



## Town Council Agenda Report

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Date: January 12, 2021 Item No. 15

To: Honorable Mayor and Town Council

Subject: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, CREATING A CITIZENS BUDGET ADVISORY COMMITTEE (CBAC) FOR THE PURPOSE OF PROVIDING A FORUM FOR CITIZEN PARTICIPATION IN THE REVIEW AND RECOMMENDATION PROCESS FOR THE FISCAL YEAR BUDGET

From: Douglas Robertson, Town Manager

Submitted by: Douglas Robertson, Town Manager

Budgeted Item:  Yes  No  N/A

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### RECOMMENDED ACTION:

That The Town Council Approve Resolution Number 2021-02, A Resolution Creating A Citizens Budget Advisory Committee for the Purpose of Providing a Forum for Citizen Participation in the Review and Recommendation Process for the Fiscal Year Budget

### SUMMARY:

At the Town Council Meeting of December 8, 2020, the Town Council discussed the formation of a Citizen's Budget Advisory Committee (CBAC) that would allow engagement from volunteer citizens of the community on budgetary matters involving the Town.

Participation in CBAC is an opportunity not only to advise on the prioritization of how Town tax dollars are spent, but also to advise our policymakers in their decision-making process. Members will review and discuss financial reports and the current year's revenue and expenditure projections. Many discussions involve philosophical and strategic issues which impact the budget. It is the role of CBAC members to take information learned in the meetings back into the community and to bring questions/concerns back for discussion.

If approved, this resolution will establish the committee and enable the Town Council to begin the recruitment and selection of its members as appropriate. Nomination and appointment of Committee Members will take place at the next Town Council regularly scheduled meeting of January 26, 2021.

## **ATTACHMENTS**

Resolution No. 2021-02

Citizens Advisory Committee Application.

## RESOLUTION NO. 2021-02

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA CREATING A CITIZENS BUDGET ADVISORY COMMITTEE FOR THE PURPOSE OF PROVIDING A FORUM FOR CITIZEN PARTICIPATION IN THE REVIEW AND RECOMMENDATION PROCESS FOR THE FISCAL YEAR BUDGET

**WHEREAS**, the Town Council finds and determines that it is in the best interest of the Town that a citizens advisory committee be established and created to assist the Town Council in its budget review process by reviewing and discussing financial reports and the current years revenue and expenditure projections; and

**WHEREAS**, to accomplish that purpose, it is desirable to create a Citizen's Budget Advisory Committee (CBAC).

**NOW, THEREFORE, BE IT RESOLVED, ORDERED, FOUND AND DETERMINED** by the Town Council of the Town of Apple Valley, California as follows:

1. **Creation.** There is hereby created a Citizen's Budget Advisory Committee ("Committee") to perform functions, powers and duties hereinafter set forth and such further tasks as the Town Council assigns the Committee in accordance with the provisions of the Resolution.
2. **Membership.** Membership of the Committee shall be as follows:
  - a. The Committee shall be composed of fifteen (15) members. Five (5) Council Members and ten (10) members appointed by at least three affirmative votes of the Town Council. Appointments will be based upon nomination of two members by each member of the Town Council and members to include a representation of select user groups to include, but not limited to development, aquatics, recreation. Subject to the provisions of the Municipal Code Section 2.06.010, Committee Members shall serve at the pleasure of their nominated Council Member and for a term concurrent with the term of the Council Member who nominated the Committee Member. Upon dissolution of the Committee by the Town Council, all appointments shall terminate as of the effective date of such dissolution.
  - b. Members of the Committee shall be selected from among residents residing in the Town limits and also residents residing within the Sphere of Influence of the Town, with due consideration to the proportion of those residing within the Town as compared to those residing outside the Town boundaries, but within the Town's Sphere of Influence.
  - c. Vacancies shall be filled in the same manner prescribed in subsection a, above.

- d. A member shall be automatically terminated from membership on the Committee upon three (3) consecutive unexcused absences or 25% of the duly scheduled meetings of the committee during any fiscal year, as prescribed in Section 2.06.010 of the Municipal Code.
- e. Any Committee Member may be removed from office at any time, with or without cause, by the Town Council Member who nominated said member to the Committee or by a majority vote of the entire Town Council, as prescribed in Section 2.06.010 of the Municipal Code.
- f. The term of any member of the Committee will be automatically extended pending the selection and qualification of his or her successor.

**3. Functions, Powers and Duties.** The Committee shall have the general power and duty to act in an advisory capacity on matters pertaining to the review of financial reports, revenues and expenditures. In addition to this general power and duty, the Committee shall have the following particular powers and duties:

- a. To assist the Town Council in ascertaining community attitudes and issues as related to the Town's budget.
- b. To make recommendations to and respond to formal requests made by the Town Council as appropriate regarding contents of the Town's budget.
- c. To meet with the Town Council regarding financial reports, revenue, expenditures and projections.
- d. To carry out such other functions as may be assigned to the Committee by the Town Council.
- e. The functions and duties of the Committee shall not be construed as preempting or otherwise interfering with the functions, duties or responsibilities of the Town Council or other commissions, boards, committees or officers which are empowered or mandated to act upon or make recommendations to the Town Council concerning budgetary and financial matters.

**4. Meetings**

- a. Following the appointment of the initial ten (10) members, the Committee shall set a date and time for its initial meeting.
- b. The Committee shall establish rules of proceeding which include regular meetings at whatever interval of time that the Committee determines as expedient for the completion of the Committee's assigned functions and tasks.
- c. Special meetings may be called by the Mayor or by a majority of the Committee Members and the written notice and call thereof, which sets forth the time and place of business to be conducted at the meeting, shall be given to all members

at least twenty-four (24) hours prior to the special meeting. All regular and special meetings shall be held, and the noticing and agendizing thereof, shall be in compliance with the requirements of the Ralph M. Brown Act of the State of California.

- d. Meetings shall be open to the public as required by law.
- e. A majority of the Committee Members shall constitute a quorum for the transaction of business, and a majority vote of a quorum shall be required to pass a motion or other enactment.

## **5. Staffing**

The Town Manager may appoint appropriate staff to support the Committee in the performance of its duties and responsibilities. Said staffing shall be provided at the discretion of the Town Manager, considering the issues being addressed by the Committee.

## **6. Compensation of Members.**

This is a voluntary position. No direct compensation shall be paid to Committee Members.

## **7. Rules, Records and Number of Meetings**

The rules of proceedings to be adopted by the Committee for the transaction of its business shall be maintained, together with its recommendations, transactions and minutes as a public record. Minutes of the meetings of the Committee shall be filed with the Town Clerk. The Number of Meetings will be set by the Committee at its first meeting.

**APPROVED AND ADOPTED** by the Town Council of the Town of Apple Valley this 12<sup>th</sup> day of January 2021.

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Curt Emick, Mayor

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La Vonda M-Pearson, Town Clerk



**TOWN OF APPLE VALLEY**

**APPLICATION FOR SERVICE ON  
THE CITIZEN'S BUDGET ADVISORY  
COMMITTEE**

*Please print or type all information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Email: \_\_\_\_\_

YES

NO

Are you a registered voter in the Town of Apple Valley?

\_\_\_\_\_

\_\_\_\_\_

Do you own real property in the Town of Apple Valley or its Sphere of Influence?

\_\_\_\_\_

\_\_\_\_\_

Are you related to an elected official or employee of the Town of Apple Valley?

\_\_\_\_\_

\_\_\_\_\_

If so, please give name, relationship and title or office of relative. \_\_\_\_\_

\_\_\_\_\_

How long have you lived within the Town boundaries of the Town of Apple Valley or its Sphere of Influence?

\_\_\_\_\_

**EDUCATIONAL INFORMATION**

High School: \_\_\_\_\_

College: \_\_\_\_\_

Major in College: \_\_\_\_\_

**SPECIAL KNOWLEDGE OR EXPERIENCE OF HELPFUL NATURE**

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List Civic Activities, Clubs, Organizations, etc. \_\_\_\_\_

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Why do you wish to serve on the Citizen's Budget Advisory Committee? \_\_\_\_\_

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Signature

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**FOR TOWN RECORD AND INFORMATION**

Date appointed by Council: \_\_\_\_\_

Term expires: \_\_\_\_\_

Comments: \_\_\_\_\_

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