

**CITY OF BUENA PARK  
CITIZENS ADVISORY COMMITTEE  
MINUTES  
FEBRUARY 26, 2018**

A meeting of the Citizens Advisory Committee (CAC) was called to order at 6:05 p.m. in the Buena Park City Hall Conference Room. Chairman Cowan led the flag salute.

Present: Gibson, Madison-Norris, Moses, Nguyen, Pak, Rodriquez, Cowan  
Absent: None  
Economic Ruben Lopez, Economic Development Administrator  
Development Martha Archuleta, Administrative Analyst  
Staff: Lana Ardaiz, Senior Administrative Assistant

**INTRODUCTIONS:**

The CAC members and City staff introduced themselves.

**ELECTION OF CAC OFFICERS:**

The Chairperson declared the office of Chairperson of the Citizens Advisory Committee vacant and asked for nominations. Mr. Pak nominated Mr. Cowan as Chairperson, which was seconded by Mrs. Moses. There were no other nominations for Chairperson, so nominations were closed and roll call vote was called.

<b>Ayes:</b>	<b>7</b>	<b>Pak, Moses, Gibson, Madison-Norris, Nguyen, Rodriquez, Cowan</b>
<b>No:</b>	<b>0</b>	
<b>Absent:</b>	<b>0</b>	

**The MOTION CARRIED unanimously and Mr. Cowan was re-elected as Chairperson of the Citizens Advisory Committee.**

Next, the Chairperson declared the office of Vice-Chairperson of the Citizens Advisory Committee vacant and asked for nominations. Mr. Gibson nominated Mrs. Moses as Vice-Chairperson, however, Mrs. Moses declined the nomination. The Chairperson, then, asked for additional nominations.

Mr. Gibson nominated Mr. Pak as Vice-Chairperson, which was seconded by Mrs. Nguyen. There were no other nominations for Vice-Chairperson, so nominations were closed and roll call vote was called.

<b>Ayes:</b>	<b>7</b>	<b>Gibson, Nguyen, Madison-Norris, Moses, Pak, Rodriquez, Cowan</b>
<b>No:</b>	<b>0</b>	
<b>Absent:</b>	<b>0</b>	

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

**APPROVAL OF MINUTES:**

Motion was made by Mr. Pak and seconded by Mr. Gibson to approve the minutes of the Citizens Advisory Committee meeting of January 29, 2018.

**The MOTION CARRIED.**

## **OVERVIEW OF PROPOSED CDBG PROGRAMS:**

Ms. Martha Archuleta, Administrative Analyst, indicated that the City of Buena Park is an entitlement City and we receive funding for Community Development Block Grant which is distributed from Housing and Urban Development (HUD). The City anticipates funding in the amount of \$695,024 for FY 2018-2019, (last year's allocation amount will be used for planning purposes). Additionally, \$167,986 from previous years' CDBG funds is being recommended for re-programming, making a total of \$863,010 in funds available. Any adjustments made to the final budget will be made equally to all participants. The City has received 11 requests for funding totaling \$863,010, of which seven were City sponsored programs. All proposals have been reviewed and meet the necessary criteria that have been set forth by the Department of Housing and Urban Development (HUD) and the City.

Staff made recommendations for funding based on programs that most benefit City residents and programs that comply with HUD requirements. The basic criteria for projects under Block Grant guidelines are 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. Projects 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. CAC may approve the recommendations or make changes, but must stay within the administrative cap of 20% and public social services cap of 15%. CAC recommendations must be approved by the City Council and then incorporated into the Action Plan for Fiscal Year 2018-2019. The Action Plan is due to HUD by May 15, 2018.

## **44<sup>th</sup> PROGRAM YEAR PRESENTATIONS:**

### CITY SPONSORED PROPOSALS

#### GRANT ADMINISTRATION

Ms. Archuleta presented the request for \$127,282 for program administration to cover staff salaries, benefits, supplies, and professional contractual services to administer the Block Grant Program. The requested amount will allow the City to remain within the 20% cap for planning and administration.

#### HOUSING REHABILITATION

Ms. Archuleta presented the request for \$209,000 for program administration to administer the Home Improvement Program and \$229,920 for grants. Ms. Archuleta indicated that loans will be augmented from the CalHome and Home Programs that will provide funding for loans, but the program does not provide funds for the administrative costs of loans. The City's Home Improvement Program consists of grants, loans and rebates for low and moderate income homeowners. The City offers a deferred loan or an amortized loan at a three percent interest rate, both with a maximum amount of \$60,000. A deferred loan is available for seniors 55 years of age or over for a zero percent interest rate. Ms. Archuleta indicated that this program is crucial to our City as many seniors cannot afford to maintain their homes because of limited income. The Home Improvement Program also helps to eliminate blight within the City. A Senior Code Enforcement Relief Program is available for those 55 years of age or over, in which we assist seniors who cannot qualify for our loans by offering \$15,000 loans to resolve Code Enforcement issues.

Ms. Archuleta indicated that funding of \$12,900 for the Senior Outreach Worker was moved to Residential Admin because the Senior Outreach Worker assists seniors with the Home Improvement Program and Senior Code Enforcement Relief Program, as allowed by HUD.

### Senior Outreach Program

Ms. Rosemary Neilson, Senior Outreach Coordinator, presented the funding request for \$12,900 which provides her partial staff salary and benefits to oversee the Senior Outreach Program. The program provides free services to seniors and their families for referrals and information on human services throughout the county. Ms. Neilson assists with the completion of the City's Home Improvement Program and Senior Code Enforcement Relief Program applications, with applications for food stamps, veteran's services, and helping them through the hardship of aging. Ms. Neilson indicated that she sees approximately 3,000 seniors per year.

### CODE ENFORCEMENT

#### Code Enforcement/Neighborhood Improvement Program

Mr. Mario Camacho, Code Enforcement Supervisor, presented the request for \$180,518 to maintain the Code Enforcement Program at its current level providing for the partial cost of salaries, benefits, maintenance, operations, and legal costs for the program. Code Enforcement is responsible for investigations regarding graffiti, garage conversions, overcrowding, substandard housing, abandoned properties, hoarding issues, hazardous buildings, illegal dumping, and the Senior Code Enforcement Relief Program. Code Enforcement works closely with the Neighborhood Task Force, which as a multi-departmental program, deals with the broader issues of blight, deteriorated living conditions, and criminal activity including hotel/motel inspections.

### PUBLIC FACILITIES AND IMPROVEMENTS

#### PUBLIC SERVICES

Ms. Archuleta requested that the Medical Transportation Program be heard out of agenda order and moved to Item No. 4, to which the Chairperson granted approval.

#### Medical Transportation Program

Mr. Mark Saucedo, Community Services Supervisor, discussed the program request of \$28,000 to provide round-trip transportation to medical appointments for the elderly. Participants must be over the age of 55 and the program charges a \$1 fee each way, which is returned to the CDBG program income account. The program is free of charge to residents 60 years or older. The program operates on Tuesdays, Wednesdays, and Thursdays. Last year, the program provided transportation to 1,492 one-way, unduplicated riders. Funding provides for the driver's salary, benefits, and the necessary costs associated with vehicle maintenance and a cell phone. The program also provides trips to the senior center and the grocery store, allowing seniors access to basic necessities and services.

#### Bright Paths

Mr. Aaron France, Assistant to the City Manager, presented the request for \$18,000 to assist the homeless in fees for recovery programs, housing security deposits, temporary motel stays, gift cards to eateries, etc. Mr. France explained that Bright Path's program was created to address homelessness in the City. Bright Paths is a collaboration between the Police Department, City Net, Code Enforcement, and the County Health Department. Through these programs, approximately 200 homeless individuals in Buena Park have been taken off of the street and placed in housing programs; with a 96% retention rate.

## Graffiti Removal

Mr. Gerry Lopez, Field Operations Manager, presented the request for \$21,386 for personnel costs to combat graffiti in the CDBG area of the City. The Graffiti Program is essential in arresting the encroachment of slum and blight and the recent increase in graffiti activity. Most graffiti is removed within 48 hours by a graffiti crew. Graffiti removal annual estimates are 3,765 instances removed within the CDBG area. Mr. Lopez indicated that photos of graffiti are forwarded to the Police Department for investigation for tracking purposes and shared other police agencies in Orange County.

## NON-PROFIT PROPOSALS

### Fair Housing Foundation

Ms. Barbara Shull, Executive Director of the Fair Housing Foundation, 3505 Long Beach Blvd., #302, Long Beach, CA 90807 presented her request on behalf of the Fair Housing Foundation for \$11,902. The Fair Housing Foundation monitors unlawful discrimination in housing and a variety of other services, including landlord/tenant counseling and mediation. Their funding request is based on the service demand that arises from each jurisdiction. They provide outreach education events to the community, consisting of HUD certified certificate management training for property managers and landlords. HUD requires a Fair Housing Program for each entitlement city; therefore, it is cost effective to fund the Fair Housing Foundation to provide the City with these services. Fair Housing Foundation assisted approximately 200 Buena Park residents.

A request was made by Mr. Rodriguez and Mr. Cowan for Fair Housing Foundation to provide one or two workshops per year that are in the evening hours to allow working residents to attend.

### Buena Park Coordinating Council

Mr. Michael Davis, President, and Ms. Concha De la Cruz, Director of the Buena Park Coordinating Council, 7957 Whitaker Avenue, Buena Park, CA 90621 presented the request of \$28,500 for the reimbursement of rent, utilities, and insurance expenses. The program offers emergency food, clothing and referral services to Buena Park individuals in need. The Buena Park Coordinating Council assisted over 4,500 households with food and clothing last year. The facility is open Tuesday, Wednesday and Thursday from 11 a.m. to 3 p.m. The Coordinating Council uses volunteers only; there are no paid employees. This program has served the community for over 40 years.

### Boys and Girls Club of Buena Park

Mr. Todd Trout, Chief Professional Officer, Boys and Girls Club of Buena Park, 7758 Knott Avenue, Buena Park, CA 90620 presented the request of \$25,796 for reimbursement of utility costs. They provide after-school educational and recreational programs for youth children from 6 to 18 years of age after school for a nominal fee of \$3 per day, and provide lunch, as well. There is no fee for high school kids. No kids are turned away for lack of money. The Boys and Girls Club provides a positive after-school environment promoting character and leadership development, education and career development, health and life skills, arts, sports, fitness, and recreation. Mr. Trout indicated that the Boys and Girls Club has received an additional grant for \$140,000 which will enable the Club to provide a new sports program for youth.

Mercy House

Ms. Allison Davenport, Program Development and Compliance Director, Mercy House Living Centers, P.O. Box 1905, Santa Ana, CA 92702 presented the request of \$15,000 for the project, Bridges at Kraemer Place. Ms. Davenport explained that this project will provide emergency shelter, meals, access to showers and hygiene facilities, and a variety of supportive services focusing on employment and housing navigation. They will assist 40 Buena Park homeless men and women in offering them a pathway out of homelessness.

PUBLIC COMMENTS:

None.

Recess: 8:20 p.m.

Reconvene: 8:30 p.m.

DISCUSSION OF PRESENTATIONS AND FUNDING AMOUNTS:

Discussion ensued regarding the site visits made by Committee Members. The overall consensus of the Committee was to not fund Mercy House this year because the program is new and not yet established, and it overlaps services with the Bright Paths Program. Further, since we do not have HUD's final allocation, any increase or decrease should be borne by all recipients equally.

**Motion was made by Mr. Pak and seconded by Mrs. Nguyen to approve FY 2018-2019 budget as recommended by staff:**

<b>Ayes:</b>	<b>7</b>	<b>Pak, Nguyen, Gibson, Madison-Norris, Moses, Rodriguez, Cowan</b>
<b>No:</b>	<b>0</b>	
<b>Absent:</b>	<b>0</b>	

**The MOTION CARRIED unanimously.**

Ms. Archuleta announced that the proposed 2018-2019 CDBG budget is scheduled to be heard by the City Council at the meeting of March 27, 2018, for final approval.

ADJOURNMENT:

Chairperson Cowan adjourned the CAC meeting at 8:45 p.m.

  
\_\_\_\_\_  
Eddie Cowan, Chairman

ATTEST:

  
\_\_\_\_\_  
Lana Ardaiz, Secretary