FIVE-YEAR TRANSIT SYSTEM PLAN

MORRIS TRANSIT

FIVE-YEAR TRANSIT SYSTEM PLAN

JUNE 2019

ATG ALLIANCE TRANSPORTATION GROUP

wsb

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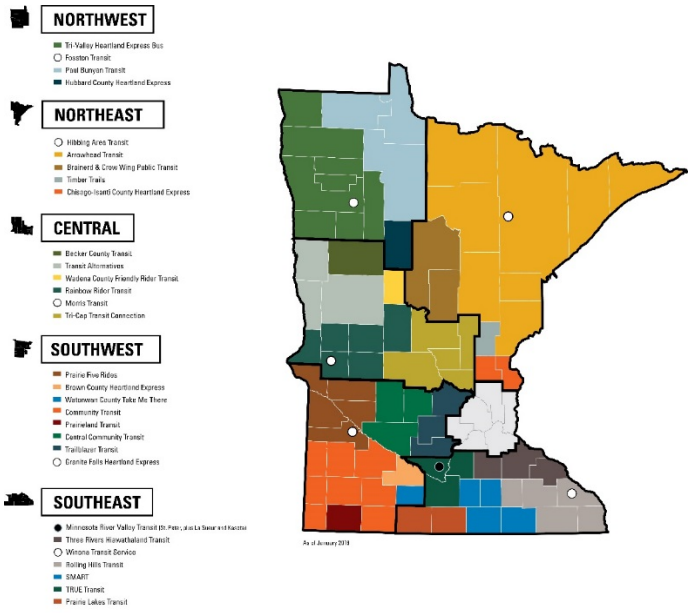
1. Executive Summary

Overview

Morris Transit Five-Year Transit System Plan (FYTSP) serves as the guiding document for the sustainability, growth and development of public transportation services within the city. The FYTSP further serves as the guiding document for Morris Transit for the 2020 – 2025 timeframe and is intended to guide funding, operational and strategic decision-making.

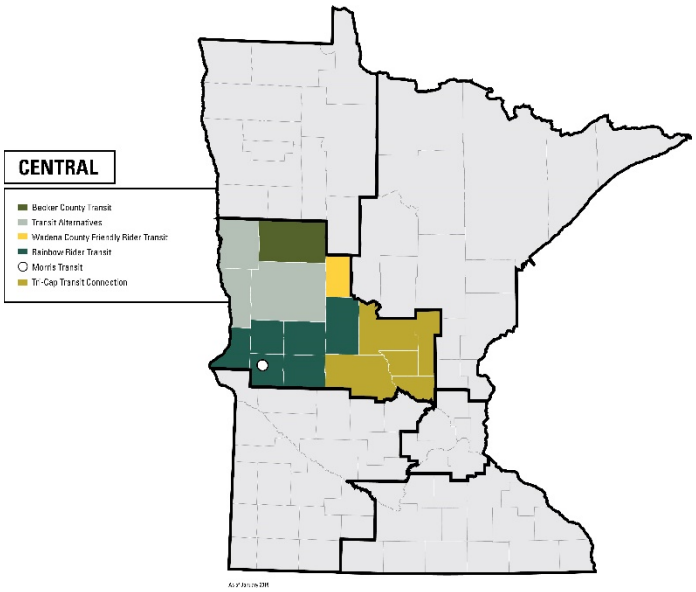
This FYTSP is part of a coordinated, concurrent statewide effort to develop FYTSP's for all 30 of the rural transit providers of Greater Minnesota, as shown in **Figure 1.1**.

Figure 1.1: Greater Minnesota Rural Transit Providers



WSB was selected by the Minnesota Department of Transportation (MnDOT) to develop the FYTSP for the six rural transit providers in the Central Region of Minnesota, as shown in **Figure 1.2**, which include Morris Transit, as well as Becker County Transit, Tri-CAP Transit, Rainbow Rider, Transit Alternatives and Wadena County Friendly Rider.

Figure 1.2: Central Region Transit Providers



The need for individual FYTSP's for rural providers was developed from the 2017 Greater Minnesota Transit Investment Plan (GMTIP), which is MnDOT's 20-year plan for investing in rural public transit and increasing ridership. As part of the GMTIP process, the Minnesota state legislature established a legislative target of meeting 90 percent of the statewide rural transit demand by 2025, which is focusing attention on exactly how and where to expand rural transit service within Minnesota. Strategies to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery were also identified through regional Local Human Service-Public Transit Coordination Plans.

The State of Minnesota's transportation goals include:

1. To minimize fatalities and injuries for transportation users throughout the state;
2. To provide multimodal and intermodal transportation facilities and services to increase access for all persons and businesses and to ensure economic well-being and quality of life without undue burden placed on any community;
3. To provide a reasonable travel time for commuters;
4. To enhance economic development and provide for the economical, efficient, and safe movement of goods to and from markets by rail, highway, and waterway;

5. To encourage tourism by providing appropriate transportation to Minnesota facilities designed to attract tourists and to enhance the appeal, through transportation investments, of tourist destinations across the state;
6. To provide transit services to all counties in the state to meet the needs of transit users;
7. To promote accountability through systematic management of system performance and productivity through the utilization of technological advancements;
8. To maximize the long-term benefits received for each state transportation investment;
9. To provide for and prioritize funding of transportation investments that ensures that the state's transportation infrastructure is maintained in a state of good repair;
10. To ensure that the planning and implementation of all modes of transportation are consistent with the environmental and energy goals of the state;
11. To promote and increase the use of high-occupancy vehicles and low-emission vehicles;
12. To provide an air transportation system sufficient to encourage economic growth and allow all regions of the state the ability to participate in the global economy;
13. To increase use of transit as a percentage of all trips statewide by giving highest priority to the transportation modes with the greatest people-moving capacity and lowest long-term economic and environmental cost;
14. To promote and increase bicycling and walking as a percentage of all trips as energy-efficient, nonpolluting, and healthy forms of transportation;
15. To reduce greenhouse gas emissions from the state's transportation sector; and
16. To accomplish these goals with minimal impact on the environment.

In addition to articulating Morris Transit service area needs to the state legislature, the purpose of this FYTSP is to help Morris Transit understand strengths and weaknesses, identify unmet needs and future transit service changes and develop a constrained and unconstrained capital and operating financial plan that is adequate to changing environments and opportunities.

The FYTSP planning process concentrates on local issues within the regional context by building community awareness and involvement in defining transportation needs. Desired outcomes of this process include:

- Increased community support
- More accurate budgets and definition of future needs
- Different funding scenarios to help prepare local decision-makers
- Better collaboration and coordination of public transportation services

Chapter 2 Summary – Why a FYTSP

Chapter 2 is the only chapter that is consistent across all transit providers, as it establishes the context for why all rural transit providers in Greater Minnesota need a FYTSP.

This chapter describes how the FYTSP will help rural transit systems like Morris Transit work towards overall goals such as:

- Improve coordination of services to meet transportation needs
- Increase ridership/usage across the network
- Ensure fiscal responsibility as a transit funding agency
- Anticipate and plan for future funding levels to achieve service expansion
- Articulate and communicate a vision for the transit system and the benefits it provides to the community

Ultimately, the vision is that the FYTSP's created throughout the state will bring all stakeholders together to develop future vision that will guide that decisions made today.

Chapter 3 Summary – Agency Overview

Chapter 3 provides a snapshot of Morris Transit as it currently operates and includes agency history, governance, decision-making process and an overview of the service area.

Morris Transit is a local city transit provider that operates service throughout the City of Morris in central Minnesota. As shown in **Table 1.1**, Morris Transit operates six vehicles and has an annual ridership of 64,337 in 2017. Morris Transit operates demand-response service city-wide.

Table 1.1: Morris Transit Snapshot

Types of service	Demand- response
Governance	City of Morris Staff
Decision-Making	The Transit Coordinator, City Manager, Finance Director, City Council
Number of buses	Six
Ridership (2017)	64,337

Chapter 3 also highlights the demographics of Morris to identify possible transit users. As of 2017, Morris has a population of 5,326 and a median household income of $47,819. **Table 1.2** shows that the median household income is lower in the City of Morris than the state average. Morris has a higher population over the age of 65, population living in poverty, and population with a disability compared to the state average. Chapter 3 provides additional demographic analysis including age distribution, minority populations, and vehicle availability.

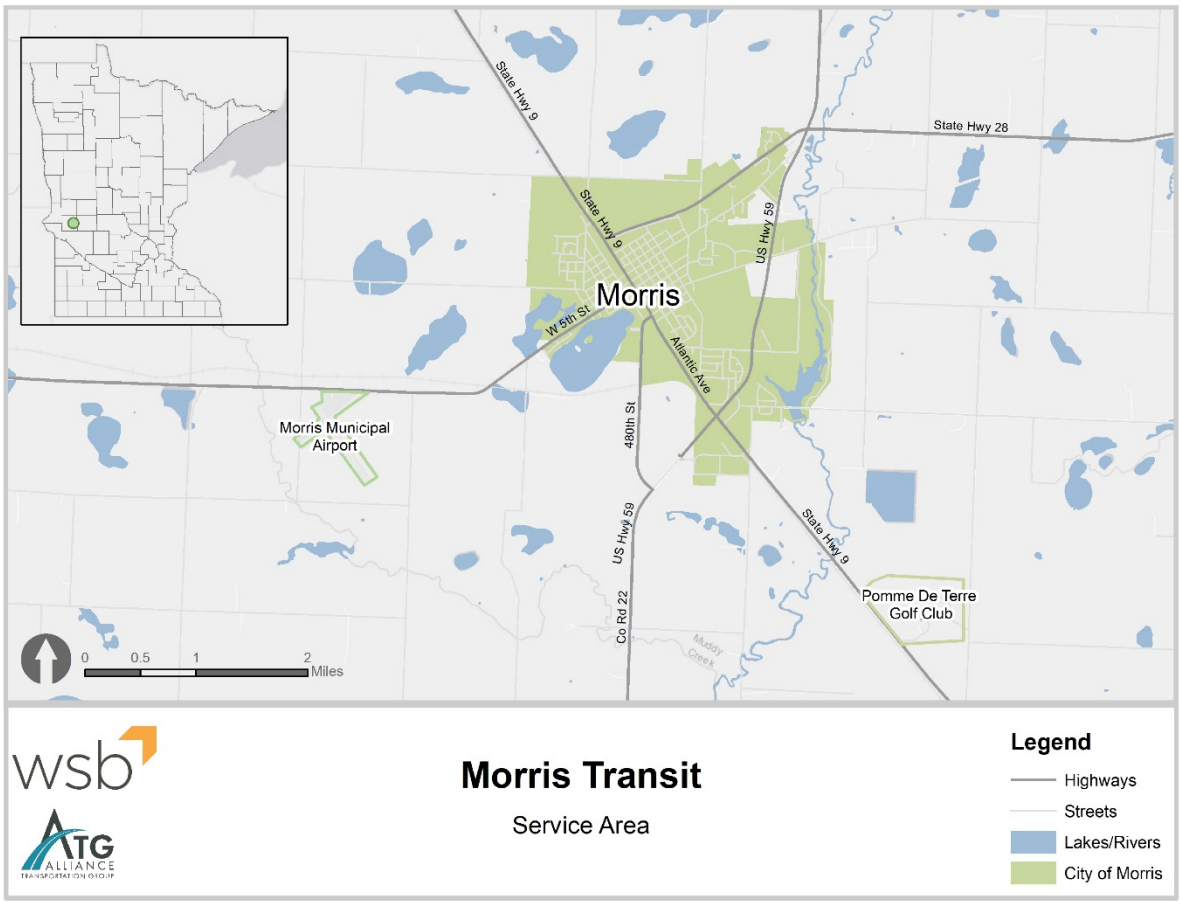
Table 1.2: City of Morris Demographic Summary

	Total Population	Total Population Under 18	Total Population Over 65	Population Below Poverty Line	Population With a Disability	Median Household Income
City of Morris	5,326	896 (17%)	1,009 (19%)	1,111 (21%)	817 (16%)	$47,819
Minnesota	5,490,726	1,286,338 (23%)	803,718 (15%)	576,526 (10%)	584,974 (11%)	$65,699

Chapter 4 Summary – Morris Transit Services

Morris Transit provides transit service within the City of Morris (see **Figure 1.3** for the service area). Chapter 4 provides an overview of ridership trends, coordination efforts, and need of demand of service.

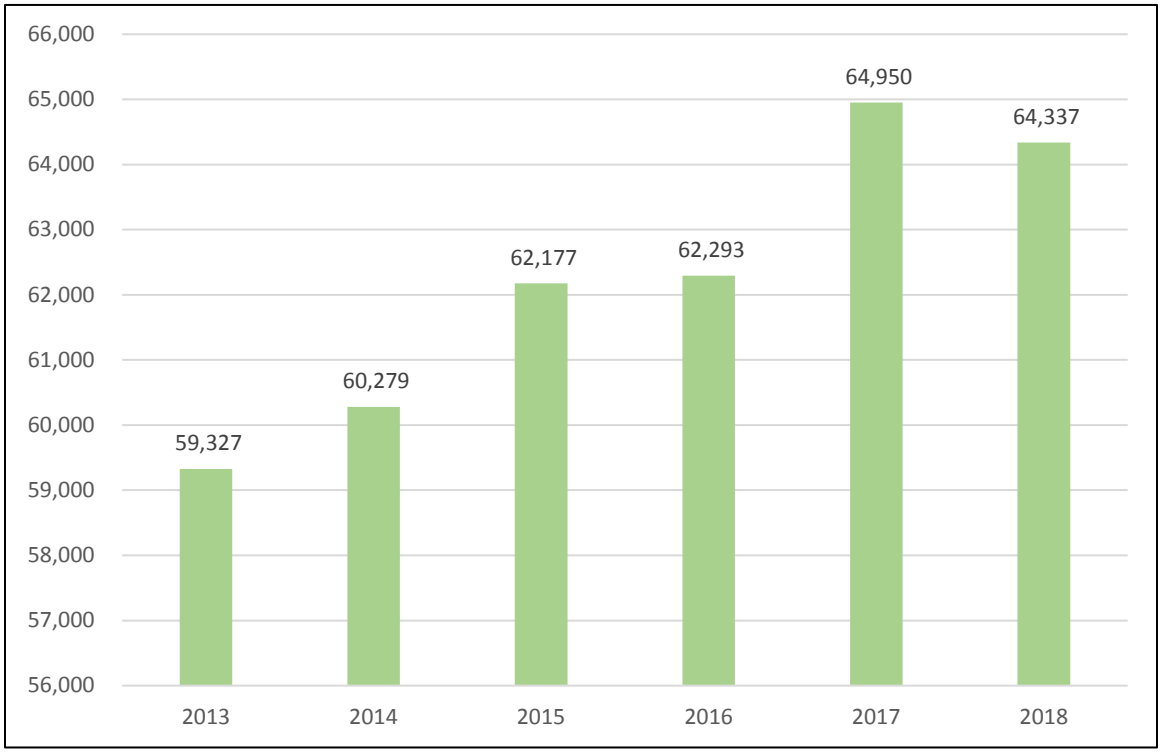
Figure 1.3: Morris Transit Service Area



An analysis of ridership from 2013 – 2018 (**Figure 1.4**) indicates that:

- Overall, ridership increased between 2013 and 2017
- 2017 to 2018 is the only decrease in ridership, from 64,900 in 2017 to 64,337 in 2018
- Between 2015 and 2016, ridership had the least ridership, of 62,177 in 2015 and 62,293 in 2016
- 2016 to 2017 was the greatest ridership increase from 62,293 in 2016 to 64,950 in 2017

Figure 1.4: Passenger Trips (2013-2018)



Chapter 4 includes a survey analysis distributed by the City of Morris. To better understand the transit needs of the city, a need and demand analysis was done to determine the mobility gap, or the number of people who likely need transit service. The City of Morris has a mobility gap of 148,700 one-way passenger trips annually.

Chapter 5 Summary – Capital

Chapter 5 provides an overview of Morris Transit's capital, including fleet and technology and equipment.

Morris Transit has six vehicles total: all are 400 medium-size light duty buses. All buses are equipped with VHF two-way radios and a cash collecting farebox. The City of Morris further provides and maintains a vehicle storage garage for Morris Transit.

Chapter 6 Summary – 2020 – 2025 Annual Needs

This chapter summarizes the transportation needs in the Morris Transit service area and outlines the needs for 2020 – 2025. This chapter includes a bus replacement plan for the next five years and identifies needs based on constrained and unconstrained plans.

Tables 1.3 and **1.4** illustrate the constrained and unconstrained plans, respectively. The constrained plan highlights the fleet replacement plan costs, two electric buses, and two bus charging stations. In the unconstrained plan, Morris Transit would expand the bus storage and operations facility and develop bus stops in the City that could increase the capital budget to $505,700.

Table 1.3: Constrained Plan Items

Category	Item	Cost
Fleet	Fleet Replacement Plan	$373,000
Fleet	30 Foot Electric Bus (2)	$486,000
Facility	Electric Bus Charging Station (2) - 2024	$60,000
Technology	Dispatching and Scheduling Software	*
Fleet	Fleet Replacement Plan	$373,000

* Due to the nature of the market for developing and maintaining Dispatching and scheduling software, a competitive bid process and/or a peer review of existing transit agencies with similar implemented programs may need to be completed to develop cost estimates.

Table 1.4: Unconstrained Plan Items

Category	Item	Cost
Fleet	N/A	N/A
Facility	Bus Stops	$55,700
Technology	Bus Storage and Operations Facility Expansion*	$450,000
Technology	Improved Fare Collection Software	**

* Cost estimate is a planning level estimate. Recommended that agency does peer review of similar agency facility expansions or coordinates with contractors to develop programming level cost estimates.

** Due to the nature of the market for developing and maintaining these emerging technologies, a competitive bid process and/or a peer review of existing transit agencies with similar implemented programs may need to be completed to develop cost estimates.

Chapter 7 Summary – System Performance

System performance is evaluated based on historical and future projections. Performance metrics were used to determine current transit performance to measure possible improvements for the future. The metrics used include on time performance, passengers per hour, cost per hour, cost per trip, denials, baseline span of service, service hours per capita, farebox recovery, and accidents. **Table 1.5** illustrates how Morris Transit currently performs compared to criteria standards.

Table 1.5 Current Performance Indicators

Morris County Transit Performance Indicators	DAR (Target)	FY 2017 Actual	
On-time performance - Required to define and track/month, report annually	Rural Window – 45/45 minutes. 90% on time performance	100%	**Required** Transit systems must follow the ADA trip denial definitions and process
Passengers per hour (pph)	3 pph	5.6 pph	
Cost per service hour	$60	$35	
Cost Per Trip	$15	$6.29	
Denials - Required to track and report, annually	Morris Transit does not currently track or report denials. Denials will be tracked starting in 2019.		
% of communities with Baseline Span of Service - required to track and report, annually	75%	90%	
Service Hours Per Capita	0.45	2.2	**Additional**
Farebox Recovery	15%	22%	
Accidents	Fewer than 1 recordable accident per 100,000 revenue miles	0 reported accidents in 2018	

Chapter 8 Summary – Operations

Chapter 8 provides an operating budget scenario through 2025 to determine Morris Transit's current operation needs. The operating budget template incorporates an inflation factor and additions to future operating costs.

Morris Transit intends to add a dedicated dispatcher for all service hours in the constrained operating plan. In the unconstrained operating plan, Morris Transit would increase transit service during weekend hours as well as add a new deviated fixed route service.

Chapter 9 Summary – Financial

Chapter 9 outlines a constrained and unconstrained financial plan between 2020 – 2025. The constrained plan would operate all of the current status quo service. The five-year constrained plan indicates operating costs growing to $561,113 by 2025.

In the unconstrained plan, operating costs increase to $630,544 by 2025. Annual funding gap ranges from $107,944 in 2020 to $265,102 in 2025.

Chapter 10 Summary – Agency Strategic Direction

Chapter 10 provides the context and requirements that Morris Transit must consider as part of this five-year planning process. As Morris Transit considers growing transit services, it must still conform to many local, state and federal guidelines including:

- Federal Transit Administration (FTA)
- Minnesota Olmstead Plan
- Title VI of the Civil Rights Act
- Americans with Disabilities Act (ADA)
- MnDOT requirements under FTA 5311 funding

In addition to complying with these various regulations and requirements, Morris Transit faces many challenges in implementing possible service enhancements and expansions; the largest of which is funding. Without additional local match and federal funding, Morris Transit will not be able to grow services and increase ridership.

Chapter 11 Summary – Increasing Transit Use for Morris Transit

In order to grow transit services and ridership for 2020 – 2025, Morris Transit can improve marketing through an action plan.

Morris Transit can improve marketing outreach through an improved website information and design and an advertising and marketing plan to promote the services of the transit system.

2. Why a Five-Year System Plan

Transit systems in Greater Minnesota have been working in a rapidly changing environment with system mergers and increased demand for service along with new policies and funding situations. Despite significant growth in the amount of service available outside of the Twin Cities Metropolitan Area, transit in Greater Minnesota is not always recognized or understood by local officials and residents. In order to address the growing need for transit service in a way that is integrated and embraced by the community, a vision for the future of each transit system will be critical. Without a plan, systems are put in the position of having to react in the moment to new circumstances and operate on a year-to-year basis without a longer-term vision to guide annual budgets and decision making.

Transit providers and MnDOT agree that individual five-year plans will help identify system-specific priorities based on themes from the Greater Minnesota Transit Investment Plan (GMTIP). Five-year plans will help systems better deliver service and work toward overall goals such as:

- Improve coordination of services to meet transportation needs
- Increase ridership/usage across the network
- Ensure fiscal responsibility as a transit funding agency
- Anticipate and plan for future funding levels to achieve service expansion
- Articulate and communicate a vision for the transit system and the benefits it provides to the community

Plans are intended to help systems work with local government officials, local planning agencies, transit system board members, and other organizations to prepare for these changes. Transit agencies recognize the importance of involving local officials in planning activities to continue building local support for improving transit systems, including long-term commitment of local funds to leverage state and federal dollars.

The process for developing the five-year plans is guided by a consultant project manager for the Office of Transit and Active Transportation at MnDOT, and the Minnesota Public Transit Association. A Project Advisory Committee consisting of transit directors, staff from MPOs (Metropolitan Planning Organizations) and RDO's (Regional Development Organizations), local government officials, service organization representatives, and staff from MPTA and MnDOT is providing input and identifying key issues to be addressed by the plans.

Larger transit systems routinely develop and update five-year plans, as do local governments, when it comes to planning for future development. The Greater Minnesota transit system five-year plans will allow all transit service to be

incorporated into the larger transportation vision for communities as they plan for new economic development and a future with an aging population.

Policies established through the Olmstead Plan and Americans With Disabilities Act require communities to accommodate the needs of people with disabilities. A statutory goal of meeting 90% of the need for transit service by 2025 in Greater Minnesota also is focusing more attention on exactly how to expand service around the state.

With a well-defined five-year plan, goals and ideas for improving transit service can be put into action with a clear blueprint for which routes to add or expand, specific hours of service to adjust, and funding sources to cover additional operating and capital expenses. The plans also will facilitate communication with the public and help raise awareness of how and where transit service is provided in the state which will help encourage greater ridership.

The five-year plans are designed to be updated annually to meet changing needs and circumstances.

Transit service improves the livability and prosperity of communities all across Greater Minnesota. The five-year transit system plan will bring all stakeholders together to develop a future vision that will guide the decisions made today.

3. Agency Overview

In developing Five-Year Transit System Plans (FYTSP) for each community, it is important to establish each agency as its own unique transit agency with varying history, governance structure, and ridership. The following sections provide a brief background of Morris Transit.

Agency Background

Morris Transit is operated by the City of Morris, located in Stevens County. Morris residents also have access to transit service provided by Rainbow Rider, which serves Stevens, Traverse, Grant, Douglas, Pope and Todd counties. Rainbow Rider provides residents with regional county-wide transit service, whereas Morris Transit is a local city-wide service.

Morris Transit began in 1974 as a private taxi service. In March 1975, the private operator resigned. The city took over the service and began developing it into a public transit system. For over 40 years, the City of Morris has been operating this independent transit system for the local community.

Since the City of Morris took over in 1975, transit ridership has more than tripled. The service was initially very popular with seniors and provided subsidized prices for senior public transit users and expanded to student riders. In 1975, annual transit ridership was just over 21,000. Today, the City of Morris provides transit connections for almost 65,000 annual rides.

In 2018, as part of the FYTSP process, the city updated its vision and mission statement to help guide the future of Morris Transit.

Vision: Morris Transit's vision is to provide safe and affordable public transportation to meet the needs and maintain the quality of life of the citizens of Morris.

Mission: We at Morris Transit deliver efficient and sustainable transportation to increase the availability and accessibility for its residents.

In addition, the City of Morris recently created goals to achieve the vision outlined above. The City of Morris and Morris Transit are committed to the following goals for its riders:

- Maintain quality transit service for Morris residents
- Maintain affordable transit service for Morris residents
- Obtain an electric bus within five years to enhance sustainability for the City
- Conduct a transit operations and management structure analysis to determine the efficiencies of Morris Transit
- Research dispatching software options to improve the efficiency of transit service communications
- Partner with neighboring transit systems and MnDOT to establish standard employee training services

Governance

Morris Transit is operated by the City of Morris. The transit coordinator provides day to day management of the transit operations. The transit coordinator reports to the city manager and finance director. The Morris city council provides financial and policy oversight for the transit operations. The city council meets twice a month on a variety of city topics, including transit.

Decision-Making Process

The City of Morris operates with a city-manager form of government. Changes with Morris Transit go through the city manager and finance director. Any changes to Morris Transit that impact the budget are first approved by the city manager, then taken to city council for final approval.

Changes and improvements for Morris Transit that require funding go through the city's annual budgeting process.

Service Area Overview

Morris Transit public transit service is provided within the municipal boundaries of the City of Morris. Morris Transit operates seven days a week. The base fare is $2.50. The following are Morris Transit's hours of operation:

- Monday through Friday: 6AM to 10PM
- Saturday: 12PM to 4PM
- Sunday: 8AM to 12:30PM

Morris is the county seat for Stevens County. According to the 2017 American Community Survey (ACS), the City of Morris has a population of 5,326. In 2017,

the median household income of Morris residents was $47,819, roughly 21 percent of the population was living below the poverty line, and approximately 16 percent of the population was living with a disability (**Table 3.1**).

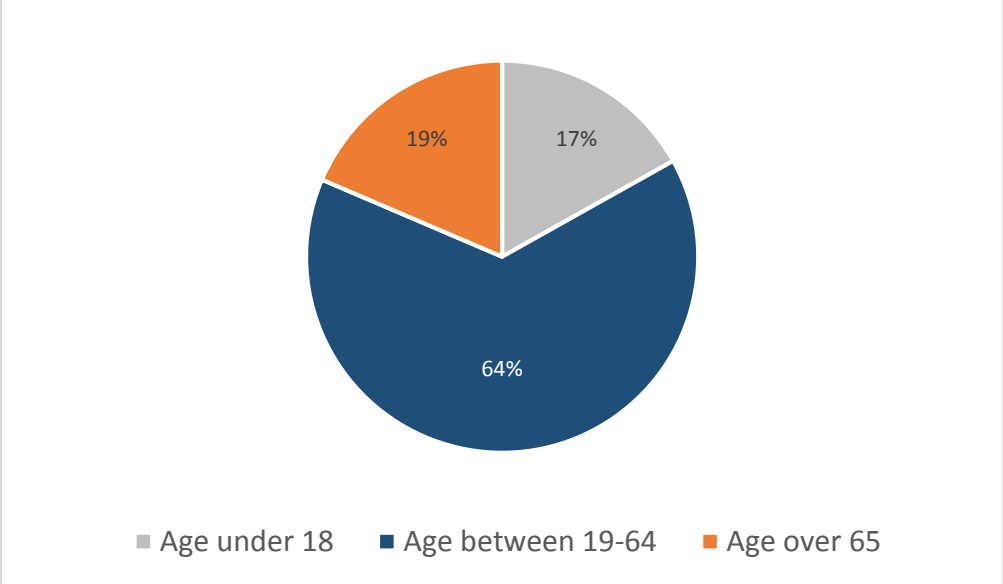
Table 3.1: City of Morris Demographic Summary

	Total Population	Total Population Under 18	Total Population Over 65	Population Below Poverty Line	Population With a Disability	Median Household Income
City of Morris	5,326	896 (17%)	1,009 (19%)	1,111 (21%)	817 (16%)	$47,819
Minnesota	5,490,726	1,286,338 (23%)	803,718 (15%)	576,526 (10%)	584,974 (11%)	$65,699

Source: 2017 American Community Survey

As shown in **Figure 3.1** and **Table 3.1**, about 64 percent of the city's population is between the ages of 19-64. There are slightly more seniors (over 65) at 19 percent compared to 17 percent of youth (under 18). The median age is 31 years.

Figure 3.1: City of Morris Population Age



Source: 2017 American Community Survey

As shown in **Table 3.2**, the largest racial/ethnic groups in Morris are White (89 percent) followed by Hispanic or Latino (three percent) and Asian (three percent).

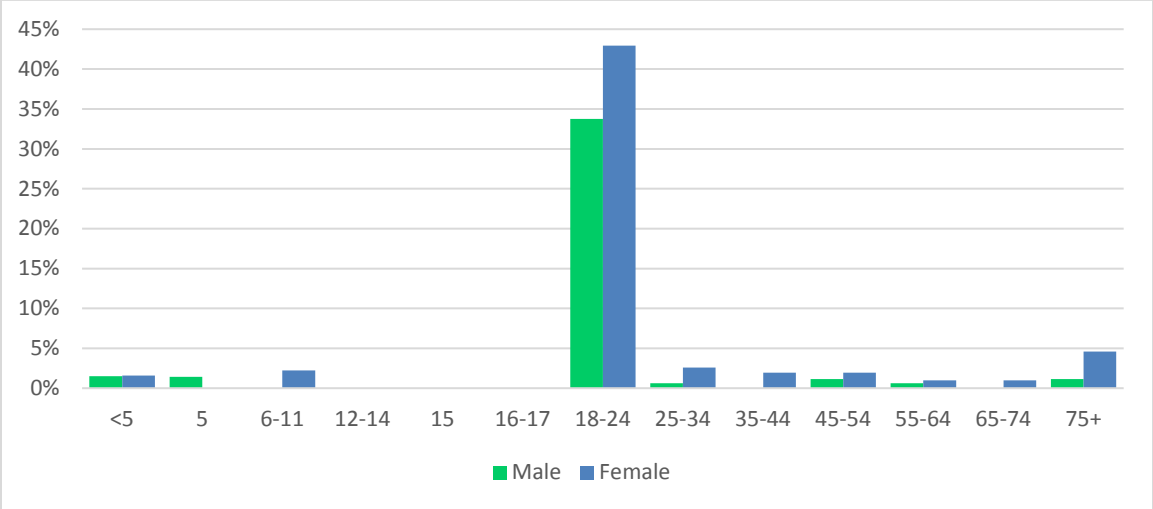
Table 3.2: City of Morris Race and Hispanic or Latino Origin

Hispanic or Latino and Race	Estimate	Percent
White Alone	4,720	89%
Hispanic or Latino	175	3%
Asian Alone	139	3%
American Indian & Alaska Native Alone	123	2%
Black or African American Alone	82	2%
Two or More Races	61	1%
Native Hawaiian & Other Pacific Islander Alone	26	0%
Some Other Race Alone	0	0%

Source: 2017 American Community Survey

Figure 3.2 displays the percent of the population below the poverty line by age and sex. There is a distinct spike for the 18-24 age group and a higher share for females in most age categories. It should be noted that these numbers are likely skewed by the presence of the University of Minnesota – Morris campus, which contributes to the number of individuals in the 18-24 age category who qualify as low income due to their student status.

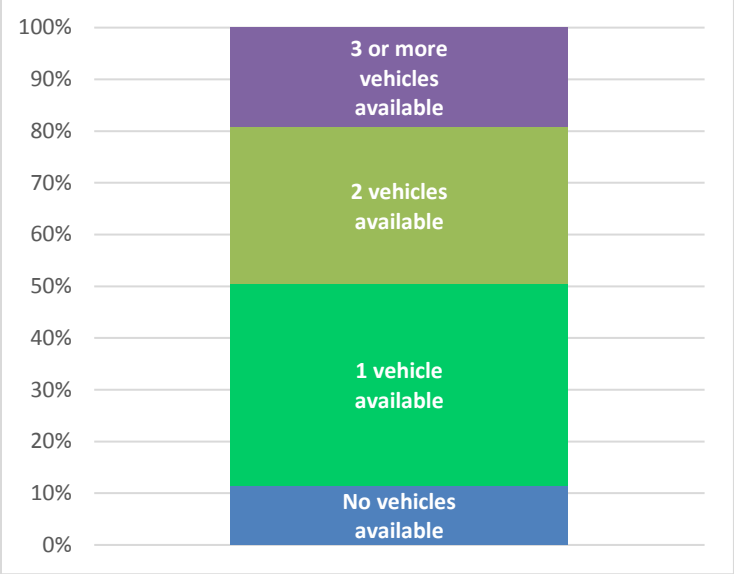
Figure 3.2: City of Morris Poverty by Age and Sex



Source: 2017 American Community Survey

Public transit can increase access for people of low incomes. People with lower socio-economic status are less likely to have access to a private motor vehicle. Over 50 percent of Morris households have access to only one motor vehicle or no motor vehicles (**Figure 3.3**).

Figure 3.3: City of Morris Vehicle Availability



Source: 2017 American Community Survey

Limited motor vehicle access can encourage public transit ridership. However, less than two percent of Morris residents use public transit to commute to work. **Table 3.3** gives the commute to work mode share for the City of Morris. The majority of Morris residents (77 percent) commute to work by driving alone, which is similar to the overall state mode share. At ten percent, the number of people who walk to work in Morris is over three times the figure for the state overall.

Table 3.3: City of Morris Mode Share

Mode	City of Morris	Minnesota
Drove Alone	77%	78%
Walked	10%	3%
Worked at Home	6%	6%
Carpooled	5%	9%
Public Transportation	2%	4%
Other	0%	2%

Source: 2017 American Community Survey

Most City of Morris residents (63 percent) are employed within the City of Morris. This may be one explanation for the relatively high share of residents who walk to work. The remaining workers commute to a wide variety of surrounding cities inside and outside Stevens County (**Table 3.4**).

Table 3.4: City of Morris Resident Primary Job Location

Location	Count	Percent
Morris city, MN	1,448	63%
Hancock city, MN	83	4%
Fargo city, ND	60	3%
Alexandria city, MN	41	2%
Willmar city, MN	38	2%
Fergus Falls city, MN	29	1%
Benson city, MN	28	1%
Sauk Centre city, MN	21	1%
Glenwood city, MN	16	1%
Elbow Lake city, MN	14	1%
All Other Locations	534	23%

Source: U.S. Census LEHD (2015)

Major employers in the City of Morris range from the University of Minnesota – Morris at 449 employees to the City of Morris with 47 employees, according to the Morris Minnesota Community Guide. **Table 3.5** details the list of major employers and their respective product/service category. The City of Morris is a hub for many good and services as well as employment in Stevens County and the surrounding rural area.

Table 3.5: City of Morris Major Employers

Employer	Products/Service Category
University of MN - Morris	Colleges, Universities, & Professional Schools
Stevens Community Medical Center	General Medical & Surgical Hospitals
Superior Industries	Agriculture, Construction & Mining Machinery Mfg.
Prairie Community Services	Community Care Facilities for the Elderly
Morris Public Schools	Elementary & Secondary Schools
West Wind Village	Nursing Care Facilities
Riley Bros Paving Inc	Highway, Street & Bridge Construction
Stevens County	Executive, Legislative, & Other Gen. Govt. Support
WesMor Industries	Boiler, Tank & Shipping Container Manufacturing
Willie's SuperValu	Grocery Stores
McDonalds	Full-Service Restaurants
USDA Soil Lab	Administration of Environmental Quality Programs
City of Morris	Executive, Legislative, & Other Gen. Govt. Support

Source: Morris, MN Community Guide

On a regional and city level, Economic Health Indexes and Transit Dependency Indexes (**Figures 3.4** through **Figure 3.7**) are used to determine how likely a community is to benefit from having public transit. Both indexes have categories

that rank the likelihood between “very low” and “very high.” Within the City of Morris, most of the city has a “high” economic health ranking. The western and southern borders of the city have a “moderate” economic health ranking. By comparison, about half of Stevens County is considered to have a “moderate” economic health ranking. Morris has a higher health ranking compared to Stevens County.

The City of Morris’ transit dependency does not vary throughout the city. It is ranked as a highly transit-dependent community. In comparison, most of Stevens County is classified as a low transit-dependent community. Morris residents are more likely to be transit dependent than Stevens County residents.

Figure 3.4: City of Morris Economic Health Index

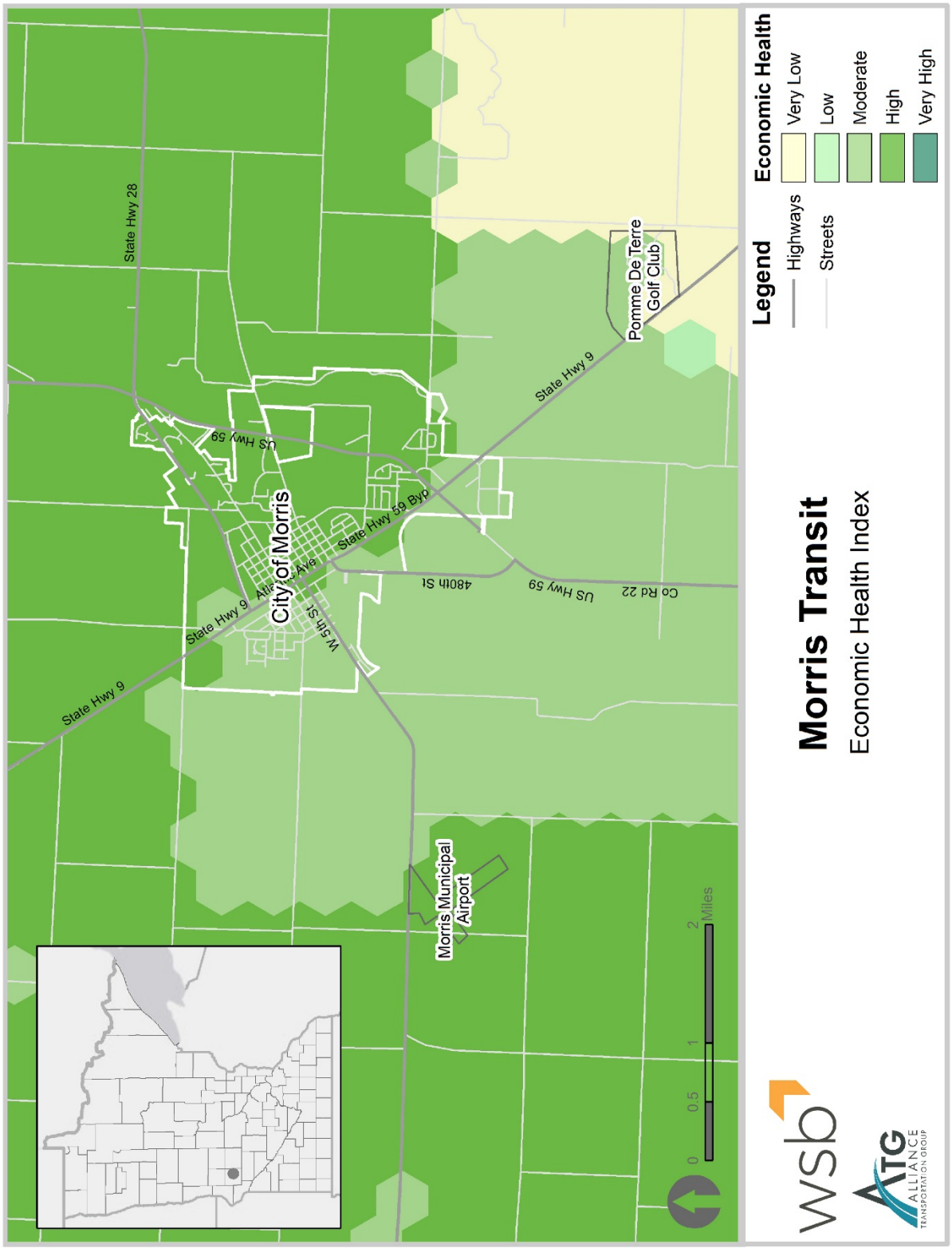


Figure 3.5: Stevens County Economic Health Index

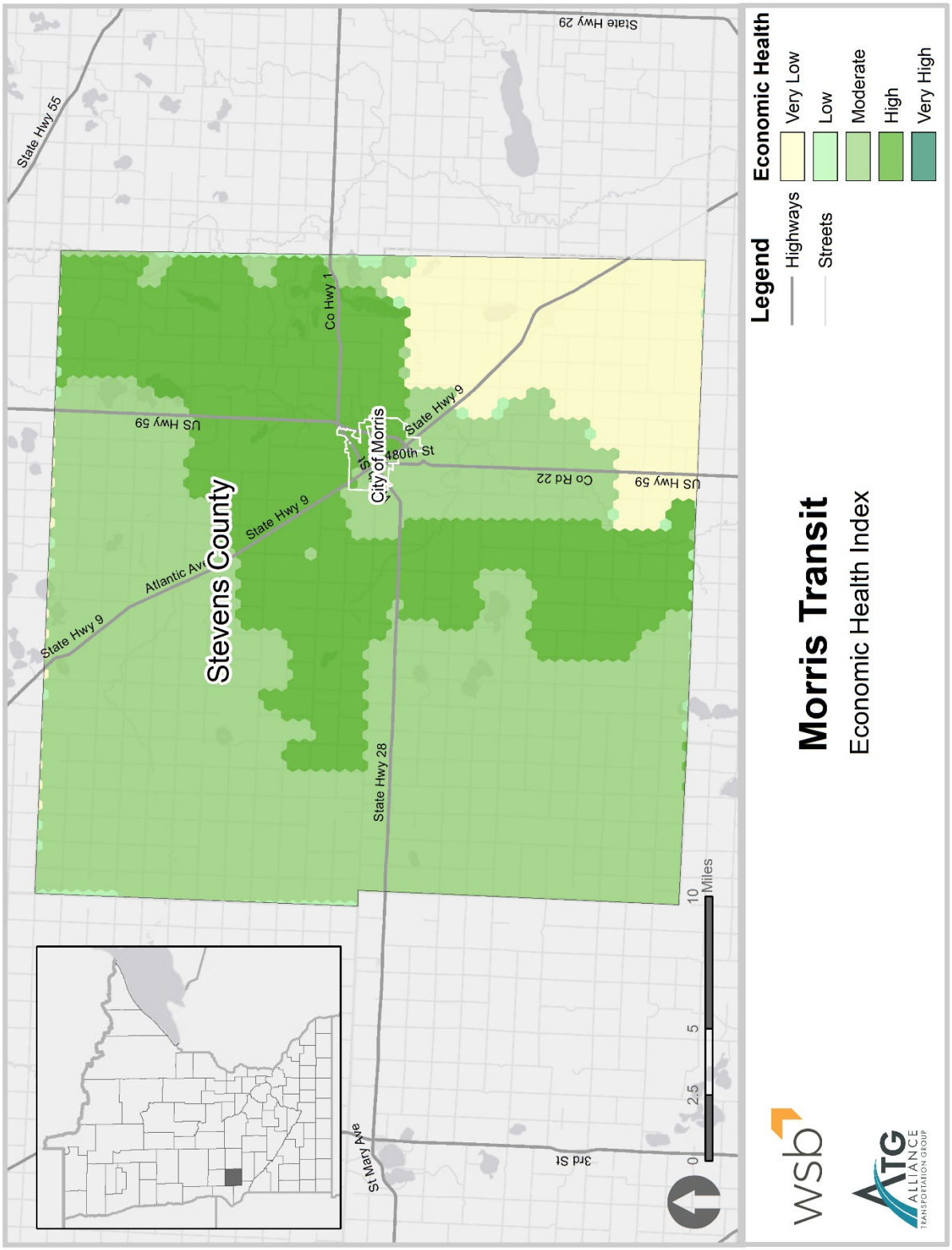


Figure 3.6: City of Morris Transit Dependency Index

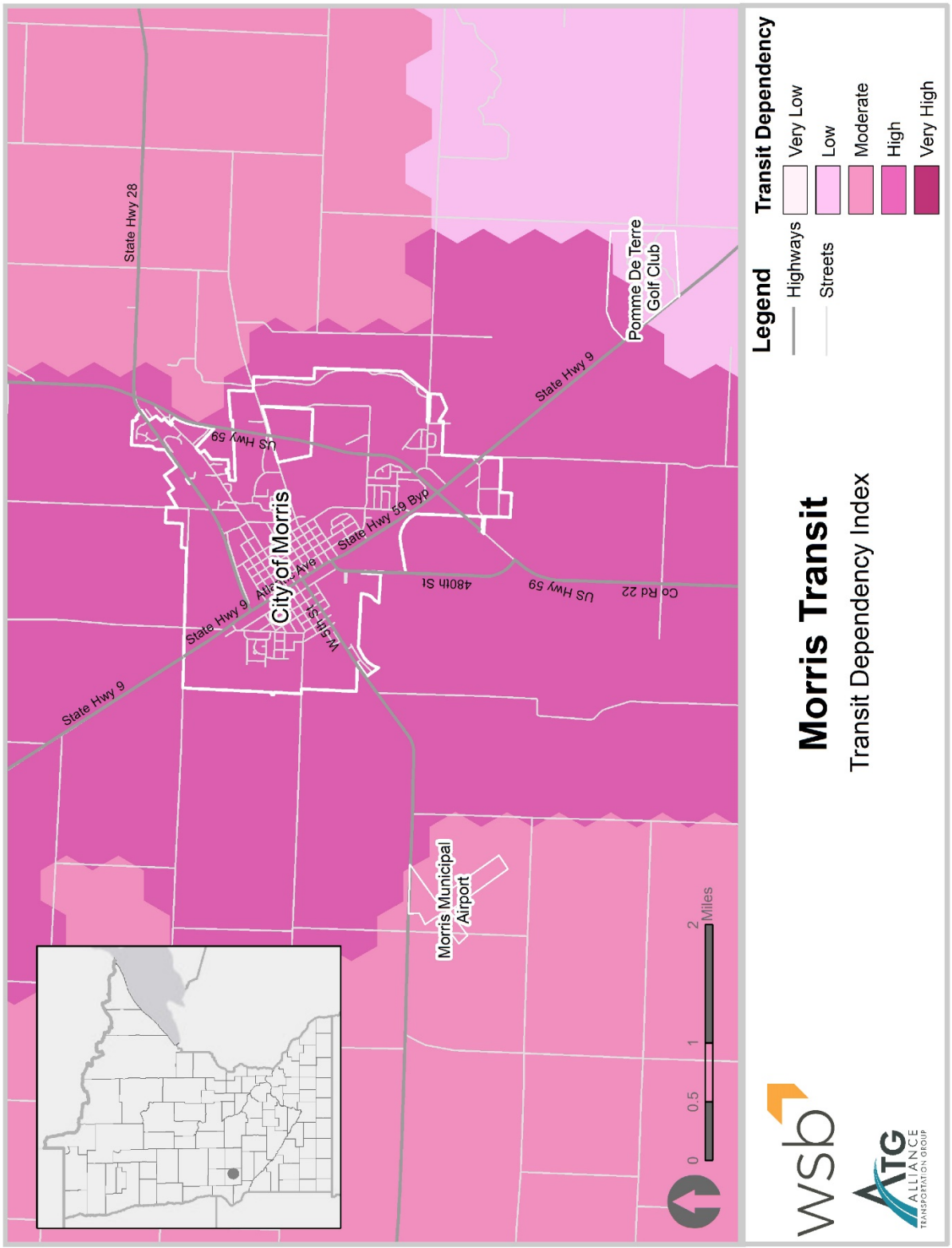
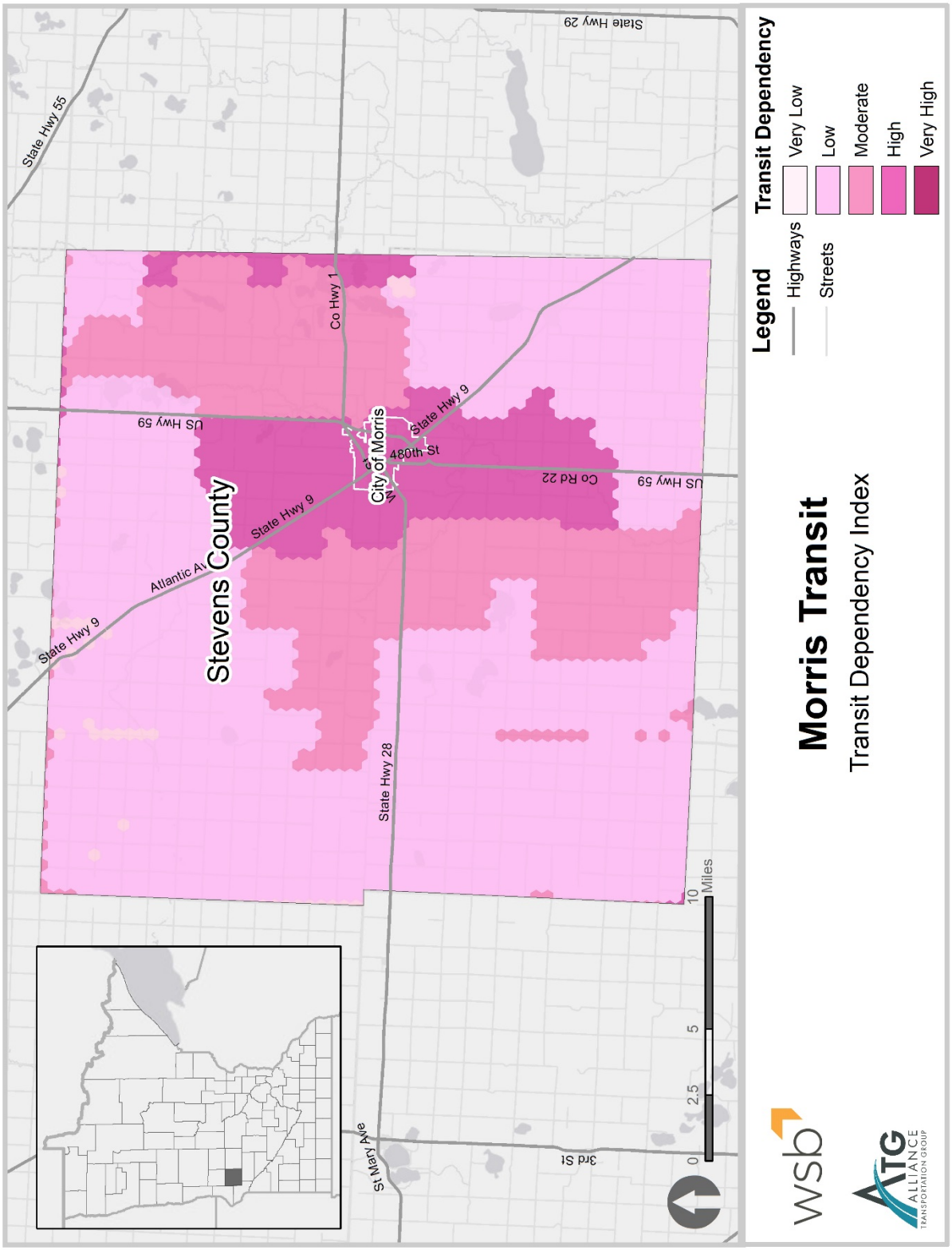


Figure 3.7: Stevens County Transit Dependency Index



Community Engagement

Morris Transit held a community stakeholder meeting on October 24, 2018 at Morris Senior Center. City of Morris staff distributed the stakeholder meeting invitation via social media and direct invitation throughout the community.

At the meeting, attendees were given a brief overview of the five-year system plan process and in the discussion portion of the meeting talked about stakeholder services, how they utilize transit services, community transportation unmet needs and how future transit services can benefit the community.

Three representatives from the following community organizations were present at the meeting.

Stevens County Developmental Achievement Center

- Stevens County DAC is a day-training and habilitation agency serving adults with disabilities
- Clients do not have driver's license or own an automobile
- Trips from group homes to the DAC and to job sites
- Utilize Morris Transit and their own vehicles – three mini-vans and three lift equipped buses
- Agency pays for trips for their clients – billed each month by Morris Transit
- DAC client base is growing – currently 62 clients with 15 in group homes in Morris

University of Minnesota Morris – Health and Wellness Department

- University of Minnesota Morris offers discounted passes for students
- Utilize transit for student field trips
- Ten percent international students
- Desire to have free student access to transit
- Desire for bus service from Morris to Alexandria for students to access the Social Security Office
- Primary student use of transit for shopping, restaurants, from home to campus
- There is a designated bus stop on campus
- Need for creating bus stops at key locations in community with a shelter

University of Minnesota Morris – Finance Department

- University interested in Morris Transit having battery-electric buses, online dispatching software and ride scheduling app

Other items discussed

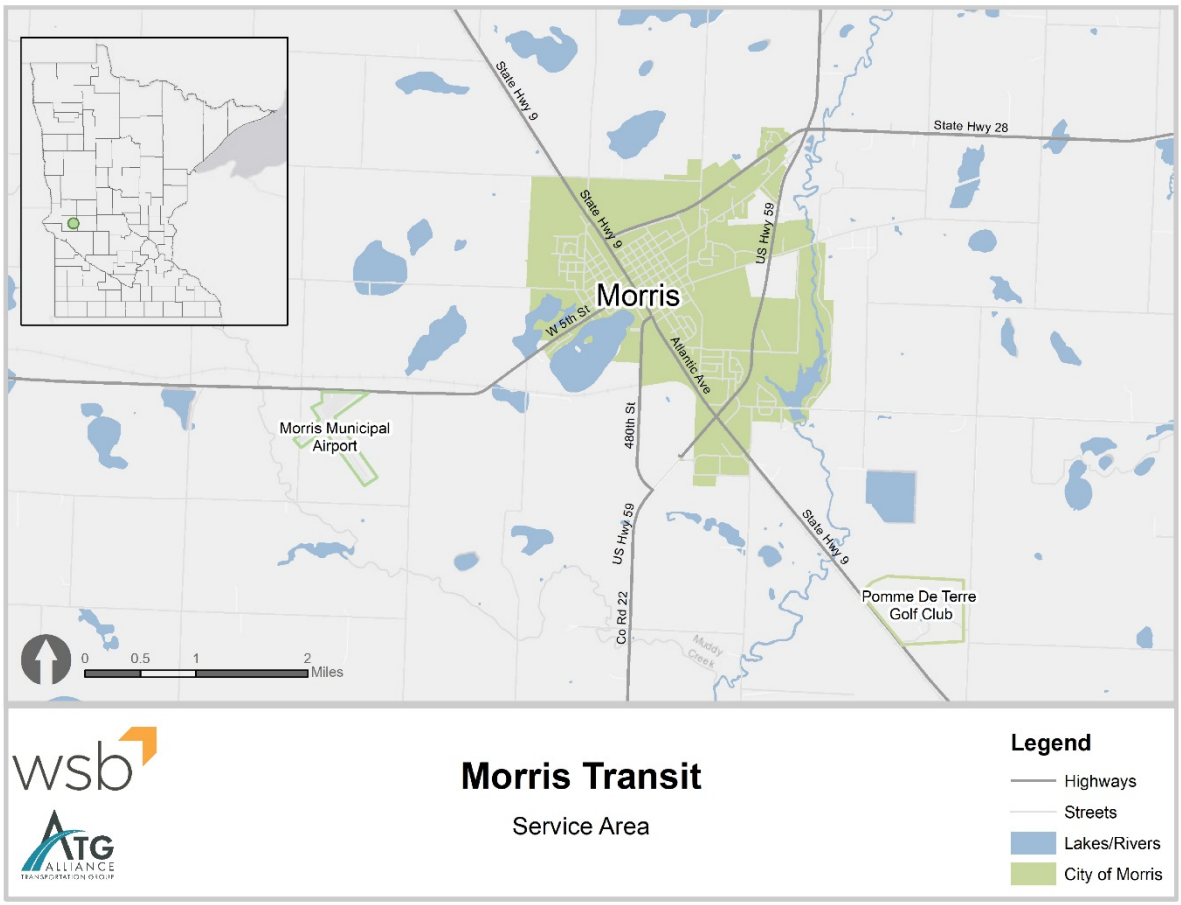
- Clinics reimburse for transit trips or buy passes for patients to ride transit
- Desire for transit service to employers in the Morris area
- Employer outside the city limits have many employees that live in the city of Morris

4. Morris Transit Services

Introduction

Morris Transit provides demand-response public transit service to city residents and to the Morris Municipal Airport, which is outside of the Morris city limits. **Figure 4.1** illustrates the Morris Transit service area.

Figure 4.1: Service Area



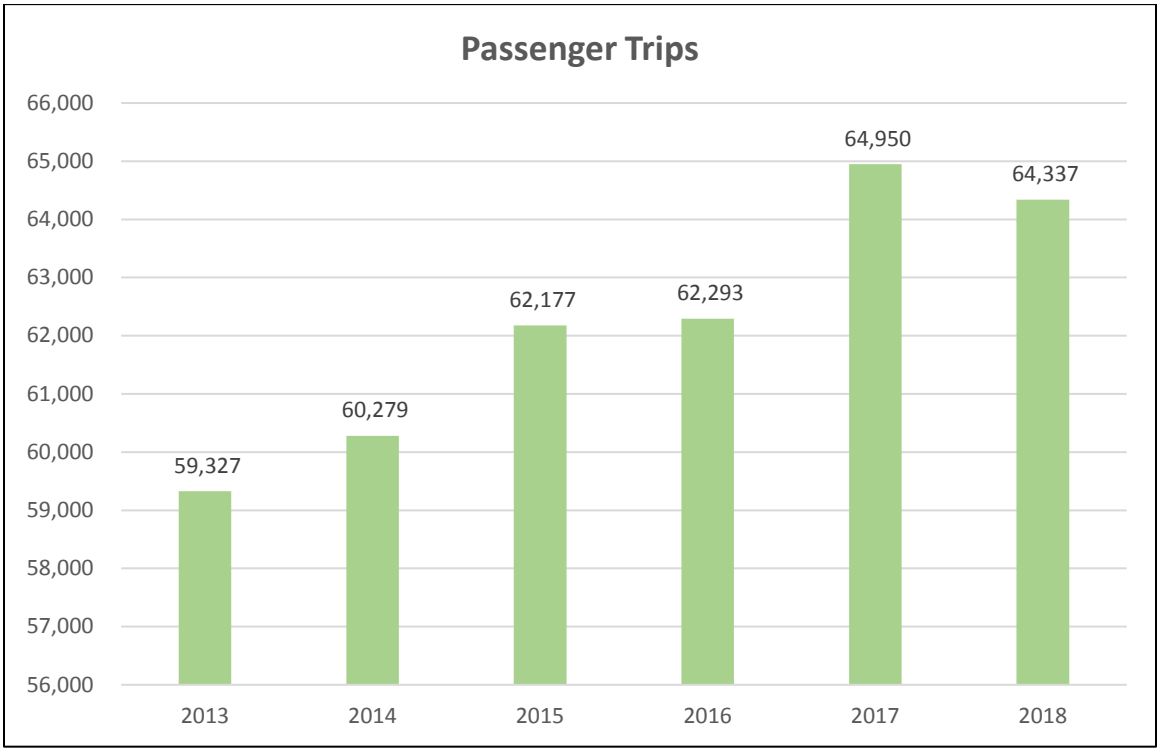
Ridership

Ridership is one of the crucial indicators of a transit system's ability to provide adequate service and meet the needs of a community. Monitoring ridership, especially through trends over time, can reveal whether there are aspects of the transit service that should be evaluated for potential updates and improvements.

Ridership Trends

Since 2013, the Morris Transit has consistently provided approximately 60,000 annual trips per year. From 2016 to 2017, transit ridership increased over 2,000 annual trips, from 62,293 to 64,950. Morris Transit has consistent and evenly dispersed transit ridership throughout the service area. **Figure 4.2** illustrates recent ridership trends, showing that transit ridership throughout the city has been stable. Ridership in 2016, 2017 and 2018 (which ended up in 64,337) were some of the highest numbers in Morris Transit's history, which illustrates that their service is efficient and attractive to potential users.

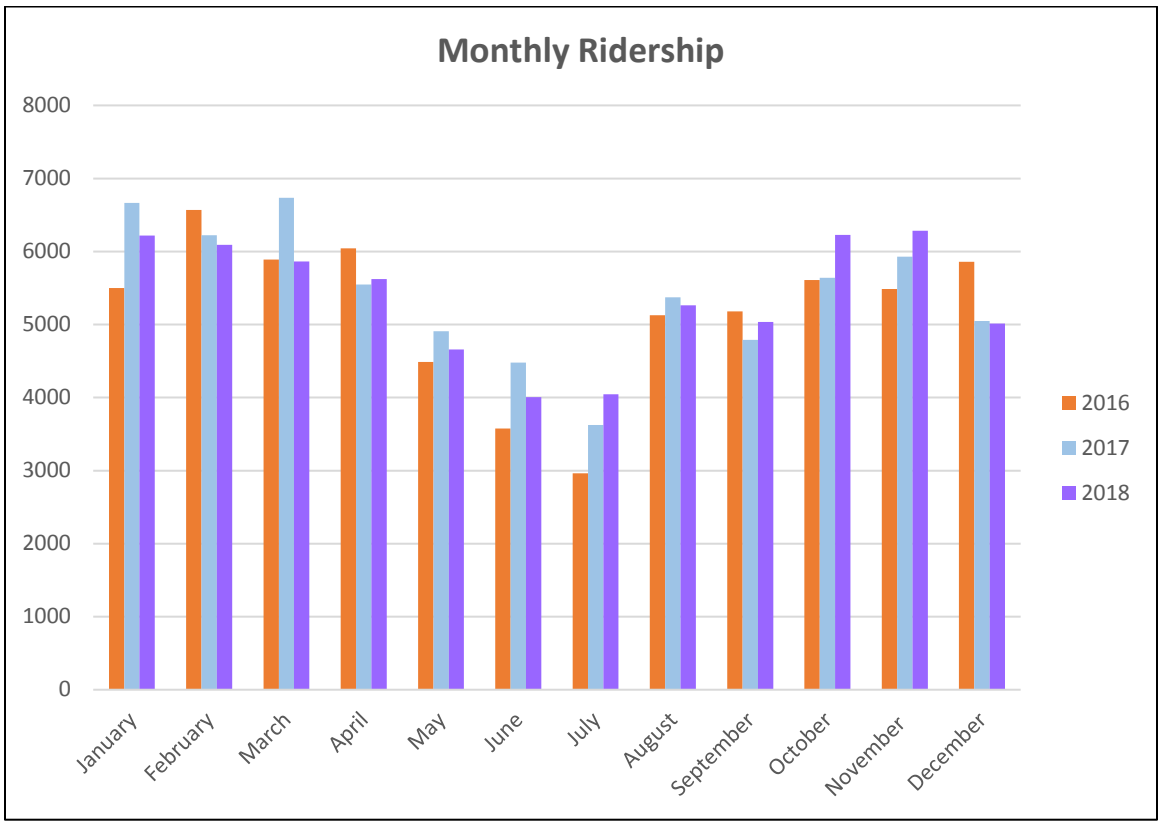
Figure 4.2: Passenger Trips (2013-2018)



Public transit ridership can vary monthly. Since 2016, the lowest monthly passenger trips of the year occurred in either June or July. The highest monthly passenger trips of the year occurred in January or February. These higher months of passenger trips can be more than double the ridership counted in June or July. Public transit services may be in higher demand during winter months due to both cold and hazardous weather that can impact the safety of roadway conditions. This can influence some users to take transit instead of driving or

walking to their destination. **Figure 4.3** shows a comparison of monthly ridership from 2016 to 2018.

Figure 4.3: Monthly Ridership (2016-2018)



For Morris Transit, revenue hours and revenue miles have generally increased. They both are tied closed to ridership; when ridership goes up or down they will generally follow. Revenue hours and miles are shown in **Figure 4.4** and **Figure 4.5**.

Figure 4.4: Revenue Hours (2013-2018)

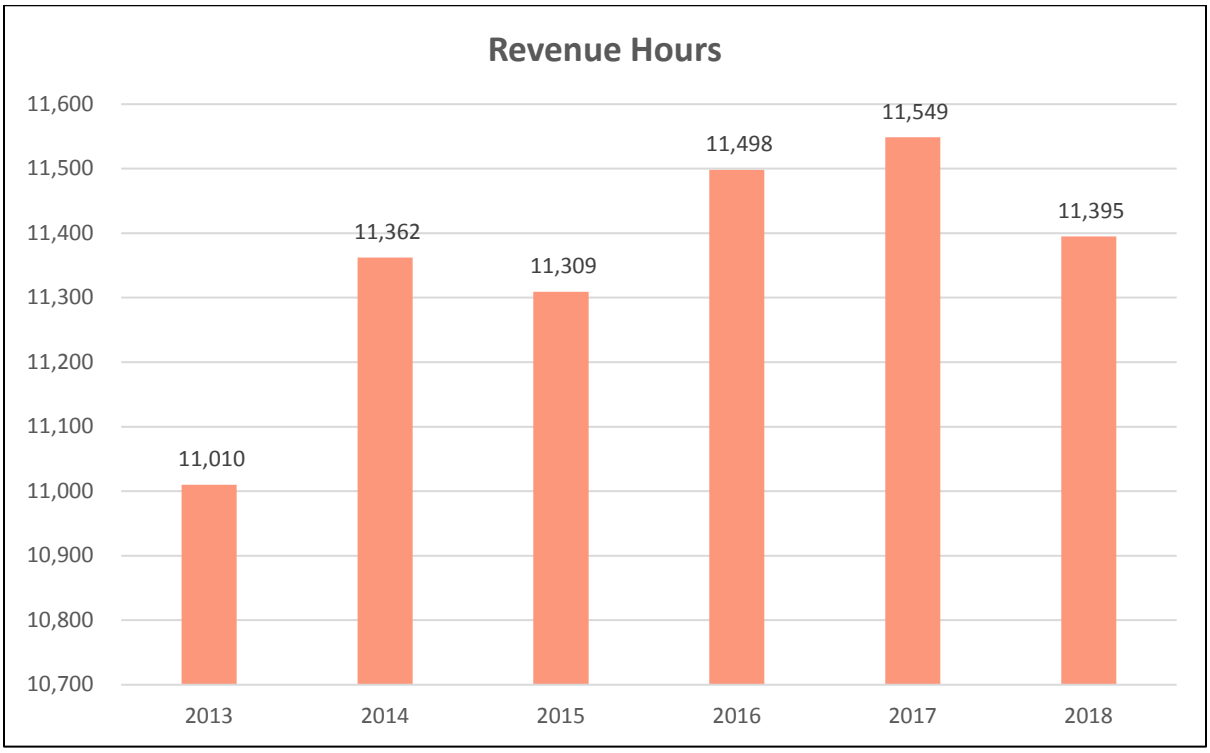
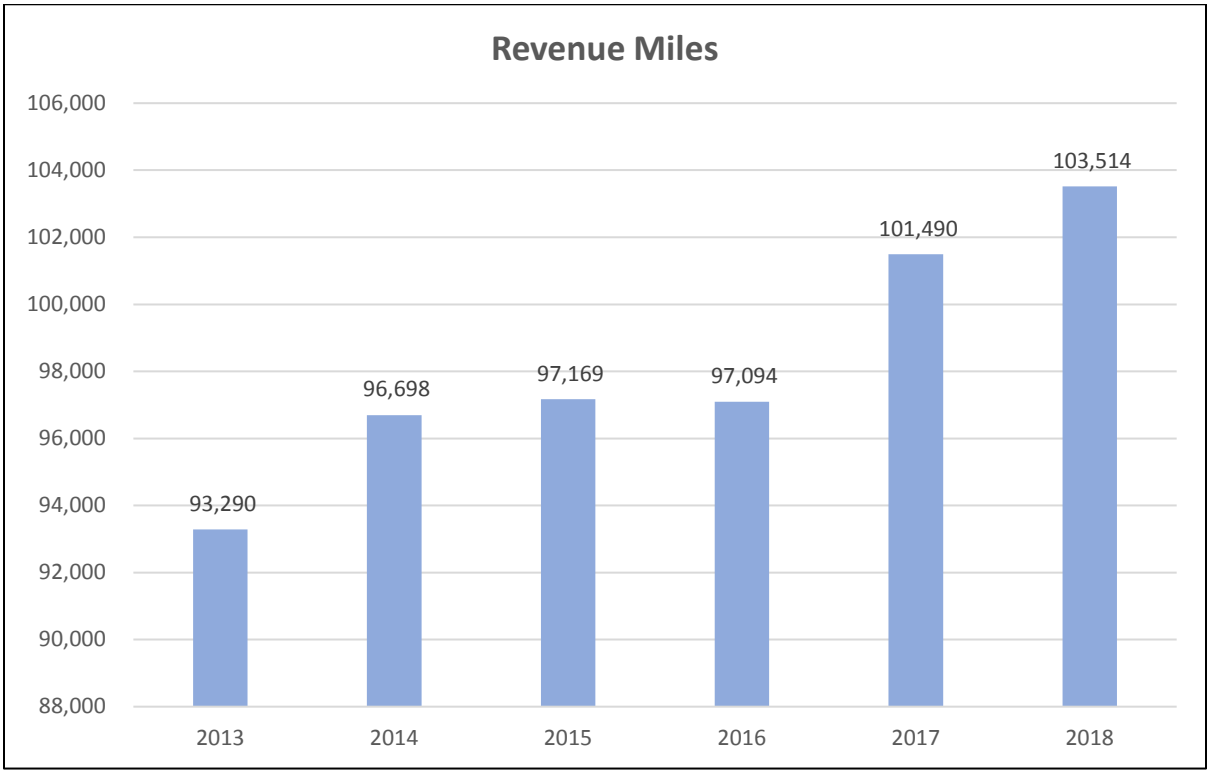


Figure 4.5: Revenue Miles (2013-2018)



Modes of Transportation

Morris Transit provides demand response service that is categorized as a small Section 5311 Rural service.

Multimodal Connections

Morris Transit did not identify any bicycle or pedestrian activities currently being coordinated by the transit system. The City of Morris has expressed an interest in enhancing transit rider amenities through the addition of bus shelters at key bus stop locations throughout the city which can improve pedestrian access to transit.

Morris residents also have access to other public transit service in the City of Morris provided by Rainbow Rider Transit that serves Stevens County through a route from Morris to Hancock at 8:45AM and 4PM, Hancock to Morris at 9:00AM and 4:20PM, and Morris to Chokio at 12:30PM Monday through Friday.

The Stevens County Developmental Achievement Center (DAC), located in Morris provides transportation to their clients that live and work in Morris with a fleet of three vans and three small buses Monday through Friday.

Executive Express provides airport shuttle transportation service from the University of Minnesota – Morris campus and the GrandStay Hotel and Suites at 7AM, 9:45AM and 2:45PM with return trips arriving in Morris at 3:15PM, 7:15PM and 11PM to and from the Minneapolis/St. Paul International Airport with daily scheduled service.

The University of Minnesota – Morris offers a weekend bus service that transports students to the Twin Cities every weekend while classes are in session. The campus weekend shuttle departs on Fridays at 6PM from the North Parking Lot, with stops in St. Cloud and at the Maple Grove Transit Center. The return trip departs on Sundays at 7PM from the Maple Grove Transit Center.

Contracted Services and Coordination Activities

Morris Transit currently utilizes a set of coordination activities to provide transport services to various groups/locations in the area. **Table 4.1** below shows a list of current Morris Transit coordination activities. These coordination activities, in conjunction with user data shown in the Users section below, provide a thorough profile of who utilizes Morris Transit services and the value they provide to their passengers throughout the City of Morris.

Table 4.1: Current Coordination Activities

Activity	Description
Other Public Transit Systems	Individuals Morris Transit cannot help are referred to Rainbow Rider.
Volunteer Driver Program	Individuals Morris Transit cannot serve are referred to these programs.
Other Social Services	Social Services uses Morris Transit to help their clients with transportation needs.
K-12 School Transportation	Upon request, Morris Transit gives rides to those who missed the bus to and from special programs.
K-12 School Transportation	Morris Transit coordinates with the parochial school to transport students to and from their various lessons and classes.
Other Services	Morris Transit coordinates with Westwind Village Nursing Home to transport residents to and from doctor appointments and for shopping & other activities.
Educational Institutes	Morris Transit coordinates with the University of MN Morris to transport students, faculty and guests to special functions, classes and meetings in the community. This has allowed UMM to reduce the number of UMM owned vehicles.
PreK-12 School Transportation	Morris Transit coordinates with both the public and parochial school and transports preschoolers with special needs to and from school.
Other (Please describe)	Morris Transit coordinates with local daycares to transport them to and from various field trips. Examples would include: Firehall, Library, Splash Park, Regional Fitness Center etc.
Day Treatment & Habilitation (DT&H) (DAC)	Morris Transit coordinate with the local DAC to transport their consumers to and from their work at different locations on a daily basis.
Other Services	Morris Transit coordinates with local churches to provide transportation for their members to and from their services and for youth activities.
Non-Emergency Medical Transportation	Morris Transit coordinates with the hospital & both clinics to transport patients (including dialysis & physical therapy) and visitors to and from their facility.
Other Services	Morris Transit coordinates with the Stevens County Fair Board to transport passengers from daycares, nursing homes and other groups to and from the fairgrounds during fair week.
Educational Institutes	Morris Transit coordinates with the University of MN Morris to provide transportation to various locations for International Students that are new to the community and just getting acclimated.
Other Services	Morris Transit coordinates with Skyview Court and Skyview Plaza (retirement communities) and transport their residents to destinations such as the library, restaurants, stores etc.
Other Services	Stevens County Drug Court program: provide transportation for their clients.

Asset Inventory

Morris Transit currently has six vehicles in its fleet of buses. All six vehicles are class 400, which is a medium-size light-duty transit bus. The buses were acquired between 2009 and 2017, and Morris Transit has programmed the purchase of more buses in 2019, 2021, 2023 and 2025, in accordance with a replacement plan that will replace four of the existing six. All existing buses are in adequate, good, or excellent condition, based on age and current mileage.

Users

Understanding the types of users that utilize the Morris Transit service is critical to planning for the future of the transit system. The following section provides a brief overview of who utilizes Morris Transit.

Who Uses the Transit Service?

Public transit is a key connection for access for certain populations. Populations with limited access to a motor vehicle or a driver's license will be more likely to be dependent upon public transit. **Table 4.2** shows the breakdown of the demographics among public transit users between 2014 and 2018.

In 1975, Morris Transit predominately served the elderly and students. Since 2014, these populations account for the lower levels of public transit use. Public transit needs to be accessible to individuals who are less likely to have access to a motor vehicle.

Adults make up the largest portion of the transit riding population in the City of Morris. Persons with disabilities have also consistently been a large population to take advantage of Morris Transit. In 2014, adults and disabled individuals each composed of 35 percent of the transit riding population. However, since 2014, the adult population has been increasing in public transit use, whereas disabled populations have decreased.

Table 4.2: Breakdown of User Demographics

Year	Disabled	Elderly	Adult	Student	Children
2014	35%	11%	35%	9%	11%
2015	34%	11%	37%	7%	11%
2016	32%	9%	41%	6%	12%
2017	32%	10%	40%	7%	12%
2018	32%	14%	35%	7%	12%

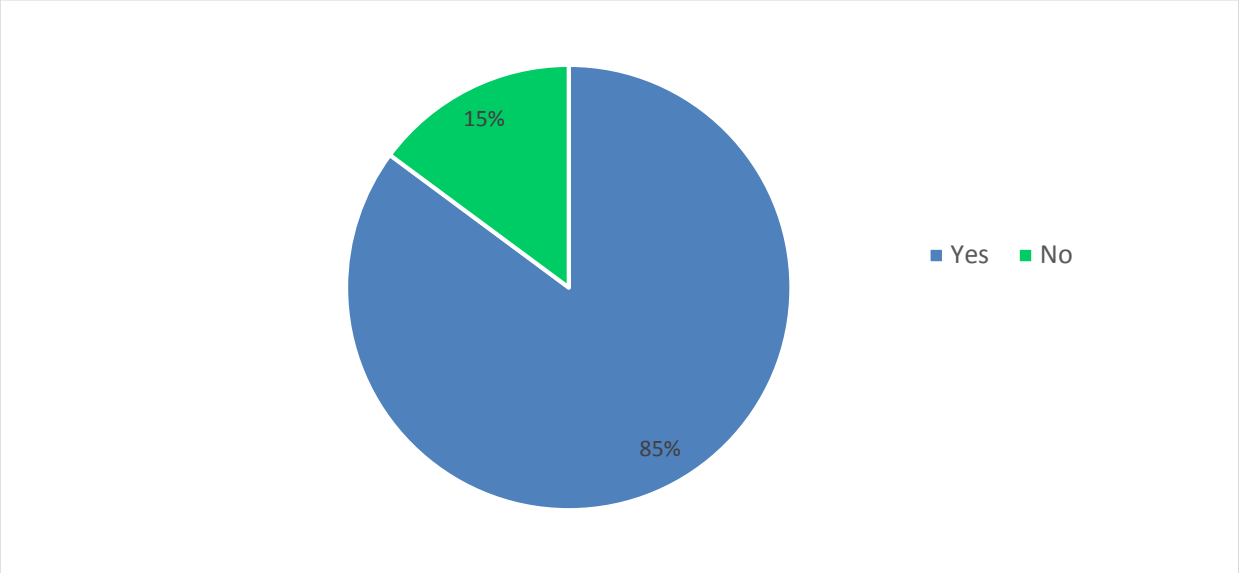
In further breaking down student usage provided by Morris Transit, in 2018 student ridership was divided into Pre-K/Preschools, K-12, and college/UMM students. Pre-K and preschool ridership included children riding from three primary preschool programs – Kids in Christ (Zion Lutheran), Early Childhood Family Education and Headstart. In total these programs contributed approximately 5,900 trips in 2018. K-12 students from St. Mary's Parochial School and the Morris public school system accounted for 2,736 trips in 2018, while UMM students contributed approximately 5,500 trips.

2019 Transit Survey

For this analysis, a survey was conducted for Morris residents to evaluate transit ridership. The survey was distributed by the City of Morris to all residents via Survey Monkey. The survey was ten questions and most respondents finished the survey within one minute. The survey resulted in 102 responses.

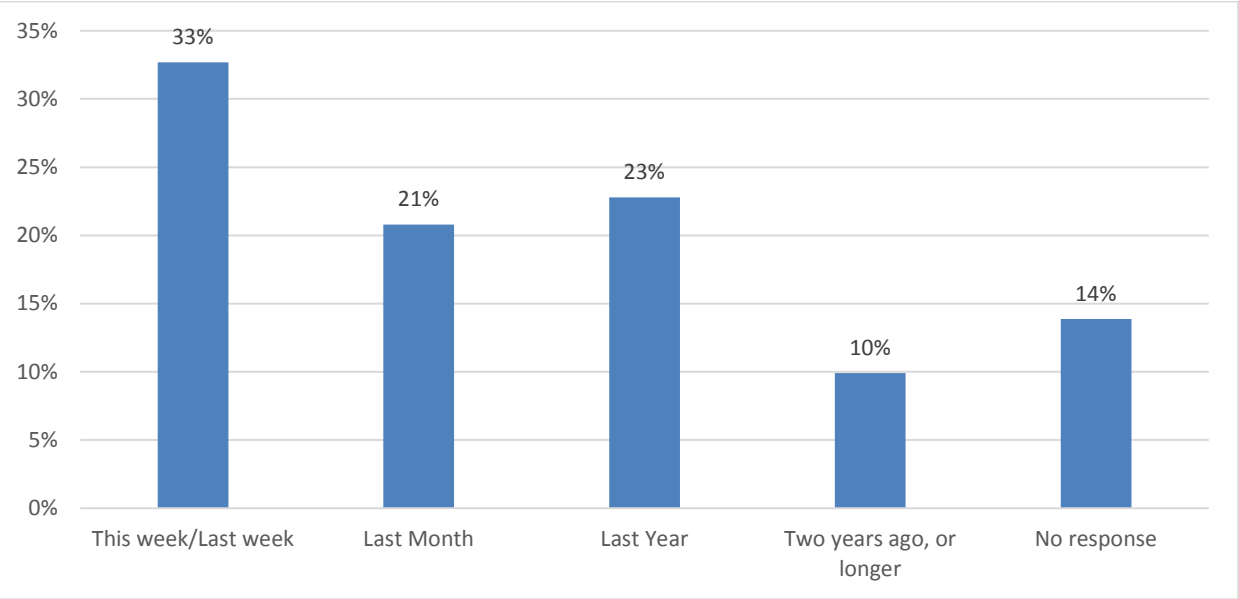
Survey respondents were asked to identify whether they had ever used Morris Transit. 85 percent of survey respondents have used Morris Transit previously (**Figure 4.6**).

Figure 4.6: Respondents Use of Morris Transit



Survey respondents who have used Morris Transit were further asked to identify when they had last used the transit service. **Figure 4.7** illustrates that most of the respondents had used Morris Transit within the past week (33 percent). Among respondents, 21 percent had ridden Morris Transit within the last month, compared to 23 percent of respondents who have ridden within the last year. Only ten percent had not used Morris Transit within the last two years, or longer.

Figure 4.7: Respondents Last Use of Morris Transit



Survey respondents who had identified that they have never used Morris Transit were asked to share a reason for having never used Morris Transit service (**Figure 4.8**). Most of the respondents (50 percent) do not use Morris Transit because they have access to a vehicle. The other top response for not using Morris Transit is because the bus does not fit with the respondent's schedule (15 percent). The other responses had lower percentages, indicating that route location, not wanting to ride a bus, or cost do not greatly impact transit use. However, none of the respondents identified that they had mobility issues/were not aware of any service.

Survey respondents were asked to identify how frequently they use Morris Transit. **Figure 4.9** illustrates that most of the respondents identified not using Morris Transit any time per month (43 percent). 25 percent of respondents have used Morris Transit one to three times per month. Only ten percent of respondents use Morris Transit over ten times per month.

Figure 4.8: Why Don't Respondents Use Morris Transit

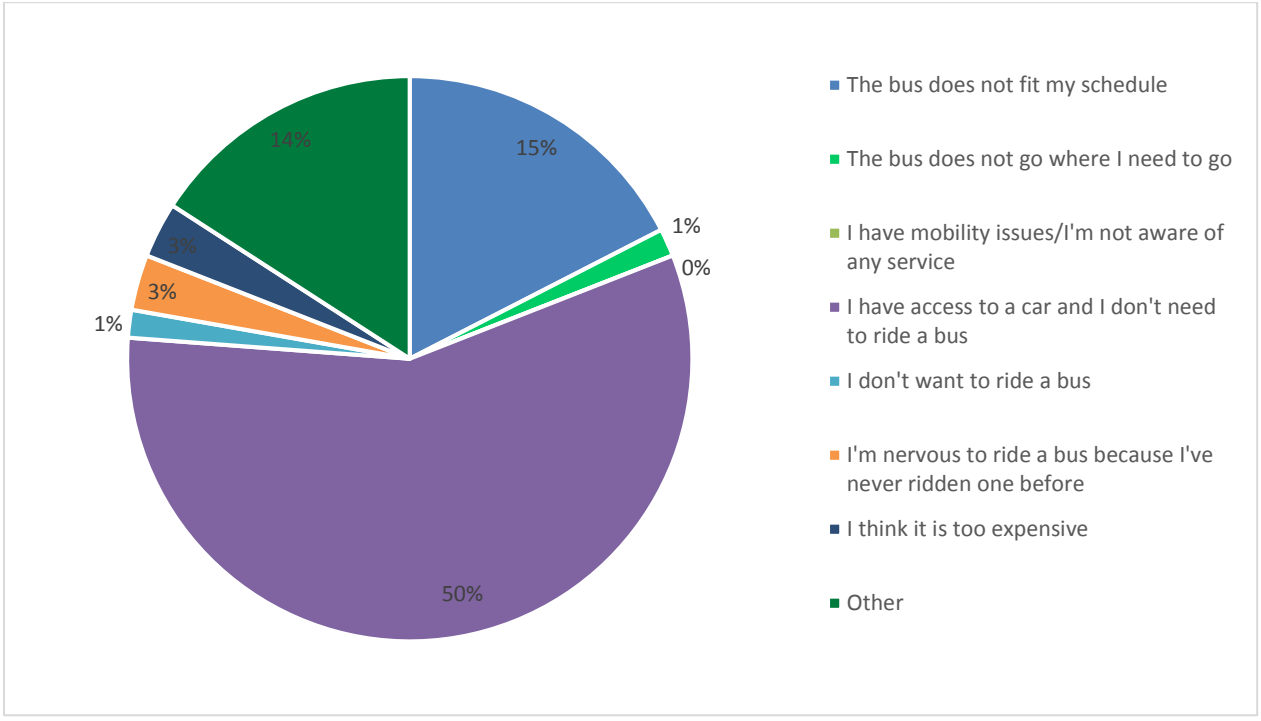
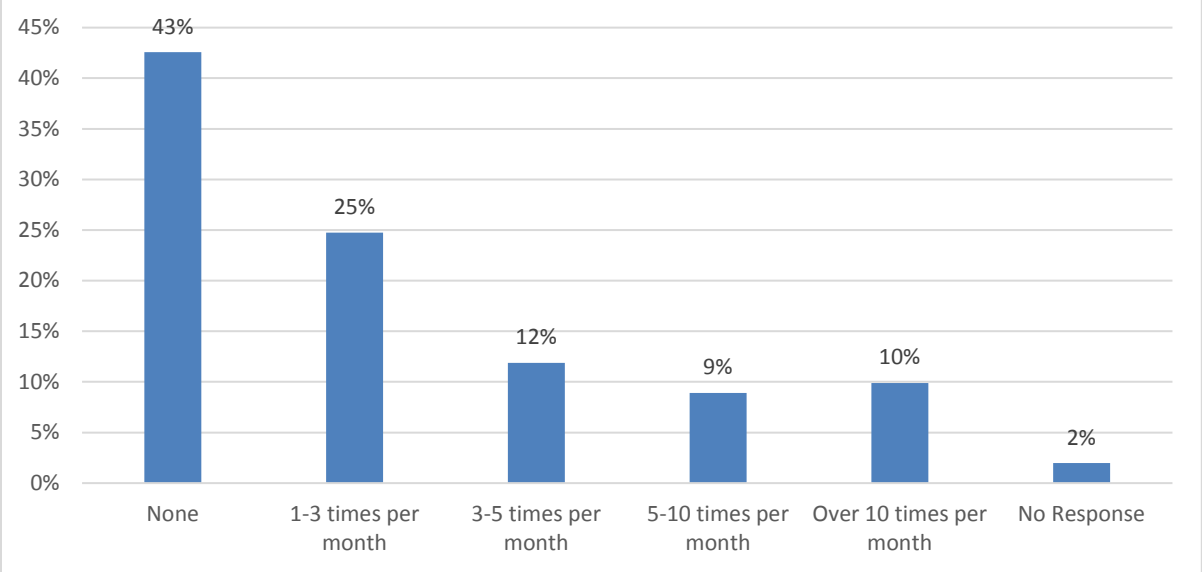


Figure 4.9: How Many Times Respondents Use Morris Transit



Survey respondents were asked to identify whether there were places they would be interested to travel to, but the bus route does not go. **Figure 4.10** illustrates whether respondents believed that bus does not travel to places they would prefer to travel. Only 11 percent of respondents felt that the bus could travel to additional places.

Among the additional places Morris Transit does not access, Alexandria and Hancock were listed by multiple responses. Other responses indicated stores and community centers, including Walmart, grocery stores, and the university.

Figure 4.10: Are there Locations the Bus Does Not Travel that Respondents Would be Interested in Travelling

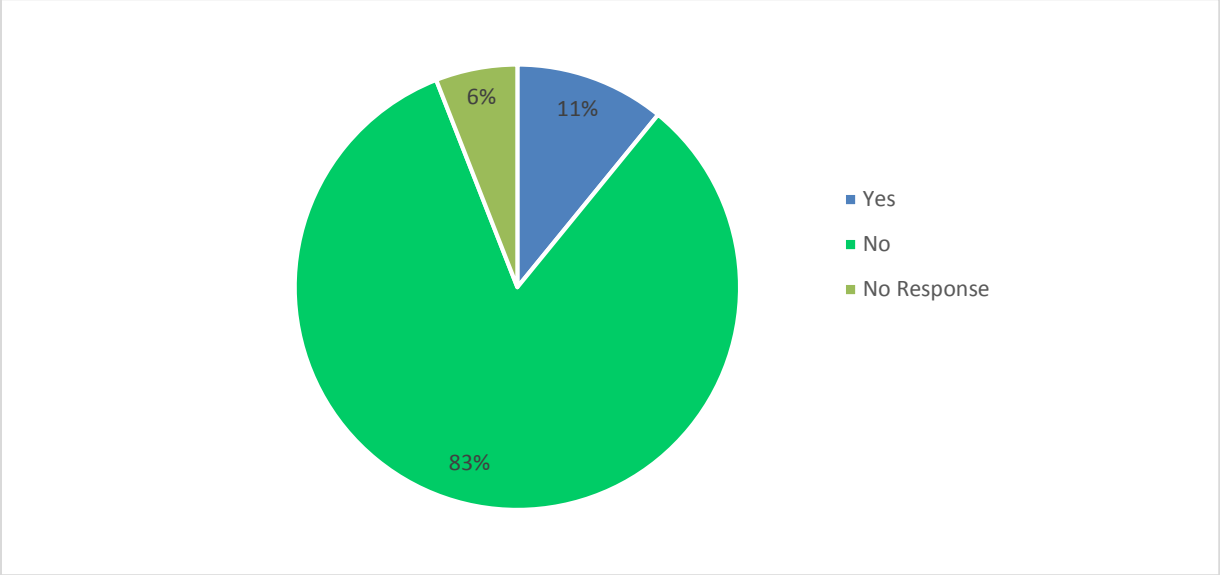
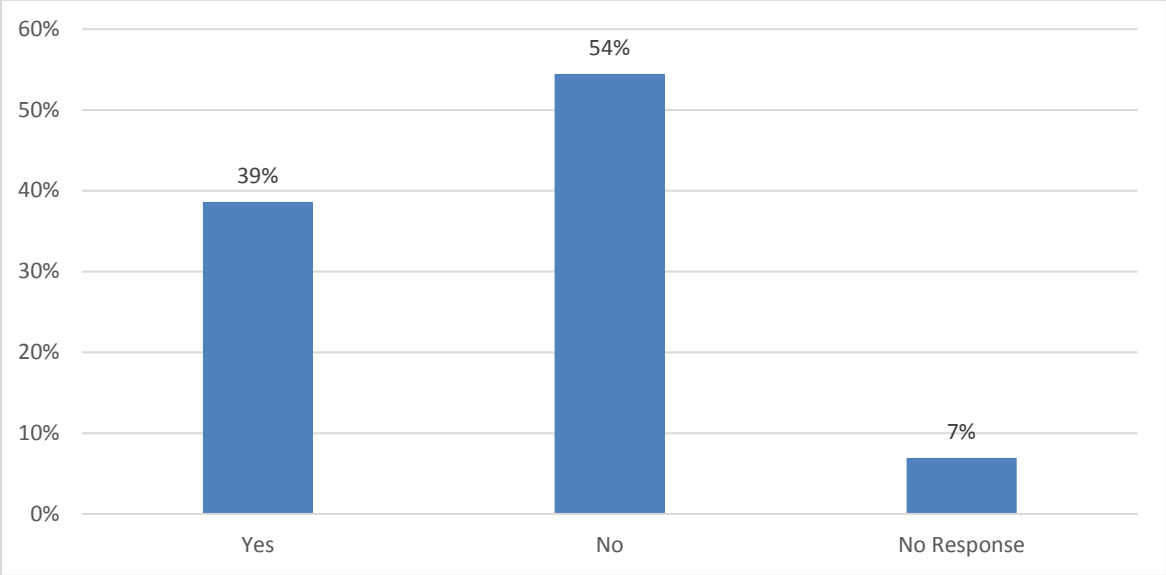


Figure 4.11 illustrates whether there were additional times that the bus does not operate that respondents would be interested in travelling. Unlike the locations of travel, times of travel resulted in a more proportional responses from respondents. Almost 40 percent of respondents had reported to "yes" to being interested in additional travel times, compared to 54 percent of respondents who had reported "no".

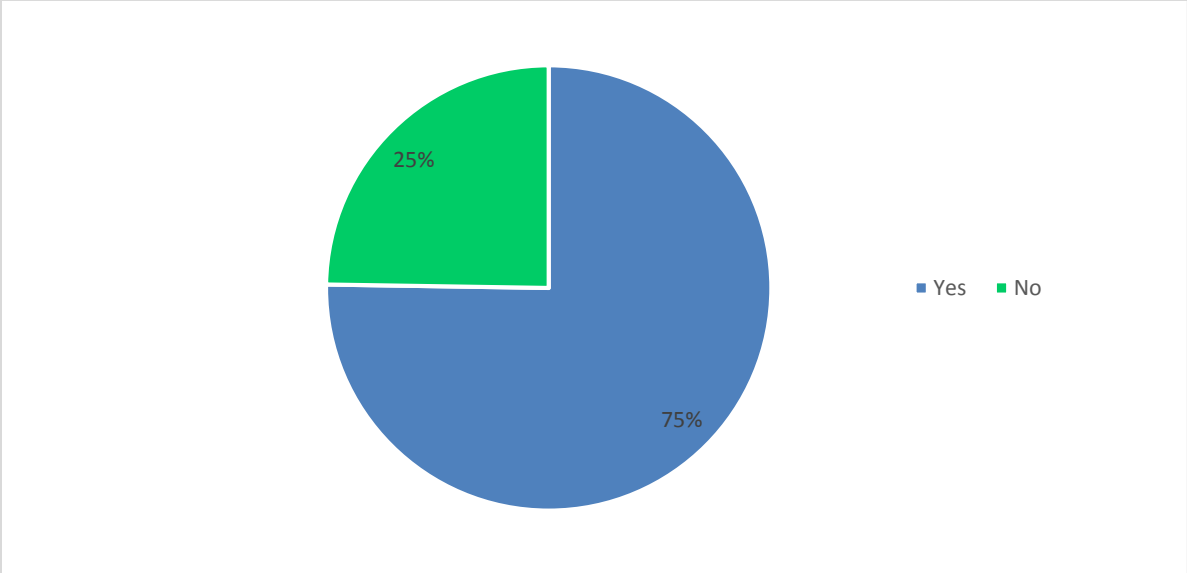
Respondents could further identify what times they would be interested in using transit service. Most of the respondents had reported late night weekend transit service as well as general weekend service.

Figure 4.11: Are There Times the Bus Does Not Operate that Respondents Would be Interested in Travelling



Survey respondents were asked whether they own a motor vehicle. **Figure 4.12** illustrates whether respondents own a motor vehicle. 75 percent of respondents do have access to a motor vehicle.

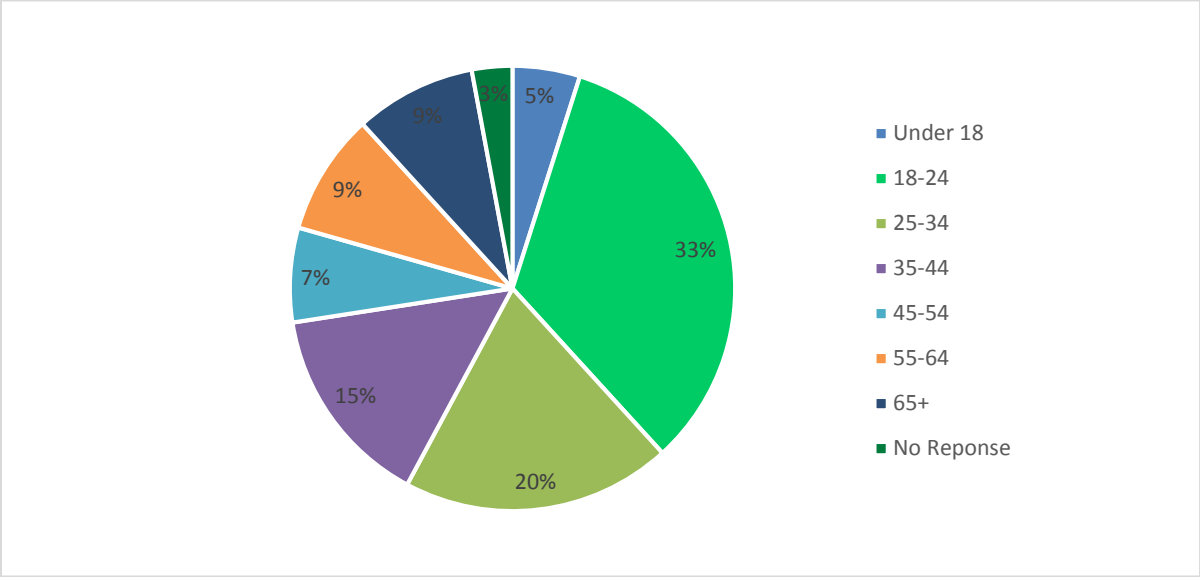
Figure 4.12: Whether Respondents Own a Car



Survey respondents were asked to identify which zip code the respondents reside. Of the respondents, 70 percent reside in the zip code 56267. There were 27 other zip codes identified by respondents. Most of these zip codes were listed by only one respondent, except for zip code 55303.

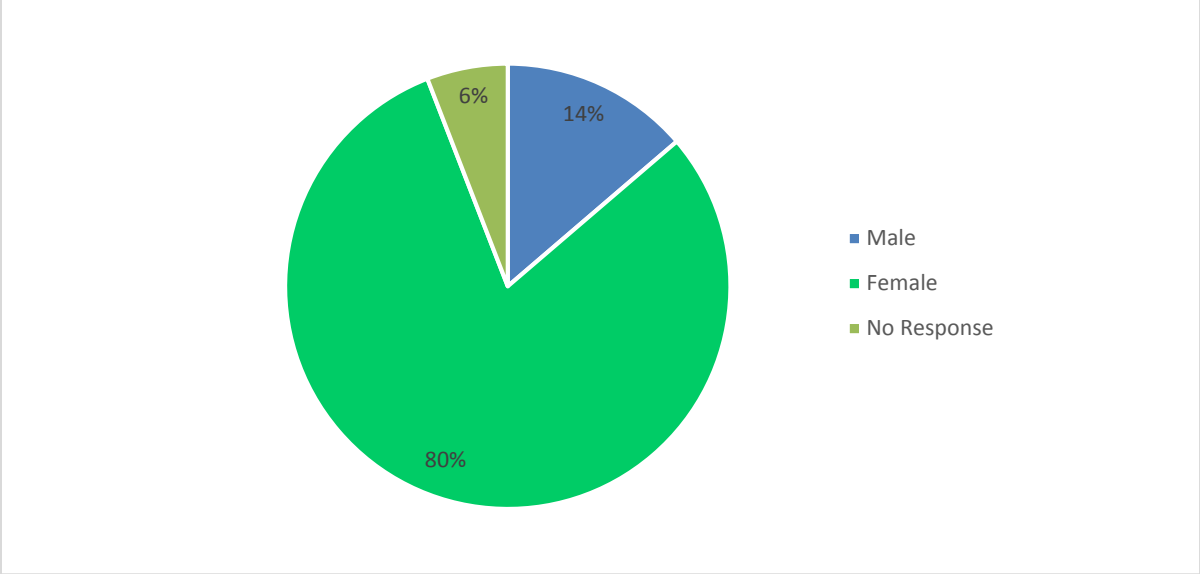
The final two questions were optional for respondents. Respondents were asked to identify their age by age range (**Figure 4.13**). Most of the respondents were between the age of 18-24 (33 percent). Other age ranges of respondents include ages 25-34 and 35-44 (20 and 15 percent, respectively). Respondents were least likely to be under the age 18.

Figure 4.13: Respondents by Age



Survey respondents were asked to identify their gender. **Figure 4.14** illustrates that respondents were asked to identify themselves as "male" or "female"; respondents were not given a non-binary gender option. The majority of the respondents identified as female (80 percent). Only 14 percent of respondents identified as male. Six percent of respondents did not respond.

Figure 4.14: Respondents by Gender



Need and Demand Analysis

The need and demand analysis described are intended to evaluate area-wide need or demand at a planning level of analysis for Morris Transit. The methods were developed using data for rural counties and are most applicable for estimating need and demand in rural counties. The methods are also most useful in evaluating areas not currently served by public transit. The need and demand results described in this section are developed from Transit Cooperative Research Program (TCRP) Report 161, Methods for Forecasting Demand and Quantifying Need for Rural Passenger Transportation. The estimation methods from TCRP Report 161 are utilized in estimating the demand for public transit in the Morris Transit service area. The purpose of this data is to help the providers and local decision-makers better define service needs and set realistic expectations for transit service and ridership. This also supports quantitative evidence of transit demand. **Table 4.3** illustrates the need and demand for the Morris Transit service area.

Need is defined in two ways; (1) as the number of people in a given geographic area likely to require a passenger transportation service and (2) the difference between the number of trips made by persons who reside in households owning no personal vehicle and the number of trips that would likely be made by those persons if they had access to a personal vehicle. This measure is referred to as the Mobility Gap.

Estimates of need for passenger transportation services for Morris Transit is presented as the number of persons residing in households in the City of Morris with income below the poverty level (1,192), plus the number of persons residing in households owning no vehicle (327), producing a total of the number of persons in need of passenger transportation (1,519). The daily mobility gap need is 500 one-way passenger trips, equating to an annual mobility gap need of 148,700 one-way passenger trips. The estimates of need made using the mobility gap method are typically far greater than the number of trips actually observed on rural passenger transportation systems and are likely greater than the demand that would be generated for any practical level of service.

Estimating transit ridership demand is defined as the number of trips likely to be made over a given period within a given geographic area at a given price and level of service. Three methods for estimation of demand for general public transportation are utilized in the TCRP Report 161. The first method utilized for Morris Transit for estimating the demand expected for passenger transportation in rural areas not related to social-service programs and general public rural non-program demand equates to 5,100 annual one-way passenger trips. The second method utilized for Morris Transit for estimating the demand expected for general public rural passenger transportation utilizing NTD data equates to 12,100 annual one-way passenger trips. The third method utilized for Morris Transit for estimating the demand expected for small city general public passenger transportation utilizing population of the City of Morris, University of Minnesota Morris campus enrollment and annual revenue-hours of service equates to 83,700 annual one-way passenger trips.

Morris Transit annual ridership in FY 2017 of 64,778 exceeds the estimate for demand for general public rural transportation (5,100 annual one-way trips) and total rural non-program demand (12,100 annual one-way passenger trips) and nearly meets the small city fixed route demand of 83,700 annual one-way passenger trips. Morris Transit has done a good job maximizing ridership potential by providing trips for DAC's, apartment communities, medical providers, the University and the general public throughout the City of Morris. The TCRP Report 161 analysis defined the mobility gap need at 148,700 annual one-way passenger trips for Morris Transit based on the 236 households in the service

area with no vehicle available. A complete description of the need and demand methodology can be found as a Technical Memo in the **Appendix A**.

Table 4.3: Needs, Mobility Gap and Demand

Persons Residing in Households Owning No Vehicle	327
Households with No Vehicle Available	236
Annual One-Way Passenger Trips	
Daily Mobility Gap Need	500
Annual Mobility Gap Need	148,700
Demand for General Public Rural Transportation	5,100
Demand for Rural Non-Program Transportation	12,100
Small City Fixed Route Demand	83,700

Source: 2017 American Community Survey

5. Capital

This chapter will describe the current status of Morris Transit's capital inventory including fleet, facilities and technologies. Updates, upgrades and changes in capital investments made in recent years will be included as well as any future challenges or areas of change identified through this planning process.

Capital investments in the five-year plan will be based on three conditions;

1. Maintain current service levels
2. Expand service levels
3. Meet future expectations or respond to future conditions

Background

Morris Transit currently has six buses in its fleet. All six are accessible lift-equipped class 400 medium-size light-duty transit buses. All buses were acquired between 2009 and 2017 and are in adequate, good, or excellent condition, based on age and current mileage. MnDOT categorizes class 400 buses to have a scheduled useful life of five years or 150,000 miles. **Figure 5.1** shows a typical Morris Transit bus.

Table 5.1: Fleet Roster

Local Fleet Number	Vehicle Year	Vehicle Class	Current Mileage*	Vehicle Condition	Purchase Price	Replacement Year	Replacement Cost
59	2009	400	156,605	Adequate	$56,376	2019	$85,000
51	2011	400	151,886	Adequate	$53,860	2021	$90,000
53	2013	400	110,370	Good	$59,429	2023	$96,000
15	2015	400	63,799	Excellent	$68,145	2025	$102,000
16	2016	400	52,213	Excellent	$72,034	2026	$105,000
17	2017	400	33,430	Excellent	$75,538	2028	$104,000

* Mileage as of 4/30/19

Figure 5.1: Morris Transit Bus

The City of Morris also provides and maintains a vehicle storage garage for Morris Transit on the same property as the City Maintenance Facility. The garage facility provides storage for up to six buses. The garage is heated to allow vehicles to melt snow and ice in the winter months; however, it does not provide office or break room space for transit staff. The transit coordinator is housed at Morris City Hall.

Morris Transit currently utilizes a variety of technologies and equipment to conduct their day-to-day operations, both in terms of the transit service they provide and their internal processes. All buses have VHF two-way radios and a basic cash collecting farebox. The transit office uses a desktop computer for email and other word processing functions and a phone for taking customer calls. Morris Transit does not utilize a dispatching and scheduling software for organizing customer rides. **Table 5.2** below provides a summary of Morris Transit's current technologies and equipment.

Table 5.2: Current Technologies and Equipment

Use/Process	Technology/Equipment
Fare Collection	Metal Farebox
Email, Word Processing	Desktop Computer, Windows Live Mail
Budgeting	Banyon Software
Communications	VHF two-way Radios

History

The City of Morris has historically provided the locally required match dollars for Morris Transit, typically 20 percent, as required by MnDOT to purchase buses or construct transit facilities. Historically, Morris Transit is able to meet its local match from transit fares.

The City of Morris provides a small office space inside City Hall for transit staff to use for managing day to day operations and performing dispatching and customer service duties. Transit has free access to internet and use of a computer, printer, copier/fax machine and a breakroom with restrooms.

6. 2020-2025 Annual Needs

The purpose of this chapter is to layout the services, capital and financial projections needed for each year of the five-year plan. Included in each year will be a list of the services provided and the description of related capital and operating costs.

The annual work plans will become a preview of the management plan in the annual MnDOT financial application in future years. With a well-defined five-year plan, goals and ideas for improving transit service can be put into action with a blueprint for adding or expanding routes, adjusting specific hours of service, and pursuing funding to cover additional operating and capital expenses. Morris Transit has developed both constrained and unconstrained plans for the 2020 – 2025 timeframe. The constrained plan outlines routes, service hour adjustments and capital expenses that are feasible based on existing funding sources. As part of the FYTSP planning process, Morris Transit also identified operating and capital items that are desired or that could significantly improve the agency, but that might not currently be financially feasible due to existing funding constraints.

Constrained Plan

Fleet

Morris Transit has programmed replacement of four buses from 2019 through 2025, with the purchase of replacement buses planned for 2019, 2021, 2023 and 2025. The buses being replaced will meet the age and miles requirement set forth by MnDOT to qualify for receiving state capital grant dollars. It is a prudent capital improvement program practice to operate a bus fleet that does not excessively exceed the replacement age and miles to avoid extraordinary repair costs typically associated with buses as they reach or exceed replacement age cycles. **Table 6.1** shows the existing Bus Replacement Plan.

The City of Morris has expressed interest in obtaining two 30-foot electric buses and two bus charging stations as a way to continue the City's participation in the Morris Model community energy efficiency initiatives. The Morris Model is a partnership of the City of Morris, Stevens County, West Central Research and Outreach Center, University of Minnesota, Minnesota Pollution Control Agency, Morris Area Schools, Horizon Public Health and Jefferson Center developed

through the sharing of ideas, strategies and goals to build the community on the foundation sustainable initiatives to ensure a safe, clean and healthy future. Morris Transit's service structure and compact service area would be ideal for operating a battery electric bus. **Table 6.2** in the Summary section below contains a list of the fleet-related items in the Constrained Plan.

Table 6.1: Bus Replacement Plan

Replacement Plan Year	2018	2019	2020	2021	2022	2023	2024	2025
Number of Vehicles	0	1	0	1	0	1	0	1
Replacement Cost	N/A	$85,000	N/A	$90,000	N/A	$96,000	N/A	$102,000

Facility

The City of Morris has expressed interest in providing expanded vehicle storage space as well as administrative office, dispatch, driver break and training space, wash bay and maintenance bay, as well as a charging facility for an electric bus and solar infrastructure capabilities. Adequate space does exist at the current site of the vehicle storage garage on City property to allow for an expansion of the current building. The City would need to conduct a predesign plan to map out the space needs and provide an estimate construction costs to MnDOT prior to submitting a funding grant submission. Potential project partners, besides MnDOT, could be Stevens County or Rainbow Rider Transit. Rainbow Rider service has a bus based out of the City of Morris that could be stored at an expanded Morris Transit garage. **Table 6.2** in the Summary section below contains a list of the facility-related items in the Constrained Plan.

Technology

Transit staff have indicated a desire to acquire a dispatching and scheduling software to assist in managing and tracking ridership. **Table 6.2** in the Summary section below contains a list of the technology-related items in the Constrained Plan.

Other

Morris Transit does not have any other uncategorized needs under the Constrained Plan.

Summary

Table 6.2 below provides a summary list of the fleet, facility, technology, and other uncategorized items in Morris Transit's Constrained Plan, along with their costs.

Table 6.2: Constrained Plan Items

Category	Item	Cost
Fleet	Fleet Replacement Plan	$373,000
Fleet	30 Foot Electric Bus (2)	$486,000
Facility	Electric Bus Charging Station (2) – 2024	$60,000
Technology	Dispatching and Scheduling Software	*

* Due to the nature of the market for developing and maintaining Dispatching and scheduling software, a competitive bid process and/or a peer review of existing transit agencies with similar implemented programs may need to be completed to develop cost estimates.

Unconstrained Plan

Fleet

No additional fleet needs have been identified in the unconstrained plan.

Facility

In addition to the garage facility expansion project in the Constrained Plan, the City of Morris has expressed interest in obtaining a number of bus shelters to establish several sheltered bus stops throughout the city along the proposed fixed route in the Unconstrained Plan. The sheltered stops would provide for a central gathering location for higher ridership activity stops and would create a well-defined, safe space for passengers waiting for the bus. Sheltered stops could include the campus of University of Minnesota – Morris and Willies Grocery Store as well as at apartments and assisted living communities. **Table 6.3** in the Summary section below contains a list of the facility-related items in the Unconstrained Plan.

Technology

Morris Transit desires to acquire and implement an improved fare collection software in addition to the new dispatching and scheduling software included in the Constrained Plan. **Table 6.3** in the Summary section below contains a list of the technology-related items in the Unconstrained Plan.

Other

The City has indicated an interest in adding solar panels to the roof of the current or expanded transit garage as a way to continue expansion of energy initiatives. **Table 6.3** in the Summary section below contains a list of the other uncategorized items in the Unconstrained Plan.

Summary

Table 6.3 below provides a summary list of the fleet, facility, technology, and other uncategorized items in Morris Transit's Unconstrained Plan, along with their costs.

Table 6.3: Unconstrained Plan Items

Category	Item	Cost
Fleet	N/A	N/A
Facility	Bus Stops	$55,700
Facility	Bus Storage and Operations Facility Expansion*	$450,000
Technology	Improved Fare Collection Software	**
Other	Solar Panels Bus Garage Roof	**

* Cost estimate is a planning level estimate. Recommended that agency does peer review of similar agency facility expansions or coordinates with contractors to develop programming level cost estimates.

** Due to the nature of the market for developing and maintaining these emerging technologies, a competitive bid process and/or a peer review of existing transit agencies with similar implemented programs may need to be completed to develop cost estimates.

7. System Performance

Performance Standards

MnDOT has established a recommended set of performance standards that all providers track and monitor as a way to measure and compare how systems are performing among the state's rural and community transit systems. The performance measure data collected by the systems are reported annually to MnDOT.

Throughout the GMTIP planning process, MnDOT identified 24 metrics in collaboration with Greater Minnesota transit providers. MnDOT highly recommends, each system choose, adopt and refine some of the proposed guidelines to reflect the operational characteristics of each system.

Of the 24 metrics, MnDOT has established six specific measures for each system to measure and each system will choose an additional three measures that best fit their respective operations. MnDOT wants to assure that the system measures are comparable by Minnesota and national peer transit system best practices, be based on the system's priorities and have available data from financial, ridership, safety, and operations records.

Included in each performance measure is a description of the methodology used to define each target. Performance data described below is provided by the FTA Fiscal Year (FY) 2017 National Transit Database (NTD).

On-time Performance

For rural and community transit service operations, the pick-up window maximum is 45 minutes, with a 90 percent on time performance. Morris Transit's currently manually tracks on-time performance and their goal is to pick-up between five minutes before and after the scheduled pick-up time to meet their on-time performance goal. For FY 2017, Morris Transit has achieved a 100% goal for on-time performance.

Passengers per Hour

MnDOT's minimum passenger per hour standard for rural and community dial-a-ride service is three passengers per hour. Morris Transit averaged 5.6 passengers per hour in FY 2017 on annual ridership of 64,778 on 11,576 revenue hours.

Cost per Service Hour

MnDOT's maximum cost per service hour standard is $60 per service hour. Morris Transit cost per service hour averaged $35 in FY 2017 on revenue hours of 11,576 on $407,479 operating expenses.

Cost per Trip

MnDOT's maximum cost per trip standard for is $15 per trip. Morris Transit cost per trip averaged $6.29 in FY 2017 on annual ridership of 64,778 with $407,479 in operating expenses. Morris Transit is well below the State's recommended cost per trip measure.

MnDOT has developed the cost per trip measures described in **Table 7.1** as a mechanism for systems to use in determining how effective a service is performing and whether the service should be considered for restructuring.

Table 7.1: Cost Per Trip Performance Standard

Cost Per Trip	Monitoring Goal	Possible Action
20 to 35 percent over system average	For quick review	Minor modification to route
35 to 60 percent over system average	For intense review	Major changes to route
Greater than 60 percent over system average	For significant change	Restructure or eliminate to route

Trip Denials

MnDOT recommends that systems follow the Americans with Disabilities Act (ADA) trip denial definitions and process as described in circular FTA C 4710.1. Under the ADA circular, a transit agency cannot have substantial numbers of trip denials and missed trips. Trip denials result when agencies do not accept trip requests. Avoiding denials means properly planning service, allocating resources, and managing operations to meet 100 percent of expected demand. In order to ensure that a pattern or practice of substantial numbers of trip denials is not occurring, FTA expects transit agencies to document and analyze trip denials. FTA recommends including such details as the rider's identification, date of request, date and time of requested trip(s), origin and destination, and reason for denial. Counting the number of denials means accounting for all trips that the rider is unable to take because of a denial. In development of the Five-Year Plan, Morris

Transit does not have a practice of documenting denials but will be implementing a denial tracking procedure as a result of the Five Year Plan.

Span of Service

MnDOT recommends that rural and community transit systems meet 75 percent of the baseline span of service standard in each of the communities they serve based on a population-based scale. **Table 7.2** below illustrates the recommended span of service based on population area served.

Table 7.2: Span of Service Performance Standard

Population	Weekdays	Saturday	Sunday
Rural (less than 2,500)	8 hours per day at least 3 days per week	N/A	N/A
2,500 – 6,999	9	9	N/A
7,000 – 49,999	12	9	9
50,000 +	20	12	9

Morris Transit meets approximately 90 percent of the baseline span of service in the community served. Service is provided to the entire city of Morris. Weekday service is provided from 6AM to 10PM. Saturday service is provided from 12PM to 4PM. Sunday service is provided from 8AM to 12:30PM. Morris Transit service area population of 5,326 fits into the baseline population category of 2,500 – 6,999. In this population category **Table 7.3** illustrates that Morris Transit exceeds the weekday span of service by providing 16 hours per day as compared to the baseline standard of nine hours, while Saturday service of four hours is less than half of the baseline standard of nine hours and service is operated for 4.5 hours on Sunday when the baseline standard does not call for Sunday service to be operated.

Table 7.3: Morris Transit Span of Service

Days	Hours	Span of Service
Monday – Friday	16	6PM – 10PM
Saturday	4	12PM – 4PM
Sunday	4.5	8PM – 12:30PM

The following three additional performance measures have been identified by Morris Transit to incorporate into their annual performance measures report to MnDOT.

Service Hours per Capita

MnDOT recommends that the service hours per capita standard meet a minimum of 0.45 service hours per capita. Morris Transit provided 2.2 hours of service per capita in FY 2017 on 11,576 revenue hours on a service area population of 5,326. Morris Transit is substantially above the State's recommended service hours per capita performance measure.

Farebox Recovery

MnDOT's recommended standard for farebox recovery is 15 percent. Morris Transit farebox recovery percentage was 22 percent in FY 2017 with $87,840 in farebox revenue on $407,479 in operating expenses. Farebox recovery is above the State's recommended farebox recovery percentage performance measure.

Accidents

MnDOT has established an accident standard measure of fewer than one recordable accident per 100,000 revenue miles. For FY 2017 Morris Transit had zero recorded accidents.

Current Performance

Table 7.4 shows Morris Transit's current performance as it relates to MnDOT's required performance indicators.

Table 7.4: Current Performance Indicators

Morris Transit Performance Indicators	DAR (Target)	FY 2017 Actual	
On-time performance - Required to define and track/month, report annually	Rural Window – 45/45 minutes. 90% on time performance	100%	Required
Passengers per hour (pph)	3 pph	5.6 pph	
Cost per service hour	$60	$35	
Cost Per Trip	$15	$6.29	
Denials - Required to track and report, annually	Transit systems must follow the ADA trip denial definitions and process. Morris Transit does not currently track or report denials. Denials will be tracked starting in 2019.		
% of communities with Baseline Span of Service - required to track and report, annually	75%	90%	
Service Hours Per Capita	0.45	2.2	Additional
Farebox Recovery	15%	22%	
Accidents	Fewer than 1 recordable accident per 100,000 revenue miles	0 reported accidents in 2018	

8. Operations

The Greater Minnesota Transit Investment Plan, completed in 2017, is a MnDOT investment and strategic plan for supporting public transit. It supports the state legislature's target of meeting 90 percent of the public transit need in Greater Minnesota by 2025. As the population of Greater Minnesota grows and ages, the need for public transit also increases. Greater Minnesota transit systems continue to add service hours to reach more communities and increase ridership. As ridership and hours of service have increased, so have costs. As required, the plan included different financial scenarios for transit funding, specifically an increase, a maintenance and contraction of funds. Identified through the GMTIP process, MnDOT's priority investments for transit service include:

1. Expand span of service hours to cover more days of the week and hours of the day
2. Invest in regional connections and cross-county service where there is a high level of travel between population and employment centers

This chapter will describe the services provided that make up the operating budget projections. These various costs include future changes that will impact the cost to provide service (i.e. increasing driver and staff wages and benefits, increased cost of insurance, fuel and maintenance) will be included in this analysis. Key issues and strategies to improve human resources, staffing, technology and marketing will be included.

Background

Since its inception in the 1970's Morris Transit predominately served elderly and student populations. In more recent times, since 2014, these populations account for the lower levels of public transit use in Morris. Today, adults make up the largest portion of the transit riding population in the City of Morris. Of that population, persons with disabilities have also consistently been a large population to take advantage of Morris Transit.

Historical and Projected Annual Summary

Service

Morris Transit provides demand-response services within the City of Morris. The current service hours include Monday – Friday from 6AM – 10PM, Saturday from

12PM – 4PM, and Sunday from 8AM – 12:30PM. Rates for Morris Transit service vary based on amount of prior notice, time of day, and day of week. In addition, Morris Transit provides service to the Nature's Edge Apartments, Supervalu, and University of Minnesota – Morris stop without prior notice on Monday – Friday from 8AM – 5PM for the base service rate of $1.25.

Staffing

Morris Transit operations are staffed by a Transit Coordinator, one full-time and six part-time drivers. The City of Morris provides accounting, banking, payroll, Human Resources, IT, maintenance, janitorial and administrative support at no cost to the transit program. Basic transit vehicle maintenance is provided by the Fleet Manager. Morris has an internal service fund for their central garage. The Fleet Manager invoices for all work done and parts purchased for any city vehicle unless the repairs are under warranty in which case the vehicle would be repaired by the bus dealer.

Constrained Plan

Service Adjustment

Morris Transit does not seek any service adjustments under the Constrained Plan.

Staffing

As part of the Constrained Plan, Morris Transit cited the need for a dedicated dispatcher during all service hours. **Table 8.1** below provides a summary of the staffing-related items in the Constrained Plan along with the costs.

Table 8.1: Constrained Plan – Staffing Items

Category	Item	Cost
Staffing	Dedicated Dispatcher (during all service hours)	$69,000

Unconstrained Plan

Service Adjustment

The service adjustments included in Morris Transit's Unconstrained Plan entail increases in service span for the weekend services and adding a new deviated fixed route service. **Figure 8.1** below shows a map of the suggested deviated fixed route for Morris Transit, and **Table 8.2** below provides a detailed list of the service adjustments in the Unconstrained Plan.

Figure 8.1: Unconstrained Plan – Morris Transit Deviated Fixed Route

Table 8.2: Unconstrained Plan – Service Adjustments

Adjustment	Description	Cost (2021 Dollars)	Notes
Weekend Service Span Increase	Increase Saturday span by 4 hours, increase Sunday span by 1.5 hours 1 revenue vehicle 5.5 daily vehicle hours combined	$12,598 Annually	2021 Implementation
New Fixed Route Service – Morris*	11AM – 3PM, Monday – Friday, year-round 1 revenue vehicle 4.3 daily vehicle hours	$49,091 Annually	2022 Implementation

*Fixed route may be contingent on acquiring a second electric bus. An additional driver will also be required to provide this service.

Staffing

The staffing needs in the Unconstrained Plan include increasing the service hours for the dedicated dispatcher to match the increase in weekend service span. **Table 8.3** below provides a summary of the staffing-related items in the Unconstrained Plan along with the costs.

Table 8.3: Unconstrained Plan – Staffing Items

Category	Item	Cost
Staffing	Increased Weekend Dispatcher Service Hours to Match Service Span Increase*	$4,290

*As service span increases, and Morris Transit provides service at different times and on different days, per MnDOT requirements a dispatcher will be on site. However, Morris Transit will explore options where a dispatcher on site may not be necessary.

9. Financial

Current transportation funding in Greater Minnesota includes federal, state and local resources. State law requires local participation in funding public transit services in Greater Minnesota. A statutory fixed-share funding formula sets a local share of operating costs at 20 percent and the local share for capital is 20 percent. The City of Morris is responsible for 20 percent of both the operating and capital costs.

State and federal funding for public transit covers the remaining 80 percent of costs awarded through the Public Transit Participation Program. The transit systems included in this project receive section 5311 Rural Area Formula Program grant funds. As the direct federal recipient of all Section 5311 funds, MnDOT solicits applications for funding, selects sub-recipients, and enters into grant contracts with participating public transit operators. The 5311 transit systems provide nearly all service under the category of "demand-response," as is often the most appropriate approach to meet the needs of seniors and individuals with disability in rural Minnesota.

Minnesota Rules state the priorities for funding transit as follows:

1. Operating costs for existing public transit systems
2. Capital costs for existing public transit systems
3. Operating and capital costs for the provision of public transit services in a community or area not currently served by public transit

History

Historically, Morris transit has funded its service through revenues generated from fares and funds provided by the City of Morris. As Morris Transit moves into the future, it will need to ensure that it is meeting the local match required by MnDOT to fund both capital and operations costs.

2019-2024 Needs vs. Revenues Projected

Constrained Plan Needs

Operating and capital costs were projected for the years 2020 – 2025 to get a general understanding of how much need Morris Transit will have in the near future. Anticipating costs will help Morris Transit identify the local match amount required to obtain funding to cover the remaining costs. **Table 9.1** below shows

the estimated operating, capital, and total costs, as well as estimated local match needed based on the total costs for 2020 – 2025 under the Constrained Plan for Morris Transit.

Table 9.1: Constrained Plan – 2020 – 2025 Needs

Year	Estimated Operating Costs	Estimated Capital Costs	Estimated Total Costs	Estimated Local Match Needed
2020	$484,021	$0	$484,021	$96,804
2021	$498,542	$90,000	$588,542	$117,708
2022	$513,498	$0	$513,498	$102,700
2023	$528,903	$96,000	$624,903	$124,981
2024	$544,770	$546,000	$1,090,770	$218,154
2025	$561,113	$244,967	$806,080	$161,216

Constrained Plan Revenues

In addition, Morris Transit revenues were projected for the years 2020 – 2025 based on revenues obtained from the provision of regular transit services (farebox revenues) as well as contract service revenues, when applicable. **Table 9.2** below shows the estimated farebox, contract service, and total revenues that Morris Transit would accrue each year from 2020 – 2025 under the Constrained Plan.

Table 9.2: Constrained Plan – 2020 – 2025 Revenues Projected

Year	Estimated Farebox Revenues	Estimated Contract Service Revenues	Estimated Total Revenues
2020	$100,721	N/A	$100,721
2021	$103,743	N/A	$103,743
2022	$106,855	N/A	$106,855
2023	$110,061	N/A	$110,061
2024	$113,363	N/A	$113,363
2025	$116,763	N/A	$116,763

Constrained Plan Needs/Revenues Comparison

Table 9.3 below shows a comparison between Morris Transit's estimated local match needed and anticipated total revenue for each year from 2020 – 2025 under the Constrained Plan. The comparison reveals that Morris Transit's total revenue is anticipated to exceed 100 percent of the needed local match to obtain

funding for the rest of the agency's costs in the years 2020 and 2022. Revenue is anticipated to cover 88 percent of the local match in 2021 and 2023, while 2024's projected total revenue is anticipated to cover 38 percent of needed local match for the year and 2025's projected total revenue is anticipated to cover 72 percent.

Table 9.3: Constrained Plan – 2020 – 2025 Needs vs. Revenues

Year	Estimated Local Match Needed	Estimated Total Revenues	% of Local Match Covered by Revenues
2020	$96,804	$100,721	104%
2021	$117,708	$103,743	88%
2022	$102,700	$106,855	104%
2023	$124,981	$110,061	88%
2024	$218,154	$113,363	52%
2025	$161,216	$116,763	72%

Unconstrained Plan Needs

As with the Constrained Plan, Morris Transit's costs under the Unconstrained Plan were projected for the years 2020 – 2025 to better understand near-term needs. **Table 9.4** below shows the estimated operating, capital, and total costs, as well as estimated local match needed based on the total costs for 2020 – 2025 under the Unconstrained Plan for Morris Transit.

Table 9.4: Unconstrained Plan – 2020 – 2025 Needs

Year	Estimated Operating Costs	Estimated Capital Costs	Estimated Total Costs	Estimated Local Match Needed
2020	$484,021	$55,700	$539,721	$107,944
2021	$511,140	$90,000	$601,140	$120,228
2022	$577,037	$0	$577,037	$115,407
2023	$594,348	$96,000	$690,348	$138,070
2024	$612,179	$546,000	$1,158,179	$231,636
2025	$630,544	$694,967	$1,325,511	$265,102

Unconstrained Plan Revenues

Morris Transit revenues were also projected under the Unconstrained Plan for the years 2020 – 2025. **Table 9.5** below shows the estimated farebox, contract service, and total revenues that Morris Transit would accrue each year from 2020 – 2025 under the Unconstrained Plan.

Table 9.5: Unconstrained Plan – 2020 – 2025 Revenues Projected

Year	Estimated Farebox Revenues	Estimated Contract Service Revenues	Estimated Total Revenues
2020	$100,721	N/A	$100,721
2021	$106,364	N/A	$106,364
2022	$120,077	N/A	$120,077
2023	$123,679	N/A	$123,679
2024	$127,390	N/A	$127,390
2025	$131,212	N/A	$131,212

Unconstrained Plan Needs/Revenues Comparison

Table 9.6 below shows a comparison between Morris Transit's estimated local match needed and anticipated total revenue for each year from 2020 – 2025 under the Unconstrained Plan. Like with the Constrained Plan, the comparison reveals that Morris Transit's total revenue is anticipated to cover 88 percent or more of the needed local match to obtain funding for the rest of the agency's costs, with 104 percent of the needed local match expected to be covered in 2022. For years 2024 and 2025, less than half of the needed local match is anticipated to be covered by total revenues.

Table 9.6: Unconstrained Plan – 2020-2025 Needs vs. Revenues

Year	Estimated Local Match Needed	Estimated Total Revenues	% of Local Match Covered by Revenues
2020	$107,944	$100,721	93%
2021	$120,228	$106,364	88%
2022	$115,407	$120,077	104%
2023	$138,070	$123,679	90%
2024	$231,636	$127,390	55%
2025	$265,102	$131,212	49%

10. Agency Strategic Direction

Requirements

Policies, including the Olmstead Plan and Americans With Disabilities requirements, are leading communities to explore ways of accommodating the needs of people with disabilities. A statutory goal of meeting 90 percent of the need for transit service by 2025 in Greater Minnesota also is focusing more attention on how to expand service around the state.

FTA

Olmstead Plan

The Olmstead Plan is a plan for public agencies to outline its responsibilities to persons with disabilities. The plan is based on the United States Supreme Court decision "*Olmstead v. L.C.*" which relates to the 1990 Americans with Disabilities Act (ADA). Based on the *Olmstead v. L.C.* decision, people with disabilities cannot be segregated based on Title II of the ADA.

The Olmstead decision defines how government services are provided by public agencies. Public agencies work to provide equal services to people with disabilities. MnDOT utilizes the Olmstead Plan to facilitate services to give persons with disabilities a choice.

Transportation is linked with the Olmstead Plan due to transportation's impact on independence and quality of life. Transportation connects people to employment, housing, education, health services, and social activities. MnDOT and all agencies working with MnDOT work to provide people with disabilities access to reliable, cost-effective, and accessible transportation choices.

Title VI

Title VI of the Civil Rights Act of 1964 is a federal law established to protect persons and groups from discrimination based on race, color, and national origin. Title VI further states that persons and groups cannot be excluded in participation or denied benefits in any program or activity receiving federal financial assistance.

MnDOT works with the Office of Civil Rights to enforce Title VI. The Office of Civil Rights provides Title VI training and technical support to staff, processing Title VI

complaints, conducting internal and external compliance reviews, reporting Title VI compliance activities, and approving the Title VI policies.

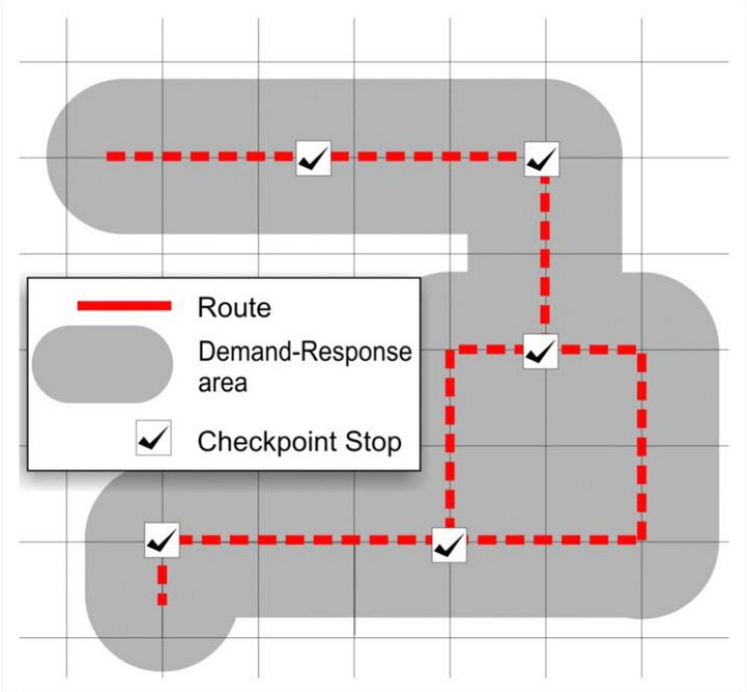
ADA

The Americans with Disabilities Act (ADA) is a 1990 civil rights law that prohibits the discrimination against individuals with disabilities. Title II of ADA requires that services and programs are inclusive to persons with disabilities. As a part of Title II, MnDOT and all public agencies are required to conduct a self-evaluation of its facilities, create an inventory of existing facilities, and develop a transition plan to improve the quality and design standards of facilities.

MnDOT works with the Federal Transit Administration to ensure the Greater Minnesota Transit grant recipients comply with ADA standards. ADA transit-related services include ensuring that transit services and facilities are designed to allow access by individuals with disabilities as well as ensuring that transit vehicles purchased with federal funds meet accessibility standards.

Many rural and small community transit systems operate a deviated route system as a way to blend traditional fixed route style pick up locations with a demand response type operation. The illustration in **Figure 10.1** shows how a deviated route would be provided. The route with predetermined timepoints would be established while allowing riders to be picked up and dropped off within a zone surrounding the route. The route would meet ADA requirements by allowing pick up and drop off within a minimum ¾ mile of the route, which keeps the system in compliance with ADA regulations on complementary paratransit rules.

Figure 10.1: Deviated Routing Illustration



Transit Asset Management

Transit Asset Management (TAM) in MnDOT's Office of Transit and Active Transportation (OTAT) provides a standard, accountable, and transparent program guidance for all Greater Minnesota transit providers. The National TAM System Final Rule (49 U.S.C. 625) requires that all agencies that receive federal financial assistance under 49 U.S.C. Chapter 53 and own, operate, or manage capital assets used in the provision of public transportation create a TAM Plan. TAM staff and the TAM Plan aid in the decision-making process of balancing asset needs and demands for rolling stock, facilities, and equipment. Rolling stock mainly includes revenue bus vehicles and no rail vehicles. Equipment mainly includes non-revenue service vehicles. Facilities range from general purpose maintenance and overnight storage facilities to combined administrative and maintenance facilities including service and inspection.

Maintenance Plans for both facilities and vehicles are essential to understanding and documenting how transit systems are maintaining their assets. Updating Maintenance Plans that are specific to the asset have been identified as a key component. Another key tool for making decisions about assets is the annual inspections conducted by OTAT personnel. This not only helps MnDOT

understand that systems are maintaining their fleets per their Vehicle Maintenance Plans, it also lets MnDOT see firsthand the condition of the fleet in the field. The inspection also aids in keeping MnDOT in the loop on what issues the transit systems are facing regarding their fleet. Likewise, for transit facilities, MnDOT visits each federally funded facility as well as state funded facility and conducts an annual facility review. This allows MnDOT to verify that transit systems are maintaining their facility per their Facility Maintenance Plan and allows MnDOT to verify any issues with a facility.

To further enhance the TAM Plan, MnDOT added a Transit Asset Management module to the Black Cat Grants Managements System in 2017 that allows greater tracking of assets. Additionally, MnDOT completed an update to its TAM Plan in 2018 that included an inventory of the number and type of capital assets, a condition assessment of those inventoried assets for which a provider has direct capital responsibility, a description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization, a discussion of prioritization investment direction, and plan implementation strategies and recommendations including how OTAT will monitor, update, and evaluate, as needed, the statewide 5311 TAM Plan and related business practices, to ensure the continuous improvement of its TAM practices.

Prior to 2020, fleet assets were prioritized based on life expectancy. For this FYTSP, the assets are identified for replacement based on the submitted Transit Asset Management Plan submitted to FTA on October 1, 2018.

Opportunities

Morris Transit has opportunities to improve and enhance their transit services through increased coordination activities with other transportation providers and collaborating where services cross borders. Ridership growth will be experienced through the increased coordination in addition to implementation of new and expanded services. Continued capital investments in facilities and vehicle fleet will allow Morris Transit to provide high quality and reliable services.

Risks & Challenges

Morris Transit may face risks and challenges as many transit systems experience a lack of available licensed drivers and being able to pay competitive wages. In

addition, as many aging drivers leave the workforce they are not being replaced by younger drivers looking for a career in public transit.

Transit systems also need to find enough staff with the technical and supervisory skills to meet operational performance requirements set forth by MnDOT and the FTA. Generating local share funding for operations and capital grant matches will continue to be issues for city and county governments to deal with and willingness to provide that support. Transit systems will be challenged to keep up with replacement schedules for vehicles, equipment and facilities. Implementation of TAM strategies will be a guide for Morris Transit to follow.

11. Increasing Transit Use for the City of Morris

Marketing

The City of Morris hosts the transit system's web pages, which provide only basic information about the services provided.

Action Plan

Morris Transit can improve marketing outreach through an improved website information and design and an advertising and marketing plan to promote the services of the transit system.

APPENDIX A – Need and Demand Analysis

Technical Memorandum

To: Morris Transit Five Year Transit System Plan

From: WSB

Date: April 1, 2019

Re: Morris Transit Need and Demand Analysis

Background
MnDOT has created a goal to increase transit ridership among all the transit providers in greater Minnesota. The Greater Minnesota Transit Investment Plan (GMTIP), completed in 2017, set forth a legislative target to meet 90 percent of the transit service demand by 2025. Public transit throughout greater Minnesota is a community asset that provides necessary transportation for many persons who do not have access to their own means of transportation and for individuals who choose to use public transit services. Having access to public transit services improves economic vitality, quality of life and enhances community development in communities throughout the state.

Several strategies were set forth in development of the GMTIP. Each of these strategies are described in greater detail in the Five-Year Transit System Plan (FYTSP). The strategies are:

- Improve public transit service coverage in Greater Minnesota
- Improve regional connections and cross-system trips in Greater Minnesota
- Make public transit a viable choice for transportation in Greater Minnesota
- Improve public transit service quality based on performance standards
- Create investment and performance-based policies based on the Regional Trade Center guidelines
- Support coordination between public transit systems and other transportation providers
- Make investment decisions based on performance standards

The need and demand analysis evaluate area-wide transit need or demand Morris Transit. The methods were developed using data for rural counties and are most applicable for estimating need and demand in rural counties. The analysis is beneficial for evaluating areas not currently served by public transit.

The need and demand analysis can be used to describe the gaps between existing transit service and where services could be expanded to meet demands. To build ridership demand, public transit service providers typically use marketing and promotion techniques to generate trips from existing and new services. New service areas and routes many times take several months to build consistent ridership to meet ridership performance goals.

Need
Need is defined in two ways:

1. The number of people in a geographic area likely to require a public transportation service and
2. The difference between the number of trips made by persons who reside in households owning no personal vehicle and the number of trips that would likely be made by those persons if they had access to a personal vehicle.

This measure is referred to as the Mobility Gap.

Because the incremental cost of a trip, using a car is a low cost for those who have access to and ability to use a car, the difference between the number of daily trips made by persons with ready availability to a personal vehicle and by those lacking access is used as the indicator of the unmet need for additional person-trips. Not all unmet need will be fulfilled by public passenger transportation services. Persons lacking a personal vehicle or the ability to drive receive transportation from friends, relatives, volunteers, and social-service agencies, as well as from public services.

Estimates of need for passenger transportation services for Morris Transit in **Table 1** is presented as the number of persons residing in households with income below the poverty level, plus the number of persons residing in households owning no vehicle, producing a total of the number of persons in need of passenger transportation.

Table 1: Morris Transit Worksheet for Documenting Persons with Transportation Needs

Persons residing in households with income below the poverty level	1,192
Persons residing in households owning no automobile	327
Persons in need of passenger transportation services	1,519

Source: 2017 American Community Survey

To produce an estimate for annual need, the daily Mobility Gap figure is multiplied by 300 days. This figure reflects that trip need is likely reduced on the weekends, but annual need is not just associated with weekdays. For Morris Transit, this results in an annual need of 201,600 annual trips shown in **Table 2**.

Table 2: **Morris Transit Mobility Gap Calculation**

Households with No Vehicle Available	236
Gap Number (State of Minnesota)	x 2.1
Daily Mobility Gap Need (Daily 1-way passenger trips)	500
Annual Mobility Gap Need (Annual 1-way passenger trips)	148,700

Source: 2017 American Community Survey

The need estimates calculated from the Mobility Gap method are typically far greater than the number of trips observed on rural passenger transportation systems and are likely greater than the demand that would be generated for any practical level of service. Much of the remaining trip-based Mobility Gap is likely filled by friends and relatives driving residents of non-car-owning households. Therefore, agencies choosing to use the Mobility Gap may wish to establish a target or goal for the proportion of the gap to be satisfied by publicly provided services. In the testing of these suggested methodologies with several rural transit agencies, it was found that only about 20 percent of the Mobility Gap trip-based need was met.

Demand

Estimating transit ridership demand is defined as the number of trips likely to be made over a given period within a given geographic area at a given price and level of service. The procedures for preparing forecasts of demand have been stratified by market:

- Public (i.e., Section 5311 funded) services
- Program or sponsored trips
- Fixed-route service in small urban towns in rural areas
- Commuters from rural areas to central cities

Three methods for estimation of demand for general public transportation are utilized in the TCRP Report 161.

1. Using population age 60+, population age 18 – 64 with a mobility limitation and persons living in households with no vehicle available
2. Using annual vehicle-miles of service as reported to the Federal Transit Administration 2017 National Transit Database addresses demand based on need and the supply of service
3. Using population of the City of Morris, University of Minnesota - Morris campus enrollment and annual revenue-hours. The NTD method provides a figure for demand that is not tied to a specific market but provides an estimate for demand for transportation in general.

The first method utilized for Morris Transit for estimating the demand expected for passenger transportation in rural areas not related to social-service programs, general public rural non-program demand is described below:

Non-program Demand = (2.20 × Population age 60+) + (5.21 × Mobility Limited Population age 18 to 64) + (1.52 × Residents of Households having No Vehicle)

Table 3: Morris Transit General Public Rural Non-Program Demand

Population Age 60+	1,185	x 2.2	2,607
Population Age 18 – 64 with a Mobility Limitation	381	x 5.21	1,985
Persons Living in Households with No Vehicle Available	327	x 1.52	497
Estimate of Demand for General Public Rural Transportation (Annual 1-way passenger trips)			5,100

Source: 2017 American Community Survey

The second method utilized for Morris Transit for estimating the demand expected for general public rural passenger transportation utilizing NTD data is shown in **Table 4**.

Table 4: Morris Transit General Public Rural Passenger Transportation Demand

Annual Revenue-Miles	55,013
Total Rural Non-Program Demand (Annual 1-way passenger trips)	12,100

Source: 2017 National Transit Database

A third method utilized for Morris Transit for estimating the demand expected for small city general public passenger transportation utilizing population of the City of Morris, University of Minnesota Morris campus enrollment and annual revenue-hours of service as shown in **Table 5**.

Table 5: Morris Transit Small City Fixed Route Demand

Population City of Morris	5,297
Enrollment University of MN - Morris	1,637
Annual Revenue-Hours of Service	11,498
Total Annual Ridership (Annual 1-way passenger trips)	83,700

Sources: 2017 American Community Survey, 2017 National Transit Database

Morris Transit annual ridership in FY 2017 of 64,778 exceeds the estimate for demand for general public rural transportation (5,100 annual one-way trips) and total rural non-program demand (12,100 annual one-way passenger trips) and nearly meets the small city fixed route demand of 83,700 annual one-way passenger trips. Morris Transit has maximized ridership potential by providing trips for DAC's, apartment communities, medical providers, the University and the general public throughout the City of Morris. The TCRP Report 161 analysis defined the mobility gap need at 148,700 annual one-way passenger trips for Morris Transit based on the 236 households in the service area with no vehicle available.

APPENDIX B – Transit Access Management Plan (TAM)

Transit Asset Management (TAM) in MnDOT's Office of Transit and Active Transportation (OTAT) provides consistent, accountable, and transparent program guidance for all Greater Minnesota transit providers. The National TAM System Final Rule (49 U.S.C. 625) requires that all agencies that receive federal financial assistance under 49 U.S.C. Chapter 53 and own, operate, or manage capital assets used in the provision of public transportation create a TAM Plan. TAM staff and the TAM Plan aid in the decision-making process of balancing asset needs and demands for rolling stock, facilities, and equipment. Rolling stock mainly includes revenue bus vehicles and no rail vehicles. Equipment mainly includes non-revenue service vehicles. Facilities range from general purpose maintenance and overnight storage facilities to combined administrative and maintenance facilities including service and inspection.

Maintenance Plans for both facilities and vehicles are key to understanding and documenting how transit systems are maintaining their assets. Thus, having updated and relevant Maintenance Plans that are specific to the asset have been identified as a key component. Another key tool for making decisions about assets is the annual inspections conducted by OTAT personnel. This not only helps MnDOT understand that systems are maintaining their fleets per their Vehicle Maintenance Plans, it also lets MnDOT see firsthand the condition of the fleet in the field. The inspection also aids in keeping MnDOT in the loop on what issues the transit systems are facing regarding their fleet. Likewise, for transit facilities, MnDOT visits each federally funded facility as well as state funded facility and conducts an annual facility review. This allows MnDOT to verify that transit systems are maintaining their facility per their Facility Maintenance Plan and allows MnDOT to verify any issues with a facility.

To further enhance the TAM Plan, MnDOT added a Transit Asset Management module to the BlackCat Grants Managements System in 2017 that allows greater tracking of assets. Additionally, MnDOT completed an update to its TAM Plan in 2018 that included an inventory of the number and type of capital assets, a condition assessment of those inventoried assets for which a provider has direct capital responsibility, a description of analytical processes or decision-support tools that a provider uses to estimate capital investment needs over time and develop its investment prioritization, a discussion of prioritization investment direction, and plan implementation strategies and recommendations including how OTAT will monitor, update, and evaluate, as needed, the statewide 5311 TAM Plan and related business practices, to ensure the continuous improvement of its TAM practices.

Prior to 2020, fleet assets were prioritized based on life expectancy. For this FYTSP, the assets are identified for replacement based on the submitted Transit Asset Management plan submitted to FTA on October 1, 2018.

APPENDIX C – Glossary of Terms

Access: The opportunity to reach a given destination within a certain timeframe or without significant physical, social, or economic barriers.

Accessible vehicle: A public transportation vehicle that does not restrict access, is usable and provides allocated space and/or priority seating for individuals who use mobility devices.

Adult: Any person between the ages of 18 and 59 years.

Americans with Disabilities Act (ADA): The Americans with Disabilities Act, passed in July 1991, gave direction to local transit agencies to ensure full access to transportation for persons with disabilities.

Capital cost: The cost of equipment and facilities required to support transportation systems including: vehicles, radios, shelters, software, etc.

Central Transfer Point: A central meeting place where routes or zonal demand-responsive buses intersect so that passengers may transfer. Routes are often timed to facilitate transferring and depart once passengers have had time to transfer. When all routes arrive and depart at the same time, the system is called a ***pulse system.*** The ***central transfer point*** simplifies transfers when there are many routes (particularly ***radial routes***), several different modes, and/or paratransit zones. A downtown retail area is often an appropriate site for a ***central transfer point,*** as it is likely to be a popular ***destination,*** a place of traffic congestion and limited parking, and a place where riders are likely to feel safe waiting for the next bus. Strategic placement of the transfer point can attract riders to the system and may provide an opportunity for joint marketing promotions with local merchants.

Children: Any person younger than the "student" category cited above. May be defined locally as long as it is consistent. Children are to be counted as passengers regardless of whether a fare is paid.

Circulator: A bus that makes frequent trips around a small geographic area with numerous stops around the route. It is typically operated in a downtown area or area attracting tourists, where parking is limited, roads are congested, and ***trip generators*** are spread around the area. It may be operated all-day or only at times of ***peak*** demand, such as rush hour or lunchtime.

Coordination: Coordination means pooling the transportation resources and activities of several agencies. The owners of transportation assets talk to each other to find ways to mutually benefit their agencies and their customers. Coordination models can range in scope from sharing information, to sharing equipment and facilities, to integrated scheduling and dispatching of services, to the provision of services by only one transportation provider (with other former providers now purchasing services). Coordination may involve human service agencies working with each other or with public transit operations.

Commuter Bus Service: Transportation designed for daily, round-trip service, which accommodates a typical 8-hour, daytime work shift (e.g., an outbound trip arriving at an employment center by 8:00 a.m., with the return trip departing after 5:00 p.m.).

Dedicated funding source: A funding source which by law, is available for use only to support a specific purpose and cannot be diverted to other uses; e.g., the federal gasoline tax can only be used for highway investments and, since 1983, for transit capital projects.

Demand-Responsive Service: Service to individuals that is activated based on passenger requests. Usually passengers call the scheduler or dispatcher and request rides for dates and times. A trip is scheduled for that passenger, which may be canceled by the passenger. Usually involves curb-to-curb or door-to-door service. Trips may be scheduled on an advanced reservation basis or in "real-time." Usually smaller vehicles are used to provide demand responsive service. This type of service usually provides the highest level of service to the passenger but is the most expensive for the transit system to operate in terms of cost per trip. In rural areas with relatively high populations of elderly persons and persons with disabilities, demand-responsive service is sometimes the most appropriate type of service. Sub-options within this service type are discussed in order of least structured to most structured, in terms of routing and scheduling.

- ***Pure Demand-Responsive Service:*** Drivers pick up and drop off passengers at any point in the service area, based on instructions from the dispatcher. In pure demand responsive systems, the dispatcher combines immediate requests, reservations, and subscription service for the most efficient use of each driver's time.

- ***Zonal Demand-Responsive Service:*** The service area is divided into zones. Buses pick up and drop off passengers only within the assigned zone. When the drop off is in another zone, the dispatcher chooses a meeting point at the zone boundary for passenger transfer or a central transfer is used. This system ensures that a vehicle will always be within each zone when rides are requested.
- ***Flexibly Routed and Scheduled Services:*** Flexibly routed and scheduled services have some characteristics of both fixed route and demand-responsive services. In areas where demand for travel follows certain patterns routinely, but the demand for these patterns is not high enough to warrant a fixed route, service options such as checkpoint service, point deviation, route deviation, service routes, or subscription service might be the answer. These are all examples of flexible routing and schedules, and each may help the transit system make its demand-responsive services more efficient while still maintaining much of the flexibility of demand responsiveness.

Dial-A-Ride Service: A name that is commonly used for demand-responsive service. It is helpful in marketing the service to the community, as the meaning of "dial-a-ride" may be more self-explanatory than "demand-responsive" to someone unfamiliar with transportation terms.

Disabled: A passenger who has a physical or mental impairment that substantially limits one or more major life activities. (Include all disabled passengers regardless of age.)

Elderly: Any person aged 60 years or older.

Express Bus Service: Express bus service characteristics include direct service from a limited number of origins to a limited number of destinations with no intermediate stops. Typically, express bus service is fixed route/fixed schedule and is used for longer distance commuter trips. The term may also refer to a bus which makes a limited number of stops while a local bus makes many stops along the same route but as a result takes much longer.

Farebox Recovery Ratio: The percentage of operating costs covered by revenue from fares and contract revenue (total fare revenue and total contract revenue divided by the total operating cost).

Fares: Revenue from cash, tickets and pass receipts given by passengers as payment for public transit rides.

Federal Transit Administration (FTA): An operating administration within the United States Department of Transportation that administers federal programs and provides financial assistance to public transit.

Feeder Service: Local transportation service that provides passengers with connections to a longer-distance transportation service. Like ***connector service,*** feeder service is service in which a ***transfer*** to or from another transit system, such as an ***intercity bus*** route, is the focal point or primary destination. **Fixed Route:** Transportation service operated over a set route or network of routes on a regular time schedule.

Goal: A community's statement of values for what it wants to achieve.

Headway: The length of time between vehicles moving in the same direction on a route. Headways are called short if the time between vehicles is short and long if the time between them is long. When headways are short, the service is said to be operating at a high frequency; if headways are long, service is operating at a low frequency.

Intercity Bus Service: Regularly scheduled bus service for the public that operates with limited stops over fixed routes connecting two or more urban areas not near, that has the capacity for transporting baggage carried by passengers, and that makes meaningful connections with scheduled intercity bus service to more distant points, if such service is available. Intercity bus service may include local and regional ***feeder services***, if those services are designed expressly to connect to the broader intercity bus network.

MAP-21: Moving Ahead for Progress in the 21st Century Act, signed into law in July 2012. MAP21 established surface transportation funding programs for federal fiscal years 2013 and 2014.

Measure: A basis for comparison, or a reference point against which other factors can be evaluated.

Motor vehicle sales tax (MVST): A source of revenue for Minnesota public transit. The percentages of this revenue source designated for metropolitan area and Greater Minnesota transit are defined in Minn. Stat. 297B.09.

Operating expenditures: The recurring costs of providing transit service; e.g., wages, salaries, fuel, oil, taxes, maintenance, insurance, marketing, etc.

Operating revenue: The total revenue earned by a transit agency through its transit operations. It includes passenger fares, advertising and other revenues.

Total operating cost: The total of all operating costs incurred during the transit system calendar year, excluding expenses associated with capital grants.

Paratransit Service: "Paratransit" means the transportation of passengers by motor vehicle or other means of conveyance by persons operating on a regular and continuing basis and the transportation or delivery of packages in conjunction with an operation having the transportation of passengers as its primary and predominant purpose and activity but excluding regular route transit. "Paratransit" includes transportation by car pool and commuter van, point deviation and route deviation services, shared-ride taxi service, dial-a-ride service, and other similar services.

Point Deviation Service: A type of flexible route transit service in which fixed scheduled stops (points) are established but the vehicle may follow any route needed to pick up individuals along the way if the vehicle can make it to the fixed points on schedule. This type of service usually provides access to a broader geographic area than does fixed route service but is not as flexible in scheduling options as demand-responsive service. It is appropriate when riders change from day to day but the same few destinations are consistently in demand. Also, sometimes called checkpoint service.

Performance Indicator: An indicator is a metric that provides meaningful information about the condition or performance of the transportation system but is neither managed to nor use to evaluate the effectiveness of policies, strategies or investments.

Performance Measure: A performance measure is a metric that measures progress toward a goal, outcome or objective. This definition covers metrics used

to make decisions or evaluate the effectiveness or adequacy of a policy, strategy or investment.

Performance Target: A target is a specific performance level representing the achievement of a goal, outcome or objective

Public transportation: Transportation service that is available to any person upon payment of the fare either directly, subsidized by public policy, or through some contractual arrangement, and which cannot be reserved for the private or exclusive use of one individual or group. "Public" in this sense refers to the access to the service, not to the ownership of the system that provides the service.

Revenue hours: The number of transit vehicle hours when passengers are being transported. Calculated by taking the total time when a vehicle is available to the public with the expectation of carrying passengers. Excludes deadhead hours, when buses are positioning but not carrying passengers, but includes recovery/layover time.

Ridership: The total of all unlinked passenger trips including transfers.

Ridesharing: A form of transportation, other than public transit, in which more than one person shares the use of a vehicle, such as a van or car, to make a trip. Variations include carpooling or vanpooling.

Route Deviation Service: Transit buses travel along a predetermined alignment or path with scheduled time points at each terminal point and in some instances at key intermediate locations. Route deviation service is different than conventional fixed route bus service in that the vehicle may leave the route upon requests of passengers to be picked up or returned to destinations near the route. Following an off-route deviation, the vehicle typically returns to the point at which it left the route. Passengers may call in advance for route deviation or may access the system at predetermined route stops. The limited geographic area within which the vehicle may travel off the route is known as the route deviation corridor.

Section 5304 (State Transportation and Planning Program): The section of the Federal Transit Act of 1991, as amended, that provides financial assistance to the states for purposes of planning, technical studies and assistance, demonstrations, management training and cooperative research activities.

Section 5307 (Urbanized Area Formula Program): The section of the Federal Transit Act of 1991, as amended, that authorizes grants to public transit systems in urban areas with populations of more than 50,000 for both capital and operating projects. Based on population and density figures, these funds are distributed directly to the transit agency from the FTA.

Section 5310 (Enhanced Mobility for Seniors and Persons with Disability): The section of the Federal Transit Act of 1991, as amended, that provides grant funds for the purchase of accessible vehicles and related support equipment for private non-profit organizations to serve elderly and/or disabled people, public bodies that coordinate services for elderly and disabled, or any public body that certifies to the state that non-profits in the area are not readily available to carry out the services.

Section 5311 (Non-urbanized Area Formula Program): The section of the Federal Transit Act of 1991, as amended, that authorizes grants to public transit systems in non-urbanized areas (fewer than 50,000 population). The funds initially go to the governor of each state. In Minnesota, MnDOT administers these funds.

Service Area: The geographic area that coincides with a transit system's legal operating limits; e.g., city limits, county boundary, etc.

Service Gaps: Service gaps can occur when certain geographic segments cannot be covered by transportation services. This term can also refer to instances where service delivery is not available to a certain group of riders, or at a specific time.

Service Span: The duration of time that service is made available or operated during the service day; e.g., 6 a.m. to 10 p.m.

Standard: A recommendation that leads or directs a course of action to achieve a certain goal. A standard is the expected outcome for the measure that will allow a service to be evaluated. There are two sets of transit standards.

- ***Service design and operating standards***: Guidelines for the design of new and improved services and the operation of the transit system.
- ***Service performance standards****:* The evaluation of the performance of the existing transit system and of alternative service improvements using ***performance measures***.

Student: Any person between the ages of 6 and 17 years. May be defined locally as long as it is consistent.

Transfer: Passengers arrive on one bus and leave on another (totally separate) bus to continue their trip. The boarding of the second vehicle is counted as an ***unlinked passenger trip.***

Transit: Transportation by bus, rail or other conveyance, either publicly or privately owned, that provides general or special service on a regular and continuing basis. The term includes fixed route and paratransit services as well as ridesharing. Also known as mass transportation, mass transit, or public transit.

Transit dependent: A description for a population or person who does not have immediate access to a private vehicle, or because of age or health reasons cannot drive and must rely on others for transportation.

Passenger Trips (Unlinked): Typically, one passenger trip is recorded any time a passenger boards a transportation vehicle or other conveyance used to provide transportation. "Unlinked" means that one trip is recorded each time a passenger boards a vehicle, no matter how many vehicles that passenger uses to travel from their origin to their destination.

Passenger Trips: A trip is one passenger making a one-way trip from origin to destination. For example, if a passenger travels from home to the store, then from the store to the library and then returns home, that is three trips. Trips should be counted regardless of whether an individual fare is collected for each leg of the travel.

Passenger trips may only be counted in one category. If a passenger falls in to more than one category, make a determination which one to use and be consistent throughout.

Transit Subsidy: The operating costs not covered by revenue from ***fares*** or contracts.

Trip Denial: A trip denial occurs when a trip is requested by a passenger, but the transportation provider cannot provide the service. Trip denial may happen because capacity is not available at the requested time. For ADA paratransit, a capacity denial is specifically defined as occurring if a trip cannot be

accommodated within the negotiated pick-up window. Even if a trip is provided, if it is scheduled outside the +60/-60-minute window, it is considered a denial. If the passenger refused to accept a trip offered within the +60/-60-minute pick-up window, it is considered a refusal, not a capacity denial.

Volunteers: Volunteers are persons who offer services to others but do not accept monetary or material compensation for the services that they provide. In some volunteer programs, the volunteers are reimbursed for their out-of-pocket expenses; for example, volunteers who drive their own cars may receive reimbursement based on miles driven for the expenses that they are assumed to have incurred, such as gasoline, repair, and insurance expenses.

APPENDIX D – Transit Funding in Minnesota

Transit funding is comprised of:

- Federal Transit Funding
- State General Fund appropriations
- State Motor Vehicle Sales Tax (MVST)
- State Motor Vehicle Lease Sales Tax (MVLST)
- Local Share: farebox recovery, local tax levies, local contracts for service

PROGRAM	DESCRIPTION	2017 TOTAL	% OF GRAND TOTAL
5307	Urbanized Area Formula Program: Operating and capital assistance for public transportation in urban areas (including Duluth, East Grand Forks, La Crescent, Mankato, Moorhead, Rochester, St. Cloud and metropolitan Twin Cities.)	$63,248,281	43.23%
5310	Elderly Individuals and Individuals with Disabilities Program: Capital and operating assistance grants for organizations that serve elderly and/or persons with disabilities	$3,846,676	2.63%
5311	Non-urbanized Area Formula Program: Capital and operating funding for small urban and rural areas; includes intercity bus transportation	$15,863,833	10.84%
5311(b)(3)	Rural Transit Assistance Program: Research, training and technical assistance for transit operators in non-urbanized areas	$249,893	0.17%
5311(c)	Public Transportation on Indian Reservations: Capital and operating funding for tribes	$2,044,800	1.40%
5337	State of Good Repair Program: Funding to upgrade rail transit systems and high-intensity motor bus systems that use high-occupancy vehicle lanes, includes bus rapid transit	$15,313,475	10.47%
5339	Bus and Bus Facilities Program: Funding to assist in procurement or construction of vehicles and facilities	$7,068,088	4.83%
FHWA Flexible Funds	Congestion Mitigation and Air Quality: Funding for transit capital projects	$23,765,609	16.2%
	Surface Transportation Program: Funding for transit capital projects in Minnesota	$3,014,400	2.06%

Transit services have received funding from the state's general fund every year for decades. Recent general fund appropriations:

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MnDOT Transit Funding

	Actual				Forecast			
	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
General Fund	$ 16	$ 23	$ 20	$ 20	$ 1	$ 17	$ 17	$ 17
Transit Assistance Fund								
Motor Vehicle Sales Tax	26	28	29	30	31	32	33	34
Motor Vehicle Lease Tax	23	23	29	33	37	37	38	38
Total Funding*	$ 64	$ 74	$ 77	$ 83	$ 68	$ 87	$ 88	$ 89

General Fund Appropriations

Transit services have received funding from the state's general fund every year for decades. Recent general fund appropriations:

Greater Minnesota Transit

FY14 - $16,451,000 FY15 - $16,470,000

FY16 - $19,745,000 FY17 - $19,745,000

FY18 - $ 570,000 FY19 - $17,395,000

FY20 (Base) $17,245,000 FY21 (Base) $17,245,000

Transit Assistance Fund

The Transit Assistance Fund (TAF) receives revenue from the Motor Vehicle Sales Tax (MVST) and Motor Vehicle Lease Sales Tax (MVLST). The MVST appropriation must be at least 40 percent of the total revenue according to the Minnesota Constitution, and is currently set at 40 percent by statute (Minn. Stat. 297B.09). Of this revenue, 90 percent is allocated to metropolitan transit (36 percent of total MVST) and 10 percent is allocated to Greater Minnesota Transit (4 percent of total MVST).

As of FY 2018, all revenue from the MVLST is reallocated for transportation purposes. **38 percent of all MVLST revenue will be allocated to the Transit Assistance Fund for Greater Minnesota Transit**. Previously, the fund received 50 percent of the total MVLST revenues above the first $32 million that was dedicated to the General Fund. Table 2

shows the Transit Assistance Fund revenue received from the MVST and MVLST and distributed to Greater Minnesota Transit (MnDOT) and to the Metro Council.

Table 2: Transit Assistance Fund - Revenues and Expenditures 2009 - 2018

		Expenditures		
Year	Revenues	Total	Greater MN Transit	Metro Council
FY 2009	$130,333,000	$129,935,000	$7,333,000	$122,602,000
FY 2010	$162,777,000	$156,136,000	$14,216,000	$141,920,000
FY 2011	$202,570,000	$203,849,000	$26,671,000	$177,178,000
FY 2012	$232,866,000	$223,254,000	$22,043,000	$201,210,000
FY 2013	$253,552,000	$234,570,000	$23,641,000	$210,929,000
FY 2014	$278,721,000	$281,527,000	$46,612,000	$234,915,000
FY 2015	$300,967,000	$282,752,000	$29,821,000	$252,931,000
FY 2016 Enacted	$310,381,000	$341,877,000	$84,809,000	$257,068,000
FY 2017 Enacted	$335,888,000	$333,568,000	$55,632,000	$277,936,000
FY 2018 Enacted	$358,863,000	$356,503,000	$60,013,000	$296,490,000

Source: 2012 - 2018, Consolidated Fund Statement - 2018 February Forecast. (March 15, 2018) https://mn.gov/mmb/assets/cfs-feb18fcst_tcm1059-330451.pdf

The source for the years 2009 through 2011, is fund balance documents issued at that time.

Local Revenues

State law requires local participation in funding public transit services in Greater Minnesota. A statutory fixed-share funding formula sets a local share of operating costs by system classification as follows:

- Elderly and disabled: 15%
- Rural (population less than 2,500): 15%
- Small urban (population 2,500 - 50,000): 20%
- Urbanized (population more than 50,000): 20%

State and federal funding for public transit should cover the remaining 80 or 85 percent of operating costs awarded through the Public Transit Participation Program. In reality, the percentage of total funds spent on transit that are provided locally are higher than the mandated local share. Local revenue sources to provide the required local match in Greater Minnesota include:

- Farebox recovery
- Local property taxes
- Local sales taxes
- Contract revenue
- Advertising revenue

Transit systems in Greater Minnesota often provide additional service that is not recognized in the funding formula and so the total percentage of local funding for transit service in Greater Minnesota is more than 20%.

Local Option Sales Tax – Background: During the 2008 legislative session, legislation was adopted in the comprehensive transportation funding bill – Chapter 152 – authorizing Minnesota counties to adopt a local option sales tax up to ½ cent for highway and transit purposes, in addition to the statewide general sales tax rate of 6.5%. Legislation passed in 2013 removed the requirement for a local referendum so county boards are able to use the tax through passage of a county board resolution after having a public hearing and identifying the projects that will be funded with the sales tax revenue.

Dedication: Current law requires that the proceeds of a local option sales tax be dedicated exclusively to:

1) Payment of the capital cost of a specific transportation project or improvement
2) Payment of the costs, which may include both capital and operating costs, of a specific transit project or improvement
3) Payment of the capital costs of the Safe Routes to School program under Minnesota Statutes,
Section 174.40
4) Payment of transit operating costs

Current Rate: Thirty-five of Minnesota's 87 counties have adopted the tax, nearly all of them (32) have adopted a local option rate of 0.5%. The other three counties have adopted a 0.25% rate.

State Statute MS174.24 Public Transit Participation Program

Subd. 3b.Operating assistance; recipient classifications. (a) The commissioner shall determine the total operating cost of any public transit system receiving or applying for assistance in accordance with generally accepted accounting principles. To be eligible for financial assistance, an applicant or recipient shall provide to the commissioner all financial records and other information and shall permit any inspection reasonably necessary to determine total operating cost and correspondingly the amount of assistance that may be paid to the applicant or recipient. Where more than one county

or municipality contributes assistance to the operation of a public transit system, the commissioner shall identify one as lead agency for the purpose of receiving money under this section.

(b) Prior to distributing operating assistance to eligible recipients for any contract period, the commissioner shall place all recipients into one of the following classifications: urbanized area service, small urban area service, rural area service, and elderly and disabled service.

(c) The commissioner shall distribute funds under this section so that the percentage of total contracted operating cost paid by any recipient from local sources will not exceed the percentage for that recipient's classification, except as provided in this subdivision. The percentages must be:

(1) for urbanized area service and small urban area service, 20 percent;

(2) for rural area service, 15 percent; and

(3) for elderly and disabled service, 15 percent.

Except as provided in a United States Department of Transportation program allowing or requiring a lower percentage to be paid from local sources, the remainder of the recipient's total contracted operating cost will be paid from state sources of funds less any assistance received by the recipient from the United States Department of Transportation.

(d) For purposes of this subdivision, "local sources" means all local sources of funds and includes all operating revenue, tax levies, and contributions from public funds, except that the commissioner may exclude from the total assistance contract revenues derived from operations the cost of which is excluded from the computation of total operating cost.

(e) If a recipient informs the commissioner in writing after the establishment of these percentages but prior to the distribution of financial assistance for any year that paying its designated percentage of total operating cost from local sources will cause undue hardship, the commissioner may reduce the percentage to be paid from local sources by the recipient and increase the percentage to be paid from local sources by one or more other recipients inside or outside the classification. However, the commissioner may not reduce or increase any recipient's percentage under this paragraph for more than two years successively. If for any year the funds appropriated to the commissioner to carry out the purposes of this section are insufficient to allow the commissioner to pay the

state share of total operating cost as provided in this paragraph, the commissioner shall reduce the state share in each classification to the extent necessary.

APPENDIX E – Financial Templates

Line item description	Line Item	Operating Expenses	2017 Total Budget (actual)	2017 (local match)	2018 total Budget (actual)	2018 (local match)	2019 total budget (Projected)	2019 Local match
The amount paid to all employees of the transit system who are classified as managers, supervisors, coordinators, or administrators.	1010	Admin, Management & Supervisory Salaries	$ 13,995.82	$ 2,799.16	$ 13,534.50	$ 2,706.90	$ 14,884.36	$ 2,976.87
Amount paid to all employees of the transit system who are classified as vehicle operators.	1020	Operator's Wages	$ 198,607.39	$ 39,721.48	$ 220,662.00	$ 44,132.40	$ 225,966.31	$ 45,193.26
Labor charges for the performance of routine maintenance and repair on vehicles and equipment required to operate the transit system. Only include wages of maintenance personnel employed by the transit system.	1030	Vehicle Maintenance and Repair Wages	$ -	$ -	$ -	$ -	$ -	$ -
The amount paid to all employees of the transit system who are classified as General Office Support and provide less than half their time to operations support, e.g., clerical, bookkeepers, training and safety instructors.	1040	General Office Support Wages	$ -	$ -	$ -	$ -	$ -	$ -
The amount paid to all employees of the transit system who support the daily operations of the transit system, e.g., dispatchers or call takers.	1050	Operations Support Wages	$ 41,987.47	$ 8,397.49	$ 40,603.50	$ 8,120.70	$ 44,653.10	$ 8,930.62
The cost of providing fringe benefits for active and retired employees of the transit system, including pension benefits, vacation and sick leave benefits, social security taxes, worker's compensation insurance, unemployment insurance, life insurance, and first party medical coverage. *If the organization consolidates all fringe benefits and supplies a percentage of gross wages for each job category, supply that percentage in lieu of listing each type of benefit.*	1060	Fringe Benefits	$ 82,464.86	$ 16,492.97	$ 84,300.00	$ 16,860.00	$ 90,048.47	$ 18,009.69
The total of personnel services expenses of lines 1010 thru 1060	**Personnel Services**	Total 1000 (1010 - 1060)						
The amount paid for the professional services provided by a management service company engaged contractually to provide operating management to the transit system.	1110	Management Fees	$ -	$ -	$ -	$ -	$ -	$ -
Include all non-wage expenses associated with Drug and Alcohol Testing and Administration.	1120	Drug and Alcohol Testing and Administration Fee Expenses	$ 568.40	$ 113.68	$ 600.00	$ 120.00	$ 630.44	$ 126.09
This line includes the cost of advertising and promoting the transit system.	1130	Advertising, Marketing and Promotional Charges	$ 846.40	$ 169.28	$ 1,500.00	$ 300.00	$ 1,251.60	$ 250.32
Includes attorney fees and expenses, court costs, witness fees, and fees for accounting and auditing services rendered by individuals or firms other than employees of the transit system for the purpose of maintaining continuing operations of the transit system, such as, accident claims, defending workers' compensation claims or other items directly related to the Management Plan. Also includes other professional fees such as fees paid for planning, engineering, or other consulting services necessary to the continuing operation of the transit system.	1140	Legal, Auditing, and Other Professional Fees	$ -	$ -	$ -	$ -	$ -	$ -
Include costs associated with the licensing and training of personnel, e.g., CDL license costs, class fees and conference fees and attendance costs not from wages.	1150	Staff Development Costs	$ 1,170.12	$ 234.02	$ 2,000.00	$ 400.00	$ 1,692.28	$ 338.46
These are the cost of office supplies and materials and printing and photocopying charges, which are solely attributable to and necessary for the operation of the transit system.	1160	Office Supplies	$ 56.21	$ 11.24	$ 500.00	$ 100.00	$ 289.61	$ 57.92
These are leases and rentals of such items as land, buildings, office equipment and furnishings that are used for performing the general administrative functions of the transit system.	1170	Leases and Rentals - Administrative Facilities	$ 301.26	$ 60.25	$ -	$ -	$ 170.14	$ 34.03
Include the cost of utilities such as gas, electricity, water, trash collection, communication services and janitorial services performed by an outside organization.	1180	Utilities	$ 3,328.69	$ 665.74	$ 5,000.00	$ 1,000.00	$ 4,458.53	$ 891.71
Include other administrative charges necessary for the continuing operation of the transit system such as mileage reimbursement for transit support vehicles, physical examinations, and membership fees for transit associations and subscriptions to transit publications.	1190	Other Direct Administrative Charges	$ 1,670.51	$ 334.10	$ 2,600.00	$ 520.00	$ 2,284.32	$ 456.86
	Administrative Charges	Total 1100 (1110 - 1190)						
Include cost of gasoline, diesel fuel or alternative fuel used by revenue and service vehicles. Effective January 1, 1991, transit systems receiving financial assistance from Mn/DOT are exempt from paying state fuel tax as stated in Minnesota Statute 296.02, Subd. 1a. *Fuel tax will be shown as a contra-expense in Line Item 1594 Fuel Tax Refunds.*	1210	Fuel	$ 28,643.50	$ 5,728.70	$ 34,150.00	$ 6,830.00	$ 33,788.68	$ 6,757.74
Include the cost of parts, materials, lubricants and supplies used in preventive maintenance of transit service vehicles.	1220	Preventive Maintenance (PM) Labor, Parts and Material Expenses (Vehicles)	$ 10,965.67	$ 2,193.13	$ 12,500.00	$ 2,500.00	$ 12,639.53	$ 2,527.91
The cost for vehicle repair service.	1230	Corrective Maintenance (CM) Labor, Parts and Materials Expense (Vehicles)	$ 11,207.33	$ 2,241.47	$ 12,500.00	$ 2,500.00	$ 12,776.01	$ 2,555.20
Includes all costs of tires and tubes used on revenue and service equipment, including the cost of recapping and the rental costs for tires and tubes.	1240	Tires	$ 3,992.78	$ 798.56	$ 4,000.00	$ 800.00	$ 4,317.86	$ 863.57
Includes the cost of first aid equipment, fire extinguishers, and other emergency equipment required for vehicles, and the cost of non-capitalized vehicle improvements, which do not remake a vehicle or appreciably extend its useful life. Logos applied to a new vehicle after delivery should be charged to this line item.	1250	Other Vehicle Charges	$ -	$ -	$ -	$ -	$ -	$ -
	Vehicle Charges	Total 1200 (1210 - 1250)						
The cost of having a contractor operate the project service with the cost established through competitive procurement procedures, a negotiated contract with the prime contractor in bid situations when only one bid is received or through a negotiated subcontract in a no bid situation.	1310	Purchase of Service	$ -	$ -	$ -	$ -	$ -	$ -
This includes volunteer driver mileage reimbursement for public transit services, mileage reimbursement for transit personnel using private vehicles for emergency replacement of passenger transport in the event of mechanical breakdown of transit vehicles.	1330	Mileage Reimbursement for Public Transit Service	$ -	$ -	$ -	$ -	$ -	$ -
Includes all material costs associated with the upkeep and repair of buildings, grounds, and non-revenue equipment owned or leased by the transit company, and miscellaneous expenses such as small tool replacement, supplies used for cleaning and for general shop and garage purposes.	1340	Repair and Maintenance of Other Property	$ 982.55	$ 196.51	$ 2,250.00	$ 450.00	$ 1,715.28	$ 343.06
Includes leases and rental of garages, depots, passenger vehicles, service vehicles, passenger stations, communication equipment, computers, etc. used in the operation of the transit system with allowability based on reasonableness of rates and evidence that the lease will not give rise to material equity in the property.	1350	Leases and Rentals of Facilities or Equipment	$ -	$ -	$ -	$ -	$ -	$ -
The cost of such things as the purchase, rental, or cleaning of uniforms, tools and equipment, sanding and snowplow operations, passenger amenities and station agents	1360	Other Operations Charges	$ 519.33	$ 103.87	$ 3,000.00	$ 600.00	$ 1,840.46	$ 368.09
	Operation Charges	Total 1300 (1310 - 1360)						
Includes premiums paid to insure the transit system against loss through damage to its own property and to indemnify the transit system and all financial and operational participants against loss from liability for its acts which cause damage to the person or property of others.	1410	Public Liability and Property Damage on Vehicles	$ 12,492.00	$ 2,498.40	$ 13,475.00	$ 2,695.00	$ 14,004.37	$ 2,800.87
Include charges other than on vehicles, including excess liability insurance, baggage and package express insurance and fire and theft insurance.	1420	Public Liability and Property Damage - Other than on Vehicles	$ 2,233.50	$ 446.70	$ 2,275.00	$ 455.00	$ 2,434.67	$ 486.93
	Operation Charges	Total 1400 (1410 - 1420)						
Vehicle registration and permit fees on all transit system and service vehicles.	1510	Vehicle Registration and Permit Fees	$ -	$ -	$ 150.00	$ 30.00	$ 77.36	$ 15.47
Discuss this with your District Project Manager	1520	Federal Fuel and Lubricant Taxes and Excise Taxes on Tires	$ -	$ -	$ -	$ -	$ -	$ -
Include the transit share of any applicable real estate and property taxes and sales taxes.	1540	Other Taxes and Fees	$ -	$ -	$ -	$ -	$ -	$ -
	Taxes and Fees	Total 1500 (1510 - 1540)						
Refunds for fuel tax refunds are to be accounted in this line item as a NEGATIVE number.	1594	Fuel Tax Refunds	$ -		$ -			
Any settlements received as the result of damage or loss to transit assets will be accounted for as a NEGATIVE expense in this line item.	1596	Insurance Reimbursement	$ -		$ -			
	TOTAL OPERATING BUDGET		$416,033.79	$ 83,206.76	$ 455,600.00	$ 91,120.00	$ 469,923.36	$ 93,984.67
Total Operating Expenses: This total is obtained by adding the totals from Personnel Services (Line 1000), Administrative Charges (Line 1100), Vehicles Charges (Line 1200), Operations Charges (Line 1300), Insurance Charges (Line 1400) and Taxes and Fees (Line 1500).								

Cost Factor **	Inflation Factor (3% per year)	2020 total projected	2020 (projected local match)	2021 total projected	2021 (projected local match)	2022	2022 (local match)	2023	2023 (local match)	2024	2024 (local match)	2025	2025 (local match)
Fixed		$ 15,330.89	$ 3,066.18	$ 15,790.82	$ 3,158.16	$ 16,264.55	$ 3,252.91	$ 16,752.48	$ 3,350.50	$ 17,255.06	$ 3,451.01	$ 17,772.71	$ 3,554.54
$ / Hour		$ 232,745.30	$ 46,549.06	$ 239,727.66	$ 47,945.53	$ 246,919.49	$ 49,383.90	$ 254,327.07	$ 50,865.41	$ 261,956.88	$ 52,391.38	$ 269,815.59	$ 53,963.12
$ / Mile		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ 45,992.69	$ 9,198.54	$ 47,372.47	$ 9,474.49	$ 48,793.64	$ 9,758.73	$ 50,257.45	$ 10,051.49	$ 51,765.18	$ 10,353.04	$ 53,318.13	$ 10,663.63
variable		$ 92,749.92	$ 18,549.98	$ 95,532.42	$ 19,106.48	$ 98,398.39	$ 19,679.68	$ 101,350.34	$ 20,270.07	$ 104,390.85	$ 20,878.17	$ 107,522.58	$ 21,504.52
Variable		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variable		$ 649.36	$ 129.87	$ 668.84	$ 133.77	$ 688.90	$ 137.78	$ 709.57	$ 141.91	$ 730.86	$ 146.17	$ 752.78	$ 150.56
Variable		$ 1,289.14	$ 257.83	$ 1,327.82	$ 265.56	$ 1,367.65	$ 273.53	$ 1,408.68	$ 281.74	$ 1,450.94	$ 290.19	$ 1,494.47	$ 298.89
Variable		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variable		$ 1,743.05	$ 348.61	$ 1,795.34	$ 359.07	$ 1,849.20	$ 369.84	$ 1,904.68	$ 380.94	$ 1,961.82	$ 392.36	$ 2,020.67	$ 404.13
Variable		$ 298.29	$ 59.66	$ 307.24	$ 61.45	$ 316.46	$ 63.29	$ 325.95	$ 65.19	$ 335.73	$ 67.15	$ 345.80	$ 69.16
Variable		$ 175.25	$ 35.05	$ 180.50	$ 36.10	$ 185.92	$ 37.18	$ 191.50	$ 38.30	$ 197.24	$ 39.45	$ 203.16	$ 40.63
Variable		$ 4,592.28	$ 918.46	$ 4,730.05	$ 946.01	$ 4,871.95	$ 974.39	$ 5,018.11	$ 1,003.62	$ 5,168.65	$ 1,033.73	$ 5,323.71	$ 1,064.74
Variable		$ 2,352.85	$ 470.57	$ 2,423.43	$ 484.69	$ 2,496.13	$ 499.23	$ 2,571.02	$ 514.20	$ 2,648.15	$ 529.63	$ 2,727.59	$ 545.52
Variable													
$/mile		$ 34,802.34	$ 6,960.47	$ 35,846.41	$ 7,169.28	$ 36,921.81	$ 7,384.36	$ 38,029.46	$ 7,605.89	$ 39,170.34	$ 7,834.07	$ 40,345.45	$ 8,069.09
$ / Mile		$ 13,018.71	$ 2,603.74	$ 13,409.27	$ 2,681.85	$ 13,811.55	$ 2,762.31	$ 14,225.90	$ 2,845.18	$ 14,652.68	$ 2,930.54	$ 15,092.26	$ 3,018.45
$ / Mile		$ 13,159.29	$ 2,631.86	$ 13,554.07	$ 2,710.81	$ 13,960.69	$ 2,792.14	$ 14,379.51	$ 2,875.90	$ 14,810.89	$ 2,962.18	$ 15,255.22	$ 3,051.04
$ / Mile		$ 4,447.40	$ 889.48	$ 4,580.82	$ 916.16	$ 4,718.25	$ 943.65	$ 4,859.79	$ 971.96	$ 5,005.59	$ 1,001.12	$ 5,155.75	$ 1,031.15
$ / Mile		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ / Hour		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variable		$ 1,766.74	$ 353.35	$ 1,819.74	$ 363.95	$ 1,874.33	$ 374.87	$ 1,930.56	$ 386.11	$ 1,988.48	$ 397.70	$ 2,048.13	$ 409.63
Variable		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ / Hour		$ 1,895.67	$ 379.13	$ 1,952.54	$ 390.51	$ 2,011.12	$ 402.22	$ 2,071.45	$ 414.29	$ 2,133.59	$ 426.72	$ 2,197.60	$ 439.52
Fixed		$ 14,424.50	$ 2,884.90	$ 14,857.24	$ 2,971.45	$ 15,302.96	$ 3,060.59	$ 15,762.04	$ 3,152.41	$ 16,234.91	$ 3,246.98	$ 16,721.95	$ 3,344.39
Fixed		$ 2,507.71	$ 501.54	$ 2,582.94	$ 516.59	$ 2,660.43	$ 532.09	$ 2,740.24	$ 548.05	$ 2,822.44	$ 564.49	$ 2,907.12	$ 581.42
Fixed		$ 79.68	$ 15.94	$ 82.07	$ 16.41	$ 84.53	$ 16.91	$ 87.07	$ 17.41	$ 89.68	$ 17.94	$ 92.37	$ 18.47
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed													
Fixed													
		$ 484,021.06	$ 96,804.21	$ 498,541.69	$ 99,708.34	$ 513,497.94	$ 102,699.59	$ 528,902.88	$ 105,780.58	$ 544,769.97	$ 108,953.99	$ 561,113.07	$ 112,222.61

Line item description	Line Item	Operating Expenses	2017 Total Budget (actual)	2017 (local match)	2018 total Budget (actual)	2018 (local match)	2019 total budget (Projected)	2019 Local match
The amount paid to all employees of the transit system who are classified as managers, supervisors, coordinators, or administrators.	1010	Admin, Management & Supervisory Salaries	$ 13,995.82	$ 2,799.16	$ 13,534.50	$ 2,706.90	$ 14,884.36	$ 2,976.87
Amount paid to all employees of the transit system who are classified as vehicle operators.	1020	Operator's Wages	$ 198,607.39	$ 39,721.48	$ 220,662.00	$ 44,132.40	$ 225,966.31	$ 45,193.26
Labor charges for the performance of routine maintenance and repair on vehicles and equipment required to operate the transit system. Only include wages of maintenance personnel employed by the transit system.	1030	Vehicle Maintenance and Repair Wages	$ -	$ -	$ -	$ -	$ -	$ -
The amount paid to all employees of the transit system who are classified as General Office Support and provide less than half their time to operations support, e.g., clerical, bookkeepers, training and safety instructors.	1040	General Office Support Wages	$ -	$ -	$ -	$ -	$ -	$ -
The amount paid to all employees of the transit system who support the daily operations of the transit system, e.g., dispatchers or call takers.	1050	Operations Support Wages	$ 41,987.47	$ 8,397.49	$ 40,603.50	$ 8,120.70	$ 44,653.10	$ 8,930.62
The cost of providing fringe benefits for active and retired employees of the transit system, including pension benefits, vacation and sick leave benefits, social security taxes, worker's compensation insurance, unemployment insurance, life insurance, and first party medical coverage. *If the organization consolidates all fringe benefits and supplies a percentage of gross wages for each job category, supply that percentage in lieu of listing each type of benefit.*	1060	Fringe Benefits	$ 82,464.86	$ 16,492.97	$ 84,300.00	$ 16,860.00	$ 90,048.47	$ 18,009.69
The total of personnel services expenses of lines 1010 thru 1060	**Personnel Services**	Total 1000 (1010 - 1060)						
The amount paid for the professional services provided by a management service company engaged contractually to provide operating management to the transit system.	1110	Management Fees	$ -	$ -	$ -	$ -	$ -	$ -
Include all non-wage expenses associated with Drug and Alcohol Testing and Administration.	1120	Drug and Alcohol Testing and Administration Fee Expenses	$ 568.40	$ 113.68	$ 600.00	$ 120.00	$ 630.44	$ 126.09
This line includes the cost of advertising and promoting the transit system.	1130	Advertising, Marketing and Promotional Charges	$ 846.40	$ 169.28	$ 1,500.00	$ 300.00	$ 1,251.60	$ 250.32
Includes attorney fees and expenses, court costs, witness fees, and fees for accounting and auditing services rendered by individuals or firms other than employees of the transit system for the purpose of maintaining continuing operations of the transit system, such as, accident claims, defending workers' compensation claims or other items directly related to the Management Plan. Also includes other professional fees such as fees paid for planning, engineering, or other consulting services necessary to the continuing operation of the transit system.	1140	Legal, Auditing, and Other Professional Fees	$ -	$ -	$ -	$ -	$ -	$ -
Include costs associated with the licensing and training of personnel, e.g., CDL license costs, class fees and conference fees and attendance costs not from wages.	1150	Staff Development Costs	$ 1,170.12	$ 234.02	$ 2,000.00	$ 400.00	$ 1,692.28	$ 338.46
These are the cost of office supplies and materials and printing and photocopying charges, which are solely attributable to and necessary for the operation of the transit system.	1160	Office Supplies	$ 56.21	$ 11.24	$ 500.00	$ 100.00	$ 289.61	$ 57.92
These are leases and rentals of such items as land, buildings, office equipment and furnishings that are used for performing the general administrative functions of the transit system.	1170	Leases and Rentals - Administrative Facilities	$ 301.26	$ 60.25	$ -	$ -	$ 170.14	$ 34.03
Include the cost of utilities such as gas, electricity, water, trash collection, communication services and janitorial services performed by an outside organization.	1180	Utilities	$ 3,328.69	$ 665.74	$ 5,000.00	$ 1,000.00	$ 4,458.53	$ 891.71
Include other administrative charges necessary for the continuing operation of the transit system such as mileage reimbursement for transit support vehicles, physical examinations, and membership fees for transit associations and subscriptions to transit publications.	1190	Other Direct Administrative Charges	$ 1,670.51	$ 334.10	$ 2,600.00	$ 520.00	$ 2,284.32	$ 456.86
	Administrative Charges	Total 1100 (1110 - 1190)						
Include cost of gasoline, diesel fuel or alternative fuel used by revenue and service vehicles. Effective January 1, 1991, transit systems receiving financial assistance from Mn/DOT are exempt from paying state fuel tax as stated in Minnesota Statute 296.02, Subd. 1a. *Fuel tax will be shown as a contra-expense in Line Item 1594 Fuel Tax Refunds.*	1210	Fuel	$ 28,643.50	$ 5,728.70	$ 34,150.00	$ 6,830.00	$ 33,788.68	$ 6,757.74
Include the cost of parts, materials, lubricants and supplies used in preventive maintenance of transit service vehicles.	1220	Preventive Maintenance (PM) Labor, Parts and Material Expenses (Vehicles)	$ 10,965.67	$ 2,193.13	$ 12,500.00	$ 2,500.00	$ 12,639.53	$ 2,527.91
The cost for vehicle repair service.	1230	Corrective Maintenance (CM) Labor, Parts and Materials Expense (Vehicles)	$ 11,207.33	$ 2,241.47	$ 12,500.00	$ 2,500.00	$ 12,776.01	$ 2,555.20
Includes all costs of tires and tubes used on revenue and service equipment, including the cost of recapping and the rental costs for tires and tubes.	1240	Tires	$ 3,992.78	$ 798.56	$ 4,000.00	$ 800.00	$ 4,317.86	$ 863.57
Includes the cost of first aid equipment, fire extinguishers, and other emergency equipment required for vehicles, and the cost of non-capitalized vehicle improvements, which do not remake a vehicle or appreciably extend its useful life. Logos applied to a new vehicle after delivery should be charged to this line item.	1250	Other Vehicle Charges	$ -	$ -	$ -	$ -	$ -	$ -
	Vehicle Charges	Total 1200 (1210 - 1250)						
The cost of having a contractor operate the project service with the cost established through competitive procurement procedures, a negotiated contract with the prime contractor in bid situations when only one bid is received or through a negotiated subcontract in a no bid situation.	1310	Purchase of Service	$ -	$ -	$ -	$ -	$ -	$ -
This includes volunteer driver mileage reimbursement for public transit services, mileage reimbursement for transit personnel using private vehicles for emergency replacement of passenger transport in the event of mechanical breakdown of transit vehicles.	1330	Mileage Reimbursement for Public Transit Service	$ -	$ -	$ -	$ -	$ -	$ -
Includes all material costs associated with the upkeep and repair of buildings, grounds, and non-revenue equipment owned or leased by the transit company, and miscellaneous expenses such as small tool replacement, supplies used for cleaning and for general shop and garage purposes.	1340	Repair and Maintenance of Other Property	$ 982.55	$ 196.51	$ 2,250.00	$ 450.00	$ 1,715.28	$ 343.06
Includes leases and rental of garages, depots, passenger vehicles, service vehicles, passenger stations, communication equipment, computers, etc. used in the operation of the transit system with allowability based on reasonableness of rates and evidence that the lease will not give rise to material equity in the property.	1350	Leases and Rentals of Facilities or Equipment	$ -	$ -	$ -	$ -	$ -	$ -
The cost of such things as the purchase, rental, or cleaning of uniforms, tools and equipment, sanding and snowplow operations, passenger amenities and station agents	1360	Other Operations Charges	$ 519.33	$ 103.87	$ 3,000.00	$ 600.00	$ 1,840.46	$ 368.09
	Operation Charges	Total 1300 (1310 - 1360)						
Includes premiums paid to insure the transit system against loss through damage to its own property and to indemnify the transit system and all financial and operational participants against loss from liability for its acts which cause damage to the person or property of others.	1410	Public Liability and Property Damage on Vehicles	$ 12,492.00	$ 2,498.40	$ 13,475.00	$ 2,695.00	$ 14,004.37	$ 2,800.87
Include charges other than on vehicles, including excess liability insurance, baggage and package express insurance and fire and theft insurance.	1420	Public Liability and Property Damage - Other than on Vehicles	$ 2,233.50	$ 446.70	$ 2,275.00	$ 455.00	$ 2,434.67	$ 486.93
	Operation Charges	Total 1400 (1410 - 1420)						
Vehicle registration and permit fees on all transit system and service vehicles.	1510	Vehicle Registration and Permit Fees	$ -	$ -	$ 150.00	$ 30.00	$ 77.36	$ 15.47
Discuss this with your District Project Manager	1520	Federal Fuel and Lubricant Taxes and Excise Taxes on Tires	$ -	$ -	$ -	$ -	$ -	$ -
Include the transit share of any applicable real estate and property taxes and sales taxes.	1540	Other Taxes and Fees	$ -	$ -	$ -	$ -	$ -	$ -
	Taxes and Fees	Total 1500 (1510 - 1540)						
Refunds for fuel tax refunds are to be accounted in this line item as a NEGATIVE number.	1594	Fuel Tax Refunds	$ -		$ -			
Any settlements received as the result of damage or loss to transit assets will be accounted for as a NEGATIVE expense in this line item.	1596	Insurance Reimbursement	$ -		$ -			
	TOTAL OPERATING BUDGET		$416,033.79	$ 83,206.76	$ 455,600.00	$ 91,120.00	$ 469,923.36	$ 93,984.67
Total Operating Expenses: This total is obtained by adding the totals from Personnel Services (Line 1000), Administrative Charges (Line 1100), Vehicles Charges (Line 1200), Operations Charges (Line 1300), Insurance Charges (Line 1400) and Taxes and Fees (Line 1500).								

Cost Factor **	Inflation Factor (3% per year)	2020 total projected	2020 (projected local match)	2021 total projected	2021 (projected local match)	2022	2022 (local match)	2023	2023 (local match)	2024	2024 (local match)	2025	2025 (local match)
Fixed		$ 15,330.89	$ 3,066.18	$ 16,189.85	$ 3,237.97	$ 18,277.09	$ 3,655.42	$ 18,825.41	$ 3,765.08	$ 19,390.17	$ 3,878.03	$ 19,971.87	$ 3,994.37
$ / Hour		$ 232,745.30	$ 46,549.06	$ 245,785.45	$ 49,157.09	$ 277,472.88	$ 55,494.58	$ 285,797.07	$ 57,159.41	$ 294,370.98	$ 58,874.20	$ 303,202.11	$ 60,640.42
$ / Mile		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ 45,992.69	$ 9,198.54	$ 48,569.55	$ 9,713.91	$ 54,831.28	$ 10,966.26	$ 56,476.22	$ 11,295.24	$ 58,170.51	$ 11,634.10	$ 59,915.63	$ 11,983.13
variable		$ 92,749.92	$ 18,549.98	$ 97,946.47	$ 19,589.29	$ 110,574.04	$ 22,114.81	$ 113,891.26	$ 22,778.25	$ 117,308.00	$ 23,461.60	$ 120,827.24	$ 24,165.45
Variable		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variable		$ 649.36	$ 129.87	$ 685.74	$ 137.15	$ 774.15	$ 154.83	$ 797.37	$ 159.47	$ 821.29	$ 164.26	$ 845.93	$ 169.19
Variable		$ 1,289.14	$ 257.83	$ 1,361.37	$ 272.27	$ 1,536.88	$ 307.38	$ 1,582.99	$ 316.60	$ 1,630.48	$ 326.10	$ 1,679.40	$ 335.88
Variable		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variable		$ 1,743.05	$ 348.61	$ 1,840.71	$ 368.14	$ 2,078.02	$ 415.60	$ 2,140.36	$ 428.07	$ 2,204.57	$ 440.91	$ 2,270.71	$ 454.14
Variable		$ 298.29	$ 59.66	$ 315.01	$ 63.00	$ 355.62	$ 71.12	$ 366.29	$ 73.26	$ 377.27	$ 75.45	$ 388.59	$ 77.72
Variable		$ 175.25	$ 35.05	$ 185.06	$ 37.01	$ 208.92	$ 41.78	$ 215.19	$ 43.04	$ 221.65	$ 44.33	$ 228.30	$ 45.66
Variable		$ 4,592.28	$ 918.46	$ 4,849.58	$ 969.92	$ 5,474.80	$ 1,094.96	$ 5,639.04	$ 1,127.81	$ 5,808.21	$ 1,161.64	$ 5,982.46	$ 1,196.49
Variable		$ 2,352.85	$ 470.57	$ 2,484.67	$ 496.93	$ 2,805.00	$ 561.00	$ 2,889.15	$ 577.83	$ 2,975.83	$ 595.17	$ 3,065.10	$ 613.02
Variable													
$/mile		$ 34,802.34	$ 6,960.47	$ 36,752.23	$ 7,350.45	$ 41,490.45	$ 8,298.09	$ 42,735.16	$ 8,547.03	$ 44,017.22	$ 8,803.44	$ 45,337.73	$ 9,067.55
$ / Mile		$ 13,018.71	$ 2,603.74	$ 13,748.12	$ 2,749.62	$ 15,520.57	$ 3,104.11	$ 15,986.19	$ 3,197.24	$ 16,465.77	$ 3,293.15	$ 16,959.75	$ 3,391.95
$ / Mile		$ 13,159.29	$ 2,631.86	$ 13,896.57	$ 2,779.31	$ 15,688.16	$ 3,137.63	$ 16,158.81	$ 3,231.76	$ 16,643.57	$ 3,328.71	$ 17,142.88	$ 3,428.58
$ / Mile		$ 4,447.40	$ 889.48	$ 4,696.58	$ 939.32	$ 5,302.07	$ 1,060.41	$ 5,461.13	$ 1,092.23	$ 5,624.97	$ 1,124.99	$ 5,793.72	$ 1,158.74
$ / Mile		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ / Hour		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Variable		$ 1,766.74	$ 353.35	$ 1,865.72	$ 373.14	$ 2,106.26	$ 421.25	$ 2,169.45	$ 433.89	$ 2,234.53	$ 446.91	$ 2,301.57	$ 460.31
Variable		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
$ / Hour		$ 1,895.67	$ 379.13	$ 2,001.88	$ 400.38	$ 2,259.97	$ 451.99	$ 2,327.77	$ 465.55	$ 2,397.60	$ 479.52	$ 2,469.53	$ 493.91
Fixed		$ 14,424.50	$ 2,884.90	$ 15,232.67	$ 3,046.53	$ 17,196.52	$ 3,439.30	$ 17,712.41	$ 3,542.48	$ 18,243.78	$ 3,648.76	$ 18,791.10	$ 3,758.22
Fixed		$ 2,507.71	$ 501.54	$ 2,648.21	$ 529.64	$ 2,989.62	$ 597.92	$ 3,079.31	$ 615.86	$ 3,171.69	$ 634.34	$ 3,266.84	$ 653.37
Fixed		$ 79.68	$ 15.94	$ 84.14	$ 16.83	$ 94.99	$ 19.00	$ 97.84	$ 19.57	$ 100.78	$ 20.16	$ 103.80	$ 20.76
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Fixed													
Fixed													
		$ 484,021.06	$ 96,804.21	$ 511,139.58	$ 102,227.92	$ 577,037.30	$ 115,407.46	$ 594,348.42	$ 118,869.68	$ 612,178.87	$ 122,435.77	$ 630,544.24	$ 126,108.85

Type	Veh ID	Counties	From	To	2019 Cities	2019 Service Type	2019 Annual Passener trips	2019 Annual Miles	2019 Annual Revenue Hours	2019 Annual Operating Cost	2019 Annual Passenger Revenue	2019 Passenger per hour	2019 Cost per passenger	2019 Cost per mile	2019 Revenue per passenger	2019 Cost per hour
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	62500	99500	11318	469923.4	90000	6	$7.52	$4.72	$1.44	$41.52

Type	Veh ID	Counties	From	To	2019 Cities	2019 Service Type	2019 Cost per hour	2019 Annual Operating Cost	2019 Passenger per hour	2019 Annual Passener trips	2019 Annual Miles	2019 Annual Revenue Hours	2019 Daily Revenue Hours	Detailed Route hour changes (# hours added per day)	2020 Daily Revenue Hours	# Total Annual Expansion Revenue Hours	Projected Annual Cost for expansion hours ONLY	2020 Total hours (2019 + expansion)	2020 Projected total annual costs	Est. Passenger trips new service	2020 Total Revenue
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	$41.5	$6.0	62,500.0	99,500.0	11,318.0	43.4	0.0	43.4	0.0	0.0	$11,318.0	469,923.4	$469,923.36	67,908.0	$ 97,787.52

Type	Veh ID	Counties	From	To	2019 Cities	2019 Service Type	2019 Cost per hour	2019 Annual Operating Cost	2019 Passenger per hour	2019 Annual Passener trips	2019 Annual Miles	2019 Annual Revenue Hours	2019 Daily Revenue Hours	2020 Daily Revenue Hours	2021 Route hour changes (# hours added per day)	2021 Daily Revenue Hours	# Total Annual Expansion Revenue Hours	Projected Annual Cost for expansion hours ONLY	2021 Total hours (2020 + expansion)	2021 Projected total annual costs	Est. Passenger trips new service	2021 Total Revenue
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	$ 469,923.4	6.0	62,500.0	99,500.0	11,318.0	43.4	43.4	0.0	43.4	0.0	$ -	11,318.0	$ 469,923.4	67,908.0	$ 97,787.52
Weekly	Morris Weekend	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	-	6.0	-	-	-	-	-	5.5	5.5	286.0	$ 11,874.72	286.0	$ 11,874.7	1,716.0	$ 2,471.04

Type	Veh ID	Counties	From	To	2019 Cities	2019 Service Type	2019 Cost per hour	2019 Annual Operating Cost	2019 Passenger per hour	2019 Annual Passener trips	2019 Annual Miles	2019 Annual Revenue Hours	2019 Daily Revenue Hours	2020 Daily Revenue Hours	2021 Daily Revenue Hours	2022 Route hour changes (# hours added per day)	2022 Daily Revenue Hours	# Total Annual Expansion Revenue Hours	Projected Annual Cost for expansion hours ONLY	2022 Total hours (2021 + expansion)	2022 Projected total annual costs	Est. Passenger trips new service	2022 Total Revenue
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	$42	$469,923	6.0	62,500.0	99,500.0	11,318.0	43.4	43.4	43.4	0.0	43.4	0	$0.0	11,318.0	$469,923.4	67,908.0	$ 97,787.52
Weekly	Morris Weekend	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	-	6.0	-	-	-	-	-	5.5	0.0	5.5	0	$0.0	286.0	$11,874.7	1,716.0	$ 2,471.04
Weekly	Morris Fixed Route	Stevens	Morris	Morris	Morris	Deviated Fixed Route	$ 41.5	-	6.0	-	-	-	-	-	0.0	4.3	4.3	1114.47	$46,272.8	1,114.5	$46,272.8	6,686.8	$ 9,629.02

Type	Veh ID	Counties	From	To	2019 Cities	2019 Service Type	2019 Cost per hour	2019 Annual Operating Cost	2019 Passenger per hour	2019 Annual Passener trips	2019 Annual Miles	2019 Annual Revenue Hours	**2019 Daily Revenue Hours**	**2020 Daily Revenue Hours**	**2021 Daily Revenue Hours**	**2022 Daily Revenue Hours**	2023 Route hour changes (# hours added per day)	**2023 Daily Revenue Hours**	**# Total Annual Expansion Revenue Hours**	**Projected Annual Cost for expansion hours ONLY**	**2023 Total hours (2022 + expansion)**	**2023 Projected total annual costs**	Est. Passenger trips new service	2023 Total Revenue
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	$ 469,923.4	6.0	62,500.0	99,500.0	11,318.0	43.4	43.4	43.4	43.4	0.0	43.4	0.0	$ -	11,318.0	$ 469,923.4	67,908.0	$ 97,787.52
Weekly	Morris Weekend	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	-	6.0	-	-	-	-	-	5.5	5.5	0.0	5.5	0.0	$ -	286.0	$ 11,874.7	1,716.0	$ 2,471.04
Weekly	Morris Fixed Route	Stevens	Morris	Morris	Morris	Deviated Fixed Route	$ 41.5	-	6.0	-	-	-	-	-	0.0	4.3	0.0	4.3	0.0	$ -	1,114.5	$ 46,272.8	6,686.8	$ 9,629.02

Type	Veh ID	Counties	From	To	2019 Cities	2019 Service Type	2019 Cost per hour	2019 Annual Operating Cost	2019 Passenger per hour	2019 Annual Passener trips	2019 Annual Miles	2019 Annual Revenue Hours	**2019 Daily Revenue Hours**	**2020 Daily Revenue Hours**	**2021 Daily Revenue Hours**	**2022 Daily Revenue Hours**	**2023 Daily Revenue Hours**	2024 Route hour changes (# hours added per day)	**2024 Daily Revenue Hours**	**# Total Annual Expansion Revenue Hours**	**Projected Annual Cost for expansion hours ONLY**	**2024 Total hours (2023 + expansion)**	**2024 Projected total annual costs**	Est. Passenger trips new service	2024 Total Revenue
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	$ 469,923.4	6.0	62,500.0	99,500.0	11,318.0	43.4	43.4	43.4	43.4	43.4	0.0	43.4	0.0	$ -	11,318.0	$ 469,923.4	67,908.0	$ 97,787.52
Weekly	Morris Weekend	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	-	6.0	-	-	-	-	-	5.5	5.5	5.5	0.0	5.5	0.0	$ -	286.0	$ 11,874.7	1,716.0	$ 2,471.04
Weekly	Morris Fixed Route	Stevens	Morris	Morris	Morris	Deviated Fixed Route	$ 41.5	-	6.0	-	-	-	-	-	0.0	4.3	4.3	0.0	4.3	0.0	$ -	1,114.5	$ 46,272.8	6,686.8	$ 9,629.02

Type	**Veh ID**	**Counties**	**From**	**To**	**2019 Cities**	**2019 Service Type**	**2019 Cost per hour**	**2019 Annual Operating Cost**	**2019 Passenger per hour**	**2019 Annual Passener trips**	**2019 Annual Miles**	**2019 Annual Revenue Hours**	**2019 Daily Revenue Hours**	**2020 Daily Revenue Hours**	**2021 Daily Revenue Hours**	**2022 Daily Revenue Hours**	**2023 Daily Revenue Hours**	**2024 Daily Revenue Hours**	**2025 Route hour changes (# hours added per day)**	**2025 Daily Revenue Hours**	**# Total Annual Expansion Revenue Hours**	**Projected Annual Cost for expansion hours ONLY**	**2025 Total hours (2024 + expansion)**	**2025 Projected total annual costs**	Est. Passenger trips new service	2025 Total Revenue
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	$42	**$469,923**	6.0	62,500.0	99,500.0	11,318.0	43.4	43.4	43.4	43.4	43.4	43.4	0.0	43.4	0.0	$0.0	11,318.00	$469,923	67,908.00	$ 97,787.52
Weekly	Morris Weekend	Stevens	Morris	Morris	Morris	Demand Response	$ 41.5	-	6.0	-	-	-	-	-	5.5	5.5	5.5	5.5	0.0	5.5	0.0	$0.0	286.00	$11,875	1,716.00	$ 2,471.04
Weekly	Morris Fixed Route	Stevens	Morris	Morris	Morris	Deviated Fixed Route	$ 41.5	-	6.0	-	-	-	-	-	0.0	4.3	4.3	4.3	0.0	4.3	0.0	$0.0	1,114.47	$46,273	6,686.82	$ 9,629.02

Type	**Veh ID**	**Counties**	**From**	**To**	**2019 Cities**	**2019 Service Type**	**2019 Total hours**	**2020 Total hours**	**2021 Total hours**	**2022 Total hours**	**2023 Total hours**	**2024 Total hours**	**2025 Total hours**	**2019 Proj. Annual Trips**	**2020 Proj. Annual Trips**	**2021 Proj. Annual Trips**	**2022 Proj. Annual Trips**	**2023 Proj. Annual Trips**	**2024 Proj. Annual Trips**	**2025 Proj. Annual Trips**	**2019 Proj. total Cost**	**2020 Proj. total Cost**	**2021 Proj. total Cost**	**2022 Proj. total Cost**	**2023 Proj. total Cost**	**2024 Proj. total Cost**	**2025 Proj. total Cost**	**2019 Proj. total Revenue**	**2020 Proj. total Revenue**	**2021 Proj. total Revenue**	**2022 Proj. total Revenue**	**2023 Proj. total Revenue**	**2024 Proj. total Revenue**	**2025 Proj. total Revenue**
Weekly	morris	Stevens	Morris	Morris	Morris	Demand Response	11,318	11,318	11,318	11,318	11,318	11,318	11,318	62,500	67,908	67,908	67,908	67,908	67,908	67,908	**$ 469,923.36**	$ 469,923.36	$ 469,923.36	$ 469,923.36	$ 469,923.36	$ 469,923.36	$ 469,923.36	$ 469,923.36	$90,000	$ 97,787.52	$ 97,787.52	$ 97,787.52	$ 97,787.52	$ 97,787.52	$ 97,787.52
Weekly	Morris Weekend	Stevens	Morris	Morris	Morris	Demand Response	-	-	286	286	286	286	286	-	-	1,716	1,716	1,716	1,716	1,716		-	$ 11,874.72	$ 11,874.72	$ 11,874.72	$ 11,874.72	$ 11,874.72	$0	$0	$ 2,471.04	$ 2,471.04	$ 2,471.04	$ 2,471.04	$ 2,471.04
Weekly	Morris Fixed Route	Stevens	Morris	Morris	Morris	Deviated Fixed Route	-	-	-	1,114	1,114	1,114	1,114	-	-	-	6,687	6,687	6,687	6,687		-	$ -	$ 46,272.79	$ 46,272.79	$ 46,272.79	$ 46,272.79	$0	$0	$ -	$ 9,629.02	$ 9,629.02	$ 9,629.02	$ 9,629.02

2020 Total Cost	**2020 Local Share (20%)**	**2021 Total Cost**	**2021 Local Share (20%)**	**2022 Total Cost**	**2022 Local Share (20%)**	**2023 Total Cost**	**2023 Local Share (20%)**	**2024 Total Cost**	**2024 Local Share (20%)**	**2025 Total Cost**	**2025 Local Share (20%)**
$ 484,021.06	$ 96,804.21	$ 511,139.58	$ 102,227.92	$ 577,037.30	$ 115,407.46	$ 594,348.42	$ 118,869.68	$ 612,178.87	$ 122,435.77	$ 630,544.24	$ 126,108.85

2019 Total	2019 Local Share (20%)	**2020 Total Cost**	**2020 Local Share (20%)**	**2021 Total Cost**	**2021 Local Share (20%)**	**2022 Total Cost**	**2022 Local Share (20%)**	**2023 Total Cost**	**2023 Local Share (20%)**	**2024 Total Cost**	**2024 Local Share (20%)**	**2025 Total Cost**	**2025 Local Share (20%)**
$ 469,923.36	$ 93,984.67	$ 484,021.06	$ 96,804.21	$ 498,541.69	$ 99,708.34	$ 513,497.94	$ 102,699.59	$ 528,902.88	$ 105,780.58	$ 544,769.97	$ 108,953.99	$ 561,113.07	$ 112,222.61

Five Year Capital Plan

Provider																			
Line Number	Line Item Name	2017 Actual	2017 Match	2018 Actual	2018 Match	2019 Budget	Inflation Factor (3% / year)	2020	2020 (Match)	2021	2021 (Match)	2022	2022 (Match)	2023	2023 (Match)	2024	2024 (Match)	2025	2025 (Match)
1711	Vehicle Cost					$ 85,000.00			$ -	#########	$ 18,000.00		$ -	$ 96,000.00	$ 19,200.00	$ 486,000.00	$ 97,200.00	$ 102,000.00	$ 20,400.00
1712	Farebox(es)								$ -		$ -		$ -		$ -		$ -		$ -
1713	AVL/MDT								$ -		$ -		$ -		$ -		$ -		$ -
1714	Camera(s)								$ -		$ -		$ -		$ -		$ -		$ -
1715	Logos								$ -		$ -		$ -		$ -		$ -		$ -
1716	Radio (Communication Equipment)								$ -		$ -		$ -		$ -		$ -		$ -
1717	Other Bus Related Equipment								$ -		$ -		$ -		$ -	$ 60,000.00	$ 12,000.00		$ -
1720	Lift, Ramp Expenses, etc.								$ -		$ -		$ -		$ -		$ -		$ -
1730	Radio Equipment Expenses								$ -		$ -		$ -		$ -		$ -		$ -
1740	Fare Box Expenses								$ -		$ -		$ -		$ -		$ -		$ -
Capital	Total 1700 (1711 - 1740)								$ -		$ -		$ -		$ -		$ -		$ -
1750	Other Capital Expenses								$ -		$ -		$ -		$ -		$ -	$ 142,967.00	$ 28,593.40
1760	Facility Purchase and/or Construction Cost								$ -		$ -		$ -		$ -		$ -		$ -
	Total Capital Budget	$ -	$ -	$ -	$ -	$ 85,000.00	$ -	$ -	$ -	#########	$ 18,000.00	$ -	$ -	$ 96,000.00	$ 19,200.00	$ 546,000.00	$ 109,200.00	$ 244,967.00	$ 48,993.40

Five Year Capital Plan

Provider																			
Line Number	Line Item Name	2017 Actual	2017 Match	2018 Actual	2018 Match	2019 Budget	Inflation Factor (3% / year)	2020	2020 (Match)	2021	2021 (Match)	2022	2022 (Match)	2023	2023 (Match)	2024	2024 (Match)	2025	2025 (Match)
1711	Vehicle Cost					$ 85,000.00			$ -	#########	$ 18,000.00		$ -	$ 96,000.00	$ 19,200.00	$ 486,000.00	$ 97,200.00	$ 102,000.00	$ 20,400.00
1712	Farebox(es)								$ -		$ -		$ -		$ -		$ -		$ -
1713	AVL/MDT								$ -		$ -		$ -		$ -		$ -		$ -
1714	Camera(s)								$ -		$ -		$ -		$ -		$ -		$ -
1715	Logos								$ -		$ -		$ -		$ -		$ -		$ -
1716	Radio (Communication Equipment)								$ -		$ -		$ -		$ -		$ -		$ -
1717	Other Bus Related Equipment								$ -		$ -		$ -		$ -	$ 60,000.00	$ 12,000.00		$ -
1720	Lift, Ramp Expenses, etc.								$ -		$ -		$ -		$ -		$ -		$ -
1730	Radio Equipment Expenses								$ -		$ -		$ -		$ -		$ -		$ -
1740	Fare Box Expenses								$ -		$ -		$ -		$ -		$ -		$ -
Capital	Total 1700 (1711 - 1740)								$ -		$ -		$ -		$ -		$ -		$ -
1750	Other Capital Expenses							$ 55,700.00	$ 11,140.00		$ -		$ -		$ -		$ -	$ 142,967.00	$ 28,593.40
1760	Facility Purchase and/or Construction Cost								$ -		$ -		$ -		$ -		$ -	$ 450,000.00	$ 90,000.00
	Total Capital Budget	$ -	$ -	$ -	$ -	$ 85,000.00	$ -	$ 55,700.00	$ 11,140.00	#########	$ 18,000.00	$ -	$ -	$ 96,000.00	$ 19,200.00	$ 546,000.00	##########	$ 694,967.00	$ 138,993.40