



# AGENDA

## CITIZENS' OVERSIGHT COMMITTEE

November 7, 2016

7:00 p.m.

900 Fifth Avenue  
Suite 100  
San Rafael  
California 94901

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[www.tam.ca.gov](http://www.tam.ca.gov)

**Belvedere**  
James Campbell

**Corte Madera**  
Diane Furst

**Fairfax**  
John Reed

**Larkspur**  
Dan Hillmer

**Mill Valley**  
Stephanie Moulton-Peters

**Novato**  
Eric Lucan

**Ross**  
P. Beach Kuhl

**San Anselmo**  
Tom McInerney

**San Rafael**  
Gary Phillips

**Sausalito**  
Tom Theodores

**Tiburon**  
Alice Fredericks

**County of Marin**  
Damon Connolly  
Katie Rice  
Kathrin Sears  
Steve Kinsey  
Judy Arnold

**Conference Room**  
**900 Fifth Avenue, Suite 100**  
**San Rafael, CA 94901**

1. Introductions and Welcome (2 minutes)
  2. Review and Approval of September 19, 2016 Meeting Minutes (Action) (5 minutes)
  3. TAM Staff Report (Information) (15 minutes)
  4. Review the Request of Using Bond Reserve for Local Streets and Roads Projects (Discussion) (30 minutes) – *No Staff Memo Provided*
- Dinner Break – 15 minutes***
5. Review of the First Quarter Financial Report (Information) (10 minutes)
  6. Formation of the FY2015-16 COC Annual Report Subcommittee and Adoption of the Development Schedule (Action) (10 minutes)
  7. Discussion of Next Meeting Date and Recommended Items for the Agenda (5 minutes)
  8. Open Time for Public Input (5 minutes)



Late agenda material can be inspected in TAM's office between the hours of 8:00 a.m. and 5:00 p.m.  
TAM is located at 900 Fifth Avenue, Suite 100, San Rafael.

The meeting facilities are accessible to persons with disabilities. Requests for special accommodations (assisted listening device, sign language interpreters, etc.) should be directed to Denise Merleno at 415-226-0820 or email: [dmerleno@tam.ca.gov](mailto:dmerleno@tam.ca.gov), **no later than 5 days** before the meeting date.





MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
CITIZENS' OVERSIGHT COMMITTEE

September 19, 2016

5:00 p.m.

TAM Conference Room  
900 Fifth Avenue, Suite 100  
San Rafael, CA 94901

**MEETING MINUTES**

Members Present: V-Anne Chernock, Northern Marin Planning Area  
Peter Pelham, Major Marin Employers  
Joy Dahlgren, Central Marin Planning Area  
Paul Roye, Ross Valley Planning Area  
Robert Burton, Southern Marin Planning Area  
Scott Tye, West Marin Planning Area  
Vince O'Brien, Bicyclists and Pedestrians Groups  
Kate Powers, Environmental Organizations  
Allan Bortel, Marin County Paratransit Coordinating Council

Alternates Present: Jayni Allsep, Southern Marin Planning Area  
Nancy Okada, Environmental Organizations  
Kay Noguchi, League of Women Voters

Staff Members Present: Dianne Steinhauser, Executive Director  
Li Zhang, Chief Financial Officer  
Derek McGill, Planning Manager  
Grace Zhuang, Accounting and Administration Specialist

Chairperson V-Anne Chernock called the Citizens' Oversight Committee meeting to order at 6:50 p.m.

**1. Introductions and Welcome**

No introductions were made.

Item #3 was taken out of order.

**3. TAM Staff Report (Information)**

Executive Director (ED) Steinhauser discussed various options for the relocation of Bettini Transit Center, and announced an upcoming public workshop on the subject. She noted that TAM is considering at its Board meeting this week the approval of funds for the environmental review, with Golden Gate Bridge Highway and Transportation District as the lead agency. She also indicated that the Board will be discussing the potential re-use of federal earmarked funds.

ED Steinhauser and other staff also responded to questions/comments from the Committee regarding the need for a scoping meeting, and she confirmed that San Rafael and Marin Transit will be involved in the process. Concerns have been expressed by Member Scott Tye regarding transit connections that will be needed near the SMART station and whether the EIR (environmental impact report) will address all the scenarios.

ED Steinhauser continued her report, discussing with the Committee first and last mile options for SMART riders. Member Peter Pelham discussed his employer, Bank of Marin's plan to provide a shuttle service and ED Steinhauser noted that SMART cancelled their shuttle program for financial reasons. ED Steinhauser also discussed types of bike share programs, potential shuttle options, pedestrian issues, a parking study, wayfinding for parking, new technologies that can assist the commuters, and the need for a good, safe infrastructure. She also discussed plans for an Innovations workshop as part of the Strategic Vision Program Outreach Effort in January/February, which she hopes COC members will attend.

## **2. Review and Approval of July 18, 2016 Meeting Minutes (Action)**

Member Robert Burton moved to approve the July 18<sup>th</sup> minutes. Member Vince O'Brien seconded the motion, which was approved unanimously.

## **4. Review the Request of Using Bond Reserve for Local Streets and Roads Projects (Discussion)**

ED Dianne Steinhauser gave a background summary on the subject, specifically noting that TAM has uncommitted sales tax funds which some are suggesting could be used for local streets and roads projects. She also discussed the origin of the monies – Measure A Sales Tax interest revenue, bond reserves for the cash flow needs of capital projects, and reserves from the agency's overall sales tax program (set aside for financially challenging years), and she indicated staff is currently researching the legal aspects, which will then be discussed with the TAM Board.

The Committee briefly debated which roads were better – in the County or in the cities, and which city was best. In response to a question from the Committee, ED Steinhauser commented on options of how the money would be disbursed among the jurisdictions, and she acknowledged that however much TAM allots, the need will be greater than what is available, and each agency will have to prioritize their potential projects.

The Committee discussed the need for coordination among various agencies (including utility companies) regarding work that is needed and how to minimize disruption to the community and reduce the number of times a road needs to be repaved. Concerns were also expressed that using the reserve funds for routine local streets and roads needs could jeopardize future capital projects that could provide more effective impacts.

There was also discussion about aging of the population and ensuring there is enough public transit options (and enough education on how to use them). ED Steinhauser agreed, noting that streets need to be maintained for bikes, transit and emergency vehicles, and suggested that reserves could be used for maintenance programs. Other issues raised included qualifying criteria for use of the funds, equity among the jurisdictions and project needs, and whether the size of the project should give a local jurisdiction higher priority. It was pointed out, however, that changing which type of projects can receive funds in a particular category would require a restructuring and amendment of the Measure A Transportation Sales Tax Expenditure Plan.

ED Steinhauser expressed her intention to bring this topic back to the Committee for further discussion, including information on the Expenditure Plan structure and requirements.

## **5. Strategic Vision Plan Outreach and Initial Vision development (Discussion)**

Planning Manager Derek McGill presented the staff report, beginning with a review of the information he shared with the COC, which was back in March of this year, when he discussed existing conditions of Marin's transportation, including congestion hotspots and highest transit-use sites. He gave an

overview of the background, purpose and goals for the plan, and outreach to the public and jurisdictions. Mr. McGill also discussed the \$1.4 billion in identified needs, the \$890 million road maintenance funding shortfall over a 23-year period, estimated by the Metropolitan Transportation Commission (MTC). Mr. McGill discussed the rapidly growing transportation needs of the County since the previous Vision Plan and the estimated shortfall of \$1.2 billion for transit capital, also estimated by MTC, and the decline in federal and state transportation funding. He noted that a survey has been launched on the website - [gettingaroundmarin.com](http://gettingaroundmarin.com), which was designed to reach more people for input into transportation issues and priorities. There were helpful ideas from the COC about ways of advertising the survey. He also discussed the next steps in the process, and he asked the Committee for their input on the projects and they would like to see funded over the next 23 years. Mr. McGill asked the members for feedback prior to September 29. He then discussed future projects that currently have no funding, including the Hwy 101-580 interchange.

Mr. McGill and ED Steinhauser responded to questions and comments from the Committee regarding how funds are distributed for PDA (Priority Development Area) and TOD (Transportation-Oriented Development) projects. Discussions took place on the reasons why TAM would consider funding public parklands and trails (including watershed improvements) and the amount of trash along the highways through Marin County. Mr. McGill asked the COC members to e-mail him their ideas and inputs.

#### **6. Discussion of Next Meeting Date and Recommended Items for the Agenda**

The next meeting was set for November 7, from 3:00pm to 8:00pm, with the second part of the workshop from 3:00pm to 6:30pm and COC meeting from 7:00pm to 8:00pm. Potential topics were discussed, such as the Major Roads, Safe Routes to School and TDM.

#### **7. Open Time for Public Input**

As no one wished to speak, the meeting was adjourned at 8:00 p.m.





**DATE:** November 7, 2016

**TO:** Transportation Authority of Marin Citizens' Oversight Committee

**FROM:** Li Zhang, Chief Financial Officer

**SUBJECT:** Review of the FY2016-17 First Quarter Financial Report and Proposed Budget Amendments (Information), Agenda Item No.5

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**RECOMMENDATION:**

Information Item Only. The COC reviews the FY2016-17 First Quarter Financial Report and proposed budget amendments.

**BACKGROUND:**

This report, along with all accompanying attachments, provides a summary of the financial activities for the period ending September 30, 2016 and covers TAM's revenue and expenditure activities from July 1, 2016 to September 30, 2016. Revenues and expenditures are presented on a cash basis for the period covered.

**DISCUSSION/ANALYSIS:**

Revenue Highlights:

As of September 30, 2016, the total Measure A Half-cent Transportation Sales Tax cash disbursements received from the Board of Equalization (BOE) for the three-month period from July to September 2016 was \$6.44 million, which is almost the same level as the total Measure A disbursements for the same period of last year. The upward trend of sales tax revenue has continued since FY2010-11 but started to level out now, with a 4.96% annual increase in FY2011-12, 11.07% increase in FY2012-13, 1.98% increase in FY2013-14, 4.90% in FY2014-15, 1.73% in FY2015-16.

As of September 30, 2016, TAM has also received a total of \$0.43 million in Measure B \$10 vehicle registration fee cash disbursements from the Department of Motor Vehicle (DMV) for the months of July and August, which is slightly higher than the revenue received for the same period of last year.

TAM received a total of \$505,166 in annual contributions from cities, towns, and the county for CMA planning, programming, and project delivery support services provided, out of the \$559,000 total expected. The \$559,000 fee includes the \$430,000 base fee and \$129,000 temporary increase to support a few critical planning efforts. TAM also received \$117,389 in interest revenue from all its investments in CalTRUST for the first quarter of FY2016-17.

Expenditure Highlights:

Total expenditure for the first quarter of the year is about \$2.34 million. Expenditures are on a cash basis and there are delays due to time needed by vendors to prepare and submit payment requests.

Budget Amendments:

The following two budget amendments are proposed for this quarterly report:

1. Under Measure A Sales Tax Programs/Projects, add budget Line “GGT Ferry Shuttle Service Contribution through MT”. Budget increase requested for this line item is \$85,000 proposed and funding will be from the Measure A Transportation Sales Tax interest revenue. This is to support the ferry feeder bus services that Golden Gate Transit provides. This budget amendment request is pending the approval of the allocation that will be reviewed by the Programming and Projects Executive Committee and referred to the TAM Board for approval at the October 27 Board meeting.
2. Under Professional Services, add budget line “Approaches to the Richmond-San Rafael Bridge Project”. Budget increase requested for this line item is \$950,000 and funding will be from the Measure A Transportation Sales Tax debt reserve. This is for the FY2016-17 portion of the \$1.16 million professional service contract approved by the TAM Board on July 28, which includes design, construction management and some construction for the work on the Sir Francis Drake portion of the work.
3. Increase the budget amount for “Sub-strategy 4.2 - Crossing Guards” by \$48,000, from \$1,126,000 to \$1,174,000. This budget amendment is to account for three additional guard locations added after the adoption of the FY2016-17 Annual Budget. These locations were requested by the applicable jurisdictions and approved by the TAM Board at its July 28 meeting. Funds will come from Strategy 4.2 carryover.

Investment with CalTRUST:

With separation from the County’s financial system, TAM also moved all its investment into various accounts under CalTRUST in May 2016. TAM currently has a total of \$42.46 million invested in various CalTRUST accounts, with \$2.81 million in General CMA fund, \$38.39 million in Measure A Transportation Sales Tax Fund, \$3.57 million in the Vehicle Registration Fee Fund, and \$1.33 million in the TFCA Fund. Attachment 6 of the staff report provides a detailed investment report for each of the funds invested with CalTRUST with the monthly interest earnings and unrealized gain/loss as of September 30, 2016.

**FISCAL CONSIDERATION:**

None

**NEXT STEPS:**

Second quarter financial report for FY2016-17 will be provided for review and acceptance in April.

**ATTACHMENTS:**

- Attachment 1 FY2016-17 Budget to Actual Comparison as of 9/30/16
- Attachment 2 Proposed FY2016-17 Budget Amendments as of 9/30/16
- Attachment 3 FY2016-17 Revenue and Expenditure Report as of 9/30/16– Measure A ½ Cent Sales Tax Detail
- Attachment 4 FY2015-16 and FY2016-17 Monthly Measure A Sales Tax Disbursement Comparison and Actual vs. Budget Comparison
- Attachment 5 FY2015-16 and FY2016-17 Monthly Measure B VRF Disbursement Comparison
- Attachment 6 CalTRUST Investment Monthly Interest Income Summary – 9/30/16
- Attachment 7 FY2016-17 Budget Revenue and Expenditure Overview
- Attachment 8 Transportation Acronyms

## Attachment 1: FY2016-17 Budget to Actual Comparison as of 9/30/16

Budget Line Items	Annual Budget	Actual 9/30/2015	\$ Difference	Actual as % of Budget
Measure A Sales Tax Revenue	25,770,000	6,444,141	19,325,859	25.01%
Measure B VRF Revenue	2,350,000	433,994	1,916,006	18.47%
Cities/Towns and County Contribution	559,000	527,121	31,879	94.30%
Interest Revenue	230,000	117,389	112,611	51.04%
MTC STP/CMAQ Planning Fund and OBAG Grants	1,314,740	-	1,314,740	0.00%
PDA Planning Funds	85,729	-	85,729	0.00%
MTC Regional Measure 2 Fund	2,755,516	-	2,755,516	0.00%
Transportation For Clean Air Funding	356,000	-	356,000	0.00%
State STIP PPM Fund	49,986	-	49,986	0.00%
STIP/RTIP Funds	1,262,306	-	1,262,306	0.00%
Federal Highway Bridge Program Fund	247,691	-	247,691	0.00%
Nonmotorized Transportation Pilot Program Fund	27,000	-	27,000	0.00%
MTC Climate Initiatives Program Grant/CMAQ	125,000	-	125,000	0.00%
CMFC NTPP/CMAQ Pass-through	4,500,000	-	4,500,000	0.00%
<b><i>Total Revenue Available</i></b>	<b>39,632,969</b>	<b>7,522,645</b>	<b>32,110,323</b>	<b>18.98%</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries & Benefits	2,203,266	402,571	1,800,695	18.27%
LGS Insurance and HR/Payroll Service Cost	205,000	-	205,000	0.00%
Office Lease	240,000	57,158	182,843	23.82%
Agencywide IT and Computer Equipment Upgrade	10,000	-	10,000	0.00%
Equipment Purchase/Lease	10,000	2,052	7,948	20.52%
Telephone/Internet/ Web Hosting Services	25,000	3,582	21,418	14.33%
Office Supplies	30,000	4,729	25,271	15.76%
Update/Improvement of TAM Website	30,000	-	30,000	0.00%
Classification Study	30,000	-	30,000	0.00%
Insurance	15,000	-	15,000	0.00%
Financial Audit	21,000	-	21,000	0.00%
Legal Services	100,000	-	100,000	0.00%
Document Reproduction	40,000	2,825	37,175	7.06%
Memberships	25,000	2,110	22,890	8.44%
Travel/Meetings/Conferences	25,000	1,330	23,670	5.32%
Carshare Membership	3,000	-	3,000	0.00%
Electric Bike Purchase/Lease	3,000	-	3,000	0.00%
Professional Development	5,000	30	4,970	0.60%
Human Resources/Board Support	70,000	5,301	64,699	7.57%
Information Technology/Web Support	40,000	4,995	35,005	12.49%
Annual Support & Upgrade of Financial System	15,000	495	14,505	3.30%
Misc. Expenses	13,500	516	12,984	3.83%
<b><i>Subtotal, Administration</i></b>	<b>3,158,766</b>	<b>487,695</b>	<b>2,671,071</b>	<b>15.44%</b>

<b>Budget Line Items</b>	<b>Annual Budget</b>	<b>Actual 9/30/2015</b>	<b>\$ Difference</b>	<b>Actual as % of Budget</b>
<b>Professional Services</b>				
CMP Update/Traffic Monitoring	60,000	-	60,000	0.00%
Traffic Model Maintenance & Update	200,000	2,184	197,816	1.09%
Trip Monitoring and Reporting	85,000	-	85,000	0.00%
Countywide Bike/Pedestrian Plan Update	19,000	880	18,120	4.63%
Project Management Oversight	210,000	-	210,000	0.00%
MSN Redwood Landfill Interchange Design/Construction	10,000	-	10,000	0.00%
MSN San Antonio Curve Correction Construction Support	250,000	15,617	234,383	6.25%
MSN San Antonio Bridge Replacement Design	200,000	-	200,000	0.00%
MSN Orange Ave Soundwall Mitigation Design/Construction	35,000	4,869	30,131	13.91%
HOV Gap Closure Irwin Creek Mitigation Design	60,000	103	59,897	0.17%
HOV Gap Closure Mitigation Irwin Creek Construction Management/Construction	274,231	-	274,231	0.00%
State Legislative Assistance	35,000	5,833	29,167	16.67%
Financial Advisor Services	15,000	750	14,250	5.00%
North/South Greenway Gap Closure PA&ED / PS&E	1,250,000	16,273	1,233,727	1.30%
TAM Junction CM & Construction	420,000	-	420,000	0.00%
Public Outreach Service	10,000	-	10,000	0.00%
Street Smart Program Implementation	27,000	-	27,000	0.00%
Carshare Pilot Program Implementation	140,000	-	140,000	0.00%
Highway 101 Ramp Metering Special Study	50,000	-	50,000	0.00%
Countywide Transportation Strategic Plan Consulting Pool	110,000	10,046	99,954	9.13%
	65,000	-	65,000	0.00%
<b>Subtotal, Professional Services</b>	<b>3,525,231</b>	<b>56,555</b>	<b>3,468,676</b>	<b>1.60%</b>
<b>Measure A Sales Tax Programs/Projects</b>				
Measure A Compliance Audit	20,000	-	20,000	0.00%
Bike/Ped Path Maintenance	137,000	-	137,000	0.00%
Central Marin Feery Connector - SMART Insurance Policy	25,000	-	25,000	0.00%
<u>Strategy 1 - Transit</u>	<u>16,922,019</u>	<u>-</u>	<u>16,922,019</u>	<u>0.00%</u>
<i>Substrategy 1.1 - Local Bus Transit Service</i>	<i>10,000,000</i>	<i>-</i>	<i>10,000,000</i>	<i>0.00%</i>
<i>Substrategy 1.2 - Rural Bus Transit System</i>	<i>1,100,000</i>	<i>-</i>	<i>1,100,000</i>	<i>0.00%</i>
<i>Substrategy 1.3 - Special Needs Transit Services</i>	<i>2,572,019</i>	<i>-</i>	<i>2,572,019</i>	<i>0.00%</i>
<i>Substrategy 1.4 - Bus Transit Facilities</i>	<i>3,250,000</i>	<i>-</i>	<i>3,250,000</i>	<i>0.00%</i>
Strategy 2 - Hwy 101 Gap Closure	250,000	-	250,000	0.00%
<i>TE/TLC/STP Swap Project</i>	<i>250,000</i>	<i>-</i>	<i>250,000</i>	<i>0.00%</i>
<u>Strategy 3 - Local Transportation Infrastructure</u>	<u>7,954,400</u>	<u>-</u>	<u>7,954,400</u>	<u>0.00%</u>
<i>Substrategy 3.1 - Major Roads</i>	<i>4,820,000</i>	<i>-</i>	<i>4,820,000</i>	<i>0.00%</i>
<i>Substrategy 3.2 - Local Roads</i>	<i>3,134,400</i>	<i>-</i>	<i>3,134,400</i>	<i>0.00%</i>
<u>Strategy 4 - Safer Access to Schools</u>	<u>3,111,000</u>	<u>8,508</u>	<u>3,102,492</u>	<u>0.27%</u>
<i>Substrategy 4.1 - Safe Routes to Schools</i>	<i>885,000</i>	<i>-</i>	<i>885,000</i>	<i>0.00%</i>

<b>Budget Line Items</b>	<b>Annual Budget</b>	<b>Actual 9/30/2015</b>	<b>\$ Difference</b>	<b>Actual as % of Budget</b>
<i>Substrategy 4.2 - Crossing Guards</i>	1,126,000	8,508	1,117,492	0.76%
<i>Substrategy 4.3 - Safe Pathways to School</i>				
<i>Safe Pathways Plan Development</i>	100,000	-	100,000	0.00%
<i>Safe Pathway Capital Projects</i>	1,000,000	-	1,000,000	0.00%
<b><i>Subtotal, Measure A Programs</i></b>	<b>28,419,419</b>	<b>8,508</b>	<b>28,410,911</b>	<b>0.03%</b>
<b>Measure B VRF Programs</b>				
<u><i>Element 1 - Maintain Local Streets &amp; Pathways</i></u>	<u>2,617,897</u>	-	<u>2,617,897</u>	0.00%
<i>Element 1.1 - Local Streets</i>	2,507,049	-	2,507,049	0.00%
<i>Element 1.2 - Bike/Ped Pathways Maintenance</i>	110,848	-	110,848	0.00%
<u><i>Element 2 - Seniors &amp; Disabled Mobility</i></u>	<u>937,386</u>	-	<u>937,386</u>	0.00%
<i>Element 2.1 - Mobility Management Programs</i>	137,578	-	137,578	0.00%
<i>Element 2.2 - Paratransit &amp; Low Income     Scholarships</i>	243,000	-	243,000	0.00%
<i>Element 2.3 - Paratransit Plus</i>	300,000	-	300,000	0.00%
<i>Element 2.4 - Volunteer Drive &amp; Gap Grant</i>	256,808	-	256,808	0.00%
<u><i>Element 3 - Reduce Congestion &amp; Pollution</i></u>	<u>644,000</u>	23,050	<u>620,950</u>	3.58%
<i>Element 3.1 - Safe Routes to School</i>	274,000	-	274,000	0.00%
<i>Element 3.2 - Trans. Demand Management</i>	130,000	12,976	117,024	9.98%
<i>Element 3.3 - Discretionary Fuel (EV) Programs</i>	240,000	10,074	229,926	4.20%
<b><i>Subtotal, Measure B Programs</i></b>	<b>4,199,283</b>	<b>23,050</b>	<b>4,176,233</b>	<b>0.55%</b>
<b>Interagency Agreements</b>				
CMFC - County Agreement RM2	250,000	-	250,000	0.00%
CMFC - County Construction Agreement NTPP/CMAQ	4,500,000	-	4,500,000	0.00%
CMFC - County Parks Mitigation and Monitoring Agreement	400,000	-	400,000	0.00%
Highway 101 Ramp Metering Local Support	50,000	-	50,000	5.65%
San Rafael Transit Needs and Relocation Study Funding Agreement	5,000	-	5,000	42.20%
San Rafael Downtown Parking and Wayfinding Study	30,000	-	5,000	0.00%
North-South Greenway (Southern Segment) County Project Management	750,000	-	750,000	0.00%
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement	490,000	1,256	488,744	0.26%
<b><i>Subtotal, Interagency Agreements</i></b>	<b>6,475,000</b>	<b>1,256</b>	<b>6,448,744</b>	<b>0.02%</b>
<b>Other Project/Program Expenditures</b>				
TFCA - TDM Projects/Vanpool Incentive	16,000	3,985	12,015	24.91%
TFCA - Reimbursement of Various Capital Projects	414,000	-	414,000	0.00%
<b><i>Subtotal, Other Capital Expenditures</i></b>	<b>430,000</b>	<b>3,985</b>	<b>426,015</b>	<b>0.93%</b>
<b><i>Total Expenditures</i></b>	<b>46,207,700</b>	<b>581,049</b>	<b>45,601,650</b>	<b>1.26%</b>

### Attachment 2: Summary of FY2016-17 Budget Amendments as of 9/30/16

Budget Line Items	Annual Budget	Proposed Amendments	Revised Budget
Measure A Sales Tax Revenue	25,770,000	-	25,770,000
Measure B VRF Revenue	2,350,000	-	2,350,000
Cities/Towns and County Contribution	559,000	-	559,000
Interest Revenue	230,000	-	230,000
MTC STP/CMAQ Planning Fund and OBAG Grants	1,314,740	-	1,314,740
PDA Planning Funds	85,729	-	85,729
MTC Regional Measure 2 Fund	2,755,516	-	2,755,516
Transportation For Clean Air Funding	356,000	-	356,000
State STIP PPM Fund	49,986	-	49,986
STIP/RTIP Funds	1,262,306	-	1,262,306
Federal Highway Bridge Program Fund	247,691	-	247,691
Nonmotorized Transportation Pilot Program Fund	27,000	-	27,000
MTC Climate Initiatives Program Grant/CMAQ	125,000	-	125,000
CMFC NTPP/CMAQ Pass-through	4,500,000	-	4,500,000
<b><i>Total Revenue Available</i></b>	<b>39,632,969</b>	<b>-</b>	<b>39,632,968</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Salaries & Benefits	2,203,266	-	2,203,266
LGS Insurance and HR/Payroll Service Cost	205,000	-	205,000
Office Lease	240,000	-	240,000
Agencywide IT and Computer Equipment Upgrade	10,000	-	10,000
Equipment Purchase/Lease	10,000	-	10,000
Telephone/Internet/ Web Hosting Services	25,000	-	25,000
Office Supplies	30,000	-	30,000
Update/Improvement of TAM Website	30,000	-	30,000
Classification Study	30,000	-	30,000
Insurance	15,000	-	15,000
Financial Audit	21,000	-	21,000
Legal Services	100,000	-	100,000
Document Reproduction	40,000	-	40,000
Memberships	25,000	-	25,000
Travel/Meetings/Conferences	25,000	-	25,000
Carshare Membership	3,000	-	3,000
Electric Bike Purchase/Lease	3,000	-	3,000
Professional Development	5,000	-	5,000
Human Resources/Board Support	70,000	-	70,000
Information Technology/Web Support	40,000	-	40,000
Annual Support & Upgrade of Financial System	15,000	-	15,000
Misc. Expenses	13,500	-	13,500
<b><i>Subtotal, Administration</i></b>	<b>3,158,766</b>	<b>-</b>	<b>3,158,766</b>

Budget Line Items	Annual Budget	Proposed Amendments	Revised Budget
<b>Professional Services</b>			
Approaches to the Richmond-San Rafael Bridge Project	-	950,000	950,000
CMP Update/Traffic Monitoring	60,000	-	60,000
Traffic Model Maintenance & Update	200,000	-	200,000
Trip Monitoring and Reporting	85,000	-	85,000
Countywide Bike/Pedestrian Plan Update	19,000	-	19,000
Project Management Oversight	210,000	-	210,000
MSN Redwood Landfill Interchange Design/Construction	10,000	-	10,000
MSN San Antonio Curve Correction Construction Support	250,000	-	250,000
MSN San Antonio Bridge Replacement Design	200,000	-	200,000
MSN Orange Ave Soundwall Mitigation Design/Construction	35,000	-	35,000
HOV Gap Closure Irwin Creek Mitigation Design	60,000	-	60,000
HOV Gap Closure Mitigation Irwin Creek Construction Management/Construction	274,231	-	274,231
State Legislative Assistance	35,000	-	35,000
Financial Advisor Services	15,000	-	15,000
North/South Greenway Gap Closure PA&ED / PS&E	1,250,000	-	1,250,000
TAM Junction CM & Construction	420,000	-	420,000
Public Outreach Service	10,000	-	10,000
Street Smart Program Implementation	27,000	-	27,000
Carshare Pilot Program Implementation	140,000	-	140,000
Highway 101 Ramp Metering Special Study	50,000	-	50,000
Countywide Transportation Strategic Plan Consulting Pool	110,000	-	110,000
65,000	-	65,000	
<b>Subtotal, Professional Services</b>	<b>3,525,231</b>	<b>-</b>	<b>4,475,231</b>
<b>Measure A Sales Tax Programs/Projects</b>			
Measure A Compliance Audit	20,000	-	20,000
Bike/Ped Path Maintenance	137,000	-	137,000
GGT Ferry Shuttle Service Contribution through MT	-	85,000	85,000
Central Marin Feery Connector - SMART Insurance Policy	25,000	-	25,000
Strategy 1 - Transit	16,922,019	-	16,922,019
<i>Substrategy 1.1 - Local Bus Transit Service</i>	<i>10,000,000</i>	<i>-</i>	<i>10,000,000</i>
<i>Substrategy 1.2 - Rural Bus Transit System</i>	<i>1,100,000</i>	<i>-</i>	<i>1,100,000</i>
<i>Substrategy 1.3 - Special Needs Transit Services</i>	<i>2,572,019</i>	<i>-</i>	<i>2,572,019</i>
<i>Substrategy 1.4 - Bus Transit Facilities</i>	<i>3,250,000</i>	<i>-</i>	<i>3,250,000</i>
Strategy 2 - Hwy 101 Gap Closure	250,000	-	250,000
TE/TLC/STP Swap Project	250,000	-	250,000
<u>Strategy 3 - Local Transportation Infrastructure</u>	<u>7,954,400</u>	<u>-</u>	<u>7,954,400</u>
<i>Substrategy 3.1 - Major Roads</i>	<i>4,820,000</i>	<i>-</i>	<i>4,820,000</i>

<b>Budget Line Items</b>	<b>Annual Budget</b>	<b>Proposed Amendments</b>	<b>Revised Budget</b>
<i>Substrategy 3.2 - Local Roads</i>	3,134,400	-	3,134,400
<b>Strategy 4 - Safer Access to Schools.</b>	<u>3,111,000</u>	48,000	<u>3,159,000</u>
<i>Substrategy 4.1 - Safe Routes to Schools</i>	885,000	-	885,000
<b>Substrategy 4.2 - Crossing Guards</b>	<b>1,126,000</b>	<b>48,000</b>	<b>1,174,000</b>
<i>Substrategy 4.3 - Safe Pathways to School</i>			
<i>Safe Pathways Plan Development</i>	100,000	-	100,000
<i>Safe Pathway Capital Projects</i>	1,000,000	-	1,000,000
<b>Subtotal, Measure A Programs</b>	<b>28,419,419</b>	<b>48,000</b>	<b>28,552,419</b>
<b>Measure B VRF Programs</b>			
<i>Element 1 - Maintain Local Streets &amp; Pathways</i>	<u>2,617,897</u>	-	<u>2,617,897</u>
<i>Element 1.1 - Local Streets</i>	2,507,049	-	2,507,049
<i>Element 1.2 - Bike/Ped Pathways Maintenance</i>	110,848	-	110,848
<i>Element 2 - Seniors &amp; Disabled Mobility</i>	<u>937,386</u>	-	<u>937,386</u>
<i>Element 2.1 - Mobility Management Programs</i>	137,578	-	137,578
<i>Element 2.2 - Paratransit &amp; Low Income Scholarships</i>	243,000	-	243,000
<i>Element 2.3 - Paratransit Plus</i>	300,000	-	300,000
<i>Element 2.4 - Volunteer Drive &amp; Gap Grant</i>	256,808	-	256,808
<i>Element 3 - Reduce Congestion &amp; Pollution</i>	<u>644,000</u>	-	<u>644,000</u>
<i>Element 3.1 - Safe Routes to School</i>	274,000	-	274,000
<i>Element 3.2 - Trans. Demand Management</i>	130,000	-	130,000
<i>Element 3.3 - Discretionary Fuel (EV) Programs</i>	240,000	-	240,000
<b>Subtotal, Measure B Programs</b>	<b>4,199,283</b>	-	<b>4,199,283</b>
<b>Interagency Agreements</b>			
CMFC - County Agreement RM2	250,000	-	250,000
CMFC - County Construction Agreement NTPP/CMAQ	4,500,000	-	4,500,000
CMFC - County Parks Mitigation and Monitoring Agreement	400,000	-	400,000
Highway 101 Ramp Metering Local Support	50,000	-	50,000
San Rafael Transit Needs and Relocation Study Funding Agreement	5,000	-	5,000
San Rafael Downtown Parking and Wayfinding Study	30,000	-	30,000
North-South Greenway (Southern Segment)- County Project Management	750,000	-	750,000
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement	490,000	-	490,000
<b>Subtotal, Interagency Agreements</b>	<b>6,475,000</b>	-	<b>6,475,000</b>
<b>Other Project/Program Expenditures</b>			
TFCA - TDM Projects/Vanpool Incentive	16,000	-	16,000
TFCA - Reimbursement of Various Capital Projects	414,000	-	414,000
<b>Subtotal, Other Capital Expenditures</b>	<b>430,000</b>	-	<b>430,000</b>
<b>Total Expenditures</b>	<b>46,207,700</b>	<b>48,000</b>	<b>47,290,700</b>

## Attachment 3: FY2016-17 Revenue and Expenditure Report as of 9/30/16 – Measure A 1/2 Cent Sales Tax Detail

Budget Line	Interest	5% Reserve	1% Admin	4% Program	Stragegy PM	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	CG Reimb	Total
<b>REVENUE</b>																	
FY2016 Accrual Balance *	###	5,382,896	77,256	988,980	-	6,418,203	1,058,190	405,633	4,303,215	(731,013)	13,748,379	3,309,565	1,064,669	995,358	1,534,997	-	41,582,755
FY2017 Revenue	-	-	23,591	94,366	39,583	812,534	65,881	197,643	131,762	195,833	282,566	292,983	66,719	84,915	70,763	-	2,359,141
<b>EXPENSES</b>																	
Agencywide IT and Computer Upgrade																	-
Annual Support & Upgrade of Financial System				495													495
Bike/Ped Path Maintenance																	-
Carshare Membership																	-
Central Marin Ferry Connector - SMART Insurance Policy																	-
Classification Study																	-
Consulting Pool																	-
Countywide Transportation Strategic Plan				10,046													10,046
Document Reproduction																	-
Electric Bike Purchase/Lease																	-
Equipment Lease/Purchase				2,052													2,052
Financial Advisor Services				750													750
Financial Audit																	-
HR/Board Support				5,301													5,301
Insurance																	-
IT Support				4,995													4,995
Legal Services																	-
LGS Insurance and HR/Payroll Service Cost																	-
Measure A Compliance Audits																	-
Memberships				110													110
Misc Expense																	-
Office Lease				57,158													57,158
Office Supplies				4,729													4,729
Professional Development				30													30
Program Management Oversight																	-
Public Outreach Service																	-
Salaries & Benefits			32,018	87,071	26,334												145,423
Strategy 1 - Transit																	-
Strategy 2 - Gap Closure																	-
Strategy 3 - Streets & Roads																	-
Strategy 4- Safe Routes														8,508			8,508
Telephone/Internet/Web Hosting Services				3,582													3,582
Travel/Meetings/Conferences				994													994
Update/Improvement of TAM Website																	-
<b>Total Expenses</b>	-	-	32,018	177,313	26,334	-	-	-	-	-	-	-	-	8,508	-	-	244,173
<b>BALANCE</b>	3,026,428	5,382,896	68,829	906,033	13,249	7,230,737	1,124,071	603,277	4,434,977	(535,180)	14,030,945	3,602,547	1,131,388	1,071,765	1,605,760	-	43,697,723

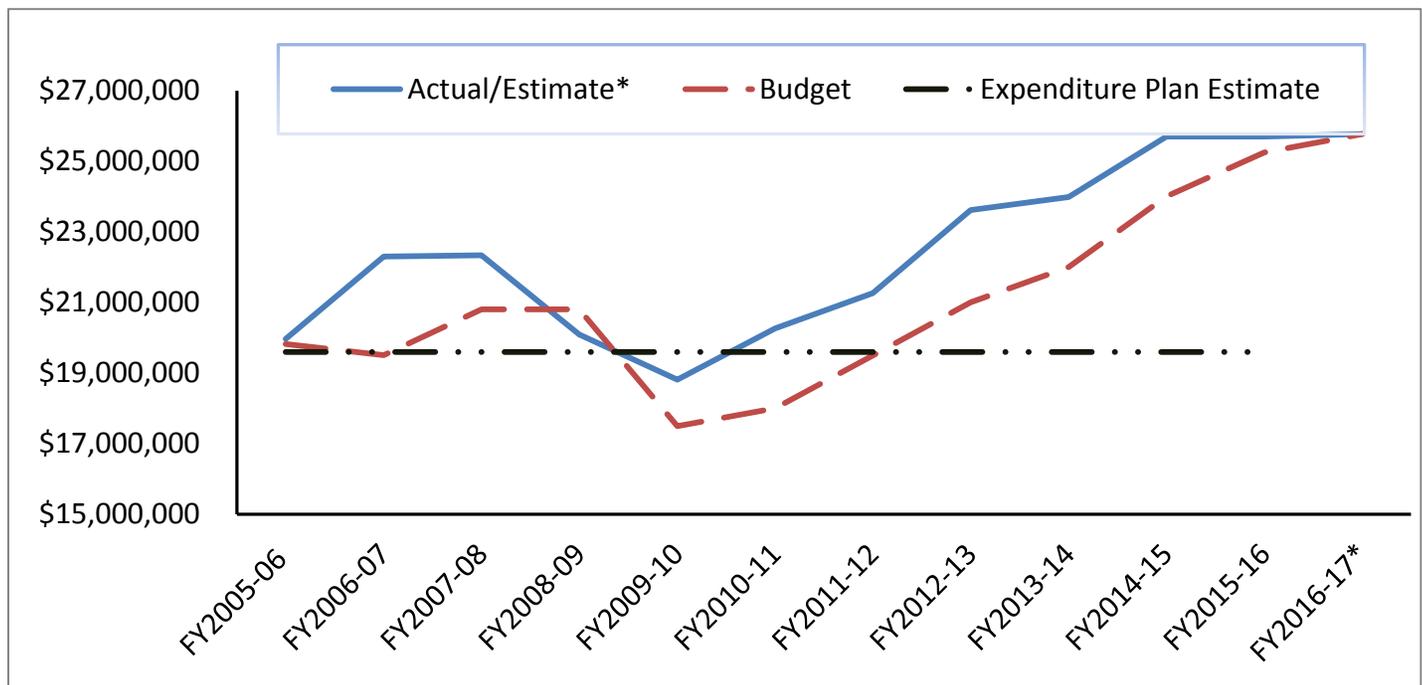
\* TAM is still in the process of closing out FY2015-16 and minor adjustments to the FY2016 Accrual Balance may be necessary later due to overdue reimbursement request and other changes.

**Attachment 4.1: Monthly Measure A 1/2 Sales Tax Disbursement Comparison**  
*(Cash Disbursement from July to June)*

		FY2016	FY2017	\$ Difference	% Difference
<b>Actuals</b>	<b>July</b>	1,748,900	1,750,700	1,800	0.10%
	<b>August</b>	2,331,800	2,334,300	2,500	0.11%
	<b>September</b>	2,365,949	2,359,141	(6,808)	-0.29%
<b>Actual / Estimates*</b>	<b>October</b>	1,787,000		(1,787,000)	-100.00%
	<b>November</b>	2,382,600		(2,382,600)	-100.00%
	<b>December</b>	2,417,020		(2,417,020)	-100.00%
	<b>January</b>	1,913,400		(1,913,400)	-100.00%
	<b>February</b>	2,551,200		(2,551,200)	-100.00%
	<b>March</b>	2,146,480		(2,146,480)	-100.00%
	<b>April</b>	1,550,600		(1,550,600)	-100.00%
	<b>May</b>	2,067,400		(2,067,400)	-100.00%
	<b>June</b>	2,436,287		(2,436,287)	-100.00%
	<b>July-September</b>	<u>6,446,649</u>	<u>6,444,141</u>	<u>(2,508)</u>	<u>-0.04%</u>
	<b>Annual Disbursement</b>	<u>25,698,637</u>	<u>6,444,141</u>	<u>(19,254,496)</u>	<u>-74.92%</u>
	<b>FY2017 Annual Budget</b>		<u>25,770,000</u>		

**\* Estimated to be the same revenue level as the same period of last year.**

**Attachment 4.2 Measure A 1/2 Sales Tax Actual Vs. Budget Comparison**



**Attachment 5: FY2016 and FY2017 Monthly Measure B VRF Disbursement Comparison**  
*(Cash Disbursement from July to June)*

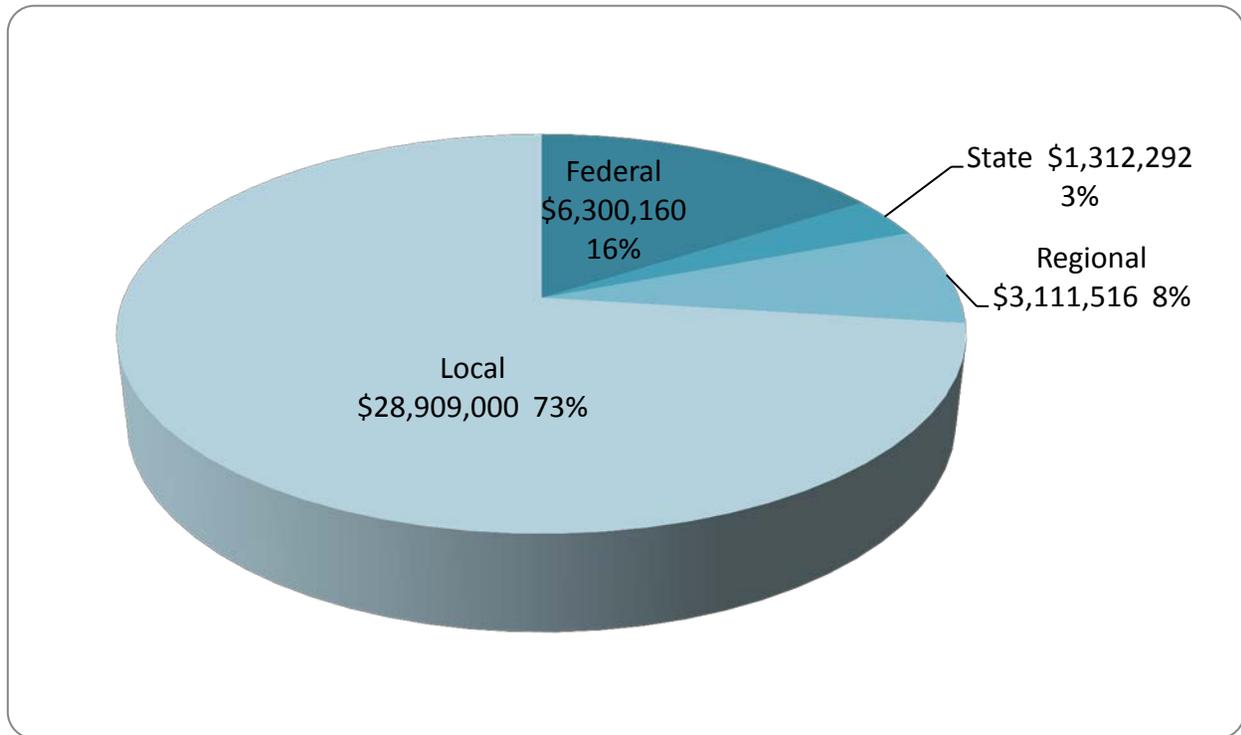
		<b>FY2016</b>	<b>FY2017</b>	<b>\$ Difference</b>	<b>% Difference</b>
<b>Actual</b>	<b>July</b>	190,806	218,249	27,443	14.38%
	<b>August</b>	203,634	215,745	12,111	5.95%
<b>Actual / Estimates</b>	<b>September</b>	212,095	-	(212,095)	-100.00%
	<b>October</b>	196,616	-	(196,616)	-100.00%
	<b>November</b>	199,596	-	(199,596)	-100.00%
	<b>December</b>	189,291	-	(189,291)	-100.00%
	<b>January</b>	179,405	-	(179,405)	-100.00%
	<b>February</b>	190,845	-	(190,845)	-100.00%
	<b>March</b>	179,863	-	(179,863)	-100.00%
	<b>April</b>	187,782	-	(187,782)	-100.00%
	<b>May</b>	201,954	-	(201,954)	-100.00%
	<b>June</b>	205,052	-	(205,052)	-100.00%
	<b>July-August</b>	<u><b>394,440</b></u>	<u><b>433,994</b></u>	<u><b>39,554</b></u>	<u><b>10.03%</b></u>
	<b>Annual Disbursement</b>	<u><u><b>2,336,937</b></u></u>			
	<b>FY2017 Annual Budget</b>		<u><u><b>2,350,000</b></u></u>		

**Attachment 6: CalTRUST Investment Monthly Interest Income by Account  
(July - September 2016)**

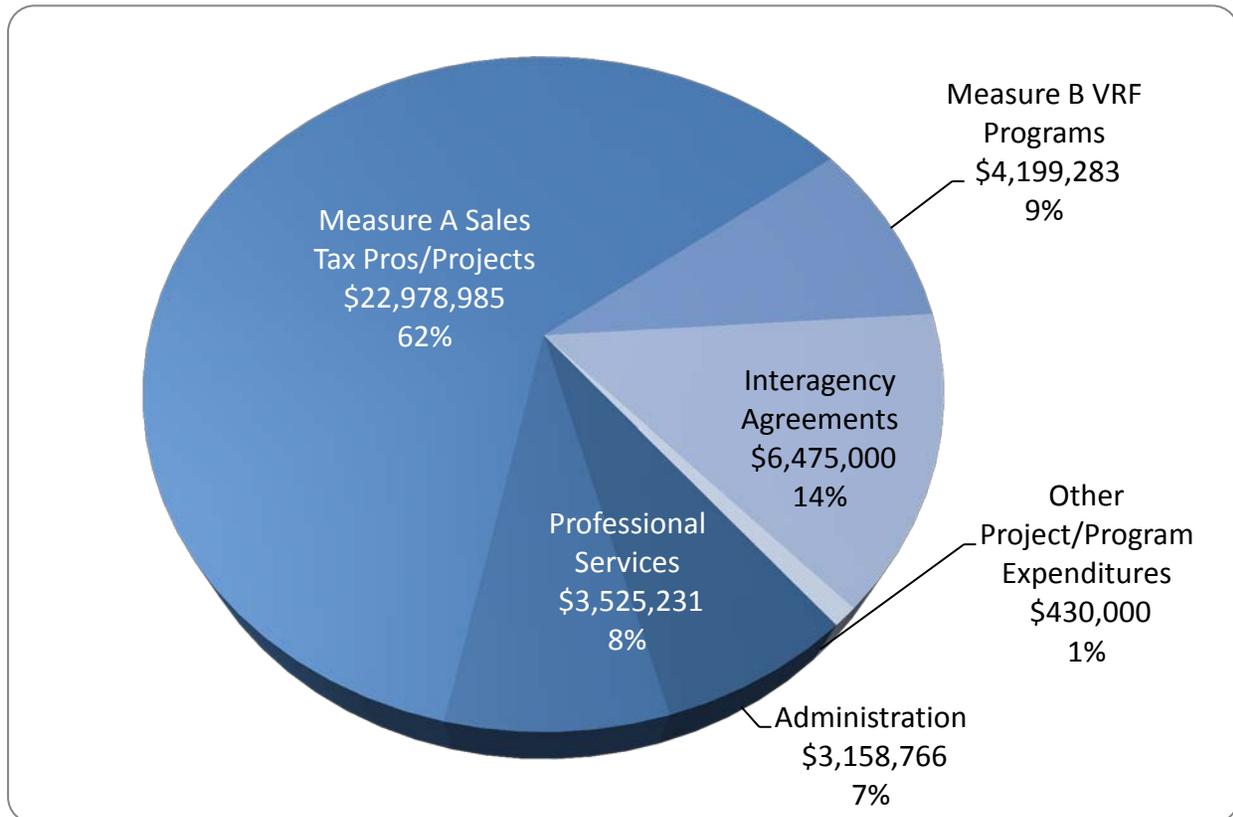
	General CMA		Mea. A Sales Tax	Mea. B VRF		TFCA		Total
	Short Term	Medium Term	Medium Term	Short Term	Medium Term	Short Term	Medium Term	CalTRUST
<b>Principal Investment</b>	\$ 808,530	\$ 2,000,000	\$ 38,393,102	\$ 500,000	\$ 3,072,287	\$ 500,000	\$ 831,950	\$46,105,869
<b>Prior Reinvested Interest Revenue</b>	\$ 629	\$ 2,142	\$ 528,331	\$ 6,572	\$ 24,474	\$ 6,572	\$ 891	\$ 569,612
<b>FY2017 Monthly Interest Income</b>								
<b>July-16</b>	\$ 504	\$ 1,709	\$ 33,246	\$ 316	\$ 2,645	\$ 316	\$ 711	\$ 39,448
<b>August-16</b>	\$ 523	\$ 1,703	\$ 33,127	\$ 327	\$ 2,635	\$ 327	\$ 708	\$ 39,350
<b>September-16</b>	\$ 532	\$ 1,668	\$ 32,449	\$ 333	\$ 2,581	\$ 333	\$ 694	\$ 38,591
<b>Total as of September 2016</b>	\$ 1,560	\$ 5,081	\$ 98,822	\$ 976	\$ 7,861	\$ 976	\$ 2,113	\$ 117,389
<b>Unrealized Gain/(Loss) - 9/30/2016</b>	\$ 807	\$ 5,951	\$ 138,610	\$ 503	\$ 10,201	\$ 503	\$ 2,475	\$ 159,051
<b>Market Value - 9/30/2016</b>	\$ 811,525	\$ 2,013,174	\$ 39,158,866	\$ 508,052	\$ 3,114,823	\$ 508,052	\$ 837,430	\$ 46,951,921

*Note: \$25 million of TAM's fund balance was invested in CalTRUST as of 10/1/2013, and additional \$21.1 million was moved from the Marin County Investment Pool i  
Now TAM has all its investments in CalTRUST in various funds.*

**Attachment 7.1: FY2016-17 Budget Revenue Overview by Funding Source**



**Attachment 7.2: FY2016-17 Budget Expenditure Overview by Category**



*Note: Administration category includes all TAM's staff costs at \$2.22 million. Please note that the majority of the staff costs are for direct project and program management.*

## Attachment 8 - Transportation Acronyms

Acronym	Full Term
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BAAQMD	Bay Area Air Quality Management District
BART	Bay Area Rapid Transit
BCDC	Bay Conservation and Development Commission
BPAC	Bicycle / Pedestrian Advisory Committee
BRT	Bus Rapid Transit
BTA	Bicycle Transportation Account
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CIP	Capital Investment Program
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality
CMFC	Central Marin Ferry Connection
CMP	Congestion Management Program
CO-OP	Cooperative Agreement
CTC	California Transportation Commission
DPW	Department of Public Works
EIR	Environmental Impact Report
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GGT	Golden Gate Transit
GGBHTD	Golden Gate Bridge Highway and Transportation District
HOT Lane	High Occupancy Toll Lane
HOV Lane	High Occupancy Vehicle Lane
ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
JARC	Job Access and Reverse Commute
LATIP	Local Area Transportation Improvement Program
LOS	Level of Service
MCBC	Marin County Bicycle Coalition
MPO	Metropolitan Planning Organization
MPWA	Marin Public Works Association
MT	Marin Transit
MTC	Metropolitan Transportation Commission

## Attachment 8 - Transportation Acronyms

Acronym	Full Term
MTS	Metropolitan Transportation System
Neg Dec	Negative Declaration
NEPA	National Environmental Policy Act
NOP	Notice of Preparation
NTPP	Non-motorized Transportation Pilot Program
OBAG	One Bay Area Grant
PAED	Project Approval and Environmental Document
PCI	Pavement Condition Index
PS&E	Plans, Specifications and Engineers Estimate
PSR	Project Study Report
RHNA	Regional Housing Needs Allocation
RM2	Regional Measure 2 (Bridge Toll)
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
SCS	Sustainable Communities Strategy
SLPP	State-Local Partnership Program
SMART	Sonoma Marin Area Rail Transit
SR	State Route
SR2S/SRTS	Safe Routes to Schools
STA	State Transit Assistance
STIP	State Transportation Improvement Program
STP	Federal Surface Transportation Program
TCM	Transportation Control Measures
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TFCA	Transportation Fund for Clean Air
TIP	Federal Transportation Improvement Program
TLC	Transportation for Livable Communities
TMP	Traffic Management Plan
TMS	Transportation Management System
TOD	Transit-Oriented Development
TOS	Transportation Operations Systems
VRF	Vehicle Registration Fee



**DATE:** November 7, 2016

**TO:** Transportation Authority of Marin Citizens' Oversight Committee

**FROM:** Li Zhang, Chief Financial Officer

**SUBJECT:** Formation of the COC FY2015-16 Annual Report Subcommittee and Adoption of the Development Schedule (Action), Agenda Item No. 6

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**RECOMMENDATION:**

Staff recommends the Citizens' Oversight Committee form a subcommittee to guide staff with the development of the COC FY2015-16 Annual Report and also adopt the report development schedule.

**BACKGROUND:**

The Annual Report of the COC remains one of the key mechanisms utilized for capturing the Measure A Sales Tax and the Measure B \$10 Vehicle Registration Fee activities. Working closely with staff, the COC Annual Report Subcommittee successfully shaped the design and production of the last nine annual reports. Staff suggests that the Committee continues this successful practice in forming a COC Annual Report Subcommittee to guide and examine the development of the FY2015-16 annual report.

**DISCUSSION/ANALYSIS:**

**Development Schedule**

Staff would also like to propose the following schedule for the development of the COC FY2015-16 Annual Report:

Nov 7, 2016: Formation of the FY2015-16 COC Annual Report Subcommittee  
 Nov 20 - Dec 30, 2016: Subcommittee reviews the design and content of the draft report  
 Jan 16&26, 2017: COC/TAM Board review & approval of the draft FY2015-16 COC Annual Report  
 Jan 27 – Feb 15, 2017: Print and distribution of the final FY2015-16 COC Annual Report