



MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Board of Supervisors Chambers, Room 330
3501 Civic Center Drive, San Rafael, CA 94903

AGENDA

Monday, July 9, 2018

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

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
 - b. Monthly Monitoring Reports for April and May
4. Consent Calendar
 - a. Minutes for June 4, 2018
 - b. Resolution Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act/State Transit Assistance Funds for Fiscal Year 2018/19
 - c. Caltrans Section 5311 Authorizing Resolution

Recommended Action: Approve.

5. Update on the San Rafael Transit Center Relocation Project
Recommended Action: Information item only.

6. Marin Transit Employee Compensation Framework
Recommended Action: Adopt an updated Employment Compensation Framework with revised salary ranges.

(continued)

Adjourn



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<http://www.marintransit.org>

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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.



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July 9, 2018

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

SUBJECT: General Manager Report – Monthly Report: April 2018

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

RECOMMENDATION: This is a recurring information item.

damon connolly
vice president
supervisor district 1

SUMMARY: The attached monthly report provides an overview of Marin Transit operations for the period ending April 30, 2018. The monthly reports summarize statistics on the performance of Marin Transit services, customer comments, and training activities under the District's Mobility Management program.

dennis rodoni
2nd vice president
supervisor district 4

Ridership in April 2018 increased by seven percent compared to April 2017. Ridership on fixed-route services increased 7.2 percent compared to the April last year. Ridership on Marin Access services increased 5.8 percent, and yellow bus service showed an increase of 5.4 percent.

judy arnold
director
supervisor district 5

Additional detailed analyses of system performance and trends are provided in separate quarterly and annual reports, including route-level statistics and financials. These reports are available on the District's website at <http://marintransit.org/monitoringreports.html>.

kate colin
director
city of san rafael

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

Nancy Whelan
General Manager

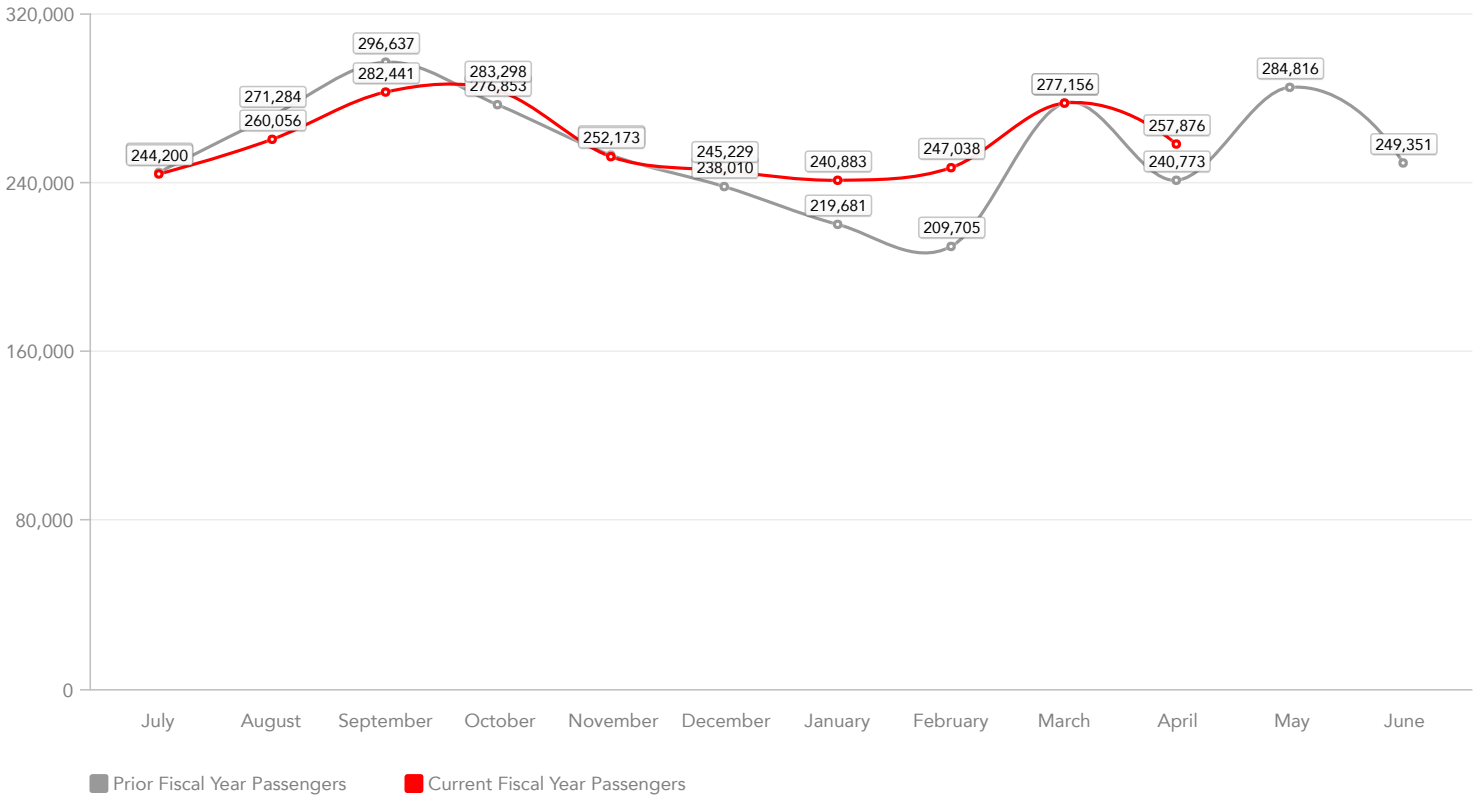
Attachments

FISCAL YEAR

2018 ▼

Year-to-Date Ridership Trends

Fixed-Route Passengers (incl. Yellow Bus) by Month



Demand Response Passengers by Month

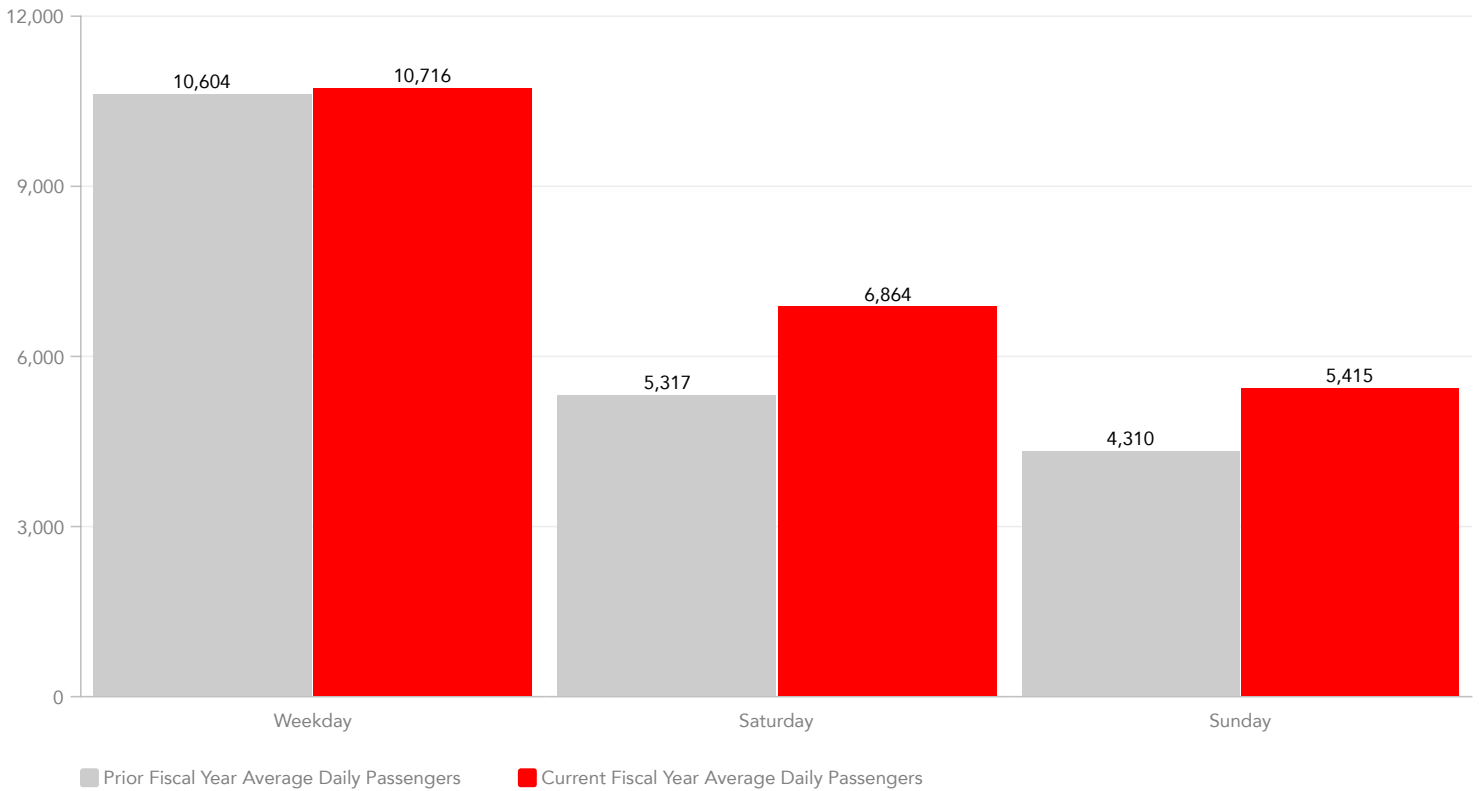


Monthly Statistics

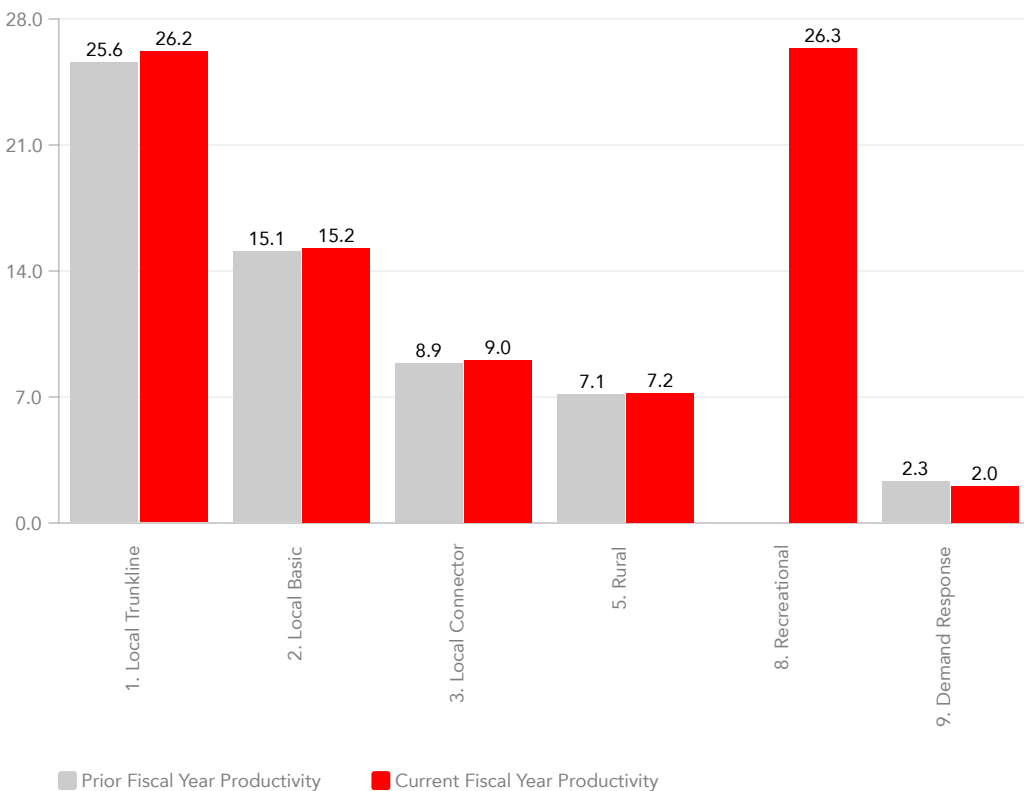
MONTH

April ▼

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

- 1. Local Trunkline:
Routes 35, 36, 71X
- 2. Local Basic:
Routes 17, 22, 23, 23X, 29, 49
- 3. Local Connector:
Routes 219, 228, 233, 245, 251, 257
- 5. Rural:
Routes 61, 68
- 8. Recreational:
Routes 66/66F
- 9. Demand Response:
Local Paratransit, Novato Dial-A-Ride,
Rural Dial-A-Ride



Month: April 2018		Program							Total
Category	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide		
Commendation	2	0	0	0	1	1	0	4	
Service Delivery Complaint	23	10	5	4	2	1	0	45	
Accessibility	1	0	0	0	1	0	0	2	
Driver Conduct Complaint	5	5	1	0	0	0	0	11	
Driving Complaint	9	0	1	0	0	0	0	10	
Early Trip	2	1	1	0	0	0	0	4	
Equipment Issue	0	0	0	0	1	0	0	1	
Farebox	0	1	0	0	0	0	0	1	
Late Trip	1	0	1	1	0	0	0	3	
Missed Connection	0	1	0	0	0	0	0	1	
Missed Trip	0	0	0	0	0	1	0	1	
No-Show	0	0	0	2	0	0	0	2	
Off-Route	0	1	0	1	0	0	0	2	
Pass-Up Complaint	5	1	1	0	0	0	0	7	
Service Structure Complaint	1	2	1	0	1	2	2	9	
Bus Stop Improvement Request	0	0	0	0	0	0	1	1	
Fares	0	0	0	0	0	0	0	0	
Other Complaint	0	0	0	0	0	1	0	1	
Scheduling Complaint	0	1	0	0	1	0	0	2	
Service Improvement Suggestion	1	1	1	0	0	1	1	5	
Safety Complaint	0	0	0	0	0	0	0	0	

Total Service Hours	9,032	3,510	1,772	721	5,428	-	22,016	22,016
Commendations per 1,000 Hours	0.2	0.0	0.0	0.0	0.2	-	0.0	0.2
Complaints per 1,000 Hours	2.7	3.4	3.4	5.5	0.6	-	0.1	2.5

Total Passengers	177,008	31,738	20,096	29,034	10,891	2,448	271,215	271,215
Commendations per 1,000 Passenger:	0.0	0.0	0.0	0.0	0.1	0.4	0.0	0.0
Complaints per 1,000 Passengers	0.1	0.4	0.3	0.1	0.3	1.2	0.0	0.2



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July 9, 2018

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

SUBJECT: General Manager Report – Monthly Report: May 2018

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: This is a recurring information item.

SUMMARY: The attached monthly report provides an overview of Marin Transit operations for the period ending May 31, 2018. The monthly reports summarize statistics on the performance of Marin Transit services, customer comments, and training activities under the District's Mobility Management program.

Overall ridership in May 2018 increased by 2.1 percent compared to May 2017. Ridership on fixed-route services increased 2.1 percent compared to the same month last year. Ridership on Marin Access services increase by 3.1 percent, and yellow bus service showed an increase of 2.1 percent.

Additional detailed analyses of system performance and trends are provided in separate quarterly and annual reports, including route-level statistics and financials. These reports are available on the District's website at <http://marintransit.org/monitoringreports.html>.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Nancy Whelan
General Manager

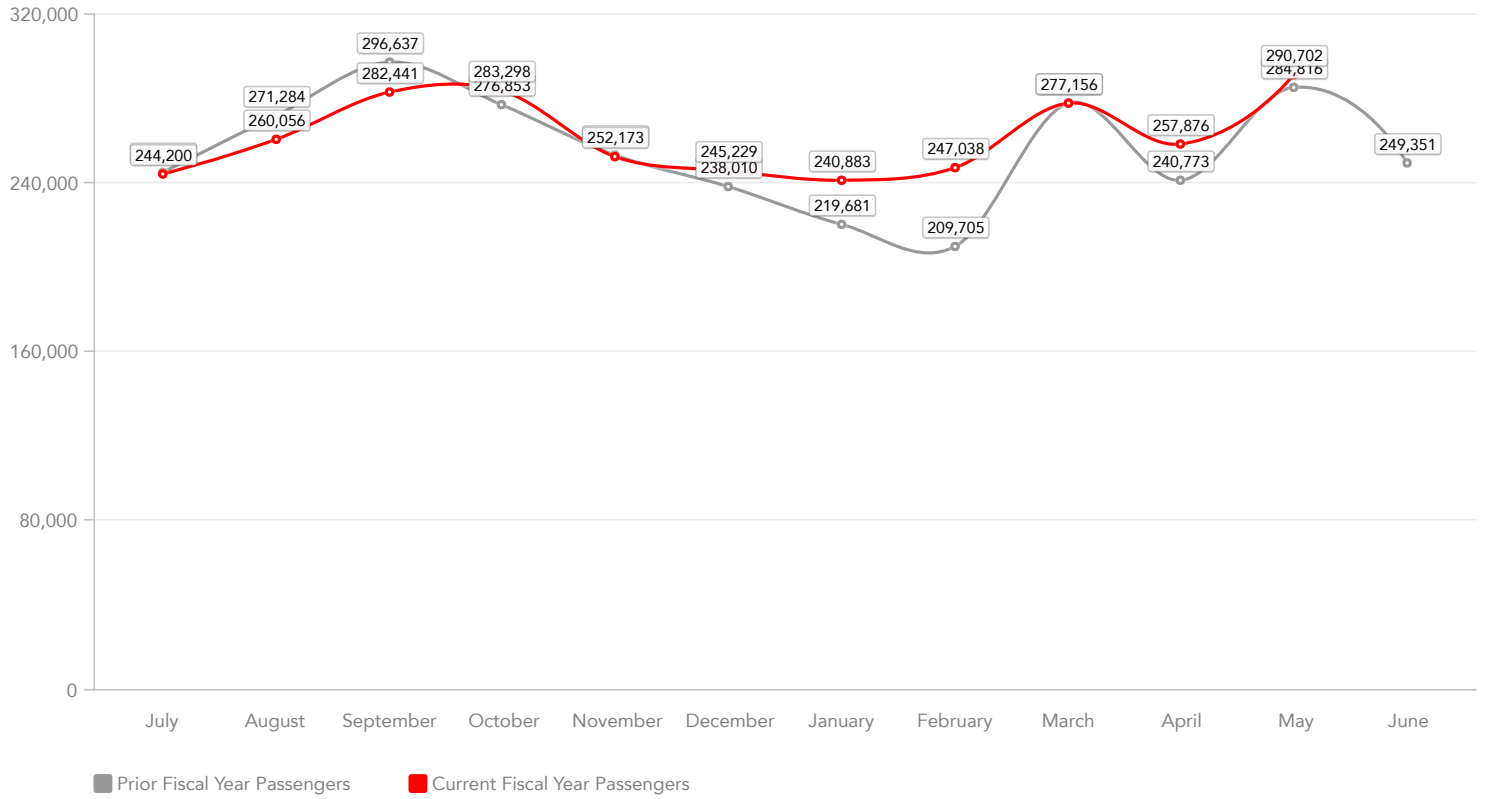
Attachments

FISCAL YEAR

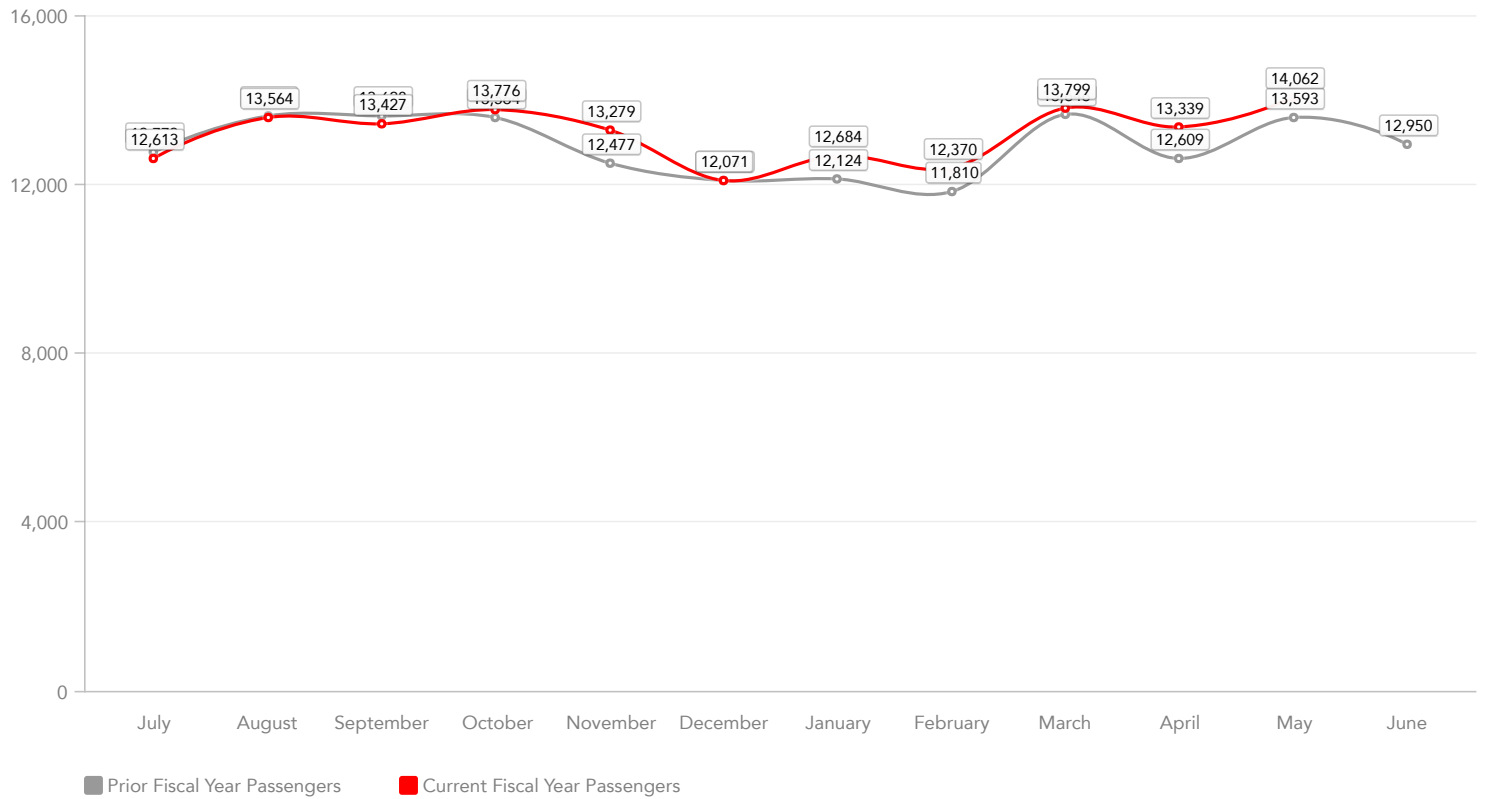
2018 ▼

Year-to-Date Ridership Trends

Fixed-Route Passengers (incl. Yellow Bus) by Month



Demand Response Passengers by Month

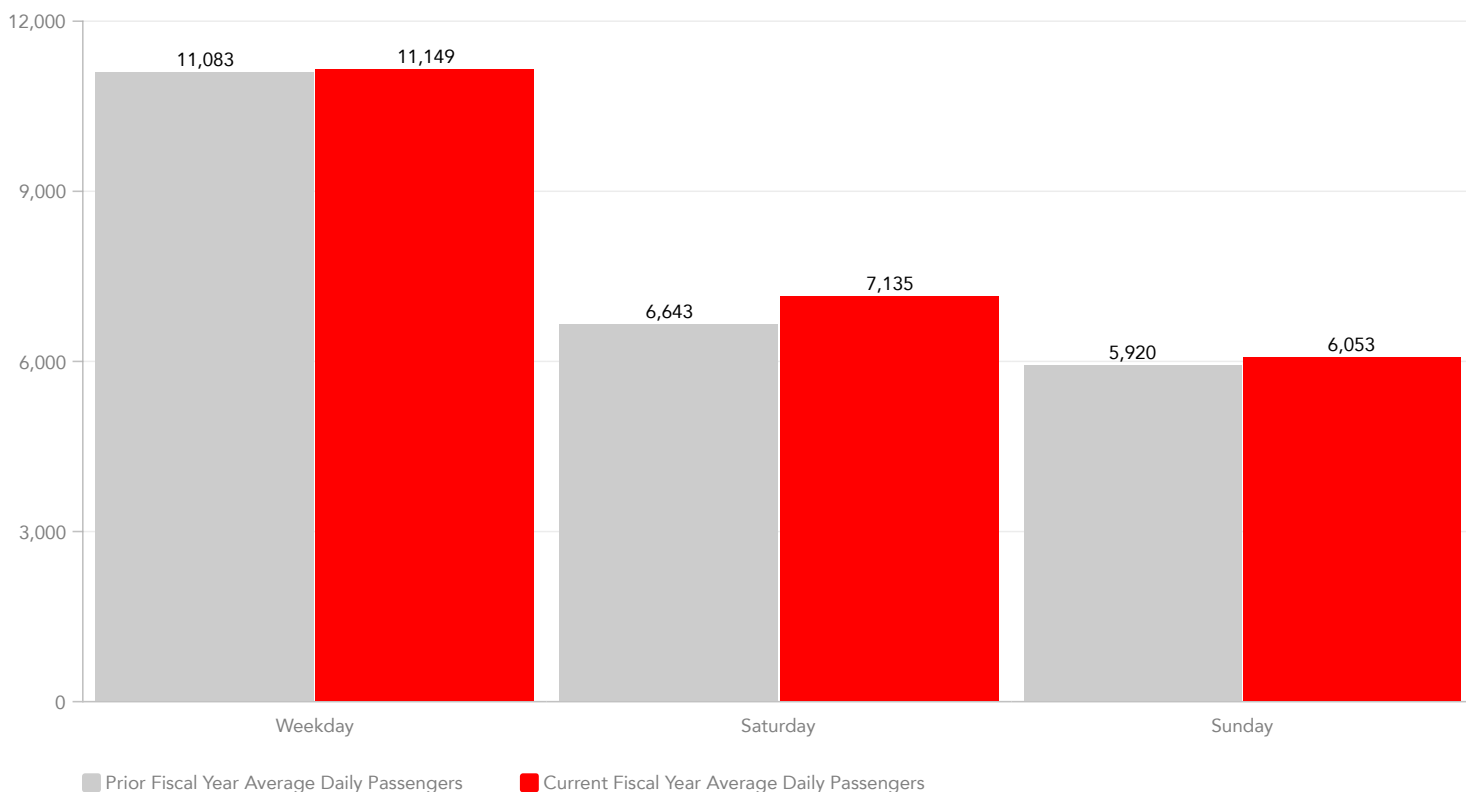


Monthly Statistics

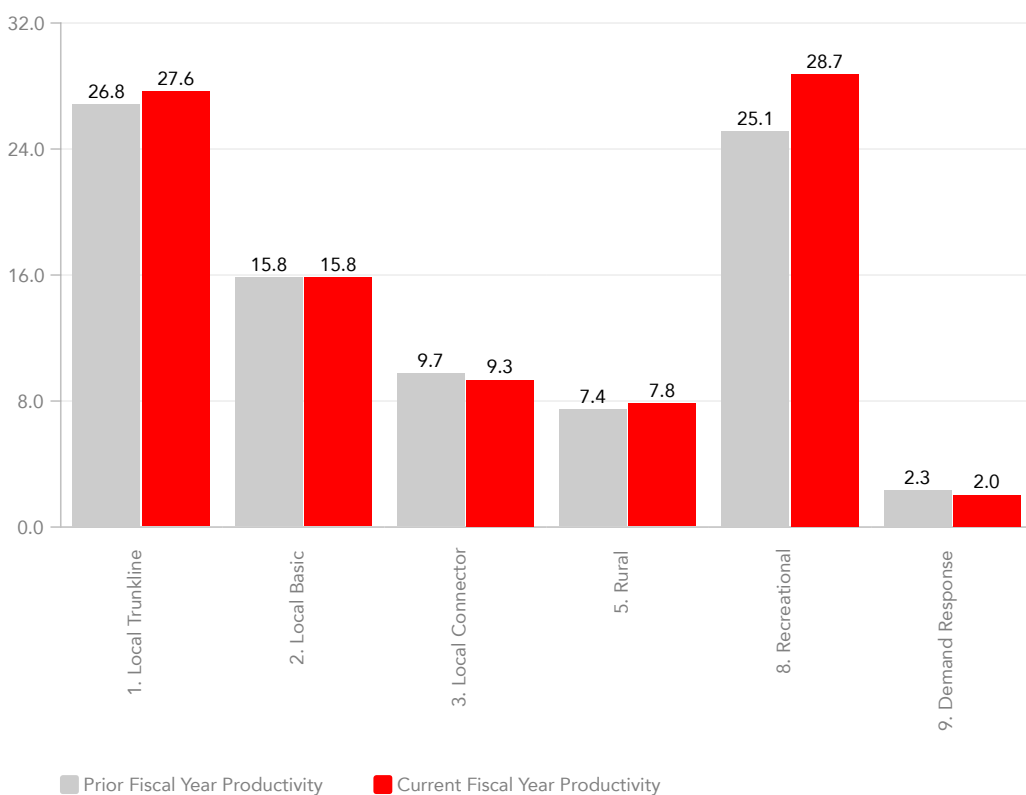
MONTH

May ▼

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

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Routes 17, 22, 23, 23X, 29, 49
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Routes 219, 228, 233, 245, 251, 257
- 5. Rural:
Routes 61, 68
- 8. Recreational:
Routes 66/66F
- 9. Demand Response:
Local Paratransit, Novato Dial-A-Ride, Rural Dial-A-Ride



Month: May 2018

Category	Program							Total
	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide	
Commendation	1	0	0	0	7	2	0	10
Service Delivery Complaint	30	7	0	5	1	1	2	46
Accessibility	2	0	0	0	0	0	0	2
Driver Conduct Complaint	9	3	0	3	1	0	0	16
Driving Complaint	6	2	0	2	0	0	1	11
Early Trip	0	0	0	0	0	0	0	0
Equipment Issue	0	0	0	0	0	1	0	1
Farebox	0	0	0	0	0	0	0	0
Late Trip	0	0	0	0	0	0	0	0
Missed Connection	0	0	0	0	0	0	0	0
Missed Trip	2	0	0	0	0	0	1	3
No-Show	0	0	0	0	0	0	0	0
Off-Route	1	0	0	0	0	0	0	1
Pass-Up Complaint	10	2	0	0	0	0	0	12
Service Structure Complaint	3	1	1	2	2	2	0	11
Bus Stop Improvement Request	2	0	0	0	1	0	0	3
Fares	0	0	0	0	0	0	0	0
Other Complaint	0	0	1	2	0	0	0	3
Scheduling Complaint	0	0	0	0	1	1	0	2
Service Improvement Suggestion	1	1	0	0	0	1	0	3
Safety Complaint	0	0	0	0	0	0	0	0

Total Service Hours	9,375	3,643	1,937	868	5,804	-	23,389	23,389
Commendations per 1,000 Hours	0.1	0.0	0.0	0.0	1.2	-	0.0	0.4
Complaints per 1,000 Hours	3.5	2.2	0.5	8.1	0.5	-	0.1	2.4

Total Passengers	192,343	33,748	25,657	38,954	11,438	2,576	304,716	304,716
Commendations per 1,000 Passenger:	0.0	0.0	0.0	0.0	0.6	0.8	0.0	0.0
Complaints per 1,000 Passengers	0.2	0.2	0.0	0.2	0.3	1.2	0.0	0.2

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, June 4, 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

President Moulton-Peters opened the meeting at 10:04 am.

1. [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.

2. [Board of Directors' Matters](#)

President Moulton-Peters asked if any member of the Board wished to speak. Seeing none she called for the General Manager's report.

3. [General Manager's Report](#)

- a. [General Manager's Report](#)

{Vice President Connolly present at 10:06 am}

Marin Transit General Manager Nancy Whelan began her report by discussing the Marin Transit Connect, an on-demand ride service operating in Northern San Rafael that is currently in the Pilot phase. Ms. Whelan reported that Marin Transit Connect service began May 29th. The service area stretches from Smith Ranch Road to North San Pedro Road, from Gallinas Creek to the Western edge of Terra Linda, from East to West. Rider requests are made using the smartphone app that can be downloaded via Marin Transit's website, the Apple App Store, or the Google Play Store.

Ms. Whelan reported that about 50 people have download the app. Based on feedback, customers generally like the service. There are four eight-passenger vans on dispatch, and fares are free during the initial pilot phase that extends until the end of June. After today's meeting, one of the vans will be available for members of the public to view at the northern arch of the Civic Center.

Vice President Connolly remarked that earlier that morning he tested out the service and liked it.

Ms. Whelan introduced Marin Transit's newest employee, Aida Banihashemi. Ms. Banihashemi previously worked for Parsons Corporation in their transportation infrastructure group where she had over 11 years of experience with planning and design. Her projects included high speed rail, light rail, bus planning, fixed route bus planning, parking studies, paratransit and accessibility design, transit operations and maintenance facilities, and transit stations and stops. Her previous work experience includes project management for UNICEF and the United Nations. In addition, she was a project architect and an architectural designer in Iran. Ms. Banihashemi has three master's degrees: one in Urban Design, one in Architecture, and one in Landscape Architecture. Ms. Banihashemi will be working as Marin Transit's Transit Planning Manager.

Ms. Whelan reported that there is no monthly monitoring report for April because some of the data is not yet available. The report for April will be presented next month along with the May report.

Director Katie Rice inquired how Marin Transit will measure the success of the Marin Transit Connect service and how the District will determine whether the program should continue.

Director of Operations and Planning Robert Betts reported that Marin Transit is engaging an outside firm to help with the evaluation of Marin Transit Connect throughout the 12-month pilot. Mr. Betts noted that staff determined that traditional performance metrics may not directly apply to Connect service. Examples of metrics staff may consider include: attracting new riders to transit, shifting ridership behavior from other public transit and on-demand services, and convenience and quality of service characteristics that are more qualitative than quantitative.

President Moulton-Peters inquired how riders will be surveyed. Mr. Betts responded that the service is primarily app-based, and that this opens a new channel of communication between Marin Transit and riders. Through the app Marin Transit can target surveys to riders who have only taken one trip or riders that use the service daily, for example. Mr. Betts also noted that after each Connect ride the app asks riders for feedback on ride quality, cleanliness, and driver courtesy.

President Moulton-Peters complimented Marin Transit staff and appreciated the additional detail on ridership and performance in the quarterly performance report that Supervisor Rice had requested.

4. [Consent Calendar](#)
 - a. [Minutes for May 7, 2018](#)
 - b. [Marin County Transit District Third Quarter Performance 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 Syncromatics, Inc. for Upgraded Bus Tracking Hardware](#)

Recommended Action: Approve.

M/s: Director Arnold - Director Sears

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

Noes: None

Absent: None

5. [Marin County Transit District Final Operating and Capital Budget for FY 2018/19](#)

Director of Finance and Capital Programs Lauren Gradia presented the item for approval. Ms. Gradia outlined the changes to the draft budget for the Fiscal Year 2018/19 that staff presented to the Board in May 2018. These include: additional information to clarify the service levels and give context in response to the Board's suggestion, projected passenger trips to service level information on page 10, and two charts showing the historical ridership and service levels at the system level on page 11. Other changes primarily consisted of corrections to text or updates to correct minor errors. Ms. Gradia reported that the budget includes \$32.4 million in operations expenses and \$14.5 million in capital expenditures for a total of \$46.8 million.

Ms. Gradia further noted that the board letter describes the two ballot measures that may be considered in November. Ms. Gradia remarked that neither measure should affect the District's fiscal year 2019 budget, though both could significantly impact Marin Transit's short and long term financial projections.

Recommended Action: Approve.

M/s: Director Sears - Director Arnold

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

Noes: None

Absent: None

6. [Tech Tips for Transportation Classes Sponsored by Marin Access Innovation Incubator](#)

[Item 6-Letter](#)

Senior Transportation and Mobility Planner Erin McAuliff introduced the item, which provides a first-year update on the Measure B gap grant incubator program, Tech Tips. Ms. McAuliff noted that the incubator program was developed to encourage better collaboration between Marin Transit and local partners to improve transit for older adults and people with disabilities through education.

Nicole Engler from Technology 4 Life introduced herself and her business partner, Linda Segal. Ms. Engler reported that last year Technology 4 Life taught six classes with 35-40 students in each class and gave a presentation to Marin Villages on using public transportation. Ms. Engler reported that these were largely a success and 75 percent of the students purchased Clipper Cards within the two-week class period. Student feedback was mostly positive, with 96 percent of participants scoring the class a 10/10.

Ms. Segal reported that future program improvements could address the need for more free or lower cost classes, expanded marketing and outreach, curriculum updates, screens for classes and presentations, and follow-up videos. For the program's second year, the goal is to offer 12 classes throughout Marin including three with a Spanish translator, increase Clipper Card purchase and use, and increase the number of students overall.

Director Kate Sears remarked that Tech Tips is a terrific program and recommended that Technology 4 Life extend their marketing and outreach efforts to libraries especially in Tiburon, Mill Valley, and Sausalito.

Director Katie Rice noted that San Rafael is working on age-friendly initiatives. Though it is possible to reach seniors through Marin Villages, it is necessary to engage the cities in this effort. Director Rice recommended emailing the cities directly to make them aware that this program is available and feeding the knowledge of this program's existence into all relevant Board network connections. The Board expressed interest in the program and requested that the Tech Tip partners exchange contact information with their offices.

Recommended Action: Information only.

7. [Title IV Equity Analysis for Siting Transit Vehicle Maintenance and Parking Facilities](#)

[Item 7-Staff Report](#)

Director of Policy and Legislative Programs Amy Van Doren reported on this item. Ms. Van Doren noted that over the last seven years Marin

Transit has discussed the need for an operations and maintenance facility as well as the benefits of a Marin Transit-owned facility. In 2016 Marin Transit recommended that the Board approve evaluation criteria for determining an appropriate site. Ms. Van Doren noted that Marin Transit has applied those criteria and narrowed down potential sites with the understanding that staff will review Title VI equity concerns.

In summer 2017, staff prepared a cost-benefit evaluation to establish the justification for developing an operations and maintenance facility. The primary goal of the current analysis is to identify who might be impacted by locating a facility at three candidate sites and how they might be impacted. This analysis evaluated two sites for a possible operations and maintenance facility and a third for transit vehicle parking storage only. Staff studied the surrounding properties and populations and determined that there will not be a disparate impact based on race, color, or national origin for the first two sites.

However, Ms. Van Doren reported that the third site for parking transit vehicles only may have a Title VI impact. Ms. Van Doren noted that Marin Transit will study this more carefully if the site remains under consideration and remarked that this is part of Marin Transit's process of documenting its application of neutral evaluation criterion for siting a facility.

Recommended Action: Approve.

M/s: Director Sears - Director Arnold

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

Noes: None

Absent: None

8. [First Amendment to the MV Transportation Contract for Operations and Maintenance of Fixed Route Package 2 Services](#)

[Item 8-Staff Report](#)

Marin Transit General Manager Nancy Whelan requested that the Board take items 8 and 9 together but take actions separately.

Director of Operations and Planning Robert Betts noted that items 8 and 9 are amendments to existing contracts. Mr. Betts provided background on the process leading to this point and explained that Marin Transit has two contracts that support Marin Access' senior and Americans with Disabilities Act

(ADA) Programs. The first contract is with Whistlestop to provide the Travel Navigator One Call-One Click services, and the other is with MV Transportation for the Catch-A-Ride program.

Mr. Betts pointed out that the Catch-A-Ride contract was set to expire at the end of June. Marin Transit is also entering into the first option year under the Travel Navigator contract, and the Marin Transit Connect was starting in June. Due to the combination of these three events, the District issued a Request for Proposals (RFP) on February 7th for Comprehensive Mobility Management Services. This RFP was intended to package the Travel Navigator and Catch-A-Ride duties along with new scheduling duties associated with the Marin Transit Connect services.

Mr. Betts noted that a committee was formed to conduct technical evaluations, interviews, and follow-ups. The committee evaluated price proposals. Staff originally anticipated that combining services would improve efficiency and pricing. The price proposals offered significantly higher costs, contradicting that assumption. Staff looked at other options to provide these services set to expire at the end of June. Staff decided to exercise the first option year of the Travel Navigator contract and will repackage the other requested services to request updated pricing from the bidders.

President Moulton-Peters asked if any member of the public wished to speak.

Joe O'Hehir, CEO of Whistlestop came forward to read a letter requesting that the Marin County Transit District Board delay its decision on amending the Operations and Maintenance agreement with MV Transportation, effective July 1, 2018, until Whistlestop can sufficiently review Marin Transit's decision-making process as documented.

President Moulton-Peters asked if Marin Transit General Manager Nancy Whelan wished to address Joe O'Hehir's comments.

Ms. Whelan remarked that she did not see a lack of communication between Marin Transit and Whistlestop with regard to what is in the Board report and what Marin Transit plans to go forward with. Ms. Whelan noted that Marin Transit currently has a contract with Whistlestop for the Travel Navigators Program. That contract has two option years, and staff recommends that the Board exercise the first option year.

Recommended Action: Approve.

M/s: Director Sears - Director Arnold

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

Noes: None

Absent: None

9. [First Amendment to Agreement with Whistlestop for Travel Navigators](#)

[Item 9-Staff Report](#)

Recommended Action: Approve.

M/s: Director Arnold - Director Sears

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

Noes: None

Absent: None

[Adjourn](#) President Rice adjourned the meeting at 11:01 am.

SINE DIE

PRESIDENT

ATTEST:

CLERK



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marintransit.org

July 9, 2018

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

SUBJECT: Resolution Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act/State Transit Assistance Funds for Fiscal Year 2018/19

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

Dear Board Members:

RECOMMENDATION: Authorize the Marin Transit Board President to sign a resolution authorizing the filing of an application with the Metropolitan Transportation Commission for Transportation Development Act/State Transit Assistance Funds for Fiscal Year 2018/19.

SUMMARY:

Marin Transit staff is preparing an application to the Metropolitan Transportation Commission (MTC) for Local Transportation funds (TDA) and State Transit Assistance funds (STA). This application requires that your Board approve the attached resolution.

TDA funding is generated from a statewide quarter-cent sales tax. Marin Transit and Golden Gate Bridge Highway and Transportation District (GGBHTD) share these funds in Marin County based on a formula determined in our local service agreement. The formula is defined as 50 percent based on the proportion of revenue hours each operates and 50 percent on the proportion of passengers.

The State apportions STA funding to transit operators in two ways:

1. *Revenue Based* - Based on the amount of local revenue that a transit operator generates; and
2. *Population Based* – Based on the county's population.

The State controller directly apportions revenue-based STA to all eligible transit operators, including Marin Transit. MTC allocates the STA population-based funds to transit operators based on a regional policy. With the passage of new state legislation for transportation funding (SB1), the regional policy was revised. The transit operators in Marin County, Marin Transit, Golden Gate Bridge Highway and Transportation District, and SMART signed a new agreement based

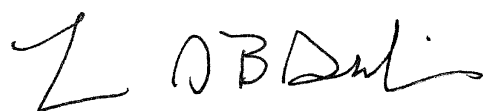
on MTC's new STA Population-Based Policy (MTC Resolution 4321) to divide population funds based on ridership and service provided. The County's Congestion Management Agency, the Transportation Authority of Marin, is required to program these funds to the transit operators and the TAM Board approved this programming on June 28, 2018. Additional STA population-based funding may be received through the regional lifeline grant program.

FISCAL/STAFFING IMPACT: MTC approval of Marin Transit's funding application will provide approximately \$5.1 million in TDA revenue and \$2.2 million in State Transit Assistance funding to support the District's operations and vehicle purchases. The expected revenue is included in the FY2018/19 Marin Transit Budget and summarized in Table 1.

Table 1: Marin Transit's Anticipated FY2019 TDA and STA Claims

Revenue	Marin Transit FY2019 Anticipated Claim	Notes
Transportation Development Act (TDA)	\$5,109,399	Marin County allocation shared with GGBHTD based on proportions of revenue hours and passengers with GGBHTD
State Transit Assistance (STA- Revenue Based)	\$800,000 (operating)	Annual allocation is \$1.1 million; the District is using new SB1 funds for the capital vehicle purchase (2- XHF vehicles), and expending prior year funds
	\$920,000 (capital)	
State Transit Assistance (Population Based) – Marin County Block Grant	\$198,364	Marin County allocation from MTC is shared based on proportions of revenue hours and passengers with GGBHTD and SMART
State Transit Assistance FY18 Carry forward (Population Based) – Northern Counties/Small Operators	\$198,364	Marin County allocation from MTC is shared based on proportions of revenue hours and passengers with GGBHTD
State Transit Assistance (STA -Population Based) Paratransit	\$96,887	Marin County allocation from MTC is shared 50/50 with GGBHTD
State Transit Assistance (STA Population Based) – Lifeline	TBD	A share of STA transit funding is reserve for a regional grant program in each County

Respectfully submitted,



Lauren Gradia
Director Finance and Capital Programs

Attachment: Resolution No. 2018-02 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act 4.0/State Transit Assistance Funds for Fiscal Year 2018/19

RESOLUTION NO. 2018-02

**RESOLUTION OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS
AUTHORIZING THE FILING OF AN APPLICATION WITH THE METROPOLITAN
TRANSPORTATION COMMISSION FOR TRANSPORTATION DEVELOPMENT ACT 4.0/STATE
TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2018/19**

WHEREAS, the Transportation Development Act (TDA), Pub Util. Code 99200 et. seq. provides for the disbursement of funds from the Local Transportation Funds of the County of Marin for use by eligible claimants for the purpose of providing local public transit service; and

WHEREAS, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal Adm. Code 660 et. seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Funds shall file its claim with the Metropolitan Transportation Commission; and

WHEREAS, the State Transit Assistance (STA) fund is created pursuant to Public Utilities Code 99310 et seq., and

WHEREAS, the STA fund makes funds available pursuant to Public Utilities Code Section 99313 and 99314 for allocation to eligible applicants to support approved transit projects; and

WHEREAS, TDA and STA funds from the Local Transportation Fund of Marin County funds will be required by Marin County Transit District in Fiscal Year 2018/2019 for providing public transportation; and

WHEREAS, the Marin County Transit District is an eligible claimant for TDA/STA funds pursuant to Public Utilities Code §99260;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Marin County Transit District, that the General Manager, or designee, is authorized to file an appropriate TDA/STA application together with all necessary supporting documents with the Metropolitan Transportation Commission for an allocation of TDA/STA funds in Fiscal Year 2018/19 on behalf of the Marin County Transit District.

APPROVED AND PASSED this 9th day of July 2018.

Stephanie Moulton-Peters, President

ATTEST:

Nancy Whelan, General Manager



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san rafael, ca 94901

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board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

July 9, 2018

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

SUBJECT: Caltrans Section 5311 Authorizing Resolution

Dear Board Members:

RECOMMENDATION: Approve Resolution 2018-03

SUMMARY: The California Department of Transportation (Caltrans) requires an authorizing resolution to specify a position authorized to file and execute grant agreements on behalf of Marin County Transit District (Marin Transit).

Marin Transit receives Federal Transit Administration Section 5311 Rural Transit funds, administered through Caltrans. Your Board has previously passed an authorizing resolution to allow receipt of these funds, which is typically valid for three years.

Marin Transit uses the Section 5311 Rural Transit funds for operating assistance in the West Marin Stagecoach program. Future funding may also be used for bus purchases and bus-related equipment for the rural service.

Staff recommends that your Board approve Resolution 2018-03 authorizing the General Manager to file and execute applications and assurances and submit and approve requests for reimbursement with Caltrans for Section 5311 funding.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Lauren Gradia
Director of Finance and Capital Projects

Attachment: Resolution Authorizing Federal Transit Administration Section 5311 Funding with Caltrans

RESOLUTION NO. 2018-03

RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U.S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the Marin County Transit District (Marin Transit) desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Marin County; and

WHEREAS, Marin Transit has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Board of Directors of the Marin County Transit District does hereby authorize the General Manager, to file and execute applications on behalf of Marin Transit with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (**FTA C 9040.1F and FTA C 9050.1**), as amended.

That the General Manager is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That the General Manager is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects.

That the General Manager is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED by the Board of Directors of the Marin County Transit District, State of California, at a regular meeting of said Board Meeting on the 9th of July 2018 by the following vote:

AYES:
NOES:
ABSENT:

PRESIDENT

ATTEST:

SECRETARY



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san rafael, ca 94901

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July 9, 2018

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

SUBJECT: Update on the San Rafael Transit Center Relocation Project

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Information item only.

SUMMARY:

Marin Transit, Golden Gate Bridge, Highway and Transportation District (GGBHTD), the City of San Rafael, the Transportation Authority of Marin, and SMART initiated an effort to evaluate relocation of the bus transfer facility in Downtown San Rafael in 2005. This effort anticipated the upcoming extension of SMART rail service through the San Rafael Transit Center (SRTC), growth in transit services, and ongoing changes in the surrounding downtown. GGBHTD is leading the current phase that includes relocation analysis, environmental review, and preliminary engineering with support from a consultant team.

The initial stage of this phase has focused on outreach and community engagement. The team has held two community workshops on March 20 and June 12, 2018. These meetings introduced the project to the community, described the purpose and need, and solicited input on preliminary facility locations and designs. Feedback has been captured at these events and through online surveys that will help inform the process.

The partner agencies anticipate that the team will evaluate selected project alternatives concurrent with the environmental scoping and will initiate a Draft Environmental Impact Report in Spring 2019. The Final EIR and Preliminary Design are currently scheduled for completion in Fall 2020.

Staff will present an update on the project to your Board and summarize the information provided at the June 12th community meeting.

FISCAL/STAFFING IMPACT: There is no fiscal impact associated with this item.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Betts', written in a cursive style.

Robert Betts
Director of Operations and Planning

Attachments: SRTC Presentation



San Rafael Transit Center Update

Relocation Analysis, Environmental Clearance, and Preliminary Design

Marin Transit Board of Directors

July 9, 2018

PROJECT DEVELOPMENT PROCESS



Identification of Transit Center Alternatives

Build on the previously prepared Relocation Study and identify potential transit center sites and configurations.



Environmental Analysis

Identify potential environmental impacts associated with the project.



Preliminary Engineering

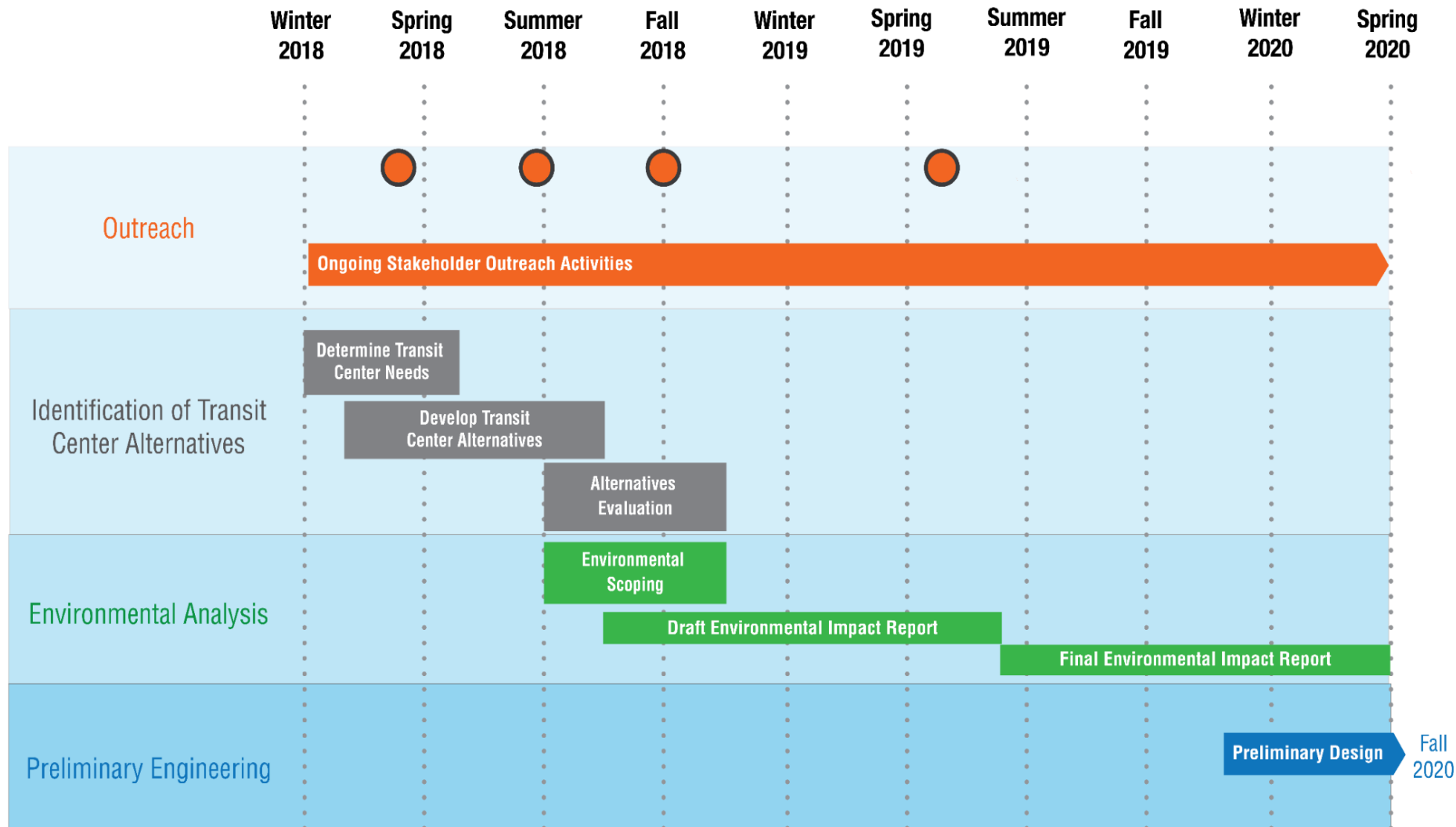
Prepare initial designs for the transit center.



Final Design & Construction

(not a part of this study)

Project Schedule



 Community engagement activities include: Meetings, presentations, online surveys and in-person engagement at the transit center

Subject to change depending on project process

- Open House held March 20, 2018
- Online survey open March 20th through May 1st
206 responses



- A Purpose & Need statement is required for the environmental process
- Project “Need” is an identified deficiency or problem
- Project “Purpose” is the set of objectives that will address that deficiency

- The SMART extension to Larkspur will cut through the Transit Center and result in the loss of essential facilities
- Address near-term and long-term transit needs while improving the desirability and usability of transit
- To the extent feasible, minimize traffic congestion and facilitate smooth transit operations while promoting pedestrian safety

- Improve transit connectivity
- Enhance local and regional transit use with a hub that offers the safest and most efficient means of using bus and rail services
- Efficiently accommodate transit users and services, reduce operating costs, and improve transit desirability
- Design a functional, attractive, cost-effective facility that will support long-term projected service levels and can be implemented expeditiously
- Provide a secure, safe, and inviting space for transit patrons
- Create a more accessible transit facility for all users
- Provide convenient pedestrian connections to surrounding land uses

■ Consider Transportation System Operations

- Improve traveler safety, convenience, and connectivity between all modes
- Address bus movements, bus transfers, bicycle/pedestrian access, SMART, and passenger pick-up/drop-off

■ Apply Universal Design

- Develop access to transportation services that is consistent with user expectations and intuition. Focus on accessibility, wayfinding, and safe and clear paths of travel that will limit the need to request special accommodations



■ **Placemaking**

- Create a welcoming, attractive, memorable, vibrant place for all users with design elements that integrate the facility into San Rafael's urban fabric

■ **Sustainable Design**

- Support storm water treatment, energy efficiency, and other sustainability goals using durable and environmentally-sound materials

■ **Durability and Maintenance**

- Consider safety, cleanliness, and long-term maintenance needs

- **Bus bays**
 - 17 bays, matching current transit center
- **Customer waiting areas**
- **Customer services in close proximity**
- **Wayfinding and transit information**
- **Bicycle parking**
- **Pick-up/Drop-off curb space for taxis and TNCs**
- **Security and lighting**
- **Facilities for bus operators**

- Identify sites capable of meeting the project purpose and the transfer needs of patrons
- Develop bus routing and circulation that will support efficient bus access/exit
- Delineate space for pedestrian and bicycle circulation internally and externally
- Identify opportunities for supportive uses, urban design, and placemaking components

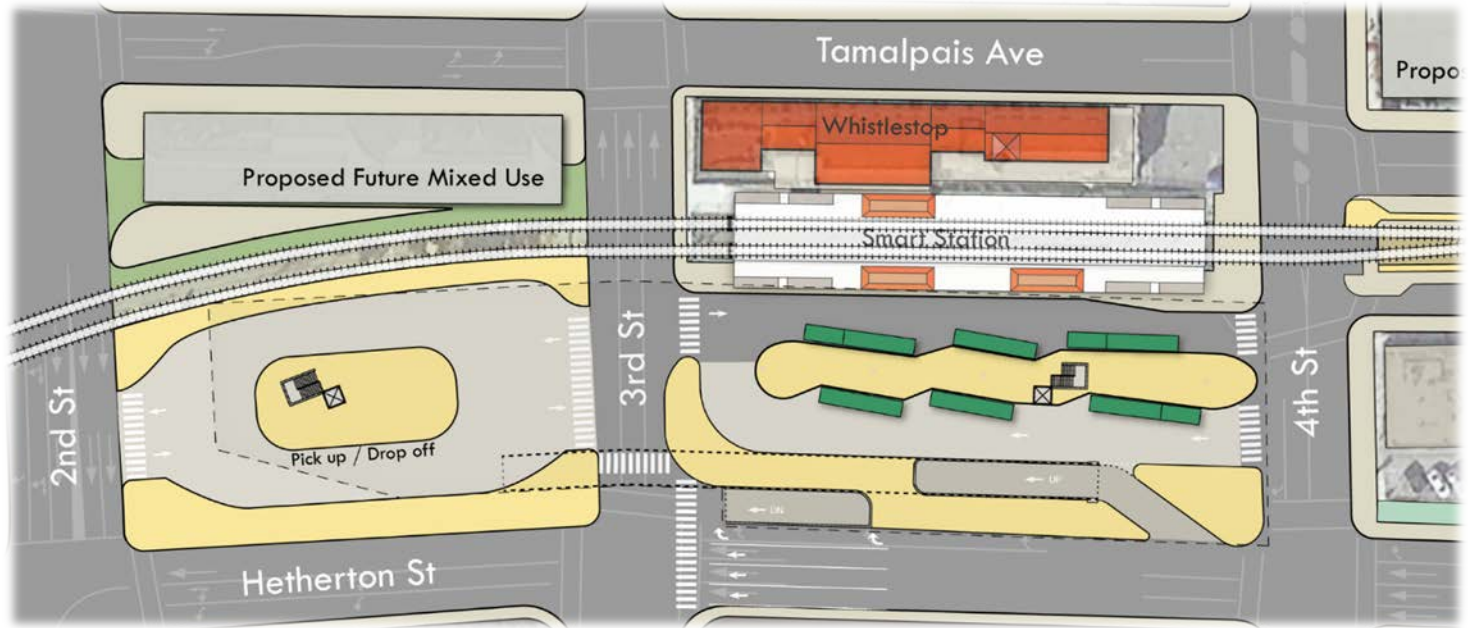
Study Area



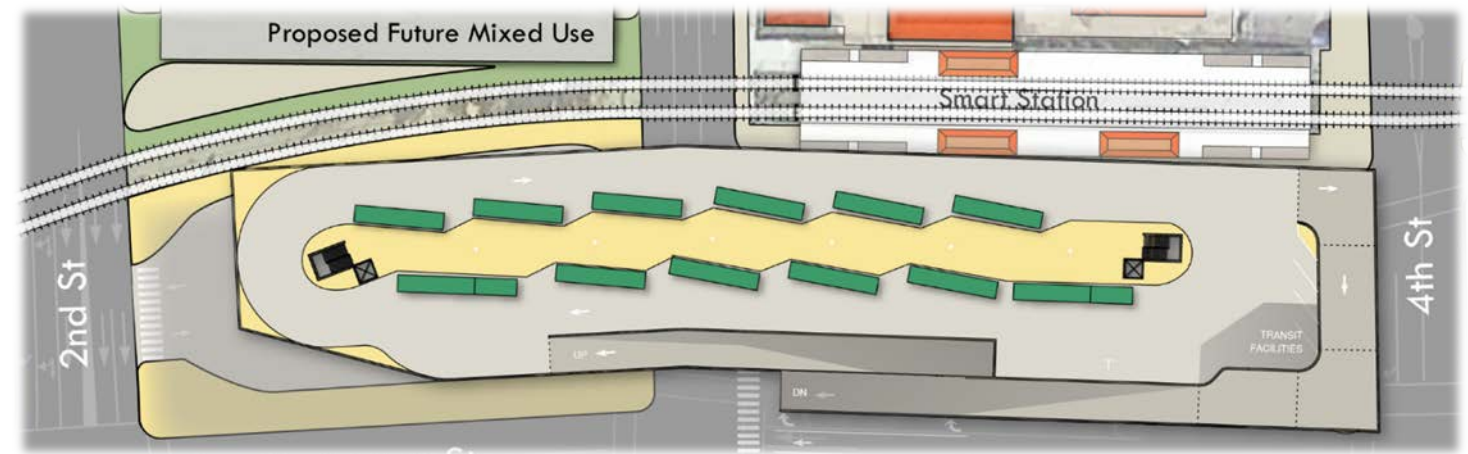
Concepts for Public Input

Two-Story Concept

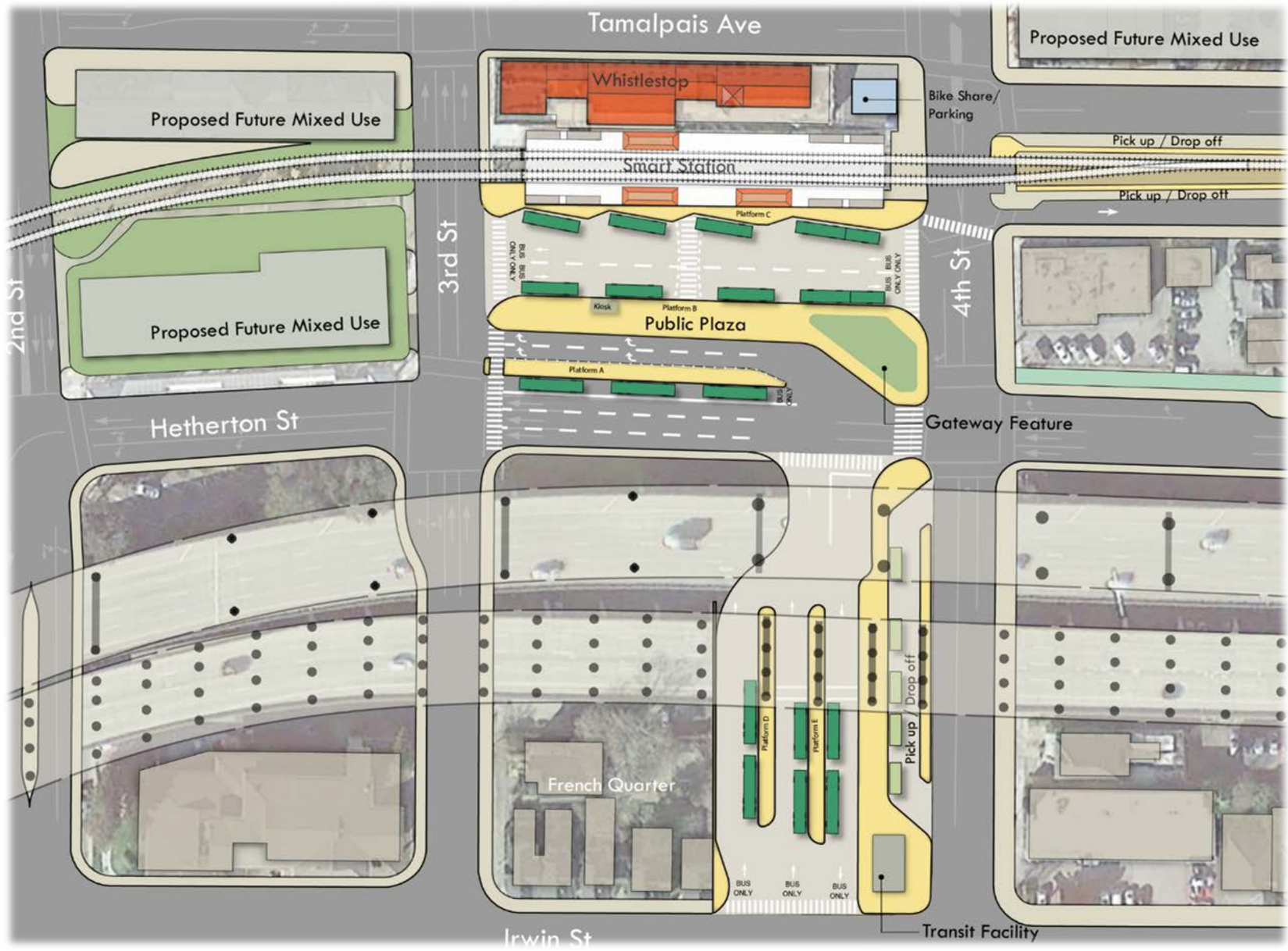
Lower Level



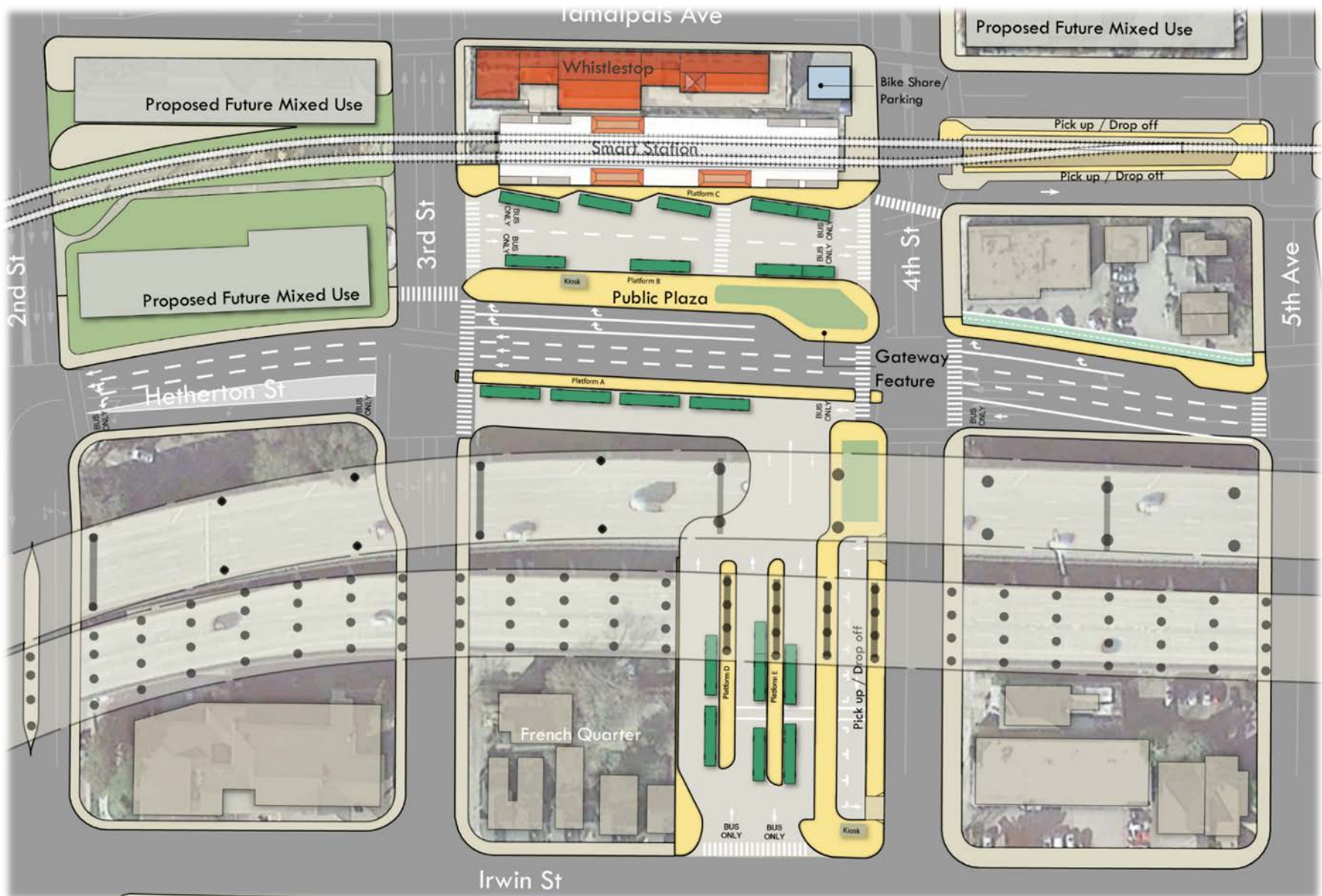
Upper Level



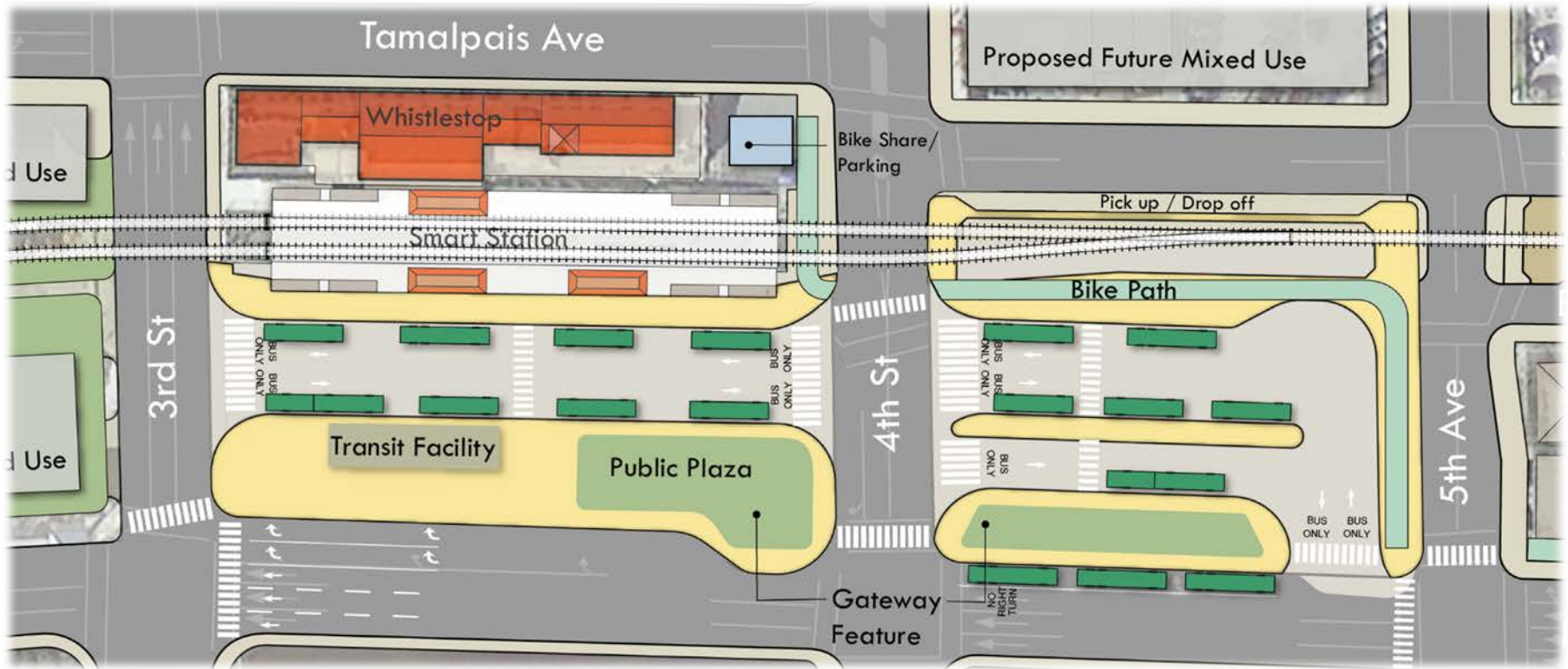
Across the Freeway Concept



Across the Freeway Concept – Hetherton Shift Option



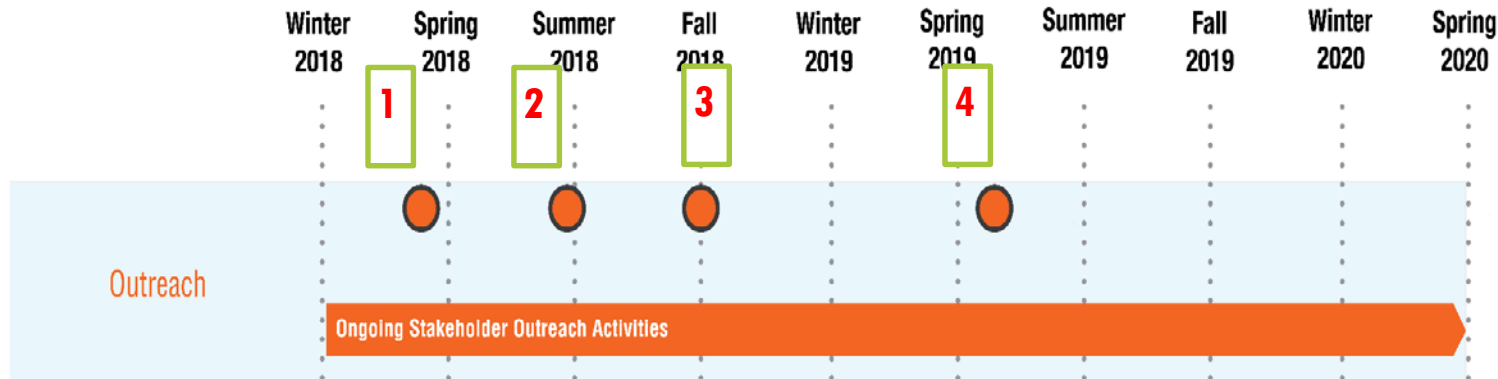
4th Street Gateway Concept



Whistlestop Block Concept



- Four phases of public engagement
 1. Listening (March 20th Open House)
 2. Input on Specific Concepts (Current Phase – June 12th Meeting)
 3. Identification of Alternative(s) for Environmental Analysis
 4. Share Findings of Environmental Analysis
- Open houses, smaller-scale meetings, online forums, stakeholder engagement, and presentations to agency boards/committees



Questions?

Robert Betts

Director of Operations & Planning, Marin Transit

rbetts@marintransit.org

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July 9, 2018

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

SUBJECT: Marin Transit Employee Compensation Framework

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Adopt an updated Employment Compensation Framework with revised salary ranges.

BACKGROUND:

As part of the process of converting the District to a single employment source model, your Board adopted a Direct Employment Compensation Framework on August 19, 2013. This is a comprehensive package of employment compensation that includes salary, benefits, and a defined contribution retirement program. Marin Transit used an external consultant to conduct a salary survey reviewing peer agency salaries and benefits to establish salary ranges and benefit levels for the framework established in 2013.

The framework included a provision allowing top salary levels for each range to increase annually by no more than the Consumer Price Index (CPI). These increases were authorized by the Board as part of the annual budget process. The District does not provide a Cost of Living Adjustment (COLA). Individual salary increases are merit based and subject to the outcome of the annual review process.

Marin Transit currently employs 15 full-time employees (FTEs) under this employment model and the board adopted FY2018/19 budget authorizes 16.4 FTE. The framework has been in place for five years. Marin Transit initiated a review of positions, classifications, and salary ranges in FY2017/18.

SUMMARY:

The District issued a Request for Proposals (RFP) for Human Resources Consultant Services on December 21, 2017 in an effort to establish competitive compensation that will attract and retain talented staff. The District's goal was to hire a consultant to conduct a total compensation survey of comparable job classifications at organizations that perform similar functions to those of the District.

Koff & Associates was awarded the contract. Their team worked with staff to review positions and job classifications and identify comparable agencies and positions. Koff & Associates' recommendations were based on comparisons to the following agencies: Alameda-Contra Costa Transit District, Metropolitan Transportation Commission, Golden Gate Bridge, Highway and Transportation District, San Francisco Municipal Transportation Agency, Sonoma Marin Area Rail Transit, San Francisco Bay Area Water Emergency Transportation Authority, Western Contra Costa Transit Authority, Transportation Authority of Marin, and Sonoma County Transportation Authority-Regional Climate Protection Authority.

Staff has reviewed the Koff & Associates draft recommendations and recommends that your Board adjust salary ranges for each job classification, as shown in Table 1. Overall, Koff & Associates found Marin Transit's current base salary ranges are 8.5 percent below market median and total compensation is 4.1 percent below market median. The survey results reveal that Marin Transit's benefits package places the District in a more competitive position compared to the market surveyed. The consultant recommended basing salary decisions on total compensation. Staff recommends adjusting the base salary ranges to increase the low end in each classification range to a competitive level. Staff further recommends increasing the high end of the Director/Deputy General Manager classification to be consistent with the surveyed market for this position. Under new range proposal, both the lower and upper end of each classification salary range will increase by the CPI through the annual budget process.

Table 1: Recommended Changes to Salary Ranges by Classification

Classification (number of current positions) ¹	Using Current Method: FY2019 Monthly Salary Range ²		Proposed FY2019 Monthly Salary Range		% Change	% Change
	Low	High	Low	High		
Director/Deputy (3.5)	\$9,167	\$13,016	\$10,000	\$14,164	9%	9%
Manager (2)	\$7,917	\$11,570	\$8,333	\$11,570	5%	0%
Senior (2)	\$6,667	\$10,123	\$7,083	\$10,123	6%	0%
Analyst (6)	\$5,000	\$8,195	\$5,833	\$8,195	17%	0%
Administrative (1)	\$3,333	\$6,377	\$4,524	\$6,377	36%	0%
Part Time (Muir Woods greeters, interns, outreach)	Minimum wage	\$27.81/hour	Minimum	\$29/hour		

- 1) Staffing levels and classifications are approved by the Board annually through the budget process. The number of staff in each classification may change but will be consistent with the current year budget and will not exceed the total number of positions authorized to the General Manager.
- 2) Under the current salary framework top salary ranges may not increase annually by more than the consumer price index (CPI, Feb 2018 3.6%). Individual salary increases subject to outcome of annual performance.

Staff is not recommending significant changes to employee benefits. The framework has been updated to include the employee-funded dependent care assistance plan and health flexible

spending account that are now available to staff. In addition, staff is working to add an employee assistance program FY2018/19 that can provide specialized support to staff experiencing periodic life challenges or changes.

FISCAL/STAFFING IMPACT: There is no fiscal impact associated with adopting the revised *Marin Transit Employment Compensation Framework*. The salary range increases fall within the Board adopted FY2018-2019 Marin Transit Budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Holly B. Lundgren", followed by a horizontal line extending to the right.

Holly Lundgren
Senior Human Resources Analyst

Attachment: Policy # HR-3 Revised *Marin Transit Employment Compensation Framework*



MARIN TRANSIT

Employment Compensation Framework

Policy #:	HR-3
Subject:	Finance
Effective Date:	08/19/2013
Revision Date (1):	07/09/2018 (pending)

Table of Contents

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1 Summary of Marin Transit Staff Benefits

HEALTH & WELLNESS BENEFITS	
Medical Insurance	: <i>Employer pays up to 95% of employee+1 premium for base HMO plan towards Employee and Employee +1 premiums; up to 95% of employee+2 premium for base HMO plan for Employee +2; or with proof of coverage, a cash payment equal to the employee only premium for the base HMO plan.</i>
Dental Insurance	: <i>Employer paid</i>
Vision Insurance	: <i>Employer paid</i>
Short-Term Disability Insurance	: <i>1% premium (state) Employer paid</i>
Long-Term Disability Insurance	: <i>Employer Paid Basic</i>
Transit Commute Benefit	: <i>Free Marin Local Transit plus free transit to work up to the federal taxable limit</i>
Dependent Care Assistance Plan	: <i>Available, employee funded, enrollment starting Jan. 1 of each year</i>
Health Flexible Spending Account	: <i>Available, employee funded, enrollment starting Jan. 1 of each year</i>
Employee Assistance Program	: <i>Under consideration for FY2018/19</i>
Vacation	
	: <i>10 days (80 hours) vacation balances in excess of two times the annual accrual will be cashed out on June 30th.</i> <i>Upon commencement of third consecutive year of employment, employee accrues 15 vacation days annually.</i>
Sick Leave	: <i>12 days (96 hours) annually in Year 1 and 2 of employment, 9 days annually thereafter, unlimited accrual</i>
Holidays	: <i>10 fixed days (8 hours each) annually (New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day & Friday after Thanksgiving, Christmas Day); 1/2 day for Christmas Eve</i>
Jury Duty	: <i>If needed and employee meets criteria</i>
Bereavement Leave	: <i>If needed, up to 3 days (24 hours) per occurrence which meets criteria</i>
Administrative Leave	: <i>2 days (16 hours) annually on July 1, does not accrue.</i>
POST-EMPLOYMENT BENEFITS	
Defined Contribution Retirement	: <i>401(a) Employer paid 10% 0-2 years; 13% >2 years; 15% >4 years; vesting after 6 months</i>
Social Security	: <i>Employee/Employer Paid (currently 6.2%/6.2%)</i>
Life Insurance	: <i>1x Salary employer paid, supplemental coverage available</i>
Deferred Compensation	: <i>457 Plan available</i>

2 Summary of Management Benefits

HEALTH & WELLNESS BENEFITS	
Medical Insurance	: <i>Employer pays up to 95% of employee+1 premium for base HMO plan towards Employee and Employee +1 premiums; up to 95% of employee+2 premium for base HMO plan for Employee +2; or with proof of coverage, a cash payment equal to the employee only premium for the base HMO plan.</i>
Dental Insurance	: <i>Employer paid</i>
Vision Insurance	: <i>Employer paid</i>
Short-Term Disability Insurance	: <i>1% premium (state) Employer paid</i>
Long-Term Disability Insurance	: <i>Employer Paid Basic</i>
Transit Commute Benefit	: <i>Free Marin Local Transit plus free transit to work up to the federal taxable limit</i>
Dependent Care Assistance Plan	: <i>Available, employee funded</i>
Health Flexible Spending Account	: <i>Available, employee funded</i>
Employee Assistance Program	: <i>Under consideration for FY2018/19</i>
PAID LEAVE BENEFITS	
Vacation	: <i>10 days (80 hours) vacation balances in excess of two times the annual accrual will be cashed out on June 30th. Upon commencement of third consecutive year of employment, employee accrues 15 vacation days annually.</i>
Sick Leave	: <i>12 days (96 hours) annually in Year 1 and 2 of employment, 9 days annually thereafter, unlimited accrual</i>
Holidays	: <i>10 fixed days (8 hours each) annually (New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day & Friday after Thanksgiving, Christmas Day), 1/2 day for Christmas Eve</i>
Jury Duty	: <i>If needed and employee meets criteria</i>
Bereavement Leave	: <i>If needed, up to 3 days (24 hours) per occurrence which meets criteria</i>
Management Administrative Leave	: <i>5 additional days (40 hours) annually on July 1, does not accrue.</i>
POST-EMPLOYMENT BENEFITS	
Defined Contribution Retirement	: <i>401(a) Employer paid 10% 0-2 years; 13% >2 years; 15% >4 years; vesting after 6 months</i>
Social Security	: <i>Employee/Employer Paid (currently 6.2%/6.2%)</i>
Life Insurance	: <i>1x Salary employer paid, supplemental coverage available</i>
Deferred Compensation	: <i>457 Plan available</i>

3 Job Classification Characteristics

The following table includes jobs classifications and characteristics. Characteristics and abilities in each classification may be further targeted for specific departments and functions such as Administration, Finance, Operations, Planning and Capital.

Class	General Class Characteristics
Admin	<p>An Admin level position is an entry level position that does not require a college degree and may require little or no experience. An employee in this class would have the following characteristics and abilities:</p> <ul style="list-style-type: none"> • Performs routine tasks and functions • Performs new task with direct supervision and training • Shows initiative to identify job related problems and solutions
Analyst	<p>An Analyst level employee typically has a college degree or equivalent level relevant experience. An employee in this class typically has 1-5 years of experience and the following characteristics abilities:</p> <ul style="list-style-type: none"> • Perform job specific duties • Research and solve problems with direct supervision • Maintain project budgets, tasks, and timelines • Exercise sound judgement • Maintain clear written and verbal communication • Recognize roadblocks
Senior	<p>Senior level employees typically have a college degree and 5 to 15 years of experience. Senior level employees have all characteristics listed at the Analyst level along with the following abilities:</p> <ul style="list-style-type: none"> • Develop and maintain project budgets, tasks, and timelines • Research and solve problems with general supervision • Present solutions for roadblocks • Use independent judgement • Take ownership of projects and programs • Demonstrate advanced skills in job specific tasks • Formally or informally provides direction and leadership for coworkers or other contractors • With minimal direction, represent agency to outside stakeholders
Manager	<p>A Manager level employee typically has significant experience and has demonstrated sustained leadership and job-related expertise. Manager level employees have all characteristics listed at the Senior level along with the following abilities:</p> <ul style="list-style-type: none"> • Develop projects and programs • Give clear direction and guidance to other staff and contractors • Expertise in job related topics (Professional certification, professional committee leadership etc.) • Act as a resource to Marin Transit staff • Conceptualize new project the improve or sustain the District • Track and manage multiple project budgets, tasks, and timelines
Director	<p>A Director level position reports directly to the General Manager and is typically responsible for significant division or unit of the District. A Director has all the characteristics listed at the manager level along with:</p> <ul style="list-style-type: none"> • Provides leadership at the District level • Identifies employees' strengths and identifies development paths

4 Advancement Process

Moving from Analyst to the Senior Level

Staff must demonstrate a sustained ability to operate at a senior level (see class characteristics). Managers will work with Analyst employees that have the relevant experience and qualifications to develop a path to Senior. This plan should include specific steps including technical and soft skills that employee will need to take/demonstrate to be considered for a promotion to the Senior level. The plan should be reviewed by the General Manager. Performance will be monitored by the manager at the annual review, unless an interim review cycle is warranted. Completion of all items listed in the plan is not a guarantee of promotion, employee must also demonstrate the independence and leadership needed for a senior level position. All Analysts are eligible for a promotion to the senior level, however there is no guarantee of promotion or a specific timeline for promotion (there is no cap on the number of Senior level employees), and promotions are at the General Manager's discretion.

Moving from Senior to the Manager Level

There are a limited number of Manager level positions at Marin Transit. In addition to demonstrating the ability to perform at the Manager level, there needs to be an Agency need for a new manager or an open manager level position. In most cases, a formal recruitment will be made for a Manager level position and internal candidates may apply or be asked to interview as part of this process.

Moving from Manager to the Director Level

There are a limited number of Director level positions at Marin Transit. In addition to demonstrating the ability to perform at the Director level, there needs to be an Agency need for an open Director-level position. In most cases, a formal recruitment will be made for a Director-level position and internal candidates can be considered as part of this process.

5 Salary Ranges by Job Classification

Classification

(number of current positions)¹

FY2019 Monthly Salary Range²

	Low	High
Director/Deputy (3.5)	\$10,000	\$14,164
Manager (2)	\$8,333	\$11,570
Senior (2)	\$7,083	\$10,123
Analyst (6)	\$5,833	\$8,195
Administrative (1)	\$4,524	\$6,377
Part Time	Minimum wage	\$29/hour

(Muir Woods greeters, interns, outreach)

- 1) Staffing levels and classifications are approved by the Board annually through the budget process. The number of staff in each classification may change but will be consistent with the current year budget and will not exceed the total number of positions authorized to the General Manager.
- 2) Top salary ranges may not increase annually by more than the consumer price index (CPI, Feb 2018 3.6%). Individual salary increases subject to outcome of annual performance.