



marin transit

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September 16, 2013

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

SUBJECT: Marin County Transit District Year End FY 2012/2013 Financial Report

Dear Board Members:

board of directors

barbara heller
president
city of san rafael

judy arnold
vice president
supervisor district 5

kathrin sears
2nd vice president
supervisor district 3

susan l. adams
director
supervisor district 1

madeline kellner
director
city of novato

steve kinsey
director
supervisor district 4

katie rice
director
supervisor district 2

RECOMMENDATION: Accept report

SUMMARY: This attached report presents Marin County Transit District's (Marin Transit's) Year End Financial Report for Fiscal Year 2012/13. The report includes final unaudited numbers on a full accrual basis consistent with Generally Accepted Accounting Principals (GAAP) and will be subject to adjustments based on the audited statements for the fiscal year to be completed in fall 2013.

Between July 1, 2012 and June 30, 2013 (Fiscal Year 2012/13) Expenditures for Operations and Capital Project Budgets was \$27,308,657 (table 1) and after two years of using reserve funds to maintain service, the District was able to return \$1,524,217 million to the Contingency Reserve in accordance with the District's Board adopted policy. Operations revenue increased \$2.1 million and expenses decreased \$929,784 compared to FY2011/12.

The significant increase in Operations revenue was due a combination of factors. Marin Transit was able to use Federal Transit Administration (FTA) funds for Paratransit service (\$673,378), received additional Measure A sales tax funds (\$917,515), had larger Measure B vehicle license fee claim (\$257,238) and received additional State Transit Development Act (TDA & STA) allocations (\$330,026).

Changes in service deployment and new service contracts were the primary contributors to the lower Operations expenses. In Fiscal Year 2012/13, Marin Transit's local large bus service was operated under a new five year operations contract with the Golden Gate Bridge and Highway Transportation District (GGBHTD). This contract allowed Marin Transit to better match the service typologies identified in the Board adopted Short Range Transit Plan (S RTP). This included shifts in both the Supplemental School and Community Shuttle programs. The

contract included a reduced hourly rate and a shift from payment according to total hours operated to revenue hours operated to be consistent with industry practices and to provide the District with greater cost predictability.

Table 1: Summary

	FY 2010/11 Actual	FY 2011/12 Actual	FY 2012/13 Revised Budget	FY 2012/13 Actual
<i>Operations</i>	22,654,218	22,967,828	25,589,280	25,144,012
<i>Capital</i>	948,918	2,800,651	7,649,399	3,688,861
Total Revenue	\$23,603,136	\$25,768,479	\$33,238,679	\$28,832,873
<i>Operations</i>	23,060,780	24,549,580	26,725,266	23,619,796
<i>Capital</i>	987,318	2,800,649	7,706,399	3,688,861
Total Expenditures	\$24,048,098	\$27,350,229	\$34,431,665	\$27,292,407
Net Change in Fund Balance	\$(444,962)	\$(1,581,750)	\$(1,192,986)	\$1,524,216
<i>Emergency Reserve</i>	3,843,463	4,091,507	4,371,956	4,371,956 ¹
<i>Contingency Reserve</i>	3,532,821	1,702,936	229,591	2,946,792
Fund Balance (total reserve)	\$7,376,284	\$ 5,794,533	\$ 4,601,546	\$ 7,318,748

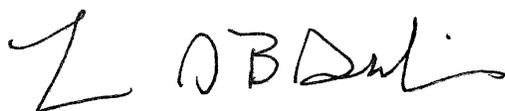
1. Based on two months of FY14 operations budget

As a result of becoming a direct federal grant recipient and now reporting data directly to the Federal Transportation Administration (FTA), District staff is working with GGBHTD staff to reconcile reporting of service hours. The revenue hours included in this report are based on the previously submitted monthly reporting and maybe adjusted as a result of staff work and feedback from FTA staff.

Marin Transit implemented its largest capital program ever in FY2012/13 and expended \$3,688,861 in the capital budget and increased the District's capital assets by \$2.5 million. The District acquired 14 new vehicles, completed the final American Recovery and Reinvestment Act (ARRA) project, and managed three active projects focused on improving bus stop facilities. The District continue to leverage Measure A sales tax revenue and received \$2.9 million in State and Federal funds for Capital projects which accounted for 79% of capital revenues.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,



Lauren Gradia
Director of Finance and Capital Programs

Attachments

Marin County Transit District Year End FY2012/13 Financial Report

September 16, 2013

Summary

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Fund Balance (total reserve)	\$7,376,284	\$ 5,794,533	\$ 4,601,547	\$ 7,318,739

1) Based on two months of FY14 operations budget

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. In FY 2010/11 and FY 2011/12, Marin Transit relied on funds from the Contingency Reserve to balance the operations budget. The District was able to return funds to the contingency Reserve of approximately one and a half month’s operations funds. However, the District did not meet the Board’s adopted level of two to four months.

Operations

For the purposes of this report, Operations includes all revenues and expenses not directly related to purchasing or maintaining the capital infrastructure. Table 2 shows actual FY2012/13 operations revenue and expense for the year as they compare to the Budget. All Budget revisions are included in Attachment A. The Operations expenditures allowed Marin Transit to successfully deliver the following transit services:

Service	Annual Estimate	Actual	% of Estimate
Local Large Bus Fixed Route	113,524 revenue hours	109,034	96%
Community Shuttles	11,657 revenue hours	11,705	100%
Muir Woods Shuttle	3,000 revenue hours	2,882	96%
Novato Dial-A-Ride	2,200 revenue hours	2,098	95%
West Marin Stagecoach Service	12,800 revenue hours	12,527	98%
Local Paratransit Service	54,596 revenue hours	56,277	103%

Marin Transit operations revenues increased by \$2.1 from FY2011/12 and were \$25,144,012 in FY2012/13. The increase was due to a combination of factors. For the first time, Marin Transit was able to use \$673,378 in Federal Section 5307 funds set aside by MTC for paratransit operation, Measure A operations revenue increased \$917,515 and State transit revenue increased 7% (\$330,026).

What remained unchanged was Marin Transit’s continued reliance on diverse revenue streams (Figure 1) with no single revenue source making up the majority of the District’s operating funds.

Figure 1: Operations Revenue Sources for FY2012/13

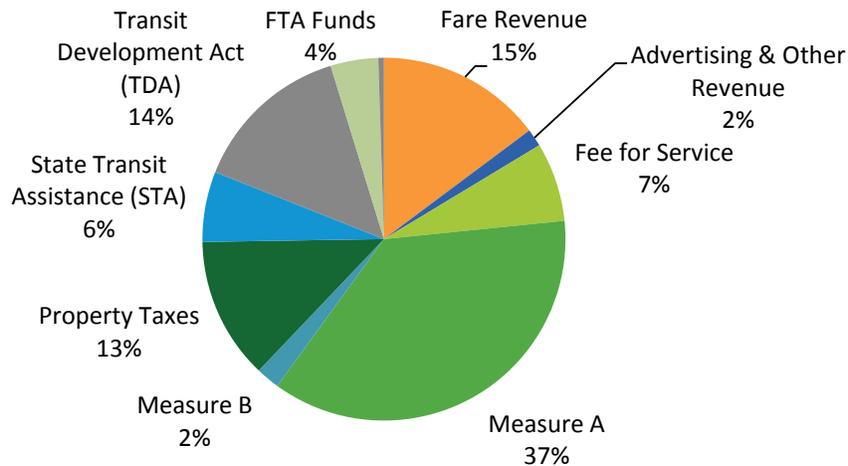


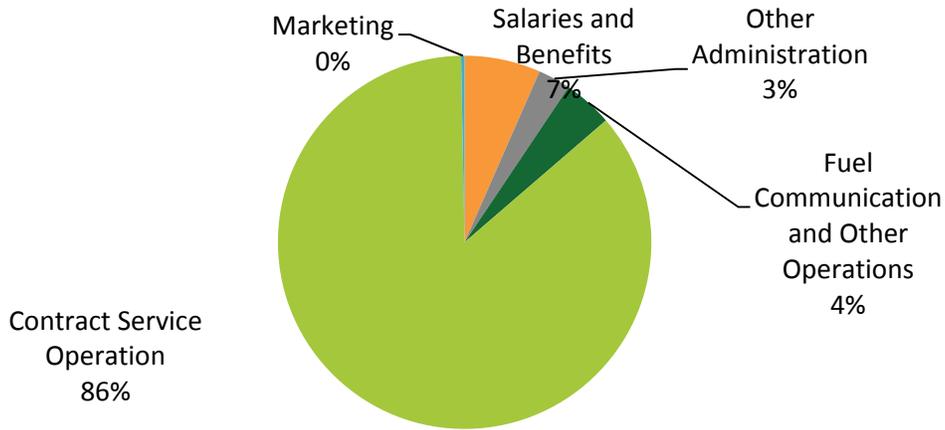
Table 2: Operations FY2012/13 Actuals (Admin, Local, Rural & Marin Access)

	<u>FY12 Actual</u>	<u>FY2013 Budget - Original</u>	<u>FY2013 Budget - Revised</u>	<u>FY2013 Actual</u>	<u>Percent Total Budget Used</u>
Revenue					
Fare Revenue	3,610,175	3,690,651	3,690,651	3,720,004	100.80%
Advertising & Other Revenue	456,149	444,183	444,183	334,864	75.38%
Fee for Service	1,783,457	1,740,583	1,740,583	1,776,389	102.05%
Interest	6,473	6,000	6,000	2,575	42.91%
Measure A	8,323,168	10,321,194	10,348,629	9,240,683	89.29%
Measure B	276,677	707,000	755,600	534,025	70.67%
Property Taxes	3,159,754	3,168,485	3,168,485	3,190,322	100.68%
Redevelopment Area (RDA) Fees	8,012	12,185	12,185	39,437	323.65%
State Transit Assistance (STA)	1,390,390	1,844,540	1,844,540	1,580,302	85.67%
Transit Development Act (TDA)	3,451,219	3,036,615	3,036,615	3,591,333	118.26%
Other State	20,206	20,124	20,124	19,893	98.85%
FTA Funds	372,066	439,899	439,899	1,070,210	243.28%
National Park Service	152,482	150,000	150,000	126,276	84.18%
Cost Center Transfers	<u>(42,401)</u>	<u>(68,213)</u>	<u>(68,213)</u>	<u>(82,301)</u>	<u>131.59%</u>
Total Revenue	22,967,827	25,513,245	25,589,280	25,144,012	98.23%
Expenses					
Salaries and Benefits	1,415,820	1,722,349	1,722,349	1,566,667	90.96%
Consultant Services	341,668	457,228	457,228	357,317	78.15%
Indirect County Overhead	36,888	50,000	50,000	36,888	73.77%
Mobility Management Support Programs	28,047	64,000	64,000	20,359	31.81%
Office Supplies	45,411	127,048	122,048	92,225	75.56%
General Insurance	17,819	25,500	25,500	25,433	99.73%
Contract Service Operation	21,810,961	23,005,662	23,312,497	20,510,523	87.98%
Membership & Prof Development	17,995	21,115	21,115	24,087	114.07%
Mileage and Travel	12,487	18,400	18,400	13,524	73.50%
Marketing	121,467	206,787	206,787	71,972	34.80%
Communication	49,963	77,019	77,019	61,345	79.64%
Fuel	704,196	852,591	879,941	939,615	106.78%
Misc Services	25,850	25,000	25,000	27,249	108.99%
Office - Rental and Overhead	138,815	137,655	120,655	110,847	91.87%
Cost Center Transfers	<u>(217,809)</u>	<u>(377,273)</u>	<u>(377,273)</u>	<u>(238,256)</u>	<u>63.15%</u>
Total Expenses	24,549,580	26,413,081	26,725,266	23,619,795	88.38%
Net Change in Fund Balance	<u>(1,581,753)</u>	<u>(899,836)</u>	<u>(1,135,986)</u>	<u>1,524,2217</u>	

Marin Transit's FY 2012/13 operations expenses of \$23,619,795 (Table 2) were \$3.1 million (12%) less than budget and \$919,785 (4%) less than FY2011/12. Expense categories under budget by more than \$100,000 include Staff Salaries and Benefits, Consultant Services, Contract Service Operation, and Marketing. Fuel expenses were the only category over budget by more than \$10,000 and this was primarily due to Local Paratransit fuel costs associated with a Board approved three percent service increase.

Marin Transit provides local transit service through purchased transportation contracts. Under this structure the majority of district operations expenses are for contract service operation (86%) and associated fuel and communication expenses (4%) (Figure 2).

Figure 2: Operations Expense Categories for FY2012/13



Marin Transit accounts for expenses by program area as defined by Measure A sales tax expenditure sub-strategies. Financial highlights from each program area are summarized below.

Administration

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

Administrative revenue for the District is primarily comprised of Property Tax revenue. Property Tax revenue increased one percent this year compared to a one percent decline last year and a 3.5% decline in FY2010/11.

Marin Transit’s administrative expenses, which include staff salary and benefits and associated office space, were \$2,052,063 (Table 3). Marin Transit relocated to new office space in November 2012. The successful move has allowed the District’s activities and staff to grow into the new expanded space and reduce overhead costs.

Table 3: Administration FY2013 Actuals

		<u>FY2013</u>	<u>FY2013</u>	<u>FY2013</u>	<u>Percent Total</u>
	<u>FY12 Actual</u>	<u>Budget -</u>	<u>Budget -</u>	<u>Actual</u>	<u>Budget Used</u>
		<u>Original</u>	<u>Revised</u>		
Revenue					
4070400	Interest	6,473	6,000	6,000	2,575 42.91%
4079950	Redevelopment Fees	8,012	11,185	11,185	18,098 161.80%
4079954	Residual ABX 126	0	1,000	1,000	21,340 2133.96%
4080101	PropTax-CurrntSecured	2,780,018	2,827,830	2,827,830	2,819,607 110.04%
4080102	County Fee-SV2557Admin	(42,344)	(58,979)	(58,979)	(45,483) 77.11%
4080103	Property Tax-Unitary	24,877	24,652	24,652	27,371 111.03%
4080104	PropTax-CurrntUnSecur	65,388	63,473	63,473	62,270 98.10%
4080105	Educ Rev Augm Fund-Redist	294,320	289,709	289,709	279,315 96.41%
4080106	PropTax-Supp CY SECR	30,641	15,000	15,000	41,794 278.62%
4080107	PropTax-Supp Unsecured	455	300	300	232 77.37%
4080108	PropTax-Redemtion	2,720	3,000	3,000	2,382 79.40%
4080109	Property Tax-Prior Unsecured	3,679	3,500	3,500	2,833 80.95%
4089901	National Park Service	17	0	0	0 0.00%
4119910	State Prop Tx Relief HOPTR	0	0	0	(9,831) 0.00%
4119940	Other State	207	250	250	232 92.65%
4601001	Misc.-Reimbursement	0	0	0	4,631 0.00%
4700001	Property Tax Transfer	<u>(3,073,090)</u>	<u>(3,186,920)</u>	<u>(3,186,920)</u>	<u>(1,097,875)</u> 45.13%
Total Revenue		101,373	0	0	2,129,491
Expense					
5010200	Salaries and Benefits	1,404,392	1,672,349	1,672,349	1,546,366 92.46%
5030301	Consultant Services	144,160	172,500	172,500	170,134 98.62%
5030305	Prof Svcs - Accounting and Audit	28,800	26,500	26,500	29,500 111.32%
5049901	Office Supplies	5,195	26,958	26,958	5,080 18.84%
5049902	Small Furn/Equip	5,574	20,000	15,000	11,014 73.42%
5049903	Software	19,767	42,978	42,978	40,869 95.09%
5049904	Copier Suppl & Svc	5,981	10,300	10,300	8,287 80.46%
5049905	Postage	1,198	0	0	2,528 0.00%
5049906	Computers	5,022	8,000	8,000	8,047 100.58%
5050201	Communication - Phone	23,089	22,248	22,248	12,380 55.64%
5060301	Insurance - Gen Liability	17,819	25,500	25,500	25,433 99.73%
5090101	Membership & Prof Development	17,995	21,115	21,115	24,087 114.07%
5090202	Mileage and Travel	12,487	18,400	18,400	13,524 73.50%
5090801	Marketing	5,510	22,402	22,402	7,079 31.59%
5100401	County Transfer - Special District	36,888	50,000	50,000	36,888 73.77%
5100402	County Transfer - Computer	2,675	3,000	3,000	0 0.00%
5121200	Office Rental	<u>138,815</u>	<u>137,655</u>	<u>120,655</u>	<u>110,847</u> 91.87%
Subtotal		1,875,367	2,279,905	2,257,905	2,052,063
5100100	Cost Center Salary/Benefit Trnsfr	(1,267,534)	(1,672,349)	(1,672,349)	(1,084,386) 64.84%
5100101	Cost Center Transfer Overhead	(497,253)	(607,557)	(607,557)	(362,402) 59.64%
Total Expense		<u>110,580</u>	<u>(1)</u>	<u>(22,001)</u>	<u>605,275</u>

Local Service

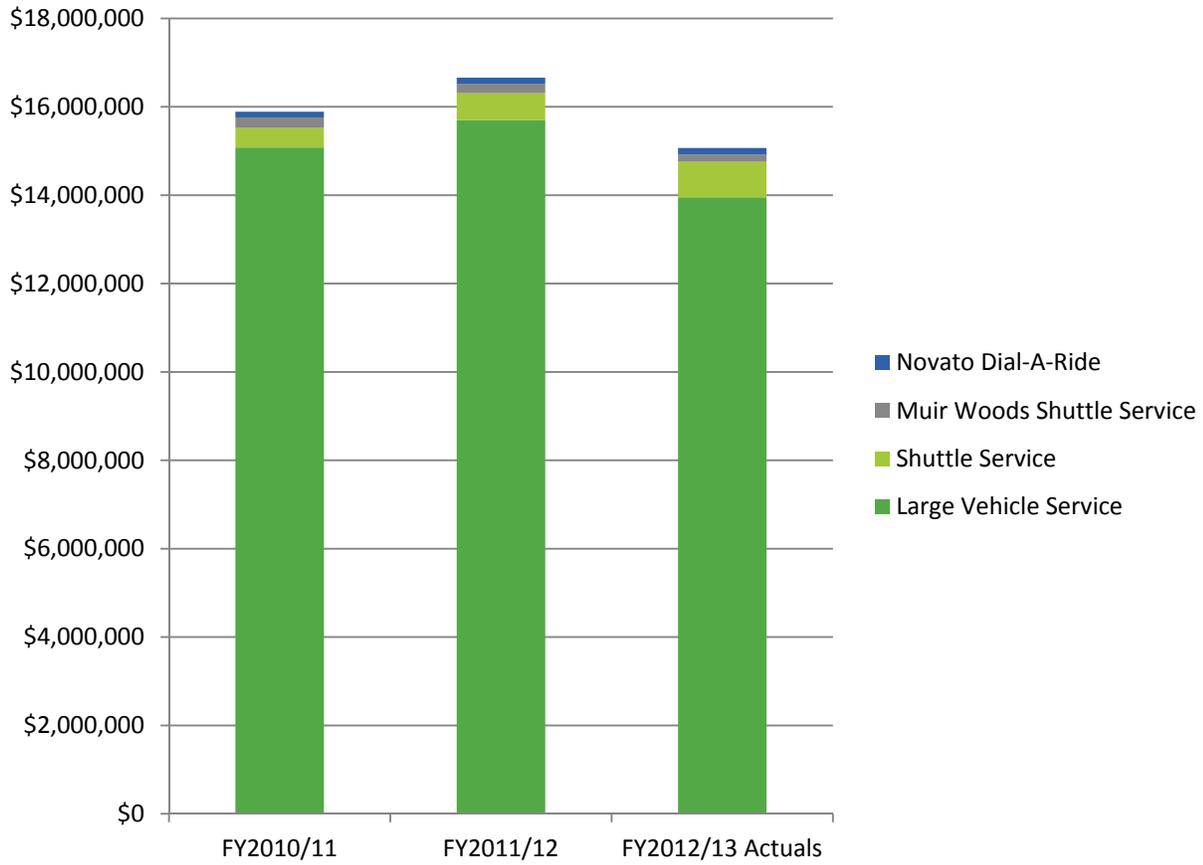
The Local Service budget (Table 4) includes all revenues and expenses related to the provision of fixed route service and general purpose dial-a-ride (excluding rural service). Local Service revenues are primarily State Transit Assistance (STA), Transit Development Act (TDA), Measure A, and fare revenue. Marin Transit reduced the need for property tax by \$1.2 million in FY2012/13 and for the first time did not need to claim all of the Measure A funding available. The revenues generated from State funding sources in FY2012/13 fluctuated with Marin Transit's STA share decreasing and TDA share increasing.

Local Service operation expenses were 16% under budget in FY2012/13 and decreased \$1.98 million or 11% from FY2011/12 expenses. The decrease is primarily due to the previously referenced new fixed route service contract. Savings will allow the District to rebuild reserves and fund the new service deployed in August of 2013.

Table 4: Local Service FY2013 Actuals

		<u>FY12 Actual</u>	<u>FY2013 Budget - Original</u>	<u>FY2013 Budget - Revised</u>	<u>FY2013 Actual</u>	<u>Percent Total Budget Used</u>
Revenue						
4060301	Advertising Revenue	456,149	444,183	444,183	334,864	75.38%
4090101	Fee For Service	17,706	11,542	11,542	9,687	83.93%
4092001	Measure A Sales Tax	6,150,796	7,708,724	7,708,724	6,808,015	88.31%
4110101	State Transit Assistance	1,160,032	1,170,892	1,170,892	1,159,697	99.04%
4110102	Transit Development Act (TDA)	3,451,219	3,036,615	3,036,615	3,591,333	118.26%
4110103	State Transit Assistance - Lifeline	146,477	588,079	588,079	361,602	61.48%
4139931	Fed-FTA 5316 JARC	0	105,920	105,920	0	0.00%
4139951	National Park Service	152,465	150,000	150,000	126,276	84.18%
4139961	Fed-FTA 5304 State Planning	66,664	145,000	145,000	100,372	69.22%
4140100	Fare Revenue	3,308,239	3,304,276	3,304,276	3,308,494	100.12%
4700001	Property Tax Transfer	1,461,599	1,546,324	1,546,324	170,151	9.20%
4700002	Program Revenue Transfer	<u>103,207</u>	<u>100,000</u>	<u>100,000</u>	<u>92,300</u>	<u>92.30%</u>
Total Revenue		16,474,553	18,311,555	18,311,555	16,062,791	87.72%
Expense						
5010200	Salaries and Benefits	11,428	50,000	50,000	20,301	40.60%
5030301	Consultant Services	165,114	175,000	175,000	148,768	85.01%
5030602	Custodial Service	3,594	5,150	5,150	6,565	127.46%
5040101	Fuel	92,095	129,440	149,590	148,422	99.21%
5049901	Office Supplies	0	0	0	47	0.00%
5050205	Communication-AVL	0	11,439	11,439	11,673	102.04%
5080101	Purchased Transportation	16,666,322	17,492,958	17,530,958	14,944,503	85.24%
5090801	Marketing	63,957	80,000	80,000	42,100	52.62%
5100100	Cost Center Salary/Benefit Trnsfrs	731,694	836,175	836,175	543,010	64.93%
5100101	Cost Center Transfer Overhead	287,043	406,230	406,230	170,154	41.88%
5122010	Signs	<u>25,850</u>	<u>25,000</u>	<u>25,000</u>	<u>27,249</u>	<u>108.99%</u>
Total Expense		18,047,098	19,211,392	19,269,542	16,062,791	83.36%

Figure 3: Local Contract Services Expense by Program



Rural Service

Rural Service is operated as the West Marin Stagecoach Service and includes a Northern Route 68 and a Southern Route 61. Under the contract with MV Transportation for service operations, effective January 2012, costs for the service were reduced.

While maintaining the level of service, Marin Transit claimed 11% less Measure A funding in FY2012/13 (Table 5). Fare revenue increased 20% in FY2012/13, reflecting continued increases in ridership on the Stagecoach. Additional Federal Transit Administration (FTA) Section 5311 rural funding was available in FY2012/13 and resulted in an increased allocation of \$267,436. While still not at the level the District received in FY2007/08 and FY2008/09, the District's FTA 5311 funding has more than doubled since FY2010/11.

At the close of the fiscal year, the Rural Measure A reserve balance held by TAM was just over one million dollars. Marin Transit will be looking for opportunities for Rural service expansion opportunities in the next fiscal year.

Table 5: Rural Service FY2102/13 Actuals

		<u>FY12 Actual</u>	<u>Total Budget - Original</u>	<u>Total Budget - Revised</u>	<u>Current Period Actual</u>	<u>Percent Total Budget Used</u>
Revenue						
4092001	Measure A Sales Tax	621,643	737,375	764,810	551,757	72.14%
4139920	Fed-FTA 5311 Rural	213,007	166,144	166,144	267,436	160.96%
4140100	Fare Revenue	<u>85,657</u>	<u>84,000</u>	<u>84,000</u>	<u>104,743</u>	<u>124.69%</u>
Total Revenue		920,307	987,519	1,014,954	923,936	91.03%
Expense						
5030301	Consultant Services	0	10,000	10,000	0	0.00%
5040101	Fuel	76,195	126,254	133,454	140,791	105.49%
5049905	Postage	0	0	0	212	0.00%
5050204	Communication-MERA Radio	2,066	2,713	2,713	114	4.20%
5050205	Communication-AVL	0	16,013	16,013	14,837	92.65%
5080101	Purchased Transportation	671,346	623,977	644,212	656,407	101.89%
5090801	Marketing	18,454	19,925	19,925	17,502	87.84%
5100100	Cost Center Salary/Benefit Trnsfrs	109,349	152,032	152,032	70,509	46.37%
5100101	Cost Center Transfer Overhead	<u>42,898</u>	<u>36,605</u>	<u>36,605</u>	<u>23,564</u>	<u>64.37%</u>
Total Expense		920,307	987,519	1,014,954	923,937	91.03%

Marin Access (Paratransit and Mobility Management)

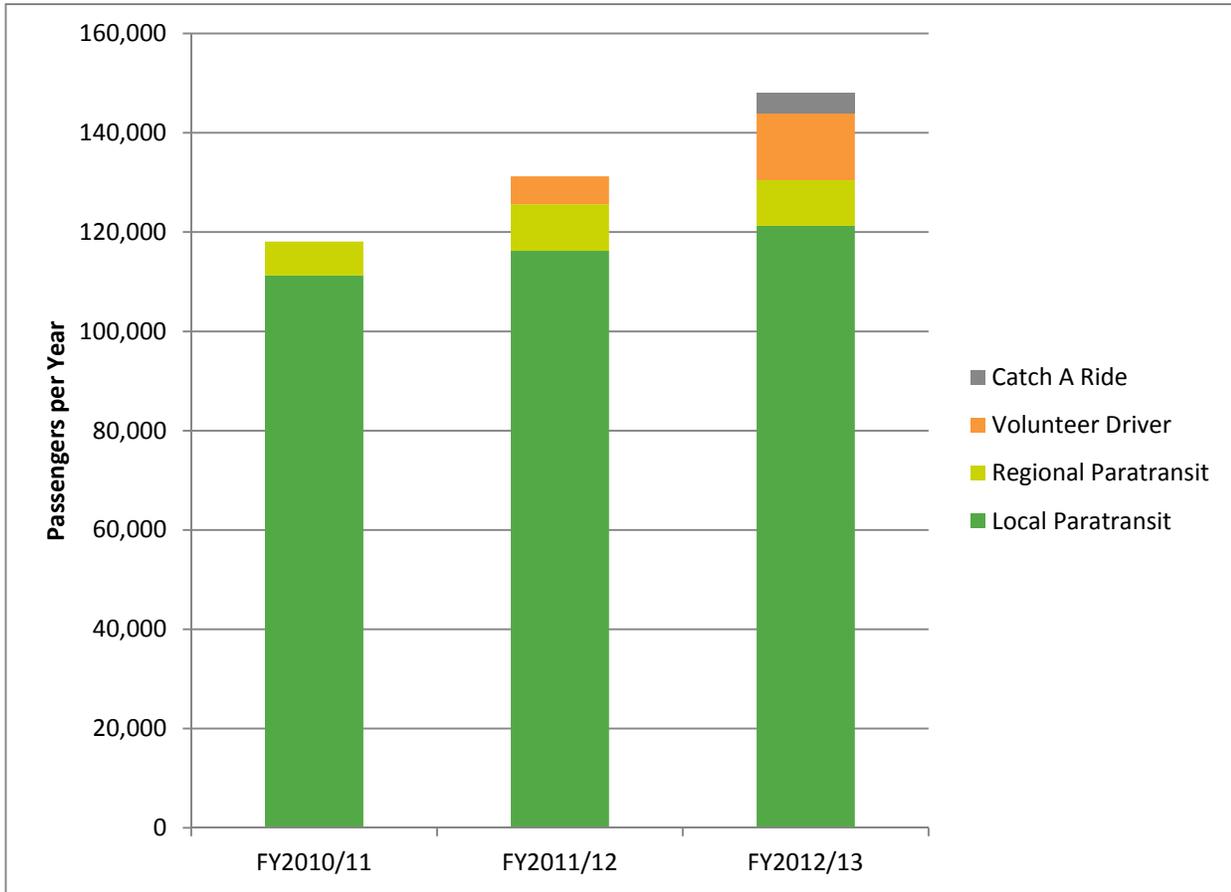
The Marin Access FY2012/13 actuals (Table 6) include revenues and expenses for Marin Access Paratransit Services for both Local and Regional trips (Intra- and Inter-county) and Marin Transit's mobility programs for the county's senior, disabled, and low-income residents including the Catch-A-Ride Taxi program and the Volunteer Driver programs.

Paratransit contract service operations costs continued to increase at the same rate as the prior year. Paratransit contract costs increased in FY2012/13 by 7.5% compared to 7% in FY2011/12 and 14% in FY2010/11. Ridership on all the Marin Access programs increased by 13% (Figure 4), while expenses increased 10% as compared to FY2011/12.

Table 6: Marin Access FY2012/13 Actuals

		<u>FY12 Actual</u>	<u>Total Budget - Original</u>	<u>Total Budget - Revised</u>	<u>Current Period Actual</u>	<u>Percent Total Budget Used</u>
Revenue						
4070301	Lease of Property	8,160	0	0	0	0.00%
4090101	Fee For Service	1,726,493	1,686,853	1,686,853	1,762,070	104.45%
4092001	Measure A Sales Tax	1,550,728	1,875,095	1,875,095	1,875,095	99.99%
4099950	Measure B	276,677	707,000	755,600	534,025	70.67%
4110101	State Transit Assistance	83,881	85,569	85,569	59,003	68.95%
4119910	State Prop Tx Relief HOPTR	19,999	19,874	19,874	29,492	148.39%
4139910	Fed-FTA 5307 Urban Area Formula	0	0	0	673,378	0.00%
4139941	Fed-FTA 5317 New Freedom	92,396	22,835	22,835	29,024	127.10%
4140100	Fare Revenue	216,279	302,375	302,375	312,582	103.37%
4601001	Misc.-Reimbursement	31,099	42,188	42,188	0	0.00%
4700001	Property Tax Transfer	1,569,090	1,572,383	1,572,383	845,423	75.22%
4700002	Program Revenue Transfer	<u>(103,207)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>(92,300)</u>	<u>92.30%</u>
Total Revenue		5,471,595	6,214,172	6,262,772	6,027,792	96.25%
Expense						
5030301	Consultant Services	0	68,078	68,078	2,350	3.45%
5040101	Fuel	535,906	596,897	596,897	650,401	108.96%
5049903	Software	0	15,812	15,812	15,812	100.00%
5049905	Postage	0	0	0	329	0.00%
5050203	Communication- MDT	7,614	8,820	8,820	4,131	46.83%
5050204	Communication-MERA Radio	17,194	15,787	15,787	18,210	115.34%
5080101	Purchased Transportation	3,550,486	3,958,027	4,206,627	3,951,260	93.92%
5080102	Purchased Trans. - Regional	922,807	930,700	930,700	958,354	102.97%
5090801	Marketing	33,547	84,460	84,460	5,291	6.26%
5098001	Misc-Exp Transit User Training	10,676	14,000	14,000	7,242	51.72%
5098002	Gap Grant	0	40,000	40,000	4,098	10.24%
5098003	Low Income Rider Scholarships	0	10,000	10,000	6,292	62.92%
5098004	Misc-exp Mobility Management	17,371	0	0	2,728	0.00%
5100100	Cost Center Salary/Benefit Trnsfrs	270,053	380,079	380,079	300,775	79.13%
5100101	Cost Center Transfer Overhead	<u>105,941</u>	<u>91,512</u>	<u>91,512</u>	<u>100,519</u>	<u>109.84%</u>
Total Expense		5,471,595	6,214,172	6,462,772	6,027,792	93.27%

Figure 4: Marin Access Passengers by Program



Capital

Marin Transit's Capital Program includes all expenses related to purchasing and maintaining the transit system capital assets (Table 7). These include vehicles purchases, vehicle leasing, bus stop improvements, technology projects, and communication systems. Marin Transit established itself as a direct Federal Grant recipient in FY2012/13 and continued to be successful in obtaining and implementing state and federal grant funding for capital projects. The District continued to leverage Measure A sales tax revenue and received \$2.9 million in State and Federal funds for Capital projects which accounted for 79% of capital revenues.

Marin Transit implemented its largest capital program ever in FY2012/13 and expended \$3,688,861 in the capital budget and increased the District's capital assets by \$2.5 million (Table 7). The District acquired 14 new vehicles including five 35ft Muir Woods vehicles, eight community shuttles and a new Novato Dial-A-Ride vehicle. Staff completed and deployed the final American Recovery and Reinvestment Act (ARRA) funded project to provide Automated Vehicle Location Systems for Rural and Community Shuttle Programs. In addition, staff managed the following three active projects focused on improving bus stop facilities:

- *State of Good Repair (SGR) Bus Stop Improvement Project:* design work for bus stop improvements throughout the county including signage, shelters, and other passenger amenities;
- *South Novato Bus Stop Improvements:* project to improve local to regional connections at Novato freeway bus pads. The project transitioned in the construction phase and is scheduled to be completed in October of 2013; and
- *Redwood and Grant Transit Improvement Project:* Staff launched a cooperative design project in Novato focused on improving safety and vehicles operations.

The only major difference between the budget and expenditures was in the Facilities and Stops line item. State approvals delayed the construction of the South Novato Bus Stop Improvement project and the SGR Bus Stop Improvement project ramped up slower than expected. Both projects are on track and will be completed or have significant milestones in FY2013/14.

Table 7: Capital FY2012/13 Actuals

		<u>FY12 Actual</u>	<u>FY2013 Budget - Original</u>	<u>FY2013 Budget - Revised</u>	<u>FY2013 Actual</u>	<u>Percent Total Budget Used</u>
Revenue						
4090101	Fee For Service	3,046	8,953	8,953	(17,886)	-200%
4092001	Measure A Sales Tax	954,427	1,314,494	1,455,778	671,661	46%
4119901	State - Proposition 1B	341,885	1,168,430	1,637,834	1,442,136	88%
4119902	State- STIP Program	668,117	1,823,000	1,823,000	194,357	11%
4139901	Fed-FTA 5309 (State of Good Repair)	29,483	860,000	860,000	104,731	12%
4139910	Fed-FTA 5307 Urbanized Area Formula	0	195,621	195,621	0	0.00%
4139911	Fed-FTA 5307 ARRA	403,728	0	0	39,684	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	1,154,847	105%
4601001	Misc.-Reimbursement	14,497	200,000	200,000	7,666	3.83%
4601020	Sale of Assets	2,844	0	0	9,364	0.00%
4700001	Property Tax Transfer	<u>42,401</u>	<u>68,213</u>	<u>68,213</u>	<u>82,301</u>	<u>121%</u>
Total Revenue		2,800,651	7,038,711	7,649,399	3,688,861	183%
Assets						
1050200	Assets Under Construct	319,067	0	0	(515,918)	0.00%
1110101	Revenue Vehicles	1,606,181	2,454,708	3,065,396	2,679,082	87%
1110102	Communication & Data	71,880	375,000	385,000	115,848	30%
1110103	Administrative Buildings	0	0	32,000	25,616	80%
1110104	Facilities & Stops	0	3,198,000	3,198,000	696,642	22%
1110105	Non-Revenue Vehicles	0	0	0	6,300	0.00%
1110106	Fare Revenue Collection	<u>0</u>	<u>0</u>	<u>0</u>	<u>257,913</u>	<u>0.00%</u>
Total Assets		1,997,128	6,027,708	6,680,396	3,265,483	49%
Expenses						
5030301	Consultant Services	16,643	0	0	980	0.00%
5030501	Bus Stop Maintenance	2,807	100,000	100,000	6,948	6.94%
5049902	Small Furn/Equip	0	0	0	3,782	0.00%
5049903	Software	30,000	0	0	0	0.00%
5049905	Postage	0	0	0	34	0.00%
5049907	AVL Equipment	2,250	14,000	14,000	11,004	78.60%
5049908	Fare Collection Equip	16,202	30,000	30,000	666	2.22%
5049909	MDT Equipment	26,550	14,724	14,724	1,966	13.35%
5049910	Infrastructure Support	26,309	20,000	20,000	29,940	149.69%
5050204	Communication-MERA Radio	25,739	25,770	25,770	25,044	97.18%
5090801	Marketing	276	0	0	451	0.00%
5100100	Cost Center Salary/Benefit Trnsfr	140,311	304,063	304,063	70,862	23.30%
5100101	Cost Center Transfer Overhead	20,315	(11,790)	(11,790)	23,516	(199.45)%
5120401	Leases and Rentals - Vehicles	64,386	50,000	50,000	62,187	124.37%
5122010	Signs	0	32,500	32,500	0	0.00%
5150001	Capital Lease Payment	431,732	431,736	431,736	184,391	42.70%
5150010	Related Parties -Vehicle	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,607</u>	<u>0.00%</u>
Total Expenses		803,521	1,011,003	1,011,003	423,378	41.88%
Total Expenditures		<u>2,800,649</u>	<u>7,038,711</u>	<u>7,691,399</u>	<u>3,688,861</u>	-

Attachment A: FY2012/13 Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
FY13-01	11/19/2012	Move budget from the Office leasing budget to reflect savings in the new office and from small office furniture to fund moving related capital costs for furniture.	Operations	Admin	NA	5121201-Office rental	\$137,655	-17,000	\$120,655
			Operations	Admin	NA	5049902-small office furniture and equipment	\$20,000	-5,000	\$15,000
			Capital	Capital	NA	1110103-Furniture & Fixtures	\$0	+22,000	\$22,000
FY13-02	11/19/2012	Increase Capital Budget to pay for capitalized equipment costs	Capital	Capital	NA	1110102- Equipment	\$375,000	+10,000	\$385,000
			Capital	Capital	NA	1110103-Furniture & Fixtures	\$22,000	+10,000	\$32,000
FY13-03	12/17/2012	Increase Capital Budget for Shuttle Vehicle Purchase	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
			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
FY13-04	07/16/2012	Increase Stage contract and fuel budget and recognize additional Measure A revenue	Operations	Rural	NA	5040101-Fuel	\$126,254	+7,200	\$133,454
			Operations	Rural	NA	5080101-Purchased Transportation	\$623,977	+20,235	\$644,212
			Operations	Rural	NA	4092001-Measure A	\$737,375	+27,435	\$764,810
FY13-05	03/18/2013	Volunteer Driver/Measure B	Operation	Special	VolDriver	5080101 Purchased Transportation	\$152,000	+48,600	\$200,600
			Operations	Special	NA	4099950 Measure B	\$707,000	+48,600	\$755,600
FY13-06	04/15/2013	Route 222 Route Change	Operation	Local	STL	5080101 Purchased Transportation	\$799,904	+3,000	\$802,904
			Operation	Local	STL	5040101 Fuel	\$129,440	+\$150	\$129,590
FY13-07	6/24/2013	Increase Local Paratransit Budget	Operation	Local	LPT	5080101 Purchased Transportation	\$3,506,027	+\$200,000	\$3,706,027
FY13-08	6/24/2013	Increase Muir Woods Operations, Fuel & Leasing Budget	Operation	Local	MWS	5080101 Purchased Transportation	\$140,000	+\$35,000	\$175,000
			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