

**CITY OF BUENA PARK
CITIZENS ADVISORY COMMITTEE
MINUTES
FEBRUARY 1, 2016**

A meeting of the Citizens Advisory Committee was called to order at 6:05 p.m. in the Buena Park City Hall Conference Room. Vice-Chairperson Cowan led the flag salute.

Present: Anderson, Cowan, Moses, Talley, Turner, Gibson (arrived at 6:08 p.m.)
Absent: None

Economic Development Staff: Ruben Lopez, Economic Development Administrator
Martha Archuleta, Housing and CDBG Analyst
Lana Ardaiz, Senior Administrative Assistant

APPROVAL OF MINUTES:

Motion was made by Mr. Talley and seconded by Mrs. Moses to approve the minutes of the Citizens Advisory Committee meeting of March 2, 2015.

The MOTION CARRIED.

PUBLIC COMMENTS:

None.

PROGRAM OVERVIEW:

Martha Archuleta, Housing and CDBG Analyst, announced that Altaf Wahid submitted his resignation from Citizens Advisory Committee. Mr. Wahid indicated that he is now living outside of the City and is no longer eligible to serve on the committee.

Martha Archuleta stated that all projects submitted for CDBG funding were funded in the past and therefore comply with Block Grant guidelines. Further, that the funds benefit low and moderate-income individuals, eliminate slum and blight areas, or meet an urgent need such as disaster relief, earthquakes, or floods. Areas are determined as low/moderate income by use of a census tract map.

A minimum of 70% of the funds must be spent on low-and moderate-income individuals. Strict records must be maintained on projects receiving Block Grant funds and all projects are monitored and reviewed by staff for compliance with HUD guidelines. There are also statutory caps of 15% for social service programs and 20% for administration, which serves as a guideline in determining funding. In addition, the City Council has given direction that 20% of the project must benefit City of Buena Park residents.

Ms. Archuleta reported that HUD's estimated allocation for FY 2016-2017 is \$714,312. The allocation from FY 2014-2015 was used to determine the estimate until we receive formal notice from HUD. The cap for public services is \$107,146, and the cap for administrative and planning is \$142,862.

REVIEW OF FISCAL YEAR 2014-2015 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Ms. Archuleta discussed the Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is a summary of the City's accomplishments that is submitted to HUD annually. Ms. Archuleta explained that the report is a summary of how the City leveraged CDBG funds with other resources that have been made available to the City, such as City funds to meet the City's objectives for the year. Ms. Archuleta indicated that the CAPER represents three overall objectives of HUD: the provision of housing, economic development, and suitable living environment.

DISCUSSION OF CDBG PROPOSALS AND SCHEDULES FOR FISCAL YEAR 2016-2017

Ms. Archuleta advised the CAC members that 9 proposals were received for fiscal year 2016-2017 for a total of \$747,663. The amount of requests for this fiscal year exceeded the City's anticipated funding allocation.

To Mr. Anderson's inquiry that another recipient be added to receive funding, Ms. Archuleta explained that Requests for Proposals (RFP) were mailed to all interested applicants and returned by the deadline of January 6, 2016 at 2:00 p.m. She would be happy to add new applicants next year when RFP's are mailed to interested applicants. Please contact her by December 1st with any additional requests for new applicants so that they may be added to the interest list.

It was determined that the CAC members would make on-site visits to the following program recipients.

Ken Anderson	Graffiti
Eddie Cowan	Buena Park Coordinating Council
Selwyn Gibson	Senior Outreach Program
Harriet Moses	Senior Transportation
Chris Talley	Boys and Girls Club
Dijon Turner	Code Enforcement

The meeting schedule was discussed for FY 2016-2017. It was agreed that the next CAC meeting would be held on Monday, February 29, 2016 at 6:00 p.m.

ORAL COMMUNICATIONS:

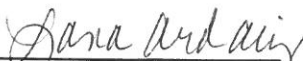
There were none.

ADJOURNMENT:

Motion was made by Mr. Gibson, seconded by Mrs. Moses to adjourn the CAC Meeting at 7:10 p.m. Vice-Chairperson Cowan adjourned the Citizens Advisory Committee Meeting to February 29, 2016 at 6:00 p.m.


Eddie Cowan, Vice-Chairperson

ATTEST:


Lana Ardaiz, Secretary