

CITY OF EXETER



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Measure P Oversight Committee Information Sheet

A. Name: The committee shall be known as the *Measure P Oversight Committee*.

B. Purpose

1. *Oversight:* Provide that certain spending decisions and priorities in proposed annual expenditure plans are subject to direct oversight and review.
2. *Review and Provide Opinions:* To review the annual revenues from the *City of Exeter Transactions and Use Tax* and the proposed annual budget expenditures and present opinions to the Council regarding the expenditures being consistent with the desires of the community.

C. Charge of Committee

1. *Monitoring of expenditures:* To monitor the expenditure of revenues derived from the Transactions and Use Tax and keep the public informed about the expenditures.

The charge of the committee may be revised from time-to-time by the Exeter *City* Council.

D. Powers: The Exeter *City* Council empowers the committee with the following powers:

1. *Oversight:* Oversight responsibility to review Measure P expenditures related to certain spending decisions and priorities to maintain City services.
2. *Review financial statements:* Authority to review independent financial audits of the *City of Exeter Transactions and Use Tax*.
3. *Review of General Fund Budgets:* Authority to review *City of Exeter Transactions and Use Tax* proposed budgets.
4. ***The committee shall not have the authority to direct or mandate as follows:*** The committee does not have authority to direct or mandate action by the City Council on any such matters that may fall under its oversight power and authority to review. The committee has oversight concerning whether proposed expenditures are consistent with the desires of the community and has no power to direct how General Fund moneys are spent. The City Council retains its authority to make such decisions and determinations and may establish separate advisory groups for such

purposes. The City Council shall also retain discretion and flexibility in what it asks, directs, or allows the committee to address.

E. Committee Operations

1. *Establishing the committee:* The committee is established by the Exeter City Council pursuant to Ordinance 694 based on voter approval of Measure P in the November 3, 2020 Consolidated General Election. All committee members shall serve at the discretion and pleasure of the City Council.
2. *First meeting:* The committee shall hold its first meeting prior to adoption of the City's 2020/2021 mid-year budget adjustment.
3. *Open meeting requirements:* Meetings of the committee are subject to the open meeting requirements of the *Ralph M. Brown Act*. Meetings shall be noticed and open to the public.
4. *Annual report:* The committee shall issue an annual report of its conclusions. Minutes and reports of the committee are a matter of public record. Reports and minutes of the committee shall be published on the City of Exeter website.
5. *Meet at least once annually:* The committee shall meet at least once annually prior to Council adoption of the City budget.
6. *Quorum:* The committee shall make decisions by a simple majority vote of those members in attendance.
7. *Record:* The committee shall maintain a record of its meetings.
8. *Location of meetings:* The committee shall meet in the Council Chambers at 137 N. F Street, Exeter, California, at a time convenient to members and the public or at some other location designated by the committee and available to the public. While still required by the pandemic and allowed through California Executive Order N-29-20 dated March 17, 2020, the meetings will be conducted using electronic means through electronic teleconferencing such as Zoom.
9. *Officers:* The committee shall elect a chairperson, vice chairperson, and secretary.
10. *Effective operation of meetings:* The Exeter City Council charges the committee to establish additional operating procedures as necessary for the effective operation of committee meetings.
11. *Administrative staff:* The City Administrator or his designee will provide necessary administrative and technical assistance to the committee.
12. *Resources available to the committee:* The committee shall be provided the resources to publicize its opinions to a page on the City of Exeter website.

F. Committee Composition: The committee shall consist of members as follows:

1. *City Council Appointments:* Applications will be received by the City for positions on the committee and those applications would be reviewed by the Council for consideration of appointment. A majority vote of the Council will establish the committee appointments. The appointees may be a resident of Exeter, a business owner or operator. All future appointments to the committee shall be by a majority vote of the Council.

2. *Criteria for appointment:* No member of the City Council, employee of the City, or immediate family member of a City Council Member or employee of the City may serve on the committee.
3. *Length of appointment; rescission of appointment:* For the establishment of the first committee, the appointees will be assigned to a two-year term or a four-year term. There shall be as close as possible to the same number of two-year and four-year term appointments. Subsequent members of the committee shall be appointed for a four-year term and shall serve until such time that his or her term is completed, or until such time that his or her appointment is rescinded by a simple majority vote of the City Council. It is provided that a member of the committee may resign at any time at his or her discretion. If an appointee is chosen to fill a leaving member's position prior to the end of the term, the appointee shall serve until the end of that term.
4. *Recommendation to remove by committee:* Members of the committee, by majority vote, may recommend to the Exeter City Council removal of a committee member for the following reasons: (1) malfeasance; or (2) repeated absence. The definition of repeated absence shall be determined by the Exeter City Council.
5. *Appointment of new members:* At the next regularly scheduled City Council meeting, the Council shall act to replace members of the committee in the event of removal, resignation, disability or death.
6. *Dissolution of committee:* Dissolution of the committee shall occur in the event the *City of Exeter Transactions and Use Tax* is revoked or otherwise rendered invalid or at the discretion of the Exeter City Council.