



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, December 16, 2015
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL**

John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **Approve minutes of November 18, 2015 meeting.**

5. **OLD BUSINESS**

- A. **Report on items and estimated costs for additional ADA improvements to the Seaside Library or any other capital projects the City of Seaside's Engineering division determines is eligible to use CDBG funding and is at a point in development where the project could be substantially completed by June 30, 2016.**

PURPOSE: The purpose of this item is to provide information regarding additional ADA improvements to the Seaside Library or any other capital projects the City of Seaside's Engineering division determines is eligible to use CDBG funding and at a point in development where the project could be substantially completed by June 30, 2016.

RECOMMENDATION: It is recommended that the CDAC receive the report and make recommendations as necessary.

6. **NEW BUSINESS**

7. **REPORTS FROM COMMITTEE MEMBERS**

8. **REPORTS BY STAFF**

A. CDAC 2015-2016 Long Range Calendar

PURPOSE: The purpose of this item is to review the long range calendar and make adjustments as needed.

RECOMMENDATION: It is recommended that the CDAC review and update the Long Range Calendar as needed.

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
January 20, 2016
Oldemeyer Center
6:30 PM

The City of Seaside is an ADA accessible facility and is committed to include the disabled in all of its services, programs and activities. Any person who requires accommodation to be able to participate in this meeting is asked to contact the office of the City Clerk at 899-6707, no fewer than two business days prior to the meeting to allow for reasonable arrangements.

The City Council Chambers is equipped with a portable microphone for anyone unable to come to the podium. Assisted listening devices are also available.

Meetings that are held in the City Council Chambers are broadcast live to all Seaside residents on Comcast Channel 25 and U-verse Channel 99. Meetings are also available through live streaming at: <http://cvp.telvue.com/player?id=T01629&video=52314&noplaylistskin=1&width=400&height=300> Videos of past meetings are available on demand through the City's website: <http://www.ci.seaside.ca.us>

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 Government Code Section 54954.2(a) or Section 54956.

		MEETING MINUTES DRAFT																		
				REGULAR MEETING																
CITY OF SEASIDE				OLDEMEYER CENTER 986 HILBY AVE																
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				NOVEMBER 18, 2015																
				6:30 P.M.																
1.	CALL TO ORDER AT – 6:32 P.M.																			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM																			
	MEMBERS	John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo																		
	PRESENT:	Francis, Hawthorne, Napoleon, Piombo																		
	ABSENT:	None																		
3.	PUBLIC COMMENT: None																			
4.	APPROVAL OF MINUTES October 28, 2015 <u>On motion by Member Hawthorne and Seconded by Member Napoleon, and carried by the following vote, the CDAC approved the Meeting Minutes for October 28, 2015 Special Meeting</u> <table><tr><td>AYES</td><td>4</td><td>COMMITTEE MEMBERS</td><td>Francis, Hawthorne, Napoleon, Piombo</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>				AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo	NOES	0	COMMITTEE MEMBERS	None	ABSENT	0	COMMITTEE MEMBERS	None	RECUSED	0	COMMITTEE MEMBERS	None
AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo																	
NOES	0	COMMITTEE MEMBERS	None																	
ABSENT	0	COMMITTEE MEMBERS	None																	
RECUSED	0	COMMITTEE MEMBERS	None																	
5.	2016-2018 MANDATORY FUNDING APPLICATION WORKSHOP: After a brief introduction of Staff, Rosa Camacho, MBI, gave an overview of the CDBG program, and its priorities and presented a Power Point slide show which summarized the application process, identified eligible as well as ineligible projects, tips on documenting uses of funds and also offered websites to assist applicants.																			

6.	OLD BUSINESS A. Consider re-allocation of CDBG project funding previously allocated for the Seaside Library Roof Replacement The San Francisco office of HUD has determined that the Seaside Library is ineligible for roof replacement funding following their review of patron address data submitted by the Monterey County Library. As a result, the \$159,216 previously allocated CDBG funding must be re-allocated. RECOMMENDATION: It is recommended that the CDAC consider the reallocation of \$159,216 for the 2015-2016 program year and formulate a recommendation to the City Council. Leslie Llantero, City of Seaside Assistant Engineer, presented the CDAC with a memo asking CDAC to consider recommending the funds be re-allocated for continued ADA improvements at the Seaside Library. During a recent Facility Assessment by Monterey County at the Seaside Library, there were ADA improvements which were brought to attention which a few have already been addressed. Construction that has been completed at the Library includes, new hand rails at the stairway, rebuilding of the existing access ramp, relocating a parking space and new ADA access ramp to the parking facility. Following a few questions by the CDAC regarding the completed work as well as the proposed work, the CDAC requested additional details on the proposed exterior ADA improvements to recommend funding. The CDAC will consider its options at a later date pending a response from the City of Seaside Engineering Dept.
7.	NEW BUSINESS A. REPORT ON FIRST QUARTER 2015-2016 CDBG PROGRAM (JULY-SEPTEMBER) The agenda packet included a copy of the first quarter report. Rosa Camacho, MBI gave an overview of the 2015-16 Uses of funds and followed up with a detailed worksheet.
8.	<u>REPORTS BY COMMITTEE MEMBERS</u> <u>None</u>
9.	<u>REPORTS BY STAFF</u>
	<u>A. UPDATE LONG RANGE CALENDAR</u> After review of the Long Range Calendar, the CDAC noted that it may be possible that the December meeting may not be necessary and the CDAC will remain in communication until it is decided whether or not the Committee will meet in December.

	B. FOLLOW UP TO OCTOBER’S SUBRECIPIENT MONITORING VISITS Staff gave an overview of monitoring visits of 2014-2015 subrecipients. Copies of letters sent to each recipient monitored were provided and reviewed with Committee members. The Central Coast HIV-Aids Services was sent via Certified Mail a Notice of Debarment. The phone numbers on file are disconnected and the facility located on Hamilton Ave was closed. Media reports indicate the facility closed on June 30, 2015.																		
10.	ADJOURNMENT at 8:16 pm <u><i>On motion by Member Francis and Seconded by Member Piombo and carried by the following vote the CDAC adjourned the regular meeting at 8:16 p.m.</i></u> <table> <tr> <td>AYES</td><td>4</td><td>COMMITTEE MEMBERS</td><td>Francis, Hawthorne, Napoleon, Piombo</td></tr> <tr> <td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr> <tr> <td>ABSENT</td><td>1</td><td>COMMITTEE MEMBERS</td><td>None</td></tr> <tr> <td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr> </table>			AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo	NOES	0	COMMITTEE MEMBERS	None	ABSENT	1	COMMITTEE MEMBERS	None	RECUSED	0	COMMITTEE MEMBERS	None
AYES	4	COMMITTEE MEMBERS	Francis, Hawthorne, Napoleon, Piombo																
NOES	0	COMMITTEE MEMBERS	None																
ABSENT	1	COMMITTEE MEMBERS	None																
RECUSED	0	COMMITTEE MEMBERS	None																

MEMORANDUM

City of Seaside
Public Works Department

Date: December 11, 2015

To: Lisa Brinton, Community and Economic Development Services Manager
Sharon Mikesell, Administrative Analyst

From: Tim O'Halloran, City Engineer/Public Works Services Manager
Leslie Llantero, Assistant Engineer

Subject: Additional Library ADA Improvements

The County of Monterey conducted a facility assessment report, completed by RIM in 2013, which identified the need for ADA exterior improvements. The Seaside Library Exterior ADA Improvements designed by Sally Swanson Architects and constructed by Pueblo Construction were completed in November 2015 with a remaining budget of \$44,812.

During the design of the Exterior ADA Improvements, the project scope was scaled down due to limited budget and additional ADA improvements were identified in the design phase. Staff received a proposal from Sally Swanson Architects to design the additional ADA improvements for a total cost of \$86,531. The proposal was divided in three tasks as follows:

Task	Scope of Services	Cost
01	ADA Assessment & Occupancy Analysis	\$5,200
02	Design, Construction Documents & Construction Administration for Exterior ADA Items	\$39,920
03	Design, Construction Documents & Construction Administration for Interior ADA Items	\$41,411
		\$86,531

Staff has directed Sally Swanson to proceed with Task 01 ADA Assessment & Occupancy Analysis which includes:

- Review ADA items in RIM Facilities Assessment Report
- Field verify ADA items in RIM Facilities Assessment Report
- Field identify any additional ADA barriers
- Review occupancy load in Meeting Room to determine required exit.
- Review occupancy load in Work Room to determine required exit; and
- Plumbing fixture count analysis restrooms needing to be modified.

This evaluation identified in Task 01 is critical to make an informed decision on how best to spend the limited amount of funding available. Upon completion of this task a more detailed estimate will be submitted for the outstanding ADA Improvement.



CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2015 – June 2016

July CDAC Meeting (July 15, 2015)	Regular meeting cancelled
Two new CDAC members approved by City Council	July 16, 2015
Staff revise CON plan and Annual Action plan in coordination with HUD	July
July Special CDAC meeting –non substantial revisions to CON/Annual Plan	July 22, 2015
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
City Council approve non-substantial revisions to CON/Annual Plan	August 6, 2015
Notification of award and contract documents to sub recipients	August-upon HUD approval
August CDAC Meeting	August 19, 2015
- Recruitment & Appointment of CDAC members/Elect officers - Fourth Quarter (Apr-Jun) and Annual Program Reports - CAPER preview - Long-term calendar 2015-2016	
Annual Planning Notice & Notice of CAPER Publication	August 27, 2015
- initiate planning process - notice of community workshop - publish application dates and deadlines	
Draft CAPER publication	September 3, 2015
September CDAC Meeting and Community Workshop	September 16, 2015
- Annual Community Needs Assessment Workshop - CDBG application form/process review - Discuss 2014-15 CDBG Subrecipient Monitoring Schedule	
City Council public hearing	September 17, 2015
CAPER due to HUD	September 30, 2015
Notice placed for Mandatory Meeting on November 12	October 9, 2015
October CDAC Meeting	October 28, 2015
- Annual Priority Needs - Review CDBG application form/process draft - Review subrecipient scoring sheets - Provide clarification regarding income levels	
City Council	November 5, 2015
- informational item to present the needs identified at the September workshop and discuss the annual process	
NOFA and Applications Released	November 12, 2015
November CDAC Meeting and Proposal Workshop	November 18, 2015
- Mandatory for all interested applicants - First Quarter Program Report (Jul-Sep) - Discuss Mid-year re-allocation - Follow up to public service monitoring	
December CDAC Meeting	December 16, 2015
Applications due	January 15, 2016
January CDAC Meeting	January 20, 2016
- Summary of applications received - Discuss mid-year re-allocation	

Staff reading of applications received, check threshold requirements, review background materials, questions for applicants.	January 20-30, 2016
Special CDAC Meeting (may be re-scheduled if necessary) - Staff transmits applications to CDAC with summary review, questions and responses. - Staff provides instructions for review and ranking of applications. - Mid-year re-allocation - Multi-year funding cycle	February 3, 2016
CDAC reading applications	February 5 – 24, 2016
February CDAC Meeting (no meeting)	February 17, 2016
Special CDAC Meeting - Second Quarter Program Report (Oct-Dec) - CDAC to report out on individual review and ranking of applications.	February 24, 2016
CDAC Work Sessions - interviews, ranking and recommendations	February 25 – March 17, 2016
March CDAC Meeting - CDAC recommendations on annual funding	March 16, 2016
Administrative draft annual Action Plan to CDAC	March 25, 2016
Special CDAC Meeting - CDAC recommendations on annual funding - Review draft Action Plan	April 6, 2016
Publish annual Action Plan for comment and open 30-day public comment period	April 7, 2016
April CDAC Meeting - if needed	April 20, 2016
City Council - present CDAC recommendations and annual Action Plan	April 21, 2016
City Council – public hearing - adopt annual Action Plan	May 5, 2016
Public comment period closes	May 7, 2016
Action plan due to HUD	May 15, 2016
May CDAC Meeting - Update on Annual Action Plan submitted to HUD - Elections	May 18, 2016
<i>Conditional notice of awards to Subrecipients</i>	<i>May</i>
June CDAC Meeting - if needed	June 15, 2016