

City Council Chambers
29844 Haun Road
Menifee, CA 92586



Menifee City Council
Regular Meeting Minutes

Wednesday, September 18, 2024
6:00 PM Regular Meeting

Armando G. Villa, City Manager
Jeffrey T. Melching, City Attorney
Stephanie Roseen, Acting Clerk

Bill Zimmerman, Mayor
Bob Karwin, District 1
Ricky Estrada, District 2
Lesa Sobek, District 3
Dean Deines, District 4

MINUTES

REGULAR MEETING (6:00 PM)

1. CALL TO ORDER

Mayor Zimmerman called the meeting to order at 6:01 PM.

2. ROLL CALL

Present: Bill Zimmerman, Bob Karwin, Ricky Estrada, Lesa Sobek, Dean Deines
Absent: None

3. WORDS OF INSPIRATION

Greg Lomenick – Menifee Lakes Ward of the Church of Jesus Christ of Latter-day Saints.

4. PLEDGE OF ALLEGIANCE

AJ Novack led the flag salute.

5. PRESENTATIONS

5.1 Citizen of the Month – Eugene “Johnny” Bartlett II

The City Council recognized Eugene Bartlett and presented him with a certificate.

5.2 Community Services Update

Community Services Manager Mariana Mitchell provided a presentation and update.

5.3 Youth Leaders of Menifee Officer Introductions

Community Services Supervisor Gabbi Cao introduced the Youth Leaders of Menifee.

6. AGENDA APPROVAL OR MODIFICATIONS

The agenda was approved unanimously (5-0) with no modifications.

7. PUBLIC COMMENTS (NON-AGENDA ITEMS)

The following speakers addressed the City Council on non-agenda items.

- John Pruitt

8. COUNCILMEMBER UPDATES AND COMMENTS

Councilmember Karwin reported on the meetings and events he attended.

- Menifee Police Department Promotion Ceremony
- David's Toothpaste Ribbon Cutting
- Western Riverside Council of Governments (WRCOG) Transportation Uniform Mitigation Fee (TUMF) Central Zone Executive Committee Meeting
- Chamber of Commerce Gathering
- WRCOG Executive Committee Meeting
- Stakeholder Interview Meeting on Innovation District
- Chamber Wake Up Menifee at Fairfield Inn

Councilmember Estrada reported on the meeting he attended.

- Stakeholder Interview Meeting on Innovation District

Councilmember Sobek reported on the meetings and events she attended.

- Stakeholder Interview Meeting on Innovation District
- David's Toothpaste Ribbon Cutting
- Sunset Board and Care Ribbon Cutting
- Senator Kelly Seyarto MTG Meeting
- Foodie Friday
- Regional Conservation Authority (RCA) Meeting
- Operation School Bell Assistance League
- Menifee Finance Committee Meeting
- Day of Service and Remembrance at Miller Jones Mortuary

Mayor Pro Tem Deines reported on the meeting and event he attended.

- David's Toothpaste Ribbon Cutting
- Finance Committee Meeting

Mayor Zimmerman reported on the meetings and events he attended.

- You Matter Coalition Meeting
- David's Toothpaste Ribbon Cutting
- Murrieta Temecula Group Meeting
- Open Ceremonies for Menifee Girls Softball League
- Foodie Friday
- Chamber of Commerce Gathering
- Stakeholder Interview Meeting on Innovation District
- Chamber Mixer at Animal Friends of the Valley
- Riverside County Transportation Commission (RCTC) Meeting
- RCTC 79 Corridor Ad Hoc Committee Meeting
- Rotary Club Meeting
- MilVet Care Packages Event
- Vicory Calvery Chaple Car Show
- Remembrance Event in Lake Elsinore

- Chamber Wake Up Meniffee at Fairfield Inn

9. APPROVAL OF MINUTES

The minutes were approved unanimously (5-0) with no modifications.

9.1 September 4, 2024 Minutes

10. CONSENT CALENDAR

The consent calendar was approved by the following vote.

MOVER: Dean Deines

SECONDER: Bob Karwin

AYES: Zimmerman, Karwin, Estrada, Sobek, Deines

NAYS: None

RECUSE: None

10.1 Waiver of Reading

ACTION

1. Waived the reading in full of any and all ordinances listed on this agenda and provided that they be read by title only.

10.2 Warrant Register

ACTION

1. Ratified and approved the Voucher Lists dated 08/16/2024, and 08/23/2024, the Payroll Register/Other EFTs dated 08/13/2024, 08/16/2024, and 08/21/2024 which have a total budgetary impact of \$6,195,516.78.

10.3 Monthly Public Safety Reports

ACTION

1. Received and filed Public Safety Reports for July 2024.

10.4 Proclamations

ACTION

1. Proclaimed the week of September 17 – 23, 2024 as “Constitution Week;” and
2. Proclaimed the first week of October 2024 as “Meniffee Clean Air Week”.

10.5 Conflict of Interest Code Biennial Update

ACTION

1. Received and filed the 2024 Local Agency Biennial Notice; and
2. Adopted Resolution No. 24-1495, amending the City of Meniffee’s Conflict of Interest Code, which outlines the designated Fair Political Practices Commission (FPPC) Form 700 filers.

10.6 Coalition for Clean Air Microgrant Acceptance

ACTION

1. Accepted the 2024 Coalition for Clean Air Microgrant in the amount of \$500; and
2. Adopted Resolution No. 24-1496, authorizing an increase in revenue and appropriation of expenditures in the amount of \$500 to the Clean Air Grant Account; and
3. Authorized the City Manager, or his designee, to execute all necessary documents to implement and administer the funded programs.

10.7 Bid Award and Agreement with Complete Paperless Solutions for Citywide Document Scanning, Indexing, and Quality Control Services

ACTION

1. Awarded bid and authorized the City Manager to execute a Professional Services Agreement with Complete Paperless Solutions (CPS) for citywide document scanning, indexing and quality control services for an initial two-year term in a total not-to-exceed amount of \$430,000 through June 30, 2026; and
2. Authorized the City Manager or designee to execute up to three optional one-year renewals in the not-to-exceed amount of \$570,000; and
3. Authorized the City Manager to execute additional amendments as needed to include unanticipated services for document scanning, indexing and quality control services, at the City's discretion and contingent on availability of the corresponding budget.

10.8 Agreement with Bucknam Infrastructure Group, Inc. for City's Pavement Management Program Update

ACTION

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Bucknam Infrastructure Group, Inc. to update the City's Pavement Management Program, Capital Improvement Program Project No. 24-23, for a total amount not-to-exceed \$169,403 through June 30, 2025.

10.9 Purchase Order Increase with Copp Contracting, Inc. for the Briggs Road Chip Seal Project

ACTION

1. Approved and authorized an increase to Purchase Order No. 24100154 with Copp Contracting, Inc. Construction Services for the Briggs Road Chip Seal Project, in the amount of \$8,270, for a revised total not-to-exceed aggregate sum of \$65,950.

- 10.10 Agreement Amendment with Kimley-Horn and Associates, Inc. for the Citywide Traffic Signal Safety Improvements Project

ACTION

1. Approved and authorized the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Kimley-Horn and Associates, Inc. for environmental and civil design services for 17 additional intersections for the Citywide Traffic Signal Safety Improvements Project, Capital Improvement Program (CIP) Project No. 24-01, increasing the amount by \$32,215 for a total not-to-exceed amount of \$207,034.30.

- 10.11 Agreement with Bureau Veritas Technical Assessment, LLC for the City's Americans with Disabilities Act Self-evaluation and Transition Plan Update

ACTION

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Bureau Veritas Technical Assessment (BVTA) to update the City of Menifee's Americans with Disabilities Act Self-evaluation and Transition Plan, Capital Improvement Program Project No. 24-24, for a total amount not-to-exceed \$249,776.56 through June 30, 2025.

- 10.12 Agreement Amendment with SDI Presence, LLC for As Needed Professional Information Technology Support Services

ACTION

1. Approved and authorized the City Manager to execute Amendment No. 3 to the professional services agreement with SDI Presence, LLC for as needed professional information technology support services in an amount not-to-exceed \$38,000, for a revised total of \$116,666.

- 10.13 Memorandum of Understanding with the County of Riverside, Riverside University Health Systems Behavioral Health for Crisis Triage Behavioral Health Services

ACTION

1. Approved and authorized the City Manager to execute a Memorandum of Understanding (MOU) with the County of Riverside, Riverside University Health System - Behavioral Health for Crisis/Triage Behavioral Health Services; and
2. Authorized the City Manager to execute all subsequent yearly MOU amendments at the City's discretion.

- 10.14 Agreement with Southern California Edison for the Holland Road/I-215 Overcrossing Traffic Signal Service Line Extension Construction Services

ACTION

1. Approved and authorized the City Manager, or their designee, to execute a Distribution Line Service Extension Agreement with Southern California Edison for the traffic signal service line extension services at Holland and Haun Road for the Holland Road / I-215 Overcrossing Project, Capital Improvement Program Project No. CIP 13-03, in an amount not-to-exceed \$28,780.65.

- 10.15 Termination of Existing Cooperative Agreement and Execution of Revised Cooperative Agreement with the California Department of Transportation for the Garbani Road / I-215 Interchange Project

ACTION

1. Authorized the City Manager to execute a Cooperative Agreement Termination Statement with the California Department of Transportation (“Caltrans”) to terminate the existing Cooperative Agreement for the Project Approval and Environmental Document (PA&ED), Plans, Specifications, and Estimate (PS&E), and Right of Way (ROW) phases for the Garbani Road / Interstate 215 Interchange, Capital Improvement Program (CIP) Project No. 20-05 (“Project”); and
2. Approved as to form and authorize the City Manager to execute the necessary documents, including but not limited to a revised Cooperative Agreement, with Caltrans for the PA&ED, PS&E, and ROW phases of work for the Project.

- 10.16 Acceptance of Landscape Improvements for Tract Map 37067, Menifee Town Center - Camden Place, by RSI Communities - California, LLC.

ACTION

1. Accepted the landscape improvements for Tract Map 37067, Camden Place, located on the northwest corner of La Piedra Road and Great Oak Road.

- 10.17 Acceptance of Public Improvements and 90% Release of Security for Tract Map 31822-F, Audie Murphy Ranch, by Sutter Mitland 01, LLC

ACTION

1. Accepted the public improvements for streets, drainage, water, recycled water, sewer system, and survey monuments for Tract Map 31822-F, Audie Murphy Ranch, located north of Audie Murphy Road at Whispering Way; and
2. Authorized the City Engineer to release 90% of the posted securities per the City’s standard policies.

11. PUBLIC HEARING ITEMS

- 11.1 Consolidated Annual Performance and Evaluation Report for the Community Development Block Grant Program for Fiscal Year 2023/2024

Senior Management Analyst Edna Lebron provided a presentation. The City Council asked questions of staff.

Mayor Zimmerman opened the public hearing at 6:47 PM.

The following speakers addressed the City Council.

- Lynn Kelly-Lehner

Mayor Zimmerman closed the public hearing at 6:49 PM.

ACTION

1. Adopted Resolution No. 24-1497, approving the Community Development Block Grant (CDBG) Fiscal Year 2023/2024 Consolidated Annual Performance and Evaluation Report (CAPER), authorizing staff to submit the CAPER to the Department of Housing and Urban Development (HUD).

MOVER: Lesa Sobek
SECONDER: Dean Deines

<p>AYES: Zimmerman, Karwin, Estrada, Sobek, Deines NAYS: None RECUSE: None</p>

12. DISCUSSION ITEMS

12.1 League of California Cities Annual Conference, General Assembly Voting Delegate Appointment

Management Analyst Edna Aguliar provided a presentation.

ACTION

1. Appointed Councilmember Ricky Estrada as a voting delegate at the League of California Cities Annual Conference, General Assembly scheduled for October 16-18, 2024, in Long Beach, California; and
2. Discussed the proposed resolution and determined the City's position for the designated voting delegate to accurately represent the City at the General Assembly meeting; and
3. Authorized the City Clerk to complete and return the voting delegate online submission form to the League of California Cities.

MOVER: Bill Zimmerman
SECONDER: Bob Karwin

<p>AYES: Zimmerman, Karwin, Estrada, Sobek, Deines NAYS: None RECUSE: None</p>

13. CITY ATTORNEY REPORTS

None.

14. CITY MANAGER REPORTS

None.

15. FUTURE AGENDA REQUESTS FROM COUNCIL MEMBERS

Councilmember Sobek requested a discussion item to create a September 11th Tribute. Mayor Zimmerman seconded the request.

16. ADJOURN

Mayor Zimmerman adjourned the meeting at 6:55 PM.

Stephanie Roseen, CMC
Acting City Clerk