



**DATE:** December 4, 2023

**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 FY2022-23 COC/2023 TAM Annual Report Development Subcommittee and Approval of the Draft Development Schedule (Action), Agenda Item No. 7

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## **RECOMMENDATION**

Staff recommends that the Citizens' Oversight Committee (COC) forms a 5-member subcommittee to guide staff with the development of the FY2022-23 COC/2023 TAM Annual Report (COC/TAM Annual Report) and adopts the report development schedule.

## **BACKGROUND**

In accordance with the requirements of the ½-Cent Transportation Sales Tax (Measure A/AA) Expenditure Plans and the \$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 and other interested parties about key TAM projects, programs and planning efforts and achievements. The report will also disclose the results of TAM's FY2022-23 financial audit and 2023 Measure A/AA Sales Tax Compliance Audit.

## **DISCUSSION/ANALYSIS**

The combined COC/TAM annual report is a key outreach tool for TAM. The Annual Report provides thorough information about TAM activities and confirms that the Measure A/AA and the Measure B funds are being spent in accordance with the voter-approved Expenditure Plans. The Annual Report also provides pertinent information about other projects/programs that TAM participates in as the Congestion Management Agency (CMA) of the County and as funding partner.

## **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 FY2023-24 TAM Annual Budget Report. The graphic design cost of the report is estimated to be \$6,500 and an additional \$3,000 is set aside for printing a limited number of hard copies.

## **NEXT STEPS**

Staff has started the development of the annual report and will seek the subcommittee's input and guidance once it's formed. Below is the proposed development timeline:

- Nov 2023 – Jan 2024, Subcommittee meeting to review design ideas, report contents and distribution plan
- Jan 2024, Subcommittee review of draft COC/TAM Annual Report
- Feb 2024, COC review and approval of the final draft COC/TAM Annual Report
- Feb 2024, TAM Board review and acceptance of the COC/TAM Annual Report

## **ATTACHMENTS**

Attachment A: Proposed Draft FY2022-23 COC/2023 TAM Annual Report Outline

## DRAFT FY2022-23 COC/2023 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 2023

Highlights of 2023 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  
Major and Local Roadway Projects  
Active Transportation Projects

### Programs

Safe Routes to Schools, Safe Pathways and Crossing Guards  
Trip and GHG Reduction Programs

### Planning and Coordination

Planning Activities  
Local and Regional Coordination

### Transit

Local Transit  
Regional Transit

### Community Engagement

Events and Meetings  
TAM Public Outreach and Information Tools

### COC Featured Member

### TAM Financial Reporting