

CITY OF BUENA PARK
COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE (CDBG)
MINUTES
JANUARY 21, 2025

A meeting of the Community Development Block Grant (CDBG) was called to order at 6:05 p.m. in the City Council Chambers of the Civic Center, 6650 Beach Boulevard, Buena Park, California, Chairman Solorzano presiding.

1: GENERAL

1A. CALL TO ORDER

1B. ROLL CALL

Present: Barraza, Garcia, Massed, Serrano, and Solorzano

Absent: None

Staff: Matt Foulkes, Director of Community and Economic Development
Melissa Dhauw, Senior Management Analyst
Sarabeth Suarez, Housing and CDBG Analyst
Lauren Yoon, Management Analyst
Lana Ardaiz, Senior Administrative Assistant

1C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Solorzano.

2: COMMUNICATIONS

2A. ORAL COMMUNICATIONS:

Chairman Solorzano announced the public may at this time address the members of the CDBG Committee on any matters within the jurisdiction of the CDBG Committee.

There being no requests to speak, Chairman Solorzano closed oral communications.

3: APPROVAL OF MINUTES:

3A. APPROVAL OF MEETING MINUTES: FEBRUARY 1, 2024

Motion was made by Committee Member Massed and seconded by Committee Member Serrano to approve the minutes of the Community Development Block Grant Committee Meeting of February 1, 2024. Committee Members Barraza and Garcia abstained.

Motion: Massed
Second: Serrano
Ayes: Massed, Serrano, Solorzano
Noes: None
Absent: None
Abstain: Barraza, Garcia

MOTION CARRIED.

4: STAFF REPORTS

4A. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM OVERVIEW

Ms. Sarabeth Suarez, Housing and CDBG Analyst, presented an overview of the Community Development Block Grant (CDBG) Program, and the FY 2025-2029 Consolidated Plan, (ConPlan) and Annual Action Plan process.

Ms. Suarez, explained that the City of Buena Park is an entitlement city that receives an annual CDBG allocation from HUD. The City may use CDBG funds for activities that provide decent housing, a suitable living environment, or to expand economic opportunities for low-income residents. Eligible programs must meet one of the three national objectives, which are to benefit low income individuals, aid in the prevention of slums or blight, or meet a need having a particular urgency. Additionally, the City must abide by HUD's 20% planning and administration cap and 15% public service cap when developing budget recommendations.

As required by HUD, the City must prepare a Consolidated Plan (ConPlan) identifying its 5-year strategies to address affordable housing, homelessness, public improvements, public services, public facilities, and economic development. The plan also identifies specific goals, outcomes, and activities that the City can implement over the 5-year period to meet plan objectives. The current FY 2020-2024 ConPlan expires at the end of this fiscal year, therefore, a new ConPlan must be prepared for the next 5 years. The FY 2025-2029 ConPlan is being developed using research, data collection, and community input from Buena Park residents, non-profit organizations, and other community stakeholders. Ms. Suarez encouraged residents to complete the community survey at www.buenapark.com/CDBG.

The City will prepare an Annual Action Plan, which is an annual component of the ConPlan and serves as the City's 1-year expenditure plan for the use of CDBG funds. Ms. Suarez clarified that the ConPlan covers five years, and the Action Plan details activities for each year of the ConPlan. Once the plans are prepared, they will be available for public review during a 30-day comment period, then presented to City Council for approval, and finally submitted to HUD by May 15, 2025.

4B. FISCAL YEAR 2023-2024 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) REVIEW

Ms. Suarez stated that HUD requires that the City prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to assist residents and HUD in evaluating the City's use of CDBG funds. The CAPER is due within 90 days after the end of the program year to capture the City's accomplishments for FY 2023-2024. Ms. Suarez summarized the services that were provided and the number of people assisted by each activity.

5: COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING PROPOSALS

5A. OVERVIEW OF FISCAL YEAR 2025-2026 CDBG FUNDING PROPOSALS

Ms. Suarez, Housing and CDBG Analyst, reported that the City receives its CDBG allocation from HUD in March or April of each year. In anticipation of these funds, the City requests proposals from agencies that can provide eligible services to the community.

The City received 11 eligible CDBG proposals for FY 2025-2026 totaling \$1,068,086. Ms. Suarez stated that in an effort to stay within the 20% administration cap and the 15% public service cap, staff is recommending the amounts listed on the budget matrix under "Staff Recommendation," which brings the total funding recommendation to \$990,900. This includes the projected allocation of \$774,071 and approximately \$216,829, which may be reprogrammed from the previous year's unprogrammed funds and program income. These were funds that were either not utilized in previous years or residential rehabilitation loan payoffs, which are returned to the fund balance.

Ms. Suarez briefly reviewed each funding request and explained that all applicants will have an opportunity to present their proposals at the next CDBG Committee meeting for consideration.

6: RECESS

6A. RECESS:

Chairperson Solorzano inquired if the Committee Members would like to take a short recess or would they like to continue with the meeting. Committee Members agreed to continue with the meeting.

7: DISCUSSION AND ACTION ITEMS

7A. ASSIGNMENT OF CDBG APPLICANT SITE VISITS

Chairperson Solorzano asked the Committee Members their preference as to the site facilities they would like to make an in-person visit to.

It was determined that the CDBG Committee Members would tour the following site facilities.

Organization/Program	CDBG Committee Members
CDBG Program Administration Residential Rehabilitation Program Administration / Senior Outreach & Loans	Alexandra Garcia / Rudy Solorzano
Neighborhood Improvement / Code Enforcement Program	Alexandra Garcia / Tanya Massed
Friendly Center	Chloe Serrano / Alexandra Garcia
Graffiti Removal Program	Rudy Solorzano / Tanya Massed
Senior Transportation Program	Tanya Massed / Thomas Barraza
Homeless Outreach Program	Tanya Massed / Thomas Barraza
Boys & Girls Club	Chloe Serrano / Rudy Solorzano
Mercy House Living Centers	Tanya Massed / Thomas Barraza
Fair Housing Foundation	Thomas Barraza

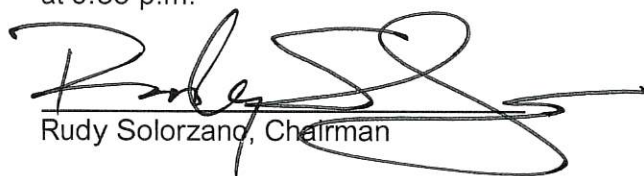
8: ANNOUNCEMENTS

8A. ANNOUNCEMENTS:

Chairman Solorzano announced that the next CDBG Committee Meeting will be on Thursday, February 13, 2025, at 6:00 p.m.

9A. ADJOURNMENT:

There being no further business, Chairman Solorzano adjourned the CDBG Committee Meeting at 6:35 p.m.


Rudy Solorzano, Chairman

ATTEST:


Lana Ardaiz, Secretary