



# Boards of Commissioners Regular Board Meeting

April 28, 2020

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Street  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

## Regular Joint Meeting of the Boards of Commissioners of the Fresno Housing Authority

**5pm - April 28, 2020 – Per Executive Order N-25-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this Board Meeting will be held via conference call and can be accessed as follows:**

**Please call: (415) 594-5500. Follow all prompts. To access the call you will need to enter the code as follows: 575-482-803#.**

Interested parties wishing to address the Boards of Commissioners regarding this meeting's Agenda Items, and/or regarding topics not on the agenda but within the subject matter jurisdiction of the Boards of Commissioners, are asked to **email a "Request to Speak" request to the Board's Secretary** (Tiffany Mangum) by 4:30 p.m. of the aforementioned meeting date. You will be called to speak under Agenda Item 3, Public Comment. Please email [executiveoffice@fresnohousing.org](mailto:executiveoffice@fresnohousing.org).

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made at least one (1) full business day prior to the meeting. Please call the Board Secretary at (559) 443-8475, TTY 800-735-2929.

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### 5pm Board Meeting

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1. **Call to Order and Roll Call**

2. **Approval of agenda as posted (or amended)**

*The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.*

3. **Public Comment**

*This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.*

4. **Potential Conflicts of Interest** – Any Commissioner who has a potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter. (Gov. Code section 87105)

5. **Consent Agenda**

*All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed the Consent Agenda and considered following approval of the Consent Agenda.*

- |  |    |
|--|----|
| a. Consideration of the Minutes of March 17, 2020  | 5  |
| b. Consideration of Acceptance of the 2019 Operations and Housing Assistance Payments Budget & Leasing Results | 9  |
| c. Consideration of the 2020 Annual Salary Schedule  | 18 |
| d. Ratification of the Temporary COVID-19 Emergency Leave Policy   | 25 |
| e. Consideration of General Construction/Construction Management Award – Barstow Commons                       | 36 |
| f. Consideration of HOME Tenant-Based Rental Assistance (TBRA) Program – City of Clovis                        | 40 |

6. **Informational**

- |  |    |
|--|----|
| a. Agency Operational Update – COVID-19    | 44 |
| b. Real Estate Development Pipeline Update | 45 |

7. **Action**

- |   |    |
|---|----|
| a. Consideration of Increase to Pre-Development Loan from the Housing Relinquished Fund Corp. – General | 46 |
| b. Consideration of Increase to Loan from the Housing Relinquished Fund Corp. - Chinatown               | 52 |

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**8. Commissioners' Report****9. Executive Director's Report**

58

**10. Closed Session****a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Pursuant to Government Code § 54954.5(b))

Property: 8715 N. Chestnut Avenue Fresno, CA 93720

(APN: 403-532-28); 8681 N. Chestnut Avenue Fresno, CA

93720 (APN: 403-532-29)

Agency negotiator: Preston Prince

Negotiating parties: The Well Community Church,

Fresno/Madera Youth for Christ, Inc., and the Housing

Authority of the City of Fresno

Under negotiation: Price and Terms

**b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Pursuant to Government Code § 54954.5(b))

Property: 1840 Broadway Street, City of Fresno, Ca 93721

(APN: 466-191-10)

Agency negotiator: Preston Prince

Negotiating parties: Sukhwant Singh Bains and Gian Kaur

Bains, Trustees of the Bains Living Trust dated September

17, 2004, Better Opportunities Builder, Inc., and the

Housing Authority of the City of Fresno

Under negotiation: Price and Terms

**11. Actions****a. Consideration of Assignment of Purchase and Sale**

Agreement – Econo Inn North

**b. Consideration of Purchase and Sale Agreement –**

Chestnut/Shepherd Properties

**12. Adjournment**

**Minutes of the Special Joint Meeting**  
**Of the Boards of Commissioners of the**  
**HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO**

**Tuesday, March 17, 2020**

**8:30 A.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special meeting on Tuesday, March 17, 2020 in a public convening at the Fresno Housing Authority offices, located at 1331 Fulton Street, Fresno, California, and via teleconference. Both meeting platforms were made available via posted notice to the public.

1. The special meeting was called to order at 8:30 a.m. by Board Chair, Commissioner Adrian Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present via teleconference and absent were as follows:

PRESENT:     Adrian Jones, Chair  
                  Caine Christensen, Vice Chair  
                  Terra Brusseau  
                  Sharon Williams  
                  Ruby Yanez  
                  Stacy Vaillancourt

ABSENT:       Rueben Scott

The meeting was called to order at 8:30 a.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present via teleconference and absent were as follows:

PRESENT:     Stacy Sablan, Chair  
                  Mary G. Castro, Vice Chair  
                  Nikki Henry  
                  Cary Catalano  
                  Valori Gallaher  
                  Joey Fuentes

ABSENT:       None.

Also, in attendance at the meeting location were the following: Preston Prince, CEO/Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel. For purposes of accuracy of the public record, all actions will be taken by a roll call vote.

2. APPROVAL OF AGENDA AS POSTED

**CITY MOTION:** *Commissioner Vaillancourt moved, seconded by Commissioner Christensen, to approve the agenda as posted.*

**MOTION PASSED:** 6-0

**COUNTY MOTION:** *Commissioner Fuentes moved, seconded by Commissioner Gallaher, to approve the agenda as posted.*

**MOTION PASSED:** 6-0

3. PUBLIC COMMENT

There was no public comment.

4. POTENTIAL CONFLICTS OF INTEREST

There were no potential conflicts of interest presented at this time.

5. Consent Agenda

- a. Consideration of the minutes of February 25, 2020
- b. Consideration of a Name Change for Orchard Commons (*formerly Orchard Apartments*)
- c. Consideration of a Name Change for Mariposa Commons (*formerly Mariposa Meadows*)

**CITY MOTION:** *Commissioner Christensen moved, seconded by Commissioner Yanez to approve the consent agenda.*

**MOTION PASSED:** 6-0

**COUNTY MOTION:** *Commissioner Catalano moved, seconded by Commissioner Gallaher to approve the consent agenda.*

**MOTION PASSED:** 6-0

6. ACTION

- a. Consideration of the Omnibus Resolutions – The Villages at Broadway (*formerly Econo Inn*)

Michael Duarte, Director of Real Estate Development, presented on this item.  
Commissioner Henry left the meeting via teleconference prior to voting on this item.

**CITY MOTION:** *Commissioner Yanez moved, seconded by Commissioner Williams to approve the Omnibus resolutions for the Villages at Broadway.*

**MOTION PASSED:** 5-1

*Commissioner Brusseau voted No.*

**COUNTY MOTION:** *Commissioner Fuentes moved, seconded by Commissioner Castro to approve the Omnibus resolutions for the Villages at Broadway.*

**MOTION PASSED:** 4-1

*Commissioner Catalano voted No.*

- b. Consideration of Emergency Operations Authorities Related to the Coronavirus (COVID-19) Pandemic

Commissioner Catalano left the meeting via teleconference prior to voting on this item.

**CITY MOTION:** *Commissioner Vaillancourt moved, seconded by Commissioner Yanez to approve the Emergency Operations Authorities Resolution.*

**MOTION PASSED:** 6-0

**COUNTY MOTION:** *Commissioner Gallaher moved, seconded by Commissioner Fuentes to approve the Emergency Operations Authorities Resolution.*

**MOTION PASSED:** 4-0

## 7. COMMISSIONERS' REPORT

None.

## 8. EXECUTIVE DIRECTOR'S REPORT

None.

9. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 9:42 a.m.

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Preston Prince, Secretary to the Boards of Commissioners



## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority

**FROM:** Preston Prince  
CEO/Executive Director

**DATE:** April 24, 2020

**BOARD MEETING:** April 28, 2020

**AGENDA ITEM:** 5b

**AUTHOR:** Emily De La Guerra

**SUBJECT:** 2019 Agency Financial Results and Housing Choice Voucher  
Program Leasing and Housing Assistance Payments Results

### Executive Summary

The purpose of this memo is to present the financial results for Agency Operations and Housing Assistance Payments (HAP), as well as the leasing results for the Housing Choice Voucher Programs as of December 31, 2019. An attachment provided with this memo shows the consolidation of all Housing Authority programmatic budgets combined into seven divisions. Each budget, separately and together as a whole, is intended to ensure that the Fresno Housing Authority remains fiscally sound while investing in the Agency's future, and delivering services in accordance with our mission statement. Additional attachments provide summaries of the Housing Choice Voucher programs HAP and leasing results.

### Agency Operating Budget

OPERATING BUDGET	2019 Budget	2019 Results	\$ Variance	% Variance
TOTAL INCOME	45,863,676	44,197,906	(1,665,770)	-4%
TOTAL OPERATING EXPENSES	42,114,451	38,948,696	(3,165,755)	-8%
<b>NET OPERATING INCOME</b>	<b>3,749,225</b>	<b>5,249,210</b>	<b>1,499,985</b>	<b>40%</b>
TOTAL NON-OPERATING EXPENSES	1,693,553	2,154,371	460,818	27%
<b>NET INCOME</b>	<b>2,055,672</b>	<b>3,094,839</b>	<b>1,039,167</b>	<b>51%</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(1,124,696)</b>	<b>197,958</b>	<b>1,322,653</b>	<b>118%</b>

The 2019 Operating Budget was approved by the Boards in December 2018 with net operating income of \$2.1 million and unrestricted cash flow utilization of \$1.1 million. As of December 31<sup>st</sup>, 2019, the Agency operated better than budget. Total net operating income is \$5.2 million, which is \$1.5 million better than budgeted, and unrestricted net income is \$198 thousand, which is about \$1.3 million better than budgeted. In December 2019, as part of the 2020 Budget process, staff projected that the Agency would end the year breaking even in unrestricted net income, and after the close of the books, the financial results still came back better than projected.

The total variance in operating and unrestricted net income as compared to the original budget is mainly attributable to increased revenue due to improved proration levels for the Housing Choice Voucher and Public Housing programs, some delayed developer fee revenues that will be received in the next fiscal year, and payroll and administrative expense savings. Further details on major variances in revenues and expenditures are categorized below by Division:

- **Core:** Overall, the Core Division ended the year over budget, with a \$279 thousand dollar variance from original projections. Revenues in Other Income were lower than anticipated due to the delayed receipt of reimbursements for our specialized maintenance group, some of which will be received in early 2020. Admin & Management Fee Income in Core is slightly less than budgeted due to a reduction in allocation revenue earned from Central Office charges. Fees for this service are allocated to the programs and the revenue is booked in Core. Fewer direct expenses were incurred, less revenue has been collected and the net effect on the overall budget is minimal. Total operating expenses were about \$25 thousand higher than budgeted, mostly due to the net result of payroll savings from staffing vacancies and increased consulting fees, legal expenses, software and internet costs.
- **Instrumentalities:** The Instrumentalities Division ended the year with approximately \$2 million of restricted net income, or \$716 thousand less than budgeted. Interest Income to HRFC from development construction loans was lower than expected. These amounts are only paid when the development project can afford the additional expense, and when the construction expenses are higher than budgeted, these interest payments are usually reduced.
- **Real Estate Development:** This division utilized \$758 thousand more in unrestricted reserves than projected, mostly due to delays in Developer Fees. The Agency budgeted to receive approximately \$5.5 million in Developer Fees and pay an associated \$1.2 million in Consulting/Professional Fees for co-development services (as shown on the Administrative Expense line item). Ultimately, the Agency received \$4.1 million in Developer Fees and saved \$476 thousand in co-development services. Most delayed Developer Fees and associated fees for co-development services are expected to be received in 2020 and have been included in the 2020 operating budget.
- **Housing Choice Voucher:** Overall, the Housing Choice Voucher Programs (HCV) performed significantly better than budgeted, utilizing approximately \$1.3 million less of Agency unrestricted reserves. Staff conservatively budgeted the Administrative Fee proration at 78% and voucher utilization at 98%. Final proration for the year came in close to 81% and voucher utilization at 100%, which represents an additional \$478 thousand of income to HCV. On the expense side, the program experienced approximately \$745 thousand in Payroll and Administrative Expense savings due to unfilled positions and a reduced need for leasing expenses due to limited voucher issuances. More information on HAP and HCV leasing is provided later in the memo.
- **Resident Empowerment Services:** The Resident Empowerment Services Division (RES) ended the year utilizing approximately \$900 thousand less of Agency unrestricted reserves than projected. Approximately \$500 thousand is attributable to delays in launching the Making It Happen Pilot and Workforce Development programs. The remainder is attributable to lower-than-budgeted Tenant Services Expenses within homeless services grants, such as Shelter Plus Care, Project Liftoff, and Rapid Rehousing. Unspent dollars for most of these grants will roll over into the next grant period.

- **Housing Management:** The Housing Management Division (HSM) performed better than expected for the year due to higher tenant rents and operating subsidies in public housing. Tenant rents are largely determined by family adjusted income levels. Staff conservatively budgeted the public housing operating subsidy proration at 93% and actual proration was finalized at nearly 98%. On the expense side, operating expenses in total are close to budget with some modest payroll expense savings and modest increases in maintenance and taxes & insurance. Non-operating expenses are higher than budgeted due to additional public housing subsidy that was transferred to Yosemite Village, Parc Grove Commons and Granada Commons to pay for property maintenance and improvements.
- **Unrestricted Properties:** Overall, the Unrestricted Properties operated better than budgeted, adding \$205 thousand to unrestricted net income over the original budget projections. Most of this additional income is attributable to low vacancy rates.

### Housing Assistance Payments (HAP) Budget

Housing Assistance Payments (HAP) are the subsidies paid to landlords on behalf of residents participating in the Housing Choice Voucher program (formerly known as “Section 8”) program. Revenues and expenses for Housing Assistance Payments were higher than budgeted as of December 31, 2019. Revenues were higher than anticipated mostly due to draws from HUD-held reserve accounts, as well as additional set-aside funds awarded to both HCV programs. HAP expenses were higher due to increases in payment standards and an increase in the number of families that we served. Below is a summary of HAP revenues and expenses as of December 31, 2019.

<b>HAP BUDGET</b>	<b>2019 Budget</b>	<b>2019 Results</b>	<b>\$ Variance</b>	<b>% Variance</b>
HAP REVENUE	79,813,773	89,910,354	10,096,581	13%
HAP EXPENSES	85,732,289	89,693,153	(3,960,864)	-5%
<b>NET HAP INCOME</b>	<b>(5,918,516)</b>	<b>217,201</b>	<b>6,135,717</b>	<b>-104%</b>
DRAWS FROM RESERVES	5,918,516	7,162,397		
SET-ASIDE FUNDING	-	2,934,184		
<b>TOTAL ADD'L HAP REVENUE</b>	<b>5,918,516</b>	<b>10,096,581</b>		

Overall, current rental market conditions continued to pose challenges to our residents in 2019, creating opportunities for the Agency to be more efficient and creative. These efforts resulted in a year-end increase in lease-up rates, bringing the overall voucher utilization to 101.6% and 101.9% for the City and County, respectively, resulting in slight overleasing for the year, which will cost the Agency approximately \$2 thousand dollars in unrestricted funds. This means that we were able to serve 150 additional families in 2019, and we have additional funds available for 2020 in order to continue serving more families. The 2019 HAP utilization rates in both City and County HCV programs, at 108.1% and 108.5% of budget authority, earned the Agency maximum points in key indicators of the Section Eight Management Assessment Program (SEMAP) for the programs, as well as High Performer status.

**Recommendation**

It is recommended that the Boards of Commissioners accept the 2019 financial results for Agency Operations and Housing Choice Voucher Program Leasing and Housing Assistance Payments results.

**Background Information**

The 2019 Operating Budget was approved with revenues of \$45.9 million and operating and non-operating expenses totaling \$43.8 million, resulting in total net income of approximately \$2.1 million dollars. The Boards of Commissioners approved of the utilization of \$1.1 million from unrestricted reserves in 2019 to continue the Agency's investment in several strategic priorities, including Economic Mobility Initiatives, Landlord Outreach, Resident & Community Safety Initiatives, Street 2 Home, Enhanced Public Relations & Communications, Community Events & Local Participation and Program, Policy & Data Analysis. The budget for Housing Assistance Payments (HAP) was approved with \$79.8 million in revenue and \$85.7 million in expenses, thus utilizing \$5.9 million of restricted HAP reserves.

**BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF FRESNO**

**Resolution Number:**

**RESOLUTION ACCEPTING THE HOUSING AUTHORITY'S 2019 FINANCIAL RESULTS  
AND THE 2019 HOUSING CHOICE VOUCHER PROGRAM LEASING AND HOUSING  
ASSISTANCE PAYMENTS**

WHEREAS, the Annual Operating Financial Results and the Housing Assistance Payments Financial Results for the Fresno Housing Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented for acceptance before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on April 28, 2020; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$44,197,906 and total operating and non-operating expenses of \$41,103,067; and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$50,575,940 and total expenses of \$50,372,444; and

WHEREAS, the Housing Choice Voucher Leasing Results as presented for acceptance reflects total voucher utilization of 100.6% and non-VASH voucher utilization of 101.6%; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno accept the Annual Operating Financial Results and the Housing Choice Voucher Program Leasing and Housing Assistance Payments Results beginning on January 1, 2019 and ending on December 31, 2019.

PASSED AND ACCEPTED THIS 28<sup>th</sup> day of April, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly accepted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Preston Prince, Secretary of the Boards of Commissioners

**BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF FRESNO COUNTY**

**Resolution Number:**

**RESOLUTION ACCEPTING THE HOUSING AUTHORITY'S 2019 FINANCIAL RESULTS  
AND THE 2019 HOUSING CHOICE VOUCHER PROGRAM LEASING AND HOUSING  
ASSISTANCE PAYMENTS**

WHEREAS, the Annual Operating Financial Results and the Housing Assistance Payments Financial Results for the Fresno Housing Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented for acceptance before the Board of Commissioners of the Housing Authority of Fresno County at its open public meeting on April 28, 2019; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$44,197,906 and total operating and non-operating expenses of \$41,103,067 and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$39,337,340 and total expenses of \$39,319,973; and

WHEREAS, the Housing Choice Voucher Leasing Results as presented for acceptance reflects total voucher utilization of 101.9%; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County accept the Annual Operating Financial Results and the Housing Choice Voucher Program Leasing and Housing Assistance Payments Results beginning on January 1, 2019 and ending on December 31, 2019.

PASSED AND ACCEPTED THIS 28<sup>th</sup> day of April, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly accepted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Preston Prince, Secretary of the Boards of Commissioners

Fresno Housing Authority  
Financial Results as of December 31, 2019

	Core			Inst.			RED			HCV			RES			HSM			UP			Fresno Housing Authority			YTD \$ Variance	YTD % Variance
	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals		
OPERATING BUDGET																										
INCOME																										
NET TENANT INCOME	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,366,476	5,366,476	5,267,575	2,550,710	2,550,710	2,658,879	7,917,186	7,917,186	7,926,454	9,268	0%
INTEREST INCOME	8,000	8,000	47,094	1,713,000	1,713,000	950,038	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,721,000	1,721,000	997,132	(723,868)	-42%
OTHER INCOME	974,000	974,000	800,209	1,350,000	1,350,000	1,510,000	170,000	170,000	412,559	800	800	486	1,156,905	1,156,905	983,256	25,996	25,996	605,885	712,302	712,302	734,911	4,390,003	4,390,003	5,047,306	657,303	15%
ADMIN & MANAGEMENT FEE INCOME	8,739,908	8,739,908	8,620,837	80,000	80,000	22,320	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,819,908	8,819,908	8,643,157	(176,751)	-2%
DEVELOPER FEE INCOME	-	-	-	-	-	-	5,521,860	5,521,860	4,085,811	-	-	-	-	-	-	-	-	-	-	-	-	5,521,860	5,521,860	4,085,811	(1,436,049)	-26%
HUD GRANT INCOME	-	-	-	-	-	-	-	-	-	9,326,878	9,326,878	9,697,508	2,792,033	2,792,033	1,925,326	4,282,660	4,282,660	4,519,036	-	-	-	16,401,570	16,401,570	16,141,870	(259,700)	-2%
OTHER GRANT INCOME	-	-	-	-	-	-	-	-	-	38,500	38,500	147,537	476,032	476,032	728,681	555,418	555,418	476,117	22,199	22,199	3,841	1,092,149	1,092,149	1,356,176	264,027	24%
TOTAL INCOME	9,721,908	9,721,908	9,468,140	3,143,000	3,143,000	2,482,358	5,691,860	5,691,860	4,498,370	9,366,178	9,366,178	9,845,531	4,424,970	4,424,970	3,637,263	10,230,550	10,230,550	10,868,613	3,285,211	3,285,211	3,397,631	45,863,676	45,863,676	44,197,906	(1,665,770)	-4%
EXPENSES																										
PAYROLL EXPENSES	7,023,013	7,023,013	6,738,772	-	-	-	1,450,179	1,450,179	1,502,030	5,997,896	5,997,896	5,627,921	1,586,997	1,586,997	1,443,185	2,422,006	2,422,006	2,175,452	487,913	487,913	481,296	18,968,005	18,968,005	17,968,656	(999,348)	-5%
ADMINISTRATIVE EXPENSES	3,418,339	3,418,339	3,795,357	382,150	382,150	375,245	1,645,312	1,645,312	1,169,111	4,798,030	4,798,030	4,421,785	1,004,581	1,004,581	587,963	1,875,579	1,875,579	1,765,141	332,471	332,471	297,566	13,456,463	13,456,463	12,412,168	(1,044,295)	-8%
TENANT SERVICES EXPENSES	51,000	51,000	54,703	-	-	-	5,000	5,000	-	-	-	167	2,967,050	2,967,050	1,834,406	246,757	246,757	251,804	6,450	6,450	-	3,276,257	3,276,257	2,141,080	(1,135,177)	-35%
UTILITY EXPENSES	172,144	172,144	152,047	-	-	-	-	-	-	-	-	-	-	-	-	1,737,628	1,737,628	1,643,883	458,690	458,690	426,664	2,368,462	2,368,462	2,222,594	(145,869)	-6%
MAINTENANCE EXPENSES	474,662	474,662	407,490	-	-	17,823	9,000	9,000	9,972	81,969	81,969	54,450	10,930	10,930	13,850	2,024,446	2,024,446	2,069,439	891,435	891,435	899,698	3,492,442	3,492,442	3,472,722	(19,721)	-1%
TAXES & INSURANCE EXPENSES	44,300	44,300	60,126	8,900	8,900	7,807	6,600	6,600	-	7,451	7,451	6,701	-	-	722	419,546	419,546	520,715	66,025	66,025	135,406	552,822	552,822	731,477	178,656	32%
TOTAL EXPENSES	11,183,459	11,183,459	11,208,494	391,050	391,050	400,875	3,116,092	3,116,092	2,681,113	10,885,345	10,885,345	10,111,024	5,569,559	5,569,559	3,880,126	8,725,963	8,725,963	8,426,434	2,242,984	2,242,984	2,240,630	42,114,451	42,114,451	38,948,696	(3,165,755)	-8%
NET OPERATING INCOME	(1,461,551)	(1,461,551)	(1,740,354)	2,751,950	2,751,950	2,081,483	2,575,768	2,575,768	1,817,257	(1,519,168)	(1,519,168)	(265,493)	(1,144,589)	(1,144,589)	(242,863)	1,504,587	1,504,587	2,442,179	1,042,227	1,042,227	1,157,001	3,749,225	3,749,225	5,249,210	1,499,985	40%
NON-OPERATING EXPENSES																										
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	543,556	543,556	1,124,312	287,600	287,600	43,445	831,156	831,156	1,167,757	336,601	40%
TOTAL FINANCING EXPENSES	-	-	-	-	-	45,100	-	-	-	-	-	-	-	-	-	532,613	532,613	457,369	329,784	329,784	484,145	862,397	862,397	986,614	124,217	14%
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	45,100	-	-	-	-	-	-	-	-	-	1,076,169	1,076,169	1,581,681	617,384	617,384	527,590	1,693,553	1,693,553	2,154,371	460,818	27%
NET INCOME	(1,461,551)	(1,461,551)	(1,740,354)	2,751,950	2,751,950	2,036,383	2,575,768	2,575,768	1,817,257	(1,519,168)	(1,519,168)	(265,493)	(1,144,589)	(1,144,589)	(242,863)	428,418	428,418	860,498	424,843	424,843	629,411	2,055,672	2,055,672	3,094,839	1,039,167	51%
UNRESTRICTED NET INCOME	(1,461,551)	(1,461,551)	(1,740,354)				2,575,768	2,575,768	1,817,257	(1,519,168)	(1,519,168)	(265,493)	(1,144,589)	(1,144,589)	(242,863)				424,843	424,843	629,411	(1,124,696)	(1,124,696)	197,958	1,322,653	118%

# HCV Leasing and Spending Projection

## CA006 2019 Voucher Summary

4/22/2020

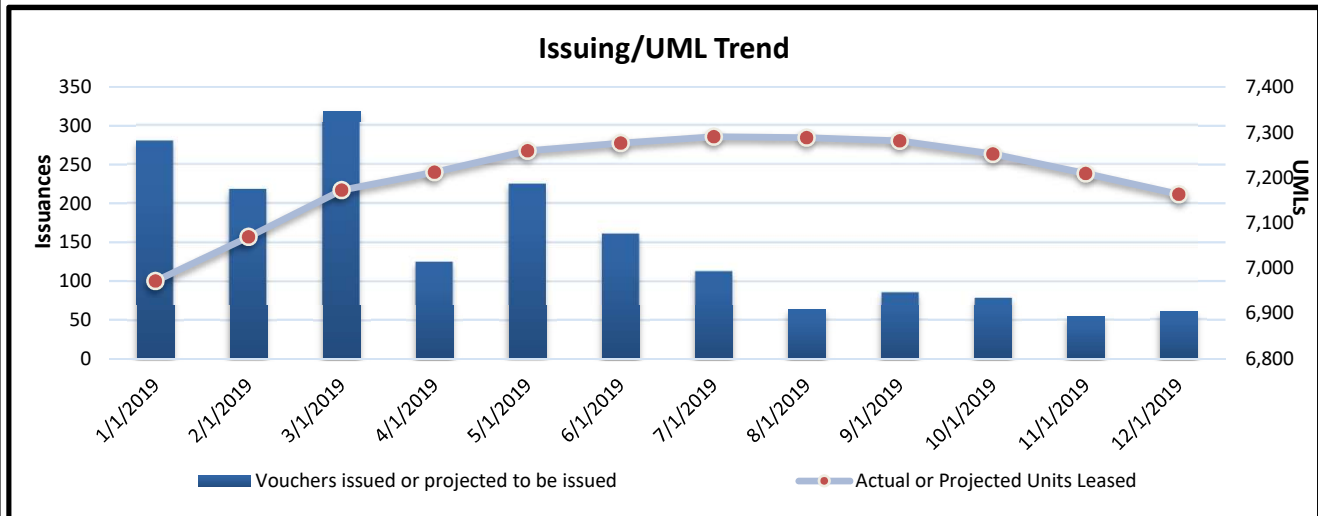
Prepared for: City Board of Commissioners

Prepared by: Housing Choice Department

Using the Housing Choice Voucher (HCV) Two-Year Tool, which allows a user to examine a PHA's voucher program under a variety of leasing, per-unit cost (PUC), and other key program scenarios, the attached tool shows the program ending the current year with \$203,496, or 0% of budget authority. This scenario relied upon the following key variables:

Success Rate	Attrition Rate	Time from Issuance to HAP Effective Date	
(How many issued vouchers will go to HAP)	(What percent of participants annually leave)	(How fast do successful issuances lease up)	
45%	10%	Leased in	Percent
		0-30 Days	5%
2019 PUC		31-60 Days	18%
(Average monthly cost of a voucher - 2019)		61-90 Days	18%
\$583		91-120 Days	17%
		121-150 Days	42%

Please see the below graph, which shows issued vouchers and the total program UMLs:



In order to receive full points in the Section Eight Management Assessment Program (SEMAP) Lease-up Indicator, agencies must either utilize at least 98% of available vouchers for the year or expend at least 98% of available HAP for the year. The higher of this year's leased units (101.6%) or dollars (108%) is 108%, indicating full leasing indicator points in SEMAP. This has been adjusted for VASH.

## CA006 Summary

HAP expenditures for 2019 totaled \$50.4 million with a HAP utilization rate of 108%. Overall voucher utilization for 2019 was 101.6%. These utilization rates have been adjusted for VASH.



# HCV Leasing and Spending Projection

## CA028 2019 Voucher Summary

4/22/2020

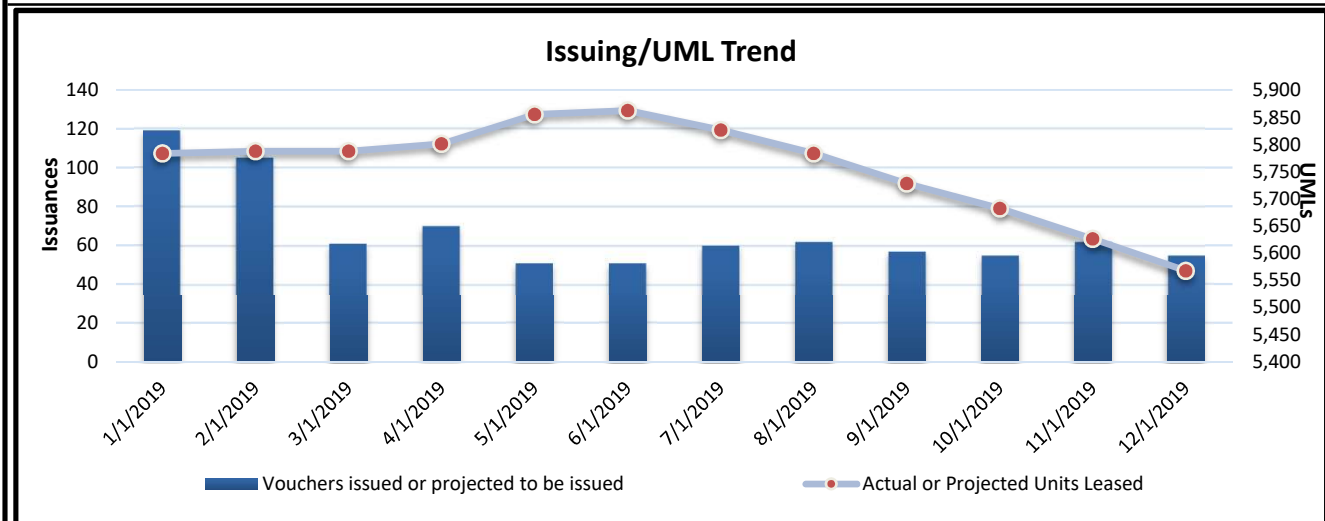
Prepared for: County Board of Commissioners

Prepared by: Housing Choice Department

Using the Housing Choice Voucher (HCV) Two-Year Tool, which allows a user to examine a PHA's voucher program under a variety of leasing, per-unit cost (PUC), and other key program scenarios, the attached tool shows the program ending the current year with \$17,367, or 0% of budget authority. This scenario relied upon the following key variables:

Success Rate	Attrition Rate	Time from Issuance to HAP Effective Date	
(How many issued vouchers will go to HAP)	(What percent of participants annually leave)	(How fast do successful issuances lease up)	
45%	9%	Leased in	Percent
		0-30 Days	5%
2019 PUC		31-60 Days	18%
(Average monthly cost of a voucher - Year 1)		61-90 Days	18%
\$569		91-120 Days	17%
		121-150 Days	42%

Please see the below graph, which shows issued vouchers and the total program UMLs:



In order to receive full points in the Section Eight Management Assessment Program (SEMAP) Lease-up Indicator, agencies must either utilize at least 98% of available vouchers for the year or expend at least 98% of available HAP for the year. The higher of this year's leased units (101.9%) or dollars (108.5%) is 108.5%, indicating full leasing indicator points in SEMAP.

## CA028 Summary

HAP expenditures for 2019 totaled \$39.3 million with a HAP utilization rate of 108.5%. Overall voucher utilization rate for CY 2019 was 101.9%.

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO / Executive Director

**DATE:** April 24, 2020

**BOARD MEETING:** April 28, 2020

**AGENDA ITEM:** 5c

**AUTHOR:** Scott Fetterhoff

**SUBJECT:** Consideration of the 2020 Agency Salary Schedule

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### Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and adopt the attached resolution approving the 2020 Agency Salary Schedule. Two separate salary schedules are presented for the Boards of Commissioners: one for non-represented employees and one for employees represented under the Memorandum of Understanding with Local SEIU Chapter 521. California Public Employees' Retirement System (CalPERS) requires that this Salary Schedule be approved and adopted by the employer's governing bodies. The salaries included in this schedule are for current positions, budgeted openings, and/or positions that could be budgeted in the future.

On a regular basis, the Agency performs a detailed analysis of its job descriptions, job classifications and compensation levels for each position. Using a third-party consultant, salary and compensation information is compiled from other local agencies, national non-profits and for-profit companies, and Public Housing Authorities (PHA's) across the United States. The information is consolidated, analyzed and compared to current salary levels and job descriptions. The final report is then used to create the attached Salary Schedule for non-represented employees, which helps to guide the Agency in its decisions around appropriate compensation levels. In addition, a salary "step" schedule is produced for employees represented by SEIU to include any updates associated with represented positions, taking into account activities such as department changes, job title changes or labor negotiations. It is important that the Agency takes these factors into consideration to ensure Fresno Housing is attracting and retaining the most talented employees and ensuring that our organization stays competitive with other similar employers.

### Recommendation

It is recommended that the Boards of Commissioners approve and adopt the attached 2020 Agency Salary Schedule.

RESOLUTION NO. \_\_\_\_\_

**BEFORE THE BOARDS OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION TO APPROVE AND ADOPT THE FRESNO HOUSING  
AUTHORITY 2020 SALARY SCHEDULE**

WHEREAS, the California Public Employees' Retirement System (CalPERS) requires participating agencies to have a publicly available pay schedule that is duly approved and adopted by the Agency's governing body; and

WHEREAS, the Fresno Housing Authority, in conjunction with SEIU Local 521, have historically agreed upon represented salary schedules; and

WHEREAS, the salary schedule for non-represented employees is compiled as part of a complete classification and compensation analysis; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve and adopt the 2020 Fresno Housing Authority Salary Schedule.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF April, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARDS OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION TO APPROVE AND ADOPT THE FRESNO HOUSING  
AUTHORITY 2020 SALARY SCHEDULE

WHEREAS, the California Public Employees' Retirement System (CalPERS) requires participating agencies to have a publicly available pay schedule that is duly approved and adopted by the Agency's governing body; and

WHEREAS, the Fresno Housing Authority, in conjunction with SEIU Local 521, have historically agreed upon represented salary schedules; and

WHEREAS, the salary schedule for non-represented employees is compiled as part of a complete classification and compensation analysis; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve and adopt the 2020 Fresno Housing Authority Salary Schedule.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF April, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## Fresno Housing Authority 2020 Salary Schedule

<u>Classification / Position Title</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
<b>Chief Executive Officer</b>	<b>\$240,193</b>	
<b>Deputy Executive Director</b>	<b>\$127,000</b>	<b>\$228,400</b>
<b>Chief</b>	<b>\$108,000</b>	<b>\$194,400</b>
Chief Administrative Officer		
Chief Development Officer		
Chief Financial/Business Officer		
Chief of Staff		
Chief Operations Officer		
<b>Director</b>	<b>\$86,000</b>	<b>\$150,500</b>
Director of Administrative Services		
Director of Finance		
Director of Housing Choice		
Director of Human Resources/Organizational Development		
Director of Property Management		
Director of Real Estate Development		
Director of Strategic Initiatives		
<b>Assistant Director</b>	<b>\$78,000</b>	<b>\$132,600</b>
Assistant Director of Administrative Services		
Assistant Director of Finance		
Assistant Director of Housing Choice		
Assistant Director of Human Resources		
Assistant Director of Property Management		
Assistant Director of Real Estate Development		
Assistant Director of Strategic Initiatives		
<b>Senior Manager</b>	<b>\$72,000</b>	<b>\$119,000</b>
Controller		
Senior Manager - Asset Management		
Senior Manager - Housing Choice		
Senior Manager - Housing Programs/Community Engagement		
Senior Manager - Human Resources		
Senior Manager - Information Technology/Systems		
Senior Manager - Property Management		
Senior Manager - Real Estate Development		
Senior Manager - Strategic/Neighborhood Initiatives		
<b>Manager II</b>	<b>\$68,000</b>	<b>\$108,800</b>
Accounting Manager		
Communications Manager		
Construction Operations Manager		
Development Finance Manager		
District Manager		
Executive Operations Manager		
Finance Manager		

<u>Classification / Position Title</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
Housing Programs Manager		
Human Resources Manager		
Information Technology/Information Systems Manager		
Neighborhood Initiatives Manager		
<b>Manager I</b>	<b>\$58,000</b>	<b>\$92,800</b>
Area Manager		
Asset Manager		
Housing Programs Manager		
Maintenance Manager		
Property Operations Manager		
Quality Assurance Manager		
Real Estate Development Manager		
Resident Services Manager		
<b>Senior Analyst</b>	<b>\$54,000</b>	<b>\$83,700</b>
Assistant Manager - Homeless Initiatives		
Assistant Manager - Housing Choice		
Assistant Manager - Maintenance		
Assistant Manager - Resident Services		
Construction Project Manager		
Senior Accountant		
Senior Analyst - Asset Management		
Senior Analyst - Housing Programs		
Senior Analyst - Human Resources		
Senior Analyst - Quality Assurance		
Senior Analyst - Real Estate Development		
Senior Database Administrator		
Senior Development Analyst - Special Projects		
Senior Financial Analyst		
Senior Impact Analyst		
Senior Policy Analyst		
Senior Project Manager		
Senior Systems Administrator		
<b>Analyst</b>	<b>\$50,000</b>	<b>\$78,500</b>
Accountant		
Asset Management Analyst		
Business Operations Analyst		
Communications Analyst		
Community Development Analyst		
Community Planning Analyst		
Database Administrator & Report Writer		
Financial Analyst		
Human Resources Analyst		
Policy Analyst		
Program Analyst		
Project Manager		
Property Manager		

<u>Classification / Position Title</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
Property Operations Analyst		
Quality Assurance Analyst		
Quality Assurance Analyst - HMIS		
Supervisor - Inspections		
Supervisor - Intake, Leasing & Case Management		
Systems Administrator		
Training and Development Analyst		
<b>Coordinator</b>	<b>\$44,000</b>	<b>\$66,500</b>
Accounting Coordinator		
Administrative Coordinator		
Asset Management Coordinator		
Assistant Project Manager		
Communications Coordinator		
Community Coordinator		
Community Development Coordinator		
Development Services Coordinator		
Fiscal Services Coordinator		
Human Resources Coordinator		
IT Help Desk Coordinator		
Operations Coordinator		
Payroll Coordinator		
Procurement Coordinator		
Quality Assurance Coordinator		
Resident Services Coordinator		
Training Coordinator		
<b>Clerical/Asst</b>	<b>\$34,000</b>	<b>\$49,000</b>
Accounting Assistant		
Administrative Assistant - Executive Office		
Administrative Assistant - Real Estate Development		
Human Resources Assistant		
Outreach & Communications Assistant		
<b>Intern</b>	<b>\$25,000</b>	<b>\$41,600</b>
Accounting Intern		
Business Operations Intern		
CCRH (California Coalition for Rural Housing) Intern		
Communications/Marketing Intern		
Construction Management Intern		
Finance Intern		
HMIS (Homeless Management Information Systems) Intern		
Human Resources Intern		
Information Technology & Systems Intern		
Property Operations Intern		
Research Data Analysis Intern		
Resident Services Intern		

2020 Salary Schedule - SEIU Bargaining Unit					
Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Housing Navigator	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
HQS Enforcement Specialist	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Maintenance Lead	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Maintenance Specialist	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Senior Client Services Specialist	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Senior Housing Quality Inspector	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Senior Housing Specialist	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Senior Leasing Specialist	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Senior Property Specialist	48,427.94	50,849.33	53,391.80	56,061.39	58,864.46
Housing Quality Inspector	46,121.95	48,428.05	50,849.45	53,391.93	56,061.52
Leasing Specialist	46,121.95	48,428.05	50,849.45	53,391.93	56,061.52
Market Specialist	46,121.95	48,428.05	50,849.45	53,391.93	56,061.52
Client Services Specialist	46,121.95	48,428.05	50,849.45	53,391.93	56,061.52
Housing Specialist	43,926.11	46,122.41	48,428.53	50,849.96	53,392.46
Maintenance Technician	43,926.11	46,122.41	48,428.53	50,849.96	53,392.46
Owner Services Specialist	43,926.11	46,122.41	48,428.53	50,849.96	53,392.46
Program Integrity Specialist	43,926.11	46,122.41	48,428.53	50,849.96	53,392.46
Property Specialist II	43,926.11	46,122.41	48,428.53	50,849.96	53,392.46
Wait List Specialist	43,926.11	46,122.41	48,428.53	50,849.96	53,392.46
Accounting Specialist	43,492.54	45,667.16	47,950.52	50,348.05	52,865.45
Property Specialist I	41,819.75	43,910.73	46,106.27	48,411.58	50,832.16
Quality Assurance Specialist	41,819.75	43,910.73	46,106.27	48,411.58	50,832.16
HQS Inspections Scheduler	37,481.97	39,356.07	41,323.88	43,390.07	45,559.57
Maintenance Assistant	37,481.97	39,356.07	41,323.88	43,390.07	45,559.57
Office Assistant II- QA/Operations	37,481.97	39,356.07	41,323.88	43,390.07	45,559.57
Office Assistant II- Rcrds, Waitlist, Case Mgmt, QA	37,481.97	39,356.07	41,323.88	43,390.07	45,559.57
Property Assistant	37,481.97	39,356.07	41,323.88	43,390.07	45,559.57
Receptionist	37,481.97	39,356.07	41,323.88	43,390.07	45,559.57
Custodian	34,867.56	36,610.94	38,441.48	40,363.56	42,381.74



## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director

**DATE:** April 24, 2020  
**BOARD MEETING:** April 28, 2020  
**AGENDA ITEM:** 5d  
**AUTHOR:** Emily De La Guerra

**SUBJECT:** Ratification of the Temporary COVID-19 Emergency Leave Policy

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### Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to ratify the Temporary COVID-19 Emergency Leave Policy.

As part of the Families First Coronavirus Response Act (FFCRA) that was enacted on March 18, 2020, certain employers across the United States were required by law to provide two new forms of paid leave related to the coronavirus (COVID-19): Emergency Paid Sick Leave (EPSL) and Family and Medical Leave-Public Health Emergency (FMLA-PHE). As a governmental agency, Fresno Housing is required to provide the paid leave as directed in the FFCRA. Fresno Housing's Temporary COVID-19 Emergency Leave Policy defines the two types of paid leave and the circumstances under which employees can use the leave. The law went into effect on April 1, 2020 and therefore staff is asking the Boards of Commissioners to retroactively ratify the Temporary COVID-19 Emergency Leave Policy.

### Recommendation

It is recommended that the Boards of Commissioners adopt the attached resolution ratifying the Temporary COVID-19 Emergency Leave Policy, and authorizing the Executive Director/CEO, or his designee, the authority to implement and/or modify the policy as needed to comply with changes in laws and regulations.

### Fiscal Impact

The exact fiscal impact of the additional paid leave is difficult to quantify. While we can estimate the total liability if all employees took advantage of the additional paid leave (\$1,497,967), initial utilization of the leave shows that only a small number of employees will use this benefit. Depending on how the virus progresses through the summer and into the winter, the total cost to the Agency may be minimal. As mentioned earlier, as a governmental agency, Fresno Housing is required to provide the paid leave as directed in the FFCRA, however, the Agency is not eligible for the associated payroll tax credit that private employers will receive for providing this benefit. However, HUD

received an additional \$12 billion as part of the coronavirus economic aid package and it is expected that these funds may be used to cover the additional cost. Staff is working closely with other housing authorities and our industry advocates to analyze the recent funding package.

### **Background Information**

In order to assist employees in meeting the challenges brought on by COVID-19 and to comply with the Families First Coronavirus Response Act (FFCRA), the Agency has established the Temporary COVID-19 Emergency Leave Policy. This policy became effective as of April 1, 2020 and expires on December 31, 2020 or as otherwise directed by law. This policy does not impact any other paid or unpaid leaves of absence already provided under Agency policy, resolution, or collective bargaining agreement.

In general, all Fresno Housing employees will receive two weeks of Emergency Paid Sick Leave (EPSL) to be used for the reasons stated below. Full-time employees will receive 80 hours of FFCRA-Families First Paid Sick Leave, and part-time employees will receive two-weeks equivalent of paid leave. Employees may take this this additional leave if they are unable to work (including remote work), because they are:

1. Subject to federal, state, or local quarantine or isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above;
5. Caring for their son or daughter (as defined in the FMLA), because the child's school or place of care is closed or unavailable, due to COVID-19 precautions; or
6. Experiencing any other substantially similar condition as specified by the designated Federal agencies

For employees who choose to utilize this benefit, the leave time will be paid at:

- 100% of their pay for reasons #1-3 above, up to \$511 per day (\$5,110 total); or
- Two-thirds (2/3) their pay for reasons #4-6, up to \$200 per day (\$2,000 total)

Additionally, employees may utilize 10 weeks of paid Family and Medical Leave – Public Health Emergency paid at two-thirds their pay for reason #5, for up to \$200 per day (\$10,000 total).

Fresno Housing leadership, with support from the Executive Committee of the Boards of Commissioners, has decided to allow employees to use any accrued paid time off (sick, vacation, comp time) to supplement the capped rates shown above.

Employees are responsible for notifying the Agency of the need for leave, and for providing documentation to substantiate need and the qualifying reason.

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION RATIFYING THE TEMPORARY COVID-19 EMERGENCY LEAVE POLICY**

WHEREAS, the Housing Authority of the City of Fresno, California (“the Agency”) seeks to create and sustain vibrant communities across Fresno County, including the City of Fresno, California (“the City”); and,

WHEREAS, the Agency must ensure its operations are performed efficiently with minimal disruption, especially in the case of an emergency; and,

WHEREAS, the President of the United States of America and the Governor of California have both declared a State of Emergency related to the novel coronavirus, known as COVID-19; and,

WHEREAS, as part of the Families First Coronavirus Response Act (FFCRA) that was enacted on March 18, 2020, the Agency is required by law to provide two new forms of paid leave related to the coronavirus (COVID-19) as defined in the Temporary COVID-19 Emergency Leave Policy; and,

WHEREAS, the law went into effect on April 1, 2020 and therefore staff is asking the Boards of Commissioners to retroactively ratify the Temporary COVID-19 Emergency Leave Policy; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby ratifies the Temporary COVID-19 Emergency Leave Policy and authorizes and empowers Preston Prince, the CEO/Executive Director, and/or his designee, the authority to make limited adjustments to the policy in order to comply with any modifications in laws and/or regulations that may conflict with the current policy.

Agency staff shall make reasonable efforts to periodically provide a report to the Board of Directors when they have had to implement these limited and interim policy adjustments.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF APRIL, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION RATIFYING THE TEMPORARY COVID-19 EMERGENCY LEAVE POLICY

WHEREAS, the Housing Authority of Fresno County, California (“the Agency”) seeks to create and sustain vibrant communities across Fresno County; and,

WHEREAS, the Agency must ensure its operations are performed efficiently with minimal disruption, especially in the case of an emergency; and,

WHEREAS, the President of the United States of America and the Governor of California have both declared a State of Emergency related to the novel coronavirus, known as COVID-19; and,

WHEREAS, as part of the Families First Coronavirus Response Act (FFCRA) that was enacted on March 18, 2020, the Agency is required by law to provide two new forms of paid leave related to the coronavirus (COVID-19) as defined in the Temporary COVID-19 Emergency Leave Policy; and,

WHEREAS, the law went into effect on April 1, 2020 and therefore staff is asking the Boards of Commissioners to retroactively ratify the Temporary COVID-19 Emergency Leave Policy; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California, hereby ratifies the Temporary COVID-19 Emergency Leave Policy and authorizes and empowers Preston Prince, the CEO/Executive Director, and/or his designee, the authority to make limited adjustments to the policy in order to comply with any modifications in laws and/or regulations that may conflict with the current policy.

Agency staff shall make reasonable efforts to periodically provide a report to the Board of Directors when they have had to implement these limited and interim policy adjustments.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF APRIL, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## **Temporary COVID-19 Emergency Leave Policy**

### **Introduction**

In order to assist our employees in meeting some of the challenges brought on by COVID-19 and to comply with the Families First Coronavirus Response Act (FFCRA), the Agency has established the following leave program. This program is effective as of April 1, 2020 and expires on December 31, 2020 or as otherwise directed by law. This policy does not impact any other paid or unpaid leaves of absence already provided under Agency policy, resolution, or collective bargaining agreement.

### **Purpose**

The purpose of this document is to provide policies, procedures, and protections relating to employee leaves of absence relating to the COVID-19 pandemic in conformance with federal legislation.

This program is intended to be temporary. The program term is effective immediately until terminated by written direction of Executive Director, Preston Prince, and/or his designee, or as otherwise dictated by law. Following the termination of this policy employees will no longer be eligible for paid leave made available under the program.

#### **A. Emergency Paid Sick Leave**

### **Eligibility**

Full-time and part-time employees shall be entitled to Emergency Paid Sick Leave immediately upon hire. Emergency Paid Sick Leave (EPSL) shall be subject to the following qualifications.

### **Reasons for Using Leave**

An employee is eligible to use EPSL in the event he/she is unable to work, including under a Remote Work Agreement, in the event of the following circumstances:

1. To comply with a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;

3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for an individual who is subject to an order described above in no. 1 or self-quarantine as described above in no. 2;
5. The employee is caring for his/her child (as defined in the FMLA) whose school or place of care has been closed, or the childcare provider of the child is unavailable, due to COVID-19 related reasons;
6. The employee is experiencing any other substantially similar condition, as specified by designated Federal agencies.

### **Pay Rate**

EPSL will be paid based on the employee's regular rate of pay, as determined under the Fair Labor Standards Act (FLSA), taking an average over a six-month period. For leave under paragraphs 1, 2, or 3 above, this rate will be the employee's full regular rate, capped at \$511 per day (\$5,110 in the aggregate). For leave under paragraphs 4, 5, or 6, this rate will be two-thirds (2/3) of the employee's regular rate, capped at \$200/day (\$2,000 in the aggregate). An employee may elect to supplement the capped or two-thirds pay rate by using accrued and available paid time off.

### **Amount and Usage of Leave**

Full-time employees are eligible for eighty (80) hours of EPSL. Part-time employees are eligible for EPSL based on the number of hours the employee is normally scheduled to work in a two-week period. A weighted six-month average will be used if a part-time employee does not work a set schedule. If you are a part-time employee and have a question about your average hours, please contact Human Resources.

Once an employee returns to work, if he/she has not exhausted their EPSL entitlement, the balance can be used at a later time for another qualifying reason.

### **Other Paid Leave Policies**

Fresno Housing provides other forms of paid leave, including vacation, sick, and comp time. EPSL is in addition to those other forms of leave, and employees may opt to use EPSL and other leaves in the sequence of their choice. It is the employee's responsibility to inform Human Resources of the type of leave being requested.

### **Termination of Leave**

EPSL shall cease with the employee's next scheduled work shift immediately following the termination of the need for EPSL, as described above, or when the employee has



exhausted the EPSL entitlement, whichever is sooner. EPSL will not carryover from one year to the next or be paid out upon separation for any reason.

### **B. Family and Medical Leave-Public Health Emergency**

FFCRA has added a new reason for employees to be able to take FMLA leave, in relation to the COVID-19 pandemic. All FMLA leave remains subject to the same twelve (12) workweek limit within a rolling twelve (12) month period, counting any amounts of FMLA leave already used in the current leave year.

The conditions that apply to this special Family and Medical Leave-Public Health Emergency (FMLA-Public Health Emergency) leave, are outlined below. These conditions apply only to COVID-19-related FMLA-Public Health Emergency Leave, and do not apply to FMLA leave taken for any other reason. All other administrative provisions of the Fresno Housing's FMLA Policy apply to FMLA-Public Health Emergency Leave, unless modified herein.

#### **Eligibility**

Employees who have worked for Agency for at least 30 calendar days may qualify for FMLA-Public Health Emergency Leave.

#### **Reasons for Using Leave**

An employee may use FMLA-Public Health Emergency Leave if he/she is unable to work, including under a Remote Work Agreement, because the employee must provide care for a minor child whose school or place of child care has been closed due to the COVID-19 pandemic. This must be the result of a COVID-19 related emergency declared by Federal, State, or local authority. In addition, the employee must certify that no other suitable person is available to care for the child during the period of requested leave, and, in the case of a child ages 15-17, that care during daylight hours is needed due to special circumstances identified by the employee requiring care.

In the event one employee is the spouse of another employee, both employees are not eligible to simultaneously use FMLA leave for the purpose provided for in the FFCRA.

#### **Pay Rate**

The first ten (10) days (two workweeks) of FMLA-Public Health Emergency Leave will be unpaid unless the employee has another form of paid leave available — vacation, sick, EPSL or comp time — and elects to use that paid leave.

For the remaining 10-week period of this FMLA leave, the pay rate will be two-thirds of the employee's regular rate of pay, as determined under the FLSA, capped at \$200 per day, and \$10,000 in the aggregate for the entire FMLA-Public Health Emergency Leave

period. For non-exempt employees, the regular rate of pay is based on the weighted average rate over a six-month period. For exempt employees, it is their regular weekly salary. For individuals who do not keep regular working hours each week, a six-month average will be used. An employee may elect to supplement the capped or two-thirds pay rate by using accrued and available paid time off concurrently with FMLA-Public Health Emergency Leave. No premium for hours over forty (40) will be included.

### **Amount and Usage of Leave**

Eligible employees will be entitled to twelve (12) workweeks of leave, including the initial two weeks of EPSL or other paid leave. The remaining ten (10) weeks will be paid as set forth in the Pay Rate portion of this policy. Once an employee returns to work, if he/she has not exhausted the full entitlement, the balance can be used at a later time for another qualifying reason.

### **Other Paid Leave Policies**

The first ten (10) days of FMLA-Public Health Emergency will be unpaid unless the employee has another form of paid leave available — vacation, sick, EPSL or comp time — and elects to use that paid leave. The balance of the FMLA-Public Health Emergency will be paid at the Pay Rate above, unless the employee has available accrued paid time off and elects to use it concurrently, in which case, the Pay Rate will be the employee's full rate under this paid leave policy.

### **Termination of Leave**

Paid FMLA-Public Health Emergency Leave will continue until the employee has exhausted his/her twelve (12) workweek entitlement, or the reason for using leave ends.

### **C. Notices and Documentation**

Employees should provide notice of the need for leave, in writing, as soon as possible utilizing the Request for Leave Form for COVID-19 Emergency Leave. Employees must complete the form and e-mail it to Human Resources and the department Director.

Employees may also be asked to provide documentation to substantiate the need for leave and the qualifying reason. If an employee fails to provide all necessary information, a reminder will be sent, after which leave may be denied if the information has not been provided. For EPSL, documentation will depend on the reason for leave, but may be the health official's quarantine/isolation order for the employee; or written documentation from the employee's health care provider advising self-quarantine. For FMLA-Public Health Emergency Leave, documentation may consist of a notice published by the government, school or daycare of the closure, on a website or in the newspaper, or an email from the school or place of care. In addition, the usual FMLA medical certification

requirements continue to apply for reasons such as the employee's own serious health condition or caring for a family member with a serious health condition.

#### **D. Responsibility**

Each and every employee is required to abide by the provisions set forth in the Temporary COVID-19 Emergency Leave Policy. Failure to comply with this Policy may result in disciplinary action, up to and including termination.

The Executive Director or his or her designee is responsible for the administration, interpretation, and application of this Policy. The Boards of Commissioners are responsible for policy adoptions and revisions. This Policy does not constitute a contractual agreement whatsoever, nor does it supersede any contractual arrangements that exist. No promise of any kind is made by the Agency in this Policy. Where the Temporary COVID-19 Emergency Leave Policy conflicts with a labor agreement, Memorandum of Understanding (MOU), or federal, state, or local law, the labor agreement or law shall prevail.

## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director

**DATE:** April 24, 2020  
**BOARD MEETING:** April 28, 2020  
**AGENDA ITEM:** 5e  
**AUTHOR:** Brandon Gonzalez

**SUBJECT:** Award of General Contractor/Construction Manager (GCCM)  
Contract: Barstow Commons

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### Executive Summary

On January 30, 2020 staff issued a Request for Proposals (RFP) for General Contractor/Construction Management (GCCM) Services, including pre-construction consulting for the Barstow Commons development. The RFP was posted on the Fresno Housing Authority (FH) website, listed with the local Builders Exchange and advertised in the Fresno Bee. The Barstow Commons development submitted a successful application for No Place Like Home financing in January, 2019. A low-income housing tax credit application was also submitted on March 9, 2020 to the California Tax Credit Allocation Committee (CTCAC) with results of the application pending at this time. At this time staff is recommending an award of the GCCM contract to allow for a substantial review of construction design drawings in order to obtain the most cost effective methods of construction.

A total of 8 proposals were received for Barstow Commons in response to the solicitation. The review panel was comprised of FH staff from Real Estate Development, Property Management and Resident Services departments, along with one external panel member. The review panel deemed three firms to be within the competitive range and the firms including Johnston Contracting, Inc. (Clovis, Ca), Brown Construction, Inc. (W. Sacramento, Ca) and Quiring General, LLC (Fresno, Ca) were invited to a virtual Skype interview meeting.

After a comprehensive review of the proposal packages, and virtual Skype interviews, the review panel is recommending Johnston Contracting, Inc. for the Barstow Commons development. Johnston Contracting, Inc. had the highest rated proposal and is the most advantageous for FH to build the Barstow Commons development. The proposals were ranked based on firm history, capability, track record and relevant experience, project team, project schedule, price/fee structure and economic opportunities outreach.

### Recommendation

It is recommended that the Boards of Commissioners award the General Contractor/Construction Management Services Contract for Barstow Commons

to Johnston Contracting, Inc. at a fee of \$65,000 for pre-construction consultancy services and for an amount not to exceed 14.00% of construction costs for General Contracting services. It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

### **Fiscal Impact**

The proposed contract with Johnston Contracting, Inc. is to be paid from the project development budget. However, until the construction and permanent financing is formally closed, it may be necessary to pay for the pre-construction consulting fee from the approved pre-development budget. No additional funds are being requested at this time.

### **Background Information**

Barstow Commons (APN: 416-040-09) is a proposed 42-unit new construction project in Fresno, CA that will include twenty (20) one-bedroom units, fourteen (14) two-bedroom units, seven (7) three-bedroom units, and one (1) three-bedroom manager unit. The households will have access to common area facilities in an on-site community building with approximately 4,038 net square feet where resident services will be offered free of charge. The project will meet all accessibility requirements consistent with local law and TCAC regulations. The site is intended to serve a combination multi-family residential and permanent supportive housing tenants in partnership with Fresno County Department of Behavioral Health. All of the units will include amenities that are comparable to market rate units in the community. Residents of Barstow Commons will have access to interior community spaces, outdoor play spaces for children and picnic-relaxation areas. The community room at Barstow Commons will accommodate services for families and children, community events, and property management-related functions. The design of the project includes ideas, designs and discussions around the concept of "Trauma Informed Design". The property will have two laundry facilities on-site and is being designed to Green Building standards. Emphasis will be placed on efficient mechanical systems (HVAC, water heating) and efficient shell measures (light color stucco, metal roofing/single-ply TPO). The site will also use drought resistant landscaping.

### **Past Board Actions**

- January 22, 2019: approved to enter into an assignment of real estate purchase contract
- January 22, 2019: approved the submission of an application to the No Place Like Home program
- June 25, 2019: approved the allocation of up to twenty-five (20) project based vouchers
- June 25, 2019: authorized the submission of a 9% LIHTC application and other funding applications
- October 22, 2019: approved HRFC funding commitment for acquisition of real property
- October 22, 2019: approved acquisition of property located at 130 W. Barstow, Fresno, CA 93704

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA**

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION  
MANAGEMENT SERVICES TO JOHNSTON CONTRACTING, INC. FOR THE BARSTOW  
COMMONS PROJECT IN FRESNO (APN 416-040-09), CALIFORNIA**

WHEREAS, the Housing Authority of the City of Fresno, California (the "Authority") seeks to expand the development and availability of low-income housing to residents in the City of Fresno and Fresno County; and,

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management ("GC/CM") Services on January 30, 2020 for the Barstow Commons new construction project (APN 416-040-09); and,

WHEREAS, the request for proposals was available on the Authority website, advertised in the Fresno Bee and listed with the local Builders Exchange; and,

WHEREAS, Johnston Contracting, Inc. was the firm recommended by a diverse panel of Authority staff and one external panelists and demonstrated the capacity and experience to complete the project; and,

WHEREAS, the Authority desires to enter into a contract with Johnston Contracting, Inc. for the services specified in their proposal, at a cost of \$65,000 for pre-construction consultancy services and for a fee not to exceed 14% of the construction budget; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorizes Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to negotiate and execute on behalf of the Authority a GC/CM contract with Johnston Contracting, Inc. for the Barstow Commons project.

PASSED AND ADOPTED THIS 28th DAY OF APRIL 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners  
 Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** April 24, 2020

**BOARD MEETING:** April 28, 2020

**AGENDA ITEM:** 5f

**AUTHOR:** Angie Nguyen

**SUBJECT:** Approval to Administer City of Clovis HOME Tenant Based Rental Assistance (HOME TBRA) program

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### Executive Summary

The purpose of this memo is to provide the Boards of Commissioners with information of the potential partnership between the City of Clovis and Fresno Housing where FH may administer a HOME TBRA program developed and funded by the City of Clovis.

The City of Clovis is awaiting final decision of the amendment of their funding application to the California Department of Housing and Community Development (HCD) for HOME Tenant Based Rental Assistance (Clovis HOME TBRA). The intent of Clovis HOME TBRA is to expand opportunities for low income families to access affordable housing in the City of Clovis. Prior to submitting the amendment to HCD, the City of Clovis needed to inform their City Council of their plan to administer a HOME TBRA program and approached Fresno Housing (FH) about administering it on their behalf. Funding for this program is up to \$1,000,000 and is intended to operate for two years. Under tight timelines and understanding the need to expand rental assistance opportunities in Clovis, FH agreed to administer given its experience in administering HOME TBRA for the City of Fresno.

Fresno Housing has been administering a similar program for the City of Fresno for 5 years and has a great deal of experience in this type of program. Staff of the City of Clovis approached staff at Fresno Housing because of this experience and the continuing partnership between the two entities as Clovis continues to focus on high quality affordable housing initiatives.

### Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno and the Board of Commissioners of the Housing Authority of Fresno County adopt the attached resolutions authorizing: (a) the acceptance of administration of the City of Clovis HOME TBRA, (b) negotiation and execution, by the Executive Director or his designee, of any resulting contract(s), and associated amendments; (c) to incorporate the new funding into the



HACCF approved corresponding budgets when agreement is executed; and (d) to hire related personnel to administer the program(s) in accordance with the funding requirements.

**Fiscal Impact**

The proposal has no anticipated negative fiscal impact, as the program will cover all rental assistance and administrative costs. The resulting agreement would result in up to an additional \$1,000,000 in rental assistance and related costs to administer the program. The program has no match requirement.

**Background Information**

FH has been working with the City of Clovis on incorporation of additional affordable housing. This Clovis HOME TBRA program will assist in that endeavor. Fresno Housing was approached by the City of Clovis to administer HOME TBRA due to agency expertise and leadership in projects such as Housing Choice Voucher program and City of Fresno HOME TBRA. If the amendment is approved by HCD, the City of Clovis will determine the criteria of which low income and/or vulnerable populations will be served under the HOME TBRA program. Once the Clovis and HCD agreement is finalized, FH staff and City of Clovis will work together to design the program.

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARDS OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION FOR APPROVAL TO ADMINISTER THE CITY OF CLOVIS HOME  
TENANT BASED RENTAL ASSISTANCE (CLOVIS HOME TBRA) PROGRAM

WHEREAS, the City of Clovis has requested Fresno Housing accept administration of a HOME Tenant Based Rental Assistance (HOME TBRA) program; and,

WHEREAS, said program is intended to provide additional opportunities for low income families to access affordable housing in the City of Clovis; and,

WHEREAS, program funding is for up to \$1,000,000 and is intended to run for two years,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorize the Executive Director or his designee to proceed with negotiation and execute all ancillary documents in connection therewith for acceptance of administration of the City of Clovis Home Tenant Based Rental Assistance Program.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF April, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARDS OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION FOR APPROVAL TO ADMINISTER THE CITY OF CLOVIS HOME  
TENANT BASED RENTAL ASSISTANCE (CLOVIS HOME TBRA) PROGRAM

WHEREAS, the City of Clovis has requested Fresno Housing to accept administration of a HOME Tenant Based Rental Assistance (HOME TBRA) program; and,

WHEREAS, said program is intended to provide additional opportunities for low income families to access affordable housing in the City of Clovis; and,

WHEREAS, program funding is for up to \$1,000,000 and is intended to run through HACCF Fiscal Years 2020-2021 and 2021-2022,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorize the Executive Director or his designee to proceed with negotiation and execute all ancillary documents in connection therewith for acceptance of administration of the City of Clovis Home Tenant Based Rental Assistance Program.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF April, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** April 24, 2020

**BOARD MEETING:** April 28, 2020

**AGENDA ITEM:** 6a

**AUTHOR:** Tracewell Hanrahan

**SUBJECT:** Agency Operational Update – COVID-19

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### Executive Summary

The purpose of this update is to provide information to the Boards of Commissioners regarding Fresno Housing's response to the coronavirus (COVID-19) pandemic. Staff will be presenting an overview of the action that has been taken by the Agency, as well as next steps and future considerations as we pivot towards a safe and thoughtful return to normalized operations.

## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director

**DATE:** April 24, 2020  
**BOARD MEETING:** April 28, 2020  
**AGENDA ITEM:** 6b  
**AUTHOR:** Michael Duarte

**SUBJECT:** Real Estate Development Update

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### Executive Summary

Staff will present an update on development.

### Recommendation

None at this time. Informational only.

## BOARD UPDATE

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director

**DATE:** April 24, 2020  
**BOARD MEETING:** April 28, 2020  
**AGENDA ITEM:** 7a  
**AUTHOR:** Sevag Jierian

**SUBJECT:** Request for Increase to General Pre-Development Funding

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### Executive Summary

The purpose of this memo is to request an increase to the general pre-development funding from the Housing Relinquished Fund Corporation ("HRFC"). Pre-development funding is used for a wide variety of initial due diligence activities for concept projects, including but not limited to escrow deposits, environmental studies, market studies, appraisals, capital needs assessments, land surveys, title reports, preliminary architectural designs, plan check fees, and application fees. These items are integral to obtaining entitlements through local jurisdictions, completing initial environmental reviews, achieve project readiness to be competitive for funding and otherwise evidencing feasibility for funding applications.

At the November 2012 Fresno Housing Authority ("FH") Board meeting, the Board authorized a loan of \$300,000 in revolving funds to be provided by HRFC for FH's real estate development initiatives for general pre-development activities. Once a project secures financing and closes, predevelopment expenses are reimbursable from construction and permanent financing sources.

In the past couple of years and for the foreseeable future, the State of California has greatly increased funding available for affordable housing. Concurrently, the need for quality affordable housing within Fresno County has continued to increase. To compound matters, the current COVID-19 Pandemic has disrupted the economy and increased unemployment rates, creating a greater need for affordable housing. It is possible that State and Federal governments will make additional investments in affordable housing to address the housing demand and stimulate the economy. Staff is recommending an increase to the general pre-development loan to allow for additional projects to be considered and investigated for feasibility.

### Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve an increase to the existing Housing Relinquished Fund

Corporation loan for general pre-development of \$300,000, for a total of \$600,000 in order for the Fresno Housing Authority to perform initial feasibility for concept projects, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute documents related to this action.

**Fiscal Impact**

The fiscal impact will be an increase of \$300,000 in HRFC funds allocated to pre-development, for a total requested commitment of \$600,000. Pre-development funds are reimburseable once a project secures and closes on financing to begin construction. If a project(s) does not move forward, it is possible for certain predevelopment expenses to not be repaid.

**Past Board Actions:**

- November 27, 2012: approved \$300,000 for pre-development investments from HRFC

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF THE CITY OF  
FRESNO TO INCREASE GENERAL PRE-DEVELOPMENT FUNDING TO \$600,000  
FROM HOUSING RELINQUISHED FUND CORPORATION FOR PRE-  
DEVELOPMENT PLANNING OF CONCEPT PROJECTS**

WHEREAS, the Housing Authority of the City of Fresno, CA, (the “Authority”) seeks to expand the development and availability of low-income housing to residents in the City of Fresno (the “City”); and

WHEREAS, the goals of the Housing Relinquished Fund Corporation (HRFC) include the financing of the development and provision of affordable housing units within Fresno County boundaries; and

WHEREAS, the HRFC desires to provide support to housing opportunities for low and moderate-income households within a variety of neighborhoods, and

WHEREAS, the Housing Authority of the City of Fresno and the Housing Authority of Fresno County desire to continue to investigate feasibility of new affordable housing developments; and

WHEREAS, on November 27, 2012 the Board of Commissioners of the Housing Authority of the City of Fresno, approved a pre-development loan for real estate development initiatives from HRFC for due diligence and other pre-development activities; and

WHEREAS, the Authority now desires to increase the pre-development loan from HRFC up to \$600,000 to further its real estate development initiatives; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno hereby authorizes an increase to the pre-development loan from Housing Relinquished Fund Corporation for a total of \$600,000 and authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all agreements and ancillary documents in connection therewith.



PASSED AND ADOPTED THIS 28TH DAY OF APRIL, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF FRESNO COUNTY**

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY  
TO INCREASE GENERAL PRE-DEVELOPMENT FUNDING TO \$600,000 FROM  
HOUSING RELINQUISHED FUND CORPORATION FOR PRE-DEVELOPMENT  
PLANNING OF CONCEPT PROJECTS**

WHEREAS, the Housing Authority of Fresno County, CA, (the "Authority") seeks to expand the development and availability of low-income housing to residents in the County of Fresno; and

WHEREAS, the goals of the Housing Relinquished Fund Corporation (HRFC) include the financing of the development and provision of affordable housing units within Fresno County boundaries; and

WHEREAS, the HRFC desires to provide support to housing opportunities for low and moderate-income households within a variety of neighborhoods, and

WHEREAS, the Housing Authority of the City of Fresno and the Housing Authority of Fresno County desire to continue to investigate feasibility of new affordable housing developments; and

WHEREAS, on November 27, 2012 the Board of Commissioners of the Housing Authority of Fresno County, approved a pre-development loan for real estate development initiatives from HRFC for due diligence and other pre-development activities; and

WHEREAS, the Authority now desires to increase the pre-development loan from HRFC up to \$600,000 to further its real estate development initiatives; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County hereby authorizes an increase to the pre-development loan from Housing Relinquished Fund Corporation for a total of \$600,000 and authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute all agreements and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 28TH DAY OF APRIL, 2020. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director

**DATE:** April 24, 2020  
**BOARD MEETING:** April 28, 2020  
**AGENDA ITEM:** 7b  
**AUTHOR:** Sheila Scheitrum

**SUBJECT:** Request for Housing Relinquished Fund Corporation Pre-Development  
Loan Increase - Chinatown

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### Executive Summary

The purpose of this memo is to request an increase to the approved Housing Relinquished Fund Corporation (HRFC) pre-development loan for the Chinatown housing development located at 1101 "F" St. in Fresno (APNs 467-065-06 & 467-065-07) to cover all pre-development and due diligence activities. The Chinatown housing development (the "Project") site consists of two contiguous vacant parcels totaling approximately 0.60 acres in the Chinatown district of Fresno, CA. The proposed development is a 4-story, mixed-use development with commercial/retail space on the ground floor, and 57 units of affordable workforce housing above.

On October 10, 2019, the Fresno City Council unanimously approved a Transformative Climate Community (TCC) Sub-Recipient Agreement for \$10,807,319 for the Chinatown housing development and a Memorandum of Understanding (MOU) between the City of Fresno and Fresno Housing totaling \$977,902 for public infrastructure improvements in the local Chinatown district. In addition, the City of Fresno unanimously approved a HOME Agreement for \$397,118 for the Project.

In addition to TCC and HOME funds, other committed public funding sources include the Infill Infrastructure Grant program (IIG) from the State of California, and a permanent and soft loan from California Housing Finance Agency (CalHFA). Low Income Housing Tax Credits and tax-exempt Bonds were also secured for the project in February 2020. The anticipated financial close and start of construction is tentatively schedule for June/July 2020.

At the October 11, 2017 Special Board Meeting, the Board of Commisisoners approved a \$1,000,000 loan for pre-development activity for the project. Staff is requesting to increase that pre-development loan by \$1,000,000, for a total commitment of up to \$2,000,000 from HRFC for the Chinatown development. These funds will be used to assist in completion of due diligence and other pre-development activities up to the financial close in June/July 2020. The pre-development loan will be repaid from construction sources at the time of finance closing, which is tentatively scheduled for June/July 2020. At this time, Staff still

estimates the construction/permanent phase investment from Fresno Housing to be up to \$1,000,000 for the Project.

### **Recommendation**

It is recommended that the Boards adopt the attached resolution approving a loan increase from the Housing Relinquished Fund Corporation for a total loan of up to \$2,000,000 for the Chinatown housing development relating to pre-development activities and due diligence and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute documents related to this action.

### **Fiscal Impact**

The fiscal impact will be up to \$2,000,000 of HRFC funds requested for the completion of due diligence and other pre-development activities for the Chinatown Housing Development. The pre-development loan will be repaid from construction sources at the time of finance closing, which is tentatively scheduled for June/July 2020. At this time, it is estimated that the construction/permanent phase investment from Fresno Housing will be up to \$1,000,000 for the Project.

### **Background Information**

The Chinatown housing development site consists of two vacant parcels located on the northeast corner of Mariposa and “F” streets southwest of Downtown Fresno. The site is in close proximity to the planned High Speed Rail station on approximately 0.60 acres. Staff envisions a four-story midrise structure with up to (57) residential units and approximately 4,500 sq. ft. of commercial space.

#### **Past Approvals:**

- February 12, 2020: Award of LIHTCs and Bonds
- October 12, 2019: Ratification of entrance into the Limited Partnership and approval of funding application submission to CalHFA applications for a permanent loan and a soft loan
- March 26, 2019: Entering into a Sub-Grant Agreement with City of Fresno
- February 27, 2018: Award of Architectural Contract (GGLO)
- January 23, 2018: Award of General Contractor/Construction Management Services (Johnston Contracting)
- December 19, 2017: Apply to funding (IIG, AHSC, LIHTC, CDLAC, HOME, AHP, etc.)
- November 28, 2017: Apply to Transformative Climate Communities funding application
- October 11, 2017: Authorize HRFC \$1,000,000 loan
- August 22, 2017: Ratifying Purchase and Sale Agreement
- August 22, 2017: Approval to submit Transformative Climate Communities Concept Proposal

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO, CA**

**RESOLUTION AUTHORIZING AN INCREASE TO THE HOUSING RELINQUISHED  
FUND CORPORATION PRE-DEVELOPMENT LOAN FOR THE CHINATOWN HOUSING  
DEVELOPMENT (APNs: 467-065-06 & 467-065-07), RELATED PRE-DEVELOPMENT  
ACTIVITIES, AND OTHER MATTERS RELATED THERETO**

WHEREAS, the Housing Authority of the City of Fresno, CA (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the City of Fresno, California; and,

WHEREAS, the Authority has received a tax credit award from the California Tax Credit Allocation Committee and tax-exempt Bonds from the California Debt Limit Allocation Committee for the development of the Chinatown housing development which is located at 1101 “F” Street in Fresno, CA, 93706 (APN’s 467-065-06, 467-065-07) “the Project”, and

WHEREAS, the Project consists of a 57-unit mixed-use multifamily complex with commercial on the first floor; and,

WHEREAS, the Authority has met with business owners and community members to determine the needs of the Chinatown area; and,

WHEREAS, on October 10, 2019, the Fresno City Council unanimously approved a Transformative Climate Communities (TCC) Sub-Recipient Agreement for \$10,807,319 for the Chinatown Housing Development and a Memorandum of Understanding (MOU) between the City of Fresno and Fresno Housing totaling \$977,902 for public infrastructure improvements in the Chinatown district; and,

WHEREAS, on October 10, 2019, the Fresno City Council unanimously approved a HOME Agreement for \$397,118 for the Project; and,

WHEREAS, the Authority has secured Infill Infrastructure Grant program (IIG) funds, and a permanent and soft loan from California Housing Finance Agency (CalHFA) for the project; and,

WHEREAS, on October 11, 2017 the Board of Commissioners of the Housing Authority of the City of Fresno, approved a loan of up to \$1,000,000 from the Housing Relinquished Fund

Corporation ("HRFC") for the completion of due diligence, other pre-development activities, closing costs and development activities for the Chinatown Housing Development; and

WHEREAS, the Authority now desires to increase the loan from HRFC up to \$2,000,000 for the Project; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA approves a loan increase from HRFC of up to \$2,000,000 for the Chinatown housing development project and authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection herewith.

. PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF APRIL, 2020. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF FRESNO COUNTY, CA**

**RESOLUTION AUTHORIZING AN INCREASE TO THE HOUSING RELINQUISHED  
FUND CORPORATION PRE-DEVELOPMENT LOAN FOR THE CHINATOWN HOUSING  
DEVELOPMENT (APNs: 467-065-06 & 467-065-07), RELATED PRE-DEVELOPMENT  
ACTIVITIES, AND OTHER MATTERS RELATED THERETO**

WHEREAS, the Housing Authority of Fresno County, CA (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; and,

WHEREAS, the Authority has received a tax credit award from the California Tax Credit Allocation Committee and tax-exempt Bonds from the California Debt Limit Allocation Committee for the development of the Chinatown housing development which is located at 1101 “F” Street in Fresno, CA, 93706 (APN’s 467-065-06, 467-065-07) “the Project”, and

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WHEREAS, the Authority has secured Infill Infrastructure Grant program (IIG) funds, and a permanent and soft loan from California Housing Finance Agency (CalHFA) for the project; and,

WHEREAS, on October 11, 2017 the Board of Commissioners of the Housing Authority of the City of Fresno, approved a loan of up to \$1,000,000 from the Housing Relinquished Fund



Corporation ("HRFC") for the completion of due diligence, other pre-development activities, closing costs and development activities for the Chinatown Housing Development; and

WHEREAS, the Authority now desires to increase the loan from HRFC up to \$2,000,000 for the Project; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA approves a loan increase from HRFC of up to \$2,000,000 for the Chinatown housing development project and authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection herewith.

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AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

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## EXECUTIVE DIRECTOR'S REPORT

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince  
CEO/Executive Director  
**DATE:** April 24, 2020  
**BOARD MEETING:** April 28, 2020  
**AGENDA ITEM:** 9  
**AUTHOR:** Staff  
**SUBJECT:** April 2020 Executive Director's Report

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### Executive Summary

The Boards of the Fresno Housing Authority have established the four strategic goals as: Place, People, Public, and Partnership. In addition, the following have been outlined as the management goals: Sustainability, Structure, and Strategic Outreach. The following report demonstrates the efforts of the Executive Leadership and Staff to progress towards the realization of these goals.

### PLACE

#### Overview

*Fresno Housing seeks to develop and expand the availability of quality affordable housing options throughout the City and County of Fresno by growing and preserving appropriate residential assets and increasing housing opportunities for low-income residents.*

The matrix below outlines the Development Pipeline and status of each project.

#### Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
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Mariposa Commons	Lease-Up	1011 W Atchison Avenue, Fresno, CA	40	100%
Orchard Commons	Under Construction	295 S Newmark Avenue, Parlier, CA	41	99%
The Villages at Paragon ( <i>fka Plaza Terrace</i> )	Under Construction	4041 Plaza Drive West, Fresno, CA	28	22%
Linnaea Villas ( <i>fka Kingsburg Seniors</i> )	Under Construction	2530 Sierra Street, Kingsburg, CA	47	23%
Solivita Commons ( <i>fka Willow/Alluvial</i> )	Under Construction	725 W Alluvial Avenue, Clovis, Ca	60	15%
The Villages at Broadway ( <i>fka Econo Inn</i> )	Pre-Development TCAC allocation received NPLH funds awarded Apr. 2020 Closing	1828 Broadway Street, Fresno, CA	26	N/A
The Villages at Barstow ( <i>fka Barstow Commons</i> )	Pre-Development NPLH funds awarded TCAC Award Pending	130 W Barstow Avenue, Fresno, CA	42	N/A
Doragon @ Chinatown	Pre-Development TCAC/CDLAC Allocation Rec'd Proposed June 2020 Closing	1101 F Street, Fresno, CA	57	N/A
Blackstone/Simpson	Pre-Development 2020 NPLH Submitted 2020 IIG Submitted 2020 AHP Submitted Potential 2 <sup>nd</sup> Round 2020 TCAC	3039 N Blackstone Avenue, Fresno, CA	41	N/A
California Avenue Neighborhood	Pre-Development	Southwest Fresno - TBD	TBD	N/A

### Project Highlights

The Villages at Broadway project closed on its construction financing on April 2<sup>nd</sup>, and is set to begin construction towards the end of April 2020. The parking lot located on the vacant Parc Grove Commons site in partnership with the Veterans Administration is anticipated to be completed in early June, 2020. The Doragon @ Chinatown development is targeting a financial closing and construction start date of June, 2020. Orchard Commons (formerly known as Orchard Apartments), is targeted to complete construction in early May, 2020.

## PEOPLE

### Overview

*Fresno Housing works to respect community needs and knowledge – by listening, learning and researching – and responding to issues compassionately, intelligently, intentionally – by developing exceptional programs based on shared expectations.*

### **Housing Choice Voucher (HCV) Leasing Update**

During the month of January staff continued to hold regular meetings to review both HAP and voucher utilization. On-going data assessments are reviewed in an effort to maintain the leasing rates.

Below is a breakdown of leasing activities that took place for the HCV City and County programs in January.

#### **HCV City**

- 2 new applicants attended briefings to receive their vouchers for the Mainstream program. This is a special program with specified eligibility criteria.
- 91 HAP contracts were completed for families who leased up.
- 224 applicants and participants are searching for housing.

#### **HCV County**

- 74 HAP contracts were entered for families who leased up.
- 244 applicants and participants are searching for housing.

## **PUBLIC**

### **Overview**

*Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno's low-income residents.*

Efforts are ongoing and we will report on those items as outcomes are achieved.

### **Overview**

*Fresno Housing seeks to collaborate to strengthen its ability to address the challenges facing Fresno communities.*

Fresno Housing is exploring several partnerships in the course of pre-development activities.

Project	Organization	Role
844 S. Chance Avenue	Habitat for Humanity Fresno City College	Partner in the rehabilitation of a former Neighborhood Stabilization Program (NSP) property to provide a homeownership opportunity for a low-income family

The Villages at Paragon	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Villages at Broadway	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Villages at Barstow	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Blackstone and Simpson	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations

## MANAGEMENT GOALS

*The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decision making related to Sustainability (staffing, finances, effectiveness, evaluation, technology, facilities); Structure (governance); and Strategic Outreach (communications, image, visibility, public affairs, policy).*

### Sustainability

*Build and maintain an innovative, engaged, visible, and sustainable organization, committed to its mission of providing housing for low-income populations.*

### Human Resources

Damian Rivera, Training & Development Analyst, in partnership with Scott Fetterhoff, Director of Human Resources and Organizational Development, have been building and organizing a series of online trainings for all levels of the Fresno Housing work force during this time of crisis and increased remote work. The first online training in this series was on general COVID-19 Awareness. This training provided an overview of what we know about the disease, how to prevent the spread of the disease in the community, a summary and roadmap of communication and direction that has been provided by the Agency, and resources from federal, state and local agencies, and information on things like emotional support and well-being, stress management, and our Agency's Employee Assistance Program. This was a mandatory training for all employees. The next mandatory online training was an orientation to working from home, which includes direction on setting up at-home workspaces correctly from both a safety / ergonomic and technology standpoint, how our Agency policies will apply to employees' work days under current circumstances, and some best practices and practical guidance for how to address some of the unique challenges employees may face while working remotely.

As workplace dynamics such as how the Agency provides services and interacts with clients, how to effectively manage time with different levels of flexibility and ambiguity, and how to stay well, healthy and maintain work-life balance will continue to change at a more rapid pace - the Human Resource and

Training Team has also been working closely with our operational departments to enhance personnel management processes and to deliver a variety of online training sessions that include topics related to workplace safety, client interaction and customer service, and different ways Fresno Housing can help our clients to maintain healthy homes. Damian Rivera is also working with Noble Credit Union and the Halcyon Employee Assistant Program (EAP) to organize virtual lunch-and-learn topics staff will be able to attend via webinar.

Amber Lujano, Human Resources Coordinator I, attended the “How to Walk Through a Workers’ Compensation Claim the Correct Way” seminar on March 12, 2020 presented by Michael Sullivan & Associates, LLP in partnership with the Fresno County Employer Advisory Council. The topic covered the processes involved from start to finish in a workers’ comp claim, common complications and challenges that arise, and legal pitfalls to watch out for.

The Human Resources Department continues to recruit for positions within the Property Management and Administrative Services departments, and there are no new hires to announce at this time.

Finally, the Human Resources Team is proud and excited to announce the following promotions!

- Laura Gonzalez-Cortes, Quality Assurance Coordinator - Housing Choice (promoted from Office Assistant II – Records Management)
- Eleanore Jacquez, Owner Services Specialist (promoted from Office Assistant II – Wait List)
- Steven Ruiz, Senior Housing Quality Inspector (promoted from Housing Quality Inspector)
- Lucinda Walls, Assistant Manager Resident Services (promoted from Resident Services Coordinator)

## **Structure**

*Maintain a committed, active, community-based Boards of Commissioners.*

Efforts are ongoing and we will report on those items as outcomes are achieved.

## **Strategic Outreach**

*Heighten agency visibility, facilitate community dialogue about housing solutions; and build support for the agency and quality affordable housing.*

Efforts are ongoing and we will report on those items as outcomes are achieved.