



Measure O Citizen Oversight Committee (COC) Application

The City’s half-cent sales tax, Measure O, was approved by voters on November 4, 2008. The Measure O Citizen Oversight Committee (COC) was created by the City Council to provide citizen oversight of Measure O revenues. The COC is comprised of nine members residing within the City limits: one member from a business organization, one from a Neighborhood Council or Neighborhood Association, and seven members from the community at large. The Mayor will appoint all members of the COC with approval of the City Council. The COC will convene quarterly for a few hours to review the use of Measure O revenues in conformance with allocations approved by the City Council; during COVID-19, these meetings will occur online.

COC members are appointed to serve terms without compensation. Meetings will be held at City-owned publicly available spaces and will be announced seven (7) full days in advance of the meeting.

Please print clearly. Submit your complete application to the City Manager’s Office by mail or email:

MAIL: Sarah Rowley, Committee Liaison, 300 W. Third Street, 4th Floor, Oxnard CA 93030

EMAIL (scan): Sarah.Rowley@oxnard.org

For questions about the application, please email the Committee Liaison, or call (805) 385-7443

NOTE: PER RESOLUTION No. 15,288, CITY OF OXNARD EMPLOYEES, ELECTED OFFICIALS, AND THEIR RELATIVES ARE INELIGIBLE TO APPLY

This application is for (check one):

- Business Organization Neighborhood Council/Association
- Member at-large

Name _____

Organization Name (if any) _____ Title _____

Address _____
Street City Zip Code

Phone #1 _____ Phone #2 _____

E-mail _____

Council District No.: _____ (lookup at <https://arcg.is/jDP>) Number of years residing in Oxnard: _____

Are you 18 years of age or older? Yes No

Supplemental Questionnaire

1. Briefly describe your interest in serving on the Measure O Citizen Oversight Committee.

2. List and briefly describe any participation in volunteer, community or professional organizations that are relevant to your candidacy for the Measure O Citizen Oversight Committee.

3. I have sufficient time to devote to this responsibility and will attend the required meetings if appointed to the Measure O Citizen Oversight Committee. Yes No

Applicant's Signature

Date

City of Oxnard
Measure O Half-Cent Sales Tax
Citizen Oversight Committee (COC) Guidelines

Committee Purpose

The Measure O Citizen Oversight Committee (COC) will convene at quarterly to review the use of Measure O revenues in conformance with allocations approved by the City Council. The COC's role will be advisory, and membership on the Committee will be determined by the City Council.

Administrative Issues*Committee Formation*

- The City Council will solicit applications from the community for prospective members of the COC.
- Meetings will commence once the City Council has appointed all members of the committee.

Selection and Duties of Committee Chair and Vice Chair

- The COC shall select a Chair and Vice Chair from the members, each of whom shall serve a one (1) year term. Elections will be conducted every year.
- The duties of the Chair will be to call meetings, set agendas, and preside over meetings.
- The duties of the Vice Chair will be to perform the same duties described above in the absence of the Chair.

Committee Meetings

- The Committee will hold quarterly meetings, with additional meetings scheduled as needed by the Committee.
- All Committee meetings will be held in compliance with the Brown Act.
- All meetings will be conducted per “Rosenberg's Rules of Order.”

Committee Membership and Quorum*Membership*

The Committee shall be composed of nine (9) members including:

- One (1) member active in a business organization representing the business community located in the City of Oxnard.
- One (1) member active in a Neighborhood Council, or Neighborhood Association located in the City of Oxnard.
- Seven (7) members at-large of the public, one appointed by each member of the City Council.

Quorum

- A quorum will be no less than of the majority of the members of the Committee.
- An action item of the Committee may be approved by a simple majority of those present, if the number present exceeds the quorum requirement of five (5).

Membership Selection

Selection Committee

- Committee members will be selected by the City Council of the City of Oxnard.

Recruitment Process

- Each year as terms of various members expire, or as vacancies occur, annual postings of membership openings will be noticed sixty (60) days in advance of the application process.
- Potential members must submit the required application to the Oxnard City Clerk.

Terms of Membership

- Terms of office of a member of the COC shall be four (4) years.
- Members will not be compensated for their service on the Committee.
- 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 shall be replaced with a new member selected by the City Council.
- If a member position on the Committee becomes vacant, the City Council will fill the vacant position within 90 days.
- Proxy voting will not be permitted.

Eligibility

- City of Oxnard resident 18 years of age or older.
- Not an elected official at any level of government.
- Not a public employee at any State, County or City agencies.
- Must submit an annual statement of financial disclosure consistent with Fair Political Practices Commission (FPPC) rules and regulations and filed with the City Clerk.

Staffing

- The City Manager's Office and members of the Finance Department will provide technical and administrative assistance to support and publicize the Committee's activities, with the staff assignment subject to approval of the Committee.
- City services and any necessary outside services will be paid using the City of Oxnard's Measure O Administration Program revenues.
- Expert staff will be requested to provide information and make presentations to the Committee, as needed.

Responsibilities

The Committee may receive, review and recommend any action related reports and audits that are within the scope of its purpose stated above. Specific responsibilities include:

- Receive, review and recommend action on independent financial audits related to Measure O.
- Receive, review, and recommend action on periodic reports and studies on the collection and use of Measure O sales tax from responsible agencies.
- Present Committee recommendations, findings, and requests to the City Council and public.