



CITY COUNCIL AGENDA REPORT



DEPARTMENT: City Manager's Office

MEETING DATE: September 17, 2019

PREPARED BY: Lauren Vasquez, Deputy City Manager
Brittany Mello, Assistant to the City Manager

AGENDA LOCATION: AR-3

TITLE: Establish the Monrovia Measure K Citizen Advisory Committee, Resolution No. 2019-52

OBJECTIVE: To create a Citizen Advisory Committee for the Measure K *Keep Monrovia Revenue Local Sales and Use Tax* ballot measure being considered by voters at the Special Election on November 5, 2019, by appointing five members to serve on the Committee and adopting the policies and procedures governing the Committee

BACKGROUND: On June 4, 2019, the City Council called for a special election to take place on November 5, 2019. At that time, Monrovia voters will be asked to consider approval of the *Keep Monrovia Revenue Local Sales and Use Tax* (Measure K) ballot measure, which if approved would institute a local 0.75% transactions and use sales tax to collect funds to be spent only in Monrovia.

Pursuant to the provisions associated with Measure K, the City has committed to establishing a Citizens Advisory Committee (CAC) to monitor the expenditure of any funds collected, which are estimated to be \$4.5 million per year. In order to establish the guidelines associated with the creation of the Measure K CAC, and to outline the duties and responsibilities for any individuals selected to serve on the committee, staff has developed Resolution No. 2019-52 for City Council consideration.

ANALYSIS: Given the priorities that the City has made with regard to Measure K, staff is recommending the creation of a Monrovia Measure K Citizen Advisory Committee, whose main responsibilities will be monitoring the progress of key priorities and the budget status, as well as working to keep the community informed about how these monies are spent. Pursuant to Resolution No. 2019-52, details related to the formation and duties of the Measure K Citizen Advisory Committee include the following:

- The committee shall consist of five members, with the Mayor and each member of the City Council eligible to appoint one member to the committee.
- Committee members shall be appointed for 4-year terms.
- Committee members shall not be compensated for their service.
- The committee shall meet on at least an annual basis, and shall discharge its advisory duties to receive and comment on annual reports from the City each fiscal year on revenues and expenditures from the sales tax and reviewing any annual spending plans prepared by the City for the funds raised.
- All meetings of the committee will be open and public meetings, and this committee will be a standing committee for the purposes of the Brown Act.

AR-3

ENVIRONMENTAL IMPACT: There is no environmental impact associated with establishing this committee.

FISCAL IMPACT: There is no fiscal impact associated with establishing this committee.

OPTIONS: The following options are presented for the City Council's consideration:

1. Approve the creation of the Monrovia Measure K Citizen Advisory Committee and the policies and procedures governing the Committee as outlined in Resolution No. 2019-52.
2. Request additional information from staff before taking action.

RECOMMENDATION: Staff recommends Option 1; establishing the Monrovia Measure K Citizen Advisory Committee

COUNCIL ACTION REQUIRED: If the City Council concurs, the appropriate action would be a motion to adopt Resolution No. 2019-52.

RESOLUTION NO. 2019-52

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROVIA, CALIFORNIA, ESTABLISHING A MONROVIA
MEASURE K CITIZENS ADVISORY COMMITTEE**

RECITALS:

WHEREAS, on June 4, 2019, the City Council voted to approve the call for a special election on November 5, 2019, at which time Monrovia voters will be asked to consider approval of *Measure K – Keep Monrovia Revenue Local Sales and Use Tax* ballot measure, which would institute a local 0.75% transactions and use sales tax to collect funds to be spent only in Monrovia; and

WHEREAS, pursuant to the provisions of Measure K, if approved by voters, an advisory committee made up of Monrovia residents will be established to monitor and review the expenditures associated with any funds raised from Measure K, to ensure that monies are spent in accordance with the terms of Measure K.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROVIA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Committee Established. The City does hereby create and establish the Monrovia Measure K Citizen Advisory Committee, to review proposed spending plans and monitor the expenditures of the funds raised from the Measure K sales tax measure to ensure monies are spent in accordance with the overall plan. All meetings of the committee shall be open and public meetings, and the committee will be a standing committee for purposes of the Brown Act.

SECTION 2. Committee Membership and Appointment. The committee shall consist of five members, with the Mayor and each member of the City Council eligible to appoint one member to the committee. The committee members shall be appointed for a term of four years. Committee members shall serve without compensation. Each Committee member shall be a resident of Monrovia, an employee of a business located in Monrovia, an owner of real property within the City, or a member of the general public. No member shall be a council member, officer, or employee of the City. The Committee shall choose a Chairperson, Vice-Chairperson, and Secretary from among its members.

SECTION 3. Committee Vacancies. Any vacancies will be selected and appointed by the City Council on an as-needed basis.

SECTION 4. Committee Duties. The committee shall discharge its oversight duties by:

- (a) The committee shall meet at least annually, and shall discharge its advisory duties as follows:
 - 1. Receive and comment on annual reports from City staff each fiscal year on revenues and expenditures from the sales tax; and
 - 2. Review and comment on annual spending plans prepared by City staff.

SECTION 5. The City Council finds that this is not a project under the California Environmental Quality Act and, therefore, no environmental assessment is necessary.

PASSED, APPROVED, AND ADOPTED this 17th day of September, 2019.

Tom Adams, Mayor
City of Monrovia

ATTEST:

APPROVED AS TO FORM:

Alice D. Atkins, MMC, City Clerk
City of Monrovia

Craig A. Steele, City Attorney
City of Monrovia