



CITY OF MENIFEE

SUBJECT: Menifee Citizens Advisory Committee Composition Amendment

MEETING DATE: June 19, 2024

TO: Mayor and City Council

PREPARED BY: Stephanie Roseen, Acting City Clerk

REVIEWED BY: Stephanie Roseen, Acting City Clerk

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Adopt a resolution, amending Resolution No. 20-981 and modifying the composition and appointments to the Menifee Citizens Advisory Committee.

DISCUSSION

At the November 15, 2023, City Council Meeting, Councilmember Sobek requested a future agenda item to discuss the composition of the Menifee Citizens Advisory Committee (“MCAC”). At the February 7, 2024, City Council Meeting, the City Council provided direction to staff to bring back a formal resolution, amending the composition of the MCAC.

Background of MCAC

In July of 2012 the City became an entitlement agency and recipient of the Federal Department of Housing and Urban Development (“HUD”), 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 Menifee through delivery of public service grants to qualifying local non-profits.

As part of the requirements to become an entitlement agency the City Council adopted the 2012-2017 Citizen Participation Plan. Outlined within the City’s current Participation Plan is the incorporation of the MCAC which was established to provide an annual review for public services programs/activities included within the Annual Action Plan(s).

The purpose of MCAC is to promote and review CDBG applications and reports for qualified sub-recipient public service and community organizations, and review proposals for programs, projects and facilities as they pertain to residents. Additionally, the Committee reviews the Menifee’s Outstanding Citizen of the Month recipient applications to select Menifee’s Outstanding Citizen of the Year.

Proposed MCAC Amendments

The proposed amendments would more closely align the MCAC with the City's other established commissions and committees. First, the MCAC's composition is proposed to include five members, all appointed at-large and would not be restricted to reside within the appointing Councilmember's district. Additionally, the City Council would have the discretion to appoint a member from an existing committee or commission or appoint a new member from applications received through the City's biennial recruitment process.

Similar to the requirements of the other committees and commissions, MCAC members would also be required to reside and be a registered voter in the City, agree to the City Council's Code of Ethics Policy (CC-23), and take the AB1234 Ethics Training. Additionally, because members of MCAC would be participating in making financial recommendations to the City, they would be required to submit a Conflict of Interest Form (Form 700), disclosing any financial conflicts they may have. There is no change proposed to the terms or term limits and MCAC members would serve a two-year term and have no term limits.

Terms for the current MCAC members are set to expire in December of this year. Following the City's Biennial Recruitment, reappointment/appointment of committee members would take place in January 2025.

Commission and Committee Biennial Recruitment Process

To improve citizen involvement and transparency the City Clerk Department implemented a biennial committee and commission recruitment process that follows each regular municipal election. Although committee and commission applications are accepted at any time, at the end of each even year the City advertises and invites the citizens of Menifee to submit their applications for upcoming City Committees and Commissions vacancies. City Clerk staff verify that applicants meet the requirements and prepare those applications for the elected Councilmembers for their review. At the first City Council meeting in January, following the election, newly elected or reelected Councilmembers may choose to reappoint their current appointees or make a new appointment.

STRATEGIC PLAN OBJECTIVE

Community Engagement and Social Infrastructure

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

ATTACHMENTS

1. Resolution - Clean
2. Resolution - Redlined