



HOUSING COMMISSION
Agenda

THURSDAY, JANUARY 14, 2021
4:00 P.M.

COUNCIL CHAMBERS
1200 Carlsbad Village Drive
Carlsbad, CA 92008

NOTICE TO THE PUBLIC:

Per State of California Executive Order N-29-20 and in the interest of public health and safety, we are temporarily taking actions to prevent and mitigate the effects of the COVID-19 pandemic by holding Housing Commission meetings electronically or by teleconferencing.

The Housing Commission meeting will be accessible electronically to all members of the public seeking to observe and address the commission. The Housing Commission meeting can be watched via livestream or replayed on the city website at www.carlsbadca.gov.

You can participate in the meeting by emailing your comments to the Housing Commission at housing@carlsbadca.gov prior to commencement of the agenda item. Your comments will be transmitted to the Housing Commission at the start of the agenda item. If you desire to have your comment read into the record at the Housing Commission meeting, please indicate so in the first line of your email and limit your email to 500 words or less. These procedures shall remain in place during the period in which state or local health officials have imposed or recommended social distancing measures.

In the event a quorum of the Housing Commission loses electrical power or suffers an internet connection outage that is not corrected within 15 minutes, the meeting will automatically be adjourned. Any items noticed as public hearings will be continued to the next regularly scheduled meeting of the Housing Commission. Any other agenda items the commission has not taken action on will be placed on a future agenda.

CALL TO ORDER

ABSENT: _____

ROLL CALL

APPROVAL OF MINUTES

December 3, 2020

ACTION: _____

VOTE: _____

December 10, 2020

ACTION: _____

VOTE: _____

PUBLIC COMMENTS

In conformance with the Brown Act and California Executive Order No. N-29-20, a total of 15 minutes is provided so members of the public can participate in the meeting by submitting comments as provided on the front page of this agenda. The Minutes Clerk will read comments as requested up to a total of 15 minutes. All other comments requested to be read by the Minutes Clerk will trail until the end of the meeting. In conformance with the Brown Act, no Commission action can occur on these items.

NEW BUSINESS:

1. **Streamlined Annual PHA Plan** - Recommending that the Community Development Commission **APPROVE** the Carlsbad Public Housing Agency (PHA) Annual Plan for Fiscal Year 2021 for submission to the U.S. Department of Housing and Urban Development.

STAFF RECOMMENDATION: *Approve.*
STAFF: Bobbi Nunn, Housing Program Manager

ACTION: _____
VOTE: _____

2. **Homeless Outreach Report** - Receive an informational report on the City of Carlsbad's recent activities to address homelessness.

STAFF RECOMMENDATION: *Receive report.*
STAFF: Holly Nelson, Homeless Outreach Manager

ACTION: _____
VOTE: _____

3. **2020 Housing Commission Work Plan Annual Report and 2021 Housing Commission Work Plan**

STAFF RECOMMENDATION: *Approve.*
STAFF: David de Cordova, Housing Services Manager

ACTION: _____
VOTE: _____

PUBLIC COMMENTS

Continuation of the Public Comments This portion of the agenda is set aside for continuation of public comments, if necessary, due to exceeding the total time allotted in the first public comments section. The remainder of the categories are for reporting purposes. In conformance with the Brown Act, no public testimony and no Commission action can occur on these items.

HOUSING COMMISSIONER COMMENTS

HOUSING SERVICES MANAGER COMMENTS

ADJOURNMENT



HOUSING COMMISSION

Minutes

MEETING OF: HOUSING COMMISSION (Special Meeting)
DATE OF MEETING: DECEMBER 3, 2020
TIME OF MEETING: 6:00 P.M.
PLACE OF MEETING: ZOOM

CALL TO ORDER: Chairperson John Nguyen-Cleary called the Meeting to order at 6:06 p.m.

ROLL CALL was taken as follows:

Present: Shirley Cole
Marissa Cortes-Torres
Joy Evans
Allen Manzano
John Nguyen-Cleary
Absent: None

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was forgone due to not having an American flag.

APPROVAL OF MINUTES:

On a motion by Commissioner Cole and seconded by Commissioner Manzano the minutes of the following meeting were approved, 4-0-1-0 (Cortes-Torres abstained):

Minutes of the Regular Meeting held October 8, 2020.

On a motion by Commissioner Cole and seconded by Commissioner Manzano the minutes of the following meeting were approved, 3-0-2-0 (Cortes-Torres, Evans abstained):

Minutes of the Joint Special Meeting of the Housing Commission & Housing Element Advisory Committee held on November 19, 2020.

CONSENT CALENDAR:

None.

PUBLIC COMMENT:

None.

PUBLIC HEARINGS:**1. DRAFT 2021-2029 HOUSING ELEMENT UPDATE -**

As required under state law, city staff and consultants along with guidance from the Housing Element Advisory Committee (HEAC) and City Council have worked together to create a comprehensive update to the City's Housing Element. The Housing Element will provide the city with a coordinated and comprehensive strategy for promoting the production of safe, decent and affordable housing for varying income levels within the community for the next eight years, from April 2021 through April 2029.

Scott Donnell, City Planner, introduced Mr. Rick Rust who gave a presentation on the draft Housing Element 2021-2029.

Mr. Rust gave an in-depth overview of the draft Housing Element contents as follows:

- 10.1 Introduction
- 10.2 Housing Needs Assessment
- 10.3 Resources
- 10.4 Constraints & Mitigating Opportunities
- 10.5 Review of Housing Program
- 10.6 Housing Plan Overview

The Housing Commission asked questions and had discussions regarding:

- Timeline for the draft to be sent to HCD
- Low income housing
- In lieu fees, how they are structured and how they can be modified to include linkage fees to achieve a variety of affordable housing outcomes (e.g., producing more very low income housing)
- The Inclusionary Housing Ordinance
- The Housing Services website and the Rental Assistance Program
- Homeless Outreach Emergency Rental Assistance;
- Marketing and awareness of the Housing Element goals, policies and programs;
 - Mr. Jeff Murphy, Director of Community Development, stated that staff can add a policy to increase transparency and promote awareness of housing opportunities at all affordability levels;
- It was suggested to limit abbreviations the public would not be familiar with;
- There was a discussion on prefabricated homes, mobile homes and tiny homes.

Michele Staples, Attorney from Jackson Tidus, submitted by email comments on behalf of the Ponto housing site property owner, supporting its designation as a

housing opportunity site. The email included an attached housing site data sheet. The comment email was read into the record.

Chairperson Nguyen-Cleary noted that the Housing Commission has received copious communications from community members regarding public use of the Ponto site that are not agreement with the property owner. Chairperson Nguyen-Cleary noted that that Housing Element Advisory Committee discussed, but made no decision to adjust the site's designation other than as presented in the draft Housing Element. The Housing Commission concurred to leave the site's use designation to the Planning Commission and City Council planning process.

Upon a motion by Commissioner Cortes-Torres, seconded by Commissioner Evans, the Housing Commission recommended 5-0, that the draft 2021-2029 Housing Element update be forwarded to the Housing Element Advisory Committee for further consideration along with modifications and additions to the draft document regarding:

- Increasing accessibility of public information about housing programs and housing availability at all income levels
- Including policies and programs to encourage affordability by design
- Consideration of broader use of inclusionary and linkage fee structures to improve affordable housing production

COMMITTEE/DIRECTOR REPORTS:

David de Cordova, Housing Services Manager, made the following announcements:

- There will be a regular Housing Commission next week on Thursday, December 10, 2020, at 4 p.m. via Zoom; agenda will include Fair Housing training, and the proposed 2021 Meeting Schedule for the Housing Commission.

ADJOURNMENT:

By proper motion, the Special Meeting of the Housing Commission was adjourned at 8:44 p.m.

David de Cordova
Housing Services Manager

PATTI CRESCENTI, Minutes Clerk

MINUTES ARE ALSO RECORDED AND KEPT ON FILE UNTIL THE WRITTEN MINUTES ARE APPROVED.



HOUSING COMMISSION

Minutes

MEETING OF: HOUSING COMMISSION (Regular Meeting)
DATE OF MEETING: DECEMBER 10, 2020
TIME OF MEETING: 4:00 P.M.
PLACE OF MEETING: ZOOM

CALL TO ORDER: Chairperson John Nguyen-Cleary called the Meeting to order at 4:05 p.m.

ROLL CALL was taken as follows:

Present: Shirley Cole
Marissa Cortes-Torres
Joy Evans
Allen Manzano
John Nguyen-Cleary
Absent: None

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was forgone as we did not have a flag.

APPROVAL OF MINUTES:

There were no minutes to approve.

CONSENT CALENDAR:

None.

PUBLIC COMMENT:

An email from Diana Rivera was read into the record.

NEW BUSINESS:

1. Fair Housing and Eviction Moratorium Training – A presentation was given about Fair Housing Laws and recent updates along with tenant protections during the Covid-19 pandemic. The presentation was given by Danielle Tailleart and Lila Gitestani of the Legal Aid Society of San Diego.

The training covered:

- Fair Housing law basics
- New source of income protections
- Covid-19 Eviction Moratoriums

Halfway through the presentation, Commissioners had questions regarding:

- Do apartment complexes have to take Section 8? Yes they do.
- How many people have inquired about the emergency funds from CDBG (167 people have asked about the CDBG funds)?

Due to technical difficulties, there was a break from 5:01 pm to 5:03 pm.

The presentation continued with Lila Gitestani. After the presentation the Commissioners had more discussion:

- Chairperson Nguyen-Cleary commented there is clear protection for rent. Tenants cannot be evicted for non-payment of rent
- Commissioner Evans commented that it is difficult to be a homeowner not receiving the rent
- It was pointed out there are also protections for homeowners renting out their properties

Due to technical difficulties, there was a break from 5:24 pm to 5:25 pm.

Discussion continued:

- Chairperson Nguyen-Cleary said at the beginning of the pandemic there were programs to help businesses, renters and homeowners. Are those available in Carlsbad?
- Ms. Melander, Program Manager, there is mortgage forbearance funding but she did not have the specifics. The city does have a CDBG program to assist renters with up to \$4,500 for back and future rent.
- Mr. de Cordova, Housing Services Manager, commented there is quite a bit of information on the City of Carlsbad Housing Services webpage. There is information on the Community Resource Center and Interfaith rental assistance services with links to more information.

STAFF RECOMMENDATION: *Receive training.*

No public spoke on the item.

2. 2021 Housing Commission Meeting Calendar – A resolution approving the 2021 Housing Commission meeting calendar was presented to the Housing Commission.

Mr. de Cordova added there will be two additional Special Housing Commissions on Thursday, March 4, 2021, at 6 p.m. and there may be a follow-up meeting on Monday, March 8, 2021, at 4 p.m.

STAFF RECOMMENDATION: *Approve*

No public spoke on the item.

ACTION: On a motion by Commissioner Cortes-Torres and seconded by Commissioner Evans, the item is approved.
AYES: COLE, CORTES-TORRES, EVANS, MANZANO, NGUYEN-CLEARY
NAYS: NONE
ABSENT: NONE

HOUSING COMMISSIONER COMMENTS:

Chairperson Nguyen-Cleary said he had a meeting with Jeff Murphy, Community Development Director, regarding the Housing Element and it being a guiding document for the city.

HOUSING SERVICES MANAGER COMMENTS:

David de Cordova, Housing Services Manager, made the following announcements:

- The final meeting of the Housing Element Advisory Committee to review the Housing Element Update will be Monday, December 14, 2020, at 3 p.m.
- On Tuesday, December 8, 2020, the City Council approved the affordable housing resale guidelines and the supporting policy and disposition of them. The City Council accepted the Housing Commission recommendations except for the suggestion that an applicant needs to be a North County resident due to potential fair housing implications. The Council did concur that an applicant will need to be a San Diego county area resident.

ADJOURNMENT:

By proper motion, the Regular Meeting of December 10, 2020, was adjourned at 5:44 p.m.

David de Cordova
Housing Services Manager

PATTI CRESCENTI, Minutes Clerk

MINUTES ARE ALSO RECORDED AND KEPT ON FILE UNTIL THE WRITTEN MINUTES ARE APPROVED.



HOUSING COMMISSION

Staff Report

Meeting Date: January 14, 2021

To: Housing Commission

From: David de Cordova, Housing Services Manager

Staff Contact: Bobbi Nunn, Housing Program Manager
Bobbi.Nunn@carlsbadca.gov, 760-434-2816

Subject: CARLSBAD PUBLIC HOUSING AGENCY FISCAL YEAR 2021 ANNUAL PLAN

Recommended Action

That the Housing Commission **ADOPT** Resolution No. 2021-001, **RECOMMENDING** that the Community Development Commission **APPROVE** the Carlsbad Public Housing Agency (PHA) Annual Plan for Fiscal Year 2021 for submission to the U.S. Department of Housing and Urban Development.

Executive Summary

The Housing Services Division administers the federally funded Section 8 Rental Assistance Program for the Carlsbad Public Housing Agency. Under federal law, a Public Housing Agency (PHA) is required to submit a 5-Year and Annual Plan. These plans provide a basic guide to PHA policies, rules, and requirements concerning the PHA's operations, programs, and services. In addition, the plans advise HUD and members of the public the PHA's mission and strategies for serving the needs of low-income and very low-income families for the next five years. The 5-Year Plan was approved and adopted by the Community Development Commission on April 7, 2020.

Each year, the Carlsbad Public Housing Agency is required to prepare, adopt and submit to HUD an Annual Plan consistent with the goals and objectives of the 5-Year Plan. The Fiscal Year 2021 Annual Plan (Attachment 2) is the first annual update of the 5-Year Plan.

Analysis

The purpose of the 5-Year PHA Plan is to identify goals and objectives to serve the needs of low-income (under 80% of the area median income - AMI), very low-income (under 50% of the AMI), and extremely low-income (under 30% of the AMI) families for the next five years.

The 5-Year PHA Plan goals are:

1. Expand the supply of assisted housing
2. Improve the quality of assisted housing
3. Increase assisted housing choices
4. Promote self-sufficiency and asset development of families and individuals
5. Ensure equal opportunity and affirmatively further fair housing

On an annual basis, the PHA needs to indicate the progress in meeting the goals and objectives identified in the 5-Year PHA Plan which was adopted on April 7, 2020.

Further, the PHA is required to identify any PHA Plan elements that have been revised since the last Annual Plan submission. The following area is addressed in the PHA Plan Update segment:

- Financial Resources

Next Steps

The Fiscal Year 2021 Annual Plan is required to be available for public review and comment prior to a Public Hearing and adoption by the City Council who acts as the Community Development Commission for this process. The public review period is 45 days and the Annual Plan is due to the Housing and Urban Development Department (HUD) prior to April 17, 2021. A Public Hearing will be scheduled when the Community Development Commission hears this item. All public comments received on the Annual Plan will be addressed and included in the final documents that will be submitted to HUD.

Environmental Review

Pursuant to Public Resources Code section 21065, this action does not constitute a “project” within the meaning of 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.

Exhibits

1. Housing Commission Resolution
 - A. Streamlined Annual PHA Plan (form HUD-50075-HCV)

RESOLUTION NO. 2021-001

A RESOLUTION OF THE HOUSING COMMISSION OF THE CITY OF CARLSBAD, CALIFORNIA, RECOMMENDING APPROVAL OF THE CARLSBAD FISCAL YEAR 2021 ANNUAL PUBLIC HOUSING AGENCY (PHA) PLAN AND AUTHORIZATION TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Housing Services Division administers the 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 Resolution No. 2021-001, recommending to the Carlsbad Community Development Commission APPROVAL of the Carlsbad Fiscal Year 2021 Annual Plan and authorization to submit 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, California, held on the 14th day of January 2021, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

JOHN NGUYEN-CLEARY, CHAIRPERSON
CARLSBAD HOUSING COMMISSION

ATTEST:

DAVID DE CORDOVA
Housing Services Manager



PUBLIC HOUSING AGENCY

Streamlined Annual PHA Plan Fiscal Year 2021



Approved by the Housing Commission on:
Adopted by the Community Development Commission on:

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, 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. 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 of 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, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 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 exceeds 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>City of Carlsbad Housing Agency</u> PHA Code: <u>CA077</u> PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) <u>740</u> 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 the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p>Location(s) where the public may obtain copies of the Annual PHA Plan:</p> <p>Main administrative office of the PHA:</p> <ul style="list-style-type: none"> • City of Carlsbad Housing Services 1200 Carlsbad Village Drive Carlsbad, CA 92008 <p>PHA Website:</p> <ul style="list-style-type: none"> • www.carlsbadca.gov/housing <p>Public libraries:</p> <ul style="list-style-type: none"> • City of Carlsbad Main Library 1775 Dove Lane Carlsbad, CA 92011 • City of Carlsbad Georgina Cole Library 1250 Carlsbad Village Drive Carlsbad, CA 92008

Other:

- City of Carlsbad
Senior Center
799 Pine Avenue
Carlsbad, CA 92008

PHA Plan Supporting Documents are available for inspection at:

Main business office of the PHA:

- City of Carlsbad
Housing Services
1200 Carlsbad Village Drive
Carlsbad, CA 92008

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 HA:				

B. Annual Plan.

B.1 Revision of PHA Plan Elements.

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

Y N

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):

Financial Resources – CY 2020 (CY 2021 Funding not determined)

Annual Contributions for HCV Program – Housing Assistance Payments (HAP)	\$ 8,420,505.
Annual Contributions for HCV Program – Administrative Fees for Program Operations	\$ 788,739.
Total Resources	\$9,209,244.

B.2 New Activities

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

Y N

Project Based Vouchers.

(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

B.3 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?

Y N N/A

(b) If yes, please describe:

B.4 Civil Rights Certification

[Form HUD-50077](#), PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.

<p>B.5</p>	<p>Certification by State or Local Officials.</p> <p>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.</p>
<p>B.6</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. Goal - Expand the supply of assisted housing <ul style="list-style-type: none"> • The PHA was awarded an additional 9 special purpose vouchers specifically for non-elderly persons with disabilities (Mainstream 5). PHA has a total of 37 special purpose vouchers, of which 23 are currently under lease. 2. Goal - Improve Voucher Management <ul style="list-style-type: none"> • HA maintains a High Performing status under the Section 8 Management Program (SEMAP). • In response to COVID 19 and the office closure, the PHA has developed protocols for interacting with participants and stakeholders via phone, email, and online meetings (ZOOM and MS Teams). 3. Goal – Increase assisted housing choices <ul style="list-style-type: none"> • The PHA has maintained payment standards between 100% and 110% of the HUD published Fair Market Rents to ensure voucher holders are able to utilize their assistance and find adequate housing in Carlsbad. • The PHA has a Housing Navigator who assists participants and community members to locate housing. Since July 1, 2020, the Housing Navigator has worked with approximately 300 households either searching for housing or experiencing homelessness or soon to be homeless. 4. Goal - Promote self-sufficiency and asset development of families and individual <ul style="list-style-type: none"> • The PHA voluntarily administers the Family Self-Sufficiency Program for participants who have ported into our jurisdiction. Currently we have two active families participating. One FSS participant successfully graduated in July 2020. 5. Goal – Ensure equal opportunity and affirmatively further fair housing <ul style="list-style-type: none"> • The PHA has a contract with the Legal Aid Society of San Diego to provide Fair Housing counseling, educational Fair Housing seminars for staff, tenants, and landlords. In collaboration with other North County cities, the San Diego Regional Analysis of Impediments to Fair Housing has given guidance to the cities and the region to affirmatively further the goals of fair housing. • Educational materials are available in the lobby in English and Spanish. The materials are also included in briefing packets and on the City’s website.
<p>B.7</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(a) 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>



HOUSING COMMISSION

Staff Report

Meeting Date: January 14, 2021
To: Housing Commission
From: David de Cordova, Housing Services Manager
Staff Contact: Holly Nelson, Senior Homeless Program Manager
holly.nelson@carlsbadca.gov, 760- 931-3824
Subject: Homeless Response Activities and Updates

Recommended Action

Receive an informational report on the City of Carlsbad's recent activities to address homelessness. No action is requested.

Executive Summary

In recent years, Carlsbad has experienced an increase in issues related to homelessness. The reasons for homelessness are varied and complex and require a multi-faceted approach. The City Council approved the Homeless Response Plan in 2017 to provide a framework to address homelessness, and has allocated significant resources to support it. In turn, city staff have been working diligently with other agencies, nongovernmental and community partners to tackle the issue of homelessness.

Discussion

Holly Nelson, Senior Homeless Program Manager, will provide an overview of the city's recent efforts in responding to homelessness, including:

- 2020 Point-in-Time data and homeless demographics from the City of Carlsbad Police Department and regional resources in North County
- Status update on the Homeless Response Plan and how the city is responding to COVID-19 concerns with the homeless community
- Efforts of the North County Ad Hoc Committee and coordinating with neighboring jurisdictions on the issue of homelessness

Environmental Review

Pursuant to Public Resources Code Section 21065, this action does not constitute a "project" within the meaning of 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

Public notice of this item was posted in keeping with the Ralph M. Brown Act and it was available for public viewing and review at least 72 hours before the scheduled meeting date.



HOUSING COMMISSION

Staff Report

Meeting Date: Jan. 14, 2021

To: Housing Commission

From: David de Cordova, Housing Services Manager

Staff Contact: David de Cordova, Housing Services Manager
david.decordova@carlsbadca.gov, 760-434-2935

Subject: 2020 Housing Commission Work Plan Annual Report and 2021 Housing Commission Work Plan

Recommended Action

Accept the 2020 Housing Commission Work Plan Annual Report, authorizing its transmittal to the City Council, and recommend that the City Council approve the 2021 Housing Commission Work Plan.

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. Attached for the Housing Commission's consideration is a report of the 2020 Work Plan accomplishments and a draft 2021 Work Plan.

Discussion

In 2018, the City Council revised the CMC to create uniform policies and procedures related to boards and commissions, including a requirement for annual work plans. The purpose of the work plan is to encourage increased dialogue between the Commission and the City Council. It is also intended to ensure that the Commission is working in line with the priorities of the City Council.

On Jan. 28, 2020, the City Council approved the Housing Commission work plan for calendar year 2020, as well as an amendment to Carlsbad Municipal Code Chapter 2.40 to clarify that homelessness issues are part of the Housing Commission's functions. In carrying out its duties under the Municipal Code and consistent with the Work Plan, the Housing Commission met a total of eight times in 2020. Impacts from the COVID-19 pandemic affected the number of meetings held by the Housing Commission. Despite this, the Housing Commission did accomplish a number of the tasks in the 2020 Work Plan, as described in the attached report (Attachment A).

The draft 2021 Housing Commission Work Plan is provided as Attachment B. A number of the tasks in the 2020 Work Plan are still in process, are recurring or ongoing in nature. Staff suggests it is appropriate to carry such tasks forward to the 2021 Work Plan. Tasks not accomplished in 2020 are also appropriate to be carried over to 2021. One-time tasks that were completed in 2020 have been removed from the Work Plan for 2021. Staff proposes the addition of one new task relating to the Inclusionary Housing Program, which is shown in **bold type**.

Staff requests that the Commission review and discuss the draft work plan, modify as necessary, and make a recommendation to City Council for its approval.

Next Steps

After the Commission's review and acceptance, the 2020 Housing Commission Work Plan Annual Report and 2021 Housing Commission Work Plan will be forwarded to the City Council for their review and approval.

Fiscal Analysis

There is no direct fiscal impact associated with approving the annual report and work plan.

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 Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

Exhibits

1. Housing Commission Resolution
 - A. 2020 Housing Commission Work Plan Annual Report
 - B. Draft 2021 Housing Commission Work Plan

RESOLUTION NO. 2021-002

A RESOLUTION OF THE HOUSING COMMISSION OF THE CITY OF CARLSBAD, CALIFORNIA, ACCEPTING THE 2020 ANNUAL WORK PLAN REPORT, AUTHORIZING ITS TRANSMITTAL TO THE CITY COUNCIL, AND RECOMMENDING THAT THE CITY COUNCIL APPROVE THE 2021 HOUSING COMMISSION WORK PLAN.

WHEREAS, Chapter 2.15 of the Carlsbad Municipal Code (CMC) requires that each board or commission provide to the City Council for its approval an annual work plan of activities to be undertaken by the board or commission and a subsequent report of its accomplishments; and

WHEREAS, CMC Section 2.40.060 delineates the functions of the Housing Commission (Commission); and

WHEREAS, the Housing Commission considered the 2020 Work Plan Annual Report and draft Work Plan for the 2021 calendar year at their Jan. 14, 2021 regular meeting.

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

1. That the above recitations are true and correct.
2. That the Housing Commission accepts the 2020 Housing Commission Work Plan Annual Report, attached hereto as Attachment A, and authorizes its transmittal to the City Council.
3. That the Housing Commission recommends that the City Council approve the 2021 Housing Commission Work Plan, attached hereto as Attachment B.

PASSED, APPROVED AND ADOPTED at a regular Meeting of the Housing Commission of the City of Carlsbad, California, California on the 12th day of December, 2019, by the following vote, to wit:

AYES:

NAYS:

ABSENT:

JOHN NGUYEN-CLEARY, CHAIRPERSON
CARLSBAD HOUSING COMMISSION

ATTEST:

DAVID DE CORDOVA
Housing Services Manager

2020 Housing Commission Work Plan
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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. 2020 Goals & Tasks

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

GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
Goal 1: Support and advise the City Council regarding efforts to address affordable housing.		
a. As needed throughout the year, perform the functions of the Housing Commission consistent with Carlsbad Municipal Code Section 2.40.060, including responsibilities for the Carlsbad Public Housing Authority.	The Housing Commission met eight times in 2020 to consider a range of items within the scope of their function, including review, input and recommendations on: <ul style="list-style-type: none"> • A financial assistance request for the Windsor Pointe affordable housing project • The 5-year and Annual PHA Plan • 2021-2029 Housing Element update • New affordable housing resale guidelines • Revised City Council Policy 73 regarding acquisition of existing affordable housing • New City Council Housing Trust Fund Policy In addition, the Housing Commission received various informational reports and updates on housing and homelessness-related matters, and	The Housing Commission will continue to carry out their functions in 2021, consistent with the Carlsbad Municipal Code.

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GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
	participated in a legislative update and a training workshop on Fair Housing and eviction moratorium laws.	
b. Review and recommend for approval to City Council the Public Housing Agency Five Year Plan for Fiscal Years 2020-2025, and the Annual Plan for Fiscal Year 2020.	The Housing Commission held a public hearing on Feb. 13, 2020 to consider the 5-year and annual PHA plans, and recommended approval to the City Council.	In 2021, the Housing Commission will hold a public hearing to consider and recommend on the Fiscal Year 2021 Streamlined Annual PHA Plan.
c. Review and recommend for approval to City Council an affordable housing resale program.	The Housing Commission reviewed proposed affordable housing resale guidelines on Aug. 13, 2020, and changes to related City Council Policy 73. The Housing Commission recommended approval of the resale guidelines as amended and changes to Council Policy 73 as proposed.	The task is complete. The City Council adopted the affordable housing program guidelines and Council Policy 73 changes at their Dec. 8, 2020 meeting.
d. Examine housing policy questions as may be referred by the City Council.	The Housing Commission reviewed a proposed new City Council policy concerning the use of the Housing Trust Fund on Aug. 13, 2020, and recommended approval with amendments.	The City Council adopted the Housing Trust Fund Policy at their Dec. 8, 2020 meeting. Recommend this as an on-going task for 2021
Goal 2: Support and advise the City Council regarding efforts to address homelessness.		
a. Receive a presentation about homelessness in the north county region, the character of homelessness within Carlsbad (i.e., demographic data from the annual Point-in-Time Count and other data about our homeless),	This item was originally scheduled for the October Housing Commission meeting, but had to be postponed to another date.	This item will be presented to the Housing Commission in early 2021.

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GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
<p>efforts to address homelessness, and regional resources and facilities that support those who are homeless and efforts to transition out of homelessness.</p>		
<p>b. Receive a status update on the Homeless Response Plan and provide recommendations for prioritization of actions or plan amendment, if warranted.</p>	<p>A status update was scheduled to be part of the presentation with Task 2a above but had to be postponed to another date.</p>	<p>A status update will be provided to the Housing Commission in early 2021.</p>
<p>c. If the City Council determines to participate, support the development of a North County Homeless Action Plan, and assist the city in meeting its objectives and commitments within such an Action Plan.</p>	<p>A status update of the North County regional effort was originally scheduled to be presented as part of the Task 2a report above. The report will be presented to the Housing Commission in early 2021.</p>	<p>Recommend carrying this task forward to 2021.</p>
<p>Goal 3: Monitor and participate in the 2021-2029 Housing Element Update.</p>		
<p>a. Receive regular updates from the Housing Commission representative to the Housing Element Advisory Committee (HEAC).</p>	<p>The Housing Commission received status updates regarding the 2021-2029 Housing Element program at their February and October meetings.</p>	<p>This task is complete. The Housing Element Advisory Committee completed their work in December 2020, concluding with their recommendation to forward the draft Housing Element to the California Housing and Community Development Department for formal review.</p>
<p>b. As appropriate, provide suggestions for HEAC consideration on items regarding</p>	<p>The Housing Commission met in a joint session with the HEAC on Nov. 19, 2020 to receive a</p>	<p>This task is complete. The Housing Element Advisory Committee</p>

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housing needs, resources, policies and programs.	detailed overview of the draft 2021-2029 Housing Element, ask questions and discuss its content. The Housing Commission met on Dec. 3, 2020 to further discuss and suggest changes to the draft plan prior to HEAC’s final review on Dec. 14, 2020.	concluded their work in December 2020, with their recommendation to forward the draft Housing Element to the California Housing and Community Development Department for formal review.
c. Conduct a public hearing on the updated Housing Element and make a recommendation to the City Council.	Public hearings to adopt the final 2021-2029 Housing Element will take place in the first quarter of 2021.	Recommend carrying this task forward to first quarter 2021.
Goal 4: Improve understanding of housing programs, policies, and laws.		
a. Participate in a legislative and policy update offered or arranged by the City of Carlsbad.	In a joint meeting with the City Council, Planning Commission, Traffic and Mobility Commission, and the Housing Element Advisory Committee on Jan. 21, 2020, the Housing Commission received a presentation regarding SB330: Housing Crisis Act of 2019 and New Regulations on Accessory Dwelling Units. The Housing Commission hosted a Basics of Fair Housing Law and Eviction Moratorium training workshop at their Dec. 10, 2020 meeting.	This task is complete for 2020. Recommend this as a recurring task in 2021.
b. Receive a status report of current Housing Element programs.	The Housing Commission was provided a weblink to the 2019 Annual Housing Element Progress Report on Oct. 8, 2020.	This task is complete for 2020. Recommend this as a recurring task in 2021.
c. Become educated on and pursue best practice models in addressing housing and homelessness.	The Housing Commission received informational reports, presentations and trainings that improved understanding of	Recommend this as an ongoing task in 2021.

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GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
	housing-related policies and laws. See Tasks 2a, 3a/b, and 4a above.	
Goal 5: Facilitate communication with the City Council and the broader Carlsbad community regarding matters which fall within the Commission's functions.		
a. After each Housing Commission meeting, provide a summary memo to the City Council reporting on meeting attendance, items considered by the commission, and actions taken or recommendations made to the City Council.	A summary memo of each Housing Commission meeting is prepared and distributed to the City Council shortly after each meeting.	Recommend this as a recurring task in 2021.
b. Prepare an annual work plan and present to City Council for approval.	The 2020 Work Plan was approved by the Housing Commission in December 2019 and approved by the City Council in January 2020.	Approve the 2021 Work Plan first quarter 2021.
c. Report to City Council and public on annual work plan accomplishments.	The Housing Commission reviewed the 2020 Work Plan accomplishments at their Jan. 14, 2020 meeting.	Provide the 2020 Work Plan accomplishments report to City Council in first quarter 2021.
d. Provide an annual report to the City Council on the status and progress of affordable housing and homelessness programs.	An annual status report to City Council on affordable housing and homelessness programs has not yet been prepared.	Recommend carrying task forward to 2021.
e. Promote efforts to maximize public participation in city-organized information forums, workshops and public hearings related to Goals 1-4 above.	The city utilizes various tools to inform and communicate with the public on city-sponsored activities including print publications (such as direct mailers, bill inserts, and newspaper notices, city website notifications, subscription lists, social media channels, media releases and	Recommend this as an ongoing task in 2021.

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	<p>stakeholder surveys. One or more of these methods were used in notifying the public about items related to the Work Plan goals above.</p> <p>A notable example for the Housing Element update: In addition to using electronic outreach methods to inform the public about the draft plan availability and Housing Commission and HEAC meeting dates to consider the draft plan, approximately 2,700 informational mailers were sent to an extensive number of people that included Section 8 program participants, residents at low-income apartment communities, and other interested parties.</p> <p>In response to the COVID-19 emergency, the city moved all City Council, boards and commission meetings to virtual format in 2020 and provide a means for public participation in city business. The Housing Commission held virtual meetings August through December 2020.</p>	

City of Carlsbad Housing Commission Work Plan Calendar Year 2021

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. 2021 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 the year, 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 2021.
 - c. **Review the inclusionary housing in-lieu fee study and make a recommendation to City Council.**
 - d. Examine housing policy questions as may be referred by the City Council.
2. Support and advise the City Council regarding efforts to address homelessness.
 - a. Receive a presentation about homelessness in the north county region, the character of homelessness within Carlsbad (i.e., demographic data from the annual Point-in-Time Count and other data about our homeless), efforts to address homelessness, and regional resources and facilities that support those who are homeless and efforts to transition out of homelessness.
 - b. Receive a status update on the Homeless Response Plan and provide recommendations for prioritization of actions or plan amendment, if warranted.
 - c. If the City Council determines to participate, support the development of a North County Homeless Action Plan, and assist the city in meeting its objectives and commitments within such an Action Plan.

3. Participate in the 2021-2029 Housing Element Update.
 - a. Conduct a public hearing on the 2021-2029 Housing Element and make a recommendation to the City Council.
4. Improve understanding of housing programs, policies, and laws.
 - a. Participate in a legislative and policy update offered or arranged by the City of Carlsbad.
 - b. Receive a status report of current Housing Element programs.
 - c. Become educated on and pursue best practice models in addressing housing and homelessness.
5. Facilitate communication with the City Council and the broader Carlsbad community regarding matters which fall within the Commission's functions.
 - a. After each Housing Commission meeting, provide a summary memo to the City Council reporting on meeting attendance, items considered by the commission, and actions taken or recommendations made to the City Council.
 - b. Prepare an annual work plan and present to City Council for approval.
 - c. Report to City Council and public on annual work plan accomplishments.
 - d. Provide an annual report to the City Council on the status and progress of affordable housing and homelessness programs.
 - e. Promote efforts to maximize public participation in city-organized information forums, workshops and public hearings related to Goals 1-4 above.