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December 3, 2018

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

**SUBJECT: Marin County Transit District First Quarter FY 2018/19
Financial Report**

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

RECOMMENDATION: Accept report and approve associated budget amendments.

damon connolly
vice president
supervisor district 1

SUMMARY: The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the first quarter of Fiscal Year 2018/19 and requires approval of three associated budget amendments

dennis rodoni
2nd vice president
supervisor district 4

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.

judy arnold
director
supervisor district 5

First quarter operations expenses and revenues were consistent with the Board-adopted budget.

kate colin
director
city of san rafael

Operating Expenses

FY 2018/19 operating expenditures through the first quarter (Attachment A, Page 1) are \$7,804,059, which is 24 percent of the annual budget of \$32,464,675. With these expenditures, Marin Transit successfully delivered the transit services identified in Table 1.

kathrin sears
director
supervisor district 3

Operating Revenue

Marin Transit's FY2018/19 operating revenues through the first quarter (Attachment A, Page 1) are \$8,529,364 or 24 percent of the annual budget of \$35,552,323.

katie rice
director
supervisor district 2

Table 1: FY 2018/19 Year to Date (YTD) thru First Quarter Service Operations

Service	Annual Estimated Revenue Hours	YTD thru Q1 Actual Revenue Hours	% of Annual
Regular Local and Trunk Line	116,000	27,224	23%
Community Shuttles	43,500	10,658	25%
Local Supplemental School1	7,100	997	14%
Muir Woods Shuttle	6,810	2,667	39%
Novato Dial-A-Ride	2,400	539	22%
West Marin Stagecoach Service	16,400	4,278	26%
Rural Dial A Ride	435	81	19%
Transit Connect	10,988	1,710	16%
Local Paratransit Service	62,491	14,891	24%
Regional Paratransit Service	9,500	1,896	20%
Yellow School Bus Service	6 buses	-	-
Service	Annual Estimated Trips	YTD thru Q1 Actual Trips	% of Annual
Catch A Ride	15,000	3,595	24%
Volunteer Driver	14,800	3,755	25%

Capital Budget

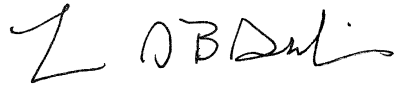
Through the first quarter, Marin Transit’s expenditures in the Capital Budget (Attachment A, Page 1) were \$603,538 or four percent of the \$14 million budget. Capital revenues typically tie closely to expenditures as they tend to be on a reimbursement basis. The primary expenditures were three paratransit vehicles and one transit shuttle vehicle. Attachment C includes a complete Capital Report for all major Marin Transit capital projects for the current period.

FISCAL/STAFFING IMPACT: This item includes the adoption of three administrative budget amendments (Attachment B). Amendment 2019-01 adjusts the current year capital project budgets based on the final FY2017/18 actuals to retain the total project budgets. This increases the FY2018/19 capital revenue and expenses by \$1.73 million. The shifting of costs between fiscal years does not change the multi-year capital costs for the projects.

In accordance with the multi-year project list your Board adopted on February 26,2018, Amendment 2018-02 adds the District’s FY2018/19 allocation of State Transit Assistance and State of Good Repair funds to the rural vehicle replacement project (XB). This amendment has no impact on the total capital budget and reduced the amount of local funding needed for the vehicle purchase.

Amendment 2018-03 adds equipment budgets for the local and rural programs to allow for the purchase of low value fare collection and other equipment. The net fiscal impact of the budget amendment is to increase the annual operations budget by \$6,352.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L Gradia". The signature is written in a cursive, flowing style.

Lauren Gradia
Director of Finance and Capital Projects

Attachment A: FY2017/18 First Quarter Financial Report
Attachment B: FY2017/18 Budget Amendments
Attachment C: Capital Project Report

Marin Transit
 FY2018/19 Q1 Budget Report
 From 7/1/2018 Through 9/30/2018

Summary

	<u>FY2017/18 Actual</u>	<u>Total Budget - Original</u>	<u>Total Budget - Revised</u>	<u>Current Period Actual</u>	<u>Percent Total Budget Used</u>
Revenue					
Capital	11,485,678	11,333,301	11,328,301	505,580	4.46%
Vehicle Operations	32,344,147	35,552,323	35,552,323	8,529,364	23.99%
Total Revenue	<u>43,829,824</u>	<u>46,885,624</u>	<u>46,880,624</u>	<u>9,034,944</u>	<u>19.27%</u>
Expenditures					
Capital	11,517,302	14,333,301	14,333,301	603,538	4.21%
Vehicle Operations	28,610,278	32,464,675	32,464,675	7,804,059	24.04%
Total Expenditures	<u>40,127,579</u>	<u>46,797,976</u>	<u>46,797,976</u>	<u>8,407,597</u>	<u>17.97%</u>
Net Revenue Over Expenditures	<u>3,702,245</u>	<u>87,648</u>	<u>82,648</u>	<u>627,347</u>	<u>759.06%</u>

Marin Transit
 FY2018/19 Q1 Budget Report
 From 7/1/2018 Through 9/30/2018

Operations Summary: Admin, Local, Yellow, Rural, Marin Access

	FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	4,044,536	4,227,620	4,227,620	1,023,219	24.20%
Advertising & Other Revenue	424,774	412,206	412,206	107,180	26.00%
Reimbursements (GGBHTD, WSW)	1,943,098	2,026,564	2,026,564	504,641	24.90%
Interest	118,552	70,250	70,250	0	0.00%
Measure A	13,255,076	14,046,064	14,046,065	3,024,343	21.53%
Measure A Interest	85,000	85,000	85,000	85,000	100.00%
Measure B	817,779	1,120,000	1,120,000	145,399	12.98%
Property Taxes	4,294,379	4,436,683	4,436,683	986,803	22.24%
Development Fees	47,832	58,200	58,200	0	0.00%
State Transit Assistance (STA)	1,285,220	1,841,702	1,841,702	449,582	24.41%
Transit Development Act (TDA)	4,614,306	5,109,399	5,109,399	1,277,350	25.00%
Other State	147,950	354,524	354,524	93,737	26.44%
FTA Funds	1,151,839	1,351,823	1,351,823	780,751	57.75%
National Park Service	154,887	458,000	458,000	67,125	14.65%
Transfer to Capital Budget	(41,080)	(45,713)	(45,712)	(15,766)	34.49%
Total Revenue	<u>32,344,147</u>	<u>35,552,321</u>	<u>35,552,323</u>	<u>8,529,364</u>	<u>23.99%</u>
Salaries and Benefits	2,025,436	2,556,016	2,556,016	550,850	21.55%
Professional Service	555,159	558,531	558,531	65,001	11.63%
Professional Service - Legal	72,323	150,000	150,000	12,383	8.25%
Security and Maintenance	260,715	296,504	296,504	61,993	20.90%
Customer Service	528,266	783,263	783,263	150,673	19.23%
Indirect County Overhead	2,009	2,575	2,575	0	0.00%
Mobility Management Support Programs	8,363	24,835	24,835	550	2.21%
Office Supplies	193,344	217,536	217,536	96,813	44.50%
General Insurance	27,860	29,870	29,870	36,166	121.07%
Contract Service Operation	22,693,306	25,119,706	25,119,706	6,067,833	24.15%
Membership & Prof Development	20,502	61,800	61,800	6,058	9.80%
Mileage and Travel	15,925	23,690	23,690	2,458	10.37%
Marketing	98,035	243,881	243,881	47,690	19.55%
Communication	171,216	198,436	198,436	112,365	56.62%
Fuel	2,161,544	2,431,546	2,431,546	672,074	27.63%
Misc Services	321	1,044	1,044	0	0.00%
Vehicle and Vehicle Parking Leases	23,280	23,980	23,980	4,796	20.00%
Office - Rental and Overhead	98,832	137,000	137,000	24,888	18.16%
Partner Agency Pass Through	85,000	85,000	85,000	0	0.00%
Transfer to Capital Budget	(431,158)	(480,538)	(480,538)	(108,533)	22.58%
Total Expenses	<u>28,610,278</u>	<u>32,464,675</u>	<u>32,464,675</u>	<u>7,804,059</u>	<u>24.04%</u>
Net Revenue Over Expenditures	<u>3,733,869</u>	<u>3,087,647</u>	<u>3,087,648</u>	<u>725,305</u>	<u>23.49%</u>

Marin Transit
 FY2018/19 Q1 Budget Report
 From 7/1/2018 Through 9/30/2018

Detail: Administration

		FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Interest	4070400	118,552	70,250	70,250	1	0.00%
Development Fees	4079950	19,358	18,200	18,200	0	0.00%
Residual ABX 126	4079954	23,474	40,000	40,000	0	0.00%
PropTax-CurrntSecured	4080101	3,770,414	3,947,211	3,947,211	986,803	24.99%
County Fee-SV2557Admin Basic Tax	4080102	(59,624)	(62,681)	(62,681)	0	0.00%
Property Tax-Unitary	4080103	35,759	35,000	35,000	0	0.00%
PropTax-CurrntUnSecur	4080104	75,311	73,000	73,000	0	0.00%
Educ Rev Augm Fund-Redist	4080105	374,098	350,000	350,000	0	0.00%
PropTax-Supp CY SECR	4080106	91,626	87,685	87,685	0	0.00%
PropTax-Supp Unsecured	4080107	1,311	1,000	1,000	0	0.00%
PropTax-Redemtion	4080108	1,516	1,500	1,500	0	0.00%
Property Tax-Prior Unsecured	4080109	3,969	3,968	3,968	0	0.00%
Other	4090101	151	0	0	0	0.00%
Other State	4119940	<u>334</u>	<u>300</u>	<u>300</u>	<u>0</u>	<u>0.00%</u>
Total Revenue		4,456,249	4,565,433	4,565,433	986,804	21.61%
Transfers						
Property Tax Transfer	4700001	<u>(327,767)</u>	<u>(961,798)</u>	<u>(961,797)</u>	<u>(213,476)</u>	<u>22.20%</u>
Total Transfers		<u>(327,767)</u>	<u>(961,798)</u>	<u>(961,797)</u>	<u>(213,476)</u>	<u>22.20%</u>
Net Revenue		<u>4,128,481</u>	<u>3,603,635</u>	<u>3,603,636</u>	<u>773,328</u>	<u>21.46%</u>
Expense						
Salaries	5010200	1,289,452	1,673,909	1,673,909	401,277	23.97%
Employee Benefits	5020000	735,983	882,107	882,107	149,574	16.95%
Consultant Services	5030301	156,324	175,000	175,000	27,482	15.70%
Prof Svcs - Legal	5030304	72,323	150,000	150,000	12,383	8.25%
Prof Svcs - Accounting and Audit	5030305	31,091	32,561	32,561	0	0.00%
Office Supplies	5049901	7,726	14,000	14,000	2,862	20.44%
Small Furn/Equip	5049902	5,494	13,000	13,000	1,005	7.73%
Software	5049903	57,032	60,000	60,000	44,047	73.41%
Copier Suppl & Srvc	5049904	8,382	9,167	9,167	2,117	23.08%
Postage	5049905	883	3,090	3,090	1,012	32.74%
Computers	5049906	23,077	20,000	20,000	5,970	29.84%
Communication - Phone	5050201	26,028	31,230	31,230	7,422	23.76%
Insurance - Gen Liability	5060301	27,860	29,870	29,870	36,166	121.07%
Membership & Prof Development	5090101	20,502	61,800	61,800	6,058	9.80%
Mileage and Travel	5090202	15,925	23,690	23,690	2,458	10.37%
Marketing	5090801	7,531	12,731	12,731	1,493	11.72%
County Fee - Special District	5100401	2,009	2,575	2,575	0	0.00%
Office Rental	5121200	<u>98,832</u>	<u>137,000</u>	<u>137,000</u>	<u>24,888</u>	<u>18.16%</u>
Total Expense		2,586,453	3,331,730	3,331,730	726,213	21.80%
Transfers						
Salary/Benefit Transfers	5100100	<u>(1,879,313)</u>	<u>(2,341,936)</u>	<u>(2,341,936)</u>	<u>(523,081)</u>	<u>22.33%</u>
Transfer Overhead	5100101	<u>(312,530)</u>	<u>(473,809)</u>	<u>(473,809)</u>	<u>(86,988)</u>	<u>18.35%</u>
Total Transfers		<u>(2,191,843)</u>	<u>(2,815,745)</u>	<u>(2,815,745)</u>	<u>(610,070)</u>	<u>21.67%</u>
Total Expense		<u>394,611</u>	<u>515,985</u>	<u>515,985</u>	<u>116,143</u>	<u>22.50%</u>

Marin Transit
 FY2018/19 Q1 Budget Report
 From 7/1/2018 Through 9/30/2018

Detail: Local Service

		FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Special Fares - Paid By Another Agency	4020000	452,559	416,387	416,387	233,394	56.05%
Advertising Revenue	4060301	280,788	245,552	245,552	69,548	28.32%
Lease of Property	4070301	143,986	166,654	166,654	37,632	22.58%
Donations	4070500	5,000	0	0	0	0.00%
Fee For Service	4090101	1,679	0	0	1,725	-
Measure A Sales Tax	4092001	9,759,362	10,173,000	10,173,000	2,393,862	23.53%
Measure A Sales tax - Interest	4092003	85,000	85,000	85,000	85,000	100.00%
State Transit Assistance	4110101	1,224,816	1,744,814	1,744,814	434,582	24.91%
Transit Development Act (TDA)	4110102	4,614,306	5,109,399	5,109,399	1,277,350	25.00%
State- Low Carbon Transit Operations Program	4119904	128,676	335,724	335,724	93,737	27.92%
Fed-FTA 5307 Urbanized Area Formula	4139910	222,210	0	0	0	0.00%
National Park Service	4139951	154,736	458,000	458,000	67,124	14.66%
Fed-FTA 5304 State Planning	4139961	20,000	0	0	0	0.00%
Fare Revenue	4140100	<u>2,661,614</u>	<u>2,773,337</u>	<u>2,773,337</u>	<u>639,510</u>	<u>23.05%</u>
Total Revenue		19,754,732	21,507,867	21,507,867	5,333,464	24.80%
Transfers						
Property Tax Transfer	4700001	23,281	373,760	373,760	33,841	9.05%
Program Revenue Transfer	4700002	<u>85,151</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0.00%</u>
Total Transfers		108,432	453,760	453,760	33,841	7.46%
Net Revenue		<u>19,863,164</u>	<u>21,961,627</u>	<u>21,961,627</u>	<u>5,367,305</u>	<u>24.44%</u>
Expense						
Consultant Services	5030301	233,346	206,000	206,000	9,706	4.71%
Fare Processing Charges	5030310	31,948	14,653	14,653	2,513	17.15%
Customer Service	5030320	267,781	301,393	301,393	75,787	25.14%
Custodial Service	5030602	15,943	21,315	21,315	0	0.00%
Security Services	5030701	243,313	273,389	273,389	61,724	22.57%
Fuel	5040101	1,488,446	1,695,743	1,695,743	449,823	26.52%
Small Furn/Equipment	5049902	0	0	0	2,186	-
Software	5049903	20,750	22,660	22,660	0	0.00%
Communication-AVL	5050205	69,257	91,592	91,592	47,754	52.13%
Communication-Data	5050206	2,311	2,925	2,925	536	18.32%
Purchased Transportation - In Report	5080101	16,119,070	17,539,220	17,539,220	4,279,238	24.39%
Marketing	5090801	61,053	101,065	101,065	28,544	28.24%
Expense Transfer - GGT Pass Through	5100404	85,000	85,000	85,000	0	0.00%
Signs	5122010	321	1,044	1,044	0	0.00%
Total Expense		18,638,538	20,355,999	20,355,999	4,957,811	24.36%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	1,050,010	1,417,739	1,417,739	293,074	20.67%
Cost Center Transfer Overhead	5100101	174,617	187,889	187,889	48,738	25.93%
Total Transfers		1,224,626	1,605,628	1,605,628	341,812	21.29%
Total Expense		<u>19,863,164</u>	<u>21,961,627</u>	<u>21,961,627</u>	<u>5,299,623</u>	<u>24.13%</u>

Marin Transit
 FY2018/19 Q1 Budget Report
 From 7/1/2018 Through 9/30/2018

Detail: Yellow Bus Service

		FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Yellow Bus Fares - Paid by other Agency	4030000	145,000	145,000	145,000	0	0.00%
Fee For Service	4090101	121,485	109,910	109,910	31,642	28.78%
Measure A Sales Tax	4092001	201,490	227,000	227,000	81,973	36.11%
Fare Revenue - Yellow Bus	4140105	<u>372,485</u>	<u>402,740</u>	<u>402,740</u>	<u>42,846</u>	<u>10.63%</u>
Total Revenue		840,459	884,650	884,650	156,460	17.69%
Net Revenue		<u>840,459</u>	<u>884,650</u>	<u>884,650</u>	<u>156,460</u>	<u>17.68%</u>
Expense						
Consultant Services	5030301	5,485	3,000	3,000	3,816	127.19%
Fare Processing Charges	5030310	12,215	15,521	15,521	7,950	51.21%
Custodial Service	5030602	1,459	1,800	1,800	269	14.94%
Small Furn/Equip	5049902	0	1,800	1,800	287	37.28%
Software	5049903	690	0	0	78	0.00%
Communication-AVL	5050205	13,180	12,825	12,825	12,825	100.00%
Communication-Data	5050206	8,311	9,270	9,270	2,040	22.00%
Yellow Bus School Service	5080103	616,786	624,240	624,240	93,058	14.90%
Marketing	5090801	2,343	0	0	22	0.00%
Leases and Rentals	5120401	<u>23,280</u>	<u>23,980</u>	<u>23,980</u>	<u>4,796</u>	<u>20.00%</u>
Total Expense		683,749	692,436	692,436	125,141	18.07%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	134,366	147,462	147,462	26,477	17.95%
Cost Center Transfer Overhead	5100101	<u>22,345</u>	<u>44,753</u>	<u>44,753</u>	<u>4,403</u>	<u>9.83%</u>
Total Transfers		156,711	192,215	192,215	30,880	16.07%
Total Expense		<u>840,459</u>	<u>884,651</u>	<u>884,651</u>	<u>156,021</u>	<u>17.64%</u>

Marin Transit
 FY2018/19 Q1 Budget Report
 From 7/1/2018 Through 9/30/2018

Detail: Rural Service

		FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	1,139,691	988,648	988,648	247,500	25.03%
Fed-FTA 5311 Rural	4139920	208,393	198,750	198,750	51,069	25.69%
Fare Revenue	4140100	<u>119,005</u>	<u>121,794</u>	<u>121,794</u>	<u>30,263</u>	<u>24.84%</u>
Total Revenue		1,467,088	1,309,192	1,309,192	328,832	25.12%
Transfers						
Property Tax Transfer	4700001	<u>0</u>	<u>542,325</u>	<u>542,325</u>	<u>156,619</u>	<u>28.88%</u>
Total Transfers		0	542,325	542,325	156,619	28.88%
Net Revenue		<u>1,467,088</u>	<u>1,851,517</u>	<u>1,851,517</u>	<u>485,451</u>	<u>26.22%</u>
Expense						
Consultant Services	5030301	21,754	16,883	16,883	189	1.12%
Fare Processing Charges	5030310	192,010	203,676	203,676	65,612	32.21%
Fuel	5040101	0	0	0	165	0.00%
Communication-AVL	5050205	15,936	15,931	15,931	15,145	95.06%
Communication-Data	5050206	831	1,030	1,030	208	20.17%
Purchased Transportation - In Report	5080101	1,146,382	1,453,681	1,453,681	372,200	25.60%
Purchased Transportation - Regional	5080102	0	0	0	0	0.00%
Marketing	5090801	<u>11,960</u>	<u>32,173</u>	<u>32,173</u>	<u>2,786</u>	<u>8.65%</u>
Total Expense		1,388,874	1,723,373	1,723,373	456,304	26.48%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	67,062	98,308	98,308	24,991	25.42%
Cost Center Transfer Overhead	5100101	<u>11,152</u>	<u>29,835</u>	<u>29,835</u>	<u>4,156</u>	<u>13.92%</u>
Total Transfers		78,215	128,143	128,143	29,147	22.75%
Total Expense		<u>1,467,089</u>	<u>1,851,517</u>	<u>1,851,517</u>	<u>485,451</u>	<u>26.21%</u>

Marin Transit
 FY2018/19 Q1 Budget Report
 From 7/1/2018 Through 9/30/2018

Detail: Marin Access

		FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	2,154,534	2,657,416	2,657,417	301,008	11.32%
Measure B	4099950	817,779	1,120,000	1,120,000	145,399	12.98%
State Transit Assistance	4110101	60,404	96,888	96,888	15,000	15.48%
State Prop Tx Relief HOPTR	4119910	18,940	18,500	18,500	0	0.00%
Fed-FTA 5307 Urbanized Area Formula	4139910	701,236	715,573	715,573	479,219	66.96%
Fed-FTA 5310 Mobility	4139915	0	437,500	437,500	250,463	57.24%
Fed-FTA 5317 New Freedom	4139941	0	0	0	0	0.00%
Fare Revenue	4140100	293,873	368,362	368,362	77,206	20.95%
Misc.-Reimbursement	4601001	7,913	9,000	9,000	0	0.00%
GGBHTD Payment for Local Paratransit	4601003	1,039,016	1,051,448	1,051,448	270,315	25.70%
GGBHTD Payment for Regional Paratransit	4601004	<u>773,004</u>	<u>856,206</u>	<u>856,206</u>	<u>200,960</u>	<u>23.47%</u>
Total Revenue		5,866,699	7,330,893	7,330,894	1,739,571	23.73%
Transfers						
Property Tax Transfer	4700001	263,406	0	0	7,250	-
Program Revenue Transfer	4700002	(85,151)	(80,000)	(80,000)	0	0.00%
Total Transfers		178,255	(80,000)	(80,000)	7,250	-9.06%
Net Revenue		<u>6,044,954</u>	<u>7,250,893</u>	<u>7,250,894</u>	<u>1,746,821</u>	<u>24.09%</u>
Expense						
Consultant Services	5030301	62,997	94,913	94,913	13,346	13.96%
Customer Service	5030320	260,485	481,870	481,870	74,886	15.54%
Fuel	5040101	481,088	532,126	532,126	156,639	29.43%
Software	5049903	69,310	73,819	73,819	37,086	50.23%
Communication- Mobile Data Terminal	5050203	4,790	5,000	5,000	0	0.00%
Communication-MERA Radio	5050204	19,178	20,358	20,358	22,089	108.50%
Communication-Data	5050206	11,394	8,275	8,275	4,346	52.51%
Purchased Transportation - In Report	5080101	4,053,344	4,662,727	4,662,727	1,133,573	24.31%
Purchased Transportation - Regional	5080102	757,724	839,839	839,839	189,764	22.59%
Marketing	5090801	15,148	97,913	97,913	14,845	15.16%
Misc-Exp Transit User Training	5098001	4,913	9,835	9,835	0	0.00%
Gap Grant	5098002	<u>3,450</u>	<u>15,000</u>	<u>15,000</u>	<u>550</u>	<u>3.66%</u>
Total Expense		5,743,821	6,841,674	6,841,674	1,647,123	24.07%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	258,196	309,769	309,769	85,482	27.59%
Cost Center Transfer Overhead	5100101	<u>42,938</u>	<u>99,450</u>	<u>99,450</u>	<u>14,216</u>	<u>14.29%</u>
Total Transfers		301,134	409,220	409,220	99,698	24.36%
Total Expense		<u>6,044,955</u>	<u>7,250,894</u>	<u>7,250,894</u>	<u>1,746,821</u>	<u>24.09%</u>

Marin Transit
 FY2018/19 Q1 Budget Report From
 7/1/2018 Through 9/30/2018

Detail:Capital Budget

		Total Project Budget	FY2018/19 Budget	Current Period Actual	Total Project Expenditure
EV	Purchase 2 Electric Vehicles (Replacements)	1,662,022	163,633	8,478	72,122
PA	Purchase Three Paratransit Vehicles	267,000	5,000	266,527	267,856
SA	Purchase One Shuttle (Expansion)	130,000	5,000	97,958	97,958
SB	Purchase 1- Replacement Shuttle	125,000	125,000	-	-
XA	Purchase 2 New XHF Vehiclles	925,000	920,000	159	159
XB	Purchase 4 Replacement Rural Vehicles	1,600,000	1,600,000	-	-
HM	Hybrid Mid-Life Battery Replacements	400,000	400,000	-	-
Subtotal Vehicles		5,109,022	3,218,633	373,122	438,095
BI	Bus Stop Improvements SGR (BI)	2,201,130	691,796.00	11,663	1,529,374
BS	Bus Stop Assessment Update	115,000	14,982	6,790	87,926
BW	Muir Woods Infrastructure Improvements	638,000	217,729	-	425,453
TR	San Rafael Transit Center	100,000	100,000	-	-
Subtotal Bus Stop Improvements		3,054,130	1,024,507	18,453	2,042,753
FC	Facility Peliminary Design & Env	174,418	18,398	-	174,418
FR	Facility ROW Purchase	5,500,000	5,500,000	78,160	138,968
OF	Office Furniture	45,000	45,000	3,454	17,544
YF	Yellow Bus Parking Facility	3,000,000	3,000,000	-	-
Subtotal Facility		8,719,418	8,563,398	81,614	330,930
OA	On Board Equipment - 2016	210,000	65,955	7,677	152,437
TB	Mobility Management Technology Backbone	375,000	155,319	10,571	273,701
ME	MERA	29,000	29,000	2,243	2,243
RD	Radio Communication Upgrade	168,000	121,695	-	47,238
AY	AVL Replacement Equipment	180,000	180,000	-	-
CR	Clipper	400,000	300,000	-	-
Subtotal Technology Projects		782,000	851,969	20,492	475,620
GG	Golden Gate Capital Costs (GG)	-	18,000	4,346	NA
BM	Bus Stop Maintenance (BM)	-	100,000	21,926	NA
VR	Major Vehicle Repairs (VR)	-	200,000	13,475	NA
IF	Infrastructure Support (IF)	-	356,794	70,109	NA
Subtotal Ongoing Capital Expenses		-	674,794	109,856	-
Total Expenditures		17,664,570	14,333,301	603,538	3,287,398

Attachment B

FY2018/19 Q1
Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-08	06/04/2018	Moved \$40,000 of the project budget for office furniture for new office space from FY2019 to FY2018	Capital	Capital	OF	5230103 Furniture & Fixtures	\$45,000	(\$40,000)	\$5,000
2019-01	Pending	Roll forward of unspent FY2018 Capital Project budgets; and update all Prior Years and Total Budgets	Capital	Capital	EV	5230101 Vehicles	163,633	1,434,745	1,598,378
					PA	5230101 Vehicles	5,000	260,671	265,671
					SA	5230101 Vehicles	5,000	125,000	130,000
					XA	5230101 Vehicles	920,000	5,000	925,000
					BI	5230101 Bus Stops	691,796	(8,377)	683,419
					BS	5230101 Bus Stops	14,982	18,882	33,864
					BW	5230101 Bus Stops	217,729	(5,182)	212,547
					FC	5230104 Facility	18,398	(18,398)	0
					FR	5230104 Facility	5,500,000	(60,808)	5,439,192
					OF	5230103 Furniture & Fixtures	5,000	25,910	30,910
					OA	5230102 Equipment	65,955	(715)	65,240
									TB
				RD	5230102 Equipment	121,695	(933)	120,762	
2018-02	Pending	Add SB1 SGR Funding to replacement of four rural transit vehicles	Capital	Capital	XB	4110105 STA SGR SB1	0	211,538	211,538
						4092001 Measure A	1,019,737	(211,538)	808,199
2018-03	Pending	Add Equipment budget to Local and Rural to allow for low value fare collection and other equipment	Operations	Local	NA	5049902 Small Furn/Equip	0	\$5,000	\$5,000
						4700001 Property Tax Transfer	0	\$5,000	\$5,000
				Rural	NA	55049902 Small Furn/Equip	0	\$1,352	\$1,352
						4092001 Measure A	0	\$1,352	\$1,352

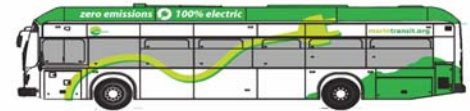
Capital Projects Report through September

This capital project report provides detail through the First Quarter of FY2018/19. 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 FY2019	Total Project Expenditures
Vehicles	\$5,109,022	\$373,122	\$438,095
Bus Stop Improvements	\$3,054,130	\$18,453	\$2,042,753
Facility	\$8,719,418	\$81,614	\$330,722
Technology Projects	\$782,000	\$20,492	\$474,894
Ongoing Capital Expenses	\$674,794	\$109,856	\$109,856 (annual)
	\$18,339,364	\$603,537	\$3,396,320

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 and the vehicle order has been placed with BYD Motors. The vehicles were delivered in September, 2018.

VEHICLES

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
EV	\$1,662,022	\$72,122	4%	Dec-18

Purchase Three Paratransit Vehicles **Total Project Budget \$267,000**

Concept: Purchase three Paratransit cutaway vehicles
Funding: \$218,940 Federal Section 5307
 \$48,060 Measure A



Description: Replace three paratransit vehicles that are beyond their useful life

Status: Board authorized purchase of the vehicles in August 2017. The purchase order was submitted in December 2017 with delivery scheduled for May 2018. Vehicle production was delayed and vehicles were delivered in July 2018.

VEHICLES

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
PA	\$267,000	\$267,856	100%	Jul-18

VEHICLES

Purchase One Shuttle (Expansion) Total Project Budget \$130,000

Concept: Purchase One Shuttle
Funding: \$130,000 State Transit Assistance- SGR



Description: Purchase one shuttle to replace a contractor-owned vehicle beyond its useful life

Status: Board authorized purchase of the vehicle in December 2017 for the Community Shuttle route. Vehicle delivery was completed in August of 2018. Staff is working on purchasing on board equipment.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
SA	\$130,000	\$97,958	100%	Aug-18

VEHICLES

Purchase One Shuttle (Replacement) Total Project Budget \$125,000

Concept: Purchase One Shuttle
Funding: \$102,500 Federal Section 5307
 \$22,500 Measure A



Description: Replace one shuttle vehicle beyond it's useful life.

Status: Board authorized purchase of the vehicle in December 2017. Vehicle delivery is anticipated in February of 2019.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
SB	\$125,000	\$0	0%	Mar-19

VEHICLES

Purchase Two 35ft XHF Vehicles (Expansion) Total Project Budget \$925,000

Concept: Purchase two 35ft XHF vehicles
Funding: \$920,000 State Transit Assistance
 \$5,000 Measure A



Description: Purchase of two expansion 35-foot XHFs

Status: The Board authorized the purchase of these vehicles in December 2017 for school service and Muir Woods shuttle routes. Purchase allows retirement of 2 active retirement vehicles. Delivery is anticipated in December 2018.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
XA	\$925,000	\$159	20%	Jan-19



VEHICLES

Purchase Four 30ft XHF Vehicles (Replacement)

Total Project Budget \$1,600,000

Concept: Purchase two 35ft XHF vehicles
Funding: \$505,120 Federal Section 5307
 \$286,651 State Transit Assistance - State of Good Repair
 \$808,229 Measure A



Description: Purchase of four replacement 30-foot XHFs

Status: These vehicles will replace 4 cutaway vehicles beyond their useful life. This item will be taken to the board for approval in early 2019.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
XB	\$1,600,000	\$0	0%	Dec-19

VEHICLES

Hybrid Mid Life Battery Replacements

Total Project Budget \$400,000

Concept: Replace batteries on the 2007 Hybrid Vehicles
Funding: \$400,000 Measure A

Description: Purchase of two expansion 35-foot XHFs

Status: As a preventative maintenance measure, under the existing maintenance contract, GGBHTD will replace the batteries on the 2007 Hybrid Vehicles. Local funds will be used unless state or federal funds are identified.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
HM	\$400,000	\$0	0%	Jun-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 - Mark Thomas & Co completed plans and specifications for the final round of the State of Good Repair grant. The improvements support accessibility and passenger amenities. A contract for construction management was approved by the board in February 2018. In September 2018, the Board approved Coastside Concrete as the contractor. Construction will begin in December.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Phase 3 Anticipated Completion Date</u>
BI	\$2,201,130	\$1,529,374	69%	Feb-19



Muir Woods Infrastructure Improvements Total Project Budget \$638,000

Concept: Improve boarding locations and purchase signage for the Muir Woods Shuttle
Funding: \$638,000 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: Marin Transit continues work with multiple partner agencies to determine needed vehicle, signage, and capital improvements to improve the passenger experience.



BUS STOP IMPROVEMENTS

<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion Date</u>
BW	\$638,000	\$425,453	67%	Jun-19

BUS STOP IMPROVEMENTS

Bus Stop Assessments **Total Project Budget \$100,000**

Concept: Update Bus Stop Assessments

Funding: \$100,000 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 inventory of bus stop conditions. Additional work is underway to use the new data to develop preliminary plans for future bus stop improvements.

<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	\$100,000	\$87,926	88%	Dec-19	

BUS STOP IMPROVEMENTS

San Rafael Transit Center **Total Project Budget \$100,000**

Concept: Develop integrated bus and rail operation

Funding: \$ 100,000 Measure A

Description: In preparation for a SMART service extension to Larkspur, Marin Transit is working with the City of San Rafael, GGBHTD and SMART to relocate the transit center. Until a new facility is constructed, efforts are underway to modify the existing center. Local funds will be used for staff time & costs related to design and construction.

Status: The agencies are revisiting and updating the Memorandums of Understanding to reestablish roles and responsibilities for upcoming design and construction work.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
TR	\$100,000	\$0	5%	NA	

ADMIN AND OPERATIONS FACILITY

Operations and Maintenance Facility **Total Project Budget \$174,418**

Concept: Develop a maintenance facility

Funding: \$52,169 Measure A
\$122,249 FTA 5307

Description: Evaluate facility needs and develop plans to acquire a District-owned maintenance facility

Status: Board authority to analyze facility needs was given June 2016. With consultant assistance, the District has been evaluating potential facility locations and space needs for fixed route, paratransit & yellow bus services.

<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>	
FC	\$174,418	\$174,418	100%	NA	

ADMIN AND OPERATIONS FACILITY

Maintenance Facility - ROW Purchase & Capital Improvements **Total Project Budget \$5,500,000**

Concept: Acquire property and develop a maintenance facility
Funding: \$1,100,000 Measure A
 \$4,400,000 FTA 5307
Description: Purchase land for a new facility.
Status: Marin Transit is actively searching for and evaluating available land to purchase in the county.

Project ID	Budget	Expended to		Anticipated
		Date	Percent Complete	Completion
FR	\$5,500,000	\$138,968	3%	NA

ADMIN AND OPERATIONS FACILITY

Office Furniture **Total Project Budget \$45,000**

Concept: Expand Administrative Offices for District Staff
Funding: \$45,000 Property Tax
Description: Furniture and other capital expenses for office expansion
Status: Marin Transit is purchasing additional conference room furniture, storage cabinetry, and electronic equipment to be completed by December 2018.

Project ID	Budget	Expended to		Anticipated
		Date	Percent Complete	Completion
OF	\$45,000	\$17,544	39%	Dec-18

ADMIN AND OPERATIONS FACILITY

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

Concept: Identify and purchase propoerty 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 \$1,194,000**

Concept: District technology projects
Funding: \$300,000 Federal Job Access Funds (JARC)
 \$312,000 Federal Section 5307
 \$582,000 Measure A



<u>Projects:</u>		<u>Total Project</u>	<u>Expended to</u>
		<u>Cost</u>	<u>Date</u>
OA	On Board Equipment 2016	\$210,000	\$152,437
AY	AVL Replacements	\$180,000	\$0
TB	Mobility Technology Backbone	\$375,000	\$273,701
ME	MERA	\$29,000	\$2,243
CL	Clipper	\$400,000	\$0

Description: Marin Transit provides technology acquisitions for vehicle operations, fare collection, and passenger information

Status: Marin Transit will continue the project to pay for fareboxes and on board equipment associated with vehicle replacements.

Radio Communication Upgrades - Needs Assessment **Total Project Budget \$168,000**

Concept: Conduct a current Radio Communications Needs Assessment

Funding: \$30,240 Measure A
 \$137,760 FTA 5307

Description: Evaluate current radio communications practices and determine areas for improvement with action plan

Status: Marin Transit board approved a contract with DeltaWRX in September 2017 to complete a radio assessment at each of Marin Transit's contractors. In December 2017, DeltaWRX presented the assessment to staff. A second phase was initiated to fulfill consultant recommendations. Due to lower than expected needs, funding was moved to the AVL Replacement Equipment project in the FY2019 Capital Budget.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>	<u>Percent Complete</u>	<u>Anticipated</u>
		<u>Date</u>		<u>Completion</u>
				<u>Date</u>
RD	\$168,000	\$47,238	28%	Feb-19



Ongoing Capital Expenses **Annual Budget** **\$674,794**

Concept: Ongoing capital expenses

Funding: \$674,794 Measure A

<u>Projects:</u>		<u>Total Project</u> Budgets	<u>Annual Budget</u>	<u>Expended in</u> <u>FY2018</u>
GG	Golden Gate Capital Costs	\$18,000	\$18,000	\$4,346
BM	Bus Stop Maintenance	\$100,000	\$100,000	\$21,926
VR	Major Vehicle Repairs	\$200,000	\$200,000	\$13,475
IF	Infrastructure Support	\$356,794	\$356,791	\$70,109

Description: Ongoing capital costs associated with the Golden Gate operations contract, major vehicle repairs, and other small capital expenses

Status: Capital depreciation expenses for equipment owned by Golden Gate Transit are billed monthly. Major vehicle repairs, such as transmissions, are expended as needed. Infrastructure support includes small capital projects, staff support, and work on partner agency capital projects.

ONGOING CAPITAL EXPENSES