



**City of Menifee
Senior Advisory Committee
Meeting Agenda
Tuesday, April 24, 2018**

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

10:00 a.m. Regular Meeting

THE PURPOSE OF THE SENIOR 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**
- 5. APPROVAL OF MINUTES**
 - 5.1. Minutes from March 27, 2018**
- 6. AGENDA APPROVAL OR MODIFICATION**
- 7. PUBLIC COMMENTS (non-agenda items only)**
- 8. DISCUSSION ITEMS**
 - 8.1. Pilot Trolley System**
 - Discuss program options for Pilot Trolley System
 - Discuss current transportation gaps
 - Discuss possible pick-up/drop-off locations for the Special Event Trolley
 - 8.2. Strategic Planning Updates**
 - Discuss and provide updates on all Strategic Action Plan items
 - 8.3. Independence Day Parade Float**
 - Discuss and select a theme for the Independence Day Parade Float

8.4. Youth Advisory Committee Restructure

- Discuss and approve the proposed restructuring of the Youth Advisory Committee

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1. Department Update

- Homeless Task Force Coalition Meeting- Wednesday, April 25, 2018 at 3:00pm
- Menifee Better Together, April 28, 2018 at Sun City Civic Association
- Senior Health Fair- May 14, 2018 9:00am-12:00pm
- Senior Prom- 80's theme - May 19, 2018 4:00pm-7:00pm
- Independence Day Celebration- June 30, 2018 at Wheatfield Park
- Music and Art Festival- August 25, 2018 at MSJC

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

Strategic plan updates

12. ADJOURNMENT

Next meeting: May 22, 2018 at 10:00am

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 Senior Advisory Committee
Special Meeting Minutes
Tuesday, March 27, 2018**

1. CALL TO ORDER

Committee Vice- Chair Ken Woytek called the meeting to order at 10:08 AM.

2. ROLL CALL

Present were: Committee Vice-Chair Ken Woytek, Committee Member Anne-Marie Novack, Committee Member Ruth Goulet, Committee Member Darrell Thompson, Committee Member Angela Wojtkowski, Community Services Supervisor Jason Hendrix, Community Services Coordinator Aisha Wilson and one members of the public.

3. FLAG SALUTE

4. PRESENTATION

**4.1 Riverside County Sheriff: Crime Watch Program
Crime Watch President Hugh Mudd**

5. APPROVAL OF MINUTES

5.1. Minutes of February 27, 2018

A motion to approve the previous minutes of was made by Committee Member Goulet

Motion was seconded by Committee Member Thompson

Motion was unanimously approved.

6. AGENDA APPROVAL OR MODIFICATION

A motion to approve the agenda of was made by Committee Member Goulet

Motion was seconded by Committee Member Thompson

Motion was unanimously approved.

7. PUBLIC COMMENTS (non-agenda items only)

Resident Vicki Kelly

8. DISCUSSION ITEMS

8.1. Senior Transportation

- Review Senior Transportation Pilot Program
- Discuss and Assign Sponsorship and Solicitation

Committee Vice-Chair Woytek mentioned possible alternative to smaller amount of passengers.

Committee Member Goulet asked about how we would considered routes

Committee Member Wojtkowski mentioned she would assist with sponsorship for the pilot program

Committee Vice-Chair Woytek makes a motion for the SAC commitment for sponsorship and to create subcommittee to assist in fundraising for the pilot program.

Motion was seconded by Committee member Wojtkowski

Motion was unanimously approved.

9. COMMUNITY SERVICES SUPERVISOR COMMENTS

9.1 Department Update

- Homeless Task Force Coalition Meeting- Wednesday, April 25, 2018 at 3:00pm
- Menifee Better Together, April 28, 2018 at Sun City Civic Association
- Senior Health Fair, May 14, 2018 at KC Senior Center
- Music and Art Festival- August 25, 2018 at MSJC
- Pickle Ball April 8, 2018 at La Ladera Park

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

Committee Member Novack asked about the Youth Advisory Meeting and also provided updates on how she was meeting with Parks Recreation and Trails committee Member Giedroyce.

11. FROM COMMITTEE MEMBERS

Items Scheduled for Future Agendas:

-) Strategic Planning
-) Transportation

12. ADJOURNMENT

Committee adjourned the meeting at 11:40am

Aisha Wilson, Community Services Coordinator

CITY OF MENIFEE

SUBJECT: Pilot Trolley System

MEETING DATE: April 27, 2018

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

1. Discuss program options for pilot trolley system and;
2. Discuss current transportation gaps and;
3. Discuss possible pick up/drop off locations for the Special Event Trolley

DISCUSSION

Senior Advisory Committee members will discuss options for a pilot trolley system that will assist in expanding the current transportation in Menifee. SAC members will also identify and discuss current transportation gaps in the city. All items discussed will assist to provide recommendations to the City Manager.

Starting in June the Community Services department will move forward in providing shuttle service for all City-Wide special events including: Independence Day Celebration, Music and Art Festival, Fall Festival, and Christmas Tree Lighting Ceremony. Senior Advisory Committee members will discuss and provide recommendations for possible pick-up/drop off locations for the Special Event Trolley.

FISCAL IMPACT

NONE

ATTACHMENTS

NONE

CITY OF MENIFEE

SUBJECT: STRATEGIC PLANNING UPDATES

MEETING DATE: April 24, 2018

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

Senior Advisory Committee members will discuss and provide updates on Strategic Action Plan items.

DISCUSSION

At the February 27th Senior Advisory Committee (SAC) meeting, Committee members reviewed the 2017/2018 action plan items and appointed subcommittees to oversee each action item. SAC Members discussed and agreed that at each meeting the subcommittees would provide updates on their respective action item on a monthly basis.

Each subcommittees will provide review their goals and provide updates on the action items to the committee.

FISCAL IMPACT

None.

ATTACHMENTS

Strategic Planning topic

CITY OF MENIFEE

SUBJECT: INDEPENDENCE CELEBRATION FLOAT

MEETING DATE: April 24, 2018

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

Discuss and select a theme for the Independence Day Celebration Parade Float.

DISCUSSION

Each year the Senior Advisory Committee (SAC) and Youth Advisory Committee (YAC) collaborates and participates in City of Menifee's Independence Day Celebration Parade. The Parade is the kickoff event for the Independence Day Celebration at Wheatfield Park which will be held on Saturday, June 30, 2018.

This year the SAC members will discuss and select a theme each year for the parade. SAC members will discuss specific tasks for each member and provide recommendations for the YAC members.

FISCAL IMPACT

None.

ATTACHMENTS

None.

CITY OF MENIFEE

SUBJECT: YOUTH ADVISORY COMMITTEE RESTRUCTURE

MEETING DATE: April 24, 2018

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Jason Hendrix, Community Services Supervisor

APPROVED BY: Jonathan Nicks, Community Services Director

RECOMMENDED ACTION

Discuss and approve the proposed restructuring of the Youth Advisory Committee

DISCUSSION

On April 2, 2014, City Council adopted Resolution No. 14-361 establishing the Youth Advisory Committee (YAC). The purpose of the Committee is to serve as an advisory body to the City Council, empower youth, create opportunities for their input into community projects, programs, and events, and provide a vehicle by which youth can become involved in a process which enables them to have an influence and impact on issues and decisions they care about.

The current format for the Youth Advisory Committee limits the ability and potential of the members as they are restricted to a strict set of guidelines. In the past, the Youth Advisory Committee has had difficulty accomplishing projects and tasks due to limitations from the current resolution such as the eleven (11) member cap, one year term limit, governed by the Brown Act, and limited meeting opportunities.

Benefits of a restructured Youth Advisory Committee include an increase in committee members, providing more meeting opportunities for events and outreach, opening a mentorship program, and creating job training program that could lead to future employment in local government. By dissolving the current Resolution No. 14-361 and adopting a new Youth Advisory Committee structure, committee members will have more flexibility and freedom to better serve the youth in our community and accomplish more projects and tasks.

Senior Advisory Committee will discuss and provide the proposed restructuring of the Youth Advisory Committee

FISCAL IMPACT

None.

ATTACHMENTS

Resolution No. 14-361

RESOLUTION NO. 14-361

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENIFEE, CALIFORNIA, ESTABLISHING THE YOUTH 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.

WHEREAS, the City Council recognizes youth to be a valuable resource when given the opportunity to plan and implement projects to meet real community needs, and recognizes youth are capable of making a difference with the community.

WHEREAS, the City Council recognizes a Youth Advisory Committee established to serve as an advisory body to the City Council, will empower youth, will create opportunities for their input into community projects, programs, and events, and will provide a vehicle by which youth become involved in a process which enables them to have an influence and impact on issues and decisions 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 Youth Advisory Committee consisting of up to eleven (11) members is hereby established.

Section 2. That the purpose of the Youth Advisory Committee shall be to promote public service and community involvement, with, for and by youth, review proposals for programs, projects and facilities as they pertain to youth; promote youth involvement in community events, programs or volunteer projects through public education, the schools and community organizations; and act in an advisory capacity to the City Council in all other policy matters pertaining to youth.

Section 3. That membership on the Youth Advisory Committee shall occur through At-large appointment by the Mayor and Council with the benefit of recommendations made through City staff liaisons. At the time of his or her appointment, and during his or her tenure of office, each committee member shall reside or attend school within the City of Menifee, and shall be between the ages of 15 and 25. The terms of each appointee shall be approximately one year, expiring on the September 30th occurring approximately one year after his or her appointment.

Section 4. That the Youth 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 5. That the following are the Powers and Duties of the Youth Advisory Committee:

- 5.1 That the Youth Advisory Committee shall make recommendations to Council, implementing youth oriented directives related to city projects, events and youth oriented programs.
- 5.2 The role of the Menifee Youth Advisory Committee as contained in "Exhibit A", is hereby approved.

Section 6. The City Manager is hereby authorized to do all things necessary to implement this resolution.

PASSED, APPROVED AND ADOPTED ON April 2, 2014.



Scott A. Mann, Mayor

ATTEST:



Kathy Bennett, City Clerk

APPROVED AS TO FORM:



Julie Hayward Biggs, City Attorney

EXHIBIT A
Menifee Youth Advisory Committee Guidelines

1. Powers, duties, and responsibilities.

The Menifee Youth 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 youth.
- B. Review proposals for programs, projects and facilities as they pertain to youth.
- C. Assist in the evaluation and planning of arts, recreation and social service programs with an emphasis on youth.
- D. Review and make recommendations on matters pertaining to youth programming and/or services to the Parks, Recreation, and Trails Commission or City Council.
- E. Promote youth involvement in community events, programs or volunteer projects through public education, the schools and community organizations.
- F. Act in an advisory capacity to the City Council in all other policy matters pertaining to youth.

2. Eligibility for the Youth Advisory Committee.

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

- A. Applicants must be residents of the City of Menifee.
- B. The Menifee Youth Advisory Committee shall consist of up to eleven (11) at-large members, through appointment by the entire City Council.
- C. Membership is open to all youth meeting the above criteria.
- D. Members of the Menifee Youth Advisory Committee shall not hold any paid office or employment with the City of Menifee.
- E. Failure of a regular member to attend three consecutive regular meetings of the Youth Advisory Committee without the consent of the Youth Advisory Committee shall be deemed to constitute the retirement of such member and the position declared vacant.

3. Procedure

A. Composition of the Youth Advisory Committee

1. The number of members of the Youth Advisory Committee should be up to eleven (11) persons.
2. The Youth Advisory Committee shall be composed of a cross-section of the community's youth. Members should include:
 - High School students
 - College students
 - Sports group team members
 - General youth recreation users

B. Support

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

C. Youth Advisory Committee Officers

1. Chairperson: shall be elected by the Youth Advisory Committee members each September to begin office on October 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 Youth Advisory Committee members each September to begin office on October 1, annually; The Vice-Chair shall assist the Chair as requested and facilitate the meetings in the absence of the Chairperson.
3. The Secretary: shall be elected by the Youth Advisory Committee members each September to begin office on October 1, annually; The Secretary will:
 - Record the minutes of Youth Advisory Committee meetings
 - Format and send meeting minutes to staff liaison for distribution to committee for approval
 - The City Clerk will maintain records related to the Youth Advisory Committee

D. Youth Advisory Committee Meetings

1. The Youth Advisory Committee will meet on a regular monthly schedule 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 Youth 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 Council to have items reviewed by the Youth Advisory Committee.
5. Youth Advisory Committee members may request agenda items through the Chair for upcoming meetings.

E. Youth Advisory Committee Member Term Limits

1. Committee members hold one (1) year terms to coincide with traditional year round academic schedules and calendars. Extensions for sitting members will be considered on an individual basis at the pleasure of the City Council; however, Committee Members desiring extensions are required to resubmit an application to serve for the coming term.
2. At the discretion of the City Council, a Youth 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. Youth Advisory Committee members are expected to be present unless excused with prior notice to the staff liaison or Chairperson. A Youth Advisory Committee member with three (3) unexcused meeting absences in one year may be replaced at the discretion of the City Council.
4. In the event a member is unable or unwilling to continue participation in regularly scheduled activities, alternate members will be considered by City Council to assume regular member status. The names of the alternate members would be presented to Council for appointment.



Scott A. Mann
Mayor

Wallace W. Edgerton
Deputy Mayor

John V. Denver
Councilmember

Thomas Fuhrman
Councilmember

Greg August
Councilmember

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
CITY OF MENIFEE)

I, Kathy Bennett, City Clerk of the City of Menifee, do hereby certify that the foregoing Resolution No. 14-361 was duly adopted by the City Council of the City of Menifee at a meeting thereof held on the 2nd day of April, 2014 by the following vote:

Ayes: August, Denver, Edgerton, Fuhrman, Mann
Noes: None
Absent: None
Abstain: None



Kathy Bennett, City Clerk