



**Agenda
City of Vernon
Regular Vernon Housing Commission Meeting
Wednesday, June 09, 2021, 06:00 PM
City Hall, Council Chamber
4305 Santa Fe Avenue
Vernon, California**

**Frank Gaviña, Chair
Steven Froberg, Vice Chair
Ronit Edry, Commissioner
Steve Hermon, Commissioner
Jorge Nevarez Jr., Commissioner
Marlene Ybarra, Commissioner
Melissa Ybarra, Commissioner**

SPECIAL REMOTE PROTOCOLS

In accordance with Governor Newsom's Executive Order N-29-20, this will be a teleconference meeting without a physical location to help stop the spread of COVID-19. This meeting will be conducted entirely by remote participation via Zoom Webinar.

The public is encouraged to view the meeting at www.cityofvernon.org/webinar-vhc or by calling (408) 638-0968, Meeting ID 965-4786-2859#.

You may submit comments to PublicComment@ci.vernon.ca.us with the subject line "June 9, 2021 City of Vernon Regular Housing Commission Meeting Public Comment Item #__." Comments received prior to 5 p.m., Wednesday, June 9, 2021, will be read into the record.

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. **Public Works**

[Quarterly City Housing Report](#)

Recommendation:

Receive and file the June 2021 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 by any member of the Commission. Those items removed will be considered immediately after the Consent Calendar.

2. **City Clerk**

[Approval of Minutes](#)

Recommendation:

Approve the December 9, 2020 and March 10, 2021 Regular Vernon Housing Commission meeting minutes.

1. [20201209 VHC Minutes](#)

2. [20210310 VHC Minutes](#)

ORAL REPORTS

Brief reports, announcements, or directives to staff.

Next regular meeting: Wednesday, September 8, 2021, 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 applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours prior to the meeting.

Dated this 3rd day of June, 2021.

By:



Sandra Dolson, Administrative Secretary

Vernon Housing Commission Agenda Item Report

Agenda Item No. COV-665-2021
Submitted by: Jazmine Hooks
Submitting Department: Public Works
Meeting Date: June 9, 2021

SUBJECT

Quarterly City Housing Report

Recommendation:

Receive and file the June 2021 Quarterly Housing Report.

Background:

Staff will present the Quarterly City Housing Report for the period from March 2021 through May 2021. The report highlights rent, occupancy, inspections and repairs, and advertising. 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:

Vernon Housing Commission Agenda Item Report

Agenda Item No. COV-596-2021
Submitted by: Sandra Dolson
Submitting Department: City Clerk
Meeting Date: June 9, 2021

SUBJECT

Approval of Minutes

Recommendation:

Approve the December 9, 2020 and March 10, 2021 Regular 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. [20201209 VHC Minutes](#)
2. [20210310 VHC Minutes](#)

MINUTES
VERNON HOUSING COMMISSION
REGULAR MEETING
WEDNESDAY, DECEMBER 9, 2020
COUNCIL CHAMBER, 4305 SANTA FE AVENUE

CALL TO ORDER

Chair Gaviña called the meeting to order at 6:02 p.m.

FLAG SALUTE

Commissioner Hermon led the Flag Salute.

ROLL CALL

PRESENT: Frank Gaviña, Chair (via remote access)
Steven Froberg, Vice Chair (arrived at 6:26 p.m. via remote access)
Ronit Edry, Commissioner (via remote access)
Steve Hermon, Commissioner (via remote access)
Jorge Nevarez Jr., Commissioner (via remote access)
Marlene Ybarra, Commissioner (via remote access)
Melissa Ybarra, Commissioner (via remote access)

STAFF PRESENT:

Carlos Fandino, City Administrator (via remote access)
Dan Wall, Public Works Director (via remote access)
Lisa Pope, City Clerk
Zaynah Moussa, Senior Deputy City Attorney (via remote access)

APPROVAL OF THE AGENDA

City Clerk Pope requested Item 1 be moved to follow Item 9.

MOTION

Commissioner Melissa Ybarra moved and Commissioner Nevarez seconded a motion to approve the agenda, with Item 1 moved to the end of the meeting. The question was called and the motion carried 6-0, Commissioner Froberg absent.

PUBLIC COMMENT

Diana Gonzales asked what her rent would be if her house was remodeled.

CONSENT CALENDAR

MOTION

Commissioner Hermon moved and Commissioner Edry seconded a motion to approve the Consent Calendar. The question was called and the motion carried 6-0, Commissioner Froberg absent.

The Consent Calendar consisted of the following items:

2. Approval of Minutes

Recommendation: Approve the September 9, 2020 Regular and the October 14, 2020 Special Vernon Housing Commission meeting minutes.

3. Update on Temporary Emergency Moratoria on Evictions at Residential Properties

Recommendation: Receive and file the update.

4. Update on Business Priority Housing Policy

Recommendation: Receive and file the update.

NEW BUSINESS

5. City Housing Quarterly Report

Recommendation: Receive and file the December 2020 City Housing Quarterly Report.

Public Works Director Wall presented the staff report.

In response to Commission questions, Public Works Director Wall discussed efforts to contact the past due tenant. He stated he would add call logs to the report.

Commissioner Froberg arrived at 6:26 p.m.

MOTION

Commissioner Melissa Ybarra moved and Commissioner Marlene Ybarra seconded a motion to receive and file the December 2020 City Housing Quarterly Report. The question was called and the motion carried unanimously.

6. City-owned Housing Applicant Appeal Process

Recommendation: Hold a discussion on the necessity of establishing an appeal process for prospective lessees that have been denied tenancy and provide direction to staff.

Public Works Director Wall presented the staff report.

In response to Commission questions, Senior Deputy City Attorney Moussa explained the potential appeal process. City Administrator Fandino stated there had not previously been an appeal on denial of a lease from a tenant. Public Works Director Wall explained the financial criteria for tenants.

The Commission discussed the existing process and confirmed it was neutral and non-discriminatory. The Commission agreed that the current process was adequate.

MOTION

Commissioner Nevarez moved and Commissioner Marlene Ybarra seconded a motion to not proceed with an appeal process for prospective lessees that have been denied tenancy. The question was called and the motion carried unanimously.

7. Appliance Policy

Recommendation: Consider the prospect of implementing a policy regarding appliances in City housing units and provide direction to staff.

Public Works Director Wall presented the staff report.

In response to Commission questions, Public Works Director Wall explained the inconsistency in appliances throughout City-owned housing; cost and maintenance of appliances; the remodel at 4328 Furlong Place; and City's obligation to provide appliances due to existing leases.

The Commission discussed its preference for providing appliances including the financial offset for tenant provided appliances; tenant-caused damage; and safety concerns.

Diana Gonzales suggested the possibility of a reasonably priced appliance warranty. She questioned the inequity of some units having City-provided appliances and others not. She stated she had not yet decided if she was moving out for the remodel because she needed all the information first. She stated that Leticia Lopez received all new appliances and rent did not go up, but she was told that her rent would go up \$100 if new appliances were installed.

MOTION

Commissioner Marlene Ybarra moved to direct staff to draft a policy for City-provided stove and refrigerator, with tenant-provided, City-installed washer and dryer.

FRIENDLY AMENDMENT

Commissioner Melissa Ybarra amended the motion to require installation within 24-hours.

FRIENDLY AMENDMENT

Chair Gaviña moved to amend the motion to require a safety inspection on washers and dryers rather than have the City install the appliances. The maker and seconder accepted the amendment. The question was called and the amended motion carried unanimously.

MOTION

Chair Gaviña moved and Commissioner Nevarez seconded a motion to direct staff to bring back a policy regarding appliances in City housing units, providing a stove and refrigerator, and requiring a safety inspection of tenant provided appliances; and approving installation

of a stove and refrigerator, with the already installed dishwasher and microwave at 3361 Fruitland Avenue. The question was called and the motion carried unanimously.

8. Los Angeles County Possessory Interest Tax for City-owned Housing

Recommendation: A. Approve and authorize the City to pay tenants' Possessory Interest Tax directly to the County Assessor on behalf of residents in City-owned housing units; and B. Approve and authorize revisions to the Vernon Housing Commission approved lease agreement and any relevant policies and procedures to reflect the change from a Possessory Interest Tax reimbursement to a direct payment from the City to the County Assessor on behalf of residents in City-owned housing units.

Public Works Director Wall presented the staff report.

MOTION

Commissioner Melissa Ybarra moved and Commissioner Hermon seconded a motion to recommend the City Council approve and authorize the City to pay tenants' Possessory Interest Tax directly to the County Assessor on behalf of residents in City-owned housing units; and direct staff to bring back any necessary revisions to the Vernon Housing Commission approved lease agreement and any relevant policies and procedures to reflect the change from a Possessory Interest Tax reimbursement to a direct payment from the City to the County Assessor on behalf of residents in City-owned housing units. The question was called and the motion carried unanimously.

9. Greater Los Angeles County Vector Control District Parcel Tax

Recommendation: Consider the prospect of tenant payment of the Greater Los Angeles County Vector Control District Parcel Tax and provide direction to staff.

Public Works Director Wall presented the staff report.

MOTION

Commissioner Melissa Ybarra moved and Commissioner Edry seconded a motion to continue the current practice. The question was called and the motion carried unanimously.

PRESENTATIONS

1. Housing Lottery for City-Owned Housing Vacancy

Recommendation: Conduct a housing lottery to establish a priority listing for individuals who have submitted a Unit Transfer Request Form or a Housing Expression of Interest Form for vacant City-owned housing.

City Clerk Pope conducted the housing lottery and posted the results.

ORAL REPORTS

None.

ADJOURNMENT

With no further business, Chair Gaviña adjourned the meeting at 8:23 p.m.

FRANK GAVIÑA, Chair

ATTEST:

LISA POPE, City Clerk
(seal)

MINUTES
VERNON HOUSING COMMISSION
REGULAR MEETING
WEDNESDAY, MARCH 10, 2021
COUNCIL CHAMBER, 4305 SANTA FE AVENUE

CALL TO ORDER

Chair Gaviña called the meeting to order at 6:01 p.m.

FLAG SALUTE

Commissioner Edry led the Flag Salute.

ROLL CALL

PRESENT: Frank Gaviña, Chair (via remote access)
Steven Froberg, Vice Chair (via remote access) (arrived at 6:08 p.m.)
Ronit Edry, Commissioner (via remote access)
Steve Hermon, Commissioner (via remote access) (arrived at 6:15 p.m.)
Jorge Nevarez Jr., Commissioner (via remote access)
Marlene Ybarra, Commissioner (via remote access)
Melissa Ybarra, Commissioner (via remote access)

STAFF PRESENT:

Carlos Fandino, City Administrator (via remote access)
Dan Wall, Public Works Director (via remote access)
Zaynah Moussa, Senior Deputy City Attorney (via remote access)
Lisa Pope, City Clerk (via remote access)
Sandra Dolson, Administrative Secretary (via remote access)

APPROVAL OF THE AGENDA

MOTION

Commissioner Melissa Ybarra moved and Commissioner Edry seconded a motion to approve the agenda. The question was called and the motion carried 5-0, Vice Chair Froberg and Commissioner Hermon absent.

PUBLIC COMMENT

City Clerk Pope read comments submitted by Leticia Lopez; Jorge Macias; Martha Macias; and Miguel Macias which clarified that they were not related.

Vice Chair Froberg arrived at 6:08 p.m.

CONSENT CALENDAR

MOTION

Vice Chair Froberg moved and Commissioner Nevarez seconded a motion to approve the Consent Calendar. The question was called and the motion carried 6-0, Commissioner Hermon absent.

The Consent Calendar consisted of the following items:

- 1. Approval of Minutes**
Recommendation: Approve the January 27, 2021 Special Vernon Housing Commission meeting minutes.
- 2. Update on Temporary Emergency Moratoria and COVID-19 Renter/Landlord Legislation**
Recommendation: Receive and file the update.

NEW BUSINESS

- 3. Quarterly City Housing Report**
Recommendation: Receive and file the March 2021 Quarterly City Housing Report.

Public Works Director Wall presented the staff report.

MOTION

Commissioner Melissa Ybarra moved and Commissioner Nevarez seconded a motion to receive and file the March 2021 Quarterly City Housing Report. The question was called and the motion carried 6-0, Commissioner Hermon absent.

Commissioner Hermon arrived at 6:15 p.m.

- 4. State Rental Assistance Program**
Recommendation: Evaluate the options available for state rental assistance and recommend a course of action for City Council which specifies whether: a) the City, as a landlord, applies for funding directly from the State on the tenant's behalf; or b) that the tenant applies directly for rental assistance with guidance from the City.

Public Works Director Wall presented the staff report.

In response to Commission questions, Director Wall discussed staff time and costs. Senior Deputy City Attorney Moussa explained recovery of rental debt if the landlord did not participate.

MOTION

Commissioner Melissa Ybarra moved and Commissioner Edry seconded a motion to recommend the City Council approve that the City, as a landlord, apply for funding directly from the State on the tenant's behalf. The question was called and the motion carried unanimously.

ORAL REPORTS

None.

ADJOURNMENT

With no further business, Chair Gaviña adjourned the meeting at 6:21 p.m.

FRANK GAVIÑA, Chair

ATTEST:

LISA POPE, City Clerk
(seal)