A G E N D A
CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
SEASIDE CREATES, (656 Broadway Ave)
Thursday, March 24, 2022
6:00 PM

PUBLIC COMMENTS: To make a public comment, the following options are available: Before the Meeting via Email: Written comments can be emailed to hnoori@ci.seaside.ca.us Include the following subject line: "Public Comment Item # (insert the agenda item number relevant to your comment). Written comments must be received at least 2 hours prior to the meeting. All submitted comments will be provided to the Commission and, compiled as part of the record.

VIRTUAL MEETING ACCESS
This meeting can be watched via the City of Seaside You Tube channel:
https://www.youtube.com/c/CityofSeasideCalifornia

1. CALL TO ORDER

2. ROLL CALL

Tina Cormier	Chair
Trent Parker	Committee Member
Dayana Bergman	Committee Member

3. PUBLIC COMMENT FOR COMMISSIONS

Members of the public wishing to address the Commission on matters within the jurisdiction of the City of Seaside, but not on this agenda, may do so during the Public Comment period for up to three (3) minutes. Comments on specific agenda items are heard under that item. For the public record, please state your name.

4. APPROVAL OF MINUTES

A. FEBRUARY 10, 2022 MINUTES

B. FEBRUARY 16, 2022 MINUTES

C. FEBRUARY 17, 2022 MINUTES

D. FEBRUARY 24, 2022 MINUTES

5. NEW BUSINESS

A. DISCUSS AND DEVISE A WORK PLAN AND SCHEDULE OF MEETINGS

RECOMMENDATION: Provide staff with direction regarding the annual work plan and schedule of meetings.

6. REPORTS FROM COMMITTEE MEMBERS

7. REPORTS BY STAFF

8. ADJOURNMENT

Next Regularly Scheduled Meeting:
April 28, 2022
6:00 p.m.

The City of Seaside is committed to providing accessible facilities and accommodating people with disabilities in all of its services programs and activities. If special considerations are needed by any person to fully participate in this meeting, contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. Agendas are posted at: http://www.ci.seaside.ca.us/129/City-Council-Committee-Agendas

Agenda-related writings or documents provided during public meetings are available for public inspection during the meeting or from the office of the City Clerk. This agenda is posted in compliance with California Governor Newsom's Executive Orders N-29-20 and N-33-20.

DRAFT MINUTES

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
HYBRID (VIRTUAL & IN PERSON)
Thursday, February 10, 2022, 6:00 PM

THIS MEETING WAS HELD VIRTUALLY IN COMPLIANCE WITH THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT. THIS MEETING WAS MADE ACCESSIBLE VIA THE FOLLOWING:

City of Seaside Recreation YouTube channel:
https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg

Zoom meeting link for first half of the meeting:
https://us02web.zoom.us/j/85459616024?pwd=M2dHNGlyVzUyRVAyTTFXSldwWnliZz09
Or call in phone number: 669-900-9128
Meeting ID: 854 5961 6024
Passcode: 135840

Zoom meeting link for second half of the meeting:
https://us02web.zoom.us/j/85286879221?pwd=UlEyU2hmdG0zeE9Xejl5U2N1WHJVdz09
Or call in phone number: 669-900-9128
Meeting ID: 852 8687 9221
Passcode: 375098

1. CALL TO ORDER

Prior to calling the meeting to order, City staff Haroon Noori, Administrative Analyst II, acknowledged and welcomed all three newly appointed Committee members and thanked them for their service. Staff announced a few housekeeping items and then asked for a Committee member volunteer to preside at the meeting until a Chair was elected.

Committee Member Bergman called the meeting to order at 6:06pm.

2. ROLL CALL

Committee members present: Dayana Bergman, Tina Cormier, Trent Parker

3. PUBLIC COMMENT

Committee Member Bergman opened the meeting for public comment. Seeing no public comment, Committee Member Bergman closed the meeting for public comment.

4. COMMITTEE MEMBER INTRODUCTIONS

City Staff Haroon Noori and each Committee member introduced themselves.

5. ELECTION OF OFFICERS

A. NOMINATE AND ELECT A CHAIR, VICE-CHAIR, AND SECRETARY FOR A ONE YEAR TERM

Committee Member Cormier moved to nominate herself as Chair. Seeing no other nominations for Chair, Committee member Bergman seconded the notion. The Committee voted 3-0-0 to elect Tina Cormier as Chair. Motion passed.

Committee Member Bergman moved to nominate herself as Vice-Chair. Seeing no other nominations for Vice-Chair, Chair Cormier seconded the notion. The Committee voted 3-0-0 to elect Dayana Bergman as Vice-Chair. Motion passed.

On nomination by Vice-Chair Bergman, seconded by Chair Cormier, the Committee voted 3-0-0 to elect Trent Parker as Secretary. Motion passed.

6. CONSENT AGENDA

A. RECEIVE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC) MEMBERSHIP GUIDE

B. RECEIVE FY20-FY24 CONSOLIDATED PLAN (ConPLAN)

C. RECEIVE FY22 ANNUAL ACTION PLAN (AAP)

D. RECEIVE FY21 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

E. RECEIVE SEASIDE CDBG CITIZEN PARTICIPATION PLAN

On a motion by Vice-Chair Bergman, seconded by Chair Cormier, the Committee voted 3-0-0 to approve the Consent Agenda as presented.

7. BUSINESS ITEMS

A. OVERVIEW THE FY22-FY24 NOTICE OF FUNDING AVAILABILITY (NOFA) AND REQUEST FOR APPLICATIONS

At around 6:33pm, due to a technical Zoom license issue, the Committee approved a 15-minute recess so staff could resolve the issue.

City staff created the following Zoom meeting link for the second half of the meeting:
https://us02web.zoom.us/j/85286879221?pwd=UlEyU2hmdG0zeE9Xejl5U2N1WHJVdz09
Or call in phone number: 669-900-9128
Meeting ID: 852 8687 9221
Passcode: 375098

With all members present, the Committee reconvened the meeting at 6:43 pm.

Haroon Noori, Administrative Analyst II, provided a staff report and presentation providing an overview of the FY22-FY24 Notice of Funding Availability (NOFA) and the proposals submitted in response to the NOFA. Staff also responded to questions from the Committee.

Chair Cormier opened the meeting for public comment. The following speakers addressed the Committee: Andrew Vie, Kelly Morgantini, Patty Fernandez,

The Committee collectively determined that presentations from the agencies requesting funds would be helpful in understanding the proposed programs and projects.

On a motion by Chair Cormier, seconded by Parker, the Committee voted to direct staff to coordinate public service agency presentations on February 16, 2022 at 6pm and capital improvement project presentations on February 17, 2022, at pm.

8. REPORTS FROM COMMITTEE MEMBERS

None.

9. REPORTS FROM STAFF

There were no reports from staff.

10. ADJOURNMENT

On a motion by Chair Cormier, seconded by Vice-Chair Bergman, the Committee voted 3-0-0 to adjourn the meeting at 7:47pm.

APPROVED BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

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Secretary	Date

DRAFT MINUTES

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

SPECIAL MEETING
VIRTUAL ONLY
Wednesday, February 16, 2022, 6:00PM

THIS MEETING WAS HELD VIRTUALLY IN COMPLIANCE WITH THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT. THIS MEETING WAS MADE ACCESSIBLE VIA THE FOLLOWING:

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https://www.youtube.com/channel/UC8Y_aD_dLjYsqZYtSwnaKNg

Zoom meeting link:
https://us02web.zoom.us/j/86391049519?pwd=N3p5WnV4SWsyODBsL0d4Z3k2eGs2dz09
Or call in phone number: 669-900-9128
Meeting ID: 863 9104 9519
Passcode: 557842

1. CALL TO ORDER

Chair Cormier called the meeting to order at 6:02pm.

2. ROLL CALL

Committee members present: Dayana Bergman, Tina Cormier, Trent Parker

3. PUBLIC COMMENT

None.

4. PRESENTATIONS

A. CITY OF SEASIDE ENGINEERING DEPARTMENT FOR CUTINO PARK IMPROVEMENTS

Nisha Patel, City of Seaside Public Works Director and City Engineer, provided a presentation regarding the proposed project and answered Committee questions.

B. GREATER VICTORY TEMPLE FOR AFTERNOON COMMUNITY PROGRAM

Angelia Britt, Executive Director of the Greater Victory Temple After School Program, provided a presentation regarding their proposed program and answered Committee questions.

C. LEGAL SERVICES FOR SENIORS, MONTEREY COUNTY FOR LEGAL SERVICES FOR SENIORS

Kelly Morgantini, Interim Executive Director of the Legal Services or Seniors, provided a presentation regarding their proposed program and answered Committee questions.

D. MEALS ON WHEELS MONTEREY PENINSULA, INC FOR HOME DELIVERED MEALS

Esther Hobbs, Development Manager at Meals on Wheels of Monterey Peninsula, provided a presentation regarding their proposed program and answered Committee questions.

E. EDEN COUNCIL FOR HOPE AND OPPORTUNITY FOR FAIR HOUSING AND TENANT/LANDLORD SERVICES

Marjorie Rocha, Executive Director of EDEN Council for Hope and Opportunity, provided a presentation regarding their proposed program and answered Committee questions.

F. GATHERING FOR WOMEN - MONTEREY FOR CASE MANAGEMENT AT CASADE NOCHE BUENA

Staci Alziebler-Perkins, Executive Director of Gathering for Women, provided a presentation regarding their proposed program and answered Committee questions.

G. GIRLS INC OF THE CENTRAL COAST FOR AFTER-SCHOOL PROGRAM

Patty Fernandez, Executive Director of Girls Inc of the Central Coast, provided a presentation regarding their proposed program and answered Committee questions.

5. REPORTS FROM COMMITTEE MEMBERS

None.

6. REPORTS FROM STAFF

Staff reminder the Committee regarding the February 17th CDAC special meeting.

7. ADJOURNMENT

On a motion by Chair Cormier, seconded by Parker, the Committee voted 3-0-0 to adjourn the meeting at 7:35pm.

APPROVED BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

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Secretary	Date

DRAFT MINUTES

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

SPECIAL MEETING
VIRTUAL ONLY
Thursday, February 17, 2022, 6:00PM

THIS MEETING WAS HELD VIRTUALLY IN COMPLIANCE WITH THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT. THIS MEETING WAS MADE ACCESSIBLE VIA THE FOLLOWING:

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Or by joining the Zoom meeting link:
https://us02web.zoom.us/j/88464186390?pwd=MnMrYk9oQnpnYk96Wmhaa0g4TFJNdz09
Or call in phone number: 669-900-9128
Meeting ID: 884 6418 6390
Passcode: 135054

1. CALL TO ORDER

Chair Cormier called the meeting to order at 6:17pm.

2. ROLL CALL

Committee members present: Dayana Bergman, Tina Cormier, Trent Parker

3. PUBLIC COMMENT

None.

4. PRESENTATIONS

A. MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT FOR MONTEREY ADULT SCHOOL - PORTABLE REHABE PHASE II

Serina Eichelberger, Assistant Principal/Site Administrator of the Monterey Adult School, provided a presentation regarding their proposed project and answered Committee questions.

B. MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT FOR COMMUNITY MURAL

Serina Eichelberger, Assistant Principal/Site Administrator of the Monterey Adult School, provided a presentation regarding their proposed project and answered Committee questions.

C. COMMUNITY HUMAN SERVICES FOR SEASIDE - GENESIS HOUSE FACILITY IMPROVEMENTS

Robin McCrae, Chief Executive Officer of the Community Human Services, provided a presentation regarding their proposed project and answered Committee questions.

D. BOYS & GIRLS CLUBS OF MONTEREY COUNTY FOR SEASIDE CLUBHOUSE KITCHEN & EXTERIOR DOOR PROJECT

Andrew Vie, Chief Operating Officer of the Boys & Girls Clubs of Monterey County, provided a presentation regarding their proposed project and answered Committee questions.

E. MEALS ON WHEELS MONTEREY PENINSULA, INC. FOR MEALS ON WHEELS COMMUNITY KITCHEN

Esther Hobbs, Development Manager at Meals on Wheels of Monterey Peninsula, provided a presentation regarding their proposed project and answered Committee questions.

5. REPORTS FROM COMMITTEE MEMBERS

None.

6. REPORTS FROM STAFF

Staff reminder the Committee regarding the February 17th CDAC special meeting.

7. ADJOURNMENT

On a motion by Chair Cormier, seconded by Parker, the Committee voted 3-0-0 to adjourn the meeting at 7:32pm.

APPROVED BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

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Secretary Date

DRAFT MINUTES

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
HYBRID (VIRTUAL & IN PERSON)
Thursday, February 24, 2022, 6:00 PM

THIS MEETING WAS HELD VIRTUALLY IN COMPLIANCE WITH THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT. THIS MEETING WAS MADE ACCESSIBLE VIA THE FOLLOWING:

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Zoom meeting link:
https://us02web.zoom.us/j/87636921228?pwd=STFBd3VwckozREsxMGNTdWtkNndJdz09
Or call in phone number: 669-900-9128
Meeting ID: 876 3692 1228
Passcode: 699494

1. CALL TO ORDER

Committee Member Bergman called the meeting to order at 6:03pm.

2. ROLL CALL

Committee members present: Dayana Bergman, Tina Cormier, Trent Parker

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. DISCUSS AND RECOMMEND FUNDING ALLOCATIONS FOR CDBG PUBLIC SERVICE PROGRAMS AND CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEARS 2022-2023 AND 2023-2024

Haroon Noori, Administrative Analyst II, provided a presentation and recommended funding allocations for public service programs and capital improvement projects for fiscal years 2022-2023 and 2023-2024. Staff also answered Committee questions.

Chair Cormier opened the meeting for public comment. The following speakers addressed the Committee: Angelia Britt and Shari Hasti.

The Committee decided to vote on funding recommendations for public service programs and capital improvement programs separately.

On a motion by Vice-Chair Bergman, seconded by Parker, the Committee voted 3-0-0 to recommend the City Council approve CDBG funding allocations for public service programs as follows:

	FY2022-2024 Funding Request			FY2022-2024 Funding Recommendation		
Agency Name	**Year 1**	**Year 2**	**TOTAL**	**Year 1**	**Year 2**	**TOTAL**
Planning and Administration (20% CAP)						
CDBG Program Planning and Admin.	$96,000	$96,000	$192,000	$96,000	$96,000	$192,000
Public Services (15% CAP)						
Greater Victory Temple	15,000	15,000	30,000	13,152	13,152	26,304
Legal Services for Seniors	15,000	15,000	30,000	13,152	13,152	26,304
Meals on Wheels Monterey Peninsula	20,000	20,000	40,000	13,152	13,152	26,304
Eden Council for Hope and Opportunity	9,390	9,390	18,780	9,390	9,390	18,780
Gathering for Women - Monterey	10,000	10,000	20,000	10,000	10,000	20,000
Girls Inc of the Central Coastal	15,000	15,000	30,000	13,152	13,152	26,304
Public Services Subtotal	**84,390**	**84,390**	**168,780**	**71,998**	**71,998**	**143,996**

On a motion by Vice-Chair Bergman, seconded by Parker, the Committee voted 3-0-0 to approve staff recommendation to deny the following proposed projects for CDBG funding:

	FY2022-2024 Funding Cycle Requests		
Agency Name	**Year 1**	**Year 2**	**TOTAL**
MPUSD, Monterey Adult School - Portable Rehab Phase II	55,000	--	55,000
Monterey Peninsula Unified School District, Community Mural	58,000	--	58,000
Meals on Wheels Monterey Peninsula, Inc., Automatic Flow Wrapping Machine	80,000	--	80,000

On a motion by Vice-Chair Bergman, seconded by Chair Cormier, the Committee voted 3-0-0 to recommend the City Council approve CDBG funding allocations for public facilities and infrastructure projects as follows:

	FY2022-2024 Funding Request			FY2022-2024 Funding Recommendation		
Agency Name	**Year 1**	**Year 2**	**TOTAL**	**Year 1**	**Year 2**	**TOTAL**
Public Facilities and Infrastructure						
City of Seaside Engineering Department, Cutino Park improvements	250,000	250,000	500,000	247,000	247,000	494,000
Community Human Services, Genesis House facility improvements	40,000	40,000	80,000	30,000	30,000	60,000
Boys & Girls Clubs of Monterey County, Seaside Clubhouse improvements	50,000	50,000	100,000	35,000	35,000	70,000
Public Facilities/Infrastructure Subtotal	**340,000**	**340,000**	**680,000**	**312,000**	**312,000**	**624,000**

5. REPORTS FROM COMMITTEE MEMBERS

None.

6. REPORTS FROM STAFF

None.

7. ADJOURNMENT

The Committee agreed to hold the next CDAC meeting on Thursday, March 24, 2022, at 6:00pm.

On a motion by Chair Cormier, seconded by Parker, the Committee voted 3-0-0 to adjourn the meeting at 7:02pm.

APPROVED BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

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Secretary	Date

CITY OF SEASIDE
STAFF REPORT

Item No.: 5.A.

TO: Community Development Advisory Committee

BY: Haroon Noori, Administrative Analyst II

DATE: March 24, 2022

SUBJECT: **DISCUSS AND DEVISE A WORK PLAN AND SCHEDULE OF MEETINGS**

PURPOSE & RECOMMENDATION

Provide staff with direction regarding the annual work plan and schedule of meetings.

BACKGROUND

Two main events are marked every year: The Action Plan and the Consolidated Annual Planning and Evaluation Report (aka CAPER).

The Action Plan
The Action Plan serves as the budget for the coming year and is due 45 days before the start of the fiscal year.

The Consolidated Annual Planning and Evaluation Report
The Consolidated Annual Planning and Evaluation Report (CAPER) reports on what was accomplished in the prior fiscal year and is due 90 after the end of each fiscal year.

Below is a month-by-month schedule of the basic events in a given fiscal year. The City operates in the July 1 to June 30 fiscal year.

July
The fiscal year begins July 1
Setting up new activities in IDIS
July
15th: subrecipient annual reports and final payment requests from previous fiscal year due
Begin collecting and summarizing data for the previous fiscal year CAPER

August
Make final subrecipient payments for the previous fiscal year
Continue preparing CAPER
Publish notice of a 15-day public review period for CAPER and Council adoption of CAPER

September
CAPER 15-day public comment period begins and ends
Council approves CAPER
CAPER submitted to HUD by September 30

October
October 15th: subrecipient first quarter reports and payment requests due

November
Consider whether there is a need to move funds between any activities
Prepare mid-year Action Plan amendment
Publish notice of the 30-day public review period for Action Plan amendment and Council adoption
The public review period for the Action Plan amendment begins

December
Public review period for Action Plan amendment ends
Council approves Action Plan amendment
Action Plan amendment submitted to HUD
December/January
Publish public notice on availability of funds for next fiscal year
Release subrecipient application for next fiscal year
January 15th: subrecipient second quarter reports and payment requests due

February
Hold Action Plan public meeting to solicit public feedback on potential activities
Subrecipient applications for next fiscal year due
Review subrecipient applications and ask follow-up questions
Begin preparing the Action Plan for next fiscal year

March
Continue preparing Action Plan
Publish public notice on Action Plan 30-day public review period and Council adoption
Action Plan released for public review

April
Public review and comment for the Action Plan concluded
Timely expenditure of funds tested April 30
April 15th: subrecipient third quarter reports and payment requests due

May
Council adoption of Action Plan
Action Plan submitted to HUD on May 15
Subrecipient award letters mailed

June
Subrecipient agreements for next fiscal year are mailed, returned, and executed
Project environmental reviews completed
Respond to any HUD questions about the Action Plan

ATTACHMENTS

None