

City Council Chambers
29844 Haun Road
Menifee, CA 92586



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

MINUTES

Menifee City Council Regular Meeting Minutes

Wednesday, June 21, 2023
5:30 PM Closed Session
6:00 PM Regular Meeting

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

CLOSED SESSION (5:30 PM)

Mayor Zimmerman called Closed Session to order at 5:30 PM. Present were Councilmembers Deines, Estrada, Sobek, and Mayor Zimmerman. Mayor Pro Tem Karwin was absent. The City Council recessed to Closed Session for the purpose listed below.

1. LIABILITY CLAIMS (Government Code section 54956.95):
Claimant: Darrell King; Agency claimed against: City of Menifee

REGULAR MEETING (6:00 PM)

1. CALL TO ORDER

Mayor Zimmerman called the meeting to order at 6:02 PM. City Attorney Jeffrey Melching stated there was no reportable action from Closed Session. Acting City Clerk Stephanie Roseen stated the City Council received correspondence on Item Nos. 10.6 and 10.21.

2. ROLL CALL

Present: Bill Zimmerman, Ricky Estrada, Lesa Sobek, Dean Deines
Absent: Bob Karwin

3. WORDS OF INSPIRATION

Pastor Aisha Sharp provided the words of inspiration.

4. PLEDGE OF ALLEGIANCE

Master Gunnery Sergeant U.S. Marine Corps, Artie Allen, led the flag salute.

5. PRESENTATIONS

- 5.1 Citizen of the Month (May) – Michael Cano

The City Council recognized Michael Cano as May's Citizen of the Month.

5.2 Citizen of the Month (June) – Erika Tejeda

The City Council recognized Erika Tejeda as June's Citizen of the Month.

5.3 Business Spotlight – Monsta Snow

The City Council recognized Laura Spencer with Monsta Snow and shared a short video.

5.4 Community Services Update

Community Services Manager Mariana Mitchell provided a presentation and reported on the Community Services Department activities.

6. AGENDA APPROVAL OR MODIFICATIONS

The agenda was approved 4-0-1 with no modifications.

7. PUBLIC COMMENTS (NON-AGENDA ITEMS)

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

- Rose Huddleston
- Chaya Pamula
- Dave Brown
- Edie Cook

8. COUNCILMEMBER UPDATES AND COMMENTS

Councilmember Deines reported on the meetings and events he attended.

- Riverside County Veterans Legislative Breakfast
- Heritage High School Graduation
- Coffee with the Board at the Oasis Community
- Menifee Police Department Annual Awards Ceremony

Councilmember Estrada reported on the meetings and events he attended.

- Quail Valley Community Meeting
- Menifee Police Department Annual Awards Ceremony

Councilmember Sobek reported on the meetings and events she attended.

- Menifee Police Department Annual Awards Ceremony
- City of Murrieta's State of the City
- Police Department's Homeless Task Force Community Outreach
- Riverside County Domestic Violence Shelter Meeting

Mayor Zimmerman reported on the meetings and events he attended.

- Rotary Club Meeting
- Menifee Chamber of Commerce Mixer at Black Bear Diner
- Riverside County Veterans Legislative Breakfast
- Coffee with the Board at the Oasis Community
- Chamber of Commerce Wake Up Event

- Chat with the City Manager
- Community Partners Meeting
- Menifee Police Department Business Academy Graduation
- Riverside County Transportation Commission Meeting
- City of Murrieta's State of the City
- Juneteenth Event at MSJC
- Menifee Police Department Annual Awards Ceremony
- League of California Cities Mayor Collaborative Meeting

9. APPROVAL OF MINUTES

The following minutes were approved 4-0-1 with no modifications.

- 9.1 May 31, 2023 Special Minutes
- 9.2 June 7, 2023 Special Minutes
- 9.3 June 7, 2023 Minutes

10. CONSENT CALENDAR

Councilmember Sobek requested to pull Item Nos. 10.3 and 10.19.

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

MOVER: Dean Deines

SECONDER: Bill Zimmerman

AYES: Zimmerman, Estrada, Sobek, Deines

NAYS: None

RECUSE: None

ABSENT: Karwin

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 05/19/2023 and 05/26/2023 and the Payroll Register/Other EFTs dated 05/25/2023 and 05/26/2023 which have a total budgetary impact of \$6,871,234.58.

10.3 Monthly Public Safety Reports

Councilmember Sobek asked questions of staff.

ACTION

1. Received and filed.

MOVER: Lesa Sobek
SECONDER: Dean Deines

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

- 10.4 Second Reading and Adoption of an Ordinance to Levy Special Taxes, Community Facilities District No. 2023-1, Rockport Ranch

ACTION

1. Adopted Ordinance No. 2023-373, authorizing the levy of special taxes within Community Facilities District No. 2023-1 (Rockport Ranch) of the City of Menifee.

- 10.5 Increase to the First Time Homebuyer Down Payment Assistance Program

ACTION

1. Adopted Resolution No. 23-1333 to increase the First Time Homebuyer Assistance Program amount up to \$100,000 for the Permanent Local Housing Allocation Program and direct staff to update the necessary documents for the Program.

- 10.6 Waste Management Fiscal Year 2023/2024 Proposed Solid Waste Rate Adjustments and First Amendment to the Amended and Restated Franchise Agreement

ACTION

1. Approved the USA Waste of California, Inc., dba Waste Management of the Inland Empire Fiscal Year 2023/2024 proposed solid waste rate adjustments; and
2. Adopted Resolution No. 23-1334, approving the First Amendment to the Amended and Restated Franchise Agreement with Waste Management for implementation of Senate Bill 1383 state-mandated programs; and
3. Authorized the City Manager to execute all necessary documents.

- 10.7 Agreement with California Natural Resource Agency for the Urban Greening Grant for the Sun City Community, CIP 24-11

ACTION

1. Accepted the Urban Greening Grant for the acquisition of land to develop Greenspace in the Community of Sun City; and
2. Adopted Resolution No. 23-1335, appropriating \$87,700 in revenue and expenditures in the Grant Fund (301) for CIP 24-11: Sun City Greenspace Development Project; and
3. Authorized the City Manager, or his designee, to execute all necessary agreements and other grant-related documents thereof to receive the Urban Greening Grant.

- 10.8 Agreements for On-call Services for the Building and Safety Department for Fiscal Years 2023/2024 and 2024/2025

ACTION

1. Approved and authorized the City Manager to execute two Professional Services Agreements for On-Call Plan Review, Inspection, and Permit Technician Services for the Building and Safety Department for Fiscal Year (FY) 2023/2024 and FY 2024/2025.

- 10.9 Agreements for On-Call Services for the Planning Division for Fiscal Years 2023/2024 and 2024/2025

ACTION

1. Approved and authorized the City Manager to execute eight Professional Services Agreements for various On-Call Planning Services for Fiscal Year (FY) 2023/2024 and FY 2024/2025.

- 10.10 Agreements for On-Call Services for the Public Works Engineering and Capital Improvement Program Divisions for Fiscal Years 2023 - 2026

ACTION

1. Approved a Master Agreement for Professional On-Call Services as to form; and
2. Authorized the City Manager to execute Master Agreement for Professional On-Call Services with the qualified firms established on the approved On-Call Short Lists for the Public Works Engineering and Capital Improvement Program divisions; and
3. Approved individual multi-year agreement not-to-exceed amounts for each Master Agreement for Professional On-Call Services authorized; and
4. Authorized the City Manager to issue purchase orders on an as-needed basis in the aggregate of the not-to-exceed amount approved for each multi-year for each Master Agreement for Professional On-Call Services authorized.

- 10.11 Agreement with Arroyo Background Investigation for Professional Background Investigation Services for Fiscal Years 2023/2024 and 2024/2025

ACTION

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Arroyo Background Investigations for Professional Background Investigation Services, in the not-to-exceed amount of \$103,950 for Fiscal Year (FY) 2023/2024 and FY 2024/2025.

- 10.12 Agreement with Canon Financial Services Inc., for Copier Lease and Maintenance

ACTION

1. Approved a five-year Purchase Order agreement with Canon Financial Services in the amount of \$268,277, or \$53,655.48 per year including tax and delivery for managed print services and leased Canon copiers, printers, scanners; and
2. Authorized up to \$5,000 additional per year to cover annual staff growth or facility expansions for a total amount of \$293,277 for the five-year term; and

3. Authorized the purchase to be made under the Cooperative Purchasing Agreement as permitted under the Menifee Municipal Code Section 3.12.070(6) through the NASPO ValuePoint 3091 Contract (No. 7-15-70-23); and
4. Authorized the City Manager to execute the Purchase Order agreement and any required documents to approve any future change orders due to limited availability, or unavailability of the equipment.

10.13 Agreement Amendment with DeGuire Weed Abatement for On-Call Weed Abatement Services

ACTION

1. Approved and authorized the City Manager to execute Amendment No. 1 to the existing Professional Services Agreement with DeGuire Weed Abatement for Citywide on-call weed abatement services, increasing the contract amount by \$27,500 for a revised total contract amount not-to-exceed \$52,500, and extending the term of the contract through June 30, 2024.

10.14 Agreement Amendment with Koff & Associates, Inc. for the City of Menifee Comprehensive Classification and Compensation Study

ACTION

1. Approved and authorized the City Manager to execute Amendment No. 1 with Koff & Associates, Inc., a division of Arthur J. Gallagher & Co., to extend the term of the agreement through December 31, 2023, for the City of Menifee Comprehensive Classification & Compensation Study.

10.15 Agreement Amendments to Fiscal Year 2022/2023 Capital Improvement Program and Public Works Department Professional Services Agreements

ACTION

1. Approved and authorized the City Manager to execute ten amendments to various Professional Services Agreements supporting the Capital Improvement Program and Public Works Department by extending the terms of service and/or increasing not-to-exceed compensation.

10.16 Agreement with Inland Empire Small Business Development Center for Business-Related Technical Assistance for Fiscal Years 2023-2025

ACTION

1. Approved and authorized the City Manager to execute a Professional Services Agreement with University Enterprise Corporation at California State University of San Bernardino (CSUSB) for itself and on behalf of Inland Empire Small Business Development Center for business-related technical assistance services in an amount not-to-exceed \$27,000 for Fiscal Year (FY) 2023/2024 and FY 2024/2025.

10.17 Memorandum of Understanding with County of Riverside, Riverside University Health System - Behavioral Health for Homeless Outreach Services for Fiscal Years 2023-2028

ACTION

1. Approved the Memorandum of Understanding (MOU) with County of Riverside, Riverside University Health System- Behavioral Health (RUHS-BH) for Homeless Outreach Services, in the not-to-exceed amount of \$900,000 for Fiscal Years 2023-2028; and
2. Authorized the City Manager to approve change orders to the Purchase Order(s) to supplant general funds with grant funding as it becomes available.

10.18 Agreement with Romoland School District for School Resource Officer Services

ACTION

1. Approved and authorized the City Manager to execute an agreement with the Romoland School District for School Resource Officer (SRO) services.

10.19 Reject all Bids for the Casa Blanca and Willows/Lake Ridge Neighborhood Resurfacing Projects

Councilmember Sobek asked questions of staff.

ACTION

1. Authorized the City Manager to reject all bids submitted for the Casa Blanca Neighborhood and Willows/Lake Ridge Neighborhood Resurfacing projects, Capital Improvement Project Nos. 23-05 and 23-06.

MOVER: Lesa Sobek

SECONDER: Dean Deines

AYES: Zimmerman, Estrada, Sobek, Deines

NAYS: None

RECUSE: None

ABSENT: Karwin

10.20 Bid Award and Agreement with Pavement Coatings, Co. for Construction Services for Fiscal Year 2022/2023 Slurry Seal Program Project, PMP 23-01

ACTION

1. Awarded bid and authorized the City Manager to execute an Owner-Contractor Agreement with Pavement Coatings Co. to perform construction services for the Fiscal Year 2022/2023 Slurry Seal Program Project, Pavement Management Program No. 23-01, in an amount not-to-exceed \$409,703.50.

10.21 Bid Award and Agreement with Roadway Engineering & Construction Corp. for Construction Services for Normandy Road Pedestrian Improvements Project, CIP 22-08

ACTION

1. Awarded and authorized the City Manager to execute an Owner-Contractor Agreement with Roadway Engineering & Construction Corp. to perform construction services for the Normandy Road Pedestrian Improvement Project, Capital Improvement Project No. 22-08, in an amount not-to-exceed \$411,819.

- 10.22 Notice of Completion and Acceptance for the Lyle Marsh Permanent Park Restroom, CIP 21-18

ACTION

1. Accepted the improvements for Capital Improvement Program Project No. 21-18, Lyle Marsh Permanent Park Restroom located at 27050 School Park Drive; and
2. Authorized the City Clerk's Office to file the Notice of Completion with the Riverside County Recorder's Office.

- 10.23 Notice of Completion and Acceptance for the Menifee Road/La Piedra Road Traffic Signal, CIP 21-07 and the Murrieta Road/Rouse Road Traffic Signal, CIP 21-10

ACTION

1. Accepted the improvements for the Menifee Road/La Piedra Road Traffic Signal Project, CIP 21-07 and the Murrieta Road/Rouse Road Traffic Signal Project, CIP 21-10; and
2. Authorized the City Clerk to file a Notice of Completion with the Riverside County Recorder's Office.

- 10.24 Notice of Completion and Acceptance for the Sun City Community Pedestrian Project, CIP 22-20 and Lazy Creek Community Pedestrian Project, CIP 22-21

ACTION

1. Accepted the improvements for the Sun City Community Pedestrian Project, CIP 22-20 and Lazy Creek Community Pedestrian Project, CIP 22-21; and
2. Authorized the City Clerk to file a Notice of Completion with the Riverside County Recorder's Office.

- 10.25 Security Agreement and Finance Map for Financing Purposes, Parcel Map 38248, by Golden Hill Country, LLC, A Florida Limited Liability Company and by Golden Meadowland, LLC, A Florida Limited Liability Company.

ACTION

1. Approved and authorized the City Manager to execute the security agreement for the installation of monuments to guarantee the completion of required improvements associated with Parcel Map 38248, located northwest of the intersection of Wickerd Road and Ascot Way; and
2. Approved and authorized the filing of the finance map for Parcel Map 38248.

- 10.26 Acceptance of Public Improvements and 90% Release of Security for Tract Map 37067, Menifee Town Center - Camden Place, by RSI Communities – California, LLC

ACTION

1. Accepted the public improvements for streets, drainage, water, recycled water, and sewer for Tract Map 37067, Camden Place, located on the northwest corner of La Piedra Road and Great Oak Road; and
2. Authorized the City Engineer to release 90% of the posted securities per the City's Standard Policies.

- 10.27 Acceptance of Public Improvements and 90% Release of Security for Tract Map 29835-2, Underwood Park, by KB Home Coastal, Inc.

ACTION

1. Authorized the Public Works Director to accept the public improvements for Underwood Park, Tract Map 29835-2, located south of Rouse Road and east of Hopscotch Drive; and
2. Adopted Resolution No. 23-1336, approving the Grant Deed and Certificate of Acceptance for Underwood Park; and
3. Authorized the Public Works Director to release 90% of the posted securities per the City's Standard Policies.

11. PUBLIC HEARING ITEMS

11.1 Annual Levy for Landscape and Lighting Maintenance Districts for Fiscal Year 2023/2024

Financial Analyst Laurie Lockwood provided a presentation and reported on the levy for the Landscape and Lighting Maintenance Districts for Fiscal Year 2023/2024.

Mayor Zimmerman opened the public hearing at 7:06 PM. City Clerk Stephanie Roseen stated the public hearing was legally noticed and no correspondence or public comments were received. Mayor Zimmerman closed the public hearing at 7:06 PM.

ACTION

1. Adopted Resolution No. 23-1337, ordering the levy and collection of assessments within Landscaping and Lighting Maintenance District No. 89-1-C for Fiscal Year 2023/2024.

MOVER: Dean Deines

SECONDER: Ricky Estrada

AYES: Zimmerman, Estrada, Sobek, Deines

NAYS: None

RECUSE: None

ABSENT: Karwin

11.2 Annual Levy for County Services Areas for Fiscal Year 2023/2024

Financial Analyst Laurie Lockwood provided a presentation and reported on the levy for the County Service Areas for Fiscal Year 2023/2024.

Mayor Zimmerman opened the public hearing at 7:10 PM. City Clerk Stephanie Roseen stated the public hearing was legally noticed and no correspondence or public comments were received. Mayor Zimmerman closed the public hearing at 7:11 PM.

ACTION

1. Adopted Resolution No. 23-1338, ordering the levy and collection of Fiscal Year 2023/2024 charges for County Service Areas within the City.

MOVER: Dean Deines
SECONDER: Ricky Estrada

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

11.3 2022 Delinquent Solid Waste Accounts

Senior Management Analyst Kori Jones provided a presentation and reported on the 2022 delinquent solid waste accounts.

Mayor Zimmerman opened the public hearing at 7:15 PM. City Clerk Stephanie Roseen stated the public hearing was legally noticed and no correspondence or public comments were received. Mayor Zimmerman closed the public hearing at 7:15 PM.

ACTION

1. Conducted the Public Hearing and accept public testimony regarding the 2022 Delinquent Solid Waste accounts to be applied to the Fiscal Year (FY) 2023/2024 County of Riverside property tax roll for collection; and
2. Approved the Solid Waste Delinquency Report from Waste Management, Inc. listing the 2022 Delinquent Solid Waste accounts for placement on the FY 2023/2024 County of Riverside property tax roll for collection; and
3. Adopted Resolution No. 23-1339, authorizing the collection of delinquent solid waste charges on 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: Lesa Sobek
SECONDER: Dean Deines

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

12. DISCUSSION ITEMS

12.1 Community Facilities District 2022-1, Quartz Ranch, Issuance of Special Tax Bonds

Financial Analyst Laurie Lockwood and City Consultants Shane Spicer and Brandon Kfory provided a presentation and reported on the Community Facilities District 2022-1, Quartz Ranch, issuance of special tax bonds.

The City Council asked questions of staff.

ACTION

1. Adopted Resolution No. 23-1340, authorizing the issuance of special tax bonds and the execution and delivery of bond documents in connection with Community Facilities District 2022-1, Quartz Ranch, located south of La Piedra Road, on both the east and west sides of Evans Road.

MOVER: Lesa Sobek

SECONDER: Dean Deines

AYES: Zimmerman, Estrada, Sobek, Deines

NAYS: None

RECUSE: None

ABSENT: Karwin

- 12.2 Adoption of the Fiscal Year 2023/2024 and 2024/2025 Budgets and Revised Policy FN-13

Deputy Finance Director Margarita Cornejo provided a presentation and reported on the 2023/2024 and 2024/2025 budgets.

The City Council asked questions of staff.

ACTION

1. Adopted revised Long-Term Financial Planning & Budget Procedures Policy (CC-15); and
2. Adopted Resolution No. 23-1341, approving the Fiscal Year 2023/2024 and 2024/2025 Budgets; and
3. Adopted Resolution No. 23-1342, approving the GANN Appropriations Limit; and
4. Adopted Resolution No. 23-1343, approving the Classification and Compensation Plan known as the Authorized Position Listing.

MOVER: Dean Deines

SECONDER: Lesa Sobek

AYES: Zimmerman, Estrada, Sobek, Deines

NAYS: None

RECUSE: None

ABSENT: Karwin

13. CITY ATTORNEY REPORTS

None.

14. CITY MANAGER REPORTS

City Manager Armando Villa provided a report to the City Council.

15. FUTURE AGENDA REQUESTS FROM COUNCIL MEMBERS

None.

16. ADJOURN

Mayor Zimmerman adjourned the meeting at 8:35 PM.

Stephanie Roseen, CMC
Acting City Clerk