MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS
Board of Supervisors Chambers, Room 330
3501 Civic Center Drive, San Rafael, CA 94903

AGENDA

Monday, June 4, 2018

10:00 a.m. <u>Convene as the Marin County Transit District Board of Directors</u>

1. Open Time for Public Expression (limited to three minutes speaker on items not on the Transit District's agenda)

2. Board of Directors' Matters

3. General Manager's Report
   a. General Manager's Oral Report

4. Consent Calendar
   a. Minutes for May 7, 2018
   b. Marin County Transit District Third Quarter Financial Report FY 17/18
   c. Marin County Transit District Third Quarter Performance Report FY 17/18
   d. Purchase Agreement with Creative Bus Sales, Inc. for One Shuttle Vehicle for an amount not to exceed $101,000
   e. Purchase and Maintenance Agreements with Sycromatics, Inc. for Upgraded Bus Tracking Hardware

   Recommended Action: Approve.

5. Marin County Transit District Final Operating and Capital Budget for FY 2018/19
   Recommended Action: Approve

(continued)

6. Tech Tips for Transportation Classes Sponsored by Marin Access Innovation Incubator

   Recommended Action: Information only.

7. Title VI Equity Analysis for Siting Transit Vehicle Maintenance and Parking Facilities

   Recommended Action: Accept report.

8. First Amendment to the MV Transportation Contract for Operations and Maintenance of Fixed Route Package 2 Services

   Recommended Action: Authorize the General Manager to develop and execute an amendment to the MV Transportation Contract for Operations and Maintenance of Fixed Route Package 2 Services beginning on July 1, 2018.

9. First Amendment to Agreement with Whistlestop for Travel Navigators

   Recommended Action: Authorize the Board President to execute an amendment to the agreement between Marin County Transit District and Whistlestop Transportation Contract for Marin Access Travel Navigators services at a cost not to exceed $297,907 in FY 2018/19.

Adjourn

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Late agenda material can be inspected in the office of Marin Transit, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The office is located at 711 Grand Avenue, Suite 110, San Rafael, CA 94901.

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Material de agenda de última hora puede ser inspeccionado en la oficina de Marin Transit, entre las horas de 8:00 am y 5:00 pm. La oficina está ubicada en 711 Grand Avenue, Suite 110, San Rafael, CA 94901.

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, May 7, 2018 at 10:00 A.M.

Roll Call

Present: **President Moulton-Peters, Second Vice President Rodoni, Director Arnold, Director Colin, Director Rice, Director Sears**

Absent: **Vice President Connolly**

Director Lucan was in attendance as a non-voting member

President Moulton-Peters opened the meeting at 10:03 am.

1. Convene in Closed Session CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION - SIGNIFICANT EXPOSURE TO LITIGATION There is significant exposure to litigation against the Agency pursuant to Government Code section 54956.9(d)(2) Number of Cases: 1 Report from Closed Session

   The Board of Directors convened for a closed session.

   {The Board of Directors reconvened open session at 10:30 am.}

   President Stephanie Moulton-Peters remarked that direction was given to staff.

2. Open Time for Public Expression (limited to three minutes per speaker on items not on the Transit District's agenda)

   No one came forward to speak.

3. Board of Directors' Matters

   President Moulton-Peters remarked that she and Director Connolly attended the Super Bicycle Festival May 5th and 6th where the idea of marketing bike parking availability on ferries and buses was suggested. She stated that it is a good opportunity to promote alternative forms of transit to access regional services.

   {Director Arnold present at 10:30 am}

4. General Manager's Report

   a. General Manager's Report

Marin Transit General Manager Nancy Whelan introduced the new mobile information kiosk. Ms. Whelan remarked that one of the reasons for the mobile information kiosk is that ownership and leasing issues at the Pohono Parking Lot made building a more permanent structure complicated. Staff determined that a mobile kiosk will be a much more flexible.

Ms. Whelan reported that the Federal Transit Administration (FTA) conducted Marin Transit's first Triennial review of all if its federal program responsibilities, and determined that they had no findings. The FTA commented that this was the first time that they had no findings for a transit agency undergoing their first review.

Ms. Whelan reported that last month the Transportation Authority of Marin (TAM) issued a call for projects for Cycle 5 of the Lifeline Grant Program. Ms. Whelan noted that the purpose of this program is to improve the range of transportation choices by adding a variety of new or expanded services. These include fixed route service, first and last mile shuttle taxi service, and other eligible projects. The program requires that selected projects address gaps or barriers in Community-Based Transportation Plans.

Four Marin Transit applications are currently pending before TAM:

1. Shuttle Route 245 to connect welfare recipients and other low-income individuals to jobs and employment-related services.
2. Transportation for parents to San Pedro Elementary School in San Rafael during the day where there is no regular bus service.
3. Initiate Yellow Bus or add supplemental bus service to San Jose and Sinaloa middle schools in Novato.
4. Fund bus stop improvements and provide real-time transit information signs in the Canal and at high usage stops in Novato.

The District submitted applications on April 18, and $536,000 is available for Cycle 5. TAM is scheduled to make decisions on grants this month.

Ms. Whelan introduced the latest staff addition at Marin Transit, Jennifer Saechao. Jennifer worked for Amtrak holding several positions over the past seven years, and most recently monitored all the Amtrak bus and train activity in California, Oregon, and Washington. She took over the Operations Analyst position in March and is starting work on Yellow Bus service.

b. Monthly Monitoring Report for March

General Manager Nancy Whelan reported that systemwide ridership is the same as March of last year. Ms. Whelan advised that a quarterly analyses report on the trends will be submitted next month.

5. Consent Calendar

a. Minutes for May 7, 2018

b. Revised Marin Transit Procurement Policies and Procedures

c. Revision to Marin Transit Financial Management Policies

Recommended Action: Approve

M/s: Director Sears - Director Arnold

Ayes: President Moulton-Peters, Vice President Connolly, Second Vice President Rodoni, Director Colin, Director Rice

Noes: None

Absent: None

6. Draft Marin County Transit District Operating and Capital Budget for FY 2018/19

Staff Report

Director of Finance & Capital Programs Lauren Gradia provided an overview of the budget composition and goals for FY 2018/19. Ms. Gradia identified the five cost centers that make up the operating budget as Administration, Local Fixed Route, Yellow School Bus Service, Rural, and Marin Access. These cost centers reflect the Measure A subcategories for transit.

Ms. Gradia highlighted the major themes and program areas of the budget and identified significant changes from the current year. Ms. Gradia remarked that the goal for the budget is to provide the sustainable funding for the local transit needs while maintaining the adequate reserve levels, balancing revenue and expenditures over the 10-year horizon, providing the Short-Range Transit Plan (SRTP) service levels, and allowing for innovative growth.

Ms. Gradia noted that each year the staff uses the SRTP financial model as the starting point for the annual budget. Marin Transit has a newly adopted SRTP the Board adopted in December. A staff meeting was held in each program area to review cost, revenues, and assure the correct level of budgeting for the service level. Based on the Board's feedback and any public comment, the budget will be finalized for adoption at the June Board meeting.

Ms. Gradia reported that the budget is just under $46.8 million and overall slightly lower than the current fiscal year due to the capital expenditure budget decreasing because fewer bus purchases will be made in the next year than in the current year. The operations expenditure budget increases by 8%

due to increased operation contract cost, a slight service expansion, and increasing fuel prices. On the revenue side, operations revenue also increases by 8% over the current year budget. In according with the SRTP the capital budget includes an allocation of $3 million in property tax reserve funds for a school bus parking facility. With this draft budget the district would continue to have an emergency reserve of two months operation expenses and a contingency reserve of 3 months operating expenses and $7.2 million in capital reserve.

Director Kathrin Sears questioned if Marin Transit's fleet is now exclusively electric and hybrid. Ms. Gradia answered that the rest of the fleet are diesel and gasoline vehicles. Buses such as the 30-ft XHF are not available in a hybrid or electric versions at this point. This is partly because these buses are specialized and must be narrow to fit the rural roads. The lifespan of these vehicles is 10-12 years. General Manager Nancy Whelan noted that Marin Transit will meet or exceed the CARB requirements by 2040 meaning a fully electric fleet.

Director Katie Rice noted that on slide 8 under operations expenses customer service is listed at $14,000,000. Ms. Gradia noted that the correct number is $783,263 and that this figure covers the shared customer service center costs that are shared with Golden Gate Transit and Paratransit.

Director Kate Colin asked how the public can provide commentary. Ms. Gradia answered that the easiest way would be to email info@marintransit.org or email her directly. This item will remain open for the next month for public comment.

Recommended Action: Review Draft FY 2018/19 Budget and provide comments.

7. Public Employees Retirement Service (PERS) Service Credit Replacement Plan

Staff Report

Marin Transit General Manager Nancy Whelan provided on overview of the Public Employees Retirement Service (PERS) Service Credit Replacement Plan She explained that in May 2010 Marin Transit contracted with a joint powers authority, Local Government Services (LGS), for human resource management for six professional and administrative employees. LGS paid the salary and benefits for these employees who were under the CalPERS retirement system.

The contract with LGS ended in October 2013 and all Marin Transit employees became direct employees of the District. In 2017, CalPERS issued an audit that found that the employees of LGS were common-law employees of the LGS client agency and Marin Transit. Marin Transit and the six employees were notified that the CalPERS service credits they earned while under LGS employment would be reversed. Marin Transit began looking into options for preserving the credits of the affected employees.

Ms. Whelan expressed that Marin Transit is requesting the Board's approval to explore a program to provide nearly identical retirement benefits for those impacted employees who had received credits under LGS. Marin Transit will prepare the appropriate documents for this credit replacement plan and analyze the fiscal impacts. This process requires specialized legal services, and staff recommends engaging the services of Pillsbury Winthrop Shaw Pittman LLP for that purpose. Staff also recommends that the Board authorize the Board President to enter into a contract for an amount not to exceed $50,000 for those services.

Recommended Action: 1. Authorize staff to pursue a PERS credit replacement plan and 2. Authorize Board President to execute an agreement with Pillsbury Winthrop Shaw Pittman LLP for legal services in support of the PERS credit replacement plan for an amount not to exceed $50,000.

M/s: Director Sears – President Moulton-Peters

Ayes: Director Arnold, Second Vice President Rodoni, Director Rice, Vice President Connolly, Director Colin

Noes: None

Absent:

Absent: None

Adjourn President Moulton-Peters adjourned the meeting at 11:16 am.

SINE DIE

_____
PRESIDENT

ATTEST:

_____
CLERK

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June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin County Transit District Third Quarter FY 2017/18 Financial Report

Dear Board Members:

RECOMMENDATION: Accept report and approve associated budget amendments.

SUMMARY: The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the third quarter of Fiscal Year 2017/18.

Unaudited revenues and expenditures are shown on a full accrual basis consistent with Generally Accepted Accounting Principles (GAAP) for special districts. All known revenues and expenditures for the period are reported even if they have not been received or are awaiting payment. This includes recorded estimates for property tax and other significant transactions.

Third quarter operations expenses and revenues were consistent with the Board-adopted budget.

Operating Expenses
FY 2017/18 operating expenditures through the third quarter (Attachment A, Page 1) are $21,407,918, which is 71 percent of the annual budget of $29,952,222. With these expenditures, Marin Transit successfully delivered the transit services listed in Table 1.

Operating Revenue
Marin Transit's FY 2017/18 operating revenues through the third quarter (Attachment A, Page 1) are $24,217,444 or 74 percent of the annual budget of $32,874,780.

Table 1: FY 2017/18 Year to Date (YTD) thru Third Quarter Service Operations

Service	Annual Estimated Revenue Hours	YTD thru Q3 Actual Revenue Hours	% of Annual
Regular Local and Trunk Line	115,700	82,132	71%
Community Shuttles	43,500	31,892	73%
Local Supplemental School1	7,100	4,550	64%
Muir Woods Shuttle	4,950	4,121	83%
Novato Dial-A-Ride	2,400	1,549	65%
West Marin Stagecoach Service	16,500	11,977	73%
Rural Dial A Ride	375	242	65%
Local Paratransit Service	62,455	43,616	70%
Regional Paratransit Service	10,560	6,157	58%
Yellow School Bus Service	6 buses	-	-
Service	**Annual Estimated Trips**	**YTD thru Q3 Actual Trips**	**% of Annual**
Catch A Ride	28,000	11,297	40%
Volunteer Driver	14,000	11,010	79%
Notes: 1) Includes College of Marin service			

Capital Budget
Through the third quarter, Marin Transit's expenditures in the Capital Budget (Attachment A, Page 1) were $10,670,970 or 52 percent of the $20.5 million budget. Capital revenues tie closely to expenditures as they tend to be on a reimbursement basis. The largest expenditure was $7.4 million for ten new 40ft hybrid buses that are now operating in local service. Attachment C provides a Capital Report for all major Marin Transit capital projects for the current period.

FISCAL/STAFFING IMPACT: This item includes the adoption of one administrative budget amendment, 2018-08 (Attachment B) to move $40,000 of the capital project #OF, to purchase office furniture for the District's expanded office space, to FY2017/18. This project was included in the FY2018/19 budget, with a total project cost of $45,000.

Respectfully submitted,

Lauren Gradia
Director of Finance and Capital Projects

Attachment A: FY2017/18 Third Quarter Financial Report
Attachment B: FY2017/18 Budget Amendments
Attachment C: Capital Project Report

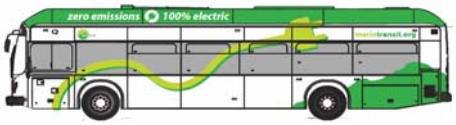
Capital Projects Report through March 2018

This capital project report provides detail through the Third Quarter of FY2017/18. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

	Total Project Budgets	Total Expended FY2018	Total Project Expenditures	
Vehicles	$10,837,552	$8,482	$7,597,360	
Bus Stop Improvements	$7,653,046	$2,161,787	$6,359,858	
Facility	$5,674,418	$13,119	$154,456	
Technology Projects	$1,396,898	$301,001	$862,978	
Ongoing Capital Expenses	$805,000	$246,060	$365,999	(annual)
	$26,366,914	$2,730,449	$15,340,651	

VEHICLES

Purchase Two Electric Vehicles **Total Project Budget $1,662,022**



Concept: PurchaseTwo Electric Vehicles

Funding:
- $1,190,640 Federal Section 5307
- $135,022 State - BAAQF
- $75,000 TAM - Measure B
- $261,360 Measure A

Description: Replace two 40 ft vehicles beyond their useful life with battery electric vehicles

Status: Board authority to purchase the vehicles was given in November 2016 and the vehicle order has been placed with BYD Motors. The vehicles are in production, but delivery has been delayed to summer 2018.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
EV	$1,662,022	$58,954	4%	Dec-18

VEHICLES

Replace Ten 40ft Vehicles with Hybrid Vehicles **Total Project Budget $7,710,000**

Concept: Purchase ten 40ft Hybrid Vehicles

Funding:
- $6,322,200 Federal Section 5307
- $1,387,800 Measure A

Description: Replace ten 40 ft vehicles that are beyond their useful life.

Status: Board authorized purchase in March 2016. Vehicles were delivered in December 2017. Equipment like Clipper, and surveillance cameras are being installed.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
LY	$7,710,000	$7,494,520	99%	Mar-18

VEHICLES

Purchase Three Paratransit Vehicles **Total Project Budget** **$267,000**

Concept: Purchase three Paratransit cutaway vehicles
Funding: $218,940 Federal Section 5307
$48,060 Measure A
Description: Replace three paratransit vehicles that are beyond their useful life.
Status: Board authorized purchase of the vehicles in August 2017. The purchase order was submitted in December 2017 for a May 2018 Delivery.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
PA	$267,000	$995	5%	Mar-18

VEHICLES

Purchase Four Accessible Vans **Total Project Budget** **$245,000**

Concept: Purchase Four Accessible vans
Funding: $84,280 Federal Section 5307
$18,500 Measure A
$142,220 Measure B
Description: Purchase two accessible vans to replace two paratransit vehicles beyond their useful life and purchase two expansion vans.
Status: Board authorized purchase of the two replacements and two expansion vehicles in February 2018. Anticipated vehicle delivery is April 2018. These vehicles will be used for the Marin Transit Connect pilot.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
PB	$245,000	$2,232	5%	Jan-18

VEHICLES

Purchase Non Revenue Van **Total Project Budget** **$40,750**

Concept: Purchase Non Revenue Van
Funding: $32,600 Federal Share of FTA Disposed Vehicles
$8,150 Measure A
Description: Purchase vehicle for Marin Transit Staff use.
Status: The board approved the purchase of a new staff vehicle on February 26, 2018. The vehicle will be used to support service monitoring, bus stop maintenance, marketing, capital projects, and transporting staff. The vehicle was delivered in March 2018.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
NR	$40,750	$40,659	99%	Jul-18

VEHICLES

Purchase One Shuttle **Total Project Budget** **$130,000**

Concept: Purchase One Shuttle

Funding: $104,000 Federal Section 5307
$26,000 Measure A

Description: Purchase one shuttle to replace a contractor-owned vehicle beyond its useful life

Status: Board authorized purchase of the vehicle in December 2017. Vehicle delivery is anticipated in June of 2018.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
SA	$130,000	$0	0%	Jul-18

VEHICLES

Purchase Two 35ft XHF Vehicles **Total Project Budget** **$925,000**

Concept: Purchase two 35ft XHF vehicles

Funding: $740,000 Federal Section 5307
$185,000 Measure A

Description: Purchase of two expansion 35-foot XHFs

Status: The Board authorized the purchase of these vehicles in December 2017. The vehicles will be used for school service and Muir Woods shuttle. Vehicle delivery is anticipated in October of 2018.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
XA	$925,000	$0	0%	Nov-18

BUS STOP IMPROVEMENTS

Bus Stop Improvements (State of Good Repair) **Total Project Budget** **$2,041,933**

Concept: Improve bus stops in Marin County

Funding: $1,600,000 Federal Section 5309
$400,000 PTMISEA
$41,933 Measure A

Description: Phase 1: Install new bus stop signage throughout Marin County. Phase 2: Minor and Major bus stop improvements at 12 locations throughout the County (see table below for locations and improvements). Phase 3: Additional bus stop improvements of up to 10 stops

Status: Phase 1 - complete. Phase 2 - complete. Phase 3 - Mark Thomas & Co is completing plans and specifications for 11 additional stop improvements. A contract for construction management was approved by the board in February 2018.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Phase 3 Anticipated Completion Date*
BI	$2,041,933	$1,485,639	73%	Jun-18

BUS STOP IMPROVEMENTS

Downtown Novato Bus Stop Improvements- Construction **Total Project Budget** **$4,790,000**

Concept: Construct Downtown Novato Bus Stop Improvement Project

Funding:
$1,980,716 PTMISEA
$989,000 ATP Grant
$389,284 Measure A
$1,120,000 Measure A Reserve
$311,000 OBAG2

Description: Redwood and Grant Transit Improvement Project is a safety and operations-improving upgrade project to a bus stop in Downtown Novato.

Status: In November 2016 construction contracts were awarded to Thompson Builders Corporation and the Conservation Corps North Bay. Construction started in January 2017 with tree removal, demolition and transition of bus services from the median to Redwood Blvd curbsides. Construction was mostly complete by September including facility shelter,display cabinets and landscaping. Bus services were move back into the median. The contractor fininshed outstanding tasks and the City of Novato will issue a final Occupancy Permit upon receipt of as-built drawings.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
NC	$4,790,000	$4,697,389	99%	Feb-18

BUS STOP IMPROVEMENTS

Muir Woods Infrastructure Improvements **Total Project Budget** **$638,000**

Concept: Improve boarding locations and purchase signage for the Muir Woods Shuttle

Funding: $638,000 Federal Transit In the Parks

Description: Project includes funding for permanent changeable message signs and improvements to bus stops related to the Muir Woods Shuttle.

Status: Real time bus information was installed on vehicles and available for operations staff and onsite liaisons. Signage and additional passenger waiting amenities were installed at the Pohono Park and Ride lot. Purchase of a Mobile Information Kiosk was approved in May 2017. Vehicle delivery is anticipated in July 2018. Marin Transit continues work with multiple partner agencies to develop a long term agreement regarding access and responsibilities for the site.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
BW	$638,000	$109,351	17%	Aug-18

BUS STOP IMPROVEMENTS

Bus Stop Conditions Update **Total Project Budget** **$100,000**

Concept: Update District Bus Stop Inventory

Funding: $100,000 Measure A

Description: Project to update the District's bus stop invetory to access bus stop improvement and access needs.

Status: Marin Transit hired a consultant to complete the inventory. The inventory took place during the summer of 2017 and is now complete.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
BS	$100,000	$67,479	100%	Dec-17

ADMIN AND OPERATIONS FACILITY

Maintenance Facility - Project Development **Total Project Budget** **$174,418**

Concept: Develop a maintenance facility

Funding: $52,169 Measure A

$122,249 FTA 5307

Description: Evaluate facility needs and develop plans to acquire a District-owned maintenance facility.

Status: Board authority to analyze facility needs was given June 2016. With consultant assistance, the District has been evaluating potential facility locations and preliminary space needs. In August 2017, the board reviewed a report on Evaluating Costs and Benefits of a Operations and Maintenance Facility. Mark Thomas & Co is preparing an Phase 1 Environmental Site Assessment, a traffic analysis, and compliace strategies for

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FC	$174,418	$154,456	89%	NA

ADMIN AND OPERATIONS FACILITY

Maintenance Facility - ROW Purchase & Capital Improvements **Total Project Budget** **$5,500,000**

Concept: Develop a maintenance facility

Funding: $1,100,000 Measure A

$4,400,000 FTA 5307

Description: Purchase land for a new facility.

Status: Marin Transit is actively searching for and evaluating available land to purchase in the county.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FC	$5,500,000	$0	5%	NA

TECHNOLOGY PROJECTS

TECHNOLOGY PROJECTS **Total Project Budget** **$1,046,989**

Concept: District technology projects

Funding:
$300,000 Federal Job Access Funds (JARC)
$514,391 Federal Section 5307
$232,598 Measure A

Projects:		Total Project Cost	Expended to Date
OA	On Board Equipment 2016	$210,000	$144,045
OB	Associated On-Board Equipment-2015	$432,989	$432,451
TB	Mobility Technology Backbone	$375,000	$215,122
ME	MERA	$29,000	$25,054

Description: Marin Transit projects related to technology for vehicle operations, fare collection, and passenger information

Status: Marin Transit has been implementing new software for paratransit scheduling and farepayment as part of a technology grant

Radio Communication Upgrades - Needs Assessment **Total Project Budget** **$348,000**

Concept: Conduct a current Radio Communications Needs Assessment

Funding:
$62,640 Measure A
$285,360 FTA 5307

Description: Evaluate current radio communications practices and determine areas for improvement with action plan.

Status: Marin Transit board approved a contract with DeltaWRX in September 2017 to complete a radio assessment at each of Marin Transit's contractors. In December 2017, DeltaWRX presented the assessment to staff. A second phase will be initiated to fulfill consultant recommendations

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
RD	$348,000	$46,306	13%	Feb-19

ONGOING CAPITAL EXPENSES

Ongoing Capital Expenses **Annual Budget** **$805,000**

Concept: Ongoing capital expenses

Funding: $805,000 Measure A

Projects:		Total Project Budgets	Annual Budget	Expended in FY2018
GG	Golden Gate Capital Costs	$20,000	$20,000	$14,396
BM	Bus Stop Maintenance	$100,000	$100,000	$27,526
VR	Major Vehicle Repairs	$300,000	$300,000	$103,228
IF	Infrastructure Support	$385,000	$385,000	$220,849

Description: Ongoing capital costs including capital costs associated with the Golden Gate operations contract, major vehicle repairs, and other small capital expenses.

Status: Capital depreciation expenses for equipment owned by Golden Gate Transit are billed monthly. Major vehicle repairs, such as transmissions, are expended as needed. Infrastructure support includes small capital projects, staff support, and work on partner agency capital projects.

Attachment B: FY2017/18 Q3
Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-01	11/20/2017	Roll forward of unspent FY2017 Capital Project budgets; and update all Prior Years and Total Budgets	Capital	Capital	EV	5230101 Vehicles	1,622,022	4,270	1,626,292
					LY	5230101 Bus Stops	7,695,047	(2,244)	7,692,803
					BI	5230101 Bus Stops	600,000	31,796”	631,351
					BS	5230101 Bus Stops	80,000	9,982	89,982
					NC	5230104 Facility and Stops	1,637,663	402,012	2,039,675
					BW	5230104 Facility and Stops	512,729	19,024	531,753
					FC	5230104 Facility and Stops	102,881	(24,221)[1]	87,195
					OA	5230102 Equipment	164,956	(4,048)	160,908
					OB	5230102 Equipment	105,861	(40,076)	65,785
					TB	5230102 Equipment	356,500	(21,247)	335,253
					RD	5230102 Equipment	75,000	(3,083)	71,917
2018-02	11/20/2017	Increase costs for construction manager due to the project timeline extension.	Capital	Capital	NC	5230104 Facility and Stops	2,039,675	90,000	2,129,675
2018-03	12/18/2017	Add projects for vehicle purchase to FY2018 budget	Capital	Capital	XA	5230101 Vehicles	0	10,000	10,000
					SA	5230101 Vehicles	0	130,000	130,000
2018-04	12/18/2017	Office Lease	Operations	Admin	NA	5121201 Office Rental	100,940	12,500	113,440
2018-05	12/18/2017	Paratransit Property lease	Capital lease	Capital	IF	5120301 Vehicle Parking Lease	$0	$12,600	$12,600
2018-06	02/26/2018	Increase Budget for Bus Stop Improvement Project to spend remaining grant funds	Capital	Capital	BI	Total Budget	2,025,045	16,888	2,041,933
2018-07	02/26/2018	Increase Budget for capital project to purchase accessible vans to purchase 2 additional vans	Capital	Capital	PB	523010 Vehicles	$102,780	$142,220	$245,000

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-08	Pending	Add project for Office Furniture for new space to FY2018 budget (total project cost of $45,000 is unchanged)	Capital	Capital	OF	5230103 Furniture & Fixtures	0	$40,000	$40,000
						Total Budget	$45,000	0	$45,000

Notes:
1) Revised based on audit

Marin Transit
FY2017/18 Q3 Budget Report
From 7/1/2017 Through 3/31/2018

Summary

	FY2016/17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue					
Capital	4,401,584	19,765,564	20,522,639	10,632,860	51.81%
Vehicle Operations	30,469,430	32,874,780	32,874,780	24,229,402	73.70%
Total Revenue	34,871,014	52,640,344	53,397,419	34,862,262	65.29%
Expenditures					
Capital	4,401,584	19,797,188	20,554,173	10,670,970	51.92%
Vehicle Operations	26,764,205	29,939,722	29,952,222	21,407,918	71.47%
Total Expenditures	31,165,789	49,736,910	50,506,395	32,078,888	63.51%
Net Revenue Over Expenditures	3,705,225	2,903,433	2,891,024	2,783,374	96.28%

Marin Transit
FY2017/18 Q3 Budget Report
From 7/1/2017 Through 3/31/2018

Operations Summary: Admin, Local, Yellow, Rural, Marin Access

	FY2016/17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	4,931,631	4,276,928	4,276,928	2,967,079	69.37%
Advertising & Other Revenue	504,182	400,200	400,200	319,522	79.84%
Reimbursements (GGBHTD, WSW)	2,314,034	2,102,476	2,102,476	1,457,490	69.32%
Interest	51,968	55,000	55,000	75,372	137.04%
Measure A	15,479,082	13,342,614	13,342,614	9,853,486	73.85%
Measure A Interest	85,000	85,000	85,000	85,000	100.00%
Measure B	839,597	1,045,000	1,045,000	621,941	59.52%
Property Taxes	5,026,765	4,180,831	4,180,831	3,091,225	73.94%
Development Fees	62,964	52,032	52,032	26,205	50.36%
State Transit Assistance (STA)	1,882,894	1,274,981	1,274,981	957,814	75.12%
Transit Development Act (TDA)	5,594,093	4,453,555	4,453,555	3,460,730	77.71%
Other State	19,273	148,114	148,114	111,691	75.41%
FTA Funds	1,385,529	1,366,509	1,366,509	1,056,615	77.32%
National Park Service	161,576	91,540	91,540	169,895	185.60%
Transfer to Capital Budget	(73,692)	0	0	(24,663)	-
Total Revenue	38,264,894	32,874,780	32,874,780	24,229,402	73.70%
Salaries and Benefits	2,623,080	2,411,546	2,411,546	1,545,206	64.08%
Professional Service	443,886	523,363	523,363	428,618	81.90%
Professional Service - Legal	46,535	100,000	100,000	61,344	61.34%
Security and Maintenance	333,002	286,326	286,326	195,893	68.42%
Customer Service	690,930	604,384	604,384	393,925	65.18%
Indirect County Overhead	2,009	2,500	2,500	837	33.48%
Mobility Management Support Programs	6,781	59,548	59,548	6,699	11.25%
Office Supplies	274,008	193,520	193,520	160,157	82.76%
General Insurance	50,184	29,000	29,000	27,860	96.07%
Contract Service Operation	26,942,118	23,306,597	23,306,597	16,905,416	72.53%
Membership & Prof Development	29,938	60,000	60,000	19,437	32.40%
Mileage and Travel	21,227	23,000	23,000	14,568	63.34%
Marketing	148,961	231,157	231,157	86,688	37.50%
Communication	227,243	178,400	178,400	157,513	88.29%
Fuel	2,321,690	2,126,218	2,126,218	1,561,978	73.46%
Misc Services	4,897	0	0	321	-
Vehicle and Vehicle Parking Leases	26,311	23,625	23,625	16,296	68.98%
Office - Rental and Overhead	121,015	100,940	113,440	73,944	65.18%
Partner Agency Pass Through	85,000	85,000	85,000	85,000	100.00%
Transfer to Capital Budget	(542,676)	(405,401)	(405,401)	(333,780)	82.33%
Total Expenses	33,856,139	29,939,722	29,952,223	21,407,918	71.47%
Net Revenue Over Expenditures	4,408,755	2,935,057	2,922,557	2,736,484	93.63%

Marin Transit
FY2017/18 Q3 Budget Report
From 7/1/2017 Through 3/3/2018

Detail: Administration

		FY2016/17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Interest	4070400	51,968	55,000	55,000	75,372	137.04%
Development Fees	4079950	17,940	15,634	15,634	10,104	64.63%
Residual ABX 126	4079954	40,024	36,398	36,398	11,101	30.50%
PropTax-CurrntSecured	4080101	3,577,553	3,759,249	3,759,249	2,819,437	75.00%
County Fee-SV2557Admin Basic Tax	4080102	(57,683)	(60,856)	(60,856)	(29,812)	48.99%
Property Tax-Unitary	4080103	33,188	32,057	32,057	18,366	57.29%
PropTax-CurrntUnSecur	4080104	72,363	67,380	67,380	8,193	12.16%
Educ Rev Augm Fund-Redist	4080105	365,940	280,915	280,915	206,393	73.47%
PropTax-Supp CY SECR	4080106	87,685	97,091	97,091	62,171	64.03%
PropTax-Supp Unsecured	4080107	1,149	1,000	1,000	1,311	131.10%
PropTax-Redemtion	4080108	3,561	1,500	1,500	1,198	79.87%
Property Tax-Prior Unsecured	4080109	2,776	2,494	2,494	3,969	159.14%
Other State	4119940	840	300	300	334	111.33%
Total Revenue		4,197,304	4,288,162	4,288,162	3,188,137	74.35%
Transfers						
Property Tax Transfer	4700001	(73,692)	(1,047,312)	(1,047,312)	(47,944)	4.58%
Total Transfers		(73,692)	(1,047,312)	(1,047,312)	(47,944)	4.58%
Net Revenue		4,123,612	3,240,851	3,240,850	3,140,193	96.89%
Expense						
Salaries	5010200	1,307,083	1,769,932	1,769,932	1,135,740	64.17%
Employee Benefits	5020000	768,995	641,614	641,614	409,466	63.82%
Consultant Services	5030301	63,753	125,000	125,000	116,154	92.92%
Prof Svcs - Legal	5030304	27,403	100,000	100,000	61,344	61.34%
Prof Svcs - Accounting and Audit	5030305	38,315	31,827	31,827	81	0.25%
Office Supplies	5049901	10,756	13,000	13,000	5,572	42.86%
Small Furn/Equip	5049902	7,876	12,730	12,730	3,974	31.22%
Software	5049903	48,981	61,267	61,267	51,532	84.11%
Copier Suppl & Srvc	5049904	8,333	9,500	9,500	6,436	67.75%
Postage	5049905	2,492	3,000	3,000	874	29.13%
Computers	5049906	12,787	15,000	15,000	12,872	85.81%
Communication - Phone	5050201	23,854	29,000	29,000	19,924	68.70%
Insurance - Gen Liability	5060301	22,324	29,000	29,000	27,860	96.07%
Membership & Prof Development	5090101	25,322	60,000	60,000	19,437	32.40%
Mileage and Travel	5090202	15,883	23,000	23,000	14,568	63.34%
Marketing	5090801	5,441	12,360	12,360	6,611	53.49%
County Fee - Special District	5100401	2,009	2,500	2,500	837	33.48%
Office Rental	5121200	96,668	100,940	113,440	73,944	65.18%
Total Expense		2,488,275	3,039,670	3,052,170	1,967,224	64.45%
Transfers						
Salary/Benefit Transfers	5100100	(1,934,963)	(2,181,125)	(2,181,125)	(1,413,458)	64.80%
Transfer Overhead	5100101	(410,212)	(552,750)	(552,750)	(235,058)	42.53%
Total Transfers		(2,345,175)	(2,733,874)	(2,733,874)	(1,648,516)	60.30%
Total Expense		143,100	305,796	318,296	318,708	100.13%
Net Revenue Over Expenditures		3,980,512	2,935,055	2,922,554	2,800,331	95.82%

Marin Transit
FY2017/18 Q3 Budget Report
From 7/1/2017 Through 3/3/2018

Detail: Local Service

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Special Fares - Paid By Another Agency	4020000	269,244	277,276	277,276	206,763	74.57%
Advertising Revenue	4060301	245,018	238,400	238,400	211,500	88.72%
Lease of Property	4070301	152,772	161,800	161,800	108,022	66.76%
Donations	4070500	0	0	0	5,000	-
Fee For Service	4090101	1,635	0	0	21,679	-
Measure A Sales Tax	4092001	8,716,638	10,079,224	10,079,224	7,350,868	72.93%
Measure A Sales tax - Interest	4092003	85,000	85,000	85,000	85,000	100.00%
State Transit Assistance	4110101	1,021,043	1,214,815	1,214,815	918,612	75.62%
Transit Develoment Act (TDA)	4110102	4,440,516	4,453,555	4,453,555	3,460,730	77.71%
State Transit Assistance - Lifeline	4110103	502,218	0	0	0	-
State- Low Carbon Transit Ops Program	4119904	0	128,676	128,676	101,887	79.18%
Fed-FTA 5307 Urbanized Area Formula	4139910	0	222,210	222,210	209,414	94.24%
Fed- FTA 5307 STP	4139912	123,080	0	0	0	-
National Park Service	4139951	87,654	91,540	91,540	169,895	185.60%
Fare Revenue	4140100	2,773,985	3,031,479	3,031,479	2,054,028	67.76%
Total Revenue		18,418,804	19,983,975	19,983,975	14,903,398	74.58%
Transfers						
Property Tax Transfer	4700001	0	250,000	250,000	23,281	9.31%
Program Revenue Transfer	4700002	77,810	100,000	100,000	0	0.00%
Total Transfers		77,810	350,000	350,000	23,281	0.00%
Total Revenue		18,496,614	20,333,975	20,333,975	14,926,679	73.41%
Expense						
Salaries and Benefits	5010200	6,216	0	0	0	0.00%
Consultant Services	5030301	144,334	200,000	200,000	213,746	106.87%
Fare Processing Charges	5030310	37,694	37,922	37,922	26,332	69.44%
Customer Service	5030320	279,495	284,384	284,384	196,466	69.08%
Custodial Service	5030602	13,588	14,602	14,602	12,598	86.28%
Security Services	5030701	253,525	270,224	270,224	182,251	67.44%
Fuel	5040101	1,246,749	1,406,954	1,406,954	1,082,368	76.93%
Software	5049903	23,750	22,000	22,000	20,750	94.32%
Communication-AVL	5050205	57,071	78,094	78,094	69,257	88.68%
Communication-Data	5050206	2,799	2,731	2,731	1,775	64.99%
Purchased Transportation - In Report	5080101	15,336,943	16,371,183	16,371,183	12,061,928	73.68%
Marketing	5090801	69,781	90,500	90,500	57,841	63.91%
Expense Transfer - GGT Pass Through	5100404	85,000	85,000	85,000	85,000	100.00%
Signs	5122010	4,897	0	0	321	-
Total Expense		17,561,842	18,863,594	18,863,594	14,010,633	74.27%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	998,502	1,165,498	1,165,498	785,429	67.39%
Cost Center Transfer Overhead	5100101	211,683	304,881	304,881	130,617	42.84%
Total Transfers		1,210,185	1,470,379	1,470,379	916,046	62.30%
Total Expense		18,772,027	20,333,973	20,333,973	14,926,679	73.41%

Marin Transit
FY2017/18 Q3 Budget Report
From 7/1/2017 Through 3/3/2018

Detail: Yellow Bus Service

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Yellow Bus Fares - Paid by other Agency	4030000	145,000	145,000	145,000	120,000	82.76%
Fee For Service	4090101	81,419	119,200	119,200	89,974	75.48%
Measure A Sales Tax	4092001	307,397	175,042	175,042	130,572	74.59%
Fare Revenue - Yellow Bus	4140105	328,066	407,400	407,400	280,882	68.95%
Total Revenue		861,882	846,642	846,642	621,428	73.40%
Expense						
Fare Processing Charges	5030310	8,108	12,222	12,222	10,708	87.61%
Custodial Service	5030602	1,236	1,500	1,500	1,044	69.60%
Software	5049903	215	0	0	309	-
Communication-AVL	5050205	2,630	12,000	12,000	13,180	109.83%
Communication-Data	5050206	8,697	9,000	9,000	6,270	69.67%
Yellow Bus School Service	5080103	593,822	624,456	624,456	451,277	72.27%
Marketing	5090801	1,945	2,000	2,000	1,192	59.60%
Leases and Rentals	5120401	23,983	23,625	23,625	16,296	68.98%
Total Expense		640,636	684,803	684,803	500,276	73.05%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	182,547	131,744	131,744	103,877	78.85%
Cost Center Transfer Overhead	5100101	38,700	30,095	30,095	17,275	57.40%
Total Transfers		221,246	161,839	161,839	121,152	74.86%
Total Expense		861,882	846,642	846,642	621,427	73.40%

Marin Transit
FY2017/18 Q3 Budget Report
From 7/1/2017 Through 3/3/2018

Detail: Rural Service

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	1,061,315	1,133,976	1,133,976	856,729	75.55%
Fed-FTA 5311 Rural	4139920	206,437	193,063	193,063	145,965	75.60%
National Park Service	4139951	1,355	0	0	0	-
Fare Revenue	4140100	121,370	123,264	123,264	86,911	70.51%
Subtotal Revenue		1,390,476	1,450,303	1,450,303	1,089,605	75.13%
Transfers						
Property Tax Transfer	4700001	0	25,457	25,457	0	0.00%
Total Transfers		0	25,457	25,457	0	0.00%
Total Revenue		1,390,476	1,475,760	1,475,760	1,089,605	73.83%
Expense						
Consultant Services	5030301	3,697	16,391	16,391	21,038	128.35%
Fuel	5040101	155,735	185,034	185,034	139,189	75.22%
Communication-AVL	5050205	12,743	14,027	14,027	15,936	113.61%
Communication-Data	5050206	831	1,000	1,000	624	62.40%
Purchased Transportation - In Report	5080101	1,096,113	1,090,787	1,090,787	847,481	77.69%
Purchased Transportation - Regional	5080102	1,355	0	0	0	-
Marketing	5090801	15,565	31,236	31,236	9,226	29.54%
Total Expense		1,286,039	1,338,475	1,338,475	1,033,492	77.21%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	86,169	107,973	107,973	48,112	44.56%
Cost Center Transfer Overhead	5100101	18,268	29,312	29,312	8,001	27.30%
Total Transfers		104,437	137,285	137,285	56,113	40.87%
Total Expense		1,390,476	1,475,760	1,475,760	1,089,605	73.83%

Marin Transit
FY2017/18 Q3 Budget Report
From 7/1/2017 Through 3/3/2018

Detail: Marin Access

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	2,180,396	1,954,372	1,954,372	1,515,317	77.53%
Measure B	4099950	627,198	1,045,000	1,045,000	621,941	59.52%
State Transit Assistance	4110101	53,429	60,166	60,166	39,202	65.16%
State Prop Tx Relief HOPTR	4119910	18,953	19,138	19,138	9,470	49.48%
Fed-FTA 5307 Urbanized Area Formula	4139910	627,012	701,236	701,236	701,236	100.00%
Fed-FTA 5310 Mobility	4139915	49,157	250,000	250,000	0	0.00%
Fed-FTA 5317 New Freedom	4139941	59,661	0	0	0	-
Fare Revenue	4140100	304,867	292,509	292,509	218,494	74.70%
Misc.-Reimbursement	4601001	8,841	0	0	4,190	-
GGBHTD Payment for Local Paratransit	4601003	1,010,628	1,114,848	1,114,848	764,854	68.61%
GGBHTD Payment for Reg. Paratransit	4601004	734,514	868,428	868,428	576,792	66.42%
Subtotal Revenue		5,674,656	6,305,698	6,305,698	4,451,496	70.59%
Transfers						
Property Tax Transfer	4700001	0	771,855	771,855	0	0.00%
Program Revenue Transfer	4700002	(77,810)	(100,000)	(100,000)	0	0.00%
Total Transfers		(77,810)	671,855	671,855	0	0.00%
Total Revenue		5,596,846	6,977,552	6,977,552	4,451,496	63.80%
Expense						
Consultant Services	5030301	29,947	100,000	100,000	40,560	40.56%
Customer Service	5030320	279,713	320,000	320,000	197,459	61.71%
Fuel	5040101	416,456	534,230	534,230	340,421	63.72%
Software	5049903	55,717	57,022	57,022	57,839	101.43%
Communication- Mobile Data Terminal	5050203	4,685	4,750	4,750	3,722	78.36%
Communication-MERA Radio	5050204	18,824	19,765	19,765	19,178	97.03%
Communication-Data	5050206	7,800	8,033	8,033	7,647	95.19%
Purchased Transportation - In Report	5080101	3,659,036	4,384,838	4,384,838	2,978,443	67.93%
Purchased Transportation - Regional	5080102	730,612	835,334	835,334	566,287	67.79%
Marketing	5090801	22,091	95,061	95,061	11,818	12.43%
Misc-Exp Transit User Training	5098001	4,770	9,548	9,548	3,649	38.22%
Gap Grant	5098002	0	50,000	50,000	3,050	6.10%
Total Expense		5,229,651	6,418,581	6,418,581	4,230,073	65.90%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	302,966	454,283	454,283	189,853	41.79%
Cost Center Transfer Overhead	5100101	64,229	104,687	104,687	31,573	30.16%
Total Transfers		367,194	558,970	558,970	221,426	39.61%
Total Expense		5,596,846	6,977,551	6,977,551	4,451,498	63.80%

Detail:Capital Budget

		Total Project Budget	FY2017/18 Budget Revised	Current Period Actual	Total Project Expense
EV	Purchase Two Electric Vehicles (Replacements)	1,662,022	1,626,292	23,224	58,954
LY	Purchase Ten 40ft Vehicles (Replacements)	7,710,000	7,692,803	7,477,323	7,494,520
PA	Purchase Three Paratransit Vehicles	267,000	267,000	998	998
PB	Purchase Four Accessible Vans	102,780	245,000	2,232	2,232
NR	Non Revenue Van	40,750	40,750	40,659	40,659
SA	Purchase One Shuttle Vehicle	130,000	130,000		-
XA	Purchase Two 35ft XHF Vehicles	925,000	10,000		-
	Subtotal Vehicles	***10,837,552***	***10,011,845***	***7,544,436***	***7,597,363***
BI	Bus Stop Improvements SGR (BI)	2,041,933	631,796	91,961	1,485,639
BS	Bus Stop Assessment Update	100,000	89,982	63,465	73,483
NC	Downtown Novato Hub (NH) Construction	4,790,000	2,129,675	2,116,405	4,776,730
BW	Muir Woods Infrastructure Improvements	638,000	531,753	25,955	132,202
TR	San Rafael Transit Center	100,000	100,000		-
	Subtotal Bus Stop Improvements	***7,669,933***	***3,483,206***	***2,297,786***	***6,468,054***
FC	Facility Preliminary Design & Env	174,418	78,592	58,630	154,456
FR	Facility ROW Purchase & Capital Improvements	5,500,000	5,500,000		
	Subtotal Facility	***5,674,418***	***5,578,592***	***58,630***	***154,456***
OA	On Board Equipment - 2016	210,000	160,908	94,953	144,045
OB	On Board Equipment - 2015	432,451	65,784	65,784	432,451
TB	Mobility Technology Backbone	375,000	335,253	175,375	215,122
ME	MERA	29,000	29,000	25,054	25,054
RD	Radio Communication Upgrade	348,000	71,917	43,223	46,306
	Subtotal Technology Projects	***1,394,451***	***662,862***	***404,389***	***862,978***
GG	Golden Gate Capital Costs (GG)		20,000	14,396	14,396
BM	Bus Stop Maintenance (BM)		100,000	27,256	27,256
VR	Major Vehicle Repairs (VR)		300,000	103,228	103,228
IF	Infrastructure Support (IF)		397,600	220,849	220,849
	Subtotal Ongoing Capital Expenses	***-***	***817,600***	***365,729***	***365,729***
	Total Expenditures	***25,576,354***	***20,554,105***	***10,670,970***	***15,448,580***

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supervisor district 3

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supervisor district 2

June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin Transit Quarterly Performance Report for the Third Quarter of FY 2017/18

Dear Board Members:

RECOMMENDATION: Accept report.

SUMMARY:
As part of the District's service monitoring process, staff has prepared a quarterly performance report alongside the quarterly financial report. Attached is the report for the third quarter of FY 2017/18.

The quarterly report provides route-level statistics and performance measures with financial data and an in-depth analysis of trends. The report also discusses any relevant external factors such as service changes.

Additional detailed analyses of system performance and trends are provided in an annual system performance report. In addition to the monthly reports, this report is available on the District's website at http://marintransit.org/monitoringreports.html.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Robert Betts
Director of Operations & Planning
Attachments

Quarterly Performance Report for FY 2017/18 Q3

The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A. This report summarizes the operational performance of Marin Transit services for the third quarter of FY 2017/18 from January 1, 2018 through March 31, 2018.

Report Format

The data presented in this report is generated directly from TransTrack, Marin Transit's data management system. TransTrack enables Marin Transit to consolidate and analyze all operational data from the District's transit programs and contractors as one system. In December 2016, the District upgraded the system to provide a new tool to create custom reports including this Quarterly Performance Report. The new report captures all costs associated with service operations and is not limited to contractor costs. This reporting format most accurately represents the District's actual costs of providing service.

Route performance is presented relative to typology-based targets. The targets were most recently updated by the Board on April 2, 2018 when they were approved as part of a larger performance monitoring plan update. These typology-based targets aim to match routes and service levels to the markets they are intended to serve. All performance and financial data is consistent with the District's reporting for the National Transit Database.

Performance Goals

Performance goals at the route level are measured in both productivity (unlinked passengers per hour and per trip) and cost-effectiveness (subsidy per unlinked passenger trip). These measures follow the fixed-route service typologies updated in the FY 2016-2025 Short Range Transit Plan. **Table 1** below summarizes route level performance goals by typology. Note that there are currently no productivity or cost-effectiveness goals identified for the Yellow Bus or Partnership service typologies.

Table 1: Productivity and Subsidy Goals by Service Typology

Service Typology	Routes	Unlinked Passenger Trips per Hour (at or above)	Subsidy per Passenger Trip (at or below)
Local Trunkline	35, 36, 71	20	$4.50
Regular Local	17, 22, 23, 23X, 29, 49	18	$6.50
Local Connector	219, 228, 233, 245, 251, 257	8	$9.00
Supplemental	113, 115, 117, 119, 125, 139, 145, 151, 154	20 per trip	$3.00
Rural	61, 68	6	$12.00
Recreational	66 (Muir Woods Shuttle)	25	$3.00
Demand Response	Local DAR, Novato DAR, Dillon Beach/Tomales DAR, Point Reyes DAR	2	$35.00

Performance Summary

In the third quarter of FY 2017/18, Marin Transit carried a total of 803,930 passengers systemwide. This represents an increase of approximately 8.0% compared to the third quarter of the previous fiscal year. On fixed-route transit services, including Yellow School Bus, Marin Transit carried 765,077 riders. This is a 8.2% increase from the last fiscal year. Marin Access services

carried 38,853 trips on demand response and mobility management programs, an increase of 3.4% compared to last fiscal year. The tables at the end of this report provide a breakdown of all route-level statistics.

Local Trunkline (Routes 35, 36, and 71x)
In the third quarter of FY 2017/18, Local Trunkline services carried 276,456 passengers. This is a 2.2% increase over the third quarter of the previous fiscal year. Two of the three Local Trunkline routes, Routes 35 and 36 met the productivity and subsidy target of 20 passengers per hour and $4.50 per passenger, respectively. Only Route 71x did not meet its targets this quarter.

Local Basic (Routes 17, 22, 23, 23x, 29 and 49)
Local Basic services carried a total of 240,415 passengers during the third quarter of this fiscal year, a 4.6% increase from the prior year. None of the six routes met the productivity target of 18 passengers per hour. Only Route 49 met the subsidy target of $6.50 per passenger.

Local Connector (Routes 219, 228, 233, 245, 251, and 257)
During the third quarter of the fiscal year, Local Connector services carried 95,958 total passengers. This is 7.4% higher than the previous year. Four of the six routes met the productivity target of 8 passengers per hour (Routes 233, 245, 251, and 257) and three of the six routes met the subsidy target of $9.00 per passenger (Routes 233, 245, and 251). Only Routes 219 and 228 did not meet either target.

Supplemental (Routes 113, 115, 117, 119, 125, 139, 145, 151, and 154)
Supplemental school services carried a total of 103,201 passengers during the third quarter of FY 2017/18. This is 1.7% fewer passengers than the previous year. Six of the nine routes met both the productivity target of 20 passengers per trip and subsidy target of $5.00 per passenger: Routes 113, 117, 119, 145, 151, and 154. Routes 115 and 125 met the subsidy target but failed to meet the passenger per trip target. Only Route 139 did not meet either target.

Rural (West Marin Stagecoach Routes 61 and 68)
In the third quarter of the fiscal year, the two Stagecoach routes carried 26,858 passengers total. This is about a 19.9% increase over the prior year. Route 68 met the productivity goal of 6 passengers per hour and the subsidy goal of $12.00 per passenger. Route 61 fell short of both targets.

Partnership Services (Route 122 – College of Marin Express)
Express Route 122 service to College of Marin resumed for the Fall 2017 semester on August 21, 2017. During the third quarter of the year, the service carried a total of 6,127 passengers or 19.6% more than the prior year. There are no performance targets established for Partnership services.

Yellow Bus
Ross Valley School District yellow bus service carried 38,685 passengers during the third quarter of FY 2017/18 for a decrease of about 0.8% compared to the prior year. There are no performance targets established for Yellow Bus services.

Recreational (Route 66-Muir Woods Shuttle)
During the third quarter of FY 2017/18, the service carried a total of 30,328 passengers. This is the first year when the service operated throughout the third quarter. The service met its productivity target of 25 passengers per hour but missed its subsidy target of $3.00 per passenger.

Marin Access

Mobility Management programs offered by Marin Access include demand response services, Catch-A-Ride, and Volunteer Driver programs.

In the third quarter of FY 2017/18, local paratransit carried 30,392 passengers. The service productivity average of 2.0 passengers per hour met the 2.0 standard. The number of passengers represents a 5.3% increase in ridership compared to the prior fiscal year. The service did not meet the subsidy target of $35.00 per passenger.

The Novato Dial-a-Ride service carried 1,151 passengers, and met its productivity standard at 2.0 passengers per hour. Ridership was 10.2% higher than in the previous fiscal year. The service did not meet the subsidy target of $35.00 per passenger.

The Dillon Beach/Tomales Dial-a-Ride provides curb-to-curb pick-up and drop-off between Dillon Beach, Tomales, and Petaluma, and operates on Wednesdays only. During the third quarter of the fiscal year, the service carried 139 passengers, a 78.2% increase over last year, and met its productivity target with 2.1 passengers per hour. The service also met the subsidy target of $30.00 per passenger.

In July 2016, Marin Transit added a new general public dial-a-ride service between Point Reyes Station and Novato. The service runs once per month on the second Monday. In the third quarter of the fiscal year, the service carried 46 passengers, significantly more than the 12 carried during the third quarter last year, and met its productivity target with 2.9 passengers per hour. The service also met the subsidy target of $35.00 per passenger.

The Volunteer Driver Program completed 3,284 trips in the third quarter of FY 2017/18. This represents an 18.4% decrease compared to the previous fiscal year.

The Catch-a-Ride program provided 3,829 one-way trips. This is an increase of 8.3% compared to the prior year.

Ridership Trends

The strong increase in ridership is counter to the trends among bus transit agencies throughout the country and in the Bay Area. According to the National Transit Database, bus ridership declined 3.4% nationwide during the third quarter of FY 2017/18 compared to the prior year.

There are several factors that can impact ridership such as the number of weekdays in a month and the weather. This third quarter a number of factors supported growth in ridership. These included more days of Muir Woods Shuttle service, better weather, fewer service disruptions, and an increase in gas prices. The only factor that may have negatively impacted ridership were fewer transfers.

Table 2 below compares these factors, and qualitatively evaluates their potential impact on ridership.

Table 2: Factors Impacting Ridership Comparison

Factor		FY 2016/17 Q3	FY 2017/18 Q3	Impact
Calendar	School Days	52	65	▲▲
	Weekdays	63	65	▲
	Weekends & Holidays	26	27	--
	Muir Woods Shuttle	2	22	▲▲▲
Transfers Ratio (ratio of unlinked to linked trips)		1.31	1.30	▼
Service Disruptions	Canceled service (trips)	130	62	▲▲
Rainfall (inches)		40.89	14.07	▲▲
Gas Prices		$2.86	$3.39	▲

Compared to the prior year, demand for Marin Access mobility management programs increased an overall 3.4% during the third quarter of FY 2017/18. These increases are comparable to growth experienced historically, though are counter to declining ridership experienced in the last year. Staff will continue to monitor usage of these services.

Fixed-Route

QUARTER

Q3 2018

Fixed-Route Passenger Statistics by Route

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
1. Local Trunkline	35	160,472	▲3.9%	5,685	▼0.1%	28.2	▲1.1
	36	88,827	▲2.2%	3,374	▼0.0%	26.3	▲0.6
	71	27,157	▼6.6%	1,853	▼3.8%	14.7	▼0.4
	Rollup	**276,456**	**▲2.2%**	**10,912**	**▼0.7%**	**25.3**	**▲0.7**
2. Local Basic	17	60,730	▲4.4%	3,689	▲1.1%	16.5	▲0.5
	22	51,107	▲0.5%	4,442	▼0.2%	11.5	▲0.1
	23	46,342	▲1.3%	2,734	▲0.0%	16.9	▲0.2
	23X	13,073	▲9.0%	861	▲0.2%	15.2	▲1.2
	29	9,713	▲0.9%	830	▼10.4%	11.7	▲1.3
	49	59,450	▲11.1%	3,675	▲1.7%	16.2	▲1.4
	Rollup	**240,415**	**▲4.6%**	**16,230**	**▼0.0%**	**14.8**	**▲0.6**
3. Local Connector	219	12,747	▲11.7%	1,604	▼0.9%	7.9	▲0.9
	228	19,098	▲9.5%	2,499	▼0.1%	7.6	▲0.7
	233	11,035	▲12.8%	1,078	▲0.0%	10.2	▲1.2
	245	12,764	▲9.8%	1,072	▼0.1%	11.9	▲1.1
	251	24,323	▲5.3%	2,370	▲0.1%	10.3	▲0.5
	257	15,991	▲0.3%	1,910	▲0.1%	8.4	▲0.0
	Rollup	**95,958**	**▲7.4%**	**10,532**	**▼0.1%**	**9.1**	**▲0.6**
4. Supplemental	113	4,601	▲2.8%	103	▲17.1%	44.7	▼6.2
	115	2,939	▼27.3%	106	▼43.2%	27.7	▲6.1
	117	7,546	▼23.4%	142	▼22.6%	53.0	▼0.5
	119	7,956	▲19.7%	175	▲64.0%	45.5	▼16.8
	125	3,394	▼6.4%	178	▲5.3%	19.1	▼2.4
	139	1,518	▼2.2%	97	▲32.4%	15.6	▼5.5
	145	5,679	▲18.9%	80	▲44.9%	70.9	▼15.5
	151	13,083	▲25.8%	245	▲37.4%	53.5	▼4.9
	154	3,534	▼12.3%	109	▲1.4%	32.4	▼5.1
	Rollup	**50,250**	**▲1.7%**	**1,235**	**▲7.6%**	**40.7**	**▼2.3**
5. Rural	61	6,967	▲26.8%	1,170	▲1.7%	6.0	▲1.2
	68	19,891	▲17.7%	2,628	▼0.7%	7.6	▲1.2
	Rollup	**26,858**	**▲19.9%**	**3,798**	**▲0.1%**	**7.1**	**▲1.2**
6. Partnership Services	122	6,127	▲19.6%	542	▲23.3%	11.3	▼0.4
	Rollup	**6,127**	**▲19.6%**	**542**	**▲23.3%**	**11.3**	**▼0.4**
7. Yellow Bus	Hdn Valley	2,439	▼12.1%	57	▲7.5%	42.8	▼9.6
	White Hill	36,246	▲0.0%	337	▲7.5%	107.4	▼8.1
	Rollup	**38,685**	**▼0.8%**	**394**	**▲7.5%**	**98.1**	**▼8.3**
8. Recreational	66	30,328	▲1,919.2%	960	▲1,271.3%	31.6	▲10.1
	Rollup	**30,328**	**▲1,919.2%**	**960**	**▲1,271.3%**	**31.6**	**▲10.1**
Rollup		**765,077**	**▲8.2%**	**44,604**	**▲2.3%**	**17.2**	**▲0.9**

* Change compared to same quarter of prior year

Fixed-Route

Fixed-Route Financial Statistics by Route

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
1. Local Trunkline	35	$818,705	▲2.8%	$163,422	▼5.7%	$4.08	▲$0.05	20.0%	▼1.8%
	36	$482,119	▲2.7%	$84,154	▼6.0%	$4.48	▲$0.11	17.5%	▼1.6%
	71	$276,331	▼1.0%	$35,226	▼12.1%	$8.88	▲$0.66	12.7%	▼1.6%
	Rollup	**$1,577,155**	**▲2.1%**	**$282,802**	**▼6.6%**	**$4.68**	**▲$0.09**	**17.9%**	**▼1.7%**
2. Local Basic	17	$531,906	▲3.9%	$70,860	▼4.4%	$7.59	▲$0.06	13.3%	▼1.2%
	22	$423,284	▲3.6%	$62,090	▼9.0%	$7.07	▲$0.37	14.7%	▼2.0%
	23	$380,449	▲2.4%	$53,422	▼6.7%	$7.06	▲$0.18	14.0%	▼1.4%
	23X	$120,825	▲2.7%	$14,463	▲1.8%	$8.14	▼$0.49	12.0%	▼0.1%
	29	$116,704	▼8.2%	$10,719	▼11.0%	$10.91	▼$1.04	9.2%	▼0.3%
	49	$347,606	▲8.2%	$62,915	▲1.1%	$4.79	▼$0.05	18.1%	▼1.3%
	Rollup	**$1,920,772**	**▲3.4%**	**$274,470**	**▼4.7%**	**$6.85**	**▲$0.02**	**14.3%**	**▼1.2%**
3. Local Connector	219	$154,163	▲3.6%	$16,327	▲8.8%	$10.81	▼$0.91	10.6%	▲0.5%
	228	$232,202	▲4.0%	$25,241	▼1.5%	$10.84	▼$0.49	10.9%	▼0.6%
	233	$102,032	▲4.3%	$11,620	▼3.1%	$8.19	▼$0.57	11.4%	▼0.9%
	245	$99,554	▲4.0%	$13,136	▲0.2%	$6.77	▼$0.34	13.2%	▼0.5%
	251	$227,292	▲4.5%	$23,068	▼6.2%	$8.40	▲$0.04	10.1%	▼1.2%
	257	$180,166	▲4.4%	$18,195	▼3.0%	$10.13	▲$0.48	10.1%	▼0.8%
	Rollup	**$995,410**	**▲4.1%**	**$107,588**	**▼1.4%**	**$9.25**	**▼$0.23**	**10.8%**	**▼0.6%**
4. Supplemental	113	$15,369	▲13.7%	$2,425	▼24.5%	$2.81	▲$0.51	15.8%	▼8.0%
	115	$15,827	▼45.9%	$1,383	▼47.7%	$4.91	▼$1.66	8.7%	▼0.3%
	117	$20,897	▼23.0%	$3,842	▼19.4%	$2.26	▼$0.01	18.4%	▲0.8%
	119	$27,821	▲52.3%	$5,120	▲14.2%	$2.85	▲$0.78	18.4%	▼6.1%
	125	$23,965	▲1.0%	$2,821	▼7.6%	$6.23	▲$0.53	11.8%	▼1.1%
	139	$13,386	▲20.7%	$1,217	▼22.6%	$8.02	▲$1.88	9.1%	▼5.1%
	145	$11,509	▲35.4%	$2,039	▲0.6%	$1.67	▲$0.31	17.7%	▼6.1%
	151	$32,795	▲28.2%	$5,904	▲13.4%	$2.06	▲$0.10	18.0%	▼2.3%
	154	$13,829	▼5.4%	$1,716	▼31.1%	$3.43	▲$0.42	12.4%	▼4.6%
	Rollup	**$175,397**	**▲2.2%**	**$26,467**	**▼10.2%**	**$2.96**	**▲$0.08**	**15.1%**	**▼2.1%**
5. Rural	61	$107,296	▲7.3%	$7,490	▲24.5%	$14.33	▼$2.78	7.0%	▲1.0%
	68	$247,022	▲4.9%	$20,028	▲9.5%	$11.41	▼$1.44	8.1%	▲0.3%
	Rollup	**$354,318**	**▲5.6%**	**$27,517**	**▲13.2%**	**$12.17**	**▼$1.73**	**7.8%**	**▲0.5%**
6. Partnership Services	122	$67,016	▲16.3%	$36,072	▲6.5%	$5.05	▲$0.41	53.8%	▼4.9%
	Rollup	**$67,016**	**▲16.3%**	**$36,072**	**▲6.5%**	**$5.05**	**▲$0.41**	**53.8%**	**▼4.9%**
7. Yellow Bus	Hdn Valley	$34,372	▲8.1%	$10,691	▲17.2%	$9.71	▲$1.54	31.1%	▲2.4%
	White Hill	$203,482	▲8.1%	$158,433	▲32.6%	$1.24	▼$0.65	77.9%	▲14.4%
	Rollup	**$237,854**	**▲8.1%**	**$169,125**	**▲31.5%**	**$1.78**	**▼$0.57**	**71.1%**	**▲12.7%**
8. Recreational	66	$124,194	▲1,221.5%	$29,654	▲848.3%	$3.12	▼$1.06	23.9%	▼9.4%
	Rollup	**$124,194**	**▲1,221.5%**	**$29,654**	**▲848.3%**	**$3.12**	**▼$1.06**	**23.9%**	**▼9.4%**
Rollup		**$5,452,116**	**▲5.8%**	**$953,694**	**▲3.7%**	**$5.88**	**▼$0.11**	**17.5%**	**▼0.3%**

* Change compared to same quarter of prior year

Marin Access

Marin Access Passenger Statistics by Service

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
9. Demand Response	**Dillon DAR**	139	▲78.2%	65	-	2.1	▲0.9
	Local Para	30,392	▲5.3%	14,895	▲14.0%	2.0	▼0.2
	Novato DAR	1,151	▲10.2%	530	▲10.2%	2.2	▲0.0
	PtReyesDAR	58	▲93.3%	16	-	3.7	▲1.8
	Rollup	**31,740**	**▲5.7%**	**15,505**	**▲13.8%**	**2.0**	**▼0.2**
Catch-A-Ride	**CAR_Gen**	1,733	▼51.0%	0			
	CAR_LowInc	2,096		0			
	Rollup	**3,829**	**▲8.3%**	**0**			
Volunteer Driver	**VolDrvr**	2,322	▼22.0%	2,828	▼8.4%	0.8	▼0.1
	VolDvrWM	962	▼8.2%	1,502	▼7.3%	0.6	▼0.0
	Rollup	**3,284**	**▼18.4%**	**4,330**	**▼8.0%**	**0.8**	**▼0.1**
Rollup		**38,853**	**▲3.4%**	**19,835**	**▲8.2%**	**2.0**	**▼0.1**

Marin Access Financial Statistics by Service

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
9. Demand Response	**Dillon DAR**	$4,444	▲92.4%	$228	▲68.0%	$30.32	▲$2.46	5.1%	▼0.7%
	Local Para	$1,201,495	▲10.2%	$57,249	▲3.3%	$37.65	▲$1.81	4.8%	▼0.3%
	Novato DAR	$44,292	▲26.8%	$1,926	▼12.1%	$36.81	▲$5.44	4.3%	▼1.9%
	PtReyesDAR	$1,080	▲92.4%	$97	▲87.2%	$16.95	▼$0.05	8.9%	▼0.2%
	Rollup	**$1,251,311**	**▲10.9%**	**$59,500**	**▲3.0%**	**$37.55**	**▲$1.90**	**4.8%**	**▼0.4%**
Catch-A-Ride	**CAR_Gen**	$38,396	▼56.7%	$3,413	▼61.9%	$20.19	▼$2.34	8.9%	▼1.2%
	CAR_LowInc	$46,708		$4,137		$20.31		8.9%	
	Rollup	**$85,103**	**▼4.0%**	**$7,549**	**▼15.6%**	**$20.25**	**▼$2.28**	**8.9%**	**▼1.2%**
Volunteer Driver	**VolDrvr**	$20,541	▲14.9%	$0		$8.85	▲$2.84	0.0%	-
	VolDvrWM	$13,828	▲6.6%	$0		$14.38	▲$2.00	0.0%	-
	Rollup	**$34,370**	**▲11.4%**	**$0**		**$10.47**	**▲$2.80**	**0.0%**	**-**
Rollup		**$1,370,785**	**▲9.9%**	**$67,049**	**▲0.5%**	**$33.56**	**▲$2.14**	**4.9%**	**▼0.5%**

* Change compared to same quarter of prior year

Systemwide Total

Systemwide Passenger Statistics Summary

	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
Values	803,930	▲8.0%	64,439	▲4.1%	12.5	▲0.5

Systemwide Financial Statistics Summary

	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
Values	$6,822,901	▲6.6%	$1,020,743	▲3.5%	$7.22	▼$0.05	15.0%	▼0.4%

* Change compared to same quarter of prior year

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June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Purchase Agreement with Creative Bus Sales, Inc. for One Shuttle Vehicle

Dear Board Members:

RECOMMENDATION: Authorize General Manager to complete the purchase of one replacement Shuttle vehicle for an amount not to exceed $101,000.

SUMMARY:
Staff recommends that your Board authorize the General Manager to purchase one shuttle vehicle to replace a shuttle vehicle that is now beyond its useful life. Attachment A provides a vehicle description.

The District will procure this vehicle through a cooperative vehicle purchasing agreement developed by the Morongo Basin Transit Authority (MBTA) and CalACT. The purchasing agreement enables transit agencies to purchase vehicles from different vendors and manufacturers while avoiding the administrative burden of issuing a bid package. This arrangement reduces costs and the time required to purchase smaller quantities of vehicles while still complying with federal statutes and regulations applicable to all third-party contracts.

The new vehicle will replace a vehicle that is now beyond its seven-year useful life and is comparable to the current shuttle fleet in terms of size and capacity. It was selected from the list of pre-approved vehicles covered by the cooperative agreement. The vehicle will be decaled and equipped with a farebox, a Clipper unit, and security cameras consistent with the current shuttle fleet. Anticipated delivery of this vehicle is December 2018.

With each vehicle purchase, Marin Transit has been transitioning towards alternative fuel buses and evaluating options for zero-emission vehicles. There is still no comparable vehicle of this size that has been Altoona Tested, as is required to purchase a vehicle with federal funds.

FISCAL/STAFFING IMPACT:
The total cost of the purchase order with Creative Bus Sales for this vehicle will not exceed $101,000.

The total estimated cost for the purchase of one shuttle is $125,000, and the Creative Bus Sales purchase order for this vehicle will not exceed $101,000. The remaining budgeted cost is for staff time and installation of vehicle equipment such as security cameras, fareboxes, and Clipper. This purchase is included in the FY2018/19 Budget with 82 percent from Federal 5307 funds and the remaining 18 percent from Measure A capital funds.

Respectfully Submitted,

Anna Penoyar
Capital Analyst

Attachment A: Vehicle Description

1 - El Dorado National Aerotech 240 Bus

Vehicle Facts

Useful Life: 7 years
Engine: Ford E450
Passenger Seating: Freedman (20 seats)
Fareboxes: GFI 36" High Odyssey
Clipper Regional Fare System Reader: One mounting location
AVL: Syncromatics with Voice Anunciator
Destination Sign: Hanover 100% Amber LED
Wheelchair Ramp: Braun Century w/ Safety Belt
Wheelchair Postions: 2
Bicycle Rack: Sportworks, 2 position

Project Timeline

- **June 4, 2018:** Board Approval
- **June 2018:** CalACT Letter of Assignment, Order Placed
- **December 2018:** Estimated Vehicle Delivery

marin transit

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supervisor district 2

June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Purchase and Maintenance Agreements with Syncromatics, Inc. for Upgraded Bus Tracking Hardware

Dear Board Members:

RECOMMENDATION: Authorize the General Manager to execute an agreement for purchase of bus tracking hardware upgrade with Syncromatics, Inc. for an amount not to exceed $143,024.

SUMMARY: Marin Transit executed a contract with Syncromatics, Inc in October 2010 to equip eleven vehicles with GPS tracking devices that provide riders real-time arrival information. The system has been expanded over the years and is installed on nearly 70 vehicles in the fleet. This system has proved valuable to District staff for planning and monitoring purposes and enabled our passengers to track the arrival of their transit vehicle in real time.

Drivers sign into a mobile data terminal (MDT) at the beginning of their shift to tell the system which vehicle will be operating on which route for that day. The MDT is the “brains” of the system. It directly controls the Automated Passenger Counters (APC) and the Advanced Vehicle Annunciator System (AVAS) and communicates through a single sign-on with the electronic destination headsign and the GFI farebox.

Marin Transit has installed two different configurations of the Syncromatics system on its 70 fixed route vehicles. The 29 vehicles operated by Golden Gate Transit use their own system’s MDT for the driver log-on and then transfers information to a backend Syncromatics system. These Syncromatics units were recently installed, and do not require upgrades at this time.

The other 41 vehicles are operated by a combination of Marin Airporter and MV Transportation. Both contractors use the Syncromatics MDT for driver log-on and all onboard communications. These units have been purchased over the past five years, either as a direct hardware upgrade or as part of the vehicle replacement and/or expansion.

Staff is recommending upgrading all MDTs to the newest tablet version in services operated by Marin Airporter and MV Transportation. The newer tablets are better equipped to handle changes in wireless communication technology and allow for enhanced functionality. The summary of the enhancements is provided below:

- Support for Automatic Trip Switching to reduce driver workload and improve data quality;
- Support for comprehensive Service Statistics to streamline collection and processing of data for NTD reporting;
- 4G cellular modem to get ahead of any cellular carrier changes that will phase out support for legacy 3G devices (planned for approximately 2020). That action will make room for cutting edge 5G networks on the spectrum and communication towers (5G is launching in select US markets now but not yet broadly available);
- Improved driver interface with brighter high resolution touch screen consistent across all Marin Transit vehicles (Schools, Local Transit routes, etc.);
- MDT + Docking Stations allow MDTs to be removed from the vehicle for digital pre-trip vehicle safety inspections (optional feature) or quickly swapped out for troubleshooting;
- Support for integration with electronic fare collection systems for onboard point of sale (passenger puts $20 cash in farebox, driver applies $20 credit to passenger's account); and
- Android operating system enables support for third-party apps and helps to "future proof" the investment. Devices are flexible to accommodate future communication needs that have not been anticipated.

FISCAL IMPACT: Per unit cost for the MDT are $3,200 plus $375 for installation. The most recent eleven MDTs are only two-years old and still have useful life. Syncromatics has agreed to refund 50 percent of the original cost of these units or $1,100 each. The total for all 41 MDTs is $143,024, includes a one-time installation fee of $8,459 and sales tax. This project is included in the FY 2018/19 Capital Budget as AVL Replacement Equipment (Project ID -AY) and is 82 percent funded by a federal section 5307 grant for radio equipment.

Respectfully submitted,

Robert Betts
Director of Operations and Planning

marin transit

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June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin County Transit District Final Operating and Capital Budget for FY 2018/19

Dear Board Members:

RECOMMENDATION: Adopt FY 2018/19 Budget.

SUMMARY: Marin Transit's draft budget for July 1, 2018 to June 30, 2019 was distributed at your Board's May 7, 2018 meeting. At today's meeting, staff will describe changes to the draft budget since its distribution in May and present a proposed final budget.

The proposed budget reflects the priorities and financial projections in the District's Short Range Transit Plan (SRTP). These priorities include continuing to provide a high level of fixed route service, mobility options for seniors, and transportation for youth in Marin County. The budget sustains the funding and expenditures needed to support existing service levels and projected paratransit increases, and adds a new on-demand pilot service, Transit Connect.

The budget includes current Metropolitan Transportation Commission (MTC) revenue projections for State Transit Assistance (STA) and Transportation Development Act (TDA) funds, Measure A estimates from the Transportation Authority of Marin (TAM), and County of Marin estimates for property tax revenue.

There are two major ballot measures in November 2018 that will affect Marin Transit's financial outlook. Neither should affect the FY2018/19 budget and any impacts will be included the District's FY2019/20 budget.

First, there will likely be a ballot measure in November to repeal 2017 Senate Bill 1 (SB1) that increased the state gas tax and vehicle registration fees. The District's budget includes

increased and sustained state operations and capital funding from SB1. These funds have been key in returning state transit operations funding to historic levels. They also are providing funding to Marin Transit to purchase additional vehicles to relieve overcrowding on school routes, including three 29ft XHFs and one shuttle. If the ballot measure passes, SB1 will be repealed and the District will need to revisit service level assumptions in the adopted SRTP and identify service reductions for summer 2018.

Second, renewal of the local Measure A sales tax will provide long-term financial certainty for the District. Measure A currently provides 40% of Marin Transit's operations revenue. The proposed renewal continues to provide 55% of funds to local transit, though revisions to the expenditure plan will affect Marin Transit financial plans. The proposed expenditure plan:

- Moves 5% of Measure funding from local transit and transit capital projects to a new school transportation category. This will allow the public to understand the amount of resources dedicated to supplemental service to middle and high schools and in support of yellow bus programs. This funding amounts to about $350,000 more per year than Marin Transit's current expenditure on school services. If the Measure A renewal is approved, the District will program the additional school service funding through a planning process. This will consist of direction from the Board's Ad Hoc Committee on School Transportation and updates to the SRTP. Additionally, the commensurate loss of Measure A revenue in the local bus program is expected to be filled with the increased state funding from SB1.

- Reduces funding allocated to the local bus program from 37% to 33%. The loss of funding will be offset by moving school transportation expenses to the new expenditure category and is expected to be backfilled with the increased state funding from SB1.

- Reduces funding available for capital projects from 6% or 4%. The District expects to continue to fund core capital projects. This may require that we rely more on state funding to match federal funding for vehicle purchases and take on fewer bus stop improvement projects.

- Creates a new expenditure category with 0.5% of revenues for access to ferries and regional transit. This is a reduction in the revenue share to Marin Transit and will be allocated to Golden Gate Transit.

The FY 2018/19 Expenditure Budget for Operations and Capital Projects is $46,797,976 and is balanced with the expenditure of $3.0 million in Capital Reserve funds. With this expenditure in the FY2018/19 budget, the District will maintain a fully-funded Emergency Reserve of two months operating expenses, a Contingency Reserve of four months of operating expenses, and a Capital Reserve of $7.3 million.

The operating expense budget is $32,464,675. This is an eight percent increase over the FY 2018/19 budget and provides for a similar level of fixed route service, a nine percent increase in paratransit service hours, and a new on-demand response pilot service, Transit Connect. In addition to the pilot program, the primary increases in the Operations Budget are from rising fuel costs and new service contracts that reflect increased wages and higher prices in a strong economy.

Table 1: Budget Summary

	FY 2016/17 Actual	FY 2017/18 Budget Revised	FY 2017/18 Estimated Actual	FY 2018/19 Draft Budget	FY 2018/19 Final Budget
Revenue					
Capital	4,401,584	20,522,639	12,982,041	11,333,301	11,333,301
Operations	30,469,431	32,874,780	32,502,325	35,552,323	35,552,323
Total Revenue	**$34,871,015**	**$53,397,419**	**$45,484,366**	**$46,885,624**	**$46,885,624**
Expenditures					
Capital	4,401,584	20,554,173	12,982,041	14,333,301	14,333,301
Operations	26,764,206	29,952,222	28,511,359	32,464,675	32,464,675
Total Expenditures	**$31,165,790**	**$50,506,395**	**$41,493,400**	**$46,797,976**	**$46,797,976**
Net Change in Fund Balance	$3,705,225	$2,891,024	$3,990,966	$87,648	87648
Emergency Reserve	4,460,701	4,992,037	4,751,893	5,410,779	5,410,779
Contingency Reserve	8,921,402	9,984,074	9,503,786	10,821,558	10,821,558
Capital Reserve	6,020,377	7,349,017	9,137,767	7,280,388	7,280,388
Fund Balance (total reserve)	$19,402,487	$22,325,135	$23,425,077	$23,512,725	$23,512,725

Marin Transit's Capital expenditure budget is $14,333,301. Over half of the budget is for purchasing right of way for parking and maintenance facilities. The budget includes funds to replace seven vehicles and for bus stop improvements for accessibility and passenger amenities. Fifty-one percent of the proposed FY 2018/19 capital budget is funded by state and federal grants.

Final Budget Compared to Draft Budget

The proposed final operations and capital budget for FY 2018/19 includes the following changes from the draft budget:

- Adds projected ridership by program on page 10 to provide additional context on budgeted service levels;
- Adds two new figures to show ridership and services levels overtime;
- Modifies the operations expense graphic to show fuel expenses as a separate category;
- Reduces Measure B funding to match expected expenditures;
- Increases Measure A funds for Marin Access to balance the Marin Access Budget;
- Corrects Table 4: Expense Variances in Operations Budget (>$100,000) to show correct dollar amount for Customer Service.
- Corrects Table 13 on page 30 to show the correct Transit Connect service level;
- Corrects the Federal share for the Capital project to purchase one shuttle.

FISCAL IMPACT: Board action will authorize FY2018/19 operations and capital expenditure levels.

Respectfully submitted,

Lauren Gradia
Director of Finance and Capital Projects

Attachment

MARIN TRANSIT BUDGET
FY 2018/19

final

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Marin Transit Budget Overview

The Marin County Transit District (Marin Transit) is responsible for local transit service within Marin County, and provides over 3.2 million unlinked passenger trips per year and over 230,000 revenue hours of service. Marin Transit delivers services through contract operators. These include: Golden Gate Bridge Highway & Transportation District (GGBHTD), Marin Airporter, MV Transportation, Marin Senior Coordinating Council (Whistlestop), and Michael's Transportation. Marin Transit's Short Range Transit Plan (SRTP) is the primary service and financial planning document for the District. and includes ten years of financial projections for operations and capital programs. The District's Board adopted the most recent SRTP on December 18, 2017.

Budget Process and Timeline

The budget process begins in late February as a review of District and program level goals and objectives with finance and operations staff. In March, budget meetings focus on each program area. The Director of Finance compiles all the program data and develops a draft budget to present to the Board of Directors at their April meeting. The final budget incorporates any changes from the draft version, and the Board adopts the budget at its May or June meeting.

The following is the timeline for fiscal year July 1, 2018 to June 30, 2018 (FY 2018/19) budget development:

February 28, 2018	Budget kick-off meeting
March-April 2018	Program level budget meetings
May 7, 2018	Draft budget presented to Board of Directors
June 4, 2018	Adoption of final budget

Relevant Financial Policies

This section details financial policies relevant to the District's annual budget and budget process. The Board has adopted these policies as part of the FN-01 policy document.

Basis of Accounting

Marin Transit's resources are allocated to and accounted for in the financial statements as an enterprise fund type of the proprietary fund group. Enterprise funds are accounted for on a flow of economic resources measurement focus. Marin Transit also uses the accrual basis of accounting, recording revenues when earned, and recording expenses at the time the liability is incurred. Grant revenue is recognized when program expenditures are incurred in accordance with program guidelines. Proprietary funds further distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

When both restricted and unrestricted revenues are available for use, it is Marin Transit's policy to use restricted revenues first then unrestricted revenues as they are needed.

Annual Budget Adoption

The Marin Transit Board of Directors adopts an annual budget for Marin Transit's fiscal year starting July 1 and ending June 30. Under the direction of the Director of Finance, staff develops a balanced budget for the Board of Directors that provides sufficient and sustainable funding for local transit service needs using the following guidelines:

- Maintain adopted reserve level
- Preserve a balance of revenues and expenditures over a ten-year horizon
- Provide for Short Range Transit Plan (SRTP) adopted service levels
- Allow for innovative growth

The Board adopts the annual budget for the coming fiscal year no later than the June Board of Directors meeting.

Budget Amendment

Budget control occurs at the total program level (administration, local, yellow bus, rural, Marin Access, capital). Deviations from budgeted line item amounts are acceptable if the total program expenses do not exceed the budget authority.

Budget authority transfers between programs require General Manager approval and must be made such that total budget expenditures are not exceeded.

In the event that overall expenditures are anticipated to exceed the approved annual budget authority, Board of Directors' approval is required prior to incurring the expense. Requests for budget amendments must include adequate supporting documentation and identification of available revenue to support the expenditure. If circumstances require immediate action, the General Manager may act in place of the Board of Directors and must present the expenditure to the Board of Directors at the next possible opportunity.

All budget amendments are reported to the Board quarterly, as part of the quarterly finance reports.

Reserve Policy

Marin Transit maintains an unrestricted reserve consisting primarily of property tax revenues. The District is dependent on many diverse funding sources for the operation of its services that are subject to state and federal funding availability and administrative processes. The reserve balance is essential to mitigate current and future risk of revenue shortfalls and unanticipated expenditures. The following reserve balance policy provides parameters on desired levels and uses of unrestricted reserve funds. The reserve balance levels are defined to minimize disruptions to the District's services due to fluctuation in funding and in accordance to the Government Finance Officers Association (GFOA) recommendations.

The District shall strive to maintain a reserve balance equivalent to a minimum of two months and up to a maximum six months operating expenses based on the adopted budget.

Any reserve balance equal to but not exceeding two months operating expenditures is defined as the emergency reserve. The emergency reserve will be available for use during prolonged revenue shortages to sustain District

operations until service reductions, program cuts, or fare increases are made to reestablish a balanced budget and restore the emergency reserve.

Any reserve balance greater than two months of operating expenditures, but less than four months of operating expenditures, is defined as the contingency reserve. The contingency reserve is available to maintain current service levels during short-term periods of declining revenue or slower than anticipated revenue growth.

When the emergency reserve is fully funded, and the contingency reserve is funded with the equivalent of at least two months of operations funds, the District may fund a capital reserve through the budgeting process. The capital reserve is available to provide resources for high priority capital projects or grant matching funds. The reserve is designed to reduce the District's future needs for borrowing or bonding for large capital projects. With Board approval, capital reserve funds can be transferred to the contingency reserve or the emergency reserve if these funds fall below the target levels.

If, for a prolonged period, the total reserve balance held in emergency and contingency reserves exceeds six months of operating expenditures, Marin Transit will consider options such as but not limited to: expanding transit service or decreasing fares in an effort to provide the optimal level of transit service and benefits to Marin County.

Indirect Costs

To provide for the reasonable and consistent allocation or distribution of costs to its various grants and funding programs, Marin Transit develops an Indirect Cost Rate Proposal (ICRP) annually. The ICRP is designed in accordance with Federal Title 2 CFR 200 and is approved by the Federal Transportation Administration ("FTA").

Budget Summary

The FY 2018/19 expenditure budget for operations and capital projects is $46,797,976. The expenditure budget allows for a fully funded Emergency Reserve (two months operating expenses), a Contingency Reserve of four months of operating expenses, and a Capital Reserve of $7.3 million. The proposed budget continues existing service levels with two new operations contracts and increasing fuel prices. Capital expenditures are comparable with continued investments in the revenue service vehicles, bus stop improvements, operations facilities. The Capital budget include the expenditure of $3.00 million in capital reserve to purchase a yellow bus parking facility.

Table 1: Budget Summary

	FY 2016/17 Actual	FY 2017/18 Budget Revised	FY 2017/18 Estimated Actual	FY 2018/19 Draft Budget	FY 2018/19 Final Budget
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Capital	4,401,584	20,522,639	12,982,041	11,333,301	11,333,301
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Total Expenditures	**$31,165,790**	**$50,506,395**	**$41,493,400**	**$46,797,976**	**$46,797,976**
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Capital Reserve	6,020,377	7,349,017	9,137,767	7,280,388	7,280,388
Fund Balance (total reserve)	$19,402,487	$22,325,135	$23,425,077	$23,512,725	$23,512,725
Restricted Fund Balance	31,624	0	0	0	0
Expenditure of Rest.LCTOP	275,413	0	0	0	0
Expenditure of Rest. FTA veh.	0	31,624	31,624		
Expenditure of Capital Reserve	0			3,000,000	3,000,000

District Fund Balance

Marin Transit's fund balance represents the total unrestricted net position made up of. Each year, the fund balance increases or decreases by the net difference between total revenue and total expenses for the year. Marin Transit's Board-adopted policy designates an Emergency Reserve equivalent to two months of operating expenses and a Contingency Reserve equivalent to an additional two to four months of operating expenses. Marin Transit staff and

Board Members review 10-year projections of revenues and expenses in the SRTP to ensure long term financial stability while maximizing mobility for local transit riders.

For the last three years, Marin Transit has been able to rebuild the District's fund balance based on strategic efforts to lower service contract rates and control administrative costs. In addition, increasing revenues from a strong economy have helped fully fund the emergency and contingency reserves and create a capital reserve. The next step in financial stability for the District is transitioning from leases operations and maintenance facilities to a District owned location. Marin Transit has a $5.5 million project for the purchase of right of way for a bus facility. In addition, in accordance with the District's SRTP, the FY2018/19 Budget programs $3.0 million of capital reserves for the purchase of a yellow bus parking facility.

With the Emergency and Contingency Reserves continuing to be fully funded with the equivalent of six months of operations funds, the Capital Reserve is reduced by $1.3 million. The remaining Capital Reserve will be needed for the local match for the upcoming replacement of ten 60ft transit vehicles that will be beyond their 12 year useful life.

Local Sales Tax – Measure A

Marin County voters passed a half cent sales tax measure (Measure A) in 2004 to provide local funding and investment for transportation infrastructure and programs. Measure A is a 20-year measure, and FY 2024/25 will be the last year of the current measure. Measure A provides approximately 40% of Marin Transit's operating revenues and capital funds needed to match federal and state grant funding for vehicles. As shown in the District's Short Range Transit Plan, without the sales tax funding Marin Transit would need cut service levels significantly and end programs like the community shuttles, West Marin Stagecoach, Muir Woods Shuttle and school bus service. Marin Transit is working with the Transportation Authority of Marin (TAM), the county Sales Tax Authority, on a renewal measure that includes a 30-year extension that would be effective in January 2019.

Under the current Measure A sales tax expenditure plan, fifty-five percent is available for local transit service in the following four sub-strategies:

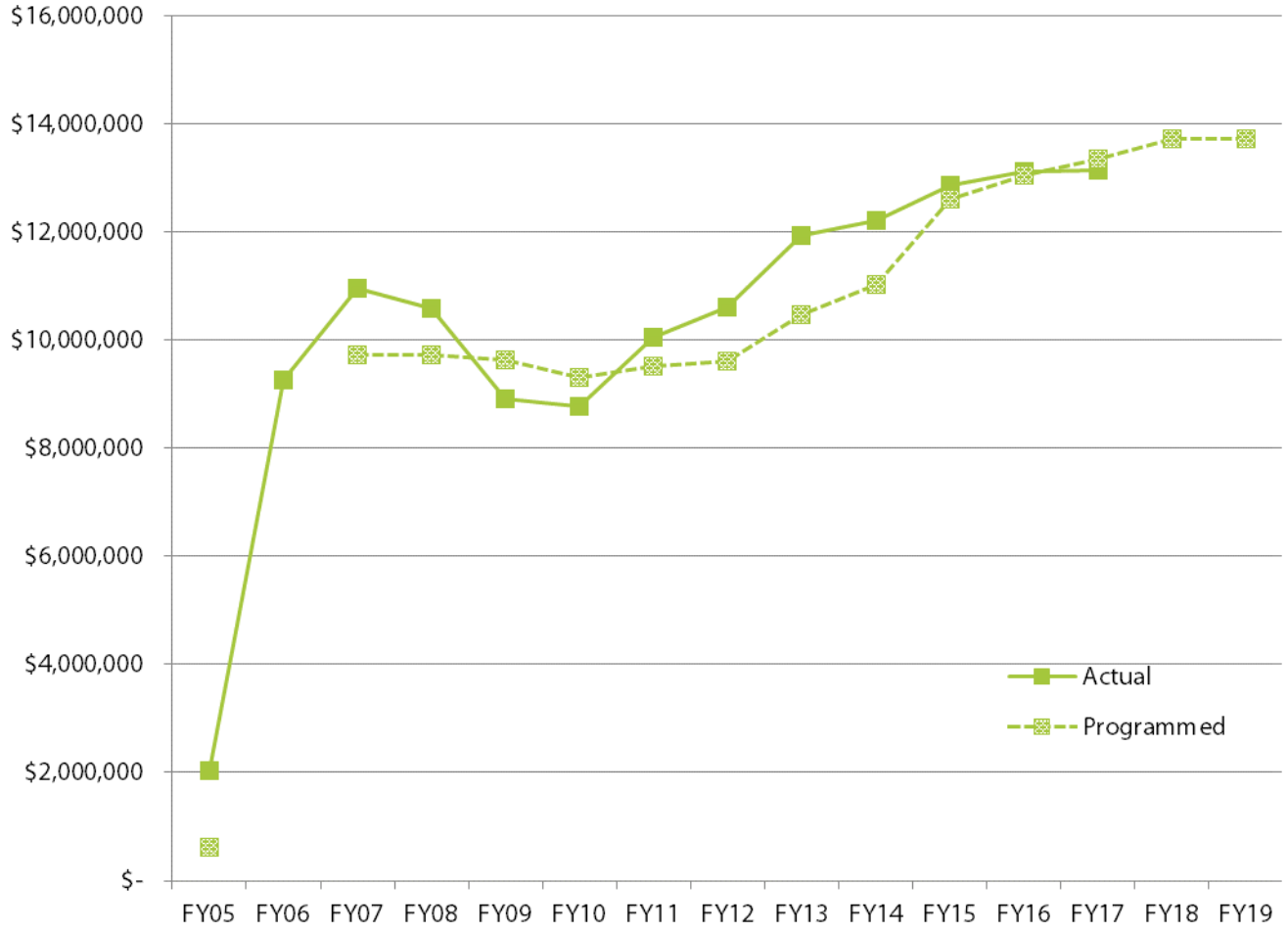
- Maintain and expand local bus transit service (37%);
- Maintain and expand rural bus transit system (3%);
- Maintain and expand transit services for those with special needs (9%); and
- Invest in bus transit facilities for clean and efficient transit system (6%).

Figure 1 shows Marin Transit's share of Measure A projected revenues and actual receipts. TAM programs Measure A funding to the District based on projections and adjusts future year balances to account for actual receipts. Based on the programmed amounts, Marin Transit requests annual allocations of funds from TAM.

The growth rate of sales tax slowed to 0.2% in FY2016/17 after recovering from the decline in FY2007/08. Receipts for the first half of FY2017/18 show renewed growth (4.96%). TAM is projecting FY2018/19 at the projected level for FY2017/18 and then with 2.2% growth rate in FY2018/19 and beyond. Growth of sales tax in Marin County is

typically low due to limited population and job growth that typically impact retail sales. The projected growth is slightly below expected inflation and will slowly impact the District's ability to sustain service.

Figure 1: Measure A Transit Funds by Fiscal Year (Programmed/Projected vs Actual Receipts)



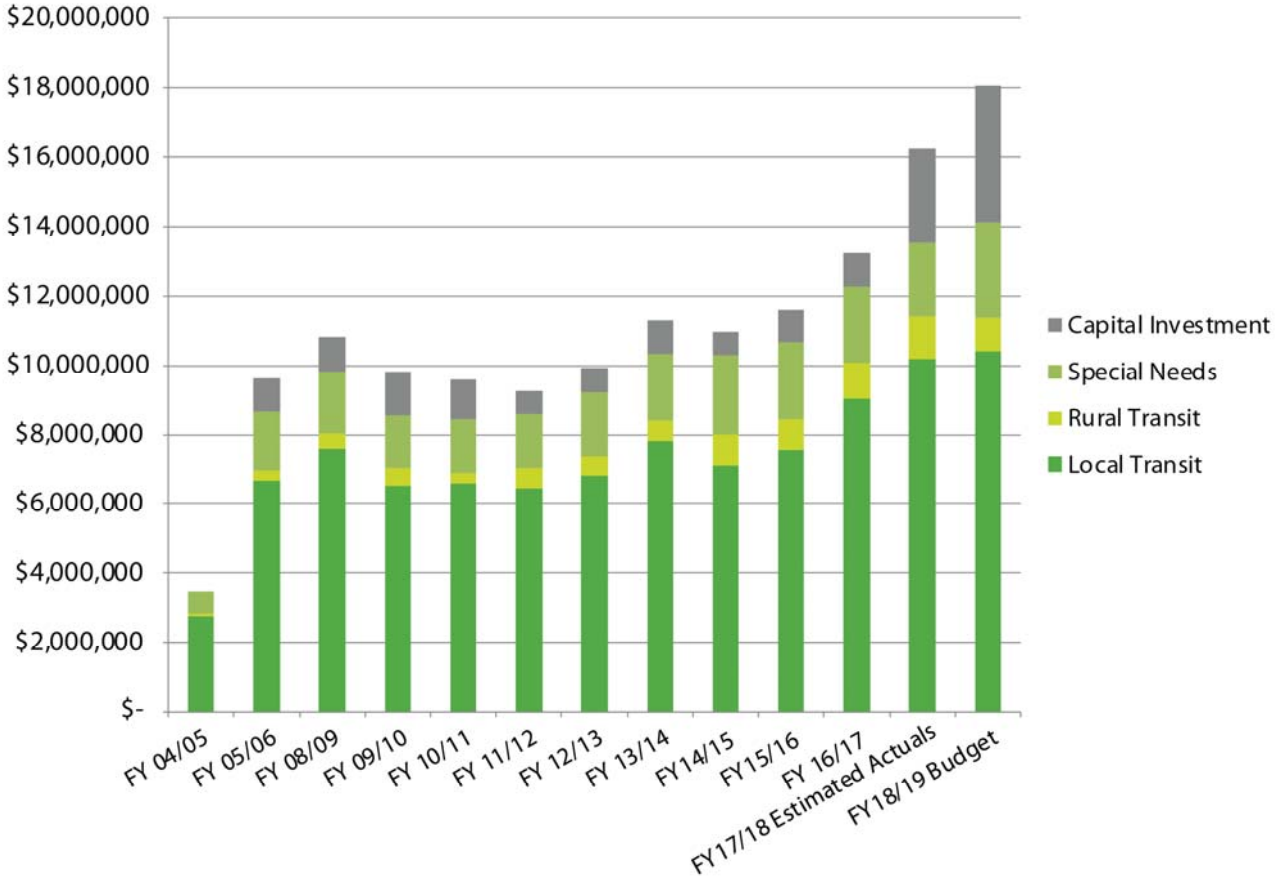
The District's actual expenditure of Measure A revenue varies due to capital replacement cycles and the availability of other grant funds in a particular year (Figure 2). In a given year, any unclaimed Measure A revenue is available for TAM to allocate to Marin Transit in future years.

After finance staff incorporate Measure A allocations for the FY 2018/19 budget along with assumptions for FY 2017/18 actuals, the District will have $4.8 million in Measure A reserves. This amount consists of $3.7 million in local, and $1.1 million in capital funds. TAM holds these reserves, and they are not included in Marin Transit's Emergency or Contingency Reserve funds. Instead, Marin Transit programs these funds in the ten-year operation and capital financial forecasts in the adopted SRTP. Figure 2 shows the increase in local Measure A expenditures anticipated in the budget year (FY 2016/17) will to pay for service increases. The Rural transit reserve enabled the

District to expand service on the Stagecoach and is being spent down over a five-year period ending in FY2018/19. Future Stagecoach service is programmed to continue with additional funding from property tax revenues.

The Capital Measure A reserve is at a historic low due to recent vehicle replacements which require 18% local matching funds.

Figure 2: Measure A Expenditures by Fiscal Year



Operations Budget

Marin Transit's FY 2018/19 operations budget provides for operation of the following services:

Service	Budgeted Service Level	Projected Mobility
Regular Local and Trunk Line	116,000 revenue hours	2,123,000 passenger trips
Community Shuttles	43,500 revenue hours	388,000 passenger trips
Supplemental School and Partnership	7,100 revenue hours	198,000 passenger trips
Muir Woods Shuttle	6,810 revenue hours	163,000 passenger trips
Novato Dial-A-Ride	2,400 revenue hours	4,300 passenger trips
Yellow School Bus Service	6 buses	130,000 passenger trips
West Marin Stagecoach Service	16,400 revenue hours	116,000 passenger trips
Rural Dial-A-Ride Service	435 revenue hours	750 passenger trips
Local Paratransit Service	62,491 revenue hours	135,000 passenger trips
Regional Paratransit Service	9,500 revenue hours	7,308 passenger trips
Catch-A-Ride	Not Applicable	15,000 trips
Volunteer Driver	Not Applicable	14,800 trips
Transit Connect (new)	10,988 revenue hours	55,000 trips

Historic service levels and unlinked passenger trips are also shown in Figures 3 and 4.

The operating expense budget of $32,464,675 is an 8% increase over the FY 2017/18 budget (Table 2), and provides for a new pilot service, Transit Connect, increasing paratransit service hours, and increased Muir Woods Shuttle service. The largest cost increases are from contract service operations, both for increased service and for increased contract rates. Wage pressure and increasing fuel prices are increasing transit operations costs faster than inflation.

Figure 3: Marin Transit Ridership Over Time

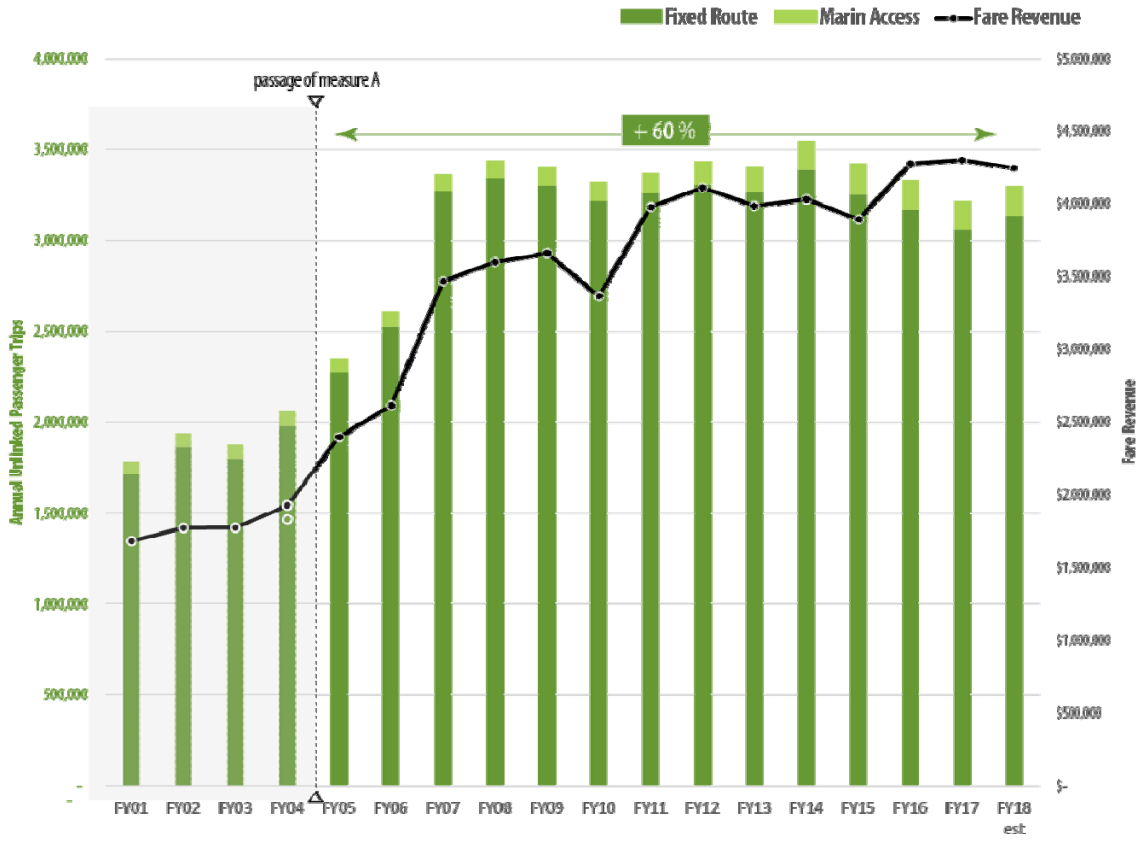


Figure 4: Marin Transit Service Levels Over TIme

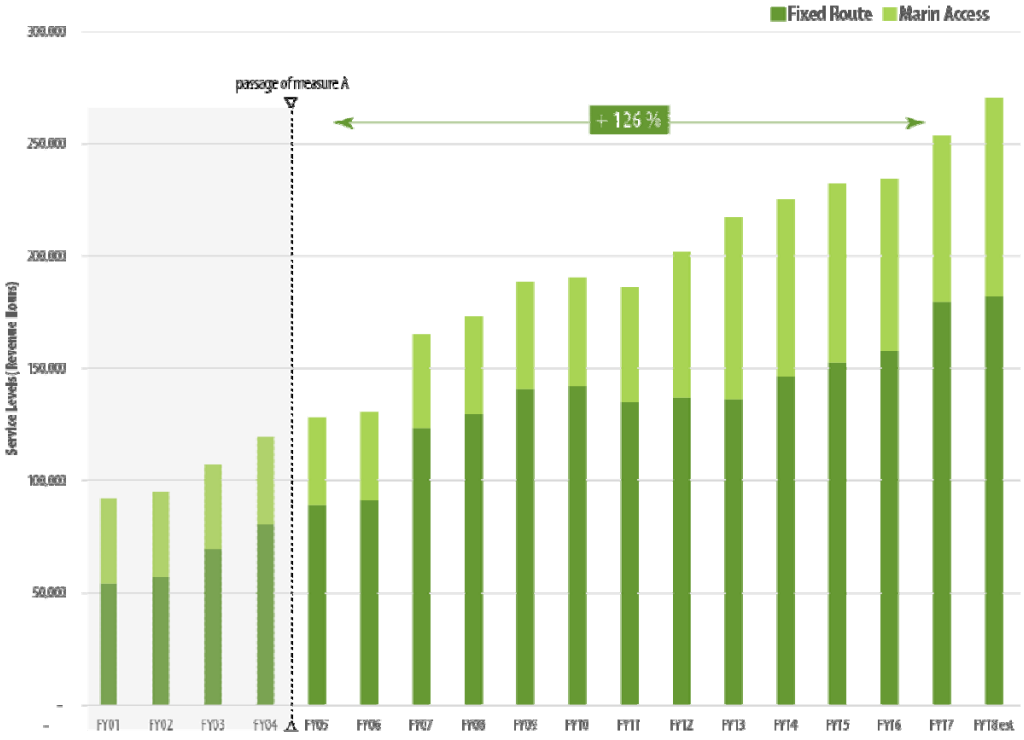


Table 2: Operations Budget (Admin, Local, Yellow Bus, Rural, & Marin Access)

	FY 2017 Actual	FY 2018 Budget Revised	FY 2018 Estimated Actuals	FY 2019 Final Budget	% Δ from FY 2018 Budget
Revenue					
Fare Revenue	3,942,533	4,276,928	4,125,231	4,085,620	-4%
Advertising & Other Revenue	397,790	400,200	395,360	412,206	3%
Reimbursements (GGBHTD, WSW)	1,837,557	2,102,476	1,952,696	2,026,564	-4%
Interest	51,968	55,000	75,903	70,250	28%
Measure A	12,265,745	13,342,614	13,399,120	14,046,065	5%
Measure A Interest	85,000	85,000	85,000	85,000	0%
Measure B	627,198	1,045,000	839,855	1,120,000	7%
Property Taxes	4,086,532	4,180,831	4,246,148	4,436,683	6%
Development Fees	57,964	52,032	50,711	58,200	12%
State Transit Assistance (STA)	1,576,690	1,274,981	1,285,220	1,841,702	44%
Transit Development Act (TDA)	4,440,516	4,453,555	4,614,306	5,109,399	15%
Other State	19,273	148,114	147,950	354,524	139%
FTA Funds	1,065,347	1,366,509	1,193,844	1,351,823	-1%
National Park Service	89,010	91,540	191,824	600,000	555%
Transfers to Capital Budget	(73,692)	0	(100,842)	(45,712)	NA
Total Revenue	**30,469,431**	**32,874,780**	**32,502,326**	**35,552,324**	**8%**
Expenses					
Salaries and Benefits	2,082,294	2,411,546	2,135,170	2,556,016	6%
Professional Service	325,848	523,363	547,739	555,532	6%
Professional Service- Legal	27,403	100,000	93,858	150,000	50%
Security and Maintenance	268,349	286,326	266,277	296,504	4%
Customer Service	559,208	604,384	529,677	783,263	30%
Indirect County Overhead	2,009	2,500	670	2,575	3%
Mobility Management Support Programs	4,770	59,548	14,711	24,835	-58%
Office Supplies	170,781	193,520	170,208	217,536	12%
General Insurance	22,324	29,000	27,860	29,870	3%
Contract Service Operation	21,417,881	23,306,597	22,557,665	25,119,706	8%
Membership & Prof Development	25,322	60,000	24,041	61,800	3%
Mileage and Travel	15,883	23,000	20,363	23,690	3%
Marketing	114,823	231,157	117,963	246,882	7%
Communication	139,935	178,400	208,383	198,436	11%
Fuel	1,818,940	2,126,218	2,026,853	2,431,546	14%
Misc. Services	4,897	0	642	1,044	NA
Vehicle and Vehicle Parking Leases	23,983	23,625	18,624	23,980	2%
Office - Rental and Overhead	96,668	113,440	98,110	137,000	21%
Partner Agency Pass Through	85,000	85,000	85,000	85,000	0%
Transfers to Capital Budget	(442,113)	(405,401)	(432,455)	(480,538)	19%

Total Expenses	**26,764,205**	**29,952,223**	**28,511,359**	**32,464,677**	**8%**
Net Revenue Over Expenditures	**3,705,226**	**2,922,557**	**3,990,967**	**3,087,647**	

District Revenue

Marin Transit derives its revenues from multiple sources (Figure 5), with no single revenue source providing the majority of the District's operating funds. The primary revenue sources for Marin Transit operations are:

- Measure A sales tax operating funds;
- Transportation Development Act (TDA) funds;
- State Transit Assistance (STA) funds;
- Passenger fares; and
- Property taxes.

To develop revenue projections for the FY 2018/19 budget, staff referred to Metropolitan Transportation Commission (MTC) revenue projections for STA and TDA, TAM's Measure A allocations, and discussed estimates for property tax revenue with the County of Marin.

Based on current receipts, Marin County sales tax revenue is expected to increase by 5% in FY2017/18. In addition to Measure A sales tax revenue, TDA revenue is generated from sales tax. The County Auditor Controller is projecting a 3.7% increase in TDA revenue in FY2018/19. Marin Transit splits Marin County TDA with the Golden Gate Bridge Highway and Transportation District based on ridership and service provided. Marin Transit will receive 39.92% of funds in FY 2018/19, which is a 1.89% increase from the prior year.

State Transit Assistance funds from the diesel sales tax have either experienced no growth or declined. New state legislation (SB1) increased the state gas tax to restore state transit funds back to historic levels. These funds are allocated to transit operators in two ways, (a) based on locally generated revenue expended on transit operations (revenue based) and (b) the population of the County (population based). The transit operators in Marin County, Marin Transit, Golden Gate Bridge Highway and Transportation District, and SMART signed a new agreement based on MTC's new STA Population-Based Policy (MTC Resolution 4321), to split population funds based on ridership and service provided. Marin Transit will continue to use these funds for paratransit operations and fixed route services. In FY 2018/19 Marin Transit expects an allocation of $806,445 in population based funds. This appears to be significantly more than Marin Transit's share of FY2017/18 ($610,924[1]) population based funds but $192,575 in STA lifeline funding for FY 2017/18 is still pending award to transit operators. If the pending amount is awarded to Marin Transit, the increase in these funds in FY 2018/19 will be minimal.

As authorized by the Marin Transit Board in December 2017, some of the increased STA revenue is being used for the purchase of additional vehicles needed to reduce overcrowding on school routes.

[1] $513,179 FY18 northern operators, $54,351 FY18 regional paratransit plus

Passenger fare revenue is budgeted based on current program receipts or estimated using a linear projection to account for service level increases or reductions. Muir Woods Shuttle fares are being subsidized by the National Park Service (NPS) and starting in January 2017 passengers will pay $3 round trip and NPS will contribute the remaining $2 to allow Marin Transit to continue to collect the $5 per round trip fare.

The operating revenue budget of $35,552,324 is an 8% increase from the prior year budget (Table 2).

The increase in budgeted operations revenue mirrors the increase in Operations expenses. Prior year allocations of Measure A will be used to fund the increase expenses. In addition, Marin Transit will use increased state revenues from Senate Bill 1 (SB1) to fund operations.

Eight revenue categories have variances greater than $100,000 between the FY 2018/19 budget and FY 2017/18 budget (Table 3). The fare revenue decline is based on the change in pricing for Muir Woods Shuttle riders from $5 per round trip to $3 round trip. The loss in fare revenue will be funded with additional National Park Service funding.

Measure A funding is higher due to an expenditure of $478,486 in prior year funds in Marin Access for paratransit and other services for seniors and people with disabilities. Marin Transit is expending $200,000 more Measure A for Local fixed route services and $200,000 less for Rural services than in the prior year. Measure B expenditures increase temporarily to expend prior year funds and to provide funding to the new Transit Connect pilot project that will provide on demand transit service.

Table 3: Revenue Variances in Operations Budget

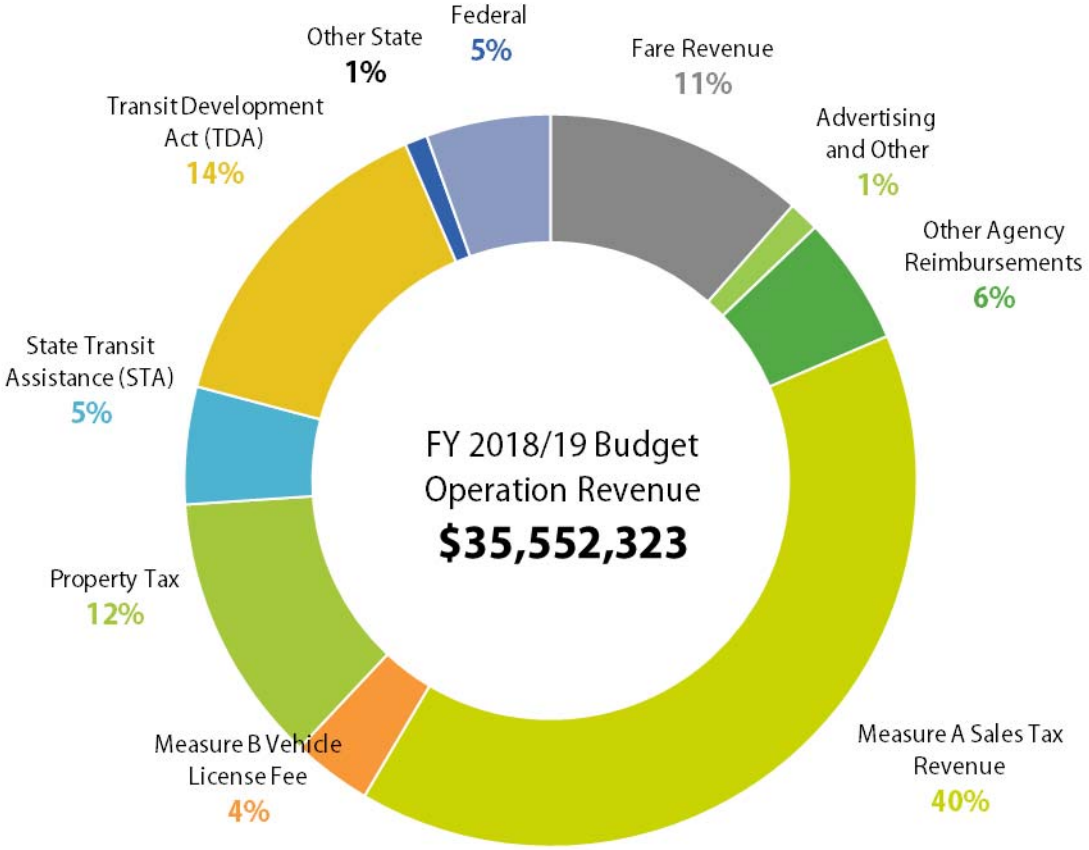
Revenue Category	FY 2018/19 Budget	Variance from Prior Year Budget		Notes
		Amount ($)	%	
Fare Revenue	$4,085,620	($191,308)	-5%	Reduction due to Muir Woods passenger fare reduction to $3 per round trip (balance paid by NPS), and alignment with estimated actuals.
Measure A	$14,046,065	$703,451	5%	Budgeted expenditure of funds is higher
Property Tax	$4,436,683	$255,852	6%	Continued strong growth of Marin County property tax
State Transit Assistance	$1,841,702	$566,721	44%	Prior year carryforward of funds plus an increased allocation from SB1.
Transportation Development Act	$5,109,399	$655,844	14%	Increase based on County Auditor's projection and MCTD's increased share of the County revenue
Other State	$354,524	$206,410	140%	The third year of Cap and Trade funds in Low Carbon Transit Operations Program (LCTOP) increased by a factor of two based on higher proceeds from state bond sales
National Park Service	$600,000	$508,460	85%	Under new grant agreement, NPS will fund expanded service and fund a reduction in passenger fares. New contract rates and rising fuel cost have also increased NPS's financial obligation

Property tax revenue indicators point to continued revenue growth. FY 2018/19 property tax receipts are expected to grow another 5% after an expected 5.4% growth in FY 2017/18.

Marin Transit's share of Transit Development Act (TDA) funding is projected to increase 14%. This partially due to the County Auditors projection of a 4.7% increase of the prior year estimate and due to Marin Transit's share of the funding increasing to 39.92% from 38.03%.

The "Other State Revenues" category includes a new operations funding source for new service under the Cap and Trade, Low Carbon Transit Operations Program. The available funding for allocation under the LCTOP program increased 50% due to higher state bond sales. Lastly, NPS funding has increased significantly due to the new grant agreement and change in Muir Woods Shuttle service.

Figure 5: Revenue Sources for FY 2018/19 Budget



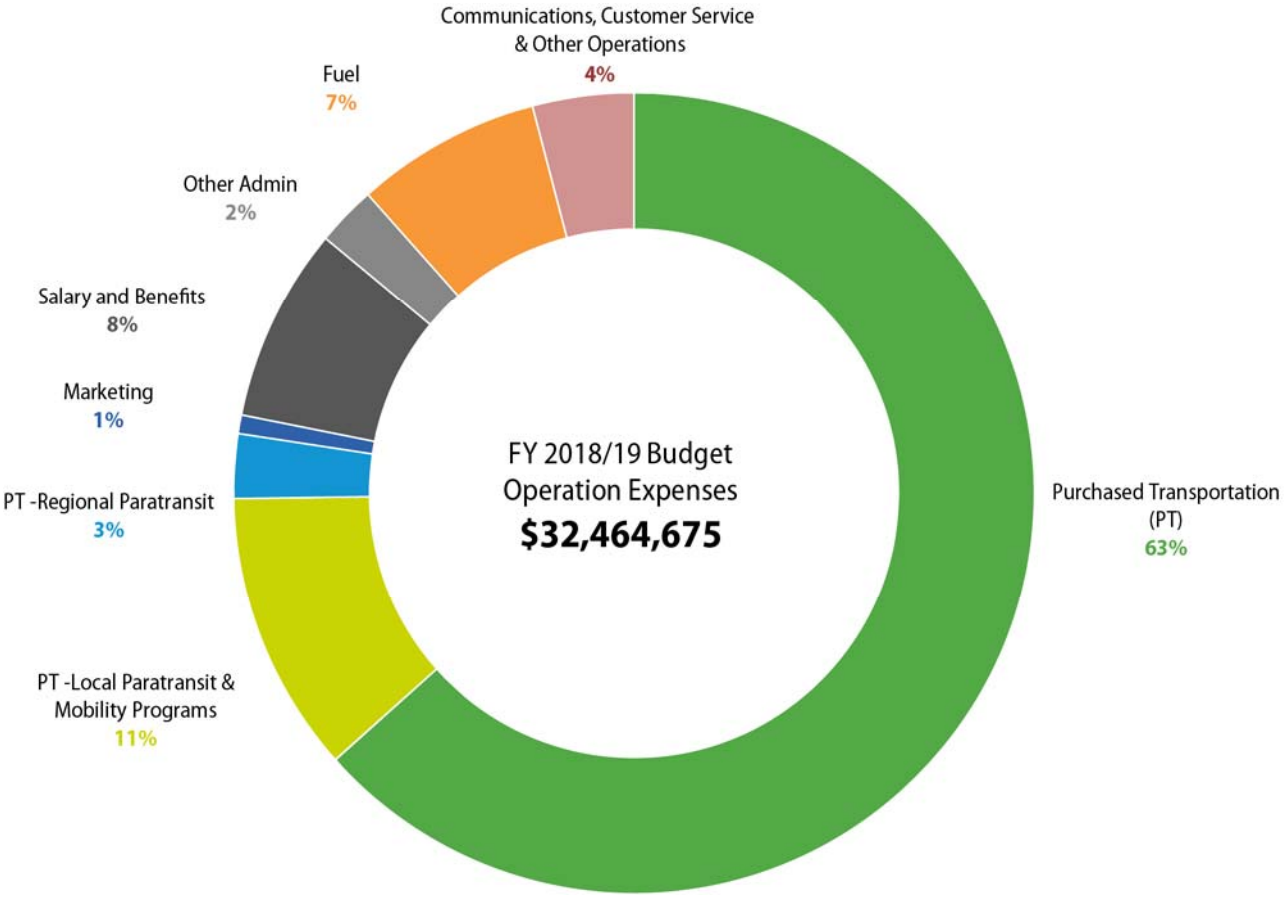
District Expenses

Marin Transit provides local transit service through purchased transportation contracts. Under this structure, the majority of district operations expenses (Figure 6) are for contract service operation (77%) and associated fuel and other operations expenses (12%). Contract service operations includes local paratransit, regional paratransit and fixed route purchased transportation. The following sections discuss information and trends on general agency costs including staffing, consulting, fuel, and marketing. More detailed operations and service costs are discussed in later sections that correspond to the District's program areas: local service, yellow bus, rural service, and Marin Access. Categories with variances greater than $100,000 are summarized in Table 4.

Table 4: Expense Variances in Operations Budget (>$100,000)

Expense Category	FY 2018/19 Budget	Variance from Prior Year Budget		Notes
		Amount ($)	%	
Salaries and Benefits	$2,556,016	$144,470	6%	Increase to add additional human resources position
Customer Service	$783,263	$178,879	30%	Budget increase for potential increases in travel navigator costs under new contract
Contract Service Operation	$25,119,706	$1,813,109	8%	Increases in contract rates under new contracts effective July 1, 2018, particularly on Stagecoach, Muir Woods and Supplemental School service
Fuel	$2,431,546	$305,328	14%	Fuel prices are expected to increase based on trend analysis and price of crude oil

Figure 6: Operations Expenses for FY 2018/19 Budget



Staffing

Marin Transit directly employs all District staff. Benefits for regular employees include medical benefits coordinated through the County of Marin and an employer-funded defined contribution retirement program.

The FY 2018/19 budget includes 16.4 regular full-time equivalent positions (Table 5 and Figure 7) and additional seasonal and temporary staff for Muir Woods Shuttle greeters, staff interns, and supplemental staff support. This includes an additional administrative position focused on human resources and office administration.

Marin Transit is currently completing a salary study to compare the District's compensation level to other neighboring agencies and ensure the compensation is appropriate and sufficient to attract and retain staff. Results from this study may inform an update to the employment framework that would be brought to the Marin Transit board for approval. Based on the employment framework adopted by the Board in August 2013, top salary ranges for each classification will increase by the consumer price index (CPI)[2]. This does not affect individual salaries. Any

[2] Bay Area CPI February 2018 – 3.6%

potential salary increases are subject to the agency review process and will be in accordance with Board-adopted employment policies.

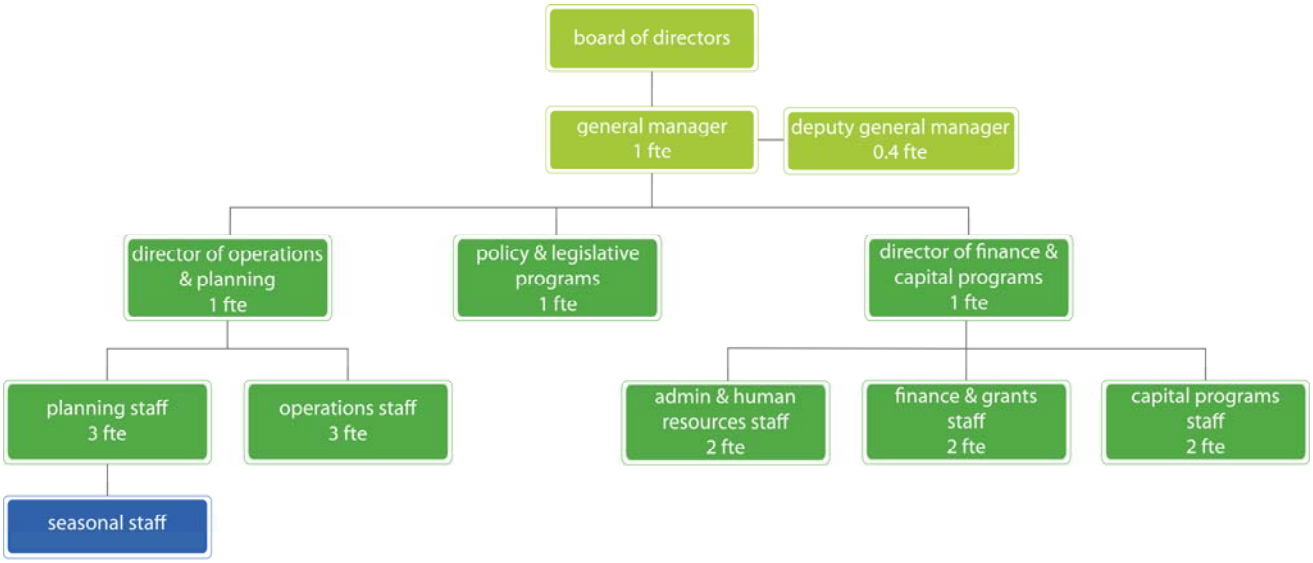
The salary and benefits budget increases 6% or $142,000. This includes an additional administrative position focused on human resources and office administration and an allowance for merit-based salary increases and promotions. Benefit costs are on a calendar year and there were no significant increases to benefit rates in 2018. Marin Transit currently has three vacant positions. The budget assumes these positions are filled quickly. If there is a need to delay filling the positions to locate the right candidates, Marin Transit will continue to underspend in this budget category.

Table 5: Personnel Counts

	FY 2016/17	FY 2017/18	FY2018/19
Budget	15.6	15.6	16.4
Actual	13.5	14.1	

Notes: 1) Stated in Full Time Equivalents (FTE's)
2) Does not include temporary seasonal workers

Figure 7: Marin Transit FY 2018/19 Organization Structure



Fuel

As of FY 2015/16, Marin Transit pays directly for fuel used in all purchased transportation contracts. This structure shifts the risks for fuel price fluctuations to the District. In exchange, the contractors provide lower contract rates as they do not need to hedge against potential fuel price increases.

The method for purchasing fuel varies between contracts depending on the volume of service, existing infrastructure, and location of service. GGBHTD maintains its own fuel contract and delivery system. Two contractors purchase fuel through the County of Marin, and a fourth contractor uses a combination of commercial pumps and onsite delivery. In general, the bulk contract purchases by the County of Marin and GGBHTD provide a lower cost per gallon and result in a delayed market effect. The County of Marin applies a 10% service charge that reduces effective cost-savings. As the District identifies future facility locations, the potential for fuel savings should be considered.

Fuel costs increased significantly in FY2017/18 and are expected to be about 10% higher than the previous year. Fuel price continue to be volatile and the budget allow for another 10% increase in diesel fuel prices in FY 2018/19. The continued increase is based on the US Energy Information Administration's, May 9, 2018, projected price of $2.90 per gallon in 2019.

Marin Transit will have its first two electric buses in service in FY2018/19. The electric power costs will be segmented from GGBHTD's San Rafael maintenance yard based on vehicle charging reports. The budgeted costs are based on 100 miles per day per vehicle and an effective rate of 0.34 cents a mile. This assumes overnight charging without significant demand charges.

Administration

The administration budget (Table 6) includes revenues and expenses shared by all program areas. While these items are budgeted and recorded under administration, expenses are allocated to the program budgets based on a program's resource usage (i.e., billed staff time). This enables Marin Transit to track the full cost of programs.

Expenses in the administration budget include: staff salaries and benefits, audit fees, insurance, travel costs, professional development expenses, office rental, and other associated costs. Marin Transit's Board authorized a lease extension for expanded office space that is anticipated to begin June 2018 and extend for five years, through June 2023.

Table 6: Administration Budget

		FY 2017 Actual	FY 2018 Budget - Revised	FY 2018 Estimated Actuals	FY 2019 Budget	% Δ from FY 2018 Budget
Revenue						
4070400	Interest	51,968	55,000	75,903	70,250	28%
4079950	Development Fees	17,940	15,634	28,509	18,200	16%
4079954	Residual ABX 126	40,024	36,398	22,202	40,000	10%
4080101	PropTax-CurrntSecured	3,577,553	3,759,249	3,759,249	3,947,211	5%
4080102	County Fee-Admin Basic Tax	(57,683)	(60,856)	(59,624)	(62,681)	3%
4080103	Property Tax-Unitary	33,188	32,057	34,912	35,000	9%
4080104	PropTax-CurrntUnSecur	72,363	67,380	70,000	73,000	8%
4080105	Educ Rev Augm Fund-Redist	365,940	280,915	346,393	350,000	25%
4080106	PropTax-Supp CY SECR	87,685	97,091	88,000	87,685	-10%
4080107	PropTax-Supp Unsecured	1,149	1,000	1,327	1,000	0%
4080108	PropTax-Redemtion	3,561	1,500	1,923	1,500	0%
4080109	Property Tax-Prior Unsecured	2,776	2,494	3,968	3,968	59%
4090101	Other Local	520	-	-	-	-
4119940	Other State	320	300	334	300	0%
Subtotal Revenue		**4,197,304**	**4,288,162**	**4,373,096**	**4,565,433**	**6%**
4700001	Property Tax Transfer	(73,692)	(1,047,312)	(138,194)	(961,797)	-8%
Net Revenue		**4,123,612**	**3,240,850**	**4,234,902**	**3,603,636**	**11%**
Expense						
5010200	Salaries	1,307,083	1,769,932	1,366,222	1,673,909	-5%
5020000	Benefits	768,995	641,614	768,948	882,107	37%
5030301	Consultant Services	63,753	125,000	130,257	175,000	40%
5030304	Prof Svcs - Legal	27,403	100,000	93,858	150,000	50%
5030305	Prof Svcs - Audit	38,315	31,827	29,510	32,561	2%
5049901	Office Supplies	10,630	13,000	9,583	14,000	8%
5049902	Small Furn/Equip	7,876	12,730	6,995	13,000	2%
5049903	Software Maintenance	48,981	61,267	47,501	60,000	-2%
5049904	Copier Suppl & Srvc	8,333	9,500	8,878	9,167	-4%
5049905	Postage	2,492	3,000	1,470	3,090	3%
5049906	Computers	12,787	15,000	18,699	20,000	33%
5050201	Communication - Phone	23,854	29,000	27,257	31,230	8%
5060301	Insurance - Gen Liability	22,324	29,000	27,860	29,870	3%
5090101	Memberships & Prof Dev.	25,322	60,000	24,041	61,800	3%
5090202	Mileage and Travel	15,883	23,000	20,363	23,690	3%
5090801	Marketing	5,441	12,360	8,010	12,731	3%
5100401	County Fee - Special District	2,009	2,500	670	2,575	3%
5121200	Office Rental	96,668	113,440	98,110	137,000	21%
Subtotal Expense		**2,488,149**	**3,052,170**	**2,688,232**	**3,331,730**	**9%**
5100100	Salary/Benefit Transfers	(1,934,963)	(2,181,125)	(1,932,812)	(2,341,936)	7%
5100101	Transfer Overhead	(410,212)	(552,750)	(321,574)	(473,809)	-14%
Net Expense		**142,974**	**318,295**	**433,846**	**515,985**	**62%**

Local Service

The local service budget (Table 8) includes all revenues and expenses related to the provision of fixed route service and general purpose dial-a-ride, excluding rural service. Major programs in the local service budget include local fixed route, Community Shuttle service, supplemental school, Muir Woods seasonal shuttle, and Novato Dial-A-Ride. In the prior year, revenues and expenses for yellow bus service were included in the local service budget. Other major expenses in the local service budget include: consultant services for stop-level ride checks, service contract audits and reviews, communications, marketing, and staff time for contract oversight. This budget also includes costs and revenues for special projects such as the youth pass, and Homeward Bound tickets.

Beginning with FY 2017/18, yellow bus service is shown in a separate budget (page 25).

The local service budget for FY 2018/19 is $21,961,627 (Table 8) provides for one percent service increase over the prior year budget (Table 7). The Local Service budget has the following significant changes in FY2018/19:

(A) Two new operations contracts for Muir Woods, Supplemental School, Community Shuttle Service and Local Basic

(B) Route adjustments to June 2016 service expansion to reduce unproductive service

(C) First full year of increased Muir Woods Service, reduced passenger fare and new National Park contract

(A) New Contracts. As the result of a competitive procurement, Marin Transit issued two new contracts for service operations with Marin Airporter and MV Transportation. Marin Airporter will continue to operate the Shuttle Services and expand the number of Local Basic routes they operate. The contract rates are similar to the prior year contract. MV Transportation will continue to operate the Muir Woods Shuttle service, the supplemental school routes and the Rural Stagecoach service. The hourly rates are similar to the prior year contract, but the fixed fee amount increases significantly to include additional staffing for the Muir Woods Shuttle service and to reflect the higher administrative, overhead, and deadhead costs associated with peak period service like the supplemental school routes.

(B) Service Adjustments. Marin Transit is implementing route adjustments in June 2018 based on the performance of service expansion that was done in June 2016. The route adjustments reduce unproductive service and reallocate service hours to supplemental school service.

(C) Muir Woods Shuttle Service. The Muir Woods Shuttle service was modified in January 1, 2018 to provide year round weekend service and seasonal weekday service. This service is operated in partnership with the National Park System (NPS) and they provide federal grant funds for 50% of the baseline operation costs, 100% of the service expansion cost and for subsidizing a reduction of the round trip passenger fare from $5 to $3. This has proven to be a successful service for Marin County to reduce traffic in TAM Valley and help address parking limitations at the National Monument. The service will be operated under the new MV Transportation contract, effective July 1, 2018 and the contract service costs (without fuel) increase to $120 per hour. This is an 86% percent rate increase that includes adding a dedicated Muir Woods Staff member, and a part time Muir Woods coordinator, along with updates to reflect the current labor market. Additionally, the prior rate was artificially low due to an older contract.

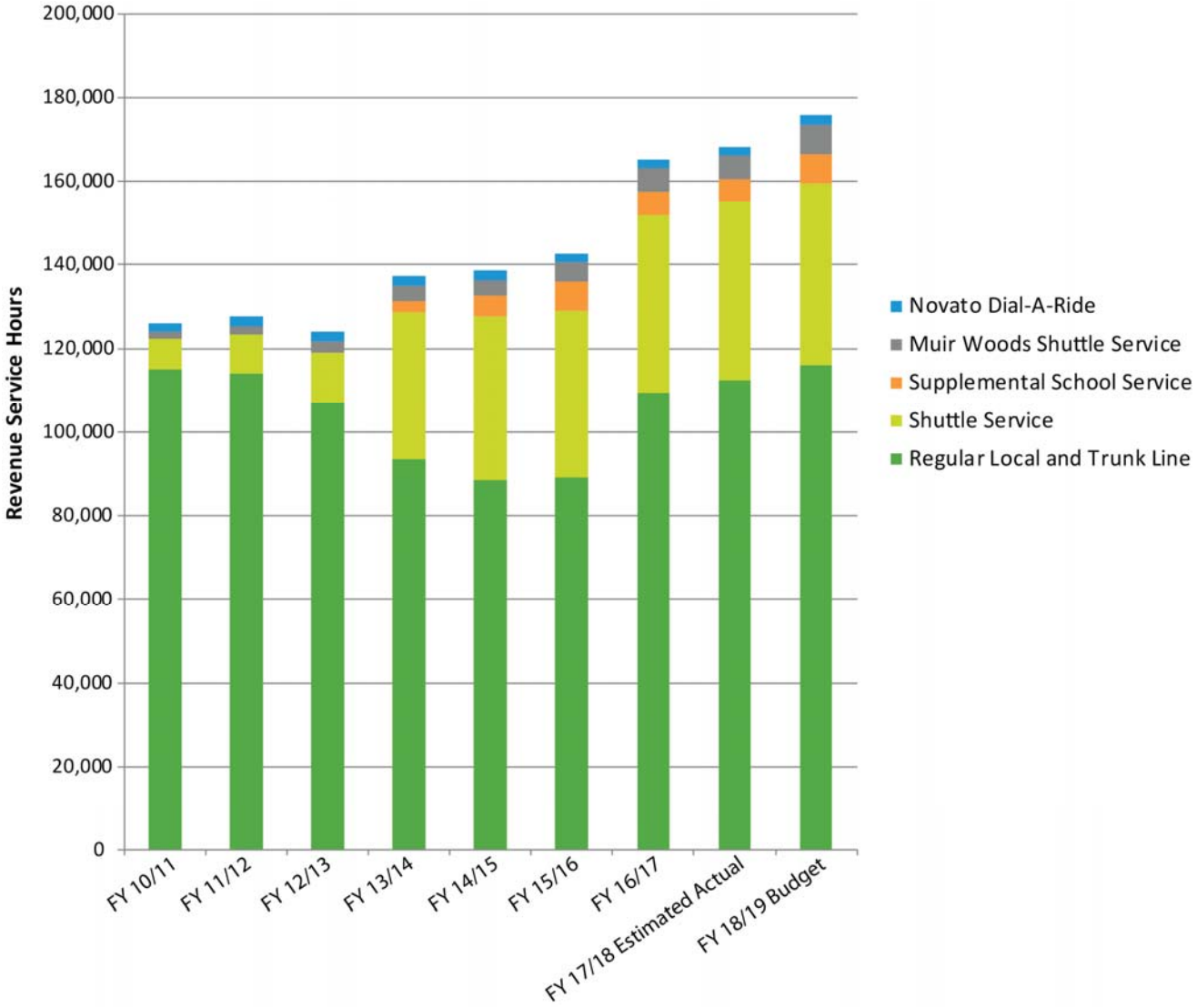
This budget includes the continuation of the College of Marin funded partnership service, Route 122. This route is funded with student fees that also pay for bus passes for College of Marin students.

Table 7: Local Budget Service Levels

Service Type	FY 2018/19 Budgeted Service (Rev Hrs.)	Average Contract Cost Per Hour (without fuel)	Notes
Local Basic and Trunk Line	116,000	$107.10	Service level similar to prior year; service adjustments being made in June 2018 to reallocate unproductive service; service provide by two contractors; blended contract rate increases 3.6%
Community Shuttles	43,500	$76.27	Service level similar to prior year, contract rate increases 5.4%
Supplemental School and Partnership	7,100	$112.38	Service level similar to prior year, contract rate increases 20%
Muir Woods Shuttle	6,810	$120.37	Increased service level to provide year round weekend service and summer weekday service, contract rate increases 86%
Novato Dial-A-Ride	2,400	$65.71	Service level similar to prior year, contract rate increases 6%

Local service is funded with a combination of fare revenue, advertising revenue, Measure A local sales tax funds, State Transit Assistance (STA), and federal grants. Measure A sales tax funds budgeted for local service are $10,173,000 and 46% of budgeted revenues, down from 50% in the FY 2017/18 budget. State operations funding from Transportation Development Act (TDA) and STA are an increasing percentage of the local budget revenues. State funds are 33% of the local budget, up from 28% in the prior year budget. Fare revenues are estimated to be 14% of the budget, with a slight drop from the lowering of the Muir Woods Shuttle fares. Marin Transit also provides two significant fare subsidy programs that reduce fare revenue. These are the youth pass program for free fixed route transit to low income youth and Homeward Bound that provides free fixed route transit to people participating in County programs.

Figure 8: Local Revenue Service Hours by Program



In FY 2018/19, Marin Transit expects to expend the following state and federal grant awards for local service:

Amount	Program	Source
$335,724	Local Service Expansion	Low Carbon Transit Operations Program (LCTOP)

Marin Transit also has applications pending review from TAM for additional State Transit funds and FTA Section 5307 funds for lifeline projects that serve low income and disadvantages communities.

Table 8: Local Service Budget

		FY 2017 Actual	FY 2018 Budget - Revised	FY 2018 Estimated Actuals	FY 2019 Budget	% Δ from FY 2018 Budget
Revenue						
4060301	Advertising Revenue	245,018	238,400	250,932	245,552	3%
4070301	Lease of Property	152,772	161,800	144,428	166,654	3%
4090101	Other Gov Agency Payments	1,635	0	1,679	0	NA
4092001	Measure A Sales Tax	8,716,638	10,079,224	9,949,671	10,173,000	1%
4092003	Measure A Sales tax - Interest	85,000	85,000	85,000	85,000	0%
4110101	State Transit Assistance	1,021,043	1,214,815	1,224,816	1,744,814	44%
4110102	Transit Development Act (TDA)	4,440,516	4,453,555	4,614,306	5,109,399	15%
4110103	State Transit Assistance - Lifeline	502,218	0	0	0	NA
4119904	State - LCTOP	0	128,676	128,676	335,724	161%
4139910	Fed-FTA 5307- JARC	0	222,210	222,210	0	-100%
4139912	Fed-FTA 5307 STP	123,080	0	0	0	NA
4139951	National Park Service	87,654	91,540	191,824	600,000	555%
4140100	Fare Revenue	2,773,985	3,031,479	2,883,924	2,773,337	-9%
4020000	Special Fares - Paid by Another Agency	269,244	277,276	270,550	274,387	-1%
Subtotal Revenue		**18,418,803**	**19,983,975**	**19,968,016**	**21,507,867**	**8%**
4700001	Property Tax Transfer	-	250,000	88,868	373,760	50%
4700002	Program Revenue Transfer	77,810	100,000	-	80,000	-20%
Total Revenue		**18,496,613**	**20,333,975**	**20,056,884**	**21,961,627**	**8%**
Expense						
5010200	Salaries and Benefits	6,216	0	0	0	NA
5030301	Consultant Services	144,334	200,000	252,779	206,000	3%
5030310	Fare Processing Charges	37,694	37,922	46,719	14,653	-61%
5030320	Customer Service	279,495	284,384	271,972	301,393	6%
5030602	Custodial Service	13,588	14,602	19,981	21,315	46%
5030701	Security Services	253,525	270,224	245,086	273,389	1%
5040101	Fuel	1,246,749	1,406,954	1,401,764	1,695,743	21%
5049904	Software	23,750	22,000	20,750	22,660	3%
5050205	Communication-AVL	57,071	78,094	108,412	91,592	17%
5050206	Communication-Data	2,799	2,731	2,589	2,925	7%
5080101	Purchased Transportation	15,336,943	16,371,183	16,089,216	17,539,220	7%
5090801	Marketing	69,781	90,500	83,831	101,065	12%
5100404	Expense Transfer - GGT Wave	85,000	85,000	85,000	85,000	0%
5122010	Signs	4,897	0	642	1,044	NA
Subtotal Expense		**17,561,842**	**18,863,594**	**18,628,741**	**20,355,999**	**8%**
5100100	Salary/Benefit Transfers	998,502	1,165,498	1,109,566	1,417,739	22%
5100101	Overhead Transfer	211,683	304,881	184,521	187,889	-38%
Total Expense		**18,772,027**	**20,333,973**	**19,922,828**	**21,961,627**	**8.0%**

Yellow Bus Service

In FY 2018/19 Marin Transit will continue to manage operations, service contracts, and pass sales for six yellow buses serving Ross Valley schools. Marin Transit will also continue to provide operations oversight for the Reed Union and Mill Valley School Districts, which pay Marin Transit directly for services and staff time to help manage their yellow bus services. Services included in the budget are shown in Table 9.

Revenues and expenses associated with yellow bus service (Table 10) are recorded in a separate fund in the District's accounting system. The program is constrained by available funding, the lack of adequate parking and maintenance facilities, and the ability to attract and retain qualified drivers. An ongoing ad hoc school transportation committee of the Marin Transit Board has been meeting to discuss school transportation needs and Marin Transit's role in providing home to school bus service. Guidance from this task force will be incorporated in the District's ongoing planning and ultimately in the next Short Range Transit Plan update.

Table 9: Yellow School FY 2018/19 Budgeted Program

	Ross Valley School District	Mill Valley School District	Reed Union School District
Program Structure			
Does Marin Transit directly contract with a yellow bus operator?	Yes	No	No
Contract Type	Marin Transit owns contract with service provider. Marin Transit responsible for all aspects of program management.	Marin Transit provides Operational Support.	Marin Transit provides Operational Support
Service Provider	Michael's Transportation	Michael's Transportation	First Student
Operations			
Number of Buses	6	2	7
Number of Schools Served	3	3	3
Number of Trips Daily (Routes)	17	6	26
One-way Passes	1,014	276	1,400

Table 10: Yellow School Bus Service Budget

	FY 2017 Actual	FY 2018 Budget - Revised	FY 2018 Estimated Actuals	FY 2019 Budget	% Δ from FY 2018 Budget
Revenue					
4090101 Fee For Service	145,000	145,000	145,000	145,000	0%
4092001 Measure A Sales Tax	81,419	119,200	123,606	109,910	-8%
4030000 Yellow Bus Fares- Paid By Othe	307,397	175,042	158,178	227,000	23%
4140105 Fare Revenue - Yellow Bus	328,066	407,400	407,400	402,740	-1%
Subtotal Revenue	**861,882**	**846,642**	**834,184**	**884,650**	**4%**
Expense					
5030310 Fare Processing Charges	8,108	12,222	11,895	15,521	27%
5030602 Custodial Service	1,236	1,500	1,210	1,800	20%
5049902 Small Furn/Equip	0	0	0	1,800	NA
5049903 Software	215	0	0	0	NA
5050205 Communication-AVL	2,630	12,000	13,180	12,825	7%
5050206 Communication-Data	8,697	9,000	8,376	9,270	3%
5080103 Yellow Bus School Service	593,822	624,456	624,456	624,240	0%
5090801 Marketing	1,945	2,000	2,384	3,000	50%
5120401 Leases and Rentals - Passenge	23,983	23,625	18,624	23,980	2%
Subtotal Expense	**640,636**	**684,803**	**680,125**	**692,436**	**1%**
5100100 Salary/Benefit Transfers	182,547	131,744	132,092	147,462	12%
5100101 Transfer Overhead	38,700	30,095	21,967	44,753	49%
Total Expenses	**861,883**	**846,642**	**834,184**	**884,651**	**4%**

Rural Service

Rural service is operated as the West Marin Stagecoach, and includes northern Route 68, southern Route 61, and the rural Dial-A-Ride program. No changes are planned to the rural service levels (Table 11). The rural service budget (Table 12) includes contract service operations, marketing, fuel, communications, and Marin Transit staff expenses.

Table 11: Rural Budget Service Levels

Service Type	Service Level (Revenue Hours)	Contract Cost Per Hour (without fuel)	Notes
West Marin Stagecoach	16,400	$87.07	Service level similar to prior year.
Rural Dial-A-Ride	435	$59.06	Proposed service increase from once a month to twice a month between Point Reyes to Novato service twice month

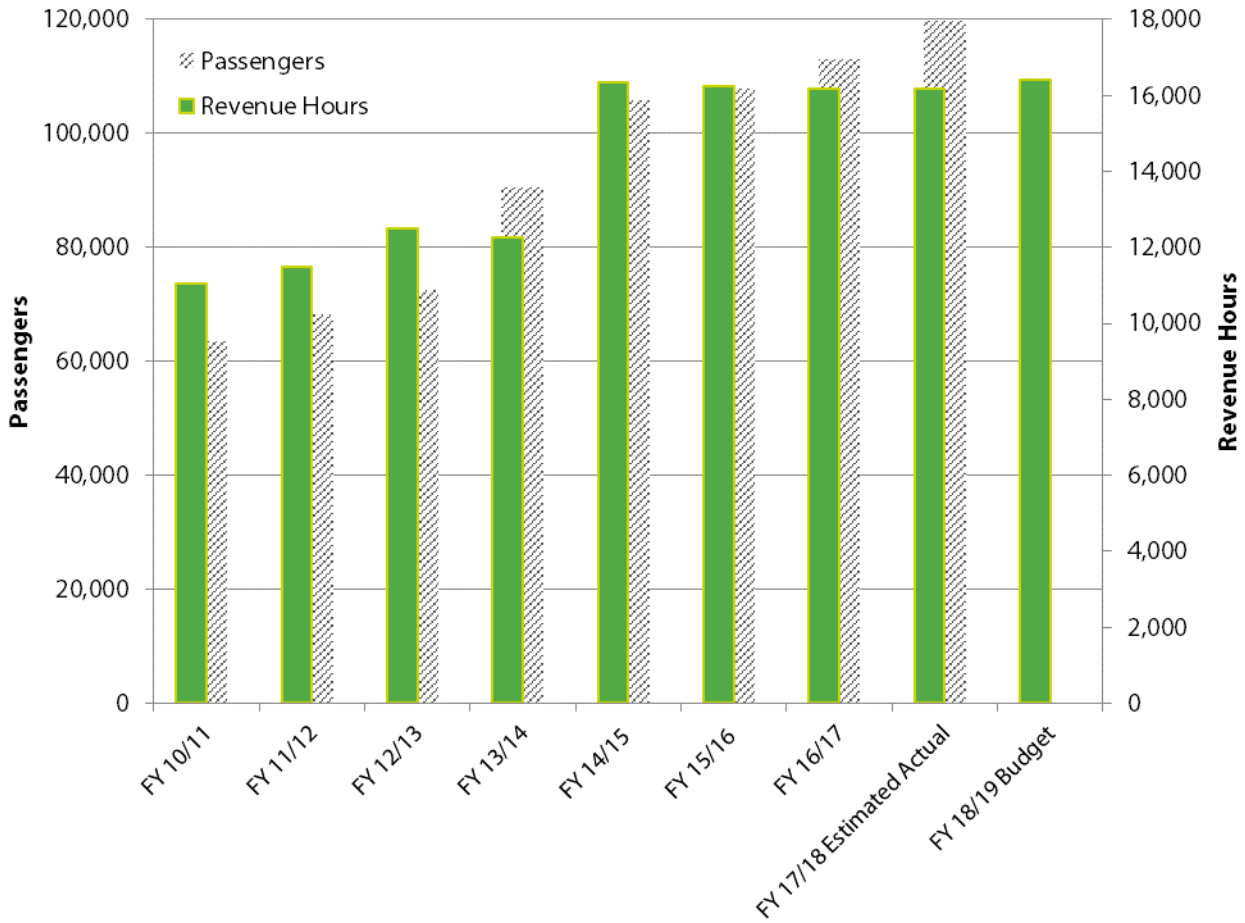
The West Marin Stagecoach, Routes 68 and 61, will be operated under a new operations contract with MV Transportation effective July 1, 2018. The prior contract extends through June 30, 2018, and the service was re-bid as part of a competitive procurement in fall 2017. The fixed fees on the contract increased and as a result the contract rate increases 34% to $87.07 per hour. While the increase is substantial, the contract reset provides increased wages and the prior rate was artificially low due to an older contract.

The rural Dial-A-Ride service is operated by the paratransit contractor.

The FY 2018/19 rural budget will fund a similar level of Stagecoach service as the prior year and includes 16,540 fixed route revenue hours. The solid green bar in Figure 9 shows that this is the fifth (5th) year of expanded service on Stagecoach. Ridership has continued to grow on the expanded service.

The Dial-A-Ride includes one round trip a week from Tomales and Dillon Beach to Petaluma and two round trips a month from Point Reyes to Novato.

Figure 9: Rural Service Level and Ridership Trends



Rural service is funded with a combination of local sales tax funds and Federal Transit Administration (FTA) Section 5311 rural funding. Marin Transit receives an annual allocation of 3% of Measure A sales tax funds ($748,372 for FY 2018/19) for rural service. In addition to the current year allocation, the rural service budget (Table 11) includes the expenditure of $240,275 of unspent prior year rural Measure A funding. This is the last year of five years of expending prior year funds to provide expanded service. The service expansion in 2014, was successful in attracting more passenger trips and based on the Short Range Transit Plan this service will be continued. Property tax revenues will used to continue funding contract operations.

Caltrans and MTC have historically programmed FTA Section 5311 funding based on rural populations and service hours. Prior programming changes at the regional level had created more predictability in funding. However, recent contracting and programming delays at the federal and state level have slowed the process of allocating and receiving funds. The budget bases FTA 5311 funding on historic levels, but this funding is not secure. Marin Transit has experienced an overall decline in FTA 5311 funding over several years.

Table 12: Rural Service Budget

		FY 2017 Actual	FY 2018 Budget - Revised	FY 2018 Estimated Actuals	FY 2019 Budget	% Δ from FY 2018 Budget
Revenue						
4092001	Measure A Sales Tax	1,061,315	1,133,976	1,117,728	988,648	-13%
4139920	Fed-FTA 5311 Rural	206,437	193,063	195,398	198,750	3%
4139951	National Park Service	1,355	0	0	0	NA
4140100	Fare Revenue	121,370	123,264	122,807	121,794	-1%
Subtotal Revenue		**1,390,477**	**1,450,303**	**1,435,933**	**1,309,192**	**-10%**
4700001	Property Tax Transfer	0	25,457	28,484	542,325	2030%
Total Revenue		**1,390,477**	**1,475,760**	**1,464,417**	**1,851,517**	**25%**
Expense						
5030301	Consultant Services	3,697	16,391	22,168	16,883	3%
5040101	Fuel	155,735	185,034	176,656	203,676	10%
5050205	Communication-AVL	12,743	14,027	15,936	15,931	14%
5050206	Communication-Data	831	1,000	831	1,030	3%
5080101	Purchased Transportation	1,096,113	1,090,787	1,158,616	1,453,681	33%
5080102	Purchased Trans –Exc[1]	1,355	0	0	0	NA
5090801	Marketing	15,565	31,236	12,524	32,173	3%
Subtotal Expense		**1,286,039**	**1,338,475**	**1,386,731**	**1,723,374**	**29%**
5100100	Salary/Benefit Transfers	86,169	107,973	66,609	98,308	-9%
5100101	Transfer Overhead	18,268	29,312	11,077	29,835	2%
Total Expenses		**1,390,476**	**1,475,760**	**1,464,417**	**1,851,517**	**25%**

Notes:

1) Fort Baker service operated for National Park Service

Marin Access (Paratransit and Mobility Management)

The Marin Access budget (Table 14) includes Marin Access paratransit services for both local and regional trips (intra- and inter-county) and associated costs for fuel, communications, and marketing. The Marin Access budget also includes Marin Transit's Mobility Management services. The purpose of the Mobility Management efforts is to increase mobility for the County's senior, disabled, and low-income residents and to help manage the increasing demand for paratransit services. The Mobility Management services include the Catch-A-Ride subsidized taxi program, a volunteer driver reimbursement program, the new "Marin Transit Connect" on demand service, Travel Navigators, and travel training.

The FY 2018/19 budget for Marin Access (Table 13) is $7.25 million, which funds the service and programs shown in Table 12 and is a 4% increase over the prior year budget. The budget provides for paratransit service levels that are 9% above current year estimated actuals. The budget also includes additional revenue hours to add a new pilot program (Marin Transit Connect) that will test on demand accessible transit service. These services were also budgeted for in FY 2017/18, but implementation was delayed.

While paratransit demand was rapidly increasing along with the growth of the aging population in Marin, paratransit ridership has leveled off, now showing modest growth. Riders with disabilities and those who are aging have a diverse set of mobility needs and not all riders require paratransit to travel. Marin Transit recognizes this and instead of offering paratransit as the only alternative to fixed route, a program that is both costly to provide and more restrictive to the rider, the District has been successful in implementing a mobility management approach that matches riders with the most efficient and attractive option for both the rider and provider. As Marin Transit expands the mobility management program, staff are looking to provide lower cost options to riders that also provide more flexibility to a diverse population. Moving forward, the District recognizes the mobility management program as an opportunity to test new partnerships and incorporate additional non-profit or private transportation providers in order to increase mobility and contain costs.

Paratransit

The local component of Marin Access paratransit service provides demand-response trips to passengers certified as unable to use the fixed route system either all or some of the time. This includes trips mandated under the Americans with Disabilities Act (ADA) federal law as well as trips that go beyond the ADA requirements. While demand for paratransit in Marin County has historically grown year-over-year as Marin County ages, the previous two fiscal years saw ridership declines and corresponding declines in revenue service hours. Based on the ridership in the first half of FY2017/18, these trends are reversing as ridership is now growing at a similar rate to historic growth. While staff continue to evaluate and monitor paratransit trends, ridership may have declined over the two-year period due to many factors including weather, the economy, and the availability of new or expanded services that also fill the needs of paratransit riders. These services include:

- Non-Emergency Medical Transportation services arranged by managed care organizations;
- Private transportation providers hired under contract to institutions typically served by paratransit, such as adult day care centers;
- Trips taken on Uber or Lyft; and

- Volunteer transportation services that Marin Transit may support that carry riders that are not reported in the District's performance statistics.

Regional paratransit continues to experience a decline in requests for mandated trips in FY 2017/18. GGBHTD determines regional paratransit service levels and has programmed a 10% increase in revenue hours to account for any future changes in regional demand.

The FY 2018/19 paratransit service levels are budgeted at 9% higher than the FY 2017/18 budget (Table 13). This reflects approximately the same amount of growth projected for this year (8%) and enables Marin Access to serve a small increase in non-mandated trips.

Table 13: Marin Access Budget Service and Program Levels

Service Type	Service Level (Revenue Hours)	Contract Cost Per Hour (without fuel)	Notes
Local Paratransit	62,491	$59.10[1]	Allows for 9% growth, FY17/18 growth is projected to be 8%, service area was expanded to include East San Rafael
Regional Paratransit	9,500	$88.40[2]	Allows for 10% growth
Transit Connect	10,988	$59.10	New same day accessible service in limited San Rafael area
Service/Program	**Service Level (Projected Ridership)**	**Funding Level**	**Notes**
Catch A Ride	15,000	$350,000	Funded with Measure B
Volunteer Driver	14,800	$130,000	Program at similar service level with additional funds to provide program support and develop community-based volunteer driver programs
Gap Grants	NA	$15,000	Planned expenditure of funds from a call for projects in Spring 2017
Low Income Scholarships	NA	$30,000	Provides free paratransit fares for low-income riders. Scholarships are funded with Measure B. Funding level is based on current expenditure level.

Notes:

1) This is the effective rate at the projected service level. Actual costs are billed as a fixed monthly administrative cost with a $38.74 hourly rate.
2) This is the effective rate at the projected service level. Actual costs are billed as a fixed monthly administrative cost with a $45.29 hourly rate.

The budget includes other related program costs such as scheduling software, operation of on-vehicle equipment, and fuel. A Marin Access consulting budget is available for information technology costs related to hosting software and for evaluating the Marin Transit Connect pilot program.

The paratransit program purchases fuel directly from the County of Marin. The FY 2018/19 fuel budget provides for the increase in hours and a 10% increase in price to respond to the recent and significant price crude oil price increases.

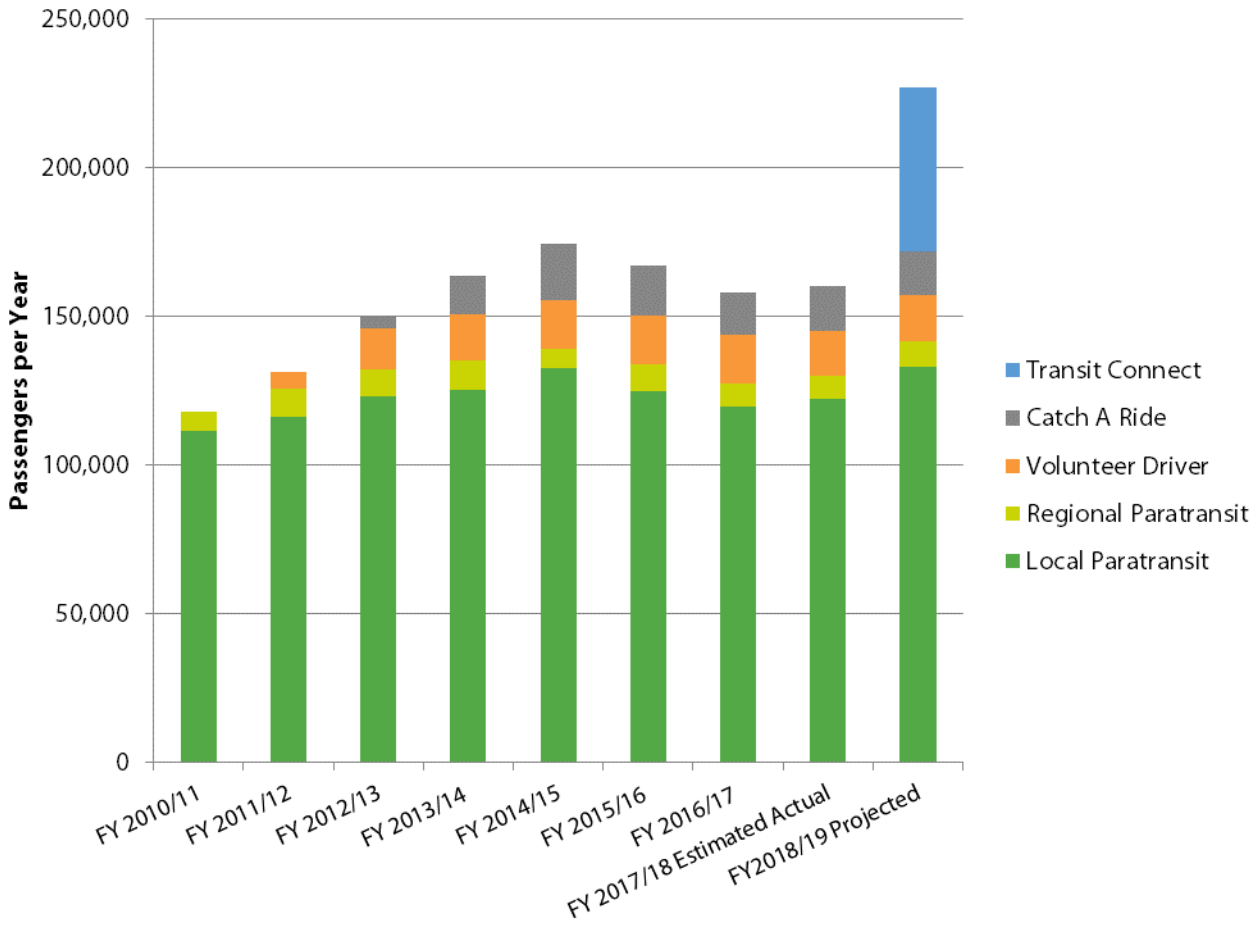
Mobility Management

Marin Transit established the Mobility Management Office in 2009, with initial funding from a Federal New Freedom Grant. In October 2010, Marin Transit established the Marin Access Mobility Management Center (Travel Navigator program), as a one-stop-shop for information and eligibility on all Marin Access programs. The Mobility Management Center serves as an umbrella for paratransit, volunteer driver, a subsidized taxi program (Catch-A-Ride), and travel training. Travel training activities include: local informational presentations, individualized travel training, monthly "satellite office hours" at four locations around Marin County, and a weekly training bus for the developmentally disabled. There are currently three full-time Travel Navigators and one full-time Travel Navigator Supervisor.

Marin Transit issued a competitive procurement for the Marin Access Mobility Management Center in the Spring of 2018. The procurement requested a merged operation to include all Travel Navigator services in addition to the scheduling of any same day transportation service. The results of this procurement are not finalized and based on initial indicators, the costs for the program may increase. The budget includes a 50% increase in Travel Navigators costs which may not be sufficient due to the changing labor market and increasing costs for office space. If Marin Transit is unable to procure these services at a cost-effective price, the District may look at other delivery models including reducing contract staffing, adding direct staffing, and using on-call eligibility review.

Catch A Ride and the Volunteer Driver programs are expected to provide similar levels of service and passenger trips as provided in FY 2017/18. The new Transit Connect program is projected to provide 54,900 new passengers trips and provide new mobility to both Marin Access consumers and the general public. Additional costs are associated with scheduling of Transit Connect trips through the Travel Navigators.

Figure 10: Marin Access Passengers by Program



Mobility Management initiatives in the FY 2018/19 budget include:

- Piloting and evaluating Marin Transit Connect: an accessible same-day transportation service available to the general public within a limited geographic area;
- Engaging a consultant to develop resources that will support and train local community-based organizations to administer their own volunteer driver programs;
- Providing gap grant funding and technical assistance to Technology4Life to continue offering "Tech Tips 4 Transportation" classes at no cost to the public, and begin developing instructional videos that will be available online;
- Providing gap grant funding to research and develop a program to expand shuttle services that meet unmet transportation needs for seniors and riders with disabilities, including food shopping and social interaction;
- Conducting outreach in venues easily accessible and commonly frequented by older adults and people with disabilities; and

- Improving coordination between human service agencies and transportation providers.

Any proposed new Mobility Management programs will be considered for approval by the Marin Transit Board.

Marin Transit provides free fixed route tickets valued at $100,000 to Marin County's Homeward Bound program for participating residents. The cost of this program is represented as a revenue transfer from the Marin Access program to the local program.

Marin Access Revenue

Local paratransit is primarily funded by local sources including Measure A and property tax.

GGBHTD pays for all costs related to regional paratransit along with their share of mandated local paratransit based on their share of transit in Marin County. As of FY 2015/16, GGBHTD directly reports the ridership, fares, and costs associated with their share of paratransit to the National Transit Database (NTD) and the State Controller's Office.

Under the 2015 GGBHTD contract, Marin Transit's share of Federal Transit Administration Section 5307 for Marin County paratransit operations increased from 50% to 80%. This source accounts for 10% of Marin Access revenue.

Marin Access receives 9% of Measure A sales tax revenue. As of FY 2011/12, Marin Transit receives 35% of the Measure B vehicle license fee to support the mobility management initiatives. Marin Transit is budgeting $1,250,000 of Measure B funding in FY 2018/19, which includes $468,625 in unspent prior year allocations.

Fare revenue makes up approximately 5% of the Marin Access budget and is expected to increase with the new Transit Connect program. Based on a fare study and SRTP recommendations, Marin Transit plans to consider restructuring paratransit fares and other mobility management program fees in FY 2018/19, but this is aimed creating passenger price incentives between Mobility Programs rather than increasing fare revenues.

In FY 2018/19, Marin Transit expects to expend the following state and federal grant awards for Marin Access:

FY2018/19 Expenditure	Total Grant Award	Program	Source
$100,000	$300,000	Mobility Management – Additional Staffing	Federal Section 5310
$337,500	$700,000	Same day accessible service, Transit Connect Pilot	Federal Section 5310

Table 14: Marin Access Budget

		FY 2017 Actual	FY 2018 Budget - Revised	FY 2018 Estimated Actuals	FY 2019 Budget	% Δ from FY 2018 Budget
Revenue						
4092001	Measure A Sales Tax	2,180,396	1,954,372	2,117,690	2,657,417	36%
4099950	Measure B	627,198	1,045,000	839,855	1,120,000	7%
4110101	State Transit Assistance	53,429	60,166	60,404	96,888	61%
4119910	State Prop Tx Relief HOPTR	18,953	19,138	18,940	18,500	-3%
4139910	Fed-FTA 5307 Urbanized Area Formula	627,012	701,236	701,236	715,573	2%
4139915	Fed-FTA 5310 Mobility	49,157	250,000	75,000	437,500	75%
4139941	Fed-FTA 5317 New Freedom	59,661	0	0	0	NA
4140100	Fare Revenue	325,787	332,509	321,069	408,362	23%
4140110	Low Income Rider Scholarships	-20,920	-40,000	-25,520	-40,000	0%
4601001	Misc.-Reimbursement	8,841	0	8,381	9,000	0%
4601003	GGBHTD – Local Paratransit Payment	1,010,628	1,114,848	1,022,049	1,051,448	-6%
4601004	GGBHTD – Regional Paratransit Payment	734,514	868,428	796,981	856,206	-1%
Subtotal Revenue		**5,674,656**	**6,305,697**	**5,936,085**	**7,330,894**	**16%**
4700001	Property Tax Transfer	0	771,855	0	0	-100%
4700002	Program Revenue Transfer	-77,810	-100,000	-80,000	-80,000	-20%
Total Revenue		**5,596,846**	**6,977,552**	**5,856,085**	**7,250,894**	**4%**
Expense						
5030301	Consultant Services	29,947	100,000	54,411	94,913	-5%
5030320	Customer Service	279,713	320,000	257,705	481,870	51%
5040101	Fuel	416,456	534,230	448,433	532,126	0%
5049903	Software	55,717	57,022	56,332	73,819	29%
5050203	Communication- Mobile Data Terminal	4,685	4,750	4,825	5,000	5%
5050204	Communication-MERA Radio	18,824	19,765	19,178	20,358	3%
5050206	Communication-Data	7,800	8,033	7,800	8,275	3%
5080101	Purchased Transportation - In Report	3,659,036	4,384,838	3,919,616	4,662,727	6%
5080102	Purchased Transportation - Regional	730,612	835,334	765,761	839,839	1%
5090801	Marketing	22,091	95,061	11,214	97,913	3%
5098001	Misc-Exp Transit User Training	4,770	9,548	4,211	9,835	3%
5098002	Gap Grant	0	50,000	10,500	15,000	-70%
Subtotal		**5,229,651**	**6,418,581**	**5,559,986**	**6,841,675**	7%
5100100	Salary/Benefit Transfers	302,966	454,283	253,879	309,769	-32%
5100101	Transfer Overhead	64,229	104,687	42,220	99,450	-5%
Total Expense		**5,596,846**	**6,977,551**	**5,856,085**	**7,250,894**	4%

Notes:

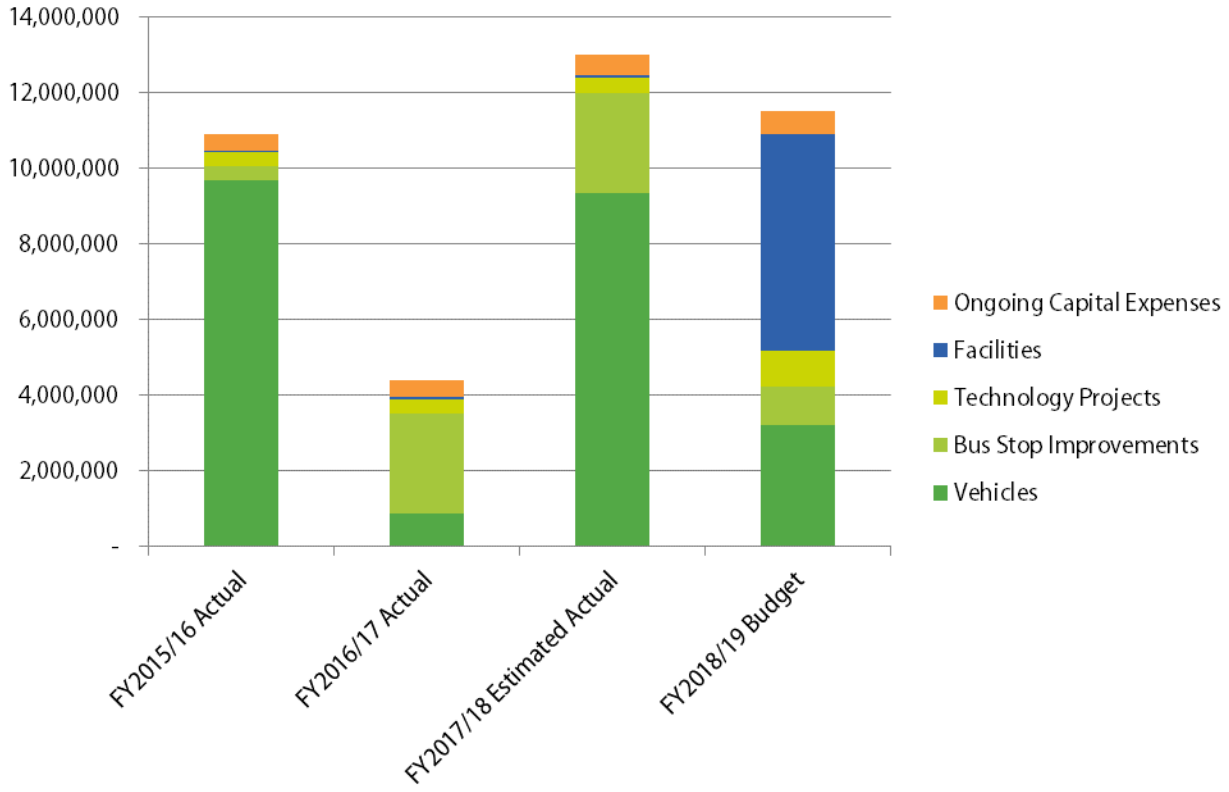
1) Low income rider scholarships accounted for as a revenue reduction rather than an expense start in FY2017.

Capital Budget

Marin Transit's capital budget (Table 15) of $14.3 million provides funding for transit vehicles, bus stop and transit hub improvements, transit technology projects, and other capital expenses. Capital expenditures are defined in the District's fixed asset management policy. A "Fixed Asset" includes equipment, supplies and rolling stock with a unit purchase value of at least $5,000 and a service life of more than one year. All projects that meet the requirements of the District's fixed asset policy are capitalized and depreciated over the defined life of the associated asset type. Expenditures not meeting the District's policy for capitalization will be included as operations expenses on financial statements.

Figure 11 provides capital expenditures and budget by project type to show the significant variation in expenditures by year. In the FY 2018/19 budget 51% of capital project costs are funded by state and federal grants. This is a lower percentage than in prior years due to yellow bus expenditures and expansion vehicles which are not typically eligible for state and federal grants.

Figure 11: Capital Project Budget by Type



The following capital projects will be active for FY 2018/19:

Vehicles

Purchase Two 35ft Electric Vehicles (Replacements) – Marin Transit is purchasing two all-electric BYD 35ft vehicles in partnership with the Transportation Authority of Marin and GGBHTD. These vehicles will replace two-40ft diesel vehicles previously operated by GGBHTD. The Marin Transit Board authorized the purchase of these vehicles in November 2016, and the vehicles are expected to be delivered in June 2018. The vehicles will be built in Lancaster, California, and will be operated and maintained by Golden Gate Transit. Marin Transit and our partners will use this pilot electric bus project to gain experience and expertise related to electric vehicle operations. This will inform any potential expansion of all-electric vehicles to the rest of the fleet.

The vehicles have a range of 145 miles per charge, and will be charged overnight at the GGBHTD's yard to minimize electrical costs. The expenditure of $1,662,022 is funded 72% with Federal 5307 funds and 22% with a combination of Bay Area Air Quality funds, Measure A, and Measure B.

In FY2018/19, Marin Transit will finish infrastructure improvements and project closeout activities.

Purchase Three Paratransit Vehicles Replacements (PA) – Marin Transit will purchase three 24ft paratransit vehicles. They will replace contractor-owned vehicles that are no longer available for service. These vehicles are expected to be delivered in FY2017/18 and project closeout activities will be completed in FY2018/19.

Purchase One Shuttle (SA) – Marin Transit will purchase one shuttle vehicle for use on the Community Shuttle routes. The purchase expands Marin Transit's fleet by one vehicle and allows a retired active vehicle to be taken out of service. This purchase was authorized by the Marin Transit board on December 18, 2017 and delivery is expected in FY2017/18. Marin Transit staff will complete project closeout activities in FY2018/19.

Purchase One Shuttle Replacement (SB) – Marin Transit will purchase one shuttle vehicle for use on the Community Shuttle routes. The purchase will replace a vehicle that is beyond its useful life.

Purchase Two 35ft XHF Vehicles (XA) – Marin Transit will purchase two 30ft XHFs for use on Supplemental School service and Muir Woods Shuttle. This purchase is an expansion of Marin Transit's fleet, and allows for the retirement of 2 retired active vehicles. The Marin Transit board authorized this purchase on December 18, 2017 and delivery is expected in FY2018/19.

Purchase Four 30ft XHF Rural Replacement Vehicles (XB) – Marin Transit will purchase four 30ft XHFs to replace four 30ft cutaway vehicles to be used on rural stagecoach service. Marin Transit is upgrading this vehicle type as the XHFs have proven to be more reliable and sturdy on the steep grands and challenging roads of West Marin Routes.

Hybrid Mid Life Battery Replacements (HM)- This project will replacement the batteries on the 2007 Hybrid Vehicles operated by GGBHTD. This preventative maintenance will ensure that the vehicles meet their expected useful life and is planned to occur when vehicles reach 185,000 miles. GGBHTD will complete the project under the major vehicle repairs clause in our operations contract. The project is currently 100% locally funded but if state or federal funding is identified it will be added to the project.

Bus Stop Improvements and Transit Hubs

Bus Stop Improvements(BI) – In FY 2018/19, Marin Transit will be constructing the final round of bus stop improvements funded by a $41.6 million federal State of Good Repair grant. This project will improve accessibility and passenger amenities at 10 stops. The FY 2018/19 budget increases the total project budget by $150,000 to include additional stop improvement. Marin Transit applied to TAM for State Transit Assistance grant funding through the Lifeline Program for this increase.

Bus Stop Assessment(BA) –Marin Transit is updating the 2005 bus stop condition assessment to reflect recent improvements, and to better quantify needs and prioritize future stop improvements throughout the county. In FY 2018/19 the consultant will be using the new inventory data to identify future priorities for bus stop improvements. The FY 2018/19 budget increases the total project budget by $15,000 to allow for additional work and staff time.

Muir Woods Shuttle Infrastructure(BW) – Marin Transit received $638,000 in Federal Transit in the Parks (Paul S Sarbanes) funding for additional capital improvements related to the Muir Woods Shuttle. Marin Transit has been working with the National Park Service on potential site improvements to the Pohono Street Park and Ride, where many passengers pick up the shuttle, to make the site more visitor-friendly. Plans include signage and wayfinding improvements as well as the purchase of a mobile information vehicle. The vehicle will be parked in the Pohono lot on weekends to provide additional information support for visitors.

San Rafael Transit Center(TR) – In preparation for SMART service extending to Larkspur from the terminal in San Rafael, Marin Transit is working with the City of San Rafael, Golden Gate Bridge Highway and Transportation District, and SMART to further refine and develop an integrated bus and rail operation at the San Rafael Transit Center.

Until a relocated facility is identified, funded, and constructed, efforts are continuing to modify the existing transit center with minimal impact to bus operations, vehicular traffic, pedestrians, and bicyclists. Marin Transit will use $100,000 of Measure A sales tax funding for staff time and associated cost related to the design and construction of the new facility.

Administrative and Operations Facilities

Operations and Maintenance Facility (FC &FR) –The District has been evaluating potential opportunities and is seeking cost-effective solutions for purchasing property for contractors to store and maintain vehicles at a consolidated operations facility. Securing a well-located, long-term site for operations of fixed route, paratransit, and yellow bus services is a high priority. A Marin Transit-owned facility will lead to efficiencies in contract management, operations, and maintenance practices, and reduce ongoing operations costs. The facility will be designed to support expansion of alternative fuel vehicles, included hybrid and all-electric buses.

The Design and Engineering work for the project is almost complete and funded with $174,000 in federal STP funds and Measure A funds.

Marin Transit has $5.5 million for the purchase of right-of-way comprised of a federal discretionary award of $4.4 million in Section 5339 funds and a $1.1 million local match of Measure A sales tax funding.

Yellow Bus Parking Facility(YF)- The District currently has a temporary leased parking lot for vehicles, but this lease is not available after June 2018. This project includes local funding for the identification and purchase of land for yellow bus parking.

Office Furniture (OF)- The District is expanding administrative offices at 711 Grand Avenue in San Rafael. This project includes new furniture and office equipment needed for the new space. This project is funded with 100% local funds and will be partially completed in FY 2017/18.

Technology Projects

On Board Equipment – (OA) –This federally-funded project will pay for fareboxes and associated on-board equipment for the 2016 vehicle replacements. In FY 2018/19, Marin Transit will expend the remaining funds for on board equipment associated with the vehicle replacements.

Mobility Management Technology Backbone (TB) –This grant-funded technology project adds to Marin Transit's technological capabilities for ride-matching, mobility management, and electronic fare payments. The project uses Federal Job Access Reverse Commute (JARC) grant funds to upgrade the website and purchase software.

AVL Replacement – This federally-funded project will replace on board AVL equipment. The $180,000 project is expected to be funded 82% with FTA 5307 funding.

Clipper Independence – This project will simplify Marin Transit's regional fare payment implementation from a duel tag zone based system with GGBHTD's system to an independent system will a single tag flat fare. The goal of the project is to increase Clipper usage which speeds passenger boarding times and reduces cash handling.

Other Measure A Capital Expenses

Other capital and infrastructure expenses include: Marin Emergency Radio (MERA) radio capital bond payments, the capital contribution to GGBHTD as required under contract, major vehicle repairs, and bus stop maintenance expenses. In FY 2018/19, the major vehicle repairs include mid-life battery replacements and engine rebuilds on seven 2007 hybrid vehicles. Expenditures that do not meet the District's policy for capitalization will be included as operations expenses on financial statements.

Table 14: Capital Budget by Project

		Total Project	Prior Years	FY2018/19	Future Years	Measure A / Local Funding	State Funding	Federal Funding
EV	Purchase 2 Electric Vechicles (Replacements)	1,662,022	1,498,389	163,633	-	20%	8%	72%
PA	Purchase Three Paratransit Vehicles (Replacements)	267,000	262,000	5,000	-	18%	-	82%
SA	Purchase One Shuttle (Expansion)	130,000	125,000	5000		0%	100%	0%
SB	Purchase 1- Replacement Shuttle	125,000	-	125,000	-	18%	0%	82%
XA	Purchase 2 New XHF Vehicles	925,000	-	920,000	-	100%	0%	0%
XB	Purchase 4 Replacement Rural Vehicles	1,600,000	-	1,600,000	-	64%	5%	32%
HM	Hybrid Mid-Life Battery Replacements		-	400,000	-	100%	0%	0%
	Subtotal Vehicles	***4,709,022***	***1,885,389***	***3,218,633***	***-***			
BI	Bus Stop Improvements SGR (BI)	2,201,130	1,509,334	691,796.00		7%	18%	73%
BS	Bus Stop Assessment Update	115,000	100,018	14,982	-	100%	0%	0%
BW	Muir Woods Infrastructure Improvements	638,000	420,271	217,729	-	0%	0%	100%
TR	San Rafael Transit Center	100,000	-	100,000	-	100%	0%	0%
	Subtotal Bus Stop Improvements	***3,054,130***	***2,029,623***	***1,024,507***	***-***			
FC	Facility Peliminary Design & Env	174,418	156,020	18,398	-	30%	0%	70%
FR	Facility ROW Purchase	5,500,000	-	5,500,000	-	20%	0%	80%
OF	Office Furniture	45,000		45,000	-	100%	0%	0%
YF	Yellow Bus Parking Facility	3,000,000		3,000,000		100%	0%	0%
	Subtotal Facility	***8,719,418***	***156,020***	***8,563,398***	***-***			
OA	On Board Equipment - 2016	210,000	144,045	65,955	-	18%	0%	82%
TB	Mobility Management Technology Backbone	375,000	219,681	155,319	-	20%	0%	80%
ME	MERA	29,000	-	29,000	-	100%	0%	0%
RD	Radio Communication Upgrade	168,000	46,305	121,695	46,305	18%	0%	170%
AY	AVL Replacement Equipment	180,000	-	180,000	-	18%	0%	82%
CR	Clipper	400,000	-	300,000	-	100%	0%	0%
	Subtotal Technology Projects	***782,000***	***410,031***	***851,969***	***46,305***			
GG	Golden Gate Capital Costs (GG)	NA		18,000	NA	100%	0%	0%
BM	Bus Stop Maintenance (BM)	NA		100,000	NA	100%	0%	0%
VR	Major Vehicle Repairs (VR)	NA		200,000	NA	100%	0%	0%
IF	Infrastructure Support (IF)	NA		356,794	NA	100%	0%	0%
	Subtotal Ongoing Capital Expenses	***-***	***-***	***674,794***	***-***			
	Total Expenditures	***17,264,570***	***4,481,063***	***14,333,301***	***46,305***			

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June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Tech Tips for Transportation Classes Sponsored by Marin Access Innovation Incubator

Dear Board Members:

RECOMMENDATION: Information only.

SUMMARY: In May 2016, your Board authorized an agreement with Technology4Life as part of the Marin Access Innovation Incubator. This agreement formalized a partnership between Technology4Life and Marin Transit to develop and offer free or subsidized classes on web-based and app-based transportation resources for seniors and people with disabilities. The agreement awarded up to $4,000 for the first year and an additional amount up to $10,500 for a second year.

In the first year, Technology4Life hosted six classes at sites throughout Marin. Sites included the Margaret Todd Senior Center in Novato, Albert J. Boro Community Center in the Canal, Drake High School, Mill Valley Recreation Center, and Whistlestop's Active Aging Center. The curriculum provided training in the basics, such as how to use your device and how to get online. It also covered transportation-specialized content including:

- How to use tools on the Marin Transit website;
- Establishing and using a Clipper card account;
- Planning your trip; and
- Setting up a smartphone app to request taxi or TNC (Lyft/Uber) rides.

On May 14, 2018, Marin Transit staff met with Technology4Life to review the results of the project's first year and to design a second year of programming. The second year will include twelve classes throughout Marin, including three classes with a Spanish translator. The curriculum will be updated to reflect changes to the Marin Transit website, provide instructions on the new Marin Transit Connect service, and demonstrate the new web-based tools offered by the Marin Access scheduling software. Technology4Life will also produce a number of concise videos to be made available on the Marin Transit and Technology4Life websites. The videos will illustrate key points

and serve as “take home” resource for students or as a crash course for those unable or unwilling to attend a class in person. Goals of the second year include increasing Clipper Card purchases and use, expanding participants’ knowledge of bus routes, and increasing the number and diversity of students reached both in person and online.

Technology4Lifefe will present additional detail on the program at your June 4, 2108 Board meeting and answer any additional questions.

FISCAL/STAFFING IMPACT: In May 2016 your Board approved grant funding for two years for this program. The grant will be funded with Marin County Vehicle Registration Fees (Measure B) from the allocation of funds to Improve Transit for Seniors and People with Disabilities. The expenditure of $10,400 for this program is in the FY2018/19 budget.

Respectfully submitted,

Erin McAuliff
Senior Transportation & Mobility Planner

Attachment: Technology 4 Life Presentation

Technology4Life & Marin Transit

Tech Tips for Transportation

technology 4 Life

Learn • Connect • Grow

VISION

A community where seniors lead vital and empowered lives using technology tools.

MISSION

Our mission is to help older adults be independent, healthy, and connected to their community through technology training and multi-generational mentoring.

Founded in November 2014, Technology4Life is a sponsored project of MarinLink.

Our Services

Group Classes

- Classes in 15+ locations
- 250+ classes
- Class sizes range from 2-15 students
- Topics included: SmartPhones, Computer Basics, Social Media, Digital Photos, Travel
- 1000+ Seniors reached

Cyber Senior Workshops/Drop In

- Senior Connect Club at The Tamalpais
- Pilot Program at Del Mar (fall 2017)

One on One Consultations

- In Home lessons
- Troubleshooting to solve specific issues
- 200+ clients

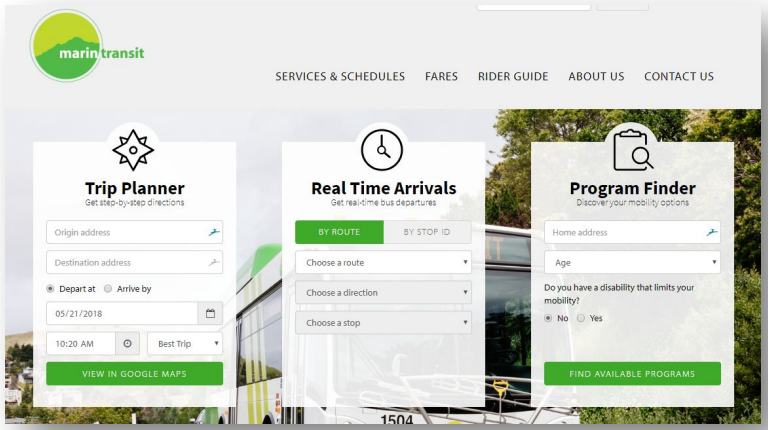
Online Communication

- Quarterly Newsletters
- Facebook page

Program Goals

Educate adults about:

- Trip Planning Tool
- Program Finder
- Bus Routes Online
- Clipper Card



- SMART, Ferry, BART
- Lyft
- Volunteer Ride Programs
- ParkMobile
- Tech Basics: Wifi, Using Browser

Education Outreach

- 18 classes over 2 years
- Instructional Videos
- Locations:
  - Community Centers
  - Senior Centers & Residences
  - Senior groups (Marin Villages, Whistlestop)
  - Partner agencies (Kaiser, Workforce Training, Veterans Support)

Year 1 Results

- 6 classes, 1 presentation to Marin Villages
- 35+ students reached
- Approx 75% bought new clipper card
- Reviews: 96% majority 10 out of 10
- 100% positive comments on exit survey

Getting a printout to refer back to. Hands on - using our own phones.

Covered transportation websites thoroughly. Small class which allowed for discussion.

Learning all new ways to get around felt empowering!

Nicole's enthusiasm, she was very patient, knowledgeable.

Very friendly and patient teacher. Love coming to classes!

Thorough instruction on how to use transit system

Everything!!!

Improvements

- More Free/Low cost Classes
- Marketing & Outreach
  - Use Libraries
  - Target senior clubs & organizations
- Content updates: MarinTransit Website changes & Connect app
- AV Screen for classes & presentation
- Follow up Videos

Year 2 Goals

- 12 classes throughout Marin
  - The Ranch, Redwood High, Whistlestop, Terra Linda Rec Center, Veterans HUD-Vash, Workforce, Marin Villages, Villa Marin
- Offer 3 classes with Spanish Translator
- Create Instructional Videos
- Increase Clipper Card Purchase/Use
- Expand Knowledge of Bus Routes
- Increase # of students

Questions?

www.technology4life.org

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director
supervisor district 3

katie rice
director
supervisor district 2

June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Title VI Equity Analysis for Siting Transit Vehicle Maintenance and Parking Facilities

Dear Board Members:

RECOMMENDATION: Accept report.

SUMMARY:
Marin Transit conducted a Title VI analysis to evaluate the potential for disparate impacts associated with siting a transit vehicle facility at three locations. Two of the locations are under consideration as possible sites for an operations and maintenance facility and the third for transit vehicle parking only. This study is an interim step that will inform the District's efforts in siting these facilities and builds on the original project evaluation criteria approved by your Board.

Marin Transit is required to conduct a Title VI equity analysis to ensure the location identified for purchase or lease is selected without regard to race, color, or national origin. Per FTA guidance, this analysis must:

- Include outreach to persons potentially impacted by the siting of the facility;
- Compare impacts of various siting alternatives;
- Determine if cumulative adverse impacts might result due to the presence of other facilities with similar impacts in the area; and
- Occur before the selection of the preferred site.

If the District identifies any disparate impacts or disproportionate burdens through the analysis, the least discriminatory alternative must be implemented. The attached *Title VI Equity Analysis for Siting Transit Vehicle Maintenance and Parking Facilities* provides a step by step approach to identifying potential project impacts.

Due to constraints in the local real estate market and developable properties, there is no certainty that these three sites will ultimately progress to acquisition. Should potential sites be added into the pool, staff will extend the Title VI analysis to the current pool of sites.

FISCAL/STAFFING IMPACT: None associated with this report. The Title VI analysis assists Marin Transit staff in the process of identifying suitable locations for vehicle maintenance and parking facilities.

Respectfully submitted,

Amy Van Doren
Director of Policy and Legislative Programs

Attachment

Title VI Equity Analysis for Siting Transit Vehicle Maintenance and Parking Facilities

June 4, 2018

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Title VI Equity Analysis for Siting Transit Vehicle Maintenance and Parking Facilities

Background

Marin County voters established Marin County Transit District in 1964. Marin Transit is responsible for all local fixed route and paratransit service in Marin County and carries approximately 3.4 million passengers each year. Service is provided under contract with Golden Gate Transit, Marin Airporter, MV Transportation, and Whistlestop Wheels. Marin Transit also manages the contract for regional paratransit service on behalf of Golden Gate Transit.

Marin Transit relies on its contractors to secure maintenance, storage, and fueling facilities. As of 2018, the District's operations are supported by four maintenance yards, eight storage yards, and four fueling locations for approximately 120 vehicles. Contractor facilities have limitations in the number, type, and size of vehicles they can properly service, and they are not designed to maintain electric or hybrid electric buses. Three of four storage sites and one of the fueling sites are equipped with Clipper communication equipment. This arrangement restricts Marin Transit's ability to expand service, competition for procurements, and flexibility to assign vehicles to contractors based on service needs. After extensive planning and public input, the District restructured fixed route operations and increased service hours by 19 percent in July 2016. Marin Transit's expanding operations continue to stretch the capabilities of the facilities that are provided under contract.

Marin Transit is seeking to acquire property to consolidate its bus fleet, storage and maintenance facilities. Marin Transit ownership or long-term lease of a facility will impact procurements for the Local Fixed Route, Muir Woods Shuttle, West Marin Stagecoach, Community Shuttle, and paratransit operations. A Marin Transit-owned facility will enable the District to plan for service growth and effectively deploy and maintain and integrate new vehicle technologies. **Attachment A** summarizes the District's needs assessment, research, and planning activities regarding bus facilities since 2011.

Marin Transit developed a detailed cost benefit evaluation of maintenance facility ownership in August 2017**.** *Evaluating Costs and Benefits of a Marin Transit Operations and Maintenance Facility* determined that there are substantial strategic and financial advantages over continued use of contractor-leased facilities. The primary advantages of a District-owned facility are:

- Significant cost savings to Marin Transit of $7 million over the first ten years of the facility's operation;

- Transfer of Marin Transit's facility costs from the Operating Budget to the Capital Budget;
- Consolidation and control of the facilities and equipment required to deliver high quality, reliable local transit and paratransit services, including on-time preventive maintenance;
- Elimination of associated risks and vulnerabilities due to reliance on contractor-provided facilities when leases expire, or contracts are rebid;
- Increased available funding to support Marin Transit operations;
- Positive impacts on Marin Transit management of service contracts, fleet maintenance, service planning, and service delivery; and
- The ability to operate and maintain an expanding fleet of electric-only vehicles with modern equipment and building design.

Project Phases 1 and 2

Land acquired for this project will initially be used to store transit vehicles while the District seeks funding to construct an operations and maintenance facility. In this approach site development would occur in two distinct phases. **Phase 1** activities include the purchase of the property and paving, fencing, and lighting the site**.** **Phase 1** does not include the design and construction of a maintenance operations and maintenance facility.

The Federal Transit Administration (FTA) has awarded the District a $4.4 million Section 5339 Bus Facilities grant to purchase land, and local property tax revenue provide $1.1 million in local matching funds for a total of $5.5 million. These sources fully fund **Phase 1.**

Once funds are identified for a facility, a second phase of the project will address a separate environmental process to allow for evaluation of the impacts resulting from the construction of a new facility on the site. For **Phase 2**, Marin Transit will propose to construct a facility, purchase equipment, and acquire furnishings. **Phase 2** is not yet designed or funded.

Goals and Evaluation Criteria for Developing a Marin Transit-owned Facility

In October 2016, the Marin Transit Board of Directors approved these project goals as the basis for evaluating potential sites for a Marin Transit bus maintenance and operations facility:

- Increase service reliability;
- Reduce ongoing operational costs;
- Increase competition for future service operation contracts;
- Develop and operate bus facilities appropriate for Marin Transit's hybrid electric and electric-only fleets;
- Anticipate expanded operational responsibilities; and
- Reduce long-term risks.

The Board approved three threshold criteria that must be met. If they are not met, the site will be rejected.

A. Minimum size for a single site or combination of two sites shall be at least 3 acres.
B. Land use shall be consistent with the General Plan.
C. Purchase and development of the site shall be financially feasible and cost effective.

For sites that meet the threshold criteria, the Directors approved nine selection criteria and a ranking system. **Attachment B -** Initial Evaluation Criteria for Siting a Marin Transit Bus Maintenance and Operations Facility illustrates how these selection criteria will be evaluated.

Primary Selection Criteria

1. Minimize deadhead or non-revenue service costs
2. Accessible to US 101
3. Compatible land use / good neighbor potential
4. Sufficient size and accessibility to maneuver and store buses
5. Primary egress and ingress routes to site are compatible with local circulation plan
6. Site Readiness
7. Minimal vulnerability in case of a natural disaster

Secondary Selection Criteria

8. Results of Title VI Equity Analysis as specified in FTA guidance C 4702.1B, issued in October 2012

9. Preliminary Analysis of Potential Environmental Impacts on Site Surroundings

Marin Transit staff identified more than 20 properties for review and comparison. From those staff narrowed the evaluation to the most likely candidates that met the threshold criteria and evaluated the smaller group to arrive at preferred sites. This evaluation table is provided as **Attachment B** - Initial Evaluation Criteria for Siting a Marin Transit Bus Maintenance and Operations Facility.

Title VI Compliance

Marin Transit has determined that the siting of an operations and maintenance facility falls under the provisions in Chapter III-13 of FTA Circular 4702.1B:

13. **DETERMINATION OF SITE OR LOCATION OF FACILITIES.** Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin." For purposes of this requirement, "facilities" does not include bus shelters, as these are transit amenities and are covered in Chapter IV, nor does it include transit stations, power substations, etc., as those are evaluated during project development and the NEPA process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

Based on the FTA determination, Marin Transit is required to conduct a Title VI equity analysis to ensure the location identified for purchase or lease is selected without regard to race, color, or national origin. Per the guidance in the FTA Circular, this analysis must:

- Include outreach to persons potentially impacted by the siting of the facility;
- Compare impacts of various siting alternatives;
- Determine if cumulative adverse impacts might result due to the presence of other facilities with similar impacts in the area; and

- Occur before the selection of the preferred site.

If the District identifies any disparate impacts or disproportionate burdens through the analysis, the least discriminatory alternative must be implemented.

Project Description

Phase 1 and 2 Project Descriptions

Land acquired for this project will initially be used to store transit vehicles while the District seeks funding to construct an operations and maintenance facility. In this approach, site development will occur in two distinct phases:

Phase 1 activities include the purchase of property and paving, fencing, and lighting of the site using available funding sources. At the end of Phase 1, Marin Transit will have acquired property and improved the site to accommodate safe and efficient bus parking and storage.

Phase 2 is planned as the proposed construction of a maintenance facility and amenities once funds are secured. This second phase has not been designed, and there are currently no sources of funds identified to implement this phase of the project.

1. Functions and Uses of the Operations and Maintenance Facility

(for Site Alternatives 1 and 2 under Phase 2)

Note: The vehicle parking capacity of the site alternatives will depend on the actual size and configuration of each site.

a. Parking for up to 30 Buses and Shuttles;
b. Parking for up to 45 Small Buses or Paratransit Vehicles;
c. Articulated buses will not be operated or maintained at this facility;
d. Up to Three Maintenance Bays for Fixed Route and Three Maintenance Bays for Paratransit vehicles;
e. Parts Inventory;
f. Minor Maintenance;
g. Fueling from mobile sources and electric charging stations for hybrid-electric and electric only buses;

h. May or may not have a Bus Washer facility; a mobile washer alternative may be an option if cost and available space are prohibitive. This analysis assumes reliance on a mobile bus washer in place of a washer facility.
i. Appropriate equipment to support vehicle power sources, and onboard technologies, and vehicle sizes;
j. Administrative Offices, including space dedicated for oversight of contractor maintenance practices;
k. Customer Service; and
l. Employee parking for 75 employees.

Essential Support Functions to Be Performed Off-Site

a. Major Maintenance, including Engine and Transmission Overhauls;
b. Paint and Body Work;
c. Work under Warranty; and
d. Gasoline fueling performed off-site, and renewable diesel fueling performed by mobile fuel trucks on-site or performed off-site.

2. Functions for a Parking-only Site

(for Site Alternative 3 under Phase 1)

a. Parking for 30 Buses
b. Parking for 30 Employees

Projected Scope and Impacts Based on Site Alternatives

Marin Transit anticipates there will be construction, traffic, and emissions impacts. This Title VI evaluation is an initial assessment based on what the District knows thus far. Marin Transit will conduct a thorough NEPA and CEQA analysis in advance of formal site selection. The NEPA/CEQA process will identify the range of environmental impacts associated with locating and constructing **Phases 1** and **2** of this project.

Initial Assessment of Impacts for an Operations and Maintenance Facility at Site 1 or Site 2:

Construction: The funded **Phase 1** project will consist of grading, paving, striping, and lighting of a site that will store between 60 and 98 transit vehicles. The unfunded **Phase 2** of the project will construct an operations and maintenance facility consistent with the site capacity

and layout. While they meet all of Marin Transit's preliminary site selection criteria, the properties evaluated in this analysis are approximately 2/3 of the size of the District would need to build a facility with the desired vehicle maintenance and storage capacity.

Traffic: Appendix 2 assumes that Marin Transit has the opportunity to secure its ideal site, large enough to provide maintenance and storage of up to 98 transit vehicles. Neither **Site 1** or **Site 2** is large enough to accommodate the desired facility. These two sites may only have the capacity to handle 60 percent of these transit vehicles. In addition, Marin Transit fixed route services are significantly reduced on weekends.

As part of the environmental review process, Marin Transit is required to conduct a traffic impact analysis. Based on the ideal property size and desired capacity, Marin Transit developed a preliminary Traffic Impact Analysis for planning purposes and provided as an example in **Appendix 2**. The analysis uses actual transit vehicle pull-out times for current services to estimate when vehicles will leave the site. Aside from bus operators, employees will include administrative staff as road supervisors, dispatch, schedulers, etc., and maintenance staff. There would be 12 estimated administrative staff and ten mechanics. The analysis assumes two shifts start times for these employees, at 5:00 AM and 1:00 PM.

Assuming approximately 20 percent of driver shifts are split shifts, the total number of drivers would be 60. Note that this traffic analysis assumes the full 98 transit vehicles of the original project scope, with up to 72 spaces for employee vehicles. The plan allocates parking spaces for drivers, maintenance staff, and administrative positions. **Site 1** may be accessed by a Marin Transit route, while **Site 2** would not be served by transit. Employees would be encouraged to carpool.

Site 3 is significantly smaller than **Sites 1** and **2** and is only suitable for parking. Marin Transit estimates that the site may accommodate 30 standard buses and 30 employee vehicles. Buses would leave the site before or in the very early part of morning peak and return after the evening peak. If parking is located on this site, 95 percent of the buses will travel a short distance on a collector road to access an intersection of two major arterials in a commercial area. They will either access the freeway or continue on a major arterial to begin service. The site is bordered on one side by railroad tracks and immediately across the street on the other side the entire block is an empty lot. There will be visual and noise impacts for residents located across the street at the far sides of the lot in adjacent blocks. However, nearly all these residences are located on the opposite side of the lot from where the buses will be entering and exiting.

Emissions: Forty percent of Marin Transit's fixed route fleet consists of 28 hybrid-electric buses. In addition, 82 percent of Marin Transit's diesel fleet, including hybrid diesel-electric, uses renewable diesel (RD99). Unlike biodiesel, renewable diesel does not need to be mixed with petroleum diesel. RD99 burns cleaner than petroleum diesel because it contains no aromatics, oxygen, or sulfur, and significantly reduces emissions. CO_2 emissions are reduced by 65-90 percent.

Process for Developing an Equity Analysis

Marin Transit staff initiated the search for a suitable operations and maintenance facility location beginning in 2015. The effort consisted of identifying and reviewing sites that were listed as for sale or lease and meet the District's evaluation criteria. Through this process, Marin Transit has determined that there are no locations in Marin County that are large enough to support all the desired uses and functions. Marin County has very few suitable properties, and new development is highly constrained. Therefore, the District has concluded that more than one location will be required to accommodate both the facility and transit vehicle parking. Acknowledging these size limitations, Marin Transit is confident that it has analyzed all candidate locations that meet the required criteria.

Site Review

Based on potential availability and the site selection criteria, Marin Transit initially selected five sites for further analysis in 2016. Due to the competitive nature of real estate acquisition, the site location addresses are not provided in this analysis. All sites under consideration are currently privately owned, and negotiations for acquisition cannot begin until FTA requirements are met. Marin Transit will conduct public outreach prior to development of the selected site.

As of June 2018, this Title VI analysis narrows the evaluation to three candidate sites. The equity analysis refers to these sites as Site 1, 2, and 3. **Table 1** below provides the zoning, size, and a brief description of each site. Two of these sites were evaluated as possible **Phase 1** and **Phase 2** locations for an operations and maintenance facility and a third as suitable for transit vehicle parking only.

Table 1: General Site Information

Site	Zoning	Size	General Description
Site 1	Planned Development & Agriculture 2 – Agriculture Housing (2 zoning designations)	4.5 Acres	Vacated property surrounded by undeveloped area and adjacent to railroad tracks. Low Density Area
Site 2	Planned Development - Light Industrial/Office – unimproved. Conditioned on an approved use permit	4.9 Acres	No properties located within a half mile from site. Low Density Area
Site 3: Bus Parking Only	Single family residential - unimproved	1.66 Acres	Empty lot bordering on railroad tracks near a Highway. Adjacent to railroad tracks. Higher Density Area

Brief Site Descriptions

Site 1: Marin Transit analyzed socioeconomic data from the larger census block group for Site 1. This site is surrounded by agricultural land and immediately adjacent to the railroad tracks. Both access and egress will be located on a road with four properties. At the beginning of this road is an access point to small scale recreational uses. Between the recreation access point and Site 1 is a small social service residential treatment center. On the other end of the road, about a half mile from Site 1 is a public utility facility. These are the only buildings that would share the access road. Traffic impacts would be limited to a major arterial that links the access road to a major highway.

Site 2: Marin Transit analyzed socioeconomic data from the larger census block group for Site 2. This site is surrounded by agricultural or undevelopable land and highways. There are no residences or businesses located within at least a half mile from the site on the same side of the highway. There are residential neighborhoods on the other side of the highway. Inspection of this area indicates that there would be no visual or noise impacts to these neighborhoods due to the highway system, foliage, and elevations. The site has direct access to the highway via a frontage road that has no businesses or residences.

Site 3 (Parking only): Marin Transit used census block group data for the area adjacent to Site 3 to identify who would potentially be impacted. It is an empty lot immediately adjacent to railroad tracks and close to Highway 101. This site will need to paved and striped to park 30 buses and 30 employee vehicles. The entire block immediately across the street from the site is empty.

Conducting an Equity Analysis of Site Alternatives

Summary of FTA Title VI Guidance

According to the FTA, Marin Transit must conduct a compliant site equity analysis:

> A compliant equity analysis will state whether the adverse effects are indeed occurring/will occur and whether they are harmful. If adversity is identified, the next step is to assess whether the disparity level is reasonable or rises to a disparate impact. It is essential that an agency detail every step. An agency must ensure the utilized disparate impact threshold is statistically significant. This element requires discussing the statistical significance and the magnitude. If the statistical difference shows a disparate impact but it is based on a relatively small number, then the absolute magnitude is not present to conclude an actual disparate impact.
>
> An agency will utilize its disparate impact threshold, the correct comparison populations, and adversity assessment to determine disparity. Even if adversity and disparity are shown, causality must exist. The analysis must sufficiently answer whether evidence tends to show that the disparate impact is due to the siting. An agency must pay attention to the control they have in aggravating or creating a disparate impact. This approach ensures an equity analysis determines whether there is a prima facie case of a disparate impact.

Marin Transit's Disparate Impact Policy: The District Board adopted a Disparate Impact Policy in 2014 that established the following threshold for determining whether adverse effects are borne disproportionately by minority populations: "If the cumulative impact of the proposed change requires the minority population to receive benefits 20% less or bear adverse effects at least 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact."

Appendix 1 provides more detailed data on the racial makeup of the census block groups where each of the three sites is located.

Marin Transit also compared the sites across three additional factors for the purpose of evaluating their relative equity impacts. These include: who would be impacted, whether the sites would require the displacement of residents or businesses, and any cumulative impacts from the presence of similar facilities in the area. In addition to the project evaluation criteria for site selection, Marin Transit compared three factors to evaluate the relative equity impacts of locating a facility or parking. These are summarized in **Table 2 on the following page**. The three criteria consider:

- Who would be impacted by siting the project at that location;
- Whether the project would require displacement of residents or businesses; and
- If there any cumulative impacts from the presence of similar facilities in the area.

Based on FTA's guidance for site alternatives equity analysis, the facility is expected to have minimal community impacts whichever site is selected. These sites are in areas that have local land use regulations that separate incompatible uses and apply objective standards to minimize or avoid potential off-site impacts.

Table 2: Equity Impact Comparison for Potential Sites

	Site 1	Site 2	Site 3 (parking only)
Minority Population Census Block Group[1] data within ¼ Mile Radius ***District average: 27.3%***	Total Pop: 78 Minority Pop: 38.3%	Total Pop: 465 Minority Pop: 34.4%	Total Pop: 768 Minority Pop: 57.9%
Who would be impacted by selecting this site?	A small social service temporary residential facility is within a ¼ mile from site. The access road serves recreational uses and utilities. The site is bordered by railroad tracks and surrounded by agricultural land. There are no residences that depend on this road.	There no properties visible from the site. There are no developed properties on the same side of a major highway within a half mile of the site. Access is via a rarely used frontage road that provides direct access to and from the highway.	Traffic impact on a collector road that provides access to major arterials and the highway. There is no direct impact on residential or commercial properties. There will be some visual and noise impacts to residences located across the street from the opposite end of the lot from where buses will enter and exit.
Will selecting this site require displacement of residents or businesses?	No, the site is partially developed, though currently vacant.	No, the site is undeveloped.	No, the site consists of a graded and vacant dirt lot.
Similar facilities nearby including maintenance, storage, operations, etc.	There is a public utility at the far end of the access road the site is located on.	None	On the opposite side of the adjacent railroad tracks, there are commercial businesses. There are no similar vehicle storage facilities.

[1] All Census Data from the 2012-2016 Five-Year American Community Survey

Findings

The relative percentage of minorities in the census block groups where these sites are located is comparable to the average proportion of minorities in Marin County by census block group. (See Appendix 1). Based on a ¼ mile radius, **Site 1** is within five percent and **Site 2** is within eleven percent of the countywide average minority population. Given these considerations, the selection of **Sites 1** and **2** do not present any disparate impacts. The impacts of locating the facility on these sites are expected to be minimal, given the considerations presented in this report.

Marin Transit used the siting criteria exclusively to narrow the candidate sites down to three. Staff analyzed area demographics for each to identify the potential for disparate treatment based on race, color, or national origin. Based on 2016 census block group data, Marin County's average minority population is 27.3%. **Table 2** compares the three sites in terms of population and minority status within ¼ mile of the site. Note that the parking-only Site 3 has the highest proportion of minority population at 57.9%, which exceeds Marin Transit's Disparate Impact threshold of 20%. The ¼ mile radius includes residences on the opposite side of a major freeway. Based on the radius around the site, the development of parking on **Site 3** may have a disparate impact. This equity analysis is required to determine whether there may be adverse impacts and whether they may be harmful.

In terms of zoning requirements, **Sites 1** and **2** would require conditional use permits and **Site 3** would need a zoning change. None of the sites would require displacement of existing residents or businesses.

Site 1 is a vacant property that formerly housed a temporary residential treatment facility. As described in **Table 2,** due the temporary social service residential facility is now located within a ¼ of a mile from the site along the same access road. The access road for **Site 1** also serves a public utility at one end and community recreational sites adjacent to the major arterial with access from the highway. In considering potential impacts of developing a facility at **Site 1**, most recreational uses will occur during times that the transit vehicles will already be in service. Marin Transit services are significantly reduced on weekends.

There are no developed properties on the same side of the highway to the proposed **Site 2** alternative. The project will not physically divide a community and does not add any features that would be obtrusive or not consistent with the surroundings. **Site 2** is completely undeveloped property surrounded by highways, agricultural land, and hillsides that buffer potential visual and noise impacts. There are no adjacent businesses or residences. There are

residential properties within a ¼ of mile on the other side of the highway that separates the site from that neighborhood. Extensive foliage on that opposite side of the highway further separates this site from residential areas. At **Site 2**, the proposed project does not disrupt any community activities or community uses such as community centers, parks, and churches.

The impacts of **Phase 1** and a possible **Phase 2** of the project at either **Site 1** and **Site 2** will be minimal because all residential properties have multiple buffers of either a highway or roadways, railroad tracks and other rights-of-way, as well as elevation changes and foliage between them and each site.

The parking-only **Site 3** is a vacant dirt lot surrounded by railroad tracks and another larger empty lot across the street from the site. There is a mix of both commercial, industrial, and residential properties that are not immediately adjacent to **Site 3**.

The difference between the sites is the expected traffic increases along each street segment due to the number of fixed route buses accessing each site. Based on the optimal site estimate of seven acres, the preliminary traffic analysis assumed a bus yard capacity of 98 buses and a spare ratio of 20 percent. The actual site alternatives are significantly smaller.

After considering all potential Title VI-related impacts, Marin Transit has determined that there are no equity impacts associates with **Site 1** and **Site 2** for Phase 1 of this project. The selection of one of these sites aligns with the Federal Transit Administration's Title VI guidance for site selection.

If chosen for parking only, and due to the smaller size, **Site 3** would be a much lower intensity use than is proposed for either **Site 1** and **2**. **Site 3** is in a higher density area and the larger proportion of minorities reside across the freeway from the site. No residences are adjacent to the property, and most would not be affected by the overnight parking. Nearly all residences that may be impacted are in a different census block group from the site with a significantly lower proportion of minority residences. See **Appendix 1** for detailed census data of for the area. Locating bus parking at **Site 3** may have a disparate impact due to the higher proportion of minority residences within ¼ mile of the site. Public outreach will be required to properly assess the impacts of bus parking on **Site 3**.

Public Outreach

Marin Transit's Board of Directors considered the site selection criteria at public meetings in June 2015 and October 2016. Beginning in August 2015, staff distributed a fact sheet on *Bus Maintenance and Storage Facility Needs*. The fact sheet is provided as Attachment C.

With direction from the Board, staff will conduct additional outreach on one or more sites. Marin Transit will engage the potentially impacted community through the following steps, based on FTA guidance and as applicable to the site:

- Communicate with any nearby neighborhood associations to inform them of the potential change in use and solicit feedback;
- Send postcards requesting input from residences and businesses within ¼ mile of the proposed site;
- Post notices at the sites regarding the potential change in use of the site;
- Hold a public meeting to obtain any additional feedback;
- Identify any mitigation steps directly tied to this public input; and
- Develop a final report for Board consideration in advance of their approval to proceed.

Conclusion

The legal test requires that Marin Transit show a substantial legitimate justification for siting a facility and that no alternatives accomplish its legitimate program goal in a less discriminatory manner. The analysis must demonstrate the justification shares a nexus to the challenged siting or locating of a facility, and whether the justification is sufficiently integral to the agency's mission to allow the siting, despite the discriminatory impact. Under FTA guidance, a thorough investigation and analysis must have the necessary information and clear rationale to indicate the resulting discrimination is justifiable. Marin Transit is required to demonstrate that the alternatives will not accomplish the legitimate program goals without a less disparate impact.

The District's maintenance facility site selection criteria established a foundation for locating a site that does not result in disparate impacts based on race, color, or national origin. Marin Transit has also established a substantial justification for siting the facility based on benefits of the project and the dearth of suitable properties in Marin County.

Appendix 3 lists the advantages of Marin Transit facility ownership from the August 2017 study, *Evaluating Costs and Benefits of a Marin Transit Operations and Maintenance Facility.*

A. Marin Transit's Facility Needs Assessment, Research, and Planning Activities (2011-17)

2011 - The Marin Transit General Manager engaged an operations facility planning expert to conduct a preliminary analysis of Marin Transit's vehicle maintenance and parking requirements and to address:

1. The ideal size, location, and site specifications for a facility. Estimated size, costs, and cost savings for a fixed route service facility only, for paratransit service only, and a combined facility.
2. The cost to Marin Transit of outsourcing maintenance and parking facilities as the base case for analyzing alternatives.
3. Develop and compare estimated costs for three alternatives:
    a. Potential site improvements to contractor-owned facilities, noting that at least one current Marin Transit contractor leases facilities.
    b. Purchase suitable sites and develop Marin Transit-owned facilities.
    c. Hybrid of contractor and Marin Transit facility options.
4. A strategic framework for comparing options to include:
    a. Matrix summarizing the costs and benefits of the alternatives.
    b. Compared operation costs of a central location versus cheaper land in northern or rural areas.
    c. Possibilities for phasing the size of the facility over time.
    d. Estimates of cost for improvements to possible locations (including buildings, maintenance facilities, and large equipment).

The resulting consultant memo was considered as background information and was not presented to the Board.

2015 - In June 2015, the Board of Directors directed the General Manager to identify and negotiate terms for purchase or lease of potential bus facility sites with the assistance of a real estate broker. Staff initiated work with a broker to determine the availability of suitable

properties, gather information on costs and potential sites, and determine if the sites are operationally and financially feasible.

1. The Board approved the following objectives for identifying and analyzing sites for bus maintenance and storage facilities:

- Within Marin County to minimize deadhead costs
- Accessible to US 101
- Compatible land use / good neighbor potential
- Sufficient size and accessibility to maneuver and store buses
- Financially attractive/sustainable
- Potential for increased competition and better pricing on contracted service
- Minimal vulnerability in case of a natural disaster
- Potential for lease or purchase from public entities (e.g., County surplus)

2. Recent procurements such as for the paratransit operations and maintenance contract provided information about facility leasing costs and locations based on the size of the program.

3. In March 2015, Marin Transit issued a Request for Information/Industry Review to potential local transit contractors. Five private sector transit providers offered comments on what Marin Transit can do to overcome the challenge of locating a maintenance and storage facility in Marin County, when service operations are contracted. The responses suggested the following options:

    - Marin Transit provides the facility;
    - Marin Transit leases the property directly and provides it to the winning bidder. This gives the District long-term control, and builds on its local presence and relationships to help with permits and business use issues;
    - Marin Transit requires that lease agreements include an option that the District can assume the lease should the contractor no longer operate services for Marin Transit; or
    - Consider a significantly longer-term contract to provide contractors the ability to secure a facility in the area. An extended contract would enable a contractor to

pursue a long-term facility lease or ownership and spread capital investment costs over a longer period.

2016 – Marin Transit applied for and received the $4.4 million FTA Section 5339 Bus and Bus Facilities grant to purchase the right of way for a facility. In October 2016, the Board approved the project goals, a set of evaluation criteria for siting a Maintenance and Operations Facility and a two-step process for evaluating potential sites. Staff further refined the June 2015 selection criteria and incorporated key components of the required Title VI equity analysis. Federal law requires a Title VI equity analysis during the planning stage with regard to where a project is located or sited.

1. The first step of the process is to determine if a site meets certain threshold criteria.
2. In the second step, the potential site will be evaluated and scored against a second set of selection criteria. More detailed evaluation may be performed on a subset of highly ranked sites.
3. As sites are selected for further consideration, staff will develop and initiate a targeted public outreach process in tandem with the analysis of site alternatives.

The threshold and selection criteria are provided in Attachment B as *Initial Evaluation Criteria for Siting a Marin Transit Bus Maintenance and Operations Facility*.

2017 - The General Manager continues to evaluate the availability and potential suitability of a limited number of sites in Marin County. In April, the Board President appointed an Ad Hoc Facility Siting Committee to work with the General Manager on site selection. A General Engineering Services Contract was executed to assist with the development of the facility.

1. Under the District's General Engineering Services contract, Marin Transit requested that the consultant initiate work on the first task order. The task request was for preliminary engineering, design, and environmental analysis leading to the purchase of suitable property for development of a bus maintenance and operations facility.
2. The task order deliverables:
    - Scenarios for facility programming/functions;
    - Conceptual site designs; and
    - Cost estimates.
3. In April, the District's consultant prepared a detailed draft analysis of facility requirements to support up to 98 of the vehicles that deliver Marin Transit services. The

98 vehicles consist of 40 fixed-route and 58 paratransit vehicles. Golden Gate Transit will continue to operate and maintain the remainder of the fleet required to deliver Marin Transit service. Fueling facilities for diesel and hybrid electric buses were not included in the consultant's draft analysis.

4. For evaluating facility requirements, the draft memo describes three program alternatives at a high level of detail and according to function. The alternatives identified include:

    - One contract for all operations and maintenance of 98 vehicles on one site.
    - One contract for maintenance of all 98 vehicles and operations of the fixed route service; and one contract for operations of the paratransit fleet. As defined, this alternative may also include space needs for functions that are not accommodated on site.
    - One contract each for maintenance and operations of fixed route and paratransit on two separate sites.

B. Initial Evaluation Criteria for Siting a Marin Transit Bus Maintenance and Operations Facility

O&M FACILITY SITE SELECTION			Site 1	Site 2	Site 3	Site 4	Site 5
Threshold Criteria These requirements must be met. If they are not met, the site will be rejected.							
A	Minimum size for a single site or combination of two sites shall be at least 3 acres.		✓	✓	✓	✓	✓
B	Land use shall be consistent with the General Plan.		✓	✓	✓	✓	✓
C	Purchase and development of the site shall be financially feasible and cost effective.		?	✓	✓	✓ ?	✓ ?
Selection Criteria							
1	Minimize deadhead or non-revenue service costs	● Peak period travel time to San Rafael Transit Center (SRTC) less than 12 minutes and within 4 miles	4 ●	2 ◔	3 ◑	3 ◑	3 ◑
		◑ Peak period travel time to SRTC less than 25 minutes and within 8 miles					

O&M FACILITY SITE SELECTION			Site 1	Site 2	Site 3	Site 4	Site 5
	◔	Peak period travel time to SRTC less than 40 minutes and within 12 miles					
	○	Peak period travel time to SRTC more than 40 minutes or 12 miles					
2	Accessible to US 101	● Within 1 minute from a US 101 on ramp	3 ◑	4 ●	3 ◑	2 ◔	2 ◑
		◑ Within 5 minutes from a US 101 on ramp					
		◔ Within 10 minutes from a US 101 on ramp					
		○ 10+ minutes from a US 101 on ramp					
3	Compatible land use / good neighbor potential	● Current zoning and use is same or similar to proposed bus maintenance and storage facility use	3 ◑	3 ◑	3 ◑	3 ◑	4 ●
		◑ Zoning is consistent with a bus maintenance and storage facility, or					

O&M FACILITY SITE SELECTION				Site 1	Site 2	Site 3	Site 4	Site 5
			the site is eligible for a conditional use permit					
4	Sufficient size and accessibility to maneuver and store buses and supporting facilities	●	Accommodates 75 bus and shuttle vehicles	4 ●	3 ◑	3 ◑	4 ●	3 ◑
		◑	Accommodates 45 - 74 bus and shuttle vehicles, supporting facilities					
		◔	Accommodates 30-44 bus and shuttle vehicles, supporting facilities					
		○	Accommodates less than 30 bus and shuttle vehicles, supporting vehicles					
5	Primary egress and ingress routes to site are compatible with local circulation plan	●	Primary access route is adjacent to or on frontage road of highway	3 ◑	4 ●	3 ◑	2 ◔	3 ◑
		◑	Primary access route is on arterial					
		◔	Primary access route is on local collector					
6	Site Readiness	●	Developable within three years					

O&M FACILITY SITE SELECTION			Site 1	Site 2	Site 3	Site 4	Site 5
		Developable within five years Developable within ten years	4	4	4	4	4
7	Minimal vulnerability in case of a natural disaster	Multiple bus and shuttle vehicle access opportunities Adequate vehicle access opportunities Single point of vehicle access	4	2	2	3	2
SCORE			25	22	21	21	21
Secondary Selection Criteria							
8	Results of Title VI Equity Analysis as specified in FTA guidance C 4702.1B, issued in October 2012	No Title VI equity impacts Identified impacts can be reasonably mitigated Site meets minimum Title VI requirements based on substantial legitimate justification, though					

O&M FACILITY SITE SELECTION				Site 1	Site 2	Site 3	Site 4	Site 5
			identified impacts cannot be reasonably mitigated					
9	Preliminary Analysis of Potential Environmental Impacts on Site Surroundings	◑	Indicates minimal or no Environmental Justice impacts, consistent with FTA guidance C 4037.1, issued in August 2012					

C. Fact Sheet - Marin Transit Bus Maintenance and Storage Facility Needs (August 2015)

Marin Transit

Bus Maintenance and Storage Facility

May 2017

Estimated Project Cost: $30,500,000
Land Required: 3+ acres
Vehicles: 98 buses and shuttles
Maintenance Bays: 3

Phase 1: Purchase land, pave, fence, light **$5.5 Million (funded)**
Phase 2: Construct maintenance facility & amenities **$20-25 Million**

Summary

Marin Transit operates local fixed route, paratransit, and mobility management services under contracts with four providers. Marin Transit typically provides these contractors with the vehicles needed to operate the service and relies on them to provide maintenance and storage facilities. Between all of the contractors, this amounts to four maintenance yards, eight storage yards, and four fueling locations all within Marin County.

Marin Transit is interested in leasing or purchasing its own facility to increase competition for contracted services to include bidders who do not have access to land within the county, reduce long-term risk, and consolidate existing facilities.

Objectives

- To find a location within Marin County to minimize deadhead costs
- Accessible to US 101
- Sufficient size and accessibility to maneuver and store buses
- Compatible land use/good neighbor potential
- Financially attractive/sustainable
- Minimal vulnerability in case of a natural disaster
- Potential for lease or purchase from public entities (e.g. County surplus)

Current bus parking on leased land

Goals

- Reduce ongoing operational costs
- Increase competition for future service operation contracts
- Reduce long-term risks

Example of bus maintenance bays

Desired Vehicle Capacity

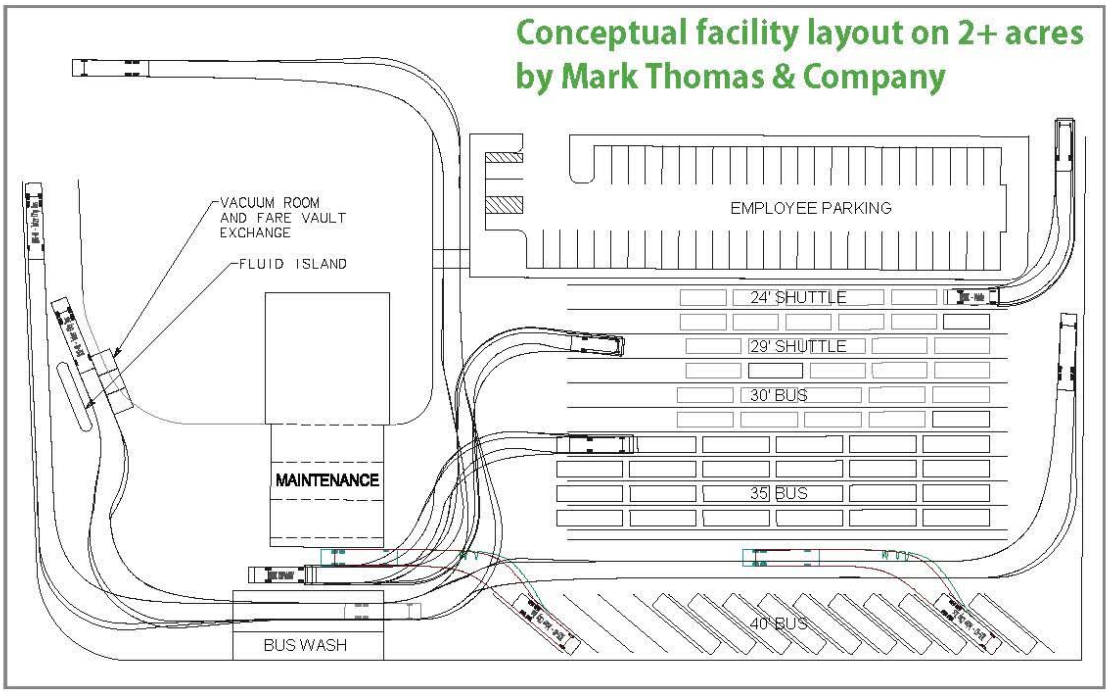
- 40' Buses - 14 spaces
- 35' Buses - 24 spaces
- 30' Buses - 12 spaces
- 29' Shuttle - 12 spaces
- 24' Shuttle - 14 spaces
- 22' Paratransit - 22 spaces
- Employee parking - 150+ spaces
- Maintenance Bays - 3

Contact: Adrienne Taylor, Project Manager • 415.226.0855 • ataylor@marintransit.org

Environmental Impacts

- First new facility in Marin built to accommodate an Electric fleet
- Will incorporate solar and other energy saving features (Targeting LEED Certification)
- Reduced deadhead miles = Emissions reductions

Exisiting contractor facility currently used for parking only. Buildings are not suitable for use.



Contact: Adrienne Taylor, Project Manager • 415.226.0855 • ataylor@marintransit.org

Appendix 1 – Census Data Detail

Site 1

This site is surrounded by agricultural land and immediately adjacent to the railroad. Both access and egress will be located on a road that serves very few users besides agriculture. The road that links the major arterial to Site 1 provides access to small scale recreational uses and a small residential social service facility. On the other end of the access road a public utility is about a half mile from Site 1.

Census Demographic Data within a ¼ mile radius of Site 1
Population: 78
Minority (non-white or of Hispanic origin): 38.3%

Demographics of the Census Block Group where Site 1 is Located

Total population:	1,566
White	62.8%
Black or African American	5.8%
Asian	9.9%
Some other race	9.0%
Two or more races	12.0%
Hispanic or Latino (of any race)	11.5%

Site 2

For Site 2, Marin Transit analyzed socioeconomic data from the census tract. There are no blocks in this census tract. Site 2 is surrounded by agricultural or undevelopable land and highways. There are no residences or businesses located within at least a half mile from the site. The site has direct access to the highway.

Census Demographic Data within a ¼ mile radius of Site 2
All population within a ¼ mile of the site reside on the opposite side of a major highway.
Population: 465 people
Minority (non-white or of Hispanic origin): 34.4%

Demographics of the Census Block Group where Site 2 is Located
All population resides out of sight of the Site 2 property to far north and far east.

Total population:	3,023
White:	77.9%
Black:	0%

Asian:	5.0%
Some other race:	13.3%
Two or more races	3.7%
Hispanic or Latino (of any race)	27.8%

Site 3 (Parking only)

This site is a mostly empty lot bordered by railroad tracks and a larger empty lot. It is very close to Highway 101. The census block groups in this area are too large to properly assess the potential impacts of the facility on residents and businesses.

Census Demographic Data within a ¼ mile radius of Site 3

Includes residences located across the freeway

Population: 768

Minority (non-white or of Hispanic Origin): 57.9%

Census Block Group 1

Census Block 1 dips from its border to encircle the site. It covers a much larger area including across the freeway.

Total population:	2270
White	39.1%
Black or African American	.01%
Asian	3.2%
Some other race	41.8%
Two or more races	15.0%
Hispanic or Latino (of any race)	73.3%

Census Block Group 2

Census Block 2 is the closest residential neighborhood to the site but is not immediately adjacent to it.

Total population:	904
White	84%
Black or African American	3.2%
Asian	5.8%
Some other race	4.8%
Two or more races	2.2%
Hispanic or Latino (of any race)	15.8%

Appendix 2 – Traffic Analysis Based on Ideal Site Capacity

Total	Employees	Employee Vehicles (1)	Transit Vehicles	Employee Parking (2)
Time	Entering Employee Vehicle	Exiting Employee Vehicle	Entering Transit Vehicle	Exiting Transit Vehicle
1:00 AM	0	0	0	0
2:00 AM	0	0	0	0
3:00 AM	1	0	0	0
4:00 AM	2	0	0	2
5:00 AM	17	0	0	11
6:00 AM	33	0	0	26
7:00 AM	7	0	0	20
8:00 AM	1	4	5	1
9:00 AM	5	6	5	4
10:00 AM	3	1	2	3
11:00 AM	3	3	2	4
12:00 PM	4	2	4	3
1:00 PM	13	4	3	7
2:00 PM	4	2	1	9
3:00 PM	0	5	7	3
4:00 PM	0	18	18	0
5:00 PM	0	6	6	0
6:00 PM	0	5	6	0
7:00 PM	0	8	9	0
8:00 PM	0	10	7	0
9:00 PM	0	8	8	0
10:00 PM	0	6	5	0
11:00 PM	0	5	5	0
12:00 AM	0	0	0	0
	93	93	93	93

* Assumes no pedestrian or bicycle trips.
(1) - Employee (motor) vehicle, may not equal employees if carpooling is assumed.
(2) - Employee Parking may exceed actual parked shift employees and vehicles, to account for shift changes.

Appendix 3 – Advantages of Marin Transit-owned Vehicle Maintenance and Storage Facilities

Marin Transit facility ownership offers significant advantages over continued use of contractor-provided facilities. The primary advantages of District ownership include:

1. Transfers Facility Costs from Operations to Capital

Facility ownership moves most facility costs to a one-time capital cost, as opposed to an ongoing operations cost. This analysis estimates the ten-year net differential savings to Marin Transit will be $7 million. These funds will become available to invest in and expand local transit services. Further Marin Transit service expansion and plans to increase hybrid and electric-only vehicles will also make it impossible for Marin Transit contractors to maintain the District's fleet using their current facilities.

2. Provides Control of Facilities and Equipment

Marin Transit will control of the type, configuration, and location of its facility. This will lead to increased vehicle life through timely ongoing and preventive maintenance. The District will also control the purchases of equipment that will facilitate higher quality maintenance management practices across its vehicles. The building and equipment will reflect modern technologies designed to support hybrid and electric-only propulsion as well as recent advances in testing, onboard electronics, and monitoring devices.

3. Increases Funding and Reliability for Operations

In addition to the transfer of facility costs to operations, there are other benefits for Marin Transit operations. The difficulty in locating a properly-sized facility in an optimal location in Marin will only increase, and this will continue to impact the District's ability to deliver reliable service. Control over Marin Transit's maintenance facility location will reduce the amount of out-of-service, or deadhead, miles.

A District-owned facility provides flexibility that enables Marin Transit to reevaluate how services are operated and where they originate, potentially reducing deadhead mileage further. A Marin Transit facility provides opportunities for improved service delivery, reliability, and expansion and eliminates the risks associated with contractor-provided facilities. District ownership will lead to more competitive bidding as operating contracts expire. Combining services eliminates redundancy in facilities, training, and parts procurement. Marin Transit passengers will benefit from improvements in efficiency, predictability, and long-term cost savings in operations contracts.

4. Positively Impacts Management of Contracts, Fleet Maintenance, Service Planning, and Service Delivery

Operations contracts are typically three years in length with up to two option years. Attempting to replace a maintenance facility on short notice will be difficult and has the potential to cause interruptions in service delivery as well as deficiencies in the interim maintenance program. Ownership of facilities provides Marin Transit with more control to effectively manage and monitor its operations contractors. A change in the District's operations contractors for any reason will no longer imply added risk and unanticipated impacts on facilities, operations, or cost.

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supervisor district 2

June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: First Amendment to the MV Transportation Contract for Operations and Maintenance of Fixed Route Package 2 Services

Dear Board Members:

RECOMMENDATION: Authorize General Manager to develop and execute an amendment to the contract with MV Transportation for operation and maintenance of Marin Transit Fixed Route Package 2 service beginning on July 1, 2018

BACKGROUND: The District's contract for Catch-A-Ride administrative services with MV Transportation expires on June 30, 2018. That date coincides with the conclusion of the District's base agreement with Marin Senior Coordinating Council (Whistlestop) for Travel Navigator services. Staff determined that a new Request for Proposals (RFP) should address the expiring contracts and the administrative support needed for the upcoming Marin Transit Connect program (same-day ADA service). The District issued an RFP on February 7, 2018 for Marin Access Mobility Management Center services, encompassing all the needs of these programs.

Staff anticipated that combining the programs would result in both administrative and financial efficiencies. The RFP was posted on the Marin Transit website and sent to several firms with relevant experience and qualifications. Responses were due March 25, 2018. Marin Transit received three proposals in response to the RFP, one of which staff deemed as not responsive. The two responsive proposals were evaluated by a committee with representation from Marin Transit, Golden Gate Transit, Marin Center for Independent Living, and the City of Fremont.

The evaluation was based on a written proposal, an in-person interview, and price proposal. Scores were assigned based on the maximum points identified in the RFP.

Following the initial scoring, the District contacted each proposer to ask for further clarification and to allow the proposers to adjust their technical and cost proposals if necessary. A final scoring was completed after this process.

The results of these efforts produced two primary outcomes. First, costs submitted for both proposals were more than the combined current costs to provide these services and above the District's independent cost estimate for these services. Second, the highest scoring proposal was nearly double the independent cost estimate and significantly above the District's available budget for these services in FY 2018/19.

SUMMARY: Based on the results of this procurement, the District pursued alternative options to provide these services on an interim basis for up to one year. During this time, the District will further assess long-term options and have a better understanding of the resource allocation of the Marin Transit Connect pilot program. The recommended alternative to awarding the current solicitation is for your Board to approve two separate agreements. These agreements would:

- Amend the Operations and Maintenance agreement for MV Transportation, effective July 1, 2018, to include additional call center and dispatch support administration to support the Catch-A-Ride program and Marin Transit Connect program. MV is the current provider of Catch-A-Ride administrative support and is best positioned to continue providing these services in the interim.
- Exercise the first option year of the current agreement with Marin Senior Coordinating Council for Travel Navigator services.

The first recommendation outlined above is the subject of this letter while the other recommendation is part of a separate action item for your Board's consideration at today's meeting.

On April 2, 2018, your Board approved a contract with MV Transportation for Operations and Maintenance of the Package 2 services that included the rural Stagecoach services, Supplemental School services, and the Muir Woods Shuttle. Staff requests that your Board authorize the General Manager to develop and execute an amendment to that agreement to include additional administrative staff to support call center duties, outlined in the attached scope of work.

FISCAL/STAFFING IMPACT: The proposed amendment will increase administrative staffing and associated direct costs by an additional $157,522 in FY 2018/19. This equates to an additional $13,127 a month or approximately twelve percent more in fixed administrative costs per month. A detailed summary of these costs is included in the attachment.

Respectfully submitted,

Robert Betts
Director of Operations and Planning

Attachment: Scope of Services and Fee Schedule

SCOPE OF WORK

OVERALL CONTRACTOR RESPONSIBILITIES

The Contractor will coordinate, manage, and control all necessary program activities that will include:

Catch-A-Ride Program

- maintaining and managing sub-contracts with suitable taxi providers and interacting with taxi providers to schedule and support riders;
- providing call center services for ride reservations and scheduling;
- customer service;
- managing a customer database;
- reconciling taxi invoices with scheduled rides;
- monthly reporting; and
- monthly invoicing.

Marin Transit Connect (Pilot Program)

- providing call center services for ride reservations and scheduling;
- customer service related to ride requests

Management of Transportation Provider Sub-contracts

1. Contractor will negotiate sub-contracts for rides with taxi companies and other licensed providers serving Marin County and adjacent counties, including providers who operate wheelchair accessible vehicles. Contractor will provide contracted company names and rates to Marin Transit. Most rides will originate and terminate within Marin County, however, eligible riders will also be able to use the program to help pay for out of county rides that either originate or terminate within Marin County. Marin Transit reserves the right to approve or disapprove of all transportation providers serving the program.

2. Contractor will receive, review and reconcile invoices for transportation services from sub-contracted providers and pay them for the discounted portion of each ride as well as other fees identified in Section 3, below. Contractor will then invoice the District for reimbursement of the sub-contracted costs.

3. Contractor will inform participating transportation providers of how the program is structured and operates, and drivers' roles in verifying rider identity and fare collection. Contractor will also negotiate fares that incorporate the providers' standard senior discounts. Contractor will negotiate fares that are mileage-based rather than meter-based. Contractor will instruct participating providers to use the most direct, shortest possible routes for providing service to program participants. Contractor will also negotiate a minimum fee per ride with the transportation providers, a fee to be paid to the provider should a rider no-show, and an additional fee to be paid for each ride given in a wheelchair accessible vehicle.

   Reimbursable fees are shown in the cost proposal section

4. Contractor will specify to providers that drivers are to verify rider identity by checking that the rider's identification matches the name of the scheduled rider. Riders without matching identification will not be permitted to ride.

5. Transportation services shall be curb-to-curb, unless the passenger requests additional assistance, at which time door-to-door service shall be given, with the exception that Drivers are not responsible for lifting wheelchair riders up or down stairs. Drivers shall not be required to enter residences or facilities to retrieve riders. Drivers are responsible for assisting riders into and out of the vehicle.

Customer Database Management

6. (Catch-A-Ride) District will provide Contractor with a District-owned database and templates for entering and maintaining rider and ride information. Contractor will maintain this database from the initial information and updates provided by the District, and the riders as rides are scheduled. This database will include the following information: rider name, rider identification number (supplied by Marin Transit), rider contact information (phone, address, email), rider date of birth, rider ADA eligibility, vehicle type (standard or wheelchair accessible), ride subsidy category and dollar amounts subsidized per ride (regular or low-income), a running balance of rides taken per month versus rides authorized and no-shows. Each ride taken shall also be listed on the database with origin, destination, time of ride, mileage, vehicle type and total fare.

Provision of Call Center Services

7. Contractor will take Catch-A-Ride ride requests and customer service issues by telephone between 9:00 AM and 6:00 PM, 7 days per week. Contractor will provide an answering message informing clients of their business hours should they call after hours. Contractor will provide a toll free number and answer the phone "Marin Catch A Ride". Contractor will have the capability to provide a Spanish speaking operator upon request. Contractor will determine if rider is eligible by asking for the rider's name and address. Contractor will check the database, and if the rider is determined eligible, give them the choice of transportation providers in their service area. Then Contractor will schedule the ride and quote estimated ride costs to the rider less the amount of their eligible subsidy. Rider will be told the approximate amount of the share of the fare they are responsible to pay to the driver. Any gratuities paid to the driver are at rider's discretion and cost. Contractor's staff will also ask rider if they wish to schedule a return trip.

8. Contractor will take Marin Transit Connect ride requests and customer service issues by telephone between 9:00 AM and 6:00 PM, 7 days per week. Contractor will provide an answering message informing clients of their business hours should they call after hours. Contractor will provide a toll free number and answer the phone "Marin Transit Connect". Contractor will have the capability to provide a Spanish speaking operator upon request. Contractor will determine if rider is registered by asking for the rider's name and address. Contractor will check the online portal, and if the rider is determined registered, proceed to initiating a trip request and presenting the rider with their trip options. Contractor will schedule the ride and provide details of the trip to the rider. Contractor's staff will also ask rider if they wish to schedule a return trip*. [It is assumed call volume for this program will not exceed an average of 10 trips booked per day. If volume exceeds these assumptions after the first three months of operation, scope of services and/or fees will be adjusted to address this unexpected activity]*

9. If the Catch-A-Ride scheduled ride occurs during Contractor's telephone service hours (9:00 AM through 6:00 PM, daily) Rider will be told to call Contractor if the ride is late by more than 15 minutes after the designated pick-up time. If the scheduled ride is to occur outside of Contractor's telephone service hours, Rider will be given the provider's telephone number and told to contact them directly should the ride be late by more than 15 minutes after the designated pick-up time.

10. If Marin Transit Connect trip occurs during Contractor's telephone service hours (9:00 AM through 6:00 PM, daily), Contractor will support rider as needed once the trip is booked through the online system. These services include communicating estimated pickup time, driver's current location, description of vehicle picking up client, and cost of trip.

Customer Service

11. Customer Service and Sensitivity: Contractor's telephone call center staff will treat all callers with courtesy and dignity and respect the caller's right to privacy and confidentiality. Professional, prompt, and courteous customer service shall be a high priority, particularly given that the Marin Catch-A-Ride customer is elderly and/or disabled. Contractor will communicate this sense of customer service and sensitivity to this particular population to all sub-contracted transportation providers. Contractor will also cooperate with the District, should the District make voluntary driver sensitivity programs available to Contractor's sub-contracted transportation providers.
12. (Catch-A-Ride) Customer Usage of the Program: The District reserves the right to change the following customer usage protocols that will be in effect at the beginning of the Agreement term:
    a. Minimum prior notice required to request a ride: 2 hours.
    b. Monthly maximum number of one-way rides per rider: 8.
    c. Standard per-ride discount: $14
    d. Low-income per-ride discount: $18
13. (Catch-A-Ride) Authorized riders may bring guests on the ride at no extra cost, subject to vehicle seating limitations, as long as the guests board and alight at the same origin and destination as the authorized rider.
14. Problem Resolution: Contractor's Project Manager or designated staff will respond promptly to customer complaints and if appropriate, coordinate such responses with District staff.
15. (Catch-A-Ride) Contractor will notify Marin Transit within 24 hours of becoming aware of: a rider no-show, a rider complaint, a reported accident of a vehicle carrying a participating rider, or other incident. Contractor will also report to Marin Transit any patterns of transportation provider non-performance, or rider issues.

General Responsibilities

16. The Contractor shall maintain sufficient levels of staff including supervisory and support staff with appropriate training, work experience, and expertise to perform all contract requirements on an ongoing basis.
17. The Contractor shall designate and maintain a Project Manager or designee for this contract who has day-to-day authority to manage the total project. The Project Manager or designee shall be available to District by telephone and email during regular business hours.
18. Rider Monitoring & Feedback: District will on a periodic basis do telephone follow-up surveys of riders. Upon request, Contractor will provide District with recent rider and ride data for this purpose.
19. Contractor will report monthly a list of Catch-A-Ride trips taken at a level of detail reasonably specified by Marin Transit. Contractor will also on a monthly basis enter monthly total data into TransTrack (Marin Transit's Data Management System) at a level of detail reasonably specified by Marin Transit. Training for the use of TransTrack will be provided by Marin Transit.

20. Contractor will be responsible for use of the Marin Transit Connect online portal to schedule rider trips. Training for the use of this portal will be provided by Marin Transit.

PAYMENT SCHEDULE

Contractor payments will be comprised of two components:

1. A direct reimbursement for actual payments to transportation providers;
2. A monthly payment to Contractors for scope of services.

Catch-A-Ride User Subsidies per Ride

Subsidy Type	Per Trip Amount [1]
Regular Subsidy	$14.
Low-Income Subsidy	$18.
Minimum Subsidy (Including No-Shows)	$10.

[1] Only one ride subsidy may be applied per ride regardless of the number of eligible passengers. Marin Transit reserves the right to change the ride subsidy amounts.

Additional Service Provider Compensation per Ride (Catch-A-Ride)

Additional Compensation Type	Per Trip Amount [1]
Wheelchair in Non-Accessible Vehicle (passenger transfer to seat)	$10.
Wheelchair in Accessible Vehicle (no transfer to seat) Effective February 1, 2017	$20.
Ambulatory Passenger in Accessible Vehicle[2] Effective February 1, 2017	$6.

[1] Per trip amounts shown are in addition to the rider fare and subsidy.
[2] Providers are only eligible for this compensation of they have not denied any wheelchair trips during the month.

Contractor Payments

Marin Transit
Cost Detail for Catch-A-Ride
Effective July 1, 2018

	FY18/19		
	FTEs	Avg Annual Salary	Annual Cost
BUDGET ITEM			
Staffing			
Dispatchers	2.00	41,241.20	82,482.40
General Manager	0.15	122,288.19	18,343.23
Subtotal:Direct Labor	2.15	163,529.39	100,825.63
Fringe Rate			20.70%
Subtotal:Benefits and Fringe			20,866.32
Subtotal:Labor, Benefits and Fringe			**121,691.95**
Other Direct Expenses (non-reimbursable)			
Employee Recruitment, Background Check and Pre-Employment Training			412.80
Ongoing Employee Training and Development			1,800.00
Equipment and supplies			3,553.19
Database management, training, and support			657.12
Office Supplies			2,640.00
Facility			12,100.00
Insurance			472.57
Other (Taxes and licenses, etc.)			1,592.50
Other			
Subtotal:Direct Expenses			**23,228.17**
Total: Labor and Direct Expenses			**144,920.12**
Indirect Expenses			
G&A Percentage			0.00%
Subtotal:G&A			-
Corporate Overhead Percentage (Excludes Margin)			5.43%
Subtotal:Corporate Overhead			**7,876.11**
Total: Indirect Expenses			**7,876.11**
Total: Direct + Indirect Expenses			**152,796.23**
Margin Percentage (Profit)			3.00%
Total: Margin			**4,726.00**
Grand Total: Call Center			**157,522.23**
June 2018 One-Time Costs			-
Total Including One-Time Costs			**157,522.23**

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stephanie moulton-peters
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judy arnold
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kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

June 4, 2018

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: First Amendment to Marin Access Travel Navigator Contract with Whistlestop Transportation

Dear Board Members:

RECOMMENDATION: Authorize Board President to execute an amendment to the agreement between Marin County Transit District and Whistlestop Transportation for Marin Access Travel Navigator services at a cost not to exceed $297,907 in FY2018/19.

BACKGROUND: The Travel Navigator Program is a one-stop, one-call center for transportation information and eligibility. Under this program, consumers call one phone number and complete one eligibility form to learn about and apply for any Marin Access service. As Travel Navigators, the call center staff provide information, counseling, and eligibility determination for all three Marin Access programs using Marin Transit's eligibility database. The Travel Navigators also respond to requests for general transportation information previously handled by the paratransit call center.

In May 2016, Marin Transit entered into an agreement with Whistlestop to operate the Marin Access Travel Navigator program. Marin Transit has been contracting with Whistlestop Transportation to provide Travel Navigator services since the program's inception. Prior to January 1, 2016, the paratransit operations and maintenance contract included provision of information and referral services.

The base agreement for Travel Navigator services and the District's contract for Catch-A-Ride administrative services are set to expire on June 30, 2018. The District issued a Request for Proposals (RFP) on February 7, 2018 for Marin Access Mobility Management Center services due to the expiring contracts and the upcoming administrative support needed for the Marin Transit Connect program (same-day ADA service). The RFP encompasses the needs of all three programs.

Staff anticipated that combining the programs would result in both administrative and financial efficiencies. The RFP was posted on the Marin Transit website and sent to several firms with relevant

experience and qualifications. Responses were due March 25, 2018. Marin Transit received three proposals in response to the RFP, one of which was deemed not responsive. The two responsive proposals were evaluated by a committee with representation from Marin Transit, Golden Gate Transit, Marin Center for Independent Living, and the City of Fremont.

The evaluation was based on a written proposal, an in-person interview, and price proposal. Score were given based on maximum points identified in the RFP. Following the initial scoring, the District contacted each proposer to ask for further clarification and allowed the proposers to adjust their technical and cost proposal if necessary. A final scoring was completed after this process.

The results of these efforts produced two primary outcomes. First, costs submitted for both proposals were more than the combined current costs to provide these services and above the District's independent cost estimate for these services. Second, the highest scoring proposal was nearly double the independent cost estimate and significantly above the District's available budget for these services in FY 2018/19.

SUMMARY: Based on the results of the current procurement, the District pursued alternative options to provide these services on an interim basis (up to one year) while the District further assessed longer term options and better understood the resource allocation of the Marin Transit Connect pilot program. The recommended alternative to awarding the current solicitation is for your Board to approve two separate agreements to:

- Exercise the first option year of the current agreement with Whistlestop Transportation for Travel Navigator services.
- Amend the Operations and Maintenance agreement for MV Transportation, effective July 1, 2018, to include additional call center and dispatch support administration to support the Catch-A-Ride program and Marin Transit Connect program. MV is the current provider of Catch-A-Ride administrative support and is best positioned to continue providing these services in the interim.

The first recommendation outlined above is the subject of this letter while the other recommendation is a separate action item on today's Board agenda. For this item, staff is requesting your Board to authorize the President to execute an amendment to the agreement between Marin County Transit District and Whistlestop Transportation for the Marin Access Travel Navigator program.

FISCAL/STAFFING IMPACT:
This amendment extends the current agreement by one option year through June 30, 2019. The maximum obligation for the additional year is $297,907. Funding for travel navigator services is provided primarily by a Federal Transit Administration Section 5310 grant, Measure A local transportation sales tax funds, and Measure B vehicle registration funds. Funding for this contract option year is included in the FY 2018/19 budget.

Respectfully submitted,

Erin McAuliff
Senior Transportation & Mobility Planner

Attachment

171880

1st AMENDMENT TO AGREEMENT

BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND WHISTLESTOP TRANSPORTATION DATED MAY 16, 2016

THIS AMENDMENT is made and entered into this 4th day of June 2018, by and between the MARIN COUNTY TRANSIT DISTRICT, a political subdivision of the State of California (hereinafter referred to as "District") and Whistlestop Transportation (hereinafter referred to as "Contractor")

RECITALS

WHEREAS, the District and the Contractor entered into an agreement for operating the Marin Access Travel Navigator program (#151678) dated May 16, 2016 ("Agreement"); and

WHEREAS, the parties desire to extend the Agreement for one additional year as allowed under Exhibit B of the agreement; and

WHEREAS the parties desires to increase the total maximum cost by $297,907 to the District to reflect the additional year of operations; and

WHEREAS the District requires the addition of one federal clause;

NOW, THEREFORE, the parties agree to modify Sections 4 and 5 as set forth below.

AGREEMENT

1. Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.

2. ☐ Updated Certificate of Insurance(s) attached hereto.

3. Section 4: Maximum Cost to District: is amended to read as follows:

In no event will the cost to District for the services to be provided herein exceed the maximum sum of $867,943 including direct non-salary expenses. Table 1 shoes contract maximums by fiscal year.

Table 1: Contract Maximums by Fiscal Year

Fiscal Year	**Contract Maximum**
FY16/17	$280,806
Fy17/18	$289,230
FY18/19*	$297,907
*Contingent on budget approval and funding availability.	

4. Section 5 is amended to read as follows:

This Agreement shall commence on July 1, 2018, and shall terminate on June 30, 2019. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice

must be submitted within 30 days of completion of the stated scope of services. It is expressly agreed that extension of this agreement beyond fiscal year 2018/19 is contingent upon the District approving the required funding during its annual budget process. The District may award up to three additional options at the price stated in Exhibit "B".

5. Exhibit D: FTA Grand Contract Provisions Professional services is amended to add:

16) Contract Work Hours and Safety Standards for Awards Not Involving Construction

The Contractor shall comply with all federal laws, regulations, and requirements providing wage and hour protections for non-construction employees, in accordance with 40 U.S.C. § 3702, Contract Work Hours and Safety Standards Act, and other relevant parts of that Act, 40 U.S.C. § 3701 *et seq*., and U.S. DOL regulations, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (also Labor Standards Provisions Applicable to Non-Construction Contracts Subject to the Contract Work Hours and Safety Standards Act)," 29 C.F.R. part 5.

The Contractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three (3) years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid.

Such records maintained under this paragraph shall be made available by the Contractor for inspection, copying, or transcription by authorized representatives of the FTA and the Department of Labor, and the Contractor will permit such representatives to interview employees during working hours on the job.

The contractor shall require the inclusion of the language of this clause within subcontracts of all tiers.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the day first written above.

CONTRACTOR: MARIN COUNTY TRANSIT DISTRICT:

By_____ _____

APPROVED AS TO FORM: (if changes to the Contract form language have been made)

_____
County Counsel

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