AGENDA

CITIZENS' OVERSIGHT COMMITTEE
September 21, 2020
5:00 p.m.

Virtual Meeting

Zoom Link:
https://us02web.zoom.us/j/84336536858?pwd=L3NKSmp0V0JCYXhQUDloYm05MDNidz09

Webinar ID: 843 3653 6858
Password: 149971

How to watch the meeting:

https://us02web.zoom.us/j/84336536858?pwd=L3NKSmp0V0JCYXhQUDloYm05MDNidz09

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Teleconference: Members of the public wishing to participate via teleconference, can do so by dialing in to the following number at 5:00 PM on the day of the meeting: +1 669 900 6833; Access Code: **843 3653 6858**; Password: **149971**

How to provide comment on agenda items:

• Before the meeting: email your comments to dmerleno@tam.ca.gov. Please email your comments no later than 1:00 P.M. Monday, September 21, 2020 to facilitate timely distribution to Committee members. Please include the agenda item number you are addressing and your name and address. Your comments will be forwarded to the TAM COC members and will be placed into the public record.

• During the meeting (only): Your meeting-related comments may be sent to info@tam.ca.gov During the meeting your comments will be read (3-minute limit per comment) when the specific agenda item is considered by the Committee. Your comment will also become part of the public record. In order to ensure staff receives your comment during the meeting, it is recommended that you send your comment using info@tam.ca.gov early in the meeting.

• During the meeting (only): If watching this meeting online, click on the "raise hand" feature in the webinar controls. This will notify TAM staff that you would like to comment. If participating by phone, "raise hand" on Zoom by pressing *9 and wait to be called upon by the Chair or the Clerk to speak. Ensure that you are in a quiet environment with no background noise. You will be notified that your device has been unmuted when it is your turn to speak. You may be notified prior to your allotted time being over. Your comments will also become part of the public record.

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Belvedere
James Campbell

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Dan Hillmer

Mill Valley
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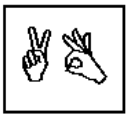
Sausalito
Susan Cleveland-Knowles

Tiburon
Alice Fredericks

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



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

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

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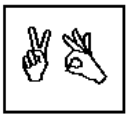
1. Introductions and Welcome (2 minutes)
2. Open time for public expression, up to three minutes per speaker, on items not on the agenda (public is welcome to address the COC, but according to the Brown Act, the COC may not deliberate or take action on items not on the agenda)
3. Review and Approval of July 20, 2020 Meeting Minutes (Action) (5 minutes)
4. TAM Staff Report (Information) (20 minutes)
5. Formation of the FY2019-20 COC and 2020 TAM Annual Report Development Sub-Committee and Approval of the Draft Development Schedule and Outline (Action) (20 Minutes)
6. Update on COVID-19 Impacts on Crossing Guard Program (Discussion) (30 minutes)
7. Committee Member Hot Items Report (Discussion) (20 minutes)
    a. *Marin Transit Report (Member Kate Powers)*
8. Discussion of Next Meeting Date and Recommended Items for the Agenda (5 minutes)



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MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
CITIZENS' OVERSIGHT COMMITTEE
July 20, 2020
5:00 p.m.

Virtual Meeting

Zoom link:
https://us02web.zoom.us/j/83596550131?pwd=MlRxZ3Z4RVU2WGRsdGR6VzIwNVcvdz09

Webinar ID: 835 9655 0131
Password: 882603

MEETING MINUTES

Members Present:	Peter Pelham, Major Marin Employers (Chairperson) Bob Burton, Southern Marin Planning Area (Vice-Chairperson) Joy Dahlgren, Central Marin Planning Area Charley Vogt, Northern Marin Planning Area Vince O'Brien, Bicycle & Pedestrian Groups Kate Powers, Environmental Organizations Kevin Hagerty, League of Women Voters Allan Bortel, Marin County Paratransit Coordinating Council Paul Premo, Taxpayer Group
Alternates Present:	Jeffrey Olson, Central Marin Planning Area Kay Noguchi, League of Women Voters Kingston Cole, Taxpayer Groups
Staff Members Present:	Anne Richman, Executive Director Li Zhang, Chief Financial Officer/Deputy Executive Director Bill Whitney, Principal Project Delivery Manager Dan Cherrier, Principal Project Delivery Manager Derek McGill, Planning Manager Denise Merleno, Executive Assistant Helga Cotter, Senior Accountant Grace Zhuang, Accounting and Administration Specialist

Chairperson Peter Pelham called the Citizens' Oversight Committee (COC) meeting to order at 5:00 p.m.

1. Introductions and Welcome

Chairperson Pelham asked TAM Senior Accountant Helga Cotter to conduct the roll call. Ms. Cotter did so and confirmed that a quorum was present. Chairperson Pelham stated the meeting order rules and instructions for the public comments.

2. Open Time for Public Expression

No public comment had been received.

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3. Review and Approval of June 15, 2020 Meeting Minutes (Action)

Vice-Chairperson Bob Burton requested that halfway down on page 3 of 8 of the Minutes, "*worse*" should be amended to "*worst*", and "collected" should be changed to a more suitable verb when describing the agency's reserve policy. Vice-Chairperson Burton suggested "*collected*" should be amended to "*allocated*", which occurred in a few other places after this one.

Member Allan Bortel asked if the 10% drop in revenue on page 5 of the Minutes related to FY2019-20 or FY2020-21, and Chief Financial Officer/Deputy Executive Director Li Zhang confirmed it is FY2019-20. Ms. Zhang stated that June's sales tax revenue is stronger than the same month last year, noting that sales of luxury sporting goods and clothing rose considerably in that month.

Ms. Zhang reported that staff had received minor corrections to the minutes from Chairperson Pelham prior to the meeting and will incorporate them into the final minutes.

Member Joy Dahlgren moved to approve the June 15, 2020 Meeting Minutes with corrections. Member Allan Bortel seconded the vote and the Minutes were approved with Member Vince O'Brien abstaining.

4. TAM Staff Report (Information)

Executive Director (ED) Anne Richman presented the staff report. ED Richman confirmed that staff continues to work remotely in accordance with the Marin County Public Health Officer's direction and that TAM is following the County's guidelines for an eventual return to the office with the preparation of a Site Specific Plan and the acquisition of personal safety supplies such as masks, sanitizers, gloves, etc.

ED Richman provided an update on her participation in Marin Recovers, noting that some of the recommendations from the Transportation Task Force have been posted on the Marin Recovers website. ED Richman stated that the recommendations relating to public transit refer primarily to the guidelines that the State has developed for transit.

ED Richman noted TAM's commitment to equity with dedicated funding for transit service, Safe Routes to Schools (SR2S), and programs for seniors and people with disabilities. ED Richman stated that the agency is considering ways of increasing equity and is currently developing a framework for the Board's consideration.

ED Richman provided an update on construction projects. She stated that Marin County has completed the installation of 3 Rectangular Rapid Flashing Beacons (RRFBs) at various pedestrian crosswalks, which were funded with $100,000 from the Safe Pathways Program under Measure AA. ED Richman stated that the locations are in Terra Linda, Tam Junction and San Rafael High School.

ED Richman reported that staff will be recommending that the TAM Board approve one-time grants to local jurisdictions for Quick Build projects at the July 23, 2020 meeting. ED Richman stated that applications were received from 11 jurisdictions for up to $20,000 per project from the Measure AA Category 2 Innovation Program, which has about $200,000 total available. ED Richman stated that these projects necessitate the redesign of streets for safe opening and operation of businesses as a result of the pandemic which include open-air markets on public streets, street closures for outdoor dining and retail, and long-term street redesign effort in the vicinity of schools.

ED Richman discussed projects that are seeking public comment, including the Metropolitan Transportation Commission's (MTC's) Draft Blueprint for Plan Bay Area (PBA) 2050. ED Richman also noted that the Marin County Drawdown Strategic Plan has been released for public comment through July 31, 2020.

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ED Richman reported that Caltrans has issued a Notice of Preparation for the environmental documents relating to the Interim Segment B project for segments of State Route (SR) 37 in Sonoma, Napa and Solano counties. A public meeting will be held on July 22, 2020 to receive public comment and the public comment period is through August 24, 2020.

ED Richman reported that TAM will be hosting the second virtual stakeholder working group meeting for the NB US-101 to EB I-580 Direct Connector Project on July 21, 2020. She thanked Members Kate Powers and Kevin Hagerty for their participation in the group.

ED also reported on items for the forthcoming July 23, 2020 Board Meeting, including the annual report from Marin Transit and the triennial evaluation of the SR2S Program from 2016–2019, which will include information on how the program has changed as a result of the pandemic. She also noted that the Board meeting will include the Quick-Build projects, the PBA 2050 update, and a presentation on transit and traffic data that has been collected during the Shelter-in-Place Order.

Finally, ED Richman reported that Sonoma County Transportation Authority (SCTA) has approved placing an extension of its Transportation Sales Tax Measure on the November ballot, noting that SCTA is seeking to extend its ¼-Cent Sales Tax for another 20 years.

In response to Vice-Chairperson Burton, ED Richman confirmed that SCTA's ¼-Cent Sales Tax Measure does not relate to SMART.

In response to Member Kate Powers, ED Richman stated that most of the projects TAM submitted to PBA 2050 for funding consideration have been included in the Plan. She stated that the exceptions include an improvement project for the Richmond-San Rafael Bridge's westbound third lane and projects related to SR37 that are proposed to be included in the Plan but are subject to additional Vehicle Miles Travelled (VMT) and Greenhouse Gas (GHG) reductions data.

Member Powers asked ED Richman to provide an update on Segment A of SR37. ED Richman stated that Caltrans is starting the environmental process using $10 million of its own funds, and that they are also considering an environmental study for the whole SR37 corridor.

Vice-Chairperson Burton asked staff for the completion date of the exit lane from US-101 to Bellam Boulevard, which he thought might solve traffic congestion problems to the extent that a prohibitively expensive connector might not be necessary. In response, ED Richman stated that construction is scheduled to begin in early 2021 and that more information will be provided under the item relating to the NB US-101 to EB I-580 Direct Connector Project.

In response to Alternate Jeff Olson, ED Richman confirmed that a ¼-Cent Sales Tax Measure proposed by the City of San Rafael does not relate to TAM. Member Paul Premo stated that the San Rafael Town Council is considering a 9-year sales tax increase for general purposes.

In response to Member O'Brien, ED Richman stated that information on the NB US-101 to EB I-580 Direct Connector Project is available on TAM's website and that staff could recommend other resources for information on SR37.

Member Charley Vogt commended staff for their outreach efforts, noting that TAM staff will be addressing the Rotary Club of Ignacio.

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5. TAM and Marin Transit "Connect2Transit" Program in Uber App (Information)

Planning Manager Derek McGill presented the staff report and noted that the Connect2Transit Program was launched on July 1, 2020 in partnership with Marin Transit. He stated that the program combines TAM's GetSMART First/Last Mile Program, which provided a $5 incentive for shared rides to and from SMART stations through the Lyft App, and Marin Transit's Connect Service launched in April 2018, which provided on-demand wheelchair accessible vehicles. Mr. McGill stated that the aim of the new program is to expand the service under a contract awarded to Uber.

Mr. McGill reported that the GetSMART program has been very cost-effective, providing on average 700-900 rides per month.

Mr. McGill stated that the Connect2Transit Program will allow TAM and Marin Transit to fully integrate their programs. During the Request for Proposal (RFP) process, in May 2020 Uber was selected with the commitment to provide real time transit information for services operated by SMART, Marin Transit and Golden Gate within its Uber App. He stated that the program also provides additional support for seniors and riders with disabilities, and expands TAM's first and last mile connections to transit stations and employment sites in Marin County, with the added benefit of cost savings to both agencies by streamlining the contracting process.

Mr. McGill stated that partnerships have been entered into with the County of Marin and Kaiser to pay for additional costs for employees in excess of the $5 incentive TAM offers and he discussed a possible opportunity with Uber to electrify fleet vehicles. He also noted that the new program provides enhanced data reporting.

Mr. McGill discussed the expanded Connect2Transit service area, which provides first and last mile rides to the Larkspur Ferry Terminal, transit hubs (including The Hub in Ross Valley), and park and ride locations along US-101, in addition to SMART stations. He discussed the Uber App, which allows riders to choose between Marin Transit Connect service, Uber pool vehicles, and the Uber X service where available, based on cost, wait time and access needs. Mr. McGill confirmed the $5 incentive applies to all qualified rides under the prior GetSMART and Marin Transit's Connect programs.

Mr. McGill discussed the integrated real time transit data feature, which allows users to see route timings and available services on the public transit system. He drew attention to a feature relating to the first mile, which guarantees users a drop off time, noting that meeting a certain train had been a challenge under the previous ride share app. Mr. McGill discussed Connect2Ttransit.com, which he noted has a link to enable users to access the $5 discount code.

In response to Member Kevin Hagerty, Mr. McGill stated that Marin Transit uses vans for the Connect Service. He confirmed the discount coupon is eligible for all Uber services and that the vans have a 2-person capacity.

Member Bortel and Mr. McGill discussed the reasons TAM is involved with a program that is operated by Marin Transit. Mr. McGill stated that during the SMART development process, there was a proposal of shuttle services to and from SMART stations. In 2015/2016 there were requests for TAM to provide shuttle services, so offering a first/last mile discount program through the Commute Alternative Program under Measure B was considered appropriate when SMART trains began operating. Furthermore, Marin Transit has asked TAM to continue with the partnership in 2017 to help alleviate the Marin Transit peak period demand along with the Uber pool vehicles.

In response to Member Powers, Mr. McGill explained the GetSMART Program with the $5 discount program that operated under Lyft has transitioned to the new program with Uber. This program might serve as an opportunity to explore other on-demand services moving forward.

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6. Status Update on NB US-101 to EB I-580 Direct Connector Project (Information)

Principal Project Delivery Manager Dan Cherrier presented the status update on the NB US-101 to EB I-580 Direct Connector Project. Mr. Cherrier discussed northbound traffic delays from the two exits from US-101 to I-580, which the project should relieve by providing a connector that will separate regional traffic from local traffic. He noted that the project will include bicycle and pedestrian improvements.

Mr. Cherrier discussed the committees involved in the project, including an Ad-Hoc Committee that consists of 4 Board Members, an Executive Steering Committee that includes executive staff from stakeholder groups, a Technical Advisory Committee, and a Stakeholder Working Group that includes two members of the COC.

Mr. Cherrier stated that the main purpose of the project is to ease afternoon traffic from NB US-101 to EB I-580, which has increased over the past decade, without impeding a future project that would improve traffic conditions flowing in the opposite direction.

Mr. Cherrier provided background information on the alternative designs, including a moderately priced study completed in 2017 that was accepted in the Regional Measure (RM) 3 funding program. He discussed the work underway right now with the goal to finalize an approved project with 1 preferred alternative, which he stated should be accomplished by late 2023.

Mr. Cherrier discussed project funding, including $135 million from RM3 and $16.5 million from Measure AA. He stated that the Measure AA funds are being used to expedite the project by funding the Caltrans' Project Study Report and the environmental process.

Mr. Cherrier discussed the 7 alternatives, including Alternatives Hillside 1A and 1B and Low Speed 3A and 3B, and the costs associated with each alternative. He noted that Alternative 3A, with a projected cost of $131 million, was successful in attracting RM3 funds. Mr. Cherrier advised the Members that there would be a presentation on all the alternatives at the Stakeholder Working Group Meeting on July 21, 2020 and that they could attend via Zoom.

Mr. Cherrier concluded the update by confirming that reductions in traffic congestion would be accomplished by moving regional traffic to the connector.

In response to Member Powers, Mr. Cherrier confirmed the Stakeholder Working Group will review and discuss the impacts of each alternative in more detail.

In response to Alternate Olson, Mr. Cherrier confirmed the drawings included in the presentation and the Stakeholder Working Group packet have been uploaded to TAM's website. Mr. Cherrier stated that he envisages 2 alternatives being chosen for the environmental analysis, which should begin in late 2021.

Mr. Cherrier and Chairperson Pelham discussed Alternatives 3A and 3B. Mr. Cherrier stated that approval of these designs would not necessarily provide an easier project because both have a design speed of 35 miles per hour (mph) and Caltrans requires a design speed of at least 50 mph for connections between freeways. However, he noted that these alternatives would have less impact on local businesses.

Member Vogt asked Mr. Cherrier to explain the role of the Ad-Hoc Committee. Mr. Cherrier stated that the Committee is made up of elected officials who will make a final recommendation to the TAM Board. He noted that the TAM Board will review the Environmental Impact Report and make a decision on the final design.

Member Vogt and Mr. Cherrier discussed the utilization of the current off-ramps in the new designs. Mr. Cherrier stated that two of the designs would close the Bellam Blvd. off ramp from I-580 and all other ramps would remain.

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Ms. Cotter confirmed that no public comment had been received.

7. Highway 101 Interchange Studies Project Report (Information)

Principal Project Delivery Manager Bill Whitney provided an update on the Highway 101 Interchange and Approaching Roadway Study. Mr. Whitney provided an overview of the project, which he noted is funded through Measure AA with a 3% allocation of funds, estimated at $24.8 million over the 30-year period of the Measure. He stated that the purpose of the project is to study interchanges and approaching roadways, including all users such as bicyclists, pedestrians and transit vehicles, and propose improvements. He stated that the study would be used to pursue funding sources for the projects.

Mr. Whitney discussed the goals of the project, which include enhancing health and safety features, relieving local traffic congestion, improving multimodal access to and from and across US 101, promoting economic vitality, and implementability. He discussed the goal to prioritize projects in the study that could be delivered and the need to draft evaluation criteria and performance measures to prioritize projects with good cost-benefit ratios.

Mr. Whitney discussed the 11 interchanges that were included in the study under Measure AA, and the process to select a twelfth interchange. He discussed the reasons for eliminating 10 of the 16 remaining interchanges, which included interchanges that are being studied in other projects, and with low traffic volumes and limited connectivity.

Mr. Whitney discussed the criteria used to measure the remaining 6 interchanges, including congestion relief, sea-level rise and collision data, noting that Shoreline Highway and Alameda Del Prado/Nave Drive have higher collision levels. Mr. Whitney stated that Caltrans has future plans for a major project at Shoreline Highway and that the object of the study is to focus on local roads. Therefore, Mr. Whitney stated that staff's recommendation is to include Alameda Del Prado/Nave Drive as part of the Interchange Study.

Mr. Whitney summarized the study process, which he stated is underway with data collection and would include an implementation plan for recommendation to the TAM Board. He stated that the project would conclude with the selection of two or three interchanges that would be submitted to Caltrans for a more in-depth study process.

Mr. Whitney provided a project timeline, noting that the study is expected to be completed in 12 – 14 months.

Member Vogt commended Mr. Whitney on his presentation and stated that the traffic statistics for Alameda Del Prado/Nave Drive interchange were unexpected. Member Vogt stated that the interchange is an excellent addition to the project list, noting the number of walking and bike trails that would need to be incorporated into the study.

Chairperson Pelham stated that he agreed with Member Vogt's comment and that Alameda Del Prado/Nave Drive is a risky intersection for cyclists.

Member Powers and Mr. Whitney discussed the correlation between a jurisdiction's General Plan and regional transportation projects. Mr. Whitney stated that TAM would be reaching out to Public Works Directors and Community Development Directors to ensure the study takes into account the needs of various jurisdictions.

In response to Member Vogt, Mr. Whitney confirmed the studies would incorporate current and future ramp metering, noting that Phase I NB US-101 from the Golden Gate Bridge to EB I-580 should be activated in early 2021. He stated that Caltrans has done an environmental document on the remaining ramps and they should be metered in 2026-27.

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Ms. Cotter confirmed that no public comment had been received.

Chairperson Pelham thanked Mr. Whitney for his presentation, which he stated was excellent.

8. Committee Member Hot Items Report (Discussion)

There were none.

9. Discussion of Next Meeting Date and Recommended Items for the Agenda

The next meeting was scheduled for Monday, September 21, 2020.

In response to Member Hagerty, Member Powers stated that she had not yet attended a Marin Transit Board meeting due to the COVID-19 conditions. Ms. Zhang suggested that Marin Transit staff could provide a summary of the meetings for Member Powers to report to the COC. Member Powers added that she had started contact with Marin Transit staff but has not followed up due to the Covid-19 pandemic.

Ms. Zhang asked the Committee members to advise her of items they would like to add to the agenda.

In response to Alternate Kay Noguchi, Ms. Zhang stated that Mr. McGill could provide an update on the Bus on Shoulder Project when there is more data to report, noting that the project has just started. Mr. Cherrier noted that the project is included in the Project Status Report that will be discussed at the July 23, 2020 Board meeting.

In response to Member Vogt, Ms. Zhang confirmed the TAM Board authorized ED Richman to enter into a lease amendment with the current landlord at a lower rent that should yield $250,000 in savings over the 5-year lease period.

The meeting was adjourned at 6:35 p.m.

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DATE: September 21, 2020

TO: Transportation Authority of Marin Citizens' Oversight Committee

FROM: Li Zhang, Chief Financial Officer/Deputy Executive Director
Molly Graham, Public Outreach Coordinator

SUBJECT: Formation of the FY2019-20 COC and 2020 TAM Annual Report Development Sub-Committee and Approval of the Draft Development Schedule and Outline (Action), Agenda Item No. 5

RECOMMENDATION:

Staff recommends the Citizens' Oversight Committee (COC) form a 3- to 5-member subcommittee to guide staff with the development of the COC FY2019-20 and TAM 2020 Annual Report and adopt the report development schedule and draft outline.

BACKGROUND:

The COC creates and distributes an Annual Report as one of the TAM's core public information products. The report provides a status update of projects and programs, highlights achievements over the year, and provides an overview of financial information related to annual audits and the expenditure of the Measure A/Measure AA ½-Cent Transportation Sales Tax and the Measure B $10 Vehicle Registration Fee revenues.

DISCUSSION/ANALYSIS:

The COC Annual Report is an important tool for TAM to share comprehensive information about progress on TAM projects and programs as well as revenues and expenditures. The report provides a transparent review of activities over the year and documents how revenues are distributed in accordance with the voter approved expenditure plans for the Measure A/Measure AA ½-Cent Transportation Sales Tax and the Measure B $10 Vehicle Registration Fee.

The Annual Report released last year was redesigned and redeveloped as an all-inclusive report providing updates on locally funded projects and programs and well as TAM's projects funded with regional, state a federal funding. The new design and additional content were well received by the public, stakeholders and partners and it is recommended that we continue development of the new format.

Due to the COVID-19 health crisis, production of the report in 2020 was delayed as printers were shut down during the initial stages of the shelter in place, and distribution has been reduced as public venues including libraries and public agency lobbies were closed and in-person public meetings were not conducted. The report was distributed electronically to our partners and stakeholders and hard copies of the

report are being mailed directly as appropriate. The distribution plan for 2021 will be developed with the COC Sub-committee for wide circulation of the report as physical or electronic versions and we will adjust in response to relevant health and safety directives if appliable at the time.

FISCAL CONSIDERATION:

The budget amount needed for the production of the report is included in the Document/Video/Marketing Material Reproduction line item of the FY2020-21 TAM Annual Budget. Total design cost of the report is estimated to be $6,000 and additional $6,000 is set aside for the reproduction of the hard copies. A total of $12,000 is reserved under the $45,000 Document Reproduction Budget Line.

NEXT STEPS:

With the formation of the Sub-Committee, staff will start to work with the Sub-Committee on the development of the report. Below is the proposed development timeline:

1. October 2020, Sub-Committee Meeting – Design Concepts and Report Content
2. November 2020, Sub-Committee Meeting - Review of Draft Report
3. January 2021, COC Meeting - Review and Approval of the Final Draft Report
4. January/February 2021, TAM Board Meeting - Review and Acceptance of the Report
5. February/March 2021 – Release and Distribute the Final Report

ATTACHMENT:

Proposed Draft FY2019-20 COC and 2020 TAM Annual Report Outline

DRAFT FY2019-20 COC and 2020 TAM Annual Report Outline

Background/Overview
Letter from the TAM Board Chairperson
About TAM – TAM Board and COC
Message from the COC Chairperson

Key Updates from 2020
COVID- 19 Financial Insights
COVID-19 Transportation Impacts and Travel data
Highlights of 2020 Accomplishments

Funding
Local Funding: Measure A/AA ½-Cent Transportation Sales Tax and Measure B $10 Vehicle Registration Fee
Regional/State/Federal Funding

Projects
Highway Projects
Roadway Projects
Bicycle and Pedestrian Projects

Transit
Local, Student, Rural Transit
Regional Transit

Programs
Safe Routes to Schools, Safe Pathways and Crossing Guards
Trip Reduction
Alternative Fuels
Innovation

Planning and Coordination
Planning Activities
Local and Regional Coordination

Community Engagement
Events and Meetings
TAM Public Outreach and Information Tools

COC Featured Member

TAM Financial Reporting

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DATE: September 21, 2020

TO: Transportation Authority of Marin Citizens' Oversight Committee

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

SUBJECT: Update on COVID-19 Impacts on Crossing Guard Program (Discussion), Agenda Item 6

RECOMMENDATION:

Discussion Item, review and consider the impacts of COVID-19 on the TAM Crossing Guard Program revenues and operations.

BACKGROUND:

The Crossing Guard Program provides trained crossing guards for critical intersections throughout Marin County. The 2020-21 school year is the fifteenth year during which crossing guards have been provided by the Crossing Guard Program. As stipulated in the both the original (Measure A) and the renewed (Measure AA) ½-Cent Transportation Sales Tax Expenditure Plans, the Program provides trained crossing guards under contract with a professional company that specializes in crossing guard programs. Funding for the Crossing Guard Program received a significant boost by the passage of Measure AA in the November 2018 election.

Under contract with TAM, ACMS currently provides 99 guards funded by a mix of Measure A (through the release of reserves), Measure AA, and Measure B (Vehicle Registration Fee) funding. Additional guards are provided through the TAM contract with ACMS at the request of school districts or local agencies. The costs for the additional guards are reimbursed by the school districts or local agencies requesting the guard. The guard locations are determined by a technical "certification" process undertaken by TAM staff every four years. The last certification was completed in 2018, and the next one will be completed next year and will go into effect for the 2022-23 school year.

The impacts of COVID-19 on the Crossing Guard Program are three-fold. First, the pandemic has had an adverse impact on Measure AA revenues, and correspondingly the portion of Measure AA revenues available for the Crossing Guard Program as prescribed in the Measure AA Expenditure Plan. Second, the pandemic has also so far, significantly reduced the expenditures of the Crossing Guard Program due to the closure of all schools' physical sites. Third, the school operations have a direct effect on the annual cost of the Crossing Guard Programs since the number of hours paid for the crossing guards is tied to the bell schedules of the schools. Since the plans for reinstating in-person education during the current school year

are still up in the air for most school districts throughout Marin County, the Crossing Guard Program cost for the current year could be greater or less than budgeted..

In June 2020, the TAM Board approved assumptions about the impact of COVID-19 on Measure AA revenues for planning and forecasting purposes, and to serve as the basis for the Strategic Plan Update. The revenue scenario adopted by the TAM Board reflected a decline in revenues during FY 2019/20 followed by four years of negative growth.

The downturn has a significant effect on the long-term financial model for the Crossing Guard Program. The interruption to school operations has resulted in costs savings that offset the reduction in revenues for the near-term while schools are not open for in-person operations, but when in-person school operations resume, the cost savings will end.

DISCUSSION/ANALYSIS:

Revenues: The table below shows a 5-year comparison of the sales tax revenue forecast for the Crossing Guard Program adopted in June 2020 with last year's Strategic Plan revenue forecast (adopted in June 2019). The cumulative reduction in revenues for the Crossing Guard Program at the end of the 5-year period is more than $1.6 million.

Crossing Guard Program Revenues (Measure AA)					
	FY 20/21	**FY 21/22**	**FY 22/23**	**FY 23/24**	**FY 24/25**
Adopted June 2020	$1,329,201	$1,246,907	$1,207,818	$1,170,909	$1,215,537
Adopted June 2019	$1,459,139	$1,503,534	$1,549,039	$1,595,682	$1,752,389
Difference (2020 less 2019)	($129,938)	($256,627)	($341,221)	($424,773)	($536,852)

Measure B revenues are expected to remain fairly stable.

Cost Analysis: When schools shut down in-person classes in March 2020 due to the pandemic, the Crossing Guard Program realized a significant savings since guards were not needed for the last few months of the 2019/20 school year or for the summer term. The savings have continued this school year due to the delay to in-person operations, and it remains unclear when in-person operations will resume. There are also uncertainties about how in-person operations will be conducted, and whether they will vary from district to district, or school to school. A number of possible scenarios for reopening are being considered by schools and districts such as staggered start times, combinations of in-person and distance learning, and other approaches to comply with statewide requirements, all of which have various impacts on the cost of the Crossing Guard Program.

A range of scenarios for the return to in-person operations for the current school year have been analyzed by staff. Under all of the scenarios analyzed, under its current parameters the Program could maintain the current number of guards for the 2020/21 school year, but reductions could be needed for the next school year depending on what happens this year with school operations. The scenarios are further described below.

Summary of Financial Implications for Current School Year Scenarios				
Alternative	**Number of Guard Days for 2020/21 Regular School Year**	**Number of Guard Hours Paid per Day This Yr./ Next Yr.**	**Ending Balance 2020/21 ($)**	**Ending Balance 2021/22 ($)**
Baseline (Regular Full Year with 99 Guards)	180	4/4	456,498	(327,539)
Scenario 1 (Shortened Year with 99 Guards)	150	4/4	774,882	(9,155)
Scenario 2 (Shortened Year with 99 Guards and increased hours)	150	6/4	(21,078)	(805,115)
Scenario 3 (Shortened Year with 99 Guards)	120	4/4	1,093,266	309,229
Scenario 4 (Shortened Year with 99 Guards and increased hours)	120	6/4	456,498	(327,539)
Scenario 5 (Shortened Year with 99 Guards)	90	4/4	1,411,650	627,613
Scenario 6 (Shortened Year with 99 Guards and increased hours)	90	6/4	934,074	150,037

The current financial model for the Crossing Guard Program, with the revenue assumptions adopted in June 2020 incorporated, shows that if in-person operations were to resume soon with similar bell schedules as during pre-pandemic conditions, the Program would remain solvent through the 2021/22 school year without having to adjust the number of guards funded by the Program until the 2022/23 school year. At that time, however, program adjustments would be needed under the current revenue forecast.

If in-person operations are resumed soon, with bell schedules that require the crossing guards to work longer hours such as staggered start times, the current financial model shows that one of two measures, or a combination of the two, would have to be taken to keep the Program solvent through next school year: 1) a reduction in the number of guards for the 2021/22 school year; and/or 2) programming additional funds for the Crossing Guard Program during the 2021/22 school year.

The worst-case cost scenario analyzed is 99 guards for in-person operations for 150 days this school year with staggered start times that require TAM to pay for 6 hours of guard time per day (compared to the pre-pandemic 4 hours per day). Sufficient revenues would be expected to support the program for the current school year. However, this scenario would require an additional $800,000 for the 2021/22 school year to

maintain 99 guards. If these conditions exist for more than 150 school days this year, the deficit will grow by approximately $16,000 per school day.

Regardless of the reopening approach for this year, and assuming a return to pre-pandemic operations for the 2021/22 regular school year, the current financial model for the Crossing Guard Program shows that a significant reduction in the number of guards funded will be required at the beginning of the 2022/23 regular school year based on the long-term revenue forecast adopted in June 2020.

Reopening Readiness: TAM staff is working with ACMS to get ready to deploy the same number of guards at the same locations as approved for the 2019/20 school year as schools reopen for in-person operations. Holding the number of guards at last year's level is consistent with the historical approach of maintaining the number of guards between recertification cycles. Reductions to the number of guards for the current school year due to COVID-19, if necessary, would be covered by the "changed conditions" policy adopted by the Board. Changes to the number of guards for next school year would be addressed in the Spring when the Board adopts the Crossing Guard Program for the next school year.

FISCAL CONSIDERATION:

Sufficient funds exist to maintain the Crossing Guard Program for the current school year. A budget amendment may be necessary if additional funds are required to meet the needs of the Program this year due to operational changes at school sites.

NEXT STEPS:

Monitor the reopening of the schools served by the Crossing Guard Program and deploy the guards at the same 99 locations as last year as schools reopen for in-person education. Update the Crossing Guard Program financial model with actual cost information once the guards are deployed and explore potential cost saving options as well.

ATTACHMENTS:

None