



Meeting Date: 10 / 06 / 09

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s). _____	<input checked="" type="checkbox"/> Report
<input type="checkbox"/> Res. No(s). _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other	<input type="checkbox"/> Other

Prepared By: Martin R. Erickson *MRE* Agenda Item No. 0-1
 Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Other (Specify) _____

DATE: September 8, 2009

TO: City Council

FROM: Edmund F. Sotelo
City Manager

SUBJECT: Measure O Citizen Oversight Committee

RECOMMENDATION

That City Council:

1. Consider a report from the City Manager on the proposed formation and function of the Measure O Citizen Oversight Committee (COC).
2. Approve a committee structure for a COC which will meet at least two times a year to conduct COC business.
3. Adopt an application form for prospective COC members and initiate a forty-five day period by which the applications will be due back to City Council for review.

DISCUSSION

Creation of the COC is contained in the Measure O enabling Ordinance and "citizen oversight" was also listed as a provision in the ballot language, listed below:

"City of Oxnard Vital Services Measure: To protect, maintain, and enhance vital services including police, fire, emergency response, increasing street paving/pothole repair to improve traffic flow, expanding youth recreation, after school and anti gang prevention programs, acquiring property for parks/open space preservation, upgrading storm water drains, improving senior services, increasing code compliance, and other general services -- shall the sales tax be increased by one-half percent for twenty years only, with citizen oversight and independent financial audits?"

On November 4, 2008 Measure O was approved by Oxnard voters by 65.10% (although it only required a 50% plus one as a general purpose sales tax). At the February 2009 City Council Strategic Planning Workshop, staff presented options to City Council for a Citizen Oversight Committee (COC) to review and discuss how revenue generated by Measure O was used.

At the City Council Strategic Planning Workshop, City Council expressed a preference for a nine member committee comprised as follows:

- One (1) member active in a business organization representing the business community located in the City of Oxnard
- One (1) member active in a senior citizen organization providing senior services in the City of Oxnard.
- One (1) member active in a Neighborhood Council, or Neighborhood Association located in the City of Oxnard.
- One (1) member active in a City youth organization providing services to youth between the ages of 5 and 18 years of age in the City of Oxnard.
- Five (5) at-large members of the public, one appointed by each member of the City Council.

The tentative timeline for the COC committee, based on Council's adoption of this agenda item and the draft COC application form, envisions a 45-day period whereby Oxnard residents would have the opportunity to apply for membership in the COC. The tentative timeline is as follows:

- October 6, 2009 -- City Council adopts COC guidelines and approves the application form.
- October 13, 2009 -- City Staff disseminates information about the COC committee to the community through the City's website, City television (channel 10), and various City publications. The 45-day submission period would begin on this date.
- November 30, 2009 -- COC applications are due in the City Clerk's Office, no later than 5:00 pm.
- December 15, 2009 -- City Council appoints members to COC.
- January 2010 -- COC will hold its first meeting.

FINANCIAL IMPACT

There is no financial impact at this time.

Attachment #1 Draft COC Guidelines.

Attachment #2 Draft application form for prospective COC members.

**City of Oxnard
Measure O Half-Cent Sales Tax
Citizen Oversight Committee (COC) Guidelines**

Committee Purpose

The Measure O Citizen Oversight Committee (COC) will convene at least twice annually to review the use of Measure O revenues in conformance with allocations approved by the City Council. The COC's role will be advisory, and membership on the committee will be determined by the City Council.

Administrative Issues

Committee Formation

- The City Council will solicit applications from the community for prospective members of the COC.
- Meetings will commence once the City Council has appointed all members of the committee.

Selection and Duties of Committee Chair and Vice Chair

- The COC shall select a Chair and Vice Chair from the members, each of whom shall serve a one (1) year term. Elections will be conducted every year.
- The duties of the Chair will be to call meetings, set agendas, and preside over meetings.
- The duties of the Vice Chair will be to perform the same duties described above in the absence of the Chair.

Committee Meetings

- The Committee will hold at least two (2) formal meeting annually, with additional meetings scheduled as needed by the Committee.
- All Committee meetings will be held in compliance with the Brown Act.
- All meetings will be conducted per "Robert's Rules of Order."

Committee Membership and Quorum

Membership

The Committee shall be composed of nine (9) members including:

- One (1) member active in a business organization representing the business community located in the City of Oxnard.
- One (1) member active in a senior citizen's organization located in the City of Oxnard.
- One (1) member active in a Neighborhood Council, or Neighborhood Association located in the City of Oxnard.

- One (1) member active in a City youth organization located in the City of Oxnard
- Five (5) members at-large of the public, one appointed by each member of the City Council.

Quorum

- A Quorum will be no less than of the majority of the members of the Committee.
- An action item of the Committee may be approved by a simple majority of those present, if the number present exceeds the quorum requirement of five (5).

Membership Selection

Selection Committee

- Committee members will be selected by the City Council of the City of Oxnard.

Recruitment Process

- Each year as terms of various members expire, or as vacancies occur, annual postings of membership openings will be noticed sixty (60) days in advance of the application process pursuant to Public Utilities Code Section 99238.
- Potential members must submit the required application to the Oxnard City Clerk.

Terms of Membership

- Terms of membership will be for four (4) years. No member may serve more than eight (8) consecutive years.
- Members will not be compensated for their service on the Committee.
- In an effort to maintain Committee member consistency, during the first four (4) years of the Committee, terms will be staggered with four (4) of the members to serve a four-year term, five (5) of the members to serve a two (2) year term.
- Members who are not in attendance for two (2) consecutive meetings, or are not present at 50% of the Committee meetings over a 12-month period shall be replaced with a new member selected by the City Council.
- If a member position on the Committee becomes vacant, the City Council will fill the vacant position within 90 days.
- Proxy voting will not be permitted.

Eligibility

- U.S. citizen 18 years of age or older who resides in the City of Oxnard
- Not an elected official at any level of government
- Not a public employee at any State, County or City agencies
- Must submit an annual statement of financial disclosure consistent with Fair Political Practices Commission (FPPC) rules and regulations and filed with the City Clerk.

Staffing

- The City Manager's office and members of the Finance Department will provide technical and administrative assistance to support and publicize the Committee's activities, with the staff assignment subject to approval of the Committee.
- City services and any necessary outside services will be paid using the City of Oxnard's Measure O Administration Program revenues.
- Expert staff will be requested to provide information and make presentations to the Committee, as needed.
- The precise format of the report may be based on report formats for other jurisdictional monitoring, but must be separate from the comprehensive agency budgets and general or enterprise fund financial reports of the cities and the City of Oxnard.

Responsibilities

The Committee may receive, review and recommend any action related reports and audits that are within the scope of its purpose stated above. Specific responsibilities include:

- Receive, review and recommend action on independent financial audits related to Measure O.
- Receive, review, and recommend action on periodic reports and studies on the collection and use of Measure O sales tax from responsible agencies.
- Present Committee recommendations, findings, and requests to the City Council and public in a formal annual report.



305 West Third Street,
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Website: www.ci.oxnard.ca.us

Measure O Citizen Oversight Committee (COC) Application

The City of Oxnard intends to create a standing Citizen Oversight Committee (COC) to provide citizen perspective, participation and involvement in the City's voter approved half-cent sales tax increase Measure O (approved by voters on November 4, 2008). Measure O will remain in effect for twenty years. The COC will be comprised of nine members residing within the City limits: one member from a business organization, one from a Neighborhood Council or Neighborhood Association, one from a senior organization, one from a youth organization, and five members from the community "at large". The Oxnard City Council will appoint all members of the COC. The COC will convene at least twice annually to review the use of Measure O revenues in conformance with allocations approved by the City Council.

COC members are appointed to serve for a four-year term without compensation. No member may serve for more than eight years. Meetings will be held at the City of Oxnard, 305 West Third Street.

To download the PDF file for this application, go to our website at www.ci.oxnard.ca.us.

This application is for (check one): Business Organization
 Neighborhood Council/Association Senior Citizen Organization
 Youth Organization Member at-large

Name _____

Organization Name _____ Title _____

Address _____
Street City Zip Code

Phone _____

E-mail _____ Fax _____

How many years have you resided in Oxnard? _____

Are you registered to vote in the City of Oxnard? Yes No

INSTRUCTIONS

APPLICANTS: Submit your completed application directly to:

City of Oxnard
Attn: Measure O Citizen Oversight Committee
City Clerk's Office
305 West Third Street
Oxnard, CA 93030

Phone: 805-385-7803