

**City of Seaside**  
**Community Development Advisory Committee (CDAC)**  
**Membership Handbook**

**A. Purpose and Intent**

The Community Development Advisory Committee (CDAC or “Committee”), which was established in 1974, serves in an advisory capacity to the Mayor, City Council, and City Manager on policy issues related to Community Development Block Grant (CDBG or “Program”) program.

**B. Composition and Appointment**

1. The Committee is comprised of five (5) members, who shall serve without compensation.
2. Insofar as practical, the Committee should represent the diversity of the community and include residents of low- and moderate-income areas.
3. Committee members shall be appointed by the Mayor subject to confirmation by a majority vote of the City Council. All members of the Committee shall be residents of the City of Seaside unless this requirement is waived by the City Council pursuant to the applicable Council Policy.

**C. Qualification of Committee Members**

1. Committee members considered for selection shall include persons who represent the following areas of interest and expertise: affordable housing; homelessness; disability services; neighborhood revitalization; social services; fair housing; accounting; auditing; economic development; general contracting; legal; non-profit management and low- to moderate-income persons.
2. City Council members shall use their best efforts to nominate as members of the Committee individuals who represent a diversity of backgrounds including gender, age, socio-economic class, geographic location, religion, sexual orientation, skills and abilities, ethnicity, political affiliation, or professional background.
3. An officer, paid employee, consultant, contractor, subcontractor, or member of the Committee of directors of an organization that has applied for, or has a contract with the City for CDBG grant funds shall not be considered for appointment to the Committee.
4. A member of the Committee who is or becomes an officer, paid employee, consultant, contractor, subcontractor, or member of the Committee of directors of an organization that has applied for, or that has a contract with the City for CDBG grant funds shall immediately resign from the Committee.
5. In appointing members to the Committee, the Mayor shall consider whether nominees would be able to effectively and ethically serve in light of any foreseeable conflicts of interest.

#### **D. Length of Term for Committee Members**

1. Members of the Committee shall serve two year terms and each Committee member shall serve until a successor is duly appointed and confirmed.
2. Members of the Committee are limited to serving a maximum of four consecutive years. An interval of four years must pass before a member can be reappointed after serving four consecutive years. Any member initially appointed to a term of less than two years shall be eligible to subsequently serve two consecutive two year terms.
3. Initial members of the Committee shall be appointed so that the terms of not more than three Committee members shall expire in any one year to allow the terms of the Committee members to be staggered.
4. Any vacancy shall be filled for the remainder of an unexpired term.

#### **E. Election of Officers**

The CDAC shall on or after August 15, select a Chair, a Vice-Chair, and a Secretary from among its members. The Chair shall serve a one year term with the option of reappointment for one additional year. The roles and responsibilities of each elected officer shall be as follows:

1. Chair: The Chair is responsible to preside at meetings, establish the agenda with input from Council, staff and other Committee members, call special meetings, sign Committee documents and report to City Council as needed. The Chair is responsible for the timely filing of minutes with the City Clerk. Staff may assist in this responsibility upon request of the Chair.
2. Vice-Chair: The Vice-Chair assumes the Chair's duties in their absence. The Vice-Chair shall succeed the Chair if they vacate office before the term is completed and shall serve the unexpired term. A new Vice-Chair shall be elected at the next regular meeting.
3. Secretary: If a Secretary is appointed by the Committee, the Secretary is responsible for meeting minutes, which are forwarded to the City Clerk upon Committee approval. However, without a Secretary, preparation of minutes may be fulfilled by staff liaison at the request of the Chair.

#### **F. Policies and Procedures of the Committee**

The Committee may adopt rules consistent with the City's Boards, Commissions & Committees Handbook and with all applicable state and local laws and regulations for the governing of its business and to establish procedures. The Committee shall adopt an attendance policy for the members of the Committee.

#### **G. Committee Conflict of Interest Code**

A conflict of interest code shall be adopted for members of the Committee, subject to City Council approval. All members of the Committee shall be required to complete and file statements of economic interests in accordance with the conflict of interest code, and shall comply with all applicable ethics laws.

#### **H. Recusal of Committee Members**

No member of the Committee shall participate in any decision in which he or she has any personal or financial interest.

#### **I. Lobbying Restrictions on Former Committee Members**

Former members of the Committee are prohibited from lobbying or otherwise attempting to influence the Committee or City Council members in connection with the business or operations of the Committee for a period of no less than one year after any such individual leaves the Committee for whatever reason.

#### **J. Meetings of the Committee and Reporting**

As determined by the Chair, the Committee will meet as necessary to fully perform its duties and functions as set forth in Citizen Participation Plan or otherwise required by the Program. All meetings of the Committee shall comply with the Ralph M. Brown Act. The Committee shall keep written records of the proceedings which shall be public records.

#### **K. Quorum of the Committee**

The Committee consist of five (5) members; and three members of the Committee shall constitute a quorum authorized to transact business. Three affirmative votes of the members of the Committee shall be necessary to make any Committee decision.

#### **L. Duties and Functions of the Committee**

The Committee shall:

1. Provide advice and recommendations on all policy issues relating to the Consolidated Plan, the Annual Action Plan, the CDBG Program;
2. Recommend processes, policies, and procedures for the fair distribution of CDBG funds to non-profit and other organizations eligible to receive CDBG funds;
3. Openly and impartially evaluate applications for CDBG funds, deemed eligible and complete by City staff, and provide funding recommendations to the City Council;
4. Provide advice and recommendations regarding the establishment of goals for the Consolidated Plan and the Annual Action Plan as well as any action(s) necessary to meet or reprioritize such goals or to amend such plans; and
5. Recommend policies and procedures to ensure the greatest possible public participation in the creation of each Consolidated Plan and Annual Action Plan.