



## LACDA BOARD DEPUTIES MEETING AGENDA

**Date:** Wednesday, December 4, 2024

**Time:** 2:00 p.m.

**Location:** LACDA Headquarters  
Commission Room (1<sup>st</sup> Floor)  
700 West Main Street  
Alhambra, California 91801

**Virtual meeting information:** Microsoft Teams link: [Join Teams meeting](#)

**Dial-in by phone:** [+1 747-200-6781](#) - Phone conference ID: 965 534 737 #

### 1. CALL TO ORDER

### 2. PRESENTATION/DISCUSSION ITEMS

- 500' Setback from the Freeway Policy (Department of Public Health)
- Classification and Compensation Study
- Small Area Fair Market Rents
- Federal Appropriations – Earmark Requests

### 3. EXECUTIVE DIRECTOR'S REPORT

### 4. PUBLIC COMMENT (3 minutes each speaker)



Administrative Office  
700 West Main Street, Alhambra, CA 91801  
Tel: (626) 262-4511 TDD: (626) 943-3898



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

## **5. INFORMATIONAL ITEMS**

### **Board Letters for the December 17, 2024 Board agenda:**

CONTRACT FOR VIRTUAL COMMUNITY MEETING PRODUCTION SERVICES

CONTRACT FOR ASSESSMENT OF FAIR HOUSING CONSULTING SERVICES

### **Board Letters for the January 7, 2025 Board agenda:**

MEMORANDA OF UNDERSTANDING WITH THE LABORERS' INTERNATIONAL UNION OF NORTH AMERICA LOCAL 777

### **Board Letters for the January 14, 2025 Board agenda:**

COMPREHENSIVE AGENCY-WIDE CLASSIFICATION AND COMPENSATION PLAN

December 17, 2024

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

Dear Commissioners:

**CONTRACT FOR VIRTUAL COMMUNITY MEETING PRODUCTION SERVICES  
(ALL DISTRICTS) (3 VOTES)**

**CIO RECOMMENDATION: (X) APPROVE**

**SUBJECT**

The Los Angeles County Development Authority (LACDA) is requesting authority to execute a contract to provide video production services for in-person, remote and hybrid (combination of both in-person and remote) community meetings on an as-needed basis.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that approval of a Contract for Virtual Community Meeting Production Services (Contract) 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.
2. Authorize the Executive Director, or their designee, to execute the Contract with Manire Management, Inc. dba Coast to Coast Conferences and Events (Manire) to provide video production services for an initial term of one year with four additional one-year periods, for a maximum total Contract term of five years for an annual not-to-exceed amount of \$500,000 and aggregate not-to-exceed amount of \$2,500,000, using program funds included in the LACDA's approved Fiscal Year 2024-2025 budget, following approval as to form by County Counsel and execution by all parties.

3. Authorize the Executive Director, or their designee to exercise the renewal options in accordance with the Contract using funds to be requested through the LACDA's annual budget approval process; execute applicable Contract amendments should the original contracting entity merge, be acquired, or otherwise have a change of entity; revise the terms and conditions to align with the Board applicable policy changes and directives; and, upon review by County Counsel, approve necessary changes to the scope of services as well as termination of services due to convenience.
4. Authorize the Executive Director, or their designee, to increase the total compensation by up to \$250,000 (10% of the aggregate not-to-exceed amount) in pool dollars as needed for unforeseen costs.

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

The purpose of this action is to approve a Contract with Manire for Virtual Community Meeting Production Services, to enable LACDA to host multiple in-person, web-based and hybrid community meetings annually. The LACDA administers the Community Development Block Grant (CDBG) Urban County Program, the Home Investment Partnerships (HOME) Program, and other HUD and locally funded programs on behalf of the County of Los Angeles, including the Public Housing and other federally and locally funded programs. The programs operate within the unincorporated areas of the County and participating cities. As a recipient of federal funds, the LACDA is responsible for hosting multiple in-person, virtual, and hybrid community meetings annually to ensure compliance with funding requirements, and to provide outreach and support to the County community.

The services to be provided under the Contract include but are not limited to an interactive web-based platform for hosting community meetings in various formats, including in-person, virtual, and hybrid on an as-needed basis. The services will encompass user engagement features such as American Sign Language interpretation, simultaneous social media broadcasting, chat box and Questions and Answers (Q&A) interactivity, demographic analytics, and integration with game-based learning platforms. The contractor will provide security, support simultaneous interpretation services including telephone interpretation and video interpretation, and handle pre-meeting tasks such as registration and training, as well as post-meeting obligations that include providing recordings and data analytics. Additionally, Manire will assist with marketing the meeting through digital channels, including social media and other approved public sites and digital platforms.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. The Contract will be funded with an annual compensation amount of \$500,000 in CDBG administrative funds allocated by the

U.S. Department of Housing and Urban Development (HUD) for FY 2024-2025 and other Federal, State, and County funds included in the LACDA's approved FY 2024-2025 budget. The Contract may be renewed for a maximum of four additional years, in one-year increments, at the same rate of compensation, contingent upon satisfactory performance and continued CDBG funding from HUD. Funds for years two through five of the Contract, if extended, will be requested in the LACDA's annual budget approval process. The maximum amount for the five-year term, including pool dollars, will be \$2,750,000.

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

The Contract contains all latest applicable Board-mandated provisions, including those pertaining to contractor responsibility and debarment including but not limited to, Jury Service Program, Defaulted Property Tax Reduction Program, Federal Lobbyist Requirements, Child Support Program, Consideration of Hiring Qualified GAIN/START Participants, the Safely Surrendered Baby Law, Compliance with County of Los Angeles Policy of Equity, Zero Tolerance Human Trafficking, and Fair Chance Employment Practice, and Campaign Contribution Prohibition Following Final Decision in Contract Proceeding.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of Chief Information Office (OCIO) reviewed the information technology (IT) components of this request and recommends approval. The OCIO reviewed the Contract and determined this recommended action does not include any IT items that would necessitate a formal CIO Analysis. The Contract has been reviewed by County Counsel and is attached in substantially final form and will be effective following approval as to form by County Counsel and execution by all the parties.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed activities are exempt from 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 on or result in any physical changes to the environment. These activities are 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.

### **CONTRACTING PROCESS**

On July 2, 2024, the LACDA issued a Request for Proposals (RFP) for Virtual Community Meeting Production Services on an as-needed basis, Solicitation No. LACDA24-054, to identify a vendor to provide both in-person and web-based virtual community meetings, or a combination of both. Announcements for the RFP were posted on the LACDA's and County WebVen websites.

The Honorable Board of Commissioners

December 17, 2024

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On July 24, 2024, one proposal was received from Manire and was determined to be responsive and responsible based on the evaluation criteria set forth in the RFP.

The Summary of Outreach Activities is provided as Attachment A.

**IMPACT ON CURRENT PROGRAM**

This Contract for Virtual Community Meeting Production Services will enable the LACDA to continue host multiple community meetings in various formats, including in-person, web-based, and hybrid with an interactive web-based platform.

Respectfully submitted,

Reviewed by:

EMILIO SALAS  
Executive Director  
Los Angeles County Development Authority

PETER LOO  
Chief Information Officer  
County of Los Angeles

ES:KT:et

Enclosures

## ATTACHMENT A

### Summary of Outreach Activities Virtual Community Meeting Production Services

On July 2, 2024, the following outreach was initiated to identify multiple companies to provide virtual community meeting production services for the programs funded by HUD and locally funded programs for the LACDA.

#### A. Announcement and Distribution of Request for Proposals (RFP)

On July 2, 2024, announcements were posted on the LACDA's and County WebVen websites for 23 days and released over 430 email notices to virtual community meeting production services companies identified on both websites. In the solicitation for virtual community meeting production services, 42 companies downloaded a copy of the solicitation package.

#### B. Request for Proposal Results

On July 24, 2024, one proposer submitted proposals for virtual community meeting production services, the proposal meets the minimum RFP requirements and was evaluated based on the RFP requirements and rating process and was selected as the contractor most qualified to provide virtual community meeting production services for the LACDA. The final score was as follows:

<u>Proposers</u>	<u>Score</u>
Manire Management Inc. DBA Coast to Coast Conferences & Events	890

#### C. Minority/Woman Ownership

<u>Proposers</u>	<u>Ownership</u>
Manire Management Inc. DBA Coast to Coast Conferences & Events	Women Business Enterprise

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; advertising 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.

December 17, 2024

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

Dear Commissioners:

**CONTRACT FOR ASSESSMENT OF FAIR HOUSING CONSULTING SERVICES  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of a one-year Contract, in the amount of \$105,000 with the National Council for Community Development Inc. dba Grow America (Grow America) to provide Assessment of Fair Housing (AFH) Consulting Services. The Contract may be extended up to two (2) years at \$100,000 per year.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that approval of the Contract with Grow America for AFH consulting services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
2. Approve and authorize the Executive Director or designee to execute and if necessary, terminate a one-year contract for Assessment of Fair Housing Consulting Services in the amount of \$105,000, with Grow America, to provide services using Community Development Block Grant (CDBG) administrative funds allocated for Fiscal Year (FY) 2024-2025 by the U.S. Department of Housing and Urban Development (HUD).
3. Authorize the Executive Director or designee to execute up to two one-year extensions to the Contract, at the same annual amount of \$105,000, using



the annual allocation of CDBG funds by HUD, contingent upon continued CDBG funding and satisfactory contract performance, to be effective following approval as to form by County Counsel and execution by all the parties.

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

On June 4, 2024, your Board approved the 2024-2025 One-Year Action Plan for the Program Year July 1, 2024 through June 30, 2025, to receive CDBG funds from HUD for the purposes of meeting the County's housing and community development needs. The proposed Contract is consistent with the purposes set forth in the Action Plan.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund.

The Contract will be funded with \$105,000 in CDBG administrative funds allocated by HUD for the 2024-2025 Program Year. The Contract may be renewed for a maximum of two years, at the same annual amount of \$105,000, contingent upon satisfactory contract performance and continued CDBG funding from HUD.

CDBG funds to cover the first year of this contract are included in the LACDA's approved Fiscal Year 2024-2025 Budget. Funds for future years will be included through the LACDA's annual budget approval process.

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

HUD requires that each CDBG recipient comply with Title VIII of the Civil Rights Act of 1968, also known as the Fair Housing Act (Act). The Act requires that each recipient administer programs and activities in a manner that affirmatively furthers fair housing within its jurisdiction. In January 2023, HUD released a proposed rule to implement the mandate to affirmatively further fair housing established in the Act. The proposed rule maintains much of the framework of the 2015 Affirmatively Furthering Fair Housing (AFFH) rule with some changes. The Assessment of Fair Housing Choice is replaced with an Equity Plan which grantees must complete every five (5) years. Through this Equity Plan, grantees will develop and implement fair housing goals to leverage HUD program funds to affirmatively further fair housing.

The fair housing goals established in the Equity Plan will be incorporated into the Consolidated Plan and Annual Action Plan. As such, it is necessary for LACDA to hire a consultant to assist with the preparation of this Equity Plan, as well as other plans related to AFFH that HUD requires of its grantees.

### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(4) because it involves public services that will not have a physical impact on 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 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On July 8, 2024, a Request for Proposals (RFP) for Assessment of Fair Housing Consulting Services, Solicitation Number LACDA24-053 was conducted to identify firms to provide services to the LACDA. The RFP solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website, and 39 vendors downloaded the solicitation package.

By the deadline of July 25, 2024, one firm submitted a proposal. The proposal was evaluated and based on the RFP requirements and the rating process, the proposer was selected as qualified to provide assessment of fair housing consulting services. The Summary of Outreach Activities is provided in Attachment A.

### **IMPACT ON CURRENT SERVICES**

The Contract will ensure that residents of unincorporated Los Angeles County and CDBG participating cities will receive fair housing services.

Respectfully submitted,

EMILIO SALAS  
Executive Director

Enclosures

## Attachment A

### Summary of Outreach Activities

On July 8, 2024, the following outreach was initiated to identify a contractor to provide assessment of fair housing consulting services for the LACDA to serve the Los Angeles Urban County and 49 participating cities.

#### A. Announcement

A Request for Proposals (RFP) announcement was posted on the LACDA's and County's WebVen websites for 17 days and released 1,326 email notices. As a result of the outreach 39 firms downloaded the solicitation package from the LACDA website.

#### B. Proposal Results

On July 25, 2024, a response to the RFP was received from one firm. The proposal was evaluated and based on the RFP requirements and rating process, the National Council for Community Development Inc. dba Grow America (Grow America) was selected as qualified to provide assessment of fair housing consulting services for the LACDA.

<u>Contractor</u>	<u>Proposal Amount</u>
Grow America	\$105,000.00

#### C. Proposal Results

By the deadline of July 25, 2024, a response to the RFP was received from one firm. The proposal was evaluated and based on the RFP requirements and rating process; Grow America was selected as qualified to provide assessment of fair housing consulting services for the LACDA.

#### Minority/Women Participation – Selected Organization

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
Grow America	Non-Profit`	87

The LACDA encourages the participation of minorities and women in the contract award process including providing information about the LACDA at local and national conferences; conducting seminars for minorities and women regarding the LACDA's programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations which represent minorities and women. The above information has been voluntarily provided by the above organizations.

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.

January 14, 2025

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

Dear Commissioners:

**COMPREHENSIVE AGENCY-WIDE CLASSIFICATION AND COMPENSATION PLAN  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends authority to implement a comprehensive agency-wide classification and compensation plan for the Los Angeles County Development Authority (LACDA), to replace the classification and salary plan that was adopted more than 30 years ago on May 26, 1994. All LACDA positions are unclassified and exempt from civil service rules.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Executive Director or designee to update its current classification and salary plan based on the recommended action.
2. Authorize the Executive Director or designee to regularly maintain the recommended classification and compensation plan to ensure the proper allocation and compensation of positions based on market data for similar roles to reduce the number of costly personnel-related issues.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

In September 2019, the Los Angeles County Development Authority (LACDA) entered into a contract to Koff & Associates (K&A) to conduct a comprehensive classification and compensation study that was concluded in the fall of 2023. The scope of work

encompassed a thorough review of the LACDA's current classification structure, assigned duties, organizational charts, reporting relationships, job descriptions, and salary schedules to achieve the following objectives:

- 1) Ensure job descriptions accurately reflect the work performed and are properly allocated within a clear and systematic classification structure. This includes recognizing staff alignments, reporting relationships, and organizational structure.
- 2) Establish a pay structure that offers competitive salaries compared to the marketplace, ensures internal equity, and can attract and retain high-quality staff. This structure must be sustainable for both current and future operational needs and economic conditions.

The 60 existing classification specifications are outdated and do not accurately reflect the job functions, qualifications, level of responsibility, decision making authority, and work complexity typically defined in a series. The proposed classification plan includes 64 classifications, representing a combination of existing classifications, redefined classifications, and new classifications.

The LACDA's current salary structure is not standardized and lacks internal and market alignment. K&A created a salary range structure based on market data as defined by job scope, level, duties and responsibilities, and the qualifications required for successful job performance. It also addresses internal relationships and standardizes the range spread and differential between classifications. The LACDA recommends approving the proposed salary structure with modifications to include both 40% and 50% range spreads, depending on class concept. The recommended classification and salary plan is attached as Exhibit A.

### **Implementation of Strategic Plan Goals**

Approval of the above actions will further the County Strategic Plan North Star Goal III – Realize Tomorrow's Government Today. Specifically, it will address Strategy III.3 to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

### **FISCAL IMPACT**

The cost of implementing the recommended classification and compensation changes is roughly \$312,000 and has been included in the FY 2024-2025 Budget. Additional cost associated with the recommended actions will be absorbed within the current approved budget and included in future budgets.

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

Appropriate notifications have been made to the impacted employee organization regarding the recommended classification actions.

Honorable Board of Commissioners

January 14, 2025

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### **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to Title 24 of the Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA guidelines Section 15060(c)(3) and 15378 because it is not defined a project under CEQA and does not have the potential for causing a significant effect on the environment.

### **IMPACT ON CURRENT PROGRAM**

Approval of this action will ensure the proper allocation and compensation of positions based on the duties and responsibilities assigned to these jobs. Additionally, these actions are important in addressing operational needs associated with the FY 2024-2025 Budget.

Respectfully submitted,

EMILIO SALAS  
Executive Director

ES:KMT:NT

Enclosures