

City Hall Council Chambers  
Via Zoom  
Menifee, CA 92586



City of Menifee  
Senior Advisory Committee  
Meeting Agenda

Chair Gloria Sanchez, Mayor Appointed  
Vice-Chair Linda Blanche, District 1  
David Morse, District 2  
Bruce Atwood, District 3  
Anne-Marie Novack, District 4

Tuesday, May 25, 2021  
10:00 AM Regular Meeting

### AGENDA

AS A RESULT OF THE COVID19 VIRUS, RESULTING ORDERS AND DIRECTION FROM THE PRESIDENT OF THE UNITED STATES, THE GOVERNOR OF THE STATE OF CALIFORNIA, AND THE RIVERSIDE COUNTY PUBLIC HEALTH DEPARTMENT, AS WELL AS THE CITY OF MENIFEE EMERGENCY DECLARATION, LIMITED IN PERSON ATTENDANCE IS CURRENTLY PERMITTED SUBJECT TO APPLICABLE LOCAL HEALTH RESTRICTIONS, INCLUDING MANDATORY MASKS/FACE COVERINGS AND PHYSICAL DISTANCING OF AT LEAST SIX FEET. YOU MAY PARTICIPATE IN THE MEETING BY:

**VIDEO:** <https://cityofmenifee-us.zoom.us/j/89967752774>

**PHONE:** (669) 900-6833, **MEETING ID #899 6775 2774**

THE COUNCIL CHAMBERS CAN ONLY ACCOMMODATE A LIMITED NUMBER OF PEOPLE WHILE OBSERVING SOCIAL DISTANCING REGULATIONS. PLEASE SEE THE INFORMATION BELOW FOR RESERVING A SEAT AND/OR REGISTERING TO MAKE A PUBLIC COMMENT.

#### **ATTENDING THE MEETING IN PERSON: Council Chambers Limited Seating Now Available**

1. Reserved Seating: Prior to the meeting, sign up to ensure a seat in the Council Chambers. Email the Commissioner Secretary at [ajemmottwilson@cityofmenifee.us](mailto:ajemmottwilson@cityofmenifee.us) and let staff know the meeting in which you would like to reserve a seat. Reservations cannot be made prior to agenda posting.
2. Non-Reserved Seating: Seating available on a first come, first serve basis. The public may begin lining up 30 minutes prior to the start of the meeting.

#### **PUBLIC COMMENTS:**

1. In-person: Sign up with staff at City Hall on the day of the meeting to provide public comment. The Commission Secretary will call your name during the item(s) which you wish to speak on.
2. Virtual: Email [publiccomments@cityofmenifee.us](mailto:publiccomments@cityofmenifee.us) and include your name and the item(s) you wish to speak on. The City will provide the means by which you may join the meeting virtually and provide your public comment.

#### **1. CALL TO ORDER**

#### **2. ROLL CALL**

#### **3. FLAG SALUTE**

#### **4. PRESENTATIONS**

- 4.1. Older Americans Month Proclamation

**5. APPROVAL OF MINUTES**

- 5.1. Minutes from April 27, 2021 Regular Meeting

**6. AGENDA APPROVAL OR MODIFICATION**

**7. PUBLIC COMMENTS (non-agenda items only)**

**8. DISCUSSION ITEMS**

- 8.1. Homeowners Association (HOA) Database Feedback  
**Recommended Action**
- Review and provide feedback to assist with identifying 55+ Homeowners Association (HOA) communities in Menifee that should be included on the Comprehensive HOA list.
- 8.2. City Council Recognition Policy  
**Recommended Action**
- Review the City Council Recognition Policy No. CC-24.

**9. COMMUNITY SERVICES DEPARTMENT COMMENTS**

- 9.1. Department Update
- Senior Program Updates
  - Citywide Special Event and Program Updates

**10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

**11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS**

**12. ADJOURNMENT**

*The purpose of the Senior Advisory Committee meetings are to conduct the city's business. Please see our decorum policy notes below.*

**Decorum Policy Notes**

*You may submit comments on any agenda item by emailing requests to [publiccomments@cityofmenifee.us](mailto:publiccomments@cityofmenifee.us) prior to the item being heard. The Committee anticipates and encourages public participation at its Committee meeting, both on agenda items and during the public comments period. While we encourage participation, we ask there be a mutual respect for the proceedings.*

**Agenda Material**

*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 Aisha Jemmott-Wilson at (951) 672-9673 during normal business hours.*

**Compliance with the Americans with Disabilities Act**

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

## **CITY OF MENIFEE**

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SUBJECT: Homeowners Association (HOA) Database Feedback

MEETING DATE: May 25, 2021

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Mariana Mitchell, Community Services Manager

APPROVED BY: Jonathan Nicks, Community Services Director

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### **RECOMMENDED ACTION**

Review and provide feedback to assist with identifying 55+ Homeowners Association (HOA) communities in Menifee that should be included on the Comprehensive HOA list.

### **DISCUSSION**

Staff has created a database to identify all Homeowners Association (HOA) communities in the City of Menifee. This database is still in the draft stages and staff is gathering information on HOA communities that should be added to the list. This living database will periodically be updated to include new HOA Communities.

Senior Advisory Committee (SAC) Members will review and provide recommendations to HOA communities that need to be included and identified as a 55+ community.

### **FISCAL IMPACT**

None

### **ATTACHMENTS**

Comprehensive Menifee HOA List



Hidden Meadows	AURORA H HOA	Equity Mar 42430 Win 951-296-56951-296-56	equity@equitymgmt.co	None	nspiegelhalter@equity	3	
Country Meadows	30441 BRA HOA	Avalon Ma 31608 Raili 951-244-00951-244-00	www.myc: Michael	None	michael@avalonweb.c	2	
Casa Murrieta	VIA VALDE HOA	Equity Mar 42430 Win 951-296-56951-296-56	equity@equitymgmt.co	None		1	YES
Citation Homes	BRADSHAW HOA	Avalon Ma 31608 Raili 951-244-00951-244-00	www.myc: Melissa Sei	None	melissa.s@avalonweb	4	
Orchid at Pacific Mayfield	30348 CHE HOA	Equity Mar 42430 Win 951-296-56951-296-56	equity@eq Robert Sup	None	rsupalla@e	2	YES
Cottonwood at Pacific Mayfield	BRAMBLEV HOA	First Servic 25240 Han 800-428-56943-448-6400	Deanna Ca	None	deanna.casillas@fres	2	
Audie Murphy Ranch	30030 THU HOA	Keystone P 41593 Win 951-491-7363	Ariane Ben 951-382-00	abenson@	1, 1, 2	1	
Newport Hills I	SPRINGBRK HOA	First Servic 25240 Han 800-428-56943-448-6400	Karina Pier	None	karina.pier	2	1
Menifee Valley Ranch	SAPPHIRE : HOA	First Servic 25240 Han 800-428-56943-448-6400	Nicole Wak	None	nicole.wade@freside	2	2
Sun Meadows Community	Mobile Home Park		None	None		3	1 YES
Sun Ranch	AMBER RO HOA	Keystone P 41593 Win 951-491-7363	Debra MI	None	dmies@k	1	1
Country Glen	STONECRE HOA	Equity Mar 42430 Win 951-296-56951-296-56	equity@eq Alisia Dale	None	Adalie@equitymgmt.cor	2	2
Tierra Shores	29758 TIER HOA	Keystone P 41593 Win 951-491-7363	Karen Thor	None	kthompson@keyston	3	3
The Lakes Community	30416 LAG HOA	Keystone P 41593 Win 951-491-7363	Linda Keefi	None	Lkeefi@keystonepac	3	3
Barrington Heights	CHAUCERT HOA	Avalon Ma 31608 Raili 951-244-00951-244-00	www.myc: Lana	None	lana@avalonweb.cor	4	4
Lakeside	BEACHCON HOA	First Servic 25240 Han 800-428-56943-448-6400	Jason Ewal	None	Jason.ewals@freside	4	4
Bridgeport	STEAMBOG HOA	First Servic 25240 Han 800-428-56943-448-6400	Zoe	None		4	4
Spring Haven	FAMILY C/F HOA	Avalon Ma 31608 Raili 951-244-00951-244-00	www.myc: Elizabeth	None	elizabeth@avalon.com	1	1
Painilla	HOA	Voit Management	Pamela Vo	None		3	3 YES
Sun City Hermosa	EL PUENTE HOA	S&L Association Management Inc	Tom Clyne	None		4	4
Sun City Estates	RIVERA BLV Mobile Home Park		Terri	951-679-20	terrju816@yahoo.cor	1	1 YES
Newport Hills II	SPRINGBRK HOA	First Servic 25240 Han 800-428-56943-448-6400	Karina Pineda		karina.pineda@freside	1	1

## **CITY OF MENIFEE**

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SUBJECT: City Council Recognition Policy

MEETING DATE: May 25, 2021

TO: Committee Chair and Committee Members

PREPARED BY: Aisha Wilson, Community Services Coordinator

REVIEWED BY: Mariana Mitchell, Community Services Manager

APPROVED BY: Jonathan Nicks, Community Services Director

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### **RECOMMENDED ACTION**

Review the City Council Recognition Policy No. CC-24.

### **DISCUSSION**

On May 19, 2021, City Council adopted the Recognition Policy No. CC-24. This policy establishes guidelines for the issuance of various recognition including proclamations and certificates. The purpose of this Policy is to provide guidelines to recognize members of the public and organizations for their acts and contribution that is consistent with the City of Menifee quality of life goals.

It is recommended for the Senior Advisory Committee (SAC) to review the Recognition Policy to understand the guidelines and protocol for recognizing any member of the public and organizations.

### **FISCAL IMPACT**

None.

### **ATTACHMENTS**

City Council Recognition Policy No. CC-24.

<b>CITY OF MENIFEE</b> City Council Policy	Policy Number: CC-24 Approving Authority: City Council
<b>Subject</b>  City Council Recognition Policy	Effective Date: April 21, 2021  Page 1 of 4

**1. PURPOSE**

The purpose of this policy is to establish guidelines for the issuance of various recognition including proclamations and certificates. The intent of this policy is for recognition only, not for promotional or advertising purposes.

**2. SCOPE / BACKGROUND**

Recognizing members of the public and organizations for significant acts, achievements or lifetime milestones is consistent with the City of Menifee quality of life goals. The City Council is committed to the success of the City and extending appropriate City Council recognition to residents and organizations who achieve success in any endeavor is an important element of this commitment to the Council's core values. The City believes that appropriate recognition, not only enriches our collective experiences, but also seeks to enhance the culture, lifestyle, and freedoms that we enjoy in the City of Menifee.

This policy discourages the City from supporting, promoting or otherwise naming endorsements for any political purposes.

**3. POLICY**

**A. Types of Council Recognition:**

The following certificates may include specific categories of recognition such as *Arts and Culture, Citizenship, or Professional Achievement*.

- I. Certificate of Appreciation. A certificate of appreciation may be presented to any individual, group of individuals or organization to recognize them for any act or effort that goes above and beyond the norm and is deserving of appropriate recognition. At the request of the Mayor or any individual Councilmember, the City Clerk's office shall prepare the certificate of appreciation. The inherent duties of the Mayor and each Councilmember, as representatives of the community at-large, provide the authority to issue a certificate of appreciation. Therefore, no formal Council action is required. Consistent with good protocol and decorum, a Councilmember may not issue a certificate of appreciation for a resident or organization in another Councilmember's district without collaboration and consent of their colleague. The Mayor shall also adhere to this protocol.

II. Certificate of Achievement. A certificate of achievement may be presented to any individual, group of individuals or organization to recognize them for significant acts of individual or organizational achievement in any endeavor that is deserving of appropriate recognition. At the request of the Mayor or any individual Councilmember, the City Clerk's office shall prepare the certificate of achievement. The inherent duties of the Mayor and each Councilmember, as representatives of the community at-large, provide the authority to issue a certificate of achievement. Therefore, no formal Council action is required. Consistent with good protocol and decorum, a Councilmember may not issue a certificate of appreciation for a resident or organization located in another Councilmember's district without collaboration and consent of their colleague. The Mayor shall also adhere to this protocol.

III. Outstanding Citizen Award Program. The Outstanding Citizen Certificate is presented to an individual or organization who has made an important, noticeable contribution to the community. These individuals are often called upon for advice and mentoring. ~~by a) volunteering their time through a specific program or project which demonstrates a positive impact on the lives of others in the City; b) dedicated to Menifee and concerned for others; c) works continually towards the betterment of the community; d) has qualities of honesty and integrity; e) who is well known for their community service and contributions on behalf of the welfare of others and to the City at large. These individuals are often called upon for advice and mentoring and lead the way in making Menifee a great place to live, work, play, and learn.~~

a. **Schedule.** Recipients are selected by the Councilmembers on a rotating basis and recognized at a City Council meeting as follows: January – Outstanding Citizen of the Year Award; February – Mayor; March – District 1; April – District 2; May – District 3; June – District 4; July – Mayor; August – District 1; September – District 2; October – District 3; November – District 4; December – Mayor. The placement of the presentation on the agenda will be coordinated by staff.

b. **Eligibility.** Recipients must live or work in the City of Menifee. The Nomination Application must be completed and requires: the name, address, and phone number of the recipient; the occupation of the recipient; the district in which the recipient resides. Community members are encouraged to make recommendations and may submit nomination applications to their District Councilmember or Mayor for consideration.

Outstanding Citizen eligibility criteria includes the following contributions to the community: Volunteering time; Positive impact on others; Dedicated to Menifee and concern for others; Works continually towards the betterment of the community; Qualities of honesty and integrity; Well known for their community service and contributions on behalf of the welfare of others and to the City at large; Leads the way in making Menifee a great place to live, work, play and



learn.

- c. **Outstanding Citizen of the Year.** All recipients of the Outstanding Citizen Award shall subsequently be nominated for Menifee's Outstanding Citizen of the Year. All recipient applications received in the calendar year will be submitted to the Menifee Citizen Advisory Committee (MCAC) for the purpose of determining Menifee's Outstanding Citizen of the Year. MCAC will use the scoring form (Attachment A) to help in the selection process.

The Outstanding Citizen of the Year will be presented with an award during a Council meeting each January and then forwarded to all annual regional recognition awards requesting a Menifee nominee (example: County Supervisor's Citizen of the Year Award).

- IV. Certificate of Adjournment in Memory Of. Any City Councilmember may request the City Council meeting be adjourned in honor and memory of someone who has made a significant impact to the City of Menifee. A certificate will be prepared and mailed to the surviving family when possible.
- V. City Proclamations. A proclamation may honor an individual, an organization reserved for those who have made a special contribution to the community. It may also include an event that has directly benefited Menifee or that raises awareness of an activity that considerably impacts the City.
  - a. **Mayor Signature Only Proclamations.** If a certificate of appreciation or achievement is not appropriate and a more formal recognition is desired for an individual, organization, or event through a proclamation, a Mayor Signature Only Proclamation may be used. Similar to certificates of appreciation or recognition outlined above, at the request of an individual Councilmember, the Mayor shall sign a proclamation and no formal Council action is required. The same protocol for certification of appreciation or recognition shall be equally adhered to for signature only proclamation. In the absence of the Mayor, the Mayor Pro Tem shall sign the signature only proclamation.
  - b. **Council Approved Proclamation.** If a certificate of appreciation or recognition is not appropriate and a more formal recognition is desired for a group of individuals or an organization through a proclamation, then city staff shall agendaize the proclamation placing the item on the Consent Calendar for Council approval. Unlike the certificates of appreciation or recognition or Mayor signature only proclamations outline above, a Council Approved Proclamation must have the concurrence of one other Councilmember before being placed on the agenda by city staff. The Council Approved Proclamation shall be signed by all members of the City Council.

#### 4. **PROCEDURE**

Requests must be received by the City Clerk at least two weeks prior to the date needed. Upon receipt of the recognition request, the City Clerk will review to ensure applicability and consistency with said policy. If consistent, staff will communicate with the City Manager and the appropriate Councilmember for consideration of the request. All Outstanding Citizen Awards will follow the procedure as stated under "Types of Recognition."

- A. The Councilmember requesting recognition may decide whether the recognition will be placed on the agenda under "Presentations," if it will be presented at an event or other type of program, or if it will be mailed to the recipient.
- B. Recognition requests must be transmitted to the City Clerk Department at least two weeks prior to the deadline. The request should include sufficient information to assist the City Clerk staff and to minimize staff time in preparing the recognition. For proclamations, requests shall include either a sample proclamation to be used as a guide, or shall provide history/background, goals, motto, and date/time of event.
- C. Recognition requests made from the public must first be vetted through the applicable Councilmember, or Mayor if appropriate, to determine the proper recognition, if any.
- D. The City Clerk will finalize the proper recognition document, including the Mayor's and/or Councilmembers' signatures as appropriate and prepare the appropriate presentation, or mail it as requested.
- E. Proclamations and Outstanding Citizen of the Year Certificates to be presented at City Council meetings shall be placed in a frame. All other recognitions will be presented in a certificate folder with the City seal.
- F. When recognition is presented during a City Council meeting or other formal event, City Clerk staff shall provide the Mayor, or presenter of the recognition, with a summary of the recognition.
- G. The City Clerk shall maintain copies of all recognition in accordance with the City's records retention policy.

#### 5. **RESTRICTIONS**

This policy prohibits supporting, promoting, or otherwise making endorsements for the following:

- A. For-profit business as an advertisement or commercial promotion, as opposed to recognition towards community contributions.
- B. Matters of political or religious nature, as opposed to recognition towards community contributions.
- C. Event or organization with no direct relationship to the City of Menifee.
- D. Campaigns or events contrary to City policies and mission.

**6. ROLES AND RESPONSIBILITIES**

A. The City Clerk in coordination with the City Manager are responsible for administering this policy and procedure.

**Revision History**

<b>Revision No.</b>	<b>Date Approved</b>	<b>Approved By:</b>	<b>Comments</b>
0	5/5/2021	City Council	Original Policy
1			

\_\_\_\_\_  
Bill Zimmerman, Mayor

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Date