

**MISSOULA URBAN TRANSPORTATION DISTRICT**  
BOARD OF DIRECTORS MEETING JUNE 28, 2018 / 12:00 PM  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET

**AGENDA**

- 1.0 Call to Order & Roll Call (12:00)
- 2.0 Changes or Additions to the Agenda
- 3.0 Public Comment on items not on the Agenda
- 4.0 Discussion Items / Reports / Comments:
  - 4.1 General Manager's Report (12:05)
- 5.0 Action Items:
  - 5.1 Minutes of April 26, 2018 (12:25)  
Recommendation: Approve the minutes of April 26, 2018.
  - 5.2 July and August Board Meetings (12:27)  
Recommendation: Determine if the Board will have a quorum for the meetings on July 26 and August 23.
  - 5.3 Financial Statements and Ridership Reports (12:32)  
Recommendation: Receive the May 2018 Financial Statements and Ridership Report.
  - 5.4 FY2019 Proposed Budget (Dorothy Magnusen) (12:37)  
Recommendation: Approve the FY2019 Proposed Budget.
  - 5.5 FY2019 MUTD Permissive Medical Levy – Set Public Hearing (Dorothy Magnusen) (12:57)  
Recommendation: Set a public hearing for the FY2019 MUTD Permissive Medical Levy to be held on July 26, 2019.
  - 5.6 FY2019 Program of Projects – Set Public Hearing (Dorothy Magnusen) (1:00)  
Recommendation: Set a public hearing for the FY2019 Program of Projects to be held on July 26, 2018.
  - 5.7 Missoula County Grant Application for FY 2019 Financial Assistance (Dorothy Magnusen) (1:02)  
Recommendation: Receive the staff report and approve the submittal of grant application to Missoula County.
  - 5.8 Impact Fee Feasibility Study Contract (Corey Aldridge) (1:07)  
Recommendation: Authorize the General Manager to execute a contract with the firm TischlerBise for an impact fee feasibility study in the amount of \$31,080.
  - 5.9 Transit Signal Priority Study Contract (Vince Caristo) (1:15)  
Recommendation: Authorize the General Manager to execute a contract with the firm HDR, Inc. for a Transit Signal Priority Study, not to exceed \$43,990.

5.10 Transit Planning and Scheduling Software (*Vince Caristo*) (1:22)  
Recommendation: Authorize the General Manager to execute a 1-year contract with Remix Software, Inc., for \$28,000.

5.11 Drug & Alcohol Policy (*Dorothy Magnusen*) (1:27)  
Recommendation: Adopt the MUTD Drug & Alcohol Policy and receive the FTA Drug & Alcohol Compliance Audit.

6.0 Adjournment (1:35)



## MUTD General Manager Report

To: Board of Directors  
From: Corey Aldridge, General Manager  
For Board Meeting: June 28, 2018

<b><i>Attachments</i></b>
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1. None
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### Transfer Center Retail Space

Construction has started on the space. It is anticipated Ninja Mike's will be open for business in August.

### Strategic Transit Plan

The goal of this planning process was to take a look at how Mountain Line and the community have changed since the last planning process in 2012, and to identify improvements to the system. While a lot has changed in terms of ridership and development in the community, the recommendations from the 2018 Plan support those identified in the 2012 Plan.

The Draft 2018 Strategic Plan has been updated based on feedback from Staff and Board. Please go to <http://www.mountainline.com/strategicplan2018/> to download the latest version. I am very pleased with the approach Jarrett Walker (JWA) has taken on this Plan. It lays out short-term and long-term improvements, with the associated costs and capital necessary for each phase. JWA points out the importance for land use planning and transit planning to have an ongoing dialog to support the efforts of both. The plan also provides support for why the current radial pulse system is best for Mountain Line (I still have hope we will one day move to a grid system). JWA was very thoughtful in creating a Plan that is useful and actionable.

We had a very productive meeting with agencies Mountain Line works with in planning the future of the system. We reviewed the draft plan recommendations and capital projects to solicit feedback from the group. Our goal is to help them understand great transit depends on good land use planning, and they each play an important role in helping Mountain Line be successful.

There will be a second public open house on July 12 to receive feedback, and the online survey will be open until July 13.

Please take time to review the Plan and become familiar with it. Do not hesitate to contact Vince or myself about any questions you have on the Plan. We are happy to meet with you individually. The Planning Committee will review the Draft Strategic Plan in more detail at the meeting on July 25. Depending on feedback from that meeting, it will be on the July or August agenda for Board approval.

## **Facilities Master Plan**

We received three (3) proposals for the Facilities Master Plan Request for Qualifications (RFQ). The selection committee felt all of the proposals warranted in-person interviews to be held on July 10 at 3:00 PM and July 16 at 1:00 PM and 3:00 PM. The current selection committee is comprised of the General Manager, Operations Manager, Project Management Specialist, and the UDash Director. We would invite 1-2 Board Members to participate in the interviews if there is interest. We anticipate seeking approval of the selected proposer at the next board meeting.

## **Annexation**

I met with Dale Bickell at the City to discuss the transportation district boundary and the need for businesses/homes to be added to the transportation district when annexed into the City. Dale is supportive of MUTD's needs. Staff will continue to work on creating a standard policy within the City for all annexations and new construction.

## **Electric Bus Procurement**

Everything is proceeding on schedule. We are continuing to work with Proterra to refine the bus configuration based on recommendations from CTE and Staff.

## **Bus Stop Master Plan**

City Engineering is working on a complete review of the bus stop plans for Routes 1 and 2. The previously approved plans were not completely vetted, as recently retired City employee did not

closely follow the City Engineering review checklist. Staff is continuing to work with Territorial Landworks as things proceed.

## **Transit Conferences & Meetings**

**CTAA:** I attended Community Transportation Association of America (CTAA) conference. This was the first CTAA conference I have attended. As a small urban transit system, MUTD is considered small for APTA and large for CTAA, but has a place in both national organizations. There were some good workshops on working better with elected officials and FTA policies and regulations. The peer networking was also beneficial.

**MTA:** I attended the Montana Transit Association (MTA) conference. Mountain Line is 1 of 3 small urban transit systems in Montana. I believe Mountain Line now provides more rides annually than all of the other Montana transportation providers combined. The Regional Administrator for the Federal Transit Administration attended the conference so I was able to spend some time speaking with her about transportation in Missoula.

**BUS COALITION:** I attended a member meeting while at the CTAA conference. The Bus Coalition is a membership of transit authorities advocating for increased funding for bus and bus facilities. Funding for light rail continues to grow while funding for buses has only slightly increased or been reduced. The Bus Coalition was able to work collectively to get a large increase in funding for 2018 and 2019.



**MISSOULA URBAN TRANSPORTATION DISTRICT  
BOARD OF April 26, 2018  
MUTD CONFERENCE ROOM, 1221 SHAKESPEARE STREET**

*Draft*

**Members Present**

Amy Cilimburg, Chair  
Jesse Dodson, Vice-Chair  
Anna-Margaret Goldman, Secretary  
Don MacArthur  
Andrea Davis  
Doug Odegaard

**Members Absent**

Martin Blair, Treasurer

**Staff**

Corey Aldridge, General Manager  
Dorothy Magnusen, Fin. & Admin Mgr  
Elizabeth Wehling, CSR  
Bill Pfeiffer, Comm. Outreach Coordinator  
Vince Caristo, Project Mgmt Specialist

**Guests**

None

**Call to Order and Roll Call**

Cilimburg called the meeting to order at 12:03 p.m. Roll call was taken.

**Changes or Additions to Agenda**

Addition of Bus Engine Replacement

**Public Comment on Items Not on the Agenda**

None

**General Manager's Report**

An RFQ for the Facilities Master Plan will be posted next week. The selection committee will look over responses and bring them back to the Board for approval.

MUTD received a \$2.7 million grant from the FTA Bus & Bus Facilities Grant program, allowing MUTD to purchase three additional electric buses. Routes 1 and 2 of the BSMP will also be funded through this grant.

CTE, the company helping with the deployment of MUTD's electric buses, will be in town April 24-25 to help staff with plans for this process.

Staff has met with Territorial Landworks, the company assisting in developing the BSMP, to discuss the next steps in executing the improvements along BOLT! Routes 1 & 2.

Staff has asked TischlerBise to respond to an RFP for completing an impact fee feasibility study for MUTD.

Members of the Midtown Mojo group, including MUTD Staff, met with HDR Consultants to continue the discussion on Bus Rapid Transit (BRT) on Brooks Street. The next BUILD Grant opportunity (formerly TIGER Grant) was announced on April 13, for which applications are due on July 19.

Staff will reach out to the Board at the next Planning Committee meeting for assistance with reaching the 40-for-40 Zero-Fare Partner goal.

The Vision Statement for MUTD was last updated in 2013 and is in need of an update as the organization transforms. Staff and the Board will discuss the vision of the future for MUTD in the coming months.

The Planning Committee will review the Transportation District boundary and expanding the boundary at their next meeting.

### **Minutes of March 22, 2018**

Odegaard made a motion to approve the minutes of March 22, 2018, seconded by Goldman. The motion carried unanimously.

### **Missoula In Motion Match Request**

Missoula In Motion (MIM) requests \$8,000 from MUTD to continue their efforts in sustainable transportation for Missoula.

MacArthur made a motion to approve a match request of \$8,000 to Missoula in Motion, seconded by Davis. The motion carried unanimously.

### **Transfer Center Retail Space Construction**

Staff has worked with DC Engineering and Home Energy Service, Inc., to revise construction plans for the placement of the new HVAC ventilation hood in the Transfer Center Retail Space. The updated plans, including relocation of rooftop solar panels, permits required by the City, and designs.

MacArthur made a motion to approve the purchase of construction services from Home Energy Service, Inc., in the amount of \$91,551.94, plus a 3% contingency, seconded by Dodson. The motion carried unanimously.

### **Transfer Center Retail Space Lease Agreement**

Ninja Mike's, LLC, a local food truck vendor, has responded to the RFP for the Transfer Center Retail Space both times it has been advertised. Their vision is to serve "grab and go" food in the Retail Space. The lease agreement between MUTD and Ninja Mike's covers a term of seven years. The total revenue, to be used for eligible capital and operating expenses, will amount to \$103,968 over the seven year term.

MacArthur made a motion to authorize the General Manager to execute a lease agreement with Ninja Mike's, LLC, seconded by Dodson. The motion carried unanimously.

### **Utility Truck Purchase**

In April 2017, the Board approved the purchase of a maintenance utility truck from Kois Brothers of Great Falls, MT. The truck was delivered far past the promised delivery date and did not meet the standards set by the District, so staff terminated the contract in March 2018. Staff immediately moved to the second proposal received, from Titan Truck of Spokane, Washington.

Odegaard made a motion to approve the purchase of a 2019 GMC 3500, plus add-ons, from Titan Truck of Spokane, WA for a price of \$73,400.00, plus a 3% contingency, seconded by Davis. The motion carried unanimously.

### **Bus Shelter Purchase**

An RFP was released for the purchase of six (6) bus shelters, which received two (2) responses. MUTD selected the proposal from Brasco International, Inc., based on cost and quality of proposal. These shelters will be purchased with CMAQ funds.

Dodson made a motion to approve the purchase of six (6) bus shelters, from Brasco International, Inc., of Madison Heights, MI, for a price of \$57,450.00, plus a 3% contingency, seconded by Goldman. The motion carried unanimously.

**Multimodal Activity Counter Purchase**

Through the federal CMAQ program, funding was granted to MUTD to expand the attraction of non-motorized travel. Through sole source procurement, MUTD is acquiring two multimodal activity counters from Eco-Counter. The sole source procurement was used because the City of Missoula currently uses Eco-Counters across the City, minimizing costs.

Dodson made a motion to approve the purchase of two (2) multimodal activity counters, from Eco-Counter, of Montreal, Canada, for a price of \$11,015.00, plus a 3% contingency, seconded by Goldman. The motion carried unanimously.

**Bus Engine Replacement**

Bus #310 experienced a complete engine failure. The engine must be repaired to maintain sufficient service. The bus will remain in the fleet for future uses once the electric buses arrive.

MacArthur made a motion to approve the engine replacement for Bus #310 not to exceed \$18,000, seconded by Odegaard. The motion carried unanimously.

**Planning Committee Report**

MacArthur gave the Planning Committee Report. No action was needed.

**General Manager Employment Contract**

After a lengthy discussion and a great amount of positive feedback, the Board has written a renewal for Aldridge's General Manager Contract for an additional three years of employment.

Goldman made a motion to approve the General Manager Personal Services Contract, seconded by Davis. The motion carried unanimously.

**Adjournment**

The meeting adjourned at 2:15 p.m.  
Submitted by Elizabeth Wehling





## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Dorothy Magnusen, Finance & Administrative Manager  
**Date:** June 28  
**Subject:** May 2018 Financial Statements and Ridership Reports

### Attachments

1. Financial Statements
2. Ridership Reports

**Recommendation:** The Board receives the May 2018 Financial Statements and Ridership Reports.

### Discussion:

#### Statement of Net Position:

- Capital Reserves of \$1,660,176 is the local match for capital purchases. The FY18 annual contribution to capital reserve is \$175,000.
- Operating Reserve of \$3,566,606 is funded from the mill levy for future operations. The FY18 annual contribution to operating reserves is \$1,295,130.
- The net position of \$16,640,868 includes Unrestricted of \$4,669,976, which is available for reserve allocations.

#### Statement of Revenues, Expenses, and Changes in Net Position

- The May 2018 financial statements show a net change in position before Federal Capital Contributions of \$247,403.
- The Federal Capital Contribution for May 2018 is \$291,785 compared to May 2017 of \$5,309. This activity is based on capital purchases through federal and state grants, and it will fluctuate from year-to-year.
- Total Operating Revenue is 0.75% more than the budget.
- The expenses are 2.38% less than the budget. The Paratransit and Senior Van budgets have been revised to reflect current expense patterns. The overall budget remains the same. The following chart is organized by expense categories.

Description	11 Mo Ending May 2018 Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget
<b>Expenses:</b>				
Compensation	4,307,665	4,474,250	4,881,000	-3.72%
General	498,023	540,664	589,815	-7.89%
Maintenance	743,839	676,184	737,655	10.01%
Transfer Center	96,539	106,434	116,110	-9.30%
<b>Total Expenses</b>	<b>5,646,066</b>	<b>5,797,532</b>	<b>6,324,580</b>	<b>-2.61%</b>
<b>Admin Only Expenses:</b>				
Travel and Meetings	39,391	30,250	33,000	30.22%
Professional Services	148,989	148,619	162,130	0.25%
<b>Total Admin Only Expenses</b>	<b>188,381</b>	<b>178,869</b>	<b>195,130</b>	<b>5.32%</b>
<b>Total Expenses</b>	<b>5,834,446</b>	<b>5,976,401</b>	<b>6,519,710</b>	<b>-2.38%</b>

### Ridership Report

- The Fixed Route ridership for May 2018 is 135,104 compared to 134,913 in May 2017. The annual ridership for FY2018 is 14,399 less than FY2017.
- The ADA ridership for May 2018 is 2,436 compared to 1,916 in May 2017. The annual ridership for FY2018 is 4,689 more than FY2017.
- The Senior Van for May 2018 is 321 compared to 760 in May 2017. The annual ridership for FY2018 is 3,391 less than FY2017.

# **Missoula Urban Transportation District**

## **Financial Statements**

**May 2018**



	A	B	C	D	E
1	<b>Missoula Urban Transportation District</b>				
2	<b>Statements of Net Position</b>				
3	<b>May, Fiscal Years 2018 and 2017</b>				
4					
5					
6			<b>FY 2018</b>		<b>FY 2017</b>
7			<b>ASSETS</b>		
8					
9	<b>Current Assets:</b>				
10	Cash - Missoula County Treasurer		3,690,735		2,483,497
11	Cash - Other		1,575		1,460
12	Capital Reserves <i>(Local Match)</i>		1,660,176		1,110,005
13	Operating Reserves <i>(Voted Mill Levy)</i>		3,566,606		3,860,881
14	Accounts Receivable		1,959,018		2,081,845
15	Accounts Receivable - Property Taxes		409,364		165,066
16	Prepaid Expenses		95,420		58,039
17					
18	<b>Total Current Assets</b>		11,382,893		9,760,793
19					
20	<b>Inventory:</b>				
21	Fuel & Lubricant		14,687		14,465
22	Materials & Supplies		199,261		187,091
23	Tires & Tubes		15,156		16,375
24					
25	<b>Total Inventory</b>		229,103		217,932
26					
27	<b>Capital Assets at Cost:</b>				
28	Buildings		5,881,151		5,840,374
29	Equipment - Fixed Route Transportation		9,444,547		9,414,948
30	Equipment - Paratransit Transportation		835,553		795,569
31	Equipment - Shop		119,676		115,876
32	Furniture & Fixtures		1,128,703		1,041,658
33	Land		80,909		80,909
34	Projects in Process		356,681		60,722
35					
36	<b>Total Capital Assets at Cost</b>		17,847,220		17,350,057
37	<b>Less: Accumulated Depreciation</b>		-11,642,297		-10,887,086
38					
39	<b>Net Capital Assets</b>		6,204,923		6,462,970
40					
41					
42	<b>Total Assets</b>		17,816,920		16,441,696
43					
44					
45			<b>LIABILITIES</b>		
46					
47	<b>Current Liabilities:</b>				
48	Accounts Payable		189,740		79,164
49	Warrants Payable		77,277		24,826
50	Accrued Salaries & Wages		64,568		52,881
51	Deferred Revenue		453,209		254,107
52					
53	<b>Current Liabilities</b>		784,793		410,977
54					
55	<b>Noncurrent Liabilities:</b>				
56	Post Employment Benefit		115,198		98,469
57	Vacation & Sick Leave		276,060		274,908
58					
59	<b>Total Noncurrent Liabilities</b>		391,258		373,377
60					
61					
62	<b>Total Liabilities</b>		1,176,052		784,354
63					
64					
65			<b>NET POSITION</b>		
66	<b>Net Position:</b>				
67	Invest in Capital Assets		6,204,923		6,462,970
68	Capital Reserves <i>(Local Match)</i>		1,660,176		1,110,005
69	Operating Reserves <i>(Voted Mill Levy)</i>		3,566,606		3,860,881
70	Unrestricted		4,669,976		3,792,697
71	Net Position Current Year		539,188		430,790
72					
73	<b>Total Net Position</b>		16,640,868		15,657,342
74					
75					
76	<b>Total Liabilities &amp; Net Position</b>		17,816,920		16,441,696
77					

**Missoula Urban Transportation District**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**For the Years Ended June 30, 2018 and 2017**  
**Summary**

	11 Mo Ending May 2018 Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget	11 Mo Ending May 2017 Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget
<b>Operating Revenues:</b>								
Property Taxes	4,983,835	4,983,834	5,436,910	0.00%	4,444,743	4,444,743	4,848,810	0.00%
Federal/State Operating Assistance	2,039,022	2,046,610	2,232,665	-0.37%	2,087,571	2,082,644	2,271,975	0.24%
Other Revenues	406,612	343,993	375,265	18.20%	346,781	244,658	266,900	41.74%
<b>Total Operating Revenues</b>	<b>7,429,469</b>	<b>7,374,437</b>	<b>8,044,840</b>	<b>0.75%</b>	<b>6,879,095</b>	<b>6,772,045</b>	<b>7,387,685</b>	<b>1.58%</b>
<b>Operating Expenses:</b>								
Operations	3,754,126	3,947,666	4,306,545	-4.90%	3,572,096	3,698,764	4,035,015	-3.42%
Maintenance	802,259	774,052	844,420	3.64%	696,006	729,786	796,130	-4.63%
General and Administrative	1,278,062	1,254,683	1,368,745	1.86%	1,035,851	1,161,522	1,267,115	-10.82%
<b>Total Operating Expenses</b>	<b>5,834,446</b>	<b>5,976,401</b>	<b>6,519,710</b>	<b>-2.38%</b>	<b>5,303,953</b>	<b>5,590,072</b>	<b>6,098,260</b>	<b>-5.12%</b>
<b>Operating Gain/(Loss)</b>	<b>1,595,023</b>	<b>1,398,036</b>	<b>1,525,130</b>	<b>14.09%</b>	<b>1,575,142</b>	<b>1,181,973</b>	<b>1,289,425</b>	<b>33.26%</b>
<b>Special Projects:</b>								
Transfer Center Remodel	0	50,417	55,000	-100.00%	0	50,417	55,000	-100.00%
<b>Total Special Projects</b>	<b>0</b>	<b>50,417</b>	<b>55,000</b>	<b>-100.00%</b>	<b>0</b>	<b>50,417</b>	<b>55,000</b>	<b>-100.00%</b>
<b>Gain/(Loss) After Special Projects</b>	<b>1,595,023</b>	<b>1,347,619</b>	<b>1,470,130</b>	<b>18.36%</b>	<b>1,575,142</b>	<b>1,131,556</b>	<b>1,234,425</b>	<b>39.20%</b>
<b>Less Reserve Contributions:</b>								
Additions to Capital	-160,417	-160,417	-175,000	NA	-160,417	-160,417	-175,000	NA
Additions to Operating Reserves	-1,187,203	-1,187,203	-1,295,130	NA	-971,135	-971,140	-1,059,425	NA
<b>Total Reserve Contributions</b>	<b>-1,347,619</b>	<b>-1,347,619</b>	<b>-1,470,130</b>	<b>NA</b>	<b>-1,131,552</b>	<b>-1,131,556</b>	<b>-1,234,425</b>	<b>NA</b>
<b>Gain/(Loss) After Reserve Contributions</b>	<b>247,403</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>443,591</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>Plus Additional Funding Sources:</b>								
Federal Capital Contributions	291,785	0	0	NA	5,309	0	0	NA
<b>Total Additional Funding Sources</b>	<b>291,785</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>5,309</b>	<b>0</b>	<b>0</b>	<b>NA</b>
<b>Change in Net Position</b>	<b>539,188</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>448,900</b>	<b>0</b>	<b>0</b>	<b>NA</b>

# **Missoula Urban Transportation District**

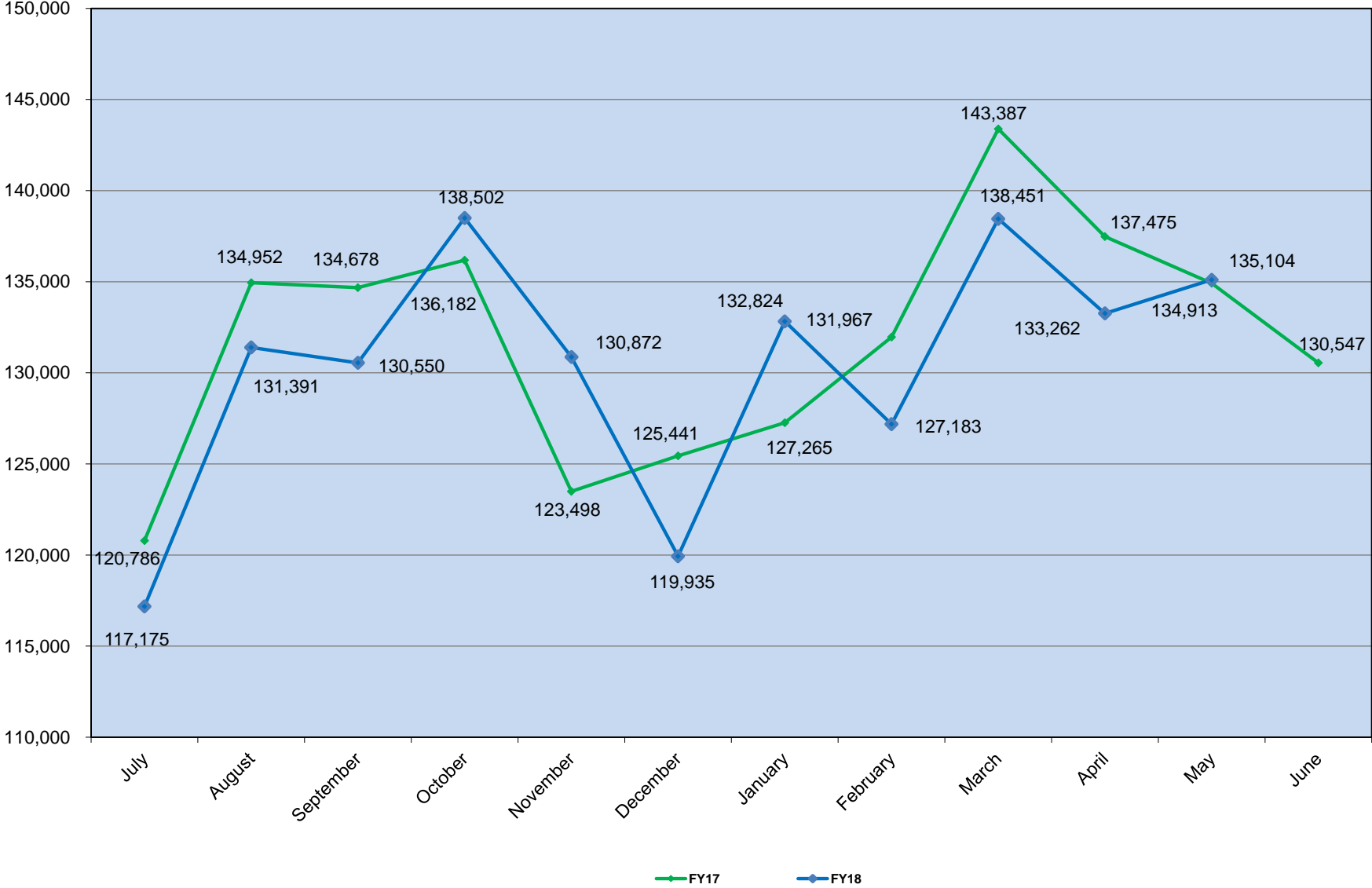
## **Ridership Reports**

**May 2018**



	A	B	E	H	K	N	O	T	W	Z	AC	AF	AG	AH	AL	AM	AN
1	<b>Missoula Urban Transportation District</b>																
2	<b>FY2018 Fixed Route Statistics</b>																
3																	
4		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	May	Increase	YTD	YTD	
5		2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2017	(Decrease)	Total	Total	Increase
6															FY18	FY17	(Decrease)
7	<b>Passenger Information</b>																
8	Weekday	108,280	124,223	121,040	131,538	125,769	111,500	125,664	120,251	129,206	126,210	127,380	127,607	(227)	1,351,061	1,362,915	(11,854)
9	Saturday	8,895	7,168	9,510	6,964	5,103	8,435	7,160	6,932	9,245	7,052	7,724	7,306	418	84,188	86,733	(2,545)
10	<b>Passengers</b>	117,175	131,391	130,550	138,502	130,872	119,935	132,824	127,183	138,451	133,262	135,104	134,913	191	1,435,249	1,449,648	(14,399)
11																	
12	Average Weekday Ridership	5,414	5,401	6,052	5,979	5,989	5,575	5,984	6,329	5,873	6,010	5,790	5,750	40	5,849	5,926	(77)
13	Average Saturday Ridership	1,779	1,792	1,902	1,741	1,701	1,687	1,790	1,733	1,849	1,763	1,931	1,809	122	1,791	1,807	(16)
14																	
15	<b>Service Information</b>																
16																	
17	Weekdays	20	23	20	22	21	20	21	19	22	21	22	22	0	231	230	1
18	Saturdays	5	4	5	4	3	5	4	4	5	4	4	4	0	47	48	(1)
19	UM Days	19	1	20	22	18	14	21	19	17	21	17	17	0	189	197	(8)
20																	
24	Weekday Revenue Hours	3,700	4,278	3,740	4,114	3,927	3,780	3,843	3,534	4,048	3,906	4,092	4,114	(22)	42,966	43,324	(358)
25	Saturday Revenue Hours	275	220	275	216	162	280	220	216	270	216	224	216	8	2,572	2,640	(68)
26	<b>Revenue Hours</b>	3,975	4,498	4,015	4,330	4,089	4,060	4,063	3,750	4,318	4,122	4,316	4,330	(14)	45,538	45,964	(426)
27																	
35	<b>Revenue Miles</b>	55,743	63,007	55,767	60,124	56,609	55,444	55,254	52,032	59,979	57,291	59,971	60,510	(539)	631,224	637,661	(6,437)
36																	
37	<b>Vehicle Miles</b>	62,310	69,309	60,348	66,779	63,090	60,876	64,089	55,394	72,084	61,761	64,453	65,558	(1,105)	700,493	692,941	7,552
38																	
39	<b>Revenue Miles per Revenue Hour</b>	14.02	14.01	13.89	13.89	13.84	13.66	13.60	13.88	13.89	13.90	13.90	13.97	(0.07)	13.86	13.87	(0.01)
40																	
41	<b>Passengers per Mile</b>	2.10	2.09	2.34	2.30	2.31	2.16	2.40	2.44	2.31	2.33	2.25	2.23	0.02	2.27	2.27	0.00
42	<b>Passengers per Hour</b>	29.48	29.21	32.52	31.99	32.01	29.54	32.69	33.92	32.06	32.33	31.30	31.16	0.14	31.52	31.54	(0.02)
46																	
47	<b>Financial Information</b>																
53																	
54	<b>Operating Expense per Revenue Mile</b>	\$ 8.66	\$ 7.27	\$ 7.71	\$ 7.84	\$ 8.13	\$ 8.69	\$ 8.53	\$ 7.14	\$ 8.70	\$ 6.57	\$ 9.48	\$ 7.31	\$ 2.17	\$ 8.07	\$ 7.78	\$ 0.29
55	<b>Operating Expense per Revenue Hour</b>	\$ 121.41	\$ 101.89	\$ 107.11	\$ 108.90	\$ 112.60	\$ 118.63	\$ 116.00	\$ 99.02	\$ 120.87	\$ 91.35	\$ 131.74	\$ 102.18	\$ 29.56	\$ 111.87	\$ 107.88	\$ 3.99
56	<b>Operating Expense per Passenger Trip</b>	\$ 4.12	\$ 3.49	\$ 3.29	\$ 3.40	\$ 3.52	\$ 4.02	\$ 3.55	\$ 2.92	\$ 3.77	\$ 2.83	\$ 4.21	\$ 3.28	\$ 0.93	\$ 3.55	\$ 3.42	\$ 0.13
57																	

**Missoula Urban Transportation District  
FY2018 & FY2017 Fixed Route Ridership**





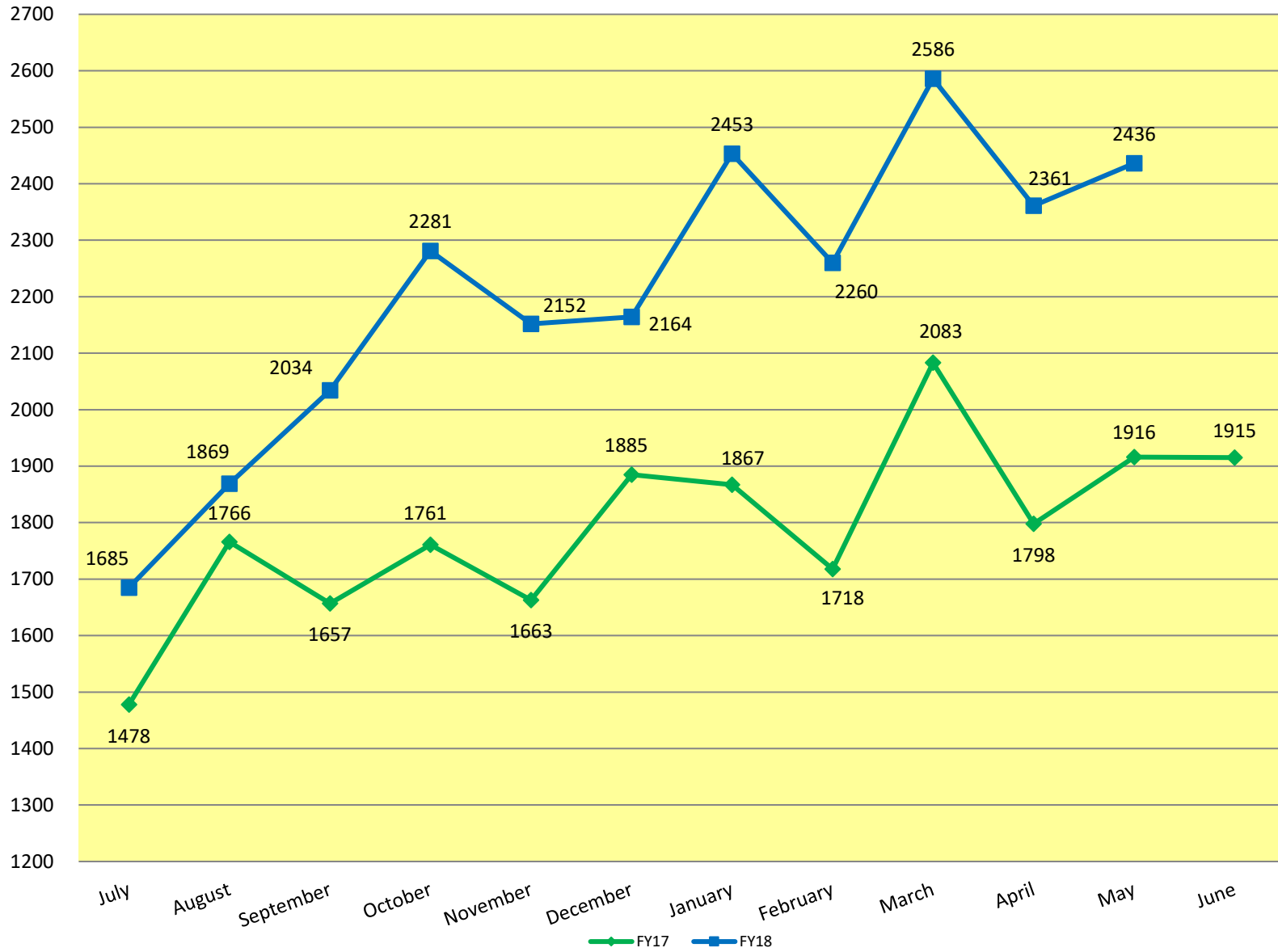
**Missoula Urban Transportation District**  
**Fixed Route Monthly Ridership History 1978 - 2018**  
(APC Data Beginning FY2016)

Fiscal Year	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	% Change
1978						6,072	13,366	10,491	11,382	8,881	18,218	30,183	98,593	
1979	20,610	26,005	23,790	29,434	40,037	44,347	58,609	52,080	46,703	43,969	43,461	36,338	465,383	
1980	34,710	38,657	36,178	51,724	58,365	62,038	83,266	72,460	57,066	57,077	41,082	39,553	632,176	35.84%
1981	35,251	31,934	42,973	54,900	50,580	57,588	67,309	66,827	65,834	63,393	52,725	47,841	637,155	0.79%
1982	38,388	35,523	40,464	50,898	49,781	63,026	75,230	73,734	70,361	56,208	48,523	41,120	643,256	0.96%
1983	33,761	33,774	38,845	50,686	54,388	60,818	65,174	56,552	55,296	50,097	46,641	43,787	589,819	-8.31%
1984	38,040	41,430	47,462	52,016	53,859	66,575	82,799	60,367	56,658	51,627	49,201	36,958	636,992	8.00%
1985	32,285	34,272	39,132	52,809	50,447	49,552	62,738	55,560	47,873	46,977	42,388	29,840	543,873	-14.62%
1986	28,215	32,730	33,908	47,400	45,673	51,208	58,803	49,661	42,981	42,007	40,778	33,428	506,792	-6.82%
1987	34,660	35,711	37,490	51,060	50,341	55,039	62,791	56,898	52,856	47,536	42,054	37,319	563,755	11.24%
1988	33,883	36,300	34,822	43,367	45,849	49,840	64,461	52,782	51,956	46,668	42,908	36,977	539,813	-4.25%
1989	32,043	36,980	37,807	41,646	45,137	46,140	59,008	49,625	53,553	45,864	43,084	37,321	528,208	-2.15%
1990	32,039	34,784	37,382	44,943	46,449	46,799	55,143	46,713	46,835	41,576	45,595	34,190	512,448	-2.98%
1991	30,251	32,662	38,456	54,658	56,448	46,626	74,539	60,047	53,968	52,426	48,160	35,278	583,519	13.87%
1992	32,282	36,503	33,657	54,032	59,496	52,808	64,245	57,002	52,300	52,154	46,977	35,712	577,168	-1.09%
1993	30,399	27,529	38,189	40,659	39,880	43,394	43,890	48,467	48,170	53,365	33,226	30,606	477,774	-17.22%
1994	28,277	43,652	41,008	40,230	44,153	43,094	40,839	43,551	47,626	47,116	44,299	35,472	499,317	4.51%
1995	33,952	42,380	45,479	46,369	50,902	49,304	51,452	49,725	54,992	46,197	42,446	36,099	549,297	10.01%
1996	31,821	35,293	45,430	46,894	48,873	49,850	48,065	63,983	60,544	47,728	46,603	33,077	558,161	1.61%
1997	34,148	33,968	46,780	53,983	51,438	58,998	54,180	61,778	59,652	60,573	49,746	50,029	615,273	10.23%
1998	51,524	47,026	52,554	59,432	50,548	58,943	53,197	58,920	57,842	60,762	49,176	51,565	651,489	5.89%
1999	55,658	49,811	58,525	61,466	52,169	56,300	51,104	60,077	64,575	63,749	51,841	53,118	678,393	4.13%
2000	52,016	53,775	60,950	61,706	56,148	58,399	53,905	65,112	63,498	59,932	56,832	51,076	693,349	2.20%
2001	48,627	55,562	58,403	63,618	58,389	58,010	55,638	64,809	64,385	61,509	58,987	52,198	700,135	0.98%
2002	49,181	53,808	55,756	68,788	61,550	59,033	58,832	64,204	64,005	67,951	59,530	47,369	710,007	1.41%
2003	48,105	48,363	50,954	63,041	53,809	54,759	54,174	61,246	61,892	62,189	55,107	47,582	661,221	-6.87%
2004	49,853	47,413	56,757	61,539	54,138	58,440	56,833	61,990	66,692	61,051	51,380	52,195	678,281	2.58%
2005	50,683	50,568	54,578	56,485	52,355	50,600	50,369	53,254	59,201	60,877	52,125	53,368	644,463	-4.99%
2006	47,384	53,325	59,643	60,294	58,512	57,147	57,526	61,658	66,412	61,313	55,963	56,052	695,229	7.88%
2007	50,603	60,905	62,089	66,894	64,744	57,293	64,747	61,844	64,453	63,613	61,205	56,853	735,243	5.76%
2008	56,130	64,638	56,645	68,167	63,394	58,729	71,600	74,959	69,203	77,519	65,998	68,234	795,216	8.16%
2009	73,854	73,502	72,918	76,187	59,577	62,596	69,040	74,024	72,771	69,494	61,184	63,984	829,131	4.26%
2010	63,155	58,136	66,870	72,825	60,875	66,163	64,829	70,950	72,598	72,920	60,883	61,449	791,653	-4.52%
2011	61,259	64,259	70,153	71,889	67,856	72,845	73,696	80,896	90,857	70,320	70,466	71,105	865,601	9.34%
2012	69,584	77,705	76,591	79,173	78,214	72,366	78,396	86,593	88,538	73,082	73,584	70,643	924,469	6.80%
2013	67,267	71,082	68,326	82,565	71,606	66,206	78,279	80,474	82,970	76,511	74,527	66,236	886,049	-4.16%
2014	69,541	73,403	74,437	82,945	71,337	67,868	75,357	81,465	87,142	78,268	71,355	68,048	901,166	1.71%
2015	75,204	72,738	77,044	85,778	68,844	72,650	96,173	100,122	111,202	111,607	100,686	102,574	1,074,622	19.25%
2016	128,359	118,852	131,482	137,022	116,186	127,789	119,797	135,427	143,765	128,430	128,254	130,910	1,546,273	43.89%
2017	120,786	134,952	134,678	136,182	123,498	125,441	127,265	131,967	143,387	137,475	134,913	130,547	1,581,091	2.25%
2018	117,175	131,391	130,550	138,502	130,872	119,935	132,824	127,183	138,451	133,262	135,104		1,435,249	-1.05%
<b>Average</b>														
<b>'78 - Cur</b>	50,524	53,283	56,729	64,055	60,418	60,601	66,573	66,963	67,572	63,738	58,469	52,406	721,330	
<b>Total Passengers Through Current Month</b>													<b>29,237,102</b>	

  = Highest year by month

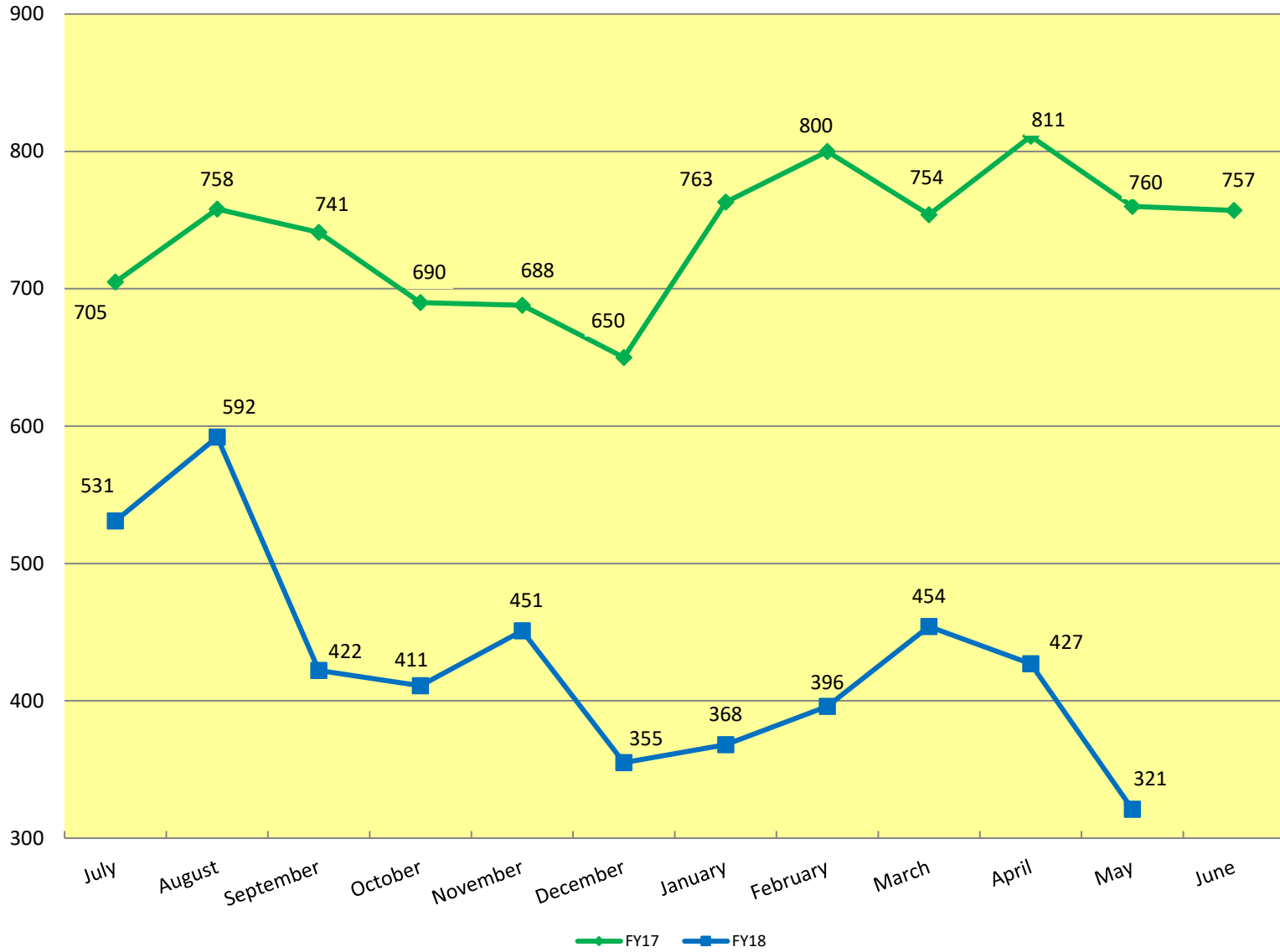
	A	B	E	H	K	N	O	T	W	Z	AC	AF	AG	AH	AL	AM	AN
58	<b>Missoula Urban Transportation District</b>																
59	<b>FY2018 ADA Paratransit Statistics</b>																
60																	
61		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	May	Increase/	YTD	YTD	
62		2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2017	(Decrease)	Total	Total	Increase/
63															FY18	FY17	(Decrease)
64	<b>Passenger Information</b>																
65	ADA Paratransit Weekday	1,581	1,760	1,900	2,168	2,087	2,025	2,337	2,143	2,419	2,247	2,298	1,835	463	22,965	18,727	4,238
66	ADA Paratransit Saturday	104	109	134	113	65	139	116	117	167	114	138	81	57	1,316	865	451
67	<b>Total ADA Paratransit Passengers</b>	<b>1,685</b>	<b>1,869</b>	<b>2,034</b>	<b>2,281</b>	<b>2,152</b>	<b>2,164</b>	<b>2,453</b>	<b>2,260</b>	<b>2,586</b>	<b>2,361</b>	<b>2,436</b>	<b>1,916</b>	<b>520</b>	<b>24,281</b>	<b>19,592</b>	<b>4,689</b>
68																	
69	Average Weekday Passengers	79	77	95	99	99	101	111	113	110	107	104	83	21	99	81	18
70	Average Saturday Passengers	21	27	27	28	22	28	29	29	33	29	35	20	14	28	18	10
71																	
72	<b>Service Information</b>																
73																	
74	Weekdays	20	23	20	22	21	20	21	19	22	21	22	22	0	231	230	1
75	Saturdays	5	4	5	4	3	5	4	4	5	4	4	4	0	47	48	(1)
76																	
77	Weekday Revenue Hours	776	907	932	1,060	1,178	1,085	1,187	1,017	1,150	1,072	1,090	834	256	11,454	8,248	3,206
78	Saturday Revenue Hours	49	45	58	53	40	70	60	47	68	52	62	38	24	603	397	206
79	<b>Total Revenue Hours</b>	<b>825</b>	<b>952</b>	<b>990</b>	<b>1,113</b>	<b>1,218</b>	<b>1,155</b>	<b>1,247</b>	<b>1,064</b>	<b>1,218</b>	<b>1,124</b>	<b>1,151</b>	<b>872</b>	<b>279</b>	<b>12,057</b>	<b>8,645</b>	<b>3,412</b>
80																	
81	Weekday Revenue Mileage	9,714	10,754	11,069	12,512	12,273	11,363	12,439	10,885	12,480	11,608	12,059	10,238	1,821	127,156	99,327	27,829
82	Saturday Revenue Mileage	525	497	654	583	427	679	553	511	731	554	685	489	196	6,399	4,670	1,729
83	<b>Total Revenue Miles</b>	<b>10,239</b>	<b>11,251</b>	<b>11,723</b>	<b>13,095</b>	<b>12,700</b>	<b>12,042</b>	<b>12,992</b>	<b>11,396</b>	<b>13,211</b>	<b>12,162</b>	<b>12,744</b>	<b>10,727</b>	<b>2,017</b>	<b>133,555</b>	<b>103,997</b>	<b>29,558</b>
84																	
85	<b>Total Vehicle Miles</b>	<b>11,134</b>	<b>12,184</b>	<b>12,516</b>	<b>14,015</b>	<b>13,535</b>	<b>12,808</b>	<b>13,767</b>	<b>12,424</b>	<b>14,332</b>	<b>13,203</b>	<b>13,877</b>	<b>11,533</b>	<b>2,344</b>	<b>143,795</b>	<b>111,856</b>	<b>31,939</b>
86																	
87	Revenue Miles per Revenue Hour	12.41	11.82	11.84	11.77	10.43	10.43	10.42	10.71	10.85	10.82	11.07	12.30	(1.23)	11.08	12.03	(0.95)
88																	
89	Passengers per Mile	0.16	0.17	0.17	0.17	0.17	0.18	0.19	0.20	0.20	0.19	0.19	0.18	0.01	0.18	0.19	(0.01)
90	Passengers per Hour	2.04	1.96	2.05	2.05	1.77	1.87	1.97	2.12	2.12	2.10	2.12	2.20	(0.08)	2.01	2.27	(0.26)
91																	
95	<b>Financial Information</b>																
97																	
98	Operating Expense per Revenue Mile	\$ 6.02	\$ 5.31	\$ 4.40	\$ 4.93	\$ 4.61	\$ 4.40	\$ 4.43	\$ 4.69	\$ 4.86	\$ 3.85	\$ 6.02	\$ 4.46	\$ 1.56	\$ 4.85	\$ 4.27	\$ 0.58
99	Operating Expense per Revenue Hour	\$ 74.71	\$ 62.74	\$ 52.05	\$ 58.04	\$ 48.10	\$ 45.87	\$ 46.10	\$ 50.21	\$ 52.76	\$ 41.63	\$ 66.57	\$ 54.91	\$ 11.66	\$ 53.72	\$ 51.36	\$ 2.36
100	Operating Expense per Passenger Trip	\$ 36.58	\$ 31.96	\$ 25.34	\$ 28.32	\$ 27.22	\$ 24.48	\$ 23.44	\$ 23.64	\$ 24.85	\$ 19.81	\$ 31.47	\$ 24.99	\$ 6.48	\$ 26.67	\$ 22.66	\$ 4.01
101																	

## Missoula Urban Transportation District FY2018 & FY2017 ADA Paratransit Ridership



	A	B	E	H	K	N	O	T	W	Z	AC	AF	AG	AH	AL	AM	AN
102	<b>Missoula Urban Transportation District</b>																
103	<b>FY2018 Senior Van Statistics</b>																
104																	
105		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	May	Increase/	YTD	YTD	
106		2017	2017	2017	2017	2017	2017	2018	2018	2018	2018	2018	2017	(Decrease)	Total	Total	Increase/
107															FY18	FY17	(Decrease)
108	<b>Passenger Information</b>																
109	Senior Van Weekday	500	560	388	399	433	346	363	390	440	418	311	710	(399)	4,548	7,537	(2,989)
110	Senior Van Saturday	31	32	34	12	18	9	5	6	14	9	10	50	(40)	180	582	(402)
111	<b>Total Senior Van Paratransit Passengers</b>	<b>531</b>	<b>592</b>	<b>422</b>	<b>411</b>	<b>451</b>	<b>355</b>	<b>368</b>	<b>396</b>	<b>454</b>	<b>427</b>	<b>321</b>	<b>760</b>	<b>(439)</b>	<b>4,728</b>	<b>8,119</b>	<b>(3,391)</b>
112																	
113	Average Weekday Passengers	25	24	19	18	21	17	17	21	20	20	14	32	(18)	20	33	(13)
114	Average Saturday Passengers	6	8	7	3	6	2	1	2	3	2	3	13	(10)	4	12	(8)
115																	
116	<b>Service Information</b>																
117																	
118	Weekdays	20	23	20	22	21	20	21	19	22	21	22	22	0	231	230	1
119	Saturdays	5	4	5	4	3	5	4	4	5	4	4	4	0	47	48	(1)
120																	
121	Weekday Revenue Hours	156	158	146	152	152	134	132	135	153	138	120	331	(211)	1,576	3,415	(1,839)
122	Saturday Revenue Hours	17	16	16	9	12	4	7	5	10	11	10	15	(5)	116	167	(51)
123	<b>Total Revenue Hours</b>	<b>173</b>	<b>174</b>	<b>162</b>	<b>161</b>	<b>163</b>	<b>139</b>	<b>139</b>	<b>140</b>	<b>163</b>	<b>149</b>	<b>129</b>	<b>346</b>	<b>(217)</b>	<b>1,692</b>	<b>3,582</b>	<b>(1,890)</b>
124																	
125	Weekday Revenue Mileage	1,659	1,825	1,867	1,807	1,756	1,161	1,456	1,371	1,587	1,551	1,471	4,061	(2,590)	17,511	41,163	(23,652)
126	Saturday Revenue Mileage	165	134	165	59	88	22	50	27	68	38	53	194	(141)	869	1,949	(1,080)
127	<b>Total Revenue Miles</b>	<b>1,824</b>	<b>1,959</b>	<b>2,032</b>	<b>1,866</b>	<b>1,844</b>	<b>1,183</b>	<b>1,506</b>	<b>1,398</b>	<b>1,655</b>	<b>1,589</b>	<b>1,524</b>	<b>4,255</b>	<b>(2,731)</b>	<b>18,380</b>	<b>43,112</b>	<b>(24,732)</b>
128																	
129	<b>Total Vehicle Miles</b>	<b>1,946</b>	<b>2,109</b>	<b>2,170</b>	<b>1,998</b>	<b>1,953</b>	<b>1,305</b>	<b>1,590</b>	<b>1,517</b>	<b>1,800</b>	<b>1,728</b>	<b>1,718</b>	<b>4,574</b>	<b>(2,856)</b>	<b>19,834</b>	<b>46,375</b>	<b>(26,541)</b>
130																	
131	Revenue Miles per Revenue Hour	10.53	11.26	12.54	11.61	11.28	8.53	10.83	10.00	10.14	10.69	11.78	12.30	(0.52)	10.86	12.04	(1.18)
132																	
133	Passengers per Mile	0.29	0.30	0.21	0.22	0.24	0.30	0.24	0.28	0.27	0.27	0.21	0.18	0.03	0.26	0.19	0.07
134	Passengers per Hour	3.06	3.40	2.60	2.56	2.76	2.56	2.65	2.83	2.78	2.87	2.48	2.20	0.28	2.79	2.27	0.52
135																	
139	<b>Financial Information</b>																
141																	
142	Operating Expense per Revenue Mile	\$ 3.51	\$ 3.83	\$ 4.55	\$ 3.37	\$ 3.90	\$ 5.37	\$ 4.93	\$ 4.51	\$ 4.75	\$ 3.77	\$ 5.44	\$ 4.46	\$ 0.98	\$ 4.29	\$ 4.28	\$ 0.01
143	Operating Expense per Revenue Hour	\$ 36.92	\$ 43.08	\$ 56.99	\$ 39.07	\$ 43.99	\$ 45.84	\$ 53.40	\$ 45.07	\$ 48.11	\$ 40.31	\$ 64.13	\$ 54.89	\$ 9.24	\$ 46.58	\$ 51.54	\$ (4.96)
144	Operating Expense per Passenger Trip	\$ 12.05	\$ 12.66	\$ 21.89	\$ 15.28	\$ 15.94	\$ 17.91	\$ 20.17	\$ 15.91	\$ 17.30	\$ 14.02	\$ 25.84	\$ 24.99	\$ 0.85	\$ 16.67	\$ 22.74	\$ (6.07)
145																	

### Missoula Urban Transportation District FY2018 & FY2017 Senior Van Ridership





## MUTD Board Staff Report

**To:** Board of Directors

**From:** Dorothy Magnusen, Finance & Administrative Manager

**Date:** June 28, 2018

**Recommendation:** To recommend approval of the FY2019 Proposed Budget to the Board.

**Discussion:** The proposed budget is based on business as usual with a few exceptions. Staffing concerns from operations have been addressed in the budget. An increase in maintenance for an aging fleet has been reflected in the budget in anticipation of major repairs. Preparing for the future with studies for an Impact Fee Feasibility Analysis, Long Range and Strategic Planning, Facility Master Plan, and Mill Levy Project.

### ***Attachments***

1. FY2019 Proposed Budget

### **Summary:**

Revenue shows a 1.89% increase over the FY2018 budget.

- Federal operating assistance in the FY2019 budget uses the Federal FY2018 funding. All previous year's allotments have been expended.
- Property Tax is slightly below the FY2018 budget. The property tax valuations will not be released until August. The FY2019 is an estimated based on the information that we received from the county last year. The FY2020 budget has a 2.0% increase.

Operating expenses are 7.47% more than the FY2018 which is following an upward trend since Phase II and Zero-fare implementation in January 2015.

- Special Project includes the funds for Phase I for a Mill Levy ask. The FY2020 includes \$50,000 for Phase II.
- Additions to Reserves are estimated at \$1,090,280. This includes the Board directed \$175,000 reserve for capital projects and \$915,280 for the voted mill levy.
- Capital improvements include purchases using Federal funding and purchases using from MUTD local funds. Federal funding is \$4,163,835, local funding is \$1,278,425 for a total of \$5,442,260. See the Proposed Capital Budget for more details.

**Revenue:**

In addition to the property tax revenue, the Permissive Medical Levy Tax decreased by 5.42% based on the health insurance budget changes and number of employees. Property Tax of \$5,152,730 includes the deferred revenue from the previous years and the estimated amount for FY2019. Section 5307 and CMAQ Federal Operating Assistance is 3.12% more than FY2018 budget. Service Partnerships has the remainder of Zero-fare contributions of \$236,100 and other miscellaneous contributions.

Transfer Center rent income is \$15,725. This includes \$14,040 in rent and \$1,685 in vending machine sales. The FY2020 budget does not include vending machine sales as this program is being phased out because it is not generating enough revenue to cover expenses.

Investment income for FY2019 has been increased to reflect more funds available for short-term investments. The FY2020 investment income has been reduced to account for the usage of funds for capital projects.

**Expenses:**

The staff count is up by three (3) FTE's which includes one (1) Operator in Paratransit and two (2) new Dispatchers. Revenue hours have increased 19.45% since 2014 and Operator FTE count has increased by thirteen (13) since 2014. Supervisor level has been constant at four (4). Please see the attached Staff Report from Jeff Logan, Operations Manager.

Benefits include changes in coverage choices by employees. The union collective bargaining agreement also drives other benefits for uniforms and tool allowances. Overall the benefits for all departments has increased by 1.00%.

General insurance premium increase is estimated at 8%. This does not include new vehicle purchased as the premium will be minimal for the last one or two months of the year. The FY2020 budget does include the full premium for a year for the new vehicles. The insurance allocation method has been revised to spread the premiums between departments that have risk. The maintenance department has been added to the allocation.

Operations expenses increased by 6.04%. This increase includes the new Senior Van Operator and two (2) Dispatchers. The budget has been adjusted to reflect fuel prices based on contract

pricing through May 2019 with the average price per gallon of \$2.10 compared to \$1.87 in FY2018. The combination of FTE's, general insurance, and fuel are driving the increase.

Maintenance expenses increased by 18.82%. The combination of compensation, general insurance, major repairs, materials, and supplies are driving the increase. The staff is budgeting for new engine, transmission, particulate filters, and other repairs in FY2019. We will continue to see this trend until we can replace vehicles purchased in 2009. Staff will bring large repairs to the board for approval.

Administration expenses and Transfer Center expenses increased by 4.97%. Some line items have gone up while others have gone down. The Transfer Center expenses decreased by \$24,135 primarily in security as we anticipate phasing this out over the year and, and will be eliminated in the FY2020 budget. The administration expenses are 7.36% more than FY2018. Staff travel and training has increased by \$15,320 for expected travel for meetings and training. Professional and technical expenses have been increased by \$10,370 to include expected consulting projects. Equipment maintenance increase reflects contracts renewals. Some of the equipment maintenance contracts were funded by grants for the first two years and now will be paid by the MUTD general budget.

Special Projects of \$50,000 is for Phase I of the Mill Levy project. Phase II will be completed in FY2020.

Reserve Contributions: The capital funds of \$175,000 are the annual contribution rate as projected in the Pro Forma. The additions to Operating Reserves is the amount set aside for future use.





## MUTD Board Staff Report

**To:** Board of Directors

**From:** Jeff Logan, Operations Manager

**Date:** June 28, 2018

<b><i>Attachments</i></b>
---------------------------

1. None
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### **Request for Dispatcher positions:**

Service changes and expansions since Phase II and Zero-fare have resulted in rapid increases in ridership, service hours and Operator positions. During this time the Supervisor numbers have remained at the 2010 level of four (4). This has resulted in an increase in their work load and spread this limited number of Supervisors over a longer service day. The increase in our service and resulting expansion of Supervisor responsibilities without increasing the number of Supervisory and/or Dispatch positions, will inevitably lead to a decline in performance and effectiveness. We have seen the beginning signs of this with limited Operator training, limited road checks, and general lack of time to perform the essential functions of the job.

To alleviate this issue, Operations is recommending we hire two (2) Dispatchers to assume some of the Supervisor duties, including but not limited to: assigning buses and checking in Operators in the morning; responding to sick calls; monitoring radio traffic for fixed route and paratransit services; monitor buses for on-time performance using Automatic Vehicle Location software; working with the Supervisor regarding incidents, service issues, routing detours and general service issues. The Supervisors will then be freed up to perform the road supervision necessary to assist the Operators and passengers with any issues that arise during the service day. Supervisors will work with the on-duty Dispatcher as needed, then use a Supervisor vehicle to assess road conditions, construction activities and other duties to ensure a safe start and continued operations throughout the service day. The Supervisors will respond to accidents, passenger incidents, and provide routine presence at the Transfer Center (TC) in the place of current security arrangements.

We anticipate hiring for these positions as soon as practicable. We recommend that, to alleviate some concerns about assuming the security duties by Supervisors, training be provided to Supervisors specifically on dealing with challenging people and situations, conflict resolution and other applicable skill training to help them deal with any situation that may arise on route and at

the TC. Since the Supervisors will be in a supervisory vehicle for most of their shift, a laptop with wireless access to the server and a cell phone will be added to the vehicles. Electronically formatted forms for accidents, ride-alongs, passenger incidents, and more may be completed while on the road to increase the process and keep them moving along with their duties.

Funding for these positions will, in part, come from the phase out of the current security contract. Our recommendation is to keep the current arrangement in place for six months, transition to roving patrols for an additional six months, then eliminate the contracted security service at the conclusion the one-year period.

**Missoula Urban Transportation District  
Fiscal Year 2019 Proposed Budget  
Summary**

Description	FY 2017	Fiscal Year 2018				FY 2019		FY 2020	
	12 Mo Ending June 2017 Actual	11 Mo Ending May 2018 Actual	YTD Budget	Annual Budget	Variance Actual vs YTD Budget	Approved Budget	Variance FY19 Prop Bud vs FY18 Ann Bud	Proposed Budget	Variance FY20 Prop Bud vs FY19 Adj Bud
<b>Operating Revenues:</b>									
Paratransit Assistance - MDT	20,000	22,917	18,333	20,000	25.00%	27,000	35.00%	28,000	3.70%
Property Taxes	4,581,468	4,983,835	4,983,834	5,436,910	0.00%	5,430,730	-0.11%	5,533,785	1.90%
Federal Operating Assistance	2,277,540	2,039,022	2,046,610	2,232,665	-0.37%	2,307,175	3.34%	2,344,240	1.61%
Other Revenues	343,610	383,695	325,660	355,265	17.82%	432,045	21.61%	426,435	-1.30%
<b>Total Operating Revenues</b>	<b>7,222,618</b>	<b>7,429,469</b>	<b>7,374,437</b>	<b>8,044,840</b>	<b>0.75%</b>	<b>8,196,950</b>	<b>1.89%</b>	<b>8,332,460</b>	<b>1.65%</b>
<b>Operating Expenses:</b>									
Operations	3,930,307	3,754,126	3,947,666	4,306,545	-4.90%	4,566,505	6.04%	4,819,640	5.54%
Maintenance	779,483	802,259	774,052	844,420	3.64%	1,003,380	18.82%	1,032,930	2.95%
General and Administrative	1,167,280	1,278,062	1,254,683	1,368,745	1.86%	1,436,785	4.97%	1,417,305	-1.36%
<b>Total Operating Expenses</b>	<b>5,877,070</b>	<b>5,834,446</b>	<b>5,976,401</b>	<b>6,519,710</b>	<b>-2.38%</b>	<b>7,006,670</b>	<b>7.47%</b>	<b>7,269,875</b>	<b>3.76%</b>
<b>Operating Gain/(Loss)</b>	<b>1,345,548</b>	<b>1,595,023</b>	<b>1,398,036</b>	<b>1,525,130</b>	<b>14.09%</b>	<b>1,190,280</b>	<b>-21.96%</b>	<b>1,062,585</b>	<b>-10.73%</b>
<b>Special Projects:</b>									
Mill Levy Project	0	0	0	0	NA	50,000	NA	50,000	0.00%
Transfer Center Remodel	0	0	50,417	55,000	-100.00%	0	-100.00%	0	NA
<b>Total Special Projects</b>	<b>0</b>	<b>0</b>	<b>50,417</b>	<b>55,000</b>	<b>-100.00%</b>	<b>100,000</b>	<b>81.82%</b>	<b>100,000</b>	<b>0.00%</b>
<b>Gain/(Loss) - After Special Projects</b>	<b>1,345,548</b>	<b>1,595,023</b>	<b>1,347,619</b>	<b>1,470,130</b>	<b>18.36%</b>	<b>1,090,280</b>	<b>-25.84%</b>	<b>962,585</b>	<b>-11.71%</b>
<b>Less Reserve Contributions:</b>									
Additions to Capital	0	-160,417	-160,417	-175,000	NA	-175,000	NA	-175,000	NA
Additions to Operating Reserves	0	-1,187,203	-1,187,203	-1,295,130	NA	-915,280	NA	-787,585	NA
<b>Total Reserve Contributions</b>	<b>0</b>	<b>-1,347,619</b>	<b>-1,347,619</b>	<b>-1,470,130</b>	<b>NA</b>	<b>-1,090,280</b>	<b>NA</b>	<b>-962,585</b>	<b>NA</b>
<b>Plus Additional Funding Sources:</b>									
Federal Capital Contributions	68,722	291,785	0	0	NA	0	NA	0	NA
Deferred Property Taxes	0	0	0	0	NA	0	NA	0	NA
<b>Total Additional Funding Sources</b>	<b>68,722</b>	<b>291,785</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>NA</b>
<b>Less Depreciation</b>	<b>-755,210</b>			<b>0</b>	<b>NA</b>				
<b>Change in Net Position</b>	<b>659,060</b>	<b>539,188</b>	<b>0</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>NA</b>	<b>0</b>	<b>NA</b>

**Missoula Urban Transportation District  
Proposed Budget FY19 - Capital**

Item	Funding Source	Federal Funding	Local Funding	Total Amount
BSMP	5339	739,690	184,920	924,610
Electric Buses - 6	Multiple	3,400,146	871,055	4,271,201
Facilities Master Plan	Local	24,000	126,000	150,000
Accounting HR/Time Sheet Software	Local	0	9,300	9,300
E-learning - Operator Training	Local	0	4,460	4,460
Fork Lift - Used	Local		7,000	7,000
Kubota Utility Vehicle (snow removal)	Local	0	35,250	35,250
Laptops for Supervisors/GM - 4	Local	0	8,000	8,000
Monitors for Admin	Local	0	1,200	1,200
Transfer Center Doors	Local	0	6,240	6,240
Transit Planning & Scheduling Software	Local		25,000	25,000
				0
<b>Total</b>		<b>4,163,836</b>	<b>1,278,425</b>	<b>5,442,261</b>



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Dorothy Magnusen, Finance and Administrative Manager  
**Date:** June 28, 2018

**Subject:** FY2019 MUTD Permissive Medical Levy – Set Public Hearing

<b><i>Attachments</i></b>
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**Recommendation:** Set a public hearing for the FY2019 MUTD Permissive Medical Levy to be held on July 26, 2019.

1. None
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**Background:** The permissive medical levy was designed by the Montana legislature to address the steep rise in health insurance costs that were threatening to eat up the general fund budgets of every municipality and county in the state. By using a permissive medical levy, those increases can be met without diminishing the general fund.

**Discussion:** The Permissive Medical Levy revenues have been calculated using the form that was developed by the Department of Administration. This levy is in addition to the property tax mill levy.

**Financial Impact:** Permissive Medical Levy revenues are reflected in the FY2019 budget to cover the additional cost of providing medical insurance for employees. The FY2019 budget has \$278,005 in Permissive Medical Levy funds, though the actual amount received will not be known until later this year.



## Board Staff Report

**To:** Board of Directors  
**From:** Dorothy Magnusen, Finance & Administrative Manager  
**Date:** June 28, 2018

**Subject:** Program of Projects

**Recommendation:** Set a public hearing for the FY2019 Program of Projects to be held on July 26, 2018.

**Discussion:** The Fiscal Year 2019 Program of Projects legal notice will be submitted on July 3 and July 17 pending approval from board. This notice is standard for the Federal Transit Administration (FTA).

### *Attachments*

1. Legal Notice

### **Legal Notice**

FY 2019 Program of Project

Notice is hereby given that a public hearing will be held on July 26, 2018 at noon at the Missoula Urban Transportation District's offices, 1221 Shakespeare Street for the purpose of receiving public comment on MUTD's FY2019 Program of Projects prepared pursuant to Federal Transit Administration guidelines.

1. Operating assistance. The MUTD estimates \$1,840,429 in Section 5307 and \$292,000 in CMAQ funds.
2. Capital purchase for six electric buses estimated at \$3,400,1460 in Section 5339 funds, NoLo Funds, and CMAQ funds. Capital purchase for two paratransit vehicles estimated at \$67,702 in Section 5310 funds. Capital and implementation of the Bus Stop Master Plan estimated at \$739,690 in Section 5539 funds.

This Program of Projects is being published to provide the opportunity for public comment by interested citizens, private transportation providers, and locally elected officials. A copy of the Program of Projects is available for review at the MUTD offices at 1221 Shakespeare Street, Missoula, MT 59802. The Program of Projects is also posted on the MUTD website at [www.mountainline.com](http://www.mountainline.com) under public notice. The MUTD invites interested parties the opportunity to submit comments, orally or in writing, regarding the Program of Projects and the overall performance of the MUTD. Any written or faxed comments must be submitted by the date of the proposed public hearing to 1221 Shakespeare Street, Missoula, MT 59802.

Unless amended, this Program of Projects will constitute the final Program of Projects.



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Dorothy Magnusen, Finance & Administrative Manager  
**Date:** June 28, 2018

**Subject:** Application for FY2019 Missoula County Special Revenue Funds and General Fund.

**Recommendation:** The recommendation is that the Board approves the application for \$27,000 for the FY2019 Missoula County Special Revenue Funds and General Fund.

**Discussion:** The District has a long-standing practice of requesting financial assistance from Missoula County. The funds requested will be used as local match for Zero-fare service and the local match for federal funds allocated to paratransit services.

This request supports approximately three (3) percent of the expenses for paratransit and senior van services.

### ***Attachments***

1. Applicant Information Form



June 8, 2018

Board of County Commissioners  
200 West Broadway  
Missoula, Montana 59802

Re: Request for funding assistance in Fiscal Year 2019

Dear County Commissioners,

Please consider this our formal request for financial assistance in FY2019. The funds requested of \$27,000 will be used as local match for Zero-fare service and the local match for federal funds allocated to paratransit services (door-to-door services) and vanpool. While we have commitments from many community partners to help fund the Zero-fare program into the future, the County is a vital partner in the continued success of this program.

The goal is to provide funding sufficient to continue the Zero-fare program, which replaced the fares that would have been otherwise received. For a relatively small investment (currently fares pay for approximately 10% of the operating costs) the ridership increases are significant, and the benefits to the community are many.

We have experienced a ridership increase of over 50% on fixed route services, and a 34% increase on paratransit and senior van services since Zero-fare started in January 2015.

The funds requested are crucial to providing the local match for federal funds allocated to Mountain Line to provide public transportation.

Thank you for your consideration and support of Mountain Line.

Sincerely,



Corey Aldridge, General Manager



Amy Cilimburg, Chair



**Missoula Urban Transportation District  
Special Revenue Funds and General Fund Application for Fiscal Year 2019  
Scope of Work**

**Synopsis:**

**Description of Project:**

The funds requested will be used as local match for Zero-fare service and the local match for federal funds allocated to paratransit services. Missoula Urban Transportation District (MUTD) desires the County to continue to be an important Zero-fare partner through funding of this grant. The goal is to provide funding sufficient to continue the Zero-fare program, which replaced the fares that would have been otherwise received. For a relatively small investment (currently fares pay for approximately 10% of the operating costs) the ridership increases are significant, and the benefits are many.

Currently, there are more than three dozen cities in the United States that operate their public transit system Zero-fare—meaning passengers do not pay a fare to ride the bus.

MUTD has experienced record high ridership since Zero-fare started in January 2015. It is so successful that our Zero-fare community partners have agreed to continue funding the program for an additional three (3) years. MUTD has experienced a ridership increase of over 50% on fixed route service, and a 34% increase on paratransit and senior van.

Partners in the community have shown their support by funding Zero-fare. These partners include Missoula County, City of Missoula, University of Montana, Associated Students of the University of Montana, Missoula Metropolitan Planning Organization, St. Patrick Hospital, Community Medical Center, Missoula County Public Schools, Missoula Aging Services, Missoula Downtown Association, Missoula Parking Commission, Missoulian, Southgate Mall, Destination Missoula, Homeward, Missoula Food Bank, Windfall, MMW Architects, the Independent, HB Enterprises, and Missoula Federal Credit Union.

**Agency:**

MUTD operates Mountain Line, the public transit agency for the Missoula urban area and provides over 1.5 million rides a year on its fixed routes, paratransit services (door-to-door services), and vanpool.

**Missoula Urban Transportation District  
Special Revenue Funds and General Fund Application for Fiscal Year 2019  
Scope of Work**

The agency administers a multi-million dollar annual budget for all services combined and has provided quality transit service to the Missoula urban area for 40 years. The agency is funded by federal apportionments, grants, and property taxes. The agency continues to update the long range financial plan to respond to changes in funding and capital requirements. The agency continues to engage community partners for the support of the Zero-fare program.

**Benefits:**

Benefits of a substantial ridership increase on Mountain Line due to this project include better performance by Mountain Line in meeting public health objectives (more people riding the bus means lower pollution), reduced traffic congestion, removing barriers for low income and disabled citizens, and a healthier community.

A percentage of the additional trips generated from operating with Zero-fare (studies show its 5% to 30%) are made by residents switching from other motorized modes. This switch is a large goal of the Missoula Long Range Transportation Plan. In sum, Zero-fare transit has been a source of community pride and has helped our community earn positive recognition. A number of communities offering Zero-fare transit have received state and national awards as “best places to live.”

An important note on Zero-fare is that many of the increased rides are generated by seniors and disabled residents. These residents are often on fixed incomes and continuation of Zero-fare will allow them to sustain their independence and lifestyle longer. In short, many public services such as schools, libraries, and parks (as well as most roads) are considered important enough to provide at no charge to the user. While we have commitments from many community partners to fund the Zero-fare program into the future we still need the funds from this program to replace uncollected fares.

**Missoula Urban Transportation District  
Special Revenue Funds and General Fund Application for Fiscal Year 2019  
Scope of Work**

**Implementation:**

**Goal:** The ridership service for paratransit hours increased with the expanded service and Zero-fare demonstration project in January 2015. The service will continue to operate between 5:45 am and 9:45 pm as the Zero-fare program moves into the future. The goal is to see continued increases in paratransit ridership for FY2018 and FY2019.

**Objective:** Provide annual paratransit rides of 32,500 and 34,000 respectively.

Action Steps/Activities	Responsible Party	Timeframe
Provide Zero-fare service to seniors and disabled residents.	General Manager	Course of the year



**BUDGET DETAIL WORKSHEET**  
 Special Revenue Funds/General Fund Proposal  
 Fiscal Year 2019

Agency/Organization ==>	Missoula Urban Transportation District
Project Title ==>	Support for Transit Services

Total Project Budget and Total Project Cost must balance.  
 Do not use decimals. Type in grey areas only. Total fields are calculated.

<b>BUDGET/REVENUE SOURCES* for Project Only - Not Agency</b>	
Source: Special Revenue Fund/General Fund	\$ 27,000
Source:	
Source:	
Source:	
Source:	
<b>Total Project Budget by Source of Funds</b>	\$ 27,000

<b>PROJECT COSTS</b>	<b>Missoula County Special Revenue Funds / General Fund</b>	<b>Other Sources (all combined)</b>	<b>TOTAL</b>
Salaries & Wages	\$ 17,275		\$ 17,275
Payroll Taxes	\$ 6,540		\$ 6,540
Employee Benefits	\$ 3,185		\$ 3,185
Professional Services			\$ -
Materials & Supplies			\$ -
Occupancy (e.g., rent, heat, power, utilities)			\$ -
Travel (e.g., mileage, vehicle operating costs)			\$ -
Specific Assistance for Individuals/Families			\$ -
Other Expense:			\$ -
Other Expense:			\$ -
Other Expense:			\$ -
<b>Total Project Cost by Expense Category</b>	\$ 27,000	\$ -	\$ 27,000

\* **Examples of Revenue Sources:** Grants (specify funder); Unrestricted Contributions; Temporarily Restricted Contributions; Special Events; Legacies, Bequests, Planned Gifts; Program Income; Other income (specify)

**NOTES**

- ~ Include only direct costs for delivering this service or accomplishing this program.
- ~ Administrative fees are not eligible expenses under this funding source.
- ~ Detailed calculations showing how the project costs associated with the county funding request must be explained in the Budget Narrative document.

**Missoula Urban Transportation District  
Special Revenue Funds and General Fund Application for Fiscal Year 2019**

**Budget Narrative:**

These funds will support approximately 3% of expenses for paratransit and senior van services.

The paratransit and senior van expenses have increased because of the rising demand for service since the Zero-fare has been implemented. Ridership has increased by 34% since the inception of Zero-fare. MUTD does not deny trips to the paratransit citizens. We operate from 5:45 am to 9:45 pm and approximately nine vehicles are in service per each weekday and two on Saturdays.

**Wages/Payroll Taxes/Benefits:** We have operators that are allocated to this program at 3% of the annual budget compared to 2.7% last year.

We have approximately 10.5 FTE's in this service for FY19, which .52 FTE is supported by this program. The prior year we had 8.34 FTE's in this service with .28 FTE's supported by this program. Since we do not deny trips we must increase staff and equipment to respond to the paratransit citizens.



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Corey Aldridge, General Manager  
**Date:** June 28, 2018

**Subject:** Impact Fee Feasibility Study Contract

**Recommendation:** Authorize the General Manager to execute a contract with the firm TischlerBise for an impact fee feasibility study in the amount of \$31,080.

### ***Attachments***

1. Scope of Services

**Discussion:** MUTD has interest to in studying the possibility of collecting impact fees from new construction projects in the community. The Montana Code Annotated allows special districts to collect impact fees via the county or city. TischlerBise has been working on the City of Missoula's impact fee program, and is very familiar with the state, county, and city impact fee policies and practices. TischlerBise is highly recommended by the City.

Staff requested an impact fee feasibility study proposal from TischlerBise because of their experience working in Missoula. This project utilizes the knowledge and experience gained from their recent work with the City. For this reason, staff determined there would be substantial duplication costs involved with selecting another firm for this project, that we do not expect would be recouped through competition. Thus, a sole source procurement is justified in this case. Tischler proposes the following tasks as part of the project:

1. Project initiation / Data acquisition
2. Prepare land use assumptions and development projections
3. Determine capital costs eligible for impact fee funding
4. Evaluate different allocation methodologies
5. Determine need for "credits" to be applied against capital costs
6. Conduct funding and cash flow analysis
7. Prepare impact fee report and public presentation
8. Assist with impact fee advisory committee

This study will explore one of the potential funding mechanisms outlined in the 2011-2012 Urban Streetcar Study. Staff recommends approval of this contract due the potential return on investment as a result of this study.

**Financial Impact:** The project is included in the FY2019 budget.

# TISCHLERBISE SCOPE OF SERVICES

## TASK 1: PROJECT INITIATION / DATA ACQUISITION

During this task, we will meet with District staff to establish lines of communication, review and discuss project goals and expectations related to the project, review (and revise if necessary) the project schedule, request data and documentation related to new proposed development, and discuss District staff's role in the project. The objectives of this initial discussion are outlined below:

- § Obtain and review current demographics and other land use information for the District.
- § Review and refine work plan and schedule.
- § Assess additional information needs and required staff support.
- § Identify and collect data and documents relevant to the analysis.
- § Identify any major relevant policy issues.

**Meetings:**

One (1) on-site visit to meet with District staff as appropriate.

**Deliverables:**

Data request memorandum.

## TASK 2: PREPARE LAND USE ASSUMPTIONS AND DEVELOPMENT PROJECTIONS

The purpose of this task is to review and understand the current demographics of the District as they relate to growth and development and determine the likely development future for the District in terms on new population, housing units, employment, and nonresidential building area over the next 10-20 years. Information from the District, as well as TischlerBise's experience preparing market analyses throughout the country will serve as the basis for preparing projections of residential and nonresidential development for consideration by staff and the Impact Fee Advisory Committee. TischlerBise will prepare a plan that includes projections of changes in land uses, densities, intensities, and population for specific service areas. A map of the area(s) to which the land use assumptions apply will also be included in this task.

**Meetings:**

Discussions with the City and County Planning Departments will be held as part of Task 1, as well as conference calls as needed.

**Deliverables:**

TischlerBise will prepare a draft technical memorandum discussing the recommended land use factors and projections. After review and sign-off by the District, a final memorandum will be issued, which will become part of the final Impact Fee Report.

### TASK 3: DETERMINE CAPITAL FACILITY NEEDS AND SERVICE LEVELS

This Task as well as Tasks 4-5 may vary somewhat depending on the methodology applied to a particular impact fee category. The impact fee study for each facility type would be presented in separate chapters in the impact fee report.

**Identify Facilities/Costs Eligible for Impact Fee Funding.** As an essential part of the nexus analysis, TischlerBise will evaluate the impact of development on the need for additional facilities, by type, and identify costs eligible for impact fee funding. Elements of the analysis include:

- Review facility plans, fixed asset inventories, and other documents establishing the relationship between development and facility needs by type.
- Identify planned facilities, vehicles, equipment, and other capital components eligible for impact fee funding.
- Prepare forecast of relevant capital facility needs.
- Adjust costs as needed to reflect other funding sources.

As part of calculating the fee, the District may include the construction contract price; the cost of acquiring land, improvements, materials, and fixtures; the cost for planning, surveying, and engineering fees for services provided for and directly related to the construction system improvement; and debt service charges, if the District might use impact fees as a revenue stream to pay the principal and interest on bonds, notes or other obligations issued to finance the cost of system improvements. All of these components will be considered in developing an equitable allocation of costs.

**Identify Appropriate Level of Service (LOS) Standards.** We will review needs analyses and LOS for each facility type. Activities related to this Task include:

- Apply defined service standards to data on future development to identify the impacts of development on facility and other capital needs. This will include discussions with staff of the existing versus adopted LOS, as appropriate.
- Ascertain and evaluate the actual demand factors (measures of impact) that generate the need for each type of facility to be addressed in the study.
- Identify actual existing service levels for each facility type. This is typically expressed in the number of demand units served.
- Define service standards to be used in the impact fee analysis.
- Determine appropriate geographic service areas for each fee category.

**Meetings:**

One (1) meetings with District staff to discuss capital facility needs and levels-of-service.

**Deliverables:**

Memoranda as appropriate. Results integrated into Draft/Final Impact Fee Reports.

### TASK 4: EVALUATE DIFFERENT ALLOCATION METHODOLOGIES



The purpose of this Task is to determine the methodology most appropriate. Selection of the particular methodology will depend on which is most beneficial for the District. In a number of cases, we will prepare the impact fees using several methodologies and will discuss the trade-offs with the District. This allows the utilization of a combination of methodologies within one fee category. For instance, a plan-based approach may be appropriate for a new building while an incremental approach may be appropriate for support vehicles and equipment. By testing all possible methodologies, the District is assured that the maximum supportable impact fee will be developed.

**Meetings:**

Conference calls as necessary.

**Deliverables:**

“Storyboard” presentation on fee options. See Task 7.

### **TASK 5: DETERMINE NEED FOR “CREDITS” TO BE APPLIED AGAINST CAPITAL COSTS**

A consideration of “credits” is integral to the development of a legally valid impact fee methodology. There is considerable confusion among those who are not immersed in impact fee law about the definition of a credit and why it may be required.

There are two types of “credits” that are included in the calculation of impact fees, each with specific, distinct characteristics. The first is a credit due to possible double payment situations. This could occur when a property owner will make future contributions toward the capital costs of a public facility covered by an impact fee. The second is a credit toward the payment of an impact fee for the required dedication of public sites and improvements provided by the developer and for which the impact fee is imposed. Both types of credits will be considered and addressed in the impact fee study.

**Deliverables:**

Memoranda as appropriate. See Task 7.

### **TASK 6: CONDUCT FUNDING AND CASH FLOW ANALYSIS**

In order to prepare a meaningful capital funding strategy, it is important to not only understand the gross revenues, but also the capital facility costs and any deficits. In this case, some consideration should be given to anticipated funding sources. This calculation will allow the District to better understand the various revenue sources possible and the amount that would be needed if the impact fees were discounted.

The initial cash flow analysis will indicate whether additional funds might be needed or if the funding strategy might need to be changed to have new growth pay its fair share of new capital facilities. This could also affect the total credits calculated in the previous task. Therefore, it is likely that a number of iterations will be conducted in order to refine the cash flow analysis reflecting the capital improvement needs.

**Deliverables:**

See Task 7.

### **TASK 7: PREPARE IMPACT FEE REPORT, PUBLIC PRESENTATION**

TischlerBise will prepare a draft report for the District's review. The report will summarize the need for impact fees for the District and the relevant methodologies employed in the calculations. It will also document all assumptions and cost factors. The report will include at a minimum the following information:

- Executive summary.
- A detailed description of the methodologies used during the study.
- A detailed description of all LOS standards and cost factors used and accompanying rationale.
- A detailed schedule of all proposed fees listed by land use type and activity.
- Other information which adequately explains and justifies the resulting recommended fee schedule
- Cash flow analysis.
- Implementation and administration procedures.

Following the District's review of the draft report, we will make mutually agreed upon changes to the impact fee report and issues a final version.

***Meetings:***

One (1) meeting/presentation.

***Deliverables:***

Three (3) bound copies and electronic copy.

**TASK 8: ASSIST WITH IMPACT FEE ADVISORY COMMITTEE**

Per the Montana Impact Fee Act, the District is required to establish an Advisory Committee to assist in the development and review of land use assumptions, capital improvement plans, and impact fees. The purpose of this committee is to allow interested parties designated by the District in accordance with the Act, to understand assumptions and raise questions about the technical demographic, cost, revenue, credit and other data and supporting documentation that is being used in the calculation of impact fees. This will not be a forum to discuss the political and/or philosophical use of fees. Rather it will be an opportunity for these interested parties to understand the soundness and the reasonableness of the technical impact fee methodology. Based on our experience, we propose one meeting with this group.

***Deliverable:***

Draft and final reports and presentation materials for meetings.

***Meetings:***

One (1) meeting with Impact Fee Advisory Committee.



## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Vince Caristo, Project Management Specialist  
**For Board Meeting:** June 28, 2018

*Attachments*

1. Scope of Services
2. Emergency Declaration

**Subject:** Transit Signal Priority Study Contract

**Recommendation:** Authorize the General Manager to execute a contract with the firm HDR, Inc. for a Transit Signal Priority Study, not to exceed \$43,990.

**Discussion:** The initial goals of the Brooks St Corridor Study, which is being conducted by HDR, Inc., sought to improve multimodal access and bring high-speed transit to the corridor within the boundaries of existing right-of-way. After reviewing preliminary results of the study, the group overseeing the project (which includes representative from MUTD, MRA, the City, and others) determined that modest changes would not go far enough towards improving conditions on the corridor. They decided the most promising path forward would be to explore the feasibility of Transit Signal Priority and Bus Rapid Transit that operates in exclusive right-of-way.

The traffic analysis, modeling, and design required to analyze the TSP and BRT concept is outside of the scope of the original Brooks St Corridor Study project but builds substantially on the work that's already been done. For this reason, staff determined there would be substantial duplication costs involved with selecting another firm for this project, that we do not expect would be recouped through competition. Thus, a sole source procurement is justified in this case.

In accordance with Section 2.4 of the District's Procurement Manual, the General Manager has authorized in advance of Board approval, and is seeking Board approval retroactively.

**Financial Impact:** This purchase will use Federal CMAQ funding and requires a 13.42% match of federal funds. The local match is included in capital reserve funds.

# TSP Feasibility and BRT Simulation Modeling Scope of Services

## Brooks Street Corridor – TSP Feasibility and BRT Proof of Concept Simulation Modeling

### Task 1: Transit Signal Priority Feasibility

The corridor modeling will include Transit Signal Priority (TSP) at signalized intersections, station locations that include pedestrian crossings, and other locations along the corridor that will require safe and effective transit operations. Since this corridor concept will require TSP upgrades, the Consultant will review existing signal equipment along the corridor and evaluate what is needed to upgrade the system to effectively install TSP. A cursory review of locations where a transit queue jump could be beneficial will be conducted. TSP feasibility will include a cursory review of infrastructure needs for both traffic signals, interconnect, and transit vehicles, required coordination among agencies, requirements for effective system operation, and where it would likely need to be installed.

### Assumptions

- Field work will not be included in the TSP Feasibility assessment
- Information on existing signal equipment will be provided by the City of Missoula/MDT. Consultant will provide a checklist for data collection

### Deliverables

- Technical Memo summarizing assumptions, findings, and recommendations for TSP along the study corridor.

### Task 2: Proof of Concept BRT Simulation Modeling

The Consultant will perform a conceptual evaluation of one bus rapid transit (BRT) build alternative along Brooks Street between Reserve Street and Stephens Avenue in Missoula, MT. The BRT concept includes an exclusive, center running BRT operation with portions of a single, bi-directional bus lane along Brooks Street between Reserve Street and Stephens Avenue as developed for the Missoula Redevelopment Agency (MRA) for the Brooks Corridor Transit-Oriented Development Infrastructure Study. The BRT concept will include full TS technology at key locations along the corridor to maximize effective BRT operations. Stations will be placed in the center at several key locations, each equipped with TSP to effectively operate and integrate with pedestrian crossings. The purpose of the evaluation is to assess potential impacts to and opportunities for corridor operations with the introduction of the BRT concept which includes TSP.

The Consultant will perform a conceptual evaluation of the AM and PM peak hours (1 hour in the morning and 1 hour in the afternoon) for the following two scenarios in the 2045 forecasted build year:

- Future No-Build (2045) – No changes to existing corridor design or capacity
- Future Build (2045) – Introduction of BRT concept and TSP at key locations

The analysis study area will include the Brooks Street corridor from Mount Avenue on the north to Reserve Street on the south. The analysis of all scenarios will be completed using VISSIM microscopic simulation along Brooks Street from Mount Avenue to Reserve Street. The study corridor extends from Reserve Street to Stephens Avenue, although the consultant will include Mount Avenue in the analysis for purposes of evaluation progression

in the VISSIM model. The simulation models will include the following intersections along Brooks Street, each will be considered for TSP installation:

- Reserve Street
- Dore Lane
- McDonald Avenue/Schilling Street
- Paxson Street
- Mary Avenue
- Fairview Avenue
- Russell Street
- Sussex Avenue/Oxford Street
- Stephens Avenue
- Mount Avenue

Driveways or other cross-streets that result in volume imbalances between the study intersections will be modeled using right-in right-out intersections as sink/sources. The VISSIM models will be developed for proof of concept using the previously collected traffic data and will not be calibrated. Existing signal timing will be optimized for future year conditions.

Up to 1 Build Alternatives for BRT will be developed for the Brooks Street corridor, which will include fully equipped TSP at key locations along the study corridor. Consultant will present model results to Mountain Line and other partnering agencies in one workshop up to 2 hours in length. Workshop will be held via teleconference. Consultant will refine the Build Alternative VISSIM model with up to one (1) iteration after workshop discussion and after receiving one set of comments from the agency. Transit vehicles that are not part of BRT will only be coded as part of the background traffic data (bus stops for transit vehicles not part of BRT will not be coded). BRT stations within the model areas will be included in the analysis, and will include some level of TSP to facilitate safe and effective bi-direction BRT operations.

Model results will be summarized for 10 simulation runs for each peak hour model. Reported measures of effectiveness (MOE) will include vehicular delays, levels of service (LOS), queues, background traffic travel times, and BRT travel times. Up to 4, 1-minute VISSIM animations of the BRT models will be generated that visually depict conceptual operations of BRT along the corridor.

## Assumptions

- Modeling will be proof of concept only and will not be calibrated
- Bus travel times will be estimated along the extents of the project corridor only using the results of the modeling analysis
- One (1) build alternative will be evaluated using VISSIM simulation modeling using 2045 forecasted volumes previously developed for MRA's Brooks Street TOD Infrastructure Study
- TSP will be included at all signalized locations along the corridor, and will be considered in the MOE evaluation
- Consultant will meet with Mountain Line and partnering agencies in one (1) workshop for up to 2 hours in length
- Consultant will refine build alternative for up to one (1) iteration using VISSIM simulation modeling based on discussions at workshop and one set of agency comments
- Peak-hour bus service will assume to operate at 10 minute headways in both directions
- Modeling will use the previously collected traffic data and will not require additional intersection data collection
- This work excludes modeling efforts for demand forecasting purposes



## **Deliverables**

- VISSIM reporting outputs for up to 1 build alternative for the AM and PM peak period
- Revised VISSIM reporting outputs for up to 1 refined build alternative based on discussions with Mountain Line and partnering agency discussions per results from one workshop and one set of comments
- Technical Memo summarizing analysis assumptions, methodologies, and results. Technical Memo will be combined with Technical Memo developed in Task 1.



**Date:** May 29, 2018

**From:** Corey Aldridge, General Manager

**To:** Board of Directors

**Re:** Declaration of Emergency for Transit Signal Priority Study

In accordance with the District's Procurement Manual, this memo serves as a Declaration of Emergency that is required to justify retroactive board approval of a contract. In order to keep the Brooks St Corridor project from losing momentum, it was necessary to approve this contract. The group recently decided that they were not ready to submit for a July TIGER grant deadline, but are determined to be ready for the next application cycle, should there be one.

Signed:   
Corey Aldridge  
General Manager





## MUTD Board Staff Report

**To:** Board of Directors  
**From:** Vince Caristo, Project Management Specialist  
**For Board Meeting:** June 28, 2018

*Attachments*  
1. Proposal

**Subject:** Transit Planning and Scheduling Software

**Recommendation:** Authorize the General Manager to execute a 1-year contract with Remix Software, Inc., for \$28,000.

**Discussion:** For some time, staff has been considering software options that would enable modern methods of data management, route planning, and run cutting. Currently, many of these functions are accomplished using spreadsheets and manual methods. By utilizing modern software, we expect to save staff time, improve operational efficiencies, and possibly reduce the need for planning consultant fees.

To the best knowledge of staff, Remix Software, Inc. is the only vendor that provides both route planning and run cutting software in the same package. Because these two functions are intricately linked, this capability is extremely valuable. For this reason, staff feels that a sole source procurement is justified in this situation.






The price offered by Remix is fair and reasonable when compared to what other transit agencies are paying.

**Financial Impact:** This purchase will utilize local funds.

## Measurable and Proven Results

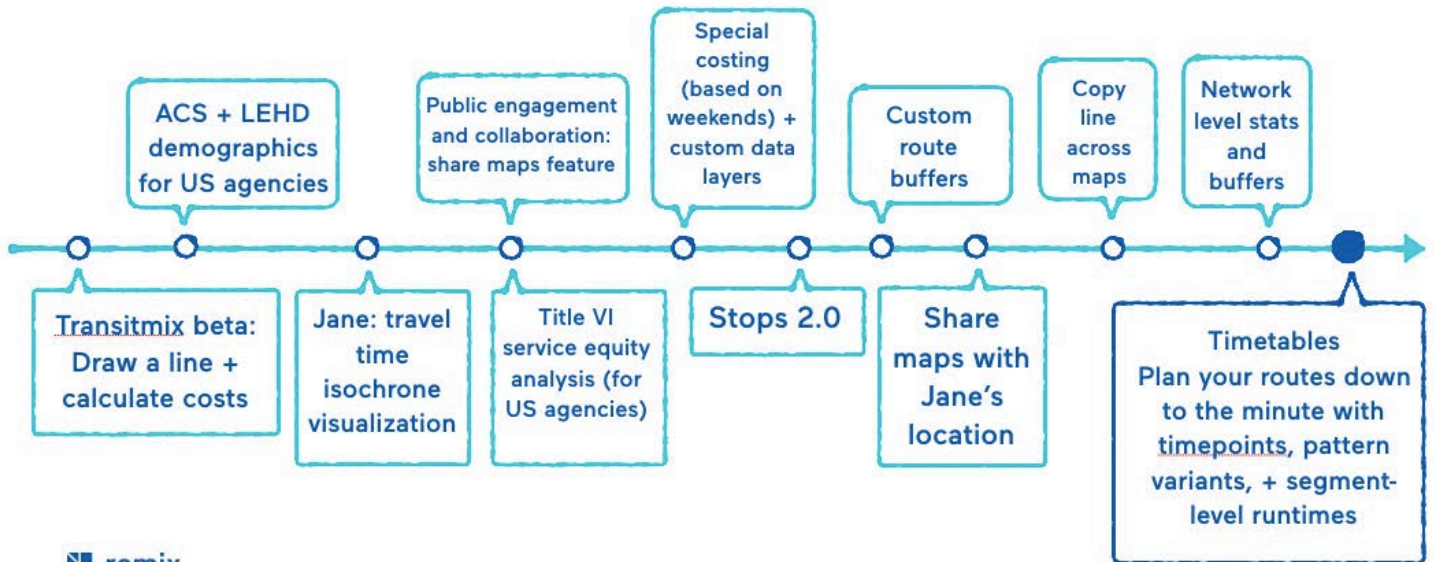
We've worked with 275+ agencies and documented their return on investment (ROI).

Agency	Use Case	Impact & Savings
	<p><b>Indy MPO</b> researched, designed, and planned Hamilton County's fixed-route service for a referendum and tax proposal</p>	<p><b>\$150K+ saved in consultant fees</b> By increasing staff capacity through using Remix in-house</p>
	<p><b>Torrance Transit</b> analyzed Rapid and Local bus network to optimize operational costs and cut redundancy on 2 routes</p>	<p><b>\$550K saved in operating costs</b> And invested in weekend service as a result</p>
	<p><b>AC Transit</b> reimagined their bus network after a ballot measure expanded their operating budget by 14%</p>	<p><b>24x increase in route scenario productivity</b> Average iteration dropped from 1.5 days to 30 minutes</p>
	<p><b>Link Transit</b> uses Remix to design detours, conduct scenario planning, and connect the urban core to rural areas</p>	<p><b>4x improvement in time designing detours</b> Average route change dropped from 1 day of effort to 2 hours</p>
	<p><b>King County Metro</b> designed a long-range plan that will add 2.5 million service hours by 2040</p>	<p><b>Saved 6 months and 2 extra staff members</b> Built consensus during stakeholder review process across 39 municipalities in only 6 months</p>
	<p><b>COTA</b> planned their Transit Service Redesign in Remix. Used Remix to analyze demographics, evaluate request, verify stops</p>	<p><b>25% time saved in visualizing redesign</b> Drawing 1 route takes one planner 5 minutes in Remix. It takes 2 planners 20 minutes to draw a single route in Trapeze or ArcMap.</p>
	<p><b>KCATA</b> Embarking on a system wide service reduction plan. Use Remix to jumpstart the initial planning process</p>	<p><b>50% time savings in scenario planning</b> By using Remix versus using printed maps, whiteboards, and excel.</p>
	<p><b>Sandusky</b> optimizes routes, develops scenarios, and estimates costing for their new fixed-route network which is part of a long-term plan to reduce cost of service</p>	<p><b>18% increase in access to jobs and 82% boost in access to stops</b> All with an average 12-minute reduction in travel times.</p>

	<p><b>BCRTA</b> doesn't have planners on staff but was able to design a new commuter service using remix for Monroe and Middletown.</p>	<p><b>24x increase in route scenario productivity</b> Designed 10 different route alternatives using Remix. Route will begin service in late 2017</p>
	<p><b>C-Tran</b> used Remix to generate Title VI Service Equity Analyses, and submitted successfully to FTA.</p>	<p><b>30x increase in productivity</b> Title VI analysis time dropped from 1 month to 1 day, significantly increasing the number of service improvements the agency could plan.</p>
	<p><b>CityLink</b> used Remix to rebuild routes based on time points for their North Side Expansion Route Study</p>	<p><b>Process efficiencies</b> Can now conduct Title VI analysis more efficiently and frequently. Demographic data to help identify populations for the rapidly growing corridor.</p>
	<p><b>Asheville Transit</b> (Asheville, NC) did not have a dedicated scheduler; supervisors were scheduling by hand. They could not make changes easily.</p>	<p><b>\$90,000/year</b> in operational costs through improved scheduling, w/ same level of service  Over <b>50% straight runs</b> and the ability to schedule relief cars</p>
	<p><b>Greater Lynchburg Transit Company</b> (Lynchburg, VA) had outdated software no one knew how to use and 6 big splits in the schedule that were affecting driver retention</p>	<p><b>\$102,000/year</b> in operational costs: eliminating all 6 splits; same service w/ 2 fewer drivers  <b>Scheduling ability inhouse</b> instead of third-party</p>
	<p><b>Rochester Public Transit</b> (Rochester, MN) originally had their planning and scheduling operations completely separate, and the planners/administrative staff at RPT had no transparency into how schedules were built, making it difficult to incorporate the changes that they wanted.</p>	<p><b>Seamless transition between planning and scheduling, making it easier to incorporate service changes.</b>  <b>Newly implemented Sunday service and expanded weekday service.</b></p>
	<p><b>The BUS</b> (Merced, CA) collaborated with their operators to generate runcuts and rosters. Their traditionally manual process provided very little visibility into whether their schedules were optimizing for efficiency.</p>	<p><b>Generated 20+</b> schedules to get the optimal solution.  <b>3 weeks</b> of staff time per bid. The agency generated 20+ schedules in 2-3 days for one bid, when before it took them 3 weeks to generate 1 schedule.</p>

REMIX PLANNING

## Major planning features in Remix



## Background on Remix Web-Based Versions

Because Remix is Software-as-a-Service (SaaS), we constantly build new features and improvements. Over time, you can expect to get more value out of the platform.

### **Continuous improvement is our simple model.**

Traditional companies charge a large upfront cost for software, yearly maintenance fees, and additional customer service fees. Whenever a new software version comes out, these companies restart the process and charge all over again. Remix believes in continuous improvement of our software and a simple subscription model to support it.

### **Invest once and get all new versions of Remix.**

Because Remix is web-based, we can release features anytime. Since 2014, Remix has released 17 versions of the product and has added 40+ new features or product improvements. All of these product improvements are released to all of our customers. We want to provide you with the full functionality of Remix, always.

### **We improve because we listen.**

Most of what we build comes directly from customer feedback. We release small improvements every week, and we ship big features at least once per quarter.

### **Our SaaS philosophy allows continual investment in our product.**

We expect to release several major versions every year. Agencies who join Remix later in the year may see a different quote from earlier estimates because they are coming on board with the most valuable, up-to-date version of Remix. Once on board, agencies will get all additional features and product improvements at no additional cost for the duration of their Remix agreement. That's our software-as-a-service philosophy, which allows us to continuously invest in making the product better and provide the most value to our customers.

### **Why do our customers choose to invest in multi-year deals?**

1. They can easily forecast the cost of Remix in the future budget
2. All new features are included in the price
3. No increase in costs if their fleet size increases

# Remix Proposal for MUTD/Mountain Line

Prepared for Corey Aldridge, MUTD/Mountain Line. By Janice Park, Remix (janice@remix.com). Date: 06 JUN 2018

## What do I get with a Remix License?

**A full transit planning platform for your entire agency. It's an annual subscription for unlimited users, and includes:**

- Fast and accurate sketch planning using existing stop infrastructure
- Instant demographic impact analysis
- Instant cost estimates
- Unlimited exports (excel, shapefile, KML, frequency-based GTFS, high-resolution image)
- Unlimited custom data layers (polygon-based shapefiles)
- Unlimited GTFS uploads
- Public engagement and share features
- Travel-time isochrone visualizations
- Title VI Engine (US) - generate a service equity analysis in less than 10 minutes
- Timetables – generate and customize timepoints and segment-level runtimes
- Export timetables into excel
- Consistent and regular product improvements / feature launches

## **And a full transit scheduling platform that includes:**

- Interactive blocking to finalize vehicle assignments
- Unlimited number of excel report for daily vehicle assignments
- Determines optimally efficient peak bus count
- Detailed bus logistics for dispatch and maintenance
- Dynamic Runcut Explorer interface for multiple schedule generation
- Unlimited number of excel reports for driver assignments to vehicles
- Optimized cost, OT, or crew count
- Produce driver & labor friendly schedules
- Maximize straight runs
- Cafeteria/roster style bidding – intuitive and informational bid sheets for drivers
- Unlimited number of excel reports for cafeteria or roster style bidding
- Relief vehicle scheduling - determines relief vehicle needs
- Excel report includes relief vehicle logistics needs
- Paddles – easy to read, detailed printable instructions for drivers
- Customizable time points to keep drivers on schedule
- GTFS – validated GTFS export for mobile rider apps
- Integrates with a variety of AVL & farebox systems
- Remix Scheduling integrates with Syncromatics, AVAIL, Double Maps, and Transdev VDS



## Customer support?

Our Success Team brings years of transit experience and works with you to develop a customized Success Plan. Each plan has three parts:

1. Onboard (First 60 Days): Identify a first project and work on it together.
  - Workshops, Project-Assisted Training, Individual Sessions, Video Guides
2. Plan (Months 2+): Bring your plans to life with Remix.
  - Regular Check-ins, Best Practices Blog, Remix Webinars, Remix Conference
3. Measure Results (Months 6+): Document your return on investment (ROI).
  - Develop ROI Report, Set Yearly Goals, Manage Renewal, Plan Ahead

## Technical requirements?

Remix is entirely web-based and software-as-a-service (SaaS).

- Everything is in the cloud -- no installations or downloads. Can access from anywhere.
- Every user gets a login + password
- Remix works on the latest version of any browser
- Agency-wide annual subscription -- no maintenance fees.
- Every time we update the platform and launch a new feature, you'll see it the next time you log in. We launched 40+ new features within the last 12 months, rolled out to all customers



# Remix Pricing Summary and Agreement for MUTD/Mountain Line

June 7, 2018. Pricing is applicable until July 30, 2018. Our pricing is based on the total size of your fixed-route vehicle fleet.

<b>Effective Date</b>	August 1, 2018
<b>Commitment Term</b>	3 years
<b>Remix License</b>	<b>\$26,000 USD per year, based on a total fixed route fleet of 18</b> <ul style="list-style-type: none"> <li>• Remix licenses for an unlimited number of users within organization.</li> <li>• Software as a Service (SaaS): fully hosted, cloud-based web platform.</li> <li>• Dedicated Customer Success staff.</li> <li>• Enterprise Support: response to requests in 1 business day.</li> </ul>
<b>One-Time Setup</b>	<b>\$2,000 USD</b> <ul style="list-style-type: none"> <li>• Provide onboarding and training for all staff.</li> <li>• Create user accounts.</li> <li>• Process latest GTFS and any custom data.</li> </ul>
<b>Marketing Terms</b>	Willingness to work with Remix to develop a case study, mutually agreeable press release, ability to use Customer as a reference.

.....

This Services Agreement ("Agreement") is entered between Remix Software, Inc. ("Company"), and the Customer listed below ("Customer"), as of the Effective Date. This Agreement includes the above licenses and support (the "Services") and incorporates the above Pricing Summary and Agreement as well as the Terms and Conditions available at [www.remix.com/terms](http://www.remix.com/terms) and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

MUTD/Mountain Line

Remix Software, Inc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete Accounts Payable information legibly:

Billing Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_





## MUTD Board Staff Report

**To:** Board of Directors

**From:** Dorothy Magnusen, Finance & Administrative Manager

**Date:** June 28, 2018

**Recommendation:** To adopt the Drug and Alcohol Policy and receive the FTA Drug & Alcohol Compliance Audit.

**Policy Discussion:** The proposed Drug and Alcohol Policy has been revised using an approved FTA template. The print that is in bold type is MUTD language and is acceptable to FTA.

### ***Attachments***

1. None

**FTA Compliance Audit Discussion:** Four (4) FTA auditors were on-site June 25<sup>th</sup> to review MUTD's compliance with FTA regulations, including record keeping, knowledge of regulations, procedures, and collection site audit. Two items were identified in the Drug and Alcohol Policy and have been corrected. The full report of findings will be delivered June 26 and will be reviewed at the Board meeting.



# **Drug and Alcohol Policy**

**Missoula Urban Transportation District  
dba Mountain Line  
1221 Shakespeare St  
Missoula, MT 59802**

**Adopted: By General Manager, June 1, 2018  
Adopted: By Board June 28, 2018  
Amended:**

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The Missoula Urban Transportation District is dedicated to providing safe, dependable, and economical transportation services to our passengers. A drug and alcohol free workplace, which protects our most valuable resource, our employees, as well as the health and safety of the public is key to that vision. To meet these goals, it is our policy to:

1. **Assure that employees are not impaired in their ability to perform assigned duties in a safe and productive manner;**
2. **Create a workplace environment free from the adverse effects of drug abuse and alcohol misuse;**
3. **Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;**
4. **Recognize alcohol misuse and drug abuse as a treatable illness and to encourage employees to seek professional assistance anytime alcohol or drug dependency adversely affects their ability to perform their assigned duties.**

## I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Missoula Urban Transportation District's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All Missoula Urban Transportation District employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify **their manager** no later than five days after such conviction.

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a “safety-sensitive function” as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver’s license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

## 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

**All covered employees are prohibited from consuming alcohol while in uniform.**

## 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02. **Employees with a BAC of 0.02 and at or below 0.039 will be suspended for eight (8) hours with no pay unless a retest results in a concentration measure of less than 0.02.**

### Zero Tolerance

**Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) and terminated from employment.**

## 5. Circumstances for Testing

### Pre-Employment Testing

Pre-employment drug tests are conducted after making a contingent offer of employment or transfer. All pre-employment drug tests will be conducted using the procedures set forth in 49 CFR Part 40.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function. **The employee will be subject to a Non-DOT test if the covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has been in the random pool during that time. The employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.**

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

## Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Missoula Urban Transportation District has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

**An employee subjected to reasonable suspicion testing will be removed from duty, with pay, until Missoula Urban Transportation District is in receipt of the test results. Future employment status will be determined after the test results are received.**

## Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Missoula Urban Transportation District using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene unless the covered employee can be completely discounted as a contributing factor to the accident.
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene unless the covered employee can be completely discounted as a contributing factor to the accident.

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Missoula Urban Transportation District using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least **five (5) hours** before the end of the shift.



## 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### Dilute Urine Specimen

**If there is a negative dilute test result, Missoula Urban Transportation District will accept the test result and there will be no retest,** unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Missoula Urban Transportation District guarantees that the split specimen test will be conducted in a timely fashion. **The employee is responsible to pay all fees associated with the second laboratory testing unless the test result of the split specimen invalidates the test result of the primary specimen.**

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Missoula Urban Transportation District.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Missoula Urban Transportation District for drug testing.

- (7) Fail to undergo a medical evaluation as required by the MRO or Missoula Urban Transportation District's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, **terminated**, and referred to a SAP.

## 8. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the DER, who will refer the individual to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

**Employees will be required to take a Pre-employment test and will not perform safety-sensitive duties until a negative test result is received. Employees will be terminated if the test results are positive.**

**The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees may be allowed to use sick and vacation leave to participate in the prescribed rehabilitation program.**

## Follow-up Testing

Employees returning to safety-sensitive duty following leave for substance abuse rehabilitation will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

## 9. Prescription Drug Use

**The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to DER. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.**

**Negative – Significant Safety Risk test results require the employee to discuss the results with DER and have a written statement from the physician stating that the employee is fit for duty while taking the prescribed medication.**

## 10. Contact Person

For questions about Missoula Urban Transportation District's anti-drug and alcohol misuse program, contact DER.

## 11. Changes or Modifications

**The Missoula Urban Transportation District reserves the right to change, amend or modify any term or provision of this policy and testing program in the future. All personnel will be notified in writing at least fifteen (15) days prior to instituting any changes, other than administrative changes.**

## Attachment A: Covered Positions

Operations Manager

Lead Operations Supervisor

Operation Supervisors

Paratransit Service Coordinator

Fixed Route and Paratransit Operators

Technicians

Service Persons

Temporary employees who perform safety-sensitive duties