

CITY OF BUENA PARK  
CITIZENS ADVISORY COMMITTEE  
MINUTES  
FEBRUARY 27, 2020

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. Committee Member Cowan led the flag salute.

Present: Cowan, Desai, Eades, Judeh, Nguyen, Rodriguez, Pak  
Absent: None

Council Liaison and Staff: Sunny Youngsun Park, Council Member  
Aaron France, Assistant City Manager  
Martha Archuleta, Administrative Analyst  
Lana Ardaiz, Senior Administrative Assistant  
Melissa Dhauw, Senior Management Analyst

APPROVAL OF MINUTES:

Motion was made by Committee Member Nguyen and seconded by Committee Member Rodriguez to approve the minutes of the Citizens Advisory Meeting of February 25, 2019. Committee Members Desai, Eades, and Judeh abstained because they were not present at the meeting. Committee Member Madison-Norris was absent from the meeting and is no longer on the Committee.

Motion: Nguyen  
Second: Rodriguez  
Ayes: Nguyen, Rodriguez, Cowan, Pak  
Noes: None  
Absent: Madison-Norris  
Abstained: Desai, Eades, Judeh

MOTION CARRIED, to approve the minutes of February 25, 2019.

Motion was made by Committee Member Eades and seconded by Committee Member Judeh to approve the minutes of the Citizens Advisory Committee meeting of January 23, 2020 with a correction to the spelling of Ms. Huong Nguyen's name. Committee Members Cowan, Desai, and Rodriguez abstained because they were not present at the meeting.

Motion: Eades  
Second: Judeh  
Ayes: Eades, Judeh, Nguyen, Pak  
Noes: None  
Absent: Cowan, Rodriguez  
Abstained: Cowan, Desai, Rodriguez

MOTION CARRIED to approve the minutes of January 23, 2020, with a correction to the spelling of Ms. Huong Nguyen's name.

## INTRODUCTIONS:

The CAC members and City staff introduced themselves. Council Member Park introduced herself stating that she is attending the meeting on behalf of Council Member Swift, Council Liaison to our Citizens Advisory Committee. New Committee Member Sharon Desai was welcomed to the committee.

## OVERVIEW OF PROPOSED CDBG PROGRAMS:

Ms. Martha Archuleta, Administrative Analyst, indicated that the City of Buena Park is an entitlement City and receives funding for Community Development Block Grant which is distributed from Housing and Urban Development (HUD). The City has received notice of funding in the amount of \$875,287 for FY 2020-2021. Additionally, \$310,000 from previous years' CDBG funds is being recommended for re-programming, making a total of \$1,185,287 in funds available. Any adjustments made to the final budget will be made equally to all participants. The City has received 12 requests for funding totaling \$1,037,329, of which five 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 2020-2021. The Action Plan is due to HUD by May 15, 2020.

## 46<sup>th</sup> PROGRAM YEAR PRESENTATIONS:

### CITY SPONSORED PROPOSALS

#### GRANT ADMINISTRATION

Ms. Archuleta presented the request for \$146,334 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 \$228,707 for program administration to administer the Home Improvement Program and \$310,000 for loans and grants. Ms. Archuleta indicated that loans will be augmented from the CalHome and HOME Programs that will provide funding for loans; however they do not provide funds for the administrative costs of loans. The City's Home Improvement Program consists of grants and loans for low and moderate income homeowners. The City offers a deferred loan at a three percent (3%) interest rate with a maximum amount of \$60,000. A deferred loan is available for seniors 55 years of age or over for a zero percent (0%) 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 grants to resolve Code Enforcement issues.

Ms. Rosemary Neilson, Senior Outreach Coordinator stated that the funding amount of \$12,900 provides for her partial salary and benefits to oversee the Senior Outreach Program, which is part of Residential Administration. 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 helps seniors navigate through the system to ease the hardship of aging.

## CODE ENFORCEMENT

### Code Enforcement/Neighborhood Improvement Program

Mr. Mario Camacho, Code Enforcement Supervisor, distributed census tract maps to the Committee Members which represent the CDBG boundaries. He presented the request for \$210,934 to the Code Enforcement Program 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. In FY 19/20, Code Enforcement responded to over 800 cases in the CDBG area. 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

#### Graffiti Removal

Mr. Nino Libunao, Facility and Parks Superintendent, presented the request for \$22,000 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. Most graffiti is removed within 48 hours by a graffiti crew following a complaint. Photos of graffiti and GPS coordinates are forwarded to the Police Department for investigation for tracking purposes and shared with other police agencies in Orange County. Graffiti can be reported by emailing or contacting the Graffiti hotline.

#### Medical Transportation Program

Ms. Tanikka Davis, Transportation Coordinator, Community Services, 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 60 and there is a suggested donation of \$1 each way, which is returned to the CDBG program income account. The program operates on Tuesdays, Wednesdays, and Thursdays. 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. Last year, the program provided over 1,200 non-emergency one-way rides to seniors.

## NON-PROFIT PROPOSALS

### Fair Housing Foundation

Stella Verdeja, Fair Housing Foundation representative, 3605 Long Beach Blvd., #302, Long Beach, CA 90807 distributed brochures to the Committee Members citing statistics of clients served. She presented her request on behalf of the Fair Housing Foundation for \$13,438. Fair Housing Foundation monitors and

investigates unlawful discrimination and complaints in housing and a variety of other services, including landlord/tenant counseling and mediation. 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. Their funding request is based on the service demand that arises from each jurisdiction. Fair Housing Foundation assisted approximately 200 Buena Park residents.

#### 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 \$23,500 for reimbursement of utility costs. Mr. Trout highlighted the club's accomplishments stating that they provide after-school educational and recreational programs for youth children from 6 to 18 years of age for a nominal fee of \$3 per day, and no kids are turned away for the inability to pay. They serve 167 kids per day, and there is no fee for high school kids. 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.

#### Buena Park Collaborative

Ms. Susan Soone, Executive Director, Buena Park Collaborative, and Carol McCann, Administrator, Community Resource Center, 6601 Beach Boulevard, Buena Park, CA 90620 presented the request of \$25,000 to assist Buena Park's most vulnerable population by providing for supportive social services, through information and referral services and case coordination for critical resources such as food, healthcare, legal aid, financial assistance, citizenship, jobs, and housing. The Buena Park Collaborative's goal is to serve 300 persons from Buena Park.

#### HOPE Funds (Bright Paths)

Matt Bates, Vice President, City Net presented the request for \$20,000 to address homelessness in the City. Mr. Bates explained that Bright Paths collaborates with the Police Department and CityNet to assist the homeless by providing necessary resources such as temporary housing, rehabilitation programs, transportation, and general assistance in order to exit the streets. City Net's goals are to assist 150 unduplicated, unsheltered homeless neighbors in Buena Park by assisting in street exits and connecting homeless to shelters, with a 96% retention rate.

#### Mercy House

Ms. Allison Davenport, Mercy House Living Centers representative, P.O. Box 1905, Santa Ana, CA 92702 presented the request of \$30,000 to provide meals for program participants at the Buena Park Navigation Center. Participants will be provided a breakfast, lunch and hot dinner, as well as light snacks between meals. The food will be purchased by a third-party vendor at a cost of approximately \$1.58 per meal. The CDBG funding will provide an estimated 18,987 meals at the shelter. The Buena Park Year-Round Shelter and Navigation Center program is designed to benefit extremely low to moderate-income persons by providing shelter and supportive services to the most vulnerable homeless men and women living on the streets of the Northern Service Planning Area (SPA), which includes the City of Buena Park.

#### Community Health Initiative of Orange County

Ms. Georgina Maldonado, Executive Director, and Gregory Mathes from Community Health Initiative of Orange County (CHIOC), 1505 E. 17<sup>th</sup> Street, Suite #121, Santa Ana, CA 92704 presented their request for \$20,000 to assist in decreasing the uninsured health coverage rate among Buena Park residents that

are extremely low, very low and low-moderate income. The program will help approximately 110 residents secure and retain coverage, understand care systems and ultimately improve their health. Certified Enrollment Counselors assist individuals in navigating through many different health care and social service benefits including Medi-Cal, Covered California, Kaiser Child Health Plan, CalFresh, and CalWORKS.

Second Chance

Martha Archuleta stated that she had received an email from Deb Johnson, Second Chance Orange County, indicating that she was unable to attend tonight's CAC meeting.

PUBLIC COMMENTS:

None.

Recess: 8:30 p.m.

Reconvene: 8:35 p.m.

DISCUSSION OF PRESENTATIONS AND FUNDING AMOUNTS:

Ms. Archuleta reminded the Committee Members that if there is an increase or decrease in our funding allocation, it will be given across the board equally.

Discussion ensued about the merits of each organization and final consensus of the Committee was to approve staff's recommendations.

Motion was made by Mrs. Nguyen and seconded by Mr. Eades to approve CDBG FY 2020-2021 Budget, as recommended by staff.


Motion:	Nguyen
Second:	Eades
Ayes:	Nguyen, Eades, Cowan, Desai, Judeh, Rodriguez, Pak
Noes:	None
Absent:	None

MOTION CARRIED to approve the recommended action for the CDBG FY 2020-2021 budget and to equally distribute an increase or decrease in funding to all recipients.

Ms. Archuleta announced that the proposed CDBG FY 2020-2021 budget is scheduled to be heard by the City Council at the meeting of March 24, 2020, for final approval.

ADJOURNMENT:

There being no further business, Chairperson Pak adjourned the CAC meeting at 8:55 p.m.

  
Joe Pak, Chairman

ATTEST:

  
Lana Ardaiz, Secretary