



CITY OF SANTA MONICA
REGULAR MEETING AGENDA
OF THE
HOUSING COMMISSION

KEN EDWARDS CENTER
1st FLOOR, ROOMS 104 + 105
1527 4TH STREET
SANTA MONICA, CA 90401

THURSDAY, NOVEMBER 21, 2019

6 P.M.

Notice is hereby given that a regular meeting of the Housing Commission will be held at 6 p.m. on Thursday, November 21, 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

Roll call.

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.)

3. APPROVAL OF MINUTES

October 17, 2019 Housing Commission meeting. [[DRAFT MINUTES](#)]

4. DISCUSSION ITEMS

A. FAIR HOUSING PLAN

Presentation by City's consultant regarding an update on the status of the draft Assessment of Fair Housing Plan, including discussion of strategies to further fair housing, and feedback from the Commissioners and the public.

B. PRESERVING OUR DIVERSITY (POD) UPDATE

Update on the POD cash-based assistance program marketing and outreach efforts and registration progress.

C. HOUSING POLICY DISCUSSION

Discussion continuing from the November 20, 2019 joint special meeting with the Planning Commission on work efforts related to housing policy, including preliminary findings from initial feasibility testing of potential modifications to Affordable Housing Production Program requirements in areas outside of Downtown.

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. [[STAFF REPORT](#)] [[ATTACHMENT A](#)]

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.

[\[HANDOUT FROM VICE CHAIR\]](#)

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 <https://www.santamonica.gov/housing-commission>.

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.



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.



DRAFT MINUTES
HOUSING COMMISSION
REGULAR MEETING
THURSDAY, OCTOBER 17, 2019
KEN EDWARDS CENTER
4:30 P.M.

1. CALL TO ORDER: A regular meeting of the Santa Monica Housing Commission was called to order by Chair Soloff at 4:30 p.m. on Thursday, October 17, 2019, at the Ken Edwards Center, 1527 4th Street.

A. ROLL CALL

The following persons were recorded in attendance by the Recording Secretary:

Present: Commissioner Bloch, Commissioner Buchanan (arrived 4:37 p.m.), Commissioner Camner, Commissioner Flora, Vice Chair Hilton, Chair Soloff

Absent: NONE

Also Present: Housing Program Manager Jim Kemper, Senior Administrative Analyst Nigel Wallace, Housing Specialist Eduardo Lizarraga, and Commission Secretary Melinda Espinoza

2. PUBLIC INPUT

- None

3. APPROVAL OF MINUTES

Approval of minutes for the August 15, 2019 Housing Commission meeting was tabled until later in the meeting.

Motion by Chair Soloff, seconded by Commissioner Camner, to approve the October 3, 2019 special Housing Commission meeting minutes with the change of the word “inclusionary” on the second page to “affordable”. The motion was approved by the following vote:

AYES: Commissioner Bloch, Commissioner Camner, Commissioner Flora, Vice Chair Hilton, Chair Soloff

NOES: NONE

ABSTAIN: NONE

ABSENT: Commissioner Buchanan

4. DISCUSSION ITEMS

A. PRESERVING OUR DIVERSITY (POD) MARKETING PLAN

Staff presentation by Nigel Wallace and Eduardo Lizarraga of the marketing plan for the Preserving Our Diversity Pilot 2 program.

Staff answered questions and asked for Commissioner input regarding the marketing channels to be used and the timeline for marketing.

3. APPROVAL OF MINUTES

Motion by Chair Soloff, seconded by Commissioner Buchanan, to approve the August 15, 2019 meeting minutes. The motion was approved by the following vote:

- AYES: Commissioner Bloch, Commissioner Buchanan, Vice Chair Hilton, Chair Soloff
- NOES: NONE
- ABSTAIN: Commissioner Camner, Commissioner Flora
- ABSENT: NONE

5. ACTION ITEMS

A. POTENTIAL CHANGES TO EXISTING TRANSPORTATION DEMAND MANAGEMENT REQUIREMENTS AND DENSITY LIMITS FOR AFFORDABLE HOUSING DEVELOPMENTS

Discussion regarding proposals by Community Corporation of Santa Monica to change existing transportation demand management requirements and density limits for affordable housing projects, and possible action regarding recommendations to the City Council.

Presentation by Tara Barauskas of Community Corporation of Santa Monica. City of Santa Monica Transportation Demand Planning Manager Colleen Stoll was present to answer questions.

Discussion ensued regarding whether there should be an exemption for one hundred percent affordable housing from the requirement that new developments provide a monthly transit allowance for all households, and if so, whether the Commission should recommend that the City provide the allowance instead.

Motion by Chair Soloff, seconded by Commissioner Bloch, that the Housing Commission recommend to City Council that they remove this obligation from nonprofit affordable housing providers and that what they do instead, with regard to transit passes, is left to their discretion.

AYES: Commissioner Bloch, Commissioner Buchanan, Commissioner Camner, Commissioner Flora, Chair Soloff
NOES: Vice Chair Hilton
ABSTAIN: NONE
ABSENT: NONE

Public Input:

- Catherine Eldridge spoke regarding costs to taxpayers.

Vice Chair Hilton voted “no” because he said exempting from the development Ordinance one hundred percent affordable housing harms those projects’ extremely and very low-income residents, who based on income have the greatest financial need for the benefit.

Discussion also ensued regarding removing barriers to meeting the future Regional Housing Need Allocation requirements for affordable housing units to be built in Santa Monica. Topics included raising the cap on the number of units that trigger the review process, adding an additional floor to affordable housing projects to increase density and reduce costs, and maintaining community support for affordable housing.

B. PRESERVING OUR DIVERSITY (POD) PROGRAM

Discussion of possible changes to the Preserving Our Diversity Pilot 2 program, including the definition of roommates, the subsidy limit for participant households consisting of more than two persons, interim reexaminations, annual increases, and rules applicable to participants in the POD 1 pilot program, and possible action regarding recommendations to the City Council.

Discussion ensued regarding whether the definition of roommates should include family members who certify that they’re only contributing rent and no other support, and whether the guidelines from the second POD pilot should apply to the participants in the first pilot.

Motion by Chair Soloff, seconded by Commissioner Bloch, that the same recommendation made by the Housing Commission for POD 2 Pilot participants – that in the absence of a solution to the fact that they’re losing CalFresh because

they get the subsidy, that their subsidy be recalculated taking that out – be extended to participants in the POD 1 Pilot.

AYES: Commissioner Bloch, Commissioner Buchanan, Commissioner Camner, Commissioner Flora, Vice Chair Hilton, Chair Soloff
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

C. AFFORDABLE HOUSING OPPORTUNITIES FOR PICO NEIGHBORHOOD RESIDENTS

Discussion and possible action regarding prioritizing Pico residents for the City’s affordable housing, and outreach and support with the application process for the neighborhood.

Discussion ensued regarding displacement and gentrification in the Pico neighborhood, and the subcommittee’s work on this issue.

Public input:

- Cris McLeod spoke regarding a letter from the Pico Neighborhood Association.
- K.D. Gulko spoke regarding affordable housing needs.
- Catherine Eldridge spoke regarding the Pico neighborhood.

D. TIME OF DAY OF HOUSING COMMISSION REGULAR MEETINGS

Discussion of whether to change the current 4:30 p.m. start time for Housing Commission meetings, and possible action to amend Commission bylaws.

Discussion ensued regarding whether the 4:30 Housing Commission meeting time disincentives meeting attendance and commissioner applications from people working inflexible 9 a.m. to 5 p.m. jobs.

Motion by Chair Soloff, seconded by Commissioner Bloch, to amend the bylaws to start regular Housing Commission meetings at 6 p.m.

AYES: Commissioner Bloch, Commissioner Buchanan, Commissioner Camner, Commissioner Flora, Vice Chair Hilton, Chair Soloff
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE

E. WORK PLAN

Discussion ensued regarding having a RHNA representative at the next meeting to present on the housing issues that went in front of the Planning Commission.

6. HOUSING MANAGER’S REPORT

Housing Program Manager, Jim Kemper, reported:

- The City Council meeting on Nov. 12 will consider acceptance of the Senate Bill 2 grant awarded to the City regarding streamlining housing production.
- The City Council meeting on December 17 will consider important housing production policy issues.

7. CHAIR/COMMISSIONER’S REPORT

- Vice Chair Hilton distributed a September 19 Social Services Commission letter about the Providence Saint John’s Health Center expansion and the Commission’s recommendation that the hospital consider funding the Preserving Our Diversity program. He said the use of our Waiting List/“Local Preference” will benefit the local hospital and their workforce.

8. ADJOURNMENT OF THE HOUSING COMMISSION

On the order of the Chair, the Housing Commission meeting was adjourned at 8:16 p.m.

The next regular Housing Commission meeting date is scheduled on Thursday, November 21, 2019 at 4:30 p.m.

ATTEST:

Michael Soloff
Chair, Housing Commission

Melinda Espinoza
Housing Commission Secretary

ITEM 5A



**HOUSING COMMISSION
STAFF REPORT
City of Santa Monica**



DATE: November 21, 2019
TO: Chair and Housing Commissioners
FROM: Barbara Collins, Housing Manager
SUBJECT: Administrative Plan Updates

Recommended Action

Staff recommends that the Housing Commission supports the proposed revisions reflected in the draft 2020 Housing Authority Administrative Plan (Attachment A) for approval by City Council.

Summary

The U.S. Department of Housing and Urban Development (HUD) provides federal funds to the Santa Monica Housing Authority (SMHA) to administer rental housing assistance programs for approximately 1,500 very low-income households who reside or work in Santa Monica. HUD regulations and policies govern program administration and allow local jurisdictions to develop discretionary policies consistent with regulations.

The Administrative Plan establishes discretionary and non-discretionary policies and procedures to administer the SMHA'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. Only discretionary policies are the subject of the proposed revisions.

Discussion

The Administrative Plan (Plan) is not a strategic or planning document; rather, it is an operation manual of policies and procedures that are both discretionary and regulatory. The purpose of the document varies for each of our constituencies:

- It serves as a policy and procedures manual for transparency in administering the programs uniformly and consistently.
- It provides the standards by which the participants and the public can determine if program applicants and participants are treated equitably.
- It notifies HUD of the SMHA discretionary policies that conform with HUD 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 SMHA then develops policies and procedures consistent with the regulations and compiles these policies in the Plan. Discretionary changes proposed by the SMHA require a 45-day public notice process for input and approval by the Housing Authority Board. The proposed revisions to the draft Administrative Plan (2019-2020) are available by chapter on the SMHA's website: <https://www.santamonica.gov/housing-policy-and-reports>. The proposed discretionary revisions to the Plan have been provided to the Housing Commission, Social Services Commission, Disabilities Commission, and the Commission on the Status on Women. The proposed Plan was available for public comment from June 20, 2019 through August 5, 2019. Further revisions were proposed, and the revised Plan was made available again from November 1 through November 30, 2019. The only input received to date on the proposed Plan was from a Social Services Commissioner suggesting that families with children in Santa Monica schools should be prioritized for vouchers.

The draft Plan policies reflect and comply with HUD regulations and SMHA operations and ensure staff consistency in administration. The draft Plan includes the appropriate Code of Federal Regulations (CFR) citation imbedded within each policy. Highlights of the significant proposed discretionary policies include:

1. Revisions to the local preference section in Chapter 4, which defines the local preferences for priority households on the waitlist:
 - a. The current Tier 1 priority for displaced households would be expanded to include households impacted by a rent increase of more than 25 percent, due to an owner taking occupancy in a rent-controlled duplex

or triplex and subsequently obtaining an exemption from rent-control protections.

- b. Proposed revisions to Tier 2 would refine the priority for households that live or work in Santa Monica with the goal of: 1) keeping existing rent-burdened tenants in their rent-controlled apartments; 2) removing a barrier to qualifying as a Santa Monica worker by lowering the minimum number of working hours requirement; and 3) continuing to prioritize Santa Monica households who are also working.

Assisting very low-income, rent-burdened households in rent-controlled apartments helps maintain economic diversity and preserves existing affordable housing. Additionally, the current criteria to qualify for the 'work' priority is 36 hours per week, an eligibility hurdle for many low-wage workers in the retail and hospitality sectors who are frequently offered work schedules involving less than 36 hours per week. The draft Plan amends the work qualification criteria to a minimum of 25 hours per week.

A household that meets any of the following criteria would qualify as a Tier 2 household:

- lives in a rent-controlled apartment in Santa Monica and pays more than 40 percent of gross income toward rent.
 - works a minimum of 25 hours per week in Santa Monica.
 - lives in Santa Monica and works a minimum of 25 hours per week outside of Santa Monica.
 - was previously in the Santa Monica workforce but now receives unemployment, worker's compensation, vocational rehabilitation benefits, disability benefits, or retirement benefits from a Santa Monica employer.
 - is in a job training program in Santa Monica, subject to the PHA's approval.
- c. Tier 3 would capture Santa Monica households that do not qualify as Tier 2.
- d. Tier 4 represents households that do not live or work in Santa Monica.

2. Revisions to the waitlist opening protocol from the current practice of opening the waitlist for a very brief period, to an approach in which the waitlist is continuously open. The current practice sought to avoid an overabundance of applications, but also creates a barrier to households whose housing needs change and cannot apply for the program after the waitlist is closed.
3. Revisions to the 'search period' allowed for households to find an apartment once a voucher is issued. The draft Plan extends the search period from 60 days to 180 days to reflect the current challenges in a housing market characterized by scarcity and competition.
4. Removal of the Family Self Sufficiency (FSS) program with regard to new participants. The FSS program assists Section 8 voucher households with obtaining and maintaining full-time employment. It has not been a good match with Santa Monica's Section 8 program participants, who are primarily senior and disabled. In addition, HUD funding for the program is insufficient to cover the cost of administering the program. While the proposed draft Plan would not accept new participants in the FSS program, it would continue to support current participants until completion of their 5-year plan.

The remaining proposed revisions to the Plan represent minor changes to streamline administrative procedures as well as clarify language regarding voucher program scope and definitions.

ITEM 7



EXECUTIVE DIRECTOR,
LOS ANGELES CITY
HOUSING AUTHORITY

SMITH, Donald James

August 7, 1939 - October 10, 2019

Born August 7, 1939 to James Vincent Smith and Esther (Pjerrou) Smith in South Gate, California, he passed peacefully on October 10, 2019 from complications of Parkinson's, a disease he valiantly fought for 23 years.

Don was a native Californian and a lifelong resident. Born and raised in South Gate where he attended Junipero Serra High (class of 57), after which he moved to Hermosa Beach and graduated from Cal State University, Los Angeles. He taught at Junipero Serra High School before moving to San Francisco to hang out with the beat poets and write. He returned to Hermosa and started work at the Los Angeles City Housing Authority. Over the next 30 plus years he worked at both the Los Angeles City and Los Angeles County Housing Authorities. He retired as the Executive Director of the Los Angeles City Housing Authority. Don was an advocate for the underserved and a leader many respected for his commitment to helping people get the resources they needed and deserved. For the last 25 years, he and his wife Julia, have called Monterey Park home.

Don was a voracious reader who could speak and debate on any topic, a prolific writer of the short story and Haiku, a music aficionado with a collection and sound system envied by many, a talented athlete who lettered in four sports in high school, was drafted into minor league baseball, played tennis in college and ran his first marathon at 40. He loved to watch sports, especially the Lakers, Dodgers, Golf and Tennis. Later in his life he was a practicing Vajrayana Buddhist, and in his earlier years he was in the seminary for a year. Don was an eclectic, fascinating and funny man who will be so missed by his family and friends.

Don was preceded in death by his parents, and is survived by his beautiful and loving wife Julia, his daughter Cara Peck (Jeffrey), son Michael Smith, and step-son Rene Lopez Sr. (Sueann), grandchildren Ella Smith, Rene Lopez Jr., Ava Peck and Mattea Peck. Don was the oldest of five children and is survived by his three brothers, Vince Smith (Annette), Trayce Pjerrou and David Smith (Theresa), and one sister, Martha Morrow (Glen). He is also survived by his best friend of 60 years, George Schmeltzer.

There will be a celebration of life at 11:00 am with a lunch following on Saturday, November 16th at Luminarias, 3500 W Ramona Blvd, Monterey Park, CA 91754. The family asks that in lieu of flowers that you make a donation in his memory to either the Vajrayana Foundation or the Parkinson's Foundation.