



marin transit

711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

November 17, 2014

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

judy arnold
president
supervisor district 5

kathrin sears
vice president
supervisor district 3

madeline kellner
2nd vice president
city of novato

susan l. adams
director
supervisor district 1

steve kinsey
director
supervisor district 4

stephanie moulton-peters
director
city of mill valley

katie rice
director
supervisor district 2

RECOMMENDATION: Accept report

SUMMARY: This report represents all financial transactions for the District through the first quarter of Fiscal Year 2014/15. 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.

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.

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

Operating Expenses

The FY2014/15 operating expenditures through the first quarter (Attachment A, Page 1) are \$6,608,894, which is 24 % of the annual budget of \$27,431,753. With these expenditures, Marin Transit successfully delivered transit services shown in Table 1.

Operating Revenue

Marin Transit's FY2014/15 operating revenues through the first quarter (Attachment A, Page 1) are \$7,198,877 or 24.48% of the annual budget of \$29,407,195.

Table 1: FY 2014/15 First Quarter Service Operations

Service	Annual Estimated Revenue Hours	Q1 Actual Revenue Hours	% of Annual
Local Large Bus Fixed Route	87,500	22,428	26%
Community Shuttles	38,648	9,924	26%
Local Supplemental School	4,259	701	16%
Muir Woods Shuttle	3,917	1,776	45%
Novato Dial-A-Ride	2,650	501	19%
West Marin Stagecoach Service	16,049	4,227	26%
Tomales Service	375	98	26%
Local Paratransit Service	58,302	14,713	25%
Regional Paratransit Service	10,150	2,318	23%
Service	Annual Estimated Trips	Q1 Actual Trips	% of Annual
Catch A Ride	16,320	4,650	28%
Volunteer Driver	24,160	4,281	18%

Capital Budget

Marin Transit's expenditures in the Capital Budget (Attachment A, Page 1) through the first quarter were \$276,721 or 5% of the \$5 million budget. Table 2 shows a progress report on the major Capital Projects budgeted in FY2014/15. Capital revenues tie closely to expenditures as they tend to be on a reimbursement basis.

Table 2: Capital Project Status Update

Project	Status & Activities in Fy2014/15 Q1
Vehicles	
Replace 7 40ft Buses	Board authorized procurement of Gillig vehicles through Bay Area joint procurement. Delivery anticipated in winter 2015
Replace 4 30ft Buses	
Replace 3 Paratransit Vehicles	Staff prepared procurement for board authorization in October
Replace 13 Paratransit Vehicles	
Lease Muir Woods Vehicles	Funds used for preparation of Park Service vehicles
Facilities & Stops	
State of Good Repair- Bus stop improvements and passenger information program	Construction Management firm hired through a competitive bid. Bid package for first eleven stops developed
South Novato Bus Stop Improvements	Final acceptance of improvements
Downtown Novato (Redwood Blvd and Grant Ave) Transit Hub	Project presented to Marin Transit board and Novato City Council. Public outreach and shelters design developed.
Muir Woods Stop Improvements	Engineering consultant selected to help develop Pohono circulation element and site plan options.
Technology Projects	
Mobility Management Technology Backbone	Staff worked on project scoping
Clipper – Regional Fare Card	Launched in August on Stagecoach and Shuttle services
Other	
Golden Gate Transit Capital costs	Paid local share for depreciation of assets used for local service

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

Respectfully submitted,

Amber Johnson

Amber Johnson
Senior Accounting & Grants Analyst

Attachment A: FY2014/15 First Quarter Financial Report

Attachment B: FY2014/15 Budget Amendments

Marin Transit
FY2014/15 Q1 Budget Report
From 7/1/2014 Through 9/30/2014

	<u>FY2013/14</u> <u>Actual</u>	<u>Total Budget -</u> <u>Original</u>	<u>Total Budget -</u> <u>Revised</u>	<u>Current Period</u> <u>Actual</u>	<u>Percent Total</u> <u>Budget Used</u>
Revenue					
Capital	2,589,189	5,156,048	5,156,048	276,821	5.37%
Vehicle Operations	<u>27,418,715</u>	<u>29,407,195</u>	<u>29,407,195</u>	<u>7,198,876</u>	<u>24.48%</u>
Total Revenue	30,007,904	34,563,243	34,563,243	7,475,697	21.63%
Expenses					
Capital	2,589,189	5,156,048	5,156,048	276,821	5.37%
Vehicle Operations	<u>25,523,337</u>	<u>27,431,753</u>	<u>27,431,753</u>	<u>6,608,894</u>	<u>24.09%</u>
Expenditures	28,112,526	32,587,801	32,587,801	6,885,715	21.13%
Net Revenue Over Expenditures	<u>1,895,378</u>	<u>1,975,442</u>	<u>1,975,442</u>	<u>589,982</u>	<u>29.87%</u>
Emergency Reserve	4,412,111	4,572,081	4,572,081	4,572,081	
Contingency Reserve	4,824,465	6,639,937	6,639,937	5,254,477	
Fund Balance (total reserve)	<u>9,236,576</u>	<u>11,212,018</u>	<u>11,212,018</u>	<u>9,826,558</u>	

Note: Emergency reserve is equal to two months operating expenses

Marin Transit
FY2014/15 Q1 Budget Report
From 7/1/2014 Through 9/30/2014

OPERATIONS: Admin, Local, Rural, Marin Access

	<u>FY2013/14</u> <u>Actual</u>	<u>Total Budget -</u> <u>Original</u>	<u>Total Budget -</u> <u>Revised</u>	<u>Current Period</u> <u>Actual</u>	<u>Percent Total</u> <u>Budget Used</u>
Revenue					
Fare Revenue	3,751,207	3,840,267	3,840,267	960,603	25.01%
Advertising & Other Revenue	344,516	344,984	344,984	86,130	24.97%
Fee for Service	1,865,052	1,970,793	1,970,793	416,914	21.15%
Interest	5,399	1,800	1,800	839	46.61%
Measure A	10,429,915	11,814,374	11,814,374	2,491,468	21.09%
Measure B	671,358	897,986	897,986	185,467	20.65%
Property Taxes	3,427,936	3,423,216	3,423,216	776,924	22.70%
Redevelopment Area (RDA) Fees	19,898	15,361	15,361	0	0.00%
State Transit Assistance (STA)	1,360,737	1,162,845	1,162,845	293,835	25.27%
Transit Development Act (TDA)	4,015,345	4,478,090	4,478,090	1,156,533	25.83%
Other State	19,753	19,589	19,589	0	0.00%
FTA Funds	1,375,087	1,230,899	1,230,899	793,715	64.48%
National Park Service	159,063	206,991	206,991	52,768	25.49%
Cost Center Transfers	(26,502)	0	0	(16,319)	N/A
Total Revenue	<u>27,418,764</u>	<u>29,407,195</u>	<u>29,407,195</u>	<u>7,198,877</u>	<u>24.48%</u>
Expenses					
Salaries and Benefits	1,535,517	1,757,190	1,757,190	366,209	20.84%
Consultant Services	478,775	568,903	568,903	107,587	18.91%
Partner Agency Pass Through	85,000	0	0	0	--
Customer Service	0	121,340	121,340	0	0.00%
Indirect County Overhead	36,888	36,888	36,888	502	1.36%
Mobility Management Support Programs	45,377	59,000	59,000	10,656	18.06%
Office Supplies	98,970	107,233	107,233	54,581	50.90%
General Insurance	25,738	28,840	28,840	29,444	102.09%
Contract Service Operation	21,675,359	22,910,222	22,910,222	5,577,336	24.34%
Membership & Prof Development	14,442	27,000	27,000	3,114	11.53%
Mileage and Travel	11,613	18,400	18,400	1,942	10.55%
Marketing	136,453	228,460	228,460	16,409	7.18%
Communication	92,647	121,903	121,903	84,851	69.61%
Fuel	1,355,476	1,572,001	1,572,001	389,226	24.76%
Misc Services	21,851	30,000	30,000	5,669	18.90%
Office - Rental and Overhead	90,075	95,000	95,000	22,699	23.89%
Cost Center Transfers	(180,845)	(250,627)	(250,627)	(61,331)	24.47%
Total Expenses	<u>25,523,336</u>	<u>27,431,753</u>	<u>27,431,753</u>	<u>6,608,894</u>	<u>24.09%</u>
Net Revenue Over Expenditures	<u>1,895,428</u>	<u>1,975,442</u>	<u>1,975,442</u>	<u>589,983</u>	<u>29.87%</u>

Marin Transit
FY2014/15 Q1 Budget Report
From 7/1/2014 Through 9/30/2014

Administration

		FY2013/14	Total Budget -	Total Budget -	Current	Percent Total
		Actual	Original	Revised	Period Actual	Budget Used
Revenue						
Interest	4070400	5,399	1,800	1,800	839	46.61%
Redevelopment Fees	4079950	11,309	11,309	11,309	0	0.00%
Residual ABX 126	4079954	8,589	4,052	4,052	0	0.00%
PropTax-CurrntSecured	4080101	2,949,699	3,044,786	3,044,786	761,197	25.00%
County Fee-SV2557Admin Basic Tax	4080102	(47,520)	(45,483)	(45,483)	0	0.00%
Property Tax-Unitary	4080103	28,103	27,166	27,166	0	0.00%
PropTax-CurrntUnSecur	4080104	63,394	62,270	62,270	0	0.00%
Educ Rev Augm Fund-Redist	4080105	360,255	286,191	286,191	14,565	5.09%
PropTax-Supp CY SECR	4080106	68,410	42,839	42,839	0	0.00%
PropTax-Supp Unsecured	4080107	1,565	232	232	0	0.00%
PropTax-Redemption	4080108	1,622	2,382	2,382	1,162	48.78%
Property Tax-Prior Unsecured	4080109	2,408	2,833	2,833	0	0.00%
National Park Service	4089901	34	0	0	0	--
Other State	4119940	253	232	232	0	0.00%
Total Revenue		3,453,520	3,440,609	3,440,609	777,763	22.61%
Property Tax Transfer	4700001	(1,022,429)	(1,337,624)	(1,337,624)	(162,554)	0.00%
Net Revenue		2,431,091	2,102,985	2,102,985	615,209	29.25%
Expense						
Salaries and Benefits	5010200	1,511,091	1,748,190	1,748,190	360,969	20.65%
Consultant Services	5030301	136,804	145,163	145,163	4,737	3.26%
Prof Svcs - Legal	5030304	46,037	85,000	85,000	4,895	5.76%
Prof Svcs - Accounting and Audit	5030305	24,960	31,115	31,115	0	--
Office Supplies	5049901	6,949	8,000	8,000	1,276	15.95%
Small Furn/Equip	5049902	3,548	6,000	6,000	538	8.97%
Software	5049903	50,839	55,000	55,000	32,831	59.69%
Copier Suppl & Svc	5049904	6,381	8,000	8,000	1,445	18.06%
Postage	5049905	1,826	2,500	2,500	54	2.16%
Computers	5049906	12,840	10,300	10,300	0	--
Communication - Phone	5050201	16,180	22,915	22,915	5,030	21.95%
Insurance - Gen Liability	5060301	25,738	28,840	28,840	29,444	102.09%
Membership & Prof Development	5090101	14,442	27,000	27,000	3,114	11.53%
Mileage and Travel	5090202	11,613	18,400	18,400	1,942	10.55%
Marketing	5090801	7,003	23,766	23,766	1,938	8.15%
County Transfer - Special District	5100401	36,888	36,888	36,888	502	1.36%
Office Rental	5121200	<u>90,075</u>	<u>95,000</u>	<u>95,000</u>	<u>22,699</u>	<u>23.89%</u>
Total Expense		2,003,214	2,352,077	2,352,077	471,414	20.04%
Cost Center Salary/Benefit Transfers	5100100	(1,126,697)	(1,754,090)	(1,754,090)	(333,371)	0.00%
Cost Center Transfer Overhead	5100101	(340,852)	(470,443)	(470,443)	(112,813)	0.00%
Total Expense		535,665	127,544	127,544	25,230	19.78%

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Local

		<u>FY2013/14</u>	<u>Total Budget -</u>	<u>Total Budget -</u>	<u>Current</u>	<u>Percent Total</u>
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Period Actual</u>	<u>Budget Used</u>
Revenue						
Advertising Revenue	4060301	293,793	323,928	323,928	69,501	21.46%
Lease of Property	4070301	50,723	21,056	21,056	16,629	78.98%
Fee For Service	4090101	13,536	0	0	898	N/A
Measure A Sales Tax	4092001	7,824,594	8,614,531	8,614,531	1,921,464	22.30%
Measure A Sales tax - Interest	4092003	85,000	0	0	0	--
State Transit Assistance	4110101	1,094,956	1,086,276	1,086,276	274,818	25.30%
Transit Development Act (TDA)	4110102	4,015,345	4,478,090	4,478,090	1,156,533	25.83%
State Transit Assistance - Lifeline	4110103	185,587	0	0	(125)	N/A
Fed-FTA 5307 Urbanized Area Formula	4139910	144,622	0	0	0	--
Fed-FTA 5307 CMAQ	4139913	0	116,728	116,728	0	0.00%
Fed-FTA 5316 JARC	4139931	94,245	0	0	0	--
National Park Service	4139951	131,802	156,329	156,329	35,070	22.43%
Fed-FTA 5304 State Planning	4139961	22,673	90,000	90,000	19,020	21.13%
Fare Revenue	4140100	3,320,148	3,385,628	3,385,628	847,649	25.04%
Total Revenue		17,277,024	18,272,566	18,272,566	4,341,457	23.76%
Property Tax Transfer	4700001	3,544	0	0	65,381	N/A
Program Revenue Transfer	4700002	<u>96,457</u>	<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0.00%</u>
Net Revenue		17,377,025	18,372,566	18,372,566	4,406,838	23.99%
Expense						
Salaries and Benefits	5010200	23,470	9,000	9,000	2,106	23.40%
Consultant Services	5030301	115,160	185,000	185,000	47,127	25.47%
Prof Svcs - Legal	5030304	51,148	0	0	3,946	N/A
Custodial Service	5030602	9,675	15,000	15,000	4,489	29.93%
Fuel	5040101	510,242	564,519	564,519	150,348	26.63%
Communication-AVL	5050205	35,139	43,702	43,702	42,635	97.56%
Communication-Data	5050206	621	10,000	10,000	582	5.82%
Purchased Transportation - In Report	5080101	15,605,149	16,041,997	16,041,997	3,884,440	24.21%
Marketing	5090801	90,346	92,700	92,700	3,920	4.23%
Expense Transfer - GGT Pass Through	5100404	85,000	0	0	0	--
Signs	5122010	<u>21,851</u>	<u>30,000</u>	<u>30,000</u>	<u>5,669</u>	<u>18.90%</u>
Total Expense		16,547,801	16,991,918	16,991,918	4,145,262	24.40%
Cost Center Salary/Benefit Transfers	5100100	627,949	977,161	977,161	195,439	20.00%
Cost Center Transfer Overhead	5100101	<u>201,275</u>	<u>403,487</u>	<u>403,487</u>	<u>66,137</u>	<u>16.39%</u>
Total Expense		17,377,025	18,372,566	18,372,566	4,406,838	23.99%

Marin Transit
FY2014/15 Q1 Budget Report
From 7/1/2014 Through 9/30/2014

Rural

		FY2013/14	Total Budget -	Total Budget -	Current	Percent Total
		Actual	Original	Revised	Period Actual	Budget Used
Revenue						
Measure A Sales Tax	4092001	570,757	895,973	895,973	262,177	29.26%
Fed-FTA 5311 Rural	4139920	252,393	246,109	246,109	52,698	21.41%
National Park Service	4139951	27,226	50,662	50,662	17,698	34.93%
Fare Revenue	4140100	<u>108,591</u>	<u>122,897</u>	<u>122,897</u>	<u>32,470</u>	<u>26.42%</u>
Total Revenue		958,967	1,315,641	1,315,641	365,043	27.75%
Property Tax Transfer	4700001	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>--</u>
Net Revenue		958,967	1,315,641	1,315,641	365,043	27.75%
Expense						
Salaries and Benefits	5010200	956	0	0	3,135	0.00%
Consultant Services	5030301	7,113	15,450	15,450	2,063	13.35%
Prof Svcs - Legal	5030304	1,025	0	0	0	--
Fuel	5040101	151,398	255,609	255,609	53,096	20.77%
Communication-AVL	5050205	11,689	14,567	14,567	14,212	97.56%
Communication-Data	5050206	0	0	0	208	N/A
Purchased Transportation - In Report	5080101	638,073	899,337	899,337	241,951	26.90%
Marketing	5090801	<u>23,389</u>	<u>25,000</u>	<u>25,000</u>	<u>6,527</u>	<u>26.11%</u>
Total Expense		833,643	1,209,963	1,209,963	321,192	26.55%
Cost Center Salary/Benefit Transfers	5100100	96,220	81,430	81,430	32,764	40.24%
Cost Center Transfer Overhead	5100101	<u>29,107</u>	<u>24,247</u>	<u>24,247</u>	<u>11,087</u>	<u>45.73%</u>
Total Expense		958,970	1,315,640	1,315,640	365,043	27.75%

Marin Transit
FY2014/15 Q1 Budget Report
From 7/1/2014 Through 9/30/2014

Marin Access

		FY2013/14	Total Budget -	Total Budget -	Current	Percent Total
		Actual	Original	Revised	Period Actual	Budget Used
Revenue						
Fee For Service	4090101	7,114	0	1,970,793	0	--
Measure A Sales Tax	4092001	1,949,564	2,303,870	2,303,870	307,827	13.36%
Measure B	4099950	671,358	897,986	897,986	185,467	20.65%
State Transit Assistance	4110101	80,194	76,569	76,569	19,142	25.00%
State Prop Tx Relief HOPTR	4119910	19,500	19,357	19,357	0	0.00%
Fed-FTA 5307 Urbanized Area Formula	4139910	668,628	512,122	512,122	677,759	132.34%
Fed-FTA 5317 New Freedom	4139941	192,525	265,940	265,940	44,238	16.63%
Fare Revenue	4140100	322,467	331,742	331,742	80,484	24.26%
Misc.-Reimbursement	4601001	<u>1,844,403</u>	<u>1,970,793</u>	<u>0</u>	<u>416,017</u>	<u>0.00%</u>
Total Revenue		5,755,753	6,378,379	6,378,379	1,730,934	27.14%
Property Tax Transfer	4700001	992,383	1,337,624	1,337,624	80,854	6.04%
Program Revenue Transfer	4700002	<u>(96,457)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0</u>	<u>0.00%</u>
Net Revenue		6,651,679	7,616,003	7,616,003	1,811,788	23.79%
Expense						
Consultant Services	5030301	85,984	92,175	92,175	8,321	9.03%
Prof Svcs - Legal	5030304	871	0	0	0	--
Customer Service	5030320	0	121,340	121,340	32,009	26.38%
Fuel	5040101	693,836	751,873	751,873	185,783	24.71%
Software	5049903	16,587	17,433	17,433	18,438	105.76%
Communication - Phone	5050201	629	0	0	0	--
Communication- Mobile Data Terminal	5050203	3,552	3,600	3,600	967	26.86%
Communication-MERA Radio	5050204	18,707	19,319	19,319	19,268	99.74%
Communication-Data	5050206	6,130	7,800	7,800	1,950	25.00%
Purchased Transportation - In Report	5080101	4,410,557	4,856,550	4,856,550	1,196,968	24.65%
Purchased Transportation - Regional	5080102	1,021,581	1,112,338	1,112,338	253,977	22.83%
Marketing	5090801	15,715	86,994	86,994	4,024	4.63%
Misc-Exp Transit User Training	5098001	5,700	9,000	9,000	743	8.26%
Gap Grant	5098002	27,005	40,000	40,000	5,688	14.22%
Low Income Rider Scholarships	5098003	<u>12,672</u>	<u>10,000</u>	<u>10,000</u>	<u>4,224</u>	<u>42.24%</u>
Total Expense		6,319,526	7,128,422	7,128,422	1,732,361	24.30%
Cost Center Salary/Benefit Transfers	5100100	254,992	407,150	407,150	59,344	14.58%
Cost Center Transfer Overhead	5100101	<u>77,161</u>	<u>80,431</u>	<u>80,431</u>	<u>20,082</u>	<u>24.97%</u>
Total Transfers		332,153	487,581	487,581	79,426	16.29%
Total Expense		<u>6,651,679</u>	<u>7,616,003</u>	<u>7,616,003</u>	<u>1,811,787</u>	<u>23.79%</u>

Marin Transit
FY2014/15 Q1 Budget Report
From 7/1/2014 Through 9/30/2014

CAPITAL

		Total	FY 2014/15		Current
		Project	Prior Years	Budget	Period Actual
LV	Replace Seven 40ft Hybrid Vehicles	5,072,134	20,000	200,000	460
LX	Replace 4 30ft Hybrid Vehicles	2,772,000	0	50,000	1,027
PV	Replace Three Paratransit Vehicles	244,872	0	244,872	466
PZ	Replace Thirteen Paratransit Vehicles	1,114,173	0	1,114,173	345
MW	Lease Muir Woods Vehicles (MW)	24,000	0	24,000	0
	<i>Subtotal Vehicles</i>	<i>9,227,179</i>	<i>20,000</i>	<i>1,633,045</i>	<i>2,298</i>
BI	Bus Stop Improvements SGR (BI)	2,000,000	607,605	1,392,395	33,682
NH	Downtown Novato Hub (NH)- Design	368,046	238,046	130,000	46,238
BW	Muir Woods Infrastructure Improvements	638,000	54,847	583,153	2,668
SN	South Novato Bus Stop Improvements	1,039,892	998,676	0	41,216
	<i>Subtotal Bus Stop Improvements</i>	<i>3,006,046</i>	<i>900,498</i>	<i>2,105,548</i>	<i>123,804</i>
AV	AVL (AL)	40,000	0	40,000	0
FB	Fareboxes (FB)	30,000	0	30,000	364
TB	Mobility Management Technology Backbone	375,000	15,000	360,000	2,101
MD	Mobile Data Terminals	11,004	0	12,500	11,004
ME	MERA	26,000	0	26,000	25,038
TC	Clipper Installation on Stage and Shuttles	137,000	90,000	47,000	27,458
	<i>Subtotal Technology Projects</i>	<i>619,004</i>	<i>105,000</i>	<i>515,500</i>	<i>65,965</i>
GG	Golden Gate Capital Costs (GG)	413,007	0	413,007	33,801
BM	Bus Stop Maintenance (BM)	100,000	0	100,000	0
VR	Major Vehicle Repairs (VR)	100,000	0	100,000	20,542
IF	Infrastructure Support (IF)	288,948	0	288,948	30,412
	<i>Subtotal Ongoing Capital Expenses</i>	<i>901,955</i>	<i>0</i>	<i>901,955</i>	<i>84,755</i>
	Total Expense	13,754,184	1,025,498	5,156,048	276,822

**Attachment B: FY2014/15
Budget Amendments**

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
FY15-01	N/A	Move Marin Access revenue budget "Fee for Service" to "Misc Reimbursement", based on auditor re-classification of revenue in FY14.	Operating	Marin Access	NA	4090101 Fee for Service	-1,970,793	1,970,793	0
			Operating	Marin Access	NA	4601001 Misc Reimbursement	0	-1,970,793	-1,970,793
