



**City of Menifee  
Menifee Citizens Advisory Committee (MCAC)  
Meeting Agenda  
Thursday, February 2, 2017**

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

**3:00 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. December 12, 2016 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 #1 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  
December 12, 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 Vice-Chair Marty Rosen, Committee member Tom Giedroyce, Committee member Randy Madrid, Committee member Robert P. Karwin, Committee member Ken Woytek, Committee member Elgin Datcher, and Management Analyst Margarita Cornejo, Senior Administrative Analyst Allen Yun, City Clerk Sarah Manwaring, Finance Director Bruce Foltz, and Administrative Coordinator Tara Magner, Absent were: Committee member Tabetha Tusant

**3. FLAG SALUTE**

**4. PRESENTATIONS**

None.

**5. APPROVAL OF MINUTES**

**August 22, 2016**

Motion to approve minutes of February 22, 2016 was made by Committee Vice-Chair Rosen.

Motion was seconded by Committee member Woytek.

Motion was unanimously approved.

**6. AGENDA APPROVAL OR MODIFICATION**

As posted.

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

None.

**8. DISCUSSION ITEMS**

**8.1. Menifee Citizen of the Year**

- Staff report on the City of Menifee Outstanding Citizen Award Program Nominees and selection of the 2016 City of Menifee Citizen of the Year

Management Analyst Margarita Cornejo provided staff report on the 2016 nominees for the City of Menifee Outstanding Citizen of the Year inaugurated effective May 2016 by City Council.

Administrative Coordinator Tara Magner provided additional information on nominees and general guidance for consideration during selection process.

After reviewing and discussing three (3) prospective nominees the MCAC committee elected to select Ms. Estella Cline with Habitat for Humanity as the 2016 Menifee Citizen of the Year to be formally recognized at an upcoming City Council meeting.

**8.2. CDBG 2017-2022 Consolidated Plan and 2017/2018 Program Year Annual Action Plan Update**

- Review and receive updates on 2017-2022 Consolidated Plan and 2017/2018 Annual Action Plan for the City's Community Development Block Grant Program
- Provide input as advisory committee for 2017-2022 Consolidated Plan development

Management Analyst Margarita Cornejo provided staff report on the process and updates for the City of Menifee's upcoming CDBG 2017-2022 Consolidated Plan and 2017/2018 Program Year Annual Action Plan, highlighting the program requirements, and the City's proposed strategy/approach to ensuring community participation and engagement during the development of the plans, and completed tasks to date.

Committee received preliminary results from community needs assessment and fair housing survey completed in the fall. Committee discussed results and provided feedback on needs identified, identifying addressing issues with homelessness.

**9. DIRECTOR COMMENTS**

None.

**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 8:00 pm.

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Margarita Cornejo, Management Analyst

## **CITY OF MENIFEE**

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**SUBJECT:** Community Development Block Grant (CDBG) Program  
Year 2017-2018 Public Services Funding Recommendations

**MEETING DATE:** February 2, 2017

**TO:** Committee Chair and Committee

**PREPARED BY:** Bruce Foltz, Finance Director

**REVIEWED BY:** Bruce Foltz, Finance Director

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### **RECOMMENDED ACTION**

That the MCAC preliminarily review and discuss funding recommendations for City Council's consideration with respect the City of Menifee Community Development Block Grant (CDBG) Program Year 2017-2018 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 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 2017-2018 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 Services, Planning and Administration, and Projects and Programs. The amount of funding allocated to each component is established by federal regulation.

Menifee's 2017-2018 CDBG allocation is estimated at \$482,471, per the prior year's allocation, 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 1<sup>st</sup> to June 30<sup>th</sup>. 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 estimated numbers in the previous page are based on the 2016-2017 allocation amount, as the 2017-2018 final allocation amount has not been released by HUD as of late January 2017.

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)**

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 2017-2018 it is removed from consideration under public services, and will be funded from the Planning/Administration account.

On November 21, 2016, the City posted and published the availability of the Public Services Application Booklet for 2017-2018. On December 21, 2016, a Community Needs Assessment and 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.

To be considered for funding for the 2017-2018 application cycle for all projects/programs/activities, all applicants were required to:

1. Attend the mandatory community needs assessment workshop on December 21, 2016 (only internal city departments were not required to attend, but were strongly encouraged to attend)

**AND**

2. All applications, internal and external applicants, were required to be submitted on or before January 9, 2017, 12:00 pm

As indicated in the application material, workshop, and public notice(s) published.

A total of twelve (12) public services program applications were received on or before the January 9, 2017, 12:00 pm deadline. One (1) application was received after the

posted noon submission deadline (Application #13, City of Menifee Community Services Department, received at 5:10pm). Additionally, there was one external applicant that did not attend the mandatory workshop (Application #11, Valley-Wide Recreation and Park District). It is staff's recommendation, that in part of its discussion, the MCAC collectively discuss and make a final determination on how to proceed with these two applications, as both failed to meet mandatory program application process requirements.

Staff recommends the MCAC review and discuss funding recommendations for City Council's consideration with respect the City of Menifee Community Development Block Grant (CDBG) Program Year 2017-2018 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 thirteen (13) applicants for MCAC's review/consideration:

1. Assistance League of Temecula Valley
2. Boys & Girls Club of Menifee Valley
3. Family Service Association (FSA)
4. Habitat for Humanity
5. Hospice of the Valleys
6. Menifee Valley Community Cupboard
7. Path of Life Ministries
8. Riverside Coalition for Alternatives to Domestic Violence
9. SAFE Alternatives for Everyone
10. The Concern Inc.
11. Valley-Wide Recreation and Park District
12. The YESPlace
13. City of Menifee Community Services Department

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 thirteen (13) applicants totals \$235,000. 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 thirteen (13) 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 2017-2018, 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 6, 2017 MCAC meeting.

MCAC's recommendations for funding will be included in Menifee's Draft 2017-2018 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 Extremely Low (30% or less) and Very Low (50% or less) aligning with purposes of CDBG Program? AT LEAST 51% of program participants must be Low Moderate Income Persons (LMI) to 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 program? 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 (ie income certification, income documents), client files, 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 completed so far during the 2017-2022 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 (Ordered by Vote Results)):**

- Crime Awareness and Prevention
- Code Enforcement
- Youth Services
- Transportation Services
- Senior Citizen Services
- Services for Abused and Neglected Children



Minimum Grant: \$10,000

The Concern Inc.	Valley-Wide Recreation and Park District	YESPlace	City of Menifee Community Services Department	Total
Outreach & Reassurance Program	Youth Scholarship Program	Menifee YESplace Young Entrepreneur Program	Community Services Scholarship Program	
Information and referral services; daily calls to at-risk clients. In home visits by qualified personnel (LVN, nurse) to at-risk seniors. Home delivery of food during holidays for homebound seniors.	Provides scholarships for sports and recreation programs for qualified low moderate income persons	Proposed program will provide youth mentoring services for Menifee youth, principally LMI youth, focused on providing education/seminars on business.	Community Services Scholarship Program provides scholarship opportunities for various community services programs to Low Moderate Income persons.	
Direct Benefit	LMI Clientele Direct Benefit	LMI Clientele Direct Benefit	LMI Clientele Direct Benefit	
Senior Services (05A)	Youth Services (05D)	Youth Services (05D)	Public Services (General) (05)	
Senior Services	Youth Services	Youth Services	Public Services	
\$200,000	\$10,000	\$60,000	\$10,000	
40000	150	200	100	
42 Years	26 Years	19 Years	1 Year	
3 Years	2 Years	0 Years	1 Year	
8 Employees	1 full time staff	51 Employees	12 staff members	
Yes	Yes	Yes	Yes	
Returning	Returning	New	Returning	
501(c)(3)	Recreation and Park District	501(c)(3)	City/Unit of Local Government	
<b>\$50,000</b>	<b>\$10,000</b>	<b>\$30,000</b>	<b>\$10,000</b>	<b>\$235,000</b>