

CITIZEN ADVISORY COMMITTEE MEETING MINUTES
March 5, 2018

Members present: Classon, Heinrichs, Hodges, Hoepner, Kelly, Kiefer, Lopez, Lord

Members excused: Obleton

Members Absent: None

Staff present: Cameron, Johnson, Pribyl

Meeting called to order at 6:02 PM

There were no citizens with business to present to the CAC.

Heinrichs made a motion to approve the minutes of the February 12, 2018 meeting, Holloway seconded, and the motion passed.

Hoepner made a motion to accept the financial report, Hodges seconded, and the motion passed.

Staff reviewed the formula allocation process, as approved by the CAC. Motion to fund based on formula calculated amounts requires a simple majority to pass. Motions to fund an amount different from the calculated amount requires a 2/3 majority and must identify the amount of the change, which applicant funds would be moved from and which applicant the funds would be moved to, and the reason for the change.

Lord made a motion to start with the public services category, Heinrichs seconded and the motion passed unanimously. The CAC discussed the applicable caps placed on the public services category by HUD regulations. Staff clarified that the City is limited to spending no more than 15% of Entitlement funds, plus 15% of prior year program income on public services. Staff confirmed to the CAC that the maximum estimated amount for public services had been included in the formula.

The group discussed the criteria used by CAC members to review applications. Staff reviewed the items included on the report card for the agencies, which include late reports, missed presentations, inaccurate reports, late draws, monitoring findings, and audit issues, as well as success in meeting the stated participant numbers in previous years. The CAC discussed Humility of Mary's plans to combine their two non-profit groups into one organization. Staff clarified that the organization did not consult CPED on how to structure their application and they chose to submit only one application. The formula for recommendations does not take into account prior year funding, so it would not make any adjustment for the organization having previously received more funding as two non-profit groups than it would as one group. The CAC discussed the fact that Humility of Mary had several late and incorrect payout requests thus year. They also missed the required presentation at the February CAC meeting. Some CAC members observed that the application was not as well written as some of the other applications. In particular, CAC members noted that many follow up questions were necessary after reviewing the application at the work session, especially for questions related to the budget. However, Humility submitted only partial answers to the questions by the stated deadline; in place of answers the organization wrote in several places that additional time would be required. More complete answers were submitted after the deadline, and some members noted that the answers were still unclear.

Classon made a motion to accept the formula calculated amounts for the public service activities, Holloway seconded and the motion passed unanimously.

Hoepner made a motion to recommend funding City Planning and Administration (staff and operations) and City Housing Rehab/Neighborhood Revitalization (staff and operations) at the requested amounts. Heinrichs seconded and the motion passed unanimously.

Classon made a motion to approve the use of program income generated by revolving loan funds up to the amount identified in the CDBG applications for program delivery for City Planning and Administration (staff and operations) City Housing Rehab/Neighborhood Revitalization and City Economic Development Program staff and operations. Holloway seconded and the motion passed unanimously.

Pribyl pointed out that the City's request for planning and administration reduces the City's reliance on program income for planning and administration and the hope is to try in future years to not use program income for planning and administration at all, even though HUD regulations allow the City to use up to 20% of all program income generated.

Hoepner made a motion to allocate the amount as calculated by the formula to the non-public service category. Classon seconded and the motion passed unanimously.

Hoepner made a motion to approve the entire slate of public services and non-public services as calculated by the formula. Lord seconded and the motion passed unanimously.

Classon made a motion recommending across the board cuts or increases (but not above the amount requested) if the City's actual entitlement amount is +/- 15% of the initial estimate. Any changes to the City's entitlement amount above or below the +/- 15% would be brought back to the CAC for action. Heinrichs seconded and the motion passed unanimously.

Staff reminded the CAC that the recommendations would be brought forward at the March 21 Committee of the Whole meeting. Final vote is anticipated at the March 28 Council meeting.

Staff reminded the CAC that CDBG Week is coming up the week of April 2 and planning for an event is underway. CAC members are always welcome to attend events.

Staff recognized Salvador Lopez for his more than 10 years as a CAC member. Lopez indicated that he had decided not to accept an appointment for an additional term and this would be his last meeting.

CAC requested an update on HUD's monitoring of NHS and the waiver request. Staff replied that the City has contacted HUD several times and HUD has not yet indicated when responses can be expected.

Meeting adjourned at 6:50 PM.