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June 3, 2019

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

**SUBJECT: Marin County Transit District Third Quarter  
FY 2018/19 Financial Report**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

**RECOMMENDATION:** Accept report and approve associated budget amendments.

**SUMMARY:** The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the third quarter of Fiscal Year 2018/19.

Unaudited revenues and expenditures are shown on a full accrual basis consistent with Generally Accepted Accounting Principles (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.

Third quarter operations expenses and revenues were consistent with the Board-adopted budget.

**Operating Expenses**

FY 2018/19 operating expenditures through the third quarter (Attachment A, Page 1) are \$22,801,183 which is 70 percent of the annual budget of \$32,471,027. With these expenditures, Marin Transit successfully delivered the transit services listed in Table 1.

**Operating Revenue**

Marin Transit's FY 2018/19 operating revenues through the third quarter (Attachment A, Page 1) are \$25,459,458 or 72 percent of the annual budget of \$35,558,675.

**Table 1: FY 2018/19 Year to Date (YTD) thru Third Quarter Service Operations**

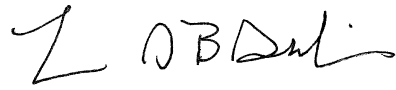
<i>Service</i>	<i>Annual Estimated Revenue Hours</i>	<i>YTD thru Q3 Actual Revenue Hours</i>	<i>% of Annual</i>
<i>Regular Local and Trunk Line</i>	<i>116,000</i>	<i>81,107</i>	<i>70%</i>
<i>Community Shuttles</i>	<i>43,500</i>	<i>31,771</i>	<i>73%</i>
<i>Local Supplemental School1</i>	<i>7,100</i>	<i>4,900</i>	<i>69%</i>
<i>Muir Woods Shuttle</i>	<i>6,810</i>	<i>4,722</i>	<i>69%</i>
<i>Novato Dial-A-Ride</i>	<i>2,400</i>	<i>1,648</i>	<i>69%</i>
<i>West Marin Stagecoach Service</i>	<i>16,400</i>	<i>11,955</i>	<i>73%</i>
<i>Rural Dial A Ride</i>	<i>435</i>	<i>274</i>	<i>63%</i>
<i>Transit Connect</i>	<i>10,988</i>	<i>5,227</i>	<i>48%</i>
<i>Local Paratransit Service</i>	<i>62,491</i>	<i>44,536</i>	<i>71%</i>
<i>Regional Paratransit Service</i>	<i>9,500</i>	<i>5,425</i>	<i>57%</i>
<i>Yellow School Bus Service</i>	<i>6 buses</i>	<i>6 buses</i>	<i>-</i>
<i>Service</i>	<i>Annual Estimated Trips</i>	<i>YTD thru Q2 Actual Trips</i>	<i>% of Annual</i>
<i>Catch A Ride</i>	<i>15,000</i>	<i>10,723</i>	<i>71%</i>
<i>Volunteer Driver</i>	<i>14,800</i>	<i>10,831</i>	<i>73%</i>
<i>Notes: 1) Includes College of Marin service</i>			

**Capital Budget**

Through the third quarter, Marin Transit’s expenditures in the Capital Budget (Attachment A, Page 8) were \$1,687,826 or eleven percent of the \$20.4 million budget. Capital revenues tie closely to expenditures as they tend to be on a reimbursement basis. Capital expenditures are 11% of the annual budget. Marin Transit is withholding payment for several delivered vehicles until outstanding contract items are complete. In total, the District anticipates that it will pay \$2.5 million in expenditures for these vehicles in the fourth quarter. Attachment C provides a Capital Report for all major Marin Transit capital projects for the current period.

**FISCAL/STAFFING IMPACT:** This item includes the adoption of one capital budget amendment (2019-06). Budget amendment 2019-06 will add \$25,837 in awarded state grant funds to the State of Good Repair Bus Stop Improvement Project (BI). These grant funds will not increase the capital expenditure budget. The Transportation Authority of Marin awarded Marin Transit \$200,000 for San Rafael and Novato bus stop improvements through the regional Cycle 5 Lifeline program. The funding included \$25,837 from Marin County’s population-based share of State Transit Assistance (STA) funding and \$174,163 of Marin County’s share of Federal Section 5307 funding. The STA funding will go towards the construction at Canal St & Medway Rd and Bellam Blvd & E. Francisco Blvd. The federal funding will pay for a FY 2019/20 project to install real-time signage at bus stops.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L Gradia". The signature is fluid and cursive, with a large initial "L" and a stylized "Gradia".

Lauren Gradia  
Director of Finance and Capital Projects

Attachment A: FY2018/19 Third Quarter Financial Report

Attachment B: FY2018/19 Budget Amendments

Attachment C: Capital Project Report

Marin Transit  
 FY2018/19 Q3 Budget Report  
 From 7/1/2018 Through 3/31/2019

*Summary*

	<u>FY2017/18 Actual</u>	<u>Total Budget - Original</u>	<u>Total Budget - Revised</u>	<u>Current Period Actual</u>	<u>Percent Total Budget Used</u>
Revenue					
Capital	11,485,678	11,333,301	12,890,101	1,687,827	13%
Vehicle Operations	32,344,147	35,552,321	35,558,675	25,459,458	72%
Total Revenue	<u>43,829,824</u>	<u>46,885,622</u>	<u>48,448,776</u>	<u>27,147,285</u>	<u>56%</u>
Expenditures					
Capital	11,517,302	14,333,301	15,890,101	1,687,827	11%
Vehicle Operations	28,610,278	32,464,675	32,471,027	22,801,183	70%
Total Expenditures	<u>40,127,579</u>	<u>46,797,976</u>	<u>48,361,128</u>	<u>24,489,010</u>	<u>51%</u>
Net Revenue Over Expenditures	<u>3,702,245</u>	<u>87,646</u>	<u>87,648</u>	<u>2,658,275</u>	<u>3033%</u>

Marin Transit  
 FY2018/19 Q3 Budget Report  
 From 7/1/2018 Through 3/31/2019

***Operations Summary: Admin, Local, Yellow, Rural, Marin Access***

	FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	4,044,536	4,227,620	4,227,620	2,879,551	68%
Advertising & Other Revenue	424,774	412,206	412,206	295,681	72%
Reimbursements (GGBHTD, WSW)	1,943,098	2,026,564	2,026,564	1,253,286	62%
Interest	118,552	70,250	70,250	95,311	136%
Measure A	13,255,076	14,046,064	14,046,065	10,025,244	71%
Measure A Interest	85,000	85,000	85,000	85,000	100%
Measure B	817,779	1,120,000	1,120,000	539,147	48%
Property Taxes	4,294,379	4,436,683	4,436,683	3,241,911	73%
Development Fees	47,832	58,200	58,200	24,117	41%
State Transit Assistance (STA)	1,285,220	1,841,702	1,841,702	1,392,119	76%
Transit Development Act (TDA)	4,614,306	5,109,399	5,109,399	3,832,049	75%
Other State	147,950	354,524	354,524	288,589	81%
FTA Funds	1,151,839	1,351,823	1,351,823	1,342,203	99%
National Park Service	154,887	458,000	458,000	237,085	52%
Transfer to Capital Budget	(41,080)	(45,713)	(39,360)	(71,835)	183%
<b>Total Revenue</b>	<u>32,344,147</u>	<u>35,552,321</u>	<u>35,558,675</u>	<u>25,459,458</u>	<u>72%</u>
Salaries and Benefits	2,025,436	2,556,016	2,556,016	1,727,303	68%
Professional Service	555,159	558,531	558,531	226,769	41%
Professional Service - Legal	72,323	150,000	150,000	67,675	45%
Security and Maintenance	261,036	297,548	297,548	198,788	67%
Customer Service	528,266	783,263	783,263	442,091	56%
Indirect County Overhead	2,009	2,575	2,575	0	0%
Mobility Management Support Programs	8,363	24,835	24,835	5,416	22%
Office Supplies	193,344	217,536	223,888	148,258	66%
General Insurance	27,860	29,870	29,870	36,166	121%
Contract Service Operation	22,693,306	25,119,706	25,119,706	18,098,687	72%
Membership & Prof Development	20,502	61,800	61,800	20,686	33%
Mileage and Travel	15,925	23,690	23,690	9,936	42%
Marketing	98,035	243,881	243,881	89,015	36%
Communication	171,216	198,436	198,436	76,320	38%
Fuel	2,161,544	2,431,546	2,431,546	1,823,868	75%
Vehicle and Vehicle Parking Leases	23,280	23,980	23,980	19,184	80%
Office - Rental and Overhead	98,832	137,000	137,000	92,778	68%
Partner Agency Pass Through	85,000	85,000	85,000	85,000	100%
Transfer to Capital Budget	(431,158)	(480,538)	(480,538)	(366,755)	76%
<b>Total Expenses</b>	<u>28,610,278</u>	<u>32,464,675</u>	<u>32,471,027</u>	<u>22,801,183</u>	<u>70%</u>
<b>Net Revenue Over Expenditures</b>	<u>3,733,869</u>	<u>3,087,647</u>	<u>3,087,649</u>	<u>2,730,111</u>	<u>88%</u>

Marin Transit  
 FY2018/19 Q3 Budget Report  
 From 7/1/2018 Through 3/31/2019

**Detail: Administration**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
<b>Revenue</b>						
Interest	4070400	118,552	70,250	70,250	95,311	136%
Development Fees	4079950	19,358	18,200	18,200	10,626	58%
Residual ABX 126	4079954	23,474	40,000	40,000	13,491	34%
PropTax-CurrntSecured	4080101	3,770,414	3,947,211	3,947,211	2,960,408	75%
County Fee-SV2557Admin Basic Tax	4080102	(59,624)	(62,681)	(62,681)	(30,703)	49%
Property Tax-Unitary	4080103	35,759	35,000	35,000	19,963	57%
PropTax-CurrntUnSecur	4080104	75,311	73,000	73,000	6,958	10%
Educ Rev Augm Fund-Redist	4080105	374,098	350,000	350,000	230,981	66%
PropTax-Supp CY SECR	4080106	91,626	87,685	87,685	48,629	55%
PropTax-Supp Unsecured	4080107	1,311	1,000	1,000	367	37%
PropTax-Redemption	4080108	1,516	1,500	1,500	2,417	161%
Property Tax-Prior Unsecured	4080109	3,969	3,968	3,968	2,891	73%
Other	4090101	151	0	0	0	
Other State	4119940	<u>334</u>	<u>300</u>	<u>300</u>	<u>284</u>	95%
<b>Total Revenue</b>		<b>4,456,249</b>	<b>4,565,433</b>	<b>4,565,433</b>	<b>3,361,623</b>	<b>74%</b>
<b>Transfers</b>						
Property Tax Transfer	4700001	<u>(327,767)</u>	<u>(961,798)</u>	<u>(961,797)</u>	<u>(573,484)</u>	60%
<b>Total Transfers</b>		<b>(327,767)</b>	<b>(961,798)</b>	<b>(961,797)</b>	<b>(573,484)</b>	<b>60%</b>
<b>Net Revenue</b>		<b><u>4,128,481</u></b>	<b><u>3,603,635</u></b>	<b><u>3,603,636</u></b>	<b><u>2,788,139</u></b>	<b>77%</b>
<b>Expense</b>						
Salaries	5010200	1,289,452	1,673,909	1,673,909	1,267,508	76%
Employee Benefits	5020000	735,983	882,107	882,107	459,795	52%
Consultant Services	5030301	156,324	175,000	175,000	85,961	49%
Prof Svcs - Legal	5030304	72,323	150,000	150,000	67,675	45%
Prof Svcs - Accounting and Audit	5030305	31,091	32,561	32,561	435	1%
Office Supplies	5049901	7,726	14,000	14,000	5,952	43%
Small Furn/Equip	5049902	5,494	13,000	13,000	3,416	26%
Software	5049903	57,032	60,000	60,000	57,093	95%
Copier Suppl & Srvc	5049904	8,382	9,167	9,167	6,240	68%
Postage	5049905	883	3,090	3,090	1,012	33%
Computers	5049906	23,077	20,000	20,000	16,184	81%
Communication - Phone	5050201	26,028	31,230	31,230	18,208	58%
Insurance - Gen Liability	5060301	27,860	29,870	29,870	36,166	121%
Membership & Prof Development	5090101	20,502	61,800	61,800	20,686	33%
Mileage and Travel	5090202	15,925	23,690	23,690	9,936	42%
Marketing	5090801	7,531	12,731	12,731	7,738	61%
County Fee - Special District	5100401	2,009	2,575	2,575	0	0%
Office Rental	5121200	<u>98,832</u>	<u>137,000</u>	<u>137,000</u>	<u>92,778</u>	68%
<b>Total Expense</b>		<b>2,586,453</b>	<b>3,331,730</b>	<b>3,331,730</b>	<b>2,156,783</b>	<b>65%</b>
<b>Transfers</b>						
Salary/Benefit Transfers	5100100	(1,879,313)	(2,341,936)	(2,341,936)	(1,689,604)	72%
Transfer Overhead	5100101	<u>(312,530)</u>	<u>(473,809)</u>	<u>(473,809)</u>	<u>(337,315)</u>	71%
<b>Total Transfers</b>		<b>(2,191,843)</b>	<b>(2,815,745)</b>	<b>(2,815,745)</b>	<b>(2,026,920)</b>	<b>72%</b>
<b>Total Expense</b>		<b><u>394,611</u></b>	<b><u>515,985</u></b>	<b><u>515,985</u></b>	<b><u>129,863</u></b>	<b>25%</b>

Marin Transit  
 FY2018/19 Q3 Budget Report  
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**Detail: Local Service**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
<b>Revenue</b>						
Special Fares - Paid By Another Agency	4020000	452,559	416,387	416,387	496,277	119%
Advertising Revenue	4060301	280,788	245,552	245,552	183,823	75%
Lease of Property	4070301	143,986	166,654	166,654	111,858	67%
Donations	4070500	5,000	0	0	0	
Fee For Service	4090101	1,679	0	0	1,725	
Measure A Sales Tax	4092001	9,759,362	10,173,000	10,173,000	7,372,693	72%
Measure A Sales tax - Interest	4092003	85,000	85,000	85,000	85,000	100%
State Transit Assistance	4110101	1,224,816	1,744,814	1,744,814	1,303,747	75%
Transit Development Act (TDA)	4110102	4,614,306	5,109,399	5,109,399	3,832,049	75%
State- Low Carbon Transit Operations Prog	4119904	128,676	335,724	335,724	278,916	83%
Fed-FTA 5307 Urbanized Area Formula	4139910	222,210	0	0	0	
National Park Service	4139951	154,736	458,000	458,000	237,085	52%
Fed-FTA 5304 State Planning	4139961	20,000	0	0	0	
Fare Revenue	4140100	<u>2,661,614</u>	<u>2,773,337</u>	<u>2,773,337</u>	<u>1,761,905</u>	64%
Total Revenue		19,754,732	21,507,867	21,507,867	15,665,078	73%
<b>Transfers</b>						
Property Tax Transfer	4700001	23,281	373,760	378,760	0	0%
Program Revenue Transfer	4700002	<u>85,151</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	0%
Total Transfers		108,432	453,760	458,760	0	0%
Net Revenue		<u>19,863,164</u>	<u>21,961,627</u>	<u>21,966,627</u>	<u>15,665,078</u>	71%
<b>Expense</b>						
Consultant Services	5030301	233,346	206,000	206,000	64,104	31%
Fare Processing Charges	5030310	31,948	14,653	14,653	10,219	70%
Customer Service	5030320	267,781	301,393	301,393	210,797	70%
Custodial Service	5030602	15,943	21,315	21,315	6,689	31%
Security Services	5030701	243,313	273,389	273,389	190,882	70%
Fuel	5040101	1,488,446	1,695,743	1,695,743	1,235,614	73%
Small Furn/Equipment	5049902	0	0	5,000	3,749	75%
Software	5049903	20,750	22,660	22,660	2,379	10%
Communication-AVL	5050205	69,257	91,592	91,592	2,317	3%
Communication-Data	5050206	2,311	2,925	2,925	1,608	55%
Purchased Transportation - In Report	5080101	16,119,070	17,539,220	17,539,220	12,655,296	72%
Marketing	5090801	61,053	101,065	101,065	49,641	49%
Expense Transfer - GGT Pass Through	5100404	85,000	85,000	85,000	85,000	100%
Signs	5122010	<u>321</u>	<u>1,044</u>	<u>1,044</u>	<u>0</u>	0%
Total Expense		18,638,538	20,355,999	20,360,999	14,518,345	71%
<b>Transfers</b>						
Cost Center Salary/Benefit Transfers	5100100	1,050,010	1,417,739	1,417,739	955,526	67%
Cost Center Transfer Overhead	5100101	<u>174,617</u>	<u>187,889</u>	<u>187,889</u>	<u>190,855</u>	102%
Total Transfers		1,224,626	1,605,628	1,605,628	1,146,381	71%
Total Expense		<u>19,863,164</u>	<u>21,961,627</u>	<u>21,966,627</u>	<u>15,664,725</u>	71%

Marin Transit  
 FY2018/19 Q3 Budget Report  
 From 7/1/2018 Through 3/31/2019

**Detail: Yellow Bus Service**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
<b>Revenue</b>						
Yellow Bus Fares - Paid by other Agency	4030000	145,000	145,000	145,000	41,667	29%
Fee For Service	4090101	121,485	109,910	109,910	81,963	75%
Measure A Sales Tax	4092001	201,490	227,000	227,000	263,741	116%
Fare Revenue - Yellow Bus	4140105	<u>372,485</u>	<u>402,740</u>	<u>402,740</u>	<u>268,696</u>	67%
Total Revenue		840,459	884,650	884,650	656,068	74%
Net Revenue		<u>840,459</u>	<u>884,650</u>	<u>884,650</u>	<u>656,068</u>	74%
<b>Expense</b>						
Consultant Services	5030301	5,485	3,000	3,000	29,858	995%
Fare Processing Charges	5030310	12,215	15,521	15,521	9,097	59%
Custodial Service	5030602	1,459	1,800	1,800	1,217	68%
Small Furn/Equip	5049902	0	1,800	1,800	572	32%
Software	5049903	690	0	0	372	
Communication-AVL	5050205	13,180	12,825	12,825	6,094	48%
Communication-Data	5050206	8,311	9,270	9,270	6,567	71%
Yellow Bus School Service	5080103	616,786	624,240	624,240	453,008	73%
Marketing	5090801	2,343	0	0	85	
Leases and Rentals	5120401	<u>23,280</u>	<u>23,980</u>	<u>23,980</u>	<u>19,184</u>	80%
Total Expense		683,749	692,436	692,436	526,053	76%
<b>Transfers</b>						
Cost Center Salary/Benefit Transfers	5100100	134,366	147,462	147,462	108,666	74%
Cost Center Transfer Overhead	5100101	<u>22,345</u>	<u>44,753</u>	<u>44,753</u>	<u>21,701</u>	48%
Total Transfers		156,711	192,215	192,215	130,367	68%
Total Expense		<u>840,459</u>	<u>884,651</u>	<u>884,651</u>	<u>656,420</u>	74%



Marin Transit  
 FY2018/19 Q3 Budget Report  
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**Detail: Rural Service**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
<b>Revenue</b>						
Measure A Sales Tax	4092001	1,139,691	988,648	988,648	742,500	75%
Fed-FTA 5311 Rural	4139920	208,393	198,750	198,750	158,613	80%
Fare Revenue	4140100	<u>119,005</u>	<u>121,794</u>	<u>121,794</u>	<u>79,334</u>	65%
Total Revenue		1,467,088	1,309,192	1,309,192	980,447	75%
<b>Transfers</b>						
Property Tax Transfer	4700001	<u>0</u>	<u>542,325</u>	<u>543,677</u>	<u>340,479</u>	63%
Total Transfers		0	542,325	543,677	340,479	63%
Net Revenue		<u>1,467,088</u>	<u>1,851,517</u>	<u>1,852,869</u>	<u>1,320,926</u>	71%
<b>Expense</b>						
Consultant Services	5030301	21,754	16,883	16,883	2,612	15%
Fuel	5040101	192,010	203,676	203,676	152,586	75%
Small Furn/Equip	5049902	0	0	1,352	165	12%
Communication-AVL	5050205	15,936	15,931	15,931	7,572	48%
Communication-Data	5050206	831	1,030	1,030	624	61%
Purchased Transportation - In Report	5080101	1,146,382	1,453,681	1,453,681	1,056,984	73%
Marketing	5090801	<u>11,960</u>	<u>32,173</u>	<u>32,173</u>	<u>5,516</u>	17%
Total Expense		1,388,874	1,723,373	1,724,726	1,226,060	71%
<b>Transfers</b>						
Cost Center Salary/Benefit Transfers	5100100	67,062	98,308	98,308	79,075	80%
Cost Center Transfer Overhead	5100101	<u>11,152</u>	<u>29,835</u>	<u>29,835</u>	<u>15,791</u>	53%
Total Transfers		78,215	128,143	128,143	94,866	74%
Total Expense		<u>1,467,089</u>	<u>1,851,517</u>	<u>1,852,869</u>	<u>1,320,926</u>	71%

Marin Transit  
 FY2018/19 Q3 Budget Report  
 From 7/1/2018 Through 3/31/2019

**Detail: Marin Access**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
<b>Revenue</b>						
Measure A Sales Tax	4092001	2,154,534	2,657,416	2,657,417	1,646,311	62%
Measure B	4099950	817,779	1,120,000	1,120,000	539,147	48%
State Transit Assistance	4110101	60,404	96,888	96,888	88,372	91%
State Prop Tx Relief HOPTR	4119910	18,940	18,500	18,500	9,389	51%
Fed-FTA 5307 Urbanized Area Formula	4139910	701,236	715,573	715,573	715,573	100%
Fed-FTA 5310 Mobility	4139915	0	437,500	437,500	468,017	107%
Fare Revenue	4140100	293,873	368,362	368,362	231,672	63%
Misc.-Reimbursement	4601001	7,913	9,000	9,000	3,003	33%
GGBHTD Payment for Local Paratransit	4601003	1,039,016	1,051,448	1,051,448	781,883	74%
GGBHTD Payment for Regional Paratransit	4601004	<u>773,004</u>	<u>856,206</u>	<u>856,206</u>	<u>384,712</u>	45%
Total Revenue		5,866,699	7,330,893	7,330,894	4,868,079	66%
<b>Transfers</b>						
Property Tax Transfer	4700001	263,406	0	0	161,170	-
Program Revenue Transfer	4700002	<u>(85,151)</u>	<u>(80,000)</u>	<u>(80,000)</u>	<u>0</u>	0%
Total Transfers		178,255	(80,000)	(80,000)	161,170	-201%
Net Revenue		<u>6,044,954</u>	<u>7,250,893</u>	<u>7,250,894</u>	<u>5,029,249</u>	69%
<b>Expense</b>						
Consultant Services	5030301	62,997	94,913	94,913	24,483	26%
Customer Service	5030320	260,485	481,870	481,870	231,294	48%
Fuel	5040101	481,088	532,126	532,126	431,919	81%
Software	5049903	69,310	73,819	73,819	54,825	74%
Communication- Mobile Data Terminal	5050203	4,790	5,000	5,000	0	0%
Communication-MERA Radio	5050204	19,178	20,358	20,358	22,089	109%
Communication-Data	5050206	11,394	8,275	8,275	11,241	136%
Purchased Transportation - In Report	5080101	4,053,344	4,662,727	4,662,727	3,377,962	72%
Purchased Transportation - Regional	5080102	757,724	839,839	839,839	555,436	66%
Marketing	5090801	15,148	97,913	97,913	26,034	27%
Misc-Exp Transit User Training	5098001	4,913	9,835	9,835	566	6%
Gap Grant	5098002	<u>3,450</u>	<u>15,000</u>	<u>15,000</u>	<u>4,850</u>	32%
Total Expense		5,743,821	6,841,674	6,841,674	4,740,699	69%
<b>Transfers</b>						
Cost Center Salary/Benefit Transfers	5100100	258,196	309,769	309,769	240,632	78%
Cost Center Transfer Overhead	5100101	<u>42,938</u>	<u>99,450</u>	<u>99,450</u>	<u>47,919</u>	48%
Total Transfers		301,134	409,220	409,220	288,551	71%
Total Expense		<u>6,044,955</u>	<u>7,250,894</u>	<u>7,250,894</u>	<u>5,029,249</u>	69%

Marin Transit  
 FY2018/19 Q3 Budget Report  
 From 7/1/2018 Through 3/31/2019

**Detail:Capital Budget**

		Total Project Budget	FY2018/19 Budget	FY2018/19 Budget Revised	Current Period Actual	Total Project Expenditure
EV	Purchase Two Electric Vehicles (Replacements)	1,662,022	163,633	1,598,378	41,059	104,703
PA	Purchase Three Paratransit Vehicles	267,000	5,000	265,671	266,542	267,871
SA	Purchase One Shuttle (Expansion)	130,000	5,000	130,000	104,643	104,643
SB	Purchase One- Replacement Shuttle	125,000	125,000	125,000	97,498	97,498
XA	Purchase Two New XHF Vehiclles	925,000	920,000	925,000	20,124	20,124
XB	Purchase Four Replacement Rural Vehicles	1,600,000	1,600,000	1,600,000	2,701	2,701
HM	Hybrid Mid-Life Battery Replacements	400,000	400,000	400,000	68,864	68,864
<b>Subtotal Vehicles</b>		<b>5,109,022</b>	<b>3,218,633</b>	<b>5,044,049</b>	<b>601,431</b>	<b>666,404</b>
BI	Bus Stop Improvements SGR (BI)	2,201,130	691,796.00	683,418.71	475,840	1,993,551
BS	Bus Stop Assessment Update	115,000	14,982	33,864	25,090	106,226
BW	Muir Woods Infrastructure Improvements	486,505	217,729	77,000	37,997	447,502
TR	San Rafael Transit Center	100,000	100,000	100,000	-	-
<b>Subtotal Bus Stop Improvements</b>		<b>2,902,635</b>	<b>1,024,507</b>	<b>894,283</b>	<b>538,927</b>	<b>2,547,279</b>
FC	Facility Peliminary Design & Env	174,418	18,398	-	-	174,418
FR	Facility ROW Purchase	5,500,000	5,500,000	5,439,192	121,819	182,627
OF	Office Furniture	45,000	45,000	30,910	21,466	35,556
YF	Yellow Bus Parking Facility	3,000,000	3,000,000	3,000,000	-	-
<b>Subtotal Facility</b>		<b>8,719,418</b>	<b>8,563,398</b>	<b>8,470,102</b>	<b>143,285</b>	<b>392,601</b>
OA	On Board Equipment - 2016	210,000	65,955	65,240	16,724	161,484
TB	Mobility Management Technology Backbone	375,000	155,319	111,870	54,674	317,804
ME	MERA	29,000	29,000	29,000	27,325	27,325
RD	Radio Communication Upgrade	168,000	121,695	120,762	4,644	51,882
AY	AVL Replacement Equipment	180,000	180,000	180,000	169	169
CR	Clipper	400,000	300,000	300,000	-	-
<b>Subtotal Technology Projects</b>		<b>1,362,000</b>	<b>851,969</b>	<b>806,872</b>	<b>103,536</b>	<b>558,664</b>
GG	Golden Gate Capital Costs (GG)		18,000	18,000	13,038	13,038
BM	Bus Stop Maintenance (BM)		100,000	100,000	71,583	71,583
VR	Major Vehicle Repairs (VR)		200,000	200,000	26,478	26,478
IF	Infrastructure Support (IF)		356,794	356,794	189,548	189,548
<b>Subtotal Ongoing Capital Expenses</b>		<b>-</b>	<b>674,794</b>	<b>674,794</b>	<b>300,647</b>	<b>300,647</b>
<b>Total Expenditures</b>		<b>18,093,075</b>	<b>14,333,301</b>	<b>15,890,100</b>	<b>1,687,826</b>	<b>4,465,595</b>

Attachment B

FY2018/19 Q3  
Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-08	06/04/2018	Moved \$40,000 of the project budget for office furniture for new office space from FY2019 to FY2018	Capital	Capital	OF	5230103 Furniture & Fixtures	\$45,000	(\$40,000)	\$5,000
4110105 2019-01	12/3/2018	Roll forward of unspent FY2018 Capital Project budgets; and update all Prior Years and Total Budgets	Capital	Capital	EV	5230101 Vehicles	163,633	1,434,745	1,598,378
					PA	5230101 Vehicles	5,000	260,671	265,671
					SA	5230101 Vehicles	5,000	125,000	130,000
					XA	5230101 Vehicles	920,000	5,000	925,000
					BI	5230104 Bus Stops	691,796	(8,377)	683,419
					BS	5230104 Bus Stops	14,982	18,882	33,864
					BW*	5230104 Bus Stops	217,729	10,766	228,495
					FC	5230103 Facility	18,398	(18,398)	0
					FR	5230103 Facility	5,500,000	(60,808)	5,439,192
					OF	5230103 Furniture & Fixtures	5,000	25,910	30,910
					OA	5230102 Equipment	65,955	(715)	65,240
					TB	5230102 Equipment	155,319	(43,449)	111,870
RD	5230102 Equipment	121,695	(933)	120,762					
2019-02	12/3/2018	Add SB1 SGR Funding to replacement of four rural transit vehicles	Capital	Capital	XB	4110105 STA SGR SB1	0	211,538	211,538
						4092002 Measure A	1,019,737	(211,538)	808,199
2019-03	12/3/2018	Add Equipment budget to Local and Rural to allow for low value fare collection and other equipment	Operations	Local	NA	5049902 Small Furn/Equip	0	\$5,000	\$5,000
						4700001 Property Tax Transfer	0	\$5,000	\$5,000
				Rural	NA	5049902 Small Furn/Equip	0	\$1,352	\$1,352
						4092001 Measure A	0	\$1,352	\$1,352

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2019-04	3/4/2019	Add remaining Federal Revenue from completed vehicle purchases to Hybrid Battery Replacement	Capital	Capital	HM	4092002 Measure A Cap	400,000	(182,434)	217,566
					HM	4139910 Fed- FTA 5307	0	182,434	182,434
2019-05	3/4/2019	Move Paul Sarbanes funding (FTA 5320) from Pohono Bus Stop Improvements to funding for XHF bus purchase to be used on Muir Woods Shuttle Service.	Capital	Capital	BW	4139950 Fed-FTA 5320	228,495	(151,495)	77,000
					BW	5230104 Bus Stops	228,495	(151,495)	77,000
					XB	4139950 Fed- FTA 5320	0	151,494	151,494
					XB	4092002 Measure A Cap	808,229	(151,494)	656,734
2019-06	Pending	Add STA Lifeline funding to the Bus Stop Improvement Project	Capital	Capital	BI	4110103 State STA – Lifeline	0	25,837	\$25,837

\*Corrected from Q1

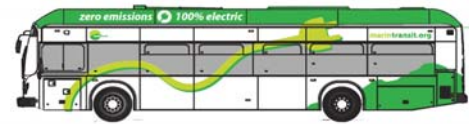
## Capital Projects Report through March

This capital project report provides detail through the Third 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 to date	Total Project Expenditures
Vehicles	\$5,109,022	\$601,431	\$666,404
Bus Stop Improvements	\$3,054,130	\$538,927	\$2,547,279
Facility	\$8,719,418	\$143,285	\$392,601
Technology Projects	\$1,362,000	\$103,556	\$558,684
Ongoing Capital Expenses	\$674,794	\$297,647	\$297,647 (annual)
	<u>\$18,919,364</u>	<u>\$1,684,846</u>	<u>\$4,462,615</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. The vehicle were procured from BYD Motors and delivered in September 2018. A ribbon cutting ceremony was held October 18. One vehicle went into service. The second vehicle is awaiting a missing passenger heating unit. Marin Transit has not made final payment for the vehicles due missing items.

VEHICLES

Project ID	Budget	Expended to		Anticipated Completion	
		Date	Percent Complete	Date	
EV	\$1,662,022	\$104,703	6%	Jun-19	

### Purchase Three Paratransit Vehicles Total Project Budget \$267,000

**Concept:** Purchase three Paratransit cutaway vehicles  
**Funding:** \$218,940 Federal Section 5307  
 \$48,060 Measure A



**Description:** Replace three paratransit vehicles that are beyond their useful life

**Status:** Board authorized purchase of the vehicles in August 2017. The purchase order was submitted in December 2017 with delivery scheduled for May 2018. Vehicle production was delayed and vehicles were delivered in July 2018.

VEHICLES

Project ID	Budget	Expended to		Anticipated Completion	
		Date	Percent Complete	Date	
PA	\$267,000	\$267,871	100%	Jul-18	

VEHICLES

**Purchase One Shuttle (Expansion)**

**Total Project Budget \$130,000**

Concept: Purchase One Shuttle

Funding: \$130,000 State Transit Assistance- SGR

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



Status: Board authorized purchase of the vehicle in December 2017 for the Community Shuttle route. Vehicle delivery was completed in August of 2018. On board equipment was installed and the vehicle placed in service.

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

VEHICLES

**Purchase One Shuttle (Replacement)**

**Total Project Budget \$125,000**

Concept: Purchase One Shuttle

Funding: \$102,500 Federal Section 5307  
\$22,500 Measure A

Description: Replace one shuttle vehicle beyond it's useful life.



Status: Board authorized purchase of the vehicle in December 2017. Vehicle was delivered in February of 2019 and is now in service.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
SB	\$125,000	\$97,498	100%	Mar-19

VEHICLES

**Purchase Two 35ft XHF Vehicles (Expansion)**

**Total Project Budget \$925,000**

Concept: Purchase two 35ft XHF vehicles

Funding: \$920,000 State Transit Assistance  
\$5,000 Measure A

Description: Purchase of two expansion 35-foot XHF's



Status: The Board authorized the purchase of these vehicles in December 2017 for school service and Muir Woods shuttle routes. Purchase allows retirement of 2 active retirement vehicles. Vehicles were delivered in January, however both vehicles have issues with the wheelchair lifts. Final payment has not been made yet for these 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>
XA	\$925,000	\$20,124	20%	Apr-19



VEHICLES

**Purchase Four 30ft XHF Vehicles (Replacement)**

**Total Project Budget \$1,600,000**

Concept: Purchase two 35ft XHF vehicles

Funding: \$505,120 Federal Section 5307  
 \$286,651 State Transit Assistance - State of Good Repair  
 \$656,734 Measure A  
 \$151,495 Paul Sarbanes



Description: Purchase of four replacement 30-foot XHFs

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

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
XB	\$1,600,000	\$2,701	0%	Dec-19

VEHICLES

**Hybrid Mid Life Battery Replacements**

**Total Project Budget \$400,000**

Concept: Replace batteries on the 2007 Hybrid Vehicles

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



Description: Replace batteries in the 7 hybrid vehicles

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

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
HM	\$400,000	\$68,864	17%	Dec-19



BUS STOP IMPROVEMENTS

**Bus Stop Improvements (State of Good Repair)**

**Total Project Budget \$ 2,201,130**

Concept: Improve bus stops in Marin County  
Funding: \$1,600,000 Federal Section 5309  
 \$400,000 PTMISEA  
 \$201,130 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 the final round of the State of Good Repair grant. The improvements support accessibility and passenger amenities. A contract for construction management was approved by the board in February 2018. In September 2018, the Board approved Coastside Concrete as the contractor. Construction began in December.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Phase 3</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion</u>
BI	\$2,201,130	\$1,993,551	91%	Jun-19

**Muir Woods Infrastructure Improvements**

**Total Project Budget \$486,505**

Concept: Improve boarding locations and purchase signage for the Muir Woods Shuttle  
Funding: \$486,505 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: Marin Transit continues work with multiple partner agencies to determine needed vehicle, signage, and capital improvements to improve the passenger experience.



BUS STOP IMPROVEMENTS

<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	\$486,505	\$447,502	92%	Jun-19

BUS STOP IMPROVEMENTS

**Bus Stop Assessments** **Total Project Budget \$115,000**

Concept: Update Bus Stop Assessments

Funding: \$115,000 Measure A

Description: Project to update the District's 2005 bus stop conditions assessment to quantify & prioritize future improvements

Status: Marin Transit hired a consultant to conduct an assessment of bus stop conditions and develop preliminary plans for future bus stop improvements. The assessment is complete and the work for preliminary plans is underway.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>
BS	\$115,000	\$106,226	92%	Dec-19

BUS STOP IMPROVEMENTS

**San Rafael Transit Center** **Total Project Budget \$100,000**

Concept: Develop integrated bus and rail operation

Funding: \$ 100,000 Measure A

Description: In preparation for a SMART service extension to Larkspur, Marin Transit is working with the City of San Rafael, GGBHTD and SMART to relocate the transit center. Until a new facility is constructed, efforts are underway to modify the existing center. Local funds will be used for staff time & costs related to design and construction.

Status: The agencies revised and updated the Memorandums of Understanding to reestablish roles and responsibilities. Design and construction work to modify the existing location are underway.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>
TR	\$100,000	\$0	5%	NA

ADMIN AND OPERATIONS FACILITY

**Operations and Maintenance Facility** **Total Project Budget \$174,418**

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 space needs for fixed route, paratransit & yellow bus services.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>
FC	\$174,418	\$174,418	100%	NA

ADMIN AND OPERATIONS FACILITY

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

Concept: Acquire property and develop a maintenance facility

Funding: \$1,100,000 Measure A  
\$4,400,000 FTA 5339

Description: Purchase land for a new facility

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



Project ID	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
FR	\$5,500,000	\$182,627	3%	NA

ADMIN AND OPERATIONS FACILITY

**Office Furniture** **Total Project Budget \$45,000**

Concept: Expand Administrative Offices for District Staff

Funding: \$45,000 Property Tax

Description: Furniture and other capital expenses for office expansion

Status: Marin Transit is purchasing additional conference room furniture, storage cabinet 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	\$35,556	79%	Jun-19

ADMIN AND OPERATIONS FACILITY

**Yellow Bus Parking Facility** **Total Project Budget \$3,000,000**

Concept: Identify and purchase property for vehicles

Funding: \$3,000,000 Capital Reserve

Description: Replace temporary leased parking with a permanent location

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



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

**TECHNOLOGY PROJECTS** **Total Project Budget \$1,194,000**

Concept: District technology projects  
Funding: \$300,000 Federal Job Access Funds (JARC)  
 \$312,000 Federal Section 5307  
 \$582,000 Measure A



<u>Projects:</u>			<u>Total Project</u>	<u>Expended to</u>
			<u>Cost</u>	<u>Date</u>
OA	On Board Equipment 2016		\$210,000	\$161,484
AY	AVL Replacements	AVL Replacements	\$180,000	\$169
TB	Mobility Technology Backbone		\$375,000	\$317,804
ME		MERA	\$29,000	\$27,325
CR		Clipper	\$400,000	\$0

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

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

**Radio Communication Upgrades - Needs Assessment** **Total Project Budget \$168,000**

Concept: Conduct a current Radio Communications Needs Assessment  
Funding: \$30,240 Measure A  
 \$137,760 FTA 5307



Description: Evaluate current radio communications practices and determine areas for improvement with action plan

Status: Marin Transit board approved a contract with DeltaWRX in September 2017 to complete a radio assessment at each of Marin Transit's contractors. In December 2017, DeltaWRX presented the assessment to staff. A second phase was initiated to fulfill consultant recommendations. Due to lower than expected needs, funding was moved to the AVL Replacement Equipment project in the FY2019 Capital Budget.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>	<u>Date</u>
RD	\$168,000	\$51,902	100%		Apr-19



ONGOING CAPITAL EXPENSES

**Ongoing Capital Expenses** **Annual Budget** **\$674,794**

Concept: Ongoing capital expenses



Funding: \$674,794 Measure A

<u>Projects:</u>		Total Project Budgets	Annual Budget	Expended in FY2019
GG	Golden Gate Capital Costs	\$18,000	\$18,000	\$13,038
BM	Bus Stop Maintenance	\$100,000	\$100,000	\$71,583
VR	Major Vehicle Repairs	\$200,000	\$200,000	\$23,478
IF	Infrastructure Support	\$356,794	\$356,791	\$189,548

Description: Ongoing capital costs associated with the Golden Gate operations contract, major vehicle repairs, and other small capital expenses

Status: Capital depreciation expenses for equipment owned by Golden Gate Transit are billed monthly. Major vehicle repairs, such as transmissions, are expended as needed. Infrastructure support includes small capital projects, staff support, and work on partner agency capital projects.