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November 18, 2019

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



**SUBJECT: Marin Transit FY 2018/19 Year End Financial Report**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

**RECOMMENDATION:** Accept report.

**SUMMARY:**

The attached report presents Marin County Transit District's (Marin Transit) Year End Financial Report for Fiscal Year 2018/19. The report provides numbers on a full accrual basis, consistent with Generally Accepted Accounting Principles (GAAP). These numbers may be subject to adjustments based on the Fiscal Year 2018/19 audited statements that will be completed in December 2019.

Fiscal Year 2018/19 (July 1, 2018 - June 30, 2019) was the third year of the expanded fixed route operations that started in June 2016. The cost of fixed route service operations increased as a result of new competitively bid fixed service contracts. The largest increase was for rural and seasonal services, which are more costly to operate and include the Muir Woods shuttle and supplemental school routes. Fuel costs also increased significantly with the rising price of diesel fuel. Marin Transit maintained service levels on yellow bus operations and rural west Marin fixed route service. Marin Access services were comparable to the prior year. The District added an on-demand pilot program, the Marin Transit Connect.

In FY2018/19, the expenditures for the District's Operations and Capital Programs were \$34.1 million. Operation expenses were seven percent higher than the prior year and six percent below budget. Operation revenues were seven percent higher than the prior year and three percent below budget. The District provided less than one percent fewer fixed route revenue service hours and maintained the same level of yellow bus service. Marin Transit provided four percent more trips on its Marin Access programs that serve older adults and people with disabilities.

Marin Transit ended Fiscal Year 2018/19 in a strong financial position. Continued property tax and sales tax revenue growth

combined with new state funding from the State SB1 gas tax increase allowed the District to sustain increased service levels, invest in new vehicles, and increase District reserves to \$27.2 million. Marin Transit is actively looking for land to invest in a District-owned maintenance and parking facility. A Marin Transit facility will reduce contracting risks, help ensure sustainability for the District, and enable the District to invest in electric vehicle charging infrastructure. Reauthorization of the transportation sales tax measure in November 2018 ensures stable baseline funding for local transit operations.

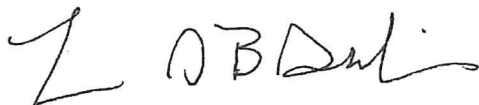
Marin Transit is updating the District's Short Range Transit Plan (S RTP), which reviews ten-year revenue and expense projections and, if applicable, evaluates options for reinvesting available resources.

Highlights from the year-end report include:

- Between July 1, 2018 and June 30, 2019 (Fiscal Year 2018/19), Marin Transit's total expenditures for Operations and Capital Programs were \$34.1 million;
- The District has a fully funded emergency reserve and contingency reserve equivalent to six months of operating expenses. In addition, the District contributed \$839,602 to the Capital Reserve;
- Operation expenses were seven percent higher than the previous year, and expenses were six percent below budget. Operation revenues were seven percent higher than the prior year, and three percent below budget;
- The District continued to operate the expanded fixed route service for the third fiscal year and maintained the same level of yellow school bus service;
- Local paratransit revenue hours increased one percent while ridership declined;
- The District added a new grant-funded pilot project for on-demand app-based transit service (Marin Transit Connect) in a designated service area in San Rafael;
- Marin Transit completed construction of federally funded bus stop improvements; and
- The District purchased eight vehicles including new state funded vehicles to reduce overcrowding on supplemental school routes and the District's first electric buses.

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

Respectfully submitted,



Lauren Gradia  
Director of Finance and Capital Programs

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



## Marin County Transit District Year End FY 2018/19 Financial Report



### Summary

Fiscal Year 2018/19 (July 1, 2018 -June 30, 2019) was the third year of the expanded fixed route operations that started in June 2016. Fixed route service operations costs increased as a result of new competitively bid fixed route service contracts, with the largest cost increases on rural and seasonal service that are more costly to operate. These include the Muir Woods shuttle and supplemental school routes. Fuel costs also increased significantly with the rising price of diesel fuel. Marin Transit maintained service levels on yellow bus operations and rural west Marin fixed route service. Marin Access service levels were comparable to the prior year. The District added a new service, the Marin Transit Connect on-demand pilot program.

In FY2018/19, expenditures for the District's Operations and Capital Programs were \$34.1 million (Table 1). Operation expenses were 7% higher than the prior year and 6% below budget. Operation revenues were 7% higher than the prior year and 3% below budget. The District provided <1% fewer fixed route revenue service hours and maintained the same level of yellow bus service. Marin Transit provided 4% more trips on its Marin Access programs that serve older adults and people with disabilities.

Marin Transit ended Fiscal Year 2018/19 in a strong financial position. Continued property tax and sales tax revenue growth combined with new state funding from the State SB1 gas tax increase allowed the District to sustain increased service levels, invest in new vehicles, and increase District reserves to \$27.2 million. Marin Transit is actively looking for land to invest in a District-owned maintenance and parking facility to reduce contracting risk, help ensure sustainability for the District, and invest in electric vehicle charging infrastructure. Reauthorization of the transportation sales tax measure in November 2018 ensures stable baseline funding for local transit operations. Marin Transit is updating the District's Short Range Transit Plan (SRTP), which includes reviewing ten-year revenue and expense projections and, if applicable, evaluating options to reinvest available resources.

**Table 1: Summary**

	FY 2017/18 Actual	FY2018/19 Original Budget	FY 2018/19 Revised Budget	FY 2018/19 Actual	Percent Total Budget Used
<i>Operations</i>	32,344,147	35,552,321	35,558,675	34,660,941	97%
<i>Capital</i>	11,485,678	11,333,301	12,890,101	3,587,683	28%
<b>Total Revenue</b>	<b>43,829,824</b>	<b>46,885,622</b>	<b>48,448,776</b>	<b>38,248,624</b>	<b>79%</b>
<i>Operations</i>	28,610,278	32,464,675	32,471,027	30,563,140	94%
<i>Capital</i>	11,517,302	14,333,301	15,890,101	3,587,683	23%
<b>Total Expenditures</b>	<b>40,127,579</b>	<b>46,797,976</b>	<b>48,361,127</b>	<b>34,150,824</b>	<b>71%</b>
<b>Net Change in Fund Balance</b>	<b>\$3,702,245</b>	<b>\$87,646</b>	<b>\$87,649</b>	<b>\$4,097,800</b>	
<i>Emergency Reserve</i>	4,992,037	5,410,779	5,411,838	5,411,838	
<i>Contingency Reserve</i>	9,984,074	10,821,558	10,823,676	10,823,676	
<i>Capital Reserve</i>	8,160,238	6,991,659	6,988,485	10,998,637	
<b>Fund Balance (total reserve)</b>	<b>\$23,136,349</b>	<b>\$23,223,996</b>	<b>\$23,223,998</b>	<b>\$27,234,150</b>	

**District Reserve Balance**

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

Consistent with the FY2018/19 budget, the District places amounts that exceed budgeted levels for the emergency and contingency reserve in the capital reserve. In FY2018/19, the District added \$2.9 million to towards this purpose for a total capital reserve of \$11 million (Table 1).



## Operations

For the purposes of this report, the Operations Budget includes all revenues and expenses not directly related to purchasing or maintaining the capital infrastructure. Table 3 shows actual FY 2018/19 operations revenues and expenses for the year as they compare to the Adopted Budget. All Budget adjustments are shown in Attachment 1. Operations revenues and expenses were 7% higher than the prior year.

The Operations expenditures (Table 3) enabled Marin Transit to successfully deliver the transit services detailed in Table 2. FY2018/19 was the third year of operation of the major service changes and expansion that began in June 2016. Marin Transit operated the same amount of fixed route revenue service hours in FY2018/19 as FY2017/18 and operated 13% more demand response service hours. Marin Transit biggest increase in service hours was from adding the on-demand service under the Transit Connect pilot project.

**Table 2: Fiscal Year 2018/19 Transit Services**

Service	FY 2017/18 Revenue Hours	FY18/19 Budgeted Revenue Hours	FY 2018/19 Actual Revenue Hours	% of Budget
Regular Local and Trunk Line	109,518	116,000	108,262	93%
Community Shuttles	42,547	43,500	42,402	97%
Local Supplemental School <sup>1</sup>	6,053	7,100	6,673	94%
Muir Woods Shuttle	5,930	6,810	6,542	96%
West Marin Stagecoach Service	16,190	16,400	16,158	99%
<b>Fixed Route Subtotal</b>	<b>180,238</b>	<b>189,810</b>	<b>180,037</b>	<b>95%</b>
Novato Dial-A-Ride	2,074	2,400	2,497	104%
Rural Dial A Ride	323	435	371	85%
Transit Connect	0	10,988	6,804	62%
Local Paratransit Service	59,455	62,491	60,218	96%
<b>Demand Response Subtotal</b>	<b>61,852</b>	<b>76,314</b>	<b>69,890</b>	<b>92%</b>
Regional Paratransit Service	8,211	9,500	7,430	78%
Yellow School Bus Service	6 buses	6 buses	6 buses	-
Service	FY2017/18 Actual Trips	FY18/19 Estimated Trips	FY18/19 Actual Trips	% of Estimate
Catch A Ride	15,002	15,000	14,368	96%
Volunteer Driver	14,989	14,800	14,126	95%
Notes: 1) Includes College of Marin Service				

Service	FY 2017/18 Revenue Hours	FY18/19 Budgeted Revenue Hours	FY 2018/19 Actual Revenue Hours	% of Budget
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**Table 3: Operations FY 2018/19 Actuals (Admin, Local, Rural & Marin Access)**

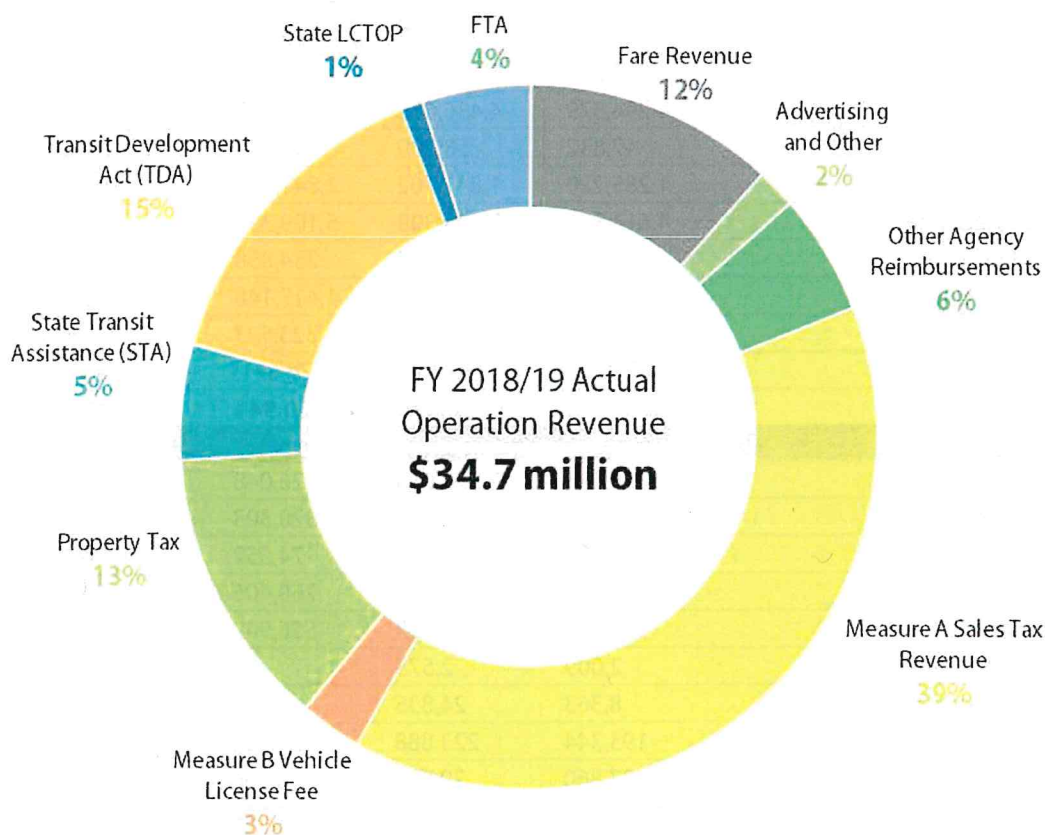
	FY 2017/18 Actual	FY 2018/19 Budget - Revised	FY 2018/19 Actual	Percent Budget Used
<b>Revenue</b>				
Fare Revenue	4,044,536	4,227,620	4,024,376	95%
Advertising & Other Revenue	424,774	412,206	390,093	95%
Reimbursements (GGBHTD, WSW)	1,943,098	2,026,564	1,934,611	95%
Interest	118,552	70,250	198,694	283%
Measure A	13,255,076	14,046,065	13,460,000	96%
Measure A Interest	85,000	85,000	85,000	100%
Measure B	817,779	1,120,000	991,414	89%
Property Taxes	4,294,379	4,436,683	4,557,957	103%
Development Fees	47,832	58,200	48,787	84%
State Transit Assistance (STA)	1,285,220	1,841,702	1,841,702	100%
Transit Development Act (TDA)	4,614,306	5,109,399	5,109,399	100%
Other State	147,950	354,524	354,858	100%
FTA Funds	1,151,839	1,351,823	1,417,148	105%
National Park Service	154,887	458,000	323,523	71%
Transfers to Capital Budget	(41,080)	(39,360)	(76,621)	195%
<b>Total Revenue</b>	<b>32,344,148</b>	<b>35,558,676</b>	<b>34,660,941</b>	<b>97%</b>
<b>Expenses</b>				
Salaries and Benefits	2,025,436	2,556,016	2,326,048	91%
Professional Service	555,159	558,531	320,303	57%
Professional Service- Legal	72,323	150,000	74,552	50%
Security and Maintenance	261,036	297,548	260,405	88%
Customer Service	528,266	783,263	596,949	76%
Indirect County Overhead	2,009	2,575	0	0%
Mobility Management Programs	8,363	24,835	7,344	30%
Office Supplies	193,344	223,888	155,764	70%
General Insurance	27,860	29,870	36,166	121%
Contract Service Operation	22,693,306	25,119,706	24,244,754	97%
Membership & Prof Development	20,502	61,800	23,223	38%
Mileage and Travel	15,925	23,690	12,644	53%
Marketing	98,035	243,881	116,675	48%
Communication	171,216	198,436	90,394	46%
Fuel	2,161,544	2,431,546	2,521,500	104%
Vehicle and Parking Leases	23,280	23,980	26,378	110%
Office - Rental and Overhead	98,832	137,000	126,723	92%
Partner Agency Pass Through	85,000	85,000	85,000	100%
Transfers to Capital Budget	(431,158)	(480,538)	(461,682)	96%
<b>Total Expenses</b>	<b>28,610,278</b>	<b>32,471,027</b>	<b>30,563,140</b>	<b>94%</b>
Net Revenue Over Expenditures	3,733,870	3,087,649	4,097,801	133%



## Revenues

Marin Transit operations revenues were \$34.7 million in FY 2018/19. This represents an increase of \$2.3 million (7%) over the prior year (Table 3). The District continued to have a diverse set of revenue sources to fund transit operations (Figure 1). Measure A Local Sales Tax was the largest single source of funding, and the District claimed \$13.5 million in Measure A revenues for operations. Measure A funds are claimed on a reimbursement basis and are dependent on the District's expenditures.

**Figure 1: Operations Revenue Sources for FY 2018/19**



Revenue variances of more than \$100,000 are shown in Table 4. The biggest variances were due to increases in state funding for transit operations. State Transit Assistance and Transportation Development Act funding increased significantly due to increase availability of funding under Senate Bill 1 (SB1), which increased the gas tax. State funding under the Cap and Trade Low Carbon Transit Operations Program increased significantly. In future years, Marin Transit will use these funds to help finance the purchase of zero-emission vehicles. Measure B vehicle license fee funding increased significantly due to new expenditures on the accessible on-demand service (Marin Transit Connect). Measure A expenditure on operations increased only slightly, \$204,924 (2%) more than the prior year. Property tax revenues continued to have strong growth in Marin County, and the District received \$263,578 (6%) more than the prior year.

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

Revenue Category	FY 2018/19 Actual	Variance from Prior Year		Notes
		Amount (\$)	%	
Measure A	\$13,460,000	\$204,924	2%	Increased expenditure of prior year funds on local transit
Measure B	\$991,414	\$173,635	21%	Increased expenditure on accessible on-demand service
Property Tax	\$4,557,957	\$263,578	6%	Continued strong growth of Marin County property tax
State Transit Assistance	\$1,841,702	\$556,482	43%	Increase in available funds
Transportation Development Act	\$5,109,399	\$495,093	11%	Increase in available funds
Other State	\$354,858	\$206,908	140%	Increase in LCTOP funding for 2017 route expansions

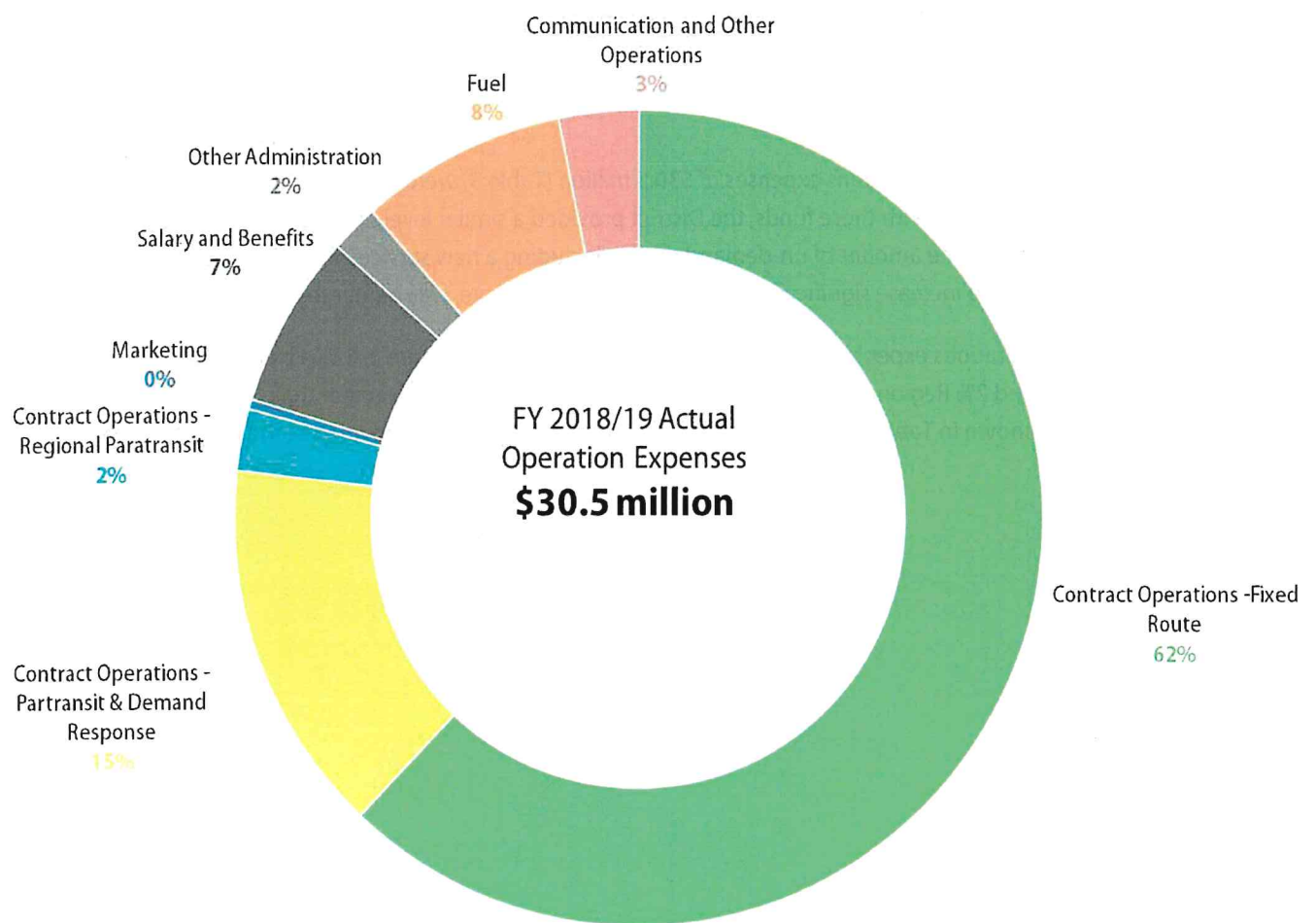
## Expenses

Marin Transit's FY 2018/19 operations expenses of \$30.5 million (Table 3) were 7% higher than in FY2017/18 and 6% below the budget. With these funds, the District provided a similar level of fixed route service to the prior year and increased the amount of on-demand service including a new service, Marin Transit Connect. Fuel prices continued to increase significantly for a second year and were 17% higher than in the prior year.

Contract service operations expenses were 79% of total operations costs (Figure 2, 62% Fixed Route, 15% Local Paratransit, and 2% Regional Paratransit Operations). Expense variations greater than \$100,000 from the prior year are shown in Table 5. A more detailed discussion of expenses is provided in the program area budgets.

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

Expense Category	FY 2018/19 Actual	Variance from Prior Year		Notes
		Amount (\$)	%	
Salaries and Benefits	\$2,326,048	\$300,612	15%	Filled vacant positions
Consultant Services	\$320,303	(\$234,856)	-42%	Decrease in temporary staff and marketing support costs
Contract Service Operation	\$24,244,754	\$1,551,448	7%	New Transit Connect service and increased contract rates
Fuel	\$2,521,500	\$359,956	17%	Increased fuel prices plus additional service

**Figure 2: Systemwide Operations Expense Categories for FY2018/19**



## Attachment A

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

### Administration

The Administration budget includes revenues and expenses 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 enables Marin Transit to track them to the full cost of programs.

Administrative revenue for the District is primarily comprised of Property Tax revenue. Property tax revenue continued to have strong growth (6%). Overall Administrative revenue increased 7%.

Marin Transit's Administrative expenses include staff salaries, benefits, and associated office space. Actual administrative costs were 14% under budget and increased 11% from the prior year. The increase was primarily from increased salary and benefit costs as vacant positions were filled and for increased office rental costs for the additional space at the 711 Grand Ave office. The District hired three new staff members: a Planning Analyst, an Operations Analyst, and a Mobility Analyst. Based on payroll hours, Marin Transit employees 15.1 FTEs, due to staff leaving the agency, Marin Transit ended FY2018/19 with 14.4 regular employee FTE's and two vacant positions. All regular employees working a minimum of 20 hours a week receive contributions to a Governmental 401(a) single employer defined contribution pension plan (the Plan). District contributions are based on years of service and are made into individual employee accounts under the Plan. A report of contributions, total balances, and investment returns is provided in Attachment 2.

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

	FY 2017/18	FY 2018/19
Budget	15.6	16.4
Actual	14.5	15.1
Notes:		
1) Stated in Full Time Equivalents (FTE's)		

Insurance expenses increased 30% based on growth in the District's payroll expenses and budget and exceeded the budgeted amount. All other administrative expenses were at or below the budgeted level.

**Table 7: Administration FY 2018/19 Actuals**

		FY 2017/18 Actual	FY 2018/19 Budget Original	FY 2018/19 Budget Revised	FY 2018/19 Actual	Percent Budget Used
<b>Revenue</b>						
4070400	Interest	118,552	70,250	70,250	198,694	283%
4079950	Development Fees	19,358	18,200	18,200	20,494	113%
4079954	Residual ABX 126	23,474	40,000	40,000	28,293	71%
4080101	PropTax-CurrntSecured	3,770,414	3,947,211	3,947,211	4,020,242	102%
4080102	County Fee-Admin Basic Tax	-59,624	-62,681	-62,681	-61,406	98%
4080103	Property Tax-Unitary	35,759	35,000	35,000	38,901	111%
4080104	PropTax-CurrntUnSecur	75,311	73,000	73,000	73,364	100%
4080105	Educ Rev Augm Fund-Redist	374,098	350,000	350,000	388,770	111%
4080106	PropTax-Supp CY SECR	91,626	87,685	87,685	91,711	105%
4080107	PropTax-Supp Unsecured	1,311	1,000	1,000	791	79%
4080108	PropTax-Redemption	1,516	1,500	1,500	2,693	180%
4080109	PropTax-Prior Unsecured	3,969	3,968	3,968	2,891	73%
4119940	Other	485	300	300	436	145%
<b>Subtotal Revenue</b>		<b>4,456,249</b>	<b>4,565,433</b>	<b>4,565,433</b>	<b>4,805,874</b>	<b>105%</b>
4700001	Property Tax Transfer	(327,767)	(961,798)	(961,797)	(554,339)	58%
<b>Net Revenue</b>		<b>4,128,482</b>	<b>3,603,635</b>	<b>3,603,636</b>	<b>4,251,535</b>	<b>118%</b>
<b>Expense</b>						
5010200	Salaries	1,289,452	1,673,909	1,673,909	1,462,869	87%
5030301	Benefits <sup>1</sup>	735,983	882,107	882,107	863,179	98%
5030301	Consultant Services	156,324	175,000	175,000	102,200	58%
5030304	Prof Services – Legal	72,323	150,000	150,000	74,552	50%
5030305	Prof Svcs - Audit	31,091	32,561	32,561	30,011	92%
5049901	Office Supplies	7,726	14,000	14,000	7,471	53%
5049902	Small Furn/Equip	5,494	13,000	13,000	4,230	33%
5049903	Software Maintenance	57,032	60,000	60,000	59,386	99%
5049904	Copier Suppl & Srv	8,382	9,167	9,167	8,276	90%
5049905	Postage	883	3,090	3,090	1,025	33%
5049906	Computers	23,077	20,000	20,000	16,184	81%
5050201	Communication - Phone	26,028	31,230	31,230	24,931	80%
5060301	Insurance - Gen Liability	27,860	29,870	29,870	36,166	121%
5090101	Memberships & Prof Dev.	20,502	61,800	61,800	23,223	38%
5090202	Mileage and Travel	15,925	23,690	23,690	12,644	53%
5090801	Marketing	7,531	12,731	12,731	8,938	70%
5100401	County Fee - Special District	2,009	2,575	2,575	0	0%
5121200	Office Rental	98,832	137,000	137,000	126,723	92%
<b>Subtotal Expense</b>		<b>2,586,454</b>	<b>3,331,730</b>	<b>3,331,730</b>	<b>2,862,008</b>	<b>86%</b>
5100100	Salary/Benefit Transfers	(1,879,313)	(2,341,936)	(2,341,936)	(2,257,540)	96%
5100101	Transfer Overhead	(312,530)	(473,809)	(473,809)	(450,733)	95%
<b>Net Expense</b>		<b>394,611</b>	<b>515,985</b>	<b>515,985</b>	<b>153,735</b>	<b>30%</b>

Notes: 1) Salary associated with Sick, Vacation and Holidays included in Benefits

## Local Service

The Local Service budget (Table 8) includes all revenues and expenses related to the provision of fixed route service and general purpose dial-a-ride (excluding rural). Local service includes the regular trunk line routes, Community Shuttles, supplemental school service, general purpose on-demand services, and the Muir Woods Shuttle service. Marin Transit expanded service in June 2016 by 19%. The District evaluated the expanded service based on performance metrics and reallocated service hours in FY2017/18 and maintained the increased level of revenue service hours (Figure 3). Total expenses for local service increased \$1.1 million (6%) over the previous fiscal year, a similar increase to the prior year. The cost increases were primarily in purchased transportation (\$782,000, 5%) and were due to increased contract rates and rising fuel prices (\$210,000, 14%). Unlinked passenger trips declined slightly (Figure 4). The District's annual performance report provides more analysis of ridership trends.

Local Service revenues are primarily from State Transit Assistance (STA), Transit Development Act (TDA), local Measure A, and fare revenue. State revenue for local transit increased significantly in FY2018/19 due to increased state gas tax funding.

Marin Transit expended the following discretionary grant funds for local service in FY 2018/19:

FY 2018/19 Expenditure	Total Grant Award	Program	Source
\$128,676	\$128,676	Expanded fixed route service	State, Low Carbon Transit Program funds, LCTOP



**Table 8: Local Service FY 2018/19 Actuals**

		FY 2017/18 Actual	FY 2018/19 Budget Original	FY 2018/19 Budget Revised	FY 2018/19 Actual	Percent Budget Used
<b>Revenue</b>						
4020000	Special Fares - Paid by Another Agcy	452,559	416,387	416,387	686,293	165%
4060301	Advertising Revenue	280,788	245,552	245,552	240,960	98%
4070301	Lease of Property	143,986	166,654	166,654	149,133	89%
4070500	Donations	5,000	0	0	0	-
4090101	Fee For Service	1,679	0	0	1,725	-
4092001	Measure A Sales Tax	9,759,362	10,173,000	10,173,000	9,822,215	97%
4092003	Measure A Sales tax - Interest	85,000	85,000	85,000	85,000	100%
4110101	State Transit Assistance	1,224,816	1,744,814	1,744,814	1,738,330	100%
4110102	Transportation Development Act (TDA)	4,614,306	5,109,399	5,109,399	5,109,399	100%
4119904	State - Low Carbon Transit Program	128,676	335,724	335,724	335,795	100%
4139910	Fed - FTA 5307 (JARC)	222,210	0	0	0	-
4139951	National Park Service	154,736	458,000	458,000	323,371	71%
4139961	Fed- FTA 5304 State Planning	20,000	0	0	0	-
4140100	Fare Revenue	2,661,614	2,773,337	2,773,337	2,414,173	87%
<b>Subtotal Revenue</b>		<b>19,754,732</b>	<b>21,507,867</b>	<b>21,507,867</b>	<b>20,906,394</b>	<b>97%</b>
4700001	Property Tax Transfer	23,281	373,760	378,760	0	0%
4700002	Program Revenue Transfer	85,151	80,000	80,000	81,326	102%
<b>Total Revenue</b>		<b>19,863,164</b>	<b>21,961,627</b>	<b>21,966,627</b>	<b>20,987,720</b>	<b>96%</b>
<b>Expense</b>						
5030301	Consultant Services	233,346	206,000	206,000	95,480	46%
5030310	Fare Processing Charges	31,948	14,653	14,653	15,923	109%
5030320	Customer Service	267,781	301,393	301,393	288,777	96%
5030602	Custodial Service	15,943	21,315	21,315	12,236	57%
5030701	Security Services	243,313	273,389	273,389	246,378	90%
5040101	Fuel	1,488,446	1,670,743	1,670,743	1,698,478	102%
5040160	Electrical Power	0	25,000	25,000	7,022	28%
5049902	Small Furniture/Equip	0	0	5,000	2,819	56%
5049903	Software	20,750	22,660	22,660	50	0%
5050205	Communication-AVL	69,257	91,592	91,592	2,317	3%
5050206	Communication-Data	2,311	2,925	2,925	2,284	78%
5080101	Purchased Transportation	16,119,070	17,539,220	17,539,220	16,901,437	96%
5090801	Marketing	61,053	101,065	101,065	67,090	66%
5100404	Expense Transfer - GGT Wave	85,000	85,000	85,000	85,000	100%
5122010	Signs	321	1,044	1,044	0	NA
<b>Subtotal Expense</b>		<b>18,638,539</b>	<b>20,355,999</b>	<b>20,360,999</b>	<b>19,425,291</b>	<b>95%</b>
5100100	Salary/Benefit Transfers	1,050,010	1,417,739	1,417,739	1,302,319	92%
5100101	Overhead Transfer	174,617	187,889	187,889	260,109	138%
<b>Total Expense</b>		<b>19,863,166</b>	<b>21,961,627</b>	<b>21,966,627</b>	<b>20,987,719</b>	<b>96%</b>

Figure 3: Local Revenue Service Hours by Program

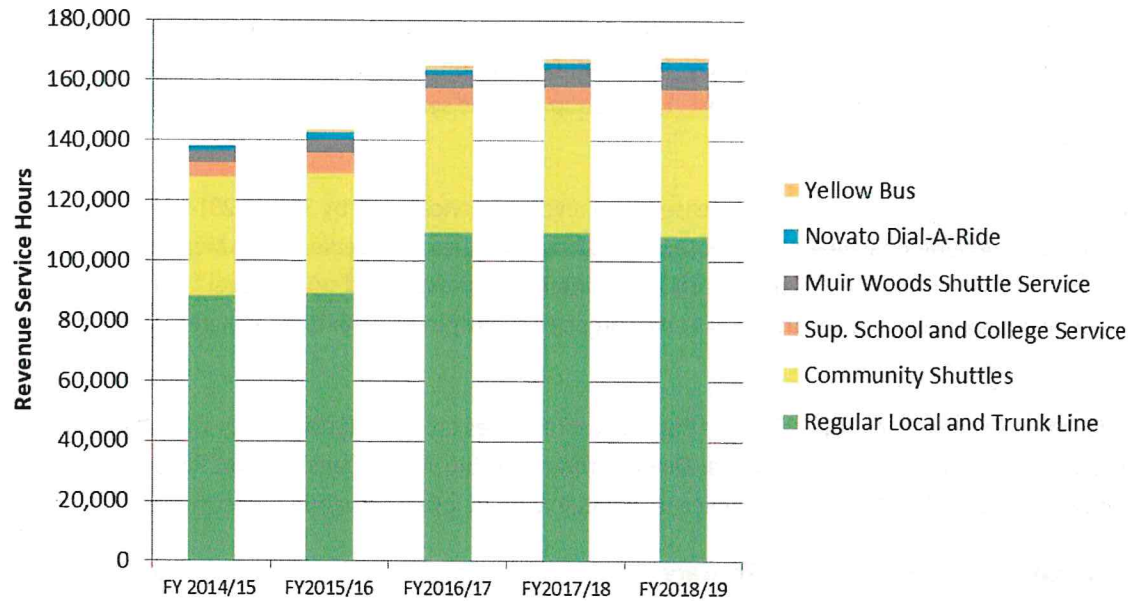
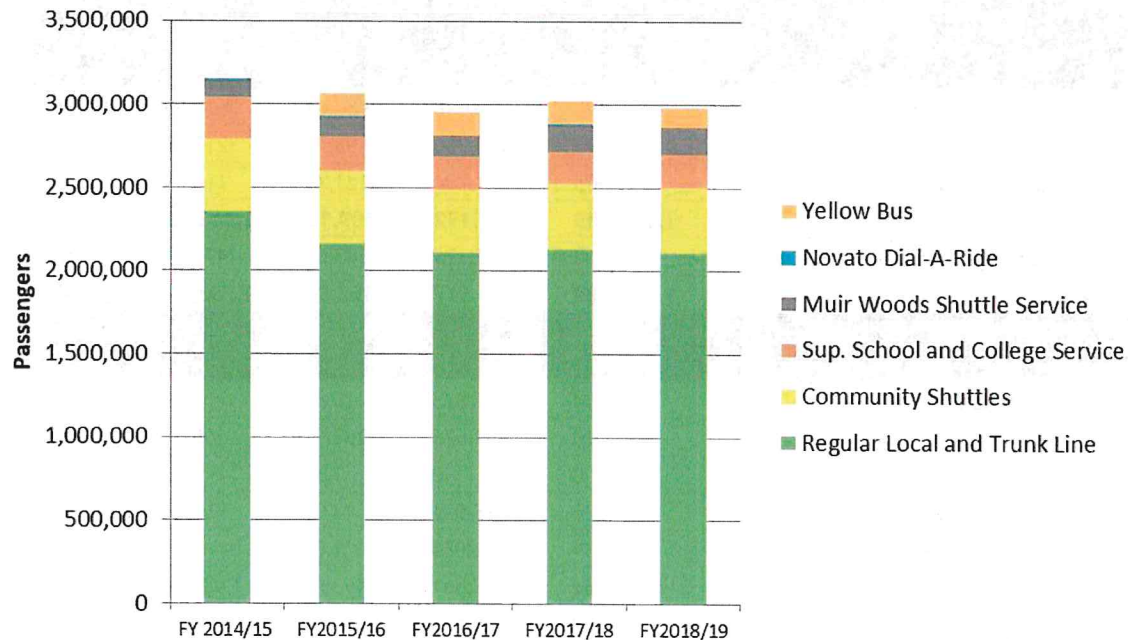


Figure 4: Local Unlinked Passenger Trips by Program



## Rural Service

Rural Service is operated as the West Marin Stagecoach Service and includes the Northern Route 68, the Southern Route 61, and limited service to Tomales on the Dillon Beach/Tomales Dial-A-Ride (formerly Route 65). All Rural revenues and expenses are shown in Table 9. Program costs increased 22% from the prior year due a 30% increase in contract rates under the new competitively bid contract for rural and seasonal service. Unlike the local fixed route contract, the fixed costs for these specialized services increased significantly under the new contract effective July 1, 2018.

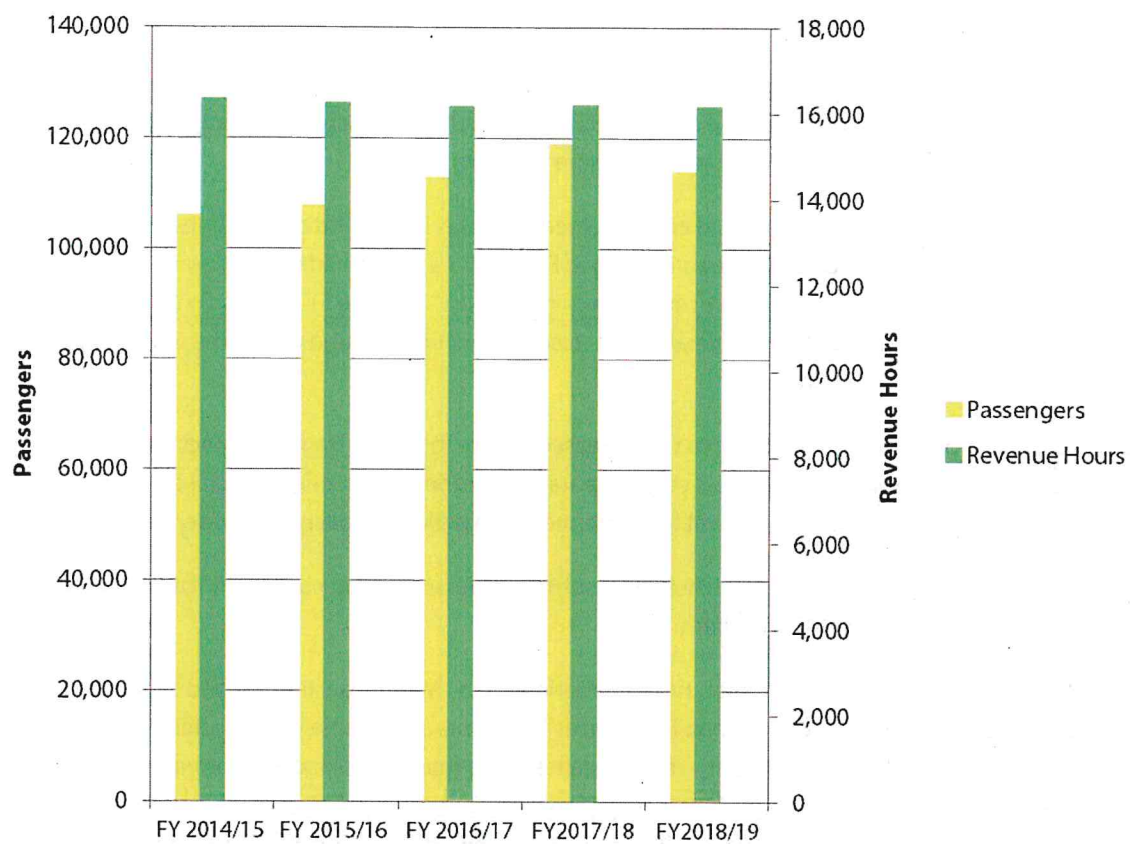
As part of a strategic initiative, Marin Transit increased rural revenue service hours by 33% FY2014/15 to respond to demand for additional peak weekend service and expend sales tax reserves in the Measure A Rural Substrategy within a five-year period. Marin Transit has maintained this expanded service level for five years (Figure 5). Unlinked passenger trips on the rural service dropped slightly in FY2018/19 after increasing for the last four years.

In FY2018/19, Marin Transit expended \$990,00 in Rural Measure A sales tax funds (Substrategy 1.2 and no longer has a balance of unspent prior year funds. Due to strong ridership, Marin Transit's Short Range Transit plan adds property tax funding to the Rural Service to maintain current level of revenue service hours.

**Table 9: Rural Service FY 2018/19 Actuals**

		FY 2017/18 Actual	FY 2018/19 Budget Original	FY 2018/19 Budget Revised	FY 2018/19 Actual	Percent Budget Used
<b>Revenue</b>						
4092001	Measure A Sales Tax	1,139,691	988,648	988,648	990,000	100%
4139920	Fed-FTA 5311 Rural	208,393	198,750	198,750	215,088	108%
4140100	Fare Revenue	119,005	121,794	121,794	110,245	91%
<b>Subtotal Revenue</b>		<b>1,467,089</b>	<b>1,309,192</b>	<b>1,309,192</b>	<b>1,315,333</b>	<b>100%</b>
4700001	Property Tax Transfer	0	542,325	543,677	477,718	88%
<b>Total Revenue</b>		<b>1,467,089</b>	<b>1,851,517</b>	<b>1,852,869</b>	<b>1,793,051</b>	<b>97%</b>
<b>Expense</b>						
5030301	Consultant Services	21,754	16,883	16,883	5,399	32%
5040101	Fuel	192,010	203,676	203,676	208,435	102%
5049902	Equipment	0	0	1,352	165	12%
5050205	Communication-AVL	15,936	15,931	15,931	7,572	48%
5050206	Communication-Data	831	1,030	1,030	831	81%
5080101	Purchased Transportation	1,146,382	1,453,681	1,453,681	1,435,669	NA
5090801	Marketing	11,960	32,173	32,173	7,397	23%
<b>Subtotal Expense</b>		<b>1,388,873</b>	<b>1,723,374</b>	<b>1,724,726</b>	<b>1,665,468</b>	<b>97%</b>
5100100	Salary/Benefit Transfers	67,062	98,308	98,308	106,346	108%
5100101	Transfer Overhead	11,152	29,835	29,835	21,237	71%
<b>Total Expense</b>		<b>1,467,087</b>	<b>1,851,517</b>	<b>1,852,869</b>	<b>1,793,051</b>	<b>97%</b>



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

## Marin Access (Paratransit and Mobility Management)

The Marin Access FY2018/19 actuals (Table 10) include revenues and expenses for Paratransit Services for Local and Regional trips (Intra- and Inter-county) and Marin Transit's mobility management programs for the County's older adults, people with disabilities, and low-income residents.

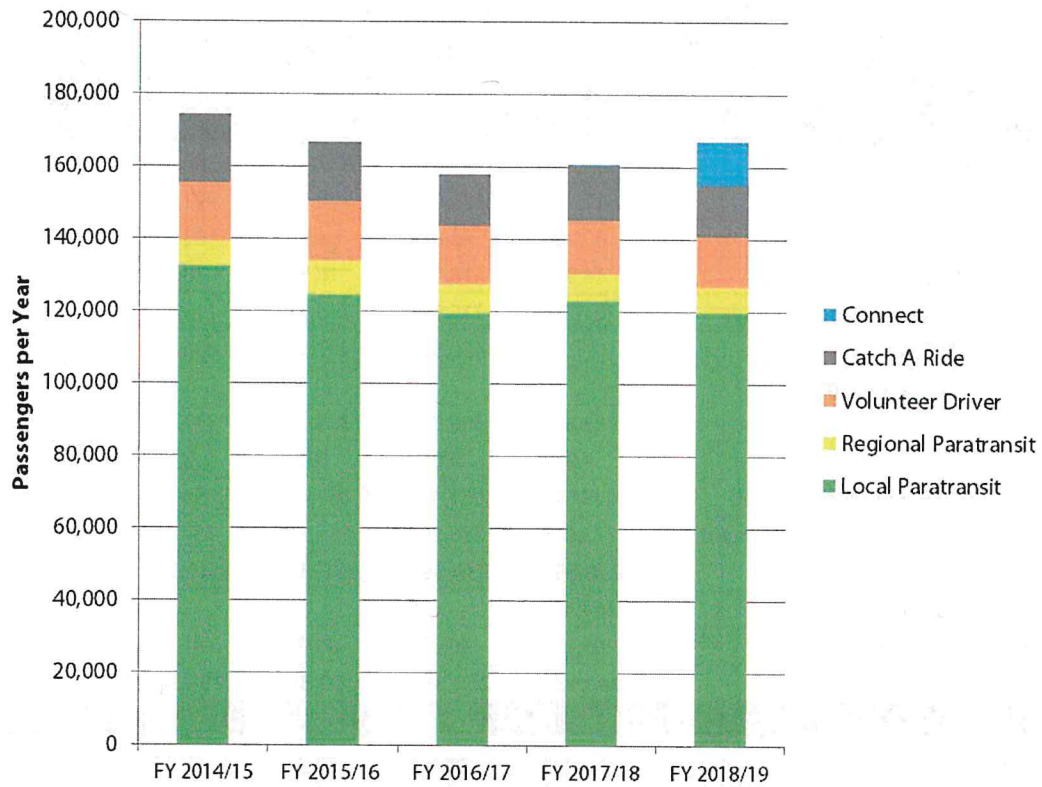
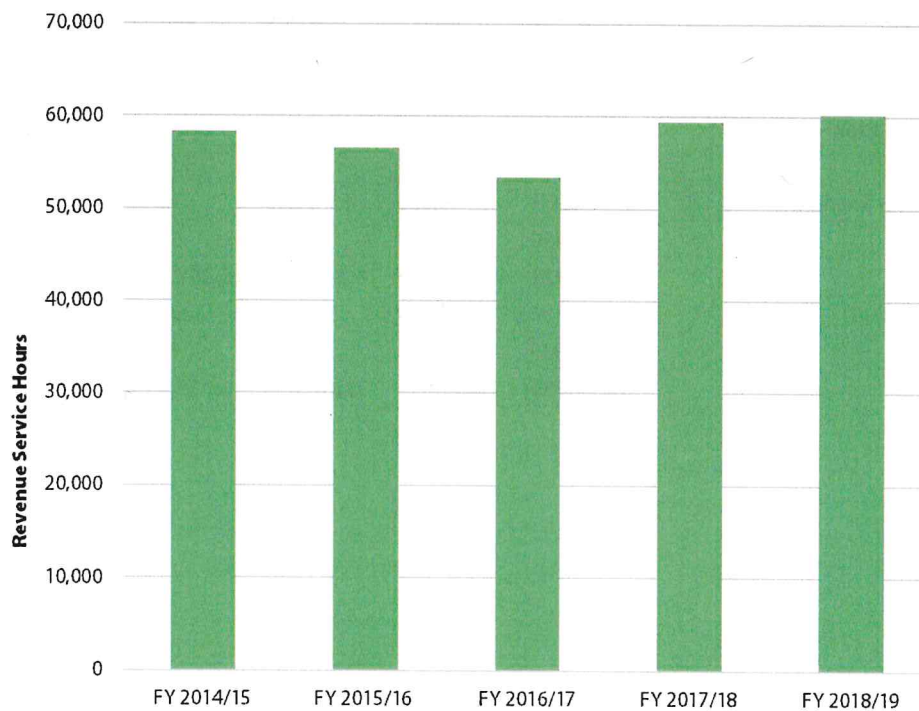
In previous years, Marin Access experienced rapid and sustained increases in demand that at times exceeded 5% per year. Revenue hours declined for two years starting in FY2016/17 and has had modest growth since then. In FY2018/19, ridership declined 3% and revenue hours increased 1% (Figure 5). Ridership on other Marin Access programs also declined, though overall Marin Access ridership increased due to the new Marin Transit Connect on-demand service (Figure 6).

Expenses increased 12% over the prior year due to the increased service for Marin Transit Connect combined with annual contract rate increases. Marin Access regional paratransit is operated under contract on behalf of and fully funded by GGBHTD. Regional paratransit has continued to experience a decrease in operated hours.

The District's volunteer driver programs and Catch-A-Ride (subsidized taxi) program costs are linked to passenger demand and experienced 6-7% declines.

Measure A sales tax is the largest single funding source for Marin Access. Marin Transit expended \$2.4 million of Measure A Substrategy 1.3 funds to deliver mobility services for seniors and people with disabilities. Marin Transit receives Measure B funds from the County vehicle license fee to fund special mobility programs and staff. In addition, Marin Transit pays for Marin Access programs with property tax, federal Americans with Disabilities Act (ADA) set aside Section 5307 funds, and additional grant funding. GGBHTD reimburses all direct costs for providing regional paratransit and provides funding for about 25% of local paratransit based on their relative share of local fixed route trips.

Marin Transit claimed revenue from two federal FTA Section 5310 discretionary grants for Marin Access in FY2018/19. Marin Transit received \$136,487 for Mobility Management and \$350,000 for Marin Transit Connect (Operation of Accessible Vans), for a total of \$486,487.

**Figure 6: Marin Access Ridership****Figure 7: Local Paratransit Revenue Hours**



**Table 10: Marin Access FY 2018/19 Actuals**

		FY 2017/18 Actual	FY 2018/19 Budget Original	FY 2018/19 Budget Revised	FY 2018/19 Actual	Percent Budget Used
<b>Revenue</b>						
4092001	Measure A Sales Tax	2,154,534	2,657,416	2,657,417	2,386,318	88.51%
4099950	Measure B	817,779	1,120,000	1,120,000	991,414	106.69%
4110101	State Transit Assistance	60,404	96,888	96,888	103,372	101.50%
4119910	State Prop Tx Relief HOPTR	18,940	18,500	18,500	18,779	100.00%
4139910	Fed-FTA 5307 Urbanized Area Formula	701,236	715,573	715,573	715,573	111.19%
4139915	Fed-FTA 5310 Mobility	0	437,500	437,500	486,487	0.00%
4139941	Fed-FTA 5317 New Freedom	0	0	0	0	85.19%
4140100	Fare Revenue	293,873	368,362	368,362	313,834	33.36%
4601001	Misc.-Reimbursement	7,913	9,000	9,000	3,003	100.24%
4601003	GGBHTD – Local Paratransit Payment	1,039,016	1,051,448	1,051,448	1,054,043	89.62%
4601004	GGBHTD – Regional Paratransit Payment	773,004	856,206	856,206	767,416	93.31%
<b>Subtotal Revenue</b>		<b>5,866,699</b>	<b>7,330,893</b>	<b>7,330,894</b>	<b>6,840,239</b>	<b>93%</b>
4700001	Property Tax Transfer	263,406	0	0	0	-
4700002	Program Revenue Transfer	-85,151	-80,000	-80,000	-81,326	102%
<b>Total Revenue</b>		<b>6,044,954</b>	<b>7,250,893</b>	<b>7,250,894</b>	<b>6,758,913</b>	<b>93%</b>
<b>Expense</b>						
5030301	Consultant Services	62,997	94,913	94,913	30,178	32%
5030320	Customer Service	260,485	481,870	481,870	308,172	64%
5040101	Fuel	481,088	532,126	532,126	607,565	114%
5049903	Software	69,310	73,819	73,819	55,141	75%
5050204	Communication-MERA Radio	19,178	20,358	20,358	22,744	112%
5050206	Communication-Data	16,184	13,275	13,275	14,988	113%
5080101	Purchased Transportation	4,053,344	4,662,727	4,662,727	4,541,478	97%
5080102	Purchased Transportation - Regional	757,724	839,839	839,839	747,161	89%
5090801	Marketing	15,148	97,913	97,913	33,165	34%
5098001	Misc-Exp Transit User Training	4,913	9,835	9,835	1,019	10%
5098002	Gap Grant	3,450	15,000	15,000	6,325	42%
<b>Subtotal</b>		<b>5,743,821</b>	<b>6,841,675</b>	<b>6,841,675</b>	<b>6,367,936</b>	<b>93%</b>
5100100	Salary/Benefit Transfers	258,196	309,769	309,769	326,007	105%
5100101	Transfer Overhead	42,938	99,450	99,450	64,970	65%
<b>Total Expense</b>		<b>6,044,955</b>	<b>7,250,894</b>	<b>7,250,894</b>	<b>6,758,913</b>	<b>93%</b>

## Yellow Bus Service

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

Service levels in FY2018/19 were unchanged from the prior year. Expenses increased 3% in the FY2018/19 and were in line with the expected budget. The significant increase in consulting costs were due to temporary staffing costs when Marin Transit's Operations Analyst position that monitors school routes was vacant.

**Table 11: Yellow Bus Service FY 2018/19 Actuals**

		FY 2017/18 Actual	FY 2018/19 Budget Original	FY 2018/19 Budget Revised	FY 2018/19 Actual	Percent Budget Used
<b>Revenue</b>						
4030000	Yellow Bus Fares - Paid by Another Agency	145,000	145,000	145,000	145,000	100%
4090101	Fee For Service	121,485	109,910	109,910	108,425	99%
4092001	Measure A Sales Tax	201,490	227,000	227,000	261,467	115%
4140105	Fare Revenue - Yellow Bus	372,485	402,740	402,740	354,831	88%
<b>Subtotal Revenue</b>		<b>840,460</b>	<b>884,650</b>	<b>884,650</b>	<b>869,723</b>	<b>98%</b>
<b>Expense</b>						
5030301	Consultant Services	5,485	3,000	3,000	31,649	1055%
5030310	Fare Processing Charges	12,215	15,521	15,521	9,461	61%
5030602	Custodial Service	1,459	1,800	1,800	1,791	100%
5049903	Equipment	0	1,800	1,800	572	32%
5049903	Software	690	0	0	447	-
5050205	Communication-AVL	13,180	12,825	12,825	6,094	48%
5050206	Communication-Data	8,311	9,270	9,270	8,633	93%
5080103	Yellow Bus School Service	616,786	624,240	624,240	619,009	99%
5090801	Marketing	2,343	0	0	85	-
5120401	Leases and Rentals	23,280	23,980	23,980	26,378	110%
<b>Subtotal Expense</b>		<b>683,749</b>	<b>692,436</b>	<b>692,436</b>	<b>704,119</b>	<b>102%</b>
5100100	Salary/Benefit Transfers	134,366	147,462	147,462	138,037	94%
5100101	Transfer Overhead	22,345	44,753	44,753	27,566	62%
<b>Total Expenses</b>		<b>840,460</b>	<b>884,651</b>	<b>884,651</b>	<b>869,722</b>	<b>98%</b>

## Capital

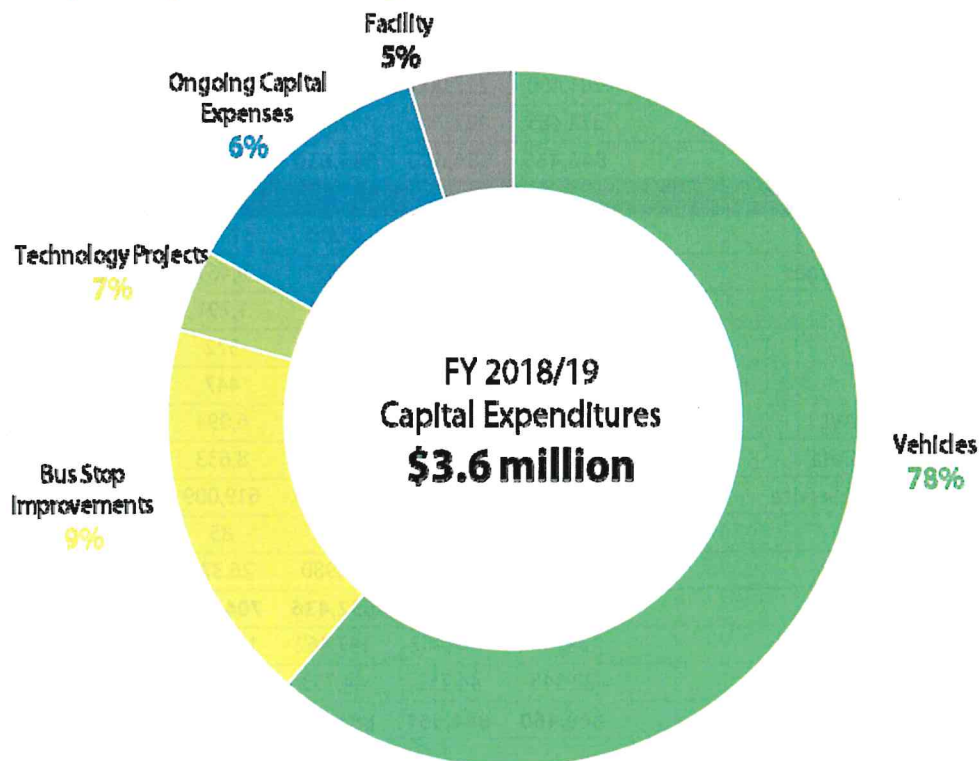
Marin Transit's Capital Program includes all expenses related to purchasing and maintaining the transit system's capital assets (Table 11). This includes vehicle purchases, vehicle leasing, bus stop improvements, technology projects, and communication systems (Figure 8). A more detailed status report of the District's capital projects is included in the Attachment B - FY 2018/19 Capital Report.

In FY 2018/19 capital expenditures were \$3.6 million. This includes the following major projects:

- Purchase of one Electric Vehicle
- Purchase of three (3) paratransit replacement vehicles
- Purchase of two (2) shuttle vehicles
- Purchase of two (2) Narrow Bodied XHF Fixed Route Buses
- Completion of Bus Stop Improvement Projects; and
- Implementation of a Mobility Technology Project

The vehicle purchases were 78% of the total expenditures.

**Figure 8: Capital Expenditures Categories**



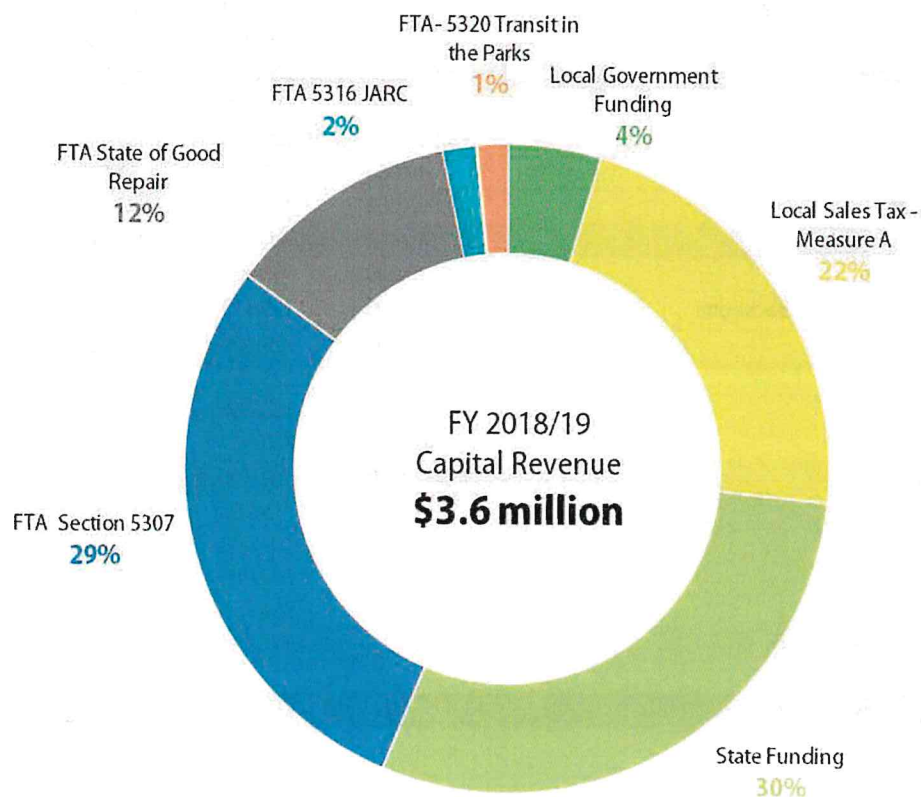


### Capital Revenue

Marin Transit's capital program is typically funded primarily used federal funds with matching local funds. Federal Section 5307 funds are available through regional programming for 82% of vehicle replacement costs. In FY2018/19, Marin Transit used additional State Funding from Senate Bill (SB1) one to purchase additional XHF vehicles that will be used for reliving overcrowding on school routes. In FY 2018/19, 44% of capital funding came from federal sources (Figure 8). State funding from the Active Transportation Program for pedestrian improvements, along with State Transit Assistance (SB1) for new vehicles want 30% of funding.

Marin Transit's allocation of local sales tax (Measure A) is critical for providing grant matching funds and for maintenance of capital assets. Marin Transit received 6% of the Measure A local sales tax or around \$787,000 for capital expenditures. At the close of the fiscal year, Marin Transit had a balance of \$4.3 million in unspent Measure A capital funding (held by TAM).

**Figure 9: Capital Revenue Categories**



**Table 11: Capital FY 2018/19 Actuals**

		Total Project Budget	FY2018/19 Budget	FY2018/19 Budget Revised	Current Period Actual
EV	Purchase Two Electric Vehicles (Replacements)	1,662,022	163,633	1,598,378	738,133
PA	Purchase Three Paratransit Vehicles (Replacements)	267,000	5,000	265,671	266,542
SA	Purchase One Shuttle (Expansion)	130,000	5,000	130,000	104,643
SB	Purchase One- Replacement Shuttle	125,000	125,000	125,000	103,125
XA	Purchase Two New XHF Vehicles	925,000	920,000	925,000	780,911
XB	Purchase Four Replacement Rural Vehicles (upgraded to XHF)	1,710,000	1,600,000	1,600,000	5,403
LD	Purchase Eleven 40ft Hybrid Vehicles (Replacements)	9,057,000	-	-	-
HM	Hybrid Mid-Life Battery Replacements	400,000	400,000	400,000	196,687
	<b>Subtotal Vehicles</b>	<b>14,276,022</b>	<b>3,218,633</b>	<b>5,044,049</b>	<b>2,195,444</b>
BI	Bus Stop Improvements SGR (BI)	2,201,130	691,796	683,419	549,841
BS	Bus Stop Assessment Update	115,000	14,982	33,864	34,097
BW	Muir Woods Infrastructure Improvements	486,505	217,729	77,000	56,852
TR	San Rafael Transit Center	100,000	100,000	100,000	-
	<b>Subtotal Bus Stop Improvements</b>	<b>2,902,635</b>	<b>1,024,507</b>	<b>894,283</b>	<b>640,790</b>
FC	Facility Preliminary Design & Env	174,418	18,398	-	-
FR	Facility ROW Purchase	5,500,000	5,500,000	5,439,192	151,350
OF	Office Furniture	45,000	45,000	30,910	21,466
YF	Yellow Bus Parking Facility	3,000,000	3,000,000	3,000,000	-
	<b>Subtotal Facility</b>	<b>8,719,418</b>	<b>8,563,398</b>	<b>8,470,102</b>	<b>172,816</b>
OA	On Board Equipment - 2016	210,000	65,955	65,240	26,650
TB	Mobility Management Technology Backbone	375,000	155,319	111,870	76,172
ME	MERA	29,000	29,000	29,000	27,325
RD	Radio Communication Upgrade	168,000	121,695	120,762	5,320
AY	AVL Replacement Equipment	180,000	180,000	180,000	169
CR	Clipper	400,000	300,000	300,000	-
	<b>Subtotal Technology Projects</b>	<b>1,362,000</b>	<b>851,969</b>	<b>806,872</b>	<b>135,636</b>
GG	Golden Gate Capital Costs (GG)		18,000	18,000	17,892
BM	Bus Stop Maintenance (BM)		100,000	100,000	94,112
VR	Major Vehicle Repairs (VR)		200,000	200,000	70,327
IF	Infrastructure Support (IF)		356,794	356,794	256,840
	<b>Subtotal Ongoing Capital Expenses</b>	<b>-</b>	<b>674,794</b>	<b>674,794</b>	<b>439,171</b>
	<b>Total Expenditures</b>	<b>27,260,075</b>	<b>14,333,301</b>	<b>15,890,100</b>	<b>3,583,857</b>

## Attachment 1: FY 2018/19 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
41101052 019-01	12/3/2018	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	5230104 Bus Stops	691,796	(8,377)	683,419
					BS	5230104 Bus Stops	14,982	18,882	33,864
					BW*	5230104 Bus Stops	217,729	10,766	228,495
					FC	5230103 Facility	18,398	(18,398)	0
					FR	5230103 Facility	5,500,000	(60,808)	5,439,192
					OF	5230103 Furniture & Fixtures	5,000	25,910	30,910
2019-02	12/3/2018	Add SB1 SGR Funding to replacement of four rural transit vehicles	Capital	Capital	OA	5230102 Equipment	65,955	(715)	65,240
					TB	5230102 Equipment	155,319	(43,449)	111,870
					RD	5230102 Equipment	121,695	(933)	120,762
					XB	4110105 STA SGR SB1	0	211,538	211,538
2019-03	12/3/2018	Add Equipment budget to Local and Rural to allow for low value fare collection and other equipment	Operations	Local		4092002 Measure A	1,019,737	(211,538)	808,199
					NA	5049902 Small Furn/Equip	0	\$5,000	\$5,000
				Rural		4700001 Property Tax Transfer	0	\$5,000	\$5,000
					NA	5049902 Small Furn/Equip	0	\$1,352	\$1,352
						4092001 Measure A	0	\$1,352	\$1,352



Marin Transit FY 2017/18 Financial Report

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2019-04	3/4/2019	Add remaining Federal Revenue from completed vehicle purchases to Hybrid Battery Replacement	Capital	Capital	HM	4092002 Measure A Cap	400,000	(182,434)	217,566
					HM	4139910 Fed- FTA 5307	0	182,434	182,434
2019-05	3/4/2019	Move Paul Sarbanes funding (FTA 5320) from Pohono Bus Stop Improvements to funding for XHF bus purchase to be used on Muir Woods Shuttle Service.	Capital	Capital	BW	4139950 Fed-FTA 5320	228,495	(151,495)	77,000
					BW	5230104 Bus Stops	228,495	(151,495)	77,000
					XB	4139950 Fed- FTA 5320	0	151,494	151,494
					XB	4092002 Measure A Cap	808,229	(151,494)	656,734
2019-06	Moved to FY20 Budget	Add STA Lifeline funding to the Bus Stop Improvement Project	Capital	Capital	BI	4110103 State STA – Lifeline	0	25,837	\$25,837
2019-07	4/1/2019	Add Capital project to purchase 11 – 40ft Buses	Capital	Capital	LD	Total Project Budget	0	\$9,057,000	\$9,057,000
2019-08	4/1/2019	Increase total project budget for project to purchase four replacement XHF vehicles.	Capital	Capital	XB	Total Project Budget	\$1,600,000	\$110,000	\$1,710,000

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

The Marin County Transit District established a Governmental 401(a) single employer defined contribution pension plan (the Plan) in October 2013. The plan is available to all employees who have attained twenty-one years of age and have more than 1,000 hours of service. Based on years of service, the District is required to contribute 10% to 15% of each employee's compensation into an individual employee account under the Plan. The following statement of balances is intended to provide a report of contributions and allow for review of plan effectiveness.

**Investment Balances**

	<b>July1, 2017 – June 30, 2018</b>	<b>July1, 2018 – June 30, 2019</b>
<b>Starting Balance</b>	\$668,469	\$886,576
<b>Contributions<sup>1</sup></b>	\$185,692	\$217,914
<b>Withdrawals</b>	(\$22,995)	0
<b>Earnings</b>	\$55,411	\$54,463
<b>Ending Balance</b>	\$886,576	\$1,158,953
<b>Estimated Average Annual Rate of Return<sup>2</sup></b>	8%	5%
<b>Total Participants</b>	18	22
<b>Prior Employee Participants</b>	3	7
<b>Active Participants</b>	15	15
Tier 1 (15%)	8	7
Tier 2 (13%)	1	1
Tier 3 (10%)	6	7
<b>Ineligible employees</b>		4

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

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

## Capital Projects Report FY2018/19

This capital project report provides detail 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	\$14,276,022	\$2,195,444	\$2,260,417
Bus Stop Improvements	\$2,902,635	\$640,790	\$2,649,142
Facility	\$8,719,418	\$172,816	\$422,132
Technology Projects	\$1,362,000	\$135,636	\$590,764
Ongoing Capital Expenses		\$439,171	\$439,171 (annual)
	\$27,260,075	\$3,583,857	\$6,361,626

### Purchase Two Electric Vehicles

Total Project Budget \$1,662,022

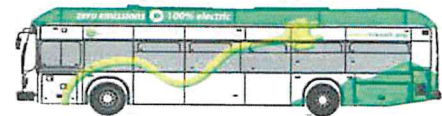
Concept: Purchase Two Electric Vehicles

Funding: \$1,190,640 Federal Section 5307

\$135,022 State - BAAQMD

\$75,000 TAM - Measure B

\$261,360 Measure A



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

Status: Board authority to purchase the vehicles was given in November 2016. The vehicle were procured from BYD Motors and delivered in September 2018. A ribbon cutting ceremony was held October 18. One vehicle went into service February 2019. Marin Transit has not made final payment for the vehicles due to need for additional maintenance training from manufacturer.

VEHICLES

<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>
EV	\$1,662,022	\$801,777	48%	Sep-19

### 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>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
PA	\$267,000	\$267,871	100%	Jul-18



VEHICLES

**Purchase One Shuttle (Expansion)****Total Project Budget** \$130,000Concept: Purchase One ShuttleFunding: \$130,000 State Transit Assistance- SGRDescription: Purchase one shuttle to replace a contractor-owned vehicle beyond its useful lifeStatus: Board authorized purchase of the vehicle in December 2017 for the Community Shuttle route. Vehicle delivery was completed in August of 2018. On board equipment was installed and the vehicle placed in service.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
SA	\$130,000	\$104,643	100%	Aug-18	

VEHICLES

**Purchase One Shuttle (Replacement)****Total Project Budget** \$125,000Concept: Purchase One ShuttleFunding: \$102,500 Federal Section 5307  
\$22,500 Measure ADescription: Replace one shuttle vehicle beyond it's useful life.Status: Board authorized purchase of the vehicle in December 2017. Vehicle was delivered in February of 2019 and is now in service.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
SB	\$125,000	\$103,125	100%	Mar-19	

VEHICLES

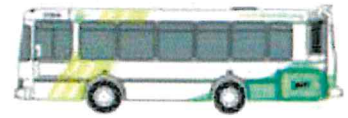
**Purchase Two 35ft XHF Vehicles (Expansion)****Total Project Budget** \$925,000Concept: Purchase two 35ft XHF vehiclesFunding: \$920,000 State Transit Assistance  
\$5,000 Measure ADescription: Purchase of two expansion 35-foot XHFsStatus: The Board authorized the purchase of these vehicles in December 2017 for school service and Muir Woods shuttle routes. Purchase allows retirement of 2 active retirement vehicles. Vehicles were delivered in January 2019, however both vehicles had issues with the wheelchair lifts. Final payment was made in June 2019. This project is in the closeout phase.

<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>	
XA	\$925,000	\$780,911	100%	Jun-19	

VEHICLES

**Purchase Four 30ft XHF Vehicles (Replacement)****Total Project Budget \$1,710,000**Concept: Purchase two 35ft XHF vehicles

Funding: \$559,600 Federal Section 5307  
 \$286,651 State Transit Assistance - State of Good Repair  
 \$712,254 Measure A  
 \$151,495 Paul Sarbanes

Description: Purchase of four replacement 30-foot XHF's

Status: These vehicles will replace 4 cutaway vehicles beyond their useful life. The proposed schedule anticipates seeking board approval of procuring these vehicles through a cooperative vehicle purchasing agreement in April 2019.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
XB	\$1,710,000	\$5,403	0%	Jun-20

**Hybrid Mid Life Battery Replacements****Total Project Budget \$400,000**Concept: Replace batteries on the 2007 Hybrid Vehicles

Funding: \$217,566 Measure A  
 \$182,434 FTA 5307

Description: Replace batteries in the 7 hybrid vehicles

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

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>
HM	\$400,000	\$196,687	49%	Dec-19

## BUS STOP IMPROVEMENTS

**Bus Stop Improvements (State of Good Repair)****Total Project Budget \$ 2,201,130**Concept: Improve bus stops in Marin CountyFunding: \$1,600,000 Federal Section 5309  
\$400,000 PTMISEA  
\$201,130 Measure ADescription: 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 - Construction began in December 2019. There were some delays due to permitting through Caltrans and increased traffic controls requested by some jurisdictions. Construction is complete on 9 of the 11 stops, with the remaining stops expected to be complete in the first quarter of FY20.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Phase 3</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u>	<u>Completion</u>
BI	\$2,201,130	\$2,067,552	94%		Sep-19

**Muir Woods Infrastructure Improvements****Total Project Budget \$486,505**Concept: Improve boarding locations and purchase signage for the Muir Woods ShuttleFunding: \$486,505 Federal Transit In the ParksDescription: Project includes funding for permanent changeable message signs and improvements to bus stops related to the Muir Woods ShuttleStatus: Marin Transit continues work with multiple partner agencies to determine needed vehicle, signage, and capital improvements to improve the passenger experience. Marin Transit contracted with Mark Thomas to provide design work for additional signage and pavement markings at the pick up stop at the Pohono Park and Ride

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>	<u>Date</u>
BW	\$486,505	\$466,357	96%		Jun-19

## BUS STOP IMPROVEMENTS



## BUS STOP IMPROVEMENTS

**Bus Stop Assessments****Total Project Budget** \$115,000Concept: Update Bus Stop AssessmentsFunding: \$115,000 Measure ADescription: Project to update the District's 2005 bus stop conditions assessment to quantify & prioritize future improvementsStatus: Marin Transit hired a consultant to conduct an assessment of bus stop conditions and develop preliminary plans for future bus stop improvements. The assessment is complete and the work for preliminary plans is underway.

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

## BUS STOP IMPROVEMENTS

**San Rafael Transit Center****Total Project Budget** \$100,000Concept: Develop integrated bus and rail operationFunding: \$ 100,000 Measure ADescription: 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 revised and updated the Memorandums of Understanding to reestablish roles and responsibilities. Design and construction work to modify the existing location are underway.

<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** \$174,418Concept: Develop a maintenance facilityFunding: \$52,169 Measure A

\$122,249 FTA 5307

Description: Evaluate facility needs and develop plans to acquire a District-owned maintenance facilityStatus: 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</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>	
FC	\$174,418	\$174,418	100%	NA	

**Maintenance Facility - ROW Purchase & Capital Improvements****Total Project Budget \$5,500,000**Concept: Acquire property and develop a maintenance facilityFunding: \$1,100,000 Measure A  
\$4,400,000 FTA 5339

Description: Purchase land for a new facility

Status: Marin Transit continues to actively search for and evaluate available land to purchase in the county.



Project ID	Budget	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
FR	\$5,500,000	\$212,158	4%	NA	

**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 purchased additional conference room furniture, storage cabinetry, and electronic equipment for expansion of Administrative Offices



Project ID	Budget	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
OF	\$45,000	\$35,556	100%	Jun-19	

**Yellow Bus Parking Facility****Total Project Budget \$3,000,000**Concept: Identify and purchase property for vehicles

Funding: \$3,000,000 Capital Reserve

Description: Replace temporary leased parking with a permanent location

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

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

**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>Total Project</u>	<u>Expended to</u>
		<u>Cost</u>	<u>Date</u>
<u>Projects:</u>			
OA	On Board Equipment 2016	\$210,000	\$171,410
AY	AVL Replacements	\$180,000	\$169
TB	Mobility Technology Backbone	\$375,000	\$339,302
ME	MERA	\$29,000	\$27,325
CR	Clipper	\$400,000	\$0



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

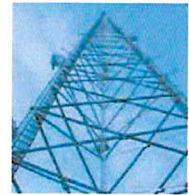
Status: Marin Transit will continue the project to pay for fareboxes and on board equipment associated with vehicle replacements.

**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>Expended to</u>			<u>Anticipated</u>
		<u>Date</u>			<u>Completion</u>
<u>Project ID</u>	<u>Budget</u>		<u>Percent Complete</u>		<u>Date</u>
RD	\$168,000	\$52,558	100%		Apr-19



## ONGOING CAPITAL EXPENSES

**Ongoing Capital Expenses****Annual Budget \$674,794**Concept: Ongoing capital expensesFunding: \$674,794 Measure A

<u>Projects:</u>		Total Project Budgets	Annual Budget	Expended in FY2019
GG	Golden Gate Capital Costs	\$18,000	\$18,000	\$17,892
BM	Bus Stop Maintenance	\$100,000	\$100,000	\$94,112
VR	Major Vehicle Repairs	\$200,000	\$200,000	\$70,327
IF	Infrastructure Support	\$356,794	\$356,791	\$256,840



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.