

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, July 19, 2023  
6:00 PM Regular Meeting

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

---

### 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

3.1 Bob Warning - Crossway Menifee

#### 4. PLEDGE OF ALLEGIANCE

Rotary Club President Kristina Mills led the flag salute.

#### 5. PRESENTATIONS

5.1 Citizen of the Month – Stacy Hartfiel

The City Council presented Stacy Hartfiel with a certificate for Citizen of the Month.

5.2 Recognition of Kahlil Pilacin, Mixed Martial Arts Achievement

The City Council presented Kahlil Pilacin with a certificate of recognition.

5.3 Business Spotlight – Melody Thai Cuisine

Economic Development Director Gina Gonzalez introduced Derek and Pramuan Voecks, owners of Melody Thai Cuisine, and showed a short video.

#### 5.4 Community Services Update

Community Services Manager Mariana Mitchell and Parks and Landscape Manager Bryce Howell provided the Community Services update and shared a short video.

The City was awarded the California Park and Recreation Society's Award of Excellence for park design for the Gale Webb Action Sports Park. The City Council presented Gale Webb with the California Park and Recreation Society's Champion of the Community award. Assemblyman Bill Essayli presented Gale Webb with the Woman of the Year award. The City Council presented the City's Parks, Recreation, and Trails Commissioners with a proclamation for Parks Make Life Better Month.

#### 5.5 Police Department Quarterly Update

Menifee Police Captain Dave Gutierrez provided a presentation and reported on the Police Department's quarterly update.

### 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-agendized items:

- Ed Samuelson
- Kristina Mills
- Jennifer Root

### 8. COUNCILMEMBER UPDATES AND COMMENTS

Councilmember Deines reported on the meetings and events he attended.

- Riverside Transportation Agency (RTA) Board of Directors Meeting
- City of Menifee's Independence Day Celebration
- Tip a Cop Event at BJs Brewhouse
- RTA T-Now Meeting
- Boulders Community Groundbreaking Event
- Sweet Red Peach Grand Opening
- 20th Anniversary Oasis Blood Drive
- Underwood Park Ribbon Cutting

Councilmember Estrada reported on the meetings and events he attended.

- Menifee Fire Station Tour
- WRCOG General Assembly
- Lake Elsinore Chamber of Commerce Salute to the Elected Event
- Sweet Red Peach Grand Opening
- Underwood Park Ribbon Cutting

Councilmember Sobek reported on the meetings and events she attended.

- Southwest Woman's Elected Meeting
- City of Menifee's Independence Day Celebration
- Sweet Red Peach Grand Opening
- Chamber Ribbon Cutting at Cafe Mercado
- Underwood Park Ribbon Cutting
- Boulders Community Groundbreaking Event
- WRCOG General Assembly Meeting
- Western Riverside County Multiple Species Habitat Conservation Meeting
- 20<sup>th</sup> Anniversary Oasis Blood Drive
- NAIOP, Commercial Real Estate Development Association, Meeting

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

- Sun City Farmer's Market
- Underwood Park Ribbon Cutting
- Rotary Club Meeting
- Chamber Mixer at Urbane Cafe
- Campfire Youth Program and Lazy Creek
- Chamber Wake Up at Nothing Bunt Cakes

Mayor Zimmerman reported on the meetings and events he attended.

- Southwest Woman's Elected Meeting
- MilVet Care Packages
- Rotary Club Installation
- City of Menifee's Independence Day Celebration
- Sun Meadows HOA Meeting
- Chamber Ribbon Cutting at Cafe Mercado
- Mayor's Idea Exchange
- WRCOG General Assembly
- Boulders Community Groundbreaking Event
- Speaker at Friends of Sun City Library
- Lake Elsinore Chamber of Commerce Salute to the Elected Event
- Men's Fellowship Meeting in Canyon Lake
- Sweet Red Peach Grand Opening
- Foodie Friday
- 20<sup>th</sup> Anniversary Oasis Blood Drive
- Underwood Park Ribbon Cutting
- Riverside County Transportation Commission Meeting
- Rotary Club Meeting
- Southern California Edison GAP Panel Meeting
- Chamber Mixer at Urbane Cafe
- Campfire Youth Program and Lazy Creek
- Romoland Elementary Family Day
- Chamber Wake Up at Nothing Bunt Cakes

**9. APPROVAL OF MINUTES**

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

9.1 June 21, 2023 Minutes

**10. CONSENT CALENDAR**

Councilmember Estrada requested to pull Item No. 10.8.

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

**MOVER:** Bob Karwin

**SECONDER:** Lesa Sobek

**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 06/02/2023, 6/09/2023, 6/16/2023 and 06/23/2023, the Payroll Register/Other EFTs dated 06/02/2023, 06/08/2023, 06/09/2023, 06/13/2023, 06/22/2023, and 06/23/2023, and the Void Check Listing PE 5/31/2023 which have a total budgetary impact of \$6,392,070.24.

10.3 Treasurer's Report

**ACTION**

1. Received and filed the Treasurer's Report as of May 31, 2023.

10.4 Monthly Public Safety Reports

**ACTION**

1. Received and filed.

10.5 Second Reading and Adoption of Ordinances for Fiscal Year 2023/2024 Annual Levy for Community Facilities Districts

### **ACTION**

1. Adopted Ordinance No. 2023-374, amending Ordinance No. 2012-103 and levying special taxes to be collected during Fiscal Year (FY) 2023/2024 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 (CFD) No. 2012-1 (Audie Murphy Ranch); and
2. Adopted Ordinance No. 2023-375, amending Ordinance No. 2012-108 and levying special taxes to be collected during FY 2023/2024 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 CFD No. 2012-2 (Hidden Hills); and
3. Adopted Ordinance No. 2023-376, amending Ordinance No. 2014-153 and levying special taxes to be collected during FY 2023/2024 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 CFD No. 2014-1 (Town Center); and
4. Adopted Ordinance No. 2023-377, amending Ordinance No. 2014-154 and levying special taxes to be collected during FY 2023/2024 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 CFD No. 2014-2 (Commerce Pointe); and
5. Adopted Ordinance No. 2023-378, amending Ordinance No. 2015-173 and levying special taxes to be collected during FY 2023/2024 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 CFD No. 2015-2 (Maintenance Services); and
6. Adopted Ordinance No. 2023-379, amending Ordinance No. 2017-231 and levying special taxes to be collected during FY 2023/2024 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 CFD No. 2017-1 (Maintenance Services).

- 10.6 Annual Levy for Community Facilities District No. 2017-1 (Maintenance Services) Annexation No. 14, Tax Zone No. 14, Adler Ranch

### **ACTION**

1. Adopted Resolution No. 23-1344 ordering the levy and collection of special taxes within Community Facilities District No. 2017-1 (Maintenance Services) Annexation No. 14, Tax Zone No. 14, Adler Ranch for Fiscal Year 2023/2024; and
2. Adopted Resolution No. 23-1345 authorizing an increase in revenue and appropriation of expenditures in the amount of \$6,463.82 for Community Facilities Districts No. 2017-1 (Maintenance Services) Annexation No.14, Tax Zone No. 14, Adler Ranch for Fiscal Year 2023/2024.

- 10.7 Agreements with Spicer Consulting Group and Stradling Yocca Carlson & Rauth for Bonded Community Facilities Districts Formation and Consulting Services for Fiscal Years 2023/2024 and 2024/2025

**ACTION**

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Spicer Consulting Group in the not-to-exceed amount of \$250,000 per year for Fiscal Year 2023/2024 and Fiscal Year 2024/2025 for Bonded Community Facilities District Formation Services and Bond Issuance Services; and
2. Approved and authorized the City Manager to execute a Professional Services Agreement with Stradling Yocca Carlson & Rauth in the not-to-exceed amount of \$210,000 per year for Fiscal Year 2023/2024 and Fiscal Year 2024/2025 for Bonded Community Facilities District Bond Counsel Services.

- 10.8 Agreement with Advantage Mailing, LLC for Printing Services and Authorization of Postage for Menifee Matters Magazines and Quality of Life Newsletters

Councilmember Estrada asked questions of staff and spoke in favor of consolidating the biannual Quality of Life informational flyer with Menifee Matters.

**ACTION**

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Advantage Mailing, LLC, for printing services in an amount not-to-exceed \$64,120 in Fiscal Year (FY) 2023/2024 and in an amount not-to-exceed \$69,346 in FY 2024/2025 for the quarterly Menifee Matters magazines and biannual Quality of Life (Measure DD) newsletters; and
2. Authorized the City Manager to approve three one-year auto-renewals with an annual increase not-to-exceed 8% per year to provide for printing rate and volume increases resulting from the anticipated growth in population; and
3. Authorized the City Manager to approve an annual USPS purchase order for the postage of the quarterly Menifee Matters magazines and biannual Quality of Life (Measure DD) newsletters for a period of five years, from July 1, 2023, through June 30, 2028, based upon the standard Every Door Direct Mail rate.

**MOVER:** Bill Zimmerman

**SECONDER:** Dean Deines

**AYES:** Zimmerman, Karwin, Estrada, Sobek, Deines

**NAYS:** None

**RECUSE:** None

- 10.9 Agreement with CPS HR Consulting for Training Services

**ACTION**

1. Approved and authorized the City Manager to execute a Professional Services Agreement with CPS HR Consulting in an amount not-to-exceed \$34,880 for Fiscal Year 2023/2024 for Comprehensive Leadership Skills Training Services.

- 10.10 Agreement with Parsons for Professional Environmental and Civil Design Services for the Menifee Road Widening Project

**ACTION**

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Parsons for environmental and civil design services in an amount not-to-exceed \$974,310 for the Menifee Road Widening Project, CIP No. 23-12.

- 10.11 Agreement Amendment with Axon Enterprise, Inc. for Police Department Body Worn Camera Licenses

**ACTION**

1. Approved and authorized the City Manager to execute Amendment No. 4 to the Master Services and Purchasing Agreement with Axon Enterprise, Inc. in an amount not-to-exceed \$5,478.30 for Axon devices and services for Fiscal Years 2023/2024 and 2024/2025; and
2. Exempt the purchase above from the competitive bidding as the purchase will be made under the Cooperative Purchasing Agreement ("Piggyback") with NPPGov (Contract# PS20270); and
3. Authorized the City Manager to execute the required documents and the Finance Department to issue a corresponding Purchase Order for the purchase(s), and contract(s) and/or amendments.

- 10.12 Agreement Amendment with Interwest Consulting Group, Inc., for On-Call Building and Safety Plan Review Services

**ACTION**

1. Approved and authorized the City Manager to execute Amendment No. 2 to the 2022/2023 Professional Services Agreement with Interwest Consulting Group, Inc., to increase the contract by \$35,000 for a total amount not-to-exceed \$365,000 for as-needed plan review services.

- 10.13 Agreement Amendment with Adame Landscape, Inc. for Landscape Maintenance Services

**ACTION**

1. Approved and authorized the City Manager to execute Amendment No. 13 to the Contract Services Agreement with Adame Landscape, Inc. for routine landscape maintenance services in the amount of \$1,279,272.31 for a revised total not-to-exceed aggregate sum of \$5,162,398.08; and
2. Authorized the City Manager to execute agreement amendments for the remainder of Fiscal Year 2023/2024, at the City's discretion, and contingency on availability of the corresponding budget.

- 10.14 Contract Change Order No. 1 to M. Brey Electric, Inc. for Flooring Installation Services

**ACTION**

1. Approved and authorized the City Manager to execute Contract Change Order No. 1 to the Contract Services Agreement with M. Brey Electric, Inc. for flooring installation services at the Kay Cenicerros Senior Center and West Annex facilities, in the total amount of \$3,245.30, for a revised total not-to-exceed an aggregate sum of \$20,865.30.

- 10.15 Appropriation of Developer In-Lieu Fair-Share Funds and Contract Change Order No.4 for the Holland Road / I-215 Overcrossing Project, Capital Improvement Project No. 13-03

**ACTION**

1. Adopted Resolution No. 23-1346 approving the appropriation of Developer In-Lieu Fair- Share deposits in a total amount of \$240,615 (\$106,336 from Trust Fund Account No. 350-2256, \$117,000 from Account No. 350-2360, and \$17,279 from Account No. 350-2370) Cash-In-Lieu for Holland Road to Revenue Account No. 320-3899 and Expenditure Account No. 320-4555-58021 for the Holland Road / I-215 Overcrossing Project, Capital Improvement Project No. 13-03; and
2. Approved an increase to the contract contingency amount with Ferreira Coastal Construction Company to a total of \$179,794, or 25% of the original contract amount, and authorized the City Manager to approve future change orders up to the same amount or less; and
3. Authorized the City Manager to approve Contract Change Order No. 4 with Ferreira Coastal Construction Company in a not-to-exceed amount of \$94,056.97.

- 10.16 Setting a Public Hearing Date for Notice of Street Vacation No. 22-002, Vacating of a Portion of Public Right-of-way at the Entrance to Tract 32628, Adler Ranch

**ACTION**

1. Authorized the City Manager to direct staff to initiate proceedings to vacate a portion of public right-of-way on Craig Avenue, located east of Antelope Road, and within the entrance to Tract 32628, Adler Ranch; and
2. Set a public hearing date for September 6, 2023.

- 10.17 Notice of Completion and Acceptance for Crack Sealing Services for the Fiscal Year 2022/2023 Slurry Seal Program Project

**ACTION**

1. Accepted the improvements for Crack Sealing Services for the Fiscal Year 2022/2023 Slurry Seal Program, Pavement Management Project (PMP) No. 23-01; and
2. Authorized the City Clerk to file a Notice of Completion with the Riverside County Recorder's Office.

- 10.18 Notice of Completion and Acceptance for the Murrieta Road/Sun City Boulevard Traffic Signal Project

**ACTION**

1. Accepted the improvements for the Murrieta Road/Sun City Traffic Signal Project, Capital Improvement Project No. 21-09; and
2. Authorized the City Clerk to file a Notice of Completion with the Riverside County Recorder's Office.

- 10.19 Final Map, Security Improvement Agreements and Bonds for Tract Map 36658-3, Cimarron Ridge, by Pulte Homes Company, LLC.



**ACTION**

1. Approved and authorized the filing of Final Map No. 36658-3, Cimarron Ridge, by Pulte Homes Company, LLC, located north of Thornton Avenue and east of Goetz Road; and
2. Approved and authorized the City Manager to execute the subdivision improvement agreements to guarantee completion of required offsite improvements associated with Tract Map (TM) 36658-3.

- 10.20 Landscape Improvement Agreement and Bond for Parcel Map No. 37624-1, McCall Square Phase 1, by Heritage Square Menifee, LLC

**ACTION**

1. Approved and authorized the City Manager to execute a Landscape Improvement Agreement to guarantee the completion of required public landscape improvements associated with McCall Square Phase 1, located north of McCall Boulevard and west of Menifee Road.

- 10.21 Acceptance of Public Improvements at Salt Creek Channel, Parcel 13 of Parcel Map 32269, Audie Murphy Ranch, by Sutter Mitland 01, LLC.

**ACTION**

1. Accepted the public improvements for drainage and water quality for the Salt Creek Channel located within Audie Murphy Ranch, north of Newport Road and east of Goetz Road; and
2. Adopted Resolution No. 23-1347 approving the grant deed and certificate of acceptance for the Salt Creek Channel.

**11. PUBLIC HEARING ITEMS**

- 11.1 Introduction of an Ordinance Amending Municipal Code Title 2, Chapter 2.20, Section 2.20.150, Appeals Procedures and Section 2.20.160, City Council Referral back to the Planning Commission

Principal Planner Doug Darnell provided a presentation and reported on the ordinance amendment.

Mayor Zimmerman opened the public hearing at 7:48 PM. 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 7:48 PM.

Ms. Roseen introduced the ordinance by title.

**ACTION**

1. Found Code Amendment No. LR23-0097 exempt from further environmental review under the California Environmental Quality Act (CEQA) and directed staff to file a Notice of Exemption; and
2. Introduced an ordinance approving Code Amendment LR23-0097, amending Municipal Code Title 2, Chapter 2.20, Section 2.20.150, Appeal Procedures and Section 2.20.160, City Council Referral back to the Planning Commission.

**MOVER:** Bill Zimmerman  
**SECONDER:** Lesa Sobek

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

## 12. DISCUSSION ITEMS

### 12.1 2023 Parks Master Plan Adoption

The City Council asked questions of staff.

The City Council provided consensus for the use of developer earmarked funds for a future Park Ranger Headquarters/interpretive center.

#### **ACTION**

1. Adopted Resolution No. 23-1348 adopting the updated 2023 Parks Master Plan.

**MOVER:** Lesa Sobek  
**SECONDER:** Dean Deines

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

### 12.2 Noise Concerns on Newport Road Corridor

Menifee Police Captain Heriberto Gutierrez provided a presentation and reported on noise concerns on Newport Road.

The City Council discussed establishing “Quiet Zones” in certain corridors in the City and placing additional signage in those areas, social media campaigns, and providing a report back to Council on efforts made.

### 12.3 Feasibility of Establishing a Volunteer Traffic Enforcement Unit

Menifee Police Captain Heriberto Gutierrez provided a presentation and reported on the item.

The City Council asked questions of staff and requested more police and volunteer presence at high traffic areas within the City.

## 13. CITY ATTORNEY REPORTS

None.

## 14. CITY MANAGER REPORTS

None.

**15. FUTURE AGENDA REQUESTS FROM COUNCIL MEMBERS**

Councilmember Sobek requested a discussion item regarding a Key to the City Policy. The request was seconded by Mayor Pro Tem Karwin.

Councilmember Estrada requested a discussion item regarding property tax rebates for disabled veterans. The request was seconded by Mayor Pro Tem Karwin.

**16. ADJOURN**

Mayor Zimmerman adjourned the meeting at 8:39 PM.

---

Stephanie Roseen, CMC  
Acting City Clerk