



marin transit

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November 19, 2012



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

**SUBJECT: Marin County Transit District First Quarter
Financial Report**

Dear Board Members:

board of directors

steve kinsey
president
supervisor district 4

barbara heller
vice president
city of san rafael

judy arnold
2nd vice president
supervisor district 5

susan l. adams
director
supervisor district 1

madeline kellner
director
city of novato

katie rice
director
supervisor district 2

kathrin sears
director
supervisor district 3

RECOMMENDATION: Accept Report and Adopt Budget
Amendments FY13-01 and FY13-02.

SUMMARY:

This report represents all financial transactions related to the first quarter of Fiscal Year 2013. The intent of this quarterly report is to allow your board an opportunity to review the District's financial status and provide fiscal and operational accountability. This is the first report from the District's new financial system SAGE.

Unaudited revenues and expenditures are shown on a full accrual basis consistent with Generally Accepted Accounting Principals (GAAP) for special districts. All known revenues and expenditures for the period are reported even if they have not been received or are awaiting payment. This includes recorded estimates for property tax and other significant transactions. Actuals for FY2011/12 have been updated, but are based on unaudited numbers. Marin Transit staff is currently engaged, with our Auditor, Maher Accountancy, on completion of the FY2011/12 audit and we will bring it to your board in December.

This report and the FY2012/13 Budget are based on the existing contract with Golden Gate Bridge and Highway Transportation District (GGBHTD). If your board adopts the proposed contract with GGBHTD at this meeting, the recorded first quarter revenues and expenses will be updated to reflect new contract rates and revenue sharing effective July 1, 2012. This will eliminate deficit spending in the current year and create a temporary surplus due to the recording of a share of prior year federal ADA set aside funding.

Operating Expenses

Marin Transit's FY2012/13 first quarter operations expenditures are tracking closely to the projected budgets (Attachment A, Page 1). The first quarter operating expenditures are \$6,224,959 which is 24% of the annual budget of \$26,413,081.

With these expenditures, Marin Transit successfully delivered all expected transit services. Table 1 shows the amount of service Marin Transit provided in the First Quarter compared to the annual estimates. The Muir Woods Shuttle ran 49% of budgeted total program hours during the first quarter of this year. This is due to the fact that Muir Woods is a seasonal service operating from May to September.

Table 1: First Quarter Service Operations

Service	Annual Estimate	Q1 Actuals	% of Annual
Local Large Bus Fixed Route	123,506 total hours	29,368	23.8%
Community Shuttles	11,657 service hours	2,888	24.8%
Muir Woods Shuttle	3,000 service hours	1,468	48.9%
Novato Dial-A-Ride	2,200 service hours	608	27.6%
West Marin Stagecoach Service	12,800 service hours	3,315	25.9%
Local Paratransit Service	54,596 revenue hours	14,075	25.8%
Volunteer Driver	NA	4,457	NA

Marin Transit completed a successful office move to 711 Grand Ave, Suite 110 on November 5, 2012. The new office location will provide additional space and save the district \$45,000 annually in office rental and overhead expenses approximately \$135,000 over the three year lease. Most of the moving expenses have been absorbed within the adopted budget, but staff is requesting a budget adjustment FY13-01 (Attachment B) to move a total of \$22,000 from the Operations budget to the Capital budget. An additional budget increase of \$20,000 is requested in budget adjustment FY13-02 (Attachment B) to increase the Capital Equipment account for the purchase of computer equipment including the telephone server. This increase is equivalent to less than half a years lease savings.

Operating Revenue

Marin Transit's total FY2012/13 first quarter revenues for operations are very close to the budgeted amount (Attachment A, Page 2). The first quarter operating revenues are \$6,116,404 or 24% of the annual budget of \$25,513,246. Property Tax revenue was recorded based on current estimates from the County of Marin.

Capital Budget

Marin Transit's expenditures in the Capital Budget (Attachment A, Page 3) for the first quarter were \$382,730 or 5% of the \$7 million budget. Table 2 shows a progress report on the major Capital Projects budgeted in FY2012/13.

Capital Revenues are tied closely to expenditures, since they are on a reimbursement basis. To maintain a balanced Capital Budget, \$14,034 of Admin Revenue was transferred to cover overhead not billed to Measure A associated with staff time on Capital Projects.

Table 2: Capital Project Status Update

Project	Status
Purchase of Five Muir Woods Shuttle vehicles	Expected delivery in November or December
Replacement of Three paratransit vehicles	Finalizing vehicle specifications
Purchase Community Shuttle Vehicles	Finalizing vehicle specifications
South Novato Bus Stop Improvements	In progress, expected completion in 2013
Downtown Novato (Redwood Blvd and Grant Ave) Transit Humb	Developing RFP for release in early 2013
A bus stop improvement and passenger information program	In progress, prioritizing stop improvements
Advanced Vehicle Location (AVL)	Final sign installation in progress

FISCAL/STAFFING IMPACT: A decrease of \$22,000 to the Operations Budget and increase of \$42,000 to the Capital budget for a net budget increase of \$20,000.

Respectfully submitted,



Lauren Gradia
Finance and Grants Manager

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

Marin Transit
Statement of Revenues and Expenditures
From 7/1/2012 Through 9/30/2012

	FY2011/12	FY2012/13	FY2012/13
	Actual	Original Budget	First Quarter
			Actuals
Operations	22,969,332	25,513,246	6,185,998
Capital	2,800,652	7,038,711	382,730
Revenue	\$ 25,769,984	\$ 32,551,957	\$ 6,568,728
Operations	24,549,578	26,413,081	6,224,959
Capital	2,800,648	7,038,711	382,730
Expenditures	\$ 27,350,226	\$ 33,451,792	\$ 6,607,689
Capitalized	(1,997,128)	(6,027,708)	(86,916)
Expense	\$ 25,353,098	\$ 27,424,084	\$ 6,520,773
Net Change in Fund Balance	\$ (1,580,242)	\$ (899,835)	\$ (38,961)
Emergency Reserve	\$ 4,402,180	\$ 4,247,684	\$ 4,247,684
Contingency Reserve	\$ 1,393,862	\$ 648,523	\$ 1,509,397
Fund Balance (total reserve)	\$ 5,796,042	\$ 4,896,207	\$ 5,757,081

Marin Transit
Statement of Revenues and Expenditures
From 7/1/2012 Through 9/30/2012

O - Vehicle Operations

	FY12 Actual	Total Budget \$ - Original	Current Period Actual	Percent Total Budget Used
Fare Revenue	3,690,033	3,690,651	962,180	26.07%
Advertising & Other Revenue	456,149	444,183	113,307	25.50%
Fee for Service	1,703,599	1,740,583	396,234	22.76%
Interest	6,473	6,000	0	0.00%
Measure A	8,323,168	10,321,194	2,572,125	24.92%
Measure B	276,677	707,000	126,202	17.85%
Property Taxes	3,159,754	3,168,485	707,613	22.33%
Redevelopment Area (RDA) Fees	8,012	12,185	0	0.00%
State Transit Assistance (STA)	1,390,390	1,844,540	327,376	17.74%
Transit Development Act (TDA)	3,451,219	3,036,615	875,028	28.81%
Other State	20,206	20,124	0	0.00%
FTA Funds	372,066	439,899	50,373	11.45%
National Park Service	152,482	150,000	69,594	46.40%
Cost Center Transfers	(40,896)	(68,213)	(14,034)	0.00%
Total Revenue	22,969,332	25,513,246	6,185,998	24.25%
Salaries and Benefits	1,415,820	1,722,349	387,412	22.49%
Consultant Services	341,668	457,228	46,577	10.18%
Indirect County Overhead	36,888	50,000	0	0.00%
Mobility Management Support Programs	28,047	64,000	1,319	2.06%
Office Supplies	45,411	127,048	49,441	38.91%
General Insurance	17,819	25,500	25,433	99.73%
Contract Service Operation	21,810,961	23,005,662	5,398,048	23.46%
Membership & Prof Development	17,995	21,115	6,505	30.80%
Mileage and Travel	12,487	18,400	5,047	27.42%
Marketing	121,467	206,787	23,281	11.25%
Communication	49,963	77,019	46,436	60.29%
Fuel	704,196	852,591	245,488	28.79%
Misc Services	25,850	25,000	12,312	49.24%
Office - Rental and Overhead	138,815	137,655	33,688	24.47%
Cost Center Transfers	(217,809)	(377,273)	(56,028)	14.85%
Total Expenses	24,549,578	26,413,081	6,224,959	23.57%
Net Revenue Over Expenditures	(1,580,246)	(899,835)	(38,961)	4.33%

Marin Transit
Statement of Revenues and Expenditures
From 7/1/2012 Through 9/30/2012

C - Capital

	FY12 Actual	Total Budget \$ - Original	Current Period Actual	Percent Total Budget Used
Fee for Service	20,387	208,953	62,930	30.11%
Measure A	955,932	1,314,494	215,751	(0.11)%
Other State	1,010,002	2,991,430	65,990	2.20%
FTA Funds	773,435	2,455,621	24,025	0.97%
Cost Center Transfers	40,896	68,213	14,034	0.00%
Total Revenue	2,800,652	7,038,711	382,730	5.44%
Capitalized				
AssetsUnderConstruct	319,067	0	0	0.00%
Revenue Vehicles	1,606,181	2,454,708	0	0.00%
Communications & Data	71,880	375,000	1,065	0.28%
Facilities & Stops	0	3,198,000	85,851	2.68%
Total Capitalized	1,997,128	6,027,708	86,916	1.44%
Consultant Services	45,759	100,000	0	0.00%
Fare Collection Equipment	16,202	30,000	15	0.04%
Marketing	276	0	0	0.00%
Communication	25,739	25,770	25,044	97.18%
Misc Services	0	32,500	0	0.00%
Equipment	58,800	28,724	50,688	176.46%
Infrastructure Support	0	20,000	13,472	67.36%
Vehicle Leases	64,386	50,000	53,467	106.93%
Capital Payment to Golden Gate Transit	431,732	431,736	109,529	25.36%
Cost Center Transfers (Salary & Overhead)	217,809	377,273	56,028	14.85%
Contra - Capitalized Salary & Overhead	(57,183)	(85,000)	(12,429)	14.62%
Total Expenses	2,800,648	7,038,711	382,730	5.44%
Net Revenue Over Expenditures	4	0	0	

Marin Transit
Statement of Revenues and Expenditures
From 7/1/2012 Through 9/30/2012

Admin - Admin

	Total Budget \$ -		Current Period	Percent Total
	FY12 Actual	Original	Actual	Budget Used
Interest	6,473	6,000	0	0.00%
4080101 PropTax-CurrntSecured	2,780,018	2,827,830	706,958	25.00%
4080102 County Fee -SB2557Admin Basic Tax	(42,344)	(58,979)	0	0.00%
4080103 PropTax-Unitary	24,877	24,652	0	0.00%
4080104 PropTax-CurrntUnSecur	65,388	63,473	0	0.00%
4080105 Educ Rev Augm Fund-Redist	294,320	289,709	0	0.00%
4080106 PropTax-Supp CY SECR	30,641	15,000	0	0.00%
4080107 PropTax-Supp Unsecured	455	300	0	0.00%
4080108 Prop Tax-Redemptio	2,720	3,000	656	21.86%
4080109 Property Tax-Prior Unsecured	3,679	3,500	0	0.00%
4079951-54 Redevelopment Area (RDA) Fees	8,012	12,185	0	0.00%
4119940 Other State	207	250	0	0.00%
4089901 In Lieu Tax-Natl Pks	17	0	0	0.00%
4700001 Property Tax Transfer	(3,071,585)	(3,186,920)	(594,781)	0.15%
Total Revenue	<u>102,878</u>	<u>0</u>	<u>112,833</u>	(281,096.26)%
5010200 Salaries and Benefits	1,404,392	1,672,349	375,255	22.43%
5030305 Prof Svcs - Accounting and Audit	28,800	26,500	0	0.00%
5030301 Consultant Services	144,160	172,500	31,359	18.17%
5049901 Office Supplies	5,195	26,958	472	1.75%
5049902 Small Furn/Equip	5,574	20,000	217	1.08%
5049903 Software	19,767	42,978	31,203	72.60%
5049904 Copier Suppl & Srvc	5,981	10,300	1,358	13.18%
5049905 Postage	1,198	0	350	0.00%
5049906 Off Suppl - Computer	5,022	8,000	0	0.00%
5090801 Marketing	5,510	22,402	600	2.68%
5090101-901 Membership & Prof Development	17,995	21,115	6,505	30.80%
5090202-401 Mileage and Travel	12,487	18,400	5,047	27.42%
5050201-2 Communication	23,089	22,248	1,470	6.61%
5121202-01 Total Office - Rental and Overhead	138,815	137,655	33,688	24.47%
5060301 Ins - Gen Liability	17,819	25,500	25,433	99.73%
5100401 County Transfer - Special District	36,888	50,000	0	0.00%
5100402 County Transfer - PC Leases	2,675	3,000	0	0.00%
Subtotal Expenses	1,875,367	2,279,905	512,957	22.50%
Cost Center Transfers	(1,764,787)	(2,279,906)	(386,090)	16.93%
Total Expenses	<u>110,580</u>	<u>(1)</u>	<u>126,867</u>	
Net Revenue Over Expenditures	<u>(2,193)</u>	<u>22,403</u>	<u>(14,034)</u>	-62.64%

Marin Transit
Statement of Revenues and Expenditures
From 7/1/2012 Through 9/30/2012

Attachment A

Local - Local

	Total Budget \$ -		Current Period Actual	Percent Total Budget Used
	FY12 Actual	Original		
4060301 Advertising Revenue	456,149	444,183	113,307	25.51%
4140100 Fare Revenue	3,308,239	3,304,276	858,020	25.97%
GGT Contract Expense	2,993,769	3,016,266	739,417	24.51%
Period Passes	109,316	80,000	24,999	31.25%
Youth Passes	62,935	72,000	15,000	20.83%
Shuttle Service	65,728	51,796	33,455	64.59%
Muir Woods Shuttle Service	70,183	77,414	43,683	56.43%
Novato Dial-A-Ride	6,308	6,800	1,465	21.54%
4090101 Fee for Service	17,706	11,542	177,198	1535.25%
4092001 Measure A	6,150,796	7,708,724	1,927,181	25.00%
4110101 State Transit Assitance	1,160,032	1,170,892	291,414	24.89%
4110103 State Transit Assitance - Lifeline	146,477	588,079	39,683	6.75%
4110102 Transit Development Act (TDA)	3,451,219	3,036,615	875,028	28.82%
4139931 Fed-FTA 5316 JARC	0	105,920	0	0.00%
4139961 Fed-FTA 5304 State Planning	66,664	145,000	8,837	6.09%
4139951 National Park Service	152,465	150,000	69,594	46.40%
4700001 Property Tax Transfer	1,461,599	1,546,324	4,873	0.32%
4700002 Program Revenue Transfer	103,207	100,000	0	0.00%
Cost Center Transfers (Salary & Overhead)				
Contra - Capitalized Salary & Overhead	16,474,553	18,311,555	4,365,135	23.84%
0	29191026	32881451		
5010200 Salaries and Benefits	11,428	50,000	12,156	24.31%
5030602 Custodial Service - Sanitary	3,594	5,150	3,009	58.43%
5030301 Consultant Services	165,114	175,000	8,275	4.73%
5080101 Purchased Transportation - In report	16,666,322	17,492,958	4,024,941	23.01%
GGT Contract Expense	15,699,288	16,396,761	3,712,954	22.64%
GGT Non-Contract Service	4,501	4,876	3,021	61.96%
Shuttle Service	612,340	799,904	198,164	24.77%
Muir Woods Shuttle Service	209,843	140,000	68,936	49.24%
Novato Dial-A-Ride	140,352	151,417	41,866	27.65%
5090801 Marketing	63,957	80,000	13,712	17.14%
5050205 Communication-AVL	0	11,439	10,598	92.64%
5040101 Fuel	92,095	129,440	46,610	36.00%
5120101 Signs	25,850	25,000	12,312	49.24%
Cost Center Transfers	1,018,737	1,242,405	213,795	17.20%
Total Expenses	18,047,097	19,211,392	4,345,408	22.62%
Net Revenue Over Expenditures	(1,572,544)	(899,837)	19,727	-2.19%

Marin Transit
Statement of Revenues and Expenditures
From 7/1/2012 Through 9/30/2012

Rural - Rural
(In Whole Numbers)

	Total Budget \$ -		Current Period	Percent Total
	FY12 Actual	Original	Actual	Budget Used
4140100 Fare Revenue	85,657	84,000	26,900	32.02%
4092001 Measure A	621,643	737,375	176,170	23.89%
4139920 Fed-FTA 5311 Rural	213,007	166,144	41,536	25.00%
Total Revenue	<u>920,307</u>	<u>987,519</u>	<u>244,606</u>	32.02%
5030301 Consultant Services	0	10,000	0	0.00%
5080101 Purchased Transportation - In report	671,346	623,977	174,132	27.90%
5090801 Marketing	18,454	19,925	6,087	30.55%
5050204 Comm-MERA radio	2,066	2,713	2,657	97.93%
5050205 Communication-AVL	0	16,013	14,837	92.65%
5040101 Fuel	76,195	126,254	40,373	31.97%
Cost Center Transfers	152,247	188,637	14,056	7.45%
Total Expenses	<u>920,308</u>	<u>987,519</u>	<u>252,142</u>	20.93%
Net Revenue Over Expenditures	<u>(1)</u>	<u>0</u>	<u>(1,449)</u>	(7.27)%

Marin Transit
Statement of Revenues and Expenditures
From 7/1/2012 Through 9/30/2012

Special - Marin Access

	Total Budget \$ -		Current Period	Percent Total Budget Used
	FY12 Actual	Original	Actual	
4140100 Fare Revenue	296,137	302,375	77,261	25.55%
4090101 Fee for Service	1,685,893	1,729,041	219,036	12.66%
4092001 Measure A	1,550,728	1,875,095	468,774	25.00%
4099950 Measure B	276,677	707,000	126,202	17.85%
4110101 State Transit Assitance	83,881	85,569	(3,721)	(4.34)%
4119910 State Prop Tx Relief HOPTR	19,999	19,874	0	0.00%
4139941 Fed- FTA 5317 New Freedom	92,396	22,835	0	0.00%
4700001 Property Tax Transfer	1,569,090	1,572,383	0	0.00%
4700002 Program Revenue Transfer	(103,207)	(100,000)	575,874	0.00%
Total Revenue	<u>5,471,594</u>	<u>6,214,172</u>	<u>1,463,426</u>	23.55%
5030301 Consultant Services	0	68,078	3,934	5.77%
5049900 Software	0	15,812	15,824	100.07%
5080101 Purchased Transportation - Local	3,550,486	3,958,027	959,536	24.24%
<i>Local Paratransit</i>	<i>3,407,854</i>	<i>3,506,027</i>	<i>897,704</i>	25.60%
<i>Catch A Ride</i>	<i>0</i>	<i>300,000</i>	<i>10,576</i>	3.53%
<i>Volunteer Driver</i>	<i>142,632</i>	<i>152,000</i>	<i>51,256</i>	33.72%
5080102 Purchased Transportation - Regional	922,807	930,700	239,439	25.72%
5090801 Marketing	33,547	84,460	2,582	3.06%
5050203 Comm-Mobile Data Terminal	7,614	8,820	1,322	14.98%
5050204 Comm-MERA radio	17,194	15,787	15,553	98.51%
5040101 Fuel	535,906	596,897	158,505	26.55%
5098001 Misc Exp -Transit User Training	10,676	14,000	1,319	9.41%
5098002 Gap Grant	0	40,000	0	0.00%
5098003 Low Income Rider Scholarships	0	10,000	0	0.00%
5098004 Misc- Exp Mobility Management	17,371	0	0	0.00%
Cost Center Transfers	375,994	471,591	102,211	21.67%
Total Expenses	<u>9,022,081</u>	<u>6,214,172</u>	<u>1,500,225</u>	24.06%
Net Revenue Over Expenditures	<u>(3,550,487)</u>	<u>0</u>	<u>(36,799)</u>	(722.34)%

Attachment B: FY2012/13 Budget Amendments

Number	Board Authorization	Description	Function	Program	GL	Original	Change	Final
BA-FY13-01	Proposed	Move budget from the Office leasing budget to reflect savings in the new office and from small office furniture to fund moving related capital costs for furniture.	Operations	Admin	5121201-Office rental	\$137,655	-\$17,000	\$120,655
			Operations	Admin	5049902-small office furniture and equipment	\$20,000	-\$5,000	\$15,000
			Capital	Capital	1110103-Furniture & Fixtures	\$0	\$22,000	\$22,000
BA-FY13-02	Proposed	Increase Capital Budget to pay for capitalized equipment costs	Capital	Capital	1110102- Equipment	\$375,000	\$10,000	\$385,000
			Capital	Capital	1110103-Furniture & Fixtures	\$22,000	\$10,000	\$32,000

Budget GL Account Modifications:

All accounts have been translated into the new SAGE accounting system

