



marin transit

November 20, 2017

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

SUBJECT: Marin County Transit District First Quarter FY 2017/18 Financial Report

board of directors

Dear Board Members:

katie rice
president
supervisor district 2

RECOMMENDATION: Accept report and approve associated budget amendments.

stephanie moulton-peters
vice president
city of mill valley

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 first quarter of Fiscal Year 2017/18.

damon connolly
2nd vice president
supervisor district 1

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.

judy arnold
director
supervisor district 5

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

kate colin
director
city of san rafael

Operating Expenses

FY 2017/18 operating expenditures through the first quarter (Attachment A, Page 1) are \$7,091,934, which is 24 percent of the annual budget of \$29,939,722. With these expenditures, Marin Transit successfully delivered the transit services listed in Table 1.

dennis rodoni
director
supervisor district 4

Operating Revenue

Marin Transit's FY2017/18 operating revenues through the first quarter (Attachment A, Page 1) are \$7,795,465 or 24 percent of the annual budget of \$32,874,780.

kathrin sears
director
supervisor district 3

Table 1: FY 2017/18 Year to Date (YTD) thru First Quarter Service Operations

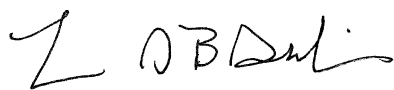
Service	Annual Estimated Revenue Hours	YTD thru Q1 Actual Revenue Hours	% of Annual
Regular Local and Trunk Line	115,700	27,584	24%
Community Shuttles	43,500	10,705	25%
Local Supplemental School ¹	7,100	933	13%
Muir Woods Shuttle	4,950	2,431	49%
Novato Dial-A-Ride	2,400	480	20%
West Marin Stagecoach Service	16,500	4,296	26%
Rural Dial A Ride	375	81	22%
Local Paratransit Service	62,455	14,169	23%
Regional Paratransit Service	10,560	2,129	20%
Yellow School Bus Service	6 buses	-	-
Service	Annual Estimated Trips	YTD thru Q1 Actual Trips	% of Annual
Catch A Ride	28,000	3,688	13%
Volunteer Driver	14,000	3,910	28%
Notes: 1) Includes College of Marin service			

Capital Budget

Through the first quarter, Marin Transit’s expenditures in the Capital Budget (Attachment A, Page 1) were \$2,336,492 or 12 percent of the \$19.8 million budget. Capital revenues tie closely to expenditures as they tend to be on a reimbursement basis. The primary expenditures were for the construction of the Downtown Novato Bus Facility. Attachment C includes a complete Capital Report for all major Marin Transit capital projects for the current period.

FISCAL/STAFFING IMPACT: This item includes the adoption of one administrative budget amendment (Attachment B) to update current year capital project budgets to include final FY2016/17 actuals (FY18-01). The net fiscal impact of the budget amendment is to increase the annual capital budget by \$383,354. This shifts project costs between fiscal years, and does not impact the total capital project costs.

Respectfully submitted,



Lauren Gradia
 Director of Finance and Capital Projects

Attachment A: FY2017/18 First Quarter Financial Report
Attachment B: FY2017/18 Budget Amendments
Attachment C: Capital Project Report

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/2017

Summary

	<u>FY2016/17 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	6,712,602	19,765,564	19,765,564	2,311,019	11.69%
Vehicle Operations	38,255,506	32,874,780	32,874,780	7,795,465	23.71%
Total Revenue	<u>44,968,108</u>	<u>52,640,344</u>	<u>52,640,344</u>	<u>10,106,484</u>	<u>19.20%</u>
Expenditures					
Capital	6,738,076	19,797,188	19,797,188	2,336,492	11.80%
Vehicle Operations	33,843,981	29,939,722	29,939,722	7,091,934	23.69%
Total Expenditures	<u>40,582,058</u>	<u>49,736,910</u>	<u>49,736,910</u>	<u>9,428,426</u>	<u>18.96%</u>
Net Revenue Over Expenditures	<u>4,386,050</u>	<u>2,903,433</u>	<u>2,903,433</u>	<u>678,058</u>	<u>23.35%</u>

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/2017

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

	FY2016/17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	4,931,631	4,276,928	4,276,928	989,099	23.12%
Advertising & Other Revenue	504,182	400,200	400,200	106,392	26.58%
Reimbursements (GGBHTD, WSW)	2,314,034	2,102,476	2,102,476	476,477	22.66%
Interest	51,968	55,000	55,000	0	0.00%
Measure A	15,479,082	13,342,614	13,342,614	3,213,337	24.08%
Measure A Interest	85,000	85,000	85,000	0	0.00%
Measure B	839,597	1,045,000	1,045,000	212,399	20.32%
Property Taxes	5,026,765	4,180,831	4,180,831	940,233	22.48%
Development Fees	62,964	52,032	52,032	5,000	9.60%
State Transit Assistance (STA)	1,882,894	1,274,981	1,274,981	306,204	24.01%
Transit Development Act (TDA)	5,594,093	4,453,555	4,453,555	1,153,577	25.90%
Other State	19,273	148,114	148,114	0	0.00%
FTA Funds	1,385,529	1,366,509	1,366,509	320,182	23.43%
National Park Service	161,576	91,540	91,540	72,566	79.27%
Transfer to Capital Budget	(73,692)	0	0	0	0.00%
Total Revenue	<u>38,264,894</u>	<u>32,874,780</u>	<u>32,874,780</u>	<u>7,795,465</u>	<u>23.71%</u>
Salaries and Benefits	2,623,080	2,411,546	2,411,546	540,787	22.42%
Professional Service	443,886	523,363	523,363	118,038	22.55%
Professional Service - Legal	46,535	100,000	100,000	19,131	19.13%
Security and Maintenance	333,002	286,326	286,326	64,653	22.58%
Customer Service	690,930	604,384	604,384	131,722	21.79%
Indirect County Overhead	2,009	2,500	2,500	0	0.00%
Mobility Management Support Programs	6,781	59,548	59,548	2,011	3.37%
Office Supplies	274,008	193,520	193,520	103,226	53.34%
General Insurance	50,184	29,000	29,000	27,860	96.06%
Contract Service Operation	26,942,118	23,306,597	23,306,597	5,524,238	23.70%
Membership & Prof Development	29,938	60,000	60,000	4,616	7.69%
Mileage and Travel	21,227	23,000	23,000	5,344	23.23%
Marketing	148,961	231,157	231,157	34,138	14.76%
Communication	227,243	178,400	178,400	87,308	48.93%
Fuel	2,321,690	2,126,218	2,126,218	502,750	23.64%
Misc Services	4,897	0	0	0	0.00%
Vehicle and Vehicle Parking Leases	26,311	23,625	23,625	2,328	9.85%
Office - Rental and Overhead	121,015	100,940	100,940	24,347	24.12%
Partner Agency Pass Through	85,000	85,000	85,000	0	0.00%
Transfer to Capital Budget	(542,676)	(405,401)	(405,401)	(100,563)	24.80%
Total Expenses	<u>33,856,139</u>	<u>29,939,722</u>	<u>29,939,722</u>	<u>7,091,934</u>	<u>23.68%</u>
Net Revenue Over Expenditures	<u>4,408,755</u>	<u>2,935,057</u>	<u>2,935,057</u>	<u>703,531</u>	<u>23.96%</u>

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/2017

Detail: Administration

		FY2016/17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Interest	4070400	51,968	55,000	55,000	0	0.00%
Development Fees	4079950	17,940	15,634	15,634	0	0.00%
Residual ABX 126	4079954	40,024	36,398	36,398	0	0.00%
PropTax-CurrntSecured	4080101	3,577,553	3,759,249	3,759,249	939,812	25.00%
County Fee-SV2557Admin Basic Tax	4080102	(57,683)	(60,856)	(60,856)	0	0.00%
Property Tax-Unitary	4080103	33,188	32,057	32,057	0	0.00%
PropTax-CurrntUnSecur	4080104	72,363	67,380	67,380	0	0.00%
Educ Rev Augm Fund-Redist	4080105	365,940	280,915	280,915	0	0.00%
PropTax-Supp CY SECR	4080106	87,685	97,091	97,091	0	0.00%
PropTax-Supp Unsecured	4080107	1,149	1,000	1,000	0	0.00%
PropTax-Redemption	4080108	3,561	1,500	1,500	421	28.06%
Property Tax-Prior Unsecured	4080109	2,776	2,494	2,494	0	0.00%
Other State	4119940	840	300	300	0	0.00%
Total Revenue		<u>4,197,304</u>	<u>4,288,162</u>	<u>4,288,162</u>	<u>940,233</u>	<u>21.93%</u>
Transfers						
Property Tax Transfer	4700001	(73,692)	(1,047,312)	(1,047,312)	(44,434)	4.24%
Total Transfers		(73,692)	(1,047,312)	(1,047,312)	(44,434)	4.24%
Net Revenue		<u>4,123,612</u>	<u>3,240,851</u>	<u>3,240,851</u>	<u>895,799</u>	<u>29.01%</u>
Expense						
Salaries	5010200	1,307,083	1,769,932	1,769,932	400,956	22.65%
Employee Benefits	5020000	768,995	641,614	641,614	139,830	21.79%
Consultant Services	5030301	63,753	125,000	125,000	41,318	33.05%
Prof Svcs - Legal	5030304	27,403	100,000	100,000	19,131	19.13%
Prof Svcs - Accounting and Audit	5030305	38,315	31,827	31,827	0	0.00%
Office Supplies	5049901	10,630	13,000	13,000	2,281	17.54%
Small Furn/Equip	5049902	7,876	12,730	12,730	1,566	12.30%
Software	5049903	48,981	61,267	61,267	40,379	65.90%
Copier Suppl & Srv	5049904	8,333	9,500	9,500	1,692	17.81%
Postage	5049905	2,492	3,000	3,000	0	0.00%
Computers	5049906	12,787	15,000	15,000	2,994	19.95%
Communication - Phone	5050201	23,854	29,000	29,000	4,959	17.10%
Insurance - Gen Liability	5060301	22,324	29,000	29,000	27,860	96.06%
Membership & Prof Development	5090101	25,322	60,000	60,000	4,616	7.69%
Mileage and Travel	5090202	15,883	23,000	23,000	5,344	23.23%
Marketing	5090801	5,441	12,360	12,360	2,159	17.46%
County Fee - Special District	5100401	2,009	2,500	2,500	0	0.00%
Office Rental	5121200	96,668	100,940	100,940	24,347	24.12%
Total Expense		2,488,150	3,039,670	3,039,670	719,432	23.43%
Transfers						
Salary/Benefit Transfers	5100100	(1,934,963)	(2,181,125)	(2,181,125)	(452,562)	20.74%
Transfer Overhead	5100101	(410,212)	(552,750)	(552,750)	(75,261)	13.61%
Total Transfers		(2,345,175)	(2,733,874)	(2,733,874)	(527,824)	19.31%
Total Expense		<u>142,974</u>	<u>305,796</u>	<u>305,796</u>	<u>191,608</u>	<u>62.66%</u>
Net Revenue Over Expenditures		<u>3,980,638</u>	<u>2,935,055</u>	<u>2,935,055</u>	<u>755,812</u>	<u>25.75%</u>

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/2017

Detail: Local Service

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Special Fares - Paid By Another Agency	4020000	269,244	277,276	277,276	62,181	22.42%
Advertising Revenue	4060301	245,018	238,400	238,400	70,302	29.48%
Lease of Property	4070301	152,772	161,800	161,800	36,090	22.30%
Donations	4070500	0	0	0	5,000	0.00%
Fee For Service	4090101	1,635	0	0	1,679	0.00%
Measure A Sales Tax	4092001	8,716,638	10,079,224	10,079,224	2,409,074	23.90%
Measure A Sales tax - Interest	4092003	85,000	85,000	85,000	0	0.00%
State Transit Assistance	4110101	1,021,043	1,214,815	1,214,815	306,204	25.21%
Transit Development Act (TDA)	4110102	4,440,516	4,453,555	4,453,555	1,153,577	25.90%
State Transit Assistance - Lifeline	4110103	502,218	0	0	0	0.00%
State- Low Carbon Transit Operations	4119904	0	128,676	128,676	0	0.00%
Program						
Fed-FTA 5307 Urbanized Area Formula	4139910	0	222,210	222,210	0	0.00%
Fed- FTA 5307 STP	4139912	123,080	0	0	0	0.00%
National Park Service	4139951	87,654	91,540	91,540	72,566	79.27%
Fed-FTA 5304 State Planning	4139961	0	0	0	0	0.00%
Fare Revenue	4140100	<u>2,773,985</u>	<u>3,031,479</u>	<u>3,031,479</u>	<u>761,008</u>	<u>25.10%</u>
Total Revenue		18,418,804	19,983,975	19,983,975	4,877,681	24.39%
Transfers						
Property Tax Transfer	4700001	0	250,000	250,000	44,434	17.77%
Program Revenue Transfer	4700002	<u>77,810</u>	<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0.00%</u>
Total Transfers		77,810	350,000	350,000	44,434	0.00%
Net Revenue		<u>18,496,614</u>	<u>20,333,975</u>	<u>20,333,975</u>	<u>4,922,115</u>	<u>24.21%</u>
Expense						
Salaries and Benefits	5010200	6,216	0	0	0	0.00%
Consultant Services	5030301	144,334	200,000	200,000	34,343	17.17%
Fare Processing Charges	5030310	37,694	37,922	37,922	13,224	34.87%
Customer Service	5030320	279,495	284,384	284,384	67,022	23.56%
Custodial Service	5030602	13,588	14,602	14,602	7,080	48.48%
Security Services	5030701	253,525	270,224	270,224	57,493	21.27%
Fuel	5040101	1,246,749	1,406,954	1,406,954	346,284	24.61%
Software	5049903	23,750	22,000	22,000	0	0.00%
Communication-AVL	5050205	57,071	78,094	78,094	60,203	77.09%
Communication-Data	5050206	2,799	2,731	2,731	702	25.71%
Purchased Transportation - In Report	5080101	15,336,943	16,371,183	16,371,183	4,005,858	24.46%
Marketing	5090801	69,781	90,500	90,500	27,179	30.03%
Expense Transfer - GGT Pass Through	5100404	85,000	85,000	85,000	0	0.00%
Signs	5122010	<u>4,897</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total Expense		17,561,842	18,863,594	18,863,594	4,619,388	24.49%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	998,502	1,165,498	1,165,498	260,126	22.32%
Cost Center Transfer Overhead	5100101	211,683	304,881	304,881	43,259	14.19%
Total Transfers		1,210,185	1,470,379	1,470,379	303,385	20.63%
Total Expense		<u>18,772,027</u>	<u>20,333,973</u>	<u>20,333,973</u>	<u>4,922,773</u>	<u>24.21%</u>

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/0217

Detail: Yellow Bus Service

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Yellow Bus Fares - Paid by other Agency	4030000	145,000	145,000	145,000	0	0.00%
Fee For Service	4090101	81,419	119,200	119,200	17,828	14.95%
Measure A Sales Tax	4092001	307,397	175,042	175,042	63,104	36.05%
Fare Revenue - Yellow Bus	4140105	<u>328,066</u>	<u>407,400</u>	<u>407,400</u>	<u>57,839</u>	<u>14.19%</u>
Total Revenue		861,882	846,642	846,642	138,771	16.39%
Net Revenue		<u>861,882</u>	<u>846,642</u>	<u>846,642</u>	<u>138,771</u>	<u>16.39%</u>
Expense						
Fare Processing Charges	5030310	8,108	12,222	12,222	7,636	62.47%
Custodial Service	5030602	1,236	1,500	1,500	81	5.39%
Software	5049903	215	0	0	140	0.00%
Communication-AVL	5050205	2,630	12,000	12,000	0	0.00%
Communication-Data	5050206	8,697	9,000	9,000	2,155	23.93%
Yellow Bus School Service	5080103	593,822	624,456	624,456	93,088	14.90%
Marketing	5090801	1,945	2,000	2,000	1,192	59.59%
Leases and Rentals	5120401	<u>23,983</u>	<u>23,625</u>	<u>23,625</u>	<u>4,656</u>	<u>19.70%</u>
Total Expense		640,636	684,803	684,803	108,947	15.91%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	182,547	131,744	131,744	27,568	20.92%
Cost Center Transfer Overhead	5100101	<u>38,700</u>	<u>30,095</u>	<u>30,095</u>	<u>4,585</u>	<u>15.23%</u>
Total Transfers		221,246	161,839	161,839	32,152	19.87%
Total Expense		<u>861,882</u>	<u>846,642</u>	<u>846,642</u>	<u>141,099</u>	<u>16.66%</u>

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/2017

Detail: Rural Service

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	1,061,315	1,133,976	1,133,976	276,314	24.37%
Fed-FTA 5311 Rural	4139920	206,437	193,063	193,063	48,266	25.00%
National Park Service	4139951	1,355	0	0	0	0.00%
Fare Revenue	4140100	<u>121,370</u>	<u>123,264</u>	<u>123,264</u>	<u>34,578</u>	<u>28.05%</u>
Total Revenue		1,390,476	1,450,303	1,450,303	359,158	24.76%
Transfers						
Property Tax Transfer	4700001	<u>0</u>	<u>25,457</u>	<u>25,457</u>	<u>0</u>	<u>0.00%</u>
Total Transfers		0	25,457	25,457	0	0.00%
Net Revenue		<u>1,390,476</u>	<u>1,475,760</u>	<u>1,475,760</u>	<u>359,158</u>	<u>24.34%</u>
Expense						
Consultant Services	5030301	3,697	16,391	16,391	827	5.04%
Fare Processing Charges	5030310	0	0	0	0	0.00%
Fuel	5040101	155,735	185,034	185,034	44,370	23.97%
Communication-AVL	5050205	12,743	14,027	14,027	15,936	113.60%
Communication-Data	5050206	831	1,000	1,000	208	20.78%
Purchased Transportation - In Report	5080101	1,096,113	1,090,787	1,090,787	277,554	25.44%
Purchased Transportation - Regional	5080102	1,355	0	0	0	0.00%
Marketing	5090801	<u>15,565</u>	<u>31,236</u>	<u>31,236</u>	<u>2,919</u>	<u>9.34%</u>
Total Expense		1,286,039	1,338,475	1,338,475	341,813	25.54%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	86,169	107,973	107,973	14,872	13.77%
Cost Center Transfer Overhead	5100101	<u>18,268</u>	<u>29,312</u>	<u>29,312</u>	<u>2,473</u>	<u>8.43%</u>
Total Transfers		104,437	137,285	137,285	17,345	12.63%
Total Expense		<u>1,390,476</u>	<u>1,475,760</u>	<u>1,475,760</u>	<u>359,158</u>	<u>24.33%</u>

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/2017

Detail: Marin Access

		FY17 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	2,180,396	1,954,372	1,954,372	464,844	23.78%
Measure B	4099950	627,198	1,045,000	1,045,000	212,399	20.32%
State Transit Assistance -Population Based	4110101	53,429	60,166	60,166	0	0.00%
State Prop Tx Relief HOPTR	4119910	18,953	19,138	19,138	0	0.00%
Fed-FTA 5307 Urbanized Area Formula	4139910	627,012	701,236	701,236	271,916	38.77%
Fed-FTA 5310 Mobility	4139915	49,157	250,000	250,000	0	0.00%
Fed-FTA 5317 New Freedom	4139941	59,661	0	0	0	0.00%
Fare Revenue	4140100	304,867	292,509	292,509	73,493	25.12%
Misc.-Reimbursement	4601001	8,841	0	0	0	0.00%
GGBHTD Payment for Local Paratransit	4601003	1,010,628	1,114,848	1,114,848	257,430	23.09%
GGBHTD Payment for Regional Paratransit	4601004	<u>734,514</u>	<u>868,428</u>	<u>868,428</u>	<u>199,539</u>	<u>22.97%</u>
Total Revenue		5,674,656	6,305,698	6,305,698	1,479,621	23.46%
Transfers						
Property Tax Transfer	4700001	0	771,855	771,855	0	0.00%
Program Revenue Transfer	4700002	<u>(77,810)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>0</u>	<u>0.00%</u>
Total Transfers		(77,810)	671,855	671,855	0	0.00%
Net Revenue		<u>5,596,846</u>	<u>6,977,552</u>	<u>6,977,552</u>	<u>1,479,621</u>	<u>21.21%</u>
Expense						
Consultant Services	5030301	29,947	100,000	100,000	20,691	20.69%
Prof Svcs - Legal	5030304	0	0	0	0	0.00%
Prof Svcs - Accounting and Audit	5030305	0	0	0	0	0.00%
Customer Service	5030320	279,713	320,000	320,000	64,700	20.21%
Fuel	5040101	416,456	534,230	534,230	112,095	20.98%
Software	5049903	55,717	57,022	57,022	54,174	95.00%
Communication- Mobile Data Terminal	5050203	4,685	4,750	4,750	1,195	25.16%
Communication-MERA Radio	5050204	18,824	19,765	19,765	0	0.00%
Communication-Data	5050206	7,800	8,033	8,033	1,950	24.27%
Purchased Transportation - In Report	5080101	3,659,036	4,384,838	4,384,838	961,108	21.91%
Purchased Transportation - Regional	5080102	730,612	835,334	835,334	186,630	22.34%
Marketing	5090801	22,091	95,061	95,061	690	0.72%
Misc-Exp Transit User Training	5098001	4,770	9,548	9,548	561	5.88%
Gap Grant	5098002	0	50,000	50,000	1,450	2.90%
Low Income Rider Scholarships	5098003	0	0	0	0	0.00%
Leases and Rentals - Passenger Vehicles	5120401	<u>0</u>	<u>0</u>	<u>0</u>	<u>(2,328)</u>	<u>0.00%</u>
Total Expense		5,229,651	6,418,581	6,418,581	1,402,915	21.86%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	302,966	454,283	454,283	63,773	14.03%
Cost Center Transfer Overhead	5100101	<u>64,229</u>	<u>104,687</u>	<u>104,687</u>	<u>10,605</u>	<u>10.13%</u>
Total Transfers		367,194	558,970	558,970	74,378	13.31%
Total Expense		<u>5,596,846</u>	<u>6,977,551</u>	<u>6,977,551</u>	<u>1,477,293</u>	<u>21.17%</u>

Marin Transit
 FY2017/18 Q1 Budget Report
 From 7/1/2017 Through 9/30/2017

Detail:Capital Budget

		Total Project Budget	Prior Years	FY2017/18 Budget	Current Period Actual
EV	Purchase Two Electric Vehicles (Replacements)	1,662,022	35,730	1,622,022	1,443
LY	Purchase Ten 40ft Vehicles (Replacements)	7,710,000	17,197	7,695,047	1,984
PA	Purchase Three Paratransit Vehicles	267,000		267,000	673
PB	Purchase Two Accessible Vans	102,780		102,780	733
NR	Non Revenue Van	40,750		40,750	
Subtotal Vehicles		9,782,552	52,927	9,727,599	4,833
BI	Bus Stop Improvements SGR (BI)	2,025,045	1,393,678	600,000	26,407
BS	Bus Stop Assessment Update	100,000	10,018	80,000	51,592
NC	Downtown Novato Hub (NH) Construction	4,700,000	2,660,325	1,637,663	1,984,394
BW	Muir Woods Infrastructure Improvements	638,000	106,247	512,729	1,576
TR	San Rafael Transit Center	100,000		100,000	
Subtotal Bus Stop Improvements		7,563,045	4,170,268	2,930,392	2,063,969
FC	Facility Preliminary Design & Env	174,418	87,223	102,881	3,543
FR	Facility ROW Purchase & Capital Improvements	5,500,000	-	5,500,000	
Subtotal Facility		5,674,418	87,223	5,602,881	3,543
OA	On Board Equipment - 2016	210,000	49,092	164,956	144
OB	On Board Equipment - 2015	432,451	366,667	105,861	6,992
TB	Mobility Technology Backbone	375,000	39,747	356,500	94,364
ME	MERA	29,000	-	29,000	25,054
RD	Radio Communication Upgrade	348,000	3,083	75,000	2,189
Subtotal Technology Projects		1,394,451	458,589	731,317	128,743
GG	Golden Gate Capital Costs (GG)		-	20,000	4,799
BM	Bus Stop Maintenance (BM)		-	100,000	6,007
VR	Major Vehicle Repairs (VR)		-	300,000	28,488
IF	Infrastructure Support (IF)		-	385,000	96,111
Subtotal Ongoing Capital Expenses		-	-	805,000	135,405
Total Expenditures		24,414,466	4,769,007	19,797,189	2,336,493

**Attachment B: FY2017/18 Q1
Budget Amendments**

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-01	Pending	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	31,352	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	(15,686)	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
2018-02	Pending	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

Capital Projects Report FY2017/18

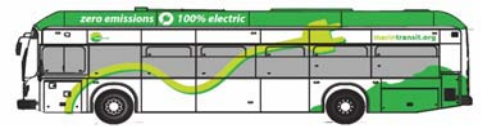
This capital project report provides detail for FY2017/18. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

	Total Project Budgets	Total Expended FY2018	Total Project Expenditures
Vehicles	\$9,782,552	\$4,833	\$57,760
Bus Stop Improvements	\$7,563,045	\$2,063,969	\$6,234,237
Facility	\$5,674,418	\$3,543	\$90,766
Technology Projects	\$1,396,898	\$128,743	\$587,332
Ongoing Capital Expenses	\$805,000	\$135,405	\$135,405 (annual)
	<u>\$25,221,913</u>	<u>\$2,336,493</u>	<u>\$7,105,500</u>

Purchase Two Electric Vehicles Total Project Budget \$1,527,000

Concept: Purchase Two Electric Vehicles

Funding: \$1,190,640 Federal Section 5307
 \$75,000 Transportation Authority of Marin
 \$260,360 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. Vehicle delivery has been delayed to early 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	\$1,527,000	\$37,173	2%	Apr-18

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

Concept: Purchase ten 40ft Hybrid Vehicles

Funding: \$8,218,860 Federal Section 5307
 \$1,804,140 Measure A



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

Status: Board authorized purchase in March 2016. Vehicles will be delivered December 2017-January 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>
LY	\$7,710,000	\$19,181	0%	Apr-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. Purchase order will be submitted in December 2017 for a March Delivery.

<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	\$673	5%	Mar-17

VEHICLES

Purchase Two Accessible Vans **Total Project Budget \$102,780**

Concept: Purchase two Accessible vans

Funding: \$84,280 Federal Section 5307
\$18,500 Measure A



Description: Purchase two accessible vans to replace two paratransit vehicles beyond their useful life. These vehicles will be used for same-day accessible trips.

Status: Board authorized purchase of the vehicles in August 2017. Delivery of vehicles is anticipated in Late November or Early December.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
PB	\$102,780	\$733	5%	Jan-17

VEHICLES

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

Concept: Purchase Non Revenue Van

Funding: \$32,600
\$8,150 Measure A

Description: Purchase vehicle for Marin Transit Staff use.

Status: Staff is researching vehicle options for staff with additional cargo space to purchase off of a state contract. The vehicle will be used to support service monitoring, bus stop maintenance, marketing, capital projects, and transporting staff.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
NR	\$40,750	\$0	0%	Jul-18

BUS STOP IMPROVEMENTS

Bus Stop Improvements (State of Good Repair)

Total Project Budget \$2,025,045

Concept: Improve bus stops in Marin County
Funding: \$1,600,000 Federal Section 5309
 \$400,000 PTMISEA
 \$25,045 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 (see table below for locations and improvements). Phase 3: Additional bus stop improvements of up to 10 stops

Status: Phase 1 - complete. Phase 2 - complete. Phase 3 - Mark Thomas & Co is developing plans for additional stop improvements.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Phase 3 Anticipated Completion Date</u>
BI	\$2,025,045	\$1,420,085	70%	Jun-18



Downtown Novato Bus Stop Improvements- Construction

Total Project Budget \$4,700,000

Concept: Construct Downtown Novato Bus Stop Improvement Project
Funding: \$1,980,716 PTMISEA
 \$989,000 ATP Grant
 \$299,284 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: In November 2016 construction contracts were awarded to Thompson Builders Corporation and the Conservation Corps North Bay. Construction started in January 2017 with tree removal, demolition and transition of bus services from the median to Redwood Blvd curbsides. Construction was mostly complete by September with underground installations, bioretention basins, curb & pavement pourings and the addition of a protected crosswalk and signal system. The facility shelter, display cabinets and landscaping were also completed in time for bus services to move back into the median.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion Date</u>
NC	\$4,700,000	\$4,644,719	99%	Dec-17

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: Real time bus information was installed on vehicles and available for operations staff and onsite liaisons. Signage and additional passenger waiting amenities were installed at the Pohono Park and Ride lot. Purchase of a Mobile Information Kiosk was approved in May 2017. Marin Transit continues work with multiple partner agencies to develop a long term agreement regarding access and responsibilities for the site.



<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	\$107,823	17%	Jul-18

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 access bus stop improvement and access needs.

Status: Marin Transit hired a consultant to complete the inventory.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
BS	\$100,000	\$61,610	62%	Dec-17

ADMIN AND OPERATIONS FACILITY

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. The District has been working with consultants to evaluate potential facility locations, feasibility and a preliminary space needs analysis. In August 2017, the board reviewed a report on Evaluating Costs and Benefits of a Operations and Maintenance Facility that analyzed the need, functions, goals, and objectives of developing a 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	\$90,766	52%	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 working with consultants searching for and evaluating available land to purchase in the county.

Project ID	Budget	Expended to		Anticipated Completion	
		Date	Percent Complete	Date	
FC	\$5,500,000	\$0	0%	NA	

TECHNOLOGY PROJECTS

TECHNOLOGY PROJECTS **Total Project Budget \$1,394,989**

Concept: District technology projects
Funding: \$300,000 Federal Job Access Funds (JARC)
 \$384,580 Federal Section 5307
 \$710,409 Measure A

Projects:		Total Project	Expended to
		Cost	Date
OA	On Board Equipment 2016	\$210,000	\$49,236
OB	Associated On-Board Equipment-2015	\$432,989	\$373,659
TB	Mobility Technology Backbone	\$375,000	\$134,111
ME	MERA	\$29,000	\$25,054
RD	Radio Communication Upgrades	\$348,000	\$5,272



Description: Marin Transit projects related to technology for vehicle operations, fare collection, and passenger information
Status: Marin Transit board approved the installation of security cameras on Paratransit vehicles in August 2017. Installation has been scheduled for November 2017.

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, assesment should be complete in February 2018.

Project ID	Budget	Expended to		Anticipated Completion	
		Date	Percent Complete	Date	
RD	\$348,000	\$5,272	2%	Feb-18	



Ongoing Capital Expenses **Annual Budget** **\$805,000**

ONGOING CAPITAL EXPENSES

Concept: Ongoing capital expenses

Funding: \$805,000 Measure A

<u>Projects:</u>		<u>Total Project</u> Budgets	<u>Annual Budget</u>	<u>Expended in</u> FY2018
GG	Golden Gate Capital Costs	\$20,000	\$150,000	\$4,799
BM	Bus Stop Maintenance	\$100,000	\$100,000	\$6,007
VR	Major Vehicle Repairs	\$300,000	\$300,000	\$28,488
IF	Infrastructure Support	\$385,000	\$385,000	\$96,111

Description: Ongoing capital costs including capital costs associated with the

Status: Capital depreciation expenses for equipment owned by Golden Gate Transit are billed monthly. Major vehicle repairs, such as transmissions, are expended as needed.