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June 22, 2015

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:

**RECOMMENDATION:** Accept report.

board of directors

madeline kellner president city of novato

kathrin sears vice president supervisor district 3

katie rice 2nd vice president supervisor district 2

judy arnold director supervisor district 5

damon connolly director supervisor district 1

steve kinsey director supervisor district 4

stephanie moulton-peters director city of mill valley

#### SUMMARY:

This report represents all financial transactions for the District through the third quarter of Fiscal Year 2015. 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 Principles (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.

Marin Transit's overall third quarter revenue and expenditures are on target to follow the FY2014/15 Budget, including the projected ability to continue rebuilding the District's reserve balance.

#### **Operating Expenses**

Marin Transit's FY2014/15 third quarter operations expenditures continue to track closely to the projected budget (Attachment A, Page 2). The third quarter operating expenditures are \$19,332,047, which is 70% of the annual budget of \$27,431,753. With these expenditures, Marin Transit successfully delivered all of the expected transit services.

### **Operating Revenue**

Marin Transit's FY2014/15 operating revenues through the third quarter (Attachment A, Page 2) are \$21,086,431 or 72 percent of the annual budget of \$29,407,195.

Capital Budget

Marin Transit's expenditures in the Capital Budget (Attachment A, Page 3) through the third quarter were \$1,198,318 or 22 percent of the \$5.3 million budget. Table 1 provides a progress report on the major Capital Projects budgeted in FY2014/15. A full capital report with be included with the fourth quarter financial report.

Table 1: Capital Project Status Update as of 3/31/2016

Project	Status St
Replacement of Three Paratransit Vehicles	Delivery scheduled April 2015
Replacement of 13 Paratransit Vehicles	Delivery scheduled April 2015
Purchase 11 Hybrid vehicles	Ordered; Vehicle Delivery in January 2016
Downtown Novato (Redwood Blvd and Grant Ave) Transit Hub	Design phase in progress
Muir Woods Stop Improvements	Developing scope and project plan
State of Good Repair Bus stop improvements and passenger information program	Stop improvements under construction at 12 sites

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

Respectfully submitted,

Lauren Gradia

Director of Finance and Capital Programs

Attachment A: FY2014/15 Third Quarter Financial Report

Attachment B: FY2014/15 Budget Amendments

	FY2013/14 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue					
Capital Vehicle Operations	2,589,189 27,418,765	5,156,048 29,407,195	5,363,729 · <u>29,407,195</u>	1,198,318 21,086,431	22.34% 71.71%
Total Revenue	30,007,954	34,563,243	34,770,924	22,284,749	64.09%
Expenses					
Capital	2,589,189	5,156,048	5,363,729	1,198,318	22.34%
Vehicle Operations	25,523,337	27,431,753	27,431,753	19,332,047	<u>70.47</u> %
Expenditures	28,112,526	32,587,801	32,795,482	20,530,365	62.60%
Net Revenue Over Expenditures	1,895,428	1,975,442	1,975,442	1,754,384	<u>88.81</u> %
Emergency Reserve	4,412,111	4,572,081	4,572,081	4,572,081	
Contingency Reserve	4,824,465	6,639,937	6,639,937	6,418,879	
Fund Balance (total reserve)	9,236,576	11,212,018	11,212,018	10,990,960	

Note: Emergency reserve is equal to two months operating expenses

# **OPERATIONS: Admin, Local, Rural, Marin Access**

		FY2013/14 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Fare Revenue		3,751,207	3,840,267	3,840,267	2,720,413	70.84%
Advertising & Other Re	evenue	344,516	344,984	344,984	258,635	74.97%
Fee for Service		1,865,052	1,970,793	1,970,793	1,386,550	70.35%
Interest		5,399	1,800	1,800	4,741	263.39%
Measure A		10,429,915	11,814,374	11,814,374	8,001,943	67.73%
Measure B		671,358	897,986	897,986	618,559	68.88%
Property Taxes		3,427,936	3,423,216	3,423,216	2,509,205	73.30%
Development Fees		19,898	15,361	15,361	13,383	87.12%
State Transit Assistance	ce (STA)	1,360,737	1,162,845	1,162,845	917,975	78.94%
Transit Development A	Act (TDA)	4,015,345	4,478,090	4,478,090	3,469,599	77.48%
Other State		19,753	19,589	19,589	9,871	50.39%
FTA Funds		1,375,087	1,230,899	1,230,899	1,100,470	89.40%
National Park Service		159,063	206,991	206,991	107,741	52.05%
Transfer to Capital		(26,502)	0	0	(32,654)	N/A
Total Revenue		27,418,764	29,407,195	29,407,195	21,086,431	<u>71.71%</u>
Expenses						***
Salaries and Benefits		1,535,517	1,757,190	1,757,190	1,056,234	60.11%
Consultant Services		370,020	468,903	468,903	223,691	47.71%
Professional Service-Le	=	99,081	85,000	85,000	38,178	44.92%
Security and Maintena	nce	9,675	15,000	15,000	13,798	91.99%
Customer Service		0	121,340	121,340	91,599	75.49%
Indirect County Overho		36,888	36,888	36,888	1,507	4.09%
Mobility Management S	Support Programs	45,377	59,000	59,000	51,153	86.70%
Office Supplies		98,970	107,233	107,233	75,838	70.72%
General Insurance		25,738	28,840	28,840	29,444	102.09%
Contract Service Opera		21,675,359	22,910,222	22,910,222	16,672,393	72.77%
Membership & Prof De	velopment	14,442	27,000	27,000	14,227	52.69%
Mileage and Travel		11,613	18,400	18,400	8,230	44.73%
Marketing		136,453	228,460	228,460	76,147	33.33%
Communication		92,647	121,903	121,903	103,810	85.16%
Fuel		1,355,476	1,572,001	1,572,001	975,680	62.07%
Misc Services		21,851	30,000	30,000	9,467	31.56%
Office - Rental and Ove		90,075	95,000	95,000	68,997	72.63%
Partner Agency Pass T	hrough	85,000	0	0	0	
Transfer to Capital		(180,845)	(250,627) 27,431,753	(250,627) 27,431,753	(178,347) 19,332,046	71.16% 70.47%
Total Expenses		25,523,337	21,431,133	21,731,133	19,332,040	70.4770
Net Revenue Over Exp	enditures	<u>1,895,427</u>	1,975,442	1,975,442	1,754,385	88.81%

# Administration

			Total Budget -		Current	Percent Total
		Actual	Original	Revised	Period Actual	Budget Used
Devenue						
Revenue Sale of Surplus Property	4070301	0				
Interest	4070400	0	0	0	245	N/A
Redevelopment Fees	4079950	5,399	1,800	1,800	4,741	263.39%
Residual ABX 126		11,309	11,309	11,309	7,177	63.46%
PropTax-CurrntSecured	4079954	8,589	4,052	4,052	6,207	153.18%
County Fee-SV2557Admin Basic Tax	4080101	2,949,699	3,044,786	3,044,786	2,283,590	75.00%
	4080102	(47,520)		(45,483)	(24,485)	53.83%
Property Tax-Unitary	4080103	28,103	27,166	27,166	15,383	56.63%
PropTax-CurrntUnSecur	4080104	63,394	62,270	62,270	8,112	13.03%
Educ Rev Augm Fund-Redist	4080105	360,255	286,191	286,191	166,795	58.28%
PropTax-Supp CY SECR	4080106	68,410	42,839	42,839	51,691	120.66%
PropTax-Supp Unsecured	4080107	1,565	232	232	1,149	495.26%
PropTax-Redemtion	4080108	1,622	2,382	2,382	2,002	84.05%
Property Tax-Prior Unsecured	4080109	2,408	2,833	2,833	4,969	175.40%
National Park Service	4089901	34	0	0	0	
Other State	4119940	253	232	232	208	89.66%
Total Revenue		3,453,520	3,440,609	3,440,609	2,527,784	73.47%
Property Tax Transfer	4700001	(1,022,429)	( <u>1,337,624</u> )	(1,337,624)	(810,798)	60.61%
Net Revenue		2,431,091	2,102,985	2,102,985	1,716,986	81.65%
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Expense						
Salaries and Benefits	5010200	1,511,091	1,748,190	1,748,190	1,050,994	60.12%
Consultant Services	5030301	182,841	230,163	230,163	42,419	18.43%
Prof Svcs - Accounting and Audit	5030305	24,960	31,115	31,115	11,071	35.58%
Office Supplies	5049901	6,949	8,000	8,000	4,716	58.95%
Small Furn/Equip	5049902	3,548	6,000	6,000	902	15.03%
Software	5049903	50,839	55,000	55,000	41,778	75.96%
Copier Suppl & Srvc	5049904	6,381	8,000	8,000	4,829	60.36%
Postage	5049905	1,826	2,500	2,500	1,105	44.20%
Computers	5049906	12,840	10,300	10,300	2,570	24.95%
Communication - Phone	5050201	16,180	22,915	22,915	16,625	72.55%
Insurance - Gen Liability	5060301	25,738	28,840	28,840	29,444	102.09%
Membership & Prof Development	5090101	14,442	27,000	27,000	14,227	52.69%
Mileage and Travel	5090202	11,613	18,400	18,400	8,230	44.73%
Marketing	5090801	7,003	23,766	23,766	17,264	72.64%
County Transfer - Special District	5100401	36,888	36,888	36,888	1,507	4.09%
Office Rental	5121200	90,075	95,000	95,000	68,997	72.63%
Total Expense		2,003,214	2,352,077	2,352,077	1,316,678	55.98%
Cost Center Salary/Benefit Transfers	5100100	(1,126,697)	(1,754,090)	(1,754,090)	(1,011,716)	57.68%
Cost Center Transfer Overhead	5100101	(340,852)	(470,443)			
	2100101		· · · · · · · · · · · · · · · · · · ·	( <u>470,443</u> )	(342,365)	<u>72.78%</u>
Total Expense		535,665	127,544	127,544	(37,403)	-29.33%

### Local

( · · · · · · · · · · · · · · · · · · ·		FY2013/14 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
		Actual	Original	Reviseu	Periou Actual	Buuget Oseu
Revenue						
Advertising Revenue	4060301	293,793	323,928	323,928	208,503	64.37%
Lease of Property	4070301	50,723	21,056	21,056	49,887	236.93%
Fee For Service	4090101	13,536	0	0	4,015	N/A
Measure A Sales Tax	4092001	7,824,594	8,614,531	8,614,531	5,874,945	68.20%
Measure A Sales tax - Interest	4092003	85,000	0	0	0	
State Transit Assistance	4110101	1,094,956	1,086,276	1,086,276	824,454	75.90%
Transit Develoment Act (TDA)	4110102	4,015,345	4,478,090	4,478,090	3,469,599	77.48%
State Transit Assistance - Lifeline	4110103	185,587	0	0	13,181	N/A
Fed-FTA 5307 Urbanized Area Formu	a 4139910	144,622	0	0	0	
Fed- FTA 5307 STP	4139912	0	0	0	99,289	N/A
Fed-FTA 5307 CMAQ	4139913	0	116,728	116,728	0	0.00%
Fed-FTA 5316 JARC	4139931	94,245	0	0	0	
National Park Service	4139951	131,802	156,329	156,329	62,688	40.10%
Fed-FTA 5304 State Planning	4139961	22,673	90,000	90,000	64,380	71.53%
Fare Revenue	4140100	3,320,148	3,385,628	3,385,628	2,385,202	70.45%
Total Revenue		17,277,024	18,272,566	18,272,566	13,056,143	71.45%
Property Tax Transfer	4700001	3,544	0	0	0	
Program Revenue Transfer	4700002	96,457	100,000	100,000	<u>0</u>	0.00%
Net Revenue		17,377,025	18,372,566	18,372,566	13,056,143	71.06%
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Expense						
Salaries and Benefits	5010200	23,470	9,000	9,000	2,106	23.40%
Consultant Services	5030301	166,307	185,000	185,000	163,422	88.34%
Custodial Service	5030602	9,675	15,000	15,000	13,798	91.99%
Fuel	5040101	510,242	564,519	564,519	368,957	65.36%
Communication-AVL	5050205	35,139	43,702	43,702	42,635	97.56%
Communication-Data	5050206	621	10,000	10,000	1,747	17.47%
Purchased Transportation - In Report	5080101	15,605,149	16,041,997	16,041,997	11,628,282	72.49%
Marketing	5090801	90,346	92,700	92,700	26,942	29.06%
Expense Transfer - GGT Pass Through	5100404	85,000	0	0	0	
Signs	5122010	21,851	30,000	30,000	9,467	31.56%
Total Expense		16,547,800	16,991,918	16,991,918	12,257,356	72.14%
Cost Center Salary/Benefit Transfers	5100100	627,949	977,161	977,161	596,822	61.08%
Cost Center Transfer Overhead	5100101	201,275	403,487	403,487	201,965	50.05%
Total Expense		17,377,024	18,372,566	18,372,566	13,056,143	71.06%

#### Rural

		FY2013/14	Total Budget -	Total Budget -	Current	Percent Total
		Actual	Original	Revised	Period Actual	Budget Used
					-	
Revenue						
Measure A Sales Tax	4092001	570,757	895,973	895,973	667,237	74.47%
Fed-FTA 5311 Rural	4139920	252,393	246,109	246,109	158,095	64.24%
National Park Service	4139951	27,226	50,662	50,662	45,053	88.93%
Fare Revenue	4140100	108,591	122,897	122,897	91,453	<u>74.41%</u>
Total Revenue		958,967	1,315,641	1,315,641	961,838	73.11%
Property Tax Transfer	4700001	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	=
Net Revenue		958,967	1,315,641	1,315,641	961,838	73.11%
Expense						
Salaries and Benefits	5010200	956	0	0	3,135	N/A
Consultant Services	5030301	8,138	15,450	15,450	2,063	13.35%
Fuel	5040101	151,398	255,609	255,609	130,584	51.09%
Communication-AVL	5050205	11,689	14,567	14,567	14,212	97.56%
Communication-Data	5050206	0	0	0	624	N/A
Purchased Transportation - In Report	5080101	638,073	899,337	899,337	658,294	73.20%
Marketing	5090801	23,389	25,000	25,000	24,026	<u>96.10%</u>
Total Expense		833,643	1,209,963	1,209,963	832,938	68.84%
Cost Center Salary/Benefit Transfers	5100100	96,220	81,430	81,430	96,310	118.27%
Cost Center Transfer Overhead	5100101	29,107	24,247	24,247	32,591	<u>134.41%</u>
Total Expense		958,970	1,315,640	1,315,640	961,839	73.11%

#### **Marin Access**

		FY2013/14	Total Budget -	Total Budget -	Current	Percent Total
		Actual	Original	Revised	Period Actual	Budget Used
Revenue						
Fee For Service	4090101	7,114	1,970,793	0	0	
Measure A Sales Tax	4092001	1,949,564	2,303,870	2,303,870	1,459,761	63.36%
Measure B	4099950	671,358	897,986	897,986	618,559	68.88%
State Transit Assistance	4110101	80,194	76,569	76,569	80,340	104.92%
State Prop Tx Relief HOPTR	4119910	19,500	19,357	19,357	9,663	49.92%
Fed-FTA 5307 Urbanized Area Formula	4139910	668,628	512,122	512,122	677,859	132.36%
Fed-FTA 5317 New Freedom	4139941	192,525	265,940	265,940	100,848	37.92%
Fare Revenue	4140100	322,467	331,742	331,742	243,758	73.48%
MiscReimbursement	4601001	1,844,403	0	1,970,793	574,803	29.17%
GGBHTD Payment for Regional Paratra	a 4601004	<u>0</u>	<u>0</u>	<u>0</u>	807,733	N/A
Total Revenue		5,755,753	6,378,379	6,378,379	4,573,324	71.70%
Property Tax Transfer	4700001	992,383	1,337,624	1,337,624	778,144	58.17%
Program Revenue Transfer	4700002	(96,457)	(100,000)	(100,000)	<u>0</u>	0.00%
Net Revenue		6,651,679	7,616,003	7,616,003	5,351,468	70.27%
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Expense						
Consultant Services	5030301	86,855	92,175	92,175	42,894	46.54%
Customer Service	5030320	0	121,340	121,340	91,599	75.49%
Fuel	5040101	693,836	751,873	751,873	476,139	63.33%
Software	5049903	16,587	17,433	17,433	19,939	114.38%
Communication - Phone	5050201	629	0	0	0	
Communication- Mobile Data Terminal	5050203	3,552	3,600	3,600	2,849	79.14%
Communication-MERA Radio	5050204	18,707	19,319	19,319	19,268	99.74%
Communication-Data	5050206	6,130	7,800	7,800	5,850	75.00%
Purchased Transportation - In Report	5080101	4,410,557	4,856,550	4,856,550	3,578,290	73.68%
Purchased Transportation - Regional	5080102	1,021,581	1,112,338	1,112,338	807,526	72.60%
Marketing	5090801	15,715	86,994	86,994	7,915	9.10%
Misc-Exp Transit User Training	5098001	5,700	9,000	9,000	4,460	49.56%
Gap Grant	5098002	27,005	40,000	40,000	33,713	84.28%
Low Income Rider Scholarships	5098003	12,672	10,000	10,000	12,980	129.80%
Total Expense		6,319,526	7,128,422	7,128,422	5,103,422	71.59%
Cost Center Salary/Benefit Transfers	5100100	254,992	407,150	407,150	185,330	45.52%
Cost Center Transfer Overhead	5100101	77,161	80,431	80,431	62,716	77.97%
Total Transfers		332,153	487,581	487,581	248,046	50.87%
Total Expense		6,651,679	7,616,003	7,616,003	5,351,468	70.27%
Carte Carta						

# **CAPITAL**

					FY2014/15	Current	
		Total		FY 2014/15	Budget	Period	Percent Total
	_	Project	<b>Prior Years</b>	Budget	Revised	Actual	<b>Budget Used</b>
LV	Replace Seven 40ft Hybrid Vehicles	5,072,134	8,372	200,000	200,000	1,977	0.99%
LX	Replace 4 30ft Hybrid Vehicles	2,772,000	0	50,000	50,000	3,271	6.54%
PV	Replace Three Paratransit Vehicles	244,872	0	244,872	244,872	3,030	1.24%
PZ	Replace Thirteen Paratransit Vehicles	1,114,173	0	1,114,173	1,114,173	2,296	0.21%
PR	Replace Nine Paratransit Vehicles	870,000	0	0	0	0	N/A
PE	Purchase Six Paratransit Vehicles	580,000	0	0	0	0	N/A
SV	Replace Three Stage Coach Vehicles	668,870	0	0	0	0	N/A
MW	Lease Muir Woods Vehicles (MW)	24,000	0	24,000	24,000	0	0.00%
	Subtotal Vehicles	11,346,049	8,372	1,633,045	1,633,045	10,574	0.65%
BI	Bus Stop Improvements SGR (BI)	2,000,000	590,945	1,392,395	1,392,395	578,469	41.54%
NH	Downtown Novato Hub (NH)- Design	475,727	251,626	130,000	237,681	113,436	87.26%
BW	Muir Woods Infrastructure Improvements	638,000	54,847	583,153	583,153	13,499	2.31%
SN	South Novato Bus Stop Improvements	1,923,000	1,193,033	0	0	42,243	N/A
	Subtotal Bus Stop Improvements	3,113,727	897,418	2,105,548	2,213,229	747,647	33.78%
		-					
AV	AVL (AL)	40,000	0	40,000	40,000	0	0.00%
FB	Fareboxes (FB)	30,000	0	30,000	30,000	364	1.21%
TB	Mobility Management Technology Backbone	375,000	8,626	360,000	360,000	2,101	0.58%
MD	Mobile Data Terminals	11,004	0	12,500	12,500	11,137	89.10%
ME	MERA	26,000	0	26,000	26,000	25,038	96.30%
TC	Clipper Installation on Stage and Shuttles	137,000	17,185	47,000	147,000	128,216	87.22%
	Subtotal Technology Projects	619,004	25,811	515,500	615,500	166,856	27.11%
GG	Golden Gate Capital Costs (GG)	413,007	0	412.007	412.007	101 400	24 550/
BM	Bus Stop Maintenance (BM)	100,000	0	413,007	413,007	101,403	24.55%
VR	Major Vehicle Repairs (VR)		0	100,000	100,000	14,250	14.25%
IF	Infrastructure Support (IF)	100,000	0	100,000	100,000	61,410	61.41%
11	Subtotal Ongoing Capital Expenses	288,948	0	288,948	288,948	96,180	33.29%
	Subtotal Ongoing Capital Expenses	901,955	0	901,955	901,955	273,243	30.29%
	Total Expense	15,980,735	931,601	5,156,048	5,363,729	1,198,320	22.34%

### Attachment B: FY2014/15 **Budget Amendments**

Document Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
		Move Marin Access revenue budget "Fee for Service" to "Misc	Operating	Marin Access	NA	4090101 Fee for Service	\$1,970,793	-\$1,970,793	0
FY15-01	5-01 N/A Reimbursement*, based on auditor re- classification of revenue in FY14.	Operating	Marin Access	NA	4601001 Misc Reimbursement	0	+\$1,970,793	\$1,970,793	
		Increase capital project budget for				5230104 Facility and Stops	130,000	+\$107,681	\$237,681
FY15-02	11/17/14	Downtown Novato Bus Stop Improvement	Capital	CPT NH	4092002 Measure A	\$130,000	+107,681	\$237,681	
7 S S S		Roll forward of FY14 budget for	0	0.07		5230102 Fare Revenue Collection	\$47,000	+\$100,000	\$147,000
FY15-03*	NA	Clipper implementation	Capital	CPT T	10	4092002 Measure A	\$47,000	+\$100,000	\$147,000
		Create Capital Project and Total	Capital	СРТ	PR	Replace Nine Paratransit Vehicles	0	\$870,000	\$870,000
FY15-03	03/16/2015	Project Costs (future years)	Capital	СРТ	PE	Purchase Six Paratransit Vehicles	0	\$580,000	\$580,000
FY15-04	03/16/2015	Create Capital Project and Total Project Costs (future years)	Capital	СРТ	sv	Purchase Three Stage Vehicles	0	\$668,879	\$668,879
FY15-05**	03/16/2015	Increase Rural budget for Purchased Transportation for National Park's	Operations	EXC	NP	5080102 Purchased Transportation – Separate Report	0	+\$42,500	\$42,500
	94.	Headland's shuttle	Operations	EXC	NP	4139951 – Fed National Parks Revenue	0	+\$42,500	\$42,500

<sup>\*</sup> Duplicate number
\*\* As of 3/31/2015 this has not been recorded due to changes in the National Park's timeline.