

**MINUTES OF THE
LOMITA HOUSING AUTHORITY
REGULAR MEETING
TUESDAY, MAY 7, 2019**

1. OPENING CEREMONIES

a. Call Meeting to Order

The meeting was called to order by Chair Sanchez at 5:46 p.m., May 7, 2019, in the Council Chambers, at Lomita City Hall, 24300 Narbonne Avenue, Lomita, CA.

b. Flag Salute

Chair Sanchez led the salute to the flag.

c. Roll Call

Present: Commissioners: Breitman, Savidan, Segawa, Waronek, Gazeley, and Sanchez

Absent: Commissioner Larson

Staff Present: Executive Director Smoot, Assistant City Attorney Rusin, Assistant City Manager Sugano, Administrative Analyst Knighton and Deputy Secretary Hill.

2. ORAL COMMUNICATIONS

No oral communications from the public received.

3. COMMISSIONER COMMENTS

Commissioner Breitman reported that Lomita Manor now publishes a monthly newsletter for residents and that the residents now celebrate birthdays each month with cake and song.

4. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine and will be enacted by one motion in the form listed below. There may be separate discussion of these items prior to the time the Housing Authority votes on the motion. Specific items may be removed from the Consent Agenda at the request of any Commissioner or staff.

MOTION: Vice-Chair Gazeley made a motion, seconded by Commissioner Savidan that Consent Calendar Items 4 a-c be approved.

- a) Approval of the Housing Authority Minutes of April 2, 2019

RECOMMENDED ACTION: That the Minutes be approved.

- b) Lomita Manor March Financial Documents

RECOMMENDED ACTION: That the Monthly Financial documents be approved.

- c) Lomita Manor April 2019 Monthly Activity Report

RECOMMENDED ACTION: That the Monthly Activity Report be received and filed.

MOTION CARRIED by the following vote:

AYES: Commissioners: Breitman, Savidan, Segawa, Waronek, Gazeley and Sanchez

NOES: None

ABSENT: Commissioner Larson

SCHEDULED ITEMS

5. APPROVAL OF THE LOMITA MANOR OPERATING BUDGET FOR FISCAL YEAR 2019-2020

Administrative Analyst Knighton stated that the Housing Authority is required to submit a budget annually to HUD for Lomita Manor. The proposed Operating Budget details the anticipated revenues and expenses for FY 2019-2020. The projected cost of operating Lomita Manor for the coming FY is \$393,559 with a contingency of \$11,222 for any unplanned expenses.

Anticipated revenue includes rental income estimated at \$282,522 and the HUD Operating Subsidy estimated at \$112,800. The Operating Reserve is currently \$369,245. An additional \$13,825 contingency from the current fiscal year, if unspent, will remain in the operating reserve as well.

Staff recommends that the Board approve the proposed Lomita Manor Operating Budget for Fiscal Year (FY) 2019-2020.

MOTION: Vice-Chair Gazeley made a motion, seconded by Council Member Segawa that the Housing Authority approve the Housing Authority Operating Budget for (FY) 2019-2020.

MOTION CARRIED by the following vote:

AYES: Commissioners: Breitman, Savidan, Segawa, Waronek, Gazeley and Sanchez

NOES: None

ABSENT: Commissioner Larson

PUBLIC HEARING

6. APPROVAL AND SUBMISSION OF THE ANNUAL CERTIFICATION FORMS, ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT FOR FISCAL YEAR 2019-2020, AND ANNUAL PHA PLAN TO HUD

Administrative Analyst Knighton stated that HUD-funded public housing agencies are required to submit the standard annual certifications and documents to HUD indicating compliance with the approved PHA Plan, Civil Rights, and related regulations. In order to continue to qualify for HUD funding, public housing agencies must also submit annual statements and PHA plans. The Annual Statement provides HUD a statement of the PHA's progress in meeting the mission and goals described in the 5-Year CFP Action Plan (Board approved in 2016). The PHA Plan provides details about the PHA's operations, policies, programs and strategies for serving the needs of low-income residents consistent with the 5-Year PHA Plan (Board approved in 2017).

Staff recommends that the Board authorize the Executive Director or designee to sign and submit the required Annual Certification Forms, Annual PHA Plan, and Annual Statement for Fiscal Year 2019-2020 to HUD.

Chair Sanchez opened up the public hearing at 5:51 p.m. There were no questions from the public or the commissioners. Chair Sanchez closed the public hearing and asked for a motion.

MOTION: Commissioner Savidan made a motion, seconded by Vice-Chair Gazeley to authorize the Executive Director of the Housing Authority of the City of Lomita or designee to sign and submit required Annual Certification Forms and Annual Statement/ Performance and Evaluation Report for Fiscal Year 2019-2020 to the Los Angeles Field Office of the U.S. Department of Housing and Urban Development (HUD).

MOTION CARRIED by the following vote:

AYES: Commissioners: Breitman, Savidan, Segawa, Waronek, Gazeley and Sanchez

NOES: None

ABSENT: Commissioner Larson

7. ADJOURNMENT

There being no further business to discuss, Mayor Sanchez adjourned the meeting at 5:53 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Kathleen Hill". The signature is written in a cursive style and is positioned above a horizontal line.

Kathleen Hill, CMC
Deputy Secretary