

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

Members of the Committee:

SUBJECT: Accept and File Fiscal Year 2023-24 Measure SST Fund Annual Report.

RECOMMENDATION

Recommendation of the Finance Director that the Measure SST Citizens' Oversight Committee accept and file the Measure SST Fund Annual Report for fiscal year 2023-24.

BACKGROUND/ANALYSIS

On February 15, 2022, City Council adopted Resolution No. 2022-21 to submit for voter consideration a local half cent sales tax ballot measure to be spent exclusively for services benefitting City of Torrance (City) residents.

On June 7, 2022, Torrance voters approved Measure SST which included the appointment of a citizens' oversight committee, public disclosure of all spending and annual independent financial audits to ensure funds are used effectively as promised to the benefit of the Torrance community.

On July 12, 2022, City Council approved the creation of the Measure SST Fund, a sub-fund of the City's General Fund to separately track all revenues and expenditures in compliance with the annual independent financial audit provision outlined in the ballot measure.

On February 7, 2023, pursuant to Torrance Municipal Code Section 232.1.120, City Council adopted Resolution No. 2023-11 establishing guidelines for the composition and duties of the Measure SST Citizens' Oversight Committee (Committee).

The Committee is comprised of seven-members appointed by City Council with varying term assignments, which are also designated by City Council. The powers and duties of the Committee include:

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

Fiscal Year 2023-24 Committee Member Appointments and Terms

The table below provides a listing of each Committee member appointed by City Council as well as their respective serving capacities and terms commencing July 1, 2023.

Office	Member	Term Expiration
Chairperson	Ron Riggs	6-30-2025
Vice Chairperson	Melissa Wright	6-30-2027
Member	John DeRago	6-30-2027
Member	Shamindra Manbahal	6-30-2024
Member	Craig Neumann	6-30-2026
Member	Michelle Polcari	6-30-2026
Member	Camille Seferian	6-30-2025

Meetings

In accordance with Section 7 of the Committee guidelines, the Committee held three (3) regular public meetings in FY23-24 on the following dates:

- Tuesday, August 29, 2023
- Tuesday, December 5, 2023
- Tuesday, February 20, 2024

Summary of Fiscal Year 2023-24 Committee Actions

At the meeting of August 29, 2023, Members DeRago and Seferian were absent, and the Committee took the following actions:

- Excused Member DeRago's absence from the meeting; and
- Appointed Member Riggs as Chairperson and Committee Member Wright as Vice Chairperson; and
- Approved and adopted the proposed Committee Rules of Order; and
- Received training on the Ralph M. Brown Act, Committee history and purpose, and Committee procedures and agenda process; and
- Approved the proposed fiscal year 2023-24 Committee Work Plan; and
- Accepted and filed the fiscal year 2023-24 Measure SST Fund Budget Report.

At the meeting of December 5, 2023, Chair Riggs and Member Seferian were absent, and the Committee took the following actions:

- Excused Chair Riggs' absence from the meeting; and
- Approved the meeting minutes of August 29, 2023; and
- Accepted and filed fiscal year 2023-24 First Quarter Measure SST Fund Budget Report.

At the meeting of February 20, 2024, Member Manbahal was absent, and the Committee took the following actions:

- Excused Member Manbahal's absence from the meeting; and
- Approved the meeting minutes of December 5, 2023; and
- Accepted and filed the fiscal year 2023-24 Mid-Year Measure SST Fund Budget Report; and

- Accepted and filed the fiscal year 2022-23 Measure SST Fund Audited Financial Statements.

In accordance with Section 7 of the Committee guidelines, Member Seferian was removed from the Committee on March 6, 2024 as a result of not attending two (2) consecutive regular meetings without being excused by the Committee.

The Measure SST Dashboard website (<https://measuresst.torranceca.gov/>) was established and went live in May 2024. The website contains information such as the priorities identified by our community, approved allocation of the funds by the priorities, and approved capital improvement projects funded by Measure SST. The website will be updated annually.

The Finance Director recommends that the Committee accept and file the Measure SST Fund Annual Report for fiscal year 2023-24. This annual report will also be presented to City Council at a future date.

Respectfully submitted,



Sheila Poisson
Finance Director

CONCUR:



Aram Chaparyan
City Manager