

Town of Yucca Valley Measure Y and Z Oversight Commission

Summary of Guidelines and Selection Process



Reviewed and Approved

February 7, 2017

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Whereas the Measure Y and Z Oversight Commission is authorized by Ordinance 265 to be established, elect officers and abide by the rules and administrative procedures consistent with the Manual of Procedural Guidelines for the Town of Yucca Valley, the following summary is provided as a framework for the initial creation and implementation of the Oversight Commission. The following represents a summary of the operation of the Measure Y and Z Oversight Commission, and are provided for convenience only. Final interpretation, implementation and operation of the Commission will be guided by Ordinance 265 and the Town's Manual of Procedural Guidelines.

COMMISSIONERS

Expectations

Commissioners are expected to:

- Attend regularly scheduled Commission Meetings
- Attend and participate in community meetings, forums and other events as scheduled by the Commission
- Volunteer to serve on sub-Commissions as needed
- Respond in a timely manner to communications that require a response
- Act as informal liaisons to the community, to listen to concerns, get input and feedback on Commission recommendations
- Conform to the Town's Manual of Procedural Guidelines for commissioners and comply with the State of California's rules and regulations regarding conflict of interest laws, ethics training, harassment training and other state rules and regulations.

Terms of Office

Members of the Commission are appointed in accordance with the Town's Manual of Procedural Guidelines and Ordinance 265.

Resignation

A Commissioner who wishes to resign from the Commission shall notify the Commission Chair, who will then forward a notice to the mayor and members of the Town council. The Town Council shall fill the vacancy in accordance with the provisions of the Manual of Procedural Guidelines, considering the intent of the guidelines as presented in this document.

Removal of Commissioners

In accordance with the Town's Manual of Procedural Guidelines, a commissioner may be removed from office at any time, with or without cause, by a majority vote of the Town Council.

OFFICERS

Election of Officers

The Commission shall elect from its membership, a chair and vice-chair. The chair and vice-chair shall have and perform such duties as commonly associated with the respective titles and specific adherence to the Town's Manual of Procedural Guidelines.

The Chair shall act as the official spokesperson for the Commission on official Commission recommendations to the Town Council.

MEETINGS

Time and Place

The Commission shall meet at least twice annually at such place and time as shall be fixed by the Commission by its standing rules. A majority of the existing appointed members of the Commission shall constitute a quorum for the transaction of business. In matters relating to the holding of regular and special meetings, the Commission and any standing Commission of the Commission, is bound by the provisions of the Ralph M. Brown Act of the State of California (Sections 54950, et. seq., California Government Code).

Special Meetings

Special meetings of the Commission shall be held upon the call of the Commission Chair or Vice-Chair. Special meetings shall be called for a specific purpose or purposes and shall not take the place of a regular Commission meeting unless so determined at a prior regular meeting.

Town Staff Support

As provided in the Town Budget, the Town Council authorizes the Town Manager to appoint a secretary and other staff as needed to support and assist the Commission as appropriate.

DECISION MAKING

Decisions shall be made by group consensus whenever possible. In the event that consensus cannot be reached, a vote with a simple majority of those present will prevail.

The Commission acknowledges that the recommendations made by the Commission to the Town Council may or may not be acted upon. In these instances, Commission members must respond to those actions, or inactions, in a respectful manner, understanding that the Town Council must consider all aspects of Town operations in their final actions.

Measure Y and Z Oversight Commission Selection Criteria and Framework

Oversight Commission Representation

It is the stated goal of the Town Council that the Oversight Commission represents a broad cross-section of the Town's residents, so as to encourage wide-ranging input into the Oversight Commission's recommendations to the Town Council. While retaining final appointing authority in accordance with the Town's Manual of Procedural Guidelines, the Town Council will consider the following objectives in the appointment of Commission members.

- Commission membership should represent a wide cross-section of Town Residents
- Commission membership should reflect a mix of residents that can bring various perspectives to the commission.
- Understanding that the Town is comprised of any number of constituencies, Commission membership should reflect representation of as many of the constituent bases as practical, while understanding that is not possible to represent every constituent base.
- As vacancies and new appointments occur to the Commission, these objectives should remain as an overall goal of Commission membership.

Ad Hoc Commission Initial Screening of Applicants

The Town Council is providing the following criteria and framework to assist the current ad hoc Commission with a clear and concise screening process, through which the Town Council can make final appointments to the Oversight Commission. All appointments will be made consistent with the Town's Manual of Procedural Guidelines, and will be made upon a majority vote of the Town Council. While the ad hoc Commission will assist the Town Council in the initial screening of Commission applicants, the Town Council retains appointing authority. The following guidelines are provided to assist the ad hoc Commission in the initial screening process.

Selection of Oversight Commission Members

The following items should be considered for each potential candidate in order to increase the Commission's potential for success and productivity.

- Demonstrated Commitment to the Town through civic involvement, service club involvement, or other community benefit volunteerism.
- Basic understanding of the Town's functions, responsibilities, and scope of authority.
- Familiarity of Town history impacting Town infrastructure and public safety.

- Basic ability to understand Town infrastructure programs and assets.
- Desire to gain a thorough understanding of the Town's Public Safety needs and the balance of resources necessary to meet those needs.
- Basic ability to understand municipal finance, and how Town departments function in relation to each other.
- A general understanding of the Hi Desert Water District's wastewater project within the Town, and the financial structure in place to fund the effort.
- A desire to assist the community in recommending priorities related to infrastructure, public safety and quality of life needs within the Community.

Applicants should be required to submit the following:

- A completed Town Commission/Commission application package, in the time frames established by the Town Clerk and approved by the Town Council.
- A supplemental cover letter that describes in more detail the motivation behind the desire to serve the community on this Oversight Commission.

Measure Y and Z Oversight Commission Selection Calendar

<u>Activity</u>	<u>Date</u>
Introduction of Ordinance 265	January 17, 2017
Second Reading of Ordinance 265	February 7, 2017
Approval of Commission Selection Guidelines	February 7, 2017
Announcement of Commission Vacancies	February 8, 2017
Solicitation of Commission applicants	February 8 – March 6, 2017
Ad hoc Commission review of applicants	March 13-24, 2017
Town Council review of ad hoc recommendations	April 4, 2017
Town Council appointment of Commissioners	April 4, 2017