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November 2, 2020

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

**SUBJECT: Marin Transit FY 2019/20 Year End Financial Report**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

**RECOMMENDATION:** Accept report.

**SUMMARY:**

The attached report presents Marin County Transit District's (Marin Transit) Year End Financial Report for Fiscal Year 2019/20. The report provides numbers on a full accrual basis, consistent with Generally Accepted Accounting Principles (GAAP). These numbers may be subject to adjustments based on the Fiscal Year 2019/20 audited statements that will be completed in December 2020.

Fiscal Year 2019/20 (July 1, 2019 -June 30, 2020) was marked by an unprecedented disruption in transit service operations and ridership demand due to the COVID-19 pandemic. After growth in ridership in the first half of the fiscal year, the March 16, 2020 Shelter in Place order created unprecedented declines in transit ridership. Following this order, the District suspended all supplemental school and yellow bus service and on April 7, 2020 cancelled service to Muir Woods with the closure of the National Monument. Paratransit demand dropped to a record low. Fixed route services also saw unprecedented drops in ridership, but continued to operate with increased cleaning and safety protocols to provide service to essential workers and lifeline access. Marin Transit saw immediate drops in fare revenues and identified the potential for slower more significant longer-term impacts to state and local sales tax based revenues.

Marin Transit entered this period of extraordinary disruption and uncertainty in a strong financial position. Recent years of strong economic growth enabled the District to fully fund the District's emergency and contingency reserves and the recent passage of the Measure AA transportation sales tax extension provides longer term baseline funding for the District. Staff presents regular financial updates to the Board of Directors to inform and consider options to ensure continued stability. Federal Coronavirus Aid, Relief, and

Economic Security (CARES) Act funding and District reserves ensure Marin Transit can continue to provide baseline transit access in Marin County in the near term. These resources will prevent the need to make more significant service changes until there is more economic and social stability. The District is working to carefully plan and evaluate options to ensure long term financial stability.

Highlights from the year-end report include:

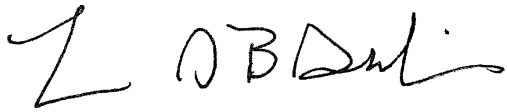
- Between July 1, 2019 and June 30, 2020 (Fiscal Year 2019/20), Marin Transit's total expenditures for Operations and Capital Programs were \$46.9 million;

The COVID-19 pandemic, Marin County Shelter in Place order started March 16, 2020. The Shelter in Place order resulted in an unprecedented decline in fixed route ridership and requests for demand response services. In contrast, operations expenses decreased only slightly. Most Marin Transit services continued to provide transportation to essential workers, and payments to contractors helped retain drivers and other hourly workers;

- Operations expenses were two percent higher than the previous year, and expenses were eight percent below budget. Operations revenues were three percent higher than the prior year and four percent below budget;
- Supplemental school service, yellow bus service, and Muir Woods Shuttle service were all suspended following the Shelter in Place order;
- Local paratransit demand decreased 80 percent after the Shelter in Place order;
- Fare revenue was 20 percent less than the prior year due to the drop in ridership. There were rescissions to the District's state operations funding, and projections for sales tax based funding indicated significant declines in the District's primary revenue sources;
- Marin Transit received \$10.189 million in CARES Act funding to offset revenue losses. The District expended \$2.05 million of CARES Act in FY2019/20 for service operations;
- The District purchased a bus parking facility at 600 Rush Landing with Federal Grant funds to reduce contracting risks, help ensure financial sustainability for the District, and enable the District to invest in electric vehicle charging infrastructure;
- The District purchased twelve vehicles to maintain the District's vehicle fleet in a state of good repair; and
- The District ended the year with a fully funded emergency reserve and contingency reserve equivalent to six months of operating expenses. In addition, the District contributed \$4.2 million to the Capital Reserve.

**FISCAL/STAFFING IMPACT:** None associated with this report.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L. Gradia". The signature is fluid and cursive, with a large initial "L" and a distinct "G" at the end.

Lauren Gradia  
Director of Finance and Capital Programs

Attachment A Marin Transit Year End Financial Report  
Attachment B Marin Transit FY20 Year End Capital Report



## **Marin County Transit District Year End FY 2019/20 Financial Report**

### **Summary**

Fiscal Year 2019/20 (July 1, 2019 - June 30, 2020) was marked by an unprecedented disruption in transit service operations and ridership demand due to the COVID-19 pandemic. Impacts to the District were initiated by the countywide Shelter in Place order issued on March 16, 2020. Following this order, the District suspended all supplemental school and yellow bus service. The District cancelled service to Muir Woods on April 7, 2020 due to the closure of the National Monument. Paratransit demand dropped to an unprecedented low. Despite an unprecedented decline in ridership, fixed route services continued to provide service to essential workers and lifeline access with additional cleaning and safety protocols. Marin Transit experienced immediate drops in fare revenues and slower, potentially more significant long-term impacts to the District's state and local sales tax based revenues.

Marin Transit received timely and significant federal funding for transit operations. On March 27, 2020, Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CARES Act included \$25 billion for the Federal Transit Administration (FTA) to allocate to transit operators through the urbanized area (Section 5307) and rural area (Section 5311) formula funding programs. With no required local match, the funding provides a 100 percent federal share to support capital, operating, and other expenses eligible under those programs to prevent, prepare for, and respond to COVID-19. Eligible expenses include maintaining transit services and paying for administrative leave for transit personnel due to reduced operations during an emergency. In FY2019/20, Marin Transit expended \$2.0 million of the District's \$10.189 million allocation.

CARES Act funding enabled Marin Transit to continue to pay contractors full fixed fee payments and for all planned service hours for the paratransit and supplemental school contractors through June 30, 2020. These payments allowed for the payment of administrative leave and wages for drivers and other hourly employees. The District executed contract amendments with operations contractors to provide for additional cleaning and supplies needed for continued operations during the pandemic. Though ridership declined significantly, Marin Transit quickly began to have rider pass-ups on core routes due to vehicle capacity limits to provide social distancing. To minimize pass ups, Marin Transit deployed supplemental service hours as back-up service on core routes. There were some fuel savings, primarily for paratransit. However, much of the cost savings were offset by increased operations expenses. Marin Transit's annual operations costs were 92% of the budgeted amount.

Marin Transit entered this period of unprecedented disruption and uncertainty in a strong financial position. Recent years of strong economic growth enabled the District to make decisions to fully fund the District's emergency and contingency reserves, and the 2018 passage of the Measure AA transportation sales tax extension provides long term baseline funding for the District. Staff provides regular financial updates to the Board of Directors to consider options that will ensure continued stability. CARES funding and District reserves ensure Marin Transit can continue to provide the needed baseline local transit services in Marin

County. These resources will prevent the need for more significant service decisions until there is more economic and social stability. Staff is working to better understand the extent of sales tax impacts and the timeframe for restoring past ridership levels on Marin Transit. Based on that knowledge, the District will be able to carefully plan for and evaluate options to ensure long term financial stability.

The District purchased a bus parking facility in FY2019/20 in part to help reduce costs in future operations contracts. For the current fiscal year, the facility's rental income funded all associated operations costs.

**Table 1: Summary**

	FY 2018/19 Actual	FY2019/20 Original Budget	FY 2019/20 Revised Budget	FY 2019/20 Actual	Percent Total Budget Used
<i>Operations</i>	34,660,941	37,159,021	37,159,020	35,725,681	96%
<i>Capital</i>	3,587,683	18,583,692	19,648,843	15,853,562	81%
<i>Facility</i>	0	0	164,277	124,706	76%
<b>Total Revenue</b>	<b>38,248,624</b>	<b>55,742,713</b>	<b>56,972,140</b>	<b>51,703,949</b>	<b>91%</b>
<i>Operations</i>	30,563,140	33,567,353	33,592,353	31,037,461	92%
<i>Capital</i>	3,587,683	21,583,691	22,648,841	15,858,925	70%
<i>Facility</i>	0	0	30,505	28,885	95%
<b>Total Expenditures</b>	<b>34,150,823</b>	<b>55,151,044</b>	<b>56,271,699</b>	<b>46,925,271</b>	<b>83%</b>
<b>Net Change in Fund Balance</b>	<b>\$4,097,801</b>	<b>\$591,669</b>	<b>\$700,441</b>	<b>\$4,778,678</b>	
<i>Emergency Reserve</i>	5,411,838	5,594,559	5,594,559	5,594,559	
<i>Contingency Reserve</i>	10,823,676	11,189,118	11,189,118	11,189,118	
<i>Capital Reserve</i>	10,998,637	11,042,142	11,150,913	15,222,142	
<b>Fund Balance (total reserve)</b>	<b>\$27,234,151</b>	<b>\$27,825,819</b>	<b>\$27,934,590</b>	<b>\$32,005,819</b>	

### District Reserve Balance

Marin Transit's Board-adopted policy designates an Emergency Reserve equivalent to two months of operating expenses and a Contingency Reserve equivalent to an additional two to four months. If the reserve balance exceeds six months of operating expenditures, the policy allows for funding to be placed in a capital reserve. This reserve provides resources for high priority capital projects or grant matching funds. If total reserves exceed six months of operating expenditures over a prolonged period, the policy advises the Board to consider a range of options that include expanding transit service or decreasing fares to provide the optimal level of transit service and benefits to Marin County residents.

Consistent with the FY2019/20 budget, the District placed amounts that exceed budgeted levels for the emergency and contingency reserve in the capital reserve. In FY2019/20, the District added \$4.2 million to towards this purpose for a total capital reserve of \$15.2 million (Table 1).

## Operations

For the purposes of this report, the Operations Budget includes all revenues and expenses not directly related to purchasing or maintaining capital infrastructure. Table 3 shows actual FY 2019/20 operations revenues and expenses for the year as they compare to the adopted Budget. All Budget adjustments are shown in Attachment 1. Operations revenues were three percent higher and expenses were two percent higher than the prior year.

The Operations expenditures (Table 3) enabled Marin Transit to deliver the transit services detailed in Table 2. Due to the COVID-19 pandemic, not all planned services were operated. In late March 2020 Marin Transit suspended Muir Woods Shuttle service, Ross Valley yellow bus service, and all supplemental school services. In May, staff re-deployed the fixed route hours from the suspended services to provide additional service in key corridors. This additional service minimized pass-ups due to capacity limits set under public health orders. Operated service hours on paratransit services were significantly lower than budgeted due to a 77% reduction in demand for services. In accordance with the CARES Act funding, Marin Transit executed contract amendments with MV Transportation and Whistlestop to continue to pay for planned service hours through June 30, 2020. This purpose was to ensure drivers that might have otherwise been furloughed continued to receive wages during this unprecedented crisis. All contract operators were paid for additional cleaning and equipment needed to improve safety for contractor employees and passengers.

Marin Transit operated 2% fewer fixed route revenue service hours than the prior year and 20% fewer demand response service hours.

**Table 2: Fiscal Year 2019/20 Transit Services**

Service	FY 2018/19 Revenue Hours	FY2019/20 Budgeted Revenue Hours	FY 2019/20 Actual Revenue Hours	% of Budget
Regular Local and Trunk Line	108,262	116,000	107,113	92%
Community Shuttles	42,402	43,600	42,606	98%
Local Supplemental School <sup>1</sup>	6,673	6,850	5,766	84%
Muir Woods Shuttle	6,542	6,500	4,477	69%
West Marin Stagecoach Service	16,158	16,400	15,920	97%
<b>Fixed Route Subtotal</b>	<b>180,037</b>	<b>189,350</b>	<b>175,882</b>	<b>93%</b>
Novato Dial-A-Ride	2,497	2,400	2,114	88%
Rural Dial A Ride	371	435	376	86%
Transit Connect	6,804	8,500	5,952	70%
Local Paratransit Service	60,218	63,800	44,764	70%
<b>Demand Response Subtotal</b>	<b>69,890</b>	<b>75,135</b>	<b>53,206</b>	<b>71%</b>
Regional Paratransit Service	7,430	8,500	5,953	70%
Yellow School Bus Service	6 buses	6 buses	6 buses partial year	77%
Service	FY 2018/19 Actual Trips	FY 2019/20 Estimated Trips	FY 2019/20 Actual Trips	% of Estimate
Catch A Ride	14,368	15,400	12,142	79%
Volunteer Driver	14,126	15,700	11,142	71%

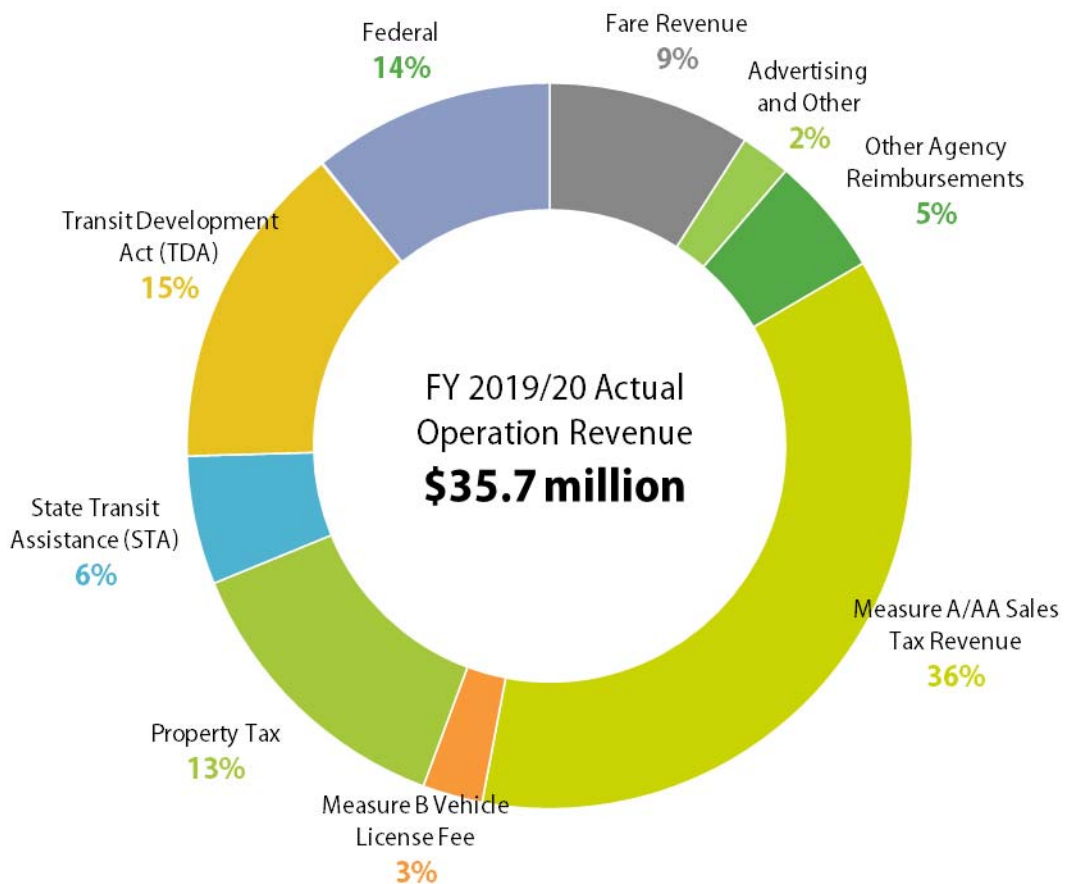
**Table 3: Operations FY 2019/20 Actuals (Admin, Local, Rural & Marin Access)**

	FY 2018/19 Actual	FY2019/20 Budget- Revised	FY 2019/20 Actual	Percent Budget Used
<b>Revenue</b>				
Fare Revenue	4,024,376	4,160,781	3,233,295	78%
Advertising & Other Revenue	390,093	408,000	395,462	97%
Reimbursements (GGBHTD)	1,934,611	2,097,563	1,897,214	90%
Interest	198,694	150,700	353,735	235%
Measure A	13,460,000	6,899,497	1,699,572	25%
Measure A Interest	85,000	0	85,000	-
Measure AA		7,508,004	11,212,364	149%
Measure B	991,414	1,245,000	956,701	77%
Property Taxes	4,557,957	4,629,004	4,755,734	103%
Development Fees	48,787	39,950	54,204	136%
State Transit Assistance (STA)	1,841,702	2,375,692	2,047,902	86%
Transit Development Act (TDA)	5,109,399	5,836,446	5,225,171	90%
Other State	354,858	18,800	18,958	101%
FTA Funds	1,417,148	1,338,413	3,475,476	260%
National Park Service	323,523	452,570	370,399	82%
Transfers to Capital Budget	(76,621)	(1,400)	(55,505)	-
<b>Total Revenue</b>	<b>34,660,941</b>	<b>37,159,020</b>	<b>35,725,682</b>	<b>96%</b>
<b>Expenses</b>				
Salaries and Benefits	2,326,048	2,675,000	2,470,182	92%
Professional Service	394,855	727,217	293,581	40%
Security and Maintenance	260,405	303,854	261,864	86%
Customer Service	596,949	651,950	637,447	98%
Indirect County Overhead	0	2,652	0	0%
Mobility Management Programs	7,344	29,800	9,812	33%
Grants to External Agencies	0	405,485	435,485	107%
Supplies	155,764	258,808	359,293	139%
General Insurance	36,166	40,000	47,662	119%
Contract Service Operation	24,244,754	25,631,104	24,172,094	94%
Membership & Prof Development	23,223	63,654	22,955	36%
Mileage and Travel	12,644	24,401	16,015	66%
Marketing	116,675	246,808	126,142	51%
Communication	90,394	227,623	158,029	69%
Fuel	2,521,500	2,663,294	2,111,976	79%
Vehicle and Parking Leases	26,378	24,730	19,019	77%
Office - Rental and Overhead	126,723	141,110	137,817	98%
Partner Agency Pass Through	85,000	0	85,000	-
Transfers to Capital Budget	(461,682)	(525,136)	(326,912)	62%
<b>Total Expenses</b>	<b>30,563,140</b>	<b>33,592,353</b>	<b>31,037,461</b>	<b>92%</b>

**Revenues**

Marin Transit operations revenues were \$35.7 million in FY 2019/20. This represents an increase of \$1.0 million (3%) over the prior year (Table 3). The District continued to have a diverse set of revenue sources to fund transit operations (Figure 1), but also had a significant increase in federal funds from the CARES Act. CARES Act funding was allocated to transit operators to ensure financial sustainability and enable Marin Transit to ensure public transit drivers and other hourly contract workers continued to received wages even if services were suspended due to the pandemic. Measure A/AA Local Sales Tax continues the largest single source of funding, and the District claimed \$13.5 million in Measure A/AA revenues for operations. Due to both the unprecedented and ongoing nature of this crisis and the inherent lag in sales tax data, staff does not yet know the impact of the COVID-19 pandemic on sales tax revenues. The Transportation Authority of Marin (TAM) was able to provide the full allocation of Measure AA funding in FY2019/20 due to conservative projections and using reserve funds. The District claims Measure A/AA funds on a reimbursement basis based on the District’s expenditures.

**Figure 1: Operations Revenue Sources for FY 2019/20**



Revenue variances of more than \$100,000 are shown in Table 4. Fare revenue declined 20% due to the pandemic’s effect on ridership. Marin Transit did not operate the Muir Woods Shuttle and pro-rated refunds for purchased yellow bus passes.



Interest payments on the District reserves increased primarily due to increase investment returns. Property tax revenues also increased, reflecting the continued strong performance of the Marin County real estate market.

State Transit Assistance and Transportation Development Act funding had significant mid-year rescissions from the initial allocations. However, Marin Transit received more than the prior year as the District expended prior year STA reserves and Marin Transit's share of County TDA revenues increased.

FTA funds increased due to \$2.1 million of CARES Act funding, which reduced the District's need to expend local property tax funds.

**Table 4: Operations Revenue Variances >\$100,000 over Prior Year**

Revenue Category	FY 2019/20 Actual	Variance from Prior Year		Notes
		Amount (\$)	%	
Fare Revenue	\$3,233,295	(\$791,081)	-20%	Reduced service operations due to pandemic, pro-rated refunds of yellow bus school passes
Interest	\$353,735	\$155,041	78%	Increased reserve balance
Measure A/AA	\$12,911,936	(\$548,064)	-4%	Reduced reliance on Local Sales Tax revenue
Property Tax	\$4,755,734	\$197,777	4%	Continued strong growth of Marin County property tax revenues
State Transit Assistance	\$2,047,902	\$206,200	11%	Revenue generation was lower due to the pandemic, but District's planned expenditure of prior revenue shares was greater than the decline in population based funds
Transportation Development Act	\$5,225,171	\$115,772	2%	Available funds increased compared with prior year, but funding was \$611,275 lower than projections
Other State	\$18,958	(\$335,900)	-95%	LCTOP grant funds no longer used for operations
FTA	\$3,475,476	\$2,058,328	145%	CARES Act funding for operations

## Expenses

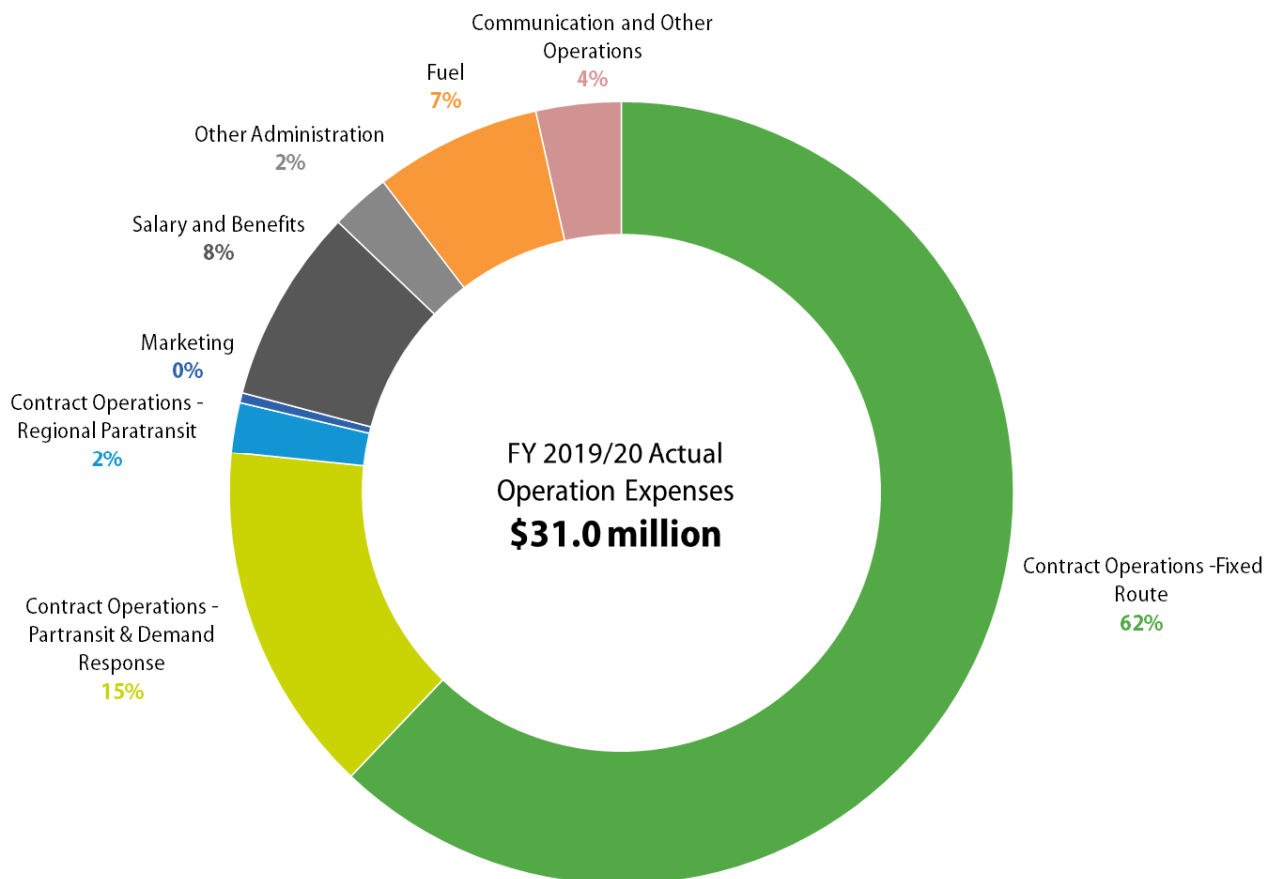
Marin Transit's FY 2019/20 operations expenses of \$31.0 million (Table 3) were 2% higher than in FY2018/19 and 8% below the budget. The COVID-19-related suspension of some services reduced the increase from the 10% budgeted to 2%. There were two major line items with increases over \$100,000 (Table 5). The first was from a new program to distribute Measure AA funds to external yellow bus programs and the second due to supply costs that reflected contractor expenses for COVID-19 related cleaning. The District had increased local and fixed route scheduling software costs. Salary and Benefit costs also increased after filling vacant positions.

Marin Transit had a 16% savings (\$409,524) on fuel due to lower fuel prices and COVID-19-related route suspensions. Contract service operations expenses continued to be 78% of total operations costs (Figure 2, 62% Fixed Route, 15% Local Paratransit, and 2% Regional Paratransit Operations). Expense variations greater than \$100,000 from the prior year are shown in Table 5. The program area budgets provide a more detailed discussion of expenses.

**Table 5: Operations Expense Variances >\$100,000 from Prior Year**

Expense Category	FY 2019/20 Actual	Variance from Prior Year		Notes
		Amount (\$)	%	
Salaries and Benefits	\$2,470,182	\$144,134	6%	Filled vacant positions
Consultant Services	\$293,581	(\$101,274)	-26%	Decrease in temporary staff and marketing support costs
Grants to External Agencies	\$435,485	\$435,485	100%	New yellow bus grant program to external agencies under Measure AA
Supplies	\$359,293	\$203,529	131%	Increase due to new contractor expenses for COVID related supplies and cleaning.
Fuel	\$2,111,976	(\$409,524)	-16%	Fuel savings from both a 30% drop in fuel prices and less fuel usage after COVID service suspensions
Transfer to Capital	(\$326,912)	\$134,770	-29%	Less staff time was billed to capital projects in FY2019/20.

**Figure 2: Systemwide Operations Expense Categories for FY2019/20**



## Attachment A

Marin Transit accounts for expenses by program area: Administration, Local Fixed Route, Rural Service, Marin Access Service and Yellow Bus Service. Financial highlights from each program area are summarized below.

### Administration

The Administration budget includes revenues and expenses shared by all program areas. These items are budgeted and recorded in Administration, and expenses are allocated to the program budgets based on a program's resource usage (i.e., billed staff time). This enables Marin Transit to track administrative costs and identify the full cost of programs.

District Administrative revenues is primarily comprised of property tax revenue. After several years of six percent growth, property tax revenue grew a more modest three percent. Due to a higher average fund balance, interest income increased 78% or \$155,000 over the prior year.

Marin Transit's Administrative expenses include staff salaries, benefits, and associated office space. Actual administrative costs were 13% under budget and increased 5% from the prior year. The increase was primarily from increased salary and benefit costs from merit-based salary increases and a promotion. The District hired three new staff members to fill vacant positions: an Accounting and Administrative Analyst, a Senior Accounting Analyst, and a Capital Analyst. Based on payroll hours, Marin Transit employed 15.3 FTEs and ended FY2019/20 with 16 regular employee FTE's and vacant part time positions. All regular employees working a minimum of 20 hours a week receive contributions to a Governmental 401(a) single employer defined contribution pension plan (the Plan). District contributions are based on years of service and are posted into individual employee accounts under the Plan. A report of contributions, total balances, and investment returns is provided in Attachment 2.

**Table 6: Marin Transit Staffing Full Time Equivalent (FTEs)**

	FY 2018/19	FY 2019/20
Budget	16.4	16.4
Actual	15.1	15.3

Notes:

1) Stated in Full Time Equivalent (FTE's)

Insurance expenses increased 32% based on growth in the District's payroll expenses and budget and exceeded the budgeted amount. Software expenses were also over budget and increased due to usage of new software and additional licenses needed for the remote work environment. All other administrative expenses were at or below the budgeted level.

**Table 7: Administration FY 2019/20 Actuals**

		FY 2018/19 Actual	FY2019/20 Budget Original	FY 2019/20 Budget Revised	FY 2019/20 Actual	Percent Budget Used
<b>Revenue</b>						
4070400	Interest	198,694	150,700	150,700	353,735	235%
4079950	Development Fees	20,494	19,950	19,950	22,103	111%
4079954	Residual ABX 126	28,293	20,000	20,000	32,101	161%
4080101	PropTax-CurrntSecured	4,020,242	4,106,048	4,106,048	4,143,282	101%
4080102	County Fee-Admin Basic Tax	-61,406	-64,562	-64,562	-55,828	86%
4080103	Property Tax-Unitary	38,901	36,050	36,050	38,244	106%
4080104	PropTax-CurrntUnSecur	73,364	75,000	75,000	86,244	115%
4080105	Educ Rev Augm Fund-Redist	388,770	380,000	380,000	441,482	116%
4080106	PropTax-Supp CY SECR	91,711	90,000	90,000	92,303	103%
4080107	PropTax-Supp Unsecured	791	1,000	1,000	3,583	358%
4080108	PropTax-Redemtion	2,693	1,500	1,500	3,291	219%
4080109	PropTax-Prior Unsecured	2,891	3,968	3,968	3,133	79%
4119940	Other	436	300	300	393	131%
<b>Subtotal Revenue</b>		<b>4,805,874</b>	<b>4,819,954</b>	<b>4,819,954</b>	<b>5,164,066</b>	<b>107%</b>
4700001	Property Tax Transfer	(554,339)	(852,865)	(852,865)	(467,196)	55%
<b>Net Revenue</b>		<b>4,251,535</b>	<b>3,967,089</b>	<b>3,967,089</b>	<b>4,696,870</b>	<b>118%</b>
<b>Expense</b>						
5010200	Salaries	1,462,869	1,710,720	1,710,720	1,586,784	93%
5030301	Benefits	863,179	964,280	964,280	883,398	92%
5030301	Consultant Services	102,200	334,750	334,750	119,809	36%
5030304	Prof Services – Legal	74,552	0	0	25,385	NA
5030305	Prof Svcs - Audit	30,011	34,189	34,189	28,535	83%
5049901	Office Supplies	7,471	13,000	13,000	7,784	60%
5049902	Small Furn/Equip	4,230	10,000	10,000	2,123	21%
5049903	Software Maintenance	59,386	61,800	61,800	69,213	112%
5049904	Copier Suppl & Srvc	8,276	9,442	9,442	8,784	93%
5049905	Postage	1,025	3,183	3,183	2,349	74%
5049906	Computers	16,184	20,600	20,600	10,065	49%
5049911	COVID -Supplies and Cleaning	0	0	0	3,057	NA
5050201	Communication - Phone	24,931	32,167	32,167	28,111	87%
5060301	Insurance - Gen Liability	36,166	40,000	40,000	47,662	119%
5090101	Memberships & Prof Dev.	23,223	63,654	63,654	22,955	36%
5090202	Mileage and Travel	12,644	24,401	24,401	16,015	66%
5090801	Marketing	8,938	13,113	13,113	12,747	97%
5100401	County Fee - Special District	0	2,652	2,652	0	0%
5121200	Office Rental	126,723	141,110	141,110	137,817	98%
<b>Subtotal Expense</b>		<b>2,862,008</b>	<b>3,479,061</b>	<b>3,479,061</b>	<b>3,012,593</b>	<b>87%</b>
5100100	Salary/Benefit Transfers	(2,257,540)	(2,514,176)	(2,514,176)	(2,345,658)	93%
5100101	Transfer Overhead	(450,733)	(589,463)	(589,463)	(658,288)	112%
<b>Net Expense</b>		<b>153,735</b>	<b>375,422</b>	<b>375,422</b>	<b>8,647</b>	<b>2%</b>

## Local Service

The Local Service budget (Table 8) includes all revenues and expenses related to the provision of fixed route service and general purpose dial-a-ride (excluding rural services). Local service includes the regular trunk line routes, Community Shuttles, supplemental school service, general purpose on-demand services, and the Muir Woods Shuttle service.

The response to the COVID-19 pandemic, starting in March 2020, led to cancelled trips and unprecedented ridership declines. The County public health officer issued a Shelter in Place order that began on March 16, 2020. Marin Transit immediately suspended all supplemental school routes and suspended the Muir Woods Shuttle Service on April 7, 2020 due to the closure of the National Monument. Marin Transit maintained core services to continue to provide transportation to essential workers while implementing safety and cleaning protocols.

The Shelter In Place order required limited capacities on vehicles. As ridership started to return, some passengers were passed-up on core routes. To minimize pass-ups, Marin Transit used the supplemental school service hours to provide additional service in key corridors. As a result, 98% of planned local service hours were operated (figure 3) in FY2019/20 while unlinked passenger trips declined by 20% in (figure 2). The District canceled 30% of Muir Woods service and did not operate 14% of supplemental school service hours as either school or back up service (figure 3). The District's annual performance report provides more analysis of ridership trends.

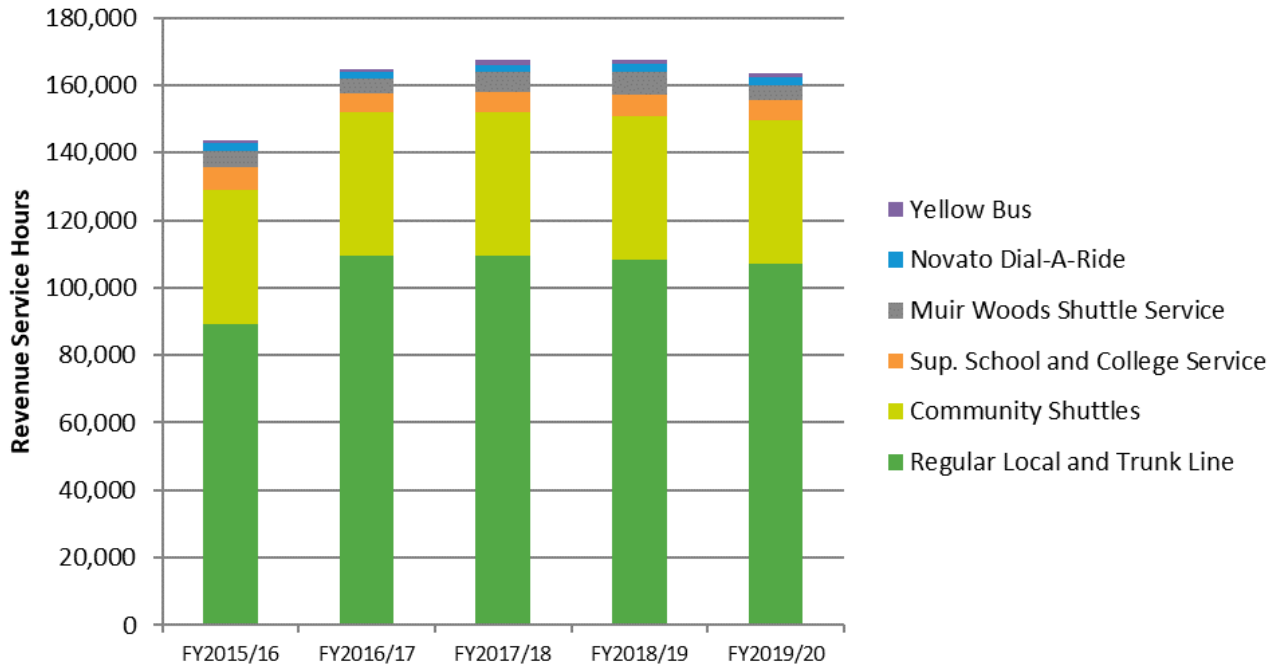
Total expenses for local service increased only 3% over the previous fiscal year compared to a 6% increase the prior year (table 8). Local service costs were almost a \$1 million under budget, primarily due to operating fewer service hours and lower fuel prices.

Local Service is primarily funded with State Transit Assistance (STA), Transportation Development Act (TDA), local Measure A/AA sales tax, and fare revenue. The revenue impacts from the COVID-19 pandemic are significant and ongoing. Due to the drop in passengers, fare revenue was 20% lower than the prior year. The state issued rescissions of the Districts allocated sales tax-based State Transit Assistance and Transportation Development Act funding. Marin Transit relies heavily on sales tax-based revenues, and the magnitude of the impact to these revenues is not fully known due to the timing of allocations. Marin Transit received Coronavirus Aid, Relief and Economic Security (CARES) Act funding to help backfill immediate funding losses. Marin Transit expended \$1.5 million of CARES Act funding on local service in FY2019/20.

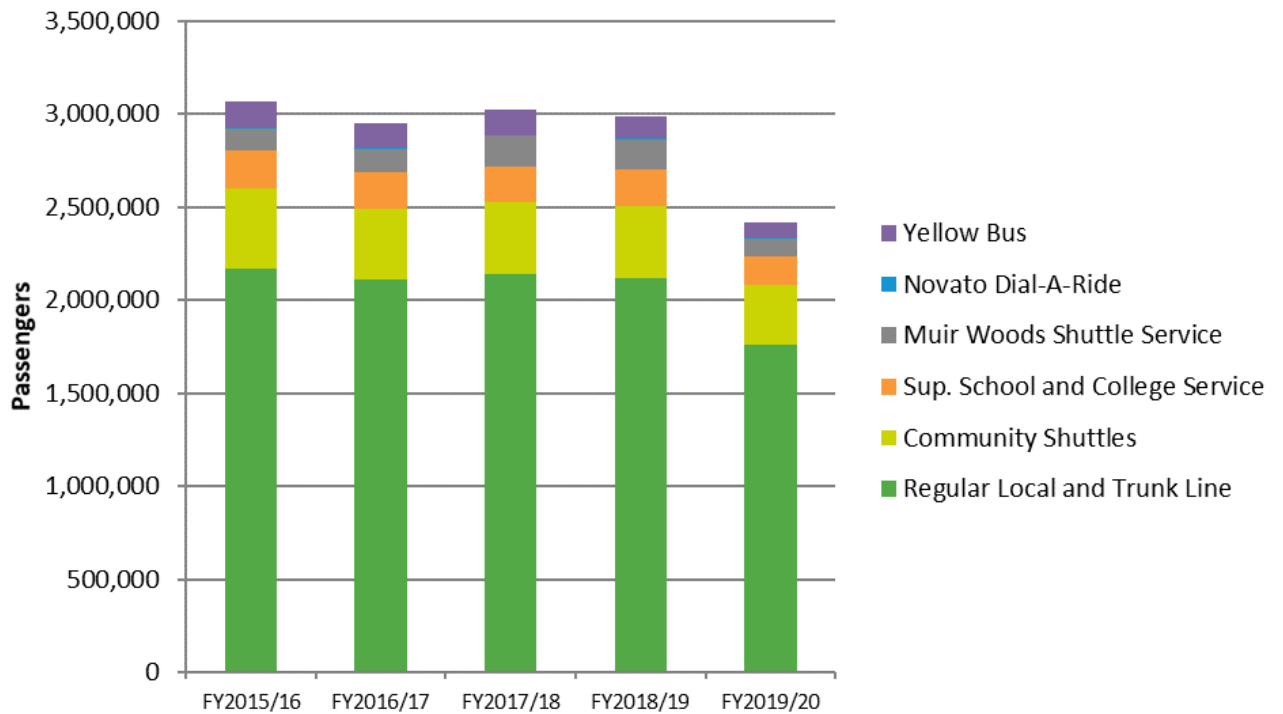
Marin Transit expended the following discretionary grant funds for local service in FY 2019/20:

FY 2019/20 Expenditure	Total Grant Award	Program	Source
\$391,151	\$391,151	Cycle 5 Lifeline SWAP – Route 36 Operations	State Transit Assistance
\$75,151	\$75,151	Cycle 5 Lifeline – Novato Supplemental School Service	Measure A Sales Tax

**Figure 3: Local Revenue Service Hours by Program**



**Figure 4: Local Unlinked Passenger Trips by Program**



**Table 8: Local Service FY 2019/20 Actuals**

		FY 2018/19 Actual	FY2019/20 Budget Original	FY 2019/20 Budget Revised	FY 2019/20 Actual	Percent Budget Used
<b>Revenue</b>						
4020000	Special Fares - Pd by Anthr Agcy	686,293	701,250	701,250	510,430	73%
4060301	Advertising Revenue	240,960	258,000	258,000	237,238	92%
4070301	Lease of Property	149,133	150,000	150,000	158,224	105%
4090101	Local Government Revenue	1,725	0	0	30,000	N/A
4092001	Measure A Sales Tax	9,822,215	6,201,178	6,201,178	1,699,572	27%
4092003	Measure A Sales tax - Interest	85,000	0	0	85,000	N/A
4092005	Measure AA - Sales Tax	0	3,918,822	3,918,821	7,703,546	197%
4110102	Transportation Development Act	5,109,399	5,836,446	5,836,446	5,225,171	90%
4110101	State Transit Assistance -Pop	1,140,266	1,274,541	1,274,541	944,383	74%
4110103	State Transit Assistance - Lifeline	0	391,151	391,151	391,151	100%
4110105	State Transit Assistance -Rev.	598,064	650,000	650,000	650,000	100%
4119904	State - Low Carbon Transit	335,795	0	0	0	N/A
4139914	Fed- FTA 5307 Cares	0	0	0	1,500,608	N/A
4139951	National Park Service	323,371	452,570	452,570	370,245	82%
4140100	Fare Revenue	2,414,173	2,439,800	2,439,800	1,964,027	80%
<b>Subtotal Revenue</b>		<b>20,906,394</b>	<b>22,273,758</b>	<b>22,273,757</b>	<b>21,469,595</b>	<b>96%</b>
4700001	Property Tax Transfer	0	68,950	68,950	39,176	57%
4700002	Program Revenue Transfer	81,326	80,000	80,000	66,604	83%
<b>Total Revenue</b>		<b>20,987,720</b>	<b>22,422,708</b>	<b>22,422,707</b>	<b>21,575,375</b>	<b>96%</b>
<b>Expense</b>						
5030301	Consultant Services	95,480	210,000	210,000	45,392	22%
5030310	Fare Processing Charges	15,923	17,000	17,000	14,523	85%
5030320	Customer Service	288,777	300,000	300,000	310,030	103%
5030602	Custodial Service	12,236	21,954	21,954	12,133	55%
5030701	Security Services	246,378	280,000	280,000	248,254	89%
5040101	Fuel	1,698,478	1,737,000	1,737,000	1,405,450	81%
5040160	Electrical Power	7,022	49,200	49,200	28,906	59%
5049902	Small Furniture/Equip	2,819	5,000	5,000	4,523	90%
5049903	Software	50	30,000	30,000	38,311	128%
5049911	COVID-Supplies and Cleaning	0	0	0	45,828	N/A
5050205	Communication-AVL	2,317	109,115	109,115	56,552	52%
5050206	Communication-Data	2,284	3,012	3,012	2,600	86%
5080101	Purchased Transportation	16,901,437	17,812,316	17,812,316	17,191,268	97%
5090801	Marketing	67,090	95,707	95,707	72,320	76%
5100404	Expense Transfer - GGT Wave	85,000	0	0	85,000	N/A
<b>Subtotal Expense</b>		<b>19,425,291</b>	<b>20,670,304</b>	<b>20,670,304</b>	<b>19,561,090</b>	<b>95%</b>
5100100	Salary/Benefit Transfers	1,302,319	1,477,231	1,477,231	1,587,426	107%
5100101	Overhead Transfer	260,109	275,172	275,172	426,859	155%
<b>Total Expense</b>		<b>20,987,719</b>	<b>22,422,707</b>	<b>22,422,707</b>	<b>21,575,375</b>	<b>96%</b>

## Rural Service

Rural Service is operated as the West Marin Stagecoach Service and includes the Northern Route 68, the Southern Route 61, and limited service to Tomales on the Dillon Beach/Tomales Dial-A-Ride (formerly Route 65). All Rural revenues and expenses are shown in Table 9. Actual costs and revenues were close to budgeted amounts. Marin Transit continued to operate rural services throughout the COVID-19 pandemic to provide lifeline services to rural communities. However, the pandemic significantly impacts ridership. unlinked passenger trips dropped 20%, and fare revenue dropped 33% compared to the prior fiscal year.

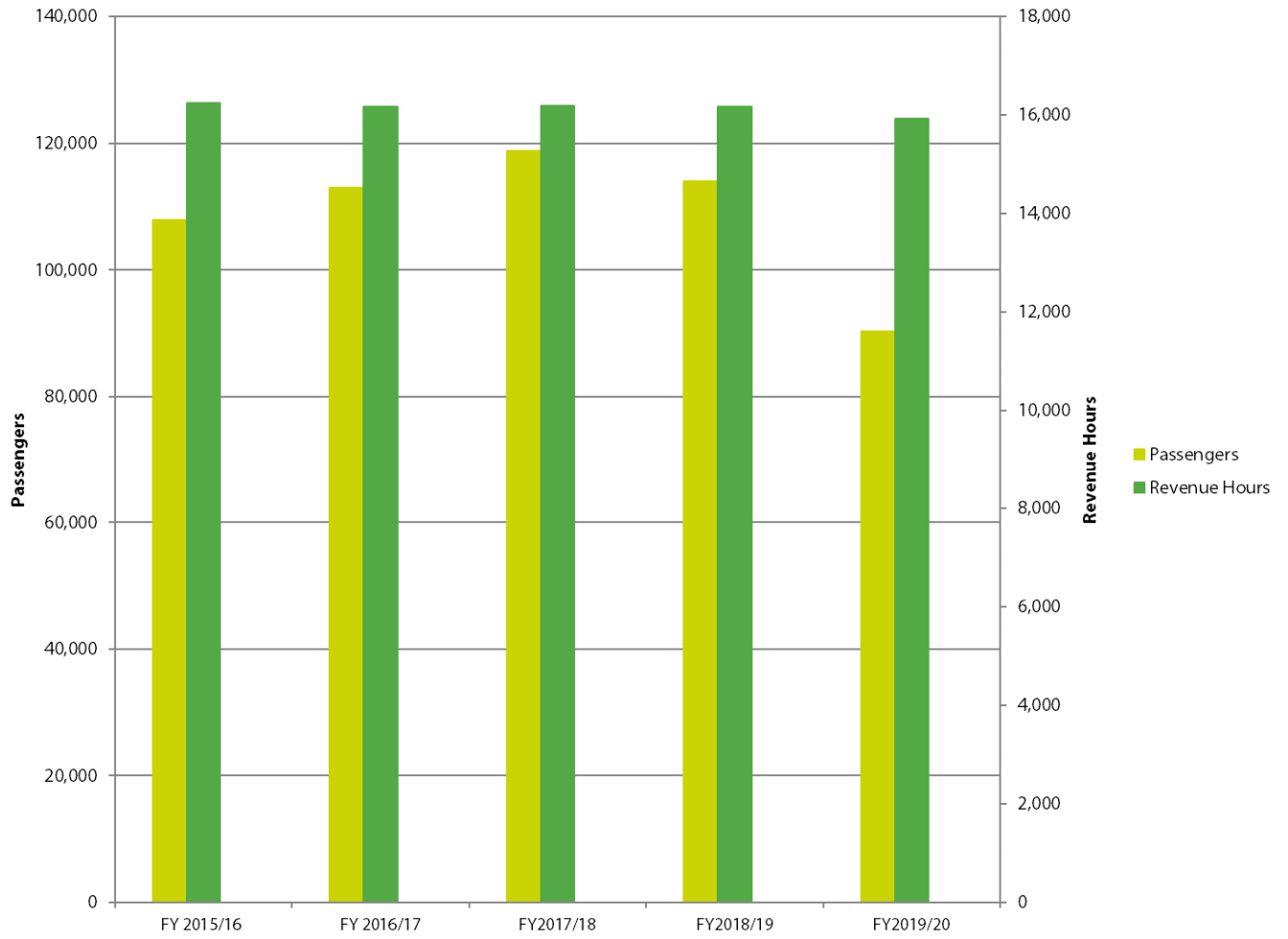
The District expended \$239,772 in Federal 5311 CARES Act funding to offset the losses in fares and sales tax revenues. In FY2019/20, Marin Transit expended \$900,000 in Rural Measure AA sales tax funds.

**Table 9: Rural Service FY 2019/20 Actuals**

		FY 2018/19 Actual	FY2019/20 Budget Original	FY 2019/20 Budget Revised	FY 2019/20 Actual	Percent Budget Used
<b>Revenue</b>						
4092001	Measure A Sales Tax	990,000	174,580	174,580	0	0%
409005	Measure AA Sales Tax	0	714,128	714,128	900,000	126%
4139920	Fed-FTA 5311 Rural	215,088	213,885	213,885	231,638	108%
4139923	Fed-FTA 5311 CARES	0	0	0	239,772	N/A
4140100	Fare Revenue	110,245	121,794	121,794	81,649	67%
<b>Subtotal Revenue</b>		<b>1,315,333</b>	<b>1,224,387</b>	<b>1,224,387</b>	<b>1,453,059</b>	119%
4700001	Property Tax Transfer	477,718	712,648	712,648	362,105	51%
<b>Total Revenue</b>		<b>1,793,051</b>	<b>1,937,035</b>	<b>1,937,035</b>	<b>1,815,164</b>	94%
<b>Expense</b>						
5030301	Consultant Services	5,399	15,000	15,000	4,472	30%
5040101	Fuel	208,435	230,000	230,000	199,554	87%
5049902	Equipment	165	0	0	132	NA
5050205	Communication-AVL	7,572	16,409	16,409	13,756	84%
5050206	Communication-Data	831	1,061	1,061	831	78%
5080101	Purchased Transportation	1,435,669	1,482,772	1,482,772	1,457,241	NA
5090801	Marketing	7,397	33,138	33,138	8,073	24%
<b>Subtotal Expense</b>		<b>1,665,468</b>	<b>1,778,380</b>	<b>1,778,380</b>	<b>1,684,059</b>	95%
5100100	Salary/Benefit Transfers	106,346	121,987	121,987	103,321	85%
5100101	Transfer Overhead	21,237	36,667	36,667	27,783	76%
<b>Total Expense</b>		<b>1,793,051</b>	<b>1,937,034</b>	<b>1,937,034</b>	<b>1,815,163</b>	94%



**Figure 5: Rural Stagecoach Revenue Hours and Unlinked Passenger Trips**



## Marin Access (Paratransit and Mobility Management)

The Marin Access FY2019/20 actuals (Table 10) include revenues and expenses for Paratransit Services for Local and Regional trips (Intra- and Inter-county) and Marin Transit's mobility management programs for the County's older adults, persons with disabilities, and low-income residents.

The COVID-19 pandemic reduced paratransit demand even more significantly than fixed route service. Under Shelter In Place orders, many trip destinations for paratransit riders were no longer operating such as day programs for persons with developmental disabilities. Many riders are also members of vulnerable populations advised to avoid travel. As a result, local paratransit ridership had an unprecedented drop of 80% during this time. For the fiscal year, ridership was 24% lower than the previous year (figure 6), and local paratransit revenue hours were 26% less than the prior year. Using federal CARES act funding, Marin Transit was able to continue to compensate the contract operator based on the planned service hours and the full fixed fee amount. This enabled the contractor to retain drivers through what was hoped a temporary disruption. Contract operations costs were 90% of the budgeted amount, and fuel expenses were 74% of the budgeted amount (Table 10).

Marin Access regional paratransit is operated under contract on behalf of and fully funded by GGBHTD. Regional paratransit demand was even lower than on local paratransit and 34% lower than the prior year.

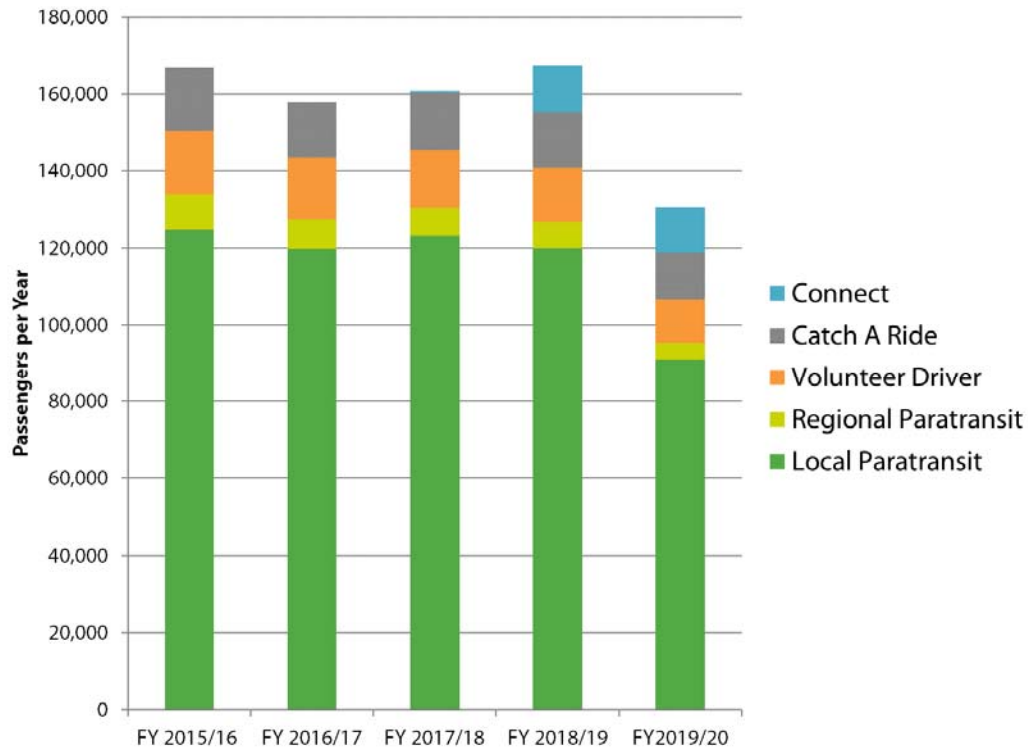
Measure AA sales tax is the largest single funding source for Marin Access. Marin Transit expended \$2.1 million of Measure AA Category 4.3 funds to deliver mobility services for seniors and people with disabilities. Marin Transit receives Measure B funds from the County vehicle license fee to fund special mobility programs and staff. Marin Transit also pays for Marin Access programs with property tax, federal Americans with Disabilities Act (ADA) set-aside Section 5307 funds, and additional grant funding. Fare revenue was 26% lower than the prior year, and the District claimed \$315,743 in FTA Section 5307 CARES Act funding. GGBHTD reimburses all direct costs for providing regional paratransit and provides funding for about 25% of local paratransit based on their relative share of local fixed route trips.

Marin Transit expended the following discretionary grant funds for Marin Access service in FY 2019/20:

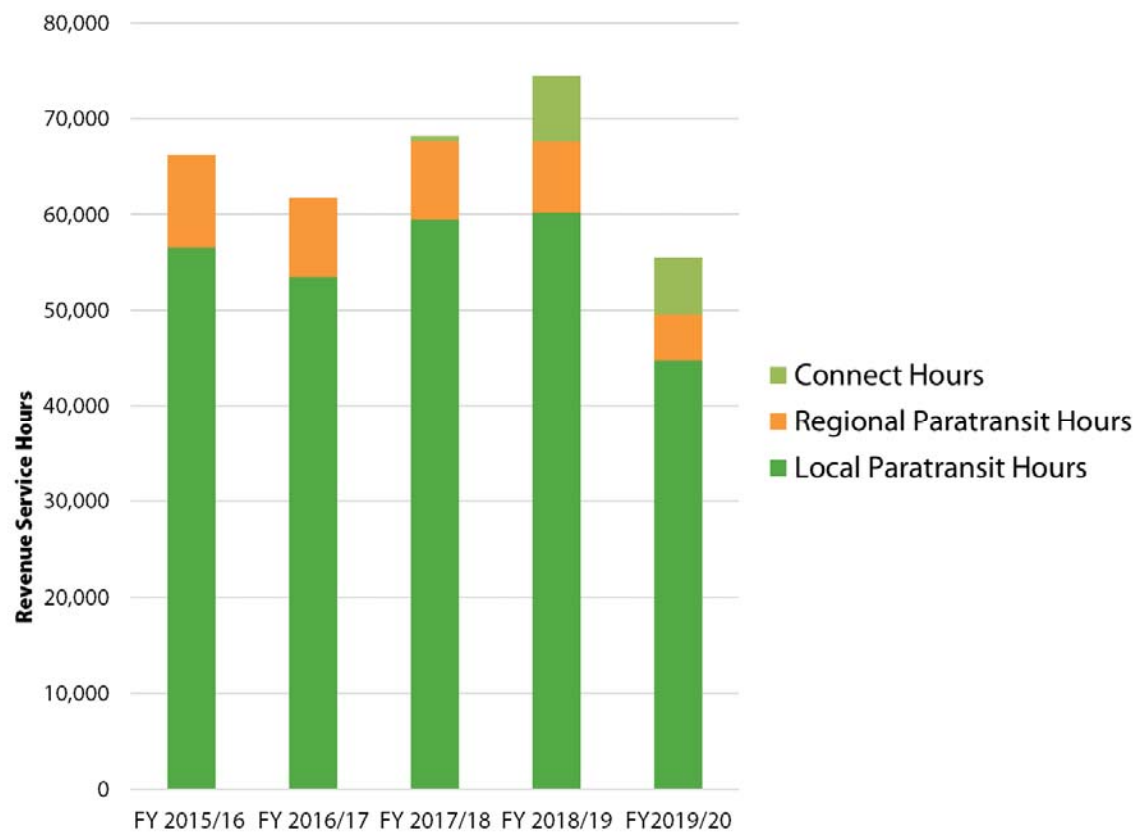
FY 2019/20 Expenditure	Total Grant Award	Program	Source
\$350,000	\$700,000	Marin Transit Connect, Operation of Accessible Vanes	FTA Section 5310 discretionary
\$150,687	\$300,000	Mobility Management	FTA Section 5310 discretionary

The District's volunteer driver programs and Catch-A-Ride (subsidized taxi) program costs are linked to passenger demand and experienced 21% and 16% declines respectively, compared to the prior fiscal year. The new on-demand Connect service had only a 2% decline in annual ridership, primarily due to higher ridership before the pandemic.

**Figure 6: Marin Access Ridership**



**Figure 7: Marin Access Revenue Hours**



**Table 10: Marin Access FY 2019/20 Actuals**

		FY 2018/19 Actual	FY2019/20 Budget Original	FY 2019/20 Budget Revised	FY 2019/20 Actual	Percent Budget Used
<b>Revenue</b>						
4092001	Measure A Sales Tax	2,386,318	523,739	523,739	0	0%
4092005	Measure AA Sales Tax	0	2,275,056	2,275,056	2,137,479	94%
4099950	Measure B	991,414	1,245,000	1,245,000	956,701	77%
4110101	State Transit Assistance	103,372	60,000	60,000	62,368	104%
4119910	State Prop Tx Relief HOPTR	18,779	18,500	18,500	18,719	101%
4139910	Fed-FTA 5307 Urbanized Area Formula	715,573	687,028	687,028	687,028	100%
4139915	Fed-FTA 5307 CARES Act	0	0	0	315,743	N/A
4139941	Fed-FTA 5310 Mobility	486,487	437,500	437,500	500,687	114%
4140100	Fare Revenue	313,834	305,000	305,000	224,988	74%
4601001	Misc.-Reimbursement	3,003	0	0	0	N/A
4601003	GGBHTD – Local Paratransit Payment	1,054,043	1,145,995	1,145,995	1,036,216	90%
4601004	GGBHTD – Regional Paratransit Payment	767,416	845,018	845,018	738,501	87%
<b>Subtotal Revenue</b>		<b>6,840,239</b>	<b>7,542,836</b>	<b>7,542,836</b>	<b>6,678,430</b>	<b>89%</b>
4700001	Property Tax Transfer	0	38,541	38,541	1,561	-
4700002	Program Revenue Transfer	-81,326	-80,000	-80,000	-66,604	83%
<b>Total Revenue</b>		<b>6,758,913</b>	<b>7,501,377</b>	<b>7,501,377</b>	<b>6,613,387</b>	<b>88%</b>
<b>Expense</b>						
5030301	Consultant Services	29,377	96,171	96,171	36,094	38%
5030310	Fare Processing Charges	801	2,000	2,000	586	29%
5030320	Customer Service	308,172	351,950	351,950	327,417	93%
5040101	Fuel	607,565	647,094	647,094	478,066	74%
5049902	Small Furn/Equip	0	0	0	431	N/A
5049903	Software	55,141	76,034	101,034	145,414	144%
5049911	COVID- Supplies and Cleaning	0	0	0	21,283	N/A
5050203	Communication - Mobile Data Terminal	0	5,000	5,000	0	0%
5050204	Communication-MERA Radio	22,744	20,969	20,969	20,291	97%
5050206	Communication-Data	14,988	15,000	15,000	15,587	104%
5080101	Purchased Transportation	4,541,478	4,878,268	4,878,268	4,457,843	91%
5080102	Purchased Transportation - Regional	747,161	814,780	814,780	639,654	79%
5090801	Marketing	33,165	100,850	100,850	32,809	33%
5098001	Misc-Exp Transit User Training	1,019	9,800	9,800	7,242	74%
5098002	Gap Grant	6,325	20,000	20,000	2,570	13%
<b>Subtotal</b>		<b>6,367,936</b>	<b>7,037,916</b>	<b>7,062,916</b>	<b>6,185,287</b>	<b>88%</b>
5100100	Salary/Benefit Transfers	326,007	358,697	358,697	337,378	94%
5100101	Transfer Overhead	64,970	104,764	104,764	90,721	87%
<b>Total Expense</b>		<b>6,758,913</b>	<b>7,501,377</b>	<b>7,526,377</b>	<b>6,613,386</b>	<b>88%</b>

## Yellow Bus Service

The Yellow Bus Service budget includes full operation of yellow bus service for the Ross Valley School District and oversight of yellow bus operations for the Reed Union and Mill Valley school districts. For the Ross Valley service, Marin Transit manages the operations, directly contracts for service, and manages the pass sales for six yellow buses. Reed Union School District and Mill Valley School District pay Marin Transit directly for services and staff time to provide operational oversight.

Planned service levels in FY2019/20 were unchanged from the prior year. The COVID-19 pandemic led to the suspension of service in mid-March when schools closed. As a result, Marin Transit operated 123 out of 180 planned service days or 68% percent less service and costs. Revenues were 77% of the budgeted amounts. Since yellow bus passes are purchased annually, Marin Transit offered families pro-rated refunds or an option to donate the funds to the yellow bus program. In total \$12,535 was donated to the yellow bus program. These funds will be used to provide supplemental compensation and incentives to returning drivers. The remaining funds will go towards reducing pass prices in the next program year.

**Table 11: Yellow Bus Service FY 2019/20 Actuals**

		FY 2018/19 Actual	FY2019/20 Budget Original	FY 2019/20 Budget Revised	FY 2019/20 Actual	Percent Budget Used
<b>Revenue</b>						
4030000	Fares - Paid by Another Agency	145,000	151,000	151,000	151,010	100%
4090101	Fee For Service	108,425	106,550	106,550	92,497	87%
4092001	Measure A Sales Tax	261,467	0	0	0	N/A
4092005	Measure AA Sales Tax	0	600,000	600,000	471,339	79%
4140105	Fare Revenue - Yellow Bus	354,831	441,937	441,937	301,192	68%
<b>Subtotal Revenue</b>		<b>869,723</b>	<b>1,299,487</b>	<b>1,299,487</b>	<b>1,016,038</b>	<b>78%</b>
4700001	Property Tax Transfer	0	31,326	31,326	8,849	28%
<b>Total Revenue</b>		<b>869,723</b>	<b>1,330,813</b>	<b>1,330,813</b>	<b>1,024,887</b>	<b>77%</b>
<b>Expense</b>						
5030301	Consultant Services	31,649	0	0	5,595	N/A
5030310	Fare Processing Charges	9,461	18,107	18,107	13,330	74%
5030602	Custodial Service	1,791	1,900	1,900	1,337	70%
5049903	Equipment	572	4,750	4,750	136	3%
5049903	Software	447	0	0	400	N/A
5050205	Communication-AVL	6,094	15,390	15,390	11,550	75%
5050206	Communication-Data	8,633	9,500	9,500	8,210	86%
5080103	Yellow Bus School Service	619,009	642,967	642,967	426,087	66%
5090801	Marketing	85	4,000	4,000	193	5%
5098008	Measure AA Ylw Bus Grants	0	405,485	405,485	435,485	107%
5120401	Leases and Rentals	26,378	24,730	24,730	19,019	77%
<b>Subtotal Expense</b>		<b>704,119</b>	<b>1,126,829</b>	<b>1,126,829</b>	<b>921,342</b>	<b>82%</b>
5100100	Salary/Benefit Transfers	138,037	156,840	156,840	81,603	52%
5100101	Transfer Overhead	27,566	47,144	47,144	21,943	47%
<b>Total Expenses</b>		<b>869,722</b>	<b>1,330,813</b>	<b>1,330,813</b>	<b>1,024,888</b>	<b>77%</b>

## Facility

After purchasing the facility at 600 Rush Landing, the District board added the Facility Operations budget by amendment to the FY2019/20 budget. With the acquisition, Marin Transit took assignment of two existing property leases and a leaseback arrangement with the seller. One lease holder took an option to terminate their lease with penalties, giving Marin Transit more access to vehicle parking at the site. The site has no vehicle maintenance, but provides vehicle parking for the contractor that operates the Muir Woods Shuttle, Supplemental and Rural services.

All property maintenance expenses for 600 Rush landing are funded through the Facility Budget. Marin Transit has hired a property manager who serves as the primary contact with lease holders and has responsibility for responding to lease holder concerns and managing building maintenance and utilities. Net income will be available for programming in the FY2020/21 budget cycle.

Revenues from property leases exceed the property maintenance costs. The net invoice from the property leases will be from a federally funded property. As such, the federal share will be required to be spent on federal programs.

		FY 2020 Budget (6 months)	FY2020 Current Period Actual	Percent Total Budget Used
<b>Revenue</b>				
4070302	Lease of Facility	164,277	124,206	76%
<b>Subtotal Revenue</b>		<b>164,277</b>	<b>124,206</b>	<b>76%</b>
4700001	Property Tax Transfer	-	-	
<b>Total Revenue</b>		<b>164,277</b>	<b>124,206</b>	<b>76%</b>
<b>Expense</b>				
5030301	Consultant Services	9,000	9,632	107%
5030603	Custodial Service -Janitorial	5,000	0	0%
5030650	Landscaping	2,500	0	0%
5030701	Security Services	1,500	0	0%
5040180	Utilities	6,834	12,547	184%
5049902	Small Equipment	2,500	0	0%
5060302	Insurance	2,500	742	30%
<b>Subtotal Expense</b>		<b>29,834</b>	<b>22,921</b>	<b>77%</b>
5100100	Salary/Benefit Transfers	5,925	4,700	79%
5100101	Overhead Transfer	671	1,264	188%
<b>Total Transfers</b>		<b>6,596</b>	<b>5,964</b>	<b>90%</b>
<b>Total Expense</b>		<b>36,430</b>	<b>28,885</b>	<b>79%</b>
<b>Net Revenue (Expense)</b>		<b>127,847</b>	<b>95,321</b>	<b>75%</b>

## Capital

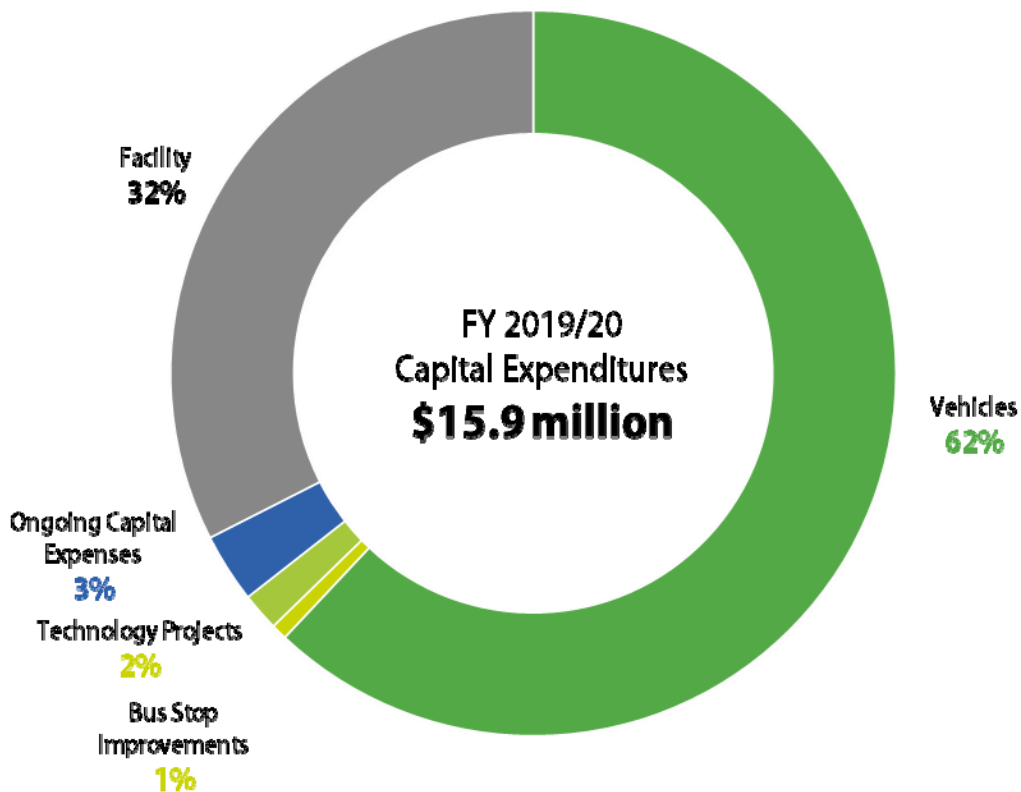
Marin Transit’s Capital Program includes all expenses related to purchasing and maintaining the transit system’s capital assets (Table 11). This includes vehicle purchases, vehicle leasing, bus stop improvements, technology projects, and communication systems (Figure 8). A more detailed status report of the District’s capital projects is included in the Attachment B - FY 2019/20 Capital Report.

In FY 2019/20, capital expenditures were \$15.8 million and five times higher than the prior year. The expenditures included the following major projects:

- Purchase of Rush Landing Facility
- Purchase of 11 -40 ft Hybrids
- Purchase of one Electric Vehicle
- Completion of Hybrid Bus Mid-Life Battery Replacements
- Replacement of Automated Vehicle Location Equipment
- Completion of Bus Stop Improvement Projects; and
- Implementation of a Mobility Technology Project

Vehicle purchases were 62% of the total expenditures and the facility purchase was 32%.

**Figure 8: Capital Expenditures Categories**



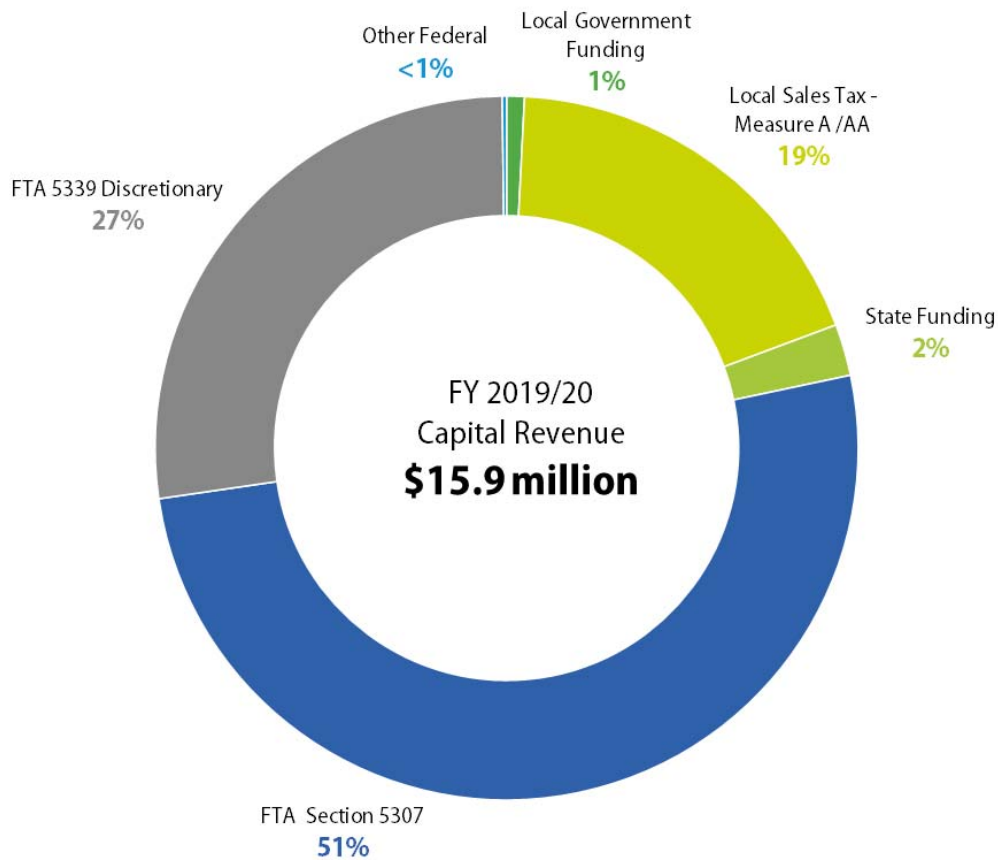


**Capital Revenue**

Marin Transit’s capital program is funded primarily with federal funds and matching local funds. Federal Section 5307 funds are available through regional programming for 82% of vehicle replacement costs. In FY2019/20, the District expended a Bus and Bus Facilities Section 5339 grant for the purchase of a facility at 600 Rush Landing. In FY 2019/20, 78% of capital funding came from federal sources (Figure 8).

Marin Transit’s allocation of local sales tax (Measure A and Measure AA) is critical for providing grant matching funds and maintenance of capital assets. Marin Transit receives approximately \$900,000 per year in Measure AA funds, down from about \$1.4 million per year under Measure A. In FY2019/20, Marin Transit expended \$2.9 million of prior year Measure A funds for the matching funds for the facility and vehicle purchases. At the close of the fiscal year, Marin Transit had a balance of \$2.4 million in unspent Measure A and Measure AA capital funding (held by TAM).

**Figure 9: Capital Revenue Categories**



**Table 11: Capital FY 2019/20 Actuals**

		Total Project Budget	FY2019/20 Budget	FY2019/20 Budget Revised	FY2019/20 Actual
EA	Replace 2 Artics with 4 - 40ft Electric	3,240,000	500	500	2,220
EV	Purchase Two Electric Vehicles	1,662,022	0	860,245	694,462
EX	Electric Vehicle Infrastructure	132,000	114,500	114,500	0
HM	Hybrid Mid-Life Battery Replacements	300,000	130,000	103,313	123,362
LD	Purchase 11 -40ft Hybrids (Replace 7 Artics)	9,057,000	9,057,000	9,057,000	8,992,605
PC	Purchase 16 Paratransit Replacements	1,472,000	1,000	1,000	5,766
SC	Purchase 9 Shuttle Replacements	1,161,000	1,000	1,000	5,975
XB	Purchase 4 Replacement XHF	1,710,000	1,710,000	1,704,597	7,190
XC	Purchase 2 XHF Replacements	850,000	1,000	1,000	2,637
<b>Subtotal Vehicles</b>		<b>19,584,022</b>	<b>11,015,000</b>	<b>11,843,155</b>	<b>9,834,217</b>
BI	Bus Stop Improvements SGR (BI)	2,201,130	15,000	133,578	109,303
BS	Bus Stop Assessment Update	115,000	5,000	0	0
BW	Muir Woods Infrastructure Improvements	486,505	0	20,148	2,993
<b>Subtotal Bus Stop Improvements</b>		<b>2,802,635</b>	<b>20,000</b>	<b>153,726</b>	<b>112,295</b>
FR	Facility ROW Purchase	6,600,000	6,364,192	6,387,842	5,152,125
YF	Yellow Bus Parking Facility	3,000,000	3,000,000	3,000,000	0
<b>Subtotal Facility</b>		<b>9,600,000</b>	<b>9,364,192</b>	<b>9,387,842</b>	<b>5,152,125</b>
OA	On Board Equipment – 2016	210,000	51,000	38,590	924
ME	MERA	29,000	29,000	29,000	27,259
AY	AVL Replacement Equipment	180,000	174,500	179,831	147,775
TB	Mobility Management Technology Backbone	375,000		35,698	65,523
RT	Realtime Signs	212,394	210,000	210,000	28,227
<b>Subtotal Technology Projects</b>		<b>1,006,394</b>	<b>464,500</b>	<b>493,119</b>	<b>269,708</b>
GG	Golden Gate Capital Costs (GG)	18,000	18,000	18,000	20,179
BM	Bus Stop Maintenance (BM)	100,000	100,000	100,000	110,887
VR	Major Vehicle Repairs (VR)	202,000	202,000	202,000	78,298
IF	Infrastructure Support (IF)	400,000	400,000	400,000	281,216
<b>Subtotal Ongoing Capital Expenses</b>		<b>720,000</b>	<b>720,000</b>	<b>720,000</b>	<b>490,580</b>
<b>Total Expenditures</b>		<b>33,713,051</b>	<b>21,583,692</b>	<b>22,597,842</b>	<b>15,858,924</b>

**Attachment 1: FY 2019/20 Budget Amendments**

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2020-01	07/01/2019	Add budget for route scheduling software	Operations	LCL	NA		30,000		35,640
2020-02	10/07/2019	Add budget for Via Technology Contract Extension	Operations	TCT	NA	Software	0	\$25,000	\$25,000
2020-03	12/2/2019	Roll forward of unspent FY2019 Capital Project budgets;	Capital	Capital	EV	5230101 Vehicles	0	860,245	860,245
					XB	5230101 Vehicles	1,710,000	(5,403)	1,704,597
					HM	5230101 Vehicles	130,000	(23,687)	103,313
					BI	5230101 Bus Stops	15,000	118,578	133,578
					BS	5230101 Bus Stops	5,000	(5,000)	0
					BW	5230101 Bus Stops	0	20,150	20,150
					FR	5230104 Facility	6,364,192	23,650	6,387,842
					OA	5230102 Equipment	51,000	(12,410)	38,590
					AY	5230102 Equipment	0	35,698	35,698
2020-04	12/2/2019	Add STA- SGR and STA Cap Rev unspent funds to XHF project and increase project budget by \$30,000	Capital	CPT	XB	4110105 STA SGR SB1	286,651	26,496	313,148
						4119901 STA CAP Rev	0	139,089	139,089
						4092002 Measure A -Capital	711,282	(135,585)	575,697
						5230101 Vehicles	1,710,000	30,000	1,740,000
2020-05	12/2/2019	Increase Hybrid Battery replacement budget to include final engine rebuild costs	Capital	CPT	HM	5230101 Vehicles	103,313	\$21,000	\$124,313
2020-06	01/13/2020	Add Facility Maintenance Budget	Facility	FCT	FM	Multiple			
2020-07	NA	Correct Facility Maintenance Budget - add \$2,500 to total to include all expense GLs	Facility	FCT	FM	Total budget	33,930	2,500	36,430
2020-08	4/5/2020	Add Project for purchase of staff car	Capital	CPT	NR	Staff Car	0	\$44,649	\$44,649

**Attachment 2: Annual Report of Marin Transit’s Defined Contribution Retirement Account 401(a)**

The Marin County Transit District established a Governmental 401(a) single employer defined contribution pension plan (the Plan) in October 2013. The plan is available to all employees who have attained twenty-one years of age and have more than 1,000 hours of service. Based on years of service, the District is required to contribute 10% to 15% of each employee’s compensation into an individual employee account under the Plan. In FY2019/20 Marin Transit completed a review of plan administration options and based on the review moved the plan from Nationwide to a new plan with Principal to reduce employee fees. Marin Transit also hired a financial consultant to help with the selection and maintenance of investment options. The following statement of balances is intended to provide a report of contributions and allow for review of plan effectiveness.

**Investment Balances**

	<b>July1, 2018 – June 30, 2019</b>	<b>July1, 2019 – June 30, 2020</b>
<b>Starting Balance</b>	\$886,576	\$1,158,953
<b>Contributions<sup>1</sup></b>	\$217,914	\$185,692
<b>Withdrawals</b>	0	(\$22,995)
<b>Earnings</b>	\$54,463	(\$5,717)
<b>Ending Balance</b>	\$1,158,953	\$1,340,654
<b>Estimated Average Annual Rate of Return<sup>2</sup></b>	5%	-3%
<b>Total Participants</b>	22	24
<b>Prior Employee Participants</b>	7	7
<b>Active Participants</b>	15	17
Tier 1(15%)	7	8
Tier 2 (13%)	1	3
Tier 3 (10%)	7	6
<b>Ineligible employees</b>	4	0

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<sup>1</sup> Through 6/30 payroll (full accrual basis)

<sup>2</sup> Calculated based on an average of the quarterly returns on invested assets

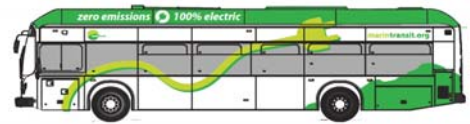
# Capital Projects Report FY2019/20

This capital project report provides detail FY2019/20. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

	Total Project Budgets	Total Expended FY2020	Total Project Expenditures
Vehicles	\$19,584,022	\$9,834,217	\$10,838,084
Bus Stop Improvements	\$2,802,635	\$112,295	\$2,758,445
Facility	\$9,600,000	\$5,152,125	\$5,364,283
Technology Projects	\$1,006,394	\$269,708	\$780,567
Ongoing Capital Expenses	\$720,000	\$490,580	\$0 (annual)
	<b>\$33,713,051</b>	<b>\$15,858,925</b>	<b>\$19,741,379</b>

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

**Concept:** Purchase Two Electric Vehicles  
**Funding:** \$1,190,640 Federal Section 5307  
 \$135,022 State - BAAQMD  
 \$75,000 TAM - Measure B  
 \$261,360 Measure A



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

**Status:** Board authority to purchase the vehicles was given in November 2016. The vehicle were procured from BYD Motors and delivered in September 2018. A ribbon cutting ceremony was held October 18. One vehicle went into service February 2019. The second vehicle went into service in July 2019.

Project ID	Budget	Expended to		Completion	
		Date	Percent Complete	Date	
EV	\$1,662,022	\$1,496,239	100%	Sep-19	

## Purchase 11 - 40ft Hybrids (Replace 7 Artics) Total Project Budget \$9,057,000

**Concept:** Purchase eleven 40ft hybrids to replace eight 60ft Artics  
**Funding:** \$7,216,000 Federal Section 5307  
 \$216,827 State Transit Assistance - State of Good Repair  
 \$1,624,173 Measure A



**Description:** Replace eight 60ft articulated vehicles that are beyond their useful life

**Status:** Board authorized purchase of the vehicles in April 2019. The vehicles were delivered in December 2019 and January 2020. Vehicles entered service in March after testing and installation of onboard equipment. Project closeout was complete in June 2020.

Project ID	Budget	Expended to		Anticipated Completion	
		Date	Percent Complete	Date	
LD	\$9,057,000	\$8,992,605	100%	Jun-20	

VEHICLES

VEHICLES

VEHICLES

**Purchase 16 Paratransit Vehicles (Replacements) Total Project Budget \$1,472,000**

Concept: Purchase 16 Paratransit Replacements

Funding: \$1,207,040 Federal 5307  
\$264,960 Measure A

Description: Purchase 16 Paratransit Vehicles to replace vehicles beyond their useful life.

Status: Board authorized the purchase of 15 paratransit vehicles in May 2020. The remaining vehicle replacement is being delayed to pilot a battery electric cutaway in the future. Staff anticipates delivery of the paratransit vehicles in October 2020.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
PC	\$1,472,000	\$5,766	0%	Dec-20	

VEHICLES

**Purchase 9 Shuttle Replacements Total Project Budget \$1,161,000**

Concept: Purchase Nine Shuttle Replacements

Funding: \$952,020 Federal Section 5307  
\$208,980 Measure A

Description: Replace 9 Shuttles that are beyond their useful life

Status: Board authorized the purchase of nine replacement shuttle vehicles in May 2020. Delivery of the vehicles is anticipated in November 2020.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
SC	\$1,161,000	\$5,975	10%	Jan-21	

VEHICLES

**Purchase Two 35ft XHF Vehicles (Replacement) Total Project Budget \$850,000**

Concept: Purchase two 35ft XHF vehicles

Funding: \$697,000 Federal 5307  
\$153,000 Measure A

Description: Purchase of two replacement 35-foot XHFs

Status: Board authorized the purchase of two replacement XHFs in May 2020. Staff anticipates delivery of these vehicles in July 2021.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
XC	\$850,000	\$2,637	0%	Sep-21	

VEHICLES

**Purchase Four 30ft XHF Vehicles (Replacement) Total Project Budget \$1,710,000**

Concept: Purchase four 35ft XHF vehicles  
Funding: \$559,600 Federal Section 5307  
 \$139,089 State Transit Assistance - Revenue Based  
 \$313,147 State Transit Assistance - State of Good Repair  
 \$576,670 Measure A  
 \$151,494 Paul Sarbanes



Description: Purchase of four replacement 30-foot XHFs

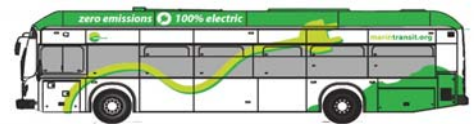
Status: These vehicles will replace 4 cutaway vehicles beyond their useful life. This purchase was approved by your Board in April 2019. Delivery of these vehicles was expected this year, but is anticipated to be delayed due to COVID-19 impacts at the manufacturer's site.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
XB	\$1,740,000	\$12,593	1%	Jun-21

VEHICLES

**Purchase Four 40ft Electric Vehicles (Replacement) Total Project Budget \$3,240,000**

Concept: Replace two 60ft Artics with four 40ft Electric Buses  
Funding: \$2,656,800 Federal Section 5307  
 \$583,200 Measure A



Description: Purchase of four 40-foot Battery Electric Buses to replace two 60-foot Articulated buses beyond

Status: Waiting for pre-award authority on the federal funds. Staff expects to take purchase to the Board in Fall 2020.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
EA	\$3,240,000	\$2,220	0%	Dec-21

VEHICLES

**Hybrid Mid Life Battery Replacements Total Project Budget \$300,000**

Concept: Replace batteries on the 2007 Hybrid Vehicles  
Funding: \$217,566 Measure A  
 \$182,434 FTA 5307



Description: Replace batteries in the 7 hybrid vehicles

Status: As a preventative maintenance measure, under the existing maintenance contract, GGBHTD will replaced the batteries on the 2007 Hybrid Vehicles.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>
HM	\$300,000	\$320,049	100%	Dec-19

BUS STOP IMPROVEMENTS

**Bus Stop Improvements (State of Good Repair)**

**Total Project Budget \$ 2,201,130**

Concept: Improve bus stops in Marin County  
Funding: \$1,600,000 Federal Section 5309  
 \$400,000 PTMISEA  
 \$201,130 Measure A

Description: Phase 1: Install new bus stop signage throughout Marin County. Phase 2: Minor and Major bus stop improvements at 12 locations throughout the County . Phase 3: Additional bus stop improvements of up to 11 stops.

Status: Phase 1 - complete. Phase 2 - complete. Phase 3 - complete. Construction began in February 2019. There were some delays due to permitting through Caltrans and increased traffic controls requested by some jurisdictions. Construction is complete. A final presentation was made to the board in March on project completion



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Phase 3 Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
BI	\$2,201,130	\$2,176,855	100%	Mar-20	

**Muir Woods Infrastructure Improvements**

**Total Project Budget \$486,505**

Concept: Improve boarding locations and purchase signage for the Muir Woods Shuttle  
Funding: \$486,505 Federal Transit In the Parks

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

Status: Staff continued to work with multiple partner agencies to determine needed improvements. Staff moved the remaining funds on this project to the four XHF purchase as those vehicles support Muir Woods Shuttle service.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
BW	\$486,505	\$466,357	96%	Jun-20	

BUS STOP IMPROVEMENTS

**Bus Stop Assessments**

**Total Project Budget \$115,000**

Concept: Update Bus Stop Assessments  
Funding: \$115,000 Measure A

Description: Project to update the District's 2005 bus stop conditions assessment to quantify & prioritize future improvements

Status: Marin Transit hired a consultant to conduct an assessment of bus stop conditions and develop preliminary plans for future bus stop improvements. The assessment is complete and preliminary plans for 20 stops are complete.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
BS	\$115,000	\$115,233	100%	Dec-19	



ADMIN AND OPERATIONS FACILITY

**Maintenance Facility - ROW Purchase & Capital Improvements** **Total Project Budget \$6,600,000**

Concept: Acquire property and develop a maintenance facility  
Funding: \$2,200,000 Measure A  
 \$4,400,000 FTA 5339



Description: Purchase land for a new facility

Status: Marin Transit successfully completed the purchase of right of way at 600 Rush Landing Rd in Novato. Additional improvements are being planned for the site like enhanced fencing and lighting.

Project ID	Budget	Expended to		Anticipated
		Date	Percent Complete	Completion
FR	\$6,600,000	\$5,364,283	81%	Jun-21

**Yellow Bus Parking Facility** **Total Project Budget \$3,000,000**

Concept: Identify and purchase property for vehicles  
Funding: \$3,000,000 Capital Reserve



Description: Replace temporary leased parking with a permanent location

Status: Marin Transit is evaluating and identifying opportunities for land acquisition.

Project ID	Budget	Expended to		Anticipated
		Date	Percent Complete	Completion
YF	\$3,000,000	\$0	0%	NA

TECHNOLOGY PROJECTS

**TECHNOLOGY PROJECTS** **Total Project Budget \$1,006,394**

Concept: District technology projects  
Funding: \$300,000 Federal Job Access Funds (JARC)  
 \$312,000 Federal Section 5307  
 \$394,394 Measure A



ONGOING CAPITAL EXPENSES

<u>Projects:</u>		<u>Total Project</u>	<u>Expended to</u>
		<u>Cost</u>	<u>Date</u>
OA	On Board Equipment 2016	\$210,000	\$172,334
AY	AVL Replacements	\$180,000	\$147,922
RT	Realtime Signs	\$212,394	\$28,227
TB	Techonology Backbone	\$375,000	\$404,825
ME	MERA	\$29,000	\$27,259



Description: Marin Transit provides technology acquisitions for vehicle operations, fare

Status: Marin Transit will continue the project to pay for fareboxes and on board equipment associated with vehicle replacements. The technology Backbone project is in its closeout phase, and Real Time Signs contract has been awarded with work to begin in 2020.

**Ongoing Capital Expenses** **Annual Budget \$720,000**

Concept: Ongoing capital expenses  
Funding: \$720,000 Measure A

<u>Projects:</u>		<u>Total Project</u>	<u>Annual Budget</u>	<u>Expended in</u>
		<u>Budgets</u>		<u>FY2019</u>
GG	Golden Gate Capital Costs	\$18,000	\$18,000	\$20,179
BM	Bus Stop Maintenance	\$100,000	\$100,000	\$119,887
VR	Major Vehicle Repairs	\$202,000	\$202,000	\$78,298
IF	Infrastructure Support	\$400,000	\$400,000	\$281,216



Description: Ongoing capital costs associated with the Golden Gate operations

Status: Capital depreciation expenses for equipment owned by Golden Gate Transit are billed monthly. Major vehicle repairs, such as transmissions, are expended as needed.