

RESOLUTION NO. 4257

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ESTABLISHING AN ADVISORY TRANSACTIONS AND USE TAX CITIZENS OVERSIGHT COMMITTEE

Whereas, on December 17, 2018, the City of Port Hueneme (City) adopted Ordinance No.750 enacting a transactions and use tax approved by the voters of the City as Measure U on the November 6, 2018, General Municipal Election (Measure U); and,

Whereas, Ordinance No. 750, as adopted, in Section 5615 requires that the City Council form a citizen oversight committee to review the revenue and expenditure of funds from the tax. The members' term, qualifications, duties, and scope of the committee shall be established by the Resolution; and,

Whereas, the City is dedicated to ensuring the efficient and proper use of public funds, including Measure U funds; and,

Whereas, oversight from the Community will play a critical role in monitoring the use of funds raised through Measure U, with an annual reporting by the Oversight Committee on the revenue from and expenditure of Measure U funds.

NOW, THEREFORE, BE IT RESOLVED, that a Citizens Oversight Committee be formed in the following manner:

Section 1: That the Transactions and Use Tax Citizens Oversight Committee (Committee) is hereby established.

Section 2: That the Committee shall be composed of five members.

Section 3: That the Committee members shall be:

- 18 years of age or older
- May not possess any felony convictions
- Are residents and registered voters within the City
- One member shall be either a business owner within the City or having qualifications that include accounting, budgeting or other relevant areas of fiscal and financial responsibility
- Elected officials at any level of government and employees of the City of Port Hueneme and the dependents of each are ineligible to serve as members of the Committee.

Section 4: The Committee shall be added to the City's Conflict of Interest Code and members will be required to file Statement of Economic Interests forms and attend mandatory ethics training.

Section 5: The Committee meetings shall be in compliance with the Ralph M. Brown Act (Government Code sections 54950-54963)

Section 6: The appointment of members to the Committee shall follow the process set forth in Resolution No. 3341 dated March 19, 2003:

- Each Council Member shall appoint one member, subject to approval by a majority of the Council

Section 7: The Terms shall be two year terms, expiring on January 31st, with the ability to renew for an additional two years.

Section 8: Vacancies, other than by the expiration of a term, shall be filled by appointment for the unexpired portion of said term, in the same manner as original appointments are made. To the extent possible, each member of the Committee shall serve until his/her successor is appointed and sworn into office.

Section 9: Regular meetings shall be held quarterly in March, June, September and December. Additional meetings may be held as necessary.

Section 10: The Committee is an advisory committee in nature and its scope and duties are as follows:

- Review revenue and expenditure reports prepared by staff as they relate to the receipt and use of Transaction and Use Tax revenue
- Review the independent audit required by Section 5614 and prepare a report of its findings for the Council
- Receive and consider reports from the City Manager and Finance Director on the operational impacts City-wide
- Review economic trends
- Provide an annual report to the Council on the revenue and expenditure history for the prior biennial budget period, including how expenditures align with priorities set by the City Manager under the authority of and in keeping with annually established goals of the Council
- Review staff recommendations to the Council on future use of funds (based on revenue and expenditure reports and economic trends)

Passed and Adopted on this 2nd day of April 2019.



Laura Hernandez
Mayor Pro-Tem

Attest:



Susan M. Domen, MMC
City Clerk

STATE OF CALIFORNIA)
) ss
COUNTY OF VENTURA)

I, Susan M. Domen, MMC, City Clerk of the City of Port Hueneme, California, do hereby certify that the foregoing Resolution was duly adopted at the Regular meeting of the City Council on the 2nd day of April 2019, by the following vote:

AYES: Council Members Gama and Rollins, Mayor Pro-Tem Hernandez

NOES: None

ABSENT: Council Member Munoz-Schnopp, Mayor Berg

ABSTAIN: None



Susan M. Domen, MMC
City Clerk