A G E N D A
CITY OF SEASIDE
COMMUNITY DEVELOPMENT
ADVISORY COMMITTEE

SPECIAL MEETING
Seaside Creates Office
656 Broadway Ave
Wednesday, September 18, 2019
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Sue Hawthorne	Chairperson
Lanny Olis	Co-Vice Chairperson
David Prina	Co-Vice Chairperson
Illona Cooper	Committee Member
Hamish Tyler	Committee Member

3. PUBLIC COMMENT

A. THE CDAC WILL TAKE PUBLIC COMMENT REGARDING THE CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT. (CAPER). THE PUBLIC HEARING FOR THE CAPER WILL BE HELD THURSDAY SEPTEMBER 19.

RECOMMENDATION: It is recommended that the CDAC receive comments and include them with the submittal of the CAPER as required by the US Department of Housing and Urban Development. The CAPER will be submitted to HUD no later than September 30, 2019.

4. APPROVAL OF MINUTES

A. APPROVAL OF THE REGULAR MEETING MINUTES FROM AUGUST 21, 2019

5. COMMUNITY NEEDS WORKSHOP

6. ADJOURNMENT

Next Regularly Scheduled Meeting:
October 16, 2019
6:30 p.m.

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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		SEASIDE CREATES 656 BROADWAY AVE
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE		REGULAR MEETING AUGUST 21, 2019
		6:30 P.M.

1. CALL TO ORDER AT – 6:30 p.m.

2. ROLL CALL – ESTABLISHMENT OF QUORUM

MEMBERS	Sue Hawthorne, Lanny Olis, David Prina
PRESENT:	Hawthorne, Olis, Prina
ABSENT:	None

3. PUBLIC COMMENT –

Peter Jessy, Legal Services for Seniors expressed his appreciation for the service of the CDAC.

APPROVAL OF MINUTES

4.

A. REGULAR MEETING MINUTES FROM JULY 17, 2019

On motion by Committee Member Prina and seconded by Committee Member Olis,and carried out by the following vote, the CDAC approved the Regular Meeting minutes from the July 17, 2019 meeting.

AYES	3	Hawthorne, Olis, Prina
NOES	0	None
RECUSED	0	None

OLD BUSINESS

5.

None

6. NEW BUSINESS

A. FOURTH QUARTER REPORT AND PREVIEW OF THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Each year, all CDBG grant recipients are required to submit a CAPER report.

The report must be submitted in the Integrated Disbursement and Information

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System (IDIS) using their mandated format. The report is a comprehensive review of all activities performed using CDBG funds over the past fiscal year. Subrecipient reporting interfaces with the IDIS system through their submittals in the City Data Services data management software contracted by the City of Seaside.

The CAPER is a way to celebrate the accomplishments of the previous year's program and document successes as well as progress and/or any challenges with activities not yet completed.

City staff members, Sharon Mikesell and Julio Cisneros attended the HUD webinar "Best Practices for Setting Up and Completing the CAPER" on July 30, 2019.

All eight public service subrecipients completed their activities.

The Boys and Girls Club completed their renovations. The Del Monte Manor Playground and the Security System were installed and the projects are complete, The City of Seaside completed the microbusiness assistance project. Community Human Services has started their plumbing project has taken a partial reimbursement for funds expended and plans to be complete during first quarter 2019-2020. The Cutino Park ADA equipment was partially installed, some of it was rejected for quality and sent back for replacement and expected to be installed first quarter 2019-2020. The Wanda Sidewalk project has not yet begun and has been flagged by HUD as being possibly at risk as no funds have been drawn yet. Administration funds have been drawn to the cap amount. The City of Seaside's overall program has met timeliness guildelines.

The CAPER Report is currently being drafted and will be published for public review on September 9, 2019. The notice of the CAPER public review will be published in the Monterey County Weekly in both English and Spanish on September 5, 2019. The Public Hearing will be held during the City Council meeting on September 18 and the document and a summary of any public comments must be submitted electronically to HUD no later than September 30, 2019.

B. DISCUSS SEPTEMBER COMMUNITY NEEDS WORKSHOP INCLUDING STRATEGIC OUTREACH

The annual Community Needs Assessment workshop is scheduled for September 18, 2019 at Seaside Creates during the regularly scheduled CDAC meeting.

The CDAC mentioned during the July meeting that they would like to take a more active role in the activities during the workshop as well as the outreach efforts.

The workshop will be noticed in the Monterey County Weekly in both English and Spanish on September 5, 2019/

The CDAC is encouraged to discuss other methods of promoting the event as well as interactive activities for the participants which can include the brainstorming board, dot placement for ideas or areas on maps, etc.

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	Agencies that receive HUD funding are encouraged to promote information to prevent exposure to lead paint including the brochure available at: https://www.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf
7.	**REVIEW LONG RANGE CALENDAR** *On motion by Committee Member Prina and seconded by Committee Member Olis,and carried out by the following vote, the CDAC approved to schedule the September Annual Community Needs Assessment Workshop as a Special meeting to begin at 6pm.* AYES 3 Hawthorne, Olis, Prina NOES 0 None RECUSED 0 None
8.	**REPORTS BY COMMITTEE MEMBERS** The CDAC has nothing to report at this time
9.	**REPORTS BY STAFF** Staff has nothing to report at this time
10.	**ADJOURNMENT 7:06 p.m.** *On motion by Committee Member Prina and seconded by Committee Member Olis,and carried out by the following vote, the CDAC adjourned the regular meeting at 7:06 p.m.* AYES 3 Hawthorne, Olis, Prina NOES 0 None RECUSED 0 None

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