

711 grand ave, #110 san rafael, ca 94901

ph: 415.226.0855 fax: 415.226.0856 marintransit.org May 20, 2013

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



SUBJECT: Marin County Transit District Third Quarter Financial Report

**Dear Board Members:** 

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**RECOMMENDATION:** Accept report.

barbara heller president

board of directors

judy arnold vice president

supervisor district 5

city of san rafael

kathrin sears 2nd vice president supervisor district 3

susan I. adams director supervisor district 1

madeline kellner director city of novato

steve kinsey director supervisor district 4

katie rice director supervisor district 2

#### SUMMARY:

This report represents all financial transactions related through the third quarter of Fiscal Year 2013. The intent of this quarterly report is to allow your Board an opportunity to review the District's financial status and provide fiscal and operational accountability.

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

This year's budget included a \$1.5 million increase in Measure A revenue to adjust for higher than anticipated receipts in the prior year and reflect the improving economy. The recently approved Intergovernmental Agreement between Marin Transit and the Golden Gate Bridge and Highway Transportation District (GGBHTD), combined with this increase in revenue, result in the District no longer engaging in deficit spending. The District will be able to begin rebuilding the Board adopted contingency reserves this year.

This quarter, State bond sales funded \$3.4 million in Marin Transit PTMISEA projects. These funds will pay for three of the new Muir Woods Shuttle vehicles, bus stop improvements including the local match for the Federal State of Good Repair project and 85% of the nine new shuttle vehicles to be delivered in July.

Marin Transit submitted four new grant applications to fund new and existing transit service and service planning, outreach and Muir Woods Capital needs. This includes applications for

- Federal Section 5311(f) to funds (\$300,000) to operate a new Rural Service connecting Tomales to Petaluma;
- A Federal Lands Access Program (FLAP) grant for \$ 2,546,219 to contribute towards five years of operating and capital cost for the Muir Woods Shuttle;
- · A State Planning Grant to evaluate school service; and a
- US Communities Grant (\$20,000) to expand outreach to non-English speakers.

**Operating Expenses** 

The FY2012/13 operating expenditures through the third quarter (Attachment A, Page 2) are \$17,458,029, which is 66% of the annual budget of \$26,470,116.

With these expenditures, Marin Transit successfully delivered transit services shown in Table 1. Marin Transit also completed a successful move to a new office location. Local bus service costs are significantly below budget due to the new contract rate and lower actual revenue hours than budgeted (Attachment A, Page 5).

**Table 1: Third Quarter Service Operations** 

Service	Annual Estimate	Q3 Actuals	% of Annual
Local Large Bus Fixed Route	113,524 revenue hours	81,870	72.1%
Community Shuttles	11,657 service hours	8,693	74.6%
Muir Woods Shuttle	3,000 service hours	1,720	57.3%
Novato Dial-A-Ride	2,200 service hours	1,607	73.0%
West Marin Stagecoach Service	12,800 service hours	9,270	72.4%
Local Paratransit Service	54,596 revenue hours	42,721	78.2%
Volunteer Driver	NA	15,954	NA

**Operating Revenue** 

Marin Transit's FY2012/13 operating revenues through the third quarter (Attachment A, Page 2) are \$17,927,642 or 70% of the annual budget of \$25,589,281.

Capital Budget

Marin Transit's expenditures in the Capital Budget (Attachment A, Page 3) through the second quarter were \$2,409,489 or 30% of the \$7.7 million budget. Table 2 shows a progress report on the major Capital Projects budgeted in FY2012/13. Capital revenues tie closely to expenditures as they tend to be on a reimbursement basis.

**Table 2: Capital Project Status Update** 

Project	Status
Purchase of Five Muir Woods Shuttle vehicles	Completed
Replacement of Three paratransit vehicles	Deferred to FY2013/14
Purchase Community Shuttle Vehicles	Ordered
South Novato Bus Stop Improvements	In progress. Expected completion in 2013
Downtown Novato (Redwood Blvd and Grant Ave) Transit Hub	Design Phase in progress
A bus stop improvement and passenger	Ordering signage. Design phase for stops in
information program	progress
Advanced Vehicle Location (AVL)	Complete

FISCAL/STAFFING IMPACT: There is no net fiscal impact from this report.

Respectfully submitted,

Lauren Gradia

Director of Finance and Capital Programs

Attachment A: FY2012/13 Third Quarter Financial Report Attachment B: Summary of FY2012/13 Budget Adjustments

	FY2011/12 Actual	FY2012/13 Original Budget	FY2012/13 Revised Budget	FY2012/13 Current Period Actuals
Operations	22,967,828	25,513,245	25,589,281	17,927,643
Capital	2,800,651	7,038,711	7,649,399	2,409,489
Revenue	\$25,768,479	\$32,551,956	\$33,238,680	\$20,337,132
Operations Capital	24,549,580 2,800,649	26,413,081 7,038,711	26,470,267 7,691,399	17,458,030 2,409,489
Expenditures	\$27,350,229	\$33,451,792	\$34,161,666	\$19,867,519
Net Change in Fund Balance	(\$1,581,750)	(\$899,836)	(\$922,986)	\$ <u>469,613</u>
Emergency Reserve	4,091,597	4,402,180	4,411,711	4,411,711
Contingency Reserve	1,702,936	492,517	459,836	1,852,435
Fund Balance (total reserve)	\$5,794,533	\$4,894,697	\$4,871,547	\$6,264,146

Note: Emergency Reserve is equal to two months operating expenses.



### Operations : Admin, Local, rural, Marin Access

	FY12 Actual	Total Budget \$ - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	3,610,175	3,690,651	3,690,651	2,761,973	74.83%
Advertising & Other Revenue	456,149	444,183	444,183	325,275	73.22%
Fee for Service	1,783,457	1,740,583	1,740,583	1,284,472	73.79%
Interest	6,473	6,000	6,000	1,917	31.95%
Measure A	8,323,168	10,321,194	10,348,629	7,003,590	67.85%
Measure B	276,677	707,000	755,600	378,617	53.55%
Property Taxes	3,159,754	3,168,485	3,168,485	2,294,760	72.42%
Redevelopment Area (RDA) Fees	8,012	12,185	12,185	29,670	243.49%
State Transit Assistance (STA)	1,390,390	1,844,540	1,844,540	1,027,853	55.72%
Transit Development Act (TDA)	3,451,219	3,036,615	3,036,615	2,625,084	86.44%
Other State	20,206	20,124	20,124	10,062	50.00%
FTA Funds	372,066	439,899	439,899	194,612	44.24%
National Park Service	152,482	150,000	150,000	75,849	50.56%
Cost Center Transfers	(42,401)	(68,213)	(68,213)	(82,076)	126.21%
Total Revenue	22,967,827	25,513,245	25,589,281	17,927,642	70.26%
Salaries and Benefits	1,415,820	1,722,349	1,722,349	1,132,788	65.76%
Consultant Services	341,668	457,228	457,228	248,092	54.26%
Indirect County Overhead	36,888	50,000	50,000	27,666	55.33%
Mobility Management Support Programs	28,047	64,000	64,000	17,631	27.54%
Office Supplies	45,411	127,048	122,048	87,502	71.69%
General Insurance	17,819	25,500	25,500	25,433	99.73%
Contract Service Operation	21,810,961	23,005,662	23,077,497	15,160,568	65.69%
Membership & Prof Development	17,995	21,115	21,115	18,990	89.93%
Mileage and Travel	12,487	18,400	18,400	10,768	58.52%
Marketing	121,467	206,787	206,787	47,881	23.15%
Communication	49,963	77,019	77,019	55,918	72.60%
Fuel	704,196	852,591	859,791	666,981	78.22%
Misc Services	25,850	25,000	25,000	19,634	78.53%
Office - Rental and Overhead	138,815	137,655	120,655	104,403	86.53%
Cost Center Transfers	(217,809)	(377,273)	(377,273)	(166,226)	44.06%
Total Expenses	24,549,580	26,413,081	26,470,116	17,458,029	<u>65.95</u> %
Net Revenue Over Expenditures	( <u>1,581,753</u> )	(899,836)	(880,835)	469,613	(81.51)%

			Total Budget -	Total Budget -	Current Period	Percent Total
		FY12 Actual	Original	Revised	Actual	Budget Used
			4.		н 18	
	Revenue					
4090101	Fee For Service	3,046	8,953	8,953	(43,339)	-484.08%
4092001	Measure A Sales Tax	954,427	1,314,494	1,455,778	421,651	28.96%
4119901	State - Proposition 1B	341,885	1,168,430	1,637,834	650,353	39.71%
4119902	State- STIP Program	668,117	1,823,000	1,823,000	120,420	6.61%
4139901	Fed-FTA 5309 (State of Good Repair)	29,483	860,000	860,000	44,923	5.22%
4139910	Fed-FTA 5307 Urbanized Area Formula	0	195,621	195,621	0	0.00%
4139911	Fed-FTA 5307 ARRA	403,728	0	0	61,025	0.00%
4139931	Fed-FTA 5316 JARC	0	300,000	300,000	0	0.00%
4139950	FTA-5320 Transit in the Parks	340,224	1,100,000	1,100,000	1,059,000	96.27%
4601001	MiscReimbursement	14,497	200,000	200,000	0	0.00%
4601020	Sale of Assets	2,844	0	0	9,364	0.00%
4700001	Property Tax Transfer	42,401	68,213	68,213	86,092	126.21%
	Total Revenue	2,800,651	7,038,711	7,649,399	2,409,489	31.50%
	Assets					
1050200	Assets Under Construct	319,067	0	0	0	0.00%
1110101	Revenue Vehicles	1,606,181	2,454,708	3,065,396	1,765,071	56.95%
1110102	Communication & Data	71,880	375,000	385,000	69,460	18.04%
1110103	Furniture and Fixtures	0	0	32,000	33,694	105.29%
1110104	Facilities & Stops	0	3,198,000	3,198,000	135,641	4.24%
1110105	Non-Revenue Vehicles	<u>0</u>	<u>0</u>	<u>0</u>	6,300	0.00%
	Total Assets	1,997,128	6,027,708	6,680,396	2,010,166	30.09%
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	Expenses					
5030301	Consultant Services	16,643	0	0	385	0.00%
5030501	Bus Stop Maintanence	29,117	100,000	100,000	1,335	0.00%
5049902	Small Furn/Equip	, 0	0	0	475	0.00%
5049903	Software	30,000	0	0	0	0.00%
5049907	AVL Equipment	2,250	14,000	14,000	11,004	362.05%
5049908	Fare Collection Equip	16,202	30,000	30,000	551	0.09%
5049909	MDT Equipment	26,550	14,724	14,724	0	0.00%
5049910	Infrastructure Support	0	20,000	20,000	13,472	67.36%
5050204	Communication-MERA Radio	25,739	25,770	25,770	25,044	97.18%
5090801	Marketing	276	0	0	3,792	0.00%
5100100	Cost Center Transfers	160,626	292,273	292,273	149,898	30.73%
5120401	Leases and Rentals - Passenger Vehicles	64,386	50,000	50,000	53,467	106.93%
5122010	Signs	0	32,500	32,500	0	0.00%
5150001	<u>-</u>	431,732	431,736	431,736	138,293	21.35%
	Related Parties -Vehicle	0	0	0	1,607	0.00%
	Total Expenses	803,521	1,011,003	1,011,003	399,323	32.65%
	Total Expenditures	2,800,649	7,038,711	7,691,399	2,409,489	29.81%
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	С	2	<u>0</u>	(42,000)	( <u>0</u> )	
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			Total Budget -	Current Period	Percent Total
		FY12 Actual	Revised	Actual	Budget Used
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Revenue					
Interest	4070400	6,473	6,000	1,917	31.95%
Development Fees	4079950	8,012	11,185	9,172	82.00%
Residual ABX 126	4079954	0	1,000	20,498	2049.80%
PropTax-CurrntSecured	4080101	2,780,018	2,827,830	2,003,853	70.86%
County Fee-SV2557Admin Basic Tax	4080102	(42,344)	(58,979)	(22,742)	38.56%
Property Tax-Unitary	4080103	24,877	24,652	13,955	56.61%
PropTax-CurrntUnSecur	4080104	65,388	63,473	120,782	190.29%
Educ Rev Augm Fund-Redist	4080105	294,320	289,709	154,663	53.39%
PropTax-Supp CY SECR	4080106	30,641	15,000	19,480	129.87%
PropTax-Supp Unsecured	4080107	455	300	232	77.33%
PropTax-Redemtion	4080108	2,720	3,000	1,704	56.80%
Property Tax-Prior Unsecured	4080109	3,679	3,500	2,833	80.94%
National Park Service	4089901	17	0	0	
Other State	4119940	207	250	232	92.80%
MiscReimbursement	4601001	0	0	4,317	
Property Tax Transfer	4700001	(3,073,090)	(3,186,920)	(1,411,235)	44.28%
Total Revenue		101,373	_0	919,661	0.00%
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Expense					
Salaries and Benefits	5010200	1,404,392	1,672,349	1,120,394	67.00%
Consultant Services	5030301	144,160	172,500	126,412	73.28%
Prof Svcs - Accounting and Audit	5030305	28,800	26,500	0	0.00%
Office Supplies	5049901	5,195	26,958	4,387	16.27%
Small Furn/Equip	5049902	5,574	15,000	9,378	62.52%
Software	5049903	19,767	42,978	40,869	95.09%
Copier Suppl & Srvc	5049904	5,981	10,300	6,208	60.27%
Postage	5049905	1,198	0	2,493	#DIV/0!
Computers	5049906	5,022	8,000	7,813	97.66%
Communication - Phone	5050201	23,089	22,248	8,953	40.24%
Insurance - Gen Liability	5060301	17,819	25,500	25,433	99.74%
Membership & Prof Development	5090101	17,995	21,115	18,990	89.94%
Mileage and Travel	5090202	12,487	18,400	10,768	58.52%
Marketing	5090801	5,510	22,402	4,292	19.16%
Cost Center Salary/Benefit Transfers	5100100	(1,267,534)	(1,672,349)	(810,388)	48.46%
Cost Center Transfer Overhead	5100101	(497,253)	(607,557)	(270,832)	44.58%
County Transfer - Special District	5100401	36,888	50,000	27,666	55.33%
County Transfer - Computer	5100402	2,675	3,000	0	0.00%
Office Rental	5121200	138,815	120,655	104,403	86.53%
Total Expense		110,580	(22,001)	437,239	-1987.36%
Net Revenue Over Expenditures		( <u>9,208</u> )	22,001	482,422	<u>2192.73</u> %

			Total Budget -	Current Period	Percent Total
		FY12 Actual	Revised	Actual	Budget Used
Revenue					
Advertising Revenue	4060301	456,149	444,183	325,275	73.23%
Fee For Service	4090101	17,706	11,542	9,687	83.93%
Measure A Sales Tax	4092001	6,150,796	7,708,724	5,224,505	67.77%
State Transit Assistance	4110101	1,160,032	1,170,892	874,242	74.66%
Transit Develoment Act (TDA)	4110102	3,451,219	3,036,615	2,625,084	86.45%
State Transit Assistance - Lifeline	4110103	146,477	588,079	117,331	19.95%
Fed-FTA 5316 JARC	4139931	0	105,920	0	0.00%
National Park Service	4139951	152,465	150,000	75,849	50.57%
Fed-FTA 5304 State Planning	4139961	66,664	145,000	19,982	13.78%
Fare Revenue	4140100	3,308,239	3,304,276	2,457,557	74.38%
Property Tax Transfer	4700001	1,461,599	1,546,324	142,316	9.20%
Program Revenue Transfer	4700002	103,207	100,000	50,000	50.00%
Total Revenue		16,474,553	18,311,555	11,921,828	<u>65.11</u> %
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Expense		100.00	3		
Salaries and Benefits	5010200	11,428	50,000	12,394	24.78%
Consultant Services	5030301	165,114	175,000	116,000	66.28%
Custodial Service	5030602	3,594	5,150	3,330	64.66%
Fuel	5040101	92,095	129,590	98,799	76.23%
Communication-AVL	5050205	0	11,439	10,598	92.64%
Purchased Transportation - In	5080101	16,666,322	17,495,958	11,072,364	63.28%
Marketing	5090801	63,957	80,000	24,292	30.36%
Cost Center Salary/Benefit Transfers	5100100	731,694	836,175	422,101	50.48%
Cost Center Transfer Overhead	5100101	287,043	406,230	142,316	35.03%
Signs	5122010	25,850	25,000	19,634	78.53%
Total Expense		18,047,098	19,214,542	11,921,828	62.05%
Net Revenue Over Expenditures		(1,572,545)	(902,987)	_0	<u>0</u> %

### Rural

		FY12 Actual	Revised	Actual	Budget Used
Revenue					
Measure A Sales Tax	4092001	621,643	764,810	372,764	48.74%
Fed-FTA 5311 Rural	4139920	213,007	166,144	174,630	105.11%
Fare Revenue	4140100	85,657	84,000	71,467	85.08%
Total Revenue		920,307	1,014,954	618,861	60.97%
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Expense					
Consultant Services	5030301	0	10,000	0	0.00%
Fuel	5040101	76,195	133,454	89,828	67.31%
Postage	5049905	0	0	212	0.00%
Communication-MERA Radio	5050204	2,066	2,713	2,657	97.93%
Communication-AVL	5050205	0	16,013	14,837	92.65%
Purchased Transportation	5080101	671,346	644,212	450,367	69.91%
Marketing	5090801	18,454	19,925	15,384	77.20%
Cost Center Salary/Benefit Transfers	5100100	109,349	152,032	45,576	29.97%
Cost Center Transfer Overhead	5100101	42,898	36,605	12,809	34.99%
Total Expense		920,307	1,014,954	631,670	63.97%
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Net Revenue Over Expenditures		_0	_0	(12,809)	0.00%

### Special - Marin Access

			FY12 Actual	Revised	Actual	Budget Used
Reve	enue					
	Lease of Property	4070301	8,160	0	0	0.00%
	Fee For Service	4090101	1,726,493	1,686,853	1,270,468	75%
	Measure A Sales Tax	4092001	1,550,728	1,875,095	1,406,321	75%
	Measure B	4099950	276,677	755,600	378,617	50%
	State Transit Assistance	4110101	83,881	85,569	36,280	42%
	State Prop Tx Relief HOPTR	4119910	19,999	19,874	9,831	49%
	Fed-FTA 5317 New Freedom	4139941	92,396	22,835	0	0%
	Fare Revenue	4140100	216,279	302,375	232,949	77%
	MiscReimbursement	4601001	31,099	42,188	0	0%
	Property Tax Transfer	4700001	1,569,090	1,572,383	1,182,827	75% 50.00%
	Program Revenue Transfer	4700002	(103,207)	(100,000)	(50,000)	50.00%
2	Total Revenue		5,471,595	6,262,772	4,467,293	<u>71</u> %
Expe	ense					
	Salaries and Benefits	5010200	0	0	526	0.00%
	Consultant Services	5030301	0	68,078	2,350	3.45%
	Fuel	5040101	535,906	596,897	478,355	80.14%
	Software	5049903	0	15,812	15,812	100.00%
	Postage	5049905	0	0	329	0.00%
	Communication- Mobile Data	5050203	7,614	8,820	2,795	31.69%
	Communication-MERA Radio	5050204	17,194	15,787	15,553	98.51%
	Purchased Transportation - In	5080101	4,473,293	4,006,627	2,998,144	68.58%
	Purchased Transportation - Regional	5080102	0	930,700	639,693	68.73%
	Marketing	5090801	33,547	84,460	3,914	4.63%
	Misc-Exp Transit User Training	5098001	10,676	14,000	7,242	51.72%
	Gap Grant	5098002	0	40,000	4,098	10.24%
	Low Income Rider Scholarships	5098003	0	10,000	6,292	62.92%
	Misc-exp Mobility Management	5098004	17,371	0	0	0.00%
	Cost Center Salary/Benefit Transfers	5100100	270,053	380,079	219,180	57.66%
	Cost Center Transfer Overhead	5100101	105,941	91,512	73,010	79.78%
	Total Expense		5,471,595	6,262,772	4,467,293	64.98%
Net	Revenue Over Expenditures		_0	_0	_0	<u>0</u>

Attachment B: FY2012/13 Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	<b>G</b> F	Original	Change	Final
		Move by Jone than the Office leaving	Operations	Admin	NA	5121201-Office rental	\$137,655	-17,000	\$120,655
FY13-01	11/19/2012	budget to reflect savings in the new office and from small office furniture to	Operations	Admin	AN	5049902-small office furniture and equipment	\$20,000	-5,000	\$15,000
		fund moving related capital costs for furniture.	Capital	Capital	NA	1110103-Furniture & Fixtures	0\$	+22,000	\$22,000
A Discount of the		Increase Capital Budget to pay for	Capital	Capital	NA	1110102- Equipment	\$375,000	+10,000	\$385,000
FY13-02	11/19/2012	capitalized equipment costs	Capital	Capital	NA	1110103-Furniture & Fixtures	\$22,000	+10,000	\$32,000
	-		Capital	Capital	Shuttle Vehicles	1110101- Revenue Vehicles	\$314,312	-54,015	\$260,297
			Capital	Capital	Shuttle Vehicles	1110101-Revenue Vehicles	0\$	+579,815	\$579,815
FY13-03	12/17/2012	Increase Capital Budget for Shuttle Vehicle Purchase	Capital	Capital	NDAR	1110101-Revenue Vehicles	\$0	+84,888	\$84,888
	-		Capital	Capital	NA	4119901-1PTMISEA	\$1,168,430	+469,404	\$1,637,834
			Capital	Capital	NA	4092001-Measure A	\$1,314,494	+141,284	\$1,455,778
			Operations	Rural	AN	5040101-Fuel	\$126,254	+7,200	\$133,454
FY13-04	07/16/2012	Increase Stage contract and fuel budget and recognize additional Measure A	Operations	Rural	NA	5080101-Purchansed Transportation	\$623,977	+20,235	\$644,212
	* n	enune	Operations	Rural	NA	4092001-Measure A	\$737,375	+27,435	\$764,810
77.20	02/40/2042	VALuntana Prince/Managers	Operation	Special	VolDriver	5080101 Purchased Transportation	\$152,000	+48,600	\$200,600
00-011	03/10/2013	Volumed Diversigned D	Operations	Special	NA	4099950 Measure B	\$707,000	+48,600	\$755,600
90 00	0414512042	Charles Of the Charles	Operation	Local	STL	5080101 Purchased Transportation	\$799,904	+3,000	\$802,904
113-00	04/15/2013	Noute 222 Noute Cliange	Operation	Local	STL	5040101 Fuel	\$129,440	+\$150	\$129,590
FY13-07	pending	Increase Local Paratransit Budget	Operation	Local	LPT	5080101 Purchased Transportation	\$3,506,027	+\$200,000	\$3,806,027
			Operation	Local	MWS	5080101 Purchased Transportation	\$140,000	+\$35,000	\$175,000
FY13-08	pending	Increase Muir Woods Operations, Fuel & Leasing Budget	Operation	Local	MWS	5040101-Fuel	\$27,950	+\$20,000	\$47,950
			Capital	Capital	CPT	5150001-Leases and Rentals – Passenger Veh	\$50,000	+\$15,000	\$65,000

Budget GL Account Modifications:
All accounts have been translated into the new SAGE accounting system