



Boards of Commissioners Meeting

August 25, 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 August 25, 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

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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a. Leveraging the HCV Program to Improve Quality Housing: Costs of Inspections	28
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8. Update on Calaveras Project	
9. Closed Session	
CONFERENCE WITH LEGAL COUNSEL	
ANTICIPATED LITIGATION – <i>Pursuant to Government Code</i> <i>Section 54956.9(d) – Number of Cases: 1</i>	
PUBLIC EMPLOYMENT	
Title: CEO/Executive Director	
10. Report on Closed Session Matters	
11. Action – Commissioners may Consider, Approve, Deny, and/or Continue	
a. Consideration to Approve the Employment Contract – CEO/Executive Director	
12. Adjournment	

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

Tuesday, July 28, 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, July 28, 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. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: CRAIG SCHARTON, Chair
 RUEBEN SCOTT
 STEVEN BEDROSIAN
 KARL JOHNSON

COMMISSIONERS ABSENT: ADRIAN JONES, Vice Chair
 JORGE AGUILAR

The meeting was called to order at 5:02 P.M by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

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

COMMISSIONERS ABSENT: VENILDE MILLER

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

Commissioner Sablan welcomed Commissioner Fuentes to the County Board.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Ken Price, General Counsel, announced that there was an additional action item to be added to the Agenda. The item added was the Consideration of the Contract with Yardi Systems, Inc. for Enterprise Management Software Licensing and Implementation Services, to be labeled item 7(d).

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

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

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 Scharton announced he had a conflict of interest for item 9(a) and item 10.

5. CONSENT AGENDA

- a. Consideration of the minutes of June 28, 2015
- b. Consideration of the Change in Status Policy

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

6. INFORMATIONAL

- a. 2nd Quarter 2015 HAP Report

Juan Lopez, Senior Analyst of Quality Assurance, presented the 2nd Quarter 2015 HAP Report. Mr. Lopez provided an overview that covered the 2nd Quarter Voucher

Utilization for 2015, the 2015 HAP Funding, the 2nd Quarter HAP Utilization, HAP Reserves, and the 2015 HAP projections.

There was some discussion from the Commissioners concerning HUD recapturing money, administrative fees, and short falls for the City. It was recommended that clarity be provided in the August Board update.

b. Leveraging the HCV Program to Improve Quality Housing: Abatement Analysis (Continued)

Aurora Ibarra, Assisted Housing Manager, presented an Abatement Analysis update which covered the units that have failed the inspection and what stage of the process the abatements are in. Ms. Ibarra also provided some abatement data collected from May, June, and July.

Angie Nguyen, Director of Strategic Initiatives and Housing Programs, continued the presentation with the plans for providing resident support. Ms. Nguyen provided details on household size and needs, opportunities, and the concerns discovered that are both internal and external.

There was further discussion about the new HUD guidelines and how they would affect staff and residents. Commissioner Petty recommended staff send out a one page inspections checklist with the notification of inspection.

Additionally, Ms. Nguyen announced 2015 policy amendments and procedural recommendations. Commissioner Fuentes was able to provide a personal example as a scenario to Ms. Nguyen's recommendations for flexible policies.

c. Update on the 2015 Public Housing Administrative Plans Policy Amendments

Juan Lopez presented an overview of the 2015 Public Housing Administrative (PHA) plans policy amendments. His overview discussed the current PHA amendments, and the updates to the PHA 2016.

d. Update on the 2015 Public Housing Administrative Plans

Juan Lopez presented an overview on the 2015 Public Housing Administrative (PHA) plan, purpose of the plan, and plan components.

There was further discussion between the Commissioners and Staff regarding items 6(C) and 6(D).

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

- a. County: Consideration to Receive and File the 2014 Annual Audited Basic Financial Statements

Jim Barker, Chief Finance Officer, introduced Ken Al-Imam, Auditor with Mayer Hoffman McCann, to the Boards. Mr. Al-Imam presented the Boards with the results from the Financial Statements Audit. He announced that the results of the financial statements of the Authorities are fairly stated in all material respects. Mr. Al-Imam concluded by announcing a new major pension reporting guidelines for 2016.

Jim Barker recommended that the Boards receive and file the audited Basic Financial Statements for the year ending December 31, 2014.

No public comment.

Commissioner Petty motioned for the County Board's approval to receive and file the 2014 Annual Audited Basic Financial Statements. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the motion to receive and file the 2014 Annual Audited Basic Financial Statements was approved.

- b. City: Consideration to Receive and File the 2014 Annual Audited Basic Financial Statements

Jim Barker recommended that the Board receive and file the audited Basic Financial Statements for the year ending December 31, 2014.

No public comment.

Commissioner Scott motioned for the City Board's approval to receive and file the 2014 Annual Audited Basic Financial Statements. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the motion to receive and file the 2014 Annual Audited Basic Financial Statements was approved.

- c. Consideration of Award of Contract – Property Management Services

Emily De La Guerra, Senior Manager of Finance and Administration, presented the Property Management Request for Proposal. Emily recommended that the Boards of Commissioners approve Winn Residential and GSF Properties, Inc. as the successful proposers of the Property Management Request for Proposal (RFP).

There was further discussion between Ms. De La Guerra and the Commissioners concerning how the RFP was conducted, internal versus external property management, and expectations for property management of Fresno Housing Sites.

Ms. De La Guerra introduced Dan McCoy, VP of Operation for GSF Properties, and James Aliberti VP of Operation for Winn Residential.

Dan McCoy shared with the Boards what their organization's experience has been working with the Fresno Housing Authority and that they have grown to participate with the Agency and engage the Community.

James Aliberti shared what their organization's experience has been working with the Agency and he expressed how much the organization would like to continue that partnership.

No public comment.

Commissioner Bedrosian motioned for the City Board's approval of the award of contract for property management services with Winn Residential and GSF Properties, Inc. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the award of contract for the management services with Winn Residential and GSF Properties, Inc., was approved.

Commissioner Petty motioned for the County Board's approval of the award of contract for the management services with Winn Residential and GSF Properties, Inc. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the award of contract for the management services with Winn Residential and GSF Properties, Inc., was approved.

d. Consideration of the Contract with Yardi Systems, Inc. for Enterprise Management Services

Emily De La Guerra recommended that the Boards of Commissioners approve the contract with Yardi Systems, Inc., allowing staff to proceed with the software purchase and implementation process.

No public comment.

Commissioner Scott motioned for the City Board's approval of the contract with Yardi Systems, Inc., for Enterprise Management. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the motion to approve the Contract with Yardi Systems, Inc. was approved.

Commissioner Petty motioned for the County Board's approval of the contract with Yardi Systems, Inc. for Enterprise Management. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the contract with Yardi Systems, Inc. was approved.

8. EXECUTIVE DIRECTOR'S REPORT

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

- Introduction of Fresno Housing new employees: Scott Fetterhoff, Director of Human Resources and Organizational Development; and Luis Duran, CCRH Intern.
- Announced the employee promotions: Hilda Reeves, District Manager for all City and County sites; Tracy Navarro, Assistant District Manager; Blanca Navarro, Property Manager; Michael Duarte, Director of Planning and Community Development; Angie Nguyen, Director of Strategic Initiatives and Housing Programs; Toni Bustamante, Manager in the Housing Management Department; and Yolanda Kaiser, Property Manager.

9. CLOSED SESSION

At approximately 7:10 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: 240-250 N. Calaveras St., Fresno, CA (APN: 459-243-19 and 459-243-20)

Agency negotiator: Preston Prince

Negotiating parties: Yale Investment Group, LLC and Fresno Housing Authority

Under negotiation: Real Estate transaction

b. PUBLIC EMPLOYMENT

Title: CEO/Executive Director

10. OPEN SESSION

The Boards went in to open session at approximately 7:45 p.m., announcing that there was no action to report at this time.

11. INFORMATION-DISCUSSION ITEM ONLY

CEO/Executive Director – Employment Contract

This item was not discussed.

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 7:50 P.M.

Preston Prince, Secretary to the Boards of Commissioners



BOARD MEMO

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F (559) 445-8981

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 

CEO/Executive Director

SUBJECT: Hours of Work Policy

DATE: 08/21/2015

BOARD MEETING: 08/25/2015

AGENDA ITEM: 5b

AUTHOR: Lisa Bechtel

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.

The Hours of Work Policy was last reviewed and adopted by the Boards of Commissioners in May 2009. This policy defines the hours of work for exempt and non-exempt employees, explains the Agency workweek and employee work schedules in detail, and sets specific requirements for the Agency to follow regarding compensation for hours worked.

The Hours of Work Policy is a revised policy that has been developed based on industry best practices and upon the recommendation of our Human Resources legal counsel, as part of our ongoing review and update of Agency policies. Staff has met with our labor partners regarding this update, and are in agreement with the revisions to the policy.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the attached Hours of Work Policy.

Fiscal Impact

None.

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

RESOLUTION APPROVING THE ADOPTION OF THE HOURS OF WORK POLICY

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 at the Agency are informed of the procedures that the Agency is required to follow; and

WHEREAS, the Agency, upon the recommendation of the Human Resources legal counsel, is proposing a revised Hours of Work Policy that defines the hours of work for exempt and non-exempt employees, explains the Agency workweek and employee work schedules in detail, and sets specific requirements for the Agency to follow regarding compensation for hours worked; and

WHEREAS, the proposed revised Hours of Work Policy is a necessary policy under the applicable state and federal laws that govern the operations of the Agency;

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

PASSED AND ADOPTED THIS 25th day of August, 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 ADOPTION OF THE HOURS OF WORK POLICY

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 at the Agency are informed of the procedures that the Agency is required to follow; and

WHEREAS, the Agency, upon the recommendation of the Human Resources legal counsel, is proposing a revised Hours of Work Policy that defines the hours of work for exempt and non-exempt employees, explains the Agency workweek and employee work schedules in detail, and sets specific requirements for the Agency to follow regarding compensation for hours worked; and

WHEREAS, the proposed revised Hours of Work Policy is a necessary policy under the applicable state and federal laws that govern the operations of the Agency;

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

PASSED AND ADOPTED THIS 25th day of August, 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

Hours of Work Policy

Introduction

The Fresno Housing Authority (“Agency”) establishes the time and duration of working hours as required by workload and workflow, customer service needs, the efficient management of employees, and any applicable law or bargaining agreement.

Purpose

The purpose of the Hours of Work Policy is to define the hours of work for exempt and non-exempt employees. The Agency has adopted an alternative, compressed workweek schedule (9/80) and hours of work. Compressed workweeks are alternative work arrangements where a standard workweek is reduced to fewer than five days, and employees make up the full number of hours per-week by working longer hours.

Policy

Definitions

Exempt Employee - Employees who, based on duties performed and manner of compensation, are exempt from the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions. However, a non-exempt employee in an “Acting” assignment (see MOU Article 7.6 or Change in Status Policy for definition) with an exempt title shall maintain status as a non-exempt employee and will be subject to FLSA minimum wage and overtime provisions.

Exempt employees shall be paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of hours worked. Exempt employees are not eligible to receive overtime compensation or compensatory time off. Exempt positions are identified in Agency title and pay plans.

Non-Exempt Employee - Employees who, based on duties performed and manner of compensation, are subject to all FLSA provisions related to overtime and hours worked. Non-exempt employees are required to accurately account for all time worked, and are identified in Agency title and pay plans.

Base Pay Rate The salary or hourly rate of compensation, excluding extra compensation or increases in rate of pay.

Overtime Compensation - Time actually worked that exceeds 40 hours in a workweek. Overtime hours are compensated at the premium rate of one and one half times the employee’s regular rate of pay.

Regular Rate of Pay – For non-exempt employees, overtime compensation is based on the regular rate of pay. The regular rate of pay is computed by taking the total compensation earned during the workweek (excluding pay for sick leave, vacation leave, holidays, overtime, and other types of non-productive pay) and dividing it by the total number of hours actually worked. The method for computing an employee's regular rate of pay varies based on the employee's manner of compensation.

Agency Workweek and Employee Work Schedules

The Agency's normal workweek, which begins at 12:01 p.m. on Friday and ends at 12:00 p.m. (noon) on the following Friday, consists of 40 hours. Full-time employees shall work a two week, 9 day, 80 hour work schedule consisting of Monday through Thursday and every other Friday. Work hours and work schedules are determined at the discretion of Agency management. Varying work schedules may be established by the Agency to meet job assignments and provide necessary services.

For the benefit of the Agency, or the convenience of the employees, employees or their supervisor(s) may request adjustments to regular work schedules to establish a work day of eight hours or longer that start no earlier than 6:30 a.m. and end no later than 6:00 p.m. The Agency reserves the right to establish different work schedules in order to meet job assignments and provide necessary services. Schedule adjustment requests must adhere to the following limitations:

1. All employees must work during the core time of 8:30 a.m. to 3:30 p.m.
2. In the event of emergency, supervisors have the right to revise an employee's work schedule.
3. If a change in a represented employee's schedule is necessary, such change shall be subject to the "Meet and Confer" process with the applicable Union.
4. All work schedules must be approved by the senior-most member of the applicable department's management staff.
5. All flexible work weeks must equal 40 hours in scheduled work.

Employee attendance at lectures, meetings, and training programs that are required and approved by the Agency will be considered compensable time.

Overtime

Overtime is defined as the authorized time worked in excess of 40 hours in a normal work week. All overtime must be authorized before time is actually worked. Overtime credit shall be computed in one-tenth of an hour increments. If the overtime worked cannot be divided into a whole number of tenths, any balance of less than six minutes shall be credited as a full one-tenth of an hour. Overtime worked shall be paid as wages or compensatory time off, consistent with federal and state overtime laws. Overtime hours are compensated at the rate of one and one half times the employee's regular rate of pay. Overtime compensation is applied to the pay period in which the overtime work was performed. Any employee who works overtime that is not authorized by his/her supervisor may be subject to disciplinary action up to and including termination.

Compensatory Time Off

Compensatory time is defined as paid time off that is granted in lieu of overtime compensation and is compensated at the rate of one and one half times the hours worked in excess of 40 hours in a workweek. Compensatory time will be available to all non-exempt employees as leave time under normal leave provisions. A request to take compensatory time off must be made in writing and approved by the immediate supervisor. The Agency will make every effort to schedule the time off when the employee desires it, as long as the use of compensatory time does not unduly disrupt Agency operations. Compensatory time off hours may be accumulated to no more than 50 hours.

Rest Periods and Meal Periods

Full-time employees may be granted two rest periods of 15 minutes each, the first commencing during the first half of the shift and the second commencing during the second half of the shift. Part-time employees may be granted one 15 minute break if working more than three but less than six hours and two 15 minute breaks if working six or more hours. Rest periods will be considered as time worked for pay purposes.

Meal periods may be scheduled for all employees who work 6 hours or more per day, and are typically one hour but may be modified by mutual consent as appropriate by the supervisor and employee. The meal period shall not be less than 30 minutes. Employees shall not be paid for meal periods.

Neither the meal period nor the rest period(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes. For example, rest periods may not be accumulated to extend a meal period, and rest periods may not be combined to allow one half-hour long break.

Travel Time

Travel time between home and an employee's normal work site is not considered time worked. This is true regardless of whether the employee works at a fixed location or at varying work sites. However, assigned travel to a different work site that is not in reasonable proximity of the employee's normal work site and that results in work-related travel that is above and beyond an employee's normal daily commute, is considered time worked. Business-related travel beyond an employee's normal daily commute must be approved ahead of time by his/her supervisor.

Call-Back Time

When an employee is called back to work after having completed the regularly scheduled shift and left the premises, the employee shall be paid for time worked upon return or a minimum of 2 hours at the employee's base pay rate, whichever is greater. Call-back time worked is included in the calculation of

the regular rate of pay. Call-back time worked in excess of the 40 hour work week shall be paid at the rate of one and one half times the employee's regular rate of pay.

On-Call Time

An employee is considered to be in on-call status only when assigned by the Agency. On-call time will be considered hours worked when an employee is required to restrict personal activities and be ready to perform work at any moment. Under such circumstances, the employee will be paid at the employee's base pay rate. An employee in on-call status is not eligible for minimum call-back payments. On-call time is included in the calculation of the regular rate of pay. Any on-call time worked in excess of the 40 hour work week shall be paid at the rate of one and one half times the employee's regular rate of pay. On-Call Time is considered work time and is compensated as such. As a result, while on call an employee is subject to all Agency and/or MOU policies and procedural requirements.

On-call time will not be considered hours worked when employees are free to engage in activities for their own purposes, but are required to inform the employer how they can be reached or to carry an Agency device such as a cellular phone or pager..

Reporting To Work

Exempt and non-exempt employees must report to their work station at the scheduled start time. If an employee anticipates that he/she is unable to report to work at the scheduled start time, the employee must contact his/her immediate supervisor as soon as possible to inform him/her of any tardiness or absence, and of his/her expected time of arrival or return to work date. In the event the expected time of arrival or return to work date changes, the employee must notify the supervisor of the new time so the work schedule can be adjusted accordingly. Notice to the supervisor may be made via telephone, text message, or e-mail.

Responsibility

Each and every employee, officer, and commissioner is required to abide by the provisions set forth in the Hours of Work Policy 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 does not constitute a contractual agreement whatsoever, nor does it supersede any contractual arrangements that exist. No promise of any kind is made by the Agency in this Policy. Where the Hours of Work Policy conflicts with a labor agreement or federal, state, or local law, the labor agreement or applicable law(s) shall prevail.



BOARD MEMO

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Fresno, California 93721

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TO: Boards of Commissioners **DATE:** 08/21/2015
Fresno Housing
Authority
FROM: Preston Prince *PRP* **BOARD** 08/25/2015
CEO/Executive Director **MEETING:**
AUTHOR Caleb Brooks **AGENDA** 5c
Procurement Coordinator **ITEM:**
RE: Approval of Award for Maldonado Plaza Asphalt and
Concrete Replacement and Repair Invitation for Bids
(IFB)

Executive Summary

Maldonado Plaza is a 64-unit property located at 1779 Thomas Conboy Avenue in Firebaugh, CA. This property was originally built using funds from the United States Department of Agriculture (USDA) and was specifically designated as housing for seasonal migrant farm workers. The operating season of this property normally ranges from April to September, when migrant farm workers and their families come to the Central Valley in order to seek employment during growing and harvesting seasons.

Primarily due to the clay composition of soil in Firebaugh, which is prone to expansion and contraction during seasonal differences between wet and dry periods, concrete surfaces at the property have shifted over the past few years creating hazards for residents at the property. Staff has found that sidewalks, vehicle parking areas, and walkways could potentially pose tripping and fall hazards along path-of-travel routes within the site. Concrete and paving repairs at the property must be completed in order to mitigate these safety hazards and ensure safe living conditions for all residents.

Agency staff formally solicited bids for the Maldonado Plaza project on January 14, 2015. Advertisements containing pertinent Invitation for Bid (IFB) details were ran in the Fresno Bee on January 18, and January 25, 2015. Pre-bid conferences and job walks were held on January 22, and January 29, 2015, respectively. Bids were submitted by two construction firms, consisting of KC Construction Company and The Todd Companies, by the bid submission due date of February 19, 2015. The IFB methodology requires awards to be made to the lowest responsive and responsible bidder. Both bidders were responsive and responsible with KC Construction submitting the lowest bid.

Bidder	Total Bid Price
KC Construction Company	\$ 281,400
The Todd Companies	\$ 405,700

The repairs designated in the scope of work would be completed during the property's non-operating months beginning around September 2015, and completed before the complex re-opened around April 2016.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority authorize the CEO/Executive Director, Preston Prince, Deputy Executive Director, Tracewell Hanrahan, or their designee to enter into a contract with KC Construction Company in an amount not to exceed \$281,400.

Background Information

On January 14, 2015, the Agency released to the public an IFB to procure a contract with a licensed and qualified Class A, B, C-8, and/or C-12 contractor to perform asphalt and concrete repairs at Maldonado Plaza located at 1779 Thomas Conboy Avenue, Firebaugh, CA. Agency staff posted the bid to the NAHRO eProcurement system where notifications were generated to 139 individual companies including contractors and builder exchanges. Additionally, Fresno Housing Authority formally advertised in the Fresno Bee on January 18 and January 25, 2015 in accordance with HUD procurement regulations. By the February 19, 2015 bid submission deadline, the Agency received bids from KC Construction Company and The Todd Companies. KC Construction Company, the low bidder, possesses the required licenses, qualifications, and experience to perform the work as specified.

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

**RESOLUTION APPROVING AWARD AND EXECUTION OF CONTRACT FOR ASPHALT
AND CONCRETE REPLACEMENT AND REPAIR AT MALDONADO PLAZA**

WHEREAS, the Housing Authority of the City of Fresno recently solicited proposals from qualified firms to provide Asphalt and Concrete Replacement and Repair; and

WHEREAS, KC Construction Company was a responsive and responsible firm who provided the lowest bid to the Housing Authority of the City of Fresno; and

WHEREAS, the Housing Authority of the City of Fresno desires to enter into a contract with KC Construction Company for an amount not to exceed \$281,400.00 and;

NOW THEREFORE, BE IT RESOLVED that Preston Prince, as CEO/Executive Director of the Housing Authority of the City of Fresno, or his designee, is hereby empowered and authorized to negotiate and execute on behalf of the Housing Authority of the City of Fresno the aforementioned contract and supporting documents with KC Construction Company for Asphalt and Concrete Replacement and Repair at Maldonado Plaza.

PASSED AND ADOPTED THIS 25th day of August, 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 AWARD AND EXECUTION OF CONTRACT FOR ASPHALT
AND CONCRETE REPLACEMENT AND REPAIR AT MALDONADO PLAZA.**

WHEREAS, the Housing Authority of Fresno County recently solicited proposals from qualified firms to provide Asphalt and Concrete Replacement and Repair; and

WHEREAS, KC Construction Company was a responsive and responsible firm who provided the lowest bid to the Housing Authority of Fresno County; and

WHEREAS, the Housing Authority of Fresno County desires to enter into a contract with KC Construction Company for an amount not to exceed \$281,400.00 and;

NOW THEREFORE, BE IT RESOLVED that Preston Prince, as CEO/Executive Director of the Housing Authority of Fresno County, or his designee, is hereby empowered and authorized to negotiate and execute on behalf of the Housing Authority of Fresno County the aforementioned contract and supporting documents with KC Construction Company for Asphalt and Concrete Replacement and Repair at Maldonado Plaza.

PASSED AND ADOPTED THIS 25th day of August, 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



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:	08/21/2015
FROM:	Preston Prince <i>P. Prince</i> CEO/Executive Director	BOARD MEETING:	08/25/2015
AUTHOR	Emily De La Guerra Senior Manager	AGENDA ITEM:	5d
RE:	Consideration of the Contract with IFH Solutions, LLC for System Implementation and Project Management Services for Enterprise Management Software		

Executive Summary

The purpose of this memo is to update the Boards of Commissioners on the status of the Agency's System Implementation and Project Management Services Request for Proposals (RFP), and request Board approval of the contract negotiated between Fresno Housing Authority and the successful proposer, IFH Solutions, LLC.

At the Boards of Commissioners meeting on May 26, 2015, staff made the recommendation to select Yardi Systems, Inc. as the awardee of the Enterprise Management Software RFP. At that time, the Boards were made aware of and fully supported our intention to also select a third-party consultant to represent the Agency during the implementation. A budget was tentatively proposed of approximately \$400 to \$800 thousand dollars for these implementation services. The broad range of the budget would allow flexibility and comprehensiveness in the proposals, although our ultimate goal would be to keep the needed hours to a minimum.

In June 2015, the Agency published an RFP to solicit proposals from qualified firms who had an expertise in system implementation and project management, and could assist the Agency in implementing the new Yardi enterprise management software system. Working with the Agency and Yardi Systems Inc., the successful proposer would assist the Agency in the implementation of Yardi software, including, but not limited to: project scope and objectives, milestones, timetable for phases and activities, organizational roles and responsibilities, project assignments, quality control, project resources, process mapping, data conversion, budget, and much more. The Boards were given status updates on this RFP in the June and July 2015 Executive Director's Reports.

This particular RFP was advertised on the NAHRO eProcurement website, the NAHRO Classified section, and in the Fresno Business Journal. As a result of our outreach, over 1,100 firms were notified of the RFP, and 52 firms downloaded the documents from the NAHRO website. The Agency received proposals from six firms: Castle Consulting, California Municipal Technologies Inc. (CMTi), Fortium Partners, IFH Solutions LLC, RL Enterprise Consulting and SoftResources. The RFP methodology considers

both technical factors and price when evaluating a proposal, and allows for discussions concerning the proposals and the negotiation of the contract. Awards are based on the proposal that represents the best overall value to the Agency after considering both price and other factors including technical expertise, past experience, quality of proposed staffing, etc. The RFP method does not base its award solely on the lowest price.

After several weeks of research, interviews, and discussions, a committee of staff members from various departments, including Housing Management, Finance, Assisted Housing (HCV), Information Technology and Human Resources, submitted their final evaluations, which represents the best apparent value to the Agency based on the RFP methodology. Based on this assessment, the selection committee is recommending IFH Solutions, LLC as the awardee of the contract. Having worked with some of the largest Housing Authority's in the nation (including Puerto Rico, Chicago, San Francisco, and Harrisburg) on Yardi and Emphasys related conversions, and based upon the review by the selection committee, IFH Solutions had the most relevant experience and background needed to perform the implementation and project management tasks. Furthermore, IFH Solutions, LLC has a broad range of resources available to the Agency through this contract, including technical/IT support, data testing resources, and Housing Authority industry experts, which would support our goal to implement industry-wide best practices into the new software system.

Fiscal Impact

The Agency would like to enter into a contract with IFH Solutions, LLC for an amount not to exceed \$400,000. The term of this agreement will last one (1) year, with the option to extend for one successive, one (1) year term. This amount includes data conversion services, project management support, staff training, system design, business process reviews, custom solutions for document management and reporting, and more. This amount will be billed monthly as it is incurred and will span the 52 week implementation period. If fewer hours are needed than proposed in the cost estimate, the Agency will not be billed for those variances.

In total, the Boards have approved \$500,000 be spent from the 2015 operating budget on software and implementation costs. Staff has also earmarked \$359,068 in 2015 public housing capital funds to cover the costs associated with the conversion of the public housing properties. Additionally, as staff works to prepare the next year's budgets, we will incorporate any remaining expenditures into the 2016 operating and capital budgets.

Recommendation

It is recommended that the Boards of Commissioners approve the contract with IFH Solutions, LLC.

Background

Approximately three years ago it became clear that the Agency's existing information systems had become inadequate for the expanding needs of the Agency. Four independent information systems were (and are) concurrently in use. Two of the systems are specifically for Housing Management and Assisted Housing, one is for Human Resources and Payroll, and the fourth is for Accounting & Finance. Each of these systems requires specialized in-house knowledge for their operation as well as individual contracts for product use, support and maintenance. These systems fail to share information among themselves, and they do not interface with the accounting software. In addition to these inherent deficiencies, these systems are unable to provide sufficient and timely data and management reports. They also fail to provide the flexibility necessary to meet constantly changing demands for information.

Technological advancements in software productivity and flexibility made it necessary to consider whether or not a conversion to a fully integrated enterprise management system would produce economies, efficiencies and additional informational resources sufficient to justify the cost of such a major revamping of electronic systems. After consultation with information technology (IT) professionals, other housing agencies and software vendors, it was determined that management would be remiss NOT to move ahead with a search for the EMS system which would best meet the needs of our Agency through best-practice technologies. The Boards of Commissioners have supported this endeavor since the beginning of the project and has approved funding in the amount of approximately \$800 thousand dollars in 2015.

The RFP for the Enterprise Management System was made public in June 2014. An evaluation committee with relevant experience was selected to evaluate each proposal. The committee did an initial round of scored evaluations based solely on the proposals received, then the top two rated companies were interviewed by a broad panel of applicable users. Each proposer was then given the opportunity to amend their proposal and/or pricing, and a second round of evaluations then took place. After the second round of evaluations, the top two firms were invited to provide in-depth product demonstrations at the Agency's central office. Proceeding the full product demonstrations, a select panel of evaluators and their staff traveled to perform site visits of proposers' head quarters, and also visited other Housing Authorities who use each software product. Two third-party firms: Shift3, a local independent IT company, and Innovative Housing Solutions, a financial/IT consulting firm, both reviewed the RFP methodology to confirm that the appropriate measures had been taken. Subsequently, a full cost analysis was completed to ensure prices were comparable across each proposer. Only after prices were confirmed did the evaluation committee make their final recommendation of Yardi Systems, Inc. On May 26, 2015, the Boards of Commissioners approved Yardi Systems, Inc. as the tentative awardee of the RFP, subject to successful contract negotiations.

A System Implementation and Project Management Services for Enterprise Management Software RFP was issued on June 18, 2015 with a proposal submittal date of July 6, 2015. Proposals were reviewed and scored by a committee of staff members from various departments during the month of July. A competitive range was selected based on those scores, and the panel proceeded to interview the three highest rated firms. Based on those interviews, staff re-scored the proposals and IFH Solutions, LLC was determined to be the highest scoring firm.

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

**RESOLUTION APPROVING AWARD AND EXECUTION OF CONTRACT FOR SYSTEM
IMPLEMENTATION AND PROJECT MANAGEMENT SERVICES.**

WHEREAS, the Housing Authority of the City of Fresno recently solicited proposals from qualified firms to provide System Implementation and Project Management Services for Enterprise Management Software; and,

WHEREAS, IFH Solutions, LLC was a responsive and responsible firm who provided qualifications and prices that are most advantageous to the Housing Authority of the City of Fresno; and,

WHEREAS, the Housing Authority of the City of Fresno desires to enter into a contract with IFH Solutions, LLC for an amount not to exceed \$400,000.00;

NOW THEREFORE, BE IT RESOLVED that Preston Prince, as CEO/Executive Director of the Housing Authority of the City of Fresno, or his designee, is hereby empowered and authorized to negotiate and execute on behalf of the Housing Authority of the City of Fresno the aforementioned contract and supporting documents with IFH Solutions, LLC for System Implementation and Project Management Services.

PASSED AND ADOPTED THIS 25th day of August, 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

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:	08/21/2015
FROM:	Preston Prince <i>P.P.P.</i> CEO/Executive Director	BOARD MEETING:	08/25/2015
AUTHOR	Tracewell Hanrahan Deputy Executive Director	AGENDA ITEM:	6a
RE:	Leveraging the HCV Program to Improve Quality Housing: Costs of Inspections		

Executive Summary

Staff will be presenting an update on the abatement analysis. In addition, the Boards requested that staff explore or analyze in greater detail the costs of excessive inspections. Staff will present some recommendations for recovering costs for these excessive inspections.



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EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing Authority

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

DATE: 08/21/2015

BOARD MEETING: 08/25/2015

AUTHOR Staff

AGENDA ITEM:

RE: Executive Director's Report – August 2015

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	Description/Type	Total Units
Fultonia West/Cedar Heights Scattered Site	Under Construction	541 N. Fulton Street and 4532 E. Hamilton Ave Mulit-Family	45
Marion Villas	Under Construction	Marion & Ellis St, Kingsburg, CA Senior Housing	46
Southeast Fresno RAD	Rehab Underway	Cedar Courts I & II, Inyo Terrace Multi-Family	193

Orange Cove RAD	Rehab Underway	Kuffel Terrace I & II, Mountain View Multi-Family	90
Mendota RAD	Stabilization	Rios Terrace I & II, Mendota Apts. Multi-Family	124
San Ramon Court	Stabilization	1328 & 1346 E. San Ramon Rehab/Multi-Family	32
Kings River Commons	Stabilization	2020 E. Dinuba Ave, Reedley, CA Multi-Family	60
City View @ Van Ness	Stabilization	802 Van Ness Ave Mixed-Use	45 Units/ 3,000 sf commercial
Viking Village RAD	Stabilization	Multi-Family	40
Parc Grove Commons Northwest	Permanent Financing	Southeast Corner of Fresno/Clinton Ave Multi-Family	148
Bridges at Florence	Permanent Financing	649 E. Florence Avenue Senior Housing	34
Trailside Terrace	Pre-Development	1233 & 1245 G Street, Reedley, CA	55
Firebaugh Gateway	Pre-Development	1238 & 1264 P St., Firebaugh, CA	30
Lowell Neighborhood	Pre-Development	240-250 N. Calaveras Street and 146 N. Glenn Avenue, Fresno, CA	30
Edison Plaza I	Pre-Development	Walnut/Edison West Fresno	64
Edison Plaza II	Pre-Development	Walnut/Edison West Fresno	64
Magill Terrace	Pre-Development	401 Nelson, Fowler	60
Shockley Terrace	Pre-Development	1445 Peach St, Selma	42

Project Highlights

On August 10, 2015, a financing plan was submitted to HUD for the Trailside Terrace RAD project. This project will include a transfer of assistance from 20 existing units at Sunset Terrace II to a new construction site of 55 units.

The 2015 1st round tax credit projects (Firebaugh Gateway, Trailside Terrace, & Edison Plaza I) have officially signed Letters of Intent with our equity investors. US Bank will be the partner of Firebaugh Gateway, and PNC Bank will be the equity partner on the Trailside Terrace and Edison Plaza I projects. Closings are tentatively being scheduled for late November.

In August of 2015, two of the 2nd round tax credit applications, Shockley Terrace and the Lowell Neighborhood Project, received 'Point Letters' from the California Tax Credit Allocation Committee. This is a strong indication that both projects will receive an award of Low-Income Housing Tax Credits.

July City Occupancy <u>98.79%</u>					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	3	98%
City AMP 2	8	244	243	1	100%
Southeast Fresno RAD	3	193	191	1	99%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	2	96%
Renaissance Trinity	1	21	20	0	100%
Renaissance Alta Monte	1	30	29	1	97%
Renaissance Santa Clara	1	70	69	2	97%
Total City	19	836	826	10	98.79%

July City Occupancy (GSF Managed) <u>96.3%</u>					
Parc Grove	1	215	213	10*	95.3%
Parc Grove - NW	1	148	147	3	98.0%
Yosemite Village	1	69	68	3	95.6%
Total City	3	432	428	16	96.26%

*Four units have been filled since July 31st and occupancy is 97.20% as of August 19, 2015.

July County Occupancy <u>98.28%</u>					
COUNTY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
County AMP 1	6	150	144	2	99%
County AMP 2	6	194	192	1	99%
County AMP 3*	3	90	89	3	97%
County AMP 4	4	152	151	1	99%
County AMP 5*	2	52	52	0	100%
County AMP 6	5	112	111	6	95%
Granada Commons	1	16	15	0	100%
Total County	27	766	754	13	98.28%

July County RAD Occupancy <u>96.4%</u>					
SITE	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mendota RAD	1	124	123	0	100.0%
Orange Cove RAD	1	90	69	7*	89.9%
Total County RAD	2	214	192	7	96.35%

* Vacant units for families moved out of units temporarily for RAD Rehab.

July Special Programs Occupancy <u>95.08%</u>					
SPECIAL PROGRAMS	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mariposa Farm Labor	1	40	40	1	98%
Parlier Farm Labor	1	40	40	1	98%
Orange Cove Farm Labor	1	30	30	9*	70%
Mendota Farm Labor	1	60	60	1	98%
Firebaugh Family Apts.	1	34	34	0	100%
Garland Gardens (CalHFA)	1	51	51	2	96%
Parkside Apartments (CalHFA)	1	50	50	1	98%
Total Special Programs	7	305	305	15	95.08%

* Units held for families temporarily relocating because of Orange Cove RAD conversion.

Wait List Report as of July 31, 215

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	13,449	9,415	4,508	901	28,273
County LIPH	15,885	14,856	6,230	762	37,733

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		19	112		123
Parkside-S8N/C		5	8	50	63

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Granada:					
tax credit units			12	8	20
subsidized units			75	18	93
Pacific Gardens :					
tax credit units	4	6	8		18
subsidized units	125	69			194
Parc Grove:					
tax credit units	179	65	19	27	290
subsidized units	1,788	15079	210	57	3,105
Yosemite Village	826	218	36	2	1,082

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.

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.

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.

The efforts of the Boards and staff are ongoing and will be reported 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
Museum and multi-family housing development concept (1857 Fulton Street, Fresno)	African American Historical and Cultural Museum of the San Joaquin Valley	Development partner and service provider.
Hmong Cultural Project – museum/cultural center, communal/event center, housing and relocation site for Fresno Center for New Americans	Fresno Housing Authority Fresno Center for New Americans General Vang Pao Foundation	Planning partner, possible development partner and service provider
Lowell Neighborhood Project	Lowell Community Development Corporation Better Opportunities Builder, Inc. (BOB)	Planning partner, development partner

MANAGEMENT GOALS

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

Sustainability

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

Fiscal Services

Budget and Internal Reporting

This month staff has been consolidating the Agency's 2nd quarter, year-to-date (YTD) results for reporting and operational purposes. Overall, the Agency is operating at favorable levels relative to the 2015 YTD budget, a trend we expect to continue as the year progresses. In addition to reporting on the Agency's operational results, staff has also been progressing with the 2016 budget preparation process. Both human resources and payroll departments have been timely in their responses to requests by the budgeting team which has allowed the budget preparation process to remain on schedule.

Asset Management Highlights

The main focus of this month is the completion of the stabilization process of our RAD projects with our investors/lenders/partners. Also planned is the first ever Resident Feedback Night at City View taking place on Tuesday, August 19th, 2015. Residents will have the opportunity to complete a survey as part of the Post-Occupancy Evaluation ("POE"). The walk-through portion of the POE will take place at the end of Aug/beginning of September. This will be a multi-departmental event to 'rate' major components of our developments nine months post-construction.

Administrative Services

Procurement

In the past month, the procurement department has worked closely with various Agency departments to acquire the following goods and services:

Open Solicitations:

- An Unarmed Security Guards RFP was issued on July 14, 2015 for the Housing Management Department with a proposal due date of August 13, 2015. The successful proposer will maintain watch and security over properties currently requiring services, and will be eligible to provide services as needed at any other Agency property. To date nine security firms have indicated they will submit proposals by the due date.
- A Development Consultant RFP was issued on July 30, 2015 for the Development Department with a proposal due date of August 19, 2015. The scope of services includes feasibility consulting, site due diligence, entitlements processing, CTCAC application submission, financial consulting, design and construction assistance, building permit processing, and marketing/stabilization and property management consulting. Several firms

have expressed interest in making a proposal. The services specified in this RFP differ from those specified in the Financial Advisory Services for Development Projects RFP awarded to CHPC and approved by the Boards on June 23, 2015—in that this solicitation covers development activities (entitlements, zoning, market studies, appraisals, site amenities, etc.) than financial analysis for tax credits and other funding sources.

- An IFB for the Application of a Polyurethane Foam Roofing System Repairs & Recoat at Parlier Migrant Center was issued on July 30, 2015 and formally advertised in the Fresno Bee on August 5, 2015. Job walks for interested bidders will take place on August 11, 2015 and again on August 18, 2015.
- A QSP for low flow shower heads was issued on August 10, 2015. The agency has made a request for the provision of 2,640 shower heads to be installed at various City and County AMPs. Bids are due on August 19, 2015.
- A QSP for the replacement and repair of approximately 3,700 sq ft of concrete walkway at various City properties was sent to three contractors on August 3, 2015. A job walk for the interested bidders is scheduled for August 12, 2015 at all applicable sites.

Proposals Made in Response to Solicitations (Under Evaluation):

- A System Implementation and Project Management Services for Enterprise Management Software RFP was issued on June 18, 2015 with a proposal submittal date of July 6, 2015. Working with the Agency and Yardi Systems, the successful proposer will prepare a project plan for implementation of Yardi Voyager Software, including, but not limited to, project scope and objectives, milestones, timetable for phases and activities, organizational roles and responsibilities, project assignments, quality control, project resources, and budget. The Agency was pleased to receive proposals from six consulting firms consisting of Castle Consulting, California Municipal Technologies, Inc., Fortium Partners, IFH Solutions, RL Enterprise Consulting, and SoftResources. The top three proposers (Castle Consulting, IFH Solutions, and SoftResources) have been selected to participate in oral interviews before a final selection is made. Interviews will be complete by the end of August.
- A Grounds Maintenance RFP (Landscaping) was issued on June 1, 2015 with a proposal submittal date of June 29, 2015. As of the RFP close date, four proposals were received by companies consisting of Briner & Son Landscape Management, Central Valley Lawnsapes, Fresno Economic Opportunities Commission, and J&H Landscape Gardening, Inc. The successful bidder(s) will maintain lawns and outdoor spaces of Agency property across the city and county. Housing Management is completing their evaluation of offers received.

Solicitations Awarded Since Prior Report:

- A Request for Small Purchase Quotation for Interior Design Services at the Community Building at Marion Villas Apartments was issued on June 22, 2015 with a bid submittal date of June 29, 2015. As of the QSP close date, one bid was received from an interior design firm consisting of Lorenz & Associates. Award will be made to Lorenz & Associates pursuant to the completion of a non-competitive proposal justification by Development staff. In cases where only one bid is made in response to a solicitation, a regulatory requirement exists

wherein the using-department must justify and document the acquisition from a source that did not encounter competition from other vendors.

- A Request for Small Purchase Quotation for a Forced Place Insurance policy covering 12 manufactured homes has been made to three Insurance Brokerage firms. HRFC owns mortgage loans on all of these properties that are not currently being covered by a homeowner's insurance policy, either because residents are not carrying a policy, or are defaulting on mortgage payments. Asset Management staff has determined that protecting these assets in the near term is in the best interest of the Agency. DiBudio and DeFendis and Leavitt Insurance Services were able to provide quotes for this specialized insurance product. DiBudio was selected as the successful insurance broker, offering the policy with the best price.
- A Property Management Services RFP was issued on April 6, 2015. The selected firm(s) will be eligible to provide services for a wide range of existing and future Agency properties. Proposals were due on May 14, 2015. Proposals were received by four property management companies consisting of Evans Property Management, GSF Properties, Interstate Realty Management, and Winn Residential. Winn Residential and GSF were selected for award of contracts.

Solicitations for the Near Future:

- The procurement department is working with various user departments to create scopes of work for the following services:
 1. Pest Control Services.
 2. Laundry, Uniforms, Mats and Rugs at various City and County AMPs.
 3. Painting Trade Services.
 4. Security system upgrades for Renaissance at Alta Monte.
 5. Tree Trimming at various city properties.
 6. Operation and Maintenance of Broadband Infrastructure at seven awarded properties, an additional sixteen applications are pending.
 7. A revamped procurement of Janitorial Services.

Human Resources

The Human Resources Manager attended a Workplace Investigations Seminar taught by the Association of Workplace Investigators. The session provided tools and guiding principles for conducting workplace investigations in public sector agencies. Agency Management staff participated in a coaching training session taught by Jason Geno. The objective of this training was to provide coaching tools to further develop and successfully lead their staff. The Human Resources staff also attended a Scenario-based Leaves of Absence Evening Workshop taught by Beth De Lima hosted by the Central California Society for Human Resource Management to further their training on leave administration and gain information on new legislation.

A Lunch and Learn training focused on "Finding Balance Through Change" was facilitated on July 13, 2015 by Dr. Jackie Ryle, and was our most-attended Lunch and Learn to date! The department has begun contacting vendors for the Agency Health Fair, which is scheduled for October 30, 2015.

Human Resources Assistant Andrew Gordillo in partnership with Communications Coordinator Fidel Contreras, engaged Fresno Housing Authority staff in participating at a *Family Night Out* function at the Fresno Grizzlies baseball game last Thursday August 6th. FHA staff member Denise Martinez sang “God Bless America” during the 7th Inning Stretch!

The Human Resources department is committed to further developing our relationships with community partners and with our residents. Human Resources Manager Lisa Bechtel will be leading a resume building and interviewing skills workshop for residents at our Sequoia Courts property, on Thursday August 20th. Human Resources Director Scott Fetterhoff facilitated a workshop on the organizational communication and customer service, with members of the Fresno State Continuing and Global Education Division staff, on Monday August 3rd at our very own Helm Home.

We are actively recruiting for positions within the following departments: Accounting/Finance, Administrative Services, Assisted Housing, and Housing Management. The selection process for the Homeless Initiatives unit and Housing Management department has been completed with new employees starting work in coming weeks.

IT Services

During the month of July, CMTi worked in the background to upgrade the Agency’s Backup system software package (Symantec Backup Exec). The new version of the software provided increased backup speeds and additional features that allowed us to perform more granular backups of agency systems. Due to the nature of the upgrade all backup jobs were rebuilt from scratch. This gave us the opportunity to clean up the system and provide a detailed naming convention for all backup jobs.

CMTi setup several webinar sessions at Parc Grove: Fresno Housing Education Corp, Housing Management Department, and Human Resources all received Webinar setup assistance that included equipment such as laptop, computer, projector, screen, microphone and speakers. CMTi personnel remained on site for some of these events to provide support if needed. We also provided and setup equipment for EIV training at the Cedar Courts office.

We were able to complete the rollout of additional monitors to the HCD staff for their dual monitor configurations. We also purchased and deployed half a dozen monitors for the Planning and Community Development department staff.

CMTi worked with ATT to resolve a T1 line (Internet connection) issue at the Parlier Migrant office. The line went down as a result of the extreme weather we experienced during July. Due to the complicated nature of break, CMTi provided several work-arounds to staff so they could continue to perform their job duties.

With the remodel construction completed at the Cedar Courts office, CMTi reinstalled all networking and computer equipment at the office allowing staff to move back in and work.

To accommodate the needs of the temporary staff utilizing the training lab on the second floor of the central office, CMTi retrieved old monitors from the warehouse to provide a better viewing experience. The monitors should increase user productivity and efficiency.

Finally, CMTi worked with the Planning and Community Development department to procure, configure and install 18 computers for use by the Boys and Girls club of Fresno County. The

computers were installed at the following RAD locations: Mendota Farm Labor, Fresno Cedar Courts and Orange Cove Kuffle Terrace.

Structure

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

The efforts of the Boards and staff are ongoing and will be reported 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.

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.



ADDENDUM

CELEBRATING
75
YEARS
FRESNO HOUSING



Leveraging the HCV Program to Improve Quality Housing

*Board of Commissioners Meeting
August 25, 2015*



CELEBRATING
75
YEARS
FRESNO HOUSING

Outline

Abatement Analysis Update

Costs of Inspections

Resident Support

Policy Update



CELEBRATING
75
YEARS
FRESNO HOUSING

Abatement Analysis Overview

- Abatement : The unit has failed two inspections for owner-related items
 - The owner is at risk of losing HAP \$
 - Items may either be cured, result in an abatement, or a contract cancellation
 - A third inspection is required to clear the abatement
- In prior months we took snapshots of abatements currently in process and provided some data regarding the number of failed items, owner activity and tenant impacts.



May – July 2015 Abatement Data

May	June	July	August
78 Abatements	71 Abatements	80 Abatements	119 Abatements
60 Passed HQS	51 Passed HQS	39 Passed HQS	4 Passed HQS
39 passed before abatement	37 passed before abatement	18 passed before abatement	TBD
21 passed after abatement	14 passed after abatement	21 passed after abatement	TBD
18 Cancellations	20 Cancellations	16 Cancellations	TBD
\$7.4k HAP abated	\$10k HAP abated	\$11k HAP abated	\$60k HAP potential
Benchmark	5 Repeat Owners	8 Owners were repeats from May or June	



CELEBRATING
75
YEARS
FRESNO HOUSING



Landlords in Abatement

- Repeat Owners
 - 2 landlords in all 4 months (May – Aug)
 - 5 landlords in 3 of the four months
 - 18 landlords in 2 of the four months



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Costs of Inspection

May – August Abatements

348 Abatements

~ 3 inspections/abatement

~1,044 Inspections

\$33,400 Admin Expenses (Inspector salaries,
scheduling + admin, fuel, maintenance)

\$100,200 Annual Admin Expenses (projected)

Estimated Cost per Inspection: \$32

~\$46,000 HAP abated during period

\$138,000 Annual HAP abated (projected)



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Recovering Costs

- Waiver to HUD
 - Part of Proposed Rule in process
- Other options
 - Include in Admin Plan that fines will be charged for being out of compliance with HAP Contract
 - Pre-inspection consulting to help owners prepare (fee for service)



Navigation Update on June Abatements (18)

- 5 re-housed w/new contracts
- 5 contracts were re-instated
- 4 ended participation
- 2 Port-outs
- 1 family is still searching
- 1 family is pending termination of assistance due to program non-compliance



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Summary of July Abatements

- 20 contracts cancelled due to abatement
- Average of 1 week to issue a new voucher.
- 13 contracts failed due to owner failed items
- 6 contracts failed due to both owner and tenant failed items



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Other:

- 4 of the families are elderly/disabled households
- The average family household consist of 3-4 members
- Most of the units failed HQS in Fresno and 3 in the county, and there were no failed units in Clovis.
- Navigator to join Inspector at 2nd Inspection
- Internal communication improvements



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Policy/Procedure Recommendations

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2015 Amendments

- Admin Plan
 - Has been posted for 45 day comment period as required
 - HUD San Francisco has done an initial review and has no comments on this topic
 - Waiting to receive comments from the public in order to add to plan if appropriate



Procedure/Project Recommendations

- Develop guidelines for disapprovals utilizing data from ongoing analysis
- Develop a “resident support” process for cases where HAP contracts are cancelled
- Establish monthly analytics that can show property inspection trends
- Develop landlord support “program”
- Establish landlord outreach goals to increase possible quality landlords interested in HCV program
- Request a waiver



Questions/Comments?



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