

**RESOLUTION NO. 2024-177**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARLSBAD,  
CALIFORNIA, ACCEPTING THE HOUSING COMMISSION JANUARY 2023 –  
JUNE 2024 WORK PLAN REPORT AND APPROVING THE FISCAL YEAR  
2024–25 HOUSING COMMISSION WORK PLAN

WHEREAS, Chapter 2.15 of the Carlsbad Municipal Code 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, Carlsbad Municipal Code Section 2.40.060 delineates the functions of the Housing Commission; and

WHEREAS, the City Council approved the Housing Commission January 2023 - June 2024 Work Plan on Feb. 7, 2023; and

WHEREAS, the Housing Commission met twelve times during January 2023 - June 2024 to perform their functions and accomplish January 2023 - June 2024 work plan tasks; and

WHEREAS, on May 9, 2024, the Housing Commission received a report on the accomplishments of the January 2023 – June 2024 Work Plan Annual Report and considered their work plan for Fiscal Year 2024-25; and

WHEREAS, after receiving a staff presentation, public comments and commissioner discussion, the Housing Commission voted to accept the January 2023 - June 2024 report and authorize it to be forwarded to the City Council and recommended that the City Council approve the Fiscal Year 2024-25 Housing Commission Work Plan.

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

1. That the above recitations are true and correct.
2. That the City Council accepts the Housing Commission January 2023 - June 2024 Work Plan Report, attached hereto as Attachment A.
3. That the City Council approves the Fiscal Year 2024-25 Housing Commission Work Plan, attached hereto as Attachment B.


PASSED, APPROVED AND ADOPTED at a Regular Meeting of the City Council of the City of Carlsbad on the 16th day of July, 2024, by the following vote, to wit:

AYES: BLACKBURN, BHAT-PATEL, ACOSTA, BURKHOLDER.  
NAYS: NONE.  
ABSTAIN: NONE.  
ABSENT: LUNA.



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KEITH BLACKBURN, Mayor



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SHERRY FREISINGER, City Clerk  
(SEAL)

**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. 2023-24 Goals & Tasks**

Below is the status of the January 2023 – June 2024 Housing Commission goals and tasks:

GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
<p><b>Goal 1: Support and advise the City Council regarding efforts to address affordable housing.</b></p> <p>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 (PHA).</p> <p>b. Review and recommend for approval to City Council the Public Housing Agency Annual Plan for year 2023-24.</p> <p>c. Examine housing policy questions as may be referred by the City Council.</p>	<p>The Housing Commission met twelve times from Jan. 2023-June 2024 to consider a range of items within the scope of their function, including review, input and recommendations on:</p> <ul style="list-style-type: none"> <li>• The Homeless Response Plan Update and Homelessness Action Plan Funding Plan</li> <li>• Amendments to the Housing Choice Voucher Administrative Plan</li> </ul> <p>In addition, the Housing Commission received various informational reports and updates on housing and homelessness-related matters.</p> <p>On Jan. 12, 2023, the Housing Commission recommended approval of the PHA Annual Plan to the City Council.</p> <p>No housing policy questions were referred during the period.</p>	<p>The Housing Commission will continue to carry out their functions in FY 2024-2025, consistent with the Carlsbad Municipal Code.</p> <p>The task is complete. The City Council adopted the Annual PHA Plan on Feb. 7, 2023. Recommend this as a recurring task for the next Work Plan.</p> <p>This is included in the new Work Plan.</p>

GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
<b>Goal 2: Support and advise the City Council regarding efforts to address homelessness.</b>		
a. Receive a report on the Homelessness Response Plan Update and provide recommendations for prioritization of actions, if warranted.	This item was a part of the Homelessness Response Plan Update conducted Oct. 12, 2023.	Received the report. Recommend this as a recurring task for the next Work Plan.
<b>Goal 3: Improve understanding of housing programs, policies and laws.</b>		
a. Receive legislative update offered or arranged by the City of Carlsbad.	The Housing Commission received a presentation regarding the city's legislative update on May 9, 2024.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
b. Receive update on Housing Element progress and affordable housing sites, and inclusionary housing alternative compliance.	The Housing Commission received a presentation regarding the Housing Element sites on Dec. 14, 2023.	This task is complete for 2023-24. Recommend a presentation on annual Housing Element performance as a recurring task for the next Work Plan.
c. Participate in best practices session on addressing rental and homeownership affordable housing needs and homelessness.	The Housing Commission received informational reports and presentations and that improved understanding of housing and homelessness related activity, policies and laws throughout the period.	This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.
d. Examine ways to reduce barriers to accessing affordable housing.		Recommend this as a task for the next Work Plan.
e. Examine smoke free requirements for city assisted affordable housing.	The Housing Commission received a presentation regarding the education and enforcement options of a potential smoke free multifamily housing ordinance on Feb. 8, 2024.	Housing Commission received the report and provided feedback to staff. The City Council is considering Ordinance language in summer 2024.
<b>Goal 4: Housing Trust Fund</b>		

GOAL/TASK	STATUS	COMMENTS/RECOMMENDATION
<p>a. Review and provide input on requests for funding from the Housing Trust Fund.</p>	<p>The Housing Commission received a presentation regarding the consideration of a loan (\$1,470,621) commitment to Catholic Charities for the potential expansion of La Posada.</p>	<p>This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.</p>
<p><b>Goal 5: Facilitate communication with the City Council and the broader Carlsbad community regarding matters which fall within the Commission's functions.</b></p>		
<p>a. Prepare an annual work plan and present to City Council for approval.</p>	<p>The 2023-2024 Work Plan was approved by the Housing Commission and approved by the City Council on Feb. 7, 2023.</p>	<p>This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.</p>
<p>b. Report to City Council and public on annual work plan accomplishments.</p>	<p>The 2022 Work Plan Annual Report was approved by the Housing Commission and approved by the City Council on Feb. 7, 2023.</p>	<p>This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.</p>
<p>c. Provide an annual report to the City Council on the status and progress of affordable housing and homelessness programs.</p>	<p>The City Council received an annual report for the Housing Trust Fund on Feb. 6, 2024. Additionally, the City Council was presented with quarterly updates in 2023 on the city's progress on reducing homelessness.</p>	<p>This task is complete for 2023-24. Recommend this as a recurring task for the next Work Plan.</p>
<p>d. Promote efforts to maximize public participation in city-organized information forums, workshops and public hearings related to goals above.</p>	<p>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 stakeholder surveys.) One or more of these methods were used in notifying the public about items related to the goals above.</p>	<p>This task is complete for 2023-24.</p>



## 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. Fiscal Year 2024-25 Goals & Tasks

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

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