



Agenda
City of Vernon
Regular Vernon Housing Commission Meeting
Wednesday, June 10, 2020, 06:00 PM
City Hall, Council Chamber
4305 Santa Fe Avenue
Vernon, California

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

THIS MEETING WILL BE CONDUCTED PURSUANT TO GOVERNOR NEWSOM'S EXECUTIVE ORDER N-29-20.

The public is encouraged to view the meeting at <http://www.cityofvernon.org/webinar> or by calling (562) 247-8422, Access Code 557-414-698#.

You may submit comments to PublicComment@ci.vernon.ca.us with the subject line "June 10, 2020 City of Vernon Housing Commission Meeting Public Comment Item #__." Comments received prior to 5 p.m., Wednesday, June 10, 2020, will be read into the record.

CALL TO ORDER

ROLL CALL

FLAG SALUTE

CHANGES TO 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.

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.

1. City Clerk

[Approval of Minutes](#)

Recommendation:

Approve the March 11, 2020 Regular and the April 29, 2020 Special Vernon Housing Commission meeting minutes.

[1. 2020-03-11 VHC Minutes](#)

[2. 2020-04-29 Special VHC Minutes](#)

NEW BUSINESS

2. Public Works

[City Housing Quarterly Report](#)

Recommendation:

No action required by the Commission. This is a presentation only.

[1. City Housing Quarterly Report June 2020](#)

ORAL REPORTS

Brief reports, announcements, or directives to staff.

Next Regular Meeting: Wednesday, September 9, 2020, 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 on the bulletin board at the main entrance of the City of Vernon City Hall, located at 4305 Santa Fe Avenue, Vernon, California, and on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

Dated this 4th day of June, 2020.

By: 
Lisa Pope, City Clerk

Vernon Housing Commission Agenda Item Report

Agenda Item No. COV-118-2020
Submitted by: Sandra Dolson
Submitting Department: City Clerk
Meeting Date: June 10, 2020

SUBJECT

Approval of Minutes

Recommendation:

Approve the March 11, 2020 Regular and the April 29, 2020 Special Vernon Housing Commission meeting minutes.

Background:

Staff has prepared draft minutes and hereby submits the minutes for approval.

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

- [1. 2020-03-11 VHC Minutes](#)
- [2. 2020-04-29 Special VHC Minutes](#)

MINUTES
VERNON HOUSING COMMISSION
REGULAR MEETING
WEDNESDAY, MARCH 11, 2020
COUNCIL CHAMBER, 4305 SANTA FE AVENUE

CALL TO ORDER

Chair Gaviña called the meeting to order at 6:06 p.m.

FLAG SALUTE

Vice Chair Froberg led the Flag Salute.

ROLL CALL

PRESENT: Frank Gaviña, Chair
Steven Froberg, Vice Chair
Ronit Edry, Commissioner
Jorge Nevarez Jr., Commissioner
Marlene Ybarra, Commissioner
Melissa Ybarra, Commissioner

STAFF PRESENT:

Carlos Fandino, City Administrator
Dan Wall, Public Works Director
Lisa Pope, City Clerk
Michael Maurer, Counsel

CHANGES TO THE AGENDA

None.

PUBLIC COMMENT

None.

PRESENTATION

**1. Public Works
City Housing Quarterly Report**

Recommendation:

No action required by the Commission. This is a presentation only.

Public Works Director Wall presented the staff report.

In response to Commission questions, Public Works Director Wall explained that the evicted tenants had not paid rent but would be moving out by April 1, 2020; vacancy at 3384 50th pending a determination by the Commission on first responder priority; and delay on the renovation due to high bids.

CONSENT CALENDAR

MOTION

Commissioner Melissa Ybarra moved and Vice Chair Froberg 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. City Clerk

Approval of Minutes

Recommendation:

Approve the December 11, 2019 Regular Vernon Housing Commission meeting minutes.

NEW BUSINESS

3. Public Works

Procedures for Tenants under First Responder Priority

Recommendation:

Consider the City's Procedures for Tenants under First Responder Priority.

Public Works Director Wall presented the staff report.

City Administrator Fandino discussed outreach to businesses regarding interest in the first responder priority and indicated the businesses were indifferent. He discussed the Chamber of Commerce's suggestion for additional outreach.

In response to Commission questions, City Administrator Fandino explained the lack of response to telephone calls. He recommended doing away with the first responder priority and discussed potential conflicts and lottery equitability. He explained the one retired first responder currently in City housing.

MOTION

Commissioner Melissa Ybarra moved and Commissioner Marlene Ybarra seconded a motion to eliminate the first responder policy and establish an ad hoc committee to work with staff on the need for a business first responder priority, with the matter brought back to the Commission at its June 10, 2020 meeting. The question was called and the motion carried unanimously.

Vice Chair Froberg and Commissioners Edry and Melissa Ybarra volunteered to serve on the ad hoc committee.

MOTION

Chair Gaviña moved and Commissioner Melissa Ybarra seconded a motion to appoint Commissioner Melissa Ybarra and Commissioner Edry to the ad hoc committee. The question was called and the motion carried unanimously.

ORAL REPORTS

City Administrator Fandino announced the City's Eggstravaganza event on March 26th, 5:30 to 9:00 p.m.; the Business and Industry Commission Special meeting on March 17th to review the proposed fee schedule; and the upcoming City election.

ADJOURNMENT

With no further business, Chair Gaviña adjourned the meeting at 6:37 p.m.

FRANK GAVIÑA, Chair

ATTEST:

LISA POPE, City Clerk
(seal)

MINUTES
VERNON HOUSING COMMISSION
SPECIAL MEETING
WEDNESDAY, APRIL 29, 2020
COUNCIL CHAMBER, 4305 SANTA FE AVENUE

CALL TO ORDER

Chair Gaviña called the meeting to order at 6:08 p.m.

FLAG SALUTE

Chair Gaviña led the Flag Salute.

ROLL CALL

PRESENT: Frank Gaviña, Chair
Steven Froberg, Vice Chair (via remote access – arrived at 6:25 p.m.)
Ronit Edry, Commissioner (via remote access)
Jorge Nevarez Jr., Commissioner
Marlene Ybarra, Commissioner (via remote access)
Melissa Ybarra, Commissioner

STAFF PRESENT:

Carlos Fandino, City Administrator
Dan Wall, Public Works Director (via remote access)
Lisa Pope, City Clerk
Arnold Alvarez-Glasman, Interim City Attorney (via remote access)

APPROVAL OF THE AGENDA

MOTION

Commissioner Melissa Ybarra moved and Commissioner Nevarez seconded a motion to approve the agenda. The question was called and the motion carried 5-1, Vice Chair Froberg absent.

PUBLIC COMMENT

None.

NEW BUSINESS

1. COVID-19 Emergency Rent Relief Options for Tenants of City Owned Housing

Recommendation:

- A. Find that approval of the proposed action is exempt from California Environmental Quality Act (“CEQA”) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines section 15378; and
- B. Consider options for emergency rent relief in response to financial impacts of the COVID-19 pandemic and direct staff to proceed with a plan for rent forgiveness and/or rent repayment.

City Administrator Fandino and Public Works Director Wall presented the staff report.

City Attorney Alvarez-Glasman explained the proposed rent forgiveness.

Public Works Director Wall indicated there was \$500,000 budgeted for housing.

Dora Douglas asked if rent forgiveness could start from March 2020.

City Clerk Pope read the comments submitted by Bill Davis and Leticia Lopez.

The Commission discussed options for rent forgiveness and concurred that total forgiveness was untenable.

MOTION

Commissioner Marlene Ybarra moved and Commissioner Nevarez seconded a motion to:
A. Find that approval of the proposed action is exempt from California Environmental Quality Act (“CEQA”) review, because it is an administrative activity that will not result in direct or indirect physical changes in the environment, and therefore does not constitute a “project” as defined by CEQA Guidelines section 15378; and B. Directed staff to proceed with implementation of the Vernon Housing Commission Temporary Rent Repayment Procedures for Existing Tenants Experiencing Hardship due to COVID-19 Emergency. The question was called and the motion carried unanimously.

ADJOURNMENT

With no further business, Chair Gaviña adjourned the meeting at 6:47 p.m.

FRANK GAVIÑA, Chair

ATTEST:

LISA POPE, City Clerk
(seal)

Vernon Housing Commission Agenda Item Report

Agenda Item No. COV-225-2020
Submitted by: Diana Figueroa
Submitting Department: Public Works
Meeting Date: June 10, 2020

SUBJECT

City Housing Quarterly Report

Recommendation:

No action required by the Commission. This is a presentation only.

Background:

Staff will present the City Housing Quarterly Report for the period from February 2020 through May 2020. The report consists of financial highlights including rents and expenditures, an update on ongoing remodel, and upcoming lotteries.

Fiscal Impact:

There is no fiscal impact associated with this report.

Attachments:

1. [City Housing Quarterly Report June 2020](#)

Vernon Housing Commission



City Housing Quarterly Report

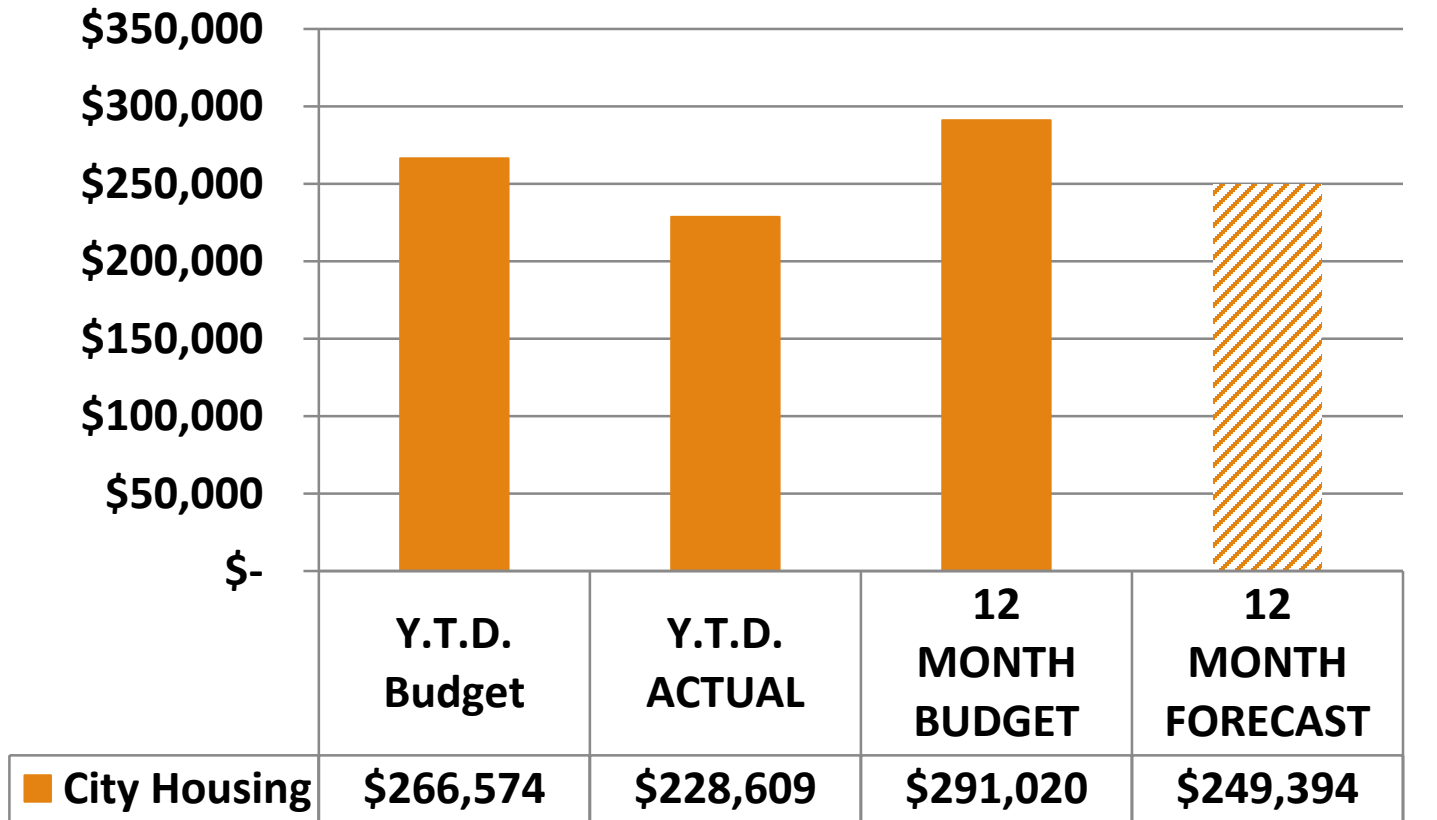
June 10, 2020

Financial Highlights

March through May

- **5 late payments**
- **4 payments remain outstanding**

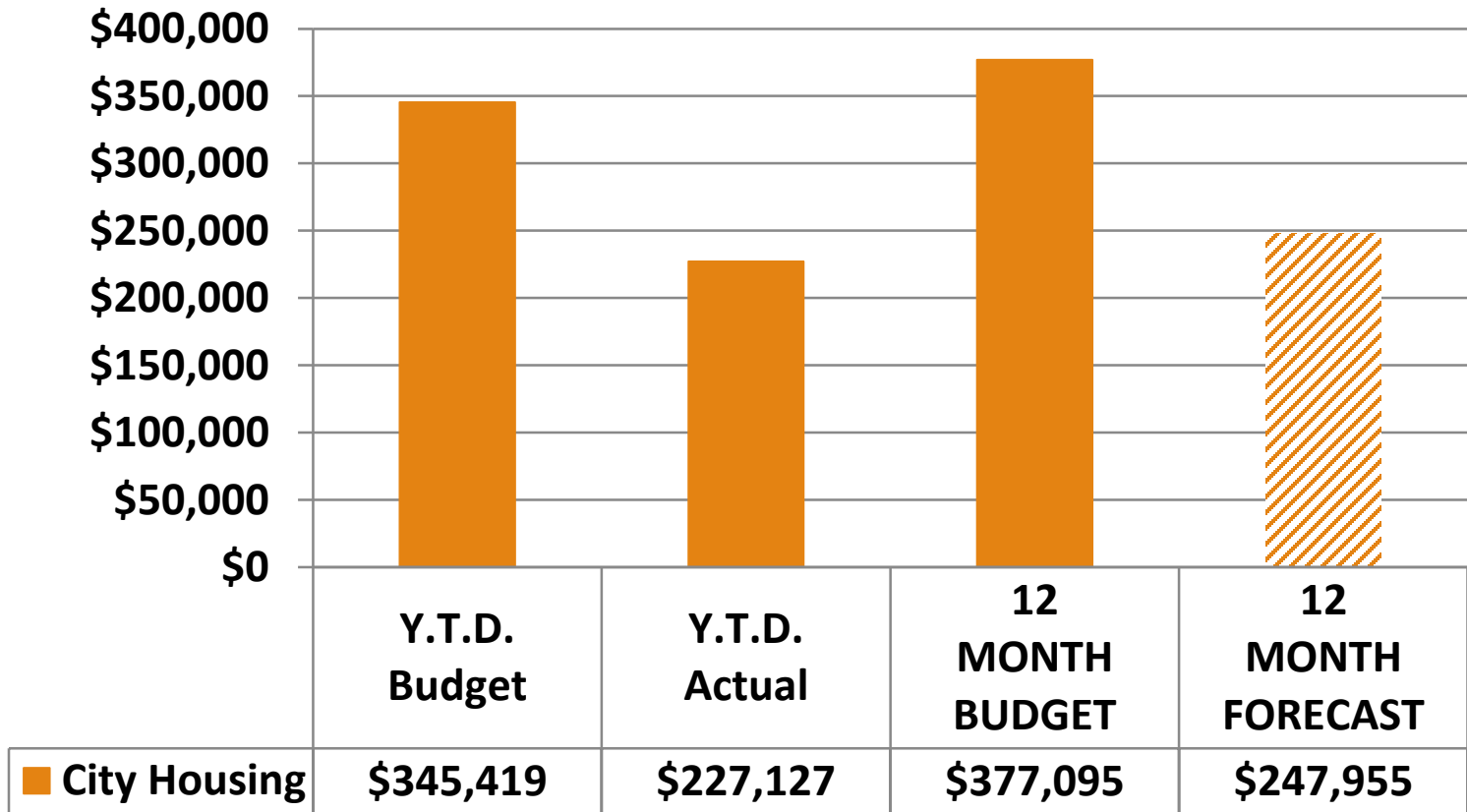
2019-2020 Fiscal Year Revenue



(\$37,965)
Variance

(\$41,626)
Variance

2019-2020 Fiscal Year Operating Expenditures



(\$118,292)
Variance

(\$129,140)
Variance

Schedule of Rents February 2020

Unit359	Unit Type	Baths	11/1/19 Rent	Move in Date	Lease Term	Comments
3376 E. 50th	2bd-apt	1	847.39	09/01/2017	Month to Month	
3378 E. 50th	2bd-apt	1	847.39	5/1/2013	Month to Month	
3380 E. 50th	1bd-apt	1	702.96	1/22/2008	Month to Month	
3382 E. 50th	1bd-apt	1	1,160	5/24/2019	ANNUAL	
3384 E. 50th	1bd-apt	1	1,250	N/A	VACANT	Ready to Rent
3386 E. 50th	1bd-apt	1	702.96	7/1/2010	Month to Month	
3388 E. 50th	2bd-apt	1	839	12/1/2018	Month to Month	
3390 E. 50th	2bd-apt	1	1,650	N/A	VACANT	Ready 6/15/20
3345 Fruitland	3bd-hous	2	1,175.64	8/1/2012	Month to Month	
3349 Fruitland	2bd-hous	1	1,043	2/7/2019	ANNUAL	
3353 Fruitland	3bd-hous	1	1,125.14	02/01/2017	Month to Month	
3357 Fruitland	3bd-hous	1	1,125.14	07/22/2019	Annual	
3361 Fruitland	3bd-hous	1	2,170	N/A	VACANT - Renovation	Ready 8/3/20
3365 Fruitland	2bd-hous	1	923.14	3/1/2013	Month to Month	
3550 Vernon	3bd-hous	1	2,170	N/A	VACANT	Ready 8/3/20
3560 Vernon	2bd-hous	1	994.85	11/1/2008	Month to Month	
4321 Furlong	3bd-hous	1	1,000	2/1/2019	Month to Month	
4322 Furlong	3bd-hous	1	1081.71	10/2/2008	Month to Month	
4323 Furlong	2bd-hous	1	1,021.11	2/1/2018	Month to Month	
4324 Furlong	2bd-hous	1	1,620	N/A	VACANT - Renovation	Const Start 7/1
4325 Furlong	2bd-hous	1	854	2/1/2019	ANNUAL	
4326 Furlong	2bd-hous	1	934.25	2/1/2008	Month to Month	
4327 Furlong	2bd-hous	1	934.25	6/1/2013	Month to Month	
4328 Furlong	2bd-hous	1	862.54	8/1/2012	Month to Month	
4329 Furlong	3bd-hous	1	1,071	9/1/2018	Month to Month	
4330 Furlong	3bd-hous	1	1,099.89	8/1/2012	Month to Month	

Recent Housing Policy Change

City Council Action

- On April 7, 2020, the City Council introduced and conducted first reading of an amended ordinance to delete reference to a “first responders” priority
 - Action taken based upon recommendation from the Vernon Housing Commission
- On April 21, 2020, City Council conducted second reading and adopted Ordinance No. 1266
 - Ordinance went into effect on May 22, 2020
- Lotteries for available housing units will proceed without priority for first responders
- The Ad-hoc Committee will meet to discuss the need for a business first responder priority

Going Forward

Vacant Units

- Quickly make units ready to rent using in-house labor wherever possible
- Conduct housing lotteries as soon as units are ready to rent
- Next lottery will be held on June 15 for the two apartments
- Lottery for two houses will be held in August
- Remodel work for home on Furlong scheduled to begin early July

Advertising & Housing Interest Forms

Quarterly Advertising for March 2020

- Craigslist
- City Website
- City Hall Bulletin Board
- Fire Department First Responders
- Police Department First Responders
- Chamber of Commerce

Housing Interest Forms received (March – May):

- 2 valid applications (26 total from April 2019 to May 2020)
- Unit transfer requests received = 0 (3 total from April 2019 through May 2020)

Summary of Calls Received

March 2020 – May 2020

- For the service months of March through May, accurate tracking of various incoming housing requests was not possible due to circumstances related to COVID-19

QUESTIONS?