



Board of Commissioners Meeting

July 28, 2020

AGENDA

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Fresno, California 93721
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www.fresnohousing.org

Regular Joint Meeting of the Boards of Commissioners of Fresno Housing

5:00pm - July 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:*

To join via Zoom: <https://bit.ly/FHBoardMeeting072820>

**To join via teleconference, call: (669) 900-6833. Meeting ID: 972 5078 8774.
Password: 707931.**

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 submit a "Request to Speak" request by contacting the Board's Secretary (Tiffany Mangum). You will be called to speak under Agenda Item 3, Public Comment. Please email your request to speak to executiveoffice@fresnohousing.org.

The meeting platform 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, or email at the aforementioned email address.

5pm

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.

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7. Action	
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10. Closed Session	
a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b)) Property: 1030 E. Parlier Ave., Parlier CA 93648 (APN: 355-280-07) Agency negotiator: Preston Prince Negotiating parties: Housing Authority of Fresno County and City of Parlier Under negotiation: Price and Terms	
11 Report on Closed Session	
12. Adjournment	

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

Tuesday, June 23rd, 2020

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, June 23, 2020, via teleconference.

1. The regular meeting was called to order at 5:09 p.m. by Board Chair, Commissioner Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

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

ABSENT: Terra Brusseau

The regular meeting was called to order at 5:09 p.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 and absent were as follows:

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

ABSENT: None.

Also, in attendance were the following: Tracewell Hanrahan, COO/Deputy Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel. Preston Prince, CEO/Executive Director was absent due to a pre-scheduled vacation.

APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

MOTION PASSED: 6-0

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

MOTION PASSED: 5-0

3. PUBLIC COMMENT

Eric Payne, Executive Director of Central Urban Valley Institute, began with saying there may be some residents that would rather not release their names for the public record, out of fear of retaliation. He stated that it is a legal matter and that Fresno Housing can seek legal counsel on that subject. He felt overwhelmed by the death of George Floyd and the many other men and woman that have lost their lives. The historical actions of this administration requires us, in this moment, to pull back the curtains on the system we are dealing with. A system with a lack of organizational diversity and racist housing policies. Many would like to believe that this country has moved on from its racist past. At the Central Valley Urban Institute, they have always known that it has not. Hearing phrases, such as “defund the police”, for the first time may feel scary. There are times for moderation and times to push for systematic changes. This is the time to push for those systematic changes. He referred to the letter sent on August 6, 2019 requesting a public hearing to examine the Fresno Housing on Equity, Diversity and Inclusion. Almost a year later and they have yet to see anything come from it. The most egregious manifestation on institutionalized racism would be the Public and Private Real Estate policies. This would triage Black and Armenian families to substandard housing in Southwest Fresno. This is where Fresno Housing serves as the largest real estate holder. Today’s racial segregation in housing is entrenched, and that people of any race are unaware that system reforms are required. Right now, there is an opportunity to chip away at some of that structural racism and look at our budgets as value documents, and reinvest in people. To be able to move toward reform, there needs to be an acknowledgement of hurt and anger felt by communities of color. He quoted Fresno State Professor, Dr. Francine Oputa, in saying that “there is systemic racism that has worked in many ways for decades to keep Black and LatinX residents at the margins of education and economic systems in Fresno.” Until that racism is dealt with, true justice cannot be realized. The zip code in which you were raised does not determine our

destiny. Segregation is not an individual's fault but it is every person's responsibility. He ended with asking the Commissioners what changes they will make today.

Stacy Williams started by wanting to confirm that Preston Prince was not in attendance of this meeting. She stated that he is conveniently vacationing in the middle of a pandemic. When the agency, residents, and community needs his leadership the most, he is absent. Now, this board has to answer to the community for their negligence and demand they do their job. This intergovernmental agreement with the Fresno Housing Authority and the Fresno Police Department is nothing more than a "money grab" from the City of Fresno to the Fresno Housing Authority, she said. She stated that this is an effort of a pay to play for development projects. These projects have overly saturated communities of low-income housing and are plagued by the racist policies of redlining. She goes on to say that Mayor Brand, whose racist and anti-Black & brown policies, appointed Commissioner Terra Brusseau, the campaign manager of retired Police Chief and Mayor elect, Jerry Dyer, to the Housing Authority Board. All to push developers, like Brad Hardy, to get development contracts, throw money at Lee and Jerry's "pet projects" that she manages. She stated that Commissioner Brusseau has a known history of racist comments on this board and has yet to be held accountable by this body.

County Chair Sablan interrupted and concluded that the comment was referencing Agenda Item 6a and asked that her comments be made during that public comment section of the item. Ms. Williams then concluded her comments.

Sara Haze, long-term resident of Fresno, spoke on behalf of the community as a health researcher. She asked the board to focus on reinvesting in social programs that help our community. As a person who has studied homelessness and housing insecurity, she has started to feel an increase of concern in the direction that the Board is going. There needs to be reinvestment going back into the community. Back into the community where we put the most marginalized people at the top. As we go throughout this agenda, as we discuss the many things that are going to be affecting the most vulnerable, she asked the board to put them in the center of our board's work.

Leneesha Senegal shared her support of Fresno Housing. She asked the board to keep in mind the intended beneficiaries for all the programs provided. She stated that some programs lack any trickle down effects. Because of Covid-19, she has been able to see the income fragility that the residents are enduring from not having the same level of access to technology as everyone else. Fresno Housing facilities are a key tool for the residents to have and utilize. Residents need the type of technology to help residents competing in researching employment opportunities in the job market and residents with micro-enterprises. Considering that, she asked the Board to think about policies that support Section 3 outcomes, that any dollars that do trickle down, would indeed benefit the residents.

Rosemary Wanis submitted a written public comment as follows:

“I am Deaf and can’t use the microphone to express my comments, so I am typing my comment here. Can someone please read my comments aloud for the record? We agree with Mr. Payne’s comments that reinvestment needs to be done with the Deaf, Hard of Hearing, and Deaf/Blind communities. The current system addresses and is designed for able-bodied individuals. We need to look at those who have access to the housing authority through American Sign Language. This includes providing training to housing authority staff on how to provide linguistically accessible services as well as cultural humility in working with members of the Deaf community, at large. This is a marginalized group and we ask to be brought to the table. This includes not asking our children to interpret.”

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 May 26, 2020
- b. Consideration of the Contract for Replacement of Stairs at Maldonado Plaza
- c. Consideration of Acceptance of Award of Tax Credit Allocation – Barstow Commons
- d. Consideration of the Omnibus Resolutions – Chinatown
- e. Consideration of the Amendment to the No Place Like Home (NPLH) Resolution – Villages at Paragon

Commissioner Catalano asked to remove agenda item 5d for discussion.

City Chair Jones entered the meeting at 5:22 pm.

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Vaillancourt to approve the consent agenda items 5a-c, & 5e.*

MOTION PASSED: 4-0

Commissioner Christensen was absent from the vote.

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Castro to approve the consent agenda items 5a-c & 5e.*

MOTION PASSED: 6-0

A discussion ensued on Consent Agenda Item 5D.

COUNTY MOTION: *Commissioner Gallaher moved, seconded by Commissioner Fuentes to approve the consent agenda item 5d.*

MOTION PASSED: 6-0

CITY MOTION: *Commissioner Vaillancourt moved, seconded by Commissioner Christensen to approve the consent agenda item 5d.*

MOTION PASSED: 5-0

6. INFORMATIONAL

a. Update on Inter-governmental Agreement with the Fresno Police Department

Tracewell Hanrahan, Deputy Executive Director, presented on this item.

Public Comment:

Suquaina Hussain, Outreach Director for the Counsel on American and Islamic relations in Central California, wanted to share the support of the demands that have been shared by the Central Valley Urban Institute. They are rooted with input from the most impacted community members. This gives the Board the opportunity to intentionally reflect on its priorities and ensure that Fresno Housing's budget puts people first. Budgets are a reflection of priorities, and they are demanding that the Fresno Housing prioritize people, not the increased investment of the targeting, punishing and policing of our communities of color. She emphasized that the commission should ensure that black community leaders and members are included in the decision making process, as they have been the target of the worst police violence, systemic racism, and exclusion for hundreds of years. The disparities in our communities and the lack of resources are backed by data and research. It is well known that systemic racism has manifested into a decreased quality of life, life expectancy, fewer mental health services, few healthy food options, and less funding in educational youth programs in communities of color. These are not new issues and are well-known to those that have experienced it. This budget needs to reflect prioritization of underserved communities and not further investment into police programs. She asked the board to not spend further funds towards police and allocate these funds to youth development programs, workforce development, and any additional Covid-19 recovery efforts.

Eric Payne, Central Valley Urban Institute, stated that they have undertaken an urgent public process of participatory budgeting with over 200 resident participants to solicit the input of Fresno Housing's residents on their priorities for the Fresno Housing Authority. We, along with the residents, are requesting \$1 million in new funding to workforce development, training, youth programming, tenant associations, and Covid-19 recovery fund. They believe that

the agency needs to redirect its focus in reinvesting in people. The agency has a responsibility because people are struggling to live, survive and thrive. We need to be investing in alternative forms of care, safety and emergency response. Instead, residents are met with lethal outcomes and disproportionate arrest in communities of color. Our communities are not warzones. They should be a place for individual opportunity. Instead, they are met with violent reaction by its own government and housing authority, and racist housing policies that are tied to lease agreements and evictions. The agency should develop a security plan with stakeholders, but instead they push through with a flawed process and a flawed contract.

Nourbese Flint, Executive Director of Black Woman for Wellness Action, stated that they are a state wide, reproductive justice organization that centers the health of black women and girls. One of the core components of reproductive justice is to be able to live in the world where you can raise a family with dignity and respect. Black families are constantly living under systemic and institutionalized racism that affects every aspect of their lives. These stressors cause harm to the emotional, mental, economic, physical and spiritual health, resulting in lower lifespans, hiding mental trauma and a lesser quality of life. Racism is the leading contributor to one of the core issues of maternal and infant mortality and morbidity. We are in a moment to reimagine what it looks like to have a system that benefits all of us, centers people in their humanity at the core of our work. We can start rebuilding a system that looks at public safety and emergency responses differently. She reiterated what Eric Payne mentioned earlier, where the Central Valley Urban Institute has interviewed 200 residents where they have already done the work of looking at what they see as priorities, in terms of a budget. Workforce training, youth programs, and Covid-19 Recovery aid, being some of the recommendations. She stated that because of this work, there is no need to go through a yearlong process to talk to the community when they have already expressed their wants and needs. They are looking for leaders that are willing to be bold and courageous into the reimagining what public safety looks like. They are looking for people trained and specialized in substance abuse, homelessness, and mental health services.

Kimberly McCoy, Project Director at Fresno Building Healthy Communities, agreed with Central Valley Urban Institute's comments. Playing basketball with kids occasionally or putting on events are not enough for what is needed for these communities. Statements like "defund the police" may seem scary but the police department receives 53% of the city's budget. That budget includes a contract with Fresno Unified School District, Fresno Housing and other agencies. It is time to invest in our communities and our residents - not police. Residents would like workforce development and other programs that would provide resources and job opportunities to them. As a community organizer by trade, and as someone who has spoken directly with residents of Southeast and Southwest Fresno, these things are the biggest priority on their list.

Kiel Lopez-Schmidt, experience in architectural and research on homelessness, wanted to speak to the commissioners regarding this issue. One thing that the board should remember is that they should not just listen to thoughts and opinions from the public, but to dig into the data that is presented from the Fresno Police Department. From what Kiel has dug into, there has been a severe lack of information about arrests, violent confrontations, who's been excluded from housing, and what are those processes like. In order to identify what the issues are that

the agency can solve, there must be an unwinding of the 30-year bond between Fresno Housing and the Fresno Police Department. On January 3, 2019 Fresno Police officers raided the Phoenix property and detained several individuals on suspicions of drug trafficking. Although there were no arrests made or evidence being found, a 17-year-old (London Wallace) was brutalized on video by the Fresno Police officer that is currently on the force. Although there may be good connections and relationships between police officers and Fresno Housing staff, they are still intertwined in a system that is ready to militarize and cause harm to the communities. He asked the board to start to evaluate that and request real data from the Fresno Police Department.

Marissa Moraza, representing Fresno Barrios Unidos and several youth and families that are Fresno Housing residents, wanted to echo the previous comment made to reimagine safety. She gave thanks to the Central Valley Urban Institute and the other agencies that have provided feedback from the community on how they no longer want investment into the Police. They would rather refocus those potential investments to the communities' needs. Workforce training, youth programs, tenant associations, and Covid-19 recovery funds would be the ideal designation for those potential funds. She asked the board to analyze if Fresno Housing is using the best tool for the intended outcomes. If Fresno Housing is focused on creating access to quality housing and to build vibrant communities, then she asked would this be able to be accomplished without the continued investment to the police department.

Marcel Woodruff, youth organizer, began with saying that although he does not live at any of current Fresno Housing properties, he has served by organizing youth through the music studio at Legacy Commons. He has heard stories about police officers playing and engaging with the youth and the community. On the other hand, some youth do not feel safe when police officers are around. This makes the youth unwilling to participate in those programs. He stated that this is a wonderful opportunity to look into the plan and recommendations made by Eric Payne, Central Valley Urban Institute, by reimagining public safety.

Cary Ayala (Email read by County Chair – SS) Writing to urge Fresno Housing Authority to sever ties with Fresno PD, who have a long and well-documented history of racism at the individual level in addition to the historic systemic racism of policing in general. It is deeply disturbing that a public agency caring for some of our most vulnerable residents would participate in and perpetuate policies and relationships based on a Racist War on Drugs that only exacerbated poverty and housing insecurity in Fresno and across the country. It is also disturbing that leadership either did not notice the problematic nature of these relationships, or did not care to change them. Divest from police and use funds to HELP people, not further criminalize poverty.

Commissioner Jones wanted to let the public and residents know that she is aware of everything being said about this item. None of it is lost on her. She believed that by having this contract as long as we have, that it was the right thing to do. The intended outcome was protecting the residents. These contracts would not have been executed if leadership believed they were not protecting the residents. She stated that they would continue to hear from the public in order to come together with a compromise that would benefit all.

Commissioner Williams acknowledged that no one, that has made a public comment, has stated that they reside in one of the Fresno Housing properties. She shared her experience with the Fresno Police department in the community. Although she acknowledged that everything being said is true, she is appreciative of the police department and the officer she has worked with. She asked the commissioners to evaluate whether getting rid of the contract now, and the security that it comes with, in order to think of another solution is the right thing. As an African-American woman, she felt safer observing police officers patrol the properties periodically. She stated that there are several programs that are already working on providing workforce training to residents and taking away this program would only take away the safety it provides to the community.

Commissioner Castro thanked and appreciated all of the public comments on this topic. It is important to hear from the new programs that work extensively in that area. She appreciated the comments Commissioner Williams made about her experience as a resident in the community. As a commissioner, she felt that there have been many programs to help empower and enrich the residents. She stated finding a balance on increasing those programs while keeping the safety of the Police department contract is key. The goal is to figure out what would work the best and make the residents feel safe, valued and supported.

Commissioner Henry echoed the sentiments made by the other commissioners. She was thrilled to know that City Chair Jones is on the Fresno Police Reform Committee. She is confident in Commissioner Jones as a representative of Fresno Housing. She has confidence that Commissioner Jones will take this role seriously and provide the empathy and love these communities need. She stated that it is important to disaggregate that data internally and turn it into contracts. There is a need to look at the proportionality and not just the numbers given by the data. Statements like “defund the police” do not necessarily mean eliminating police altogether, but to have the conversation around what police do and respond to. Mental health responses require a person that is skilled and experienced, specifically towards those matters being resolved. There would be push for the agency to provide residents with progress if there is some data to hold conversations on. She was eager to bring to light the DEI work that the agency has been working on. There has been some great work done with consultants and there is a need to expedite those conversations to the public.

Commissioner Yanez has stated that over the past few weeks, there has been more crime being committed near her residence in one of the Fresno Housing properties. She is worried about the safety of these communities without these contracts. She stated that she is against the call to remove this contract and the safety it brings to the residents. She acknowledged the importance of the bonds that have been made with the police officers assigned to the properties and kids they interact with in the community. These officers are not patrolling the community as a security guard. They are interacting with residents and checking on their well-being. A lack of officers in the community would greenlight criminal activity and decrease public safety. She mentioned how some comments were being made that this money could be redirected to workforce, and she points out that there are other companies that specialize and have programs specifically for this issue.

Commissioner Catalano thanked the interpreters for providing a necessary communication tool. He also showed his appreciation to the resident-commissioners that have spoken out on their personal experience, living in these communities. He thanked them for their honesty and insight. There is a misconception on what this contract provides the residents. As the agency does outreach, he asked the boards to open the dialog and educate the community about the partnership with Fresno Housing. He is excited to hear the feedback given by the 200 residents. He stated it is important to show the community how much is being spent on resident engagement and enhancement. He asked staff to discuss more about the contract being provided. He clarified that this contract provides two assigned officers for the properties and it is not a random rotation. He will remain open to the conversation in the coming months.

Commissioner Fuentes has listened to the public comment and believed that what is being said makes sense. As a former victim of police brutality, he does not hold every other officer for the actions of an individual. He stated that if there were a situation to arise with his family, he would not want to call a counselor but rather the police. Security is the most important benefit of keeping this 30 year contract.

Commissioner Vaillancourt thanked the great comments being said by commissioners and the public. She appreciated being able to hold these conversations and hearing all of the perspectives. She thanked staff for not coming into this meeting with answers but with an invitation to open the dialog and listen to the input being provided.

b. Overview of 2019 Mixed Finance Financial Results

Emily De La Guerra, Director of Finance and Accounting, presented on this item.

c. Real Estate Development Pipeline Overview

Michael Duarte, Director of Planning and Community Development, presented on this item.

7. ACTION

a. Consideration of Funding Application Submission – Mendota Farm Labor

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Vaillancourt to approve the Funding Application Submission – Mendota Farm Labor.

MOTION PASSED: 5-0

COUNTY MOTION: Commissioner Fuentes moved, seconded by Commissioner Catalano to approve the Funding Application Submission – Mendota Farm Labor.

MOTION PASSED: 6-0

b. Consideration of Funding Application Submission – Blackstone and Simpson

CITY MOTION: *Commissioner Yanez moved, seconded by Commissioner Vaillancourt to approve the Funding Application Submission – Blackstone and Simpson.*

MOTION PASSED: 5-0

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Catalano to approve the Funding Application Submission – Blackstone and Simpson.*

MOTION PASSED: 6-0

c. County: Consideration of the Amended Bylaws

COUNTY MOTION: *Commissioner Catalano moved, seconded by Commissioner Gallaher to approve the Amended Bylaws.*

MOTION PASSED: 6-0

d. City: Consideration of the Amended Bylaws

CITY MOTION: *Commissioner Vaillancourt moved, seconded by Commissioner Williams to approve the Amended Bylaws.*

MOTION PASSED: 5-0

8. COMMISSIONERS' REPORT

Commissioner Jones announced that there are several letters on the NAHRO action alert center for the Commissioners to sign. One is encouraging the Senate to prioritize T-HUD and another encouraging Congress to include HUD funding and additional funding legislation that is currently being considered. She asked the Commissioners to sign the two letters before July 1, 2020.

Commissioner Catalano announced and congratulated Commissioner Jones on her appointment to the City's Police Reform Advisory Board.

9. EXECUTIVE DIRECTOR'S REPORT

- Promotions:
 - o Aysha Hills, Human Resources Manager (promoted from Senior Human Resources Analyst)
 - o Lucille Kirchman, Accounting Manager (promoted from Senior Accountant)
 - o Arlene Wood, Accounting Manager (promoted from Senior Accountant)
 - o Samuel Zamora, Property Specialist II (promoted from Maintenance Technician)
 - o Fidel Contreras, Communications Project Manager (promoted from Communications Coordinator)
 - o Tracy Navarro, Senior Manager – Property Management (promoted from District Manager)

10. CLOSED SESSION

The Boards of Commissioners entered closed session at approximately 7:06 pm.

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: N. Chestnut Avenue/E. Alluvial Avenue, Fresno, CA 93720 (APN: 404-071-50)

Agency negotiator: Preston Prince

Negotiating parties: Susan Brosi, Louis Brosi, Jr., and Housing Authority of the City of Fresno

Under negotiation: Price and Terms

11. REPORT ON CLOSED SESSION ITEMS

The Boards of Commissioners returned to open session at approximately 7:38 pm.

County Chair Sablan stated that there was no action to report from Closed Session.

12. ACTION

a. Consideration Purchase and Sale Agreement – Alluvial and Chestnut Avenues

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Vaillancourt to approve the Purchase and Sale Agreement – Alluvial and Chestnut Avenues.

MOTION PASSED: 4-0

Commissioner Williams was absent from the vote.

COUNTY MOTION: *Commissioner Fuentes moved, seconded by Commissioner Castro to approve the Purchase and Sale Agreement – Alluvial and Chestnut Avenues.*

MOTION PASSED: 6-0

13. 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 7:41 p.m.

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: July 23, 2020

BOARD MEETING: July 28, 2020

AGENDA ITEM: 5b

AUTHOR: Bobby Coulter

SUBJECT: Consideration of Contract Renewal – AT&T

Executive Summary

The Agency's CALNET3 contract with AT&T includes more than Internet and telephone service. The Agency leverages AT&T's deep knowledge of network engineering to ensure our networks are secure and configured to maximize performance. An improperly configured network can result in a security risk. Furthermore, an improperly configured network could result in the Agency paying for bandwidth that isn't being used for its intended purpose.

The Agency is currently utilizing an Intergovernmental Agreement through the CALNET 3 Statewide Contract, as allowed by the Agency's Procurement Policy and the HUD Procurement Handbook. The CALNET3 contract offers a substantial discount over what the Agency would be required to pay if we purchased the service on our own. On an annual basis, staff evaluates pricing and contract terms to ensure that the CALNET3 contract is the best fit for the Agency. Staff is recommending to continue utilizing the CALNET3 contract for Internet, telephone, and managed firewall services as it remains the most efficient and cost-effective solution.

The purpose of this memo is to seek approval from the Boards of Commissioner's to continue to utilize the CALNET3 contract with AT&T for Internet, telephone, and managed firewall services, beginning August 1, 2020, for an amount not to exceed \$400,000.

Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to continue to utilize the CALNET3 contract with AT&T for Internet, telephone, and managed firewall services for one year, beginning August 1, 2020, for an amount not to exceed \$400,000.

Fiscal Impact

The Agency would like to continue to contract with AT&T for Internet, telephone, and managed firewall services for an amount not to exceed \$400,000. The 2020 Operations Budget includes \$400,000 for this contract. The Agency spent a total of \$391,000 during the previous contract period.

Background Information

Internet Service Provider (ISP) choices are very limited in Fresno and the choices become even more limited if you factor in how many ISP's can manage the Agency's complicated network infrastructure.

In June 2016, the Boards approved the contract with AT&T to upgrade the Internet infrastructure for an amount not to exceed \$300,000. The new infrastructure provided a one hundred and ten (110) percent increase in bandwidth, enhanced disaster recovery, and ensured that remote sites become less reliant on connectivity at the Central Office. As of December 2017, all seventeen sites have been upgraded. In addition, the Agency has increased utilization of cloud resources to further increase fault tolerance. As more affordable housing becomes available through Agency development efforts, the cost for telephone and data services has increased to the current contract amount of \$400,000.

During the previous contract term, Agency staff began auditing telephone and data services to ensure the Agency is getting the best pricing and performance. The initial phase of the audit included rightsizing internet and phone services to match staff demands at each site. While this had minimal impact on the total amount spent during the previous contract cycle, staff saw significant increases in performance at offices that have experienced growth recently. In addition, sites that now require less staff, have a monthly cost that better reflects the amount of bandwidth needed for a smaller staff. The next phase of the audit will be to further investigate underutilization and explore consolidation of AT&T accounts. Through consolidation staff hopes to ease the workload on the Accounting department and gain efficiencies across the organization.

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE EXTENSION OF THE AT&T INTERNET AND
TELEPHONE SERVICES AGREEMENT

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has a contract with American Telephone & Telegraph ("AT&T") for Internet and Telephone services through the CALNET 3 Statewide Contract; and

WHEREAS, the term of the aforementioned contract ends July 30, 2020; and

WHEREAS, the Agency has been satisfied with the service it has received under the contract with AT&T; and

WHEREAS, the Agency desires to maintain the continuity of the aforementioned services pertaining to work in progress; and

WHEREAS, the Agency desires to exercise its option to continue to utilize the CALNET3 contract with AT&T telephone and data services for one year, beginning August 1, 2020, for an amount not to exceed \$400,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the one-year contract of the telephone and data services contract with AT&T and authorizes Preston Prince, Executive Director/CEO or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF JULY, 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 AUTHORIZING THE EXTENSION OF THE AT&T INTERNET AND
TELEPHONE SERVICES AGREEMENT

WHEREAS, the Housing Authority of Fresno County (the "Agency") has a contract with American Telephone & Telegraph ("AT&T") for Internet and Telephone services through the CALNET 3 Statewide Contract; and

WHEREAS, the term of the aforementioned contract ends July 30, 2020; and

WHEREAS, the Agency has been satisfied with the service it has received under the contract with AT&T; and

WHEREAS, the Agency desires to maintain the continuity of the aforementioned services pertaining to work in progress; and

WHEREAS, the Agency desires to exercise its option to continue to utilize the CALNET3 contract with AT&T telephone and data services for one year, beginning August 1, 2020, for an amount not to exceed \$400,000; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the one-year contract of the telephone and data services contract with AT&T and authorizes Preston Prince, Executive Director/CEO or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF JULY, 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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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing

FROM: Preston Prince

CEO/Executive Director

DATE: July 23, 2020

BOARD MEETING: July 28, 2020

AGENDA ITEM: 5c

AUTHOR: Lyric Aguigam

SUBJECT: Consideration of Contract with Yardi Systems, Inc. for Software as a Services (SAAS)

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award Yardi Systems Inc. a contract for software and services. The contract between Fresno Housing and Yardi Systems, Inc would be in effect beginning October 1, 2020 to September 30, 2023, with the option for one additional two-year extension for a total potential contract period of five years. The Agency currently has a contract with Yardi Systems Inc., which ends on September 30, 2020, to provide software licensing, support, and SAAS (software as a service). The Boards approved the original contract with Yardi Systems Inc. on July 28, 2015, and has approved subsequent extensions each year since. As explained below, staff is recommending approval of this contract as a non-competitive (sole-source) procurement.

Yardi was originally procured by Fresno Housing in 2015 using an intensive Request for Proposal (RFP) process, during which the reviewing panel concluded that Yardi provided the most comprehensive services in the industry. Since that procurement, the Yardi system has been modified to meet the needs of the Agency. Over the years, the Agency has invested over \$1.6 million dollars in the Agency's current system, and has spent thousands of staff hours dedicated to training, research, configuration, and customizations to ensure that Yardi provides optimal support for the Agency and our residents.

Agency Procurement Policy 3.3.7.1 permits sole-source contracts only when the award of a contract is not feasible using other procurement methods and, among other things, when the item is available from a single source, based upon a good faith review of available sources. Yardi's system is completely and totally unique. To procure another system to support the Agency's robust and complex programs would require another configuration, another significant capital outlay and years of staff time, diverting resources from current initiatives. Therefore, continuing to contract with Yardi Systems Inc. would provide the greatest economy and efficiency, and would result in a long-term cost savings for the Agency. Furthermore, according to peer networks and industry knowledge, staff is not aware of a competing product that has all of the same

modules as Yardi, such as Utility Bill Pay, Online Waitlist, Rent Cafe, and PayScan, all of which have become a vital part of our operations. For all of these reasons, staff is requesting to use a Non-Competitive Justification process for this contract, as allowed by the U.S. Department of Housing and Urban Development (HUD) and Procurement Policy section 3.3.7.1.

Recommendation

Staff recommends the Boards of Commissioners adopt a resolution authorizing Preston Prince, CEO/Executive Director, and/or his designee, to procure Yardi Systems, Inc. using the Non-Competitive Justification (NCJ) process and to execute the contract for software licensing, support, SAAS (Software as a service), and Utility Bill Pay Module with Yardi Systems for an amount not to exceed \$393,000 annually plus any CPI increases. This contract between Fresno Housing and Yardi Systems, Inc would be in effect beginning October 1, 2020 to September 30, 2023, with the option for one additional two-year extension for a total potential contract period of five years.

Fiscal Impact

The Agency is requesting to execute a contract with Yardi Systems, Inc. for a total annual not-to-exceed amount of \$393,000 plus any CPI increases for licensing, support, and SAAS. The 2020 Operations Budget includes funding to support Yardi Software and Software Maintenance. During the previous contract period (2019-2020), the Agency spent \$361,000 for Yardi Licensing and support. The variance in spending to the amount budgeted this year is due to increased usage of the Utility Bill Pay module.

Background Information

The Agency issued a Request for Proposals (RFP) for an Enterprise Management System in June of 2014. An evaluation committee with relevant experience was selected to evaluate each proposal. The committee did an initial round of scored evaluations based solely on the proposal received. The top two rated companies were interviewed by a panel of applicable users. After evaluations, the top two firms were invited to provide in-depth product demonstrations at the Agency's Central Office. Proceeding the full product demonstrations, a select panel of evaluators and their staff traveled to perform site visits of proposers' headquarters, and also visited other Housing Authorities who use each software product. Two third-party firms: Shift3, a local independent IT company, and Innovative Housing Solutions, a financial/IT consulting firm, both reviewed the RFP methodology to confirm the appropriate measures had been taken. In addition, a full cost analysis was completed to ensure prices were comparable across each proposer. Only after prices were confirmed did the evaluation committee make their final recommendation of Yardi Systems, Inc.

On May 26, 2015, the Boards of Commissioners approved Yardi Systems, Inc. as the tentative awardee of the RFP, subject to successful contract negotiations. The contract was approved by the Boards of Commissioners on July 28, 2015 for a term of one year, with the option to renew for four successive, one year terms. Extensions were approved in the amount of \$297,472 in 2016, \$299,300 in 2017, \$305,000 in 2018, and \$370,000 in 2019. Each of these amounts included provisions to accommodate increases in CPI (Consumer Price Index) and additional modules that were added onto the base system. The fourth and final extension of the current contract with Yardi expires on September 30, 2020. A Non-Competitive Justification procurement will allow Yardi Systems Inc. to continue to provide the following services and modules to the Authority: software licensing, support, SAAS (Software as a service), and Utility Bill Pay Module.

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE CONTRACT FOR THE YARDI SAAS SUBSCRIPTION

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has a current contract with Yardi Systems, Inc. ("Yardi") to provide EMS Support and SAAS (Software as a Service) and

WHEREAS, the final term of the aforementioned contract ends September 30, 2020 with no option to extend for another term; and

WHEREAS, the Agency has been generally satisfied with the services it has received under the contract with Yardi; and

WHEREAS, the Agency has invested critical resources into the Yardi system to ensure it provides optimal support for the Agency and our residents; and

WHEREAS, Agency Procurement Policy 3.3.7.1 permits sole-source contracts only when the award of a contract is not feasible using other procurement methods and, among other things, when the item is available from a single source, based upon a good faith review of available sources; and

WHEREAS, the Yardi System is completely and totally unique, and as such, it would not be economical or efficient to procure another system; and

WHEREAS, the Agency desires to procure Yardi using the Non-Competitive Justification (NCJ) process, and to execute the contract for EMS Support and SAAS (Software as a Service) for one year, beginning October 1, 2020 through September 30, 2022 for an annual not to exceed amount of \$393,000 plus any CPI increases in the given year for software licensing fees, with the option to extend for one additional, two-year period; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the Non-Competitive Justification procurement process and contract for EMS Support and SAAS Subscription with Yardi Systems, Inc. and

PASSED AND ADOPTED THIS 28th DAY OF July, 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 THE COUNTY OF FRESNO**

RESOLUTION APPROVING THE CONTRACT FOR THE YARDI SAAS SUBSCRIPTION

WHEREAS, the Housing Authority of the County of Fresno (the “Agency”) has a current contract with Yardi Systems, Inc. (“Yardi”) to provide EMS Support and SAAS (Software as a Service); and

WHEREAS, the final term of the aforementioned contract ends September 30, 2020 with no option to extend for another term; and

WHEREAS, the Agency has been generally satisfied with the services it has received under the contract with Yardi; and

WHEREAS, the Agency has invested critical resources into the Yardi system to ensure it provides optimal support for the Agency and our residents; and

WHEREAS, Agency Procurement Policy 3.3.7.1 permits sole-source contracts only when the award of a contract is not feasible using other procurement methods and, among other things, when the item is available from a single source, based upon a good faith review of available sources; and

WHEREAS, the Yardi System is completely and totally unique, and as such, it would not be economical or efficient to procure another system; and

WHEREAS, the Agency desires to procure Yardi using the Non-Competitive Justification (NCJ) process, and to execute the contract for EMS Support and SAAS (Software as a Service) for one year, beginning October 1, 2020 through September 30, 2022 for an annual not to exceed amount of \$393,000 plus any CPI increases in the given year for software licensing fees, with the option to extend for one additional, two-year period; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of County of Fresno does hereby approve the Non-Competitive Justification procurement process and execution of contract for EMS Support and SAAS Subscription with Yardi Systems, Inc. and

PASSED AND ADOPTED THIS 28th DAY OF July, 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

DATE: July 23, 2020

BOARD MEETING: July 28, 2020

FROM: Preston Prince
CEO/Executive Director

AGENDA ITEM: 5d

AUTHOR: Preston Prince

SUBJECT: Consideration of Agreement with Imagesoft Inc. for the
Implementation of Document Management Software

#

Executive Summary

The purpose of this memo is to seek the Boards of Commissioners' approval to negotiate and execute an agreement between the Fresno Housing Authority and Imagesoft for Document Management Software and Services.

Throughout the last six years, the Agency has made significant investments in technology and infrastructure to optimize operations and create a more agile workforce that is better suited to meet the ever-changing needs of our community. While most of these efforts typically revolved around operational or service related goals, there were often underlying efforts to become more sustainable through less production of paper files.

While the Agency increased efforts to become paperless, parallel efforts were being made to become more data driven in all of our processes and decisions. In order to be agile and data driven, information must be widely available and easy to access from any secure location. The next step in the Agency's evolution is to harness the power of the information stored in paper files through the implementation of a robust Document Management solution. A solution that will allow Agency staff to access files quickly from any location.

Remotely accessing files has always been a challenge that required substantial resources to store, retrieve, and protect files. While the challenge has surely been exacerbated by COVID-19, there will always be a need for a Document Management System due to Agency staff being spread across the entire county of Fresno. The Imagesoft solution will digitize, organize, and index information in a manner that allows staff to find information quickly from any location using a secure connection.

After many conversations with companies in the industry, the Agency determined that Imagesoft provided the most comprehensive services, and had the most extensive experience with Public Housing Authorities. The Agency applied a piggybacking procurement methodology to utilize a cooperative purchasing agreement through Omina Partners, as encouraged by HUD and allowed in the Agency's Procurement Policy. Omnia Partners performed the

original procurement by soliciting an Request for Proposal, documenting proof of publication, performing evaluations, and issuing the award letters. The cooperative purchasing agreement (R190904) allows the Agency to enter into an agreement with Imagesoft (awarding vendor) and quickly begin the document management services. The initial contract term will be for a five-year period with the ability to terminate the contract for convenience.

Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to negotiate and execute an agreement with Imagesoft Inc. for Document Management Software and Services from August 1, 2020 to July 31, 2025 for an amount not to exceed \$865,000.

Fiscal Impact

The Agency proposes to execute an agreement with Imagesoft for an amount not to exceed \$865,000. Of that cost, \$275,000 represents the annual license and support (\$55,000 per year for five years) including user licenses, support and maintenance, plus any CPI (Consumer Price Index) increases. The remaining \$590,000 represents a one-time implementation costs that include digitizing nearly ten years of existing paper files, staff training, purchasing storage hardware and any startup tasks needed to set up the solution to fit the needs of the Agency. The one-time implementation cost is not included in the 2020 Operating Budget, however, the Agency plans to utilize a portion of funding made available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act that must be spent before the end of 2020, as this is an eligible expense per HUD guidance. Once implementation is complete, the \$55,000 annual cost for support, maintenance and license related items will be included in future operating budgets.

#

RESOLUTION NO. _____

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

**RESOLUTION AUTHORIZING THE APPROVAL OF IMAGESOFT AGREEMENT FOR
THE IMPLEMENTATION OF DOCUMENT MANAGEMENT SOFTWARE AND SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") desires to enter a contract with Imagesoft Inc. to provide Document Management Software and Services; and

WHEREAS, the negotiated contract term includes services from August 1, 2020 to July 31, 2025 with a not-to-exceed amount of \$865,000; and

WHEREAS, the term of the negotiated contract will be for five years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the five-year contract of Document Management Software and Services with Imagesoft Inc. and authorizes Preston Prince, Executive Director/CEO or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF July, 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 AUTHORIZING THE APPROVAL OF IMAGESOFT AGREEMENT FOR
THE IMPLEMENTATION OF DOCUMENT MANAGEMENT SOFTWARE AND SERVICES**

WHEREAS, the Housing Authority of Fresno County (the "Agency") desires to enter a contract with Imagesoft Inc. to provide Document Management Software and Services; and

WHEREAS, the negotiated contract term includes services from August 1, 2020 to July 31, 2025 with a not-to-exceed amount of \$865,000; and

WHEREAS, the term of the negotiated contract will be for five years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the five-year contract of Document Management Software and Services with Imagesoft Inc. and authorizes Preston Prince, Executive Director/CEO or his designee, to negotiate and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF July, 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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Fresno, California 93721
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#

TO: Boards of Commissioners

DATE: July 23, 2020

Fresno Housing

BOARD MEETING: July 28, 2020

FROM: Preston Prince

AGENDA ITEM: 5e

CEO/Executive Director

AUTHOR: Emily De La Guerra

SUBJECT: Consideration of the Record Retention Policy

#

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and adopt the attached Record Retention Policy.

The purpose of the Record Retention Policy is ensure that the necessary documents and records are adequately protected and maintained, setting forth the rules and procedures that will ensure the economical, efficient, and systematic management of the Agency's documents in accordance with legal and contractual obligations. While the Agency has had internal, departmental-specific rules for record retention, Fresno Housing has not had an Agency-wide policy that has been approved by the Boards. If approved, this policy will be used by Agency staff and the contracted, third-party document imaging company to begin the process of electronically storing and organizing our Agency's paper files.

Recommendation

It is recommended that the Boards of Commissioners adopt the Record Retention Policy.

Fiscal Impact

There is no fiscal impact.

Background Information

During the normal course of business, Fresno Housing produces documents and records that may need to be retained for specific periods of time. Fresno Housing is committed to effective record retention in order to preserve its history, meet legal and contractual standards, optimize the use of space, minimize the cost of record retention and document imaging, and ensure that useless and unnecessary documents are destroyed. This policy applies to all physical and electronic documents generated in the course of operations, and staff members have the responsibility for identifying and retaining records in accordance with the policy. The Record Retention Policy is organized by department and document type and is outlined as shown below.

#

- Accounting and Finance
- Contracts
- Governance and Corporate Records
- Correspondence and Internal Memoranda
- Electronic Documents
- Grant Records
- Insurance Records
- Legal Files and Papers
- Miscellaneous
- Payroll Documents
- Pension Documents and Supporting Employee Data
- Personnel Records
- Occupational Health & Safety Records
- Property Records
- Tax Records
- Program & Service Records
- Fiscal Sponsor Project Records

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#

Record Retention Policy

Purpose

The purpose of the Record Retention Policy is to ensure that necessary records and documents of the Fresno Housing ("FH") are adequately protected and maintained. This policy sets forth the internal rules to ensure economical, efficient and systematic management of Fresno Housing's records (see "Definitions") and establishes the policy to maintain, protect, retain and/or dispose of records in accordance with legal, historical, or reference needs.

Policy

All documents and records produced in the normal course of Agency business are property of Fresno Housing, and by law or contract, may also be subject to state, federal or local ownership. Records shall not be mutilated, destroyed, removed or disposed of, except as provided by law, rule or policy. Records should be archived or disposed in accordance with the Agency's archive/disposal requirements after the designated retention period, subject to exceptions stated in this policy regarding retention for audit and/or litigation purposes. Record retention may be guided by recommendations or standards from professional organizations; however, records will be retained as provided in the Records Retention Schedule. In addition, records will be maintained as required by other applicable legal or contractual provisions.

All Fresno Housing staff members and covered entities (see "Definitions") have the responsibility for identifying and retaining records in accordance with established criteria and guidelines as outlined in the Records Retention Schedule, attached as Appendix A. All employees and covered entities are responsible for notifying a member of Agency management immediately when they believe that this policy has been violated. FH does not automatically delete electronic files beyond the dates specified in this policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.

Violations of the Record Retention Policy will be reviewed for appropriate action, which may include disciplinary action, termination of vendor accounts and/or contracts, or any other reasonable, appropriate actions. The Agency does and will cooperate with judicial and law enforcement organizations, as required.

Responsibility

Each and every employee, covered entity, officer, and commissioner is required to abide by the provisions set forth in the Record Retention Policy.

The Administrator (see “Definitions”) is responsible for the administration, interpretation, and application of this policy. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for (FH); monitor federal, state and local laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

The Boards of Commissioners are responsible for policy adoptions and revisions.

Exceptions

In the event FH is served with any subpoena or request for documents, or any employee becomes aware of a governmental investigation or audit concerning the Agency, or the commencement or in reasonable anticipation of litigation against or concerning the Agency, such employee shall inform the Administrator. Any further disposal of documents shall be suspended until the Administrator, with the advice of counsel, determines otherwise. The Administrator shall inform the appropriate staff to refrain from disposing relevant documents and electronically stored information.

Definitions

Administrator - The Executive Director, or his/her designee, is the person in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed.

Records - this Policy applies to all physical records generated in the course of FH 's operation, including both original documents, reproductions, and electronic documents, including but not limited to, e-mail, web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

Covered Entities - this Policy applies to all representatives of the Agency with access to Agency IT resources including: all subsidiaries and partnerships that require the use of Agency IT

resources; all customers, employees, board members, advisors, and agents of the Agency; all authorized third parties that require the use of and are granted access to the Agency network; all third party operators of Information System Environments (IS Environments).

Network Share – A location on the Agency network where official Agency business files are saved and stored. (e.g. Shares Drive, SharePoint, Yardi, etc.).

DRAFT

APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Governance and Corporate Records
- D. Correspondence and Internal Memoranda
- E. Electronic Documents
- F. Grant Records
- G. Insurance Records
- H. Legal Files and Papers
- I. Miscellaneous
- J. Payroll Documents
- K. Pension Documents and Supporting Employee Data
- L. Personnel Records
- M. Occupational Health & Safety Records
- N. Property Records
- O. Tax Records
- P. Program & Service Records
- Q. Fiscal Sponsor Project Records

A. ACCOUNTING AND FINANCE

Record Type	Retention Period
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit

Bank Statements and Canceled Checks	7 years
Employee Expense Reports	7 years
EMS: General Ledgers, Accounts Payables/ Receivables /P, A/R, Fixed Asset Data in EMS Modules (Yardi)	7 years
Interim Financial Statements	7 years
Loan Agreements including loan amortization schedules	Permanent
Credit card records (documents showing customer credit card number)	7 years

B. CONTRACTS

Record Type	Retention Period
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	3 years after final payment is made and all matters pertaining to the contact are closed
Public Works Contract – Prevailing Wages including contract number & period each employee was engaged on the contract, detailed pay records for each employee for each day worked, record showing all employees paid prevailing benefits or their equivalent value, wage & hour records for all “laborers and mechanics” employed in construction & repair of public works facilities, records showing all employees paid at least the prevailing minimum wage and age	7 years after final payment is made and all matters pertaining to the contact are closed.

certificate for each employee under the age of 19	
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C. GOVERNANCE AND CORPORATE RECORDS

Record Type	Retention Period
Governance and Corporate Records (minute books, recorded minutes signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports, cooperation agreements, joint powers agreements, resolutions, etc.)	Permanent (in original hard copy form)
Licenses and Permits	Permanent

D. CORRESPONDENCE AND INTERNAL MEMORANDA

General Principle: Most correspondence and internal memoranda should be retained for the same period as the record they pertain to or support. For instance, a letter pertaining to a particular contract would be retained as long as the contract (7 years after expiration). Records that support a particular project shall be kept with the project and take on the retention time period of that particular project file.

Correspondence or memoranda that do not pertain to specific records having a prescribed retention period should generally be discarded sooner. These may be divided into two general categories:

1. Those pertaining to routine matters and having no significant, lasting consequences should be discarded *within two years*. Some examples include:
 - Routine letters and notes that require no acknowledgment or follow-up, such as notes of appreciation, congratulations, letters of transmittal, and plans for meetings.
 - Form letters that require no follow-up.
 - Letters of general inquiry and replies that complete a cycle of correspondence.

- Letters or complaints requesting specific action that have no further value after changes are made or action taken (such as name or address change).
- Other letters of inconsequential subject matter or that definitely close correspondence to which no further reference will be necessary.
- Chronological correspondence files.

Please note that copies of interoffice correspondence and documents where a copy will be in the originating department file should be read and destroyed, unless that information provides reference to or direction to other documents and must be kept for project traceability.

2. Those pertaining to non-routine matters or having significant lasting consequences should generally be retained permanently.

E. ELECTRONIC DOCUMENTS

1. **Electronic Mail:** Not all email needs to be retained, depending on the subject matter. E-mail is to be viewed as temporary storage for documents. All correspondence deemed related to Agency business should be stored in the same Network Share as other documents related to the same situation. For additional information regarding acceptable use and storage, refer to the Information Technology Policy.
 - All e-mail—from internal or external sources—can be deleted after 12 months from your email boxes (inbox, deleted, sent, etc.)
 - Staff will strive to keep all but an insignificant minority of their e-mail related to business issues in their email boxes.
 - FH IT systems will archive e-mail, sent or received, for a maximum of 7 years.
 - All staff has a duty of care not to send confidential/proprietary FH information to outside sources.
2. **Electronic Documents:** Including, but not limited to, Microsoft Office Suite, text files and PDF files. FH does not automatically delete electronic files beyond the dates specified in this policy. It is the responsibility of all staff to adhere to the guidelines specified in this policy.

Periodically, FH will run a backup copy of all electronic files on its servers. This backup is a safeguard to retrieve lost information within a one-year retrieval period should documents on the network experience problems. The backup copy is considered a

safeguard for the record retention system of FH, but is not considered an official repository of all records.

In certain cases, a document will be maintained in both paper and electronic form. In such cases, the official document will be the electronic document.

F. GRANT RECORDS

Record Type	Retention Period
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	Permanent
Final grantee reports, both financial and narrative	7 years after completion of grant period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period

Grantee work product produced with the grant funds	7 years after completion of grant period
Continuum of Care	All records pertaining to Continuum of Care funds must be retained for the greater of 5 years or the period specified in the grant agreement.

G. INSURANCE RECORDS

Record Type	Retention Period
Annual Loss Summaries	10 years
Audits and Adjustments	3 years after final adjustment
Certificates Issued to FH	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Group Insurance Plans - Active Employees	Until Plan is amended or terminated
Group Insurance Plans – Retirees	Permanent or until 6 years after death of last eligible participant
Inspections	3 years
Insurance Policies (including expired policies)	Permanent
Journal Entry Support Data	7 years
Loss Runs	10 years
Releases and Settlements	25 years

DRAFT

H. LEGAL FILES AND PAPERS

Record Type	Retention Period
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

I. MISCELLANEOUS

Record Type	Retention Period
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

J. PAYROLL DOCUMENTS

Record Type	Retention Period
Employee Deduction Authorizations	7 years after termination

Payroll Deductions	7 years
W-2 and W-4 Forms	7 years
Garnishments, Assignments, Attachments	7 years
Labor Distribution Cost Records	7 years
Payroll Registers (gross and net)	7 years
Time Cards/Sheets	7 years
Unclaimed Wage Records	7 years

K. PENSION DOCUMENTS AND SUPPORTING EMPLOYEE DATA

General Principle: Pension documents and supporting employee data shall be kept in such a manner that FH can establish at all times whether or not any pension is payable to any person and if so the amount of such pension.

Record Type	Retention Period
Retirement and Pension Records	Permanent

L. PERSONNEL RECORDS

Record Type	Retention Period
Commissions/Bonuses/Incentives/Awards	7 years
EEO- 4 Employer Information Reports	3years after superseded or filing (whichever is longer)
Employee Earnings Records	Separation + 7 years
Employee Handbooks	1 copy kept permanently

Employee Medical Records	Duration of employment plus 4 years
FMLA Records	Duration of employment plus 4 years
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, garnishments, test results, training and qualification records)	Duration of employment plus 4 years
Affirmative Action Plans and all supporting evidence of good faith efforts to implement the plan	5 years
Employment Contracts – Individual	Duration of employment plus 4 years
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	4 years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	4 years or duration of any claim or litigations involving hiring practices
Job Descriptions	4 years after superseded
Personnel Count Records	4 years
Union collective bargaining agreements	Expiration + 3 years
Forms I-9 for each employee hired after November 6, 1986	The later of 3 years from hire date or 1 year after termination

Form 700	7 years
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M. OCCUPATIONAL HEALTH AND SAFETY RECORDS

Record Type	Retention Period
Log of occupational injuries or illnesses resulting in: medical treatment (other than first aid); loss of consciousness or restriction of work or motion; transfer or termination of employment	5 years minimum following injury or illness
OSHA 300 Report posted each year from February 1 through April 30	5 years after each year reported.
Hazardous condition exposures	Up to 30 years after employment ends
Allegations of employee exposure	Up to 30 years after employment ends
Date-stamped copy of claim, DWC Form 1	5 years from date of injury or last date of benefit payment whichever is later
Report of Occupational Injury or Illness, DLSR Form 5020	5 years from date of injury or last date of benefit payment whichever is later
All reports to the Division of Workers' Compensation, including DWC Form 500	5 years from date of injury or last date of benefit payment whichever is later
Letter of denial to employee	5 years from date of injury or last date of benefit payment whichever is later
Medical reports on claim	5 years from date of injury or last date of benefit payment whichever is later
Orders & awards of WC Appeals Boards	5 years from date of injury or last date of benefit payment whichever is later

WC benefits payment record	5 years from date of injury or last date of benefit payment whichever is later
Estimate of future liability	5 years from date of injury or last date of benefit payment whichever is later
Applications to WC Appeals Board for adjudication of claims	5 years from date of injury or last date of benefit payment whichever is later
All notices sent to employee	5 years from date of injury or last date of benefit payment whichever is later

N. PROPERTY RECORDS

Record Type	Retention Period
Correspondence, Property Deeds, Assessments, Licenses, Rights of Way	Permanent
Original Purchase/Sale/Lease Agreement	Permanent
Property Insurance Policies	Permanent

O. TAX RECORDS

General Principle: FH must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

Record Type	Retention Period
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent

Excise Tax Records	7 years
Payroll Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Work paper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent
Unemployment tax including total pay, including amounts withheld for any reasons, wages subject to tax and contributions to state unemployment fund	Permanent

P. PROGRAM AND SERVICE RECORDS

FH administers affordable housing programs including but not limited to Low Income Public Housing (LIPH), Housing Choice Voucher (HCV-Section 8), Multifamily Housing including Project Based Rental Assistance (PBRA), Low Income Housing Tax Credit (LIHTC), HOME, and USDA Rural Development, will retain records in such a manner consistent with HUD and all applicable housing program record retention schedules and State of California applicant and resident/participant retention policies and schedules. Data may be retained in electronic or paper format. Retention Period below may change per governing program requirements are updated.

Record Type	Retention Period
Eligibility, Selection, Admission Policies, including Interest/Waitlist Procedures for Public Housing, Housing Choice Voucher, and Affordable Housing programs.	Expiration of each Administrative Plan, Admissions and Occupancy Policy (ACOP), Plan effective date + 7 years.
Changes to eligibility, selection and admission policies including de-concentration and interest list/waitlist procedures.	Expiration of each Administrative Plan, Admissions and Occupancy Policy (ACOP) and Management Plan effective date + 7 years
<p>Supporting documentation related to the family's eligibility, tenancy, and termination for Public Housing and/or Housing Choice Voucher programs, including, but limited to:</p> <ul style="list-style-type: none"> • Form HUD-50058 • Original Application; income documentation; screening documentation; criminal background check, and original lease processed at time of admission; • Certification for current plus the past three years • Family's signed Declaration of not being assigned a SSN by the SSA; • a copy of the EIV Income Report, regardless of whether or not any income is reported for the household • Earned Income Disallowance (EID) documentation to determine family has exhausted the 48-months lifetime maximum eligibility period. 	<p>Public Housing Programs and HCV Participant Information - initial eligibility and most current 4 years in the active file.</p> <p>EID participants - record of eligibility and program participation - permanent.</p>

<p>Supporting documentation related to the family's eligibility, tenancy, and termination for Multifamily, Project Based Rental Assistance (PBRA) programs, including, but limited to:</p> <ul style="list-style-type: none"> • Form HUD-50059 • Original, signed forms HUD-9887, and HUD-9887-A for all adult members • Original Application; income documentation; screening documentation; criminal background check, consent forms, and original lease processed at time of admission; • Certification for the past three years, includes criminal background checks for new adult members added to the household; • Family's signed Declaration of not being assigned a SSN by the SSA; • a copy of the EIV Income Report, regardless of whether or not any income is reported for the household • Signed paper copy of the subsidy voucher - five years after HUD or Contract Administrator action 	<p>From time of move in to move out and a minimum of three (3) years thereafter. Older records may be moved off-site when files get large, however available upon request (HUD 4350.3, Chapter 6)</p>
<p>Supporting documentation related to the family's eligibility, tenancy, and termination for Low Income Housing Tax Credit (LIHTC) Program and HOME including but not limited to:</p>	<p>No less than 3 years from the end of the calendar year in which they are received. First year LIHTC qualifying resident files to be stored permanently.</p>

All owner certification, applicant and resident program eligibility, Tenant Income Certification, (TIC)	
Supporting documentation related to the family's eligibility, tenancy, and termination for USDA/Farm Labor	No less than 3 years from the end of the calendar year in which they are received.
<u>Additional Supporting Documentation</u>	
An application from each ineligible family and notice that the applicant is not eligible	4 years
Lead-based paint records as required by 24 CFR 35.175, Subpart B	4 years
Documentation supporting the establishment of flat rents. (Public Housing Only)	4 years
EIV Master Binder	Current year plus 3 years
Documentation supporting the establishment of utility allowances and surcharges	4 years
Documentation supporting PHAS scores (PIH and SEMAP only)	4 years
Accounts and other records supporting FH budget and financial statements for the program	4 years
Other records as determined by the FH or as required by HUD	4 years
If a hearing to establish a family's citizenship status is held, retention of records is five year	5 years

Records, reports and other documentation in connection with the HCV program	3 years
Research & Publications	Permanent (1 copy only)

Q. FISCAL SPONSOR PROJECT RECORDS

Record Type	Retention Period
Sponsorship agreements	Permanent
Records of Contributions	7 Years
FH 's or other documents evidencing terms of gifts	7 Years

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION TO APPROVE THE REVISION TO THE RECORD RETENTION POLICY

WHEREAS, Fresno Housing (the Agency) produces documents that may need to be retained for specific periods of time, as required by law or other contractual obligation; and

WHEREAS, a Record Retention Policy is necessary to ensure that documents are adequately protected and maintained in accordance with applicable laws and obligations; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby approve of the Record Retention Policy.

PASSED AND ADOPTED THIS 28th DAY of July, 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 Commissioner

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION TO APPROVE THE REVISION TO THE RECORD RETENTION POLICY

WHEREAS, Fresno Housing (the Agency) produces documents that may need to be retained for specific periods of time, as required by law or other contractual obligation; and

WHEREAS, a Record Retention Policy is necessary to ensure that documents are adequately protected and maintained in accordance with applicable laws and obligations; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby approve of the Record Retention Policy.

PASSED AND ADOPTED THIS 28th DAY of July, 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 Commissioner

BOARD MEMO

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

DATE: July 23, 2020
BOARD MEETING: July 28, 2020
AGENDA ITEM: 5f
AUTHOR: Aysha Hills

SUBJECT: Consideration of Temporary Staffing and Direct Placement Services

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners on the contracts for the Agency's Temporary Staffing and Direct Placement Services Request for Proposals (RFP). During the course of normal business, the Agency may need to utilize temporary staffing or direct placement services in order to meet the operational needs of the organization. The RFP solicited requests from qualified temporary and direct placement employment service firms, and allowed them to submit a proposal and pricing for any/all of the following "lots" described in the scope of work.

1. Temporary Clerical Employees
2. Temporary Maintenance Employees
3. Temporary Supervisory / Management Employees
4. Temporary Construction Related Employees
5. Permanent Direct Placement

Several factors were taken into consideration when selecting the successful proposers, including proposed costs, demonstrated experience with Fresno Housing or a similar agency, technical capabilities, the overall quality of the proposals, and whether the firm engaged in Section 3 activities. An evaluation committee was responsible for evaluating the proposals, scoring each firm based on the documents they submitted and the requirements listed above. Staff took every effort to engage all different types of staffing service firms in the RFP process, including sending the RFP directly to firms, following up with emails, answering questions and providing assistance. Overall, the Agency received proposals from sixteen different firms. Below is a summary of the successful proposers for each lot and a summary of the annual not-to-exceed amounts.

Successful Proposers

Lot Number	Lot Type	Successful Proposer	Annual Not-to-Exceed Amount
1	Clerical	Apple One	\$350,000
		Express Employment Solutions	\$350,000
		Tryfacta	\$350,000
2	Maintenance	Express Employment Solutions	\$110,000
		Tryfacta	\$110,000
		22nd Century	\$110,000
3	Supervisory	Apple One	\$100,000
		Express Employment Solution	\$100,000
		Tryfacta	\$100,000
4	Construction	Express Employment Solution	\$85,000
		Tryfacta	\$85,000
		22nd Century	\$85,000
5	Direct Placement	Apple One	\$130,000
		Express Employment Solution	\$130,000
		Robert Half	\$130,000

The above not-to-exceed amounts reflect the total maximum amount each firm could receive over a one year period and are not guaranteed payments that the firms will receive. In the past, the Agency has employed one staffing firm per lot, however, due to a tightening labor market and fluctuating market conditions over the last five years, multiple staffing firms are necessary. Staff is recommending the above “pool” of vendors for each lot, as the most effective and efficient method to get the best qualified talent for the Agency.

Recommendation

It is recommended that the Boards of Commissioners adopt the attached resolutions authorizing the CEO/Executive Director to negotiate and execute contracts with successful proposers for the not-to-exceed amounts listed above.

Fiscal Impact

On average, the Agency spends approximately \$310 thousand each year on temporary staffing and direct placement services. However, due to fluctuations in staffing across various departments it is hard to quantify which type of service (i.e. clerical, maintenance, supervisory, etc.) will be needed each year. As such, staff is recommending to approve similar not-to-exceed amounts for each firm in order to increase our flexibility to utilize the pool of vendors for the best price and talent. While the not-to-exceed amounts

in the contracts will, in totality, be higher than the actual budget amount, the Agency will stay within its allowed budget authority for this service.

Background Information

The US Department of Housing and Urban Development (HUD) procurement guidelines require public housing authorities to solicit for services on a regular basis. The RFP method considers both technical factors and price when evaluating a proposal, and allows for discussions with proposers concerning the proposal submitted and the negotiation of contract price. Awards are made on the basis of the proposal that represents the best overall value to the Agency, considering price and other factors (technical expertise, past experience, quality of proposed staffing, etc.) set forth in the solicitation and not solely the lowest price.

On April 21, 2020, the Agency posted RFP #P20003 for Temporary Employment and Job Placement Services. The Agency was pleased to receive proposals from sixteen firms. After the initial round of evaluations, five firms were asked to send their “best and final” offer for pricing which resulted in the final pool of successful proposers, as presented in this memo.

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RESOLUTION NO. _____

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

**RESOLUTION APPROVING THE CONTRACT FOR THE TEMPORARY STAFFING AND
DIRECT PLACEMENT SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) has solicited proposals from qualified staffing firms for temporary staffing and direct placement services; and

WHEREAS, Apple One, Express Employment Professionals, Tryfacta, 22nd Century, and Robert Half were all responsive and responsible firms who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD); and

WHEREAS, the Agency desires to utilize multiple staffing firms in order to support demand and source the best talent; and

WHEREAS, the Agency desires to contract with Apple One for Temporary Staffing and Direct Placement Services for three years, beginning August 1, 2020 through July 31, 2023 for a not-to-exceed amount of \$580,000 per year, with the option to extend for two additional, one-year periods; and

WHEREAS, the Agency desires to contract with 22nd Century for Temporary Staffing and Direct Placement Services for three years, beginning August 1, 2020 through July 31, 2023 for a not-to-exceed amount of \$195,000 per year, with the option to extend for two additional, one-year periods; and

WHEREAS, the Agency desires to contract with Express Employment Solutions for Temporary Staffing and Direct Placement Services for three years, beginning August 1, 2020 through July 31, 2023 for a not-to-exceed amount of \$775,000 per year, with the option to extend for two additional, one-year periods; and

WHEREAS, the Agency desires to contract with Tryfacta for Temporary Staffing and Direct Placement Services for three years, beginning August 1, 2020 through July 31, 2023 for a not-to-exceed amount of \$645,000 per year, with the option to extend for two additional, one-year periods; and

WHEREAS, the Agency desires to contract with Robert Half for Temporary Staffing and Direct Placement Services for three years, beginning August 1, 2020 through July 31, 2023 for a

not-to-exceed amount of \$130,000 per year, with the option to extend for two additional, one-year periods; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize the Executive Director/CEO, or his designee, to execute the contracts for Temporary Staffing and Direct Placement Services with Apple One, Express Employment Professionals, Tryfacta, 22nd Century, and Robert Half; and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF July, 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 CONTRACT FOR THE TEMPORARY STAFFING AND
DIRECT PLACEMENT SERVICES**

WHEREAS, the Housing Authority of Fresno County (the “Agency”) has solicited proposals from qualified staffing firms for temporary staffing and direct placement services; and

WHEREAS, Apple One, Express Employment Professionals, Tryfacta, 22nd Century, and Robert Half were all responsive and responsible firms who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD); and

WHEREAS, the Agency desires to utilize multiple staffing firms in order to support demand and source the best talent; and

WHEREAS, the Agency desires to contract with Apple One for Temporary Staffing and Direct Placement Services for three years, beginning August 1, 2020 through July 31, 2023 for a not-to-exceed amount of \$580,000 per year, with the option to extend for two additional, one-year periods; and

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WHEREAS, the Agency desires to contract with Robert Half for Temporary Staffing and Direct Placement Services for three years, beginning August 1, 2020 through July 31, 2023 for a

not-to-exceed amount of \$130,000 per year, with the option to extend for two additional, one-year periods; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize the Executive Director/CEO, or his designee, to execute the contracts for Temporary Staffing and Direct Placement Services with Apple One, Express Employment Professionals, Tryfacta, 22nd Century, and Robert Half; and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF July, 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: July 23, 2020

BOARD MEETING: July 28, 2020

AGENDA ITEM: 5g

AUTHOR: Scott Fetterhoff

SUBJECT: Consideration of the Communicable Disease Control Policy

#

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and adopt Fresno Housing's Communicable Disease Control Policy. The purpose of the Communicable Disease Control Policy is to provide direction for handling workplace situations involving communicable and infectious diseases, and for providing protocols and guidance on how employees can help protect themselves and others.

Protecting employees' health and safety is one of the Agency's most critical priorities. In light of the current and ongoing COVID-19 pandemic, the Agency is reviewing and assessing all programs, protocols and policies related to workplace safety and health. The Boards of Commissioners previously adopted the "Policy on Communicable and Life Threatening Diseases" in October 2014 and staff is proposing to change the name of the policy, as well as, make changes that are more comprehensive, focus on a wider variety of illnesses, and clarifies expectations related workplace safety protocols and controls. Staff has reviewed and made recommended changes (attached herein) to the policy. In addition to a variety of minor edits, below is a summary of recommended key changes:

- Changed policy name from Policy on Communicable and Life Threatening Diseases, to Communicable Disease Control Policy.
- ed and clarified expectations and protocols for preventing the spread of infections in the workplace, including reporting and screening, cleaning, training, personal protective equipment, absences from work and working remotely, amongst others.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the attached revisions to the Communicable Disease Control Policy, formerly known as the Policy on Communicable and Life-Threatening Diseases.

Communicable Disease Control Policy

Introduction

The Communicable Disease Control Policy sets forth the steps that Fresno Housing (the Agency) will take to protect employees and the workplace from exposure to communicable diseases. Protecting all employees' health and safety is one of the Agency's most important priorities.

Communicable diseases include, but are not limited to, conjunctivitis (pink-eye), human immunodeficiency virus (HIV infection) and AIDS, AIDS-Related Complex (ARC), influenza, leprosy, measles, Severe Acute Respiratory Syndrome (SARS), SARS-CoV-2 (coronavirus), tuberculosis, Middle East Respiratory Syndrome (MERS), viral hepatitis-A (infectious hepatitis), and viral hepatitis-B (serum hepatitis). Fresno Housing may broaden this definition in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Purpose

The purpose of this policy is to provide direction for handling workplace situations involving communicable and infectious diseases, and for how employees can help to protect themselves and others with the following efforts:

- Reducing disease transmission among employees, clients, community partners, and vendors/contractors;
- Maintaining a healthy and safe business operation, and;
- Promoting and maintaining a healthy and safe work environment.

This policy applies to diseases and pathogens that have been determined to pose a risk of transmission in the workplace.

Preventing the Spread of Infection in the Workplace

The Agency's decisions involving communicable diseases will be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for determining the possibility for workplace accommodations for an employee with a communicable disease.

The Agency will review and comply with recommendations of the Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), Occupational Safety and Health Administration (OSHA and Cal-OSHA), and state and local public health organizations,

regarding the cleaning and sanitizing of the workplace, applicable social or interpersonal “distancing” guidelines, directing employees to stay home when they are ill, the use of personal protective equipment (PPE), and other applicable protocols for preventing the spread of contamination and/or infection in the workplace.

The Agency requires all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The following is a comprehensive (but not all inclusive) list of engineering and administrative controls the Agency may ask employees to comply with:

Reporting and Screening: Employees who know they have a communicable illness or who have a reasonable basis for believing that they have been exposed to a communicable illness have an obligation to conduct themselves responsibly for their own protection and the protection of others. Employees with communicable illnesses must not knowingly engage in any activity that creates a material risk of transmission to others.

Depending on the status of an outbreak of infectious disease and/or orders from national, state and local public health authorities, employees may be required to:

- Complete and submit a confidential written health screening before beginning a work shift;
- Submit to an on-site health screening efforts such as temperature checks, before beginning a work shift;
- Quarantine for a period of time before returning to work and being able to interact with other employees.

Cleaning and Disinfecting: To help ensure their health and the health of others employees should regularly and in some cases frequently, clean and disinfect items in their personal control such as Agency issued cell phones, bags and purses brought into the workplace, personal clothing, any frequently touched items in and/or near an employee’s workstation (e.g. doorknobs, light switches, desks, drawer pulls and desk phones, staplers, chair-backs and armrests, keyboards and computer mice, copiers and touch keypads, handrails, etc.) . Employees should avoid sharing these or other items with co-workers without sanitizing them, as they could potentially transmit infectious disease in the workplace.

Employee Training: Employees will be expected to complete any Agency-provided training related to the reduction of the transmission of infectious disease in the workplace and/or related to the elimination of prejudice against others if they have or have had an infectious disease.

Hand Hygiene and Respiratory Etiquette: The Agency will provide hand sanitizer as needed, and employees will be expected to closely monitor their hand hygiene while at work.

The best strategies for reducing or minimizing the transmission of communicable diseases in the workplace often include the most obvious—frequent hand washing with warm, soapy water for at least 20 seconds; covering of the mouth with a tissue whenever sneezing or coughing; and discarding used tissues in wastebaskets.

Limiting Travel: During periods of widespread illness, quarantine, or public health related stay-at-home orders, the Agency will limit business-related travel in accordance with federal, state and local public health guidance. During these times, employees who travel as an essential part of their job should consult with their supervisor or department Director on appropriate actions. Fresno Housing may also require employees who travel to and from regions with active communicable illness outbreaks to report all such travel and to undergo testing and screenings considered medically appropriate prior to returning to work.

Personal Protective Equipment (PPE): While engineering and administrative controls are considered more effective at minimizing exposure to infectious diseases, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies. Examples of PPE include gloves, face coverings and face shields, goggles or safety glasses, when appropriate. Additional PPE may be used or required in specific Agency job classifications. During an outbreak of a communicable disease, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, guidance from public health officials, and/or information on PPE effectiveness in preventing the spread of the communicable disease.

Absences from Work: During times of widespread illness, the Agency may require that employees adhere to guidelines for separation and isolation from others in the workplace. Many times, with the best of intentions, employees report to work even though they feel ill. In accordance with its Time Away From Work Policy, the Agency provides paid sick leave and other benefits to compensate employees who are unable to work due to illness. Employees who become ill while at work, or report to work ill will be sent home in accordance with applicable guidelines from the CDC, state and local public health organizations and/or orders, and Agency policies. Furthermore, under certain conditions affecting the entire FH community such as a large epidemic or pandemic, the CEO/Executive Director, and/or their designee, may enact emergency time-off provisions to cover certain periods of time.

Working Remotely: The Agency will consider remote work options for employees and requests to work remotely will be handled on a case-by-case basis. While not all positions will be able to accommodate remote work, employees should submit requests to work remotely to their supervisor and to Human Resources for consideration.

Requests for Medical Information and/or Documentation

If an employee is out sick for an extended period (greater than three (3) consecutively scheduled work days), it may become necessary to request information from the employee and/or their health care provider. In general, the Agency may request documentation to confirm an employee's need to be absent and to know that it is safe for the employee and others, for the employee to return to work.

Non-Discrimination

Fresno Housing does not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees will not be denied access to the workplace solely on the grounds that they have a communicable disease. The Agency may exclude a person with a communicable disease from the workplace and/or from work-related programs or functions if the Agency finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Ability to Work

The Agency recognizes that employees with communicable and life-threatening diseases may desire, and may be physically able, to perform the essential functions of their position. In situations where an employee has medical restrictions, the Agency will enter into an interactive process with the employee to determine whether there are any reasonable accommodations available that will allow the employee to perform the essential functions of his/her position. The Agency will provide reasonable accommodations to employees, provided that medical evidence indicates that their condition(s) do not pose a direct threat to themselves or others in the workplace.

Confidentiality

The Agency will comply with applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the confidentiality of information about persons who have communicable diseases.

All employee records or information regarding communicable and life-threatening disease information will be confidentially maintained in the Human Resources Office, apart from the employee's personnel file. The identity of the employee(s) with communicable and life-threatening disease(s) will remain confidential. Any unauthorized disclosure by an employee is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

Responsibility

Each and every employee, officer and commissioner is required to abide by the provisions set forth in this policy. The Executive Director or his/her designee is responsible for the administration, interpretation, and application of this policy and procedure. The Boards of Commissioners are responsible for policy adoptions and revisions.

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION TO APPROVE THE REVISION TO THE POLICY ON COMMUNICABLE
AND LIFE THREATENING DISEASES**

WHEREAS, employee and workplace safety are one of Fresno Housing's (the Agency's) most important critical priorities; and

WHEREAS, Agency staff has determined that a revision to the Policy on Communicable and Life Threatening Diseases, as approved by the Boards of Commissioners in October 2014, is necessary; and

WHEREAS, staff has reviewed and made recommended changes to this policy, including changing the policy name to the Communicable Disease Control Policy; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby approve of the revision to the Policy on Communicable and Life Threatening Diseases, now known as the Communicable Disease Control Policy.

PASSED AND ADOPTED THIS 28th DAY of July, 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 Commissioner

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION TO APPROVE THE REVISION TO THE POLICY ON COMMUNICABLE
AND LIFE THREATENING DISEASES**

WHEREAS, employee and workplace safety are one of Fresno Housing's (the Agency's) most important critical priorities; and

WHEREAS, Agency staff has determined that a revision to the Policy on Communicable and Life Threatening Diseases, as approved by the Boards of Commissioners in October 2014, is necessary; and

WHEREAS, staff has reviewed and made recommended changes to this policy, including changing the policy name to the Communicable Disease Control Policy; and

NOW THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby approve of the revision to the Policy on Communicable and Life Threatening Diseases, now known as the Communicable Disease Control Policy.

PASSED AND ADOPTED THIS 28th DAY of July, 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 Commissioner

BOARD MEMO

O (559) 443-8400

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 Fresno, California 93721
 TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing

FROM: Preston Prince

CEO/Executive Director

DATE: July 23, 2020

BOARD MEETING: July 28, 2020

AGENDA ITEM: 5h

AUTHOR: Angie Nguyen

SUBJECT: Approval to Administer City of Firebaugh Community
 Development Block Grant Coronavirus Response Rental Assistance
 Program

Executive Summary

The purpose of this memo is to request that the Boards of Commissioners authorize the Fresno Housing Authority to partner with the City of Firebaugh to administer a rental assistance program with funding from the Community Development Block Grant Coronavirus Response program.

The City of Firebaugh (Firebaugh) intends to apply to the State of California Department of Housing and Community Development for Community Development Block Grant Coronavirus Response funding. The Firebaugh City Council is scheduled to approve the funding application in early August; the grant application is due on August 31, 2020.

Firebaugh intends to use these funds to administer a rental assistance program for income qualified families at risk of homelessness. This risk of homelessness must be an inability to pay rent due to income loss directly related to COVID-19. Firebaugh has requested Fresno Housing (FH) partner with them in this effort. Program funding is \$25,000 and is intended to operate for one (1) year.

Recommendation

It is recommended that the Boards of Commissioners of the Housing Authorities of the City of Fresno and Fresno County adopt the attached resolution authorizing: (a) the administration of the City of Firebaugh Community Development Block Grant Rental Assistance Program, (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 FH approved Fiscal Year 2021 budget when agreement is executed; and (d) to hire or designate related personnel to administer the program(s) in accordance with the funding requirements.

Fiscal Impact

The program has no anticipated negative fiscal impact, as the program will cover all rental assistance and administrative costs. The resulting agreement would result in \$25,000 in rental assistance and related costs to administer the program. The program has no match requirement and no additional cost to the agency.

Background Information

The State of California Department of Housing and Community Development has made available Community Development Block Grant Coronavirus Response funding to nonentitlement jurisdictions through the Coronavirus Aid, Relief and Economic Security (CARES) Act. Eligible activities are intended to support communities impacted by the COVID-19 pandemic and include expansion of public services. Under this category, families may receive no more than ninety (90) days of rental assistance. To qualify a family must a) be income eligible (income of up to 80% of Area Median Income); b) be at risk of homelessness; c) show an inability to pay rent; and d) this inability must be due to income loss directly related to COVID-19. If Firebaugh's application to the State is successful and agreement is finalized, FH staff and Firebaugh 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 FIREBAUGH
COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE RENTAL
ASSISTANCE PROGRAM**

WHEREAS, the City of Firebaugh has requested Fresno Housing accept administration of a Community Development Block Grant Coronavirus Response rental assistance program; and,

WHEREAS, said program is intended to provide short term rental assistance to income eligible families at risk of homelessness due to income loss related to COVID-19 pandemic; and,

WHEREAS, program funding is for \$25,000 and is intended to run a maximum of one year.

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 Firebaugh Community Development Block Grant Coronavirus Response Rental Assistance Program.

PASSED AND ADOPTED THIS 28th DAY OF July, 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 FOR APPROVAL TO ADMINISTER THE CITY OF FIREBAUGH
COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE RENTAL
ASSISTANCE PROGRAM**

WHEREAS, the City of Firebaugh has requested Fresno Housing accept administration of a Community Development Block Grant Coronavirus Response rental assistance program; and,

WHEREAS, said program is intended to provide short term rental assistance to income eligible families at risk of homelessness due to income loss related to COVID-19 pandemic; and,

WHEREAS, program funding is for \$25,000 and is intended to run a maximum of one year.

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 Firebaugh Community Development Block Grant Coronavirus Response Rental Assistance Program.

PASSED AND ADOPTED THIS 28th DAY OF July, 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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F (559) 457-4294

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Fresno, California 93721

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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing

FROM: Preston Prince

CEO/Executive Director

DATE: July 23, 2020

BOARD MEETING: July 28, 2020

AGENDA ITEM: 5i

AUTHOR: Angie Nguyen

SUBJECT: Approval to Renew Administration of the City of Fresno HOME
Tenant Based Rental Assistance (HOME TBRA) Program

Executive Summary

The purpose of this memo is to request that the Boards of Commissioners renew an agreement with the City of Fresno that would enable Fresno Housing to continue to administer the Tenant Based Rental Assistance program (TBRA) funded by City of Fresno HOME funds.

The City of Fresno has requested Fresno Housing (FH) renew administration of a Tenant Based Rental Assistance program (TBRA) funded by City of Fresno HOME funds. FH has been administering this program for the City of Fresno since 2104, when the agreement was initiated. The purpose of the HOME TBRA program is to provide tenant based rental assistance to very low and extremely low persons experiencing homelessness. The program is expected to assist approximately fifty-three (53) households with a maximum of twelve (12) months of rental subsidy. Funding for this program is \$711,789 and is intended to run from January 2021 – December 2021.

In administering this program, FH intends to use its expertise in administering rental assistance programs with the needs of persons experiencing homelessness.

Recommendation

It is recommended that the Boards of Commissioners of the Housing Authorities of the City of Fresno and Fresno County adopt the attached resolution authorizing: (a) the renewal of administration of the City of Fresno 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 FH approved Fiscal Year 2021 budget when agreement is executed; and (d) to hire related personnel to administer the program(s) in accordance with the funding requirements.

Fiscal Impact

This contract would conform to current work performed by staff and supports the corresponding time allocations of designated staff. This renewal reflects an increase of \$44,789 from the previous contract which is based on a HUD formula. The program has no match requirement.

Background Information

In 2014 the City of Fresno allocated \$1 million of HOME dollars to support efforts in ending homelessness. FH was selected to administer the program because of success in several rental assistance programs targeted to persons experiencing homelessness. Since 2014, FH has assisted 195 households, comprised of 331 persons with rental assistance using HOME TBRA dollars.

With this TBRA contract, FH is expected to assist approximately fifty-three (53) households with up to twelve (12) months of rental assistance; focusing on those who are less vulnerable according to the Vulnerability Index Services Prioritization Decision Assistance Tool (VI-SPDAT). This program is important because it provides gap funding for housing as the community focuses other resources on the more vulnerable homeless population.

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING RENEWAL OF ADMINISTRATION OF CITY OF FRESNO
HOME TENANT BASED RENTAL ASSISTANCE (HOME TBRA) PROGRAM

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

WHEREAS, said program is intended to serve approximately fifty-three (53) low and very low and extremely low income persons experiencing homelessness with up to twelve (12) months of tenant based rental assistance; and,

WHEREAS, program funding is for \$711,789 from January 1, 2021 to December 31, 2021.

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 renewal of administration of the City of Fresno Home Tenant Based Rental Assistance Program.

PASSED AND ADOPTED THIS 28th DAY OF July, 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 AUTHORIZING RENEWAL OF ADMINISTRATION OF CITY OF FRESNO
HOME TENANT BASED RENTAL ASSISTANCE (HOME TBRA) PROGRAM

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

WHEREAS, said program is intended to serve approximately fifty-three (53) low and very low and extremely low income persons experiencing homelessness with up to twelve (12) months of tenant based rental assistance; and,

WHEREAS, program funding is for \$711,789 from January 1, 2021 to December 31, 2021.

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 renewal of administration of the City of Fresno Home Tenant Based Rental Assistance Program.

PASSED AND ADOPTED THIS 28th DAY OF July, 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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Fresno, California 93721
TTY (800) 735-2929

www.fresnohousing.org

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

DATE: July 23, 2020
BOARD MEETING: July 28, 2020
AGENDA ITEM: 6a
AUTHOR: Angie Nguyen

SUBJECT: Resident Engagement Process Safety and Police Department
Contract

Executive Summary

Subsequent to the June 2020 Board discussion related to the Fresno Housing contract with the Fresno Police Department (FPD), staff engaged in a process seeking resident perspectives of this contractual relationship. Staff will provide an update to this effort.

BOARD MEMO

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

DATE: July 23, 2020
BOARD MEETING: July 28, 2020
AGENDA ITEM: 6b
AUTHOR: Michael Duarte

SUBJECT: Real Estate Development Update

Executive Summary

Staff will present an overview of development and asset management activities.

Recommendation

None at this time. Informational only.

BOARD MEMO

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Fresno, California 93721
TTY (800) 735-2929

www.fresnohousing.org

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

DATE: July 23, 2020

BOARD MEETING: July 28, 2020

AGENDA ITEM: 7a

AUTHOR: Dave Brenner

SUBJECT: Authorization to submit funding applications to the Homekey Program

Executive Summary

The purpose of this memo is to provide an overview of a Project HomeKey for the Boards of Commissioners and request approval from the Board of Commissioners submit one or more potential funding applications to the Department of Housing and Community Development (HCD)'s Homekey program.

The Homekey program was created by the Department of Housing and Community Development (HCD) with \$500,000,000 in funding from the Coronavirus Relief Fund (CRF) and \$50,000,000 from the State of California. The San Joaquin Valley will receive an allocation of just over \$30 million. The program builds on the success of Project Roomkey, an earlier initiative to house vulnerable populations during the COVID 19 pandemic.

Homekey uses federal Coronavirus Relief Fund (CRF) money to acquire under-utilized hotels and motels. Once acquired, these hotels will provide temporary refuge for homeless individuals and at risk families during the COVID pandemic. Applicants to Homekey must propose a plan for the sustained operation of this temporary housing arrangement and for a longer term transformation of the property into permanent affordable housing. The program provides a unique opportunity to support vulnerable populations at risk during the pandemic and to add to the city's supply of permanent supportive housing.

The Coronavirus Relief Fund has a expenditure deadline of December 30, 2020. Interested Project Homekey applicants must submit an application by August 13, 2020 to be considered in the first round of funding. Awards beyond this date will be contingent on the number of applications received by August 13th and HCD's subsequent funding determinations.

Staff is working with partner organizations, including the County of Fresno's Department of Behavioral Health (DBH) to evaluate the Project Homekey opportunity. Staff will present an overview of the discussions with these partners at the meeting.

Homekey Program Timeline:

- NOFA released - July 16, 2020
- Priority Application Deadline - August 13, 2020
- Second round/Final Application Deadline - September 29, 2020 –
- Awards – rolling between August-October
- Expenditure deadline - December 30, 2020
- Program completion report – February 1, 2021
- Full Occupancy – 90 days after acquisition
- Deadline for expenditure operating support funds - June 20, 2022

Fiscal Impact

Staff will discuss fiscal impact during the Board Meeting. The recent release of the NOFA and the unusually quick turnaround necessitates that staff work on scenarios and secure potential partnership commitments up until the time of the Board Meeting.

Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolution approving the necessary actions to submit an application to Project Homekey, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the Housing Authority of the City of Fresno, CA to enter into a Memorandum of Understanding with Silvercrest, Inc, the Department of Behavior Health, or other partners, to create a successful team.
2. Authorize the submission of funding applications to the Department of Housing and Community Development (HCD)'s Project Homekey program.
3. Authorize the undertaking of all actions necessary to secure financing for the temporary operations of the project and the provision of supportive services.

#

RESOLUTION NO. _____

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

**RESOLUTION APPROVING THE SUBMISSION OF FUNDING APPLICATIONS TO THE
HOMEKEY PROGRAM FOR TEMPORARY SUPPORTIVE HOUSING DURING THE
COVID 19 PANDEMIC**

WHEREAS, the Housing Authority of the City of Fresno, California (the “Authority”) intends to be the developer of a Homekey project, a temporary supportive housing facilities which will convert to permanent supportive housing after cessation of the COVID 19 pandemic; and,

WHEREAS, the Authority’s mission is the creation of safe, affordable, quality housing; and

WHEREAS, the California Department of Housing and Community Development (the “State”) has created the Homekey Program (“Homekey”) for the purpose of encouraging the acquisition of under-utilized hotels as temporary supportive housing; and

WHEREAS, there is a demonstrated need in the area to provide housing for homeless during and after the pandemic; and

WHEREAS, the Authority has been working with the County of Fresno Department of Behavioral Health and other partners to identify supportive housing opportunities for homeless individuals and those at risk of homelessness; and

WHEREAS, the Authority intends to negotiate with property owners in an effort to locate identify suitable locations; and

WHEREAS, the Authority desires to submit funding applications to sustain the temporary operations of the project(s) and the provision of supportive services; and

WHEREAS, the Authority desires to submit funding application to the Homekey program for acquisitions and initial operations of the aforementioned property(ies);

WHEREAS, the Authority desires to submit funding applications for the future permanent conversion of the project permanent supporting housing, including but not limited to the Federal Home Loan Bank of San Francisco's Affordable Housing program, the California Tax Credit Allocation Committee, the CDLAC bond program, and HCD's No Place Like Home Program, among others; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Preston Prince, Deputy Executive Director Tracewell Hanrahan, Chief of Staff Angie Nguyen, or their Designee, for the following actions needed to move forward with funding application submissions for the Homekey program:

1. Authorize the Housing Authority of the City of Fresno, CA to enter into a Memorandum of Understanding with Silvercrest, Inc., the Department of Behavior Health, or other partners, to create a successful team.
2. Authorize the submission of funding applications to the Department of Housing and Community Development (HCD)'s Project Homekey program.
3. Authorize the undertaking of all actions necessary to secure financing for the temporary operations of the project and the provision of supportive services.

PASSED AND ADOPTED THIS 28th DAY OF JULY, 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

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Fresno, California 93721
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www.fresnohousing.org

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing Authority
DATE: July 23, 2020
BOARD MEETING: July 28, 2020
FROM: Preston Prince
CEO/Executive Director
AGENDA ITEM: 9
AUTHOR: Staff
SUBJECT: July 2020 Executive Director's Report
#

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

#

Mariposa Commons	Lease-Up	1011 W Atchison Avenue, Fresno, CA	40	100%
Orchard Commons	Lease-Up	295 S Newmark Avenue, Parlier, CA	41	100%
The Villages at Paragon	Under Construction	4041 Plaza Drive West, Fresno, CA	28	35%
Linnaea Villas	Under Construction	2530 Sierra Street, Kingsburg, CA	47	36%
Solivita Commons	Under Construction	725 W Alluvial Avenue, Clovis, Ca	60	36%
The Villages at Broadway	Under Construction	1828 Broadway Street, Fresno, CA	26	10%
Alegre Commons (fka Barstow Commons/The Villages at Barstow)	Pre-Development NPLH funds awarded TCAC Award Received December 2020 Closing	130 W Barstow Avenue, Fresno, CA	42	N/A
The Monarch @ Chinatown	Pre-Development TCAC/CDLAC Allocation Rec'd Proposed July/August 2020 Closing	1101 F Street, Fresno, CA	57	N/A
The Arthur @ Blackstone (fka Blackstone/Simpson)	Pre-Development 2020 NPLH, IIG Awarded TCAC Award Pending	3039 N Blackstone Avenue, Fresno, CA	41	N/A
Elderberry at Bethel	Year 15 Investor Buyout (September 2020)	2505 Fifth Street, Sanger, CA	74	N/A
Esperanza Commons (fka Mendota Farm Labor)	Pre-Development TCAC Award Pending	241 Tuft Street, Mendota, CA	60	N/A
Huron RAD	Pre-Development	Fresno and 12 th Street, Huron, CA	61	N/A
California Avenue Neighborhood	Pre-Development Planning	Southwest Fresno - TBD	TBD	N/A

#

Project Highlights

Alegre Commons (fka Barstow Commons/The Villages at Barstow) received its Preliminary Reservation Letter from the California Tax Credit Allocation Committee (CTCAC) on June 17, 2020. Staff is currently finalizing an investor selection in preparation for a December, 2020 financial closing.

PEOPLE

Overview

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

Housing Choice Voucher (HCV) Leasing Update

The Housing Choice Department has been issuing vouchers to new applicants and program participants, who have a need to move, at a steady pace. Leasing Specialists started processing applications by re-verifying eligibility for applicants who were scheduled to attend briefings the week of March 16th and are currently working on applicant files submitted prior to March 13, 2020. The next phase of applications to review will be those applicants who attended their background check appointments and were given an appointment to meet with a Leasing Specialist during the week of March 17th through March 30th. Due to COVID, those appointments were suspended.

For new applicants, we have created virtual briefings which are accessible online, but can do one-on-one briefings over the phone for those who cannot access the briefing online. Attendees of briefings include HCV applicants as well as applicants to special programs such as Mainstream, VASH, and FUP. All steps proceeding the briefing to complete the voucher issuance can be completed by email or by standard mail. To date, 240 voucher issuances have been completed since March 2020 between City and County programs. Other highlights specific to the month of June are as follows:

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

HCV City

- 56 HAP contracts were completed for families who leased up. This represents the number of families who successfully secured a unit, passed an inspection, and moved in despite challenges posed by the pandemic.
- 338 applicants are actively searching for housing. This figure includes families who had received a voucher pre-pandemic and have received an extension due to COVID related challenges.

HCV County

- 62 HAP contracts were entered for families who leased up. This represents the number of families who successfully secured a unit, passed an inspection, and moved in despite challenges posed by the pandemic.
- 361 applicants and participants are searching for housing. This figure includes families who had received a voucher pre-pandemic and have received an extension due to COVID related challenges.

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.

PARTNERSHIP

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
Alegre Commons (<i>fka Barstow Commons/The Villages at Barstow</i>)	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 Arthur @ Blackstone (fka Blackstone/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
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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.

Fiscal Services

Accounting and Finance staff continue to work in a remote work environment. Most accounting and finance functions continue to be completed through paperless processes. Staff closed the books in a timely manner and submitted the necessary periodic financial reports. Additionally, Staff continues to work remotely with DavisFarr, the Agency auditor. Staff will be submitting financial statements as part of the Certificate of Achievement for Excellence in Financial Reporting (CAFR) Program.

The accounting and finance leadership team continues to work closely with Human Resources for recruitments of several positions. These recruitments include Payroll Coordinator, Accountant and Senior Financial Analyst that were in progress prior to the COVID-19 pandemic. These positions were included in the 2020 budget and will help increase staffing as the department experienced significant staff turnover because of the recent early retirement program.

The Asset Management and Human Resources teams are collaborating with the California Coalition for Rural Housing (CCRH) to recruit an intern for the 2020-2021 academic year. The Internship Program is a one-year paid internship for university students designed to increase the diversity of staff in the Affordable Housing and Community Development field and assist in meeting the diverse needs of the communities served throughout the rural West. The intern will begin virtual onboarding and training with CCRH and Fresno Housing in August. They will then join the asset management team and work on several projects, including annual property budget development and Year 15 analyses. Fresno Housing has previously partnered with CCRH for successful internship programs in the Real Estate Development and Asset Management departments.

Information Technology and Information Systems

The Information Technology (IT) team worked with Dell to establish a member purchase program that allows staff, friends, and family to access special pricing and discounts on all Dell Consumer products and electronics.

IT successfully implemented a new firewall device which will manage vital connectivity infrastructure for the Agency. This will give the Central Office full redundancy should one of our internet service provider have an outage. Despite efforts to distribute Working from home has increased

The IT team enabled free guest Wi-Fi for all residents at all Community Centers across the majority of our sites. Residents can now connect to the @GetConnected wireless network for internet access within close proximity to the Community Center.

The Information Services (IS) team played a significant role in launching the new Yardi Rent Café “Report a Change” workflow process on June 10, 2020. Residents can now log into their Rent Café account and report any changes in household members, income, assets and/or expenses using an online form. This launch allows our residents to communicate with their caseworkers remotely. This feature is essential given the Agency’s limited availability during COVID, but also will have greatly benefit residents post COVID. Over 1,500 residents visit the Central Office each year to communicate changes. This type of functionality will help us better serve our residents and help overcome historical challenges such as transportation, caseworker availability, and conflicting personal schedules.

After extensive testing, the IS team with the help of Anthony Esparza of the Inspections department, successfully launched the “Inspection Utility Questions”. This is a custom inspection template which will allow each inspector to answer a series of utility/appliance questions before completion. The results of these questions will then be automatically be transmitted to a caseworker for verification. This process will ensure compliance as well as increase the speed at which caseworkers can access a vital part of the resident’s certification information.

Administrative Services & Procurement

Procurement Update:

#

Procurement has been working on several projects ranging from simple solicitations such as “three quote projects” to more complex solicitations such as “Requests for Proposals” (RFPs).

Procurement’s most recent “three quote” projects include the following:

1. Central Office parking lot repairs project: The Agency awarded the project to Central Valley Asphalt, and is awaiting to schedule services.
2. Exterior walkway replacement at The Renaissance at Santa Clara: The Agency is revisiting the scope of work with the original architect. Solicitation is pending upon architect’s approval.

#

Procurement’s most recent Quotes for Small Purchases (QSP) include the following:

#

1. Maldonado Plaza Sidewalk Replacement and Demolition project: Procurement is currently prepping the solicitation documents, and plans to have this solicited by July 27, 2020.

Procurement's complex solicitations such as Requests for Proposals (RFP) and Invitation for Bids (IFB) include the following:

1. Youth Education & Enrichment Services for Resident Services (RFP): Agency recently concluded the interviews for services, and are further discussing with HA Board members.
2. Temporary Staffing and Direct Placement Services for Human Resources (RFP): Procurement is finalizing evaluations, and awaiting approval from the Housing Authority Board of Commissioners.
 1. Monte Vista Roof Replacement and HVAC Conversion (IFB): Procurement is currently prepping the solicitation documents, and plan to have it solicited in August of 2020.

#

In addition, Procurement has been working on Piggyback and Non-Competitive Justification contracts for the following companies and services:

1. Hyland's OnBase Software for Document Management Services: Fresno Housing will be piggybacking Omnia Partner's Master Contract with Hyland Software. Contract is tentative pending approval from the Housing Authority Board of Commissioners.
2. Yardi Services for Enterprise Management System: Yardi's 5-year contract ends on September 30th, 2020. Fresno Housing plans on continuing Yardi's services by procuring a new contract through a Non-Competitive Justification process. Contract is tentative pending approval from the Housing Authority Board of Commissioners.

#

Procurement is also working on implementing a Service Contract Module through Yardi with the Accounting Department. With the Service Contract Module implemented, purchase orders will be generated for each service contract and invoices will be paid against them. The module will help to prevent exceeding vendor's contract values. Official implementation date is pending.

Human Resources

In light of the current COVID-19 pandemic, the Agency continues to review and assess all programs, protocols and policies related to workplace environmental health and safety. As a result, the Human Resources and Training teams developed another course on important safety protocols as more employees have reported back to an office and/or field location. The Agency continues to closely monitor city, county and state-wide statistical information as well as changes to public health guidance, in its weekly and daily decision-making about business functions that require on-site presence. This course is being provided specifically to employees assigned to an on-site location upcoming, and is required to complete before they report. This course reviews safety procedures for how and when to clean and disinfect commonly used areas at our Agency offices, how to properly use and dispose of Personal Protective Equipment (PPE), and current CDC and local public health guidance.

#

The Human Resources department is also excited to announce the following promotions:

- Lyric Aguigam, Policy Analyst (promoted from Procurement Coordinator)
- Maria Aguayo Ramirez, Quality Assurance Coordinator – HMD (promoted from Property Specialist II)
- Brandon Gonzalez, Project Manager (promoted from Assistant Project Manager)

The HR department is currently recruiting for positions within the Accounting & Finance, Housing Choice, and Administrative Services Department.

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.

BOARD MEMO

O (559) 443-8400
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#	#	
TO:	Boards of Commissioners Fresno Housing	DATE: July 27, 2020 BOARD MEETING: July 28, 2020
FROM:	Preston Prince Executive Director	AGENDA ITEM: 6A AUTHOR: Kelli Furtado
SUBJECT:	Resident Survey Safety and Police Department Contract	

Executive Summary

The purpose of this Board Memo is to provide additional information on the Resident and Community Engagement process being implemented surrounding the intergovernmental agreement between Fresno Housing and Fresno Police Department (PD). This board memo and the presentation at the Board of Commissioners meeting will focus on the first phase of this engagement process. This first step consisted of a survey designed to provide resident input to create a framework on the more comprehensive process we expect to engage in over the next few months.

Subsequent to the June 2020 board discussion related to the Fresno Housing contract with the Fresno PD, staff engaged in a process seeking resident perspectives of this contractual relationship. The Neighborhood Initiatives Manager prepared and implemented a cross-departmental effort to design and distribute a survey capturing residents' perspectives and observations, opinions of the contract and officer effectiveness, and suggestions on steps moving forward. The resident survey was deployed on July 16, 2020, and was available in two primary languages with interpreter services used for others. Outreach included a dedicated phone line, emails, voicemails, text messages and a limited amount of flyers made available. The survey results were collected through Friday, July 24, 2020.

It is important to note that the survey was only the first step within a long-term planned engagement effort, and outreach was limited to residents residing at properties served by two PD officers contracted through the intergovernmental agreement with Fresno Housing. All 22 properties include either proactive community policing services, or a light-touch service due to several factors, such as having contracted security.

#

Outreach Information

Outreach in Table 1 represents contact with approximately 57% of households residing in the 22 properties included in the PD contract, and 100% of all households Fresno Housing had current contact information for in Yardi. Fresno Housing recognizes the gap in current contact information for a significant number of residents. Consequently, the Communications Department has again promoted new improvements to the resident portal through social media encouraging resident entry of current contact information.

Table 1: Outreach Summary		
Unique Households Reached	860	
Residents Reached	2,150	
Properties Included in Outreach	22	
Total Survey Responses (as of 7/24)	225 (26%)	
Breakdown		
E-mail (7/16 and 7/20)	470	Households
Text Message (7/16 and 7/22)	208	Households
Robo Call (7/16 & 7/20)	845	Households
Outreach Calls	49	Households

In addition to the outreach described, Fresno Housing included a dedicated phone number for those wishing to complete the survey by phone, conducted proactive follow-up phone calls and printed a limited amount of flyers in multiple languages for resident leaders interested in safely providing information to other residents. For example, in consultation with a resident leader, approximately 60 flyers were made available on July 22, 2020, with an extended deadline to complete by July 24, 2020. The flyer provided instructions on completing the survey online or by telephone.

Results of Survey

As of July 24, 2020, 225 survey responses were received, representing responses from 18 of the 22 properties surveyed. Staff is preparing, and will present survey results on July 28, 2020.

Background Information

The safety of residents and employees remains one of our highest priorities for Fresno Housing. As part of the Strategic Initiatives work, the Neighborhood Initiatives manager led this collaborative process related to outreach and safety with the ultimate goal of resident engagement. The cross-departmental effort involved team members from the Resident Empowerment, Real Estate Development, Information Technology, Housing Programs, Executive and Communications Departments. Questions were developed to gather direct input and help Fresno Housing plan for the future, to determine the effectiveness of the intergovernmental agreement and to ensure safety at all housing sites.

The resident survey, is only the first of many planned efforts to better understand and engage with all of the agency's nearly 50,000 residents. Again, input on this first phase is greatly valued and was intended to help frame future conversations around resident safety. It is important to note that Fresno Housing also continues to closely follow the efforts of the Fresno Commission for Police Reform, and as appropriate, will work to align with this community based effort.



Fresno Housing Resident Survey SUMMARY

Tuesday, July 28, 2020



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS



860

Unique Households Reached

2,150

Residents Reached

22

Properties Included

225

Total Survey Responses

26%

Survey Response Rate

470 (x2)

E-mails Sent

208 (x2)

Text Messages Sent

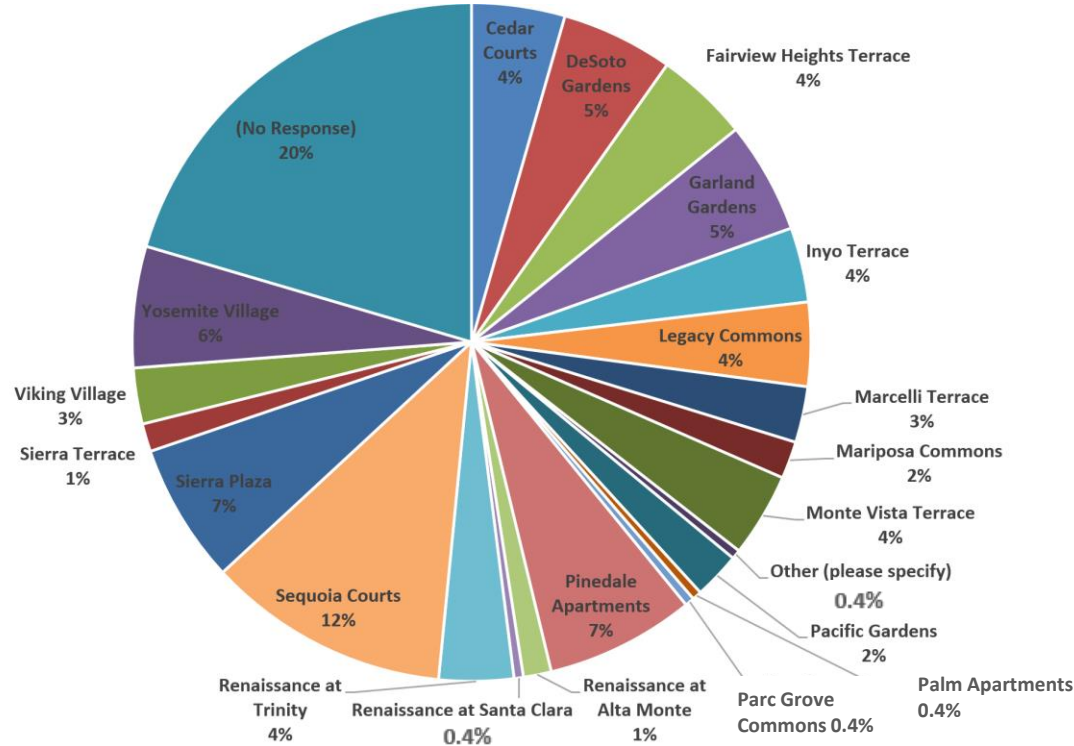
845 (x2)

Robo Calls Made

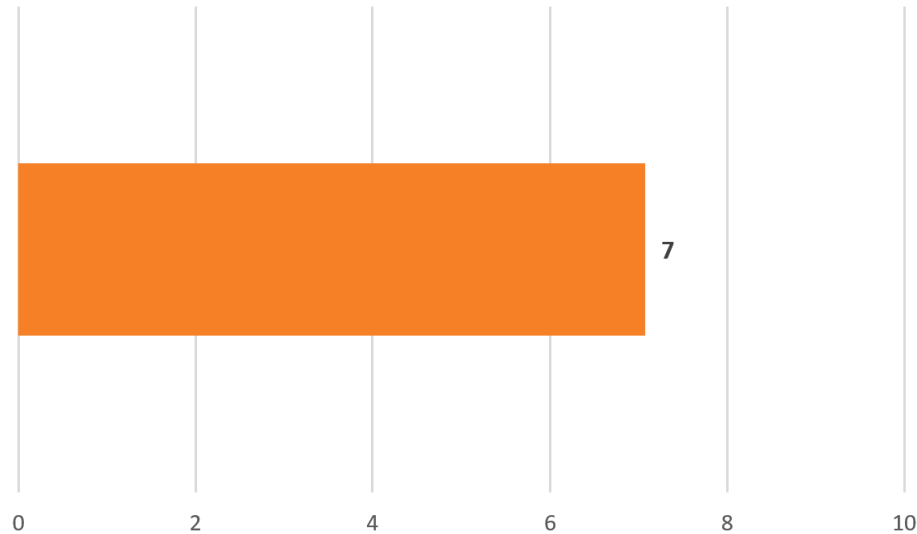
49

Staff Outreach Calls Made

Q1: Please provide the name of the apartment complex where you live:



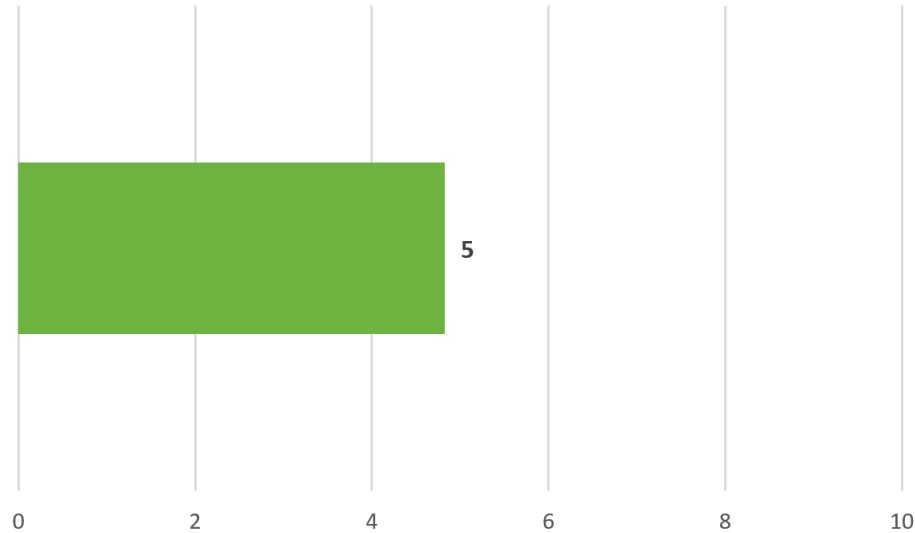
Q2: How safe do you feel in your apartment complex when you are outside alone during the day?



Scale: 1 – Very Unsafe; 10 – Very Safe

(blank or non-responses excluded)

Q3: How safe do you feel in your apartment complex when you are outside alone at night?



Scale: 1 – Very Unsafe; 10 – Very Safe

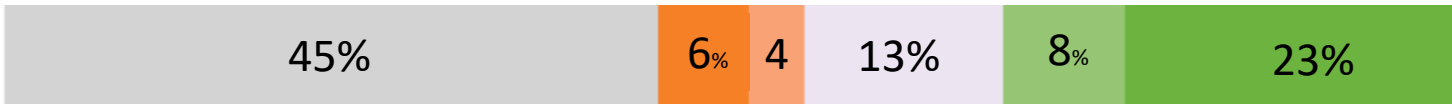
(blank or non-responses excluded)

Q4: Express how true you believe the following statements are:

Within the last year, I have observed the Officers being respectful.



Within the last year, I have observed the Officers participating in community activities.



Within the last year, I have observed the Officers showing concern for community members.



Within the last year, I have observed the Officers treating people fairly.



I Don't Know
Strongly Disagree

Somewhat Disagree
Neither Agree nor Disagree

Somewhat Agree
Strongly Agree

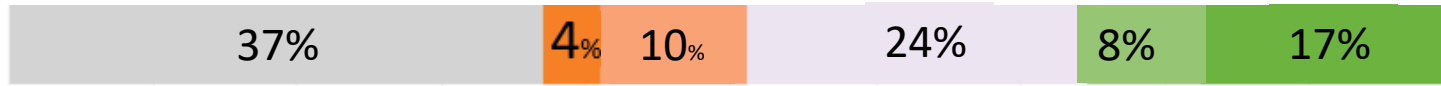
(blank or non-responses
excluded)

Q5: Express how true you believe the following statements are:

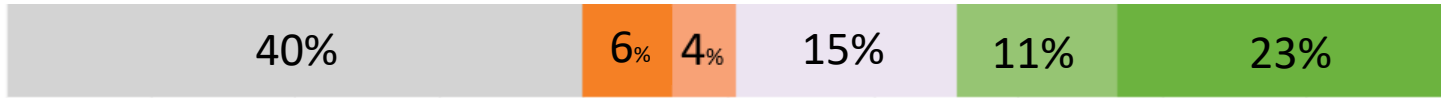
Within the last year, I have been satisfied with the overall performance of the Officers.



Within the last year, Officers have addressed the problems that really concern me.







The Officers are effective at proactively preventing crime.





Within the last year, I have observed the Officers being responsive to the concerns of community members.



 I Don't Know/No Response
 Strongly Disagree

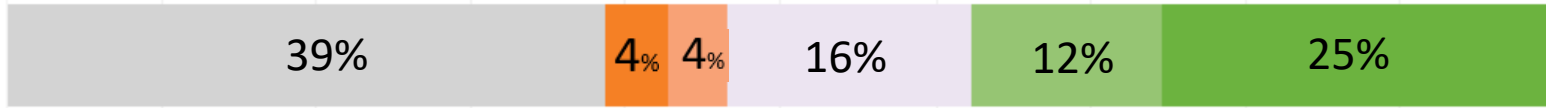
 Somewhat Disagree
 Neither Agree nor Disagree



 Somewhat Agree
 Strongly Agree



(blank or non-responses excluded)



Q5(continued): Express how true you believe the following statements are:

I trust/feel comfortable with the Officers.



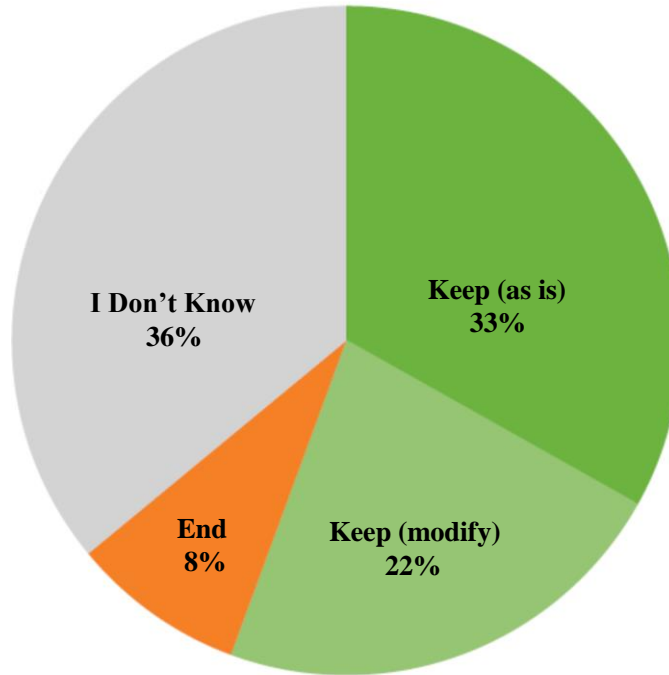
 I Don't Know/No Response
 Strongly Disagree

 Somewhat Disagree
 Neither Agree nor Disagree

 Somewhat Agree
 Strongly Agree

(blank or non-responses
excluded)

Q6: Regarding Fresno Housing's contract with the Fresno Police Department, which would you recommend?



(blank or non-responses excluded)

Q7: Please explain your answer to Question #6

I believe if it's not broke don't try to fix it.

I would like to see them still around the apartments and helping the community

Feel more safe with police around the complex.

Increasing contract and hours on property.

I have only dealt with the Officer on one occasion when there was a domestic violence situation with my neighbors. he was very polite he gave me his name and let me know if I need anything in the future to ask for him by name. but I do not see him normally in my complex preventing a lot of issues. there have been shootings and other BS. If the hours are available I would say give them or make their presence known.

I didn't even know Fresno housing had a contract with the police.

I always see the Officer chatting with people and being involved in people's lives and I think that he's doing a fine job. The Officer took a very active part in helping me when I was having some problems and without his assistance things would have not gone as well as they have and I am very grateful to him I find him to be an outstanding officer. He regularly chats with me and keeps up on the progress I have made in my life without making me feel like I'm being quizzed or anything like that it just feels like genuine concern and interest in my life and I find that very comforting.

I would suggest them to be more observant going thru the apartments some residents do not follow safety by parking in emergency areas and blocking vehicles from getting out of stalls sometimes they have fireworks at all times at night I've tried calling the non emergency number and I don't get an answer there's times I've called because residents are outside fighting and it makes me feel unsafe. They need to be more consistent and drive by maybe different times everyday.

All officers need extra training.

(response examples)

Q7(continued): Please explain your answer to Question #6

I don't have an opinion, I know Fresno housing and Fresno PD will do what's right for us residents.

The Officer is doing a very good job as is and he's making sure that our apartment is safe and secure for us and our children I appreciate it very much.

Although it is quiet here there are times I don't feel safe but knowing PD is around helps.

Need more under cover too much drugs around.

I have lived here for 2 years and I have not once seen or talked to either of the officers.

I believe that more hours just patrolling our area will highly Decrease Crime activity and Domestic issues within our Community! We would All Benefit seeing more Police Vehicles Patrolling. Not just in our area, but Everywhere in the City! I believe the more Police presence that is seen the less Crime we would have. Etc.

I have never seen either officer at the complex in the 10 years I've lived there so I can't really give a qualified opinion. I will say that in 10 years you would think I would have at least seen or known of them but before this survey I was unaware of any contracts with the police department for services at my complex.

I would like to see more police presence in the evenings and night. And it would be beneficial for the residents if the officers would walk around the apartment complex once in a while.

I don't see them interact with anyone. I only see a patrol car and no one inside it.

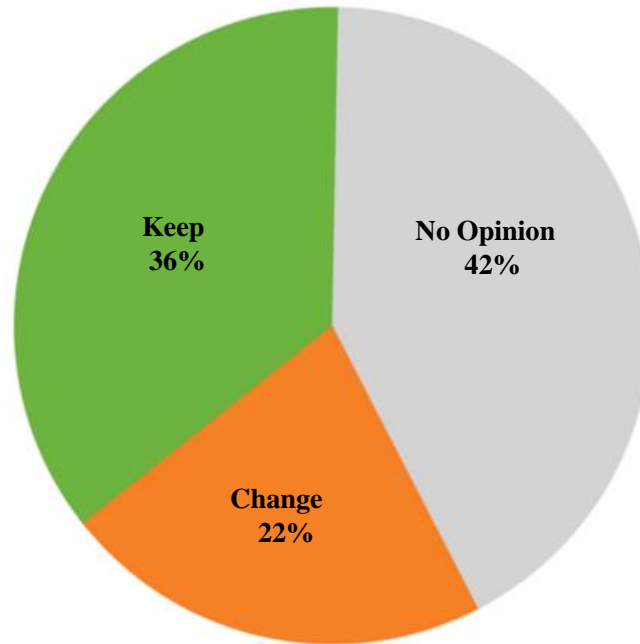
Increased hours at our location especially patrolling INSIDE the parking lot area as there are still residents that leave their kids outside to do harm to resident vehicles.

Well with the area having so many gang and shootings going on I feel police should sit in the parking lot.

I would say increase there contract to spend more hours during night for everyone's safety.

(response examples)

Q8: Would you recommend Fresno Housing keep or change the duties and functions of the Officers?



(blank or non-responses excluded)

Q9: What would you like to see the Officers doing differently?

Keep doing their amazing job I always look forward seeing them driving by and checking up on the well being of our community.

Be more personal interactive with the residents on a one-to-one basis.

Come around more hours especially at night.

Maybe walking around the property to getting to the residents.

Get involved more with the residents and children in the community.

Getting the people that sell the drugs.

Just adding more Police Presence will be highly effective in dropping the Crime rate in our City!

I would like to see them interacting with the residents. We need to get to know the officers and feel comfortable around them.

Patrolling more. I recently had my car broken into. If patrol was more frequent maybe it would have prevented it from happening.

They're doing a great job.

With this epidemic going on I would like to see more of our officers out in the cedar courts apartments distributing food mask and maybe possible games to keep us residents busy and distracted

Patrolling rather than parking.

Addressing the unsupervised children, and loitering in the parking lots.

More programs for the community. Things with the kids involved. Tutorial that was talked about never happened.

Have a bbq with us. Prevent unwanted people coming through our gated community.

(response examples)

Q10: Is there anything else you would like Fresno Housing to know about the effectiveness of its contract with the Fresno Police Department

They help keep people out of the apartments that aren't suppose to be in them they keep the crime away from us and help us as much as possible and I thank them for that.

Living in this complex for 14yrs, I have never met them, nor see them patrol. There have been many break-ins in cars & other activities going on in our parking lot.

I believe that the contract between the housing authorities and the police department is very important because the police officers are given a chance to get to know the people they know the things that go on first-hand so they can see things that might take place transpire and nip things in the bud before they happen and I just think it's very valuable to have them cruising through here and make me feel safer. I've also had opportunities to speak to the Officer about any problems I was having and he would always take an active part in remedying it and I would hate to see anything take them away from us because it means a lot that have them cruising through here and being close to us it makes me feel safer.

I don't know who they are but it would be nice to have Officers at this property because my car has been broken into and there are a lot of different cars parked on the side of the property that do not live here.

Just one thing for them to interact more with the kids because you know what's going on with this black lives matter and all that today is I want my child to understand that all police's are not mean that don't hurt people don't have to be scared of them when you call them they will come and protect you and that's what Officer is he one of those police officers that really kind easy give the kids stickers and talk to them and I want that's what I would like.

The Officer has greatly impacted my children's lives in such a positive way. With his presence he has shown that it's not true when they say all cops are bad. You can definitely tell that he loves what he does, not only by keeping the area safe but also keeping the smile on all the children with his presence. We look forward to seeing the Officer on a daily.

(response examples)



Real Estate Development and Asset Management Update

July 28, 2020

Boards of Commissioners Meeting



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS



Real Estate and Asset Management Update

- Discussion Overview
 - Real Estate Development
 - *Near-term Pipeline*
 - Asset Management
 - *Upcoming Considerations*

NOFA Timeline (Application Window)

- **HOME KEY**
 - July 16, 2020 through August 13, 2020
- **USDA 514/516 & 515**
 - July 2020 through August 30, 2020
- **HOME (City of Fresno)**
 - July 15, 2020 through August 31, 2020
- **MHP**
 - July 2020 through September 2020
- **Joe Serna Round 2**
 - November 2020 through December 2020
- **NPLH 2020 (COMPETITIVE)**
 - October 2020 through January 2021
- **IIG**
 - November 2020 through February 2021
- **AHSC Round 6**
 - November 2020 through February 2021
- **AHP 2021**
 - *Est. March 2021*
- **TCAC Round 1**
 - *Est. March 2021*
- **TCAC Round 2**
 - *Est. July 2021*

Near-Term Pipeline

- Huron Family
- Parkside Apartments
- Other Near-term Pipeline Projects
 - Firebaugh Family
 - Citrus Gardens Rehab
 - Mendota Farm Labor
 - San Joaquin
 - Chestnut and Alluvial



Huron Aerial



Huron Family RAD (Huron)

- Potential new construction mixed-use housing development on approximately 6-acres of vacant land located West of Lassen Avenue and South of 12th Street in Huron, CA
- Proposed RAD transfer of assistance for 33 units
- Staff intend to resubmit CDBG Funding Application in partnership with the City of Huron
- *Potential Future Board Considerations*
 - *Potential acquisition of land August 2020*
 - *Potential Joe Serna Funding Grant App November 2020*

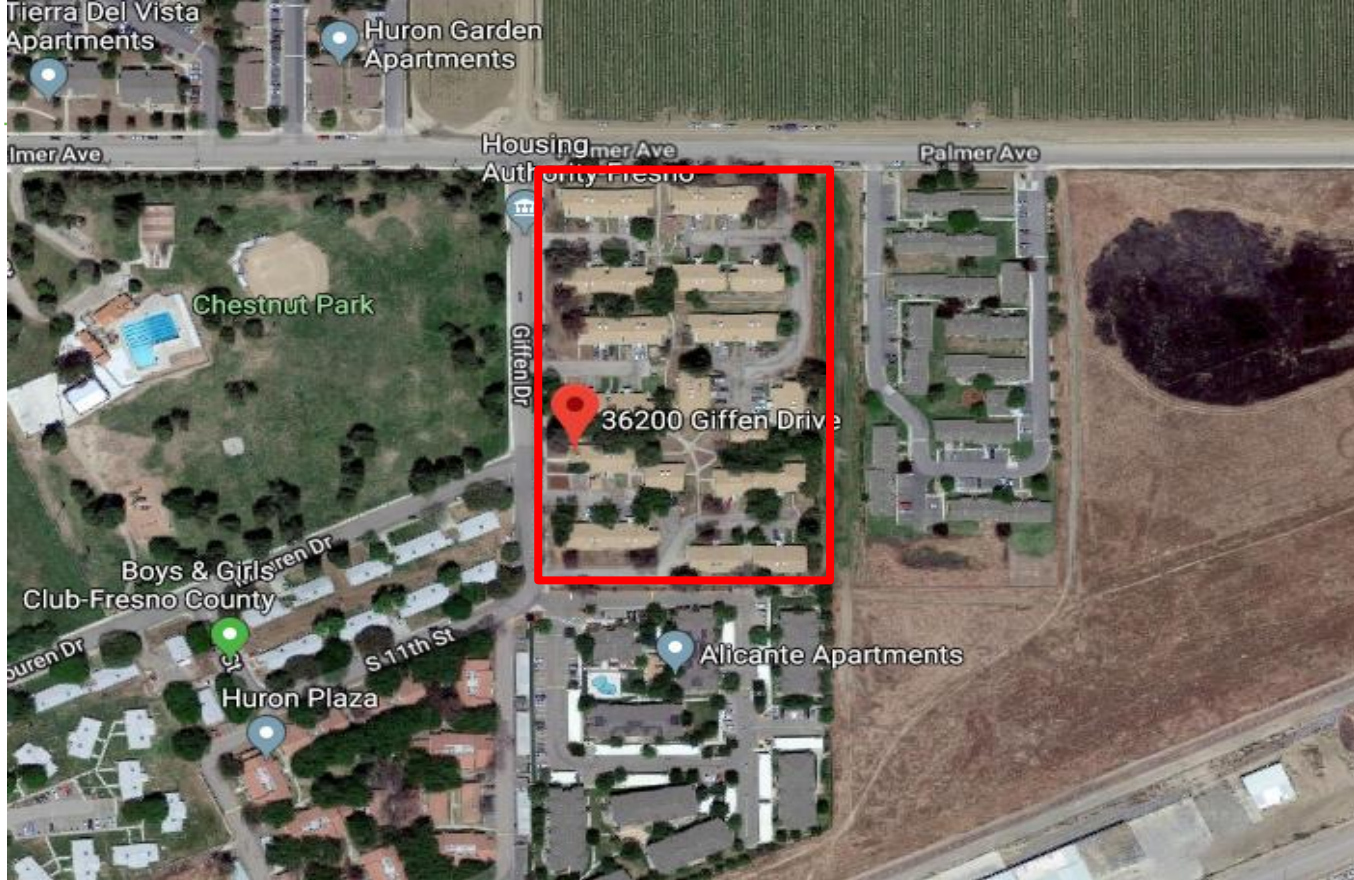


Parkside Apartments (Huron)

- 50 units of multi-family housing located at 36200 N Giffen Ave, Huron, CA
- The HAP contract was recently renewed and asset management staff has analyzed the potential sale of the property
- Key considerations
 - Sell to interested buyer, likely another affordable housing provider, and maintain restrictions that provide for affordability
 - HAP Contract would have to be continued
 - Very good pricing in the market, likely due to HAP contract renewal
 - Tentatively, \$3.6m to \$4m
 - Sale would free up resources to further the development of affordable housing in Huron



Parkside Apartments (Huron) Aerial



Asset Management Opportunities

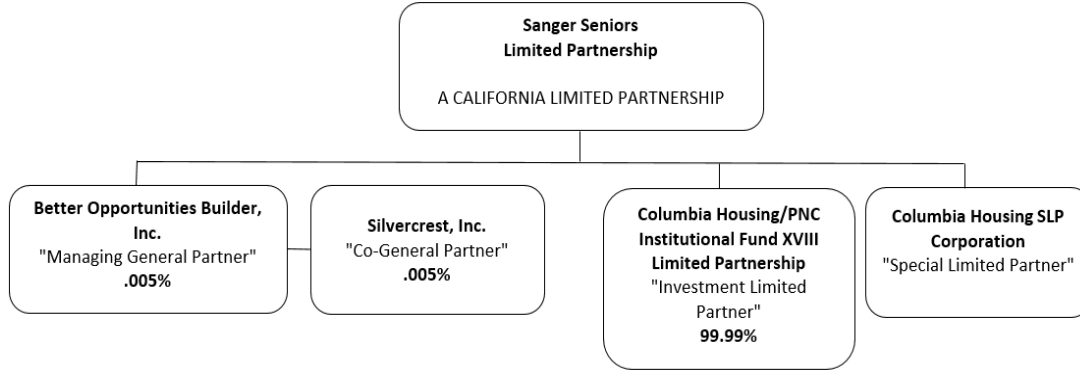
- Year 15 Repositioning
 - Elderberry at Bethel Apartments
 - Brierwood Court
- Other Ongoing Analysis
 - Wedgewood Commons RAD Conversion
 - Other Repositioning Opportunities
 - *Pinedale*
 - *Sunset Terrace II*
 - *HOP Homes*

Elderberry at Bethel Apartments

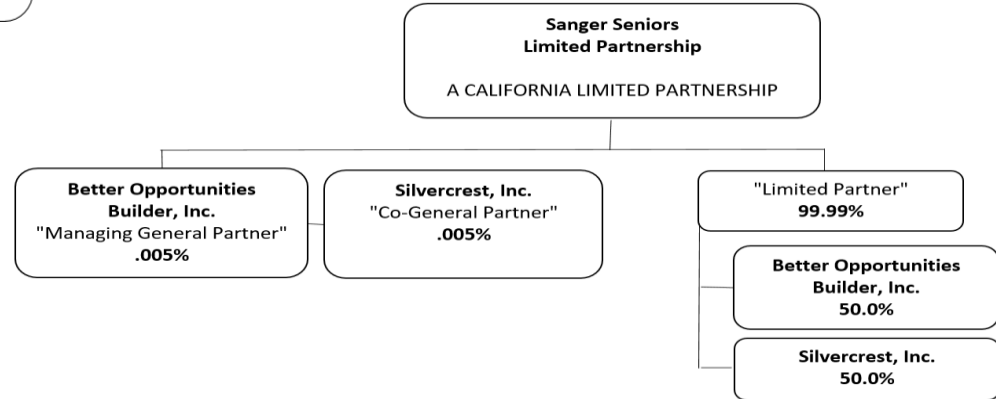
- 74 units of affordable senior housing located at 2505 5th St, Sanger, CA
- The Partnership, Sanger Seniors, is made up of Better Opportunities Builder, Inc. (BOB) as the Managing General Partner, Silvercrest, Inc. as Co-General Partner and PNC Bank as the Limited Partner
- Construction of the property was completed in 2004 and it recently completed its initial 15-year compliance period
- BOB and Silvercrest are in discussions with PNC to execute a buyout of the limited partner interest
- *Upcoming Board Considerations:*
 - *Est. 4th Quarter 2020 – Execute buyout of the limited partner interest*

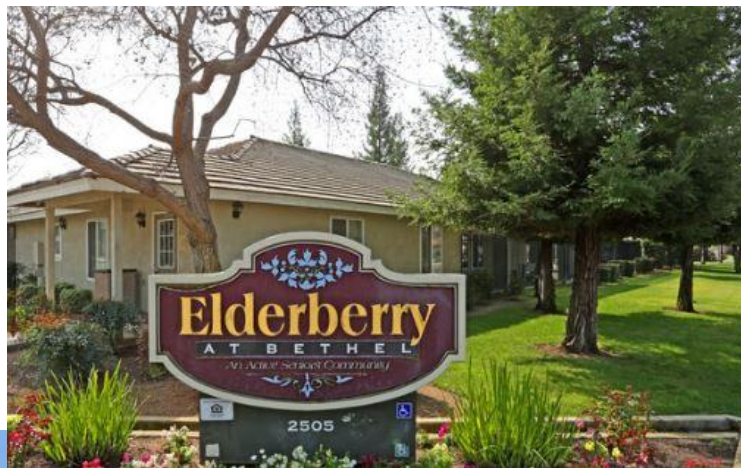
Elderberry – Org Chart

Current

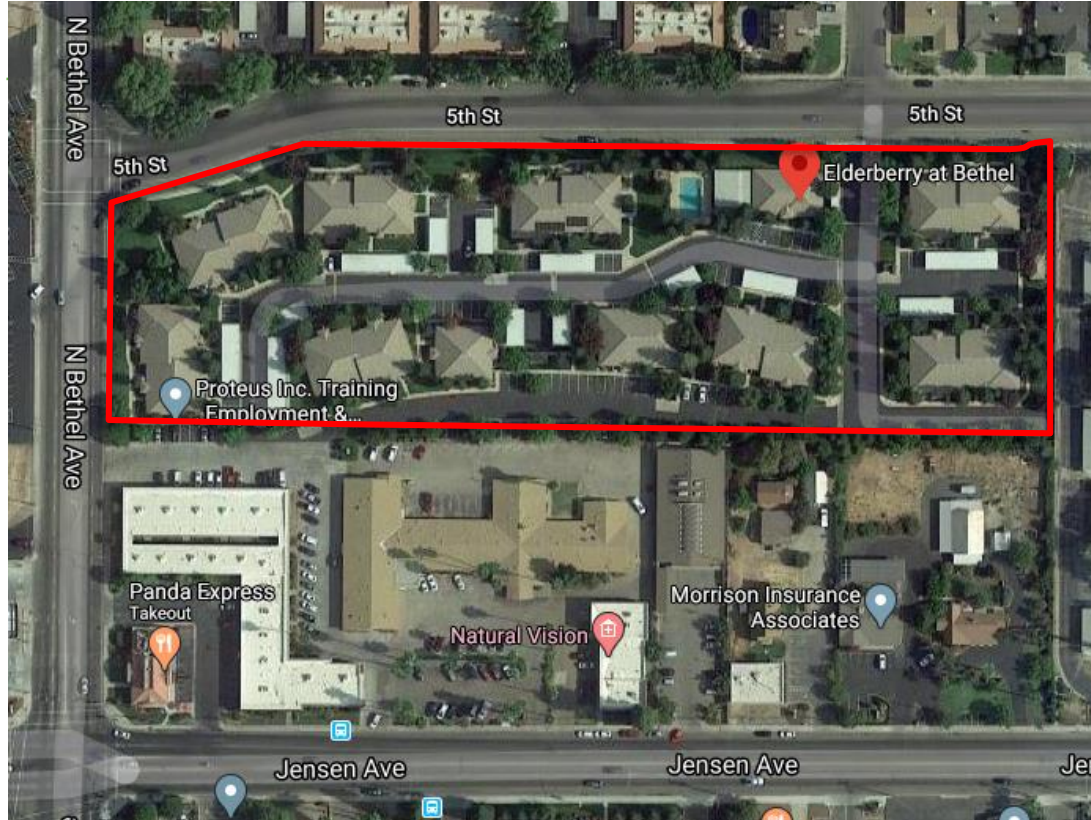


Proposed





Elderberry – Aerial View

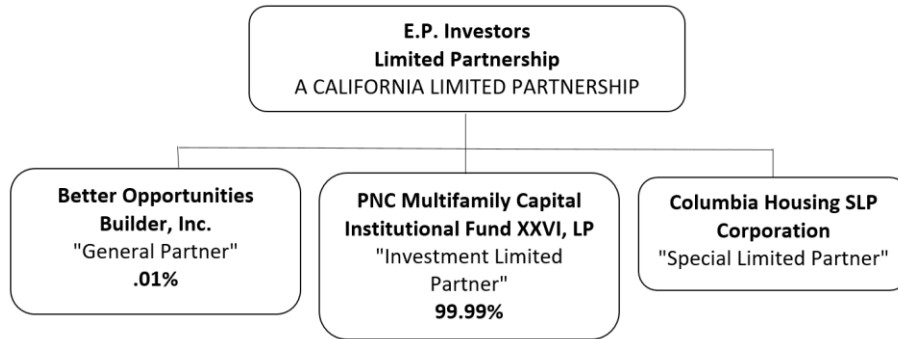


Brierwood Court

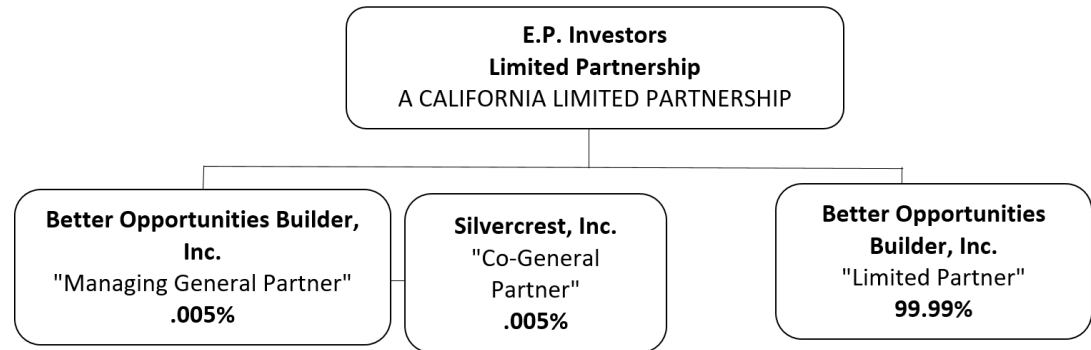
- 75 units of multi-family housing located at 4402 W Avalon Ave, Fresno, CA
- The Partnership, EP Investors, is made up of Better Opportunities Builder, Inc. (BOB) as the General Partner and PNC Bank as the Limited Partner
- Purchase and renovation of the property was completed in 2004 and it recently completed its initial 15-year compliance period
- PNC Bank and BOB are in discussions to execute a buyout of the limited partner interest at less than \$30,000
- This transaction will require a 3rd party to enter the partnership and staff are analyzing a potential Silvercrest-BOB Partnership. BOB has previously partnered with Silvercrest on the Elderberry and Granada Commons projects
- *Upcoming Board Considerations:*
 - *August 2020 - Admit Silvercrest into the partnership for a nominal fee*

Brierwood Court – Org Chart

Current

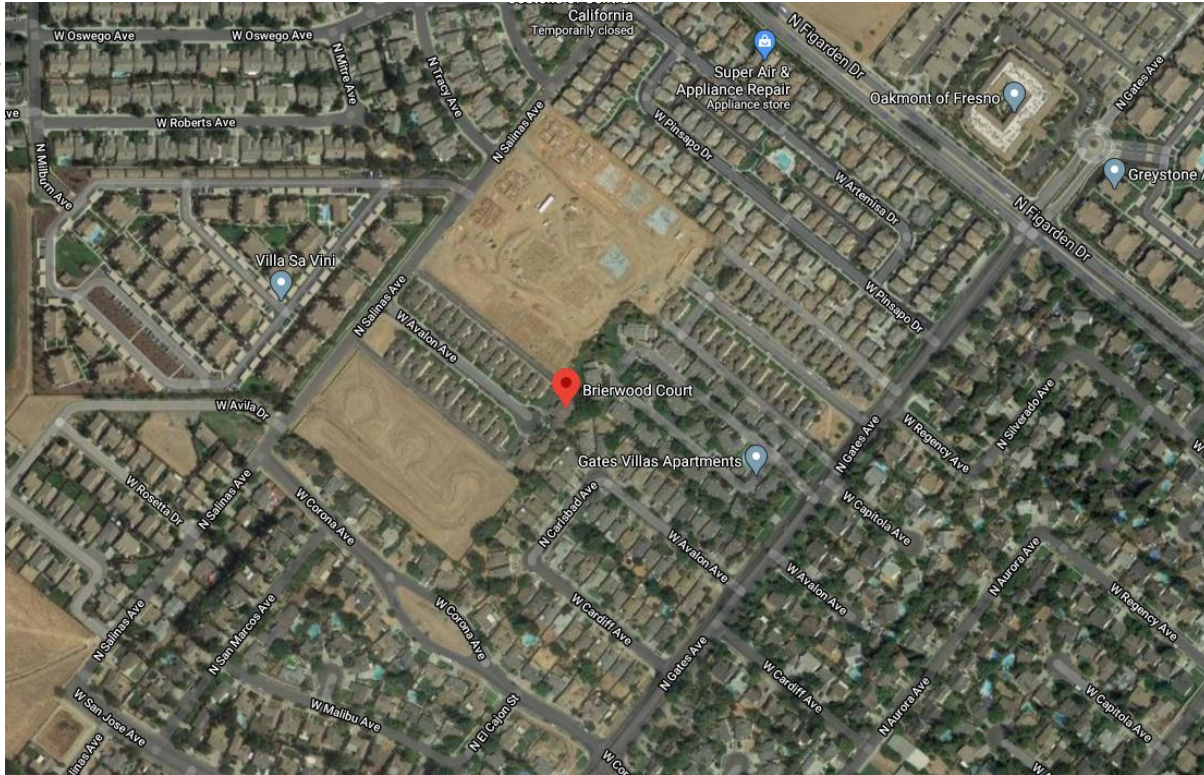


Proposed





Brierwood Court – Aerial View



Questions?



State of California HomeKey Funding

Tuesday, July 28, 2020

Boards of Commissioners Meeting



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS



HomeKey Funding Overview

- Convert assets to temporary housing for homeless population during COVID crisis with longer term conversion to permanent affordable housing
- Rehabilitate underutilized hotels, motels, vacant apartment buildings, or other buildings
- \$550 million total funding; San Joaquin Valley allocation is just over \$30 million
- Eligible applicants include cities, counties, PHAs, and other government entities
- Funding is associated with CARES/Coronavirus Relief Funds and expenditures must be made before December 31st, 2020
- Technical assistance calls with the State are required for selection
- Board resolutions may be provided after the initial application deadline of Aug 13

NOFA Timeline

- NOFA released: July 16
- Application made available: July 22
- Priority deadline for Tier 1 applications: August 13
- Awards will be rolling from August-October
- Expenditure deadline: December 30, 2020
- Full occupancy required 90 days after acquisition
- Transition to permanent housing encouraged quickly after initial occupancy

Community Collaboration

- Numerous meetings have occurred between Fresno County departments, City of Fresno Departments, Fresno Housing and a few private developers
- Community Priorities are being jointly established for presentation to the governing bodies of each organization
- Commitments for operating and services funding not included in the NOFA will come from all partners depending on populations served and funding sources available.
- Potential FH RFP of vouchers from set aside

Next Steps

- Continue collaboration with partners
- Get commitments from partners
- Prepare application and submit multiple options
- Meet with HCD for technical assistance
- Bring final selections to Boards in August
- No action necessary this evening
- Closed session item to discuss price and terms

Questions
