

**HOUSING COMMISSION  
PALM DESERT HOUSING AUTHORITY  
REGULAR MEETING MINUTES**

February 12, 2025, 3:30 p.m.

Present: Commissioner Jann Buller, Commissioner Olivia Docken,  
Commissioner Andy Firestine, Commissioner Dominic Moore,  
Commissioner Melody Morrison, Vice Chair Franchon-Marie  
Siddiq, Chair Kathleen Bauer

Council Liaison: Council Member Pradetto \*via Zoom\*

Staff Present: Housing Manager Jessica Gonzales, Senior Management Analyst  
Celina Cabrera, Senior Administrative Assistant Daniel Mora,  
Senior Deputy Clerk Monique Lomeli, Recording Secretary  
Damian Olivares

**1. CALL TO ORDER**

A Regular Meeting of the Housing Commission was called to order by Chair Bauer on February 12, 2025, at 3:30 p.m. in the Administrative Conference Room, City Hall, located at 73-510 Fred Waring Drive, Palm Desert, California.

**2. ROLL CALL**

**3. NON-AGENDA PUBLIC COMMENTS**

None.

**4. CONSENT CALENDAR**

To approve the consent calendar as presented.

**Motion by:** Member Firestine

**Seconded by:** Commissioner Docken

**Motion Carried**

**4.a APPROVAL OF MINUTES**

Approve the Minutes of January 8, 2025.

**Motion by:** Member Firestine

**Seconded by:** Commissioner Docken

**Motion Carried**

**4.b HOME IMPROVEMENT PROGRAM ACTIVITY REPORT FOR DECEMBER 2024**

Receive and file the Home Improvement Program Activity Report for December 2024.

**Motion by:** Member Firestine

**Seconded by:** Commissioner Docken

**Motion Carried**

**5. CONSENT ITEMS HELD OVER**

None.

**6. ACTION CALENDAR**

**6.a AUTHORIZE INCREASE TO NOT TO EXCEED AMOUNT OF ADDITIONAL SERVICES FOR JOHN HARRISON CONTRACTING, INC.**

Senior Management Analyst Cabrera provided the staff report and answered Housing Commissioner inquiries.

**Motion by:** Commissioner Buller

**Seconded by:** Vice Chair Siddiq

Recommend to the Palm Desert Housing Authority Board to:

1. Authorize an increase of \$80,000 to the not to exceed amount of additional services for John Harrison Contracting, Inc. for Fiscal Year 2024/25 and Fiscal Year 2025/26 for an aggregate amount of \$108,500 each fiscal year.
2. Appropriate \$80,000 from the Housing Authority's Unobligated 871 Fund Balance to the Fiscal Year 2024/25 operating budget in the appropriate account for each of the 15 Housing Authority properties.
3. Authorize the Executive Director, or his designee, to take any necessary actions to facilitate and effectuate the actions taken herewith.

**Motion Carried**

**6.b RATIFICATION OF V.M. POOL SERVICE AND REPAIR FOR POOL, SPA, AND WATER FEATURE MAINTENANCE AND REPAIR AT HOUSING AUTHORITY PROPERTIES IN AN AMOUNT NOT TO EXCEED \$95,400.00**

Senior Management Analyst Cabrera provided the staff report and answered Housing Commissioner inquiries.

**Motion by:** Vice Chair Siddiq

**Seconded by:** Commissioner Docken

Recommend to the Palm Desert Housing Authority Board to:

1. Ratify the six-month agreement with V.M. Pool Maintenance and Repair for pool, spa, and water feature maintenance and repair at Housing Authority properties in an amount not to exceed \$95,400.00 and \$15,000 for additional services as required.
2. Authorize the Executive Director, or his designee, to take any necessary actions to execute the agreement and any related documents to effectuate this action.

**Motion Carried**

**6.c PROPOSALS SUBMITTED FOR CAMERA PROCUREMENT, INSTALLATION, AND OFF-SITE MONITORING SERVICE FOR RESIDENTIAL PROPERTIES.**

Staff has requested to pull item 6.c and present at the next Housing Commission meeting scheduled for March 12, 2025.

Recommend to the Palm Desert Housing Authority Board to:

1. Reject all proposals submitted for Camera Procurement, Installation, and Off-Site Monitoring Service for Residential Properties.
2. Authorize staff to re-solicit a revised Request for Proposals (RFP) with a smaller-scale camera system and off-site monitoring scope.

**7. INFORMATIONAL REPORTS & COMMENTS**

**7.a SUMMARY OF CITY COUNCIL AND HOUSING AUTHORITY ACTIONS**

**7.b FALKENBERG/GILLIAM & ASSOCIATES (FGA) MONTHLY REPORTS FOR DECEMBER 2024**

Representative of Falkenberg/Gilliam & Associates, Cyndi Karp, provided the reports for December 2024 and answered Housing Commissioner inquiries.

**7.c HOUSING COMMISSIONERS**

**7.d CITY COUNCIL LIAISON**

**7.e CITY STAFF**

**7.f ATTENDANCE REPORT**

Report provided; no action taken on this item.

**8. ADJOURNMENT**

The Housing Commission adjourned at 3:54 p.m.

Respectfully submitted,

Housing Commission Regular Meeting  
February 12, 2025

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Damian Olivares, Senior Deputy Clerk  
Recording Secretary

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Jessica Gonzales, Housing Manager  
Secretary

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DATE APPROVED BY HOUSING COMMISSION