



DATE: October 24, 2022

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 FY2021-2022 COC/2022 TAM Annual Report Development Subcommittee and Approval of the Draft Development Schedule (Action), Agenda Item No. 5

RECOMMENDATION:

Staff recommends the COC form a 5-member subcommittee to guide staff with the development of the FY2021-2022 COC/2022 TAM Annual Report (COC/TAM Annual Report) and adopt the report development schedule.

BACKGROUND:

In accordance with the requirements of the Measure A and Measure AA ½-Cent Transportation Sales Tax (Measure A/AA) Expenditure Plans and the Measure B \$10 Vehicle Registration Fee (Measure B) Expenditure Plan, the COC is required to develop an annual report to provide an overview of the Measure A/Measure AA and Measure B revenues and expenditures. The COC/TAM Annual Report will inform the residents of Marin about key TAM project/program updates and achievements and the result of TAM's FY2021-22 financial audit and 2022 Measure A/AA Sales Tax Compliance Audit Result.

DISCUSSION/ANALYSIS:

The combined COC/TAM annual report has been a key outreach tool for TAM. TAM will use the COC/TAM Annual Report to provide thorough information about TAM activities and to confirm to the public that the Measure A/AA and the Measure B funds are being spent in accordance with the voter-approved Expenditure Plans. The Annual Report will also provide valuable information about other projects/programs that TAM participates 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 FY2022-23 TAM Annual Budget Report. Total design cost of the report is estimated to be \$6,500 and additional \$3,000 is set aside for the production of a limited amount of hard copies if necessary.

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:

- Nov 2022 – Jan 2023, Sub-Committee meeting to review design ideas, report contents and distribution
- Jan 2023, Sub-Committee review of draft COC/TAM Annual Report
- Feb 2023, COC review and approval of the final draft COC/TAM Annual Report
- Feb 2023, TAM Board review and acceptance of the COC/TAM Annual Report

ATTACHMENT:

Proposed Draft FY2021-22 COC/2022 TAM Annual Report Outline

DRAFT FY2021-22 COC/2022 TAM Annual Report Outline

Background/Overview

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

Key Updates and Highlights from 2022 & Featured Story

Highlights of 2022 Accomplishments
Biking Around the County Featured Story

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
Major and Local 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/Electric Vehicles
Innovation
Sea Level Rise

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