

# Town of Moraga Local Sales Tax Oversight Committee Charter

**Authority and Responsibility:** The Local Sales Tax Oversight Committee is charged with the annual review and report to the Town Council on the revenue and expenditures of the Transactions and Use Tax. The Committee shall sunset in 2033.

**Membership:** The committee shall consist of seven members appointed by the Town Council. Terms of the members will be staggered so that the terms of three members end in even-numbered years, while the terms of the other four members end in odd-numbered years. Each member will serve a term of two years, except that the three members whose terms end in even-numbered years shall serve three-year initial terms. Generally, terms should be limited to three, consecutive two-year terms for a total of six consecutive years. In addition, an Audit and Finance Committee member may be appointed to the committee as a non-voting member. This liaison appointment shall not be a sitting Town Councilmember.

## **Membership Composition:**

All members shall be residents of the Town of Moraga. The following may be represented on the committee, as reasonably practicable:

- Finance and accounting, preferably municipal sector
- Pavement management/engineering
- Capital project management
- Public affairs and communications

## **Appointment Process:**

The Town Council will appoint members to the committee based on an application and interview process.

**Frequency of Meetings:** Two to four times per year, or as reasonably determined by the committee or Town Council. As a charter committee appointed by the Town Council, the committee is subject to public notice and open meeting requirements of the Brown Act.

**Staff Liaisons:** Administrative Services Director, Public Works Director, and Town Manager.

**Specific Duties of the Committee:**

1. Annually, review revenue receipts and expenditures of Transactions and Use Tax.
2. Annually, review status and performance of the programs and services, funded wholly or partially with proceeds from the Transactions and Use Tax.
3. Annually, prepare an independent report to the Town Council regarding the revenue and expenditures of the Transactions and Use Tax.
4. It shall not be within the purview of the committee to direct staff, recommend any particular contracts or define the scope of a road repair project. These responsibilities remain under the authority of the Town Manager, Town Council and professional staff.