



DATE: March 28, 2019

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director

SUBJECT: Adjust the Duties of the Existing Executive Committees, Rename Accordingly, and Amend the Administrative Code Accordingly (Action), Agenda Item No. 10

RECOMMENDATION

Adjust the duties of the Existing Executive Committees, rename accordingly. The existing Programming & Projects Executive Committee will now take on legislative positions, and be renamed the Funding, Programs & Legislation Executive Committee. The existing Finance & Policy Executive Committee will take on projects and be renamed the Administration, Projects & Planning Executive Committee. The Administrative Code will be renamed accordingly.

BACKGROUND

In February 2014, the TAM Board agreed to split the TAM Executive Committee into two separately functioning Executive Committees, which went into effect in September of 2014. For over a year, the Programming & Projects Executive Committee and Administration, Finance, Legislation & Planning Executive Committee met under the guidance of TAM's Chair and Vice-Chair to conduct business, making recommendations to the TAM Board. Note prior to this, there was a single Executive Committee.

In December 2015, the TAM Board adopted a new name for the Administration, Finance, Legislative & Planning Executive Committee, changed to the Finance and Policy Executive Committee.

Since January 2016, TAM has two Executive Committees named:

- Programming & Projects Executive Committee
- Finance and Policy Executive Committee

DISCUSSION

At the suggestions of the Chair, staff has been asked to reorganize the Executive Committees to more evenly distribute their workload and responsibilities. With the assistance of the current and prior TAM Chair, all duties and responsibilities were identified and assigned to one of the two Executive Committees. The assignment of duties also considered achieving a more balance workload for the two Executive Committees to avoid the current imbalance of workload.

The change of names will more accurately reflect the duties delegated to each Executive Committee to avoid confusion for the public.

Existing Name	New Name
Programming & Projects Executive Committee	Funding, Programs & Legislation Executive Committee
Finance and Policy Executive Committee	Administration, Projects & Planning Executive Committee

TAM's Administrative Code will be revised accordingly to reflect to the new names.

FISCAL IMPACTS

There are no fiscal impacts in changing the names of the Executive Committees.

NEXT STEPS

The changes in the draft revised Administrative Code will be accepted.

ATTACHMENT

Attachment A: Draft Revised Administrative Code (includes only excerpts where revisions were made)

ADMINISTRATIVE CODE

OF THE

TRANSPORTATION AUTHORITY OF MARIN

Ordinance No. 2005-01

Adopted:
November 17, 2005

Revised:
December 14, 2006
October 27, 2011
December 5, 2013
March 27, 2014 (effective July 1, 2014)
November 20, 2014
December 14, 2015
April 26, 2018 (Selection of Chair and Vice Chair)

Proposed Change:
March 28, 2019 (Executive Committee Name Change)

(5) To execute and deliver contracts and agreements on behalf of the Authority following such approvals as may be required hereunder and to administer Authority contracts in accordance with and subject to the limitations set forth in Article V;

(6) To authorize, approve and make expenditures in accordance with and subject to the limitations set forth in Article VI;

(7) To cause to be prepared and distributed the agenda for all Board meetings;

(8) To undertake such other duties, powers, and responsibilities as may from time to time be assigned to him/her by the Board; and

(9) To accept and consent to deeds or grants conveying any interest in or easement upon real estate to the Authority pursuant to Government Code Section 27281 and to prepare and execute certificates of acceptances therefore from time to time as the Executive Director determines to be in furtherance of the purposes of the Authority. Such authority shall be limited to actions of a ministerial nature necessary to carry out conveyances authorized by the Board.

(10) To serve as the Clerk/Secretary

104.2 Standing Board Committees. The Board may, as it deems appropriate, appoint Standing Board Committees consisting of three or more Commissioners, to accomplish the purposes set forth herein.

(a) Organization of Standing Board Committees. To the extent possible, Standing Board Committee assignments shall reflect geographical balance. Each such Standing Board Committee shall by majority vote elect a chair at its first meeting who shall serve at the pleasure of the Standing Board Committee. Except with respect to the Executive Committee, the Standing Board Committees shall establish a schedule of monthly regular meetings; special meetings of Standing Board Committees may be scheduled by the Executive Director or by the Committee Chair as needed.

(b) Standing Board Committees of the Authority. The following Standing Board Committees are hereby created:

(1) Finance/Policy Administration/Projects/Planning and Programming/Projects Funding/Programs/Legislation Executive Committees. The Finance/Policy Administration, Projects & Planning and Programming/Projects Funding, Programs & Legislation Executive Committees shall consist of five Commissioners each. The combined membership shall represent a geographic balance, including at least one representative each from the five planning areas of the County: Northern Marin, Central Marin, Ross Valley, Southern Marin, and West Marin. Membership to each Committee shall be as recommended by the TAM Board Chair and approved by a majority of the full TAM Board.