

CITY OF ALHAMBRA

**NOTICE OF REGULAR MEETING
OF THE
ALHAMBRA HOUSING AND COMMUNITY DEVELOPMENT
CITIZEN ADVISORY COMMITTEE**

**TUESDAY, MARCH 7, 2023
AT 7:00 PM**

NOTICE IS HEREBY GIVEN that a regular meeting of the Alhambra Housing and Community Development Citizen Advisory (HCDA) Committee will be held on **Tuesday, March 7, 2023**, commencing at **7:00 p.m.**, located at **Alhambra City Hall, Management Services, Conference Room A, 2nd Floor, 111 South First Street, Alhambra, California**, pursuant to the order of the Chairman of the HCDA Committee, the Alhambra City Charter, the Alhambra Municipal Code, and Section 54956 of the Government Code of the State of California.

**LUCY GARCIA, ASSISTANT CITY MANAGER,
HCDA COMMITTEE SECRETARY**

Dated: March 2, 2023
Notice No. N2M23-29

AGENDA

HOUSING AND COMMUNITY DEVELOPMENT CITIZEN ADVISORY COMMITTEE TUESDAY, MARCH 7, 2023 AT 7:00 P.M.

REGULAR MEETING
ALHAMBRA CITY HALL
CONFERENCE ROOM A
111 S. FIRST STREET
ALHAMBRA, CA 91801

1. ROLL CALL:

Bill Vallejos, Chair	Mark Lee
Bonita Sharma-Ngan	Andrea Giese
Marc Tousignant	Yvette Cardenas
Michael Soto	Lewis McCammon, Vice Chair

2. APPROVAL OF MINUTES – February 7, 2023

3. PROGRESS REPORTS – January 2023

- Parks and Recreation – Senior Case Management
 - 78 Case Management clients were served.
 - 58 Volunteer Hours of assistance were donated to the program.
 - 3625 Meals delivered.
 - 611 Telephone Calls made.

- Community Development - Code Enforcement
 - The Code Enforcement Division investigated a total of 152 complaints.
 - 32 were identified as confirmed complaints as stand-alone Health & Safety Issues.
 - Code Enforcement staff referred 145 to the Housing Department programs.

- Community Development - Fair Housing
 - The Housing Rights Center served approx. clients. (Information is not available at this time.)
 - A variety of issues were discussed, including: evictions, security deposits, rent increases, repairs, contract questions, etc.

- Community Development - Housing Programs
 - First-Time Home Buyer - HOME: 0 searching for a home, 0 escrow closed.
 - HOME Major Rehabilitation: 4 in process, 2 completed.
 - CDBG Minor Rehabilitation: 4 in process, 2 completed.

Recommended Action

Receive and file these informational reports.

4. PRESENTATION – CDBG AND HOME PLANNING

5. PRESENTATION BY JANINE PINTO, SENIOR SERVICES

- Ms. Pinto with Senior Services will provide a brief presentation on Case Management Services.

6. PRESENTATION BY HOLLY CHENH, HOUSING

- Mrs. Chenh will Housing will provide a brief presentation on the projects for HOME Major Rehabilitation and CDBG Minor Rehabilitation.

7. STAFF UPDATES

8. COMMENTS FROM THE AUDIENCE

Discussion from the public of any item not specified on the agenda. Comments must pertain to the business of the HCDA Citizen Advisory Committee. Public comments pertaining to the HCDA Committee's business are welcome. Kindly limit all oral communications to five (5) minutes. Please complete the blue speaker card prior to the meeting and submit it to the Committee's secretary.

9. COMMENTS AND CONCERNS FROM THE COMMITTEE

Discussion from the Committee Members of any item(s) not specified on the agenda. Items discussed must pertain to the business of the HCDA Citizen Advisory Committee.

10. ADJOURNMENT

Copies of the staff report or other written documentation relating to each item of business described herein above are on file in the office of Management Services, Alhambra City Hall, 111 S. First Street, Alhambra, CA, and are available for public inspection during regular office hours: 7:00 A.M. to 12:00 P.M., Monday through Thursday.

Should any person have a question concerning any of the above agenda items prior to the meeting described herein, he or she may contact Priscilla Garcia, Management Analyst either in person, at the Management Services Department located at City Hall, or call via telephone at (626) 570-5012, during regular business hours.

INTERDEPARTMENTAL MEMORADUM

DATE: February 7, 2023

TO: Lucy Garcia, Assistant City Manager
cc: Mike Macias, Director of Parks & Recreation
Priscilla Garcia, Management Analyst

FROM: Brie Houghton, Deputy Director of Senior Services *BHE*
Janine Pinto, Acting Supervisor of Senior Services

SUBJECT: HUD REPORT FOR JANUARY 2023

	JANUARY 2023	YEAR TO DATE
Case Management Services:		
# of new Case Management Clients	0	78
Telephone Reassurance:		
# of telephone calls made	108	611
Home Delivered Meals:		
# of meals delivered	505	3625
Volunteer Hours:	8	58
New Case Management Clients		
Gender:		
Male	0	22
Female	0	56
Male Head of Household	0	28
Female Head of Household	0	29
Income:		
Extremely Low Income	0	23
Low Income	0	6
Above Low Income	0	49

	January 2023	January 2023	Year to Date	Year to Date
Race/Ethnicity:	Of Hispanic Origin	Not of Hispanic Origin	OHO	NOHO
White	0	0	30	16
African American/Black	0	0	0	1
African American/Black & White	0	0	0	2
African American/Black & Alaska Native	0	0	0	0
American Indian/Alaska Native	0	0	0	0
American Indian/Alaska Native & White	0	0	0	0
Asian	0	0	0	29
Asian & White	0	0	0	0
Native Hawaiian or other Pacific Islander	0	0	0	0
Other Multi-Racial	0	0	0	0
TOTAL	0	0	30	48

H.U.D. PROGRAM
CODE ENFORCEMENT FISCAL MONTHLY REPORT
 January 2023
OUT OF TARGET AREA and *IN TARGET AREA

	CURRENT MONTH		PREVIOUS MONTH		FISCAL TO DATE		TOTAL
	OUT	IN	OUT	IN	OUT	IN	
1 Total number of Complaints Received and investigated by all officers	4	11	3	3	64	88	152
2 Of those complaints these were Unfounded, no violation/no action taken	1	1	0	0	11	17	28
3 Of those complaints these only had Non-qualifying Ancillary Minor Issues	2	6	2	3	42	49	91
4 Total number Confirmed Complaints, as Stand-alone Health & Safety (H&S) Issues in Buildings	1	4	1	0	8	24	32
5 Total Number of Proactive Enforcement for Stand-alone H&S Issues in Buildings	0	0	0	0	0	21	21
6 Housing Referrals / Flyers issued to H&S Issues in Buildings from Line #4 and #5	0	4	0	0	0	145	145
7 Ancillary Minor Issues attached to the Stand-alone H&S Issues in Buildings (Combining Line #4 and Line #5)	0	2	0	0	2	25	27
8 Amount of time spent in Target Area	0	19	0	0.0	0	842.75	842.75
9 All Other Minor Issues Only – Proactive Enforcement (Non-qualifying CDBG)	0	1	0	1	11	21	32
10 Total complaints received and proactive enforcement, that are in rental properties	1	4	0	1	6	52	58
11 Building Division Referrals	1	1	0	0	4	11	15
12 Business License Revenue Generated	\$0.00	\$0.00	0	\$ 1,314.30	0	\$ 1,749.30	\$ 1,749.30
13 Other Revenue Generated (i.e. building permits, Admin. Fines, parking fines)	\$292.59	\$0.00	\$ -	\$0.00	775.59	3460.11	\$ 4,235.70
14 Total Amount of Revenue		\$0.00	\$ -	0	483	3895.11	\$ 4,378.11
15 Total Number of Confirmed Complaints and Proactive Enforcement (Total of numbers in Line #4 and #5 above)	1	4	1	0	8	45	53

Housing Division Activity Report

Year 2022-2023

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-To-Date
Rehabilitation Application													
Pre-Qualifying Worksheets Received	2	3	3	4	3	1	3						19
Applications Approved	0	0	1	1	2	0	0						4
HOME Major Rehabilitation													
Construction in Process	3	3	5	5	6	4	4						4
Projects Completed	0	0	0	0	0	2	0						2
Cancelled	0	0	0	0	0	0	0						0
RFP / Expenditures	\$127,638.00	\$50,616.00	\$92,870.00	\$100.00	\$111,422.00	\$51,306.00	\$59,853.00						\$493,805.00
CDBG Minor Rehabilitation													
Construction in Process	3	3	5	5	6	6	4						4
Projects Completed	0	0	0	0	0	0	2						2
Cancelled	0	0	0	0	0	0	0						0
RFP / Expenditures	\$0.00	\$0.00	\$5,000.00	\$0.00	\$38,804.00	\$61,196.00	\$45,000.00						\$150,000.00
Total Housing Expenditures													
	\$127,638.00	\$50,616.00	\$97,870.00	\$100.00	\$150,226.00	\$112,502.00	\$104,853.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$643,805.00


 Prepared by Holly Chenh

MINUTES

HOUSING AND COMMUNITY DEVELOPMENT CITIZEN ADVISORY COMMITTEE TUESDAY, FEBRUARY 7, 2023 AT 7:00 P.M.

1. **ROLL CALL: Chair Vallejos opened the meeting at 7:04pm**

Bill Vallejos, Chair

Andrea Giese

Bonita Sharma-Ngan

Lewis McCammon, Vice Chair

Michael Soto

Marc Tousignant

Committee Members Absent:

Mark Lee

Yvette Cardenas

City Staff Present:

Lucy Garcia, Assistant City Manager

Randi Stover, Deputy City Manager

Priscilla Garcia, Management Analyst

2. **APPROVAL OF MINUTES** for September 6, 2022 and October 18, 2022.

Committee Action:

Vice-Chair McCammon moved, seconded by Committee Member Giese 6-0.

3. **PROGRESS REPORTS – December 2022**

Management Analyst Garcia -

The Committee reviewed the monthly statistic reports and outline in the agenda.

➤ Parks and Recreation – Senior Case Management

- 78 Case Management clients were served.
- 50 Volunteer Hours of assistance were donated to the program.
- 3120 Meals delivered.
- 503 Telephone Calls made.

➤ Community Development - Code Enforcement

- The Code Enforcement Division investigated a total of 190 complaints.
- 30 were identified as confirmed complaints as stand-alone Health & Safety Issues.
- Code Enforcement staff referred 152 to the Housing Department programs.

➤ Community Development - Fair Housing

- The Housing Rights Center served approx. clients. (Information is not available at this time.)
- A variety of issues were discussed, including: evictions, security deposits, rent increases, repairs, contract questions, etc.

➤ Community Development - Housing Programs

- First-Time Home Buyer - HOME: 0 searching for a home, 0 escrow closed.
- HOME Major Rehabilitation: 5 in process, 2 completed.

- CDBG Minor Rehabilitation: 5 in process, 0 completed.

Recommended Action

Receive and file these informational reports.

4. SUBSTANTIAL AMENDMENT TO THE 2021-2022 ANNUAL ACTION PLAN and ALHAMBRA HOME-ALLOCATION PLAN – Presentation (City of Alhambra HOME ARP Allocation Plan Substantial Amendment to 2021-2022 Action Plan) given by Assistant City Manager Garcia

Assistant City Manager Garcia

- In January, we participated in a meeting with HUD regarding HOME-ARP clarification.

Vice Chair, McCammon

- What additional information revisions did they have added?

Assistant City Manager Garcia

- 4 qualifying populations.
- Identify preference... in this case, for homeless individuals and families.
- HUD wants us to identify how we prioritize funds.... contingent on other resources available to leverage assistance.
- Mitigate the homeless issue.

Committee Member Tousignant

- I'm supportive in anything that can localize what we are trying to control for around homelessness response in the city.
- A lot of these systems are stretched, high geography in LA County, behavioral health and substance abuse we don't get the level of specialty response they are looking at the pick number and it seems like it's a manageable number when you think of the unsheltered count in the 40's and we'll see with the new count.
- Do you see these funds going to the existing homeless provider contract or augmenting our existing network to what we are supporting or are you trying plug other holes we are not covered?

Assistant City Manager Garcia

- Yes, we see it going to existing contract (ie, HOME Team Supportive Services).
- If another contract is necessary, we will go through a solicitation process outlining our scope of work, and working toward improving delivery of services to the homeless community.

Committee Member Tousignant

- Are we providing any direct emergency or interim housing within the city that experiencing homeless with Alhambra?

Assistant City Manager Garcia

- Within the city, we do not. However, there are shelters within the Continuum of Care system that are part of the shelter navigation process to help homeless persons needing assistance.
- When they have a family with an infant, naturally they will be getting shelter help to them right away.

- If they have someone fleeing from domestic violence, they are going to work with a provider to security a safe haven for that person because they can't be on the street at risk of getting hurt.

Committee Member Tousignant

- I would love to move into the direction of providing something within the city directly for all the reasons it will benefit those folks, proximity, keep folks connected to their community and so forth.
- The outreach and education is so critical, but if we are not navigating folks directly.
- This is a big gap for Los Angeles Homeless Services Authority (LAHSA)
- We are not supporting that navigation function to work through what it takes to get into a housing program, navigate the different paper work, the eligibility back up, the different appointment you must make, and transportation needs.
- I would love to see these funds specially be used, if your experiencing homelessness in Alhambra, then you can count on some navigation support.

Assistant City Manager Garcia

- Important to note that it is contingent on the person willing to accept the services.
- You have to get their permission to move through the process.
- The more challenging aspects is dealing with a person that is suffering from mental health issues because you know that a person needs the services. However, they are not giving you the permission and so assistance will first require going through a conservatorship process.

Chair Vallejos

- How is this going to work or handled within city staff?
- What's the tentative plan?

Assistant City Manager Garcia

- The funding will allow for continued essential field outreach and intense case management services (via the HOME Team).
- With this funding, the City will have a stable program for the next several years.

Vice Chair McCammon

- One of the things in the executive summary, information on Comprehensive Housing Affordability Strategy (CHAS), they were looking at 2015-2019 identified in Alhambra total 7,020 households with incomes were below a 30% area median income are at risk.
- Census data 7,020 total households 30297 a quarter of household on house incomes below 30% AMI.
- We need to keep targeting programs because many people are on the verse of homelessness.
- Range of options of monies that we can spend included things like Category 4 – Acquisition and development of non-congregate shelter.
- The City had the opportunity to purchase a motel on the west end of Valley Blvd. It would have soaked up a lot of the money.
- RHNA- Regional Housing Needs Allocation Alhambra is very low 30-50 AMI housing element, housing consultant stated that half of that should be reserved for the very low, 26% of our RHNA.
- Two projects are in the pipeline, Chapel and Mariposa projects, which the Mariposa project will provide 92 units.

- This will become the City’s 2021-2022 HUD Action Plan Substantial Amendment, is the money still available?
- HOME-ARP must develop Action Plan Substantial. About two million dollars to spend.

Assistant City Manager Garcia

- This new money hasn’t been spent yet; it’s another funding source under the Action Plan.
- This is additional funding source for restrictive purposes.
- Once this Substantial Amendment and Home ARP Allocation Plan are submitted to HUD, they will review it. If accepted, then we will be able to spend it as proposed.
- HUD needs to approve it first. It will be several months from now.

Vice Chair, McCammon

- Can this money go toward the motel?
- A portion can go toward that.

Chair Vallejos

- Next step is to agree to submit this for Council approval. Receive and file.

Assistant City Manager Garcia

- It will move forward to the public review process.

Chair Vallejos

- There will be other opportunities for public comment on the HOME ARP Allocation Plan.

5. STAFF UPDATES

- The Governor’s withdrawal of the Emergency Order effective February 28, 2023, staff will inform that all City Board and Commission meetings will be back in person, effective March 2023; and
- The 2022 CDBG Street Improvement Project will need to be identified as a low priority in IDIS as the HUD system will now allow for a medium priority selection.

6. COMMENTS FROM THE AUDIENCE

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None

7. COMMENTS AND CONCERNS FROM THE COMMITTEE

Discussion from the Committee Members of any item(s) not specified on the agenda. Items discussed must pertain to the business of the HCDA Citizen Advisory Committee.

None

8. ADJOURNMENT at 8:10pm.

Committee Action:

Vice-Chair McCammon moved, seconded by Committee Member Tousignant 6-0.

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Americans with Disabilities Act: If you require special assistance to participate in any City meeting, please contact the City Clerk's Office (626) 570-5090. Notification of at least 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.