



(ACT) - ACTION NEEDED
(INF) INFORMATION ONLY
(DIS) – DISCRETIONARY
(DISC)-DISCUSSION

**REGULAR MEETING OF THE
HOUSING COMMISSION OF THE CITY OF NEEDLES
WEDNESDAY, OCTOBER 25, 2023 @ 4:00 P.M.
CITY COUNCIL CHAMBERS - 1111 BAILEY AVENUE, NEEDLES**

A G E N D A

**THE PUBLIC MAY ATTEND AND MAY SUBMIT ANY COMMENTS IN WRITING PRIOR TO
NOON ON THE DAY OF THE MEETING BY EMAILING adeermer@cityofneedles.com**

**TO JOIN THE LIVE TEAMS MEETING: log into the City of Needles website at
www.cityofneedles.com to access the agenda and [Click here to join the meeting](#)**

If asked, enter the following: Meeting ID: 644 180 376#

**OR listen in and participate by calling Teams: 1-323-488-2227 - Meeting ID: 644 180 376#
The meetings are being recorded.**

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE
APPROVAL OF AGENDA
CONFLICT OF INTEREST
CORRESPONDENCE
INTRODUCTIONS

**As a courtesy to those in attendance, we would ask that cell phones be turned off or set
in their silent mode. Thank you.**

PUBLIC APPEARANCE - Persons wishing to address the Commissioners on subjects other than
those scheduled are requested to do so at this time. When addressing the Commissioners, please
come to the podium and give your name and address for the record. In order to conduct a timely
meeting, a three-minute time limit per person has been established by Municipal Code Section 2-
18. Amendments to California Government Code Sec. 54950 prohibit the Commission from taking
action on a specific item until it appears on the agenda.

REGULAR ITEMS

- 1) Housing Authority of the City of Needles Update (INF)
- 2) Approve the Minutes of August 23, 2023 (ACT)

BOARD REQUESTS

CITY MANAGER REPORT

ADJOURNMENT

**INTERNET ACCESS TO HOUSING COMMISSION AGENDAS AND STAFF REPORT
MATERIAL IS AVAILABLE PRIOR TO HOUSING COMMISSION MEETINGS AT
<http://www.cityofneedles.com>**

Posted: October 20, 2023

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS - Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to a meeting is available for public inspection at the Needles Administrative Office, 817 Third Street, Needles, CA 92363.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Candace Clark, Assistant City Clerk, at (760) 326-2113 Ext 133. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-104 ADA Title II)

If a decision is made at this hearing and you later disagree with the decision, only issues raised at the public hearing or in written form at or before the public hearing can be considered.

/s/ Candace Clark, CPMC, Assistant City Clerk



City of Needles, California Request for City Council Action

☐ CITY COUNCIL ☐ NPUA ☒ HACN ☒ Regular ☐ Special

Meeting Date: October 25, 2023

Title: Housing Authority of the City of Needles Update

Background: On April 25, 2023, HACN awarded the bid to Final Touch Construction for a total project cost of \$449,118.

- HACN has completed the installation of the 302 windows.
- 78 of the 156 doors have been installed. The doors were on backorder and anticipated completion to be completed within the next few weeks.

On August 1, 2023, HACN opened the waiting list for Section 8 Housing Choice Vouchers. HACN had successfully issued all Section 8 Vouchers.

On October 16, 2023, the U.S. Department of Housing and Urban Development issued the Section 8 Management Assessment Program (SEMAP) certification for the Housing Authority of the City of Needles. The overall performance rating is Standard which makes us in compliance. HACN received 110 points out of 135 possible points. The four areas where HACN had lost points, a corrective action plan to ensure compliance with program rules has been drafted and will be submitted to HUD (Exhibit A).

The HACN Staff has been notified that two of the commissioners are stepping down from the Housing Commission. Staff has placed an ad in the paper and is actively pursuing candidates to fill the vacancies. One of the candidates must be a resident of Public Housing and 62 years of age or older. The second candidate can be an at large appointment.

U.S. Department of Housing and Urban Development issued Technical Assistance to the HACN staff. The scope of work includes updated the Policies and Procedures for HACN. Additionally, HACN has added a second maintenance worker Lorance Deleon to help provide a high level of services for our program residents.

Attached Exhibits:

- Exhibit A SEMAP Letter and Corrective Action Plan

Fiscal Impact: None

Recommended Action: Information Only

Submitted By: Angelica Deermer, HACN Housing Manager
Patrick J. Martinez, City Manager

City Management Review: _____ **Date:** _____

Approved: ☐ Not Approved: ☐ Tabled: ☐ Other: ☐

Agenda Item: _____



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

300 North Los Angeles Street, Suite 4054
Los Angeles, CA 90012

OFFICE OF PUBLIC HOUSING

October 16, 2023

Mr. Patrick Martinez
Executive Director
Housing Authority of the City of Needles
908 Sycamore Drive
Needles, California 92363

Subject: SEMAP Certification

Dear Mr. Martinez:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the **Housing Authority of the City of Needles**. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Housing Authority of the City of Needles' final SEMAP score for the fiscal year ended **6/30/2023** is **81**. The following are your scores on each indicator:

Indicator	1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator	2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator	3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator	4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5	HQS Quality Control (24 CFR 982.405(b))	0
Indicator	6	HQS Enforcement (24 CFR 982.404)	10
Indicator	7	Expanding Housing Opportunities	0
Indicator	8	Payment Standards (24 CFR 982.503)	0
Indicator	9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator	10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator	11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator	12	Annual HQS Inspections (24 CFR 982.405(a))	0
Indicator	13	Lease-Up	20
Indicator	14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	NA
Indicator	15	Deconcentration Bonus	NA

Your overall performance rating is **Standard**. Your PHA has earned a total of **110** points out of **135** possible points.

We have recorded that your PHA has been rated zero on at least one of the performance indicators. Please take the necessary corrective action to ensure compliance with program rules. For each zero rating, you must send HUD a written report describing the corrective action taken within 30 calendar days of the date of this letter or HUD may require a written corrective action plan. HUD regulation 24 CFR 985.104 states a PHA may appeal its overall performance rating to HUD by providing justification for the appeal reasons.

Thank you for your cooperation with the SEMAP process. Should you have any questions regarding this matter, please contact Alicia E. Salcido, Portfolio Management Specialist, at Alicia.E.Salcido@hud.gov.

Sincerely,

Meena Bavan

Meena S. Bavan
Director
Office of Public Housing



City of Needles

Housing Authority

908 Sycamore Drive, Needles, California 92363
(760) 326-3222 • FAX (760) 326-2741
www.cityofneedles.com

Mayor, Janet Jernigan
Vice Mayor Kirsten Merritt
Councilmember Tona Belt
Councilmember Ellen Campbell
Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake

City Manager Patrick Martinez

October 17, 2023

U.S. Department of Housing and Urban Development
Attn: Alicia Salcido, PMS
300 North Los Angeles Street, Suite 4054
Los Angeles, CA 90012

RE: FY 2022-2023 SEMAP Certification

To Ms. Salcido,

Thank you for providing the Housing Authority of the City of Needles with its SEMAP indicator scores. We would like to take this opportunity to address and correct all deficiencies identified with this certification.

Indicator 5- HQS Quality Control: The Housing Authority of the City of Needles has been down to only one person on maintenance staff for most of the FY 22-23. Also, during a majority of this time, the HA had not resumed HQS Inspections post COVID-19 restrictions. These factors resulted in many inspections not being performed in a timely matter, and those that had been conducted were not reviewed via QC due to lack of HA staff.

The Housing Authority of the City of Needles now has two full time Maintenance employees. One has already undergone HQS Inspection as well as NSPIRE training. The second was hired recently and will be attending these trainings in the near future. Moving forward HA will conduct QC reviews.

Indicator 7- Expanding Housing Opportunities: The Housing Authority of the City of Needles currently provides all voucher holders with a 'Housing Contact' list. These prospective landlords have either expressed interest in renting to Section 8 participants or already are/have been landlords for Section 8 participants. Additionally, each voucher holder receives a notice of portability, and the portability process is explained. Both forms are provided at the time of voucher issuance.

The HA was unclear about the applicability of this indicator and improperly reported for this section of the certification. In the future the HA will ensure it correctly reports Expanding Housing Opportunities. We are grateful for this learning opportunity and have updated our list Housing Contact list to include neighboring Housing Authorities, per 24 CFR 985.3 (E), as previously we had this list available by request and it was not provided at each voucher issuance.

The Housing Authority of the City of Needles currently has policies in our Administrative Plan for Owner recruitment and retention (Chapter 13-I.A.) The HA is already in the process of updating the Admin Plan and will review this Chapter for

any potential changes. In the meantime, HA will continue efforts to seek out new landlords, including holding recruitment/information meeting as stated in the Admin plan as this has not been held post covid.

Indicator 8- Payment Standards: The Housing Authority of the City of Needles has been advised that payment standards have been calculated incorrectly, which resulted in the use of payments standards at 89% instead of 90%. Now that this has been brought to our attention, we have updated the current FY payments standards and will ensure that we use proper calculations to keep payment standards within the basic range of 90% - 110%.

Indicator 12- Annual HQS Inspections: As mentioned previously, the Housing Authority did not resume post covid inspections in a manner that may be considered timely, largely due to staffing issues. The Housing Authority has been actively working to make great strides in performing not just at acceptable standard but is striving to exceed what is considered acceptable. The Housing Authority now has the staff needed to conduct these inspections properly and has been conducting inspections within 90 days prior to the effective date of the annual reexamination

Below please find a list of documentation provided for each indicator.

Thank you for your attention to this matter,

Attachments:

I8- Revised payment standard/ Income limit chart



City of Needles Housing Authority

908 Sycamore Drive, Needles, California 92363
(760) 326-3222 • FAX (760) 326-2741
www.cityofneedles.com

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Councilmember Jamie McCorkle
Councilmember JoAnne Pogue
Councilmember Henry Longbrake
City Manager Patrick Martinez

FAIR MARKET RENTS

for the Section 8 Voucher Program San Bernardino County, California
As set by HUD- released August 31, 2023
Adopted effective December 1, 2023 for use through FY 23-24

Number of Bedrooms	FMR	Payment Standard
0	\$1517	\$1365 (90% of FMR)
1	\$1611	\$1450 (90% of FMR)
2	\$2010	\$1809 (90% of FMR)
3	\$2707	\$2436 (90% of FMR)
4	\$2922	\$2974 (90% of FMR)

INCOME LIMITS

As set by HUD - Effective 04/18/2022

No. of Family Members	30% of Median Extra Low Income	Very Low Income 50%	Low Income 80%
1	\$ 19,600	\$ 32,650	\$ 52,200
2	\$ 22,400	\$ 37,300	\$ 59,650
3	\$ 25,200	\$ 41,950	\$ 67,100
4	\$ 30,000	\$ 46,600	\$ 74,550
5	\$ 35,140	\$ 50,350	\$ 80,550
6	\$ 40,280	\$ 54,100	\$ 86,500
7	\$ 45,420	\$ 57,800	\$ 92,450
8	\$ 50,560	\$ 61,550	\$ 98,450

NEEDLES HOUSING AUTHORITY FLAT RENT FY 2018 on all new move-ins and reviews processed after 01/9/2018 Adopted Board of Commissioners 01/09/2018 - Resolution #796 Posted in office window 01/11/2018

CA022000001	1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM
FLAT RENT CY 2022	\$420	\$473	\$515	\$602

Per HUD letter dated 12/17/2017. The rents above are inclusive of utility expenses, therefore there should be no additional adjustment for utility expenditures

THE HOUSING AUTHORITY OF THE CITY OF NEEDLES, CALIFORNIA

908 Sycamore Drive • Needles, California 92363

Telephone (760) 326-3222 • Fax (760) 326-2741

Contacts for Housing in Needles, California

APARTMENTS

Coronado Court
1017 Coronado, #6C
Needles, CA 92363
760-326-3304
1 & 2 Bedroom

Terrace View
1501 Lily Hill Drive
Needles, CA 92363
760-326-4813
1 & 2 Bedroom

River Gardens
1970 Clary Drive
Needles, CA 92363
760-326-5047
2 & 3 Bedroom

PUBLICATIONS

Needles Desert Star
Published every Wednesday.

Mohave Valley Daily News
Published daily, except
Saturdays.
www.mohavedailynews.com

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nha@citlink.net

NEIGHBORING HOUSING AUTHORITIES

Name and Address of Housing Authority	Distance in Miles from Needles Housing Authority
Housing Authority of the County of San Bernardino 672 S. Waterman Ave. San Bernardino, CA 92408 Phone (909) 890-9533 Fax (909) 890-5333	215
Housing Authority of the County of San Bernardino - Victorville Office 15465 Seneca Rd. Victorville, CA 92392 Phone (760) 243-1043 Fax (760) 243-2123	177
Housing Authority of the County of San Bernardino - Ontario Office 424 N. Lemon Ave. Ontario, CA 91764 Phone (909) 890-5360 Fax (909) 983-5002	223
Mohave County Housing Authority 700 W. Beale Street Kingman, AZ 86401 Phone (928) 753-0723 Fax (928) 753-0776	62 Contacts: → Danya Heard → Jennifer Burch →
Mohave County Housing Authority - Bullhead City Office 720 Hancock Rd. Bullhead City, AZ 86442 Phone (928) 758-0702 Fax (928) 758-0737	22 Contact: Jennifer Rossini
Mohave County Housing Authority - Lake Havasu City Office 2001 College Drive, Ste. 122 Lake Havasu City, AZ 86403 Phone (928) 453-0710	40 Contact: Toni Ambrose
Southern Nevada Regional Housing Authority 340 N. 11 th St. Las Vegas, NV 89101 Phone (702) 477-3100 Fax (702) 435-3039	111



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928.763.1920

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951.515.8931

Syliva Polen

626.422.3709

Don McCone

928.404.3880

James Campbell

858.750.0710

NEIGHBORING HOUSING AUTHORITIES

Housing Authority of County of San Bernardino

15465 Seneca Rd
Victorville, CA 92392
760.243.1043

672 S. Waterman Ave
San Bernardino, CA 92408
909.890.9533

424 N. Lemon Ave
Ontario, CA 91764
909.890.5360

Mohave County Housing Authority

700 W. Beale Street
Kingman, AZ 86401
928.753.0723

Southern Nevada Regional Housing Authority

340 N 11th St
Las Vegas, NV 89101
702.477.3100

17(c)

PART I. OWNERS IN THE HCV PROGRAM

13-I.A. OWNER RECRUITMENT AND RETENTION [HCV GB, pp. 2-4 to 2-6]

Recruitment

PHAs are responsible for ensuring that very low income families have access to all types and ranges of affordable housing in the PHA's jurisdiction, particularly housing outside areas of poverty or minority concentration. A critical element in fulfilling this responsibility is for the PHA to ensure that a sufficient number of owners, representing all types and ranges of affordable housing in the PHA's jurisdiction, are willing to participate in the HCV program.

To accomplish this objective, PHAs must identify and recruit new owners to participate in the program.

NHA Policy

The PHA will conduct owner outreach to ensure that owners are familiar with the program and its advantages. The PHA will actively recruit property owners with property located outside areas of poverty and minority concentration. These outreach strategies will include:

- Distributing printed material about the program to property owners and managers

- Contacting property owners and managers by phone or in-person

- Holding owner recruitment/information meetings at least once a year

- Participating in community based organizations comprised of private property and apartment owners and managers

- Developing working relationships with owners and real estate brokers associations

Outreach strategies will be monitored for effectiveness, and adapted accordingly.



MINUTES

REGULAR MEETING OF THE HOUSING COMMISSION OF THE CITY OF NEEDLES WEDNESDAY, AUGUST 23, 2023 @ 4:00 P.M. CITY COUNCIL CHAMBERS - 1111 BAILEY AVENUE, NEEDLES

CALL TO ORDER

Chair Mauer called the meeting to order at 4:00 pm

ROLL CALL

PRESENT

Commissioners Smith, Clark, Kissell, Mauer, and Tucker

ABSENT

None

Also in attendance were Housing Manager Angelica Deerner, Assistant City Manager Patrick Martinez, and Assistant City Clerk Candace Clark

PLEDGE OF ALLEGIANCE *led by Chair Mauer*

APPROVAL OF AGENDA

Commissioner Clark moved, second by Commissioner Tucker, to approve the agenda as submitted.

Motion carried by the following roll call vote:

Ayes: Commissioners Smith, Clark, Kissell, Mauer, and Tucker
Noes: None
Absent: None

CONFLICT OF INTEREST – *None*

CORRESPONDENCE - *None*

INTRODUCTIONS – *Chair Mauer recognized Council Member Pogue*

PUBLIC APPEARANCE – *None*

INTRODUCTION

- 1) Welcome & Introduction to Angelica Deerner, Housing Manager
Assistant City Manager Patrick Martinez welcomed Angelica Deerner as the new Housing Manager and asked that she introduce herself to the Commissioners. She gave a brief synopsis of her history and answered minimal questions from the Commissioners.
- 2) Administered Oath of Office to newly appointed Commissioners Tamera Kissell and Robert Smith

Oath of Office was administered by Assistant City Clerk Candace Clark

REGULAR ITEMS

- 3) Housing Authority of the City of Needles Update
Update given by Assistant City Manager Patrick Martinez
- 4) Approved the Minutes of July 19, 2023
Commissioner Kissell moved, second by Commissioner Clark, to approve the agenda as submitted.
Motion carried by the following roll call vote:

Ayes: Commissioners Smith, Clark, Kissell, Mauer, and Tucker
Noes: None
Absent: None

BOARD REQUESTS

Commissioner Smith had no requests

Commissioner Clark asked for introductions from the new commissioners

Commissioner Kissell had no requests

Commissioner Tucker asked if records were being kept of the number of applications received for Section 8 housing vouchers; asked for an introduction of the new commissioners.

Chair Mauer asked for an update from Housing Manager Deerner and requested she give a report on her outlook at the next meeting.

CITY MANAGER REPORT

Assistant City Manager Patrick Martinez gave report

ADJOURNMENT

Chair Mauer adjourned the meeting at 4:56 pm.

Chair Chris Mauer

Assistant City Clerk Candace Clark