



DATE: September 16, 2019

TO: Transportation Authority of Marin Citizens' Oversight Committee

FROM: Li Zhang, Chief Financial Officer
Molly Graham, Public Outreach Coordinator

SUBJECT: Formation of the FY2018-19 COC Annual Report Development Sub-Committee and Approval of the Draft Development Schedule (Action), Agenda Item No.6

RECOMMENDATION:

Staff recommends the COC form a 3 to 5-member subcommittee to guide staff with the development of the COC FY2018-19 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 FY2018-19 Annual Report will report the result of TAM's FY2018-19 financial audit and Measure A/Measure AA and Measure B project/program expenditures and achievements.

DISCUSSION/ANALYSIS:

The COC annual report has been a key outreach tool for TAM. TAM will use the FY2018-19 Annual Report to reach out to the communities and reassure the public that the Measure A/Measure 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.

The Committee and TAM staff discussed during the approval of the FY2017-18 COC Annual Report approval process that a major redesign/overhaul of the report is an idea worth exploring with the start of the Measure AA projects and programs. Staff agrees with the Committee and is committed to work with the Committee to produce a totally fresh-looking comprehensive report this year. During this process, staff would also like to work with the Sub-Committee and develop a new distribution plan for the report so the report can reach and inform the voters in Marin more effectively.

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 FY2019-20 TAM Annual Budget Report. Total design cost of the

report is estimated to be \$5,500 and additional \$6,000 is set aside for the reproduction of the hard copies. A total of \$11,500 is reserved under the \$45,000 Document Reproduction Budget Line.

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. October 2019, Sub-Committee Meeting to Go Over Design Ideas and Report Contents
2. November 2019, Sub-Committee Review of Draft Report
3. December 2019/January 2020, COC Review and Approval of the Final Draft Report
4. January/February 2020, TAM Board Review and Acceptance of the Report

ATTACHMENT:

Proposed Draft FY2019-20 Annual Report Outline