



Agenda
City of Vernon
Regular Vernon Housing Commission Meeting
Wednesday, September 14, 2022, 6:00 PM
Remote Location Via Zoom

Steven Froberg, Chair
Juliet Goff, Vice Chair
Ronit Edry, Commissioner
Leticia Lopez, Commissioner
Jorge Nevarez Jr., Commissioner
Steven Spanks, Commissioner
Marlene Ybarra, Commissioner

SPECIAL REMOTE PROTOCOLS

Assembly Bill 361 (AB 361) authorizes public meetings to take place via teleconference because State and Local officials are recommending measures to promote social distancing. This meeting will be conducted entirely by remote participation via Zoom Webinar.

The public is encouraged to view the meeting at <https://www.cityofvernon.org/webinar-vhc> or by calling (408) 638-0968, Meeting ID 819-8190-5708#. You may address the Commission via Zoom or submit comments to PublicComment@cityofvernon.org with the meeting date and item number in the subject line.

CALL TO ORDER

FLAG SALUTE

ROLL CALL

APPROVAL OF THE AGENDA

PUBLIC COMMENT

At this time the public is encouraged to address the Vernon Housing Commission on any matter that is within the subject matter jurisdiction of 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.

PRESENTATIONS

1. City Clerk

[Selection of Chair and Vice Chair](#)

Recommendation:

Select one member to serve as Chair and one member to serve as Vice Chair for the term ending June 30, 2023.

2. Public Works

[City Housing Quarterly Report](#)

Recommendation:

Receive and file the September 2022 Quarterly Housing Report.

[1. September 2022 Quarterly Housing Report](#)

CONSENT CALENDAR

All matters listed on the Consent Calendar are to be approved with one motion. Items may be removed from the Consent Calendar for individual consideration. Removed items will be considered immediately following the Consent Calendar.

3. City Clerk

[Approval of Minutes](#)

Recommendation:

Approve the June 29, 2022 Special Vernon Housing Commission meeting minutes.

[1. 20220629 Special](#)

ORAL REPORTS

Brief reports, announcements, or directives to staff. Next regular meeting: Wednesday, December 14, 2022, at 6:00 p.m.

ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours and Special meeting agendas may be amended up to 24 hours in advance of the meeting.

Dated: September 8, 2022.

By: _____/lp/_____
Lisa Pope, City Clerk

Vernon Housing Commission Agenda Item Report

Submitted by: Sandra Dolson
Submitting Department: City Clerk
Meeting Date: September 14, 2022

SUBJECT

Selection of Chair and Vice Chair

Recommendation:

Select one member to serve as Chair and one member to serve as Vice Chair for the term ending June 30, 2023.

Background:

The Vernon Housing Commission consists of seven members, including three residents (one a member of the City Council), three business representatives, and one employee of a Vernon business. Members serve four-year terms, serving no more than two full consecutive terms. Following appointments at the June 7, 2022 meeting, the current members are as follows:

Commissioner	Appointing Category	Date Appointed	End of Term
Juliet Goff	Business Representative	July 20, 2021	June 30, 2025
Ronit Edry	Business Representative	October 15, 2019	June 30, 2023
Jorge Nevarez Jr.	Business Representative	October 15, 2019	June 30, 2023
Steve Spanks	Employee of a Business	June 7, 2022	June 30, 2023
Steven Froberg	Resident	July 20, 2021	June 30, 2025
Leticia Lopez	Resident (Council Member)	July 20, 2021	June 30, 2025
Marlene Ybarra	Resident	October 15, 2019	June 30, 2023

Municipal Code Section 2.40.050 requires a Chairperson and Vice Chairperson from different appointing categories and prohibits a member from serving as Chair for more than two (2) consecutive terms. Chair Froberg was appointed as Chairperson on September 8, 2021, serving one consecutive term; therefore, he is eligible to continue to serve as Chair if the Commission so desires. The Commission should select a Chair and Vice Chair to serve through June 30, 2023.

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

None.

Vernon Housing Commission Agenda Item Report

Submitted by: Daniel Wall
Submitting Department: Public Works
Meeting Date: September 14, 2022

SUBJECT

City Housing Quarterly Report

Recommendation:

Receive and file the September 2022 Quarterly Housing Report.

Background:

Staff will present the Quarterly City Housing Report for the period from June 2022 through August 2022. The report highlights rent, occupancy, inspections, and repairs. In conjunction with the quarterly update, City staff will provide the Commission a summary of housing related inquiries.

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

1. [September 2022 Quarterly Housing Report](#)

The background features a large, faded yellow seal of the City of Vernon. The seal is circular with a gear-like border. Inside the border, the text "CITY OF VERNON" is at the top and "EXCLUSIVELY INDUSTRIAL" is at the bottom. The center of the seal depicts a scene with a man and a woman, a child, and a dog, with a banner below them that says "FOUNDED 1905".

Vernon Housing Commission Quarterly Report

September 14, 2022

Daniel Wall - Director of Public Works

Overview

Public Works effectively manages City-owned housing and strives to provide outstanding service to its tenants.

1. Rent Register
2. Occupancy
3. Summary of Calls Received
4. Operations
5. Closing



Rent Register

- Outstanding combined balance for all City-owned housing units as of 09/08/2022 is \$17,273.39
- Eviction executed at 3560 Vernon Avenue
 - Outstanding balance for unit is \$6,269.55
 - City will now note balance as uncollectable debt and will remove customer information from Rent Register moving forward

Occupancy

Block	Properties	Occupied	Unoccupied
Furlong	10	9	4324 Furlong
50th	8	6	3382 50th 3384 50th*
Fruitland	6	5	3357 Fruitland
Vernon	2	1	3560 Vernon**

**Vacated 8/20/22 (unit left in excellent condition by tenant)*

***Eviction executed 8/23/22 (significant work required to make ready for occupancy)*

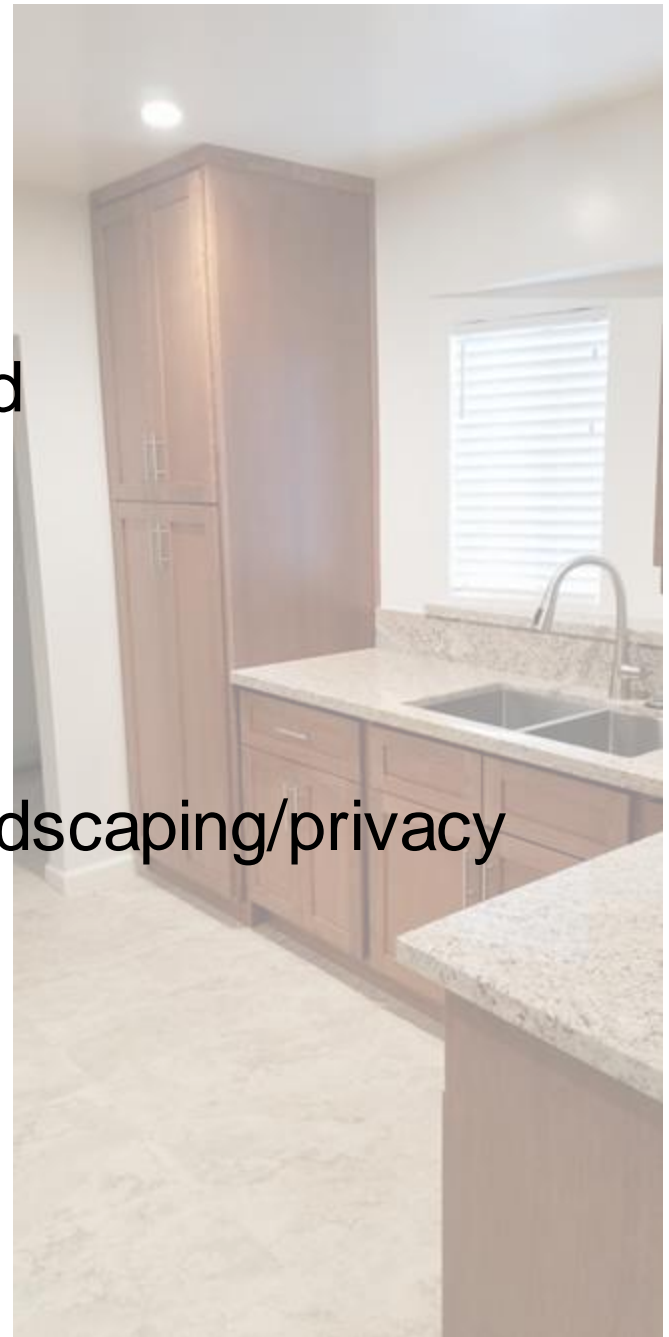
Summary of Calls Received

Month	Calls Received	Types of Calls				Avg. Days To Complete
		Repairs	Questions	Housing Inquiries	Other	
June	4	4				< 1 day
July	10	10				< 1 day
August	1	1				< 1 day
Totals	15	15				< 1 day

Operations



- All service requests addressed
- Vernon Avenue Units
 - Security Concerns
 - DTSC Lead Abatement
 - Opportunity to improve landscaping/privacy
- Fall 2022 safety inspections



In Closing...

Public Works:

1. Follows established VHC Policies and Procedures in management practices including filling vacancies via lottery
2. Actively inspects and maintains City-owned residential properties in accordance with best practices for landlords
3. Manages housing costs in a fiscally responsible manner within the budget approved by the City Council
4. Stays abreast of current issues impacting City-owned properties and tenants (environmental, rental assistance, COVID-19 etc.)
5. Engages tenants through proactive and legally compliant communications to inform of actions and invite feedback

Vernon Housing Commission Agenda Item Report

Submitted by: Sandra Dolson
Submitting Department: City Clerk
Meeting Date: September 14, 2022

SUBJECT

Approval of Minutes

Recommendation:

Approve the June 29, 2022 Special Vernon Housing Commission meeting minutes.

Background:

Staff has prepared and hereby submits the minutes for approval.

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

1. [20220629 Special](#)

**MINUTES
VERNON HOUSING COMMISSION
SPECIAL MEETING
WEDNESDAY, JUNE 29, 2022
REMOTE LOCATION VIA ZOOM**

CALL TO ORDER

Chair Froberg called the meeting to order at 6:05 p.m.

FLAG SALUTE

Chair Froberg led the Flag Salute.

ROLL CALL

PRESENT:

Steven Froberg, Chair (via remote access)
Juliet Goff, Vice Chair (via remote access)
Ronit Edry, Commissioner (via remote access)
Leticia Lopez, Commissioner (via remote access)
Jorge Nevarez, Jr., Commissioner (via remote access)
Marlene Ybarra, Commissioner (via remote access)

STAFF PRESENT:

Angela Kimmey, Deputy City Administrator (via remote access)
Zaynah Moussa, Interim City Attorney (via remote access)
Lisa Pope, City Clerk (via remote access)
Dan Wall, Public Works Director (via remote access)

APPROVAL OF THE AGENDA

MOTION

Commissioner Lopez moved and Vice Chair Goff seconded a motion to approve the agenda. The question was called and the motion carried unanimously.

PUBLIC COMMENT

None.

PRESENTATIONS

1. Housing Lotteries for City-Owned Housing

Recommendation: Conduct housing lotteries to establish randomized order to fill three vacancies in City-owned housing.

City Clerk Pope conducted the housing lotteries.

CONSENT CALENDAR

MOTION

Vice Chair Goff moved and Commissioner Lopez seconded a motion to approve the Consent Calendar. The question was called and the motion carried unanimously.

The Consent Calendar consisted of the following item:

2. Approval of Minutes

Recommendation: Approve the June 8, 2022 Regular Vernon Housing Commission meeting minutes.

ORAL REPORTS

None.

ADJOURNMENT

With no further business, Chair Froberg adjourned the meeting at 6:12 p.m.

STEVEN FROBERG, Chair

ATTEST:

LISA POPE, City Clerk
(seal)