

## RTCC Project Memorandum #6 Funding Scenarios

**To:** Brian Gibson, St. Cloud APO Executive Director

**From:** Tom Cruikshank, Project Manager

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**Re:** WSB Project No. 012670-000

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### 1. Introduction

The St. Cloud Area Planning Organization (APO) and WSB are working to develop an Operational Implementation Plan (OIP) for a Regional Transportation Coordinating Council (RTCC). This memo outlines framework of the organizational structure, the budget for the RTCC staff and personnel for the first two years of operation and summarizes the funding scenarios.

### 2. Organizational Structure

The organizational structure will be shaped by the standards of operation. The standards of operation will be incorporated into the OIP. The RTCC Project Management Team (PMT) will work to create and finalize the standards of operation. Once the RTCC begins operation, members of the RTCC PMT will be encouraged to participate in a Mobility Advisory Committee (MAC) for the RTCC.

The RTCC may create other advisory committees as the organization sees fit. Advisory committees will have appointed officers. Officers may include, but are not limited to, chairman, vice chairman, secretary, and treasurer. Officers will serve two-year terms but may be reappointed. The hosting organization may have the final say of needed advisory committees as well as number of members for each committee.

During the first year of operation, RTCC advisory committees will meet monthly to track the implementation and progress of the RTCC. Following the first year, the advisory committees may elect to reduce the committee's meeting frequency to bi-monthly or quarterly.

Daily operations of the RTCC will be facilitated by the organization that elects to host the RTCC. By agreeing to host the RTCC, the organization will have to facilitate meetings between the RTCC and the organization's executive council and boards when necessary. The hosting organization will have the final say for RTCC decision approvals for fiscal, grant, staffing and OIP. The hosting organization may require the RTCC to report and present to the organization's committees and boards as needed.

### 3. First Two Years of Operation

The budget estimates provided below are for the first two years of operation (see **Table 1**). The first year of operation will also include additional start-up fees based on the costs of creating the one-call/one-click website portal. Developing a user-friendly website will require collaboration with the Mobility Manager, the RTCC, and administrative and information technology staff as well as

funds to purchase software and develop the site. The 2020 Budget shown in table 1 is the expected annual budget going forward.

A large portion of the funding will be provided by the Minnesota Department of Transportation (MnDOT). As the primary sponsor, MnDOT is projected to supply 80 percent of the funding. The remaining funding may be provided by the RTCC members and grants. The funding scenario section will describe the possible distribution of the remaining funds.

*Table 1: Annual Budget 2019 & 2020*

<b>Category</b>	<b>2019 Budget</b>	<b>2020 Budget</b>
Mobility Manager (wages and benefits)	\$60,000 - \$80,000	\$60,000 - \$80,000
Office Supplies & Admin	\$20,000	\$20,000
Marketing	\$70,000	\$50,000
Website & IT Support	\$80,000	\$20,000
<b>Total (Estimated)</b>	<b>\$230,000 - \$250,000</b>	<b>\$150,000 - \$170,000</b>

#### **4. Funding Scenarios**

The funding scenarios for the first two years of operation budget will be influenced by the type of membership the RTCC employs. The following sections outline funding scenarios based on population, standard membership dues, or partner with a supporting organization that actively seeks community funding.

*a. Assessed fees based on population*

In this scenario, members of the RTCC are required to pay dues based on the size of the member's organization jurisdiction. Dues are divided and proportionate to each organization's jurisdiction population that falls within the RTCC service area boundary.

*b. Membership dues*

The RTCC may also issue standard membership dues. These dues would be a flat rate that all members must contribute to participate in the RTCC. The RTCC further needs to determine whether all members will have an equal voice in the organization. Members may sign up as either voting or non-voting members. From this, membership dues may be a standard fee for all members or may vary based on voting or non-voting status. Voting members would be required to pay a higher rate than non-voting members.

*c. Active Supporting Organization*

The RTCC may be hosted by an active supporting organization. The supporting organization may be a local, community support agency. This group would actively seek grants and apply for various levels of funding. This organization would serve as a sponsor to the RTCC. The RTCC would need to identify potential supporting agencies.

## **5. Next Steps**

The APO and RTCC PMT will continue to work together to refine the service area boundaries as well as work with public agencies to join the RTCC. The APO and WSB will use all the technical memos and previous RTCC PMT discussions to create a draft and final OIP. The OIP will be distributed for review by the APO and the RTCC PMT in February, 2019.