

**CITY OF ALHAMBRA**

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

**TUESDAY, NOVEMBER 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, November 7, 2023**, commencing at **7:00 p.m.**, located at **Alhambra City Hall, Management Services, Conference Room A, 2<sup>nd</sup> 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: November 2, 2023  
Notice No. N2M23-132

## AGENDA

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

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

#### 1. ROLL CALL:

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

#### 2. APPROVAL OF MINUTES – September 5, 2023

#### 3. PROGRESS REPORTS – September 2023

- Parks and Recreation – Senior Case Management
  - 77 Case Management clients were served.
  - 29 Volunteer Hours of assistance were donated to the program.
  - 1710 Meals delivered.
  - 240 Telephone Calls made.
- Community Development - Code Enforcement
  - The Code Enforcement Division investigated a total of 142 complaints.
  - were identified as confirmed complaints as stand-alone Health & Safety Issues.
  - Code Enforcement staff referred 38 to the Housing Department programs.
- Community Development - Fair Housing
  - The Housing Rights Center served approx. 135 clients.
  - A variety of issues were discussed, including: evictions, security deposits, rent increases, repairs, contract questions, etc.
- Community Development - Housing Programs
  - HOME Major Rehabilitation: 6 in process, 0 completed.
  - CDBG Minor Rehabilitation: 6 in process, 0 completed.

#### *Recommended Action*

Receive and file these informational reports.

#### 4. PRESENTATION BY THE HOME TEAM

- The Homeless Outreach Mental Evaluation (HOME) team will be providing a brief presentation regarding the initial point of contact with individuals and families experiencing homelessness or struggling with mental health problems.

#### 5. CHANGING HCDA MEETINGS TIME

- Changing the meeting time from 7:00pm to 6:00pm.

#### 6. STAFF UPDATES

- There will be no meetings in December and January.

- Draft 2022-23 CAPER responses to committee.

## **7. 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.

## **8. 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.

## **9. 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.



- Senior Services Numbers – Asian and Asian & White.
  - Section CR-05 Goals and Outcomes – Committee had requested that Community Facilities and Infrastructure – Capital Improvement Planning move from Priority to Medium.
  - Small Business Assistance Grants, how much money is left?
  - Fiscal Year Summary – HOME Match – What do we plan on doing with the monies and why didn't the city receive a Match contribution?
  - Income Levels Classification.
  - Actions taken to reduce the number of poverty-level families. This doesn't have relevance to poverty.
  - County Mental Health Services Department for the HOME Team, who pays for this?
  - Rental Inspection Program – program being deemed infeasible.
- I will follow up with responses to those questions.

## 5. STAFF UPDATES

- Management Analyst Garcia reminded members about Ethics Training.

## 6. 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.

- 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.

- Vice Chair McCammon
  - Agenda item to change meeting time from 7:00pm to 6:00pm.

## 8. ADJOURNMENT at 6:51pm.

### **Committee Action:**

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

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.

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.

**INTERDEPARTMENTAL MEMORANDUM**

**DATE:** October 2, 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   
Janine Pinto, Supervisor of Senior Services

**SUBJECT:** HUD REPORT FOR SEPTEMBER 2023

	SEPTEMBER 2023	YEAR TO DATE
<b>Case Management Services:</b>		
# of new Case Management Clients	2	77
<b>Telephone Reassurance:</b>		
# of telephone calls made	83	240
<b>Home Delivered Meals:</b>		
# of meals delivered	595	1710
<b>Volunteer Hours:</b>	8	29
<b>New Case Management Clients</b>		
<b>Gender:</b>		
Male	1	23
Female	1	54
Male Head of Household	0	21
Female Head of Household	1	44
Male Not Head of Household	1	2
Female Not Head of Household	0	10
<b>Income:</b>		
Extremely Low Income	0	20
Low Income	2	12
Above Low Income	3	45

	September 2023	September 2023	Year to Date	Year to Date
Race/Ethnicity:	Of Hispanic Origin	Not of Hispanic Origin	OHO	NOHO
White	2	0	33	15
African American/Black	0	0	0	2
African American/Black & White	0	0	0	0
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	27
Asian & White	0	0	0	0
Native Hawaiian or other Pacific Islander	0	0	0	0
Other Multi-Racial	0	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>33</b>	<b>44</b>

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

	CURRENT MONTH		PREVIOUS MONTH		FISCAL TO DATE		TOTAL
	OUT	IN	OUT	IN	OUT	IN	
1	19	32	17	31	64	78	142
2	6	5	4	3	12	9	21
3	8	18	10	23	32	51	83
4	1	7	3	5	6	15	21
5	2	13	3	2	7	41	48
6		6		4	0	38	38
7	1	2	1	3	3	5	8
8		162		171		510.5	510.50
9	1	3	8	9	21	23	44
10	0	19	6	5	8	31	39
11	1	1	0	1	1	3	4
12	0	1				1	1
13	0	16				16	16
14	\$0.00	\$229.00	\$ -	\$0.00	\$ -	\$ 356.00	\$ 356.00
15	\$452.52	\$0.00	\$0.00	\$0.00	\$ 452.52	\$ -	\$ 452.52
16	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$ -	\$ -
17	3	20	6	7	13	56	69



## Program Summary Alhambra City

Fiscal Year 2023/2024

	1st Qtr Jul - Sep	2nd Qtr Oct - Dec	3rd Qtr Jan - Mar	4rd Qtr Apr - Jun	Total FY 23/24	
--	----------------------	----------------------	----------------------	----------------------	-------------------	--

### DIRECT SERVICES

#### General

Discrimination	2	0	0	0	2	5.26%
General Housing	36	0	0	0	36	94.74%
<b>Total</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>100%</b>

#### Discrimination Breakdown

Discrimination Inquiry	2	0	0	0	2	100%
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>100%</b>

### DEMOGRAPHICS

#### Race

American Indian/Alaska Native	1	0	0	0	1	2.63%
Asian	3	0	0	0	3	7.89%
Other	26	0	0	0	26	68.42%
White	8	0	0	0	8	21.05%
<b>Total</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>100%</b>

#### Ethnicity

Mexican/Chicano	12	0	0	0	12	31.58%
Not Hispanic/Latino	20	0	0	0	20	52.63%
Other Hispanic/Latino	6	0	0	0	6	15.79%
<b>Total</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>100%</b>

#### Income

Extremely Low	31	0	0	0	31	81.58%
Low	2	0	0	0	2	5.26%
Moderate	3	0	0	0	3	7.89%
Very Low	2	0	0	0	2	5.26%
<b>Total</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>100%</b>

#### Special Groups

Disabled	5	0	0	0	5	26.32%
Female Head of Household	3	0	0	0	3	15.79%
Risk of Homelessness	3	0	0	0	3	15.79%

## Program Summary

### Alhambra City

Fiscal Year 2023/2024

	1st Qtr Jul - Sep	2nd Qtr Oct - Dec	3rd Qtr Jan - Mar	4rd Qtr Apr - Jun	Total FY 23/24	
Senior	8	0	0	0	8	42.11%
<b>Total</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>100%</b>

#### Type of Caller

In-Place Tenant	32	0	0	0	32	84.21%
Landlord	3	0	0	0	3	7.89%
Other	2	0	0	0	2	5.26%
Rental Homeseeker	1	0	0	0	1	2.63%
<b>Total</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>100%</b>

#### DISCRIMINATION INQUIRIES

##### Protected Classification

Disability-Physical	1	0	0	0	1	50.0%
General Information	1	0	0	0	1	50.0%
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>100%</b>

##### Dispositions

Counseled	1	0	0	0	1	50.0%
Pending	1	0	0	0	1	50.0%
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>100%</b>

#### TENANT/LANDLORD SERVICES

##### Housing Issue

Eviction	4	0	0	0	4	11.11%
Harassment	1	0	0	0	1	2.78%
L/T Info.	2	0	0	0	2	5.56%
Lease Terms	4	0	0	0	4	11.11%
Notices	12	0	0	0	12	33.33%
Other	1	0	0	0	1	2.78%
Rent Increases	6	0	0	0	6	16.67%
Repairs	1	0	0	0	1	2.78%
Security Deposit	1	0	0	0	1	2.78%
Seeking Housing	3	0	0	0	3	8.33%
Substandard Conditions	1	0	0	0	1	2.78%
<b>Total</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>100%</b>

##### Dispositions

## Program Summary

### Alhambra City

Fiscal Year 2023/2024

	<b>1st Qtr Jul - Sep</b>	<b>2nd Qtr Oct - Dec</b>	<b>3rd Qtr Jan - Mar</b>	<b>4rd Qtr Apr - Jun</b>	<b>Total FY 23/24</b>	
Attorney	5	0	0	0	5	13.89%
Code Enforcement	1	0	0	0	1	2.78%
Consumer Affairs	1	0	0	0	1	2.78%
Housing Authority	1	0	0	0	1	2.78%
Legal Aid	10	0	0	0	10	27.78%
Other GH Action	3	0	0	0	3	8.33%
Project Place	2	0	0	0	2	5.56%
Resolved	13	0	0	0	13	36.11%
<b>Total</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>100%</b>

# Housing Division Activity Report

## Year 2023-2024

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-To-Date
<b>Rehabilitation Application</b>													
Pre-qualifying Worksheets Received	2	3	4										9
Applications Approved	0	0	2										2
<b>HOME Major Rehabilitation</b>													
Construction in Process	5	6	6										6
Projects Completed	0	0	0										0
Cancelled	0	0	0										0
RFP / Expenditures	\$22,485.00	\$169,074.50	\$57,446.00										\$249,004.50
<b>CDBG Minor Rehabilitation</b>													
Construction in Process	5	6	6										6
Projects Completed	0	0	0										0
Cancelled	0	0	0										0
RFP / Expenditures	\$5,000.00	\$95,000.00	\$10,130.00										\$110,130.00
<b>Total Housing Expenditures</b>													
	\$27,485.00	\$264,074.50	\$67,576.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359,134.50

  
 Prepared by: Holly Chenh