



## AGENDA

CITY OF SEASIDE  
COMMUNITY DEVELOPMENT  
ADVISORY COMMITTEE

REGULAR MEETING  
OLDEMEYER CENTER  
986 Hilby Avenue  
Wednesday, January 18, 2017  
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)**

Sue Hawthorne  
John Francis  
Sharrline Napoleon  
Jessica Piombo  
Rebecca Picken  
Clementine Bonner-Kline

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

3. **PUBLIC COMMENT**

4. **APPROVAL OF MINUTES**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. **Presentation-Community Development Advisory Committee Update**

**PURPOSE:** The purpose of this presentation is to give an update and refresher regarding staffing contacts, terms of service, policies and procedures.

**RECOMMENDATION:** It is recommended that the CDAC receive the report.

**B. Review Annual Performance Assessment correspondence received by the City of Seaside from HUD for program year July 1, 2015 to June 30, 2016.**

**PURPOSE:** The purpose of this item is to review the Annual Performance Assessment correspondence dated December 16, 2016.

**RECOMMENDATION:** It is recommended that the CDAC review the correspondence and make comments and/or recommendations as they feel appropriate.

**C. Distribute applications for review and recommendation by the CDAC for 2017-2018 CDBG City sponsored projects.**

**PURPOSE:** The City of Seaside solicited internal applications for projects to utilize 2017-2018 CDBG funds. Public service and non-profit subrecipient projects have already been reviewed for the second year of the two year cycle, leaving approximately \$204,332 for City-Coordinated projects. The application deadline was Friday, January 13.

At this time, applications received will be distributed to the CDAC members for their review over the next month. Staff will also review proposals for completeness and applicable HUD regulations, the City's Consolidated Plan, City Council goals and objectives and other related City Policy. Consideration of the applications and funding recommendations by CDAC will occur at the February 2017 CDAC meeting.

**RECOMMENDATION:** It is recommended that the CDAC receive the applications for review. Should multiple applications be received, the CDAC should determine if they wish to schedule presentations by the applicants regarding their projects during the February meeting.

**D. Review CDAC Calendar and make adjustments if necessary**

**PURPOSE:** The purpose of this item is to review the CDAC calendar and make adjustments, if necessary.

**RECOMMENDATION:** It is recommended that the CDAC review the calendar and make any adjustments as necessary.

**7. REPORTS FROM COMMITTEE MEMBERS**

**8. REPORTS BY STAFF**

**9. ADJOURNMENT**

Next Regularly Scheduled Meeting:  
February 15, 2017  
6:30 PM

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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.

# Community Development Advisory Committee

Welcome to 2017!

# Who are we and why are we here?



# Members & Terms

- Sue Hawthorne (reappointed 12/15/16) December 2018
- John Francis (reappointed 6/18/15) June 1, 2017
- Sharrline Napoleon (appointed 7/16/15) July 1, 2017
- Jessica Piombo (appointed 7/16/15) July 1, 2017
- Rebecca Pieken (appointed 2/18/16) February 1, 2018
- Clementine Bonner Kline (appointed 2/18/16) February 1, 2018
- All members must reside in the City of Seaside and be approved by the City Council

# Purpose of the CDAC

- CDAC was formed to assist in the facilitation of citizen participation relating to the CDBG program
- Neighborhood planning workshops and development of community needs
- Assist in evaluation and recommendation of CDBG funding proposals
- Assist in monitoring of current program activities and evaluation of past program performance
- All CDAC votes are advisory to a vote by the City Council and ultimate funding approval by HUD.

# CDAC meetings subject to Brown Act

- Regular meeting agendas are posted 72 hours in advance
- Agendas include time/location/ADA compliance and are published online and at physical locations
  - Once agendas are posted, a courtesy email is generally sent to CDAC members and others who have opted in to the CDAC mailing list
- Mandatory meetings and public hearings are advertised in the *Monterey County Weekly*
- All “meetings” must take place during the meeting

# Other requirements

- CDAC members must fill out Form 700 yearly
- CDAC members with any affiliation with an organization applying for or receiving CDBG funding MUST recuse themselves from any voting involving that organization to avoid a conflict of interest
- Questions regarding these items?
  - Contact City Clerk, Lesley Milton-Rerig at City Hall

# City Liaison information

- Resource Management Services no longer exists
- CDBG program reports directly to the City Manager via Community Development
- All projects coordinate through the City Liaison
- Contact
  - Sharon Mikesell
  - 831-899-6734
  - [Smikesell@ci.seaside.ca.us](mailto:Smikesell@ci.seaside.ca.us)
  - Jackie Tulua is our meeting clerk



# Subrecipient Liaison Information

- Seaside contracts coordination of public service recipients' quarterly reports through Michael Baker International.
- Rosa Camacho-Chavez has taken a position with Monterey County and will no longer be reviewing your Seaside CDBG quarterly reports.

# Subrecipient Liaison Information

- NEW Contact (1/1/17)
  - Patrice Clemons
  - 916-231-3372 (office) 916-224-2843 (mobile)
  - [pclemons@mbakerintl.com](mailto:pclemons@mbakerintl.com)

Girls Inc of the Central Coast  
*Inspiring all girls to be Strong, Smart and Bold™*



# Questions?

- If you have ANY questions regarding CDAC meetings or submittal requirements, please contact Sharon or Patrice
- Questions regarding your term of office, conflicts of interest or filling out your Form 700, please contact Lesley Milton-Rerig
- Our goal is to encourage public involvement and be transparent!
- THANKS FOR ALL YOU DO FOR SEASIDE!





U.S. Department of Housing and Urban Development  
San Francisco Regional Office - Region IX  
One Sansome Street, Suite 1200  
San Francisco, California 94104  
[www.hud.gov](http://www.hud.gov)  
[espanol.hud.gov](http://espanol.hud.gov)

DEC 16 2016

The Honorable Ralph Rubio  
Mayor, City of Seaside  
440 Harcourt Avenue  
Seaside, CA 93955-4708

Dear Mayor Rubio:

SUBJECT: Annual Performance Assessment  
Community Development Block Grant  
Program Year: July 1, 2015 – June 30, 2016 (2015)

The U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development (CPD) assesses the performance of its grant recipients on an annual basis. This letter conveys the tentative results of this evaluation for the 2015 program year.

A principal report utilized by CPD to assess performance is the Consolidated Annual Performance and Evaluation Report (CAPER), submitted by grant recipients within 90 days of the completion of each Program Year. The CAPER provides important information on the use of Community Development Block Grant (CDBG) funds in meeting specific housing and community development goals and addressing the needs of the homeless, as identified in the grantee's Five-year Consolidated Plan and Annual Action Plan. Additionally, this assessment takes into consideration information collected from other financial and performance reports and correspondence.

Program Year 2015 marks the first year of Seaside's 2015-2020 Consolidated Plan. Through the Plan, the city established five-year goals to benefit its low- and moderate-income residents by supporting public services, particularly those for youth and seniors, improving public facilities, infrastructure, and accessibility for persons with disabilities, addressing blight and nuisance, and rehabilitating existing housing. In this first year of the Consolidated Plan, Seaside targeted public facilities and infrastructure needs, making progress on the Community Human Services' Genesis House, the Boys & Girls Club of Monterey County's Seaside Clubhouse, and Seaside Library accessibility projects, as well as completing construction in Durant, Highland-Otis, Trinity, and Martin Parks. As noted in last year's letter regarding program year 2014, Seaside continued to address the needs of youth, older adults, and persons with substance abuse challenges by funding a variety of non-profits as public services.

Seaside and HUD staff are currently reconciling the year-end financial reporting, so this letter reports tentative conclusions. Once that reporting is finalized, a second letter with those official conclusions will be provided. Based on the current status, as indicated through the enclosed report, Seaside's program appears to be compliance with several key requirements. The

CDBG program limits the amount of funds obligated for public services to 15 percent or less and for administration/planning to 20 percent or less of the annual grant amount. The enclosed report shows that the city's public services obligation is below 15 percent at 14.43 percent, and the administration/planning obligation is below the 20 percent cap at 16.91 percent. Likewise, at 94 percent, the city is meeting and exceeding the standard that at least 70 percent of funds are used for the benefit to low- and moderate-income persons.

Seaside maintained its strong performance regarding timeliness, which is expending CDBG funds in a prompt manner so that the amount on hand 60 days prior to the end of the program year does not exceed 1.5 times the annual allocation. After a ratio of 1.65 in program year 2013, the ratio improved to 1.01 in 2014, and for the 2015 test on May 2, 2016, Seaside had 0.64 times its allocation. The city is in the process of closing its only open monitoring finding.

Based on this analysis, HUD has tentatively determined that the city has the continuing capacity to administer the CDBG program. The activities Seaside has undertaken are consistent with its HUD-approved Consolidated Plan, and the city is making progress in meeting its community development goals.

In accordance with the Consolidated Plan regulations described at 24 CFR §91.525, if the city has comments regarding this enclosed tentative report, please submit them to this office within 30 days of receipt of this letter. This office may revise the report after considering the city's response. After the year-end reporting is finalized, a final version of the enclosed report will be sent to the city. The city can again provide comments within 30 days of receipt of that letter. Once the 30-day time period passes after the final letter, that letter and report will be considered final and can be made available to the public.

This Office appreciates the partnership with Seaside staff and looks forward to continuing to support the city's efforts to meet the goals of the Consolidated Plan. If there are any questions or if there is a request for technical assistance, please do not hesitate to contact Alice Walkup, Community Planning and Development Representative, at 415-489-6584 or [alice.walkup@hud.gov](mailto:alice.walkup@hud.gov).

Sincerely,



Angelo Tom  
Program Manager  
Community Planning and  
Development Division

Enclosure

cc:

Craig Malin, City Manager, City of Seaside  
Sharon Mikesell, Administrative Analyst, Economic Development

**Annual Performance Assessment  
Seaside  
2015 (Tentative Conclusions, Subject to Change)**

**Consolidated Annual Performance and Evaluation Report (CAPER)**

Program Year End: June 30, 2016  
Report Due: September 30, 2016  
Report Received: September 19, 2016

Funding Covered by CAPER  
CDBG: \$379,027.00  
Program Income: \$102,600.00  
Unexpended funds from prior year: \$392,019.34

**Summary of Program Compliance**

**Community Development Block Grant Program (CDBG)**

- Public Services Obligation [24 CFR 570.201(e)(1) or (2)]
  - Standard: <15% of Allocation plus Program Income received in prior year
  - Actual %: 14.43 %
  - Obligated as reported in CAPER: \$69,922.75
- Administration & Planning Obligation/Cap [24 CFR 570.200(g)]
  - Standard: <20% of Allocation plus Program Income received in current year
  - Actual %: 16.91 %
  - Obligated as reported in CAPER: \$81,454.74
- Benefit to Low- to Moderate-Income Persons [24 CFR 570.200(a)(3)]
  - Standard: At least 70% of the aggregate amount of CDBG funds received by the recipient shall be used for activities that benefit low- and moderate-income persons as reported in the CAPER.
  - Actual %: 94.12 %
- Timeliness of Expenditures [24 CFR §570.902]
  - Standard: The regulations require that 60 days before the end of the program year, the city have no more than the equivalent of 1 ½ years-worth of CDBG grant funds available in its U.S. Treasury account. A ratio at or below 1.50 is acceptable.
  - Actual ratio: 0.64
  - Balance: \$243,864.58
  - Test date: May 2, 2016

**Comments:** HUD has tentatively concluded that the city of Seaside has complied with the above requirements for the Community Development Block Grant program during program year 2015.

## **Status of HUD Monitoring Findings**

- HUD Monitoring
  - Date of Monitoring Report: September 10, 2013
  - Number of Open Monitoring Findings: 1
  - Anticipated Date of Resolution: February 1, 2017

**Comments:** The city has one open monitoring finding stemming from the HUD monitoring visit in 2013. During that review, HUD determined that the City used \$423,025 of its CDBG funds for costs of a planning activity, not a public facilities and improvements activity. To resolve the finding, the city agreed to reimburse its CDBG line of credit and local CDBG program account in a series of three annual payments. The city has completed all the reimbursements (2014, 2015, and 2016), but needs to provide documentation of the 2016 payment. After that documentation of the final reimbursement has been provided, this finding will be closed.



**CITY OF SEASIDE**  
**Community Development Advisory Committee (CDAC)**  
**Long Range Calendar**  
**July 2016- – June 2017**

|                                                                                                                                                                                                     |                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>July CDAC Meeting</b><br>Discuss 2015-2016 CDBG Subrecipient Monitoring Schedule<br>Fourth Quarter (Apr-Jun) and Annual Program Reports                                                          | <b>July 20, 2016</b>             |
| Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)                                                                                                                             | July and August                  |
| Notification of award and contract documents to sub recipients                                                                                                                                      | July or August-upon HUD approval |
| <b>August CDAC Meeting</b><br>- CAPER preview                                                                                                                                                       | <b>August 17, 2016</b>           |
| Annual Planning Notice & Notice of CAPER Publication<br>- notice of community workshop                                                                                                              | August 25, 2016                  |
| Draft CAPER publication                                                                                                                                                                             | August 31, 2016                  |
| City Council public hearing                                                                                                                                                                         | September 15, 2016               |
| <b>September CDAC Meeting and Community Workshop</b><br>- Annual Community Needs Assessment Workshop<br>- No CDBG application process this year                                                     | <b>September 21, 2016</b>        |
| CAPER due to HUD (submitted September 19)                                                                                                                                                           | September 30, 2016               |
| <b>October CDAC Meeting</b><br>- Annual Priority Needs<br>- Update of Affirmatively Furthering Fair Housing/Countywide Collaboration efforts                                                        | <b>October 19, 2016</b>          |
| SPECIAL EVENT-City Hall Celebration<br>Special Recognition for Boards and Commissions 1:30 PM Council Chambers                                                                                      | October 22, 2016                 |
| City Council<br>- informational item to present the needs identified at the September workshop and discuss the annual process/two year cycle—DISCUSS POSSIBLE POSTPONEMENT OF THIS ITEM             | November 3, 2016                 |
| <b>November CDAC Meeting (no proposal workshop this year)</b><br>- First Quarter Program Report (Jul-Sep)<br>- Discuss Mid-year re-allocation if needed<br>- Follow up to public service monitoring | <b>November 16, 2016</b>         |
| <b>December CDAC Meeting (if needed) CANCELLED</b>                                                                                                                                                  | <b>December 21, 2016</b>         |
| <b>January CDAC Meeting</b><br>- Discuss mid-year re-allocation (if needed)<br>- Discuss City Project Proposals                                                                                     | <b>January 18, 2017</b>          |
| <b>February CDAC Meeting</b><br>Second Quarter Program Report (October-December)<br>Review of ranking of applications for 2017-2018 and City Project Proposals                                      | <b>February 15, 2017</b>         |
| Administrative draft Annual Action Plan to CDAC                                                                                                                                                     | March 10, 2017                   |
| <b>March CDAC Meeting</b>                                                                                                                                                                           | <b>March 15, 2017</b>            |
| Advertisement to run for Annual Action Plan/Public Hearing for AAP                                                                                                                                  | March 30, 2017                   |
| Publish annual Action Plan for comment and open 30-day public comment period                                                                                                                        | April 4, 2017                    |
| <b>April CDAC Meeting</b>                                                                                                                                                                           | <b>April 19, 2017</b>            |
| City Council - present CDAC recommendations and annual Action Plan                                                                                                                                  | April 20, 2017                   |
| City Council – public hearing<br>- adopt annual Action Plan                                                                                                                                         | May 4, 2017                      |
| Public comment period closes                                                                                                                                                                        | May 4, 2017                      |

|                                                                                                                                            |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Action plan due to HUD                                                                                                                     | May 15, 2017         |
| <b>May CDAC Meeting</b><br>- Update on Annual Action Plan submitted to HUD<br>3 <sup>rd</sup> Quarter sub recipient reports<br>- Elections | <b>May 17, 2017</b>  |
| <i>Conditional notice of awards to Subrecipients</i>                                                                                       | <i>May</i>           |
| <b>June CDAC Meeting</b><br>- if needed                                                                                                    | <b>June 21, 2017</b> |

Subject to Change