

MINUTES OF THE REGULAR VERNON HOUSING COMMISSION  
MEETING HELD WEDNESDAY DECEMBER 9, 2015,  
IN THE COUNCIL CHAMBER OF THE CITY HALL LOCATED AT  
4305 SANTA FE AVENUE, VERNON, CALIFORNIA

MEMBERS PRESENT: Michael Hughes, Melissa Ybarra, Hector Garcia, Steven Froberg,  
John Kriste, and Steven Florman

MEMBERS ABSENT: Kyle Cooper

The meeting was called to order by Chairperson Hughes at 6:05 p.m.; who also led the flag salute.

**CHANGES TO THE AGENDA**

Chairperson Hughes confirmed that there were no changes to the agenda.

**PUBLIC COMMENT**

Chairperson Hughes announced that this was the time allotted for public comment and inquired whether anyone in the audience wished to address the Commission. The public will also be given a chance to comment on matters which are on the posted agenda during Commission deliberation on those specific matters.

No public comment provided.

**INTRODUCTORY BUSINESS**

- 1. Self-introduction of newly appointed Commissioner Steven Florman (Business Representative Seat).**

Commissioner Florman conducted his self-introduction.

**MINUTES**

- 2. Minutes of the Regular Vernon Housing Commission Meeting held September 9, 2015, to be received and filed.**

It was moved by Ybarra and seconded by Garcia to receive and file the September 9, 2015 Minutes. Motion carried, 6-0.

**DISCUSSION AND POSSIBLE DIRECTIVES TO STAFF**

- 3. Discussion Regarding 2016 Rent Setting Process and Timeline.**

**Recommendations**

- A. Find that discussion of market rent is exempt from the California Environmental Quality Act (CEQA), in accordance with CEQA Guidelines Section 15061(b)(3), the general rule that CEQA only applies to projects that may have a significant effect on the environment; and
- B. Hold a discussion regarding the 2016 rent setting process and timeline, and provide direction to City staff on the same.

Deputy City Administrator Kristen Enomoto clarified that no recusal was needed for Vice Chairperson Ybarra nor any other Vernon resident on the Commission for this item.

Enomoto reported on the previous housing appraisal process and initial rent setting and provided an update on the current housing stock.

The Commission held some discussion and directed staff to use the same appraisal firms as the last time.

Enomoto and Legal Counsel Stuart Leviton responded to inquiries and provided general guidance as the Commission held some discussion.

The Commission proposed the following timeline to address the rent setting process:

- Special meeting in February to discuss the appraisal survey results.
- Regular March Meeting to conduct a public hearing.
- Special meeting in April to discuss any changes.
- Regular June meeting proposed adoption of new rental rates.

Staff was directed to schedule and prepare for meetings accordingly.

**DECEMBER LOTTERY AND WAIT LIST**

- 4. In accordance with Section 3, Random Selection of Potential New Leasees, of the Vernon Housing Commission Lease-Up Procedures for New Tenants, separate lottery drawings of all Expression of Interest Forms and Unit-to-Unit Transfer Request Forms received during the 2015 calendar year up to 5:00 p.m. on December 8, 2015, will be conducted to create a wait list for all units that become available December 9, 2015 or later.**

In response to Vice Chairperson Ybarra, Deputy City Administrator Kristen Enomoto advised that staff will be providing an update to the housing stock during oral reports and clarified the use and application of the wait list.

Deputy City Clerk Ana Barcia announced that no unit-to-unit transfer forms had been received, and that 49 entries, after the removal of duplicates, are included in the lottery.

The Commission conducted the lottery. Any vacancy that opens from this day forth will utilize the list created this day.

**ORAL REPORTS & COMMENTS FROM STAFF AND COMMISSION MEMBERS**

Chairperson Hughes and Commissioner Kriste thanked City Administrator Mark Whitworth for his leadership in Vernon.

5. Update on the sale of three City-owned housing units in Huntington Park.

Deputy City Administrator Kristen Enomoto provided an update on the sale of the Huntington Park units.

6. Quarterly housing report to be presented by Public Works, Water & Development Services Staff.

Public Works Water and Development Services Department Administrative Secretary Anthony Zarate conducted the presentation.

In response to Vice Chairperson Ybarra's concerns, Deputy City Administrator Kristen Enomoto reported on the condition of the vacated units and on the City Council's direction concerning the same.

7. Brief reports, announcements, or directives to staff from the Commissioners and Commission Officers.

Deputy City Administrator Kristen Enomoto reported on the recent walk-through of vacant units with some of the Commission members.

In response to Chairperson Hughes, Enomoto reported on the tenant selection process for Vernon Village Park Apartments in compliance with the applicable agreement.

Vice Chairperson Ybarra expressed concerns over the condition in which one of the units was left after vacation.

Enomoto advised that Commissioner Cooper had noted a sense of community and ownership during her participation in the recent walk-through. Chairperson Hughes echoed the remarks.

8. Next regular meeting: March 9, 2016 at 6:00 p.m.

Staff will be communicating proposed dates for the special meetings in February and April per earlier discussions.

**SECOND PUBLIC COMMENT**

Chair Hughes announced that this was the time allotted for public comment and inquired whether anyone in the audience wished to address the Commission.

No public comment provided.

With no further business, at 7:15 p.m. it was moved by Ybarra and seconded by Froberg to adjourn the meeting.

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Michael Hughes  
Chairperson

ATTEST:

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Maria E. Ayala  
Secretary