



## LACDA BOARD DEPUTIES MEETING AGENDA

**Date:** Wednesday, January 13, 2025

**Time:** 3:00 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)
- LACDA collaboration with new County Homeless Department

### 3. EXECUTIVE DIRECTOR'S REPORT

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



lacda.org

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



## **5. INFORMATIONAL ITEMS**

### **Board Letters for the February 4, 2025 Board agenda:**

CONTRACTS FOR TRANSLATION AND INTERPRETATION SERVICES

RESOLUTIONS APPROVING ISSUANCE OF TAX-EXEMPT MULTIFAMILY HOUSING MORTGAGE REVENUE BONDS OR NOTES FOR THE TOYON GARDENS PROJECT

### **Board Letters for the February 18, 2025 Board agenda:**

CONTRACTS FOR ENVIRONMENTAL TESTING AND CONSULTING SERVICES

CONTRACTS FOR FLOORING SERVICES

**Please note: Draft Board Letter documents are attached for informational purposes. Documents are subject to change prior to placement on a Board agenda.**

February 4, 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:

**CONTRACTS FOR TRANSLATION AND INTERPRETATION SERVICES  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of two Contracts for Translation and Interpretation Services with Focus Language International Inc. and Effectiff LLC to provide translation and interpretation services for Los Angeles County Development Authority (LACDA) clients.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Executive Director or designee to execute two one-year contracts for translation and interpretation services (Contracts) with Focus Language International Inc., and Effectiff LLC, using up to \$200,000 funds included in the LACDA's Fiscal Year 2024-2025 approved budget and 2025-2026 proposed budget, to be effective following approval as to form by County Counsel and execution of all parties.
2. 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 \$200,000 to be shared between the two Contracts, using funds to be included in the LACDA's annual budget approval process.
3. Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, to add services and increase the total

compensation by up to \$20,000 per year (10%) as needed for unforeseen needs, and to update provisions of the Contract.

4. 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.
5. Find that approval of Contracts to provide translation and interpretation 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.

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

The purpose of this action is to authorize the Executive Director to execute Contracts with Focus Language International Inc. and Effectiff LLC, in the amount of \$200,000 for translation and interpretation services. The LACDA has a growing need to have additional translation and interpretation services to allow non-English speaking residents to participate in community meetings and engagements. Furthermore, it is expected that additional forms will need to be translated due to the Rental Assistance Demonstration conversion and other new programs.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The cost for the first year of services will be up to \$200,000 shared between the two Contracts, using funds included in the LACDA's Fiscal Year 2024-2025 approved budget and the Fiscal Year 2025-2026 proposed budget.

If extended, the cost of the second through the fifth year of the Contracts will remain at the same annual amount of up to \$200,000 shared amongst the two Contracts, using funds included in the LACDA's annual budget approval process. A 10% contingency of \$20,000 per year is being set aside for any unforeseen needs.

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

The proposed services are being primarily federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, both contractors must 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.

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The Contracts have been approved to form by County Counsel and will be effective March 1, 2025, subject to Board approval and execution by all parties.

### **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 58.34 (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 CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On October 8, 2024, an Invitation for Bids (IFB), Translation & Interpretation Services, with Solicitation Number LACDA24-091, was conducted to identify contractors to provide translation and interpretation services to the LACDA on an as needed basis. The IFB solicitation was posted on both the LACDA's solicitation portal as well as on the County's WebVen website.

On October 23, 2024, nine bids were received by the submission deadline for translation and interpretation services. An evaluation of the minimum requirements and references was conducted. The two lowest most responsive and responsible bidders are being recommended for the Contract awards. The Summary of Outreach Activities is provided in Attachment A.

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

The proposed Contracts will provide translation and interpretation services on an as-needed basis for LACDA clients.

Respectfully submitted,

EMILIO SALAS  
Executive Director

Enclosures

February 4, 2025

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

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

Dear Supervisors/Commissioners:

**ADOPT RESOLUTIONS APPROVING ISSUANCE OF TAX-EXEMPT MULTIFAMILY  
HOUSING MORTGAGE REVENUE BONDS OR NOTES FOR THE TOYON  
GARDENS PROJECT  
(DISTRICT 2) (3 VOTE)**

**SUBJECT**

This letter requests that your Board approve resolutions authorizing and actions facilitating the issuance, sale, and delivery of tax-exempt Multifamily Housing Mortgage Revenue Bonds or Notes to finance the site acquisition, construction, and development of Toyon Gardens (Project), an affordable 78-unit multifamily housing development located in unincorporated El Camino Village.

**IT IS RECOMMENDED THAT THE BOARD OF SUPERVISORS:**

1. Find that adoption of the Resolution is not subject to the provisions of the California Environmental Quality Act (CEQA) because the action will not have the potential of causing a significant effect on the environment.
2. Adopt and instruct the Chair to sign the attached Resolution, as required under Section 147(f) of the Internal Revenue Code of 1986, approving the issuance of Multifamily Housing Mortgage Revenue Bonds or Notes (Bonds) and related actions in an amount not to exceed an aggregate amount of \$29,956,974 to assist Toyon Gardens, L.P. (Borrower) to finance

the acquisition and rehabilitation of a 78-unit multifamily rental housing development located at 3127 W. 147th Street in unincorporated El Camino Village.

**IT IS RECOMMENDED THAT THE BOARD OF COMMISSIONERS OF THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY:**

1. Find that adoption of the Resolution is not subject to the provisions of CEQA because the action will not have the potential of causing a significant effect on the environment.
2. Adopt and instruct the Chair to sign the attached Resolution authorizing the issuance, sale and delivery of tax-exempt Multifamily Housing Revenue Bonds or Notes (Bonds) in an aggregate principal amount not to exceed \$29,956,974 to finance the site acquisition, construction, rehabilitation, or development of the Project.
3. Authorize the Executive Director or designee to negotiate, execute, and if necessary, amend or terminate all related documents and take all necessary actions for the issuance, sale, and delivery of the Bonds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The action will authorize the issuance of Bonds by the Los Angeles County Development Authority (LACDA), which will finance the acquisition and rehabilitation of the Project in an aggregate amount not to exceed \$29,956,974. This approval authorizes the LACDA to issue Bonds for the Project located at 3127 W. 147th Street in unincorporated El Camino Village.

The new construction Project will create 78 units of affordable housing and will consist of a mix of 15 studio units, 53 one-bedroom units, and 10 two-bedroom units, for a total of 78 units. Sixty (60) units are restricted to households with incomes not to exceed 30% of Area Median Income (AMI), and 17 units will be restricted to households with incomes not to exceed 60% of AMI for the Los Angeles-Long Beach Metropolitan Statistical Area, adjusted for household size, as determined by the U.S. Department of Housing and Urban Development. The affordability requirements will remain in effect for 55 years. A two-bedroom unit will be set-aside for the property manager and will have no affordability requirements.

Amenities will include offices for services, property management staff, and a laundry room. The structure will be a five-story, wood frame building over podium and will include 38 parking spaces. The total square footage for residential units is 52,140, with 16,610 square feet reserved for common areas. The building will also have a community room that will be approximately 1,460 square feet and an outdoor landscaped area that will be 2,000 square feet.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. The Bonds will be repaid solely through rent revenues collected by the Borrower. The Borrower will pay all fees and related costs.

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

On April 9, 2024, the Board of Supervisors and Commissioners adopted resolutions declaring the intent of the LACDA to undertake the Bond financing of the Project and approved the LACDA's issuance of Bonds and related actions in accordance with Section 147(f) of the Internal Revenue Code of 1986 (Code). This established a base date after which costs incurred by the Borrower may be included in the construction and permanent financing obtained pursuant to the issuance of the Bonds.

The LACDA is authorized to issue Multifamily Revenue Bonds to assist in financing for nonprofit public benefit organizations or for-profit corporations with a public benefit project, including the Borrower. In order for the LACDA to issue such Bonds, the LACDA and the County must execute the following actions: (1) The LACDA must conduct a public hearing to satisfy the public approval requirement of Section 147(f) of the Internal Revenue Code; and (2) the County must approve a resolution approving the plan of financing and authorizing the LACDA to issue the Bonds. Although the LACDA will be issuing the Bonds at the request of the Borrower, the financing cannot proceed without the approval of the applicable elected legislative body.

On January 3, 2025, the LACDA conducted a public hearing regarding the issuance of multifamily Bonds to finance the Project, pursuant to Section 147(f) of the Internal Revenue Code. No comments were received at the public hearing concerning the issuance of the notes or the nature and location of the project.

The Resolutions were prepared by Hawkins Delafield and Wood, Los Angeles County Development Authority Bond Counsel, and approved as to form by County Counsel.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed actions are not a project pursuant to CEQA because they are activities that are excluded from the definition of a project by Section 15378 (b) of the State CEQA guidelines. The proposed actions are administrative activities of government which will not result in direct or indirect physical change to the environment.



Honorable Board of Supervisors/Commissioners  
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**IMPACT ON CURRENT PROJECT**

The proposed action is a necessary step to provide bond financing for the Project, which will increase the supply of long term affordable multifamily housing in the County.

Respectfully submitted,

EMILIO SALAS  
Executive Director

Enclosures

February 18, 2025

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:

**CONTRACTS FOR ENVIRONMENTAL TESTING AND CONSULTING SERVICES  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This letter recommends approval of two contracts to provide environmental testing and consulting services for asbestos containing materials, lead-based paint, mold, radon, and soil and water testing. The contracts will be used for various Los Angeles County Development Authority (LACDA) programs including the development and rehabilitation of residential housing, commercial, public housing development units and other facilities throughout the County of Los Angeles on an as-needed basis.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that approval of the Contracts for Environmental Testing and Consulting Services (Contracts) with Barr & Clark, Inc. and Lead Tech Environmental are 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 designee to execute the Contracts with Barr & Clark, Inc. and Lead Tech Environmental to provide environmental testing and consulting services for an initial term of one year, at an annual not-to-exceed amount of \$2,400,000 to be shared between both Contracts,

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 designee to exercise annual extensions to extended the Contracts by up to four additional years, for a maximum term of five years, using funds to be requested through the LACDA's annual budget approval process, and upon review and approval by County Counsel, execute amendments to the Contracts to do the following: extend the term; an assignment should the original contracting entity merge, be acquired, or otherwise have a change of entity; update terms and conditions; approve necessary changes to the scope of work, as well as, if necessary, terminate for convenience.
4. Authorize the Executive Director or designee to execute amendments to the Contracts to apply an annual cost of living adjustments, if requested by the Contractor, and increase the annual compensation by up to \$240,000 (10% of the annual compensation) as needed for unforeseen costs.

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

The purpose of this action is to approve Contracts with Barr & Clark, Inc. and Lead Tech Environmental, to enable the LACDA to provide asbestos containing materials, lead-based paint, mold, radon, and soil and water testing for various LACDA programs, public housing sites and other facilities throughout the County of Los Angeles.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. The cost for the first year is \$2,400,000, to be shared between the Contracts, and which is included in the LACDA's approved Fiscal Year 2024-2025 budget. The Contracts may be renewed for a maximum of four additional one-year extensions, at the same annual compensation plus an annual cost of living adjustment, contingent upon satisfactory performance and continued funding from the U.S. Department of Housing and Urban Development (HUD) and the County. 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 one-year term and four (4) one-year extensions, including contingency dollars, will be up to \$13,200,000.

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

The environmental testing and consulting services are being federally, and County funded and will be subject to the requirements of the Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles.

The Contracts 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.

The Contracts have been approved as to form by County Counsel and will be effective on March 1, 2025, subject to Board approval and execution by Barr & Clark, Inc. and Lead Tech Environmental. On January 15, 2025, the Housing Advisory Committee recommended approval of the Contract award.

### **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 September 26, 2024, the LACDA issued a Request for Statement of Qualifications (RFSQ) for Environmental Testing and Consulting Services, Solicitation No. LACDA24-070, on an as-needed basis to identify consultants to provide asbestos containing materials, lead-based paint, mold, radon, soil and water testing environmental testing and consulting services. Notices were emailed to 418 consultants from the LACDA vendor list. Announcements for the RFSQ were posted on the LACDA's and County WebVen websites. Seventy-five RFSQ packages were downloaded. On October 24, 2024, ten (10) proposals were received. One proposal was submitted late, and seven proposals were determined non-responsive. On November 18, 2024, one Proposer submitted a request for Disqualification Review which was reviewed and determined to have no merit and therefore denied. Proposals from Barr & Clark, Inc. and Lead Tech Environmental were determined to be responsive and responsible based on the minimum requirements and evaluation criteria set forth in the RFSQ.

The Summary of Outreach Activities is provided as Attachment A.

The Honorable Board of Commissioners  
February 18, 2025  
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**IMPACT ON CURRENT PROGRAM**

The Contracts for Environmental Testing and Consulting Services will enable the LACDA to continue to provide asbestos containing materials, lead-based paint, mold, radon, and soil and water testing for various LACDA programs throughout the County of Los Angeles.

Respectfully submitted,

EMILIO SALAS

ES:KT:hbj

Enclosures

February 18, 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:

**APPROVE CONTRACTS FOR FLOORING SERVICES  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of three Contracts with G&S Carpet Mills, Inc., Reliable Floor Covering, Inc., and Del Mar Floor Covering, Inc., to provide flooring services to various public and affordable housing developments and administrative sites managed by the Los Angeles County Development Authority (LACDA).

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Executive Director or designee to execute three one-year Contracts for flooring services (Contracts) with G&S Carpet Mills, Inc., Reliable Floor Covering, Inc., and Del Mar Floor Covering, Inc., in the amount of up to \$600,000 per Contract, using program funds included in the LACDA's approved Fiscal Year 2024-2025 budget and proposed Fiscal Year 2025-2026 budget, to be effective following approval as to form by County Counsel and execution by all parties.
2. 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 \$600,000 per Contract, using funds to be included in the LACDA's annual budget approval process.
3. Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services, and increase the annual compensation by up to \$60,000 (10%) per year per Contract as needed for unforeseen costs.

4. Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate any of the Contracts for convenience.
5. Find that approval of Contracts to provide flooring 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 approve three Contracts for flooring services for various public and affordable housing developments and administrative sites managed by the LACDA. These services will provide the LACDA with complete residential and commercial flooring services on an as-needed basis for both residential public housing developments and administrative properties. Flooring services will facilitate the LACDA's ability to adequately address vacant unit and general building maintenance.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The cost for the first year of service will be up to \$600,000 per Contract, or \$1,800,000 total for all three Contracts, using funds included in the LACDA's approved Fiscal Year 2024-2025 budget and proposed Fiscal Year 2025-2026 budget.

If extended, the cost of the second through the fifth year of the Contracts will remain at the same annual amount of up to \$600,000 per Contract, using program funds included in the LACDA's annual budget approval process.

A 10% contingency, in the amount of \$60,000 per year per Contract, is also being set for any additional needed plumbing services. If both Contracts are fully extended, the total Contract and contingency amount for all five years will be \$9,900,000.

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

These Contracts will primarily be federally 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, G&S Carpet Mills, Inc., Reliable Floor Covering, Inc., and Del Mar Floor Covering, 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 October 31, 2024, an Invitation for Bids (IFB), Flooring Services, Solicitation Number LACDA24-100, was conducted to identify contractors to provide flooring services to the LACDA. The IFB solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website.

On November 7, 2024, a pre-bid meeting was held with nine participating contractors attending. On November 22, 2024, six bids were received by the submission deadline. The three lowest most responsive and responsible bidders are being recommended for the Contract Awards. The Summary of Outreach Activities is provided in Attachment A.

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

Approval of the proposed Contracts will provide the LACDA with flooring services necessary to maintain LACDA properties. These flooring services will facilitate vacant unit maintenance throughout properties to maintain safe conditions for residents and staff.

Respectfully submitted,

EMILIO SALAS  
Executive Director

Enclosures