

City Hall Council Chambers
Via Zoom
Menifee, CA 92586



City of Menifee
Senior Advisory Committee
Meeting Agenda

Gloria Sanchez, Mayor Appointed
Linda Blanche, District 1
David Morse, District 2
Bruce Atwood, District 3
Anne-Marie Novack, District 4

Tuesday, January 26, 2021
10:00 AM Regular Meeting

AGENDA

AS A RESULT OF THE COVID-19 VIRUS, AND RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE RIVERSIDE COUNTY PUBLIC HEALTH DEPARTMENT, AS WELL AS THE CITY OF MENIFEE EMERGENCY DECLARATION, THE PUBLIC WILL NOT BE PERMITTED TO PHYSICALLY ATTEND THE MENIFEE MEETING TO WHICH THIS AGENDA APPLIES. YOU MAY PARTICIPATE IN THE MEETING BY:

VIDEO: <https://cityofmenifee-us.zoom.us/j/7172119849?pwd=UWlwZjVJWEx4MmNoMWpMamIFZDUvQT09>

PHONE: (669) 900-6833, **MEETING ID** #717 211 9849, **PASSCODE:** 164671

PUBLIC COMMENTS: TO SUBMIT PUBLIC COMMENTS EMAIL publiccomments@cityofmenifee.us FOR MORE INFORMATION GO TO <http://cityofmenifee.us/621/Virtual-City-Clerk-Services>, OR CONTACT THE CITY CLERK DEPARTMENT AT (951) 672-6777.

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. PRESENTATIONS
5. SWEARING IN INCOMING NEW COMMITTEE MEMBERS
 - 5.1. BRUCE ATWOOD
6. APPROVAL OF MINUTES
 - 6.1. Minutes from November 19, 2020
7. AGENDA APPROVAL OR MODIFICATION
8. PUBLIC COMMENTS (non-agenda items only)

9. DISCUSSION ITEMS

- 9.1. Senior Advisory Resolution No. 20-908 review
Recommended Action
- Accept and File
- 9.2. Election of Officers to Senior Advisory Committee (SAC)
Recommended Action
- For the Senior Advisory Committee to conduct annual elections for Committee Chair and Vice Chair officers for the 2021 term, pursuant to Resolution No. 14-362.
- 9.3. Menifee Citizens Advisory Committee (MCAC) Appointments
Recommended Action
- Appoint two representatives from the Senior Advisory Committee to serve on the Menifee Citizens Advisory Committee to assist in reviewing the annual Community Development Block Grant Program

10. COMMUNITY SERVICES SUPERVISOR COMMENTS

- 10.1. Department Update
- Bi-Annual Committee/Commission Recruitment and SAC Resolution Update
 - Upcoming Holiday Events:
 - Spring Fest April 3, 2021
 - Menifee Better Together April 24, 2021

11. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

12. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS

13. ADJOURNMENT

*The purpose of the Senior Advisory Committee meetings are to conduct the city's business.
Please see our decorum policy notes below.*

Decorum Policy Notes

You may submit comments on any agenda item by emailing requests to publiccomments@cityofmenifee.us prior to the item being heard. The Committee anticipates and encourages public participation at its Committee meeting, both on agenda items and during the public comments period. While we encourage participation, we ask there be a mutual respect for the proceedings.

Agenda Material

Materials related to an item on this Agenda, including those submitted to the Committee after distribution of the agenda packet, and are available for public inspection by contacting Aisha Jemmott-Wilson at (951) 672-9673 during normal business hours.

Compliance with the Americans with Disabilities Act

If you need special assistance to participate in this meeting, you should contact Stephanie Roseen, Deputy City Clerk, at (951) 672-6777 during normal business hours. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

**City of Menifee Senior Advisory Committee
Special Meeting Minutes
Thursday, November 19, 2020**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 10:07 AM.

2. ROLL CALL

Present were: Committee Chair Gloria Sanchez, Committee Member Anne-Marie Novack, Committee Member David Morse, Committee Member Linda Blanche, Community Services Supervisor Jason Hendrix, Community Services Coordinator Aisha Wilson.

3. FLAG SALUTE

4. PRESENTATION

- 4.1. Inland Caregiver Resource Center: Program Overview
Catherine Andre, PEARLS Clinical Supervisor

5. APPROVAL OF MINUTE

5.1. Minutes from November 19, 2020

A motion to approve the November 19, 2020 minutes was made by Committee Member Novack

Committee Member Morse seconded motion.

Motion unanimously approved.

6. AGENDA APPROVAL OR MODIFICATION

A motion to approve the Agenda was made by Committee Member Novack

Committee Member Morse seconded motion

Motion unanimously approved.

7. PUBLIC COMMENTS (non-agenda items only)

NONE

8. DISCUSSION ITEMS

- 8.1. KC Food Program Update
Recommended Action
- Accept and File

Committee Chair Sanchez thanked staff for their service to the senior community.

Committee Member Novack also thank staff.

Committee Member Morse commended the Food Box and Lunch Program

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1 Department Update

- Bi-Annual Committee/Commission Recruitment and SAC Resolution Update
- Upcoming Holiday Events:
 - Holiday Drive Thru & Toy/Food Collection on Haun Road (between City Hall and Menifee PD), December 5, 2020 from 4:30 – 8:30 PM, FREE
 - Be Merry Holiday Drive Thru (55 and Better) at Kay Cenicerros Center, December 10, 2020 from 3:00 – 5:00 PM, FREE
 - Drive Thru with Santa (All Ages) at Kay Cenicerros Center, December 11, 2020 from 5:00 – 8:00 PM, \$5.00 per participant
 - Virtual Santa Visits, December 14-18, 2020, \$15 for 10 minutes
 - Menifee Xtreme Light Fight (Home Decorating Contest), November 28 – December 13, 2020
 - Kid's Gingerbread House Virtual Decorating Contest, November 28 – December 16, 2020

Community Services Supervisor Hendrix provide information on all upcoming Holiday events to the committee members.

Deputy City Clerk Stephanie Roseen provided information and deadline to applying for the Senior Advisory Committee. She also informed the Committee of changes to the resolution that would be presented at the Council meeting.

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

Committee Member Morse mentions has been doing stuff with CERT and also working with HICAP by helping seniors navigate through Medicare insurance.

Committee Member Novack would to be able acknowledge seniors helping in the community. She also let member know that she participated in commercial for Economic Development.

Committee Member Blanche talked about how she is assisting Committee Chair Sanchez in putting together the Annual Thanksgiving Dinner.

Committee Chair Sanchez mentions talked about how she is organizing the Annual Thanksgiving Dinner and currently there about 500 people registered. She also grateful

for all the Sponsorship received for the Thanksgiving Dinners. She provided updated on the workshops she has attended.

11. FUTURE AGENDA REQUEST FROM COMMITTEE MEMBERS

- **Economic Development Update**
- **Appreciation Certificates for Senior Residents**
- **Care program presentations**

12. ADJOURNMENT

Committee adjourned the meeting at 11:20am

Aisha Wilson, Community Services Coordinator

CITY OF MENIFEE

SUBJECT: Resolution 20-980 Review

MEETING DATE: January 26, 2021

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Mariana Mitchell, Senior Management Analyst

APPROVED BY: Johnathan Nicks, Community Services Director

RECOMMENDED ACTION

Review resolution updates passed, approved, and adopted by City Council on December 2, 2020.

DISCUSSION

The purpose of the Senior Advisory Committee (SAC) shall be to promote senior involvement in community events, programs, or volunteer projects; and serve as an advisory committee for the City Council in all other policy matters pertaining to seniors. Senior Advisory Committee Members will review Resolution No. 20-980 to better understand the bylaws and expectations of serving on the committee.

FISCAL IMPACT

NONE

ATTACHMENTS

RESOLUTION NO.20-980

RESOLUTION NO. 20-980

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, UPDATING AND REPLACING RESOLUTION NO. 16-578, AMENDING THE SENIOR ADVISORY COMMITTEE COMPOSITION AND GUIDELINES

WHEREAS, the City Council is desirous of encouraging citizens of all ages in the community to participate in and serve on City advisory committees; and

WHEREAS, City committees have a primary role to encourage increased public input and citizen participation in the determination of City policies and procedures; and

WHEREAS, the City Council recognizes seniors to be a valuable resource when given the opportunity to plan and implement projects to meet real community needs, and recognizes seniors are capable of making a difference with the community; and

WHEREAS, the City Council recognizes a Senior Advisory Committee established to serve as an advisory body to the City Council, will empower seniors, will create opportunities for their input into community projects, programs, and events, and will provide a vehicle by which seniors become involved in a process which enables them to have an influence and impact on issues and decisions they care about; and

WHEREAS, on April 2, 2014 the City Council adopted Resolution No. 14-362, establishing the Senior Advisory Committee; and

WHEREAS, on December 7, 2016 the City Council rescinded Resolution No. 14-362 and adopted Resolution No. 16-578, revising the composition of the Senior Advisory Committee to include seven members; and

WHEREAS, the Senior Advisory Committee Members and staff agree that a five-member committee would be more efficient and follow the same requirements as other City Council established Committees and Commissions; and

WHEREAS, by January 2021 the Senior Advisory Committee shall phase out the two at-large committee member appointments made by the Council as a whole and continue as a five-member committee, four appointed by districts and one at-large appointed by the Mayor; and

WHEREAS, commencing January 2021, following each regular municipal election, and per the Maddy Act, the Mayor and Councilmember committee appointments shall be made; and

NOW, THEREFORE, the City Council of the City of Menifee, California, does hereby resolve, determine and order as follows:


Section 1. Committee Composition That the composition of the Senior Advisory Committee shall consist of five members; four members appointed by each Councilmember from their respective district and one appointed, at-large, by the Mayor.

Section 2. Committee Purpose That the purpose of the Senior Advisory Committee shall be to promote public service and community involvement, with, for and by seniors; review proposals for programs, projects and facilities as they pertain to seniors; promote senior involvement in community events programs or volunteer projects; and act in an advisory capacity to the City Council implementing senior oriented directives related to City projects, events and senior oriented programs.

Section 3. Committee Appointment At the first City Council meeting, commencing January 2021, following each regular municipal election, 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 shall appoint a new Committee Member at the next available Council Meeting after the application process.

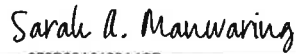
Section 4. Committee Rules and Procedures That the role of the Senior Advisory Committee is contained in "Exhibit A" and the Senior Advisory Committee shall comply with the Ralph M. Brown Act, other applicable local and state laws and regulations, this Resolution and City Council Policy No. 1 (Rules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

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

DocuSigned by:

A087DB0662C2428...
Bill Zimmerman, Mayor

Attest:

Approved as to form:

DocuSigned by:

275D03A0122A4CB...

Sarah A. Manwaring, City Clerk

DocuSigned by:

DABE3886190C48B...

Jeffrey T. Melching, Attorney

EXHIBIT A
Menifee Senior Advisory Committee Guidelines

1. Powers, Duties, and Responsibilities

The Menifee Senior Advisory 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 seniors.
- B. Review proposals for programs, projects and facilities as they pertain to seniors.
- C. Assist in the evaluation and planning of arts, recreation, and social service programs with an emphasis on seniors.
- D. Review and make recommendations on matters pertaining to senior programming and/or services to the Parks, Recreation, and Trails Commission or City Council.
- E. Promote senior involvement in community events, programs or volunteer projects through public education, service clubs and community organizations.
- F. Act in an advisory capacity to the City Council in all other policy matters pertaining to seniors.

2. Eligibility for the Senior Advisory Committee.

The following criteria will be considered for eligibility as a member of the Menifee Senior Advisory Committee:

- A. Applicants must be residents of the City of Menifee and reside in the district of the Councilmember that has appointed them.
- B. Applicants must be a registered voter in the City of Menifee.
- C. Applicants must be 55 years of age and older.
- D. Members of the Menifee Senior Advisory Committee shall not hold any paid office or employment with the City of Menifee.
- E. Committee members are required to sign that they have read and agree with Policy No. CC-23, the City Council adopted Ethics Policy. Failure to comply could result in removal from the Committee.
- F. 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 Senior Advisory Committee

1. The Menifee Senior Advisory Committee shall consist of five members: four district-represented members appointed by each Councilmember and one member, at-large, appointed by the Mayor.

B. Support

1. The City Manager or his/her designee shall be the City Council's liaison to the Senior Advisory Committee.

C. Senior Advisory Committee Officers

1. Chairperson: Shall be appointed by the Senior Advisory 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 Senior Advisory 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 Senior Advisory Committee meetings; and
 - Prepare the draft minutes and attach to the agenda for the subsequent meeting for approval; and
 - The City Clerk, or their designee, will maintain records related to the Senior Advisory Committee.

D. Senior Advisory Committee Meetings

1. The Senior Advisory Committee will meet on a regular monthly schedule as determined by the members of the Committee and approved by the City Council.
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 Senior Advisory 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 Senior Advisory Committee.
5. Future agenda requests may be made and seconded by one of the Committee Members.
6. Senior Advisory Committee Members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Committee Member with three unexcused meeting absences during a twelve-month period may be removed at the close of the meeting during which the final absence occurs and the vacancy shall be filled according to the Maddy Act.

E. Senior Advisory Committee Member Terms and Term Limits

1. Committee Members representing their district and the Mayor may serve two-year terms.
2. There will be no limit to the amount of terms a Committee Member may serve.
3. At the discretion of the City Council, a Senior Advisory 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. 20-980 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:
Sarah A. Manwaring
278D93A0122A4CB

Sarah A. Manwaring, City Clerk

CITY OF MENIFEE

SUBJECT: Annual Committee Officer Elections

MEETING DATE: January 26, 2021

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Mariana Mitchell, Senior Management Analyst

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

For the Senior Advisory Committee to conduct annual elections for Committee Chair and Vice Chair offices pursuant to Resolution No. 14-362.

DISCUSSION

On April 16, 2014, City Council adopted Ordinance No. 2014-143 adding Chapter 2.30 to the Menifee Municipal. It requires that annual elections for the offices of Committee Chair and Vice-Chair occur in January of each year.

As the first meeting of January, staff recommends that the Senior Advisory Committee conduct annual elections for Committee Chair and Vice Chair offices pursuant to Ordinance No. 2014-143, Chapter 2.30.110 of Menifee Municipal Code.

FISCAL IMPACT

None

ATTACHMENTS

None

CITY OF MENIFEE

SUBJECT: Meniffee Citizens Advisory Committee (MCAC) Appointments

MEETING DATE: January 26, 2021

TO: Committee Chair and Committee

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Mariana Mitchell, Senior Management Analyst

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

Appoint two representatives from the Senior Advisory Committee to serve on the Meniffee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program and selection of the Meniffee Citizen of the Year.

DISCUSSION

In July of 2012, the City of Meniffee became an entitlement agency and recipient of the Federal Department of Housing and Urban Development, Community Development Block Grant (CDBG). As a recipient of annual grant funds, the City assists with the enhancement and support of low to moderate income populations within the City of Meniffee through delivery of various programs and activities.

As part of the requirement for the City to become a qualified entitlement community, the City was required to adopt a Citizen Participation Plan, which established the policies and procedures to be followed in the preparation of the 2012-17 Consolidated Plan and other future plans needed in the process. The City adopted that original plan on October 18, 2011 and it incorporated the participation of the Meniffee Citizens Advisory Committee (MCAC) as part of the annual review for public services programs/activities included within the Annual Action Plan(s).

Each year the City must prepare and submit to HUD an Annual Action Plan which identifies all the programs/activities to be completed in the upcoming program year, which runs from July 1st to June 30th. The Annual Action Plan is formally approved by City Council at a Public Hearing typically held at the first City Council meeting in May.

The Annual Action Plan will generally include the following main categories of activities/programs:

- * Planning & Administration (20% Cap)
- * Fair Housing Services (Mandatory for Participation)
- * Housing (Senior Minor Home Rehabilitation Grant Program)
- * Public Facilities/Infrastructure Projects

* Public Services (15% Cap)

In the past, the Menifee Citizens Advisory Committee (MCAC) has reviewed Public Services Applications each year (around February) and provided funding recommendations for City Council's consideration during approval of the Annual Action Plan presented to City Council in May.

Commencing with the upcoming program year 2021-2022, the MCAC also participates as an advisory role for the following, with respect to the City's CDBG Program:

1. Meet and Review Public Services Applications (Dates to be determined by Finance department)
2. Meet and Review Public Facilities/Infrastructure Projects included in the draft Annual Action Plan in March/April and provide input.
3. Meet to review Comprehensive Annual Performance and Evaluation Report (CAPER) in August (report of what has occurred in program year completed).

Additionally, in the spring of 2016 the Menifee City Council designated the MCAC as the committee responsible for selecting the Menifee Citizen of the Year.

City Council formalized the establishment of the MCAC as a City committee at the January 7, 2015 City Council Meeting by adoption of Resolution No. 15-414. Pursuant to the adopted resolution, the reorganized MCAC consists of two (2) existing members from each commission and/or committee for a total eight (6) members.

It is staff's recommendation that the Committee appoint two representatives from the Senior Advisory Committee to serve on the Menifee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program and selection of the Menifee Citizen of the Year.

FISCAL IMPACT

None

ATTACHMENTS

Resolution No. 15-414

RESOLUTION NO. 15-414

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, ESTABLISHING THE MENIFEE CITIZENS ADVISORY COMMITTEE OF THE CITY OF MENIFEE

WHEREAS, the City Council is desirous of encouraging citizens of all ages in the community to participate in and serve on city advisory committees; and

WHEREAS, City committees have a primary role to encourage increased public input and citizen participation in the determination of City policies and procedures; and

WHEREAS, the City Council recognizes Committee and Commission members to be valuable resources when given the opportunity to plan and implement projects to meet real community needs, and recognizes they are capable of making a difference with the community; and

WHEREAS, in July of 2012 the City of Menifee became an entitlement agency and recipient of the Federal Department of Housing and Urban Development, Community Development Block Grant. As a recipient of annual grant funds, the City assists with the enhancement and support of low to moderate income populations within the City of Menifee through delivery of Public Service grants to qualifying local non-profit; and

WHEREAS, part of the requirements to becoming an entitlement community the City Council adopted a Citizen Participation Plan on October 18, 2011, establishing the policies and procedures to be followed in the 2012-17 Consolidated Plan, the 2012-13 Annual Action Plan, future Annual Action Plans, and the Analysis of Impediments to Fair Housing; and

WHEREAS, the adopted Citizens Participation Plan incorporated the participation of the Menifee Citizen's Advisory Committee as part of the annual review for public services programs/activities included within the Annual Action Plan(s); and

WHEREAS, the City Council recognizes a Menifee Citizens Advisory Committee established to serve as an advisory body to the City Council, will empower community groups and non-profit organizations, will create opportunities for their input into community projects, programs, and events, and will provide a vehicle by which they can become involved in a process which enables them to have an influence and impact on services and programs they care about.

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

Section 1. That a Menifee Citizens Advisory Committee consisting of eight (8) members is hereby established.

Section 2. That the purpose of the Menifee Citizens Advisory Committee shall be to promote and review Community Development Block Grant applications and reports for qualified

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation

sub-recipient public service and community organizations, review proposals for programs, projects and facilities as they pertain to residents; promote involvement in community events, programs or volunteer projects; and act in an advisory capacity to the City Council in all other policy matters pertaining to the Community Development Block Grant program.

Section 3. That membership on the Menifee Citizens Advisory Committee shall occur through ad-hoc committee appointment by each of the community advisory boards serving the City Council: Youth Advisory Committee, Senior Advisory Committee, Parks, Recreation and Trails Commission, and the Planning Commission, with the benefit of recommendations made through City staff liaisons. Commissions and Committees shall appoint two (2) Members from their respective boards to server in ad-hoc capacities on the Menifee Citizens Advisory Committee. 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.

Section 4. That each Committee Member shall serve at the pleasure of his/her appointing Committee or Commission, for a single year term commencing January 1st and expiring December 31st of each year. There shall be no limit on the number of terms a Menifee Citizens Advisory Committee Member may serve.

Section 5. That the Menifee Citizens Advisory Committee shall establish its own procedural rules which 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).

Section 6. That the following are the Powers and Duties of the Menifee Citizens Advisory Committee:

- 6.1 That the Menifee Citizens Advisory Committee shall make recommendations to City Council, implementing Community Development Block Grant directives related to city projects, events and Public Service programs.
- 6.2 The role of the Menifee Citizens Advisory Committee as contained in "Exhibit A", is hereby approved.

Section 7. The City Manager is hereby authorized to do all things necessary to implement this Resolution.


PASSED, APPROVED AND ADOPTED ON January 7, 2015.



Scott A. Mann, Mayor

Attest:

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation



Kathy Bennett, City Clerk

Approved as to form:



Jeffery T. Melching, City Attorney

EXHIBIT A
Menifee Citizens Advisory Committee Guidelines

1. Powers, duties, and responsibilities.

The Menifee Citizens Advisory Committee shall be empowered to establish and maintain written policy and rules and have the following general powers, duties and responsibilities consistent with the 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 proposals for programs, projects and facilities as they pertain to the City of Menifee Community Block Grant Program.
- C. Assist in the evaluation and planning of arts, recreation and social service programs with an emphasis on low to moderate income populations as defined by the Federal Department of Housing and Urban Development.
- D. Review and make recommendations on matters pertaining to the City of Menifee Community Development Block Grant program.
- E. Promote involvement in community events, programs or volunteer projects through public education, service clubs and community organizations.
- F. Act in an advisory capacity to the City Council in all other policy matters pertaining to City of Menifee Community Development Block Grant program.

2. Eligibility for the Menifee Community Advisory Committee.

The following criteria will be considered for eligibility as a member of the Menifee Community Advisory Committee:

- A. Applicants must be residents of the City of Menifee.
- B. The Menifee Community Advisory Committee shall consist of eight members through appointment of each community advisory board: two members of the Youth Advisory Committee, two members of the Senior Advisory Committee, two Parks, Recreation and Trails Commissioners, and two Planning Commissioners.
- C. Membership is open to all residents meeting the above criteria with current Committee/Commission membership status.
- D. Members of the Menifee Community Advisory Committee shall not hold any paid office or employment with the City of Menifee.

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation

- E. Failure of a regular member to attend any regular meeting of the Menifee Community Advisory Committee without the consent of the Menifee Community Advisory Committee shall be deemed to constitute the retirement of such member and the position declared vacant.

3. Procedure

A. Composition of the Menifee Community Advisory Committee

1. The number of members of the Menifee Community Advisory Committee should be eight (8) persons.
2. Menifee Community Advisory Committee shall be composed of a cross-section of the City's community advisory boards.

B. Support

1. The City Manager or his/her designee shall be the City Council's liaison to the Menifee Community Advisory Committee.

C. Menifee Community Advisory Committee Officers

1. Chairperson: shall be elected by the Menifee Community Advisory 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 elected by the Menifee Community Advisory 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 Menifee Community Advisory Committee meetings
 - Format and send meeting minutes to the Chair for distribution to committee for approval
 - The City Clerk will maintain records related to the Menifee Community Advisory Committee

D. Menifee Community Advisory Committee Meetings

1. The Senior Advisory Committee will meet, at minimum, twice per year: once in February and once in August. Additional regular and special meetings can

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation

be scheduled as determined by the members of the Committee and approved by the City Council.

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 Menifee Community Advisory 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 City Council and the Community Development Block Grant program, to have items reviewed by the Menifee Community Advisory Committee.
5. Menifee Community Advisory Committee members may request agenda items through the Chair for upcoming meetings.

E. Menifee Community Advisory Committee Member Term Limits

1. Committee Members shall serve at the pleasure of his/her appointing Committee or Commission, for a single year term commencing January 1st and expiring December 31st of each year. There shall be no limit on the number of terms a Menifee Citizens Advisory Committee Member may serve.
2. At the discretion of the City Council or the appointing Committee/Commission, a Menifee Community Advisory Committee member may be excused from further participation, in the event it is deemed necessary for the benefit of the Committee as a whole.
3. Menifee Community Advisory Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Menifee Community Advisory Committee member with any unexcused meeting absence may be replaced at the discretion of the City Council or the respective appointing Committee/Commission.



Scott A. Mann
Mayor

John V. Denver
Mayor Pro Tem

Wallace W. Edgerton
Councilmember

Greg August
Councilmember

Matthew Liesemeyer
Councilmember

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

I, Kathy Bennett, City Clerk of the City of Meniffee, do hereby certify that the foregoing Resolution No. 15-414 was duly adopted by the City Council of the City of Meniffee at a meeting thereof held on the 7th day of January, 2015 by the following vote:

Ayes: August, Denver, Edgerton, Liesemeyer, Mann
Noes: None
Absent: None
Abstain: None

Kathy Bennett, City Clerk