



## MONROVIA MEASURE K CITIZEN ADVISORY COMMITTEE AGENDA REPORT

**DEPARTMENT:** City Manager's Office

**MEETING DATE:** March 17, 2021

**PREPARED BY:** Lauren Vasquez, Assistant City Manager  
Amy-Rose Hanna, Senior Management Analyst

**AGENDA LOCATION:** AR-1

**TITLE:** Selection of Officers for Monrovia Measure K Citizen Advisory Committee, Resolution No. 2021-01

**OBJECTIVE:** To affirm the selection of three officers – Chair, Vice Chair, and Secretary – from among the members of the Advisory Committee

**BACKGROUND:** On November 5, 2019, Monrovia voters approved the *Keep Revenue Local Sales and Use Tax* (Measure K) ballot measure, which institutes a local 0.75% transactions and use sales tax to collect funds to be spent only in Monrovia.

As part of the discussions leading up to the election, the City Council expressed the desire to form a citizen advisory committee in order to promote transparency and awareness to monitor the Measure K Spending Plan which sets out a plan of how the sales tax dollars would be spent.

**ANALYSIS:** On January 7, 2020, the Monrovia City Council appointed five members to serve on the Monrovia Measure K Citizen Advisory Committee ("Committee"). Committee members shall be appointed for 4-year terms and the main goals of the Committee are as follows:

### Responsibilities of the Committee

Pursuant to Resolution No. 2019-52, the responsibilities of the Measure K Citizen Advisory Committee include the following:

- Receive and comment on annual reports from City staff each fiscal year on revenues and expenditures from the sales tax; and
- Review and comment on annual spending plans presented to the Committee by City staff.

### Format and Frequency of Meetings

Pursuant to Resolution No. 2019-52, 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. Additionally, the Committee is required to meet on at least an annual basis, however, Staff is suggesting that the Committee meet bi-annually to align with the annual budget adoption cycles: one (1) meeting following the annual budget adoption (typically in June) and one (1) meeting following the mid-year budget adoption (typically in February/March). This bi-annual meeting format will give the Committee Members access to more updated budgetary information related to Measure K.

### Selection of Officers

As a formality, Staff is recommending that the Committee establish certain roles to help better facilitate meeting decorum. The officers' roles include Chair, Vice Chair, and Secretary. Below is a description of the responsibilities of each role:

- Chair - shall be responsible for managing meetings and leading the proceedings.
- Vice Chair - shall be responsible for performing the duties of the Chair in his or her absence.

- Secretary - shall be responsible for reviewing and approving the minutes taken by Staff for each meeting.

Each position will be held for one year and each position will be reselected in March of each year (e.g. the first Chair that is selected will serve from March 2021 until March 2022).

For the selection of Officers, Staff is recommending that the members have the opportunity to nominate themselves for the available positions and finalize the positions through discussion to reach consensus. Given the lack of the Chairperson, Staff will facilitate the selection of the Chair. Then, the newly-selected Chair will conduct the remainder of the meeting, including selection of the Vice Chair and Secretary as the next orders of business.

Please note, if consensus is not reached through this process, a majority vote of the five-member Committee may be held, which would require three (3) affirmative votes to select each contested position.

**OPTIONS:** The following options are presented for the Advisory Committee's consideration:

1. Approve the selection of officers for the Monrovia Measure K Citizen Advisory Committee and the policies and procedures governing the Committee, as outlined in Resolution No. 2021-01.
2. Request additional information from Staff before taking action.

**RECOMMENDATION:** Staff recommends Option 1, affirming the selection of officers for the Monrovia Measure K Citizen Advisory Committee.

**COMMITTEE ACTION REQUIRED:** If the Monrovia Measure K Citizen Advisory Committee concurs, the appropriate action would be a motion to adopt Resolution No. 2021-01.

**RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE MONROVIA MEASURE K CITIZEN ADVISORY COMMITTEE OF THE CITY OF MONROVIA, CALIFORNIA, AFFIRMING THE SELECTION OF OFFICERS PURSUANT TO RESOLUTION NO. 2019-52 OF THE MONROVIA CITY COUNCIL**

**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 were 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**, on September 17, 2019, the City Council adopted Resolution No. 2019-52 establishing a Monrovia Measure K Citizen Advisory Committee composed of five members to be appointed by the City Council; and

**WHEREAS**, On November 5, 2019, Monrovia voters approved the Keep Revenue Local Sales and Use Tax (Measure K) ballot measure;

**WHEREAS**, on January 7, 2020, the City Council appointed five members to the Monrovia Measure K Citizen Advisory Committee; and

**WHEREAS**, pursuant to Resolution No. 2019-52, this Committee shall discharge its advisory duties by:

- Receive and comment on annual reports from City staff each fiscal year on revenues and expenditures from the sales tax; and
- Review and comment on annual spending plans presented by City staff.

**WHEREAS**, this Committee has been formed and the initial meeting has occurred on March 17, 2021;

**WHEREAS**, the Committee members have been sworn in as public officials by the City Clerk; and

**WHEREAS**, the Chair, Vice Chair, and Secretary have been selected by a majority vote of the Monrovia Measure K Citizen Advisory Committee; and by this Resolution the Committee affirms its actions.

**NOW, THEREFORE, BE IT RESOLVED BY THE MONROVIA MEASURE K CITIZEN ADVISORY COMMITTEE:**

SECTION 1. The Chair of the Committee is \_\_\_\_\_.

SECTION 2. The Vice Chair of the Committee is \_\_\_\_\_.

SECTION 3. The Secretary of the Committee is \_\_\_\_\_.

SECTION 4. This Resolution shall be effective immediately upon adoption.

SECTION 5. The Secretary of the Committee shall certify to the adoption of this Resolution.

**APPROVED AND ADOPTED** this 17<sup>th</sup> of March, 2021.

\_\_\_\_\_, Chair  
Monrovia Measure K Citizen Advisory  
Committee

**ATTEST:**

\_\_\_\_\_, Secretary  
Monrovia Measure K Citizen Advisory  
Committee