HOUSING AUTHORITY
of the County of Los Angeles
Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org

Gloria Molina
Yvonne Brathwaite Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Carlos Jackson
Executive Director

June 10, 2008

Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

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:

APPROVE THE FISCAL YEAR 2008-2009 BUDGETS OF THE COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY (ALL DISTRICTS)
(3 Vote)

SUBJECT

Approval of the FY 2008-2009 Budgets of the Community Development Commission of the County of Los Angeles and the Housing Authority of the County of Los Angeles will enable continuation of program activities to benefit low- and moderate-income residents of the County and participating cities.

IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE COMMUNITY DEVELOPMENT COMMISSION:

1. Adopt and instruct the Chair to sign a Resolution (Attachment A) approving the Community Development Commission's Fiscal Year 2008-2009 Budget, which includes revenue and expenditures of $145,574,900.

2. Approve an amendment to the Community Development Commission's (Commission) Monthly Salary Schedule

(Attachment B), to incorporate a 5% adjustment of the top of the salary ranges for all classifications and levels, effective July 1, 2008.

3. Adopt and sign a Resolution (Attachment C) approving the cost allocation model developed in conjunction with the Commission's outside auditors, Klynveld Peat Marwick Goerdeler (KPMG), in April 2002.

4. Determine that the use of $208,055 for planning and administrative expenses charged to the Low- and Moderate-Income Housing Fund is necessary for production, improvement, or preservation of low- and moderate-income housing for the designated redevelopment project areas of the County of Los Angeles (County).

5. Instruct the Executive Director to implement the Commission's Fiscal Year 2008-2009 Budget and take all related actions, including the execution of all required documents, for the purposes described herein.

6. Find that the approval of the Commission's Fiscal Year 2008-2009 Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY:

1. Adopt and instruct the Chair to sign a Resolution (Attachment D) approving the Housing Authority's Fiscal Year 2008-2009 Budget, which includes revenues and expenditures of $294,058,500.

2. Instruct the Chair to sign the related Transmittal Resolution (Attachment E) certifying submission of the Housing Authority's Fiscal Year 2008-2009 Budget by your Board to the U.S. Department of Housing and Urban Development (HUD).

3. Approve an amendment to the Housing Authority's Monthly Salary Schedule (Attachment B) to incorporate a 5% adjustment of the top of the salary ranges for all classifications and levels, effective July 1, 2008.

4. Adopt and approve the Resolution approving the cost allocation model (Attachment F) developed in conjunction with the Housing Authority's outside auditors, Klynveld Peat Marwick Goerdeler (KPMG), in April 2002.

5. Instruct the Executive Director to implement the Housing Authority's Fiscal Year 2008-2009 Budget and take all related actions, including execution of all required documents, for the purposes described herein.

6. Find that the approval of the Housing Authority's Fiscal Year 2008-2009 Budget is not subject to the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to establish new fiscal year appropriation authorities for the Commission and the Housing Authority for ongoing and anticipated activities.

The Commission must receive formal approval annually for its cost allocation plan that was developed in 2002 by KPMG, its auditors at the time. The details of the allocation plan were previously submitted to your Board in May 2007, and subsequently approved in June 2007. The allocation methodology remains the same for Fiscal Year 2008-2009.

On July 1, 2007, the Commission and the Housing Authority implemented a 5% general salary adjustment for all employees, which was approved at 10% over the next three years. Due to budgetary constraints, the bottom and top of the salary ranges were not adjusted by the same percentage at that time. Following consultation with the Chief Executive Office, the Commission and Housing Authority are requesting to increase the top of the range by 5% for each classification to stay marketable and reduce compression at the top of the salary ranges. However, due to fiscal constraints, there will be no general salary adjustments for employees in Fiscal Year 2008-2009 in order to retain merit increases based on job performance.

FISCAL IMPACT/FINANCING:

The Commission and Housing Authority's combined Fiscal Year 2008-2009 Budgets total $439,633,400, an increase of approximately 2.17%, or $9,354,700, over Fiscal Year 2007-2008. The increase is due to additional tax increment funds budgeted for the City of Industry, increased County revenue for the Homeless Program, and construction oversight for various projects being handled by the Construction Management Division on behalf of the First and Second Supervisorial districts.

The Fiscal Year 2008-2009 consolidated budget includes $42,989,700 in County general funds which the Chief Executive Officer (CEO) is recommending to support the University of California Cooperative Extension Program, the South Whittier Resource Center, the Homeless and Housing Program Fund (HHPF), various First and Second Supervisorial District capital projects, and Fraud Investigation efforts in the Antelope Valley. This funding provides for homeless services, education programs, fraud investigations and capital projects for residents Countywide.

The combined Fiscal Year 2008-2009 Budget includes $145,574,900 for the Commission and $294,058,500 for the Housing Authority. The budgets consist primarily of federal funding provided by HUD for housing and community development programs. Local revenue sources include public housing dwelling rental income and redevelopment tax increment funds, including those administered on behalf of the City of Industry.

MAJOR FUNDING SOURCES

In Fiscal Year 2008-2009, the Housing Authority's programs will be supported by four major funding sources. The Public Housing Program funding is comprised primarily of $6.6 million in operating subsidies, $11.4 million in rent revenues, and $10.6 million in Public Housing modernization funds. The Section 8 Housing Choice Voucher revenue is budgeted at $231.7 million. The Housing Authority Budget also includes $13.3 million in City of Industry Tax Increment Funds.

To date, a total of $141 million has been awarded in City of Industry funds, leveraging approximately $963 million to develop 5,000 units of affordable rental, homeownership and special needs housing units.

A total of $4.7 million in Commission and Housing Authority general funds and reserves are budgeted for Fiscal Year 2008-2009. These funds will be used for priority initiatives that require additional funding, such as technology enhancement projects to increase productivity and quality of services, and support services promoting self-sufficiency for families participating in Housing Authority programs.

The Commission's four major funding sources for Fiscal Year 2008-2009 consist of Community Development Block Grant (CDBG), State and County Revenue for the Homeless Program and First and Second District capital projects, HOME, and Sound Attenuation grants for the support on the Lennox program.

The 2008-2009 Federal Entitlement for the CDBG Program is budgeted at $52.9 million and will be used by the Commission, the Housing Authority, 47 participating cities, eight County departments, 76 community-based organizations and other public agencies.

State and County Revenue is budgeted at $49.9 million, which primarily includes $10 million in new Homeless Support Program funds for the expansion and rehabilitation of

Emergency Shelters and the City Community Capital program and services, and $20 million for the design and/or construction of various First and Second Supervisorial District capital projects.

The HOME Program is budgeted at $19.8 million to provide loans to developers, single and multi-family rehabilitation, and the First Time Homebuyers program.

STAFFING

In Fiscal Year 2008-2009, the number of regular positions remained relatively stable.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

In January 2001, the Commission and the Housing Authority, with the concurrence of the County Auditor-Controller, developed an administrative policy for establishing a capital budget. Fiscal Year 2008-2009 marks the eighth year that the Commission and Housing Authority will each submit a capital budget that details ongoing and future projects. The Fiscal Year 2008-2009 operating budgets include $3.1 million in Housing Authority capital projects.

On May 27, 2008, your Board approved the 2008-2009 One Year Action Plan for the allocation of federal funds (Action Plan), which includes the planned use of CDBG, HOME and Emergency Shelter Grant (ESG) funding by the Commission, the Housing Authority, County departments, participating cities, and community-based organizations. The Action Plan was created with citizen input, as required by federal regulations. The recommendations approved by your Board are reflected in the proposed Fiscal Year 2008-2009 Budgets.

Adoption of the attached Resolutions approving the Fiscal Year 2008-2009 Budgets is necessary to establish new fiscal year appropriation authorities for the Commission and the Housing Authority, to receive funding and to comply with Federal Notice 94-66 (Public Housing Authority) from HUD's Office of Public and Indian Housing issued September 21, 1994. HUD Form 52574 must also be approved by your Board to certify approval of the Housing Authority's operating budget. In addition, per the California Health and Safety Code, Section 33334.3, the Board must determine that a portion of tax increment funds set aside for the production, improvement or preservation of low- and moderate-income housing can be used for planning and administrative expenses, and that a total of $208,055 may be used for this purpose during Fiscal Year 2008-2009.

County Counsel has approved the attached Resolutions as to form. On May 28, 2008, the Housing Commission recommended approval of the Housing Authority's Fiscal Year 2008-2009 Budget and related actions.

CONTRACTING PROCESS:

HOME funds and City of Industry tax increment funds are allocated to developers through an annual competitive proposal process. These funds are used to develop multi-family rental, senior rental, affordable for-sale and special needs housing. Projects are selected to maximize the impact of these housing funds based on viability, financial feasibility, appropriateness to geographic location, and community need. The HOME funds are used in unincorporated County areas and participating cities. The City of Industry funds are used within a 15-mile radius of the City of Industry.

Each of the five Supervisorial Districts allocate and award CDBG funds to non-profit agencies to conduct projects that address housing and community development needs of the County.

ENVIRONMENTAL DOCUMENTATION:

Approval of the Commission and Housing Authority's Fiscal Year 2008-2009 Budgets 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 AND PROJECTS:

Approval of the Fiscal Year 2008-2009 Budgets will enable the Commission and the Housing Authority to conduct program activities to benefit low- and moderate-income residents of the County and participating cities.

Respectfully submitted,

Bobbette A. Glover
for CARLOS JACKSON
Executive Director

Attachments: 5

ATTACHMENT A

RESOLUTION APPROVING 2008-2009 FISCAL YEAR
BUDGET OF THE COMMUNITY DEVELOPMENT COMMISSION
OF THE COUNTY OF LOS ANGELES

WHEREAS, it is necessary for the Board of Commissioners of the Community Development Commission of the County of Los Angeles to adopt an annual budget.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Community Development Commission of the County of Los Angeles, hereby adopts the following budgeted revenues and appropriations for the Community Development Commission of the County of Los Angeles for the 2008-2009 Fiscal Year, as set forth in the Annual Budget.

Estimated Funding:	$145,574,900
Expenditure and Reserve Appropriations:	$145,574,900

APPROVED AND ADOPTED by the Board of Commissioners of the Community Development Commission of the County of Los Angeles on this ____ day of _____, 2008.

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of
the Board of Commissioners

By:_____
Deputy

By:_____
Chair, Board of Commissioners

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
County Counsel

By:_____
Deputy

COMMUNITY DEVELOPMENT COMMISSION
HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MONTHLY SALARY SCHEDULE

EFFECTIVE JULY 1, 2008

CLASSIFICATION	LEVEL I		LEVEL II		LEVEL III		LEVEL IV		LEVEL V		LEVEL VI	
MAINTENANCE WORKER	2467	3237	2846	3886	3564	4866	3922	5353	4314	5888	5130	7271
DEVELOPMENT SPECIALIST	3266	4287	3629	5143	4355	6174	5380	7625	5709	8394		
INFORMATION SYSTEMS SPECIALIST	3220	4396	3530	4818	4225	7098	6370	8022	6810	8939		
PROGRAM SPECIALIST	2772	3638	3081	4368	3697	5241	4277	6288				
ARCHITECT/ENG. SPECIALIST	4128	5417	4586	6500	5502	7799	6367	9361				
ACCOUNTANT	3248	4262	3609	5116	4331	6138	4921	7235				
ANALYST	3735	4901	4150	5883	4981	7059	5659	8320				
EXECUTIVE ASSISTANT	3430	4863	3670	5203	3927	5566	4202	5956				
ACCOUNTING TECHNICIAN	2239	2939	2488	3528	2879	4232						
OFFICE ASSISTANT	1832	2405	2024	2869	2489	3658						
TRAINEE	1387	1820	1485	2275	1635	2548						
ADMINISTRATIVE ASSISTANT	2885	4090	3206	4544								
CONSULTANT	5574	8192	5908	9013								
MANAGER	6775	9248	7549	11096								
RESIDENT MANAGER	1404	2655	1544	2921								
DIRECTOR	8666	12740										
ASSISTANT EXECUTIVE DIR.	9534	14018										

Ranges will be adjusted to conform with minimum wage as required by Federal or State law.

ATTACHMENT B

ATTACHMENT C

RESOLUTION APPROVING THE FISCAL YEAR 2008-2009 COST ALLOCATION PLAN OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Community Development Commission of the County of Los Angeles has received the Cost Allocation Plan for Fiscal Year 2008-2009 and has found:

1. That the proposed cost allocation plan is a reasonable and supportable methodology of allocating centralized administration costs to housing and/or development programs.

2. That the proposed cost allocation plan will be consistent with cost principles set forth in the Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and other generally applied cost allocation methods.

WHEREAS, it is necessary for the Board of Commissioners of the Community Development Commission of the County of Los Angeles to adopt a cost allocation plan.

NOW, THEREFORE, the Board of Commissioners of the Community Development Commission of the County of Los Angeles, hereby resolves as follows:

1. The above recitals are true and correct.

2. The Community Development Commission of the County of Los Angeles adopts the following cost allocation plan.

3. The U.S. Department of Housing and Urban Development (HUD) requires that a cost allocation plan be formally adopted by the governing body.

4. This Resolution shall take effect immediately following Board approval and will be effective until a major change is made in the methodology, whereas the new cost allocation plan will be submitted for approval by the governing body.

APPROVED AND ADOPTED by the Board of Commissioners of the Community Development Commission of the County of Los Angeles on the _____ day of _____, 2008.

ATTEST:

SACHI A. HAMAI
Executive Officer – Clerk of
The Board of Commissioners

By:_____
Deputy

By:_____
Chair, Board of Commissioners

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
County Counsel

By:_____
Deputy

ATTACHMENT D

RESOLUTION APPROVING THE FISCAL YEAR 2008-2009 BUDGET OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Budget for Fiscal Year 2008-2009 and has found:

1. That the proposed expenditures are necessary for the efficient and economical operation of housing programs for the purpose of serving low-income families.

2. That the budget is reasonable in that:

   (a) It indicates a source of funding adequate to cover all proposed expenditures.

   (b) It does not provide for use of federal funding in excess of that payable under the provisions of 24 Code of Federal Regulations Section 990.

3. That all proposed rental charges and expenditures will be consistent with provisions of law and the Annual Contributions Contracts with the U.S. Department of Housing and Urban Development.

4. That no employee serving in a variety of positions is reflected in the operating budget as serving an aggregate amount of time exceeding 100 percent.

5. That the U.S. Department of Housing and Urban Development requires that the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of $50,000 or greater, must be approved by the Board of Commissioners.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt an annual budget.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles, hereby resolves as follows:

1. The above recitals are true and correct.

2. The Housing Authority of the County of Los Angeles adopts the following budgeted revenues and appropriations for Fiscal Year 2008-2009, as set forth in the Annual Budget for the Housing Authority of the County of Los Angeles:

Estimated Funding	$294,058,500
Expenditure and Reserve Appropriations:	$294,058,500

3. That the use of Section 8 Operating Reserve funds for other housing purposes, in the amount of $50,000 or greater, must be approved by the Board of Commissioners.

4. This Resolution shall take effect immediately.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this ____ day of _____, 2008.

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of
the Board of Commissioners

By:_____
Deputy

By:_____
Chair, Board of Commissioners

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
County Counsel

By:_____
Deputy

ATTACHMENT E

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the County of Los Angeles PHA Code: CA002

PHA Fiscal Year Beginning: July 1, 2008 Board Resolution Number: A-1

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

		DATE
☒	Operating Budget approved by Board resolution on:	06/10/2008
☐	Operating Budget submitted to HUD, if applicable, on:	
☐	Operating Budget revision approved by Board resolution on:	
☐	Operating Budget revision submitted to HUD, if applicable, on:	

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:
Yvonne Brathwaite Burke, Chair		06/04/2008

ATTACHMENT F

RESOLUTION APPROVING THE FISCAL YEAR 2008-2009 COST ALLOCATION PLAN OF THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

WHEREAS, the Board of Commissioners of the Housing Authority of the County of Los Angeles has received the Cost Allocation Plan for Fiscal Year 2008-2009 and has found:

3. That the proposed cost allocation plan is a reasonable and supportable methodology of allocating centralized administration costs to housing and/or development programs.

4. That the proposed cost allocation plan will be consistent with cost principles set forth in the Office of Management & Budget (OMB) Circular A-87, Cost Principles for State, Local and Indian Tribal Governments and other generally applied cost allocation methods.

WHEREAS, it is necessary for the Board of Commissioners of the Housing Authority of the County of Los Angeles to adopt a cost allocation plan.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles, hereby resolves as follows:

5. The above recitals are true and correct.

6. The Housing Authority of the County of Los Angeles adopts the following cost allocation plan.

7. The U.S. Department of Housing and Urban Development (HUD) requires that a cost allocation plan be formally adopted by the governing body.

8. This Resolution shall take effect immediately following Board approval and will be effective until a major change is made in the methodology, whereas the new cost allocation plan will be submitted for approval by the governing body.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on the _____ day of _____, 2008.

ATTEST:

SACHI A. HAMAI
Executive Officer – Clerk of
The Board of Commissioners

By:_____
Deputy

By:_____
Chair, Board of Commissioners

APPROVED AS TO FORM:
RAYMOND G. FORTNER, JR.
County Counsel

By:_____
Deputy