



marin transit

711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org



November 18, 2013

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**

board of directors

Dear Board Members:

barbara heller
president
city of san rafael

RECOMMENDATION: Accept report.

judy arnold
vice president
supervisor district 5

SUMMARY:

This report represents all financial transactions for the District through the first quarter of Fiscal Year 2014. 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.

kathrin sears
2nd vice president
supervisor district 3

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.

susan l. adams
director
supervisor district 1

Based on audited financials, the District contributed \$1.5 million to reserves in FY2012/13. With a second year of one time carry forward of Measure A revenue from the improving economy, the District is expected to continue re-building reserves in the current fiscal year. Based on current projections of revenue and the adopted service level assumptions, District revenues and expenses are expected to be relatively balanced in FY2014/15. In FY2015/16, the District may again need to spend reserves to balance the operations budget. The need to drawdown on reserves will be dependent on the timeliness of shifts of service hours between contract providers, the availability of local, state and federal revenue and the need for additional service.

madeline kellner
director
city of novato

steve kinsey
director
supervisor district 4

katie rice
director
supervisor district 2

Operating Expenses

The FY2013/14 operating expenditures through the first quarter (Attachment A, Page 2) are \$6,563,674, which is 24.79% of the annual budget of \$26,472,663. With these expenditures, Marin Transit successfully delivered transit services shown in Table 1.

Table 1: First Quarter Service Operations

Service	Annual Estimate	Q1 Actuals	% of Annual
Local Large Bus Fixed Route	98,000 revenue hours	22,950	23.4%
Local Supplemental School	24,000 revenue hours	555	2.3%
Community Shuttles	36,675 revenue hours	7,138	19.5%
Muir Woods Shuttle	4,553 revenue hours	1,733	38.1%
Novato Dial-A-Ride	2,650 revenue hours	534	20.2%
West Marin Stagecoach Service	13,000 revenue hours	3,193	24.6%
Local Paratransit Service	60,030 revenue hours	13,641	22.7%
Catch A Ride	9,600 trips	2,207	22.9%
Volunteer Driver	16,000 trips	3,226	20.0%

Operating Revenue

Marin Transit's FY2013/14 operating revenues through the third quarter (Attachment A, Page 2) are \$6,769,305 or 24.39% of the annual budget of \$27,749,548.

Capital Budget

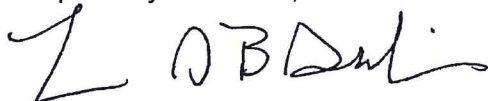
Marin Transit's expenditures in the Capital Budget (Attachment A, Page 3) through the first quarter were \$672,898 or 7% of the \$10 million budget. Table 2 shows a progress report on the major Capital Projects budgeted in FY2013/14. Fifty percent of the capital budget is for the replacement of seven 40-foot vehicles that may not be expended until next fiscal year. Capital revenues tie closely to expenditures as they tend to be on a reimbursement basis.

Table 2: Capital Project Status Update

Project	Status
Replacement of Three Paratransit Vehicles	Developing Purchasing Schedule
Purchase 7 40ft Hybrids	Developing Purchasing Schedule
Purchase Community Shuttle Vehicles	Complete
South Novato Bus Stop Improvements	Under Construction
Downtown Novato (Redwood Blvd and Grant Ave) Transit Hub	Design Phase in progress; public outreach starting January
Muir Woods Stop Improvements	Developing Scope and Project Plan
State of Good Repair Bus stop improvements and passenger information program	Signage 50% complete. Design phase for stops in progress

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

Respectfully submitted,



Lauren Gradia
 Director of Finance and Capital Programs

Attachment A: FY2013/14 First Quarter Financial Report
 Attachment B: Summary of FY2012/13 Budget Adjustments

Marin Transit
FY2013/14 Q1 Budget Report
From 7/1/2013 Through 9/30/2013

	<u>FY2012/13</u> <u>Actual</u>	<u>Total Budget -</u> <u>Original</u>	<u>Current Period</u> <u>Actual</u>	<u>Percent Total</u> <u>Budget Used</u>
Revenue				
Capital	3,688,862	10,063,107	672,898	6.69%
Vehicle Operations	<u>25,166,463</u>	<u>27,749,548</u>	<u>6,769,305</u>	<u>24.39%</u>
Total Revenue	<u>28,855,325</u>	<u>37,812,655</u>	<u>7,442,203</u>	<u>19.68%</u>
Expenses				
Capital	3,688,861	10,063,107	672,898	6.69%
Vehicle Operations	<u>23,619,796</u>	<u>26,472,663</u>	<u>6,563,674</u>	<u>24.79%</u>
Expenditures	<u>27,308,657</u>	<u>36,535,770</u>	<u>7,236,572</u>	<u>19.81%</u>
Net Revenue Over Expenditures	<u>1,546,668</u>	<u>1,276,885</u>	<u>205,631</u>	<u>16.10%</u>
Emergency Reserve	4,412,111	4,412,111	4,412,111	
Contingency Reserve	2,929,089	4,205,974	3,134,720	
Fund Balance (total reserve)	<u>7,341,199</u>	<u>8,618,084</u>	<u>7,546,830</u>	

Note: Emergency reserve is equal to two months operating expenses.

Marin Transit
FY2013/14 Q1 Budget Report
From 7/1/2013 Through 9/30/2013

OPERATIONS: Admin, Local, Rural, Marin Access

	FY2012/13 Actual	Total Budget - Original	Current Period Actual	Percent Total Budget Used
Revenue				
Fare Revenue	3,720,004	3,736,866	979,028	26.19%
Advertising & Other Revenue	334,864	222,092	88,729	39.95%
Fee for Service	1,776,389	1,950,103	416,813	21.37%
Interest	2,575	1,000	436	43.59%
Measure A	9,240,683	11,212,890	2,552,695	22.77%
Measure B	534,025	808,178	144,275	17.85%
Property Taxes	3,190,322	3,213,918	731,427	22.13%
Development Fees	39,437	24,000	0	0.00%
State Transit Assistance (STA)	1,602,754	1,378,824	462,949	33.57%
Transit Development Act (TDA)	3,591,333	3,908,269	958,754	24.53%
Other State	19,893	20,071	0	0.00%
FTA Funds	1,070,210	1,108,337	381,197	34.39%
National Park Service	126,276	165,000	63,685	38.59%
Cost Center Transfers	(82,301)	0	(10,682)	0.00%
Total Revenue	<u>25,166,463</u>	<u>27,749,548</u>	<u>6,769,305</u>	<u>24.39%</u>
Expenses				
Salaries and Benefits	1,566,667	1,751,181	421,665	24.07%
Consultant Services	357,317	490,796	84,313	17.17%
Indirect County Overhead	36,888	50,000	9,222	18.44%
Mobility Management Support Programs	20,359	64,420	12,453	19.33%
Office Supplies	92,225	107,170	20,098	18.75%
General Insurance	25,433	28,000	25,738	91.92%
Contract Service Operation	20,496,961	22,331,974	5,507,886	24.66%
Membership & Prof Development	24,087	27,000	2,760	10.22%
Mileage and Travel	13,524	18,400	2,111	11.47%
Marketing	71,972	225,068	75,344	33.47%
Communication	61,345	107,751	68,176	63.27%
Fuel	953,177	1,339,094	334,634	24.98%
Misc Services	27,249	25,000	6,170	24.68%
Equipment	0	0	16,575	0.00%
Office - Rental and Overhead	110,847	95,000	22,158	23.32%
Cost Center Transfers	(238,256)	(188,191)	(45,630)	24.24%
Total Expenses	<u>23,619,796</u>	<u>26,472,663</u>	<u>6,563,674</u>	<u>24.79%</u>
Net Revenue Over Expenditures	<u>1,546,667</u>	<u>1,276,885</u>	<u>205,631</u>	<u>16.10%</u>

Marin Transit
FY2013/14 Q1 Budget Report
From 7/1/2013 Through 9/30/2013

Administration

		<u>FY2012/13</u>	<u>FY2013/14</u>	<u>FY2013/14</u>	<u>Percent Total</u>
		<u>Actual</u>	<u>Total Budget -</u>	<u>Current Period</u>	<u>Budget Used</u>
Revenue					
Interest	4070400	2,575	1,000	436	43.59%
Development Fees	4079950	18,098	0	0	0.00%
Residual ABX 126	4079954	21,340	24,000	0	0.00%
PropTax-CurrntSecured	4080101	2,819,607	2,843,660	710,915	25.00%
County Fee-SV2557Admin Basic Tax	4080102	(45,483)	(46,849)	0	0.00%
Property Tax-Unitary	4080103	27,371	25,366	0	0.00%
PropTax-CurrntUnSecur	4080104	62,270	64,479	0	0.00%
Educ Rev Augm Fund-Redist	4080105	279,315	289,221	0	0.00%
PropTax-Supp CY SECR	4080106	41,794	30,641	0	0.00%
PropTax-Supp Unsecured	4080107	232	400	0	0.00%
PropTax-Redemption	4080108	2,382	3,000	459	15.30%
Property Tax-Prior Unsecured	4080109	2,833	4,000	0	0.00%
Other State	4119940	232	210	0	0.00%
Misc.-Reimbursement	4601001	4,631	0	0	0.00%
Property Tax Transfer	4700001	(1,075,423)	(1,962,245)	(346,611)	17.66%
Total Revenue		<u>2,161,774</u>	<u>1,276,883</u>	<u>365,199</u>	<u>28.60%</u>
Expense					
Salaries and Benefits	5010200	1,546,366	1,730,881	400,363	23.13%
Consultant Services	5030301	170,134	213,000	31,090	14.59%
Prof Svcs - Accounting and Audit	5030305	29,500	27,260	0	0.00%
Office Supplies	5049901	5,080	10,000	1,039	10.38%
Small Furn/Equip	5049902	11,014	12,000	(123)	(1.02)%
Software	5049903	40,869	44,267	3,386	7.64%
Copier Suppl & Srvc	5049904	8,287	10,300	1,372	13.32%
Postage	5049905	2,528	4,000	20	0.49%
Computers	5049906	8,047	10,000	3,389	33.88%
Communication - Phone	5050201	12,380	22,248	3,088	13.88%
Insurance - Gen Liability	5060301	25,433	28,000	25,738	91.92%
Membership & Prof Development	5090101	24,087	27,000	2,760	10.22%
Mileage and Travel	5090202	13,524	18,400	2,111	11.47%
Marketing	5090801	7,079	23,074	1,391	6.02%
Cost Center Salary/Benefit Transfers	5100100	(1,084,386)	(1,691,543)	(305,867)	18.08%
Cost Center Transfer Overhead	5100101	(362,402)	(633,887)	(102,221)	16.12%
County Transfer - Special District	5100401	36,888	50,000	9,222	18.44%
Office Rental	5121200	110,847	95,000	22,158	23.32%
Total Expense		<u>605,276</u>	<u>0</u>	<u>98,916</u>	<u>0.00%</u>
Net Revenue Over Expenditures		<u>1,556,498</u>	<u>1,276,883</u>	<u>266,283</u>	<u>20.85%</u>

Marin Transit
FY2013/14 Q1 Budget Report
From 7/1/2013 Through 9/30/2013

Local

		<u>FY2012/13</u>	<u>Total Budget -</u>	<u>Current Period</u>	<u>Percent Total</u>
		<u>Actual</u>	<u>Original</u>	<u>Actual</u>	<u>Budget Used</u>
Revenue					
Advertising Revenue	4060301	271,784	222,092	88,729	39.95%
Lease of Property	4070301	63,080	0	0	0.00%
Fee For Service	4090101	9,687	0	0	0.00%
Measure A Sales Tax	4092001	6,811,502	8,505,530	1,914,398	22.51%
State Transit Assistance	4110101	1,159,697	1,083,613	277,362	25.59%
Transit Develoment Act (TDA)	4110102	3,591,333	3,908,269	958,754	24.53%
State Transit Assistance - Lifeline	4110103	361,602	215,001	185,587	86.31%
Fed-FTA 5316 JARC	4139931	0	52,960	94,245	177.95%
National Park Service	4139951	126,276	165,000	63,685	38.59%
Fed-FTA 5304 State Planning	4139961	100,372	10,000	22,673	226.73%
Fare Revenue	4140100	3,305,007	3,290,626	871,450	25.96%
Property Tax Transfer	4700001	170,151	794,207	0	0.00%
Program Revenue Transfer	4700002	<u>92,300</u>	<u>100,000</u>	<u>0</u>	<u>0.00%</u>
Total Revenue		<u>16,062,791</u>	<u>18,347,298</u>	<u>4,476,883</u>	<u>24.40%</u>
Expense					
Salaries and Benefits	5010200	20,301	20,300	21,302	104.93%
Consultant Services	5030301	148,768	162,386	26,218	16.14%
Custodial Service	5030602	6,565	5,150	4,190	81.35%
Fuel	5040101	148,422	434,672	116,946	23.33%
Office Supplies	5049901	47	0	0	0.00%
Communication-AVL	5050205	11,673	41,175	33,765	82.00%
Purchased Transportation - In Report	5080101	14,944,503	16,042,994	4,007,130	24.69%
Marketing	5090801	42,100	90,000	59,469	66.07%
Cost Center Salary/Benefit Transfers	5100100	543,010	1,022,793	188,146	18.39%
Cost Center Transfer Overhead	5100101	170,154	502,827	74,199	14.75%
Signs	5122010	<u>27,249</u>	<u>25,000</u>	<u>6,170</u>	<u>24.68%</u>
Total Expense		<u>16,062,791</u>	<u>18,347,297</u>	<u>4,476,883</u>	<u>24.40%</u>
Net Revenue Over Expenditures		<u>0</u>	<u>1</u>	<u>0</u>	<u>0%</u>

Marin Transit
FY2013/14 Q1 Budget Report
From 7/1/2013 Through 9/30/2013

Rural

		<u>FY2012/13</u>	<u>Total Budget -</u>	<u>Current Period</u>	<u>Percent Total</u>
		<u>Actual</u>	<u>Original</u>	<u>Actual</u>	<u>Budget Used</u>
Revenue					
Measure A Sales Tax	4092001	554,086	757,786	150,904	19.91%
Fed-FTA 5311 Rural	4139920	267,436	176,262	57,443	32.58%
Fare Revenue	4140100	<u>102,414</u>	<u>96,000</u>	<u>28,297</u>	<u>29.48%</u>
Total Revenue		<u>923,937</u>	<u>1,030,048</u>	<u>236,644</u>	<u>22.97%</u>
Expense					
Consultant Services	5030301	0	15,000	0	0.00%
Fuel	5040101	154,353	177,975	41,261	23.18%
Postage	5049905	212	0	0	0.00%
Communication-MERA Radio	5050204	114	0	0	0.00%
Communication-AVL	5050205	14,837	16,013	11,179	69.81%
Purchased Transportation - In Report	5080101	642,845	654,917	152,333	23.25%
Marketing	5090801	17,502	25,000	7,405	29.61%
Cost Center Salary/Benefit Transfers	5100100	70,509	118,015	18,338	15.53%
Cost Center Transfer Overhead	5100101	<u>23,564</u>	<u>23,128</u>	<u>6,129</u>	<u>26.49%</u>
Total Expense		<u>923,937</u>	<u>1,030,048</u>	<u>236,644</u>	<u>22.97%</u>
Net Revenue Over Expenditures		<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

Marin Transit
FY2013/14 Q1 Budget Report
From 7/1/2013 Through 9/30/2013

Marin Access

		<u>FY2012/13</u>	<u>Total Budget -</u>	<u>Current Period</u>	<u>Percent Total</u>
		<u>Actual</u>	<u>Original</u>	<u>Actual</u>	<u>Budget Used</u>
Revenue					
Fee For Service	4090101	1,762,070	1,950,103	412,802	21.16%
Measure A Sales Tax	4092001	1,875,095	1,949,574	487,393	25.00%
Measure B	4099950	534,025	808,178	144,275	17.85%
State Transit Assistance	4110101	81,455	80,210	20,053	25.00%
State Prop Tx Relief HOPTR	4119910	19,661	19,861	0	0.00%
Fed-FTA 5307 Urbanized Area Formula	4139910	673,378	677,860	169,465	25.00%
Fed-FTA 5317 New Freedom	4139941	29,024	191,255	37,372	19.54%
Fare Revenue	4140100	312,582	350,240	79,281	27.50%
Misc.-Reimbursement	4601001	0	0	4,011	0.00%
Property Tax Transfer	4700001	822,971	1,168,038	335,929	28.76%
Program Revenue Transfer	4700002	(92,300)	(100,000)	0	0.00%
Total Revenue		<u>6,017,961</u>	<u>7,095,319</u>	<u>1,690,580</u>	<u>23.83%</u>
Expense					
Consultant Services	5030301	2,350	68,000	22,816	33.55%
Fuel	5040101	650,401	726,447	176,427	24.29%
Software	5049903	15,812	16,603	11,016	66.34%
Postage	5049905	329	0	0	0.00%
MDT Equipment	5049909	0	0	16,575	0.00%
Communication - Phone	5050201	0	0	629	0.00%
Communication- Mobile Data Terminal	5050203	4,131	9,260	807	8.71%
Communication-MERA Radio	5050204	18,210	19,055	18,707	98.17%
Purchased Transportation - In Report	5080101	3,951,260	4,543,623	1,090,356	24.00%
Purchased Transportation - Regional	5080102	958,354	1,090,440	258,067	23.66%
Marketing	5090801	5,291	86,994	7,080	8.13%
Misc-Exp Transit User Training	5098001	7,242	14,420	164	1.13%
Gap Grant	5098002	4,098	40,000	9,650	24.12%
Low Income Rider Scholarships	5098003	9,020	10,000	2,640	26.40%
Cost Center Salary/Benefit Transfers	5100100	300,775	393,382	56,698	14.41%
Cost Center Transfer Overhead	5100101	100,519	77,094	18,948	0.00%
Total Expense		<u>6,027,792</u>	<u>7,095,318</u>	<u>1,690,580</u>	<u>23.83%</u>
Net Revenue Over Expenditures		<u>(9,831)</u>	<u>1</u>	<u>0</u>	<u>0%</u>

Marin Transit
FY2013/14 Q1 Budget Report
From 7/1/2013 Through 9/30/2013

CAPITAL

		FY2012/13		Total Budget - Current Period		Percent Total
		Actual	Original	Actual	Budget Used	
Revenue						
Fee For Service	4090101	(17,886)	166,667	27,820		16.69%
Measure A Sales Tax	4092001	671,661	1,258,397	373,346		29.67%
State - Proposition 1B	4119901	1,442,136	1,347,922	43,234		3.20%
State- STIP Program	4119902	194,357	608,000	44,673		7.35%
Fed-FTA 5309 (State of Good Repair)	4139901	104,731	1,490,517	172,935		11.60%
Fed-FTA 5307 Urbanized Area Formula	4139910	0	4,253,604	208		0.00%
Fed-FTA 5307 ARRA	4139911	39,684	0	0		0.00%
Fed-FTA 5316 JARC	4139931	0	300,000	0		0.00%
FTA-5320 Transit in the Parks	4139950	1,154,847	638,000	0		0.00%
Misc.-Reimbursement	4601001	7,666	0	0		0.00%
Sale of Assets	4601020	9,364	0	0		0.00%
Property Tax Transfer	4700001	82,301	0	10,682		NA
Total Revenue		3,688,862	10,063,107	672,898		6.69%
Expense						
<i>Vehicles</i>						
Novato DAR Vehicles	DR	83,607	0	1,753		0.00%
Purchase of Used Vehicles	GV	0	21,000	44,648		212.61%
Seven 40ft Vehicles	LV	756	5,033,000	208		0.00%
Paratransit Vehicles	PV	1,607	244,872	0		0.00%
Shuttle Vehicles	SV	789,404	0	56,494		0.00%
Muir Woods Vehicles	VM	1,806,071	0	0		0.00%
Muir Woods Vehicle Leasing	MW	63,555	36,000	10,900		30.28%
<i>Facilities & Stops</i>						
Bus Stop Improvements SGR	BI	132,111	1,863,146	225,355		12.09%
Muir Woods Infrastructure Improvements	BW	54,847	638,000	0		0.00%
Downtown Novato Hub	NH	38,046	200,000	43,314		21.66%
South Novato Bus Stop Improvements	SN	194,357	608,000	44,673		7.34%
<i>Communication and Data</i>						
AVL	AL	113,359	40,000	0		0.00%
Mobile Data Terminals		11,004	0	0		0.00%
MERA	ME	0	26,000	0		0.00%
Mobility Technology Backbone	TB	2,160	375,000	113,502		30.26%
Clipper	TC	0	100,000	0		0.00%
<i>Fare Revenue Collection</i>						
Fareboxes	FB	1,665	20,000	27,642		138.20%
<i>Other</i>						
Bus Stop Maintenance	BM	7,248	100,000	3,100		3.10%
Golden Gate Capital Costs	GG	0	419,898	42,284		6.41%
Infrastructure Support	IF	3,192	238,191	59,025		24.78%
Major Vehicle Repairs		26,712	100,000	0		0.00%
Total Expense		3,329,701	10,063,107	672,898		6.69%
Net Revenue Over Expenses		163,999	0	0		0.00%