

# Measure W West Marin TOT Oversight Committee

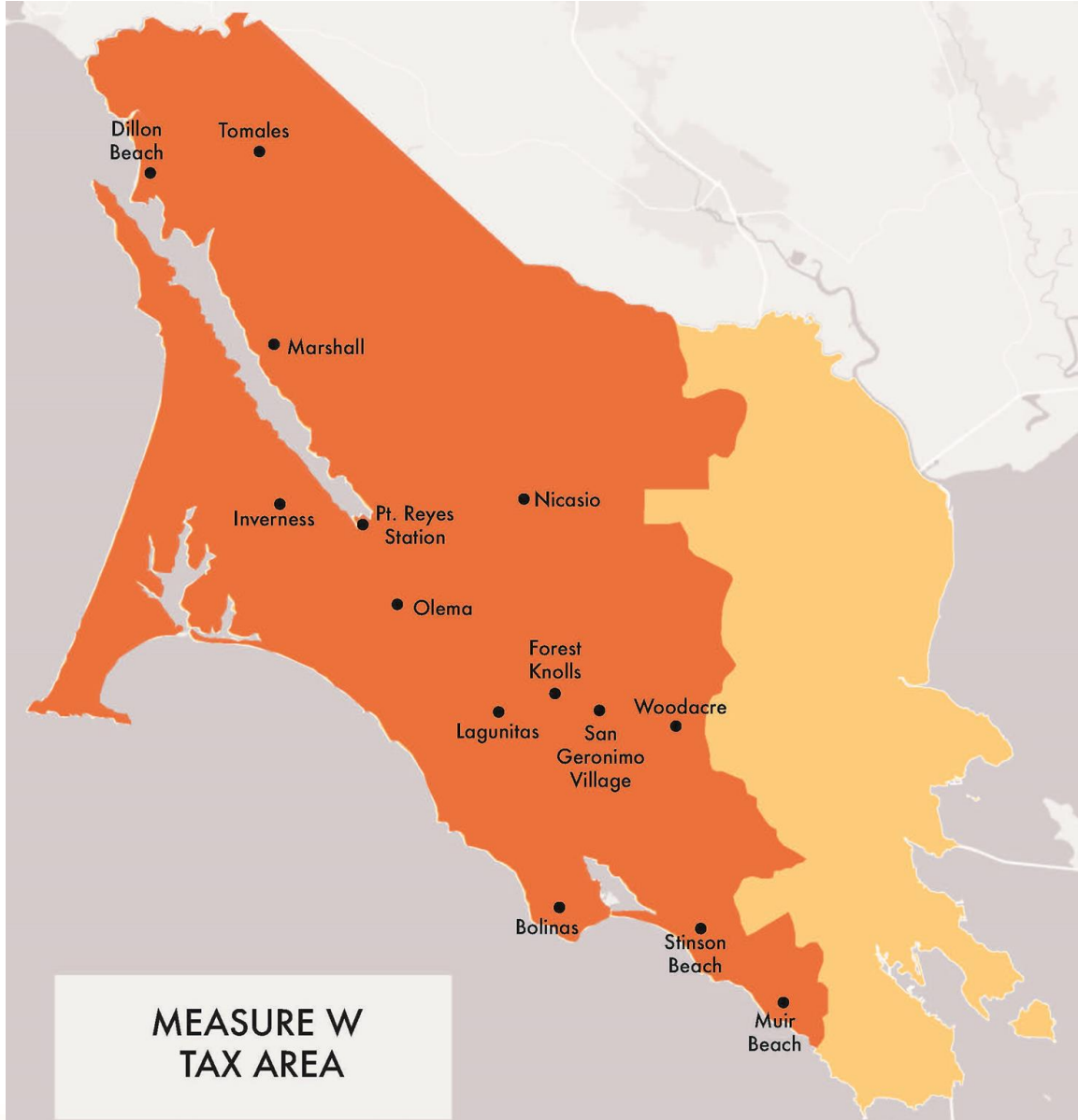
KICK-OFF MEETING

Thursday, March 7, 2024



Community Development Agency  
Housing and Federal Grants Division  
3501 Civic Center Drive, Suite 308  
San Rafael, CA 94903  
415 473 6279  
[www.marincounty.org/federalgrants](http://www.marincounty.org/federalgrants)

# Overview of Measure W West Marin Transient Occupancy Tax and Oversight Committee Roles and Responsibilities



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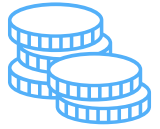


# Overview of Measure W

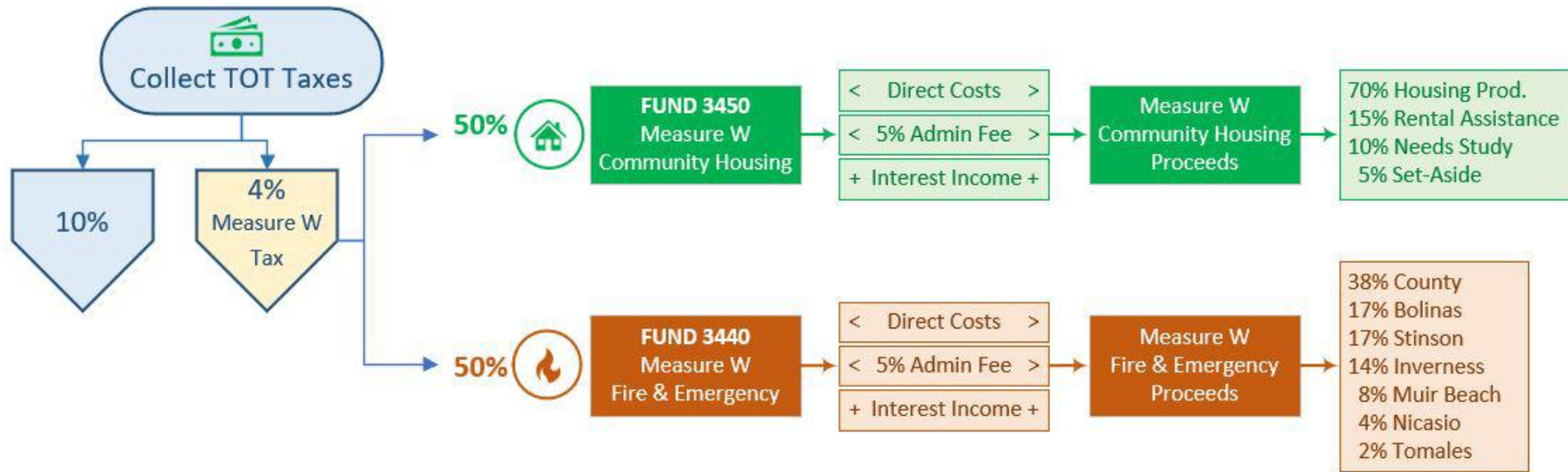
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- Ordinance 3692 approved by Marin County Board of Supervisors on July 31, 2018
- Approved by voters November 6, 2018 with 73.56%
- Establishes an Oversight Committee comprised of members who live in the West Marin Tax Area
  - The Oversight Committee will be provided with an annual audit of the revenues and expenditures of Measure W TOT. The Oversight Committee shall provide oversight as to the expenditure of transient occupancy tax revenue to ensure that the revenue is spent within the boundaries of the West Marin Tax Area and for the purposes approved by the voters.
- Allows for ad-hoc working groups to help inform the funding recommendations made to the Board of Supervisors for their review, consideration, and approval.





# Measure W Expenditure of Funds



# Brown Act Meeting Requirements

KICK-OFF MEETING: MEASURE W WEST MARIN TOT OVERSIGHT COMMITTEE

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- **Brown Act Overview**

- Ralph M. Brown Act (Government Code §§54950-54963.)
- Legislative intent: "The public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly." (Gov't Code §54950.)



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# When does the Brown Act apply?

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- Meetings
  - Congregation of a majority of the members of a legislative body
    - Same time and place
    - To hear, discuss or deliberate
    - Agency business
- Can include use of technology (email, phone) by a majority of committee members to discuss an issue
- Meetings require a quorum to get started and stay in business



# Potential Violations of Brown Act

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- **Hub and Spoke** (i.e., Chair briefs members prior to a formal meeting and reveals information about the others' respective views.)
- **Daisy Chain** (i.e., Member A contacts Member B, Member B contacts Member C, Member C contacts Member D and so on, sharing positions along the way.)
- **Email** — Beware of “reply to all.”

