



GEM of the DESERT

**NOTICE AND CALL OF SPECIAL MEETING  
OF THE LA QUINTA HOUSING COMMISSION**

**TO THE MEMBERS OF THE HOUSING COMMISSION OF THE CITY OF LA QUINTA AND TO  
THE HOUSING COORDINATOR:**

**NOTICE IS HEREBY GIVEN** that a special meeting of the Housing Commission of the City of La Quinta is hereby called to be held on June 27, 2018 commencing at 6:00 p.m. at La Quinta City Hall, 78-495 Calle Tampico, La Quinta, California.

**ANNOUNCEMENT, PRESENTATIONS, AND WRITTEN COMMUNICATION - NONE**

**CONSENT CALENDAR**

- 1) APPROVE MINUTES OF JUNE 13, 2018

**BUSINESS CALENDAR**

- 1) RECOMMEND APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH BECKY CAHA FOR HOUSING COMPLIANCE AND MONITORING SERVICES

Dated: June 22, 2018

*/s/ Lynne Joy Rogers*

Lynne Joy Rogers, Chairperson

Attest:

Angela Ferreira  
Housing Coordinator

**DECLARATION OF POSTING**

I, Angela Ferreira, La Quinta Housing Commission Housing Coordinator, do hereby declare that the foregoing notice for the Special La Quinta Housing Commission meeting of June 27, 2018 was posted on the outside entry to the Council Chamber at 78-495 Calle Tampico and on the bulletin boards at 51-321 Avenida Bermudas and 78-630 Highway 111 on June 22, 2018.

DATED: JUNE 22, 2018

Angela Ferreira  
Housing Coordinator



— GEM of the DESERT —

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on the City's web page: [www.laquintaca.gov](http://www.laquintaca.gov)

## HOUSING COMMISSION AGENDA

CITY HALL STUDY SESSION ROOM  
78-495 Calle Tampico, La Quinta

**SPECIAL MEETING WEDNESDAY, JUNE 27, 2018 AT 6:00 P.M.**

### **CALL TO ORDER**

ROLL CALL: Commissioners Davidson, Johnson, Long, McDonough, and Chairperson Rogers

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

At this time, members of the public may address the Housing Commission on any matter not listed on the agenda. Please complete a "Request to Speak" form and limit your comments to three minutes. The Housing Commission values your comments; however in accordance with State law, no action shall be taken on any item not appearing on the agenda unless it is an emergency item authorized by GC 54954.2(b).

### **CONFIRMATION OF AGENDA**

### **ANNOUNCEMENT, PRESENTATIONS, AND WRITTEN COMMUNICATION - NONE**

### **CONSENT CALENDAR**

1. APPROVE MINUTES OF JUNE 13, 2018

### **BUSINESS SESSION**

1. RECOMMEND APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH BECKY CAHA FOR HOUSING COMPLIANCE AND MONITORING SERVICES

**STUDY SESSION - NONE**

**DEPARTMENTAL REPORTS - NONE**

**COMMISSIONERS' ITEMS**

**ADJOURNMENT**

The next regular quarterly meeting of the La Quinta Housing Commission will be held on September 12, 2018, commencing at 6:00 p.m., at the La Quinta Study Session Room, 78-495 Calle Tampico, La Quinta, CA 92253.

**DECLARATION OF POSTING**

I, Angela Ferreira, Housing Coordinator, do hereby declare that the foregoing Agenda for the Housing Commission Special Meeting was posted on the City's website, near the entrance to the Council Chambers at 78-495 Calle Tampico, and the bulletin boards at 78-630 Highway 111, and the La Quinta Cove Post Office at 51-321 Avenida Bermudas, on June 22, 2018.

DATED: June 21, 2018



Angela Ferreira, Housing Coordinator  
City of La Quinta, California

**PUBLIC NOTICES**

The La Quinta City Hall Study Session Room is handicapped accessible. If special equipment is needed for the hearing impaired, please call the City Clerk's office at 777-7103, twenty-four (24) hours in advance of the meeting and accommodations will be made.

If special electronic equipment is needed to make presentations to the Commission, arrangements should be made in advance by contacting the City Clerk's office at 777-7103. A one (1) week notice is required.

If background material is to be presented to the Commission during a Housing Commission meeting, please be advised that eight (8) copies of all documents, exhibits, etc., must be supplied to the Secretary for distribution. It is requested that this take place prior to the beginning of the meeting.

Any writings or documents provided to a majority of the Commission regarding any item(s) on this agenda will be made available for public inspection at The Hub counter at City Hall located at 78-495 Calle Tampico, La Quinta, California, 92253, during normal business hours.



**HOUSING COMMISSION  
MINUTES  
WEDNESDAY, JUNE 13, 2018**

**CALL TO ORDER**

A regular quarterly meeting of the Housing Commission was called to order at 6:00 p.m. by Chairperson Rogers

PRESENT: Commissioners Davidson, Johnson, Long, McDonough, and Chairperson Rogers

ABSENT: None

**PLEDGE OF ALLEGIANCE**

Chairperson Rogers led the audience in the pledge of allegiance.

**PUBLIC COMMENT ON MATTERS NOT ON AGENDA**

PUBLIC SPEAKER: Aileen Buckley, La Quinta - introduced herself and expressed her concern regarding lack of communication between management and residents on maintaining the air conditioning units at the Seasons apartment complex.

PUBLIC SPEAKER: Joan Sanka, La Quinta - introduced herself and inquired about the Commission's meeting schedule, where information was available on the City's website, and getting automatic email notifications through "Quail Mail."

PUBLIC SPEAKER: Lois Caldwell, La Quinta - introduced herself and expressed concerns about recent nuisance activities at the Seasons apartment complex pool area after hours. Staff said they would reach out to the management; mentioned the City's noise ordinance hours allow activities until 10:00 p.m.; and suggested residents call local non-emergency police phone line to address issues after that time.

PUBLIC SPEAKER: Richard Santino, La Quinta - introduced himself and expressed concerns regarding the lack of response when calling the Seasons after hour's emergency number on the weekends. He said implementing an annual air conditioning maintenance service and security guard services for the Seasons apartment complex would help resolve residents' concerns more effectively.

PUBLIC SPEAKER: Virginia Casto, La Quinta - introduced herself and said the Housing Commission's meetings were interesting and helped residents learn more about the city. She expressed concerns regarding the lack of communication between

management and residents on maintenance and reported complaints at the Seasons apartment complex.

Staff shared non-emergency number and office hours for local code enforcement.

**CONFIRMATION OF AGENDA** – Confirmed

**ANNOUNCEMENTS, PRESENTATIONS, AND WRITTEN COMMUNICATIONS** – None

**CONSENT CALENDAR**

**1. APPROVE MINUTES OF APRIL 18, 2018**

Motion – A motion was made and seconded by Commissioners Johnson/McDonough to approve Consent Calendar Item No. 1, as submitted. Motion passed unanimously.

**2. RECOMMEND APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH BECKY CAHA FOR HOUSING COMPLIANCE AND MONITORING SERVICES**

Motion – A motion was made by Commissioner Davidson to approve Consent Calendar Item No. 2 as recommended. Motion failed due to the lack of a second.

The Commission did not take further action on this item.

**BUSINESS SESSION** – None

**STUDY SESSION**

**1. 2018/2019 FISCAL YEAR HOUSING AUTHORITY BUDGET**

Finance Director Campos presented the staff report, which is on file in the Finance Department.

Commission discussed budget review and approval process and schedule; budget accounts structure; staff associated with Housing Authority payroll; and homelessness funding.

Staff said they would provide quarterly updates on budget at future meetings.

The Commission concurred with the Fiscal Year 2018/19 Housing Authority Budget as submitted by staff.

**DEPARTMENTAL REPORTS** – None

**REPORTS AND INFORMATIONAL ITEMS** – None

## **COMMISSIONERS' ITEMS**

Chairperson Rogers announced her resignation effective August 1, 2018.

Management Specialist Ferreira said Chairperson Rogers' vacated seat would be advertised, and appointments for Chairperson and Vice Chairperson would be scheduled for Commission consideration at the next regular quarterly Housing meeting.

The Commission recommended the City recognize the La Quinta High School baseball team for winning the championship. Staff responded the team would be recognized at the June 19, 2018, City Council meeting.

## **ADJOURNMENT**

There being no further business, it was moved and seconded by Commissioners Davidson/Johnson to adjourn this meeting at 7:12 p.m. Motion passed unanimously

Respectfully submitted,

Jessica Delgado, Management Assistant  
City of La Quinta, California

# City of La Quinta

HOUSING COMMISSION MEETING: June 27, 2018

## STAFF REPORT

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**AGENDA TITLE:** RECOMMEND APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH BECKY CAHA FOR HOUSING COMPLIANCE AND MONITORING SERVICES

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### RECOMMENDATION

Recommend Approval of Amendment No. 3 to Professional Services Agreement with Becky Caha to amend Section 2.1 – Contract Sum, not to exceed \$70,000 per fiscal year; and authorize the City Manager to execute the amendment

### EXECUTIVE SUMMARY

- The City of La Quinta (City) and Housing Authority (Authority) entered into a Professional Services Agreement (Agreement) with Becky Caha (Consultant) for Housing Compliance and Monitoring Services.
- The Agreement was previously amended twice before to extend the contract term and scope of services.
- This year the Consultant has experienced increase activity in prequalifying individuals for Authority invested properties like Watercolors and Cove single family homes, in addition to having to work on two foreclosures that had Authority affordability covenants placed on them, which has led to increased invoice amounts.
- On 6/19/18 the Housing Authority remanded the item back to the Housing Commission as a Business Item for discussion

### FISCAL IMPACT

Upon approval, a \$10,000 budget adjustment for Professional Services (241-9101-60103) will increase the total available budget to \$70,000 for 2017/18.

### BACKGROUND/ANALYSIS

The City and Authority entered into an Agreement with the Consultant in 2013. Since then the Agreement has been amended twice, to extend the contract term, and add to the scope of services.

This fiscal year the Consultant has experienced a significant increase in inquiries and pre-qualifications for the Watercolors Development, silent second trust deed homes for sale in the Cove Neighborhood, and the processing of two foreclosures that had affordability covenants on them. As a result, there are insufficient funds to cover consultant costs for the fiscal year.

City staff who attended the June 13, 2018 Housing Commission meeting observed Commissioner Johnson discussing his views on Consent Calendar Item No. 2 with other members of the Commission prior to the start of the meeting.

To ensure Ms. Caha receives a fair hearing and opportunity to respond to any comments or concerns that may have been expressed by any commissioner prior to the commencement of the commission's June 13, 2018 meeting, a remand was issued by the City Attorney's Office with instructions to bring the item back to the Housing Commission for review.

## **ALTERNATIVES**

An alternative is not recommended as these services are critical to ensure adequate housing program oversight.

Prepared by: Angela Ferreira, Management Specialist

Approved by: Gilbert Villalpando, Business Analyst

Attachment: 1. Amendment No. 3 to Becky Caha Professional Services Agreement



**AMENDMENT NO. 3 TO AGREEMENT  
WITH BECKY CAHA**

This Amendment No. 3 to Agreement with Becky Caha ("Amendment No. 3") is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2018 ("Effective Date") by and between the LA QUINTA HOUSING AUTHORITY ("Authority"), a public body, corporate and politic, and Becky Caha, ("Consultant").

**RECITALS**

WHEREAS, on or about July 3, 2013, the Authority and Consultant entered into an Agreement to provide Housing Compliance and Monitoring services for the Authority. The term of the Agreement expires on July 30, 2019; and

WHEREAS, the term of the Agreement, Section 3.4 (Term), remains unchanged and expires on July 30, 2019; and

WHEREAS, changes are indicated to the Contract Sum in the Agreement; and

WHEREAS, all other Sections and Exhibits of the Agreement remain unchanged except section 2.1 as written below; and

WHEREAS, the total Agreement amount, Section 2.1 "Contract Sum", is hereby amended to an amount not to exceed Seventy Thousand Dollars (\$70,000) per fiscal year beginning in fiscal year 2017/18; and

NOW THEREFORE, in consideration of the mutual covenant herein contained, the parties agree as follows:

**AMENDMENT**

In consideration of the foregoing Recitals and the covenants and promises hereinafter contained, and for good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties hereto agree as follows:

1. Section 2.1 is amended to read as follows:

Section 2.1 – Contract Sum. For the services rendered pursuant to this Agreement, Contracting Party shall be compensated in accordance with Exhibit "B" (the "Schedule of Compensation") in a total amount not to exceed **Seventy Thousand Dollars (\$70,000)** (the "Contract Sum") per fiscal year, except as provided in Section 1.6. The method of compensation set forth in the Schedule of Compensation may include a lump sum payment upon completion, payment in accordance with the percentage of completion of the services, payment for time and materials based upon Consultant's rate schedule, but not exceeding the Contract Sum, or such other methods as may be

specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, transportation expense, telephone expense, and similar costs and expenses when and if specified in the Schedule of Compensation, Consultant's overall compensation shall not exceed the Contract Sum, except as provided in Section 1.6 of this Agreement, "Additional Services."

In all other respects, the original Agreement shall remain in effect.

IN WITNESS WHEREOF, the Authority and Consultant have executed this Amendment No. 1 to the Agreement on the respective dates set forth below.

**LA QUINTA HOUSING AUTHORITY**, a public body, corporate and politic

\_\_\_\_\_  
FRANK J. SPEVACEK, Executive Director

Dated:\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
MONIKA RADEVA, Housing Authority Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
WILLIAM H. IHRKE, Housing Authority Counsel

**CONSULTANT:** \_\_\_\_\_

By:\_\_\_\_\_

Name:\_\_\_\_\_

Title: \_\_\_\_\_



## Exhibit B

With the exception of compensation, Additional Services provided for in Section 2.2 of this Agreement, the maximum total compensation to be paid to Consultant under this Agreement in Fiscal Year 2017/2018 is Seventy Thousand Dollars (\$70,000) ("Contract Sum"). The Contract Sum shall be paid to Consultant Becky Caha in conformance with Section 2.3 of the Agreement.