



Boards of Commissioners Meeting

June 23, 2015

AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

www.fresnohousing.org

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

5pm June 23, 2015

1331 Fulton Mall, 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.

5pm Board Meeting

PAGE #

1. Call to Order and Roll Call

2. Approval of agenda as posted (or amended)

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)*

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

Tuesday, May 26, 2015

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, May 26, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:02 P.M. by Board Chair, Commissioner Scharton of the Board of Commissioners of the Housing Authority of the City of Fresno. Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: CRAIG SCHARTON, Chair
 ADRIAN JONES, Vice Chair
 RUEBEN SCOTT
 STEVEN BEDROSIAN
 KARL JOHNSON
 JORGE AGUILAR

COMMISSIONERS ABSENT: TIM LOWE

The meeting was called to order by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County at 5:02 P.M. Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: STACY SABLAN, Chair
 RENEETA ANTHONY, Vice Chair
 JIM PETTY
 NANCY NELSON
 LEE ANN EAGER
 VENILDE MILLER

COMMISSIONERS ABSENT: None.

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; and Ken Price, Baker Manock and Jensen - General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Commissioner Scott motioned for the City Board's approval of the agenda as posted. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the agenda was approved as posted.

Commissioner Petty motioned for the County Board's approval of the agenda as posted. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the agenda was approved as posted.

3. PUBLIC COMMENT

No public comment.

4. POTENTIAL CONFLICTS OF INTEREST

This was the time for any Commissioner who had a potential conflict of interest to identify the item and recuse themselves from discussing and voting on the matter per Government Code section 87105.

Commissioner Scott announced he had a conflict of interest for item 7(b).

Commissioner Scharton announced he had a conflict of interest for item 7(a).

5. CONSENT AGENDA

- a. Consideration of the Minutes of April 28, 2015
- b. Out of State Travel – CEO and Commissioners
- c. Consideration of Submission of Application – Broadband Internet

Commissioner Scott motioned for the City Board's approval of the consent agenda. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the consent agenda was approved.

Commissioner Anthony motioned for the County Board's approval of the consent agenda. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the consent agenda was approved.

6. INFORMATIONAL

- a. Leveraging the HCV Program to Improve Quality Housing

Aurora Ibarra, Assisted Housing Manager, started the presentation acknowledging the process and reasons of abatement.

Juan Lopez, Senior Quality Assurance Analyst presented a brief overview of the courtesy inspections that took place on Wednesday, May 20th with the Commissioners. Mr. Lopez also discussed the data collected and preliminary analysis

of those units that are currently in abatement. He further explained that this analysis will serve as a baseline for on-going monthly analysis.

There was further conversation that included comments about the Commissioners' experience on May 20th. The discussion led to Commissioner Sablan asking to see the changes on particular data in the upcoming Board Update.

Commissioner Aguilar and Commissioner Bedrosian joined the Board Meeting.

b. Homeless Initiatives Overview

Doreen Eley, Assisted Housing Manager, presented an overview of selected Homeless Initiative Programs. The overview included programs such as the 2015 Point in Time Count (PIT), 25 Cities Initiative, Multi-Agency Access Program (MAP), California Work Opportunity and Responsibility to Kids (CalWORKs) Housing Support Program, and HOME Tenant Based Rental Assistance (HOME TBRA).

c. Incorporating Art and Music in Homeless Developments and Initiatives

Tracewell Hanrahan, Deputy Executive Director, acknowledged art and music involvement in Homeless Developments and Initiatives and requested feedback and ideas from the Boards of Commissioners. The Commissioners shared ideas and reasons for the importance and impact art and music has on people. Staff will look in to opportunities for residents to engage in the arts.

d. Real Estate Development Update

Commissioner Scharton recused himself from this item and left the meeting room.

Michael Duarte, Senior Development Manager, presented an updated overview of all projects within the pre-development stages, including: Fultonia West/Cedar Heights, Firebaugh Gateway, Trailside Terrace, Edison Plaza, and Lowell.

Commissioner Miller joined the Board Meeting.

7. ACTION ITEMS-COMMISSIONERS MAY CONSIDER, APPROVE, DENY, AND/OR CONTINUE

a. Consideration of Pre-Development Resolutions – Lowell Neighborhood Project

Michael Duarte provided a brief overview of this item.

Commissioner Scharton recused himself from this item and left the meeting room.

Commissioner Anthony recused herself from this action due to a realized conflict of interest and left the meeting room.

Commissioner Scott motioned for the City Board's approval of the omnibus resolution for pre-development actions on Lowell Neighborhood Project. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the omnibus resolution for pre-development actions on Lowell Neighborhood Project was approved.

Commissioner Petty motioned for the County Board's approval of the omnibus resolution for pre-development actions on Lowell Neighborhood Project. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the motion to approve the omnibus resolution for pre-development actions on Lowell Neighborhood Project was approved.

b. Consideration of Memorandum of Understanding – Fresno Edison Apartments I and II

Commissioner Scott recused himself from this action due to a conflict of interest and left the meeting room.

Commissioner Scharton and Commissioner Anthony returned to the Board Meeting.

Commissioner Jones motioned for the City Board's approval of the memorandum of understanding for Fresno Edison Apartments I and II. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the memorandum of understanding for Fresno Edison Apartments I and II was approved.

Commissioner Anthony motioned for the County Board's approval of the memorandum of understanding for Fresno Edison Apartments I and II. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the motion to approve the memorandum of understanding for Fresno Edison Apartments I and II was approved.

c. Consideration of Award of Contract - Enterprise Management System

Commissioner Scott returned to the Board Meeting.

Emily De La Guerra, Finance Manager, presented a brief overview of the Enterprise Management System. She recommended that the Boards of Commissioners approve Yardi Systems, Inc. as the successful proposer for the Enterprise Management System Request for Proposal, and allow staff to proceed with contract negotiations.

Commissioner Scott motioned for the City Board's approval of the award of contract for the Enterprise Management System. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the award of contract for the Enterprise Management System was approved.

Commissioner Petty motioned for the County Board's approval of the award of contract for the Enterprise Management System. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the award of contract for the Enterprise Management System was approved.

- d. Consideration and Recommendations for the Policy on the Dedication of Buildings, Rooms and Spaces

Tracewell Hanrahan and Tiffany Mangum, Special Assistant to the CEO/Executive Director present this item for the Boards of Commissioners to discuss. Staff share that there are no specific recommendations are being made at this time; however, the Boards may choose to take action based on the board meeting discussion. Staff is seeking ideas and additional guidance from the Boards.

After further discussion the Commissioners took no action on this item.

- e. Consideration of Support for California Assembly Bill 1335

Preston Prince, CEO/Executive Director, recommended the Boards of Commissioners authorize the CEO/Executive Director to sign a letter of support for CA Assembly Bill 1335, and attest on behalf of the Boards of Commissioners, their ongoing support for the enactment and administration of said programs and funding.

There was no action taken by the City of Commissioners at this time.

Commissioner Anthony motioned for the County Board's approval to continue the consideration of Support for California Assembly Bill 1335 item until the next meeting. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the motion to continue the consideration of Support for California Assembly Bill 1335 item until the next meeting was approved.

8. EXECUTIVE DIRECTOR'S REPORT

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

- A recap on the past and upcoming 75th Anniversary City Council Presentations.
- The announcement of Art Hop on Thursday, June 4th at 5 p.m. at City View.
- An invitation to the Boards of Commissioner to the All Staff event that will take place at 11:30 a.m. on May 29th at Parc Grove Commons; which will include a Marjaree Mason presentation and harassment training.
- The announcement of the Fresno Housing Education Corps Wine Festival at 4 p.m. on Saturday.

- Introduction of new Fresno Housing Employee, Hugo Hernandez, Human Resources Coordinator.
- Announced the upcoming State of the City Luncheon on June 3rd at 11:30 a.m.
- Announced the awards of the Pacific Southwest Regional Council of NAHRO.
- Announced that CityView received a Gold Nugget award for Best Affordable Housing Community - 60 du/acre or more.
- Preston Prince acknowledged that he was mid-way through his 75 tweets for the 75th Anniversary.

9. CLOSED SESSION

At approximately 7:37 p.m., the Boards went in to closed session announcing the following items for discussion:

a. Conference with Real Property Negotiators

(Pursuant to Government Code § 54954.5(b))

Property: Argyle and Tulare Avenues, Fresno, CA (APN: 313-021-02T and 313-021-03T)

Agency negotiator: Preston Prince

Negotiating parties: City of Fresno and Fresno Housing Authority

Under negotiation: Real Estate transaction

b. Conference with Real Property Negotiators

(Pursuant to Government Code § 54954.5(b))

Property: 401 Nelson Ave., Fowler, CA (APN: 343-030-20 & 343-025-02)

Agency negotiator: Preston Prince

Negotiating parties: Nancy Ellen Omachi and Fresno Housing Authority

Under negotiation: Real Estate transaction

The Boards went in to open session at approximately 7:50 p.m., announcing the following actions taken:

a. Conference with Real Property Negotiators

Commissioner Scott motioned for the City Board's approval of the item discussed during the Conference with Real Property Negotiators. This action was seconded by

Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the item passed.

Commissioner Eager motioned for the County Board's approval of the item discussed during the Conference with Real Property Negotiators. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the motion to approve the item passed.

b. Conference with Real Property Negotiators

There was no reportable action or activity on this item.

c. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 7:51 P.M.

Preston Prince, Secretary to the Boards of Commissioners



BOARD MEMO

1331 Fulton Mall
Fresno, California 93721

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www.fresnohousing.org

TO: Board of Commissioners **DATE:** June 18, 2015
Fresno Housing
Authority

FROM: Preston Prince *PP* **BOARD MEETING:** June 22, 2015
CEO/Executive Director

AUTHOR Richard Bradley **AGENDA** 5b
Director **ITEM:**

RE: Authorization of Charge-off Uncollectible Accounts
to Collection Losses for the 2nd Quarter of 2015 for the
City Housing Programs

Executive Summary

The Fresno Housing Authority fulfills its affirmative responsibility to try to collect delinquent debts that are owed to the Agency, until it becomes evident that a debt is "uncollectible." When that occurs, we terminate collection action and write off the debt. The Housing Authority engages in active collection efforts, such as demand letters, repayment agreements, credit bureau reporting, garnishments obtained by Judgments at Small Claims Courts and referrals to HUD's Enterprise Income Verification System (EIV). EIV blocks former tenants from receiving future assistance until debts owed are paid.

An analysis of uncollectible accounts for the City Housing Management Programs for the Second Quarter of 2015 is found below.

Write-off's by Income Category

	TANF	SSI/SSA	TANF/SSI	EMP/UIB/ TANF/SSI	EMP/OT HER/UIB	TOTAL
2011	21	8	1	1	12	43
	49%	19%	2%	2%	28%	100%
2012	15	3	1	9	13	41
	37%	7%	2%	22%	32%	100%
2013	18	4	2	5	8	37
	49%	11%	5%	14%	22%	100%
2014	7	7	3	0	8	25
	28%	28%	12%	0%	32%	100%
2015	10	3	1	4	6	24
	42%	13%	4%	16%	25%	100%

Second Quarter Financial Impact:

Second Quarter Collection Losses for the City total \$12,432.18. Of this amount, \$7,535.69 will be charged to the Public Housing Program, \$2,147.94 will be charged to Mariposa Farm Labor Housing and \$2,748.55 will be charged to Garland Gardens.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for City Housing Programs, relative to the Second Quarter of 2015.

RESOLUTION NO. _____
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO
RESOLUTION AUTHORIZING CHARGE-OFF OF
UNCOLLECTIBLE ACCOUNTS TO COLLECTION LOSSES
FOR THE SECOND QUARTER 2015 FOR CITY HOUSING PROGRAMS

WHEREAS, the Housing Authority of the City of Fresno has made every reasonable effort to collect the delinquent accounts; and

WHEREAS, in accordance with established policy which provides that at the end of each quarterly period an examination shall be made by the project management of such delinquencies and that, after the Board of Commissioners of the Housing Authority of the City of Fresno has authorized charging uncollectible accounts to collection losses, such amount as determined uncollectible shall be charged to collection losses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno desires to comply with said policy and does hereby authorize charge-off to collection losses that total amount of \$12,432.18.

PASSED AND ADOPTED THIS 23rd DAY OF JUNE, 2015. 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

PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:

	LOW INC. PUB.HSG.		GARLAND GARDENS		MARIPOSA GARDENS
TYPE OF CHARGES	AMOUNT		AMOUNT		AMOUNT
Dwelling Rent-Qrtly	257,500.91		30,643.00		48,439.50
Other Charges-Qrtly	0.00		0.00		0.00
Total Charges	<u>257,500.91</u>		<u>30,643.00</u>		<u>48,439.50</u>

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

	LOW INCOME PUBLIC HSG.		GARLAND GARDENS		MARIPOSA GARDENS	
TYPE OF CHARGES	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	758.00	10.06%	\$2,195.55	79.88%	1,686.00	78.49%
Legal Action	1,817.38	24.12%	0.00	0.00%	0.00	0.00%
Miscellaneous Charges	4,960.31	65.82%	553.00	20.12%	461.94	21.51%
<i>Total Uncollectible</i>	<u>7,535.69</u>	<u>100.00%</u>	<u>2,748.55</u>	<u>100.00%</u>	<u>2,147.94</u>	<u>100.00%</u>

PART III - COMPARISON OF NEW COLLECTION LOSSES TO PREVIOUS YEARS AND CURRENT YEAR-TO-DATE:

	<u>Total Uncollectible</u>	<u>Amount of Loss</u>	<u>Recovered Losses</u>	<u>Percent of Dwelling Rent</u>	<u>Per Unit Per Month</u>
LOW INC. PUB. HSG.					
Calendar Year 2008	14,167.64	13,626.60	541.04	0.70%	1.57
Calendar Year 2009	50,923.98	49,833.39	1,090.59	2.60%	6.07
Calendar Year 2010	14,196.45	12,299.60	1,896.85	0.78%	1.65
Calendar Year 2011	36,587.96	34,603.26	1,984.70	2.19%	4.15
Calendar Year 2012	38,715.61	35,670.03	3,045.58	9.71%	16.38
Calendar Year 2013	36,759.84	34,954.34	1,805.50	9.53%	15.55
Calendar Year 2014	25,504.38	25,504.38	0.00	2.09%	4.91
First Quarter 2015	8,476.21	8,463.62	12.59	3.29%	6.53
Second Quarter 2015	7,535.69	6,929.34	606.35	2.93%	5.80
GARLAND GARDENS					
Calendar Year 2008	828.63	828.63	0.00	0.70%	1.38
Calendar Year 2009	422.05	422.05	0.00	0.70%	1.41
Calendar Year 2010	2,523.05	2,523.05	0.00	4.37%	4.21
Calendar Year 2011	4,791.97	4,067.77	724.20	5.28%	7.99
Calendar Year 2012	5,955.68	5,955.68	0.00	21.74%	39.70
Calendar Year 2013	2,634.35	2,634.35	0.00	7.12%	17.56
Calendar Year 2014	23.74	23.74	0.00	0.00%	0.04
First Quarter 2015	224.93	224.93	0.00	0.73%	1.50
Second Quarter 2015	2,748.55	2,748.55	24.00	8.97%	18.32
MARIPOSA - FLH					
Calendar Year 2008	2,806.97	2,806.97	0.00	6.10%	23.40
Calendar Year 2009	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2010	1,262.50	1,262.50	0.00	3.60%	2.63
Calendar Year 2011	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2012	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2013	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2014	0.00	0.00	0.00	0.00%	0.00
First Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2015	2,147.94	2,147.94	0.00	4.43%	3.58

**CHARGE-OFF UNCOLLECTIBLE
ACCOUNTS RECEIVABLE
SECOND QUARTER 2015**

CITY HOUSING PROGRAMS:

AMP 1	\$ 1,760.49
AMP 2	<u>\$ 5,775.20</u>
TOTAL LOW INCOME PUBLIC HOUSING	<u>\$ 7,535.69</u>
 GARLAND GARDENS	 \$ 2,748.55
MARIPOSA FARM LABOR	<u>\$ 2,147.94</u>
TOTAL CITY WRITE-OFFS	<u><u>\$ 12,432.18</u></u>

**RECOVERY OF UNCOLLECTIBLE
ACCOUNTS RECEIVABLE
SECOND QUARTER 2015**

CITY HOUSING PROGRAMS:

AMP 1	\$0.00
AMP 2	\$606.35

TOTAL LOW INCOME PUBLIC HOUSING	<u>\$606.35</u>
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GARLAND GARDENS	\$ 24.00
MARIPOSA FARM LABOR	<u>\$ -</u>
TOTAL CITY WRITE-OFFS RECOVERED	<u>\$630.35</u>



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www.fresnohousing.org

TO: Boards of Commissioners **DATE:** 6/18/2015
Fresno Housing Authority
FROM: Preston Prince *P. Prince* **BOARD** 6/22/2015
CEO/Executive Director **MEETING:**
AUTHOR Richard Bradley **AGENDA** 5c
Director of Housing Mgmt **ITEM:**
RE: Authorization of Charge-off Uncollectible Accounts
to Collection Losses for the 2nd Quarter of 2015 for the
County Housing Programs

Executive Summary

Fresno Housing Authority fulfills its affirmative responsibility to try to collect delinquent debts that are owed to the Agency, until it becomes evident that a debt is "uncollectible". When that occurs we terminate collection action and write off the debt. The Housing Authority engages in active collection efforts, such as demand letters, repayment agreements, credit bureau reporting, garnishments obtained by Judgments at Small Claims Courts, and referrals to HUD's Enterprise Income Verification System (EIV). EIV blocks former tenants from receiving future assistance until debts owed are paid.

An analysis of uncollectible accounts for the County Housing Management Programs for the Second Quarter of 2015 is found below.

Write-off's by Income Category

	TANF	SSI/SSA	TANF/SSI	EMP/UIB/ TANF/SSI	EMP/OT HER/UIB	TOTAL
2011	7	2	1	8	11	29
	24%	7%	3%	28%	38%	100%
2012	14	4	1	12	12	43
	33%	9%	2%	28%	28%	100%
2013	19	4	3	12	20	58
	33%	7%	5%	21%	34%	100%
2014	15	1	2	9	9	36
	41%	3%	6%	25%	25%	100%
2015	3	3	0	4	11	21
	14%	14%	0	20%	52%	100%

Second Quarter Financial Impact:

Second Quarter Collection Losses for the County total \$7,298.32. Of this amount, \$5,365.88 will be charged to the Public Housing Program, \$1,723.83 will be charged to the Farm Labor Housing Program, \$208.61 to the Firebaugh Family Apts, \$0.00 to the CalHFA Program and \$0.00 will be charged to the Migrant Program.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of Fresno County adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for County Housing Programs, relative to the Second Quarter of 2015.

RESOLUTION NO. _____
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY
RESOLUTION AUTHORIZING CHARGE-OFF OF
UNCOLLECTIBLE ACCOUNTS TO COLLETION LOSSES
FOR THE SECOND QUARTER 2015 FOR COUNTY HOUSING PROGRAMS

WHEREAS, the Housing Authority of Fresno County has made every reasonable effort to collect the delinquent accounts; and

WHEREAS, in accordance with established policy which provides that at the end of each quarterly period an examination shall be made by the project management of such delinquencies and that, after the Board of Commissioners of the Housing Authority of Fresno County has authorized charging uncollectible accounts to collection losses, such amount as determined uncollectible shall be charged to collection losses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County desires to comply with said policy and does hereby authorize charge-off to collection losses that total amount of \$7,298.32.

PASSED AND ADOPTED THIS 23RD DAY OF JUNE, 2015. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:

	LOW INC. PUB.HSG. AMPS 1 - 6 AMOUNT	CITRUS FARM LABOR AMOUNT	PARLIER FARM LABOR AMOUNT	FIREBAUGH FARM LABOR AMOUNT
TYPE OF CHARGES				
Dwelling Rent-Qtrly	552,295.81	20,661.00	45,410.76	39,711.00
Other Charges-Qtrly	0.00	0.00	0.00	0.00
NET RENT	552,295.81	20,661.00	45,410.76	39,711.00

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

	LOW INCOME PUBLIC HSG.		PARLIER FARM LABOR		CITRUS FARM LABOR		FIREBAUGH FARM LABOR	
TYPE OF CHARGES	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	689.33	12.85%	1,438.64	99.31%	0.00	0.00%	0.00	0.00%
Legal Action	437.50	8.15%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Miscellaneous Charges	4,239.05	79.00%	10.00	0.69%	275.19	100.00%	208.61	100.00%
<i>Total Uncollectible</i>	5,365.88	100.00%	1,448.64	100.00%	275.19	100.00%	208.61	100.00%

PART III - COMPARISON OF NEW COLLECTION LOSSES TO PREVIOUS YEARS AND CURRENT YEAR-TO-DATE

	Total Uncollectible	Amount of Loss	Recovered Losses	Percent of Dwelling Rent	Per Unit Per Month
LOW INC. PUB. HSG.					
Calendar Year 2009	47,448.54	46,056.18	1,392.36	1.60%	4.10
Calendar Year 2010	23,884.68	23,450.68	434.00	0.75%	2.06
Calendar Year 2011	31,345.37	28,131.08	3,214.29	1.04%	2.68
Calendar Year 2012	42,440.06	42,172.68	267.38	5.69%	14.54
Calendar Year 2013	52,934.08	49,225.72	3,708.36	7.03%	18.13
Calendar Year 2014	27,814.43	27,814.43	0.00	1.08%	3.09
First Quarter 2015	12,165.16	10,900.02	1,265.14	2.08%	5.41
Second Quarter 2015	5,365.88	4,670.47	695.41	0.97%	2.38
CITRUS GARDENS FARM LABOR					
Calendar Year 2009	422.58	422.58	0.00	1.00%	2.35
Calendar Year 2010	1,551.13	1,551.13	0.00	4.14%	4.31
Calendar Year 2011	2,631.21	2,631.21	0.00	8.73%	7.31
Calendar Year 2012	2,391.30	2,391.30	0.00	8.76%	26.57
Calendar Year 2013	1,590.61	1,590.61	0.00	6.96%	17.67
Calendar Year 2014	0.00	0.00	0.00	0.00%	0.00
First Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2015	275.19	275.19	0.00	1.33%	3.06
MENDOTA FARM LABOR					
Calendar Year 2009	1,051.38	1,051.38	0.00	1.40%	5.84
Calendar Year 2010	747.19	747.19	0.00	0.90%	1.04
Calendar Year 2011	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2012	532.40	532.40	0.00	0.50%	2.96
Calendar Year 2013	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2014	0.00	0.00	0.00	0.00%	0.00
First Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2015					
PARLIER FARM LABOR					
Calendar Year 2009	30.06	30.06	0.00	0.10%	0.25
Calendar Year 2010	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2011	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2012	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2013	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2014	1,614.34	1,614.34	0.00	0.76%	3.36
First Quarter 2015	212.45	212.30	0.15	0.40%	1.77
Second Quarter 2015	1,448.64	1,448.49	0.15	3.19%	12.07
FIREBAUGH FAMILY APARTMENTS					
Calendar Year 2009	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2010	434.75	434.75	0.00	1.00%	1.07
Calendar Year 2011	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2012	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2013	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2014	95.87	95.87	0.00	0.05%	0.23
First Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2015	208.61	208.61	0.00	0.53%	0.00
PARKSIDE					
Calendar Year 2009	1,846.38	1,846.38	0.00	1.90%	6.16
Calendar Year 2010	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2011	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2012	794.00	794.00	0.00	1.83%	5.29
Calendar Year 2013	4,660.94	4,660.94	0.00	10.08%	31.07
Calendar Year 2014	566.73	566.73	0.00	0.32%	0.94
First Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2015	0.00	0.00	0.00	0.00%	0.00
MALDONADO MIGRANT					
Calendar Year 2013	867.00	867.00	0.00	0.04%	4.52
Calendar Year 2014	0.00	0.00	0.00	0.00%	0.00
First Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2015	0.00	0.00	0.00	0.00%	0.00
PARLIER MIGRANT					
Calendar Year 2013	1,128.00	1,128.00	0.00	0.03%	2.85
Calendar Year 2014	1,016.00	1,016.00	0.00	0.26%	0.64
First Quarter 2015	208.61	-16.39	225.00	0.00%	0.53
Second Quarter 2015	0.00	0.00	0.00	0.00%	0.00

**CHARGE-OFF UNCOLLECTIBLE
ACCOUNTS RECEIVABLE
SECOND QUARTER 2015**

COUNTY HOUSING PROGRAMS:

AMP 1	\$ -
AMP 2	\$ 1,831.30
AMP 3	\$ -
AMP 4	\$ -
AMP 5	\$ -
AMP 6	<u>\$ 3,534.58</u>
TOTAL LOW INCOME PUBLIC HOUSING	<u>\$ 5,365.88</u>
 FIREBAUGH FAMILY APARTMENTS	 \$ 208.61
PARKSIDE CHFA	\$ -
PARLIER FARM LABOR	\$ 1,448.64
MENDOTA FARM LABOR	\$ -
MALDONADO MIGRANT	\$ -
PARLIER MIGRANT	\$ -
CITRUS FARM LABOR	<u>\$ 275.19</u>
TOTAL COUNTY WRITE-OFFS	<u><u>\$ 7,298.32</u></u>

**RECOVERY OF UNCOLLECTIBLE
ACCOUNTS RECEIVABLE
SECOND QUARTER 2015**

COUNTY HOUSING PROGRAMS:

AMP 1	\$ 177.00
AMP 2	\$ -
AMP 3	\$ -
AMP 4	\$ -
AMP 5	\$ 468.41
AMP 6	<u>\$ 50.00</u>
TOTAL LOW INCOME PUBLIC HOUSING	\$ 695.41
MENDOTA FARM LABOR	\$ -
PARLIER FARM LABOR	\$ 0.15
FIREBAUGH FAMILY APTS	\$ -
PARKSIDE	\$ -
PARLIER MIGRANT	<u>\$ -</u>
TOTAL COUNTY WRITE-OFFS RECOVERED	<u>\$ 695.56</u>



BOARD MEMO

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TO: Boards of Commissioners **DATE:** 6/18/2016
Fresno Housing Authority
FROM: Preston Prince *P. Prince* **BOARD** 6/23/2015
CEO/Executive Director **MEETING:**
AUTHOR Shaneece Childress **AGENDA** 5d
Senior Manager **ITEM:**
RE: National Institute on Health Grant Opportunity

Executive Summary

The purpose of this memo is to provide an overview of a grant opportunity available through the National Institutes of Health (NIH). Columbia University proposed to partner with Fresno Housing (FH) to pursue available resources through a (2) two year grant opportunity. This effort will expand upon the current research on the impact of the Rental Assistance Demonstration (RAD) program on previous Low Income Public Housing Residents. If awarded, the grant funds will provide continued support of research efforts by Columbia University through additional data collection relative to the impact of RAD on the health of children. Residents, primarily children living in Fresno RAD, Mendota RAD, and Orange Cove RAD, will remain the focus of the research efforts.

Columbia University's proposal for year one research efforts include: cost benefit analyses, resident surveys to collect the necessary RAD implementation documents, and data for the proposed study. FH staff will seek the services of a technology expert to develop an integrated administrative data system which will include management and tracking of resident services' events, and utilization. FH's continued pursuit to engage our educational partners by establishing Memorandums of Understanding (MOU) with each represented school district will further enhance the provision of sharing and merging of student data. Establishing MOU's will assist in tracking educational outcomes of children and youth living in FH RAD communities. The focus of the second year of research includes: continued compilation of the initial data collected, and preparation of a joint presentation on the preliminary findings.

The proposed structure of the grant application would consist of Columbia University as the primary applicant or Principal Investigator, and Fresno Housing as the sub-recipient.

Recommendation

It is recommended the Boards of Commissioners of the Fresno Housing Authority approve the submission of the applications with Columbia University as the Principal Investigator and FH as the sub-recipient of the grant, and authorize Preston Prince, CEO/Executive Director, Tracewell

Hanrahan, Deputy Executive Director or their designee, to negotiate and execute documents in connection with the approved action.

Fiscal Impact

The anticipated fiscal impact is expected to be of minimal cost to the agency. The total grant funds requested of \$104,994 includes \$96,813 in direct project costs and \$8,181 of indirect costs. Proposed grant budget expenditures include key personnel, to execute proposed activities, support staff, supplies, research incentives and other administrative fees.

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE PARTNERSHIP WITH COLUMBIA UNIVERSITY FOR
THE SUBMISSION OF THE APPLICATION FOR THE NATIONAL INSTITUTE ON
HEALTH GRANT

WHEREAS, the mission of the Housing Authority of the City of Fresno ("the Authority") is to create and sustain vibrant communities throughout the City of Fresno; and,

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements; and,

WHEREAS, the Authority desires to partner with Columbia University to pursue available resources through a (2) two year grant opportunity through the National Institute of Health; and,

WHEREAS, this effort will expand the current research on the impact of the Rental Assistance Demonstration (RAD) on previous Low Income Public Housing Residents; and,

WHEREAS, residents, primarily children living in Fresno RAD, Mendota RAD, and Orange Cove RAD will remain the focus of the research efforts;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Director, or their designee, to negotiate and execute documents in connection with the submission of the National Institute on Health Grant application.

PASSED AND ADOPTED THIS 23rd DAY OF JUNE, 2015. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE PARTNERSHIP WITH COLUMBIA UNIVERSITY FOR
THE SUBMISSION OF THE APPLICATION FOR THE NATIONAL INSTITUTE ON
HEALTH GRANT

WHEREAS, the mission of the Housing Authority of Fresno County ("the Authority") is to create and sustain vibrant communities throughout Fresno County; and,

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements; and,

WHEREAS, the Authority desires to partner with Columbia University to pursue available resources through a (2) two year grant opportunity through the National Institute of Health; and,

WHEREAS, this effort will expand the current research on the impact of the Rental Assistance Demonstration (RAD) on previous Low Income Public Housing Residents; and,

WHEREAS, residents, primarily children living in Fresno RAD, Mendota RAD, and Orange Cove RAD will remain the focus of the research efforts;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Director, or their designee, to negotiate and execute documents in connection with the submission of the National Institute on Health Grant application.

PASSED AND ADOPTED THIS 23rd DAY OF JUNE, 2015. 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 **DATE:** 6/18/15

FROM: Preston Prince 
CEO/Executive Director **BOARD MEETING:** 6/23/15

AUTHOR Lisa Bechtel **AGENDA** 5e
HR Manager **ITEM:**

RE: Leave Policy Update

Executive Summary

It is the policy of the Fresno Housing Authority (the "Agency") to ensure that the Agency is in compliance with all applicable state and federal laws that regulate the establishment and operation of Public Housing Authorities, and to ensure that all employees at the Agency are informed of the procedures that the Agency is required to follow.

It was determined by Human Resources staff, and upon the recommendation of the Human Resources legal counsel, that an update to the current leave policies is necessary, in order for the Agency to comply with the Healthy Workplace Healthy Family Act of 2014 (AB 1522). The policies on Domestic Abuse, Sexual Assault, Stalking Victims' Leave and Crime Victim's Leave are subject to new laws effective July 1, 2015 and will be enacted within the State of California, Department of Industrial Relations. The other policies included in this memo are part of our personnel policy, also required by law, and are part of our regular policy updates that we are bringing to the Boards of Commissioners. Staff has met with our labor partners regarding all of these updates.

Recommendation

It is recommended that the Boards of Commissioners approve the implementation of these statutory changes within current Agency leave policies.

Fiscal Impact

None at this time.

RESOLUTION NO.
BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION APPROVING THE LEAVE POLICY UPDATE

WHEREAS, it is the policy of the Fresno Housing Authority (the “Agency”) to make sure that the Agency is in compliance with all applicable state and federal laws that regulate the establishment and operation of Public Housing Authorities, and to ensure that all employees are informed of the policies and procedures that the Agency is required to follow; and

WHEREAS, the Agency, upon the recommendation of the Human Resources legal counsel, is proposing an update to the current leave policies in order for the Agency to comply with the Healthy Workplace Healthy Family Act of 2014 (AB 1522). The other policies included are part of the Agency’s regular policy updates. The purpose of this update is to provide a description of the leaves allotted for domestic abuse, sexual assault, stalking victims’ leave, crime victim’s leave, military, military spouse, volunteer firefighter, reserve peace officer, emergency rescue personnel leave, school leave, and leave for bone marrow donation; and

WHEREAS, the proposed Leave Policy Update is a necessary update under applicable state and federal employment and leaves of absence laws and regulations;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of the City of Fresno do hereby adopt and incorporate the policy update.

PASSED AND ADOPTED THIS 23rd day of June, 2015. 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 LEAVE POLICY UPDATE

WHEREAS, it is the policy of the Fresno Housing Authority (the “Agency”) to make sure that the Agency is in compliance with all applicable state and federal laws that regulate the establishment and operation of Public Housing Authorities, and to ensure that all employees are informed of the policies and procedures that the Agency is required to follow; and

WHEREAS, the Agency, upon the recommendation of the Human Resources legal counsel, is proposing an update to the current leave policies in order for the Agency to comply with the Healthy Workplace Healthy Family Act of 2014 (AB 1522). The other policies included are part of the Agency’s regular policy updates. The purpose of this update is to provide a description of the leaves allotted for domestic abuse, sexual assault, stalking victims’ leave, crime victim’s leave, military, military spouse, volunteer firefighter, reserve peace officer, emergency rescue personnel leave, school leave, and leave for bone marrow donation; and

WHEREAS, the proposed Leave Policy Update is a necessary update under applicable state and federal employment and leaves of absence laws and regulations;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Commissioners of the Housing Authority of Fresno County do hereby adopt and incorporate the policy update.

PASSED AND ADOPTED THIS 23rd day of June, 2015. 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

Leave Policy Update

Introduction

The Fresno Housing Authority (“Agency”) values the time, dedication and effort that each employee contributes to the Agency, the Agency’s mission and vision, and the people we serve. In that regard, the Agency provides a robust offering of time off options to encourage and allow employees to reasonably balance work and their personal life.

Purpose

This update describes the leave provided to employees for domestic abuse, sexual assault, and stalking victims’ leave, crime victim’s leave, military, military spouse, volunteer firefighter, reserve peace officer, and emergency rescue personnel leaves, school leave, and leave for organ or bone marrow donation. Nothing in this policy affects or supersedes any federal or state law or collective bargaining agreement that may provide greater entitlements to leaves than those set forth in this policy.

Sources for Policy

- California Labor Code (specific to leaves of absence)
- California Government Code (specific to leaves of absence)
- Federal law (specific to leaves of absence)

Policy

Domestic Abuse/Sexual Assault/Stalking Victims’ Leave

The Agency will provide time off to an employee who has been the victim of domestic violence or sexual assault to seek any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs. The Agency requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within fifteen (15) days of the absence, provide the Agency with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate or counselor. Employees may use annual leave, compensatory time earned, sick leave, or may request to take an unpaid leave of absence for such purposes.

Crime Victim's Leave

The Agency will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of the victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. "Immediate family member" means spouse, child, stepchild, brother, step brother, sister, step sister, mother, step mother, father, or step father. The Agency requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice within a reasonable time. Employees may use annual leave, compensatory time earned, sick leave, or may request to take an unpaid leave of absence for such purposes.

Military Leave

Employees shall be afforded military leave in accordance with the California Military and Veterans Code and the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Following any period of paid military leave that may apply, an employee may use a pro-rated amount of accrued vacation leave to make up the difference between his/her usual Agency pay and the amount of his/her military earnings.

Return from Military Leave

Employees returning from military leave shall be reinstated in accordance with both state and federal law.

Military Spouse Leave

Qualified employees will be given up to ten (10) days leave during that time in which an employee's spouse or registered domestic partner is on leave from deployment during a period of "military conflict," as that term is defined in Military and Veterans Code section 395.10.. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of twenty (20) or more hours per week and have a spouse or registered domestic partner who is serving as:

1. A member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or;
2. A member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide the Agency with a written request for such leave within two (2) business days of receiving official notice that the military spouse or registered domestic partner will be on leave from deployment. The employee must also provide written documentation to the Agency certifying that the military member will be on military leave from deployment.

Volunteer Firefighter, Reserve Peace Officer, and Emergency Rescue Personnel Leave

Employees will be granted time off (without pay) to perform emergency duties as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. Employees who are volunteer firefighters, reserve peace officers, or emergency rescue personnel are also eligible for leave of up to fourteen (14) days per calendar year for fire, law enforcement, or emergency rescue training. Exempt employees who work any portion of a workweek in which they also perform such emergency duties or training will receive their full salary for that workweek. Otherwise, exempt employees will be granted time off without pay.

Employees may substitute vacation pay for any unpaid portion of leave to perform such emergency duties or training.

Voting Time Off

Employees who do not have sufficient time outside of their regular working hours to vote in an election may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and the least time off work.

School Leave

Employees will be granted time off without pay for up to forty (40) hours per calendar year, but no more than nine hours in any calendar month, to participate in the activities of schools or licensed child daycare facilities attended by their children. Employees must substitute accrued annual or compensatory time off for purposes of a planned absence under this Section.

Employees wishing to take time off under this section must provide their immediate supervisor with reasonable notice of the planned absence. If both parents of a child are employed by the Agency at the same worksite, the request for time off under this Section will be granted to the first parent to provide notice of the need for time off. The request from the second parent will be accommodated if possible.

The Agency reserves the right to request that the employee furnish written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and at a particular time.

Eligible employees are able to take time off in order to appear at school on a child's behalf with regard to school suspension.

Employees may use annual leave, compensatory time earned, sick leave, or may request to take an unpaid leave of absence for such purposes.

Leave for Organ or Bone Marrow Donation

The Agency will grant an employee the following paid leaves of absence for the purpose of organ or bone marrow donation:

1. A leave of absence up to five (5) days in any one year period for the purpose of donating the employee's bone marrow to another person.
2. A leave of absence up to thirty (30) days in any one year period for the purpose of the employee donating his or her organ to another person.

A leave of absence for the purpose of organ or bone marrow donation will be provided with pay, however, if an employee has earned and unused sick or vacation time available, the employee is required to first use up to five days of paid sick or vacation time for a bone marrow donation and up to two weeks of paid sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to Human Resources that he or she is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, annual leave, or seniority. During a leave taken under this policy, the Agency will maintain and pay its portion for coverage under a group health plan, for the full duration of this leave, and in the same manner the coverage would have been maintained if the employee had been actively at work during the leave.

Leave provided under this policy may be taken in one or more periods. Also, leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family Medical Leave Act (FMLA) or the California Family Rights Act (CFRA).

Responsibility

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

This Policy Update does not constitute a contractual agreement whatsoever, nor does it supersede any contractual arrangements that exist. No promise of any kind is made by the Agency in this Policy

Update. Where the Leave Policies conflict with a labor agreement, Memorandum of Understanding (MOU), or federal, state, or local law, the labor agreement or law shall prevail.



BOARD MEMO

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TO: Boards of Commissioners **DATE:** 6/18/2015
Fresno Housing
Authority
FROM: Preston Prince *P.P.* **BOARD** 6/23/2015
CEO/Executive Director **MEETING:**
AUTHOR AJ Johnston, Director **AGENDA** 6a
Fresno Housing Educ. **ITEM:**
Corps.
RE: Update: Fresno Housing Education Corps

Executive Summary

AJ Johnston, Director, will be presenting an update on the Fresno Housing Education Corps' Annual Wine Festival, as well as an overall update on the goals and outcomes for 2015.



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TO: Boards of Commissioners
Fresno Housing
Authority
DATE: 6/18/2015

FROM: Preston Prince *P. Prince*
CEO/Executive Director
BOARD MEETING: 6/23/2015

AUTHOR Lisa Bechtel
HR Manager
AGENDA ITEM: 6b

RE: Results and Financial Impact of the Early Retirement Program

Executive Summary

On December 14, 2014 the Boards of Commissioners approved the Early Retirement Program as part of an overall cost reduction strategy for the Agency. The program was designed to offer eligible employees an incentive to retire sooner than they might have otherwise elected. The 90-day window of opportunity to participate officially ended on May 1, 2015, with ten employees taking advantage of the incentive.

Management has analyzed the specific staffing needs going forward in light of the positions that were vacated by retiring individuals. Based on this analysis, it is expected that we will backfill 60% of the positions. Some positions have been modified or adjusted to meet anticipated Agency needs.

Fiscal Impact

Initial estimates were that 20-30% of eligible employees would accept the retirement incentive, which would enable the Agency to realize permanent savings in the range of \$250 thousand to \$375 thousand starting in 2016. In actuality, ten employees chose to take advantage of the Early Retirement Program, which represents approximately 17% of the eligible pool. After accounting for the financial impact of the incentive and the cost of backfilling 60% of the vacated positions the Agency will see labor savings related to these positions of about \$358 thousand each year, beginning in 2016, and will realize approximately \$27 thousand in payroll savings in 2015.

As anticipated, there will be ongoing cost savings as a result of this incentive. The savings realized from the Early Retirement Program will reduce the Agency's overall use of unrestricted and restricted reserves, depending on the positions vacated, and will help reduce the need to take more difficult budgetary measures. Below is a summary of the results from the Early Retirement Program.

2015 Early Retirement Program Results

Demographics

Number of Participates	10
Average Age	61
Average Years of Service	14.5

Financial Impact to Agency

<u>Year 1</u>	
Total Payroll Savings in 2015	604,210
<i>Less:</i> Financial Impact to Agency	(245,457)
Cost of Backfilled Positions in 2015	(330,378)
Total Year 1 Savings	27,971

<u>On-going Savings</u>	
Total Payroll Savings	805,613
<i>Less:</i> Cost of Backfilled Positions	(441,043)
Annual Cost of CalPERS Credits	(6,421)
Total Annual On-going Savings	358,149

Recommendation

Informational only. No action is required.



Results of the Early Retirement & Early Separation Program

June 2015

Program Results

Fresno Housing Authority 2015 Early Retirement Program Results

Demographics

Number of Participates	10
Average Age	61
Average Years of Service	14.5

Program Results

Fresno Housing Authority 2015 Early Retirement Program Results

Financial Impact to Agency

<u>Year 1</u>	
Total Payroll Savings in 2015	604,210
<i>Less:</i> Financial Impact to Agency	(245,457)
Cost of Backfilled Positions in 2015	(330,783)
Total Year 1 Savings	27,971
 <u>On-going Savings</u>	
Total Payroll Savings	805,613
<i>Less:</i> Cost of Backfilled Positions	(441,043)
Annual Cost of CalPERS Credits	(6,421)
Total Annual On-going Savings	358,149



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TO: Boards of Commissioners **DATE:** 6/18/2015
Fresno Housing
Authority
FROM: Preston Prince *P.P.R.* **BOARD** 6/23/2015
CEO/Executive Director **MEETING:**
AUTHOR Aurora Ibarra **AGENDA** 6c
Assisted Housing Mgr **ITEM:**
RE: Presentation: HCV Housing Quality Inspections –
Abatement Analysis

Executive Summary

Staff will be presenting further data analysis on abatements within the HQS program. Since the last board meeting, staff has been able to track the outcomes of units in abatement, as well as gain clarity on the types of common deficiencies and their relationship to other common deficiencies and the age of the housing stock. Staff will also present some outcomes that have given insight in to the owners of concern who have frequently or continually been unsuccessful in the inspections, re-inspections and/or abatement processes.



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TO: Boards of Commissioners
Fresno Housing Authority
FROM: Preston Prince *P. Prince*
CEO/Executive Director
DATE: 6/18/2015
BOARD MEETING: 6/23/2015
AUTHOR: Emily De La Guerra
Finance Manager
AGENDA ITEM: 6d
RE: Update on the Housing Relinquished Fund Corp.
Reserves

Executive Summary

Staff will be presenting an update on the Housing Relinquished Fund Corporation (HRFC). The analysis will include the actual inflows and outflows as of May 31, 2015, as well as potential inflows and commitments for 2015. See attached presentation for details.

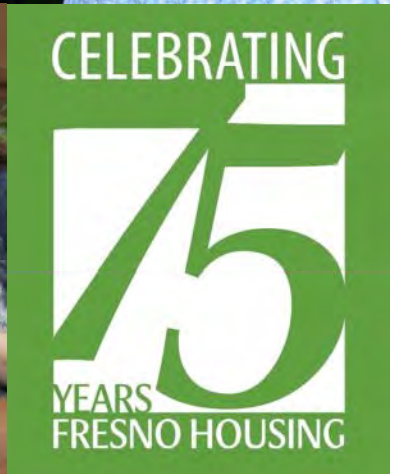
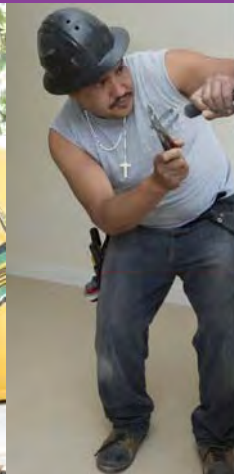
Recommendation

No action is necessary. This item is informational only.



HRFC Update

Financial Results and Projections as of May 31, 2015



HRFC Reserves

- The Housing Relinquished Fund (HRFC) reserves allow for the expansion of affordable housing.
- Reserves have accumulated from various sources including:
 - Program income from development projects
 - Interest income from loans
 - Sales of properties
- HRFC reserves can be restricted by the Boards or agreements with HUD.



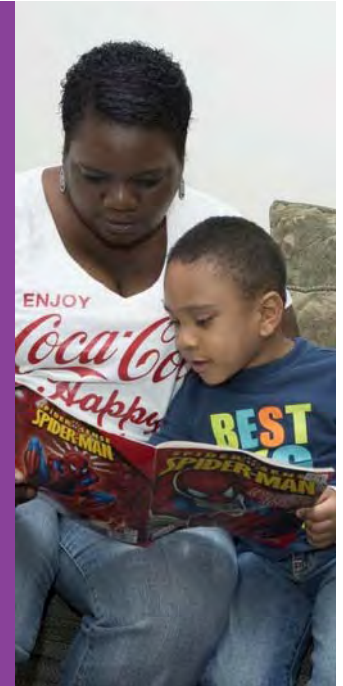
CELEBRATING
15
YEARS
FRESNO HOUSING



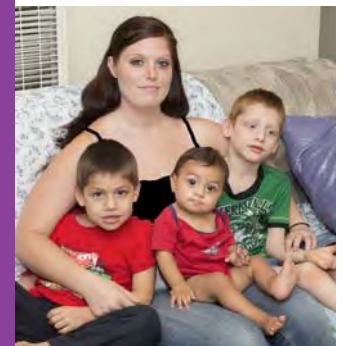
Current HRFC Reserves (as of 05/31/15)

Cash Balance as of 12/31/14	9.97
Sierra Pointe Mortgage Payments	0.14
Interest on Loans	0.20
Parc Grove South Loan Payment	0.37
Parc Grove Northwest Loan Payment	4.06
Kings River Commons Loan Payment	0.17
Fulton West Loan Payment	0.43
Trinity Loan Payment	0.02
Pre-Development Draws	(0.24)
Cash Balance as of 05/31/14	15.11

- This list includes the major transactions that have already occurred this year.
- Cash balance as of 05/31/2015 is \$15.11 million.



CELEBRATING
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 YEARS
 FRESNO HOUSING

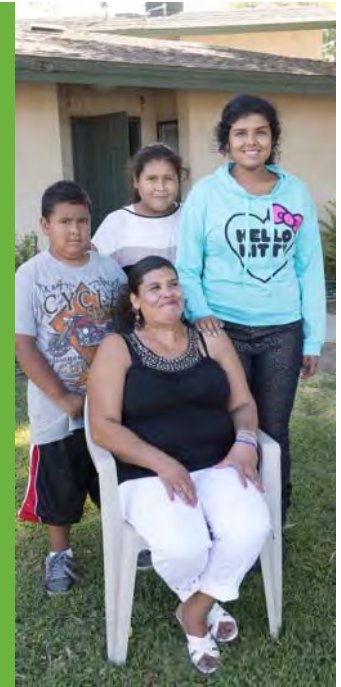


Potential 2015 Inflows

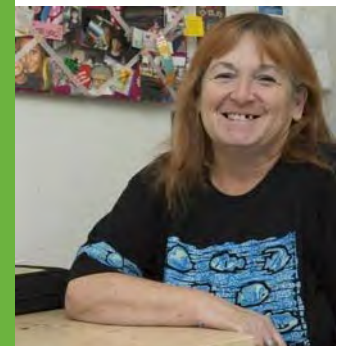
2015 Potential Inflows

HOPE VI Sales Proceeds	1.20
Sierra Pointe mortgage payments	0.12
Marion Villas Loan Payment (AHP)	0.45
Kings River Commons Payment	0.44
Viking Village Sales Proceeds	1.20
Kerr Rug Sale	0.61
Total	4.01

- Staff estimates that HRFC will receive an estimated \$4.01 million dollars by the end of 2015.
- Total amounts shown may change based on final applications and funding calculations.



CELEBRATING
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YEARS
FRESNO HOUSING



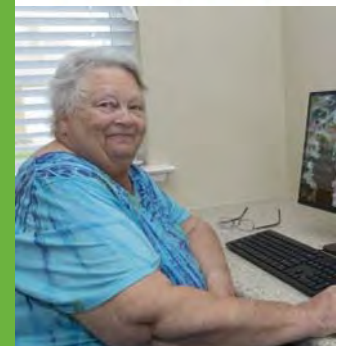
Outflows from HRFC

	Total Commitment	Total Expenditures 05/31/2015	Remaining Commitment
Current Commitments			
Firebaugh Gateway	1.20	0.12	1.08
Fulton/Cedar Heights	0.09	0.04	0.05
RAD Pre-Development	0.25	0.05	0.20
West Fresno Pre-Development	0.25	0.06	0.19
General Pre-Development	0.30	0.05	0.25
Trailside Terrace	3.00	0.13	2.87
*Calaveras Court/Lowell	1.80	0.13	1.67
Edison Plaza Phase I	0.45	0.02	0.43
*Shockley Terrace	1.80	0.01	1.79
*Magill Terrace	2.00	0.02	1.98
Total Commitments	11.14	0.62	10.52

- Table above shows current commitments, total expenditures as of May 31, 2015, and estimated remaining commitments.
- As always, staff is working diligently to reduce the financial need from HRFC.
- *Project commitments marked with an asterisk have not been approved by the Boards. Staff will request funding June 23, 2015.*



CELEBRATING
15
YEARS
FRESNO HOUSING



2015 Projections

Current Cash Balance as of 05/31/15	15.11
2015 Potential Inflows	4.01
Remaining Commitments	(13.03)
Uncommitted Cash	6.08

- Total cash at 05/31/2015 is \$15.11 million.
- Staff is conservatively estimating inflows of \$4.01million in 2015, and \$13.03 million of remaining commitments (not all to be spent in 2015).
- This leaves about \$6.08 million in uncommitted funds, which can be used for affordable housing at the Boards discretion.



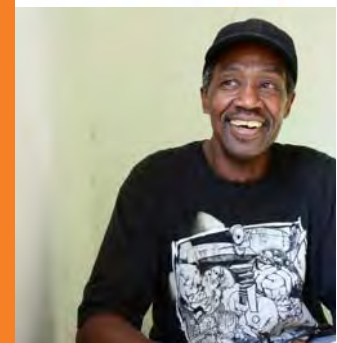
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15
YEARS
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Questions or Comments?



CELEBRATING
75
YEARS
FRESNO HOUSING





BOARD MEMO

1331 Fulton Mall
Fresno, California 93721

O (559) 443-8400
F (559) 445-8981
TTY (800) 735-2929

www.fresnohousing.org

TO:	Boards of Commissioners Fresno Housing Authority	DATE:	6/18/2015
FROM:	Preston Prince <i>P.P.</i> CEO/Executive Director	BOARD MEETING:	6/23/2015
AUTHOR	Michael Duarte Senior Manager - Development	AGENDA ITEM:	6e
RE:	Real Estate Development Update		

Executive Summary

Staff will give a project overview, along with the financial analysis for each of the following development projects: Shockley Terrace, Magill Terrace, and the Lowell Neighborhood Project. The overview of each project will be given prior to the Boards taking any requested action on each project.



BOARD MEMO

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TO: Boards of Commissioners **DATE:** 6/18/15
Fresno Housing Authority
FROM: Preston Prince *P. Prince* **BOARD** 6/23/15
CEO/Executive Director **MEETING:**
AUTHOR Scott Berry **AGENDA** 6f
Community Development **ITEM:**
Analyst
RE: Lowell Neighborhood Project

Executive Summary

At the April 23, 2014 Board meeting, the Boards of Commissioners approved entering into a Property Purchase Agreement for the acquisition of 240-250 N. Calaveras Street, located in the Lowell Neighborhood near Downtown Fresno. The existing site consists of 22 units, ranging in size from studio to two bedrooms, constructed in 1963. Staff then expanded the scope of the project to encompass two vacant parcels located near the Calaveras site at 146 N. Glenn Ave, where it is proposed to construct eight new, three-bedroom units of workforce housing. The development of these scattered site locations is collectively known as the Lowell Neighborhood Project ("Project"), and it will include 30 total units of Multifamily Housing.

At the December 17, 2014 Board meeting, staff received authorization from the Board of Commissioners to apply for City of Fresno HOME funds, various other funding sources for the Project, and a commitment of up to \$1,000,000 from the Housing Relinquished Funds Corporation ("HRFC"). On May 26, 2015 staff recommended to the Boards of Commissioners to approve and execute a Memorandum of Understanding ("MOU") with Silvercrest, Inc. ("Silvercrest"), Better Opportunities Builders, Inc. ("BOB"), and the Lowell Community Development Corporation ("CDC"), and the Housing Authority of the City of Fresno ("HACF"). The MOU allows for a Limited Partnership ("LP") for the development of a proposed tax credit project. Further, the LP will be contingent upon the successful award of low-income housing tax credits.

On May 27, 2015, the Project was recommended for an award of \$1.3 million in HOME funds from the City of Fresno by the Housing and Community Development Commission, with final approval by the City of Fresno being considered at the June 25, 2015 City Council Meeting.

As part of the next phase in the Project's development process, staff will submit a 9% tax credit application on July 1, 2015.

Fiscal Impact

The Boards currently have a commitment for an HRFC loan of up to \$1,000,000 for the Project; however, it is anticipated that the Agency will only require the use of about \$600,000 of said loan. Total predevelopment expenses associated with this project are \$133,000 to-date. The fee for

submission of the LIHTC application is \$2,000. Staff time and professional fees for performing pre-development activities and writing the application will be allocated to the approved pre-development budget. If tax credit funding is received, costs associated with staff time and predevelopment activities would be reimbursed through the Project.

Recommendation

This item is informational only. No action is necessary.

Background Information

The Project consists of two different sites in the “Lowell District” of Fresno. One site is located at 240-250 N. Calaveras Street and the other is at 146 N. Glenn Avenue. The Calaveras site is currently occupied multifamily housing and consists of 22 total units, all of which will be rehabbed. The Glenn site consists of two vacant parcels that will be utilized for a total of 8 units of new workforce multifamily housing containing all three bedroom units. Both sites will share a community building on the Calaveras site. The Housing Authority of the City of Fresno made a conditional offer to purchase the Calaveras site on September 16, 2014, and entered into an Option to Purchase the Glenn site with BOB on January 15, 2015. The Project was recommended for an award of \$1.3 million in HOME funds from the City of Fresno by the Housing and Community Development Commission on May 27, 2015, and final approval will be considered on June 25, 2015.

Attachments: Exhibit A - Organizational Chart
Exhibit B – Development Pro Forma
Exhibit C – Operating Budget
Exhibit D – 15-Year Projections
Exhibit E - Site Plan

Ownership Structure

Lowell Neighborhood Project



Lowell Neighborhood Project Pro Forma

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i>	<i>Per Unit</i>
Tax Credit Equity	\$5,461,873	\$182,062
FH Financing	\$570,000	\$19,000
City of Fresno HOME Funds	\$1,300,000	\$43,333
Accrued/Deferred Interest	\$36,400	\$1,213
Total Sources of Funds	\$7,368,273	\$245,609
Uses of Funds	<i>Amount</i>	<i>Per Unit</i>
Acquisition Costs	\$1,038,000	\$34,600
Construction Costs	\$4,154,000	\$138,467
Hard Cost Contingency	\$142,282	\$4,743
Relocation Costs	\$198,000	\$6,600
Professional Fees	\$357,450	\$11,915
Loan Fees and other Soft Costs	\$668,456	\$22,282
Reserves	\$37,600	\$1,253
Developer Fee	\$772,485	\$25,750
Total Uses of Funds	\$7,368,273	\$245,609

Lowell Neighborhood Project

Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
Studio	1	45%	438	\$ 407	\$ 4,884
Studio	1	60%	438	\$ 499	\$ 5,988
1 Bd./1 Bth.	1	30%	600	\$ 270	\$ 3,240
1 Bd./1 Bth.	3	45%	600	\$ 430	\$ 15,480
1 Bd./1 Bth.	8	50%	592	\$ 484	\$ 46,464
1 Bd./1 Bth.	2	60%	644	\$ 591	\$ 14,184
2 Bd./1 Bth.	1	30%	751	\$ 316	\$ 3,792
2 Bd./1 Bth.	1	45%	456	\$ 509	\$ 6,108
2 Bd./1 Bth.	1	45%	876	\$ 509	\$ 6,108
2 Bd./1 Bth.	1	60%	884	\$ 701	\$ 8,412
3 Bd./2 Bth	1	30%	1,125	\$ 344	\$ 4,128
3 Bd./2 Bth	2	45%	1,152	\$ 566	\$ 13,584
3 Bd./2 Bth	2	50%	1,248	\$ 640	\$ 15,360
3 Bd./2 Bth	2	50%	1,268	\$ 640	\$ 15,360
3 Bd./2 Bth	2	60%	1,392	\$ 788	\$ 18,912
Manager's Unit-2 Bd./2 Bth.	1	N/A	884	\$ -	\$ -
TOTAL REVENUE	30				\$ 182,004

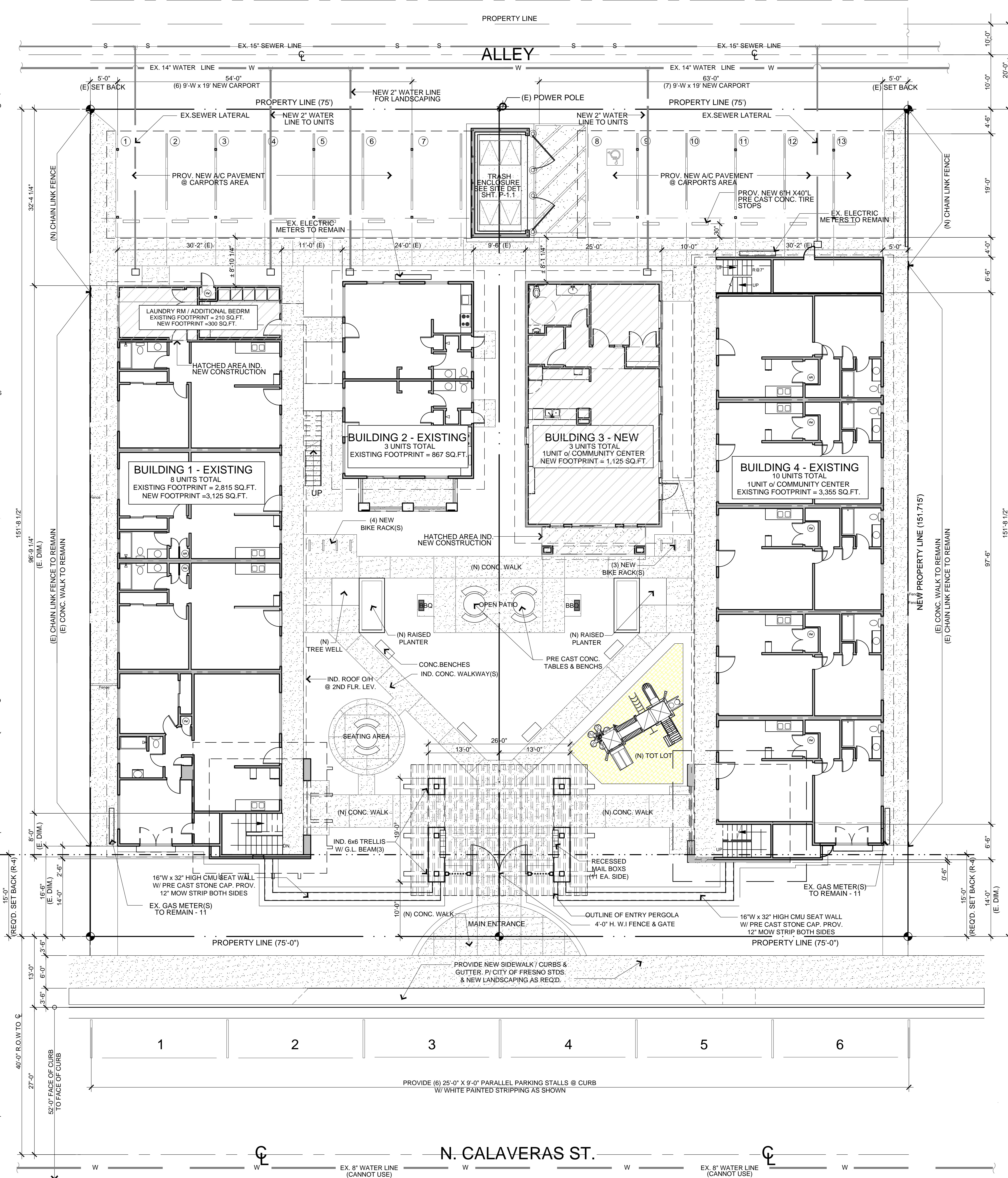
RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	320	14,400
Advertising/Marketing	111	5,000
Legal and Accounting	178	8,000
Utilities (water, trash, electricity, gas, etc.)	311	14,000
Payroll: Onsite Manager(s)/Staff	556	25,000
Maintenance/Repairs	133	6,000
Major Repairs	67	3,000
Real Estate Property Tax	22	1,000
Insurance	89	4,000
Services Amenities	267	12,000
Security Alarm	167	7,500
Contingency: 15% of Operations Budget	355	15,985
Total Operating Expenses	2,575	115,885
Replacement Reserves	250	11,250
Total Operating and Reserve Budget	2,825	127,135

LOWELL NEIGHBORHOOD PROJECT- 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.5%	\$ 182,004	\$ 186,554	\$ 191,218	\$ 195,998	\$ 200,898	\$ 205,921	\$ 211,069	\$ 216,346	\$ 221,754	\$ 227,298	\$ 232,981	\$ 238,805	\$ 244,775	\$ 250,895	\$ 257,167
Vacancy Loss	-5.0%	\$ (9,100)	\$ (9,328)	\$ (9,561)	\$ (9,800)	\$ (10,045)	\$ (10,296)	\$ (10,553)	\$ (10,817)	\$ (11,088)	\$ (11,365)	\$ (11,649)	\$ (11,940)	\$ (12,239)	\$ (12,545)	\$ (12,858)
EFFECTIVE GROSS INCOME		\$ 172,904	\$ 177,226	\$ 181,657	\$ 186,198	\$ 190,853	\$ 195,625	\$ 200,515	\$ 205,528	\$ 210,666	\$ 215,933	\$ 221,331	\$ 226,865	\$ 232,536	\$ 238,350	\$ 244,309
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.5%	\$ 138,400	\$ 143,244	\$ 148,258	\$ 153,447	\$ 158,817	\$ 164,376	\$ 170,129	\$ 176,083	\$ 182,246	\$ 188,625	\$ 195,227	\$ 202,060	\$ 209,132	\$ 216,452	\$ 224,027
Real Estate Taxes	2.0%	\$ 3,000	\$ 3,060	\$ 3,121	\$ 3,184	\$ 3,247	\$ 3,312	\$ 3,378	\$ 3,446	\$ 3,515	\$ 3,585	\$ 3,657	\$ 3,730	\$ 3,805	\$ 3,881	\$ 3,958
Replacement Reserve		\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
TOTAL EXPENSES & RESERVES		\$ 150,400	\$ 155,304	\$ 160,379	\$ 165,630	\$ 171,064	\$ 176,688	\$ 182,507	\$ 188,530	\$ 194,761	\$ 201,210	\$ 207,884	\$ 214,790	\$ 221,937	\$ 229,332	\$ 236,986
NET OPERATING INCOME		\$ 22,504	\$ 21,922	\$ 21,278	\$ 20,568	\$ 19,789	\$ 18,937	\$ 18,008	\$ 16,999	\$ 15,905	\$ 14,723	\$ 13,448	\$ 12,075	\$ 10,600	\$ 9,017	\$ 7,323
DEBT SERVICE																
Bank Loan		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow		\$ 22,504	\$ 21,922	\$ 21,278	\$ 20,568	\$ 19,789	\$ 18,937	\$ 18,008	\$ 16,999	\$ 15,905	\$ 14,723	\$ 13,448	\$ 12,075	\$ 10,600	\$ 9,017	\$ 7,323
DEBT SERVICE COVERAGE RATIO		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SITE NOTES:

- A. THE DEVELOPMENT SHALL BE IN ACCORDANCE WITH THE POLICIES OF 2025 FRESNO GENERAL PLAN, CENTRAL AREA COMMUNITY PLAN AND THE FULTON-LOWELL SPECIFIC PLAN
- B. THE DEVELOPMENT SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARDS, SPECIFICATIONS AND STANDARD DRAWINGS OF THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT.
- C. APPROVAL OF THIS SPECIAL PERMIT MAY BECOME NULL AND VOID IN THE EVENT THAT DEVELOPMENT IS NOT COMPLETED IN ACCORDANCE WITH ALL THE CONDITIONS AND REQUIREMENTS IMPOSED ON THIS SPECIAL PERMIT. THE ZONING ORDINANCE, AND ALL PUBLIC WORKS STANDARDS AND SPECIFICATIONS. THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT SHALL NOT ASSUME RESPONSIBILITY FOR ANY DELETIONS OR OMISSIONS RESULTING FROM THE SPECIAL PERMIT REVIEW PROCESS OR FOR ADDITIONS OR ALTERATIONS TO CONSTRUCTION PLANS NOT SPECIFICALLY SUBMITTED AND REVIEWED AND APPROVED PURSUANT TO THIS SPECIAL PERMIT OR SUBSEQUENT AMENDMENTS OR REVISIONS.
- D. NO USES OF LAND, BUILDINGS OR STRUCTURES OTHER THAN THOSE SPECIFICALLY APPROVED PURSUANT TO THIS SITE PLAN SHALL BE PERMITTED.
- E. ANY BUILDING MODIFICATIONS AND/OR ADDITIONS NOT INCLUDED WITH THIS APPLICATION ARE NOT APPROVED WITH THIS SPECIAL PERMIT AND WOULD BE SUBJECT TO A NEW SPECIAL PERMIT.
- F. FUTURE FENCES SHALL BE REVIEWED AND APPROVED BY THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT PRIOR TO INSTALLATION.
- G. NO STRUCTURES OF ANY KIND (INCLUDING SIGNS AND/OR FENCES) MAY BE INSTALLED OR MAINTAINED WITHIN THE REQUIRED LANDSCAPED AREAS. NO EXPOSED UTILITY BOXES, TRANSFORMERS, METERS, PIPING, ETC. (EXCEPTING THE BACKFLOW PREVENTION DEVICE) ARE ALLOWED TO BE LOCATED IN THE LANDSCAPE OR SETBACK AREAS OR ON THE STREET FRONTS OF THE BUILDING. THE BACKFLOW PREVENTION DEVICE SHALL BE SCREENED BY LANDSCAPING OR SUCH OTHER MEANS AS MAY BE APPROVED.
- H. TREES SHALL BE MAINTAINED IN GOOD HEALTH, HOWEVER TREES MAY NOT BE TRIMMED OR PRUNED TO REDUCE NATURAL HEIGHT OR OVERALL CROWN OF THE TREE, EXCEPT AS NECESSARY FOR HEALTH OF THE TREE AND PUBLIC SAFETY; OR AS MAY BE APPROVED BY DEVELOPMENT DEPARTMENT.
- I. LANDSCAPING MUST BE IN PLACE BEFORE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY. A HOLD ON OCCUPANCY SHALL BE PLACED ON THE PROPOSED DEVELOPMENT UNTIL SUCH TIME THAT LANDSCAPING HAS BEEN APPROVED AND VERIFIED FOR PROPER INSTALLATION BY THE DEVELOPMENT SERVICES DIVISION.
- J. PRIOR TO FINAL INSPECTION, A WRITTEN CERTIFICATION, SIGNED BY A LANDSCAPE PROFESSIONAL APPROVED BY THE DIRECTOR, SHALL BE SUBMITTED STATING THAT THE REQUIRED LANDSCAPING AND IRRIGATION SYSTEM WAS INSTALLED IN ACCORDANCE WITH THE LANDSCAPING AND IRRIGATION PLANS. APPROVED BY THE DEVELOPMENT SERVICES DIVISION, DEVELOPMENT DEPARTMENT.
- K. ALL ACCESSIBLE PARKING STALLS SHALL BE MARKED WITH THE INTERNATIONAL SYMBOL OF SPACES AND A WARNING THAT VEHICLES IN VIOLATION OF SECTION 10-107 OF THE MUNICIPAL CODE SHALL BE TOWED AWAY. THE INTERNATIONAL SYMBOL AND TOW-AWAY WARNING SHALL BE POSTED CONSPICUOUSLY ON 7-FOOT POLES.
- L. ALL ACCESSIBLE PARKING STALLS SHALL BE PLACED ADJACENT TO FACILITY ACCESS RAMPS OR IN STRATEGIC AREAS WHERE THE HANDICAPPED SHALL NOT HAVE TO WHEEL OR WALK BEHIND PARKED VEHICLES WHILE TRAVELING TO OR FROM ACCESSIBLE PARKING STALLS AND RAMPS.
- M. LIGHTING WHERE PROVIDED TO ILLUMINATE PARKING, SALES OR DISPLAY AREAS SHALL BE HOODED AND SO ARRANGED AND CONTROLLED SO AS NOT TO CAUSE A NUISANCE EITHER TO HIGHWAY TRAFFIC OR TO THE LIVING ENVIRONMENT. THE AMOUNT OF LIGHT SHALL BE PROVIDED ACCORDING TO THE STANDARDS OF THE DEPARTMENT OF PUBLIC WORKS.
- N. BICYCLE PARKING SPACES SHALL BE SUPPLIED AT A RATE OF 10% OF THE AUTOMOBILE SPACES PROVIDED PURSUANT TO SECTION 12-306-H-2.1(C) OF THE FRESNO MUNICIPAL CODE (FMC). BICYCLE PARKING SPACES SHALL EACH CONSIST OF ONE SLOT IN A BIKE RACK. THEY SHALL BE GROUPED IN RACKS WHICH ALLOW FOUR FEET OF CLEARANCE ON ALL SIDES. THERE SHALL BE ADEQUATE SPACE BETWEEN RACK SLOTS TO PARK, LOCK, AND REMOVE BICYCLES. BICYCLE PARKING SPACES AND THE REQUIRED FOUR-FOOT CLEARANCE SHALL BE PROTECTED FROM MOTOR VEHICLE ENCRoACHMENT BY MEANS OF FIXED BARRIERS NOT LESS THAN SIX INCHES OR MORE THAN THREE IN HEIGHT. BICYCLE PARKING SPACES SHALL NOT ENCRoACH INTO PEDESTRIAN WAYS, LANDSCAPED AREAS, OR OTHER REQUIRED OPEN SPACES, AND SHALL BE LOCATED PROXIMAL TO STRUCTURES.
- O. ALL FUTURE SIGNS SHALL BE ARCHITECTURALLY COMPATIBLE WITH THE PROPOSED BUILDING(S). PROVIDE A SET OF DRAWINGS, WITH DESCRIPTIVE INFORMATION, INCLUDING, MATERIALS, DESIGN AND COLORS TO ALLOW FOR A PRELIMINARY ASSESSMENT OF THE FUTURE SIGNAGE. IT IS RECOMMENDED THAT YOU PROVIDE A COPY OF THE SIGNAGE EARLY IN THE PROJECT PROCESS TO ALLOW FOR STAFF COMMENT.
- P. SIGNS, OTHER THAN DIRECTIONAL SIGNS, IF APPLICABLE ARE NOT APPROVED FOR INSTALLATION AS PART OF THIS SPECIAL PERMIT. SHOULD ADDITIONAL SIGNS BE REQUIRED, THE APPLICANT SHALL SUBMIT FOR A SEPARATE SIGN REVIEW PERMIT. APPLICATIONS AND REQUIREMENTS FOR SUBMITTAL ARE AVAILABLE AT THE DEVELOPMENT SERVICES DIVISIONS PUBLIC FRONT COUNTER.
- Q. SCREEN ALL ROOF-MOUNTED EQUIPMENT FROM THE VIEW OF PUBLIC RIGHTS-OF-WAY.
- R. IF ARCHAEOLOGICAL AND/OR ANIMAL FOSSIL MATERIAL IS ENCOUNTERED DURING PROJECT SURVEYING, GRADING, EXCAVATION OR CONSTRUCTION, WORK SHALL STOP IMMEDIATELY.
- S. IF THERE ARE SUSPECTED HUMAN REMAINS, THE FRESNO COUNTY CORONER SHALL BE IMMEDIATELY CONTACTED. IF THE REMAINS OR OTHER ARCHAEOLOGICAL MATERIAL IS POSSIBLY NATIVE AMERICAN IN ORIGIN, THE NATIVE AMERICAN HERITAGE COMMISSION (PH: (916) 653-4082) SHALL BE IMMEDIATELY CONTACTED AND THE CALIFORNIA ARCHAEOLOGICAL INVENTORY/SOUTHERN SAN JOAQUIN VALLEY INFORMATION CENTER (PH: (805) 844-2289) SHALL BE CONTACTED TO OBTAIN A REFERRAL LIST OF RECOGNIZED ARCHAEOLOGISTS. AN ARCHAEOLOGICAL ASSESSMENT SHALL BE CONDUCTED FOR THE PROJECT. THE SITE SHALL BE FORMALLY RECORDED, AND RECOMMENDATIONS MADE TO THE COUNTY AS TO ANY FURTHER SITE INVESTIGATION OR SITE AVOIDANCE/PRESERVATION.
- T. IF ANIMAL FOSSILS ARE UNCOVERED, THE MUSEUM OF PALEONTOLOGY U.C. BERKELEY SHALL BE CONTACTED TO OBTAIN A REFERRAL LIST OF RECOGNIZED PALEONTOLOGISTS. AN ASSESSMENT SHALL BE MADE BY A PALEONTOLOGIST AND, IF THE PALEONTOLOGIST DETERMINES THE MATERIAL TO BE SIGNIFICANT, IT SHALL BE PRESERVED.
- U. OUTDOOR STORAGE OF MATERIALS, INCLUDING ISO CONTAINERS, IS PROHIBITED. ALL MATERIALS SHALL BE STORED WITHIN A COMPLETELY ENCLOSED BUILDING, UNLESS APPROVED BY THE DEVELOPMENT AND RESOURCE MANAGEMENT DEPARTMENT.
- V. IF VIDEO SURVEILLANCE CAMERAS ARE REQUIRED OR INSTALLED, PROVIDE SIGNS UNDER THE SURVEILLANCE CAMERAS WHICH NOTIFY THE PUBLIC THAT THE SUBJECT PROPERTY IS MONITORED BY VIDEO SURVEILLANCE.
- W. ANY SURVEY MONUMENTS WITHIN THE AREA OF CONSTRUCTION SHALL BE PRESERVED OR RESET BY A PERSON LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF CALIFORNIA.
- X. REPAIR ALL DAMAGED AND/OR OFF-SITE CONCRETE STREET IMPROVEMENTS AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY. PEDESTRIAN PATHS OF TRAVEL MUST ALSO MEET CURRENT ADA STANDARDS. ALL EXISTING SIDEWALKS IN EXCESS OF 2% MAXIMUM CROSS SLOPE MUST BE BROUGHT INTO COMPLIANCE PRIOR TO ACCEPTANCE BY PUBLIC WORKS.
- Y. THE REQUIRED 4 FOOT MINIMUM PATH OF TRAVEL SHALL BE PROVIDED ALONG THE PUBLIC SIDEWALK DIRECTLY IN FRONT OF PROPERTY AS REQUIRED BY THE CALIFORNIA ADMINISTRATION CODE (TITLE 24) A PEDESTRIAN EASEMENT MAY BE REQUIRED IF REQUIREMENTS ARE NOT MET.
- Z. ALL OFF-STREET PARKING FACILITIES AND GEOMETRICS SHALL CONFORM TO THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT, PARKING MANUAL AND STANDARD DRAWINGS P-21, P-22 & P-23.
- AA. ALL ASPHALT PAVING CONSTRUCTION SHALL COMPLY TO THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT, STANDARD DRAWINGS P-21, P-22 & P-23.
- AB. 2 WORKING DAYS BEFORE COMMENCING EXCAVATION OPERATIONS WITHIN THE STREET RIGHT-OF-WAY AND/OR UTILITY EASEMENTS, ALL EXISTING UNDERGROUND FACILITIES SHALL HAVE BEEN LOCATED BY "UNDERGROUND SERVICES ALERT" (USA). CALL 1-800-642-2444.
- AC. GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL CONSTRUCTION TRADES AND ENSURING THAT ALL FINISHED WORK COMPLIES WITH ALL FEDERAL AND STATE ACCESSIBILITY REQUIREMENTS INCLUDING BUT NOT LIMITED TO: SLOPE OF PATH OF TRAVEL, ETC.
- AD. REFER TO CIVIL ENGINEERING DRAWINGS FOR HORIZONTAL CONTROL DIMENSIONS SHOWN ON ARCHITECTURAL SITE PLAN INDICATES MIN. DISTANCE BETWEEN BUILDINGS OR ADJACENCIES.
- AE. ALL OPEN NON-PAVED AREAS SHALL BE LANDSCAPED, (TYP.)
- AF. ALL TRAFFIC CONTROL DEVICES AND GATES PROPOSED WITHIN THE PROJECT SHALL BE REVIEWED AND APPROVED BY THE FIRE DEPARTMENT PRIOR TO ISSUANCE OF BUILDING PERMITS.
- AG. THE CONSTRUCTION SITE SHALL BE WATERED FOR DUST CONTROL AS DIRECTED BY THE DEPARTMENT OF PUBLIC WORKS/ AND CITY REQUIREMENTS.
- AH. ALL LIGHTING DEVICES SHALL BE PROTECTED BY WEATHER AND VANDAL RESISTANT COVERS.
- AI. OPEN PARKING LOTS AND CARPORTS SHALL BE PROVIDED WITH A MAINTAINED MINIMUM OF ONE FOOT CANDLE OF LIGHT ON THE ENTIRE PAVED AREA OF THE PARKING SURFACE 30 MINUTES BEFORE SUNSET & 30 MINUTES BEFORE SUNRISE.
- AJ. SEE CIVIL DRAWINGS FOR FIRE HYDRANT LOCATIONS
- AK. REFER TO SITE ELECTRICAL PLAN FOR LIGHTING & POWER REQUIREMENTS.



DEVELOPMENT STATISTICS

SITE LOCATION



VICINITY MAP

PROJECT INFORMATION

APPLICANT / DEVELOPER:	HOUSING AUTHORITY OF THE CITY OF FRESNO
1331 FULTON MALL, FRESNO, CA 93776-1985	Ph. No. 559.443-8492
Fax No. 559.443-8471	
SITE ADDRESS:	240 & 250 N. CALAVERAS AVENUE, FRESNO, CA
LEGAL DESCRIPTION:	REAL PROPERTY IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOW: PERCELS
	LOTS 59, 60 AND 61 IN BLOCK 10 OF ALTAMONT ADDITION, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 77 OF PLATS, FRESNO COUNTY RECORDS.
	PARCEL 2: LOTS 62, 63 AND 64 IN BLOCK 10 OF ALTAMONT ADDITION, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 77 OF PLATS, FRESNO COUNTY RECORDS.
A.P.N.	459-243-19 AND 459-243-20
TOTAL SITE AREA:	± 22,757.25 S.F. / ± 0.522 ACRES
LAND USE (GENERAL PLAN):	2025 FRESNO GENERAL PLAN - CENTRAL AREA COMMUNITY PLAN & FULTON-LOWELL SPECIFIC PLAN
ZONING - EXISTING:	R-4
ZONING - PROPOSED:	R-4
PROPOSED DENSITY:	1 UNIT / 1,034 S.F. = 42.14 UNITS/ACRE
TOTAL UNITS PROPOSED:	22 - EXISTING - 1 NEW COMMUNITY CENTER
OCCUPANCY GROUPS:	R-2
CONSTRUCTION TYPE:	V-B
FIRE SPRINKLERS:	YES - NFPA-13R w/ ATTIC SPRINKLERS AT APARTMENT BUILDINGS
PROPOSED STORIES:	2
PROPOSED BUILDING HEIGHT:	2 STORIES
REQUIRED YARDS:	FENCES:
FRONT (WEST CALAVERAS)	15'-0" LOW MASONRY WALL
REAR	15'-0" NONE
SIDE	5'-0" 6'-0" H.W.D. FENCE
SIDE	5'-0" 6'-0" H.W.D. FENCE
UNIT BREAKDOWN	
A' UNITS - 1 BDRM, 1 BA	= (4) @ 600 S.F.
A2 UNITS - 2 BDRM, 1 BA	= (1) @ 751 S.F.
A3 UNITS - 2 BDRM, 1 BA	= (1) @ 756 S.F.
B' UNITS - 1 BDRM, 1 BA	= (8) @ 562 S.F.
B2 UNITS - 1 BDRM, 1 BA	= (2) @ 644 S.F.
C' UNITS - 2 BDRM, 1 BA	= (2) @ 884 S.F.
D' UNITS - 2 BDRM, 2 BA	= (2) @ 876 S.F.
E' UNITS - STUDIO	= (2) @ 438 S.F.
F' UNITS - 3 BDRM, 2 BA	= (1) @ 1125 S.F.
TOTAL UNITS	= 22
COMMUNITY CENTER	= (1) @ 1125 S.F.
LOT COVERAGE - BOTTOM FLOOR ONLY -	
BUILDING 1:	± 3,532 S.F.
BUILDING 2:	± 875 S.F.
BUILDING 3:	± 1,220 S.F.
BUILDING 4:	± 3,791 S.F.
CARPORTS - 8 x 9' x 19'	± 2,444 S.F.
SUBTOTAL:	± 11,984 S.F.
TOTAL LOT COVERAGE:	= 53%
ALLOWABLE LOT COVERAGE:	= 60%

PARKING DEVELOPMENT DATA		
PER EXISTING GENERAL PLAN		
PARKING REQUIRED	= 1.5 STALLS / UNIT	= 33 STALLS
	= 22 x 1.5	= 33 STALLS
EXISTING CARPORTS		= 22 STALLS
PARKING PROVIDED	9' WIDE x 19' DEEP	= 13 STALLS
STANDARD STALLS:	(INCLUDES 1 ACCESSIBLE STALL)	
	+ 6' - 25'-0" LONG PARALLEL STALLS @ CURB	
CARPORTS REQUIRED:	1 PER UNIT	= 22 STALLS
CARPORTS PROVIDED:	1 x 22	= 13 STALLS
MINIMUM DRIVE / AISLE WIDTH @ ALLEY:		= 27'-0"
NEW ASPHALT PARKING / DRIVE AREA		= 2,868 SQ.FT.
OPEN SPACE REQUIRED:		= 25%
PROVIDED OPEN SPACE:	5,923 / 22,757 S.F.	= 26.0%

PARKING DEVELOPMENT DATA

PER EXISTING GENERAL PLAN		
PARKING REQUIRED	= 1.5 STALLS / UNIT	= 33 STALLS
	= 22 x 1.5	= 33 STALLS
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SHEET INDEX

P-1.0	PROPOSED SITE PLAN
P-1.1	ARCHITECTURAL SITE DETAILS
P-2.0	EXISTING SITE PLAN
P-3.0	COORDINATION PLAN - LOWER FLOOR
P-4.0	COORDINATION PLAN - UPPER FLOOR
P-5.0	UNIT FLOOR PLANS
P-6.0	UNIT FLOOR PLANS
P-7.0	MASTER STREET ELEVATION
P-7.1	BUILDING TYPE 1 & 4 EXTERIOR ELEVATIONS
P-8.0	BUILDING TYPE 1 EXTERIOR ELEVATIONS
P-9.0	BUILDING TYPE 4 EXTERIOR ELEVATIONS
P-10.0	BUILDING TYPE 2 EXTERIOR ELEVATIONS
P-11.0	BUILDING TYPE 3 EXTERIOR ELEVATIONS
P-12.0	PRELIMINARY LANDSCAPE PLAN

R.L. Davidson, Inc.
ARCHITECTS
EST. 1987

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WWW.RLDAVIDSON.COM
©

CALAVERAS COURTS
240 & 250 N. CALAVERAS AVE.
Fresno, CA

FOR:
THE HOUSING AUTHORITY
OF THE CITY OF FRESNO

NO.	DATE:	ISSUE:
	04.04.2014	
	07.25.2014	
	12.30.2014	PLANNING SUBMITTAL

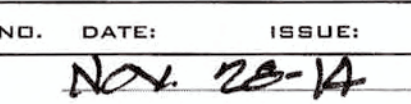
SHEET TITLE:

PROPOSED
SITE PLAN

SCALE: 1/8" = 1'-0"
SHEET NO.

P-1.0

PROJECT NO. 1407



SHEET TITLE:

SCALE: 1/8"

PROJECT NO.

