



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, January 20, 2016
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

John Francis Sue Hawthorne Sharrline Napoleon Jessica Piombo

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **December 16, 2015**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. Consideration of recommendation to City Council of a Substantial Revision to the Annual Action Plan to reallocate \$159,216 previously allocated to Seaside Library Roof Replacement to Seaside Library ADA improvements.

PURPOSE: The US Department of Housing and Urban Development (HUD) has determined that a substantial amendment is necessary for the City's Annual Action Plan. Roof replacement to the Seaside library did not qualify for CDBG funding as the library patrons did not meet the low/moderate income criteria. The removal of architectural barriers at the Seaside library does meet the national objective for Low/Moderate Limited Clientele Presumed Benefit. Although the project is proposed for the same building (which would normally be a non-substantial amendment), since the beneficiaries of the project has changed, HUD requires a Substantial Amendment process be completed.

RECOMMENDATION: It is recommended that the CDAC recommend starting the Substantial Amendment process. The process will include a 30 day comment period, public noticing, posting of the proposed amendment and a public hearing during an upcoming City Council meeting.

B. Update on the 2016-2018 Public Service applications and possible scheduling of special meetings for application review.

PURPOSE: The purpose of this item is to update CDAC with a summary of the applications received by the January 15, 2016 deadline. The current long range calendar currently has a special meeting scheduled for February 3 for distribution of the applications and instructions for review and ranking of applications. Other special meetings are in the long range calendar. This is an opportunity to adjust the schedule, if necessary.

RECOMMENDATION: It is recommended that the CDAC receive the report and adjust the special meeting schedule if necessary.

7. REPORTS FROM COMMITTEE MEMBERS

8. REPORTS BY STAFF

9. ADJOURNMENT

Next Regularly Scheduled Meeting:
February 17, 2016
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&noplaylists=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				DECEMBER 16, 2015
				6:30 P.M.
1.	CALL TO ORDER AT – 6:38 P.M.			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM			
	MEMBERS	John Francis, Sue Hawthorne, Sharrline Napoleon, Jessica Piombo		
	PRESENT:	Francis, Hawthorne, Piombo		
	ABSENT:	Napoleon		
3.	PUBLIC COMMENT – None			
	APPROVAL OF MINUTES			
4.	November 18, 2015			
	<i>On motion by Member Hawthorne and Seconded by Member Piombo, and carried by the following vote, the CDAC approved the Meeting Minutes for November 18, 2015</i>			
	AYES	3	COMMITTEE MEMBERS	Francis, Napoleon
	NOES	0	COMMITTEE MEMBERS	None
	ABSENT	1	COMMITTEE MEMBERS	Napoleon
	RECUSED	0	COMMITTEE MEMBERS	None
	OLD BUSINESS			

5.	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. Scott Ottmar, City of Seaside Assistant Civil Engineer presented the CDAC with a power point slide show featuring photos of the completed ADA improvements made at the Seaside Library such as, reconstruction of the access ramp, installation of new hand railing on ramp the access ramp, installation of new hand railing on front entry stairs, relocation of the accessible sidewalk curb cut, relocation and restriping of accessible parking and striping of crosswalk to the parking lot. Also included in the slide show were additional improvements identified by the County of Monterey’s Facility Assessment including railing for three sets of exterior stairs, railing for loading dock, exterior emergency exits from Reading Room, Meeting Room and Break Room, and as for the interior, making the entry vestibule, and existing public restrooms and drinking fountain ADA compliant as well as upgrades to sink, soap and paper towel dispenser. <u>On motion by Member Piombo and Seconded by Member Francis, and carried by the following vote, the CDAC approved to present the City Council with the recommendation to reallocate CDBG funding from roof replacement to additional Library ADA Improvements</u> <table><tr><td>AYES</td><td>3</td><td>COMMITTEE MEMBERS</td><td>Francis, Hawthorne, 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>Napoleon</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>	AYES	3	COMMITTEE MEMBERS	Francis, Hawthorne, Piombo	NOES	0	COMMITTEE MEMBERS	None	ABSENT	1	COMMITTEE MEMBERS	Napoleon	RECUSED	0	COMMITTEE MEMBERS	None
AYES	3	COMMITTEE MEMBERS	Francis, Hawthorne, Piombo														
NOES	0	COMMITTEE MEMBERS	None														
ABSENT	1	COMMITTEE MEMBERS	Napoleon														
RECUSED	0	COMMITTEE MEMBERS	None														
6.	NEW BUSINESS None																
7.	REPORTS FROM COMMITTEE MEMBERS None																
8.	REPORTS BY STAFF A. CDAC 2015-2016 LONG RANGE CALENDAR After review, it is determined that no current changes need to be made to the 2015-2016 Long Range Calendar B. Sharon Mikesell, Staff, reported that Lisa Brinton, City of Seaside Community and Economic Development Services Manager will be moving on from the City of Seaside and joining the City of Salinas. Lisa Brinton’s last day with the City of Seaside will be Friday, December 18, 2015.																

	C. Sharon Mikesell, Staff, informed the CDAC about being contacted by (2) organizations inquiring about applying for Public Service funds although both organizations were not in attendance of the mandatory meeting/workshop. Sharon Mikesell, advised the two organizations that the CDAC would not be making any exceptions.		
9.	ADJOURNMENT at 7:34 p.m. <u>On motion by Member Piombo and Seconded by Member Hawthorne and carried by the following vote the CDAC adjourned the regular meeting at 7:34 p.m.</u>		
	AYES	3	COMMITTEE MEMBERS Francis, Hawthorne, Piombo
	NOES	0	COMMITTEE MEMBERS None
	ABSENT	1	COMMITTEE MEMBERS Napoleon
	RECUSED	0	COMMITTEE MEMBERS None



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