



AGENDA

REGULAR MEETING OF THE
HOUSING COMMISSION
SANTA MONICA, CALIFORNIA



Ken Edwards Center
1527 4th Street
Santa Monica, CA 90401

Thursday, July 18, 2019
4:30 PM

Notice is hereby given that a regular meeting of the Housing Commission will be held at 4:30pm on Thursday, July 18, 2019, at the Ken Edwards Center for the purpose of conducting the following business:

The Housing Commission of the City of Santa Monica, in accordance with City Council, does resolve as follows:

In order to safeguard participatory democracy in Santa Monica, all persons attending public meetings in Santa Monica should strive to:

1. Treat everyone courteously;
2. Listen to others respectfully;
3. Exercise self-control;
4. Give open-minded consideration to all viewpoints;
5. Focus on the issues and avoid personalizing debate;
6. Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions. [[RESOLUTION](#)]

1. CALL TO ORDER

A. OATH OF OFFICE FOR COMMISSIONER REAPPOINTMENT

B. ROLL CALL

C. ELECTION OF OFFICERS – Election of the office of Chairperson and Vice Chairperson for the term ending July 1, 2020. [[RULES & PROCEDURES](#)]

2. PUBLIC INPUT

(Public comment is permitted only on items not on the agenda that are within the subject matter jurisdiction of the Housing Commission.)



The meeting place is wheelchair-accessible. If you require any special disability related accommodations (i.e. sign language interpreting, access to an amplified sound system, etc.), please contact the Housing Division at (310) 458-8702 or TTY (310) 458-8696 at least three days prior to the scheduled meeting. This agenda is available in alternate format upon request by calling the Housing Division office. Underground parking is available. Limited validations available at the Commission Meeting. Call Big Blue Bus at (310) 451-5444 for additional transportation information.

3. APPROVAL OF MINUTES

June 20, 2019 Housing Commission meeting. [[DRAFT MINUTES](#)]

4. DISCUSSION ITEMS

A. VOUCHER WAITLISTS ADMINISTRATION PROCESS AND CHALLENGES

Presentation regarding the current workflow for application review and approval for the Housing Choice Voucher and other voucher programs, including statistics related to number of applicants and percentage who reach lease-up.

5. ACTION ITEMS

A. HOUSING AUTHORITY ADMINISTRATIVE PLAN

Discussion and possible action providing input regarding proposed discretionary revisions to the Housing Authority's Administrative Plan.

[[HANDOUT](#)]

B. WORK PLAN

Discussion of annual work plan and potential priorities, and possible action setting long-range agenda and work plan.

6. HOUSING MANAGER'S REPORT

Update on any City Council agenda items and administrative issues related to affordable housing.

7. CHAIR/COMMISSIONER'S REPORT

Information on housing issues, recent or future City Council actions, other City Commissions, and issues affecting housing in the City of Santa Monica.

8. ADJOURNMENT OF THE HOUSING COMMISSION

No other business will be conducted at the Meeting.

Any documents produced by the City and distributed to a majority of the Housing Commission regarding any item on this agenda will be made available for viewing at the Santa Monica Housing Division office located at 1901 Main Street, Suite B, Santa Monica, California during normal business hours. Documents are also available at www.smgov.net/housing.

Please note that this agenda is subject to change up to 24 hours prior to the scheduled meeting. We encourage you to check the agenda 24 hours prior to the meeting.



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DRAFT MINUTES
CITY OF SANTA MONICA
HOUSING COMMISSION MINUTES
June 20, 2019



1. CALL TO ORDER & ROLL CALL

A regular meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:31 p.m. on Thursday, June 20, 2019, at the Ken Edwards Center, 1527 4th Street.

A. ROLL CALL

- **Present:** Chair Soloff
Vice Chair Hilton
Commissioner Bloch
Commissioner Buchanan
Commissioner Keintz
- **Absent:** Commissioner Katz
- **Staff Present:** Housing Manager, Barbara Collins
Housing Program Manager, Jim Kemper
Commission Secretary, Melinda Espinoza

2. PUBLIC INPUT

- Denise Barton

3. APPROVAL OF MINUTES

A. Approval of minutes for April 18, 2019 Housing Commission meeting.

Motion by Chair Soloff, seconded by Vice Chair Hilton, to approve the April 18, 2019 minutes.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice Chair Hilton, Commissioner Keintz,
Commissioner Bloch

NOES: NONE

ABSTAIN: Commissioner Buchanan

ABSENT: Commissioner Katz

B. Approval of minutes for May 16, 2019 Housing Commission meeting.

Motion by Vice Chair Hilton, seconded by Chair Soloff, to approve the May 16, 2019 minutes.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice Chair Hilton, Commissioner Bloch,
Commissioner Buchanan

NOES: NONE

ABSTAIN: Commissioner Keintz

ABSENT: Commissioner Katz

4. DISCUSSION ITEMS

None

5. ACTION ITEMS

A. POTENTIAL ADDITIONAL STUDIES OF HOUSING PRODUCTION

Discussion of potential additional studies of housing production using SB2 grant funds, including with respect to Accessory Dwelling Units, and possible action regarding recommendations to Planning Department and City Council.

Public Input:

- Denise Barton
- Catherine Eldridge

Motion by Commissioner Keintz, seconded by Vice Chair Hilton, with amendment by Chair Soloff accepted by the maker of the motion and the seconder, to reiterate that Santa Monica's goal, as set forth in the letter from Chair Soloff, is to not just generate housing but to take Proposition R goals into account and to consider emerging trends, such as co-living.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice Chair Hilton, Commissioner Bloch,
Commissioner Buchanan, Commissioner Keintz

NOES: NONE

ABSTAIN: NONE

ABSENT: Commissioner Katz

B. BUDGET RECOMMENDATIONS TO COUNCIL

Discussion of recommendations to City Council on the budget, including (1) redirecting funds from existing HOUSE program to new purposes and (2) using Housing Trust Funds for new purposes, including hiring related to administration of the POD program and the City waiting list, and possible action regarding recommendations to the City Council.

Motion by Chair Soloff, seconded by Commissioner Buchanan, to recommend to Council that – in addition to the current budget proposals – the Council authorize the expenditure of Housing Trust Funds for an additional 1.0 FTE limited-term position for one year only to work solely on (1) implementing the proposed POD expansion and (2) implementing the mandate for the City alone to administer the waiting lists for all affordable housing programs in the City.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice Chair Hilton, Commissioner Bloch,
Commissioner Buchanan, Commissioner Keintz
NOES: NONE
ABSTAIN: NONE
ABSENT: Commissioner Katz

C. HOUSING AUTHORITY ADMINISTRATIVE PLAN

Discussion and possible action providing input regarding proposed discretionary revisions to the Housing Authority's Administrative Plan.

No action was taken.

D. WORK PLAN

Discussion of annual work plan and potential priorities, and possible action setting long-range agenda and work plan.

Motion by Chair Soloff, seconded by Commissioner Bloch, to create a subcommittee consisting of Chair Soloff and Commissioner Buchanan to address Pico gentrification.

The motion was approved by the following vote:

AYES: Chair Soloff, Vice Chair Hilton, Commissioner Bloch,
Commissioner Buchanan, Commissioner Keintz
NOES: NONE
ABSTAIN: NONE
ABSENT: Commissioner Katz

6. HOUSING MANAGER’S REPORT

Housing Manager Barbara Collins reported on the following:

- The Housing Authority is moving forward with issuing project-based Housing Choice vouchers for the Santa Monica Christian Towers and Westminster Towers.
- The City Council approved funding for the rehabilitation of the SAMOSHEL emergency shelter for persons experiencing homelessness.

7. CHAIR/COMMISSIONER’S REPORT

None.

8. ADJOURNMENT OF THE HOUSING COMMISSION

On the order of the Chair, the Housing Commission meeting was adjourned at 8:55 p.m.

The next regular Housing Commission meeting date is scheduled on Thursday, July 18, 2019 at 4:30 p.m.

ATTEST:

Michael Soloff
Chair, Housing Commission

Melinda Espinoza
Housing Commission Secretary

ITEM 5A

To: Housing Commission

From: Barbara Collins, Housing Manager

Subject: City of Santa Monica Housing Authority Draft Administrative Plan

Date: July 10, 2019

Introduction

The U.S. Department of Housing and Urban Development (HUD) provides federal funds to the Santa Monica Housing Authority (HA) to administer rental assistance programs for approximately 1,300 very low and low-income households that reside in Santa Monica. The HA administers programs which are governed by HUD regulations and policies, but HUD does permit the local jurisdiction authority over discretionary policies. The Administrative Plan (Plan) establishes policies and procedures to administer the HA's rental subsidy programs including Section 8 Housing Choice Voucher, Continuum of Care (COC), and HOME programs in a manner consistent with HUD requirements in the context of federal laws and regulations. HUD expects HAs to develop policies and procedures that are consistent with mandatory regulations and to make clear the optional or discretionary policies that the HA has adopted. HUD's direction under 24 CFR 982.54 requires the HA to make policy choices that provide guidance to staff, the public, and program applicants and participants. If local policies conflict with HUD regulations, HUD regulations take precedence.

Background

The Administrative Plan is not a strategic or planning document, rather an operation manual of policies and procedures. Its purpose varies for each of our constituencies:

- It informs the Housing Commission regarding the policies of the HA on all aspects of program operations.
- It serves as a policy and procedures manual for staff to adhere to uniformly and consistently in their daily work.
- It provides the standard by which participants and the public can determine if program applicants and participants are being treated equitably.
- It notifies HUD of the policies the HA has adopted in conformity with the Regulations.

The context of the Plan begins with Congress, which enacts the laws that govern the programs. HUD writes Regulations and Notices to interpret, clarify, and define the laws. The HA then develops policies and procedures consistent with the Regulations and compiles these policies in the Plan. HUD expects the HA to revise the Plan as needed to comply with changes in HUD regulations and statutes.

Discussion

The draft Plan and policies reflect and comply with changes in HUD regulations and HA operations and ensure staff consistency in administration. The draft Plan includes the citation of the Code of Federal Registry imbedded within each policy. Highlights of significant additions/revisions to the Plan for the 2019-20 fiscal year include discretionary policy regarding:

1. Addition of the Dedicated Plus requirement of HUD to COC;
2. Deletion of the requirement of the clinical director support under COC graduate program;
3. Changes to the COC, HOME, and Section 8 programs to extend 60-day housing search period to 180-day search period;
4. FSS is no longer accepting new participants but will continue to support participants until completion of their five-year plan;
5. Reduction of the work requirement for residency preference from 36 hours to 25 hours per week for voucher programs on a pilot basis;
6. Removal of non-subsidized and rent burdened category as a preference for voucher programs;
7. COC applicants will be placed on the waiting list based on their VI-SPDAT Score.

The draft Administrative Plan (2019-2020) will be available by chapter on the SMHA's website as of 6/20/19: <https://www.santamonica.gov/housing-policy-and-reports>.

The draft Administrative Plan will be presented to the Commission for the Senior Community, Social Services Commission, Commission on the Status on Women, and the Disability Commission. The draft Plan will be available for public comment as of June 20, 2019 until August 5, 2019. The comments will be summarized and responses to the comments will be included in the draft Plan. The City Council/Housing Authority Board is scheduled to consider and adopt the Plan on September 10, 2019.

Prepared By: Barbara Collins, Housing Manager