

RESOLUTION NO. 4825

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF
THE CITY OF WESTMINSTER, ESTABLISHING THE
CITIZENS OVERSIGHT COMMITTEE AND ADOPTING THE
COMMITTEE'S ROLES AND RESPONSIBILITIES

WHEREAS, on November 8, 2016, the residents of Westminster voted and approved Measure SS, the Essential City Services ballot measure; and

WHEREAS, the approved measure enacts a one cent (1%) transactions and use (sales) tax to be collected within the City of Westminster to fund essential City services for the next six years; and

WHEREAS, the Westminster Mayor and City Council are committed to ensuring that these funds are used for the betterment of the Westminster community; and

WHEREAS, the Westminster Mayor and City Council have always been committed to open and transparent budgeting and accounting practices; and


WHEREAS, additional citizen involvement in the review of the City's budgeting and accounting practices related to expenditure of funds generated by Measure SS would assist the City in its goals of ensuring that the public is well informed of the City's operations and use of these funds; and

WHEREAS, the Mayor and City Council believe that a Citizens Oversight Committee would assist the City in furthering its commitment to transparency related to the use of these funds.

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and City Council establish the Citizens Oversight Committee and adopt the Citizens Oversight Committee's Roles and Responsibilities (Exhibit "A").

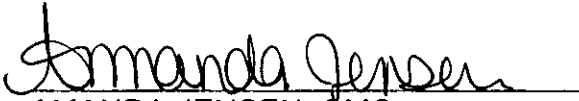
PASSED, APPROVED AND ADOPTED this 11th day of January 2017 by the following vote:

AYES:	COUNCIL MEMBERS:	TA, DIEP, CONTRERAS, HO, RICE
NOES:	COUNCIL MEMBERS:	NONE
ABSENT:	COUNCIL MEMBERS:	NONE



TRI TA, MAYOR

ATTEST:



AMANDA JENSEN, CMC
CITY CLERK

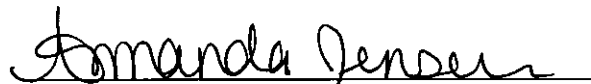
APPROVED AS TO FORM:



RICHARD D. JONES, CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF ORANGE) SS
CITY OF WESTMINSTER)

I, AMANDA JENSEN, hereby certify that I am the duly appointed City Clerk of the City of Westminster; that the foregoing resolution was duly adopted at a regular meeting of the City Council of the City of Westminster held on the 11th day of January 2017.



Amanda Jensen, CMC, City Clerk

EXHIBIT A

City of Westminster

Citizens Oversight Committee Role & Responsibilities

Purpose

The purpose of the oversight committee is to review the City's annual audited financial statement and mid-year budget report with regards to the receipt and expenditure of the fiscal year's one cent (1%) transactions and use (sales) tax generated by the passage of Measure SS, the Essential City Services ballot measure. The committee will communicate its findings to the City Council through an annual report.

Committee Responsibilities

The oversight committee responsibilities for each of the years that the Measure SS one cent (1%) transactions & use (sales) tax is collected will be:

- Review the City's audited annual financial report specifically related to the use of funds generated by Measure SS.
- Review the City's mid-year financial report of general fund revenues and expenditures related to funds generated by Measure SS.
- Production of an annual report to the City Council regarding their findings following the review of the audited annual financial report and the mid-year financial report.

Committee Lifespan

The Citizens Oversight Committee shall disband once it has reviewed and reported on all audit reports regarding Measure SS revenue collection, which is anticipated to be completed by 2022. No council action is required to terminate the Committee.

Committee Composition

The Committee shall consist of five members. Each member of the Westminster City Council will appoint one member to the Committee. The Council should make efforts to ensure a broad cross section of the Westminster community is represented in the makeup of the City. The following rules apply to all members:

- All members shall be at least 18 years of age and reside within the State of California and be residents of the City of Westminster.
- Committee members may not be current Westminster employees; Westminster City Council members; or any vendor, contractor, or consultant with active contracts or agreements with the City of Westminster.

- In making its appointment to the Oversight Committee, the Council may, at its discretion, consider various factors applicable to each candidate including, but not limited to, (i) residency in the City, (ii) whether the candidate is a registered voter within the City, and (iii) the candidate's professional and educational background which supports or complements the purposes of the Oversight Committee.

Committee is Advisory

Advisory bodies play an important role in City government by assisting and advising the City Council. The primary role of an advisory body is to provide judicious advice to the City Council, the elected policy-making body of the City. The advisory body's role can include the review of written and financial information, facilitating the study of issues, assessing the alternatives regarding issues of community concern and ultimately forwarding recommendations to the City Council for its consideration.

Committee Organization & Use of Existing City Practices

The Committee shall follow all relevant existing City practices in terms of organization and conduct:

- Elect the Chair and Vice Chair.
- Operate in accordance with the Ralph M. Brown Public Meetings Act and shall conduct its meetings in accordance with the provisions thereof.
- A quorum shall consist of at least three (3) of the five (5) members of the committee. A copy of the approved minutes shall be forwarded to the City Clerk in accordance with the Public Records Act.
- Comply with all State and local mandated conflict of interest economic interest disclosure requirements.
- Receive no compensation for service on the Committee.

Staff Support/Authority of Committee

Staff from the Finance Department will have primary responsibility for providing administrative support to the Committee as shall be consistent with the Committee's purposes. The City Manager or his/her designee may also act as staff liaison to the Committee.