



**City of Menifee
Menifee Citizens Advisory Committee (MCAC)
Meeting Agenda
Monday, December 12, 2016**

**City Council Chambers
29714 Haun Road
Menifee, CA 92586**

6:00 p.m. Regular Meeting

THE PURPOSE OF THE MENIFEE CITIZENS 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. FLAG SALUTE

4. PRESENTATIONS

None.

5. APPROVAL OF MINUTES

5.1. August 22, 2016 Meeting

6. AGENDA APPROVAL OR MODIFICATION

7. PUBLIC COMMENTS (non-agenda items only)

8. DISCUSSION ITEMS

8.1. Menifee Citizen of the Year

- Staff report on the City of Menifee Outstanding Citizen Award Program Nominees and selection of the 2016 City of Menifee Citizen of the Year

8.2. CDBG 2017-2022 Consolidated Plan and 2017/2018 Program Year Annual Action Plan Update

- Review and receive updates on 2017-2022 Consolidated Plan and 2017/2018 Annual Action Plan for the City's Community Development Block Grant Program
- Provide input as advisory committee for 2017-2022 Consolidated Plan development

9. DIRECTOR COMMENTS

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

- Upcoming MCAC meeting date schedule for 2017

12. 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 Jen 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
Menifee Citizens Advisory Committee (MCAC)
Regular Meeting Minutes
August 22, 2016**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 6:00 PM.

2. ROLL CALL

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Marty Rosen, Committee member Tom Giedroyce, Committee member Randy Madrid, Committee member Robert P. Karwin, Committee member Ken Woytek, Committee member Karla Monroy, and Management Analyst Margarita Cornejo and two members of the public. Absent were: Committee member Elgin Datcher.

3. FLAG SALUTE

4. PRESENTATIONS

None.

5. APPROVAL OF MINUTES

February 25, 2016

Motion to approve minutes of February 25, 2016 was made by Committee Vice-Chair Rosen.

Motion was seconded by Committee member Karwin.

Motion was unanimously approved.

6. AGENDA APPROVAL OR MODIFICATION

As posted.

7. PUBLIC COMMENTS (non-agenda items only)

None.

8. DISCUSSION ITEMS

8.1. Menifee Citizen of the Year

- Staff report on the City of Menifee Outstanding Citizen Award Program as adopted by City Council on May 4, 2016 and role of MCAC in the Outstanding Citizen Award Program

Management Analyst Margarita Cornejo provided staff report on the City of Menifee Outstanding Citizen of the Year inaugurated effective May 2016 by City Council. Ms. Cornejo advised MCAC that City Council formally appointed the MCAC as the committee which would annually, typically around December, review all nominees for the current year, and select the Menifee Citizen of

Year. The selected person would then be subsequently recognized at the following January regular City Council meeting.

8.2. CDBG 2015/2016 Program Year Annual Action Plan Projects & Activities for CAPER (Year-end Report)

- Review and receive summary all projects/activities completed during Program Year 2015/2016 (July 1, 2015 to June 30, 2016 period) as part of City's Community Development Block Grant (CDBG) Program.

Management Analyst Margarita Cornejo provided staff report on the City of Menifee's 2015/2016 Program Year Annual Action Plan Projects & Activities for the Comprehensive Annual Performance and Evaluation Report (CAPER).

Committee received and filed the report/presentation provided on the item.

8.3. CDBG 2017-2022 Consolidated Plan and 2017/2018 Program Year Annual Action Plan

- Review and receive prospective process/timeline outline for the 2017-2022 Consolidated Plan and 2017/2018 Annual Action Plan for the City's Community Development Block Grant Program

Management Analyst Margarita Cornejo provided staff report on the City of Menifee's upcoming CDBG 2017-2022 Consolidated Plan and 2017/2018 Program Year Annual Action Plan, highlighting the program requirements, and the City's proposed strategy/approach to ensuring community participation and engagement during the development of the plans.

Committee received and filed the report/presentation provided on the item.

8.4. Review of current and prospective responsibilities of MCAC committee

- Review and discuss current responsibilities of MCAC committee, and prospective interest in requesting additional responsibilities.

Management Analyst Margarita Cornejo provided staff report on request by MCAC committee member to review the current and prospective responsibilities of the MCAC committee.

Committee member Ken Woytek indicated his request for MAC to discuss prospective additional responsibilities of the MCAC in addition to serving as the advisory committee of the CDBG program. Mr. Woytek stated that the committee's diverse representation could be useful to providing input in other municipal issues, such as the budget.

Committee inquired about the process to add additional responsibilities to the MCAC.

Staff advised that the MCAC was formally organized under City Council resolution with clearly defined duties, including that of servicing as the advisory committee for the CDBG program, and as the committee responsible for selecting the Menifee Citizen of the Year. Additional duties would require City Council approval.

After brief discussion, the committee elected to not move forward with a request for additional duties at this time. However, the committee did suggest staff explore ways to let the public know more about the MCAC meetings.

Additionally, it was suggested staff look into seeing if the City can explore having a homeless outreach liason to help address homeless issues within the community.

9. DIRECTOR COMMENTS

None.

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

None.

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

ADJOURNMENT

Committee Chair Sanchez adjourned the meeting at 7:40 pm.

Margarita Cornejo, Management Analyst

CITY OF MENIFEE

SUBJECT: Review and Discussion of Nominees and Selection of
2016 City of Menifee Citizen of Year

MEETING DATE: December 12, 2016

TO: Committee Chair and Committee

PREPARED BY: Margarita Cornejo, Management Analyst
Tara Magner, Administrative Coordinator

REVIEWED BY: Bruce Foltz, Finance Director

RECOMMENDED ACTION

MCAC review and discuss the nominees for the City of Menifee Outstanding Citizen of the Year Award Program and provide selection for 2016 Citizen of the Year.

DISCUSSION

During the May 4, 2016 regular City Council meeting, the City Council unanimously approved the inclusion of the City of Menifee Outstanding Citizen Award Program as a city program with the purpose of recognizing Menifee residents who have by their efforts contributed to the improvement of the quality of life in the City of Menifee.

At the same meeting it was also decided by City Council that the MCAC should serve as an advisory council during the review of the recommended nominees for the Menifee Citizen of the Year Award, and ultimately select the Citizen of the Year each December, who would then be formally recognized by City Council in the following January.

During its August 2016 Meeting the MCAC received a staff report on the new program and the role of the MCAC in selecting the Citizen of the Year.

It is staff's recommendation the MCAC receive staff report on the 2016 nominees, discuss the various nominees and select one of the nominees as the 2016 Menifee Citizen of the Year. Since 2016 will be the inaugural year for the Citizen of Year selection, it is recommended the MCAC begin the discussion by establishing key selection criteria.

FISCAL IMPACT

None

ATTACHMENTS

Menifee Citizens of the Year Nominees for 2016

Menifee Citizen of the Year 2016 Nominee



Mr. Darius Hughes

Recognized as Menifee Outstanding Citizen: August 3, 2016

Nominated by: Councilmember Lesa Sobek

Brief Biography on Nominee:

Darius Parvin Hughes II is named after his great-grandfather. He was born in Shawnee, Kansas but grew up in Menifee. As a young boy scout, Darius earned a lifesaving merit badge. He continued in scouting earning the rank of Eagle Scout being one of the few in this area to be inducted into the Order of the Arrow.

After graduation from Paloma Valley High School, became a lifeguard at the Menifee Lakes Swimming Pool; After the season was over he decided then to serve the Lord as a missionary for the Church of Jesus Christ of Latter Day Saints. For two years he sacrificed his time and talents in non-paid service to the people of the Tacoma Washington Mission. The mission includes all the land West of the Puget Sound including the Olympic Rain Forest region.

Upon his return he was accepted to Brigham Young University and is currently a student there majoring in computer technology. He came home to Menifee for the summer and accepted a Job as Lifeguard again at the Menifee Lakes Swimming Pool.

The day the event took place Darius was doing an assignment that required him to regulate the use of the Slide from the top platform. A quick survey of the pool alerted him to young boy was struggling to keep afloat. He immediately scrambled down the three flights of metal stairs and leapt into the pool to save the boy from drowning. Though lifesaving was not his primary duty at the slide, imminent threat of danger to the boy caused to him to react, thereby saving the child from drowning.



Menifee Citizen of the Year 2016 Nominee



Ms. Estella Cline

Recognized as Menifee Outstanding Citizen: September 21, 2016

Nominated by: Councilmember Lesa Sobek

Brief Biography on Nominee:

Estella is President of the Inland Valley Habitat for Humanity, Board of Directors. She and her husband, Edward, have lived in the Inland Valley area for over 17 years, and are current Menifee residents. She is a former banker, current realtor, and teaches financial wellness classes. Estella recently received the Brent Eskildsen Humanitarian Award, Habitat's highest honor, at the Habitat for Humanity Annual Appreciation Dinner. Estella is also an active volunteer with her church and several local charities.

The Inland Valley Habitat for Humanity is celebrating 25 years of service this year and they do roughly 75-90% of their work right here in Menifee including the Senior Home Revitalization through Menifee Better Together event. 80%-70% of those served are senior citizens and/or veterans. Estella most enjoys the opportunity to get to really know the story of each homeowner served.



Menifee Citizen of the Year 2016 Nominee



Mrs. Darci Castillejos

Recognized as Menifee Outstanding Citizen: December 21, 2016

Nominated by: Councilmember John Denver

Brief Biography on Nominee:

Darci Castillejos was a Girl Scout troop leader for six years, also was active in the PTSA for many years, serving as President of the Menifee Valley Middle School PTSA. She also served on her homeowner's association board for almost twenty years, five as President. Darci opened SunBean's Coffee and Brewing Company, however converted the coffee house to a small sports bar called The Pitstop Pub & Grill. Darci opened the French Valley Café in June 2000, and continues to operate the business today.

Darci enlisted in the United States Navy Reserve in 1994. In 2007, she was promoted to Chief Petty Officer. She is currently assigned to Navy Cargo Handling Battalion 14, Delta Company.

Darci has served as Chairwoman (twice) of the Menifee Valley Chamber of Commerce, President of the Menifee Valley Community Cupboard, and Treasurer of the Menifee Action Group and served on the General Plan Advisory Council.

This past year, Darci received the call to Active Duty. In March, she deployed with 120 members of her battalion, providing expeditionary logistics support to Special Operations Forces stationed at Bagram Air Field, in Bagram, Afghanistan, in support of Operation Enduring Freedom. For her outstanding service Darci was awarded a Navy Commendation Medal, Afghanistan Campaign Medal, NATO Medal, and she earned her Expeditionary Warfare Specialist qualification.



CITY OF MENIFEE

SUBJECT: Update on Community Development Block Grant (CDBG) Consolidated Plan (2017-2022) and 2017-2018 Annual Action Plan Process

MEETING DATE: December 12, 2016

TO: Committee Chair and Committee

PREPARED BY: Margarita Cornejo, Management Analyst

REVIEWED BY: Bruce Foltz, Finance Director

RECOMMENDED ACTION

That the MCAC receive staff report on updates on the 2017-2022 Consolidated Plan and 2017-2018 Annual Action Plan process as related to the City's Community Development Block Grant (CDBG) Program and provide advisory input for development of such as plan(s) as a committee.

DISCUSSION

The City of Menifee elected to become a Community Development Block Grant (CDBG) entitlement jurisdiction beginning July 1, 2012. This entitlement status enables the City to receive funds directly from the federal Department of Housing and Urban Development (HUD) for distribution and expenditure within the City, and allows the City Council to have greater control of the use of the funds and ensure greater accountability to Menifee residents. Program Year 2016-17 is the fifth year the City of Menifee participates within the CDBG Program as an entitlement community.

As an entitlement community the City follows a five year cycle for the implementation of its CDBG program. Every five (5) years, the City must prepare a Consolidated Plan which identifies specific goals/objectives the City looks to completing within the subsequent five years in relation to its CDBG program. In conjunction with the Consolidated Plan a one year Annual Action Plan which identifies specific activities/projects to be completed as part of the goals/objectives established. HUD strongly encourages communities to incorporate community feedback and input in the development of its Consolidated Plan, as this serves as the foundation for the City's CDBG program for the following five years.

In 2012, the City of Menifee completed its first Consolidated Plan which covered the period of 2012 to 2017. In 2016-2017, the City will need to prepare its second Consolidated Plan which will cover the period of 2016 through 2022. Ultimately the 2017-2022 Consolidated Plan will be formally presented to City Council in the spring of 2017 for review and adoption and then submitted to HUD.

In preparation for the development of the Consolidated Plan, staff has completed various forms of outreach to ensure and encourage community awareness and participation in the development of such plan. Completed actions/efforts include, but are not limited to:

1. Presentation regarding the upcoming Consolidated Plan (2017-2022) and 2017-2018 Annual Action Plan was presented before City Council and the general public at the September 21, 2016 regular City Council meeting;
2. A Community Needs Survey and Fair Housing Survey (similar to the one completed in 2012) soliciting public input on highest priority needs for CDBG related activities/projects such as: infrastructure, recreation, youth programs, senior programs, etc. was released in mid-October 2016. The survey has been made available in English and Spanish versions, electronically and hard copies. The survey has been posted under the City's main page, News and Announcements, the City's CDBG subpage, and distributed to the City's list-serve;
3. CDBG staff attendance and distribution/collection of surveys at the October 2016 Senior Advisory Committee Meeting and Youth Advisory Committee Meeting;
4. CDBG staff attendance and distribution/collection of surveys at the Menifee Fall Festival held on October 29, 2016;
5. CDBG staff attendance and distribution/collection of surveys and information of the City's CDBG program and survey at Veteran's Appreciation Breakfast held at the Kay Cenicerros Senior Center held on November 15, 2016;
6. Consultations with the County of Riverside Department of Public Health, Housing Authority, and Fair Housing Council of Riverside County;
7. Service Provider Surveys were electronically distributed and hard copies mailed out to all known local non-profit/service providers for direct input on community needs. A total of twenty (24) Service Provider Surveys were distributed;
8. Revised/Updated Citizen Participation Plan (CPP) for the 2017-2022 Consolidated Plan has been prepared and made available for a 30 day public review/comment period commencing December 5, 2016. The CPP will be formally presented for consideration for adoption by City Council at a public hearing scheduled for January 4, 2017.
9. The CDBG Grant Application Booklet for the 2017/2018 Program Year has been released as of November 19, 2016. The availability of the Application Booklet was included in the 30-day notice for the Community Needs and CDBG Grant Application Workshop scheduled for December 20, 2016. Prospective applicants, such as existing and past subrecipients, past applicants, and other City departments have been contacted via email regarding the availability of the CDBG Grant Application Booklet. The notice was advertised in the newspaper, and posted on the City website, at Menifee City Hall, Heritage Library, Sun City Library, Paloma Valley Library, Kay Cenicerros Senior Center, and Marion Ashley Center.

Additional actions underway or upcoming include:

10. Interviews with City departments (Public Works/Engineering, Community Services, Code Enforcement, etc) obtain input on community needs;
11. Consultation with Riverside CoC (Continuum of Care), Menifee Union School District, and local jurisdictions;
12. A community workshop/presentation has been scheduled for December 13, 2016 at Quail Valley to provide information on the City's CDBG Program as a whole, the Consolidated Plan 2017-2022, the 2017-2018 Annual Action Plan, and to encourage community participation/input in the development of the plan(s);
13. A Community Needs and CDBG Grant Application Workshop has been scheduled for December 20, 2016 at 6:30 pm at Menifee City Hall. A 30 day notice, and follow-up weekly advertisements of the workshop has been published in The Press-Enterprise. A publication in Spanish has also been made on the Unidos publication, all existing CDBG subrecipients, past subrecipients, and applicants have been emailed regarding the availability of the CDBG Grant Application and workshop on December 20th. Additionally, the notice was advertised in the newspaper, and posted on the City website, at Menifee City Hall, Heritage Library, Sun City Library, Paloma Valley Library, Kay Cenicerros Senior Center, and Marion Ashley Center.
14. Public Hearing #1 to obtain community input on the development of the Consolidated Plan (2017-2022) and 2017-2018 Annual Action Plan is scheduled for January 4, 2017. A 30 day notice (English and Spanish) has been published in the Press-Enterprise, Unidos, posted on the City's website, posted on the City website, at Menifee City Hall, Heritage Library, Sun City Library, Paloma Valley Library, Kay Cenicerros Senior Center, and Marion Ashley Center.
15. Draft Consolidated Plan 2017-2018, 2017/2018 Annual Action Plan, and Analysis of Impediments to Fair Housing will be made available for a 60-day period tentatively beginning early March 2017.
16. Public Hearing #2 for the adoption of the Consolidated Plan and 2017-2018 Annual Action Plan tentatively scheduled for May 3, 2017.

It is therefore, staff's recommendation that the MCAC committee receive this staff report and presentation on the progress of the 2017-2022 Consolidated Plan and 2017/2018 Annual Action Plan process as related to the City's Community Development Block Grant (CDBG) Program and provide advisory input as necessary.

FISCAL IMPACT

None

ATTACHMENTS

None.