



DATE: November 15, 2021

TO: Transportation Authority of Marin Citizens' Oversight Committee

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

SUBJECT: Formation of the FY2020-21 COC/2021 TAM Annual Report Development Sub-Committee and Approval of the Draft Development Schedule (Action), Agenda Item No. 7

RECOMMENDATION:

Staff recommends the COC form a 5-member subcommittee to guide staff with the development of the FY2020-21 COC/2021 TAM Annual Report and adopt the report development schedule.

BACKGROUND:

In accordance with the requirements of the Measure A and Measure AA Half-Cent Transportation Sales Tax Expenditure Plans 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/Measure AA and Measure B revenues. The FY2020-21 COC/2021 TAM Annual Report will report the result of TAM's FY2020-21 financial audit and all TAM project/program updates, including Measure A/AA and Measure B project/program expenditures and achievements.

DISCUSSION/ANALYSIS:

The combined COC/TAM annual report has been a key outreach tool for TAM. TAM will use the FY2020-21 COC/2021 TAM Annual Report to reach out to the communities and reassure the public that the Measure A/AA 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, and will also provide valuable information about all other projects/programs that TAM is engaged in as the Congestion Management Agency (CMA) of the County.

FISCAL CONSIDERATION:

The budget amount needed for the production of the report is included in the Document/Video/Marketing Material Reproduction line item of the FY2021-22 TAM Annual Budget Report. Total design cost of the report is estimated to be \$5,500 and additional \$2,000 is set aside for the production of hard copies.

NEXT STEPS:

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

1. Nov 2021 – Jan 2022, Sub-Committee Meeting to Review Design Ideas and Report Contents
2. Jan 2022, Sub-Committee Review of Draft Report
3. Feb 2022, COC Review and Approval of the Final Draft Report
4. Feb 2022, TAM Board Review and Acceptance of the Report

ATTACHMENT:

Proposed Draft FY2020-21 COC/2021 TAM Annual Report Outline

DRAFT FY2020-21 COC/2021 TAM Annual Report Outline

Background/Overview

Letter from the TAM Board Chairperson
About TAM – TAM Board and COC
Message from the COC Chairperson

Key Updates from 2021

Highlights of 2021 Accomplishments

Funding

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

Projects

Highway Projects
Roadway Projects
Bicycle and Pedestrian Projects

Transit

Local, Student, Rural Transit
Regional Transit

Programs

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

Planning and Coordination

Planning Activities
Local and Regional Coordination

Community Engagement

Events and Meetings
TAM Public Outreach and Information Tools

COC Featured Member

TAM Financial Reporting