



# PROPOSED FY2020-21 ANNUAL BUDGET

*Transportation Authority of Marin*



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## Executive Director's Message

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It is a unique time in which to be presenting TAM's FY2020-21 Annual Budget. We are all confronted with the unprecedented and uncertain COVID-19 (coronavirus) public health crisis and the significant impacts it is having on the economy. A Shelter in Place Order was declared on March 16 and was in force until the end of May to limit the spread of the virus, with some aspects of the Order continuing beyond that. The abrupt disruption of COVID-19 and the Shelter in Place Order is expected to cause significant revenue loss, and the potential long-term revenue uncertainty has made the upcoming budget cycle extremely challenging for all of us.

Although we are faced with these economic and public health challenges, TAM is fortunate to enter into this crisis in a strong financial position, and the region has benefitted from continuous economic growth over the last decade. The local ½-Cent Transportation Sales Tax, TAM's largest revenue source, was extended for 30 years by Marin County voters in 2018, and we have a healthy reserve that has been set aside for times such as these, when we may need to compensate for budget shortfalls.

TAM is committed to minimizing the funding impacts to our partner agencies and to our local transportation projects and programs. In an effort to offset reduced revenue, TAM will make \$1.75 million in reserve funding available to funding recipients, and also will temporarily suspend the 5% reserve collection from the ½-Cent Transportation Sales Tax in FY2020-21. Additionally, we have taken a hard look at our operating costs in order to bring the agency's budget into balance for the coming year.

We present this budget to the Board of Commissioners and the public to clearly show the anticipated revenues and expenditures of TAM for FY2020-21. Revenues are generated from a combination of local, regional, state and federal sources including sales tax, gas tax, vehicle registration fees, tolls, service fees, etc. Expenditures include voter approved projects and programs that reflect local priorities, as well as regional projects and programs that are delivered in coordination with partner agencies. These transportation investments are detailed in the annual budget, and include local roadway, highway and interchange projects; transit and paratransit services; pedestrian and bicycle improvements; and Safe Routes to Schools, alternative fuels, first/last mile and alternative commute options, and other vital transportation improvement programs.

We look forward to working together with the community, businesses, local organizations and agency partners to continue funding and delivering transportation improvements that are community priorities.

In partnership,

Anne Richman

# TAM Budget General Overview

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## About TAM

The Transportation Authority of Marin (TAM) was established by Marin County voters to support transportation infrastructure projects and programs that make the County easier, cleaner and safer for all to live, work and play. TAM also serves as Marin's Congestion Management Agency (CMA) and is responsible for coordinating funding for many of the transportation projects and programs in the County, including various local, regional, state and federal funds.

The TAM Board of Commissioners includes the five members of the County Board of Supervisors and a councilmember from each city and town. *(A list of TAM's current Board members is included as Appendix 1.)* TAM administers the expenditure plans for Measure A (2004), the original 20-year ½-Cent Transportation Sales Tax; Measure AA (2018), the 30-year renewal of the ½-Cent Transportation Sales Tax; and Measure B (2010), the \$10 Vehicle Registration Fee (VRF). These revenue sources are dedicated to transportation projects and programs in Marin and were approved by the Marin voters.

***Mission Statement - TAM is dedicated to making the most of Marin County transportation dollars and creating an efficient and effective transportation system that promotes mobility and accessibility by providing a variety of high-quality transportation options to all users.***

## Budget Adoption and Amendment Policies

Pursuant to Article VI, Section 106.1 of the TAM Administrative Code, each year no later than its June meeting, the Board shall adopt the Annual Budget(s) for the ensuing fiscal year. Approval by a majority of the Commissioners is required for the adoption of the Annual Budget. In accordance with Section 180108 of the Public Utilities Code governing Local Transportation Authorities including TAM, notice of the time and place of a public hearing on the adoption of the Annual Budget shall be published pursuant to Section 6061 of the California Government Code not later than the 15th day prior to the date of the hearing. A preliminary proposed annual budget shall be available for public inspection at least 30 days prior to adoption.

In the event that total expenditures for the annual budget have to increase due to special circumstances, prior approval from the Board is required. In the event that total expenditures within one or more category(ies) are projected to be greater than the budgetary authority, a transfer of budgeted funds may be processed as long as sufficient savings can be identified for transfers to the category(ies) in need. The Executive Director shall be authorized to approve budget transfers among categories if the dollar amount is equal or less than 5% of the total budget authority of the category from which funds will be reduced. Any transfer among categories that is greater than 5% of the total budget authority of the category from which funds will be reduced must receive prior approval from the Board. The Executive Director shall be authorized to approve all budget transfers among line items within the same category. Any transfer related to Measure A/AA ½-Cent Transportation Sales Tax and Measure B, the \$10 VRF funding shall be effectuated according to the Policy and Procedures specified in the Expenditure Plan and currently adopted Strategic Plan.

## Budget Development Process and Timeline

TAM's annual budget development process begins in late January/early February with a kickoff meeting with all staff that are involved in the annual budget process. In March or April, revenue estimates for the Measure



A/Measure AA ½-Cent Transportation Sales Tax prepared based on economic analyses are presented to the TAM Board for consideration. The draft annual budget is presented to the TAM Board and released for public comments in April/May and adoption of the final budget is at TAM’s May/June Board meeting.

### An Historic Overview of TAM’s Budget

A five-year historic look at TAM’s actual revenue, expenditure and fund balance, with a comparison to the estimated actuals of the current fiscal year, FY2019-20, is presented below to provide an overview of the collection of revenues as well as delivery of projects/programs over the past few years. Over the last 5-year period, TAM and its partner agencies have increased delivery of some major projects/programs, mostly under the Measure A Sales Tax Projects/Programs and the Interagency Agreements categories. TAM’s ending fund balance as the end of FY2019-20 is expected to be around \$39.5 million.

	FY2014-15 Actual	FY2015-16 Actual	FY2016-17 Actual	FY2017-18 Actual	FY2018-19 Actual	FY2019-20 Estimated Actual
<b>Revenues</b>						
<i>Measure A/AA Sales Tax Revenue</i>	25,265,790	25,702,937	25,755,762	27,507,852	28,976,082	27,500,000
<i>Measure B VRF Revenue</i>	2,333,642	2,376,492	2,399,640	2,386,486	2,417,118	2,420,000
<i>Cities/Town &amp; County Contribution</i>	429,914	559,001	559,000	559,000	558,999	558,999
<i>Interest Earnings</i>	164,964	682,270	122,475	139,632	1,914,194	1,057,405
<i>BAAQMD/TFCA</i>	355,848	361,034	361,471	362,284	364,537	375,093
<i>Federal</i>	1,591,156	5,301,158	840,442	3,124,051	2,238,572	1,298,067
<i>State</i>	1,418,942	716,923	665,974	1,193,020	718,371	800,432
<i>Regional</i>	1,862,025	1,259,013	5,597,422	753,288	4,201,448	28,000
<i>Other Revenue</i>	-	338,130	-	337,770	-	-
<b>Total Revenues</b>	<b>33,422,281</b>	<b>37,296,958</b>	<b>36,302,186</b>	<b>36,363,383</b>	<b>41,389,321</b>	<b>34,037,996</b>
<b>Expenditures</b>						
<i>Administration</i>	2,342,920	2,857,963	3,013,630	3,058,896	3,378,703	3,306,274
<i>Professional Services</i>	2,979,268	1,717,395	2,965,064	2,803,406	4,216,373	2,235,479
<i>Measure A Sales Tax Projects/Programs</i>	16,753,135	18,357,291	25,351,395	28,668,609	21,849,187	10,176,441
<i>Measure AA Sales Tax Projects/Programs</i>	-	-	-	-	182,971	19,739,742
<i>Measure B VRF Projects/Programs</i>	1,547,808	1,290,574	3,632,620	1,556,536	1,790,363	4,405,536
<i>Interagency Agreements</i>	1,541,444	4,902,359	4,526,973	5,855,948	3,992,151	513,063
<i>TFCA Programs/Projects</i>	43,196	765,658	276,856	176,392	66,388	317,000
<b>Total Expenditures</b>	<b>25,207,771</b>	<b>29,891,240</b>	<b>39,766,538</b>	<b>42,119,787</b>	<b>35,476,136</b>	<b>40,693,535</b>
<b>Net Change in Fund Balance</b>	<b>8,214,510</b>	<b>7,405,718</b>	<b>(3,464,352)</b>	<b>(5,756,404)</b>	<b>5,913,185</b>	<b>(6,655,539)</b>
<b>Ending Fund Balance</b>	<b>42,716,830</b>	<b>49,154,387</b>	<b>45,690,035</b>	<b>39,933,631</b>	<b>45,846,816</b>	<b>39,191,277</b>

## FY2020-21 Annual Budget Process and Overview

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Staff officially started the FY2020-21 Annual Budget process with the in-house kickoff meeting on February 11, 2020. The following is the timeline for the FY2020-21 Annual Budget development:

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

The FY2020-21 Annual Budget is presented in the comprehensive budget report that was designed during the current year annual budget development process to not only present a clear financial plan, but also focus on the agency's planning, project, communication and administrative work elements for the upcoming year and present them in an easy to understand manner.

While staff is confident to report that the agency is still in the financial position to provide the necessary funding and cash flow support for the priority transportation projects/programs managed by TAM and by our partner agencies in the upcoming fiscal year, the major economic and social uncertainty caused by the COVID-19 pandemic is casting a big shadow on the financial future of the agency. TAM is committed to work diligently and effectively with all our local, regional, state and federal partners during this extremely challenging time to protect and obtain valuable transportation funds for the County through various sources.

### Budget Summary

TAM's annual budget provides reasonable estimates for revenues and expenditures expected for the upcoming fiscal year. TAM's total expected revenue for FY2020-21 is \$43.26 million and total expected expenditure is \$57.56 million. Revenues are presented in the budget by the source of funds, while expenditures are presented by seven main spending categories.

Please note that as a funding agency that collects the Measure A/AA ½-Cent Transportation Sales Tax, the Measure B \$10 Vehicle Registration Fee, as well as a few other small fund sources with advance payments, having budgeted expenditures over its budgeted revenues is not an alarming financial situation for TAM. When budgeted expenditures exceed budgeted revenues in certain years, it simply means that TAM and its partner agencies are using prior year accumulated fund balances to deliver more projects and programs in that particular year.

### [FY2020-21 Revenue Overview](#)

As a transportation planning and funding agency, as well as the administrator of the Measure A/AA ½-Cent Transportation Sales Tax and the Measure B \$10 Vehicle Registration fee, the suite of funding sources TAM has to manage is complex. In FY2020-21, TAM is expecting a total of \$40.51 million in revenue. Table 1 and Chart 1 illustrate TAM's various revenue sources by funding sources.

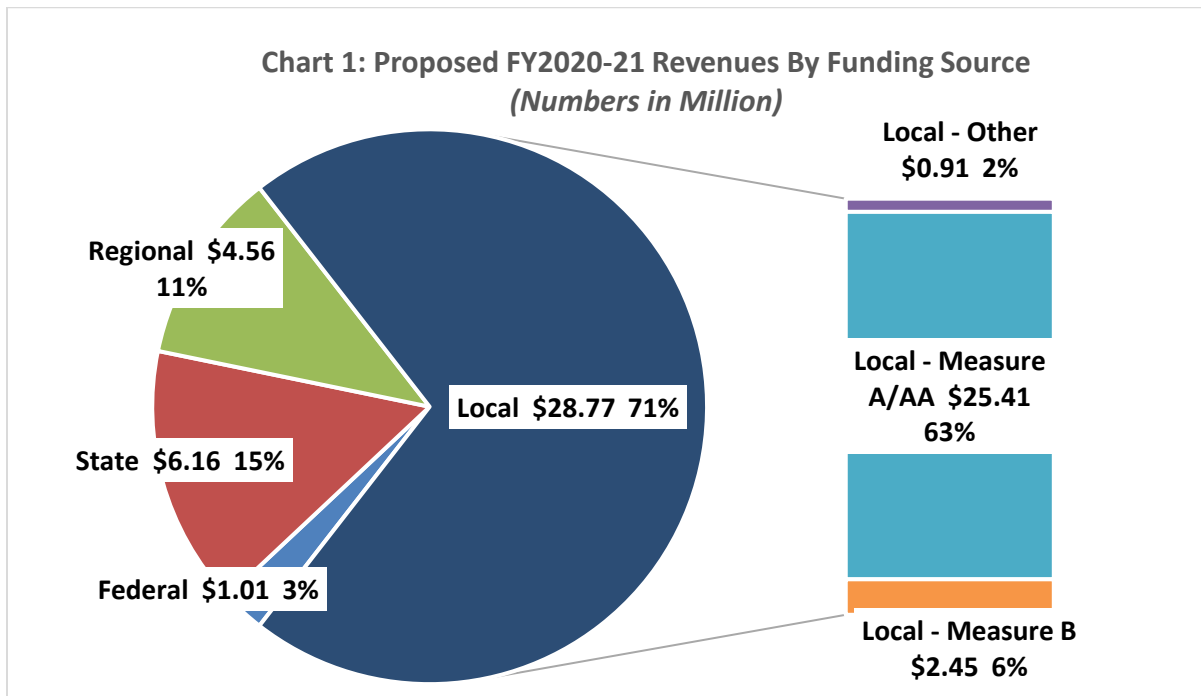
In addition to all revenue sources listed in Table 1, TAM is also hoping to receive Regional Measure 3 (RM3) funds in the upcoming year. A total of \$255 million was expected to be available to support two of the highest priority projects in Marin that TAM manages directly when RM3 was approved by the voters in June 2018, with \$135 million for the Northbound (NB) US-101 to Eastbound (EB) I-580 Direct Connector Project and \$120 million for the Marin-Sonoma Narrows (MSN) Project. However, as of now, the RM3 funds are still inaccessible due to

ongoing litigation against the measure. Staff will continue to keep the Board apprised of the RM3 legal situation and will bring the necessary revisions to the budget for approval once the RM3 funds become available.

**Table 1: TAM FY2020-21 Proposed Budget – Revenue**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget
<b><i>Beginning Balance</i></b>	<b><i>39,933,631</i></b>	<b><i>45,846,816</i></b>	<b><i>45,846,816</i></b>	<b><i>39,191,276</i></b>
<b>REVENUE</b>				
Measure A/AA Sales Tax Revenue	28,976,082	27,500,000	27,500,000	24,750,000
Measure B VRF Revenue	2,417,118	2,400,000	2,420,000	2,420,000
Cities/Towns and County Contribution	558,999	559,000	558,999	500,000
Interest Revenue	1,075,683	910,000	1,050,237	731,967
MTC STP/CMAQ Planning Fund and OBAG Grants	698,619	1,039,487	769,591	969,646
MTC Regional Measure 2 Fund	4,201,449	5,528,889	28,000	4,276,767
Marin Transportation For Clean Air Funding	364,537	363,000	375,093	373,000
Regional TFCA Competitive Grant	-	283,637	-	283,637
State STIP PPM Fund	173,038	160,813	144,617	198,575
STIP/RTIP/ITIP Funds/SB1 Local Partnership	210,336	373,500	49,999	1,480,697
Federal STP Fund	1,492,479	600,000	467,522	40,000
Caltrans Bus On Shoulder Grant	-	88,000	30,000	288,000
Realized Highway 101 ROW Excess Fund	391,537	4,349,000	-	4,196,000
Expired Revenue Line Items	47,474	666,091	643,938	-
<b><i>Total Revenue Available</i></b>	<b><i>40,607,350</i></b>	<b><i>44,821,417</i></b>	<b><i>34,037,996</i></b>	<b><i>40,508,289</i></b>

The funding generated by all the voter-approval Expenditure Plans illustrates how important local revenues are to the transportation future of Marin County. As you can see in Chart 1, for FY2020-21, about 71% of the revenue that TAM expects is from voter approved local measures and interest earnings from the fund balances of those measures, with 63% Measure A/AA ½-Cent Sales Tax revenue, and 6% Measure B VRF revenue.



### *Measure AA ½-Cent Transportation Sales Tax Revenue*

The voters' strong approval of Measure AA, the 30-year extension of the Measure A ½-Cent Transportation Sales Tax, in November 2018, marked the end of the collection of Measure A revenue on March 31, 2019 and launched the start of Measure AA revenue collection on April 1, 2019.

At the April 23, 2020 TAM Board meeting, staff recommended and the TAM Board approved the \$27.5 million revenue level for the Measure A/AA 1/2-Cent Transportation Sales Tax for FY2020-21, with the understanding that even though the recommended \$27.5 million does reflect a mild recession with close to 5% revenue drop in FY2020-21, further reduction of the revenue level may be necessary since it has been evident that the speed and magnitude of the COVID-19 induced economic damage is simply unprecedented. TAM staff, along with staff of other public agencies and various financial/economic analysis 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 COVID-19 is still not clear. During the review of the Revenue and Expenditure Component of the Measure AA Strategic Plan in June, the TAM Board approved staff's recommendation of resetting the FY2020-21 sales tax revenue level at \$24.75 million and the usage of up to \$2.75 million in reserve to maintain the \$27.5 million funding level.

### *Measure B \$10 Vehicle Registration Fee Revenue*

Budgeted Measure B revenue for the current year is \$2.40 million. Staff believes that actual revenue will be close to \$2.42 million and recommended and the TAM Board approved the \$2.42 million budget level for FY2020-21 at the April 23, 2020 TAM Board meeting.

### *City/Town/County CMA Fee Contribution*

Expected revenue from the City/Town and County CMA contribution will be \$500,000 for FY2020-21 as agreed by all local jurisdictions. This is down slightly from the FY2019-20 amount of \$559,000, however that amount had been increased from \$430,000 for a period of five years. The amount for FY2020-21 was set in recognition of the budget pressures many cities expect to face due to the COVID crisis and based on discussion of work priorities.

### *MTC STP/CMAQ Planning and OBAG Grant Funds*

TAM received a share of planning funds consistent with recent years through the MTC One Bay Area Grants (OBAG) Cycle 2 process. The current fund agreement with MTC covers the core CMA staffing and planning function needs. It's a 10-year agreement which provides fund from FY2017-18 to FY2026-27. These revenue items are reimbursement based. About \$0.97 million in revenue is expected for this line item based on the work planned. The total realized revenue will depend on actual programming and project expenditures in FY2020-21.

### *Regional Measure 2 Revenue*

TAM expects a total of \$4.28 million in Regional Measure 2 (RM2) funds for the work related to the North/South Greenway project. Funding will be used for construction management/support and construction of the Northern Segment.

### *Transportation Funding for Clean Air*

TAM receives 40% of the TFCA fund, a \$4 statewide vehicle registration fee, as Marin's local share every year. This fund is collected and distributed to TAM in advance every year. Based on the actual revenue received for FY2019-20, a total of \$0.37 million is estimated for FY2020-21.

In FY2020-21, TAM is also expecting \$0.28 million in TFCA funds from the 60% regional share that the Bay Area Air Quality Management District (BAAQMD) receives and then distributes to qualified projects/programs in the



region through its grant process. TAM was awarded this grant through a competitive grant application process for the construction of the Northern Segment of the North/South Greenway project.

#### *State STIP PPM Fund*

About \$0.20 million STIP/PPM funds is expected to be spent and reimbursed in FY2020-21 for STIP Planning, Programming and Monitoring related activities, mostly staff support.

#### *STIP/RTIP/ITIP Funds/SB1 Local Partnership*

A total of \$0.48 million is expected to be spent and reimbursed with STIP/RTIP funds for Highway 101 Gap Closure Mitigation projects in FY2020-21.

Staff also is recommending a total of \$1.74 million of SB 1 Local Partnership formula funds for the Bellam Boulevard Off-Ramp Project, of which \$1.0 million is expected to be spent in FY2020-21, pending the TAM Board's approval at its May Board meeting.

#### *Caltrans Bus on Shoulder Grant*

TAM staff received a grant from Caltrans for the Bus on Shoulder Feasibility Study, which is expected to be complete in FY2020-21. About \$288,000 will be spent and reimbursed on the study in FY2020-21.

#### *Realized Highway 101 ROW Excess Fund*

TAM programmed \$3.13 million of the total \$6.80 million of the excess right of way sale proceeds from the Highway 101 Gap Closure Project as part of the OBAG 2 process to various projects, and the remaining \$3.67 million to the Marin-Sonoma Narrows (MSN) Project. A total of \$4.20 million is expected to be spent in FY2020-21, including \$526,000 of the \$3.13 million programmed and all the \$3.67 million allocated to the MSN Project.

#### *FY2020-21 Expenditure Overview*

In FY2020-21, with the support and cooperation of our federal, state, regional and local partners, TAM is expected to deliver a total of \$57.56 million in projects, programs and services under the major spending categories of the agency: Administration; Professional Services, Measure A Sales Tax Programs/Projects; Measure AA Sales Tax Programs/Projects; Measure B VRF Programs; Interagency Agreements and TFCA Programs and Projects.

#### *Administration*

Proposed FY2020-21 total expenditures under the Administration Category is \$3.24 million, which is \$265,411 (8%) lower than the FY2019-20 budgeted amount, and \$68,618 (2%) lower than the FY2019-20 estimated actual as of May 2020. The majority of the savings are due to no additional contribution to the CalPERS Pension and Other Post-Employment benefits (OPEB) Section 115 Trusts, as is recommended in FY2020-21. There are also small savings of salary and benefit costs in FY2020-21 since there was a close to 2-month transition period when both the retired Executive Director and the current Executive Director were on the payroll in the current year.

**Table 2.1: TAM FY2019-20 Proposed Budget – Expenditure/Administration**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget
Salaries & Benefits	2,418,688	2,600,596	2,601,138	2,587,655
Office Lease	252,769	260,000	263,446	265,000
Agencywide IT and Computer Equipment Upgrade	7,773	10,000	4,652	10,000
Equipment Purchase/Lease	9,051	10,000	8,848	10,000
Telephone/Internet/ Web Hosting Services	22,743	25,000	23,347	25,000
Office Supplies	24,558	31,000	27,299	31,000
Updates and Technical Support for TAM Website	16,123	20,000	12,405	21,000
Insurance	9,512	11,000	10,496	12,000
Financial Audit	12,000	20,000	18,000	20,000
Legal Services	56,856	80,000	30,480	45,000
Document/Video/Marketing Material Production	22,141	45,000	37,273	45,000
Memberships	18,410	25,000	19,706	17,500
Travel/Meetings/Conferences	27,415	40,000	30,993	31,500
Professional Development	6,218	8,000	2,576	5,000
Human Resources/Board Support	28,209	60,000	10,182	35,000
Information Technology Support	30,512	45,000	32,683	45,000
Annual Support & Upgrade of Financial System	8,623	10,000	4,640	10,000
Misc. Expenses	5,633	15,000	10,640	22,000
Expired Expenditure Line Items	401,470	187,470	157,470	-
<b>Subtotal, Administration</b>	<b>3,378,704</b>	<b>3,503,066</b>	<b>3,306,274</b>	<b>3,237,655</b>

[FY2020-21 Staffing Level and Salary & Benefit Costs](#)

TAM currently has a total of 12.8 full-time equivalent (FTE) positions as shown in Chart 2: TAM Organization Chart. With the implementation of all the new projects/programs under Measure AA, TAM expects increases in workload. However, considering the revenue uncertainties the agency is experiencing due to COVID-19, staff recommends keeping the same staff level in FY2020-21. Assuming no staff turnover for the upcoming year, total salary and benefit costs expected for FY2020-21 is about \$2.59 million.

[2020 Cost of Living Adjustment](#)

Starting with the FY2016-17 budget cycle, the TAM Board approved the first 3% COLA for the agency staff since 2004. As part of the FY2016-17 budget review and approval process, the TAM Board also agreed to consider the approval of COLA adjustments during the review of each budget cycle, and subsequently approved three additional 3% COLA adjustments during the FY2017-18, FY2018-19 and FY2019-20 budget approval processes.

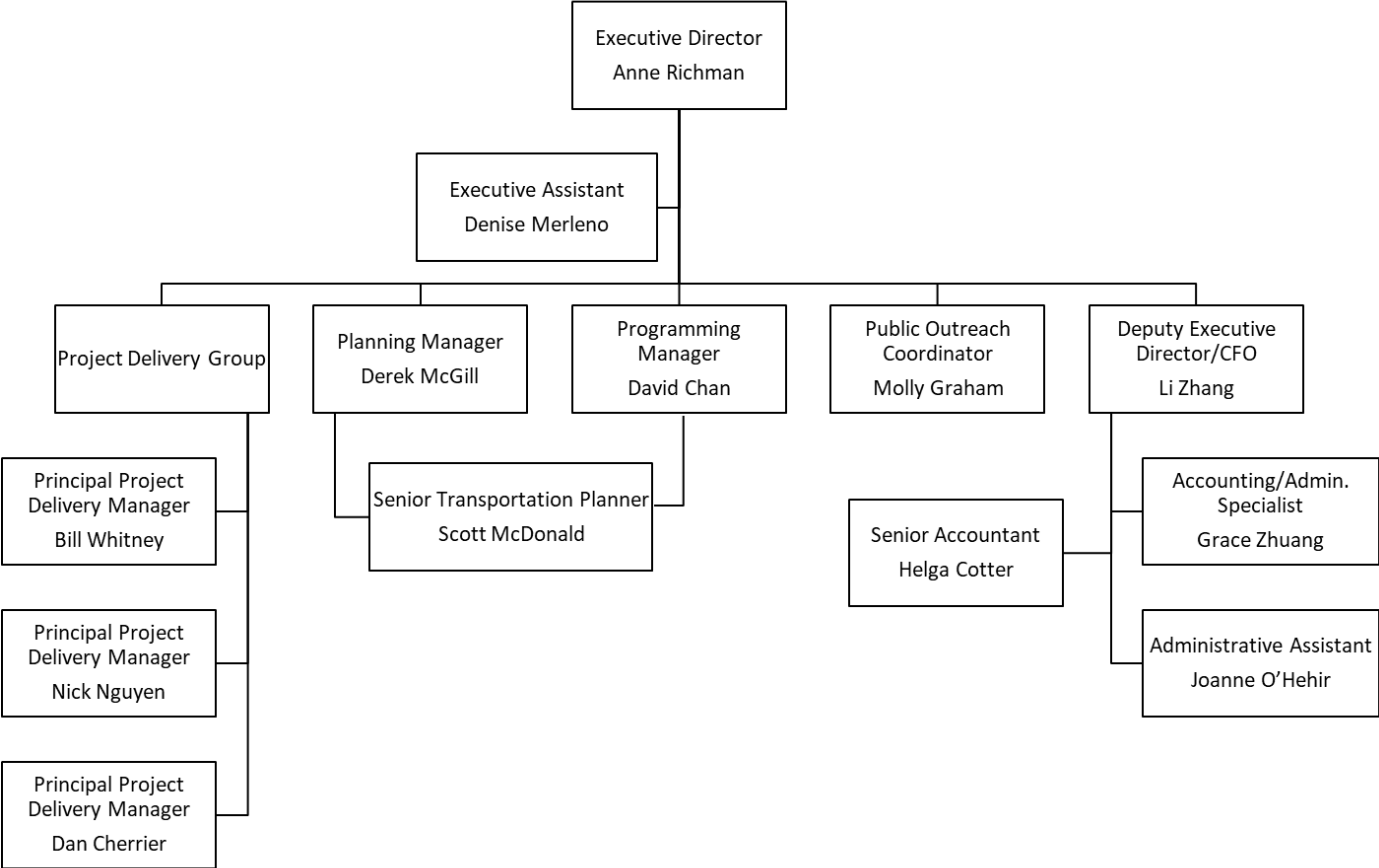
According to the data released by the Bureau of Labor Statistics, as of March 2020, the Consumer Price Index (CPI) for the San Francisco Bay Area is up 2.9% from a year ago. However, with the COVID-19 crisis and the abrupt short-term revenue reduction and potential long-term revenue base damage, staff discussed and all agreed that it's not in the best interest of the agency to request the TAM Board to review and approve a COLA increase during this budget cycle.

[2020 Holiday Benefit Adjustment](#)

TAM currently observes 10 paid holidays every year. Of the 12 agencies that TAM uses as comparable agencies during its ongoing benefit review and comparison process, 11 have more than 10 days of paid holidays, from 10.5 days to 12 days. Staff would like to recommend the TAM Board approve December 24 as an additional paid

holiday for TAM employees annually. This recommended benefit change will have no direct increase to TAM’s overall salary and benefit cost.

**Chart 2: Transportation Authority of Marin Organization Chart  
(As of May 2020)**



*Please note that Chief Financial Officer Li Zhang currently also services as the Deputy Executive Director role as part of TAM’s deputy rotation plan.*

*Professional Services*

The proposed FY2020-21 expenditure level for the Professional Services Category is \$1.88 million, which is \$1,152,000 (38%) lower than the FY2019-20 budgeted amount, and \$357,979 (16%) lower than the FY2019-20 estimated actual as of May 2020. TAM is finishing up various capital projects, including MSN Project segments, and will continue the work on a suite of projects/programs in FY2020-21.

**Table 2.2: TAM FY2020-21 Proposed Budget – Expenditure/Professional Services**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget
Bellam Blvd 101 Off-ramp Improvements - Design & ROW	234,948	420,000	160,000	837,000
CMP Update/Traffic Monitoring	110,475	60,000	32,449	100,000
Travel Model Maintenance & Update	191,652	80,000	60,294	10,000
Traffic Monitoring and Reporting	5,000	25,000	-	25,000
Project Management Oversight	238,792	300,000	59,000	180,000
HOV Gap Closure Mitigation - Brookdale /Maintenance	6,000	6,000	3,000	5,500
State Legislative Assistance	40,250	42,000	42,000	42,000
Financial Advisor Services	15,248	30,000	38,143	20,000
North-South Greenway Gap Closure / PS&E & CM	563,712	400,000	400,000	325,000
Public Outreach Service Support	20,500	30,000	25,000	30,000
CMFC Onsite Re-Vegetation Mitigation Monitoring and Reporting	1,858	2,500	3,388	5,000
Bus On Shoulder Feasibility Study		100,000	20,000	288,000
Consulting Pool	10,000	25,000	7,749	10,000
Expired Expenditure Line Items	2,777,940	1,509,000	1,384,456	-
<b>Subtotal, Professional Services</b>	<b>4,216,375</b>	<b>3,029,500</b>	<b>2,235,479</b>	<b>1,877,500</b>

*Measure A Sale Tax Programs/Projects*

The approval of the Measure AA ½-Cent Transportation Sales Tax Expenditure Plan by the Marin voters in November 2018 marked the end of Measure A revenue collection as of March 31, 2019. However, many of the Measure A projects/programs will continue with the fund balance accumulated over the years. For this reason, both the Measure A and AA Sales Tax Program/Projects will be included in TAM’s annual budget for the next few years. In addition to the small sales tax collection adjustment for the period prior to April 1, 2019, a total of \$1.75 million of Measure A reserve funds will be released in FY2020-21 and be available under each of the strategies for funding recipients to access.

Marin Transit, the sole recipient under Strategy 1 of Measure A and Category 4 of Measure AA, is expected to request a total of \$14.97 million in FY2020-21 for its operation and capital needs. With the transition from Measure A to AA, for transit needs that are eligible under both Measure A and AA, TAM will apply the request to Marin Transit’s carryover under Measure A first, then the balance will be applied to new Measure AA funding.

**Table 3: Preliminary Marin Transit FY2020-21 Measure A/AA Funding Request**

	<b>MT Request</b>	<b>Measure A</b>	<b>Measure AA</b>
<b>Local Bus Transit Service</b>	8,999,994	944,535	8,055,459
<b>Rural Bus Transit System</b>	591,379	27,059	564,320
<b>Special Needs Transit Services</b>	2,065,497	134,574	1,930,923
<b>School Transit Service</b>	1,200,000	-	1,200,000
<b>Bus Transit Facilities</b>	2,109,915	68,887	2,041,028
<b>Total</b>	<b>14,966,785</b>	<b>1,175,055</b>	<b>13,791,730</b>

Under Strategy 3, \$6.0 million is budgeted to meet the reimbursement needs of active Major Road projects, and \$250,600 of Measure A reserve fund is budgeted to be distributed to local jurisdictions for Local Streets and Roads projects.

Under Strategy 4, \$532,500 is set aside for the Safe Routes to Schools Education and Encouragement programs, \$79,500 for crossing guard services and crossing guard count services, and \$1.00 million for Safe Pathways plan development and capital project cost reimbursements.

**Table 2.3: TAM FY2020-21 Proposed Budget – Expenditure/Measure A Sales Tax Programs/Projects**

	<b>FY2018-19 Actual</b>	<b>FY2019-20 Final Budget</b>	<b>FY2019-20 Estimated Actual</b>	<b>FY2020-21 Proposed Budget</b>
Bike/Ped Path Maintenance	57,314	100,000	92,000	60,000
<b>Strategy 1 - Transit</b>	<b>14,060,599</b>	<b>5,284,100</b>	<b>5,379,072</b>	<b>1,175,000</b>
<i>Strategy 1.1 - Local Bus Transit Service</i>	<i>10,083,681</i>	<i>2,015,600</i>	<i>2,015,572</i>	<i>944,500</i>
<i>Strategy 1.2 - Rural Bus Transit System</i>	<i>923,549</i>	<i>-</i>	<i>-</i>	<i>27,000</i>
<i>Strategy 1.3 - Special Needs Transit Services</i>	<i>2,269,798</i>	<i>-</i>	<i>-</i>	<i>134,500</i>
<i>Strategy 1.4 - Bus Transit Facilities</i>	<i>783,571</i>	<i>3,268,500</i>	<i>3,363,500</i>	<i>69,000</i>
<b>Strategy 3 - Local Transportation Infrastructure</b>	<b>4,609,022</b>	<b>6,243,544</b>	<b>2,993,544</b>	<b>6,250,600</b>
<i>Strategy 3.1 - Major Roads</i>	<i>1,341,410</i>	<i>3,800,000</i>	<i>550,000</i>	<i>6,000,000</i>
<i>Strategy 3.2 - Local Streets and Roads</i>	<i>3,267,612</i>	<i>2,443,544</i>	<i>2,443,544</i>	<i>250,600</i>
<b>Strategy 4 - Safer Access to Schools</b>	<b>2,342,669</b>	<b>2,151,000</b>	<b>1,705,825</b>	<b>1,612,000</b>
<i>Strategy 4.1 - Safe Routes to Schools</i>	<i>692,086</i>	<i>550,000</i>	<i>875,000</i>	<i>532,500</i>
<i>Strategy 4.2 - Crossing Guards</i>	<i>1,261,071</i>	<i>350,000</i>	<i>325,000</i>	<i>79,500</i>
<i>Strategy 4.3 - Safe Pathways To School     Safe Pathway Capital Projects</i>	<i>389,512</i>	<i>1,251,000</i>	<i>505,825</i>	<i>1,000,000</i>
Expired Expenditure Line Items	779,581	330,000	6,000	-
<b>Subtotal, Measure A Programs/Projects</b>	<b>21,849,185</b>	<b>14,108,644</b>	<b>10,176,441</b>	<b>9,097,600</b>

**Measure AA Sale Tax Programs/Projects**

Staff is excited to start the implementation of the projects/programs under Measure AA while continuing the delivery of the projects/programs under Measure A and managing the transition of projects/programs eligible under both expenditure plans. Due to the typical uncertainties associated with budgeting and project/program delivery, it will be hard to split the expenditures under Measure A and AA for the project/programs that are eligible for both Measure A and AA. The split is estimated based on current available information and may change during the budget year. Staff will monitor the progress of all spending closely and adjust the split when necessary during the year.

Under Category 1, Reduce Congestion, a total of \$3.75 million of work is planned for FY2020-21, including \$1.2 million to support MSN Phase 2 HOV Lane right of way, utility relocation and design work, \$1.3 million for the



Project Initiation Document (PID) & Project Approval and environmental Document (PA&ED) of the 580/101 Director Connector, \$1.20 million for studies related to interchange enhancements, and \$50,000 for traffic demand management.

Under Category 2, Local Transportation Infrastructure, TAM will release \$4.62 million in local roads funds estimated to be collected in FY2019-20, and expects to spend \$800,000 on Safe Pathways, \$50,000 on sea-level rise and \$50,000 on innovative technology study and support. Staff will bring those two new programs to the TAM Board for thorough discussions in the near future.

Under Category 3, Safer Access to Schools, \$2.80 million is expected to be needed under Measure AA after fully spending the funds under Measure A. These funds will be spent on Safe Routes to Schools Education and Encouragement programs (\$501,000), the Crossing Guard program (\$1.99 million), and the Safe Pathway Capital projects (\$300,000).

Under Category 4, Transit, as illustrated under the Measure A Strategy 1 section, \$13.79 million of Marin Transit’s total \$14.97 million requested amount for FY2020-21 will be applied under Measure AA. Golden Gate Transit also is expected to claim its share of \$111,000 to support local access to ferry services and regional transit.

**Table 2.4: TAM FY2020-21 Proposed Budget – Expenditure/Measure AA Sales Tax Programs/Projects**

	<b>FY2018-19 Actual</b>	<b>FY2019-20 Final Budget</b>	<b>FY2019-20 Estimated Actual</b>	<b>FY2020-21 Proposed Budget</b>
Measure A/AA Compliance Audit	-	-	14,500	20,000
<b>Category 1: Reduce Congestion</b>	-	4,600,000	3,400,000	3,750,000
<i>Category 1.1 - Completion of Marin-Sonoma Narrows MSN Phase 2 HOV Lane ROW/Utility Relocation &amp; Design</i>	-	2,800,000	2,500,000	1,200,000
<i>Category 1.2 - Match for Completion of 101/580 Direct Connector</i>	-	-	-	-
<i>580/101 Direct Connector Project PID &amp; PAED</i>	-	1,400,000	700,000	1,300,000
<i>Category 1.3 - Enhance Interchanges</i>	-	350,000	200,000	1,200,000
<i>Category 1.4 - Transportation Demand Management</i>	-	50,000	-	50,000
<b>Category 2: Local Transportation Infrastructure</b>	-	2,190,425	1,449,425	5,521,957
<i>Category 2.1 - Local Roads</i>	-	1,349,425	1,349,425	4,621,957
<i>Category 2.2 - Safe Pathways</i>	-	650,000	100,000	800,000
<i>Category 2.3 - Sea Level Rise</i>	-	50,000	-	50,000
<i>Category 2.4 - Innovative Technology</i>	-	141,000	-	50,000
<b>Category 3: Safer Access to Schools</b>	-	1,940,000	910,000	2,791,000
<i>Category 3.1 - Safe Routes to Schools</i>	-	400,000	-	501,000
<i>Category 3.2 - Crossing Guards</i>	-	1,340,000	710,000	1,990,000
<i>Category 3.3 - Safe Pathway Capital Projects</i>	-	200,000	200,000	300,000
<b>Category 4: Transit</b>	182,971	13,627,856	13,965,817	13,902,730
<i>Category 4.1 - Local Bus Transit Service</i>	-	7,584,400	7,800,000	8,055,459
<i>Category 4.2 - Rural Bus Transit Service</i>	66,451	948,639	900,000	564,320
<i>Category 4.3 - Special Needs Transit Service</i>	116,520	2,809,000	2,800,000	1,930,923
<i>Category 4.4 - School Transit Service</i>	-	1,120,000	1,300,000	1,200,000
<i>Category 4.5 - Bus Transit Facilities</i>	-	1,024,147	1,024,147	2,041,028
<i>Category 4.6 - Expand Access to Transit</i>	-	141,670	141,670	111,000
<b>Subtotal, Measure AA Programs/Projects</b>	<b>182,971</b>	<b>22,358,281</b>	<b>19,739,742</b>	<b>25,985,687</b>

### Measure B VRF Programs

All expected programs for the upcoming fiscal year under the Measure B Expenditure Plan are presented under the Measure B VRF Programs category. The expected expenditure level for FY2020-21 is \$2.12 million, much lower than the \$4.64 million budgeted in FY2019-20, mostly due to the release of Element 1.1, Local Streets funds in FY2019-20, which is distributed every three years and not applicable in FY2020-21. For Element 1.2, Bike/Pedestrian Pathways Maintenance, about \$114,000 is programmed and hopefully reimbursed in FY2020-21. Marin Transit is planning to request a total of \$1.08 million under Element 2, Improving Transit for Seniors and People with Disabilities, for FY2020-21. The proposed funding level for Element 3, Reduce Congestion and Pollution, in FY2020-21 is \$0.93 million, which is for a share of the Crossing Guard program, various employer/employee TDM programs under Marin Commutes, and for the alternative fuels/ electric vehicle support programs.

**Table 2.5: TAM FY2020-21 Proposed Budget – Expenditure/Measure B VRF Programs**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget
<u>Element 1 - Maintain Local Streets &amp; Pathways</u>	69,724	114,000	80,000	114,000
<i>Element 1.2 - Bike/Ped Pathways</i>	69,724	114,000	80,000	114,000
<u>Element 2 - Seniors &amp; Disabled Mobility</u>	991,414	1,245,000	1,245,000	1,075,000
<i>Element 2.1 - Mobility Management Programs</i>	75,274	140,000	140,000	100,000
<i>Element 2.2 - Paratransit &amp; Low-Income Scholarships</i>	198,289	235,000	235,000	235,000
<i>Element 2.3 - Paratransit Plus</i>	614,766	700,000	700,000	600,000
<i>Element 2.4 - Volunteer Drive &amp; Gap Grant</i>	103,085	170,000	170,000	140,000
<u>Element 3 - Reduce Congestion &amp; Pollution</u>	861,237	870,000	665,715	933,000
<i>Element 3.1 - Safe Routes to School/Street Smart Program</i>	345,000	175,000	175,000	175,000
<i>Element 3.2 - Commute Alternative Programs</i>	294,041	350,000	250,000	413,000
<i>Element 3.3 - Alternative Fuel Vehicle Program</i>	222,196	345,000	240,715	345,000
Expired Expenditure Line Items	-	2,414,821	2,414,821	-
<b>Subtotal, Measure B Programs</b>	<b>1,922,375</b>	<b>4,643,821</b>	<b>4,405,536</b>	<b>2,122,000</b>

### Interagency Agreements

The Interagency Agreements category covers fund agreements between TAM and its transportation partners for the implementation of various transportation projects/programs. It includes a total of \$13.95 million for FY2020-21, of which the majority is for contract services and construction related funding agreements with various agencies that will help TAM deliver construction projects, including the North/South Greenway, MSN, the Bellam Blvd Improvements, and the Class IV Bikeway on the I-580 Sir Francis Drake Blvd Off Ramp.

**Table 2.6: TAM FY2020-21 Proposed Budget – Expenditure/Interagency Agreements**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget
North-South Greenway (Southern Segment)- County Project Management	15,317	150,000	5,000	25,000
North-South Greenway (Northern Segment) Cooperative Agreement with Caltrans for Construction	-	5,000,000	-	4,000,000
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement - Caltrans	-	400,000	6,000	400,000
Corte Madera - Tamal Vista Blvd Bike/Ped Improvements	-	526,000	-	526,000
San Anselmo-Hub Reconfiguration Phase I Study	-	309,000	-	309,000
Marin County Rush Creek Hydraulics Study	-	-	-	25,000
San Rafael - Canal Neighborhood CBTP	-	55,000	-	75,000
Caltrans - MSN Phase 2 HOV Lanes ROW and Construction Support	-	3,750,000	80,000	3,670,000
Marin Transit Bus Facility Lease or Purchase Fund Contribution	-	1,100,000	-	1,100,000
North-South Greenway (Northern Segment) Cooperative Agreement with City of Larkspur Design Oversight	-	-	-	50,000
Marin County - Drake/Cole Improvement Project (funded w/Strategy 1.1 funds from Lifeline swap)	-	-	-	68,000
San Rafael - Canal Crosswalk Improvement Project (funded w/Strategy 1.1 funds from Lifeline swap)	-	-	-	248,000
Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management	-	3,755,000	17,000	2,000,000
Caltrans - 580/101 Direct Connector PID	-	-	30,000	150,000
BATA - Class IV Bikeway on the I580 Sir Francis Drake Blvd Off Ramp	-	1,300,000	-	1,300,000
Expired Expenditure Line Items	3,976,836	660,000	375,063	-
<b>Subtotal, Interagency Agreements</b>	<b>3,992,153</b>	<b>17,005,000</b>	<b>513,063</b>	<b>13,946,000</b>

*TFCA Programs/Projects*

This category includes anticipated reimbursement requests for various TFCA capital projects funded by the Marin Local TFCA funding at \$1.01 million, and a regional TFCA grant at \$283,637 for the construction work of the North/South Greenway project.

**Table 2.7: TAM FY2020-21 Proposed Budget – Expenditure/TFCA Programs/Projects**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Estimated Actual	FY2020-21 Proposed Budget
North/South Greenway Construction	-	283,637	-	283,637
TFCA - Reimbursement of Various Capital Projects	66,388	768,000	317,000	1,010,000
<b>Subtotal, TFCA Programs/Projects</b>	<b>66,388</b>	<b>1,051,637</b>	<b>317,000</b>	<b>1,293,637</b>

## Proposed FY2020-21 Annual Budget by Fund

TAM currently has a total of five major governmental funds. The budget represents the process through which certain policy decisions are made, implemented and controlled by fund. On the other hand, budget authorities can be adjusted during the year according to the budget amendment policy. Also, the legal level of budgetary control by TAM is the total expenditures at the agency level, if the adjustments among the different funds are in compliance with the expenditure requirements of each fund. This section of the budget document provides the details of the FY2020-21 budget at the individual fund level. The budget at the fund level presents the spending priorities in the upcoming fiscal year and provides the specific information by fund.

### Measure A Fund Budget

The Measure A Fund accounts for revenues and expenditures for the projects and programs set forth by the voters in the Measure A ½-Cent Transportation Sales Tax Expenditure Plan, approved by Marin voters in November 2004, and further described in the TAM Measure A Strategic Plan, initially adopted in June 2006, and updated on a biennial basis, with annual updates of revenue and expenditure sheets. On April 1, 2019, collection of the Measure A ½-Cent Transportation Sales Tax was replaced by Measure AA, the renewal of the Measure A that was approved by the Marin Voters in November 2018.

### Measure AA Fund Budget

The Measure AA Fund accounts for revenues and expenditures for the projects and programs set forth by the voters in Measure AA ½-Cent Transportation Sales Tax Expenditure Plan, approved by Marin voters in November 2018, and further described in the TAM Measure AA Strategic Plan, which will be brought forward to the TAM Board for review and approval as a separate action annually.

### Measure B Fund Budget

The Measure B Fund accounts for revenues and expenditures for the projects and programs set forth by the voters in the Measure B Vehicle Registration Fee Expenditure Plan, approved by Marin voters in November 2010, and further described in the TAM Measure B Strategic Plan, initially adopted in July 2011, and updated as needed.

### CMA Fund Budget

The CMA Fund accounts for revenues and expenditures for TAM's congestion management activities, primarily the local planning and programming work elements. Major revenue sources for this fund are various federal, state, regional and the City/County Fee revenues.

### TFCA Fund Budget

The TFCA fund accounts for revenues and expenditures for the TFCA capital grant TAM receives from the Bay Area Air Quality Management District (BAAQMD). The purpose of the TFCA grant is to fund capital improvements that can contribute to the improvement of air quality, and studies related to the monitoring of air quality control. A discrete amount of TFCA is available for management of the local program.

**Table 4: Proposed FY2020-21 Annual Budget - Measure A 1/2-Cent Transportation Sales Tax**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Actual Estimated	FY2020-21 Proposed Budget
<b><i>Beginning Balance</i></b>	<b><u>33,645,375</u></b>	<b><u>33,769,786</u></b>	<b><u>33,769,786</u></b>	<b><u>16,724,093</u></b>
<b>REVENUE</b>				
Measure A Sales Tax	22,529,582	-	100,000	50,000
Interest Revenue	816,932	500,000	641,775	427,418
<b><i>Total Revenue Available</i></b>	<b><u>23,346,514</u></b>	<b><u>500,000</u></b>	<b><u>741,775</u></b>	<b><u>477,418</u></b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries & Benefits	1,029,242	248,049	200,497	50,000
<i>Expired Expenditure Line Items</i>	459,723	606,000	310,445	-
<b><i>Subtotal, Administration</i></b>	<b><u>1,488,965</u></b>	<b><u>854,049</u></b>	<b><u>510,942</u></b>	<b><u>50,000</u></b>
<b>Professional Services</b>				
Bellam Blvd 101 Off-ramp Improvements - Design & ROW	58,420	250,000	-	687,000
North-South Greenway Gap Closure / PS&E & Services	286,657	400,000	400,000	175,000
<i>Expired Expenditure Line Items</i>	95,564	270,000	8,234	-
<b><i>Subtotal, Professional Services</i></b>	<b><u>440,641</u></b>	<b><u>920,000</u></b>	<b><u>408,234</u></b>	<b><u>862,000</u></b>
<b>Measure A Sales Tax Programs/Projects</b>				
Bike/Ped Path Maintenance	57,314	100,000	92,000	60,000
<b>Strategy 1 - Transit</b>	<b><u>14,060,599</u></b>	<b><u>5,284,100</u></b>	<b><u>5,379,072</u></b>	<b><u>1,175,055</u></b>
<i>Strategy 1.1 - Local Bus Transit Service</i>	<i>10,083,681</i>	<i>2,015,600</i>	<i>2,015,572</i>	<i>944,535</i>
<i>Strategy 1.2 - Rural Bus Transit System</i>	<i>923,549</i>	<i>-</i>	<i>-</i>	<i>27,059</i>
<i>Strategy 1.3 - Special Needs Transit Services</i>	<i>2,269,798</i>	<i>-</i>	<i>-</i>	<i>134,574</i>
<i>Strategy 1.4 - Bus Transit Facilities</i>	<i>783,571</i>	<i>3,268,500</i>	<i>3,363,500</i>	<i>68,887</i>
<b>Strategy 3 - Local Transportation Infrastructure</b>	<b><u>4,609,022</u></b>	<b><u>6,243,544</u></b>	<b><u>2,993,544</u></b>	<b><u>6,250,600</u></b>
<i>Strategy 3.1 - Major Roads</i>	<i>1,341,410</i>	<i>3,800,000</i>	<i>550,000</i>	<i>6,000,000</i>
<i>Strategy 3.2 - Local Streets and Roads</i>	<i>3,267,612</i>	<i>2,443,544</i>	<i>2,443,544</i>	<i>250,600</i>
<b>Strategy 4 - Safer Access to Schools.</b>	<b><u>2,342,669</u></b>	<b><u>2,151,000</u></b>	<b><u>1,705,825</u></b>	<b><u>1,612,000</u></b>
<i>Strategy 4.1 - Safe Routes to Schools</i>	<i>692,086</i>	<i>550,000</i>	<i>875,000</i>	<i>532,500</i>
<i>Strategy 4.2 - Crossing Guards</i>	<i>1,261,071</i>	<i>350,000</i>	<i>325,000</i>	<i>79,500</i>
<i>Strategy 4.3 - Safe Pathways To School</i>				
<i>Safe Pathway Capital Projects</i>	<i>389,512</i>	<i>1,251,000</i>	<i>505,825</i>	<i>1,000,000</i>
<i>Expired Expenditure Line Items</i>	<i>779,581</i>	<i>330,000</i>	<i>6,000</i>	<i>-</i>
<b><i>Subtotal, Measure A Programs/Projects</i></b>	<b><u>21,849,185</u></b>	<b><u>14,108,644</u></b>	<b><u>10,176,441</u></b>	<b><u>9,097,655</u></b>
<b>Interagency Agreements</b>				
Marin Transit Bus Facility Lease or Purchase Fund Contribution	-	1,100,000	-	1,100,000
North-South Greenway (Northern Segment) Cooperative Agreement with City of Larkspur Design Oversight	-	-	-	50,000
Marin County - Drake/Cole Improvement Project	-	-	-	68,000
San Rafael - Canal Crosswalk Improvement Project	-	-	-	248,000
<i>Expired Expenditure Line Items</i>	<i>71,661</i>	<i>563,000</i>	<i>351,007</i>	<i>-</i>
<b><i>Subtotal, Interagency Agreement</i></b>	<b><u>71,661</u></b>	<b><u>1,663,000</u></b>	<b><u>351,007</u></b>	<b><u>1,466,000</u></b>
<b><i>Total Expenditures</i></b>	<b><u>23,850,452</u></b>	<b><u>17,545,693</u></b>	<b><u>11,446,624</u></b>	<b><u>11,475,655</u></b>
<b>Net Change in Fund Balance</b>	<b>124,411</b>	<b>(17,045,693)</b>	<b>(10,704,849)</b>	<b>(10,998,237)</b>
<b><i>Ending Balance</i></b>	<b><u>33,769,786</u></b>	<b><u>16,724,093</u></b>	<b><u>23,064,937</u></b>	<b><u>5,725,856</u></b>



**Table 5: Proposed FY2020-21 Annual Budget - Measure AA 1/2-Cent Transportation Sales Tax**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Actual Estimated	FY2020-21 Proposed Budget
<b><u>Beginning Balance</u></b>	-	<b>5,826,843</b>	<b>5,826,843</b>	<b>4,851,572</b>
<b>REVENUE</b>				
Measure AA Sales Tax	6,446,500	27,500,000	27,400,000	24,700,000
Interest Revenue	3,151	200,000	192,370	231,544
<b><u>Total Revenue Available</u></b>	<b>6,449,651</b>	<b>27,700,000</b>	<b>27,592,370</b>	<b>24,931,544</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries & Benefits	-	736,990	972,552	1,322,797
Office Lease	-	-	87,575	265,000
Agency IT Related Equipment Upgrade	-	-	2,000	10,000
Equipment Purchase/Lease	-	-	4,771	10,000
Telephone/Internet/ Web Hosting Services	-	-	8,046	25,000
Office Supplies	-	-	13,876	25,000
Updates and Technical Support for TAM Website	-	-	10,037	20,000
Insurance	-	-	-	12,000
Financial Audit	-	-	-	20,000
Legal Services	-	-	10,000	30,000
Document/Video/Marketing Material Production	-	-	7,000	20,000
Memberships	-	-	1,300	5,000
Travel/Meetings/Conferences	-	-	8,417	20,000
Professional Development	-	-	2,000	5,000
Human Resources/Board Support	-	-	800	30,000
Information Technology Support	-	-	11,480	45,000
Annual Support & Upgrade of Financial System	-	-	4,640	10,000
Misc. Expenses	92	-	150	10,000
<b><u>Subtotal, Administration</u></b>	<b>92</b>	<b>736,990</b>	<b>1,144,644</b>	<b>1,884,797</b>
<b>Professional Services</b>				
Bellam Blvd 101 Off-ramp Improvements - Design & ROW	176,528	170,000	160,000	150,000
Financial Advisor/Sales Tax Audit Services	-	-	6,152	10,000
Project Management Oversight	-	275,000	25,000	90,000
<i>Expired Expenditure Line Items</i>	<i>293,436</i>	<i>80,000</i>	<i>173,966</i>	<i>-</i>
<b><u>Subtotal, Professional Services</u></b>	<b>469,964</b>	<b>525,000</b>	<b>365,118</b>	<b>250,000</b>
<b>Measure AA Sales Tax Programs/Projects</b>				
Measure A/AA Compliance Audit	-	-	14,500	20,000
<b><u>Category 1: Reduce Congestion</u></b>	<b>-</b>	<b>4,600,000</b>	<b>3,400,000</b>	<b>3,750,000</b>
<i>Category 1.1 - Completion of Marin-Sonoma Narrows         MSN Phase 2 HOV Lane ROW/Utility Relocation &amp; Design</i>		<i>2,800,000</i>	<i>2,500,000</i>	<i>1,200,000</i>
<i>Category 1.2 - Match for Completion of 101/580 Direct Connector         580/101 Direct Connector Project PID &amp; PAED</i>		<i>1,400,000</i>	<i>700,000</i>	<i>1,300,000</i>
<i>Category 1.3 - Enhance Interchanges</i>		<i>350,000</i>	<i>200,000</i>	<i>1,200,000</i>
<i>Category 1.4 - Transportation Demand Management</i>		<i>50,000</i>	<i>-</i>	<i>50,000</i>
<b><u>Category 2: Local Transportation Infrastructure</u></b>	<b>-</b>	<b>2,190,425</b>	<b>1,449,425</b>	<b>5,521,957</b>
<i>Category 2.1 - Local Roads</i>		<i>1,349,425</i>	<i>1,349,425</i>	<i>4,621,957</i>
<i>Category 2.2 - Safe Pathways</i>		<i>650,000</i>	<i>100,000</i>	<i>800,000</i>
<i>Category 2.3 - Sea Level Rise</i>		<i>50,000</i>	<i>-</i>	<i>50,000</i>
<i>Category 2.4 - Innovative Technology</i>		<i>141,000</i>	<i>-</i>	<i>50,000</i>
<b><u>Category 3: Safer Access to Schools</u></b>	<b>-</b>	<b>1,940,000</b>	<b>910,000</b>	<b>2,791,000</b>
<i>Category 3.1 - Safe Routes to Schools</i>		<i>400,000</i>	<i>-</i>	<i>501,000</i>
<i>Category 3.2 - Crossing Guards</i>		<i>1,340,000</i>	<i>710,000</i>	<i>1,990,000</i>
<i>Category 3.3 - Safe Pathway Capital Projects</i>		<i>200,000</i>	<i>200,000</i>	<i>300,000</i>

**Table 5: Proposed FY2020-21 Annual Budget - Measure AA 1/2-Cent Transportation Sales Tax  
(Continued)**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Actual Estimated	FY2020-21 Proposed Budget
<b>Category 4: Transit</b>	<b>182,971</b>	<b>13,627,856</b>	<b>13,965,817</b>	<b>13,902,730</b>
<i>Category 4.1 - Local Bus Transit Service</i>		7,584,400	7,800,000	8,055,459
<i>Category 4.2 - Rural Bus Transit Service</i>	66,451	948,639	900,000	564,320
<i>Category 4.3 - Special Needs Transit Service</i>	116,520	2,809,000	2,800,000	1,930,923
<i>Category 4.4 - School Transit Service</i>		1,120,000	1,300,000	1,200,000
<i>Category 4.5 - Bus Transit Facilities</i>		1,024,147	1,024,147	2,041,028
<i>Category 4.6 - Expand Access to Transit</i>		141,670	141,670	111,000
<b>Subtotal, Measure AA Programs/Projects</b>	<b>182,971</b>	<b>22,358,281</b>	<b>19,739,742</b>	<b>25,985,687</b>
<b>Interagency Agreements</b>				
Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management	-	3,755,000	17,000	1,000,000
Caltrans - 580/101 Direct Connector PID	-	-	30,000	150,000
BATA - Class IV Bikeway on the I580 Sir Francis Drake Blvd Off Ramp	-	1,300,000	-	1,300,000
<b>Subtotal, Interagency Agreement</b>	<b>-</b>	<b>5,055,000</b>	<b>47,000</b>	<b>2,450,000</b>
<b>Total Expenditures</b>	<b>653,027</b>	<b>28,675,271</b>	<b>21,296,504</b>	<b>30,570,484</b>
<b>Net Change in Fund Balance</b>	<b>5,826,843</b>	<b>(975,271)</b>	<b>6,295,865</b>	<b>(5,638,940)</b>
<b>Ending Balance*</b>	<b>5,826,843</b>	<b>4,851,572</b>	<b>12,122,708</b>	<b>(787,368)</b>

\*Marin Transit is in the process of finalizing its allocation request and may request less than what's assumed in the table. Expected Negative Ending Balance will be offset by usage of reserve funds under Measure A if necessary.

**Table 6: Proposed FY2020-21 Annual Budget - Measure B Vehicle Registration Fee**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Actual Estimated	FY2020-21 Proposed Budget
<b><u>Beginning Balance</u></b>	<b><u>3,228,270</u></b>	<b><u>3,872,810</u></b>	<b><u>3,872,810</u></b>	<b><u>1,854,267</u></b>
<b>REVENUE</b>				
Measure B Vehicle Registration Fee	2,417,118	2,400,000	2,420,000	2,420,000
Interest Revenue	81,406	75,000	67,241	33,636
<b><u>Total Revenue Available</u></b>	<b><u>2,498,524</u></b>	<b><u>2,475,000</u></b>	<b><u>2,487,241</u></b>	<b><u>2,453,636</u></b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries & Benefits	118,350	91,042	87,250	118,985
Office Supplies	79	1,000	100	1,000
Update/Improvements of TAM Website	-	-	263	1,000
Legal Services	4,567	10,000	3,500	5,000
Document/Video/Marketing Material Production	2,377	5,000	5,136	5,000
Travel/Meeting/Conference	2,879	5,000	2,500	5,000
Misc. Expense	1,212	2,000	1,500	2,000
<i>Expired Expenditure Line Items</i>	3,312	-	-	-
<b><u>Subtotal, Administration</u></b>	<b><u>132,776</u></b>	<b><u>114,042</u></b>	<b><u>100,248</u></b>	<b><u>137,985</u></b>
<b>Measure B Programs</b>				
<b>Element 1 - Maintain Local Streets &amp; Pathways</b>	<b>69,724</b>	<b>114,000</b>	<b>80,000</b>	<b>114,000</b>
<i>Element 1.2 - Bike/Ped Pathways</i>	69,724	114,000	80,000	114,000
<b>Element 2 - Seniors &amp; Disabled Mobility</b>	<b>991,414</b>	<b>1,245,000</b>	<b>1,245,000</b>	<b>1,075,000</b>
<i>Element 2.1 - Mobility Management Programs</i>	75,274	140,000	140,000	100,000
<i>Element 2.2 - Paratransit &amp; Low-Income Scholarships</i>	198,289	235,000	235,000	235,000
<i>Element 2.3 - Paratransit Plus</i>	614,766	700,000	700,000	600,000
<i>Element 2.4 - Volunteer Drive &amp; Gap Grant</i>	103,085	170,000	170,000	140,000
<b>Element 3 - Reduce Congestion &amp; Pollution</b>	<b>861,237</b>	<b>870,000</b>	<b>665,715</b>	<b>933,000</b>
<i>Element 3.1 - Safe Routes to School/Street Smart Program</i>	345,000	175,000	175,000	175,000
<i>Element 3.2 - Commute Alternative Programs</i>	294,041	350,000	250,000	413,000
<i>Element 3.3 - Alternative Fuel Vehicle Program</i>	222,196	345,000	240,715	345,000
<i>Expired Expenditure Line Items</i>	-	2,414,821	2,414,821	-
<b><u>Subtotal, Measure B Programs</u></b>	<b><u>1,922,375</u></b>	<b><u>4,643,821</u></b>	<b><u>4,405,536</u></b>	<b><u>2,122,000</u></b>
<b><u>Total Expenditures</u></b>	<b><u>2,055,151</u></b>	<b><u>4,757,863</u></b>	<b><u>4,505,784</u></b>	<b><u>2,259,985</u></b>
<b>Net Change in Fund Balance</b>	<b>644,540</b>	<b>(2,282,863)</b>	<b>(2,018,543)</b>	<b>193,651</b>
<b><u>Ending Balance</u></b>	<b><u>3,872,810</u></b>	<b><u>1,589,947</u></b>	<b><u>1,854,267</u></b>	<b><u>2,047,918</u></b>

**Table 7: Proposed FY2020-21 Annual Budget – CMA**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Actual Estimated	FY2020-21 Proposed Budget
<b><i>Beginning Balance - Note 1</i></b>	<b><u>1,770,058</u></b>	<b><u>755,114</u></b>	<b><u>755,114</u></b>	<b><u>459,107</u></b>
<b>REVENUE</b>				
Cities/Towns and County Contribution	558,999	559,000	558,999	500,000
Interest Revenue	143,713	100,000	115,507	8,419
MTC STP/CMAQ Planning & OBAG Grant Funds	698,619	1,039,487	769,591	969,646
MTC Regional Measure 2 Fund	4,201,449	5,528,889	28,000	4,276,767
State STIP PPM Fund	173,038	160,813	144,617	198,575
STIP/RTIP/ITIP Funds/SB1 Local Partnership	210,336	373,500	49,999	1,480,697
Federal STP Fund	1,492,479	600,000	467,522	40,000
Caltrans Bus On Shoulder Grant	-	88,000	30,000	288,000
Realized Highway 101 ROW Excess Fund	391,537	4,349,000	-	4,196,000
<i>Expired Revenue Line Items</i>	<i>47,474</i>	<i>666,091</i>	<i>643,938</i>	<i>-</i>
<b><i>Total Revenue Available</i></b>	<b><u>7,917,644</u></b>	<b><u>13,464,780</u></b>	<b><u>2,808,173</u></b>	<b><u>11,958,103</u></b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries & Benefits	1,248,275	1,500,990	1,317,396	1,072,053
Office Supplies	14	5,000	1,050	5,000
Legal Services	43,771	40,000	6,500	10,000
Document/Video/Marketing Material Production	13,027	20,000	12,000	20,000
Memberships	12,706	20,000	12,500	12,500
Travel/Meetings/Conferences	8,701	15,000	6,500	6,500
Human Resources/Board Support	13,197	10,000	5,500	5,000
Misc. Expenses	463	3,000	8,081	10,000
<i>Expired Expenditure Line Items</i>	<i>393,896</i>	<i>160,470</i>	<i>157,470</i>	<i>-</i>
<b><i>Subtotal, Administration</i></b>	<b><u>1,734,050</u></b>	<b><u>1,774,460</u></b>	<b><u>1,526,997</u></b>	<b><u>1,141,053</u></b>
<b>Professional Services</b>				
CMP Update/Traffic Monitoring	110,475	60,000	32,449	100,000
Travel Model Maintenance & Update	191,652	80,000	60,294	10,000
Traffic Monitoring and Reporting	5,000	25,000	-	25,000
Project Management Oversight	238,792	25,000	34,000	90,000
HOV Gap Closure Mitigation - Brookdale /Maintenance	6,000	6,000	3,000	5,500
State Legislative Assistance	40,250	42,000	42,000	42,000
Financial Advisor Services	15,248	30,000	31,991	10,000
North-South Greenway Gap Closure / PS&E & CM Services	277,055	-	-	150,000
Public Outreach Service Support	20,500	30,000	25,000	30,000
CMFC Onsite Re-Vegetation Mitigation Monitoring and Reporting	1,858	2,500	3,388	5,000
Bus On Shoulder Feasibility Study		100,000	20,000	288,000
Consulting Pool	10,000	25,000	7,749	10,000
<i>Expired Expenditure Line Items</i>	<i>2,388,940</i>	<i>1,159,000</i>	<i>1,202,256</i>	<i>-</i>
<b><i>Subtotal, Professional Services</i></b>	<b><u>3,305,770</u></b>	<b><u>1,584,500</u></b>	<b><u>1,462,127</u></b>	<b><u>765,500</u></b>

**Table 7: Proposed FY2020-21 Annual Budget – CMA  
(Continued)**

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Actual Estimated	FY2020-21 Proposed Budget
<b>Interagency Agreements</b>				
North-South Greenway (Southern Segment)- County Project Management	15,317	150,000	5,000	25,000
North-South Greenway (Northern Segment) Cooperative Agreement with Caltrans for Construction	-	5,000,000	-	4,000,000
HOV Gap Closure Offsite Landscaping Mitigation Funding Agreement - Caltrans	-	400,000	6,000	400,000
Corte Madera - Tamal Vista Blvd Bike/Ped Improvements	-	526,000	-	526,000
San Anselmo-Hub Reconfiguration Phase I Study	-	309,000	-	309,000
Marin County Rush Creek Hydraulics Study	-	-	-	25,000
San Rafael - Canal Neighborhood CBTP	-	55,000	-	75,000
Caltrans - MSN Phase 2 HOV Lanes ROW and Construction Support	-	3,750,000	80,000	3,670,000
Funding Agreement with County of Marin for Bellam Boulevard Construction and Construction Management				1,000,000
<i>Expired Expenditure Line Items</i>	3,905,175	97,000	24,056	-
<b>Subtotal, Interagency Agreements</b>	<b>3,920,492</b>	<b>10,287,000</b>	<b>115,056</b>	<b>10,030,000</b>
<b><u>Total Expenditures</u></b>	<b><u>8,960,311</u></b>	<b><u>13,645,960</u></b>	<b><u>3,104,180</u></b>	<b><u>11,936,553</u></b>
<b>Net Change in Fund Balance</b>	<b>(1,014,944)</b>	<b>(181,180)</b>	<b>(296,007)</b>	<b>21,551</b>
<b>Ending Balance</b>	<b><u>755,114</u></b>	<b><u>573,934</u></b>	<b><u>459,107</u></b>	<b><u>480,658</u></b>



Table 8: Proposed FY2020-21 Annual Budget – TFCA

	FY2018-19 Actual	FY2019-20 Final Budget	FY2019-20 Actual Estimated	FY2020-21 Proposed Budget
<b><i>Beginning Balance</i></b>	<b><u>1,289,928</u></b>	<b><u>1,622,263</u></b>	<b><u>1,622,263</u></b>	<b><u>1,228,739</u></b>
<b>REVENUE</b>				
Marin Transportation For Clean Air Funding	364,537	363,000	375,093	373,000
Regional TFCA Competitive Grant	-	283,637	-	283,637
Interest Revenue	30,481	35,000	33,344	30,950
<b><i>Total Revenue Available</i></b>	<b><u>395,018</u></b>	<b><u>681,637</u></b>	<b><u>408,437</u></b>	<b><u>687,587</u></b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
Salaries & Benefits	22,821	23,525	23,443	23,821
<b><i>Subtotal, Administration</i></b>	<b><u>22,821</u></b>	<b><u>23,525</u></b>	<b><u>23,443</u></b>	<b><u>23,821</u></b>
<b>TFCA Programs/Projects</b>				
North/South Greenway Construction	-	283,637	-	283,637
TFCA - Reimbursement of Various Capital Projects	66,388	768,000	317,000	1,010,000
<b><i>Subtotal, Other Capital Expenditures</i></b>	<b><u>66,388</u></b>	<b><u>1,051,637</u></b>	<b><u>317,000</u></b>	<b><u>1,293,637</u></b>
<b><i>Total Expenditures</i></b>	<b><u>89,209</u></b>	<b><u>1,075,162</u></b>	<b><u>340,443</u></b>	<b><u>1,317,458</u></b>
<b>Net Change in Fund Balance</b>	<b>332,335</b>	<b>(393,525)</b>	<b>67,994</b>	<b>(629,870)</b>
<b><i>Ending Balance</i></b>	<b><u>1,622,263</u></b>	<b><u>1,228,739</u></b>	<b><u>1,690,257</u></b>	<b><u>598,869</u></b>

## FY2020-21 Appropriation Limit

Per Article XIII B of California State Constitution, all State and local governments, including any city and county, school district, special district, authority, or other political subdivision of or within in the State, are subject to the appropriations limitation imposed by Proposition 4 (1979) and later amended by Proposition 111 (1990). The appropriations limit only applies to those revenues defined as “proceeds of taxes”, which in TAM’s case, is the sales tax revenue and its interest revenues generated by the Measure A/AA ½-Cent Transportation Sales Tax.

TAM Ordinance 2018-01, the ordinance that adopted the Measure AA ½-Cent Transportation Sales Tax Expenditure Plan, set the FY2019-20 appropriation limit for the sales tax at \$70 million, to be adjusted annually based on two factors: change in the cost of living and population of the County. The appropriation limit for FY2020-21 is \$74.98 million.

## FY2020-21 Work Plans by Function

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TAM's mission is to make the most of Marin County transportation dollars and create an efficient and effective transportation system that promotes mobility and accessibility by providing a variety of high quality transportation options to all users. The following functions help the agency to carry out this mission:

- Administration & Finance
- Public Information and Outreach
- Planning and Program Management
- Programming & Legislation
- Project Management and Delivery

As the CMA for the County, TAM works closely with all local jurisdictions as well as all other partners in the region to plan, coordinate and deliver a wide range of transportation projects and programs. TAM serves as a coordinating agency representing Marin and its local transportation needs with local, regional, state and federal agencies, making sure Marin's needs are heard through various processes while working cooperatively with other agencies on projects/programs with regional significance. Ongoing general coordination activities are highlighted below:

- Participate and contribute to various ongoing meetings representing TAM on pertinent issues, such as the Marin Public Works Association (MPWA), MTC's Project Delivery Working Group (PDWG) and Partnership Technical Advisory Committee (PTAC), and Regional Transportation Planning Agencies (RTPA);
- Communicate with jurisdictions about funding opportunities and provide grant application support;
- Representing TAM and TAM member agencies on transportation matters to the public, other governmental agencies, community groups and transportation organizations;
- Coordinate and participate with local jurisdictions and other counties on local and regional transportation planning activities, including new mobility programs, climate action planning and sea level rise planning;
- Provide localized communication support for regional, state and federal projects and programs in Marin County;
- Coordinate with Caltrans and state efforts including corridor planning, active transportation plans, sea level rise and vulnerability programs, greenhouse gas emissions, capital project development, and other transportation related topics;
- Monitor legislation and coordinate with partner agencies to support measures that enhance transportation projects, programs and funding.

Detailed work plans for all major functions are included as follows.

## Administration & Finance Function:

Under the direction of the Executive Director, administers TAM's administrative and financial functions and activities; oversees and administers agency financial and accounting systems for both direct disbursement of sales tax as well as payment through grants of funds by other agencies; performs all related financial analyses and work including managing the preparation of TAM's financial statements, TAM's strategic plan, annual budget, and other regular financial reports; analyzes benefit packages to ensure appropriate level of benefits and cost-effective plans; manages finance, human resources, and information technology consulting teams including providing direction and managing contracts; assists in managing the daily operations and administration for the Agency; performs other related duties as assigned.

## Highlights of FY2020-21 Work Items

### **Major Ongoing Work Items:**

- ✓ Continue to effectively and timely support the TAM Board and committees, as well as the Citizens' Oversight Committee;
- ✓ Monitor the economic condition and various revenue sources and explore options for the agency and our funding recipients to weather the recession;
- ✓ Conduct cash flow and funding analyses of major capital projects and explore financial tools to meet the cash flow of projects needs
- ✓ Continue to improve the agency's financial and payroll system and propose improvements to further increase workflow efficiency.

### **Expected to be Delivered Work Items:**

- ✓ Office Lease Extension/Relocation – Expected to be Determined by July/August 2020; TAM's office lease at its current location will expire on October 30, 2020. Staff is evaluating various options, including extending the lease at current location or moving to a different location.
- ✓ IT System Upgrade – Expected to be Completed by August 2020. In the effort to upgrade agency systems and better prepare the agency for future events, such as the PSPS and the COVID-19 shelter in place order, TAM evaluated and will improve/redesign its IT system to allow more modern data storage and easy and efficient remote work abilities.

## Public Information and Outreach Function:

Under the direction of the TAM Board and Executive Director, the Public Information and Outreach Unit manages TAM's public information, stakeholder engagement, media relations, and project-related meetings and events.

### Highlights of FY2020-21 Work Items

#### **Major Ongoing Work Items:**

- ✓ Support communication of TAM's projects and programs, coordinate media communication, public outreach activities, meetings and events;
- ✓ Create public information material such as factsheets, website content, press releases, social media and the TAM Traveler newsletter;
- ✓ Coordinate with the Executive Director to advise the TAM Board Chairperson/Vice-Chairperson and TAM staff on stakeholder and media relations;
- ✓ Manage proactive communication with the public, community interest groups, agency partners, and the media;
- ✓ Maintain and update content on TAM's public information channels such as the TAM website and share TAM's communication materials with agency and community partners.

#### **Expected to be Delivered Work Items:**

- ✓ Support outreach for key initiatives, including the Highway 101 Interchange Studies, the Bus on Shoulder feasibility study, Marin Commutes, the Alternative Fuels Program and the Regional Bikeshare Program;
- ✓ Conduct extensive public engagement efforts for major capital improvement programs, including Marin-Sonoma Narrows, the North/South Greenway Gap Closure, the Bellam Boulevard widening and the Highway 101-580 Direct Connector;
- ✓ Support outreach efforts for agency partner projects in Marin, including Ramp Metering, the Sir Francis Drake Rehabilitation project, Safe Pathways projects and other TAM funded transportation improvement projects;
- ✓ Coordinate with the media and community partners to provide timely information regarding TAM's projects, programs and funding allocations.



## Planning and Program Management:

Under the direction of the Executive Director the Planning department administers TAM's planning activities and programs. The range of work includes the development of plans and studies, traffic information, transportation modeling, congestion management planning, and the planning and implementation of ongoing transportation programs.

### Highlights of FY2020-21 Work Items

#### Planning Activities

##### ***Major Ongoing Work Items:***

- ✓ Implement the Congestion Management Program and system monitoring activities. Prepare travel data, traffic monitoring and reporting, review local development projects and plans for regional traffic analysis;
- ✓ Review/coordinate with MTC on regional planning activities related to Marin County transportation, including the development of Plan Bay Area 2050, seamless mobility efforts, active transportation and transportation demand management topics, among others;
- ✓ Continue leading local jurisdiction and transit operator working group to discuss transportation planning topics including Vehicle Miles Traveled and SB 743;
- ✓ Prepare travel demand forecasts and forecast data for traffic studies and transportation plans using TAM's Travel Demand Model (TAMDM) to support local agencies. Coordinate with regional agencies on travel demand forecasting methods and data through regional working group;
- ✓ Coordination and management of community-based transportation plans;
- ✓ Represent TAM on County of Marin's Drawdown effort and serve on Transportation Subcommittee and Executive Steering Committee;
- ✓ Participate in Marin Climate and Energy Partnership, BayWAVE and other local planning efforts as applicable;
- ✓ Oversee and convene TAM Bicycle Pedestrian Advisory Committee meetings to support bike/pedestrian planning.

##### ***Expected to be Delivered Work Items:***

- ✓ Completion of traffic monitoring for CMP in Fall 2020. System monitoring report and CMP developed in Summer 2021.
- ✓ Develop and facilitate a consultant panel review of the TAMDM to facilitate industry familiarity with the tool. – Expected Winter 2021.
- ✓ Manage Marin County US 101 Bus on Shoulder Feasibility Study – Expected to be completed in summer 2021\_with public outreach activities scheduled throughout FY 20/21.
- ✓ Review and provide TAM Board input on draft Plan Bay Area 2050 Blueprint – Summer 2020.
- ✓ Provide update on long range planning activities including review of the TAM Strategic Vision Plan which was accepted in 2017 to prepare for the next update scheduled for 2021.- Fall 2020 / Winter 2021.
- ✓ Initiate San Rafael Canal Neighborhood Community Based Transportation Plan - Winter 2021.

## **Program Management Activities**

### ***Major Ongoing Work Items:***

- ✓ Manage and deliver TAM's Alternative Fuel Vehicle Program, including electric vehicle fleet and infrastructure rebate programs, public outreach, and technical assistance programs. Continue coordination with wide range of stakeholders and local community;
- ✓ Manage and deliver Marin Commutes public engagement program, including public and employer outreach efforts, encouragement programs including commute alternative incentives programs, and program evaluation;
- ✓ Implement a suite of transportation demand management and vehicle trip reduction programs, including the TAM Vanpool Incentive Program, Emergency Ride Home Program, and first/last mile programs.

### ***Expected to be Delivered Work Items:***

- ✓ Launch initial operating phase of the Marin and Sonoma County Bike Share Pilot Program - Estimated to be operational by spring 2021;
- ✓ Implement seasonal Marin Commutes program green trip incentive campaigns – Planned for September/October 2020 and April/May 2021;
- ✓ Develop and Launch FY2020-21 Alternative Fuel Program. Summer/Fall 2020. Expected to include EV technical assistance efforts, public outreach plan for Electric Vehicle promotion, and public agency medium /heavy duty fleet workshop with local agencies and electric utilities;
- ✓ Launch next phase of TAM's "GetSMART" first/last mile program in coordination with Marin Transit. July 2020;
- ✓ Advance discussion and implementation planning around TAM's Sea Level Rise program including Board presentations. Winter/Spring 2021;
- ✓ Advance discussion and implementation planning around the TAM Innovation program including Board presentations. Winter/Spring 2021.

## Programming & Legislation Function:

Under the direction of the Executive Director the Programming & Legislation department administers TAM's fund programming activities, including local, regional, state, and federal funds, and monitors pertinent state legislative activities. The range of work includes programming and allocation of TAM funds for projects and programs, competing for discretionary grants, and assisting local agencies in securing funds and providing ongoing support necessary to deliver funded improvements.

### Highlights of FY2020-21 Work Items

#### ***Ongoing Work Items:***

- ✓ Manage the Measure A and AA Transportation Sales Tax Program and the Measure B Vehicle Registration Fee Program;
- ✓ Manage TFCA and TDA Article 3 Program funds - participate in regional policy discussions on TFCA; Program TFCA and TDA funds;
- ✓ Manage TAM's State Transportation Improvement Program (STIP);
- ✓ Maintain the Transportation Improvement Program (TIP) database for Marin projects;
- ✓ Assist our partnering agencies in seeking discretionary funds and complying with regional, state, and federal requirements related to those funds;
- ✓ Develop annual legislative platform, monitor relevant state legislation, and communicate TAM's platform to stakeholders, key legislators, and partnering agencies.

#### ***Expected to be Delivered Work Items:***

- ✓ Review Measure B Expenditure Plan after 10-year period for consideration to be amended with stakeholders and develop proposals for TAM Board Approval no later than March 2021;
- ✓ Prepare allocation request forms for TAM Board adoption in June, for local infrastructure projects and transit programs and projects funded with Measures A, AA, and B funds;
- ✓ Coordinate with local agencies on submitting annual reports required by TAM funds;
- ✓ Prepare resolutions and funding agreements for funds approved by the TAM Board;
- ✓ Update Strategic Plan for Measure AA for adoption in the second quarter of 2021;
- ✓ Submit and monitor applications for Active Transportation Program funding to support local jurisdictions to advance local bike/ped projects – Summer 2020;
- ✓ Develop application for TAM's Formulaic Local Partnership Program (LPP) funds for the Bellam Project and apply for LPP Competitive funds for the Sir Francis Drake Boulevard Rehabilitation Project on behalf of Marin County;
- ✓ Develop the STIP Program of Projects bi-annually and process allocation requests with the California Transportation Commission (CTC) and request allocation of PPM funds from the CTC;
- ✓ Develop annual State Legislative Platform for adoption;
- ✓ Develop State Legislative matrix of bills to monitor, supporting or opposing bills as directed by the TAM Board.

## Project Management and Delivery Function:

Under the direction of the Executive Director, manages project development from concept to operation. Projects are on and off the State Highway system and include a broad range of activities including educational programs and mode shift. Many projects are directly managed by TAM, while for others, TAM staff work with partner agencies to coordinate and represent Marin interests. Project and Program Management includes identifying issues, assessing funding and budget, conceptual planning, preliminary engineering, project initiation, public outreach, site investigation, environmental studies, consultant selection and procurement, schedule development and monitoring, goal setting, environmental approval, design, permitting, regulatory approval, contract administration, construction management, environmental mitigation, testing and inspection, agency coordination, project closeout, and verifying post construction activities. Program management includes, in addition to project duties, overall management of a transportation corridor or a particular TAM program such as Alternative Fuel Vehicle or Safe Routes to School.

## Highlights of FY2020-21 Work Items

### **Major Ongoing Work Items:**

- ✓ Design and construction of the last remaining segment of Marin Sonoma Narrows (MSN) carpool lane extension from northern Novato to the Sonoma County line;
- ✓ Coordinate and collaborate with SR-37 Policy Committee partners to plan and implement short and long-term projects to mitigate flooding and congestion along the entire corridor;
- ✓ Preliminary engineering for 580/101 Direct Connector. Completion expected early 2021. Project Initiation Document to begin 2021;
- ✓ Implement a project to extend the multi-use path from the Corte Madera Creek crossing southbound along Old Redwood Highway.;
- ✓ Manage Safe Routes to School and Crossing Guard Programs;
- ✓ Coordinate with other agencies on ramp metering, Richmond-San Rafael (RSR) Bridge upper deck improvements, RSR Bridge access improvements, and relocation of the San Rafael Transit Center;
- ✓ Continue work on a new program identified under the re-authorized transportation sales tax which consists of preparing studies of interchanges along Highway 101 to propose improving access to and from the highway on our local roadways while addressing safety for all users including cars, trucks, buses, bicyclists and pedestrians. The intent of this effort is to attract other funds that can be used to deliver transportation improvements near the highway interchanges.

### **Expected to be Delivered Work Items:**

- ✓ Coordination on preliminary engineering with Sonoma County and Caltrans on Segment A improvements to State Route 37. Segment A is the portion between U.S. 101 and State Route 121. Current work is related to environmental studies and project approval;
- ✓ Expected design completion for the last segment of MSN HOV lane extension in late Summer 2020 and construction commencement in 2021;
- ✓ Design of Bellam Boulevard safety improvements from northbound U.S. 101 to separate regional traffic from local traffic. Construction expected to begin by Spring 2021;
- ✓ Begin construction of the northern segment of North/South Greenway over Corte Madera Creek. Expected to be complete in summer 2021.

## Appendix

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### Appendix 1: TAM Board of Commissioners – June 2020

<i>James Campbell</i>	<i>City of Belvedere</i>
<i>Charles Lee</i>	<i>Town of Corte Madera</i>
<i>John Reed</i>	<i>Town of Fairfax</i>
<i>Dan Hillmer</i>	<i>City of Larkspur</i>
<i>Urban Carmel</i>	<i>City of Mill Valley</i>
<i>Eric Lucan</i>	<i>City of Novato</i>
<i>P. Beach Kuhl</i>	<i>Town of Ross</i>
<i>Brian Colbert</i>	<i>Town of San Anselmo</i>
<i>Gary Phillips</i>	<i>City of San Rafael</i>
<i>Susan Cleveland-Knowles</i>	<i>City of Sausalito</i>
<i>Alice Fredericks</i>	<i>Town of Tiburon</i>
<i>Damon Connolly</i>	<i>County of Marin District 1</i>
<i>Katie Rice</i>	<i>County of Marin District 2</i>
<i>Kathrin Sears</i>	<i>County of Marin District 3</i>
<i>Dennis Rodoni</i>	<i>County of Marin District 4</i>
<i>Judy Arnold</i>	<i>County of Marin District 5</i>

Appendix 2: Proposed FY2020-21 Classification & Salary Range

**Transportation Authority of Marin**  
**Classification & Salary Range**  
*(Effective July 1, 2020)*

Position Classification	FLSA	Monthly Minimum	Maximum	FTE
	<i>Note 3</i>			
Executive Director - <i>Note 1</i>	E		\$ 20,600.00	1.0
Deputy Executive Director - <i>Note 2</i>	E	\$ 13,143.68	\$ 16,429.61	0.0
Executive Assistant	NE	\$ 6,905.15	\$ 8,434.32	1.0
Public Outreach Coordinator	E	\$ 9,682.23	\$ 11,796.85	1.0
Programming and Legislation Manager	E	\$ 12,045.62	\$ 14,713.16	1.0
Principal Project Delivery Manager	E	\$ 12,128.00	\$ 14,813.79	3.0
Planning Manager	E	\$ 11,759.81	\$ 14,364.06	1.0
Senior Transportation Planner	E	\$ 9,375.71	\$ 11,451.99	1.0
Associate Transportation Planner	E	\$ 7,288.60	\$ 8,902.69	0.0
Chief Financial Officer	E	\$ 12,464.67	\$ 15,225.01	1.0
Senior Accountant	E	\$ 7,237.54	\$ 8,818.24	1.0
Accounting and Administrative Specialist	NE	\$ 5,891.09	\$ 7,195.70	1.0
Administrative Assistant	NE	\$ 4,364.41	\$ 5,330.93	0.8
				<u>12.8</u>

*Note 1: Executive Director does not have salary steps.*

*Note 2: The Deputy Executive Director position is a rotation among several existing managers.*

*Note 3: Fair Labor Standards Act (E-exempt, NE-Nonexempt)*