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November 5, 2018

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

SUBJECT: Marin Transit FY 2017/18 Financial Report

Dear Board Members:

RECOMMENDATION: Accept report.

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

SUMMARY:

This attached report presents Marin County Transit District's (Marin Transit) Year End Financial Report for Fiscal Year 2017/18. The report includes 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 2017/18 audited statements that will be completed in December 2018.

Fiscal Year 2017/18 (July 1, 2017 - June 30, 2018) was the second year of the expanded fixed route operations that started in June 2016. Fixed route service operations costs increased as a result of service contract amendments to increase wages for drivers and other front line staff for three of Marin Transit's contract operators. Fuel costs also increased significantly with the rising price of diesel fuel.

Marin Transit maintained service levels for yellow bus operations and rural west Marin fixed route service. Marin Access service hours increased after two years of declining demand and ridership. At the end of the fiscal year, Marin Transit launched a new application based on-demand service for a designated area in the vicinity of the Civic Center SMART station.

Marin Transit ended Fiscal Year 2017/18 in a strong financial position. This was due to continued property tax and sales tax revenue growth combined with new state funding from the State SB1 gas tax. These revenues enabled the District to sustain increased services levels, invest in new vehicles, and contribute \$3.7 million to the District's reserves. Marin Transit is actively looking for land to invest in a District-owned maintenance and parking facility to reduce operating contract risks, help ensure sustainability for the District, and invest in electric vehicle charging infrastructure. The November 6, 2018 ballot includes a local

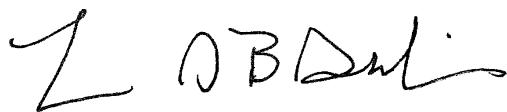
transportation sales tax measure and a statewide proposition that will significantly impact Marin Transit's future revenues. After the election, Marin Transit staff will work with the Board to review ten-year revenue and expense projections and, if applicable, evaluate options to reinvest available resources.

Highlights from the year-end report include:

- Between July 1, 2017 and June 30, 2018 (Fiscal Year 2017/18), Marin Transit's total expenditures for Operations and Capital Programs were \$40,127,580;
- The District has a fully-funded emergency reserve and contingency reserve equivalent to six months operating expense. In addition, the District contributed \$2.1 million to the Capital Reserve;
- Operation expenses were seven percent higher than the previous year, and expenses were four percent below budget. Operation revenues were six percent higher than the prior year, and two percent below budget;
- The District continued to operate the expanded fixed route service from the prior fiscal year and maintained the same level of yellow school bus service;
- Local paratransit revenue hours increased after two years of declines;
- The District launched the grant-funded pilot project for on-demand app-based transit service (Transit Connect) in a designated service area in San Rafael.
- Marin Transit completed construction on the Downtown Novato Bus Stop Facility; and
- The District placed ten new locally built (Gillig Inc) hybrid transit buses into service; and
- Marin Transit purchased a mobile Passenger Information Kiosk for the Muir Woods Shuttle service.


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 2017/18 Financial Report

Summary

Fiscal Year 2017/18 (July 1, 2017 -June 30, 2018) was the second year of the expanded fixed route operations that started in June 2016. Fixed route service operations costs increased as a result of service contract amendments to increase wages for drivers and other front line staff for three of Marin Transit's contract operators. 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 hours increased after two years of declining demand and ridership. At the end of the fiscal year, Marin Transit launched a new application based on-demand service around the Civic Center SMART station.

In FY2017/18 the expenditures for the District's Operations and Capital Programs were \$40,127,580 (Table 1). Operation expenses were 7% higher than the prior year and 4% below budget. Operation revenues were 6% higher than the prior year and 2% below budget. The District provided 1.2% more fixed route revenue service hours, and maintained the same level of yellow bus service. Marin Transit provided 3.4% more trips on its Marin Access programs that serve older adults and people with disabilities and 13% more service hours.

Marin Transit ended Fiscal Year 2017/18 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 \$23,136,349. 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. The November 2018 election and the results of two ballot measures will impact Marin Transit's future funding. Marin Transit staff will work with the Board to review ten year revenue and expense projections and, if applicable, evaluate options for reinvesting available resources.

Table 1: Summary

	FY 2016/17 Actual	FY2017/18 Original Budget	FY 2017/18 Revised Budget	FY 2017/18 Actual	Percent Total Budget Used
<i>Operations</i>	30,469,430	32,874,780	32,874,780	32,344,147	98%
<i>Capital</i>	4,401,584	19,765,564	20,522,639	11,485,678	56%
Total Revenue	34,871,014	52,640,344	53,397,419	43,829,825	82%
<i>Operations</i>	26,764,205	29,939,722	29,952,222	28,610,278	96%
<i>Capital</i>	4,401,584	19,797,188	20,594,173	11,517,302	56%
Total Expenditures	31,165,789	49,736,910	50,546,395	40,127,580	79%
Net Change in Fund Balance	\$3,705,225	\$2,903,434	\$2,851,024	\$3,702,245	130%
<i>Emergency Reserve</i>	4,460,701	4,989,954	4,992,037	4,992,037	
<i>Contingency Reserve</i>	8,921,402	9,979,907	9,984,074	9,984,074	
<i>Capital Reserve</i>	6,020,377	7,367,677	7,309,017	8,160,238	
Fund Balance (total reserve)	\$19,402,480	\$22,337,538	\$22,285,128	\$23,136,349	
<i>Restricted Fund Balance</i>	31,624	0	0	0	
<i>Expenditure of Restricted Funds</i>		31,624	31,624	31,624	

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 fund 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 FY2017/18 budget, reserves exceeding budgeted levels for the emergency and contingency reserve are placed in the capital reserve. In FY2017/18, the District added \$2.1 million to towards this purpose for a total capital reserve of \$8.2 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 2017/18 operations revenues and expenses for the year as they compare to the Adopted Budget. All Budget adjustments are shown in Attachment 1. Operations revenues were 6% higher, 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. FY2017/18 was the second year of operation of the major service changes and expansion that occurred in June 2016. Marin Transit operated 1% more fixed route revenue service hours in FY2017/18 than FY2016/17 and operated 15% more service hours than in FY2015/16. Marin Transit has continued to expand the Muir Woods Shuttle service in partnership with the National Park Service. The number of hours on local paratransit services increased 9%.

Table 2: Fiscal Year 2017/18 Transit Services

Service	FY 2016/17 Revenue Hours	FY 2017/18 Annual Estimated Revenue Hours	FY 2017/18 Actual Revenue Hours	% of Estimate
Regular Local and Trunk Line	109,508	115,700	109,518	95%
Community Shuttles	42,395	43,500	42,547	98%
Local Supplemental School1	5,659	7,100	6,053	85%
Muir Woods Shuttle	4,316	4,950	5,930	120%
West Marin Stagecoach Service	16,171	16,500	16,190	98%
Fixed Route Subtotal	178,049	187,750	180,238	96%
Rural Dial A Ride	323	375	323	86%
Novato Dial-A-Ride	1,931	2,400	2,074	86%
Local Paratransit Service	54,262	62,455	59,455	95%
Regional Paratransit Service	8,301	10,560	8,211	78%
Yellow School Bus Service	6 buses	6 buses	6 buses	N/A
Service	FY2016/17 Annual Trips	FY2017/18 Annual Estimated Trips	FY2017/18 Actual Trips	% of Estimate
Catch a Ride	14,385	28,000	15,002	54%
Volunteer Driver	16,162	14,000	14,989	107%
Notes: 1) Includes College of Marin service				

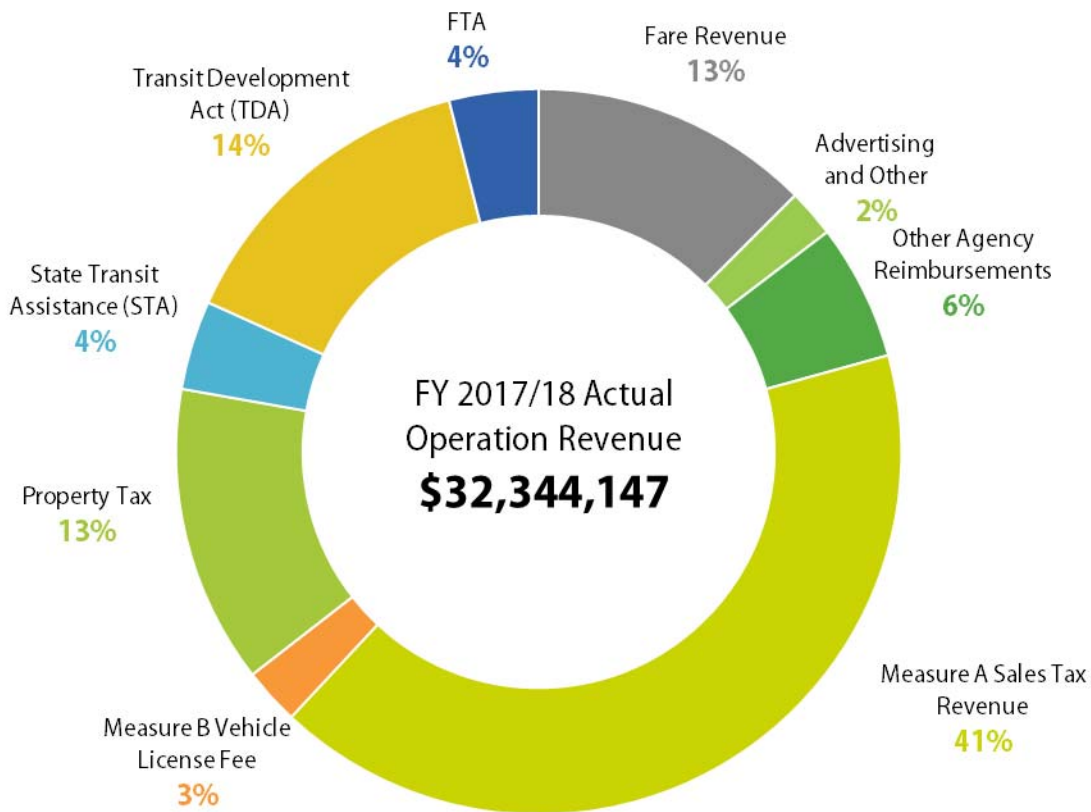
Table 3: Operations FY 2017/18 Actuals (Admin, Local, Rural & Marin Access)

	FY 2016/17 Actual	FY 2017/18 Budget - Revised	FY 2017/18 Actual	Percent Budget Used
Revenue				
Fare Revenue	3,942,532	4,276,928	4,044,536	95%
Advertising & Other Revenue	397,790	400,200	424,774	106%
Reimbursements (GGBHTD, WSW)	1,837,557	2,102,476	1,943,098	92%
Interest	51,968	55,000	118,552	216%
Measure A	12,265,745	13,342,614	13,255,076	99%
Measure A Interest	85,000	85,000	85,000	100%
Measure B	627,198	1,045,000	817,779	78%
Property Taxes	4,086,532	4,180,831	4,294,379	103%
Development Fees	57,964	52,032	47,832	92%
State Transit Assistance (STA)	1,576,690	1,274,981	1,285,220	101%
Transit Development Act (TDA)	4,440,516	4,453,555	4,614,306	104%
Other State	19,273	148,114	147,950	100%
FTA Funds	1,065,347	1,366,509	1,151,839	84%
National Park Service	89,010	91,540	154,887	169%
Transfers to Capital Budget	(73,692)	0	(41,080)	--
Total Revenue	30,469,430	32,874,780	32,344,148	98%
Expenses				
Salaries and Benefits	2,082,294	2,411,546	2,025,436	84%
Professional Service	325,848	523,363	555,159	106%
Professional Service- Legal	27,403	100,000	72,323	72%
Security and Maintenance	268,349	286,326	260,715	91%
Customer Service	559,208	604,384	528,266	87%
Indirect County Overhead	2,009	2,500	2,009	80%
Mobility Management Programs	4,770	59,548	8,363	14%
Office Supplies	170,781	193,520	193,344	100%
General Insurance	22,324	29,000	27,860	96%
Contract Service Operation	21,417,881	23,306,597	22,693,306	97%
Membership & Prof Development	25,322	60,000	20,502	34%
Mileage and Travel	15,883	23,000	15,925	69%
Marketing	114,823	231,157	98,035	42%
Communication	139,935	178,400	171,216	96%
Fuel	1,818,940	2,126,218	2,161,544	102%
Misc. Services	4,897	0	321	-
Vehicle and Parking Leases	23,983	23,625	23,280	99%
Office - Rental and Overhead	96,668	113,440	98,832	87%
Partner Agency Pass Through	85,000	85,000	85,000	100%
Transfers to Capital Budget	-442,113	-405,401	-431,158	106%
Total Expenses	26,764,205	29,952,223	28,610,278	128%
Net Revenue Over Expenditures	3,705,225	2,922,557	3,733,870	128%

Revenues

Marin Transit operations revenues were \$32,344,147 million in FY 2017/18. This represents an increase of \$1.9 million (6%) 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 \$13.3 million dollars in Measure A 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 2017/18



Revenue variances of more than \$100,000 are shown in Table 4. Measure A local sales tax revenue was the biggest increase in operational revenue. The District claimed \$989,331 (8%) more than the prior year due to increased expenditures on local fixed route service. Property tax revenues continued to have strong growth in Marin County, and the District received \$207,847 more than the prior year. The District received less State Transit Assistance because the prior year included a one-time allocation of pass-through revenue from TAM that was swapped for Measure A funds. Reimbursements from Golden Gate Bridge Highway and Transportation District (GGBHTD) for regional paratransit increased due to increased service demand and increased contract rates. Other State funds increased with the expenditure of Cap and Trade funds on expanded local fixed route service.

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

Revenue Category	FY 2017/18 Actual	Variance from Prior Year		Notes
		Amount (\$)	%	
Fares	\$4,044,536	\$102,004	3%	Increase in Muir Woods and Yellow bus fare revenue
Reimbursements	\$1,943,098	\$105,541	6%	Increase in the cost and GGBHTD's corresponding payments,for regional paratransit
Measure A	\$13,255,076	\$989,331	8%	Increased expenditure of prior year funds on local transit
Measure B	\$817,779	\$190,581	30%	Expenditures on volunteer driver programs and mobility management to backfill expired grants.
Property Tax	\$4,294,379	\$207,847	5%	Continued strong growth of Marin County property tax
State Transit Assistance	\$1,285,220	(\$291,470)	-18%	Decrease due to a prior year one time allocation of pass through revenue from TAM lifeline funds
Transportation Development Act	\$4,614,306	\$173,790	4%	Increase in available funds
Other State	\$147,950	\$128,677	668%	New LCTOP funding for 2017 route expansions

Expenses

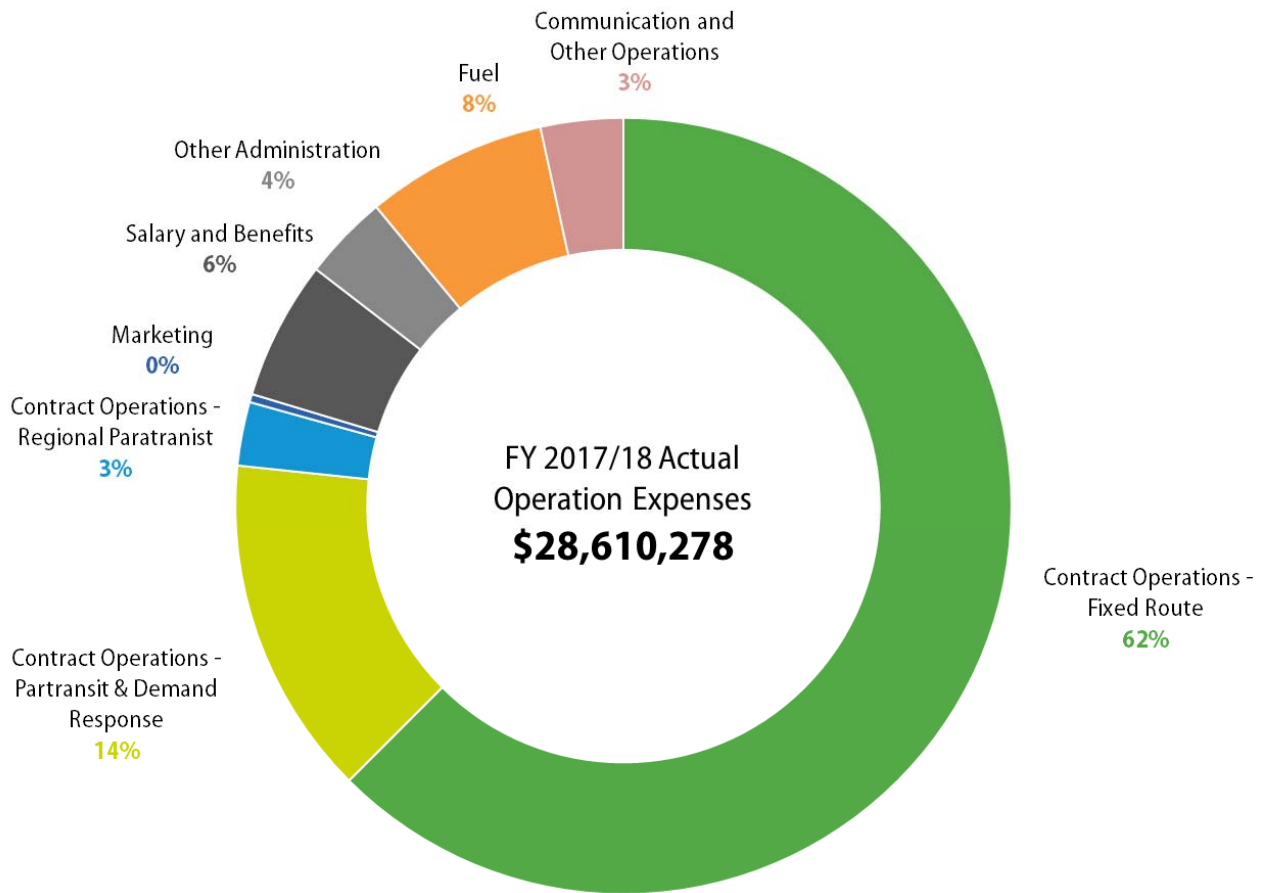
Marin Transit's FY 2017/18 operations expenses of \$28,610,278 (Table 3) were 7% higher than in FY2016/17 and 4% below the budget. With these funds, the District provided a similar level of service to the prior year. Operations costs and hourly rates increased more than normal due to Board-adopted rate increases on three contracts to increase wages for drivers and other front line staff. Fuel prices also increased significantly, and fuel expenses were 19% higher than in the prior year.

Contract service operations expenses were 80% of total operations costs (Figure 2, 63% Fixed Route, 14% Local Paratransit, and 3% 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 2017/18 Actual	Variance from Prior Year		Notes
		Amount (\$)	%	
Consultant Services	\$555,159	\$229,311	70%	Increased marketing support costs and legal fees
Contract Service Operation	\$22,693,306	\$1,275,425	6%	Increased contract service rates
Fuel	\$2,161,544	\$342,604	19%	Increased fuel prices

Figure 2: Systemwide Operations Expense Categories for FY 2017/18



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

Administrative revenue for the District is primarily comprised of Property Tax revenue. For the fourth year in a row, Property Tax revenue increased although at a slightly smaller amount (5% in FY2017/18 compared to 7% in FY2016/17). Overall Administrative revenue increased 6%.

Marin Transit's Administrative expenses include staff salaries, benefits, and associated office space. Actual administrative costs were 15% under budget and increased 4% from the prior year. The District hired three new staff members: a Planning Manager, an Accounting and Administrative Analyst, and an Administrative Assistant. Due to other staff leaving the agency, there was a net increase of only one FTE (Table 6). Marin Transit ended FY2017/18 with 14.5 regular employee FTE's and one vacant position. Marin Transit also employed temp staff as greeters on the Muir Woods Shuttle. 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 2016/17	FY 2017/18
Budget	15.6	15.6
Actual	13.5	14.5

Notes:

- 1) Stated in Full Time Equivalents (FTE's)
- 2) Does not include temporary seasonal workers

Computer expenses increased and were over budget due to the purchase of equipment needed to improve the data backup process, combined with ongoing staff computer replacements.

Table 7: Administration FY 2017/18 Actuals

		FY 2016/17 Actual	FY 2017/18 Budget Original	FY 2017/18 Budget Revised	FY 2017/18 Actual	Percent Budget Used
Revenue						
4070400	Interest	51,968	55,000	55,000	118,552	216%
4079950	Development Fees	17,940	15,634	15,634	19,358	124%
4079954	Residual ABX 126	40,024	36,398	36,398	23,474	64%
4080101	PropTax-CurrntSecured	3,577,553	3,759,249	3,759,249	3,770,414	100%
4080102	County Fee-Admin Basic Tax	(57,683)	(60,856)	(60,856)	(59,624)	98%
4080103	Property Tax-Unitary	33,188	32,057	32,057	35,759	112%
4080104	PropTax-CurrntUnSecur	72,363	67,380	67,380	75,311	112%
4080105	Educ Rev Augm Fund-Redist	365,940	280,915	280,915	374,098	133%
4080106	PropTax-Supp CY SECR	87,685	97,091	97,091	91,626	94%
4080107	PropTax-Supp Unsecured	1,149	1,000	1,000	1,311	131%
4080108	PropTax-Redemption	3,561	1,500	1,500	1,516	101%
4080109	PropTax-Prior Unsecured	2,776	2,494	2,494	3,969	159%
4119940	Other	840	300	300	485	162%
Subtotal Revenue		4,197,304	4,288,162	4,288,162	4,456,249	104%
4700001	Property Tax Transfer	(73,692)	(1,047,312)	(1,047,312)	(327,767)	31%
Net Revenue		4,123,612	3,240,850	3,240,850	4,128,482	127%
Expense						
5010200	Salaries	1,307,083	1,769,932	1,769,932	1,289,452	73%
5030301	Benefits1	768,995	641,614	641,614	735,983	115%
5030301	Consultant Services	63,753	125,000	125,000	156,324	125%
5030304	Prof Services – Legal	27,403	100,000	100,000	72,323	72%
5030305	Prof Svcs - Audit	38,315	31,827	31,827	31,091	98%
5049901	Office Supplies	10,630	13,000	13,000	7,726	59%
5049902	Small Furn/Equip	7,876	12,730	12,730	5,494	43%
5049903	Software Maintenance	48,981	61,267	61,267	57,032	93%
5049904	Copier Suppl & Srvc	8,333	9,500	9,500	8,382	88%
5049905	Postage	2,492	3,000	3,000	883	29%
5049906	Computers	12,787	15,000	15,000	23,077	154%
5050201	Communication - Phone	23,854	29,000	29,000	26,028	90%
5060301	Insurance - Gen Liability	22,324	29,000	29,000	27,860	96%
5090101	Memberships & Prof Dev.	25,322	60,000	60,000	20,502	34%
5090202	Mileage and Travel	15,883	23,000	23,000	15,925	69%
5090801	Marketing	5,441	12,360	12,360	7,531	61%
5100401	County Fee - Special District	2,009	2,500	2,500	2,009	80%
5121200	Office Rental	96,668	100,940	113,440	98,832	87%
Subtotal Expense		2,488,149	3,039,670	3,052,170	2,586,454	85%
5100100	Salary/Benefit Transfers	(1,934,963)	(2,181,125)	(2,181,125)	(1,879,313)	86%
5100101	Transfer Overhead	(410,212)	(552,750)	(552,750)	(312,530)	57%
Net Expense		142,974	305,795	318,295	394,611	124%

Notes: 1) Salary associated with Sick, Vacation and Holidays now 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 service). This service includes the regular trunk lines, 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% and in FY2017/18 evaluated the new service based on performance metrics. At the end of the fiscal year, Marin Transit reallocated service hours based on this evaluation while maintaining the increased level of revenue service hours (Figure 3). Total expenses for local service increased \$1.0 million (5%) over the previous fiscal year compared to an 11% increase the prior year when the District increased service levels. The cost increases were primarily in purchased transportation (\$782,000, 5%) and were due to increased contract rates and rising fuel prices (\$240,000, 19%). Unlinked passenger trip increases in FY2017/18 (figure 4) may be due to the maturing service changes and the increase in gas prices. Unlinked passenger trips declined in the prior year due to changes intended to reduce the need to transfer (that reduce unlinked trips) and other regional trends. The annual performance report has more analysis on ridership trends.

Local Service revenues are primarily from State Transit Assistance (STA), Transit Development Act (TDA), Measure A, and fare revenue.

Marin Transit expended the following discretionary grant funding for local service in FY 2017/18:

FY 2017/18 Expenditure	Total Grant Award	Program	Source
\$128,676	\$128,676	Expanded fixed route service	State, Low Carbon Transit Program funds, LCTOP
\$222,210	\$222,210	Operation of Route 257	Federal Section 5307 via regional Lifeline Cycle 4, job access funding

Table 8: Local Service FY 2017/18 Actuals

Revenue						
4020000	Special Fares - Paid by Another Agcy	269,244	277,276	277,276	340,329	123%
4060301	Advertising Revenue	245,018	238,400	238,400	280,788	118%
4070301	Lease of Property	152,772	161,800	161,800	143,986	89%
4070500	Donations	0	0	0	5,000	-
4090101	Fee For Service	1,635	0	0	1,679	-
4092001	Measure A Sales Tax	8,716,638	10,079,224	10,079,224	9,759,362	97%
4092003	Measure A Sales tax - Interest	85,000	85,000	85,000	85,000	100%
4110101	State Transit Assistance	1,021,043	1,214,815	1,214,815	1,224,816	101%
4110102	Transportation Development Act (TDA)	4,440,516	4,453,555	4,453,555	4,614,306	104%
4110103	State Transit Assistance - Lifeline	502,218	0	0	0	NA
4119904	State - Low Carbon Transit Program	0	128,676	128,676	128,676	100%
4139910	Fed - FTA 5307 (JARC)	0	222,210	222,210	222,210	100%
4139912	Fed-FTA 5307 STP	123,080	0	0	0	NA
4139961		0	0	0	20,000	NA
4139951	National Park Service	87,654	91,540	91,540	154,736	169%
4140100	Fare Revenue	2,773,985	3,031,479	3,031,479	2,773,844	92%
Subtotal Revenue		18,418,803	19,983,975	19,983,975	19,754,732	99%
4700002	Program Revenue Transfer	77,810	350,000	350,000	108,432	31%
Total Revenue		18,496,613	20,333,975	20,333,975	19,863,164	98%
Expense						
5010200	Salaries and Benefits	6,216	0	0	0	NA
5030301	Consultant Services	144,334	200,000	200,000	233,346	117%
5030310	Fare Processing Charges	37,694	37,922	37,922	31,948	84%
5030320	Customer Service	279,495	284,384	284,384	267,781	94%
5030602	Custodial Service	13,588	14,602	14,602	15,943	109%
5030701	Security Services	253,525	270,224	270,224	243,313	90%
5040101	Fuel	1,246,749	1,406,954	1,406,954	1,488,446	106%
5049903	Software	23,750	22,000	22,000	20,750	94%
5050205	Communication-AVL	57,071	78,094	78,094	69,257	89%
5050206	Communication-Data	2,799	2,731	2,731	2,311	85%
5080101	Purchased Transportation	15,336,943	16,371,183	16,371,183	16,119,070	98%
5090801	Marketing	69,781	90,500	90,500	61,053	67%
5100404	Expense Transfer - GGT Wave	85,000	85,000	85,000	85,000	100%
5122010	Signs	4,897	0	0	321	NA
Subtotal Expense		17,561,842	18,863,594	18,863,594	18,638,539	99%
5100100	Salary/Benefit Transfers	998,502	1,165,498	1,165,498	1,050,010	90%
5100101	Overhead Transfer	211,683	304,881	304,881	174,617	57%
Total Expense		18,772,027	20,333,973	20,333,973	19,863,166	98%

Figure 3: Local Revenue Service Hours by Program

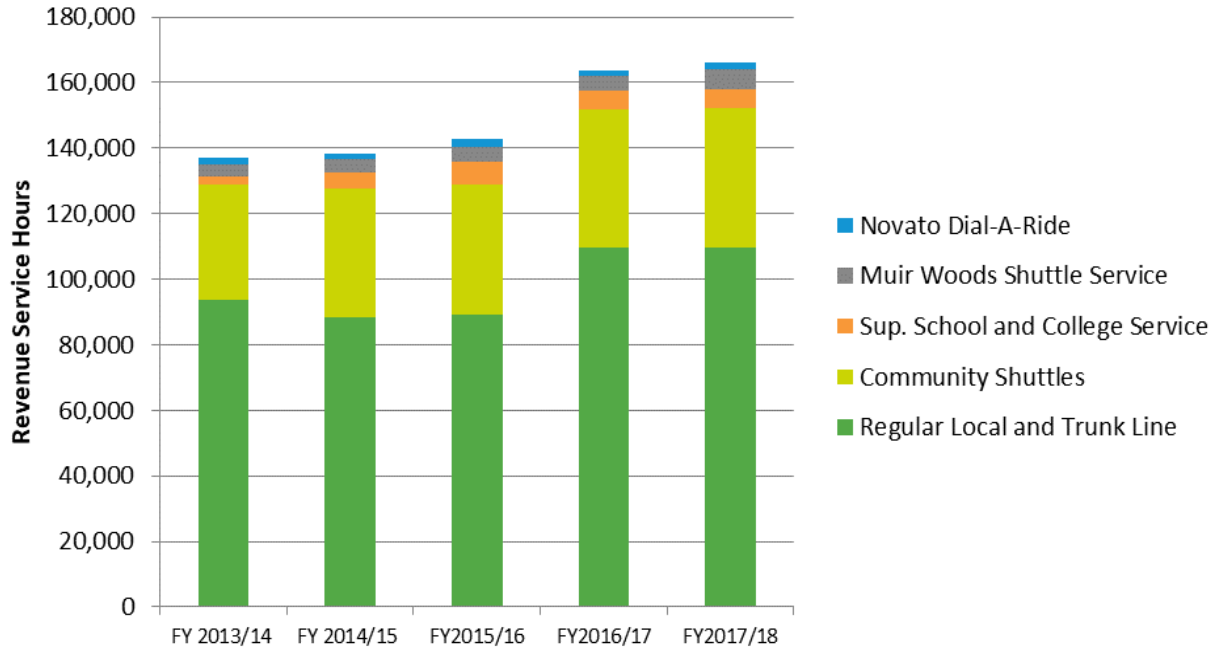
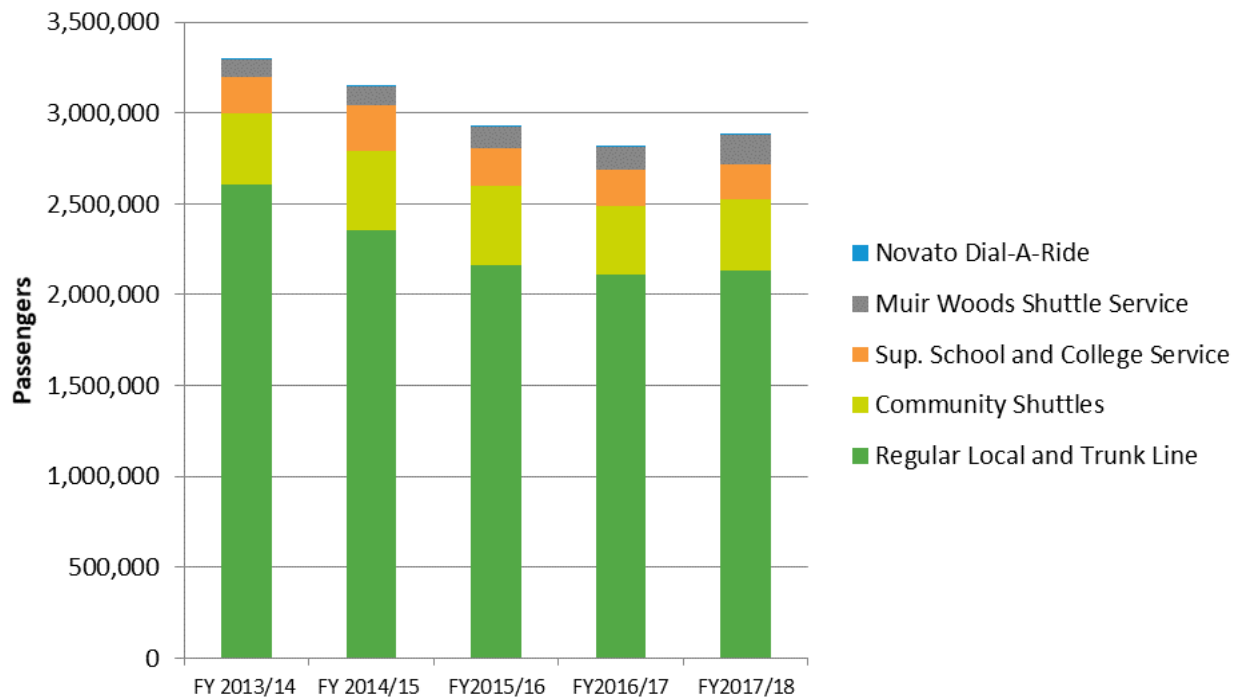


Figure 4: Local Unlinked Passenger Trips by Program



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 6% from the prior year due a 5% increase in contract rates to raise wages for drivers and other front line staff and a 23% increase in fuel prices .

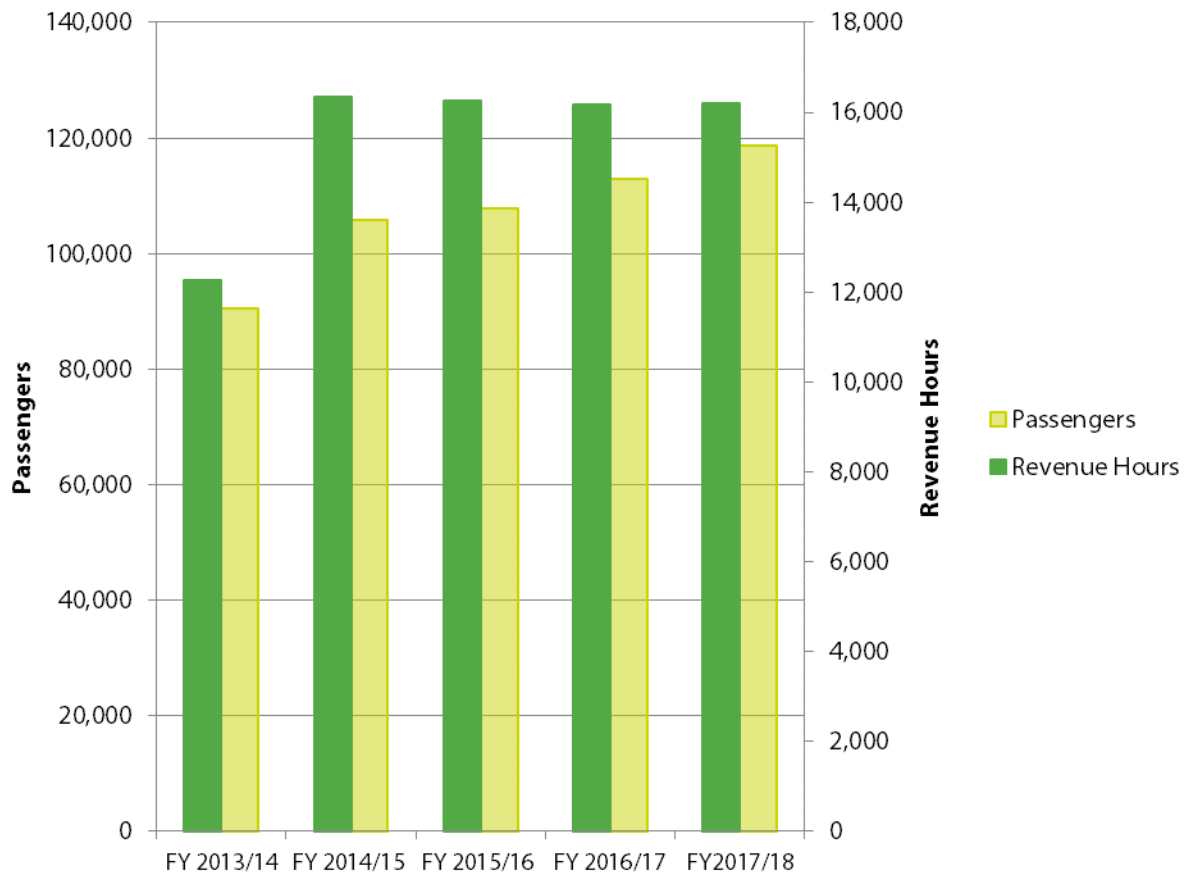
As part of a strategic initiative, Marin Transit increased rural revenue service hours by 33% at the end of FY2013/14 to respond to demand for additional peak weekend service and expend sales tax reserves in the Measure A Rural Substrategy within a five-year period. Marin Transit has maintained the expanded service level that started in FY2014/15 (Figure 5). Unlinked passenger trips have continued to increase every year.

In FY2017/18, Marin Transit expended \$688,062 in current year and \$691,903 in prior year Rural Measure A sales tax funds (Substrategy 1.2). At the end of the FY2017/18, Marin Transit has a balance of about \$300,000 in unspent rural Measure A that TAM holds in reserve. FY2018/19 will be the last year of the original sales tax reserves for the Rural program area. Due to strong ridership, Marin Transit's Short Range Transit plan includes adding property tax funding to the Rural Service to maintain the current level of revenue service hours.

Table 9: Rural Service FY 2017/18 Actuals

		FY 2016/17 Actual	FY 2017/18 Budget Original	FY 2017/18 Budget Revised	FY 2017/18 Actual	Percent Budget Used
Revenue						
4092001	Measure A Sales Tax	1,061,315	1,133,976	1,133,976	1,139,691	101%
4139920	Fed-FTA 5311 Rural	206,437	193,063	193,063	208,393	108%
4139951	National Park Service	1,355	0	0	0	-
4140100	Fare Revenue	121,370	123,264	123,264	119,005	97%
Total Revenue		1,390,477	1,450,303	1,450,303	1,467,089	101%
Expense						
5030301	Consultant Services	3,697	16,391	16,391	21,754	133%
5040101	Fuel	155,735	185,034	185,034	192,010	104%
5050205	Communication-AVL	12,743	14,027	14,027	15,936	114%
5050206	Communication-Data	831	1,000	1,000	831	83%
5080101	Purchased Transportation	1,096,113	1,090,787	1,090,787	1,146,382	105%
5080102	Purchased Transportation-Excluded	1,355	0	0	0	NA
5090801	Marketing	15,565	31,236	31,236	11,960	38%
Subtotal Expense		1,286,039	1,338,475	1,338,475	1,388,873	104%
5100100	Salary/Benefit Transfers	86,169	107,973	107,973	67,062	62%
5100101	Transfer Overhead	18,268	29,312	29,312	11,152	38%
Total Expenditures		1,390,476	1,475,760	1,475,760	1,467,087	99%

Figure 5: Rural Stagecoach Revenue Hours and Unlinked Passenger Trips



Marin Access (Paratransit and Mobility Management)

The Marin Access FY2017/18 actuals (Table 10) include revenues and expenses for Paratransit Services for both 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.

After rapid and sustained increases in demand that at times exceeded 5% per year, local paratransit ridership and corresponding revenue hours declined for two years before increasing by 3% in FY2017/18 (Figure 6).

Expenses increased 8% over the prior year due to the increased revenue hours combined with contract rate increases to increase driver wages. The Marin Access program was still 13% under budget due to a slower start to the new on-demand service and a 50% drop in Marin Transit direct staff time due to temporary staffing changes. 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 program carried a similar number of people as in the prior year. Catch-A-Ride (subsidized taxi) experienced a second year of declining ridership due to the lack of availability of taxis in Marin County. There is one more year on the current Catch-A-Ride operations contract, and staff is looking at options for changing the program to increase availability of same-day accessible transportation.

Measure A Sales tax is the largest single funding source for Marin Access. Marin Transit expended the full allocation, \$2.1 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 did not expend any discretionary grant funds for Marin Access in FY2017/18

Figure 6: Marin Access Ridership

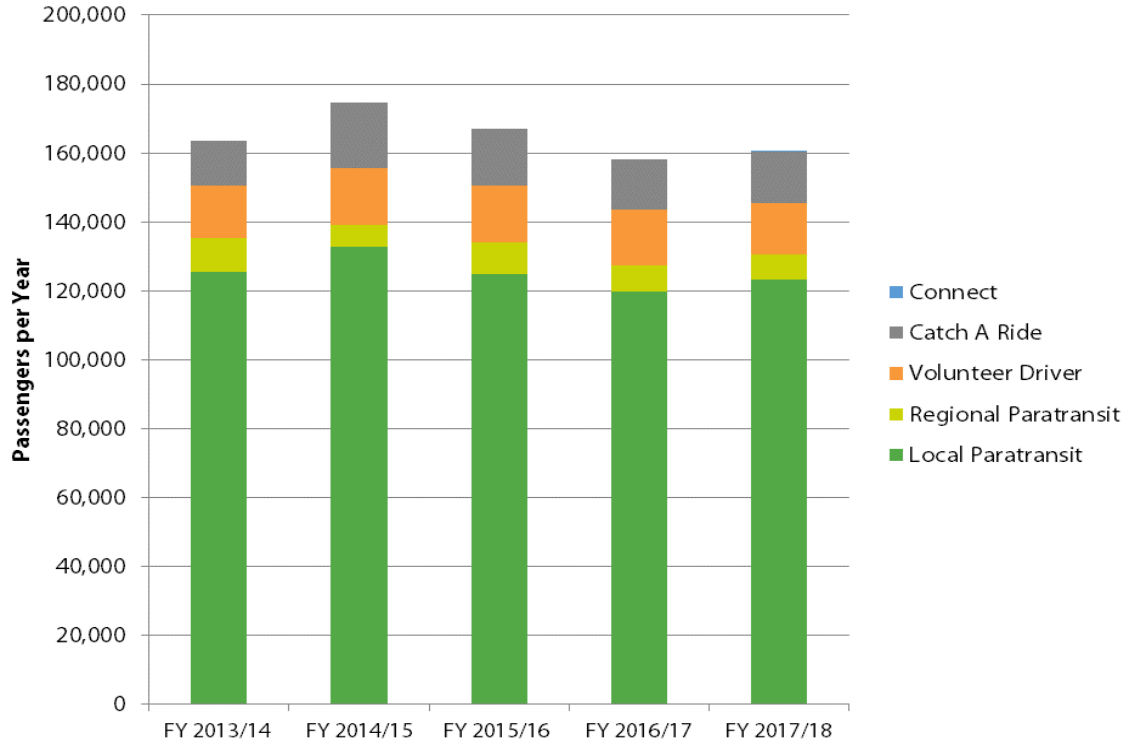


Figure 7: Local Paratransit Revenue Hours

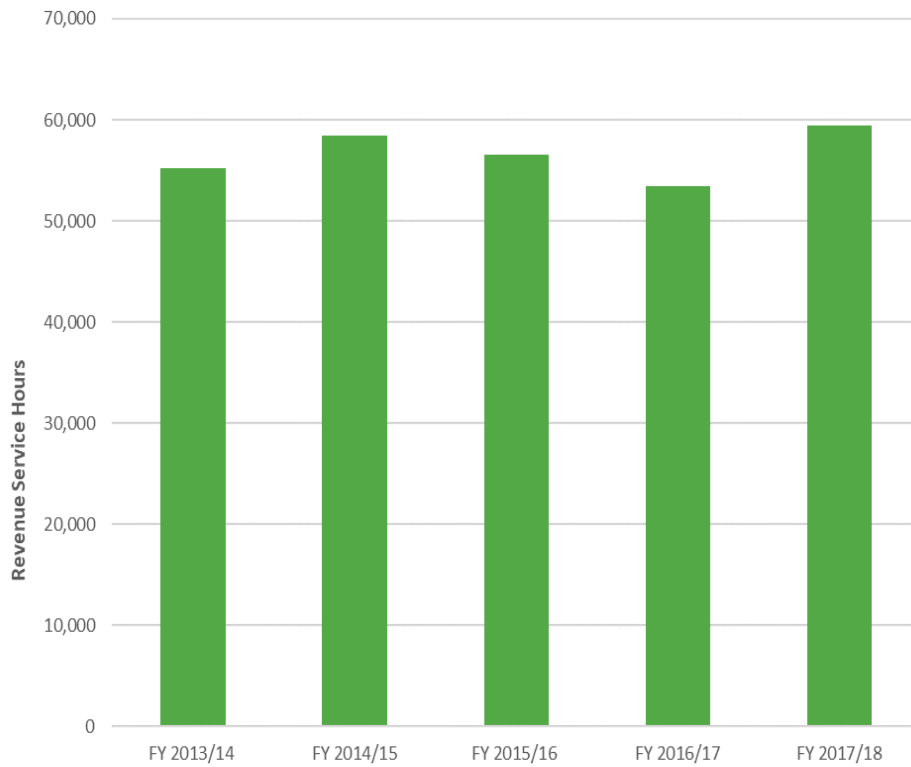


Table 10: Marin Access FY 2017/18 Actuals

		FY 2016/17 Actual	FY 2017/18 Budget Original	FY 2017/18 Budget Revised	FY 2017/18 Actual	Percent Budget Used
Revenue						
4092001	Measure A Sales Tax	2,180,396	1,954,372	1,954,372	2,154,534	110.24%
4099950	Measure B	627,198	1,045,000	1,045,000	817,779	78.25%
4110101	State Transit Assistance	53,429	60,166	60,166	60,404	100.39%
4119910	State Prop Tx Relief HOPTR	18,953	19,138	19,138	18,940	98.96%
4139910	Fed-FTA 5307 Urbanized Area Formula	627,012	701,236	701,236	701,236	100.00%
4139915	Fed-FTA 5310 Mobility	49,157	250,000	250,000	0	0.00%
4139941	Fed-FTA 5317 New Freedom	59,661	0	0	0	0.00%
4140100	Fare Revenue	304,867	292,509	292,509	293,873	100.46%
4601001	Misc.-Reimbursement	8,841	0	0	7,913	0.00%
4601003	GGBHTD – Local Paratransit Payment	1,010,628	1,114,848	1,114,848	1,039,016	93.19%
4601004	GGBHTD – Regional Paratransit Payment	734,514	868,428	868,428	773,004	89.01%
Subtotal Revenue		5,674,656	6,305,697	6,305,697	5,866,699	93%
4700001	Property Tax Transfer	0	771,855	771,855	263,406	34%
4700002	Program Revenue Transfer	-77,810	-100,000	-100,000	-85,151	85%
Total Revenue		5,596,846	6,977,552	6,977,552	6,044,954	87%
Expense						
5030301	Consultant Services	29,947	100,000	100,000	62,997	63%
5030320	Customer Service	279,713	320,000	320,000	260,485	81%
5040101	Fuel	416,456	534,230	534,230	481,088	90%
5049903	Software	55,717	57,022	57,022	69,310	122%
5050203	Communication- Mobile Data Terminal	4,685	4,750	4,750	4,790	101%
5050204	Communication-MERA Radio	18,824	19,765	19,765	19,178	97%
5050206	Communication-Data	7,800	8,033	8,033	11,394	142%
5080101	Purchased Transportation	3,659,036	4,384,838	4,384,838	4,053,344	92%
5080102	Purchased Transportation - Regional	730,612	835,334	835,334	757,724	91%
5090801	Marketing	22,091	95,061	95,061	15,148	16%
5098001	Misc-Exp Transit User Training	4,770	9,548	9,548	4,913	51%
5098002	Gap Grant	0	50,000	50,000	3,450	7%
Subtotal		5,229,651	6,418,581	6,418,581	5,743,821	89%
5100100	Salary/Benefit Transfers	302,966	454,283	454,283	258,196	57%
5100101	Transfer Overhead	64,229	104,687	104,687	42,938	41%
Total Expense		5,596,846	6,977,551	6,977,551	6,044,955	87%

Yellow Bus Service

The Yellow Bus Service budget includes the full operations of yellow bus service for the Ross Valley School District and the 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 FY2017/18 were unchanged from the prior year. Excluding staff costs, program costs increased 7% while total costs declined 2% from the prior year based on a significant decrease in Marin Transit staff time billed to the yellow bus program. This was due to a combination of fewer staff hours needed to provide oversight in the second year of programs and to scheduled Marin Transit staff medical leaves.

Table 11: Yellow Bus Service FY 2017/18 Actuals

		FY 2016/17 Actual	FY 2017/18 Budget Original	FY 2017/18 Budget Revised	FY 2017/18 Actual	Percent Budget Used
Revenue						
4030000	Yellow Bus Fares - Paid by Another Agency	145,000	145,000	145,000	145,000	100%
4090101	Fee For Service	81,419	119,200	119,200	121,485	102%
4092001	Measure A Sales Tax	307,397	175,042	175,042	201,490	115%
4140105	Fare Revenue - Yellow Bus	328,066	407,400	407,400	372,485	91%
Subtotal Revenue		861,882	846,642	846,642	840,460	99%
Expense						
5030301	Consultant Services	0	0	0	5,485	-
5030304	Prof Svcs - Legal	8,108	12,222	12,222	12,215	100%
5030310	Fare Processing Charges	1,236	1,500	1,500	1,459	97%
5030602	Custodial Service	215	0	0	690	-
5050205	Communication-AVL	2,630	12,000	12,000	13,180	110%
5050206	Communication-Data	8,697	9,000	9,000	8,311	92%
5080103	Yellow Bus School Service	593,822	624,456	624,456	616,786	99%
5090801	Marketing	1,945	2,000	2,000	2,343	117%
5120401	Leases and Rentals	23,983	23,625	23,625	23,280	99%
Subtotal Expense		640,636	684,803	684,803	683,749	100%
5100100	Salary/Benefit Transfers	182,547	131,744	131,744	134,366	102%
5100101	Transfer Overhead	38,700	30,095	30,095	22,345	74%
Total Expenses		861,883	846,642	846,642	840,460	99%

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. A more detailed status report of the District's capital projects is included in the Attachment B - FY 2017/18 Capital Report.

In FY 2017/18 capital expenditures were \$11.5 million. This includes the following major projects:

- Purchase of ten (10) hybrid 40ft transit buses
- Purchase of four (4) accessible vans for on-demand service (Transit Connect)
- Construction of downtown Novato transit facility replacement
- Purchase of mobile information kiosk for Muir Woods Shuttle service

The purchase of the ten Gillig 40ft hybrid vehicles accounts for approximately two-thirds of the current year capital expenditures. These vehicles will be operated for twelve years and are maintained and operated under contract with Golden Gate Transit.

Capital Revenue

Marin Transit primarily used federal funds for the FY2017/18 capital program. In FY 2017/18, 60% of capital funding came from federal sources (Figure 8). Federal Section 5307 funds are available through regional programming for 82% of vehicle replacement costs. Non-vehicle projects relied on discretionary grants from local and state sources, such as for constructing the downtown Novato transit facility replacement.

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 receives 6% of the local sales tax or around \$1.5 million per year for capital expenditures. This year, the District expended \$3.5 million in Measure A capital funding that included an allocation of \$1.2 million in reserve funding for the transit sub-strategy that the TAM Board released for construction of the downtown Novato transit facility. At the close of the fiscal year, Marin Transit had a balance of \$4.0 million in Measure A capital funding (held by TAM).

Figure 8: Capital Revenue Sources

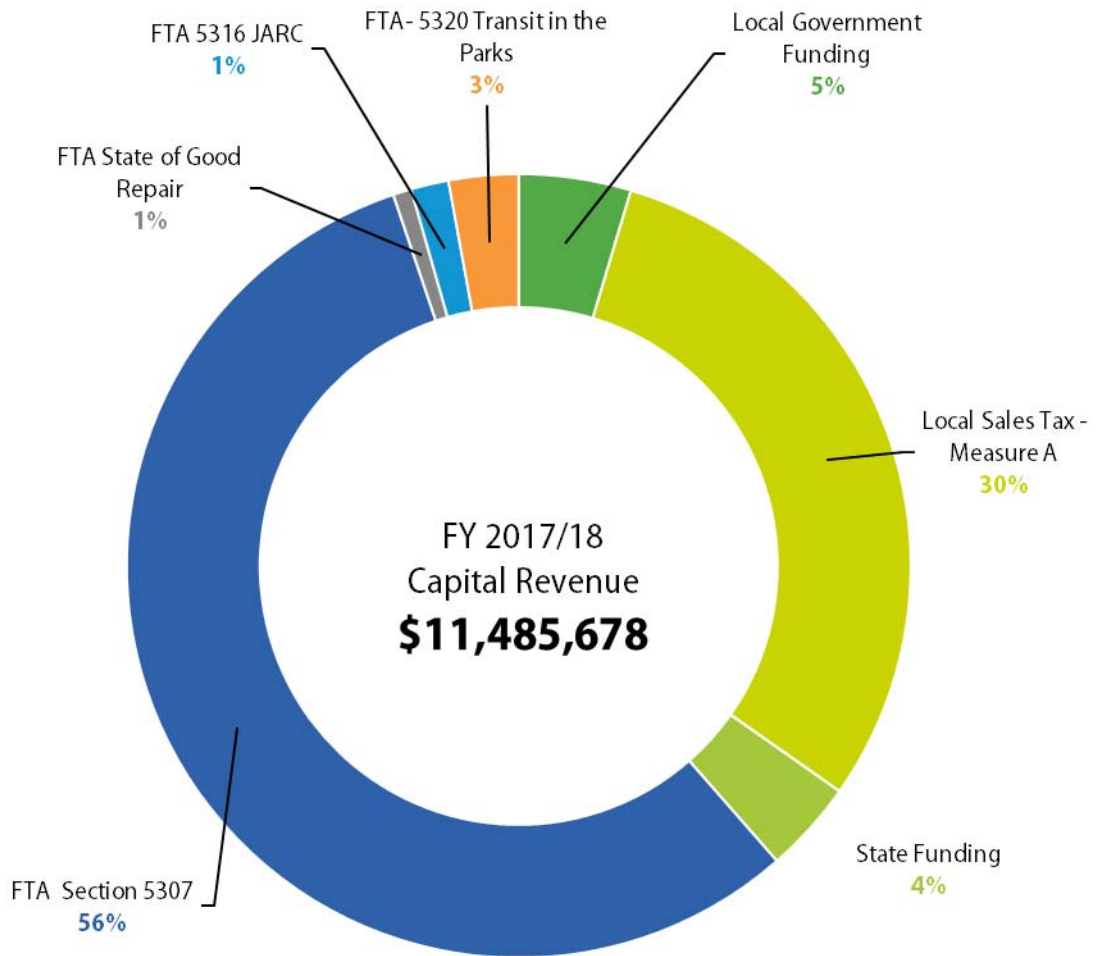


Table 11: Capital FY 2017/18 Actuals

		Total Project Budget	Prior Years	FY2017/18 Budget	FY2017/18 Budget Revised	Current Period Actual
EV	Purchase Two Electric Vehicles (Replacements)	1,662,022	35,730	1,622,022	1,626,292	27,914
LY	Purchase Ten 40ft Vehicles (Replacements)	7,710,000	17,197	7,695,047	7,692,803	7,483,443
PA	Purchase Three Paratransit Vehicles (Replacements)	267,000		267,000	267,000	1,329
PB	Purchase Four Accessible Vans	102,780		102,780	245,000	223,919
NR	Non Revenue Van	40,750		40,750	40,750	42,086
SA	Purchase One Shuttle Vehicle	130,000			130,000	
XA	Purchase Two 35ft XHF Vehicles	925,000			10,000	
	Subtotal Vehicles	10,837,552	52,927	9,727,599	10,011,845	7,778,691
BI	Bus Stop Improvements SGR (BI)	2,041,933	1,393,678	600,000	631,796	108,377
BS	Bus Stop Assessment Update	100,000	10,018	80,000	89,982	71,118
NC	Downtown Novato Hub (NH) Construction	4,790,000	2,660,325	1,637,663	2,129,675	2,118,045
BW	Muir Woods Infrastructure Improvements	638,000	106,247	512,729	531,753	330,182
TR	San Rafael Transit Center	100,000		100,000	100,000	
	Subtotal Bus Stop Improvements	7,669,933	4,170,268	2,930,392	3,483,206	2,627,722
FC	Facility Preliminary Design & Env	174,418	95,826	102,881	78,592	78,592
FR	Facility ROW Purchase & Capital Improvements	5,500,000	-	5,500,000	5,500,000	60,808
OF	Office Furniture	45,000			40,000	14,090
	Subtotal Facility	5,719,418	95,826	5,602,881	5,618,592	153,490
OA	On Board Equipment - 2016	210,000	49,092	164,956	160,908	95,668
OB	On Board Equipment - 2015	432,451	366,667	105,861	65,784	65,784
TB	Mobility Technology Backbone	375,000	39,747	356,500	335,253	223,383
ME	MERA	29,000	-	29,000	29,000	27,297
RD	Radio Communication Upgrade	348,000	3,083	75,000	71,917	44,155
	Subtotal Technology Projects	1,394,451	458,589	731,317	662,862	456,287
GG	Golden Gate Capital Costs (GG)		-	20,000	20,000	19,194
BM	Bus Stop Maintenance (BM)		-	100,000	100,000	48,283
VR	Major Vehicle Repairs (VR)		-	300,000	300,000	155,271
IF	Infrastructure Support (IF)		-	385,000	397,600	278,364
	Subtotal Ongoing Capital Expenses	-	-	805,000	817,600	501,112
	Total Expenditures	25,621,354	4,777,610	19,797,189	20,594,105	11,517,302

Attachment 1: FY 2017/18 Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-01	11/20/2017	Roll forward of unspent FY2017 Capital Project budgets; and update all Prior Years and Total Budgets	Capital	Capital	EV	5230101 Vehicles	1,622,022	4,270	1,626,292
					LY	5230101 Bus Stops	7,695,047	(2,244)	7,692,803
					BI	5230101 Bus Stops	600,000	31,796"	631,351
					BS	5230101 Bus Stops	80,000	9,982	89,982
					NC	5230104 Facility and Stops	1,637,663	402,012	2,039,675
					BW	5230104 Facility and Stops	512,729	19,024	531,753
					FC	5230104 Facility and Stops	102,881	(24,221) ¹	87,195
					OA	5230102 Equipment	164,956	(4,048)	160,908
					OB	5230102 Equipment	105,861	(40,076)	65,785
					TB	5230102 Equipment	356,500	(21,247)	335,253
					RD	5230102 Equipment	75,000	(3,083)	71,917
2018-02	11/20/2017	Increase costs for construction manager due to the project timeline extension.	Capital	Capital	NC	5230104 Facility and Stops	2,039,675	90,000	2,129,675
2018-03	12/18/2017	Add projects for vehicle purchase to FY2018 budget	Capital	Capital	XA	5230101 Vehicles	0	10,000	10,000
					SA	5230101 Vehicles	0	130,000	130,000
2018-04	12/18/2017	Office Lease	Operations	Admin	NA	5121201 Office Rental	100,940	12,500	113,440
2018-05	12/18/2017	Paratransit Property lease	Capital lease	Capital	IF	5120301 Vehicle Parking Lease	\$0	\$12,600	\$12,600

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-06	02/26/2018	Increase Budget for Bus Stop Improvement Project to spend remaining grant funds	Capital	Capital	BI	Total Budget	2,025,045	16,888	2,041,933
2018-07	02/26/2018	Increase Budget for capital project to purchase accessible vans to purchase 2 additional vans	Capital	Capital	PB	523010 Vehicles	\$102,780	\$142,220	\$245,000
2018-08	06/04/2018	Add project for Office Furniture for new space to FY2018 budget (total project cost of \$45,000 is unchanged)	Capital	Capital	OF	5230103 Furniture & Fixtures	0	\$40,000	\$40,000
						Total Budget	\$45,000	0	\$45,000

Notes:
 1) Revised based on audit

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

	July1, 2016 – June 30, 2017	July1, 2017 – June 30, 2018
Starting Balance	\$452,069	\$668,469
Contributions¹	\$196,355	\$185,692
Withdrawals	(\$46,341)	(\$22,995)
Earnings	\$66,387	\$55,411
Ending Balance	\$668,469	\$886,576
Estimated Average Annual Rate of Return²	12%	8%
Total Participants	17	18
Active Participants	15	15
Tier 1(15%)	7	8
Tier 2 (13%)	2	1
Tier 3 (10%)	6	6

¹ Through 6/30 payroll (full accrual basis)

² Calculated based on an average of the quarterly returns on invested assets

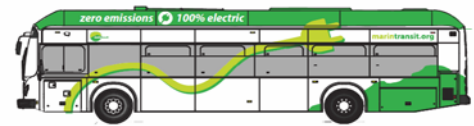
Capital Projects Report through September 2019

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	\$10,837,552	\$7,778,691	\$7,831,618
Bus Stop Improvements	\$7,653,046	\$2,627,722	\$6,797,990
Facility	\$5,719,418	\$153,490	\$610,847
Technology Projects	\$1,394,451	\$456,287	\$914,876
Ongoing Capital Expenses	\$805,000	\$501,112	\$501,112 (annual)
	<u>\$26,409,467</u>	<u>\$11,517,302</u>	<u>\$16,656,443</u>

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 are in production, but delivery has been delayed to Summer 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	\$63,644	4%	Dec-18

Replace Ten 40ft Vehicles with Hybrid Vehicles **Total Project Budget \$7,710,000**

Concept: Purchase ten 40ft Hybrid Vehicles
Funding: \$6,322,200 Federal Section 5307
 \$1,387,800 Measure A



Description: Replace ten 40 ft vehicles that are beyond their useful life.

Status: Board authorized purchase in March 2016. Vehicles were delivered in December 2017. Equipment like Clipper, and surveillance cameras are being installed.

VEHICLES

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>
LY	\$7,710,000	\$7,500,640	100%	Mar-18

VEHICLES

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 in the factory. Delivery is anticipated in July 2018.

<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	\$1,329	5%	Jul-18

VEHICLES

Purchase Four Accessible Vans **Total Project Budget \$245,000**

Concept: Purchase Four Accessible vans
Funding: \$84,280 Federal Section 5307
 \$18,500 Measure A
 \$142,220 Measure B



Description: Purchase two accessible vans to replace two paratransit vehicles beyond their useful life and purchase two expansion vans.
Status: Board authorized purchase of the two replacements and two expansion vehicles in February 2018. Vehicle were delivered in June and will be used for the Marin Transit Connect pilot.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>
PB	\$245,000	\$223,919	100%	Jun-18

VEHICLES

Purchase Non Revenue Van **Total Project Budget \$40,750**

Concept: Purchase Non Revenue Van
Funding: \$32,600 Federal Share of FTA Disposed Vehicles
 \$8,150 Measure A



Description: Purchase vehicle for Marin Transit Staff use.
Status: The board approved the purchase of a new staff vehicle on February 26, 2018. The vehicle was delivered in March 2018 and supports service monitoring, bus stop maintenance, marketing, capital projects, and transporting staff.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>
NR	\$40,750	\$42,086	100%	Jul-18



VEHICLES

Purchase One Shuttle **Total Project Budget \$130,000**

Concept: Purchase One Shuttle
Funding: \$104,000 Federal Section 5307
 \$26,000 Measure A



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

Status: Board authorized purchase of the vehicle in December 2017. Vehicle delivery is anticipated in August of 2018.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
SA	\$130,000	\$0	0%	Aug-18

VEHICLES

Purchase Two 35ft XHF Vehicles **Total Project Budget \$925,000**

Concept: Purchase two 35ft XHF vehicles
Funding: \$740,000 Federal Section 5307
 \$185,000 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. Vehicle delivery is anticipated in November of 2018.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
XA	\$925,000	\$0	0%	Nov-18

BUS STOP IMPROVEMENTS

Bus Stop Improvements (State of Good Repair) Total Project Budget \$2,041,933

Concept: Improve bus stops in Marin County
Funding: \$1,600,000 Federal Section 5309
 \$400,000 PTMISEA
 \$41,933 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 11 additional stop improvements. A contract for construction management was approved by the board in February 2018. Staff is seeking proposals (bids) to select a contractor.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Phase 3 Anticipated Completion Date</u>
BI	\$2,041,933	\$1,502,055	74%	Feb-19



Downtown Novato Bus Stop Improvements- Construction Total Project Budget \$4,790,000

Concept: Construct Downtown Novato Bus Stop Improvement Project
Funding: \$1,980,716 PTMISEA
 \$989,000 ATP Grant
 \$389,284 Measure A
 \$1,120,000 Measure A Reserve
 \$311,000 OBAG2

Description: Redwood and Grant Transit Improvement Project is a safety and operations-improving upgrade project to a bus stop in Downtown Novato.

Status: Construction started in January 2017 with tree removal, demolition and transition of bus services to Redwood Blvd curbsides. By September most construction was complete including facility shelter, display cabinets and landscaping which allowed bus operations to move back into the median. As built drawings were completed and the City of Novato issued a final Occupancy Permit in February 2018.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion Date</u>
NC	\$4,790,000	\$4,778,370	100%	Feb-18

BUS STOP IMPROVEMENTS

BUS STOP IMPROVEMENTS

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: The Mobile Information Kiosk delivery is anticipated in July 2018. Marin Transit continues work with multiple partner agencies to determine needed vehicle, signage, and capital improvements to improve the passenger experience.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
BW	\$638,000	\$436,429	68%	Jun-19

BUS STOP IMPROVEMENTS

Bus Stop Conditions Update **Total Project Budget \$100,000**

Concept: Update District Bus Stop Inventory

Funding: \$100,000 Measure A

Description: Project to update the District's bus stop inventory to assess bus stop improvement and access needs.

Status: Marin Transit hired a consultant to complete the inventory. The inventory took place during the Summer of 2017 and is now complete.

<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	\$81,136	100%	Dec-17

Maintenance Facility - Project Development **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 preliminary space needs. In August 2017, the Board reviewed a report on Evaluating Costs and Benefits of a Operations and Maintenance Facility.

<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

ADMIN AND OPERATIONS FACILITY

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

Concept: 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. Prior to acquiring a potential site, Mark Thomas & Co is preparing an Phase 1 Environmental Site Assessment, a traffic analysis, and compliance strategies for California Environmental Quality and National Environmental Policy Acts.

Project ID	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
FC	\$5,500,000	\$436,429	8%	NA

Office Furniture **Total Project Budget \$5,500,000**

Concept: Expand Administrative Offices for District Staff
Funding: \$45,000 Property Tax
Description: Furniture and other capital expenses for office expansion
Status: Marin Transit purchased office furniture and telephones for six workstations, and, enlisted professional services to install furniture and data connections between April and June 2018. Additional conference room furniture, storage cabinetry, and electronic equipment to be completed by December 2018.

Project ID	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
OF	\$45,000	\$14,090	31%	Dec-18

TECHNOLOGY PROJECTS **Total Project Budget \$1,046,451**

Concept: District technology projects
Funding: \$300,000 Federal Job Access Funds (JARC)
 \$513,961 Federal Section 5307
 \$232,490 Measure A

<u>Projects:</u>		<u>Total Project</u>	
		<u>Cost</u>	<u>Expended to</u>
OA	On Board Equipment 2016	\$210,000	\$144,760
OB	Associated On-Board Equipment-2015	\$432,451	\$432,451
TB	Mobility Technology Backbone	\$375,000	\$263,130
ME	MERA	\$29,000	\$27,297



Description: Marin Transit projects related to technology for vehicle operations, fare collection, and passenger information

Status: Marin Transit installed new features to the scheduling software to offer user friendly passenger web portals that include trip management and booking. To support paratransit operations the District acquired Ripple Notification, a cloud-based solution to automating communications between the scheduling software and riders including SMS, voice and email notifications.

NOLOGY PROJECTS

TECHN

Radio Communication Upgrades - Needs Assessment

Total Project Budget

\$348,000

Concept: Conduct a current Radio Communications Needs Assessment

Funding: \$62,640 Measure A
\$285,360 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 will be initiated to fulfill consultant recommendations.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion Date</u>
RD	\$348,000	\$47,238	14%	Feb-19

ONGOING CAPITAL EXPENSES

Ongoing Capital Expenses

Annual Budget

\$817,600

Concept: Ongoing capital expenses

Funding: \$817,600 Measure A

<u>Projects:</u>		<u>Total Project Budgets</u>	<u>Annual Budget</u>	<u>Expended in FY2018</u>
GG	Golden Gate Capital Costs	\$20,000	\$20,000	\$19,194
BM	Bus Stop Maintenance	\$100,000	\$100,000	\$48,283
VR	Major Vehicle Repairs	\$300,000	\$300,000	\$155,271
IF	Infrastructure Support	\$397,600	\$397,600	\$278,364

Description: Ongoing capital costs including 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.