



# MONROVIA MEASURE K CITIZEN ADVISORY COMMITTEE AGENDA REPORT

**DEPARTMENT:** Administrative Services

**MEETING DATE:** April 11, 2023

**PREPARED BY:** Rae Bowman, Deputy Administrative Services  
Director

**AGENDA LOCATION:** AR-3

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**TITLE:** Reorganization of Officers for the Monrovia Measure K Citizen Advisory Committee, Resolution No. K2023-01

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

**BACKGROUND:** On September 17, 2019, City Council adopted Resolution No. 2019-52 to formally establish the Monrovia Measure K Citizen Advisory Committee in order to promote transparency and to monitor the Measure K Spending Plan, which sets out a plan of how the sales tax dollars from the voter approved *Keep Revenues Local Sales and Use Tax* (Measure K) would be spent.

Pursuant to Resolution No. 2019-52, the duties 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.

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.

At its initial meeting on March 17, 2021, the Committee adopted Resolution No. 2021-01 to affirm the selection of the Chair, Vice Chair, and Secretary positions, and approved the procedures for rotating these positions after a one-year term. At the end of the Committee's initial term, on March 29, 2022, the Committee adopted Resolution No. K2022-01 to affirm the selection of a new Chair, Vice Chair, and Secretary. The Resolution before you, K2023-01, proposes to affirm the selection of a new Chair, Vice Chair, and Secretary.

**ANALYSIS:** The procedure for selection officers is as follows:

**Selection Procedures:**

For the selection of officers, namely Chair, Vice Chair, and Secretary, members have the opportunity to nominate themselves for the available positions and finalize the positions through discussion to reach consensus. 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.

The current Chair will facilitate the selection of the new Chair, Vice Chair, and Secretary. Historically, with Boards, Commissions, and Committees, the Vice Chair steps into the Chair position.

# AR-3

Roles:

- 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 a one-year term, rotating in March or April of each year.

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

1. Adopt 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. K2023-01.
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.

**COUNCIL ACTION REQUIRED:** If the Monrovia Measure K Citizen Advisory Committee concurs, the appropriate action would be a motion to adopt Resolution No. K2023-01.

**RESOLUTION NO. K2023-01**

**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**, at its regular meeting on April 11, 2023, the positions have rotated and the new Chair, Vice Chair, and Secretary have been selected, 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 11<sup>th</sup> day of April, 2023.

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

ATTEST:

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