

Honorable Chair and Members
of the Measure SST Citizens' Oversight Committee
City Hall
Torrance, California

Members of the Committee:

SUBJECT: Approve Proposed Fiscal Year 2024-25 Committee Work Plan.

RECOMMENDATION

Recommendation of the Finance Director that the Measure SST Citizens' Oversight Committee approve the proposed Committee Work Plan for fiscal year 2024-25.

BACKGROUND/ANALYSIS

On February 7, 2023, City Council adopted Resolution No. 2023-11 establishing guidelines for the composition and duties of the Measure SST Citizens' Oversight Committee (Committee). Section 8 outlines the powers and duties of the Committee to ensure that Measure SST funds are used effectively and as promised, and only to benefit the Torrance community.

During regular meetings, these powers and duties include:

- 1) Review the Measure SST Fund annual operating budget adopted by City Council.
- 2) Review semi-annual reports from City staff each fiscal year on revenues and expenditures of the Measure SST Fund.
- 3) Review the annual third-party financial statement audit of the Measure SST Fund.
- 4) Advise City Council on issues identified.
- 5) Perform any other action or activity that may be directed by the City Council.

Accordingly, staff proposes the following meeting dates as part of the Committee's FY24-25 Work Plan:

- **July 10, 2024 Meeting**
 - Approve FY24-25 Committee Work Plan
 - Appoint FY24-25 Committee Chairperson and Vice Chairperson
 - Review Measure SST Fund's FY24-25 operating budget as adopted by City Council
 - Review FY23-24 Measure SST Citizens' Oversight Committee Annual Report

- **December 2024 Meeting (Date To Be Determined)**
 - Review Measure SST Fund's FY24-25 First Quarter Budget Review Report
- **February 2025 Meeting (Date To Be Determined)**
 - Review Measure SST Fund's FY24-25 Mid-Year Budget Review Report
 - Review Measure SST Fund's FY23-24 Audited Financial Statement

Respectfully submitted,



Sheila Poisson
Finance Director

CONCUR:

for 
Aram Chaparyan
City Manager