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of the County of Los Angeles
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Carlos Jackson
Executive Director

April 10, 2007

Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

FURNITURE, FIXTURES AND EQUIPMENT FOR HOUSING CHOICE VOUCHER (SECTION 8) PROGRAM OFFICE AT 2323 EAST PALMDALE BOULEVARD, PALMDALE (5)
(3 Vote)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the purchase of furniture, fixtures and equipment (FFE) for the Housing Choice Voucher (Section 8) Program office at 2323 East Palmdale Boulevard in the City of Palmdale is not subject to the California Environmental Quality Act (CEQA).

2. Authorize the Executive Director of the Housing Authority to negotiate and enter into contracts and related documents with various firms, to be effective following approval as to form by County Counsel and execution by all parties, to provide FFE, as described herein, for the Section 8 Program office to be located at 2323 East Palmdale Boulevard in the City of Palmdale; and to use for this purpose an aggregate amount of up to $296,000 in Housing Choice Voucher Administrative Funds included in the Housing Authority's approved Fiscal Year 2006-2007 budget.

3. Authorize the Executive Director to execute amendments to the contracts, following approval as to form by County Counsel, to provide for any unforeseen costs, in the aggregate amount of up to $74,000 in Section 8 Administrative Funds included in the Housing Authority's approved Fiscal Year 2006-2007 budget.

PURPOSE/JUSTIFICATION:

The purpose of the recommended action is to authorize the Executive Director to execute needed contracts to provide FFE for the Section 8 Program office to be located at 2323 East Palmdale Boulevard in the City of Palmdale.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund.

The contracts to provide FFE for the Section 8 Program office will be funded with an aggregate total of $296,000 in Section 8 Administrative Funds included in the Housing Authority's approved Fiscal Year 2006-2007 budget.

A 25 percent contingency, in the aggregate amount of $74,000 will be set aside for unforeseen costs using the same source of funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

On October 10, 2006 your Board approved a 10-year Lease Agreement with AP-Palmdale, LLC for a Section 8 administrative office serving the Antelope Valley area. At that time, authorization was given for the Housing Authority to spend $113,090 for tenant improvement and related change orders. Additional funds, in the amount of $296,000, are needed for FFE costs including: office furniture and equipment, purchase and installation of telephone and computer equipment, security and access systems, and moving expenses.

ENVIRONMENTAL DOCUMENTATION:

Furniture, fixtures and equipment purchases are exempt from the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3), because they involve activities that will not have a physical impact or result in any physical changes to the environment. These activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, 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 PROJECT:

The acquisition of furniture, fixtures and equipment for the Section 8 Program office will facilitate the delivery of programs and customer service to the County of Los Angeles.

Respectfully submitted,

CARLOS JACKSON
Executive Director