

RESOLUTION NO. 24-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MENIFEE, CALIFORNIA, AMENDING RESOLUTION NO. 20-981
AND MODIFYING THE COMPOSITION OF THE MENIFEE
CITIZENS ADVISORY COMMITTEE**

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, in July of 2012 the City of Menifee became an entitlement agency and recipient of the Federal Department of Housing and Urban Development, Community Development Block Grant; and

WHEREAS, 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; and

WHEREAS, part of the requirements to becoming an entitlement community the City Council adopted a Citizen Participation Plan on October 18, 2011, establishing the policies and procedures to be followed in the Consolidated Plans and the Annual Action Plans, and the Analysis of Impediments to Fair Housing; and

WHEREAS, the adopted 2012-2017 Citizens Participation Plan incorporated the participation of the Menifee Citizens Advisory Committee as part of the annual review for public services programs/activities included within the Annual Action Plan(s); and

WHEREAS, on July 7, 2015, the City Council adopted Resolution No. 15-414, which established the Menifee Citizens Advisory Committee and outlined its composition to include two members from each of the existing City committees at that time; the Youth Advisory Committee, Senior Advisory Committee, Parks, Recreation, and Trails Commission, and the Planning Commission; and

WHEREAS, on August 15, 2018 the City Council adopted Resolution No. 18-709, dissolving and restructuring the Youth Advisory Committee as a Community Services Department program, which resulted in the adoption of Resolution No. 20-981, amending and revising the composition of the Menifee Citizens Advisory Committee to remove those two members; and

WHEREAS, to provide an opportunity for greater public participation, the City Council desires to revise the composition of the Menifee Citizens Advisory Committee to five members, at-large, appointed by each member of the City Council; and

WHEREAS, the term for the current members of the Menifee Citizens Advisory Committee will end December of 2024; and

WHEREAS, the City Clerk Department will hold a Biennial Committee and Commission Recruitment in 2024 and recruit new committee members for the Menifee Citizens Advisory Committee with a term to begin in January 2025; and

WHEREAS, the City Council may choose to appoint committee members from existing committees or commissions or appoint a new committee member from the 2024 recruitment.

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 Menifee Citizens Advisory Committee shall consist of five at-large members; one member appointed by each member of the City Council.

Section 2. Committee Purpose That the purpose of the Menifee Citizens Advisory Committee shall be to promote and review Community Development Block Grant applications and reports for qualified sub-recipient public service and community organizations, review proposals for programs, projects and facilities as they pertain to residents; promote involvement in community events, programs or volunteer projects; and act in an advisory capacity to the City Council in all other policy matters pertaining to the Community Development Block Grant program. The Committee shall also review Menifee's Outstanding Citizen of the Month recipient applications and meet prior to the second regularly scheduled City Council meeting in January to select Menifee's Outstanding Citizen of the Year.

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 Menifee Citizens Advisory Committee is contained in "Exhibit A" and the Menifee Citizens 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 19th day of June 2024.

Bill Zimmerman, Mayor

Attest:

Stephanie Roseen, Acting City Clerk

Approved as to form:

Jeffrey T. Melching, City Attorney

EXHIBIT A
Menifee Citizens Advisory Committee Guidelines

1. Powers, Duties, and Responsibilities.

The Menifee Citizens Advisory 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 residents.
- B. Review proposals for programs, projects, and facilities as they pertain to the City of Menifee Community Block Grant Program.
- C. Assist in the evaluation and planning of arts, recreation, and social service programs with an emphasis on low to moderate income populations as defined by the Federal Department of Housing and Urban Development.
- D. Review and make recommendations on matters pertaining to the City of Menifee Community Development Block Grant program.
- E. Promote involvement in 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 City of Menifee Community Development Block Grant program.
- G. Review Menifee's Outstanding Citizen of the Month recipient applications and select Menifee's Outstanding Citizen of the Year based on Policy No. CC-24, the City Council Recognition Policy.

2. Eligibility for the Menifee Citizens Advisory Committee and Absences

The following criteria will be considered for eligibility as a member of the Menifee Citizens 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 Menifee Citizens 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 required to submit a Statement of Economic Interest (Form 700.)

- G. A committee member with one or more meeting absence 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 Menifee Citizens 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 Menifee Citizens Advisory Committee.

C. Menifee Citizens Advisory Committee Officers

1. Chairperson: shall be appointed by the Menifee Citizens 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 Menifee Citizens 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 Menifee Citizens 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 Menifee Citizens Advisory Committee

D. Menifee Citizens Advisory Committee Meetings

1. Menifee Citizens Advisory Committee will have, at minimum, three regular meetings per year: one in March, one in August, and one prior to the second regularly scheduled City Council meeting in January. The Committee may hold other special meetings as needed. The exact date and time will be determined by the members of the Committee.
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 Menifee Citizens 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 and the Community Development Block

Grant program, to have items reviewed by the Meniffee Citizens Advisory Committee.

5. Future agenda requests must be made and seconded by the committee members.
6. Meniffee Citizens Advisory Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A committee member with one or more unexcused meeting absences during a twelve-month period may be removed at the close of the meeting during which the final absence occurs and the vacancy shall be filled according to the Maddy Act.

E. Meniffee Community 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.