TRANSPORTATION AUTHORITY OF MARIN
BOARD OF COMMISSIONERS MEETING

APRIL 23, 2020

6:00 P.M.

Virtual Meeting

Zoom link:
https://zoom.us/j/91286342259?pwd=UzhYNks1MWZLblJaL2d3L3I0Y2NIQT09

Webinar ID: 912 8634 2259

Password: 294800

900 Fifth Avenue
Suite 100
San Rafael
California 94901

Phone: 415/226-0815
Fax: 415/226-0816

www.tam.ca.gov

Belvedere
James Campbell

Corte Madera
David Kunhardt

Fairfax
John Reed

Larkspur
Dan Hillmer

Mill Valley
Sashi McEntee

Novato
Eric Lucan

Ross
P. Beach Kuhl

San Anselmo
Brian Colbert

San Rafael
Gary Phillips

Sausalito
Susan Cleveland-Knowles

Tiburon
Alice Fredericks

County of Marin
Damon Connolly
Katie Rice
Kathrin Sears
Dennis Rodoni
Judy Arnold

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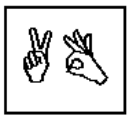

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AGENDA

1. Chair's Report (Discussion)

2. Commissioner Matters Not on the Agenda (Discussion)

3. Executive Director's Report (Discussion)

4. Commissioner Reports (Discussion)

   a. MTC Report - Commissioner Connolly

   b. Marin Transit Report – Commissioner Rodoni

   c. SMART – Commissioner Lucan

5. Open time for public expression, up to three minutes per speaker, on items not on the Board of Commissioners' Agenda. (While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)

6. CONSENT CALENDAR (Action) – **Attachment**

   a. Approve TAM Board Meeting Minutes February 27, 2020

   b. Highway 101 Interchange and Approaching Roadway Study Professional Service Contract Authorization

   c. Marin County US 101 Bus on Shoulder Feasibility Study Contract Authorization

   d. Review and Acceptance of the FY2019-20 Third Quarter Financial Report

   e. Approval of the Proposed Revisions to the ½-Cent Transportation Sales Tax Compliance Audit Policy

   f. Acceptance of the Emergency Telecommuting Policy

   g. Approve Novato's Priority Conservation Area (PCA) Project Changes

   h. Congestion Management Program and System Monitoring Report Contract Amendment with TJKM – Authorize Approval

7. Marin County Plan Bay Area 2050 Revised Project List and State Route 37 Letter of Commitment (Action) – **Attachment**

8. Approve Retention Bonus Contract Amendment for the Crossing Guard Contract (Action) – **Attachment**

9. TAM Memorandum of Understanding with MCE for CALeVIP (Action) - **Attachment**

10. Review and Approve the FY2020-21 Measure A/AA 1/2-Cent Transportation Sales Tax and the Measure B $10 Vehicle Registration Fee Revenue Estimates and Budget Development Schedule (Action) – **Attachment**

11. Caltrans Report (Discussion) - **Attachment**

MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
TAM

FEBRUARY 27, 2020
6:00 PM

MARIN COUNTY CIVIC CENTER, ROOM 330
3501 CIVIC CENTER DRIVE
SAN RAFAEL, CALIFORNIA

MEETING MINUTES

Members Present:
Alice Fredericks, Tiburon Town Council, TAM Vice-Chair
Beach Kuhl, Ross Town Council
Brian Colbert, San Anselmo Town Council
Damon Connolly, Marin County Board of Supervisors
Dan Hillmer, Larkspur City Council
David Kunhardt, Corte Madera Town Council
Dennis Rodoni, Marin County Board of Supervisors
Eric Lucan, Novato City Council
John Reed, Fairfax Town Council
Judy Arnold, Marin County Board of Supervisors, TAM Chair
Kate Colin, San Rafael City Council (Alternate)
Kathrin Sears, Marin County Board of Supervisors
Katie Rice, Marin County Board of Supervisors
Stephanie Moulton-Peters, Mill Valley City Council
Susan Cleveland-Knowles, Sausalito City Council

Members Absent:
Gary Phillips, San Rafael City Council
James Campbell, Belvedere City Council

Staff Members Present
Anne Richman, Executive Director
Bill Whitney, Principal Project Delivery Manager
Dan Cherrier, Principal Project Delivery Manager
David Chan, Manager of Programming and Legislation
Derek McGill, Planning Manager
Helga Cotter, Senior Accountant
Li Zhang, Deputy Executive Director/Chief Financial Officer
Molly Graham, Public Outreach Coordinator
Nick Nguyen, Principal Project Delivery Manager
Scott McDonald, Senior Transportation Planner

Chair Arnold called the meeting to order at 6:00 p.m.

1. Chair's Report (Discussion)

Chair Arnold commented that she would be introducing Mr. Tony Tavares, Director of Caltrans (California Department of Transportation) District 4, later in the meeting, who would speak under Agenda Item 7.

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2. Commissioner Matters Not on the Agenda (Discussion)

None.

3. Executive Director's Report (Discussion)

Executive Director (ED) Anne Richman issued an oath of office to Kate Colin who began a new term as the Alternate Commissioner representing the City of San Rafael on the TAM Board.

ED Richman highlighted items in her report including an update on the Get2SMART Lyft Incentive program expansion and the bikeshare pilot program, a call for projects released to support affordable housing through the Metropolitan Transportation Commission's (MTC's) Housing Incentive Pool (HIP) grant program, the first meeting of the US 101/I-580 Direct Connector Ad-hoc Committee held on January 27, the Safe Routes to School (SR2S) Team Leader luncheon hosted at TAM's office, an update on the State Route (SR) 37 Corridor Adaptation Study of the segment in Marin (funded by a Caltrans Adaptation Planning Grant), legislation introduced by Senator Bill Dodd that would create a dedicated funding source to reduce congestion along SR 37 and protect it from sea level rise, progress on the FASTER initiative, and the upcoming temporary weekday closures of the multi-use path on the Richmond-San Rafael (RSR) Bridge.

Regarding legislation sponsored by Senator Dodd, Commissioner Kunhardt asked what portion of SR 37 would be covered. ED Richman replied that currently the bill language states the tolling portion would occur between Highway 121/Sears Point to Mare Island which is outside of the portion of the roadway located in Marin County known as Segment A.

4. Commissioner Reports (Discussion)

a. MTC Report – Commissioner Connolly

Commissioner Connolly provided his report highlighting the two areas that MTC is focusing on currently: first is the FASTER measure (SB1487) with the goal to ask for voter approval in November, and second is the Plan Bay Area 2050 process with the added element of transit-rich and high-resource areas (HRA) and implications associated with the Regional Housing Needs Allocation (RHNA) numbers.

b. Marin Transit Report – Commissioner Rodoni

Commissioner Rodoni reported on Marin Transit's acquisition of a 2.5-acre site in Novato to be used as its parking and maintenance facility, and the expansion and fare restructuring of Marin Transit's on-demand accessible service, Marin Connect, to other areas of the county.

c. SMART Report – Commissioner Lucan

Commissioner Lucan noted that SMART's (Sonoma Marin Area Rail Transit's) recent ridership report showed continued growth in light of scheduling changes. He also reported on the opening of two new stations: one in downtown Novato and the other at the Larkspur Ferry area and how the outcome of SMART's sales tax measure on the ballot next week will influence the agency's operations and financial health.

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5. Open Time for Public Expression

Cindy Winter, Larkspur resident, commented on Plan Bay Area 2050 and her concern that specific language relative to the bike infrastructure needs to be clearly stated in the final plan document.

6. CONSENT CALENDAR (Action)

a. Approve TAM Board Meeting Minutes January 23, 2020
b. Accept Compliance Audit Results
c. Appointment to the Citizens' Oversight Committee

Commissioner Kunhardt moved to approve the Consent Calendar and was seconded by Commissioner Lucan. The motion passed unanimously with one abstention (Kuhl).

7. Caltrans Report (Discussion) – Caltrans District 4 Director Tony Tavares

Chair Arnold introduced Caltrans District 4 Director Tony Tavares who discussed changes that have occurred over the past 6 months and directions the agency will be taking in the future. Director Tavares noted that Secretary David Kim of the California State Transportation Agency (CalSTA) has appointed Toks Omishakin as Director of Caltrans, and that Director Omishakin is focusing on Caltrans becoming a more multi-modal transportation agency with emphasis on bicycles and pedestrians, transit, rail and ferries, in addition to vehicles and freight, which support the economy.

Director Tavares discussed 5 initiatives Director Omishakin is proposing: 1) ensuring the safety of the traveling public and employees who work on the roadways; 2) striving to become more multi-modal to increase the number of options one has over driving a car all the time; 3) being a good steward of public funds by streamlining processes whenever possible; 4) being more innovative by focusing on bringing new technology, such as autonomous vehicles, to the transportation system as it is developed; and 5) understanding the importance of partnerships and recognizing that no transportation project is delivered by entirely by one agency.

Director Tavares finalized his comments by stating that he looks forward to working with the Board, ED Richman and all partner agencies to deliver projects in 2020 and beyond.

In response to a question from Commissioner Moulton-Peters on promoting Connected Communities, Director Tavares replied that his agency would work with MTC and TAM to find solutions. He said that he strongly believes that importance of reconnecting the communities that were divided when the highway system was built. He added that Caltrans looks favorably on providing more pedestrian overcrossings and encourages artistic projects on bridges and sound walls to help those communities get their identities back.

In response to Commissioner Colin, Director Tavares addressed steps Caltrans is taking regarding homeless persons living beneath freeways. He stated that the homeless issue is a crisis that spans the entire state and that Caltrans has been working with larger cities in the Bay Area to provide navigation centers for a nominal fee. He added that Caltrans has made a commitment to provide employment to those who graduate from the centers' homeless program.

In response to Commissioner Rice, Director Tavares stated that Caltrans would be interested in partnering with agencies to provide electrical vehicle (EV) chargers at park-and-ride facilities, but that it is difficult to obtain consent from the Federal Highway Administration who have the final approval as to any proposed changes for park-and ride facilities and roadside rest areas. Commissioner Rice and Director Tavares discussed how agencies could lend support with installations, and Commissioner Kunhardt expressed his support of the idea as well.

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Commissioner Kunhardt discussed his concern with project delays and asked how agencies could obtain a better understanding of the timeline for bringing projects to the construction phase. Director Tavares discussed funding issues and he stated that construction of the North-South Greenway project could start this summer. He suggested that Caltrans' regional manager for Marin County addresses the TAM Board on a regular basis and Chair Arnold stated that ED Richman could provide Caltrans with a list of projects the manager could address.

Commissioner Reed stated that park-and-ride facilities would be suitable for rideshare opportunities, which he thought Caltrans could consider in its multi modal discussions. Director Tavares stated that he is open to all suggestions and he reiterated the importance of engaging with the partner agencies and the communities.

Commissioner Cleveland-Knowles stated that she supported the comments of her fellow commissioners relating to park-and-ride facilities as well as the installation of bike lockers given the growing interest in electric bikes. She asked Director Tavares how Caltrans would work with local jurisdictions to develop sites for navigation centers or housing for the homeless that were identified on a map released by the State. Director Tavares stated that his department would work with local jurisdictions to determine if a navigation center is appropriate for their cities and the local jurisdictions would have complete control of the process. He added that he would be willing to speak to a Sausalito official about a site that has been listed on the map in the city.

Chair Arnold asked if any members of the public wished to speak.

Cindy Winter of Larkspur commented on Caltrans' Highway Design Manual and the Department's need to be aware of the legal and infrastructure issues surrounding electric bikes.

Jean Severinghaus of Greenbrae thanked Director Tavares for following up on her request to ensure there is a safe connection on the Marin side of the RSR Bridge.

Seeing no others wishing to speak, Chair Arnold closed the item to public comment and thanked Director Tavares for his presentation.

8. Review and Accept the FY2018-19 COC/2019 TAM Annual Report (Action)

ED Richman introduced Li Zhang, Deputy Executive Director/Chief Financial Officer, and Peter Pelham, Chair of the Citizens' Oversight Committee (COC), who presented this item which recommended that the TAM Board provide input and authorize staff to finalize and distribute the FY2018-19 Citizens' Oversight Committee (COC)/2019 Transportation Authority of Marin (TAM) Annual Report.

Ms. Zhang thanked COC members Allan Bortel, Charley Vogt, Joy Dahlgren, Kevin Hagerty, and Zack Macdonald who participated in the Annual Report Development Sub-committee to assist in the report's redesign process.

Mr. Pelham described the composition and purpose of the COC and then reviewed the information covered in the report.

Chair Arnold thanked Mr. Pelham for his presentation and to the COC for its efforts to compile the thorough and interesting report.

Commissioner Moulton-Peters agreed with the Chair and expressed her appreciation for the revamped report.

Chair Arnold asked if any member of the public wished to speak and seeing none, closed the item to public comment.

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Vice-Chair Fredericks moved to authorize staff to finalize and distribute the FY2018-19 COC/2019 TAM Annual Report and was seconded by Commissioner Moulton-Peters. The motion passed unanimously.

9. Marin-Sonoma Bike Share Pilot Program Update (Discussion)

ED Richman introduced this item and drew everyone's attention to the electric bike near the podium which is representative of the bike that will be used in this bikeshare pilot program. She introduced Scott McDonald, TAM's Senior Transportation Planner, and Dana Turrey, Senior Transportation Planner with the Sonoma County Transportation Authority (SCTA), TAM's partner in this program, who presented the item.

Mr. McDonald provided an overview of the program including the goals, the process to date, the bikeshare operator procurement process, information about the awardee, Gotcha Mobility, program implementation, a summary of the contractor's work scope, the role of the Technical Advisory Committee established for this program, and a summary of next steps towards implementation.

Commissioner Hillmer asked that the Larkspur Ferry Terminal be considered for a bike station and Mr. McDonald confirmed that the Larkspur Ferry Terminal is being considered and he has been in discussion with the Golden Gate Bridge Highway & Transportation District (GGBHTD) on that topic.

Commissioner Kunhardt asked what cities/towns would need to provide, in terms of space requirements, to build a hub. Mr. McDonald replied that the public right-of-way for the hubs is the logical option and that hubs are typically located in a parking area or in the furniture zone on a sidewalk. He added that are a few design options available. He went on to explain the contractor's rebalancing effort of moving bikes around the system to meet demand.

Ms. Turrey commented that she has enjoyed partnering with TAM staff on this program and looks forward to continuing the good relationship.

Commissioner Colin asked how metrics would be developed and shared with participating agencies. Mr. McDonald noted that the metrics for success for this program will be different from those in a large urban area and noted that a half trip per bike per day may be considered a positive metric. He added that usage information will be received from the vendor on an ongoing basis to report out to the partners.

Commissioner Reed suggested that the lot in the center of Fairfax offers the perfect location for a bike hub, particularly to address extending the first/last mile issue with SMART riders. Mr. McDonald replied that bikes will be clustered together close to the SMART stations in the initial rollout, but the commissioner's suggestion could be considered when the time comes to extend the reach of this program.

Commissioner Lucan questioned if TAM had funding for future expansion of this program that could be offered through a matching grant. ED Richman replied that the grant funding received will be expended on vendor costs with staff support covered by TAM to meet the match requirement. She added that staff could investigate whether TAM could offer any additional funding for the expansion of the program. On the other hand, she noted that if the program is successful, it will be self-supporting and will not require public subsidies.

Commissioner Cleveland-Knowles expressed her desire to see an expansion to southern Marin during the three-year evaluation period. Regarding evaluating metrics in a suburban context, she said she would like to see tracking of vehicle miles traveled during the bike rebalancing process as that number may cancel out carbon savings from the use of the bikes.

Chair Arnold asked if any member of the public wished to speak on the matter.

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Bjorn Griepenburg, Policy & Planning Director for the Marin County Bicycle Coalition (MCBC), thanked TAM and its partners for bringing this program to the North Bay. He encouraged those outside of the program service area to keep this program top of mind when the service area is expanded.

Cindy Winter expressed support for this program and thanked staff from TAM and SCTA for doing such a great job thus far.

Seeing no others wishing to speak, Chair Arnold closed the item to public comment.

10. Accept Marin Transit's 2020-2029 Short Range Transit Plan and Incorporate it into the Measure AA Strategic Plan (Action)

David Chan, Manager of Programming and Legislation, introduced this item which recommended that the TAM Board accept Marin Transit's 2020-2029 Short Range Transit Plan (SRTP) and incorporate it into the Measure AA Strategic Plan.

Mr. Chan noted that Marin Transit will provide an abbreviated version of the SRTP beginning 2022 and then every other year going forward. The streamlined version will not include all the text of the 250-page report, which, for the most part, is repetitive, but will still thoroughly capture the updated financial numbers.

He introduced Nancy Whelan, General Manager of Marin Transit, who provided an overview of the SRTP, the development and timeline for the SRTP process, Marin Transit's current financial condition, its stable service levels and near-term action items that the agency anticipates.

Commissioner Kunhardt asked about reduction in fuel and operating costs related to the two electric buses Marin Transit purchased. Ms. Whelan stated that electric costs are slightly less than traditional fuel costs partly because of the cost of demand charges, the cost of electricity at the time the bus is charged. She added that she did not have the operating cost numbers yet. She added that Marin Transit does use renewable diesel fuel for most of its fleet.

Chair Arnold asked if any member of the public wished to speak on the matter.

Cindy Winter spoke in support of Marin Transit and about autonomous buses currently being used in Columbus, Ohio.

Commissioner Kunhardt recommended accepting Marin Transit's 2020-2029 SRTP and incorporating it into the Measure AA Strategic Plan and was seconded by Commissioner Moulton-Peters. The motion passed unanimously.

11. Alternative Fuels Program Update (Discussion)

Derek McGill, Planning Manager, and Nick Nguyen, Principal Project Delivery Manager, presented this discussion item. Mr. McGill provided an overview of the program, the growth of publicly accessible charging stations over the past several years, charger rebate usage, anticipated growth of publicly accessible chargers, examples of the cost of charger installation, outside funding leveraged by the program, TAM's EV Fleet Rebate program, the uptick of public fleet EV vehicles, and the outreach and technical assistance that TAM has provided as part of the program.

Mr. McGill noted that REACH Strategies and Cool The Earth/Drive Clean Marin, the two consultant teams that help TAM with the implementation and public outreach of the program, were asked to join the presentation to the Board tonight. While Mr. Kirk Brown of Reach Strategies was coming forward to speak, Mr. McGill summarized Cool the Earth/ Drive Clean Marin's accomplishments that support TAM's program. Mr. McGill also noted that

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Carleen Cullen, Co-founder and Executive Director of Cool The Earth/Drive Clean Marin was seated in the audience, along with a few of her team members.

Mr. Brown identified three ways that his company and TAM can work together to support the outreach element of this program: 1) develop fact-based resources; 2) use social media to show the existing EV infrastructure in Marin; and 3) conduct engagement events to educate the public on EVs.

Chair Arnold asked if members from Cool The Earth/Drive Clean Marin wished to speak.

Carleen Cullen spoke about the need for action at the county level to increase the awareness of and interest in EVs. She suggested that, to meet the goal of reducing reduce greenhouse gas (GHG) emissions, the EV program should be structured similarly to TAM's Safe Routes to School program which includes both an infrastructure and an engagement/education component.

Annika Osborn who is responsible for community outreach and program development for Cool The Earth/Drive Clean Marin spoke of the organization's behavioral change program offered in the schools, workplace and community towards promoting EVs.

Kathy Stanley who is responsible for marketing operations for Cool The Earth/Drive Clean Marin, reported that her organization has influenced the purchase of 126 EVs since September, which is triple the number of vehicles normally sold for that same time period, and approximately 50 percent of those vehicles were purchased in Marin County. She added that there were many people interested and/or pledging to purchase an EV in the future.

Commissioner Kunhardt suggested TAM set a goal for EV registrations within the county for 2020 and compare it to previous years. He asked staff to press the DMV to provide more current registration information. Mr. McGill expressed his view that other public agencies like Bay Area Air Quality Management District (BAAQMD) and California Air Resources Board (CARB) are better equipped to provide such information. Regarding setting a goal for the county, Mr. McGill discouraged the idea and stated that TAM is a public agency without the leverage to influence auto manufacturers or deliver on any goal set on consumer purchase options.

Commissioner Connolly encouraged TAM to continue collaborating with Drawdown Marin, the County's climate change initiative.

Commissioner Rice spoke on the future of the program for FY2020/21 and suggested that staff explore the ability to offer grants to low to moderate income drivers in the private space as BAAQMD has done with its rebate program. She spoke in support of Drive Clean Marin's success at changing the behavior of many to switch to EVs and suggested that more funding for education should be considered. Mr. McGill concurred that outreach is very important but needs to be based on the funding level that TAM can support. He stated that TAM encourages everyone to travel cleanly across all modes of travel and needs to promote all programs rather than focuses on EVs. Commissioner Rice agreed but suggested more funding from the alternative fuels budget be considered for the outreach effort.

Commissioner Rice finalized her comments by referring to the carryover funds in this program and expressed support for rolling unused funds to the budget line for the upcoming year. Mr. McGill reviewed the board's past action to pre-budget for a three-year period but to also keep any unused funds available for the program.

Commissioner Reed commented that electric bikes will not only reduce GHG emissions but will reduce congestion as well. He also suggested adding renewable diesel fuel vehicles to this program as it would reduce the carbon footprint by more than two-thirds comparing to that of a regular diesel car.

Commissioner Lucan asked if the ambiguity about the role of TAM's funding for use in publicly accessible private spaces had been sorted out. ED Richman responded that she believes there is a significant role for private funding

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and that TAM's role is to work with private funding sources and remain flexible as the program evolves. She added that, it would be her preference to complete the buildout of the infrastructure in the publicly available space and then begin to consider partnerships to provide infrastructure on private land that is accessible to the public.

Commissioner Kunhardt remarked on a notice he received from Marin Clean Energy about funding support for multi-family housing chargers and said he hopes that TAM will shift its thinking towards that issue.

Commissioner Colbert wondered what the impediments are to the average consumers to purchasing an EV. He said that once that information is known, the Board could have a productive conversation on usage and the return on investment, which would allow for a more executable plan.

Commissioner Moulton-Peters noted that TAM was helpful in directing members of the private sector who were interested in installing chargers to City of Mill Valley staff.

Chair Arnold asked if any member of the public wished to speak on the matter.

David Muller, a resident of Larkspur and representing the Climate Reality Project, expressed a desire to work closely with TAM to ensure the program's budget is fully utilized for projects with the highest impact. He distributed to the Board a list of nine projects for which his group is asking the TAM Board to consider.

Kiki LaPorta, representing Sustainable Marin and the Fairfax Climate Action Committee, recommended that TAM focus its Alternative Fuel Program in three areas with measurable metrics: outreach and education, level 3 EV infrastructure particularly in public locations and serving multi-unit and underserved population dwellings, and continuing support of public fleet vehicles.

Sue Saunders, resident of San Anselmo and a teacher at a Mill Valley middle school, discussed the difficulty of locating chargers throughout Marin and encouraged TAM to install as many chargers as possible which will help those with low-range EVs.

Bill Carney, President of Sustainable San Rafael, spoke about the need to reduce GHG emissions and stated that TAM's funding is essential to transition from traditional vehicles to EVs and make EVs the new social norm. He asked the TAM Board to make consumer promotion of EVs the top priority of the program.

Kate Powers, a member of TAM's COC, said that she was speaking as a resident of San Rafael. She stated the need to transition everyone to EVs and the build out of the charging infrastructure to support that.

Belle Cole, member of Organizing For Action Marin and the group's lead on Climate, spoke about the availability of low-cost EVs and how her Honda Clarity has promoted a discussion amongst her neighbors about climate change.

Chair Arnold thanked staff for the presentation and the members of the public for their input.

12. Plan Bay Area 2050 Update (Discussion)

Derek McGill presented this discussion item and provided a brief background on Plan Bay Area 2050: the main elements of the update, the GHG reduction target, the draft regional growth framework, and MTC's proposed strategies for a more affordable, connected, diverse, healthy, and vibrant Bay Area. He finalized his presentation by reviewing the county project revision process.

Seeing no one wishing to speak, Chair Arnold thanked staff for the presentation.

The meeting was adjourned at 8:45 p.m.

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Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
Bill Whitney, Principal Project Delivery Manager

Anne Richman

SUBJECT: Highway 101 Interchange and Approaching Roadway Study Professional Service Contract Authorization (Action), Agenda Item No. 6b

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RECOMMENDATION

The TAM Board authorizes the Executive Director to enter into contract with HNTB for the Highway 101 Interchange and Approaching Roadway Study in an amount not to exceed $1,875,000. The scope of work includes preparation of up to 12 independent studies of interchanges along the Highway 101 corridor. Funding for this project is provided from the voter approved Measure AA ½-Cent Transportation Sales Tax under Category 1.3 "Improve Highway 101 local interchanges and freeway access routes to reduce congestion, improve local traffic flow, and address flooding impacts throughout the county."

On March 9, 2020 the Administration, Projects and Planning Executive Committee reviewed the staff recommendation and voted unanimously to refer this item to the TAM Board for approval.

BACKGROUND

The Highway 101 Interchange and Approaching Roadway Study is a new project that was approved by the voters in Marin as part of the Measure AA ½-Cent Transportation Sales Tax Expenditure Plan. The Expenditure Plan allocates 3% of the revenue from the sales tax, estimated at $24.8 million over the 30-year period of the Measure, to fund a program of improvements to local road interchanges. The Expenditure Plan states the following:

"Accessing Highway 101 in Marin is a major source of congestion on local roads, which reduces the connectivity of communities across Marin. These funds would be used to attract regional, state, and federal funds for a program of improvements to local road interchanges. These improvements would improve the operation and safety of these interchanges for all users, allowing smoother travel to and from Highway 101 and local roads.

The funds provide seed money to perform the planning, the public outreach, and to develop the scope of improvements needed at these interchanges. The interchange planning would include recommended improvements for all users."

The funds would address Highway 101 interchanges at a number of locations in Marin as listed below:

- Alexander Avenue
- Sausalito / Marin City
- Tiburon Blvd / East Blithedale
- Paradise Drive/Tamalpais Drive
- Sir Francis Drake Blvd

- San Rafael Onramp at 2nd Street and Heatherton Avenue
- Merrydale Road/North San Pedro Road
- Manuel T Freitas Parkway
- Lucas Valley/Smith Ranch Road
- Ignacio Blvd
- San Marin Drive/Atherton Avenue

DISCUSSION

Study Approach and Initial Schedule

The overall approach to begin the study program is to identify operational and safety improvements for all users of an interchange and approaching roadways including adjacent intersections. Many of the Highway 101 interchanges were built many years ago when Marin's traffic was much different than in recent years and are considered to have numerous non-standard features as compared to current design practices. They were also built during an era that was auto centric and did not accommodate or equally consider other users such as pedestrians and cyclists.

Staff is proposing a multi-step process to understand and document the existing conditions of the interchanges and approaching roadways and identify deficiencies that contribute to congestion and impact mobility and safety. As the first step, staff is proposing to initiate an in-depth study of each interchange and to prepare an independent report that will recommend a series of actions to address the identified needs.

The following will be the steps taken in this initial scope of work:

- Identify and Establish Program Goals and Objectives
- Develop Evaluation Criteria & Performance Metrics
- Conduct Focused Stakeholder Engagement
- Perform Cost-Effective Data Collection & Review of Exiting Reports and Studies
- Perform Traffic Assessment & Forecasts
- Identify Deficiencies, Constraints and Opportunities
- Prepare Planning Level Cost Estimates and Cost-Benefit Analysis
- Determine Sea Level Rise Susceptibility and Adaptive Capacity
- Prepare Interchange Study Report (for up to 12 Interchanges)
- Prepare a Prioritization and Implementation Plan
- Identify and Pursue Funding Opportunities

Preparation of the study including all 12 interchanges is estimated to take 24 months. At the conclusion of the study process we will present our findings to the Board. Based on the contents of the implementation plan, recommendations will be made to advance the identified improvements to the next stage of the project development process. This may include advancing a smaller scope of work into the environmental and design phase or working with our partners to pursue alternative means of delivery. Note that staff has scoped the preparation of up to 12 interchanges versus the 11 that were identified in the expenditure plan to allow the flexibility of moving forward should other needs be identified.

For improvements that are on the State Highway System (SHS), TAM will need to follow the California Department of Transportation's (Caltrans') Project Development Procedures. Larger scale improvements on the SHS would require the preparation of a Caltrans Compliant Project Initiation Document (PID) also referred to as a Report Study Report (RSR). Preparation of a PID will be authorized through a future task order when more information is known.

TAM staff will work collaboratively with staff from member agencies, including the Public Works Departments and Community Development Departments of the local jurisdictions, as well as Golden Gate Bridge Highway and Transportation District (GGBHTD), Marin Transit, and Caltrans. We will also engage interested stake holders throughout the communities where the interchanges are located. We envision a web-based survey to engage the public and solicit input and will host a small-scale workshop in Southern Marin, Central Marin and Northern Marin as the studies are being developed.

Consultant Recruitment Process

To assist TAM in developing this program, staff conducted a recruitment process to attract a consulting team experienced in areas such as structural engineering, highway design, local roadway design, traffic engineering, traffic modeling, environmental analysis and public outreach.

TAM released a Request for Proposals (RFP) on November 21, 2019 and received a total of five proposals on December 20, 2019. A selection panel consisting of representatives from TAM, Caltrans and a local Public Works Department was formed to evaluate all qualified proposals. Interviews were conducted on January 22, 2020. The consulting team lead by HNTB was determined to be the most qualified firm based on the evaluation criteria used. TAM and HNTB haves since worked together to refine the scope of work and also agreed on a fee for the service.

The recruitment process also contemplated pursuing preparation of up to three PID's to allow TAM and the consulting team to begin future project development procedures for projects on the SHS. A future action by the Board will be required prior to proceeding with this phase.

FISCAL IMPACTS

Funding for the Interchange Study Program is available from the Measure AA ½-Cent Transportation Sales Tax. 3% of the revenue from the sales tax is allocated to Category 1.3 to Enhance Interchanges on Highway 101 and the approaching roadways. Annual available funding for Category 1.3 is estimated to be about $825,000. The FY2019-20 TAM Annual Budget includes $350,000 for this work, which staff believes is enough to cover this year's work and no budget amendment is needed.

NEXT STEPS

Upon approval of the TAM Board, staff will execute a contract with HNTB and initiate the Study Program.

ATACHMENTS

None

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Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
Derek McGill, Planning Manager

SUBJECT: Marin County US 101 Bus on Shoulder Feasibility Study Contract Authorization (Action), Agenda Item No. 6c

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RECOMMENDATION

The Board authorize the Executive Director to enter into a contract with Kimley-Horn to prepare the Marin County US 101 Bus on Shoulder Feasibility Study, in the amount not to exceed $308,000.

The Administration, Projects & Planning Executive Committee reviewed staff's recommendation at its March 9, 2020 meeting and voted unanimously to refer the item to the TAM Board for approval.

BACKGROUND

In June 2019, the TAM board approved a resolution authorizing the Executive Director to enter into agreements with Caltrans to accept a $308,000 planning grant to conduct the Marin County US 101 Bus on Shoulder Feasibility Study and commit to a local match (in-kind staff time funded by city/county fee) in the amount of $42,000. Bus on shoulder is a concept that has seen successfully implemented in various parts of the US, as well as piloted in California. During peak hours, public transit buses are allowed to operate on the shoulder of the highways to bypass areas of traffic congestion. This operational exception can significantly improve travel times for transit, improve transit reliability and make transit a more attractive travel option.

This study would assess the feasibility of this approach on US 101 in Northern Marin County. Study area limits are approximately between Mission Avenue in San Rafael and San Marin Avenue in Novato.

DISCUSSION/ANALYSIS

In November 2019, TAM received Notice to Proceed from Caltrans to conduct the Marin County US 101 Bus on Shoulder Feasibility Study.

TAM released a request for proposals/request for qualifications (RFP/Q) in January 2020, seeking qualified consultants to prepare the feasibility study that includes: operations planning, concept design, cost estimates, implementation planning, public outreach and other associated activities to support the development of this option for improving transit service. This RFP/Q was circulated through TAM's bidding notification channels, and TAM also coordinated with local transit operators to further extend circulation to transit planning consultants. TAM convened a selection panel to evaluate and review the responses to the RFP/Q. The selection panel consisted of two members of TAM staff, along with staff from Marin Transit and Golden Gate Bridge Highway and Transit District (GGBHTD).

In response to this RFP/Q, TAM received three qualified responses. The selection panel evaluated all three qualified proposals received and interviewed all three firms. Based on the evaluation criteria, the selection panel unanimously recommended the following ranking of the firms:

1. Kimley-Horn
2. CDM Smith
3. TJKM

Based on the unanimous recommendation of the selection panel, TAM has begun contract negotiations with Kimley- Horn, and now seeks the Board's authorization to enter into agreement with Kimley-Horn, with a not to exceed amount of $308,000.

FISCAL CONSIDERATION

Funding for this study is available from a Caltrans Planning Grant, and $100,000 of the work planned is included in TAM's FY2019-20 Annual Budget. Work is expected to be completed in FY2020-21. Staff time for this effort is included as the local in-kind match to the Caltrans grant. No budget amendment to the FY2019-20 Annual Budget is necessary.

NEXT STEPS

Upon approval of the TAM Board, staff will enter into contract with Kimley-Horn and conduct a kickoff meeting with project partners including Caltrans, California Highway Patrol (CHP), Metropolitan Transportation Commission (MTC), Sonoma Marin Area Rail Transit (SMART), Marin Transit, GGBHTD, and local jurisdictions along the corridor. All work is required to be completed by February 2022.

ATTACHMENTS

N/A

Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director Anne Richman
Finance and Administration Team

SUBJECT: Review and Acceptance of the FY2019-20 Third Quarter Financial Report (Action), Agenda Item No. 6d

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RECOMMENDATION

The TAM Board reviews and accepts the FY2019-20 Third Quarter Financial Report.

BACKGROUND

This report, along with all accompanying attachments, provides a summary of the financial activities for the period ending March 31, 2020 and covers TAM's revenue and expenditure activities from July 1, 2019 to March 31, 2020. Revenues and expenditures are presented on a cash basis for the period covered.

DISCUSSION/ANALYSIS

Revenue Highlights:
As of March 31, 2020, the total 1/2-Cent Transportation Sales Tax cash disbursements received from the California Department of Tax and Fee Administration (CDTFA) for the nine-month period from July 2019 to March 2020 was $22.40 million, which is 2.04% more than the total disbursements for the same period of FY2018-19. In February, staff met with the consultant from Avenu and reviewed TAM's current revenue collection at the time and the revenue project scenarios for the upcoming fiscal year. At that time, the impact of the COVID-19 pandemic in the US was just starting and many of us were still hopeful the situation would be under control soon. Unfortunately, the COVID-19 situation has been worsening quickly and causing unmeasured health, social and economic damages to the US as well as globally. TAM staff, along with staff of other public agencies and various financial/economic analysis consultant teams, are working diligently to try to have a better understanding of the situation. However, a reasonable assessment of the final impact is simply not possible while the containment timeline of the COVID-19 situation is still not clear. With the hope that the COVID-19 situation will be more clear by the middle of May, staff will bring economic and sales tax updates to the TAM Board for review as part of the FY2020-21 TAM Annual Budget development process at the May 28 Board meeting.

As of March 31, 2020, TAM has also received a total of $1.8 million in Measure B $10 vehicle registration fee cash disbursements from the Department of Motor Vehicles (DMV) for the nine-month period from July 2019 to March 2020, which is about 1.22 % less than the same period last year.

As of March 31, 2020, TAM received all the fee contributions from cities, towns, and the county for CMA planning, programming, and project delivery support services provided. The total fee of $559,000 includes the $430,000 base fee and $129,000 temporary increase to support critical planning efforts.

TAM received $778,511 in interest revenue from all its investments in CalTRUST and its money market account with Bank of Marin through the third quarter of FY2019-20.

Expenditure Highlights:
Total expenditures through the third quarter of the year is about $18.21 million. Expenditures are on a cash basis and there are delays due to time needed by vendors to prepare and submit payment requests.
Budget Amendments:
The are no budget amendments to be included in the FY2019-20 Third Quarter Financial Report.

Investment with CalTRUST:
Attachment 7 of the staff report provides a detailed investment report for each of the CalTRUST funds TAM invests in. As of March 31, 2020, interest earning from all funds totaled $766,411, with unrealized gain of $594,912.

FISCAL CONSIDERATION

None

NEXT STEPS

The Fourth Quarter Financial Report will be incorporated as part of the TAM annual financial report and will be presented to the Board for acceptance by November 2020.

ATTACHMENTS

Attachment 1	FY2019-20 Budget to Actual Comparison as of 3/31/2020
Attachment 2	Summary of FY2019-20 Budget Amendments as of 3/31/2020
Attachment 3	FY2019-20 Revenue and Expenditure Report as of 3/31/2020– Measure A Sales Tax Detail
Attachment 4	FY2019-20 Revenue and Expenditure Report as of 3/31/2020 – Measure AA Sales Tax Detail
Attachment 5	5.1: Monthly Measure A/AA Sales Tax Disbursement Comparison 5.2: Annual Measure A/AA Sales Tax Actual Vs. Budget Comparison
Attachment 6	FY2019 and FY2020 Monthly Measure B VRF Disbursement Comparison
Attachment 7	CalTRUST Investment Monthly Interest Income by Fund
Attachment 8	8.1: FY2019-20 Budget Revenue Overview by Funding Source 8.2: FY2019-20 Budget Expenditure Overview by Category
Attachment 9	Transportation Acronyms

Attachment 1: FY2019-20 Budget to Actual Comparison as of 3/31/2020

Budget Line Items	Annual Budget	Actual 3/31/20	$ Difference	Actual as % of Budget
Beginning Fund Balance	***45,846,816***	***45,846,816***		
REVENUES				
Measure A/AA Sales Tax Revenue	27,500,000	22,405,041	(5,094,959)	81.47%
Measure B VRF Revenue	2,400,000	1,803,904	(596,096)	75.16%
Cities/Towns and County Contribution	559,000	558,999	(1)	100.00%
Interest Revenue - Note 1	910,000	778,511	(131,489)	85.55%
MTC STP/CMAQ Planning Fund and OBAG Grants	1,039,487	314,591	(724,896)	30.26%
MTC Regional Measure 2 Fund	5,528,889	-	(5,528,889)	0.00%
Marin Transportation For Clean Air Funding	363,000	188,093	(174,907)	51.82%
Regional TFCA Competitive Grant	283,637	-	(283,637)	0.00%
State STIP PPM Fund	160,813	64,122	(96,691)	39.87%
STIP/RTIP/ITIP Funds/SB1 Local Partnership	948,500	75,815	(872,685)	7.99%
Nonmotorized Transportation Pilot Program Fund	19,000	9,400	(9,600)	49.47%
MTC Climate Initiatives Program Grant	72,091	49,489	(22,602)	68.65%
Federal STP Fund	600,000	447,728	(152,272)	74.62%
Caltrans Bus On Shoulder Grant	88,000	-	(88,000)	0.00%
Realized Highway 101 ROW Excess Fund	4,349,000	-	(4,349,000)	0.00%
Total Revenue Available	**44,821,417**	**26,695,693**	**(18,125,724)**	**59.56%**
EXPENDITURES				
Administration				
Salaries & Benefits	2,600,596	1,849,437	751,159	71.12%
Pension and OPEB Section 115 Trust Pre-Funding	157,470	157,470	-	100.00%
Office Lease	260,000	218,758	41,242	84.14%
Agencywide IT and Computer Equipment Upgrade	10,000	2,651	7,349	26.51%
Equipment Purchase/Lease	10,000	5,601	4,399	56.01%
Telephone/Internet/ Web Hosting Services	25,000	19,218	5,782	76.87%
Office Supplies	31,000	19,889	11,111	64.16%
Updates and Technical Support for TAM Website	20,000	10,005	9,995	50.02%
Classification Study	30,000	-	30,000	0.00%
Insurance	11,000	10,496	504	95.42%
Financial Audit	20,000	18,000	2,000	90.00%
Legal Services	80,000	14,966	65,034	18.71%
Document/Video/Marketing Material Production	45,000	22,618	22,382	50.26%
Memberships	25,000	20,098	4,902	80.39%
Travel/Meetings/Conferences	40,000	22,067	17,933	55.17%
Professional Development	8,000	576	7,424	7.20%
Human Resources/Board Support	60,000	6,564	53,436	10.94%
Information Technology Support	45,000	26,693	18,308	59.32%
Annual Support & Upgrade of Financial System	10,000	4,640	5,360	46.40%
Misc. Expenses	15,000	10,000	5,000	66.67%
Subtotal, Administration	**3,503,066**	**2,439,748**	**1,063,318**	**69.65%**

Attachment 1: FY2019-20 Budget to Actual Comparison as of 3/31/2020

Budget Line Items	Annual Budget	Actual 3/31/20	$ Difference	Actual as % of Budget
Professional Services			-	
Bellam Blvd 101 Off-ramp Improvements - Design & R/W	420,000	26,578	393,422	6.33%
SFD Flyover Bike Path Barrier	180,000	141,560	38,440	78.64%
CMP Update/Traffic Monitoring	60,000	32,449	27,551	54.08%
Traffic Model Maintenance & Update	80,000	40,294	39,706	50.37%
Trip Monitoring and Reporting	25,000	-	25,000	0.00%
Project Management Oversight	400,000	44,175	355,825	11.04%
MSN B7/B8 Phase 2 ROW Utilityn	1,100,000	778,453	321,547	70.77%
MSN San Antonio Curve Correction Construction Support	40,000	14,804	25,196	37.01%
HOV Gap Closure Mitigation - Brookdale /Maintenance	6,000	3,000	3,000	50.00%
State Legislative Assistance	42,000	28,000	14,000	66.67%
Financial Advisor/Sales Tax Audit Services	40,000	36,378	3,622	90.94%
North-South Greenway Gap Closure / PS&E & CM Services	400,000	16,482	383,518	4.12%
Public Outreach Service Support	45,000	500	44,500	1.11%
Street Smart Program Implementation	19,000	9,400	9,600	49.47%
CMFC Onsite Re-Vegetation Mitigation Monitoring and Reporting	2,500	3,388	(888)	135.53%
Bus On Shoulder Feasibility Study	100,000	-	100,000	0.00%
Consulting Pool	70,000	-	70,000	0.00%
Subtotal, Professional Services	**3,029,500**	**1,175,460**	**1,854,040**	**38.80%**
Measure A Sales Tax Programs/Projects				
Measure A Compliance Audit	20,000	14,500	5,500	72.50%
Bike/Ped Path Maintenance	100,000	-	100,000	0.00%
Central Marin Ferry Connector - SMART Insurance Policy	10,000	-	10,000	0.00%
Strategy 1 - Transit	5,284,100	2,116,808	3,167,292	40.06%
Substrategy 1.1 - Local Bus Transit Service	*2,015,600*	*1,699,572*	*316,028*	*84.32%*
Substrategy 1.2 - Rural Bus Transit System	-	-	-	*0.00%*
Substrategy 1.3 - Special Needs Transit Services	-	-	-	*0.00%*
Substrategy 1.4 - Bus Transit Facilities	*3,268,500*	*417,236*	*2,851,264*	*12.77%*
Strategy 2 - Hwy 101 Gap Closure	300,000	-	300,000	0.00%
STP/HIP Swap Project	*300,000*	-	*300,000*	*0.00%*
Strategy 3 - Local Transportation Infrastructure	6,243,544	1,922,651	4,320,893	30.79%
Substrategy 3.1 - Major Roads	*3,800,000*	*212,346*	*3,587,654*	*5.59%*
Substrategy 3.2 - Local Roads	*2,443,544*	*1,710,305*	*733,239*	*69.99%*
Strategy 4 - Safer Access to Schools.	2,151,000	1,034,662	1,116,338	48.10%
Substrategy 4.1 - Safe Routes to Schools	*550,000*	*555,686*	*(5,686)*	*101.03%*
Substrategy 4.2 - Crossing Guards	*350,000*	*273,150*	*76,850*	*78.04%*
Substrategy 4.3 - Safe Pathways to School				
Safe Pathways Plan Development	-	-	-	*0.00%*
Safe Pathway Capital Projects	*1,251,000*	*205,826*	*1,045,174*	*16.45%*
Subtotal, Measure A Programs	**14,108,644**	**5,088,621**	**9,020,023**	**36.07%**

Attachment 1: FY2019-20 Budget to Actual Comparison as of 3/31/2020

Budget Line Items	Annual Budget	Actual 3/31/20	$ Difference	Actual as % of Budget
Measure B VRF Programs				
Element 1 - Maintain Local Streets & Pathways	2,528,821	1,690,202	838,619	66.84%
Element 1.1 - Local Streets	2,414,821	1,690,202	724,619	
Element 1.2 - Bike/Ped Pathways	114,000	-	114,000	0.00%
Element 2 - Seniors & Disabled Mobility	1,245,000	428,801	816,200	34.44%
Element 2.1 - Mobility Management Programs	140,000	45,886	94,114	32.78%
Element 2.2 - Paratransit & Low Income Scholarships	235,000	133,076	101,924	56.63%
Element 2.3 - Paratransit Plus	700,000	193,692	506,308	27.67%
Element 2.4 - Volunteer Drive & Gap Grant	170,000	56,147	113,853	33.03%
Element 3 - Reduce Congestion & Pollution	870,000	420,812	449,188	48.37%
Element 3.1 - Safe Routes to School/Street Smart Program	175,000	144,362	30,638	82.49%
Element 3.2 - Commute Alternative Programs	350,000	185,736	164,264	53.07%
Element 3.3 - Alternative Fuel Vehicle Program - Note 2	345,000	90,714	254,286	26.29%
Subtotal, Measure B Programs	**4,643,821**	**2,539,815**	**2,104,006**	**54.69%**
Measure AA Sales Tax Programs/Projects				
Category 1 - Reduce Congestion	4,600,000	298,346	4,301,654	6.49%
Category 1.1 - Completion of Marin-Sonoma Narrows				
MSN Phase 2 HOV Lane ROW/Utility Relocation & Design	2,800,000	-	2,800,000	0.00%
Category 1.2 - Match for Completion of 101/580 Direct Connector				
580/101 Direct Connector Project PID & PAED	1,400,000	298,346	1,101,654	21.31%
Category 1.3 - Enhance Interchanges	350,000	-	350,000	0.00%
Category 1.4 - Traffic Demand Management	50,000	-	50,000	0.00%
Category 2 - Local Transportation Infrastructure	2,190,425	944,502	1,245,923	43.12%
Category 2.1 - Local Roads	1,349,425	944,502	404,923	69.99%
Category 2.2 Safe Pathways	650,000	-	650,000	0.00%
Category 2.3 - Sea Level Rise	50,000	-	50,000	0.00%
Category 2.4 Innovative Technology	141,000	-	141,000	0.00%
Category 3 - Safer Access to Schools.	1,940,000	492,029	1,447,971	25.36%
Category 3.1 - Safe Routes to Schools	400,000	-	400,000	0.00%
Category 3.2 - Crossing Guards	1,340,000	492,029	847,971	
Category 3.3 - Safe Pathways Capital Projects	200,000	-	200,000	
Category 4 - Transit	13,627,856	5,143,846	8,484,010	37.75%
Category 4.1 - Local Bus Transit Service	7,584,400	2,821,538	4,762,862	37.20%
Category 4.2 - Rural Bus Transit System	948,639	861,706	86,933	90.84%
Category 4.3 - Special Needs Transit Services	2,809,000	922,008	1,886,992	32.82%
Category 4.4 - School Transit Service	1,120,000	538,594	581,406	48.09%
Category 4.5 - Bus Transit Facilities	1,024,147	-	1,024,147	0.00%
Category 4.6 - Expand Access to Transit	141,670	-	141,670	0.00%
Subtotal, Measure AA Programs	**22,358,281**	**6,878,724**	**15,479,557**	**30.77%**

Attachment 1: FY2019-20 Budget to Actual Comparison as of 3/31/2020

Budget Line Items	Annual Budget	Actual 3/31/20	$ Difference	Actual as % of Budget
Interagency Agreements				
North-South Greenway (Southern Segment)- County Project Management	150,000	-	150,000	0.00%
North-South Greenway (Northern Segment) Cooperative Agreement with Caltrans for Construction	5,000,000	-	5,000,000	0.00%
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement - Caltrans	400,000	-	400,000	0.00%
Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management	3,955,000	16,586	3,938,414	0.42%
County Lower Marin City Drainage Study Agreement	45,000	33,007	11,993	73.35%
Novato Pedestrian Access to Transit and Crosswalk Improvement Project Agreement	318,000	-	318,000	0.00%
Marin Transit Bus Facility Lease or Purchase Fund Contribution	1,100,000	-	1,100,000	0.00%
Sausalito - Gate 6 Bridgeway Intersection Improvements	73,000	-	73,000	0.00%
Corte Madera - Tamal Vista Blvd Bike/Ped Improvements	526,000	-	526,000	0.00%
San Anselmo-Hub Reconfiguration Phase I Study	309,000	-	309,000	0.00%
Marin County/Caltrans Planning Grant Match Manzanita & Southern Marin Flooding	24,000	24,056	(56)	100.23%
San Rafael - Canal Neighborhood CBTP	55,000	-	55,000	0.00%
Caltrans - MSN Phase 2 HOV Lanes ROW and Construction Support	3,750,000	-	3,750,000	0.00%
BATA - Class IV Bikeway on the I-580 Sir Francis Drake Blvd Off-Ramp	1,300,000			
Subtotal, Interagency Agreements	**17,005,000**	**73,649**	**15,631,351**	**0.43%**
TFCA Programs/Projects Expenditures				
North/South Greenway Construction	283,637	-	283,637	0.00%
TFCA - Reimbursement of Various Capital Projects	768,000	17,250	750,750	2.25%
Subtotal, TFCA Programs/Projects	**1,051,637**	**17,250**	**1,034,387**	**1.64%**
Total Expenditures	**65,699,949**	**18,213,267**	**46,186,682**	**27.72%**
Net Change in Fund Balance	**(20,878,532)**	**8,482,426**		
Ending Fund Balance	**24,968,284**	**54,329,242**		

Note 1: Interest includes $7,155 Bank of America Credit Card Account Bonus

Note 2: Note 2: Funds under Element 3.3 - Alternative Fuel Vehicle Program are being spent according to the TAM's Board approved Alternative Fuel Program annual budget. Any unspent funds will be carried over for eligible future Alternative Fuel Program needs.

Attachment 2: Summary of FY2019-20 Budget Amendments as of 3/31/2020

No budget amendments were recommended/approved for the third quarter.

Attachment 3: FY2019-20 Revenue and Expenditure Report as of 3/31/20 – Measure A Sales Tax Detail

Budget Line	Interest	5% Reserve	1% Admin	4% Program	S - 1.1 Local Bus	S - 1.2 Rural Bus	S - 1.3 Para.	S - 1.4 Cap. Imp.	S - 3.1 Major Roads	S - 3.2 Local Roads	S - 4.1 SR2S	S- 4.2 C. Guards	S - 4.3 Pathways	Total
REVENUE														
FY2019 Accrual Balance	**4,273,288**	**5,678,498**	**300,474**	**303,235**	**2,661,038**	**(540)**	**(1,620)**	**4,367,058**	**10,608,769**	**2,818,844**	**1,433,119**	**307,479**	**1,020,142**	**33,769,785**
FY2020 Revenue	**417,049**		**3,873**	**15,487**	**147,121**	**11,929**	**35,786**	**23,857**	**52,684**	**52,684**	**13,120**	**16,700**	**13,917**	**804,208**
EXPENSES														
ADMINISTRATION														
Salaries & Benefits			136,236	396										136,632
Office Lease				175,871										175,871
Agencywide IT and Computer Equipment Upgrade				2,651										2,651
Equipment Purchase/Lease				4,077										4,077
Telephone/Internet/ Web Hosting Services				15,302										15,302
Office Supplies				12,273										12,273
Update/Improvement of TAM Website				2,105										2,105
Insurance				10,496										10,496
Financial Audit				18,000										18,000
Legal Services				10,481										10,481
Document/Video/Markting Material Production				13,137										13,137
Memberships				5,907										5,907
Travel/Meetings/Conferences				13,575										13,575
Professional Development				576										576
Human Resources/Payroll/Board Support				3,882										3,882
Information Technology Support				21,203										21,203
Misc Expenses				909										909
PROFESSIONAL SERVICES														-
Financial Advisor/Sales Tax Audit Services				3,234										3,234
North-South Greenway Gap Closure / PS&E & Services	16,482													16,482
Public Outreach Support														-
Consulting Pool														-
MEASURE A SALES TAX PROGRAMS/PROJECTS														-
Measure A Compliance Audit														-
Bike/Ped Path Maintenance														-
Central Marin Ferry Connector - SMART Insurance Policy														-
Strategy 1 - Transit					1,699,572			417,236						2,116,808
Strategy 2 - Gap Closure / Debt Reserve														-
Strategy 3 - Streets & Roads									212,346	1,710,305				1,922,651
Strategy 4- Safe Routes											555,686	265,850	205,826	1,027,362
INTERAGENCY AGREEMENTS														-
FA with County of Marin for Bellam Boulevard Construction and Construction Management														-
County Lower Marin City Drainage Study Agreement					33,007									33,007
Novato Pedestrian Access to Transit and Crosswalk Improvement Project Agreement														-
Marin Transit Bus Facility Lease or Purchase Fund Contribution														-
Total Expenses	**16,482**	**-**	**136,236**	**314,076**	**1,732,579**	**-**	**-**	**417,236**	**212,346**	**1,710,305**	**555,686**	**265,850**	**205,826**	**5,566,622**
BALANCE	**4,673,855**	**5,678,498**	**168,111**	**4,646**	**1,075,580**	**11,389**	**34,166**	**3,973,679**	**10,449,107**	**1,161,223**	**890,553**	**58,330**	**[illegible]**	**29,007,371**

Attachment 4: FY2019-20 Revenue and Expenditure Report as of 3/31/20 – Measure AA Sales Tax Detail

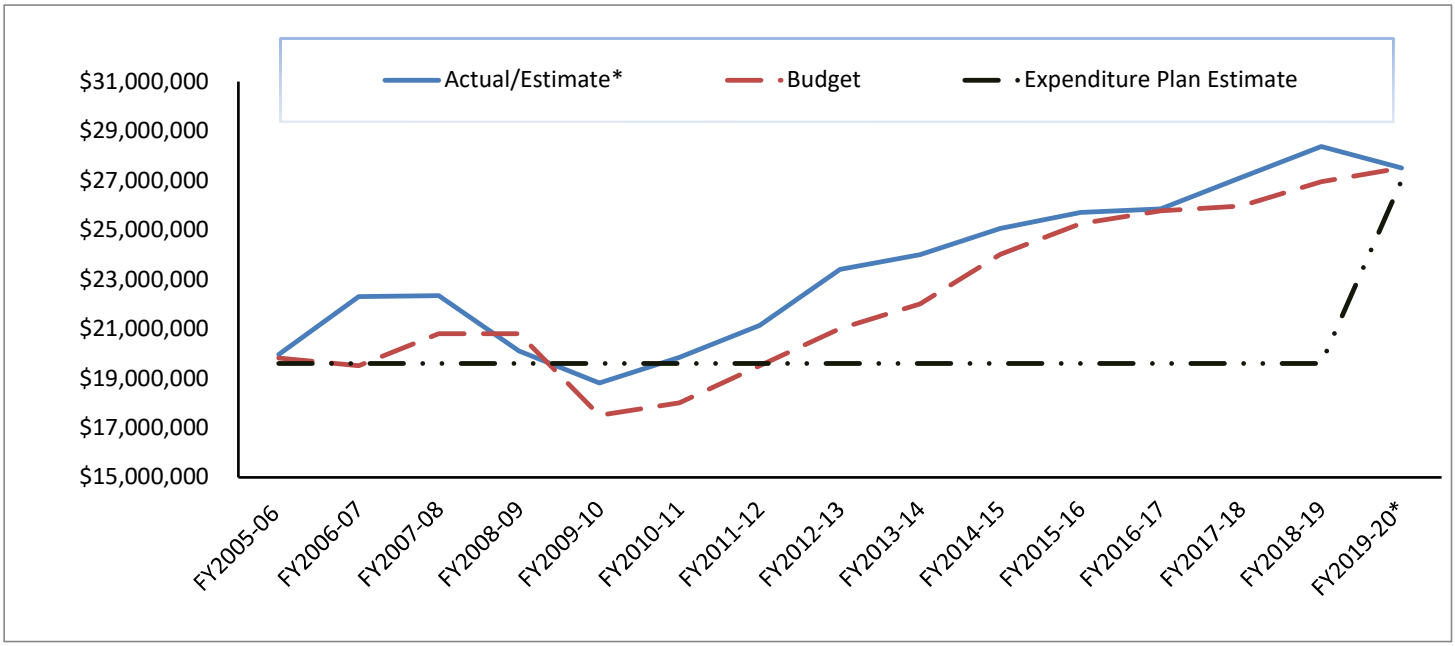
Budget Line	Interest	Major Road Set Aside	5% Reserve	1% Adm	4% PM	Category DM	Cat 1.1 MSN	Cat 1.2 101/580	Cat 1.3 Intrchngs	Cat 1.4 TDM	Cat 2.1 Local Roads	Cat 2.2 Safe Pathways	Cat 2.3 Sea Level Rise	Cat 2.4 Innovative Tech	Cat 3.1 SR2S	Cat 3.2 Crossing Guards	Cat 3.3 SP Capital Projects	Cat 4.1 Local Transit	Cat 4.2 Rural Transit	Cat 4.3 Special Needs	Cat 4.4 School Transit	Cat 4.5 Transit Facilities	Cat 4.6 Expand Access to Transit	Total
REVENUE																								
FY2019 Accrual Balance	**33,371**	**410,971**	**322,284**	**64,454**	**257,734**	**-**	**73,816**	**98,421**	**147,630**	**24,606**	**1,082,620**	**147,630**	**49,209**	**24,605**	**172,235**	**344,470**	**49,209**	**1,623,929**	**81,179**	**350,975**	**246,051**	**196,840**	**24,605**	**5,826,845**
FY2020 Revenue	**134,504**	**1,370,831**	**850,439**	**170,088**	**680,349**	**393,750**	**184,056**	**245,408**	**368,112**	**61,351**	**3,005,616**	**409,857**	**136,620**	**68,309**	**443,412**	**886,826**	**126,689**	**4,564,226**	**414,930**	**1,313,944**	**691,549**	**553,239**	**69,155**	**17,143,262**
EXPENSES																								
ADMINISTRATION																								
Salaries & Benefits		6,464		`	434,221	223,777																		664,462
Office Lease					42,888																			42,888
Equipment Purchase/Lease					1,524																			1,524
Telephone/Internet/ Web Hosting Services					3,916																			3,916
Office Supplies					7,590																			7,590
Update/Improvement of TAM Website					7,637																			7,637
Document/Video/Marketing Material Production									2,000															2,000
Merberships					1,691																			1,691
Travel/Meetings/Conferences					3,796	196																		3,992
Human Resources/Board Support					450																			450
Information Technology Support					5,490																			5,490
Annual Support & Upgrade of Financial System					4,640																			4,640
Misc. Expenses					50																			50
PROFESSIONAL SERVICES																								-
Bellam Blvd 101 Off-ramp Improvements - Design & R/W		26,578																						26,578
SFD Flyover Bike Path Barrier		141,560																						141,560
Project Management Oversight		24,580																						24,580
Financial Advisor/Sales Tax Audit Services					1,152																			1,152
MEASURE AA SALES TAX PROGRAMS/PROJECTS																								-
Measure A/AA Compliance Audits					14,500																			14,500
Category 1 - Reduce Congestion								298,346																298,346
Category 2 - Local Transportation Infrastructure											944,502													944,502
Category 3 - Safer Access to Schools																492,029								492,029
Category 4 - Transit																		2,821,538	861,706	922,008	538,594			5,143,846
INTERAGENCY AGREEMENTS																								-
Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management		16,586																						16,586
Total Expenses	**-**	**215,768**	**-**	**-**	**529,545**	**223,973**	**-**	**298,346**	**2,000**	**-**	**944,502**	**-**	**-**	**-**	**-**	**492,029**	**-**	**2,821,538**	**861,706**	**922,008**	**538,594**	**-**	**-**	**7,850,009**
BALANCE	**167,875**	**1,566,034**	**1,172,723**	**234,542**	**408,538**	**169,777**	**257,872**	**45,482**	**513,742**	**85,957**	**3,143,734**	**557,487**	**185,829**	**92,914**	**615,647**	**739,268**	**175,899**	**3,366,618**	**(365,598)**	**742,911**	**399,006**	**750,080**	**93,760**	**15,120,098**

Attachment 5.1: FY2019 and FY2020 Monthly Measure A/AA Sales Tax Disbursement Comparison

(Cash Disbursement from July to June)

		FY2019	FY2020	$ Difference	% Difference
Actuals	July	2,399,312	2,532,734	133,421	5.56%
	August	2,005,277	2,493,913	488,636	24.37%
	September	2,263,404	2,376,037	112,634	4.98%
	October	2,914,689	2,731,580	(183,108)	-6.28%
	November	2,593,145	2,188,080	(405,065)	-15.62%
	December	2,492,363	2,308,328	(184,035)	-7.38%
	January	2,526,400	2,489,707	(36,693)	-1.45%
	February	2,570,735	3,288,187	717,452	27.91%
	March	2,190,995	1,996,475	(194,520)	-8.88%
Actual / Budget	April	2,357,186			
	May	1,840,627			
	June	2,217,415			
	July - March	**21,956,319**	**22,405,041**	**448,722**	**2.04%**
	Annual Disbursement	**28,371,547**			
	FY2020 Annual Budget		**27,500,000**		

Attachment 5.2 Measure A/AA Sales Tax Actual Vs. Budget Comparison



Attachment 6: FY2019 and FY2020 Monthly Measure B VRF Disbursement Comparison

(Cash Disbursement from July to June)

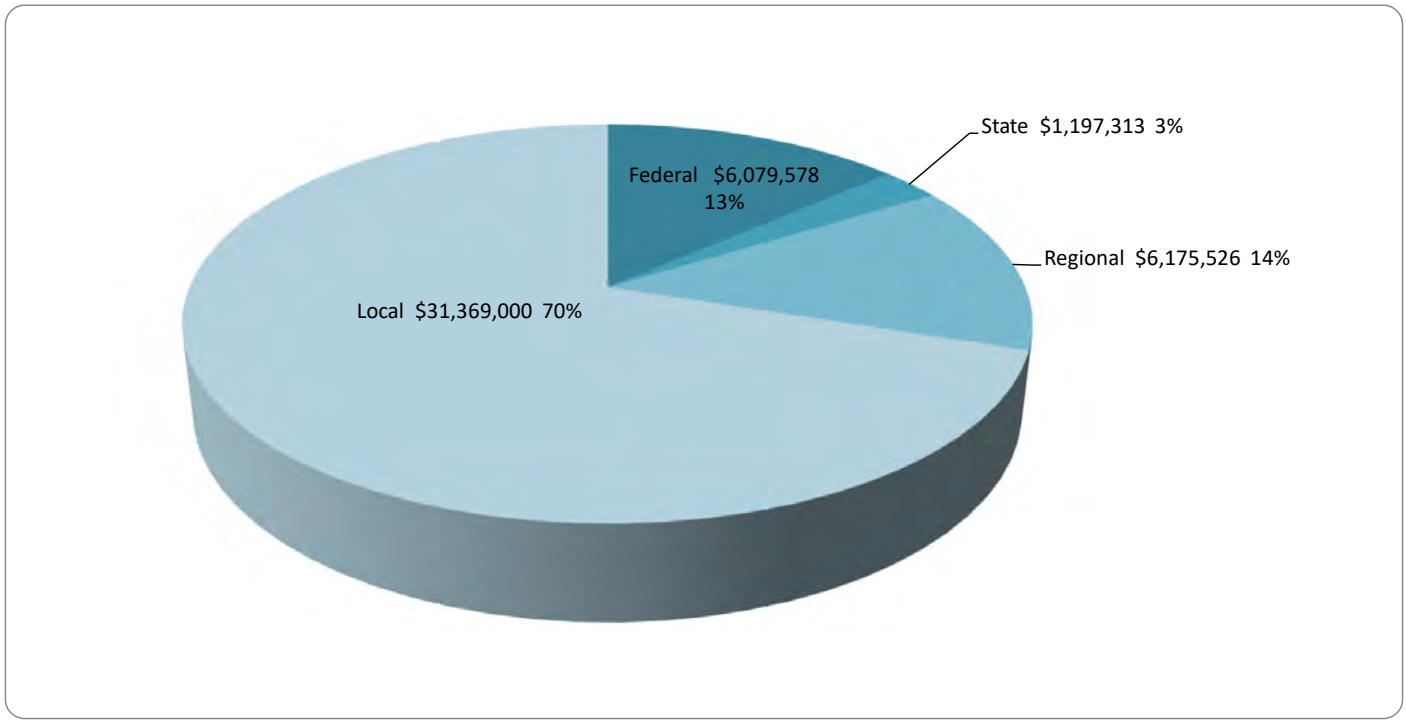
		FY2019	FY2020	$ Difference	% Difference
Actual	July	202,207	191,900	(10,306)	-5.10%
	August	206,595	222,192	15,597	7.55%
	September	193,419	210,893	17,474	9.03%
	October	212,902	208,020	(4,882)	-2.29%
	November	203,044	203,257	213	0.10%
	December	205,529	182,395	(23,134)	-11.26%
	January	187,241	181,021	(6,220)	-3.32%
	February	185,018	196,522	11,504	6.22%
	March	230,188	207,703	(22,484)	-9.77%
Actual / Budget	April	179,015			
	May	207,947			
	June	198,723			
	July - March	**1,826,142**	**1,803,904**	**(22,239)**	**-1.22%**
	Annual Disbursement	**2,411,827**			
	FY2020 Annual Budget		**2,400,000**		

Attachment 7: CalTRUST Investment Monthly Interest Income by Fund
(July - June)

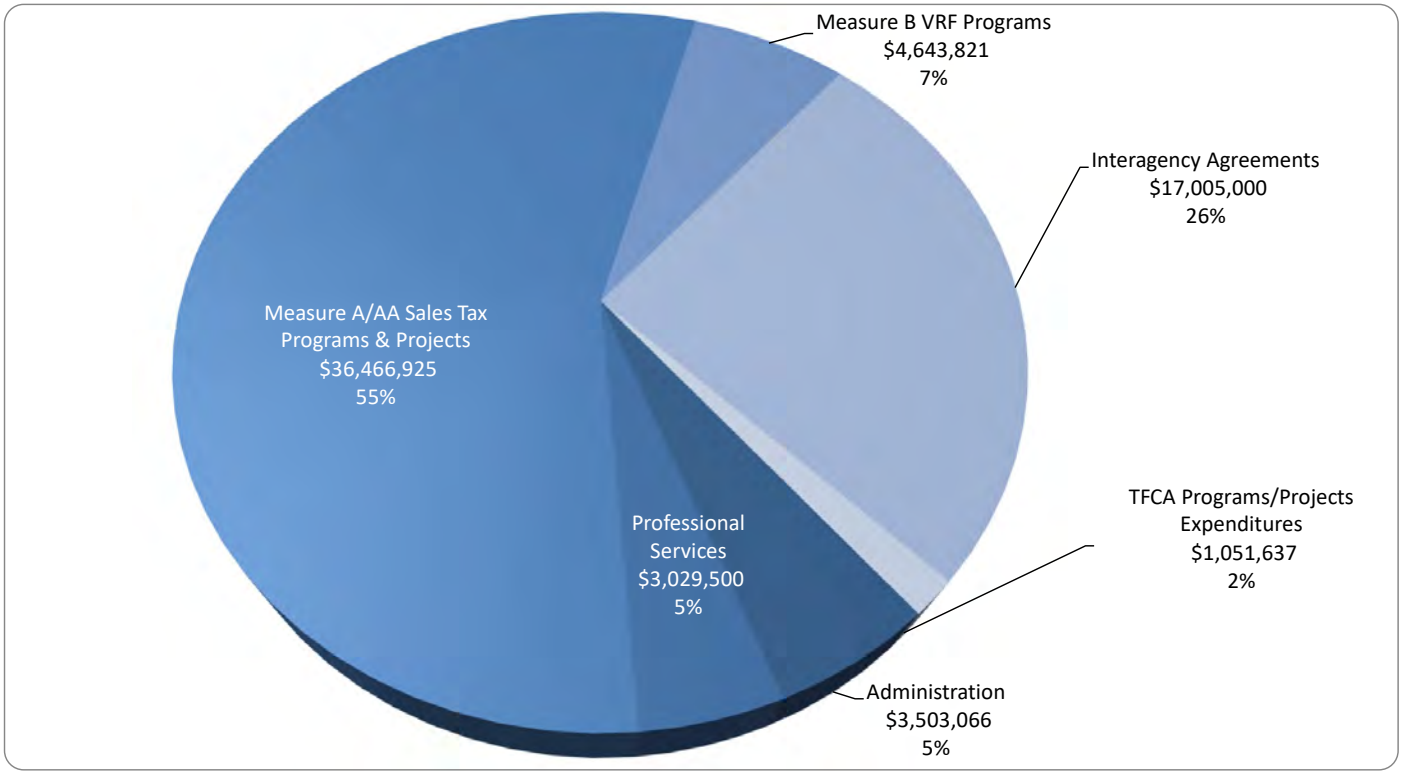
	Short Term	Medium Term	Liquidity*	Total
Initial Principal Investment	$ 1,808,530	$ 44,297,339	$ -	$ 46,105,869
Prior Reinvested Interest Revenue	$ 75,302	$ 2,224,110	$ 644,408	$ 2,943,820
FY2019-20 Monthly Interest Income				
July-19	$ 4,154	$ 93,972	$ 1,371	$ 99,497
August-19	$ 3,577	$ 81,554	$ 1,338	$ 86,469
September-19	$ 3,523	$ 84,019	$ 1,594	$ 89,136
October-19	$ 3,409	$ 83,615	$ 1,525	$ 88,549
November-19	$ 3,045	$ 75,944	$ 1,424	$ 80,413
December-19	$ 3,205	$ 82,217	$ 1,588	$ 87,010
January-20	$ 3,023	$ 78,364	$ 1,676	$ 83,063
February-20	$ 2,640	$ 68,692	$ 1,626	$ 72,958
March-20	$ 2,785	$ 75,223	$ 1,309	$ 79,317
April-20				
May-20				
June-20				
Total for the 3rd Quarter	$ 29,360	$ 723,600	$ 13,451	$ 766,411
Reinvestment of Interest to Liquidity	$ (29,360)	$ (723,600)	$ 752,960	
Unrealized Gain/(Loss) - 03/31/20	$ 27	$ 594,884	$ -	$ 594,912
Market Value - 03/31/20	$ 1,883,859	$ 47,116,334	$ 1,410,820	$ 50,411,013

Note: Starting December 1, 2018, interests earned in the short-term and medium-term funds are reinvested in the liquidity fund for potential immediate agency cash needs with no principal risk.

Attachment 8.1: FY2019-20 Budget Revenue Overview by Funding Source



Attachment 8.2: FY2019-20 Budget Expenditure Overview by Category



Note: Administration category includes all TAM's staff costs at $2.6 million, major of which are for direct project and program management.

Attachment 9: Transportation Acronyms

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

Attachment 9: Transportation Acronyms

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

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Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director Anne Richman
Li Zhang, Deputy Executive Director/Chief Financial Officer

SUBJECT: Approval of the Proposed Revisions to the ½-Cent Transportation Sales Tax Compliance Audit Policy (Action), Agenda Item No.6e

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RECOMMENDATION:

The TAM Board reviews and approves the proposed revisions to the ½-Cent Transportation Sales Tax Compliance Audit Policy.

The Citizens' Oversight Committee (COC) reviewed all the proposed revisions to the Compliance Audit Policy at its March 16, 2020 meeting, provided input, and voted unanimously to refer all revisions to the TAM Board for approval.

BACKGROUND:

The Measure A ½-Cent Transportation Sales Tax Expenditure Plan provides TAM with the authority to audit all Measure A funding recipients for their use of the sales tax proceeds. Independent compliance audits are also explicitly permitted under the terms and conditions of TAM's funding agreements/contracts with all Measure A ½-Cent Transportation Sales Tax funding recipients. The Compliance Audit Policy was originally adopted by the TAM Board in October 2010 and then revised in May 2015. Measure AA, renewal of the original Measure A ½-Cent Transportation Sales Tax, was passed by Marin voters in November 2018 with revenue collection started in April 2019. The launch in July 2019 of various projects/programs under each of the Categories in the Measure AA ½-Cent Transportation Sales Tax Expenditure Plan calls for revisions to the Compliance Audit Policy to add the new projects/programs.

DISCUSSION/ANALYSIS:

To ensure sufficient audit review of the sales tax expenditure for the voters in Marin, while also maintaining the cost effectiveness of the overall program, staff reviews the Compliance Audit Policy periodically and recommends revisions for the TAM Board's approval when necessary. The inclusion of all categories under Measure AA into the program requires relatively extensive changes to the Compliance Audit Policy. Even though Measure AA became effective in April 2019, compliance audits of Measure A funds will still be required until fund balances for various strategies of Measure A are fully spent. With the COC's critical role of auditing and reporting the usage of the sales tax funds annually, the COC was asked to review and approved the proposed revisions for the TAM Board's consideration at its March 16, 2020 meeting.

A summary of the proposed changes follows, listed for each Strategy/Category.

Current Policy:
For Strategy 1 – Local Transit, since Marin Transit is the only fund recipient under this Strategy, and the annual allocation is more than 50% of the total Measure A fund, a compliance audit will be conducted every year.

> *Recommended Revisions – Update to Include Funds form Measure AA/Category 4:*
> For Strategy 1 under Measure A and Category 4 under Measure AA – Local Transit, since Marin Transit is the only fund recipient under this Strategy/Category, and the annual allocation is more than 50% of the total Measure A/Measure AA funds, a compliance audit will be conducted every year.

Current Policy:
For Strategy 2 – the Highway 101 Gap Closure Project was fully completed in December 2010. A compliance audit of all consultant work related to the project was conducted in 2013 and final payment was made to the California Department of Transportation in 2014. No additional audit work is recommended under Strategy 2.

> *Recommended Revisions - Remove the Strategy 2 Section and Replace with Measure AA/Category 1:*
> For Category 1 under Measure AA – Highways, most of the funds are expected to be used for consultant support that is managed by TAM staff. At least one compliance audit will be conducted for each major consultant support contract that's over $1 million. The compliance audit will also cover TAM's contract management practice according to the requirements of the Measure AA Expenditure Plan and the contract.

Current Policy:
For Strategy 3.1 – Major Road Sub-strategy, for major capital projects under this Sub-strategy, the compliance audit will be conducted by project phase. For purposes of the compliance audit, three project phases are defined: (1) Planning and Environmental Review, (2) Project Design and (3) Construction. TAM has the discretion to select any of the Major Road projects for a compliance audit.

> *Recommended Revisions – Update to Include Funds from Measure AA/Major Road Set Aside:*
> For Strategy 3.1 under Measure A and Major Road Project Set Aside under Measure AA – Major Road Projects, the compliance audit will be conducted by project phase for each major project. For purposes of the compliance audit, three project phases are defined: (1) Planning and Environmental Review, (2) Project Design and (3) Construction. TAM has the discretion to select any phase of all major road projects for a compliance audit.

Current Policy:
For Strategy 3.2 – Local Street and Road Sub-strategy, one of the twelve local jurisdictions will be audited for compliance every year.

> *Recommended Revisions – Update to Reflect Funding Switch to Measure AA/Category 2:*
> For Category 2 Under Measure AA – Local Transportation Infrastructure, one of the twelve local jurisdictions will be selected for compliance audit every year.

Current Policy:
For Strategy 4.1 – Safe Access to Schools Sub-strategy, since TAM developed a very thorough review process of all consultant contracts under this Sub-strategy in the Spring/Summer of 2008, a compliance audit is to be conducted every three years.

> *Recommended Revisions – Update to Include Funding from Measure AA/Category 3.1:*
> For Strategy 4.1 under Measure A and Category 3.1 under Measure AA – Safe Access to Schools, a compliance audit is to be conducted every three years or when a new contact is in place.

Current Policy:
For Strategy 4.2 – Crossing Guards Sub-strategy, a compliance audit of the selected crossing guard service vendor will be conducted every two years, except when a new vendor is brought onboard, then an audit will be conducted after the first full year of service.

> *Recommended Revisions – Update to Include Funding from Measure AA/Category 3.2:*
> For Strategy 4.2 under Measure A and Category 3.2 under Measure AA – Crossing Guards, a compliance audit of the selected crossing guard service vendor will be conducted every two years, except when a new vendor is brought onboard, then an audit will be conducted after the first full year of service.

Current Policy:
For Strategy 4.3 – Safe Pathways to School Sub-strategy, TAM has the discretion to select up to two consultants/local jurisdictions that incur expenditures of more than $10,000 annually to conduct compliance audits.

> *Recommended Revisions – Update to Include Funding from Measure AA/Category 3.3:*
> For Strategy 4.3 under Measure A and Category 3.3 under Measure AA – Safe Pathways to School, TAM has the discretion to select up to two consultants/local jurisdictions that incur expenditures of more than $10,000 annually to conduct compliance audits.

Current Policy:
Measure A Interest Revenue Category – Projects/programs that receive Measure A interest revenue are subject to a compliance audit. As Measure A interest has been included in the Highway 101 Gap Closure, the audit of Measure A funds for that project will include the use of interest funds. For Measure A interest utilized for Class I path maintenance projects, an audit will be conducted following the third year of fund usage, for each project sponsor, and every third year after.

> *Recommended Revisions – Update to Include Interest Revenue Earned from Measure AA Fund Balance:*
> Measure A and Measure AA Interest Revenue – Projects/programs that receive interest revenue generated by the Measure A and Measure AA fund balances are subject to a compliance audit. For interest revenue utilized for Class I path maintenance projects, an audit will be conducted following the third year of fund usage, for each project sponsor, and every third year after. The TAM Board also has the discretion to conduct compliance audits on any other projects/programs that receive sales tax interest revenue.

FISCAL CONSIDERATION:

Staff expects minimum financial impact due to the inclusion of new projects/programs under Measure AA.

NEXT STEPS:

After the approval of the TAM Board, staff will incorporate all the proposed revisions into the Compliance Audit Policy and start to implement with the 2020 audit cycle.

ATTACHMENTS:
None

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Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
Li Zhang, Deputy Executive Director/Chief Financial Officer

SUBJECT: Acceptance of the Emergency Telecommuting Policy (Action), Agenda Item No. 6f

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RECOMMENDATION

The TAM Board reviews and accepts the proposed Emergency Telecommuting Policy.

BACKGROUND/DISCUSSION

As you well know, due to concerns about the widespread impact of the COVID-19 pandemic, as of March 16, 2020, six of the nine Bay Area Counties, including San Francisco, Santa Clara, San Mateo, Marin, Contra Costa and Alameda, announced "shelter in place" orders for residents. The order also required all businesses that do not provide "essential" services to send employees home. Among those remaining open are grocery stores, pharmacies, restaurants for take-out or delivery only and hardware stores. Most employees are ordered to stay home, with exceptions including health care workers; police, fire and other emergency responders; and utility providers such as electricians, plumbers and sanitation workers. The whole state since followed suit and now the "shelter in place" order is effective until May 3, 2020.

Though TAM's office work doesn't qualify as "essential" services under the order, it's still important for the agency to continue its work on the many critical transportation projects and programs in the County and its coordination and support to all our partner agencies in this difficult time. With this in mind, TAM's Executive Director consulted with the TAM Chair, and all TAM staff started to work remotely as of Tuesday, March 17. With the "shelter in place" order now extended from April 7 to May 3, staff believes it's important to develop a formal Emergency Telecommuting Policy (Policy) to provide the necessary guidelines and framework needed during this stressful work arrangement period.

The purpose of the Policy is to ensure that TAM functions continue to be performed effectively at an alternative location during the disruption of normal operations due to unforeseen natural disasters or other catastrophic events, like COVID-19 and the power shut-down days during the wild fire seasons. This Policy is an emergency policy and the Executive Director has the discretion to enact and/or withdraw the Policy under qualified events with the approval of TAM Chairperson under extreme circumstances.

FISCAL CONSIDERATION

None

NEXT STEPS

With the TAM Board's approval of the draft Emergency Telecommuting Policy, staff will finalize the policy and formally implement it.

ATTACHMENTS

Draft Emergency Telecommuting Policy

Transportation Authority of Marin
Emergency Telecommuting Policy

The purpose of the Emergency Telecommuting Policy (Policy) is to ensure that essential TAM functions continue to be performed at an alternative location during the disruption of normal operations due to unforeseen natural disasters or other catastrophic events. TAM will implement this Policy in keeping with the mission of the agency. This Policy is an emergency policy and the Executive Director has the discretion to enact and/or withdraw the Policy under qualified events with the approval of TAM Chairperson under extreme circumstances.

Eligibility Criteria

Telecommuting may not be suitable for all employees and the Executive Director has the discretion to determine the employees and positions who may telecommute on an emergency basis utilizing criteria that include, but are not limited to:

1. The reason for the need to invoke this policy, i.e. the nature and extent of the emergency and any legal or regulatory requirements that may apply thereto;

2. The essential needs and potential disruption to the agency's operations;

3. The ability of the employee to perform his or her specific job duties from a location separate from TAM's office (Alternate Worksite) without diminishing the quantity or quality of the work performed, which includes the following considerations;

    - The degree of face-to-face interaction with other TAM employees and the public that the employee's position requires;

    - The portability of the employee's work;

    - The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost;

    - The ability to measure the employee's work performance from an Alternative Worksite;

    - The employee's supervisory responsibilities;

    - The employee's need for supervision

4. Any safety considerations related to the employee performing his or her work from an Alternative Worksite.

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5. Other considerations deemed necessary and appropriate by the employee's immediate supervisor, Department Head, the Chief Financial Officer, or the Deputy Executive Director.

Telecommute Assignment:

All employees should acknowledge and agree that the established telecommuting arrangement is temporary and subject to the discretion of the Executive Director and will be approved on a case-by-case basis consistent with the eligibility criteria above.

1. Non-exempt employees who receive compensating time should set a regular work schedule with the approval of their supervisor. Non-exempt employees may not telecommute outside their normal work hours without prior written authorization from their supervisors or the Executive Director. Compensating time during the emergency telecommuting period is only allowed if specified requested and authorized by the employees' supervisors or the Executive Director.

2. All exempted employees should work with their supervisors and/or Executive Director to determine a regular work schedule and make all possible effort to adhere to the work schedule.

3. Telecommuting employees are required to be accessible in the same manner as if they are working at the TAM office during the established telecommuting, regardless of the designated location for telecommuting. Employees must be accessible via telephone, email, and/or network access to their supervisor and other TAM employees while telecommuting on a reliable basis during the normal work hours.

4. Employees shall work according to the established work schedules and track their activities regularly and provide work progress report to their supervisors and/or the Executive Director upon request. If the supervisor and/or Executive Director determines that work progress is insufficient, and loss of production is an issue, he/she can alter or eliminate the allowable work-from-home hours of the employees..

5. While telecommuting, employees shall adhere to the following:

    a. Ensure the alternate work site has reliable and secure internet and/or wireless access.

    b. All periods of employees' unavailability due to various leave must be approved in advance by supervisors and/or the Executive Director in accordance with TAM's leave policy and record accordingly on their timesheets.

    c. Employees need to report to their supervisors and/or Executive Director right away if they cannot work due to illness, and record accordingly on their

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timesheets.

d. Employees shall ensure dependent care will not interfere with work responsibilities.

e. Employees must notify their supervisors promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.

f. If TAM has provided agency owned equipment, employees agree to follow the TAM's Policy for the use of such equipment. Employees will report to their supervisors and/or the Executive Director any loss, damage, or unauthorized access to TAM owned equipment, immediately upon discovery of such loss, damage, or unauthorized access.

General Duties, Obligations and Responsibilities of the Employees:

Employees must adhere to the provisions set forth in this Policy. Any deviation from the Policy requires prior written approval from the Executive Director.

1. All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all TAM policies and procedures, rules and regulations, and all other applicable requirements.

2. Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected in terms of job responsibilities, work product, timeliness of assignments, and communication with other TAM employees and the public.

3. Employees shall ensure that all official TAM documents are retained and maintained according to the normal operating procedures in the same manner as if working at the TAM office.

4. Employees may receive approval to use personal computer equipment or be provided with TAM issued equipment at the discretion of the Executive Director. TAM shall not be responsible for costs associated with the use of personal computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (*e.g.*, utilities associated with the employee's telecommuting).

5. Employees shall be responsible to follow safe work practices and create a safe environment in which to work free from obstructions or unnecessary hazards.

6. Employees shall continue to abide by practices, policies and procedures for requests of

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sick, vacation and other leaves of absences. Requests to work compensating time, declare vacation or take other time off from work must be pre-approved in writing by each employee's supervisor.

7. Employees must take reasonable precautions to ensure that all devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to TAM's network and must close or secure all connections to TAM's desktop or system resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work.

8. Employees shall exercise the same precautions to safeguard electronic and paper information and protect confidentiality, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to TAM work they access from the Alternate Worksite or transport from TAM office to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the Alternate Worksite or transport from TAM office to the Alternate Worksite. Employees must return all records, documents, and correspondence to TAM at the termination of the emergency period or upon request by their supervisors, Department Head or Human Resources.

DRAFT

Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
David Chan, Programming and Legislation Manager
Scott McDonald, Senior Transportation Planner

SUBJECT: Approve Novato's Priority Conservation Area (PCA) Project Changes (Action), Agenda Item No. 6g

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RECOMMENDATION

Approve the cancellation of the Carmel Open Space Project and reprogram $103,950 in Novato's local funds from the Carmel Open Space Project to the Hill Recreational Area Project under TAM's Priority Conservation Area (PCA) Program.

BACKGROUND

Under the One Bay Area Grant (OBAG) Cycle 2 Program, the Metropolitan Transportation Commission (MTC) included the Priority Conservation Areas (PCA) Program to support Plan Bay Area goals such as preservation and enhancing the natural, economic and social value of rural lands. MTC set aside $8.2 million for the four North Bay Counties with each County receiving $2.05 million for programming. PCA funds are federal Surface Transportation Program (STP) funds and must comply with all federal requirements, even in cases when funds are subsequently exchanged for local funds.

On February 23, 2017, the TAM Board programmed $2.05 million in PCA funds to six projects shown in the below table, including Novato's Carmel Open Space Project and Hill Recreational Area Project.

Funding Exchange

TAM originally programmed $103,950 in PCA funds to the Carmel Open Space Project. However, the PCA funds were subsequently exchanged with the same amount of local funds from an existing rehabilitation project (called Measure A Group 10 Pavement Rehabilitation) since PCA funds cannot be used for land acquisition projects per federal guidelines. MTC allowed sponsors to exchange PCA funds with eligible non-federal funds consistent with its fund exchange policy (MTC Resolution No. 3331).

Carmel Open Space

The Carmel Open Space is a natural habitat located between Novato's Northwest Quadrant and Carmel Neighborhood. There are three parcels of land that comprise the Carmel Open Space PCA, two of which are owned by Novato and will be retained as undeveloped open space. The third parcel is privately owned and is zoned for residential development. Novato initially applied for PCA Program funds to acquire this additional privately owned parcel with the intent of keeping it a natural open space.

Hill Recreation Area Project

The Hill Recreation Area Project is being developed to preserve and enhance an existing park to increase recreational opportunities and create an urban green space. The specific improvements being delivered from the PCA funding include adding a network of bicycle and pedestrian walkways and multi-purpose pathways, related storm water biofiltration mitigating impervious surfaces created, and installing amenities including lighting and benches. In addition, the improvements will include the retrofit of existing site features to ensure ADA access throughout the bike and pedestrian network created.

DISCUSSION/ANALYSIS

On May 13, 2019, the Novato City Council passed a motion to not proceed with the acquisition of Carmel Hill property and directed City staff to reallocate the $103,950 in local funds from the PCA exchange to the construction of the Hill Recreation Area Project. The Novato City Council decided not to acquire the Carmel Hill property primarily for the following reasons:

- The City's hillside & ridgeline protection ordinance already protects the vast majority of the site from development, effectively preserving Carmel area as open space, and
- The cost of the parcel exceeded the local funds available to match the PCA Grant.

After consulting with MTC and TAM staff, Novato staff initiated steps to cancel the Carmel Open Space Project and move the local funds subject to PCA requirements to another PCA-eligible project.

The Hill Recreation Area Project can absorb the additional funds from the Carmel Open Space Project by revising the scope to convert the asphalt paths around the project to more expensive concrete walkways. Concrete walkways are favored because they are more accessible, easier to maintain, and more durable than asphalt. The Hill Recreation Area Project is scheduled for completion late 2020.

While TAM does not typically take action on an agency's local funds, these local funds were exchanged with PCA funds. The local funds are still subject to requirements imposed by MTC as a condition for authorizing the funding exchange, including the requirement for the TAM Board to approve moving the local funds from the Carmel Open Space Project to the Hill Recreation Area Project.

The below table summarizes the reprogramming changes for TAM's PCA Program upon approval from the TAM Board:

PCA Reprogramming			
Sponsor	**Project**	**Original Programmed Amount**	**Revised Programmed Amount**
National Parks Service	Fort Baker's Vista Point Trail	$500,000	$500,000
Corte Madera	Paradise Drive Multiuse Pathway	$312,000	$312,000
Marin County	Wilson Road Rehabilitation Project	$500,000	$500,000
Marin County	Hicks Valley Road Rehabilitation Project	$369,700	$369,700
Novato	Carmel Open Space Land Acquisition	$103,950	$0
Novato	Hill Recreation Area Project	$264,350	$368,300
	Total	**$2,050,000**	**$2,050,000**

FISCAL IMPACTS

There are no direct fiscal impacts to TAM's annual budget with approving this item.

NEXT STEPS

Upon TAM Board's approval, staff will communicate TAM's approval with MTC to remove the Carmel Open Space Project from TAM's PCA Program and increase the Hill Recreation Area Project by $103,950 in local funds.

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Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
Derek McGill, Planning Manager
Scott McDonald, Senior Transportation Planner

SUBJECT: Congestion Management Program and System Monitoring Report Contract Amendment with TJKM – Authorize Approval (Action), Agenda Item No. 6h

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RECOMMENDATION

Authorize the Executive Director to extend the Congestion Management Program (CMP) and System Monitoring Report Contract with TJKM, until January 31, 2022 and increase the contract not to exceed amount by $172,265 (including optional tasks) for a new not to exceed amount of $309,915 for TJKM to produce the 2020 System Monitoring Report and 2021 CMP.

BACKGROUND

As a Congestion Management Agency (CMA), TAM must update its CMP every two years. The next CMP is due to MTC no later than fall of 2021. The first step in developing the CMP is to monitor existing conditions. The System Monitoring Report is conducted in the fall of the previous year (fall of 2020) to provide a quantitative description of Marin's transportation system necessary as input for the 2021 CMP update.

In July 2018, the TAM board authorized a contract with TJKM with a not to exceed amount of $137,650 to conduct the 2018/2019 CMP and System Monitoring Report based on a qualifications based procurement process. TJKM has now conducted the last four CMP updates.

In previous CMP monitoring cycles, TAM has expanded its effort to update and report on automobile, bike and pedestrian volumes at specific locations based on requests from our local jurisdictions for detailed counting and monitoring results. TAM staff is continuing this expanded monitoring effort to provide more detailed information regarding travel behavior in Marin County.

DISCUSSION/ANALYSIS

In early 2018, TAM developed a Request for Proposals/Request for Qualifications (RFP/RFQ) with a requested scope of work for conducting the System Monitoring Report and the CMP. The RFP/RFQ did not specify a contract duration or budget amount for preparation of these reports. In July 2018, the TAM board authorized a contract with TJKM, to prepare the System Monitoring Report and CMP and work is complete for the 2018/19 cycle. The current contract is set to expire in September 2020, unless amended by the TAM Board.

The initial contract amount was determined based partially on what was available in the budget and the potential impacts of proposed CMP legislation to the CMP process at that time. Due to the failure of the proposed legislation changes, TAM now will need to continue to prepare a CMP for the 2020/21 cycle. TAM staff recommends extending this contract beyond the current two-year duration for efficiency reasons and doing so is not in conflict with policy.

The scope of work for data collection has expanded significantly in recent years, and for the current cycle, additional optional tasks for traffic monitoring activities are included for approximately $37,700, and account for the difference in cost between the 2018/19 cycle and 2020/21 cycle. This work will be included in the budget for the next two fiscal years.

FISCAL CONSIDERATION

Funds are available in this fiscal year's budget to perform the work as part of the *Congestion Management plan and Trip Monitoring and Reporting* line items. No budget adjustment will be required to meet the needs of this contract amendment.

NEXT STEPS

Conduct fall 2020 counts and prepare System Monitoring Report detailing findings.

ATTACHMENTS

N/A

Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
Derek McGill, Planning Manager

SUBJECT: Marin County Plan Bay Area 2050 Revised Project List and State Route 37 Letter of Commitment (Action), Agenda Item No. 7

RECOMMENDATION

The TAM Board reviews and accepts the revised Marin County Plan Bay Area 2050 Project List and accepts the Letter of Commitment for State Route 37.

On March 9, 2020, the TAM Administration, Projects and Planning (APP) Executive Committee reviewed and recommended the TAM Board accept the Marin County Plan Bay Area (PBA) 2050 Revised Project List, and provided input to the Executive Director on the letter of commitment to the Metropolitan Transportation Commission (MTC) for improvements to State Route 37 (as part of the Plan Bay Area 2050 effort). After the review and discussion, the APP Executive Committee voted unanimously to refer the item to the TAM Board for approval.

BACKGROUND

Every four years, MTC and the Association of Bay Area Governments (ABAG) are required to develop and adopt a Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). The last RTP/SCS, known as Plan Bay Area 2040, was adopted in August of 2017. Immediately following the adoption of Plan Bay Area 2040, MTC staff began development of a scenario planning process, Horizon, and the update to the RTP/SCS known as Plan Bay Area 2050.

As the Congestion Management Agency (CMA) for Marin County, TAM is required to coordinate with MTC on the development of the RTP/SCS and to submit projects on behalf of Marin County. In April 2019, the TAM Board accepted its initial draft list of projects for Marin County for consideration in PBA 2050. MTC's primary goal at that time was to identify a universe of projects to be considered for inclusion into PBA 2050. This initial project list is included as **Attachment A,** identifying approximately $3.6B in improvements to Marin County's transportation network.

At the last three TAM Board meetings, staff provided an overview of the elements and recent activities with PBA 2050. Staff will continue to provide updates on this process as key elements of the plan are drafted for MTC's approval in Summer 2020.

DISCUSSION/ANALYSIS

In January 2020, MTC provided a draft forecast of county funding available to Marin over the 30-year planning horizon covered in PBA 2050. The 30-year financial forecast assumes operations and maintenance funds are committed (MTC's fix-it first strategy) and these revenues are not included in the county budgets. The financial forecast is also split into two timeframes to comply with the state's greenhouse gas (GHG) reduction mandate by 2035. The financial forecast includes the following major sources of funding:

- One Bay Area Grant (OBAG) Funding – this federal funding is distributed based on a 50% split to Priority Development Areas (PDAs), and future funding cycles are not expected until 2023, pending federal transportation bill reauthorization. Typically, these funds average $10 million per cycle for Marin County and are split amongst a pool of eligible projects.
- Regional Transportation Improvement Funding (RTIP) – this state funding source is used for capital improvements and will not be available for TAM until approximately 2028 due to prior project advances that are being repaid.
- County Sales Tax Funding and Vehicle Registration Fees – Marin's local ½-Cent Transportation Sales Tax (Measure AA) and $10 Vehicle Registration Fee (Measure B) funds are required to be spent in accordance with the voter approved expenditure plans. TAM spends approximately 77% of Measure AA, and 75% of Measure B on operations and maintenance of the system.
- Transportation for Clean Air (TFCA) County Share – this funding source, available from the Bay Area Air Quality Management District (BAAQD) and distributed by TAM, is typically spent to support bike and pedestrian projects, or projects that meet BAAQMD emission reduction metrics.
- Local Partnership Program (LPP) (Formula) – this state funding source is for Self Help Counties that have voter-approved fee or sales tax measures dedicated to transportation. It is eligible for capital investments as determined by the TAM Board and approved by CTC. The LPP formula funds are intended to support TAM-led projects but can be made available to other agencies' projects and are dispersed in cycles every 2-3 years.

Approximately $557M is estimated to be available for purposes of submitting a fiscally constrained project list for the Plan, as shown below.

Table 1: Plan Bay Area 2050 Draft Financial Projections for Marin County
(Numbers in $ Millions)

	OBAG	RTIP	Meas. AA	Meas. B VRF	TFCA	LPP	Total Available
MARIN							
Bin 1 (2021-2035)	31.95	47.95	121.63	11.55	7.39	12.42	232.89
Bin 2 (2036-2050)	48.20	72.83	176.16	9.12	5.83	12.42	324.56
Total	**80**	**121**	**298**	**21**	**13**	**25**	**557**

In addition to the above funding sources, the following funds are anticipated to be assigned to various Marin County projects:

- Regional Measure 3
- Active Transportation Program
- State Highway Operations and Protection Program
- Other Bridge Toll Funds
- Federal Transit administration (FTA) Funding
- Local Streets and Roads funding

Based on these available revenues, TAM staff have revised the April 2019 Marin County PBA 2050 initial project list to fit within this new fiscal envelope, included as **Attachment B**. This list has been reviewed by project sponsors and reflects their input. The constrained project list is for planning purposes only and no funding is programmed as part of this process.

In developing the constrained project list, TAM staff considered the above revenue sources with eligible projects based on the following factors:

- County budget funding source eligibility (described above)
- Project schedule and alignment with individual funding sources
- Likelihood to attract regional funding
- Ability to use other fund sources
- Ability to align with regional strategies being considered as part of the draft blueprint

Based on this framework, many projects in the revised project list will require MTC regional discretionary funding in the Plan. Projects that are not fully funded either through local or regional funds will not be included in the plan.

Upon acceptance of this list by the TAM Board, TAM staff will work with MTC to request that these projects be added into the final blueprint for the Plan, pending funding assignment. TAM staff will report back on the transportation investments included in the final blueprint later this spring/summer.

State Route 37 Letter of Commitment/Support

For projects that went through MTC's project performance assessment ($250M+ projects) and require regional funding, a letter of commitment is required by MTC to describe actions that will be taken or explored further to improve the performance of the project. For Marin County, State Route 37 is the only project required to submit a letter of commitment. TAM staff worked with the North Bay County Transportation Agencies (CTAs) and MTC to develop a letter of commitment signed by all four North Bay CTAs.

Overall, this project received a high benefit cost ratio in two of the three scenarios tested in the project performance assessment. However, the MTC project performance assessment flagged State Route 37 with the following considerations:

- Does not support PBA 2050 Affordable guiding principle, noting that the tolling element of the project would increase travel costs for lower income residents.
- Does not support PBA 2050 Healthy guiding principle, noting the project would significantly increase emissions through induced travel demand over time.
- Does not advance equity in all three futures studied in the project performance assessment, as the majority of forecasted users are not low-income.

As a response to these identified challenges, MTC is asking the North Bay CTAs to commit to exploring actions that could increase project performance in these three areas. Potential strategies in the draft blueprint to consider committing to explore include:

- Affordable –
    - Reform Regional Transit Fare Policy
    - Provide Transit Alternatives on Tolled Facilities
- Healthy –
    - Adapt to Sea Level Rise
    - Maintain Urban Growth Boundaries
    - Protect High-Value Conservation Lands

    - Build a Complete Streets Network
- Equity -
    - Consistent regional means-based discounts for fares and tolls

Based on feedback from the APP Executive Committee and MTC, staff from the North Bay CTAs drafted a letter for submittal to MTC. The letter was due to MTC on March 30th. As indicated to the March APP Executive Committee, TAM staff had originally planned to bring the letter to the TAM Board at the March Board meeting, however that meeting was cancelled due to the Coronavirus shutdown. The Executive Director, in consultation with the TAM Board Chair and Vice Chair, signed the letter on behalf of TAM in order to meet MTC's submittal deadline, and the letter was submitted. However, the letter is included as **Attachment C** for the TAM Board's review and acceptance as MTC does require board approval of the letter.

FISCAL CONSIDERATION

PBA 2050 does not program or allocate funding. However, transportation projects in PBA 2050 are included in CEQA (California Environmental Quality Act) requirements related to air quality for the region, allowing projects to become eligible for state and federal funding.

NEXT STEPS

Staff will work with MTC and project sponsors to support Marin County's transportation projects in PBA 2050.

MTC is expected to continue discussion on the transportation blueprint of PBA 2050, and TAM staff will report out on this effort over the coming months. Other elements of the plan development are summarized as follows:

- MTC will develop draft regional population and housing growth forecasts for local jurisdictions' review in mid-2020;
- Develop the Draft PBA 2050 Report and environmental reports, in late 2020;
- Approve the environmental reports and Plan Bay Area 2050 in mid-2021 and Adopt RHNA allocations in 2021.

ATTACHMENTS

Attachment A: TAM Board Initial Project List – Approved April 2019
Attachment B: Marin County PBA 2050 Revised Project List
Attachment C: Final Letter of Commitment for State Route 37
Attachment D: PBA 2050 Presentation

SUBMITTED TO MTC IN APRIL 2019

TAM DRAFT RTP Project List – April 25, 2019

Programmatic Category	Projects in Category (not exclusive)
Minor Highway Improvements	Highway Interchange Improvements Bellam Boulevard Improvements Bike/Ped Crossings Auxiliary Lanes
Minor Roadway Improvements	Local Road Rehab Projects Sea Level Rise Bridge Replacement HSIP Projects Sir Francis Drake Boulevard 3rd Street 2nd Street East Blithedale Ave
Minor Transit Improvements	Bus Stop Shelter Replacements Access to transit Fleet Expansion/Facilities Manzanita Park and Ride Other Park and Ride Improvements Transit Service Expansion
New Bicycle & Pedestrian Facilities	North South Greenway Projects SMART Multi Use Path Cross Marin Bikeway 2nd to Anderson Path Grand Avenue East Francisco Boulevard Central Marin Gap Closure Bay Trail Segments Approaches to the RSR Bridge Safe Pathways Projects Small Safety Projects Safe Routes to Transit Projects
Management Systems	Ramp Metering Phase 1 & 2 Innovative Technology
Safety and Security	Safe Routes to Schools Program Crossing Guard Program
Travel Demand Management	TDM Program Alt Fuels Program Traveler Information Programs
Intersection Improvements	Anderson at Drake The Hub
Multimodal Streetscape Improvements	Local Road Improvements

Non-Exempt Projects		Project Sponsor	Est. Construction Date	Est. Operation Date	Project Cost
Transit Capacity Increasing					
~~SMART Larkspur Extension~~	~~Project Completed 2019~~		~~2019~~	~~2019~~	~~$ 40~~
~~Downtown Novato SMART Station~~	~~Fully Funded~~		~~2019~~	~~2019~~	~~$ 5~~
San Rafael Transit Center Relocation		GGBHTD	2024	2026	$ 45
Marin Transit O&M Facility		MT	2021	2024	$ 31
Larkspur Ferry Parking Garage		GGBHTD	2024	2026	$ 64
Bus On Shoulder on Highway 101		TAM	2027	2029	$ 50
	Subtotal				*$ 190*
Roadway Capacity Increasing					
~~RSR Eastbound Travel Lane~~	-		-	~~2017~~	~~$ 74~~
Marin Sonoma Narrows		TAM	2020	2023	$ 151
US 101/I-580 Direct Connector		TAM	2025	2026	$ 147
RSR Westbound Joint Use Lane*		TAM	2022	2023	$ 160
Resilient State Route 37		TAM	2030	2036	$ 1,000
Novato Boulevard**		Novato	2021	2023	$ 15
	Subtotal				*$ 1,473*
	TOTAL				**$ 1,664**
				MTC Target Budget	*1,174*

* Funding from Toll O&M

** The addition of a roadway lane requires this project to be listed as a non-exempt project.

Additional Notes – Projects in ~~Strikethrough text~~ indicate fully funded projects or completed projects since the last RTP submittal process. MTC target budget does not provide a forecast for revenue sources and will be revised once revenue forecasts are developed.

Marin County PBA 2050 Revised Project List (page 1 of 2)

	RTP Project List	Est. Const Date	Est. Op Date	Project Cost ($M)	Project Cost YOE ($M)	Revenue Forecast ($M): Local Committed	Regional Committed	RM3	SHOPP	County Discretionary	Total	Shortfall	Regional Request
Transit Capacity Increasing	San Rafael Transit Center Relocation	2024	2026	$ 45	$ 51			$ 30		$ 3	$ 33	$ 18	$ 18
	Marin Transit O&M Facility	2021	2024	$ 31	$ 32					$ 10	$ 10	$ 22	$ 22
	Larkspur Ferry Parking Garage	2024	2026	$ 64	$ 72					$ 1	$ 1	$ 71	$ 71
	Bus On Shoulder on Highway 101	2027	2029	$ 10	$ 12					$ 12	$ 12	$ 0	
	Regional Express (ReX) Bus Network	TBD	TBD	$ 62	TBD					$ 1	$ 1		
Roadway Capacity Increasing	Marin Sonoma Narrows	2020	2023	$ 141	$ 141			$ 90		$ 12	$ 102	$ 39	$ 39
	US 101/I-580 Direct Connector	2025	2027	$ 147	$ 171			$ 135		$ 19	$ 154	$ 17	$ 17
	RSR Westbound Joint Use Lane	2022	2023	$ 160	$ 170					$ 1	$ 1	$ 169	$ 169
	Resilient State Route 37	2030	2036	$ 1,000	$ 1,344			$ 20		$ 27	$ 47	$ 1,297	$ 1,297
	Novato Boulevard*	2021	2023	$ 15	$ 15	$ 2				$ 13	$ 15	$ 0	
Programmatic Category	Minor Highway Improvements	Multi year Implementation	Multi year Implementation	$ 877				TBD	$ 602	$ 101	$ 703	$ 174	$ 174
	New Bicycle & Pedestrian Facilities			$ 531		$ -		TBD		$ 72	$ 72	$ 459	$ 100
	Management Systems			$ 80		$ -				$ 15	$ 15	$ 65	$ 65
	Safety and Security			TBD		$ -				$ 151	$ 151		$ 30
	Travel Demand Management			$ 27		$ -				$ 13	$ 13	$ 13	$ 13
	Intersection Improvements			TBD						$ 23	$ 23	TBD	$ 15
	Multimodal Streetscape Improvements			TBD						$ 51	$ 51	TBD	$ 30
	Planning			TBD						$ 5	$ 5	TBD	
	Emission Reduction Technology			TBD						$ 7			$ 30
	~~Minor Roadway Improvements~~			~~$ 1,374~~		~~$ -~~					~~$ -~~	~~$ 1,374~~	
	~~Minor Transit Improvements~~			~~$ 168~~							~~$ -~~	~~$ 168~~	
	~~Preservation/Rehab~~			~~TBD~~							~~$ -~~	~~TBD~~	
	~~Routine Operations & Maintenance~~			~~TBD~~							~~$ -~~	~~TBD~~	
O&M	Transit Operations				$ 7,247	$ 690	$ 6,557				$ 7,247	$ -	
	Transit Capital**				$ 2,978	$ 73	$ 2,905	TBD		$ 21	$ 2,957	$ 21	
	Local Streets and Roads				$ 1,374	$ 318	$ 1,056				$ 1,374	$ -	
	Subtotal			*$ 4,732*	*$ 16,664*	*$ 1,083*	*$ 10,518*	*$ 275*		*$ 558*	***$ 12,987***	***$ 2,366***	***$ 2,090***
	Bin 1 (21-35)									*$ 233*			
	Bin 2 (35-50)									*$ 325*			
	Total Budget									*$ 558*			

* The addition of a roadway lane requires this project to be listed as a standalone project.

** Support for Minor Transit Improvements/State of Good Repair

~~*Strikeout*~~ *text indicates these programs have been included in the O&M category*

Marin County PBA 2050 Revised Project List (page 2 of 2)

Programmatic Category	Projects in Category (not exclusive)	Supportive PBA 2050 Draft Blueprint Strategies
Minor Highway Improvements	Highway Interchange Improvements Bellam Boulevard Improvements Bike/Ped Crossings Auxillary Lanes	Operate and Maintain the Existing System Advance Regional Vision Zero Policy Build a Complete Streets Network Adapt to Sea Level Rise
New Bicycle & Pedestrian Facilities	North South Greenway Projects SMART Multi Use Path 2nd to Anderson Cross Marin Bikeway East Francisco Central Marin Gap Closure Bay Trail Approaches to the RSR Bridge Safe Pathways Projects Small Safety Projects Safe Routes to Transit Projects	Operate and Maintain the Existing System Advance Regional Vision Zero Policy Build a Complete Streets Network Adapt to Sea Level Rise
Management Systems	Bus Transit Technologies Ramp Metering Innovative Signal Technology	Enable Seamless Mobility Reform Regional Transit Fare Policy Advance a Regional Vision Zero Policy Operate and Maintain the Existing System
Safety and Security	Safe Routes to Schools Program Crossing Guard Program Road Safety Projects	Advance Regional Vision Zero Policy Build a Complete Streets Network
Travel Demand Management	TDM Program Shared Mobility Programs	Build a Complete Streets Network
Intersection Improvements	Anderson at Drake The Hub (San Anselmo)	Operate and Maintain the Existing System Advance Regional Vision Zero Policy Build a Complete Streets Network
Multimodal Streetscape Improvements	Local Road Improvements Sea Level Rise Program	Operate and Maintain the Existing System Advance Regional Vision Zero Policy Build a Complete Streets Network Adapt to Sea Level Rise
Planning	Various Studies and Plans	TBD
Emission Reduction technology	Alternative Fuel Programs	N/A
Minor Roadway Improvements	Local Road Rehab Projects Sea Level Rise Bridge Replacement HSIP Projects Sir Francis Drake Boulevard 3rd Street (San Rafael) 2nd Street (San Rafael) East Blithedale	Operate and Maintain the Existing System Advance Regional Vision Zero Policy Build a Complete Streets Network Adapt to Sea Level Rise
Minor Transit Improvements	Bus Stop Shelter Replacements Access to transit Fleet Expansion/Facilities Manzanita Park and Ride Other Park and Ride Improvements Transit Service Expansion	Enable Seamless Mobility Reform Regional Transit Fare Policy Advance a Regional Vision Zero Policy Operate and Maintain the Existing System

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North Bay County Transportation Agencies

April 1, 2020

Via Electronic Mail

Ms. Therese McMillan, Executive Director
Metropolitan Transportation Commission (MTC)
375 Beale Street, Suite 800
San Francisco, CA 94105-2066

RE: Resilient State Route 37: Plan Bay Area 2050 Letter of Commitment

Dear Ms. McMillan:

State Route 37 serves as a key regional transportation corridor between the counties of Marin, Sonoma, Napa and Solano due to its strategic role in providing access to all the northern counties of the Bay Area region. In recent years, State Route 37 and its users have suffered from traffic congestion, limited transit options, and vulnerability to sea level rise. Levee breaks and flooding due to harsh seasonal storms have repeatedly resulted in closing portions of the highway.

To address these issues in the near term, and to plan for longer term improvements, the Metropolitan Transportation Commission/Bay Area Toll Authority has been leading the effort, in partnership with Caltrans and the four North Bay County Transportation Agencies (CTAs), to advance and deliver the Resilient State Route 37 Program. The Program will deliver a suite of multi-modal and multi-benefit flood protection, congestion relief and redesigned highway improvements to the corridor – with a laser focus to integrate transportation, ecology, and sea level rise adaptation into the design solutions. Redesign of SR 37 will provide extraordinary wetlands restoration opportunities in the San Pablo Bay. As the region plans for transportation improvements in Plan Bay Area 2050, all six agencies and the SR 37 Policy Committee are vested in making much-need improvements to meet the needs of the facility's users – especially workers who endure 100 minute, long-distance commutes every day due to jobs and housing imbalance.

As part of Plan Bay Area 2050, MTC conducted a project performance assessment of the Resilient SR 37 Program. The Program received positive benefit/cost ratios across all three futures in the project performance assessment, and in particular, received high benefit/cost ratios under both the Rising Tides Falling Fortunes and the Clean and Green futures, which demonstrated that this project supports the goals of the region. However, given that the project performance assessment identified equity as a challenge for the project, MTC is asking the CTAs to commit to exploring specific actions that could improve the project performance results for Plan Bay Area 2050.

In response to the project performance results, the North Bay CTAs are committed to improvements in State Route 37 and to explore the following strategies to support State Route 37 in meeting Plan Bay Area 2050 goals:

1. **Equity**: the North Bay CTAs are supportive of exploring consistent regional means-based discounts for fares and tolls as part of any future tolling conversations. Specifically, a bill introduced in February 2020 by Senator Bill Dodd to authorize tolling on State Route 37 specifically calls for the tolling authority to develop and implement an equity program to reduce the impact of a toll on low-income drivers.

2. **Affordability**: we collectively support the region's planning around reforming regional transit fare policies and providing transit alternatives on tolled facilities. Specifically, the project will seek to incorporate alternate travel modes such as express bus service and micro-transit service across the corridor, which is not available currently, including amenities such as park and ride lots. The project also provides high occupancy vehicle (HOV) lanes to encourage carpooling, HOVs would also receive a toll discount, similar to other tolled bridges.

3. **Healthy**: to address a potential increase in vehicle miles of travel and greenhouse gas emissions, the North Bay CTAs would like to clarify that reconstruction of SR 37 will maintain the existing roadway classification as a conventional highway, and not to upgrade to a freeway facility; this will limit the roadway capacity and potential increase in vehicle demand. In addition, the proposed tolling and pricing strategy on this corridor provides an effective tool to manage vehicle traffic demand. The project also will provide a multi-use path and public access improvements, supporting the region's commitment to complete streets and access for all users. A redesigned and reconstructed SR 37 would provide significant safety improvements on this corridor. And overall the North Bay CTAs will continue to support the maintenance of urban growth boundaries and protecting high value conservation lands.

The North Bay CTAs are committed to work closely with MTC and Caltrans in the development of a funding plan for the project. Specifically:

- The SR 37 Policy Committee supports the concept of implementing tolling on SR 37, which would generate approximately $600 million in capital funds for Resilient SR 37;
- The North Bay CTAs will collectively contribute up to $50 million of their county-shares of the Regional Transportation Plan County Budgets towards this project;
- Regional Measure 3 has earmarked $100 million towards this project, while the BATA has committed $20 million;
- Caltrans will continue to direct funding for eligible projects from their State Highway Operation and Protection Program (SHOPP) to improve this corridor. Approximately $77 million is being programmed in Year 2020 cycle. In addition, up to approximately $854 million is eligible under SHOPP 201.999, "Sustainability and Climate Change."
- On March 5, 2020, the SR 37 Policy Committee took action to formalize a funding request on the potential future mega-measure FASTER Bay Area should it pass, for $3.3 billion, of which $600 million would be made available in the initial ten years. While the FASTER proponents have decided not to place a measure on the November 2020 ballot, it may reappear during the life of the project and the PBA timeframe.
- Other potential fund sources may include future Senate Bill 1 Solutions for Congested Corridors Program, regional discretionary funds, potential future county sales taxes, and Flood Mitigation Assistance Grant Program from the Federal Emergency Management Agency (FEMA). Since the project would provide substantial benefits in facilitating wetland restoration, we would also seek for funding sources such as Measure AA and other federal and state wetlands restoration grants.

The North Bay CTAs respectfully recommend that the Commission include Resilient SR 37 Program as part of Plan Bay Area 2050's Final Blueprint. This will enable the project team to continue to

advance and deliver highway, restoration and multimodal improvements. We look forward to our continued partnership in addressing the needs of this corridor and our communities.

Sincerely,

DocuSigned by:
Anne Richman
3BADE22182C0418...

Anne Richman, Executive Director
Transportation Authority of Marin (TAM)

DocuSigned by:
Daryl Halls
4D9E3260571F434...

Daryl Halls, CTA Chair/Executive Director
Solano Transportation Authority (STA)

DocuSigned by:
Kate Miller
AF020AD5FBEA48E...

Kate Miller, Executive Director
Napa County Transportation Authority (NVTA)

DocuSigned by:
Suzanne Smith
A0794696604646E...

Suzanne Smith, Executive Director
Sonoma County Transportation Authority (SCTA)

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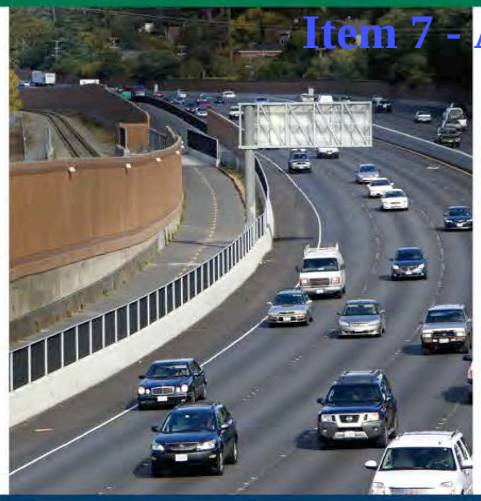

MTC Plan Bay Area 2050 Update

TAM Board of Commissioners Meeting

April 23, 2020

Plan Bay Area Background

- Regional Transportation Plan (RTP) is a Federal and State Mandated Process
- In 2008, SB 375 integrated Transportation & Land Use planning to meet greenhouse gas (GHG) reduction targets – Sustainable Community Strategy (SCS):
  - Show how region meets GHG goals
  - Show how the region will house its population
- Allows Transportation Projects to Meet Air Quality Requirements, a condition of Regional, State and Federal Funding
- TAM is required to submit projects for Marin County

County Project List Revision Process

- April 2019 Initial List Developed
  - Measure AA, Vision Plan, RM3 Outreach
- MTC guidance in January 2020
  - Revise list to fit within available funding - $557M
  - SR-37 will need to submit a "Letter of Commitment"
- TAM Goal:

  Include all Marin County Projects in Plan Bay Area 2050. Allows all projects to advance if locally-funded or to compete for regional discretionary funds.

County Project List Revision Process

1. Fit as many projects in:
   - Programmatic Categories or O&M Category
2. Identify projects with expectation of regional funds
   - RM3, SHOPP
3. Identify eligibility around each funding source
   - OBAG, RTIP, LPP, TFCA, County Funds
4. Assign project funding based on project delivery timeframe

Operations and Maintenance

	Total Costs	Local Committed Funds	Regional Committed Funds	County Discretionary Budget	Regional Request
Transit Operations	$ 7,247	$ 690	$ 6,557		
Transit Capital**	$ 2,978	$ 73	$ 2,905	$ 21	
Local Streets and Roads	$ 1,374	$ 318	$ 1,056		
(Costs in $M)					

Transit Capacity Increasing Projects

- Estimated date of construction limits available TAM funding opportunities
- Transit capital projects will need regional support

	YOE Costs	Regional Measure 3 Funds	County Discretionary Budget	Regional Request
San Rafael Transit Center Relocation	$ 51	$ 30	$ 3	$ 18
Marin Transit O&M Facility	$ 32		$ 10	$ 22
Larkspur Ferry Parking Garage	$ 72		$ 1	$ 71
Bus On Shoulder on Highway 101	$ 12		$ 12	
Regional Express (ReX) Bus Network	TBD		$ 1	
(Costs in $M)				

Roadway Capacity Increasing

- Estimated date of construction & funding sources determine funding plan
- Roadway projects will need regional support

	YOE Costs	Regional Measure 3 Funds	County Discretionary Budget	Regional Request
Marin Sonoma Narrows	$ 141	$ 90	$ 12	$ 39
US 101/I-580 Direct Connector	$ 171	$ 135	$ 19	$ 17
RSR Westbound Joint Use Lane	$ 170		$ 1	$ 169
Resilient State Route 37	$ 1,344	$ 20	$ 27	$ 1,297
Novato Boulevard*	$ 15		$ 13	
(Costs in $M)				

Programmatic Categories

- "Catch all" to advance all non capacity increasing projects

	Estimated Costs	RM3	SHOPP	County Discretionary Budget	Regional Request
Minor Highway Improvements	$ 877	TBD	$ 602	$ 101	$ 174
New Bicycle & Pedestrian Facilities	$ 531	TBD		$ 72	$ 100
Management Systems	$ 80			$ 15	$ 65
Safety and Security	TBD			$ 151	$ 30
Travel Demand Management	$ 27			$ 13	$ 13
Intersection Improvements	TBD			$ 23	$ 15
Multimodal Streetscape Improvements	TBD			$ 51	$ 30
Planning	TBD			$ 5	
Emission Reduction Technology	TBD			$ 7	$ 30
(Costs in $M)					

SR-37 Letter of Commitment

- SR-37 Project Performance Assessment:
  - Project performed well in Benefit-cost ratio assessment
  - Project did not perform well in Equity assessment, and in two Guiding Principles of affordable and healthy
  - MTC required "Letter of Commitment" to *explore* options from North Bay Counties

SR-37 Letter of Commitment

- Four CTAs committed to *explore* the following:
  - Reform Regional Transit Fare Policy/Consistent Regional Means based discounts for Fares and Tolls
  - Provide Transit Alternatives on Tolled Facilities
  - Adapt to Sea Level Rise
  - Maintain Urban Growth Boundaries
  - Protect High Value Conservation Lands
  - Build a Complete Streets Network
- Letter signed by Executive Director in consultation with Chair and Vice Chair, to meet MTC Deadline; Board approval still required/requested

Questions and Discussion

Derek McGill
TAM Planning Manager
dmcgill@tam.ca.gov

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Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director Anne Richman
Dan Cherrier, Principal Project Delivery Manager

SUBJECT: Approve Retention Bonus Contract Amendment for the Crossing Guard Contract (Action), Agenda Item 8

RECOMMENDATION

The TAM Board approve the retention bonus for the program and authorize the Executive Director to execute Addendum 2 of contract C-FY19-03 with All City Management Services (ACMS) to make a one-time payment of $1,700 for each Marin crossing guard and supervisor that meet certain criteria.

BACKGROUND

The TAM Crossing Guard Program currently serves 106 locations, with six of these locations paid for by various school districts through interagency agreements. Three additional locations are paid for through a direct contract by the school district with ACMS. Therefore, ACMS provides guards at 109 locations throughout Marin County. To ensure all locations can be covered at any time, ACMS has employed up to eleven additional guards as alternates to cover absences due to various leave and resignations. Typically, most if not all of the alternate guards are required to work each day. Additionally, there are five supervisors assigned to directly manage all the guards.

In order to ensure that Marin has a well-managed Crossing Guard Program with qualified/reliable guards, ACMS invests considerable time and resources to recruit and train the crossing guards. Each guard must receive a background check, be issued equipment, as well as receive classroom and on the job training before he/she is allowed to work independently. Due to the unfortunate COVID-19 event and closure of schools in early March, ACMS had to release all guards and advised them to claim unemployment benefits once the schools were closed. Historically, crossing guard contractors have struggled to return to full service levels after the summer break due to the fact that many guards have to find other jobs during the summer and subsequently decide not to return to their previous guard positions. With the prolonged unemployment period due to COVID-19, staff believes the turnover rate of the Program will significantly increase and therefore make it difficult for ACMS to provide adequate staffing levels should schools reopen in the Fall.

DISCUSSION/ANALYSIS

To address the potential guard shortage issue, staff has been working with ACMS and also consulted County Counsel on potential options to reduce the turnover rate of the guards and ensure smoother operation of the

Program once schools are back in session. It was decided during the discussion with ACMS staff that TAM could offer a one-time retention bonus to all Marin guards and supervisors on the ACMS payroll as of March 6, which is the last full pay period before school closures occurred, to attract them to return once schools are back in session. All guards and supervisors employed as of March 6 are eligible for the retention bonus if they return to work once the schools are back in session and work twice for six hours in any two-week invoice cycle before the end of calendar year 2020. This includes guards paid for by school districts by either a direct ACMS contract or a reimbursement agreement with TAM.

The amount of the bonus is proposed to be $1,700, with ACMS to retain $300 of the $1,700 to cover payroll taxes and related administrative costs, and the remaining $1,400 to be paid directly to the crossing guard or supervisor. For reference, $1,400 is approximately the difference between what a guard would receive in normal unemployment insurance and normal earnings for the time period of March 16 to the end of the school year. However, the amount is provided to the guards/supervisors as a retention bonus with specific requirements. In the unfortunate event that schools remain closed as of September 15, the payment will be issued at that time. This would be a lump sum payment for all 125 guards and supervisors that ACMS still has reliable addresses for, in order to forward the $1,400. Staff feel this is justified due to the exemplary job many of our guards do on a daily basis protecting Marin children, and due to the desire to retain guards even with an uncertain timeframe.

FISCAL CONSIDERATION

Assuming the payments are made after school resumes in the Fall, the amount paid would be approximately $100,000 to $130,000 based on expected normal crossing guard staff turnover rate, though the amount could be up to $212,000 if every guard and supervisor returned. On the other hand, over $600,000 is expected to be saved due to the school closures for the remainder of the Spring semester. An additional $100,000 will be saved if summer school does not take place.

NEXT STEPS

Upon TAM Board approval, staff will execute Amendment 2 of the ACMS contact. This will allow ACMS management to continue to distribute the news of the upcoming $1,400 retention bonus (guard and supervisor portion) as soon as possible. Staff hope this one-time retention bonus will encourage many of the guards to restart their employment with ACMS once the schools are back in normal operation so the Program will experience minimum interruption.

ATTACHMENTS

None

Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
Derek McGill, Planning Manager

SUBJECT: TAM Memorandum of Understanding with MCE for CALeVIP (Action), Agenda Item No. 9

RECOMMENDATION

Authorize the Executive Director to enter into a Memorandum of Understanding (MOU) with MCE for the California Electric Vehicle Infrastructure Project (CALeVIP) and authorize $80,000 for Marin County Electric Vehicle (EV) Charging Infrastructure through CALeVIP.

BACKGROUND

In January 2020, MCE approached TAM and the County Transportation Agencies in its service area including Napa Valley Transportation Authority (NVTA), Contra Costa Transportation Authority (CCTA) and Solano Transportation Authority (STA) as well as county representatives to discuss a joint application for the California Energy Commission's (CEC's) CALeVIP program.

Funded by the CEC and implemented by the Center for Sustainable Energy (CSE), CALeVIP provides incentives for EV charger installations and works with local partners to develop and implement projects that meet current and future regional EV needs for Level 2 and DC fast charging for light duty vehicles. The statewide efforts aim to provide a streamlined process for charger installations to fill the significant gaps in charging availability.

CALeVIP and its regional incentive projects are made possible through a grant by the CEC's Clean Transportation Program (formerly known as the Alternative and Renewable Fuel and Vehicle Technology Program) that supports innovations in transportation and fuel technologies. CALeVIP is currently funded for $71 million, with the potential of up to $200 million.

DISCUSSION/ANALYSIS

In February 2020, the TAM board received an update on its Alternative Fuel Program and noted the coordination underway with MCE and TAM on CALeVIP. Since that time, TAM, MCE and other partners have been refining an initial concept design with CSE, working on behalf of the CEC. In March 2020, TAM staff received news from CEC that the initial concept design package was selected to enter into Phase 2 for refinement. A completed program design package and MOU between MCE and partners will be needed by CEC by May 11, 2020.

The design package is currently being developed jointly in an iterative process by partners and CEC. As such, the program details are being refined based on input from partner agencies and are subject to modifications during this period. At the time of this staff report, the following program details have been determined:

Funding Levels

- MCE is requesting $8.4M in CEC funding for Napa, Solano and Contra Costa Counties for a four-year cycle starting January 2021.
- MCE is committing $5.2M in funding over four years as a local match to this program, including $300,000 for Marin County for the initial year of the program. TAM would be committing to $80,000 for the initial year of the program.
- For the initial program year starting in January 2021, Marin County will self-fund charger installations using TAM and MCE funding. Marin County would receive technical support, streamlined grant applications, marketing and outreach as part of the initial CEC funding package.
- For the remaining years of the program, starting in FY 21/22, MCE and TAM will apply for CEC funding in the next program cycle, expected to be released in January 2021. TAM and MCE will determine funding levels at the time of the application.

Program Details

- CALeVIP will fund both Level 2 and Level 3 charging infrastructure. TAM and MCE are not proposing to use local funds for Level 3 charging equipment, so no level 3 charging installations will be included in the first year of the program for Marin County.
- For Level 2 chargers, CALeVIP will fund 1-20 connectors at a site, with rebates of $4,500/connector at up to 75% of the total cost, with additional added rebate levels for low income/disadvantaged communities.
- TAM and MCE will use CALeVIP requirements and are requesting the following changes on behalf of Marin County Public Agencies, including:
    - additional ability for public agencies to exceed the 20-connector limitation: and
    - additional funding to maintain the $6,000 in rebates currently available to Marin County public agencies.
    - If CALeVIP is unable to provide these additional changes for the benefit of Marin County public agencies, TAM may consider augmenting this program with additional funding from the Alternative Fuel Program.
- Currently this program is designed to provide charging infrastructure at a wide range of eligible locations, including commercial, workplace, public facilities, and retail locations among others. TAM funding is currently proposed to only fund public agency chargers, at this point, however this is dependent on CEC approval.
- BAAQMD funding would be stackable to this program, to increase funding for eligible agencies.

As a partner to this program, TAM's rebate program for EV infrastructure would be administered though the CALeVIP program, along with MCE's rebate funds, aligning the rebate programs into a single framework for applicants. Marin County EV infrastructure applicants would have a single point of contact for financial information for chargers, technical assistance to support project development, and consolidated marketing and outreach for rebate programs.

TAM staff is closely coordinating with CSE, MCE and other project partners to develop the program design by the CEC deadline of May 11th. During this process, a number of changes may occur to the program, including changes in the funding levels by CEC, MCE or other project partners. Additionally, program changes including additional flexibility for public agency applicants requested by TAM and MCE have not yet been approved by CEC. As the CEC reviews and provides input to MCE and TAM staff on the program design, elements of the program may change; however in order to meet the May 11th deadline, staff is requesting approval of this item at this time. By June 1st, staff will be notified if this program is selected to move forward during the FY20/21 timeframe. If the program is not selected for CEC funding, MCE and CEC are likely to reapply the following cycle, using the framework agreed upon during this program design phase. TAM staff will return to the TAM board for any program commitment beyond the initial year of the program.

MCE will enter into agreement with the CEC on behalf of TAM and all other partners. A draft MOU between TAM and MCE is provided as **Attachment A.**

FISCAL CONSIDERATION

Funding for this effort will be included in the FY 2020/21 budget. Funding is available from the Measure B $10 Vehicle Registration Fee, as part of the Alternative Fuel Program.

NEXT STEPS

Upon approval of the TAM Board, staff will execute the MOU between TAM and MCE. Staff will also continue discussions with MCE and CEC on the program design details. Based on an agreed upon program design, MCE will submit the final package to CEC by May 11, 2020. and notification of award is expected by June 1st, 2020.

If CEC choses to award funding for this program, the program would launch in January 2021. If not, MCE and partner agencies would use the program design through this process and the program would be considered as a high priority need for the following cycles.

ATTACHMENTS

Attachment A: Draft MOU between TAM and MCE

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Memorandum of Understanding

Between

Marin Clean Energy *and*

[Co-Funding Partner].

This Memorandum of Understanding ("MOU") is made and entered into effective as of this ___ day of ___, 2020 ("Effective Date"), by and between Marin Clean Energy (hereinafter "MCE"), a California Joint Powers Authority, and [Co-Funding Partner Name] (hereinafter "Co-Funding Partner"), a _____ corporation for the purpose of developing and implementing EV charger projects within the California Electric Vehicle Infrastructure Project ("CALeVIP"). This MOU has been created to clearly define roles and expectations for two partners (Marin Clean Energy and Co-Funding Partner).

I. **Background**

The California Energy Commission (CEC) established the CALeVIP as an EV charger rebate program offered on a region-by-region basis, and the Center for Sustainable Energy (CSE) serves as the CALeVIP implementer. CALeVIP works with local partners to develop and implement EV charger incentive projects that meet regional needs for Level 2 and DC fast chargers. The statewide project aims to provide a streamlined process for getting chargers installed to fill the significant gaps in charging availability. MCE has dedicated resources for this effort and is well positioned to assist with program design and implementation in partnership with Transportation Authority of Marin (hereinafter "TAM"), Solano Transportation Authority (hereinafter "STA"), and Contra Costa Transit Authority (hereinafter "CCTA") (co-funding partners and agencies). To this end, MCE staff have been collaborating with TAM, STA, and CCTA to leverage and maximize funding for a unified electric vehicle charger incentive program ("Program") that best serves the MCE service area and efficiently achieves program goals.

II. **Partner Roles and Responsibilities**

The Parties wish to define the roles and responsibilities, including funding commitments, of all parties for implementation of the CALeVIP program. The Parties agree to be direct and proactive with each other in raising any concerns related to this MOU. The expectations of each partner with regard to CALeVIP program implementation specified below:

A. Co-Funding Partner agrees to:

1. Commit [$___] for [level 2/DC fast charger] incentives and Program design and administration beginning in Co-Funding Partner fiscal year 2020/2021 and continuing through Co-Funding Partner fiscal year 2022/2023.
2. Remit payment to MCE within 30 days of receipt of an approved MCE invoice. Payment of the entire funding commitment for each fiscal year shall be made no later than _____.
3. Participate in regular project meetings with MCE and CSE. Co-Funding Partner will provide timely comments and recommendations on project design, development and

DRAFT

configuration of the Program processing website, and Program marketing, education, outreach and technical assistance plans and materials.

B. MCE agrees to:

1. Commit $5,200,000 in total, or $1,300,000 per year, through termination of the MOU.
2. Design and administer the Program while CALeVIP funding is available to the MCE service area and be the primary point of contact between CSE and Co-Funding Partner for the duration of the Program.
3. Invoice Co-Funding Partner for its contribution toward [level 2/DC fast charger] incentives and for reimbursement of Co-Funding Partner's costs for Program design and administration.
4. Pay CSE invoices in accordance with the CALeVIP agreement. Invoiced amounts will include the incentive amounts and both the MCE Share and Co-Funding Partner share of CSE costs for Program design and administration.
5. Coordinate regular project meetings with CSE to include Co-Funding Partner for its input on Program project design and implementation. MCE will also forward final project deliverables from CSE to Co-Funding Partner.

C. MCE and Co-Funding Partner mutually agree:

1. That CSE costs will be attributable to each party as follows:
    a. MCE Share. Of the total amount committed by MCE to the Program, ___% will be for CSE costs associated with Program design and administration.
    b. Co-Funding Partner Share. Of the total amount committed by Co-Funding Partner to the Program, __% will be for CSE costs associated with Program design an administration.
2. That all obligations of the parties under the terms of this MOU are subject to the appropriation of the required resources by MCE and Co-Funding Partner and the approval of each party's Board of Directors.

III. **Term of Agreement**

This term of this MOU will be from the Effective Date until _____, unless otherwise agreed upon by the Parties in writing. Either Party may terminate the MOU without cause by providing thirty (30) days' advance written notice to the other Party.

IV. **Miscellaneous Terms and Conditions**

A. Jurisdiction and Venue
This MOU shall be construed in accordance with the laws of the State of California. If any action is brough to interpret or enforce any term of this MOU, the action shall be brough in a state or federal court situated in the County of Marin, State of California.

B. No Recourse Against Constituent Members of MCE

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MCE is organized as a Joint Powers Authority in accordance with the Joint Exercise of Powers Act of the State of California (Government Code Section 6500, et seq.) pursuant to the Joint Powers Agreement and is a public entity separate from its constituent members. MCE shall solely be responsible for all debts, obligations and liabilities accruing and arising out of this MOU. Partner shall have no rights and shall not make any claims, take any actions or assert any remedies against any of MCE's constituent members in connection with this MOU.

C. Indemnification

Each Party agrees to indemnify, defend, and hold the other Party, their employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and reasonable attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of either Party's negligence, recklessness or willful misconduct in the performance of this MOU.

D. All terms, conditions, and provisions hereof shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

E. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

F. Nothing in the provisions of this MOU is intended to create duties or obligations to or rights in third parties to this MOU or affect the legal liability of the parties to this MOU.

G. This MOU may be executed in any number of identical counterparts, each of which shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument when each party has signed one such counterpart.

The Parties to this MOU hereby acknowledge and agree, by executing this document, that the provisions herein shall constitute legally binding and enforceable obligations in accordance with applicable laws effective on the date first above written.

_____ _____

Dawn Weisz, MCE CEO DATE

_____ _____

[Co-Funding Partner Name] DATE

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Transportation Authority of Marin

DATE: April 23, 2020

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director
Li Zhang, Deputy Executive Director/Chief Financial Officer

SUBJECT: Review and Approve the FY2020-21 Measure A/AA 1/2-Cent Transportation Sales Tax and the Measure B $10 Vehicle Registration Fee Revenue Estimates and Budget Development Schedule (Action), Agenda Item No. 10

RECOMMENDATION

The TAM Board reviews and approves the FY2020-21 Measure A/AA 1/2-Cent Transportation Sales Tax and the Measure B $10 Vehicle Registration Fee Revenue Estimates and Budget Development Schedule.

At its March 9, 2020 meeting, the Administration, Projects & Planning (APP) Executive Committee reviewed the recommended FY2020-21 Measure A/AA 1/2-Cent Transportation Sales Tax and the Measure B $10 Vehicle Registration Fee Revenue Estimates and Budget Development Schedule and voted unanimously to refer them to the TAM Board for review and approval.

While staff recommends the TAM Board approves the $27.5 million revenue level for the Measure A/AA 1/2-Cent Transportation Sales Tax at this time, staff also want to point out that the revenue level was developed based on available economic data and conditions as of February this year, when the impact of the COVID-19 pandemic in the US was just starting and many of us were still hopeful the situation would be under control soon. While the recommended $27.5 million does reflect a mild recession with close to 5% revenue drop in FY2020-21, it has been very evident that the COVID-19 situation has been worsening quickly and has been causing unmeasured health, social and economic damage in the US as well as globally. The speed and magnitude of the COVID-19 induced economic damage is simply unprecedented. TAM staff, along with staff of all other public agencies and various financial/economic analyses support teams, are working diligently to try to have a better understanding of the revenue situation. However, a reasonable assessment of the final revenue impact is simply not possible while the containment timeline of the COVID-19 situation is still not clear. On the other hand, with TAM's ongoing prudent fiscal and funding practice and the current reserve level under Measure A/AA 1/2-Cent Transportation Sales Tax program, staff is comfortable moving forward with the $27.5 million revenue level for the development of the FY2020-21 TAM Annual Budget. With the hope that the COVID-19 situation will be more certain by the middle of May, staff will bring updated economic and sales tax projections to the May 28 Board meeting, and if needed, request the TAM Board to approve a revised revenue level for FY2020-21 and adjust the draft budget accordingly.

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. For the annual budget development of TAM and its member agencies, staff develops and the TAM Board adopts the Measure A/AA 1/2-Cent Transportation Sales Tax and the Measure B $10 Vehicle Registration Fee revenue levels in March of

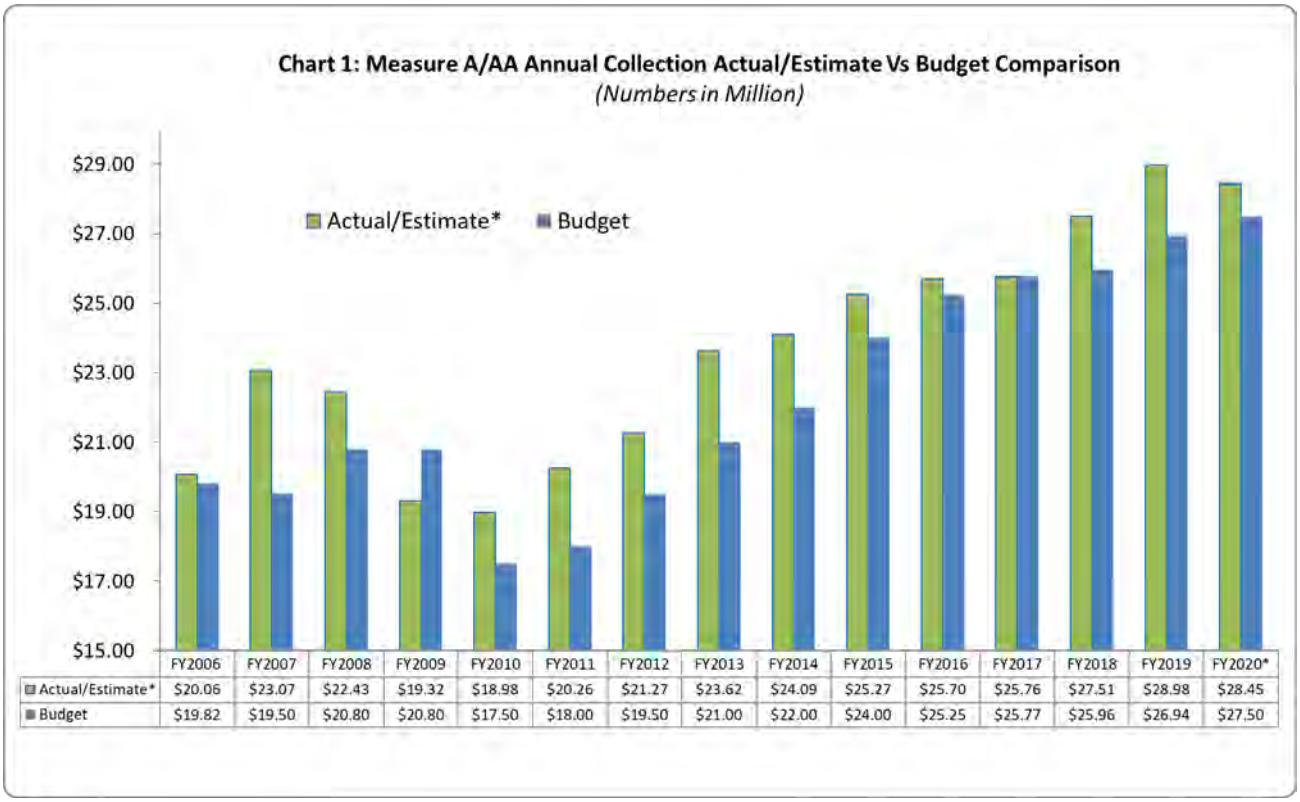
every year. The approval of the expected revenue levels in March allows fund recipients time to build these local funding dollars into their budget processes for FY2020-21. These revenue estimates will also be used to update the revenue and expenditure elements in the Measure A/AA 1/2-Cent Transportation Sales Tax and Measure B $10 Vehicle Registration Fee Strategic Plans, which will guide the FY2020-21 programming and allocation process, and the establishment of contract levels for all projects and programs under both measures.

DISCUSSION/ANALYSIS

Recommended FY2020-21 Measure A/AA Revenue Estimate:

Sales tax revenue collection is one of the main indicators of economic strength and consumer confidence. TAM's Measure A/AA 1/2-Cent Transportation Sales Tax revenue bottomed at $18.8 million in FY2009-10 and has been seeing positive growth since then, at an average annual growth rate of 4.9%, as of the end of FY2018-19. Measure A/AA revenue collection reached a new record high in FY2018-19, at $28.98 million, which is $2.08 million higher than the $26.9 million originally budgeted for the year. The TAM Board adopted the most conservative estimate out of the three scenarios presented by staff during the FY2018-19 budget cycle and directed any excess revenue over the budgeted level to be made available as part of the following year's funding allocation process.

Chart 1 below illustrates budgeted Measure A/AA 1/2-Cent Transportation Sales Tax revenues versus actual annual collection between FY2005-06 and FY2019-20, with the FY2019-20 number estimated based on the collection of the first 6-month of the year, from July to December 2019.



	FY2006	FY2007	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020*
Actual/Estimate*	$20.06	$23.07	$22.43	$19.32	$18.98	$20.26	$21.27	$23.62	$24.09	$25.27	$25.70	$25.76	$27.51	$28.98	$28.45
Budget	$19.82	$19.50	$20.80	$20.80	$17.50	$18.00	$19.50	$21.00	$22.00	$24.00	$25.25	$25.77	$25.96	$26.94	$27.50

Attachment 1 is the Five-Year Measure A/AA 1/2-Cent Sales Tax Projection provided by Avenu Insights & Analytics based on its analyses and modeling of TAM's taxable sales data, with four scenarios presented: Conservative, Most-Likely, Optimistic and Recession, ranging from $27.4 million to $29.7 million. On the other

hand, the statewide sales tax growth rate prepared by the California Department of Finance and released by the California Department of Tax and Fee Administration in January 2020 for FY2020-21, for the period of July 2020 to June 2021, is 3.3%, as shown in Attachment 2.

Based on the analyses from various sources, staff developed the following revenue projection options for the FY2020-21 Measure A/AA 1/2-Cent Transportation Sales Tax.

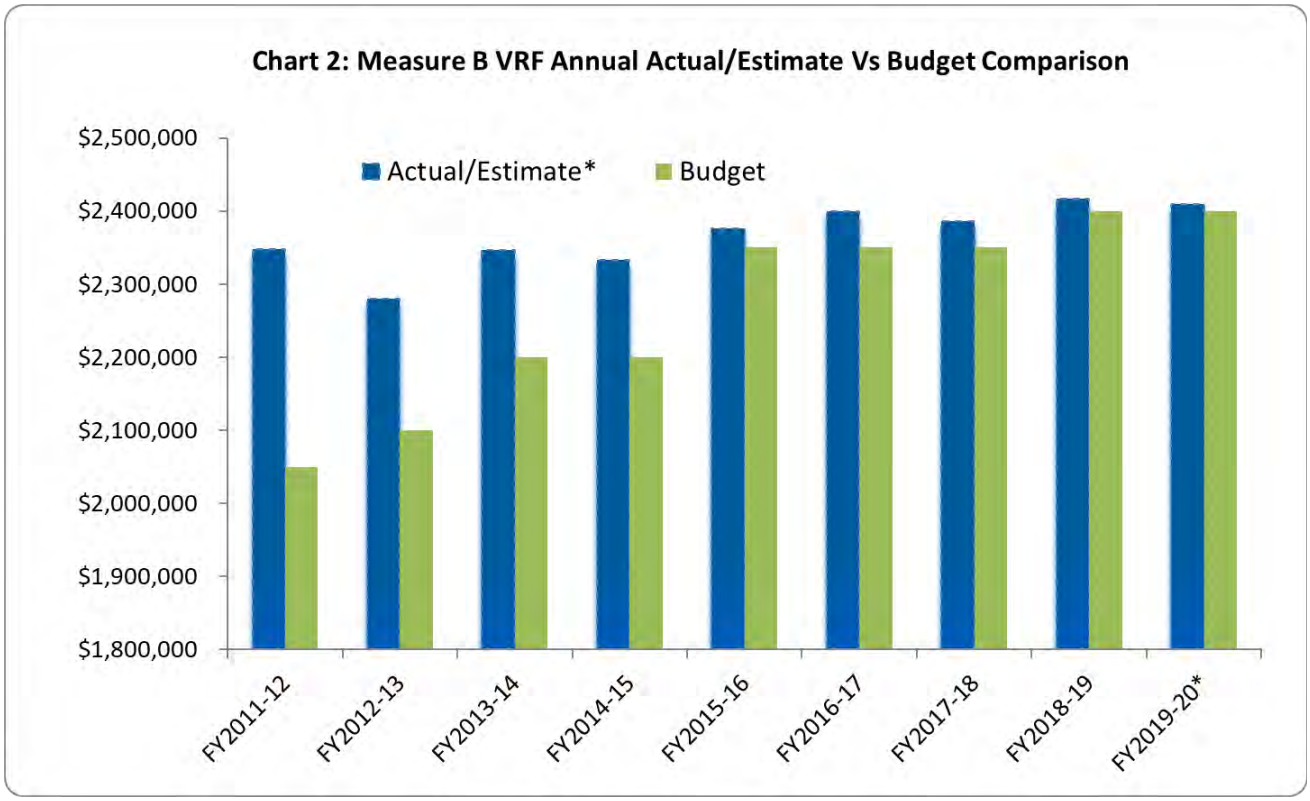
Budget Option	Assumption	In Millions
Option 1: Conservative	Assuming recession late 2020/early 2021	$27.5 million
Option 2: Moderate	Assuming similar level revenue as FY2019-20	$28.5 million
Option 3: Aggressive	Apply DOF's Statewide 3.3% Growth rate to the expected FY2019-20 revenue level	$29.6 million

While the fundamentals of the economy were thought to be strong heading into March, the corona virus-related shutdown that started since then makes the fear of a longer global recession more plausible. Though both the State of California and the Federal government are seeking possible remedies to calm the public and defend the economy, the potential economic damage from the outbreak is uncertain and could be significant.

To continue TAM's prudent and conservative approach and better prepare the agency for a potential recession, staff recommends Option 1, the conservative level at $27.5 million, to be approved for the development of the FY2020-21 TAM Annual Budget. As part of TAM's ongoing funding management practice, any excess revenue from the prior year will be made available to the funding recipients in the following year. Staff will also actively monitor the sales tax revenue trend and will update the Board if any negative adjustments are necessary during the year.

Recommended FY2020-21 Measure B Revenue Estimate:

Measure B, the $10 Vehicle Registration Fee revenue dedicated to transportation projects and programs, was passed by Marin voters in November 2010. Collection of this local revenue source started in May 2011. Chart 2 illustrates the actual revenue collections of Measure B from FY2011-12 to FY2019-20, with the FY2019-20 number estimated based on prior year's collection level.



The table below illustrates the history of the number of registered fee-paid vehicles in Marin County. As you can see from Table 1, the number of registered vehicles in Marin County was decreasing from 2008 to 2012 but has been increasing since 2013 with the exception of a slight 0.78% decrease from 2016 to 2017. Total registered vehicles in the County was 249,524 as of December 31, 2019. Most of the increase from 2018 to 2019 was from the increase of electric vehicle sales in the County. As observed from prior years, revenue collected was less than what was suggested by the number of registered vehicles in the County, due to delinquent payments and other reasons. Budgeted Measure B revenue for the current year is $2.4 million and actual collection for FY2018-19 is $2.42 million. Staff believes that actual revenue for the current year will be around $2.42 million, the same revenue level as the actual collection for FY2018-19, and staff recommends setting the budget level for FY2020-21 at $2.42 million as well.

Table 1: DMV Estimated Marin County Fee Paid Vehicle Registration

Year 2000 -2019

Year	Registered Vehicle	Annual # Change	Annual % Change
2000	232,450	N/A	N/A
2001	235,679	3,229	1.39%
2002	239,689	4,010	1.70%
2003	232,712	-6,977	-2.91%
2004	243,499	10,787	4.64%
2005	238,045	-5,454	-2.24%
2006	242,478	4,433	1.86%
2007	242,953	475	0.20%
2008	241,308	-1,645	-0.68%
2009	240,466	-842	-0.35%
2010	240,345	-121	-0.05%
2011	235,891	-4,454	-1.85%
2012	235,535	-356	-0.15%
2013	240,921	5,386	2.29%
2014	243,069	2,148	0.89%
2015	245,849	2,780	1.14%
2016	249,314	3,465	1.41%
2017	247,424	-1,890	-0.78%
2018	247,820	396	0.16%
2019	249,524	1,704	0.68%

Data Source: DMV Forecasting Unit

FY2020-21 Budget Development Schedule:

Below is the budget development schedule for the FY2020-21 budget development process:

February 11, 2020	Budget Development Kick-off Meeting
February-June 2020	Budget and Work Plan Development/Review Work Process
March/April 2020	Review and Acceptance of Measure A/AA & B Revenue Levels
May 2020	Review and Release of Draft Budget for Comments
June 25, 2020	Public Hearing and Adoption of Final Budget

FISCAL CONSIDERATION

The recommended revenue estimates will be used to determine the FY2020-21 programming/allocation and contract levels for various projects and programs under both the Measure A/AA 1/2-Cent Transportation Sales Tax and Measure B $10 Vehicle Registration Fee revenue measures.

NEXT STEPS

After the review and approval of the FY2020-21 Measure A/AA 1/2-Cent Transportation Sales Tax and Measure B $10 Vehicle Registration Fee revenue estimates by the TAM Board, staff will develop the draft FY2020-21 Annual Budget, present it for review at the May COC and Administration, Projects & Planning Executive Committee meetings, as well as for the review of the Marin Managers' Association; release the draft for the 30-day public review and comment period at the May TAM Board meeting, including any updates to the revenue estimates; and request the TAM Board to adopt the final draft at the June Board meeting.

ATTACHMENTS

Attachment 1: TAM Measure A/AA ½-Cent Transportation Sales Tax Projection (FY2019-20 to FY2025-26)
– Avenu Insights & Analytics
Attachment 2: California Department of Finance Estimated Statewide Taxable Sales Growth
– Released by California Department of Tax and Fee Administration January 2020

Marin Co Transport Auth 1/2% Sales & Use Tax Forecast by Category

Accrual through August Clean-up

Voter Approved	FY 18 - 19	FY 19 - 20	FY 20 - 21	FY 21 - 22	FY 22 - 23	FY 23 - 24	FY 24 - 25	FY 25 - 26
General Retail	9,187,624	9,030,025	9,147,469	9,260,451	9,369,458	9,478,464	9,587,471	9,696,477
% Change	3.8%	-1.7%	1.3%	1.2%	1.2%	1.2%	1.2%	1.1%
Food Products	5,453,246	5,365,416	5,514,809	5,665,430	5,816,051	5,966,671	6,117,292	6,267,913
% Change	7.7%	-1.6%	2.8%	2.7%	2.7%	2.6%	2.5%	2.5%
Transportation	6,373,994	5,715,050	5,876,042	6,046,469	6,215,232	6,383,995	6,552,759	6,721,522
% Change	17.3%	-10.3%	2.8%	2.9%	2.8%	2.7%	2.6%	2.6%
Construction	3,375,749	3,322,293	3,433,668	3,534,880	3,632,882	3,730,884	3,828,887	3,926,889
% Change	5.7%	-1.6%	3.4%	2.9%	2.8%	2.7%	2.6%	2.6%
Business To Business	4,554,442	4,470,966	4,655,537	4,834,919	5,013,265	5,191,610	5,369,956	5,548,302
% Change	13.7%	-1.8%	4.1%	3.9%	3.7%	3.6%	3.4%	3.3%
Miscellaneous	818,039	864,946	902,383	932,890	963,041	993,192	1,023,343	1,053,494
% Change	3.2%	5.7%	4.3%	3.4%	3.2%	3.1%	3.0%	2.9%
Gross	**29,763,094**	**28,768,696**	**29,529,906**	**30,275,038**	**31,009,928**	**31,744,818**	**32,479,708**	**33,214,598**
% Change	**8.9%**	**-3.3%**	**2.6%**	**2.5%**	**2.4%**	**2.4%**	**2.3%**	**2.3%**

CDTFA Administration	(305,090)	(323,338)	(331,893)	(340,268)	(348,527)	(356,787)	(365,046)	(373,306)
Conservative		$28,018,700	$28,730,800	$29,425,900	$30,109,500	$30,791,700	$31,472,400	$32,151,600
Most-Likely	**$29,458,004**	**$28,445,358**	**$29,198,013**	**$29,934,770**	**$30,661,401**	**$31,388,031**	**$32,114,661**	**$32,841,291**
% Change	**8.9%**	**-3.4%**	**2.6%**	**2.5%**	**2.4%**	**2.4%**	**2.3%**	**2.3%**
Optimistic		$28,872,000	$29,665,200	$30,443,700	$31,213,300	$31,984,400	$32,757,000	$33,531,000

Recession Scenario	$28,445,358	$27,352,400	$26,879,466	$27,531,933	$28,184,399	$28,836,865	$29,489,331
% Change from Prior Fiscal Year		-3.8%	-1.7%	2.4%	2.4%	2.3%	2.3%
Fiscal Year to Fiscal Year Change		($1,092,958)	($472,934)	$652,467	$652,466	$652,466	$652,466
Difference between Recession and Most-Likely		($1,845,614)	($3,055,304)	($3,129,468)	($3,203,632)	($3,277,796)	($3,351,960)

STATE OF CALIFORNIA

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
450 N STREET, SACRAMENTO, CA
PO BOX 942879, SACRAMENTO, CA 94279-0067
1-916-445-0840 • FAX 1-916-445-7119
www.cdtfa.ca.gov

GAVIN NEWSOM
Governor

JULIE LEE
Acting Secretary, Government Operations Agency

NICOLAS MADUROS
Director

January 9, 2020

TO: CITY AND COUNTY FINANCE OFFICIALS

Continuing the practice of past years, we are sending you recently estimated statewide growth rates to assist in your coming budget preparations.

The table below shows preliminary or estimated statewide changes in taxable sales for the first quarter of calendar year 2019 through the second quarter of calendar year 2021:

Sales Period	Year to Year Change In Taxable Sales	Allocations Received by Local Jurisdictions
Jan. - Mar. 2019	1.6% (actual)	Mar. - June 2019
Apr. - June 2019	4.8% (actual)	June - Sept. 2019
July - Sept. 2019	1.9% (preliminary)	Sept. - Dec. 2019
Oct. - Dec. 2019	4.3% (est.)	Dec. 2019 - Mar. 2020
Jan. - Mar. 2020	3.8% (est.)	Mar. - June 2020
Apr. - June 2020	4.2% (est.)	June - Sept. 2020
July - Sept. 2020	5.3% (est.)	Sept. - Dec. 2020
Oct. - Dec. 2020	3.0% (est.)	Dec. 2020 - Mar. 2021
Jan. - Mar. 2021	3.1% (est.)	Mar. - June 2021
Apr. - June 2021	1.8% (est.)	June - Sept. 2021

The California Department of Department of Finance made these growth estimates in conjunction with its preparation of the *2020-21 Governor's Budget*.

For taxable sales data, please visit our open data portal: https://www.cdtfa.ca.gov/dataportal/

If you would like this letter to be sent to you electronically, please provide your email address to us at: research@cdtfa.ca.gov

Sincerely,

Genti Droboniku, Manager
Research and Statistics Section

GD:vs

April 2020

TAM Board Meeting
Caltrans Report

PROJECTS IN INITIATION PHASE

Rehabilitate Pavement (CAPM); MRN-131 PM 0.00/4.4; On Route 131 (Tiburon Blvd) from US 101/131 interchange to Main Street (EA: 04-1Q230)
Scope: Overlay Pavement, upgrade curb ramps, add/replace guardrails and improve drainage.
Cost Estimate: $11M (Construction Capital)
Schedule: Start Construction: Summer 2024
End Construction: Summer 2025

Address Seismic Deficiencies and Upgrade Pedestrian Infrastructure; MRN-101 PM 7.4/18.8; On Route 101 at Tamalpais Overcrossing (EA: 04-4J860)
Scope: Install cable restrainer at bridge abutments to improve seismic resistance, and upgrade Pedestrian Overcrossing (POC) to meet ADA standards.
Cost Estimate: $18M (Construction Capital)
Schedule: Start Construction: Fall 2024
End Construction: Fall 2025

Resurface Deck and Replace Fender System; MRN-37 PM 14.5; Petaluma River Bridge (EA: 04-2Q500)
Scope: Resurface bridge deck, replace bridge fender system, mitigate bridge scour, and upgrade bridge railings.
Cost Estimate: $ 32M (Construction Capital)
Schedule: Start Construction: Spring 2025
End Construction: Fall 2026

Drainage System Restoration; MRN-1 PM 13.1/44.9; On Route 1 from 0.7 mile north of Stinson Beach to 0.5 mile north of Walker Creek (EA: 04-2Q530)
Scope: Replace 29 deteriorated drainage culverts within the project limits, replace headwalls, and install drainage inlets.
Cost Estimate: $6.5 M (Construction Capital)
Schedule: Start Construction: Spring 2025
End Construction: Spring 2027

Repair/Replace Culverts; MRN-1 PM 13.05/45.1; On Route 1 at various locations from 0.2 mi north of Calle del Arroyo to 0.2 mi south of Tomales-Petaluma Rd. (EA: 04-3A250)
Scope Repair/Replace 21 damaged/deteriorated cross culverts within the project limits, replace headwalls, and install drainage inlets.
Cost Estimate: $3.6M (Construction Capital)
Schedule: Start Construction: Spring 2025
End Construction: Spring 2027

Upgrade and Replace Existing Bridge Railing Systems (Coyote Creek Bridge-# 27-0018, Eskoot Creek Bridge-#27-0077, Olema Creek Bridges-#27-0020 & #27-0021); MRN-1 PM 7.4/18.8; On Route 1 at various locations
(EA: 04-0P960)
Scope: Upgrade/replace the bridge railings systems to meet the current standard on four bridges along Route 1.
Cost Estimate: $8.1M (Construction Capital)
Schedule: Start Construction: Spring 2025
End Construction: Fall 2026

PM: Post Mile
PSE: Plans, Specifications, and Estimate
EA: Project Expense Authorization Number

Report Prepared by Caltrans District 4 Office of Project Management
April 14, 2020

TAM Board Meeting
Caltrans Report

Replace Culvert; MRN-1 PM 40.3/40.3; On Route 1 near Marshall at 0.10 mile south of Clark Road (EA: 04-2J510)
Scope: Replace existing 66-inch diameter culvert and rebuild slope.
Cost Estimate: $2.3M (Construction Capital)
Schedule: Start Construction: Spring 2025
End Construction: Spring 2027

Rehabilitate Pavement (CAPM); MRN-37 PM R11.2/14.6; On Route 37 from Route 101/37 interchange to Petaluma River Bridge. (EA: 04-2K740)
Scope: Overlay pavement with asphalt concrete and mitigate roadway settlement at post mile (PM) 13.04.
Cost Estimate: $19 M (Construction Capital)
Schedule: Start Construction: Spring 2025
End Construction: Spring 2026

PROJECTS IN ENVIRONMENTAL PHASE

Marin 1 Capital Preventive Maintenance Project (CAPM); MRN-1 PM 22.8/31.2 & 45.0/50.5; On Route 1 near Point Reyes Station & Olema, from Olema Creek to north of Cypress Road & on Route 1 near Tomales, from south of Tomales-Petaluma Road to south of Valley Ford Road (EA: 04-1J960)
Scope: Overlay pavement and shoulders with HMA-A, upgrade existing guardrails and crash cushions, and drainage improvements.
Cost Estimate: $24.4 M (Construction Capital)
Schedule: Start Construction: Spring 2023
End Construction: Fall 2024

A public outreach informational meeting was held on April 2, 2019. The second public outreach informational meeting was held on March 11, 2020, and the public comment period will end on April 3, 2020. The public meeting was advertised in Point Reyes Light and Marin Independent Journal. The project will also include sidewalk/crosswalk improvements in Point Reyes Station after funding agreement is finalized with the County of Marin.

San Antonio Creek Bridge Scour Mitigation; MRN/SON-101 PM 0.0; On Route 101, near City of Petaluma, at Sonoma/Marin County line (EA: 04-3J080)
Scope: Mitigate scour and preserve the structural integrity of the northbound San Antonio Creek Bridge and mitigated scour at southbound San Antonio Creek bridge abutment left in place by MSN B3 project. The project will also minimize the flooding potential at the site by clearing drainage ditches of silt.
Cost Estimate: $997K (Construction Capital)
Schedule: Start Construction: Summer 2022
End Construction: Winter 2023

The northbound San Antonio Creek Bridge will be relinquished to the County upon completion of the scour mitigation repairs. This project will also replace the rock-lined ditch with a concrete-lined ditch at San Antonio Bridge on US101 (constructed by EA 04-26409).

Repair Culverts; MRN-101 PM 11.2; On Route 101 at Irwin Creek Bridge, Bridge #27-0097 (EA: 04-0K510)
Scope: Rehabilitate corrugated metal arch culvert bridge and four adjoining deteriorated culverts.
Cost Estimate: $1.9M (Construction Capital)
Schedule: Start Construction: Fall 2022

TAM Board Meeting
Caltrans Report

End Construction: Summer 2023

Reconstruct SR 37; MRN-37 PM 11.2/13.7; On Route 37 from US 101 to Atherton Avenue.
Scope: Reconstruct State Route 37 to address Sea Level Rise (SLR) and recurring flooding, while including Complete Streets features to address multi-modal bicycle and pedestrian use (EA 04-4Q320 - long lead project).
Cost Estimate: $10.0M (Env. Clearance)
Schedule: Env. Clearance: Spring 2023
Start Construction: TBD
End Construction: TBD

This is a long lead project that is funded for the environmental phase (PA&ED) at this time.

PROJECTS IN DESIGN PHASE

Marin-Sonoma Narrows Contract B6 – Replace Bridge; MRN/SON -101 PM MRN-101 27.0/27.6 & SON-101 0.0/0.3; On San Antonio Road (local road) near Petaluma, 0.6 miles north of Route 101 (EA: 04-2640S)
Scope: Construct a two-lane bridge.
Cost Estimate: $5.2M (Construction Capital)
Schedule: Start Construction: TBD
End Construction: TBD

Caltrans was the lead for the environmental phase. The lead agency for Design, R/W, and Construction is yet to be determined. The project has shortfalls in all components. The County has held two public information public meetings on this project.

North/South Greenway Gap Closure Project (Northern Segment); MRN-101 PM 8.4/8.6; On Route 101 in Larkspur, at East San Francis Drake Blvd (EA: 04-1A661)
Scope: Construct a new bike path on Corte Madera Creek Bridge (off-ramp)
Cost Estimate: $6.0M (Construction Capital)
Schedule: Start Construction: Spring 2020 (RTL in April 2020)
End Construction: Summer 2022

Public scoping meetings were held on March 19, 2015, July 29, 2015 and March 21, 2016. The cooperative agreement with TAM for construction has been executed. The freeway maintenance agreement (amendment) with the City of Larkspur has been executed.

TAM Board Meeting
Caltrans Report

Replace Harbor Bridge; MRN-101 PM 10.63/10.87; On Route 101 in San Rafael, from Route 101 off-ramp to 2nd Street at the San Rafael Harbor (EA: 04-4G820)
Scope: Replace existing bridge.
Cost Estimate: $11.4M (Construction Capital)
Schedule: Start Construction: Spring 2020
End Construction: Winter 2021

The project was presented to the San Rafael City Council in May 2018. This project will also modify the 2nd Street intersection in San Rafael to improve traffic flow. The previous bid did not get any qualified bidders and the project was re-re-advertised on February 10, 2020, and bids opened on April 8, 2020. Due to in-water work window restriction and long lead times for the specialty pile and precast elements, the in-water activities will be completed in summer 2021

With the help of the City of San Rafael, Caltrans conducted a public survey to evaluate three alternatives for the loudest and most disruptive phase of the project, pile driving. Based on the results of the survey, the project will close the 2nd Street off-ramp for three-weekends (11 pm Friday to 5 am Monday). Pile driving will occur around the clock during these weekends.

Lagunitas Creek Bridge; MRN-1 PM 28.51; On Route 1 near Point Reyes Station, at Lagunitas Creek (EA: 04-0G642)
Scope: Replace existing bridge.
Cost Estimate: $11.6M (Construction Capital)
Schedule: Start Construction: Spring 2023
End Construction: Spring 2024

The Environmental Document (EIR/EA) was completed on June 29, 2018. An informational public meeting was held in September 2018. The project is in litigation (EIR/EA is challenged by Friends of the Green Bridge, et al). Due to COVID 19, and the resulting impact to the pending litigation, the construction start is delayed to 2023.

Bellam Intersection Improvement; MRN-101/580- PM 9.8/9.9 & PM 4.4/4.7; Northbound Route 101 / Eastbound I-580 Off-Ramp to Bellam Blvd. in San Rafael (EA: 04-0Q270)
Scope: Widen off-ramp, modify intersection, and modify traffic signal.
Cost Estimate: $6.3 M (Construction Capital)
Schedule: Start Construction: TBD
End Construction: TBD

TAM is the lead for this project, and the project will be implemented via an encroachment permit. The schedule is dependent on funding.

Pavement Overlay and Curb Ramps; MRN-101- PM 14.7; On Route 101 at Lucas Valley Under Crossing in the City of San Rafael (EA: 04-1Q510)
Scope: Construct curb ramps and overlay asphalt pavement.
Cost Estimate: $1.6M (Construction Capital)
Schedule: Start Construction: Spring 2020
End Construction: Fall 2020

The City of San Rafael is the lead for this project, and the project will be implemented via an encroachment permit. Caltrans will issue the encroachment permit in May 2020.

TAM Board Meeting
Caltrans Report

Marin-Sonoma Narrows Contract B7 – HOV lane in Marin; MRN – 101- PM 20.8/27.3; On Route 101, in and north of Novato, SB HOV lane from 0.3 miles south of the Marin/Sonoma County line to just south of Franklin Ave. Overhead (4.8 miles), and NB HOV lane from 1.7 miles north of Atherton Ave Overcrossing to 0.3 miles south of the Marin/Sonoma County line (3.6 miles)- (EA: 04-26472)
Scope: Roadway and bridge widening and Redwood Landfill Interchange modification for HOV lanes and standard shoulders and horizontal and vertical roadway alignment correction. The scope does not include utility relocation and R/W acquisition for access control. Roadway work in not in direct conflict with utilities to be relocated.
Cost Estimate: $104M (Construction Capital)
Schedule: Start Construction: Spring 2021 (RTL in July 2020)
End Construction: Fall 2024

This project is funded by Local and RM3 funds. TAM is the lead for PS&E of this project. This project combines the mainline improvements of MSN Contracts B1-Phase 2 and A4. Currently, the project is not fully funded for construction. The project sponsors are seeking SB1 funding to fully fund this project. The project could be delayed if the release of RM3 funding is delayed due to a pending lawsuit or if there is a delay in the allocation of SB1 funds.

Marin-Sonoma Narrows Contract B8 – HOV lane in Marin; MRN - 101 – PM 24.0/27.5; On Route 101, from 2.0 miles north of Atherton Ave. Overcrossing to 0.1 miles south of the Marin/Sonoma County (EA: 04-26473).
Scope: line / Relocate utilities located in State R/W on Route 101 and widen and rehabilitate 0.6 miles of San Antonio Road (County Road) to include Class-II bike facility
Cost Estimate: $4.9M (Construction Capital and Utility Relocation)
Schedule: Start Construction: Spring 2022
End Construction: Spring 2023

This project is funded by Local and RM3 funds and TAM is the lead for PS&E of this project. The project scope is to secures R/W, relocates utility, and widen/rehabilitate San Antonio Road for Class II bike lanes. The project could be delayed due to 1) right-of-way acquisitions from private properties and 2) Release of RM3 funding due to a pending lawsuit.

Restore Damaged Drainage System; MRN-101 PM 0.2; On Route 101, near Sausalito, 0.1 miles south of Alexander Avenue (EA: 04-4J420)
Scope: Replace existing damaged Corrugated Metal Pile (CMP) down drains with new Corrugated Steel Pipe (CSP) down drains.
Cost Estimate: $909K (Construction Capital)
Schedule: Start Construction: Summer 2020
End Construction: Fall 2020

Interim repairs were completed in November 2019. This project is being coordinated with NPS, and it will address issues related to scouring/surface drainage within Caltrans R/W. The project will also include a bioswale in NPS R/W.

Upgrade Curb Ramps and Sidewalk; MRN-131 PM 0.9; On Route 131, in the Town of Tiburon, at Blackfield Dr. and Greenwood Cove Dr. intersection; (EA: 04-4J450)
Scope: Eliminate four free right turns, upgrade curb ramps and sidewalk and install new traffic signals, also install APS system countdown timers.
Cost Estimate: $2.1M (Construction Capital)
Schedule: Start Construction: Spring 2021
End Construction: Fall 2021

TAM Board Meeting
Caltrans Report

The project is being coordinated with Golden Gate Transit and Marin Transit for bus stop relocation improvements.

Upgrade Curb Ramps and Sidewalk; MRN-101 PM 13.7; On Route 101, in San Rafael, at Manuel T Freitas Parkway; (EA: 04-4K800)
Scope: Upgrade curb ramps and sidewalk.
Cost Estimate: $2.2M (Construction Capital)
Schedule: Start Construction: Spring 2022
End Construction: Summer 2022

The project is being coordinated with Golden Gate Transit and City of San Rafael for bus stop relocation/improvements in City R/W. The project could require a new roundabout or a signal at offramp terminus in City R/W.

Construct Two-way Bike path on Sir Francis OC (Bridge No. 27-0040); MRN-580 PM 3.3/3.4; On Route 580 from Anderson Dr. to 0.7 miles east of Richmond-San Rafael bridge. (04-0Q273)
Scope: Construct a two-way bike-path (4-year pilot project)
Cost Estimate: $1.1 M (Construction Capital)
Schedule: Start Construction: Spring 2020
End Construction: Spring/Summer 2020

TAM is the lead for this project, and the project will be implemented via an encroachment permit. The bike path will connect to the independent bike path built by (EA: 04-2J680 – Contract 2) or other The Bay Area Toll Authority (BATA) funded project. The pilot study will be conducted by Caltrans. Caltrans issued the encroachment permit on March 30, 2020. BATA is amending the construction contract of EA 04-2J680 to implement this scope of this project.

Marin 1 Giacomini Director Order Follow-Up Mitigation- On Route 1 near Five Brooks, at Giacomini Creek Bridge. (04-0AA44)
Scope: Follow-up mitigation project
Cost Estimate: $850K (Construction Capital)
Schedule: Start Construction: Spring 2021
End Construction: Spring 2026

This project will implement follow-up mitigation for EA: 04-4K850.

Plant Establishment; MRN-1 PM 10.7/11.0; On Route 1 near Stinson Beach, from 1.5 to 1,2 miles south of Panoramic Highway junction north (EA: 04-0AA48)
Scope: Complete the monitoring requirements/commitments for plant establishment. This project will provide four (4) additional years of plant establishment period (PEP) for replacement tree, shrub, and erosion control plants installed on State Route (SR) 1 as a follow-up to two Director's Order major damage projects (EA 04-4K240, EA 04-4S220).
Cost Estimate: $1.1M (Construction Capital)
Schedule: Start Construction: Spring 2021
End Construction: Fall 2025

TAM Board Meeting
Caltrans Report

PROJECTS IN CONSTRUCTION PHASE

Construct Tie-Back Retaining Wall; MRN-1 PM 10.95; On Route 1 near Stinson Beach, approximately 1.2 miles south of North Panoramic Highway at Web Creek (EA: 04-4S220)
Scope: Replace culvert and backfill sinkhole.
Cost Estimate: $2.4M (Construction Capital)
Schedule: Completion of the construction contract is anticipated in May 2020.

Construction activities have been completed. The project is in 5-year Plant Establishment Period (PEP) period.

Marin-Sonoma Narrows Contract L1A (MRN) – Follow-up Mitigation Planting and Sound Wall; MRN-101 PM 26.5/27.6, On Route 101 in Novato, at Olive Avenue (EA: 04-264H3)
Scope: Implement follow-up mitigation planting for MSN Phase 1 and construct Sound Wall on northbound Route 101 at Olive Avenue in Novato.
Cost Estimate: $2.8M (Construction Capital)
Schedule: Completion of the construction contract is anticipated in May 2020.

Construction activities have been completed. The project is in 3-year Plant Establishment Period (PEP) period has been completed. CCA delayed to May 2020 to install an irrigation line connection.

Marin-Sonoma Narrows Contract B3 - San Antonio Curve Correction; MRN-101 PM 26.5/27.6 & SON-101 0.0/1.2; On Route 101, near Petaluma, from 0.3 miles south of San Antonio Rd. to 1.2 miles north of Marin/Sonoma County line (EA: 04-26409)
Scope: Realign Route 101 to the west to correct horizontal alignment and construct a new mainline San Antonio Creek Bridge. The project has extended the frontage roads and pedestrian/bicycle facility built by other MSN contracts.
Cost Estimate: $64.5M (Construction Capital)
Schedule: Project was awarded on January 21, 2016. Acceptance of the construction contract is anticipated in April 2020.

The ground-breaking ceremony was held on July 6, 2016. Construction is substantially complete. The project is addressing final punch list items for the relinquishment of the frontage Road/Bike Path to the County. A ribbon-cutting ceremony was held in December 2019.

Route 580/101 HOV Gap Closure Mitigation Planting; MRN-101 PM 9.7/12.7; On Route 101 in San Rafael, at Brookdale Area and offsite riparian mitigation planting (EA: 04-2261H)
Scope: Follow-up Mitigation Planting for the Marin Route 580/101 HOV Gap Closure Project.
Cost Estimate: $219K (Construction Capital); $490K (Offsite Mitigation)
Schedule: Construction activities have been completed. The construction contract will be accepted in December 2021 after a 5-year Plant Establishment Period (PEP).

TAM is the lead for this project, and the project is being implemented via an encroachment permit. Caltrans is the lead for off-site mitigation. The off-site mitigation includes the restoration of a portion of Glenview Creek by California State Parks and the acquisition and transfer of the 2.1 acres Sausalito Lincoln/Butte parcel to Open Space Sausalito for preservation as permanent open space. The Brookdale parcel will be relinquished to the City of San Rafael after the Plant Establishment Period (PEP).

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Construct Retaining Wall; MRN-1 PM 10.9; On Route 1 near Stinson Beach, approximately 1.2 miles south of North Panoramic Highway - Emergency Directors Order Contract (EA: 04-4K240-S1)
Scope: Construct retaining wall.
Cost Estimate: $18.5M (Construction Capital)
Schedule: Project was awarded on February 26, 2017. Completion of the construction contract is anticipated in June 2020.

The DO was amended to accommodate new damage at the site. The project requires one-way traffic control.

Replace Culvert & Repair Washout; MRN-1 PM 22.7/22.8; On Route 1 near Olema, at Giacomini Creek - Emergency Directors Order (EA: 04-4K850)
Scope: Construct a box culvert (PM 22.78) and install sheet piles (PM 22.8).
Cost Estimate: $4.2M (Construction Capital)
Schedule: Emergency Directors Order (DO) approved on April 12, 2017. Construction is substantially complete Completion of the construction contract is anticipated in June 2020 after the Plant Establishment Period (PEP).

The follow-up mitigation for this project will be done by EA: 0AA44, which is currently in the design phase

Scour Mitigation; MRN-101 PM 15.35; On Route 101 at Miller Creek Bridge (EA: 04-4G871)
Scope: Scour mitigation.
Cost Estimate: $1.0M (Construction Capital)
Schedule: Construction has been completed. The contract will be accepted in Fall 2021 after a 3-year Plant Establishment Period (PEP).

Bicycle/Pedestrian Facility on Richmond-San Rafael Bridge; CC/MRN-580 PM CC 0.0/ 4.8 & MRN 4.8/7.8; On Route 580 at Richmond-San Rafael Bridge (EA: 04-2J680 – Contract 2)
Scope: Extend the bicycle/pedestrian path across the Richmond-San Rafael Bridge and to complete connections to the existing Bay Trail segments on the Marin County side of the Richmond-San Rafael Bridge. The bidirectional path will be located on the right shoulder of the westbound 508 (upper deck). The path project is a pilot program that will evaluate usage of the path by bicyclists and pedestrians.
Cost Estimate: $40.0M (Construction Capital)
Schedule: Completion of the construction contract is anticipated in Summer/Fall 2020. The path was open to traffic in November 2019.

The Bay Area Toll Authority (BATA) is the lead for this project, and the project is being implemented via an encroachment permit. This bike path of this project will connect to the bike path to be built by EA: 0Q273

Marin 101 Ramp Metering - Phase 1; MRN-101 PM 0.0/9.0; On northbound Route 101, at various locations from north of GGB to Route 580 (EA: 04-15161)
Scope: Install ramp metering equipment and TOS elements at 10 locations from GGB to San Francis Drake Blvd., including ramp widening at three locations. TOS element includes changeable message signs, salvage/removal of wireless magnetometer vehicle detection sensors, and installation of inductance loops.
Cost Estimate: $6.9M (Construction Capital)
Schedule: Construction contract was awarded on December 17, 2018, Construction started in April 2019 and completion of the construction contract acceptance is anticipated in Fall 2020.

The project also widens Route 131 from North Knoll Rd. to northbound Route 101 on-ramp to address congestion on Tiburon Blvd. TAM presented the project to Mill Valley City Council on May 6, 2019.

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Regrade and Replace Pavement, Construct Temporary Flood Wall; MRN-37 PM 11.3/11.7; On Route 37, near Novato, from the Route 101 separation to Atherton Avenue (EA: 04- 3Q914)
Scope: Regrade and replace pavement and construct a temporary flood wall.
Cost Estimate: $3.0M (Construction Capital)
Schedule Emergency Directors Order (DO) approved on February 16, 2019. Completion of the construction contract is anticipated in May 2020.

A request for supplement DO is being requested for additional work to address flooding.

Millerton Gulch Bridge Scour Mitigation; MRN-1 PM 33.4; On Route 1, near Point Reyes Station, at Millerton Gulch Bridge – environmental monitoring and off-site mitigation (EA: 04-0J570)
Scope: Follow-up onsite environmental monitoring, and off-site mitigation.
Cost Estimate: $860K (Construction Capital)
Schedule: Construction started in Summer 2019 and completion of the construction contract is anticipated in Summer 2023.

Emergency Directors Order (DO) project performed the scour mitigation work. This project was down-scoped to a follow-up off-site mitigation and environmental mitigation project with a 5-year plant establishment and monitoring period.

Muir Fire Damage Repair; MRN-1 PM 33.4; On Route 1, near Stinson Beach, from Cold Stream Road to 0.2 miles south of Lone Tree Creek. (EA: 04-2AC20)
Scope: Replace timber lagging, repair drainage, install erosion control, replace AC pavement.
Cost Estimate: $5.6M (Construction Capital)
Schedule: Construction is delay and will start in April 2020 and completion of the construction contract is anticipated in Summer 2020.

Director's Order, Emergency Limited Bid (ELB) project to repair damage by wildfire on Route 1

Upgrade Pedestrian Facilities; MRN-1 PM 0.02/2.0 & 0.5/0.76; On Route 1 in and near Mill Valley, at Manzanita Park and Ride lot and the intersection of Almonte Blvd. (EA: 04-2G690)
Scope: Upgrade curb ramps, and construction new curb ramps as per current ADA standards.
Cost Estimate: $1.98M (Construction Capital)
Schedule: Construction began in March 2020 and completion of the construction contract is anticipated in Spring 2021.

The project was coordinated with Golden Gate Transit and Marin Transit for bus stop relocation improvements.

OTHERS

- Caltrans is working with the County of Marin Phase 1 of Bolinas Lagoon project.

- Caltrans maintenance restored the drainage system (culverts and ditches) along the Bolinas Lagoon to prevent recurring flooding on Route 1 prior to 2018 winter (EA 3Q020). Caltrans is working with the County and local elected officials to find solutions to flooding and vegetation management issues along Route 1.