

CITY OF BUENA PARK  
CITIZENS ADVISORY COMMITTEE  
MINUTES  
JANUARY 23, 2020

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. Chairperson Pak led the flag salute.

Present: Eades, Judeh, Nguyen, Pak  
Absent: Cowan, Rodriguez

Council Liaison and Staff: Aaron France, Assistant City Manager  
Ruben Lopez, Economic Development Administrator  
Martha Archuleta, Housing and CDBG Analyst  
Lana Ardaiz, Senior Administrative Assistant

APPROVAL OF MINUTES:

Approval of the minutes were tabled to the Citizens Advisory Committee meeting of February 27, 2020.

INTRODUCTIONS:

CAC members and City staff introduced themselves. New committee members, Mark Eades and Mirvette Judeh, were welcomed to the committee. Mr. Ruben Lopez, Economic Development Administrator announced his retirement on January 31, 2020.

ORAL COMMUNICATIONS:

None.

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.

Ms. Archuleta reported that the estimated allocation for FY 2020-2021 will be \$797,863, based on the prior FY 2019-2020. This allocation was used to determine the estimate until we receive formal notice from HUD. In addition, there is a total of \$310,000 of unprogrammed funds from

previous fiscal years for a total of \$1,107,863 budget. The cap for public services is \$119,679 and the cap for administrative and planning is \$159,573.

REVIEW OF FISCAL YEAR 2018-2019 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Ms. Archuleta discussed the Consolidated Annual Performance and Evaluation Report (CAPER) for Fiscal Year 2018-2019. 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. The CAPER represents three overall objectives of HUD: the provision of housing, economic development, and suitable living environment. Ms. Archuleta brought up the six-month accomplishments from the sub-recipients as reported from their quarterly reports to the City and also reported to HUD in the Integrated Disbursement & Information System for Fiscal Year 2019-2020. Most of the sub-recipients had met or exceeded their goals. Those that did not meet their goals for the past six months in the public service sector were Community Health Initiative of Orange County, Medical Transportation, and Graffiti.

DISCUSSION OF CDBG PROPOSALS AND SCHEDULES FOR FISCAL YEAR 2020-2021

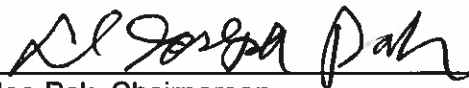
Ms. Archuleta indicated that 12 proposals were received for FY 2020-2021, for a total of \$1,037,329. The amount of requests for this fiscal year exceeded the City's anticipated funding allocation.

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

Committee Member	Program
Eddie Cowan	Code Enforcement/Graffiti Removal
Mark Eades	Mercy House and Bright Paths
Mirvette Judeh	Fair Housing and Residential Rehab
Hoang Nguyen	Community Health Access/Senior Medical Transportation
Paul Rodriguez	Second Chance
Joe Pak	Buena Park Collaborative and Boys & Girls Club

ADJOURNMENT:

There being no further business, Chairperson Pak adjourned the Citizens Advisory Committee Meeting at 6:45 p.m. to the next meeting of February 27, 2020.

  
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Joe Pak, Chairperson

ATTEST:

  
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Lana Ardaiz, Secretary