

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

Members of the Committee:

SUBJECT: Appoint Fiscal Year 2024-25 Committee Chairperson and Vice Chairperson.

RECOMMENDATION

Recommendation of the Finance Director that the Measure SST Citizens' Oversight Committee appoint a Committee Chairperson and Vice Chairperson 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 6 provides that one committee member shall be appointed as Chairperson for one (1) year and until a successor is appointed.

Moreover, members shall appoint a Chairperson at the first meeting of the Committee and at the first meeting of the Committee in every fiscal year thereafter. Consistent with the adopted Committee Rules of Order, staff recommends that a Vice Chairperson also be appointed to preside over meetings in the absence of the Chairperson.

Accordingly, it is the recommendation of the Finance Director that the Committee appoint a Chairperson and Vice Chairperson for fiscal year 2024-25.

Respectfully submitted,



Sheila Poisson
Finance Director

CONCUR:

for 

Aram Chaparyan
City Manager

Attachments: A) Measure SST Citizen's Oversight Committee Rules of Order
B) Resolution No. 2023-11

CITY OF TORRANCE

**MEASURE SST CITIZENS'
OVERSIGHT COMMITTEE
RULES OF ORDER**



**Adopted
August 29, 2023**

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ARTICLE I — MEETINGS

SECTION 1.1 TIME OF MEETINGS

Unless otherwise directed by a majority of the City Council, the Measure SST Citizens' Oversight Committee shall meet at least three times per fiscal year for a regular business meeting commencing no earlier than 6:00 p.m.

SECTION 1.2 PLACE OF MEETINGS

All regular meetings of the Measure SST Citizens' Oversight Committee shall be held in the West Annex Commission Room of the City Hall, 3031 Torrance Boulevard or at any other place within the corporate limits of the City.

SECTION 1.3 SPECIAL MEETINGS

Special meetings shall be called and held in accordance with the Ralph M. Brown Act. (Section 54950 et seq. of the California Government Code.)

SECTION 1.4 ADJOURNED MEETINGS

The Measure SST Citizens' Oversight Committee may adjourn any meeting to a time and place specified in the order of adjournment, in accordance with the Ralph M. Brown Act.

SECTION 1.5 OPEN MEETINGS

All meetings of the Measure SST Citizens' Oversight Committee shall be open to the public.

SECTION 1.6 RECESSES

Once each two (2) hours, or as Committee business permits, the Committee shall recess for not more than fifteen (15) minutes.

ARTICLE 2 — BUSINESS

SECTION 2.1 COMMUNICATIONS FROM THE PUBLIC

- a) All matters submitted by the public requesting action by the Measure SST Citizens' Oversight Committee shall be delivered to the City Clerk and transmitted by the City Clerk to the City Manager.
- b) Finance Department staff will decide if any written matter requesting action by the Measure SST Citizens' Oversight Committee will be submitted to the Measure SST Citizens' Oversight Committee. Finance Department staff will respond to such written matters within thirty (30) days after receipt by the Measure SST Citizens' Oversight Committee unless otherwise directed by the Committee.

SECTION 2.2 AGENDA

- a) All matters intended for action by the Measure SST Citizens' Oversight Committee, whether originating with the public or City officials, shall be submitted to the Committee on an agenda submitted by the City Manager and prepared by Finance staff in the form as determined by the Committee.
- b) The agenda shall contain a sufficient description of the business to be transacted at the Committee meeting sufficient to enable members of the general public to determine the general nature or subject matter of each agenda item.
- c) Each agenda for regular meetings shall provide under oral communication an opportunity for members of the public to directly address the Measure SST Citizens' Oversight Committee on items of interest to the public that are within the jurisdiction of the Measure SST Citizens' Oversight Committee.
- d) No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subsection (b) of Section 54954.2 of the California Government Code (emergency items of a critical nature and those where the need arose subsequent to the agenda being posted).
- e) The Finance staff may prepare a supplementary agenda for a regular meeting consisting of items on which Committee action is permissible by the provisions of said subsection (b) of Section 54954.2. The supplementary agenda shall be placed and posted in the same manner as the regular agenda as soon as practicable after being issued.

SECTION 2.3 AVAILABILITY OF AGENDA

- a) Not less than 72 hours preceding a regular meeting of the Measure SST Citizens' Oversight Committee, the City Clerk shall post a copy of the agenda on the Public Notice Board on the exterior of City Hall at 3031 Torrance Boulevard. Finance Department staff shall cause a copy of the agenda with supporting material to be delivered to each Member of the Measure SST Citizens' Oversight Committee.
- b) In the case of a special meeting of the Measure SST Citizens' Oversight Committee, the City Clerk shall post a copy of the call and notice of the meeting on the Public Notice Board at least 24 hours prior to the special meeting and otherwise comply with the provisions of Section 54956 of the Government Code.
- c) As soon as practicable following the opening of business on the Monday preceding a regular meeting of the Measure SST Citizens' Oversight Committee (or if Monday is a holiday, on the following Tuesday), Finance staff shall place a copy of the agenda with supporting material in the office of the City Clerk.
- d) Finance Department staff shall provide agendas and supporting materials to interested persons and groups in accordance with rules to be determined from time to time by the Measure SST Citizens' Oversight Committee.

- e) The City Clerk, or the Clerk's designee who actually posted the agenda, shall sign an affidavit of the time and place that the agenda was posted as required above. Finance Department staff will report the posting of such affidavit to the Measure SST Citizens' Oversight Committee at the following Committee meeting. Affidavits will be kept in the office of the City Clerk for public reference according to the Records Retention Schedule.

SECTION 2.4 ACTION ONLY ON AGENDA ITEM-EXCEPTIONS

- a) Except as provided in subsection b) below, no action or discussion shall be taken by the Measure SST Citizens' Oversight Committee on any item not appearing on the posted agenda, except that members of the Measure SST Citizens' Oversight Committee may briefly respond to statements made or questions posed by, persons exercising their public testimony rights under Govt Code Section 54954.3. In addition, on their own initiative, or in response to questions posed by the public, members of the Measure SST Citizens' Oversight Committee may ask a question for clarification; provide a reference to staff or other resources for factual information, or request staff to report back to the Committee at a subsequent meeting concerning any matter. Furthermore, the Measure SST Citizens' Oversight Committee may take action to direct staff to place a matter of business on a future agenda.
- b) The Measure SST Citizens' Oversight Committee may take action on any item not appearing on the agenda upon a determination by a two-thirds vote or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the City subsequent to the agenda being posted.

SECTION 2.5 THE CHAIRPERSON AS PRESIDING OFFICER

- a) The Chairperson shall begin the meeting at the hour appointed and shall call the Measure SST Citizens' Oversight Committee to order. In the absence of the Chairperson, the Vice Chairperson shall be the presiding officer of the Committee. Upon the arrival of the Chairperson, the Vice Chairperson shall stop presiding once the business immediately before the Committee is concluded.

SECTION 2.6 ORDER OF BUSINESS

- a) At the time set for the commencement of the meeting, the members of the Committee and such staff members as designated by the City Manager shall take their stations and the business of the Committee shall be taken up for consideration and disposition in the following order, except as may otherwise be ordered by the Committee:
- Call to order by Chairperson
 - Roll call of members

- Report on posting of agenda.
 - Oral Communications #1 (Limited to 15 minutes)
 - Approval of minutes of previous meetings
 - Agenda items
 - Adjournment
- b) No new business shall be considered after 10 PM.

SECTION 2.7 ROLL CALL

Before proceeding with the business of the Committee, a Finance Department staff member designated by the City Manager's office shall call the roll of the members. The names of those present shall be entered in the minutes.

SECTION 2.8 READING OF MINUTES

Minutes may be approved without reading by majority vote if the City Clerk has previously furnished each member with a copy thereof.

SECTION 2.9 SPEAKERS UNDER ORAL COMMUNICATIONS

- a. Speakers under Oral Communications are limited to three (3) minutes each unless otherwise permitted by the Chairperson.
- b. Under Oral Communications a period of up to 15 minutes will be set aside for speakers.
- c. Speakers under Oral Communications may not speak on any matter scheduled to be considered by Committee as part of the meeting agenda.
- d. Those who wish to speak under Oral Communications will be asked to complete an optional speaker card to ensure correct spellings for the record.
- e. Speakers will be taken in the order they arrived at the meeting. If the Committee is unable to determine who arrived first, speakers will be taken in alphabetical order by last name.
- f. To the extent all speakers have spoken and time remains within the 15 minute period, the Chairperson may open orals to members of the audience for the remainder of the period.

ARTICLE 3 — MOTIONS

SECTION 3.1 MAKING OF MOTIONS

When any subject is opened for consideration by the Measure SST Citizens' Oversight Committee, whether before or after debate thereon, a motion shall be made by a member and seconded by a member. Where a motion is made and seconded, the Chairperson may rule the motion out of order if in violation of the rules of order. The

mover, with the consent of the second, may withdraw or amend the motion at any time before a decision or amendment.

SECTION 3.2 AMENDMENT

Any motion may be amended with the consent of the maker and second.

SECTION 3.3. SECONDING MOTIONS

The following motions do not require a second: Questions of order, division of the question, and nominations.

SECTION 3.4 SUBSTITUTE MOTIONS

A substitute motion may be made to take the place of any motion on the floor. When a substitute motion has been made and seconded, it shall be voted on ahead of the main motion. Only one substitute motion may be on the floor at any time.

SECTION 3.5 IMPROPER MOTIONS

No dilatory, absurd or frivolous motion shall be considered. The Chairperson shall decide which motions are improper, subject to the right to appeal to the Measure SST Citizens' Oversight Committee.

SECTION 3.6 MOTION TO RECONSIDER

- 1) A motion to reconsider any action taken by the Committee may only be made by one of the Committee members who voted with the prevailing side or who were absent when the motion was voted on.
- 2) Tie votes are considered failed motions and may be reconsidered. Any Committee member may move to reconsider any action taken by the Committee that resulted in a tie vote.
- 3) A motion to reconsider any action taken by the Committee may only be made once at the meeting at which the matter was first considered, and once within the succeeding two meetings.
- 4) Any Committee member may second a motion to reconsider.

SECTION 3.7 CONSENT CALENDAR

When several items of Committee business have been combined into a single agenda item, identified as a Consent Calendar, and a member of the public requests that any of the several items be considered separately, the Committee may, and if a member of the Committee makes such a request, shall hear and consider the item or items separately, thereby permitting public comment.

ARTICLE 4 VOTING

SECTION 4.1 RECORDING VOTES

When a vote on any matter is called for, a Finance Department staff member designated by the City Manager shall call the roll, and each member who is present shall be recorded as voting YES, unless when the member's name is called the answer is NO and except as provided in Section 4.3. On a tie vote, the motion is lost. The vote shall be taken in alphabetical order with the Chairperson voting last. The Chairperson shall announce the result of the vote and then announce the next order of business.

SECTION 4.2 ABSTAINING FROM VOTING

When a roll call vote is being taken on a motion and a member declines to vote because of a disqualifying interest or for any other reason, the member's vote shall not be counted in determining the passage of the motion and such member shall be recorded as having abstained from voting.

SECTION 4.3 EXPLANATION OF VOTE

A member is allowed to briefly explain a vote before, during or after a vote.

SECTION 4.4 CHANGE OF VOTE.

A member shall be allowed to change a vote only until the next item of business is announced by the Chairperson. This rule may be suspended by a vote of two-thirds of the members present or upon compliance with the provisions of Section 3.6 (motion to reconsider).

SECTION 4.5 DIVISION OF A QUESTION

On the demand of any member before the question is put, a question shall be divided if it includes propositions so distinct in substance that one being taken away, a substantive proposition shall remain.

SECTION 4.6 MAJORITY VOTE

All motions will be carried by a majority vote unless otherwise required by law. A majority of the members present, if a quorum, is a majority for the passage of motions.

NOTE:

- a) A majority of the Committee (four members) constitutes a quorum for the transaction of business.
- b) Section 2.5(b) of these Rules requires a two-thirds vote (or in some cases a unanimous vote) for the Committee to take action on items not listed on the agenda, and where the need to take action arose subsequent to the agenda being posted (per Section 54954.2, California Government Code).

ARTICLE 5 — DEBATE

SECTION 5.1 DEBATABLE MOTIONS

- a) When a matter is before the Measure SST Citizens' Oversight Committee, the Chairperson may call for debate or comment before or after a motion has been made and seconded.
- b) All motions, except as otherwise provided herein, may be debated or commented upon before action is taken on them, unless the Committee by a two-thirds vote of the members present decides to dispose of them without debate.
- c) The following motions are undebatable: Limit, close or extend debate, the previous question, object to consideration of a question.

SECTION 5.2 RULES OF DEBATE

- a) Every member shall have the right to speak at least once on each item.
- b) Every member desiring to speak shall address the Chairperson and, upon recognition by the Chairperson, may speak.
- c) The speaker shall confine comments to the question under debate, avoiding all personalities and indecorous language.
- d) A member, once recognized, shall not be interrupted when speaking unless called to order, in which case the member shall cease speaking until the question of order is determined.
- e) A member may not make a second speech on the same question as long as any member who has not spoken desires the floor.

SECTION 5.3 LIMITING AND EXTENDING DEBATE

Subject to the provisions of subsection (a) of Section 5.2, debate and comment may be limited or extended upon the passage of a motion by a vote of the Measure SST Citizens' Oversight Committee. A motion to limit or extend debate is undebatable.

SECTION 5.4 THE PREVIOUS QUESTION

Subject to the provisions of subsection (a) of Section 5.2, debate and comment may be closed and the Measure SST Citizens' Oversight Committee brought at once to a vote on the pending question by a vote on a motion for the previous question. The motion for the previous question is undebatable.

ARTICLE 6 — PUBLIC COMMENT

SECTION 6.1 RIGHT TO COMMENT

- a) The public shall be given an opportunity to speak on each item of business that appears on the agenda of the Measure SST Citizens' Oversight Committee for

Committee action in open meeting, subject, however, to the other provisions of these Rules of Order.

- b) Under the agenda item designation of Oral Communications, any member of the public may address the Measure SST Citizens' Oversight Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee; provided however, that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by the California Government Code.

SECTION 6.2 ADDRESSING THE COMMITTEE

- a) No person shall address the Measure SST Citizens' Oversight Committee without first securing the permission of the Chairperson; provided, however, that permission shall not be refused except for good cause.
- b) After the Committee makes a substantive motion, no person shall address the Committee without first securing permission from the Chairperson.

SECTION 6.3 MANNER OF ADDRESSING COMMITTEE

All remarks shall be addressed to the Committee as a body, and not to any member thereof. No person other than a member of the Committee and the person having the floor shall be permitted to enter into the discussion without the permission of the Chairperson. No question shall be asked of a member of the Committee except with the consent of, and through, the Chairperson.

SECTION 6.4 ALLOTTED TIME

As a guideline, three (3) minutes shall be the maximum time that is allotted to each speaker, except a member of the Committee, unless the Chairperson shall extend the time. Unless otherwise ordered by the Measure SST Citizens' Oversight Committee, the Chairperson may limit the number of speakers where, in his or her opinion, the facts or arguments advocated are cumulative in nature. Unless otherwise ordered by the Measure SST Citizens' Oversight Committee, the Chairperson may limit the aggregate time of hearing or discussion.

SECTION 6.5 RELEVANCY

Speakers shall confine their remarks to those that are relevant to the subject of the hearing. Attacks against the character or motives of any person shall be out of order. The Chairperson, subject to appeal to the Committee, shall be the judge of relevancy and whether character or motives are being impugned.

SECTION 6.6 INTERRUPTIONS

With the consent of the Chairperson, Committee members may interrupt a speaker at any time to ask questions or make comments in order to clarify the discussion.

SECTION 6.7 DECORUM

Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Committee shall be forthwith barred from further audience participation before the Committee, unless permission to continue is granted by the Chairperson.

SECTION 6.8 ENFORCEMENT OF DECORUM

The Police Chief, or such member or members of the police department as may be designated, may be sergeant-at-arms of the Committee meetings. They shall carry out all orders and instructions given by the Chairperson for the purpose of maintaining order and decorum at the Committee meetings. Upon instruction of the Chairperson, it shall be the duty of the sergeant-at-arms to eject or place under arrest any person who violates the order and decorum of the meeting.

SECTION 6.9 DISORDERLY CONDUCT

In the event that any meeting is willfully interrupted so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Committee may order the meeting room cleared and continue in session in accordance with the provisions of Government Code Section 54957.9 and any amendments thereto.

ARTICLE 7 — POINTS OF ORDER

SECTION 7.1 GENERALLY

Any member may raise a point of order (procedure). The Chairperson shall decide all questions of order; provided, however, that any two members shall have the right to appeal his decision, in which case the question shall be decided by a majority of the members present. The Chairperson or any other member may request advice of the City Attorney thereon.

SECTION 7.2 SUSPENSION OF RULES

Any provision of this Chapter, except the provisions of Section 1.1, Articles 9 and Sections 10.2 and 10.3 of Article 10, may be suspended by a two-thirds vote of the members present.

SECTION 7.3 ORDER OF SPEAKING UNDER ORAL COMMUNICATIONS

Committee members shall speak under Oral Communications by alphabetical rotation each meeting with the Chairperson speaking last. Finance staff will monitor/maintain the order for each meeting and place the continuing order on each agenda for the benefit of the members and the public.

ARTICLE 8 — COMMITTEES

SECTION 8.1 AD HOC SUB-COMMITTEES

The Chairperson may form ad hoc sub-committees at his or her pleasure or at the pleasure of the Committee. The Chairperson shall designate the Chairperson of each ad hoc committee, unless otherwise ordered by the Committee.

RESOLUTION NO. 2023-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, TO ADOPT GUIDELINES FOR THE COMPOSITION AND DUTIES OF THE MEASURE SST CITIZENS' OVERSIGHT COMMITTEE AS APPROVED BY THE QUALIFIED ELECTORS OF THE CITY DURING THE GENERAL MUNICIPAL ELECTION ON TUESDAY, JUNE 7, 2022

WHEREAS, the health and safety of all residents in the City of Torrance ("the City") is the City's top priority; and

WHEREAS, the City is committed to safe neighborhoods and quality services to support residents; and

WHEREAS, during Fiscal Year 2020-21 the inadequacy of the City's existing revenues created a potential threat to the public health, safety and general welfare of the community; and

WHEREAS, an increased revenue source was required fund critical public safety and community services programs and pay for essential public infrastructure improvements to roads, parks and public facilities; and

WHEREAS, on February 15, 2022, City Council adopted Resolution No. 2022-21 to place a measure on the ballot for the General Municipal Election held on Tuesday, June 7, 2022, for the purpose of submitting a measure imposing a Transactions and Use Tax (sales tax) for general purposes to fund unbudgeted priorities, maintain public safety, and maintain other essential City services; and

WHEREAS, during the General Municipal election held on Tuesday, June 7, 2022, the qualified electors of the City of Torrance approved the proposed Transactions and Use Tax (Measure SST); and

WHEREAS, Measure SST included strict accountability requirements including the appointment of a Citizens' Oversight Committee, public disclosure of all spending and annual independent financial audits that ensure funds are used effectively and as promised, and only to benefit the Torrance community; and

WHEREAS, on July 12, 2022, City Council established a new General Fund Measure SST Fund to separately account for revenues and expenditures from the tax imposed by Division 2, Chapter 32 of the Torrance Municipal Code.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TORRANCE, CALIFORNIA, DOES HEREBY RESOLVE, AS FOLLOWS:

Section 1. Establishment

There is established, a Measure SST Citizens' Oversight Committee, pursuant to Torrance Municipal Code Division 2, Chapter 32, Section 232.1.120.

Section 2. Composition, Compensation, and Qualifications

- 1) The members of the Committee shall be electors of the City.
- 2) The 7 members of the Committee shall be appointed by the City Council.
- 3) Commencing July 1, 2023, the members of the Committee shall be paid in lieu of their ordinary and necessary expenditures directly connected with or pertaining to the duties imposed by Section 232.1.120 at the rate of Ten Dollars (\$10.00) per meeting. Such payment shall be made at the end of each calendar quarter.

Section 3. Appointments and Terms of Members

The members of the Committee shall be appointed by the Mayor and City Council members. The appointment shall be for all seven (7) members of the new Committee. The Council will designate which two (2) members shall be appointed to a four (4) year term and those members will be eligible for one (1) consecutive four (4) year term. The Council will then determine which two (2) members will be eligible for a three (3) year term and on the expiration of such terms will be eligible for appointment to two (2) consecutive four (4) year terms. The Council will then determine which two (2) members will be eligible for a two (2) year term and on the expiration of such terms will be eligible for appointment to two (2) consecutive four (4) year terms. The Council will then determine which member will be eligible for a one (1) year term and on expiration of such term will be eligible for appointment to two (2) consecutive four (4) year terms. All appointments and reappointments shall be for a period of four (4) years. Provided, however, no member shall be eligible for reappointment after serving two (2) consecutive four (4) year terms. Provided further, that after a lapse of two (2) years, a former member may be reappointed to the Committee.

Section 4. Filling of Vacancies

If any vacancy shall occur in the membership of the Committee, other than by expiration of the term of office, it shall be filled by the City Council for the unexpired term of the vacated office.

Section 5. Removal of Members

The members of the Committee may be removed from office by a vote of the majority of all the members of the City Council.

Section 6. Appointment of a Chair

At the first meeting of the Committee and at the first meeting of the Committee in every fiscal year, thereafter, the members shall appoint one (1) of their number as Chairperson who shall hold office for one (1) year and until the successor is appointed.

Section 7. Meetings and Failure to Attend

- a) The Committee shall hold at least three (3) regular meetings every fiscal year.
- b) If a member of the Committee does not attend two (2) consecutive regular meetings unless excused by the Committee, his or her membership thereon shall terminate automatically; and provided further, that a member will be deemed absent from a meeting unless he or she is present during at least two-thirds (2/3) of the time of the entire meeting.

Section 8. Powers and Duties of the Committee

- 1) The Committee shall review the Measure SST Fund annual operating budget adopted by City Council.
- 2) The Committee shall review semi-annual reports from City staff each fiscal year on revenues and expenditures of the Measure SST Fund.
- 3) The Committee shall review the annual third party financial statement audit of the Measure SST Fund.
- 4) The Committee shall advise the City Council on issues identified.
- 5) The Committee shall perform any other action or activity consistent with the purposes herein that may be directed by the City Council.

INTRODUCED, APPROVED, and ADOPTED this 7th day of February, 2023.



 Mayor George K. Chen

APPROVED AS TO FORM:
Patrick Q. Sullivan, City Attorney

by 

 Tatia Y. Strader, Assistant City Attorney

ATTEST:



 for Rebecca Poirier, City Clerk

TORRANCE CITY COUNCIL RESOLUTION NO. 2023-11

STATE OF CALIFORNIA)
 COUNTY OF LOS ANGELES)
 CITY OF TORRANCE) ss

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at a regular meeting of said Council held on the 7th day of February 2023 by the following vote:

AYES:	COUNCILMEMBERS	Griffiths, Kaji, Kalani, Lewis, Mattucci, Sheikh, and Mayor Chen.
NOES:	COUNCILMEMBERS	None.
ABSTAIN:	COUNCILMEMBERS	None.
ABSENT:	COUNCILMEMBERS	None.

Date: 2/14/2023



 for Rebecca Poirier, MMC
 City Clerk of the City of Torrance