



AGENDA

CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

REGULAR MEETING
OLDEMEYER CENTER
986 Hilby Avenue
Wednesday, September 20, 2017
6:30 PM

PLEASE TURN OFF YOUR CELL PHONES UPON ENTERING THE MEETING

1. **CALL TO ORDER**

2. **ROLL CALL (CDAC)**

Sue Hawthorne, Chairperson
Clementine Bonner Klein, Vice Chair
John Francis
Rebecca Pieken
Francisco Diaz

3. **PUBLIC COMMENT**

A. **PUBLIC COMMENT ON THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)**

PURPOSE: The purpose of this item is for the CDAC to make comment on, as well as receive public comment on the Consolidated Annual Performance and Evaluation Report (CAPER).

RECOMMENDATION: It is recommended that the CDAC make comment as well as receive public comment on the CAPER.

4. **APPROVAL OF MINUTES**

August 16, 2017

A. **August 16, 2017**

5. **OLD BUSINESS**

6. **NEW BUSINESS**

A. **CONDUCT CDBG COMMUNITY NEEDS ASSESSMENT WORKSHOP**

PURPOSE: The purpose of this item is to get community input on Seaside's Community Needs.

RECOMMENDATION: It is recommended that the CDAC host the workshop to help

determine the priority needs for 2018-2019 and 2019-2020 CDBG funding.

7. **REVIEW LONG RANGE CALENDAR**

A. **REVIEW THE LONG RANGE CALENDAR AND MAKE ADJUSTMENTS IF NECESSARY**

8. **REPORTS FROM COMMITTEE MEMBERS**

9. **REPORTS BY STAFF**

10. **ADJOURNMENT**

Next Regularly Scheduled Meeting:
October 18, 2017
6:30 PM

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, they are asked to contact the City Clerk at 899-6707 no fewer than two business days prior to the meeting to allow reasonable arrangements. The City Council chamber is equipped with a portable microphone and assisted listening devices are available at all meetings.

City Council 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://cyp.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																		
CITY OF SEASIDE				OLDEMEYER CENTER 986 HILBY AVE																
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE				REGULAR MEETING AUGUST 16, 2017																
				6:30 P.M.																
1.	CALL TO ORDER AT –																			
2.	ROLL CALL – ESTABLISHMENT OF QUORUM																			
	MEMBERS	Sue Hawthorne, John Francis, Sharrline Napoleon, Jessica Piombo, Rebecca Pieken, Clementine Bonner Klein																		
	PRESENT:	Bonner Klein, Francis, Pieken																		
	ABSENT:	Hawthorne, Diaz																		
3.	PUBLIC COMMENT – None																			
	APPROVAL OF MINUTES																			
4.	July 19, 2017 <i>On motion by Member Francis and Seconded by Member Pieken, and carried by the following vote, the CDAC approved the Meeting Minutes for July 19, 2017.</i> <table><tr><td>AYES</td><td>3</td><td>COMMITTEE MEMBERS</td><td>Bonner Klein, Francis, Pieken</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>2</td><td>COMMITTEE MEMBERS</td><td>Hawthorne, Diaz</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>				AYES	3	COMMITTEE MEMBERS	Bonner Klein, Francis, Pieken	NOES	0	COMMITTEE MEMBERS	None	ABSENT	2	COMMITTEE MEMBERS	Hawthorne, Diaz	RECUSED	0	COMMITTEE MEMBERS	None
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RECUSED	0	COMMITTEE MEMBERS	None																	
5.	OLD BUSINESS																			
	A. UPDATE ON 4 TH QUARTER 2016-2017 CDBG SUBRECIPIENT ACTIVITY Patrice Clemens, MBI, gave the CDAC a rundown of the 2016-2017 fourth quarter report. All five public service organizations have submitted their fourth quarter reports and year end narratives. All have sufficiently met or exceeded program goals. All of the \$69,885 CDBG funds allocated for public services in 2016-2017 have been reimbursed to the organizations.																			

	B. UPDATE ON HUD PROCESSING/APPROVAL OF 2017-2018 ANNUAL ACTION PLAN The 2017-2018 Annual Action Plan for the City of Seaside was submitted to HUD for approval on June 28, 2017, well in advance of the revised August deadline. The San Francisco Field Office of HUD recommended several minor clerical revisions to the plan, but most importantly advised the staff liaison that the unexpected Program Income received during May 2017 was not eligible for inclusion into the formula for calculating CDBG administrative costs for the following year and as a result, the recalculation would increase the amount of funding available for the three capital projects and would need to be adjusted equally per the contingency language approved by the City Council on June 15, 2017. The Public Service subrecipients did not require any additional adjustment from what was submitted to HUD. The recommended adjustments were made into the Intergrated Disbursement and Information System (IDIS) for HUD's approval on August 9, 2017.
6.	NEW BUSINESS
	A. PREVIEW OF THE 2016-2017 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) The publication of the notice of CAPER publication and the Annual Planning Notice will appear on the August 31, 2017 edition of the Monterey County Weekly. The public comment period will begin September 6, 2017 and conclude on September 21, 2017 with the Public Hearing. B. UPDATE ON AFFIRMATIVELY FURTHERING FAIR HOUSING ACTIVITIES The City of Seaside is participating in a regional Assessment of Fair Housing project as mandated by HUD. The assessment must be completed prior to start the next Consolidated Plan and will be coordinated by Monterey County, The Cities of Salinas, Seaside and Monterey and the Housing Authority of Monterey County as recipients of HUD funding. The City of Salinas is the lead agency for this project. The City of Salinas issued an RFP for a consultant for this project and a total of six proposals were received by the August 7, 2017 deadline and are posted on the City of Salinas website. Staff from the participating agencies are planning to meet later this month to go over the RFP's together and determine the next steps. C. UPDATE ON CONTRACTED SERVICES WITH MICHAEL BAKER INTERNATIONAL FOR CDBG PROGRAM ADMINISTRATION ASSISTANCE.

	Sharon Mikesell, Staff, updated the CDAC on the renewal of the contract with Michael Baker International. Patrice Clemons, MBI, will be attending four meetings a year including the Annual Community Needs Workshop during the next meeting, September 20, 2017. D. DISTRIBUTION OF BOARDS & COMMISSIONS HANDBOOKS TO CDAC MEMBERS The City of Seaside has many different Boards and Commissions. The City Council has approved a handbook for distribution for all members to clarify duties and expectations by the City Council for the appointed members.																
7.	REVIEW OF LONG RANGE CALENDAR No changes were made to the Long Range Calendar. Member Bonner Klein informed the CDAC of the possibility of her absence at the next meeting due to maternity.																
8.	REPORTS BY STAFF Sharon Mikesell, Staff, reported the following to the CDAC: August 19, 2017 – Seaside Sea Stars volunteer group will be cleaning up at Fernando Park from 10am-11am. August 25, 2017 – Hot cars, cool nights the last car show of this year																
9.	ADJOURNMENT 7:15p.m. <u>On motion by Member Pieken and Seconded by Member Francis and carried by the following vote, the CDAC adjourned the meeting at 7:15 p.m.</u> <table><tr><td>AYES</td><td>3</td><td>COMMITTEE MEMBERS</td><td>Bonner Klein, Francis, Pieken</td></tr><tr><td>NOES</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr><tr><td>ABSENT</td><td>2</td><td>COMMITTEE MEMBERS</td><td>Hawthorne, Diaz</td></tr><tr><td>RECUSED</td><td>0</td><td>COMMITTEE MEMBERS</td><td>None</td></tr></table>	AYES	3	COMMITTEE MEMBERS	Bonner Klein, Francis, Pieken	NOES	0	COMMITTEE MEMBERS	None	ABSENT	2	COMMITTEE MEMBERS	Hawthorne, Diaz	RECUSED	0	COMMITTEE MEMBERS	None
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RECUSED	0	COMMITTEE MEMBERS	None														

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CITY OF SEASIDE
Community Development Advisory Committee (CDAC)
Long Range Calendar
July 2017- – June 2018

July CDAC Meeting Orientation Presentation Elect Officers Status of AAP	July 19, 2017
Staff draft Consolidated Annual Performance & Evaluation Report (CAPER)	July and August
AAP Due to HUD with appropriate attachments/certifications	August 15, 2017
Funding Approval Document received and contract documents to sub recipients	August-upon HUD approval of AAP
August CDAC Meeting - CAPER preview - Discuss 2016-2017 CDBG Subrecipient Monitoring Schedule - Fourth Quarter (Apr-Jun) and Annual Program Reports	August 16, 2017
Annual Planning Notice & Notice of CAPER Publication - notice of community workshop	August 31 2017
Draft CAPER publication (15 day comment)	September 6, 2017
September CDAC Meeting and Community Workshop - Annual Community Needs Assessment Workshop - There WILL be a FULL application process this year	September 20, 2017
City Council public hearing CAPER	September 21, 2017
CAPER due to HUD	September 30, 2017
October CDAC Meeting - Annual Priority Needs - Update of Affirmatively Furthering Fair Housing/Countywide Collaboration efforts	October 18, 2017
City Council - informational item to present the needs identified at the September workshop and discuss the annual process/two year cycle (this may be optional)	November 2, 2017
November CDAC Meeting/MANDATORY PROPOSAL WORKSHOP Also: First Quarter Program Report (Jul-Sep) Follow up to public service monitoring	November 15, 2017
December CDAC Meeting (if needed)	December 20, 2017
PROPOSALS DUE FOR 2018-2020 Public Service and City/Subrecipient Projects	January 12, 2018 at 5PM
January CDAC Meeting - Discuss mid-year re-allocation (if needed) - Distribute Proposals	January 17, 2018
February CDAC Meeting Second Quarter Program Report (October-December) Review of ranking of applications for 2018-2020	February 21, 2018
Administrative draft Annual Action Plan to CDAC	March 16, 2018
March CDAC Meeting Review AAP and recommend to start Public Comment Period/City Council approval process	March 21, 2018
Advertisement to run for Annual Action Plan/Public Hearing for AAP	April 6, 2018,
April CDAC Meeting (likely to be cancelled)	April 18, 2018
City Council - present CDAC recommendations for annual Action Plan	April 19, 2018

City Council – public hearing - adopt annual Action Plan	May 3, 2018
Action Plan Due to HUD	May 15, 2018
May CDAC Meeting - 3rd Quarter sub recipient reports - Update on CDBG program/AFH	May 16, 2018
June CDAC Meeting (if needed) - Elections	June 20, 2018
<i>Conditional notice of awards to Subrecipients</i>	<i>TBD</i>

Subject to Change