



October 23, 2008

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director

THROUGH: Li Zhang, Manager of Finance and Administration

RE: FY2008-09 Quarterly Financial Report - Agenda Item 12

Dear Commissioners:

### **Executive Summary**

This Quarterly Financial Report is for the period ended September 30, 2008 and covers TAM's revenue and expenditure activities for the period of July 1, 2008 to September 30, 2008. The following five attachments are included in the report for your review:

- Attachment 1. FY2008-09 Quarterly Budget to Actual Comparison as of 9/30/2008
- Attachment 2. Summary of FY2008-09 Budget Amendments as of 9/30/2008
- Attachment 3. FY2008-09 Revenue and Expenditure Report as of 9/30/2008– Measure A Detail
- Attachment 4. FY2007-08 and FY2008-09 Monthly Measure A Disbursement Comparison
- Attachment 5. Marin County Treasurer Portfolio Yield Report as of 8/31/2008

Overall, Measure A revenues are coming in higher than budgeted, but lower than collections for the first quarter of FY2007-08 by approximately 3%. Expenditures for most budget line items are happening at a slower pace than projected. Staff is available to provide detailed information if you have any specific questions.

The Executive Committee reviewed and accepted with minor questions and comments the quarterly report at its meeting of October 13, 2008.

**Recommendation: Information Item Only**

### **Background**

This report, along with all accompanying attachments, provides a summary of the financial activities for the first quarter of FY2008-09, ended September 30, 2008. Revenues and expenditures are presented on a cash basis for the period covered. Any material revenues or expenditures that have occurred but haven't been received/paid will be highlighted in the staff report for your information.

### **Revenue Highlights**

TAM closed FY2007-08 with a total of \$22.3 million of Measure A revenues on a cash basis (including cash disbursements from July 2007 through June 2008), which is \$1.5 million higher than the \$20.8 million budgeted in the FY2007-08 TAM Annual Budget. As of September 30, 2008, total cash disbursements for the three months covering June to September are \$11.4 million, which is 3% lower than the total disbursement for the same period of last fiscal year. Due to the financial market woes and housing market crisis, it's expected that the same level of revenue decrease will be sustained through the year, and perhaps worsen. Staff will monitor the revenue trend and provide timely updates to the TAM Executive Committee and Board.

TAM has received in full the total \$430,000 contribution from cities/towns/county, for the project/programming support services provided. Even though no interest revenue has been distributed to TAM from the County Investment Pool yet, interest revenue for the first quarter of the fiscal year is estimated to be about \$150,000. Allowed under the Cooperative Agreement with Caltrans for the Marin-Sonoma Narrows (MSN) Project, staff has invoiced Caltrans for the \$700,000 advance payment out of approved TCRP (Transportation Congestion Relief Program) funding to meet the cash flow needs of the project. An invoice for CMIA bond revenue will also be sent to Caltrans for the reimbursement of expenditures related to the 580/101 Connector project. Staff is also in the process of preparing an invoice to MTC for the reimbursement of STP/CMAQ planning, programming and T-Plus activities for the first quarter of the year.

### **Expenditure Highlights**

While expenditures are trending under the budgeted amounts for the first quarter of the year, growth in several expenditure areas will occur in the next quarter. Marin Transit is expected to invoice TAM for its first quarter expenditures soon for more than \$2.7 million. TAM's activities on the MSN and 580/101 Connector projects are scheduled to be increased and expenditures for those projects will pick up soon. Invoices for the Measure A Major Roads projects and for the distribution to Marin cities/towns/county for the Measure A Local Roads are expected to increase as well.

### **Recommendation**

Information Item Only

### **Attachments**

- Attachment 1. FY2008-09 Quarterly Budget to Actual Comparison as of 9/30/2008
- Attachment 2. Summary of FY2008-09 Budget Amendments as of 9/30/2008
- Attachment 3. FY2008-09 Revenue and Expenditure Report as of 9/30/2008– Measure A Detail
- Attachment 4. FY2007-08 and FY2008-09 Monthly Measure A Disbursement Comparison
- Attachment 5. Marin County Treasurer Portfolio Yield Report as of 8/31/2008

ACTION OF BOARD ON \_\_\_\_\_ (date)

APPROVED AS RECOMMENDED \_\_\_\_\_

ACTION REJECTED \_\_\_\_\_

APPROVED WITH MODIFICATIONS/CONDITIONS \_\_\_\_\_ (Describe modifications and/or conditions below)

---

---

---

VOTE OF COMMISSIONERS

AYES: Commissioners:

NOES: Commissioners:

ABSTENTIONS: Commissioners:

I hereby certify that this is a true and correct reflection of an action taken and entered into the minutes of the Board of Directors on the date shown.

ATTESTED \_\_\_\_\_  
Clerk to TAM

**Attachment I: FY2008-09 Budget to Actual Comparison as of 9/30/08**

	<b>FY 2009 Total Budget</b>	<b>Actual 9/30/08</b>	<b>Budget 9/30/2008</b>	<b>\$ Variance with Budget Positive (Negative)</b>	<b>Actual as % of Budget</b>
<b>REVENUE</b>					
Measure A Sales Tax	20,800,000	5,526,396	5,200,000	326,396	106.3%
Cities/Towns and County Contribution	430,000	430,000	107,500	322,500	400.0%
Interest Earned	500,000	-	125,000	(125,000)	0.0%
STP/CMAQ	375,000	-	93,750	(93,750)	0.0%
T-Plus	150,000	-	37,500	(37,500)	0.0%
STIP/PPM	338,000	-	84,500	(84,500)	0.0%
RM2 Revenue	5,100,000	-	1,275,000	(1,275,000)	0.0%
Community Based Transportation Funding	15,000	20,900	3,750	17,150	557.3%
TDA Article 3	386,000	-	96,500	(96,500)	0.0%
TFCA Funding	360,000	-	90,000	(90,000)	0.0%
Non-Motorized Transportation Pilot Program Funding	100,000	-	25,000	(25,000)	0.0%
MSN Federal Earmark	600,000	-	150,000	(150,000)	0.0%
CMIA Bond Revenue	1,200,000	-	300,000	(300,000)	0.0%
TCRP	6,985,000	-	1,746,250	(1,746,250)	0.0%
Other Agency Contribution	65,000	-	16,250		
<b>Total Revenue Available</b>	<b><u>37,404,000</u></b>	<b><u>5,977,296</u></b>	<b><u>9,351,000</u></b>	<b><u>(3,357,454)</u></b>	<b><u>63.9%</u></b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Salaries & Benefits- See NOTE	2,100,000	517,229	525,000	7,771	98.5%
Office Lease *1	200,000	69,637	50,000	(19,637)	139.3%
Equipment	10,000	4,611	2,500	(2,111)	184.4%
Agency Car Leasing	20,000	-	5,000	5,000	0.0%
Telephone/Internet Services	25,000	2,248	6,250	4,002	36.0%
Office Supplies	20,000	1,196	5,000	3,804	23.9%
Insurance	8,000	5,233	2,000	(3,233)	261.6%
Audit	17,500	-	4,375	4,375	0.0%
Legal	20,000	-	5,000	5,000	0.0%
Accounting/Payroll	10,000	-	2,500	2,500	0.0%
Document Reproduction	20,000	-	5,000	5,000	0.0%
Memberships	10,000	1,920	2,500	580	76.8%
Travel/Meetings/Conferences	25,000	2,019	6,250	4,231	32.3%
Professional Development	5,000	40	1,250	1,210	3.2%
Misc. Expenses	5,000	934	1,250	316	74.7%
<b>Subtotal, Administration</b>	<b><u>2,495,500</u></b>	<b><u>605,065</u></b>	<b><u>623,875</u></b>	<b><u>18,810</u></b>	<b><u>97.0%</u></b>

**Attachment I: FY2008-09 Budget to Actual Comparison as of 9/30/08**

	<b>FY 2009 Total Budget</b>	<b>Actual 9/30/08</b>	<b>Budget 9/30/2008</b>	<b>\$ Variance with Budget Positive (Negative)</b>	<b>Actual as % of Budget</b>
<b>Professional Services</b>					
CMP	65,000	-	16,250	16,250	0.0%
T-PLUS	20,000	3,922	5,000	1,078	78.4%
PMO Consultant	375,000	47,419	93,750	46,331	50.6%
Community Based Transportation	15,000	-	3,750	3,750	0.0%
MSN Congestion Pricing Study	300,000	-	75,000	75,000	0.0%
MSN Preliminary Engineer and Design	400,000	7,589	100,000	92,411	7.6%
MSN San Antonio Interchange Design	3,000,000	-	750,000	750,000	0.0%
MSN San Antonio Curve Design	3,000,000	-	750,000	750,000	0.0%
MSN On-Call Contract	500,000		125,000	125,000	0.0%
Federal Legislative Assistance	35,000	-	8,750	8,750	0.0%
State Legislative Assistance	35,000	5,556	8,750	3,194	63.5%
Financial Advisor	35,000	-	8,750	8,750	0.0%
Human Resources/Board Support	30,000	4,059	7,500	3,441	54.1%
Information Technology Support	30,000	4,217	7,500	3,283	56.2%
Hwy 101 Greenbrae / Central Marin Ferry Connection Preliminary Engineer	3,175,000	51,220	793,750	742,530	6.5%
580/101 Connector Construction Management	1,000,000	233,235	250,000	16,765	93.3%
Street Smarts	100,000	25,052	25,000	(52)	100.2%
TDM	125,000	-	31,250	31,250	0.0%
Southern Marin Transit Study	265,000	-	66,250	66,250	0.0%
Consulting Pool	50,000	9,052	12,500	3,448	72.4%
<b>Subtotal, Professional Services</b>	<b><u>12,555,000</u></b>	<b><u>391,321</u></b>	<b><u>3,138,750</u></b>	<b><u>2,747,429</u></b>	<b><u>12.5%</u></b>
<b>Measure A Programs</b>					
Reserve	1,040,000	-	260,000	260,000	0.0%
Strategy 1 - Transit	11,048,150		2,762,038	2,762,038	0.0%
Substrategy 1.1	7,510,131	-	1,877,533	1,877,533	0.0%
Substrategy 1.2	579,577	-	144,894	144,894	0.0%
Substrategy 1.3	1,649,863	-	412,466	412,466	0.0%
Substrategy 1.4	1,308,579	-	327,145	327,145	0.0%
Strategy 2 - Gap Closure	2,157,587	-	539,397	539,397	0.0%
101 Gap Closure CMO	300,000	31,648	75,000	43,352	42.2%
MTC Loan Repayment - Principle Only	892,587	-	223,147	223,147	0.0%
Nolte Contract	300,000	41,039	75,000	33,961	54.7%

**Attachment I: FY2008-09 Budget to Actual Comparison as of 9/30/08**

	<b>FY 2009 Total Budget</b>	<b>Actual 9/30/08</b>	<b>Budget 9/30/2008</b>	<b>\$ Variance with Budget Positive (Negative)</b>	<b>Actual as % of Budget</b>
Payment to Caltrans for 101 Gap Closure Project	665,000	-	166,250	166,250	0.0%
Strategy 3 - Streets and Roads	10,139,880		2,534,970	2,534,970	0.0%
Substrategy 3.1	7,504,000	951,360	1,876,000	924,640	50.7%
Substrategy 3.2	2,635,880	578,577	658,970	80,393	87.8%
Strategy 4 - Safe Routes	3,596,281	-	899,070	899,070	0.0%
Substrategy 4.1	700,000	-	175,000	175,000	0.0%
Substrategy 4.2	-	-	-	-	-
ACMS Contract	630,000	18,382	157,500	139,118	11.7%
NUSD Agreement	90,000	-	22,500	22,500	0.0%
Substrategy 4.3	2,176,281	-	544,070	544,070	0.0%
<b>Subtotal, Measure A Program</b>	<b><u>27,981,898</u></b>	<b><u>1,621,005</u></b>	<b><u>6,995,475</u></b>	<b><u>6,995,475</u></b>	<b><u>23.2%</u></b>
<b>Interagency Agreements</b>					
County Calpark RM2 Project - Construction	1,675,000	-	418,750	418,750	0.0%
<b>Subtotal, Interagency Agreements</b>	<b><u>1,675,000</u></b>	<b><u>-</u></b>	<b><u>418,750</u></b>	<b><u>418,750</u></b>	<b><u>0.0%</u></b>
<b>Other Capital Expenditures</b>					
TFCA - Calpark Project	563,000	-	140,750	140,750	0.0%
Other TFCA Projects	200,000	-	50,000	50,000	0.0%
<b>Subtotal, Other Capital Exp</b>	<b><u>763,000</u></b>	<b><u>-</u></b>	<b><u>190,750</u></b>	<b><u>190,750</u></b>	<b><u>0.0%</u></b>
<b>Total Expenditures</b>	<b><u>45,470,398</u></b>	<b><u>2,617,391</u></b>	<b><u>11,367,600</u></b>	<b><u>10,371,213</u></b>	<b><u>23.0%</u></b>

Notes: 1. The lease payment reflects 4 months of payment, while the budget is for 3 months.

**Attachment 2: Summary of FY2008-09 Budget Amendments as of 9/30/2008**

**No Budget Amendments are proposed for the First Quarter of FY2008-09**

**Attachment 3: FY2008-09 Revenue and Expenditure Report as of 9/30/08 – Measure A Detail**

Budget Line	Interest	5% Reserve	1% Admin Note I	4% Program	S - 1.1 Local Bus	S - 1.2 Rural Bus	S - 1.3 Para.	S - 1.4 Cap. Imp.	S - 2 Gap Closure	S - 3.1 Major Roads	S - 3.2 Local Roads	S - 4.1 SR2S	S- 4.2 C. Guards	S - 4.3 Pathways	Total
<b>REVENUE</b>															
Revenue		276,320	55,264	221,056	1,754,503	142,257	426,771	284,514	587,500	628,302	628,302	156,483	199,160	165,966	5,526,396
<b>EXPENSES</b>															
<b>CMO</b>									31,648						31,648
Accounting/Payroll															-
Agency Car Leasing															-
Audit															-
Consulting Pool				6,742	770					770		770			9,052
Document Reproduction															-
Equipment				4,611											4,611
Financial Advisor															-
HR/Board Support				5,679											5,679
IT Support				4,217											4,217
Insurance				5,233											5,233
Legal															-
Membership															-
Misc Expense				934											934
Office Lease				69,637											69,637
Office Supplies				1,196											1,196
Professional Development				40											40
Management Oversight Consultant				5,119					52						5,171
Salaries & Benefits			66,519	27,428	1,323	1,323	1,323	1,323	30,563	4,679	4,679	12,498	12,498	12,498	176,651
Strategy 1 - Transit															-
Strategy 2 - Gap Closure									41,039						41,039
Strategy 3 - Streets & Rds										951,360	578,577				1,529,937
Strategy 4- Safe Routes													18,382		18,382
Telephone/Internet Services				2,248											2,248
Travel/Meetings/Conferences				344					41			5	5	5	399
<b>Total Expenses</b>	-	-	66,519	133,426	2,093	1,323	1,323	1,323	103,342	956,809	583,256	13,272	30,884	12,502	1,906,071
<b>BALANCE</b>	-	276,320	(11,255)	87,630	1,752,410	140,934	425,448	283,191	484,158	(328,507)	45,046	143,210	168,276	153,464	3,620,325

Note: Staff is in the process of reconciling prior year carryover balance by different category/strategy. There will be no negative balances once the FY2007-08 cash balances are taken into considerations.



### Attachment 4: FY2007-08 and FY2008-09 Monthly Measure A Disbursement Comparison

		<b>FY 2008</b>	<b>FY 2009</b>	<b>\$ Difference</b>	<b>% Difference</b>
<b>Actuals</b>	<b>July</b>	1,510,300	1,549,600	39,300	2.60%
	<b>August</b>	2,013,700	2,066,100	52,400	2.60%
	<b>September</b>	2,170,451	1,910,696	(259,755)	-11.97%
<b>FY2008 Actuals and FY2009 Estimates</b>	<b>October - Note 1</b>	1,558,700	1,588,800	30,100	1.93%
	<b>November - Note 1</b>	2,078,300	2,118,434	40,134	1.93%
	<b>December - Note 2</b>	2,079,167	1,975,209	(103,958)	-5.00%
	<b>January - Note 2</b>	1,635,100	1,553,345	(81,755)	-5.00%
	<b>February - Note 2</b>	2,180,200	2,071,190	(109,010)	-5.00%
	<b>March - Note 2</b>	1,851,581	1,759,002	(92,579)	-5.00%
	<b>April - Note 2</b>	1,398,400	1,328,480	(69,920)	-5.00%
	<b>May - Note 2</b>	1,835,900	1,744,105	(91,795)	-5.00%
	<b>June - Note 2</b>	2,024,287	1,923,072	(101,214)	-5.00%
	<b>Same Period</b>	<b>5,694,451</b>	<b>5,526,396</b>	<b>(168,055)</b>	<b>-2.95%</b>
	<b>Annual Disbursement</b>	<b>22,336,086</b>	<b>21,588,033</b>	<b>(748,053)</b>	<b>-3.35%</b>
	<b>FY 2008 Budgeted Revenue</b>		<b>20,800,000</b>		

Note 1: Estimated based on Board of Equalization's disbursement formula, should be very close to the actual cash disbursements for October and November.

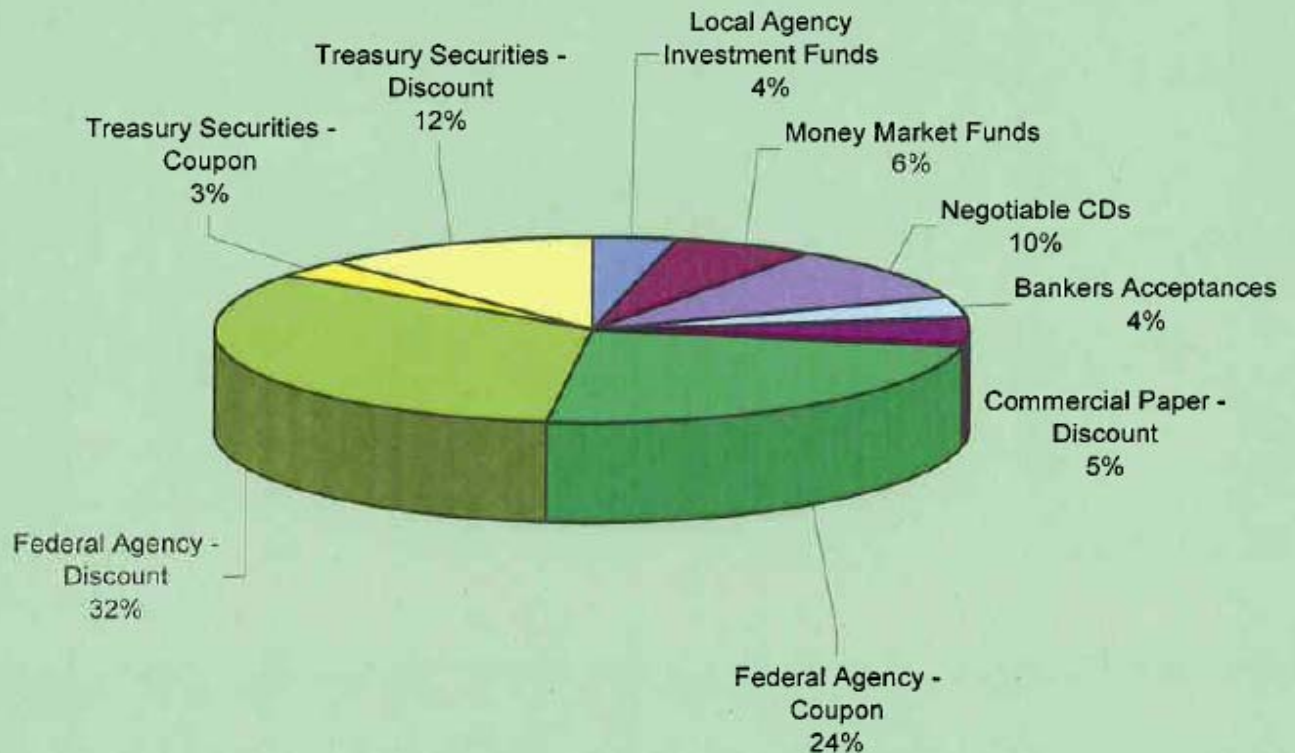
Note 2: 5% revenue reduction for the rest months of the year is assumed based on the current economic condition.

## Attachment 5: Marin County Treasurer Portfolio Yield Report as of 8/31/2008

Michael J. Smith, Marin County Treasurer  
 Portfolio Yield Report - Operating Funds  
 County of Marin, Schools & Special Districts  
 August 31, 2008

INVESTMENT HOLDINGS	BOOK VALUE	Portfolio Yields as 08/31/2008
Local Agency Investment Funds	\$25,433,918.27	2.779%
Money Market Funds	\$40,435,278.99	2.230%
Negotiable CDs	\$65,600,000.00	2.683%
Bankers Acceptances	\$25,207,905.31	2.608%
Commercial Paper - Discount	\$34,597,191.81	2.543%
Federal Agency - Coupon	\$162,807,706.94	3.774%
Federal Agency - Discount	\$224,833,675.84	2.289%
Treasury Securities - Coupon	\$19,651,171.88	4.495%
Treasury Securities - Discount	\$81,756,886.11	1.969%
<b>TOTAL</b>	<b>\$680,323,735.15</b>	<b>2.747%</b>

### PORTFOLIO ALLOCATION



\* Detail monthly reports can be provided upon request.