



TRANSPORTATION AUTHORITY OF MARIN
BOARD OF COMMISSIONERS MEETING

JUNE 27, 2024
6:00 P.M.

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

900 Fifth Avenue
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San Rafael
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Belvedere
Nancy Kemnitzer

Corte Madera
Eli Beckman

Fairfax
Chance Cutrano

Larkspur
Gabe Paulson

Mill Valley
Urban Carmel

Novato
Rachel Farac

Ross
Teri Dowling

San Anselmo
Brian Colbert

San Rafael
Kate Colin

Sausalito
Melissa Blaustein

Tiburon
Alice Fredericks

County of Marin
Mary Sackett
Katie Rice
Stephanie Moulton-Peters
Dennis Rodoni
Eric Lucan

This meeting will be held in-person and via Zoom webinar.

How to watch the live meeting using the Zoom link:

<https://us02web.zoom.us/j/88155449529?pwd=eS9NOTJUMm9kT1ITekZZNXF0QXRvdz09>

Webinar ID: 881 5544 9529
Passcode: 389590

Teleconference: Members of the public wishing to participate via teleconference, can do so by dialing in to the following number at 6:00 p.m. on the day of the meeting: +1 669 900 6833; Access Code: 881 5544 9529; Password: 389590

How to provide public comment (limited to 2 minutes or less):

Before the meeting: Please email your comments to info@tam.ca.gov, no later than 5:00 p.m. Wednesday, June 26, 2024, to facilitate timely distribution to Board members. Please include the agenda item number you are addressing and your name and address. Your comments will be forwarded to the TAM Board members and will be placed into the public record.

During the meeting: For members of the public participating in-person, the Board Chair will recognize persons from the audience who wish to address the Board during public open time or on a particular agenda item at the time that item is considered by the Board.

If watching this meeting online, click 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" by pressing *9 and wait to be called upon by the Chair or the Clerk. You will be asked to unmute your device when it is your turn to speak, and your comments will become part of the public record.



Late agenda material can be inspected in TAM's office between the hours of 8:00 a.m. and 5:00 p.m.
The TAM Office 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 Jennifer Doucette, 415-226-0820 or email: jdoucette@tam.ca.gov no later than 5 days before the meeting date.

AGENDA

1. Chair's Report (Discussion)
2. Metropolitan Transportation Commission, Marin Transit and Sonoma-Marin Area Rail Transit Reports, and Commissioner Matters Not on the Agenda (Discussion)
3. Executive Director's Report (Discussion)
4. Open time for public expression, up to two minutes per speaker, on items not on the agenda that are within the subject matter of the agency's jurisdiction. (While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)
5. CONSENT CALENDAR (Action) – **Attachments**
 - a. Approve TAM Board Meeting Minutes May 23, 2024
 - b. Amend the Administrative Code and the Accompanying Resolution for the Conflict of Interest Section on Designated Positions Requiring Compliance with State Disclosure Requirements
 - c. Amendment of the TAM Administrative Code and Citizens' Oversight Committee (COC) Bylaws to Revise the Name of the COC and Other Updates
 - d. Update Revenue and Expenditure Component for the Transportation Sales Tax Measures A/AA Strategic Plan
 - e. Review the 2024 Measure A/AA Transportation Sales Tax Compliance Audit Auditee Selection List
 - f. Authorize Contract Extension for the Highway 101 Interchange Studies
 - g. Authorize a One-Year Contract Extension and Budget Amendment for On-Call Travel Demand Forecasting Contract
 - h. Renew Contract for Photographic Services
 - i. Acceptance of Revisions to the TAM Human Resources Policies and Procedures
6. Adoption of the Proposed TAM FY2024-25 Annual Budget
 - a. Public Hearing on the Proposed TAM FY2024-25 Annual Budget – **Attachment**
 - b. Adoption of the Proposed TAM FY2024-25 Annual Budget (Action) – **Attachment**
7. FY2024-25 Marin Transit Funding Allocation
 - a. Marin Transit's Annual Presentation (Discussion) – **Attachment**
 - b. Allocate FY2024-25 Measure AA and Measure A Reserve Funds to Marin Transit (Action) – **Attachment**
 - c. Allocate FY2024-25 Measure B Vehicle Registration Fee Funds to Marin Transit (Action) – **Attachment**
8. Update from the Bay Area Toll Authority (BATA) on recent activities associated with the Richmond San Rafael Bridge and Approaches (Discussion) – **Attachment**



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
BOARD OF COMMISSIONERS

MAY 23, 2024
6:00 PM

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

MEETING MINUTES

Members Present: Alice Fredericks, Tiburon Town Council
Brian Colbert, San Anselmo Town Council, TAM Chair
Chance Cutrano, Fairfax Town Council
Charles Lee, Corte Madera Town Council
Eric Lucan, Marin County Board of Supervisors, TAM Vice-Chair
Gabe Paulson, Larkspur City Council
Kate Colin, San Rafael City Council
Katie Rice, Marin County Board of Supervisors
Mary Sackett, Marin County Board of Supervisors
Melissa Blaustein, Sausalito City Council
Rachel Farac, Novato City Council
Stephanie Moulton-Peters, Marin County Board of Supervisors
Teri Dowling, Ross Town Council
Urban Carmel, Mill Valley City Council

Members Absent: Dennis Rodoni, Marin County Board of Supervisors
Nancy Kemnitzer, Belvedere City Council

Staff Members Present: Anne Richman, Executive Director
Bill Whitney, Principal Project Delivery Manager
Dan Cherrier, Director of Project Delivery
David Chan, Director of Programming and Legislation
Derek McGill, Director of Planning
Emily Tong, Senior Accountant
Jennifer Doucette, Executive Assistant/Clerk of the Board
Melanie Purcell, Director of Finance and Administration
Mikaela Hiatt, Associate Transportation Planner
Molly Graham, Public Outreach Coordinator
Scott McDonald, Senior Transportation Planner

Chair Colbert called the meeting to order at 6:04 p.m.

Chair Colbert welcomed everyone to the meeting and announced that the meeting was being conducted pursuant to California Government Code Section 54953, in that Commissioner Cutrano was participating remotely from Washington, D.C.; and in accordance with the Ralph M. Brown Act, the teleconference location had been identified in the notice and agenda for the meeting.

Chair Colbert asked Executive Assistant/Clerk of the Board Jennifer Doucette to conduct a roll call to ensure a quorum. A quorum of the Board of Commissioners was confirmed and information about how the public may participate was provided.

1. Chair's Report

Chair Colbert reported on the Marin County Golden Bell Awards Ceremony; the Golden Gate Bridge Highway and Transportation District's (GGBHTD) Open House for the Larkspur Ferry Service Expansion and Parking Study; the North-South Greenway Ribbon Cutting Ceremony; and Bike to Work Day.

2. Crossing Guard of the Year (Information)

Chair Colbert announced that Louise Bussell was the recipient of the 2023-2024 TAM Crossing Guard of the Year Award, welcomed her to the meeting, and read comments of recognition from Commissioner Colin.

Commissioner Rice introduced Ms. Bussell, who has been a Crossing Guard since 2004 and is currently posted at Davidson Middle School. Commissioner Rice recognized Ms. Bussell's dedication and the positive impact her service has had on countless students and families in the community.

Ms. Bussell thanked the Commissioners for their kind words and expressed her gratitude for the recognition and award. Chair Colbert and Commissioner Rice presented Ms. Bussell with the plaque for the TAM Crossing Guard of the Year.

3. Metropolitan Transportation Commission, Marin Transit and Sonoma-Marín Area Rail Transit Reports & Commissioner Matters Not on the Agenda (Discussion)

MTC Report – Commissioner Moulton-Peters

Commissioner Moulton-Peters reported on legislation to authorize the Bay Area Housing Finance Authority (BAHFA) to apply labor standards to regional housing bond proceeds directly allocated to counties and cities; Senate Bill (SB) 1031; BAHFA's regional expenditure plan; and the Richmond San Rafael Bridge Pilot Project.

Marin Transit Report – Commissioner Rice on behalf of Commissioner Sackett

Commissioner Rice reported on Marin Transit's ridership levels; changes to the Marin Access program effective July 1; the Catch-A-Ride pilot program; and transit coordination among the transit agencies and County Transportation Authorities in Marin and Sonoma Counties to optimize transit along the US 101 corridor.

SMART Report – Commissioner Lucan

Commissioner Lucan reported on the soft launch of the Sonoma-Marín Area Rail Transit (SMART) shuttle connection from the Larkspur SMART station to the Larkspur Ferry Terminal in June and ribbon cutting ceremony on June 20; expansion of weekday train trips effective August 2024; and that SMART set an all-time monthly ridership record in the month of April 2024.

Commissioner Matters Not on the Agenda

Chair Colbert asked if any members of the public wished to speak or had submitted a comment by e-mail, and hearing none closed this item.

4. Executive Director's Report (Discussion)

ED Richman provided the Executive Director's Report (EDR), which was distributed to the TAM Board and posted on the TAM website as supplemental information.

Chair Colbert asked if any members of the public wished to speak or had submitted a comment by e-mail, and hearing none closed this item.

5. Open Time for Public Expression

Chair Colbert asked if any members of the public wished to speak or had submitted a comment by e-mail, and hearing none closed this item.

6. CONSENT CALENDAR (Action)

- a. Approve TAM Board Countywide Transportation Plan Workshop Minutes April 25, 2024
- b. Approve TAM Board Meeting Minutes April 25, 2024
- c. Review and Release the Proposed TAM FY2024-25 Annual Budget
- d. Appointment to the TAM Bicycle/Pedestrian Advisory Committee
- e. Review and Accept Modifications to the Salary Schedule

Chair Colbert opened the item to public comment and hearing none asked for a motion.

Commissioner Carmel made the motion to approve the Consent Calendar, which was seconded by Commissioner Fredericks. A roll call vote was conducted, and the motion passed unanimously.

7. Adopt Positions on 2024 State Legislative Bills (Action)

Director of Programming and Legislation David Chan and Legislation Consultant Gus Khouri of Khouri Consulting presented this item, which recommends that the TAM Board adopt new positions on 2024 State Legislative Bills.

Mr. Khouri also reported on the State Budget deficit, which may impact the following transportation programs: Transit and Intercity Rail Capital Program (TIRCP); Active Transportation Program (ATP); Grade Separation Funding; Highways To Boulevards; and Regional Early Action Planning Grants of 2021 (REAP 2.0).

Chair Colbert asked if any members of the public wished to speak or had submitted a comment by e-mail, and hearing none closed public comment.

Commissioner Carmel commented on the importance of having a reliable EV charging network throughout the County; and expressed concern that more data regarding electric vehicle (EV) charging located in low-income communities was needed before taking a "support" position on Assembly Bill (AB) 2815.

In response to Chair Colbert, Mr. Khouri indicated that comment letters could be prepared and distributed before the next TAM Board meeting.

Commissioner Rice moved to change the position from a "watch" to a "support" for Assembly Bill (AB) 1774, AB 2815, Senate Bill (SB) 904 and SB 1271; and change the position from a "watch" to a "not applicable" for AB 2234, SB 925, and SB 926, which was seconded by Commissioner Farac.

A roll call vote was conducted. Commissioners Blaustein, Colbert, Colin, Cutrano, Dowling, Farac, Fredericks, Lee, Lucan, Paulson, and Rice voted aye; Commissioner Carmel voted nay; and Commissioner Moulton-Peters abstained. The motion passed by an 11 to 1 vote, with 1 abstention.

8. Update from Marin Wildfire Prevention Authority on Evacuation/Ingress/Egress Risk Assessment (Discussion)

ED Richman introduced Marin Wildfire Prevention Authority (MWPA) Executive Officer Mark Brown and Project Manager Charlotte Jourdain to present this item for discussion.

In response to Commissioner Paulson, Mr. Brown explained that the interoperability of data sharing among agencies is expanding; the time windows in the modeling software are variable and customizable; and that the model was validated by outside studies and exercises. TAM Director of Planning Derek McGill explained that historical fire data was also used to validate the model.

In response to Commissioner Colin, Mr. Brown explained that MWPA has a dedicated staff member available to provide training and education to local agency staff; and that the software vendor is also available to provide training.

In response to Commissioner Blaustein, Mr. Brown explained that MWPA recently conducted a table top exercise/event with the Southern Marin Fire District, the City of Mill Valley, and the Marin County Sheriff's Office; and also recommended that table top exercises be conducted within local communities versus a countywide approach.

In response to Commissioner Farac, Mr. Brown explained that the modeling software for the evacuation risk assessment was implemented in October 2023 so has not yet been tested under live wildfire conditions, however the system has been back-tested with data from previous wildfire events. Ms. Jourdain explained that the modeling software provides tools for practitioners to make decisions and does not replace field experience.

In response to Commissioner Moulton-Peters, Mr. Brown explained that the modeling software serves as a useful tool when prioritizing evacuations and may also be useful when assessing new housing development sites. Mr. Brown also explained that the software tools are useful when standardizing agency protocols for pre-planning activities and overall readiness and cited the City of Mill Valley's proactive approach on red-flag days.

In response to Commissioner Carmel, Mr. Brown explained that multiple variables can be input into the modeling software in order to run various simulations; and that MWPA will provide tools to local member agencies to decide how to develop their own public outreach strategies.

In response to Commissioner Dowling, Mr. Brown explained that full-scale exercises can follow initial table top events.

Commissioner Rice commented on the importance of pre-planning ahead of a potential wildfire event and inquired about data sourcing. In response, Mr. Brown explained that the software uses high-resolution fuels data; and Mr. McGill explained that TAM uses an activity-based travel model to capture data.

In response to Commissioner Cutrano, Mr. Brown explained that Measure C provides funding for local member agencies to use for training and exercises; and that the assumptions input into the modeling software are variable and customizable. Mr. McGill explained that the risk assessment identifies risk factors involved on a particular roadway segment, which may be useful when applying for grant funding.

In response to Commissioner Moulton-Peters, Ms. Jourdain explained that MWPA has maps that reflect individual community ingress/egress routes and geographic information system (GIS) files that are available to the public.

In response to Vice Chair Lucan, Mr. Brown explained that careful consideration was given to preventing unintended consequences of the software development and modeling, such as decreased property values and/or increased liability exposure, however it was determined that the benefits of the software development outweighed the potential liabilities.

In response to Chair Colbert's concern that no other evacuation stakeholders have yet to partner with member agencies for project submission, Mr. Brown explained that the assessment and software have only recently been approved and in-use, and that MWPA expects submissions to increase in conjunction with both its own and outside agencies' public outreach efforts.

The meeting was adjourned at 7:57 p.m.

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DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Jennifer Doucette, Executive Assistant/Clerk of the Board

SUBJECT: Amend the Administrative Code and the Accompanying Resolution for the Conflict of Interest Section on Designated Positions Requiring Compliance with State Disclosure Requirements (Action), Agenda Item No. 5b

RECOMMENDATION

The TAM Board amends the accompanying resolution for the Conflict of Interest Section under Section 107.2 of Article VII of TAM's Administrative Code to revise the title of one existing position and delete two position titles as designated positions requiring compliance with State disclosure requirements.

BACKGROUND

The California Political Reform Act requires every local government agency, including TAM, to review its conflict of interest code biennially. A conflict of interest code tells public officers and governmental employees what financial interests they must disclose on the Statement of Economic Interests (Form 700).

DISCUSSION

The Conflict of Interest Section under Article VII of the Administrative Code contains the policies governing disclosure requirements. TAM is subject to the California Political Reform Act that requires all public agencies to adopt, periodically review, and update a Conflict of Interest Code. The Act also requires all public agencies to adopt a Resolution specifying designated positions that require compliance with State disclosure requirements.

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. Designated positions in the TAM Administrative Code are required to file a Form 700 annually.

The current list of designated positions for TAM include the following: Board of Commissioners, Executive Director, Deputy Executive Director/Chief Financial Officer, Director of Programming and Legislation, Principal Project Delivery Manager, Public Outreach Coordinator, Director of Planning and Director of Project Delivery.

The position of Deputy Executive Director/Chief Financial Officer was vacated, and a new Director of Finance and Administration has been hired, so that change is recommended to be reflected in the updated list. Staff is also proposing to remove the titles of Principal Project Delivery Manager and Public Outreach Coordinator from the list of designated positions, as these positions do not have decision or policy making authority; and update the accompanying resolution with the current titles as a part of the 2024 Biennial Review.

Attachment A is the accompanying resolution (Resolution 2024-02) that updates the designated positions requiring financial disclosure pursuant to the Political Reform Act of 1974. As instructed by the California Fair Political Practices Commission (FPPC), per Government Code Section 82011, certification by the Board of Supervisors is required once the TAM Board approves the resolution.

FISCAL IMPACTS

There are no fiscal impacts with approving this administrative action.

NEXT STEPS

Upon approval by the TAM Board, staff will forward the amendment of the Conflict of Interest Code and Resolution 2024-02 to the Marin County Board of Supervisors for certification by December 30, 2024.

ATTACHMENTS

Attachment A – Resolution 2024-02

RESOLUTION NO. 2024-02

**A RESOLUTION OF THE TRANSPORTATION AUTHORITY OF MARIN
AMENDING THE CONFLICT OF INTEREST CODE TO REVISE TITLES OF
EXISTING POSITIONS AND REMOVE POSITION TITLES.**

WHEREAS, The Political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt Conflict of Interest Codes, and to review those codes every two years; and

WHEREAS, In 2004, the Transportation Authority of Marin adopted an Administrative Code containing the conflict of interest code pursuant to state law, and has determined that to remain in compliance with state law that code should be amended to add and designate positions; and

WHEREAS, Resolution No. 2005-12b was adopted on November 17, 2005 to specify a disclosure category for each position; and

WHEREAS, Resolution 2006-11, Resolution 2008-20, Resolution 2011-09, Resolution 2018-12, Resolution 2019-03, and Resolution 2022-16 were adopted on July 27, 2006, July 24, 2008, October 27, 2011, July 26, 2018, March 28, 2019, July 23, 2020, and October 27, 2022, respectively, to amend the list of designated positions and the disclosure categories assigned to each position; and

WHEREAS, The California Political Reform Act requires every local government agency to review its Conflict of Interest Code biennially; and

WHEREAS, 2024 is the next scheduled review; and

WHEREAS, Title changes and corrections on existing positions are deemed necessary amendments to the Conflict of Interest Code; and

WHEREAS, The Administrative Code allows changes to designated positions and designated disclosure categories by resolution; now, therefore, be it

RESOLVED, That the existing position of Deputy Executive Director/Chief Financial Officer shall be amended to Director of Finance and Administration; and that the positions of Principal Project Delivery Manager and Public Outreach Coordinator shall be removed from the list of designated positions, as shown below, in Section 107.2 to report in both disclosure categories.

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Member and Alternate of the Board of Commissioners	1, 2
Executive Director	1, 2
Deputy Executive Director/Chief Financial Officer Director of Finance and Administration	1, 2
Director of Programming and Legislation	1, 2
Principal Project Delivery Manager	1, 2
Public Outreach Coordinator	1, 2
Director of Planning	1, 2
Director of Project Delivery	1, 2

PASSED AND ADOPTED at a regular meeting of the Transportation Authority of Marin held on the 27th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Brian Colbert, Chair
Transportation Authority of Marin

ATTEST:

Jennifer Doucette
Clerk of the Board



DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Molly Graham, Public Outreach Coordinator

SUBJECT: Amendment of the TAM Administrative Code and Citizens' Oversight Committee (COC) Bylaws to Revise the Name of the COC and Other Updates (Action), Agenda Item No. 5c

RECOMMENDATION

The TAM Board reviews the following recommended changes regarding the name and certain other features of the Citizens' Oversight Committee (COC):

- Amend the TAM Administration Code and COC Bylaws to allow the Citizens' Oversight Committee doing business as Community Oversight Committee (COC), replacing the word Citizens' with Community;
- Develop a one-year high school student mentorship/internship program in partnership with Marin Transit that focuses on low-income and transit-dependent students. The student will also be invited to participate in COC meetings as a Student Advisor during the program;
- Beginning July 1, 2024, offer an optional \$50 per meeting stipend and reimbursement of travel cost that members/alternates can request for the attendance of each COC meeting.

At its January 16, 2024 meeting, the COC reviewed these recommendations, which incorporated County Counsel's legal review, and voted unanimously to refer them to the TAM Board for approval. The COC also considered and supported adding new members to represent Equity Priority Communities (EPCs); however this would need to be implemented through future Board action as discussed further below. The COC received an update at their June 17 meeting and reaffirmed referring the item to the Board for approval. At the June 10 Administration, Projects & Planning (AP&P) Executive Committee meeting, the committee unanimously voted to refer the item to the Board.

BACKGROUND

Since its inception in 2004, TAM has been focusing on delivering transportation improvements for residents, workers and visitors in Marin County cost effectively and equitably. To reflect the needs of Equity Priority Communities (EPCs) and underserved populations, TAM has funded or managed various Community Based Transportation Plans (CBTP) in the County, listened to the needs and priorities articulated by communities, and elevated them for project and program implementation. The Metropolitan Transportation Commission (MTC) supports these efforts with a regional equity analysis and Equity Framework. Through Plan Bay Area (PBA), MTC uses data from the American Community Survey to identify census tracts that have significant concentration of underserved populations, such as households with low incomes and people of color.

Building on TAM's support for equity and inclusion in the community engagement and planning process, staff has explored various ways to advance equity in TAM's internal operations, plan and program implementation, and community outreach and communications. Staff developed and the TAM Board adopted the Draft TAM Equity Statement in October 2022. The Equity Statement is intended to be reviewed on a regular basis, and inform agency activities, including the Measure B and Measure AA Expenditure Plan review processes and the Countywide Transportation Plan (CTP) development effort. More recently, the TAM Board has discussed the Equity Definition developed as part of the CTP.

The current 12-member COC membership structure was originally established in the 2004 Measure A Transportation Sales Tax Expenditure Plan and was continued in the 2010 Measure B Expenditure Plan and the 2018 Measure AA Expenditure Plan. To make sure the COC membership structure can be reviewed and adjusted to reflect the evolving needs of various communities, especially those who are underserved, language was added into the Amended 2023 Measure B Expenditure Plan to allow the Board the authority to review and adjust the COC membership structure when necessary.

DISCUSSION

With the language added in the Amended 2023 Measure B Expenditure Plan to allow TAM Board the authority to review and amend the COC membership structure, when necessary, the COC formed a Membership Structure Review Subcommittee (Subcommittee) at its June 19, 2023 meeting to develop recommended changes for the full COC to review and consider. The main mission of the Subcommittee is to develop a recommendation with the potential to add one or more new seats to address the needs and voices of EPCs in Marin, and also help staff develop a high school student mentorship/internship program focusing on low-income and transit-dependent students where the COC members/alternates can be involved as mentors.

The 6-member Subcommittee is composed of COC Chairperson Peter Pelham, Vice-Chairperson Kevin Hagerty, Members Charley Vogt, Kinston Cole, and Scott Tye, and Alternate Heather McPhail Sridharan. The Subcommittee has met five times. During the meetings, the Subcommittee reviewed the historical information and requirements of the Measure A/AA Expenditure Plans, citizens/community oversight committee member structures of 24 other transportation authorities and associations of governments, and various youth programs around the County with the focus on students from EPCs. The Subcommittee also discussed comments the COC and staff received from various sources about the COC name wording changes, due to the legal or cultural implications the word **citizens** could potentially have, especially to those who are first generation immigrants.

After thorough review of all the information and intensive discussions of viewpoints and options, the Subcommittee agreed unanimously on the following recommendations after its December 4, 2023 meeting. Staff then consulted with County Counsel and finalized the following recommendations:

1. Amend the TAM Administration Code and COC Bylaws to allow the **Citizens' Oversight Committee** doing business as **Community Oversight Committee** (COC), replacing the word **Citizens'** with **Community**.

A former COC alternate, along with a few community members, has raised the concern that the word "Citizen" in the Committee name could cause the impression that American citizenship is required to apply for the COC, therefore reducing the potential participation of some residents in the County, especially immigrants from EPCs. It was suggested that the word **Citizen** be changed to **Community** to better and more accurately reflect the intended membership requirement of the COC.

2. Develop a one-year high school student mentorship/internship program in partnership with Marin Transit that focuses on low-income and transit-dependent students. The student will also be invited to participate in COC meetings as a Student Advisor during the program.

Several COC members and the whole Subcommittee expressed strong support for mentoring and supporting high school students from EPCs with the hope to inspire transportation and transit professionals. Staff reached out to Marin Transit management to confirm their interest in creating a joint internship program, and they were very supportive. Therefore, TAM and Marin Transit will develop a program focused on an internship as well as offering the student the opportunity to provide input during the COC meetings as a Student Advisor. County Counsel advised that a student membership on the COC could create labor issues, however a non-voting advisory role would be appropriate.

3. Offer an optional \$50 per meeting stipend and reimbursement of travel cost that members/alternates can request for their full attendance of each COC meeting.

It is common for public agencies to offer compensation including, but not limited to, any stipend, grant, or reimbursement of personal expenses that is associated with carrying out the duties of serving on a board and/or committee. While TAM currently is not offering stipends to its Board and Committee members, as part of the equity review effort, with legal input from County Counsel, staff suggested, and the Subcommittee discussed, offering an optional stipend and travel cost reimbursement to the COC members/alternates. The Subcommittee also reviewed the County's effort to make the 58 County boards and committees more ethnically and income diverse in late 2023 and stipend options were discussed as part of that effort. Based on research done for the Subcommittee, an amount of \$50 is in line with the stipend offered for similar advisory groups at other agencies.

Implementing these changes requires that certain sections of the TAM Administrative Code and the COC Bylaws be revised; proposed updated versions of those documents are attached. The Bylaw revisions were also presented to the COC at its June 17 meeting.

In addition, the Subcommittee and COC also voted to support adding two non-voting COC members to represent the interests and voices of EPCs; the new members would become regular voting members once the membership structure is fully updated as part of the Measure AA Expenditure Plan Amendment process, expected to be completed in early 2026.

However, after further consideration, this recommendation was updated to add the EPC members when they can be voting members, after the membership structure is fully updated as part of the Measure AA Expenditure Plan review process.

As discussed above, the COC membership was set in 2004 without designated member slots for residents from EPCs and those who are transit-dependent. The Amended Measure B Expenditure Plan allows the Board to update the COC membership as needed. However, since the current membership structure is specifically defined (see below) in the Measure AA Expenditure Plan, per County Counsel's legal review, the new members recommended cannot be regular voting members until the structure is amended during the upcoming Measure AA Expenditure Plan amendment process. Following is the language from the Measure AA Expenditure Plan:

The COC is designed to reflect the diversity of the county. The committee consists of 12 members. Each organization represented on the COC nominates its representative, with final appointments approved by TAM's governing board. Membership is as follows:

- *One member is selected from each of the five planning areas in Marin County by TAM Board members representing that area (Northern Marin, Central Marin, Ross Valley, Southern Marin, and West Marin). (Totaling 5 members)*
- *Seven members are selected to reflect a balance of viewpoints across the county. These members are nominated by their respective organizations and appointed by TAM's Board, as follows:*
 - *One representative from a taxpayer group*
 - *One representative from the environmental organizations of Marin County*
 - *One representative from a major Marin employer*
 - *One representative from the Paratransit Coordinating Council representing seniors and persons with disabilities*
 - *One representative from the League of Women Voters*
 - *One representative from an advocacy group representing bicyclists and pedestrians*
 - *One representative from a school district*

Because of the requirement to wait on adding voting members, TAM staff recommends that new members be recruited closer to the time of potential Expenditure Plan amendments in order to have parity among all the COC members. The membership Subcommittee was convened in May 2024 to receive an update on the sequence of membership actions, and to discuss the change to this recommendation. The Subcommittee agreed to the updated recommendation and the COC was briefed on the changes at its May 20th meeting.

FISCAL IMPACTS

There is a minimum fiscal impact with the implementation of the discretionary meeting stipends and student intern stipend, up to approximately \$8,000. These costs are accounted for in the draft FY2024-25 Annual Budget.

NEXT STEPS

Upon TAM Board approval, staff will work with the COC and various agency and community partners to develop the student internship, implement the optional stipend as of July 1, and begin using the new **Community** Oversight Committee (dba) name.

A discussion of changes/additions to the COC membership is expected to be part of the Measure AA Expenditure Plan review process in the coming year.

ATTACHMENTS

Attachment A – Proposed TAM Administrative Code – Redlined (pertinent excerpts)

Attachment B – Proposed COC Bylaws – Redlined

ADMINISTRATIVE CODE

OF THE

TRANSPORTATION AUTHORITY OF MARIN

Ordinance No. 2005-01

Adopted:
November 17, 2005

Revised:
December 14, 2006
October 27, 2011
December 5, 2013
March 27, 2014 (effective July 1, 2014)
November 20, 2014
December 14, 2015
April 26, 2018 (Selection of Chair and Vice Chair)
March 28, 2019 (Executive Committee Name Change & COC Requirement)
March 25, 2021 (Measure AA, TAC, & Misc.)
October 26, 2023 (Meetings & Misc.)
[June 27, 2024 \(COC Name Change\)](#)

members for one meeting and do not constitute as regular Committee members for future meetings.

(2) Other Committees. The Board may establish such other Standing or other Board Committees, as deemed necessary or advisable from time to time. The Chair, with the concurrence of the Board, may establish such other special, ad hoc, or other Board Committees, as he or she deems necessary or advisable from time to time.

104.3 Advisory Committees.

(a) Organization of Advisory Committees. Each such Advisory Committee shall by majority vote elect a chair at its first meeting who shall serve at the pleasure of the Advisory Committee. Advisory Committees shall establish meetings as needed; special meetings of Advisory Committees may be scheduled by the Executive Director or by the Committee Chair as needed.

(b) Citizens' Community Oversight Committee (also known as the Citizens' Oversight Committee). The Board will create a Citizens' Community Oversight Committee (COC) with the assistance of the League of Women Voters. The COC will report directly to the public and is charged with reviewing all Measure A, Measure AA, and Measure B expenditures of the Authority on an annual basis to inform Marin County residents how funds are being spent. COC members will be private citizens-community members who are neither elected officials of any government nor current public employees from any agency that either oversees or benefits from the proceeds of the transportation sales tax. Membership will be restricted to individuals who live in the County.- Each committee member also shall have a designated alternate appointed, subject to eligibility provisions contained in Section 104.3, who shall attend committee meetings in the event that the appointed committee member is unable to attend. Members of the COC shall consist of:

(1) One member each from the five planning areas in the County (Northern Marin, Central Marin, Ross Valley, Southern Marin, and West Marin) nominated by Commissioners representing the respective planning areas.

(2) One member from, and nominated by, a taxpayer group.

(3) One member from, and nominated by, environmental organizations of Marin County.

(4) One member from, and nominated by, major Marin employers.

(5) One member from, and nominated by, the Marin County Paratransit Coordinating Council, representing seniors and persons with disabilities.

(6) One member from, and nominated by, the League of Women Voters.

(7) One member from, and nominated by, an advocacy group representing bicyclists and pedestrians.

(8) One member from, and nominated by, a school district, including parents.

CITIZENS' COMMUNITY OVERSIGHT COMMITTEE
BYLAWS

ARTICLE I
GENERAL PROVISIONS

§ 1.1 Purpose

These Bylaws govern the proceedings of the [Citizens' Community Oversight Committee](#), [also known as the Citizens' Oversight Committee](#)-(Committee), an advisory committee established by the Transportation Authority of Marin (TAM) Board of Commissioners.

§ 1.2 Construction of Bylaws

Unless otherwise required, the general provisions, rules of construction and definitions set forth in the TAM Advisory Committees Standing Rules and Application and Appointment Procedures, with Article IV Section 104.3 of the TAM Administrative Code, shall govern the construction of these Bylaws. These Bylaws shall govern the Committee's proceedings to the extent they are consistent with Standing Rules and Application and Appointment Procedures, the TAM Administrative Code, and law.

§ 1.3 Definitions

As used in these Bylaws:

- "Committee" means the [Citizens' Community Oversight Committee](#).
- "Chairperson" means the person chairing the Committee.
- "Authority" means the Transportation Authority of Marin (TAM).
- "Brown Act" means California's open meeting law, the Ralph M. Brown Act, California Government Code, Sections 54950 *et seq.*
- "Measure A Expenditure Plan" means the Marin County Transportation Sales Tax Expenditure Plan, the 20-year plan for expending the half-cent sales tax revenues contained in Measure A, approved by voters in 2004 and implemented in 2005.
- "Measure A" means the measure approved by voters of Marin County on November 2, 2004, that initiates a half-cent sales tax for transportation projects and programs.
- "Measure AA Expenditure Plan" means the Marin County Transportation Sales Tax Expenditure Plan, the 30-year plan for expending the half-cent sales tax revenues contained in Measure AA, approved by voters in 2018 and implemented in 2019.
- "Measure AA" means the measure approved by voters of Marin County on November 6, 2018, that extended the original Measure A by 30-years, for transportation projects and programs, to 2049.
- "Measure B Expenditure Plan" means the Marin County \$10 Vehicle Registration Fee Expenditure Plan, the plan for expending the \$10 vehicle registration fee revenue contained in Measure B, approved by voters in November 2010 and implemented in 2011.

- “Measure B” means the measure approved by voters of Marin County on November 2, 2010, that initiates a \$10 vehicle registration fee increase for transportation projects and programs.

§ 1.4 Adoption and Amendment of Bylaws

- The Committee shall have adopted Bylaws approved by the TAM Board of Commissioners within 90 days of Committee formation.
- These Bylaws shall be adopted and amended by the Committee by majority vote of its total membership, and with approval of the TAM Board of Commissioners.

ARTICLE II DUTIES AND AUTHORITY

§ 2.1 Duties

- Review all Measure A/AA related expenditures for consistency with the voter-approved Marin County Transportation Sales Tax Expenditure Plans including, but not limited to, the performance criteria as set forth in the plans.
- Review all Measure B related expenditures for consistency with the voter-approved Marin County Vehicle Registration Fee Expenditure Plan.
- Hold public hearings and issue reports, on at least an annual basis, to inform Marin County residents whether Measure A/AA and Measure B funds are being spent in conformance with their respective Expenditure Plans.
- Publish an annual report on both the Measure A/AA and Measure B expenditures. Copies of this document must be made widely available to the public at large.
- Approve an audit scope consistent with the requirements of Government Code Section 26909 and the *California Code of Regulations*, Title 2, Division 2, Chapter 2, Subchapter 5.
- Recommend an independent auditor, selected through a competitive process, to the TAM Board of Commissioners for award of a contract.
- Review the findings of compliance audits of Measure A/AA and/or Measure B recipients, when such audits are required by the TAM Board of Commissioners.

§ 2.2 Authority and Limitations

- The Committee will have full access to the Authority’s independent auditor and will have the authority to request and review specific information and to comment on the auditor’s reports.
- The Committee shall only have advisory powers to the Authority.
- Except for those reports where the Measure A/AA and Measure B Expenditure Plans require the Committee to report directly to the public, the Committee shall not have the authority to communicate externally, but all communications by the Committee shall go to and through the Authority. No expenditures or requisitions for services and supplies shall be made by the Committee. ~~I and no~~ individual members shall be entitled to reimbursement for travel or other expenses ~~except~~ only as authorized by the Authority.

ARTICLE III MEMBERSHIP

The Committee is currently composed of 12 members who are private ~~citizens-residents~~ and who collectively represent the diversity of Marin County. Membership shall be limited to Marin County residents without economic interest in any of the Authority's projects. ~~As the result of the Amended 2023 Measure B Expenditure Plan, and pending the Measure AA Expenditure Plan Review, the TAM Board of Commissioners will have~~~~now has~~ the authority to review and change the membership structure over time, including to reflect the needs and voices of the various communities, especially those who are underserved.

Each organization represented on the Committee shall nominate its representative, with final appointments approved by the governing board of the Authority. ~~The TAM Board of Commissioners shall retain discretion to rescind any Committee appointment(s) as deemed necessary. Members of this Committee shall be appointed to their full terms, subject to eligibility provisions contained in Section 104.3 of the TAM Administrative Code.~~

§ 3.1 Membership Composition

- One member selected from each of the planning areas in Marin County by the Authority Commissioners, representing that area (Northern Marin, Central Marin, Ross Valley, Southern Marin, and West Marin), totaling 5 members.
- Seven members selected to reflect a balance of viewpoints across the County. These members shall be nominated by their respective organizations and appointed by the TAM Commission as follows:
 - One representative from a tax payer group;
 - One representative from the environmental organizations of Marin County;
 - One representative from a major Marin employer;
 - One representative from the Marin County Paratransit Coordinating Council, representing seniors and persons with disabilities;
 - One representative from the League of Women Voters;
 - One representative from an advocacy group representing bicyclists and pedestrians;
 - One representative from a school district. (Parents are considered eligible candidates.)

§ 3.2 Alternates

- Each Committee member shall have a designated alternate, nominated by the nominating organization and appointed by TAM, who shall attend Committee meetings in the event that the appointed Committee member is unable to attend. It shall be the responsibility of the appointed Committee member to inform their designated alternate when they are unable to attend a meeting of the Committee.
- Alternates do not vote unless they are taking the place of an absent member.

§ 3.3 Terms

- Members and alternates shall be appointed for a term of four years.

- To provide for staggered terms, at the first meeting of the Committee, the members will draw lots to determine whether their and their alternate's initial appointment is for two or four years.
- All initial appointment terms shall commence on August 1, 2005 and, subject to earlier removal or termination, shall expire on May 31, 2007, as to two-year terms, and on May 31, 2009, as to four-year terms. Thereafter, terms shall commence on June 1 and shall terminate on the fourth anniversary date of such commencement date.
- Committee candidates are required to complete and submit an application. Applications shall be submitted to the TAM Executive Director.
- Existing members who wish to continue serving in their appointed capacity for an additional term are required to complete and submit a new application or may update and resubmit their original application if no pertinent information has changed. Applications shall be submitted to the TAM Executive Director.

§ 3.4 Vacancies

- If a Committee member or alternate is unable to complete his or her term, a replacement member will be nominated by the nominating organization and appointed by the TAM Board of Commissioners to fill the vacancy and complete the appointed term.
- All qualifying applications for the vacancy will be submitted to the Authority for consideration, selection, and appointment. When a vacancy exists on the Committee and no applications have been submitted, the vacancy will be continued until such time as an appointment is made. The TAM Board of Commissioners may, at any time, move to continue an appointment to a subsequent date.

§ 3.5 Conduct

- Members shall be responsible for having a working knowledge of the establishing ordinance, Bylaws, federal or state mandates, and any other governing regulations that define and set forth the intent and purpose of their appointment and shall only represent and take action on matters related thereto.
- Members shall not misrepresent the scope of their influence or authority in matters assigned, or represent recommendations of the Committee as official TAM policy until such time as formal action has been taken by the Authority.
- Unless authorized as the designated spokesperson by the Committee, an individual member may not represent the Committee before any other committee or agency or to the press or general public.

§ 3.6 Subcommittees

- The Committee may elect to form subcommittees to perform specific parts of its mission, such as reviewing financial and/or compliance audit reports and guiding the development of the Committee's annual reports.
- All subcommittees with voting power shall have an odd number of members so that tie votes are less likely.
- Alternates and staff members can be part of a subcommittee with no voting power.

- Any special or ad hoc advisory subcommittees may be abolished upon the accomplishment of its purpose or by a majority vote of the Committee.

ARTICLE IV OFFICERS

The Committee shall elect a Chairperson and a Vice-Chairperson. The Committee may choose to establish other elected positions as well. Terms for the Chairperson and the Vice-Chairperson, and other elected positions, shall be two-years. Elections for all positions shall take place at the first meeting of the even-numbered years.

§ 4.1 Chairperson and Vice-Chairperson

A Chairperson and Vice-Chairperson shall be elected by a majority of the Committee members present through a process of nomination and seconding. If more than one person is nominated and seconded, the appointment will be by a majority vote. In the event of a vacancy in the Chairperson's position, the Vice-Chairperson shall succeed as Chairperson for the balance of the Chairperson's term, and the Committee shall elect a successor to fill the vacancy in the Vice-Chairperson's position. In the event of a vacancy in the Vice-Chairperson's position, the Committee shall elect a successor from its membership.

- Duties of the Chairperson:
 - Call the meetings to order;
 - Preside over each meeting;
 - Identify items of interest for future committee agendas that are relevant to the Committee's responsibilities;
 - Appoint the members of each Subcommittee that the Committee chooses to form;
 - Attend, or appoint another Committee member to attend, meetings of the Authority at which expenditures of Measure A/AA Sales Tax and/or Measure B Vehicle Registration Fee revenues represent an action item;
 - Serve as liaison to TAM staff between meetings;
 - Serve as the designated spokesperson for the Committee.
- Duties of the Vice-Chairperson:
 - Perform the duties of the Chairperson when the Chairperson is absent.

ARTICLE V MEETINGS

§ 5.1 Regular Meetings

- Regular meetings of the Committee shall be held, as needed, on the third (3rd) Monday of the month, or any day agreed by the Committee, not less often than every six months. The Committee meeting shall commence at 5:00 p.m. at the Authority's office in San Rafael California.

- Whenever a regular meeting falls on a holiday observed by the Authority, the meeting shall be held on another day or canceled at the direction of the Committee.
- A rescheduled regular meeting shall be designated as a regular meeting.
- All meeting locations shall be ADA compliant.

§ 5.2 Special Meetings

- A special meeting may be called by the Chairperson with the approval of the TAM Executive Director. The meeting shall be called and noticed as provided in Section 5.3 below.

§ 5.3 Calling and Noticing of Open Meetings

- All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Brown Act, which mandates open meetings for legislative bodies. Information announcing the hearings must be well publicized and posted in advance. The TAM Executive Director shall be given notice of all meetings. The Committee may meet in a session closed to the public only for purposes permitted by the Brown Act.
- Writings which are public records and which are distributed during the Committee meeting shall be made available for public inspection at the meeting if prepared by the Authority or a member of the Committee, or after the meeting if prepared by some other person.

§ 5.4 Quorum; Vote; Committee of the Whole

- The presence of a majority of the Committee members shall constitute a quorum for the transaction of business. All official acts of the Committee shall require the presence of a quorum and the affirmative vote of a majority of the members present. A quorum for this Committee is 7.
- At any regularly called meeting not held because of a lack of a quorum, the members present may constitute themselves a “committee of the whole” for the purpose of discussing matters on the agenda of interest to the committee members present. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

§ 5.5 Attendance

- Members are expected to attend all meetings; however, it is anticipated that some members may not be able to attend all meetings for various reasons. If a member is unable to attend a meeting, he or she should notify TAM staff and the designated alternate as soon as possible prior to the scheduled meeting.
- If a member is absent from four Committee meetings in any twelve-month period or for three consecutive meetings without notifying TAM staff and the designated alternate, the position shall automatically be vacated, and a successor shall be appointed to fill the remainder of that member’s term.

§ 5.6 Matters Requiring Committee Action

- A matter requiring Committee action shall be listed on the posted agenda as an action item before the Committee may act upon it, with the potential action that will be taken noted.

§ 5.7 Public Comment

- For a regular meeting, members of the public shall be given an opportunity to address the Committee either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the scope of the Committee, under the agenda item heading "Public Comments."
- Each member of the public shall limit their comments to three minutes. Any person addressing the Committee may submit written documents to complement their comments.
- The Chairperson may change the time limit and/or the order of public comments as deemed appropriate but may not reduce the time limit to less than two minutes.

§ 5.8 Ground Rules

- When presentations are being made, they should proceed without interruption. Questions and comments should be made following the completion of the presentation.
- The Chairperson may order any person removed from the Committee meeting who causes a disturbance, and the Chairperson may direct the meeting room cleared when deemed necessary to maintain order, unless the rest of the Committee determines otherwise by a majority vote.

§ 5.9 Robert's Rules

- All rules of order not herein provided for shall be determined in accordance with *Robert's Rules of Order*, latest edition.

ARTICLE VI**AGENDAS AND MEETING NOTICES****§ 6.1 Agenda Format**

The COC meeting agendas should comply with the following guidelines, as appropriate:

- Starting time and meeting location
- Introductions
- Review and approval of draft meeting minutes from the last meeting
- Scheduled monthly agenda items
- Confirm date and time of the next meeting
- Public Comment

§ 6.2 Agenda Preparation

- TAM staff shall produce the agenda for each meeting in consultation with the TAM Executive Director and the Committee Chairperson. Material intended for placement on the agenda shall be delivered to staff on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting, which is two weeks before the meeting. TAM staff may withhold placement on the agenda of any matter which is not received in a timely manner, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

§ 6.3 Agenda Posting and Delivery

- The written agenda for each regular meeting shall be posted by TAM staff at least 72 hours before the meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to the public. Together with supporting documents, the agenda shall be delivered to each Committee member and the TAM Executive Director at least 72 hours before each regular meeting and at least 24 hours before each special meeting.

§ 6.4 Meeting Notices

- TAM staff shall provide notice of every regular meeting, and every special meeting to each person who has filed a written request for notice with TAM. The notice shall be provided at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as TAM staff deems practical. All notices shall clearly indicate that reasonable accommodations will be provided on request.

§ 6.5 Meeting Minutes

- The Committee shall cause to be kept at the offices of TAM a record of minutes of all meetings and actions of the Committee and its subcommittees with the time and place of holding, the names of those present at the Committee meetings and subcommittee meetings, and the proceedings.
- Draft minutes will be prepared by TAM staff and will be distributed with agendas before the next meeting. Adoption of minutes shall occur at the next meeting with the support of the majority of the members present.

**ARTICLE VII
MISCELLANEOUS****§ 7.1 Public Information List of Members**

- TAM staff shall maintain a public information list of members and designated alternates appointed to the Committee. The list shall include the name of the appointee, the date the term expires, and the affiliation and/or nominating organization. The list shall be updated whenever there are changes in membership.

§ 7.2 Staff Support

- TAM staff shall prepare and distribute the Committee's agendas, notices, minutes, correspondence and other documents. TAM staff shall maintain a record of all proceedings of the Committee as required by law and shall perform other duties as provided in these Bylaws.

Certificate of Chairperson

I am the duly elected Chairperson of the Citizens' Community Oversight Committee for the Transportation Authority of Marin, and I hereby certify that the foregoing is a true and correct copy of the Bylaws of the Committee as of ~~June 22, 2023~~June 27, 2024.

Print Name

Signature

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DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
David Chan, Director of Programming and Legislation

SUBJECT: Update Revenue and Expenditure Component for the Transportation Sales Tax Measures A/AA Strategic Plan (Action), Agenda Item No. 5d

RECOMMENDATION

The TAM Board adopts the Revenue and Expenditure Component Update for the Transportation Sales Tax (Measures A and AA) Strategic Plan.

BACKGROUND

The Measures A and AA Expenditure Plans directed TAM to prepare Strategic Plans to identify the priorities for projects and the dates for project implementation based on project readiness, ability to generate matching or leveraged funds, and need for borrowing and other relevant factors on an annual basis. The Measure AA Strategic Plan was prepared and adopted by the TAM Board in 2019 and updated in 2021 as a combined Measure AA and Measure A Strategic Plan (“Strategic Plan”).

The Strategic Plan provides the overall roadmap for the programming of Measures A and AA funds consistent with sponsors’ expectations. The Strategic Plan has been developed in close coordination with project and program sponsors to assure that sales tax revenues are consistent with TAM forecasts and commitments.

The Strategic Plan will be updated every other year, which means that the next update is scheduled for 2025. However, the Revenue and Expenditure Component of the Strategic Plan will be updated annually, as needed, to ensure that funds are readily available for the years needed to accommodate project and program delivery and unexpected fluctuations in revenue collections. The annual updates of the Revenue and Expenditure Component also allow TAM to review the cash flow needs of each project and program and work out a reimbursement schedule with the sponsors if needed.

The Strategic Plan provides funding availability for five (5) years of future programming of Measures A and AA funds after the current year of allocation. Five years of future programming includes FY2025-26 to FY2029-30. The TAM Board is scheduled to allocate FY2024-25 Measures A and AA funds to Marin Transit for transit operations and capital projects in June 2024 and to local agencies for local infrastructure projects in July 2024.

No new Measure A funds have been collected since March 31, 2019 and all residual Measure A revenues have been allocated appropriately to their respective strategies. The remaining Measure A funds available for allocation are nominal amounts of reserve funds, which will be discussed and allocated under Item 7b on the agenda upon approval from the TAM Board.

After the allocation under Item 7b, all previously collected Measure A reserve funds will have been redistributed back to the respective strategies as directed by policy, fulfilling all Measure A allocation commitments, except for the allocations of the remaining Measure A Interest funds. It should be noted that Measure A Interest funds have been merged with Measure AA Interest funds as one funding source because these funds are not subject to specific required allocations to any strategy in Measure A or category in Measure AA. Interest funds are allocated at the discretion of the TAM Board on a case-by-case basis as long as the projects meet the underlying eligibilities of Measure A or AA.

DISCUSSION

Sales tax revenue collection was widely expected to be negatively impacted when the pandemic began in 2020. While Marin County fared better than more counties in the Bay Area, it also experienced disruption in the economy, which in turn impacted the collection of transportation sales tax revenue. Below is a discussion on present revenue scenarios and their impacts to the Measure AA funded projects and programs, in particular to transit and local infrastructure.

Revenue Collection

In July 2023, the adopted projected revenue for Measure AA for the 30-year period was estimated at \$1.3 billion, which was a positive indication that the economy did not suffer a more catastrophic financial disaster initially speculated from the pandemic. At the height of the pandemic, Measure AA revenue collection was projected as low as \$1.0 billion for the same 30-year period. A decrease of \$300 million for the duration of Measure AA would have had a substantial deleterious impact on recipients and their abilities to deliver promises to voters. Note however that when Measure AA was approved by voters in 2018, the 30 year revenue projection was \$827 million.

One year after the adopted 2023 Measure AA revenue projection, the 2024 Measure AA revenue projection shows a slight decrease of \$1.26 billion, which is approximately \$40 million less for the 30-year period. While the pandemic officially ended in 2023, many uncertainties still loom in the national economy in 2024, such as:

- Housing market stability
- Troubled office building market
- Inflation concerns and consumer uncertainty
- Strong labor market, but tech layoffs

These factors may be contributing to the slightly slower revenue collection of Measure AA funds.

As shown in Table 1 below, the 2023 Forecast Projection for Measure AA showed \$35.68 million in revenue for FY2023-24 and \$36.39 million for FY2024-25. As of April 2024, the revenue was revised to \$34.94 million after receiving eight months of actual Measure AA collection. In April 2024, the TAM Board adopted revised revenue of \$34.94 million for FY2023-24, a conservative \$35.0 million for FY2024-25, and a modest growth rate of 2.0%, thereafter.

Overall, Table 1 shows a decrease of \$8.8 million in Measure AA funds in the near term five-year period starting in FY2025-26 for the 2024 Adopted Forecast compared to the 2023 Project Forecast.

As noted above, the Revenue and Expenditure component of the Strategic Plan will be reviewed annually to react to fluctuations in revenue collection, and staff will review revenues throughout the fiscal year and recommend any needed short term agency budget adjustments.

Table 1 – Measure AA Revenue Forecast (\$ in millions)									
		Prior	Current	Five Year Programming Availability					
		FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	5-Year Total
2024 Adopted Forecast	Growth	0%	0%	2.0%	2.0%	2.0%	2.0%	2.0%	
	Revenue	34.94*	35.00	35.70	36.41	37.14	37.89	38.64	220.78
2023 Projected Forecast	Growth	0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	
	Revenue	35.68	36.39	37.12	37.86	38.62	39.39	40.18	229.58

* Estimate based on eight months of actual collection.

Revenue forecasts are developed and adopted annually, but sponsors are expected to adjust their Measure AA funded projects and programs based on actual revenues collected, which can differ from forecasts.

Reserve Funds

Collecting reserve funds is critical to TAM in administering the Transportation Sales Tax Program. The primary purposes of collecting reserve funds are to:

- ensure a cushion is available in periods of economic decline that adversely affect revenue collection;
- react to unforeseen emergencies;
- ensure that projects in the Strategic Plan can be implemented and stay on schedule;
- serve as collateral and help with cash flow when paying back any needed loans; and
- maintain credit worthiness if debt financing is needed (need for financing is not currently anticipated).

The TAM Board directed staff to collect reserve funds from Measure AA equivalent to the reserve funds collected under Measure A, which was \$5.39 million. On June 27, 2019, the TAM Board adopted a policy to release Measure A Reserve funds at a rate that does not exceed the amount collected for Measure AA Reserve funds. Reserve funds collected under the Measure A and Measure AA Programs must be returned back to each of the strategies/categories in proportional shares in accordance with the Expenditure Plans when the Measure A/AA Programs are fully completed.

Since inception of Measure AA, four years of Measure A Reserve funds have been made available. Measure A Reserve funds are being made available again for allocation in FY2024-25, which can be seen in an allocation request that is the subject of Item 7b on the TAM Board agenda. FY2024-25 is the last year that Measure A Reserve funds will be available for distribution since the targeted \$5.39 million in Measure AA funds have been fully collected and the equivalent amount of Measure A Reserve funds have been fully distributed.

Impacts to Programs and Projects

Below are tables that show the impacts to some of the categories in the Measure AA Program under the 2024 Projected Revenue Forecast. These categories were highlighted because they rely on annual allocation and are particularly affected by revenue fluctuations. The figures shown include projected new revenue collected and do not include carryover or reserve funds. A detailed account of all categories can be found in Attachment 1. As noted above, revenue forecasts for the Measure AA Program are updated annually to provide projects and sponsors the most recent information for budgeting.

Transit

Transit receives 55% of the available Measure AA funds after various off the top expenses have been deducted. Any overall revenue change would impact the transit category the most in terms of dollar amount. Table 2 shows the impact to transit from the 2024 Projected Revenue Forecast.

Table 2 – Transit (in \$)							
	Current	Five Year Programming Availability					
Category	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	5-Year Total
4.1 Local Transit	10,137,000	10,356,450	10,580,289	10,808,605	11,041,487	11,279,027	64,202,858
4.2 Rural Transit	921,545	941,495	961,844	982,600	1,003,772	1,025,366	5,836,622
4.3 Special Needs	2,918,227	2,981,402	3,045,841	3,111,568	3,178,610	3,246,993	15,399,369
4.4 School Transit	1,535,909	1,569,159	1,603,074	1,637,667	1,672,953	1,708,943	9,727,705
4.5 Facilities	1,228,727	1,255,327	1,282,459	1,310,134	1,338,362	1,367,155	7,782,164
4.6 Ferry Access	153,591	156,916	160,307	163,767	167,295	170,894	972,770
Total	16,894,999	17,260,749	17,633,814	18,014,341	18,402,479	18,798,378	107,004,760

Local Infrastructure

Funds for the Local Infrastructure Category are distributed differently than all other categories. Funds for all other categories, except Category 2.1 for Local Infrastructure, are reimbursement based, meaning sponsors incur costs then submit requests for TAM for reimbursement. The funds for Category 2.1 are unique because the funds are distributed upfront to sponsors at the beginning of the fiscal year. Therefore, TAM collects the funds before distributing to sponsors, which is also known as allocating in arrears. Funds distributed in the current fiscal year are the collection from the prior fiscal year. Table 3 shows the amount each sponsor can expect to receive in the next five years after FY 24/25, based on current assumptions/projections.

Table 3 – Local Infrastructure (in \$)							
	Current	Five Year Programming Availability					
Agency	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	5-Year Total
Belvedere	64,279	65,100	66,522	67,973	69,454	70,963	404,292
Corte Madera	243,611	246,719	252,111	257,611	263,221	268,943	1,532,216
Fairfax	183,109	185,446	189,498	193,632	197,849	202,150	1,151,684
Larkspur	269,734	273,176	279,146	285,236	291,447	297,783	1,696,521
Mill Valley	364,135	368,781	376,841	385,062	393,447	402,000	2,290,265
Novato	1,185,374	1,200,500	1,226,736	1,253,498	1,280,794	1,308,636	7,455,538
Ross	64,874	65,701	67,137	68,602	70,096	71,619	408,029
San Anselmo	293,292	297,034	303,526	310,147	316,901	323,790	1,844,691
San Rafael	1,310,265	1,326,984	1,355,985	1,385,566	1,415,738	1,446,514	8,241,051
Sausalito	181,390	183,704	187,719	191,814	195,991	200,252	1,140,869
Tiburon	223,414	226,265	231,210	236,254	241,399	246,646	1,405,189
County	2,226,406	2,254,816	2,304,094	2,354,358	2,405,627	2,457,921	14,003,222
Total	6,609,882	6,694,226	6,840,526	6,989,752	7,141,963	7,297,218	41,573,568

Safe Routes to Schools Program

TAM administers the Safe Routes to Schools Program under Category 3.1 by contracting for services that include classroom education, special events, and incentives for choosing alternative modes to schools, as well as technical assistance to identify and remove the barriers to walking, biking, carpooling, or taking transit to school.

Table 4 shows the funding impacts to the Safe Routes to Schools Program under the 2024 Projected Revenue Forecast, not including the use of existing carryover funds.

Crossing Guard Program

The Crossing Guard Program under Category 3.2 is the largest single Measure AA Program managed directly by TAM. Table 4 shows the funding impacts to the Crossing Guard Program under the 2024 Projected Revenue Forecast.

Table 4 – Safe Routes to School and Crossing Guard Program (in \$)							
	Current	Five Year Programming Availability					
Category	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	5-Year Total
3.1 Safe Routes to Schools	1,005,413	1,028,688	1,052,429	1,076,644	1,101,343	1,126,537	6,391,054
3.2 Crossing Guards	2,010,826	2,057,376	2,104,857	2,153,288	2,202,687	2,253,074	12,782,108

Other Projects and Programs

TAM is responsible for delivering projects and programs that include:

- Projects
 - Marin-Sonoma Narrows (MSN)
 - US 101/I-580 Multi-modal & Local Access Improvement Project
 - Local Interchange Enhancements
 - Safe Pathway Capital Projects
- Programs
 - Commute Alternative & Trip Reduction
 - Sea Level Rise Mitigation
 - Innovation Technology

These projects and programs will be adjusted in accordance with the 2024 Projected Forecast, as shown in Attachment A.

FISCAL IMPACTS

The estimated revenue projection was incorporated into TAM's Proposed FY2024-25 Annual Budget that is the subject of Item 6b on the TAM Board agenda for June 27, 2024. Recipients of annual Measure AA allocations, such as Marin Transit and local Public Works Departments, were informed of the revenue changes and their FY2024-25 allocation requests reflect the updated revenue available.

NEXT STEPS

Changes in revenue projections were anticipated in the development of TAM's FY2024-25 Budget. The adjusted revenues were incorporated. Staff will continue to monitor actual revenues and expenditures closely and continue to present quarterly budget updates to the TAM Board.

ATTACHMENTS

Attachment A – Updated Revenue and Expenditure Component of Strategic Plan

		Numbers in '000's						
		Current	Five Year Programming Availability					
Measure AA 1/2 Cent Sales Tax Programming		FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30	5-Year Total
Major Road Set-Aside ¹								
<i>Active Projects</i>								
	Mill Valley - E. Blithedale	-	-	-	-	-	-	-
	San Rafael - Third Street	-	-	-	-	-	-	-
	Novato - Novato Blvd - Segment 1	-	1,000	5,300	5,287	-	-	11,587
	Richmond San Rafael Bridge Approaches	1,450	-	-	-	-	-	-
	Total	1,450	1,000	5,300	5,287	-	-	11,587
Category 1 - Reduce Congestion								
	Category 1.1 Completion of Marin-Sonoma Narrows ¹	1,500	1,500	1,500				3,000
	Category 1.2 Match for Completion of 101/580 Direct Connector ¹	4,000	200	200	200	200	200	1,000
	Category 1.3 Enhance Interchanges	841	861	882	902	924	945	4,514
	Category 1.4 Transportation Demand Management	1,402	144	147	150	154	158	753
	Total	7,743	2,705	2,729	1,252	1,278	1,303	9,267
Category 2 - Local Transportation Infrastructure								
	Category 2.1 Local Roads ²	6,610	6,694	6,841	6,990	7,142	7,297	34,964
	Category 2.2 Large Safe Pathway Capital Projects	912	933	953	974	995	1,017	4,872
	Category 2.3 Sea Level Rise	304	311	318	325	332	339	1,625
	Category 2.4 Innovative Technology	152	155	159	162	166	169	811
	Total	7,978	8,093	8,271	8,451	8,635	8,822	42,272
Category 3 - Safer Access to Schools								
	Category 3.1 Safe Routes to Schools	1,005	1,029	1,052	1,077	1,101	1,127	5,386
	Category 3.2 Crossing Guards	2,011	2,057	2,105	2,153	2,202	2,253	10,770
	Category 3.3 Small Safe Pathway Capital Projects	287	294	301	308	315	322	1,540
	Total	3,303	3,380	3,458	3,538	3,618	3,702	17,696
Category 4 - Transit								
	Category 4.1 Local Bus Transit Service	10,137	10,356	10,580	10,809	11,041	11,279	54,065
	Category 4.2 Rural Bus Transit Service	922	941	962	983	1,004	1,025	4,915
	Category 4.3 Special Needs Transit Service	2,918	2,981	3,046	3,112	3,179	3,247	15,565
	Category 4.4 School Transit Service	1,536	1,569	1,603	1,638	1,673	1,709	8,192
	Category 4.5 Bus Transit Facilities	1,229	1,255	1,282	1,310	1,338	1,367	6,552
	Category 4.6 Expand Access to Transit	154	157	160	164	167	171	819
	Total	16,896	17,259	17,633	18,016	18,402	18,798	90,108

¹ Anticipated reimbursement schedule

² Funds for the Local Road Category are allocated in arrear per adopted policy

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DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Melanie Purcell, Director of Finance and Administration

SUBJECT: Review the 2024 Measure A/AA Transportation Sales Tax Compliance Audit Auditee Selection List (Action), Agenda Item No. 5e

RECOMMENDATION

The TAM Board accepts the recommended auditee list for the 2024 Measure A/AA ½-Cent Transportation Sales Tax Compliance Audit cycle.

The Citizens' Oversight Committee (COC) reviewed the 2024 Measure A/AA ½-Cent Transportation Sales Tax Compliance Audit Auditee Selection List at its June 20, 2024 meeting and referred it to the TAM Board for acceptance.

BACKGROUND

Both the Measure A and Measure AA ½-Cent Transportation Sales Tax Expenditure Plans provide TAM with the authority and responsibility to audit all Measure A/AA fund recipients for their use of the sales tax proceeds. Independent compliance audits are explicitly permitted under the terms and conditions of TAM's funding agreements/contracts with all Measure A/AA ½-Cent Transportation Sales Tax funding recipients as well. The TAM Board adopted the original Measure A Compliance Audit Policy, which was developed by the staff under guidance of the COC, at its October 28, 2010 Board meeting and the implementation of the Policy started in 2011. The Compliance Audit Policy was updated to include all categories under Measure AA, reviewed by the COC at its March 16, 2020 meeting, and approved by the TAM Board at its April 23, 2020 meeting. According to the policy, each year recipients are selected for auditing.

DISCUSSION/ANALYSIS

The 2024 Compliance Audit Cycle will cover Measure A/AA ½-Cent Sales Tax expenditures, which occurred in or prior to FY2023-24. Those audits will help TAM further confirm that Measure A/AA ½-Cent Sales Tax funds are spent in accordance with the requirements of the Expenditure Plans. Based on the schedule and selection criteria and requirements specified in the Measure A/AA Compliance Audit Policy, a total of six compliance audits are recommended to be conducted for this round as presented in the table on Page 2.

Sales Tax Fund Recipients Selected for the 2024 Compliance Audit Cycle

Fund Recipient	Funding Strategy/Category
Interest Revenue Funding Usage	
None for this Cycle	
Measure A Strategy 1/ Measure AA Category 4 Local Bus Transit System	
Marin Transit	For all sales tax funds received for its FY2022-23 transit operation and capital needs
Measure AA Category 1 Highway 101 & Adjacent Roadways	
None for this Cycle	
Measure A Strategy 3.1/ Measure AA Major Road Set Aside	
City of San Rafael	3rd Street Project
Measure A Strategy 3.2/Measure AA Category 2.1 Local Street and Road	
Town of Corte Madera	For the usage of the FY2023-24 or prior sales tax Local Roads funds: 2022 Road Rehabilitation Project - Phase 1
Measure A Strategy 4.1/ Measure AA Category 3.1 Safe Routes to School Program	
Parametrix	Strategy 4.1 & 4.3, Safe Routes & Safe Pathways to School, for all sales tax funds received under the Safe Routes to Schools professional contract
Measure A Strategy 4.2/ Measure AA Category 3.2 Crossing Guard Program	
All City Management Services	For the usage of crossing guard funding in FY2023-24
Measure A Strategy 4.3 Safe Pathways to School Project	
Town of Ross	Large capital project, for Measure AA funds received for the Laurel Grove Project

FISCAL CONSIDERATION

Funding needed for this effort is included in the Proposed TAM FY2024-25 Annual Budget and staff expects the task will be finished on schedule and within budget.

NEXT STEPS

Following TAM Board approval, funding recipients selected for the 2024 Compliance Audit cycle will be notified. Staff will also conduct a workshop in August/September, once an auditor has been selected (procurement is in process), to provide fund recipients the opportunity to fully understand the compliance audit requirements, process, and timeline. All compliance audit reports will be presented to the COC and the TAM Board for review and acceptance once they are finalized.

ATTACHMENTS

None.



DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

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

SUBJECT: Authorize Contract Extension for the Highway 101 Interchange Studies (Action),
Agenda Item No. 5f

RECOMMENDATION

Staff is recommending the TAM Board authorize the Executive Director to execute a contract amendment extending the time duration with the consulting firm HNTB. No additional funds are needed with this request.

BACKGROUND

TAM has been working with Caltrans and our local partner agencies over the last few years to analyze and study twelve Interchanges along Highway 101 to document existing conditions and propose potential improvements. The overall approach of the study is to identify operational and safety improvements for all users of an interchange and approaching roadways including adjacent intersections. The twelve independent Interchange studies were further evaluated as part of the program's "Implementation and Prioritization Plan". The Board-approved Plan recommended three Interchange locations be further developed with our partners following Caltrans Project Development Procedures. The project team is in the process of developing a Project Initiation Document (PID) for the following three Interchanges:

- State Route 131 Tiburon Blvd./East Blithedale
- Manuel T. Freitas Parkway/Civic Center Drive
- Alameda Del Prado/Nave Drive

DISCUSSION/ANALYSIS

The project team prepared various improvement concepts while coordinating our efforts with the Technical Advisory Committee and Caltrans. Using the Highway Design Manual as a guide the concept features were evaluated to confirm they comply with current Caltrans design standards. Because the interchanges were built many years ago using past design standards, we determined some features do not meet current standards and it would be costly, and potentially not feasible, to comply with current standards. Working closely with Caltrans designers, we determined that some features will be non-standard and extensive documentation will be necessary for the condition to be allowed to remain. This iterative process took more time than initially estimated.

These preliminary concepts were presented to the Administration, Projects, and Planning Executive Committee for review and comments. Following our discussions, and incorporating their comments, the team will proceed with preparing the PID.

The PID requirements are extensive, involving multiple technical studies for each of the three Interchanges. Recognizing the effort required to prepare these studies and addressing Caltrans thorough review comments, we are requesting additional time for this effort by extending the HNTB contract for an additional 18 months, until December 2025.

FISCAL CONSIDERATION

No additional funds are needed with this request.

NEXT STEPS

Execute a Contract Amendment extending the contract time with HNTB and proceed to finalize the Interchange PID.

The PID is scheduled to be approved by Caltrans in the first Quarter of 2025. The results of the PID process will be presented to the Board for concurrence. The contract with HNTB will be extended 18 months and expire December 31, 2025.

ATTACHMENTS

None.



DATE: June 27, 2024

TO: Transportation Authority of Marin Board Of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Derek McGill, Director of Planning

SUBJECT: Authorize a One-Year Contract Extension and Budget Amendment for On-Call Travel Demand Forecasting Contract (Action), Agenda Item No. 5g

RECOMMENDATION

Staff recommends the TAM Board authorize the Executive Director (ED) to negotiate and execute the first of two single-year contract extensions for Fehr & Peers on-call travel demand forecasting, including a budget amendment of \$400,000.

At its June 10, 2024 meeting, the Administration, Projects and Planning Executive Committee voted to approve forwarding this recommendation to the full Board.

BACKGROUND

Travel models are planning tools, used to develop traffic analysis for development projects, transportation projects and various land use and transportation plans. In 2019, TAM adopted its current activity-based model, the TAM Demand Model, as a focused model of the Metropolitan Transportation Commission's (MTC) Travel Model 2. County Travel models are subject to a consistency review with MTC's Plan Bay Area, and MTC provides guidance to ensure that county forecasts are based on a common set of planning assumptions.

Historically, TAM has used on-call support services for development, maintenance, and operations of its travel demand forecasting for county projects. In September 2021, the TAM Board authorized a three-year (with two one-year optional extensions) contract with Fehr & Peers to conduct on-call modeling and forecast support, with a not-to-exceed amount of \$500,000 following a competitive procurement process.

DISCUSSION/ANALYSIS

With MTC's approval of Plan Bay Area 2050 in October 2021, staff have been underway with a variety of tasks related to modeling and traffic analysis in the county. In addition, staff have been leading an update to the TAM demand model in alignment with MTC's consistency guidance, including:

- Updates to the model base year (2022) to reflect post-pandemic travel conditions,
- Development of an updated 2040 scenario to reflect Regional Housing Needs Allocation (RHNA) housing element sites and forecasts, as well as modifications to the forecasted jobs in Marin County based on Department of Finance jobs forecasts,
- Development of a 2050 land use scenario to reflect PBA 2050 Housing forecasts,
- Model operational changes to support local land use and development use,
- Modeling support for local projects and plans as needed, and
- Development of a new traffic monitoring program.

Currently, sufficient budget is available for all authorized task orders. Task orders have had a higher-than-expected level of work, associated with the development of post pandemic forecasts, increasing support needs for local plans/projects, and efforts related to consistency with RHNA and PBA 2050 forecasts. With two years of optional contract extensions available in the contract schedule, staff is seeking additional budget authorization of \$400,000 to support future task orders.

Additionally, this contract can accept federal funding, and staff are anticipating the need for federal funds to be utilized for upcoming tasks. One area of work that is currently identified includes traffic analysis for the determination of HOV hours in Sonoma and Marin Counties. In order to conduct any additional task orders, staff are seeking authorization for the first optional single year contract extension extending the contract period until October 5, 2025 and an increase in the contract not to exceed amount to \$900,000. Task orders are only issued when sufficient budget is available.

FISCAL CONSIDERATION

Funding for all anticipated work is included in the current year's budget and is included in the draft budget for FY2024-25. Staff is seeking a higher level of contract capacity to allow for currently unidentified and unfunded work. The total amount of the contract budget amendment is \$400,000, resulting in a contract not-to-exceed amount of \$900,000.

NEXT STEPS

Upon TAM Board approval, the Executive Director will execute the contract amendment with Fehr & Peers.

ATTACHMENTS

None.



DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Molly Graham, Public Outreach Coordinator

SUBJECT: Renew Contract for Photographic Services (Action), Agenda Item No. 5h

RECOMMENDATION

The TAM Board authorizes the Executive Director to renew the contract with Peter Oppenheimer for Photographic Services for two years.

BACKGROUND

TAM uses a professional photographer for various reasons including documenting before and after photos of funded projects, progress on construction projects, special events and meetings, and ground-breaking and ribbon-cutting ceremonies. The photographer is also used to document elements of projects that are needed for various reports, audits, presentations, and factsheets.

DISCUSSION

TAM has retained the service of Peter Oppenheimer, a local professional photographer, since 2006 on a time and material contract for a not-to-exceed annual amount based on work needed. The existing contract with Mr. Oppenheimer will expire on June 30, 2024. Renewing the contract allows continuity with previous assignments, before and after project photos, and on-going documentation of TAM's projects and programs, as well as the transportation system and environs of Marin.

Staff recommends continuing photographic services with Mr. Oppenheimer based on a time and material contract as a two-year renewal of the previous contract. The contract will have a not-to-exceed amount of \$18,000 annually.

FISCAL CONSIDERATIONS

Funding needed for this contract is included in the Proposed FY2024-25 TAM Annual Budget.

NEXT STEPS

Upon approval by the TAM Board, the contract with Mr. Oppenheimer will be renewed for two years from July 1, 2024 to June 30, 2026.

ATTACHMENTS

None.

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DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Melanie Purcell, Director of Finance and Administration

SUBJECT: Acceptance of Revisions to the TAM Human Resources Policies and Procedures (Action), Agenda Item No. 5i

RECOMMENDATION

Staff recommends the TAM Board approve updates to the TAM Human Resources Policies and Procedures (HR Policies and Procedures) as noted in the attached draft document, including the addition of the Transit Benefit, Technology Stipend, revised Remote and Flexible Schedule Work, and Reproductive Loss Leave segments. Other changes are updates to comply with state law and current practice.

At its June 10, 2024 meeting, the Administration, Projects and Planning (AP&P) Executive Committee reviewed and recommended approving the updated HR Policies and Procedures to the full Board.

BACKGROUND

The TAM Board first adopted the HR Policies and Procedures on November 30, 2017. The HR Policies and Procedures have been reviewed and revised over the years as needed, with the most recent revision adopted by the TAM Board on December 14, 2023. The changes in benefits and remote work policy were recommended in the Compensation Plan study approved in January 2024 and were reviewed by the Human Resources Ad Hoc Committee on April 23, 2024.

DISCUSSION/ANALYSIS

Amendments for TAM's HR Policies and Procedures are shown in Attachment A. The substantive amendments include:

Policy #203 and 206 - Formalize existing practice to conduct a performance review and consider a salary increase after the initial six months of employment. Document that the Executive Director or designee will inform employees of the design and method of conferring any salary adjustments through the Performance Review process.

Policy #209 and 210 - Update the remote work and flexible work schedule policies to formalize both and create consistent language across related policies. The policies include remote work up to two days per week and flexible work schedules within the expected workweek, subject to the approval of the supervisor and in support of TAM's operations.

Policy #215 - Update the payment upon termination clause to comply with state law.

Policy #305 - Formalize ability of the Executive Director to award a one-time allotment of additional vacation leave to an employee in lieu of other compensation in recognition of extraordinary achievement or special circumstances.

Policy #306 - Update policy to comply with changes in state law requiring sick leave to be available to new employees earlier than currently accrued. This does not increase total sick leave accruals.

Policy #307 - Add Reproductive Loss Leave to Leave of Absence policy to comply with changes in state law. This leave allows for an unpaid leave of absence for up to five days in the case of a miscarriage, failed surrogacy, still birth, or other reproductive loss. Remove restriction on use of sick leave for bereavement.

Policy #311 - Add Transit Benefit as recommended in the Compensation Plan approved in January 2024. This policy reimburses employees up to \$75 per month for mass transit expenses.

Policy #312 - Technology Stipend - Add a stipend to compensate employees who are not assigned a TAM cellphone \$50 per month for the use of personal cellphone and internet for TAM business. This was recommended in the Compensation Plan.

Policy #406 - Remove sections guiding communications with media. This section limits media engagement to designated employees and all others should direct media inquiries to those designated so additional guidance is not consistent. As the Executive Director deems appropriate, training materials can be provided to employees as needed.

FISCAL CONSIDERATION

The additional costs associated with the Transit Benefit and the Technology Stipend are reflected in the Proposed FY2024-25 budget and are not anticipated to exceed \$9,900 for both. Other items noted do not have any anticipated fiscal implications.

NEXT STEPS

Upon approval by the TAM Board, the Proposed HR Policies and Procedures (Attachment A), including the changes noted above, will be effective July 1, 2024, and staff will be notified.

ATTACHMENTS

Attachment A – Proposed HR Policies and Procedures



HUMAN RESOURCES POLICIES & PROCEDURES

Adopted November 30, 2017
Revised, June 27, 2024



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POLICY#: 101

SECTION: LEGAL
SUBJECT: INTRODUCTION/RIGHT TO REVISE

This Human Resources Policies and Procedures Manual (the Manual) contains the Human Resources policies, practices, guidelines and procedures that the Transportation Authority of Marin (TAM) has in effect at the time of publication. The Manual supersedes all previously issued human resources manuals, handbooks and/or policy statements or memoranda.

All employees will be asked to read and acknowledge they understand and will comply with all provisions of the handbook. It describes many of the responsibilities as an employee and outlines the programs developed by TAM to benefit employees. A key objective is to support a work environment that is conducive to both personal and professional growth.

The policies and practices set out in this manual or in any other personnel documents, including benefit plan descriptions, do not imply a contractual relationship, nor do they create a promise or representation of continued employment or employment terms for any employee. All references to “in writing” will refer to written documents or email communications unless otherwise noted. Texts, messages, verbal, or other electronic communication methods do not apply.

TAM’s Board is responsible for the establishment, amendment, repeal and periodic review of the Manual. Under the direction of the TAM Board, and acting on its behalf, the Executive Director compiles and edits the Manual to be submitted for adoption by the TAM Board.

The Executive Director is responsible for the implementation of the Manual. These rules shall control all human resources policies of TAM and may be implemented and interpreted by supplemental administrative guidelines and procedures issued by the Executive Director. The Executive Director shall execute all administrative decisions regarding staffing and the human resources management function of TAM. The Executive Director may delegate an activity to another manager as he/she deems appropriate and necessary.

TAM reserves the right to modify, delete or add to any and all policies, procedures, work rules, or benefits stated in this manual or any related policy or procedures documents. Any changes must be in writing and must be signed by the Executive Director upon approval of the TAM Board. Changes will be made available to all employees and no oral statements or representations can in any way change or alter the provisions of this manual.

TAM will make every effort to maintain this Manual in compliance with State and Federal law. In such instances where there is a conflict, state or federal regulations will supersede any provision of the Manual and are incorporated by reference.



POLICY# 102

SECTION: LEGAL
SUBJECT: EMPLOYMENT AT-WILL

All employees are employed on an at-will basis. Employment at-will means that the employee or TAM may terminate employment, with or without cause, and with or without notice, at any time. The Executive Director, with necessary in-house and/or outside human resources support, is responsible for carrying out all employee relations activities for TAM.

The Executive Director serves at the pleasure of TAM Board and is also considered to be an at-will employee.

Nothing in this Handbook shall limit the right to terminate at-will employment. Only the TAM Board has the authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms.



POLICY#: 103

SECTION: LEGAL
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY

TAM is committed to compliance with all applicable laws providing equal employment opportunities (EEO). It is committed to providing a work environment that is free of discrimination and harassment of any kind, including sexual harassment and harassment or discrimination based on race, color, religion, national origin, genetic information, military or veteran status, ancestry, age, physical or mental disability, medical condition, marital status, sex, age, gender or sexual orientation. Such discrimination and harassment or retaliation against individuals who complain or participate in an investigation of any illegal discrimination or harassment will not be tolerated.

TAM will not discriminate with respect to recruitment, hiring, training, promotion, or other terms and conditions of employment. All other personnel actions or programs such as compensation, benefits, transfers, layoffs, recalls, Authority-sponsored training, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory manner. All employment decisions shall be consistent with the principle of EEO.

All TAM employees are expected to support a work environment that is free of discrimination and harassment of any kind. Every employee will behave in a manner that demonstrates TAM's commitment to provide a positive and productive work environment for all employees.

Anti-discrimination and Harassment Policy:

1. Definitions:

- **Discrimination:** Basing a term, condition, or privilege of employment on an individual's actual or perceived race, color, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, sex, age, gender or sexual orientation. Terms, conditions, and privileges of employment include recruitment, selection, testing, training, transfer, promotion, demotion, termination, performance, and compensation.
- **Harassment:** Any form or combination of verbal, physical, visual, written, or environmental conduct based on actual or perceived race, color, religion, national origin, ancestry, age or sexual orientation. The conduct need not be specific or even directed at an individual. Lack of protestation or complaint is not to be construed to imply consent. Examples of harassment include:
 - a. **Verbal Misconduct:** Inappropriate, offensive or derogatory remarks, slurs, jokes, or innuendoes regarding an individual's body, sex, physical appearance, sexual prowess, religion, race, etc. Sexual harassment can occur between individuals of the same or different genders.



- b. **Visual or Written Misconduct:** The display or circulation of offensive or derogatory visual or written materials including posters, cartoons, drawings, reading materials, or electronic media transmissions related to any protected status.
 - c. **Physical Misconduct:** Inappropriate or offensive gestures, touching, assault, or physical interference with free movement directed at any individual based on any protected status.
- **Retaliation:** Any adverse employment action that is reasonably likely to prevent the complaining party or others from engaging in protected activity. Adverse employment actions include, for example, a decrease in pay, change of hours, or reduction in authority or responsibility. Adverse action can also include shunning, taking sides, spreading rumors, or threats of intimidation. Retaliation could be against individuals who complain or who participate in an investigation of unlawful discrimination or harassment.

2. Reporting Harassment or Discrimination:

Reporting: Any employee or applicant for employment of TAM who believes he/she has been harassed or discriminated against in violation of this policy should promptly report it orally and/or in writing to the employee's immediate supervisor, TAM's Director of Finance and Administration (DFA), or the Executive Director.

Receiving Complaints: Any supervisor or manager who receives a complaint of harassment/discrimination, or who observes or otherwise learns about such conduct is required to notify TAM's DFA or the Executive Director immediately. Failure to do so may result in disciplinary action.

Investigation with No Complaint Filed: If TAM becomes aware of likely inappropriate actions or behavior, it may undertake an investigation even though no complaint has been filed.

3. Responding to Complaints:

Action: Upon receiving complaints of discrimination or harassment, TAM shall conduct a fair, timely and thorough investigation of the complaints and provide all parties appropriate due process with reasonable conclusions based on evidence collected. The Executive Director, TAM's chairperson, and/or legal counsel may retain an outside investigator to conduct the investigation. All complaints shall be investigated to the extent that TAM deems appropriate. Any investigation and investigation report prepared relating to the complaint shall be kept confidential except as required by law. A guarantee of confidentiality or anonymity cannot be made since the investigation involves discussion with other parties directly involved. If harassment or discrimination is found to have occurred in violation of this policy, action shall be taken to ensure or confirm that the harassment or discrimination at issue is stopped. TAM may take whatever measures are appropriate to ensure its workplaces remain free from discrimination or harassment. Retaliation will not be tolerated against any individual making a complaint or participating in an investigation.



4. Management Responsibilities:

Management and supervisory employees are responsible for educating and holding employees accountable for adherence to this policy and demonstrating commitment to and support of this policy. Upon becoming aware of a violation, regardless of whether the violation is by a direct subordinate, another employee, a member of the public, a contractor, an elected official, or a supplier, he or she will report the conduct to the Executive Director or TAM's legal counsel immediately.

5. Disciplinary Action:

Employees found to have engaged in discrimination or harassment covered by this policy will be subject to disciplinary action up to and including termination of employment.

Department of Fair Employment and Housing (DFEH) and the Equal Employment Opportunity Commission (EEOC):

DFEH: In addition to notifying TAM about harassment or retaliation, an affected employee or applicant may also direct his/her complaint to the California DFEH. The deadline for filing complaints with the DFEH is three years from the date of the alleged discriminatory act. The nearest DFEH office or the FEHC can be found by searching the internet, looking in the local telephone directory, or by checking in the area where employment-related posters are kept.

EEOC: An employee or applicant also has the right to direct his/her complaint to the federal Equal Employment Opportunity Commission.



POLICY# 104

SECTION: LEGAL
SUBJECT: AMERICANS WITH DISABILITIES

TAM is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to perform the essential functions of the job. It is the employee's responsibility to notify the DFA of any need for accommodation. Upon doing so, the DFA may ask the employee for input on the type of accommodation necessary or the functional limitations caused by the disability(ies). Also, when appropriate, TAM may need the employee's permission to obtain additional information from his/her physician or other medical or rehabilitation professionals. TAM will not seek genetic information in connection with requests for accommodation. All medical information received by TAM in connection with a request for accommodation will be treated as confidential.

In accordance with the Americans with Disabilities Act (ADA), TAM shall make every reasonable accommodation to provide a modified duty assignment to a disabled employee covered under the ADA who is unable to perform the essential functions of his/her job.



POLICY# 105

SECTION: LEGAL
SUBJECT: EMPLOYMENT ELIGIBILITY & REGISTRY

In accordance with The Immigration and Control Act of 1986, TAM hires only those individuals who are lawfully authorized to work in the United States.

Each new employee must provide documentation to TAM to establish employment eligibility and identification. A completed Employment Eligibility Verification Form I-9 must be furnished to TAM within seventy-two (72) hours of the first date of employment. Providing false documentation or making false statements on the verification form shall result in immediate termination.

All employers are required to report newly hired employees to the New Employee Registry (NER). This program is designed to help law enforcement identify and collect child support payments from delinquent parents. TAM will submit form DE 34 to the Employment Development Department, within 20 days of hiring, listing the new employee's full name, address, Social Security number, home address and starting date of employment.



SECTION: LEGAL
SUBJECT: BUSINESS ETHICS AND CONFLICT OF INTEREST

It is the policy of TAM to conduct business in accordance with the letter and the spirit of the law and in conformity with ethical standards.

Accordingly, employees will not take any action on behalf of TAM that violates any law or regulation. Employees must adhere to high moral and ethical standards in the conduct of business. Employees may not engage in activity that results in conflict of interest with TAM or that reflects unfavorably on its integrity. Employees violating these standards are subject to corrective action, up to and including termination of employment.

In situations and on issues involving ethical or moral judgments, employees may sometimes have difficulty in determining the correct course of action. In such situations, employees are urged to discuss the matter with the Executive Director.

GUIDELINES

The following are some guidelines for ethical conduct that TAM employees are expected to practice (this list is illustrative only and not all inclusive; other conduct that may threaten security, personal safety, employee welfare and TAM operations may also be prohibited):

1. TAM considers itself the primary employer. An employee may not engage in employment or outside business activity that may constitute a conflict of interest for the employee or TAM. Any employee desiring to engage in secondary employment or business activity, must advise the Executive Director/designee before doing so.
2. TAM funds and property may not be used for any unlawful purpose. This prohibition includes but is not limited to: (i) unlawful political contributions, (ii) payments to governmental officials or employees, (iii) illegal rebates or refunds, (iv) payments for services or goods that have been procured without authorization and through an appropriate process, and (v) payments or commitments made with the understanding or under circumstances that would indicate that these payments are kickbacks, bribes or gifts to obtain influence.
3. No unrecorded fund shall be established or maintained for any purpose.
4. All financial transactions shall be promptly recorded on in TAM's system of record and in full accordance of applicable standards and regulations. No false or misleading entry shall be made for any reason.
5. No payments shall be made with the understanding that any part is to be used for any purpose other than that described by the records supporting the payment.



6. Gifts, favors and entertainment may be given to others at TAM's expense only if they are consistent with TAM's business practices and are of such limited value that they cannot be considered as a bribe or pay-off.
7. The highest standards of honorable and ethical conduct must be observed in all relationships with other agencies and the public. It is prohibited to make disparaging statements, take any other unfair actions, or participate in any activity intended to damage TAM, other agencies, or the public.
8. It is inappropriate for an employee to be asked by another employee, supervisor or manager to: (a) perform any act that appears improper, (b) make any improper entry on TAM's records or reports, (c) omit any entry that should be made, (d) suppress or hide any information that may result in detriment to TAM or be in violation of the law, or (e) disclose information of a confidential nature except when legitimately required. It is every employee's duty and responsibility to bring such a matter to the attention of the Executive Director, Authority Legal Counsel, or Chair of TAM Board. An employee will not be retaliated against for disclosing these activities to the appropriate parties.
9. TAM's letterhead/stationery and/or logo may be used only for TAM matters and not for personal or non-official correspondence.
10. Employees are expected to treat each other with courtesy, honesty, respect and understanding. Job-related problems should be discussed in a forthright manner and differences resolved fairly, professionally, and promptly. Confidential matters pertaining to employees will be respected.
11. Employees are expected to be polite, courteous, prompt and attentive to every person who calls or visits TAM office. When a situation arises where the employee does not feel comfortable or capable of handling an issue from the public, the employee's supervisor or if that individual is unavailable, another Director should be contacted immediately for assistance.
12. Employees are responsible for safeguarding confidential information obtained during employment. In the course of the work, employees may have access to confidential information regarding TAM, its elected officials, or fellow employees. It is the employee's responsibility to protect and in no way reveal any such information unless it is necessary for the employee to do so in the performance of duties or required by law.
13. Employees may be approached for interviews or comments by the news media. Only contact people designated by TAM may comment to news reporters on policies or events that have an impact on TAM or are related to TAM operations. (See Policy #406 for detail)

It is important that employees rely on their own good judgment in the performance of their duties and responsibilities. When those situations occur where the proper course of action is unclear, employees are to request advice and counsel from their supervisor or the Executive Director. (See Policy Section 400: Rules and Regulations.)



SECTION: EMPLOYMENT PRACTICES
SUBJECT: RECRUITMENT AND SELECTION

When a position is vacated, TAM will evaluate the needs of the organization to determine the best use of the role and associated funds including potentially filling a different position or delaying filling a position. TAM adheres to the following procedure when filling open positions.

GUIDELINES

1. Promotional and Open Examinations

A. Internal Recruitment (Promotional Examination)

To enhance opportunities for career development among current employees, all vacant positions that TAM has decided to fill shall be communicated to TAM employees. TAM encourages internal promotion of current employees provided they meet the necessary qualifications. However, TAM reserves the right to recruit externally.

B. External Recruitment (Open Examination)

When TAM determines it is necessary to fill a position from outside of TAM's current work force, then the examination process shall be considered Open. Eligible TM employees may compete in an Open Examination.

2. Job Announcement and Application Package

The job announcement and other advertisements shall clearly state when applications must be submitted. Salary Ranges are required to be included in job announcements.

If required, all job applicants shall complete and sign an application form, preferably using the electronic application system. The form must be complete and accurate, regardless of whether a resume is attached. Failure to provide a completed application form may disqualify an applicant from further consideration.

3. Application Review

The Executive Director, DFA, in collaboration with the supervisor of the position, shall review all the application packages and determine which applicants are the most qualified and should be further considered for employment. After such review and selection, all applicants shall be notified of their status.

4. Examination/Interview Process

A candidate must successfully pass each part of the examination process to be considered eligible for the position. A candidate may be required to participate in a variety of examination processes that may include an interview and/or written examination, or any combination thereof.

5. Eligibility List

TAM reserves the right to institute a specific advertisement, interview, and candidate selection process for each vacant position.



If a need for an Eligibility List is established, the list, once established, shall be effective for twelve (12) months, and shall include all candidates who successfully completed the examination process. The Eligibility List may be extended beyond 12 months, or it may be deleted when TAM determines, in its sole discretion, to delete the list and establish a new one.

6. Reference Checking

All job applicants shall provide information on previous employment and other references as required on the application form. It is an acceptable practice due to the nature of the professional positions being filled that the candidate authorizes contact only upon receiving notification that he/she is one of the finalists for the position. Candidates may also be asked to sign a release form to permit TAM to conduct other appropriate background reference information.

The Executive Director, or his/her designee, shall be responsible for checking and verifying all references. The information obtained during the background and reference review shall not be discussed with current or prospective employees. A final offer of employment shall not be made until the reference checking is completed.

7. Background Checking

All candidates who are selected as finalists for a position shall be subject to a background check which may include review of their criminal records, driving records (if applicable to the position), education, professional credentials, military records, credit records (if applicable to the position), and/or employment histories. No such background check shall be undertaken without first obtaining the candidate's written authorization.

8. Contingent Offer of Employment

For all candidates, a contingent offer of employment shall be made in writing, stating that a post-job-offer evaluation may include a drug and alcohol screening that must be passed, fingerprinting, and a Department of Motor Vehicles record check. Candidates failing to meet the requirements of the contingent offer may have the offer of employment rescinded. Candidates who successfully meet the requirements of the contingent offer must sign and return to TAM a written letter accepting or rejecting the final employment offer.

Only the Executive Director or his/her designee is authorized to make an offer to a candidate and shall make that offer in writing.

9. Hire Date

The employee's first day of work shall be considered the employee's anniversary date for purposes of seniority and benefits determination.

An employee's anniversary date may change if the employee receives a promotion and/or reclassification or is granted a leave of absence that requires bridging two periods of uninterrupted employment.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: EMPLOYMENT CATEGORIES

Employment Categories

TAM employs people in one of four categories: Regular Full-Time, Regular Part-Time, Limited Term, and Temporary.

1. Regular Full-Time Employee

Employees in this category are those who regularly work thirty-two (32) or more hours per week on a consistent basis. Employees in this category are eligible to participate in all benefit programs offered, subject to the terms, conditions and limitations of each benefit program.

2. Regular Part-Time Employee

Employees in this category are regularly scheduled to work less than full-time (32 hours) but at least 20 hours each week. Regular part-time employees are eligible to participate in some of the benefit programs offered, subject to the terms, conditions and limitations of each benefit program and the requirements of state and federal law.

3. Limited Term Employee

Employees in this category are those holding jobs for a limited or specified duration arising out of special projects, position vacancy pending appointment, the absence of a position incumbent, abnormal workloads, emergencies, limited funding over a long duration, or other reasons established by TAM.

Limited term employees may be eligible to participate in any benefits mandated by state and/or federal laws, and regulations applicable to all employees.

4. Temporary Employee

Employees in this category are those who work on a temporary basis and may be assigned to work various hours as scheduled based on an hourly rate for the classification of work performed, as established by classification and compensations norms for the work performed.

Temporary employees, either part-time or full-time, are not eligible to participate in any benefits other than those that are specifically mandated by state and/or federal laws and regulations to be applicable to employees. Part-time or Temporary employee status is not considered for seniority or accrual of benefits and/or qualification of insurance benefit purposes even if the employee is subsequently hired as a regular full-time employee.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: INTRODUCTORY PERIOD

The introductory period is an intrinsic part and extension of the employee selection process. The employee will be considered in training and under careful observation and evaluation by supervisory personnel during this timeframe. Generally, this period will be utilized to train the employee for his/her job responsibilities and to determine whether there is a good fit between TAM's business needs and the work performance of the employee.

GUIDELINES

1. All newly hired employees except temporary employees shall serve an introductory period of six months.
2. During the introductory period, the Executive Director may dismiss an employee at any time, with or without cause and with or without notice. The discharge is at the sole discretion of the Executive Director. Completing the introductory period does not change TAM's employment at-will policy and does not imply any type of employment agreement between TAM and the employee.
3. Six (6) months after the start of employment, the employee is scheduled for his/her initial performance evaluation. Performance that is deemed satisfactory or above satisfactory shall qualify the employee for a regular employee position and potential increase in compensation. The Annual Review shall be conducted six months following the successful completion of the introductory period, whereupon the employee shall then be eligible for a salary adjustment based on the evaluation results.

Employees promoted or transferred to a new position shall serve an introductory period in the position to which the employee was promoted or transferred. If the employee is not successful in the new employment arrangement, the employee may return to the previously held position with no loss of seniority in that position at the sole discretion of the Executive Director.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: JOB CLASSIFICATION ADMINISTRATION

The goal of TAM's Classification Plan is to develop a system that encourages employee development, provides opportunities for career advancement, and creates an framework of the roles, responsibilities and relationships of each position within TAM.

A Classification Plan is comprised of individual job class descriptions. Note that a Classification Plan update is often updated together with a Compensation Plan that corresponds to the classifications.

Job class descriptions identify the essential job functions, responsibilities, level of authority, knowledge, skills, education, experience, and licenses and certifications required to meet the minimum performance standards for each job classification at TAM.

TAM Board is responsible for adopting the Classification Plan and authorizing the number of Authority positions. The Executive Director is responsible for ensuring that accurate job class descriptions exist for all positions.

PROCEDURE

1. The Executive Director will review, from time to time, the Classification Plan to ensure that job class descriptions are current and that positions continue to be appropriately classified.
2. Positions will be evaluated for reclassification when the Executive Director determines that significant changes in the essential duties, responsibilities, or work assignments occur.
3. Each classification is assigned to a salary range based on the complexity of the position responsibilities relative to other internal positions and external market salary conditions.
4. Any substantive or non-administrative classification changes are only effective after review and approval by TAM Board.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: COMPENSATION POLICY

TAM's compensation program is designed to attract, retain, motivate, and reward the best possible work force in an equitable manner. To accomplish this, TAM has established the following plan, provisions and standards for employee compensation. (As a public agency, the salary approved for all positions rests with the full discretion of TAM Board and its budgetary determinations shall control TAM's compensation plan.)

GUIDELINES

1. Salary and Wage Plan

A compensation program is designed to fairly compensate each employee at a salary that is determined by the competitive job market, job responsibilities and the required level of expertise. The compensation program includes both base salary and a competitive benefit program.

TAM Board will review the Salary and Benefits plan periodically, but a compensation plan should be updated at least every five years, depending on the labor market. The Executive Director has overall responsibility for recommending, interpreting, and monitoring the salary and performance evaluation program.

Employees are responsible for engaging in the performance evaluation program. The Executive Director should discuss performance and salary-related issues with all employees.

2. Salary Structure

The salary structure assigns each classification to a salary range based on comparable positions in comparable agencies, according to the skills, responsibilities, and qualifications that the classification requires, as adopted by TAM Board. Advancement in the salary range is accomplished through positive performance evaluations as explained in section 3, Performance Review.

3. Performance Review

The employee's supervisor is responsible for reviewing each employee's performance. Performance evaluations shall occur annually on the employee's anniversary date. Based upon the results of the performance review and the recommendation of the supervisor, the Executive Director, may grant salary adjustments, within the approved salary ranges, and the adopted budget for the fiscal year in which the increase is scheduled. Compensation adjustments based on performance evaluations may include step increases within the salary structure and/or bonuses. The design of and method for conferring any adjustments will be distributed to employees as part of the review process. Timely and effective performance reviews are important and will be the basis for any performance-based salary adjustments.

4. Timing of Increases



Employees shall be considered for an increase at the completion of their introductory period, usually six (6) months, and after twelve (12) months of employment with the Agency and annually thereafter. Pay increases will take effect with the pay period that encompasses the employee's anniversary date.

5. Start Salary

The Executive Director determines the start rate of pay for a newly hired employee. Employees are not eligible to receive increases during the introductory period.

6. Promotions

An employee who is promoted to a higher classification shall be moved to the established salary range for the new classification and shall receive a minimum of five percent (5%) salary increase if available within the new range. Any increase shall not exceed the assigned salary range for the new classification.

7. Out of Rate Pay

Employees who are assigned to duties beyond the employee's current job description on a temporary basis, or to fill a higher classification represented on an approved salary schedule shall receive out-of-rate pay at the discretion of the Executive Director after working one complete continuous month (30 days) at the higher classification level each time he/she is assigned.

Employees assigned shall receive a minimum of five percent (5%) salary increase. Temporary assignments should generally not exceed six (6) months but may be extended on a case-by-case basis at the discretion of the Executive Director.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: PERFORMANCE EVALUATION PROGRAM

The performance evaluation program at TAM is designed to guide, motivate, recognize, and reward employees' efforts and achievements. Performance evaluations are not inconsistent with the at-will employment policy as TAM strives to create a work environment in which employees are recognized and rewarded for their contributions, and where employees understand, contribute to, and help meet TAM's overall goals.

TAM encourages individual feedback to employees on a regular basis. TAM's performance evaluation program is designed so that each employee's performance may be evaluated at least annually.

GUIDELINES

1. Structure of Performance Evaluations

All employee evaluations will include, at a minimum, a self-evaluation by the employee, an evaluation by the supervisor, a set of goals for the employee going forward, co-developed by the employee and his/her supervisor, and a discussion of necessary tools or training to aid the employee in reaching his/her goals.

If applicable, the evaluation shall also include documented information regarding past performance and the status of goals and objectives previously agreed to.

2. Feedback

The Executive Director/supervisor shall give feedback throughout the year regarding an employee's success in achieving his/her job expectations and requirements. The employee needs to know if he/she is completing performance objectives satisfactorily. Regular feedback also enables supervisors to determine if performance objectives require adjustments due to changes in authority or job priorities. Feedback is also provided to confirm successful accomplishment of assignments and positive reinforcement of desired behaviors.

A new employee, or an employee who is not performing as well as expected, may receive more frequent feedback with additional guidance. Corrective action may be needed for an employee who is not performing at a satisfactory level.

3. Performance Objectives

Goal-oriented performance objectives are mutually agreed upon between the Executive Director/supervisor and the employee at the beginning of the evaluation period and should be documented. It is important that the employee understands TAM's expectations. Both performance and behavioral goals may be established.



4. Types of Review

A. Introductory Period

An informal introductory period progress evaluation is given to new employees during the first six months of employment to determine if the individual is well suited for the position assigned based on the job description and performance objectives.

B. Informal Feedback and Annual Review

The Executive Director/supervisor may conduct informal feedback sessions during the year and document those sessions with each employee. These documented sessions will assist in the development of the annual performance review.

C. Annual Review

An annual written review is required for each employee.

The Executive Director/supervisor shall review the draft performance evaluation report before it is provided to the employee. After the employee has reviewed the draft report, the employee, his/her supervisor and/or the Executive Director will meet to discuss the report. After the meeting, the employee may submit his/her written response/comments, which will be attached to the report for retention in the employee's personnel file.

5. Performance Evaluation Report Processing

After the Executive Director, supervisor, and the employee have signed the completed performance evaluation report, a copy will be made for the employee and the original will be retained in the employee's personnel file.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: PERSONNEL RECORDS

1. Maintenance of Records

Personnel records are confidential documents maintained in accordance with state and federal law. All performance evaluations, as well as other forms, letters, and memoranda are to be signed by the employee, acknowledging receipt of a copy prior to being placed in the employee's personnel file. If an employee refuses to sign a form or letter, the Executive Director/supervisor shall sign as a witness to the fact that an employee has refused to sign, and the document shall then be placed in the employee's personnel file.

2. Update

Each employee is responsible for notifying TAM of changes in name, address, telephone number, driver's license ID, number of dependents, marital status, beneficiary, emergency contacts, education certificates, or any other pertinent information.

3. Access/Confidentiality

Personnel employment records and employee health records are confidential and maintained separately. TAM will restrict access to and disclosure of personnel files to authorized individuals within TAM who have a legitimate business reason to see such files. Each employee has a right to inspect his/her own personnel file. An employee does not have an absolute right to a copy of the file, except for documents that the employee has previously signed. An employee may review his/her own file upon request by scheduling an appointment with TAM at a mutually convenient time. Files must be reviewed in TAM's office in the presence of the Executive Director or his/her designee. The supervisor may review the personnel files of those employees that he/she supervises.

Disclosure of personnel information to outside sources will be limited. However, TAM will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

4. Employment Reference/Credit Inquiries

TAM is authorized to verify position and employment dates only. No other reference information will be released. Any other information, including address and phone numbers, may be released only with a written authorization from the employee. All reference inquiries regarding TAM employees shall be referred to the Executive Director or his/her designee.



POLICY# 208

SECTION: EMPLOYMENT PRACTICES
SUBJECT: EMPLOYMENT OF RELATIVES

TAM may refuse to hire relatives of present employees if doing so could result in actual or potential issues in supervision, security, safety, or morale, or if doing so could create potential or perceived conflicts of interest. TAM defines “relatives” as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives.

If two employees marry, become registered domestic partners, or become related, any work relationship where one member of the partnership works for or supervises the other member shall not be allowed to continue. Otherwise, reasonable accommodations will be made to eliminate any actual or potential problems in performing the work and carrying out the duties of the position. If reasonable accommodation cannot be provided, TAM can decide to release one or both employees from their employment. This will be considered a last resort.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: HOURS OF WORK

TAM establishes working hours that are consistent with the operating requirements and responsibilities of TAM. Work shifts, days, hours, and periods can be established and modified by TAM within the limits prescribed by law, based on operating conditions and requirements of TAM. Employees may not change their own work schedule without the express approval of their supervisor in compliance with the needs and policies of TAM.

Employees holding a full-time position shall devote their work time to TAM and shall not engage in private activities for profit during any paid working hours. All employee work hours shall be recorded via the online payroll system.

TAM may require an employee to work before or after the standard workweek including weekends, evenings, and/or holidays. TAM will attempt to provide advance notification, if possible.

GUIDELINES

1. The regular full-time workweek is defined as forty hours, inclusively, between 12:01 a.m. Sunday and 12:00 midnight Saturday. Note these hours are expected to be provided primarily between 8 AM Monday and 6 PM Friday of any given workweek and are usually accomplished through five (5) eight-hour workdays.
2. For non-exempt employees, two rest breaks of fifteen minutes each are scheduled in an eight (8) hour day, once during the first four (4) hours of a shift and once again during the last four (4) hours of a shift. Break periods shall not be added to the lunch hour, taken at the end of the workday, or saved for use at another time. Non-exempt employees who work less than three and one-half hours in a day will not receive a paid rest period.
3. TAM's regular workday for non-exempt employees includes an unpaid meal period of at least 30 minutes. Meal periods must be scheduled near the mid-point of the day, whenever possible and not at either the beginning or end of a workday.
4. Non-exempt employees who are breastfeeding may take additional unpaid breaks with their supervisor's approval for breast milk express. All employees are required to use the paid rest break provided, if possible. If a reasonable amount of additional time is needed, it will be unpaid and only be approved if the additional break does not seriously disrupt business operations. Employees may choose to use their lunch break time to express breast milk, as well.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: REMOTE WORK AND FLEXIBLE WORK SCHEDULE

REMOTE WORK

It is a goal of TAM to reduce greenhouse gas emissions by encouraging carpooling, use of transit, and bicycling/walking. These modes are encouraged for daily commute and for travel to and from meetings. Additionally, reducing the number of days for commuting to the office reduces emissions due to fewer vehicles on the road.

TAM may allow an employee to work remotely, under specific conditions as outlined below. Any allowances regarding remote work shall in no way interfere with required work progress, or reduce the duties required as specified for any position.

1. The employee shall receive written approval through a Telecommute Agreement from his/her supervisor allowing the employee to work remotely for specific days of the week or identified dates. Remote work is generally not scheduled on Board or committee days without express permission of the employee's supervisor.
2. Remote work is limited to two days per week in a normal work week. Exceptions for unusual circumstances must be approved by the supervisor and the Executive Director.
3. It is the employee's responsibility to ensure their schedule is accurate on the Office Attendance Schedule kept on SharePoint.
4. Employees are expected to work an 8-hour day when working remotely. Employees must be available and responsive on remote working days between 10 a.m. and 2 p.m. except while attending off-site meetings. While working remotely, the employee is expected to respond to urgent work requests sent by his/her supervisor within an hour.
5. The employee is expected to be productive and attentive to their responsibility. If the supervisor determines that work progress is insufficient, and loss of production is an issue, the supervisor can alter the allowable eligible remote work hours of the employee or eliminate them altogether.
6. Employees working remotely using TAM equipment must adhere to all applicable policies and procedures governing use of TAM equipment.
7. The employee may be expected to attend meetings in person, public events, or training that supersedes any agreement to work remotely.
8. Remote work options are at the discretion of the Executive Director and can be canceled with minimal notice if deemed necessary by the Executive Director.

FLEXIBLE WORK SCHEDULE



All employees are expected to complete their workweek primarily between the hours of 8 AM Monday and 6 PM Friday.

All employees are expected to work beyond a 40-hour workweek in instances for urgent delivery of projects, plans, or programs, with the express permission of their supervisors.

TAM's primary business hours are 9 AM to 5 PM. Employees may choose to work outside of these hours with the approval of their supervisor. Employees must be available and responsive between 10 a.m. and 2 p.m. except while attending off-site meetings. Actual hours may be affected by an employee's commute, or family needs such as eldercare or childcare. TAM will make every effort to accommodate the unique needs of its employees.

Employees who desire to shift their regularly scheduled work time or "flex" their schedule must have the express permission of their supervisor based on operating needs of TAM. It is the employee's responsibility to ensure their schedule is accurate on the Office Attendance Schedule kept on SharePoint and on their Outlook calendar.

Employees are expected to deliver required work products as developed in their job specification, the work plan and budget of TAM, and the direction given by TAM Board and the Executive Director. Hours may vary in accordance with meeting these requirements.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: OVERTIME PAY/COMPENSATORY TIME

In accordance with the Fair Labor Standards Act (FLSA), all TAM positions shall be classified as either exempt or non-exempt. Exempt positions are defined as being primarily administrative, professional and/or executive in the performance of their job duties and are not eligible for overtime compensation but are eligible for straight-time compensatory time off.

As a public agency, TAM can offer non-exempt employees either overtime compensation or compensatory time off at overtime rates. Any overtime must be approved by a supervisor or the Executive Director in advance.

GUIDELINES

1. Non-Exempt Employees

California labor laws require an employer to pay overtime or compensatory time off to non-exempt employees at the rate of:

- one and a half (1½) times their regular hourly pay rate for all hours worked over forty (40) hours in a workweek or eight (8) hours up to and including 12 hours in any workday, and for the first eight (8) hours worked on the 7th consecutive day of work in a workweek; and
- two (2) times their regular hourly pay rate for all hours worked over twelve (12) hours in any workday and for all hours worked over eight (8) hours on the 7th consecutive day of work in a workweek.

Compensatory time off is the default option offered to all Authority's non-exempt employees, unless the non-exempted employee makes a special request of overtime pay, which requires the approval of the Executive Director or his/her designee.

A non-exempt employee can accrue up to 60 hours of compensatory time off. An employee who has reached the maximum balance shall be paid overtime until such time that the accrual is below the stated ceiling. An employee is encouraged to use his/her compensatory time off first. Any unused compensatory time upon termination will be paid out.

2. Exempt Employees

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.



POLICY# 212

SECTION: EMPLOYMENT PRACTICES
SUBJECT: PAYMENT OF WAGES

TAM pays its employees on a semi-monthly basis. The following guidelines cover payment of wages. Employees are notified regarding specific paydays no later than the first week of January when the pay dates are posted.

GUIDELINES

1. Pay Dates/Pay Periods

Employees will be paid twice a month. If the regular payday falls on a Saturday, Sunday, or holiday, employees will be paid on the preceding workday.

2. Timekeeping Requirements

Employees must record their time in the payroll system and submit the timesheets according to the payroll schedule for the review and approval of their supervisor.

Any correction needed on the timesheet after submission should be reported immediately to the DFA, who will attempt to correct legitimate errors.

Falsifying another employee's timesheet, allowing another employee to falsify one's own timesheet, or altering a timesheet is not permissible and is subject to corrective action, up to and including termination.

3. Automatic Payroll Deposit

TAM offers automatic payroll (direct) deposit for all employees. Employees may begin and stop automatic payroll deposits at any time. To begin automatic payroll deposits, employees must inform the DFA, or the appropriate accounting staff via email or in writing, one pay period prior to the pay period that the service is to begin. A voided check showing the account number for deposit must be submitted with the employee's request for automatic payroll deposit. Employees should monitor their payroll deposit for the first two pay periods after the service begins.

To change automatic payroll deposits, employees should inform the DFA or the appropriate accounting staff via email or in writing one pay period prior to the pay period in which they wish to stop the automatic service.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: ATTENDANCE AND TARDINESS

Consistent attendance and punctuality are required for TAM's business operation, and therefore an integral part of each employee's performance standard. Tardy or unreliable attendance produces disruptive results for operations, lowers overall productivity and continuity of work, and is burdensome to other employees.

Employees are expected and required to report to their designated work location at the prescribed time work activity is to commence. Tardiness, unexcused absences, or failure to report as required is not acceptable.

In all cases of an employee's absence, the employee shall provide the supervisor with a truthful reason for the absence and, if applicable, the probable duration of absence.

GUIDELINES

1. If an employee is unable to report to work as scheduled due to illness or injury, the employee shall notify the supervisor, or if that person is unavailable, the receptionist by 9 a.m. with an email and/or a voice mail message stating the reason for the absence. (See Policy #306)
2. Excessive tardiness or absenteeism, regardless of reason(s), which renders an employee insufficiently available for work or negatively impairs TAM operations, will be evaluated on a case-by-case basis to determine the merits of corrective action, up to and including termination of employment.
3. Employees absent for three consecutive workdays without calling in to report their absence are considered to have voluntarily resigned as of the first day of absence. This "no call/no show" applies to all situations other than extreme emergencies. Note TAM will make every reasonable attempt to contact the employee, the employee's designated emergency contact(s), and/or local law enforcement regarding the employee as "Missing".



SECTION: EMPLOYMENT PRACTICES
SUBJECT: PERFORMANCE AND DISCIPLINE

Employees are expected to understand and demonstrate professional standards of job performance, interpersonal skills and conduct. It is essential that employees always perform to the best of their ability.

Although all employees are at-will, TAM may, at its sole discretion, attempt to engage in some form of corrective process to address performance and discipline issues before terminating an employee. Procedures to correct poor performance may include verbal counseling sessions, written warnings, written performance improvement plans, suspension with or without pay, reduction in pay and/or termination.

Although one or more steps may be taken in corrective matters, the corrective action taken does not necessarily have to follow this stated order or any order and shall be commensurate with the offense at the discretion of the Executive Director. In addition, all employees serve "at-will" and, as such, may be terminated at any time with or without cause.

Examples for Unacceptable Conduct or Behavior

The following types of conduct are not permitted and may result in corrective action, up to and including immediate termination. Although it is not possible to provide an exhaustive list of all unacceptable conduct, the following are some examples:

1. Violation of any TAM rules, regulations or codes of conduct or otherwise conducting oneself contrary to the interests of TAM.
2. Violation of any policy provided within this Manual or other TAM directives.
3. Violation of TAM's policy prohibiting drug and alcohol abuse.
4. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management.
5. Falsifying or making a material omission on an employment application or on other TAM records or documents.
6. Actual or threatened physical violence; threatening, intimidating, or coercing any member of TAM's community; vulgar or abusive language.
7. Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on TAM property, while on duty or while operating a vehicle conducting TAM business.
8. Violation of TAM's policy prohibiting unlawful harassment and discrimination. (See Policy #105)
9. Conviction of a felony, based upon the nature of the offense, when it occurred, and its relevance to the employee's position.



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10. Theft and deliberate or careless damage or destruction of any TAM property or the property of any employee or customer.
 11. Removing or borrowing TAM property without prior authorization.
 12. Provoking a fight or fighting during working hours or on TAM property.
 13. Causing, creating, or participating in a disruption of any kind during working hours on TAM property.
 14. Unsatisfactory performance, including but not limited to, inadequate quantity or quality of work product; failure to complete assigned tasks; lack of cooperation.
 15. Unreported absence of three consecutive scheduled workdays.
 16. Excessive tardiness or absenteeism, including abuse of any of TAM's policies or procedures relating to leaves or breaks.



SECTION: EMPLOYMENT PRACTICES
SUBJECT: RESIGNATION/TERMINATION

1. Last Day of Employment

The last day worked and/or the last day in paid status is the last day of employment for employees who resign or are terminated from TAM. All employees shall be paid for accrued and unused vacation leave and other applicable benefit accruals. Accrued sick leave and remaining floating personal leave balances are not payable upon termination of employment.

Although it is requested that an employee give ten (10) working days' notice before resigning, if an employee provides seventy-two hours (72) notice, the employee shall receive the final paycheck on the last day of work. If less than seventy-two (72) hours' notice is given, TAM shall release the final check within seventy-two (72) hours of when notice is given.

If the employee is terminated involuntarily, a final paycheck will be provided at the time of termination.

2. Notification

Managers are expected to give thirty (30) working days' notice of intent to resign or retire. All other employees are expected to give ten (10) working days notification.

3. Return of Authority Property

All employees are required to return all equipment, computers, cell phones, keys, ID cards, emergency passes, uniforms and other TAM property prior to leaving TAM.



POLICY# 216

SECTION: EMPLOYMENT PRACTICES
SUBJECT: REHIRE

Rehire

An employee who has submitted a letter of resignation will be considered to have resigned from the position and the resignation shall not be rescinded except in the most extraordinary circumstances at the sole discretion of the Executive Director.

Former employees who desire to be reemployed by TAM shall submit a new employment application form at the time a position becomes available and will be evaluated with other applicants for the position.

A rehired employee is subject to the same terms and conditions as a newly hired employee and no seniority or prior benefits are retained. If an employee is rehired within a year, he/she will retain prior years-of-service credit only for future vacation leave accrual purpose.



SECTION: BENEFITS
SUBJECT: RETIREMENT AND SOCIAL SECURITY

TAM provides a comprehensive retirement benefits package to all employees. Refer to the Employee Benefit Summary regarding specific information on each benefit listed below.

California Public Employees Retirement System (CalPERS)

Eligible employees are covered by CalPERS for retirement benefits which are subject to its rules and regulations. Under the Public Employees' Pension Reform Act (PEPRA) of 2013, CalPERS has established membership categories. The categories include PEPRA members, those who are hired after 12/31/2012, and Classic members, those who are hired on or before 12/31/2012, under CalPERS.

The retirement formula benefit for employees hired on or before 12/31/2012 is 2% at age 55. For employees hired after 12/31/12, the retirement formula will be 2% at age 62, unless the new employee meets the Classic member definition as determined by CalPERS, who then shall receive the retirement formula of 2% at age 55.

Employees who were hired on or before 12/31/2012 and who retire from TAM may choose any single 12-month period in which to base their retirement calculations. Employees who are hired after 12/31/2012 who do not meet the Classic member definition, and who are PEPRA members will have their retirement calculation based on the highest annualized three-year average.

Any unused sick leave at retirement can be converted to service credit upon retirement. You must retire within 120 days of your last day of employment for this to apply.

Retiree medical benefits

TAM has selected CalPERS Health Program, PEMHCA (Public Employees' Medical & Hospital Care Act), to be its medical benefit provider effective as of July 1, 2018. For employees hired after January 1, 2018 and who retire from TAM will receive the retiree medical benefit specified in TAM Resolution 2018-03, attached in the Appendix. For employees hired prior to January 1, 2018, TAM will make the Minimum Employer Contribution required to the medical premium upon retirement from TAM, in lieu of the Health Retirement Account benefit that was offered prior to the transition.

Deferred Compensation

All employees are eligible to participate in a 457(b) deferred compensation plan. Participation in the plan is optional. Additional information on the 457(b) program may be obtained at TAM's administrative offices and within the Employee Benefit Summary documents.

TAM also has the discretion to develop a 401(a) deferred compensation plan. If offered, all employees are also eligible to participate in the 401(a) plan. The employee shall decide whether to join the plan or not and the level of contribution at the time of hire.



Please note that the selection decision is irrevocable and cannot be changed once made. Separate guidance shall be provided regarding this option to any Authority employee who is interested if, and when it is made available.

PROCEDURE

1. Retirement Planning Workshop

Employees planning to retire from TAM can attend a Retirement Planning Workshop offered by CalPERS. TAM suggests that retiring employees schedule their attendance at this workshop at least six (6) months in advance of their intended retirement date.

2. Authority Notification

It is requested that employees planning to retire from Authority service give both TAM and CalPERS, at least ninety (90) calendar days' written notice prior to the date of intent to retire. Note that employees are not requested to announce their retirement sooner than 90 days prior to the retirement date but are encouraged to consider more advanced notice to enable TAM to seek an adequate replacement and enable training and transition of the new employee.

SOCIAL SECURITY INFORMATION (SSA-1945)

Effective July 1, 1997, employees eligible for CalPERS are no longer covered under the Social Security Act of 1935, however the Medicare portion does remain in effect, and the employee and TAM shall contribute the mandatory 1.45% each.

When an employee retires, or becomes disabled, he/she may receive a pension based on compensation from his/her employment with TAM. If the employee is also entitled to a benefit from Social Security based on either his/her own work or the work of a spouse, or former spouse, that pension may affect the amount of the Social Security benefit the employee receives. Medicare benefits, however, will not be affected.

For more information, Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov, or toll free at 1-800-772-1213, or, for the deaf or hard of hearing, at 1-800-325-0778, or at the local Social Security office.



SECTION: BENEFITS
SUBJECT: HEALTH AND WELFARE BENEFITS

TAM provides its eligible employees access to comprehensive health and welfare insurance protection including medical, dental, workers' compensation and unemployment insurance protection. The enrollment and/or cancellation date for all insurance coverage is the 1st of each month, unless otherwise indicated. For example, if an employee's first day of employment is January 15, the first possible enrollment date for the above-mentioned insurance plans is February 1st.

TAM also provides other optional benefit plans as outlined below.

GUIDELINES

1. Health Benefits

TAM offers a comprehensive insurance plan for full-time regular employees and eligible dependents with a choice between PPO or HMO plans. Employees may enroll their spouse, eligible children, registered domestic partners, and/or eligible children of registered domestic partners. TAM pays a share of the premium costs for employees plus family as stated in the Employee Benefit Summary. The employee is responsible for any premium that exceeds the approved TAM contributions. Employees shall also be responsible for deductibles or co-payments within the plans. Employees are advised to consider premium costs as well as required co-payments when selecting a plan.

All full-time employees and their qualified dependents are eligible for coverage. If the employee does not enroll in a plan within 30 days of date of hire, coverage may be denied or delayed, and the employee may not be eligible to enroll in a health insurance plan until the next open enrollment period. The health benefit is updated annually to reflect changes to the health benefit plan and premiums effective January 1 of every year.

In addition, employees hired prior to January 1, 2013, who can provide proof of other insurance coverage may elect to receive cash in lieu of TAM's health coverage, at TAM's single employee contribution level. An Employee should refer to his/her offer letters for the specific level of benefit.

2. Dental Benefits

A fully paid dental insurance plan is offered to full-time regular employees and eligible dependents. Employees may enroll their spouse, eligible children, registered domestic partners, and/or eligible children of registered domestic partners. TAM pays the premium costs for employees plus family, but the employee is responsible for any deductibles or co-payments.



3. Vision Benefits

A fully paid vision insurance plan is offered to full-time regular employees and eligible dependents. Employees may enroll their spouse, eligible children, registered domestic partners, and/or eligible children of registered domestic partners. TAM pays the premium costs for employees plus family, but the employee is responsible for any deductibles or co-payments.

4. Group Term Life Insurance

Full-time regular employees shall receive employer-paid life insurance coverage in the amount of the employee's regular annual salary to the nearest thousand up to a maximum of \$200,000.00. The plan is based on the terms and conditions of the contract with the plan provider.

5. Short and Long-Term Disability Insurance (STD/LTD)

Full-time regular employee shall be provided short- and long-term disability insurances at no cost to the employee, and plan components are based on the terms and conditions of the contract with the provider. This insurance is intended to cover employees in the event of a long-term injury or illness that is not covered by some other leave benefit. Eligibility for disability benefits begins after the employee has been absent from work for a certified illness/injury for a minimum of 15 calendar days. The benefit pays up to 2/3rds of the employee's gross monthly salary up to a maximum level, if employee is certified as disabled. Accumulated sick leave or vacation may be used during the waiting period.

6. Employee Assistance Program and Wellness Healthy Lifestyle Incentive Program

To help employees when they face life challenges, TAM provides employees with a confidential Employee Assistance Program (EAP), which is paid by TAM.

To promote a healthy work force, TAM provides a Wellness Healthy Lifestyle Incentive Program to all employees at TAM's cost.

7. Unemployment Insurance Benefits (1857D)

The Agency is registered under the California Unemployment Code and reports wage credits that are accumulated as a basis for unemployment benefits. Unemployment insurance provides compensation payable to individuals unemployed through no fault of their own who are actively seeking employment and are available and able to work. TAM pays the entire cost of unemployment benefits for former employees through taxes paid to the state.

8. Health Insurance Portability and Accountability Act (HIPAA)

Health plan portability under HIPAA is available to TAM employees and their dependents provided they have had prior medical coverage for 18 months under the group health insurance program. Employees and dependents that meet the prior coverage requirements may not be denied insurance coverage for pre-existing conditions. It is critical, however, that the employee maintains continuous coverage.



Upon termination of employment from TAM, the employee's health plan carrier will notify the employee of the availability of HIPAA to individuals leaving a group plan on a guarantee issue basis (meaning that a qualifying individual cannot be denied an individual policy on the basis of health underwriting). The employee pays continuation of coverage directly to the health plan carrier.

9. Consolidated Omnibus Budget Reconciliation Act (COBRA)

Employees and dependents who lose group coverage due to termination of employment or other "qualifying events" (i.e., death of employee, divorce or separation) may continue health and dental coverage on a self-pay basis under the COBRA option.

Upon an employee's termination of employment, TAM will issue a Notice of Right to Elect COBRA Continuation Coverage for health and dental coverage. To continue health care coverage under COBRA, the employee shall fill out and sign forms provided by TAM. The terminating employee pays continuation of coverage directly to the health plan carrier. Note COBRA is available for a limited period of time.



SECTION: LEGAL
SUBJECT: WORKERS' COMPENSATION PROGRAM

Workers' Compensation is a state-mandated benefit provided to employees who are injured on the job or who become injured in the undertaking of their duties. Employees are entitled to medical treatment that is reasonably required to cure or relieve the injury or illness. TAM pays the full cost of Workers' Compensation insurance.

GUIDELINES

1. The injury or illness must be reported immediately to the employee's supervisor and the Executive Director. The supervisor/ Executive Director will see that the employee receives immediate medical attention.
2. Employees who are injured in a work-related incident will be referred to a medical facility of TAM's choice.

Employees covered under TAM's Group Health Insurance may elect to pre-designate their own personal physician or chiropractor that participates in the group medical insurance plan in writing. If the physician or chiropractor agrees, the employee may go to this doctor for treatment immediately after the injury. Employees who have pre-designated a doctor may change their treating physician or chiropractor 30 days after the report of the injury.

3. A written Employee's Claim Form must be completed by the employee and returned to the Executive Director. If an employee does not report the accident/illness within forty-eight (48) hours, Workers' Compensation Insurance benefit rights may be lost.
4. If the insurance administrator has accepted an injury or illness as being industrial, Workers' Compensation benefits will normally begin after the third day the employee was injured and off work. If the disability continues for more than 14 calendar days or if hospitalization occurs because of the injury, the benefits begin on the first day after the onset of illness/injury.

There shall be no deduction from the employee's sick leave account for the first day of the job injury if the treating physician sends the employee home. The second and third day shall be charged to the employee's sick leave account unless the employee is hospitalized in which case the employee will not be charged for the first three days. Thereafter, sick leave benefits are integrated with Workers' Compensation benefits.

5. An employee requiring a leave of absence due to a Workers' Compensation injury or illness shall make a written request through his/her physician, stating the medical condition, the medical necessity for the leave, indicating the anticipated leave date, and the expected return-to-work date. Should the return-to-work date change, the employee is responsible for notifying his/her supervisor of the new anticipated return date and providing a revised written request as soon as is practicable.



6. The employee on a leave of absence shall communicate weekly with the supervisor so that the supervisor can be fully apprised of the employee's medical status.
7. Workers' Compensation leave shall continue until the employee either:
 - Is determined to be physically able to return to duty in their current role;
 - Accepts employment outside TAM;
 - Accepts employment in another TAM position; or
 - Elects retirement, as provided by law.
8. Prior to returning to work from a Workers' Compensation leave of absence, the employee on leave shall submit a written medical release from the physician in a form satisfactory to TAM. The physician statement shall indicate whether the employee is able to perform all his/her customary and normal responsibilities.
9. Upon submission of a medical release that an employee is able to return to work after a Workers' Compensation leave, the employee under most circumstances will be reinstated to his or her position held at the time the leave began, or to an equivalent position, if available. An employee returning from a Workers' Compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on Workers' Compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining TAM's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee would not be entitled to reinstatement.

An employee's return depends on his or her qualifications for any existing openings. If, after returning from a Workers' Compensation leave, an employee is unable to perform the essential functions of his or her job because of a physical or mental disability, TAM's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act.

10. There are various categories of Workers' Compensation benefits. Temporary disability payments are made when an employee is unable to return to work while recovering from the injury/illness. Permanent disability is paid if the employee's injury/illness results in a permanent impairment. Death benefits are paid to qualified surviving dependents if the on-the-job injury or illness results in the employee's death.
11. The law requires that TAM notify the Workers' Compensation insurance carrier of any concerns of false or fraudulent claims. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying Workers' Compensation benefits or payments is guilty of a felony.



SECTION: BENEFITS
SUBJECT: HOLIDAYS

For purposes of holiday, a day is defined as eight (8) hours unless otherwise stated.

Regular full-time employees receive twelve (12) paid holidays per year:

New Year's Day	January 1
Martin Luther King, Jr. Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday	At employee's discretion*

When any of the holidays identified above fall on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day normally observed. When any of the holidays above fall on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day normally observed.

*One floating holiday/year can be observed on any of the preassigned occasions (New Year's Eve, Columbus Day, Chinese New Year, Employee's Birthday or any other cultural, religious, state, or federal holiday). Unpaid floating holiday time as of December 31 of each year will be lost and is not paid out at the end of the year or upon separation from employment.

GUIDELINES

1. Employees are required to work on their regularly scheduled workday preceding and following the holiday to receive payment for the holiday unless the employees are on approved leave or a regularly scheduled day off.
2. Holiday pay is at straight time wages.



SECTION: BENEFITS
SUBJECT: VACATION AND ADMINISTRATIVE LEAVE

For purposes of vacation accrual, a day is defined as eight (8) hours.

Full-time employees working 32 hours or more per week accrue vacation from date of hire in accordance with the schedule shown below. Vacation may not be taken until the employee has successfully completed six (6) months of employment unless approved by the Executive Director.

GUIDELINES

1. Vacation Accrual

Vacation is accrued each pay period in accordance with the following annual vacation benefit schedule for full-time employees.

Year of Service	Annual Vacation Hours	Maximum Accrual Hours
0 through 5 years	120	240
6 through 14 years	120 + 8 hours upon completion of each additional year of service	Twice the annual amount
15 years or more	200	400

Employees should refer to his/her offer letter for the specific benefit level in the case of differences.

2. Scheduling & Usage

Scheduling for vacations shall be made in such a manner as to ensure continuous and efficient operations of TAM. All vacations are subject to cancellation in cases of emergency conditions.

A written request for vacation time of more than three (3) consecutive days shall be presented for approval at least ten (10) calendar days prior to the time requested and the request must be approved by the employee's supervisor, in writing, before the time may be taken.

If a TAM holiday occurs during paid vacation leave, the employee's vacation accrual shall not be charged for that day.

If an employee or his/her immediate family member suffers a bona fide illness or injury in accordance with Sick Leave Policy #306 during a vacation and can provide a doctor's certification regarding that illness or injury, the employee may request that sick leave be substituted for vacation leave. In this case, granting sick leave in lieu of vacation is at the discretion of the Executive Director.



3. Maximum Vacation Accrual

Employee shall not be allowed to have an accumulation of more than two times of the annual vacation accrual by December 15th of each calendar year. Vacation accrued over the maximum allowed will be paid out each year at the employee's current rate of pay during the month. Please refer to your offer letter for the specific benefit level in the case of differences.

4. One-time Allotment

The Executive Director is authorized to award a one-time allotment(s) of vacation leave, not to exceed 40 hours, to an individual employee in lieu of other compensation in recognition of extraordinary achievement or special circumstances. Such an allotment is granted in unusual situations as deemed appropriate and necessary by the Executive Director without prejudice or precedent. Each case will be determined at the Executive Director's sole discretion. Such an allotment is not part of the annual evaluation or merit-based compensation structure.

FLOATING PERSONAL LEAVE POLICY

1. Hours and First Year Allocation

Regular full-time employees shall receive 24 hours of paid Floating Personal Leave per calendar year on the first day of each year. For newly hired employees, Floating Personal leave shall be prorated based on the effective date of employment during a calendar year.

An employee should refer to his/her offer letter for the specific benefit level in the case of differences.

2. Scheduling & Usage

Paid Floating Personal leave shall be arranged at least 1 week in advance of the leave desired.

Unused Floating Personal leave time as of December 31 of each year will be lost and is not paid out at the end of the year or upon separation from employment.



SECTION: BENEFITS
SUBJECT: SICK LEAVE

For purposes of sick leave accrual, a day is defined as eight (8) hours.

Sick leave with pay is a form of insurance or protection granted in circumstances of adversity to promote the health of the individual employee. It is not an earned right to time off from work and is not to be confused with vacation or other types of leave. It is a request for a benefit to be exercised under appropriate circumstances. TAM will not tolerate abuse or misuse of sick leave privileges. Excessive absenteeism, regardless of reason(s), which renders an employee insufficiently available for work, will be evaluated on a case-by-case basis to determine the merits of corrective action up to and including termination of employment.

GUIDELINES

1. Accrual and Usage of Sick Leave

Regular full-time employees hired before January 1, 2011, for TAM by the Local Government Services/Regional Government Services (LGS/RGS), shall accrue sick leave at the rate of 8 hours for each full month of active employment. Regular full-time employee hired after January 1, 2011 accrue sick leave at the rate of 4 hours for each full month of active employment. Effective January 1, 2024, new employees will receive 24 hours of sick leave bank with their first payday and begin accruing 4 hours for each full month of active employment after six full months. In addition, employees hired after January 1, 2011 receive an additional 48 hours of Sick leave during the first two years of employment. . Unused sick leave may be accrued without limit. Employee will not be compensated for unused sick leave upon separation from employment nor will it be included in any retirement calculations.

The employee's supervisor or the Executive Director may request a doctor's certification for any illness for which an employee requests sick leave, including family sick leave. Absences of three or more days require a doctor's certification when returning to work. This requirement may be waived at the discretion of the Executive Director with reasonable confidence in the condition status of the employee or family member.

2. Family Sick Leave

Employee is entitled to use sick leave for the care of the employee's ill or sick family member. Such leave for this purpose will be deducted from the employee's sick leave balance.

Immediate family members shall mean spouse, parent, child, stepchild, mother/father-in-law, registered domestic partner, or other person who is living within the household and is in a dependent category according to IRS regulations.



3. Required Use of Paid Sick Leave Before Unpaid Leave

Employees are required to take accrued and unused paid sick leave before taking unpaid leave or having unpaid absences. Family and Medical Leave (under both state and federal law) are included in this requirement.



SECTION: BENEFITS
SUBJECT: LEAVE OF ABSENCE

All regular full-time employees are entitled to the leave provisions outlined below, subject to the approval of the Executive Director/designee. Employees in other categories will be granted such leaves as are required by law. All leave time must be requested in writing and approved by the employee's supervisor prior to submitting to the Executive Director/designee for final approval.

GUIDELINES

1. General Provisions

- A. An employee may request an unpaid personal leave of absence, if needed for compelling reasons. The employee shall submit to TAM a Leave of Absence Request Form at least thirty (30) days before the desired leave date, stating the reason for the leave and the length of time being requested. The employee must use all available accrued paid time off as part of the total leave time requested. A leave requested by the Executive Director shall be submitted to TAM Board for consideration and approval. Regular employees who have completed their introductory period are entitled to return to their position if the leave does not exceed thirty (30) days. For leaves more than thirty (30) days, there is no guarantee of position upon return. If a suitable vacant position is not available within sixty (60) days of the end of the leave, the employee will be separated from TAM. Upon return to work from an approved personal leave of absence, TAM will make a reasonable effort to reinstate the employee in the same or a similar position.
- B. A leave of absence may include both paid and unpaid days. An employee will continue to receive health insurance benefits while the employee is on a paid status. An employee who is granted an unpaid leave of absence that exceeds thirty (30) days and who wishes to continue health insurance coverage may do so at his/her expense at TAM's group rates and shall follow the guidelines associated with the COBRA program.
- C. An authorized leave of absence does not represent a break in employment for a regular employee. The employee retains all accrued leave. Seniority, vacation, sick leave, and holiday benefits do not accrue during periods of unpaid leave of absence.
- D. The length of the leave of absence shall delay scheduled salary increases. The employee shall return to the same salary step or relative placement in the salary range upon return.
- E. If an employee's leave exceeds thirty (30) days, the performance evaluation and regular merit increase shall be delayed for the length of time for which the employee is on the leave of absence.



- F. An employee who is granted a leave of absence, which exceeds thirty (30) days, shall provide TAM with two (2) weeks' notice prior to his/her anticipated return to work date.
- G. An employee who requires an extension to a leave of absence shall request such extension at least two (2) weeks before the original leave expires.
- H. Depending on the type of leave, the employee shall complete the appropriate section of their time sheet and/or the appropriate Leave of Absence Request Form. TAM may also request additional documentation explaining the need for leave, prior to granting such leave.
- I. The introductory probationary period of a new employee granted a leave of absence will be extended for the period of the leave of absence.
- J. Failure to return to work on the next scheduled workday following the expiration of an approved leave of absence may result in termination.
- K. TAM will take steps to safeguard the confidentiality of medical information associated with a planned or unplanned leave and keep it separate from an employee's personnel file.

2. Bereavement Leave

In the event of a death in the "immediate family member" of an employee, the employee may request a paid leave of absence, up to twenty-four (24) hours per incident for travel within California, and forty (40) hours per incident for travel outside of California. If more time is needed, the employee may request additional days off, which may be charged to the employee's accrued vacation time or may be taken unpaid.

For the purpose of the bereavement leave, immediate family members include father/mother, spouse, child, grandparent, father/mother-in-law, step-father/mother, brother/sister, step-brother/sister, brother/sister in-law, stepchild, member of the household, registered domestic partner, aunt, uncle, niece, nephew, first cousin (that is, a child of an aunt or uncle) or legal guardian.

Leave in the case of death of persons other than "immediate family member" may be granted upon approval of TAM. If granted, such leave shall be charged to the employee's accrued vacation leave or unpaid at the employee's option and with the approval of the Executive Director.

3. Military Leave

An employee who is a member of the uniformed services of the United States shall be allowed leave in accordance with the provisions of law governing such leaves. The provisions shown below describe some of the issues required by law. TAM shall follow all governing laws in effect at the time of an employee's request for Military Leave.



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- A. An employee who is called to military service is entitled to up to thirty (30) calendar days per fiscal year, with full pay and benefits, provided he/she has been employed for one (1) year.
 - B. An employee requiring military leave must provide advance written notice of the need for a leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable. A copy of the military orders must be attached to the employee's completed Leave of Absence Request Form.
 - C. An employee returning from military leave of less than thirty-one (31) days shall report to work on the first full regularly scheduled workday following completion of service, plus time for safe transportation back to the employee's residence plus an additional eight (8) hours. An employee whose military leave exceeds thirty (30) days must apply for re-employment within fourteen (14) days after the completion of service from thirty-one (31) to one hundred eighty-one (181) days. An employee whose military leave exceeds one hundred eighty (180) days must apply for re-employment within ninety (90) days after completion of service.
 - D. An employee returning from military leave shall be reinstated in the position held previously and at the salary he/she would have received had employment with TAM been continuous, exclusive of step increases/shift assignments.
 - E. If an employee becomes disabled as a result of military service and is no longer able to perform the essential functions of the job held previously, and if, after TAM provides reasonable accommodation, the employee is still unable to perform the job, TAM shall provide another position of equivalent seniority, pay and status for which the employee is qualified. If neither of these options is possible due to the disability, TAM shall provide another position of lesser status and pay but with full seniority.

4. Volunteer Civil Service Personnel

Employees shall not be subject to corrective action for taking time off to perform emergency duty as a volunteer firefighter, peace officer or emergency rescue personnel. They are also eligible to take unpaid leave for required training. If an employee is an official volunteer firefighter, they should alert TAM that they might have to take time off for emergency duty. When taking time off for emergency duty, TAM should be advised before doing so when possible.

5. Jury Duty and Witness Leave

Employees may be absent from duty with full pay for up to 10 working days per jury assignment if summoned to jury duty. If a jury assignment lasts longer than 10 working days the employee may use any accrued available leave or take leave without pay.

Any and all payment made to the employee for jury duty received in addition to what the employee is paid by TAM shall be remitted to TAM.

For those employees who are hired prior to January 1, 2007 for TAM by LGS/RGS, please see your offer letter for the benefit level offered.



6. School Visits Leave

Employees who are parents or guardians of any child in kindergarten or grades one to twelve are allowed up to eight (8) hours unpaid time off per month, per child, with a maximum of forty (40) hours per school year, to participate in any child's school activities.

- A. Employees must provide their supervisor with reasonable notice for the planned time off by completing the appropriate leave request form.
- B. Employees may elect to use available paid time off to cover the time taken for the school visit(s).
- C. Employees must provide, upon TAM's request, written verification from the school of parental participation specifying the date and time of the activity.

7. Child's Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In accordance with California Labor Code section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

8. Voting Time

TAM supports and encourages employees in their opportunities and responsibilities as citizens to cast their ballots in general election years. Under most circumstances, it is possible for employees to vote either before coming to work or after the end of the workday. If the employee does not have sufficient time outside of working hours to vote at a state-wide election, a maximum of two-hour time off with pay at the beginning or end of the regular workday shall be given. The employee must request this time off at least two working days before the election if this time off is necessary.

9. Family/Medical Leave (FML)

As a public agency with less than 50 employees, TAM is not subject to the Federal Family and Medical Leave Act (FMLA) but is subject to the California Family Rights Act (CFRA). However, TAM has elected to offer FML benefits similar as what are offered under both FMLA and CFRA legislation.

A. General

Under TAM's FML leave policy, employees who have at least 12 months of service with a covered employer and have worked at least 1,250 hours in the preceding 12-month period, will qualify for unpaid family or medical leave.

FML leave may be taken for any of the following events:

1. To care or bond with a newborn child.
2. Placement of and bonding with an adopted or foster child with the employee and/or spouse, registered domestic partner.



3. To care for an immediate family member with serious illness. For purpose of the FML, immediate family member includes employee's spouse, registered domestic partner, child (including an adult child over 18 years of age and registered domestic partner's child), parent, grandparent, grandchild or sibling.
4. Because of the employee's serious health condition, that makes the employee unable to perform the functions of his/her position.
5. Leave because of a qualifying exigency related to the covered active duty or call to covered active duty of an employee's spouse, registered domestic partner, child, or parent in the United States Armed Forces.

B. Calculating FML

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, TAM uses a rolling 12-month period, which means each time an employee takes family leave, the remaining leave entitlement is any balance of the 12 workweeks that has not been used during the immediately preceding 12 months. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

For employees working more or fewer than five days a week, or working alternative work schedules, the number of working days that make up the 12 weeks of leave is calculated on a pro rata or proportional basis.

If both spouses or domestic partners are employed by TAM and eligible for leave for the birth or placement for adoption or foster care of a child, each of them are entitled to a total of 12 weeks of leave.

C. Pregnancy Disability Leave (PDL) and FML

If an employee is disabled by pregnancy, childbirth or related medical conditions, she is entitled to take a pregnancy disability leave (PDL) of up to four (4) months, depending on the period(s) of actual disability. Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under FML. Time off because of pregnancy disability, childbirth or related medical condition does count as FML leave. Employees who take time off for pregnancy disability and who are eligible for FML will also be placed on FML that runs at the same time as their PDL. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the law.

D. Intermittent FML

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period. FML taken for the birth or placement of a child will be granted in minimum amounts of two weeks.



However, TAM will grant a request for FML (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Employees may take FML intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's spouse, registered domestic partner, child, parent, grandparent, grandchild or sibling, or of the employee, and the reduced leave schedule is medically necessary as determined by the healthcare provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

E. Notice Requirements

If possible, the employee must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or the employee's own planned medical treatment or for a family member). For events that are unforeseeable, the employee must notify TAM, at least verbally, as soon as he or she learns of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until the employee complies with this notice policy. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision to minimize disruption in TAM operations. Any such scheduling is subject to the approval of the healthcare provider of the employee or the healthcare provider of the employee's spouse, registered domestic partner, child, parent, grandparent, grandchild, or sibling.

F. Second Opinion

If the FML request is made because of the employee's own serious health condition, TAM may require, at its expense, a second opinion from a health care provider that TAM chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by TAM.

If the second opinion differs from the first opinion, TAM may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by TAM and the employee. The opinion of the third health care provider shall be considered final and binding on TAM and the employee.

G. Certification Requirements

TAM requires the employee to provide certification within 15 days of any request for FML, unless it is not practicable to do so. TAM may require re-certification from the health care provider if additional leave is required.

If the leave is needed to care for a sick spouse, registered domestic partner, child, parent, grandparent, grandchild or sibling, the employee must provide a certification from the health care provider stating:



- Date of commencement of the serious health condition,
- Probable duration of the condition,
- Estimated amount of time for care by the health care provider, and
- Confirmation that the serious health condition warrants the participation of the employee.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

TAM will require certification by the employee's health care provider that the employee is fit to return to his or her job with or without specified limitations and duration of said limitations.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

H. Continuation of Health Benefits

An employee taking FML will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. TAM will continue to make the same premium contribution as if the employee had continued working. Employees must arrange with TAM to pay their share of group health plan premiums while on unpaid leave.

I. Using Accrued Paid Leave

Paid leave may be substituted for unpaid leave in the following circumstances:

- Accrued sick leave may be used by the employee for the employee's own serious health condition.
- Accrued sick leave may be used for the care of a family member.
- Vacation and other accrued time may be used for any FML qualifying event.

Employees on FML will not continue to accrue vacation, sick leave, or paid time off during unpaid time off.



J. Return to Work

Under most circumstances, upon return from FML, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on FML would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FML will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

10. Pregnancy Disability Leave (PDL)

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take PDL should advise TAM as early as possible. The individual should make an appointment with TAM to discuss the following conditions:

- A. Employees who need to take PDL must inform TAM when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the PDL or transfer is to begin. Employees must consult with TAM regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of TAM. Any such scheduling is subject to the approval of the employee's healthcare provider. If 30 days' advance notice is not possible, notice must be given as soon as is practical.
- B. Upon request of an employee and written recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.
- C. Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached.
- D. Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.
- E. PDL usually begins when ordered by the employee's physician. The employee must provide TAM with a certification from a health care provider. The certification indicating disability should contain:



- The date on which the employee became disabled due to pregnancy;
 - The probable duration of the period or periods of disability; and
 - A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- F. A return from leave will be allowed only when the employee's physician sends a release.
- G. An employee will be allowed to use accrued sick time (if otherwise eligible to take the time) during a PDL. An employee will be allowed to use accrued vacation or other personal time (if otherwise eligible to take the time) during a PDL.
- H. Duration of the leave will be determined by the advice of the employee's physician, but an employee disabled by pregnancy may take up to 17 1/3 weeks (693 hours). Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and prenatal care.
- I. Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.
- J. Employees on PDL are also eligible to maintain group health insurance coverage for up to a maximum of 16 workweeks (if such insurance was provided before the leave was taken) on the same terms as if the employee had continued to work. In some instances, TAM may recover premiums it paid to maintain health coverage if the employee fails to return to work following pregnancy disability leave.
- K. If the employee is on PDL and not eligible for continued paid coverage, or if paid coverage ceases after 16 workweeks, the employee may continue her group health insurance coverage through TAM in conjunction with federal COBRA guidelines by making monthly payments to TAM or the amount of the relevant premium.
- L. Under most circumstances, upon submission of a medical certification that the employee is able to return to work from a PDL, the employee will be reinstated to her same position held at the time the leave began or to an equivalent position, if available. An employee returning from a PDL has no greater right to reinstatement than if the employee had been continuously employed.

11. Reproductive Loss Leave (RLL)

Consistent with state law, if an employee experiences a reproductive loss event such as a miscarriage, failed surrogacy, still birth, unsuccessful assisted reproduction (artificial insemination or embryo transfer), or a failed adoption, they are entitled to



take a reproductive loss leave (RLL) of up to five days unpaid leave. An employee may choose to use sick or vacation leave as paid leave during this time. If an employee experiences more than one reproductive loss even within a 12-month period, the total amount of reproductive loss leave time is limited to 20 days within a 12-month period.

12. Victims of Domestic Violence

Employees who are victims of domestic violence are eligible to use their personal or unpaid leave for recovery. The employee may request leave if he/she is involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure his/her health, safety, or welfare, or that of his/her child.

The employee should provide notice and certification of his/her need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A. A police report indicating that the employee was a victim of domestic violence,
- B. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court, or
- C. Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

TAM will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

The length of unpaid leave an employee may take is limited to 12 weeks. Rather than taking unpaid time, an employee may use vacation, personal leave or compensatory time off that is otherwise available to him/her.

If the time off is an unscheduled absence, the employee may be required to notify their supervisor as soon as possible of their absence and provide documentation to TAM within a reasonable time after the absence.

13. Victims of Violent Crimes

An employee who is a victim or who is the family member of a victim of a violent felony or serious felony may take time off from work under the following circumstances:

- A. The crime must be a violent or serious felony, as defined by law; and
- B. The employee must be the victim of a crime, or be an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. An immediate family member for this policy is defined as: a spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father or stepfather. A registered domestic partner means a domestic partner who is registered in accordance with California state law.

The absence from work must be to attend judicial proceedings related to a crime listed above. Before the employee is absent for such a reason, he/she must provide documentation of the scheduled proceedings. Such notice is typically given to the



victim of the crime by a court or government agency setting the hearing, a district attorney or prosecuting attorney's office or a victim/witness office.

If advance notice is not possible, the employee must provide appropriate documentation within a reasonable time after the absence. Any absence from work to attend judicial proceedings will be unpaid, unless the employee chooses to take paid time off, such as accrued vacation, personal leave time, or sick leave.

14. Catastrophic Leave

TAM shall allow the transfer of accrued vacation as a donation from an employee to another employee who has suffered from a catastrophic event. The donating employee shall provide a signed release stating the recipient of the leave, and the number of hours transferred.

The catastrophic event shall be determined eligible by the Executive Director or his/her designee.



SECTION: BENEFITS
SUBJECT: EDUCATIONAL ENHANCEMENT

TAM encourages and supports employees who desire to further their professional and personal development with education courses that enhance their skills in their present positions.

GUIDELINES

1. Eligibility

All regular full-time employees are eligible for educational enhancement. The course must be job-related. The employee shall obtain approval from his/her immediate supervisor and the Executive Director prior to starting the class.

Class and study time must be outside the employee's regular working hours.

Employees must receive a grade of "C" or better, or a Pass in a Pass/Fail determination to be eligible for tuition reimbursement.

2. Reimbursement Amount

Tuition reimbursement may be available to all full-time regular employees after completing the introductory period. However, final approval for any reimbursable expenses shall be at the sole discretion of the Executive Director and be subject to budget capacity.

All job-required training shall be fully reimbursed by TAM, including all related costs.

All job-related training is reimbursable at the discretion of the Executive Director, or his/her designee.

If budget constraints exist as determined by the Executive Director or his/her designee, job-related training may be reimbursed at a 50% shared cost between the agency and the employee.

Tuition reimbursement shall be limited in all cases to a maximum of \$2,000 per employee per fiscal year.



SECTION: BENEFITS
SUBJECT: PROFESSIONAL TRAINING AND DEVELOPMENT

It is the policy of TAM to encourage all employees to expand their knowledge and level of professionalism relevant to the operations of TAM's facilities. The purpose of this policy is to outline the standards and procedures under which TAM will provide financial support for activities that further the goals of preserving and improving TAM's capacity to operate efficiently and economically. It should be noted that approval of any education, professional training and development is subject to the budget limitations and of TAM and will be made and in accordance with Accounting Policies and Procedures – Travel Policy.

GUIDELINES

1. Professional Associations/ Technical Groups

The Executive Director may approve payment for membership in craft, trade or other professional organizations that further the goals described above. The employee shall provide evidence of their active participation in support of continued membership payment.

In addition, the employee may request reimbursement for attendance at professional association dinner meetings and workshops, including late afternoon workshops. With prior approval, TAM will allow the employee to attend the workshop as work hours.

2. Seminars/Workshops

TAM may elect to send employees to approved training programs, seminars, and/or conferences from time to time. While these programs are normally scheduled during regular working hours, there may be evening or weekend classes or activities.

Employees who desire to attend a seminar must submit a written request, including estimated expenses, to the Executive Director for approval. No advances for reimbursable expenses shall be made for one-day seminars or workshops. Reimbursements shall be processed in accordance with TAM's Expense Reimbursement Policy.



POLICY# 310

SECTION: BENEFITS
SUBJECT: EXPENSE REIMBURSEMENT

TAM has a policy and procedure regarding reimbursement for travel and other TAM related business expenses. (Please refer to the Financial Management and Accounting Procedures for details.) While attending approved functions, the burden of responsibility for sound judgment in spending public funds rests on the attending employee.

Employees are expected to exercise prudence in the use of public funds for the best interest of TAM. All expenditures to be reimbursed will be in accordance with TAM policies and procedures and in pursuit of TAM authorized activities. Employees will provide timely, accurate, and complete documentation and explanation as required in applicable procedures and in compliance with directions provided. Misuse of public funds, inadequately documented expenses, or any attempt to fraudulently acquire reimbursement for unauthorized or ill-advised expenses may result in discipline up to and including termination of employment.



POLICY# 311**SECTION: BENEFITS**
SUBJECT: TRANSIT REIMBURSEMENT

It is a goal of TAM to reduce greenhouse gas emissions by encouraging carpooling, use of transit, and bicycling/walking. These modes are encouraged for daily commute and for travel to and from meetings. The Internal Revenue Service (IRS) code allows for employers to provide limited benefits to help offset employees' cost of using mass transit without tax implications.

GUIDELINES

- 1) TAM will reimburse an employee up to \$75 per month for evidenced expenses to take mass transit to or from work in lieu of commuting in a motor vehicle.
- 2) Evidenced expenses include purchase of Clipper Cards or other media for use on local area transportation modes such as ferry, bus, or train. Receipts must be presented each month for reimbursement and no later than 120 days after the date of purchase.
- 3) Reimbursements will be made once a month through the regular Accounts Payable processing procedures and timelines.
- 4) TAM reserves the right to adjust, amend, or terminate the transit benefit due to financial constraints and/or compliance with IRS regulations.



SECTION: BENEFITS
SUBJECT: TECHNOLOGY STIPEND

TAM recognizes the advantage to both the agency and the employee for the employee using their own cellphone and internet to assist with agency operations. The Internal Revenue Service (IRS) code allows for employers to provide limited compensation to help offset employees' cost of using their personal cellphone device and internet service without tax implications.

GUIDELINES

- 1) TAM may pay the employee \$50 per month in lieu of an agency phone to offset the costs of using a personal cellphone and internet for agency business. Eligibility is recommended by the employee supervisor and authorized by the Executive Director.
- 2) Employees who are not provided with an agency cellphone may register for the stipend including providing a copy of current cellphone and internet bill as evidence of the business-related costs being offset.

By receiving the stipend, employees recognize the expectation to be responsive during reasonable hours including outside of regular business hours. TAM will make every effort to encourage work effort and contact within regular business hours except as required to ensure optimal operations. Employees using their own personal devices and accounts to conduct public business will also be required to search those devices to respond to Public Act requests.

- 3) Reimbursements will be made once a month through the regular Accounts Payable processing procedures and timelines.
- 4) The stipend is the sole dispensation associated with employee cellphone expenses and additional or other direct reimbursement will not be provided. TAM reserves the right to adjust, amend, or terminate the technology stipend due to fiscal constraints and/or compliance with IRS regulations or legal requirements.



POLICY# 401**SECTION: RULES AND REGULATIONS**
SUBJECT: GRATUITIES

An employee's obligation under this policy is in addition to and does not in any way change his/her obligation under TAM's Conflict of Interest Code.

Employees are discouraged from accepting gifts or favorable treatment which could reasonably be perceived as potentially influencing any decision or action of the employee in the employee's official capacity, or any decision or action of TAM, from any outside vendor, citizen, or organization except for gifts of food that are shared among other employees and that retail for less than \$75. Employees shall adhere to the Fair Political Practices Commission (FPPC) rules for accepting and reporting gifts.

A gratuity is defined as a gift or service rendered to an individual. Gifts shall include, but are not limited to money, candy, alcoholic beverages, and tickets to events, trips, or the use of equipment or property. Trivial items such as notepads, calendars, pens and pencils, etc., are excluded from the intent of this policy.

If an expression of appreciation is accepted, the employee shall be encouraged to present and share it with the entire staff.



POLICY# 402

SECTION: RULES AND REGULATIONS
SUBJECT: SMOKING

Smoking is prohibited within any public building or in TAM vehicles. Smoking is also prohibited while driving or riding in a vehicle that exposes another employee or the public to smoke or vapor on work-related business.

Smoking is only permitted in designated areas.



SECTION: RULES AND REGULATIONS
SUBJECT: SUBSTANCE ABUSE

TAM is committed to protecting the health, well-being and safety of employees and the public at large and encouraging the safe environment and use of transportation modes throughout the region.

TAM complies with federal regulations and provides a drug-free (i.e., free of alcohol, drugs or controlled substances such as marijuana, heroin, cocaine, etc.) workplace through development and administration of policies, guidelines and programs designed to ensure a drug-free workplace.

This policy prohibits unlawful manufacturing, distribution, possession, sale or use of controlled substances at work and requires that employees convicted under a criminal drug statute for any incident associated with their work notify the Executive Director within three days of conviction.

Upon reasonable suspicion of an employee being under the influence of drugs and/or alcohol while on duty, TAM may require the employee to submit to drug and alcohol testing, at TAM's expense. Employees who decline to submit to such testing may be subject to discipline, up to and including termination of employment.

The presence of alcohol and drugs on the job, and the negative influence of these substances on employees during working hours, is prohibited.

If an employee has an alcohol or drug problem, TAM will refer the employee for treatment and will maintain confidentiality. TAM recognizes that alcohol and drug problems are treatable.

It will be the responsibility of the employee to comply with the prescribed treatment. An employee's refusal to accept diagnosis or treatment or failure to respond to treatment resulting in unacceptable performance or attendance will be handled in the same manner as other reasons that result in unacceptable performance or attendance.

It is the responsibility of the employee to adhere to these policy guidelines. Employees who think they may have an alcohol or drug use problem are urged to voluntarily seek confidential assistance from an Employee Assistance Program counselor. Access and assistance under the EAP Program is strictly confidential.

For the purposes of this policy, a drug will be considered an "illegal substance" if its use is prohibited or restricted by federal or state law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

Legally prescribed medications are only excluded from this rule and permitted to the extent that the use of such medications does not adversely affect the employee's work ability, job performance, or the safety of that individual or others.



SECTION: RULES AND REGULATIONS
SUBJECT: SECURITY AND PRIVACY

Desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, software, communication systems including E-mail, office telephones, cell phones, electronic devices, modems, facsimile machines and duplicating machines are TAM property and must be maintained according to this policy. Because all these items are TAM property, employees do not have, and should not expect any right of privacy regarding this property or the contents of the property.

GUIDELINES

1. Neatness

All work areas and items must be kept reasonably clean and are to be used only for work purposes, except as provided in this policy.

2. Right of Inspection

TAM reserves the right, at all times, and without prior notice, to inspect and search any and all TAM property, other than where the employees should have a reasonable expectation of privacy, for the purpose of determining whether this policy or any other TAM policy has been violated, or whether further inspection and investigation is necessary for purposes of promoting safety in the workplace or compliance with state and federal laws. Such inspections may be conducted before, during or after business hours, in the presence or absence of the employee.

3. Use of Telephones

TAM recognizes that employees may occasionally find it necessary to use TAM telephones for personal use. Such calls must be kept to a minimum. Abuse of telephone privileges or any TAM property may result in corrective action, up to and including termination.



SECTION: RULES AND REGULATIONS
SUBJECT: COMPUTER AND E-MAIL POLICY

TAM's computer systems, including any voicemail or E-mail systems and other electronic devices, are to be used for business purposes only. TAM reserves the right to access, copy and retain any audio or electronic within its systems, with or without notice to the employee and/or in the employee's absence.

1. Use of TAM Equipment

Employees are permitted to use TAM equipment for occasional, non-TAM purposes during rest and meal periods. The employee has no right to privacy of any information or file maintained in or on TAM property or transmitted or stored through TAM computer systems, voice mail, E-mail, Website, or other electronic devices.

2. Review of Computerized Information

For business necessity and/or for reasonable cause, TAM may inspect, investigate or search employees' computerized files or transmissions, voice mail, or E-mail. TAM may override any applicable passwords or codes in accordance with the best interests of TAM and its employees.

3. Computer Privacy

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, or other property of TAM, or improper use of information obtained by unauthorized means, may be cause for corrective action, up to and including termination.

4. Software Usage

Authority owned computer software may not be copied for personal use. Copies of computer software shall be in accordance with the software license. Only authorized employees or authorized consultants who oversee hardware and software for the agency, may install software on the computers or network. Employees shall not install any personal nonwork-related software (screen savers, games) on the computer equipment without the expressed approval of the Executive Director or his/her designee.



5. Use of Electronic Media

Electronic communication/media may not be used in any manner that could be deemed discriminatory, harassing or obscene, or for any other purpose which is illegal, against TAM policy, or not in the best interest of TAM and its employees.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment or related actions will be subject to corrective action, up to and including termination of employment.

While employees may occasionally use electronic mail for personal messages, such messages are also property of TAM and will be treated no differently from any other messages. TAM reserves the right to access and disclose all messages sent over its electronic mail system.

All electronic communications are eligible subject matter under the California Public Records Act. Electronic communications are therefore not subject to confidentiality.

6. Computer Passwords

Personal passwords may be used for purposes of security, but the use of a personal password does not affect TAM's ownership of the electronic information. Employees are to provide all passwords to TAM upon request as needed, who will keep them confidential.



SECTION: RULES AND REGULATIONS
SUBJECT: PUBLIC AND MEDIA COMMUNICATIONS

To avoid conflicting statements to the news media and the public about TAM's operations, events or policies, only designated persons may respond to questions from news reporters, other media and the public. Only members of TAM Board and the Executive Director, or designee, particularly the Public Outreach Coordinator, are authorized to respond to media questions, particularly in reacting to an emergency or disaster. TAM must respond promptly and truthfully to inquiries from news reporters.

1. Media

It is important that the information given to the press is accurate, complete, and placed in context. It is important to be open and prompt in responding to press inquiries. The media is often on very tight deadlines requiring information on the same day.

2. Media Contact

- A. Media contact is limited to TAM Board Members and the Executive Director, or his/her designee, specifically the Public Outreach Coordinator, unless specific technical or program information is required. However, staff can expect to be contacted directly by reporters at public meetings or by phone. When such contact is made, report the nature of the discussion and outcome to the Executive Director as soon as possible to ensure that he/she is prepared for follow-up.
- B. Under certain circumstances, professional staff may be called upon to provide technical information to the media. However, excess complicated technical information can cloud a good news story; therefore, when receiving a call directly from the press, the employee should:
 - (i.) Write down the name and organization plus date and time,
 - (ii.) Determine the nature of the inquiry, and
 - (iii.) Refer the call to the Executive Director or designee.
- C. The Executive Director or TAM Board Chair shall make all contacts with the media regarding feature articles and appearances on talk shows. Any staff person receiving such a request from the media should forward it to the Executive Director.
- D. Contacts with the media initiated by TAM, such as press releases or requests to appear before editorial boards, shall be made by the Executive Director or designee, specifically the Public Outreach Coordinator, or TAM Board Chairperson.

3. Timely Response to Phone Messages and Written Questions



Our effectiveness in serving TAM Board members, the staffs of the member cities and the county and most important, the public affects how TAM is perceived. Timely response to phone and written inquiries is a tangible measure of TAM's commitment to serving its constituency.

A. Telephone Messages

Employees should make every effort to respond to a telephone message as soon as possible, preferably within 24 hours. If the caller requires information currently unavailable or expects a detailed response an employee is unprepared to offer, the employee should return the call within 24 hours and provide a schedule by which resolution can be achieved.

B. Written Requests

Employees should make every effort to respond to written requests as soon as possible, preferably within two (2) weeks. If the request will require research and the data is not immediately available, the employee should forward a written response to the inquiry within one (1) week and provide a schedule by which resolution can be achieved. An acknowledgement of the written request within 24 hours is expected while the full response may take additional time.

C. California Public Records Act requests.

All Public Record Act requests shall immediately be reported to the Executive Director. The request shall also be reported to TAM Board Clerk who shall keep a record of all requests and associated deadlines.

State law requires that CPRA's be responded to within 10 days. If requests are complex and/or involve an extensive amount of research and material, then TAM Counsel may send a letter noticing the requestor of when the material can be made available. Such a letter shall be sent within 10 days of receipt of the PRA.

Certain costs are allowed to be charged by TAM and payment be requested and received prior to delivery of the requested documents. TAM shall notify the requestor of allowable costs associated with the development and delivery of requested material. TAM shall allow a reasonable amount of time for the requestor to deliver payment.



SECTION: RULES AND REGULATIONS
SUBJECT: SAFETY AND WORKPLACE VIOLENCE

TAM has developed guidelines to help maintain a safe and secure workplace. This security policy is intended to keep TAM's employees safe and to protect its possessions, confidential information and equipment.

GUIDELINES

1. Violence in the Workplace

Threatening or intimidating behavior, threats, or acts of violence will not be tolerated and may be grounds for immediate termination, arrest and prosecution, or a civil harassment action. Any individual who engages in threatening behavior or violent acts (or who makes comments about inflicting self-harm or harming others) while on TAM property will be removed from the premises and may not return until the incident is fully investigated. TAM reserves the right to have any such incident assessed by a professional who specializes in threat assessment.

Threats to or intimidation of employees in the workplace by individuals outside TAM are not tolerated and must be reported to the Executive Director or designee. This may include acts of domestic violence and threats of harm from customers or vendors toward employees or TAM property.

Employees must be aware of people loitering for no apparent reason in parking areas, walkways, entrances and exits. Employees must report any suspicious persons or activities to the Executive Director or designee, or to local law enforcement if the employee feels that he/she is threatened, or property of TAM is threatened.

If an employee witnesses or receives a threat or learns that another person has witnessed or received a threat, they must notify their supervisor or the Executive Director or designee immediately. Reports must be made of all incidents no matter who was involved or their relationship with each other. If an employee applies for or obtains a protective order or restraining order that lists TAM locations as protected, they must send a copy to TAM. TAM understands the sensitivity of such information and uses confidentiality procedures that recognize and respect employees' privacy.

The security of the office as well as the welfare of employees depends upon the alertness and sensitivity of every individual to potential security risks. Employees should immediately notify management when unknown persons are acting in a suspicious manner in or around the office.

2. Use of Personal Items on the Job

TAM provides the necessary equipment that employees require to accomplish their job and tasks in the most efficient and safe manner.



However, employees who want to use their personal items at work may do so with the understanding that they are responsible for the property, that it must be used safely and responsibly, and that TAM will not replace or pay for personal items that are damaged or destroyed on the job.

Before employees may use their own equipment for conducting TAM business or connect into TAM networks, they must request written approval from their supervisors/the Executive Director.

Employees must secure their desk, office or vehicle at the end of the day. When called away from the work area for an extended length of time, employees should not leave valuable and/or personal articles in or around the workstation/vehicle that may be accessible. TAM is not responsible for loss or damage to any personal property or equipment that is brought to an office location.

Note that TAM does not provide vehicles to employees. Employees are eligible for reimbursement of vehicle related expenses – mileage as designated by federal rules and regulations, tolls, and parking. The Executive Director may be the recipient of a car allowance as negotiated with TAM Board which substitutes for mileage and toll costs.

3. Property Damage/Theft

A written report shall be made of damage to Authority property or theft and shall contain the following information:

- (i.) A description of item(s) damaged or stolen,
- (ii.) The value of the item(s), and
- (iii.) Circumstances surrounding the damage or theft.

If the damaged or stolen item is of significant value or if several items are affected, this should be reported to the police and TAM by telephone immediately. The report shall then be made available to TAM.

The location of the theft or damage shall determine from which department the written report originates. Non-supervisory employees who discover theft or property damage shall report this information to their immediate supervisor who, in turn, will be responsible for writing and submitting the required report to the Executive Director. Supervisory or management staff, who themselves find evidence of theft or damage shall be responsible for preparing and submitting a report to their immediate supervisor. In all instances, damage or theft reports shall be subsequently reported to the Executive Director for appropriate action.

4. Injury and Illness Prevention Program

TAM has developed an Injury and Illness Prevention Program (IIPP) according to the requirement of the Division of Occupational Safety and Health (DOSH), better known as Cal/OSHA. The IIPP is used to designate responsibility for implementing the written



program, ensure employee compliance with the safety requirements, identify unsafe conditions and work practices, evaluate workplace hazards and investigate and prevent occupational injuries.

Employee training is required on an annual basis or upon initial hire, change in process/assignment or awareness of new or unrecognized hazards identified.

An annual review of the effectiveness of the IIPP will be conducted to ensure proper documentation of disciplinary actions taken for safety violations, safety inspections performed and documented, and any findings corrected.



POLICY# 408

SECTION: RULES AND REGULATIONS
SUBJECT: DRESS CODE

An employee's personal appearance reflects TAM's image to the public, applicants, consultants, visitors and other employees. All employees are representatives of TAM and therefore impact TAM's image as a professional organization. Personal appearance includes grooming, cleanliness and appropriate attire. Employees are expected to dress in professional office clothing and maintain a businesslike and well-groomed appearance. Interns shall be advised regarding appropriate attire.



POLICY# 409

SECTION: RULES AND REGULATIONS
SUBJECT: DRIVING POLICY

All employees and applicants for jobs are subject to the State of California Department of Motor Vehicles' Employer Pull Notice (EPN) program at the time of hire and on an annual basis thereafter.

To be covered under TAM's insurance carrier, employees must possess and maintain the appropriate valid California Driver's License and maintain acceptable driving standards. It is the employee's responsibility to notify the supervisor of any changes in their driving status and licensing immediately. Employees failing to maintain a valid California driver's license or acceptable driving standards may be subject to disciplinary action, up to and including termination.

If the employee is injured in an automobile accident, while driving on TAM business, the employee should notify his/her supervisor and the Executive Director or the DFA. TAM is not responsible for damage to employee vehicles even when driven for the purpose of conducting TAM business. Employees are required to maintain their own car insurance and a valid California Driver's License if they drive their own personal vehicle.



SECTION: RULES AND REGULATIONS
SUBJECT: ERGONORMIC POLICY

It is the goal of TAM to provide all employees with a safe and healthy workplace. A proactive ergonomics program is integrated into the agency's written safety and health program. This program is a collaborative effort that includes managers, supervisors, and all employees. The DFA is the Ergonomics Program Coordinator.

A. Ergonomics Program:

The purpose of the program is to apply ergonomic principles to the workplace to reduce the number and severity of musculoskeletal disorders (MSD), thus decreasing injuries and workers' compensation claims and where possible, increasing productivity, quality, and efficiency.

B. Employee Participation:

Employees are encouraged to report workplace processes, equipment, or issues that they perceive to be ergonomic-related.

C. Worksite Evaluations:

An employee can request a worksite evaluation at the start of his/her employment or when he/she is assigned a new workstation/office. Worksite evaluations are also required when an employee reports an MSD sign or symptom; when jobs, processes, or work activities where work-related ergonomic risk factors have been identified which may cause or aggravate MSDs, or when any other process identifies ergonomic work issues. Worksite evaluations may include walk-throughs and observations at employee's worksites, employee interviews, surveys and questionnaires, checklists, and detailed worksite evaluations as appropriate.

D. Setting Priorities:

Worksite evaluations will be scheduled based upon the following: any job, process, operation, or workstation which has contributed to a worker's current MSD or that has historically contributed to MSDs, then specific jobs, processes, operations, or workstations that have the potential to cause MSDs.

E. Control of the Ergonomic Risk Factors:

TAM may take steps to identify ergonomic risk factors and reduce hazards by using a three-tier hierarchy of control:

- Engineering controls: This is achieved by focusing on the physical modifications of jobs, workstations, tools, equipment, or processes.
- Administrative controls: This is controlling or preventing workplace exposure to potentially harmful effects by implementing administrative changes such as job rotation, job enlargement, rest/recovery breaks, work pace adjustment, redesign of methods, and worker education.
- Personal protective equipment (PPE): Using acceptable forms of PPE, such as kneepads and anti-vibration gloves, etc.



F. Program Monitoring:

To ensure that issues have been addressed and that new problems have not been created, monitoring and evaluation will be conducted on an on-going basis. The methods may include the use of individual interviews and checklists to reevaluate the job/task to ensure that risks have been reduced, minimized, or eliminated.

All employees will use the appropriate tools, equipment, parts, materials, and procedures in the manner established by managers and supervisors, ensure that equipment is properly maintained in good condition and when not, report it immediately, provide feedback to supervisors regarding the effectiveness of design changes, new tools or equipment, or other interventions, attend ergonomics training as required and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities, and report MSD signs or symptoms and work-related MSD hazards to the supervisor as early as possible to facilitate medical treatment and initiate proactive interventions.



DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Melanie Purcell, Director of Finance and Administration

SUBJECT: Public Hearing on the Proposed TAM FY2024-25 Annual Budget, Agenda Item No. 6a

RECOMMENDATION

The Board conducts a public hearing and receives public input on the Proposed TAM FY2024-25 Annual Budget.

Pursuant to Article VI, Section 106.1 of the TAM Administrative Code, no later than the June meeting of each year, the TAM Board shall adopt the annual budget for the following fiscal year. A minimum thirty-day public inspection period and a public hearing are also required as part of the budget review and adoption process. The TAM Board adopted the recommended FY2024-25 revenue levels for both Measure AA/A, the ½-Cent Transportation Sales Tax, and Measure B, the \$10 Vehicle Registration Fee, and the budget development schedule at its April 26, 2024, meeting. The Proposed TAM FY2024-25 Annual Budget was made available for the required 30-day public inspection period after the review of the TAM Administration, Projects and Planning Executive Committee at its May 13 meeting, and then was reviewed and released by the TAM Board for the required public comment period at its May 23, 2024, meeting.

The Proposed FY2024-25 Annual Budget has also been reviewed by TAM's Citizens' Oversight Committee (COC) and the Marin Managers Association. All input received from the review process is evaluated and incorporated into the final draft when appropriate.

Details of the Proposed FY2024-25 Annual Budget are presented under Item 6b of the meeting packet.

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DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Melanie Purcell, Director of Finance and Administration

SUBJECT: Adoption of the Proposed TAM FY2024-25 Annual Budget (Action), Agenda Item No. 6b

RECOMMENDATION

The TAM Board reviews and adopts the Proposed TAM FY2024-25 Annual Budget, including the work plans, and salary schedule effective as of July 1, 2024.

- All Funds Revenues = \$100,350,676
- Expenditures = \$113,013,810
 - CMA Fund = \$60,737,968
 - ½-Cent Transportation Sales Tax (A/AA) Fund = \$48,644,218
 - Measure B Vehicle Registration Fee Fund = \$2,885,408
 - TFCA Fund = \$746,216

BACKGROUND

Budget Development Timeline and Process Requirement

Pursuant to Article VI, Section 106.1 of the TAM Administrative Code, no later than its June meeting of each year, the TAM Board shall adopt the annual budget for the following fiscal year. A public comment period and a public hearing are also required as part of the budget approval process.

Staff started the development process for the FY2024-25 Annual Budget in February, and the TAM Board approved the recommended Measure A/AA ½-Cent Transportation Sales Tax and the Measure B \$10 Vehicle Registration Fee revenue levels and the budget development schedule at its April 26, 2024, meeting. The Citizens’ Oversight Committee (COC) reviewed the Draft FY2023-24 Annual Budget at its May 20, 2024, meeting, discussed the work planned, and provided staff with its feedback. The Draft FY2023-24 Annual Budget was also shared with the Marin Managers Association (MMA) for its review and comment during May 2024.

Following discussion at the May 13 Administration, Projects, and Planning (AP&P) Executive Committee meeting, the Draft TAM FY2024-25 Annual Budget was posted on TAM’s website on May 14, 2024, for the required 30-day public inspection, and a public hearing notice was published in the Marin Independent Journal on May 25, 2024.

TAM’s Annual Budget Structure:

TAM’s annual budget report includes four main sections, which along with the appendices, provide the Board and the public in Marin a comprehensive picture of all revenue and expenditure activities related to work items planned for the upcoming year, and gives the readers an overview of the agency’s short-term financial situation.

The main sections of the annual budget report are:

- Executive Director’s Message – providing an overview of TAM’s budget situation and highlighting prior year accomplishments and major milestones anticipated for the upcoming year;
- TAM Budget General Overview – providing an overview of TAM’s budget process and related policies;
- Annual Budget Process and Overview – providing in-depth analyses of all revenue and expenditure budget line items that are proposed for the fiscal year;
- Work Plans by Function – providing a general overview and highlighted work items for the fiscal year for each functional group in the agency. Also included is an overview of significant accomplishments for the prior and current fiscal years.

DISCUSSION/ANALYSIS

The annual budget development process allows TAM to create the plan for its agency operations and project/program management and delivery, as well as funding allocations to various project sponsors for the upcoming fiscal year. As part of the May presentations to the AP&P Executive Committee and the TAM Board, staff has reviewed all major agency operational changes and project/program highlights in the upcoming fiscal year, along with the potential economic challenges and funding opportunities ahead. The process by nature requires the use of various assumptions to project into the future in terms of revenue collections and operational, project and program expenditures, which means the budget document itself is a live document that requires ongoing review and update. The changes made to the draft budget since the May 23, 2024, Board meeting, along with anticipated amendments needed in the next few months, are discussed in detail below.

Changes Since the May 23, 2024 Board Review:

The Proposed Budget has been updated to include additional information as recommended by the Government Finance Officers Association. These additions are designed to provide additional context and background to the budget particularly for those readers who are less familiar with TAM and its finances. Changes to the FY2024-25 Annual Budget document include:

- Clarification of TAM’s function as a funding agency (pg. 3)
- Reference and links to Expenditure and Strategic Plans (pg. 3)
- Reference to and link to Administrative Code and financial policies in the Appendix. (pg. 4)
- Revenue analysis paragraph and chart. (pg. 5-6)
- Staff by department chart added to organization chart (pg. 11)
- Capital projects and debt paragraph. (pg. 12)
- Footnotes on fund summaries regarding use of fund balance for previously funded projects. (pg. 26, 27, 29, 31)
- Key Accomplishments and Highlights section after Workplans (pg. 41-43)
- Staffing Fund/Department Matrix (pg. 45)
- Financial Policies section with the Investment and Debt Policies (pg. 46-61)
- Glossary (of terms) (pg. 64-67)

The revenue and expenditure information is unchanged since the May version of the document.

Investment and Debt Policy Review

Both the TAM Investment and Debt policies have requirements for annual review with any recommended changes to be approved by the Board. Staff completed the review recently and there are no recommended changes for either policy for 2024.

Potential Budget Amendments in the Upcoming Months:

Staff will return to the Board in the future for consideration of amendments when additional grant opportunities or project specific adjustments are needed.

Public Comments Received as of June 18, 2024:

Since the release of the Draft TAM FY2024-25 Annual Budget for public inspection on May 14, staff has not received any public comments.

Any comments received, along with the responses/actions needed, between now and the June 27 Board meeting will be included in the staff presentation for the Board to review prior to final adoption of the Proposed FY2024-25 Annual Budget.

FISCAL CONSIDERATION

Expected revenue collection and reimbursement for FY2024-25 is \$100.35 million while the proposed expenditure is \$113.01 million. TAM's fund balance will be reduced by \$12.66 million but will remain positive at \$30.99 million by the end of FY2024-25.

NEXT STEPS

Upon approval by the TAM Board, staff will finalize the budget document and start the implementation of all projects/programs and other related changes as of July 1, 2024.

ATTACHMENTS

Attachment A – Proposed TAM FY2024-25 Annual Budget

Attachment B – Staff Presentation

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Fiscal Year 2024-25 Proposed Annual Budget



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Executive Director's Message

I am pleased to present TAM's Proposed Annual Budget for the 2024-25 Fiscal Year. The Annual Budget provides a thorough picture of TAM's expected revenues and expenditures to plan, fund, manage and construct priority transportation programs and projects for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025. With this budget, I am also happy to introduce Melanie Purcell, TAM's new Director of Finance & Administration, who started in the position in March and has jumped right in to create this detailed budget document with wholehearted support from me and TAM staff.

This document demonstrates continued support for critical programs, planning efforts and major infrastructure projects defined in the voter-approved local Expenditure Plans including support for our local partner agencies. This budget also accounts for revenue from key local, regional, state and federal sources. It is worth noting the significant resources that are contributed from our local, voter-approved funding from Measure AA and Measure B as well as the 9-county regional, voter-approved funding from Regional Measure 3. These primary sources, in addition to other revenue streams defined in this budget, work together to provide \$100.35 million in funding to support transportation improvements today and to plan for future projects and programs to benefit mobility in Marin.

With this financial support, major capital improvement projects will continue to make progress, including construction of the final highway segment of the Marin-Sonoma Narrows, improvements to the Bellam off-ramp, initiating environmental studies for the US 101/I-580 Multi-Modal and Local Access Improvement Project, continuing flood protection design for State Route 37, coordinating with partners for flood protection in Marin City, and developing detailed planning for three interchanges along US 101 in Marin: SR 131 Tiburon Blvd./East Blithedale Ave., Manuel T. Freitas Parkway/Civic Center Dr., and Alameda del Prado/Nave Drive. We will also continue our focus on community projects including local bicycle and pedestrian improvements, and on advancing the planning and design for Part-Time Transit Lanes (aka Bus on Shoulder), to improve transit reliability and travel time.

In addition, TAM is creating our shared vision for transportation with the development of the first Countywide Transportation Plan. This comprehensive planning effort will also help develop strategies for priorities such as safety, resilience, and inclusivity and engagement to enhance equity. TAM is also working closely with our partners on a technical study to identify potential options to protect our transportation system and surroundings from future Sea Level Rise.

TAM continues to focus on reducing emissions from, and reliance on, single occupant vehicles through foundational programs including Marin Transit, Safe Routes to Schools and our Crossing Guard program, and innovative programs such as the Marin Commutes Program offering rewards for carpooling, walking, biking and taking transit, and the Alternative Fuels program, supporting schools, agencies, and jurisdictions to help create a clean fuel future.

We thank our community and our partners and look forward to a successful year together.

In partnership,

Anne Richman

TAM Budget Process General Overview

About TAM

The Transportation Authority of Marin (TAM) was established by Marin County voters to support transportation 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. TAM partners with other jurisdictions to advance these programs and projects and does not retain ownership of the final assets.

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 in the Appendix.)* 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. The use of funds is guided by the individual Expenditure Plans with specific allocations and projections outlined in the strategic plans for each measure.

[2018 Final Expenditure Plan - Marin County Transportation Sales Tax Renewal](#)

[2023 Measure A/AA Sales Tax Strategic Plan](#)

[Marin County Vehicle Registration Fee Expenditure Plan](#)

[2023 Measure B Vehicle Registration Fee \(VRF\) Strategic Plan](#)

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.

If total expenditures for the annual budget must increase due to special circumstances, prior approval from the Board is required. If total expenditures within one or more category(ies) are projected to be greater than the budgetary authority, a transfer of budgeted funds from other category(ies) may be processed if 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 to 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 the Measure A/AA ½-Cent Transportation Sales Tax and Measure B \$10 VRF funds shall be effectuated according to the Policy and Procedures specified in the Expenditure Plans and currently adopted Strategic Plans.

In addition to the expenditure and strategic plans for each measure, the TAM Board has approved financial policies and procedures including:

- [TAM Administrative Code](#)
- Investment Policy (Appendix)
- Debt Policy (Appendix)

Budget Development Process and Timeline

TAM's annual budget development process begins in late February/early March with a kickoff meeting with all staff that are involved in the annual budget process. In April, revenue estimates for the Measure A/Measure AA ½-Cent Transportation Sales Tax and Measure B \$10 VRF funds are prepared based on economic analyses and presented to the TAM Board for consideration. The draft annual budget is presented to the TAM Board and released for public comments in May and the final budget is adopted at the June Board meeting.

The following is the timeline for the FY2024-25 Annual Budget development:

March-June 2024	Budget and Work Plan Development/Review Work Process
April 2024	Review and Acceptance of Measure A/AA & B Revenue Levels
May 2024	Review and Release of Proposed Budget for Comments
June 27, 2024	Public Hearing and Adoption of Final Budget

The FY2024-25 Annual Budget is presented to include the agency's financial, planning, project, communication, and administrative work elements for the upcoming year.

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, FY2023-24, 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 years, TAM and its partner agencies have increased delivery of several major projects/programs, mostly under the Measure A/AA Sales Tax Projects/Programs and the Interagency Agreements Categories. TAM's ending fund balance at the end of FY2023-24 is expected to be around \$34.68 million.

FY2018-19 through FY2023-24 Revenues and Expenditures with Fund Balance

	FY2018-19 Actual	FY2019-20 Actual	FY2020-21 Actual	FY2021-22 Actual	FY2022-23 Actual	FY2023-24 Adopted
Revenues						
Measure A/AA Sales Tax Revenue	28,976,082	27,345,662	30,832,521	34,754,393	35,086,472	35,000,000
Measure B VRF Revenue	2,417,118	2,327,292	2,404,319	2,311,091	2,320,048	2,300,000
Cities/Town & County Contribution	558,999	558,999	500,001	500,000	550,002	576,950
Interest Earnings	1,914,194	2,507,746	408,181	293,480	1,407,266	1,770,500
BAAQMD/TFCA	364,537	368,939	358,753	354,562	375,331	633,637
Federal	2,238,572	1,258,584	1,069,755	873,381	878,095	1,612,648
State	718,371	993,157	189,494	448,967	376,383	3,143,088
Regional	4,201,448	14,829	4,364,229	6,970,819	1,193,073	47,053,529
Other Revenue	-	-	1,262,593	92,974	6,170	1,675,000
Total Revenues	41,389,321	35,375,208	41,389,847	46,599,667	42,192,840	93,765,352
Expenditures						
Administration	3,378,703	3,154,149	3,051,241	3,109,702	3,458,580	3,829,967
Professional Services	4,216,373	2,629,748	1,196,698	939,034	652,924	5,145,588
Measure A Sales Tax Projects/Programs	21,849,187	9,737,500	14,507,742	1,117,540	2,876,439	2,307,642
Measure AA Sales Tax Projects/Programs	182,971	17,396,486	20,345,625	21,987,567	32,625,417	42,133,074
Measure B VRF Projects/Programs	1,790,363	4,098,404	1,718,578	1,526,555	3,795,799	2,456,000
Interagency Agreements	3,992,151	535,629	6,686,595	7,783,208	771,416	46,543,671
TFCA Programs/Projects	66,388	366,676	1,310,733	362,625	-	334,000
Total Expenditures	35,476,136	37,918,592	48,817,212	36,826,231	44,180,575	102,749,942
Net Change in Fund Balance	5,913,185	(2,543,384)	(7,427,365)	9,773,436	(1,987,735)	(8,984,590)
Ending Fund Balance	45,846,816	43,303,432	35,876,067	45,649,503	43,661,767	34,677,177

FY2024-25 Annual Budget Process and Highlights

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 FY2024-25 is \$100.35 million and total expected expenditure is \$113.01 million. Revenues are presented in the budget by the source of funds, while expenditures are presented by 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 generally means that TAM and its partner agencies are using prior year accumulated fund balances to deliver more projects and programs in that particular year.

While confident to report that the agency can still 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, staff will closely monitor the economic uncertainty caused by inflation, supply chain pressure and geopolitical conflicts. TAM is committed to diligently and effectively working with all our local, regional, state, and federal partners to protect and obtain valuable transportation funds for the County.

Staff prepares a revenue analysis for the Board's consideration which evaluates several economic indicators and forecasts from other agencies and local economics. These form the bases of several revenue forecasts that support the strategic plans for the respective measures and planning of the designated projects.

FY2024-25 Measure A/AA Revenue Collection Update and Projection Scenarios

Year	FY2022-23	FY2023-24 Budget	FY2023-24 Estimated	FY2024-25	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30
<i>California Department of Tax and Fee Administration January 2024 Projection</i>									
Annual Revenue	35.44	35.94	36.45	36.55					
% Growth	2.0%	1.4%	1.4%	1.7%					
Staff Recommendation									
Annual Revenue	34.96	35.50	34.94	35.00	35.70	36.41	37.14	37.89	38.64
% Growth	0.6%	1.5%	-0.1%	0.2%	2.0%	2.0%	2.0%	2.0%	2.0%

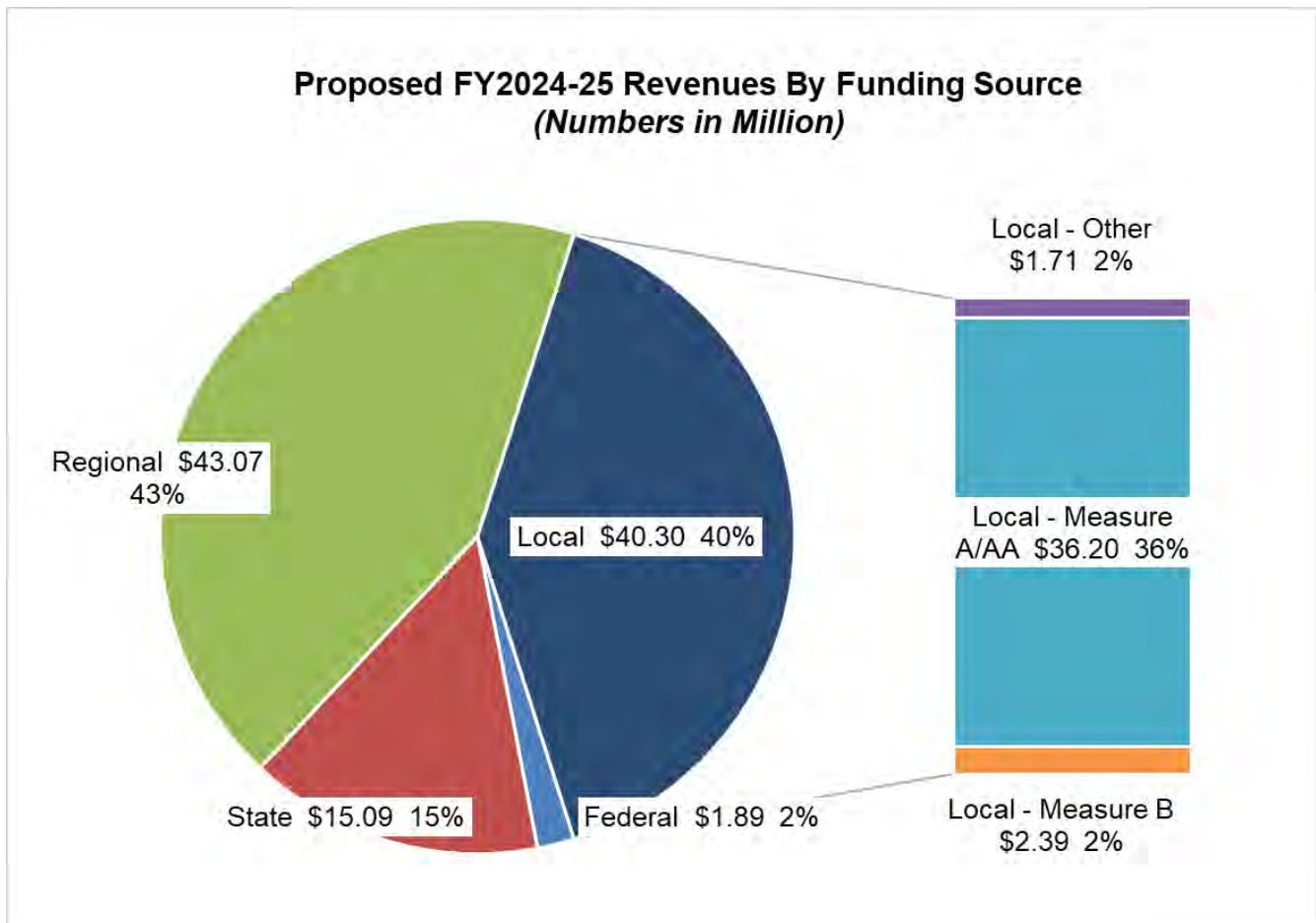
FY2024-25 Revenue Overview

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 manages is complex. In FY2024-25, TAM is expecting a total of \$100.35 million in revenue. This is over two times the actual revenue from FY2022-23 due to the influx of Regional Measure 3 and grant funds.

FY2024-25 Annual Budget – Revenue

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Beginning Balance	43,615,303	41,627,564	41,627,564	43,649,484
Measure A/AA Sales Tax	35,086,472	35,000,000	35,000,000	35,000,000
Measure B Vehicle Registration Fee Revenue	2,320,048	2,300,000	2,300,000	2,300,000
Cities/Towns and County CMA Fee	550,002	576,950	576,950	591,951
Interest Revenue	1,413,436	1,770,500	3,491,226	2,060,000
MTC STP/CMAQ Planning & OBAG Grant Funds	868,095	1,203,000	1,078,000	1,064,969
MTC Regional Measure 3 Fund	-	47,053,529	47,053,529	43,065,000
State STIP/PPM Fund	176,393	-	-	445,000
State Earmark	-	3,000,000	531,108	9,500,000
State-SB1 Planning Grant	-	10,000	10,000	400,000
State TDA Fund	-	83,000	63,000	13,500
Fund	-	-	-	1,164,000
Federal STP Fund	10,000	5,000	5,000	-
Federal SS4A Grant	-	-	-	280,000
HSIP Local Road Safety Plan	-	50,088	50,088	-
Part Time Transit Lane Grant	-	404,648	-	550,000
Realized Highway 101 ROW Excess Fund	199,990	1,675,000	650,000	3,566,257
Marin Transportation For Clean Air Funding	350,331	350,000	350,000	350,000
Regional TFCA Competitive Grants	25,000	283,637	-	-
Expired Revenue Line Items	1,193,073	-	-	-
Total Revenues	42,192,839	93,765,352	91,158,901	100,350,676

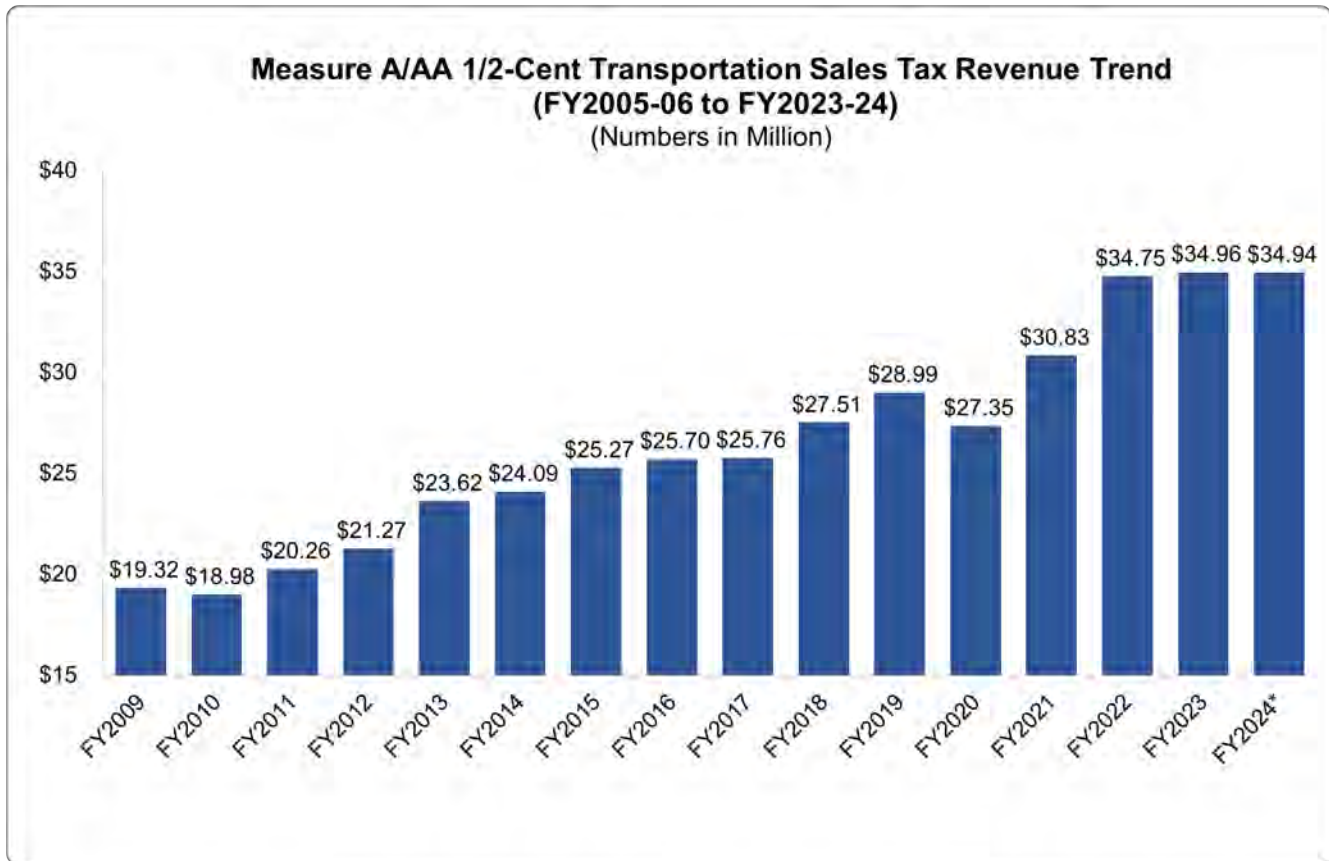
The funding generated by all the voter-approval Expenditure Plans illustrates how important local revenues are to the transportation future of Marin County. As you can see in Chart 1, for FY2024-25, about 83% of the revenue that TAM expects is from voter approved local and regional measures and interest earnings from the fund balances of those measures, with 43% from Regional Measure 3 (RM3), 36% from Measure A/AA ½-Cent Sales Tax revenue, and 2% from Measure B VRF revenue.



Measure A/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, except for minor revenue adjustments to sales tax transactions that happened prior to April 1, 2019.

While sales tax revenue during the COVID19 pandemic declined in FY2020 and rebounded well in FY2021, current year receipts have been flat if not slightly down since FY2022. Regional economic forecasts indicate continued uncertainty facing the economy and other Marin County jurisdictions are projecting similarly flat sales tax revenues. At the April 25, 2024, TAM Board meeting, staff recommended, and the TAM Board approved the \$35.00 million revenue level for the Measure A/AA ½-Cent Transportation Sales Tax for FY2024-25. The Board also approved the revised FY2023-24 revenue level from \$35.68 million to \$35.00 million since Marin's sales tax receipts have been slightly under projections.



Measure B \$10 Vehicle Registration Fee (VRF) Revenue

Marin County voters approved an increase in the vehicle registration fee in 2010 to help fund transportation improvements in Marin. Revenues rose steadily until 2016 and have since declined back to 2012 levels. The number of registered vehicles in Marin County continues to drop slightly over the last 3 years, which indicates VRF revenue is expected to remain flat or decline marginally in FY2023-24 and FY2024-25. Based on this, the budget level for Measure B VRF revenue for FY2024-25 is set at \$2.30 million.

City/Town/County CMA Fee Contribution

Cities, towns, and Marin County have historically supported TAM's operations via annual fees. Fees are allocated pro rata based on population share and lane miles within each community. With the recovery of the economy and the improvement of revenue situation for local jurisdictions, TAM staff and MMA reached agreement on the long-term fee structure as of FY2023, which brought the fee structure in line with the efforts required to effectively support all local partners for their transportation project and program related needs. As allowed by the new funding agreement, the total CMA fee for FY2024-25 is set at \$591,951 after adjusting the prior year by the allowed Bay Area Consumer Price Index (CPI), 2.6% as of December 2023.

MTC STP/CMAQ Planning and OBAG Grant Funds

TAM receives a share of planning funds consistent with recent years through the MTC One Bay Area Grants (OBAG) Cycle 2 and Cycle 3 processes. The current funding agreement with MTC covers the core CMA staffing and planning functions. It's a 10-year agreement which provides funds from FY2017-18 to FY2026-27. These revenue items are reimbursement based. Approximately \$850,000 is available for planning and program management while additional funds are available for specific projects. About \$1.51 million in revenue is expected through these grants based on the work planned. The total realized revenue will depend on actual program and project expenditures in FY2024-25.

State Transportation Improvement Program (STIP)/ Planning and Program Management (PPM)

Every three years, the State of California provides assistance for planning and program management to support transportation initiatives and planning for projects that improve the state's multi-modal transportation system. This three-year award is budgeted in its entirety for FY2024-25 along with project specific funding.

State Earmark Funds

Approximately \$10 million in direct State funding has been earmarked to TAM for Marin City roadway flooding. \$20 million has also been awarded for SR37 design. A portion of each earmark is included in the FY2024-25 budget.

Regional Measure 3 Revenue

In June 2018, a ballot measure in the nine-county region was approved increasing bridge tolls on all Bay Area bridges except the Golden Gate Bridge. Regional Measure 3 included several key transportation improvement projects. After an extended court challenge was concluded in 2023, funds are being released under the Letter of No Prejudice (LONP) process for two of the highest priority projects in Marin that TAM manages directly: the US 101/I-580 Multi-Modal and Local Access Improvement Project (\$135 million designated in RM3), and the Marin-Sonoma Narrows (MSN) Project (total of \$120 million for the whole corridor designed in RM3). TAM assumed directly spending and expected reimbursement of RM3 funding for both projects in the FY2023-24 Annual Budget and staff has incorporated the most current reimbursement methodology from the Metropolitan Transportation Commission (MTC), the agency overseeing the disbursement of RM3 proceeds into the Proposed FY2024-25 Annual Budget. TAM expects a total of \$43.07 million in RM3 funds for the work related to the US 101/I-580 Multi-Modal and Local Access Improvement Project and MSN Project.

Transportation Funding for Clean Air (TFCA)

TCFA is a \$4 statewide vehicle registration fee and TAM receives 40% of the TFCA funds collected in Marin as Marin's local share every year. This fund is collected and distributed to TAM in advance every year. Based on the estimated revenue for FY2023-24, a total of \$0.35 million is estimated for FY2024-25.

Part-Time Transit Lane Grant

TAM, in partnership with Marin Transit, applied for and was awarded a total of \$1.11 million in Transit Performance Initiative (TPI) Investment Program funds from MTC. About \$500,000 of the grant is expected to be spent and reimbursed in FY2024-25 for the preparation of a Project Initiation Document (PID) and the subsequent phase consisting of Project Approval and Environmental Document (PA/ED) of the Part-Time Transit Lane Project.

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 MSN Project. A total of \$3.57 million is expected to be spent in FY2024-25 to support these projects.

Other Federal and State grants

TAM applies for specific project and program grants from the federal and state government as well as assists local jurisdictions to apply for support. These grants will be brought forward with budget amendments once details are confirmed.

FY2024-25 Expenditure Overview

In FY2024-25, with the support and cooperation of our federal, state, regional and local partners, TAM is expected to deliver a total of \$113.01 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 FY2024-25 total expenditure for the Administration Category is \$3.74 million, which is about \$85,597 (2.2%) less than the FY2023-24 budgeted amount. The decrease is mostly due to reductions in legal services and contracted human resources support including the compensation study completed in FY2023-24. A copy of TAM's current organization chart is included on Page 10 of the report.

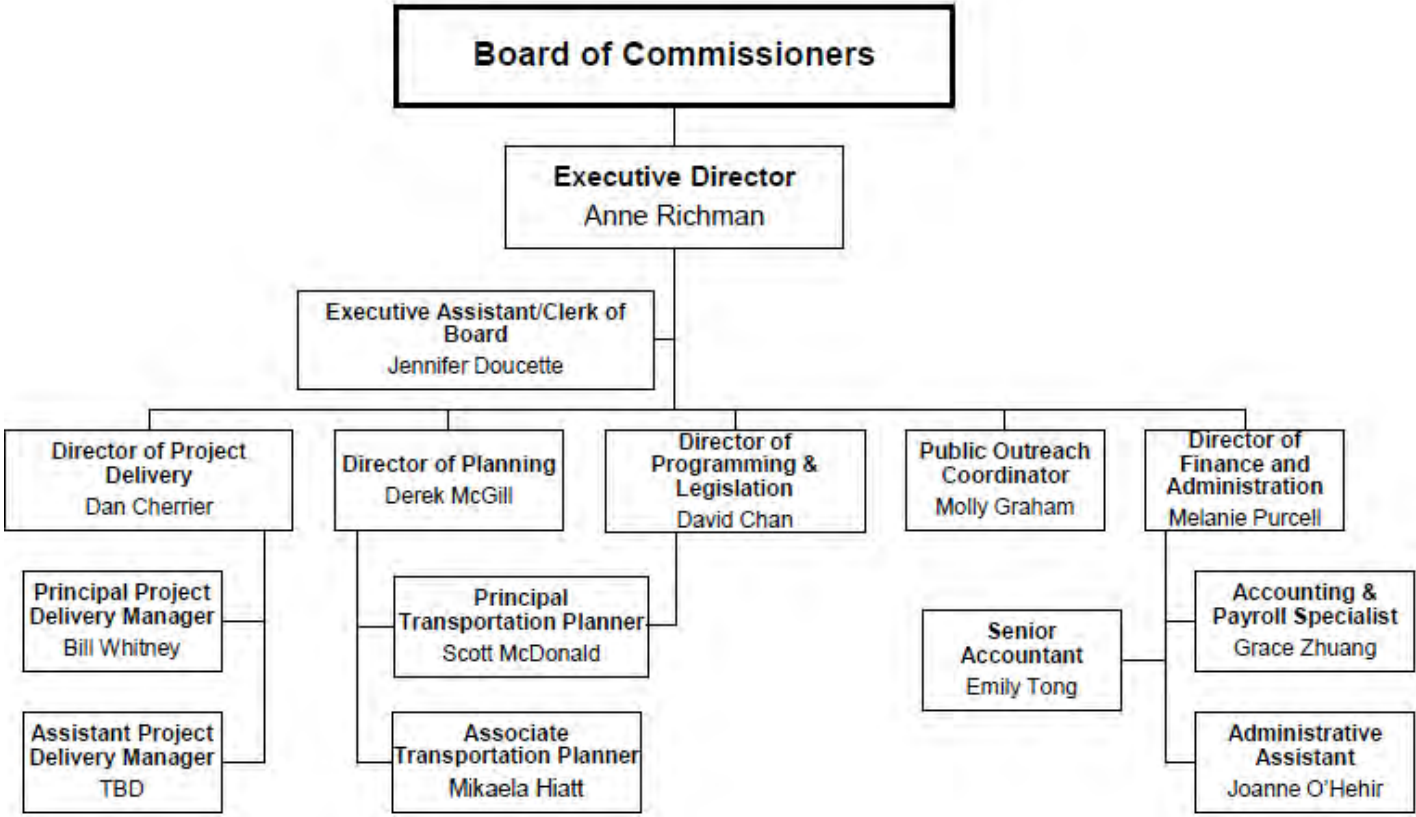
Cost of Living Adjustment (COLA)

Current TAM COLA policy allows staff an annual COLA increase based on the most recent CPI as of May each year, or sales tax growth rate from the prior year, whichever is lower. The most recent February 2024 Consumer Price Index for All Urban Consumers (CPI-U) released for the San Francisco-Oakland-Hayward Urban Area by the Bureau of Labor Statistics (BLS) is at 2.4%. However, the FY2023-24 revenue estimate for sales tax is flat, with receipts being slightly under the previous year. Therefore, staff is recommending no COLA increase for FY2024-25 as of now with the intent to assess the agency's fiscal position in six months and consider whether a mid-year COLA is appropriate, given the agency's policy. With the implementation of the compensation study recommendations as of July 1, 2024, most staff will see a nominal increase in salary.

FY2024-25 Annual Budget – Expenditure/Administration

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Salaries & Benefits	2,898,236	3,167,467	3,054,414	3,084,843
Agency-Wide Classification Study	-	23,000	21,275	-
Office Lease	245,108	257,000	257,000	264,827
Agency IT Related Equipment Upgrade	20,917	30,000	5,000	25,000
Equipment Purchase/Lease	4,751	10,000	5,000	17,500
Telephone/Internet/Web Hosting Services	21,713	25,000	25,000	25,000
Office Supplies & Small Miscellaneous Items	43,660	40,000	41,134	45,000
Insurance	14,682	20,000	20,000	20,000
Financial Audit	28,300	25,000	25,000	25,000
Legal Services	3,693	35,000	2,000	25,000
Document/Video/Marketing Material Production	54,436	30,000	30,292	35,000
Memberships	38,225	45,000	45,000	50,000
Travel/Meetings/Conferences	23,603	26,000	27,012	32,500
Professional Development	5,099	7,500	7,500	12,500
Human Resources/Board Support	2,764	34,000	32,180	15,000
Information Technology Support	43,337	45,000	45,000	50,000
Annual Support & Upgrade of Financial System	7,569	10,000	8,000	10,000
Stipends	-	-	-	7,200
Expired Expenditure Line Items	2,487	-	-	-
Subtotal, Administration	3,458,580	3,829,967	3,650,807	3,744,370

Transportation Authority of Marin Organization Chart
(As of April 2024)



Department	Staff
Executive, Admin, & Public Outreach	7
Planning	2.75
Project Delivery	3
Programming & Legislation	1.25
TOTAL	14

Professional Services

The proposed FY2024-25 expenditure level for the Professional Services Category is \$4.36 million, which is \$785,088 (15.26%) less than the FY2023-24 budgeted amount. With the anticipation of RM3, state earmark for State Route 37 (SR-37) and potential federal grants, various work tasks for the Bellam Blvd. Improvement Project, US 101/I-580 Multi-Modal and Local Access Improvement Project, and SR-37 Segment A1 Design are scheduled to continue through FY2024-25, along with continuing the development of the Countywide Transportation Plan (CTP).

FY2024-25 Annual Budget – Expenditure/Professional Services

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Bellam Blvd 101 Off-ramp Improvements - Design & ROW	61,616	900,000	500,000	150,000
Travel Model Maintenance & Update Requests	-	200,000	200,000	100,000
Project Management Oversight	95,576	150,000	90,000	150,000
101/580 Multi-modal and Local Access Improvements	244,593	140,000	185,000	240,000
State Legislative Assistance	-	1,960,000	800,000	1,800,000
Financial Advisor/Sales Tax Audit Services	46,200	60,000	60,000	50,000
Measure A/AA Sales Tax Compliance Audit	23,613	25,000	2,007	-
N/S Greenway - Construction Support	19,194	20,000	19,812	22,000
Mill Valley Study	125,728	103,000	83,000	-
Public Outreach Service Support	-	-	-	15,000
Expenditure Plan Update	1,995	20,000	10,000	10,000
Street Smarts Marin	-	-	-	40,000
Part Time Transit Lane	-	302,000	-	13,500
Countywide Transportation Plan	-	-	-	500,000
Local Road Safety Plan	4,199	350,000	225,000	225,000
SR-37 Segment A1 Design	21,912	65,588	65,588	-
Equity Planning Support and Outreach	-	500,000	-	-
VMT Toolkit	-	50,000	-	100,000
MSN B7 Construction Design Support	-	-	-	400,000
School Access Safety Action Plan	-	300,000	300,000	265,000
Expired Expenditure Line Items	-	-	-	280,000
Subtotal, Professional Services	8,298	-	-	-
	652,924	5,145,588	2,540,407	4,360,500

Capital Projects/Debt

TAM budgets for funding of capital projects identified in the respective expenditure plans or as supported by specific funding streams such as state earmarks. These projects become assets of other jurisdictions and TAM does not record or maintain such assets directly. As a funding and planning agency, TAM does not hold any significant capital assets. TAM does not currently have any debt and does not intend to issue debt in the near future.

Measure A Sales 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. With the remainder of Measure A reserve funds to be released this year and a few strategies still spending down their fund balances, a total expenditure of \$624,961 is expected in FY2024-25.

FY2024-25 Annual Budget – Expenditure/Measure A Sales Tax Programs/Projects

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
<u>Strategy 1 - Transit</u>	2,445,230	1,058,388	1,058,388	90,733
Strategy 1.1 - Local Bus Transit Service	680,000	712,000	712,000	61,038
Strategy 1.2 - Rural Bus Transit System	55,080	57,672	57,672	4,944
Strategy 1.3 - Special Needs Transit Services	165,410	173,194	173,194	14,848
Strategy 1.4 - Bus Transit Facilities	1,544,740	115,522	115,522	9,903
<u>Strategy 3 - Local Transportation Infrastructure</u>	354,029	504,896	504,896	21,852
Strategy 3.1 - Major Roads	117,283	250,000	250,000	-
Strategy 3.2 - Local Streets and Roads	236,746	254,896	254,896	21,852
<u>Strategy 4 - Safer Access to Schools</u>	77,180	744,358	744,358	512,376
Strategy 4.1 - Safe Routes to Schools	-	63,546	63,546	5,448
Strategy 4.2 - Crossing Guards	77,180	80,812	80,812	6,928
Strategy 4.3 - Safe Pathways To School	-	-	-	-
Safe Pathway Capital Projects	-	600,000	600,000	500,000
Subtotal, Measure A Programs/Projects	2,876,439	2,307,642	2,307,642	624,961

Measure AA Sales Tax Programs/Projects

The Measure AA Expenditure Plan is slated to be updated over the next year and a half but meanwhile, extensive work is taking place under the existing plan.

Under Category 1, Reduce Congestion, a total of \$1,780,275 million of work is planned for FY2024-25, including \$140,275 to support MSN B7/B8 right of way, \$1.50 million for studies related to interchange enhancements; and \$140,000 for Transportation Demand Management.

Under Category 2, Local Transportation Infrastructure, TAM will release \$6.53 million in local roads funds estimated to be collected in FY2024-25 and expects to spend \$1.0 million on large Safe Pathways projects, \$200,000 on sea-level rise planning, and \$120,000 on innovative technology study and support.

Under Category 3, Safer Access to Schools, \$3.97 million is expected to be needed under Measure AA after fully spending the funds available under Measure A. These funds will be spent on Safe Routes to Schools (SR2S) Education and Encouragement programs (\$1.27 million), the Crossing Guard program (\$2.4 million), and the Small Safe Pathway Capital projects (\$300,000).

Under Category 4, Transit, Marin Transit plans to request a total of \$20.51 million for its operational and capital needs in FY2024-25 under Categories 4.1 to 4.5, a request similar to the current fiscal year (FY2023-24).

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 during the year.

FY2024-25 Annual Budget – Expenditure/Measure AA Sales Tax Programs/Projects

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Major Road Set-Aside	8,558,382	8,000,000	4,000,000	4,000,000
<u>Category 1: Reduce Congestion</u>	<u>2,405,374</u>	<u>2,330,000</u>	<u>585,441</u>	<u>1,780,275</u>
Narrows				
MSN B7/B8 Design/ROW/Utility Work	1,175,147	200,000	45,441	140,275
MSN B7 Construction Design Support	219,402	-	-	-
Local Access				
PAED	644,663	-	-	-
Category 1.3 - Enhance Interchanges	324,304	2,005,000	415,000	1,500,000
Management	41,858	125,000	125,000	140,000
<u>Category 2: Local Transportation Infrastructure</u>	<u>7,501,275</u>	<u>8,041,254</u>	<u>7,726,254</u>	<u>7,848,669</u>
Category 2.1 - Local Roads	6,587,187	6,626,254	6,626,254	6,528,669
Category 2.2 - Large Safe Pathway Capital Projects	871,248	1,000,000	700,000	1,000,000
Category 2.3 - Sea Level Rise	10,535	365,000	365,000	200,000
Category 2.4 - Innovative Technology	32,305	50,000	35,000	120,000
<u>Category 3: Safer Access to Schools</u>	<u>3,128,249</u>	<u>3,430,000</u>	<u>3,430,000</u>	<u>3,970,000</u>
Category 3.1 - Safe Routes to Schools	1,146,192	1,200,000	1,200,000	1,270,000
Category 3.2 - Crossing Guards	1,980,302	1,980,000	1,980,000	2,400,000
Category 3.3 - Small Safe Pathway Capital Projects	1,755	250,000	250,000	300,000
<u>Category 4: Transit</u>	<u>11,032,137</u>	<u>20,331,820</u>	<u>20,332,000</u>	<u>20,507,963</u>
Category 4.1 - Local Bus Transit Service	4,579,793	13,000,000	13,000,000	13,500,000
Category 4.2 - Rural Bus Transit Service	1,131,141	926,812	926,812	937,522
Category 4.3 - Special Needs Transit Service	2,594,817	2,934,903	2,934,903	3,220,411
Category 4.4 - School Transit Service	1,098,029	1,700,000	1,700,000	1,600,000
Category 4.5 - Bus Transit Facilities	1,628,357	1,235,748	1,235,748	1,250,030
Category 4.6 - Expand Access to Transit	-	534,357	534,537	-
Subtotal, Measure AA Programs/Projects	32,625,417	42,133,074	36,073,695	38,106,907

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 FY2024-25 is \$2.69 million. With the implementation of the amended Measure B Expenditure Plan and new Strategic Plan, a total of 5-year worth of funds will be made available under Element 1.1 for eligible bike/pedestrian improvement projects but only \$900,000 is expected to be needed in FY2024-25. For Element 1.2, Bike/Pedestrian Pathways Maintenance, about \$115,000 is made available to eligible project sponsors. Marin Transit is planning to request a total of \$913,000 under Element 2, Improving Transit for Seniors and People with Disabilities.

The proposed FY2024-25 spending level for Element 3, Reduce Congestion and Pollution, is \$0.76 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 program.

FY2024-25 Annual Budget – Expenditure/Measure B VRF Programs

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Element 1 - Maintain Local Streets & Pathways	2,244,468	800,000	800,000	1,015,000
Element 1.1 - Bicycle, Pedestrian, and Safety Improvements	2,195,034	700,000	700,000	900,000
Element 1.2 - Bike/Ped Pathways Maintenance	49,434	100,000	100,000	115,000
Element 2 - Seniors & Disabled Mobility	825,310	895,000	895,000	913,000
Element 2.1 - Mobility Management Programs	100,000	100,000	100,000	100,000
Element 2.2 - Paratransit & Low-Income Scholarships	190,000	180,000	180,000	185,000
Element 2.3 - Paratransit Plus	403,109	340,000	340,000	350,000
Element 2.4 - Volunteer Drive & Gap Grant	132,201	275,000	275,000	278,000
Element 3 - Reduce Congestion & Pollution	726,021	761,000	645,000	760,000
Element 3.1 - Safe Routes to School/Street Smart	175,000	175,000	175,000	175,000
Element 3.2 - Commute Alternative Programs	225,315	250,000	250,000	285,000
Element 3.3 - Alternative Fuel Vehicle Program	325,706	336,000	220,000	300,000
Subtotal, Measure B Programs	3,795,799	2,456,000	2,340,000	2,688,000

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 \$62.77 million for FY2024-25, 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 US 101/I-580 Multi-Modal and Local Access Improvement Project, the North/South Greenway, Marin City Flood Mitigation, and the MSN projects.

FY2024-25 Annual Budget – Expenditure/Interagency Agreements

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Various Agencies - Bike/Ped Path Maintenance Contribution	13,429	30,000	-	-
Caltrans - MSN B8 PS&E/ROW Support & Capital	-	1,100,000	-	1,100,000
Capital	194,441	150,000	500,000	2,548,800
Caltrans - MSN B7 Construction Capital & Support	5,549	1,525,000	150,000	1,017,457
Caltrans - 101/580 Multi-modal and Local Access PID	399,430	41,048,671	40,798,671	41,000,000
Caltrans - 101 Interchange Studies PID	74,639	40,000	18,397	-
Caltrans - SR-37 Segment A1 Design/ROW coop	-	100,000	8,000	100,000
Caltrans - Part Time Transit Lane	-	500,000	-	7,500,000
Caltrans - Southern Marin Study	-	50,000	-	50,000
Caltrans/County of Marin - Marin City Flood Mitigation	-	-	-	-
County of Marin Bellam Ramp Construction	-	2,000,000	531,108	2,000,000
County of Marin - Southern Marin Study	-	-	-	7,200,000
Expired Expenditure Line Items	-	-	-	250,000
83,928	83,928	-	-	-
Subtotal, Interagency Agreements	771,416	46,543,671	42,006,176	62,766,257

TFCA Programs/Projects

This category includes anticipated reimbursement requests for various TFCA capital projects funded by the Marin Local TFCA funding at \$722,816, up 12.55% from FY2023-24. The actual expenditures will depend on the project cash flows.

FY2024-25 Annual Budget – Expenditure/TFCA Programs/Projects

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
TFCA Programs/Projects				
TFCA - Reimbursement of Various Capital Projects	-	334,000	218,254	722,816
Subtotal, TFCA Programs/Projects	-	334,000	218,254	722,816

FY2024-25 Annual Budget by Fund

TAM currently has five major governmental funds: Measure A, Measure AA, Measure B, CMA and TFCA. In the past, Measure A and Measure AA funds budgets were presented separately. However, with the prior to April 1, 2019, Measure A revenue adjustments becoming more immaterial, and the closing of fund balances under various Measure A Strategies, staff has combined the Measure A and AA budget sheets into one to reduce unnecessary repetitiveness and confusion.

The budget represents the process through which certain policy decisions are made, implemented, and controlled by fund. Budget authorities can be adjusted during the year according to the budget amendment policy. The legal level of budgetary control by TAM is the total expenditures at the agency level with the adjustments among the different funds required to comply with the specific expenditure requirements of each funding source. This section of the budget document provides the details of the FY2024-25 budget at the individual fund level. The budget at the fund level presents the spending priorities in the upcoming fiscal year and provides specific information by fund.

Measure A/AA Sales Tax 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.

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. The Expenditure Plan is slated for an intensive review six years after inception which will begin during FY2024-25.

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 amended by the TAM Board in February 2023.

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 CMA Fee revenues. The RM3 projects are reflected in the CMA Fund.

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.

Budget Summaries

- Annual Budget Combined Funds
- ½-Cent Transportation Sales Tax
- Measure B Vehicle Registration Fee
- CMA – Congestion Management Agency
- TFCA – Transportation Fund for Clean Air

FY2024-25 Annual Budget – Combined

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Beginning Balance	43,615,303	41,627,564	41,627,564	43,649,484
Measure A/AA Sales Tax	35,086,472	35,000,000	35,000,000	35,000,000
Measure B Vehicle Registration Fee Revenue	2,320,048	2,300,000	2,300,000	2,300,000
Cities/Towns and County CMA Fee	550,002	576,950	576,950	591,951
Interest Revenue	1,413,436	1,770,500	3,491,226	2,060,000
MTC STP/CMAQ Planning & OBAG Grant Funds	868,095	1,203,000	1,078,000	1,064,969
MTC Regional Measure 3 Fund	-	47,053,529	47,053,529	43,065,000
State STIP/PPM Fund	176,393	-	-	445,000
State Earmark	-	3,000,000	531,108	9,500,000
State-SB1 Planning Grant	-	10,000	10,000	400,000
State TDA Fund	-	83,000	63,000	13,500
Fund	-	-	-	1,164,000
Federal STP Fund	10,000	5,000	5,000	-
Federal SS4A Grant	-	-	-	280,000
HSIP Local Road Safety Plan	-	50,088	50,088	-
Part Time Transit Lane Grant	-	404,648	-	550,000
Realized Highway 101 ROW Excess Fund	199,990	1,675,000	650,000	3,566,257
Marin Transportation For Clean Air Funding	350,331	350,000	350,000	350,000
Regional TFCA Competitive Grants	25,000	283,637	-	-
Expired Revenue Line Items	1,193,073	-	-	-
Total Revenues	42,192,839	93,765,352	91,158,901	100,350,676
EXPENDITURES				
Administration				
Salaries & Benefits	2,898,236	3,167,467	3,054,414	3,084,843
Agency-Wide Classification Study	-	23,000	21,275	-
Office Lease	245,108	257,000	257,000	264,827
Agency IT Related Equipment Upgrade	20,917	30,000	5,000	25,000
Equipment Purchase/Lease	4,751	10,000	5,000	17,500
Telephone/Internet/Web Hosting Services	21,713	25,000	25,000	25,000
Office Supplies & Small Miscellaneous Items	43,660	40,000	41,134	45,000
Insurance	14,682	20,000	20,000	20,000
Financial Audit	28,300	25,000	25,000	25,000
Legal Services	3,693	35,000	2,000	25,000
Document/Video/Marketing Material Production	54,436	30,000	30,292	35,000
Memberships	38,225	45,000	45,000	50,000
Travel/Meetings/Conferences	23,603	26,000	27,012	32,500
Professional Development	5,099	7,500	7,500	12,500
Human Resources/Board Support	2,764	34,000	32,180	15,000
Information Technology Support	43,337	45,000	45,000	50,000
Annual Support & Upgrade of Financial System	7,569	10,000	8,000	10,000
Stipends	-	-	-	7,200
Expired Expenditure Line Items	2,487	-	-	-
Subtotal, Administration	3,458,580	3,829,967	3,650,807	3,744,370

**FY2024-25 Annual Budget – Combined
(Continued)**

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Professional Services				
Bellam Blvd 101 Off-ramp Improvements - Design & ROW	61,616	900,000	500,000	150,000
Travel Model Maintenance & Update Requests	-	200,000	200,000	100,000
Project Management Oversight	95,576	150,000	90,000	150,000
101/580 Multi-modal and Local Access Improvements	244,593	140,000	185,000	240,000
State Legislative Assistance	-	1,960,000	800,000	1,800,000
Financial Advisor/Sales Tax Audit Services	46,200	60,000	60,000	50,000
Measure A/AA Sales Tax Compliance Audit	23,613	25,000	2,007	-
N/S Greenway - Construction Support	19,194	20,000	19,812	22,000
Mill Valley Study	125,728	103,000	83,000	-
Public Outreach Service Support	-	-	-	15,000
Expenditure Plan Update	1,995	20,000	10,000	10,000
Street Smarts Marin	-	-	-	40,000
Part Time Transit Lane	-	-	-	13,500
Countywide Transportation Plan	-	302,000	-	500,000
Local Road Safety Plan	4,199	350,000	225,000	225,000
SR-37 Segment A1 Design	21,912	65,588	65,588	-
Equity Planning Support and Outreach	-	500,000	-	-
VMT Toolkit	-	50,000	-	100,000
MSN B7 Construction Design Support	-	-	-	400,000
School Access Safety Action Plan	-	300,000	300,000	265,000
Expired Expenditure Line Items	8,298	-	-	280,000
Subtotal, Professional Services	652,924	5,145,588	2,540,407	4,360,500
Measure A Sales Tax Programs/Projects				
<u>Strategy 1 - Transit</u>	<u>2,445,230</u>	<u>1,058,388</u>	<u>1,058,388</u>	<u>90,733</u>
Strategy 1.1 - Local Bus Transit Service	680,000	712,000	712,000	61,038
Strategy 1.2 - Rural Bus Transit System	55,080	57,672	57,672	4,944
Strategy 1.3 - Special Needs Transit Services	165,410	173,194	173,194	14,848
Strategy 1.4 - Bus Transit Facilities	1,544,740	115,522	115,522	9,903
<u>Strategy 3 - Local Transportation Infrastructure</u>	<u>354,029</u>	<u>504,896</u>	<u>504,896</u>	<u>21,852</u>
Strategy 3.1 - Major Roads	117,283	250,000	250,000	-
Strategy 3.2 - Local Streets and Roads	236,746	254,896	254,896	21,852
<u>Strategy 4 - Safer Access to Schools</u>	<u>77,180</u>	<u>744,358</u>	<u>744,358</u>	<u>512,376</u>
Strategy 4.1 - Safe Routes to Schools	-	63,546	63,546	5,448
Strategy 4.2 - Crossing Guards	77,180	80,812	80,812	6,928
Strategy 4.3 - Safe Pathways To School	-	-	-	-
Safe Pathway Capital Projects	-	600,000	600,000	500,000
Subtotal, Measure A Programs/Projects	2,876,439	2,307,642	2,307,642	624,961

**FY2024-25 Annual Budget – Combined
(Continued)**

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Measure AA Sales Tax Programs/Projects				
<u>Major Road Set-Aside</u>	8,558,382	8,000,000	4,000,000	4,000,000
<u>Category 1: Reduce Congestion</u>	2,405,374	2,330,000	585,441	1,780,275
Narrows				
MSN B7/B8 Design/ROW/Utility Work	1,175,147	200,000	45,441	140,275
MSN B7 Construction Design Support	219,402	-	-	-
Local Access				
PAED	644,663	-	-	-
Category 1.3 - Enhance Interchanges Management	324,304	2,005,000	415,000	1,500,000
	41,858	125,000	125,000	140,000
<u>Category 2: Local Transportation Infrastructure</u>	7,501,275	8,041,254	7,726,254	7,848,669
Category 2.1 - Local Roads	6,587,187	6,626,254	6,626,254	6,528,669
Category 2.2 - Large Safe Pathway Capital Projects	871,248	1,000,000	700,000	1,000,000
Category 2.3 - Sea Level Rise	10,535	365,000	365,000	200,000
Category 2.4 - Innovative Technology	32,305	50,000	35,000	120,000
<u>Category 3: Safer Access to Schools</u>	3,128,249	3,430,000	3,430,000	3,970,000
Category 3.1 - Safe Routes to Schools	1,146,192	1,200,000	1,200,000	1,270,000
Category 3.2 - Crossing Guards	1,980,302	1,980,000	1,980,000	2,400,000
Category 3.3 - Small Safe Pathway Capital Projects	1,755	250,000	250,000	300,000
<u>Category 4: Transit</u>	11,032,137	20,331,820	20,332,000	20,507,963
Category 4.1 - Local Bus Transit Service	4,579,793	13,000,000	13,000,000	13,500,000
Category 4.2 - Rural Bus Transit Service	1,131,141	926,812	926,812	937,522
Category 4.3 - Special Needs Transit Service	2,594,817	2,934,903	2,934,903	3,220,411
Category 4.4 - School Transit Service	1,098,029	1,700,000	1,700,000	1,600,000
Category 4.5 - Bus Transit Facilities	1,628,357	1,235,748	1,235,748	1,250,030
Category 4.6 - Expand Access to Transit	-	534,357	534,537	-
Subtotal, Measure AA Programs/Projects	32,625,417	42,133,074	36,073,695	38,106,907
Measure B VRF Programs				
<u>Element 1 - Maintain Local Streets & Pathways</u>	2,244,468	800,000	800,000	1,015,000
Improvements	2,195,034	700,000	700,000	900,000
Element 1.2 - Bike/Ped Pathways Maintenance	49,434	100,000	100,000	115,000
<u>Element 2 - Seniors & Disabled Mobility</u>	825,310	895,000	895,000	913,000
Element 2.1 - Mobility Management Programs Scholarships	100,000	100,000	100,000	100,000
Element 2.3 - Paratransit Plus	190,000	180,000	180,000	185,000
Element 2.4 - Volunteer Drive & Gap Grant	403,109	340,000	340,000	350,000
Element 2.4 - Volunteer Drive & Gap Grant	132,201	275,000	275,000	278,000
<u>Element 3 - Reduce Congestion & Pollution</u>	726,021	761,000	645,000	760,000
Program	175,000	175,000	175,000	175,000
Element 3.2 - Commute Alternative Programs	225,315	250,000	250,000	285,000
Element 3.3 - Alternative Fuel Vehicle Program	325,706	336,000	220,000	300,000
Subtotal, Measure B Programs	3,795,799	2,456,000	2,340,000	2,688,000

**FY2024-25 Annual Budget – Combined
(Continued)**

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Interagency Agreements				
Various Agencies - Bike/Ped Path Maintenance	13,429	30,000	-	-
Contribution	-	1,100,000	-	1,100,000
Caltrans - MSN B8 PS&E/ROW Support & Capital	194,441	150,000	500,000	2,548,800
Capital	5,549	1,525,000	150,000	1,017,457
Caltrans - MSN B7 Construction Capital & Support	399,430	41,048,671	40,798,671	41,000,000
Caltrans - 101/580 Multi-modal and Local Access PID	74,639	40,000	18,397	-
Caltrans - 101 Interchange Studies PID	-	100,000	8,000	100,000
Caltrans - SR-37 Segment A1 Design/ROW coop	-	500,000	-	7,500,000
Caltrans - Part Time Transit Lane	-	50,000	-	50,000
Caltrans - Southern Marin Study	-	-	-	-
Caltrans/County of Marin - Marin City Flood Mitigation	-	2,000,000	531,108	2,000,000
County of Marin Bellam Ramp Construction	-	-	-	7,200,000
County of Marin - Southern Marin Study	-	-	-	250,000
Expired Expenditure Line Items	83,928	-	-	-
Subtotal, Interagency Agreements	771,416	46,543,671	42,006,176	62,766,257
TFCA Programs/Projects				
TFCA - Reimbursement of Various Capital Projects	-	334,000	218,254	722,816
Subtotal, TFCA Programs/Projects	-	334,000	218,254	722,816
Total Expenditures	44,180,578	102,749,942	89,136,981	113,013,810
Net Change in Fund Balance	(1,987,739)	(8,984,590)	2,021,920	(12,663,134)
Ending Balance	41,627,564	32,642,974	43,649,484	30,986,350

The significant change in fund balance is due to the carry forward of projects funded in prior years that are anticipated to be completed or advanced in the budget year.

FY2024-25 Annual Budget - 1/2-Cent Transportation Sales Tax

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Beginning Balance	39,108,828	36,899,452	36,899,452	32,673,636
REVENUE				
Measure A/AA Sales Tax	35,086,472	35,000,000	35,000,000	35,000,000
Interest Revenue	1,174,914	1,475,000	1,825,698	1,200,000
Total Revenues	36,261,386	36,475,000	36,825,698	36,200,000
EXPENDITURES				
Administration				
Salaries & Benefits	1,605,271	1,692,291	1,487,111	1,387,023
Agency-Wide Classification Study	-	23,000	21,275	-
Office Lease	245,108	257,000	257,000	264,827
Agency IT Related Equipment Upgrade	20,917	30,000	5,000	25,000
Equipment Purchase/Lease	4,751	10,000	5,000	17,500
Telephone/Internet/Web Hosting Services	21,713	25,000	25,000	25,000
Office Supplies & Small Miscellaneous Items	43,660	40,000	40,000	45,000
Insurance	14,682	20,000	20,000	20,000
Financial Audit	28,300	25,000	25,000	25,000
Legal Services	2,995	15,000	2,000	15,000
Document/Video/Marketing Material Production	54,305	20,000	25,292	25,000
Memberships	15,725	20,000	20,000	22,500
Travel/Meetings/Conferences	22,968	25,000	25,000	30,000
Professional Development	5,099	7,500	7,500	12,500
Human Resources/Board Support	2,764	34,000	32,180	15,000
Information Technology Support	43,337	45,000	45,000	50,000
Annual Support & Upgrade of Financial System	7,569	10,000	8,000	10,000
Subtotal, Administration	2,139,164	2,298,791	2,050,359	1,989,350
Professional Services				
Bellam Blvd 101 Off-ramp Improvements - Design & ROW	61,616	900,000	500,000	150,000
N/S Greenway - Construction Support	25,885	20,000	20,000	-
Mill Valley Study	-	-	-	15,000
Financial Advisor/Sales Tax Audit Services	23,613	25,000	2,007	-
Measure A/AA Sales Tax Compliance Audit	19,194	20,000	19,812	22,000
Project Management Oversight	139,385	100,000	60,000	200,000
Public Outreach Service Support	1,000	10,000	10,000	10,000
Expenditure Plan Update	-	-	-	40,000
Expired Expenditure Line Items	3,548	-	-	-
Subtotal, Professional Services	274,241	1,075,000	611,819	437,000

**FY2024-25 Annual Budget - 1/2-Cent Transportation Sales Tax
(Continued)**

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Measure A Sales Tax Programs/Projects				
<u>Strategy 1 - Transit</u>	<u>2,445,230</u>	<u>1,058,388</u>	<u>1,058,388</u>	<u>90,733</u>
Strategy 1.1 - Local Bus Transit Service	680,000	712,000	712,000	61,038
Strategy 1.2 - Rural Bus Transit System	55,080	57,672	57,672	4,944
Strategy 1.3 - Special Needs Transit Services	165,410	173,194	173,194	14,848
Strategy 1.4 - Bus Transit Facilities	1,544,740	115,522	115,522	9,903
<u>Strategy 3 - Local Transportation Infrastructure</u>	<u>354,029</u>	<u>504,896</u>	<u>504,896</u>	<u>21,852</u>
Strategy 3.1 - Major Roads	117,283	250,000	250,000	-
Strategy 3.2 - Local Streets and Roads	236,746	254,896	254,896	21,852
<u>Strategy 4 - Safer Access to Schools</u>	<u>77,180</u>	<u>744,358</u>	<u>744,358</u>	<u>512,376</u>
Strategy 4.1 - Safe Routes to Schools	-	63,546	63,546	5,448
Strategy 4.2 - Crossing Guards	77,180	80,812	80,812	6,928
Strategy 4.3 - Safe Pathways To School Safe Pathway Capital Projects	-	600,000	600,000	500,000
Expired Expenditure Line Items	-	-	-	-
Subtotal, Measure A Programs/Projects	2,876,439	2,307,642	2,307,642	624,961
Measure AA Sales Tax Programs/Projects				
<u>Major Road Set-Aside</u>	<u>8,558,382</u>	<u>8,000,000</u>	<u>4,000,000</u>	<u>4,000,000</u>
<u>Category 1: Reduce Congestion</u>	<u>2,405,374</u>	<u>2,330,000</u>	<u>585,441</u>	<u>1,780,275</u>
Narrows				
MSN B7/B8 Design/ROW/Utility Work	1,175,147	200,000	45,441	140,275
MSN B7 Construction Design Support	219,402	-	-	-
Local Access				
PAED	644,663	-	-	-
Category 1.3 - Enhance Interchanges Management	324,304	2,005,000	415,000	1,500,000
	41,858	125,000	125,000	140,000
<u>Category 2: Local Transportation Infrastructure</u>	<u>7,501,275</u>	<u>8,041,254</u>	<u>7,726,254</u>	<u>7,848,669</u>
Category 2.1 - Local Roads	6,587,187	6,626,254	6,626,254	6,528,669
Category 2.2 - Large Safe Pathway Capital Projects	871,248	1,000,000	700,000	1,000,000
Category 2.3 - Sea Level Rise	10,535	365,000	365,000	200,000
Category 2.4 - Innovative Technology	32,305	50,000	35,000	120,000
<u>Category 3: Safer Access to Schools</u>	<u>3,128,249</u>	<u>3,430,000</u>	<u>3,430,000</u>	<u>3,970,000</u>
Category 3.1 - Safe Routes to Schools	1,146,192	1,200,000	1,200,000	1,270,000
Category 3.2 - Crossing Guards	1,980,302	1,980,000	1,980,000	2,400,000
Category 3.3 - Small Safe Pathway Capital Projects	1,755	250,000	250,000	300,000
<u>Category 4: Transit</u>	<u>11,032,137</u>	<u>20,331,820</u>	<u>20,332,000</u>	<u>20,507,963</u>
Category 4.1 - Local Bus Transit Service	4,579,793	13,000,000	13,000,000	13,500,000
Category 4.2 - Rural Bus Transit Service	1,131,141	926,812	926,812	937,522
Category 4.3 - Special Needs Transit Service	2,594,817	2,934,903	2,934,903	3,220,411
Category 4.4 - School Transit Service	1,098,029	1,700,000	1,700,000	1,600,000
Category 4.5 - Bus Transit Facilities	1,628,357	1,235,748	1,235,748	1,250,030
Category 4.6 - Expand Access to Transit	-	534,357	534,537	-
Subtotal, Measure AA Programs/Projects	32,625,417	42,133,074	36,073,695	38,106,907

**FY2024-25 Annual Budget - 1/2-Cent Transportation Sales Tax
(Continued)**

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Interagency Agreements				
Various Agencies - Bike/Ped Path Maintenance	13,429	30,000	-	-
Marin Transit - Bus Facility Lease or Purchase Contribution	-	1,100,000	-	1,100,000
Caltrans - MSN B7 Construction Capital & Support	399,430	-	-	-
Caltrans - 101/580 Multi-modal and Local Access PID	74,639	-	-	-
Caltrans - 101 Interchange Studies PID	-	100,000	8,000	100,000
County of Marin - Southern Marin Study	-	-	-	250,000
County of Marin Bellam Ramp Construction	-	-	-	6,036,000
Expired Expenditure Line Items	68,000	-	-	-
Subtotal, Interagency Agreement	555,498	1,230,000	8,000	7,486,000
Total Expenditures	38,470,762	49,044,507	41,051,514	48,644,218
Net Change in Fund Balance	(2,209,376)	(12,569,507)	(4,225,816)	(12,444,218)
Ending Balance	36,899,452	24,329,945	32,673,636	20,229,418

The significant change in fund balance is due to the carry forward of projects funded in prior years that are anticipated to be completed or advanced in the budget year.

FY2024-25 Annual Budget - Measure B Vehicle Registration Fee

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Beginning Balance	3,113,346	1,517,816	1,517,816	1,374,879
REVENUE				
Measure B Vehicle Registration Fee Revenue	2,320,048	2,300,000	2,300,000	2,300,000
Interest Revenue	85,770	110,000	122,208	90,000
Total Revenues	2,405,818	2,410,000	2,422,208	2,390,000
EXPENDITURES				
Administration				
Salaries & Benefits	198,074	233,136	224,000	187,408
Office Supplies & Small Miscellaneous Items	-	-	1,134	-
Legal Services	634	10,000	-	5,000
Document/Video/Marketing Material Production	70	5,000	-	5,000
Travel/Meetings/Conferences	-	-	12	-
Expired Expenditure Line Items	2,022	-	-	-
Subtotal, Administration	200,800	248,136	225,146	197,408
EXPENDITURES				
Professional Services				
Public Outreach Service Support	-	-	-	-
Subtotal, Professional Services	-	-	-	-
Measure B Programs				
Element 1 - Maintain Local Streets & Pathways	2,244,468	800,000	800,000	1,015,000
Element 1.1 - Bicycle, Pedestrian, and Safety Improvements	2,195,034	700,000	700,000	900,000
Element 1.2 - Bike/Ped Pathways Maintenance	49,434	100,000	100,000	115,000
Element 2 - Seniors & Disabled Mobility	825,310	895,000	895,000	913,000
Element 2.1 - Mobility Management Programs	100,000	100,000	100,000	100,000
Element 2.2 - Paratransit & Low-Income Scholarships	190,000	180,000	180,000	185,000
Element 2.3 - Paratransit Plus	403,109	340,000	340,000	350,000
Element 2.4 - Volunteer Drive & Gap Grant	132,201	275,000	275,000	278,000
Element 3 - Reduce Congestion & Pollution	726,021	761,000	645,000	760,000
Element 3.1 - Safe Routes to School/Street Smart	175,000	175,000	175,000	175,000
Element 3.2 - Commute Alternative Programs	225,315	250,000	250,000	285,000
Element 3.3 - Alternative Fuel Vehicle Program	325,706	336,000	220,000	300,000
Subtotal, Measure B Programs	3,795,799	2,456,000	2,340,000	2,688,000
Expired Expenditure Line Items	4,750	-	-	-
Total Expenditures	4,001,349	2,704,136	2,565,146	2,885,408
Net Change in Fund Balance	(1,595,530)	(294,136)	(142,937)	(495,408)
Ending Balance	1,517,816	1,223,680	1,374,879	879,471

The significant change in fund balance is due to the carry forward of projects funded in prior years that are anticipated to be completed or advanced in the budget year.

FY2024-25 Annual Budget – CMA

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Beginning Balance	759,523	2,239,921	2,239,921	8,482,638
REVENUE				
Cities/Towns and County CMA Fee	550,002	576,950	576,950	591,951
Interest Revenue	133,582	160,000	1,504,806	750,000
MTC STP/CMAQ Planning & OBAG Grant Funds	868,095	1,203,000	1,078,000	1,064,969
MTC Regional Measure 3 Fund	-	47,053,529	47,053,529	43,065,000
State Earmark	-	3,000,000	531,108	9,500,000
State-SB1 Planning Grant	-	10,000	10,000	400,000
State STIP/PPM Fund	176,393	-	-	445,000
State TDA Fund	-	83,000	63,000	13,500
STIP/RTIP/ITIP Funds/SB1 Local Partnership Program Fund	-	-	-	1,164,000
Federal STP Fund	10,000	5,000	5,000	-
Federal SS4A Grant	-	-	-	280,000
HSIP Local Road Safety Plan	-	50,088	50,088	-
Part Time Transit Lane Grant	-	404,648	-	550,000
Realized Highway 101 ROW Excess Fund	199,990	1,675,000	650,000	3,566,257
Expired Revenue Line Items	1,193,073	-	-	-
Total Revenues	3,131,135	54,221,215	51,522,481	61,390,676
EXPENDITURES				
Administration				
Salaries & Benefits	1,037,161	1,219,737	1,321,000	1,487,011
Office Supplies & Small Miscellaneous Items	-	-	-	-
Legal Services	64	10,000	-	5,000
Document/Video/Marketing Material Production	61	5,000	5,000	5,000
Memberships	22,500	25,000	25,000	27,500
Travel/Meetings/Conferences	635	1,000	2,000	2,500
Stipends	-	-	-	7,200
Expired Expenditure Line Items	465	-	-	-
Subtotal, Administration	1,060,886	1,260,737	1,353,000	1,534,211

**FY2024-25 Annual Budget – CMA
(Continued)**

Budget Line	FY2022-23 Actual	FY2023-24 Final Budget	FY2023-24 Estimates	FY2024-25 Proposed Budget
Professional Services				
Travel Model Maintenance & Update	-	200,000	200,000	100,000
Traffic Monitoring, Reporting & Travel Model Data Requests	95,576	150,000	90,000	150,000
Project Management Oversight	105,208	40,000	125,000	40,000
101/580 Multi-modal and Local Access Improvements	-	1,960,000	800,000	1,800,000
State Legislative Assistance	46,200	60,000	60,000	50,000
N/S Greenway - Construction Support	99,843	83,000	63,000	-
Public Outreach Service Support	995	10,000	-	-
Street Smarts Marin	-	-	-	13,500
Part Time Transit Lane	-	302,000	-	500,000
Countywide Transportation Plan	4,199	350,000	225,000	225,000
Local Road Safety Plan	21,912	65,588	65,588	-
SR-37 Segment A1 Design	-	500,000	-	-
Equity Planning Support and Outreach	-	50,000	-	100,000
VMT Toolkit	-	-	-	400,000
MSN B7 Construction Design Support	-	300,000	300,000	265,000
School Access Safety Action Plan	-	-	-	280,000
Subtotal, Professional Services	373,933	4,070,588	1,928,588	3,923,500
Interagency Agreements				
Caltrans - MSN B8 PS&E/ROW Support & Capital	194,441	150,000	500,000	2,548,800
Caltrans & Other - MSN B7 PS&E/ROW Support & Capital	5,549	1,525,000	150,000	1,017,457
Caltrans - MSN B7 Construction Capital & Support	-	41,048,671	40,798,671	41,000,000
Caltrans - 101/580 Multi-modal and Local Access PID Co-Op	-	40,000	18,397	-
Caltrans - SR-37 Segment A1 Design/ROW coop	-	500,000	-	7,500,000
Caltrans - Part Time Transit Lane	-	50,000	-	50,000
Caltrans/County of Marin - Marin City Flood Mitigation	-	2,000,000	531,108	2,000,000
County of Marin Bellam Ramp Construction	-	-	-	1,164,000
Expired Expenditure Line Items	15,928	-	-	-
Subtotal, Interagency Agreements	215,918	45,313,671	41,998,176	55,280,257
Total Expenditures	1,650,737	50,644,996	45,279,764	60,737,968
Net Change in Fund Balance	1,480,398	3,576,219	6,242,717	652,709
Ending Balance	2,239,921	5,816,140	8,482,638	9,135,347

The significant change in fund balance is due to the carry forward of projects funded in prior years that are anticipated to be completed or advanced in the budget year.

FY2024-25 Annual Budget – TFCA

Budget Line	FY2023-24		FY2023-24 Estimates	FY2024-25 Proposed Budget
	FY2022-23 Actual	Final Budget		
<i>Beginning Balance</i>	<u>633,606</u>	<u>970,377</u>	<u>970,377</u>	<u>1,118,334</u>
REVENUE				
Marin Transportation For Clean Air Funding	350,331	350,000	350,000	350,000
Regional TFCA Competitive Grants	25,000	283,637	-	
Interest Revenue	19,170	25,500	38,514	20,000
<i>Total Revenues</i>	<u>394,501</u>	<u>659,137</u>	<u>388,514</u>	<u>370,000</u>
EXPENDITURES				
Administration				
Salaries & Benefits	57,730	22,303	22,303	23,400
<i>Subtotal, Administration</i>	<u>57,730</u>	<u>22,303</u>	<u>22,303</u>	<u>23,400</u>
TFCA Programs/Projects				
TFCA - Reimbursement of Various Capital	-	334,000	218,254	722,816
<i>Subtotal, Other Capital Expenditures</i>	<u>-</u>	<u>334,000</u>	<u>218,254</u>	<u>722,816</u>
<i>Total Expenditures</i>	<u>57,730</u>	<u>356,303</u>	<u>240,557</u>	<u>746,216</u>
Net Change in Fund Balance	336,771	302,834	147,957	(376,216)
<i>Ending Balance</i>	<u>970,377</u>	<u>1,273,211</u>	<u>1,118,334</u>	<u>742,117</u>

The significant change in fund balance is due to the carry forward of projects funded in prior years that are anticipated to be completed or advanced in the budget year.

FY2024-25 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 FY2024-25 is \$90.73 million.

Calculation of FY2024-25 Appropriation Limit		
FY2023-24 Appropriation Limit	\$	88,413,904
Inflation Factor (Per capita income change, 2019-2020)*	X	1
Population Factor (Population change, 2020-2021)**	X	1
FY2024-25 Appropriation Limit	\$	90,728,171
Appropriations Subject to the Limit		
FY2024-25 Appropriation Limit	\$	90,728,171
FY2024-25 Appropriations Subject to Limit	\$	35,050,000
Amount under Limit	\$	55,678,171
Data Sources:		
* Marin County Per Capita Income change data from 2020 to 2021 is from California Regional Economic Analysis Project. https://california.reaproject.org/analysis/comparative-trends-analysis/per_capita_personal_income/tools/60041/60000/		
** Marin County population change data from 2020 to 2021 is from the US Census. http://www.census.gov/quickfacts/table/PST045215/06041		

FY2024-25 Work Plans by Function

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 in and contribute to various ongoing meetings representing TAM on pertinent issues, such as the Marin Public Works Association (MPWA) and Marin Managers Association (MMA), various MTC working groups, the statewide group of Regional Transportation Planning Agencies (RTPA), the Bay Area County Transportation Agencies, and the California Self-Help Counties Coalition.
- Communicate with jurisdictions about funding opportunities and provide grant application support.
- Represent 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 and organizations on local and regional transportation planning activities, including social equity, 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.
- Monitor current trends and issues related to transportation, both on the local level and more broadly, including economic, social, and transportation related aspects of the post-pandemic time.

Highlights of the FY2024-25 work plans for all major functions are included as follows.

Administration & Finance Function:

Under the direction of the TAM Board and Executive Director, administers TAM's administrative and financial functions and activities; oversees and administers agency financial and accounting systems for both direct disbursements of Measure A/AA and Measure B funds, as well as payments through various grant funds; performs all related financial analyses, including managing the preparation of TAM's financial statements, TAM's strategic plans, annual budget, and other regular financial reports; analyzes benefit packages to ensure appropriate level of benefits and cost-effective plans; manages finance, audit, human resources (HR), and information technology (IT) projects and other daily operations and administration for the Agency; performs other related duties and special projects as assigned.

Major Ongoing Work Items:

- ✓ Continue to effectively and timely support the TAM Board and various Committees.
- ✓ Manage all meeting packet production and support the operation of in-person/hybrid/remote meetings.
- ✓ Produce timely and informative quarterly reports and budget adjustments throughout the year.
- ✓ Monitor economic conditions and various revenue sources and explore options for the Agency and the funding recipients during challenging financial times.
- ✓ Manage financial tracking and required reporting for federal, state, regional, and local grants received.
- ✓ Manage and report regulatory state filings including regular/quarterly payroll reporting and compensation reporting.
- ✓ Conduct cash flow and funding analyses of major capital projects and explore financial tools to meet cash flow needs.
- ✓ Continue to timely and accurately execute all financial, payroll and accounting transactions.
- ✓ Monitor project/program revenues and expenditures and assist project and contract managers with preparation of various grant reports and reimbursement invoices.
- ✓ Assist in the ongoing funding plan and cash flow needs discussions, particularly for MSN and the 101-580 Multi-Modal and Local Access Improvement projects.
- ✓ Continue to improve the financial and payroll system to increase workflow efficiency.
- ✓ Manage ongoing HR functions, including but not limited to annual performance review, recruitments, training, benefits changes and open enrollment, team building, and professional development support, review and update of the HR agency policy handbook as needed.
- ✓ Continue to manage the agency's benefit suite and explore options to improve cost effectiveness with no overall negative impacts to the benefit level.
- ✓ Manage all daily office operation needs, including but not limited to record keeping, and various IT support needs.
- ✓ Manage the agency's sublease with MGSA and other ongoing operational needs.

Expected Deliverables:

- ✓ Implement the technology stipend, transit benefit, and updated hybrid working policies.
- ✓ Manage and lead the FY2025-26 Annual Budget development process and make any potential improvements and adjustments.
- ✓ Implement record retention policy.
- ✓ Improve website navigation.
- ✓ Develop and implement IT equipment replacement plan and continue IT security training.

- ✓ Assist in the FY2024-25 Measure A/AA & Measure B Strategic Plans update process, manage financial/revenue related sections for both funds, and track programming and allocations.
- ✓ Manage and coordinate the FY2023-24 annual financial, single, and other regulatory audits and reviews with outside auditors.
- ✓ Manage the 2024 Measure A/AA Compliance Audit process and provide necessary support to the fund recipients and auditor.
- ✓ Investment and banking service review and potential exploration of other options if necessary.
- ✓ Evaluate office lease renewal.
- ✓ Complete the update of the RFP and contract templates.

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.

Major Ongoing Work Items:

- ✓ Support communication of TAM's projects and programs, coordinate media communication, public outreach activities, partner agency coordination, meetings and events, and special activities.
- ✓ Create public information material such as factsheets, website content, press releases, social media and the TAM Traveler newsletter.
- ✓ Coordinate with and support the Executive Director to advise the TAM Board Chairperson/Vice-Chairperson and TAM staff on stakeholder and media relations.
- ✓ Manage the Citizens' Oversight Committee agendas, communication, and membership in coordination with the Director of Finance & Administration and Executive Director.
- ✓ 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.
- ✓ Provide program support for Alternative Fuels, Safe Routes to Schools, Marin Commutes, Innovations, Sea Level Rise and Crossing Guard Programs, and TAM's Funding programs.
- ✓ Coordinate closely with jurisdictions and agency partners regarding projects and programs that address common issues, programs, regional improvements including the Richmond-San Rafael Bridge, SR-37 and North Bay transit initiatives.
- ✓ Coordinate with the media and community partners to provide timely information regarding TAM's projects, programs and funding allocations.

Expected Deliverables:

- ✓ Support outreach for key TAM initiatives, including the Countywide Transportation Plan, Highway 101 Interchange Studies, the Part-Time Transit Lane project development, Marin City Flood Reduction Projects, Marin Commutes, the Alternative Fuels Program, Sea Level Rise Program, the Regional Bikeshare Program, and the School Access Safety Action Plan.
- ✓ Conduct public engagement efforts for major capital improvement programs, including Marin-Sonoma Narrows, the Bellam Boulevard Off Ramp project, State Route 37, and the Highway 101-580 Multimodal and Local Access Improvements Project.

- ✓ Support and coordinate outreach activities and an informational campaign for the 20th Anniversary of the ½-Cent Transportation Sales Tax.
- ✓ Initiate planning and coordination for the six-year review of the ½-Cent Transportation Sales Tax.
- ✓ Initiate the redesign process for the TAM website.
- ✓ Support outreach activities and public engagement for partner agency initiatives including the US-101/SR-1 (Manzanita) Sea Level Rise Project, Novato Boulevard Rehabilitation, Safe Pathways Projects and other TAM funded transportation improvements.
- ✓ Participate in and coordinate staff support as needed for public events including Bike to Work Day and the Clean Fleet Expo, presentations to community-based organizations and other outreach efforts including panel discussions and poster sessions at conferences.
- ✓ Support educational presentations for Board members and special sessions for specific issues and programs such as the Countywide Transportation Plan and equity engagement.
- ✓ Explore student mentorship and internship programs to implement at TAM.

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, travel information, transportation modeling, regional and local coordination, and management of ongoing transportation programs.

Planning Activities

Major Ongoing Work Items:

- ✓ Review/coordinate with MTC on regional planning activities related to Marin County transportation, including the implementation of Plan Bay Area (PBA) 2050, the development of PBA 2050+ and Transit 2050+ Plan, active transportation, Priority Development Area (PDA) planning, and Transit Oriented Communities (TOC) policy among others.
- ✓ Continue to advance Active Transportation Planning in the county, including advancement of North South Greenway and Cross Marin Bikeway gap closures.
- ✓ Coordinate with Marin and Sonoma Transit Operators on Service Planning and related efforts.
- ✓ Coordinate with MTC, Golden Gate Transit & Marin Transit on Transit Priority Initiatives and policies.
- ✓ Support City of San Rafael on scoping and development of Canal PDA plan and Northgate PDA plan, serve on TAC and coordinate on transportation planning issues.
- ✓ Continue to develop TAM's Sea Level Rise Plan and initiate implementation actions in coordination with BayWAVE, the County of Marin, MTC, BCDC, Caltrans, local jurisdictions, and others on SLR Planning.
- ✓ Continue to advance transit planning on SR-37 Corridor, including coordination with operators on Marin side transit connections.
- ✓ Continue to advance implementation of equity statement and action plan, including continuing meetings with the working groups and coordination with local transit operators.
- ✓ Support local agencies' travel demand forecast development for traffic studies and transportation plans using TAM's Travel Demand Model (TAMDM).
- ✓ Coordinate with regional agencies on travel demand forecasting methods and data.
- ✓ Support local jurisdictions with transportation/land use linkage and consistency with MTC's TOC Policy.

- ✓ Participate in Marin Climate and Energy Partnership (MCEP), Marin Wildfire Prevention Authority (MWPA), BayWAVE, and other local planning efforts as applicable.
- ✓ Support programming staff with upcoming OBAG 4 program development and administration of OBAG program and policy compliance.
- ✓ Continue to advance road safety planning in the county, including the initiation of the School Access Safety Action Plan in Marin County.
- ✓ Initiate implementation of CTP, and support Measure AA review process as needed.
- ✓ Support applications for Caltrans Planning Grants and other planning grants to maximize outside funding awarded for Marin County transportation planning needs.
- ✓ Coordinate consistent HOV hours of operations on Highway 101.

Expected Deliverables:

- ✓ Complete Countywide Transportation Plan and Community-Based Transportation Plan - Winter 2024.
- ✓ Initiate VMT Toolkit to support local jurisdiction compliance with California Environmental Quality Act (CEQA) transportation review requirements - Summer 2024.
- ✓ Develop mobility hubs plans for all rail and ferry stations in Marin County - Summer 2025.
- ✓ Complete update to TAM model and subsequent reports for PBA 2050 Consistency - Summer 2024.
- ✓ Develop new Traffic Monitoring program using big data and continuing historical data collection efforts as appropriate and conduct traffic monitoring efforts - Fall 2024.
- ✓ Complete the current TAM Sea Level Rise Planning Study for Marin County - Spring 2025.
- ✓ Complete grant agreements for the School Access Safety Action Plan in Marin County and conduct procurement - Spring 2025.

Program Management Activities

Major Ongoing Work Items:

- ✓ Continue to monitor, review, and adjust TAM programs as necessary.
- ✓ Continue to review and assess programs to ensure equity is considered in all TAM programs, as identified in the Equity Action Plan.
- ✓ Manage and deliver TAM's Alternative Fuels Vehicle Program, including EV fleet and infrastructure rebate programs, public outreach, and technical assistance programs. Continue coordination with wide range of stakeholders and local community.
- ✓ Conduct the EV Clean Fleet Expo & focused EV engagement efforts.
- ✓ Monitor implementation of MCEP EV Acceleration Strategy.
- ✓ Manage and deliver Marin Commutes public engagement program, including CBO, public and employer outreach efforts, encouragement programs including commute alternative incentives programs, and program evaluation.
- ✓ Manage a suite of TDM and vehicle trip reduction programs, including the Vanpool Incentive Program, Emergency Ride Home Program, and first/last mile programs.
- ✓ Monitor regional TDM program changes and continue North Bay coordination of county programs and adjust programs as necessary.
- ✓ Monitor and participate in E-bike safety planning and policy work.

Expected Deliverables:

- ✓ Launch initial operating phase of the Marin and Sonoma County Bike Share Pilot Program.
- ✓ Initiate the next round of Innovation program and begin development of a coordinated traffic signal study.
- ✓ Assess Future First/Last mile programs with partner agencies.
- ✓ Monitor and implement seasonal Marin Commutes incentive campaigns.
- ✓ Oversee and continue to deliver Safe Routes to Schools Program; including the expansion of outreach into lower resource schools, schools with a higher percentage of English language learners, and schools currently not actively engaged in the program.
- ✓ Oversee and continue to deliver Street Smarts Program.

Programming & Legislation Function:

Under the direction of the TAM Board and 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.

Ongoing Work Items:

- ✓ Manage the Measure A/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 and develop programming recommendations on TFCA and TDA funds.
- ✓ Manage TAM's State Transportation Improvement Program (STIP) and maintain the Transportation Improvement Program (TIP) database for Marin projects.
- ✓ Oversee implementation and support local agency projects from OBAG 3.
- ✓ Assist TAM and partner agencies in seeking discretionary funds such as IJA grants and complying with regional, state, and federal requirements related to those funds.
- ✓ Monitor and apply for federal and state earmark opportunities.
- ✓ Monitor regional funding opportunities including RM3 and OBAG program.
- ✓ Monitor delivery of TAM local funded projects.
- ✓ Coordinate with local agencies, including Marin Transit and GGBHTD, on submitting annual reports required by TAM funds.
- ✓ Work with Marin Transit to reconcile year end expenditures on TAM local funds.
- ✓ Convene TAM's BPAC as needed to evaluate funding recommendations and to review project updates.
- ✓ Prepare requests for programming and allocation of SB1 Local Partnership Program (LPP) Formulaic funds.
- ✓ Monitor annual obligation status and potential inactive status on state and federal funded projects.
- ✓ Coordinate with partner agencies, including for TAM projects, for SB1 competitive programs where applicable.
- ✓ Collect performance data regarding Measure B Elements.
- ✓ Participate in pertinent local, regional, state, and federal working groups and meetings, including but not limited to MTC, CTC, BAAQMD, MPWA, etc.

Expected Deliverables:

- ✓ Prepare allocation request forms and resolutions for TAM Board adoption in July, for local infrastructure projects and transit programs and projects funded with TAM local funds.
- ✓ Review and process reimbursement requests for TAM local funded projects.
- ✓ Review Measure B Strategic Plan and update as needed.
- ✓ Update the Measure AA Strategic Plan for adoption in the Spring of 2025.
- ✓ Prepare a Call for Projects with TFCA and TDA funds.
- ✓ Issue Call for Projects with Safe Pathway funds.
- ✓ Develop applications for TAM's Formulaic LPP funds and receive allocations for selected projects.
- ✓ Initiate Measure AA Expenditure Plan 6-Year Review.
- ✓ Develop annual legislative platform, monitor relevant state legislation, and communicate TAM's platform to stakeholders, key legislators, and partnering agencies.
- ✓ Complete RM3 North Bay Transit Call for Projects.
- ✓ Participate in MTC Regional Measure development and advocate for Marin priorities.

Project Management and Delivery Function:

Under the direction of the TAM Board and Executive Director, manage project development from conception to completion. Projects are on and off the State Highway System and include a broad range of activities including educational programs and projects to encourage mode shift and improve roadway safety. Many projects are directly managed by TAM, while for others, TAM staff works with our partner agencies to coordinate and represent Marin interests. Project Management includes goal setting, agency coordination, schedule development and monitoring, identifying issues, overseeing funding and budgets, consultant procurement, contract administration, conceptual planning, public outreach, preliminary engineering, site investigation, environmental studies and approval, final design, preparation of construction documents, permitting, regulatory approval, environmental mitigation, construction oversight, project closeout, and verifying post construction activities. Program Management includes, in addition to project duties, overall management of certain TAM sponsored programs such as the Safe Routes to Schools Crossing Guard Program.

Major Ongoing Work Items:

Highway Related:

- ✓ Monitor construction of the last remaining segment of the Marin Sonoma Narrows carpool lane extension from northern Novato to the Sonoma County line.
- ✓ Continue the design of the Marin Sonoma Narrows Utility Relocation project, the companion carpool lane extension project.
- ✓ Coordinate and collaborate with the SR-37 Policy Committee partners to plan and implement short and long-term projects to mitigate flooding and congestion along the entire 21-mile corridor.
- ✓ Partner with Caltrans to deliver the final design for the SR-37 new bridge over Novato Creek with completion expected in 2026.
- ✓ Continue to advance the environmental process for the 580/101 Multi-Modal and Local Access Improvement Project, with approval expected in 2027.
- ✓ Study the effects of changing the HOV hours of operation on Highway 101.
- ✓ Monitor the Richmond-San Rafael (RSR) Bridge upper deck improvement Pilot Study.
- ✓ Collaborate and monitor the design for the Tamalpais Overcrossing Seismic and ADA Improvement Project.

- ✓ Initiate Environmental Studies for potential multi-modal enhancements to one or two Interchanges on Highway 101 as part of the Interchange Improvement Program.
- ✓ Provide project management services to develop a Project initiation Document for a Part Time Transit Lane from Novato to San Rafael on southbound Highway 101.
- ✓ Collaborate and seek funding to initiate studies to determine the feasibility and effectiveness of a soundwall in southern Marin.

Local Roads Related

- ✓ Monitor the progress of the access improvements approaching the RSR Bridge along Francisco Blvd East.
- ✓ Monitor the progress of the Measure A funded major roads project on Novato Blvd.
- ✓ Monitor and support our partner agencies during the adoption and implementation of their Local Road Safety Plan.
- ✓ Procure a consultant and implement the recently awarded Safe Streets 4 All (SS4A) federal grant.

Local Programs:

- ✓ Manage the Crossing Guard Program.
- ✓ Continue to help local public agencies in funding EV purchases/leases, e-bike purchases and charging station installations.
- ✓ Update and maintain TAM's Annual Disadvantaged Business Enterprise Program and the Americans with Disabilities Act Annual Certification.
- ✓ Provide Project/Program Management Oversight of minor contracts and on-call services.

Local and Regional Collaboration:

- ✓ Collaborate with the Marin Public Works Association.
- ✓ Collaborate with the Bay Area County Transportation Agencies - Project Managers' Committee.

Transit Related

- ✓ Collaborate and monitor the preliminary engineering and final design for the relocation of the San Rafael Transit Center and contribute to the Technical Advisory Committee.

Sea Level Rise/Flooding Issue

- ✓ Collaborate with the Marin County Flood Control District to implement a series of projects in the Marin City area and manage the earmark funding budget.
- ✓ Collaborate with Caltrans, County DPW, County Parks, and the County Flood Control District with flood mitigation studies and other related studies in southern Marin.
- ✓ Monitor the preparation of the US-101 Manzanita Park-n-Ride and Southern Marin Sea Level Rise Project Initiation Document being prepared by Caltrans.

Expected Deliverables:

- ✓ Complete design of Bellam Boulevard safety improvements from Northbound U.S. 101 to separate regional traffic from local traffic, seek additional funding and initiate construction.
- ✓ Complete the Highway 101 Interchange Project Initiation Documents for three Highway 101 Interchanges located at SR131 Tiburon Blvd/ East Blithedale, Manuel T. Freitas Parkway/Civic Center Drive, and Alameda Del Prado.

- ✓ Coordinate with Caltrans and local agencies to activate the Phase 1 Corridor Ramp Metering project.
- ✓ Monitor the Class 4 Bikeway on the Sir Francis Drake Blvd off-ramp from westbound I-580 Pilot Study results and final recommendation by Caltrans.

Key Accomplishments and Highlights FY2023-24

Project Delivery

- Environmental document completed for State Route 37 Segment A-1 in Marin.
- The project team continued public engagement for the US-101 to I-580 Multi-Modal and Local Access Improvement Project including focused efforts on Bellam Boulevard improvements and interacting with residents and community members from the Canal and Woodland area neighborhoods.
- Detailed planning for three Marin County interchanges was initiated including:
 - SR 131 Tiburon Blvd./East Blithedale Ave.
 - Manuel T. Frietas Parkway/Civic Center Dr.
 - Alameda del Prado/Nave Dr.
- The Third Street Rehabilitation Project in San Rafael was completed including \$20.8 million in improvements in cooperation with the City of San Rafael, the San Rafael Sanitation District, and the Marin Municipal Water District.
- The East Blithedale Rehabilitation Project in Mill Valley was completed including new pavement, improved bike facilities, and upgraded traffic signals.
- The North-South Greenway over Corte Madera Creek multi-use pathway was honored with multiple awards including:
 - Outstanding Bridge Project from the American Society of Civil Engineers Region 9 (CA)
 - Engineering Excellence Honor Award from the American Council of Engineering Companies
 - Active Transportation Project of the Year from the CA Transportation Foundation. This project closed a key gap in the transportation network and provided a safe and separate facility, replacing an old 4-foot narrow pathway with a 12-foot-wide multi-use path that is American with Disabilities Act (ADA) compliant.
- The extension of the North-South Greenway multi-use pathway along Old Redwood Highway to the pedestrian overcrossing in Larkspur was completed and opened to the public in June.

Planning

- TAM staff began development of Marin County's first Countywide Transportation Plan (CTP) and a County-wide Community-Based Transportation Plan (CBTP).
- A county-wide study of the implications of Sea Level Rise on the transportation network in Marin was launched. An emphasis is being made on identifying opportunities for protecting transportation facilities and partnerships between agencies to advance major sea level rise initiatives in Marin County.
- North/South Greenway and Cross Marin Bikeway status report completed.
- Staff partnered with the County of Marin and its jurisdictions to prepare a County-wide Local Road Safety Plan (LRSP), providing an analysis of our roadway network and identifying high-risk locations and collision patterns.

Programs

- TAM supports Marin Transit through Measure A/AA and Measure B funds as the primary local transit provider to Marin County residents and visitors. As of November 2023, ridership has rebounded to 95% of pre-pandemic levels, a higher share than any other bus agency in the Bay Area.
- IIJA grants strategy developed for TAM and local jurisdictions to use.
- TFCA/TDA call for projects and fund programming completed for local projects.
- TAM continues to manage the Crossing Guard program to provide crossing guards near Marin County schools, funding 106 for the 2023-24 school year.
- The Alternative Fuels Program has funded 450 rebates for EV chargers and 45 rebates for converting to alternative fuel vehicles in public agencies. TAM also held its inaugural Clean Fleet Expo and the first Transportation Electrification at Schools Webinar.
- The Marin Commutes program continued to promote alternatives to driving alone and supported mode shift through the Marin Commutes Rewards program, Emergency Ride Home program and vanpool incentives.

Administration and Community Engagement

- Grants awarded to TAM for Part-Time Transit Lane project development (\$1.25M from MTC), Safe Schools Action Plan (\$544k from USDOT), VMT Toolkit development (\$519k from Caltrans), and Mobility Hub Planning (\$400k from MTC).
- TAM attended nearly 40 community events, including support at Bike to Anywhere Day and Bike to School Day.
- In FY2023-24, TAM funded a total of \$40.72 million in transportation projects and programs from Measure A/AA and B revenues including:
 - \$22.3 million for Transit Operation and Capital Needs
 - \$7.7 million in Local Streets and Roads projects
 - \$4.25 million for Major Road Projects
 - \$4.17 million for Safe Routes to Schools (SR2S) and Crossing Guards
 - \$2.3 million in Other Transportation Programs and Projects.

Appendices:

- TAM Board of Commissioners
- Staffing
- Financial Policies
- Acronyms
- Glossary of Terms

Appendix: TAM Board of Commissioners

Belvedere: **Nancy Kemnitzer**, Council Member

Corte Madera: **Eli Beckman**, Council Member

County of Marin: **Mary Sackett**, Supervisor District 1

County of Marin: **Katie Rice**, Supervisor District 2

County of Marin: **Stephanie Moulton-Peters**, Supervisor District 3

County of Marin: **Dennis Rodoni**, Supervisor District 4

County of Marin: **Eric Lucan**, Supervisor District 5

Fairfax: **Chance Cutrano**, Council Member

Larkspur: **Gabe Paulson**, Council Member

Mill Valley: **Urban Carmel**, Council Member

Novato: **Rachel Farac**, Council Member

Ross: **Teri Dowling**, Council Member

San Anselmo: **Brian Colbert**, Council Member

San Rafael: **Kate Colin**, Mayor

Sausalito: **Melissa Blaustein**, Council Member

Tiburon: **Alice Fredericks**, Council Member

Appendix: Staffing

Salary Schedule per 2023 Compensation Study (effective 07/01/2024)

Classification Title	FY23-24		
	Maximum Monthly Salary	FY24-25 Salary Range	FY24-24 Maximum Monthly Salary
Accounting and Payroll Specialist	\$ 8,248	14	\$ 8,388
Administrative Assistant	\$ 5,819	10	\$ 6,901
Associate Transportation Planner	\$ 9,718	18	\$ 10,196
Director of Finance & Administration/ CFO	\$ 16,620	30	\$ 18,310
Director of Planning	\$ 15,680	29	\$ 17,438
Director of Programming & Legislation	\$ 16,061	29	\$ 17,438
Director of Project Delivery	\$ 16,575	30	\$ 18,310
Executive Assistant- Clerk of the Board	\$ 9,207	16	\$ 9,248
Principal Project Delivery Manager*	\$ 16,171	26	\$ 15,064
Principal Transportation Planner	\$ 13,126	24	\$ 13,663
Public Outreach Coordinator*	\$ 12,877	18	\$ 10,196
Senior Accountant	\$ 9,626	18	\$ 10,196
Senior Transportation Planner	\$ 12,501	21	\$ 11,803
Associate Project Delivery Manager	NA	20	\$ 11,241
Assistant Project Delivery Manager	NA	18	\$ 10,196
Deputy Executive Director	\$ 17,934	31	\$ 19,225

* Incumbent salaries are currently outside range.

Note: Executive Director salary is negotiated directly by the Board.

Staffing Fund/ Department Matrix

Department/ Fund	Msr.				TOTAL
	CMA	A/AA	Msr. B	TCFA	
Executive, Admin, & Public Outreach	29%	21%			50%
Planning	3%	11%	6%	1%	21%
Project Delivery	6%	15%			21%
Programming & Legislation	3%	4%			7%
TOTAL	41%	51%	6%	1%	100%

Appendix: Financial Policies

Transportation Authority of Marin INVESTMENT POLICY

ADOPTED APRIL 26, 2007

REVISED JUNE 22, 2023

I. PURPOSE

This Investment Policy (the Policy) sets forth the investment guidelines for all general, special revenue, trust, agency and enterprise (Invested Funds) of the Transportation Authority of Marin (TAM). The objective of this Policy is to ensure that TAM funds that are not required for the immediate needs of TAM are prudently invested to preserve principal and provide necessary liquidity, while earning a market average rate of return.

The TAM Policy conforms to applicable California Government Code provisions as well as customary standards of prudent investment management. Irrespective of these Policy provisions, should the provisions of the Code be or become more restrictive than those contained herein, such provisions will be considered, immediately incorporated into this Policy, and adhered to.

As of April 2016, the TAM Board authorized staff to invest most of its funds that are not immediately needed in the Investment Trust of California (CalTRUST), a joint powers authority created by California public agencies and sponsored by the California Special Districts' Association, League of California Cities and California State Association of Counties Finance Corporation to provide a convenient method for local agencies to pool their assets for investment. It is intended that this Policy cover all invested funds and investment activities under the direction of the TAM Board and deposited with CalTRUST. TAM investments in CalTRUST are also governed by the CalTRUST Investment Policy, which is consistent with all applicable California Government Code provisions.

II. OBJECTIVES

All funds not required for the immediate needs of TAM shall be invested in accordance with the California Government Code and this Policy to ensure:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping;
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements; and
- (c) A **rate of return** consistent with the above objectives.

These objectives are to be achieved through the utilization of various investment options provided by CalTRUST, and any Special Purpose Investments authorized by the Board. The combination CalTRUST and the Special Purpose Investments will provide diversification, safety of principal and liquidity for TAM funds.

III. RESPONSIBILITIES

The TAM Board of Commissioners is responsible for establishing this Policy as the governing board of the agency. This Policy shall be reviewed annually by the Board of Commissioners at a public meeting. The Finance and Policy Executive Committee is responsible for reviewing and monitoring the agency's investment activities and report to the full Board.

The management responsibility of the investment program is hereby delegated to the Executive Director and the Chief Financial Officer who shall monitor and review all investments for consistency with this Investment Policy.

The Chief Financial Officer is responsible for the day-to-day management of investments and the preparation of cash flow forecasts for TAM funds. The Chief Financial Officer may also recommend specific individual investments for the Special Purpose Investments, if any, to be approved by the TAM Board of Commissioners.

IV. IMPLEMENTATION

TAM's Board of Commissioners or persons authorized to make investment decisions on behalf of TAM are trustees and fiduciaries subject to the Prudent Investor Standard.

The standard of prudence to be used by investment officials shall be the "prudent person" standard as defined in the Code below and shall be applied in the context of managing an overall portfolio. TAM's investment professionals acting in accordance with written procedures and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control developments.

The Prudent Person Standard: When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

Invested Funds are idle or surplus funds of TAM including all segregated funds. The Cash Flow Horizon is the time period in which the TAM cash flow can be reasonably forecast. This Policy establishes the Cash Flow Horizon for TAM idle or surplus funds to be at least five (5) years. The TAM Cash Flow Horizon must be updated annually.

With the authorization of the TAM Board of Commissioners, after the Chief Financial Officer determines that the cash flow needs of various projects and programs can be met, she/he may invest up to 100% of the unneeded funds in CalTRUST or any approved Special Purpose Investments.

V. Bids & Purchases

Prior to the purchase of an investment pursuant to this Policy the persons authorized to make investments shall assess the market and market prices using information obtained from available sources including investment services, broker/dealers, and the media. When evaluating various investments, preservation of capital shall be considered as the most important factor, liquidity as the second most important factor and lastly, yield. Investments in commercial paper, bankers acceptances and certificates of deposit for each issuer shall be

limited to five percent (5%) of Treasury assets, determined using the Treasury balance at the time of purchase, except that investments in overnight commercial paper shall be limited to seven percent (7%) of Treasury assets for any one issuer. The investment selected for purchase shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All security transactions shall be documented at the time the transaction is consummated.

VI. Term

The maximum remaining term to maturity for an investment shall be two (2) years; except that, subject to the limitations set forth in the California Government Code, the Chief Financial Officer may authorize investments in U.S. Treasury obligations and/or U.S. Agency obligations with a maximum remaining term to maturity that shall not exceed five (5) years.

TAM may decide to make specific investments in a Special Purpose Investment. No Special Purpose Investment shall have a remaining maturity in excess of five (5) years. The weighted average maturity of the Special Purpose Investment separate account portfolio may not exceed three (3) years. Maturity shall mean the nominal maturity of the security, or the unconditional optional redemption date, if the security contains such provision. Term or tenure shall mean the remaining time to maturity when purchased.

VII. Allowed Investments

Pursuant to California Government Code the Chief Financial Officer may invest in the following subject to the limitations as set forth:

- (a) United States Treasury obligations.
- (b) United States Agency obligations.
- (c) Securities of U.S. Government Agencies & Instrumentalities
- (d) State of California Bonds and Registered Warrants, or any other state
- (e) Bonds, Notes, Warrants or other evidence of indebtedness of a local agency within the State of California.
- (f) Bankers acceptances not to exceed one hundred eighty (180) days to maturity or at the time of purchase thirty percent (30%) of the treasury fund balance.
- (g) Commercial paper of "prime" quality of the highest letter and numerical rating as provided for a nationally recognized statistical-rating organization ("NRSRO"), to be chosen from among corporations organized and operating within the United States with assets in excess of \$500,000,000.00 and having an "A" or higher rating for the issuer's debt, other than commercial paper, as provided for a NRSRO. Purchases of eligible commercial paper may not exceed two hundred seventy (270) days in maturity and may not exceed twenty-five percent (25%) of the treasury fund balance.
- (h) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a state or federal association or by a state-licensed branch of a foreign bank selected on the basis of financial stability and credit rating criteria employed by the Chief Financial Officer. Negotiable certificates of deposit may not exceed thirty percent (30%) of the treasury fund balance.

(i) Non-negotiable certificates of deposit (Time Deposits) with a nationally or state-chartered bank or a state or federal association selected on the basis of financial stability, credit rating and reputation using criteria employed by the Chief Financial Officer, fully collateralized at one hundred ten percent (110%) of market value with U.S. Government Securities, high-grade Municipal Bonds, instruments of federal agencies, including mortgage backed securities at one hundred fifty percent (150%) of market value with promissory notes secured by first deeds of trust upon improved residential real property as provided by the Government Code.

(j) Medium-term Notes rated "A" or better, to be chosen from among corporations with assets in excess of \$500,000,000.00 with a maturity not to exceed two years from the date of purchase. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the treasury fund balance.

(k) Shares of beneficial interest issued by diversified management companies that are money market funds investing in securities and obligations as authorized by this investment policy. To be eligible for investment these companies shall attain the highest ranking or the highest letter and numerical rating provided by no less than two nationally recognized statistical rating organizations and have assets under management in excess of \$500,000,000.00. The purchase price may not include any commissions that these companies may charge, and the purchase of shares in any one money market fund may not exceed ten percent (10%) of the treasury balance and the total invested may not exceed twenty percent (20%) of the treasury balance.

(m) Repurchase agreements on any investment authorized by this investment policy where the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted daily. The Executive Director or designee must approve any collateral substitution by the seller, and any new collateral should be reasonably identical to the original collateral in terms of maturity, yield, quality and liquidity.

(n) California State Local Agency Investment Pool (LAIF) operated by the State Treasurer's office.

(o) Shares of beneficial interest issued by the Investment Trust of California (CalTRUST), a joint powers authority established pursuant to California Government Code Section 6509.7, and eligible for local agency investment pursuant to California Government Code Section 53601 (p).

(p) Securities issued by or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank (Supranationals), with a maximum remaining maturity of five years or less, and eligible for purchase and sale with the US, as authorized for local agency investment pursuant to California Government Code Section 53601(q). Purchase of eligible supranational securities shall not exceed thirty percent (30%) of the treasury fund balance.

Where a percentage limitation is specified for a particular category of investments, that percentage is applicable only at the time of purchase.

VIII. WITHDRAWALS

Requests for redemptions from the CalTRUST funds shall be made in accordance with the provisions established by the CalTRUST Board of Trustees in the CalTRUST Information Statement. Such redemptions shall be made through the CalTRUST web portal or through the submission of a Cash Transaction Notice provided by CalTRUST. The present liquidity schedule for the CalTRUST funds is as follows:

- a) For the CalTRUST Government Money Market Fund, same-day liquidity provided notice is received prior to 1:00 pm Pacific Time any business day;
- b) For the CalTRUST Prime Money Market Fund (currently the Liquid Environmentally Aware Fund), same-day liquidity provided notice is received prior to 11:00 am Pacific Time any business day;
- c) For the CalTRUST Liquidity Fund, same-day liquidity provided notice is received prior to 12:00 pm Pacific Time any business day;
- d) For the CalTRUST Short-Term Fund, same-day liquidity provided notice is received prior to 9:30 am Pacific Time any business day; and
- e) For the CalTRUST Medium-Term Fund, two-day liquidity provided notice is received prior to 9:30 am Pacific Time any business day.

IX. LOSSES

Losses are acceptable on a sale before maturity, and may be taken if the reinvestment proceeds will earn an income flow with a present value higher than the present value of the income flow that would have been generated by the original investment, considering any investment loss or foregoing interest on the original investment.

X. DELIVERY & SAFEKEEPING

The CalTRUST third-party custodian shall hold all shares purchased through the CalTRUST program.

For securities purchased through a Special Purpose Investment, delivery of all securities shall be through a third party custodian. Non-negotiable certificates of deposit may be held in the TAM's safe. No security shall be held in safekeeping by the broker/dealer from whom it was purchased. Settlement payment in a securities transaction will be against delivery only, and a Due Bill or other substitution will not be acceptable. Persons authorized under Section Three (3) who did not originate the investment transaction shall review all confirmations for conformity with the original transaction. Confirmations resulting from securities purchased under a repurchase agreement shall state the exact and complete nomenclature of the underlying securities purchased.

XI. APPORTIONMENT OF INTEREST

Net interest income for each of the CalTRUST Funds is declared as a dividend at the close of business each business day (net interest income for Saturdays, Sundays, and holidays are declared on the next business day). Dividend income for each investor in the CalTRUST funds accrues on a daily basis and posts to investor accounts on the first business day of each subsequent month.

XII. CONFLICT OF INTEREST

A Commissioner of the TAM Board, the Executive Director and the Chief Financial Officer shall not accept honoraria, gifts, and/or gratuities, which are in violation of state law, from advisors, brokers, dealers, bankers, or other persons with whom TAM conducts business.

XIII. REPORTS

The Chief Financial Officer shall prepare a quarterly investment report to the TAM Board of Commissioners. The quarterly report shall be submitted within 30 days following the end of the quarter with the exception of the year-end report, which will be presented as part of the Annual Comprehensive Financial Report (ACFR).

XIV. REVIEW OF INVESTMENT POLICY

TAM's investment policy shall be adopted by a resolution of the TAM Board of Commissioners. This policy shall be reviewed annually by staff and any modifications to this policy must be approved by the TAM Board at a regular meeting.

Transportation Authority of Marin DEBT POLICY

1. Introduction and Objective

The purpose of this Policy is to organize and formalize debt issuance-related policies and procedures for the Transportation Authority of Marin (TAM) and to establish a systematic debt policy. The debt policy and practices of TAM are, in every case, subject to and limited by applicable provisions of state and federal law and to prudent debt management principles.

The primary objectives of TAM's debt and financing related activities are to

- Maintain cost-effective access to the capital markets through prudent yet flexible policies;
- Manage debt principal and debt service payments through effective planning and project cash management in coordination with Authority project sponsors; and
- Achieve the highest practical credit ratings.

2. Scope and Delegation of Authority

This Debt Policy shall govern, except as otherwise covered by TAM's Investment Policy, the issuance and management of all debt funded through the capital markets, including the selection and management of related financial and advisory services and products.

The Debt Policy shall be reviewed and updated at least annually and presented to the Board for approval if any update is necessary. The Executive Director and the Chief Financial Officer are the designated administrators of the Debt Policy. The Chief Financial Officer shall have the day-to-day responsibility and authority for structuring, implementing and managing the debt and finance program in accordance with the Board authorized programs. The Debt Policy requires that the Board specifically authorize each debt financing. Each financing shall be presented to the Board in the context of and consistent with the TAM Strategic Plan and the Annual Budget.

While adherence to this Policy is required in applicable circumstances, TAM recognizes that changes in the capital markets, agency programs and other unforeseen circumstances may from time to time produce situations that are not covered by the Policy and require modifications or exceptions to achieve policy goals. In these cases, management flexibility is appropriate, provided specific authorization from the Board is obtained.

3. Ethics and Conflicts of Interest

Officers and employees of TAM involved in the debt management program will not engage in any personal business activities or investments that would conflict with proper and lawful execution of the debt management program, or which could impair their ability to make impartial decisions.

4. Strategic Plan Integration

TAM's long-range Strategic Plan (Strategic Plan), which programs the Measure A SalesTax revenues, shall be used in combination with TAM's Debt Policy to ensure proper allocation and financing of Measure A eligible projects. The Strategic Plan sets priorities and strategies for allocating Measure A funds under its guiding principles, while the Debt Policy provides policy direction and limitations for proposed financing. Debt issuance for capital projects shall not be recommended for Board approval unless such issuance has been incorporated into the Strategic Plan.

5. Standards for Use of Debt Financing

TAM's debt management program will promote debt issuance only in those cases where public policy and economic efficiency favor debt over cash (pay-as-you-go) financing.

Credit Quality- Credit quality is an overriding consideration. All TAM's future debt management activities will be conducted in a manner conducive to receiving the highest credit ratings possible consistent with TAM's debt management objectives.

Long-Term Capital Projects- Debt should be used to provide funding for long-term capital projects. The debt repayment period should relate to the expected useful life for the facilities or equipment being financed, and should, as a general matter, be concurrent with the stream of benefits from these facilities. When TAM finances capital projects by issuing bonds, the debt repayment period should not exceed 120% of the useful life of the project being financed or the term of the current sales tax Expenditure Plan. Long-term debt financing shall not be used to fund operating costs.

Debt Financing Mechanism- TAM will evaluate the use of financial alternatives available including, but not limited to, long-term debt, short-term debt, commercial paper, sales tax revenue and grant anticipation notes, and inter-fund borrowing. TAM will utilize the most cost advantageous financing alternative consistent with limiting TAM's risk exposure and appropriate to the cash flow needs of the project.

6. Financing Criteria

New Money Financing- New money issues are financings that generate funding for capital projects. Eligible capital projects for allocation of Authority funds include the acquisition, construction or major rehabilitation of capital assets. The funding requirements are outlined in the Annual Budget and the Strategic Plan, which are consistent with the Measure A Transportation Sales Tax Expenditure Plan.

Refunding Financing- Refunding bonds are issued to retire all or a portion of an outstanding bond issue or other debt. Refunding issuances can be used to achieve present-value savings on debt service, to moderate interest rate risk, or to restructure the payment schedule, type of debt instrument used, or covenants of existing debt. TAM shall analyze each refunding issue on a present-value basis to identify economic effects before approval.

Types of Debt- When TAM determines that the use of debt is appropriate, the following criteria will be utilized to evaluate the type of debt to be issued.

- **Long-Term Debt-** TAM may issue long-term debt (e.g. revenue bonds or variable rate bonds) when funding allocations cannot be financed from current revenues. The proceeds derived from long-term borrowing will not be used to finance current operations or normal maintenance. Long-term debt will be structured such that the

obligations do not exceed 120% of the expected average useful life of the project(s) financed or the sunset date of the current sales tax Expenditure Plan.

- **Short-Term Debt-** Short-term borrowing may be utilized for the temporary funding of anticipated revenues, where anticipated revenues are defined as an assured revenue source with the anticipated amount based on conservative estimates. TAM will determine and utilize the least costly method for short-term borrowing.
- **Variable Rate Debt-** To maintain a predictable debt service burden, TAM may give preference to debt that carries a fixed interest rate. An alternative to the use of fixed rate debt is floating or variable rate debt. It may be appropriate to issue short-term or long-term variable rate debt to diversify TAM's debt portfolio, reduce interest costs, provide interim funding for capital projects and improve the match of assets to liabilities. Variable rate debt typically has a lower initial cost of borrowing than fixed rate financing and shorter maturities. Under no circumstances will TAM issue variable rate debt solely for the purpose of earning arbitrage.
- **Financial Derivative Products-** Financial Derivative Products will be considered appropriate in the issuance or management of debt only in instances where it has been demonstrated that the derivative product will either provide a hedge that reduces the risk of fluctuations in expense or revenue, or alternatively where the derivative product will reduce total project cost.

7. Terms and Conditions of Bonds

TAM shall establish all terms and conditions relating to the issuance of bonds, based on prevailing condition of the market, and may direct the trustee to administer and invest all bond proceeds. Unless otherwise authorized by TAM, the following shall serve as bond requirements:

Maturity of Debt- The maturity of the debt shall be equal to or less than 120% of the expected average useful life of the assets being financed, and in no event should exceed the period of time until sunset of the current Measure A sales tax.

Debt Service Structure- TAM shall determine, with the assistance of its financing team, all terms and conditions of the debt structure to achieve TAM's financial goals in keeping with current market conditions.

Lien Levels- Senior and Junior Liens for each revenue source will be utilized in a manner that will maximize the most critical constraint, typically either cost or capacity, thus allowing for the most beneficial use of the revenue source securing the bonds.

Capitalized Interest- Unless required by the market, rating agencies, or credit enhancers (if utilized), capitalized interest will not be employed. This avoids unnecessarily increasing the bond size.

Discount and Premium Bonds- While discount and deep discount bonds may slightly reduce the interest cost of the bonds below that of non-discount bonds, the amount of discount will be structured to minimize the negative impact of discounting on the ability to subsequently refund bonds for interest savings. The impact from use of premium bonds that can be redeemed prior to maturity will be analyzed, as well as the price on these bonds, and thus the amount received, may be proportionally less in comparison to par bonds, or bonds with slight discounts or premiums. The price of redeemable premium bonds will be compared to the yield savings, if any, and consider the higher potential for future refunding savings.

Call Provisions- In general, TAM's securities will include a call feature, which is no later than ten (10) years from the date of delivery of the bonds.

Derivative Products- TAM will consider the use of derivative products only in instances where it has been demonstrated that the derivative product will either provide a hedge that reduces risk of fluctuations in expense or revenue, or alternatively, where the derivative product will reduce the total project cost. If interest rate swaps are considered, TAM shall develop and maintain an Interest Rate Swap Policy governing the use of these derivative products. For derivatives other than interest rate swaps, TAM will undertake an analysis of early termination costs and other conditional terms given certain financing and marketing assumptions. Such analysis will document the risks and benefits associated with the use of a particular derivative product. Derivative products will only be utilized with prior approval from the Board.

Multiple Series- In instances where multiple series of bonds are to be issued, TAM shall make a final determination as to which allocations have the highest priority. Projects chosen for priority financing, based on funding availability and proposed timing, will generally be subject to the earliest or most senior of the bond series.

8. Credit Enhancements

TAM will consider the use of credit enhancement on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when a clearly demonstrable savings can be shown shall enhancement be considered. TAM will consider each of the following enhancements as alternatives by evaluating the cost and benefit of such enhancement.

Bond Insurance- TAM shall purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination shall be based on such insurance being less costly than the present value of the difference in the interest expense on insured bonds versus uninsured bonds.

Letters of Credit- TAM shall enter into a letter-of-credit agreement when such an agreement is deemed prudent and advantageous. Only those financial institutions with long-term ratings greater than or equal to that of the Authority, and short-term ratings of not less than VMIG 1/A-1 F1, by Moody's Investor Services, Standard & Poor's and Fitch Rating, respectively, may participate in Authority letter of credit agreements.

9. Methods of Issuance

There are two methods of issuing debt obligations, competitive sale and negotiated sale. In a competitive sale, underwriters submit sealed bids and the underwriter or underwriting syndicate with the lowest True Interest Cost (TIC) is awarded the sale. In a negotiated sale, the underwriter or underwriting syndicate is selected through a Request for Proposal (RFP) process. The interest rate and underwriter's fee are negotiated prior to the sale, based on market conditions. TAM will determine, on a case-by-case basis, whether to sell its bonds competitively or through negotiation. When determining whether to use a competitive or negotiated sale, the following criteria shall be used.

Issuer Characteristics

Market Familiarity- A frequent issuer can generally sell most issues through a competitive sale since investors and underwriters are familiar with its credit quality. A successful sale does not require as much pre-marketing from frequent issuers. A negotiated sale may be appropriate if extensive pre-marketing to investors is advantageous.

Credit Strength- The higher the credit quality of the issuer, the less likely the need for a negotiated sale due to the demand for high quality municipal bonds. Strong issuers fare well in competitive bidding compared to issuers with credit ratings below "A."

Policy Goals- The competitive sale does not provide the issuer influence over choosing the underwriting syndicate. If the issuer finds that influencing the composition of the syndicate and the distribution of bonds are worthwhile policy objectives for a particular financing, then the issuer may have a negotiated sale. If the issuer chooses a negotiated sale for this policy reason, the issuer should then clearly specify the rationale and criteria for the selection of the underwriters to avoid the appearance of favoritism.

Financing Characteristics

- a) **Type of Debt Instrument.** The market responds well to familiar debt instruments and is often leery of innovations. New types of instruments may require an education process that is more conducive to the negotiated sale. Thus, as the market becomes more familiar with the issuer's debt instrument, the need to educate the market diminishes.
- b) **Issue Size.** The bond size influences both investor interest and the market's ability to absorb the bonds. In general, if the bond amount is too small or too large, then the issuer should consider a negotiated sale. A small bond sale may not attract market attention without a sales effort while a large sale may be difficult for the market to absorb without the presale activity offered by the negotiated sale process.

Market Conditions. When the market has interest rate stability, flexibility in the timing of the sale is not critical. However, the timing of the sale is critical when there is a volatile market. If this is the case, then a negotiated sale could be more appropriate.

Story Bonds. When bonds are unique or have a "story" associated with them, then the pre-marketing process is essential. These bonds require additional explanation and are called "story" bonds because to develop sufficient market interest, the issuer has to "tell a story" and explain why the bonds are a solid investment

10. Investment of Bond Proceeds

Purchase and Sale of Investments- TAM shall competitively bid the purchase of securities, investment agreements, float contracts, forward purchase contracts and any other investment products used to invest bond proceeds. Compliance shall be maintained with all applicable Federal, State, and contractual restrictions regarding the use and investment of bond proceeds.

Collateralized or Uncollateralized Investment Contracts- The investment agreement provider should hold an AA+ or above rating. Should the provider experience a downgrade, it will be at TAM's discretion to require the investment agreement provider to collateralize the investment contracts.

Disclosure- It shall be that all fees resulting from investment services or sale of products be fully disclosed to ensure that there are no conflicts of interest and investments are being purchased at a fair market price. Underwriters of the bonds, but not the financial or investment advisor, may bid on the sale of investment products for the proceeds. The financial or investment advisor shall document the bidding process and results and shall certify in writing that a competitive and fair market price was received.

11. Market Relationships

Rating Agencies and Investors- The Executive Director and the Chief Financial Officer shall be responsible for maintaining TAM's relationships with Moody's Investors Service, Standard & Poor's and Fitch Ratings. TAM may, from time-to-time, choose to deal with only one or two of these agencies as circumstances dictate. In addition to general communication, the Executive Director and the Chief Financial Officer shall communicate with the analysts of each rating agency providing an underlying rating at least annually, and prior to each competitive or negotiated sale.

Authority Communication- As a means of providing feedback from rating agencies and/or investors regarding TAM's financial strengths and weaknesses as perceived by the marketplace, information will be provided to the TAM Board as material information develops.

12. Continuing Disclosure

After entering into a Continuing Disclosure undertaking, TAM shall remain in compliance with Rule 15c2-12, by filing its annual financial statements and other financial and operating data for the benefit of its bondholders within 270 days of the close of the fiscal year.

13. Financing Team

TAM shall select its primary financing team members by competitive qualifications-based process through Request for Proposals. The Executive Director will make recommendations for all financing team members, with the Board providing final approval.

Financial Advisor- TAM shall utilize a financial advisor to assist in its debt issuance and administration processes. Selection of TAM's financial advisor(s) shall be based on, but not limited to, the following criteria:

- a. Experience in providing financial services to complex issuers
- b. Knowledge and experience in structuring and analyzing complex issues
- c. Experience and reputation of assigned personnel
- d. Fees and expenses
- e. Advice, assistance and preparation for presentations with rating agencies and investors
- f. Assisting in preparation of official statements

Financial advisory services provided to TAM shall include, but not be limited to the following:

- g. Evaluating risks and opportunities associated with debt issuance
- h. Monitoring marketing opportunities
- i. Evaluating proposals submitted to TAM by investment banking firms
- j. Reviewing the structure and pricing of bond insurance
- k. Assisting in the preparation of request for proposals for other financial services and investment agreement
- l. Reviewing presentation and materials for rating agencies, investor, and issuer
- m. Assisting in the preparation of official statements

TAM also expects its financial advisor to provide TAM with objective advice and analysis, maintain the confidentiality of Authority financial plans, and be free from any conflicts of interest.

Bond Counsel- Authority debt will include a written opinion by legal counsel affirming that TAM is authorized to issue the proposed debt, that TAM has met all constitutional and statutory requirements necessary for issuance, and a determination of the proposed debt's

federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by nationally-recognized counsel with extensive experience in public finance and tax issues. The counsel will be selected by TAM through its request for proposal process.

Disclosure Counsel- When undertaking a competitive bond sale, disclosure counsel may be retained to prepare the official statement if additional independence or expertise is needed. Disclosure counsel will be responsible for ensuring that the official statement complies with all applicable rules regulations and guidelines. Disclosure counsel will be a nationally recognized firm with extensive experience in public finance. The counsel will typically be selected from the pool of bond counsel firms. Most frequently, the disclosure counsel function will be administered by either bond counsel or underwriter. The counsel will be selected by TAM through its request for proposal process.

Underwriter Selection- TAM shall have the right to select a senior manager for a proposed negotiated sale. The criteria shall include but not be limited to the following:

- n. The firm's ability and experience in managing complex transactions
- o. Demonstrated ability to structure debt issues efficiently and effectively
- p. Prior knowledge and experience with TAM
- q. The firm's willingness to risk capital and demonstration of such risk
- r. The firm's ability to sell bonds
- s. Quality and experience of personnel assigned to TAM's engagement
- t. Financing plan presented

Trustee- TAM will choose a trustee for its debt financing (typically a trust department of a commercial bank) based on experience, fees and references in the administration tax exempt bond financings, and the monitoring of compliance with the covenants, terms and conditions as set forth in the trust indenture.

Evaluation of Financing Team Performance- TAM will evaluate each bond sale after its completion to assess the following: costs of issuance, including underwriters' compensation, pricing of the bonds in terms of the overall interest cost and on a maturity-by-maturity basis, and the distribution of bonds and sales credits.

Following each sale, TAM shall provide a description of the investment of the Bond proceeds and a post-sale evaluation on the results of the sale to the Board.

Disclosure by Financing Team Members- All financing team members will be required to provide full and complete disclosure, relative to agreements with other financing team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, under no circumstances will agreements be permitted which could compromise the firm's ability to provide independent advice which is solely in TAM's best interests, or which could reasonably be perceived as a conflict of interest.

Appendix: Acronyms

Transportation Acronyms

Acronym	Full Term
ABAG	Association of Bay Area Governments
ADA	Americans with Disabilities Act
BAAQMD	Bay Area Air Quality Management District
BATA	Bay Area Toll Authority
BART	Bay Area Rapid Transit
BCDC	Bay Conservation and Development Commission
BPAC	Bicycle / Pedestrian Advisory Committee
BRT	Bus Rapid Transit
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CIP	Capital Investment Program
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality
CMFC	Central Marin Ferry Connection
CMP	Congestion Management Program
CO-OP	Cooperative Agreement
CTC	California Transportation Commission
DPW	Department of Public Works
EIR	Environmental Impact Report
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GGT	Golden Gate Transit
GGBHTD	Golden Gate Bridge Highway and Transportation District
HOT Lane	High Occupancy Toll Lane
HOV Lane	High Occupancy Vehicle Lane

Transportation Acronyms

Acronym	Full Term
ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
LOS	Level of Service
MCBC	Marin County Bicycle Coalition
MPO	Metropolitan Planning Organization
MPWA	Marin Public Works Association
MT	Marin Transit
MTC	Metropolitan Transportation Commission
MTS	Metropolitan Transportation System
Neg Dec	Negative Declaration
NEPA	National Environmental Policy Act
NOP	Notice of Preparation
NTPP	Non-motorized Transportation Pilot Program
OBAG	One Bay Area Grant
PAED	Project Approval and Environmental Document
PCA	Priority Conservation Area
PCI	Pavement Condition Index
PDA	Priority Development Area
PS&E	Plans, Specifications and Engineers Estimate
PSR	Project Study Report
RHNA	Regional Housing Needs Allocation
RM2	Regional Measure 2 (Bridge Toll)
RM3	Regional Measure 3 (Bridge Toll- 2018)
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
SCS	Sustainable Communities Strategy
SMART	Sonoma Marin Area Rail Transit
SR	State Route
SR2S/SRTS	Safe Routes to Schools

Transportation Acronyms

Acronym	Full Term
STA	State Transit Assistance
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TCM	Transportation Control Measures
TCRP	Transportation Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management
TFCA	Transportation Fund for Clean Air
TIP	Federal Transportation Improvement Program
TMP	Traffic Management Plan
TMS	Transportation Management System
TNC	Transportation Network Company
TOD	Transit-Oriented Development
TOS	Transportation Operations Systems
VMT	Vehicle Miles Traveled
VRF	Vehicle Registration Fee

Appendix: Glossary of Terms

AB 2766 - Motor Vehicle Fee Program: A program that permits air districts to allocate vehicle registration surcharge fees of up to \$4.00, per vehicle, per year to projects that reduce motor vehicle emissions, such as zero-emission vehicles, roundabouts/traffic circles, and trip reduction programs.

Active Transportation Program (ATP): Funding program established in 2013 for projects that increase bicycling and walking. Consolidates several federal and state programs - including the federal Transportation Alternatives program (TAP), Safe Routes to Schools, and Bicycle Transportation Account.

Auxiliary Lane: Freeway lanes linking adjacent interchanges to reduce weaving conflicts between exiting and entering vehicles.

Base Year: Year used in performance analysis as a reference point for current conditions.

Baseline: Future scenario which includes only projects currently underway or programmed funds.

Bikeway: Facility designated for use by bicyclists. There are three types of bicycle facilities.

1. Bike Path or Bike Trail (Class I Bikeway) — Provides a completely separated right-of-way designated for the exclusive use of bicyclists and pedestrians with cross-flows by motorists minimized.
2. Bike Lane (Class II Bikeway) — Provides a striped and/or signed right-of-way for use by bicycles, but with occasional adjacent vehicle parking and cross-flows by pedestrians and motorists permitted.
3. Bike Route (Class III Bikeway) — Highlights direct or scenic routes for bicyclists using signs or permanent markings. Routes may be shared with pedestrians or motorists.

Buffered Bike/Pedestrian Facility: A bicycle or pedestrian facility that has additional space between the motor vehicle travel lane and the bicycle and pedestrian facility. A buffered facility offers a more comfortable biking or walking environment.

California Department of Transportation (Caltrans or CT): State agency which builds and maintains state highways, some state railways, and administers multi-modal transportation programs within the state.

California Environmental Quality Act (CEQA): Legislation which requires private entities, state and local agencies to disclose, consider and mitigate the environmental impacts of various actions.

California Transportation Commission (CTC): A board appointed by the governor and state legislature that sets spending priorities for highways and transit, reviews Regional Transportation Plans (RTPs) and Regional Transportation Improvement Programs (RTIPs) and allocates funds to transportation projects from several funding programs.

Capital Improvements: Physical infrastructure improvements such as pavement, sidewalks, bridges, signals and purchases of equipment, vehicles.

Commute: The trip to/from a regular location, usually work or school.

Complete Streets: Streets designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists, and bus riders of all ages and abilities are able to safely move along and across a complete street.

Conformity: A demonstration of whether a federally-supported activity is consistent with the Clean Air Act. Transportation conformity applies to plans, programs, and projects approved or funded by the Federal Highway Administration or the Federal Transit Administration.

Congestion Management Agency (CMA): State designated county-level policy body

Congestion Mitigation and Air Quality Improvement Program (CMAQ): Federal funding program established specifically for projects and programs that contribute to the attainment of a national ambient air quality standard. Funds distributed to regions based on population, Air Quality maintenance/attainment category and air pollution severity.

Congestion: Congestion is usually defined as travel time or delay in excess of what is normally experienced under free-flow traffic conditions. Congestion is typically accompanied by lower speeds, stop-and-go travel conditions, or queuing.

Constrained (Fiscal Constraint/Financially Constrained): Denotes a funding scenario under which projects, programs, expenditures in a plan or programming document that can be implemented within the constraints of committed, available or reasonably available revenue sources.

Corridor: A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

Dedicated Funds: Federal, state or local funds which can be used only for specific purposes or by specific agencies.

Department of Transportation (DOT): At the federal level, the cabinet agency headed by the Secretary of Transportation is responsible for highways, transit, aviation, and ports. The DOT includes the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Federal Aviation Administration (FAA), and other agencies. The state DOT is Caltrans.

Environmental Document (ED): The draft or final Environmental Impact Statement or Environmental Impact Report, Finding of No Significant Impact, Environmental Assessment or Negative Declaration.

Environmental Impact Report (EIR): An assessment of the environmental effects and mitigations for a proposal or decision which, under the California Environmental Quality Act (CEQA), has been determined may significantly impact the environment.

Environmental Impact Statement (EIS): Document that details any adverse economic, social and environmental effects of a proposed transportation project prepared pursuant to the National Environmental Policy ACT (NEPA), roughly analogous to an EIR under CEQA.

EPA - Environmental Protection Agency: Federal agency established to develop and enforce regulations that implement environmental laws enacted by Congress to protect human health and safeguard the natural environment.

Fiscal Year (FY): The 12-month period established for budgeting purposes. The fiscal year for state and most local governments in California begins July 1 and ends June 30. The federal fiscal year begins October 1 and ends September 30.

Highway Safety Improvement Program (HSIP): Formerly the Hazard Elimination and Safety Program (HES). Federal funding program administered by Caltrans for improving safety.

Highway: A general term which includes roads, streets, and parkways and all their appurtenances. In this document "highway" typically refers only to roads on the State Route System however (e.g. Highway 37).

Local Streets: Streets that provide direct access to adjacent residential areas, on which traffic is generally discouraged.

Low Emission Vehicles: Vehicles using alternative fuel sources which emit little or no tailpipe exhaust, e.g., electric, hybrid electric, and fuel cell.

Mass Transit: A common carrier service provided for transporting passengers on established routes, with fixed schedules, published rates of fares. Includes buses and rail.

Mitigation: Project or program intended to offset impacts of a transportation project on an existing natural resource such as a stream, wetland, and/or endangered species.

Mitigation Banking: The preservation, enhancement, restoration or creation of a wetland, stream, or habitat conservation area which offsets, or compensates for, expected adverse impacts to similar nearby ecosystems.

Mixed Flow Lane: Travel lanes shared by autos, trucks, buses, and motorcycles (as compared to restricted lanes, such as HOV lanes).

Mode: Method of travel, e.g., private automobile, walking, bicycle, transit, airplane, bus, train.

Network: A planned recreation, transportation and interpretive pathway that links existing and new trail segments into a continuous trail.

Multi-modal: Using or addressing more than one transportation mode.

Obligate: The act of securing a commitment from Federal or State government (e.g. FHWA or Caltrans) to pay or reimburse entities for a project's eligible costs. Many funding programs require a project sponsor to obligate funds in a timely manner or lose the funds.

Right-of-Way (ROW): The area of property owned by a public or private entity used for transportation purposes.

Safe Routes to Transit: Strategies to address the challenges of getting to and from a transit stop or station. These include sidewalks and curb cuts to bus stops, pedestrian crosswalks near transit stations, bicycle lanes that connect to transit and bike parking at transit stations, feeder-distributor bus/shuttle routes, car sharing/station cars, and ridesharing.

Surface Transportation Program (STP): Federal flexible funding program that may be used by states and localities for projects on any federal aid highway (includes road, bike, pedestrian, highway), bridge projects on any public road, transit capital projects, and intracity and intercity bus terminals and facilities.

Transit: Travel by bus, rail, or other vehicle, either publicly or privately owned, that provides general or specialized service on a regular or continuing basis.

Transit Dependent: An individual who because of age, income, physical/mental condition, geographic location, or personal choice, does not have a private vehicle available and relies on transit for his/her transportation needs.

Vehicle Miles Traveled (VMT): The term used for the total number of miles traveled by motor vehicles within a specified region during a particular time period.

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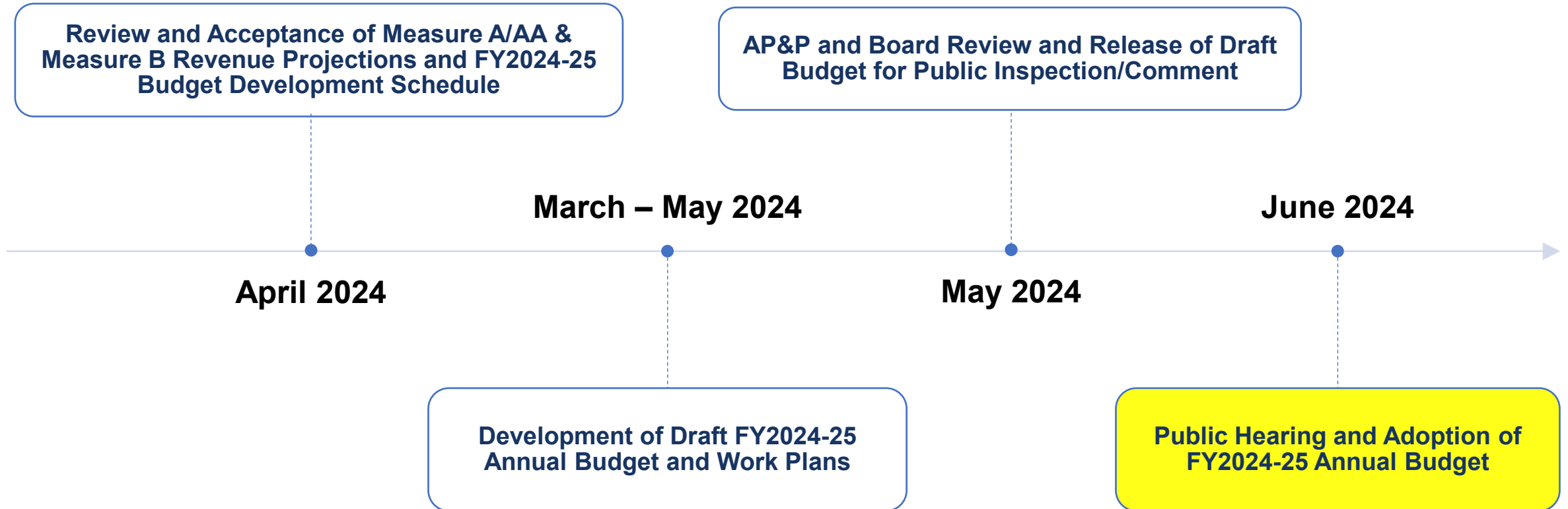
Item 6b - Attachment B

Adoption of Proposed TAM FY2024-25 Annual Budget

Transportation Authority of Marin
Board of Commissioners

June 27, 2024

FY2024-25 Budget Timeline and Process



TAM Budget Structure



Fiscal Year 2024-25
Proposed Annual Budget



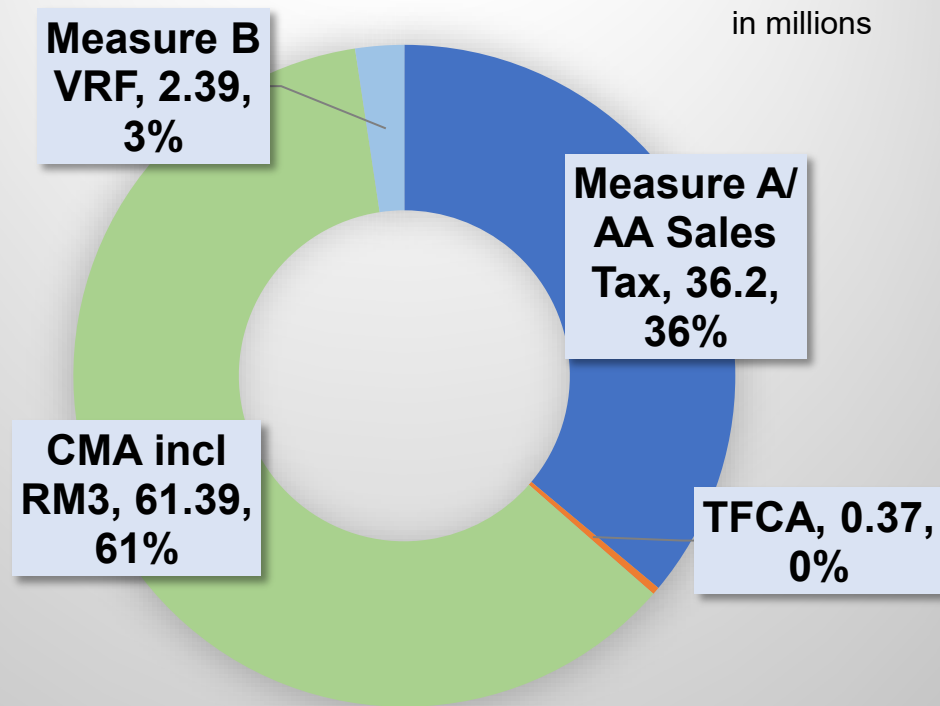
Making the Most of Marin County Transportation Dollars

- Executive Director's Message – overview of TAM's budget situation and highlighting prior year accomplishments and major milestones anticipated for the upcoming year;
- TAM Budget General Overview – overview of TAM's budget process and related policies;
- Annual Budget Process and Overview – in-depth analyses of all revenue and expenditure budget line items that are proposed for the fiscal year;
- Work Plans by Function – general overview and highlighted work items for the fiscal year for each functional group in the agency. Recent accomplishments are noted for each functional group.

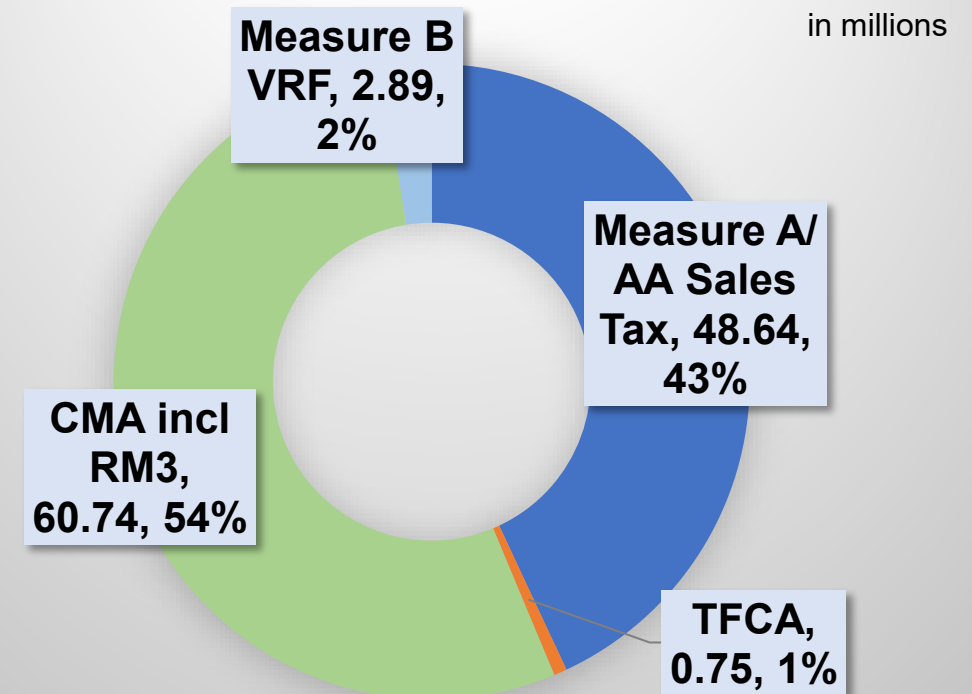
Expected Revenues and Expenditures for FY2024-25

- Revenue: \$100.35 million; Expenditure: \$113.02 million, expected to end the year with a fund balance of \$30.99 million.
- When budgeted expenditure exceeds revenue, it means that TAM and its partner agencies are planning to use prior year accumulated fund balances to deliver projects and programs in that particular year.

Proposed FY2024-25 Revenues by Fund



Proposed FY2024-25 Expenditures by Fund



Major FY2024-25 Revenue and Expenditure Items

Major Revenue Items:

- RM 3 Funds - \$43.07M
- Measure A/AA Sales Tax Revenue - \$35.0M
- State Earmarks - \$9.5M
- Measure B VRF Revenue - \$2.3M
- Interest Revenue - \$2.06M
- MTC Planning Funds - \$1.06M

Major Expenditure Items:

- Major Interagency Agreement Items - \$62.77M
 - MSN B7 Construction
 - Caltrans SR37 A1 Segment Support
 - Marin City Flood Mitigation
- Transit Allocation - \$21.82M
- Local Streets and Roads - \$7.56M
- Major Capital Project Professional Support - \$4.36M
 - Bellam Blvd Design & ROW
 - 101/580 Multi-Modal & Local Access Project
 - SR37 Segment A1 Design
- Major Road Project - \$4.0M
- Crossing Guard - \$2.40M
- Safe Routes to School - \$1.45M
- Safe Pathway Projects - \$1.5M

Economic Update Since May Review

Still a lot of uncertainties...

- Interest rates remaining higher
- Housing market stability
- Troubled office building market
- Inflation concern/ consumer uncertainty
- Strong labor market in some sectors, but tech layoffs
- Tourism rebounding some
- More??



Maintain current FY2024-25 neutral sales tax stance and provide the Board with timely updates

Changes to the Budget Document Since May

- Clarification of TAM's function as a funding agency (pg. 3)
 - Reference and links to Expenditure and Strategic Plans (pg. 3)
- Reference to and link to Administrative Code and financial policies in the Appendix. (pg. 4)
- Revenue analysis paragraph and chart. (pg. 5-6)
- Staff by department chart added to organization chart (pg. 11)
- Capital projects and debt paragraph. (pg. 12)
- Footnotes on fund summaries regarding use of fund balance for previously funded projects. (pg. 26, 27, 29, 31)
- Key Accomplishments and Highlights section after Workplans (pg. 41-43)
- Staffing Fund/Department Matrix (pg. 45)
- Financial Policies section with the Investment and Debt Policies (pg. 46-61)
- Glossary (of terms) (pg. 64-67)

Policy Reviews and Updates

- Both the TAM Investment and Debt policies have requirements for annual review with any recommended changes to be approved by the Board.
- Staff completed the review recently and there are no recommended changes for either policy for 2024.

Public Comments and Budget Amendments

Public Comments Received on Proposed Budget:

None received as of June 19, 2024

Budget has been publicly available since May 14th

Potential Budget Amendments in the Upcoming Months:

Staff will return to the Board for approval of budget amendments when additional grant opportunities or project specific adjustments are needed

Work Plan Highlights – Overall

- Deliver the Measure A/AA and Measure B Expenditure Plans
 - Advance major capital projects, programs, and planning
 - Implement amended Measure B Expenditure Plan
 - Support local efforts – transit, local roads, active transportation
- Begin 6-year review of Measure AA Expenditure Plan
- Continue adapting to post-Covid shifts
 - Monitor traffic needs, economy/budget, outreach/communication
 - Internal policies & operations: Hybrid/Remote work, Technology stipend, Transit benefit
- Planning for the Future
 - Countywide Transportation Plan, Sea Level Rise, Equity, Multi-agency collaborations
 - Develop project pipeline and pursue new funding opportunities

Work Plan Highlights – Administration and Finance

- Continue to support the TAM Board and various committees
- Manage various audits, including the agency's annual financial audit, Measure A/AA compliance audit and other audits required by the grantors
- Complete the update of the RFP and contract templates
- Improve website navigation
- Continue to effectively and timely manage the agency's cash and investment to meet project/program delivery fund needs

Work Plan Highlights – Public Outreach

- Outreach for key initiatives and conduct public engagement for various projects and programs including an informational campaign for the 20th Anniversary of the ½-Cent Transportation Sales Tax
- Support outreach for key TAM initiatives, including the Countywide Transportation Plan, Highway 101 Interchange Studies, the Part-Time Transit Lane project development, Marin City Flood Reduction Projects, Marin Commutes, the Alternative Fuels Program, Sea Level Rise Program, the Regional Bikeshare Program, and the School Access Safety Action Plan
- Manage student mentorship/internship program
- Conduct public engagement efforts for major capital improvement programs, including Marin-Sonoma Narrows, the Bellam Boulevard Off Ramp project, State Route 37, and the Highway 101-580 Multimodal and Local Access Improvements Project

Work Plan Highlights – Planning

- Complete Countywide Transportation Plan and Community-Based Transportation Plan
- Continue to develop TAM's Sea Level Rise Plan and implementation actions in coordination with BayWAVE, the County of Marin, MTC, BCDC, Caltrans, local jurisdictions, and others
- Review/coordinate with MTC on regional planning activities related to Marin County transportation, including the implementation of Plan Bay Area (PBA) 2050, the development of PBA 2050+ and Transit 2050+ Plan, active transportation, Priority Development Area (PDA) planning, and Transit Oriented Communities (TOC) policy among others
- Initiate VMT Toolkit to support local jurisdiction compliance with CA Environmental Quality Act (CEQA) transportation review requirements

Work Plan Highlights – Program Management

- Monitor and implement seasonal Marin Commutes incentive campaigns
- Launch initial operating phase of the Marin and Sonoma County Bike Share Pilot Program
- Manage and deliver TAM's Alternative Fuels Vehicle Program, including EV fleet and infrastructure rebate programs, public outreach, and technical assistance programs
- Oversee Safe Routes to Schools program

Work Plan Highlights – Programming & Legislation

- Develop and update Measure B and Measure A/AA Strategic Plans
- Manage various funding allocation and reimbursement processes
- Issue Call for Projects for RM3 North Bay Transit and Safe Pathway funds
- Continue to provide state legislation analysis
- Develop applications for TAM's Formulaic LPP funds and receive allocations for selected projects.
- Initiate Measure AA Expenditure Plan 6-Year Review

Work Plan Highlights – Project Management and Delivery

- Continue the design of the Marin Sonoma Narrows Utility Relocation project, the companion carpool lane extension project
- Complete design of Bellam Boulevard safety improvements from Northbound U.S. 101 to separate regional traffic from local traffic, seek additional funding and initiate construction
- Continue to advance the environmental process for the 580/101 Multi-Modal and Local Access Improvement Project, with approval expected in 2027
- Assist with the completion of the North/South Greenway project with City of Larkspur from the Corte Madera Creek crossing southbound along Old Redwood Highway to the pedestrian overcrossing
- Collaborate with Caltrans, County DPW, County Parks, and the County Flood Control District with flood mitigation studies and other related studies in southern Marin
- Oversee Crossing Guard program

Selected Recent Accomplishments

- The North-South Greenway over Corte Madera Creek multi-use pathway was honored with multiple awards including:
 - Outstanding Bridge Project from the American Society of Civil Engineers Region 9 (CA)
 - Engineering Excellence Honor Award from the American Council of Engineering Companies
 - Active Transportation Project of the Year from the CA Transportation Foundation
- The extension of the North-South Greenway multi-use pathway along Old Redwood Highway to the pedestrian overcrossing in Larkspur was completed and opened to the public in June.
- TAM staff began development of Marin County's first CTP/CBTP
- The Alternative Fuels Program has funded 450 rebates for EV chargers and 45 rebates for converting to alternative fuel vehicles in public agencies. TAM also held its inaugural Clean Fleet Expo and the first Transportation Electrification at Schools Webinar.
- Staff partnered with the County of Marin and jurisdictions to prepare a County-wide Local Road Safety Plan (LRSP)

Selected Recent Accomplishments, cont.

- Grants awarded to TAM:
 - Part-Time Transit Lane project development (\$1.25M from MTC)
 - Safe Schools Action Plan (\$544k from USDOT)
 - VMT Toolkit development (\$519k from Caltrans)
 - Mobility Hub Planning (\$400k from MTC)
- TAM attended nearly 40 community events
- In FY2023-24, TAM funded \$40.72M in projects and programs from Measure A/AA and B revenues including:
 - \$22.3M for Transit Operation and Capital Needs
 - \$7.7M in Local Streets and Roads projects
 - \$4.25M for Major Road Projects
 - \$4.17M for Safe Routes to Schools (SR2S) and Crossing Guards
 - \$2.3M in Other Transportation Programs and Projects.

Action Needed:

The TAM Board adopts the Proposed FY2024-25 Annual Budget:

- All Funds Revenues = \$100,350,676
- Expenditures = \$113,013,810
 - CMA Fund = \$60,737,968
 - ½-Cent Transportation Sales Tax (A/AA) Fund = \$48,644,218
 - Measure B Vehicle Registration Fee Fund = \$2,885,408
 - TFCA Fund = \$746,216

Happy New Fiscal Year!





DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
David Chan, Director of Programming and Legislation

SUBJECT: Marin Transit's Annual Presentation (Discussion), Agenda Item No. 7a

RECOMMENDATION

No action is needed. This is a discussion item only.

BACKGROUND

Marin Transit's General Manager, Nancy Whelan, will be presenting at the June 27, 2024 TAM Board meeting on Marin Transit's activities performed in FY2023-24 and planned activities for FY2024-25 that are the subjects of Items 7b and 7c involving the allocations of Measures A/AA and B funds, respectively.

FISCAL IMPACTS

There are no fiscal impacts with this presentation as a discussion item.

NEXT STEPS

There are no next steps with Marin Transit's Annual Presentation unless issues arise during the TAM Board meeting on June 27, 2024 that necessitate follow-up actions.

ATTACHMENTS

Attachment A – Marin Transit Staff Presentation

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Marin Transit Update

TAM BOARD



Topics

- 01** Marin Transit Overview
- 02** FY 2024/25 Highlights
- 03** Measure AA and Measure B Allocation Requests



Overview

Marin Transit Services

FIXED ROUTE



86%

Local Bus Service

Operated by:



3%

Rural Stagecoach

Operated by:



DEMAND RESPONSE



4%

Local Paratransit

Operated by:



OTHER SERVICES/PROGRAMS



5%

Muir Woods Shuttle

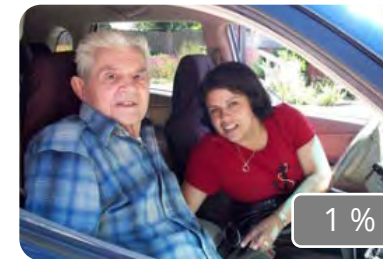
Operated by:



1%

Mobility Management

Operated by:



1%

Catch-A-Ride

PILOT

In partnership with:



→ % of total ridership

Special Needs Transportation



Paratransit
Door-to-door, shared ride service for ADA-eligible riders



Travel Navigators
One-stop resource for program information & eligibility



Catch-A-Ride Pilot
Discounted taxi or TNC rides for seniors & people with disabilities



Fare Assistance
Fare assistance for those that qualify via Medi-Cal or Income



Volunteer Driver
Mileage reimbursement for seniors & people with disabilities



Travel Training
Group presentations on public transit & other mobility options



Marin Access Shuttles
Pre-scheduled, general public shuttle service



By the Numbers...

ridership



annual: 3.2 million passenger trips

daily: 12,000 passenger trips (bus)
250 passenger trips (marin access)

Marin Access rider profile

gender



age

77
average

81
median

annual income



Source: 2020 Rider Survey

vehicles

Vehicles Operated in Maximum Service

80 vehicles



Total Active Fleet

110 vehicles



39 Hybrid Electric Vehicles

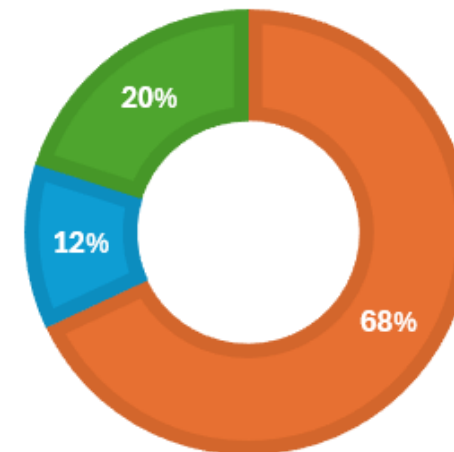


6 Battery Electric Vehicles



Fixed route rider profile

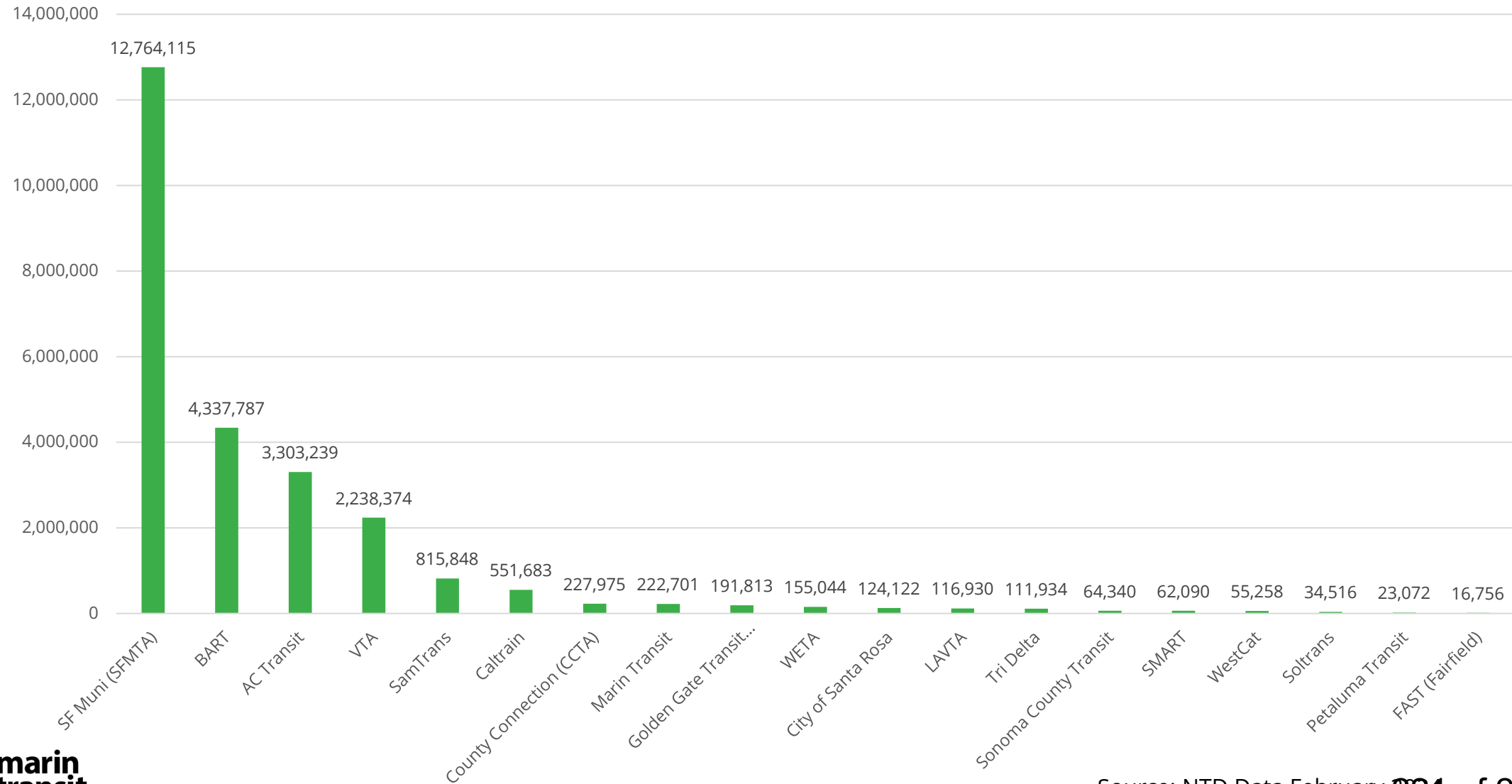
Adult Senior Youth



220 of 277

Source: 2017 Onboard Survey

Comparison of Monthly Bay Area Ridership



Marin Transit Ridership Recovery Post-COVID

% of pre-COVID ridership



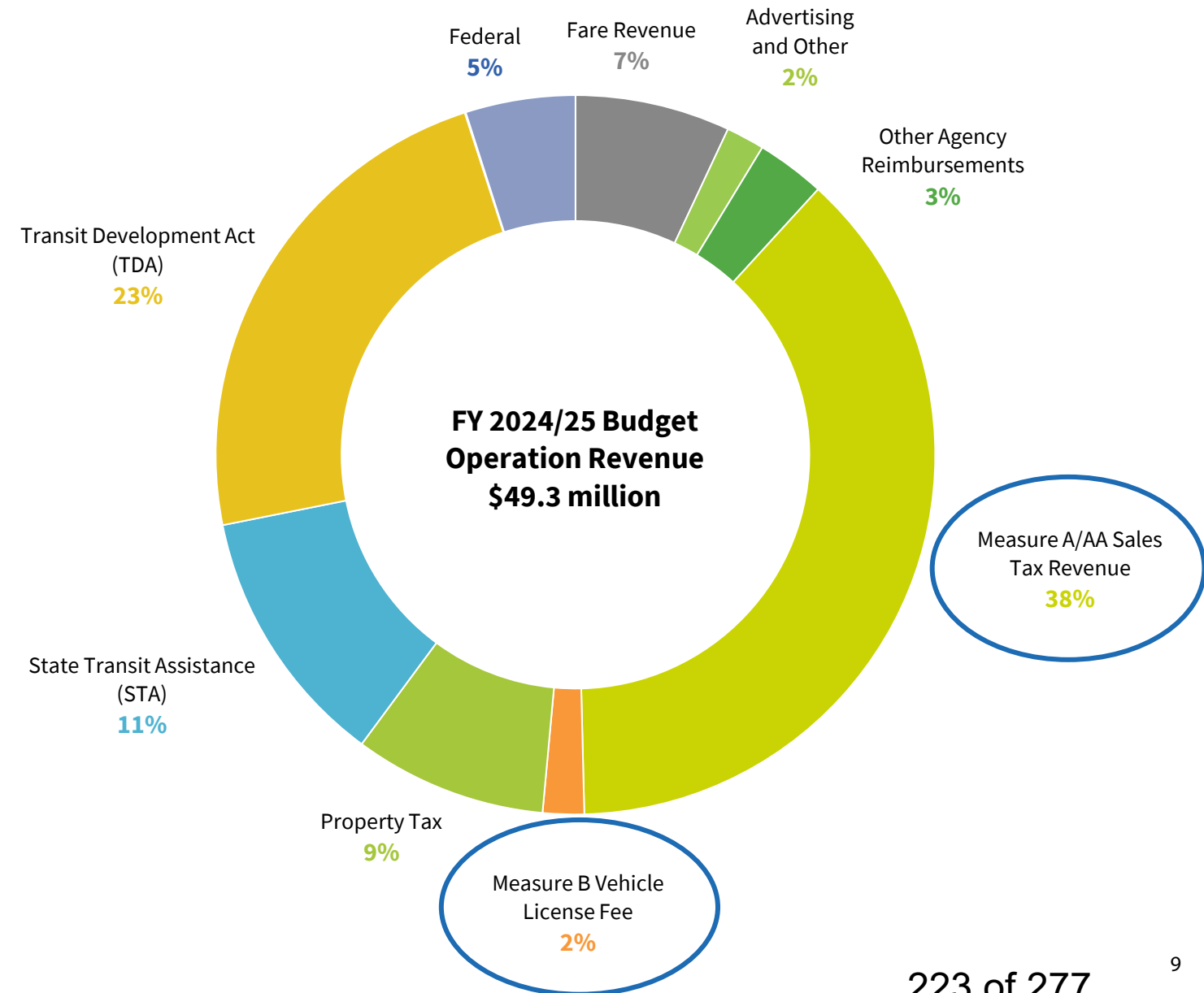
Fixed Route



Marin Access

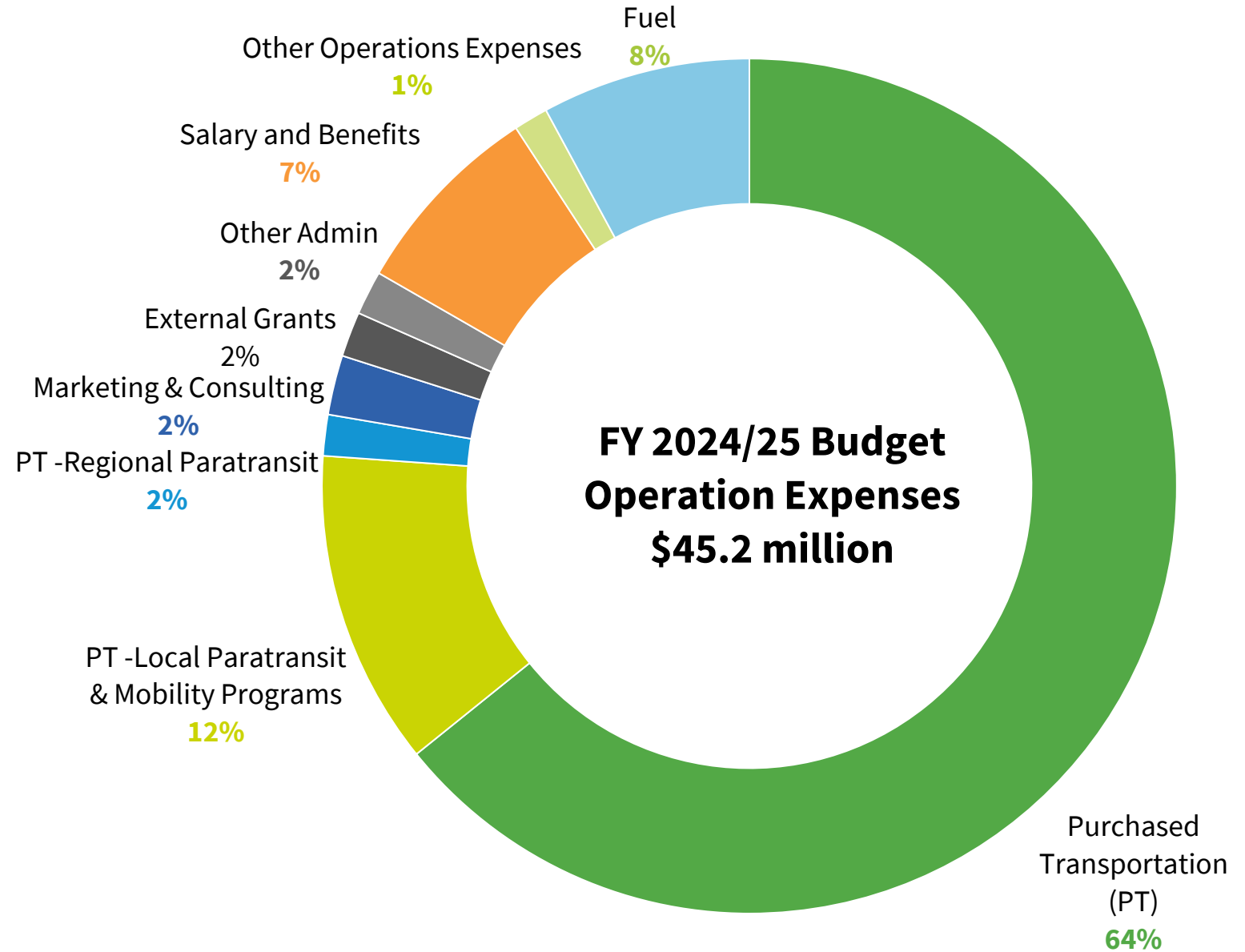
Operations Revenue

- Post Pandemic Effects – Revenue Fluctuations
 - Increased TDA and STA funds due to pandemic volatility creating carryforwards
 - Sales tax revenue is flat

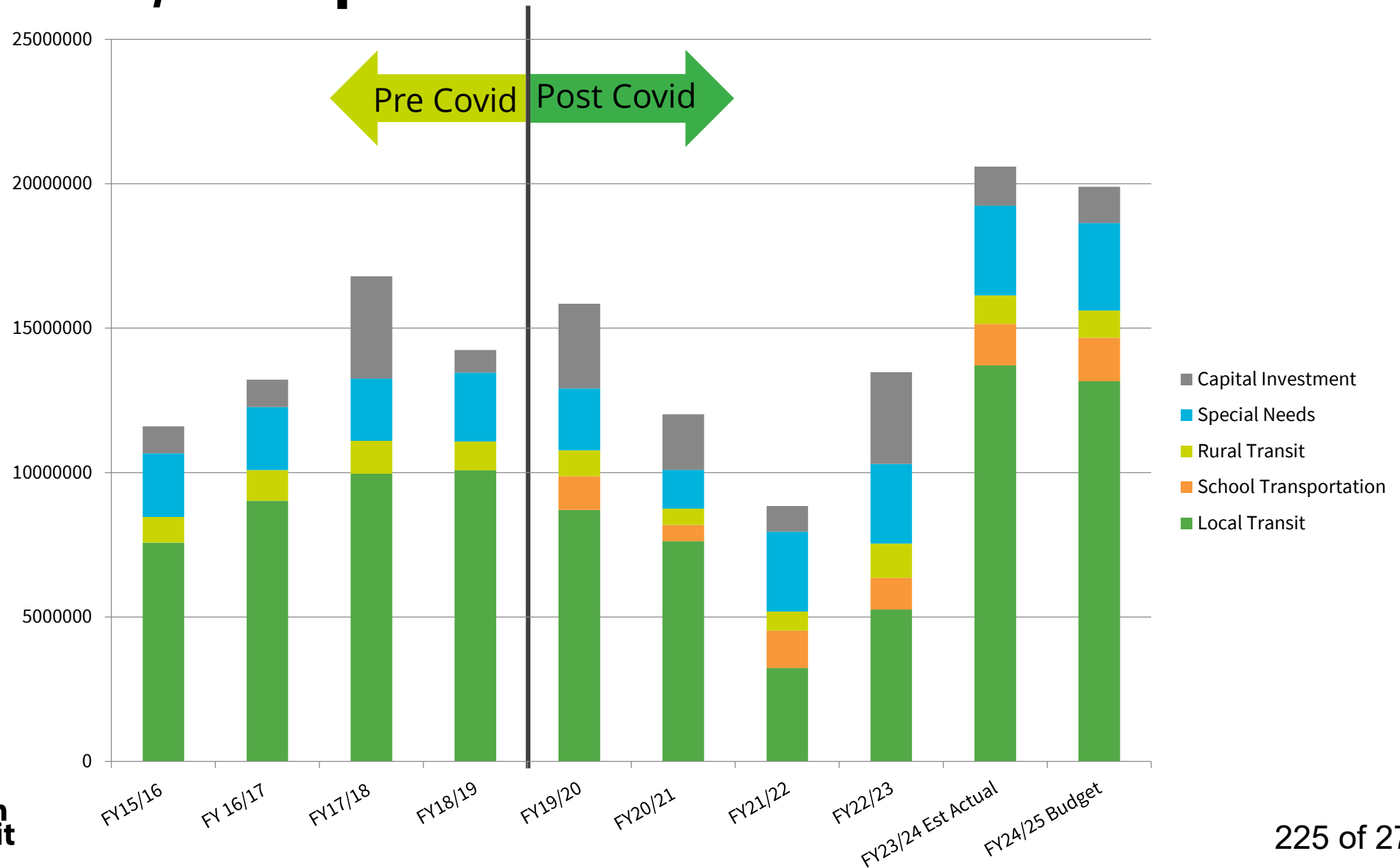


Operations Expense

- Purchased Transportation
 - Local transit
 - Local paratransit and mobility programs
- Fuel



Measure A/AA Expenditures





FY2024/25 Highlights

FY2024/25 Highlights in Brief

- FY 2023/24 fixed route service changes **increased reliability**
- Coming in 2025, **Clipper 2.0** will benefit our riders
- Updated **Short Range Transit Plan** will provide the 10-year service and financial plan
- **Electric Bus Maintenance Facility** and yard site selection under way, and still challenging
- **Marin Access** program improvements
- Growing need for **bus stop improvements**
- New challenges with **fleet electrification**
- Marin – Sonoma Transit Coordination (**MASCOTS**) planning study results due

Catch-A-Ride 2.0 Pilot Program

- Available for enrolled riders 65+ and/or ADA eligible
- Provide vouchers for riders to take trips on taxis or Uber
 - Rider selects: Paper, digital, or both
- Riders book trips directly with the provider
- Riders eligible for fare assistance will receive higher subsidy and more vouchers

Rider Type	Rider Pays	Trip Count
General Marin Access Riders	\$5 base fare & cost above \$25	30 trips / quarter
Fare Assistance Eligible Riders	No base fare & cost above \$25	30 trips / quarter
	Longer-distance vouchers: no base fare, cost above \$40	10 trips / quarter

Marin Access Program Improvements

- Extend and enhance **Catch-A-Ride** Pilot for one year
- Evaluate **paratransit** ridership trends and needs
- Streamlining **paratransit** eligibility process
- Assess pilot of **West Marin Connector Shuttle**
- Explore opportunities for additional **Marin Access Shuttles**
- Improvements to **Volunteer Driver** program

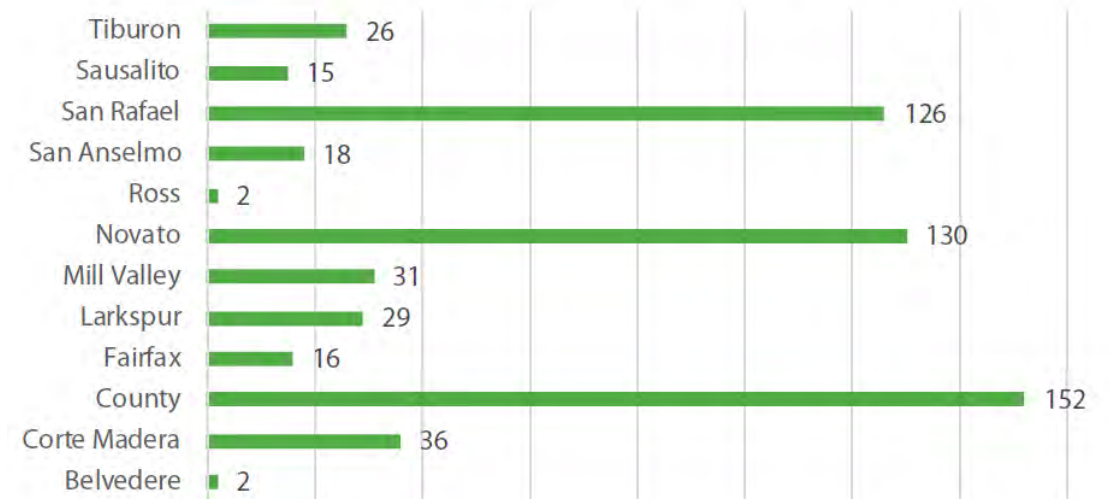


Bus Stop Improvements

- 666 Stops in the County
- Priority: ADA Accessibility
- Current project to improve 23 stops
- 188 shared stops with Golden Gate Transit are being transferred to Marin Transit
- Challenges:
 - Agency coordination, permitting
 - Each is unique
 - Funding and staffing
- Application for RM3 funds



Distribution of Stops across Jurisdictions



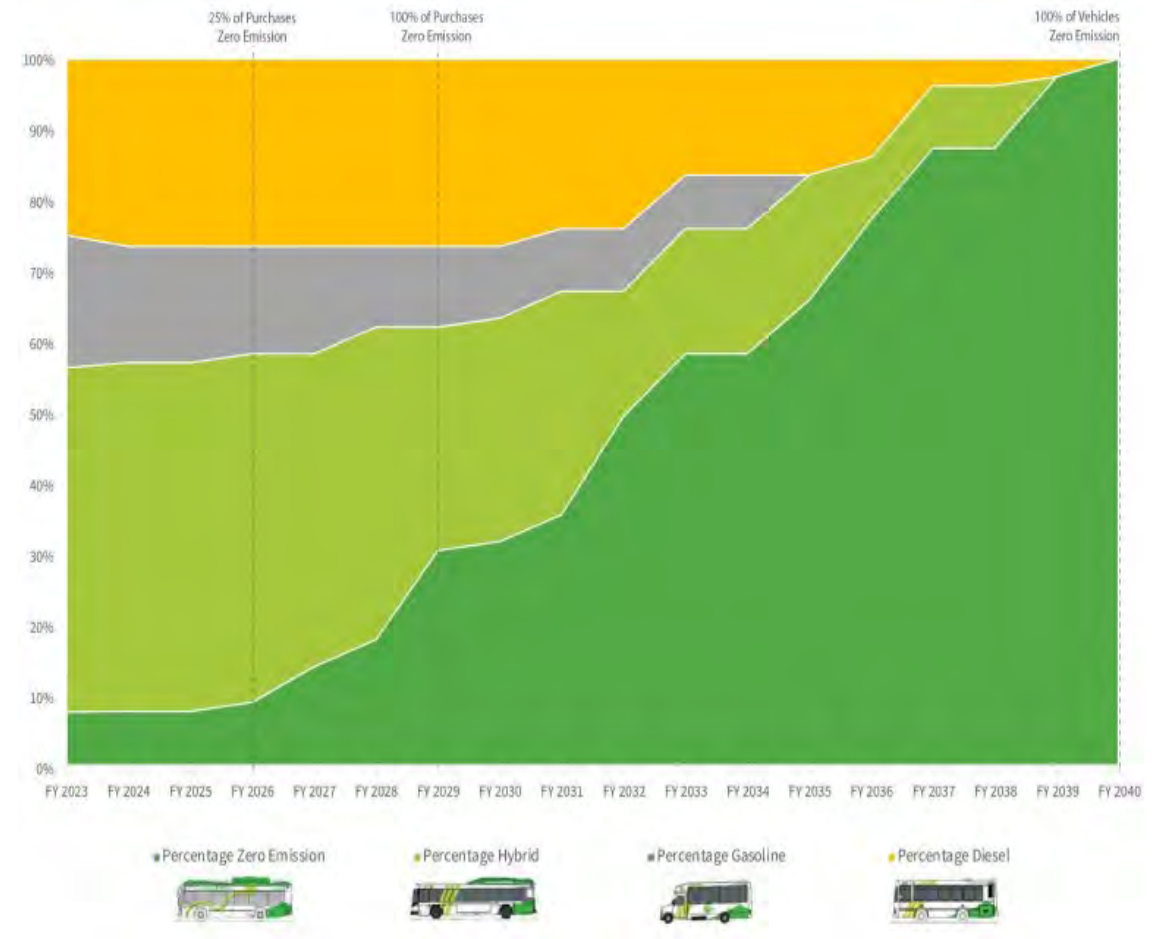
Marin - Sonoma Transit Coordination

- Huge potential to right-size and optimize service on 101 corridor in post-pandemic times
- Smaller operators have largely addressed rider demand
- Relies on collaboration and cooperation of all agencies
- Issues being considered:
 - Funding formulas and value for service
 - Fleet availability and needs
 - Service coordination and Equity Priority Communities
 - Coordination at San Rafael Transit Center
 - Facility coordination



Fleet and Electrification Challenges

- Shrinking pool of bus manufacturers
- Price of a 40 ft battery electric bus: **\$1.4 million**
- Longer lead time for vehicle deliveries
- Parts for all vehicles impacted by supply chain issues and significant price increases
- Lack of District-owned facility limits ability to meet electrification goals
- RM3 application for matching funds for bus purchases and facility project



FY2024/25 Allocation Requests

FY 2024/25 Measure A/AA Allocation Request

Measure A Strategy 1 – Local Bus Transit	FY 24/25 Requested Amount
1.1 Maintain and Expand Local Bus Transit Service	\$61,038
1.2 Maintain & Expand Rural Bus Transit System	\$4,944
1.3 Maintain & Expand Transit Services for Those with Special Needs	\$14,848
1.4 Invest in Bus Transit Facilities for a Clean and Efficient Transit System	\$9,903
Measure A Total	\$90,733

Measure AA Category 4 – Local Bus Transit	FY 24/25 Requested Amount
4.1 Bus Transit Service	\$13,500,000
4.2 Rural/Recreational Bus Services	\$937,522
4.3 Transit Services for Special Needs	\$3,220,411
4.4 Transit Services to Schools	\$1,600,000
4.5 Bus Transit Facilities	\$1,250,030
Measure AA Total	\$20,507,963

Total Allocation Request	\$20,598,696
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FY 2024/25 Measure B Allocation Request

Measure B	Requested Amount
1 Staffing for Mobility Management Program	\$100,000
2 Support and Enhance Paratransit (Travel Navigator Program, Operations Support and Marketing)	\$225,000
3 "Paratransit Plus" program (Catch A Ride and Marin Access Shuttle)	\$320,000
4 Other programs to provide mobility to seniors (Volunteer Driver, Innovation Incubator & Marin Access Fare Assistance)	\$265,000
Total Allocation Request	\$910,000

Questions?

Nancy Whelan

nwhelan@marintransit.org

(415) 226-0855



DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
David Chan, Director of Programming and Legislation

SUBJECT: Allocate FY2024-25 Measure AA and Measure A Reserve Funds to Marin Transit (Action), Agenda Item No. 7b

RECOMMENDATION

The TAM Board allocates \$20,598,696 in Measure AA and Measure A Reserve funds to Marin Transit for its operational and capital needs in FY2024-25.

BACKGROUND

Category 4 of the Measure AA Expenditure Plan is to maintain and expand efficient and effective local transit services in Marin County to reduce congestion and meet community needs, including services to schools and specialized service for seniors and persons with disabilities. Category 4 includes the following six sub-categories:

- 4.1 - Maintain & improve existing transit service in areas that can support fixed-route service
- 4.2 - Maintain & expand the rural and recreational bus services, such as the West Marin Stagecoach
- 4.3 - Maintain & expand transit services and programs for those with special needs
- 4.4 - Provide transit services to schools to reduce local congestion
- 4.5 - Invest in bus transit facilities for a clean and efficient transit system
- 4.6 - Expand access to ferries and regional transit, funds to be requested and managed by the Golden Gate Bridge Highway and Transportation District (GGBHTD)

Since the passage of Measure AA in 2018, Measure AA funds from Category 4 have been allocated to Marin Transit annually upon request. Measure AA funds not requested or unused at the end of each fiscal year are carried over and available in the following fiscal year.

Funds dedicated to Category 4.6 are separately requested by GGBHTD. While GGBHTD has not requested allocation for the Ferry Terminal shuttle since the pandemic, a new shuttle service to the Ferry Terminal has been in development. GGBHTD will request allocation of funds from TAM, from Category 4.6 for the new shuttle service; the allocation request is anticipated to be presented to the TAM Board in July 2024.

In addition to Measure AA funds, Measure A Reserve funds are also available in FY2024-25. Measure A Reserve funds are available until they are exhausted, as discussed below.

DISCUSSION

The available funds for Marin Transit in FY2024-25 include Measure AA, Measure A Reserve, and Measure B funds. The availability and allocation of Measure B funds will be discussed and considered separately under Item 7c of this agenda. The breakdown for Measure AA and Measure A Reserve funds is shown below in Table 1.

Scope of Services

Marin Transit, responsible for local transit service within Marin County, provided over 2.8 million unlinked passenger trips and over 225,000 revenue hours of service with a fleet of 79 buses in FY2023-24. Marin Transit delivers services through contract operators, including GGBHTD, Marin Airporter, Bauer's, and Transdev.

Marin Transit's fixed route ridership is approximately 95% of pre-pandemic levels. Ridership on ADA Paratransit and other Marin Access programs is approximately 50% of pre-pandemic paratransit ridership. Marin Transit implemented service adjustments in June 2023 to reflect ridership changes from the pandemic and reduced peak-hour resource needs to minimize missed trips and improve service quality. This change reduced the number of dedicated supplemental school trips and embedded school services in the local routes. Marin Transit has also implemented changes to Marin Access programs for older adults and people with disabilities to reflect post-pandemic rider needs, service reliability, and cost effectiveness.

With the federal pandemic relief funds exhausted, Measure AA funding is critical to allow Marin Transit to continue operations of existing service levels and innovative programs like yellow bus service, rural service in West Marin, and service to recreational locations like Muir Woods and Stinson Beach. Measure AA revenue is budgeted to provide 38% of Marin Transit's operations revenues in FY2024/25. Details of Marin Transit's work scope for FY2024-25 can be found in Attachment A (Allocation Request Form).

Measure AA Funds Available

The Measure AA Strategic Plan shows approximately \$32.1 million total available for allocation to Marin Transit in FY2024-25. This amount includes an estimated \$16.7 million in new revenue collection and approximately \$15.4 million in unallocated funds from prior years.

Marin Transit is requesting an allocation of \$20.5 million of the total \$32.1 million available for FY2024-25, leaving a carryover of approximately \$11.6 million. Marin Transit may request a subsequent allocation in FY2024-25 if needed or the carryover funds will be added to future revenue collection to be available in future years until they are used.

Measure A Reserve Funds Available

TAM was scheduled to collect approximately \$5.39 million in Measure AA Reserve funds over a five year period to ensure a cushion is available in periods of economic downturns that adversely affect sales tax revenue collection. The TAM Board adopted a policy to release Measure A Reserve funds at a 1-to-1 ratio of the amount collected for Measure AA Reserve funds. Collected Measure A Reserve funds may be made available for distribution until the funds are exhausted.

As allowed by adopted TAM policy, Measure A Reserve funds in the amount equal to \$152,896 in Measure AA reserve collected have been made available for allocations in FY2024-25. The proportional share of Measure A reserve funds for Strategy 1 Transit is \$90,733. Marin Transit is requesting the entire amount of Measure A Reserve funds available for FY2024-25.

FY2024-25 is the last year that Measure A Reserve funds will be available for distribution since the targeted \$5.39 million in Measure AA funds have been fully collected. While Measure A Reserve funds will not be available in FY2025-26, the net amount of transportation sales tax funds should not decrease because Measure AA funds will no longer be held in reserve either, resulting in no net loss to sponsors due to the Measure A Reserve Fund Policy.

TABLE 1					
	Previous Unallocated Funds	Available FY2024-25 Funds	Estimated Total Available	Requested Amount	Estimated Carryover
Measure AA Funds					
4.1 Maintain & Expand Existing Transit Services	\$12,463,225	\$10,137,000	\$22,600,225	\$13,500,000	\$9,100,225
4.2 Rural and Recreational Services	\$15,976	\$921,545	\$937,522	\$937,522	\$0
4.3 Services with Special Needs	\$1,615,242	\$2,918,227	\$4,533,469	\$3,220,411	\$1,313,058
4.4 Transit Services for Schools	\$1,295,986	\$1,535,909	\$2,831,895	\$1,600,000	\$1,231,895
4.5 Bus Transit Facilities	\$21,302	\$1,228,727	\$1,250,303	\$1,250,303	\$0
Measure AA Total	\$15,411,731	\$16,741,408	\$32,153,414	\$20,508,236	\$11,645,178
Measure A Reserve Funds					
1.1 Maintain & Expand Local Bus Transit Service	\$0	\$61,038	\$61,038	\$61,038	\$0
1.2 Maintain & Expand Rural Bus Transit System	\$0	\$4,944	\$4,944	\$4,944	\$0
1.3 Maintain & Expand Transit Services with Special Needs	\$0	\$14,848	\$14,848	\$14,848	\$0
1.4 Invest in Bus Transit Facilities for Clean and Efficient Transit	\$0	\$9,903	\$9,903	\$9,903	\$0
Measure A Reserve Total	\$0	\$90,733	\$90,733	\$90,733	\$0
Total for FY2024-25	\$15,411,731	\$16,832,141	\$32,244,141	\$20,598,696	\$11,645,178

Requested Amounts

Marin Transit is requesting \$20,598,696 in Measure AA and Measure A Reserve funds for FY2024-25. The remaining unrequested amount of \$11,645,178 in Measure AA will be carried over for future allocation. The remaining unrequested amount is subject to change, depending on the amount of unused funds and the final revenue collection for FY2024-25. Both figures will be finalized by October 2024 and any adjustments needed will be reflected in the carryover amount available for future allocation. TAM staff and Marin Transit staff collaborate annually to substantiate any unused and carryover funds available for future allocation.

FISCAL IMPACTS

The requested amounts are included in the FY2024-25 TAM Annual Budget and the 2023 Measure A/AA Strategic Plan.

NEXT STEPS

Upon approval by the TAM Board, TAM will issue a funding agreement to Marin Transit for the approved allocation amounts.

ATTACHMENTS

Attachment A – FY2024-25 Marin Transit Measure AA Allocation Request Form

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EXHIBIT A

Allocation Request Form

Transportation Authority of Marin

Measure A/AA – Transportation Sales Tax

Measure A

Fiscal Year of Allocation:	2024/25
Expenditure Plan:	Measure A Category 1 – Local Bus Transit Measure AA Category 4 – Local Bus Transit
Project Name:	Maintain and Expand Local Transit Services
Implementing Agency:	Marin County Transit District (Marin Transit)

SCOPE OF WORK

The Marin County Transit District (Marin Transit) provides local transit service within Marin County. Marin Transit provides 2.8 million unlinked passenger trips per year and provides over 225,000 revenue hours of service with a fleet of 79 buses. Marin Transit delivers services through contract operators, including Golden Gate Bridge, Highway & Transportation District (GGBHTD); Marin Airporter; Bauer's; and Transdev. Marin Transit's Short Range Transit Plan (SRTP) is the primary service and financial planning document for the District and includes ten years of financial projections for operations and capital programs. The District's Board adopted the most recent full SRTP on February 3, 2020 and a "mini" SRTP update on December 5, 2022. Marin Transit is currently working on the District's next full SRTP update.

Marin Transit retained and recovered ridership during the pandemic at a higher rate than peer agencies. Currently, fixed route ridership is over 90% of pre-COVID levels. Ridership on ADA Paratransit and other Marin Access programs has recovered more slowly, and the budget includes operations to serve 50% of pre-pandemic paratransit ridership. Marin Transit implemented service adjustments in June 2023 to reflect ridership changes from the pandemic and reduced peak-hour resource needs to minimize missed trips and improve service quality. This change reduced the number of dedicated supplemental school trips and embedded school services in the local routes. Marin Transit has also implemented changes to Marin Access programs for older adults and people with disabilities, to make changes to reflect post-pandemic rider needs, service reliability, and cost effectiveness.

Measure AA funding is critical to allow Marin Transit to continue to budget for operations of existing service levels and continue the operation of innovative programs like yellow bus service, rural service in West Marin, and service to recreational locations like Muir Woods and Stinson Beach. The federal relief funds the District received during the pandemic are now fully expended and the District's Measure AA budget expenditures are at pre-pandemic levels for a second year. The District continues to face increasing costs for purchased transportation due to high inflation. Measure AA revenue is budgeted to provide 38% of Marin Transit's operations revenues in FY2024/25.

Measure A Subcategory 1.1 & Measure AA Category 4.1

Maintain and Improve Existing Levels of Bus Transit Service

Major programs funded under this sub-strategy include local fixed route, community shuttle service, supplemental school service, and the Muir Woods seasonal shuttle. All services are operated under contract, and the direct contract service costs are 80% of budgeted expenses. Other major expenses include consultant services

(ride checks, service contract audits, grant funded studies), directly purchased fuel, communication, marketing, and staff time for contract oversight. The requested \$13,561,038 of Measure A and Measure AA funds will provide 41% of the needed revenues to operate the local fixed route service.

The local service budget (including supplemental school service) for FY 2024/25 is \$32.7 million. It represents an 8% increase over the prior year revised budget and continues a similar level of service with service adjustments effective June 11, 2023 to reflect ridership changes from the pandemic and respond to Golden Gate Transit reductions in regional service in the highway 101 corridor.

Figure 1: Fixed Route Service Hours by Program

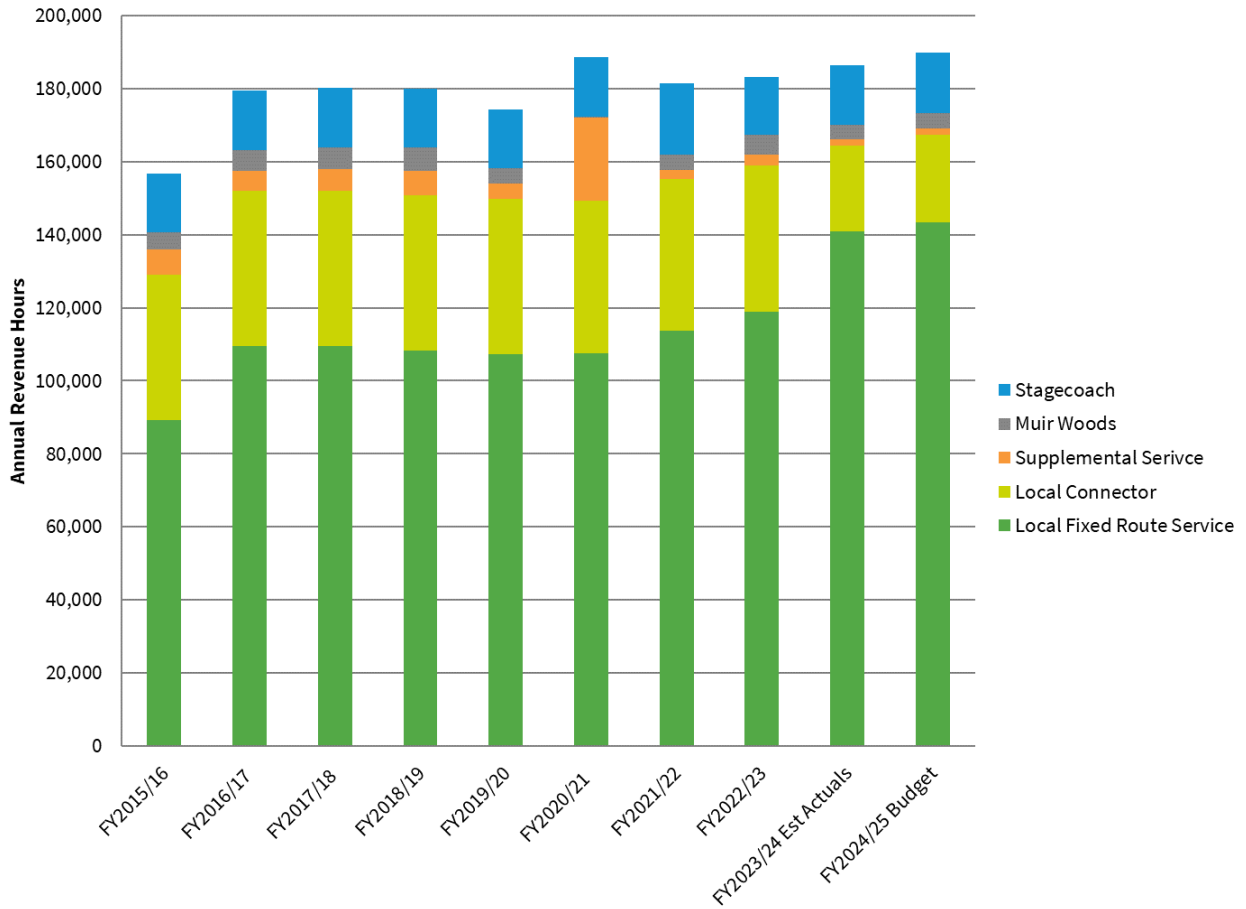
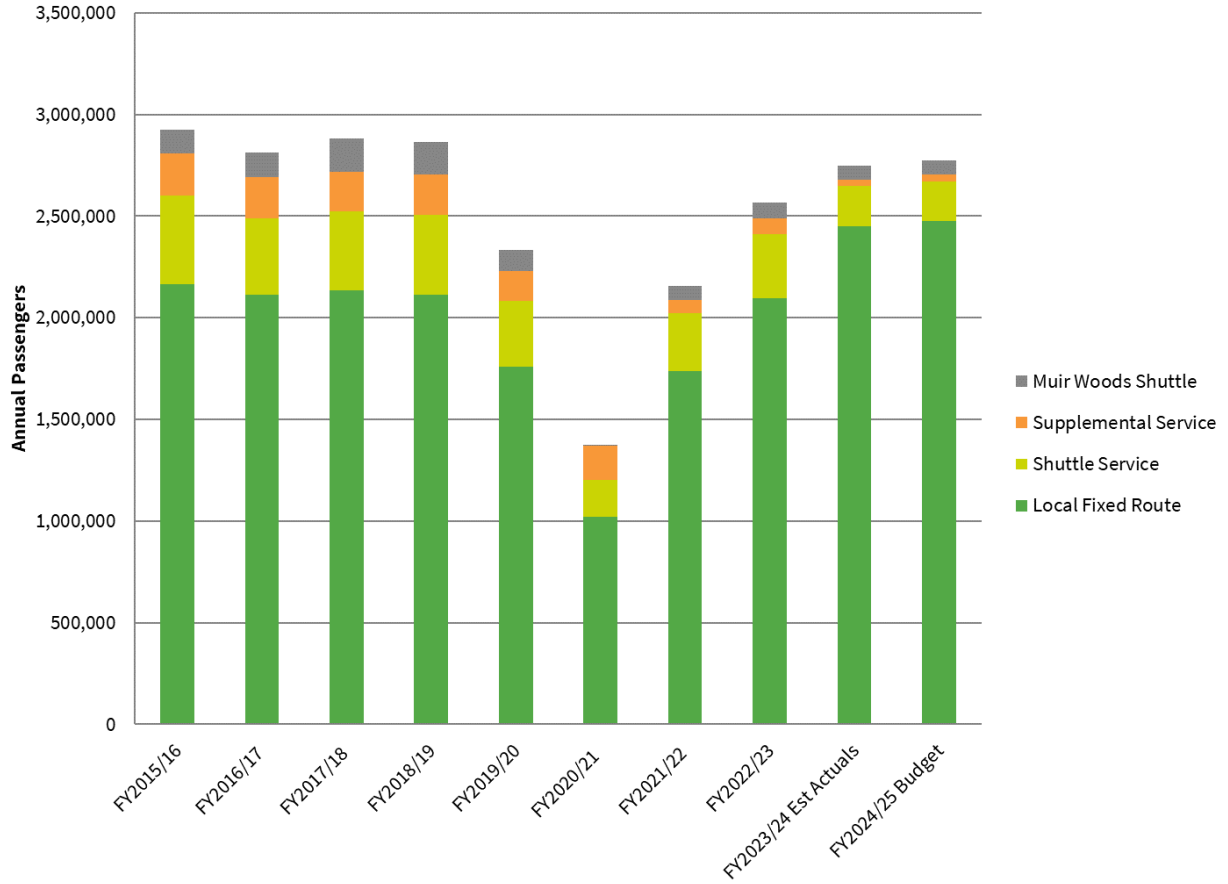


Figure 2: Local Passenger Trips by Program



Highlights for this sub-strategy in the coming year:

- Ridership continues to be strong at more than 90% of pre-pandemic levels
- Ongoing service changes to increase reliability, improve connections to regional services, and increase ridership

Measure A Subcategory 1.2 & Measure AA Category 4.2
Maintain and Expand Existing Levels of Rural and Recreational Bus Services

Rural service is operated as the West Marin Stagecoach (Stagecoach) and includes northern Route 68 and southern Route 61. Starting July 1, 2023, the West Marin Stagecoach, Routes 68 and 61, is operated under contract with Marin Airporter. The rural Dial-A-Ride program was re-branded as the Marin Access Shuttle program effective June 30, 2023.

Since Rural service provides lifeline connections to rural communities, these services continued to operate throughout the COVID-19 pandemic. Service levels are at pre-COVID level of 16,500 revenue hours per year (figure 3), but ridership is not back to the pre-COVID level (Figure 4).

The allocation request of \$942,466 in Measure AA and A funds will fund 34% of Rural costs in FY2024/25.

Figure 3: Rural Service Hours by Fiscal Year

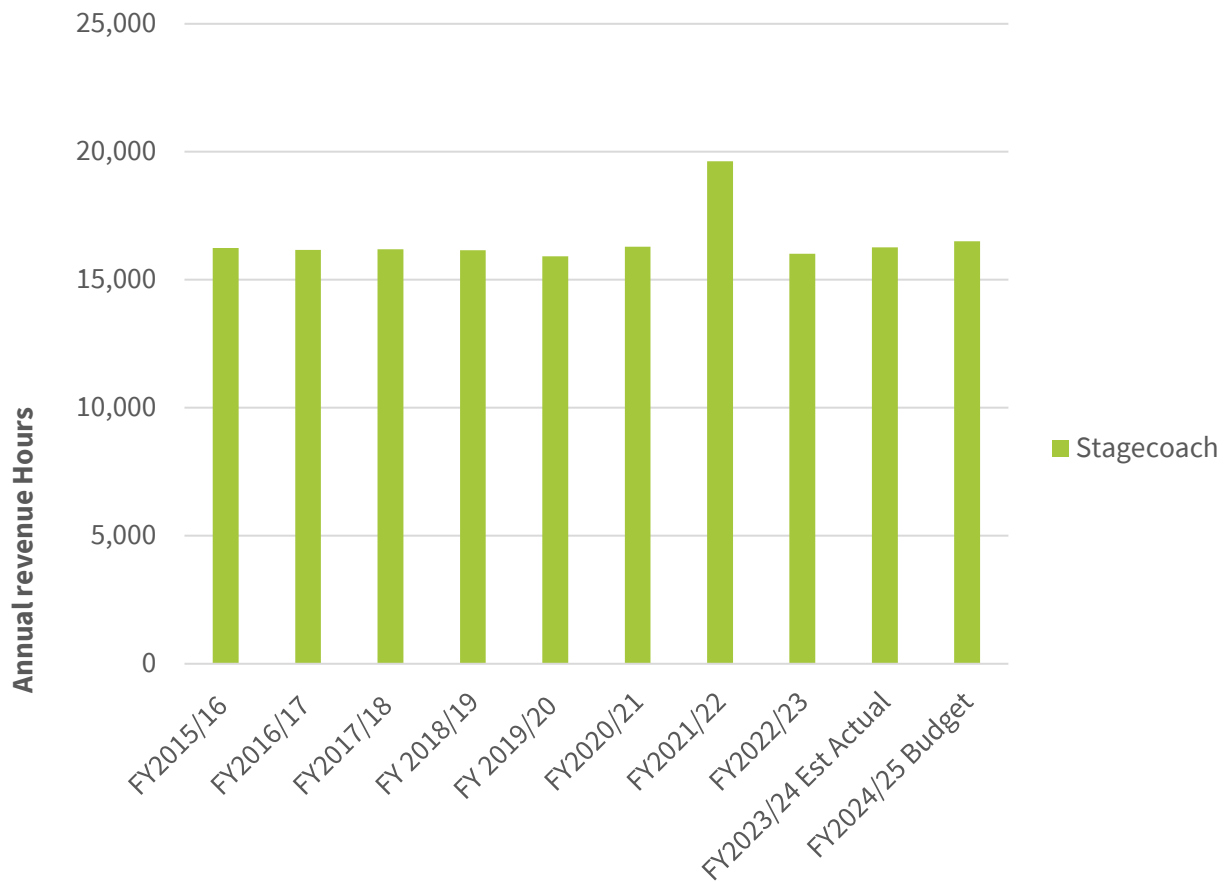
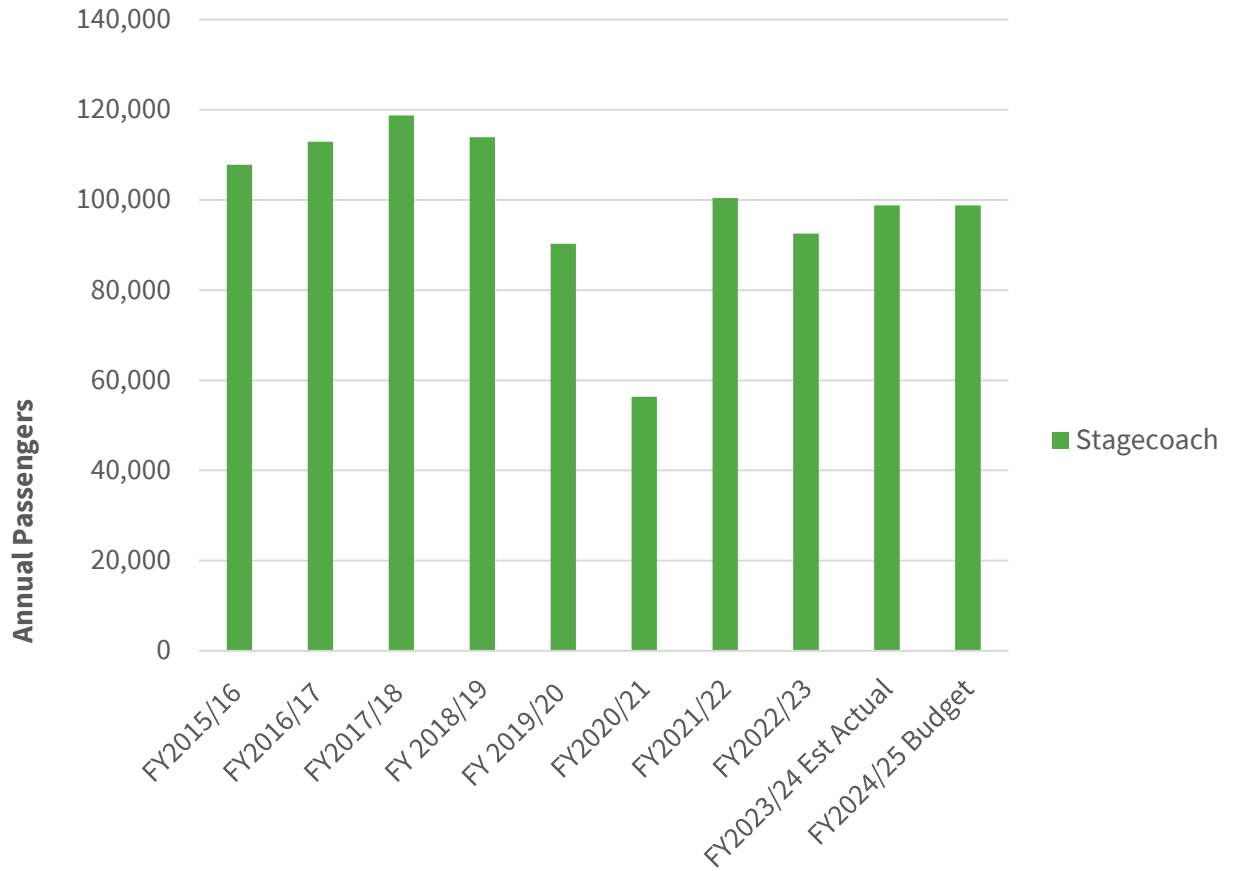


Figure 4: Rural Unlinked Passenger Trips by Fiscal Year



Highlights for this sub-strategy in the coming year:

- No significant changes planned for FY2024/25

Measure A Subcategory 1.3 & Measure AA 4.3**Maintain and Expand Transit Services and Programs for those with Special Needs**

Marin Transit has been very successful in meeting the goal of sub-strategy 1.3 and has pioneered new programs to increase mobility for those with special needs under the Marin Access banner. Marin Access goes beyond the required operation of local paratransit to expand services for seniors and the disabled. In addition to providing traditional ADA mandated paratransit services, with the help of Measure AA and Measure B, Marin Transit provides travel training, subsidizes taxi services, and volunteer driver programs.

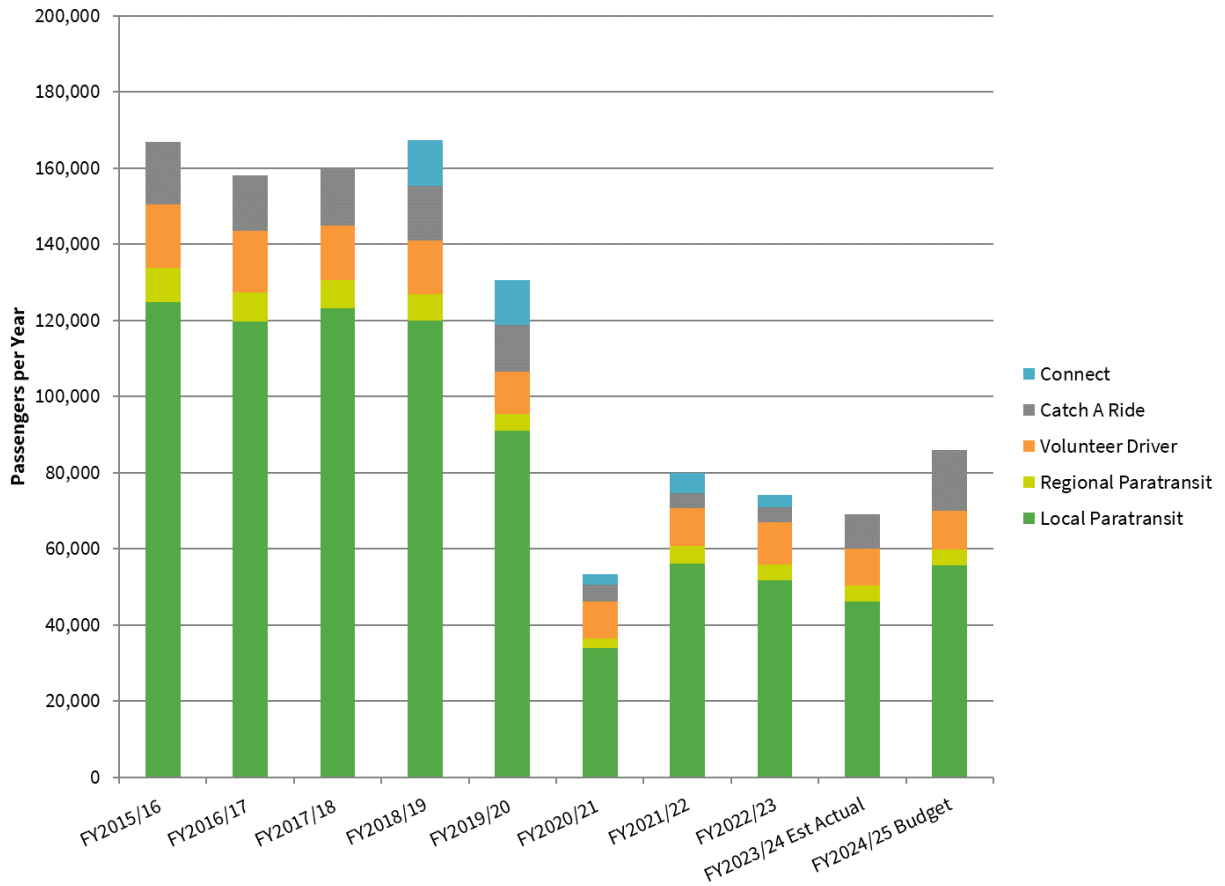
Demand and usage of Marin Access programs has not returned to pre-pandemic levels and Marin Transit staff continues to make program evaluations and rider outreach to plan for service changes and improvements. These changes include the expansion of the Catch-A-Ride program, discontinuing Transit Connect and making improvements to the volunteer driver program.

Marin Transit is requesting \$3,235,259 in this Category. This funding will provide 50% of the needed revenues to operate Marin Transit's Marin Access programs (Figure 3):

Local Paratransit Service	55,700 trips
Catch A Ride	16,000 trips
Volunteer Driver	10,000 trips

Services for seniors and persons with disabilities are planned with the support of the existing consumer-based Paratransit Coordinating Council, which advises the Transit District on the needs of these communities, and public input from all areas of the county. To advise Marin Access and to promote multi-agency coordination of transportation resources, Marin Transit developed the Marin Mobility Consortium, a working partnership consisting of agency representatives and advocates.

Figure 2: Marin Access Passengers by Fiscal Year



Highlights for this sub-strategy in the coming year:

- Evaluation of and ongoing improvements to the Catch-A-Ride Program
- Review of paratransit ridership and demand

Measure AA Category 4.4 Transit Services to Schools

Marin Transit uses Category 4.4 sales tax funds to support supplemental school service and yellow school bus transportation in Marin County. Supporting yellow bus operations is a non-traditional role for a transit agency and is made possible by Measure AA and other local funds. Measure AA funding allows Marin Transit to try a new approach to address school transportation and school related traffic congestion. The program includes the following components:

- Operations and management of the Ross Valley yellow bus program
- Dedicated supplemental and expanded basic service to middle and high schools
- Expanded basic service to support access to the College of Marin
- Distribution of a portion of Measure AA funding to five existing Marin County Yellow Bus Programs
- General staffing support for the planning and development of yellow bus services in Marin County

Marin Transit is requesting \$1,600,000 for transit to school services. \$500,000 will be available for fixed route services to middle and high schools. The remaining \$1,100,000 will be distributed to Marin County yellow bus programs in accordance with guidelines adopted by the Marin Transit board. The allocation will be made to the following school districts: Reed Union/Cove, Ross Valley, San Rafael School District, Miller Creek, and Sausalito/Marin City.

Highlights for this sub-strategy in the coming year:

- Distribution of \$1.1 million to existing yellow school bus programs
- Continue supplemental school service to middle and high schools
- Expanded basic fixed route service to better service existing high schools and College of Marin
- Continue youth pass program that provides free fixed route transit to income qualified youth

Measure A Subcategory 1.4 & Measure AA Category 4.5 Invest in Bus Transit Facilities

Marin Transit has developed a capital improvement program for FY2024/25 that supports the projects and services described in the previous sub-strategies. As required in the Measure AA Expenditure Plan, Marin Transit has given high priority to opportunities to match or leverage Measure AA funds to ensure the maximum benefit from transportation sales tax dollars. The primary use of Measure AA capital funds is for the local share (20%) of transit vehicle procurements.

Marin Transit continues to be successful in leveraging Measure AA funds for discretionary grants. Marin Transit's overall FY2024/25 capital program totals \$9.7 million. Marin Transit is requesting \$1,260,206 in Measure A and Measure AA sales tax funds for capital expenditures, combined with previously allocated Measure A interest funds for the yellow bus parking facility, these local sales tax funds will fund 13% of Marin Transit's capital budget for FY 2024/25.

MEASURE A SHARE OF FY2024/25 CAPITAL PROJECTS

Project	Total Project Cost	FY2024/25 Budget	Percent of Project funded with Measure A/ AA
Electric Paratransit Vehicle and Charging Infrastructure	677,208	667,913	0%
Purchase 12 Paratransit Replacements	1,308,000	5,000	20%
Purchase 3 -35ft Hybrid Replacement Vehicles	2,850,000	5,000	20%
10 2017 Hybrid Bus Battery Refresh	716,431	716,431	32%
Subtotal Vehicles	5,551,639	1,394,344	17%
Novato Bus Stop Shelters	61,115	55,143	20%
ADA Bus Stop Improvements	1,803,000	1,461,679	20%
Capital Corridors	2,000,000	800,000	0%
Subtotal Bus Stop Improvements	3,864,115	2,316,822	13%
Facility - Fixed Route Maintenance Facility	45,678,000	355,902	0%
Facility - 3010/3020 Kerner Improvements	3,535,967	3,164,040	0%
Facility - Kerner Driver Break Room	650,000	650,000	38%
Yellow Bus Parking Facility	3,000,000	0	37%
Subtotal Facility	52,863,967	4,169,942	6%
On Board Technology	1,250,000	1,250,000	20%
Subtotal Technology	1,250,000	1,250,000	20%
Golden Gate Capital Costs (GG)	24,000	20,000	100%
Major Vehicle Repairs (VR)	200,000	200,000	5%
Infrastructure Support (IF)	400,000	400,000	0%
Subtotal Ongoing Capital Expenses	624,000	620,000	2%
Total Expenditures	64,153,721	9,751,108	13%

Programmed and Requested Amounts

Measure A Strategy 1 – Local Bus Transit		FY 24/25 Requested Amount
1.1	Maintain and Expand Local Bus Transit Service	\$61,038
1.2	Maintain & Expand Rural Bus Transit System	\$4,944
1.3	Maintain & Expand Transit Services for Those with Special Needs	\$14,848
1.4	Invest in Bus Transit Facilities for a Clean and Efficient Transit System	\$9,903
Measure A Total		\$90,733
Measure AA Category 4 – Local Bus Transit		FY 24/25 Requested Amount
4.1	Bus Transit Service	\$13,500,000
4.2	Rural/Recreational Bus Services	\$937,522
4.3	Transit Services for Special Needs	\$3,220,411
4.4	Transit Services to Schools	\$1,600,000
4.5	Bus Transit Facilities	\$1,250,030
Measure AA Total		\$20,507,963
Total Allocation Request		\$20,598,696

Cash flow Availability	100% of Measure A/AA funds available in FY 2024/25
Other Funds	<p>Marin Transit will leverage Measure A/AA funds with other funds, including:</p> <ul style="list-style-type: none"> • Transportation Development Act Funds (TDA) • State Transit Assistance (STA) • Fares • Property Taxes (used primarily for paratransit and capital) • Federal Transit Administration 5307 Bus and Bus Facilities Funds
Project Delivery Schedule	July 1, 2024 – June 30, 2025
Environmental Clearance	Not Applicable



DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
David Chan, Director of Programming and Legislation

SUBJECT: Allocate FY2024-25 Measure B Vehicle Registration Fee Funds to Marin Transit (Action), Agenda Item No. 7c

RECOMMENDATION

The TAM Board allocates \$910,000 in Measure B Vehicle Registration Fee (VRF) funds to Marin Transit under Element 2 of the Measure B Strategic Plan for its operational needs associated with transit for seniors and persons with disabilities in FY2024-25.

BACKGROUND

In November 2010, Marin residents voted to approve Measure B to increase the annual vehicle registration fee by \$10 to help fund transportation improvements. The expenditures of Measure B funds were guided by the Measure B Expenditure Plan. In February 2023, the Measure B Expenditure was amended by the TAM Board under a scheduled review process. A revised Measure B Strategic Plan was developed in 2023 to guide how the funds will be distributed to each of the three elements, as well as the oversight process.

According to the 2023 Measure B Strategic Plan, thirty five percent (35%) of the funds will be distributed to Marin Transit, under Element 2, for use on mobility management programs and enhancements to the specialized transportation system for seniors and people with disabilities.

DISCUSSION

Funds from Element 2 could be used to: implement a mobility management program that provides mobility options for seniors and people with disabilities, support and enhance paratransit, operate a "Paratransit Plus" program to serve older seniors who may not qualify for service under the Americans with Disabilities Act (ADA), and implement other innovative programs to provide mobility to seniors as an alternative to driving.

Funds Available

In FY2024-25, \$913,241 in Measure B Element 2 funds is available to Marin Transit for implementation, which is comprised of \$764,750 in anticipated new revenue and \$148,491 in estimated carryover funds from previous years. The carryover is an estimated figure because FY2023-24 has not been fully closed out, therefore, the actual carryover amount may be different from the projected amount. The difference in the final carryover will be adjusted during the allocation process for FY2024-25.

The entire amount of \$913,241 is available for allocation upon request. Any funds not requested are available for a supplemental allocation during the fiscal year or are available in future years.

Allocation Request

Marin Transit submitted an FY2024-25 allocation request (Attachment A) for \$910,000 in Measure B funds to implement projects and programs under Element 2 of the Measure B Strategic Plan. Marin Transit is proposing the following scope of work:

- Manage the Mobility Management Program that identifies and implements mobility options for seniors and persons with disabilities – Marin Transit will provide sufficient program staff to design, implement, and manage Marin Transit’s mobility management efforts.
- Support and enhance paratransit (e.g., Marin Access Paratransit) and other local services focused on this population – Marin Transit will fund Marin Access Travel Navigators, operations of mandated and non-mandated paratransit service.
- Support and expand the “Paratransit Plus” program to serve older seniors who may not qualify for service under the Americans with Disabilities Act – Marin Transit will continue the Marin Catch-A-Ride program for older adults who no longer drive and individuals that are eligible for ADA paratransit.
- Implement other innovative programs to provide mobility to qualified seniors as an alternative to driving – Marin Transit will use funding to continue the volunteer driver programs for home-bound seniors by providing mileage reimbursement to riders to give back to their drivers. Funds will also be used on the Marin Access Innovation Incubator Program and Low-Income Fare Assistance Program.

The table below includes a summary of the FY2024-25 amounts requested by program, total available, and carryover funds.

Measure B Element 2	Requested
Mobility Management Program	\$100,000
Paratransit Support and Enhancement	\$225,000
Paratransit Plus	\$320,000
Innovations/Alternatives to Driving Program	\$265,000
Total Requested	\$910,000
Total Available	\$913,241
Carryover	\$3,241

FISCAL IMPACTS

The requested amounts for the sub-elements of Measure B Element 2 are included in the proposed FY2024-25 TAM Annual Budget.

NEXT STEPS

Upon TAM Board approval, a funding agreement will be issued to Marin Transit for the approved allocation amount.

ATTACHMENTS

Attachment A – FY2024-25 Marin Transit Measure B Allocation Request Form

Attachment A

Transportation Authority of Marin
Measure B – Vehicle Registration Fee

Allocation Request Form

Fiscal Year of Allocation: 2024/25

Expenditure Plan: Element 2

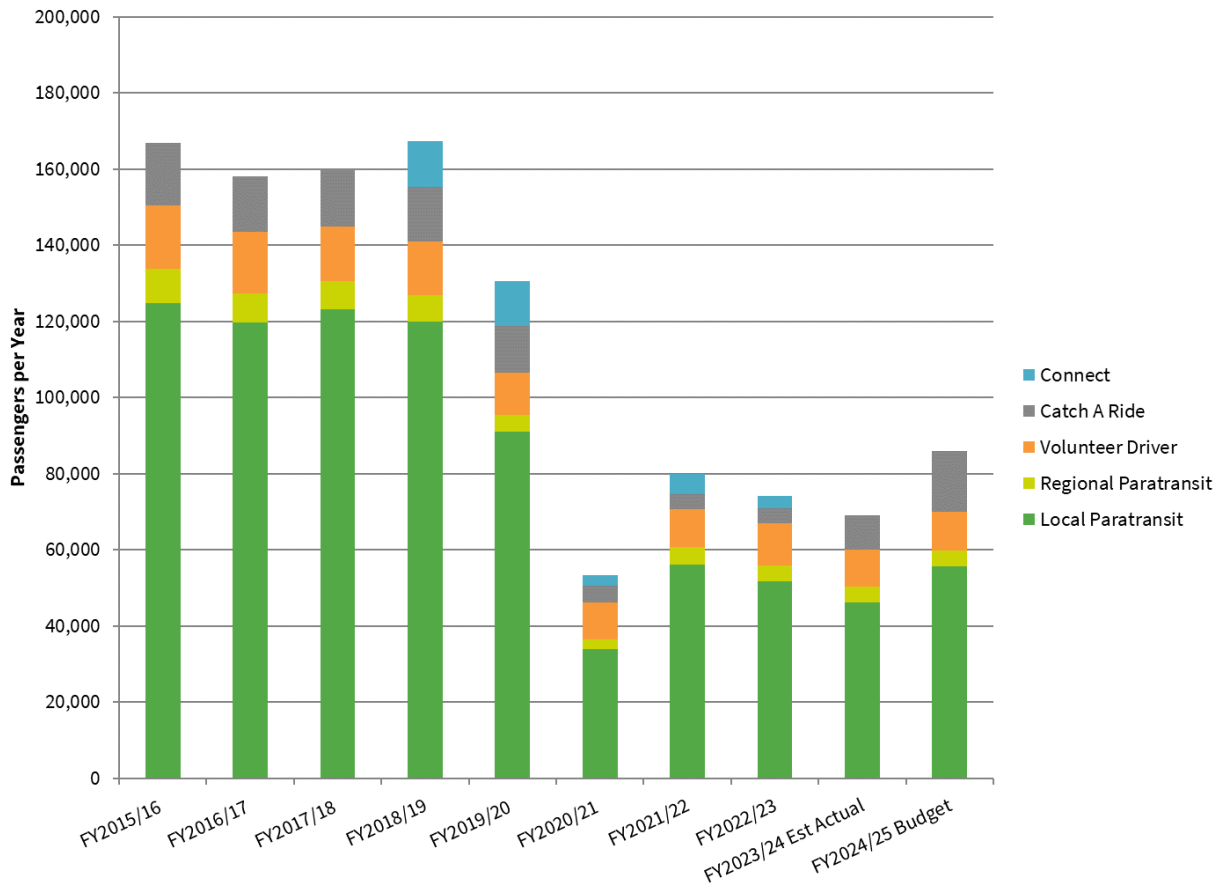
Project Name: Improve Transit for Seniors and Persons with Disabilities

Implementing Agency: Marin Transit

Scope of Work: Marin Transit will use FY 2024/25 Element 2, Measure B funds to continue successful Mobility Management Programs (Marin Access) for seniors and persons with disabilities (Figure 1). Building on Marin Transit’s prior mobility management efforts, the Measure B funding will be utilized to plan, market, and operate specialized transportation services for Marin’s senior and disabled residents.

The purpose of the Mobility Management program is to increase mobility for the County’s older adults and those with disabilities in need of transportation services and provide cost effective and improved alternatives to paratransit. The program goes beyond the legal requirements of the Americans with Disabilities Act (ADA) using funding from local Measure B and Measure AA. Demand for and usage of Marin Access is lower following the pandemic and Marin Transit staff is analyzing ridership changes, making service changes, and making program improvements to respond to the change in conditions.

Figure 1: Mobility Provided through Marin Access Programs (trips per year)



Attachment A

Program Components:

- 1) *Implementing a Mobility Management Program that identifies and implements mobility options for Seniors and Persons with Disabilities*

Estimated Measure B Expenditure: \$100,000

Marin Transit will provide sufficient program staff to design, implement, and manage Marin Transit's mobility management efforts including:

Oversight of the **Marin Access Mobility Management Center**;

Leadership and support of the **Marin Mobility Consortium**.

Operation of the agency's **travel training programs**; and

Implementing and monitoring **Mobility initiatives** such as:

- Adjustment of mobility management services to reflect changes in community needs due to the COVID-19 pandemic;
- Technical assistance in the areas of specialized transportation operations, and coordination of transportation of resources to Marin's community transportation providers;
- Improvements to coordination between human service agencies and transportation providers;
- Evaluation of current travel training efforts and eligible rider orientation sessions;
- Continue implementation of electronic fare payment for Marin Access programs;
- Travel training to introduce riders to fixed-route transit and provide them with the confidence and knowledge to ride on their own;
- On-going outreach on transportation resources and issues to Marin residents and stakeholder agencies; and
- Represent Marin Transit and Marin Access at various meetings.

Reporting Metric – Marin Transit will report annual customer contacts

- 2) *Support and Enhance paratransit (e.g. Marin Access Paratransit) and other local services focused on this population*

Estimated Measure B Expenditure: \$225,000

Measure B will partially fund:

Marin Access Travel Navigators provide a one-call, one-stop service for information and eligibility for all of the Marin Access programs. The program will continue to conduct outreach in venues easily accessible and commonly frequented by older adults and people with disabilities;

Operations of mandated and non-mandated **local paratransit service**; and

Marketing and printing materials for the Marin Access program.

Reporting Metric - Trips provided (local paratransit) and customer contacts (same as #1)

Attachment A

- 3) *Create a “Paratransit Plus” program to serve older seniors who may not qualify for service under the Americans with Disabilities Act*

Estimated Measure B Expenditure: \$320,000

Measure B funds will continue to support and expand accessible transportation that can take same day reservations. Marin Transit’s “Paratransit Plus” or Marin Access programs funded with Measure B in FY2024/25 will be provided through an enhanced **Catch-A-Ride** pilot program effective July 1, 2023 and the **Marin Access Shuttles**.

The Catch-A-Ride program allows riders to use paper or digital vouchers for their trips through the taxi network or through the Uber platform. Residents of Marin County that are age 65 and older or that have been determined to be eligible for Marin Access Paratransit can participate. The new program provides up to 30 riders per month with a \$5 base fare for each trip and then a subsidy of up to \$20. Rides must start or end in Marin County. Additional subsidy is available to riders eligible for the Marin Access Fare Assistance (MAFA) program and for longer trips. Marin Transit staff are exploring the addition of new providers to the program.

Measure B will also fund Marin Access shuttles that provide critical access for West Marin residents to services such as shopping, medical appointments, and postal services. A new shuttle route is being piloted to offer access between West Marin communities. These shuttles are highly customized and each route provides 2-4 trips per month depending on the route.

Reporting Metric – Catch-A-Ride and Marin Access Shuttle trips funded by Measure B

- 4) *Implement other innovative programs to provide mobility to seniors as an alternative to driving*

Estimated Measure B Expenditure: \$265,000

Measure B funds will continue to fund:

Volunteer driver programs (STAR in East Marin and TRIP in West Marin) which allow Marin County residents that are 65+ or ADA eligible to identify trusted drivers and provide mileage reimbursements for up to 100 miles per month (400 miles in West Marin). In FY2024/25, the reimbursement rate for the volunteer driver programs is \$0.70 per mile. Ridership is still low due to the lasting impacts of the COVID-19 pandemic, but existing riders reported that the program provides expanded mobility and opportunities for maintaining independence. The volunteer driver program is the most cost-effective Marin Access program as measured by subsidy per passenger trip.

Marin Access Innovation Incubator to achieve an emphasis on program sustainability and to avoid duplicating services already offered by the District. These funds will continue to provide a small source of competitive funding for local agencies to support, expand or implement new transportation services that meet the requirements of Measure B. In FY 2024/25, Marin Transit plans to release a call for projects that will allow stakeholders to propose projects that improve mobility for residents of Marin County to complement what Marin Transit provides. The call for projects will be publicized through multiple Marin Transit communication channels as well as stakeholder networks and the Marin Paratransit Coordinating Council and the Marin Mobility Consortium. Staff recognize that applicants may need technical assistance and support to identify projects; staff will work with applicants to develop their applications as appropriate to ensure that funds are allocated to the most promising projects.

Fare assistance which allows those with income barriers to receive assistance paying fares for services offered by Marin Access and Marin Transit. The Marin Access Fare Assistance (MAFA) program offers eligible riders \$75 of credit per quarter (three-month period) which can be used for travel on local Paratransit and Marin Access shuttle trips. In July 2023 Marin Transit renamed the

Attachment A

Low Income Fare Assistance program to Marin Access Fare Assistance and implemented several changes to enhance the program. These enhancements increase mobility for participants and make the program easier to administer and navigate for applicants and eligible users. Changes to eligibility requirements and the expansion of the program have increased the number of eligible riders that can utilize the program and the subsidies provided.

Reporting Metrics – Volunteer Driver trips funded by Measure B, Amount of Funding distributed through the Innovation Incubator, and Amount of Fare Assistance funded by Measure B.

Expenditures are estimated by program components, but actual expenses may shift based on the implementation schedule of each program. Total expenditures will not exceed the allocation amount.

Strategic Plan Update Programmed for FY 2024/25: \$913,241

Requested Amounts: \$910,000

Cash flow Availability: 100% of Measure B funds available for reimbursement in FY 2024/25.

Other Funds: Measure AA, Federal Transit Administration Section 5307, and Local Property Tax

Project Delivery Schedule: July 1, 2024 – June 30, 2025

Environmental Clearance: Not Applicable



DATE: June 27, 2024

TO: Transportation Authority of Marin Board of Commissioners

FROM: Anne Richman, Executive Director *Anne Richman*
Dan Cherrier, Director of Project Delivery

SUBJECT: Update from the Bay Area Toll Authority (BATA) on recent activities associated with the Richmond San Rafael Bridge and Approaches (Discussion), Agenda Item No. 8

RECOMMENDATION

This is an informational item. No action is required.

BACKGROUND

One of the recommendations of the Greenbrae Working Group in 2013 was to improve access to the Richmond San Rafael Bridge (RSRB). This recommendation resulted in several projects, of which some were managed by TAM and others were implemented by the Bay Area Toll Authority (BATA). TAM's projects included the completed modifications to eastbound Sir Francis Drake Boulevard (SFD) in the vicinity of the Larkspur Ferry Terminal and on-going improvements to the Bellam Boulevard off-ramp. A joint project between BATA and TAM, along with Caltrans, resulted in the two-way bicycle connector on the SFD Overcrossing on I-580 that opened in August 2020.

The largest scale improvement was the work on the RSRB consisting of a part-time third traffic lane on the lower eastbound (EB) deck, and a two-way, barrier-separated multi-use path on the upper westbound (WB) deck. The EB part-time traffic lane opened for vehicle use in April of 2018; and the WB Project, the multi-use path (MUP), opened for bicycles and pedestrians in November of 2019. Both projects were put in place for a four-year pilot period and are being evaluated during that time.

The EB Project resulted in immediate elimination of the afternoon traffic congestion that could back up as far as US-101. The multi-use path has experienced high use by recreational users, especially on weekends. However, just months after the path opened, the COVID-19 pandemic started, which affected travel considerably and may have reduced some of the expected weekday mode shift.

Morning congestion continues to exist WB approaching the bridge on the Richmond side. TAM commissioned a study that was presented to the TAM Board in September 2021 to determine the feasibility and impacts of moving the MUP barrier and creating an additional travel lane during the morning weekday commute. The results were mixed, overall travel times were projected to be reduced; however, during the peak hour, travel times to southbound 101 would increase by 3 to 4 minutes. Travel times for vehicles headed to northbound 101 were projected to decrease by 11 minutes during the peak hour. Improvements to accommodate the lane would require close to \$90 million with no identifiable funding source. At the same meeting, Caltrans also stated that additional strengthening of the bridge would be required should the MUP barrier be moved daily. The cost of the strengthening was unknown.

DISCUSSION

At the Board meeting, BATA staff will provide updates on several activities associated with the Richmond San Rafael Bridge. These include:

- Traffic results for the eastbound (lower deck) part time lane pilot.
- Plans to extend the pilots on both the upper and lower decks.
- Usage data for upper deck MUP.
- Incident characteristics and response times for upper deck traffic.
- Potential BATA project to return the upper deck shoulder for some of the weekday commute.
- BATA study to explore using the upper deck lane (shoulder) weekdays for certain vehicles.
- Richmond Bridge Forward project progress.

Note: the barrier separated two-way bicycle path over I-580 along the eastbound Sir Francis Drake Overcrossing is a separate pilot and will not be part of this discussion.

FISCAL IMPACTS

MTC is incurring all the costs associated with the new study and extended Pilot.

NEXT STEPS

Staff have been meeting with all affected agencies as this work progresses and will continue to do so.

ATTACHMENTS

Attachment A – Presentation

Richmond-San Rafael (RSR) Bridge Pilot Project Next Steps

TAM Board of Commissioners Meeting

June 27, 2024



Agenda



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**Recap:
Pilot Timeline &
Purpose**

**Findings to Date &
Proposal**

Next Steps

Pilot Designed for Two Purposes

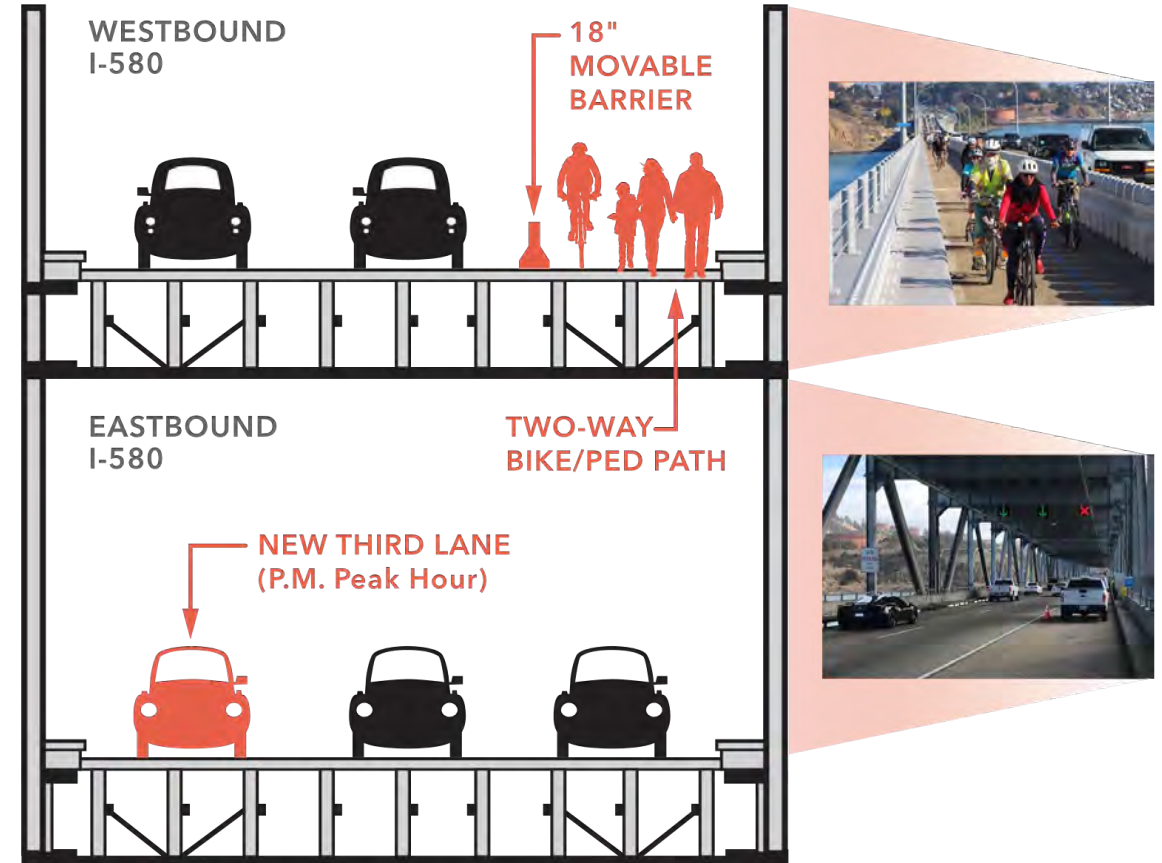
Bicycle & Pedestrian Access:

- Bay Trail connection between East Bay and Marin
- Permanent Connections for Richmond and San Rafael

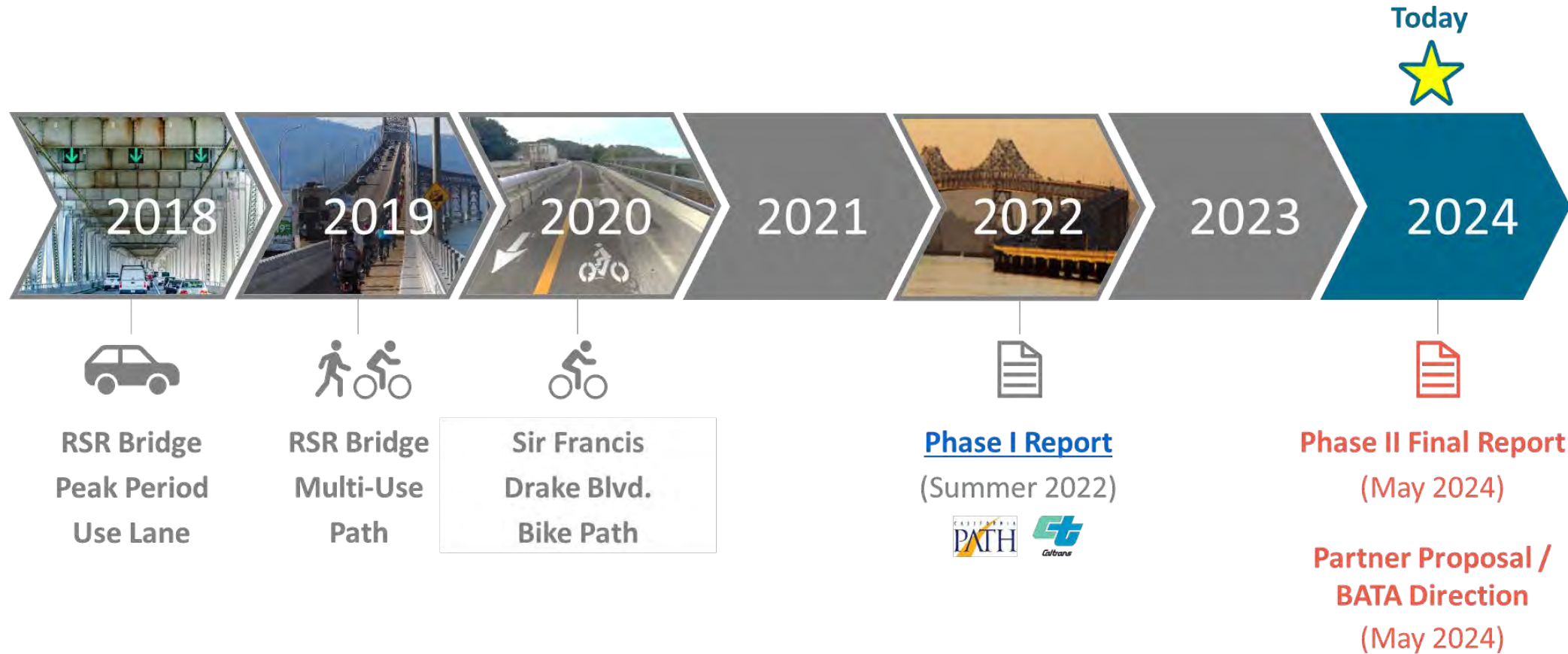
Traffic Congestion and Delay:

- Eastbound Peak-Period Use Lane

RSR Bridge Cross-Section
(looking West)



Timeline



Lower Deck Results are Clear

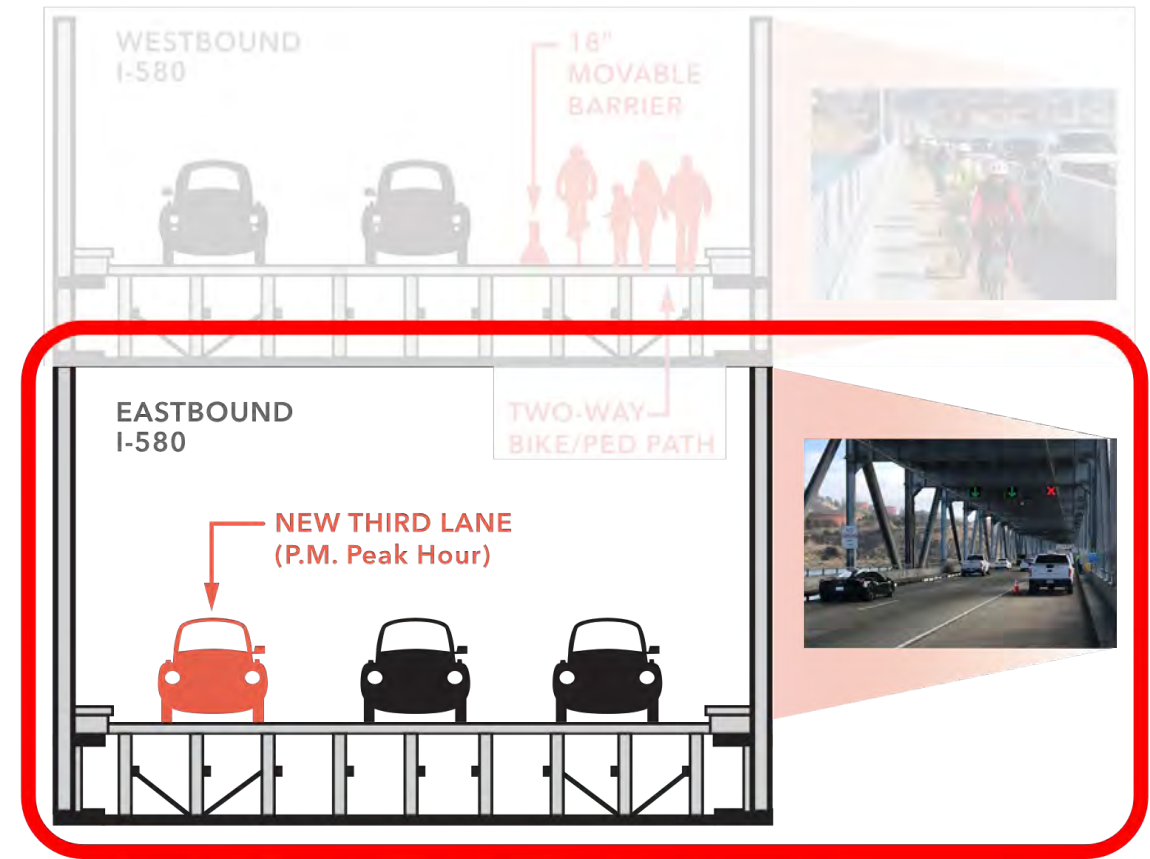
Findings:

- Peak-Period use lane eliminated afternoon eastbound congestion (freeway and local streets).
Up to 14 to 17 mins. travel time savings.
- High compliance.
- No major impacts to bridge maintenance, vehicular incidents or response.

Proposal approved by BATA in May 2024:

- Make improvements permanent, as-is.

RSR Bridge Cross-Section
(looking West)

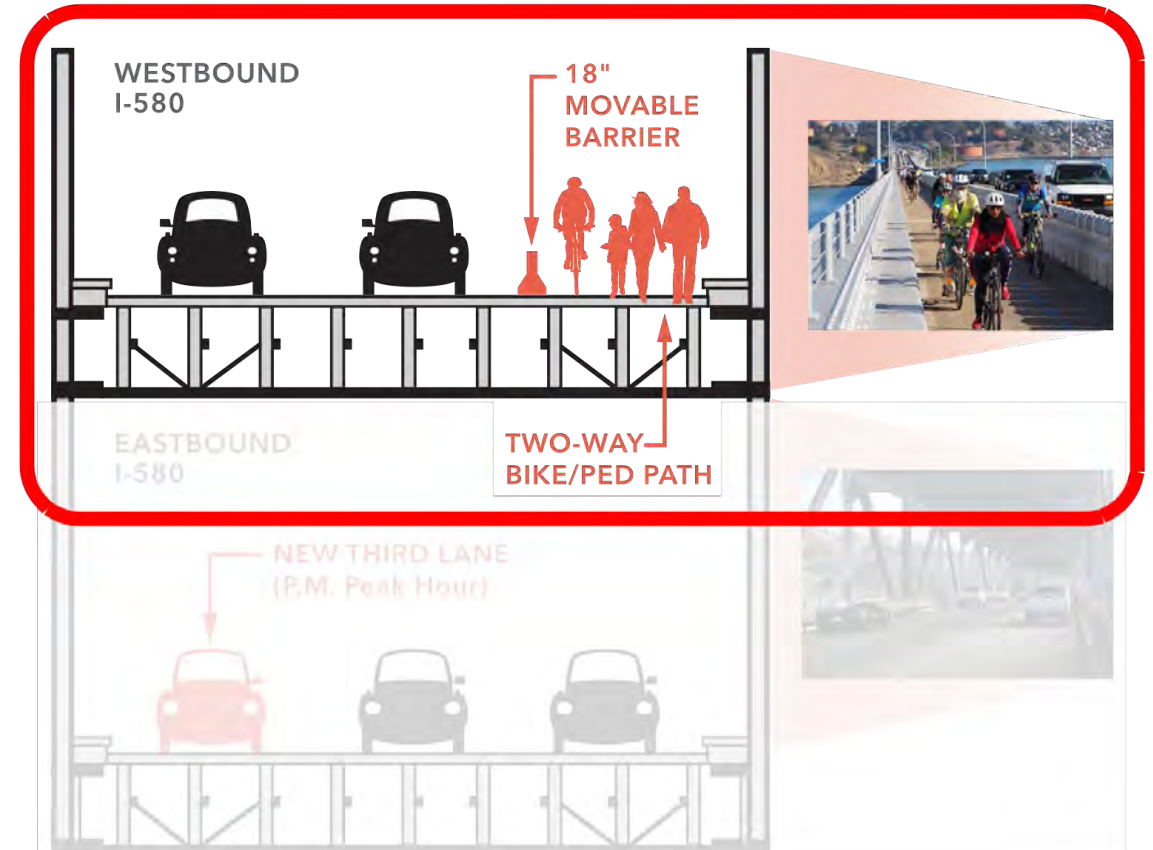


Upper Deck Multi-Use Path Results are Less Clear

Findings:

- **Access:** Demonstrated importance of bike/ped access but usage higher on weekends
- **Traffic:** No increase in typical AM congestion with traffic at 90% of pre-COVID levels *but* impacts on incident rates, incident response times and incident-related congestion are not clear

RSR Bridge Cross-Section
(looking West)

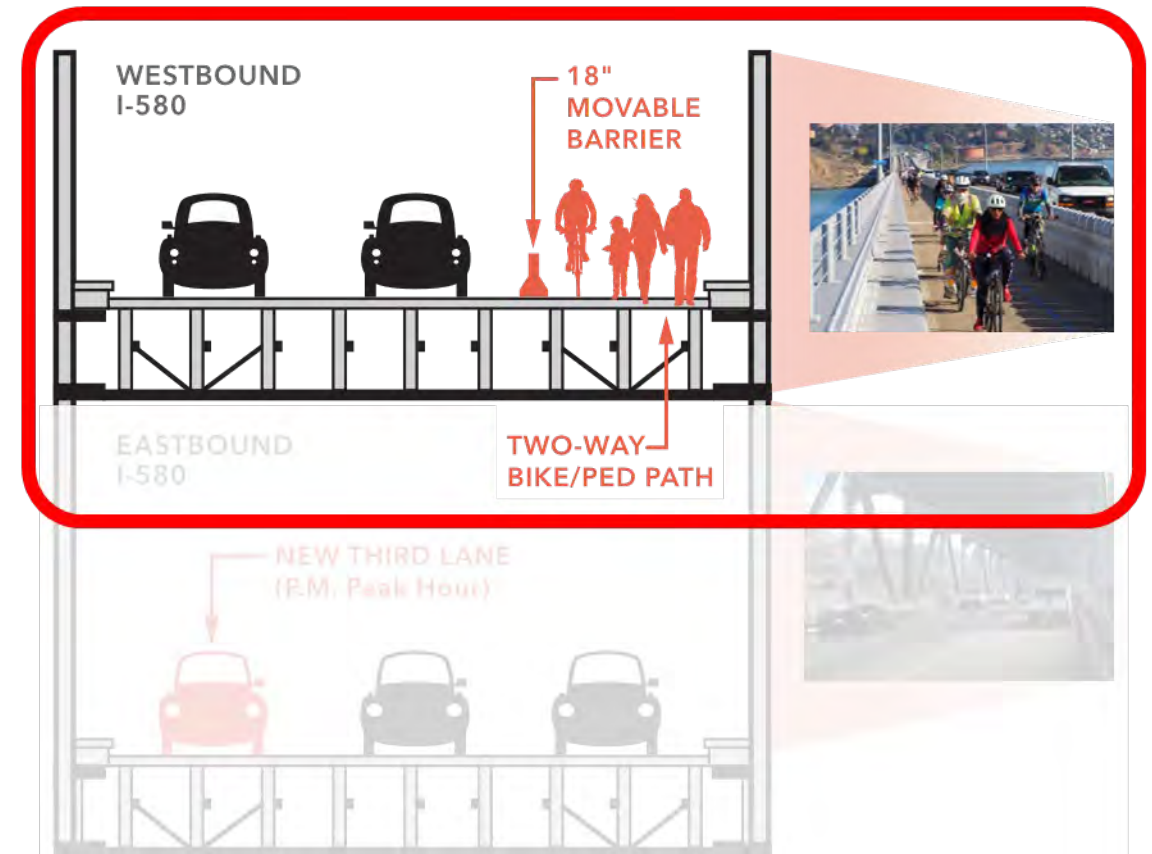


Upper Deck Multi-Use Path Results are Less Clear (Cont.)

Considerations:

- Concerns raised about impact of incident-related congestion on equity communities
- Related work needs more time:
 - Bridge strengthening assessment
 - Multi-modal milestones in 2025: Open RSR Forward projects and complete shoulder study

RSR Bridge Cross-Section
(looking West)

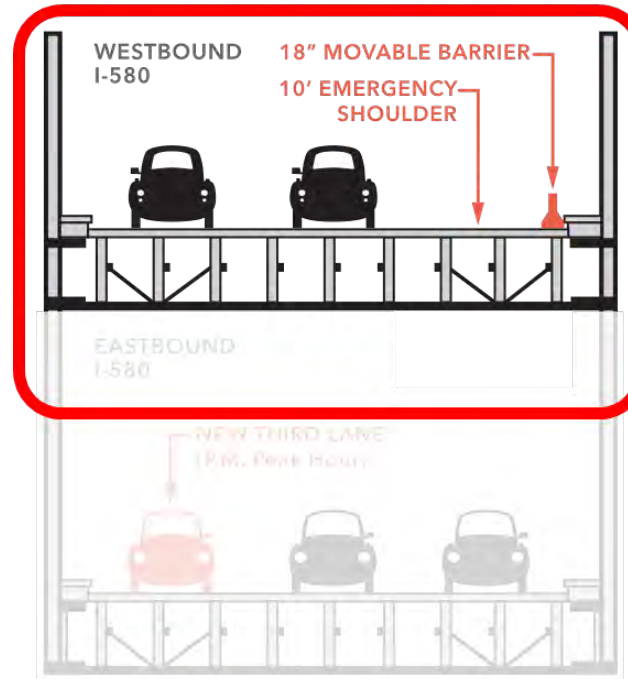


Upper Deck Multi-Use Path Proposal

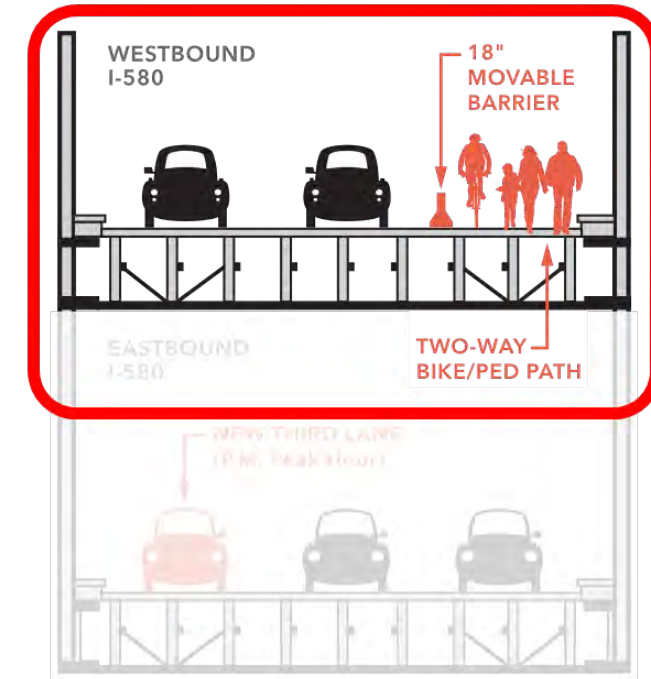
Approved by BATA in May 2024

Extend Pilot with Modifications to end of 2025 (at minimum)

Heavier commute days
(e.g., Mon-Thurs):
Emergency Shoulder + Bike Shuttle



Lighter commute days
(e.g., Fri/Weekends/Holidays):
Multi-Use Path



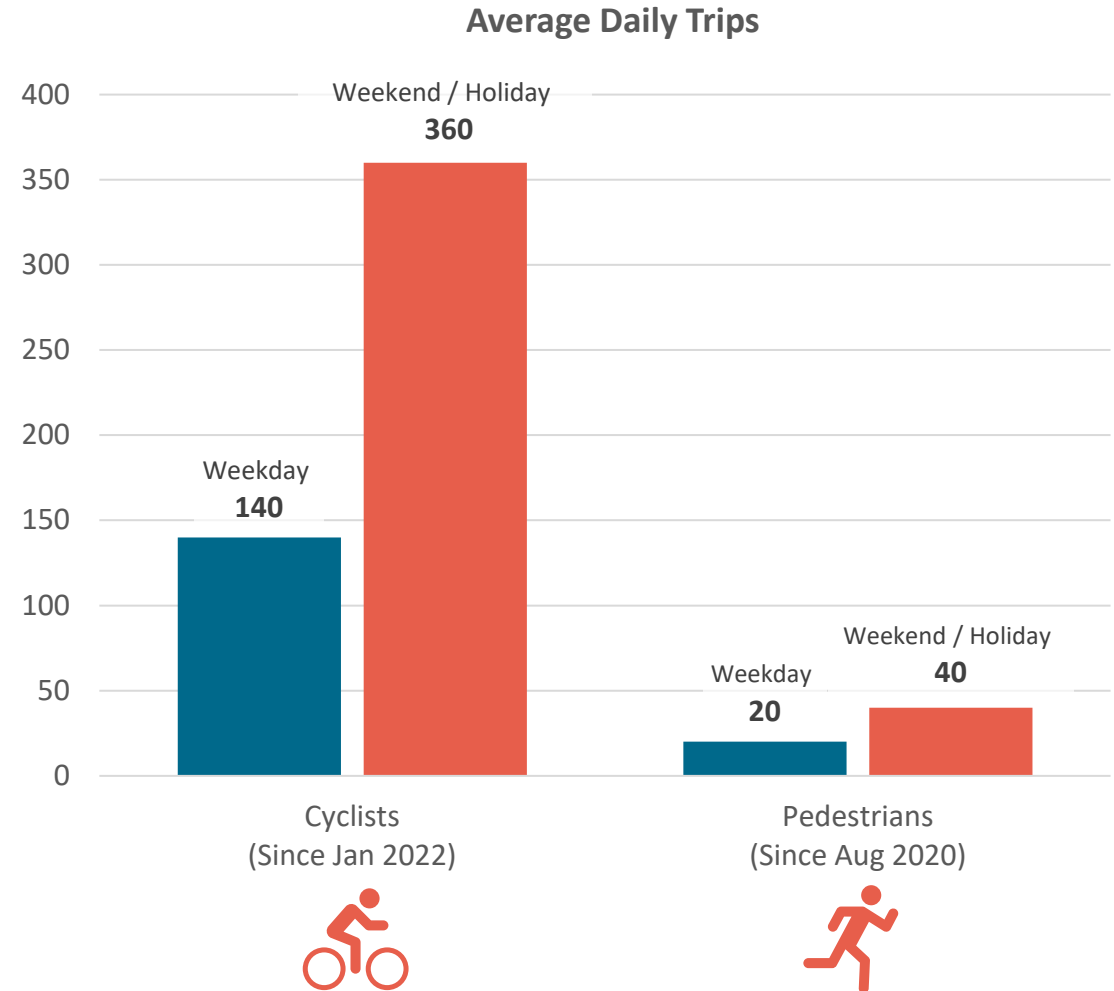
What Does Extension Achieve?

- Maintains access on Bay Trail segment when it is most used
- Provides emergency shoulder when commute traffic is heaviest
- Allows better understanding of:
 - Access and Non-Motorized Trips
 - Incident Response & Role of Emergency Shoulder
 - Equity Considerations
 - Bridge Strengthening Needs for the Barrier
- Shoulder study and RSR Forward can advance in parallel

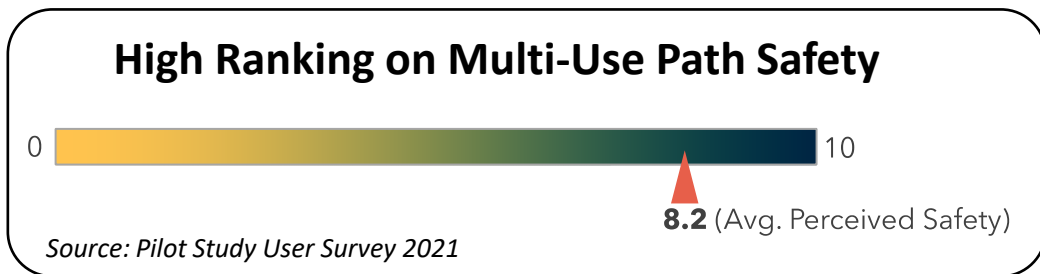


Path Usage is Higher on Weekends

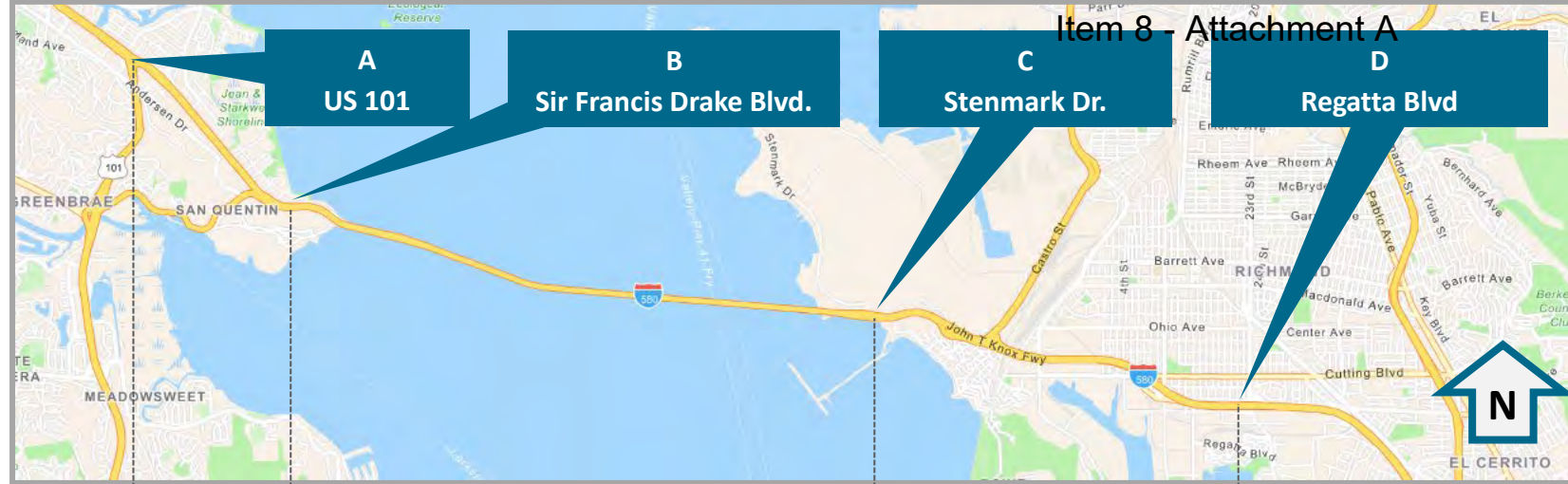
- Average Daily Trips: 140 cyclists on weekdays and 360 on weekends, with seasonal variability
- Compared to other BATA bridges with multi-use paths, usage is second to the Bay Bridge
- 85% use it for recreation/exercise
- 15% use it for commute/other



Note: Summer Saturdays up to 480 average daily trips
 Source: Eco-Counter

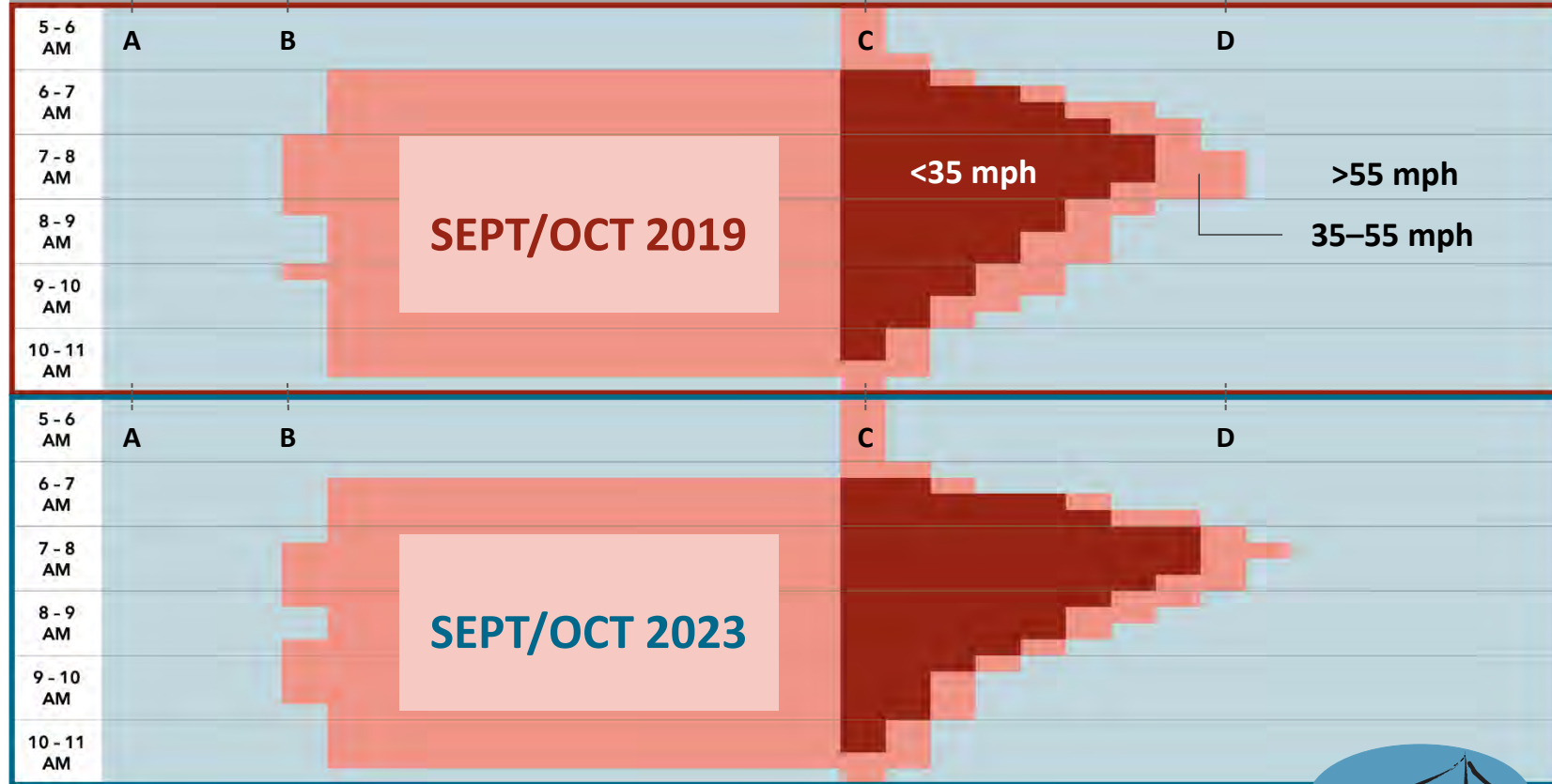


Typical Mid-Week Congestion Largely Unchanged



Compared to Fall 2019:

- Morning congestion dissipates 15 minutes earlier
- Back up is 0.2 miles longer
- Does not fully capture incident-related congestion



Note: Fall 2023 daily traffic volume was 90% of Fall 2019 (Fall 2023 traffic volume in the Mid-Week 6-11AM peak period was 97% of Fall 2019).

Source: BATA analysis of INRIX data (Tues-Thurs)

Increases in Incident Rates During AM Peak

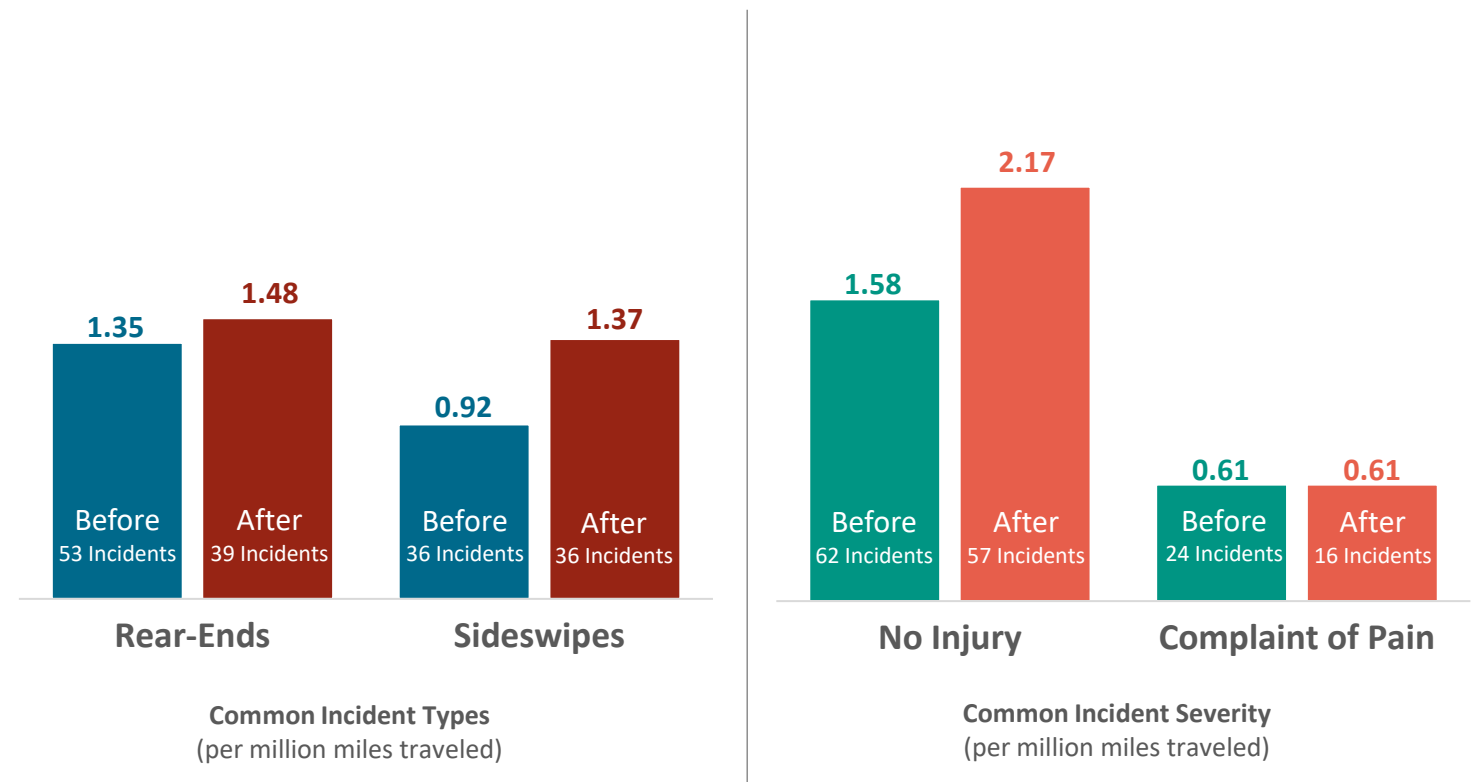
- **Rear-Ends and Sideswipes have increased. Together these are 90% of total incidents by type.**
- **“No injury” and “Complaint of Pain” incidents have increased. Together these are 90% of total incidents by severity.**

Note:

- Before = 01/2016 – 09/2019 (15 quarters)
- After = 07/2021 – 03/2020 and 07/2020 – 12/2023 (11 quarters, No-COVID)

Source: TASAS

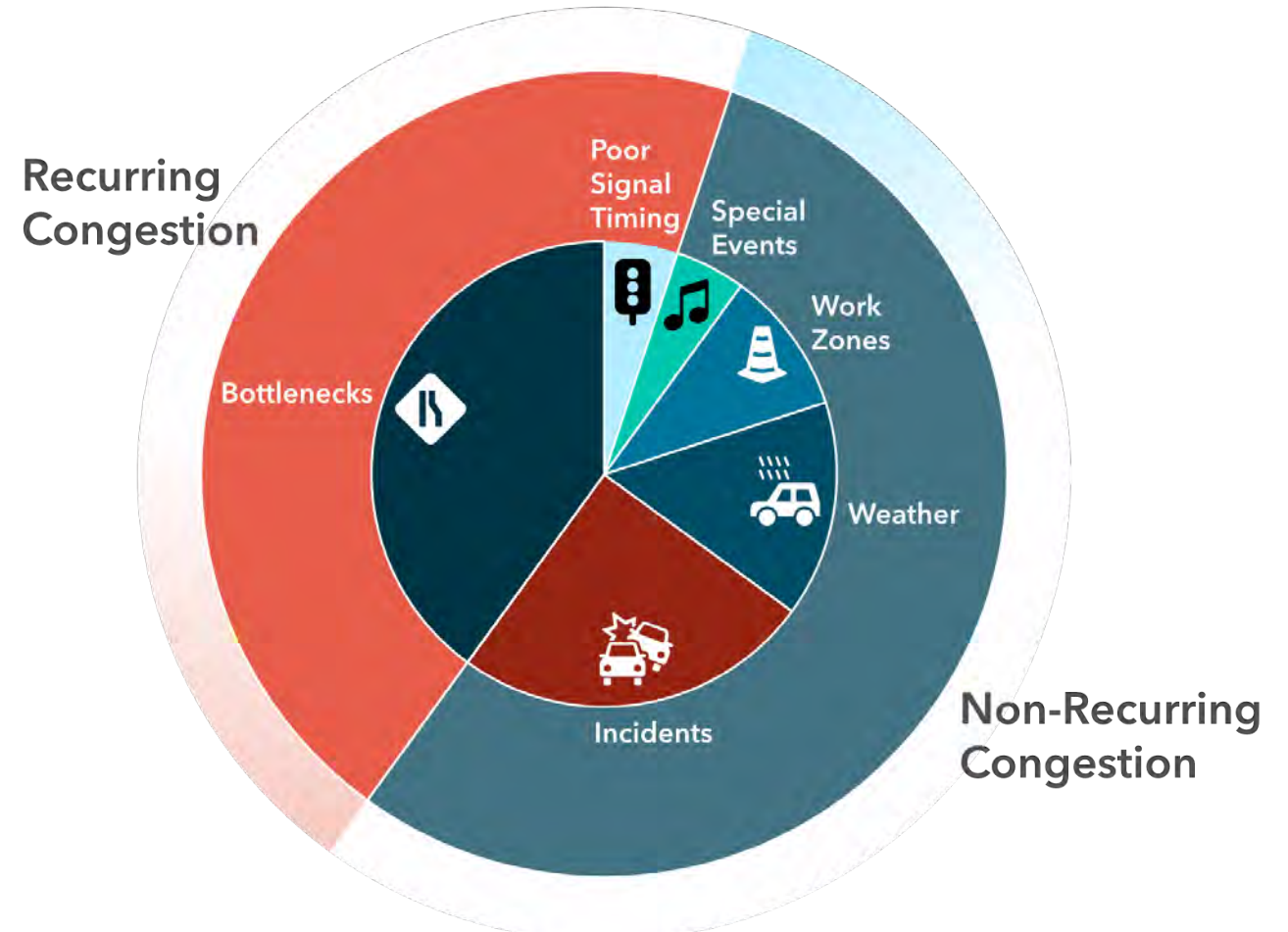
Before vs. After Rates of Most Common Incident Types & Severity
Weekdays Only (6am – 9am)



Uncertain Impacts on Travel Time Variability

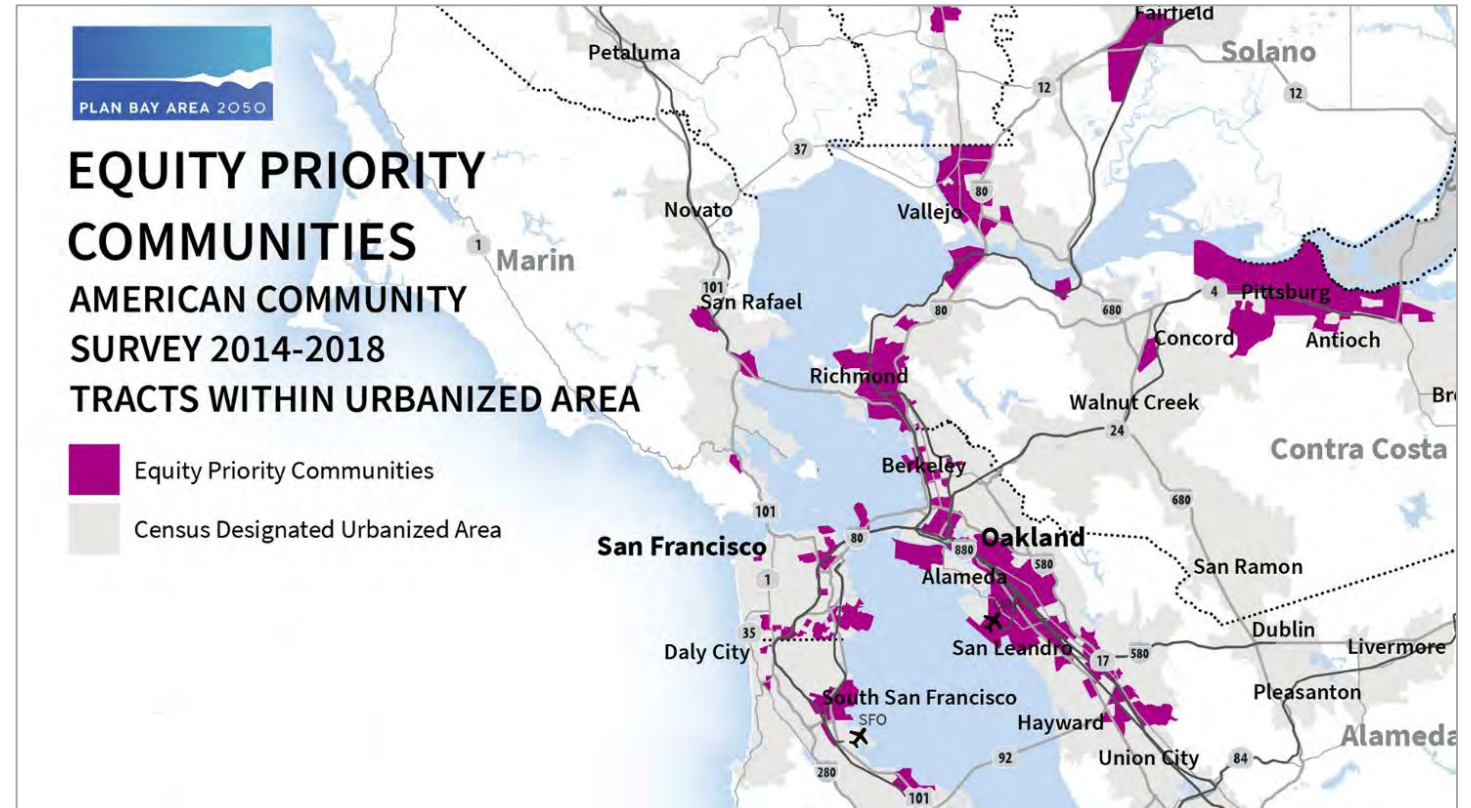
- **Peak weekday travel times on the bridge's approach are now more variable than before, mainly due to the barrier preventing disabled vehicles from pulling out of a traffic lane.**

*Source: Travel Time Reliability: Making It There On Time, All The Time;
Federal Highway Administration. FHWA-HOP-06-070*



Seek Better Understanding of Equity Considerations

- What are demographics of travelers?
- If incident-related congestion is worse, who is impacted?
- Pilot Study did not include equity data.
- 2024 MTC Travel Survey will provide detailed profile of corridor travelers.



RSR Forward



**Open Road Tolling
+
HOV Lane Extension**
(End of 2025)



**Cutting Blvd. Transit
Priority Project**
(Spring 2026)



**Richmond Parkway
Improvements**
(Fall 2026)

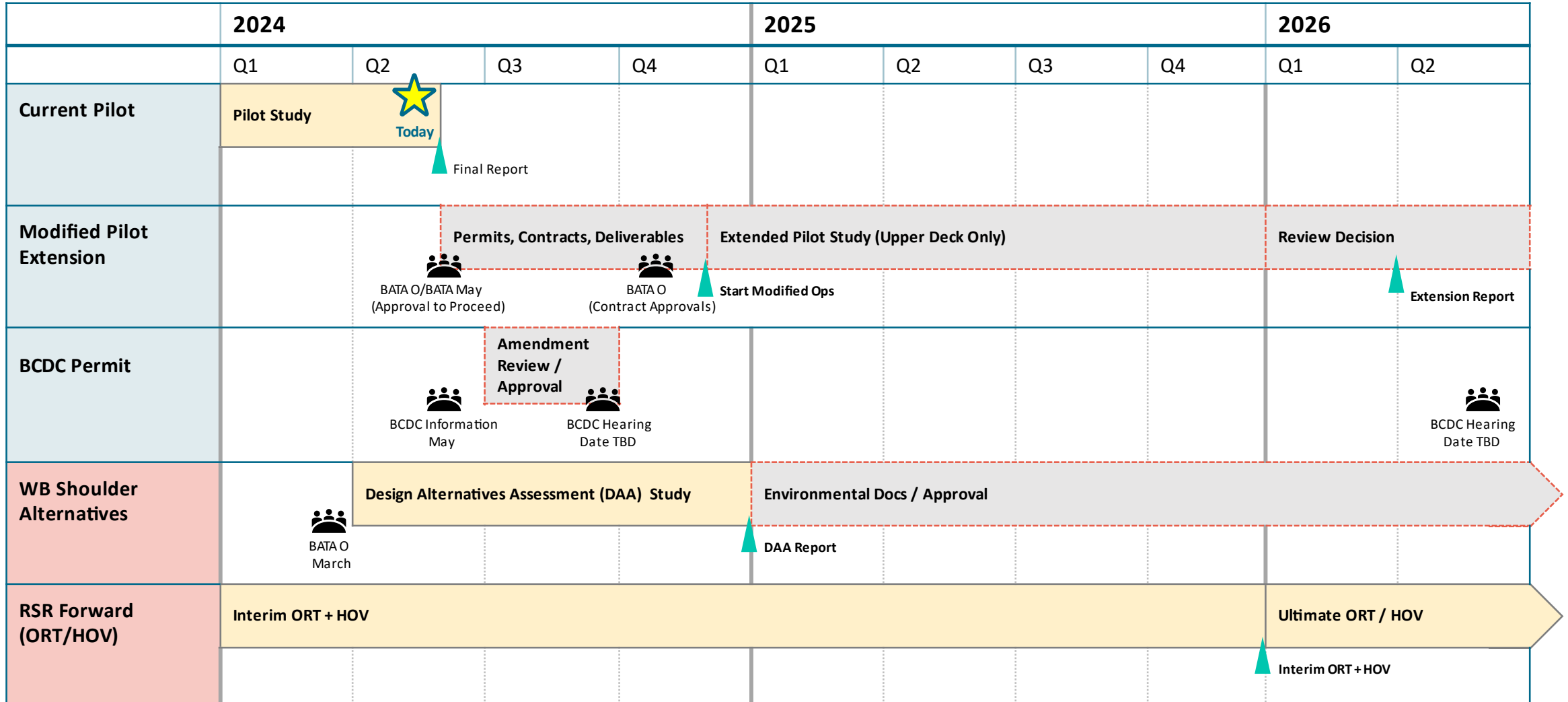
Westbound Shoulder Alternatives

Design Alternative Assessment (DAA)

- **Scope:**
 - Westbound Shoulder Lane Options:
 - 3rd Lane for HOV, Multi-use Path, Shoulder (Combo)
 - Limits, Alternatives
 - From I-80 to US-101 and Sir Francis Drake
 - Bridge & Marin Co. Improvements
 - TDM & Transit strategies
 - Analyze Traffic, Environmental, Design/Operations, Costs
- **Schedule:**
 - End of 2024



Timeline by Quarter



Next Steps

- **Pilot Modification by Fall 2024:**
 - Complete Post-Pilot Deliverables and Documentation and continued Stakeholder Engagement.
 - BCDC Permit Amendment Request and BCDC Commission hearing for approval.
- **WB Shoulder Alternatives by end of 2024:**
 - Finalize study to evaluate options to initiate project.
- **RSR Forward 2025/2026:**
 - Design/Construct ORT and HOV Lane Extension by end of 2025.
 - Design/Construct Richmond Parkway Improvements and Cutting Blvd. Transit Priority Project through 2026.

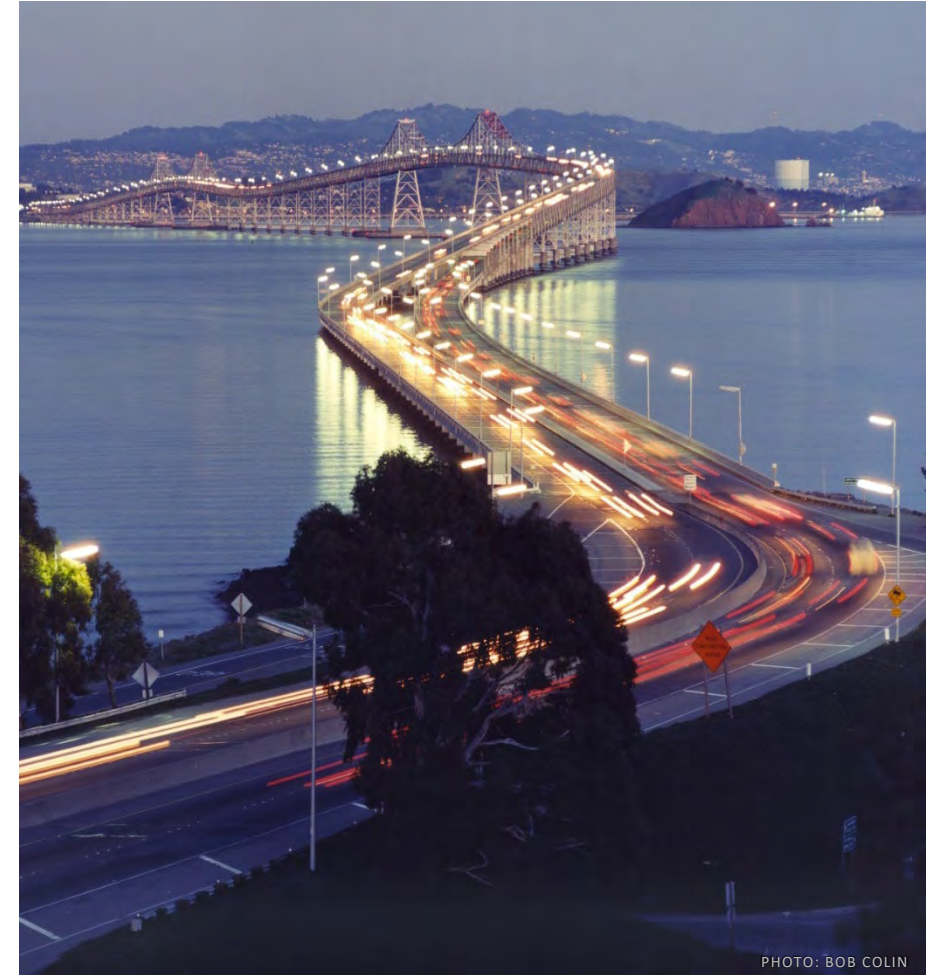


PHOTO: BOB COLIN

Thank You

PHOTO: TOM PAIVA

