

**RESOLUTION NO. 24-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MENIFEE, CALIFORNIA, ESTABLISHING THE VETERANS AND  
MILITARY FAMILIES ADVISORY COMMITTEE OF THE CITY OF  
MENIFEE**

**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**, the City Council recognizes veterans and military families to be a valuable resource 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**, on April 17, 2024, the City Council provided direction on the creation and formation of an inclusive network of support for active service members, veterans and their families; and

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

**WHEREAS**, the City Clerk Department will hold a Biennial Committee and Commission Recruitment in 2024 and recruit new committee members for the Veterans and Military Families Advisory Committee with a term to begin in January 2025.

**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 Veterans and Military Families Advisory Committee shall consist of five at-large members; one member appointed by each member of the City Council.

**Section 2. Committee Purpose** The Veterans and Military Families Advisory Committee will promote public service and community involvement, with, for and by veterans and military families; review proposals for programs, projects and facilities as they pertain to veterans and military families; 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 families oriented programs.

**Section 3. Committee Appointment** At the first City Council meeting, commencing January 2025, 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 City Council meeting after the application process.

**Section 4. Committee Rules and Procedures** That the role of the Veterans and Military Families Advisory Committee is contained in "Exhibit A" and the Veterans and Military Families 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 21st day of August 2024.

\_\_\_\_\_  
Bill Zimmerman, Mayor

Attest:

\_\_\_\_\_  
Stephanie Roseen, Acting City Clerk

Approved as to form:

\_\_\_\_\_  
Jeffrey T. Melching, City Attorney

EXHIBIT A  
Veterans and Military Families Advisory Committee Guidelines

1. Powers, Duties, and Responsibilities.

The Veterans and Military Families 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 veterans and military families.
- B. Review proposals for programs, projects, and facilities as they pertain veterans and military families.
- C. Assist in the evaluation and planning of arts, recreation, and social service programs with an emphasis on veterans and military families.
- D. Review and make recommendations on matters pertaining to veterans and military families programming and/or services to the Parks, Recreation, and Trails Commission or City Council.
- E. Promote involvement in veteran and military related 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 veterans and military families.

2. Eligibility for the Veterans and Military Families Advisory Committee and Absences

The following criteria will be considered for eligibility as a member of the Veterans and Military Families Advisory Committee:

- A. Applicants must be residents of the City of Menifee.
- B. Applicants must be a registered voter in the City of Menifee.
- C. Committee members of the Veterans and Military Families Advisory Committee shall not be employed with the City of Menifee.
- D. 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.
- E. Committee members are required to participate in AB1234 training every two years. Failure to comply could result in removal from the committee per Policy No. CC-23.

- F. Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Committee member with three or more meeting absences during a twelve-month period may be removed at the discretion of their appointing Councilmember with recommendation from a majority vote of the Committee.

### 3. Procedure

#### A. Composition

1. The Veterans and Military Families Advisory Committee shall consist of five at-large members through appointment of the City Council and may be members of an existing committee or commission.

#### B. Support

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

#### C. Veterans and Military Families Advisory Committee Officers

1. Chairperson: shall be appointed by the Veterans and Military Families Advisory Committee members at the first meeting of the calendar year, 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 Veterans and Military Families Advisory Committee members at the first meeting of the calendar year, 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 Veterans and Military Families 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 Veterans and Military Families Advisory Committee

#### D. Veterans and Military Families Advisory Committee Meetings

1. Veterans and Military Families 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 Veterans and Military Families 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, to have items reviewed by the Veterans and Military Families Advisory Committee.
5. Future agenda requests must be made and seconded by the committee members.

E. Veterans and Military Families Advisory Committee Member Term Limits

1. Committee members shall serve at the pleasure of their appointing councilmember for a two-year term.
2. There shall be no limit on the number of terms a committee member may serve.
3. At the discretion of the City Council a committee member may be excused from further participation, in the event it is deemed necessary for the benefit of the Committee as a whole.