

CITY OF BUENA PARK  
CITIZENS ADVISORY COMMITTEE  
MINUTES  
JANUARY 29, 2018

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. Chairperson Cowan led the flag salute.

Present: Cowan, Gibson, Moses, Nguyen, Pak, Rodriguez  
Absent: Madison-Norris

City Staff: Beth Swift, Council Member  
Ruben Lopez, Economic Development Administrator  
Martha Archuleta, Housing and CDBG Analyst

APPROVAL OF MINUTES:

Motion was made by Committee Member Moses and seconded by Committee Member Nguyen to approve the minutes of the Citizens Advisory Committee meeting of February 21, 2017. Committee Member Rodriguez abstained since he did not attend the meeting.

The MOTION CARRIED.

PUBLIC COMMENTS:

Michael Davis introduced himself as President of the Buena Park Coordinating Council (BPCC) and Dale Eichman as Treasurer. Mr. Davis discussed the new direction of the BPCC.

INTRODUCTIONS:

Council Member Beth Swift introduced herself as Council Liaison to our Citizens Advisory Committee and indicated that she will be in attendance briefly due to a prior engagement.

The CAC members and City staff introduced themselves. New Committee Member, Paul Rodriguez was welcomed to the Citizens Advisory Committee.

Committee Member Pak inquired if there would be an election for Vice Chairman at tonight's meeting. In response, Martha Archuleta, Housing and CDBG Analyst, indicated that the annual election of officers would be held at the CAC meeting of February 26, 2018.

PROGRAM OVERVIEW:

Ms. Archuleta stated that all projects submitted for CDBG funding complied with the CDBG guidelines. All "Request for Proposal" applications submitted were either to benefit low-moderate income individuals or low-moderate income areas determined by the use of a CDBG census tract map.

Further, Ms. Archuleta indicated that 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 the estimated allocation for FY 2018-2019 is \$695,024 based on the prior FY 2017-2018. The allocation from FY 2017-2018 was used to determine the estimate until we receive formal notice from HUD. In addition, there are un-programmed funds of \$167,986 from the previous fiscal year for a total of \$863,010 budget. The cap for public services is \$104,388 and the cap for administrative and planning is \$139,184.

**REVIEW OF FISCAL YEAR 2016-2017 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 HUB 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 2018-2019**

Ms. Archuleta advised the CAC members that 11 proposals were received for Fiscal Year 2018-2019 for a total of \$895,304. 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.

Committee Member	Program
Gibson	Bright Paths/BPCC
Cowen/Rodriguez	Fair Housing
Nguyen	Graffiti Removal
Pak	Senior Transportation Program
Pak	Boys and Girls Club/BPCC

**ORAL COMMUNICATIONS:**

Michael Davis invited all Committee Members to visit the Buena Park Coordinating Council.

**ADJOURNMENT:**

There being no further business, Chairperson Cowan adjourned the Citizens Advisory Committee Meeting at 7:15 p.m. to the next meeting on Monday, February 26, 2018 at 6:00 p.m.

  
 Eddie Cowan, Chairman

**ATTEST:**

  
 Lana Ardaiz, Secretary