



**City of Menifee
Menifee Citizens Advisory Committee (MCAC)
Meeting Agenda
Tuesday, April 26, 2016**

**City Council Chambers
29714 Haun Road
Menifee, CA 92586**

6:00 p.m. Regular Meeting

THE PURPOSE OF THE MENIFEE CITIZENS ADVISORY COMMITTEE MEETINGS ARE TO CONDUCT THE CITY'S BUSINESS

PLEASE SEE OUR DECORUM POLICY NOTES AT THE END OF THIS AGENDA

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. PRESENTATIONS**

None.

- 5. APPROVAL OF MINUTES**

February 25, 2016

- 6. AGENDA APPROVAL OR MODIFICATION**
- 7. PUBLIC COMMENTS (non-agenda items only)**

- 8. DISCUSSION ITEMS**

- 8.1. Proposed CDBG 2016/2017 Program Year Annual Action Plan Projects & Activities**

- Review and receive summary all projects/activities included as part of Program Year 2016/2017 Community Development Block Grant (CDBG) Program.

- 9. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

- 10. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

Items Scheduled for Future Agendas:

11. ADJOURNMENT

Decorum Policy Notes

Please use a speaker request form when you wish to address the Committee

The Committee anticipates and encourages public participation at its Committee meeting, both on agenda items and during the public comments period. Please use respect by not having your cell phones on, refrain from talking in the audience or outbursts that may be disruptive. While we encourage participation, we ask there be a mutual respect for the proceedings.

Staff Reports

Materials related to an item on this Agenda, including those submitted to the Committee after distribution of the agenda packet, and are available for public inspection by contacting Jen Allen, Deputy City Clerk, at (951) 672-6777 during normal business hours.

Compliance with the Americans with Disabilities Act

If you need special assistance to participate in this meeting, you should contact Jennifer Allen, Deputy City Clerk, at (951) 672-6777. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

**City of Menifee Citizens Advisory Committee (MCAC)
Regular Meeting Minutes
February 25, 2016**

1. CALL TO ORDER

Committee Chair Gloria Sanchez called the meeting to order at 6:00 PM.

2. ROLL CALL

Present were: Committee Chair Gloria Sanchez, Committee member Tom Giedroyce, Committee member Robert P. Karwin, Committee member Ken Woytek, Committee member Elgin Datcher, and Management Analyst Margarita Cornejo. Absent were: Committee Vice Chair Marty Rosen and Committee member Karla Monroy.

3. FLAG SALUTE

4. PRESENTATIONS

None.

5. APPROVAL OF MINUTES

5.1. February 11, 2016 Meeting

Motion to approve the minutes of the February 11, 2016 meeting was made by Committee member Karwin.

Motion was seconded by committee member Giedroyce.

Motion was unanimously approved.

6. AGENDA APPROVAL OR MODIFICATION

None.

7. PUBLIC COMMENTS (non-agenda items only)

None.

8. DISCUSSION ITEMS

8.1. Discussion of Upcoming CDBG 2016-17 Public Services Application Review and Recommendation to Council

- Review and discuss funding recommendations for upcoming Program Year 2016-17 Community Development Block Grant (CDBG) Public Services Projects/Activities.

Management Analyst Margarita Cornejo provided a summary of the City's Community Development Block Grant Program (CDBG) and public services component. Ms. Cornejo provided a summary of annual notification and application process, eligibility review, and role of MCAC with respect to funding recommendations for City Council's consideration during Public Hearing held in May.

Ms. Cornejo provided scoring guidelines and matrix for committee's use and reference when evaluating program applicants for the upcoming 2016-17 Program Year. Ms. Cornejo also explained public services applicants (non-profit organizations and eligible entities) would be provided with five minutes to address committee regarding their application.

Presentations were received from the following organizations:

- Assistance League of Temecula Valley
- Boys and Girls Club of Menifee Valley
- City of Menifee Community Services Department
- City of Menifee Public Works/Engineering Department
- Equu8 Therapeutic Riding and Horsemanship School
- Habitat for Humanity
- Family Service Association
- Hospice of the Valleys
- Lake Menifee Women's Club
- Menifee Valley Community Cupboard
- Path of Life Ministries
- STAT Horse Sanctuary
- Vivid Hollistic Wellness

Committee reviewed and discussed public services applications, and subsequently provided funding recommendations to be included as part of Draft Annual Action Plan prepared and presented for City Council's consideration.

9. COMMUNITY SERVICES DIRECTOR COMMENTS

None.

10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES

None.

11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:

Items Scheduled for Future Agendas:

12. ADJOURNMENT

Committee Chair Sanchez adjourned the meeting at 8:30 pm.

Margarita Cornejo, Management Analyst

CITY OF MENIFEE

**REVIEW OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM YEAR 2016-17 PROJECTS AND ACTIVITIES**

MEETING DATE: April 26, 2016

TO: Committee Chair and Committee

PREPARED BY: Margarita Cornejo, Management Analyst

REVIEWED BY: Bruce Foltz, Finance Director

SUBJECT: Review of Community Development Block Grant (CDBG)
Projects and Activities for Program Year 2016-17 Annual
Action Plan

RECOMMENDED ACTION

That the MCAC review and receive summary of all projects and activities included as part of the City of Menifee Community Development Block Grant (CDBG) Program Year 2016-17 for City Council's consideration at May 4, 2016 Public Hearing.

DISCUSSION

The City of Menifee elected to become a Community Development Block Grant (CDBG) entitlement jurisdiction beginning July 1, 2012. This entitlement status enables the City to receive funds directly from the federal Department of Housing and Urban Development (HUD) for distribution and expenditure within the City, and allows the City Council to have greater control of the use of the funds and ensure greater accountability to Menifee residents. Program Year 2016-17 will be the fourth year the City of Menifee participates within the CDBG Program as an entitlement community.

As a recipient of annual CDBG grant funds, the City assists with the enhancement and support of low to moderate income populations within the City of Menifee through delivery of various programs and activities.

There are three main components to Menifee's CDBG program: Public Services, Planning and Administration, and Projects and Programs. The amount of funding allocated to each component is established by federal regulation.

Menifee's 2016-17 CDBG allocation will be \$482,471, per correspondence with HUD, and will be distributed as follows:

Public Services: (15 percent of grant)	\$72,370
Planning/Administration: (20 percent of grant)	\$96,494
Senior Minor Home Repair Program, Community Facilities and Infrastructure Projects:	\$313,607

Each year the City must prepare and submit to HUD an Annual Action Plan which identifies all the programs/activities to be completed in the upcoming program year, which runs from July 1st to June 30th. The Annual Action Plan is formally approved by City Council at a Public Hearing typically held at the first City Council meeting in May.

The Annual Action Plan will generally include the following main categories of activities/programs:

- * Planning & Administration (20% Cap)
- * Fair Housing Services (Mandatory for Participation)
- * Housing (Senior Minor Home Rehabilitation Grant Program)
- * **Public Facilities/Infrastructure Projects**
- * **Public Services (15% Cap)**

With respect to the public services component of the City's CDBG Program, a total of fifteen (15) applications were received on or before January 22, 2016. All fifteen (15) applications received included eligible public services within the CDBG Program. The Menifee Citizens Advisory Committee met on February 11, 2016 and subsequently on February 25, 2016 to review and determine funding recommendations for Council's consideration during the adoption of the final Annual Action Plan in May. A total of seven (7) public services projects were recommended for funding, for a total of \$72,370, as follows:

Assistance League of Temecula Valley:	
Operation School Bell	10,000
Boys & Girls Club of Menifee Valley:	
Before & After School Scholarship Program	10,000
Family Service Association:	
More Than A Meal Program	10,000
Habitat for Humanity:	
Brush with Kindness Program	10,000
Hospice of the Valleys:	
Senior Assistance Program	10,000
Lake Menifee Women's Club:	
Santa's Workshop/Spark of Love	10,000
Menifee Valley Community Cupboard:	
Emergency Food Distribution Program	12,370

Additionally, HUD requires that each entitlement jurisdiction provide fair housing services. The services may be funded from the Administration account or the Public Services account. The City has decided it will continue to use its Planning/Administration account for these services to retain a larger pool of funds in the Public Services account. Therefore, although the Fair Housing Council has submitted an application for a Public Services grant for 2016-17, it was removed from consideration under public services, and will be funded in the amount of \$21,012 from the Planning/Administration account.

The City has included the Senior Minor Home Rehabilitation Grant Program (\$120,000) as part of the 2016-17 Annual Action Plan. The program provides up to \$10,000 (lifetime) in grant funds for emergency repairs to income eligible senior residents (62+ years old), and is reflective of the objectives identified in the City's inaugural Consolidated Plan developed in 2012.

Lastly, the following two (2) capital projects: The Quail Valley- Goetz Road Pedestrian/ Sidewalk Improvements Project (\$65,000) and Patio Homes Neighborhood (ADA Ramps Improvements) Resurfacing Project (\$128,607) have been included as part of the proposed 2016-17 Projects and Activities. The projects would include the addition of a ADA ramps improvements and/or sidewalk improvements within income eligible target areas of the City.

A summary of the proposed 2016-17 Annual Action Plan Projects & Activities has been prepared for the MCAC's reference. The proposed projects and activities are incorporated into the Draft Annual Action Plan available for public review/comment for a 60 day period, concluding with a Public Hearing scheduled for May 4, 2016 at 7:00 pm.

FISCAL IMPACT

None

ATTACHMENTS

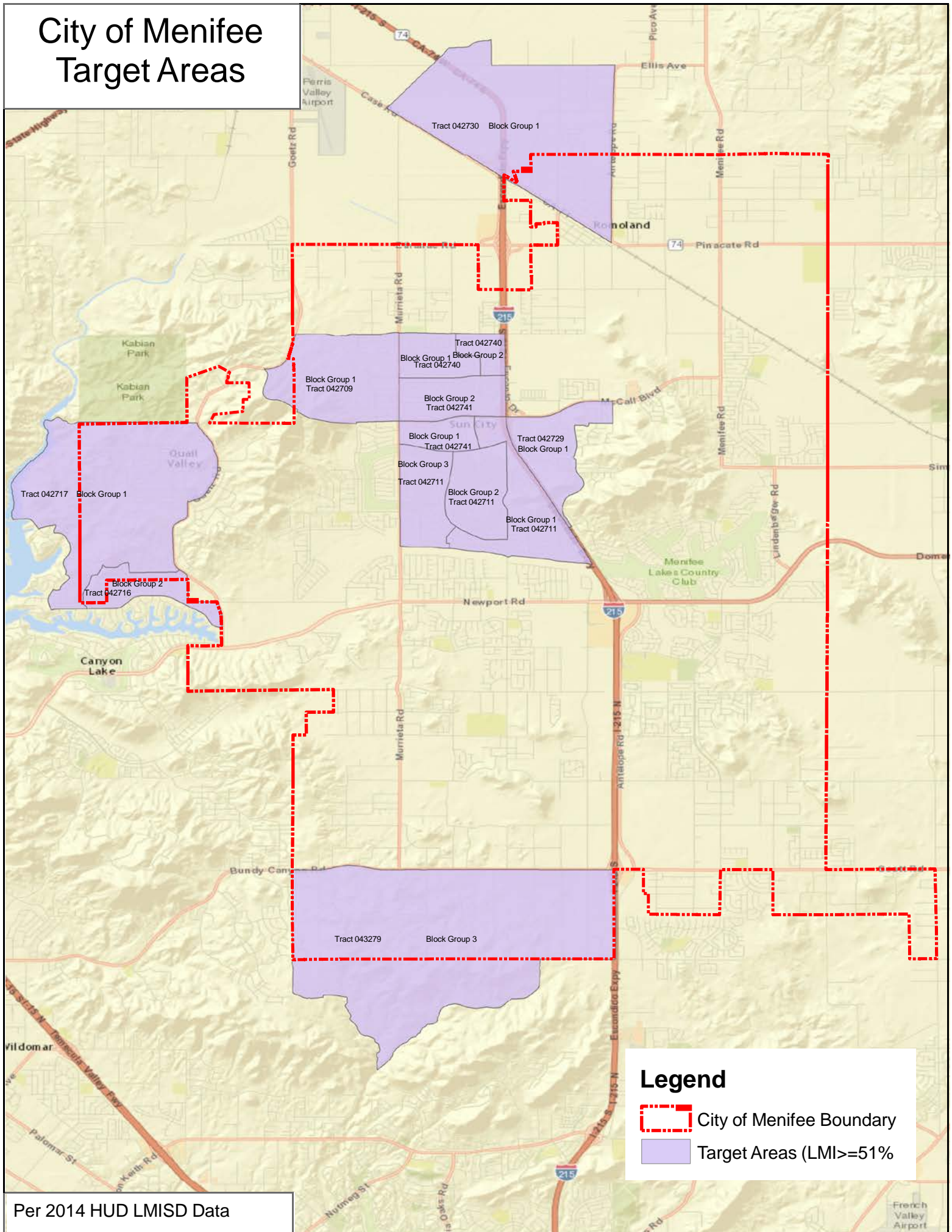
City of Menifee: CDBG Proposed 2016-17 Annual Action Plan Projects & Activities

City of Menifee CDBG
 Program Year 2016-2017
 Proposed 2016-2017 Annual Action Plan Projects & Activities

Annual Allocation per HUD Allocation Announcement (2/18/2016): \$ 482,471

<u>Description</u>		<u>National Objective</u>	<u>Notes</u>
Planning & Administration (20% Maximum Cap)	\$96,494		
Administration	75,482	N/A	
Fair Housing Services	21,012	N/A	Required as part of participation in CDBG.
Minor Home Rehabilitation Grant Program	120,000	Benefit to Low- and Moderate- Income Persons	Housing Activities City-wide with Low Moderate Clientele (LMC) documentation <i>Based on MCAC recommendations from 2/25/2016 meeting.</i>
Public Services (15% Maximum Cap)	72,370		
Assistance League of Temecula Valley:		Benefit to Low- and Moderate- Income Persons	City-wide with Low Moderate Clientele (LMC) documentation
Operation School Bell	10,000		
Boys & Girls Club of Menifee Valley:		Benefit to Low- and Moderate- Income Persons	City-wide with Low Moderate Clientele (LMC) documentation
Before and Afterschool Scholarship Program	10,000		
Family Service Association (FSA):		Benefit to Low- and Moderate- Income Persons	City-wide with Low Moderate Clientele (LMC) documentation
More Than A Meal Program	10,000		
Habitat For Humanity:		Benefit to Low- and Moderate- Income Persons	City-wide with Low Moderate Clientele (LMC) documentation
Brush with Kindness Program	10,000		
Hospice of the Valleys:		Benefit to Low- and Moderate- Income Persons	City-wide with Low Moderate Clientele (LMC) documentation
Senior Assistance Program	10,000		
Lake Menifee Womens Club:		Benefit to Low- and Moderate- Income Persons	City-wide with Low Moderate Clientele (LMC) documentation
Santa's Workshop/Spark of Love	10,000		
Menifee Valley Community Cupboard:		Benefit to Low- and Moderate- Income Persons	City-wide with Low Moderate Clientele (LMC) documentation
Emergency Food Distribution Program	12,370		
Public Facilities/Infrastructure Projects:			
Quail Valley- Goetz Road Pedestrian/Sidewalk Improvements Project	65,000	Benefit to Low- and Moderate- Income Persons	Income eligible LMI target area (see target map)
Patio Homes Neighborhood (ADA Ramps Improvements) Resurfacing Project	128,607	Benefit to Low- and Moderate- Income Persons	Income eligible LMI target area (see target map)
Total	\$482,471		

City of Menifee Target Areas



Legend

- City of Menifee Boundary
- Target Areas (LMI >= 51%)

Per 2014 HUD LMISD Data