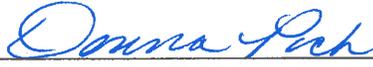


1 been appointed by the Mayor, and a list of no more than two finalists per vacancy shall be
2 submitted by the ad hoc committee to the full City Council for interviews and selection by the
3 full City Council.

4 **PASSED AND ADOPTED** at a Regular Meeting of said City Council of the City of
5 Suisun City duly held on Tuesday, the 26th day of July 2016, by the following vote:

6	AYES:	Councilmembers:	<u>Day, Hudson, Segala, Wilson, Sanchez</u>
7	NOES:	Councilmembers:	<u>None</u>
	ABSENT:	Councilmembers:	<u>None</u>
8	ABSTAIN:	Councilmembers:	<u>None</u>

9 **WITNESS** my hand and the seal of said City this 26th day of July 2016.

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11 Donna Pock, CMC
12 Deputy City Clerk

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1 EXHIBIT "A"

2 GENERAL TRANSACTIONS AND USE TAX OVERSIGHT COMMITTEE
3 GUIDELINES AND DUTIES

4 The City Council of the City of Suisun City hereby establishes an oversight committee to
5 monitor the revenue collected pursuant to the General Transactions and Use Tax Ordinance,
6 as well as to report on the use of the funds. The committee shall be known as the General
7 Transactions and Use Tax Oversight Committee (hereinafter "Oversight Committee").

7 Application/Recruitment Process

8 Whenever there are vacancies on the Oversight Committee, the Deputy City Clerk shall
9 advertise an invitation for individuals who are residents and taxpayers of the City of Suisun
10 City to apply to serve on the committee. Notice of any vacancies will be advertised in the
11 Fairfield Daily Republic and on the City's website and social media outlets. The applications
12 received shall be reviewed by an ad hoc committee of the City Council which has been
13 appointed by the Mayor, and a list of no more than two finalists per vacancy shall be
14 submitted by the ad hoc committee to the full City Council for interviews and selection by the
15 full City Council. In other words, if there are two vacancies, no more than four names would
16 be submitted to the City Council.

14 Powers and Duties

15 The Oversight Committee will ensure transparency and oversight of the revenue generated by
16 the voter-approved General Transactions and Use Tax Ordinance. The duties will consist of
17 reviewing the General Transactions and Use Tax Compliance and Internal Control Audit
18 Report which will be prepared annually by the City's independent auditor, as well as any City
19 financial reports necessary to advise the City Council.

20 The duties of the Oversight Committee do not include decision-making or advisory
21 responsibilities regarding spending priorities, funding source decisions or financial plans, as
22 these are the purview of the City Council as set forth in state law and the Suisun City Code.

21 Qualifications for Appointment

22 Suisun City citizens interested in serving on the Oversight Committee must be residents who
23 meet the following requirements:

- 24 • The residency requirement is defined as residing within the City limits of Suisun City.
25 Residency may be verified annually by the City Clerk's office through: 1) voter
26 registration, or 2) utility bills (water, phone, cable, etc.).
- 27 • Oversight Committee members are also required to be taxpayers in the City of Suisun
28 City.

1 Selection of Members

2 The composition of the Oversight Committee will consist of five (5) members. The
3 applications received shall be reviewed by an ad hoc committee of the City Council which has
4 been appointed by the Mayor, and a list of no more than ten finalists shall be submitted by the
ad hoc committee to the full City Council for interviews and selection by the full City
Council.

5 Term of Service

6 Two (2) Oversight Committee members shall be appointed to terms of a period of three (3)
7 years, and three (3) members shall be appointed to terms of a period of five (5) years.

8 Meetings

9 The Oversight Committee will meet at least once annually. The committee shall be subject to
10 the provisions of the Ralph M. Brown Act (California Government Code Section 54950 *et*
11 *seq.*). Meetings must be noticed and open to the public. Committee minutes and reports are a
12 matter of public record pursuant to the Public Records Act (California Government Code
13 Section 6250 *et seq.*) and they may be posted on the City's website. Additional meetings may
be scheduled as deemed necessary by the Oversight Committee. All committee members
shall attend training and orientation prior to attending their first meeting, including Brown Act
training and AB 1234 Ethics training.

14 Oversight Committee members are expected to attend all regular meetings. Failure to attend
15 the annual meeting(s) may result in removal from the Oversight Committee at the discretion
16 of the City Council. Committee decisions and actions require a simple majority vote of those
members in attendance. A quorum for any meeting shall be a minimum of three (3) members.

17 Staff Liaison

18 The City Manager and/or his/her designee will serve as staff liaison(s) to the Oversight
19 Committee. The liaison(s) will be responsible for providing relevant information to the
20 Oversight Committee, including the annual financial audit. The liaison(s) will provide copies
of the minutes of the Oversight Committee's proceedings to the City Council and the public.