



# Boards of Commissioners Meeting

December 17, 2019

# AGENDA

O (559) 443-8400

F (559) 445-8981

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

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

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

**5pm - December 17, 2019**

**Board Room – 1331 Fulton Street, Fresno, CA 93721**

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 complete a "Request to Speak" card which may be obtained from the Board Secretary (Tiffany Mangum) at 4:45 p.m. You will be called to speak under Agenda Item 3, Public Comment.

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

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**5pm**

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

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

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

3. **Public Comment**

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

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

5. **Acknowledgment of Retirees**

6. **City: Election of the Board Chair and Vice Chair for 2020-2021 Biennial**

7. **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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|--|----|
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| c. Consideration of the Approval of the Legal Services<br>Contract – Human Resources                         | 26 |
| d. Consideration of the Approval of the Legal Services<br>Contract – Federal and State of California Matters | 30 |
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<b>12. Report on Closed Session Item(s)</b>	
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a. Consideration of the CEO Compensation	
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**GameoMinutes of the Joint Meeting**  
**Of the Boards of Commissioners of the**  
**HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO**

**Tuesday, October 22, 2019**

**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, October 22, 2019 at Cedar Courts, located at 4430 East Hamilton Avenue, Fresno, California.

1. The regular meeting was called to order at 5:08 p.m. by Board Chair, Commissioner Adrian Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

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

ABSENT:       Rueben Scott  
                  Stacy Vaillancourt

The meeting was called to order at 5:08 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  
                  Valori Gallaher  
                  Joey Fuentes

ABSENT:       Nikki Henry

Also, in attendance were the following: Preston Prince, CEO/Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

***MOTION PASSED: 5-0***

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

***MOTION PASSED: 4-0***

3. PUBLIC COMMENT

There were no public comments at this time.

4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest stated at this time.

5. CITY: NOMINATIONS FOR BOARD CHAIR AND VICE CHAIR FOR 2020-2021 BIENNIAL

Ken Price, General Counsel, presented on this item.

Adrian Jones expressed her interest for Board Chair for 2020-2021 Biennial.

Cain Christensen has expressed his interest for Vice Chair for 2020-2021 Biennial.

6. 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 from the Consent Agenda and considered following approval of the Consent Agenda.*

- a. Consideration of the Minutes of September 24, 2019
- b. Consideration of Contract Renewal – Davis Farr
- c. Consideration of Contract Renewal – Novogradac
- d. Consideration of Contract Award for Architectural Services – Solivita Commons (Clovis)
- e. Consideration of Funding Application Submissions – Chinatown Project
- f. Consideration of Contract Award for Architectural Services – Linnaea Villas (*formerly Kingsburg Seniors Project*)
- g. Consideration of Funding Application Submissions – Linnaea Villas (*formerly Kingsburg Seniors Project*)
- h. Consideration of Contract Award for Architectural Services – The Villages at Broadway (*formerly Econo Inn*)

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

***MOTION PASSED: 5-0***

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

***MOTION PASSED: 4-0*****7. INFORMATIONAL****a. Resident Empowerment Overview – Fresno Metro Ministry**

Doreen Eley, Senior Manager, introduced Keith Berthold, Executive Director of Fresno Metro Ministry, who presented on this item. Mr. Berthold discussed his community garden program that would provide our residents with fresh and nutritious foods. He announced the opening of the community garden called Yoville, that occurred three weeks prior.

**b. Update on the Agency 2020 Goals and Budget Development**

Emily De La Guerra presented on this item.

County Chair, Stacy Sablan, arrived at, approximately, 5:25 pm.

Publicly speaking under this topic were the following:

Mr. Eric Payne, Executive Director of the Central Valley Urban Institute, discussed that, as it relates to the participatory budgeting process, he thinks there is a clear difference between the agency's responsibility around public housing properties in the budget process. He believes that, in the spirit of recommendation for participatory budgeting, we should choose to be inclusive of all HCV and public housing residents, as well as those of mixed finance properties. He mentions that he is a little alarmed to learn that it's a different process. Mr. Payne also mentions that we are in October and are 9 days away from a November outreach process. He mentions that many of the residents have been identified to be included in that process. Mr. Payne mentions that he isn't fully aware if all the residents are aware of this process taking place. He mentions that he does have some concerns that are centered around the participatory budgeting process. He thinks it does need to be a shared democracy on how we serve and listen to our residents, and figuring out what those needs are.

**c. Real Estate Development Update**

Tracewell Hanrahan, Deputy Executive Director, and Michael Duarte, Director of Planning & Development, presented on this item.

City Vice Chair, Caine Christensen, left at, approximately, 5:50 pm.

## 8. COMMISSIONERS' REPORT

Commissioner Jones discussed her unsuccessful run for the NAHRO Vice Chair position. She wanted to thank the Boards and Agency for their efforts in trying to reach that goal. Commissioner Jones mentioned discussion of the transition report. She mentioned the Alpine President wanted to thank the entire leadership for their advocacy efforts in achieving the goals of the updated Commissioner handbook and advocacy letter that have been sent out. She discussed the types of communication tools used by Commissioners to connect on a national level. She also mentioned how Committee members can affect lasting change for policy making. Commissioner Jones talked about the importance of knowing the language of the policy on Section 3. She discussed if how we are advocating for families is intentional or relevant. She advised the Boards to connect with our legislators on a regular basis and reach out to local service clubs, such as Lions Clubs or Rotaries. Additionally, Commissioner Jones discussed how our biggest push is going to be in advocating programs for our residents because we are not getting the funding that we need.

Commissioner Sablan mentioned the Granville-Teague Community Center ground breaking, in which partners came together to tie ribbons at the small ceremony.

Commissioner Williams talked about the Women's conference at Parc Grove. She mentioned that she attended the Bitwise class that talked about training, as she enjoyed the fellowship and interaction with other women.

Commissioner Yanez also talked about attending the Women's Conference at Parc Grove. She mentioned her enjoyment in getting to know and interact with more people.

Commissioner Fuentes wanted to thank Fresno Housing for doing a great job. He reminisces to the time when he would be around these types of properties in the 80s. He mentioned that there have been positive changes that he did not think would have been possible.

Commissioner Gallaher expressed her enjoyment hosting board meetings at off-site locations to see the progress we are making.

## 9. EXECUTIVE DIRECTOR'S REPORT

In addition to the written Director's report, the following items were announced:

- Mr. Prince shared his experience of being a part of Aspen Institute's expanding prosperity collaborative. Mr. Prince mentioned that the day prior, he was in Washington D.C. creating a new agenda for public housing for the Urban Institute. He also mentioned that next week, he will be traveling to Chicago for another Urban Institute convening to look at housing from the national perspective.
- Mr. Prince welcomed the boards to Cedar Courts.
- Mr. Prince discussed the Groundbreaking at Yoville
- 2<sup>nd</sup> opening at Bridges at Florence

- It was announced that there will be solar power being installed in 5 properties containing 300 units in West Fresno.
- Kick-off with Ivy group for DEI starting next week
- Mr. Prince reminded the boards that the “Evicted” Exhibit of Matthew Desmond will have the grand opening on Nov. 7<sup>th</sup> at 4:30 pm at the Fresno Public Library, as well as a lecture by Matthew Desmond at 6:30pm at Warnor’s Theater. Mr. Prince also mentioned how Fresno Housing has reached out to National Building Museum to get them to come to Fresno for the “Evicted” Exhibit.
- Speaker, Jeff Olivet, will speak at the all staff event on December 3<sup>rd</sup>, 2019 and speaker, Richard Rothstein will speak at the all staff event on February 6<sup>th</sup>, 2020
- Our newest hire is Sevag Jierian as Development Finance Manager
- Our newest promotions are: Jeffrey Rasbeary, Maintenance Technician (promoted from Maintenance Assistant), Stephanie Nunez, Senior Analyst – Quality Assurance (promoted from Quality Assurance Coordinator – HMD), Dave Brenner, Senior Development Analyst – Special Projects (promoted from Community Development Analyst)

Publicly speaking under item 10b were the following:

Cliff Tutelian, CEO at Tutelian & Co., wanted to follow up on the letter that was sent to the Boards the previous week. He discussed the historical vibrancy to downtown and renew his commitment to downtown. He discussed his experience in the development of housing and commercial spaces like the Civic Center Square, where he has also done previous work. Mr. Tutelian discussed his friendship with Mr. Preston Prince, which he believes, for political reasons, has deteriorated. He affirmed his willingness to work with the Housing Authority and with Mr. Prince, to no avail. He expressed his many attempts to work with Mr. Prince over 4 years, and has since decided to go to the Boards, requesting a fair opportunity to be heard and considered. Mr. Tutelian mentions that he is in the development business and works closely with downtown projects. He further stated the following: his work on the Broadway and Stanislaus Building (Kepler School), restoring the 1401 Fulton Street building, and on the Civic Center Square. After spending time, effort and money with the City’s Administration and Police Department, of which he states, Mr. Prince chose not to be a part. Further, he asks the Boards to hear and entertain his offer to purchase the parking lot located at 1331 Fulton Street, Fresno, CA 93721, and participate in further dialogue on the matter, by creating a sub-committee to negotiate, collaborate and partner with him on this matter. He mentions that he has lenders in line, is in dialog and serious negotiations, is an approved qualified developer with CVS, and a timeframe where they can start within the next 15-24 months. Mr. Tutelian further promised that his project will not only benefit downtown and south west communities, but will also attract from other communities, bring the stability of discretionary income, and further engage improvements in the neighborhood.

Barigye McCoy, lifetime resident of Southwest Fresno, advocated for Clifford Tutelian and his effort to purchase the parking lot located at 1331 Fulton Street, Fresno, CA 93721. He wanted to acknowledge the great work, both the Fresno Housing Board and staff have contributed to the County of Fresno and the cities surrounding. He states that the conception of the project

started in 2007. He mentions that they have had some serious struggles trying to negotiate a deal with Mr. Prince to meet Downtown Fresno development needs. He mentions that they were given an exclusive negotiating agreement in December 2018. He states that they have been attempting to engage with Fresno Housing since the beginning of 2015, and have recently met on October 8<sup>th</sup>, 2019 at the Mayor's office. During the meeting, they gave their proposal to purchase the parking lot, located at 1331 Fulton Street, for market rate value in exchange for an equal amount of parking (free of rent), aside from the new parking lot structure for all Fresno Housing Authority employees.

Miguel Arias, City Council Vice President, wanted to acknowledge that the Fresno Housing administrative team has been an excellent experience to work with. He stated that any project that Fresno Housing brought forward in their district, would have to include community input, engagement, and to keep the same amount of standards. He advocated for District 6, which is in need of a Housing Authority project. He stated that it would make it easier to discuss affordable housing policies when every council member gets to experience these types of projects vs. the false narrative of poor people coming to the neighborhoods. Lastly, he discussed item 10b. In his experience, development projects were given out "like candy" in the past, but no one paid attention to if those developers followed through. As a result, he has seen a lot of developers that ended up land banking properties that could have easily been developed. He mentions that we are in the peak of economic activity in the country. He wanted to make it clear, that whatever the Boards decide, they will continue to hold Fresno Housing to the same standard of the past - that the community would be involved in the development of these projects; that it would be a quality project that serves everyone; and it wouldn't result in land banking property that could otherwise be used for a community benefit.

#### 10. CLOSED SESSION

The Boards went into closed session at approximately 7:03 p.m.

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: APN: 416-040-09; 130 W. Barstow Ave., Fresno, CA 93704  
Agency Negotiator: Preston Prince  
Negotiating Parties: Fresno Housing Authority; Gary R. Perez  
Under Negotiation: Price and Terms
- b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
(Pursuant to Government Code § 54954.5(b))  
Property: APN: 466-206-56-T; 1331 Fulton Street, Fresno, CA 93721  
Agency Negotiator: Preston Prince, Tracewell Hanrahan, Michael Duarte, and Ken Price  
Negotiating Parties: Fresno Housing Authority; Tutelian & Co.  
Under Negotiation: Price and Terms
- c. PUBLIC EMPLOYEE EVALUATION  
Title: CEO/Executive Director



The Boards returned to open session at approximately 8:30 p.m.

#### 11. REPORT ON CLOSED SESSION

There were no items to report at this time for items a and c.

Action on closed session item 10b was as follows:

**CITY MOTION:** *Commissioner Brusseau moved, seconded by Commissioner Williams that the parking lot at 1331 Fulton is not for sale and when/if the lot is for sale, Mr. Tutelian will be notified.*

**MOTION PASSED:** 4-0

**COUNTY MOTION:** *Commissioner Catalano moved, seconded by Commissioner Gallaher that the parking lot at 1331 Fulton is not for sale and when/if the lot is for sale, Mr. Tutelian will be notified.*

**MOTION PASSED:** 5-0

#### 12. ACTION

a. Consideration of Property Acquisition – 130 W. Barstow Ave.

**COUNTY MOTION:** *Commissioner Gallaher moved, seconded by Commissioner Fuentes to approve the property acquisition – 130 W. Barstow Ave.*

**MOTION PASSED:** 5-0

**CITY MOTION:** *Commissioner Brusseau moved, seconded by Commissioner Yanez to approve the property acquisition – 130 W. Barstow Ave.*

**MOTION PASSED:** 4-0

b. Consideration of Funding Commitment – 130 W. Barstow Ave.

**COUNTY MOTION:** *Commissioner Fuentes moved, seconded by Commissioner Gallaher to approve the funding commitment – 130 W. Barstow Ave.*

**MOTION PASSED:** 5-0

***CITY MOTION:*** *Commissioner Williams moved, seconded by Commissioner Brusseau to approve the funding commitment – 130 W. Barstow Ave.*

***MOTION PASSED:*** *4-0*

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 8:34 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

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

**Tuesday, November 19, 2019**

**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, November 19, 2019 at the Fresno Housing Authority offices, located at 1331 Fulton Street, Fresno, California.

1. The regular meeting was called to order at 5:04 p.m. by Board Chair, Commissioner Adrian Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

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

ABSENT:       Rueben Scott

The meeting was called to order at 5:04 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  
                  Nikki Henry  
                  Cary Catalano  
                  Valori Gallaher  
                  Joey Fuentes

ABSENT:       Mary G. Castro, Vice Chair

Also, in attendance were the following: Preston Prince, CEO/Executive Director, and Ken Price, Baker Manock and Jensen -General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

**MOTION PASSED:** 5-0

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

**MOTION PASSED:** 5-0

3. PUBLIC COMMENT

Nikki, Fresno Housing resident, asked about a recent rent increase and requested the reasoning behind the increase. She also went on to request recordings of all board meetings in the past year. She mentioned that there are some employees that would dismiss her and few that would listen. She also mentioned that when staff present on items in board meetings they “celebrate themselves”. She mentioned that staff present how nice everything is but she stated that it isn’t always really great all the time.

Jasmone, Community Organizer at Central Valley Urban Institute, wanted to express some concerns regarding participatory budgeting. She mentioned that the community was not wanting to participate. She acknowledged that it is not entirely the Agency’s fault of this limited participation from residents, but she stated that this limited participation wasn’t the ideal outlined a year ago when Tammy Townsend was the Chief Operating Officer. She mentioned that they are a little disappointed in the actions of the agency and request a reevaluation of the participatory budgeting process.

4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest stated at this time.

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 from the Consent Agenda and considered following approval of the Consent Agenda.*

- a. Consideration of the Minutes of October 22, 2019
- b. Consideration of the 2020 Agency Calendar

- c. Consideration of the Contract for General Contractor/Construction Management – The Villages at Broadway (formerly Econo Inn)
- d. Consideration of Submission of Rental Assistance Demonstration (RAD) Application – Laton Apartments
- e. Consideration of Submission of Rental Assistance Demonstration (RAD) Application – Sequoia Courts/Sequoia Courts Terrace
- f. Consideration of the 2020 Proposed Utility Allowance Schedules – Housing Assistance and Low-Income Housing Tax Credit Programs
- g. Consideration of the Joint Resolution for Homeless and Housing Assistance Program – City of Fresno

Agenda item 5a was tabled to the December Board meeting. Consent agenda item 5g has been moved to action item 7e.

**CITY MOTION:** *Commissioner Christensen moved, seconded by Commissioner Williams to continue Consent Agenda item 5a to the December Board meeting.*

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Henry moved, seconded by Commissioner Gallaher to continue Consent Agenda item 5a to the December Board meeting.*

**MOTION PASSED:** 5-0

**CITY MOTION:** *Commissioner Brusseau moved, seconded by Commissioner Yanez to approve the consent agenda items B-F.*

**MOTION PASSED:** 5-0

**COUNTY MOTION:** *Commissioner Fuentes moved, seconded by Commissioner Henry to approve the consent agenda items B-F.*

**MOTION PASSED:** 5-0

## 6. INFORMATIONAL

- a. Resident Empowerment Overview – Parent University Digital Literacy – Fresno State  
Doreen Eley, Senior Manager, introduced Eduardo Gonzalez, Interim Executive Director at Fresno State’s Office of Community and Economic Development.
- b. Update of the 2020 Federal and Agency Budgets

Emily De La Guerra, Director of Finance and Administrative Services, presented on this matter.

Commissioner Vaillancourt arrived at 5:28 pm.

c. Real Estate Development Update

Michael Duarte, Director of Planning & Community Development, presented on this matter.

## 7. ACTION

- a. Consideration of Omnibus Resolutions and Funding Commitment; Consideration of Purchase and Sale to Limited Partnership; Memoranda of Understanding for Offsite Improvements – Linnaea Villas (formerly Kingsburg Senior)

**CITY MOTION:** *Commissioner Yanez moved, seconded by Commissioner Brusseau to approve the Omnibus Resolution and Funding Commitment; approve the purchase and sale; and the memoranda of understanding for offsite improvements.*

**MOTION PASSED:** 6-0

**COUNTY MOTION:** *Commissioner Fuentes moved, seconded by Commissioner Catalano to approve the Omnibus Resolution and Funding Commitment; approve the purchase and sale; and the memoranda of understanding for offsite improvements.*

**MOTION PASSED:** 5-0

- b. Consideration of the Amended Development Agreement, Purchase and Sale to the Housing Authority; Property Acquisition; and Street Dedications to the City of Kingsburg – Linnaea Villas (formerly Kingsburg Senior)

**COUNTY MOTION:** *Commissioner Gallaher moved, seconded by Commissioner Fuentes to approve the amended development agreement, purchase and sale to the Housing Authority; approve the property acquisition; and approve the street dedications.*

**MOTION PASSED:** 5-0

**CITY MOTION:** *Commissioner Vaillancourt moved, seconded by Commissioner Christensen to approve the amended development agreement, purchase and sale to the Housing Authority; approve the property acquisition; and approve the street dedications..*

**MOTION PASSED:** 6-0



- c. Consideration of Housing Authority Guaranty for Offsite Improvements – Linnaea Villas (formerly Kingsburg Senior)

**COUNTY MOTION:** *Commissioner Catalano moved, seconded by Commissioner Fuentes to approve the guaranty for offsite improvements.*

**MOTION PASSED:** 5-0

**CITY MOTION:** *Commissioner Christensen moved, seconded by Commissioner Vaillancourt to approve the guaranty for offsite improvements.*

**MOTION PASSED:** 6-0

- d. Consideration of Omnibus Resolutions; Consideration of Property Sale and Funding Commitment – Pinedale to Silvercrest through RAD – Solivita Commons (formerly Willow/Alluvial)

**COUNTY MOTION:** *Commissioner Fuentes moved, seconded by Commissioner Henry to approve of the consideration of the omnibus resolution; property sale and funding commitment.*

**MOTION PASSED:** 5-0

**CITY MOTION:** *Commissioner Yanez moved, seconded by Commissioner Christensen to approve of the consideration of the omnibus resolution; property sale and funding commitment.*

**MOTION PASSED:** 5-1

*Commissioner Williams voted No.*

- e. Consideration of the Joint Resolution for Homeless and Housing Assistance Program – City of Fresno

**COUNTY MOTION:** *Commissioner Catalano moved, seconded by Commissioner Gallaher to adopt the joint resolution for the Homeless and Housing Assistance Program.*

**MOTION PASSED:** 5-0

**CITY MOTION:** *Commissioner Brusseau moved, seconded by Commissioner Vaillancourt to adopt the joint resolution for the Homeless and Housing Assistance Program.*

***MOTION PASSED: 6-0*****8. COMMISSIONERS' REPORT**

Commissioner Jones complimented on the new photo displays in the back of the board room.

Commissioner Henry commended the team on the Matthew Desmond event. She felt we really got our money's worth with how we utilized his time. She specifically enjoyed the opening of the exhibit and having the Matthew Desmond visit on a night that Fresno was "on fire", with Downtown Art-Hop and the Fresno Economic Summit. She mentioned how great it was to have those conversations internally with staff. She commended everyone's efforts on the DEI focus groups with the Ivy Consultants and mentioned she is looking forward to receiving the report. She encouraged everyone to attend the amazing "Evicted Exhibit" at the Mariposa Library until December 30<sup>th</sup>, 2019. She requested next steps from the Board Chairs on their governance retreat. She mentioned that there was a lot of consensus on some of the board onboarding, continuing education, our relationships, and having that ownership within our Board. She stated that even though there are mixed feelings about committees, there should be a consideration of forming one. Finally, she mentioned that there isn't a lot of intentional work happening on introducing one another to each other and building those relationships within our Board.

**9. EXECUTIVE DIRECTOR'S REPORT**

In addition to the written Director's report, the following items were announced:

- Majority of staff met with DEI Ivy Consultant
- Report will be received in another month
- Jeff Olivet DEI All-Staff Event on December 3<sup>rd</sup>
- Richard Rothstein DEI All-Staff Event on February 6<sup>th</sup>, 2020
- Economic Summit was amazing
- DRIVE, racially inclusive economic plan for Fresno, has been issued
- Board Dinner to be held on December 12<sup>th</sup>, 2019
- Linnea Villas Grand opening December 12<sup>th</sup>, 2019
- Reschedule of housing tours
- Resident Newsletter
- Our newest promotions are: Yolanda Keiser - Assistant Manager, Housing Choice, Tiffany Mangum – Manager, Executive Operations

**10. CLOSED SESSION**

The Boards went into closed session at approximately 7:46 p.m.

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54957.6)

Agency designated representatives: Angie Nguyen, Scott Fetterhoff, Summer Nunes, Hilda Reeves and Emily De La Guerra

Under negotiation: Price and Terms

b. PUBLIC EMPLOYEE EVALUATION

Title: CEO/Executive Director

Commissioner Brusseau left at 8:39 pm.

The Boards returned to open session at approximately 8:43 p.m.

11. REPORT ON CLOSED SESSION

There were no items to report at this time.

12. 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 8:45 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

## BOARD MEMO

O (559) 443-8400  
 F (559) 445-8981

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 Fresno, California 93721  
 TTY (800) 735-2929

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

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

**DATE:** December 12, 2019

**BOARD MEETING:** 12/17/2019

**AGENDA ITEM:** 7b

**AUTHOR:** Emily De La Guerra



**SUBJECT:** Consideration of Contract Renewal for General Legal Services

### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioner's to renew the contract with Baker, Manock and Jensen PC for General Legal Services. The original term of this contract was January 1, 2019 to December 31, 2019, with the option to renew the contract for four (4) additional, one-year terms for a total potential contract period of five years. The term pertaining to this option renewal is January 1, 2020 to December 31, 2020. This is the first available option, with three option renewals remaining.

### Fiscal Impact

Based on an independent cost estimate and the projected needs of the organization, the contract with Baker, Manock, and Jensen PC includes an annual amount not to exceed \$300,000. The 2020 Agency Operations and Mixed Finance Budgets includes funding for this contract. The Agency spent \$110 thousand dollars in 2019 on this specific contract.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to execute the renewal of the contract with Baker, Manock, and Jensen PC, for a term of January 1, 2020 to December 31, 2020 and an amount not to exceed \$300,000.

### Background Information

In June 2018, the Agency published a Request for Proposals (RFP) to solicit for a variety of legal services. As a result of the RFP, the Agency received proposals from nine legal firms (both local and national) for General Legal Services. After proposals were evaluated by a team of Agency staff from a variety of departments, members of the Boards of Commissioners and the Agency's Executive staff conducted interviews with the three firms determined to be in a competitive scoring range. Final scoring was completed after the interview process and Baker, Manock, and Jensen PC was determined to be the highest scoring proposer based on the published evaluation factors. Said contract was originally approved by the Board of Commissioners on December 18, 2018. As

such, the Agency is requesting approval from the Boards of Commissioners to approve the first option renewal of the contract with Baker, Manock, and Jensen PC for General Legal Services.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION APPROVING THE OPTION RENEWAL OF THE CONTRACT FOR  
GENERAL LEGAL SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has solicited proposals from qualified law firms relating to general legal services; and

WHEREAS, Baker, Manock, & Jensen PC was a responsive and responsible firm 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 renew the contract with Baker, Manock, & Jensen PC for general legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$300,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewal for the contract for general legal services with Baker, Manock, & Jensen PC and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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 OPTION RENEWAL OF THE CONTRACT FOR  
GENERAL LEGAL SERVICES

WHEREAS, the Housing Authority of Fresno County (the "Agency") has solicited proposals from qualified law firms relating to general legal services; and

WHEREAS, Baker, Manock, & Jensen PC was a responsive and responsible firm 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 renew the contract with Baker, Manock, & Jensen PC for general legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$300,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Fresno County do hereby authorize the Executive Director/CEO, or his designee, to execute the first option renewal for the contract for general legal services with Baker, Manock, & Jensen PC and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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) 445-8981

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

**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** December 12, 2019

**BOARD MEETING:** 12/17/2019

**AGENDA ITEM:** 7c

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Consideration of Contract Renewal for Human Resources Legal Services

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### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioner's to renew the contract with Atkinson, Anderson, Loya, Ruud, & Romo ("AALRR") for Human Resources Legal Services. The original term of said contract is January 1, 2019 to December 31, 2019, with the option to renew the contract for four (4) additional, one-year terms for a total potential contract period of five years. The term pertaining to this option renewal is January 1, 2020 to December 31, 2020. This is the first available option, with three option renewals remaining.

### Fiscal Impact

Based on an independent cost estimate and the projected needs of the organization, the contract with AALRR includes an annual amount not to exceed \$150,000. The 2020 Agency Operations and Mixed Finance Budgets includes funding for this contract. The Agency spent \$37 thousand dollars in 2019 on this specific contract.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to execute the renewal of the contract with AALRR for a term of January 1, 2020 to December 31, 2020 and an amount not to exceed \$150,000.

### Background Information

In June 2018, the Agency published a Request for Proposals (RFP) to solicit for a variety of legal services. As a result of the RFP, the Agency received proposals from ten legal firms (both local and national) for Human Resources Legal Services. After proposals were evaluated by a team of Agency staff from a variety of departments, members of the Boards of Commissioners and the Agency's Executive staff conducted interviews with the three firms determined to be in a competitive scoring range. Final scoring was completed after the interview process and AALRR was determined to be the highest scoring proposer based on the published evaluation factors. Said contract was originally approved by

the Board of Commissioners on December 18, 2018. As such, the Agency is requesting approval from the Boards of Commissioners to approve the first option renewal of the contract with AALRR for Human Resources Legal Services.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION APPROVING THE OPTION RENEWAL OF THE CONTRACT FOR  
HUMAN RESOURCES LEGAL SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) has solicited proposals from qualified law firms relating to human resources legal services; and

WHEREAS, Atkinson, Anderson, Loya, Ruud, & Romo (“AALRR”) was a responsive and responsible firm 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 renew the contract with AALRR for human resources legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$150,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewal for the contract for human resources legal services with AALRR and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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 OPTION RENEWAL OF THE CONTRACT FOR  
HUMAN RESOURCES LEGAL SERVICES**

WHEREAS, the Housing Authority of Fresno County (the "Agency") has solicited proposals from qualified law firms relating to human resources legal services; and

WHEREAS, Atkinson, Anderson, Loya, Ruud, & Romo ("AALRR") was a responsive and responsible firm 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 renew the contract with AALRR for human resources legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$150,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewal for the contract for human resources legal services with AALRR and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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:** December 12, 2019

**BOARD MEETING:** 12/17/2019

**AGENDA ITEM:** 7d

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Consideration of Contract Renewal for HUD, USDA, HCD, and other Federal and State Legal Services

---

### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioner's to renew the contract with Ballard Spahr, LLP for legal services pertaining to HUD, USDA, HCD, and other Federal and State matters. The term of this contract is January 1, 2019 to December 31, 2019, with the option to renew the contract for four (4) additional, one-year terms for a total potential contract period of five years. The term pertaining to this option renewal is January 1, 2020 to December 31, 2020. This is the first available option, with three option renewals remaining.

### Fiscal Impact

Based on an independent cost estimate and the projected needs of the organization, the contract with Ballard Spahr, LLP includes an annual amount not to exceed \$50,000. The 2020 Agency Operations and Mixed Finance Budgets includes funding for this contract. The Agency spent \$16 thousand dollars in 2019 on this specific contract.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to execute the renewal of the contract with Ballard Spahr, LLP for a term of January 1, 2020 to December 31, 2020 and an amount not to exceed \$50,000.

### Background Information

In June 2018, the Agency published a Request for Proposals (RFP) to solicit for a variety of legal services. As a result of the RFP, the Agency received proposals from eight legal firms (both local and national) HUD, USDA, HCD, and other Federal and State Legal Services. After proposals were evaluated by a team of Agency staff from a variety of departments, members of the Boards of Commissioners and the Agency's Executive staff conducted interviews with the two firms determined to be in a competitive scoring range. Final scoring was completed after the interview process and Ballard Spahr, LLP was determined to be the highest scoring proposer based on the published evaluation factors.

Said contract was originally approved by the Board of Commissioners on December 18, 2018. As such, the Agency is requesting approval from the Boards of Commissioners to approve the first option renewal of the contract with Ballard Spahr, LLP for HUD, USDA, HCD, and other Federal and State Legal Services.

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

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

RESOLUTION APPROVING THE OPTION RENEWAL OF THE CONTRACT FOR HUD,  
USDA, HCD, AND OTHER FEDERAL AND STATE LEGAL SERVICES

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) has solicited proposals from qualified law firms for legal services pertaining to HUD, USDA, HCD, and other Federal and State matters; and

WHEREAS, Ballard Spahr, LLP was a responsive and responsible firm 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 renew contract with Ballard Spahr, LLP for HUD, USDA, HCD, and other Federal and State Legal Services for one year, beginning January 1, 2020, for an annual amount not to exceed \$50,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewal for the contract for HUD, USDA, HCD, and other Federal and State Legal Services with Ballard Spahr, LLP and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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 OPTION RENEWAL OF THE CONTRACT FOR HUD,  
USDA, HCD, AND OTHER FEDERAL AND STATE LEGAL SERVICES**

WHEREAS, the Housing Authority of Fresno County (the "Agency") has solicited proposals from qualified law firms for legal services pertaining to HUD, USDA, HCD, and other Federal and State matters; and

WHEREAS, Ballard Spahr, LLP was a responsive and responsible firm 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 renew the contract with Ballard Spahr, LLP for HUD, USDA, HCD, and other Federal and State Legal Services for one year, beginning January 1, 2020, for an annual amount not to exceed \$50,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewal for the contract for HUD, USDA, HCD, and other Federal and State Legal Services with Ballard Spahr, LLP and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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:** December 12, 2019

**BOARD MEETING:** 12/17/2019

**AGENDA ITEM:** 7e

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Consideration of Contract Renewal for Affordable Housing  
Development Legal Services

---

### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to renew the contract with Ballard Spahr, LLP for legal services pertaining to the development of affordable housing. The original term of said contract was January 1, 2019 to December 31, 2019, with the option to renew the contract for four (4) additional, one-year terms for a total potential contract period of five years. The term pertaining to this option renewal is January 1, 2020 to December 31, 2020. This is the first available option, with three option renewals remaining.

### Fiscal Impact

Based on an independent cost estimate and the projected needs of the organization, the contract with Ballard Spahr, LLP includes an annual amount not to exceed \$600,000. These costs will be paid by project-specific construction financing related to the development of the affordable housing. The Agency spent approximately \$425 thousand dollars in 2019 on this specific contract.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to execute the renewal of the contract with Ballard Spahr, LLP for a term of January 1, 2020 to December 31, 2020 and an amount not to exceed \$600,000.

### Background Information

In June 2018, the Agency published a Request for Proposals (RFP) to solicit for a variety of legal services. As a result of the RFP, the Agency received proposals from nine legal firms (both local and national) for Development of Affordable Housing Legal Services. After proposals were evaluated by a team of Agency staff from a variety of departments, members of the Boards of Commissioners and the Agency's Executive staff conducted interviews with the two firms determined to be in a competitive scoring range. Final scoring was completed after the interview process and Ballard Spahr, LLP was determined to be the highest scoring proposer based on the published evaluation factors. Said contract

was originally approved by the Board of Commissioners on December 18, 2018. As such, the Agency is requesting approval from the Boards of Commissioners to approve the first option renewal of the contract with Ballard Spahr, LLP for Development of Affordable Housing Legal Services.

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

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

RESOLUTION APPROVING THE OPTION RENEWAL OF THE CONTRACT FOR  
AFFORDABLE HOUSING DEVELOPMENT LEGAL SERVICES

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has solicited proposals from qualified law firms for legal services pertaining to the development of affordable housing; and

WHEREAS, Ballard Spahr, LLP was a responsive and responsible firm 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 renew the contract with Ballard Spahr, LLP for affordable housing development legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$600,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewal for the contract for affordable housing development legal services with Ballard Spahr, LLP and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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 OPTION RENEWAL OF THE CONTRACT FOR  
AFFORDABLE HOUSING DEVELOPMENT LEGAL SERVICES**

WHEREAS, the Housing Authority of Fresno County (the "Agency") has solicited proposals from qualified law firms for legal services pertaining to the development of affordable housing; and

WHEREAS, Ballard Spahr, LLP was a responsive and responsible firm 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 renew the contract with Ballard Spahr, LLP for affordable housing development legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$600,000; and

WHEREAS, the term of said contract will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewal for the contract for affordable housing development legal services with Ballard Spahr, LLP and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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:** December 12, 2019

**BOARD MEETING:** 12/17/2019

**AGENDA ITEM:** 7f

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Consideration of Contract Renewal for Unlawful Detainer Legal Services

---

### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to renew the contract with Steven R. Hrdlicka, Attorney at Law and Baker, Manock, and Jensen PC for Unlawful Detainer Legal Services. The original term of each contract is January 1, 2019 to December 31, 2019, with the option to renew the contract for four (4) additional, one-year terms for a total potential contract period of five years. The term pertaining to these option renewals is January 1, 2020 to December 31, 2020. This is the first available option, with three option renewals remaining. The Agency feels it is advantageous to have two separate contracts for Unlawful Detainers given the specific technical capabilities and experience of each firm, and the overall needs of the organization.

### Fiscal Impact

Based on an independent cost estimate and the projected needs of the organization, the contract with Steven R. Hrdlicka, Attorney at Law includes an annual not to exceed amount of \$50,000. The contract with Baker, Manock, and Jensen PC includes an annual amount not to exceed \$25,000. The 2020 Agency Operations and Mixed Finance Budgets includes funding for this contract. The Agency spent \$8 thousand dollars in 2019 on Steven R. Hrdlicka's contract, and \$10 thousand dollars on Baker, Manock, and Jensen PC's contract.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to execute the renewals of the contracts with Steven R. Hrdlicka, Attorney at Law & Baker, Manock, and Jensen PC each for a term of January 1, 2020 to December 31, 2020 for an amount not to exceed \$50,000 and \$25,000, respectively.

### Background Information

In June 2018, the Agency published a Request for Proposals (RFP) to solicit for a variety of legal services. As a result of the RFP, the Agency received proposals from seven legal firms (both local and national) for Unlawful Detainer Legal

Services. After proposals were evaluated by a team of Agency staff from a variety of departments staff conducted interviews with the two firms determined to be in a competitive scoring range. Final scoring was completed after the interview process and both Steven R. Hrdlicka, Attorney at Law & Baker, Manock, and Jensen PC were determined to be the highest scoring proposers based on the published evaluation factors. Said contracts were originally approved by the Board of Commissioners on December 18, 2018. As such, the Agency is requesting approval from the Boards of Commissioners to approve the first option renewals for contracts with Steven R. Hrdlicka, Attorney at Law & Baker, Manock, and Jensen PC for Unlawful Detainer Legal Services.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION APPROVING THE OPTION RENEWALS OF THE CONTRACTS FOR  
UNLAWFUL DETAINER LEGAL SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the “Agency”) has solicited proposals from qualified law firms relating to unlawful detainer legal services; and

WHEREAS, Baker, Manock, & Jensen PC and Steven R. Hrdlicka, Attorney at Law, were 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 renew the contracts with Baker, Manock, & Jensen PC and Steven R. Hrdlicka, Attorney at Law, for unlawful detainer legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$25,000 and \$50,000 respectively; and

WHEREAS, the term of said contracts will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewals for the contracts for unlawful detainer legal services with Baker, Manock, & Jensen PC and Steven R. Hrdlicka, Attorney at Law, and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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 OPTION RENEWALS OF THE CONTRACTS FOR  
UNLAWFUL DETAINER LEGAL SERVICES**

WHEREAS, the Housing Authority of the Fresno County (the “Agency”) has solicited proposals from qualified law firms relating to unlawful detainer legal services; and

WHEREAS, Baker, Manock, & Jensen PC and Steven R. Hrdlicka, Attorney at Law, were 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 renew the contracts with Baker, Manock, & Jensen PC and Steven R. Hrdlicka, Attorney at Law, for unlawful detainer legal services for one year, beginning January 1, 2020, for an annual amount not to exceed \$25,000 and \$50,000 respectively; and

WHEREAS, the term of said contracts will expire December 31, 2020, with the option to extend the contract for three additional one year terms, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

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 first option renewals for the contracts for general legal services with Baker, Manock, & Jensen PC and Steven R. Hrdlicka, Attorney at Law, and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF DECEMBER, 2019. 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](http://www.fresnohousing.org)

**TO:** Board of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince 

CEO/Executive Director

**DATE:** December 12, 2019

**BOARD MEETING:** December 17, 2019

**AGENDA ITEM:** 7g

**AUTHOR:** Brandon Gonzalez

**SUBJECT:** Request for Approval to Submit No Place Like Home (NPLH)  
 Funding Application for the Blackstone & Simpson Development (APNs:  
 443-104-08 thru 443-104-10, & 443-104-23)

---

### Executive Summary

The Fresno Housing Authority ("FH") continues to seek opportunities to develop affordable and supportive housing within this community, and the Blackstone & Simpson project is a potential development to further this goal.

The project is a new construction/rehabilitation project that is proposed to consist of 40 units of affordable housing and 1 manager's unit. The site will have integration of both family units and permanent supportive housing units. The No Place Like Home ("NPLH") units will make up 49% of the overall project units.

Staff has been coordinating with the County of Fresno Department of Behavioral Health ("DBH") to identify projects and funding sources that would further the goals of both the FH agency mission and DBH in the provision of permanent supportive housing with supportive services. The No Place Like Home (NPLH) program has been identified as potential funding source to assist with the development of permanent supportive housing. A competitive NOFA was released on September 27, 2019 that provides for approximately \$90 million in available funding for 11 counties. The County of Fresno DBH would act as the lead applicant and service provider, and FH will act as the development sponsor and project owner/borrower.

The newly constructed site will consist of 41 units ranging from Studios to 3 Bedroom units, including 1 managers unit. Community and open office space have been planned to ensure tenants have access to these opportunities on site. The targeted income for the site is 20% to 60% AMI. All residents will meet these income targets and 49% of the tenants will be required to meet the definition of "homeless" as defined by the NPLH program. These units will specifically be set aside for persons with serious mental illness who are chronically homeless, homeless, or at-risk of being chronically homeless. The other 51% will serve individuals and families in need of affordable housing. Services are voluntary and are offered to residents free of charge, and will be administered by the County of Fresno DBH. DBH has partnered with FH on



the provision of services at four permanent supportive housing sites and five (5) units within Parc Grove Commons.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, CA adopt the attached resolutions approving the necessary actions needed to move forward with a State of California No Place Like Home (NPLH) Supportive Housing Program funding application, and authorize the undertaking of all actions necessary to assemble additional financing sources, which may include, but are not limited to: (a) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (b) submission of an application for City of Fresno HOME funds, (c) submission of an application for California Housing Finance Agency (CalHFA) program funds, and (e) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director Preston Prince, and further 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.

### **Fiscal Impact**

The fee for the No Place Like Home (NPLH) application is \$2,500, which will be paid with pre-development funds previously approved at the December 19, 2017 Board meeting.

### **Background Information**

The Blackstone & Simpson site (APNs: 443-104-08 thru 443-104-10, & 443-104-23) is an existing commercial/retail site along the Blackstone corridor in close proximity to Manchester Transit Center on approximately 0.83 acres in Fresno, CA. The project site is located in an area of high demand. The property was acquired by the Housing Authority of the City of Fresno, California in November 2017 for \$1,147,331.

In May 2019, the architectural firm GGLO revised the previously approved site plan. The new iteration envisions a 41-unit community with approximately 2,000 square feet of community space and approximately 8,000 square feet of rehabbed commercial space. The community would serve both small families (one-, two-, and three- bedroom units) and a special needs population (studios and one-bedroom units).

### **Past Board Actions**

- March 21, 2017 – Approval Authorizing Assignment of Purchase & Sale Agreement
- June 27, 2017 – Approval of Site Acquisition and HRFC Funding
- December 19, 2017 – Approval of HRFC Funding & Submission of Grant Funding Applications
- January 23, 2018 – Approval Awarding GCCM Contact

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

**IN THE MATTER OF: Housing Authority of the City of Fresno, CA: Submission of a No Place Like Home Program ("NPLH") funding application for the Blackstone & Simpson development**

**AUTHORIZATION TO PARTICIPATE IN THE NO PLACE LIKE HOME PROGRAM**

All of the commissioners of the Housing Authority of the City of Fresno, California, a public body corporate and politic, organized and existing under the laws of the State of California and a "public housing agency" as defined in the United States Housing Act of 1937 (42 U.S.C. § *et seq.*, as amended) (the "Authority"), hereby consent to, adopt and ratify the following resolutions:

WHEREAS, the State of California, Department of Housing and Community Development ("Department") issued a Notice of Funding Availability, for Round 2 funds dated September 27, 2019, as may be amended from time to time, ("NOFA") under the No Place Like Home Program ("NPLH" or "Program") authorized by Government Code section 15463, Part 3.9 of Division 5 (commencing with Section 5849.1) of the Welfare and Institutions Code, and Welfare and Institutions Code section 5890;

WHEREAS, the NOFA relates to the availability of approximately \$622 million in Competitive Allocation funds under the NPLH Program; and

WHEREAS, the Authority is an Applicant within the meaning of Section 101(c) of the NPLH Program Guidelines, dated September 2019 ("Guidelines");

WHEREAS, the "Authority" is authorized to do business in the State of California;

NOW, THEREFORE, BE IT RESOLVED, that the "Authority" does hereby determine and declare as follows:

SECTION 1. That the Authority is hereby authorized and directed to borrow an amount not to exceed \$6,492,143 in NPLH Program funds, as detailed in the NOFA up to the amount authorized by Section 102 of the Guidelines and applicable state law (the "NPLH Loan").

SECTION 2. That in connection with the NPLH Loan, the Authority is authorized and directed to enter into, execute, and deliver a State of California Standard Agreement, and any and all

other documents required or deemed necessary or appropriate to carry into effect the full intent and purpose of the above resolution, in order to evidence the NPLH Loan, the Authority's obligations related thereto, and the Department's security therefore; including, but not limited to, a promissory note, a deed of trust and security agreement, a regulatory agreement, a development agreement and certain other documents required by the Department as security for, evidence of or pertaining to the NPLH Loan, and all amendments thereto (collectively, the "NPLH Loan Documents").

SECTION 3. That **Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director, or their Designee** are hereby authorized to execute the NPLH Loan Documents, and any amendments or modifications thereto, on behalf of the "Authority".

SECTION 4. That this resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 17th day of December, 2019, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

Signature of Attesting Officer:

Printed Name and Title of Attesting Officer: Adrian Jones, Chair

#### CERTIFICATE OF THE SECRETARY

The undersigned, Secretary of the Corporation does hereby attest and certify that the **[foregoing / attached]** Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said corporation which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: December 17, 2019

\_\_\_\_\_

Preston Prince

Secretary

## **INSTRUCTIONS:**

*Produce the Authorizing Resolution on Organization letterhead.*

*All information provided will be verified using the appropriate governing documents. If the governing documents of the Applicant are not reflective of the current board makeup, the Applicant needs to notify HCD in writing of the discrepancy and provide an explanation for it. To help speed up processing of your Authorizing Resolution, submit this information along with your Authorizing Resolution.*

*PARAGRAPH 1: The correct date that the NOFA itself was issued, and the date of the most recent amendments to that NOFA by the Department, is required. Do not use other dates such as email/listserv announcements, associated memos, etc.*

## **SECTION 3:**

*Multiple signors may be included, with appropriate language to indicate whether all or only one of the individuals being authorized must sign. The word “and” should be used where you intend to require all of the listed individuals sign the documents, and the word “or” should be used where you intend for any one of the individuals listed to be able to sign the documents. The use of “and / or” in this context is legally insufficient and therefore is not acceptable.*

*VOTE COUNT: Fill in all four vote-count fields below, if none, indicate “0” for that field. Vote totals will be compared to current organizational bylaws, or other governing documents for the organization, to verify that an adequate quorum was present for a valid vote by the organization, and that the total number of votes matches the stated number of directors/members, etc.*

*SIGNATURE BLOCK: The approving officer generally cannot be the person authorized above as the signor.*

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** December 12, 2019

**BOARD MEETING:** Dec 17, 2019

**AGENDA ITEM:** 8a

**AUTHOR:** Angie Nguyen

**SUBJECT:** Resident Empowerment – San Joaquin Valley Veterans - A Project of WestCare California

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### Executive Summary

Robert Lee, Case Manager at San Joaquin Valley Veterans – a project of WestCare California (SJVV), will present information regarding the services provided to Veterans residing at Renaissance at Parc Grove. SJVV provides housing retention assistance, life skills workshops and training/educational opportunities. Additional information will be provided at the Boards of Commissioners meeting.

### Recommendation

No action is necessary. This item is informational only.

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** December 12, 2019

**BOARD MEETING:** Dec. 17, 2019

**AGENDA ITEM:** 8b

**AUTHOR:** Emily De La Guerra

**SUBJECT:** 2020 Operating Budgets for Mixed Finance Properties

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### Executive Summary

The purpose of this memo is to update the Boards of Commissioners on the status of the 2020 Budgets for the Mixed Finance housing properties. Over the past several years, the Agency has sponsored 31 affordable housing projects throughout Fresno County that will be operational in 2020. We collectively call these groups of projects the “Mixed Finance Properties” because several (“mixed”) financing sources are used to acquire and construct the units.

As part of this “sponsorship” process, the Boards are first asked to approve the formation and creation of a limited partnership that will “own” the affordable housing development, and where Silvercrest, Inc. (a subsidiary of the Housing Authorities) is generally named as the Managing General Partner (MGP) of the partnership. The role of the Managing General Partner is to oversee the on-going operations of the partnership. This includes, amongst other things:

- Selecting the property management company
- Monitoring tenant and financial compliance, and
- Preparing reports, including the annual financial audit

Another one of the responsibilities of the MGP is to review and approve the annual operating budgets and financial performance for the partnerships. However, because the Fresno Housing Authority originally sponsored these projects and has a vested interest in the success of the properties, staff will be presenting the 2020 annual operating budgets to the Housing Authority Boards of Commissioners, and then asking the Silvercrest, Inc. Board of Directors to adopt the budgets.

### Fiscal Impact

The fiscal impact of the Mixed Finance budgets would be as follows:

- Total net operating income for the 31 properties in operations for 2020 will be \$4.69 million.

- Total cash flow for 2020 will be \$1.65 million. This amount will become available for cash flow distributions in early 2020.

**Recommendation**

This item is informational only. No action is required. The Board of Directors for Silvercrest, Inc. will be asked to approve the 2020 Operating Budgets for the Mixed Finance properties.



Fresno Housing Authority  
2020 Mixed Finance Budgets

Property Name	Yosemite Village	Parc Grove Northwest	Granada Commons	Parc Grove Commons II	Renaissance at Trinity	Renaissance at Santa Clara	Renaissance at Alta Monte	Bridges at Florence	City View @ Van Ness	Mendota RAD	Orange Cove RAD
# of Units	69	148	16	215	20	70	30	34	45	124	90
INCOME											
NET TENANT INCOME	634,824	1,576,590	142,020	2,113,800	195,300	652,872	269,892	252,365	352,465	1,137,720	798,720
TOTAL OTHER INCOME	1,740	7,200	-	8,400	32,904	65,200	32,700	150	6,000	-	-
TOTAL INCOME	636,564	1,583,790	142,020	2,122,200	228,204	718,072	302,592	252,515	358,465	1,137,720	798,720
EXPENSES											
TOTAL PAYROLL EXPENSES	188,472	263,520	24,584	397,080	68,040	164,664	65,964	45,000	55,200	230,760	163,068
TOTAL ADMINISTRATIVE EXPENSES	84,552	147,630	28,602	236,670	40,482	85,638	47,034	39,930	76,170	171,720	131,220
TOTAL TENANT SERVICES EXPENSES	36,948	56,400	6,996	97,200	6,300	18,228	11,796	14,400	1,900	73,824	55,296
TOTAL UTILITY EXPENSES	90,861	152,380	14,112	209,700	35,580	118,440	55,500	31,130	53,320	178,260	119,344
TOTAL MAINTENANCE EXPENSES	187,548	171,000	42,624	318,000	45,072	264,744	86,028	43,140	35,600	163,968	121,668
TOTAL TAXES & INSURANCE EXPENSES	25,296	36,676	6,780	44,174	6,912	16,776	9,792	14,264	23,705	37,116	49,176
TOTAL OPERATING EXPENSES	613,677	827,606	123,698	1,302,824	202,386	668,490	276,114	187,864	245,895	855,648	639,772
NET OPERATING INCOME	22,887	756,184	18,322	819,376	25,818	49,582	26,478	64,651	112,570	282,072	158,948
TOTAL NON-OPERATING EXPENSES	20,700	604,487	10,080	525,598	14,172	46,200	21,300	46,878	108,076	239,544	32,244
TOTAL NET INCOME	2,187	151,697	8,242	293,778	11,646	3,382	5,178	17,773	4,494	42,528	126,704

Fresno Housing Authority  
2020 Mixed Finance Budgets

Property Name	Fresno RAD	Viking Village RAD	Marion Villas	Pacific Gardens	Legacy Commons I	541 @ South Tower & Cedar Heights	Rio Villas	Paseo 55	Villa Del Mar	Elderberry	Kings River Commons	Cueva de Oso
# of Units	193	40	46	56	64	45	30	55	48	75	60	47
INCOME												
NET TENANT INCOME	1,633,116	338,964	359,961	376,248	548,748	328,108	271,620	418,752	466,390	492,920	445,304	379,320
TOTAL OTHER INCOME	-	-	6,100	1,740	3,000	-	-	1,260	4,000	360	50,850	-
TOTAL INCOME	1,633,116	338,964	366,073	377,988	551,748	328,108	271,620	420,012	470,390	493,280	496,154	379,320
EXPENSES												
TOTAL PAYROLL EXPENSES	438,348	61,824	68,687	96,992	99,840	78,408	53,508	86,220	91,500	56,580	100,378	80,460
TOTAL ADMINISTRATIVE EXPENSES	260,952	70,746	54,747	76,386	70,070	53,180	42,084	85,008	58,120	57,240	64,062	73,332
TOTAL TENANT SERVICES EXPENSES	81,180	18,396	19,728	15,528	25,500	18,504	12,504	24,000	18,000	2,400	23,000	32,400
TOTAL UTILITY EXPENSES	210,324	36,288	57,562	49,860	56,700	45,600	19,428	59,868	58,470	75,900	73,412	38,662
TOTAL MAINTENANCE EXPENSES	346,740	72,768	35,873	93,300	78,400	43,482	42,192	73,272	104,100	81,520	43,012	67,428
TOTAL TAXES & INSURANCE EXPENSES	72,708	17,004	16,745	15,156	42,270	19,658	21,648	44,196	16,544	15,706	65,237	19,740
TOTAL OPERATING EXPENSES	1,410,252	277,026	253,342	347,222	372,780	258,832	191,364	372,564	346,734	289,346	369,101	312,022
NET OPERATING INCOME	222,864	61,938	112,731	30,766	178,968	69,276	80,256	47,448	123,656	203,934	127,053	67,298
TOTAL NON-OPERATING EXPENSES	57,600	23,292	20,098	16,500	134,168	21,200	30,948	16,500	78,415	90,387	127,048	14,400
TOTAL NET INCOME	165,264	38,646	92,633	14,266	44,800	48,076	49,308	30,948	45,241	113,547	5	52,898

Fresno Housing Authority  
2020 Mixed Finance Budgets

Property Name	Fenix @ Calaveras & Fenix @ Glenn	Legacy Commons II	Renaissance at Parc Grove	Blossom Trail	Magnolia Commons	Oak Grove Commons	Mariposa Commons	Orchard Apartments	Total
# of Units	30	46	39	48	60	56	40	40	1979
INCOME									
NET TENANT INCOME	230,166	549,600	376,644	355,404	461,988	480,252	443,424	497,268	17,580,765
TOTAL OTHER INCOME	2,700	2,400	158,340	2,400	-	-	5,280	5,412	398,136
TOTAL INCOME	232,866	552,000	534,984	357,804	461,988	480,252	448,704	502,680	17,978,913
EXPENSES									
TOTAL PAYROLL EXPENSES	49,200	99,840	76,512	59,436	78,648	92,088	55,140	66,432	3,556,393
TOTAL ADMINISTRATIVE EXPENSES	36,550	85,970	67,734	67,092	87,600	83,394	61,296	63,684	2,608,895
TOTAL TENANT SERVICES EXPENSES	12,000	25,200	169,512	46,164	24,000	22,404	19,200	20,004	1,008,912
TOTAL UTILITY EXPENSES	26,100	55,840	73,824	83,028	58,776	49,176	49,500	43,644	2,280,589
TOTAL MAINTENANCE EXPENSES	32,500	70,700	63,792	49,788	81,156	64,452	39,408	44,004	3,007,279
TOTAL TAXES & INSURANCE EXPENSES	14,850	32,070	19,320	21,948	29,280	30,756	20,340	22,152	827,995
TOTAL OPERATING EXPENSES	171,200	369,620	470,694	327,456	359,460	342,270	244,884	259,920	13,290,063
NET OPERATING INCOME	61,666	182,380	64,290	30,348	102,528	137,982	203,820	242,760	4,688,850
TOTAL NON-OPERATING EXPENSES	52,000	173,278	26,496	14,400	34,704	93,180	167,364	175,524	3,036,781
TOTAL NET INCOME	9,666	9,102	37,794	15,948	67,824	44,802	36,456	67,236	1,652,069

## BOARD MEMO


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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** December 12, 2019

**BOARD MEETING:** December 17, 2019

**AGENDA ITEM:** 8c

**AUTHOR:** Michael Duarte

**SUBJECT:** Real Estate Development Update

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### Executive Summary

Staff will present an overview of current real estate activities.

### Recommendation

None at this time. Informational only.

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** December 12, 2019

**BOARD MEETING:** December 17, 2019

**AGENDA ITEM:** 9a

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Consideration of the 2020 Operations and Housing Assistance  
Payments Budgets

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### Executive Summary

The purpose of this memo is to provide information to the Boards of Commissioners regarding the Agency's 2020 annual budgets for Agency Operations and Housing Assistance Payments for the Housing Choice Voucher program, and to request the Boards approval of said budgets.

These budgets set forth the expected revenues and expenses for the Agency by program, department, and division. The attachment provided with this memo shows the consolidation of over 100 programmatic budgets combined into seven Agency divisions. Each budget, separately and together as a whole, is intended to ensure that the Fresno Housing Authority remains fiscally sound while investing in the Agency's future, and delivering services in accordance with the mission statement and 2019-2020 Strategic Goals.

### 2020 Budget for Agency Operations

Over the years, there has been a continuous decline in federal funding for low-income housing programs. This disinvestment at the federal level means that the Agency must continue to diversify its revenue streams, create efficiencies in operations, and find creative ways to reduce expenses without causing detriment to our clients or our community. The goal of this budget is to provide a scenario to the Boards that continues to strengthen internal operations and make key investments in the community, infrastructure, and human capital, while still facing uncertainty around funding levels for 2020.

The proposed budget for Agency Operations has revenues of \$44.7 million and operating and non-operating expenses totaling \$43.9 million, resulting in total net income of approximately \$806 thousand. Staff is requesting to utilize \$15 thousand of unrestricted reserves in 2020 to continue the investment in several strategic priorities, including communications and community outreach, enhanced board tools, resident safety, program evaluation and analysis, as well as mobility, landlord outreach, homeless services and workforce development initiatives to enhance outcomes for residents.

As FY 2019 comes to a close, year-end projections for unrestricted net income exceeded the original budget by approximately \$1.1 million, and as such, the Agency will only utilize approximately \$50 thousand in unrestricted reserves in 2019, which will help fund the investment into new initiatives over 2020. Every effort was made during this budget process to provide realistic operating revenues and expense assumptions, to operate more efficiently and effectively in the coming year, and to continue the investments in our Strategic Goals. Ensuring long-term fiscal stability, preserving key assets and improving quality of life for residents continues to be the main goal of the Fresno Housing budget development process.

	<b>Total 2020 Budget</b>
<b>NET TENANT INCOME</b>	<b>7,835,391</b>
<b>TOTAL INTEREST INCOME</b>	<b>890,000</b>
<b>TOTAL OTHER INCOME</b>	<b>2,423,099</b>
<b>TOTAL ADMIN &amp; MANAGEMENT FEE INCOME</b>	<b>8,619,951</b>
<b>TOTAL DEVELOPER FEE INCOME</b>	<b>5,903,245</b>
<b>TOTAL HUD GRANT INCOME</b>	<b>17,607,980</b>
<b>TOTAL OTHER GRANT INCOME</b>	<b>1,423,216</b>
<b>TOTAL INCOME</b>	<b>44,702,882</b>
<b>TOTAL PAYROLL EXPENSES</b>	<b>20,289,240</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>12,152,405</b>
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>3,168,924</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>2,292,322</b>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>3,455,771</b>
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	<b>587,233</b>
<b>TOTAL EXPENSES</b>	<b>41,945,895</b>
<b>NET OPERATING INCOME</b>	<b>2,756,987</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>1,951,123</b>
<b>NET INCOME</b>	<b>805,864</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(14,874)</b>

The highlights and assumptions for the 2020 Operations budget are as follows:

- The annual pro-ration for 2020 Administrative Fee Revenue is budgeted at 80% of eligibility for the HCV program. The 2019 Budget included a 78% proration, and the Agency is currently receiving 80% for FY 2019.
- Operating subsidy for the Public Housing program is budgeted at 96% of eligibility for FY 2020. The 2019 Budget included a 93% proration, and the Agency is currently receiving 97% for FY 2019.
- Developer Fees are budgeted at \$5.9 million for projects including Memorial Village, Trailside Terrace, Oak Grove, and Chinatown.

- The recommended budget projects 243 regular full-time employees (FTE) for 2020. This is an increase of eight FTE's from our 2019 budget of 235 employees.

The changes that were made from the second draft of the 2020 Operations budget, as presented to the Boards of Commissioners in November 2019, are as follows:

- Added Developer Fee revenue of \$450 thousand for the Chinatown project and 2019 waterfall payments.
- Reduced the budget for the Landlord Incentives initiative by \$100 thousand. Staff will proceed with the one FTE that is currently budgeted for this initiative and reevaluate progress as the year continues.
- Eliminated the partial allocation of an FTE in the Workforce Development program, for a budget savings of \$35 thousand. Again, staff will proceed with the one FTE that is currently budgeted for this program and reevaluate progress throughout 2020.
- Reanalyzed the timing of new hires and replacement positions for a savings of \$60 thousand.

Additional information regarding the 2020 Agency Operations Budget will be presented at the Board of Commissioners meeting.

### **2020 Budget for Housing Assistance Payments**

Housing Assistance Payments (HAP) are the subsidies paid to landlords on behalf of the tenants participating in the HCV program (formerly known as "Section 8"). Expected revenues for 2020 are \$89.8 million and expenses of \$88.1 million, thus adding approximately \$1.7 million to the Agency's restricted HAP reserves. These reserves are restricted by HUD, and can only be used to make HAP payments to landlords.

<b>Program</b>	<b>Total HAP Revenue</b>	<b>Total HAP Expenses</b>	<b>Total HAP Reserve Increase/(Usage)</b>
HCV	89,777,572	88,079,580	1,697,992

### **Fiscal Impact**

The fiscal impact of adopting the Agency Operations and Housing Assistance Payments budgets would be as follows:

- Total net income to the Agency for 2020 of \$2.76 million.
- Utilization of unrestricted reserves of \$15 thousand.
- Increase of restricted net assets in the HCV program by \$1.7 million.

### **Recommendation**

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the 2020 budget for Agency Operations, and the 2020 budget for Housing Assistance Payments.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION ADOPTING THE 2020 HOUSING AUTHORITY'S ANNUAL OPERATING  
BUDGET AND THE 2020 HOUSING ASSISTANCE PAYMENTS BUDGET**

WHEREAS, the Annual Operating Budget and the Housing Assistance Payments Budget for the Fresno Housing Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented for adoption before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on December 17, 2019; and

WHEREAS, the Annual Operating Budget as presented for adoption reflects total revenues of \$44,702,882 and total expenses of \$43,897,018; and

WHEREAS, the Housing Assistance Payments Budget as presented for adoption reflects total revenues of \$89,777,572 and total expenses of \$88,079,580; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the Annual Operating Budget and the Housing Assistance Payments Budget beginning on January 1, 2020 and ending on December 31, 2020.

PASSED AND ADOPTED THIS 17<sup>th</sup> day of December 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Preston Prince, Secretary of the Boards of Commissioners



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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION ADOPTING THE 2020 HOUSING AUTHORITY'S ANNUAL OPERATING  
BUDGET AND THE 2020 HOUSING ASSISTANCE PAYMENTS BUDGET**

WHEREAS, the Annual Operating Budget and the Housing Assistance Payments Budget for the Fresno Housing Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented for adoption before the Board of Commissioners of the Housing Authority of Fresno County at its open public meeting on December 17, 2019; and

WHEREAS, the Annual Operating Budget as presented for adoption reflects total revenues of \$44,702,882 and total expenses of \$43,897,018; and

WHEREAS, the Housing Assistance Payments Budget as presented for adoption reflects total revenues of \$89,777,572 and total expenses of \$88,079,580; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County adopt the Annual Operating Budget and the Housing Assistance Payments Budget beginning on January 1, 2020 and ending on December 31, 2020.

PASSED AND ADOPTED THIS 17<sup>th</sup> day of December 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Preston Prince, Secretary of the Boards of Commissioners

Fresno Housing Authority  
Operating Budget

	Total 2019 Budget								Total 2020 Budget								2020 to 2019 Variance	
	Core	Instrumentalities	RED	Housing Choice Voucher	RES	Housing Management	UP	Total 2019 Budget	Core	Instrumentalities	RED	Housing Choice Voucher	RES	Housing Management	UP	Total 2020 Budget	\$ Variance	%Variance
NET TENANT INCOME	-	-	-	-	-	5,366,476	2,550,710	7,917,186	-	-	-	-	-	5,074,032	2,761,359	7,835,391	(81,795)	-1%
TOTAL INTEREST INCOME	8,000	1,713,000	-	-	-	-	-	1,721,000	90,000	800,000	-	-	-	-	-	890,000	(831,000)	-90%
TOTAL OTHER INCOME	974,000	1,350,000	170,000	800	1,156,905	25,996	712,302	4,390,003	950,000	150,000	20,000	800	899,432	349,887	52,980	2,423,099	(1,966,904)	-79%
TOTAL ADMIN & MANAGEMENT FEE INC	8,739,908	80,000	-	-	-	-	-	8,819,908	8,539,951	80,000	-	-	-	-	-	8,619,951	(199,957)	-2%
TOTAL DEVELOPER FEE INCOME	-	-	5,521,860	-	-	-	-	5,521,860	-	-	5,903,245	-	-	-	-	5,903,245	381,385	7%
TOTAL HUD GRANT INCOME	-	-	-	9,326,878	2,792,033	4,282,660	-	16,401,571	-	-	-	9,909,331	3,384,006	4,314,643	-	17,607,980	1,206,409	9%
TOTAL OTHER GRANT INCOME	-	-	-	38,500	476,032	555,418	22,199	1,092,149	-	-	-	50,000	83,025	604,464	685,727	1,423,216	331,067	11%
TOTAL INCOME	9,721,908	3,143,000	5,691,860	9,366,178	4,424,970	10,230,550	3,285,211	45,863,676	9,579,951	1,030,000	5,923,245	9,960,131	4,366,463	10,343,026	3,500,066	44,702,882	(1,160,794)	-3%
TOTAL PAYROLL EXPENSES	7,023,013	-	1,450,179	5,997,896	1,586,997	2,422,006	487,913	18,968,005	7,457,856	-	1,669,232	6,145,105	1,938,018	2,555,927	523,102	20,289,240	1,321,236	8%
TOTAL ADMINISTRATIVE EXPENSES	3,418,339	382,150	1,645,312	4,798,030	1,004,581	1,875,579	332,471	13,456,463	3,697,510	382,150	739,892	4,367,866	751,088	1,874,533	339,366	12,152,405	(1,304,058)	-9%
TOTAL TENANT SERVICES EXPENSES	51,000	-	5,000	-	2,967,050	246,757	6,450	3,276,257	50,504	-	5,000	-	2,775,198	331,772	6,450	3,168,924	(107,333)	-6%
TOTAL UTILITY EXPENSES	172,144	-	-	-	-	1,737,628	458,690	2,368,462	172,145	-	-	-	-	1,707,150	413,027	2,292,322	(76,140)	-3%
TOTAL MAINTENANCE EXPENSES	474,662	-	9,000	81,969	10,930	2,024,446	891,434	3,492,442	459,118	-	5,000	81,969	10,020	2,168,196	731,468	3,455,771	(36,671)	-1%
TOTAL TAXES & INSURANCE EXPENSES	44,300	8,900	6,600	7,451	-	419,546	66,025	552,822	40,364	8,900	6,200	7,353	-	402,276	122,140	587,233	34,411	8%
TOTAL EXPENSES	11,183,459	391,050	3,116,092	10,885,345	5,569,559	8,725,963	2,242,984	42,114,451	11,877,497	391,050	2,425,324	10,602,293	5,474,324	9,039,854	2,135,553	41,945,895	(168,555)	0%
NET OPERATING INCOME	(1,461,551)	2,751,950	2,575,768	(1,519,168)	(1,144,589)	1,504,587	1,042,227	3,749,225	(2,297,546)	638,950	3,497,921	(642,162)	(1,107,861)	1,303,172	1,364,513	2,756,987	(992,239)	-26%
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	1,076,169	617,384	1,693,553	-	-	-	-	-	1,121,384	829,739	1,951,123	257,570	15%
NET INCOME	(1,461,551)	2,751,950	2,575,768	(1,519,168)	(1,144,589)	428,417	424,843	2,055,672	(2,297,546)	638,950	3,497,921	(642,162)	(1,107,861)	181,788	534,774	805,864	(1,249,808)	-61%
UNRESTRICTED NET INCO	(1,461,551)	-	2,575,768	(1,519,168)	(1,144,589)	-	424,843	(1,124,696)	(2,297,546)	-	3,497,921	(642,162)	(1,107,861)	-	534,774	(14,874)	1,109,821	-345%

## BOARD MEMO

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**TO:** Board of Commissioners

Fresno Housing Authority

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

**DATE:** December 12, 2019

**BOARD MEETING:** 12/17/2019

**AGENDA ITEM:** 9b

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Consideration of Allocation of Project Based Vouchers for Permanent Supportive Housing Programs

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### Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to allocate project-based vouchers (PBVs) for Permanent Supportive Housing (PSH) to be developed in partnership with the County of Fresno Department of Behavioral Health (DBH).

Pursuant to the authority granted to the Agency under the Annual Contributions Contract (the "ACC") between Fresno Housing (FH) and the U.S. Department of Housing and Urban Development ("HUD"), the Agency may choose to allocate a portion of its tenant-based vouchers as project-based vouchers ("PBV's"), per Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983. The regulations from 24 CFR 983 provide for two methods of project selection – through a competitive procurement process and through the selection of a project that has been previously selected for competitive funding.

On September 19<sup>th</sup>, 2019, the Agency issued a competitive Request for Proposals (RFP) from developers/applicants to apply for PBVs for the purpose of creating affordable supportive housing opportunities in the City or County of Fresno. The RFP made available 150 vouchers for persons who are homeless, chronically homeless, or at-risk of chronic homelessness. As part of the Agency's goal of reducing homelessness in Fresno County, the Boards of Commissioners created a limited preference set-aside of 600 vouchers for families/individuals who are targeted for homeless assistance programs. The project-based vouchers awarded under this procurement would be issued from this set-aside.

As a result of this RFP, the Agency received four proposals from qualified developers/applicants. After the proposals were evaluated by a team of Agency staff and partners from DBH and the Continuum of Care, scoring was completed and three proposals were determined to be in the competitive range based on the published evaluation factors. As such the Agency is requesting approval from the Boards of Commissioners to allocate 135 project-based vouchers for three projects: Blackstone & Simpson developed by Fresno Housing, Butterfly Gardens developed by UpHoldings, Inc., and the Glenn & Shaw project also developed by UpHoldings, Inc.

These awards will be contingent on HUD review, including subsidy layering, site and neighborhood, and environmental review, and any other requirements stated in the RFP. The awardee will have two years from date of the PBV award to complete a financial closing and sign an Agreement to Enter Into Housing Assistance Payment (AHAP) contract. If the awardee cannot meet these requirements, the award of PBV's will be revoked.

### **Fiscal Impact**

The 135 PBV's are anticipated to provide approximately \$1.3 million in subsidy per year. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Housing Authority staff person or contractor, subject to program guidelines. The PBV's and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, California award up to twenty (20) Project Based Vouchers (PBV) to the Fresno Housing Authority for the Blackstone & Simpson project, and forty two (42) Project Based Vouchers (PBV) to UPHoldings, Inc. for the Glenn & Shaw project and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 20 years, with an optional extension of up to 20 years.

Furthermore, it is recommended that the Board of Commissioners of the Housing Authority of Fresno County, California award up to seventy three (73) Project Based Vouchers (PBV) to UPHoldings, Inc. for the Butterfly Gardens project and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 20 years, with an optional extension of up to 20 years.

RESOLUTION NO. \_\_\_\_\_  
BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA

**RESOLUTION APPROVING ALLOCATION OF UP TO TWENTY (20) PROJECT BASED  
VOUCHERS FOR THE BLACKSTONE & SIMPSON PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Blackstone & Simpson project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to twenty Project-Based Vouchers to the Blackstone & Simpson project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, the Fresno Housing Authority has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

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, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to twenty Project Based Vouchers to a “to be formed” Limited Partnership for the Blackstone & Simpson development in Fresno, CA.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF December, 2019. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. \_\_\_\_\_  
BEFORE THE BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA

**RESOLUTION APPROVING ALLOCATION OF UP TO SEVENTY THREE (73) PROJECT  
BASED VOUCHERS FOR THE BUTTERFLY GARDENS PROJECT, AN AFFORDABLE  
HOUSING DEVELOPMENT IN CLOVIS, CA**

WHEREAS, UPHoldings, Inc. intends to be the developer of the Butterfly Gardens project, an affordable housing development located in Clovis, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low income families and special needs individuals; and

WHEREAS, UPHoldings, Inc. was selected through a competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, the Housing Authority of Fresno County desires to commit up to seventy three Project-Based Vouchers to the Butterfly Gardens project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, UPHoldings, Inc. has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California authorize and empower the CEO/Executive Director Preston Prince, Deputy Executive Director Tracewell Hanrahan, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to seventy three Project Based Vouchers to a “to be formed” Limited Partnership for the Butterfly Gardens development in Clovis, CA.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF December, 2019. 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 CITY OF FRESNO, CALIFORNIA

**RESOLUTION APPROVING ALLOCATION OF UP TO FORTY TWO (42) PROJECT BASED  
VOUCHERS FOR THE GLENN & SHAW PROJECT, AN AFFORDABLE HOUSING  
DEVELOPMENT IN FRESNO, CA**

WHEREAS, UPHoldings, Inc. intends to be the developer of the Glenn & Shaw project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low income families and special needs individuals; and

WHEREAS, UPHoldings, Inc. was selected through a competitive Request for Proposal process, as allowed by 24 CFR 983; and

WHEREAS, the Housing Authority of the City of Fresno desires to commit up to forty two Project-Based Vouchers to the Glenn & Shaw project for a term of 20 years, with an optional extension of up to 20 years; and

WHEREAS, UPHoldings, Inc. has two years from date of award to complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract. If such deadline cannot be met, the award of Project Based Vouchers will be revoked;

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, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing up to forty two Project Based Vouchers to a "to be formed" Limited Partnership for the Glenn & Shaw development in Fresno, CA.

PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF December, 2019. 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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## EXECUTIVE DIRECTOR'S REPORT

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**DATE:** December 12, 2019  
**BOARD MEETING:** December 17, 2019  
**FROM:** Preston Prince  
CEO/Executive Director  
**AGENDA ITEM:** 11  
**AUTHOR:** Staff  
**SUBJECT:** December 2019 Executive Director's Report

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### Executive Summary

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

### PLACE

#### Overview

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

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

#### Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Magnolia Commons (fka Magill Terrace)	Stabilization	325 E Vine, Fowler, CA	60	100%

Oak Grove Commons	Stabilization	595 Bigger Street, Parlier, CA	56	100%
Mariposa Meadows	Under Construction	1011 W Atchison Avenue, Fresno, CA	40	80%
Orchard Apartments	Under Construction	295 S Newmark Avenue, Parlier, CA	41	67%
The Villages at Paragon ( <i>fka Plaza Terrace</i> )	Under Construction	4041 Plaza Drive West, Fresno, CA	28	0%
Linnaea Villas ( <i>fka Kingsburg Seniors</i> )	Pre-Development TCAC allocation received AHP funds awarded HOME funds awarded Dec. 2019 closing	Southwest Corner of Sierra St and Madsen Ave., Kingsburg, CA	47	N/A
Solivita Commons ( <i>fka Willow/Alluvial</i> )	Pre-Development TCAC allocation received Dec. 2019 closing	Northeast Corner of Willow and Alluvial Avenues, Clovis, CA	60	N/A
The Villages at Broadway ( <i>fka Econo Inn</i> )	Pre-Development TCAC allocation received NPLH funds awarded Mar. 2020 closing	1828 Broadway Street, Fresno, CA	26	N/A
The Villages at Barstow ( <i>fka Barstow Commons</i> )	Pre-Development NPLH funds awarded Proposed 1 <sup>st</sup> Round 2020 TCAC	130 W Barstow Avenue, Fresno, CA	42	N/A
Doragon @ Chinatown	Pre-Development Submitted November 2019 TCAC	1101 F Street, Fresno, CA	57	N/A
Blackstone/Simpson	Pre- Development Proposed 2020 NPLH	3039 N Blackstone Avenue, Fresno, CA	41	N/A
Renaissance at Parc Grove IV	Pre-Development VHHP funds awarded	2620 E Clinton Avenue, Fresno, CA	40	N/A
California Avenue Neighborhood	Pre-Development	Southwest Fresno - TBD	TBD	N/A

### Project Highlights

The Villages at Paragon, formerly known as Plaza Terrace, completed it's financial closing on December 6, 2019. The Villages at Paragon is the first project statewide with No Place Like Home funding to commence construction. This project will provide special needs services to homeless individuals in partnership with the Fresno County Department of Behavioral Health.

## HMD OPERSTIONS

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 11/1/19 – 11/30/19			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	957	12	98.74%
COUNTY OF FRESNO			
County of Fresno	1246	13	98.95%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	191	140	26.70%

## 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

During the month of November staff held regular meetings to review both HAP and voucher utilization and continued it's on-going communication with HUD's Shortfall Prevention Team (SPT). The team is pleased to report the program was awarded 2019 shortfall funding and will be out of shortfall status beginning January 2020.

Based on on-going assessments, the team projects resuming the issuance of vouchers effective January 2020 to serve as many eligible households while maximizing HAP and voucher utilization.

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

### HCV City

- 9 new applicants attended briefings to receive their vouchers for the Mainstream program. This is a special program with specified eligibility criteria.
- 76 HAP contracts were completed for families who were in the move process and successfully leased up.
- 146 applicants and participants are searching for housing. Most of these families are participants in the move process or households who have been accommodated with extensions. Any new applicants searching are those eligible through special programs.

### HCV County

- 39 HAP contracts were completed for families who were in the move process and successfully leased up.
- 169 applicants and participants are searching for housing. Most of these are participants in the move process or households who have been accommodated with extensions. Any new applicants searching are those eligible for special programs.

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

### Fresno Madera Continuum of Care Point in Time Count 2020

The U.S. Department of Housing and Urban Development (HUD) mandates that all communities receiving Continuum of Care (CoC) funding perform a Point in Time at least biannually. This activity is intended to document the number and characteristics of persons/families experiencing homelessness at one single point in time. The count is mandated to be performed in the last ten (10) days in January during the hours of sunset and sunrise.

In addition to performing a tally count of persons experiencing homelessness, the Fresno Madera Continuum of Care (FMCoC) conducts a survey to obtain more demographic and characteristic data from participants. Questions asked include the reason for homelessness (eviction, asked to leave housing with others, choice), approximate length of homelessness and location when first became homeless (City of Fresno, cities within Fresno County). The results of the Point in Time is reported to HUD and is also used locally to make decisions on housing and services interventions best suited to those in a housing crisis.

The FMCoC is recruiting volunteers for both the tally and survey activities. The dates/times are as follows:

- Tuesday, January 28, 2020 – 5:00 pm – 12 midnight – Tally Count
- Wednesday, January 29, 2020 – 5:00 pm – 12 midnight – Survey
- Thursday, January 30, 2020 – 7:00 am – 4:00 pm – Survey

For additional questions and/or how to register to volunteer, please contact Doreen Eley at 443-8431 or [deley@fresnohousing.org](mailto:deley@fresnohousing.org).

## **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.*

### **Information Technology and Information Systems**

Edgar Rodriguez, Database Administrator and Report Writer, attended the 2019 Tableau Conference as a representative for the organization. Edgar Rodriguez focused on topics related to data presentation/visualization, data security, theories, and best practices. Edgar Rodriguez shared the learnings and trends to the Fresno Housing Authority's Data Committee to continue to elevate analytical skill throughout the Agency.

In November, the Information Technology (IT) and Information Systems (IS) Department continued supporting the organization through software maintenance activities, implementations, installations, office setups, and purchases. The IT Department supported the Residence Empowerment team office move. The IT Department supported the organization with event setups including the DEI all-staff meeting at Parc Grove Commons. Wayne Vangyi, Systems Administrator, and Nick Sellai, Systems Administrator, attended cyber security awareness training focusing on emerging trends in cyber security. Cyber Security was improved through the research and purchase of a new cyber security service, KnowBe4. KnowBe4 will be utilized to provide cyber security awareness training for the organization.

The Parc Grove interest list opened on December 4, 2019. In November, the IS team supported the interest list opening through the software lifecycle phases. The IS team worked with the Communications Department, Housing Development Department, and software vendors to complete analysis, design, coding, testing, and deployment planning phases for the Parc Grove interest list opening. The IS team continues the support of the interest list opening in December with deployment and maintenance.

### **Human Resources & Organizational Development**

Damian Rivera, Training & Development Analyst, provided Train-The-Trainer guidance to Sam De La Pena, Maintenance Specialist, who on November 21, 2019 trained all Maintenance staff on troubleshooting and repairing major defects in appliances.

On November 18, 2019 through November 22, 2019, Human Resources Senior Manager, Summer Nunes, attended the annual CALPELRA (California Public Employers & Labor Relations Association) conference

in Monterey, CA. Value-added topics this year included new trends for Labor and Employment Law updates, developing effective performance evaluations and discipline, and structuring labor negotiations

Beginning Tuesday, December 10<sup>th</sup>, Fresno Housing 2020 Benefits Open Enrollment launched for all staff. Employees will have until Friday, December 20, 2019 to enroll in, make changes to, or cancel benefit coverages for the 2020 plan year. Human Resources, in partnership with our Benefits Broker – Barthuli & Associates, is providing Open Enrollment Benefit Workshops at County East, Fresno Central Office, and County West properties to give all staff an opportunity to learn about important benefit changes and information for the new plan year. At these benefit workshops, Human Resources has partnered with IT to create join.me meetings that staff can log into from the comfort of their desks or mobile devices to view and listen to the Open Enrollment Benefit Workshop presentations remotely. Human Resources is also offering daily one-on-one online enrollment sessions for those who may need a little extra help with the enrollment process.

The Human Resources Department is currently recruiting for positions within the Real Estate Development, Housing Choice, Accounting & Finance, and Housing Management Departments.

#### New Hires

- Julie Babich, Information Technology & Systems Manager
- Zee Patel, Senior Impact Analyst – Resident Services
- Chantal Williams, Property Specialist II – Part time
- Itzel Rodriguez, Property Specialist II, Part time
- Abby Miller, Property Specialist II, Part time
- Jomar Rushdan, Assistant Manager – Housing Choice

There are no promotions to announce at this time.

## 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.



# Resident Empowerment Services Update

DECEMBER 2019/ JANUARY 2020

FRESNO VIBRANT  
COMMUNITIES  
QUALITY HOUSING  
AUTHORITY ENGAGED  
RESIDENTS



## DECEMBER HIGHLIGHTS

### Neighborhood Dance Fitness

Neighborhood Dance Fitness is hosted by Every Neighborhood Partnership (ENP). Fun aerobic exercise activities and community engagement are offered to residents.

#### Parc Grove Commons (Fresno)

Every Tuesday & Friday, 10 -11 a.m.

#### Cedar Courts (Fresno)

Wednesday, December 11 and 18, 9 a.m.

### Santa's Village

Santa's Village is a community event hosted in Highway City and Downtown Fresno. Various community partners are invited to participate and share their resources in the community. Photos with Santa, activities and giveaways are offered to the public. Events are hosted by the organizations below.

**Central Unified at Teague Elementary (Fresno)** - Saturday, December 7, 12 p.m.

**Southwest Police Department at The Grand (Fresno)** - Thursday, December 19 & Friday, December 20, 4 p.m.



### Food to Share

Fresno Metro Ministry provides unique opportunities to address both food insecurities and environmental solutions. Food distribution is offered weekly at the following locations:

**Cedar Courts (Fresno)** - Thursdays, 11 a.m.

**Legacy Commons (Fresno)** - Mondays, 4 p.m.

**Renaissance at Parc Grove Commons (Fresno)** - Tuesdays, 1:30 p.m.



## Holiday Events

Residents celebrated holiday festivities by bringing cultural dishes to share with their neighbors followed by a gift exchange. Various activities, such as arts and crafts, painting classes and interactive games, are offered. In addition, youth residents sang a few holiday songs to the elderly in their community.

### Parc Grove Commons (Fresno)

Tuesday, December 10, 12 p.m.

### Viking Village (Fresno)

Tuesday, December 10, 10 a.m.

### Fulton West (Fresno)

Tuesday, December 10, 5:30 p.m.

### Villa Del Mar (Fresno)

Wednesday, December 11, 4 p.m.

### Magnolia Commons (Fowler)

Thursday, December 12, 11 a.m.

### Legacy Commons (Fresno)

Tuesday, December 17, 3 p.m.

### Rio Villas (Firebaugh)

Tuesday, December 17, 3 p.m.

### Yosemite Village (Fresno)

Wednesday, December 18, 3 p.m.

### Rios Terrace (Mendota)

Wednesday, December 18, 3 p.m.

### Granada Commons (Kerman)

Thursday, December 19, 3 p.m.

### Renaissance at Parc Grove (Fresno)

Friday, December 20, 9 a.m.

## Sherwin Williams - Home Work Program

Sherwin Williams offered a one-week painters course in December. The Home Work Program consisted of classroom instruction, a Renovation, Repair and Renovation (RRP) Certification, and hands on experience in painting. Participants received a certificate of completion at the end of the course, which was held at Sierra Plaza.

**Legacy Commons (Fresno)** - Monday, December 2-Friday, December 6, 8 a.m. - 4:30 p.m.



## Citizenship and Deferred Action for Childhood Arrivals (DACA) Workshop

United Farm Workers (UFW) Foundation provided an all day workshop to assist families with citizenship and DACA renewal.

**Parc Grove Commons (Fresno)** - Friday, December 13, 8 a.m.



## Recreation and Activities

Fresno Housing Authority, in partnership with Every Neighborhood Partner (ENP), brought fun activities to kids during the winter break. Parents are also welcome to join for dinner, hot chocolate and Christmas photos.

**Parc Grove Commons** - Monday, December 16 – Wednesday, December 18, 12 - 3 p.m.

**Parc Grove Commons** - Wednesday, December 18, 4 - 6 p.m.



## Babies First - Family Cafe

Family Cafe is about having important conversations about parenting and building healthy family relationships. Families come together to share their first hand experiences and connect with other families with children ages up to years of age. Families get to create a craft to take home.

**Parc Grove Commons** - Friday, December 20, 11:30 a.m.-1 p.m.



## JANUARY HAPPENINGS

### Bingo and Game Day

Residents will be provided the opportunity to strengthen cognitive development and hand coordination through playing games and bingo. A variety of games will be played to help enhance skills while they also get to engage with one another.

**Parc Grove Commons** - Tuesday, January 21, 10 a.m.

### Neighborhood Dance Fitness

Neighborhood Dance Fitness is hosted by Every Neighborhood Partnership (ENP). Fun aerobic exercise activity and community engagement is offered to residents.

**Parc Grove Commons (Fresno)** - Every Tuesday & Friday, 11 a.m. – 12 p.m.

### Food to Share

Fresno Metro Ministry provides unique opportunities to address both food insecurities and environmental solutions. Food distribution is offered weekly at the following locations:

**Cedar Courts (Fresno)**

Thursdays, 11 a.m.

**Legacy Commons (Fresno)**

Mondays, 4 p.m.

**Renaissance at Parc Grove Commons (Fresno)**

Tuesdays, 1:30 p.m.

## Resident Safety: Identity Theft Prevention

An educational presentation on identity theft prevention will be offered to residents. Residents have been targeted and, unfortunately, have become victims of door-to-door-scams, which have affected them financially. The following sites will be offering this workshop:

**Rios Terrace (Mendota)**

Wednesday, January 8, 3 p.m.

**Granada Commons (Kerman)**

Wednesday, January 8, 10 a.m.

**Rio Villas (Firebaugh)**

Thursday, January 9, 2 p.m.





# Robert Lee, Outreach Specialist

*San Joaquin Valley Veterans*

*A Project of WestCare California*





# Mixed Finance Properties 2020 Budgets

*Boards of Commissioners Meeting  
December 17, 2019*



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



# ‘Mixed Finance’ Properties

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## What are they?

- Properties owned by a limited partnership
- Originally sponsored and developed by the Housing Authority
- Mixed finance means that several funding sources were used to develop the properties (examples: Tax Credits, HRFC, private mortgage, HOME funds, etc...).

## Why are we involved?

- Silvercrest, Inc. (an instrumentality of the HA) is the Managing General Partner of the limited partnerships and is responsible for on-going operations of the partnership.
- The Agency and its subsidiaries (Silvercrest, HRFC) have a vested interest in the properties.
- Properties fulfill Agency’s mission to create affordable housing.



# 2020 Budget Goals

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- The major goals of the 2020 budgets are to:
  - Achieve positive net operating income on all properties
  - Leverage the well-performing assets in order to provide maximum benefits to lenders, partners and stakeholders
  - Meet stabilization requirements for newer properties (2019-2020 deals)
  - Maintain and modernize properties, as needed
  - Provide ample resident services





# 2020 Budget

	2019 Budget	2020 Budget
# of Units	1899	1979
NET TENANT INCOME	15,559,912	17,580,765
TOTAL OTHER INCOME	379,732	398,136
TOTAL INCOME	15,939,644	17,978,913
TOTAL PAYROLL EXPENSES	3,195,805	3,556,393
TOTAL ADMINISTRATIVE EXPENSES	2,412,278	2,608,895
TOTAL TENANT SERVICES EXPENSES	756,617	1,008,912
TOTAL UTILITY EXPENSES	2,049,062	2,280,589
TOTAL MAINTENANCE EXPENSES	3,173,632	3,007,279
TOTAL TAXES & INSURANCE EXPENSES	781,505	827,995
TOTAL OPERATING EXPENSES	12,368,899	13,290,063
NET OPERATING INCOME	3,570,745	4,688,850
TOTAL NON-OPERATING EXPENSES	1,919,568	3,036,781
CASH FLOW	1,651,177	1,652,069
NOI PER UNIT	1,880	2,369

# Budgeting for Property Success

	2017	2018	2019	2020
High Performers	8	21	28	25
Standard Performers	10	3	1	6
Low Performers	5	1	0	0
<b>Total</b>	<b>23</b>	<b>25</b>	<b>29</b>	<b>31</b>

- Each property is managed as a separate and independent financial entity.
- At the very least, each property should break even each year (Net Operating Income or NOI should be >0)



# 2020 Budgets – High Performers

Property Name	Parc Grove Northwest	Granada Commons	Parc Grove Commons II	Renaissance at Trinity	Bridges at Florence	City View @ Van Ness	Mendota RAD	Orange Cove RAD
# of Units	148	16	215	20	34	45	124	90
TOTAL INCOME	1,583,790	142,020	2,122,200	228,204	252,515	358,465	1,137,720	798,720
TOTAL OPERATING EXPENSES	827,606	123,698	1,302,824	202,386	187,864	245,895	855,648	639,772
NET OPERATING INCOME	756,184	18,322	819,376	25,818	64,651	112,570	282,072	158,948
TOTAL NON-OPERATING EXPENSES	604,487	10,080	525,598	14,172	46,878	108,076	239,544	32,244
CASH FLOW	151,697	8,242	293,778	11,646	17,773	4,494	42,528	126,704
NOI PER UNIT	5,109	1,145	3,811	1,291	1,902	2,502	2,275	1,766

Property Name	Fresno RAD	Viking Village RAD	Marion Villas	Legacy Commons I	541 @ South Tower & Cedar Heights	Rio Villas	Villa Del Mar	Elderberry
# of Units	193	40	46	64	45	30	48	75
TOTAL INCOME	1,633,116	338,964	366,073	551,748	328,108	271,620	470,390	493,280
TOTAL OPERATING EXPENSES	1,410,252	277,026	253,342	372,780	258,832	191,364	346,734	289,346
NET OPERATING INCOME	222,864	61,938	112,731	178,968	69,276	80,256	123,656	203,934
TOTAL NON-OPERATING EXPENSES	57,600	23,292	20,098	134,168	21,200	30,948	78,415	90,387
CASH FLOW	165,264	38,646	92,633	44,800	48,076	49,308	45,241	113,547
NOI PER UNIT	1,155	1,548	2,451	2,796	1,539	2,675	2,576	2,719

# 2020 Budgets – High Performers

Property Name	Kings River Commons	Cueva de Oso	Fenix @ Calaveras & Fenix @ Glenn	Legacy Commons II	Renaissance at Parc Grove	Magnolia Commons	Oak Grove Commons	Mariposa Commons	Orchard Apartments
# of Units	60	47	30	46	39	60	56	40	40
TOTAL INCOME	496,154	379,320	232,866	552,000	534,984	461,988	480,252	448,704	502,680
TOTAL OPERATING EXPENSES	369,101	312,022	171,200	369,620	470,694	359,460	342,270	244,884	259,920
NET OPERATING INCOME	127,053	67,298	61,666	182,380	64,290	102,528	137,982	203,820	242,760
TOTAL NON-OPERATING EXPENSES	127,048	14,400	52,000	173,278	26,496	34,704	93,180	167,364	175,524
CASH FLOW	5	52,898	9,666	9,102	37,794	67,824	44,802	36,456	67,236
NOI PER UNIT	2,118	1,432	2,056	3,965	1,648	1,709	2,464	5,096	6,069

- Total of 25 properties with net operating income of \$4.48 million and projected cash flow of \$1.58 million.

# 2020 Budgets – Standard Performers

Property Name	Yosemite Village	Renaissance at Santa Clara	Renaissance at Alta Monte	Pacific Gardens	Paseo 55	Blossom Trail
# of Units	69	70	30	56	55	48
TOTAL INCOME	636,564	718,072	302,592	377,988	420,012	357,804
TOTAL OPERATING EXPENSES	613,677	668,490	276,114	347,222	372,564	327,456
NET OPERATING INCOME	22,887	49,582	26,478	30,766	47,448	30,348
TOTAL NON-OPERATING EXPENSES	20,700	46,200	21,300	16,500	16,500	14,400
CASH FLOW	2,187	3,382	5,178	14,266	30,948	15,948
NOI PER UNIT	332	708	883	549	863	632

- 6 properties with net operating income of \$208 thousand and projected cash flow of positive \$72 thousand

# Waterfall Projections

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	2015	2016	2017	2018	2019 Projected	2020 Budget
<b>Total Cash Flow</b>	<b>508,852</b>	<b>2,238,331</b>	<b>1,980,000</b>	<b>1,359,226</b>	<b>1,050,000</b>	<b>950,000</b>

- Projected cash flow to be disbursed to Agency entities through the “waterfall”.

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This item is informational for Fresno Housing Authority  
Boards of Commissioners.

As the Managing General Partner, Silvercrest, Inc., will be  
asked to approve the 2020 Mixed Finance Budgets.

Questions or Comments?



# Consideration of 2020 Budgets

*Boards of Commissioners Meeting*

*December 17, 2019*



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

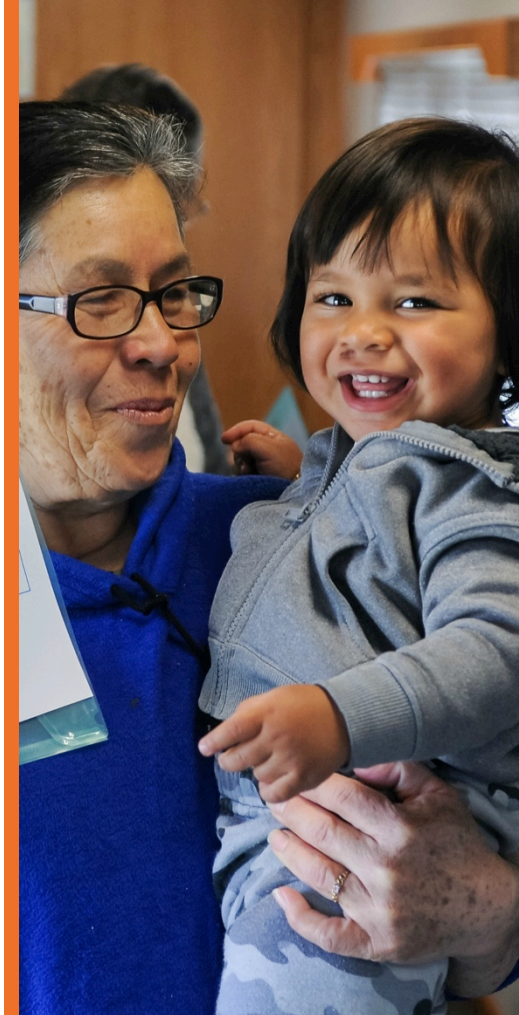




# Federal Budget Update

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- Federal budget year began on October 1<sup>st</sup>
- A Continuing Resolution (CR) was passed to fund the government until December 20<sup>th</sup>
- House and Senate have agreed to an overall T-HUD budget for 2020
- Both chambers will vote on the package this week, sending the bill to the President to sign before the CR expires



# 2020 Operations Budget

	Total 2020 Budget							Total 2020 Budget
	Core	Instrumentalities	RED	Housing Choice Voucher	RES	Housing Management	UP	
NET TENANT INCOME	-	-	-	-	-	5,074,032	2,761,359	7,835,391
TOTAL INTEREST INCOME	90,000	800,000	-	-	-	-	-	890,000
TOTAL OTHER INCOME	950,000	150,000	20,000	800	899,432	349,887	52,980	2,423,099
TOTAL ADMIN & MANAGEMENT FEE INCOME	8,539,951	80,000	-	-	-	-	-	8,619,951
TOTAL DEVELOPER FEE INCOME	-	-	5,903,245	-	-	-	-	5,903,245
TOTAL HUD GRANT INCOME	-	-	-	9,909,331	3,384,006	4,314,643	-	17,607,980
TOTAL OTHER GRANT INCOME	-	-	-	50,000	83,025	604,464	685,727	1,423,216
<b>TOTAL INCOME</b>	<b>9,579,951</b>	<b>1,030,000</b>	<b>5,923,245</b>	<b>9,960,131</b>	<b>4,366,463</b>	<b>10,343,026</b>	<b>3,500,066</b>	<b>44,702,882</b>
TOTAL PAYROLL EXPENSES	7,457,856	-	1,669,232	6,145,105	1,938,018	2,555,927	523,102	20,289,240
TOTAL ADMINISTRATIVE EXPENSES	3,697,510	382,150	739,892	4,367,866	751,088	1,874,533	339,366	12,152,405
TOTAL TENANT SERVICES EXPENSES	50,504	-	5,000	-	2,775,198	331,772	6,450	3,168,924
TOTAL UTILITY EXPENSES	172,145	-	-	-	-	1,707,150	413,027	2,292,322
TOTAL MAINTENANCE EXPENSES	459,118	-	5,000	81,969	10,020	2,168,196	731,468	3,455,771
TOTAL TAXES & INSURANCE EXPENSES	40,364	8,900	6,200	7,353	-	402,276	122,140	587,233
<b>TOTAL EXPENSES</b>	<b>11,877,497</b>	<b>391,050</b>	<b>2,425,324</b>	<b>10,602,293</b>	<b>5,474,324</b>	<b>9,039,854</b>	<b>2,135,553</b>	<b>41,945,895</b>
<b>NET OPERATING INCOME</b>	<b>(2,297,546)</b>	<b>638,950</b>	<b>3,497,921</b>	<b>(642,162)</b>	<b>(1,107,861)</b>	<b>1,303,172</b>	<b>1,364,513</b>	<b>2,756,987</b>
TOTAL NON-OPERATING EXPENSES	-	-	-	-	-	1,121,384	829,739	1,951,123
<b>NET INCOME</b>	<b>(2,297,546)</b>	<b>638,950</b>	<b>3,497,921</b>	<b>(642,162)</b>	<b>(1,107,861)</b>	<b>181,788</b>	<b>534,774</b>	<b>805,864</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(2,297,546)</b>	<b>-</b>	<b>3,497,921</b>	<b>(642,162)</b>	<b>(1,107,861)</b>	<b>-</b>	<b>534,774</b>	<b>(14,874)</b>

# Agency Unrestricted Reserves

Unrestricted Reserves	\$ Change	Balance
2013 Financial Results	1,570,359	1,570,359
2014 Financial Results	1,368,730	2,939,089
2015 Financial Results	153,228	3,092,317
2016 Financial Results	261,439	3,353,756
2017 Financial Results	920,239	4,273,995
2018 Financial Results	1,545,106	5,819,101
2019 <i>Projected</i>	(48,762)	5,770,339
2020 <i>Budget</i>	(14,874)	5,755,465
<b>Total Unrestricted Reserves</b>	<b>5,755,465</b>	

# 2020 Budget for Housing Assistance Payments (HAP)

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<b>Program</b>	<b>Total HAP Revenue</b>	<b>Total HAP Expenses</b>	<b>Total HAP Reserve Increase/(Usage)</b>
HCV	89,777,572	88,079,580	1,697,992

# Next Steps

August

- Provide an update on the Federal budget process
- Outline process for developing 2020 Agency budget

September

- Budget managers and finance staff review key assumptions and staffing levels
- Provide an update on the Federal budget for 2020

October

- Refine budget based on updated federal indicators and feedback
- Present the first draft of the 2020 operating budget
- Create opportunities for resident engagement on budget

November

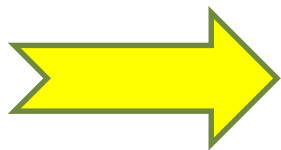
- First round of resident meetings
- Second draft of budget presented to the Boards

December

- Receive feedback and further refine budget
- Second round of resident meetings
- Boards are asked to approve the 2020 operating budgets

January-  
February

- Final rounds of resident meetings



**Questions?**





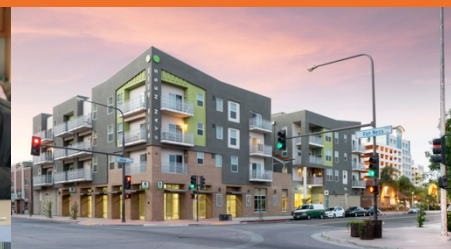
# Consideration of Allocation of Project Based Vouchers

*Boards of Commissioners Meeting*

*December 17, 2019*



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



# Background Information

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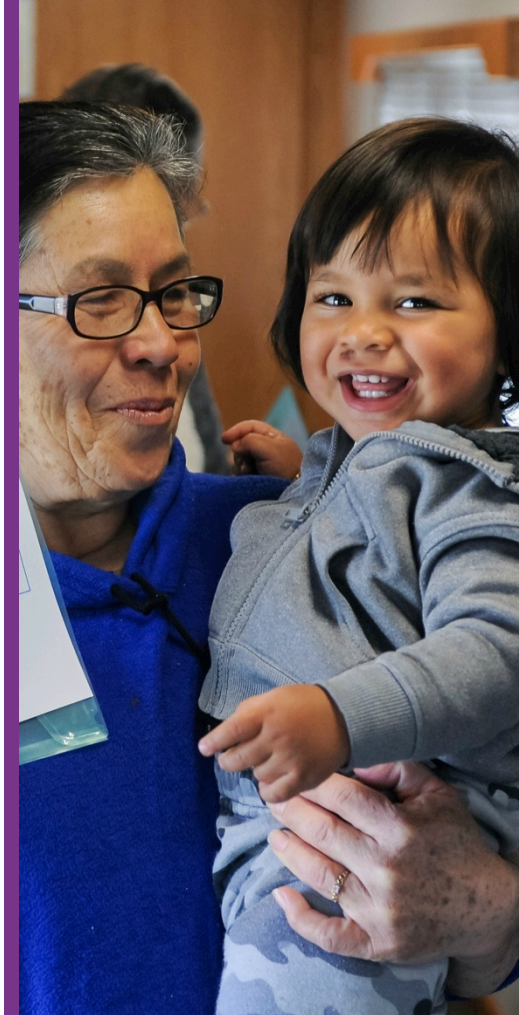
- Boards of Commissioners committed 600 vouchers to Project Ignite with the goal of reducing homelessness
- RFP was issued in September 2019 for qualified developers to submit proposals for project-based vouchers
  - 150 vouchers were made available from the Project Ignite set-aside
  - FH received four proposals from qualified applicants
  - Proposals were scored on the basis of soundness of the proposal, financial feasibility, management and services plan, and experience in developing permanent supportive housing, and Section 3/MBE/WBE plan



# Tentative Award

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- Based on the evaluations and scoring, three proposals selected for award:
  - Blackstone & Simpson, Fresno Housing
  - Butterfly Gardens, UPHoldings, Inc.
  - Glenn & Shaw, UP Holding, Inc.
- In total, 135 PBV's would be allocated to these projects for persons who are homeless, chronically homeless, or at-risk of chronic homelessness
- Developers would have two years to execute complete a HUD review and sign AHAP



# Recommendation

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- It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno award:
  - 20 PBV's to the Blackstone & Simpson project
  - 42 PBV's to the Glenn & Shaw project
- It is recommended that the Board of Commissioners of the Housing Authority of Fresno County award:
  - 73 PBV's to the Butterfly Gardens project







Questions or  
Comments?

FRESNO HOUSING