

**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.

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FRANK GAVIÑA, Chair

**ATTEST:**

DocuSigned by:  
  
9F43A1B8C2E44A8  
LISA POPE, City Clerk  
(seal)