



**DATE:** May 14, 2018

**TO:** Transportation Authority of Marin Board of Commissioners

**FROM:** Dianne Steinhauser, Executive Director  
Li Zhang, Chief Financial Officer

**SUBJECT:** Review and Release the Draft TAM FY2018-19 Annual Budget for Public Comment (Action) - Agenda Item No. 8

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**RECOMMENDATION:**

The TAM Board reviews the Draft TAM FY2018-19 Annual Budget and moves to release it for a 30-day public comment period.

**BACKGROUND:**

Pursuant to Article VI, Section 106.1 of the TAM Administrative Code, no later than its June meeting of each year, the TAM Board shall adopt the annual budget for the following fiscal year. A minimum thirty-day public comment period and a public hearing are also required as part of the budget approval process. The TAM Board adopted the recommended FY2018-19 revenue levels for both Measure A, the Half-cent Transportation Sales Tax, and, Measure B, the \$10 Vehicle Registration Fee, and the budget development schedule at its March 22, 2018 meeting. The TAM Board will conduct a budget hearing and adopt the final budget at its June 28, 2018 meeting.

The Citizens' Oversight Committee (COC) will review and provide comments to the draft FY2018-19 Annual Budget at its May 21, 2018 meeting. Prior to the final adoption of the Budget, the draft annual budget will also be presented to the Marin Managers Association for review and comment at its May 2018 meeting.

**DISCUSSION/ANALYSIS:**

TAM's annual budget provides reasonable estimates for revenues and expenditures expected for the upcoming fiscal year. The following five attachments, which are key components of TAM's annual budget, are presented as part of this report to give the Board and the public in Marin a complete picture of the TAM's FY2018-19 work plans and related spending.

- Attachment 1: Draft TAM FY2018-19 Annual Budget, illustrates all revenue and expenditure items included in the budget, both in total and by function.

- Attachment 2: Assumptions for FY2018-19 Budget Development, illustrates assumptions used for the specific line items/categories included in the budget.
- Attachment 3: FY2018-19 City/Town/County CMA Fee Schedule, illustrates the percentage share of each city/town/county's contribution to the CMA fee TAM receives from the local jurisdictions. The same share formula is also used for Measure A local infrastructure fund distribution.
- Attachment 4: Calculation of FY2018-19 Appropriations Limit, illustrates TAM's annual appropriation limit (Gann Limit) calculation for FY2018-19, which set the cap for the Measure A Half-cent Transportation Sales Tax expenditure level for the upcoming fiscal year.
- Attachment 5: Draft FY2018-19 Work Plans by Functional Area provides detailed overview of major work tasks that will be taken on by TAM in the upcoming fiscal year.

### **Major Agency Operational Changes Happened in FY2017-18**

With the support and approval of the Board, TAM became the employer of record and entered into retirement benefit contract with CalPERS. As of January 1, 2018, all employees who were hired by Local Government Services (LGS) and Regional Government Services (RGS) for TAM were hired directly by TAM. Services credits of those who were under the LGS CalPERS contract, including current TAM employees, employees who left or retired from LGS while working for TAM, were transferred from the LGS CalPERS contract to TAM's CalPERS contract. Employees who were hired by RGS for TAM with no CalPERS retirement benefit are now under the TAM CalPERS contract as PEPPRA (Employee's Pension Reform Act) members.

The TAM Board also approved the selection of the CalPERS Health Program as the provider of the agency's health benefit. The health benefit contract will be effective as of July 1, 2018. This means that all the Human Resource (HR), recruitment, payroll, and medical/dental/vision and other ancillary benefits and operational functions that were provided by LGS/RGS are being managed directly by TAM now.

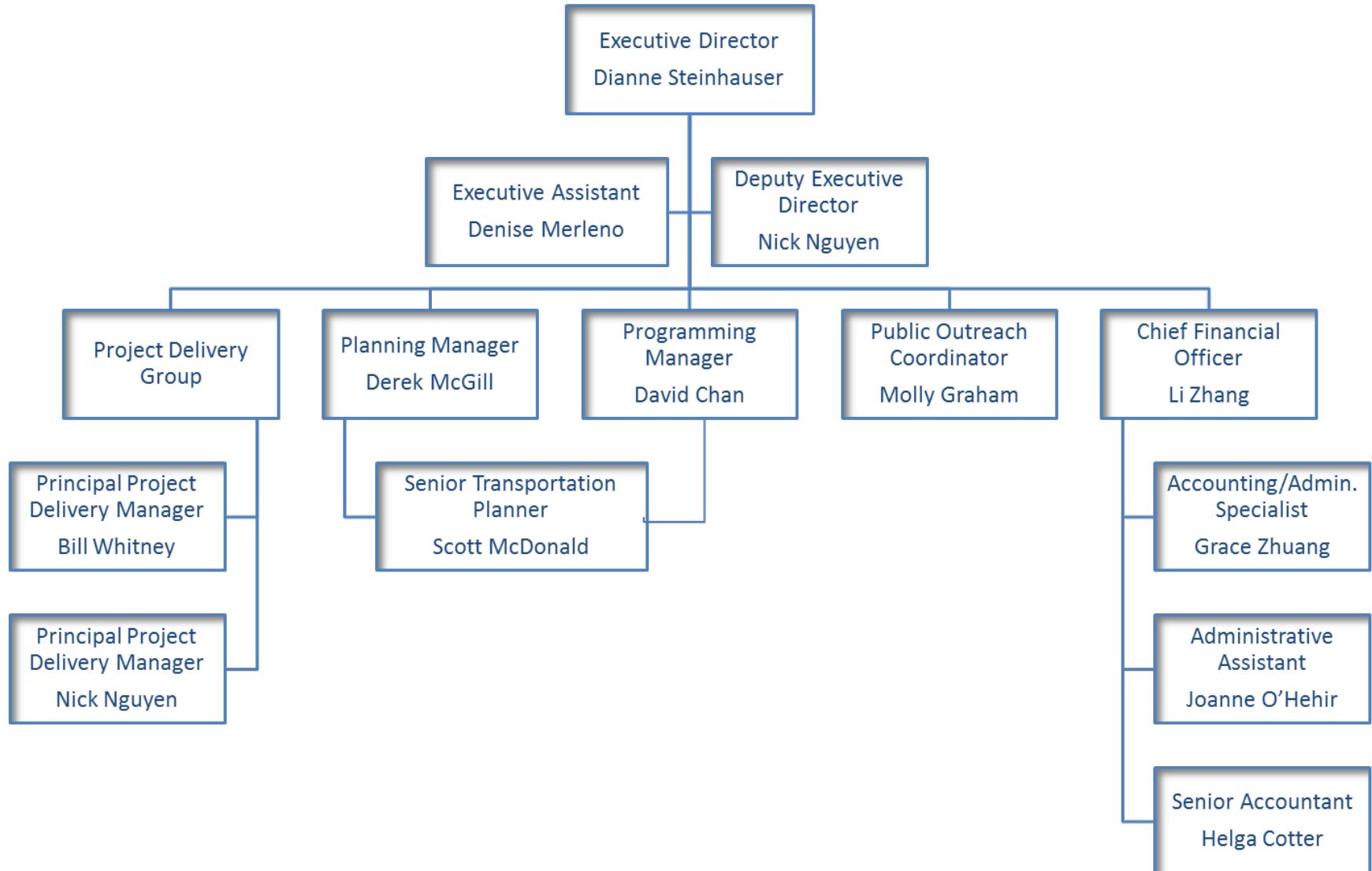
### **Current Staff Plan and Anticipated FY2018-19 Staff Level:**

TAM currently has a total of 12.8 full time equivalent (FTE) positions approved by the Board during the FY2017-18 budget approval process. The newest position, Senior Accountant, which was approved and budgeted in the FY2017-18 budget cycle was filled on May 2, 2018. At this time point, staff is not anticipating any additional position needed for FY2018-19.

### **2018 Cost of Living Adjustment Request:**

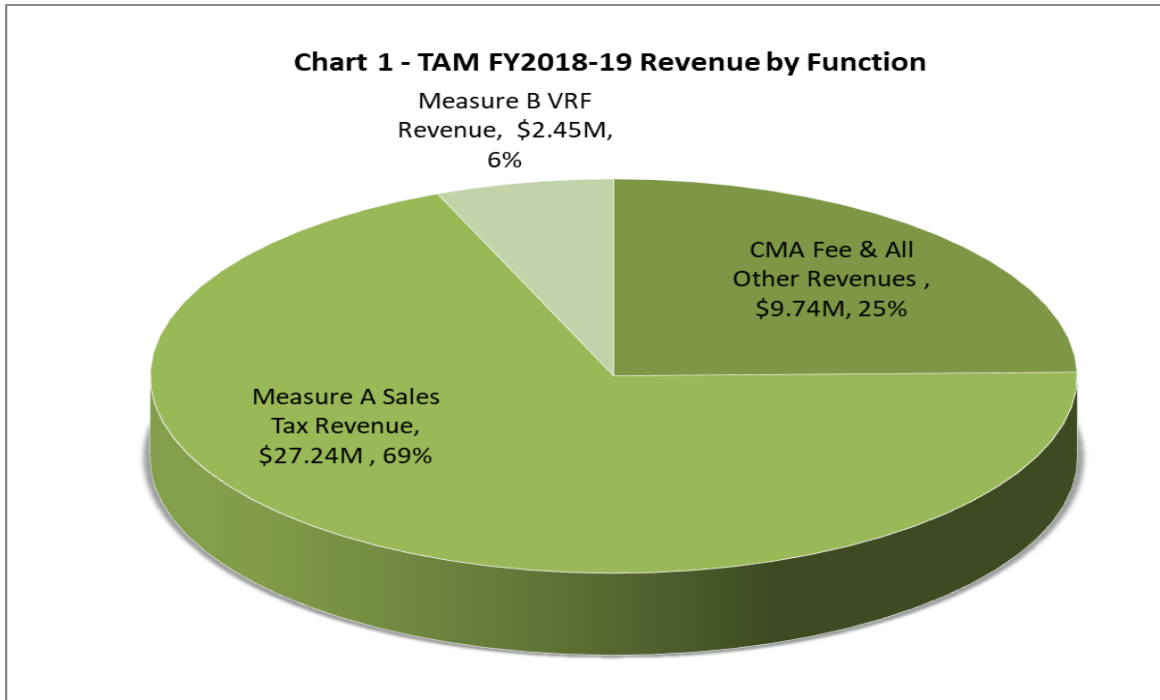
The TAM Board approved the first 3% Cost of Living Adjustment during the approval of the agency's FY2016-17 Annual Budget and another 3% COLA increase during the FY2017-18 budget cycle, which aligned TAM's practices with other local agencies in Marin and other transportation agencies in the Bay Area. As part of the FY2016-17 budget review and approval process, the TAM Board also agreed to consider the approval of COLA adjustments during the review of each budget cycle. Staff updated the survey of the 15 various agencies that were consulted in the last two budget cycles and confirmed that 11 out of the 15 are still offering COLA adjustment range from 2.5% to 3.3%. The 2017 annual Bay Area CPI released by the Association of Bay Area Governments is 3.4%. To be prudent, staff would recommend that the TAM Board considers the approval of a COLA increase of 3% in the FY2018-19 budget year, instead of the 3.4% 2017 Bay Area Consumer Price Index data.

**Transportation Authority of Marin Current Organization Chart – May 2018**



**Highlights of the Draft FY2018-19 Budget:**

***FY2018-19 Revenue Overview:***



**Measure A ½ cent Transportation Sales Tax Revenue:**

Taxable sales collection is one of the main indicators of the strength of the economy and consumer confidence. TAM's Measure A revenue bottomed at \$18.8 million in FY2009-10 and has been seeing positive growth since then, at an average annual growth rate of 4.7%, as the end of FY2016-17. TAM's revenue analysis team from HdL Companies projects that this positive trend will continue into FY2022-23, but with smaller growth rate, with FY2017-18 at 4.6%, FY2018-19 at 0.3%, FY2019-20 at 2.1%, FY2020-21 at 1.9%, and both FY2021-22 and FY2022-23 at 1.1%. HdL Companies' January 2018 estimates suggested that TAM's FY2017-18 Measure A revenue collection will be at \$26.94 million, which is \$0.98 million higher than the \$25.96 budgeted level for the year. Please note that the Board adopted the most conservative estimate out of the three scenarios presented by staff last year and directed any excess revenue over the budgeted level to be used to replenish the \$1.88 million reserve fund that was released in December 2016 to help the funding needs of a few critical capital projects. The release of the reserve fund allowed Marin Transit to meet its urgent fund needs and award the contract for the Redwood and Grant Bus Facility in Novato. The TAM Board also directed a small amount of the reserve funds to the TAM Junction Bike Lane Project.

To continue TAM's prudent and conservative approach, staff recommended and the TAM Board approved setting the FY2018-19 Measure A Sales Tax revenue level at \$26.94 million. If the revenue level comes in above the adopted budget level, the excess funding will be used to replenish the \$1.88 million reserve fund that was released in December 2016 until its fully restored.

Any excess revenue after the full replenishment of the reserve fund will then be made available to project/program sponsors in the following year as prior year carryover funds. Staff will also actively monitor the sales tax revenue trend and any potential economic downturn timely with support from HdL and update the Board if any negative adjustments are necessary.

Measure B \$10 Vehicle Registration Fee Revenue:

Budgeted Measure B revenue for the current year is \$2.35 million. Staff believes that actual revenue will be close to the \$2.40 million collected in FY2016-17, recommended and the TAM Board approved the \$2.4 million budget level for FY2018-19 at the March 22, 2018 TAM Board meeting.

Congestion Management Agency Revenues Expected:

Cities/Towns and County Contribution: As the Congestion Management Agency (CMA) in Marin County, TAM receives a total of \$430,000 from the Cities/Towns and the County annually for services provided. This annual contribution is used to fund ongoing support from TAM, such as managing various funding sources, conducting Calls for Projects, assisting in grant applications as needed, project delivery support, providing federal aid support services, and other coordination. The \$430,000 CMA fee level was agreed to by all local jurisdictions in 2003 and has not been increased since then. Each jurisdiction's share of the CMA fee is calculated based on a 50% population/50% public road lane-mile maintained formula.

TAM staff also worked with representatives from the Marin Managers' Association (MMA) and was able to achieve consensus in 2015 on a five-year temporary fee increase to address critical workload, especially in the planning area, including the Strategic Vision Plan, additional traffic monitoring and origin/destination studies, and the new Marin travel model. The 30% or \$129,000 annual contribution level increase went into effect in FY2015-16 and will expire by the end of FY2019-20.

MTC STP/CMQ Planning and OBAG Grant Funds: TAM received a share of planning funds consistent with recent years through the MTC OBAG 2 grant process. The current fund agreement with MTC covers the core CMA staffing and planning function needs and it's a 10-year agreement which provides fund from FY2017-18 to FY2026-27. These revenue items are reimbursement based so the total realized revenue will depend on actual programming and project expenditures in FY2018-19.

MTC Regional Measure 2 Revenue: TAM expects a total of \$5.64 million in Regional Measure 2 (RM2) funds for the work related to the North/South Greenway project. Funding will be used for environmental document approval and preliminary engineering in the Southern Segment, and final design work, permits and construction in the Northern Segment.

Transportation For Clean Air Funding: This is the 40% of the Transportation Fund for Clean Air (a \$4 statewide vehicle registration fee) that is collected and distributed to TAM in advance every year. Based on the actual revenue received for FY2016-17, a total of \$360,000 is estimated for FY2018-19.

State STIP PPM Fund: A total of \$194,000 of STIP/PPM funds is expected to be spent and reimbursed in FY2018-19 for all STIP Planning, Programming and Monitoring activities.

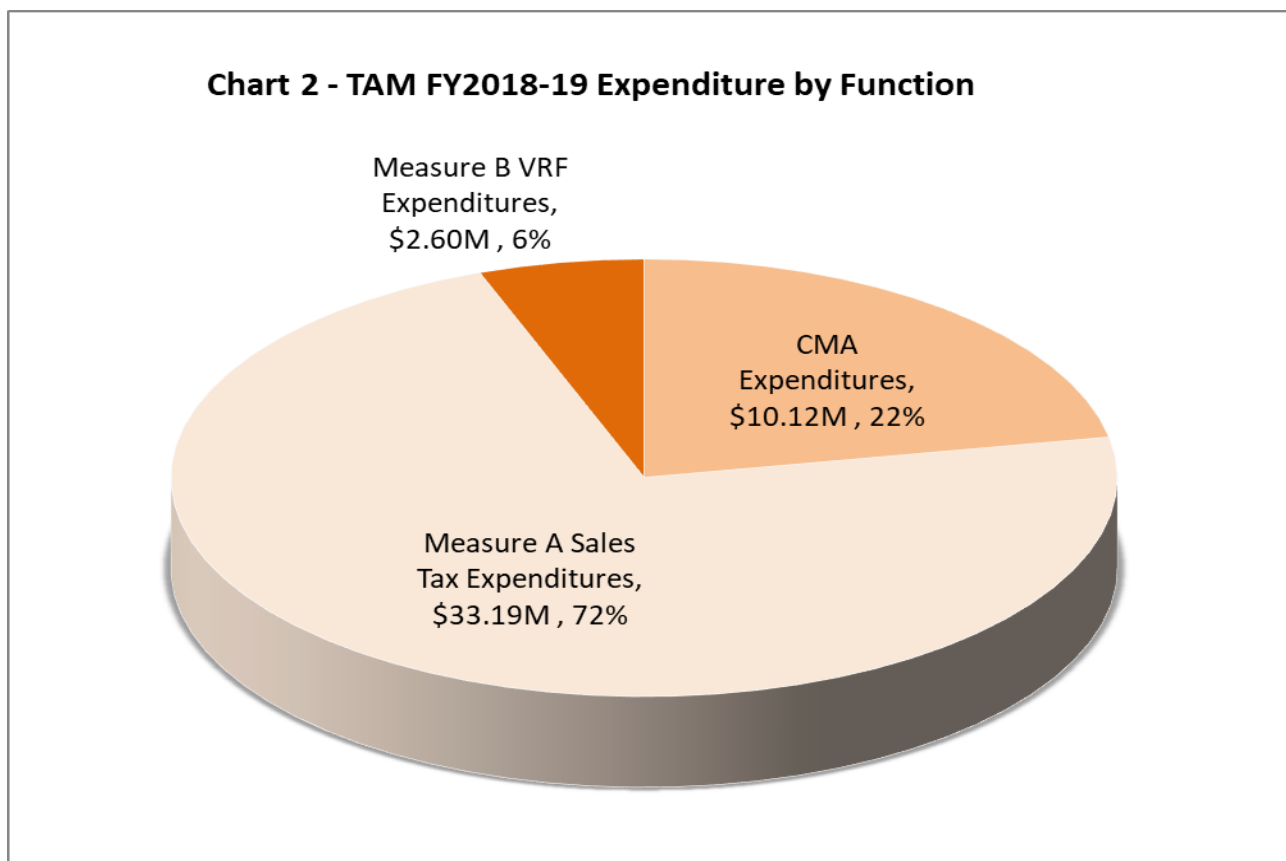
STIP/RTIP/ITIP Funds/SB1 Local Partnership: For various MSN construction and Highway 101 Gap Closure Mitigation projects, a total of \$1.15 million is expected to be spent and reimbursed in FY2018-19. Those funds have been fully allocated by the California Transportation Commission.

Non-motorized Transportation Pilot Program Fund: TAM received \$60,000 in Non-motorized Transportation Pilot Program (NTPP) funds from the County for the Street Smarts Program. Approximately \$37,000 of the \$60,000 is expected to be spent and reimbursed for eligible expenditures of the Street Smarts Program Implementation effort in FY2018-19.

MTC Climate Initiatives Program Grant/CMAQ: Total spent and reimbursement expected is about \$65,000 under the Carshare Pilot Program.

Realized Highway 101 ROW Excess Fund: TAM programmed \$3 million of the excess right of way sale proceeds from the HWY101 Gap Closure Project as part of OBAG2 process to various projects. A total of \$615,000 is expected to be spent in FY2018-19 based on the project schedule.

***FY2018-19 Expenditure Overview:***



**Administration:**

Compared to the FY2017-18 budget, total expenditures under the Administration category is approximately \$98,000 (3%) lower. Please note that the proposed FY2018-19 staff cost reflects 3% overall cost increase for all positions as a one-time cost of living adjustment (COLA), as discussed under the *2018 Cost of Living Adjustment Request Section*, as well as an average 2.5% merit base salary increase for all position. The savings are from reduction of staff cost as a result of the TAM hiring all employees directly, reduced legal needs due to the resolution of LGS/TAM/CalPERS legal issue and the completion of the agency wide computer equipment upgrade in FY2017-18.

Professional Services:

Compared to the FY2017-18 budget, the proposed expenditure level for the Professional Services category is \$534,250 (15%) lower. TAM is finishing up various capital projects, including a few major MSN Projects in FY2017-18 and it's planning for a suite of new projects/programs in FY2018-19. Details for each of the professional budget lines are included in the assumption pages, Attachment 2.

Measure A Programs/Projects:

Under Measure A Program/Projects, \$20,000 is budgeted to meet the continuing needs of the compliance audit effort. Out of the interest revenue, \$166,000 will be budgeted for Regional Bike/Ped Path maintenance and \$25,000 for the SMART insurance policy cost needed for the Central Marin Ferry Connector project. This reflects an annual amount for 10 years, totaling \$250,000. \$85,000 is also assumed from interest revenue for the continuing support of Golden Gate Transit's ferry shuttle service.

About \$21.4 million is available under Strategy 1 for Marin Transit's operation and capital needs. Marin Transit will claim a total of \$17.11 million in FY2018-19 for its operation and capital needs.

Under Strategy 2, TAM has paid off the MTC loan which was secured for the cash flow needs of the Highway 101 Gap Closure Project as well as the related Caltrans construction support costs. The only remaining category under Strategy 2 is the STP/STP-HIP Swap Project category. All other swap projects are completed with the exception of \$484,000, which was reserved for the County of Marin HIP Project but was redirected to the City of San Rafael's Grant Ave Bridge Project, and \$300,000 is scheduled to be reimbursed in FY2018-19.

Under Strategy 3, \$2.25 million is budgeted to meet the reimbursement needs of active Major Road projects, and \$3.27 million is budgeted to be distributed to local jurisdictions for Local Streets and Roads projects.

Under Strategy 4, \$823,000 is set aside for Safe Routes to School programs, \$1.17 million for crossing guard services and crossing guard count services, and \$1.35 million for Safe Pathways plan development and capital project cost reimbursements.

Measure B Programs:

All expected programs for the upcoming fiscal year under the Measure B Expenditure Plan are presented under the Measure B VRF Programs category. The expected expenditure level for FY2018-19 is \$2.59 million. There is no Local Streets Fund allocation under this budget cycle. For Element 1.2, Bike/Pedestrian Pathways Maintenance, about \$114,000 will be programmed and allocated in FY2018-19. Marin Transit is planning to expand its programs under Element 2, Improving Transit for Seniors and People with Disabilities, and will claim a total of use \$1.26 million for FY2018-19. TAM staff proposed and the Board also approved major expansion for various employer/employee TDM programs and for the alternative fuels/electric vehicle support program, both under Element 3, Reduce Congestion & Pollution. Bridge fund for the crossing guard program was also approved by the TAM Board. Total budget proposed for Element 3 in FY2018-19 is \$1.07 million, compared to the \$0.66 million budgeted in FY2017-18.

Interagency Agreements:

The Interagency Agreements category covers fund agreements between TAM and its transportation partners for the implementation of various transportation projects/programs. It includes a total of \$10.62 million for



FY2018-19, of which, the majority is contraction and construction management related fund agreements with various agencies that will help TAM delivery the North-South Greenway and the San Rafael Multi-pathway project.

TFCA Programs/Projects:

This category includes anticipated reimbursement requests for various TFCA capital projects at \$397,000.

**FISCAL CONSIDERATION:**

The FY2018-19 Annual Budget presents a complete picture of TAM's expected revenue and expenditure activities.

**NEXT STEPS:**

After the review and approval of release for Public Comment by the TAM Board, staff will post the Draft FY2018-19 Annual Budget for a 30-day comment period. All comments received will be brought back to the TAM Board with any recommended changes. The TAM Board will conduct a public hearing and adopt the final FY2018-19 Annual Budget at its regular scheduled June Meeting.

**ATTACHMENTS:**

- Attachment 1 Draft TAM FY2018-19 Annual Budget (In Total and by Major Fund)
- Attachment 2 Assumptions for FY2018-19 Budget Development
- Attachment 3 FY2018-19 City/Town/County CMA Fee Schedule
- Attachment 4 Calculation of FY2018-19 Appropriations Limit
- Attachment 5 FY2018-19 Work Plan by Functional Area



**Attachment 1**

**Transportation Authority of Marin  
FY2018-19 Annual Budget - DRAFT**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
<b><u>Beginning Balance</u></b>	<b><u>49,154,387</u></b>	<b><u>46,093,896</u></b>	<b><u>28,652,741</u></b>
<b>REVENUE</b>			
Measure A Sales Tax Revenue	25,755,762	25,960,000	26,940,000
Measure B VRF Revenue	2,399,640	2,350,000	2,400,000
Cities/Towns and County Contribution	559,000	559,000	559,000
Interest Revenue	526,334	355,000	400,000
MTC STP/CMAQ Planning Fund and OBAG Grants	751,309	923,138	1,452,023
MTC Regional Measure 2 Fund	5,597,422	1,715,000	5,642,680
Transportation For Clean Air Funding	361,471	360,000	360,000
State STIP PPM Fund	85,475	206,000	194,063
STIP/RTIP/TTIP Funds/SB1 Local Partnership	580,500	721,786	1,153,122
Nonmotorized Transportation Pilot Program Fund	(7,599)	2,364,518	37,287
MTC Climate Initiatives Program Grant/CMAQ	14,069	215,542	65,111
Realized Highway 101 ROW Excess Fund	-	1,750,000	615,000
<i>Realized Revenue Line Items for Prior Year</i>	<i>82,663</i>	<i>236,326</i>	<i>-</i>
<b><u>Total Revenue Available</u></b>	<b><u>36,706,047</u></b>	<b><u>37,716,310</u></b>	<b><u>39,818,287</u></b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Salaries & Benefits	2,497,619	2,522,080	2,481,774
Office Lease	239,379	250,000	260,000
Agencywide IT and Computer Equipment Upgrade	-	30,000	10,000
Equipment Purchase/Lease	7,886	10,000	10,000
Telephone/Internet/ Web Hosting Services	17,088	25,000	25,000
Office Supplies	26,706	30,000	40,000
Update/Improvement of TAM Website	20,349	20,000	20,000
Classification Study	-	30,000	30,000
Insurance	5,863	8,000	8,000
Financial Audit	20,000	25,000	20,000
Legal Services	44,387	130,000	70,000
Document/Video Reproduction	13,909	65,000	65,000
Memberships	7,855	25,000	25,000
Travel/Meetings/Conferences	29,558	31,500	41,500
Carshare Membership	-	3,000	3,000
Electric Bike Purchase/Lease	-	3,000	3,000
Professional Development	4,530	5,000	6,000
Human Resources/Board Support	28,074	70,000	60,000
Information Technology Support	34,628	45,000	45,000
Annual Support & Upgrade of Financial System	4,918	15,000	15,000
Misc. Expenses	10,881	13,700	20,500
<b><u>Subtotal, Administration</u></b>	<b><u>3,013,631</u></b>	<b><u>3,356,280</u></b>	<b><u>3,258,774</u></b>

**Attachment 1**

**Transportation Authority of Marin  
FY2018-19 Annual Budget - DRAFT**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
<b>Professional Services</b>			
Bellam Blvd 101 Off-ramp Improvements - Design & R/W	573,750	450,000	350,000
Bike Path Improvement on Sir Francis Drake Fly-over	-	250,000	250,000
580/101 Direct Connector Project Support	-	150,000	150,000
CMP Update/Traffic Monitoring	107,270	30,000	60,000
Travel Model Maintenance & Update	108,292	200,000	250,000
Traffic Monitoring and Reporting	-	25,000	25,000
Project Management Oversight	106,411	280,000	350,000
MSN B1 Phase 2 & A4 Design	417	706,000	800,000
MSN San Antonio Curve Correction Construction Support	134,280	150,000	150,000
HOV Gap Closure Mitigation - Brookdale /Maintenance	246,301	20,000	10,000
State Legislative Assistance	35,000	36,750	38,500
Financial Advisor/Sales Tax Audit Services	3,000	20,000	20,000
North-South Greenway Gap Closure / PS&E & Services	1,140,541	925,000	300,000
Public Outreach Service Support	6,326	25,000	45,000
Street Smart Program Implementation	-	35,000	35,000
Highway 101 Ramp Metering Implementation Plan Outreach	4,351	50,000	50,000
CMFC Onsite Re-Vegetation Mitigation Monitoring and Reporting	2,324	15,000	10,000
Innovation Program			25,000
Sales Tax Reauthorization Support		140,000	50,000
Consulting Pool	79,770	65,000	70,000
<b><i>Subtotal, Professional Services</i></b>	<b><i>2,548,032</i></b>	<b><i>3,572,750</i></b>	<b><i>3,038,500</i></b>
<b>Measure A Sales Tax Programs/Projects</b>			
Measure A Compliance Audit	10,500	20,000	20,000
Bike/Ped Path Maintenance	45,409	166,000	166,000
GGT Ferry Shuttle Service Contribution through MT	-	85,000	85,000
Central Marin Ferry Connector - SMART Insurance Policy	15,727	25,000	25,000
<b>Strategy 1 - Transit</b>	<b>13,216,546</b>	<b>18,814,534</b>	<b>17,108,433</b>
<i>Substrategy 1.1 - Local Bus Transit Service</i>	<i>9,024,034</i>	<i>10,200,000</i>	<i>10,400,000</i>
<i>Substrategy 1.2 - Rural Bus Transit System</i>	<i>1,061,315</i>	<i>1,200,000</i>	<i>986,682</i>
<i>Substrategy 1.3 - Special Needs Transit Services</i>	<i>2,180,396</i>	<i>2,154,534</i>	<i>2,721,751</i>
<i>Substrategy 1.4 - Bus Transit Facilities</i>	<i>950,801</i>	<i>5,260,000</i>	<i>3,000,000</i>
<b>Strategy 2 - Hwy 101 Gap Closure</b>	<b>-</b>	<b>1,695,798</b>	<b>300,000</b>
<i>STP/STP-HIP Swap Project</i>	<i>-</i>	<i>1,695,798</i>	<i>300,000</i>

**Attachment 1**

**Transportation Authority of Marin  
FY2018-19 Annual Budget - DRAFT**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
<b>Strategy 3 - Local Transportation Infrastructure</b>	9,736,618	11,706,419	5,517,611
<i>Substrategy 3.1 - Major Roads</i>	6,602,218	8,250,000	2,250,000
<i>Substrategy 3.2 - Local Roads</i>	3,134,400	3,456,419	3,267,611
<b>Strategy 4 - Safer Access to Schools</b>	2,326,597	3,773,000	3,343,000
<i>Substrategy 4.1 - Safe Routes to Schools</i>	623,921	823,000	823,000
<i>Substrategy 4.2 - Crossing Guards</i>	1,016,848	1,350,000	1,170,000
<i>Substrategy 4.3 - Safe Pathways To School</i>			
<i>Safe Pathways Plan Development</i>	317,583	100,000	100,000
<i>Safe Pathway Capital Projects</i>	368,245	1,500,000	1,250,000
<b>Subtotal, Measure A Programs</b>	<b>25,351,396</b>	<b>36,285,751</b>	<b>26,565,044</b>
<b>Measure B VRF Programs</b>			
<b>Element 1 - Maintain Local Streets &amp; Pathways</b>	2,569,521	112,000	114,000
<i>Element 1.1 - Local Streets</i>	2,507,230	-	-
<i>Element 1.2 - Bike/Ped Pathways</i>	62,291	112,000	114,000
<b>Element 2 - Seniors &amp; Disabled Mobility</b>	627,198	1,045,000	1,260,000
<i>Element 2.1 - Mobility Management Programs</i>	74,406	140,000	140,000
<i>Element 2.2 - Paratransit &amp; Low Income Scholarships</i>	184,807	185,000	375,000
<i>Element 2.3 - Paratransit Plus</i>	278,097	500,000	600,000
<i>Element 2.4 - Volunteer Drive &amp; Gap Grant</i>	89,887	220,000	145,000
<b>Element 3 - Reduce Congestion &amp; Pollution</b>	435,901	660,000	1,073,999
<i>Element 3.1 - Safe Routes to School/ Street Smart Program</i>	273,220	150,000	345,000
<i>Element 3.2 - Commute Alternative Programs</i>	106,328	270,000	293,999
<i>Element 3.3 - Alternative Fuel Vehicle Program</i>	56,353	240,000	435,000
<b>Subtotal, Measure B Programs</b>	<b>3,632,620</b>	<b>1,817,000</b>	<b>2,447,999</b>
<b>Interagency Agreements</b>			
CMFC County Agreement RM2 (Maintenance Parks Dept.)	343,657	25,000	25,000
North-South Greenway (Southern Segment)- County Project Management	18,009	750,000	250,000
North-South Greenway (Northern Segment) Cooperative Agreement with Caltrans for Construction			2,000,000
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement - Caltrans		400,000	400,000
SR37 Study Funding Contribution - Agreement (STA)	17,976	20,000	20,000
Funding Agreement with Larkspur For East SF Drake Improvement Project - Construction	-	2,300,000	200,000
County Lower Marin City Drainage Study Agreement	120,872	75,000	50,000
Novato Pedestrian Access to Transit and Crosswalk Improvement Project Agreement		302,100	151,000
Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management			1,800,000
County of Marin - Construction Management for Bellam Off Ramp & Construction Capital			1,800,000

*Attachment 1*

**Transportation Authority of Marin  
FY2018-19 Annual Budget - DRAFT**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
Caltrans MSN A2 and A3 Construction Support		167,000	42,000
Sausalito - Gate 6 Bridgeway Intersection Improvements		156,000	47,000
Corte Madera - Tamal Vista Blvd Bike/Ped Improvements		526,000	526,000
San Rafael - Multi Pathway - 2nd Street to Anderson Drive		250,000	2,950,000
Marin County-Caltrans SR-37 Planning Grant Match			15,000
San Anselmo-Hub Reconfiguration Phase I Study			309,000
Bicycle and Pedestrian Plan Update			15,000
Marin County-Caltrans Planning Grant Match Manzanita & Southern Marin Flooding			15,000
<b><i>Subtotal, Interagency Agreements</i></b>	<b><i>500,514</i></b>	<b><i>4,971,100</i></b>	<b><i>10,615,000</i></b>
<b>TFCA Programs/Projects</b>			
TFCA - Reimbursement of Various Capital Projects	267,196	786,000	397,000
<b><i>Subtotal, Other Capital Expenditures</i></b>	<b><i>267,196</i></b>	<b><i>786,000</i></b>	<b><i>397,000</i></b>
<b><i>Expended Expenditure Line Items for Prior Year</i></b>	<b><i>4,453,149</i></b>	<b><i>4,368,583</i></b>	<b><i>-</i></b>
<b><i>Total Expenditures</i></b>	<b><i>39,766,538</i></b>	<b><i>55,157,464</i></b>	<b><i>46,322,317</i></b>
<b>Net Change in Fund Balance</b>	<b>(3,060,491)</b>	<b>(17,441,155)</b>	<b>(6,504,031)</b>
<b><i>Ending Balance</i></b>	<b><i>46,093,896</i></b>	<b><i>28,652,741</i></b>	<b><i>22,148,710</i></b>

## Attachment 1-A

**TRANSPORTATION AUTHORITY OF MARIN**  
**Draft FY2018-19 Annual Budget - CMA**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
<b><i>Beginning Balance - Note 1</i></b>	<b><u>2,047,909</u></b>	<b><u>1,777,384</u></b>	<b><u>334,318</u></b>
<b>REVENUE</b>			
Cities/Towns and County Contribution	559,000	559,000	559,000
Interest Revenue	30,218	15,000	25,000
MTC STP/CMAQ Planning & OBAG Grant Funds	751,309	923,138	1,452,023
MTC Regional Measure 2 Fund	5,597,422	1,715,000	5,642,680
State STIP PPM Fund	85,475	206,000	194,063
STIP/RTIP/ITIP Funds/SB1 Local Partnership	580,500	721,786	1,153,122
Nonmotorized Transportation Pilot Program Fund	(7,599)	2,364,518	37,287
MTC Climate Initiatives Program Grant/CMAQ	14,069	215,542	65,111
Realized Highway 101 ROW Excess Fund		1,750,000	615,000
<i>Realized Revenue Line Items for Prior Year</i>	<i>82,663</i>	<i>236,326</i>	<i>-</i>
<b><i>Total Revenue Available</i></b>	<b><u>7,693,058</u></b>	<b><u>8,706,310</u></b>	<b><u>9,743,287</u></b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Salaries & Benefits	1,342,123	1,147,542	1,335,790
Office Supplies	63	5,000	10,000
Legal Services	24,107	40,000	30,000
Document/Video Reproduction	3,337	30,000	40,000
Memberships	2,680	20,000	20,000
Travel/Meetings/Conferences	6,861	15,000	15,000
Carshare Membership/Car Lease	-	1,500	1,500
Professional Development	1,260	2,500	2,500
Human Resources/Board Support	-	10,000	10,000
Misc. Expenses	417	2,500	2,500
<b><i>Subtotal, Administration</i></b>	<b><i>1,380,849</i></b>	<b><i>1,274,042</i></b>	<b><i>1,467,290</i></b>
<b>Professional Services</b>			
CMP Update/Traffic Monitoring	107,270	30,000	60,000
Travel Model Maintenance & Update	108,292	200,000	250,000
Traffic Monitoring and Reporting	-	25,000	25,000
Project Management Oversight	35,287	170,000	170,000
MSN B1 Phase 2 & A4 Design	417	706,000	800,000
MSN San Antonio Curve Correction Construction Support	134,280	150,000	150,000
HOV Gap Closure Mitigation - Brookdale /Maintenance	246,301	20,000	10,000

## Attachment 1-A

**TRANSPORTATION AUTHORITY OF MARIN**  
**Draft FY2018-19 Annual Budget - CMA**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
State Legislative Assistance	35,000	36,750	38,500
Financial Advisor Services	-	10,000	10,000
North-South Greenway Gap Closure / PS&E & Services	1,140,541	925,000	300,000
Public Outreach Service Support	4,046	10,000	30,000
Street Smart Program Implementation	-	35,000	35,000
Highway 101 Ramp Metering Implementation Plan Outreach	4,351	50,000	50,000
CMFC Onsite Re-Vegetation Mitigation Monitoring and Reporting	2,324	15,000	10,000
Innovation Program			25,000
Sales Tax Reauthorization Support	-	140,000	50,000
Consulting Pool	61,853	25,000	25,000
<b>Subtotal, Professional Services</b>	<b>1,879,961</b>	<b>2,547,750</b>	<b>2,038,500</b>
<b>Interagency Agreements</b>			
CMFC County Agreement RM2 (Maintenance Parks Dept.)	343,657	25,000	25,000
North-South Greenway (Southern Segment)- County Project Management	18,009	750,000	250,000
North-South Greenway (Northern Segment) Cooperative Agreement with Caltrans for Construction			2,000,000
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement - Caltrans	-	400,000	400,000
SR37 Study Funding Contribution - Agreement (STA)	17,976	20,000	20,000
Caltrans MSN A2 and A3 Construction Support		167,000	42,000
Sausalito - Gate 6 Bridgeway Intersection Improvements		156,000	47,000
Corte Madera - Tamal Vista Blvd Bike/Ped Improvements		526,000	526,000
San Rafael - Multi Pathway - 2nd Street to Anderson Drive		250,000	2,950,000
Marin County-Caltrans SR-37 Planning Grant Match			15,000
San Anselmo-Hub Reconfiguration Phase I Study			309,000
Bicycle and Pedestrian Plan Update			15,000
Marin County-Caltrans Planning Grant Match Manzanita & Southern Marin Flooding			15,000
<b>Subtotal, Interagency Agreements</b>	<b>379,642</b>	<b>2,294,000</b>	<b>6,614,000</b>
<b>Expired Expenditure Line Items for Prior Year</b>	<b>4,323,130</b>	<b>4,033,583</b>	
<b>Total Expenditures</b>	<b>7,963,583</b>	<b>10,149,375</b>	<b>10,119,790</b>
<b>Net Change in Fund Balance</b>	<b>(270,525)</b>	<b>(1,443,065)</b>	<b>(376,503)</b>
<b>Ending Balance</b>	<b>1,777,384</b>	<b>334,318</b>	<b>(42,185)</b>

## Attachment 1-B

**TRANSPORTATION AUTHORITY OF MARIN**  
**Draft FY2018-19 Annual Budget - TFCA**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
<b><i>Beginning Balance - Note 1</i></b>	<b><u>1,124,769</u></b>	<b><u>1,205,451</u></b>	<b><u>771,451</u></b>
<b>REVENUE</b>			
Transportation For Clean Air Funding	361,471	360,000	360,000
Interest Revenue	14,141	10,000	25,000
<b><i>Total Revenue Available</i></b>	<b><u>375,612</u></b>	<b><u>370,000</u></b>	<b><u>385,002</u></b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Salaries & Benefits	18,074	18,000	17,765
<b><i>Subtotal, Administration</i></b>	<b><u>18,074</u></b>	<b><u>18,000</u></b>	<b><u>17,765</u></b>
<b>TFCA Programs/Projects</b>			
TFCA - TDM Projects/Vanpool Incentive	9,660	-	-
TFCA - Reimbursement of Various Capital Projects	267,196	786,000	397,000
<b><i>Subtotal, Other Capital Expenditures</i></b>	<b><u>276,856</u></b>	<b><u>786,000</u></b>	<b><u>397,000</u></b>
<b><i>Total Expenditures</i></b>	<b><u>294,930</u></b>	<b><u>804,000</u></b>	<b><u>414,765</u></b>
<b>Net Change in Fund Balance</b>	<b>80,682</b>	<b>(434,000)</b>	<b>(29,764)</b>
<b><i>Ending Balance</i></b>	<b><u>1,205,451</u></b>	<b><u>771,451</u></b>	<b><u>741,687</u></b>



## Attachment 1-C

**TRANSPORTATION AUTHORITY OF MARIN**  
**Draft FY2018-19 Annual Budget - Measure A Transportation Sales Tax**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
<b><i>Beginning Balance - Note 1</i></b>	<b><u>42,042,756</u></b>	<b><u>40,534,241</u></b>	<b><u>24,597,519</u></b>
<b>REVENUE</b>			
Measure A Sales Tax	25,755,762	25,960,000	26,940,000
Interest Revenue	442,120	300,000	300,000
<b><i>Total Revenue Available</i></b>	<b><u>26,197,882</u></b>	<b><u>26,260,000</u></b>	<b><u>27,240,000</u></b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Salaries & Benefits	979,799	1,213,871	1,009,641
Office Lease	239,379	250,000	260,000
Agency IT Related Equipment Upgrade	-	30,000	10,000
Equipment Purchase/Lease	7,886	10,000	10,000
Telephone/Internet/ Web Hosting Services	16,742	25,000	25,000
Office Supplies	26,643	25,000	30,000
Update/Improvement of TAM Website	20,349	20,000	20,000
Classification Study	-	30,000	30,000
Insurance	5,863	8,000	8,000
Financial Audit	20,000	25,000	20,000
Legal Services	12,418	60,000	30,000
Document/Video Reproduction	9,897	30,000	20,000
Memberships	4,560	5,000	5,000
Travel/Meetings/Conferences	21,919	15,000	25,000
Carshare Membership	-	1,500	1,500
Electric Bike Purchase/Lease	-	3,000	3,000
Professional Development	3,270	2,500	3,500
Human Resources/Board Support	28,074	60,000	50,000
Information Technology Support	34,628	45,000	45,000
Annual Support & Upgrade of Financial System	4,918	15,000	15,000
Misc. Expenses	9,354	10,000	15,000
<b><i>Subtotal, Administration</i></b>	<b><i>1,445,699</i></b>	<b><i>1,883,871</i></b>	<b><i>1,635,641</i></b>
<b>Professional Services</b>			
Bellam Blvd 101 Off-ramp Improvements - Design & R/W	573,750	450,000	350,000
Bike Path Improvement on Sir Francis Drake Fly-over		250,000	250,000
580/101 Direct Connector Project Support		150,000	150,000
Project Management Oversight	71,124	100,000	170,000
Financial Advisor/Sales Tax Audit Services	3,000	10,000	10,000
Public Outreach Support	2,280	15,000	15,000
Consulting Pool	17,917	40,000	45,000
<b><i>Subtotal, Professional Services</i></b>	<b><i>668,071</i></b>	<b><i>1,015,000</i></b>	<b><i>990,000</i></b>
<b>Measure A Sales Tax Programs/Projects</b>			
Measure A Compliance Audit	10,500	20,000	20,000
Bike/Ped Path Maintenance	45,409	166,000	166,000
GGT Ferry Shuttle Service Contribution through MT	-	85,000	245,000

## Attachment 1-C

**TRANSPORTATION AUTHORITY OF MARIN**  
**Draft FY2018-19 Annual Budget - Measure A Transportation Sales Tax**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
Central Marin Ferry Connector - SMART Insurance Policy	15,727	25,000	25,000
<b>Strategy 1 - Transit</b>	<b>13,216,546</b>	<b>18,814,534</b>	<b>17,108,433</b>
<i>Substrategy 1.1 - Local Bus Transit Service</i>	9,024,034	10,200,000	10,400,000
<i>Substrategy 1.2 - Rural Bus Transit System</i>	1,061,315	1,200,000	986,682
<i>Substrategy 1.3 - Special Needs Transit Services</i>	2,180,396	2,154,534	2,721,751
<i>Substrategy 1.4 - Bus Transit Facilities</i>	950,801	5,260,000	3,000,000
<b>Strategy 2 - Hwy 101 Gap Closure</b>	<b>-</b>	<b>1,695,798</b>	<b>300,000</b>
<i>STP/STP-HIP Swap Project</i>	-	1,695,798	300,000
<b>Strategy 3 - Local Transportation Infrastructure</b>	<b>9,736,618</b>	<b>11,706,419</b>	<b>5,517,611</b>
<i>Substrategy 3.1 - Major Roads</i>	6,602,218	8,250,000	2,250,000
<i>Substrategy 3.2 - Local Roads</i>	3,134,400	3,456,419	3,267,611
<b>Strategy 4 - Safer Access to Schools</b>	<b>2,326,597</b>	<b>3,773,000</b>	<b>3,343,000</b>
<i>Substrategy 4.1 - Safe Routes to Schools</i>	623,921	823,000	823,000
<i>Substrategy 4.2 - Crossing Guards</i>	1,016,848	1,350,000	1,170,000
<i>Substrategy 4.3 - Safe Pathways To School</i>			
<i>Safe Pathways Plan Development</i>	317,583	100,000	100,000
<i>Safe Pathway Capital Projects</i>	368,245	1,500,000	1,250,000
<b>Subtotal, Measure A Programs</b>	<b>25,351,396</b>	<b>36,285,751</b>	<b>26,565,044</b>
<b>Interagency Agreements</b>			
Funding Agreement with Larkspur For East SF Drake Improvement Project - Construction		2,300,000	200,000
County Lower Marin City Drainage Study Agreement	120,872	75,000	50,000
Novato Pedestrian Access to Transit and Crosswalk Improvement Project Agreement		302,100	151,000
Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management			1,800,000
County of Marin - Construction Management for Bellam Off Ramp & Construction Capital			1,800,000
<b>Subtotal, Interagency Agreement</b>	<b>120,872</b>	<b>2,677,100</b>	<b>4,001,000</b>
<i>Expired Expenditure Line Item for Prior Year</i>	<i>120,359</i>	<i>335,000</i>	
<b>Total Expenditures</b>	<b>27,706,397</b>	<b>42,196,722</b>	<b>33,191,685</b>
<b>Net Change in Fund Balance</b>	<b>(1,508,515)</b>	<b>(15,936,722)</b>	<b>(5,951,685)</b>
<b>Ending Balance</b>	<b>40,534,241</b>	<b>24,597,519</b>	<b>18,645,834</b>

## Attachment 1-D

**TRANSPORTATION AUTHORITY OF MARIN**  
**Draft FY2018-19 Annual Budget - Measure B VRF**

	FY2016-17 Actual	FY2017-18 Final Budget	FY2018-19 Proposed Budget
<b><i>Beginning Balance - Note 1</i></b>	<u>3,938,953</u>	<u>2,576,820</u>	<u>2,949,453</u>
<b>REVENUE</b>			
Measure B Vehicle Registration Fee	2,399,640	2,350,000	2,400,000
Interest Revenue	39,855	30,000	50,000
<b><i>Total Revenue Available</i></b>	<u>2,439,495</u>	<u>2,380,000</u>	<u>2,450,000</u>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Salaries & Benefits	157,622	142,667	118,579
Telephone/Internet/ Web Hosting Services	346	-	-
Legal	7,863	30,000	10,000
Document Reproduction	675	5,000	5,000
Memberships	615	-	-
Travel/Meeting/Conference	778	1,500	1,500
Misc. Expense	1,110	1,200	3,000
<b><i>Subtotal, Administration</i></b>	<u>169,008</u>	<u>180,367</u>	<u>138,079</u>
<b>Professional Services</b>			
Project Management Oversight	-	10,000	10,000
<b><i>Subtotal, Administration</i></b>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
<b>Measure B Programs</b>			
<b>Element 1 - Maintain Local Streets &amp; Pathways</b>	<u>2,569,521</u>	<u>112,000</u>	<u>114,000</u>
<i>Element 1.1 - Local Streets</i>	2,507,230	-	-
<i>Element 1.2 - Bike/Ped Pathways</i>	62,291	112,000	114,000
<b>Element 2 - Seniors &amp; Disabled Mobility</b>	<u>627,198</u>	<u>1,045,000</u>	<u>1,260,000</u>
<i>Element 2.1 - Mobility Management Programs</i>	74,406	140,000	140,000
<i>Element 2.2 - Paratransit &amp; Low Income Scholarships</i>	184,807	185,000	375,000
<i>Element 2.3 - Paratransit Plus</i>	278,097	500,000	600,000
<i>Element 2.4 - Volunteer Drive &amp; Gap Grant</i>	89,887	220,000	145,000
<b>Element 3 - Reduce Congestion &amp; Pollution</b>	<u>435,901</u>	<u>660,000</u>	<u>1,073,999</u>
<i>Element 3.1 - Safe Routes to School/ Street Smart Program</i>	273,220	150,000	345,000
<i>Element 3.2 - Commute Alternative Programs</i>	106,328	270,000	293,999
<i>Element 3.3 - Alternative Fuel Vehicle Program</i>	56,353	240,000	435,000
<b><i>Subtotal, Measure B Programs</i></b>	<u>3,632,620</u>	<u>1,817,000</u>	<u>2,447,999</u>
<b><i>Expired Expenditure Line Items for Prior Year</i></b>			
<b><i>Total Expenditures</i></b>	<u>3,801,628</u>	<u>2,007,367</u>	<u>2,596,078</u>
<b>Net Change in Fund Balance</b>	<b>(1,362,133)</b>	<b>372,633</b>	<b>(146,078)</b>
<b><i>Ending Balance</i></b>	<u>2,576,820</u>	<u>2,949,453</u>	<u>2,803,375</u>

## Attachment 2 - Assumptions for FY2018-19 Budget Development

Budget Line item	Assumption
<b>REVENUES</b>	
Measure A Sales Tax Revenue	\$26.94 million revenue estimate based on the current disbursements received and economic conditions
Measure B VRF Revenue	\$2.40 million estimated based on the most recent Marin County vehicle registration data and DMV fee off the top
Cities/Towns and County Contribution	The base contribution is \$430,000, local jurisdictions agreed to 5-year, 30%/\$129,000 increase to fund traffic studies, new model, sales tax development effort, starting in FY2015-16, collected based on 50% lane-miles/50% population formula
Interest Revenue	Based on estimated fund balance and investment return rate, note returns from CalTRUST investment pool
MTC STP/CMAQ Planning Fund and OBAG Grants	Estimated reimbursement fund for the following work elements: staff cost funded by MTC planning funds, CMP, traffic model, plus OBAG 2 grant for MSN.
MTC Regional Measure 2 Fund	Based on project construction cost estimates for the North/South Greenway Gap Closure (Northern Segment and Southern Segment). Minor costs outstanding for Central Marin Ferry Connection Project (Mitigation/Monitoring/Maintenance)
Transportation For Clean Air Funding	FY2018-19 revenue disbursement estimated based on FY2017-18 actual revenue collection.
State STIP PPM Fund	Reimbursement of staff cost for all STIP PPM related activities.
STIP/RTIP/TTIP Funds/SB1 Local Partnership	Reimbursement of state funding allocated to various MSN projects and HOV Gap Closure Mitigation project.
Nonmotorized Transportation Pilot Program Fund	Estimated \$37,000 reimbursement next year- \$60,000 NTPP grant from the County for Street Smarts work
MTC Climate Initiatives Program Grant/CMAQ	MTC Grant for Car Share Pilot Program Implementation, staff support
Realized Highway 101 ROW Excess Fund	TAM programmed \$3 million from right of way sale proceeds from the HWY101 Gap Closure Project as part of OBAG2 process. Funds must be spending on STIP eligible project.
<b>EXPENDITURES</b>	
<b>Administration</b>	
<i>Salaries &amp; Benefits</i>	Estimated labor cost of 12.8 FTE positions, this line include all salary and benefit costs.
<i>Office Lease</i>	Annual office lease cost under the current lease term
<i>Agencywide IT and Computer Equipment Upgrade</i>	Cover scheduled IT equipment upgrade needs, most of the computer equipment were upgraded in FY2017-18.
<i>Equipment Purchase/Lease</i>	For mail, copy, scan and other office equipment needs
<i>Telephone/Internet/ Web Hosting Services</i>	Estimates based on prior year usage of actual cost of the telephone/internet and cell phone services.
<i>Office Supplies</i>	Estimated based on FY2017-18 actual expenditures for office supplies needs, including all routine printing supply and copy costs.
<i>Update/Improvement of TAM Website Classification Study</i>	Continued updates of TAM's website and incorporating microsites and email announcements, and other required work. Budget needed for a comprehensive classification and compensation study, TAM positions last reviewed and ranges adopted in 2011 based on 2010 data. Plan to be done in second half of 2018.
<i>Insurance</i>	Based on current insurance cost.
<i>Financial Audit</i>	Based on current/expected financial and compliance audit contracts other than Measure A compliance which is included under the Measure A Programs
<i>Legal Services</i>	For general legal services received from County Counsel and special legal services from outside legal teams.
<i>Document/Video Reproduction</i>	Based on estimated expenditures of major report production, including TAM and COC Annual Report, design services, video production and copy editing.
<i>Memberships</i>	Based on Self Help Counties Coalition, CalCOG, MCEP dues for employees' professional memberships and Marin Map-note ongoing support from Marin Map
<i>Travel/Meetings/Conferences</i>	Based on estimated staff work travel needs
<i>Carshare Membership</i>	Carshare membership and usage cost to provide option for staff who needs to travel to meetings.
<i>Electric Bike Purchase/Lease</i>	Use by TAM staff for frequent short trips vicinity TAM offices including to/from Marin Civic Center
<i>Professional Development</i>	For staff professional development; computer skill training/classes; management training for Deputy ED & Managers
<i>Human Resources/Board Support</i>	For projected routine HR and board support functions.
<i>Information Technology Support</i>	For routine IT and web support needs
<i>Annual Support &amp; Upgrade of Financial System</i>	Annual software license cost and necessary support.
<i>Misc. Expenses</i>	For any necessary misc. administration needs that are not included in the above budget lines
<b>Professional Services</b>	
<i>Bellam Blvd 101 Off-ramp Improvements - Design &amp; R/W</i>	Project will add second off ramp lane from northbound 101 to improve travel time for traffic going from northbound 101 to east bound 580. Cost is for design work and design support during construction and right of way.
<i>Bike Path Improvement on Sir Francis Drake Fly-over</i>	Awaiting RM3 availability, remaining OBAG2 funds will be utilized for outreach, design illustrations, early environmental analysis.
<i>580/101 Direct Connector Project Support</i>	For the update of the Congestion Management Plan as required by State law, data collection being performed in FY2018-19 and the CMP Update will be completed in Fall FY 2019-20.
<i>CMP Update/Traffic Monitoring</i>	Model Development underway with new model software and hardware included, as well as model development, SB743 modeling assistance, validation and calibration of model.
<i>Travel Model Maintenance &amp; Update</i>	Model Development underway estimated at \$250k with new model software and hardware included as well as model development including validation and calibration, SB743 modeling assistance per local jurisdiction needs.
<i>Traffic Monitoring and Reporting</i>	Ongoing traffic counts and monitoring effort from City County fund increase in 2015/2016.
<i>Project Management Oversight</i>	On-call consultant contract to meet TAM's various project/program management needs, estimate based on past use and necessary PM needs. \$25K for website training, \$40K for EV assistance, \$20K for MSN support, \$50K for Crossing Guard Support, \$40K for one time legal services, \$30K for Local agency support, and \$95 for unknown
<i>MSN B1 Phase 2 &amp; A4 Design</i>	MSN Phase 2 projects in Marin County to complete all HOV lanes. Estimated FY 2018-19 budget requirement: for final design work with only \$300,000 remaining. STIP PPM funds swapped with City/County contribution.
<i>MSN San Antonio Curve Correction Construction Support</i>	Highway 101 at San Antonio Bridge Curve Correction project has entered the construction phase. Estimated remaining spending authority per Caltrans Coop is \$200,000 – Estimated FY 2018-19 budget requirement: \$150,000.
<i>HOV Gap Closure Mitigation - Brookdale /Maintenance</i>	Hwy 101 Gap Closure Mitigation along Brookdale Avenue. TAM will manage construction contract to continue with 5 year plant establishment period.
<i>State Legislative Assistance</i>	State legislative assistance and advocacy contract
<i>Financial Advisor/Sales Tax Audit Services</i>	For sales tax monitoring and allocation audit services and on-call financial advisor team to help TAM with various transportation financing issues
<i>North-South Greenway Gap Closure / PS&amp;E &amp; Services</i>	Northern Segment - Finalize PS&E & provide construction bid support to Caltrans.
<i>Public Outreach Service Support</i>	Public outreach consultant support for unique efforts that are not covered by in-house staff
<i>Street Smart Program Implementation</i>	Street Smart program implementation work paid by NTPP, includes replacement of banners.

Budget Line item	Assumption
Highway 101 Ramp Metering Implementation Plan Outreach	TAM will continue working with Caltrans as they finish design and initiate a Ramp Metering Implementation Plan to determine metering rates. TAM will continue to encourage dialog with local agencies through and Technical Advisory Committee. Additional outreach efforts may be necessary to compliment Caltrans outreach
CMFC Onsite Re-Vegetation Mitigation Monitoring and Reporting	Includes Mitigation, Monitoring and Reporting. Minimal replanting may be necessary due to impacts of severe winter weather conditions
Innovation Program	Development of Innovation program including continued Innovation workshop and planning actives to identify potential projects for consideration in Marin County. Technical, legal, legislative and public private partnership assistance included in budget.
Sales Tax Reauthorization Support	Consultant support needed for the reauthorization of the Measure A 1/2 Transportation Sales Tax
Consulting Pool	A pool of small consultant contracts for various small misc. services, amount reflective of previous years
<b>Measure A Programs</b>	
Measure A Compliance Audit	For the annual compliance audit need of selected project sponsors
Bike/Ped Path Maintenance	Amount available for routine maintenance for regional paths according to the current TAM Board adopted Bike/Ped Path Maintenance Policy latest Board adopted update November 2016
GGT Ferry Shuttle Service Contribution through MT	Assuming the continuation of the \$85K subsidy for GGT ferry shuttle service
Central Marin Ferry Connector - SMART Insurance Policy	As a condition of the Cooperative Agreement TAM will reimburse SMART for the cost of insurance for the new bridge over SFDB in their right-of-way until such time passenger rail service is extended to Larkspur.
<b>Strategy 1 - Transit</b>	
Substrategy 1.1 - Local Bus Transit Service	Marin Transit requested \$10.4 million under Strategy 1.1 - Local Bus Transit Services
Substrategy 1.2 - Rural Bus Transit System	Marin Transit requested \$1.0 million under Strategy 1.2 - Rural Bus Transit System
Substrategy 1.3 - Special Needs Transit Services	Marin Transit requested \$2.7 million under Strategy 1.3 - Special Needs Transit Services
Substrategy 1.4 - Bus Transit Facilities	Marin Transit requested \$3.0 million under Strategy 1.4 - Bus Transit Facilities
<b>Strategy 2 - Hwy 101 Gap Closure</b>	
STP/STP-HIP Swap Project	Hwy 101 Gap Closure remaining Measure A and federal fund swap for local projects remaining \$484,000 that is reserved for County of Marin HIP Project redirected to the City of San Rafael's Grand Ave Bridge Project. \$184,000 paid in FY17/18 with \$300,000 remaining to be paid in FY18/19.
<b>Strategy 3 - Local Transportation Infrastructure</b>	
Substrategy 3.1 - Major Roads	Expected FY2018-19 expenditures/reimbursements for Major Roads projects is \$2.25 million, including about \$0.1 million for Miller Ave, \$1.75 million for SFD/County project, \$0.3 million for Third Street/SR, and \$0.1 for Novato Blvd. Funds from 2011 SLPP swap are included.
Substrategy 3.2 - Local Roads	Total allocation for FY2018-19 Local Roads projects is \$3.2 million.
<b>Strategy 4 - Safer Access to Schools.</b>	
Substrategy 4.1 - Safe Routes to Schools	Total SR2S contract for FY2018-19 Estimation of \$950K. funds come out of Strategy 4.1, Strategy 4.3 and Measure B 3.1 also contributes to SR2S contract budget.
Substrategy 4.2 - Crossing Guards	Crossing guard cost based on \$17,800/guard annual rate, service level at 88 guards, also including summer school service and transit reimbursement (note Measure B VRF also funds guards)
Substrategy 4.3 - Safe Pathways To School	
Safe Pathways Plan Development	Total SR2S contract for FY2018-19 is \$950K, estimated total for strategy 4.3 is \$100K, Strategy 4.1 and Measure B 3.1 also contributes to SR2S contract budget.
Safe Pathway Capital Projects	\$3.48 million allocated March 2015, estimated reimbursement for FY2018-19 is \$1.25 million.
<b>Measure B VRF Programs</b>	
<b>Element 1 - Maintain Local Streets &amp; Pathways</b>	
Element 1.1 - Local Streets	Based on project/program needs, allocation every three years. Next allocation cycle is FY2019-20.
Element 1.2 - Bike/Ped Pathways	5% of Measure B revenue, is assigned annually per Board policy to reimburse member agencies for routine maintenance cost of eligible paths
<b>Element 2 - Seniors &amp; Disabled Mobility</b>	
Element 2.1 - Mobility Management Programs	To implement a Mobility Management Program that identifies and implements mobility options for Senior and Persons with Disabilities. All funds in element 2 are allocated to Marin Transit.
Element 2.2 - Paratransit & Low Income Scholarships	Support and enhance Paratransit and other local services focusing on this population
Element 2.3 - Paratransit Plus	"Paratransit Plus" program to serve older seniors who may not qualify for service under the Americans with Disabilities Act.
Element 2.4 - Volunteer Drive & Gap Grant	Implement other innovative programs to provide mobility to seniors as an alternative to driving
<b>Element 3 - Reduce Congestion &amp; Pollution</b>	
Element 3.1 - Safe Routes to School/Street Smart Program	Crossing guard cost at \$17,800/guard annual rate. Service level of 88 guards which includes summer school service and transit reimbursement and includes \$25K to Street Smarts. The bridge funding will fund 21 guards thru end of 2018.
Element 3.2 - Commute Alternative Programs	Rollout of new public oriented TDM programs, including marketing and outreach via seasonal promotional campaigns, technical assistance, regional 511 coordination, ERH and Vanpool reimbursements, and carshare promotional activities. Continuation of existing Lyft Pilot Program and ADA support services until September 2018. Technical assistance for program reporting and future program development.
Element 3.3 - Alternative Fuel Vehicle Program	Alternative Fuel program to include capital match funds for EV fleet replacement, and ongoing grant matches for infrastructure, planning, education and marketing. \$435K is the programming level approved by the TAM Board for FY2018-19.
<b>Interagency Agreements</b>	
CMFC County Agreement RM2 (Maintenance Parks Dept.)	Funding for County Parks to provide routine maintenance services. Costs are for bridge structure only until SMART's Larkspur extension is complete and in operation. Other cost associated with routine path maintenance are funded under Measure B VRF and Measure A Transportation Sales Tax Interest Fund
North-South Greenway (Southern Segment)- County Project Management	County of Marin has agreed to lead the development of the North-South Greenway Southern Segment. Funding Agreement for preliminary engineering and environmental assessment. Will update agreement to imitate design phase
North-South Greenway (Northern Segment) Cooperative Agreement with Caltrans for Construction	Caltrans will perform Construction Management for SF Drake off-ramp widening.
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement - Caltrans	Agreement with Caltrans for off-site mitigation for the Highway 101 Gap Closure Project. Pass-Thru Agreement

<b>Budget Line item</b>	<b>Assumption</b>
<i>SR37 Study Funding Contribution - Agreement (STA)</i>	Total of \$40,000 TAM's share of the SR37 study that was conducted by Solano Transportation Authority to assist in the preparation of a SR37 Corridor Financial Opportunities Analysis and MTC Corridor Study. About \$20,000 is expected to be spent this year to complete MTC Corridor Study and NVTA transit study. City/County Contribution funds.
<i>Funding Agreement with Larkspur For East SF Drake Improvement Project - Construction</i>	The City of Larkspur has agreed to administer the construction of the work on Sir Francis Drake to improve access to the Richmond-San Rafael Bridge. The majority of the \$2.3 million funding allocated for these improvements has been expended. It is estimate \$200,000 will carry-over to this fiscal year
<i>County Lower Marin City Drainage Study Agreement</i>	This project received about \$210,000 in Lifeline funds that were swapped with Measure Strategy 1.1 funds in FY 16/17 but actual collection was \$200,118. Marin County has expended all but \$50,000 which will be moved to FY 18/19. Marin County anticipates expending all of the remaining \$50,000 in FY2018-19.
<i>Novato Pedestrian Access to Transit and Crosswalk Improvement Project Agreement</i>	This project received \$302,100 in Lifeline funds that were swapped with Measure Strategy 1.1 funds. Novato anticipates requesting reimbursement for approximately half of the funds in FY2017-18 and half in FY2018-19.
<i>Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management</i>	Amount is for capital construction (\$3 MIL of which \$1.3 MIL in FY18/19) and construction management by County of Marin (\$700,000 of which \$500,000 in FY18/19).
<i>Caltrans MSN A2 and A3 Construction Support</i>	A total of \$167,000 was negotiated with Caltrans to cover the construction support provided for the MSN A2 and A3 projects. \$42,000 is anticipated for FY 2018-19.
<i>Sausalito - Gate 6 Bridgeway Intersection Improvements</i>	Project underway: install of dedicated bicycle phase; detection for southbound cyclists coming from the Sausalito-Mill Valley Multi-Use Path going to Bridgeway; new vehicle detection& signal modifications; redesign of path approach at the northeast corner of the Bridgeway/Gate 6 intersection, additional curb work. Project is underway. Reimbursement \$109,000 in FY2017-18, \$47,000 in FY2018-19.
<i>Corte Madera - Tamal Vista Blvd Bike/Ped Improvements</i>	Project along Tamal Vista Blvd to enhance bike/ped safety, promote multi-modal access between Madera Blvd. and Fifer Avenue.
<i>San Rafael - Multi Pathway - 2nd Street to Anderson Drive</i>	Construct a new multi-use pathway from 2nd Street to Andersen Drive in SMART right of way in San Rafael. TAM funding \$2.95M of RM2 funds and 0.502M LPP (SB1 funds).
<i>Marin County-Caltrans SR-37 Planning Grant Match</i>	Caltrans planning grant awarded to Marin County as project lead and TAM as a project partner to study flooding & transportation infrastructure resiliency on SR-37 in Marin.
<i>San Anselmo-Hub Reconfiguration Phase I Study</i>	CMA Planning Funds in the amount of \$309,000 was provided to San Anselmo to conduct study on the flooding & transportation infrastructure resiliency on SR-37 in Marin.
<i>Bicycle and Pedestrian Plan Update</i>	Originally, CMA planning funds in the amount of \$15,000 was provided to Ross to complete its Local Bike and Pedestrian Plan. The CMA planning funds were exchanged for City/County funds. Funding agreement for these City/County funds has been executed but no expenses have been incurred. Expenses are anticipated to be incurred in FY 18/19.
<i>Marin County-Caltrans Planning Grant Match Manzanita &amp; Southern Marin Flooding</i>	Caltrans planning grant was applied by Marin County as project lead and TAM as a project partner to study flooding and transportation infrastructure resiliency near the Manzanita Park and Ride Lot in southern Marin. \$15,000 in TAM contribution for grant match from City/County Contribution funds if the grant is awarded.
<b>TFCA Programs/Projects</b>	
<i>TFCA - Reimbursement of Various Capital Projects</i>	Anticipated reimbursement request level from various TFCA project sponsors.

### Attachment 3 - FY2018-19 City/Town/County CMA Fee Schedule

Agency	SHARE			
	% Share	\$ Share of Base Fee	\$ Share of Temp Increase	Total FY2018-19 CMA Fee
Belvedere	0.98%	\$4,223	\$1,267	\$5,490
Corte Madera	3.53%	\$15,193	\$4,558	\$19,751
Fairfax	2.77%	\$11,899	\$3,570	\$15,468
Larkspur	3.99%	\$17,159	\$5,148	\$22,306
Mill Valley	5.65%	\$24,287	\$7,286	\$31,573
Novato	18.10%	\$77,818	\$23,345	\$101,163
Ross	1.02%	\$4,377	\$1,313	\$5,691
San Anselmo	4.44%	\$19,078	\$5,724	\$24,802
San Rafael	19.59%	\$84,222	\$25,267	\$109,489
Sausalito	2.80%	\$12,043	\$3,613	\$15,656
Tiburon	3.46%	\$14,883	\$4,465	\$19,348
County	33.68%	\$144,817	\$43,445	\$188,262
<b>Total</b>	<b>100.00%</b>	<b>\$430,000</b>	<b>\$129,000</b>	<b>\$559,000</b>

**Notes:**

1. Based on 50% lane miles and 50% population formula.
2. California Department of Finance (DOF) - May 2017
3. Metropolitan Transportation Commission (MTC) - May 2017



## Attachment 4 - Calculation of FY2018-19 Appropriation Limit

### Calculation of FY2018-19 Appropriation Limit

FY2017-18 Appropriation Limit	\$ 85,660,117
Inflation Factor (Per capita income change, 2015-2016)*	X 1.0324
Population Factor (Population change, 2015-2016)**	X 1.0012
FY2018-19 Appropriation Limit	\$ 88,542,883

### Appropriations Subject to the Limit

FY2018-19 Appropriation Limit	\$ 88,542,883
FY2018-19 Appropriations Subject to Limit	\$ 27,240,000
Amount under Limit	\$ 61,302,883

#### Data Sources:

\* Marin County Per Capita Income change data from 2015 to 2016 is from California Regional Economic Analysis Project.

[https://california.reaproject.org/analysis/comparative-trends-analysis/per\\_capita\\_personal\\_income/tools/60041/60000/](https://california.reaproject.org/analysis/comparative-trends-analysis/per_capita_personal_income/tools/60041/60000/)

\*\* Marin County population change data from 2016 to 2017 is from the US Census.

<http://www.census.gov/quickfacts/table/PST045215/06041>

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## FY 2018-19 Administration Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
<b>BOARD &amp; AGENCY SUPPORT</b>					
1	Ongoing Committee and Board support; response to information and meeting requests	Denise M	Meeting preparation and management.	Ongoing	Overall
2	Manage various TAM records and response to Public Records Act Requests	Denise M	Various record keeping and production.	Ongoing	Overall
3	Manage the COC, prepare agenda packets and coordinate with COC members to address their needs	Li Z/Grace Zh	COC meetings held on a as-needed basis but no less than quarterly.	Ongoing	Measure A & B
4	Manage the COC FY2017-18 Annual Report Development	Li Z	Draft ready in October, publish of the final report in November (fiscal year report).	January, 2019	Measure A & B
<b>OUTREACH</b>					
5	Manage public meetings and other outreach events of the various major capital projects	Molly G/Denise M	Active public outreach for various projects/programs.	Ongoing	Overall
6	Manage public education and information of TAM programs, projects and planning efforts, including stakeholder outreach and briefings	Molly G	Proactive communication of key goals, milestones.	Ongoing	Overall
7	Education of Sales Tax Renewal Expenditure Plan	Molly G	Update audience/stakeholder outreach plan/work closely with TAM Board members.	Ongoing	Overall
8	Respond to inquiries from the public/ follow up as necessary	Molly G/Team	Provide timely response to the public on various issues.	Ongoing	Overall
9	Arrange for reproduction and distribution of various TAM materials via events, direct distribution and social media.	Molly G/Team	Public outreach materials on various initiatives, projects and programs.	Ongoing	Overall

## FY 2018-19 Administration Function Work Plan

<b>Ref #</b>	<b><u>Work Items</u></b>	<b><u>Responsible Team-member</u></b>	<b><u>Action Item and/or Product</u></b>	<b><u>Date of Delivery</u></b>	<b><u>Functional Area</u></b>
10	Maintain website, and create content for social media and electronic outreach including the TAM Traveler. Provide staff training for content management.	Molly G	Ongoing content management for TAM's website and outreach materials. Provide consistent social media & newsletter content.	Ongoing	Overall
11	Work with the team for consistent maintenance of website content	Molly G/Team	Maintain up-to-date content.	Ongoing	Overall
<b>HUMAN RESOURCES</b>					
12	Manage the agency's CalPERS retirement benefit, set up trust to address the retirement and OPEB liabilities	Li Z	Pursue plans that can fully fund TAMS's CalPERS and OPEB liabilities.	By Dec 2018	Overall
13	Manage and continue to improve TAM's new payroll system and related tasks	Li Z/Helga C	Managing ongoing payroll.	Ongoing	Overall
14	Manage all benefits offered by TAM	Li Z/Helga C	Actively manage the benefits offered to employees and make changes/improvement whenever it's cost-effective.	Ongoing	Overall
15	Manage all HR related functions	Li Z/Helga C	With support of on-call HR support team, ensure the agency is in compliance with HR laws and regulations.	Ongoing	Overall
16	Manage the recruitment of new positions	Li Z	Develop specific recruitment plan for each position and ensure timely hiring of the position.	As Needed	Overall
<b>OFFICE OPERATION</b>					
17	Manage the daily operations of the office site	Denise M/Joanne O	Maintain a professional and pleasant office environment and assure ADA Compliance.	Ongoing	Overall
18	Maintain servers, internet and phone services for the office location and resolve any potential technical problems	Li Z/IT consultant	Ensure reliable IT infrastructure to meet the critical work needs.	Ongoing	34 Overall

## FY 2018-19 Finance Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
<b>Accounting &amp; Audit</b>					
1	Continue the enhancement of agency's financial system, monitor the performance and make improvements	Finance Team	Assure availability of resources for staff training and necessary system updates/enhancements.	Ongoing	Overall
2	Manage TAM FY2017-18 financial audit, ensure a smooth and timely audit process within budget and on schedule. Report to Citizen's Oversight Committee.	Finance Team	Start the project in June, draft ready in October, acceptance of the audit result by the end of the year.	Nov/Dec 2019	Overall
3	Manage the Measure A compliance audits, coordinate with all fund recipients and work out any potential issues and recommend changes needs to the Board if necessary. Report to Citizen's Oversight Committee.	Li Z/Helga	Workshop with auditees in August, field work in Sep/Oct, final report for review and acceptance Dec 2018/Jan 2019.	Annually	Measure A
4	Manage special audits required by grant agencies, such as single audit, TFCA audit, etc.	TEAM	Coordinate with audit team and staff team during special audit processes.	Ongoing	Overall
5	Maintain staff time reporting protocols, track staff costs against budget; make necessary adjustments to meet funding levels.	Finance Team	Ensure mid-year and end of year actuals re: staffing meet budget availability.	Ongoing	Overall
6	Provide regularly financial reports to the Board, COC, public, and others as requested.	Li Z/Helga C	Quarterly financial updates and other required financial reports to Board and the COC.	Ongoing	Overall
<b>Funding and Budget Management</b>					
7	Monitor Measure A Sales Tax and Measure B VRF revenue trends and cash disbursements, provide periodical revenue projects to the Board, public and other agencies when needed. Utilize consultant on economic trend analysis.	Li Z	Provide the TAM Board and other parties with timely revenue trend update and estimates for various project/program needs.	Ongoing	Measure A & B
8	Track and incorporate revenue from various federal, state, regional and local transportation funds.	Finance Team	Monitor the funding level for various fund sources and recommend project/program budget adjustments when necessary.	Ongoing	Overall
9	Working with the team, develop and monitor the expenditure plans for various projects and programs.	Finance Team	Develop and review the expenditure plans for projects/programs.	Ongoing	Overall
10	Monitor actual revenues/expenditures against the FY2018-19 Budget and develop revisions as necessary.	Finance Team	Quarterly budget review, recommend adjustments when needed.	Ongoing	Overall

FY 2018-19 Finance Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
11	Coordinate and develop FY2018-19 budget and work plan process.	Li Z/Helga C	Draft ready in May for Board and public review, final adoption in June 2018.	Annually	Overall
12	Monitor financial elements of Coop Agreements (Caltrans), and other interagency agreements.	TEAM	Ongoing monitoring of budget vs. actual expenditures.	Ongoing	CMA
13	Assist contract/agreement managers monitoring the expenditures of each contract/agreement.	Grace Zh	Ongoing monitoring, make sure expenditures are within the allowed contact amount or revision to the budget is required.	Ongoing	Overall
<b>Cash &amp; Investment Management</b>					
14	Conduct cash flow analyses for various projects and programs and ensure all cash needs can be met.	Li Z	Work with the team to understand the project/program schedule and cash needs.	Ongoing	Overall
15	Actively Manage TAM's investment portfolio and maximize interest revenue return without increasing risk and limiting cash availability.	Li Z	Quarterly Financial updates to Board and the COC.	Ongoing	Overall
16	Review and update the agency's investment and debt policies when needed.	Li Z	Regular review and monitoring of the performance and financial market change.	Ongoing	Overall

## FY 2018-19 Project Delivery Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
<b>PROJECTS DIRECTLY MANAGED BY TAM</b>					
1	MSN HOV Lane Extension Phase 2 (MSN A4 and B1 Phase 2)	Nick N	Manage initial design of Highway 101 MSN Phase 2 HOV lane extension from north Novato to County line. Coordination with project partners. Environmental revalidation and design began in December 2017. Full funding plan to complete design has not been developed yet, but target for completion is spring 2020.	Spring 2020	CMA
2	Direct Connector Northbound Hwy 101 to Eastbound 580	Dan C	Preliminary concepts and estimates were prepared for Board evaluation and understanding in Spring 2017; Initiate implementation activities if RM3 is approved.	Ongoing	CMA
3	North/South Greenway - Northern Segment (TAM) - Southern Segment (County)	Bill W	Northern Segment - Finalize design and permitting. Monitor upcoming construction activities and manage TAM's fiduciary responsibility to deliver project. Southern Segment - Provide assistance and project coordination led by the County of Marin. Finalize preliminary engineering and environmental phase.	Northern Segment design scheduled for completion late fall 2018. Construction scheduled to begin late spring 2019 Southern Segment - PA/ED Fall 2018	CMA
4	SR 37 - Preliminary planning in Marin Segment A, Novato Creek	Nick N	Work with state grant recipient, Marin County Flood Control to assess flood management and roadway needs in the vicinity of Hwy 37 and Novato Creek	Ongoing	CMA



## Attachment 5: Work Plans by Functional Area

## FY 2018-19 Project Delivery Function Work Plan

<b>Ref #</b>	<b><u>Work Items</u></b>	<b><u>Responsible Team-member</u></b>	<b><u>Action Item and/or Product</u></b>	<b><u>Date of Delivery</u></b>	<b><u>Functional Area</u></b>
5	SR 37 - Ongoing planning and coordination with Sonoma County on Segments A1 & A2 from Hwy101 to Atherton and Atherton to Hwy 121	Nick N	Continue coordination of activities to address sea-level rise in Marin segment of SR 37. Focused coordination with Sonoma County Transportation Authority including defining projects for potential Regional Measure 3 funding, including environmental clearance.	Ongoing	CMA
6	SR 37 Sea level rise, flooding and corridor-wide improvement study	Nick N/Dianne	Four County Policy Advisory Committee established to plan corridor improvements. Various regular meetings (monthly) to coordinate technical issues, outreach, ancillary studies, and Caltrans/ BATA coordination. Monitor Caltrans activities, along with 2017 corridor study being conducted by MTC/ BATA.	Ongoing	CMA
7	Implement improvements to the approaches to the Richmond San Rafael Bridge.	Dan C / Bill W	Finalize design improvements of the Bellam Blvd approach and begin construction. Close-out any remaining construction items related to ESFD	SFD work completed 2018. Bellam scheduled for construction spring 2019	CMA
8	Manage on-call PMO contract	Dan C	Contract and Task Order Management	Ongoing	CMA
9	Manage TAM Technical Advisory Committee	Dan C	Manage TAM TAC to hold meetings as necessary for Crossing Guard and Major Road Issues	Ongoing	Measure A
10	Manage Hwy 101/Bliethedale Bicycle and Pedestrian Improvements	Nick N	Monitor improvement & funding opportunities with southern Marin partner agencies. Integrate traffic study improvements into future plans for the interchange	Ongoing	CMA
11	Provide oversight of Central Marin Ferry Connector On-Site Habitat Mitigation and five year Report Requirements.	Bill W	Manage TAM's fiduciary responsibility to fulfill mitigation commitments and furnish reports to regulatory agencies	Mitigation and Reporting until 2021	CMA

## FY 2018-19 Project Delivery Function Work Plan

<b>Ref #</b>	<b>Work Items</b>	<b>Responsible Team-member</b>	<b>Action Item and/or Product</b>	<b>Date of Delivery</b>	<b>Functional Area</b>
12	Project Initiation Document - Caltrans Annual Update	Bill W with DS	Provides a 3-year look ahead of project initiation documents for upcoming state highway related projects	Annually	CMA
13	Bicycle Path Routine Maintenance Funding Program	Bill W/ David C	Coordinate with local jurisdictions to determine eligible paths and routine maintenance reimbursements	Annually	Measure A & B
14	US101 HOV Gap Closure Mitigation/ Brookdale Visual Mitigation	Bill W	Manage TAM's commitment to five year plant establishment period. Coordinate agreement between San Rafael and Caltrans on future maintenance responsibility. Work with Caltrans and State Parks to implement off-site mitigation at China Camp.	Establishment Period Thru FY21	CMA
15	MSN Mitigation/Orange Ave. sound wall (MSN L1A)	Nick N	Coordinate, Develop and implement MSN Mitigation and Orange Sound wall Project; Construction was completed in Summer 2016; plant establishment period until 2019	Construction completed; Plant establishment period until 2019	CMA
16	Street Smarts	Dan C	Manage Banner Contract	Ongoing	Measure A & B
17	Track project grants opportunities available under SB1	Nick N / Dan C / Bill W / David C	Monitor SB1 programs for TAM and member agencies for potential capital projects.	Ongoing	CMA
18	Research Changing Federal Contracting and STIP Rules	Dan C	Research latest Caltrans Local Assistance and FAR publication: Assist member agencies with federal requests for information and guidance	Ongoing	CMA

## FY 2018-19 Project Delivery Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
<b>PROJECTS BY OTHERS WITH TAM AS ACTIVE PARTNER</b>					
19	US 101 Ramp Metering Program - Phase One. (NB 101 in So. Marin)	Bill W	Caltrans scheduled to finish design June 30, 2018. Construction estimated to begin early 2019. TAM coordinating with local agencies. Project includes adding lane widening on Tiburon Blvd. leading to the NB on-ramp	Spring 2020	CMA
20	Shoulder Running Lane and Multi-use Path on Richmond San Rafael Bridge-General Coordination	Dan C/Dianne S	Work with Caltrans, BATA, CCTA and City of Richmond to represent TAM with the RSR Bridge project and upper deck Multi-use Path, including studies and outreach on joint use of upper deck shoulders by cars and cyclists.	Ongoing	CMA
21	MSN Construction Contract B1 - Redwood Landfill Interchange	Nick N	In Caltrans close-out phase	Summer 2017	CMA
22	MSN Construction Contract A3 - Northbound 101 HOV North of Novato	Nick N	Resolved funding issue with Caltrans	Late 2017	CMA
23	MSN Curve Correction B3	Nick N	Manage design contract and delivery of Curve Correction project. Coordination with project partners. Construction started April 2016. 3 year construction.	Substantial construction completion at end of 2018	CMA
24	Monitor Regional Managed Lane Programs	Dan C/Dianne S	Monitor regional managed lane activities. Monitor state and federal guidelines as they relate to managed lanes. Attend MTC Managed Lane Meetings. Monitor HOV hours of operation.	Ongoing	CMA
<b>PROJECTS BY OTHERS WITH TAM IN AN OVERSIGHT ROLE</b>					
25	San Rafael Transit Center Relocation	Derek M/ Bill W	Monitor activities associated with the relocation of the Bettini Transit Center in San Rafael.	Ongoing	CMA
26	San Rafael Greenway 2nd to Andersen	David C/ Bill W	Monitor activities associated with the construction of Greenway. Report and invoice MTC on \$2.95M RM2 and .502M LPP (SB1)	Ongoing	CMA

**FY 2018-19 Project Delivery Function Work Plan**

<b>Ref #</b>	<b><u>Work Items</u></b>	<b><u>Responsible Team-member</u></b>	<b><u>Action Item and/or Product</u></b>	<b><u>Date of Delivery</u></b>	<b><u>Functional Area</u></b>
<b>PROJECT DELIVERY EFFORTS TRACKED BY TAM</b>					
27	Participate in Regional Committees related to Project Delivery	Dan C / Bill W / Nick N	Participate in CMA Directors Meetings, CMA Project Directors Meetings, MTC, and CTC meetings as appropriate	Ongoing	CMA
28	Research Changing Federal Contracting and STIP Rules	Dan C	Research latest Local Assistance and FAR publications; Assist agencies with federal requests	Ongoing	CMA

## FY 2018-19 Programming Function Work Plan

Ref #	Work Items	Responsible Team-member	Action Item and/or Product	Date of Delivery	Functional Area
<b>LOCAL SALES TAX - MEASURE A</b>					
1	Manage Measure A application, allocation, and funding agreement processes	David Chan	Process requests for funds through TAM Board and finalize local sponsor agreements	Ongoing	Measure A
2	Solicit Annual Reports on local road projects funded with Measure A funds	David Chan	Work with local sponsors to submit annual reports	Annually in August	Measure A
3	Monitor delivery of Measure A programs & projects and assure consistency to Strategic Plan policies	David Chan/Li Zhang	Assure delivery of prior phase work when funds requested	Ongoing	Measure A
4	Monitor project delivery all Safe Pathway (Measure A) fund recipients	David Chan	Work with recipients on ensuring timely delivery	Ongoing, report quarterly as part of Safe Routes status report	Measure A
5	Update Measure A Strategic Plan annually, develop updated revenue and expenditure element	David Chan	Update entire Strategic Plan and the Revenue and Expenditure element	March- June annually	Measure A
6	Issue 4th Cycle Safe Pathway Call for Projects	David Chan	Solicit applications for Safe Pathway funds and recommend the most qualified applications for funding	April - June	Measure A
7	Amend Measure A Strategic Plan whenever necessary to accommodate changing project needs	David Chan	Update Revenue and Expenditure element of the Strategic Plan	Ongoing	Measure A
<b>LOCAL VEHICLE REGISTRATION FEE - MEASURE B</b>					
8	Manage Measure B application, allocation, and funding agreement processes	David Chan	Process requests for funds through TAM Board and finalize local sponsor agreements	Ongoing	Measure B
9	Monitor delivery of Measure B programs & projects and assure consistency to Strategic Plan policies	David Chan/Li Zhang	Assure delivery of prior phase work when funds requested	Ongoing	Measure B
10	Amend Measure B Strategic Plan whenever necessary to accommodate changing project needs	David Chan	Update Revenue and Expenditure element of the Strategic Plan	Ongoing	Measure B
<b>STATE FUNDS</b>					
11	Manage Prop 1 B / STIP funded projects in Marin Sonoma Narrows Corridor	Nick Nguyen	Manage all delivery and other requirements regarding fund sources for Marin Sonoma Narrows projects	Ongoing	CMA
12	Provide oversight on projects with RTIP, ATP, and LPP funds including other SB1 funds	David Chan/ all managers on new state funded projects	Reconcile prior RTIP funds and develop new ATP and SB1 projects for programming in the 2018 STIP	Ongoing/ New ATP project candidates selected	CMA

## FY 2018-19 Programming Function Work Plan

Ref #	Work Items	Responsible Team-member	Action Item and/or Product	Date of Delivery	Functional Area
13	Submit applications for SB1 and ATP funding and inform local jurisdictions of funding opportunities	David Chan	Participate in workshops, coordinate with local jurisdictions, and submit competitive applications for funding	Ongoing	CMA
14	Manage 2020 STIP Programming	David Chan	Manage programming of STIP funds, including requesting PPM funds from CTC.	July - January	CMA
15	Announce/support/coordinate local agency applications to state and regional grant programs	David Chan	Assist with ongoing grant opportunities, seeking out candidates & supporting applications, particularly opportunities from SB1	Ongoing	CMA
<b>FEDERAL FUNDS/OBAG</b>					
16	Prepare federal fund requests as needed	David Chan & Engineering Managers	Ongoing, for fed funds coming to TAM, such as earmarks, STP, and CMAQ	Ongoing	CMA
17	Monitor and assist in delivery of federally funded projects locally	Engineering Managers	Assist local governments in meeting federal obligation and billing requirements	Ongoing	CMA
18	Provide oversight on projects selected for OBAG 2	David Chan	Assist jurisdictions to prepare required documents for OBAG 2 fund obligations with Caltrans Local Assistance	Summer 2017	CMA
19	Work with MTC on the 2019 TIP	David Chan	Update all Marin entries in the TIP	July - December	CMA
<b>REGIONAL FUND SOURCES</b>					
20	Manage TFCA/TDA Program- participate in regional policy discussions on TFCA; Program TFCA and TDA funds	Scott McDonald	Conduct Call for Projects, adopt program of projects, reimburse funding requests, prepared annual reports and audit	Ongoing management; programming July - October annually	CMA
21	Manage the Lifeline Transportation Program Cycle 5	David Chan	Facilitate the swapping funds necessary for programming and work with jurisdictions with awarded project to process funding with MTC	July - December	CMA
22	Program STA Population Based Funds for FY 18/19 and thereafter	Executive Director/ David Chan	Work with transit agencies on developing an agreement to preserve STA Population Based funds for future Lifeline Transportation Program after Cycle 5	July - December	CMA
23	Track and respond to new or revised delivery requirements on various fund sources	David Chan & Engineering Managers	Ongoing changes in federal fund requests	Ongoing	CMA
24	Manage RM2 funded projects - North-South Greenway	Bill Whitney	Complete final design of northern segment. Provide oversight of southern segment preliminary engineering and environmental determination. Report activities to MTC	Ongoing	CMA
25	Announce/support/coordinate local agency applications to state and regional grant programs	David Chan	Assist with ongoing grant opportunities, seeking out candidates & supporting applications	Ongoing	CMA

## FY 2018-19 Programming Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
<b>GENERAL PROGRAMMING RESPONSIBILITIES</b>					
26	Manage monitoring and reporting requirements from granting agencies	Dave Chan/all TAM managers	Manage misc. reporting requests as needed (i.e., TFCA, STP, CMAQ, PPM)	Ongoing	CMA
27	Prepare TIP amendments and updates for Marin County	David Chan	Ongoing management of the TIP in coordination with local sponsors	Ongoing	CMA
28	Participate in statewide & regional committees related to programming	Executive Director/ David Chan	Ongoing coordination within region, at state level, and with fellow CMA's	Ongoing	CMA
<b>LEGISLATION</b>					
29	Track legislation affecting funding in Marin County/ bring issues as necessary to the TAM board	David Chan/Gus Khouri	Work with TAM's legislative consultant and County legislative outreach on issue of concern to TAM	Ongoing	CMA



## Attachment 5: Work Plans by Functional Area

## FY 2018-19 Planning Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
<b>PROJECTS DIRECTLY MANAGED BY TAM</b>					
1	Commute Alternatives Reduce Trips (CART) - Program Management	Derek/Scott	Manage the suite of Commute Alternatives Trip Reduction programs, and Measure B Strategy 3 Expenditures. Conduct program reviews and coordinate grant support.	Ongoing	\$10 VRF
2	Commute Alternatives Reduce Trips (CART) - Lyft Partnership Program	Derek/Scott	Continue pilot program with Lyft and Whistlestop scheduled until September 2018. Provide program evaluation and develop potential next steps for program, including transit coordination.	September 2018 to Spring 2019	\$10 VRF
3	Commute Alternatives Reduce Trips (CART) - Outreach efforts	Scott	Conduct public and employer outreach related to commute alternatives in Marin under new "Marin Commutes" brand. Prepare updated public outreach materials on an as-needed basis.	Ongoing	\$10 VRF
4	Commute Alternatives Reduce Trips (CART) - ERH Program	Scott	Monitor and process ERH reimbursements.	Ongoing	\$10 VRF
5	Commute Alternatives Reduce Trips (CART) - Vanpool Program	Scott	Review/monitor incentive program structure as component of 511 Vanpool restructuring.	Ongoing	\$10 VRF
6	Commute Alternatives Reduce Trips (CART) - Bike Share Program	Scott	Develop and procure Bikeshare program for Marin and Sonoma Counties around SMART access.	June 2017 - Ongoing	\$10 VRF
7	Commute Alternatives Reduce Trips (CART) - Carshare Program	Scott	Support Carshare efforts in Marin County, including Marketing/promotional activities to support existing carshare services.	Ongoing	\$10 VRF
8	SR2S - Safe Route to School-Program and Contract Management	Derek/Dave/Dan	Monitor delivery of services and implementation of contract. Quarterly meetings with Sr2S contractor. Host Local Elected Liaisons meeting twice a year.	Ongoing	1/2-cent Sales Tax
9	CMP - Congestion Management Plan & Monitoring	Derek	Conduct Biannual Monitoring in 2018, prepare monitoring report in 2019. Participate in CMP Legislative proposals.	Ongoing	CMA
10	Traffic Monitoring and Reporting	Derek	Monitor and Regular reports of Marin traffic conditions for local travel behavior understanding, local jurisdiction information and Model development	Ongoing	CMA

## Attachment 5: Work Plans by Functional Area

## FY 2018-19 Planning Function Work Plan

<b>Ref #</b>	<b>Work Items</b>	<b>Responsible Team-member</b>	<b>Action Item and/or Product</b>	<b>Date of Delivery</b>	<b>Functional Area</b>
11	Modeling - New Travel Demand Model Development	Derek	Continue development of Marin Travel Model based on MTC's Travel Model 2. Coordinate Model Development reviews with Local Planning, DPW staff and Transit Operators.	Spring 2019	CMA
12	TAM BPAC Oversight	Scott	Convene BPAC meetings to support bike/ped discussions. Assure BPAC role continues in advising on programming of bike/ped funds.	Ongoing	1/2-cent Sales Tax
13	Alt Fuels - Regional Activities	Derek/Nick	Continue attending EV Coordinating Council and Planning Committee. Leverage local funds with regional funding opportunities to expand Marin's alternative fuel programs.	Ongoing	\$10 VRF
	Alt Fuels - Develop and Implement Expanded Program	Derek/Nick	Continue managing TAM's Clean Trans Tech Adv Working Group. Develop expanded program with CTTAWG and in concert with drawdown consider update of TAM 2011 siting plan for EV infrastructure and coordinate through CTTAWG. Plan for and implement expanded program.	Ongoing	\$10 VRF
14	Innovation Program	Derek/Molly	Continue to enhance innovation program. Host Public Workshops and engage local staff to develop opportunity areas for further consideration. Pursue grants & public/private partnerships.	Ongoing	CMA
<b>Local Coordination and Planning Efforts</b>					
15	Commute Alternatives Reduce Trips (CART) - SMART Access Coordination	Derek/Scott	Support access to SMART stations through local Commute Alternative Reduction Trip (CART) program. Coordination on station access needs.	Ongoing	\$10 VRF
16	Transit - Yellow School Bus Coordination	Derek	Coordinate with Marin Transit on School Bus services and school related transportation needs.	Ongoing	1/2-cent Sales Tax
17	Transit - Short Range Transit Plan Coordination	Derek	Coordinate with Marin Transit on Short Range Transit Planning efforts and service needs.	Ongoing	1/2-cent Sales Tax

## Attachment 5: Work Plans by Functional Area

## FY 2018-19 Planning Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
18	Commute Alternatives Reduce Trips (CART) - Marin Climate and Energy Partnership (MCEP) Coordination	Derek/Scott	Participate and provide transportation information to local jurisdictions local climate action planning. TAM provides data, tools and reports on programs including modeling data, Commute Alternatives Reduction of Trip (CART) programs and Safe Routes to Schools. Provide assistance on local transportation related topics for inclusion in local plans. Coordination with MCE for transportation related opportunities and partnerships.	Ongoing	\$10 VRF
19	Modeling/CMP - Project Development Reviews	Derek	Monitor development proposals in Marin County Jurisdictions for Developments that require CMP analysis under CEQA. Work with jurisdictions to coordinate transportation analysis required for CEQA compliance.	Ongoing	CMA
20	Community Based Transportation Plan Coordination	Derek	Monitor implementation of projects identified in adopted CBTP, report regarding status of projects in CBTP's.	Ongoing	CMA
21	MTC - Plan Bay Area Local Coordination	Derek	Coordinate on updates on MTC discussions around PBA and regional planning initiatives including "Futures" effort underway.	Ongoing	CMA
22	Climate Change	Derek/Nick	Monitor and participate in climate change discussions countywide.	Ongoing	CMA
<b>Regional Coordination and Planning Efforts</b>					
23	CMP - Regional Coordination	Derek	Attend quarterly CMP working group and track MTC CMP guidance, CMP Legislation updates.	Ongoing	CMA
24	Transit - Senior Mobility Coordination	Derek/Scott	Participate in Marin Mobility Consortium Meetings. Coordinate with MT and GGT as needed.	Ongoing	\$10 VRF
25	MTC - Plan Bay Area Coordination	Derek	Coordinate on regional planning efforts and policy discussions. Chair CMA planning directors meetings, and attend CMA Executive Directors meetings.	Ongoing	CMA
26	MTC- Regional Advisory Working Group	Derek	Participate in MTC monthly policy group. Provide input from Marin on regional planning topics.	Ongoing	CMA
	MTC- Regional Modeling Working Group	Derek	Participate in MTC monthly modeling group. Provide input from Marin on regional modeling topics.	Ongoing	CMA
27	MTC - Regional Active Transportation Coordination	Scott	Coordinate on MTC and statewide active transportation and bike/ped programs, policies and initiatives. Attend monthly meetings	Ongoing	CMA 47

## Attachment 5: Work Plans by Functional Area

## FY 2018-19 Planning Function Work Plan

<u>Ref #</u>	<u>Work Items</u>	<u>Responsible Team-member</u>	<u>Action Item and/or Product</u>	<u>Date of Delivery</u>	<u>Functional Area</u>
28	MTC - Partnership Technical Advisory Committee Coordination	David/Derek	Monitor and Track MTC programming, policy, planning and legislative issues and provide input for Marin.	Ongoing	CMA
29	MTC - Transit Finance Working Group	David/Derek	Monitor regional transit funding, policy and technical discussions.	Ongoing	CMA
30	MTC - Regional TDM Coordination	Scott	Participate in regional TDM programs with MTC/BAAQMD and other CMAs.	Ongoing	\$10 VRF
31	Caltrans Coordination	Derek/PMs	Monitor and report to local jurisdictions on Caltrans planning efforts from CMA planning directors meetings.	Ongoing	CMA
32	Regional Sea Level Rise Coordination	Derek/Nick	Monitor regional discussions with BCDC, BayRen, and other Regional SLR agencies. Monitor Meas AA regional funding for Transportation opportunities.	Ongoing	CMA
33	North Bay Transportation Officials coordination	Derek	Participate in Sub-regional North Bay Transportation Officials meeting. Identify opportunities to partner with North Bay Agencies.	Ongoing	CMA
34	State Planning Efforts	Derek/PMs	Monitor State Freight Planning efforts, air quality plans, and policy, planning and legislative issues	Ongoing	CMA
35	Sb743 Coordination	Derek	Participate in regional working groups, CMA discussions, and local coordination of Travel model requirements and VMT in CEQA.	Ongoing	CMA
36	Modeling - Regional Coordination	Derek	Attend quarterly CMP working group, Track MTC CMP guidance, and CMP legislation	Ongoing	CMA
37	Modeling - Innovation/Shared Mobility and AVs	Derek/Scott	Monitor and Participate in Regional Discussions on measuring long term impacts from shared mobility and Autonomous Vehicles in planning documents.	Ongoing	CMA
<b>PROJECTS BY OTHERS WITH TAM IN AN OVERSIGHT ROLE</b>					
38	OBAG 2 Planning Requirements	David/Scott/ Derek	Provide support as needed to local jurisdictions on Housing/Complete Street Act/Surplus Land Act	Ongoing	CMA
39	Bettini Transit Center Coordination	Derek/Bill	Monitor and track.	Ongoing	CMA