



## AGENDA

CITY OF SEASIDE  
COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE

SPECIAL MEETING  
OLDEMEYER CENTER  
986 Hilby Avenue  
Wednesday, February 24, 2016  
6:30 PM

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*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, Rebecca Pieken, Clementine Bonner

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

A. **APPROVAL OF MINUTES**

**February 3, 2016**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. **Welcome new CDAC members**

**PURPOSE:** The purpose of this item is to welcome Rebecca Pieken and Clementine Bonner to the CDAC committee as appointed by the Seaside City Council on February 18, 2016 to each serve a two year term. The new appointees must take the oath of office prior to participating in CDAC recommendations to City Council.

**RECOMMENDATION:** It is recommended that the CDAC committee welcome Rebecca Pieken and Clementine Bonner to the Committee with terms expiring in February 2018.

**B. Report on second quarter 2015-2016 CDBG program (October-December)**

**PURPOSE:** The purpose of this item is to review the program expenditures made to date during the 2015-2016 fiscal year. The presentation will be given by Rosa Camacho-Chavez from Michael Baker International.

**RECOMMENDATION:** It is recommended that the CDAC accept the report and make recommendations as appropriate.

**C. CDAC review of Public Service and Community Project applications**

**PURPOSE:** The purpose of this item is to consider and score the applications received by the January 15, 2016 deadline for CDBG funding.

**RECOMMENDATION:** It is recommended that the CDAC score the applications and make funding recommendations.

**D. Review the CDAC Long Range Calendar.**

**PURPOSE:** The purpose of this item is to review the updated CDAC Long Range Calendar and make adjustments as needed. The calendar has been revised since the last CDAC meeting to indicate the adjusted March meeting schedule and to include the progress milestones for Substantial Amendment #1 to the 2015-2016 Annual Action Plan.

**RECOMMENDATION:** It is recommended that the CDAC review the Long Range Calendar and make further adjustments if necessary.

**7. REPORTS FROM COMMITTEE MEMBERS**

**8. REPORTS BY STAFF**

**9. ADJOURNMENT**

Next Regularly Scheduled Meeting:  
March 16, 2016  
6:30 PM

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|                                                                                   |                                                                                                                                                                                            |                                                                 |                   |                                                      |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------|------------------------------------------------------|
|  |                                                                                                                                                                                            | MEETING MINUTES<br>DRAFT                                        |                   |                                                      |
| CITY OF SEASIDE                                                                   |                                                                                                                                                                                            |                                                                 |                   | SPECIAL MEETING<br>OLDEMEYER CENTER<br>986 HILBY AVE |
| COMMUNITY<br>DEVELOPMENT<br>ADVISORY COMMITTEE                                    |                                                                                                                                                                                            |                                                                 |                   | FEBRUARY 3, 2016                                     |
|                                                                                   |                                                                                                                                                                                            |                                                                 |                   | 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, Piombo                                      |                   |                                                      |
|                                                                                   | ABSENT:                                                                                                                                                                                    | Napoleon                                                        |                   |                                                      |
| 3.                                                                                | PUBLIC COMMENT – None                                                                                                                                                                      |                                                                 |                   |                                                      |
|                                                                                   | APPROVAL OF MINUTES                                                                                                                                                                        |                                                                 |                   |                                                      |
| 4.                                                                                | January 20, 2016<br><br><i>On motion by Member Hawthorne and Seconded by Member Francis and carried by the following vote, the CDAC approved the Meeting Minutes for January 20, 2016.</i> |                                                                 |                   |                                                      |
|                                                                                   | AYES                                                                                                                                                                                       | 3                                                               | COMMITTEE MEMBERS | Francis, Hawthorne, Piombo                           |
|                                                                                   | NOES                                                                                                                                                                                       | 0                                                               | COMMITTEE MEMBERS | None                                                 |
|                                                                                   | ABSENT                                                                                                                                                                                     | 1                                                               | COMMITTEE MEMBERS | Napoleon                                             |
|                                                                                   | RECUSED                                                                                                                                                                                    | 0                                                               | COMMITTEE MEMBERS | None                                                 |
| 5.                                                                                | OLD BUSINESS                                                                                                                                                                               |                                                                 |                   |                                                      |
|                                                                                   | None                                                                                                                                                                                       |                                                                 |                   |                                                      |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                   |                            |                   |                            |      |   |                   |      |        |   |                   |          |         |   |                   |      |
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| 6.      | <p><b>NEW BUSINESS</b></p> <p><b>A. DISTRIBUTION OF CDBG FUNDING APPLICATIONS FROM COMMUNITY AGENCIES AND INSTRUCTIONS FOR REVIEW AND SCORING.</b></p> <p>Applications for Public Service funding and capital projects by non-profits desiring to use CDBG funds were due on January 15, 2016 at 5pm. The applications will be distributed to the CDAC members for review and scoring so that the distribution of available public service funds can be recommended to City Council as part of the 2016-2017 Annual Action Plan. Rosa Camacho, MBI Consultant, confirmed that the CDAC members received the email which contained the electronic version of applications and gave an overview of the process as well as the Application Rating Tool.</p> <p><b>B. REVIEW OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT’S ANNUAL PERFORMANCE ASSESSMENT FOR SEASIDE’S CDBG GRANT PROGRAM YEAR JULY 1, 2014 THROUGH JUNE 30, 2015.</b></p> <p>Sharon Mikesell, Staff, presented the Committee with a copy of the letter from HUD which acknowledged the CDBG grant programs improvements on timeliness and compliance.</p> <p><b>C. ADJUSTMENT OF LONG RANCE CALENDAR (if needed)</b></p> <p>The current CDAC Calendar shows a cancellation of the February 17, 2016 meeting and a special meeting on February 24, 2016 as it was based on the last year’s CDAC meetings. The CDAC has approved to comply with the current calendar as written.</p> |                   |                            |                   |                            |      |   |                   |      |        |   |                   |          |         |   |                   |      |
| 7.      | <p><b>REPORTS FROM COMMITTEE MEMBERS</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                   |                            |                   |                            |      |   |                   |      |        |   |                   |          |         |   |                   |      |
| 8.      | <p><b>REPORTS BY STAFF</b></p> <p>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                   |                            |                   |                            |      |   |                   |      |        |   |                   |          |         |   |                   |      |
| 9.      | <p><b>ADJOURNMENT at 7:20p.m.</b></p> <p><u>On motion by Member Piombo and Seconded by Member Hawthorne and carried by the following vote the CDAC adjourned the regular meeting at 7:20 p.m.</u></p> <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                       |                   |                            |      |   |                   |      |        |   |                   |          |         |   |                   |      |

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

|                                                                                                                                                                                                                                                  |                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>July CDAC Meeting (July 15, 2015)</b>                                                                                                                                                                                                         | <b>Regular meeting cancelled</b> |
| Two new CDAC members approved by City Council                                                                                                                                                                                                    | July 16, 2015                    |
| Staff revise CON plan and Annual Action plan in coordination with HUD                                                                                                                                                                            | July                             |
| <b>July Special CDAC meeting –non substantial revisions to CON/Annual Plan</b>                                                                                                                                                                   | <b>July 22, 2015</b>             |
| 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         |
| <b>August CDAC Meeting</b>                                                                                                                                                                                                                       | <b>August 19, 2015</b>           |
| <ul style="list-style-type: none"> <li>- Recruitment &amp; Appointment of CDAC members/Elect officers</li> <li>- Fourth Quarter (Apr-Jun) and Annual Program Reports</li> <li>- CAPER preview</li> <li>- Long-term calendar 2015-2016</li> </ul> |                                  |
| Annual Planning Notice & Notice of CAPER Publication                                                                                                                                                                                             | August 27, 2015                  |
| <ul style="list-style-type: none"> <li>- initiate planning process</li> <li>- notice of community workshop</li> <li>- publish application dates and deadlines</li> </ul>                                                                         |                                  |
| Draft CAPER publication                                                                                                                                                                                                                          | September 3, 2015                |
| <b>September CDAC Meeting and Community Workshop</b>                                                                                                                                                                                             | <b>September 16, 2015</b>        |
| <ul style="list-style-type: none"> <li>- Annual Community Needs Assessment Workshop</li> <li>- CDBG application form/process review</li> <li>- Discuss 2014-15 CDBG Subrecipient Monitoring Schedule</li> </ul>                                  |                                  |
| 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                  |
| <b>October CDAC Meeting</b>                                                                                                                                                                                                                      | <b>October 28, 2015</b>          |
| <ul style="list-style-type: none"> <li>- Annual Priority Needs</li> <li>- Review CDBG application form/process draft</li> <li>- Review subrecipient scoring sheets</li> <li>- Provide clarification regarding income levels</li> </ul>           |                                  |
| City Council                                                                                                                                                                                                                                     | November 5, 2015                 |
| <ul style="list-style-type: none"> <li>- informational item to present the needs identified at the September workshop and discuss the annual process</li> </ul>                                                                                  |                                  |
| NOFA and Applications Released                                                                                                                                                                                                                   | November 12, 2015                |
| <b>November CDAC Meeting and Proposal Workshop</b>                                                                                                                                                                                               | <b>November 18, 2015</b>         |
| <ul style="list-style-type: none"> <li>- Mandatory for all interested applicants</li> <li>- First Quarter Program Report (Jul-Sep)</li> <li>- Discuss Mid-year re-allocation</li> <li>- Follow up to public service monitoring</li> </ul>        |                                  |
| <b>December CDAC Meeting</b>                                                                                                                                                                                                                     | <b>December 16, 2015</b>         |
| Applications due                                                                                                                                                                                                                                 | January 15, 2016                 |
| <b>January CDAC Meeting</b>                                                                                                                                                                                                                      | <b>January 20, 2016</b>          |
| <ul style="list-style-type: none"> <li>- Summary of applications received</li> <li>- Discuss mid-year re-allocation</li> </ul>                                                                                                                   |                                  |

|                                                                                                                                                                                                                                                                                           |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Staff reading of applications received, check threshold requirements, review background materials, questions for applicants.                                                                                                                                                              | January 20-30, 2016                 |
| <b>Special CDAC Meeting (may be re-scheduled if necessary)</b><br>- Staff transmits applications to CDAC with summary review, questions and responses.<br>- Staff provides instructions for review and ranking of applications.<br>- Mid-year re-allocation<br>- Multi-year funding cycle | <b>February 3, 2016</b>             |
| CDAC reading applications                                                                                                                                                                                                                                                                 | February 5 – 24, 2016               |
| <b>Public Notice published regarding Substantial Amendment</b>                                                                                                                                                                                                                            | <b>February 11, 2016</b>            |
| <b>Substantial Amendment #1 Public Comment period</b>                                                                                                                                                                                                                                     | <b>February 15-March 17</b>         |
| <b>February CDAC Meeting (no meeting)</b>                                                                                                                                                                                                                                                 | <b>February 17, 2016</b>            |
| Two new CDAC members approved by City Council                                                                                                                                                                                                                                             | February 18, 2016                   |
| <b>Special CDAC Meeting</b><br>- Second Quarter Program Report (Oct-Dec)<br>- CDAC to report out on individual review and ranking of applications.                                                                                                                                        | <b>February 24, 2016</b>            |
| <b>CDAC Work Sessions</b><br>- interviews, ranking and recommendations                                                                                                                                                                                                                    | <b>February 25 – March 17, 2016</b> |
| <b>Special CDAC Meeting</b><br>CDAC recommendations on annual funding                                                                                                                                                                                                                     | <b>March 14, 2016 (Monday)</b>      |
| <b>March CDAC Meeting</b><br>- regular meeting cancelled due to CDAC member conflicts                                                                                                                                                                                                     | <b>March 16, 2016</b>               |
| Public Hearing Substantial Amendment #1 at City Council                                                                                                                                                                                                                                   | March 17, 2016                      |
| Administrative draft annual Action Plan to CDAC                                                                                                                                                                                                                                           | March 25, 2016                      |
| <b>Special CDAC Meeting</b><br>- CDAC recommendations on annual funding<br>- Review draft Action Plan                                                                                                                                                                                     | <b>April 6, 2016</b>                |
| Publish annual Action Plan for comment and open 30-day public comment period                                                                                                                                                                                                              | April 7, 2016                       |
| <b>April CDAC Meeting</b><br>- if needed                                                                                                                                                                                                                                                  | <b>April 20, 2016</b>               |
| City Council - present CDAC recommendations and annual Action Plan                                                                                                                                                                                                                        | April 21, 2016                      |
| City Council – public hearing<br>- adopt annual Action Plan                                                                                                                                                                                                                               | May 5, 2016                         |
| Public comment period closes                                                                                                                                                                                                                                                              | May 7, 2016                         |
| Action plan due to HUD                                                                                                                                                                                                                                                                    | May 15, 2016                        |
| <b>May CDAC Meeting</b><br>- Update on Annual Action Plan submitted to HUD<br>- Elections                                                                                                                                                                                                 | <b>May 18, 2016</b>                 |
| <i>Conditional notice of awards to Subrecipients</i>                                                                                                                                                                                                                                      | <i>May</i>                          |
| <b>June CDAC Meeting</b><br>- if needed                                                                                                                                                                                                                                                   | <b>June 15, 2016</b>                |