



DATE: December 10, 2018

TO: Transportation Authority of Marin Citizens' Oversight Committee

FROM: Li Zhang, Chief Financial Officer

SUBJECT: Formation of the COC FY2017-18 Annual Report Sub-Committee and Approval of the Development Schedule (Action), Agenda Item No.6

RECOMMENDATION:

Staff recommends the Committee form a subcommittee to guide staff with the development of the COC FY2017-18 Annual Report and adopt the report development schedule.

Staff also recommends that the Committee authorizes the Chairperson to work with the subcommittee and staff, finalize the report, and present the report to the TAM Board for acceptance at its January meeting without bringing the report for another full committee review, if the COC Annual Report will be the only time sensitive item in January.

BACKGROUND:

In accordance with the requirements of the Measure A Half-Cent Transportation Sales Tax Expenditure Plan and the Measure B \$10 Vehicle Registration Fee Expenditure Plan, the COC is required to develop an annual report and report to the citizens of Marin the results of the annual audits related to the usage of the Measure A and Measure B revenues. The FY2017-18 Annual Report will report the clean result of TAM's FY2017-18 financial audit and Measure A and Measure B project/program achievements.

DISCUSSION/ANALYSIS:

The COC annual report has been a key outreach tool for TAM. COC will use the FY2017-18 Annual Report to reach out to the communities and reassure the public that the Measure A Half-Cent Transportation Sales Tax funds and the Measure B \$10 Vehicle Registration Fee funds are being spent in accordance with the voter-approved Expenditure Plans. Below is the distribution plan for the 1,500 hard copies. The report will also be available on TAM's website and electrically distribute through various social media tools, such as Facebook, Twitter, Nextdoor, etc.

- Distribute the report to Libraries/City/Town/County Civic Center
- Distribute the report to active committees and partners in transportation including the following:
 1. TAM Technical Advisory Committee
 2. TAM Bicycle/Pedestrian Advisory Committee
 3. School Districts

4. Business/Chambers of Commerce
 5. Partner agencies including: Golden Gate Bridge, Highway and Transportation District, Marin Transit, and SMART
 6. Related agencies and advocacy groups: Health & Human Services, Paratransit Coordinating Council, the Marin Center for Independent Living, The Sierra Club, Marin Conservation League, Marin County Bicycle Coalition, etc.
- Distribute the report at various transportation-related public meetings.

FISCAL CONSIDERATION:

The budget amount needed for the production of the report is included in the Document Reproduction line item of the FY2018-19 TAM Annual Budget. Total design cost of the report is \$2,625 and additional \$2,500 is set aside for the reproduction of the hard copies. A total of \$5,625 is reserved under the \$61,000 Document Reproduction Budget Line.

NEXT STEPS:

With the guidance and support from the Chairperson and the subcommittee, staff will complete, and the Chairperson will present the final draft report to the TAM Board for acceptance at its January 2019 meeting. Staff will incorporate any comments from the TAM Board, finalize the FY2017-18 COC Annual Report, and release it to interest groups, local agencies, advocacy organizations and Marin residents in February 2019.