

**CITY OF BUENA PARK
CITIZENS ADVISORY COMMITTEE
MINUTES
FEBRUARY 3, 2015**

A meeting of the Citizens Advisory Committee was called to order at 6:00 p.m. in the Buena Park City Hall Conference Room. Chairperson Gibson led the flag salute.

Present: Anderson, Cowan, Moses, Talley, Turner, Wahid, Gibson
Absent: None

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

APPROVAL OF MINUTES:

Motion was made by Mrs. Moses and seconded by Mr. Talley to approve the minutes of the Citizens Advisory Committee meeting of March 4, 2014.

The MOTION CARRIED.

INTRODUCTION:

The CAC members and City staff introduced themselves. Councilmember Elizabeth Swift was introduced as our new Council liaison for the Citizens Advisory Committee.

ELECTION OF CAC OFFICERS:

The Chairperson declared the office of Chairperson of the Citizens Advisory Committee vacant and asked for nominations. Mr. Gibson nominated Mr. Wahid as Chairperson, which was seconded by Mrs. Moses. There being no other nominations, nominations were closed and called for a voice vote.

The MOTION CARRIED unanimously and Mr. Wahid is the new Citizens Advisory Committee Chairperson.

The Secretary declared the office of Vice-Chairperson of the Citizens Advisory Committee vacant and asked for nominations. Mr. Gibson nominated Mr. Cowan as Vice-Chairperson, which was seconded by Mr. Talley. There being no other nominations, nominations were closed and called for a voice vote.

The MOTION CARRIED unanimously and Mr. Cowan is the new Citizens Advisory Committee Vice-Chairperson.

PUBLIC COMMENTS:

None.

PROGRAM OVERVIEW:

Martha Archuleta, Housing and CDBG Analyst, stated that all projects submitted for CDBG funding were funded in the past and therefore comply with Block Grant guidelines: 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 our estimate for HUD’s allocation for fiscal year 2015-2016 will be \$651,045, due to an anticipated reduction of 10% from last year. The cap for public services is \$97,650, and the cap for administrative and planning is \$130,209.

REVIEW OF FISCAL YEAR 2013-2014 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 2015-2016

Ms. Archuleta advised the CAC members that 11 proposals were received for fiscal year 2015-2016 for a total of \$785,056. The amount of requests for this fiscal year exceeded the City’s anticipated funding allocation.

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

Ken Anderson	Medical Transportation Program
Eddie Cowan	Boys and Girls Club
Selwyn Gibson	Dale McIntosh Center
Harriet Moses	Buena Park Coordinating Council & Graffiti Removal
Chris Talley	Code Enforcement/Neighborhood Improvement
Dijon Turner	Senior Outreach Program
Altaf Wahid	Women’s Transitional Living Center

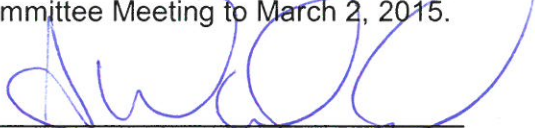
The meeting schedule was discussed for FY 2015-2016. It was agreed that the next CAC meeting would be held on Monday, March 2, 2015 at 6:00 p.m.

ORAL COMMUNICATIONS:

There were none.

ADJOURNMENT:

Motion was made by Mrs. Moses, seconded by Mr. Anderson to adjourn the CAC Meeting at 6:50 p.m. Chairman Wahid adjourned the Citizens Advisory Committee Meeting to March 2, 2015.



Altaf Wahid, Chairperson

ATTEST:



Lana Ardaiz, Secretary