



**City of Menifee  
Menifee Citizens Advisory Committee (MCAC)  
Meeting Agenda  
Tuesday, February 21, 2017**

**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**

**5.1. January 31, 2017 Meeting**

**6. AGENDA APPROVAL OR MODIFICATION**

**7. PUBLIC COMMENTS (non-agenda items only)**

**8. DISCUSSION ITEMS**

**8.1. Discussion of Upcoming CDBG 2017/2018 Public Services Application Review and Recommendations to Council**

- Meeting #2 to review and discuss funding recommendations for upcoming Program Year 2017-2018 Community Development Block Grant (CDBG) Public Services Projects/Activities

**9. FINANCE DIRECTOR COMMENTS**

**10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

**11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

**Items Scheduled for Future Agendas:**

**12. 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  
Menifee Citizens Advisory Committee (MCAC)  
Regular Meeting Minutes  
February 2, 2017**

**1. CALL TO ORDER**

Committee Chair Gloria Sanchez called the meeting to order at 3:00 PM.

**2. ROLL CALL**

Present were: Committee Chair Gloria Sanchez, Committee Vice-Chair Marty Rosen, Committee member Altie Holcomb, Committee member Randy Madrid, Committee member Robert Karwin, Committee member Ken Woytek, Committee member Elgin Datcher, and Senior Administrative Analyst Allen Yun and Finance Director Bruce Foltz.

Absent were: Committee member Tabitha Tusan.

**3. FLAG SALUTE**

**4. PRESENTATIONS**

None.

**5. APPROVAL OF MINUTES**

**December 12, 2016**

Motion to approve minutes of December 12, 2016 was made by Committee Vice-Chair Rosen.

Motion was seconded by Committee member Karwin.

Motion was unanimously approved.

**6. AGENDA APPROVAL OR MODIFICATION**

As posted.

**7. PUBLIC COMMENTS (non-agenda items only)**

None.

**8. DISCUSSION ITEMS**

**8.1. Discussion of Upcoming CDBG 2017/2018 Public Services Application Review and Recommendations to Council**

- Meeting #1 to review and discuss funding recommendations for upcoming Program Year 2017-2018 Community Development Block Grant (CDBG)

Senior Administrative Analyst, Allen Yun, provided a brief presentation on the CDBG process and components with respect to the City of Menifee. Mr. Yun presented the committee with 13 public service applications for the committee to review and evaluate during the next meeting. It was brought to the committee's attention that application #11 and #13 did not meet the full qualifications of the application process.

Vice-Chair Marty Rosen, made a motion to disqualify application #11, Valley Wide Park and Recreation District because they failed to attend the mandatory workshop on December 9, 2016.

Motion was seconded by Randy Madrid.

Motion passed by the following votes: (Approved 7 yes, 0 no, 1 absent.)

Ayes: Sanchez, Rosen, Holcomb, Madrid, Karwin, Woytek, Datcher

Nyes: None

Absent: Tusant

Committee Member Altie Holcomb, made a motion to disqualify application #13, City of Menifee Community Services Department for failure to submit their application by the mandatory due date and time of January 9, 2017 at 12:00 Noon.

Motion seconded by Madrid

Motion passed by the following votes: (approved 6 yes, 1 no, 1 absent).

Ayes: Sanchez, Rosen, Holcomb, Madrid, Karwin, Datcher

Nyes: Woytek

Absent: Tusant

Committee began preliminary discussion of the 2017-2018 public service applications. Final discussion and funding recommendations to be concluded at the MCAC #2 meeting: February 21, 2017 @ 6 PM.

## **9. DIRECTOR COMMENTS**

Finance Director Foltz announced that the City had made an offer to hire a replacement for the vacant position of the CDBG coordinator.

## **10. COMMITTEE MEMBER REPORTS ON COMMITTEE ACTIVITIES**

None.

## **11. FUTURE AGENDA REQUESTS FROM COMMITTEE MEMBERS:**

**Items Scheduled for Future Agendas:**

## **ADJOURNMENT**

Committee Chair Sanchez adjourned the meeting at 4:00 pm.

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Allen Yun, Senior Administrative Analyst

# CITY OF MENIFEE

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## COMMUNITY DEVELOPEMENT BLOCK GRANT (CDBG) PROGRAM YEAR 2017/18 PUBLIC SERVICES FUNDING RECOMMENDATIONS

MEETING DATE: February 21, 2017  
TO: Mayor and City Council  
PREPARED BY: Edna I. Lebrón, Sr. Administrative Analyst  
REVIEWED BY: Bruce Foltz, Finance Director

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### **RECOMMENDED ACTION**

That the MCAC finalize review and discussion of funding recommendations for City Council's consideration with respect of the City of Menifee Community Development Block Grant (CDBG) Program Year 2017/18 Public Services programs/activities.

### **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 expenditures 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 2017/18 will be the sixth 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 Service, Planning & Administration, and Projects & Programs. The amount of funding allocated to each component is established by federal regulations. While final allocations amounts for each CDBG participant have not yet been finalized at the federal level, HUD has recommended using prior years' historical allocations as a budget reference when preparing for the 2017/18 Program Year. Menifee's 2016/17 CDBG allocation was \$482,471, and was distributed as follows:

Public Services: (15% of grant)	\$72,370
Planning/Administration: (20% of grant)	\$96,494
Senior Minor Home Repair Program:	\$120,000
Community Facilities and Infrastructure Projects:	\$193,607

## **BACKGROUND**

On November 21, 2016, the City posted and published the availability of the Public Services Application Booklet for 2017/18. On December 21, 2016, a Community Needs Assessment and a mandatory Public Services Application Assistance Workshop was held at City Hall. Interested organization attended the meeting to discuss the City's CDBG program and the process for applying for a Public Services grant, as well as opening the meeting to the public at large to understand the City's CDBG program.

A total of thirteen (13) applications were received on or before the deadline of 12 pm; January 9, 2017. Of these applications, eleven (11) met the HUD established criteria for eligibility.

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.

## **APPLICATION RECOMMENDED FOR FUNDING**

Staff recommends the MCAC review and discuss funding recommendations for City Council's consideration with respect of the City of Menifee Community Development Block Grant (CDBG) Program Year 2017/18 Public Services programs/activities. A scoring guide with important factors for consideration is provided for the MCAC's use in review and discussion of funding recommendations.

There are eleven (11) applicants for MCAC's review/consideration:

1. Assistance League of Temecula Valley
2. Boys & Girls Club of Menifee Valley
3. The Concern, Inc.
4. Family Service Association (FSA)
5. Habitat for Humanity
6. Hospice of the Valleys
7. Menifee Valley Community Cupboard
8. Path of Life Ministries
9. Riverside County Coalition for Alternative to Domestic Violence (ADV)
10. SAFE Alternatives for Everyone
11. YESplace

The details of the applications are shown in attached submissions and summarized in 2017/18 Menifee CDBG Public Services Applications Matrix attached. The total amount requested by the eleven (11) applicants totals \$215,000. Further, at the direction of HUD staff recommends a minimum grant amount of \$10,000 award to each organization due to the large amount of paperwork and administration involved in the program. Therefore, there is not enough funding available to fund all eleven (11) organizations at the requested amounts. Therefore, MCAC has two (2) options:

1. Select less than seven (7) programs from applications received to recommend to City Council for funding (at full funding request amounts);
2. Select seven (7) programs from applications received to recommend to City Council for funding (\$10,000 minimum each);

At the first MCAC meeting for the 2017/18, staff recommends the MCAC review the upcoming Program Year cycle, receive staff's summary report/presentation on internal review of submitted applications, scoring guidelines, and preliminary review/discuss funding recommendations for the public services component of the 2017/18 Annual Action Plan. Funding review/recommendations will be finalized at the February 21, 2017 MCAC meeting.

MCAC's recommendations for funding will be included in Menifee's Draft 2017/18 Annual Action Plan, which will be released for a 60-day public review on March 5, 2017. On May 4, 2017, City Council will hold a public hearing on the Draft Annual Action Plan. City Council has the authority to make changes to the Annual Action Plan. The Final Annual Action Plan will be adopted by City Council on May 4, 2017 and submitted subsequently to HUD for approval and funding.

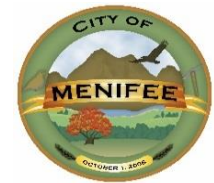
**FISCAL IMPACT**

None

**ATTACHMENTS**

City of Menifee: CDBG Public Services Scoring Guide  
2017/18 Menifee CDBG Public Services Applications Matrix  
2017/18 CDBG Public Services Application Packet (To be provided at Meeting)

City of Menifee  
 Community Development Block Grant (CDBG) Program  
 Program Year 2017/2018  
 Public Services: Scoring Guide



<u>Criteria</u>	<u>Description</u>	<u>Maximum Points</u>
<b>Need</b>	Level of need for proposed services within Menifee Community. Is there a strong need for this type of program/service in the community? Is there evidence of underserved population for particular service?	<b>10</b>
<b>Benefit</b>	Percentage (%) of Low Moderate Income Persons proposed to be served by program/service. Does the program primarily focus on providing service to Low Moderate Income persons (preferably Very Low and Low) aligning with purposes of CDBG Program? AT LEAST 51% of program participants must be Low Moderate Income Persons (LMI) to be eligible.	<b>10</b>
<b>Readiness</b>	Is the proposed Program ready for immediate implementation (existing already or ready to begin July 1, 2017)? Are all program policies/processes, program staffing, financial systems, etc. in place to be able to accommodate immediate implementation of programs? All public services programs/services must be completed by June 30, 2018.	<b>10</b>
<b>Applicant Capacity/ Past Performance</b>	Does the applicant have familiarity with CDBG and/or other similar grant programs? Does the applicant have familiarity/capacity to collect all required documentation (i.e. income certification), client file, progress report(s), reimbursement request(s)? Does the organization have experience with federal grants? Does the organization demonstrate financial stability to be funded as a reimbursement?	<b>10</b>
<b>Meets City Objectives</b>	Does the proposed program/services provided align with the identified City Objectives (see below for needs/objectives) identified by Community Needs Assessment/Consolidated Plan process.	<b>10</b>
<b>Total Points</b>		<b>50</b>



**City Objectives: (Public Services Needs Per Community Needs Assessment Survey completed during 2016-17**

**Crime Awareness and Prevention**

**Code Enforcement**

**Youth Services**

**Transportation Services**

**Senior Citizen Services**

**Services for Abused and Neglected Children**

