



**City of Menifee
Measure DD Oversight Committee
Meeting Minutes**

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

**May 15, 2018
4:00 P.M. Meeting**

1. CALL TO ORDER

Chair Michael Cano called the meeting to order at 4:02 p.m.

2. ROLL CALL

Deputy City Clerk Jennifer Allen called roll. Present were: Brian Agner, Michael Cano, Arthur King Ma, Nancy Randolph, and Edward Samuelson

3. FLAG SALUTE

4. PRESENTATIONS

None.

5. AGENDA APPROVAL OR MODIFICATION

Committee Members Ma, Cano, Agner, and Samuelson stated their opinions and frustrations with receiving the meeting materials late and with the cancellation of the April meeting. The Committee requested that staff provide the materials at least three (3) days prior to the meeting date so the Committee can review the documentation and prepare questions for staff. Mr. Wyman stated that staff finished the PowerPoint that afternoon and wanted to present it to the Committee and be available to answer any questions.

6. APPROVAL OF MEETING MINUTES

6.1. February 13, 2018 Regular Meeting Minutes

The Minutes of February 13, 2018 were approved by all members present at the February 13, 2018 meeting.

7. DISCUSSION ITEMS

7.1. Review and Discuss Fiscal Year 2018/19 Proposed Measure DD Budget

Acting Assistant City Manager Jeff Wyman stated the Budget Workshop will go before the Council on May 24, 2018.

Acting Finance Director Wendy Preece presented the PowerPoint regarding the Fiscal Year 2018/19 proposed budget. Ms. Preece reported on Fiscal Year 2016/2017 revenues and expenditures and noted the audited fund balance amount as of June 30, 2017. Ms. Preece also reported on the Fiscal Year 2017/2018 revenue budget and the total budgeted revenues. She gave an overview of the public safety services and road and traffic improvements funded by Measure DD. Ms. Preece summarized the Fiscal Year 2018/2019 proposed revenue budget.

City Manager Armando Villa provided an update of Measure DD funded completed projects and projects coming up for construction. Mr. Villa also gave an overview of the City's expenditure plan noting that the plan is an estimate, as cost of services typically increase over time.

Committee Member Ma asked if the public safety service numbers include the recently requested increases by the Fire and Police Departments. Ms. Preece stated the totals in the PowerPoint reflect the increases.

Committee Chair Cano inquired about the additional Police and Fire positions funded by Measure DD. Police Lieutenant Scott Forbes reported on the staffing additions noting that Menifee will be getting another dedicated motor police officer soon. Fire Division Chief Geoff Pemberton stated Measure DD has funded a medic squad and municipal staffing.

Committee Vice Chair Samuelson asked what happens to the funds since all the police positions have not been filled. Mr. Wyman stated any unspent funds go into the fund balance account at the end of the fiscal year.

Committee Member Agner asked what services the fund balance money is spent on. City Manager Villa stated monies in the fund balance can be spent on any Measure DD services.

The Committee inquired about the figures for the police positions and how Measure DD funds are categorized. Lt. Forbes stated the total figure includes the position plus the equipment. Ms. Preece stated funds for road improvements that are not completed by the end of the fiscal year roll over to the next year and Measure DD funds are categorized into their own account.

Committee Member Agner noted that at a previous meeting he was told that Measure DD did not fund the Police Sub-Station however the PowerPoint details that it did. Mr. Wyman noted that after some research, it was found that a portion of the sub-station was funded by Measure DD.

City Manager Villa stated that part of the expenditure plan is to complete public infrastructure projects and to employ more code enforcement officers. Building Official Colin McNie stated he currently has two (2) full time code officers and one (1) acting code officer to cover over 700 active cases. Mr. McNie stated Measure DD will fund three (3) new positions so there will be one (1) code officer per district with one (1) code manager.

The Committee Members inquired about the fees received for parking citations and funding and cost for code positions. Lt. Forbes explained the fee structure for a moving violation citation noting that a very small percentage of the fee is allocated to the City. Mr. McNie stated the majority of the administrative citation fines come back to the City. Ms. Preece stated that Measure DD will fund the new code positions and the current positions are funded out of the General Fund. She explained that the numbers reflected in the PowerPoint are for the salaries and benefits.

Committee Member Agner expressed his concerns with Measure DD funding the labor for the new code positions. Mr. Agner stated there needs to be a strategy so that when Measure DD funds can no longer fund the positions they will not have to be eliminated.

Committee Vice Chair Samuelson suggested waiting until after the November election to hire the new positions. City Manager Villa stated after the City Council reviews the budget in June of 2018, staff will have more information on the status of Measure DD funds.

Committee Member Agner inquired about funding for the code enforcement vehicles. Mr. McNie stated grants will fund the code enforcement vehicles.

Committee Chair Cano asked what measures staff is taking in the case that Measure DD is repealed. Mr. Villa stated he could work with Fire and Police to develop a plan to reduce costs in the event that Measure DD is repealed.

Committee Chair Cano asked Fire and Police what type of costs could be reduced and how the departments would be impacted. Chief Pemberton and Lt. Forbes both stated that response times would be impacted and explained the types of costs their departments would need to cut if Measure DD is repealed.

City Manager Villa stated the City is still feeling the impacts of not receiving the vehicle licensing fees (VLF) money. He explained that the City must invest in the infrastructure to entice businesses to our City and increase sales tax dollars.

Committee Member Ma suggested hiring a consultant to help forecast sales tax revenues and build a fiscally responsible budget. Mr. Villa stated it is difficult to forecast the future expenditures, however when the two (2) overpasses are fully operational, there will be more opportunities for economic growth. Ms. Preece added that the Economic Development Department works on bringing in retail and businesses to the City. Mr. Wyman stated that the Economic Development Corridor (EDC) has been designated for commercial uses which will assist with sales tax.

Committee Chair Cano asked if staff has contacted other cities to discuss an enterprise zone. Mr. Villa stated the neighboring cities currently do meet in a joint effort to discuss job creation and growth.

Committee Chair Cano asked the Committee if they received enough information to provide a recommendation to the City Council or if they would like to email him their recommendations. The Committee Members all agreed that they will forward their recommendations to the Chair. Committee Member Randolph stated this is her first meeting and she is satisfied with the knowledge she has received. Mr. Wyman stated if a Committee Member needs more information he is available to answer questions. The Committee's recommendations will be presented to Council at a future City Council meeting.

Committee Member Agner stated he is concerned with spending Measure DD funding on labor for new positions and he would like to see the revenues and expenditures for Measure DD funding publicized. Committee Vice Chair Samuelson stated he would like to see the PowerPoint materials made public. Mr. Wyman stated the documents will be uploaded to the Measure DD website page.

8. STAFF COMMENTS

None.

9. COMMITTEE MEMBER COMMENTS

City Manager Villa referenced the Menifee Matters Magazine noting that there is a great publication regarding Measure DD funding. Committee Member Agner noted the article references parks as one of the services funded by Measure DD and that is not correct and suggested making that correction on future documentation.

10. FUTURE AGENDA ITEMS

None.

11. ADJOURNMENT

Committee Chair Cano adjourned the meeting at 5:24 p.m.



Sarah A. Manwaring, City Clerk