

Santa Monica Housing Commission 2023-2024 Annual Work Plan

Focus	ID	Goal	Key Task	Lead	Subcommittee	Status	
Affordable Housing	1.1	Evaluate and improve inclusionary housing policy	a	Review inclusionary housing policies, requirements, & practices, including AHPP		Inclusionary Housing	Discussed at May 2024 meeting
			b	Inventory existing & pending inclusionary units		Inclusionary Housing	
			c	Consider Audit Subcommittee request		Inclusionary Housing	
			d	Explore pros & cons of offsite housing policies		Inclusionary Housing	Discussed at May 2024 meeting
			e	Advise City Council of recommendations to improve city inclusionary housing policy			Pending input, HC discussion, action
	1.2	Evaluate nonprofit housing (see 2.1)	a	Assess current & pending nonprofit housing, including providers, number, location of buildings; number, size, accessibility of units; parking; number of SMHA client tenants; pet policies; BMH vacancy reporting		Nonprofit Housing	
			b	Consider Audit Subcommittee request for April		Nonprofit Housing	
			c	Assess value for money of current & pending nonprofit housing		Nonprofit Housing	
			d	Advise City Council/SMHA Board of initial assessment of nonprofit housing & providers & any recommendations for improvement			Pending input, HC discussion, action
	1.3	Improve affordable rental & ownership housing program opportunities	a	Explore city allocation of Housing Trust Fund, potential measure GS funds use, & other possible funding & resources		Affordable Housing Funding	
			b	Advise City Council/SMHA Board of opportunities to amend &/or expand city affordable housing programming		Affordable Housing Funding	Pending input, HC discussion, action
	1.4	Quantify affordable housing needs	a	Quantify existing rental housing inventory by AMI based on current rents			Contingent on completion of citywide rental inventory (see 3.1)
			b	Quantify Santa Monica rental population by AMI			Contingent on completion of citywide rental inventory (see 3.1)
			c	Advise City Council/SMHA Board of any discrepancies between supply & demand			Contingent on completion of citywide rental inventory (see 3.1)

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Affirmatively Furthering Fair Housing	2.1	Establish best practices in affirmatively furthering fair & affordable housing models(see 1.2)	a	Examine benefits & drawbacks of 100% affordable housing model	Vice Chair Marasco	Affordable Housing Model	
			b	Identify possible alternatives to 100% affordable housing model	Vice Chair Marasco	Affordable Housing Model	
			c	Advise City Council/SMHA Board of affordable housing model(s) that affirmatively further fair housing in Santa Monica as required by HCD & advocated by HUD			Pending subcommittee input, HC discussion, action
	2.2	Increase disability access to SMHA & city housing programs & information (see 4.4, 5.2)	a	Review accessibility of SMHA & city housing webpages, correspondence, information, resources, & meetings	Commissioner Wells, Chair Gray		Web pages being addressed with help of Disability Commission
			b	Discuss findings with ADA/Section 504 Coordinator, Risk Management, & Disabilities Commission			
			c	Advise City Council/SMHA Board of ways to improve disability access to SMHA & city housing programs & information, possibly via joint recommendations with Disabilities Commission			Pending input, HC discussion, action
	2.3	Reduce Source of Income (SOI) discrimination & increase property owner participation in housing programs	a	Explore possible incentives programs & other anti-discrimination measures	Commissioner Gomez	Housing Voucher	In progress
			b	Explore possible educational outreach to property owners & rental agents, including inviting fair housing speakers to address property owners, rental agents, & renters	Commissioner Gomez	Housing Voucher	In progress
			c	Recommend further educational outreach, incentives programs, & other anti-discrimination measures to City Council/SMHA Board for implementation			Pending subcommittee input, HC discussion, action
	2.4	Improve fair housing programming	a	Identify possible government & other funding & resources	Vice Chair Marasco		
			b	Advise City Council of opportunities to expand affirmatively furthering fair housing programs	Vice Chair Marasco		Pending input, HC discussion, action

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Housing & Human Services Department	3.1	Facilitate creation and maintenance of complete citywide rental inventory	a	Identify benefits & possible means & parameters of conducting complete rental inventory by Area Median Income (AMI) based on current rents, including accessibility data		Rental Inventory	Completed
			b	Discuss means & data parameters with city staff as directed by City Council 22 Aug 2023		Rental Inventory	Completed at February 2024 meeting
			c	Advise City Council/SMHA Board of recommendations			NA
	3.2	Optimize operations	a	Request consideration of Housing Commission input on prospective SMHA hires criteria			Bring up at next quarterly HC/HHS meeting
			b	Investigate Below Market Housing (BMH) list transparency, informal review & other appeal processes, circumvention, & additional useful database parameters & client support			Vice Chair Marasco requested staff presentation to HC on BMH
			c	Advise City Council/SMHA Board of recommendations			Pending input, HC discussion, action
	3.3	Increase access to existing rental inventory	a	Explore vacancy mitigation		Vacancy Mitigation	
			b	Continue discussion of short term rental enforcement with City Code Enforcement (see Feb 2023 HC meeting)		Vacancy Mitigation	
			c	Advise City Council of possible means of recapturing existing rental housing			Pending input, HC discussion, action
	3.4	Support city housing work	a	Review & provide input to staff on city Housing Element			Completed
			b	Review & provide input to staff on other regular city plans & reports			Completed
	3.5	Address loneliness in Santa Monica	a	Explore housing related loneliness mitigation strategies/programming	Commissioner Gordon		
			b	Advise City Council/SMHA Board of any mitigation recommendations			Pending input, HC discussion, action

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Santa Monica Housing Authority	4.1	Finalize improved client representation	a	Facilitate creation & implementation of meaningful, accessible CAB	Chair Gray	CAB	In progress. In discussion with HHS
			b	Facilitate creation & implementation of meaningful, accessible tenant HAB appointment process	Chair Gray	CAB	In progress
			c	Advise SMHA Board of recommendations	Chair Gray	CAB	Pending input, HC discussion, action
	4.2	Improve housing voucher utilization & affirmatively further fair housing	a	Discuss recommendations for finalization of payment standard changes and possible annual reassessment	Chair Gray	Housing Voucher	Completed at Nov 2023 meeting
			b	Advise SMHA Board of recommendations			Written. Submitted?
	4.3	Improve operations	a	Request consideration of Housing Commission input on prospective SMHA hires criteria			Bring up at next quarterly HC/HHS meeting
			b	Discuss & recommend creating landlord/client liaison role		Housing Voucher	Completed
			c	Advise SMHA Board of recommendations			Completed; submitted July 2024
	4.4	Improve client services & support (see 2.2, 5.2)	a	Discuss increased transparency and access to information, including complete website content, contacts, waitlists, & resources		Housing Voucher	Completed. Discussed with HHS director who agrees and is working on it
			b	Discuss creation of supporting materials, including guide to housing search process		Housing Voucher	Completed
			c	Explore potential Human Services division support for high needs SMHA clients		Housing Voucher	In progress. Chair Gray requested Human Services staff to attend HC meeting. Discuss at next quarterly HC/HHS meeting
			d	Advise SMHA Board of recommendations			Pending input, HC discussion, action
	4.5	Participate in planning cycle	a	Listening session for housing program clients re Annual and Administrative Plans if CAB is not in place to conduct; provide input to staff on Annual and Administrative Plans			Completed
4.6	Increase communication with staff	a	Invite Executive Director, Housing Manager, and other staff to regularly attend HC meetings 2-4x/year	Chair Gray		Completed. Quarterly HC/HHS meetings, quarterly HHS staff attendance at HC meetings instituted	

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Housing Commission	5.1	Close out 2022-2023 Annual Work Plan	a	Submit outstanding recommendations to City Council/SMHA Board (2.2 ADA Coordinator, 3.3b staff check in, 5.1b HC routing request)	Vice Chair Marasco	N/A	
			b	Write & submit year end report to city	Chair Gray	N/A	Completed Nov 2023
	5.2	Increase public access & engagement (see 2.2, 4.4)	a	Discuss & advocate implementing fully hybrid meetings with live & recorded video			Completed. City upgrading City Council Chambers
			b	Facilitate updated, consolidated webpage, including links to governing documents, annual plan, & reports			In progress
			c	Request inclusion of meeting announcements in all neighborhood newsletters	Commissioner Borresen		
	5.3	Increase efficacy	a	Discuss establishing standing or ad hoc commission member secretary to facilitate communication with City Council/SMHA Board			Completed
			b	Discuss & implement increased communication & coordination with other city boards & commissions			Completed
			c	Discuss & advise City Council/HAB of any meeting rules changes to promote meaningful participation by city boards & commissions			
			d	Discuss & advise City Council of possible improvements to city board & commission agenda template			Agendized item removed by Clerk's Office; input only during regular review periods
			e	Explore creation of Housing Commission manual and enhanced Commissioner training			Completed. Clerk's office increasing training, created new boards and commissions manual, stopped HC development of manual
	5.4	Improve governing & other documents	a	Address unapproved language changes in application & composition description	Vice Chair Marasco	N/A	Pending consultation with Clerk's Office, CAO
			b	Create a standing planning document of all regular matters HC should expect to advise on, with approximate frequencies & timeframes			Ongoing