

SAMPLE CITY COUNCIL ACTION MINUTES

City Council Chambers
29844 Haun Road
Menifee, CA 92586

Bill Zimmerman, Mayor
Bob Karwin, District 1
Matthew Liesemeyer, District 2
Lesa Sobek, District 3
Dean Deines, District 4



MINUTES

Menifee City Council
Regular Meeting Minutes

Wednesday, June 15, 2022
4:30 PM Closed Session
6:00 PM Regular Meeting

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

CLOSED SESSION (4:30 PM)

Mayor Zimmerman called the meeting to order at 4:33 PM. Present were Councilmembers Karwin, Liesemeyer, Sobek, Mayor Pro Tem Deines, and Mayor Zimmerman. There were no public comments. The City Council recessed to closed session for the purposes listed below.

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)
National Prescription Opiate Litigation, United States District Court Case No. 1:17-CV-2804
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:
Significant Exposure to Litigation (Gov. Code Section 54956.9(d)(2) and (3)): 1 Case.
3. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code section 54957.6
Negotiators: Rochelle Clayton – Assistant City Manager, Armando G. Villa - City Manager
Labor Associations: Menifee City Employees Associations (General Employee Unit, Mid-Management Employee Unit, and Professional Employee Unit)

REGULAR MEETING (6:00 PM)

1. CALL TO ORDER

Mayor Zimmerman called the meeting to order at 6:01 PM. City Attorney Jeffrey Melching stated there was no reportable action from closed session.

2. ROLL CALL

Present: Dean Deines, Bob Karwin, Matthew Liesemeyer, Lesa Sobek, Bill Zimmerman
Absent: None

3. WORDS OF INSPIRATION

First Counselor Erin Thompson – Menifee Church of Jesus Christ of Latter-day Saints

4. PLEDGE OF ALLEGIANCE

Shelly Neil led the flag salute.

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5. PRESENTATIONS

5.1 Menifee Police Chief Pat Walsh Retirement Proclamation

The City Council presented Menifee Police Chief Pat Walsh with a proclamation.

5.2 Citizen of the Month – John and Ann Motte

The City Council presented John and Ann Motte with the Citizen of the Month Certificate.

5.3 Business Spotlight – Karmichael's Cabinetry

The City Council honored Jeff Platt Owner of Karmichael's Cabinetry as the Business Spotlight.

5.4 Community Services Update

Community Services Manager Mariana Mitchel provided the Community Services Update.

6. AGENDA APPROVAL OR MODIFICATIONS

Staff requested to pull Item No. 10.10 from the agenda.

The agenda was approved unanimously (5-0) as modified.

7. PUBLIC COMMENTS (NON-AGENDA ITEMS)

The follow addressed the City Council on non-agenda items:

- John Ammann

8. COUNCILMEMBER UPDATES AND COMMENTS

Councilmember Karwin reported on the meetings and events he attended.

- Berkshire Hathaway Grand Opening
- Sun City Civic Association All Clubs Meeting

Councilmember Liesemeyer reported on the meetings he attended.

- Western Riverside County of Governments (WRCOG) Meeting
- Quail Valley Community Group Meeting

Councilmember Sobek reported on the meetings and events she attended.

- Youth Leaders of Menifee Awards
- Senior Scam Presentation at Kay Cenicerros Center
- Menifee Interfaith and Community Service Council
- Southshore Elementary School Presentation
- Berkshire Hathaway Grand Opening
- Lake Menifee Women's Club Presentation
- Regional Conservation Authority (RCA) Board Meeting

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Mayor Pro Tem Deines reported on the meetings and events he attended.

- Heritage High School Graduation Ceremony
- Inland Empire Men's Club Graduation

Mayor Zimmerman reported on the meetings and events he attended.

- Youth Leaders of Menifee Awards
- Senior Advisory Committee Meeting
- PALS City Hall Tour
- Central Park Foodie Friday
- Lazy Creek Open House
- Oasis Community Pancake Breakfast
- Interfaith and Community Service Council Meeting
- Spoke at Southshore Elementary School
- Blitzer's Fundraiser
- PALS Graduation
- Riverside County Transportation Commission (RCTC) Meeting
- Berkshire Hathaway Grand Opening
- Rotary Club Meeting
- Planning Meeting for Arts Festival
- Paloma Valley High School Graduation Ceremony
- Boys and Girls Club Summer Camp Kick Off
- Community Partners Meeting
- Quail Valley Community Group Meeting
- CalCities Mayor's Collaboration Meeting

9. APPROVAL OF MINUTES

9.1 April 6, 2022 Special Minutes

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

10. CONSENT CALENDAR

Item nos. 10.5, 10.16, 10.6, and 10.21 were pulled from the Consent Calendar for further discussion.

The balance of the Consent Calendar was approved by the following vote.

MOVER: Bob Karwin

SECONDER: Matthew Liesemeyer

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

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.

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10.2 Warrant Register

ACTION

1. Ratified and approved the Voucher List dated 05/20/2022 and the Payroll Register/Other EFT's dated 5/12/2022 and 5/13/2022 which have a total budgetary impact of \$4,277,332.37.

10.3 Treasurer's Report, March 2022

ACTION

1. Approved the Treasurer's Report for March 2022.

10.4 Monthly Public Safety Reports

ACTION

1. Received and filed.

10.5 Senate Bill 1383 Local Assistance Grant

This item was pulled from the Consent Calendar for discussion.

ACTION

1. Accepted the CalRecycle Senate Bill (SB) 1383 Local Assistance Grant in the amount of \$141, 516 and authorize staff to administer the funded implementation programs; and
2. Adopted Resolution No. 22-1160 authorizing an increase in revenue and appropriation of expenditures in the amount of \$141,516 to a program account as assigned by the Finance Department; and
3. Authorized the City Manager, or his designee, to execute all necessary documents to implement the funded programs.

MOVER: Bob Karwin

SECONDER: Lesa Sobek

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

10.6 Appropriation Increases for Various Special Districts

This item was pulled from the Consent Calendar for discussion.

ACTION

1. Adopted Resolution No. 22-1161 for use of fund balance for additional appropriations in various special district funds for operating expenditures.

MOVER: Matthew Liesemeyer

SECONDER: Lesa Sobek

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

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- 10.7 Annual Levy for Community Facilities Districts (CFD) (Facilities/Bonded) for Fiscal Year 2022/23

ACTION

1. Adopted Resolution No. 22-1162, ordering the levy and collection of special taxes within each of the following Community Facilities Districts for fiscal year 2022/23: 2019-1 (Meadow Run), 2020-1 (McCall Mesa), 2020-2 (Del Oro), 2021-1 (Banner Park) and 2021-2 (Sumac Ridge).

- 10.8 Landscape and Lighting Maintenance District 89-1-C Intention Proceedings for the Levy and Collection of Assessments for Fiscal Year 2022-23

ACTION

1. Adopted Resolution No. 22-1163, initiating proceedings for the levy and collection of assessments for the Landscape and Lighting Maintenance District No. 89-1 Consolidated ("LLMD No. 89-1-C" or "District") for fiscal year 2022-23; and
2. Adopted Resolution No. 22-1164, approval of the Annual Engineer's Report regarding the proposed levy and collection of assessments for LLMD No. 89-1-C for Fiscal Year 2022-23; and
3. Adopted Resolution No. 22-1165, declaring its intention for the levy and collection of assessments for the LLMD No. 89-1-C for fiscal year 2022-23 and setting the date of the public hearing for July 20, 2022.

- 10.9 Intention to set a Public Hearing to Establish Fiscal Year 2022-23 County Service Area Charges Within the City

ACTION

1. Adopted Resolution No. 22-1166 to declare its intention to continue County Service Area charges within the City for Fiscal Year 2022-23 and notice a Public Hearing for July 20, 2022.

- 10.10 Resolution of Intention for Community Facilities District 2017-1, Annexation No. 11, Golden Meadows – Item pulled from agenda during agenda modifications.

- 10.11 Memorandum of Understanding for Fiscal Year 2022/23 for the Small Business Development Center

ACTION

1. Approved and authorized the City Manager to execute the Memorandum of Understanding with Small Business Development Center (SBDC) for fiscal year 2022/23.

- 10.12 Fair Share Credit Agreement with BLC Fleming, LLC for Ethanac Road and Encanto Drive Traffic Signal Improvement

ACTION

1. Approved and authorized the City Manager to execute a Fair Share Credit Agreement for the Ethanac Road and Encanto Drive intersection traffic signal improvement for Tract Map 37391 with BLC Fleming, LLC.

- 10.13 On-Call Agreements for Fiscal Year 2022/23 for the Information Technology Department

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ACTION

1. Approved and authorized the City Manager to execute the following Professional Services Agreements in a cumulative amount not-to-exceed \$100,000 annually:SHI International Corp., SDI Presence LLC, and ETech360 Inc.; and
 2. Authorized the City Manager to execute four, one-year extensions for each of the three agreements in the cumulative amount not-to-exceed \$100,000 annually.
- 10.14 On-Call Agreements for Fiscal Year 2022/23 for the Community Development Department, Recoverable

ACTION

1. Approved and authorized the City Manager to execute the following six Professional Services Agreements for on-call recoverable services in an amount not-to-exceed \$336,000: Architerra Design Group, ESA, Gary F. Hoyt Landscape Architecture, Inc., Kimley-Horn and Associates, Inc., Kobata Associates, Inc., and Spicer Consulting Group.
- 10.15 On-Call Agreement for Fiscal Year 2022/23 for the Building & Safety Department

ACTION

1. Approved and authorized the City Manager to execute a Professional Services Agreement in the not-to-exceed amount of \$300,000 with Interwest Consulting Group, Inc. for fiscal year 2022/23 on-call building and safety plan review services.
- 10.16 Cooperative Agreement with Riverside County Regional Park and Open-Space District

This item was pulled from the Consent Calendar for discussion.

ACTION

1. Approved and authorized the City Manager to execute the Cooperative Agreement with Riverside County Regional Park and Open-Space District for the alignmentand maintenance analysis of the Salt Creek Trail; and
2. Approved Resolution No. 22-1167, increasing the General Fund (Fund 100) revenue by \$100,000 in an account as assigned by Finance Department for the Salt Creek Trail Improvements Project.

MOVER: Dean Deines

SECONDER: Lesa Sobek

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

- 10.17 Agreement Amendment with Rick Engineering Company for Economic Development Corridor Southern Gateway Public Engagement/Outreach Strategy

ACTION

1. Approved and authorized the City Manager to execute Amendment No. 1 with Rick Engineering Company to extend the term of the agreement through June 30, 2023 for the EDC Southern Gateway Public Engagement/Outreach Strategy for future Specific Plan.

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- 10.18 Agreement Amendment for The Matrix Consulting Group, Inc. for fiscal year 2021/22 Cost Allocation Plan, Citywide User Fee Study, and Development Impact Fee Study Review and Update

ACTION

1. Approved and authorized the City Manager to execute Amendment No. 1 to the existing professional services agreement with The Matrix Consulting Group, Inc. to extend the contract date to December 31, 2022 for fiscal year 2021/22 Cost Allocation Plan, Citywide User Fee Study, and Development Impact Fee Study Review/Update.

- 10.19 Agreement Amendment and Purchase of Police Department Body and Fleet In-car Dash Cameras with Axon Enterprise, Inc.

ACTION

1. Approved and authorized the City Manager to execute Amendment No. 3 with Axon Enterprise, Inc. for the purchase of 17 patrol body cameras and taser sets and other required equipment and services for Police Department staff in the not-to-exceed amount of \$158,680 including tax; and
2. Approved and Authorized the City Manager to approve the purchase of eight Fleet3 Standard 2 Camera Kits (in-car dash cameras) in the not-to-exceed amount of \$103,944 including tax and installation; and
3. Exempt the purchase above from the competitive bidding as the purchase will be made under the Cooperative Purchasing Agreement ("Piggyback") with National Purchasing Partners Government (Contract# PS20270); and
4. Authorized the City Manager to execute the required documents and the Finance Department to issue a corresponding Purchase Order (PO) for the purchase(s), and contract(s) and/or amendments.

- 10.20 Agreement with Koff and Associates for the Classification and Compensation Study

ACTION

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Koff & Associates, a division of Arthur J. Gallagher & Co., in the amount not-to-exceed \$224,230 for the Classification and Compensation Study and Employee Satisfaction/Engagement Survey.

- 10.21 Final Map, Security Improvement Bonds, and Agreement for Tract Map 31456, The Enclave, by RCFC Investments, LLC.

This item was pulled from the Consent Calendar for discussion.

ACTION

1. Approved and authorized the City Manager to execute the Subdivision Improvement Agreement to guarantee completion of required improvements associated with Tract Map (TM) 31456 located west of Valley Boulevard, and north and south of Cherry Hills Boulevard; and
2. Approved and authorized the filing of the Final Map for TM 31456.

MOVER: Bill Zimmerman

SECONDER: Lesa Sobek

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

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- 10.22 Security Improvement Bond and Agreement for Tract Map 32102 Community Park, Banner Park, by Pulte Homes Company, LLC

ACTION

1. Approved and authorized the City Manager to execute the Security Improvement Bond and Agreement for hardscape and landscape for Tract Map 32102 Banner Park, located east of Lindenberger Road and north of Newport Road.

11. PUBLIC HEARING ITEMS

- 11.1 Five-year Capital Improvement Program for Fiscal Year 2022-23 through Fiscal Year 2026-27

Staff provided a presentation. Mayor Zimmerman opened the public hearing at 7:38 PM. Acting City Clerk Stephanie Roseen stated the public hearing was legally noticed and there was no correspondence received.

The following speaker provided public comment:

- Dave Fisher

Mayor Zimmerman closed the public hearing at 7:40 PM.

ACTION

1. Adopted Resolution No. 22-1168, approving the fiscal year 2022-23 Capital Improvement Budget and subsequent four-year Capital Improvement Program and funding plan for fiscal year 2023-24 through fiscal year 2026-27.

MOVER: Matthew Liesemeyer

SECONDER: Lesa Sobek

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

- 11.2 Development Impact Fees Construction Cost Index (CCI) Annual Adjustment

Community Development Director Cheryl Kitzerow provided a presentation.

Mayor Zimmerman opened the public hearing at 8:00 PM. Acting City Clerk Stephanie Roseen stated the public hearing was legally noticed and there was no correspondence or public comments received. Mayor Zimmerman closed the public hearing at 8:00 PM.

ACTION

1. Adopted Resolution No. 22-1169 to approve the annual update of the Development Impact Fees (DIF) to replace the existing fee schedule and establish a new fee schedule to be effective on August 15, 2022.

MOVER: Matthew Liesemeyer

SECONDER: Dean Deines

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

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11.3 Calendar Year 2021 Delinquent Solid Waste Accounts

Staff provided a provided a presentation. Mayor Zimmerman opened the public hearing at 8:06. Acting City Clerk Stephanie Roseen stated the public hearing was legally noticed and there was no correspondence or public comments. Mayor Zimmerman closed the public hearing at 8:06 PM.

ACTION

1. Conducted the Public Hearing and accepted public testimony regarding Calendar Year (CY) 2021 delinquent solid waste accounts to be applied to the Fiscal Year(FY) 2022/23 County of Riverside property tax roll for collection; and
2. Approved the Solid Waste Delinquency Report from USA Waste of California Inc., dba Waste Management of the Inland Empire (Waste Management) listing the CY 2021 delinquent solid waste accounts for placement on the FY 2022/23 County of Riverside property tax roll for collection; and
3. Adopted Resolution No. 22-1170, authorizing the collection of delinquent solid waste chargeson the annual property tax roll; and
4. Authorized the City Clerk to issue a certified copy of the Resolution and the Solid Waste Delinquency Report to be filed with the County of Riverside Auditor-Controller by Waste Management.

MOVER: Matthew Liesemeyer

SECONDER: Lesa Sobek

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

11.4 Community Facilities District Levy Ordinance Introductions

Mayor Zimmerman opened the public hearing at 8:07 PM. Acting City Clerk Stephanie Roseen stated the public hearing was legally noticed and there was no correspondence or public comments received. Mayor Zimmerman closed the public hearing at 8:08 PM.

Ms. Roseen introduced the ordinances by title.

ACTION

1. Introduced Ordinance No. 2022-344, amending Ordinance No. 2012-103 and levying special taxes to be collected during Fiscal Year 2022-23 to pay the annual costs of the maintenance and servicing of streetlights, parks, parkways, streets, roads, and open space, the operation and maintenance of storm drainage systems, a reserve fund for capital replacement, and administrative expenses with respect to City of Menifee Community Facilities District No. 2012-1 (Audie Murphy Ranch); and
2. Introduced Ordinance No. 2022-345, amending Ordinance No. 2012-108 and levying special taxes to be collected during Fiscal Year 2022-23 to pay the annual costs of the maintenance and servicing of streetlights, parks, parkways, streets, roads, and open space, the operation and maintenance of storm drainage systems, a reserve fund for capital replacement, and administrative expenses with respect to City of Menifee Community Facilities District No. 2012-2 (Hidden Hills); and
3. Introduced Ordinance No. 2022-346, amending Ordinance No. 2014-153 and levying special taxes to be collected during Fiscal Year 2022-23 to pay the annual

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- costs of the maintenance and servicing of streetlights, parks, parkways, streets, roads, and open space, the operation and maintenance of storm drainage systems, a reserve fund for capital replacement, and administrative expenses with respect to City of Menifee Community Facilities District No. 2014-1 (Town Center); and
4. Introduced Ordinance No. 2022-347, amending Ordinance No. 2014-154 and levying special taxes to be collected during Fiscal Year 2022-23 to pay the annual costs of the maintenance and servicing of streetlights, parks, parkways, streets, roads, and open space, the operation and maintenance of storm drainage systems, a reserve fund for capital replacement, and administrative expenses with respect to City of Menifee Community Facilities District No. 2014-2 (Commerce Pointe); and
 5. Introduced Ordinance No. 2022-348, amending Ordinance No. 2015-173 and levying special taxes to be collected during Fiscal Year 2022-23 to pay the annual costs of the maintenance and servicing of streetlights, parks, parkways, streets, roads, and open space, the operation and maintenance of storm drainage systems, a reserve fund for capital replacement, and administrative expenses with respect to City of Menifee Community Facilities District No. 2015-2 (Maintenance Services); and
 6. Introduced Ordinance No. 2022-349, amending Ordinance No. 2017-231 and levying special taxes to be collected during Fiscal Year 2022-23 to pay the annual costs of the maintenance and servicing of landscaping, lighting, water quality improvements, graffiti, streets, street sweeping, parks and trail maintenance, a reserve fund for capital replacement, and administrative expenses with respect to City of Menifee Community Facilities District No. 2017-1 (Maintenance Services).

MOVER: Dean Deines

SECONDER: Matthew Liesemeyer

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

12. DISCUSSION ITEMS

12.1 November 8, 2022 General Municipal Election Resolutions

Staff provided a presentation.

ACTION

1. Adopted Resolution No. 22-1171, calling the November 8, 2022 general municipal election for candidates and requesting assistance from the Registrar of Voters in conducting the election; and
2. Adopted Resolution No. 22-1172, setting regulations for candidate statements.

MOVER: Matthew Liesemeyer

SECONDER: Lesa Sobek

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

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12.2 Menifee Miscellaneous Police Employees Association (Non-sworn) Memorandum of Understanding

Assistant City Manager Rochelle Clayton provided a report on the memorandum of understanding.

ACTION

1. Adopted Resolution No. 22-1173, approving the tentative agreement for the foundational Memorandum of Understanding (MOU) between the City of Menifee and the Menifee Miscellaneous Police Employees Association (MMPEA), for the period of July 1, 2021 through June 30, 2024; and
2. Authorize the City Manager or designee to execute and implement terms of the MOU and Resolution.

MOVER: Dean Deines

SECONDER: Bob Karwin

AYES: Deines, Karwin, Liesemeyer, Sobek, Zimmerman

NAYS: None

RECUSE: None

13. CITY ATTORNEY REPORTS

None.

14. CITY MANAGER REPORTS

City Manager Armando Villa provided a report.

15. FUTURE AGENDA REQUESTS FROM COUNCIL MEMBERS

Councilmember Sobek requested an update from George Krikorian. Mayor Zimmerman seconded the request.

Councilmember Karwin requested a presentation for the City of Menifee App. Mayor Zimmerman seconded the request.

16. ADJOURN

Mayor Zimmerman adjourned the meeting at 8:31 PM in honor of El Monte Police Officer Joseph Santana and Sergeant Michael Paredes.

Stephanie Roseen, CMC
Acting City Clerk