

City Council Chambers  
29844 Haun Road  
Menifee, CA 92586



**Menifee City Council  
Regular Meeting Minutes**

**Wednesday, September 06, 2023  
5:00 PM Closed Session  
6:00 PM Regular Meeting**

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

**MINUTES**

**Armando G. Villa, City Manager  
Jeffrey T. Melching, City Attorney  
Sarah Manwaring, City Clerk**

**CLOSED SESSION (5:00 PM)**

Mayor Zimmerman called the Closed Session to order at 5:00 p.m. Present were Councilmembers Deines, Estrada, and Sobek, Mayor Pro Tem Karwin, and Mayor Zimmerman. The City Council recessed into Closed Session at 5:01 p.m. for the purposes below.

1. CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION  
Government Code Paragraph (1) of subdivision (d) of Section 54956.9  
City of Perris v. City of Menifee
2. Riverside County Superior Court Case No. CVRI230303456  
CONFERENCE WITH LEGAL COUNSEL EXISTING LITIGATION  
Government Code Paragraph (1) of subdivision (d) of Section 54956.9  
City of Menifee v. City of Perris
3. Riverside County Superior Court Case No. CVRI220304  
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION:  
Significant Exposure to Litigation (Gov. Code Section 54956.9(d)(2) or (3)): One  
Case (Personnel Investigation)

**REGULAR MEETING (6:00 PM)**

**1. CALL TO ORDER**

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

City Attorney Jeffrey Melching stated there was no reportable action from Closed Session.

Mayor Zimmerman requested to move Item No. 6 next on the agenda.

**6. AGENDA APPROVAL OR MODIFICATIONS**

Mayor Zimmerman asked the City Clerk if there were any modifications to the agenda. City Clerk Sarah Manwaring reported that staff requested to add Item No. 5.6 to the agenda to recognize the September Outstanding Citizen.

The City Council unanimously approved the agenda (5-0) as modified to add Item No. 5.6, Outstanding Citizen of the Month to the agenda.

## **2. ROLL CALL**

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

**Absent:** None

## **3. WORDS OF INSPIRATION**

3.1 Pastor Rocky Stone - Sandals Church

## **4. PLEDGE OF ALLEGIANCE**

Jeff Armstrong, Eastern Municipal Water District (EMWD) Director led the pledge of allegiance.

## **5. PRESENTATIONS**

5.1 Quality of Life (Measure DD) Committee Appointment – Michael Ramlogan

Councilmember Estrada introduced his appointment to the Quality of Life (Measure DD) Committee, Michael Ramlogan. City Clerk Sarah Manwaring administered the oath of office.

5.2 Business Spotlight – Ron'devu Cigar Lounge

The City Council recognized owners Ronnie and Courtney Simpson with Ron'Devu Cigar Lounge and shared a short video.

5.3 Constitution Week Proclamation

Mayor Zimmerman presented a proclamation to the Luseño Chapter of the Daughters of the American Revolution for Constitution Week.

5.4 Eastern Municipal Water District Presentation

EMWD Director Jeff Armstrong and EMWD General Manager Joe Mouawad provided a presentation.

5.5 City/County Development to the East of the City Update

Riverside County Supervisor Chuck Washington and County Chief Operating Officer Juan Perez provided a presentation.

5.6 Citizen of the Month – Laura Lester

The City Council recognized Laura Lester as September's Citizen of the Month.

## **6. AGENDA APPROVAL OR MODIFICATIONS**

Action on this item was taken following Call to Order.

## **7. PUBLIC COMMENTS (NON-AGENDA ITEMS)**

The following people addressed the City Council about items not on the agenda:

- Bo Bowditch
- Daniel Bringham

The City Council received correspondence from the following on non-agenda items:

- Robin Swank

## **8. COUNCILMEMBER UPDATES AND COMMENTS**

Councilmember Deines reported on the meetings and events he attended.

- Riverside Transit Agency (RTA) Southwest T-Now Meeting
- RTA Administration Operations Committee Meeting

Councilmember Estrada reported on the meetings and events he attended.

- Delicious Artesanal Ice Cream Ribbon Cutting
- Menifee Valley Middle School Community Pedestrian Workshop
- Kumon Math Ribbon Cutting

Councilmember Sobek reported on the meetings and events she attended.

- Delicious Artesanal Ice Cream Ribbon Cutting
- Kumon Math Ribbon Cutting
- Celebration of Life for Cal-Fire Assistant Chief Josh Bischoff
- Interfaith and Community Services Council Meeting
- Fall Festival Meeting
- MSJC Athletics and Kinesiology Complex Ribbon Cutting
- Welcome Home Chief Petty Officer Nicolas Taylor

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

- Delicious Artesanal Ice Cream Ribbon Cutting
- Economic Development Subcommittee Meeting
- Hillside Estates Town Hall Forum
- Welcome Home Chief Petty Officer Nicolas Taylor

Mayor Zimmerman reported on the meetings and events he attended.

- Western Riverside Projects and Programs Commission Meeting
- Delicious Artesanal Ice Cream Ribbon Cutting
- Foodie Friday
- Menifee Valley Middle School Community Pedestrian Workshop
- Economic Development Subcommittee Meeting
- Kumon Math Ribbon Cutting
- Celebration of Life for Cal-Fire Assistant Chief Josh Bischoff
- Interfaith and Community Services Council Meeting
- MSJC Athletics and Kinesiology Complex Ribbon Cutting
- Welcome Home Chief Petty Officer Nicolas Taylor

## 9. APPROVAL OF MINUTES

### 9.1 August 16, 2023 City Council Meeting

The City Council unanimously (5-0) approved the minutes with no modifications.

## 10. CONSENT CALENDAR

Councilmember Sobek requested to pull Item Nos. 10.4 and 10.11. Councilmember Estrada requested to pull Item No. 10.9. The balance of the Consent Calendar was approved by the following vote:

**MOVER:** Bob Karwin

**SECONDER:** Lesa Sobek

**AYES:** Deines, Estrada, Karwin, 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.

### 10.2 Warrant Register

#### **ACTION**

1. Ratified and approved the Voucher Lists dated 07/28/2023, 8/04/2023, and 08/11/2023, the Payroll Register/Other EFTs dated 07/25/2023, 08/02/2023, 08/03/2023, and 08/04/2023 and the Void Check Listing PE 7/31/2023 which have a total budgetary impact of \$7,279,364.10.

### 10.3 Treasurer's Report

#### **ACTION**

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

### 10.4 Monthly Public Safety Reports

This item was pulled for discussion. Police Chief Karrer answered questions from the City Council.

#### **ACTION**

1. Received and filed.

**MOVER:** Lesa Sobek

**SECONDER:** Dean Deines

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

**NAYS:** None

**RECUSE:** None

- 10.5 Agreements with Riverside County Flood Control and Water Conservation District and BLC Fleming LLC, for the Legado Development Storm Drain Facilities

**ACTION**

1. Approved and authorized the City Manager to execute a Cooperative Agreement with Riverside County Flood Control and Water Conservation District, and BLC Fleming LLC, for the construction, ownership, operation, and maintenance of the Encanto Storm Drain, Stages 1 and 3; Chambers Avenue Storm Drain, Stage 1; Chambers Avenue Debris Basin; Rouse Road Storm Drain, Stages 2 through 4; Sherman Road Debris Basin, Sun City Channels, Stage 3; Sherman Road Storm Drain, Stage 1, Rouse Road Debris Basin; Pennywhistle Way Storm Drain, Stage 1; and Percussion Road Storm Drain, Stage 1; and
2. Approved and authorized the City Manager to execute a Cooperative Agreement with Riverside County Flood Control and Water Conservation District and BLC Fleming LLC for the construction, ownership, operation and maintenance of the Chambers Avenue Lateral Storm Drain, Stage 1; Chambers Avenue Storm Drain, Stage 2; and Chambers Avenue Storm Drain, Stage 3; and
3. Approved and authorized the City Manager to execute a Cooperative Agreement with Riverside County Flood Control and Water Conservation District and BLC Fleming LLC for the construction, ownership, operation and maintenance of the Encanto Storm Drain, Stage 2; and Pennywhistle Way Storm Drain, Stage 2.

- 10.6 Agreement with Eastern Municipal Water District for Reimbursement Costs for Fiscal Year 2023/2024 Local Roads AC Resurfacing Program

**ACTION**

1. Approved and authorized the City Manager to execute an Interagency Reimbursement Agreement with Eastern Municipal Water District, and any future amendments thereof, for reimbursement of costs in an estimated amount of \$202,000 related to the Fiscal Year 2023/2024 Local Roads AC Resurfacing Program, Capital Improvement Project No. 24-19.

- 10.7 Bid Award and Agreement with American Asphalt South, Inc. for Crack Sealing Services for Fiscal Year 2023/2024 Slurry Seal Program Project, Pavement Management Program No. 24-01

**ACTION**

1. Awarded bid and authorized the City Manager to execute a Contractor Services Agreement with American Asphalt South, Inc. to perform Crack Seal services in various areas of the City for the Fiscal Year 2023/2024 Slurry Seal Program Project, Pavement Management Program No. PMP 24-01, in an amount not-to-exceed \$61,594.85.

- 10.8 Central Park Amphitheater Construction Project, Capital Improvement Project Bid Rejection

The City Council received correspondence from the following:

- Don Slater

**ACTION**

1. Rejected all responsive bids submitted for the Central Park Amphitheater Construction Project, Capital Improvement Project No. CIP 19-15.

10.9 Community Services Department, Landscape Architect Services On-Call Short List for Fiscal Years 2023-2028

This item was pulled for discussion. Community Services Manager Mariana Mitchell answered questions from the City Council.

Councilmember Estrada made a motion to include Kimley Horn and Associates on the On-Call Short List. There was no second to the motion and the motion failed.

**ACTION**

1. Approved the Community Services Department On-Call Short List for Landscape Architect Services for Fiscal Years 2023-2028; and
2. Authorized the City Manager to approve future Master Agreements based on the approved On-Call Short List for Landscape Architects at the City's discretion and contingent on availability of the corresponding budget.

**MOVER:** Bill Zimmerman

**SECONDER:** Lesa Sobek

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

**NAYS:** Estrada

**RECUSE:** None

10.10 Riverside County Abandoned Vehicle Abatement Program Extension

**ACTION**

1. Adopted Resolution No. 23-1355, to extend the Abandoned Vehicle Abatement Program and service fees collected on behalf of the Riverside County Abandoned Vehicle Abatement Service Authority until May 31, 2034.

10.11 Memorandum of Understanding Between City of Menifee and County of Riverside to Enhance Communication and Development Project Coordination

This item was pulled for discussion. Community Development Director Cheryl Kitzerow answered questions from the City Council.

**ACTION**

1. Approved and authorized the City Manager to execute a Memorandum of Understanding between the City of Menifee and the County of Riverside.

**MOVER:** Lesa Sobek

**SECONDER:** Bill Zimmerman

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

**NAYS:** None

**RECUSE:** None

- 10.12 Agreement with Airforce 1 Plumbing, Heating & Air, Inc. for Facility HVAC Maintenance and Repair Services

**ACTION**

1. Approved and authorized the City Manager to execute a Contract Services Agreement with Airforce 1 Plumbing, Heating & Air, Inc. for Fiscal Year 2023/2024 facility HVAC maintenance and repair services in an amount not-to-exceed \$41,016; and
2. Authorized the City Manager to execute four, one-year extensions at the City's discretion and contingent on availability of the corresponding budget; and
3. Authorized the City Manager to execute additional amendments as needed to include maintenance services for future city facilities currently under construction, at the City's discretion and contingent on availability of the corresponding budget.

- 10.13 Notice of Completion and Acceptance for the Menifee Road Resurfacing Project, Capital Improvement Project No. 22-06

**ACTION**

1. Accepted the improvements for the Menifee Road Resurfacing Project, Capital Improvement Project No. CIP 22-06; and
2. Authorized the City Clerk to file a Notice of Completion with the Riverside County Recorder's Office.

- 10.14 Agreements with Mind and Mill LLC, Dynamic Video Communications, LLC, and Sebaz Video Productions, Inc. for On-Call Videography Services

**ACTION**

1. Approved and authorized the City Manager to execute Professional Services Agreements with Mind and Mill, LLC, Dynamic Video Communications, LLC, and Sebaz Video Productions Inc. for On-Call Videography Services in an amount not-to-exceed \$25,000 for Fiscal Year (FY) 2023/2024 and \$25,000 for FY 2024/2025; and
2. Authorized the City Manager to approve three, one-year renewals in an amount not-to-exceed \$25,000 annually.

- 10.15 Agreement Amendment with LEFTA Systems for Police Training Scheduling User Licenses and Scheduling Software

**ACTION**

1. Approved and authorized the City Manager to execute Amendment No. 1 to the Software License Agreement with LEFTA Systems for police training scheduling software and user licenses in the amount of \$7,381.51, for a revised total contract amount not-to-exceed \$45,972.01.

- 10.16 Environmental Mitigation Credit Purchases from Riverpark Mitigation Bank for Capital Improvement Projects, Holland Road / I-215 Overcrossing and Bradley Road Bridge Over Salt Creek

**ACTION**

1. Authorized the City Manager to execute necessary documents and issue payment to Riverpark Mitigation Bank for the purchase of Environmental Mitigation Credits for the Holland Road / I-215 Overcrossing Project in an amount not to exceed \$327,250 and the Bradley Road Bridge Over Salt Creek Project in an amount not to exceed \$267,750.

- 10.17 Agreement Amendments with CivilPros and Anser Advisory Management, LLC for the Newport Road Raised Median and the Antelope/MSJC Entrance Traffic Signal Projects

**ACTION**

1. Approved and authorized the City Manager to execute Amendment No. 2 to the Professional Services Agreement with CivilPros for the Newport Road Raised Median Project, Capital Improvement Project No. 22-14, to extend the agreement term through June 30, 2024; and
2. Approved and authorized the City Manager to execute Amendment No. 2 to the Professional Services Agreement with Anser Advisory Management, LLC. for the Antelope/MSJC Entrance Traffic Signal Project, Capital Improvement Project No. 22-15 to extend the agreement term through December 31, 2023.

- 10.18 Agreement with Rick Engineering Company for Development of the Citywide Bridge/Culvert Inventory Study

**ACTION**

1. Approved and authorized the City Manager to execute a Professional Services Agreement with Rick Engineering Company for the development of the Citywide Bridge/Culvert Inventory Study, Capital Improvement Program No. 24-14, in an amount not-to-exceed \$228,638.

- 10.19 Senate Bill 1205 Annual Compliance Report

**ACTION**

1. Adopted Resolution No. 23-1356, acknowledging receipt of a report regarding the inspection of certain occupancies requiring annual inspections pursuant to sections 13145, 13146, and 17921 of the California Health and Safety Code.

**11. PUBLIC HEARING ITEMS**

- 11.1 Consolidated Annual Performance and Evaluation Report for the Community Development Block Grant Program, Fiscal Year 2022/2023

Senior Management Analyst Edna Lebron provided a presentation.

Mayor Zimmerman opened the Public Hearing at 7:56 p.m. City Clerk Sarah Manwaring stated the public hearing was legally noticed, and was no correspondence received. There were no requests to speak. Mayor Zimmerman closed the Public Hearing at 7:56 p.m.



**ACTION**

1. Adopted Resolution No. 23-1357, approving the 2022/2023 Consolidated Annual Performance and Evaluation Report (CAPER) and authorizing staff to submit the CAPER to the Department of Housing and Urban Development (HUD).

**MOVER:** Lesa Sobek

**SECONDER:** Bob Karwin

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

**NAYS:** None

**RECUSE:** None

- 11.2 Street Vacation No. 22-002, Vacating of a Portion of Public Right-of-way on Craig Avenue at the Entrance to Tract 32628, Adler Ranch

Public Works Director Nicolas Fidler provided a presentation.

Mayor Zimmerman opened the Public Hearing at 7:59 p.m. City Clerk Manwaring stated that the public hearing was legally noticed and that there was no correspondence received. There were no requests to speak. Mayor Zimmerman closed the Public Hearing at 7:59 p.m.

**ACTION**

1. Approved Resolution No. 23-1358, ordering the filing of the Notice of Vacation No. 22-002 for the vacation of a portion of public right-of-way on Craig Avenue, located east of Antelope Road, associated with the entrance to Tract 32628, Adler Ranch.

**MOVER:** Dean Deines

**SECONDER:** Bill Zimmerman

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

**NAYS:** None

**RECUSE:** None

- 11.3 Ordinance Introduction and Annexation No. 22, Cimarron Ridge, into Community Facilities District 2017-1 (Maintenance Services)

Mayor Zimmerman opened the Public Hearing at 8:00 p.m., City Clerk Sarah Manwaring stated that the public hearing was legally noticed, there were no requests to speak, no written protests were received, there are no registered voters in the territory of the district. Ms. Manwaring confirmed that the owners of all the taxable property in the district had consented to hold the special election on September 6, 2023, and concurred that the special election may be held on September 6, 2023, immediately following the public hearing. Mayor Zimmerman closed the Public Hearing at 8:01 p.m.

**ACTION**

1. Adopted Resolution No. 23-1359, calling an election to annex territory, including Tract Nos. 36658-1 thru 36658-7, located south of McLaughlin Road and west Byers Road, into City of Menifee Community Facilities District No. 2017-1 (Maintenance Services) and to levy a special tax on that land.

**MOVER:** Bob Karwin  
**SECONDER:** Dean Deines

<b>AYES:</b> Zimmerman, Karwin, Estrada, Sobek, Deines <b>NAYS:</b> None <b>RECUSE:</b> None
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The City Council held a special landowner election. Ms. Manwaring stated she had received the official ballots and election materials from the landowners who can cast votes on behalf of the voters of all the property included in the territories proposed and they were all a yes vote.

**ACTION**

2. Adopted Resolution No. 23-1360 declaring results of special landowner election.

**MOVER:** Bob Karwin  
**SECONDER:** Lesa Sobek

<b>AYES:</b> Zimmerman, Karwin, Estrada, Sobek, Deines <b>NAYS:</b> None <b>RECUSE:</b> None
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Ms. Manwaring read the Ordinance by title.

**ACTION**

3. Introduced an ordinance, amending Ordinance No. 2017-231 and levying and apportioning the special tax in CFD 2017-1.

**MOVER:** Bob Karwin  
**SECONDER:** Dean Deines

<b>AYES:</b> Zimmerman, Karwin, Estrada, Sobek, Deines <b>NAYS:</b> None <b>RECUSE:</b> None
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**12. DISCUSSION ITEMS**

12.1 Community Development Department Fiscal Year 2022/2023 Annual Report

Management Analysts Molly Binnall and Laura Sportelli provided a presentation. The City Council received the report.

**13. CITY ATTORNEY REPORTS**

None.

**14. CITY MANAGER REPORTS**

City Manager Armando Villa announced that the September 20, 2023 City Council Meeting would be canceled.

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

None.

**16. ADJOURN**

Mayor Zimmerman adjourned the meeting at 8:21 p.m.

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Sarah A. Manwaring, MMC  
City Clerk