



**City of Menifee
Youth Advisory Committee
Meeting Agenda
Monday, January 26, 2015**

**City Hall Conference Room
29714 Haun Road
Menifee, CA 92586**

4:00 P.M. Regular Meeting

*THE PURPOSE OF THE YOUTH ADVISORY COMMITTEE MEETINGS ARE TO CONDUCT THE CITY'S
BUSINESS*

PLEASE SEE OUR DECORUM POLICY NOTES AT THE END OF THIS AGENDA

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

Spring Fest 2015 Event (Sharon Hanson and Scarlett Buzek with Lazy Creek Recreation Center (Valley-Wide Recreation & Park District)

4. APPROVAL OF MEETING MINUTES

6.1 Meeting minutes of December 22, 2014.

5. AGENDA APPROVAL OR MODIFICATION

6. PUBLIC COMMENTS (non-agenda items only)

7. DISCUSSION ITEMS

7.1 Appointments to Menifee Citizens Advisory Committee (MCAC)

- Appoint two representatives from the Youth Advisory Committee to serve on the Menifee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program.

7.2 Facility Tour: Riverside County, Riverside County Sheriff: Perris Station

- Adjourn regular meeting off site to conduct tour of Riverside County Sheriff Perris Station

8. COMMUNITY SERVICES DIRECTOR COMMENTS
9. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES
10. FUTURE AGENDA ITEMS
Items Scheduled for Future Agendas:
11. ADJOURNMENT

Decorum Policy Notes

Please use a speaker request form when you wish to address the Committee

The Committee anticipates and encourages public participation at its Committee meeting, both on agenda items and during the public comments period. Please use respect by not having your cell phones on, refrain from talking in the audience or outbursts that may be disruptive. While we encourage participation, we ask there be a mutual respect for the proceedings.

Staff Reports

Materials related to an item on this Agenda, including those submitted to the Committee after distribution of the agenda packet, and are available for public inspection by contacting Jennifer Allen, Deputy City Clerk, at (951) 672-6777 during normal business hours.

Compliance with the Americans with Disabilities Act

If you need special assistance to participate in this meeting, you should contact Jennifer Allen, Deputy City Clerk, at (951) 672-6777. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

**City of Menifee Youth Advisory Committee
Regular Meeting Minutes
December 22, 2014**

1. CALL TO ORDER

Committee Chair Therresa Austin called the meeting to order at 4:10 PM

2. ROLL CALL

Present were: Committee member Abigail Hoos, Committee member Angelica Austin, Committee Secretary Karla Monroy, Committee Vice Chair Madison Boker, Committee member Mykalia Whitener, Committee member Tabetha Tusant, Committee Chair Therresa Austin, Committee member Zonke Frazier, Community Services Director Robert Lennox, Management Analyst Margarita Cornejo, Senior Administrative Analyst Allen Yun, Arts Council Speaker Cathy, and Arts Council Speaker Bettie Spatafora and Kathy Pickett.

3. AGENDA APPROVAL OR MODIFICATION

Motion to approve made by Committee member Mykalia Whitener.

Second to motion approval made by Committee Chair Therresa Austin.

Motion was unanimously approved

4. PRESENTATIONS

Arts Council Menifee: Summer Youth Art Institute for Program Year 2014-2015.

Menifee Arts Council Member Kathy Pickett and Bettie Spatafora presented a brief presentation on Arts Council Menifee: Summer Youth Art Institute for Program Year 2014-2015 and requests for program volunteers.

Committee Vice-Chair member Madison Boker inquired about how to volunteer for the program.

Menifee Arts Council Member Bettie Spatafora indicated there is an application process to fill out.

Committee Chair member Therresa Austin inquired about volunteer dates.

Menifee Arts Council Member Kathy responded that the last two weeks of June. The first week is within Quail Valley and the second week is volunteering in Romoland.

Committee Chair member Therresa Austin asked the age of the children.

Menifee Arts Council Member Kathy replied ages six to twelve years old.

Committee member Zonke Frazier asked what the time does volunteering start and end.

Menifee Art Council Member Bettie Spatafora responded 9 a.m to 12:30 p.m. or 10 a.m. to 12:30 p.m. depending on what school.

Committee Vice Chair member Madison Boker questioned what time do each school end.

Menifee Arts Council Member Kathy said Quail Valley ends school at 1:15 p.m.

Menifee Arts Council Member Bettie Spatafora said Romoland school ends around 2:00 p.m.

Menifee Arts Council Member Bettie Spatafora explained that volunteers are needed to serve cookies and lunch to the children.

Committee Vice Chair member Madison Boker asked whether there is a need of help in donations or promotions for the program.

Menifee Arts Council Member Kathy Pickett responded that Julie Zimmerman promotes advertisements for programs.

Management Analyst Margarita Cornejo commented that she is an active volunteer in the program.

Community Services Director Robert Lennox commented that the experience is overwhelming with energetic volunteers and a traditional setting, perfect for young volunteers.

5. PUBLIC COMMENTS (non-agenda items only)

None.

6. APPROVAL OF MEETING MINUTES

6.1. Meeting minutes of November 24, 2014

Motion to approve meeting minutes made by Mykalia Whitener.

Second to motion approval made by Zonke Frazier.

Motion was unanimously approved.

7. DISCUSSION ITEMS

7.1. Committee Community Services Project 2014-2015

Community Services Director Robert Lennox provided a brief staff report regarding the Youth Advisory Committee identifying a central project the committee would like to be involved in and discussed the upcoming Community Clean-Up event.

Senior Administrative Analyst Allen Yun explained that there will be two events in one: Quail Valley/Menifee Clean-Up and the Romoland area with a partnership between Habitat for Humanity.

Community Services Director Robert Lennox asked whether the committee would prefer to transport within a group or individually to the Spring Fest at La Ladera Park on April 4, 2015 and/or the Quail Valley/Menifee Clean-Up.

Committee member Mykalia Whitener said to go as a group and asked about what type of activities/services Habitat for Humanity provides.

Community Services Director Robert Lennox explained that Habitat for Humanity does home repairs and builds houses for the needy.

Committee Chair Therresa Austin asked how will volunteers deal with technological issues.

Community Services Director Robert Lennox responded that there is a separate group of volunteers who work on technology.

Committee Chair Therresa Austin requested additional information about the upcoming Spring Fest.

Senior Administrative Analyst Allen Yun stated that volunteers are required for supervising games, booths, vendors, jumpers, etc.

Committee Vice Chair member Madison Boker asked whether if the committee can designate the game areas.

Community Services Director Robert Lennox suggested that the Menifee Youth Advisory Committee members to email any suggestions for games.

Committee member Angelica Austin commented that the Quail Valley Clean-Up is on the same day as prom so could create a conflict with respect to timing and inquired if there is going to be a National Night Out.

Community Services Director Robert Lennox responded the National Night Out event will be held on the first week of August either in Perris or in Menifee.

8. COMMUNITY SERVICES DIRECTOR COMMENTS

Community Services Director Robert Lennox thanked the Menifee Youth Advisory Committee for the help at the Christmas Tree Lighting.

9. COMMITTEE MEMBER COMMENTS

Committee member Angelica Austin commented on banner updates.

Committee Chair Therresa Austin asked about the template size of banners.

Committee Vice Chair Madison Boker indicated they are 30 x 90 in.

10. FUTURE AGENDA ITEMS

- Spring Fest games.

11. ADJOURNMENT

Committee member Mykalia Whitener made a motion to adjourn the December 22, 2014 meeting.

Motion was seconded by Committee member Angelica Austin.

Motion was unanimously passed.

Meeting was adjourned at 5:00 p.m.

Karla Monroy, Committee Secretary

CITY OF MENIFEE

MENIFEE CITIZENS ADVISORY COMMITTEE (MCAC) APPOINTMENTS

MEETING DATE: January 26, 2015

TO: Committee Chair and Committee

PREPARED BY: Margarita Cornejo, Management Analyst

REVIEWED BY: Robert Lennox, Community Services Director

SUBJECT: Menifee Citizens Advisory Committee (MCAC) Appointments

RECOMMENDED ACTION

Appoint two representatives from the Youth Advisory Committee to serve on the Menifee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program.

DISCUSSION

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 (CDBG). 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 various programs and activities.

As part of the requirement for the City to become a qualified entitlement community, the City was required to adopt a Citizen Participation Plan, which established the policies and procedures to be followed in the preparation of the 2012-17 Consolidated Plan and other plans needed in the process. The City adopted that original plan on October 18, 2011 and it incorporated the participation of the Menifee Citizens Advisory Committee (MCAC) as part of the annual review for public services programs/activities included within the Annual Action Plan(s).

Each year the City must prepare and submit to HUD an Annual Action Plan which identifies all the programs/activities to be completed in the upcoming program year, which runs from July 1st to June 30th. The Annual Action Plan is formally approved by City Council at a Public Hearing typically held at the first City Council meeting in May.

The Annual Action Plan will generally include the following main categories of activities/programs:

- * Planning & Administration (20% Cap)
- * Fair Housing Services (Mandatory for Participation)

- * Housing (Senior Minor Home Rehabilitation Grant Program)
- * **Public Facilities/Infrastructure Projects**
- * **Public Services (15% Cap)**

In the past, the Menifee Citizens Advisory Committee (MCAC) has reviewed Public Services Applications each year (around February) and provided funding recommendations for City Council's consideration during approval of the Annual Action Plan presented to City Council in May.

Commencing with the upcoming program year 2015-2016, the MCAC would participate as an advisory role for the following, with respect to the City's CDBG Program:

1. Meet and Review Public Services Applications in February
2. Meet and Review Public Facilities/Infrastructure Projects included in the draft Annual Action Plan in March/April and provide input
3. Meet to review Comprehensive Annual Performance and Evaluation Report (CAPER) in August (report of what has occurred in program year completed)

City Council formalized the establishment of the MCAC as a City committee at the January 7, 2015 City Council Meeting by adoption of Resolution No. 15-414. Pursuant to the adopted resolution, going forward the established MCAC will be organized to consist of two (2) existing members from each commission and/or committee for a total eight (8) members.

It is staff's recommendation, the Committee appoint two representatives from the Youth Advisory Committee to serve on the Menifee Citizens Advisory Committee and assist with review of the annual Community Development Block Grant program.

FISCAL IMPACT

None

ATTACHMENTS

Resolution No. 15-414

RESOLUTION NO. 15-414

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, ESTABLISHING THE MENIFEE CITIZENS ADVISORY COMMITTEE OF THE CITY OF MENIFEE

WHEREAS, the City Council is desirous of encouraging citizens of all ages in the community to participate in and serve on city advisory committees; and

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. 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-profit; 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 2012-17 Consolidated Plan, the 2012-13 Annual Action Plan, future Annual Action Plans, and the Analysis of Impediments to Fair Housing; and

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

WHEREAS, the City Council recognizes a Menifee Citizens Advisory Committee established to serve as an advisory body to the City Council, will empower community groups and non-profit organizations, will create opportunities for their input into community projects, programs, and events, and will provide a vehicle by which they can become involved in a process which enables them to have an influence and impact on services and programs they care about.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. That a Menifee Citizens Advisory Committee consisting of eight (8) members is hereby established.

Section 2. That the purpose of the Menifee Citizens Advisory Committee shall be to promote and review Community Development Block Grant applications and reports for qualified

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation

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.

Section 3. That membership on the Menifee Citizens Advisory Committee shall occur through ad-hoc committee appointment by each of the community advisory boards serving the City Council: Youth Advisory Committee, Senior Advisory Committee, Parks, Recreation and Trails Commission, and the Planning Commission, with the benefit of recommendations made through City staff liaisons. Commissions and Committees shall appoint two (2) Members from their respective boards to server in ad-hoc capacities on the Menifee Citizens Advisory Committee. At the time of his or her appointment, and during his or her tenure of office, each committee member shall reside within the City of Menifee.

Section 4. That each Committee Member shall serve at the pleasure of his/her appointing Committee or Commission, for a single year term commencing January 1st and expiring December 31st of each year. There shall be no limit on the number of terms a Menifee Citizens Advisory Committee Member may serve.

Section 5. That the Menifee Citizens Advisory Committee shall establish its own procedural rules which 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).

Section 6. That the following are the Powers and Duties of the Menifee Citizens Advisory Committee:

- 6.1 That the Menifee Citizens Advisory Committee shall make recommendations to City Council, implementing Community Development Block Grant directives related to city projects, events and Public Service programs.
- 6.2 The role of the Menifee Citizens Advisory Committee as contained in "Exhibit A", is hereby approved.

Section 7. The City Manager is hereby authorized to do all things necessary to implement this Resolution.

PASSED, APPROVED AND ADOPTED ON January 7, 2015.

Scott A. Mann, Mayor

Attest:

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation

Kathy Bennett, City Clerk

Approved as to form:

Jeffery T. Melching, City Attorney

EXHIBIT A
Menifee Citizens Advisory Committee Guidelines

1. Powers, duties, and responsibilities.

The Menifee Citizens Advisory Committee shall be empowered to establish and maintain written policy and rules and have the following general powers, duties and responsibilities consistent with the 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.

2. Eligibility for the Menifee Community Advisory Committee.

The following criteria will be considered for eligibility as a member of the Menifee Community Advisory Committee:

- A. Applicants must be residents of the City of Menifee.
- B. The Menifee Community Advisory Committee shall consist of eight members through appointment of each community advisory board: two members of the Youth Advisory Committee, two members of the Senior Advisory Committee, two Parks, Recreation and Trails Commissioners, and two Planning Commissioners.
- C. Membership is open to all residents meeting the above criteria with current Committee/Commission membership status.
- D. Members of the Menifee Community Advisory Committee shall not hold any paid office or employment with the City of Menifee.

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation

- E. Failure of a regular member to attend any regular meeting of the Menifee Community Advisory Committee without the consent of the Menifee Community Advisory Committee shall be deemed to constitute the retirement of such member and the position declared vacant.

3. Procedure

A. Composition of the Menifee Community Advisory Committee

1. The number of members of the Menifee Community Advisory Committee should be eight (8) persons.
2. Menifee Community Advisory Committee shall be composed of a cross-section of the City's community advisory boards.

B. Support

1. The City Manager or his/her designee shall be the City Council's liaison to the Menifee Community Advisory Committee.

C. Menifee Community Advisory Committee Officers

1. Chairperson: shall be elected by the Menifee Community Advisory Committee members each January to begin office on February 1, 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 elected by the Menifee Community Advisory Committee members each January to begin office on February 1, 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 Community Advisory Committee meetings
 - Format and send meeting minutes to the Chair for distribution to committee for approval
 - The City Clerk will maintain records related to the Menifee Community Advisory Committee

D. Menifee Community Advisory Committee Meetings

1. The Senior Advisory Committee will meet, at minimum, twice per year: once in February and once in August. Additional regular and special meetings can

City of Menifee Resolution No. 15-414
Citizens Advisory Committee Formation

be scheduled as determined by the members of the Committee and approved by the City Council.

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 Community 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 Menifee Community Advisory Committee.
5. Menifee Community Advisory Committee members may request agenda items through the Chair for upcoming meetings.

E. Menifee Community Advisory Committee Member Term Limits

1. Committee Members shall serve at the pleasure of his/her appointing Committee or Commission, for a single year term commencing January 1st and expiring December 31st of each year. There shall be no limit on the number of terms a Menifee Citizens Advisory Committee Member may serve.
2. At the discretion of the City Council or the appointing Committee/Commission, a Menifee Community Advisory Committee member may be excused from further participation, in the event it is deemed necessary for the benefit of the Committee as a whole.
3. Menifee Community Advisory Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Menifee Community Advisory Committee member with any unexcused meeting absence may be replaced at the discretion of the City Council or the respective appointing Committee/Commission.