regular Route Expense	74,676,938	69,628,770	34,777,573	34,851,197	49.95%
METRO MOBILITY					
ATE–MMSC–Administrative	1,825,889	1,844,771	1,058,681	786,090	57.39%
RTB–MMSC–Administrative			18,469	(18,469)	N/A
Providers		11,755,229	7,660,495	4,094,734	65.17%
Metro Mobility Expense	1,825,889	13,600,000	8,737,645	4,862,355	64.25%
ATE–MMSC–Admin. –Prior Yr Adj.			(7,735)		
Adj. Metro Mobility Expense	1,825,889	13,600,000	8,729,910	4,862,355	64.19%
OPT–OUT					
City Of Plymouth	1,159,203	1,159,203	422,972	736,231	36.49%
City Of Shakopee	252,425	252,425	108,727	143,698	43.07%
Southwest Metro	1,866,660	1,866,660	907,945	958,715	48.64%
MN Valley Transit	3,065,185	3,065,185	1,386,654	1,678,531	45.24%
Maple Grove	459,644	462,843	180,141	282,702	38.92%
Opt Out Expense	6,803,117	6,806,316	3,006,440	3,799,876	44.17%
City Of Shakopee–'91 Audit Adj.			(3,110)		
Maple Grove–Prior Year Adj.			(23,427)		
Adj. Opt Out Expense	6,803,117	6,806,316	2,979,903	3,799,876	43.78%

SCHEDULE OF CONTRACTS & EXPENDITURES
ALL SPECIAL REVENUE FUNDS
for the six months ended June 30, 1994
50.00% of year

	Current Contract	1994 Budget	6 Months Expense	Unexpended Budget	Expense % Of Budget
SMALL URBAN					
Columbia Heights	59,005	59,005	20,519	38,486	34.77%
Hastings	82,172	82,172	35,196	46,976	42.83%
Hopkins	34,752	34,752	17,423	17,329	50.13%
NEST	111,434	111,434	49,379	62,055	44.31%
STEP	11,129	11,129	5,704	5,425	51.25%
White Bear	170,480	170,480	89,397	81,083	52.44%
Small Urban Expense	468,972	468,972	217,617	251,355	46.40%
RURAL					
Westonka	31,715	31,715	21,932	9,783	69.15%
Senior Transportation	47,000	47,000	35,087	11,913	74.65%
Delano Transportation	48,520	48,250	27,520	20,730	57.04%
Scott County		119,519	82,443	37,076	68.98%
H.S.I.	227,627	422,254	227,627	194,627	53.91%
DARTS	453,200	839,400	453,200	386,200	53.99%
Carver County	124,332	124,332	64,042	60,290	51.51%
Anoka County Volunteer	23,500	23,500	11,748	11,752	49.99%
Anoka County Linwood	15,796	15,796	7,896	7,900	49.99%
Anoka County Traveler	635,943	742,627	402,544	340,083	54.21%
Lakeville		27,510			
Rural Expense	1,607,633	2,441,903	1,334,040	1,080,353	54.63%
Total Rural/Small Urban Exp.	2,076,605	2,910,875	1,551,657	1,331,708	53.31%
NON-PROVIDER EXPENDITURES		0	0	0	N/A
Grand Total	85,382,549	92,945,961	48,039,044	44,845,135	51.68%

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

PURCHASE DATE	MATURITY DATE	DESCRIPTION	PURCHASE PRICE	BROKER	YIELD
GENERAL FUND					
		Beginning balance	\$3,500,000		
		sold	(\$3,500,000)		
06-Jun-94	13-Jun-94	Repurchase Agreement	\$825,000	Smith Barney	4.220%
		sold	(\$825,000)		
13-Jun-94	20-Jun-94	Repurchase Agreement	\$850,000	Smith Barney	4.200%
		sold	(\$850,000)		
14-Jun-94	20-Jun-94	Repurchase Agreement	\$3,400,000	Smith Barney	4.200%
		sold	(\$3,400,000)		
20-Jun-94	27-Jun-94	Repurchase Agreement	\$3,100,000	Smith Barney	4.170%
		sold	(\$3,100,000)		
22-Jun-94	05-Jul-94	University Support L.C. - Fuji	\$2,895,570	Smith Barney	4.236%
27-Jun-94	05-Jul-94	University Support L.C. - Fuji	\$1,998,133	Smith Barney	4.200%
		Ending Balance	<u>\$4,893,704</u>		
BOND ISSUE #2 - 1991 "G"					
		Beginning Balance	\$503,124		
		sold	(\$503,124)		
06-Jun-94	13-Jun-94	Repurchase Agreement	\$494,423	First Bank St. Paul	3.800%
		sold	(\$494,423)		
13-Jun-94	20-Jun-94	Repurchase Agreement	\$244,788	First Bank St. Paul	3.470%
		sold	(\$244,788)		
20-Jun-94	27-Jun-94	Repurchase Agreement	\$214,800	First Bank St. Paul	3.450%
		sold	(\$214,800)		
27-Jun-94	11-Jul-94	Repurchase Agreement	\$202,121	First Bank St. Paul	3.700%
		Ending Balance	<u>\$202,121</u>		
BOND ISSUE #3 - 1993 "D"					
		Beginning Balance	\$7,026,409		
		sold	(\$7,026,409)		
13-Jun-94	01-Aug-94	Smith Barney, Inc.	\$2,982,748	Smith Barney	4.225%
16-Jun-94	05-Jul-94	Penn. Power & Lite	\$3,991,133	Smith Barney	4.209%
		Ending Balance	<u>\$6,973,881</u>		
EDUCATION FUND					
		Beginning Balance	\$183,990		
		sold	(\$99,490)		
06-Jun-94	04-Aug-94	Treasury Bill	\$69,617	First Bank St. Paul	3.340%
		Ending Balance	<u>\$154,117</u>		

REGIONAL TRANSIT BOARD
SCHEDULE OF BOND RECEIPTS AND DISBURSEMENTS
for the six months ended June 30, 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	\$128,252	\$0	\$128,252
TOTAL RECEIPTS	<u>\$133,755</u>	<u>\$0</u>	<u>\$133,755</u>
DISBURSEMENTS			
CAPITAL EXPENDITURES	\$1,587,169	\$3,670,000	\$2,082,831
MISCELLANEOUS	\$0	\$0	\$0
TOTAL DISBURSEMENTS	<u>\$1,587,169</u>	<u>\$3,670,000</u>	<u>\$2,082,831</u>
EXCESS/(DEFIC) RECEIPTS OVER DISBURSEMENTS	(\$1,453,414)	(\$3,670,000)	\$2,216,586
OTHER DISBURSEMENTS			
STATUTORY AUTHORIZATIONS			
COST ALLOCATIONS			
NET OTHER DISBURSEMENTS	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
ENDING BALANCE	<u>\$7,297,074</u>	<u>\$5,080,488</u>	<u>\$2,216,586</u>

DISBURSEMENT DETAIL

ISSUE 1991 "G"

City of Shakopee	\$21,658.44
City of Plymouth	\$67,535.09
City of Maple Grove	\$2,670.75
Southwest Metro	\$41,235.00
Commissioner of Transportation	\$750,000.00
Human Services Inc.	\$40,841.24
MN Valley Transportation	\$266,404.25
LSA Design, Inc.	\$21,824
City of Bloomington	\$375,000

\$1,587,168.95

ISSUE 1993 "D"

\$0.00

TOTAL

\$1,587,168.95

REGIONAL TRANSIT BOARD

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

DATE: August 8, 1994

TO: Chair and Members of the Administration and Finance Committee

FROM: Dave Jacobson, Acting Assistant General Manager, MMSC 
Hugh Monthie, Maintenance Officer 

SUBJECT: Supplementary Budget Request for Rear Heater Installation for Metro Mobility Vehicles

SUMMARY

The Regional Transit Board (RTB) previously passed action instructing ATE Management Company to competitively procure installation at a cost not to exceed \$67,050. This memorandum requests additional funds and an extension of the September 1, 1994, completion time line for the Metro Mobility vehicles.

DISCUSSION

During February 1994, the RTB took action to:

1. Instruct ATE Management Company, Inc., to competitively procure installation of 149 rear heaters for the Metro Mobility program's demand vehicles with completion of installation no later than September 1, 1994.
2. Allocate an amount not to exceed \$67,050 from the provider portion of the Metro Mobility budget to complete the installation of the rear heaters for the 149 Metro Mobility demand vehicles.

Since the board's action, ATE developed the Invitation for Bids (IFB) and the RTB released the IFB. There were only four bid documents requested and no bids were submitted.

Rear Heater Installation

August 8, 1994

Page 2

After receiving no bids, the MMSC's maintenance officer contacted the four companies that requested the bid document to determine why they did not respond. The reasons given were:

1. Warranty--Most manufacturers only warranty their product for one year. The IFB specifications were three years plus three calendar day warranty repair period.
2. Installation Time--The September 1 deadline seemed to be too aggressive, especially for the smaller businesses who did not have the person power available.
3. Profit--The installation time line and the cost of the heaters precluded the proposers from making any profit on the project.

A second round of bids was requested from the four companies that had requested the bid document. There were two responses to the second round. Their prices were significantly higher than the approved budget and they would not guarantee a timely installation.

As a comparison, staff obtained prices from various manufacturers on heaters that met original specifications. AmFab Corporation provided us with a competitive price of \$61,468 including sales tax for the 149 rear heaters and the supporting equipment. Bids for the installation of the heaters were also solicited from various businesses who showed interest in the labor portion of this project only. The best quotes were given by Metro Ride, Inc. for \$214.20 per vehicle, Fruehauf Trailer Corporation for \$241 per vehicle, and Handicabs, Inc. for \$250 per vehicle.

ALTERNATIVES

The first alternative is to place heaters in as many vehicles as the \$67,050 will allow which is approximately 98 of the 149 vehicles.

Another alternative in reducing this project's cost is to only purchase the 40,000 BTU rear heater for all vehicles. Currently, only the 20-foot vehicles, which is half of the demand fleet, have this size specified at a cost of \$126.67 per unit. The 22 and 24 foot vehicles which comprise the other half of the demand fleet have specified 65,000 BTU units at \$223.33. Reducing the size of the rear heater for the larger vehicles would be a cost savings of \$7,618, including sales tax.

*20 feet for 75 vehicles
larger 65,000 BTUs*

RECOMMENDATION

That the Regional Transit Board:

1. extend the completion date for installation from September 1, 1994, to October 15, 1994; and
2. increase the allocated amount from \$67,050 to \$96,262 for the installation of the rear heaters for the 149 Metro Mobility demand vehicles.
3. allow three different businesses to provide the installation of the rear heaters to insure the project is completed on schedule.
 - A. Authorize the Executive Director to purchase 149 rear heater units and supporting equipment from AmFab Corporation at a price of \$61,468. *
 - B. Authorize the Executive Director to give a notice to proceed for the installation of 74 rear heaters by Fruehauf Trailer Corporation. The amount of the installation not to exceed \$17,834.
 - C. Authorize the Executive Director to negotiate and execute a change order for the installation of 25 rear heaters by Handicabs, Inc.. The amount of the installation not to exceed \$6,250.
 - D. Authorize the Executive Director to negotiate and execute a change order for the installation of 50 rear heaters by Metro Ride, Inc.. The amount of the installation not to exceed \$10,710

about \$30,000 to added Shortfall

Installation

REGIONAL TRANSIT BOARD

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

DATE: July 29, 1994
TO: Chair and Members of the Administration and Finance Committee
FROM: Paul Colton, Project Administrator *PC*
SUBJECT: Amendment to the 1994 Maple Grove Transit System Management Plan and Budget.

SUMMARY

This memorandum presents a staff recommendation to amend the 1994 Maple Grove Transit Management Plan and Budget and subsequently increase the Transit Subsidy Contract by \$48,208 in an amount not to exceed \$516,756.

DISCUSSION

The City of Maple Grove is requesting an amendment to the 1994 operating contract and management plan by \$48,208 for the following purposes and amounts.

- To complete a transit needs assessment which was competitively procured and awarded to Strgar-Roscoe-Fausch for an amount of \$38,490. This additional cost would be reflected in line item 1142, *Consultant Fees*.

The needs assessment will evaluate enhancement to current peak period express service, identify new transit service needs, evaluate new service options, identify capital equipment and facility needs, and develop implementation strategies. The City and the consultant are ready to proceed with this project.

- Maple Grove is amending line item 1190, *Other Direct Administrative Charges* by \$1,550 in order to compensate for the additional postage, mileage reimbursement, and printing costs that will be associated with the needs assessment.
- MGTS is requesting a \$2,900 increase in line item 1190, *Other Direct Administrative Charges*, for the purposes of attending the Association for Commuter Transportation (ACT) international conference, September 18 - 21, 1994, in Miami, Florida.
- Lastly, there were not enough funds in line item 1190, *Other Direct Administrative Charges*, to cover the \$5,268 TDM fee assessed to Maple Grove, which is a member of the Improve I-494 Corridor Advisory Commission which was formed through a joint powers agreement to include the cities of Bloomington, Eden Prairie, Richfield, Edina, Minnetonka, Maple Grove, and Plymouth.

The 1994 Maple Grove Transit System (MGTS) Management Plan and Budget referenced a transit needs assessment study, however, did not earmark funds to carry out the activity.

Maple Grove Contract Amendment
July, 1 1994
Page 2

Likewise, the Management Plan addresses line item 1190, *Other Direct Administrative Charges* which covers mileage reimbursement for the Transportation Coordinator at the rate of \$.28 per mile, approved conference fees and membership fees for transit associations, and subscriptions to transit publications. This line item also includes membership dues for the TDM organization at \$.10 per capita. The current budget only included \$5,000 for all of these items. The following table outlines the current budget and the proposed amended budget for these line items.

Line Item	1994 Adopted Budget	1994 Amended Budget	Dollar Amount Change in Line Item
1142 Consultant Fees	\$0.00	\$38,490.00	+ \$38,490.00
1190 Other Indirect Administration	\$5,000.00	\$14,718.00	+ \$9,718.00
Totals	\$5,000.00	\$53,208.00	+ 48,208.00

FINDINGS AND CONCLUSIONS

All of these items are addressed in the 1994 Management Plan and Budget in some manner but were left out of the final approved budget. The additional \$48,208 will not place the Maple Grove budget over the 90% threshold level for available funding. These requested line item expenses keep within the established goals of the Maple Grove Transit System.

RECOMMENDATION

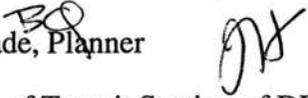
That the Regional Transit Board authorize its executive director to amend the 1994 Maple Grove Transit contract (Contract No. 93/15/11-33) by \$48,208 for total contract amount not to exceed \$516,756.

REGIONAL TRANSIT BOARD

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

DATE: July 22, 1994

TO: Chair and Members of the Administration and Finance Committee

FROM: Barb Quade, Planner 

SUBJECT: Approval of Transit Section of DRAFT 1995-1997 Transportation Improvement Program for the Twin Cities Metropolitan Area

SUMMARY

This memorandum presents the transit element of the 1995-1997 Transportation Improvement Program for committee approval.

DISCUSSION

The Transportation Improvement Program or TIP is a program of transportation projects proposed for federal funding for the Twin Cities metropolitan area for the next three years. The TIP is prepared by the Metropolitan Council in cooperation with the Minnesota Department of Transportation (MNDOT) and the Regional Transit Board (RTB).

Federal regulations require the development of the TIP annually. The transit projects in the TIP are consistent with and implement regional plans. The transit section of the 1995-1997 TIP was sent to over 100 area transit operators on June 20, 1994, and comments were to be received by July 7. The only comments received were technical corrections from MCTO (formerly MTC), and these are being incorporated by the Metropolitan Council as they make adjustments to the draft TIP. The transit section of the TIP was recommended for approval by the Providers Advisory Committee at their July 14, 1994 meeting.

Attached is the transit section of the 1995-1997 TIP. Projects include those from MCTO and other cities and transit providers. The Metropolitan Council is currently reviewing the TIP based on the attached approval process and schedule. Metropolitan Council's approval of the TIP is anticipated on August 18.

ALTERNATIVES

Both RTB staff and the Providers Advisory Committee have reviewed the transit projects in the 1995-1997 TIP. If the transit section of the TIP is not approved by the Administration and Finance Committee, adjustments will be made to address concerns before it is recommended to the full Board.

FINDINGS AND CONCLUSIONS

- The 1995-1997 TIP is a program of metropolitan area transportation projects proposed for federal funding over the next three years.
- Projects in the 1995-1997 TIP are consistent with regional transportation plans and priorities.
- The 1995-1997 TIP is consistent with the *RTB Five-Year Transit Plan*.
- A draft copy of the 1995-1997 TIP was distributed to area providers for comment on the transit section.
- The 1995-1997 TIP was approved at the July 12 meeting of the Providers Advisory Committee.

RECOMMENDATION

That the Regional Transit Board approve the transit section of the 1995-1997 Transportation Improvement Program for submittal to the Metropolitan Council.

By the time that TAB approves the final TIP, it will have held two public information meetings and one public hearing on the TIP. Over 300 groups have been mailed notices of these meetings, in addition to the various public notifications carried out in accordance with Council requirements.

The TIP adopted by the Transportation Advisory Board and approved by the Metropolitan Council, is based on the regional Transportation Development Guide/Policy Plan, the Transportation Air Quality Plan, the Regional Transit Board's (RTB) Five-Year Implementation Plan and the Minnesota Department of Transportation's Highway Improvement Work Program.

Identified projects are subject to the approval of various agencies. The approval of a specific project as part of the TIP does not imply an endorsement of the specific design alternative and details.

**MAJOR TRANSIT PROJECTS
SUPPORTIVE OF THE REGIONAL TRANSPORTATION PLAN
IN THE 1995-1997 TRANSPORTATION IMPROVEMENT PROGRAM**

Project	Total \$ (\$1,000s)	Federal Participation (\$1,000s)	Grant Application	Type	Status
1. Bus replacement					
• Purchase 97 (40 ft.) buses	\$21,116	\$16,420	1994/1995	Secs. 9 & 3	- Contract awarded - Prod. in place. - Delivery begins Fall 1994
• Purchase 91 (40 ft.) buses	\$20,004	\$15,466	1995/1996	Sec. 9 & 3	- Begin delivery late 1995
• Purchase 60 artic. buses	\$15,000	\$12,000	1995/1996	Sec. 9	- Begin delivery late 1995
• Purchase 96 (40 ft.) buses	\$23,329	\$18,534	1995/1996	Sec. 9 & 3	- Begin delivery early 1997
2. Bus stop lighting	\$249	\$199	1994/95	CMAQ	On schedule
3. Bus stop signs	\$1,529	\$1,223	1994/95	CMAQ	Being implemented
4. Transit hubs					
• Burnsville	\$5,265	\$2,950	1994	STP	- To be constructed late 1994
• Northtown	\$2,500	\$2,000	1994	STP	- To be constructed Spring 1995
• Eden Prairie	\$5,040	\$3,528	1995	STP/CMAQ	- In planning stages
• Hennepin/Lagoon	\$4,000	\$3,200	1995/96	STP	- In planning stages
• Hillcrest	\$250	\$200	1995/96	STP	- To be scheduled
• Robbinsdale	\$200	\$160	1995/96	STP	- To be scheduled
• Highland	\$300	\$240	1995/96	STP	- In planning stages
5. Bus stop shelters	\$1,570	\$1,256	1995/96	STP	To be scheduled
6. Speedlites	\$160	\$128	1995/96	STP	
7. Snelling Garage Relocation	\$60,000	\$45,000	1995/96/97	Sec. 3	To be scheduled
8. • Team Transit (Phase 2)	\$500	\$500	1994/95	Sec. 26	Scheduled middle 1994 - 1995
• Team Transit (Phase 3)	\$500	\$500	1995/96	Sec. 26	Scheduled from 1995 - 1996
9. I-394 transit service	\$3,000	\$2,400	1994/95	Sec. 9/CMAQ	Being implemented
10. I-35W transit service	\$8,227	\$6,582	1997/998	Sec. 9/CMAQ	To be scheduled
11. Bus purchase and construction of N. terminal/ Nicollet Mall Shuttle	\$10,000	\$8,000	1993/94/95	Sec. 3	On hold

Table 6
FEDERAL TRANSIT FUNDING SUMMARY

Title III, Section 9 Capital assistance available to region	\$36,000,000
Title III, Approved projects - 1995	\$26,000,000
Title III, Requested Project Funding 1995, 1996, 1997	\$91,000,000
Title I, Approved Projects - 1995, 1996, 1997	\$13,000,000

TRANSIT PROJECTS BY SOURCES OF FEDERAL FUNDS

CMAQ FUNDING - APPROVED PROJECTS

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
FACILITY IMPROVEMENTS								
MTC	3290	1994/1995	Bus Stop Lighting	MN-90-x066 (CMAQ)	\$199	\$249	approved	
MTC	3291	1994/1995	Bus Stop Signs	MN-90-x066 (CMAQ)	1,223	1,529	approved	
					Subtotal	\$1,778		
SERVICE IMPROVEMENT								
MTC	4310*	1994/1995	I-394 Transit Service	MN-90-x078-CMAQ	\$2,400	\$3,000	approved	
RTB	to be assigned	1994	Implement TDM program testing concepts such as preferential parking, guaranteed ride home, automated dispatching, employer marketing, ridematching, and van formation.	CMAQ	\$850,000	\$212,500	approved	
					Subtotal	\$215,500		
					Totals	\$853,832		

* Also recorded as receiving Section 9 funds.

CMAQ FUNDING - PROJECTS APPLIED FOR

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
SERVICE IMPROVEMENT								
MTC	to be assigned*	1997/1998	I-35W Transit Service	to be determined-CMAQ	\$6,582	\$8,227	to be applied	
					Subtotal	\$8,227		

*Also reported to have applied for Section 9 funds.

Approved and Applied for CMAQ Totals

\$860,424

\$225,505

TRANSIT PROJECTS BY SOURCES OF FEDERAL FUNDS

1995-1996 STP FUNDING - APPLIED FOR

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
FACILITY IMPROVEMENTS								
MTC	to be assigned	1995/1996	Hennepin/Lagoon Transit Hub	FTA-STP (1995)	\$3,200	\$4,000	to be applied	
MTC	to be assigned	1995/1996	Hillcrest Transit Hub	FTA-STP (1995)	200	250	to be applied	
MTC	to be assigned	1995/1996	Bus Stop Shelters	FTA-STP (1995)	1,256	2,570	to be applied	
MTC	to be assigned	1995/1996	Robbinsdale Transit Hub	FTA-STP (1995)	160	200	to be applied	
MTC	to be assigned	1995/1996	Speedlites	FTA-STP (1995)	128	160	to be applied	
MTC	to be assigned	1995/1996	Highland Transit Hub	FTA-STP (1995)	240	300	to be applied	
				Totals	\$5,184	\$6,480		

TABLE A-13

1994-1995
APPROVED PROJECTS (Section 9)

SECTION 9

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
FLEET IMPROVEMENT								
MTC	3312	1994/1995	purchase up to 97 40-foot buses	MN-90-x075-Sec. 9	\$9,420	\$11,783	approved	c-11
COMPUTERIZATION				MN-90-x075-Subtotal	\$9,420	\$11,783		
MTC	3085	1994/1995	Time Roll	MN-90-x053-Sec. 9	\$637	\$797	approved	
MTC	3283	1994/1995	HRIS Upgrade	MN-90-x057-Sec. 9	110	137	approved	
MTC	3385	1994/1995	SWAMI	MN-90-x053-Sec. 9	71	89	approved	
				MN-90-x057-Sec. 9	747	934	approved	
				MN-90-x013-Sec. 9	280	350	approved	
				Subtotal	\$1,845	\$2,307		
SERVICE IMPROVEMENT								
MTC	4310*	1994/1995	I-394 Transit Service	MN-90-x078-Sec. 9	\$2,400	\$3,000	approved	
				Subtotal	\$2,400	\$3,000		
				Totals	\$13,665	\$17,090		

* Also recorded as receiving CMAQ funds.

TABLE A-15

**1995-1997 MULTI-YEAR ELEMENT
FTA SECTION 9 CAPITAL AND OPERATING ASSISTANCE**

Operating Assistance

Recipient	Description	Total (\$1,000s)	Requested Federal (\$1,000s)	Funds	Grant
MTC	Operating Assistance FFY 1995 (MTC CY 1994)	\$75,500	\$7,200	FTA Section 9	Fall 1994 Application to FTA
MTC	Operating Assistance FFY 1996 (MTC CY 1995)	\$76,500	\$7,200	FTA Section 9	Fall 1995 Application to FTA
MTC	Operating Assistance FFY 1997 (MTC CY 1996)	\$77,500	\$7,200	FTA Section 9	Fall 1996 Application to FTA

The above consists of operating assistance for the bus system owned and operated by the Metropolitan Transit Commission, the designated recipient of Section 9 funds. The purpose of the project is to provide financial assistance to allow the MTC to continue the present quality of bus service.

Capital Assistance

Recipient	Description	Total (\$1,000s)	Requested Federal (\$1,000s)	Funds	Grant
MTC	Capital Assistance FFY 1995 (MTC CY 1995)	\$15,000	\$12,000	FTA Section 9	Fall 1994 Application to FTA
MTC	Capital Assistance FFY 1996 (MTC CY 1996)	\$15,000	\$12,000	FTA Section 9	Fall 1995 Application to FTA
MTC	Capital Assistance FFY 1997 (MTC CY 1997)	\$15,000	\$12,000	FTA Section 9	Fall 1996 Application to FTA

Capital assistance will be used to invest in capital items.

TABLE A-17

TRANSIT PROJECTS BY SOURCES OF FEDERAL FUNDS

SECTION 26 FUNDING

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
SERVICE IMPROVEMENT								
MTC	6320	1994/1995	Team Transit (Phase 2)	To be assigned -Sec. 26	\$500	\$500	approved	
MTC	6320	1995/1996	Team Transit (Phase 3)	To be assigned -Sec. 26	\$500	\$500	To be applied	
				Totals	\$1,000	\$1,000		

A-175

TABLE A-18
1995/1996/1997
FUNDING APPLIED FOR BY PROJECT

SECTION 3

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
FLEET IMPROVEMENT								
MTC	to be assigned	1995/1996	purchase up to 91 40-ft. buses purchase up to 96 40-ft. buses	Sec. 3 (FTA)-1995	\$8,000	\$10,667	to be applied to be applied	c-11
MTC	to be assigned	1996/1997		Sec. 3 (FTA)-1995	\$2,000	\$2,666		
				Subtotal	\$10,000	\$13,333		
FACILITY IMPROVEMENTS								
MTC	to be assigned	1995/1996/1997	Snelling Garage Relocation	FTA-Sec. 3	\$45,000	\$60,000	to be applied	
				Subtotal	\$45,000	\$60,000		
				Totals	\$55,000	\$73,333		

TABLE A-19
1995/1996/1997
FUNDING APPLIED FOR BY PROJECT

SECTION 9

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
FLEET IMPROVEMENT								
MTC	to be assigned	1995/1996	purchase up to 91 40-ft. buses purchase up to 60 artic. buses Purchase up to 96 40-ft buses	Sec. 9 (FTA)-1995	\$7,466	\$9,337	to be applied	c-11
MTC	to be assigned	1995/1996		Sec. 9 (FTA)-1996	12,000	15,000		
MTC	to be applied	1996/1997		Sec. 9 (FTA)-1995	4,534	5,663	to be applied to be applied	
				Sec. 9 (FTA)-1997	12,000	15,000		
Subtotal					\$36,000	\$45,000		
SERVICE IMPROVEMENT								
MTC	to be assigned*	1997/1998	I-35W Transit Service	to be determined-Sec. 9	\$6,582	\$8,227	to be applied	
Subtotal					\$6,582	\$8,227		
Totals					\$42,582	\$53,227		

* Also reported to have applied for CMAQ funds.

A-37

Appendix D
PRIVATE SECTOR INVOLVEMENT IN THE
TRANSPORTATION IMPROVEMENT PROGRAM

As requested by the Federal Transit Act (Sec. 3012) and Circular 7005.1, the following describes the process by which private transit providers were involved in developing the Annual Element of the 1995-1997 Transportation Improvement Program (TIP).

- a. The capital needs of private providers are examined as part of the Regional Transit Board's (RTB) capital planning process. The Capital Plan identifies the anticipated capital needs of all providers and outlines potential funding sources.
- b. The service and support functions contained in the annual element are provided by the public operator, the Metropolitan Transit Commission (MTC). The RTB uses state funding to support the private regular route operators in the metropolitan area. The RTB and MTC currently use subsidy per passenger as the primary standard to monitor regular route performance. However, four different values have been established to monitor different classifications of route types. The four thresholds are:

Local Radial Routes	\$3.25 subsidy per passenger
Local Crosstown Routes	\$4.00 subsidy per passenger
Peak Hour Express Routes	\$3.85 subsidy per passenger
All-Day Express Routes	\$3.50 subsidy per passenger

Since the approval of these new standards, some routes have been restructured, some have been competitively procured, some routes have been removed from the high subsidy route list, some routes have been eliminated, and some routes will continue to be monitored or re-evaluated.

- c. No capital proposals were received from private sector operators.
- d. The RTB conducted a competitive transit demonstration study funded by the FTA Section 6 grant program. One of the project work tasks was the evaluation of barriers to competitively procuring all types of transit services and the identification of solutions to barriers. As part of this study, the RTB developed and adopted a document entitled *Standards, Procedures and Guidelines for Competitive Procurement of Public Transit Service*.

The guidelines for procurement of service provide uniform standards and procedures that permit public transit services to be procured in a consistent and equitable manner in the Twin Cities metropolitan area. These guidelines represent RTB policy direction and will be applied when the RTB or its funding recipients contract for service.

- e. To allow area transit providers an opportunity to review and comment on projects proposed for inclusion in the TIP, a list of the proposed projects was distributed to over 100 area transit providers. Providers were asked to submit comments and concerns in writing by July 7, 1994. Projects proposed for the TIP were also presented to the RTB's Provider Advisory Committee, which recommended approval of the TIP. At the present time, there are no specific private sector complaints.

In the future, discussion of the issues, concerns and complaints will be handled through the Private Sector Participation Process. This process has been approved by the RTB and Metropolitan Council. The key elements of this process are the RTB's Provider Advisory Committee and the dispute resolution process.

1995-97 TIP APPROVAL SCHEDULE

DATE	GROUP	PURPOSE
MAY 4	TAC Meeting	Review Schedule
MAY 18	TAB Meeting	Hold public meeting to present and approve TIP schedule.
JUNE 8	TAC Meeting ¹	Reviews Draft TIP Recommends to TAB
JUNE 15	TAB Meeting	TAB holds public meeting on Draft TIP for purposes of a public hearing.
JULY 20	TAB Meeting ²	TAB receives public hearing on Draft TIP.
AUG. 3	TAC Meeting	Reviewed in Met C.
AUG. 10	TAB Meeting ³	TAB receives public hearing report from staff and adopts TIP.
AUG. 18	Metro Concil and M.C. Approve TIP and forward to Mn/DOT. Committee of the Whole	
AUGUST	Mn/DOT	Incorporates Metro TIP in State TIP (STIP) Approves STIP.
	FHWA (Minnesota Division)	Review STIP and forwards to EPA, FHWA, FTA.
	EPA Region	Review STIP.
	FHWA/FTA	Approve STIP.

¹TAC meeting moved from June 1 to June 8.

²TAB meeting will start at 3:00 p.m. Public Hearing at 4:00 p.m.

³TAB meeting moved from August 17 to August 10.

TABLE A-12
1994-1995
APPROVED PROJECTS (Section 3)

Recipient	Local Project Number	Contract Letting/ Years in Service	Project Description	Grant I.D.	Federal Share (\$1,000s)	Federal Share plus Local Match (\$1,000s)	Grant Status	CAA Code
FLEET IMPROVEMENT								
MTC	3312	1994/1995	purchase up to 97 40-foot buses	MN-03-0048- Sec. 3	\$7,000	\$9,333	approved	c-11
City of Mpls.	To be assigned	1993/94, 95	purchase of buses and construction of N. terminal for Nicollet Mall Shuttle	FTA-Sec. 3	\$8,000	\$10,000	approved	
				Totals	\$15,000	\$19,333		

Update on Provider Management Plans

August 8, 1994

Program	Management Plan Received	Comments
SMALL URBAN		
Columbia Heights	Yes	Under review
City of Hastings	Yes	Under review
City of Hopkins	Yes	Under review
Northeast Suburban Transit (NEST)	Yes	Under review
St. Louis Park Emergency Program (STEP)	Yes	Under review
White Bear Area Transit (WBAT)	Yes	Under review
COUNTY/RURAL		
Anoka County Traveler	Yes	Under review
Anoka Volunteer Program	Yes	Under review
Anoka Linwood Volunteer	Yes	Under review
Carver County	Yes	Under review
Delano Transportation	Yes	Under review
Scott County	Partial	Budget received, narrative to follow
Senior Transp. Program	Yes	Under review
Westonka Rides	Yes	Under review

**Management Plans Update
August 8, 1994
Page 2**

REGULAR ROUTE

North Suburban Lines	Yes	Under review
----------------------	-----	--------------

OPT-OUTS

City of Maple Grove	Yes	Excellent job
City of Plymouth	No	Under development; tentative completion week of 8/15/94
City of Shakopee	No	Under development; no specific date given for completion
Southwest Metro	No	Correspondence received; plan under development; delayed because of uncertainty regarding budget carryover fund policy
Minnesota Valley Transit Association (MVTA)	No	Waiting for results of audit to finalize management plan; will send ASAP but did not indicate a specific date

REGIONAL TRANSIT BOARD

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

DATE: August 2, 1994

TO: Chair and Members of the Regional Transit Board

FROM: Howard Blin, Planning Manager *HB*
Judith Hollander, Director of Planning and Programs *JH*
Ron Soderberg, Senior Project Administrator *R.S.*
Dale Ulrich, Comptroller *DU*

SUBJECT: 1995 MCTO Budget--Preliminary Overview and Identification of Issues

Summary

This memorandum presents preliminary information about the 1995 Metropolitan Council Transit Operations (MCTO) operating and capital budgets. Based on the information received to date, staff also presents a discussion of issues that will be the basis for recommendations at the September Administration and Finance Committee meeting.

Background

The Regional Transit Board has had the responsibility to review and approve the annual MTC operating and capital budgets for consistency with the Five-Year Transit Plan. This year, the decision was made jointly by the Metropolitan Council and the RTB that the RTB would continue to perform this function, even though the former MTC, now the MCTO, is part of the Metropolitan Council.

Unfortunately, the RTB is at some disadvantage in conducting the review this year because MCTO will not complete its final budget until September 18--only two weeks before the RTB's last meeting. Thus, the staff is presenting information, as they receive it, and conducting what analysis can be done on an incremental basis. Whatever analysis is completed by the end of September, should be helpful to the Metropolitan Council as it completes the MCTO budget review.

To date, RTB staff have received a summary service plan, a summary budget and a set of budget assumptions--all of which have been attached. While helpful in beginning to outline the budget, it is not possible to conduct a detailed analysis at this time.

This memorandum presents information regarding the MCTO's budget assumptions for 1995, including the service plan proposal. Based on the information that was made available to staff by August 1, 1994, an initial effort has been made to identify the key elements and issues.

DISCUSSION

Operating Budget

Metropolitan Council Transit Operations estimates its 1995 operating budget to total \$135.5 million with revenue projected at \$128.7 million, creating an expected shortfall of \$6.8 million budget deficit for the year. MCTO's preliminary operating budget projections are detailed in Attachment A.

Two main factors underlie MCTO's projected \$6.8 million deficit. One is the loss of significant operating revenues that had been available in 1994. The second is operating expense increases, most notably, higher costs relating to working labor and fringe benefits.

Revenues

On the revenue side, MCTO is anticipating \$2.4 million less in federal money in 1995, owing to the loss of funding from the federal Congestion Management and Air Quality (CMAQ) program for service improvements in the I-394 corridor. The CMAQ program only allows funding for two years. Also lost to MCTO's 1995 revenue balance sheet is the \$1.95 million in M.A.N. warranty buy-out funds that served as a one-time operating revenue in 1994.

Partially offsetting these 1995 revenue losses are a forecasted \$790,000 (1.9%) increase in passenger fares, and \$1.44 million (34.4%) in increased revenues from contracted services. MCTO's projected 1995 RTB operating subsidy totals \$70 million. This represents a \$3.6 million increase (5.4%) from the 1994 approved RTB operating subsidy, and a \$2.4 million increase (3.6%) from MCTO's estimated actual RTB operating subsidy for 1994. This difference can be attributed to the MTC's proposal to receive an additional \$ 1.2 million in RTB subsidy.

Overall, MCTO is projecting total revenues to be \$128.7 million in 1995, representing a \$420,000 increase over MCTO's \$128.3 million in estimated actual revenues in 1994. The year to year total revenue increase is projected to be less than one-third of one percent (0.32%). Recalculated to reflect the \$1.2 million difference between the approved and MCTO's estimated actual 1994 RTB operating subsidy, MCTO's 1995 estimated revenues will be \$1.62 million more than in 1994, a 1.27% increase.

Expenses

MCTO 1995 operating expenses are projected to grow by over \$5.6 million (4.34%) from their 1994 estimated actual levels. 1995 operating expenses are projected to be \$135.5 million compared to 1994 operating expenses of \$129.9 million.

The major increase is higher labor costs. MCTO's labor costs are forecasted to increase by over \$4.1 million from 1994, resulting in 1995 MCTO labor costs totaling more than \$74.6 million. The year to year increase is 5.68%.

1995 MCTO Budget--Overview & Issues
August 2, 1994
Page 3

Two factors are responsible for MCTO's 1995 labor cost increases. First, MCTO assumes an agency wide wage increase in 1995. (MCTO's current labor contract with the Amalgamated Transit Union, Local 1005 expires on April 30, 1995). Second, MCTO anticipates hiring new drivers in 1995. Many of these new drivers are for planned contract service enhancements with opt-out programs.

The second major component driving MCTO 1995 operating expenses projection is agency fringe benefits costs which are estimated to increase by \$1.6 million (4.5%) above 1994 levels.

With the exception of utilities, which are forecasted to increase by \$93,000 (4.7%), the other major MCTO operating expense categories are expected to remain constant in 1995. One expense category - materials and supplies - is projected to decrease by \$193,000 (1.4%).

Service Plan

The 1995 Service Plan for the MCTO proposes only slight increases in service levels operated in 1994. The following shows service levels proposed for 1995 as well as for the past three years.

	1992	1993	1994		1995
	Actual	Actual	Budget	Est. Act.	Budget
Bus Hours	2,068,000	2,161,000	2,247,000	2,204,000	2,277,000
Bus Miles	29,045,000	30,164,000	31,077,000	30,929,000	31,964,000
Peak Period Buses - Year End	842	834	848	856	878

Perhaps the key indicator for overall service levels is the number of buses operated during the peak periods. For 1995, the MCTO is proposing to add 22 peak buses, or a 2.6 percent increase over 1994 levels. The additional services for which these buses will be used are shown below.

Opt-Out Contracts

This includes services the MCTO operates under contract to opt-out programs. All of this new service is on commuter express routes. The justification for this additional service will be determined upon review of 1995 management plans submitted by opt-out programs.

I-94 Express Service

In 1995 and 1996, the I-94 bridge over the Mississippi River, near the University of Minnesota, will be reduced to two lanes in each direction to allow reconstruction of the bridge deck. This will add to congestion on an already heavily traveled segment of the highway system.

To allow I-94 express services between the two downtowns to bypass the most congested areas, the MCTO's Team Transit program is working with Mn/DOT to establish bus lanes on the freeway shoulders on both directions of the highway leading up to the bridge. This would allow buses on Routes 94B,C,D,H and J to bypass the worst of the congestion.

In anticipation of increased demand for I-94 service, the MCTO proposes to add buses to these routes. It is assumed in the MCTO budget that Mn/DOT would fund the added cost of these buses. This follows other recent projects in which Mn/DOT provided funding for additional service along highways under construction. A final commitment on funding this service is unlikely for several months.

Service Restructuring

The MCTO is planning to initiate or continue the restructuring of existing service in several areas. These include service restructuring in the Minneapolis Northwest Corridor, begun in 1994 as well as service in the Minneapolis Northeast Corridor, which would coincide with opening of the Northtown Transit Hub in 1995. Also included are additional buses for expanded service on local routes in Minneapolis and St. Paul during off-peak hours, including nights and weekends.

The nature of service restructuring is for buses to be shifted from unproductive routes to those routes with unmet demand. The net change to the peak bus count from this restructuring is approximately two additional peak buses. The service restructuring proposed in the MCTO's service plan is generally consistent with the RTB's Five-Year Transit Plan.

Excluding increases in opt-out service and along I-94, the 1995 Service Plan essentially maintains existing levels of service. Given, however, the projected funding shortfall in 1995, it must be determined if the region can afford to operate at service levels currently proposed.

Capital Budget

The MCTO's 1995 Capital Budget is currently being developed. A full review of capital projects will be completed later. At this time, it is expected that two major new projects will be included:

- Purchase 91 Forty-foot Buses. This project is part of the MCTO's ongoing fleet replacement program. The goal of this program is to maintain an average fleet age of six to seven years by retiring buses after their twelfth year of service. At this time the purchase of 91 buses is estimated to cost \$19.7 million. Federal funding is anticipated for 80 percent of the total project cost.
- Snelling Garage Replacement. A recent study recommended replacing the outdated Snelling Garage with two smaller facilities. The total cost for these two new garages is estimated at \$55 million. The MCTO is currently exploring federal transit discretionary funding for a share of the cost.

1995 MCTO Budget--Overview & Issues

August 2, 1994

Page 5

The key consideration in reviewing the capital budget is the impact on the regional debt service levy. This property tax is used to retire bonds sold to finance the non-federal share of capital projects. The need for continued bus replacement together with large expenditures for the Snelling Garage replacement will more than double the current \$12 to \$15 million annually levy within the next few years.

Issues

Some of the major policy issues that need to be examined further as the MCTO refines its 1995 budget proposal including the following.

- The MCTO is proposing a budget for which expenses exceed revenues by \$6.8 million. Even reducing a substantial portion of the additional proposed service, a shortfall would exist. The fundamental issue facing the region, then, is whether or not to seek additional funding, seek expense reductions and/or reduce service.
- In 1994, the RTB approved an MTC operating subsidy of \$66.4 million, which was \$1.2 million less than MTC requested. It was the RTB's expectation that expenditures would be reduced to absorb this reduction in the funding request or that the shortfall would be funded by MTC working capital balance. However, it appears that, instead, the MTC has maintained the existing level of expenses and has carried forward this \$1.2 million need as a shortfall to be funded in 1995.
- Administrative expenses associated with operating the MCTO are increasing. Part of this increase is associated with the implementation of service quality improvements. The MCTO suggests that the addition of these service quality improvements will improve the quality of service, but still unclear is the impact of these improvements on ridership and the long-term impact on the budget. The policy question to be resolved, then, is whether or not these investments are essential, particularly given the budget shortfall.
- An important piece of the annual MCTO budget is the chief administrator's message, which has yet to be prepared. This message sets forth the goals and objectives of the upcoming year's budget and helps RTB staff to determine how the budget helps to carry out the Five-Year Transit Plan and whether or not the budget is consistent with other adopted financial plans. Given the unpredictable nature of ridership and funding, a discussion of goals and objectives is critical to the budget discussion.
- The MCTO's labor contract expires in April, 1995. It is impossible to accurately predict the outcome. Policymakers should understand that changes to the budget may be necessary once the labor contract is negotiated.

1995 MCTO Budget--Overview & Issues
August 2, 1994
Page 6

- An issue which is inherent in this year's budget discussion is the ability to sustain service once it is introduced and funded by special one-time funds. Specifically, the MCTO has used both Congestion Mitigation Air Quality (CMAQ) funds and the M.A.N. proceeds to finance service. Now that this funding is no longer available, the region faces the challenge of funding these services over the longer term. This issue of "sustainability" is difficult, because often federal funding is very helpful in providing financing for demonstration projects or other new services which are successful and should continue.
- It may be appropriate to revisit earlier assumptions regarding an essential level of fund balance for the MCTO, given the consolidation of regional agencies. Depending on conclusions reached, additional funds might be available for service.
- The need to replace buses, build a new Snelling Garage and the recent growth in spending on facilities such as transit hubs, has greatly increased the region's bonding needs for transit. This will result in an increased debt service levy. The key policy issue is whether the projected increase in the levy from the current \$12 to \$15 million per year to about \$30 million by the end of the decade is acceptable. or should projects be delayed to maximize use of federal funds.

ACTION REQUESTED

No action is requested at this time. Additional analysis and recommendations regarding the MCTO's 1995 Operating and Capital Budget will be presented in September.

ATTACHMENT A

1995 MTC BUDGET
PRELIMINARY RTB ANALYSIS

	1994 APP. BUDGET	1994 EST. ACTUAL	1995 INITIAL BUDGET	1994 \$ VARIANCE (actual/budget)	1994 % VARIANCE (actual/budget)	1995 VERSUS 1994 \$ VARIANCE (budget)	1995 VERSUS 1994 % VARIANCE (budget)	1995 VERSUS 1994 \$ VARIANCE (est. actual)	1995 VERSUS 1994 % VARIANCE (est. actual)
SOURCES OF FUNDS:									
WORKING CAPITAL - BEGINNING OF THE YEAR	\$14.80	\$14.88	\$13.29	\$0.08	0.54%	(\$1.51)	-10.20%	(\$1.59)	-10.68%
OPERATING REVENUES:									
Passenger Fares	\$43.01	\$42.65	\$43.44	(\$0.36)	-0.84%	\$0.43	1.00%	\$0.79	1.85%
Contract Revenue (Special Fares)	\$4.15	\$4.18	\$5.62	\$0.03	0.75%	\$1.47	35.39%	\$1.44	34.39%
Special Events Revenue	\$0.09	\$0.27	\$0.10	\$0.18	198.90%	\$0.01	9.89%	(\$0.17)	-63.24%
Advertising and Auxillary Revenue	\$1.08	\$1.10	\$1.10	\$0.02	1.57%	\$0.02	1.57%	\$0.00	0.00%
TOTAL OPERATING REVENUES	\$48.34	\$48.20	\$50.26	(\$0.13)	-0.27%	\$1.92	3.98%	\$2.06	4.26%
NON-OPERATING SUBSIDIES AND REVENUES									
RTB Operating Assistance & Contracts	\$66.40	\$67.60	\$70.00	\$1.20	1.81%	\$3.60	5.42%	\$2.40	3.55%
Federal Grants	\$10.20	\$10.20	\$7.80	\$0.00	0.00%	(\$2.40)	-23.53%	(\$2.40)	-23.53%
Interest Income	\$0.30	\$0.38	\$0.38	\$0.07	23.36%	\$0.07	23.36%	\$0.00	0.00%
Other Income	\$1.90	\$1.90	\$0.27	\$0.00	0.00%	(\$1.64)	-86.01%	(\$1.64)	-86.01%
TOTAL NON-OPERATING SUBSIDIES/REVENUES	\$78.81	\$80.08	\$78.44	\$1.27	1.61%	(\$0.36)	-0.46%	(\$1.64)	-2.04%
GRAND TOTAL - REVENUE SOURCES	\$141.94	\$143.16	\$141.99	\$1.22	0.86%	\$0.05	0.04%	(\$1.17)	-0.82%
USES OF FUNDS:									
OPERATING EXPENSES:									
Working Labor	\$70.39	\$70.50	\$74.63	\$0.11	0.15%	\$4.24	6.02%	\$4.13	5.86%
Fringe Benefits	\$35.35	\$35.35	\$36.96	\$0.00	0.00%	\$1.61	4.54%	\$1.61	4.54%
Materials and Supplies	\$13.60	\$14.00	\$13.81	\$0.40	2.93%	\$0.21	1.51%	(\$0.19)	-1.38%
Professional & Technical Services	\$3.26	\$3.50	\$3.50	\$0.24	7.26%	\$0.24	7.26%	\$0.00	0.00%
Casualty and Liability	\$2.79	\$3.00	\$3.00	\$0.21	7.53%	\$0.21	7.53%	\$0.00	0.00%
Utilities	\$1.93	\$1.98	\$2.07	\$0.05	2.38%	\$0.14	6.98%	\$0.09	4.49%
Advertising and Promotion	\$0.62	\$0.62	\$0.62	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Purchased Transit Services	\$0.47	\$0.47	\$0.47	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Other Miscellaneous	\$0.14	\$0.20	\$0.20	\$0.06	44.93%	\$0.06	44.93%	\$0.00	0.00%
Leases and Rentals	\$0.23	\$0.25	\$0.25	\$0.03	11.11%	\$0.03	11.11%	\$0.00	0.00%
GRAND TOTAL USES OF FUNDS (EXPENSES)	\$128.79	\$129.87	\$135.51	\$1.08	0.84%	\$6.72	5.22%	\$5.63	4.34%
CURRENT YEAR SURPLUS (DEFICIT)	(\$1.65)	(\$1.59)	(\$6.80)	\$0.06	-3.52%	(\$5.16)	313.17%	(\$5.22)	328.25%
WORKING CAPITAL - END OF THE YEAR	\$13.15	\$13.29	\$6.49	\$0.14	1.05%	(\$6.67)	-50.69%	(\$6.80)	-51.20%

METROPOLITAN COUNCIL TRANSIT OPERATIONS
1995 BUDGET ASSUMPTIONS

Service Plan:

- MCTO's fixed route service will have minimal growth (less than 1%).
- Opt Out service reflects opt out requests.

	1994		1995
	Budget	Est. Actual	Budget
Bus Hours	2,247,000	2,204,000	2,277,000
Bus Miles	31,077,000	30,929,000	31,964,000
Max. Peak Buses - Dec.	848	856	878
Customer Trips	62,487,000	63,737,000	64,852,000

Revenue:

- No fare increase is proposed for 1995.
- Federal operating revenue \$7.8 million.
- Opt Out service is fully funded.
- RTB assistance (property tax & state funds) \$70.0 million.

Expenses:

- Expenses projected at or below the projected level of inflation.
- Diesel fuel 68.0¢ gallon.

Funding Issue:

- MCTO estimates that the 1995 budget will experience a shortfall of approximately \$6.8 million.

METROPOLITAN COUNCIL

TRANSIT OPERATIONS

Fixed Route Transit Services Only

For use in 1995 Budget Assumptions

(Excludes Airport Shuttle, Metrodome Shuttles, & Special Events)

Service	1992	1993	1994		1995
	Actual	Actual	Budget	Est. Act.	Budget
Bus Hours	2,068,000	2,161,000	2,247,000	2,204,000	2,277,000
Bus Miles	29,045,000	30,164,000	31,077,000	30,929,000	31,964,000
Maximum Peak Buses--Dec.	842	834	848	856	878
Customer Trips (Unlinked)	64,989,000	65,158,000	62,487,000	63,737,000	64,852,000

METROPOLITAN COUNCIL TRANSIT OPERATIONS

(All values in millions of dollars)	1991	1992	1993	1994	1995	1996	1997
	ACTUAL	ACTUAL	ACTUAL	EST. ACTUAL	SCEN 4	PROJ	PROJ
Passenger Fares	\$34.871	\$35.214	\$37.062	\$42.653	\$43.443	\$43.878	\$44.316
Other Self Generated Revenue (except Opt-out/RT55)	\$3.129	\$3.936	\$3.557	\$4.472	\$2.752	\$2.780	\$2.807
Federal Funds	\$7.300	\$7.307	\$9.673	\$10.200	\$7.800	\$10.900	\$10.900
Opt-out and RTB Earned Contracts from Prop Taxes	\$4.231	\$4.824	\$4.551	\$3.356	\$4.705	\$5.464	\$5.737
RTB Funds from Prop taxes	\$50.733	\$54.076	\$53.828	\$51.200	\$52.693	\$53.220	\$53.752
RTB Funds from Reg. Rte. State App.	\$10.504	\$10.504	\$12.998	\$16.400	\$17.307	\$17.307	\$17.307
RTB Funds from RTB Non-Reg Rte. Fund	\$0.567	\$0.645	\$0.524	\$0.000	\$0.000	\$0.000	\$0.000
Total MCTO Revenues & Subsidies	\$111.335	\$116.506	\$122.193	\$128.281	\$128.701	\$133.548	\$134.820
Total MCTO Expenses	\$111.209	\$116.506	\$122.313	\$129.870	\$135.505	\$140.248	\$145.157
Total MCTO Surplus (or Deficit)	\$0.126	(\$0.000)	(\$0.120)	(\$1.589)	(\$6.804)	(\$6.700)	(\$10.337)

MCTO 1995 SERVICE PLAN SUMMARY

rev. 7/5/94 bj

June Pick Peak Bus Summary

Garage	AM Buses	PM Buses	Effective
Nicollet	129	138	Current
M 6/M28	-5	-3	
M35-LJK	-1	-2	
M87	7	6	
M47D	0	1	May 9
Work Shift	3	0	
Total	133	140	140

Garage	AM Buses	PM Buses	Effective
Heywood	212	213	Current
M6	-1	2	
M35T	-2	-2	
M26	1	0	
M59	1	0	
M94BD	0	-1	
Work Shift	0	0	
Total	211	212	212

Garage	AM Buses	PM Buses	Effective
Shingle	148	146	Current
M26	-1	0	
Work Shift	-2	0	
Total	145	146	146

Garage	AM Buses	PM Buses	Effective
Snelling	198	198	Current
S94MWY	2	1	
S3	1	0	
S4	-1	0	
S15	0	1	
S95E/95MU	0	0	
M36	1	0	
Work Shift	0	0	
Total	201	200	201

Garage	AM Buses	PM Buses	Effective
South	145	144	Current
M6	1	0	
M28	1	1	
M44C	1	1	May 9
M77C	-1	0	
Work Shift	-1	0	
Total	146	146	146

System	AM Buses	PM Buses	Effective
Previous	832	839	Current
Changes	4	5	
Total	836	844	845

September Peak Buses by Garage

Garage	AM Buses	PM Buses	Effective
Nicollet	133	140	140
M18	1	0	
Total	134	140	140

Garage	AM Buses	PM Buses	Effective
Heywood	211	212	212
M73	1	1	
Plymouth	-1	-2	
M94H	1	1	
M70	-1	-1	
M74/75/79	-2	-1	
M59/61	-2	-2	
M67	-1	-1	
Total	206	207	207

Garage	AM Buses	PM Buses	Effective
Shingle	145	146	146
M27	2	2	
Total	147	148	148

Garage	AM Buses	PM Buses	Effective
Snelling	201	200	201
M36	2	2	
S4	-1	-1	
Total	202	201	202

Garage	AM Buses	PM Buses	Effective
South	146	146	146
S48/72	3	3	
SW53	4	4	
M5	-1	-1	
M35P	-1	-1	
M7	0	1	
Total	151	152	152

System	AM Buses	PM Buses	Effective
Previous	836	844	845
Changes	4	4	
Total	840	848	849

December Peak Buses by Garage

Garage	AM Buses	PM Buses	Effective
Nicollet	134	140	140
Total	134	140	140

Garage	AM Buses	PM Buses	Effective
Heywood	206	207	207
Total	206	207	207

Garage	AM Buses	PM Buses	Effective
Shingle	147	148	148
Total	147	148	148

Garage	AM Buses	PM Buses	Effective
Snelling	202	201	202
Total	202	201	202

Garage	AM Buses	PM Buses	Effective
South	151	152	152
MVTA PR	11	11	
Total	162	163	163

System	AM Buses	PM Buses	Effective
Previous	840	848	849
Changes	11	11	
Total	851	859	860

1995 Peak Bus Projections

rev bjl 7/5/94

		AM Peak	PM Peak	Comments
Year End 1994		851	859	
March, 1995				
Additions	Core Local Route Enhancements	1	1	
	MVTA	2	2	Opt-Out Funding
	Maple Grove 94NPR	5	5	Opt-Out Funding
	Plymouth Metrolink 91,92,93	2	2	Opt-Out Funding
	S94BCDHJ Reroutes for I-94 Constructio	6	6	# Assumes MnDOT funding
	Subtotal	16	16	
Efficiencies	S35ABE Restructure	-1	-1	
	M50 Service Elimination	-2	-2	
	S35G Restructure	-1	-1	
	Other Efficiencies (undefined)	-1	-1	
	Subtotal	-5	-5	
Subcontract	M66 in I-394 Corridor	-1	-1	Remains Reg.Route Funding
	S35F	-1	-1	Remains Reg.Route Funding
	Subtotal	-2	-2	
Total Peak Buses March, 1995		860	868	
June, 1995				
Additions	S9, 10,14,20 Hillcrest Hub Restructure	1	1	
	Subtotal	1	1	
Total Peak Buses June, 1995		861	869	
September, 1995				
Additions	M5 Restruct/Feeders/Add 38th St (NWC)	1	1	
	M5 Extend to 42nd Broadway (NWC)	1	1	
	M5, M19 Penn Service to Brookdale(NWC)	3	3	
	M11 Extension to Brookdale (NWC)	1	1	
	Northeast Corridor Phase One	3	3	
	Core Local Route Enhancements	1	1	
	Replace U of M Rt #52 Service	8	8	Region Rt. #52 Funds
	Eden Prairie Hub SWMTC #53	6	6	Opt-Out Funding
	MVTA Increase Service	2	2	Opt-Out Funding
	Subtotal	26	26	
Efficiencies	Various	-5	-5	
Total Peak Buses Year End, 1995		882	890	
Net Peak Change - 1995		31	31	
Peak Change by Funding Source				
	Regular Route	2	2	Includes Sub-contract
	Opt-Out	17	17	
	MnDOT	6	6	
	Route #52 Funds	8	8	

- **Provider Contracts**

The RTB holds contracts with over 30 transit providers. Management plan proposals from these providers were due to the RTB on July 15 for contracts to be in place on January 1, 1995. Review of the proposals and negotiation of management plans/contracts is underway. Because funding is tight this year, negotiations are challenging. Contracts may not be ready for approval until October or November. The RTB staff is proceeding with negotiations but is also preparing a set of recommended guidelines for board adoption that can be passed on to the Metropolitan Council for their use in approving the management plans in October and November, 1994.

- **Regional Fleet**

The RTB's Provider Advisory Committee is currently examining issues surrounding the creation of a regional fleet of buses. This fleet, which would include existing MTC buses, would be allocated among all providers.

- **High-Subsidy Routes**

There a number of routes which are not meeting performance standards for regular route service. Public hearings need to be held to solicit feedback. The board recently adopted a new process for the review of high-subsidy routes and included in their policy some of the social considerations that should be made when deciding the future of these services. It is unclear whether the RTB will have an adequate amount of time to conduct these public hearings and make a decision regarding these routes.

- **1995 Regional Transit Board Budget (including MTC budget)**

RTB has begun to prepare its 1995 budget. General direction to providers is generally that funding is tight and that only same level service will be funded. Public hearing must be held by August 15 and the budget must be approved by December 15.

MTC is expected to submit its budget to the RTB in late summer. RTB staff will evaluate the budget in terms of its consistency with the Five-Year Transit Plan and available funding. Approval of the MTC budget is scheduled for September.

- **Signage**

The RTB has directed the use of the international bus symbol to be used on all metropolitan area bus stop signage. The board should approve the final design.

- **Advisory Committees**

Currently the RTB has three active advisory committees:

- Transportation Accessibility Advisory Committee (TAAC)
- Rideshare Advisory Committee (RAC)
- Providers' Advisory Committee (PAC)

Members have been appointed by RTB members and are anxious to know if they will continue in these positions. Both TAAC and RAC are legislatively mandated committees; the PAC was originally established in response to federal guidelines.

- **School Education**

In December, 1992, the RTB and nine other transit-related organizations (including the Metropolitan Council) combined to create the Metropolitan Transit Education Committee. A strategic communications and education plan was developed. The group's goals are to increase understanding of the need for transit improvements and to generate support for those improvements among transit users and non-transit users.

One tactic planned to accomplish these goals is the development of transit curricula for the schools. Thomas Learning Consultants was hired this past March to create a plan for developing school education. The plan will be completed June 15, 1994. This plan will outline how the Committee should proceed with the development of school curricula. The Committee applied for ISTEA funding to support this project. The results of the ISTEA selection process will be available on June 15 as well. So far, the committee is optimistic about receiving funding for the project.

If full funding is available, the Committee would like to release an RFP this summer, get a school curricula developer to prepare curricula this fall, field test the curricula in the spring and have a completed curricula available for a summer workshop sponsored by Hamline University as well as the 1994-1995 school year.

- **Technical Assistance**

The Regional Transit Board staff is frequently asked for its assistance in conducting special planning and/or implementation studies for transit services. Currently, the RTB staff is working on a project in Washington County. Requests have been received for additional assistance including Anoka County. With its reduced staff size, RTB staff is making an effort to be responsive to these requests. However, consulting assistance may be necessary if additional staff resources are not able to be hired and/or assigned.

II. Twelve-Month Priorities

- **Accessibility Issues**

Efforts in this region toward making transit services accessible to persons with disabilities have focused primarily on Metro Mobility and accessible regular route transit service, as required by the Americans with Disabilities Act (ADA). The RTB staff is currently taking an inventory all of the other providers, under contract, to determine how accessible those services are. With that information and additional information regarding ADA requirements, RTB staff is planning to develop a regional transit accessibility plan which will outline policies and funding needs for making the transit system accessible. Furthermore, the MTC, in conjunction with the RTB, is revising its accessible regular route transit plan which addresses where and how accessible buses should be deployed as they are purchased.

There has been considerable discussion about the financial impacts of ADA and how the region will comply with ADA mandates to provide both accessible regular route transit service and complementary paratransit service. Council members may wish to have a briefing and extended discussion on this topic.

- **Service Contracting**

Two significant services are due to be re-bid within the next year--University of Minnesota Route 52 and the Roseville Area Circulator. As indicated below, the Route 52 service, in particular, raises some wide-reaching policy issues and there may be an effort to simply extend the existing contract at this time. The RFP for the Roseville Circulator, on the other hand, needs to be released soon. Some opt-out contracts are also scheduled to be bid out in 1995.

Currently, the RTB is revising its competitive transit guidelines which set forth the specific requirements for competitively contracting service. In progress, as well, is some preliminary work on a more general contracting policy that would address the circumstances under which it makes the most sense to contract or sub-contract service. A background paper on this topic is being prepared and should be ready for review early fall.

- **Travel Demand Management**

The RTB staff has identified the need to develop a new regional strategy for ridesharing, particularly given that the rate of carpooling and vanpooling in the region has declined in recent years. Currently, Minnesota Rideshare services are provided by the MTC under contract to the RTB. There is a need to establish regional TDM goals and then determine how to best structure and organize TDM services. This is particularly important given Downtown Minneapolis TMO, 35W and 494 efforts.

- **Funding Existing Services**

RTB did not receive all of the funding it requested from the legislature for transit services. The impact of this shortfall can be specifically identified once the providers submit their management plan proposals. A decision will then need to be made whether or not to request additional funding for existing transit services.

Additionally, given changes in the transit system over the past several years, RTB staff has identified the need for a revision in the transit funding formulas now established in state law. A background paper with options is currently being prepared on this topic and should be ready by late summer for incorporation into the legislative program discussion.

- **Funding Vision for Transit**

There exists strong support and endorsement of the RTB's Vision for Transit. This scheme for designing transit services has been adopted by the Metropolitan Council as part of its Transit Facilities Plan. Although some efforts have been made to implement certain components of this plan, additional funding is needed in order to significantly carry out the plan and program. Legislative support has been strong for the concept, but, to date, no funding has been provided.

- **Fares**

No fare increase is currently under consideration. However, over the longer-term, discussion should take place regarding the appropriate level of fares, given "prices" of other transportation services (i.e., parking). RTB also suggests continued discussion of youth fares and what the social implications are for either increasing and/or decreasing these fares.

- **Marketing**

Identity

There are a variety of issues related to establishing a regional identity for transit services versus retaining individual service identities, i.e., how will the Metro Council be identified with services?

Marketing All Transit Services

Transit marketing has occurred on a number of levels in the region for the various transit services. The new merger creates the opportunity to look at marketing transit as a regional service making better use of resources, and communicating more clearly to the public.

- **Route 52**

The University of Minnesota has completed a transportation study which recommends that Route 52--the commuter bus network serving the university--be merged into the regional regular route system. Doing so has financial implications for the RTB since currently the cost of providing this service is shared between the University and the RTB.

- **Administration**

The RTB needs to close out provider audits, negotiate contracts and conduct other administrative functions.

- **Legislative Program**

A unified, single legislative program is desirable. A variety of legislative remedies may be pursued included:

- additional funding for existing services, including Metro Mobility shortfall
- additional funding for Vision for Transit
- change in funding formulas

- **Metro Mobility**

The Metro Council has determined that it will conduct an evaluation of the Metro Mobility program in July, 1995.

- **Special Events**

Refinements to the special events policy need to be implemented as to procedures for responding to special events' transportation needs. Parties needing to be involved include the Convention Bureau, charter bus operators, MCTO and the cities.

III. Relationship/Organization Issues

Additionally, there are a variety of relationship and organizational issues that need to be addressed as the Metropolitan Transit Commission, the Regional Transit Board and the Metropolitan Council are merged.

It is generally the view of RTB staff and board members that there are some key organizational elements that have been developed over the past decade that should be preserved as part of the general approach and organizational structure related to public transit services. These elements include:

RTB Priorities, Activities and Issues

Page 7

- The region needs to continue to support a "family of transit services" approach--i.e., a variety of transit services and transit providers should be offered in an effort to match the diverse needs of the community. Needs and expenditures also need to be established from a regional point of view to ensure that services are well matched to needs and available resources.
- Services should be provided in a cost-effective manner.
- It is challenging to provide necessary transit services within available resources. Consideration needs to be made to a variety of factors.
- There are many advantages to maintaining some separation of policy development and planning from operations yet closely linking them in the collection and sharing of information. Operations can tend to dominate agendas and interests.
- There are also advantages to maintaining organizational separation between the actual provision of service from contracting and regulating services. There is an inherent conflict of interest in being able to provide the service and to regulate others who provide this service. This was substantiated by the courts in the late 1970s when it was concluded that the MTC could not constitutionally own the dominant bus system and, at the same time, regulate competitors. The regulatory authority was taken back by the state, through the Transportation Regulatory Board.
- A commitment to innovation and service demonstration should be continued in an effort to continually seek new and better ways to provide service and to more effectively reach and serve potential transit markets. Also, a culture that encourages and facilitates alternative policy options is very desirable.
- The RTB has an excellent staff with a great deal of expertise in transit. This expertise should be maintained not only in planning and programs, but also in public information.
- Transit advocacy is important. Not only should the Metropolitan Council strongly advocate for public transit interests but also work toward cultivating transit constituencies.
- Distinctions between various transit planning functions needs to be acknowledged and organizationally addressed. Different levels exist including service planning for MTC services, service planning for non-MTC services, development of community plans, overall regional planning, etc.
- Recognizing the close relationship of transit and land use is important and deserving of ongoing and increased attention.

RTB Priorities, Activities and Issues
Page 8

- The use and development of measures of performance for transit services is important, especially when developing policies to direct and assess the activities of transit management.
- Maintaining a choice of providers creates a healthy, competitive environment.

IV. RTB Personnel Issues

Finally, there are a number of issues related to RTB personnel which deserve attention during next few months. These include:

- RTB staff is committed toward making the consolidation smooth and productive. They are anxious to share their ideas, participate on committee, provide feedback, etc. in order to optimize the new organization's success.
- RTB staff would like to see committees established that deal with transportation/transit issues and how through the organizational structure these issues can be dealt with most effectively.
- RTB staff members are concerned about their job security, but would request if staffing cuts/changes need to be made that they are treated humanely and offered outplacement services, severance pay and benefits, etc. Particular, since RTB staff members don't join the new organization until October, there is some concern that our interests and positions will be considered the lowest priority.
- RTB staff members encourage the transition to be considered a merger, not an absorption whereby RTB employees have the opportunity to be considered for key positions within the new organization.
- RTB staff members would like to communicated with on a regular basis about transition issues.

RTB Agency Priorities, Activities and Issues Schedule

- Metro Mobility
 - Budget Options
 - Eligibility Criteria
- Preparation of FYTP
- Provider Contracts/Management Plans
- Regional Fleet
- High-Subsidy Routes
- 1995 RTB Budget Including Review of MTC Budget
- Signage
- Advisory Committees
- School Education
- Technical Assistance

Timetable

Week of 8/1

- Prepare first MTC budget memorandum
- Begin review of management plans/prepare update for 8/8 A & F Committee
- Work toward completion of draft FYTP
- Set forth strategy and timetable for adoption of Metro Mobility eligibility criteria
- Work toward completion of modifications to Metro Mobility eligibility criteria

8/1 RTB Meeting

Week of 8/8

- Complete draft FYTP; give copy to board @ retreat on 8/11
- Complete modifications to eligibility criteria; prepare memo for mailing on 8/9
- Begin to develop guidelines for approving management plans
- Work on Metro Mobility budget options

8/8 A & F Committee

8/10 Transportation Committee

8/11 Board Retreat

--Five-Year Transit Plan
--Priorities, Activities, Issues--Modifications & Timetable

Week of 8/15

- Prepare memorandum regarding Metro Mobility budget options (Part I)

8/15 RTB

Week of 8/22

- Continue working on Metro Mobility budget options

8/22 Policy Committee

--Adopt Five-Year Transit Plan
--Adopt Metro Mobility Eligibility Criteria
--Metro Mobility Budget Options--Continued Discussion
--High Subsidy Routes
--U of M Route 52 Overview

8/24 Transportation Committee

Week of 8/29

Week of 9/5

9/6 RTB Meeting

--Adopt Five-Year Transit Plan
--Adopt Metro Mobility Eligibility Criteria

Week of 9/12

9/12 Committee of the Whole

--MTC Budget Approval
--Management Plan Guidelines
--Roseville Circulaator Request for Proposal (RFP)
--RTB Budget Approval

- Three-Year Capital Plan (?)
- Jobseekers Budget

9/14 Transportation Committee
--Five-Year Transit Plan Presentation
--Metro Mobility Eligibility

Week of 9/19

9/19 Committee of the Whole
--School Education
--Metro Mobility Budget Options--Final Recommendations
--High Subsidy Routes

Week of 9/26

9/26 RTB
--MTC Budget Review
--Management Plan Guidelines

9/28 Transportation Committee
--MTC Budget Review
--Management Plan Guidelines

October 1, 1994--Forward

October, 1994

- Provider contract approvals
- Legislative program

November, 1994

- Provider contract approvals

December, 1994

- RTB/MTC budget approval (by December 15)

January, 1995

February, 1995

March, 1995

April, 1995

May, 1995

June, 1995

- Metro Council twelve-month evaluation of Metro Mobility restructuring

July, 1995