

STRONG COMMUNITIES ADVISORY COMMITTEE

CHAPTER 3.04.080

SUBJECT: STRONG COMMUNITIES, ADVISORY, COMMITTEE, CITIZEN	NUMBER: Title 3, Chapter 3.04.080
ADOPTED DATE: 2017-08-22	RESOLUTION NUMBER: 2017-08-22-1104
LAST AMENDED: 2017-08-22	RESOLUTION NUMBER: 2017-08-22-1104
COUNCIL POLICY CONTACT: City Council, Chair, Legislative Committee	CITY DEPARTMENT CONTACT: Administrative Services / Community Services

POLICY

- 1) An Advisory Committee is created as required by ordinance 2016-06-07-1212 entitled **Library and Recreation Special Sales and Use Tax**, adopted on November 8, 2016 by the voters of Stockton, which provides for a one-quarter cent special sales and use tax for provision of Library and Recreation services to improve the community.

- 2) The Advisory Committee is charged with reviewing whether expenditures of the funds related to the special sales and use tax (Strong Communities Fund) were made as represented to Stockton residents in accordance with the ordinance. This policy establishes the responsibilities and processes to be used by the Advisory Committee.

- 3) The Strong Communities Advisory Committee will have qualified members and a prescribed term of office, will be given pertinent information to monitor the special tax revenues and expenditures, will meet and report their findings as required by ordinance, and will operate using standards of ethics.

- 4) **APPOINTMENTS**
 The City Council shall make appointments to the Advisory Committee by resolution. The Advisory Committee shall be composed of seven members. The Friends of the Stockton Library, The Library and Literacy Foundation of San Joaquin, Stockton Parks and Recreation Commission and the Stockton Recreation Foundation shall each have the opportunity to recommend candidates for the Committee to the City Council. In no event may the Committee include more than two (2) members of each of the aforementioned groups. In addition, an ex-officio member of the Committee will be appointed from the Teen Leadership Council to serve as an advisory, non-voting member of the Committee.

5) **QUALIFICATION STANDARDS**

To be qualified a person must be at least 18 years of age and reside within the City's geographic boundary. The Advisory Committee may not include any employee or official of the City, or any vendor, contractor or consultant doing business with the City.

6) **CONFLICTS OF INTEREST**

By accepting appointment to the Advisory Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.), and to complete Form 700 as required by all "designated employees" of the City. Additionally, each member shall comply with the Advisory Committee Ethics Policy which is presented in paragraph 14, below.

7) **TERM**

Advisory Committee members will not be subject to term limits, and may serve more than two terms.

It is intended that one-half of the member's terms be staggered. For the first term of appointment, Committee members nominated by Councilmembers in Districts 1, 3, and 5 will serve a one year term. Committee members nominated by the Mayor and Councilmembers in Districts 2, 4, and 6 will serve a two-year term.

8) **CHAIR**

The Mayor shall appoint the initial Chair. Thereafter, the Advisory Committee shall annually elect a chair and a vice-chair who shall act as chair only when the chair is absent.

9) **COMPENSATION**

The Advisory Committee members shall not be compensated for their services.

10) **INFORMATIONAL MATERIALS**

At least quarterly, financial reports will be sent to each Advisory Committee member. The reports will show detailed lists of revenue and expenditure transactions to the Strong Communities Fund.

11) **MEETINGS**

A) The Advisory Committee shall conduct a minimum of one (1) annual meeting each year following the closing of the prior fiscal year's books. The purpose of the annual meeting is for Advisory Committee members to review the revenues and expenditures of the Fund, and to ask for

explanations and documentation from City staff. The annual meeting will also include the task of adopting an annual report of their findings for presentation to the City Council.

- B) Special meetings may be called by the Advisory Committee's chair. Special meetings may also be called by Advisory Committee members if three or more members petition the chair for a special meeting.
- C) All meetings shall be held in the Stockton City Council Chambers or another room having space for the public to attend.
- D) All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Each member of the Advisory Committee will be given a current copy of the Ralph M. Brown Act.
- E) A majority of the Advisory Committee members shall constitute a quorum for the transaction of any business.
- F) Except as otherwise provided by adopted Advisory Committee policies, City Council Policy, or applicable law, meetings shall be conducted in accordance with Robert's Rules of Order.

12) AUTHORIZED ACTIVITIES

- A) Review copies of revenue and expenditure reports for the Strong Communities Fund.
- B) Receive and review copies of the City's annual independent audit which is required by the ordinance.
- C) Advisory Committee members shall not have the authority to direct staff of the City.
- D) Individual members of the Advisory Committee retain the right to address the Council, either on behalf of the Committee or as an individual.

13) ANNUAL REPORT

Annually the Advisory Committee will submit a report to the City Council with the results of their work. The report is also made available to the public.

14) VACANCIES AND REMOVAL

- A) The City Council shall fill any vacancies on the Advisory Committee.
- B) The City Council may remove any Advisory Committee member for any reason. Upon a member's removal, his or her seat shall be declared vacant.

15) CITY SUPPORT

The City shall provide to the Advisory Committee necessary technical and administrative assistance as follows:

- A) Preparation of and posting of public notices as required by the Brown Act;
- B) Ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the City Council;
- C) Providing of a meeting room, including any necessary audio/visual equipment;

- D) Preparing and copying documentary meeting materials, such as agendas and reports;
- E) Retaining all Advisory Committee records, and providing public access to such records on an Internet website maintained by the City; and
- F) Attending all Advisory Committee proceedings and answering Committee questions on the use of funds.

16) TERMINATION

The Advisory Committee shall automatically disband if the enabling ordinance is revoked.

17) ADVISORY COMMITTEE ETHICS POLICY STATEMENT

This Ethics Policy Statement provides general guidelines for the Advisory Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Advisory Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

- A) Conflict of Interest: An Advisory Committee member shall not make or influence a City decision related to any City purchase or contract which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- B) Outside Employment: An Advisory Committee member shall not use his or her influence over a Committee matter to negotiate future employment with any person or organization that relates to a City purchase or contract. For a period of two years after leaving the Advisory Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the City that, as a Committee member, he or she participated in personally and substantially.
- C) Commitment to Uphold Law: An Advisory Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California and all other applicable government entities, and the charter, policies, procedures, rules and regulations of the City.

RESPONSIBILITIES

Advisory Committee

Review whether expenditures of the funds comply with sales and use tax ordinance for provision of Library and Recreation services to improve the community.

Prepare report with the results of the fiscal year's work and submit a report to the City Council which will be made available to the public.

RELEVANT AUTHORITY

Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.)- Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1

Ralph M. Brown Act

Measure M Ordinance (2016-06-07-1212)

RELATED ADMINISTRATIVE DIRECTIVE, CITY POLICY, CITY PROCEDURE

None applicable

RELATED FORMS, DOCUMENTS, OR LINKS

Statement of Economic Interests [Form 700](#)

FREQUENTLY ASKED QUESTIONS

None applicable

UPDATE HISTORY

Adopted 2017-08-22
