

7.2 **Appointment of Chair and Vice Chair for Quality of Life (Measure DD) Committee**

RECOMMENDED ACTION

1. Appoint a Chair and Vice Chair for the Quality of Life (Measure DD) Committee.



CITY OF MENIFEE

SUBJECT: Appointment of Chair and Vice Chair for Quality of Life (Measure DD) Oversight Committee

MEETING DATE: January 23, 2024

TO: Quality of Life (Measure DD) Oversight Committee

PREPARED BY: Stephanie Roseen, Assistant City Clerk

APPROVED BY: Travis Hickey, Chief Financial Officer

RECOMMENDED ACTION

1. Appoint a Chair and Vice Chair for Quality of Life (Measure DD) Oversight Committee.

DISCUSSION

Pursuant to Resolution No. 20-982 Exhibit A (Committee Guidelines), the Committee Members shall appoint a Chair and Vice Chair.

The appointment of committee officers is indicated in the guidelines under section 3.C as follows:

C. Measure DD Oversight Committee Officers

1. Chairperson: shall be appointed by the Measure DD Oversight Committee members each January to begin office on February 1, annually; The Chair shall facilitate the meetings of the Committee and shall ensure committee items are placed on the agenda.
2. Vice-Chair: shall be appointed by the Measure DD Oversight Committee members each January to begin office on February 1, annually; The Vice-Chair shall assist the Chair as requested and facilitate the meetings in the absence of the Chairperson.

ATTACHMENTS

1. Resolution No. 20-982

RESOLUTION NO. 20-982

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, REPLACING RESOLUTION NO. 17-593, UPDATING THE MEASURE DD OVERSIGHT COMMITTEE GUIDELINES

WHEREAS, City committees have a primary role to encourage increased public input and citizen participation; and

WHEREAS, the City Council recognizes Committee and Commission Members to be a valuable resource when given the opportunity to plan and implement projects to meet real community needs; and

WHEREAS, on February 1, 2017 the City Council adopted Resolution No. 17-593; establishing the Measure DD Oversight Committee; and

WHEREAS, there is a need to update the Measure DD Committee Guidelines, standardizing all Committee guidelines; and

WHEREAS, commencing January 2021, following each regular municipal election and per the Maddy Act requirements, the Mayor and Councilmembers shall make their Committee appointments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

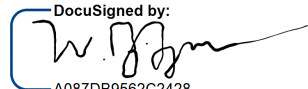
Section 1. Committee Composition The composition of the Measure DD Oversight Committee shall consist of five members; four members appointed by each Councilmember from their respective district and one appointed at-large, by the Mayor. At the time of his or her appointment, and during his or her tenure of office, each Committee Member shall reside within the City of Menifee and in the district of the Councilmember that has appointed them.

Section 2. Committee Purpose To promote public service and community involvement, with, for and by residents, to review, monitor, and oversee the appropriation of sales tax proceeds and previous expenditures from Measure DD and to make recommendations to the City Council that the proposed use of sales tax proceeds from Measure DD is consistent with the purpose of Measure DD.

Section 3. Committee Appointment At the first City Council meeting following each regular municipal election, commencing January 2021, the Mayor and Councilmembers shall appoint their Committee Members as required by the Maddy Act with the benefit of recommendations made through City staff liaisons. Committee Members shall serve until their successor is appointed and qualifies. In the case of an unexpected vacancy, the appointing Councilmember or Mayor shall appoint a new Committee Member at the next available Council Meeting following the application process.

Section 4. Committee Rules and Procedures That the Oversight Committee shall comply with the Ralph M. Brown Act, other applicable local and state laws and regulations, this Resolution and City Council Policy No. 1 (Rules of Decorum) and the Oversight Committee guidelines as outlined in "Exhibit A".

PASSED, APPROVED AND ADOPTED on this 2 day of December 2020.

DocuSigned by:

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Bill Zimmerman, Mayor

Attest:

DocuSigned by:

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Sarah A. Manwaring, City Clerk

Approved as to form:

DocuSigned by:

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Jeffrey T. Melching, City Attorney

EXHIBIT A
Menifee Measure DD Oversight Committee Guidelines

1. Powers, Duties, and Responsibilities.

The Menifee Oversight Committee shall follow the general powers, duties and responsibilities set forth in City Council Policy No. 1, City of Menifee Municipal Code and all other Ordinances and regulations of the City of Menifee and with the laws of the State of California:

- A. Promote community involvement, with, for, and by residents.
- B. Review, monitor and oversee the appropriation of sales tax proceeds and previous expenditures from Measure DD.
- C. Make recommendations to the City Council that the proposed use of sales tax proceeds from Measure DD is consistent with the purpose of Measure DD.

2. Eligibility for the Measure DD Oversight Committee

The following criteria will be considered for eligibility as a member of the Measure DD Committee:

- A. Applicants must be registered voters and residents of the City of Menifee.
- B. Members of the Measure DD Oversight Committee shall not hold any paid office or employment with the City of Menifee.
- C. Committee Members are required to sign that they have read and agree with the City Council adopted Ethics Policy. Failure to comply could result in removal from the Committee.
- D. Committee Members are required to submit a Statement of Economic Interest (Form 700.)
- E. Committee Members are required to attend bi-annual AB1234 training. Failure to comply could result in removal from the Committee per Policy No. CC-23.

3. Procedure

A. Composition of the Measure DD Oversight Committee

- 1. The Measure DD Oversight Committee consists of five members: four district-represented members appointed by each Councilmember, and one at-large member appointed by the Mayor.

B. Support

- 1. The City Manager or his/her designee shall be the City Council's liaison to the Measure DD Oversight Committee.

C. Measure DD Oversight Committee Officers

1. Chairperson: shall be appointed by the Measure DD Oversight Committee members each January to begin office on February 1, annually; The Chair shall facilitate the meetings of the Committee and shall insure committee items are placed on the agenda.
2. Vice-Chair: shall be appointed by the Measure DD Oversight Committee members each January to begin office on February 1, annually; The Vice-Chair shall assist the Chair as requested and facilitate the meetings in the absence of the Chairperson.
3. The Secretary: A City staff liaison shall act as the Committee Secretary; The Secretary will:
 - Record the minutes of Measure DD Oversight Committee meetings; and
 - Format and send meeting minutes to the committee for approval; and
 - The City Clerk, or their designee, will maintain records related to the Measure DD Oversight Committee

D. Measure DD Oversight Committee Meetings

1. The Measure DD Oversight Committee will hold two regular meetings per year; one time prior to the approval of the fiscal year budget and once prior to the mid-year budget review. The Committee may hold other special meetings as needed. The exact date and time will be determined by the members of the Committee.
2. Meetings will be conducted according to the Ralph M. Brown Act.
3. Meetings may take place when a quorum is present; a quorum will be reached when half the Measure DD Oversight Committee members plus one are in attendance.
4. The City Council or staff liaison shall place items on the agenda according to the necessity and/or urgency of Council to have items reviewed by the Measure DD Oversight Committee.
5. Future agenda requests may be made and seconded by one of the Measure DD Oversight Committee Members.
6. Measure DD Oversight Committee Members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Committee Member with one unexcused meeting absence during a twelve-month period may be removed at the close of the meeting during which the absence occurs and the vacancy shall be filled according to the Maddy Act.

E. Measure DD Oversight Committee Member Term Limits

1. Committee Members representing their district and the Mayor may serve two-year terms.
2. There shall be no limit to the amount of terms a Committee Member may serve.
3. At the discretion of the City Council, a Committee member may be excused from further participation, in the event it is deemed necessary for the benefit of the Committee as a whole.



STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
CITY OF MENIFEE)

I, Sarah A. Manwaring, City Clerk of the City of Menifee, do hereby certify that the foregoing Resolution No. 20-982 was duly adopted by the City Council of the City of Menifee at a meeting thereof held on the 2nd day of December 2020 by the following vote:

Ayes: Deines, Liesemeyer, Sobek, Zimmerman

Noes: None

Absent: August

Abstain: None

DocuSigned by:

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Sarah A. Manwaring, City Clerk