

SPECIAL LIBRARY PARCEL TAX COMMITTEE

I. Roles, Responsibilities and Duties:

A. The responsibilities and duties of the **Special Library Parcel Tax Committee** (Committee) shall be limited as follows:

1. The Committee's sole function shall be to review expenditures of the revenues from the Special Library Services Parcel Tax adopted by Measure D on June 7, 2016 to ensure the monies have been expended in accordance with the authorized purposes of Measure D.
2. The Committee shall take steps to understand the allowable expenditures of the Special Library Services Parcel Tax monies (as identified in Chapter 3.36 of the Municipal Ordinance).
3. The Committee shall take steps to understand municipal revenue collection and distribution from local, state and federal sources.
4. The Committee shall prepare and submit to the City Council and the community an annual public report on the expenditures of the Special Library Services Parcel Tax revenues for the previous fiscal year. (anticipated each December.)

B. The Committee shall not have any budgetary decision authority, shall not allocate financial resources, and shall not make budget or service recommendations to the City Council.

C. The Committee shall have no authority to direct, nor shall it direct, City staff or officials.

II. Committee Structure and Proceedings:

A. Appointments

The City Council shall make appointments to the Committee consistent with the established manner of appointing various City Commissions and related committee members.

The Committee shall be composed of up to seven (7) members, but no less than five (5) members.

B. Qualification Standards

Members of the Committee shall be at least 18 years of age and reside within the City limits. The Committee may not include any employee or official of the City, or any vendor, contractor or consultant doing business with the City.

C. Term

Committee members shall serve for a term of either four or five years. Member's terms are to be staggered. At the Committee's first meeting, members will draw lots to select three members to serve a five-year term, the remaining members will serve a four year term.

D. Chair and Vice-Chair

The Mayor shall appoint the initial Chair. The Chair shall appoint the initial Vice-Chair. Thereafter, the Committee shall annually elect a chair and a Vice-Chair, who shall act as Chair only when the chair is absent.

E. Compensation

The Committee members shall serve without compensation.

F. Meetings

1. The Committee shall conduct at least two regular meetings a year.
2. Special meetings may be called by the Committee's chair. Special meetings may also be called by Committee members if three or more members petition the chair for a special meeting.
3. All meetings shall be noticed and shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Each member of the Committee will be given a current copy of the Ralph M. Brown Act.
4. A majority of the Committee members shall constitute a quorum for the transaction of any business.

G. Vacancies and Removal

1. The City Council shall fill any vacancies on the Committee.
2. The City Council may remove any Committee member for any reason, including but not limited to, failure to attend two consecutive regular Committee meetings. Upon a member's removal, his or her seat shall be automatically deemed vacant.

H. City Support

The City shall provide to the Committee necessary technical and administrative assistance as follows:

1. Preparation, provision and posting of public notices as required by the Brown Act and in the same manner as noticing City Council meetings.
2. Provision of a meeting room, including any available City audio/visual equipment.
3. Provision of meeting materials, such as agendas, minutes and supporting reports.
4. Retention of Committee records.
5. Properly staff all Committee meetings.
6. Educate committee members on municipal finance.

I. Termination of Committee

The Committee shall automatically disband six (6) months after the enabling ordinance is repealed, ruled invalid or terminates under the provisions of the ordinance