



## **CITY OF MENIFEE**

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SUBJECT: Menifee Citizens Advisory Committee Composition

MEETING DATE: February 7, 2024

TO: Mayor and City Council

PREPARED BY: Stephanie Roseen, Assistant City Clerk

REVIEWED BY: Sarah A. Manwaring, City Clerk

APPROVED BY: Rebekah Kramer, Acting City Manager

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### **RECOMMENDED ACTION**

1. Discuss and provide direction to staff related to the composition and guidelines for 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”).

#### **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 Menifee’s Outstanding Citizen of the Month recipient applications to select the Outstanding Citizen of the Year.

When MCAC was established in 2015 it was an eight-member body consisting of two members from each of the existing committees and commissions including the Youth Advisory Committee, Senior Advisory Committee, Parks, Recreation, and Trails Commission, and the Planning Commission. The Quality-of-Life (Measure DD) Committee was established after MCAC in 2017. In 2020, the Youth Advisory Committee was transitioned from a Council advisory committee to a Community Services Department program. As part of this programmatic change, the City Council adopted Resolution No. 20-981 amending the composition of MCAC with the removal of the Youth Advisory Committee members.

MCAC is currently comprised of six members including two representatives from the Planning Commission, Parks, Recreation, and Trails Commission, and the Senior Advisory Committee. Members are appointed by each of these bodies to serve on the MCAC for a two-year term. MCAC is the only committee comprised of members of existing committees and commissions. The Planning Commission, Parks, Recreation, and Trails Commission, Quality of Life (Measure DD) Committee, and the Senior Advisory Committee are comprised of Menifee constituents appointed by the City Council.

### **Commissioner and Committee Member Requirements**

Those serving on a Council appointed committee or commission are prohibited from being a member of another Council appointed commission or committee, serving in a city office, or being a city employee and are required to adhere to the following:

- Agree to attend regular and special meetings as scheduled with limited absences;
- Be a registered voter in the City of Menifee;
- Take the Oath of Office;
- Agree to the City Council's Code of Ethics Policy;
- Take the required two-hour AB1234 training.

Additionally, there are specific requirements that relate to Commissions versus Committees. As members that receive a stipend, commissioners must take the AB 1661 Harassment Training and are required to file a Statement of Economic Interest (Form 700). Commissioners are appointed at-large which means they are not required to live in the district of their appointing Councilmember. By contrast, committee members are not required to take AB 1661 training but must live within the district of their appointing Councilmember. Separately, Senior Advisory Committee Members must be 55 years or better to serve on the Committee and the Quality of Life (Measure DD) Oversight Committee Members are also required to file the Form 700.

The City's committees are established by resolution and any amendments to MCAC's composition would require the adoption of an amended resolution. If the City Council desires to make changes to the composition of MCAC, staff would bring back an amended resolution for the City Council's consideration at a future meeting based upon Council direction.

### **STRATEGIC PLAN OBJECTIVE**

Community Engagement and Social Infrastructure

**FISCAL IMPACT**

There is no fiscal impact associated with the recommended action.

**ATTACHMENTS**

1. Resolution No. 20-981 – Menifee Citizens Advisory Committee