

**CITY OF ROSEVILLE
LOCAL SALES TAX
CITIZENS' OVERSIGHT COMMITTEE CHARTER**

Transactions and Use Tax: At the general election of Year 2018 the electors of the City of Roseville approved Measure B, a general tax, adding Chapter 4.22, Transactions and Use Tax, to the Roseville Municipal Code. Roseville Municipal Code Section 4.22.150 requires the City Council to establish a "Citizens' Oversight Committee" (hereinafter, "Local Sales Tax Oversight Committee" or "committee").

Authority and Responsibility: The Local Sales Tax Oversight Committee is charged with the annual review and report to the City Council on the revenue and expenditures of the Transactions and Use Tax.

Membership: The committee shall consist of five members appointed by the City Council. Each member shall serve a four year term; provided, however, that upon formation of the committee two members shall initially each be limited to a two year term so that the terms become staggered. No member may serve more than two consecutive terms. A committee member may continue to serve after expiration of term until such time a successor is appointed by the City Council. Committee membership is voluntary, and not otherwise entitled to compensation or expense reimbursement.

Member Qualifications: All members shall be residents of the City of Roseville. The following qualifications are preferred, as reasonably practicable, for committee candidates:

- Knowledge of municipal finance, taxation, budgeting, and/or accounting
- Knowledge of municipal or governmental services operations
- Knowledge of the business and/or residential community

Appointment Process: The City Council will appoint members to the committee based on application and interview process, and applicants shall submit a Form 700 statement of economic interests. Appointed members shall annually file a Form 700 statement of economic interests, and comply with any training requirements as may be determined by the City Clerk or City Attorney.

Vacancies: In the event of a vacancy on the committee, other than vacancies caused by the expiration of terms of members, the city council shall appoint a person to fill the unexpired term. Such an appointment to fill an unexpired term shall not be considered as one of the two-term limit.

City Staff Liaisons: Finance Director and City Manager, or their designees.

Frequency, Timing, and Location of Meetings: The committee shall meet two to three times per year, or as determined by the City Manager. Committee meetings shall

generally take place during the January to March timeframe, so that updated information may be provided by City staff and before the proposed budget begins to take shape. Meetings may be conducted at the Roseville Civic Center, Maidu Community Center, or Riley Library, as determined by City staff.

Open Meetings: The committee and its members are subject to the Brown Act open meeting laws. City staff will manage public meeting noticing, and preparation of meeting agendas and associated informational materials.

Chair and Vice Chair: Each January, or as soon thereafter as is practicable, the committee shall select from its members a Chair and Vice Chair.

Specific Duties of the Committee:

- Annually, review revenue receipts and expenditures of the Transactions and Use Tax.
- Annually, review status of programs and services, funded wholly or partially with proceeds from the Transactions and Use Tax.
- Annually, prepare and present an independent report to the City Council regarding the revenue and expenditures of the Transactions and Use Tax.
- It shall not be within the purview of the committee to direct staff or to recommend any particular contracts, projects, services, or service levels. These matters remain solely under the authority of the City Council, City Manager, and professional staff.