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forth in Section 3.14.220 of the Suisun City Code to authorize the compensation of committee members for their service.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Suisun City as follows:

Section 1. With the passage of the General Transactions and Use Tax by the voters of the City, the City Council hereby confirms the establishment of a five (5) member oversight committee known as the Suisun City General Tax Oversight Committee, which shall be comprised of Suisun City residents and taxpayers.

Section 2. The term of office for the committee members shall be five (5) years.

Section 3. The City Council hereby approves the Suisun City General Tax Oversight Committee Guidelines and Duties, which is set forth in Exhibit A attached hereto, as amended.

PASSED AND ADOPTED at a Regular Meeting of said City Council of the City of Suisun City duly held on Tuesday, the 30th day of May 2017, by the following vote:

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

WITNESS my hand and the seal of said City this 30th day of May 2017.



Donna Pock, CMC
Deputy City Clerk

EXHIBIT A

SUISUN CITY GENERAL TAX OVERSIGHT COMMITTEE GUIDELINES AND DUTIES

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

Application/Recruitment Process

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

Powers and Duties

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

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

Qualifications for Appointment

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

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

Selection of Members

The composition of the Oversight Committee will consist of five (5) members. The applications received shall be reviewed by an ad hoc committee of the City Council which has 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.

Term of Service

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

Meetings

The Oversight Committee will meet at least once annually. The committee shall be subject to the provisions of the Ralph M. Brown Act (California Government Code Section 54950 *et seq.*). Meetings must be noticed and open to the public. Committee minutes and reports are a matter of public record pursuant to the Public Records Act (California Government Code 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.

Oversight Committee members are expected to attend all regular meetings. Failure to attend the annual meeting(s) may result in removal from the Oversight Committee at the discretion 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.

Staff Liaison

The City Manager and/or his/her designee will serve as staff liaison(s) to the Oversight Committee. The liaison(s) will be responsible for providing relevant information to the 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.

Compensation

Members of the Oversight Committee shall receive \$100.00 for each meeting of the Oversight Committee held pursuant to the Ralph M. Brown Act, as set forth in California Government Code Section 95950 *et seq.* up to a maximum of three (3) meetings per fiscal year.