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## CITY OF POMONA PHILLIPS RANCH ASSESSMENT DISTRICT OVERSIGHT COMMITTEE STAFF REPORT

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March 3, 2026

To: Phillips Ranch Assessment District Oversight Committee

From: Meg McWade, Public Works Director

Submitted By: Shandy Dittman, Fiscal and Project Manager

**SUBJECT: APPOINTMENT OF THE PHILLIPS RANCH ASSESSMENT DISTRICT  
OVERSIGHT COMMITTEE CHAIRPERSON AND VICE-  
CHAIRPERSON FOR THE ANNUAL TERM FROM MARCH 2026  
THROUGH MARCH 2027**

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### **RECOMMENDATION:**

It is recommended that the Phillips Ranch Assessment District Oversight Committee take the following actions:

- 1) Open nominations for a Chairperson and upon the closing of nominations, take a vote to appoint a Chairperson (by majority vote); and
- 2) Open nominations for a Vice-Chairperson and upon closing all nominations, take a vote to appoint a Vice-Chairperson (by majority vote).

### **EXECUTIVE SUMMARY:**

The City-wide boards, commission and committee bylaws stipulate that the Chairperson and Vice-Chair must be appointed annually for a one-year term. After serving as Chair, a Commissioner/Committee Member is ineligible to serve again as Chair until all Commissioners/Committee Members have had the opportunity to do so. Similarly, the Vice-Chair may serve as Chair but cannot return to the Vice-Chair role until each Commissioner has had the chance to serve in that position. However, the bylaws also allow the Committee to extend the terms of the current officers for an additional year through a majority vote. If approved, the Chair and Vice-Chair can be re-nominated and re-elected for another term beginning in March 2026.

### **DISCUSSION:**

The current Citywide by-laws require election of the Chairperson and Vice-Chairperson positions occur at the first meeting in February, or as soon as practicable thereafter – in this case every March

for the Phillips Ranch Assessment District Oversight Committee. According to the by-laws, each officer must be elected by a majority vote of the Board, and nominees should have served on the Board for at least one year. The election process will proceed as follows:

1. The Chair will open nominations for the Chairperson position.
2. Committee Members will nominate candidates, and a second will confirm the nomination.
3. Once nominations are complete, the Chair will close them.
4. A roll-call vote will be taken, with each Committee Member entitled to one vote. The Committee Member receiving the most votes will be elected Chairperson.
5. The same process will then be followed to elect the Vice-Chairperson.
6. Upon completion of the elections, the new officers will immediately assume their duties until the next election in March 2027.

The Chairperson's duties include representing the Board, leading meetings, communicating between the Committee and staff, signing official documents to include meeting minutes, and working with staff to schedule and cancel meetings as needed. The Vice-Chairperson assumes the Chairperson's responsibilities in their absence.

If both the Chair and Vice-Chairperson are absent, the by-laws state that the Secretary will call the Committee to order and a temporary "Presiding Officer" will be selected, typically the Committee Member with the most seniority.

The elections for Chair and Vice-Chairperson will be conducted separately, starting with the Chair, and the newly elected officers will assume their roles immediately after the election until the meeting adjourns.

Prepared by:

Christine Valerio, Management Analyst

**ATTACHMENTS:**

Attachment No. 1 – Resolution 2021-84 Commission By-Laws