



# AGENDA

## FOR THE REGULAR MEETING OF THE LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE WEDNESDAY, AUGUST 21, 2024, 12:00 PM

**Primary location:**  
LACDA Headquarters  
700 West Main Street  
Alhambra, California 91801

**Alternate location (teleconference only):**  
West Hollywood Library  
Study Room C  
652 N San Vicente Blvd  
West Hollywood, California 90069

To join via phone, dial **(747) 200-6781**, then enter **525 710 562#** when prompted.

[Click here to join the meeting](#)

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- 1. **Call to Order**
- 2. **Roll Call**

James Brooks, Chair  
 Renee Contreras, Vice Chair  
 Mary Canoy  
 Zella Knight  
 Kelli Lloyd  
 Connor Lock  
 Ruthie Myers  
 Takao Suzuki  
 Anna Swett  
 Pamela Williams



Administrative Office  
 700 West Main Street, Alhambra, CA 91801  
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Executive Director: Emilio Salas  
 Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of May 15, 2024

4. **Report of the Executive Director**

5. **Presentations**

Family Self-Sufficiency Program Gradate

6. **Public Comments**

**Regular Agenda**

7. **Supplemental Funds Allocated to the Los Angeles County Development Authority for Fiscal Year 2024-2025 and Authorization to Execute Funding Agreements and Incorporate Additional Budget Authority (All Districts)**

**Recommend that the Board of Commissioners:**

Authorize the Executive Director, or designee, to execute and/or amend the necessary funding agreements with the County for the following programs, and to incorporate the funds into the LACDA's approved FY 2024-2025 budget:

- a. \$19,800,000 for Fair Housing Services and Open Doors Programs.
- b. \$65,000,000 from the Affordable Housing Development Trust Fund (AHTF) for the Notice of Funding Availability (NOFA) to provide capital funding for affordable housing developments and program administration.
- c. \$10,000,000 in Los Angeles County Housing Innovation Fund – Revolving Loan Fund Program to provide low-cost financing to developers of special needs and affordable housing.

Find that acceptance of supplemental funds for the LACDA's FY 2024-2025 budget are not subject to the California Environmental Quality Act (CEQA) because the actions are not defined as a project under CEQA.

8. **Contract for Elevator Maintenance and Repair Services (All Districts)**

**Recommend that the Board of Commissioners:**

Authorize the Executive Director or designee to execute, amend, and if necessary, terminate a one-year Contract with GMS Elevator Services, Inc. for elevator maintenance and repair services, with an annual compensation of up to \$400,000,

in program funds included in the LACDA's approved Fiscal Year 2024-2025 budget and will be included in the proposed Fiscal Year 2025-2026 budget during the annual budget process, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contract, as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$400,000 using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contract to modify the Statement of Work to add or delete sites, and services, and increase the compensation by up to \$40,000 (10%) per year as needed for unforeseen costs.

Authorize the Executive Director, or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate for convenience.

Find that approval of the Contract to provide elevator maintenance and repair services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

**9. Commissioner Comments or Suggestions for Future Agenda Items**

Access to the agenda and supporting documents are available on the LACDA website. Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Advisory Committee meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least four business days prior to the meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the LACDA by phone at (626) 586-1855 from 8:00 a.m. to 6:00 p.m., Monday through Thursday, or by e-mail at [nick.teske@lacda.org](mailto:nick.teske@lacda.org).

**MINUTES FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY DEVELOPMENT AUTHORITY  
HOUSING ADVISORY COMMITTEE**

**Wednesday, May 15, 2024**

The meeting was convened at LACDA headquarters, located at 700 West Main Street in Alhambra, California.

Digest of the meeting. The Minutes are being reported seriatim.

The meeting was called to order by Commissioner Brooks at 12:07 p.m.

| <b><u>Roll Call</u></b> | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|-------------------------|-----------------------|----------------------|
| James Brooks            | X                     |                      |
| Renee Contreras         |                       | X                    |
| Mary Canoy              | X                     |                      |
| Zella Knight            | X                     |                      |
| Kelli Lloyd             |                       | X                    |
| Connor Lock             | X                     |                      |
| Ruthie Myers            | X                     |                      |
| Takao Suzuki            | X                     |                      |
| Anna Swett              | X                     |                      |
| Pamela Williams         | X                     |                      |

**Agenda Item No. 3 – Reading and Approval of the Minutes of the Previous Meeting**

On motion by Commissioner Lock, seconded by Commissioner Canoy, with Commissioners Suzuki and Knight abstaining, the minutes of the Regular Meeting of March 20, 2024 were approved as presented.

On motion by Commissioner Suzuki, seconded by Commissioner Williams, with Commissioners Brooks and Knight abstaining, the minutes of the Regular Meeting of April 17, 2024 were approved as presented.

**Agenda Item No. 4 – Report of the Executive Director**

Chief of Programs Tracie Mann reported on a letter sent by Representative Maxine Waters, the ranking member of the U.S. House Committee on Financial Services, to President Biden urgently advocating for releasing and implementing the final “Affirmatively Furthering Fair Housing” (AFFH) rule. If implemented, this Rule could significantly contribute to resolving our nation’s worsening affordable housing and homelessness crisis. In the letter, Ranking Member Waters cites the President’s commitment and previous actions to support fair housing and racial equity, as well as her request in 2020 to then-President-Elect Biden. The letter states that “AFFH has gone largely unenforced since the passage of the Fair Housing Act. The Obama administration

sought to turn that tide in 2015 by finalizing a historic rule. The timing of the implementation of the 2015 rule was left to the Trump Administration, which later overturned the final rule. This decision was widely criticized and litigated by civil rights and affordable housing advocates.

The proposed AFFH rule, announced in January 2023, has garnered significant support from advocates. This backing was further amplified when nearly 300 organizations sent a letter to the White House urging the administration to honor its commitments and release the final AFFH rule promptly. They argue that the rule would enable more communities to access affordable and accessible housing, thereby positively influencing various aspects of their lives.

Tracie also reported that Congresswoman Delia Ramirez, representing Illinois, hosted a “Future of Housing” press conference on April 23, 2024, to mark the reintroduction of two significant bills in the U.S. House of Representatives. The 'Green New Deal for Public Housing Act' proposes new grant programs to revamp and enhance public housing, aiming to reduce health hazards and enhance energy efficiency. Simultaneously, the 'Tenants' Rights to Organize Act' would safeguard the organizing rights of tenants with Housing Choice Vouchers (HCV) and tenants residing in Low-Income Housing Tax Credit (LIHTC) properties.

Tracie reported the House Appropriations subcommittees, including the Transportation, Housing and Urban Development (THUD) subcommittee that determines funding for HUD programs, would soon be drafting their Federal Fiscal Year (FFY) 2025 spending proposals. House Appropriations Chair Tom Cole laid out an ambitious timeline for his committee to finalize all 12 bills before Congress breaks for the August recess. Still, the final FFY 2025 spending bills are unlikely to be finished before the elections in November. Funding levels are expected to abide by the restrictions of the “Fiscal Responsibility Act of 2023” (FRA), which allows for only a 1% increase in spending in FFY 2025.

Tracie reported that while the Senate Appropriations Committee had yet to announce a potential timeline for its work, Chair Patty Murray and Vice Chair Susan Collins were considering a side deal that would boost defense and domestic spending above the caps instated by the FRA. In the previous FFY, Chair Murray and Vice Chair Collins led the charge for a side funding deal that provided almost \$70 billion in extra funding for vital Federal programs. To maintain the number of households served and services offered, HUD’s budget needs to increase year-to-year; additional funding above what would be provided under the FRA will likely be required to meet the increased cost of HUD’s programs in 2025.

Tracie reported that on Friday, May 10, 2024, Governor Newsom released a revised proposal asking the Legislature to restore \$500 million in funding to the State’s Low Income Housing Tax Credit Program, a signature funding source for affordable housing developers, while simultaneously proposing more cuts to an array of State initiatives for low-income renters, first-time homeowners, and unhoused residents. With tax collections coming in weaker than expected, the gap between projected State spending and revenue

increased by another \$7 billion since January, when the projected deficit was still \$38 billion. The administration said it was able to cut that shortfall by more than 40% with a series of early cuts, delays, and financial rearranging. However, that still leaves a \$27.6 billion budget problem that the Governor and Legislature must resolve.

In part, the Governor's solution to help mitigate the shortfall was to eliminate the \$75 million remaining in the State's Multifamily Housing Program, California's workhorse affordable housing funder, furthering the proposed \$250 million cut from January. He also proposed to trim \$260 million from the Homeless Housing, Assistance and Prevention (HHAP) Program, the State's primary source of general homeless funding, which had dodged cuts in January. In recent years, California has given out billions of dollars in flexible spending grants for local governments to reduce homelessness. Mayors of large cities have praised the HHAP Program and the flexibility it provides to spend money as needed in their communities, whether it's setting up new shelters or placing people in interim housing. City leaders have asked Newsom and lawmakers to dedicate permanent funds to it. Still, instead, the spending plan would cut \$260 million from the next round of funding, which was slated to be \$1 billion and does not include funding for the HHAP beyond that.

Tracie advised that the LACDA is not a direct recipient of these State funding programs; however, Countywide affordable housing projects apply for concurrent funding from some of these sources, which poses a concern for the potential impact on overall affordable housing development gap funding. The Legislature is required to pass a balanced spending plan by June 15, and the governor must sign it before the new Fiscal Year begins on July 1.

Tracie reminded the Committee that in the previous month, she had announced the opening of the public housing waiting list, which was scheduled to close on April 30. The LACDA decided to keep the waiting lists open until May 17 to get a larger number of registrants for each site. The goal is to have enough applicants on the waiting lists to last for five years, with regular purges to ensure those on the waiting list remain interested.

Tracie reported that the LACDA recently received notification from HUD regarding 2024 funding for the HCV program. The funding amount is undoubtedly positive, resulting in approximately \$11 million in additional funding to support roughly 1,200 new individuals and families in the program. The LACDA has already engaged with the Los Angeles Homeless Services Authority (LAHSA) to get referrals for applicants currently designated as homeless. As is usual practice, the LACDA will continue to closely monitor spending as lease-up efforts resume.

Tracie also reported on the recent HouseLA landlord outreach event in Palmdale, and thanked Commissioner Brooks for attending and bringing some of his colleagues. A total of 52 property owners attended. The LACDA's Housing Advisor team is gearing up for future HouseLA events in the Second, Third, and Fourth Supervisorial Districts in 2024.

## **Agenda Item No. 5 - Presentations**

Homeless Incentive Program

## **Agenda Item No. 6 – Public Comments**

Patricia McAllister

## **Agenda Item No. 7 – Fiscal Year 2024-2025 Budget of the Los Angeles County Development Authority (All Districts)**

On motion by Commissioner Suzuki, seconded by Commissioner Knight, the following was approved:

Recommend that the Board of Commissioners:

Adopt and instruct the Chair to sign a Resolution approving the \$1,095,380,200 FY 2024-2025 Budget.

Instruct the Executive Director to implement the LACDA's FY 2024-2025 Budget and take all related actions for this purpose, including execution of all required documents.

Find that the approval of the LACDA's FY 2024-2025 Budget is not subject to the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.

Authorize the Executive Director or designee to execute funding agreements or amendments to any existing funding agreements with the County of Los Angeles (County) and all required documents necessary to accept \$475,000 for the Cooperative Extension Program, \$1,007,000 for the Community Policing Program (CPP), \$425,000 for South County Public Housing Scattered Sites, \$11,043,000 for Measure H (Homeless Prevention Initiative), and \$216,000 for the Homeless Coordinator and ancillary services.

Authorize the Executive Director or designee to execute a Memorandum of Understanding (MOU), and any necessary amendments to the MOU, with the County and all required documents necessary to accept \$661,064 for the Juvenile Justice Crime Prevention Act (JJCPA).

Adopt and instruct the Chair to sign the Public Housing Agency (PHA) Board Resolution approving the operating budget and certifying submission of the LACDA's FY 2024-2025 Budget to the United States Department of Housing and Urban Development (HUD).

(Continued from the Housing Advisory Committee meeting of April 17, 2024)

**Agenda Item No. 8 – Contracts for Furniture and Appliance with Installation Services (All Districts)**

On motion by Commissioner Canoy, seconded by Commissioner Williams, the following was approved:

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute two one-year Contracts for furniture and appliance with installation services with Paramount Mattress, Inc., and Best Home Furniture, using up to \$1,000,000 in program funds included in the LACDA's Fiscal Year 2023-2024 approved budget and 2024-2025 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.

Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$1,000,000 to be shared between the two Contracts, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services as needed for unforeseen needs, and update provisions of the Contract.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.

Find that approval of Contracts to provide furniture and appliance with installation services is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in the Board letter and the record of the project.

(Continued from the Housing Advisory Committee meeting of April 17, 2024)

**Agenda Item No. 9 – Contracts for Plumbing Services (All Districts)**

On motion by Commissioner Knight, seconded by Commissioner Myers, the following was approved:

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute two one-year Contracts for plumbing services (Contracts) with Windol Orr dba No Worries Plumbing and Pipe Pros Plumbing, Inc., using a shared amount of up to \$2,200,000 in program funds included in the LACDA's approved Fiscal Year 2023-2024 budget and proposed Fiscal Year 2024-



2025 budget, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual shared compensation of \$2,200,000, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services, and increase the annual shared compensation by up to \$220,000 (10%) per year as needed for unforeseen costs.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.

Find that approval of Contracts to provide plumbing services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

(Continued from the Housing Advisory Committee meeting of April 17, 2024)

**Agenda Item No. 10 – Contract for Landscaping Services (All Districts)**

On motion by Commissioner Canoy, seconded by Commissioner Williams, the following was approved:

Recommend that the Board of Commissioners:

Find that the approval of a Contract for landscaping services is exempt from the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential for causing a significant effect on the environment.

Authorize the Executive Director or designee to execute a one-year Contract with Stay Green, Inc., for landscaping services, and all related documents, in the amount of \$2,000,000 using program funds included in the LACDA's approved Fiscal Year 2024-2025 budget, to be effective July 1, 2024, following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of \$2,000,000, using funds to be requested through the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contract to add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for unforeseen costs.

Authorize the Executive Director or designee to increase the annual compensation by the amount of the LACDA Living Wage Program rate increase in addition to all other authorizations.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate the Contract for convenience.

**Agenda Item No. 11 – Contract for Heating, Venting and Air Conditioning Maintenance and Repair Services (All Districts)**

On motion by Commissioner Canoy, seconded by Commissioner Knight, the following was approved:

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute, amend, and if necessary, terminate a one-year Contract with ACCO Engineered Systems, Inc. for heating, venting, and air conditioning maintenance and repair services, with an annual compensation of up to \$600,000, in program funds included in the LACDA's approved Fiscal Year 2023-2024 budget and proposed Fiscal Year 2024-2025 budget, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contract, as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual shared compensation of \$600,000 using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contract to modify the Statement of Work to add or delete sites, and services, and increase the compensation by up to \$60,000 (10%) per year as needed for unforeseen costs.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate the Contract for convenience.

Find that approval of the Contract to provide heating, venting, and air conditioning maintenance and repair services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

**Agenda Item No. 12 – Contracts for Annual Re-examination Services (All Districts)**

On motion by Commissioner Myers, seconded by Commissioner Lock, with Commissioner Knight abstaining, the following was approved:

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute a one-year contract for annual re-examination services with Quadel Consulting and Training LLC, using up to \$800,000 program funds included in LACDA's Fiscal Year 2023-2024 approved budget and 2024-2025 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.

Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$800,000, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services as needed for unforeseen needs, and update provisions of the Contract.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate either Contract for convenience.

Find that approval of Contracts to provide annual re-examination services is not subject to the California Environmental Quality Act (CEQA), because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

**Agenda Item No. 13 – Adopt a Unit Price Catalog and Specifications, Advertise and Award 20 Job Order Contracts for the Repair, Remodel, Refurbishment, and Maintenance of Various Properties (All Districts)**

On motion by Commissioner Brooks, seconded by Commissioner Canoy, with Commissioners Myers, Swett and Williams abstaining, the following was approved:

Recommend that the Board of Commissioners:

Find that the adoption of the JOC unit price book from The Gordian Group, dated May 2024, approval for advertisement for bids, and the proposed award of JOCs and related actions are not a project under the California Environmental Quality Act for the reasons stated in this Board letter and in the records pertaining to the JOCs.

Adopt the JOC Construction Task Catalog and Technical Specifications prepared by The Gordian Group, Inc., dated May 2024.

Direct the Executive Officer of the Board to advertise for bids to be received and opened on August 13, 2024, using The Gordian Group, Inc.'s JOC System for 20 separate JOCs (106-125) in accordance with the Notice For Bids.

Delegate authority to the Executive Director or designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has satisfied all conditions for contract award. Upon such determination delegate authority to the Executive Director or designee to award and execute 20 JOCs, each not to exceed \$6,023,368.73, in the form previously approved by County Counsel; and to establish the effective date of the contracts upon receipt by the LACDA of acceptable performance and payment bonds and evidence of required contractor insurance.

With respect to JOCs 106 to 125, authorize the Executive Director or designee, subject to a finding of exemption under the California Environmental Quality Act (CEQA), to issue work orders for projects that are not subject to the State Public Contract Code including maintenance work, as applicable, not to exceed \$6,023,368.73 per work order; subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$6,023,368.73 maximum contract amount of the JOC.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate any of the 20 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; to accept projects and file notices upon completion of the projects; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on projects, as applicable, and assess and collect liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications.

**Agenda Item No. 14 – Commissioner Comments or Suggestions for Future Agenda Items**

The meeting was adjourned at 1:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Emilio Salas", written in a cursive style. The signature is positioned above a horizontal line.

EMILIO SALAS  
Executive Director  
Secretary-Treasurer



August 21, 2024

Housing Advisory Committee  
Los Angeles County Development Authority  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**APPROVE ACCEPTANCE OF SUPPLEMENTAL FUNDS ALLOCATED TO THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY FOR FISCAL YEAR 2024-2025 AND AUTHORIZATION TO EXECUTE FUNDING AGREEMENTS AND INCORPORATE ADDITIONAL BUDGET AUTHORITY (ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval to accept additional funds from the County of Los Angeles (County) and to incorporate these funds as needed into the Los Angeles County Development Authority's (LACDA) approved Fiscal Year (FY) 2024-2025 budget.

The LACDA's FY 2024-2025 budget was approved by the Board of Commissioners on June 8, 2024, and did not include additional funding provided by the County for housing and community development programs. The County's FY 2024-2025 Recommended Budget was approved after the LACDA's FY 2024-2025 budget, and the County's FY 2024-2025 Supplemental Budget will be submitted to the Board for approval on October 8, 2024. The LACDA's Board of Commissioners must approve the incorporation of these additional funds in the LACDA's budget.

**IT IS RECOMMENDED THAT THE COMMITTEE:**

1. Recommend that the Board of Commissioners authorize the Executive Director, or designee, to execute and/or amend the necessary funding agreements with the County for the following programs, and to incorporate the funds into the LACDA's approved FY 2024-2025 budget:



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Executive Director: Emilio Salas  
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

- a. \$19,800,000 for Fair Housing Services and Open Doors Programs.
  - b. \$65,000,000 from the Affordable Housing Development Trust Fund (AHTF) for the Notice of Funding Availability (NOFA) to provide capital funding for affordable housing developments and program administration.
  - c. \$10,000,000 in Los Angeles County Housing Innovation Fund – Revolving Loan Fund Program to provide low-cost financing to developers of special needs and affordable housing.
2. Recommend that the Board of Commissioners find that acceptance of supplemental funds for the LACDA's FY 2024-2025 budget are not subject to the California Environmental Quality Act (CEQA) because the actions are not defined as a project under CEQA.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will allow the LACDA to execute and/or amend the necessary funding agreements with the County in order to accept these funds and incorporate County funds into the LACDA's approved FY 2024-2025 budget.

The County's FY 2024-2025 Recommended Budget was adopted by the Board of Supervisors (Board) on June 24, 2024, and the County's 2024-2025 Supplemental Budget is expected to be approved by the Board on October 8, 2024. The County's budget includes additional funding appropriations for various LACDA programs and activities. These funds are being provided to advance crucial Board priorities and initiatives such as fighting homelessness, supporting residents and communities, and increasing affordable housing.

### **FISCAL IMPACT/FINANCING**

The LACDA will execute funding agreements or amendments to existing funding agreements with the County and all required documents necessary to accept and incorporate, as needed, up to \$94,800,000 into the LACDA's approved FY 2024-2025 budget.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On June 24, 2024, the Board approved the County's FY 2024-2025 Recommended Budget that includes new County funds allocated to various LACDA programs for FY 2024-2025. Furthermore, the County will be returning to the Board in October 2024 for approval of their 2024-2025 Supplemental Budget. Approval of the recommended actions will allow the Executive Director, or designee, to execute and/or amend funding agreements with the County for the following:

- \$19,800,000 for the Fair Housing Services (\$255,000) and Open Doors (\$19,545,000) Programs. The Open Doors Program provides an enhanced customer service experience for property owners and increase the number of families ability to utilize their Section 8 vouchers in a highly competitive rental market. The Fair Housing Services Program provides ongoing forums, materials, information, and workshops to educate the public about fair housing law/rights.
- \$65,000,000 in AHTF for NOFA projects to continue the development and administration of affordable housing projects located throughout Los Angeles County.
- \$10,000,000 in Los Angeles County Housing Innovation Fund – Revolving Loan Fund Program to provide low-cost financing to developers of special needs and affordable housing for costs typically incurred in the early stages of project formulation, and before other funding sources are available.

### **ENVIRONMENTAL DOCUMENTATION**

The acceptance of the additional funds is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34(a)(3) because they involve administrative activities that will not have a physical impact or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b) because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The requested actions provide additional funds that will enable the LACDA to conduct program activities to benefit homeless, low- and moderate-income residents of the County and participating cities.

Respectfully submitted,



EMILIO SALAS  
Executive Director

ES:MF:sla





August 21, 2024

Housing Advisory Committee  
Los Angeles County Development Authority  
700 West Main Street  
Alhambra, California 91801

Dear Commissioners:

**APPROVE CONTRACT FOR ELEVATOR MAINTENANCE AND REPAIR SERVICES  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of a Contract with GMS Elevator Services, Inc. to provide elevator maintenance and repair services to various public and affordable housing developments and administrative sites owned, leased, or managed by the Los Angeles County Development Authority (LACDA) throughout the Los Angeles County.

**IT IS RECOMMENDED THAT THE COMMITTEE:**

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute, amend, and if necessary, terminate a one-year Contract with GMS Elevator Services, Inc. for elevator maintenance and repair services, with an annual compensation of up to \$400,000, in program funds included in the LACDA's approved Fiscal Year 2024-2025 budget and will be included in the proposed Fiscal Year 2025-2026 budget during the annual budget process, to be effective following approval as to form by County Counsel and execution by all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute amendments to the Contract, as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$400,000 using funds to be included in the LACDA's annual budget approval process.



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Executive Director: Emilio Salas

Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

3. Recommend that the Board of Commissioners authorize the Executive Director or designee to amend the Contract to modify the Statement of Work to add or delete sites, and services, and increase the compensation by up to \$40,000 (10%) per year as needed for unforeseen costs.
4. Recommend that the Board of Commissioners authorize the Executive Director, or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate for convenience.
5. Recommend that the Board of Commissioners find that approval of the Contract to provide elevator maintenance and repair services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to award a Contract for elevator maintenance and repair services for various public and affordable housing developments and administrative sites owned, leased, or managed by the LACDA. These services will provide the LACDA with complete residential and commercial elevator maintenance and repair services on an as-needed basis for both residential public housing developments and administrative properties. Elevator maintenance and repair services will include emergency services to adequately address maintenance and compliance.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The cost for the first year of service will be up to \$400,000 using funds included in the LACDA's approved Fiscal Year 2024-2025 budget and will be included in the proposed Fiscal Year 2025-2026 budget during the annual budget process.

If extended, the cost of the second through the fifth year of the Contract will remain at the same annual amount of up to \$400,000 using program funds included in the LACDA's annual budget approval process. The maximum cost for all five years will be \$2,000,000.

A 10% contingency, in the amount of \$40,000 per year, is also being set for any additional needed elevator maintenance and repair services. If the Contract is fully extended, the total amount for all five years of the Contract will be \$2,200,000.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Contract will primarily be federally, and state funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles. Instead, GMS Elevator Services, Inc., will comply with Section 3

of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact on, or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to section 15301 of the State CEQA Guidelines because it involves activities that do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On May 17, 2024, an Invitation for Bids (IFB), Elevator Maintenance and Repair Services, Solicitation Number LACDA24-048, was conducted to identify contractors to provide services to the LACDA. The IFB solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website, and 18 vendors downloaded the solicitation package. On June 13, 2024, five bids were received.

On June 4, 2024, a mandatory pre-bid meeting was held via a Microsoft Teams conference call. Five participating contractors attended. Five bids were received by the submission deadline of June 13, 2024. An evaluation of the minimum requirements and references was conducted, and GMS Elevator Services, Inc.'s bid was determined responsive and responsible and the bidder is being recommended for the Contract award. The Summary of Outreach Activities is provided in Attachment A.

### **IMPACT ON CURRENT PROJECT SERVICES**

Approval of the proposed Contract will provide the LACDA with as-needed emergency elevator maintenance and repair services necessary to maintain the LACDA properties located throughout the Los Angeles County and continue to provide the staff and residents with safe conditions.

Respectfully submitted,



EMILIO SALAS  
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Elevator Maintenance and Repair Services

On May 17, 2024, the following outreach was initiated to identify a company to provide an elevator maintenance and repair services contractor for the LACDA.

A. Announcement

An announcement was posted on the LACDA's and County's WebVen websites for 27 days and released 30 email notices to elevator maintenance and repair services companies identified on both websites. As a result of the outreach, 18 companies downloaded the solicitation package from the LACDA website.

B. Bid Results

On June 13, 2024, a total of five (5) bids were received and publicly opened. The final bid results were as follows:

| <u>Contractor</u>                | <u>Bid Amount</u> |
|----------------------------------|-------------------|
| GMS Elevator Services, Inc.      | \$65,700.00       |
| Next Level Elevator, Inc.        | \$69,048.00       |
| AZTech Elevator Company          | \$73,068.00       |
| SmartRise Elevator Service, Inc. | \$76,320.00       |
| Elevators Etc.                   | \$99,543.72       |

C. Non -Minority Business Enterprise – Selected Firm

| <u>Name</u>                 | <u>Ownership/Certification</u> | <u>Employees</u> |
|-----------------------------|--------------------------------|------------------|
| GMS Elevator Services, Inc. | Caucasian                      | Total: 24        |

The LACDA conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertise in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the LACDA.

The recommended award of Contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color, or gender.