

**RESOLUTION R18-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
PALOS VERDES ESTATES, CALIFORNIA, ESTABLISHING THE MEASURE E  
CITIZEN OVERSIGHT COMMITTEE AND ADOPTING OPERATIONAL  
GUIDELINES**

WHEREAS, on April 10, 2018, voters in the City of Palos Verdes Estates approved Measure E, a special tax ordinance to fund Palos Verdes Estates Police Department law enforcement services (the "Ordinance");

WHEREAS, Section 10 of the Ordinance requires the establishment of a five member citizen committee comprised of members appointed by the City Council. The oversight committee must annually review and audit expenditures of revenues derived from the Law Enforcement Services Special Tax and the results must be included in the City's annual audit and reviewed by the City Council at a publicly noticed meeting;

WHEREAS, the City Council desires to establish the guidelines that govern the purpose, appointment and membership requirements for the oversight committee.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council adopts the Measure E Citizen Oversight Committee Guidelines, attached hereto as Exhibit "A," which is incorporated by this reference, to establish the guidelines that govern the purpose, appointment and membership requirements for the Measure E Citizen Oversight Committee.

SECTION 2. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

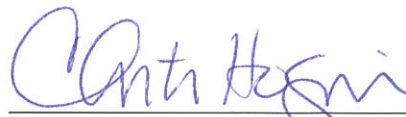
PASSED, APPROVED AND ADOPTED on May 8, 2018.

  
BETTY LIN PETERSON, Mayor

ATTEST:

  
LAUREN PETTIT, City Clerk

APPROVED AS TO FORM:

  
CHRISTI HUGIN, City Attorney

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EXHIBIT A

CITY OF PALOS VERDES ESTATES  
MEASURE E CITIZEN OVERSIGHT COMMITTEE GUIDELINES

**Section 1. Committee Purpose**

On April 10, 2018, Palos Verdes Estates voters enacted the Law Enforcement Services Special Tax ("Measure E"). Measure E required the City to establish an oversight committee to annually review and audit expenditures of revenues derived from the Law Enforcement Services Special Tax to ensure that such revenue is expended in accordance with the intention of the voters and State law. These Guidelines are intended to implement the oversight provisions of Measure E.

The Measure E Citizen Oversight Committee will convene at least twice annually to review and report to the public and the City Council on the revenue and expenditures generated by Measure E. The Committee shall confine itself specifically to its obligations under Measure E. All revenue from other sources falls outside the scope of the Committee's review.

**Section 2. Composition, Eligibility and Term of Membership.**

- A. The Committee shall consist of five (5) members appointed by the Council.
- B. Eligibility to serve on the Committee and term of membership shall be governed by Chapter 2.24 of the Palos Verdes Estates Municipal Code.
- C. Members of the Committee shall submit an annual statement of financial disclosure in compliance with the Political Reform Act, Government Code §§81000 *et seq.*

**Section 3. Appointment Process.**

The City Council will appoint members based on an application and interview process.

**Section 4. Citizen Oversight Committee Procedures.**

- 1. The Citizen Oversight Committee shall select a Chairperson and a Vice-Chairperson from among its members and establish the frequency of their meetings;
- 2. A simple majority of the Committee shall constitute a quorum;
- 3. The Committee shall meet at such times as the Chairperson of the Committee deems appropriate in order to fulfill the duties of the Committee, but not less than twice annually;
- 4. By majority vote, the Committee may remove members who are not in attendance for two (2) consecutive meetings or are not present at 50% of the Committee meetings over a 12-month period;

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5. All Committee meetings will be held in compliance with the Ralph M. Brown Act, Government Code §§54950 *et seq.*

### **Section 5. Duties of the Citizen Oversight Committee.**

The Citizen Oversight Committee shall act in an oversight capacity to review revenues and expenditures generated by the Palos Verdes Estates Law Enforcement Services Special Tax. The Committee's specific duties are to report to the City Council annually on the following:

- The revenue receipts and expenditures of the Law Enforcement Services Special Tax;
- The status and performance of programs and services funded wholly or in part with proceeds from the Law Enforcement Services Special Tax.

### **Section 6. Staff Assistance.**

The City Manager's Office and members of the Finance Department will provide technical and administrative assistance to the Committee.

STATE OF CALIFORNIA                    )  
COUNTY OF LOS ANGELES            ) SS:  
CITY OF PALOS VERDES ESTATES     )

I, Lauren Pettit, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R18-27** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 8th day of May, 2018, by the following vote:

AYES:            COUNCILMEMBERS:       Peterson, Kao, King, Davidson, Vandever,

NOES:           COUNCILMEMBERS:       None

ABSENT:        COUNCILMEMBERS:       None

RECUSED:       COUNCILMEMBER:       None

  
\_\_\_\_\_  
Lauren Pettit, City Clerk