



CITY OF MENIFEE

SUBJECT: Councilmember Committee and Commission Appointments

MEETING DATE: January 15, 2025

TO: Mayor and City Council

PREPARED BY: Stephanie Roseen, City Clerk

REVIEWED BY: Stephanie Roseen, City Clerk

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Mayor Estrada to appoint each of the following: a) Planning Commissioner, b) Parks, Recreation, and Trails Commissioner, c) Quality of Life (Measure DD) Oversight Committee Member, d) Senior Advisory Committee Member, e) Menifee Citizens Advisory Committee Member, and f) Veterans and Military Families Advisory Committee Member; and
2. Mayor Pro Tem Karwin to appoint each of the following: a) Planning Commissioner, b) Parks, Recreation, and Trails Commissioner, c) Quality of Life (Measure DD) Oversight Committee Member, d) Senior Advisory Committee Member, e) Menifee Citizens Advisory Committee Member, and f) Veterans and Military Families Advisory Committee Member; and
3. Councilmember Temple to appoint each of the following: a) Planning Commissioner, b) Parks, Recreation, and Trails Commissioner, c) Quality of Life (Measure DD) Oversight Committee Member, d) Senior Advisory Committee Member, e) Menifee Citizens Advisory Committee Member, and f) Veterans and Military Families Advisory Committee Member; and
4. Councilmember Deines to appoint each of the following: a) Quality of Life (Measure DD) Oversight Committee Member, b) Senior Advisory Committee Member, c) Menifee Citizens Advisory Committee Member, and d) Veterans and Military Families Advisory Committee Member.

DISCUSSION

Every even numbered year, concurrent with the General Municipal Election, the City of Menifee conducts a biennial recruitment process to fill vacancies on its Committees and Commissions, ensuring alignment with legal requirements and promoting public engagement in local governance. The City offers several opportunities for residents to serve in advisory roles, including positions on the Planning Commission, Parks, Recreation, and Trails Commission, Quality of Life

(Measure DD) Oversight Committee, Senior Advisory Committee, Menifee Citizens Advisory Committee (MCAC), and Veterans and Military Families Advisory Committee.

In 2024, the City Council adopted Resolution Nos. 24-1455 and 24-1491, amending the composition of MCAC and creating the Veterans and Military Families Advisory Committee. MCAC's composition was amended to extend the opportunity for public participation in the committee. Committee Members may be appointed from existing committees or commissions or be appointed as a new committee member not currently serving on a committee or commission. The Veterans and Military Families Advisory Committee was created to promote public service and community involvement for veterans and military families; review proposals for programs, projects and facilities as they pertain to veterans and military families. This committee will help promote involvement in community events programs or volunteer projects and act in an advisory capacity to the City Council implementing veteran oriented directives related to City projects, events and veteran and military family programs.

Councilmembers appoint Commissioners to serve terms concurrent with their four-year City Council term, while Committee appointments are for two years. There are no term limits for Commissioners or Committee Members, and Councilmembers have the option to reappoint members. On December 17, 2024, Councilmembers were provided with applications for review and consideration. Councilmembers Karwin and Temple and Mayor Estrada, elected in the November 2024 election, will appoint or reappoint members to all Committees and Commissions. However, Councilmember Dean Deines's Commissioners are within their current four-year term, so he will only appoint or reappoint members to Committees.

As required by the Maddy Act (Government Code 54970), specific noticing requirements must be followed for vacancies. The Maddy Act aims to enhance public awareness of appointments made by the City Council and encourages public participation in local government. The Act mandates the posting of a Local Appointments List, which includes appointment and expiration dates, qualifications, and meeting details.

To streamline the appointment process while adhering to legal requirements, the City Clerk Department conduct a biennial recruitment for Committee and Commission positions. Notices of vacancies were published on October 16, 2024, and November 18, 2024, and were disseminated through the City's website and social media platforms. Applications were accepted through November 22, 2024, and the City Clerk received 69 applications, some for multiple positions. After the recruitment period closed, the City Clerk vetted the applications to ensure they met the minimum qualifications and compiled them for the City Council's review to facilitate appointment decisions.

Applicants not selected during this round of appointments will be placed on a two-year interest list and may be contacted to fill a unscheduled vacancies. The City Clerk Department will notify all applicants not selected with a letter, providing information on additional opportunities to volunteer in the community,

STRATEGIC PLAN OBJECTIVE

Community Engagement and Social Infrastructure

FISCAL IMPACT

There is no fiscal impact associated with the recommended action.

ATTACHMENTS

1. 2025 Proposed Local Appointments List