



# Boards of Commissioners Meeting

January 26, 2016

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

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

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

**5pm January 26, 2016**

**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.

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### **5pm Board Meeting**

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

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

#### **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. Closed Session**

PUBLIC EMPLOYMENT

Title: CEO/Executive Director

#### **5. Report on Closed Session**

#### **6. Acknowledgement of Tim Lowe**

7.	POTENTIAL CONFLICTS OF INTEREST – <i>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)</i>	
8.	<b>Consent Agenda</b>	
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b.	Consideration of Out of Town Travel	17
c.	City: Charge-off Uncollectible Accounts to Collection Losses for the 4 <sup>th</sup> Quarter 2015	18
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i.	Consideration of Contract Award for General Contractor/Construction Management Services – Lowell Neighborhood Project	46
9.	<b>Informational</b>	
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b.	Overview of 2016 Mixed Finance Budgets	51
c.	Development Pipeline Update	52
10.	<b>Action Items – Commissioners may Consider, Approve, Deny, and/or Continue</b>	
a.	Consideration of the Agreement with the Boys and Girls Clubs of Fresno County	53
b.	Consideration of Rental Assistance Demonstration Application Submission – Oak Grove Apartments	58
11.	<b>Executive Director’s Report</b>	62
12.	<b>Commissioners’ Report</b>	
13.	<b>Adjournment</b>	

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

**Tuesday, November 24, 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, November 24, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:05 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  
   ADRIAN JONES, Vice Chair  
   STEVEN BEDROSIAN  
   KARL JOHNSON

COMMISSIONERS ABSENT:      RUEBEN SCOTT  
   JORGE AGUILAR

The meeting was called to order at 5:05 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: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

## 2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

No public comment.

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

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

## 3. PUBLIC COMMENT

There was no further 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.

There were no conflicts of interest at this time.

## 5. ACTION

### a. Consideration of the Property Purchase – Fresno Edison Apartments Phase II

Michael Duarte, Director of Planning and Community Development, recommended the Boards to approve the action in order to acquire land associated with the development of Fresno Edison Apartments Phase II.

No public comment.

*Commissioner Jones motioned for the City Board's approval to consider the property purchase of Edison Apartments Phase II. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the consideration of the property purchase of Edison Apartments Phase II was approved.*

*Commissioner Eager motioned for the County Board's approval to consider the property purchase of Edison Apartments Phase II. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the consideration of the property purchase of Edison Apartments Phase II was approved.*

### b. Consideration of Funding Commitment – Parc Grove Commons Northeast

Michael Duarte recommended the Boards to approve a commitment of up to \$500,000 in Housing Relinquished Fund Corporation (HRFC) funds for the leveraging requirements that are based on the current financial projections.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval the funding commitment for Parc Grove Commons Northeast. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the funding commitment for Parc Grove Commons Northeast was approved.*

*Commissioner Anthony motioned for the County Board's approval the funding commitment for Parc Grove Commons Northeast. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the funding commitment for Parc Grove Commons Northeast was approved.*

c. Consideration of the Omnibus Resolutions – Trailside Terrace

Michael Duarte presented to the Boards a recommendation to adopt the omnibus resolutions in connection with Trailside Terrace.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval to adopt the omnibus resolutions in connection with Trailside Terrace. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the motion to adopt the omnibus resolutions in connection with Trailside Terrace was approved.*

*Commissioner Petty motioned for the County Board's approval to adopt the omnibus resolutions in connection with Trailside Terrace. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the motion to adopt the omnibus resolution in connection with Trailside Terrace was approved.*

d. Consideration of the Award for General Contracting Services – Trailside Terrace

Michael Duarte presented the recommendation to award the General Contractor services contract for the Trailside Terrace development to Quiring General, LLC

No public comment.

*Commissioner Jones motioned for the City Board's approval to award the General Contractor services contract for the Trailside Terrace development to Quiring General. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the award of General Contractor services contract for the Trailside Terrace was approved.*

*Commissioner Petty motioned for the County Board's approval to award the General Contractor services contract for the Trailside Terrace development to Quiring General. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the award of General Contractor services contract for the Trailside Terrace was approved.*

6. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
(Pursuant to Government Code § 54956.9 (b), 1 case)

The Boards went into closed session at approximately 5:42 p.m.

7. REPORT ON CLOSED SESSION ITEMS

The Boards went into open session at approximately 6:01p.m., with no action to report.

8. 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 6:02 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

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

**Tuesday, December 15, 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, December 15, 2015, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:03 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  
   ADRIAN JONES, Vice Chair  
   RUEBEN SCOTT  
   STEVEN BEDROSIAN  
   KARL JOHNSON

COMMISSIONERS ABSENT:      JORGE AGUILAR

The meeting was called to order at 5:03 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: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.



## 2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Preston Prince, CEO/Executive Director, recommended for the Boards to amend the agenda and add Item 8(h), Consideration of the Drought Housing Relocation Assistance Program – County of Fresno.

No public comment.

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

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

## 3. PUBLIC COMMENT

There was 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.

There were no conflicts of interest at this time.

## 5. ELECTION OF 2016-2017 OFFICERS – CITY BOARD OF COMMISSIONERS

Ken Price, General Counsel, opened the room for the City Board Chair and Vice Chair Nominations. Mr. Price announced from October's Board Meeting, Commissioner Jones was nominated for Chair and Commissioner Scott was nominated as Vice Chair.

There was no public comment.

*Commissioner Bedrosian motioned for the City Board's approval to elect Commissioner Jones as City Board Chair. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, Commissioner Jones was elected as the City Board's Chair.*

*Commissioner Bedrosian motioned for the City Board's approval to elect Commissioner Scott as City Board Vice Chair. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, Commissioner Scott was elected as the City Board's Vice Chair.*

## 6. CONSENT AGENDA

- a. Consideration of the minutes of November 17, 2015

- b. Consideration of the Internal Revenue Code Section 42 Utility Allowance Schedule – Mixed Finance
- c. Consideration of the Internal Revenue Code Section 42 Utility Allowance Schedule - Low-Income Public Housing
- d. Consideration of the Internal Revenue Code Section 42 Utility Allowance Schedule - Housing Choice Voucher
- e. Consideration of Contract Extension – IT Services
- f. Consideration of the OMS Operations Contract – Parlier Migrant

No public comment.

*Commissioner Scott motioned for the City Board's approval of the consent agenda. This action was seconded by Commissioner Johnson, 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.*

## 7. INFORMATIONAL

- a. Update on Leasing Activities

Tracewell Hanrahan, Deputy Executive Director, presented an update on the current leasing activity. Ms. Hanrahan's overview included the November 2015 voucher utilization, November 2015 HAP utilization, HAP Reserves, and ending balance for 2015 HAP Projections. Ms. Hanrahan provided a refresher of terms to the Boards. Tracewell Hanrahan announced that the City voucher utilization was where it needed to be for 2015. Ms. Hanrahan addresses that the County voucher utilization was slightly over leased. Ms. Hanrahan further explained that HUD does not allow HAP funding to pay for the vouchers that are over leased; therefore, the funding will have to come from the unrestricted reserves in the amount of \$12,000 to \$20,000. Ms. Hanrahan further discussed the actions that staff has been taking in order to rectify the issue and ensure it does not happen in the future. Ms. Hanrahan continued her presentation by informing the Boards that the Agency is working on changing and developing processes to better monitor voucher utilization.

Ms. Hanrahan also ensured Commissioner Johnson that no one was going to lose their voucher because the agency is over leased.

- b. Leveraging the HCV Program to Improve Quality Housing: Abatement Analysis

Tracewell Hanrahan began the presentation by thanking Aurora Ibarra, Quality Assurance Manager, and the staff for their efforts. Tracewell provided the Boards with a brief update on the overall abatement analysis conducted this year and a few case studies to demonstrate the analysis.

Preston Prince, CEO/Executive Director, asked for clarification on the families that need to find homes when there is abatement. Tracewell Hanrahan described that Angie Nguyen, Director of Strategic Initiatives and Housing Programs, and her team are working with ensure that the families are housed.

Tracewell Hanrahan continued her presentation with case studies Ms. Hanrahan presented the Boards with photos of the types of properties staff was working with in 2015. Ms. Hanrahan also provided a brief overview on the reinstatement process for Landlords after abatement.

Commissioner Sablan asked about the status of Somerset Village Apartments.

Angie Nguyen provided an update on the status of Somerset Village Apartments. Ms. Nguyen described the progress and what steps the maintenance professionals were taking to fix the properties. Ms. Nguyen stated that there are 23 families who reside in Somerset who were on Section 8 and no one has opted to move out.

Commissioner Scharton asked about the recent deadly fire that took place in a vacant home in Fresno. Angie Nguyen ensured that the individuals who have died from the fire were not on the Homeless registry.

The presentation and discussion concluded with the Boards recommending educating the landlords and residents on procedures to take in situations such as what happened at the Somerset Village Apartments. It was also recommended to provide property managers, with Section 8 residents, resource binders filled with important contact numbers and emergency information.

c. Real Estate Development Update

Michael Duarte, Director of Planning and Community Development presented an update on the current development projects that include Firebaugh Gateway, Trailside Terrace, and Edison Plaza Phase II. Mr. Duarte announced that the projects closed on December 4, 2015. The Agency held the Edison ground breaking in the afternoon before the Boards Meeting and on December 16, 2015 there will be the Firebaugh Gateway ground breaking.

## 8. ACTION

a. Consideration of the Contract Award – Grounds Maintenance Services

Tracy Navarro, Assistant District Manager, presented the recommendation for their consideration of the grounds maintenance services contract. Ms. Navarro recommended the Boards approve the attached resolution authorizing the execution of contracts with Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC.

No public comment.

*Commissioner Scott motioned for the City Board's approval to award the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC was approved.*

*Commissioner Eager motioned for the County Board's approval to award the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the award of the grounds maintenance services contracts to Central Valley Lawnsapes, J & H Landscapes, and Fresno EOC was approved.*

b. Consideration of Legal Services Contract – General Counsel

Tracewell Hanrahan presented the Boards with a legal expense analysis. Ms. Hanrahan announced amount changes to the amended resolutions. There was some discussion for clarification on the legal services resolutions.

Commissioner Eager left the meeting.

No public comment.

*Commissioner Scott motioned for the City Board's approval to award the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP was approved.*

*Commissioner Petty motioned for the County Board's approval to award the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the award of the general counsel legal services contract to Baker, Manock, and Jensen PC and Ballard Spahr LLP was approved.*

c. Consideration of Legal Services Contract – Human Resources

No public comment.

*Commissioner Scott motioned for the City Board's approval to award the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo was approved.*

*Commissioner Petty motioned for the County Board's approval to award the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the award of the human resources legal services contract to Atkinson, Andelson, Loya, Ruud & Romo was approved.*

d. Consideration of Legal Services Contract – HUD Matters

No public comment.

*Commissioner Scott motioned for the City Board's approval to award the Legal Services Contract relating to HUD matters to Ballard Spahr LLP. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the Legal Services Contract relating to HUD matters with Ballard Spahr LLP was approved.*

*Commissioner Petty motioned for the County Board's approval to award the Legal Services Contract relating to HUD matters to Ballard Spahr LLP. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the Legal Services Contract relating to HUD matters with Ballard Spahr LLP was approved.*

e. Consideration of Legal Services Contract – Affordable Housing

No public comment.

*Commissioner Scott motioned for the City Board's approval to award the development of affordable housing legal services contract to Ballard Spahr LLP. This action was seconded by Commissioner Jones, and by unanimous vote of the Board of Commissioners for the City, the award of the development of affordable housing legal services contract to Ballard Spahr LLP was approved.*

*Commissioner Petty motioned for the County Board's approval to award the development of affordable housing legal services contract to Ballard Spahr LLP. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the award of the development of affordable housing legal services contract to Ballard Spahr LLP was approved.*

Commissioner Scott left the meeting.

f. Consideration of the 2016 Operating and Housing Assistance Payments Budgets

Tracewell Hanrahan started the presentation by thanking Michael Van Putten, Budget Analyst, for his work on the 2016 Operating and Housing Assistance Payments Budgets. Ms. Hanrahan announced that the annual budget could increase due to HUD and Congress matters and projects.

Michael Van Putten announced the amended Budget spreadsheets. Mr. Van Putten provided an update on the federal budget status, the 2016 HAP budget, the 2016 operating budget, and the budget draft comparisons.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the 2016 operating and housing assistance payments budgets. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the 2016 operating and housing assistance payments budgets were approved.*

*Commissioner Anthony motioned for the County Board's approval of the 2016 operating and housing assistance payments budgets. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the 2016 operating and housing assistance payments budgets were approved.*

- g. Consideration of a Written Statement on the HUD Proposed Rule on Smoke Free Public Housing

Preston Prince gave the Boards an overview of the past conversations on smoking in public housing. Mr. Prince announced that HUD has sent out a notice regarding the subject. Mr. Prince further expressed concerns with this subject and shared with the Boards that Commissioner Anthony had written a letter expressing her concerns. Preston Prince has drafted a letter to send to HUD regarding the Agency's position on the matter, and is asking the Boards to approve submitting the letter to NAHRO.

No public comment.

*Commissioner Jones motioned for the City Board's approval to approve the written statement on the HUD proposed rule on smoke free public housing. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the written statement on the HUD proposed rule on smoke free public housing was approved.*

*Commissioner Anthony motioned for the County Board's approval to approve the written statement on the HUD proposed rule on smoke free public housing. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the written statement on the HUD proposed rule on smoke free public housing was approved.*

- h. Consideration of the Drought Housing Relocation Assistance Program – County of Fresno

Angie Nguyen gave the Boards a brief overview of the previous resolution presented in November and the amended resolution being considered, which included changes

in the allocated amount of funding and the signatory for the agreement. Ms. Nguyen recommended the Boards approve the revised resolution.

No public comment.

Commissioner Sablan recused herself from this action.

*Commissioner Scharton motioned for the City Board's approval to adopt the resolution authorizing the partnership with DSS in administering the DHRA Program. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the resolution authorizing the partnership with DSS in administering the DHRA Program was approved.*

*Commissioner Nelson motioned for the County Board's approval to adopt the resolution authorizing the partnership with DSS in administering the DHRA Program. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the resolution authorizing the partnership with DSS in administering the DHRA Program was approved.*

## 9. EXECUTIVE DIRECTOR'S REPORT

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

- California Housing Workers' Compensation Authority (CHWCA) launched the Cash for Safety Award Program and received 35 safety recommendations. Twenty-two of them were submitted by Agency Staff.
- There has been a lot of work on ending the digital divide with Connect Home, the local Unified School Districts, and other partners. Mr. Prince announced that during a meeting, there were many gaps in providing connectivity for Fresno residents, including receiving tablets but having no connectivity. Staff and partners are continuing the work to bridge the digital divide for residents.
- Mr. Prince announced that he will not be out of office for more than 3 days for the next two weeks and Holidays.
- Commissioner Scharton addressed a subject or item on the future agendas in regards to Board Members reporting when they will be out of town or vacations.

## 10. CLOSED SESSION

### PUBLIC EMPLOYMENT

Title: CEO/Executive Director

The Boards went into closed session at approximately 6:58 p.m.

## 11. REPORT ON CLOSED SESSION ITEMS

The Boards went into open session at approximately 7:16p.m., with no action to report.

## 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 7:18 p.m.

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Preston Prince, Secretary to the Boards of Commissioners





## BOARD MEMO

1331 Fulton Mall  
Fresno, California 93721

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

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

**DATE:** 1/22/2016

**BOARD MEETING:** 1/26/2016

**AUTHOR:** Tiffany Mangum  
Special Assistant

**AGENDA ITEM:** 8b

**RE:** Out of State Travel – CEO/Executive Director,  
Commissioners

### Executive Summary

Out-of-State Travel is requested for the CEO/Executive Director and/or Commissioners\* as follows:

### Travel/Conference Agenda

Date	Location	Event
1/21-1/22/16	Washington, DC	HUD's Mobility Conference
2/11-2/14/16	Fort Worth, TX	NAHRO Leadership Retreat
3/28/16	Chicago, IL	National Public Housing Museum Board Meeting
4/10-4/12/16	Washington, DC	NAHRO Washington Conference*
5/17-5/20/16	Nashville, TN	National Head Start Assoc. Conference
5/23/16	Chicago, IL	National Public Housing Museum Board Meeting
7/15-7/17/16	Portland, OR	NAHRO Summer Conference*

### Recommendation

It is recommended the Boards of Commissioners of the Fresno Housing Authority, approve the aforementioned out-of-state travel itinerary and attendee(s).

### Fiscal Impact

All travel and conference expenditures are within budget, and funds have been previously approved as part of the FY2016 Operating Budgets submitted and approved in December 2015.



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<b>TO:</b>	Boards of Commissioners Fresno Housing Authority	<b>DATE:</b>	1/22/2016
<b>FROM:</b>	Preston Prince <i>[Signature]</i> CEO/Executive Director	<b>BOARD MEETING:</b>	1/26/2016
<b>AUTHOR</b>	Hilda Reeves District Manager	<b>AGENDA ITEM:</b>	8c
<b>RE:</b>	Authorization of Charge-off Uncollectible Accounts to Collection Losses for the 4th Quarter of 2015 for the City 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 City Housing Management Programs for the Fourth Quarter of 2015 is found below.

### Fourth Quarter Financial Impact:

Fourth Quarter Collection Losses for the City total \$13,659.98. Of this amount, \$10,248.07 will be charged to the Public Housing Program, \$197.08 will be charged to Mariposa Farm Labor Housing and \$3,214.83 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 Fourth 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 FOURTH 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 \$13,659.98.

PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF JANUARY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

**PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:**

	LOW INC. PUB.HSG.	GARLAND GARDENS	MARIPOSA FARM LABOR
TYPE OF CHARGES	AMOUNT	AMOUNT	AMOUNT
Dwelling Rent-Qtly	270,150.00	28,577.00	49,437.00
Other Charges-Qtly	0.00	0.00	0.00
Total Charges	<u>270,150.00</u>	<u>28,577.00</u>	<u>49,437.00</u>

**PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:**

	LOW INCOME PUBLIC HSG.		GARLAND GARDENS		MARIPOSA FARM LABOR	
TYPE OF CHARGES	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	5,458.25	53.26%	\$1,091.43	33.95%	187.08	0.00%
Legal Action	4,149.60	40.49%	355.00	11.04%	0.00	0.00%
Miscellaneous Charges	640.22	6.25%	1,768.40	55.01%	10.00	0.00%
<i>Total Uncollectible</i>	<u>10,248.07</u>	<u>100.00%</u>	<u>3,214.83</u>	<u>100.00%</u>	<u>197.08</u>	<u>0.00%</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>
<b>LOW INC. PUB. HSG.</b>					
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	3.14%	6.53
Second Quarter 2015	7,535.69	6,929.34	606.35	2.79%	5.80
Third Quarter 2015	12,725.10	12,725.10	0.00	4.71%	9.80
Fourth Quarter 2015	10,248.07	10,248.07	0.00	3.79%	7.89
<b>GARLAND GARDENS</b>					
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	0.68%	1.50
Second Quarter 2015	2,748.55	224.93	0.00	8.26%	18.32
Third Quarter 2015	1,484.89	1,484.89	0.00	4.46%	9.90
Fourth Quarter 2015	3,214.83	1,484.89	0.00	11.25%	21.43
<b>MARIPOSA - FLH</b>					
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	4.51%	3.58
Third Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Fourth Quarter 2015	197.08	197.08	0.00	0.40%	0.33

CHARGE-OFF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FOURTH QUARTER 2015

CITY HOUSING PROGRAMS:

AMP 1	\$ 410.20
AMP 2	<u>\$ 9,837.87</u>
TOTAL LOW INCOME PUBLIC HOUSING	<u>\$ 10,248.07</u>
 GARLAND GARDENS	 \$ 3,214.83
MARIPOSA FARM LABOR	<u>\$ 197.08</u>
TOTAL CITY WRITE-OFFS	<u><u>\$ 13,659.98</u></u>

RECOVERY OF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FOURTH QUARTER 2015

CITY HOUSING PROGRAMS:

AMP 1	\$0.00
AMP 4	\$2,481.67

TOTAL LOW INCOME PUBLIC HOUSING	<u>\$2,481.67</u>
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GARLAND GARDENS	\$ -
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MARIPOSA FARM LABOR	<u>\$ -</u>
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TOTAL CITY WRITE-OFFS RECOVERED	<u>\$2,481.67</u>
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**TO:** Boards of Commissioners  
Fresno Housing Authority

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

**DATE:** 1/22/2016

**BOARD MEETING:** 1/22/2016

**AUTHOR:** Hilda Reeves  
District Manager

**AGENDA ITEM:** 8d

**RE:** Authorization of Charge-off Uncollectible Accounts  
to Collection Losses for the 4th 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 Fourth Quarter of 2015 is found below.

### Fourth Quarter Financial Impact:

Fourth Quarter Collection Losses for the County total \$16,863.10. Of this amount, \$15,111.10 will be charged to the Public Housing Program, \$0.00 will be charged to the Farm Labor Housing Program, \$0.00 to the Firebaugh Family Apts, \$0.00 to the CalHFA Program and \$1,752.00 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 Fourth 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 FOURTH 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 \$16,863.10.

PASSED AND ADOPTED THIS 26th DAY OF JANUARY, 2016. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners



PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:

	LOW INC. PUB. HSG. AMPS 1 - 6	CITRUS FARM LABOR	PARLIER FARM LABOR	FIREBAUGH FAMILY APTS.
TYPE OF CHARGES	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Dwelling Rent-Qtly	630,600.00	19,407.00	52,945.00	46,890.00
Other Charges-Qtly	0.00	0.00	0.00	0.00
NET RENT	630,600.00	19,407.00	52,945.00	46,890.00

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

	LOW INCOME PUBLIC HSG.		PARLIER FARM LABOR		CITRUS FARM LABOR		FIREBAUGH FAMILY APTS.	
TYPE OF CHARGES	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	4,736.61	31.35%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Legal Action	2,947.25	19.50%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Miscellaneous Charges	7,427.24	49.15%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Total Uncollectible	15,111.10	100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%

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
<b>LOW INC. PUB. HSG.</b>					
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
Third Quarter 2015	7,079.56	7,079.56	0.00	1.19%	3.15
Fourth Quarter 2015	15,111.10	7,079.56	0.00	1.12%	3.15
<b>CITRUS GARDENS FARM LABOR</b>					
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
Third Quarter 2015	251.30	251.30	0.00	1.56%	2.79
Fourth Quarter 2015	0.00	0.00	0.00	0.00%	0.00
<b>MENDOTA FARM LABOR</b>					
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	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Fourth Quarter 2015	0.00	0.00	0.00	0.00%	0.00
<b>PARLIER FARM LABOR</b>					
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%	3.16
First Quarter 2015	212.45	212.30	0.15	0.40%	1.77
Second Quarter 2015	1,448.64	1,448.49	0.15	1.19%	12.07
Third Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Fourth Quarter 2015	0.00	0.00	0.00	0.00%	0.00
<b>FIREBAUGH FAMILY APARTMENTS</b>					
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	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Fourth Quarter 2015	0.00	0.00	0.00	0.00%	0.00
<b>PARKSIDE</b>					
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
Third Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Fourth Quarter 2015	0.00	0.00	0.00	0.00%	0.00
<b>MALDONADO MIGRANT</b>					
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
Third Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Fourth Quarter 2015	0.00	0.00	0.00	100.00%	1.00
<b>PARLIER MIGRANT</b>					
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	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Third Quarter 2015	0.00	0.00	0.00	0.00%	0.00
Fourth Quarter 2015	0.00	0.00	0.00	100.00%	1.00

CHARGE-OFF UNCOLLECTIBLE  
ACCOUNTS RECEIVABLE  
FOURTH QUARTER 2015

COUNTY HOUSING PROGRAMS:

AMP 1	\$ 4,946.49
AMP 2	\$ 786.00
AMP 3	\$ 46.42
AMP 4	\$ 4,680.25
AMP 5	\$ -
AMP 6	<u>\$ 4,651.94</u>
TOTAL LOW INCOME PUBLIC HOUSING	<u>\$15,111.10</u>
 FIREBAUGH FAMILY APARTMENTS	 \$ -
PARKSIDE CHFA	\$ -
PARLIER FARM LABOR	\$ -
MENDOTA FARM LABOR	\$ -
MALDONADO MIGRANT	\$ -
PARLIER MIGRANT	\$ 1,752.00
CITRUS FARM LABOR	<u>\$ -</u>
TOTAL COUNTY WRITE-OFFS	<u><u>\$16,863.10</u></u>

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

**COUNTY HOUSING PROGRAMS:**

AMP 1	\$ -
AMP 2	\$ 647.00
AMP 3	\$ -
AMP 4	\$ -
AMP 5	\$ 647.00
AMP 6	<u>\$ -</u>
TOTAL LOW INCOME PUBLIC HOUSING	\$ 1,294.00
MENDOTA FARM LABOR	\$ -
PARLIER FARM LABOR	\$ 3.60
FIREBAUGH FAMILY APTS	\$ -
PARKSIDE	\$ -
PARLIER MIGRANT	<u>\$ -</u>
TOTAL COUNTY WRITE-OFFS RECOVERED	<u>\$ 1,297.60</u>



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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**DATE:** 1/22/2016  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**BOARD MEETING:** 1/26/2016  
**AUTHOR** Lisa Bechtel  
HR Manager  
**AGENDA ITEM:** 8e  
**RE:** Smoking and Tobacco Use Policy

### Executive Summary

It is the policy of the Fresno Housing Authority (the "Agency") to foster a work environment free of safety and health hazards. In consideration of the needs and sensitivities of other staff and the public, and with the authorization of the California Government Code, the Agency is proposing a policy that restricts smoking/tobacco use on Agency properties in certain areas. The policy provides guidelines for smoking/tobacco related activities in relation to the workplace and consequences for violation of this policy.

The Smoking and Tobacco Use policy is a new policy that has been developed based on industry best practices, in partnership with our Human Resources legal counsel, as part of our ongoing review, development and update of Agency policies. Staff has met and agreed with our labor partners regarding the points in this policy.

### Recommendation

It is recommended that the Boards of Commissioners approve and adopt the attached Smoking and Tobacco Use Policy.

### 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 SMOKING AND TOBACCO USE POLICY**

WHEREAS, it is the policy of the Housing Authority of the City of Fresno (the “Agency”) to foster a work environment free of safety and health hazards; and

WHEREAS, the Agency, upon the recommendation of the Human Resources legal counsel and with the authorization of the California Government Code, is proposing a new Smoking and Tobacco Use Policy; the purpose of the Smoking and Tobacco Use Policy is to restrict smoking and tobacco use in certain areas on Agency properties;

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 proposed policy.

PASSED AND ADOPTED THIS 26<sup>th</sup> day of January, 2016. 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 SMOKING AND TOBACCO USE POLICY**

WHEREAS, it is the policy of the Housing Authority of Fresno County (the “Agency”) to foster a work environment free of safety and health hazards; and

WHEREAS, the Agency, upon the recommendation of the Human Resources legal counsel and with the authorization of the California Government Code, is proposing a new Smoking and Tobacco Use Policy; the purpose of the Smoking and Tobacco Use Policy is to restrict smoking and tobacco use in certain areas on Agency properties;

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

PASSED AND ADOPTED THIS 26<sup>th</sup> day of January, 2016. 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

## Smoking and Tobacco Use Policy

### Introduction

The Fresno Housing Authority (“Agency”) values the safety and health of our staff and visitors and seeks to comply with local and state laws requiring smoke free workplaces.

### Purpose

The Smoking and Tobacco Use Policy is designed to foster the health and safety of all employees, residents, and visitors while they conduct Agency business. It is not intended to totally prohibit smoking/tobacco use on Agency properties, but does restrict smoking/tobacco use in certain areas.

### Applicable Laws

- California Government Code Section 7596
- California Government Code Section 7597
- California Labor Code Section 6404.5
- California Code of Regulations Section 5148 (8 CCR 5148).

### Policy

In keeping with the commitment to a philosophy of providing a work environment free of safety and health hazards, smoking/tobacco use is not permitted in the workplace.

The prohibition on smoking and tobacco use is intended to include, but is not limited to, the use of chewing tobacco; the inhaling, exhaling, burning or carrying of any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. Further, smoking includes the use of electronic smoking devices, “e-cigarettes,” vapor producing devices, etc.

Smoking/tobacco use is prohibited in the following areas:

- inside all Agency buildings, rented, leased, or owned;
- lobbies, lounges, waiting areas;
- elevators;
- stairwells;
- restrooms;
- garage and storage areas (where combustible fumes can collect);
- areas where chemicals are used;
- designated areas where an occupational safety or health hazard might exist;
- within 20 feet of outside entrances/exits to public buildings;

*Smoking Policy. Issued xx/xx/2015*

- Agency vehicles;
- any other work areas.

Employees who wish to smoke and/or use tobacco must limit these activities to break and meal periods and smoking/tobacco use must not interfere with the employee's overall work productivity or performance. Smoking/tobacco use is permitted in designated outdoor areas only.

Employees are expected to exercise common courtesy and to respect the needs and sensitivities of co-workers and the public with regard to the smoking and tobacco use policy.

Employees who violate this policy will be subject to disciplinary action up to and including termination.

### **Responsibility**

Each and every employee and officer is required to abide by the provisions set forth in this policy. 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.





## BOARD MEMO

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<b>TO:</b>	Boards of Commissioners Fresno Housing Authority	<b>DATE:</b>	1/22/2016
<b>FROM:</b>	Preston Prince <i>PP</i> CEO/Executive Director	<b>BOARD MEETING:</b>	1/26/2016
<b>AUTHOR</b>	Jim Barker Chief Financial Officer	<b>AGENDA ITEM:</b>	8f
<b>RE:</b>	Approval of the Banking Services Contract		

### Executive Summary

The purpose of this memo is to update the Boards concerning the status of the Agency's Banking Services Request for Proposals (RFP). The RFP solicited proposals from qualified banking institutions to provide general banking services for the Agency. After the evaluation process, the Agency selected Wells Fargo as the highest rated responsive and responsible proposer. The Agency has completed extensive planning and account setup protocols and has activated smaller related party accounts with Wells Fargo. Agency accounts will go live in February or March of 2016. To date, no contract has actually been executed between the Agency and Wells Fargo, pending completion of due diligence and other set-up processes. In order to take full advantage of the five-year window afforded in this procurement, management believes that it would be prudent to amend the initiation date of the contract from 2015 to 2016.

### Fiscal Impact

Management anticipates that this contract will be in an approximate amount not to exceed \$140,000 per year in service fees.

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to amend the first term to begin 2/1/16, making the contracts first term from 2/1/16 to 1/31/17. The contract would continue to provide for four (4) optional one (1) year extensions, for a potential total contract length of up to 5 years.

### Background

In June of 2014, the Agency published an RFP to solicit for Banking Services. As a result of the RFP, the Agency received proposals from 3 banking institutions. Following the evaluation of proposals and subsequent interviews of the 3 qualified firms, Wells Fargo Bank, N.A. was recommended for award of the contract. At the Board Meeting of November 19, 2014, the Boards of Commissioners ratified resolutions to enter into contract negotiations with Wells Fargo.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION APPROVING AWARD AND EXECUTION OF CONTRACT FOR  
GENERAL BANKING SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") solicited proposals from qualified banking institutions to provide general banking services; and

WHEREAS, Wells Fargo Bank, N.A. was a responsive and responsible institution who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD); and

WHEREAS, the Agency desires to enter into a contract with Wells Fargo Bank, N.A. for general banking services for one year, effective February 1, 2016, for an amount not to exceed \$140,000; and

WHEREAS, the term of said contracts will expire January 31, 2017, and will be renewable for up to four additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby approve the one-year general services contract, beginning February 1, 2016 to January 31, 2017, with Wells Fargo Bank, N.A., and authorize Preston Prince, CEO/Executive Director, or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF JANUARY, 2016. 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 GENERAL  
BANKING SERVICES**

WHEREAS, the Housing Authority of Fresno County (the "Agency") solicited proposals from qualified banking institutions to provide general banking services; and

WHEREAS, Wells Fargo Bank, N.A. was a responsive and responsible institution who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD); and

WHEREAS, the Agency desires to enter into a contract with Wells Fargo Bank, N.A. for general banking services for one year, effective February 1, 2016, for an amount not to exceed \$140,000; and

WHEREAS, the term of said contracts will expire January 31, 2017, and will be renewable for up to four additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby approve the one-year general services contract, beginning February 1, 2016 to January 31, 2017, with Wells Fargo Bank, N.A., and authorize Preston Prince, CEO/Executive Director, or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF JANUARY, 2016. 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

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TTY (800) 735-2929

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

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

**FROM:** Preston Prince *[Signature]*  
CEO/Executive Director

**AUTHOR** Caleb Brooks  
Procurement Coordinator

**DATE:** 1/22/2016

**BOARD MEETING:** 1/26/2016

**AGENDA ITEM:** 8g

**RE:** Consideration of Contract for Unarmed Security Services

### Summary

The purpose of this memo is to update the Board of Commissioners on the status of the Agency's Unarmed Security Guard Services RFP, and to request approval to proceed with a contract award to CIS Security to provide the services of a security guard(s) at Agency properties and/or offices when required. The agreement will be an initial one-year term with four renewal option years, for a total potential term of five years.

In July of 2015, the Agency published an RFP to solicit proposals from qualified security services firms to provide a guard(s) on a recurring schedule at several Agency properties including the Renaissance developments, Emergency Housing, Parlier Migrant Center, and the Central Office. In response, the Agency received proposals from five companies: ABC Security, American Guard Services, CIS Security, National Security Industries & Services, and Security Pros Private Security.

The RFP methodology considers both price and technical factors when evaluating a proposal. In the case of this RFP, consideration was given to cost, capability to maintain level of service, and successful past performance. Based on this assessment, the selection committee consisting of staff from Assisted Housing, Property Management, and Finance recommended award to CIS Security.

The rankings of the five proposals are as follows:

Name of Proposer	Location	Total Score (Average)
CIS Security	Fresno, CA	87
National Security Industries & Services	San Jose, CA	83
ABC Security Service	Oakland, CA	82
American Guard Services	Carson, CA	81
Security Pros	Fresno, CA	60

**Anticipated Fiscal Impact**

The total estimated costs for security services across the Agency are expected to be \$375,000. This estimate is based on the average security services expenses at the aforementioned properties over the past several years. The appropriate estimated expenses for each department or property that utilizes security services were included in the 2016 adopted budget. Staff continues to review the need for security services at each relevant property and will utilize them when necessary. The proposed not-to-exceed (NTE) amount of \$384,000 is an estimate of what may be needed for services across the agency.

**Recommendation**

It is recommended that the Boards of Commissioners enter into a contract with the top rated proposer, CIS Security for an initial term of one year with the option to renew for an additional four (4) one (1) year periods with an amount not to exceed \$384,000 per year. It is further recommended to authorize Preston Prince, the CEO/Executive Director, or his designees, to complete final negotiations with CIS Security, and execute the final contract.

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

**RESOLUTION APPROVING AWARD AND EXECUTION OF CONTRACT FOR**  
**UNARMED SECURITY GUARD SERVICES.**

WHEREAS, the Housing Authority of the City of Fresno recently solicited proposals from qualified firms to provide unarmed security services; and

WHEREAS, CIS Security is a responsive and responsible firm who provided qualifications and prices that are most advantageous to the Housing Authority of the City of Fresno, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD); and

WHEREAS, the Housing Authority of the City of Fresno desires to enter into a contract with CIS Security for unarmed security guard services for one year, beginning February 1, 2016, for an amount not to exceed \$384,000; and

WHEREAS, the term of said contracts will expire January 31, 2017, and will be renewable for up to four additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

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 execute on behalf of the Housing Authority of the City of Fresno the

aforementioned contract and supporting documents with CIS Security for unarmed security guard services.

PASSED AND ADOPTED THIS 26<sup>th</sup> day of January, 2016. 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**  
**UNARMED SECURITY GUARD SERVICES.**

WHEREAS, the Housing Authority of Fresno County recently solicited proposals from qualified firms to provide unarmed security services; and

WHEREAS, CIS Security is a responsive and responsible firm who provided qualifications and prices that are most advantageous to the Housing Authority of the County of Fresno, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD); and

WHEREAS, the Housing Authority of Fresno County desires to enter into a contract with CIS Security for unarmed security guard services for one year, beginning February 1, 2016, for an amount not to exceed \$384,000; and

WHEREAS, the term of said contracts will expire January 31, 2017, and will be renewable for up to four additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

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 CIS Security for unarmed security guard services.

PASSED AND ADOPTED THIS 26<sup>th</sup> day of January, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**DATE:** 1/22/2016  
**BOARD MEETING:** 1/26/2016  
**AUTHOR:** Dave Brenner  
Community Development  
Coordinator  
**AGENDA ITEM:** 8h  
**RE:** Approval of GC/CM Services Contract – Shockley Terrace

### Executive Summary

The Shockley Terrace project (the “Project”) is the redevelopment of an existing public housing site in Selma, CA, under the Rental Assistance Demonstration (RAD) program. Construction on the project is anticipated to begin in March of 2016.

To ensure a substantial review of the construction drawings for constructability and value engineering, the Agency issued a Request for Proposals for General Contractor/Construction Management Services, including pre-construction consulting, on November 22, 2015. A total of four proposals were received in response to the solicitation. After a comprehensive review, the highest ranked proposer was Brown Construction, Inc. The proposals were ranked based on firm history, capability, track record and relevant experience, project team, project schedule, fee structure and economic opportunities outreach. Members of the evaluation committee included Agency staff from three different departments and two panelists from outside the Agency. The ranking of the four proposals is as follows:

### Proposer’s Ranking Comparison

Name of Proposer	Average Points FH Evaluation
Brown Construction, Inc.	82.2
Bernards	75.7
Quiring	73.9
ProWest Constructors	61.7

### Recommendation

It is recommended that the Board of Commissioners award the General Contractor/Construction Management Services Contract to Brown Construction, Inc. for the Shockley Terrace project, at no cost for pre-construction consultancy services and for an amount not to exceed 13.95%

of construction costs for General Contracting services. It is further recommended to authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate and execute the contract subject to satisfactory review and approval by legal counsel.

### **Fiscal Impact**

The contract will be worth 13.95% of the total construction costs in the project budget, or approximately \$1,000,000 based on preliminary estimates, and will be paid from the project budget. Pre-construction consultancy services will be provided at no cost.

### **Background Information**

The Shockley Terrace parcel currently has occupied housing units on approximately 60% of its area. The site is located in a quiet residential neighborhood one third of a mile from downtown Selma. The site plan re-envision the site with two-story structures around a central community space. The project proposes the demolition of 25 existing units for the new construction of 48 units and a new community building. The proposed construction will increase residential density and provide space for on-site services.

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

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

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION  
MANAGEMENT SERVICES FOR THE 48 UNIT SHOCKLEY TERRACE PROJECT**

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

WHEREAS, the Authority has received a preliminary award of tax credits from the California Tax Credit Allocation Committee ("TCAC") for the Shockley Terrace project (the "Project"); and,

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management ("GC/CM") Services for the Project; and,

WHEREAS, Brown Construction, Inc. scored the highest of the four firms which submitted proposals;

WHEREAS, the Authority desires to enter into a contract with Brown Construction, Inc. for the services specified in their proposal, at no cost for pre-construction consultancy services and for a fee not to exceed 13.95% of the construction budget for the work to be completed between the Project closing and the completion of construction;

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

PASSED AND ADOPTED THIS 26th DAY OF January, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

*County Resolution – GCCM Contract for Shockley Terrace*

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



## BOARD MEMO

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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**DATE:** 1/22/2016  
**BOARD MEETING:** 1/26/2016  
**AUTHOR:** Scott Berry  
Community Development Analyst  
**AGENDA ITEM:** 8i  
**RE:** Approval of GC/CM Services Contract – Lowell  
Neighborhood Project

### Executive Summary

The Lowell Neighborhood Project is a 30 unit, scattered site development in the Lowell District near Downtown Fresno. The development received a notification of award from the California Tax Credit Allocation Committee on September 23, 2015. Construction is anticipated to begin in March of 2016.

To ensure a substantial review of the construction drawings for constructability and value engineering, the Agency issued a Request for Proposals for General Contractor/Construction Management Services on November 22, 2015. A total of three proposals were received in response to the solicitation. After a comprehensive review, the highest ranked proposer was Brown Construction, Inc. The proposals were ranked based on firm history, capability, track record, relevant experience, project team, project schedule, fee structure and economic opportunities outreach. Members of the evaluation committee included Agency staff from 3 different departments and 2 panelists from outside the Agency. The ranking of the three proposals are as follows:

### Proposer's Ranking Comparison

Name of Proposer	Average Points FH Evaluation
Brown Construction, Inc.	84.0
Bernards	74.8
ProWest Constructors	62.3

Based on the final scoring, Brown Construction, Inc. was selected as the General Contractor/Construction Manager for the Lowell Neighborhood

Project. Brown Construction is a responsive and responsible firm, with extensive affordable housing experience.

### **Recommendation**

It is recommended that the Board of Commissioners award the General Contractor/Construction Management Services Contract to Brown Construction, Inc. for the Lowell Neighborhood Project, for an amount not to exceed \$10,000 for pre-construction consultancy services and 13.95% of construction costs for General Contracting services and further authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee to negotiate and execute the contract subject to satisfactory review and approval by legal counsel.

### **Fiscal Impact**

The proposed contract is structured in two phases. During the pre-construction phase, Brown Construction will perform consultant services at an amount not to exceed \$10,000. The second phase of the contract will be worth 13.95% of the total construction costs in the project budget, or approximately \$700,000 based on preliminary estimates, and will be paid from the project budget.

### **Background Information**

The Project consists of two different sites in the “Lowell District” of Fresno. The first site is located at 240-250 N. Calaveras Street and the second is at 146 N. Glenn Avenue. The Calaveras site is multifamily housing that is currently occupied. It consists of 22 total units, all of which will be rehabilitated. 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 purchased the Calaveras site on September 30, 2015 and entered into an Option to Purchase the Glenn site with Better Opportunities Builder on January 15, 2015. The Project received an award of \$1.2 million in HOME funds from the City of Fresno and \$5,205,101 in Low Income Housing Tax Credits in September, 2015.

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION  
MANAGEMENT SERVICES FOR THE 30 UNIT LOWELL NEIGHBORHOOD PROJECT**

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

WHEREAS, the Authority has received a preliminary award of tax credits from the California Tax Credit Allocation Committee ("TCAC") for the Lowell Neighborhood Project (the "Project"); and,

WHEREAS, the Authority released a request for proposals for General Contractor/Construction Management ("GC/CM") Services for the Project; and,

WHEREAS, Brown Construction, Inc. scored the highest of the three firms which submitted proposals; and,

WHEREAS, the Authority desires to enter into a contract with Brown Construction, Inc. for the services specified in their proposal at \$10,000 for pre-construction consultancy services and for a fee not to exceed 13.95% of the construction budget for the work to be completed between the Project closing and the completion of construction;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorizes Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to negotiate and execute on behalf of the Authority a GC/CM contract with Brown Construction, Inc. for the Lowell Neighborhood Project.

PASSED AND ADOPTED THIS 26th DAY OF JANUARY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:



*City Resolution – GCCM Contract for Lowell Neighborhood Project*

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**DATE:** 01/22/2016  
**BOARD MEETING:** 01/26/2016  
**AUTHOR:** Juan Lopez  
Senior Housing Analyst  
**AGENDA ITEM:** 9a  
**RE:** 2015 Summary - Leasing and Housing Assistance  
Payments (HAP) Pacing for the Housing Choice Voucher (HCV) Program

### **Executive Summary**

In the Housing Choice Voucher (HCV) program, leasing activity in the preceding year serves as the basis for HAP funding in the following year. The 2015 utilization rates in both City and County HCV Programs ended the Calendar Year (CY) 2015 in a position to earn our agency maximum points in key indicators that will maximize 2016 HAP funding. 2016 HAP funding eligibility is expected to be 100% of 2015 usage.

### **City HCV**

HAP expenditures for the year totaled \$43.58 million. PHA-held reserves increased by \$1.66 million for the year while HUD-held reserves decreased by \$26 thousand, resulting in a total HAP reserve of \$3.5 million.

Voucher utilization for CY 2015 was 98.28%. Under the lease-up Indicator of the Section Eight Management Assessment Program (SEMAP), a minimum of 98% in either HAP or voucher utilization rates will result in the full 20 points, as in the case of the City's HCV Program.

### **County HCV**

HAP expenditures for the year totaled \$35.29 million. PHA-held reserves increased by \$558 thousand for the year while HUD-held reserves decreased by \$943 thousand, resulting in a total HAP reserve of \$1.13 million.

Voucher utilization for CY 2015 was 99.99%. Under the lease-up Indicator of SEMAP, a minimum of 98% in either HAP or voucher utilization rates will result in the full 20 points, as in the case of the County's HCV Program.

### **Recommendation**

This item is informational only. No action is necessary.



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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**DATE:** 01/21/2016  
**BOARD MEETING:** 01/26/2016  
**AUTHOR:** Michael Duarte  
Director, Planning and Development  
**AGENDA ITEM:** 9b  
**RE:** 2016 Budget Adoption – Mixed Finance Properties

### Executive Summary

Over the past seven years, the Boards have approved over 20 projects, beginning with Yosemite Village, and including Granada Commons, two phases of Parc Grove Commons, three Renaissance projects, four RAD projects, and several other developments throughout Fresno County. We collectively call these groups of projects the “Mixed Finance Properties” because we used several (“mixed”) financing sources to acquire and construct the units.

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

- Renting, maintaining, and repairing the project, as needed
- Selecting the property management company
- Monitoring tenant and financial compliance, and
- Preparing reports, including the annual financial audit

Another one of the responsibilities of the managing general partner is to review and approve the annual operating budgets and financial performance for the partnerships. However, because the Fresno Housing Authority originally sponsored these projects and has a vested interest in the success of the properties, staff will be presenting the 2016 annual budgets for each of the properties to the Board of Commissioners, and then later requesting that the Silvercrest, Inc. Board of Directors adopts the budgets.

### Recommendation

This item is information only. No action is required. However, Board of Directors for the Silvercrest, Inc. will be asked to approve the 2016 Budgets that will be presented.



## BOARD MEMO

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<b>TO:</b>	Boards of Commissioners Fresno Housing Authority	<b>DATE:</b>	01/22/2016
<b>FROM:</b>	Preston Prince <i>P. Prince</i> CEO/Executive Director	<b>BOARD MEETING:</b>	01/26/2016
<b>AUTHOR</b>	Michael Duarte Director, Planning & Community Development	<b>AGENDA ITEM:</b>	9c
<b>RE:</b>	Development Pipeline Update		

### Executive Summary

Staff will give an overview of all pre-development projects, including: Lowell Neighborhood Project, Shockley Terrace, Edison Plaza Phase II, Magill Terrace, Memorial Village, and others.

### Recommendation

None at this time. Informational only.



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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *P. Prince*  
CEO/Executive Director  
**DATE:** 01/22/2016  
**BOARD MEETING:** 01/26/2016  
**AUTHOR:** Angie Nguyen  
Director, Strategic  
Initiatives & Housing  
Programs  
**AGENDA ITEM:** 10a  
**RE:** Boys & Girls Clubs of Fresno County Service Agreements  
for FY 2016

### Executive Summary

The Housing Authorities of the City and County of Fresno (FH) has had a long-standing partnership with the Boys and Girls Club of Fresno (B/G Club) for the delivery of social, educational, recreational, and prevention services to residents from public housing. In the County, The B/G Club expanded services to our Mendota property in 2015. This welcomed addition increased the number of B/G Clubs in the County to nine (9). The other FH communities served are Del Rey, Firebaugh, Huron, Orange Cove, Parlier, Pinedale, Reedley, and Sanger. In the City, youth may access services at any of the B/G Clubs strategically placed in East, West, Central, and South Fresno areas.

Financial support for the provision of services has been allocated to B/G Clubs with the highest levels of participation from public housing residents as verified via annual enrollments. However, limitations in the access to eligible funding and the need to support services targeted to other demographics within our housing programs, has resulted in a gradual decrease in funding as previously communicated to the Boards. There is a proposed five percent (5%) decrease in financial support to the B/G Club for fiscal year 2016 from last year's allocation.

The agencies continuously make adjustments throughout the year as new funding opportunities become available to aid in the alignment of goals and outcomes. The inclusion of B/G Club in initiatives that address our resident services priorities of Education, Health & Wellness, and Wage Progression remains a focus to our agency to serve as a benefit to our youth and families.

### Fiscal Year Comparison of Financial Support

The chart below reflects the financial support for services delivered by B/G Club in their respective fiscal years and jurisdictions.

	City	County
FY15	\$90,972	\$276,283
FY16	\$86,424	\$262,469
(+/-)	-\$4,548	-\$13,814

### Recommendation

It is our recommendation that the Boards of Commissioners authorize the execution of Service Agreements between FH and B/G Club for the amounts noted above for FY16. The Agreements will include, but not be limited to:

1. Operating term of January 1, 2016 to December 31, 2016
2. The name of the entity/jurisdiction providing the financial support and specify value (i.e. City, County, Limited Partnership).
  - a. If financial support is renewed upon the end of this term and access to funds remains limited, a minimum additional five-percent (5%) decrease will be applied.
3. Goals and Outcomes that align with FH Focus Areas for service delivery.
  - a. Frequency of invoicing and reporting.

### Sources for Financial Support

A total of six (6) Service Agreements will be executed to reflect the financial source for services in the County (1), City (1), and four (4) Limited Partnerships.

County LIPH Operating Funds and/or Reserves	City LIPH Operating Funds and/or Reserves	Limited Partnerships
Del Rey	Sequoia Courts	Orange Cove RAD, LP
Huron	Sequoia Courts Terrace	Mendota RAD, LP
Pinedale	Fairview Heights Terrace	Viking Village RAD, LP
Reedley	Sierra Plaza	Southeast Fresno RAD, LP
Parlier	DeSoto Gardens	
Firebaugh		
Sanger		

### Fiscal Impact

There is no increased fiscal impact.

**Background Information**

The B/G Club of Fresno is a nationally recognized non-profit organization that is highly respected in our community. It is not uncommon for Public Housing Agencies throughout the nation to partner with B/G Clubs. Large metropolitan cities with high densities of youth have sought B/G Club partnerships to mediate the prevalence of risky behaviors; rural communities seek the same but with the added challenge of scarce resources. The geographic and demographic landscape of the City and County of Fresno poses both scenarios, particularly in the County where the B/G Club is often the only youth service provider within reach.

Representatives from the B/G Club of Fresno will provide a brief overview of FY15 outcomes and goals for FY16.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**Boys and Girls Club of Fresno County Service Agreement**

WHEREAS, the Housing Authority of the City of Fresno enters into agreement with Boys and Girls Clubs of Fresno County for social, educational, recreational and prevention program services to residents with emphasis on Education, Health & Wellness, & Wage Progression; and,

WHEREAS, Boys and Girls Clubs of Fresno County will be deliver services to residents in Sequoia Courts, Sequoia Courts Terrace, Sierra Plaza, Fairview Heights Terrace, Yosemite Village, DeSoto Gardens, Cedar Courts, and Viking Village; and,

WHEREAS, the Housing Authority of the City of Fresno will compensate Boys and Girls Clubs of Fresno County upon submission of invoice and report of such services up to the amount of \$86,424 for the operating period of January 1, 2016 to December 31, 2016;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorizes the CEO/Executive Director or his designee to negotiate and execute a service agreement, its applicable amendments, and other ancillary documents in connection to said partnership.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF January, 2016. 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

**Boys and Girls Club of Fresno County Service Agreement**

WHEREAS, the Housing Authority of Fresno County enters into agreement with Boys and Girls Clubs of Fresno County for social, educational, recreational and prevention program services to residents with emphasis on Education, Health & Wellness, and Wage Progression; and,

WHEREAS, Boys and Girls Clubs of Fresno County will be deliver services to residents in Del Rey, Huron, Pinedale, Reedley, Parlier, Firebaugh, Sanger, Orange Cove, and Mendota; and,

WHEREAS, the Housing Authority of Fresno County will compensate Boys and Girls Clubs of Fresno County upon submission of invoice and report of such services up to the amount of \$262,469 for the operating period of January 1, 2016 to December 31, 2016;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County hereby authorizes the CEO/Executive Director or his designee to negotiate and execute a service agreement, its applicable amendments, and other ancillary documents in connection to said partnership.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF January, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



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**TO:** Boards of Commissioners  
Fresno Housing Authority  
**FROM:** Preston Prince *[Signature]*  
CEO/Executive Director  
**DATE:** 01/22/2016  
**BOARD MEETING:** 01/26/2016  
**AUTHOR:** Christina Husbands  
Community Development Manager  
**AGENDA ITEM:** 10b  
**RE:** Approval to Submit Rental Assistance Demonstration (RAD) Application for Oak Grove (Parlier)

### Executive Summary

At the board meeting held October 22, 2014, the Fresno Housing Authority (FH) Board approved the submission of a Rental Assistance Demonstration (RAD) applications to the Department of Housing and Urban Development (HUD) for five Low Income Public Housing (LIPH) complexes within the County of Fresno for the purpose of converting the sites from LIPH to Project-Based Rental Assistance (PBRA).

The applications were submitted to HUD on October 31, 2014, along with a portfolio application to lock in the option for FH to convert the remaining LIPH units within the County of Fresno.

On July 27, 2015, staff held a planning meeting to prioritize potential projects for 2016 applications. Based on the needs of the community, Oak Grove was recommended as a potential priority for a 2016 tax credit application. As a result, staff has prepared an application for the conversion of the LIPH assistance for 50 units at Oak Grove in Parlier, CA to PBRA under the RAD program. The project envisions the demolition of the existing 50 units and the new construction of 81 units and a community building. Staff expects to submit the RAD application to HUD in early February 2016. If the project is awarded, and the Board of Commissioners accepts the award, staff would pursue project financing during 2016.

Neither the submission of the RAD application or the award of a RAD project application obligates the Fresno Housing Authority to implement the conversions. Should the Board of Commissioners accept the award, staff would pursue project financing during 2016 to undertake the proposed revitalization of the property and would return to the Board for financing commitments at that time.

### Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority approve the RAD application submission to HUD for Oak Grove (Conversion of 50 units in County AMP CA028000003) and authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, the

Deputy Executive Director, and/or their designee to execute any and all ancillary documents connected herewith.

**Fiscal Impact**

A financial pro-forma showing the impact of the proposed project can be found in the attached RAD application board approval form. No financing commitments are being requested at this time.

**Background Information**

RAD is a federal program that allows projects funded under Low-Income Public Housing (LIPH) to convert the rental assistance to long-term, Project-Based Rental Assistance (PBRA) contracts. No incremental funds are authorized under RAD, and Public Housing Authorities must convert their assistance at current subsidy levels.

Oak Grove is an LIPH family project consisting of 50 units in Parlier, CA. The proposed conversion envisions demolition of the existing units and the new construction of 81 units at the original site.

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

**RESOLUTION APPROVING THE HOUSING AUTHORITY OF FRESNO COUNTY TO  
SUBMIT A RENTAL ASSISTANCE DEMONSTRATION (RAD) APPLICATION TO THE  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR OAK GROVE  
(COUNTY AMP CA028000003, PARLIER)**

WHEREAS, the mission of the Housing Authority of Fresno County (the Agency) includes the development and provision of affordable housing units within the boundaries of Fresno County; and

WHEREAS, the Agency is obligated to provide housing opportunities for low and moderate-income households within a variety of communities; and

WHEREAS, the U.S. Department of Housing and Urban Development is conducting a demonstration program that allows the conversion of public housing subsidy; and

WHEREAS, the conversion of the public housing subsidy will allow much needed revitalization; and

WHEREAS, staff has performed an evaluation process of the Agency's existing public housing stock and determined Oak Grove in Parlier, CA fits with the intended demonstration program goals; and

WHEREAS, staff has been conducting updates and informational sessions with residents who will be affected by the rehabilitation work;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby authorize the submission of a Rental Assistance Demonstration (RAD) application to the U.S. Department of Housing and Urban Development for Oak Grove (County AMP CA028000003P, Parlier), and authorizes Preston Prince, the

CEO/Executive Director, Tracewell Hanrahan, the Deputy Executive Director, and/or their designee to execute all contracts and ancillary documents in connection therewith.

PASSED AND ADOPTED THIS 26<sup>th</sup> day of January, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



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## EXECUTIVE DIRECTOR'S REPORT

**TO:** Boards of Commissioners **DATE:** 01/22/2016  
Fresno Housing Authority  
**FROM:** Preston Prince *P.P.* **BOARD MEETING:** 01/26/2016  
CEO/Executive Director  
**AUTHOR** Staff **AGENDA** 11  
**ITEM:**  
**RE:** Executive Director's Report – January 2016

### 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.*

#### December Occupancy

December City Occupancy <b>99.15%</b>					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	2	99%
City AMP 2	8	244	243	3	99%
Southeast Fresno RAD	3	193	191	1	99%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	1	98%
Renaissance Trinity	1	21	20	0	100%
Renaissance Alta Monte	1	30	29	0	100%
Renaissance Santa Clara	1	70	69	0	100%
<b>Total City</b>	<b>19</b>	<b>836</b>	<b>826</b>	<b>7</b>	<b>99.15%</b>

<b>December City Occupancy (GSF Managed)</b>			<b><u>95.1%</u></b>	
Parc Grove	1	215	213	10
Parc Grove - NW	1	148	147	10
Yosemite Village	1	69	68	1
<b>Total City</b>	<b>3</b>	<b>432</b>	<b>428</b>	<b>21</b>

\*Parc Grove and Parc Grove NW experienced higher than expected vacancies. GSF is working on reducing vacancies by mid month January.

<b>December County Occupancy <u>98.67%</u></b>					
<b>COUNTY</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
County AMP 1	6	150	144	0	100%
County AMP 2	6	194	192	1	99%
County AMP 3*	3	90	89	3	97%
County AMP 4	4	152	151	2	99%
County AMP 5	2	52	52	2	96%
County AMP 6	5	112	111	2	98%
Granada Commons	1	16	15	0	100%
<b>Total County</b>	<b>27</b>	<b>766</b>	<b>754</b>	<b>10</b>	<b>98.67%</b>

\*Vacant Units Pending Reedley RAD Conversion

<b>December County RAD Occupancy <u>99.0%</u></b>					
<b>SITE</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
Mendota RAD	1	124	123	2	98.4%
Orange Cove RAD	1	90	69	0	100.0%
<b>Total County RAD</b>	<b>2</b>	<b>214</b>	<b>192</b>	<b>2</b>	<b>98.96%</b>
<b>December Special Programs Occupancy <u>93.44%</u></b>					
<b>SPECIAL PROGRAMS</b>	<b>No of Properties</b>	<b>Physical Units</b>	<b>Rentable Units</b>	<b>Vacant Units</b>	<b>Occupancy Percentage</b>
Mariposa Farm Labor	1	40	40	2	95%
Parlier Farm Labor	1	40	40	0	100%
Orange Cove Farm Labor*	1	30	30	14	53%
Mendota Farm Labor	1	60	60	0	100%
Firebaugh Family Apts.	1	34	34	0	100%
Garland Gardens (CalHFA)	1	51	51	1	98%
Parkside Apartments (CalHFA)**	1	50	50	3	94%
<b>Total Special Programs</b>	<b>7</b>	<b>305</b>	<b>305</b>	<b>20</b>	<b>93.44%</b>

\*Orange Cove Farm Labor was used to temporarily house Orange Cove RAD families. Eleven units are being turned and will be rented at unrestricted rental rates. Three units are down and in need of major repairs.

\*\*Parkside Apartments in Huron has one scheduled move-in and two pending applicants. We expect to be fully occupied by month's end.

### Wait List Report as of December 31, 2015

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	15,066	9,171	4,592	949	29,778
County LIPH	18,405	17,266	6,619	769	43,059

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		10	119		129
Parkside-S8N/C		15	9	51	75

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
<b>Granada:</b>					
tax credit units			12	8	20
subsidized units			75	19	94
<b>Pacific Gardens :</b>					
tax credit units	10	3	10		23
subsidized units	142	73			215
<b>Parc Grove:</b>					
tax credit units	89	39	33	9	170
subsidized units	2,005	989	190	65	3,249
<b>Yosemite Village</b>	858	175	77	10	1,120

## Planning & Community Development

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

### Development Project Overview

Name of Property	Status	Description/Type	Total Units
Parc Grove Commons Northwest	Permanent Financing	Southeast Corner of Fresno/Clinton Ave Multi-Family	148
City View @ Van Ness	Permanent Financing	802 Van Ness Ave Mixed-Use	45 Units/ 3,000 sf commercial



Kings River Commons	Permanent Financing	2020 E. Dinuba Ave, Reedley, CA Multi-Family	60
Southeast Fresno RAD	Stabilization	Cedar Courts I & II, Inyo Terrace Multi-Family	193
Orange Cove RAD	Stabilization	Kuffel Terrace I & II, Mountain View Multi-Family	90
Mendota RAD	Stabilization	Rios Terrace I & II, Mendota Apts. Multi-Family	124
Viking Village RAD	Stabilization	Multi-Family	40
Marion Villas	Stabilization	Marion & Ellis St, Kingsburg, CA Senior Housing	46
Fulton West/Cedar Heights Scattered Site	Under Construction	541 N. Fulton St and 4532 E. Hamilton Ave Multi-Family	45
Trailside Terrace	Under Construction December 2015	1233 & 1245 G St, Reedley, CA	55
Edison Plaza I	Under Construction December 2015	Walnut/Edison West Fresno, CA	64
Firebaugh Gateway	Under Construction December 2015	1238 & 1264 P St., Firebaugh, CA	30
Shockley Terrace	Pre-Development Finance Closing/ Construction Start March 2016	2132 Locust St, Selma, CA	48
Lowell Neighborhood	Pre-Development Finance Closing/ Construction Start March 2016	240-250 N. Calaveras Street and 146 N. Glenn Avenue, Fresno, CA	30
Edison Plaza II	Pre-Development Anticipated March 2016 Application	Walnut/Edison West Fresno	64
Magill Terrace	Pre-Development	401 Nelson, Fowler, CA	60

	Anticipated March 2016 Application		
Memorial Village	Pre-Development Anticipated March 2016 Application	302 K St, Sanger, CA	55
Oak Grove	Pre-Development Anticipated July 2016 Application	Bigger Street and Parlier Avenue, Parlier, CA	81
Parc Grove Commons NE (Homeless Phase)	Pre-Development Anticipated July 2016 Application	Clinton and Angus, Fresno, CA	40

### **Project Highlights**

Parc Grove Commons Northeast (Veterans Phase) submitted an application to the California Department of Housing & Community Development (HCD) for the Veterans Housing and Homelessness Prevention (VHHP) Program on December 14, 2015. Awards are expected to be announced February, 2016.

The Shockley Terrace project received an award of \$700,000 in County of Fresno HOME funds in December, 2015. The project is expected to close on financing and start construction in March, 2016.

## **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.*

### **Resident Services**

#### **Community Outreach-Holiday Food Baskets**

Fresno Housing Authority collaborated with Fresno Housing Education Corps (FHEC) to distribute 250 Holiday baskets for Fresno Housing Authority residents. The items were purchased from the Food Bank and were delivered to Cedar Courts on December 21, 2015. Housing Authority coordinators, inspectors, property managers, maintenance, and office staff all worked together to coordinate the distribution; to both City and County properties in a timely manner. The baskets included all the items needed to prepare the holiday meal including a fresh chicken. Additionally, for every family that had children in the household, books were gifted to the child based on his or her age. Families were extremely appreciative and happy to have been selected.



### **Parc Grove Commons/Northwest Youth Literacy-“Cookies with Santa”**

Fresno Housing Resident Services in collaboration with Fresno Unified School District (Early Learning Department), Heaton Elementary and Birney Elementary held an event to promote family literacy. “Cookies with Santa” brought together Heaton and Birney Elementary school teachers, their School Principals/Administrators, and families to engage in an evening of celebration. Intertwined in the celebration was messaging focused on increasing passion for reading. Each grade level provided projects for children to take home and continue to learn. All parents participated in the raffle and the grand prize was a holiday basket filled with food to create a special meal.

Many of the families dressed up their children to take pictures with Santa Claus. Each child was provided with a book to take home to continue the literary experience. At the conclusion of the event, each person received cookies and a pint of milk. The School Principals/Administrators of each elementary school spent time getting to know the families in a relaxed environment and appreciated the event. This event will surely contribute to building a foundation of community between scholastics and neighborhood unity.

### **Renaissance at Alta Monte/Renaissance at Trinity Residents Accomplishments & Holiday Dinner**

Renaissance at Alta Monte and Trinity celebrated the month of December. The first event was designed and planned by the Department of Behavioral Health (DBH). DBH support staff created certificates to acknowledge the contribution of Alta Monte and Trinity residents to their community

and neighbors. Support staff, residents, Fresno Housing Resident Services, and DBH – Heritage staff brought their favorite dishes to share. DBH staff and residents decorated the community room to add to the festive atmosphere. The residents were emotional and happy to receive their rewards. Many of them indicated it was their first time receiving a certificate acknowledging their accomplishments. They were proud of the awards they received.

The second event was a united holiday party for all of the Renaissance residents at Alta Monte, Trinity, and Santa Clara. Santa Clara's Fresno Housing staff and DBH support staff hosted the potluck. Residents enjoyed different appetizers, beverages, and music. Each Renaissance resident received a holiday gift created by DBH and Fresno Housing staff.

### **Bicycles Gifted to Huron Children**

On December 24, 2015 our partners from WestCare CA delivered approximately 40 bicycles to our resident ages 5-12 at our Huron property. The bicycles were generously set aside for our children from a donation WestCare received from the Hells Angels in early December.

### **Homeless Initiatives**

#### **Partnerships**

#### **2016 Point in Time Count**

On January 26-28, 2016 Fresno Housing along with community partners of the Fresno Madera Continuum of Care and related agencies, will launch the 2016 Point in Time (PIT) Count. This endeavor counts the number of homeless on the streets of Fresno and Madera Counties on a single point in time, with a follow up survey to ascertain demographics, needs and other particulars of the homeless population. It is thought the event will bring approximately 200+ volunteers from non-profits, government, civic, faith based, educational and other industries together to ultimately assist homeless individuals and families. The information gathered from this event guides the decisions made in the community regarding funding, program design and direction of positive intervention on behalf of the homeless community. For the first time in FMCoC history, FH partnered with Bitwise Industries, a local technology company, to develop a software application for mobile devices to be used in the PIT Count. The development of this application was made possible through funding received by our Federal partners at the U.S. Department of Veteran Affairs. There will be a final report published approximately by May 2016.

### **Assisted Housing Division**

Housing Choice Voucher (HCV) Utilization & Leasing Activity

Date Range 12/1/15 – 12/31/15

Current Month Status						YTD		
Program	Current Waiting List	Applicants Pulled	New Vouchers Issued	Total Vouchers Searching	New Vouchers Leased	Applicants Pulled	New Vouchers Issued	New Vouchers Leased
City	46,274	0	*241	275	43	0	978	286

County	43,988	0	*1	13	19	0	189	835
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## 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 multifamily 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
Parc Grove Commons Northeast (Veterans Phase)	WestCare	Potential partner in the provision of services to property residents
Highway City multifamily housing development/ Early learning center	Highway City CDC Central Community Church Granville Central Unified School District Economic Opportunities Commission	Planning partners, potential development partner, potential service providers

## MANAGEMENT GOALS

*The goals of management include our efforts to stabilize, focus, and extend activities to meet the mandate of our mission through good decisionmaking 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

## **Budgeting and Internal Reporting**

In the month of December, the Finance Department reviewed the Agency's 2015 Year-End financial results in preparation for the process of finalizing the books in February. Department staff also worked on consolidating the 2016 Mixed Finance budgets and are currently in the process of refining these budgets with the input of program managers and other various stakeholders. All other departmental responsibilities such as allocations and budget-to-actual analysis continue as usual.

## **Administrative Services**

### **Procurement**

Procurement staff completed a final draft of procurement procedures and are currently in the process of developing additional training aides to support the procurement policy and procedures. The Communications Department has been working closely with procurement staff on the final edits of the procedures guide. Finally, procurement staff created an outline of 2016 goals for procurements, facilities, and contract administration.

### **Human Resources**

In the month of December, the Human Resources Department brought CalPERS 457 and Self-Help Credit Union to the Central Office to inform employees about retirement and financial planning. Employees had the opportunity to speak with representatives from both organizations about effective ways to save money for retirement. Following these meetings, twenty employees signed up for supplemental retirement plans.

On January 7, 2016 the Human Resources Department hosted a Breakfast and Learn event on the topic of "Effective Communication". The topic was presented by Dr. Jackie Ryle, President of Ryle Resources/Empowerment Strategies. Approximately sixty Agency employees attended the Breakfast and Learn.

The Human Resources department continues to actively recruit for positions within the Accounting and Finance, Fiscal Services, Planning and Community Development, Assisted Housing and Housing Management departments.

### **IT Services**

Bobby Coulter, Information Technology (IT) Services Manager, and Sabrina Kelly, Resident Engagement Manager, met with representatives of BitWise, a Fresno based technology resource, to discuss potential opportunities for introducing residents to technology. As a result, BitWise has offered to provide programmer training to twenty-five Fresno Housing residents.

In the month of December, Mr. Coulter also met with staff from the Fresno Resources Network about data sharing strategies in an effort to gain business intelligence. Additionally, FResNet contacted Agency staff for their advice in regards to utilizing the data being shared in order to help the public. IT staff provided some great feedback that FResNET will use in the process of planning their data strategy.

IT staff recently completed initial Enterprise Management System (EMS) design sessions for Housing Choice Vouchers and Low Income Public Housing in addition to finalizing business process reviews for Construction and Grants Management. Furthermore, preparations were also completed for the initial transfer of Financial, Housing Choice Vouchers and Low Income Public Housing data.

The full implementation of the Yardi system across all Agency departments and sites is scheduled to go live on September 1, 2016.

## **Structure**

*Maintain 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.



# Boys & Girls Club Presentation



3:00 p.m.

**When school's out,  
Clubs are in.**







## Boys & Girls Clubs of Fresno County Mission

**To enable all young people, especially those that need us most, to reach their full potential as productive, caring, responsible citizens.**

The Boys & Girls Clubs of Fresno County (“B&GC”) currently have 20 Clubs that serve over 12,000 youth in Fresno County in urban and rural sites. Targeted youth live in environments with competing forces, both positive and negative, that influence a young person’s life. 859 housing residents are registered members. Many siblings come to special events.



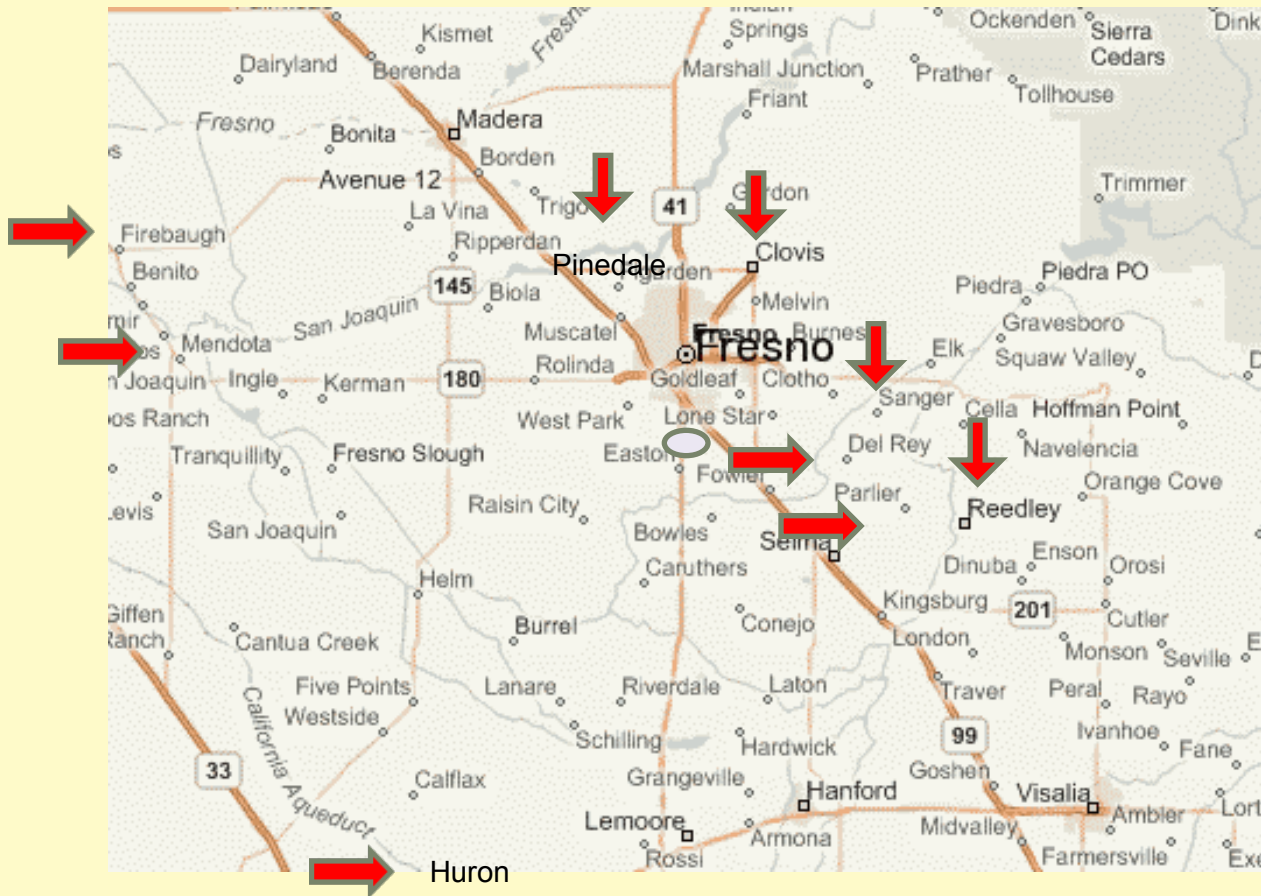


**The Fresno Housing Authorities** funding covers Clubs which are located in the most underserved areas. The “B&GC” sites help combat the most negative trends facing youth in the county, including poverty, dropout rates, violence and gangs.

Mendota, the newest site has 172; 137 which are housing residents.

## Six Contracts:

1. County
2. Orange Cove RAD, LP
3. Mendota RAD, LP
4. City
5. Southeast RAD, LP
6. Viking Village RAD, LP





**County Sites:**

Reedley	Parlier
Sanger	Del Rey
Firebaugh	Huron
Pinedale	



The “B&GC” partnership with the Fresno Housing Authorities is leading today’s generation to be successful in school and, in their adulthood, to be healthy and active, developing strong character skills needed to become future leaders for our country, especially in the rural towns where opportunities are limited.

The Clubs are a safe place, fun, where mentors care about them and give them opportunities with high expectations for participation. Trained Club staff offer programs to youth ages 6-18 years. Clubs are open Monday through Friday afterschool from 2:30 – 7:30pm.





Youth show positive outcomes avoiding delinquent activity and have improved behavior in school measured by member's report cards. Staff track grades, attendance and behavior in school.

Frequent visits to the Clubs helps youth make good use of their free time after school. Youth are encouraged to participate in activities and programs on every visit. The Clubs give youth a safe place to belong with caring staff who know them by name.



The B&GC offers new programs in the Spring, Summer and Fall-Winter. Youth are recruited to the Clubs and drawn into programs that interest them such as sports, computers, art, career exploration and games.

Last year over 200 teens in the city and county go through Career Launch to build their skills in job seeking. Of these youth, 100 teens got a paid summer job through the Career Launch program. 9 teens were housing residents. To Clubs took educational trips to 5 Colleges to help teens see a different future, learning what colleges offer and how to apply for college.



## City Sites: West Fresno & Fink White



Through regular Club programs, youth are included in other types of health and well-being programs including educational, substance abuse and teen pregnancy prevention programs.

Youth are tracked for general attendance and participation in programs. In some programs the youth took pre/post test to measure their knowledge. Programs are designed to serve elementary, middle and high school age groups.





## Southeast Site: East Fresno & Cedar Courts

Clubs use youths interests to draw them into other programs.



Southeast Fresno has an outside lighted field to host the Junior Giants Baseball, NFL Football, Soccer leagues and many outdoor activities.



## Mendota RAD, LP



All six contract sites held summer reading in the Books for Bikes program sponsored by Granville Homes. Over 500 youth in Boys & Girls Club participated to win one of the 250 bikes that were donated. 57 were housing residents that earned a bike. 98% of youth said they enjoyed reading. 95% showed improved reading and writing skills. The summer reading program helps youth avoid summer learning loss and build an enjoyment for reading.





## **Orange Cove RAD,LP**

Cooking classes are taught at the Housing Authority location. The program is modified to serve younger youth who attend the Club. The youth learn concepts such as food handling, washing dishes, following menus and cooking. Teens who are in the program learn life skills and how to get a job in the food industry. Youth take home recipes for their families to use.



Viking Village  
RAD, LP  
At Clovis Boys  
& Girls Club



Some sites are part of the Alebrijes Art Projects where youth are learning about the Mexican cultural creating sculptures that reflect their dreams and fears. Youth will display their art work at an exhibit in February.



Boys & Girls Clubs are open one Saturday a month for teen activities. Teens enjoy time in the Club for just their age group.





**Thank you for your support and giving youth a chance at a healthier life.**



**We thank the Fresno Housing Authorities for supporting Boys & Girls Clubs. Together, we have reached more kids and put them on the path to a great future.**







# ***2015 Housing Choice Voucher - Housing Assistance Payments (HAP) Report***

*January 26, 2016*



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING

# ***Presentation Overview***

- 2015 Voucher Utilization
- 2015 HAP Utilization
- 2015 HAP Reserves



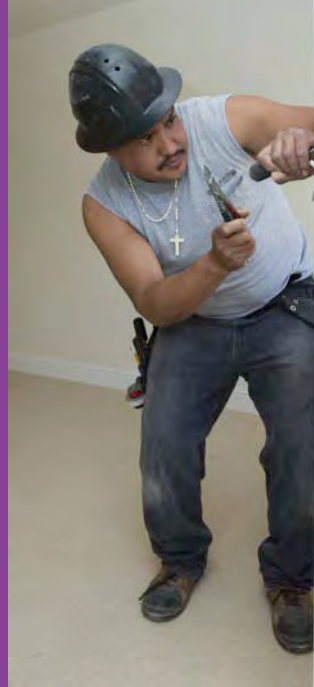
CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING





# ***Voucher Utilization***

- HUD establishes a baseline (maximum) number of vouchers for a Public Housing Agency (PHA)
- One Unit Month Leased (UML) = one voucher (family) leased for one month during the Fiscal Year
- Utilization is calculated by dividing the # of UMLs reported by 12 months and comparing to the baseline



# 2015 Voucher Utilization

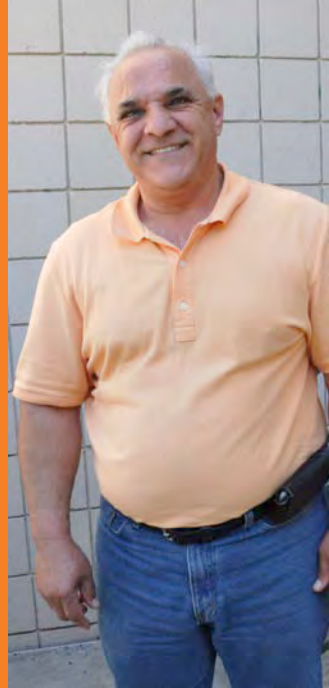
- The benchmark of 98% voucher utilization has been set
  - Internally, we strive for 99% utilization
- The City and County programs had voucher utilization rates of 98.3% and 99.99%, respectively.
- The County's utilization rate is shown without 770 unit months from about 65 over-leased vouchers
  - These vouchers were placed back on the program on January 1, 2016
- Both programs will receive the full 20 points for the purposes of this Section Eight Management Assessment Program (SEMAP) Indicator





# ***HAP Utilization***

- Generally, PHAs require a tenant to pay at least 30% of their income towards rent
- Housing Assistance Payments (HAP) represent the subsidized portion of a tenant's rent
- HUD establishes a current year Budget Authority (BA) based on prior year HAP Expenses and, based on legislation, may prorate an agency's funding eligibility
- Proration has fluctuated between 94% (2013) and 101.2% (2015)



# 2015 HAP Reserves

HAP	City	County
2015 Actual Revenue	45.24	35.86
2015 HAP Expenses	43.58	35.30
<i>+/- PHA-Held Reserve</i>	<i>1.67</i>	<i>.56</i>
<i>+/- HUD-Held Reserve</i>	<i>(.03)</i>	<i>(.94)</i>
<b><i>+/- Total Reserves</i></b>	<b><i>1.64</i></b>	<b><i>(.38)</i></b>



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING



## 2015 HAP Reserves

	City	County
+/- Total Reserves	1.64	(.38)
Begin Reserve Balance	1.91	1.51
<b>Ending Reserve Balance</b>	<b>3.55</b>	<b>1.13</b>
PHA-Held Reserves	1.72	.78
HUD-Held Reserves	1.83	.35

- As a result of HUD's cash management procedures, funds are disbursed on an as-needed basis
- Reserve balances are sufficient to maintain high leasing and serve more families



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING



# Questions?



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING

CITY HAP ANALYSIS - CALENDAR YEAR 2015

HAP	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	CY 2015 Total
Total HAP Revenue (101.2%)	3,772,347	3,847,848	3,847,848	3,741,556	3,858,194	3,892,479	3,614,360	3,805,233	3,805,233	3,774,778	3,454,725	3,826,463	45,241,064
HAP Expenses	3,731,670	3,800,170	3,739,637	3,755,600	3,728,581	3,661,743	3,670,037	3,615,914	3,503,856	3,561,674	3,534,884	3,280,384	43,584,150
Net HAP	40,677	47,678	108,211	(14,044)	129,613	230,736	(55,677)	189,319	301,377	213,104	(80,159)	546,079	1,656,914
Items Impacting NRA*	34	-	106	745	4,815	-	-	-	-	-	-	3,934	9,634
PHA-Held Reserve Balance	\$88,846	\$136,524	\$216,894	\$232,389	\$366,817	\$597,553	\$541,876	\$731,195	\$1,032,572	\$1,245,676	\$1,165,517	\$1,715,530	\$1,715,530
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	-\$311,198	\$0	\$0	\$37,414	\$0	\$0	\$247,805	-\$25,979
HUD-Held Reserve Balance	\$1,858,863	\$1,858,863	\$1,858,863	\$1,858,863	\$1,858,863	\$1,547,665	\$1,547,665	\$1,547,665	\$1,585,079	\$1,585,079	\$1,585,079	\$1,832,884	\$1,832,884
Total HAP Reserve Balance	\$1,947,709	\$1,995,387	\$2,075,757	\$2,091,252	\$2,225,680	\$2,145,218	\$2,089,541	\$2,278,860	\$2,617,651	\$2,830,755	\$2,750,596	\$3,548,414	\$3,548,414
Monthly HAP Revenue Utilization	98.92%	98.76%	97.19%	100.38%	96.64%	94.07%	101.54%	95.02%	92.08%	94.35%	102.32%	85.73%	
YTD HAP Revenue Utilization	98.92%	98.84%	98.29%	98.80%	98.36%	97.64%	98.17%	97.77%	97.14%	96.86%	97.32%	96.34%	96.34%

VOUCHER UTILIZATION													
Baseline	7,081	7,081	7,081	7,081	7,081	7,081	7,128	7,128	7,128	7,128	7,128	7,128	85,254
Total Unit Months Leased	7,073	7,213	7,134	6,979	7,084	7,042	7,090	6,919	6,801	6,861	7,039	6,555	83,790
Variance	(8)	132	53	(102)	3	(39)	(38)	(209)	(327)	(267)	(89)	(573)	(1,464)
YTD Baseline	7,081	14,162	21,243	28,324	35,405	42,486	49,614	56,742	63,870	70,998	78,126	85,254	85,254
YTD Unit Months Leased	7,073	14,286	21,420	28,399	35,483	42,525	49,615	56,534	63,335	70,196	77,235	83,790	83,790
Monthly Utilization	99.89%	101.86%	100.75%	98.56%	100.04%	99.45%	99.47%	97.07%	95.41%	96.25%	98.75%	91.96%	
YTD Utilization	99.89%	100.88%	100.83%	100.26%	100.22%	100.09%	100.00%	99.63%	99.16%	98.87%	98.86%	98.28%	98.28%

AVG HOUSEHOLD INCOME													
Avg Household Inc.	10,361	10,395	10,394	10,304	10,398	10,409	10,412	10,397	10,360	10,360	10,360	10,360	10,376
Per Unit Cost	528	527	524	538	526	520	518	523	515	519	502	500	520

\*Items impacting NRA include: Fraud Recoveries and FSS Escrow Forfeitures

COUNTY HAP ANALYSIS - CALENDAR YEAR 2015

HAP	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	CY 2015 Total
Total HAP Revenue (101.2%)	2,811,731	2,821,292	2,821,292	2,911,256	2,963,606	3,122,334	3,094,197	2,955,212	3,112,212	3,147,003	3,048,308	3,048,308	35,856,751
HAP Expenses	2,719,855	2,881,102	2,975,082	2,962,070	2,984,297	2,980,358	3,082,359	3,046,852	2,957,288	3,015,624	2,934,921	2,759,371	35,299,179
Net HAP	91,876	(59,810)	(153,790)	(50,814)	(20,691)	141,976	11,838	(91,640)	154,924	131,379	113,387	288,937	557,572
Items Impacting NRA*	357	-	3,628	-	-	-	-	-	-	-	-	3,924	7,909
PHA-Held Reserve Balance	\$308,141	\$248,331	\$98,169	\$47,355	\$26,664	\$168,640	\$180,478	\$88,838	\$243,762	\$375,141	\$488,528	\$781,389	\$781,389
Items Impacting HUD Reserve	\$0	\$0	\$219,618	\$0	\$0	-\$270,877	\$0	\$0	-\$376,483	\$0	\$0	-\$515,156	-\$942,898
HUD-Held Reserve Balance	\$1,294,999	\$1,294,999	\$1,514,617	\$1,514,617	\$1,514,617	\$1,243,740	\$1,243,740	\$1,243,740	\$867,257	\$867,257	\$867,257	\$352,101	\$352,101
Total HAP Reserve Balance	\$1,603,140	\$1,543,330	\$1,612,786	\$1,561,972	\$1,541,281	\$1,412,380	\$1,424,218	\$1,332,578	\$1,111,019	\$1,242,398	\$1,355,785	\$1,133,490	\$1,133,490
Monthly HAP Revenue Utilization	96.73%	102.12%	105.45%	101.75%	100.70%	95.45%	99.62%	103.10%	95.02%	95.83%	96.28%	90.52%	
YTD HAP Revenue Utilization	96.84%	99.43%	101.44%	101.52%	101.35%	100.29%	100.19%	100.56%	99.91%	99.48%	99.18%	98.45%	98.45%

VOUCHER UTILIZATION													
Baseline	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	5,652	67,824
Total Unit Months Leased	5,209	5,489	5,670	5,660	5,660	5,725	5,905	5,815	5,699	5,818	5,698	5,466	67,814
Variance	(443)	(163)	18	8	8	73	253	163	47	166	46	(186)	(10)
YTD Baseline	5,652	11,304	16,956	22,608	28,260	33,912	39,564	45,216	50,868	56,520	62,172	67,824	67,824
YTD Unit Months Leased	5,209	10,698	16,368	22,028	27,688	33,413	39,318	45,133	50,832	56,650	62,348	67,814	67,814
Monthly Utilization	92.16%	97.12%	100.32%	100.14%	100.14%	101.29%	104.48%	102.88%	100.83%	102.94%	100.81%	96.71%	
YTD Utilization	92.16%	94.64%	96.53%	97.43%	97.98%	98.53%	99.38%	99.82%	99.93%	100.23%	100.28%	99.99%	99.99%

AVG HOUSEHOLD INCOME													
Avg Household Inc.	10,259	10,277	10,298	10,271	10,195	10,200	10,174	10,204	10,149	10,149	10,149	10,149	10,206
Per Unit Cost	522	525	525	523	527	521	522	524	519	518	515	505	521

\*Items impacting NRA include: Fraud Recoveries and FSS Escrow Forfeitures





***Mixed Finance Properties  
– 2016 Budgets  
January 26, 2016***



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# Overview

- What are “Mixed Finance” properties, and how do they impact the Fresno Housing Authority?
- Summary of Mixed Finance Properties
- 2016 Operations Budgets





# ***'Mixed Finance' Properties***

## What are they?

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

## How do they impact FHA?

- Silvercrest, Inc. (an instrumentality of the HA) is the Managing General Partner of the limited partnerships, and is responsible for on-going operations of the partnership.
- The Agency and its subsidiaries have a vested interest in the properties.
- Properties fulfill Agency's mission to create affordable housing, and we want to make sure they last as long as possible.
- Financial impact



# *Sample Ownership Structure - Marion Villas*



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## ***Summary of Mixed Finance Properties***

- Twenty-two (22) properties have been sponsored and developed by Fresno Housing (approximately 1,600 units).
  - Eighteen (18) are currently in operations for 2016.
- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Villa Del Mar (2002)</li><li>• Elderberry (2004)</li><li>• Yosemite Village (2008)</li><li>• Parc Grove Commons II (2010)</li><li>• Granada Commons (2010)</li><li>• Pacific Gardens (2011)</li><li>• Renaissance at Trinity (2011) *</li><li>• Renaissance at Santa Clara (2011) *</li><li>• Renaissance at Alta Monte (2011) *</li><li>• Bridges at Florence (2012)</li><li>• Parc Grove Commons NW (2012)</li></ul> | <ul style="list-style-type: none"><li>• SE Fresno RAD (2013)</li><li>• Mendota RAD (2013)</li><li>• Orange Cove RAD (2013)</li><li>• Kings River Commons (2014)</li><li>• City View @ Van Ness (2014)</li><li>• Viking Village RAD (2014)</li><li>• Marion Villas (2015)</li><li>• Fultonia/Cedar Heights (2016)**</li><li>• Trailside (2017) **</li><li>• Edison I (2017) **</li><li>• Firebaugh Gateway (2017) **</li></ul> |
|--|---|

*\*To be presented in February*

*\*\*operations to begin in 2016/2017*



# 2016 Budgets

The major goals of the 2016 budgets are to:

- Achieve positive net operating income on all properties.
- Leverage the well-performing assets in order to provide maximum benefits to FH, lenders, partners, and stakeholders.
- Meet stabilization requirements for newer properties (2013 – 2015 deals).
- Maintain and modernize properties, as needed.
- Provide ample onsite resident services



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# 2016 Budgets – City Properties

	Yosemite Village	Pacific Gardens	Parc Grove II	Parc Grove NW	RAD Fresno	RAD Viking Village	Bridges at Florence	Fulton/ia/ Cedar Heights	City View	Villa Del Mar
2016 Budgeted Income	0.47	0.32	1.82	1.38	1.47	0.32	0.20	0.20	0.34	0.32
2016 Budgeted Expenses	0.43	0.24	1.13	0.63	1.02	0.20	0.16	0.15	0.19	0.28
Net Operating Income	0.04	0.07	0.70	0.75	0.44	0.12	0.04	0.04	0.15	0.05
Non-Operating Expenses	0.04	0.05	0.35	0.52	0.09	0.03	0.03	0.04	0.12	0.04
Total Net Income	0.00	0.02	0.35	0.23	0.36	0.09	0.01	0.00	0.03	0.01



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## 2016 Budgets – County Properties

	Granada Commons	Marion Villas	Kings River Commons	RAD Mendota	RAD Orange Cove	Elderberry
2016 Budgeted Income	0.11	0.28	0.40	1.09	0.75	0.43
2016 Budgeted Expenses	0.10	0.22	0.25	0.70	0.59	0.29
<b>Net Operating Income</b>	<b>0.01</b>	<b>0.06</b>	<b>0.15</b>	<b>0.39</b>	<b>0.16</b>	<b>0.14</b>
Non-Operating Expenses	0.00	0.02	0.14	0.22	0.13	0.09
<b>Total Net Income</b>	<b>0.00</b>	<b>0.04</b>	<b>0.02</b>	<b>0.17</b>	<b>0.03</b>	<b>0.05</b>



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## ***2016 Budgets***

- Total of 16 Properties with Net Income of \$1.41 million
- This represents the amount of cash projected to be available for “waterfall” distribution



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# ***Example of Marion Villas Project “Waterfall”***

- 1) Investor Services Fee (\$3,500) to Investor Limited Partner
- 2) State Investor Limited Partner is paid any amounts owed
- 3) Replenish the Operating Reserve Account
- 4) Payment of the Deferred Development Fee
- 5) Managing General Partner Management Fee (\$7,000)
- 6) Limited Partners equal to 40% of taxable income allocated
- 7) 60% to 1<sup>st</sup> lien mortgage (HRFC), 40% to 2<sup>nd</sup> lien mortgage (County HOME)
- 8) Incentive Management Fee (Silvercrest, Inc.)
- 9) General Partner or affiliates any fees, debts, liabilities owed
- 10) Remaining Net Cash Flow – 94.99% to PNC, 5% to State ILP and .005% to Managing General Partner and .005% to Administrative General Partner



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# *Operating Deficits*

- After Stabilization, General Partners are required to guarantee the funding of any operating deficits for 60 months, in an amount not to exceed 6 months foreclosable debt service, operating expenses and replacement reserves



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*This items is informational for Fresno Housing Authority Boards of Commissioners.*

*As the Managing General Partner, Silvercrest, Inc., will be asked to approve and adopt the 2016 operating budgets.*

**Questions or Comments?**



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# ***Real Estate Development Update***

*January 26, 2016*



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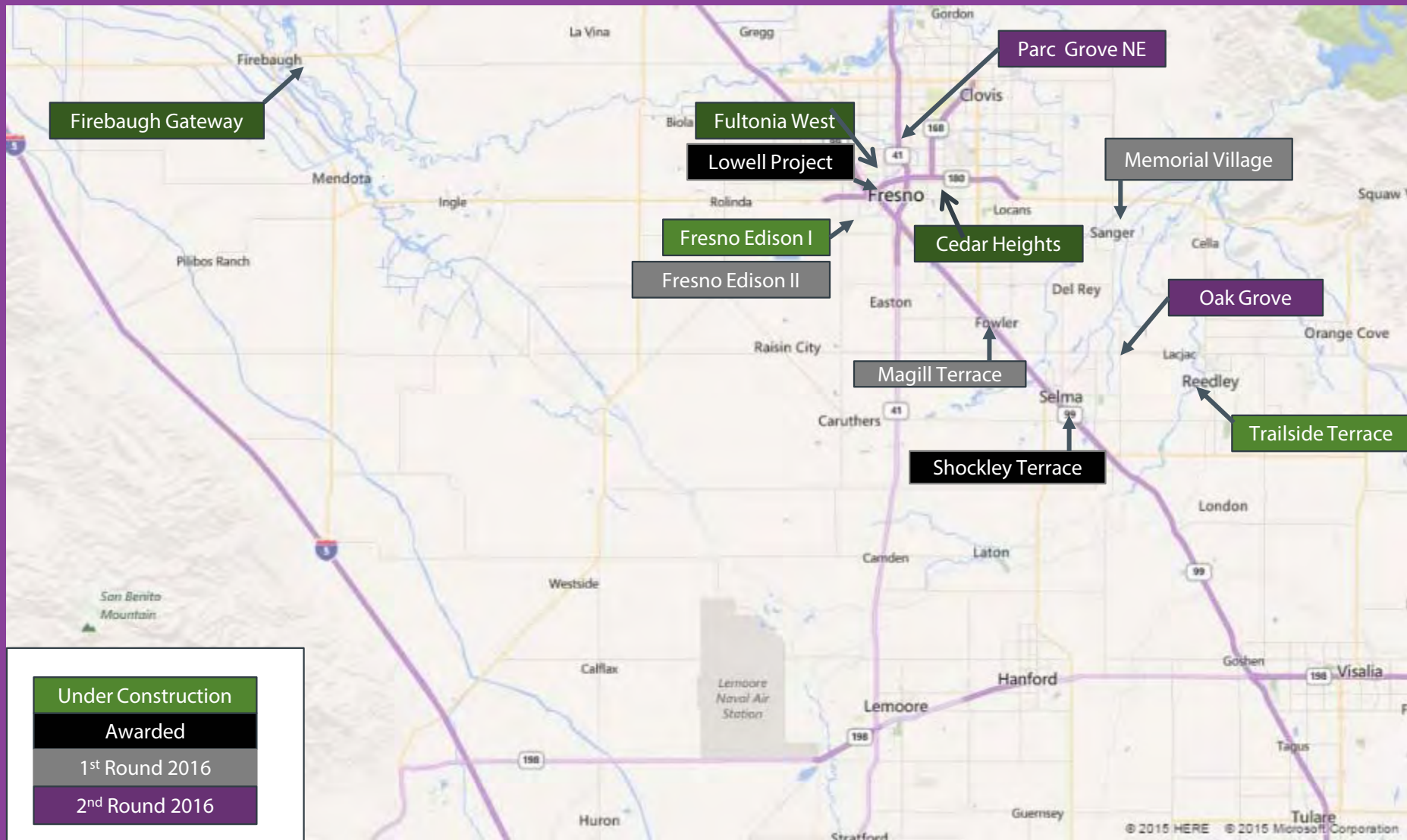


# ***Presentation Overview***

- Fultonia West/Cedar Heights (Fresno)
- Fresno Edison Phase I (Fresno)
- Trailside Terrace (Reedley)
- Firebaugh Gateway (Firebaugh)
- Lowell Neighborhood Project (Fresno)
- Shockley Terrace (Selma)
- Fresno Edison Phase II (Fresno)
- Memorial Village (Sanger)
- Magill Terrace (Fowler)
- Parc Grove Commons NE Veterans (Fresno)
- Oak Grove (Parlier)



# Location of Projects in the Pipeline



# *Projects Under Construction*



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# ***Fulton West/Cedar Heights (Fresno)***

New construction of 45 units and new community space in Fresno

## Construction Update:

- Contractor: Brown Construction
- Construction start: March, 2015
- Construction completion: April 2016





# *Fulton West (Fresno) 1/25/16*



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# Cedar Heights (Fresno) 1/25/16



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# ***Fresno Edison Phase I (Fresno)***

New construction of 64 units and new community building in southwest Fresno

Construction Update:

- Contractor: Johnston Contracting
- Construction start: December 7, 2015
- Construction completion: January 2017





# ***Fresno Edison Phase I (Fresno) 1/26/16***



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# *Trailside Terrace (Reedley)*

- New construction of 55 units, new community space and 2,995 s.f. of commercial space in downtown Reedley

## Construction Update:

- Contractor: Quiring General
- Construction start: December 7, 2015
- Construction completion: January 2017



# Trailside Terrace (Reedley) 1/18/2016



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# ***Firebaugh Gateway***

New construction of 30 units of senior housing with community space in Firebaugh

## Construction Update:

- Contractor: Ashwood Construction
- Construction start: December 7, 2015
- Construction completion: January 2017





# *Firebaugh Gateway 1/18/2016*



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***Projects Awarded  
- Financial Closings March 2016***



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# ***Lowell Neighborhood Project -Fresno, CA***

- Proposed 30 units of family housing in the Lowell neighborhood near downtown Fresno
  - 22 units of rehabilitation (Calaveras site)
  - 8 units of new construction (Glenn site)
- Partnership with Better Opportunities Builder, Lowell Community Development Corp. and Silvercrest
- Awarded \$1.2M in City of Fresno HOME funds
- Awarded tax credits September, 2015
- Financial closing March 2016



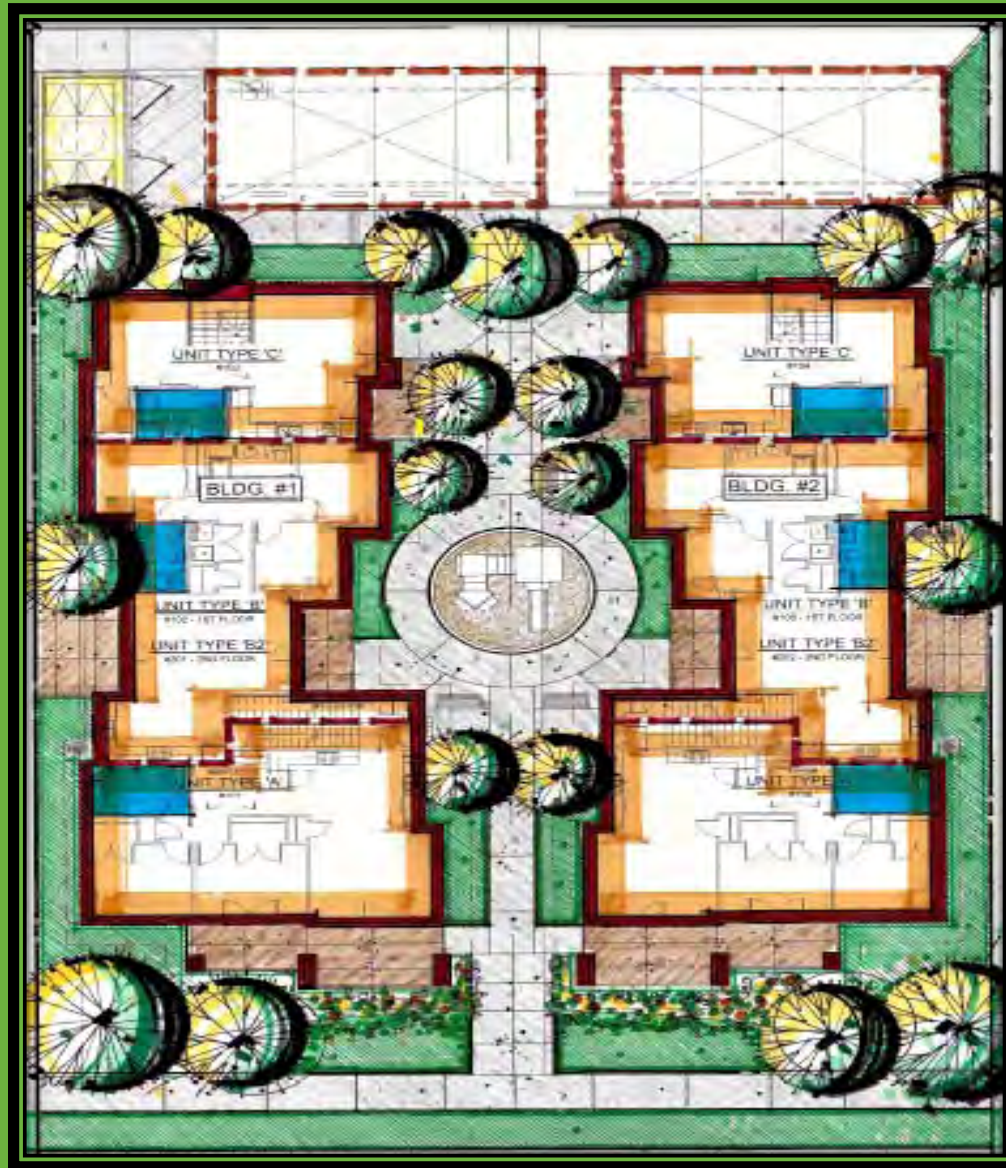
# Lowell Neighborhood Project



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# Lowell Neighborhood Project



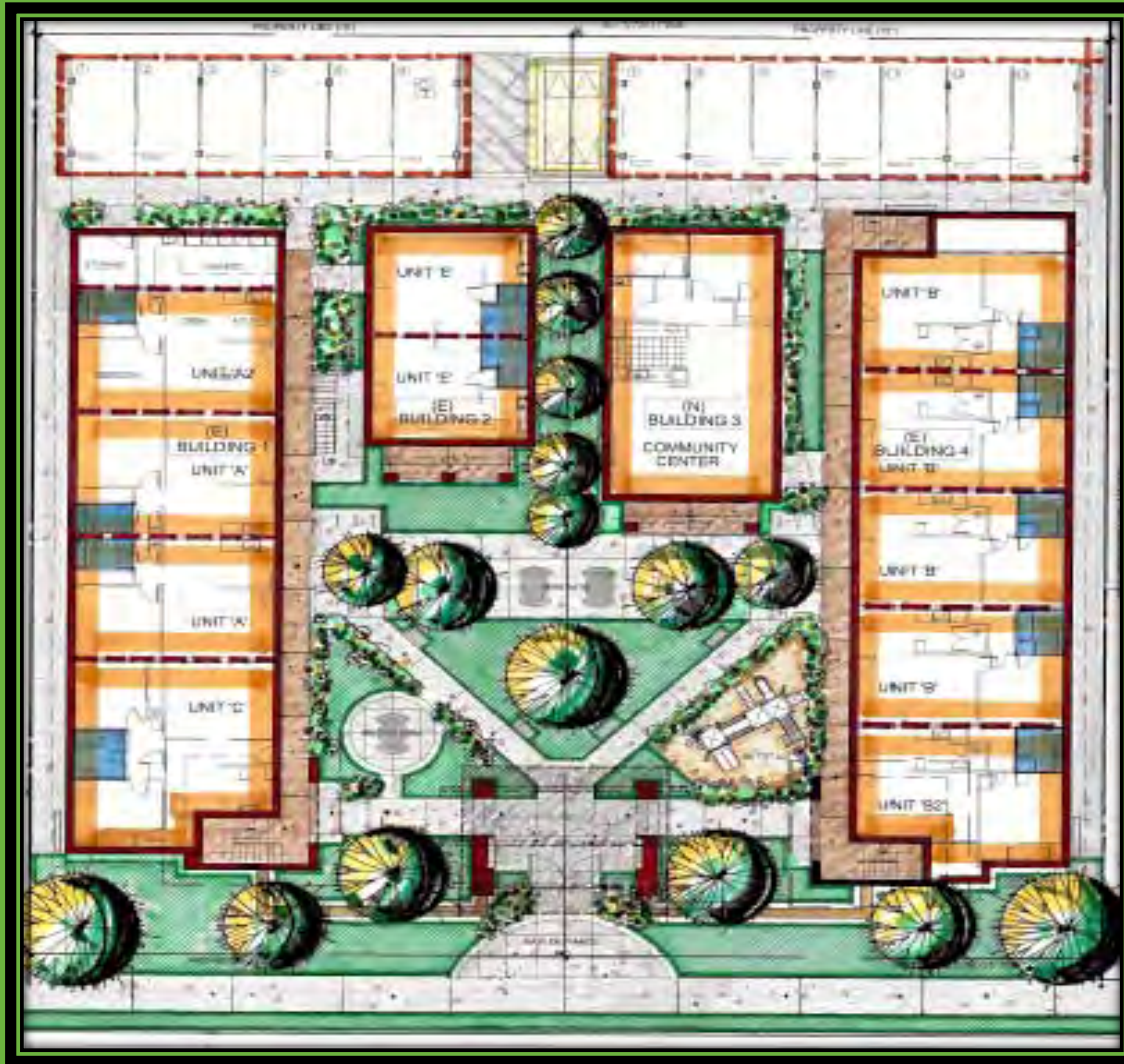
**Glenn Site Plan**



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# Lowell Neighborhood Project



*Calaveras Site Plan*



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# *Lowell Neighborhood Project*

## Board Actions to Date:

- Resolution to approve pre-development (entity formation, option to purchase)
- Submission for City of Fresno HOME funds
- Approval of financing commitment
- Acquisition of 240-250 N. Calaveras
- Acquisition of Glenn parcels
- Award of architectural contract to R.L. Davidson

## Proposed Actions:

- Approval of GC/CM contract (Jan 2016)
- Permanent Financing Commitment (Feb 2016)
- Closing Omnibus (Feb 2016)



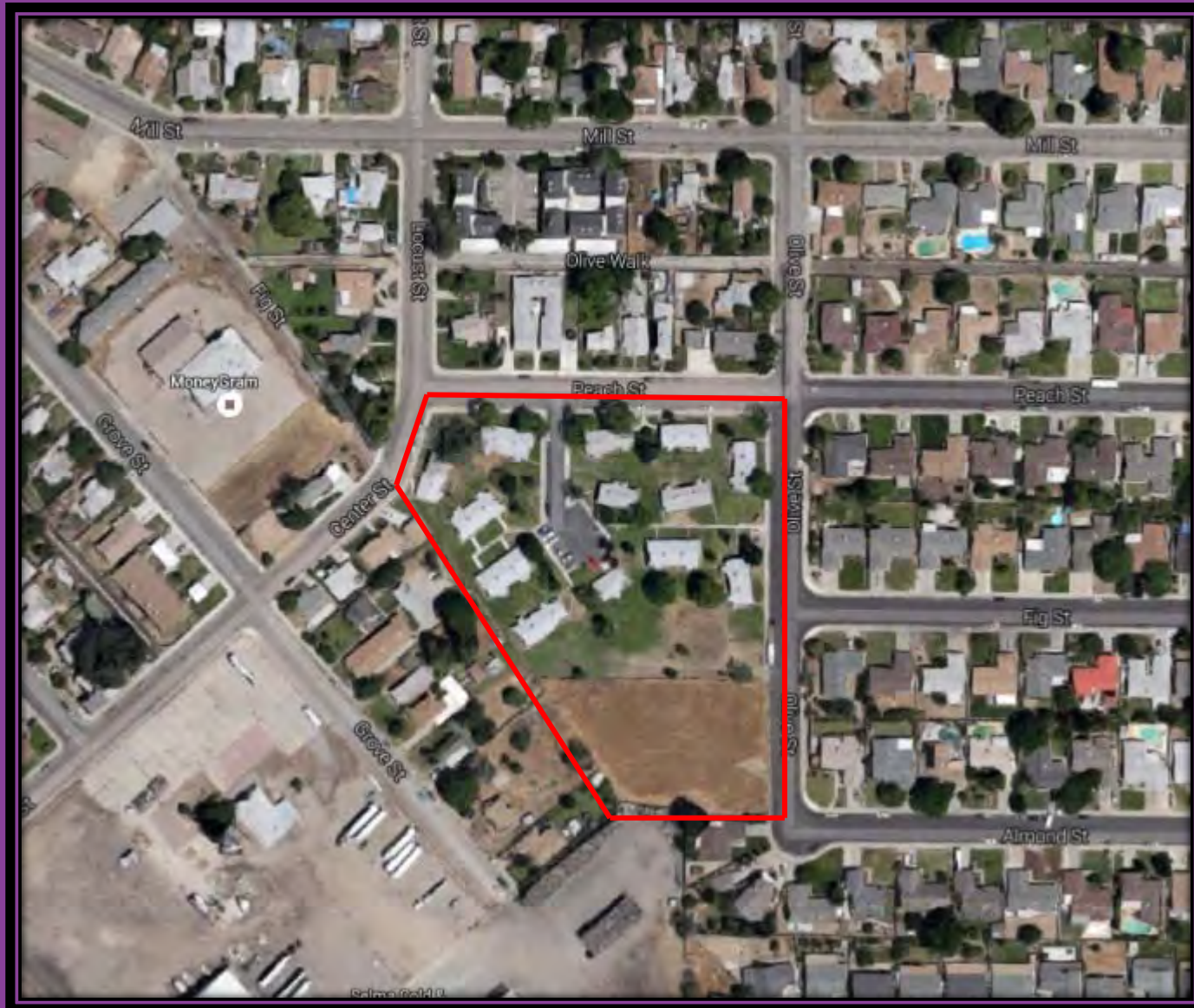
# ***Shockley Terrace (Selma)***

- Redevelopment of an existing 25 unit low income public housing site
- New construction project of 48 units and a new community building
- Awarded \$700k in County of Fresno HOME funds
- Awarded tax credits September 2015
- Financial closing March 2016





# Shockley Terrace (Selma)



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# *Shockley Terrace Site Plan*



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# ***Shockley Terrace***

## Board Actions to-Date:

- Approval of MOU with Silvercrest, Inc. & the formation of a to-be-formed limited partnership.
- Funding commitment from HRFC, public housing capital funds and/or operating reserves and seller financing proceeds.
- Application for 9% LIHTC & various financing sources.
- Award of architectural contract with Mogavero Architects

## Proposed Actions:

- Approval of GC/CM contract (Jan 2016)
- Permanent Financing Commitment (Feb 2016)
- Closing Omnibus (Feb 2016)



# ***Potential 2016 Financing Applications***

- Fresno Edison Phase II (Round 1)***
- Memorial Village (Sanger) (Round 1)***
- Magill Terrace (Fowler) (Round 1)***
  
- Parc Grove Commons NE (Round 2)***
- Oak Grove (Parlier) (Round 2)***



## ***Fresno Edison Phase II***

- Proposed new construction of 64 units of family housing in southwest Fresno
- Second phase to complete overall 128 unit development
- Partnership with Edison Plaza Partners
- Financial partner – City of Fresno Housing Successor
- Anticipated March 2016 tax credit application



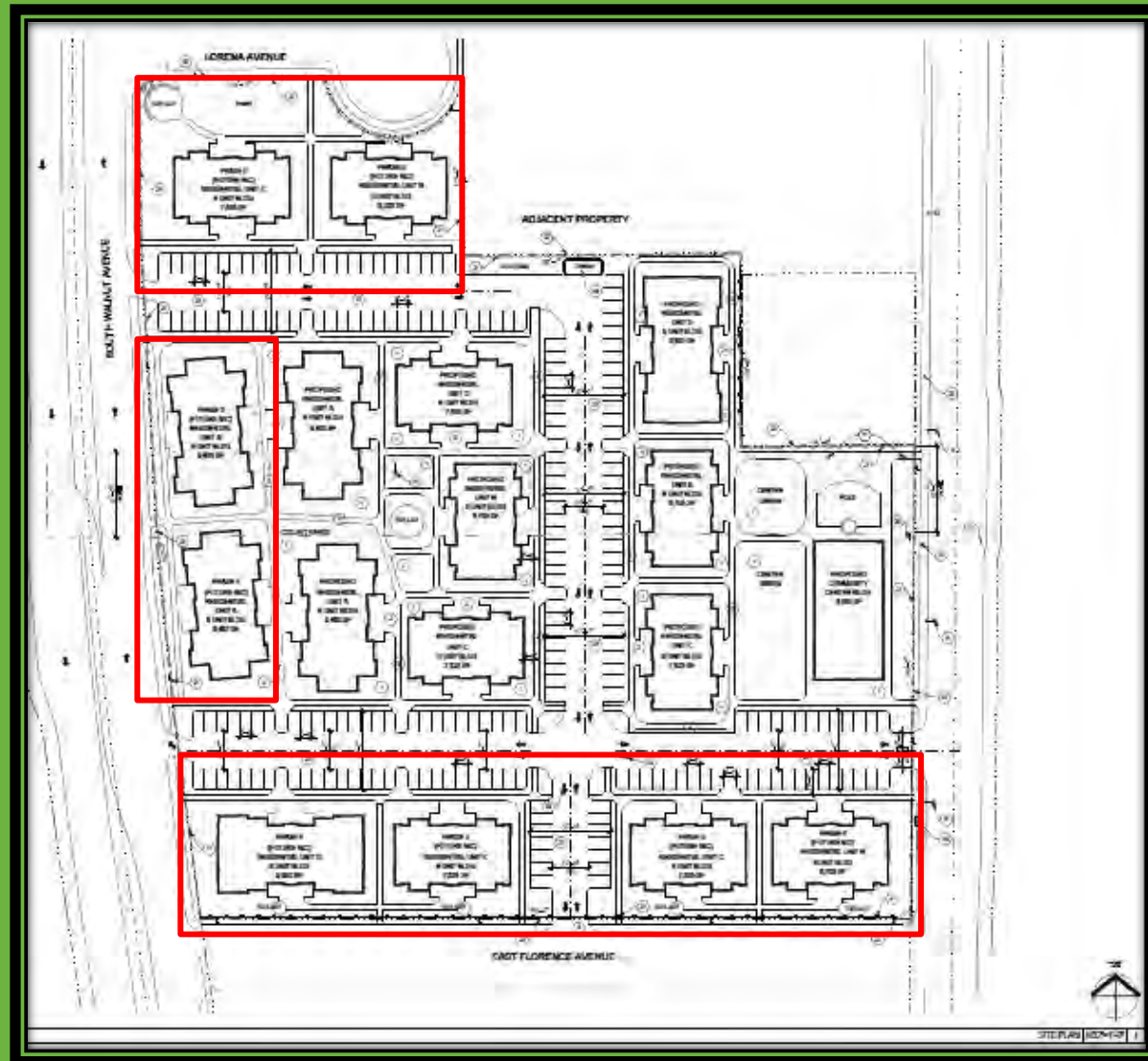


# Fresno Edison Phase II



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# Fresno Edison II – Combined Site Plan



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# ***Fresno Edison Phase II***

## Board Actions to Date:

- Approval of partnership with Edison Plaza Partners and entity formation
- Approval of agreement with City of Fresno Housing Successor for funding and property acquisition
- Development approvals for Fresno Edison I

## Proposed Actions for February 2016:

- Authorization to apply for tax credits
- Approval of financing commitment (HRFC)



# *Memorial Village (Sanger)*

- Proposed demolition of 35 existing LIPH units and new construction of 55 units of family housing and a community building in Sanger
- Anticipated March 2016 tax credit application



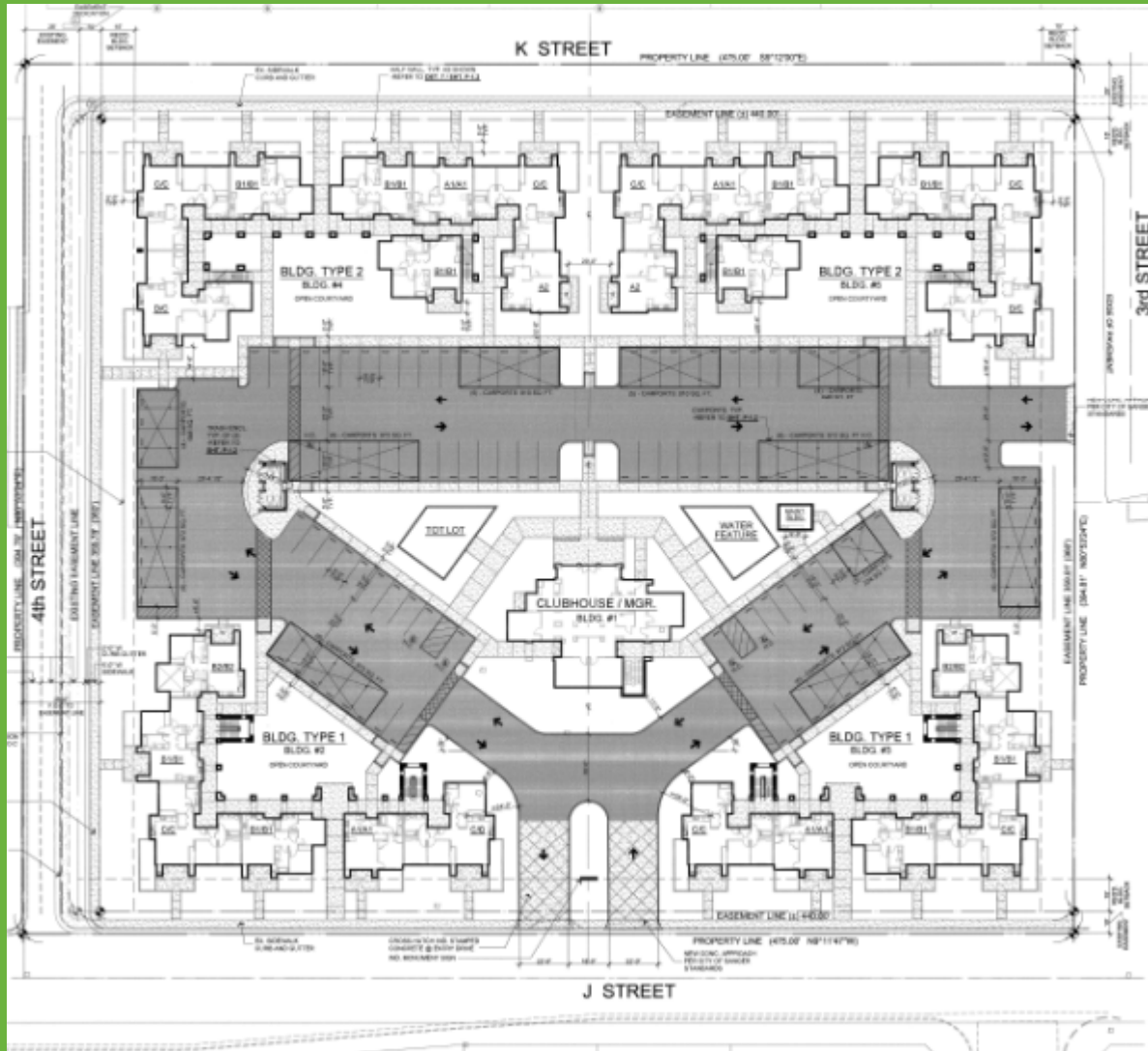
# Memorial Village (Sanger)



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# Memorial Village Site Plan



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# *Memorial Village*

## Board Actions to Date:

- Approval to submit RAD application

## Proposed Actions for February 2016:

- Authorization to apply for tax credits
- Approval of financing commitment



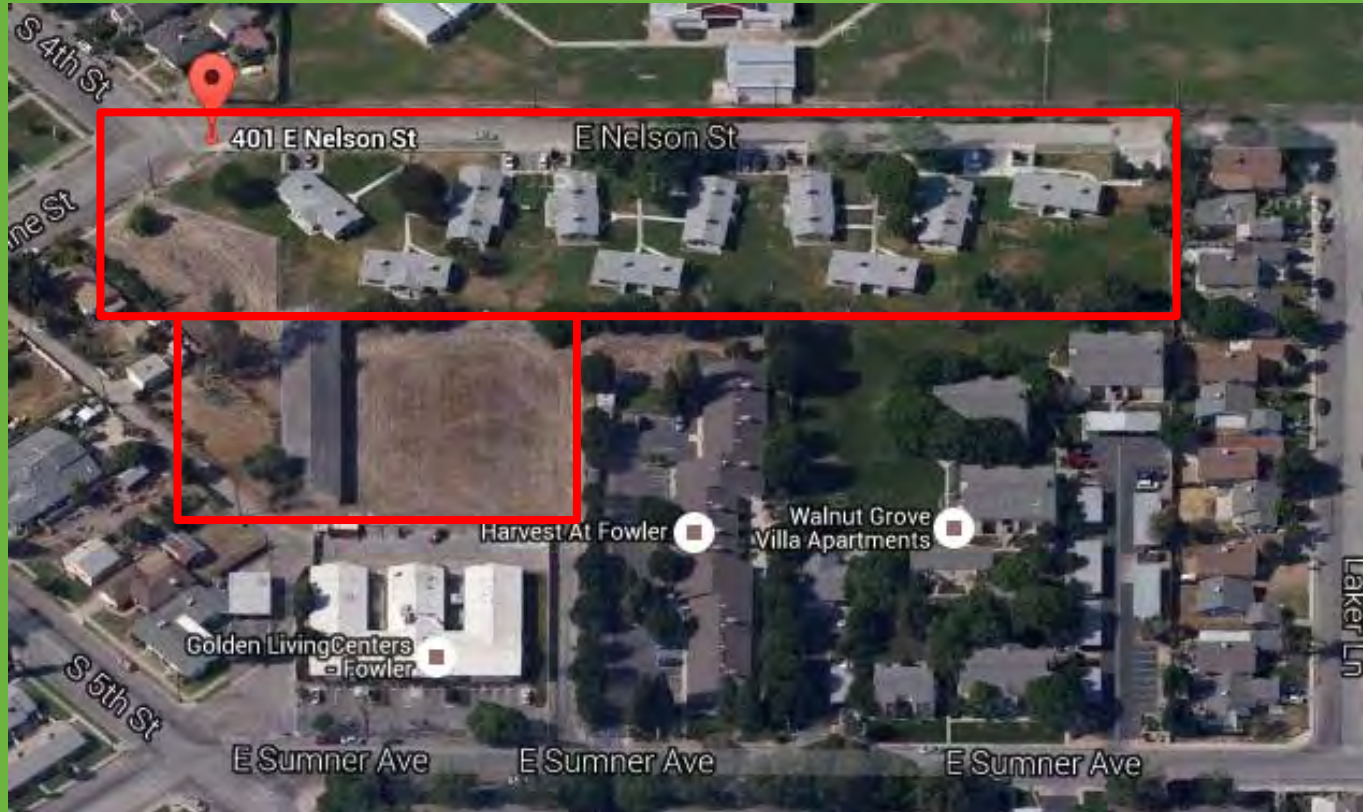
# *Magill Terrace (Fowler)*

- Proposed redevelopment of an existing 20-unit low income public housing site
- New construction project of 60 units and a community building
- Proposed March 2016 tax credit application



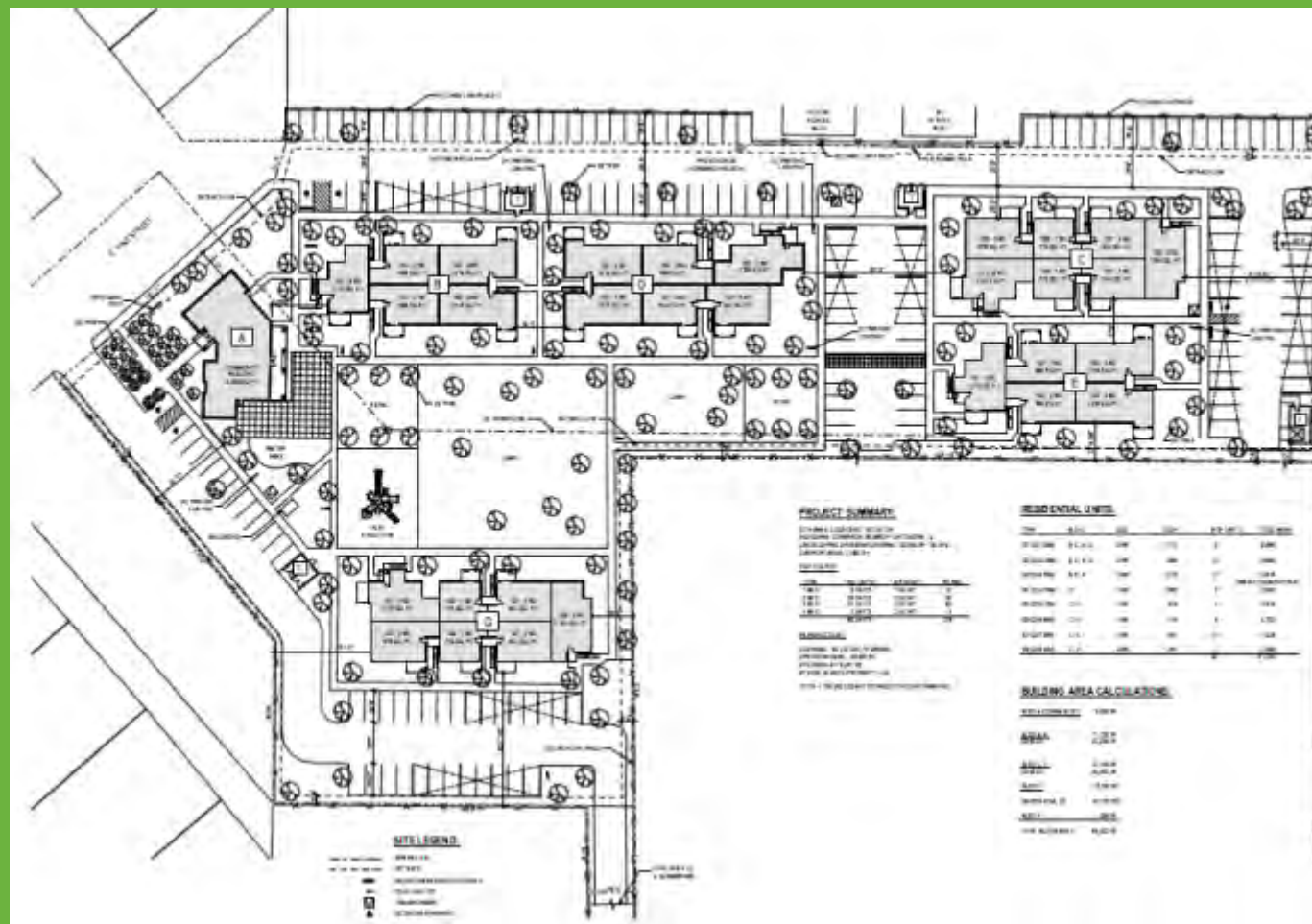


# *Magill Terrace (Fowler)*



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## A black and white photograph of a woman with a warm smile, wearing a patterned headband and large hoop earrings. She is holding a small, light-colored Chihuahua dog in her arms. The dog is looking directly at the camera. The background is a simple indoor setting with a cabinet visible.



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# *Magill Terrace*

## Board Actions to Date:

- Approval to submit RAD application
- Approval to enter into Purchase and Sale Agreement for adjacent parcels
- Award of architectural contract
- Approval to submit tax credit application
- Approval of seller financing/HRFC/cap and op

## Proposed Actions for February 2016:

- Authorization to re-apply for tax credits
- Approval/confirmation of financing commitment



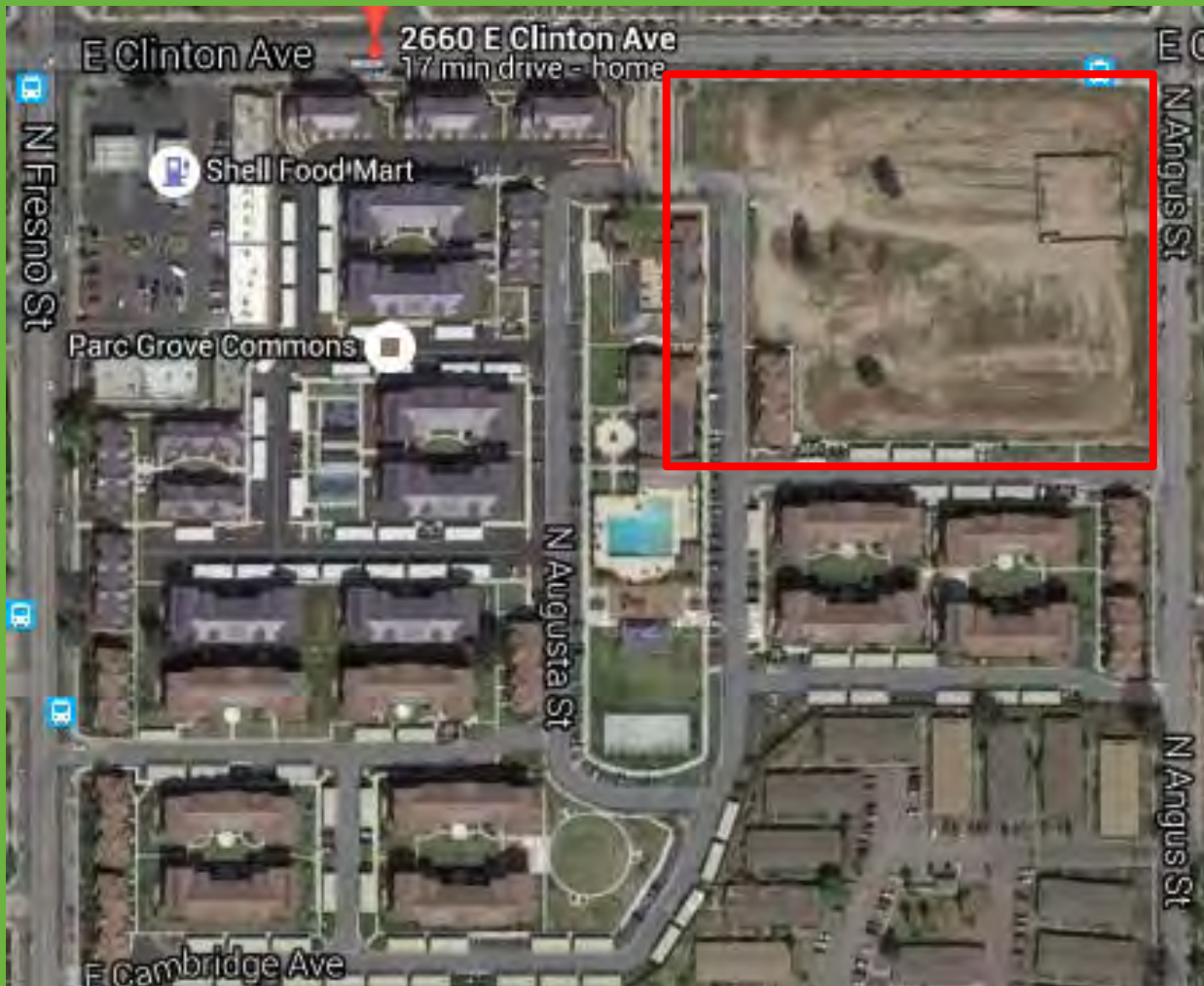


# ***Parc Grove Commons NE (Veterans)***

- Phase I is proposed as new construction of 40 units for veterans
- Application for State HCD Veterans Housing and Homelessness Prevention Program (VHHP) submitted December 2015/award notifications February 2016
- Potential June 2016 tax credit application



# *Parc Grove Commons NE*



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# ***Parc Grove Commons NE (Veterans)***

## Board Actions to Date:

- Approval to submit VHHP application
- Approval of HRFC financing commitment

## Proposed Actions for May/June 2016:

- Authorization to apply for tax credits
- Approval of financing commitment



# ***Oak Grove RAD (Parlier)***

- Proposed redevelopment of an existing 50-unit low income public housing site
- New construction project of up to 81 units and a community building
- Potential June 2016 tax credit application





# *Oak Grove RAD (Parlier)*



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# ***Oak Grove RAD Parlier***

Recommended Board Actions: (Jan 2016)

- Approval to submit RAD application



*Thank you!*



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Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for PARLIER COMPLEX		
AMP No:	CA028000003	
Units	90	

Type of Conversion
PBRA (Project Based Rental Assistance)

Proposed Units for Conversion and De Minimis			
Summary	Total Units Proposed for Conversion	Units Proposed to be Reduced	de minimis threshold
	50	40	5
Explanation for de minimis reduction			Unit Count
Partial conversion			40

Pro Forma Sources and Uses		
Sources of Funds	Amount	Per Unit
New First Mortgage Loan	\$1,650,000	\$20,370
Public Housing Operating Reserves	\$0	\$0
Public Housing Capital Funds	\$0	\$0
Replacement Housing Factor	\$0	\$0
Low Income Housing Tax Credit Equity - 4%	\$0	\$0
Low Income Housing Tax Credit Equity - 9%	\$16,422,744	\$202,750
Seller Financing	\$2,250,000	\$27,778
AHP	\$800,000	\$9,877
HRFC Loan	\$2,413,975	\$29,802
Total Sources of Funds	\$23,536,719	\$290,577
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$2,255,000	\$27,840
Construction Costs	\$15,490,190	\$191,237
Relocation Costs	\$350,000	\$4,321
Professional Fees	\$2,411,320	\$29,769
Loan Fees and Costs	\$870,209	\$10,743
Reserves	\$160,000	\$1,975
Developer Fees	\$2,000,000	\$24,691
Total Uses of Funds	\$23,536,719	\$290,577

6.000% + 0.000% MIP / 30.0 years

Stabilized Cash Flow Pro Forma		
	Total	PUPA
Gross Potential Rents for RAD Units	\$474,480	\$9,490
Gross Potential Rents for Other Apartment Units	\$188,783	\$6,090
Gross Potential Rents for Commercial	\$0	N/A
Vacancy Loss and Bad Debt Loss	(\$46,429)	-\$573
Other Income	\$0	\$0
Effective Gross Income	\$616,834	\$7,615
Total Operating Expenses	(\$428,900)	(\$5,295)
Annual Deposit to Replacement Reserve	(\$24,300)	(\$300)
Net Operating Income	\$163,634	\$2,020
First Mortgage Debt Service	(\$118,711)	(\$1,466)
Operating Cash Flow	\$44,923	\$555

PHA's Explanation of Any Relocation of Tenants (Estimated Relocation Cost is \$350,000)
The proposed Oak Grove project envisions the demolition of existing units and new construction. Fresno Housing will develop a relocation plan based on required benefits under the Uniform Relocation Act. Relocation could last from one to several months based on construction schedule logistics. Fresno Housing is committed to keeping school-aged children attending the same school throughout the renovation, and has experience working with school districts to accommodate children who are temporarily relocated.

PHA's Explanation of Capacity and Experience to Carry Out the RAD Conversion
Fresno Housing has closed and converted five RAD projects to date - Fresno RAD (193 units), Mendota RAD (124 units), Orange Cove RAD (90 units), Viking Village RAD (40 units) and Trailside Terrace (55 units). The Total Development Cost of the projects combined is over \$100 million, with over \$70 million in 9% tax credit equity and HOME funds leveraged. In each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's current core RAD team includes, Preston Prince, Tracewell Hanrahan, Michael Duarte, Gary Grinstead, Christina Husbands, and Quincy Boren, all of whom played roles in the implementation of the first five RAD deals.

## Attachment 1A: Board Approval Form

Housing Authority of Fresno County RAD Application for PARLIER COMPLEX

### PHA's Explanation of the Proposed Total Operating Cost being less than 85% of the 3 Year Historical Operating Expenses

3 Year Historical Average Comparison	2009	2010	2011	Average	Proposed
	\$1,197,787	\$1,088,642	#N/A	\$1,143,215	\$428,900

The proposed conversion and rehabilitation of Oak Grove includes 50 units of the total units in County AMP 3 (CA028000003). Therefore, the proposed operating budget for Oak Grove is significantly lower than the latest approved operating budget for the entire AMP. There will also be (31) additional new units on the site, which will provide efficiencies. Since the project is new construction, there will be lower repairs and maintenance expenses.

### PHA's Explanation of the Capital Needs and Replacement Reserves Estimates

Oak Grove is a 1960's era product, we are proposing to demolish the existing units and build new units. Annual replacement reserves have been set at a standard \$300/door/year to cover recurring capital needs, like appliance replacement.

### Discussion of QAP timing

Based on the California Tax Credit Allocation Committee (CTCAC) funding cycle, Fresno Housing contemplates submitting a 9% tax credit application in July 2016 and being notified of an award via a reservation letter in September 2016. CTCAC would then give Fresno Housing until March 2017 (180 days) to break ground on the project.

### Demonstration of recent success obtaining 9% LIHTCs

In the last six years, Fresno Housing has completed or is under construction on eighteen (18) 9% tax credit projects. Projects include new construction, rehab, family, senior, and permanent supportive housing. On each project, Fresno Housing has played the role of the developer as well as the General Partner in the new ownership entity. Fresno Housing's core development team includes, Preston Prince (8 years), Tracewell Hanrahan (5 years), Michael Duarte (8 years), Gary Grinstead (3 years), Christina Husbands (25 years), and Quincy Boren (7 years).

### Likelihood of obtaining 9% LIHTCs

The proposed project will receive maximum points under CTCAC's Qualified Allocation Plan for 9% tax credit projects. While it's impossible to know whether this project will receive a tax credit award under the rules of the tie-breaker, the project is expected to be highly competitive due to the high amount of public funds being used as a development source and the aggressive projected tie-breaker.

I hereby certify to the following: (1) that I have the requisite authority to execute this application on behalf of the owner; (2) that HUD can rely upon this certification in evaluating the Application, (3) that I acknowledge that I have read and understand PIH Notice 2012-32 (the "Notice"), which describes the Rental Assistance Demonstration (RAD) (the "Program"), and agree to comply with all requirements of the Program or Notice; (4) that all materials submitted in association with the application are accurate, complete and not misleading; (5) that the application meets all applicable eligibility requirements for the Program set forth in the Notice; (6) that the owner approves the creation of a single-asset entity of the affected project if required by the lender to facilitate financing; (7) that, if selected for award, the owner will comply with the fair housing and civil rights requirements at 24 CFR 5.105(a) (general requirements) and will affirmatively further fair housing; (8) that there are no debarments, suspensions, or Limited Denials of Participation in Federal programs lodged against the applicant, PHA Executive Director, Board members, or affiliates; (9) that this Board Approval Form has been approved by the Board of Commissioners on the date noted below; and (10) that, if selected for an award, the PHA will comply with all provisions of HUD's Commitment to Enter into a HAP (CHAP), which shall indicate the HUD-approved terms and conditions for conversion of assistance, or will indicate to HUD within 15 days that it is refusing the terms of the CHAP and withdrawing from RAD participation.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 USC Sections 1001, 1010, 1012; 31 USC Sections 3729, 3802)

PHA Certification: By Preston Prince (Executive Director)

Signature:

January 26, 2016  
Date: