



DATE: November 20, 2017

TO: Transportation Authority of Marin Citizens' Oversight Committee

FROM: Li Zhang, Chief Financial Officer

SUBJECT: Formation of the COC FY2016-17 Annual Report Subcommittee and Adoption of the Development Schedule (Action), Agenda Item No. 6

RECOMMENDATION:

Staff recommends that the Citizens' Oversight Committee forms a subcommittee to guide staff with the development of the COC FY2016-17 Annual Report and also adopts the report development schedule.

BACKGROUND:

The Annual Report of the COC remains one of the key mechanisms utilized for capturing the Measure A ½ Cent Sales Tax and the Measure B \$10 Vehicle Registration Fee activities. Working closely with staff, the COC Annual Report Subcommittee successfully shaped the design and production of the last nine annual reports. Staff suggests that the Committee continues this successful practice in forming a COC Annual Report Subcommittee to guide and examine the development of the FY2016-17 annual report.

DISCUSSION/ANALYSIS:

Development Schedule

Staff would also like to propose the following schedule for the development of the COC FY2016-17 Annual Report:

Nov 20, 2017: Formation of the FY2016-17 COC Annual Report Subcommittee
Nov 20 - Dec 30, 2017: Subcommittee reviews the design and content of the draft report
Jan 15&25, 2018: COC/TAM Board review & approval of the draft FY2016-17 COC Annual Report
Jan 27 – Feb 15, 2018: Print and distribution of the final FY2016-17 COC Annual Report