



AGENDA
CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

SPECIAL MEETING
440 HARCOURT AVE
Wednesday, March 6, 2024
3:00 PM

NOTICE: *The City Council and the City's Boards, Commissions and Committees, will hold its public meetings in person, with options for viewing and listening virtually or telephonically, based on availability.*

1. To view this meeting: Please click on the following link to the City of Seaside YouTube Channel: <https://www.youtube.com/c/CityofSeasideCalifornia>
2. To view in this meeting: Using the Zoom application on your smart phone, laptop, tablet or desktop and click on this link: <https://ci-seaside-ca-us.zoom.us/j/87490121897?pwd=aGY0d2FBUHU0SFERZW1wUkZNMlptUT09>

Meeting ID: 874 9012 1897
Passcode: 93955

3. To participate by phone: Please call (669) 900-9128
Enter the meeting ID **874 9012 1897** when prompted. There is no participate code – press the pound sign # after the recording prompts you.
4. To make 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 by 2:00 p.m. on the day of the meeting.

During the Meeting via Oral Comments: When the Chair calls for public comment, members of the public participating in person and wishing to address the City Council may approach the podium when the Chair calls for public comment.

1. **CALL TO ORDER**
2. **ROLL CALL - ESTABLISHMENT OF QUORUM**

Tina Cormier Chair
Trent Parker Commissioner

3. **REVIEW OF AGENDA**

If there are any items that arose after the 72-hour posting deadline, this is the point in the meeting where a vote may be taken to add the item to the agenda. (A 2/3-majority vote is required).

4. PUBLIC COMMENT

Members of the public wishing to address the Committee 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.

5. APPROVAL OF MINUTES

A. FEBRUARY 8, 2024

6. BUSINESS

A. DISCUSS AND RECOMMEND FUNDING ALLOCATIONS FOR CDBG PUBLIC SERVICE PROGRAMS AND CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEARS 2024-2025 AND 2025-2026

B. RECEIVE AN UPDATE ON THE CITY'S 2025-2029 CONSOLIDATED PLAN AND ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE SCHEDULE

7. REPORTS FROM COMMITTEE MEMBERS

This is a time specifically set aside for Committee Members to make brief comments of general interest to the community, make requests that items be added to future meeting agendas as necessary, and report on Committee Assignments.

8. REPORTS FROM STAFF

This is a time specifically set aside for the Staff Liaison to provide updates on non-agendized requests from the Committee, and to provide brief information on topics under the purview of the Committee.

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
TBD

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 Government Code Section 54954.2(a) or Section 54956.



THIS MEETING WAS MADE ACCESSIBLE VIA THE FOLLOWING:

Zoom meeting link:

<https://ci-seaside-ca-us.zoom.us/j/82431022209>

Or call in phone number: 669-900-9128

Meeting ID: 824 3102 2209

City of Seaside YouTube Channel:

<https://www.youtube.com/c/CityofSeasideCalifornia>

1. CALL TO ORDER

Meeting called to order at 6:00pm.

2. ROLL CALL

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

At around 6:25pm, while staff was providing presentation on item 6A, Committee member Bergman raised questions regarding her CDAC membership. She was concerned that her membership had expired. Staff clarified that her membership was still valid and that she could participate in the meeting on the City Clerk's account. Committee member Bergman ultimately recused herself and left the meeting.

3. REVIEW OF AGENDA

No changes were made to the agenda.

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

None.

6. BUSINESS

A. FY24-26 CDBG FUNDING REQUESTS AND AGENCY PRESENTATIONS

Haroon Noori, Administrative Analyst II, provided a staff report.

Committee members asked clarifying questions and then received agency

presentations in the following order:

- Legal Services for Seniors
- Greater Victory Temple
- Eden Council for Hope and Opportunity
- Meals on Wheels of Monterey Peninsula
- Gathering for Women – Monterey
- Girls Inc of the Central Coast
- Seaside Public Works Department
- Community Human Services
- Boys and Girls Club of Monterey County

7. REPORTS FROM COMMISSIONERS

None.

8. REPORTS FROM STAFF

None.

9. ADJOURNMENT

Chair Cormier adjourned the meeting at 7:46pm.

APPROVED BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Secretary

Date



**CITY OF SEASIDE
STAFF REPORT**

Item No.: 6.A.

TO: Community Development Advisory Committee

BY: Haroon Noori, Administrative Analyst II

DATE: March 6, 2024

**SUBJECT: DISCUSS AND RECOMMEND FUNDING ALLOCATIONS FOR
CDBG PUBLIC SERVICE PROGRAMS AND CAPITAL
IMPROVEMENT PROJECTS FOR FISCAL YEARS 2024-2025 AND
2025-2026**

PURPOSE & RECOMMENDATION

1. Hold a public hearing to discuss CDBG funding allocations; and
2. Adopt a resolution recommending to the City Council funding allocations for CDBG public service programs and capital improvement projects for fiscal years 2024-2025 and 2025-2026.

BACKGROUND

The CDBG program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. As an entitlement jurisdiction under the CDBG program, the City of Seaside receives funds annually on a formula grant basis. The City of Seaside has historically expended its CDBG funds on projects benefiting low- and moderate-income (LMI) Seaside residents through a wide range of public service programming as well as improvement of public facilities and infrastructure.

HUD regulations require all CDBG funded activities to meet at least one of the three national objectives:

- Benefit low-and moderate-income (LMI) persons or households;
- Aid in the prevention or elimination of slums or blight; or
- Meet an urgent community need.

HUD regulations also require the City to meet its goals and serve target groups as identified in its 2020-2024 Consolidated Plan which are outlined below:

2020-2024 Consolidated Plan goals

- Provide access to community and social services
- Improve accessibility to persons with disabilities
- Provide quality facilities and infrastructure
- Promote beautification
- Assist microbusinesses
- Prevent, prepare for, and respond to the coronavirus pandemic

The Consolidated Plan is available on the City website: www.ci.seaside.ca.us/CDBG

FY24-26 NOFA:

The CDBG program operates under a two-year funding request cycle. This funding cycle represents the City’s fifth operating year of the 2020-24 Consolidated Plan, and 1st operating year of the 2025-2029 Consolidated Plan which will be planned and developed in 2024. A [Notice of Funding Availability \(NOFA\)](#) was issued on December 1, 2023, to solicit applications for awards of CDBG funds for fiscal years 2024-2025 and 2025-2026. The NOFA was also published in the Monterey County Weekly on November 30, 2023. A mandatory pre-proposal conference was also conducted on December 13, 2023, to assist applicants with program regulations and project eligibility questions.

FUNDING AVAILABILITY:

The City is an entitlement community and anticipates having funds available as follows:

Funding Type/Source	FY24/25	FY25/26
Anticipated CDBG Allocation	\$346,000	\$332,000
Anticipated Program Income	\$104,900	\$102,000
CDBG Funds Available from Previous Years	\$100,378	-
Program Income Available from Previous Years	\$21,729	-
Total	\$573,007	\$434,000

To facilitate CDAC's discussion, City staff has developed a funding allocation worksheet which is attached to this staff report. The worksheet also includes staff funding recommendation which is intended to provide a framework for CDAC's discussion.

CDBG APPLICATIONS

In response to the 2024-26 NOFA, the City received 6 public service and 3 capital

improvement project applications which are attached for reference. Of the 6 public service applications, two applications (for Girls Inc of the Central Coast and Legal Services for Seniors) were submitted outside the application window. A summary of these applications and funding requests is included in the attached funding allocation worksheet.

STAFF REVIEW OF APPLICATIONS

Per 24 CFR 507.200 (a)(2), the City must document the eligibility for all Community Development Block Grant (CDBG) funded activities. An eligibility determination includes, but is not limited to, information pertaining to the national objective, eligible category, activity description, and additional attachments contingent upon the national objective. City staff, with assistance from the City's CDBG consultant, have completed the application review and determined that all proposed projects are eligible for CDBG funding.

REVIEW OF APPLICATIONS BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC):

One of CDAC's functions is to openly and impartially evaluate applications for CDBG funds and provide funding recommendations to the City Council. On February 8, 2024, CDAC received applications and agency presentations to better understand proposed public service programs and capital improvement projects.

CDAC members will rate each application using the City's online evaluation form which can be accessed through www.citydataservices.net. Each evaluator will receive instructions via email. Findings of CDAC evaluations will be included in the staff's presentation on March 6th.

TIMELINE AND NEXT STEPS

CDAC is requested to deliberate on funding allocations. Based upon direction from CDAC, City staff will prepare a draft Annual Action Plan and present it to the City Council on March 21, 2024. At the March 21st City Council meeting, City staff will be asking the Council to consider CDAC funding recommendations and authorize City staff to prepare an Annual Action Plan and make it available for a period of 30 days for public review and comment, as require by HUD. Following the 30-day public comment period, City staff will return the AAP to the City Council for final adoption at the April 18th City Council meeting.

The Annual Action Plan represents the City's formal annual grant application to HUD pursuant to receipt of CDBG funds. HUD requires submittal of AAP no later than 45 days prior to the start of the program year, or May 15th of every year.

ENVIRONMENTAL REVIEW

For purposes of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA), budgeting in itself is not a project. Prior to

commitment or release of funds for each of the proposed projects, staff will carry out the required environmental reviews or assessments and certify that the review procedures under CEQA, HUD and NEPA regulations have been satisfied for each particular project.

ATTACHMENTS

1. Resolution
 2. CDBG Funding Allocation Worksheet
-

RESOLUTION NO. 24-
A RESOLUTION OF THE COMMUNITY DEVELOPMENT ADVISORY
COMMITTEE (CDAC) RECOMMENDING FUNDING ALLOCATIONS
FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PUBLIC SERVICE PROGRAMS AND CAPITAL IMPROVEMENT
PROJECTS FOR FISCAL YEARS 2024-2025 AND 2025-2026

WHEREAS, the City of Seaside as a recipient of Community Development Block Grant (CDBG) funds, has an approved 2020-2024 Five-Year Consolidated Plan; and

WHEREAS, the City of Seaside operates its CDBG program under a two-year application and funding cycle; and

WHEREAS, on December 1, 2023, the City posted and published a Notice of Funding Availability (NOFA); and held a Mandatory CDBG Funding Workshop on December 13, 2023 for the 2024-2026 funding cycle; and

WHEREAS, on January 10, 2024, the City received six public services applications and three public facilities and infrastructure applications; and

WHEREAS, on February 8, 2024, CDAC held a meeting to receive applications and agency presentation; and

WHEREAS, on March 6, 2024, CDAC held a public hearing to discuss CDBG funding allocations for fiscal years 2024-2025 and 2025-2026; and

NOW, THEREFORE BE IT RESOLVED, by the City of Seaside Community Development Advisory Committee that the Seaside City Council consider and approve the FY2024-26 funding allocations approved by CDAC, marked "Exhibit A" and made a part hereof.

PASSED AND ADOPTED at a special meeting of the Community Development Advisory Committee duly held on the 6th day of March by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Tina Cormier, Chair

ATTEST:

Dominique Davis, City Clerk

**City of Seaside
CDBG Funding Allocation Worksheet
FY24-26 Funding Cycle**

			FY2024-2026 Funding Cycle Requests		FY2024-2026 Staff Funding Recommendation		FY2024-2026 CDAC Funding Recommendation	
Item No.	Agency	Program/Project	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2
1	Greater Victory Temple	Afternoon Community Program	\$15,000	\$15,000	\$11,273	\$10,850		
2	Legal Services for Seniors	Legal Services for Seniors	\$15,000	\$15,000	\$11,273	\$10,850		
3	Meals on Wheels Monterey Peninsula	Home Delivered Meals	\$12,000	\$12,000	\$11,273	\$10,850		
4	Eden Council for Hope and Opportunity	Fair Housing and Tenant/Landlord Services	\$13,625	\$13,625	\$11,273	\$10,850		
5	Gathering for Women - Monterey	Case Management - Casa de Noche Buena	\$15,000	\$15,000	\$11,273	\$10,850		
6	Girls Inc of the Central Coastal	After-School Program	\$15,000	\$15,000	\$11,273	\$10,850		
Public Services (subject to 15% Cap) Subtotal			\$85,625	\$85,625	\$67,635	\$65,100	\$67,635	\$65,100
7	City of Seaside Engineering Department	San Pablo Pedestrian Bridge	\$350,000	\$350,000	\$365,372	\$258,900		
8	Community Human Services	Family Service Center/Casa de Noche Improvements	\$40,000	\$40,000	\$40,000	\$30,000		
9	Boys & Girls Clubs of Monterey County	Seaside Clubhouse Improvements	\$50,000	\$50,000	\$50,000	\$40,000		
Public Facilities/Infrastructure Subtotal			\$440,000	\$440,000	\$455,372	\$328,900		
10	City of Seaside, Community Development	CDBG Program Administration	\$50,000	\$40,000	\$50,000	\$40,000		
CDBG Planning and Administration (subject to 20% Cap) Subtotal			\$50,000	\$40,000	\$50,000	\$40,000		
GRAND TOTAL			\$575,625	\$565,625	\$573,007	\$434,000		

Anticipated Available Funding	Year 1	Year 2	Year 1	Year 2
Anticipated CDBG Allocation	\$346,000	\$332,000	\$346,000	\$332,000
Anticipated Program Income	\$104,900	\$102,000	\$104,900	\$102,000
CDBG Funds Available from Previous Years	\$100,378	-	\$100,378	-
Program Income Available from Previous Years	\$21,729	-	\$21,729	-
FUNDING TOTAL	\$573,007	\$434,000	\$573,007	\$434,000

NOTES:

1- Public Service Funding Cap 15%: The total amount of CDBG funds obligated for public services activities must not exceed 15 percent of the annual grant allocation plus 15 percent of program income received during the prior year. For example, public service funding for year one would be calculated as follows: $\$346,000 + \$104,900 \times 15\% = \$67,635$.

2- Planning and Administrative Cap 20%: Planning and administration costs are capped to 20 percent of the sum of grant plus program income that is received during the program year. For example, planning and administrative funding for year one would be calculated as follows: $\$346,000 + \$104,900 \times 20\% = \$90,180$. However, due to limited funding, staff is requesting approximately 10% of the grant plus program income per year for CDBG program administration.

3- Public Facilities and Infrastructure Projects: This category covers capital improvement type projects and is not subject to any funding cap.

4- CDBG funds and program income from canceled activities from prior years: CDBG funds (\$100,378) and program income (\$21,729) from previous years can only be used to fund capital improvement projects.



**CITY OF SEASIDE
STAFF REPORT**

Item No.:6.B.

TO: Community Development Advisory Committee

BY: Haroon Noori, Administrative Analyst II
Damien Delany - Michael Baker International

DATE: March 6, 2024

SUBJECT: **RECEIVE AN UPDATE ON THE CITY'S 2025-2029
CONSOLIDATED PLAN AND ANALYSIS OF
IMPEDIMENTS TO FAIR HOUSING CHOICE
SCHEDULE**

PURPOSE

Receive information.

BACKGROUND

The City's CDBG consultant, Michael Baker International, will provide a presentation on the schedule for developing the City's 2025-2029 Consolidated Plan and Analysis of Impediments to Fair Housing Choice.

FISCAL IMPACT

None.

ATTACHMENTS



**City of Seaside
Consolidated Plan & Analysis of Impediments to Fair Housing Choice
SCHEDULE**

Task	Responsible	Due Date	Year
Initial Meeting with City Staff	MBI	March	2024
Data Collection/Analysis City Housing Element Review Current AI Data Review and Updates	MBI	March - April	
Community Outreach Online Survey Launch Stakeholder Meetings Community Meetings	MBI	March - May	
AI Write Up & Draft Summary of Community Outreach Report	MBI	May - June	
Draft 1 AI & Community Outreach Report to City Staff for review	MBI	July	
Edits to Draft 2 AI & Community Outreach Report	MBI/City Staff	July	
Start of 30-Day Public Comment Period for AI	City Staff	Monday, July 15	
City Council Public Hearing to Adopt AI	MBI/City Staff	Thursday, August 15	
Edits to Final AI (public comments, etc.)	MBI	August	
ConPlan Write-Up	MBI	November	
2025 AAP NOFA Released to Public	MBI/City Staff	Monday, December 1	
Draft 1 ConPlan submitted to City Staff for review	MBI	January	
Edits to Draft 2 ConPlan	MBI/City Staff	January - February	
First Year AAP Final Draft due to City	MBI	Monday, February 24	
Submit Public Notice to Newspaper	MBI/City Staff	Wednesday, March 12	
Start of 30-Day Public Comment Period	MBI/City Staff	Saturday, March 15	
Edits to Final Consolidated Plan/First Year AAP (public comments, etc.)	MBI/City Staff	April	
City Council Public Hearing to Adopt ConPlan and First Year AAP	MBI/City Staff	Thursday, April 17	
Submission of Plans to HUD	MBI	Thursday, May 15	