

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: ESTABLISHMENT OF CITIZEN OVERSIGHT COMMITTEE
PURSUANT TO ORDINANCE NO. 3860 OF THE SANTA
ROSA MUNICIPAL CODE
STAFF PRESENTER: ALAN ALTON, ADMINISTRATIVE SERVICES OFFICER
ADMINISTRATIVE SERVICES
AGENDA ACTION: RESOLUTION

ISSUE(S)

Should the City Council, by resolution, establish a seven-member Oversight Committee pursuant to Ordinance No. 3860 of the Santa Rosa Municipal Code?

BACKGROUND

Section 3-26.120 (H) of Ordinance 3680, "City of Santa Rosa Transaction and Use Tax Ordinance," states that the City Council, by resolution, shall establish a seven-member City Oversight Committee to annually review expenditures and appropriations of the tax revenues generated as a result of the passage of Measure O.

ANALYSIS

The ordinance establishes the role of the Citizen Oversight Committee in the following manner:

- Each member of the City Council shall appoint one member of the Committee who shall have a term coinciding with the term of the appointing Council member.
- Each Committee member shall be a resident of the City of Santa Rosa at the time of the appointment and shall remain a resident of the City while serving on the Committee.
- The Mayor shall appoint a chairperson of the Committee subject to the approval of the majority of the Council.
- The Committee's annual review of expenditures and appropriations relating to Measure O shall ensure that all such revenues spent or appropriated are in accordance with the Permissible Uses detailed in Section 3-26.120 (A); have been appropriated in accordance with the allocation percentages detailed in Section 3-26.120 (B); and as specifically authorized in Section 3-26.120, paragraphs (C), (D), and (E).

- The Committee shall receive assistance from City staff and shall issue an annual public report on the expenditures and appropriations of the tax revenue.

It is anticipated that Council appointments can be made by April. After that, it is envisioned that the Committee would meet in May to review Measure O proposed budget appropriations prior to their submittal to the City Council during the City Council Budget Hearings. The Committee would then meet in August to review end of year reports submitted by City staff in order to draft the annual report to the Council on Measure O expenditures. There may be the need for a final Committee meeting in September to finalize the report before its submission to the City Council.

RECOMMENDATION

It is recommended that the Council, by resolution, establish a seven-member Citizen Oversight Committee in accordance with Ordinance No. 3680 of the Santa Rosa Municipal Code. It is further recommended that the appointments to this Committee be made during a regularly scheduled City Council meeting in April 2005.

Author: Alan Alton

Attachment: Oversight Committee Roles and Responsibilities