

**CITY OF BUENA PARK
CITIZENS ADVISORY COMMITTEE
MINUTES
JANUARY 31, 2017**

A meeting of the Citizens Advisory Committee (CAC) was called to order at 6:10 p.m. in the Buena Park City Hall Conference Room. Vice-Chairperson Cowan led the flag salute.

Present: Anderson, Cowan, Moses, Nguyen, Madison-Norris, Gibson (arrived at 6:30 p.m.)
Absent: None

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

APPROVAL OF MINUTES:

Motion was made by Committee Member Moses and seconded by Vice-Chairperson Cowan to approve the minutes of the Citizens Advisory Committee meeting of February 29, 2016. Committee Members Anderson, Nguyen, and Madison-Norris abstained since they did not attend the meeting.

The MOTION CARRIED.

PUBLIC COMMENTS:

None.

INTRODUCTIONS:

Councilmember Art Brown introduced himself as Council Liaison to our Citizens Advisory Committee and indicated that he will be in attendance only to observe the meeting and will not have interaction with the committee.

The CAC members and City staff introduced themselves. New committee members, Ms. Nguyen and Ms. Madison-Norris, were welcomed to the Citizens Advisory Committee.

ELECTION OF CAC OFFICERS:

Vice-Chairperson Cowan declared the office of Chairperson of the Citizens Advisory Committee vacant and the secretary asked for nominations. Committee Member Moses nominated Vice-Chairperson Cowan as Chairperson, which was seconded by Committee Member Madison-Norris. There being no other nominations, nominations were closed and a voice vote was called for.

The MOTION CARRIED unanimously and Eddie Cowan is the new Citizens Advisory Committee Chairperson.

Chairperson Cowan declared the office of Vice-Chairperson of the Citizens Advisory Committee vacant and the secretary asked for nominations. Chairperson Cowan nominated Committee Member Anderson

as Vice-Chairperson, which was seconded by Committee Member Gibson. There being no other nominations, nominations were closed and a voice vote was called for.

The MOTION CARRIED unanimously and Kenneth Anderson is the new Vice-Chairperson.

PROGRAM OVERVIEW:

Martha Archuleta, Housing and CDBG Analyst, stated that all projects submitted for CDBG funding 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 2017-2018 is \$717,824. In addition, there is a total of \$31,709 from the previous fiscal year for a total of \$749,733. The allocation from FY 2016-2017 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 2015-2016 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 2017-2018

Ms. Archuleta advised the CAC members that 10 proposals were received for fiscal year 2017-2018 for a total of \$761,947. The amount of requests for this fiscal year exceeded the City's anticipated funding allocation.

Ms. Archuleta explained that the budget for the Senior Outreach Program was moved to Residential Rehab Program Administration, as recommended by HUD, who considered the duties of the Senior Outreach worker more consistent with the Residential Rehab Program. This allowed reallocation of funds totaling \$12,900 to the Public Service section for additional funding to social services.

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

Committee Member	Program
Ken Anderson	Bright Paths
Eddie Cowan	Graffiti Removal
Selwyn Gibson	Senior Outreach Program
April Madison-Norris	Boys and Girls Club
Huong Nguyen	Buena Park Coordinating Council and Residential Rehab Program

ORAL COMMUNICATIONS:

There were none.

ADJOURNMENT:

There being no further business, Chairperson Cowan adjourned the Citizens Advisory Committee Meeting at 7:25 p.m. to the next meeting of February 21, 2017 at 6:00 p.m.



Eddie Cowan, Chairperson

ATTEST:



Lana Ardaiz, Secretary