

**DRAFT**

CITY OF BUENA PARK  
CITIZENS ADVISORY COMMITTEE  
MINUTES  
JANUARY 28, 2019

A meeting of the Citizens Advisory Committee (CAC) was called to order at 6:03 p.m. in the Buena Park City Hall conference room. Chairperson Cowan led the flag salute.

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

Council Liaison and Staff: Elizabeth Swift, Ed. D., 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 Gibson to approve the minutes of the Citizens Advisory Committee meeting of February 26, 2018.

Motion: Moses  
Second: Gibson  
Ayes: Moses, Gibson, Madison-Norris, Pak, Rodriguez, Cowan  
Absent: Nguyen

The MOTION CARRIED.

**INTRODUCTIONS:**

CAC members and City staff introduced themselves. Next, Council Member Beth Swift introduced herself as Council Liaison to our Citizens Advisory Committee.

**ORAL COMMUNICATIONS:**

Michael Davis, Buena Park Coordinating Council, 8074 Carnation Drive, Buena Park, addressed concerns with the closure of the Buena Park Coordinating Council at 7957 Whitaker, Buena Park. The building was sold and the Buena Park Coordinating Council closed in mid-November. Mr. Davis indicated that although he is in contact with a broker who owns an industrial complex, they have not secured another location due to the high cost of rent.

Ms. Archuleta addressed the Committee Member's concerns stating that current unexpended funds cannot be distributed to the Buena Park Coordinating Council since they are not providing the residents of Buena Park a service, as per their contract. Further, all unexpended funds would be re-programmed into funding in the next fiscal year as unspent funds and re-allocated in FY 2020-2021.

## PROGRAM OVERVIEW:

Martha Archuleta Housing and CDBG Analyst, stated that all Request for Proposals submitted for CDBG funding were in compliance with CDBG guidelines and would either benefit low-moderate income individuals or low-moderate income areas as determined by use of a CDBG 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.

Lastly, Ms. Archuleta reported that the estimated allocation for FY 2019-2020 will be \$781,836, based on the prior FY 2018-2019. This allocation was used to determine the estimate until we receive formal notice from HUD. In addition, there is a total of \$167,986 of unprogrammed funds from previous fiscal years for a total of \$949,822 budget. The cap for public services is \$117,275 and the cap for administrative and planning is \$156,367.

## REVIEW OF FISCAL YEAR 2017-2018 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. In conclusion, all recipients of funds were on target to meet their goals.

## DISCUSSION OF CDBG PROPOSALS AND SCHEDULES FOR FISCAL YEAR 2019-2020

Ms. Archuleta advised the CAC members that 11 proposals were received for FY 2019-2020 for a total of \$999,518. The amount of requests for this fiscal year exceeded the City's anticipated funding allocation.

Ms. Archuleta addressed Mr. Pak's comments regarding CAC recommended funding versus actual funding allocated by the City Council, explaining that CAC is an advisory committee and, as such, the City Council has the final decision as to funding.

Mr. Ruben Lopez and Council Member Swift addressed committee member's comments regarding the homeless situation, explaining the need for a homeless shelter that would place homeless individuals by referral only. Council Member Swift invited CAC members to attend the town hall meeting on February 12 at 7:00 p.m. for further information.

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

<b>Committee Member</b>	<b>Program</b>
Selwyn Gibson	Bright Paths
Harriet Moses	Code Enforcement/Neighborhood Improvement and Graffiti Removal
Huong Nguyen	Community Health Access
April Madison-Norris	Boys and Girls Club
Joe Pak	Fair Housing Foundation, Senior Transportation
Paul Rodriguez	Residential Rehab Program, Mercy House, Boys and Girls Club, Fair Housing Foundation
Eddie Cowan	Buena Park Coordinating Council

**MANDATORY SEXUAL HARASSMENT TRAINING FOR ALL COMMISSIONERS AND COMMITTEE MEMBERS**

Ms. Archuleta stated that all Committee Members must attend a mandatory sexual harassment training to be held in the Council Chambers on Tuesday, March 5, 2019 at 6:00 p.m. or Thursday, March 7, 2019 at 6:00 p.m.

<b>Tuesday, March 5, 2019</b>	<b>Thursday, March 7, 2019</b>
Selwyn Gibson	Paul Rodriguez
Harriet Moses	Eddie Cowan
April Madison-Norris	Huong Nguyen
Joe Pak	

**ADJOURNMENT:**

There being no further business, Chairperson Cowan adjourned the Citizens Advisory Committee Meeting at 7:05 p.m. to the next meeting on Monday, February 25, 2019.

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Eddie Cowan, Chairman

ATTEST:

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Lana Ardaiz, Secretary