



HOUSING COMMISSION

Agenda

Regular Meeting

April 11, 2024, 5:30 p.m.

Council Chamber
1200 Carlsbad Village Dr.
Carlsbad, CA 92008
carlsbadca.gov

Welcome to the Housing Commission Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Housing Commission and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website.

How to watch

In Person



City Council Chamber
1200 Carlsbad Village Drive

Online



Watch the livestream at
carlsbadca.gov/watch

How to participate

If you would like to provide comments to the Commission, please:

- Fill out a speaker request form, located in the foyer.
 - Submit the form to the Clerk before the item begins.
 - When it's your turn, the Clerk will call your name and invite you to the podium.
 - Speakers have three minutes, unless the presiding officer (usually the chair) changes that time.
 - You may not give your time to another person, but can create a group. A group must select a single speaker as long as three other members of your group are present. All forms must be submitted to the City Clerk before the item begins and will only be accepted for items listed on the agenda (not for general public comment at the beginning of the meeting). Group representatives have 10 minutes unless that time is changed by the presiding officer or the Commission.
-
- **In writing:** Email comments to christian.gutierrez@carlsbadca.gov. Comments received by 2 p.m. the day of the meeting will be shared with the Commission prior to the meeting. When e-mailing comments, please identify in the subject line the agenda item to which your comments relate. All comments received will be included as part of the official record.

Reasonable accommodations

Reasonable Accommodations Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or manager@carlsbadca.gov by noon on the Tuesday before the meeting to make arrangements. City staff will respond to requests by noon on Thursday, the day of the meeting, and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on March 14, 2024

PRESENTATIONS: None.

PUBLIC COMMENT: *The Brown Act allows any member of the public to comment on items not on the agenda. Please treat others with courtesy, civility, and respect. Members of the public may participate in the meeting by submitting comments as provided on the front page of this agenda. The Commission will receive comments in the beginning of the meeting. In conformance with the Brown Act, no action can occur on these items.*

CONSENT CALENDAR: *The items listed under Consent Calendar are considered routine and will be enacted by one motion as listed below. There will be no separate discussion on these items prior to the time the Commission, votes on the motion unless members of the Commission, staff, or the public request specific items be discussed and/or removed from the Consent Calendar for separate action.*

PUBLIC HEARINGS: None.

DEPARTMENTAL REPORTS:

1. **CARLSBAD HOUSING AGENCY 2024-25 PUBLIC HOUSING AGENCY ANNUAL PLAN** – Adopt a resolution recommending that the Community Development Commission approve the City of Carlsbad’s 2024-25 Public Housing Agency Annual Plan for submission to the U.S. Department of Housing and Urban Development (HUD). (Staff contact: Christian Gutierrez, Housing Services Manager, Housing & Homeless Services Department)

Recommended Action: Adopt the resolution.

2. **HOUSING COMMISSION JULY 2024 – JUNE 2025 WORK PLAN** – Discuss and provide feedback to staff regarding the July 2024 – June 2025 Housing Commission Work Plan draft. (Staff contact: Christian Gutierrez, Housing Services Manager, Housing & Homeless Services Department)

Recommended Action: Discuss and provide feedback to staff.

COMMISSION MEMBER COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS:

STAFF COMMENTS:

ADJOURNMENT:



HOUSING COMMISSION

Minutes

Council Chamber
1200 Carlsbad Village Drive
Carlsbad, CA 92008

March 14, 2024, 5:30 p.m.

CALL TO ORDER: 5:32 p.m.

ROLL CALL: Collins, Ydigoras, Chang, Berger.
Absent: Horton.

ANNOUNCEMENT OF CONCURRENT MEETINGS: None.

PLEDGE OF ALLEGIANCE: Chair Collins led the Pledge of Allegiance.

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on Feb. 8, 2024

Motion by Commissioner Chang, seconded by Commissioner Ydigoras, to approve the minutes as presented. Motion carried, 4/0/1 (Horton – Absent).

PRESENTATIONS: None.

PUBLIC COMMENT: None.

CONSENT CALENDAR: None.

PUBLIC HEARING: None.

DEPARTMENTAL REPORTS:

1. **COMMUNITY DEVELOPMENT BLOCK GRANT FY 2024-25 FUNDING RECOMMENDATIONS** – Adopt a resolution approving the funding recommendations to incorporate into the FY 2024-25 Annual Action Plan and recommending that the City Council approve the FY 2024-25 Annual Action Plan for Community Development Block Grant (CDBG). (Staff contact: Nicole Piano-Jones, Housing & Homeless Services Department)

Recommended Action: Adopt the resolution.

Nicole Piano-Jones, Senior Program Manager, reviewed a PowerPoint presentation (on file with the office of the City Clerk).

Ms. Marie spoke in support of public services for rental assistance programs.

Naira Davtayan with the Legal Aid Society of San Diego spoke in support of funding for their organization.

Allison Basile with Casa de Ampara spoke in support of funding for their organization.

Vanessa Marshall, Interim Director of Coastal Services with Interfaith Community Services spoke in support of funding for their organization.

Daryll Harris of the Brother Benno Foundation spoke in support of funding for their organization.

Chief Program Officer Rebecca Nussbaum of the Community Resource Center reviewed a PowerPoint presentation (on file with the office of the City Clerk) and spoke in support of funding for their organization.

Dani Snow with Catholic Charities Diocese of San Diego spoke in support of funding for La Posada de Guadalupe men's shelter.

Commissioners received the report, asked questions and provided feedback. Staff and applicant representatives responded to Commissioners questions.

Motion by Commissioner Ydigoras, seconded by Commissioner Berger, to amend the resolution to require the Legal Aid Society of San Diego to report on statistical use of funds. Resolution No. 2024-003 failed as amended, 2/2/1 (Collins and Chang – No, Horton - Absent).

Chair Collins called for a vote on a subsidiary motion to amend the resolution to include data from prior year CDBG fund recipients prior to new funding recommendations. Resolution No. 2024-003 carried, 3/1/1 (Ydigoras – No, Horton – Absent).

Chair Collins called for a vote on the amended resolution. Resolution No. 2024-003 carried 3/1/1 (Ydigoras – Abstained, Horton – Absent).

COMMISSION COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS: None.

ANNOUNCEMENTS: None.

STAFF COMMENTS: None.

ADJOURNMENT: 6:59 p.m.

Leah Sorensen
Administrative Secretary



HOUSING COMMISSION

Staff Report

Meeting Date: April 11, 2024

To: Housing Commission

From: Christian Gutierrez, Housing Services Manager

Staff Contact: Christian Gutierrez, Housing Services Manager
christian.gutierrez@carlsbadca.gov, 442-300-6555

Subject: Carlsbad Housing Agency 2024-25 Public Housing Agency Annual Plan

District: All

Recommended Action

Adopt a resolution recommending that the Community Development Commission approve the City of Carlsbad's 2024-25 Public Housing Agency Annual Plan for submission to the U.S. Department of Housing and Urban Development (HUD).

Executive Summary

The Housing & Homeless Services Department, operating as the Carlsbad Housing Agency, administers the federally funded Housing Choice Voucher Program, also known as Section 8, on behalf of the City of Carlsbad. The program is governed by federal regulations, which allow local discretion on some policy decisions and administrative procedures. Federal law requires every Public Housing Agency (PHA) to file a 5-Year Plan with HUD and an annual plan consistent with the 5-Year Plan. The plan also informs HUD and members of the public about the mission and strategies for serving the needs of low-income and very low-income families within the housing agency's jurisdiction.

The plan must be formally adopted by the housing agency's Board of Commissioners. The City Council, acting as the Community Development Commission, is the governing board for the Carlsbad Housing Agency and the Housing Commission makes recommendations to the Community Development Commission on housing related matters.

Explanation & Analysis

The Carlsbad 5-Year Public Housing Agency Plan outlines objectives that aim to address the needs of low-income, very low-income and extremely low-income families. These objectives include expanding the supply of assisted housing, improving the quality of assisted housing, increasing assisted housing choices, promoting self-sufficiency and asset development of families and individuals, and ensuring equal opportunity and affirmatively further fair housing.

The Community Development Commission last approved and adopted the 5-Year Plan on April 7, 2020. Every public housing agency is required each year to identify any elements of the plan that have been revised since its last annual plan was submitted. The Fiscal Year 2024-25 Annual Plan represents the fourth annual update of the 5-Year Plan, consistent with the goals and objectives established. The update focuses on financial resources as shown in Section B.1 of Exhibit 1, Attachment X

Next Steps

Transmittal of the 2024-25 PHA Plan will be submitted to the Community Development Commission for approval.

Environmental Evaluation

This action does not require environmental review because it does not constitute a “project” within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change or a reasonably foreseeable indirect physical change in the environment.

Exhibit

1. Housing Commission resolution

RESOLUTION NO.

A RESOLUTION OF THE HOUSING COMMISSION OF THE CITY OF CARLSBAD,
CALIFORNIA, RECOMMENDING APPROVAL OF THE CARLSBAD FISCAL YEAR
2024-25 ANNUAL PUBLIC HOUSING AGENCY PLAN

WHEREAS, the Housing & Homeless Services Department administers the Housing Choice Voucher (Section 8) Rental Assistance Program for the City of Carlsbad's Public Housing Agency (PHA); and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has issued regulations requiring PHAs to submit a 5-Year and Annual Plans consistent with the City of Carlsbad's Consolidated Plan and local objectives; and

WHEREAS, the 5-Year Plan for 2020-2025 was approved by the Community Development Commission on April 7, 2020; and

WHEREAS, federal regulations provide that Annual Plans must be adopted by the Carlsbad Community Development Commission and submitted to the U.S. Department of Housing and Urban Development.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Housing Commission of the City of Carlsbad, California, as follows:

1. The above recitations are true and correct.
2. That based on the information provided within the Housing Commission Staff Report, the Housing Commission adopts this resolution, recommending that the Carlsbad Community Development Commission approve the Carlsbad Fiscal Year 2024-25 Annual Plan (attached hereto as Attachment A) for submission to the U.S. Department of Housing and Urban Development.

PASSED, APPROVED AND ADOPTED at a Regular meeting of the Housing Commission of the City of Carlsbad on the _____ day of _____, 2024, by the following vote, to wit:

AYES:

NAYS:

ABSENT:

ABSTAIN:

TYLER COLLINS, Chair

MANDY MILLS, Director

Streamlined Annual PHA Plan <i>(HCV Only PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by HCV-Only PHAs. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A.	PHA Information.						
A.1	<p>PHA Name: <u>Carlsbad Housing Agency</u> PHA Code: <u>CA077</u></p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2024</u></p> <p>PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)</p> <p>Number of Housing Choice Vouchers (HCVs) <u>756</u> (includes 47 Mainstream Vouchers)</p> <p>PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>The Carlsbad Housing Agency’s Annual PHA Plan, Administrative Plan and supporting documents are available for inspection at the following locations:</p> <table border="0"> <tr> <td data-bbox="180 1407 844 1554"> <p><u>Main administrative office of the PHA</u></p> <ul style="list-style-type: none"> • City of Carlsbad Housing and Homeless Services 1200 Carlsbad Village Drive Carlsbad, CA 92008 </td> <td data-bbox="844 1407 1461 1491"> <p><u>PHA Website</u></p> <ul style="list-style-type: none"> • www.carlsbadca.gov/housing </td> </tr> <tr> <td data-bbox="180 1575 844 1722"> <p><u>Public Libraries</u></p> <ul style="list-style-type: none"> • City of Carlsbad Main Library 1775 Dove Lane Carlsbad, CA 92011 </td> <td data-bbox="844 1575 1461 1722"> <p><u>Other:</u></p> <ul style="list-style-type: none"> • City of Carlsbad Senior Center 799 Pine Avenue Carlsbad, CA 92008 </td> </tr> <tr> <td colspan="2" data-bbox="180 1743 1461 1848"> <ul style="list-style-type: none"> • City of Carlsbad Georgina Cole Library 1250 Carlsbad Village Drive Carlsbad, CA 92008 </td> </tr> </table>	<p><u>Main administrative office of the PHA</u></p> <ul style="list-style-type: none"> • City of Carlsbad Housing and Homeless Services 1200 Carlsbad Village Drive Carlsbad, CA 92008 	<p><u>PHA Website</u></p> <ul style="list-style-type: none"> • www.carlsbadca.gov/housing 	<p><u>Public Libraries</u></p> <ul style="list-style-type: none"> • City of Carlsbad Main Library 1775 Dove Lane Carlsbad, CA 92011 	<p><u>Other:</u></p> <ul style="list-style-type: none"> • City of Carlsbad Senior Center 799 Pine Avenue Carlsbad, CA 92008 	<ul style="list-style-type: none"> • City of Carlsbad Georgina Cole Library 1250 Carlsbad Village Drive Carlsbad, CA 92008 	
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<ul style="list-style-type: none"> • City of Carlsbad Georgina Cole Library 1250 Carlsbad Village Drive Carlsbad, CA 92008 							

<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)				
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead PHA:				

B. Plan Elements.

B.1 Revision of Existing PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y N

Statement of Housing Needs and Strategy for Addressing Housing Needs.

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.

Financial Resources.

Rent Determination.

Operation and Management.

Informal Review and Hearing Procedures.

Homeownership Programs. *N/A.*

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.

Substantial Deviation.

Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

CY 2024 Financial Resources – Annual Contributions from HUD

Program/Account	HUD Budget Authority Funding	Description
Housing Choice Voucher program	\$8,383,140	Housing Assistance Payments (HAP)
Mainstream Voucher program –	\$784,032	Non-elderly Person with Disabilities
HCV Administrative Fees	\$693,792	HCV program operations
Total Resources	\$9,860,964	

B.1	<u>Significant Amendment/Modification</u> – Not Applicable
B.2	New Activities. – Not Applicable

<p>B.3</p>	<p>Progress Report.</p> <p>Provide a description of the PHA’s progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <ol style="list-style-type: none"> 1. Expand the supply of assisted housing. <ul style="list-style-type: none"> • Mainstream Special Purpose Vouchers. The CHA was awarded vouchers for non-elderly persons with disabilities: 28 vouchers (2020), nine vouchers (2021) and ten vouchers in (2022). • Portability Vouchers. In 2021, the CHA began administering 100% of port-in vouchers, which increased program participation by 60 households per month. • New Vouchers Issued: 7 HCV and 3 Mainstream in 2023 2. Improve Voucher management. <ul style="list-style-type: none"> • The CHA received a High-performance rating from HUD for fiscal year 2023 of the Section Eight Management Assistance Program (SEMAP) report. • The CHA converted to a new software program to meet the changing requirements of HUD regulations and/or directives. • The CHA expanded owner customer service by launching an owner portal, improving the access of information for CHA participating owners and property managers. 3. Increase assisted housing choice. <ul style="list-style-type: none"> • The CHA has maintained payment standards between 90% and 110% of the HUD published Fair Market Rents to ensure voucher holders are able to utilize the HCV program to locate adequate housing in Carlsbad. • The CHA’s Housing Navigator assists new voucher holders by providing services with housing navigation within the CHA jurisdiction. 4. Promote self-sufficiency and asset development of families and individuals. <ul style="list-style-type: none"> • The CHA voluntarily administers the Family Self-Sufficiency Program for participants who have ported into our jurisdiction. Since FY 2015, we have administered seven Family Self-Sufficiency (FSS) participants, three of which graduated successfully with escrow accounts. 5. Ensure equal opportunity and affirmatively further fair housing. <ul style="list-style-type: none"> • The CHA enlisted the services of the Center for Social Advocacy (CSA) and the Legal Aid Society of San Diego to deliver Fair Housing counseling and seminars for housing staff, participants, and owners. Through cooperation with neighboring cities in North County, the San Diego Regional Analysis of Impediments to Fair Housing has provided direction to both individual cities and the wider region to actively pursue fair housing objectives. • Informational resources, accessible in English and Spanish, can be found in the lobby. These materials are also included in the introductory packets for new participants in the HCV program.
<p>B.4</p>	<p>Capital Improvements. – Not Applicable</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>C.</p>	<p>Other Document and/or Certification Requirements.</p>

C.1	<p>Resident Advisory Board (RAB) Comments. <i>To be completed after the Housing Commission meeting.</i></p> <p style="text-align: center;">Y N</p> <p>(a) Did the RAB(s) have comments to the PHA Plan? <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
C.2	<p>Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. Attached.</p>
C.3	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. Attached.</p>
C.4	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>Did the public challenge any elements of the Plan? <i>To be completed after the public hearing.</i></p> <p style="text-align: center;">Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> If yes, include Challenged Elements.</p>
D.	Affirmatively Furthering Fair Housing (AFFH).
D.1	<p>Affirmatively Furthering Fair Housing (AFFH). Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <p>Fair Housing Goals: Goal. All Carlsbad housing opportunities (ownership and rental, market rate and assisted) are offered in conformance with open housing policies and free of discriminatory practices.</p> <p>Strategies and Actions. With assistance from the City’s fair housing provider, the City will continue to offer fair housing services to its residents and property owners. Services to be included:</p> <ul style="list-style-type: none"> • Disseminating educational materials to landlords, property managers, and tenants; • Issuing public announcements through diverse media channels (e.g., social media, newspaper advertisements, and public service announcements on local radio and television); • Hosting workshops and training sessions in collaboration with various community groups; • Addressing and investigating discrimination complaints, including intake procedures and resolution efforts; Referring individuals to relevant services and agencies; • Conducting randomized fair testing at various locations to assess compliance and rectify any hindrances through the enforcement of fair housing laws; and • Sustaining collaborative efforts with the San Diego Regional Alliance for Fair Housing (SDRAFFH) to advance fair housing, education, and advocacy. The SDRAFFH is also responsible for overseeing the regional compilation of the Analysis of Impediments. <p>The City partnered closely with the San Diego Regional Alliance for Fair Housing to conduct the Analysis of Impediments to Fair Housing for the fiscal years 2020-2025. This analysis identifies obstacles to fair housing practices in the city, particularly in areas marked by racial and economic disparities. The practices identified to mitigate these barriers encompass various initiatives, such as increased outreach in Spanish, enforcing housing safety codes, targeted efforts to inform about home financing opportunities, ensuring equal access to information, and organizing diversity awareness events and programs at various locations across the city.</p>



HOUSING COMMISSION

Staff Report

Meeting Date: April 11, 2024

To: Housing Commission

From: Christian Gutierrez, Housing Services Manager

Staff Contact: Christian Gutierrez, Housing Services Manager
christian.gutierrez@carlsbadca.gov, 442-300-6555

Subject: Housing Commission July 2024 – June 2025 Work Plan

Recommended Action

Discuss and provide feedback to staff regarding the July 2024 – June 2025 Housing Commission Work Plan draft.

Executive Summary

Carlsbad Municipal Code (CMC) Section 2.15.020 (C) requires that each board or commission provide to the City Council for its approval an annual work plan of activities to be undertaken and to provide a subsequent report of its accomplishments. The Housing Commission will provide feedback for creation of a draft July 2024 – June 2025 Housing Commission Work Plan.

Discussion

In order to provide standardized principles and practices for Boards and Commissions, including the requirement for yearly work plans, the City Council updated the CMC in 2018. The work plan's goal is to promote more communication between the Commission and the City Council. Additionally, it aims to confirm that the Commission is carrying out its duties in accordance with the City Council's interests.

Staff requests the Housing Commission review and discuss the draft work plan and provide any feedback to modify for future approval. A Draft July 2024 – June 2025 Housing Commission Work Plan is provided as Exhibit 1 for discussion purposes.

Next Steps

After the Commission's review and feedback, city staff will modify and bring back the July 2024 – June 2025 Housing Commission Work Plan for review and approval before taking it to the City Council for final adoption.

Fiscal Analysis

There is no direct fiscal impact associated with the Housing Commission work plan as long as items can be conducted with existing resources.

Environmental Evaluation (CEQA)

Pursuant to Public Resources Code Section 21065, this action does not constitute a “project” within the meaning of the California Environmental Quality Act (CEQA) in that it has no potential to cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and therefore does not require environmental review.

Public Notification and Outreach

This item was noticed in accordance with the Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

Exhibit

1. Draft July 2024 – June 2025 Housing Commission Work Plan

Exhibit 1

City of Carlsbad
Housing Commission Work Plan
July 2024 - June 2025

I. Mission Statement

The mission of the Housing Commission is to promote housing security and affordability for all segments of our community, including lower income families and people with special housing and supportive service needs.

II. Composition

The Housing Commission consists of five members who are appointed by the Mayor and confirmed by the City Council. Members shall serve four-year terms.

III. July 2024 - June 2025 Goals & Tasks

The Housing Commission will focus on the following goals and tasks:

1. Support and advise the City Council regarding efforts to address affordable housing.
 - a. As needed throughout this time frame, perform the functions of the Housing Commission consistent with Carlsbad Municipal Code Section 2.40.060, including responsibilities for the Carlsbad Public Housing Authority.
 - b. Review and recommend for approval to City Council the Public Housing Agency Annual Plan for Fiscal Year 2025-26.
 - c. Examine housing policy questions as may be referred by the City Council.
 - d. Receive an annual report on the status and progress of affordable housing.
2. Support and advise the City Council regarding efforts to address homelessness.
 - a. Receive a report on the Homelessness Action Plan and provide recommendations for prioritization of actions or funding, if necessary.
3. Improve understanding of housing programs, policies and laws.
 - a. Receive legislative update offered or arranged by the City of Carlsbad.
 - b. Receive update on Housing Element progress and affordable housing sites, and inclusionary housing alternative compliance.
 - c. Participate in any best practices sessions on addressing affordable housing needs and homelessness.
4. Support and advise the City Council regarding the use of Housing Trust Fund and Community Development Block Grant funds.
 - a. Receive an annual report on the Housing Trust Fund.
 - b. Review and provide input on requests for funding from the Housing Trust Fund.
 - c. Review and provide input on requests for Community Development Block Grant funding.
5. Facilitate communication with the City Council and the broader Carlsbad community regarding matters which fall within the Commission's functions.
 - a. Prepare an annual work plan and present to City Council for approval.
 - b. Report to City Council and public on annual work plan accomplishments.