



# Boards of Commissioners Meeting

April 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 April 26, 2016 – Board Room**  
**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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**1. Call to Order and Roll Call**

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

**3. Public Comment**

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

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

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<i>Pursuant to Government Code Section 54597</i>	
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**Minutes of the Special Joint Meeting**  
**Of the Boards of Commissioners of the**  
**HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO**

**Thursday, March 10, 2016**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special joint session on Thursday, March 10, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:10 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:      ADRIAN JONES, Chair  
   RUEBEN SCOTT, Vice Chair  
   STEVEN BEDROSIAN  
   JORGE AGUILAR

COMMISSIONERS ABSENT:      CRAIG SCHARTON  
   KARL JOHNSON

The meeting was called to order at 5:10 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  
   JIM PETTY  
   NANCY NELSON  
   JOEY FUENTES

COMMISSIONERS ABSENT:      RENEETA ANTHONY, Vice Chair  
   VENILDE MILLER  
   LEE ANN EAGER

Also, in attendance were the following: Preston Prince, CEO/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 Scott motioned for the City Board's approval of the agenda as posted. This action was seconded by Commissioner Aguilar, and by unanimous vote of the Board of Commissioners for the City, the agenda was approved as posted.*

*Commissioner Petty motioned for the County Board's approval of the agenda as posted. This action was seconded by Commissioner 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 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 announced.

## 5. ACTION ITEMS – COMMISSIONERS MAY CONSIDER, APPROVE, DENY, AND/OR CONTINUE

### a. Consideration of the Omnibus Resolution and Funding Commitments – Shockley Terrace

Christina Husbands, Senior Manager of Planning and Community Development presented the Boards with a recommendation to approve the omnibus resolution and funding commitments. The omnibus resolution recommended the Boards authorize the execution and delivery of documents in connection with the financing, development and operation of the Shockley Terrace.

No public comment.

*Commissioner Scott motioned for the City Board's approval of the omnibus resolution and funding commitments for Shockley Terrace. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the omnibus resolution and funding commitments for Shockley Terrace was approved.*

*Commissioner Petty motioned for the County Board's approval of the omnibus resolution and funding commitments for Shockley Terrace. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for*

*the County, the consideration of the omnibus resolution and funding commitments for Shockley Terrace was approved.*

b. Consideration of Omnibus Resolution and Funding Commitment – Lowell Neighborhood Project

Christina Husbands presented the Boards with a recommendation to approve the omnibus resolution and funding commitments for the Lowell Neighborhood Project. The omnibus resolution recommended the Boards authorize the execution and delivery of documents in connection with the financing, development and operation of the Lowell Neighborhood Project.

No public comment.

*Commissioner Scott motioned for the City Board's approval of the omnibus resolution and funding commitments for the Lowell Neighborhood Project. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the omnibus resolution and funding commitments for the Lowell Neighborhood Project was approved.*

*Commissioner Petty motioned for the County Board's approval of the omnibus resolution and funding commitments for the Lowell Neighborhood Project. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the consideration of the omnibus resolution and funding commitments for the Lowell Neighborhood Project was approved.*

6. 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 5:22 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

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

**Tuesday, March 22, 2016**

**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, March 22, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:10 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant for the Executive Office, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT:      ADRIAN JONES, Chair  
   RUEBEN SCOTT, Vice Chair  
   CRAIG SCHARTON  
   STEVEN BEDROSIAN  
   CRAIG SCHARTON

COMMISSIONERS ABSENT:      JORGE AGUILAR

The meeting was called to order at 5:10 p.m. by Board Vice Chair, Commissioner Anthony, 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:      RENEETA ANTHONY, Vice Chair  
   JIM PETTY  
   NANCY NELSON  
   LEE ANN EAGER  
   JOEY FUENTES

COMMISSIONERS ABSENT:      STACY SABLAN, Chair  
   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 Scott 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 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 announced.

## 5. CONSENT AGENDA

- a. Consideration of the minutes of February 23, 2016
- b. City: Charge-off Uncollectible Accounts to Collection Losses for the 1st Quarter 2016
- c. County: Charge-off Uncollectible Accounts to Collection Losses for the 1st Quarter 2016

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

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

## 6. INFORMATIONAL

- a. 2015 Agency Highlights and 75th Anniversary Overview

Preston Prince, CEO/Executive Director presented 75th Anniversary Overview with 2015 Agency Highlights to the Boards.



Mr. Prince showed a video with the 2015 Agency Highlights and the 75th Anniversary.

b. ConnectHome Update – A White House Initiative

Sabrina Kelly, Resident Engagement Manager, and Bobby Coulter, Information Technology Systems and Project Manager presented, an update on ConnectHome. Mr. Coulter announced that the Housing Authority and the community partners will be launching ConnectHome at Parc Grove Commons with a Tech Launch Party. Ms. Kelly discussed with the Boards how the Tech Launch Party will increase awareness and create excitement about ConnectHome.

c. Overview of 2016 Mixed Finance Budgets – Renaissance Projects

Michael Duarte, Director of Planning & Community Development, presented an overview of 2016 Mixed Finance Budgets for the Renaissance Projects. Mr. Duarte's overview defined Mixed Finance Properties and how they impact the Housing Authority. Mr. Duarte presented the 2016 Renaissance Operations Budgets and gave a summary of the development reserves.

There was further conversation regarding the maintenance budgets for each property. The Commissioners asked for clarity on the amount budgeted for maintenance. Mr. Duarte provided several scenarios that will explain the amount budgeted for maintenance at these properties.

d. Real Estate Development Overview

Tracewell Hanrahan, Deputy Executive Director presented the Real Estate Development Overview. Ms. Hanrahan's presentation gave an overview of Marcelli Terrace and Highway City. Ms. Hanrahan presented data on the residents and households served in the Highway City area. Ms. Hanrahan presented the Boards with a proposed development plan for a Community Building in Highway City and provided budget estimates for the proposed plan. Ms. Hanrahan explained that it is not an action item but the Highway City CDC and the Housing Authority were discussing the development of the project as it would be beneficial to the community.

There was further discussion between Staff and the Boards to clarify details and address concerns for the potential project.

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

a. Consideration of the Congressional Correspondence

Doreen Eley, Assisted Housing Manager, presented the Boards with action to approve the Congressional Correspondence presented in the Board packet. Ms. Eley

recommended the Boards authorize the CEO/Executive Director to sign and send the letter to all Congressional representatives, and attest, on behalf of the Boards of Commissioners, the desire to find solutions to the key issues found with the Fresno Housing Authority's utilization of the Veterans Affairs Supportive Housing (HUD-VASH) Voucher Program.

No public comment.

*Commissioner Scott motioned for the City Board's approval of the Congressional Correspondence. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the Congressional Correspondence was approved.*

*Commissioner Petty motioned for the County Board's approval of the Congressional Correspondence. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the Congressional Correspondence was approved.*

## 8. EXECUTIVE DIRECTOR'S REPORT

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

- Introduced Scott Boatwright, who joined the Agency as a Financial Analyst.
- Housing Authority officially closed on Shockley Terrace and the Lowell Neighborhood Project.
- The Shockley Terrace Revitalization Event will be on March 30, 2016 at 10:00 a.m.
- The Lowell Neighborhood Project Ground Breaking will be on April 7, 2016 with more details to come.
- The NAHRO Washington Conference is on April 9, 2016 to April 13, 2016.
- There is a presentation for the community, tentatively on April 20, 2016 concerning landlords and housing quality standards. Details will be sent to the Boards when the agenda is finalized.
- There will be an article published by the Fresno Bee Sunday, on or about April 3, 2016 about landlords within the community and how the Agency is working to mitigate the issues.
- The Executive Committee have reviewed and approved the 2016 Goals. They are now being embedded in the staff evaluation process, and have been distributed to the Boards.
- The All Staff Event was on March 4, 2016 at Parc Grove Commons. Mr. Prince provided an overview of the conversations and the video "Home Stretch" that

was presented to staff. Mr. Prince presented Fidel Contreras, the Steward of the Year Award. Fidel Contreras, Communications Coordinator, gave a brief speech.

- Stacy Vaillancourt, the CAO of Saint Agnes, is the new City Commissioner.

#### 9. COMMISSIONER'S REPORT

Commissioner Eager announced that she attended the recent Five Cities Board meeting; there was a request for a Housing Authority representative to participate in one of the future Board meetings. Tiffany Mangum will follow up with Commissioner Eager.

#### 10. 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 7:01 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

## BOARD MEMO

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

**DATE:** April 21, 2016  
**BOARD MEETING:** April 26, 2016  
**AGENDA ITEM:** 5b  
**AUTHOR:** Tiffany Mangum

**SUBJECT:** 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
5/12-5/13/16	Washington, DC	CLPHA Housing & Education Symposium
5/17-5/19/16	Nashville, TN	National Head Start Conference
7/25/16	Chicago, IL	National Public Housing Museum Board Meeting

### 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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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince



CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6a

**AUTHOR:** Tracewell Hanrahan

**SUBJECT:** Overview – Leveraging the Housing Choice Voucher Program to Improve Quality Housing

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### Executive Summary

Over the past year, Fresno Housing Staff has been undergoing a deep analysis around quality housing for our residents throughout Fresno County. Through these conversations, we have taken a deeper look at the policies we employ and those we are subject to, in making sure we are able to provide quality affordable housing for our residents, ensure that the proper provisions are made to protect the interests of our residents and our landlords, and that we maximize the use of the limited resources entrusted to us as an affordable housing provider.

Staff will give an overview of the analysis conducted and its impacts, along with the policies impacted by this work.

This presentation will also include a preview of the upcoming Community Stakeholder meeting, where we will present this information and facilitate a conversation about how to continue to be a valued partner and responsible affordable housing provider.

### Recommendation

None at this time. Informational only.

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6b

**AUTHOR:** Juan Lopez

**SUBJECT:** 1<sup>st</sup> Quarter 2016 Update on Leasing and Housing Assistance  
Payments (HAP) Pacing for the Housing Choice Voucher (HCV) Program

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### Executive Summary

The U.S. Department of Housing and Urban Development (HUD) has used historical data as a benchmark to determine future funding, and this method will continue for Calendar Year (CY) 2016. HUD has preliminarily set 2016 HAP proration levels at 99.6% of 2015 HAP expenses. This level of proration will allow us to continue leasing activities and house as many families as allowed by HUD. Currently, the agency has 343 Vouchers designated for the Veterans Affairs Supportive Housing (VASH) program, all of which reside with the City HCV Program. These vouchers are referral-based and are tracked very closely and issued as quickly as families are referred from The United States Department of Veterans Affairs (VA).

As in the past, we will continue to diligently monitor our HAP and voucher utilization rates.

### City HCV

HAP expenditures for the month of March totaled \$3,405,791. The Per Unit Cost (PUC) for the month was \$453 for VASH vouchers and \$503 for non-VASH vouchers. HAP expenditures for the year are projected at \$42.08 million, resulting in 96.7% utilization of HAP cash funding, and an expected year-end balance of \$5 million in total HAP reserves.

The overall projected voucher utilization for CY 2016 is 98.1%, ending the month of December at 104.6%.

### County HCV

HAP expenditures for the month of January totaled \$2,783,232. The PUC for the month was \$493. HAP expenditures for the year are projected at \$33.18 million, resulting in 94.41% utilization of HAP cash funding, and an expected year-end balance of \$3.1 million in total HAP reserves.

The overall projected voucher utilization for CY 2016 is 99.2%, ending the month of December at 97.7%.

### Recommendation

This item is informational only. No action is necessary.

CITY HAP ANALYSIS - CALENDAR YEAR 2016

Legend:

= Projection for the remainder of CY

HAP	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	CY 2016 Total
Total HAP Revenue (99.6% proration)	3,595,168	2,962,980	3,636,150	3,362,091	3,637,643	3,637,643	3,782,112	3,782,112	3,782,112	3,782,112	3,782,112	3,782,112	43,524,344
HAP Expenses	3,456,391	3,459,332	3,405,791	3,366,821	3,387,695	3,395,997	3,416,871	3,500,606	3,584,342	3,668,077	3,701,524	3,734,970	42,078,417
Net HAP	138,777	(496,352)	230,359	(4,730)	249,948	241,646	365,241	281,505	197,770	114,034	80,588	47,142	1,445,927
Items Impacting NRA*	1,081	1,177	-	-	-	-	-	-	-	-	-	-	2,258
PHA-Held Reserve Balance	\$1,863,304	\$1,368,129	\$1,598,488	\$1,593,758	\$1,843,706	\$2,085,352	\$2,450,593	\$2,732,098	\$2,929,868	\$3,043,902	\$3,124,490	\$3,171,631	\$3,171,631
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HUD-Held Reserve Balance	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884	\$1,832,884
Total HAP Reserve Balance	\$3,696,188	\$3,201,013	\$3,431,372	\$3,426,642	\$3,676,590	\$3,918,236	\$4,283,477	\$4,564,982	\$4,762,752	\$4,876,786	\$4,957,374	\$5,004,515	\$5,004,515
Monthly HAP Revenue Utilization	96.14%	116.75%	93.66%	100.14%	93.13%	93.36%	90.34%	92.56%	94.77%	96.98%	97.87%	98.75%	
YTD HAP Revenue Utilization	92.98%	105.45%	101.25%	100.97%	99.31%	98.27%	97.05%	96.46%	96.26%	96.33%	96.48%	96.68%	96.68%

REGULAR VOUCHER UTILIZATION													
Baseline	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	6,785	81,420
Total Unit Months Leased	6,582	6,606	6,538	6,456	6,493	6,505	6,542	6,704	6,866	7,028	7,090	7,152	80,562
Variance	(203)	(179)	(247)	(329)	(292)	(280)	(243)	(81)	81	243	305	367	(858)
Monthly Utilization	97.01%	97.36%	96.36%	95.15%	95.70%	95.87%	96.42%	98.81%	101.19%	103.58%	104.50%	105.41%	
YTD Utilization	97.01%	97.18%	96.91%	96.47%	96.32%	96.24%	96.27%	96.58%	97.10%	97.75%	98.36%	98.95%	98.95%


VASH VOUCHER UTILIZATION													
Baseline	343	343	343	343	343	343	343	343	343	343	343	343	4,116
Total Unit Months Leased	263	249	260	265	270	275	280	285	290	295	300	305	3,337
Variance	(80)	(94)	(83)	(78)	(73)	(68)	(63)	(58)	(53)	(48)	(43)	(38)	(779)
Monthly Utilization	76.68%	72.59%	75.80%	77.26%	78.72%	80.17%	81.63%	83.09%	84.55%	86.01%	87.46%	88.92%	
YTD Utilization	76.68%	74.64%	75.02%	75.58%	76.21%	76.87%	77.55%	78.24%	78.94%	79.65%	80.36%	81.07%	81.07%

ALL VOUCHER UTILIZATION													
Baseline	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	7,128	85,536
Total Unit Months Leased	6,845	6,855	6,798	6,721	6,763	6,780	6,822	6,989	7,156	7,323	7,390	7,457	83,899
Variance	(283)	(273)	(330)	(407)	(365)	(348)	(306)	(139)	28	195	262	329	(1,637)
Monthly Utilization	96.03%	96.17%	95.37%	94.29%	94.88%	95.12%	95.71%	98.05%	100.39%	102.74%	103.68%	104.62%	
YTD Utilization	96.03%	96.10%	95.86%	95.47%	95.35%	95.31%	95.37%	95.70%	96.22%	96.87%	97.49%	98.09%	98.09%

PER UNIT COSTS													
Regular Vouchers	508	508	503	503	503	503	503	503	503	503	503	503	504
VASH Vouchers	432	415	453	453	453	453	453	453	453	453	453	453	448
ALL VOUCHERS	505	505	501	501	501	501	501	501	501	501	501	501	502

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

COUNTY HAP ANALYSIS - CALENDAR YEAR 2016

**Legend:**  
 = Projection for the remainder of CY

HAP	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	CY 2016 Total
Total HAP Revenue (99.6% proration)	3,023,490	2,783,898	3,010,383	2,809,477	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	2,939,927	35,146,667
HAP Expenses	2,914,420	2,824,803	2,783,232	2,735,441	2,733,470	2,731,499	2,741,846	2,752,192	2,762,539	2,748,251	2,733,963	2,719,674	33,181,329
Net HAP	109,070	(40,905)	227,151	74,036	206,458	208,428	198,082	187,735	177,389	191,677	205,965	220,253	1,965,338
Items Impacting NRA*	2,060	15	2,841	-	-	-	-	-	-	-	-	-	4,916
PHA-Held Reserve Balance	\$896,781	\$855,891	\$1,085,883	\$1,159,919	\$1,366,377	\$1,574,805	\$1,772,887	\$1,960,622	\$2,138,011	\$2,329,688	\$2,535,652	\$2,755,905	\$2,755,905
Items Impacting HUD Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
HUD-Held Reserve Balance	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101	\$352,101
Total HAP Reserve Balance	\$1,248,882	\$1,207,992	\$1,437,984	\$1,512,020	\$1,718,478	\$1,926,906	\$2,124,988	\$2,312,723	\$2,490,112	\$2,681,789	\$2,887,753	\$3,108,006	\$3,108,006
Monthly HAP Revenue Utilization	96.39%	101.47%	92.45%	97.36%	92.98%	92.91%	93.26%	93.61%	93.97%	93.48%	92.99%	92.51%	
YTD HAP Revenue Utilization	96.39%	98.83%	96.65%	96.82%	96.05%	95.52%	95.20%	95.00%	94.88%	94.74%	94.58%	94.41%	94.41%

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	5,868	5,728	5,649	5,552	5,548	5,544	5,565	5,586	5,607	5,578	5,549	5,520	67,294
Variance	216	76	(3)	(100)	(104)	(108)	(87)	(66)	(45)	(74)	(103)	(132)	(530)
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	5,868	11,596	17,245	22,797	28,345	33,889	39,454	45,040	50,647	56,225	61,774	67,294	67,294
Monthly Utilization	103.82%	101.34%	99.95%	98.23%	98.16%	98.09%	98.46%	98.83%	99.20%	98.69%	98.18%	97.66%	
YTD Utilization	103.82%	102.58%	101.70%	100.84%	100.30%	99.93%	99.72%	99.61%	99.57%	99.48%	99.36%	99.22%	99.22%

PER UNIT COST													
Per Unit Cost	497	493	493	493	493	493	493	493	493	493	493	493	493

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



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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince



CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6c

**AUTHOR:** Christina Husbands

**SUBJECT:** Real Estate Development Overview

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### Executive Summary

Staff will provide an overview of all projects in pre-development.

### Recommendation

None at this time. Informational only.

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince



CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6d

**AUTHOR:** Bobby Coulter

**SUBJECT:** Enterprise Management System (EMS) Update

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### Executive Summary

The purpose of this memo is to update the Boards of Commissioners on the status of the Agency's Enterprise Management System (EMS) implementation.

At the Boards of Commissioners meeting on May 26, 2015, Yardi Systems Inc. was approved by the Boards as the awardee of the Enterprise Management System RFP. The contract was approved on July 28, 2015, and in late 2015, the Agency, along with Yardi staff and our project management team, began the implementation of the Yardi Enterprise Management System.

The implementation was broken up into three phases in order to meet the needs of the Agency.

- The first phase of the implementation was a pilot test where one property was to be produced and managed within Yardi. The property (Trailside Terrace) was successfully created in Yardi in December of 2015, and the Agency successfully posted rent within Yardi on January 14<sup>th</sup>. This is significant as it was the first time staff ran through the entire resident management process in Yardi with real data.
- The second phase of implementation was the execution of Yardi's financial functionality. This phase of the implementation included many of the features that factored into the decision to choose the Yardi system, including invoice approval workflows, check printing, internal control measures, and financial reporting. All financial information was successfully migrated from the former financial system (Ifas) to Yardi in April 2015, and a large group of staff is currently working only in the Yardi system.
- The third and final phase is the implementation of the housing functionality, which includes our Housing Choice Voucher, Public Housing, and Mixed Finance properties. The estimated delivery date is September 1, 2016.

Staff will be presenting more information on the implementation, including security set ups, sample reports, lessons learned and next steps at the Boards of Commissioners meeting.

**Recommendation**

This item is informational only. No action is necessary.

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 6e

**AUTHOR:** Emily De La Guerra

**SUBJECT:** 2015 Financial Results for Mixed Finance Properties

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### Executive Summary

On several occasions, Agency staff have asked the Boards of Commissioners to sponsor the development or rehabilitation of numerous affordable housing properties. Over the past seven years, the Boards have approved over 20 projects, beginning with Yosemite Village, 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 2015 annual performance of these properties to the Board of Commissioners, and then later requesting that Silvercrest, Inc. approve these results.

	2015 Mixed Finance Budget	2015 Mixed Finance Results	Results to 2015 Budget Fav/(Unfav)	
<b>INCOME</b>				
TENANT RENTAL INCOME	5,546,990	5,538,638	(8,352)	0%
RENTAL ASSISTANCE	4,013,881	3,773,779	(240,102)	-6%
OTHER INCOME	75,587	156,258	80,671	107%
<b>Total Income:</b>	<b>9,636,457</b>	<b>9,468,674</b>	<b>(167,783)</b>	<b>-2%</b>
<b>EXPENSES</b>				
PAYROLL & PAYROLL TAXES	1,865,063	1,882,198	(17,135)	-1%
ADMINISTRATIVE EXPENSES	473,878	690,175	(216,297)	-46%
MANAGEMENT FEES	705,835	766,133	(60,298)	-9%
TAXES & INSURANCE	280,752	275,944	4,808	2%
UTILITIES, WATER & SEWER	1,175,034	1,226,397	(51,363)	-4%
MAINTENANCE	1,084,044	1,459,382	(375,338)	-35%
RESIDENT SERVICES	503,811	226,342	277,469	55%
SECURITY	205,310	285,690	(80,380)	-39%
<b>Total Operating Expenses:</b>	<b>6,293,728</b>	<b>6,812,262</b>	<b>(518,534)</b>	<b>-8%</b>
<b>Net Operating Income:</b>	<b>3,342,729</b>	<b>2,656,412</b>	<b>(686,317)</b>	<b>-21%</b>
DEBT RELATED COSTS	942,260	741,785	200,475	21%
PARTNERSHIP COSTS	200,906	184,921	15,985	8%
OTHER	(7,702)	30,060	(37,762)	490%
<b>Total Non-Operating Expenses</b>	<b>1,135,464</b>	<b>973,752</b>	<b>(161,712)</b>	<b>-14%</b>
<b>Total Net Income:</b>	<b>2,207,265</b>	<b>1,682,660</b>	<b>(524,606)</b>	<b>-24%</b>

The attached budget represents the revenues and expenses for sixteen mixed finance properties. It should be noted that Marion Villas in Kingsburg did not have an approved budget for 2015 as operations began mid-year. The financial results are included in the attachment.

In 2015, these properties, collectively, operated below budgeted levels, incurring 2% lower revenues and 8% higher operating expenses. While each property has its own unique characteristics, there are several variances to note.

The Fresno RAD project received about \$400 thousand less than budgeted in revenue. This was mostly due to errors in forecasting of potential rental and subsidy revenues and was not a result of vacancies. Yosemite Village, Pacific Gardens and Parc Grove Commons earned about 10% higher revenues initially budgeted, mainly attributable to higher tenant rents. The three Renaissance properties, comprised of Trinity, Alta Monte, and Santa Clara, also received higher rental revenues due to corrections of HAP subsidy contracts.

In looking at expenditures, we see that Alta Monte and Santa Clara had higher security costs than anticipated. This issue was noted and corrected in 2016, with new security contracts in place at those sites. Many of the properties, specifically those in cities outside the city of Fresno, experienced higher utility costs, due to increased water rates as a result of the current drought. Collectively, maintenance expenses were also high relative to the 2015 budgets. Specifically, Bridges at Florence, Yosemite Village and Santa Clara required significantly higher than expected maintenance and repairs. This is largely due

to deliberate expenditures that were made in order to pass compliance inspections (REAC, TCAC) and/or to improve resident safety and security. Finally, Resident Services expenses are lower than anticipated due to construction delays at the RAD properties, which delayed the start of services.

Staff will be presenting additional information at the Boards of Commissioners meeting regarding revenues, expenses and annual cash flow distributions to the Housing Authority and its affiliates.

**Recommendation**

This item is information only. No action is required. However, the Board of Directors for the Silvercrest, Inc. will be asked to approve the 2015 Mixed Finance Results.

2015 Budget

	Yosemite Village	Pacific Gardens	Parc Grove Commons	Trinity	Alta Monte	Santa Clara	Parc Grove NW	Fresno-RAD	Viking Village	Bridges at Florence	City View	Granada	Kings River Commons	RAD- Mendota	RAD-OC	Total Mixed Finance
INCOME																
TENANT RENTAL INCOME	183,360	188,470	1,176,051	30,320	47,634	80,000	1,374,000	550,000	125,000	202,080	299,250	77,000	384,456	530,000	299,369	5,546,990
RENTAL ASSISTANCE	240,000	131,340	528,000	121,000	145,000	337,406	-	1,283,348	195,220	-	-	25,000	-	545,248	462,319	4,013,881
OTHER INCOME	1,500	2,200	5,729	2,910	21,726	10,058	4,800	8,485	-	300	2,500	640	6,744	5,000	2,995	75,587
Total Income:	424,860	322,010	1,709,780	154,230	214,360	427,464	1,378,800	1,841,833	320,220	202,380	301,750	102,640	391,200	1,080,248	764,683	9,636,457
EXPENSES																
PAYROLL & PAYROLL TAXES	73,800	106,985	294,400	62,216	66,500	126,658	212,800	303,128	59,025	37,800	50,300	38,492	78,675	179,994	174,290	1,865,063
ADMINISTRATIVE EXPENSES	48,550	36,318	56,000	17,997	23,761	30,341	13,800	74,181	20,826	9,900	16,000	19,694	9,400	49,452	47,659	473,878
MANAGEMENT FEES	33,120	26,880	89,763	9,600	14,400	33,600	68,000	157,488	32,640	15,840	18,900	-	30,980	101,184	73,440	705,835
TAXES & INSURANCE	23,000	12,086	51,950	8,627	9,882	25,109	32,350	36,766	11,250	10,250	18,000	3,583	-	22,500	15,400	280,752
UTILITIES, WATER & SEWER	80,320	35,000	184,780	21,590	32,520	64,400	145,750	181,402	24,521	29,560	60,000	14,300	53,291	156,100	91,500	1,175,034
MAINTENANCE	113,500	18,465	317,700	22,205	39,300	32,889	146,800	147,266	24,650	29,000	44,200	7,550	20,069	55,850	64,600	1,084,044
RESIDENT SERVICES	44,200	13,125	86,000	6,300	10,000	-	54,000	81,900	3,000	32,000	13,500	7,000	21,000	76,362	55,424	503,811
SECURITY	6,000	500	-	1,410	16,000	144,000	-	2,000	2,000	-	-	900	-	2,500	30,000	205,310
Total Operating Expenses:	422,490	249,359	1,080,593	149,945	212,363	456,996	673,500	984,131	177,912	164,350	220,900	91,519	213,415	643,941	552,313	6,293,728
Net Operating Income:	2,370	72,650	629,187	4,285	1,997	(29,532)	705,300	857,701	142,308	38,030	80,850	11,121	177,785	436,307	212,370	3,342,729
DEBT RELATED COSTS	-	60,000	243,360	-	-	25,000	225,900	81,000	40,000	-	-	68,000	-	184,000	15,000	942,260
PARTNERSHIP COSTS	20,705	16,021	33,400	8,925	17,550	30,765	30,000	-	-	15,000	5,000	5,000	18,540	-	-	200,906
OTHER	-	-	-	16,338	(23,444)	(596)	-	-	-	-	-	-	-	-	-	(7,702)
Total Non-Operating Expenses	20,705	76,021	276,760	25,263	(5,894)	55,169	255,900	81,000	40,000	15,000	5,000	73,000	18,540	184,000	15,000	1,135,464
Total Net Income:	(18,335)	(3,371)	352,427	(20,978)	7,891	(84,701)	449,400	776,701	102,308	23,030	75,850	(61,879)	159,245	252,307	197,370	2,207,265

2015 Mixed Finance Results																			2015 Financial Results to 2015 Budget	
	Yosemite Village	Pacific Gardens	Parc Grove Commons	Trinity	Alta Monte	Santa Clara	Parc Grove NW	Fresno-RAD	Viking Village	Bridges at Florence	City View	Granada	Marion Villas	Kings River Commons	RAD-Mendota	RAD-OC	Total County Mixed Finance	Total Mixed Finance		
																			Fav/(Unfav)	
INCOME																				
TENANT RENTAL INCOME	193,106	225,039	1,220,376	42,052	38,674	134,975	1,385,583	406,521	91,384	201,880	282,127	75,788	38,843	402,368	435,931	363,990	1,316,920	5,538,638	(8,352)	0%
RENTAL ASSISTANCE	240,000	110,937	584,937	129,967	159,857	356,025	-	983,784	228,979	-	-	30,815	-	-	589,234	359,243	979,292	3,773,779	(240,102)	-6%
OTHER INCOME	36,585	13,277	8,756	5,139	28,173	18,295	17,475	12,927	6,004	-	(1,752)	3,131	2,420	2,320	1,304	2,203	11,378	156,258	80,671	107%
Total Income:	469,691	349,253	1,814,069	177,158	226,704	509,295	1,403,058	1,403,232	326,367	201,880	280,375	109,734	41,263	404,688	1,026,470	725,436	2,307,591	9,468,674	(167,783)	-2%
EXPENSES																				
PAYROLL & PAYROLL TAXES	90,631	82,103	287,857	66,859	39,303	74,794	188,652	392,225	88,519	33,603	40,800	27,491	11,897	74,456	198,434	184,573	496,850	1,882,198	(17,135)	-1%
ADMINISTRATIVE EXPENSES	44,491	21,457	67,681	22,521	23,571	50,594	29,415	138,638	45,301	24,810	17,685	25,432	74	29,787	82,915	65,803	204,011	690,175	(216,297)	-46%
MANAGEMENT FEES	32,320	27,661	91,387	9,600	15,040	33,000	65,176	178,560	36,270	16,280	20,400	10,111	5,993	29,035	114,390	80,910	240,439	766,133	(60,298)	-9%
TAXES & INSURANCE	24,001	20,203	75,163	3,160	1,604	4,347	(10,900)	43,377	387	4,728	10,380	2,576	-	12,649	29,869	54,402	99,496	275,944	4,808	2%
UTILITIES, WATER & SEWER	77,510	29,601	144,041	26,049	40,637	64,903	145,244	198,703	21,556	31,448	53,382	4,236	4,221	58,553	180,914	145,400	393,324	1,226,397	(51,363)	-4%
MAINTENANCE	165,735	38,538	396,112	37,866	52,362	79,824	159,206	164,940	39,736	69,061	30,235	13,656	4,457	58,293	92,967	56,394	225,768	1,459,382	(375,338)	-35%
RESIDENT SERVICES	24,310	9,411	65,644	6,848	9,562	260	58,271	1,584	7,350	14,051	-	7,474	-	19,250	2,327	-	29,051	226,342	277,469	55%
SECURITY	5,709	389	-	975	75,355	173,913	-	18,372	5,555	-	-	1,109	-	-	3,025	1,289	5,423	285,690	(80,380)	-39%
Total Operating Expenses:	464,707	229,364	1,127,885	173,877	257,433	481,635	635,064	1,136,399	244,673	193,981	172,882	92,085	26,642	282,023	704,841	588,771	1,694,362	6,812,262	(518,534)	-8%
Net Operating Income:	4,984	119,889	686,184	3,281	(30,729)	27,660	767,994	266,833	81,694	7,899	107,493	17,649	14,621	122,665	321,629	136,665	613,229	2,656,412	(686,317)	-21%
DEBT RELATED COSTS	-	-	243,329	-	-	-	256,809	-	10,447	-	26,740	-	-	-	189,461	15,000	204,461	741,785	200,475	21%
PARTNERSHIP COSTS	11,748	14,200	71,914	47	-	25,200	35,000	-	-	(1,500)	-	5,000	-	23,312	-	-	28,312	184,921	15,985	8%
OTHER	-	6,390	-	4,852	7,035	-	-	3,866	2,289	-	5,628	-	-	-	-	-	-	30,060	(37,762)	490%
Total Non-Operating Expenses	11,748	20,590	315,243	4,899	7,035	25,200	291,809	3,866	12,736	15,486	32,368	5,000	-	23,312	189,461	15,000	232,773	973,752	(161,712)	-14%
Total Net Income:	(6,764)	99,300	370,941	(1,618)	(37,763)	2,460	476,185	262,967	68,958	(7,587)	75,125	12,649	14,621	99,353	132,168	121,665	380,456	1,682,660	(524,606)	-24%



## BOARD MEMO


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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 7a

**AUTHOR:** Emily De La Guerra

**SUBJECT:** 2015 Financial Results for Agency Operations and Housing Assistance Payments

### Executive Summary

The purpose of this memo is to inform the Boards of Commissioners regarding the Agency's financial performance in 2015. The attached budget represents the revenues and expenses for the Fresno Housing Authority by program, department, and division. This budget is a consolidation of 79 programmatic budgets combined into five Agency divisions. Each budget, separately and together as a whole, is intended to ensure that the Agency remains in a strong financial position while investing in its future, and delivering services in accordance with our mission.

In 2015, the Fresno Housing Authority operated above budgeted levels, incurring 2.3% higher revenues and 1.6% lower operating expenses, resulting in an \$800 thousand positive variance in unrestricted funds. The most significant contribution to unrestricted funds was an increase to Housing Choice Voucher administrative fee revenue.

	2015 Budget	2015 Financial Results	2015 Financial Results to 2015 Budget	
	Total	Total	Fav/(Unfav)	
<b>INCOME</b>				
ADMIN & MANAGEMENT FEES	13,927,050	14,940,301	1,013,251	7.3%
RENTAL INCOME	6,196,338	6,668,115	471,777	7.6%
HUD GRANTS	5,315,523	5,170,598	(144,924)	-2.7%
MISCELLANEOUS	6,302,927	5,385,344	(917,583)	-14.6%
GRANT FUNDING (Non-HUD)	2,039,258	2,413,231	373,973	18.3%
SOFTWARE, EQUIP & OCCUPANCY	1,573,147	1,600,898	27,751	1.8%
SALES OF INVESTMENTS/ASSETS	5,000	-	(5,000)	-100.0%
INTERNAL EQUITY TRANSFER	-	-	-	
<b>Total Income:</b>	<b>35,359,243</b>	<b>36,178,487</b>	<b>819,245</b>	<b>2.3%</b>
<b>EXPENSES</b>				
Salaries & Benefits	14,789,893	15,128,656	(338,763)	-2.3%
Administrative Overhead	14,470,522	13,761,702	708,820	4.9%
Fleet & Facilities	4,803,824	4,604,860	198,963	4.1%
TRAVEL, TRAINING, STAFF DEVELOPMENT	429,947	539,373	(109,426)	-25.5%
Other	595,461	494,276	101,185	17.0%
<b>Total Expenses:</b>	<b>35,089,646</b>	<b>34,528,867</b>	<b>560,779</b>	<b>1.6%</b>
<b>Net Operating Income:</b>	<b>269,596</b>	<b>1,649,620</b>	<b>1,380,024</b>	<b>511.9%</b>
<b>Unrestricted Funds</b>	<b>(663,804)</b>	<b>153,228</b>	<b>817,032</b>	<b>-123.1%</b>

Looking at revenue, the Agency received 7.3% in additional income, mainly in the form of unrestricted, Housing Choice Voucher (HCV) administrative fee revenue. This was due to a 2.6% higher proration of administration fees as well as an increase in leasing activities in the HCV program, which resulted in an additional \$550 thousand to the program.

Another component of the revenue variance was developer fees and the timing of said developer fee receipts. These developer fees were deferred from late 2015 to early 2016 as a result of changes in project timelines tied to RAD developments. About \$900 thousand of developer fees budgeted for 2015 will actually be received in 2016.

As for expenditures, the Agency was able to reduce our total budgetary expenses for 2015 by \$560 thousand. The biggest savings were found in professional and consulting fees within the Planning and Community Development department. Some of these savings are permanent reductions due to capacity building within our own staff. Some of the fees will be paid in 2016 when we receive the respective developer fees.

Agency personnel expenses were over budget by \$330 thousand. Many departments were affected by payouts from our early retirement offering, most significant of which was Core. Additionally, Core personnel expense increases are attributable to new employees in the Accounting and Human Resources departments, two areas that serve as strong support hubs across the Agency. Housing Management and Assisted Housing personnel expenses increased as a result of large-scale recertification projects, where additional temporary staff was brought in to complete those recertifications. The Agency also invested additional funds into staff training and development.

Staff will be presenting additional information at the Boards of Commissioners meeting, including a review of Developer Fees and Staffing costs across the Agency.

### Housing Assistance Payments

The Housing Assistance Payments subsidize landlords on behalf of participating residents in the Housing Choice Voucher program (formerly "Section 8). Due to HUD's Cash Management policy for the HCV program, as expenses are lowered within the program, so is the total funding. In a perfect world, HUD would only send the exact amount of cash the Agency needs in order to pay the landlords. In the cases where the figures don't match, the Agency has HAP reserves available to cover any deficits. In 2015, HUD set HAP proration levels at 101.2% of 2014 funding. This, along with extra HAP funding from vouchers for Veterans (VASH), caused a favorable variance of nearly \$1 million. Most of these funds will be included in our HUD-Held reserves, and are available to our HCV program as needed.

	2015 Budget	2015 Financial Results	2015 Financial Results to 2015 Budget	
	Total	Total	Fav/(Unfav)	
<b>HAP BUDGET</b>				
HAP RENTAL ASSISTANCE	80,849,643	82,066,581	1,216,938	1.5%
HAP PAYMENTS	79,627,255	79,851,947	(224,692)	-0.3%
HUD-Held Reserves	1,222,388	2,214,634	992,246	81.2%

### Recommendation

Staff recommends that the Boards of Commissioners accept the 2015 financial results for Agency Operations and Housing Assistance Payments.

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

**Resolution Number: \_\_\_\_\_**

**RESOLUTION ACCEPTING THE 2015 HOUSING AUTHORITY'S FINANCIAL RESULTS  
AND THE 2015 HOUSING ASSISTANCE PAYMENTS**

WHEREAS, the Annual Operating Financial Results and the Housing Assistance Payments Financial Results for the Fresno Housing Authority for the fiscal year beginning January 1, 2015 and ending December 31, 2015 has been presented for acceptance before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on April 26, 2016; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$36,178,487 and total expenses of \$34,528,867; and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$82,066,581 and total expenses of \$79,851,947; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno accept the Annual Operating Financial Results, and the Housing Assistance Payments Financial Results beginning on January 1, 2015 and ending on December 31, 2015.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Preston Prince, Secretary of the Boards of Commissioners

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

**Resolution Number:** \_\_\_\_\_

**RESOLUTION ACCEPTING THE 2015 HOUSING AUTHORITY'S FINANCIAL RESULTS  
AND THE 2015 HOUSING ASSISTANCE PAYMENTS**

WHEREAS, the Annual Operating Financial Results and the Housing Assistance Payments Financial Results for the Fresno Housing Authority for the fiscal year beginning January 1, 2015 and ending December 31, 2015 has been presented for acceptance before the Board of Commissioners of the Housing Authority of Fresno County at its open public meeting on April 26, 2016; and

WHEREAS, the Annual Operating Financial Results as presented for acceptance reflects total revenues of \$36,178,487 and total expenses of \$34,528,867; and

WHEREAS, the Housing Assistance Payments Financial Results as presented for acceptance reflects total revenues of \$82,066,581 and total expenses of \$79,851,947; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the County of Fresno accept the Annual Operating Financial Results, and the Housing Assistance Payments Financial Results beginning on January 1, 2015 and ending on December 31, 2015.

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

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Preston Prince, Secretary of the Boards of Commissioners

HAP BUDGET
HAP RENTAL ASSISTANCE
HAP PAYMENTS
HUD-Held Reserves

OPERATING BUDGET
INCOME
ADMIN & MANAGEMENT FEES
RENTAL INCOME
HUD GRANTS
MISCELLANEOUS
GRANT FUNDING (Non-HUD)
SOFTWARE, EQUIP & OCCUPANCY
SALES OF INVESTMENTS/ASSETS
INTERNAL EQUITY TRANSFER
Total Income:

EXPENSES
SALARIES (inc temps)
BENEFITS & TAXES
Salaries & Benefits
ADMIN, ACCTG, MANAGEMENT, PILOT FEES
PROFESSIONAL/ADMINISTRATIVE FEES
SOFTWARE, EQUIPMENT & OCCUPANCY
OTHER
OFFICE SUPPLIES, ADVERT., SUBSCRIPTIONS
INSURANCE
PAYMENTS TO EXTERNAL PROP MGRS
Administrative Overhead
LANDSCAPING, REPAIRS, SECURITY, ETC.
UTILITIES, GARBAGE, SEWER, ETC.
AUTO COSTS
Fleet & Facilities
TRAVEL, TRAINING, STAFF DEVELOPMENT
NON-CAPITALIZABLE PROJECT COSTS
DEBT RELATED COSTS
Other
Total Expenses:
Net Operating Income:
Unrestricted Funds

2015 Budget							2015 Financial Results							2015 Financial Results to 2015 Budget	
Core	Inst	P&CD	AHD	HSM	Aff	Total	Core	Inst	P&CD	AHD	HSM	Aff	Total	Fav/(Unfav)	
-	-	-	80,849,643	-	-	80,849,643	-	-	-	82,066,581	-	-	82,066,581	1,216,938	1.5%
-	-	-	79,627,255	-	-	79,627,255	-	-	-	79,851,947	-	-	79,851,947	(224,692)	-0.3%
-	-	-	1,222,388	-	-	1,222,388	-	-	-	2,214,634	-	-	2,214,634	992,246	81.2%
5,053,326	-	-	8,402,808	470,917	-	13,927,050	5,504,205	22,809	-	8,953,740	459,548	-	14,940,301	1,013,251	7.3%
-	-	-	-	4,486,003	1,710,335	6,196,338	-	-	-	-	4,718,328	1,949,787	6,668,115	471,777	7.6%
-	-	-	364,608	4,950,915	-	5,315,523	-	-	-	244,282	4,926,316	-	5,170,598	(144,924)	-2.7%
155,100	1,490,852	3,698,475	795,788	135,412	27,300	6,302,927	100,708	1,345,247	2,633,323	866,461	395,188	44,417	5,385,344	(917,583)	-14.6%
-	-	-	154,534	1,884,724	-	2,039,258	-	-	-	402,556	2,010,675	-	2,413,231	373,973	18.3%
1,573,147	-	-	-	-	-	1,573,147	1,600,898	-	-	-	-	-	1,600,898	27,751	1.8%
5,000	-	-	-	-	-	5,000	-	-	-	-	-	-	-	(5,000)	-100.0%
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6,786,572	1,490,852	3,698,475	9,717,737	11,927,971	1,737,635	35,359,243	7,205,811	1,368,056	2,633,323	10,467,039	12,510,054	1,994,204	36,178,487	819,245	2.3%
2,833,479	104,827	1,036,229	4,160,199	2,273,466	29,825	10,438,024	3,044,660	120,526	895,156	4,325,853	2,380,997	5,983	10,773,175	(335,151)	-3.2%
1,024,412	45,827	385,812	1,721,299	1,157,839	16,679	4,351,868	1,118,044	68,377	323,451	1,616,299	1,226,401	2,909	4,355,481	(3,613)	-0.1%
3,857,891	150,654	1,422,040	5,881,498	3,431,305	46,504	14,789,893	4,162,704	188,903	1,218,607	5,942,152	3,607,397	8,893	15,128,656	(338,763)	-2.3%
-	411,000	-	2,895,012	1,987,176	4,760	5,297,948	-	400,000	-	2,982,062	1,999,197	-	5,381,259	(83,311)	-1.6%
1,630,800	76,098	1,117,295	443,273	511,669	5,362	3,784,497	1,375,105	79,050	223,774	394,435	637,049	8,144	2,717,557	1,066,940	28.2%
860,534	-	155,311	1,129,716	184,556	4,161	2,334,277	989,343	20,647	149,232	961,457	203,136	1,506	2,325,321	8,956	0.4%
542,000	547,152	-	152,500	887,661	4,235	2,133,549	886,369	549,664	-	187,505	609,543	12,081	2,245,162	(111,613)	-5.2%
160,050	-	19,100	145,500	104,977	2,930	432,557	235,591	13,933	25,965	149,092	68,476	4,965	498,022	(65,465)	-15.1%
20,969	50,111	4,101	22,959	152,390	18,173	268,704	29,330	58,364	7,785	35,323	187,387	15,448	333,637	(64,933)	-24.2%
-	-	-	-	-	218,991	218,991	-	-	-	-	-	260,745	260,745	(41,754)	-19.1%
3,214,354	1,084,361	1,295,807	4,788,960	3,828,428	258,611	14,470,522	3,515,737	1,121,658	406,756	4,709,874	3,704,788	302,889	13,761,702	708,820	4.9%
178,900	-	-	-	1,464,632	512,250	2,155,782	205,330	-	-	-	1,638,586	383,032	2,226,948	(71,166)	-3.3%
161,411	-	-	-	2,103,610	145,315	2,410,335	175,971	-	-	-	1,801,079	181,119	2,158,169	252,166	10.5%
30,300	-	22,800	61,750	121,627	1,230	237,707	40,490	548	17,561	40,624	117,711	2,811	219,744	17,963	7.6%
370,611	-	22,800	61,750	3,689,868	658,795	4,803,824	421,791	548	17,561	40,624	3,557,375	566,962	4,604,860	198,963	4.1%
291,838	-	30,310	52,347	55,118	334	429,947	350,380	7,833	48,638	103,757	28,728	36	539,373	(109,426)	-25.5%
-	-	-	-	-	-	-	-	-	25	-	-	-	25	(25)	
-	-	-	20,000	245,689	329,772	595,461	-	-	-	-	164,487	329,764	494,251	101,210	17.0%
-	-	-	20,000	245,689	329,772	595,461	-	-	25	-	164,487	329,764	494,276	101,185	17.0%
7,734,694	1,235,014	2,770,957	10,804,556	11,250,408	1,294,016	35,089,646	8,450,613	1,318,942	1,691,586	10,796,407	11,062,775	1,208,544	34,528,867	560,779	1.6%
(948,122)	255,838	927,518	(1,086,819)	677,563	443,619	269,596	(1,244,802)	49,114	941,737	(329,368)	1,447,279	785,660	1,649,620	1,380,024	511.9%
(948,122)	-	927,518	(1,086,819)	-	443,619	(663,804)	(1,244,802)	-	941,737	(329,368)	-	785,660	153,228	817,032	-123.1%

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince



CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 7b

**AUTHOR:** Gary Grinstead

**SUBJECT:** 2016 Capital Budget Adoption

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### Executive Summary

Capital Expenditures fall into two main categories – Operating Reserves (Public Housing and Core) and Capital Funds. These separate funding sources can be utilized to make capital improvements to our assets which substantially add to the value of the property, and/or prolongs the useful life of the asset. Prior year Capital Expenditures included tree trimming and removal, sidewalk repairs, energy and water conservation upgrades, and security upgrades.

Operating Reserve funds are generated by yearly program savings in Public Housing and in Core, and can be used for capital projects. Additionally, the Public Housing Operating Reserves can be used to supplement financial shortfalls, when Public Housing AMP (Asset Management Project) budgets have a deficit in annual cash flow. Capital Funds are yearly formula grants from HUD, used for Public Housing Capital Improvements and Management Improvements. Capital Funds have a two-year encumbrance deadline and a four-year expenditure deadline.

### LIPH and Specialty Housing Properties

On an annual basis, the Housing Management Division prepares a comprehensive list of the improvements needed for the properties. From this list, the needs are prioritized based on staff resources available, current year priorities, and the following principles:

- Resident safety
- Compliance with relevant codes
- REAC Inspection Preparation
- Maintainability and long-term sustainability
- Property marketability
- Energy and Water Conservation

Listed below are the proposed Capital Fund expenditures for 2016:

- Asphalt Parking Lot Sealing and Striping
- Roof Replacement
- Siding and Trim Replacement
- Exterior Painting
- Mailbox Replacement
- Landscape and Irrigation Improvements
- Site Lighting Improvements
- Continued Water Conservation Improvements

### Central Office Building

Central Office Reserves stem from positive annual net operating income from the operations of our office building on Fulton Mall. These funds are deemed “de-federalized” by HUD and can be used for various purposes, including funding operating deficits, infrastructure upgrades, capital improvements, or can continue to be held as reserves. Staff is requesting to use \$207,400 from these reserves to make some key improvements to the Central Office, including:

- New Paint & Carpet
- Office Furniture
- Parking Lot Slurry & Lighting
- Remodel of the Lobby & First Floor Lounge Area

### Proposed Expenditures

	Current Operating Reserve Balance	Proposed 2016 Operating Reserve Expenditures	Current Capital Fund Balance	Proposed 2016 Capital Fund Expenditures
City AMP's	2,365,748	-	2,086,899	347,916
County AMP's	774,934	-	2,200,005	637,688
<b>Total LIPH</b>	<b>3,140,682</b>	<b>-</b>	<b>4,286,905</b>	<b>985,604</b>
Firebaugh Family	617,635	272,000	-	-
Farm Labor	1,862,531	512,000	-	-
Citrus Gardens	399,053	111,500	-	-
Maldonado Plaza	142,159	16,200	-	-
<b>Total Specialty Housing</b>	<b>3,021,377</b>	<b>911,700</b>	<b>-</b>	<b>-</b>
Central Office Reserves	1,871,102	207,400	-	-
<b>Total Central Office Reserves</b>	<b>1,871,102</b>	<b>207,400</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>	<b>8,033,161</b>	<b>1,119,100</b>	<b>4,286,905</b>	<b>985,604</b>

**Recommendation**

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the proposed FY 2016 Capital Budget.

**Fiscal Impact**

There are sufficient operating reserves within the respective programs and properties to move forward with identified projects. Capital Fund dollars may only be spent on improvements to our public housing portfolio and therefore have a net zero impact on the Agency's reserve levels.



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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION ADOPTING THE 2016 ANNUAL CAPITAL BUDGET**

WHEREAS, the Annual Capital Budget for the Housing Authority of the City of Fresno for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented for adoption before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on April 26, 2016; and

WHEREAS, there are sufficient Operating Reserves within Housing Management and Core to move forward with identified projects, and Capital Fund dollars may only be spent on improvements to the public housing portfolio and will have a net zero impact on the Housing Authority's Unrestricted Reserve level; and

WHEREAS, the Annual Capital Budget, as presented for adoption, reflects proposed expenditures of \$1,119,100.00 from Operating Reserve and \$985,604.00 proposed expenditures from Capital Fund.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2016 Annual Capital Budget as presented.

PASSED AND ADOPTED THIS 26th DAY OF APRIL, 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 ADOPTING THE 2016 ANNUAL CAPITAL BUDGET**

WHEREAS, the Annual Capital Budget for the Housing Authority of Fresno County for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented for adoption before the Board of Commissioners of the Housing Authority of Fresno County at its open public meeting on April 26, 2016; and

WHEREAS, there are sufficient Operating Reserves within Housing Management to move forward with identified projects, and Capital Fund dollars may only be spent on improvements to the public housing portfolio and will have a net zero impact on the Housing Authority's Unrestricted Reserve level; and

WHEREAS, the Annual Capital Budget, as presented for adoption, reflects proposed expenditures of \$1,119,100.00 from Operating Reserve and \$985,604.00 proposed expenditures from Capital Fund.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2016 Annual Capital Budget as presented.

PASSED AND ADOPTED THIS 26th DAY OF APRIL, 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

CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 7c

**AUTHOR:** Christina Husbands

**SUBJECT:** Highway City – Approvals Needed to Apply for Funding

### Executive Summary

The Highway City Centerpoint Development project is being prepared for a HOME application to the City of Fresno on April 29, 2016. Highway City Centerpoint Development (the "Project") will be located on a vacant site on approximately 5 acres in the Highway City area in Fresno, CA. Staff currently envisions the project as the new construction of 58 affordable housing units with up to 3,500 sq.ft. of community building space. The project will also include a 5,000 sq.ft. community center which will have a nurse's office, recreation area, reading/library service, multipurpose room, 2 offices, kitchen, and a conference room. The HOME funding is only one component of the total financing needs of the Project. As additional funding sources become available, staff will return to the Board for future application approvals. There are no penalties for returning a HOME award should the Board decide not to pursue the Project.

In preparation for the submission of the HOME application, staff is negotiating general terms of a Memorandum of Understanding (MOU) between the Housing Authority of the City of Fresno, Central Community Church, and Highway City Community Development Inc. for the development and possible joint ownership of the proposed project. This includes entering into a Purchase and Sale Agreement with the partners for the vacant land for the project.

As part of the next phase in the Highway City Centerpoint Development process, it is necessary for the Boards of Commissioners of the Housing Authority to adopt several board resolutions that will allow for a list of significant actions to take place in order to facilitate the development.

### Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward with a City of Fresno HOME application submission, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan,

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

1. Authorize the undertaking of all actions necessary to assemble and submit an application for City of Fresno HOME funds.
2. Authorize entering into a MOU between the Housing Authority of the City of Fresno, Central Community Church, and/or Highway City Community Development Inc. for the development and possible joint ownership of the proposed project.
3. Authorize entering into a Purchase and Sale Agreement with Central Community Church and Highway City Community Development Inc. for the vacant land for the project.
4. Provide for other matters related thereto.

### **Fiscal Impact**

Until the Boards approve a final project, only predevelopment expenses are to be incurred. No financing commitment is being requested from the Boards of Commissioners at this time; should funds be awarded staff will present the Boards with financing options for their consideration. There is no fee for submission of a HOME Funds application. If funding is received, costs associated with pre-development activities would be reimbursed through the project. The proposed purchase and sale agreement between the Housing Authority of the City of Fresno, Central Community Church, and Highway City Community Development Inc. will be conditional based on securing full project financing.

### **Background Information**

The Highway City Centerpoint Development will be located in Highway City which is in northwest Fresno. The project site is located in an area of high demand. Along with 58 new construction units and a community building, the project also proposes to build a community center that will bring much needed services to the area. The site plan envisions the site with two-story structures around a central community space.

The City of Fresno Housing & Community Development Commission has recommended the community center for a CDBG award of \$329,000.

Exhibit A - Sources and Uses

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION AUTHORIZING THE SUBMISSION OF A CITY OF FRESNO HOME  
FUNDS APPLICATION AND ASSEMBLAGE OF VARIOUS FINANCING SOURCES AND  
PROVIDING FOR OTHER MATTERS RELATED THERETO FOR THE HIGHWAY CITY  
CENTERPOINT DEVELOPMENT  
(APNs: 510-03-17, 23, & 25)**

WHEREAS, the Housing Authority of the City of Fresno, California (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the City of Fresno, California (“the City”); and,

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, Highway City Centerpoint Development (“the Project”), includes 58 new construction units, a community building, and a community center; and,

WHEREAS, the development of the Project (APNs: 510-03-17, 23, & 25) is in line with the Authority’s development goals; and,

WHEREAS, the Authority intends to submit a funding application for the City of Fresno HOME Funds and other grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director; and,

WHEREAS, the Authority intends to undertake such actions as necessary to facilitate the Project’s financing; and,

WHEREAS, the Authority intends to enter into a MOU with Central Community Church and/or Highway City Community Development, Inc. for the development and possible joint ownership of the proposed project; and,

WHEREAS, the Authority intends to enter into a conditional purchase and sale agreement with Central Community Church and Highway City Community Development, Inc. for the vacant land for the project;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorizes Preston Prince, the

CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions (1) approve the submission of a City of Fresno HOME Funds application, (2) approve the MOU between the Authority , Central Community Church, and/or Highway City Community Development, Inc., (3) approve the purchase and sale agreements with the Central Community Church and Highway City Community Development, Inc. for the Highway City Centerpoint Development.

PASSED AND ADOPTED THIS 26th DAY OF APRIL, 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:

---

Preston Prince, Secretary of the Boards of Commissioners

**EXHIBIT A****Highway City CenterPoint Development**

<b>Pro Forma Sources and Uses</b>		
<b>Sources of Funds</b>	<i>Amount</i>	<i>Per Unit</i>
Tax Credit Equity	\$14,943,541	\$257,647
HOME Funds	\$1,000,000	\$17,241
CDBG Funds	\$329,000	\$5,672
Land Donation	\$450,000	\$7,759
Granville Homes	\$350,000	\$6,034
Central Community Church	\$150,000	\$2,586
GAP Financing	\$1,807,242	\$31,159
<b>Total Sources of Funds</b>	<b>\$19,029,783</b>	<b>\$328,100</b>
<b>Uses of Funds</b>	<i>Amount</i>	<i>Per Unit</i>
Acquisition Costs	\$450,000	\$7,759
Residential Construction Costs	\$11,466,630	\$197,701
Community Center Construction Costs	\$1,327,500	\$22,888
Hard Cost Contingency	\$554,968	\$9,568
Architecture/Engineering	\$435,000	\$7,500
Loan Fees and other Soft Costs	\$2,595,085	\$44,743
Reserves	\$200,600	\$3,459
Developer Fee	\$2,000,000	\$34,483
<b>Total Uses of Funds</b>	<b>\$19,029,783</b>	<b>\$328,100</b>

*\*Draft as of 4/20/16*

## BOARD MEMO

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**TO:** Board of Commissioners

Fresno Housing Authority

**FROM:** Preston Prince

CEO/Executive Director

**DATE:** April 21, 2016

**BOARD MEETING:** April 26, 2016

**AGENDA ITEM:** 7d

**AUTHOR:** Christina Husbands

**SUBJECT:** Allocation of Project Based Vouchers – Parc Grove Commons  
Northeast Veterans

### Executive Summary

The Fresno Housing Authority (FH) is committed to the development of affordable housing within this community, and Parc Grove Commons Northeast Veterans exemplifies the goals of this Agency. Pursuant to the authority granted to FH under the Annual Contributions Contract (the "ACC") between FH and the U.S. Department of Housing and Urban Development ("HUD"), FH has access to Section 8 tenant assistance vouchers, which FH may choose to attach to specific units rather than using it for tenant-based assistance pursuant to Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983. FH's desire is to facilitate the development and operation of an affordable 40-unit veterans housing project located at the Northeast corner of Clinton and Angus, just east of the first two phases of Parc Grove Commons in the City of Fresno, California (the "Project"). Parc Grove Commons Northeast Veterans will be a supportive housing complex focusing on veterans that are chronically homeless, at risk of homelessness and/or homeless with disabilities. The targeted income for the site ranges from 30% to 50% AMI. The project is directly across the street from the only Veterans Hospital in the Central Valley, and will provide supportive services to the residents on-site. Staff has engaged Westcare California, Inc. to facilitate services.

FH has the ability to commit to the Partnership up to thirty nine (39) project-based Section 8 vouchers for an initial Housing Assistance Payments contract term of 15 years, of which the initial term shall be renewed for an additional 15 year term. The Section 8 vouchers will be provided subject to and in accordance with Section 8 of the U.S. Housing Act of 1937 and all applicable regulations thereto.

The regulations from 24 CFR 983 provide for two methods of project selection – through a competitive RFP process and through the selection of a project that has been previously selected for competitive funding. The language that describes this second method is as follows:

*983.51 (b) (2) Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services*



*program that requires competitive selection of proposal (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.*

FH is basing its selection method on the competitive Veterans Housing & Homeless Prevention Program (VHHP) funding award of \$2,600,000 given to Parc Grove Commons Northeast Veterans on February 29, 2016.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, CA award thirty-nine (39) Project Based Vouchers (PBV) based on the second method (previous competitive award of VHHP) on behalf of Parc Grove Commons Northeast Veterans and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee to enter into a Housing Assistance Payment contract for 15 years, with a 15 year extension, with Parc Grove Commons III Limited Partnership, for the purposes of providing thirty nine (39) Project Based Vouchers to the Parc Grove Commons Northeast Veterans affordable housing development.

### **Fiscal Impact**

The thirty nine (39) PBV's are anticipated to provide \$145,893 of subsidy income in year one, subsequent year amounts may vary based on fair market rents. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Housing Authority staff person or contractor, subject to program guidelines. The PBV's and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Background Information**

Parc Grove Commons Northeast Veterans will be located at the NE corner of Clinton and Angus Ave. The land is currently vacant and is directly north and east of the existing first two phases (Parc Grove Commons and Parc Grove Commons Northwest), which consists of a total of 363 affordable multifamily housing units. Parc Grove Commons Northeast Veterans will consist of 40 new construction units built on approximately 1.4 acres. The newly constructed units will be rapidly absorbed as there is a severe shortage of rental units affordable to households below 60% AMI. There are approximately 28,990 families on the waitlist for low income public housing in the City of Fresno as of March, 2016, and 3,408 on the Parc Grove Commons site specific waitlist. In addition, 150 applicants on the City of Fresno waiting list have indicated a Veteran's preference.

Green building techniques (Build it Green Certification) and energy efficient designs will be incorporated into the project. Site amenities include extensive landscaping, open walkways and seating areas, and a 2,500-3,000 s.f. community room with a kitchenette, lounge, common restroom, laundry facilities, manager's office, support services offices, computer lab, conference room, study area, and a community services room with partitions to allow the room to be divided into smaller meeting rooms. Unit amenities will include energy efficient appliances including dishwashers, garbage disposals, refrigerators, ovens and ranges, dual pane windows and central heating and air. The project is ideally located directly adjacent to the VA Central California Health Care System and in close proximity to schools, medical facilities, Radio Park, Fresno Art Museum, Fresno City College, a pharmacy, public transportation, banking, major freeway and roads, employment resources, grocery stores, and other shopping opportunities.

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION APPROVING ALLOCATION OF THIRTY-NINE (39) PROJECT BASED  
VOUCHERS FOR PARC GROVE COMMONS NORTHEAST VETERANS DEVELOPMENT,  
AN AFFORDABLE VETERANS HOUSING DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Housing Authority of the City of Fresno, California (the “Authority”) is the developer of Parc Grove Commons Northeast Veterans, a veterans housing development located at the northwest corner of Clinton Avenue and North Angus Street in the City of Fresno; and,

WHEREAS, there is a demonstrated need in the area to provide housing for veterans who are homeless and/or disabled; and,

WHEREAS, the Authority has gone through the HUD process for the selection of Project Based Vouchers through a competitive funding award of \$2.6 million from the State of California Veterans Housing Homeless Prevention Program (VHHP) to construct such a project; and,

WHEREAS, the Authority desires to commit thirty-nine (39) Project-Based Vouchers to Parc Grove Commons Northeast Veterans, for a term of 15 years, with an automatic renewal clause of an additional 15 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director, Preston Prince, Deputy Executive Director, Tracewell Hanrahan, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing thirty-nine (39) Project Based Vouchers to Parc Grove Commons III Limited Partnership for the Parc Grove Commons Northeast Veterans development in Fresno, CA.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF APRIL, 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

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Fresno, California 93721  
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## EXECUTIVE DIRECTOR'S REPORT

**TO:** Boards of Commissioners  
Fresno Housing Authority  
**DATE:** April 21, 2016  
**BOARD MEETING:** April 26, 2016  
**FROM:** Preston Prince   
CEO/Executive Director  
**AGENDA ITEM:** 9  
**AUTHOR:** Staff  
**SUBJECT:** Executive Director's Report – April 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.*

March City Occupancy			99.52%		
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	0	100%
City AMP 2	8	244	243	4	98%
Southeast Fresno RAD	3	193	191	0	100%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	0	100%
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>4</b>	<b>99.52%</b>

<b>March City Occupancy (GSF Managed)</b>			<b><u>97.7%</u></b>		
Parc Grove	1	215	213	7	96.7%
Parc Grove - NW	1	148	147	3	98.0%
Yosemite Village	1	69	68	0	100.0%
<b>Total City</b>	<b>3</b>	<b>432</b>	<b>428</b>	<b>10</b>	<b>97.66%</b>

<b>March County Occupancy <u>97.75%</u></b>					
COUNTY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
County AMP 1	6	150	144	2	99%
County AMP 2	6	194	192	6	97%
County AMP 3	3	90	89	0	100%
County AMP 4	4	152	151	3	98%
County AMP 5	2	52	52	1	98%
County AMP 6	5	112	111	4	96%
Granada Commons*	1	16	15	1	93%
<b>Total County</b>	<b>27</b>	<b>766</b>	<b>754</b>	<b>17</b>	<b>97.75%</b>

\*One vacant 3 bedroom; waiting on background check for applicant

<b>March County RAD Occupancy <u>99.0%</u></b>					
SITE	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
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>March Special Programs Occupancy <u>93.11%</u></b>					
SPECIAL PROGRAMS	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mariposa Farm Labor*	1	40	40	3	93%
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	1	97%
Garland Gardens (CalHFA)	1	51	51	2	96%
Parkside Apartments (CalHFA)	1	50	50	1	98%

<b>Total Special Programs</b>	<b>7</b>	<b>305</b>	<b>305</b>	<b>21</b>	<b>93.11%</b>
-------------------------------	----------	------------	------------	-----------	---------------

\*We have approved applicants for all 3 vacancies, move-ins scheduled for 4/21/16\*\*

\*Citrus Garden/Orange Cove F/L is no longer restricted; we are making necessary repairs and marketing the units at Market Rates

### Wait List Report as of March 31, 2016

<b>LIPH</b>	<b>1-Bdrm.</b>	<b>2-Bdrm.</b>	<b>3-Bdrm.</b>	<b>4-Bdrm.+</b>	<b>Total</b>
City LIPH	16,142	8,039	4,658	1,056	29,895
County LIPH	20,343	18,043	7,113	857	46,356

<b>Multifamily Developments</b>	<b>1-Bdrm.</b>	<b>2-Bdrm.</b>	<b>3-Bdrm.</b>	<b>4-Bdrm.</b>	<b>Total</b>
Garland-S8N/C		16	28		44
Parkside-S8N/C		12	4	54	70

<b>Tax Credit Properties</b>	<b>1-Bdrm.</b>	<b>2-Bdrm.</b>	<b>3-Bdrm.</b>	<b>4-Bdrm.</b>	<b>Total</b>
<b>Granada:</b>					
tax credit units			4	9	13
subsidized units			24	20	44
<b>Pacific Gardens :</b>					
tax credit units	16	7	11		34
subsidized units	152	78			230
<b>Parc Grove:</b>					
tax credit units	103	29	12	15	159
subsidized units	2,001	907	153	66	3,127
<b>Yosemite Village</b>	861	174	25	12	1,072

## Planning & Community Development

### Development Project Overview

<b>Name of Property</b>	<b>Status</b>	<b>Description/Type</b>	<b>Total Units</b>
Kings River Commons	Permanent Financing	2020 E. Dinuba Ave, Reedley, CA Multi-Family	60
Southeast Fresno RAD	Permanent Financing	Cedar Courts I & II, Inyo Terrace Multi-Family	193
Orange Cove RAD	Stabilization	Kuffel Terrace I & II, Mountain View	90

		Multi-Family	
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
541 @ South Tower and Cedar Heights	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	Under Construction March 2016	2132 Locust St, Selma, CA	48
Lowell Neighborhood	Under Construction March 2016	240-250 N. Calaveras St. and 146 N. Glenn Ave., Fresno, CA	30
Edison Plaza II	Pre-Development CTCAC Application submitted March 2016	Walnut/Edison West Fresno	64
Magill Terrace	Pre-Development CTCAC Application submitted March 2016	401 Nelson, Fowler, CA	60
Parc Grove Commons NE (Veterans Phase)	Pre-Development Anticipated June 2016 Application	Clinton and Angus, Fresno, CA	40
Memorial Village	Pre-Development Potential March 2017 Application	302 K St, Sanger, CA	55

Oak Grove	Pre-Development Potential March 2017 Application	Bigger Street and Parlier Avenue, Parlier, CA	81
Highway City	Pre-Development Potential July 2017 Application	Polk Avenue between Shaw and Gettysburg, Fresno, CA	58

## **Project Highlights**

Lease up for the Cedar Heights project was completed on March 30, 2016. Winn Residential moved in all 14 families the following day after receiving the keys from Brown Construction, Inc.

The Shockley Terrace project closed on construction financing on March 18, 2016. All families residing at the property have been temporarily relocated by the Fresno Housing relocation team. Brown Construction, Inc. was issued with a notice to proceed and the property is currently being prepared for demolition.

The Lowell Neighborhood Project closed on construction financing on March 17, 2016. All of the families living at the Calaveras site have been relocated by the Fresno Housing relocation team. Brown Construction, Inc. was issued with a notice to proceed and the properties are currently being prepared for new construction (Glenn) and rehabilitation/demolition (Calaveras).

## **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**

#### **Building Parent Literacy and Self-Efficacy through Abriendo Puertas**

Fresno Housing Authority continued collaboration with Firebaugh-Las-Deltas Unified School District to implement Abriendo Puertas (AP). In March, AP facilitators completed a series on parenting literacy and education. Participants received training on being their child's first literacy coach and learned how to assist their children with homework, reading skills. Participants also learned how to navigate through school system, request supportive services, and share their progress within a group setting.

#### **West Shaw Estates Community Outreach and Assessment**

During the month of March, Resident Services and the HCV Unit conducted a community assessment and outreach pilot project. FH reached out to residents living in the West Shaw Estates in response to information shared by our City of Fresno partners and code enforcement task force regarding a high volume of service calls coming from that community. The purpose of the outreach and assessment was to gather resident input on perceived neighbourhood safety, identify sources of neighbourhood violence,



provide an opportunity for residents to share their thoughts and priorities for community safety, and provide fun and engaging activities for youth (including ice cream)! Two community roundtable discussions were held and surveys were distributed to 200+ units in the West Shaw Estates subdivision. Feedback from the surveys collected will be shared in the next Board update.



### **Kings River Commons – Reedley**

#### **Home Maintenance/California Poison Control –Lead Base Paint**

During the month of March, Fresno Housing Authority collaborated with Kings River Commons management to provide residents with information on home maintenance in accordance with rental contracts. Information was distributed regarding safety measures to take within the units and avoiding hazards within the home. California Poison Control information and Lead Poisoning education and prevention information was also provided.

### **Mendota RAD**

#### **Financial Management/Credit Counseling/Homeownership**

During the month of March, Resident Services provided Mendota RAD residents with information on financial literacy; which included, budgeting tips, importance of credit scores, how to access credit scores, preparing for homeownership, where to obtain credit counseling and pre-purchase homeownership counseling.

### **Orange Cove RAD**

#### **Centro La Familia Telecommunication Fraud Program**

During the month of March, Fresno Housing Authority collaboration with Centro la Familia's Telecommunication Fraud Prevention Program to provide Orange Cove RAD residents with information. Included in the workshop were topics regarding; how to identify fraud, ways to prevent fraud, victim services, and advocacy services. A program representative reviewed telephone bills and contacted companies to provide residents with corrective measures and reduce the cost of future bills.

## **Champions for Change Nutrition and Diabetes Education**

During the month of March ROSS City coordinated two separate series of workshops which took place at Fairview Heights and Sequoia Courts. A six week series was offered by both Champions for Change Nutrition and Diabetes Education. The nutrition classes included “rethink your drink”, exercises, recipe ingredient replacements, and planning meals. Workshops included meal prep such as salsa’s, smoothies, veggies, and desserts. The diabetes education course included healthier drinks, sugar consumption, physical activity, diet, health complications and medical management.

## **Cedar Courts RAD**

### **Girl Scouts-Spring Break Activities**

A week long Girl Scouts series was held at Cedar Courts during spring break. Classes were Monday through Thursday for two hours. At the end of the week, certificates and merit badges were presented to the Girl Scouts.

**March was Spring Break for students.** Spring Break activities were held at Cedar Courts. First 5 assisted with the younger children and the older children participated in many games, egg hunts, and photos with the bunny. Over 100 children attended.



## **Inyo Terrace RAD**

### **Spring Break Activities**

**March was Spring Break for students.** Spring Break activities were held for residents at Inyo Terrace and Pacific Gardens. Children created their baskets, enjoyed games, and participated in an egg hunt and a visit from the bunny! Over 25 children attended with their parents.



## **Viking Village RAD**

### **Pacific Coast Medical Services/Spring Break**

A representative from Pacific Coast Medical Services provided information on procedures to relieve pain discomfort due to varicose veins. March was Spring Break for students. Spring Break activities were held at Viking Village. Children created their own baskets, played games, participated in an egg hunt and took photos with the bunny! Over 30 children attended with their parents.



### **HUD Funding Announcement-Resident Opportunities and Self-Sufficiency-Service Coordinators**

The Housing Authority City of Fresno has been awarded \$206,901 for the Resident Opportunities and Self-Sufficiency – Service Coordinators program (ROSS-SC). The 3-year grant will directly help public housing residents with assessing their needs and connecting them with education, job training/placement programs, digital literacy, and financial literacy services available in the community. The ROSS –SC grant encourages local, innovative strategies that link public housing assistance with public and private resources to enable participating families to increase earned income; reduce or eliminate the need for welfare assistance; and make progress toward achieving economic independence and housing self-sufficiency.

### **Assisted Housing Division**

#### **Housing Choice Voucher (HCV) Utilization & Leasing Activity**

Date Range 3/1/16 –3/31/16

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	49,864	0	*95	309	71	0	266	217
County	45,844	325	8	30	3	325	23	18

\*Vouchers issued were drawn from the waiting list in 2014.

## **PUBLIC**

## Overview

*Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno's low-income residents.*

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

## PARTNERSHIP

### Overview

*Fresno Housing seeks to collaborate to strengthen its ability to address the challenges facing Fresno communities.*

### Development Partnerships

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
Department of Community Services and Development - Low Income Weatherization Program	Association for Energy Affordability  Grid Alternatives	Partners in portfolio assessment, project planning and design, and incentive approval

## 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.*

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

## **Structure**

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

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

## **Strategic Outreach**

*Heighten agency visibility, facilitate community dialogue about housing solutions; and build support for the agency and quality affordable housing.*

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





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# ***2016 Housing Choice Voucher - Housing Assistance Payments (HAP) Report***

*April 26, 2016*

*Board of Commissioners Meeting*



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## ***Presentation Overview***

- 2016 1<sup>st</sup> Qtr Voucher Utilization
- 2016 1<sup>st</sup> Qtr HAP Utilization
- 2016 HAP Reserves
- 2016 Leasing

## *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
- The benchmark of 98% voucher utilization has been set for SEMAP
  - Internally, we strive for 99% utilization to capture the maximum admin fees



## 2016 1<sup>st</sup> Quarter Voucher Utilization

Jan-March Voucher Utilization	City	County
Monthly (March)	96.36%	99.95%
YTD	96.91%	101.70%
<b>Projected Year-End</b>	<b>98.95%</b>	<b>99.22%</b>

- The City program projects to be at 98.95% year-end voucher
  - Does not include VASH utilization
  - April utilization is 97.35% versus a projection of 95.15% so leasing focus may be showing positive signs
- The County program projects to be at 99.22% year-end voucher utilization with a monthly utilization of 97.66% in December
  - April utilization is at 99.58% versus 98.23% as we work towards stabilizing just under 100%

## *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). Proration for 2016 has been set at 99.6%.

## 2016 1<sup>st</sup> Quarter HAP Utilization

<b>Jan-March HAP</b>	<b>City</b>	<b>County</b>
<b>Revenue</b>	<b>10.19</b>	<b>8.82</b>
<b>Expenses</b>	<b>10.32</b>	<b>8.52</b>
<b><i>Net</i></b>	<b><i>-0.13</i></b>	<b><i>0.30</i></b>
<b>Begin Balance - PHA-held</b>	<b>1.73</b>	<b>0.79</b>
<b>PHA-held reserves as of 3/31</b>	<b>1.60</b>	<b>1.09</b>
<b>add HUD-held reserves</b>	<b>1.83</b>	<b>0.35</b>
<b>Total Reserves as of 3/31</b>	<b>3.43</b>	<b>1.44</b>

*\*All \$ amounts are in millions*

## 2016 Leasing

- Staff are working diligently to balance leasing in the City
  - Leasing duties have been centralized to a team of leasing specialists to increase operational efficiency
  - As part of the HCV program restructure, a Housing Navigator position was added to aid tenants who are having difficulty finding adequate housing
- Payment standards are being analyzed to determine appropriate subsidy levels
  - This includes an analysis of areas of opportunity within Fresno County

*Questions or Comments?*



## ***Financial Operating Results as of Dec. 31, 2015***

*Fresno Housing Authority  
Boards of Commissioners Meeting  
April 26<sup>th</sup> 2016*



# Overview

- 2015 Operating Budget
- Financial Results through Dec. 31, 2015
- Financial Highlights
- HAP Financial Results

# 2015 Budget

## Fresno Housing Authority 2015 Operating Budget

	Core	Instrum.	P&CD	Assisted Housing	Housing Mgmt.	Affordable Housing	Total
Income	6.79	1.49	3.70	9.72	11.93	1.74	<b>35.36</b>
Expenses	7.73	1.24	2.77	10.80	11.25	1.29	<b>35.09</b>
+/-	<b>-0.95</b>	<b>0.26</b>	<b>0.93</b>	<b>-1.09</b>	<b>0.68</b>	<b>0.44</b>	<b>0.27</b>
<i>Unrestricted</i>	<i>-0.95</i>	<i>-</i>	<i>0.93</i>	<i>-1.09</i>	<i>-</i>	<i>0.44</i>	<i><b>-0.67</b></i>

\*all figures in millions of dollars and rounded to the nearest ten thousandth



# 2015 Year End Results

## Fresno Housing Authority 2015 Financial Results

	Core	Instrum.	P&CD	Assisted Housing	Housing Mgmt.	Affordable Housing	Total	2015 Budget	<i>Fav / (Unfav.) Variance</i>
Income	7.21	1.37	2.63	10.47	12.51	1.99	<b>36.18</b>	35.36	0.82
Expenses	8.45	1.32	1.69	10.80	11.06	1.21	<b>34.53</b>	35.09	-0.56
+/-	<b>-1.24</b>	<b>0.049</b>	<b>0.94</b>	<b>-0.33</b>	<b>1.45</b>	<b>0.79</b>	<b>1.65</b>	0.27	1.38
<i>Unrestricted</i>	<i>-1.24</i>	<i>-</i>	<i>0.94</i>	<i>-0.33</i>	<i>-</i>	<i>0.79</i>	<i>0.16</i>	<i>-0.67</i>	<i>0.83</i>

- Overall, the Agency has realized \$1.38 million more in net income than originally budgeted for 2015.
  - Of which, **restricted** net income is up \$550 thousand, and **unrestricted** net income is up \$830 thousand.

•all figures in millions of dollars and rounded to the nearest ten thousandth

# Revenue Highlights

	Unrestricted	Restricted	Total
Budgeted Income	21.93	13.42	35.35
Actual Income	22.30	13.88	36.18
<i>Fav/(Unfav.) Variance</i>	<i>0.37</i>	<i>0.46</i>	<i>0.83</i>
<i>Unrestricted Variance</i>	<i>0.37</i>	<i>-</i>	<i>0.37</i>

- **Unrestricted Programs**

- Includes Core, P&CD, Aff. Hsg. & any negative net operating income in AHD.
- P&CD: Received \$1 million less in developer fees than expected, all of which are expected to be received in 2016. (see next slide)
- AHD: \$750 thousand more than projected, primarily as a result of HCV receiving a 2.6% higher proration as well as nearly 100% voucher utilization.

- **Restricted Programs**

- Includes Instrum., HSM, & any positive net operating income in AHD.
- HSM: Payment of 2014 funds in 2015 at Migrant Center.

•all figures in millions of dollars and rounded to the nearest ten thousandth

# 2015 Developer Fees

Paid as of First Quarter 2016 (*)		<b>Budgeted Amount</b>	<b>Actual Amount Received</b>	<b>Payment Date</b>
	Alta Monte	\$ -	\$ 12,021	2015
	Kings River Commons	\$ 217,000	\$ 188,355	2015
	Fultonia	\$ 222,500	\$ 117,932	2015
	Parc Grove North	\$ -	\$ 600,000	2015
	Bridges at Florence	\$ 250,700	\$ 190,030	2015
	Bridges at Florence	\$ -	\$ 230,013	2015
	Droge	\$ 192,333	\$ 192,333	2015
*	Kings River Commons	\$ 866,242		2016
*	CityView	\$ 543,400		2016
	Fresno RAD	\$ 602,800	\$ 602,485	2015
	Firebaugh Gateway	\$ 250,000	\$ 200,000	2015
	Edison Phase I	\$ 200,000	\$ 200,000	2015
*	Calaveras	\$ 200,000		2016
	<b>2016 Total</b>	<b>\$ 3,544,975</b>	<b>\$ 2,533,169</b>	

# Expense Highlights

	Unrestricted	Restricted	Total
Budgeted Expense	22.60	12.49	35.09
Actual Expense	22.14	12.38	34.52
<i>Fav/(Unfav.) Variance</i>	<i>-0.46</i>	<i>-0.11</i>	<i>-0.57</i>
<i>Unrestricted Variance</i>	<i>-0.46</i>	<i>-</i>	<i>-0.46</i>

- **Unrestricted Programs**

- *Includes Core, P&CD, Aff. Hsg. & any negative net operating income in AHD.*
- Core: Staffing expense increases due to Early Retirement Payout, and intentional investments in Accounting and Human Resources.
- P&CD: Reduction in Consulting expenses due to delays in Developer Fee Revenue and increased staff capacity.

- **Restricted Programs**

- *Includes Instrumentalities, HSM, & any positive net operating income in AHD.*
- HSM: Reductions in several line items in Administrative Overhead and Facilities expenses.

•all figures in millions of dollars and rounded to the nearest ten thousandth

# 2015 HAP Financial Results

	Unrestricted	Restricted	Total
Budgeted Income	21.93	13.42	35.35
Actual Income	22.30	13.88	36.18
<i>Fav/(Unfav.) Variance</i>	<i>0.37</i>	<i>0.46</i>	<i>0.83</i>
<i>Unrestricted Variance</i>	<i>0.37</i>	-	<i>0.37</i>

- **Overview**
  - HAP reserves increased substantially due to a high proration of 101.2%
  - New VASH vouchers also added to PHA-held reserves as these funds are frontloaded.
  - Excess funds will be held at HUD in our reserve account.

•all figures in millions of dollars and rounded to the nearest ten thousandth

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# Questions or Comments?

# Legend

Division	Program Type	Net Income Restrictions	Departments
Core	Administrative Services	Unrestricted	Human Resources, Fiscal Services, Executive Office, Operations, COCC
Instrumentalities (Instrum.)	Closely-Related Entities	Restricted	Housing Relinquished Fund Corp. (HRFC), Housing Self-Insurance Corp. (HSIC), Silvercrest, Villa del Mar
Assisted Housing (AHD)	Housing Programs	Positive Net Income is Restricted. Negative Net Income is Unrestricted.	Housing Choice Voucher, Homeless Services, Resident Services Programs
Housing Mgmt. (HSM)	Housing Services	Restricted	Low-Rent Public Farm Labor, Migrant, CHFA Housing
Affordable Housing	Non-Subsidized Housing	Unrestricted	Firebaugh Family, Dayton Square, Woodside Apts., El Cortez



## ***Mixed Finance Financial Results***

***as of Dec. 31, 2015***

*Fresno Housing Authority*

*Boards of Commissioners Meeting*

*April 26, 2016*





# Overview

- What is “Mixed Finance”?
- 2015 Mixed Finance Budgets
- Financial Results through Dec. 31, 2015
- Financial Highlights
- 2015 Annual Cash Flow Distributions

# 'Mixed Finance' Properties

## What are they?

- Limited partnership-owned properties sponsored and developed by the Housing Authority.
- Mixed finance means that several funding sources were used to develop the properties (examples: Tax Credits, HRFC, private mortgage, HOME funds, HUD, etc...).
- Twenty-two (22) properties have been sponsored and developed by Fresno Housing since 2008 (approx. 1,600 units).
- Sixteen (16) properties were operational in 2015.

## Why do we care?

- Properties fulfill Agency's mission to create affordable housing, and we want to make sure they last as long as possible.
- The Agency and its subsidiaries have a vested interest in the properties.
- 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.

# 2015 Mixed Finance Budgets

## Mixed Finance Properties 2015 Budgets

	Total City	Total County	Total
Op Income	7.29	2.34	9.63
Op Expenses	4.79	1.50	6.29
+/- NOI	2.50	0.84	3.34
Non-Op Exp	0.85	0.29	1.14
+/- Net Income	1.66	0.55	2.21

- 2015 Budget included 15 Mixed Finance properties: 11 City, and 4 County, which were combined in the Agency's 2015 Mixed Finance Budget .

\*all figures in millions of dollars and rounded to the nearest ten thousandth

# 2015 Mixed Finance Results

## Mixed Finance Properties 2015 Financial Results

	Total City	Total County	Total	2015 Budget	Fav/(Unfav) Variance
Op Income	7.16	2.31	9.46	9.63	-0.17
Op Expenses	5.12	1.69	6.81	6.29	0.52
NOI	2.04	0.61	2.65	3.34	-0.69
Non-Op Exp	0.75	0.23	0.98	1.14	-0.16
Net Income	1.30	0.38	1.68	2.21	-0.53

- 2015 Results included 16 Mixed Finance properties: 11 City, and 5 County, with the addition of Marion Villas in Kingsburg, which was not expected to be operational in 2015.
- Overall, the Mixed Finance Properties produced \$530 thousand less Net Income than originally budgeted.

•all figures in millions of dollars and rounded to the nearest ten thousandth

# Revenue Highlights

	Total City	Total County	Total
Budgeted Income	7.29	2.34	9.63
Actual Income	7.16	2.31	9.46
<i>Fav/(Unfav) Variance</i>	<b>-0.14</b>	<b>-0.03</b>	<b>-0.17</b>

- The largest variance in revenue was tied to Fresno RAD's contract rents.
- Other Variances:
  - Parc Grove Commons received additional revenue due to increased leasing at the property.
  - Renaissance properties outperformed revenue projections due to additional income as a result of corrections to HAP contracts.

•all figures in millions of dollars and rounded to the nearest ten thousandth

# Expense Highlights

	Total City	Total County	Total
Budgeted Expenses	4.79	1.50	6.29
Actual Expenses	5.12	1.69	6.81
<i>Fav/(Unfav) Variance</i>	<b>-0.33</b>	<b>-0.19</b>	<b>-0.52</b>

- Expense variances were largest at the Renaissance and RAD properties.
  - Renaissance: Additional security expenses, and higher maintenance and repair costs.
- Other Variances:
  - Bridges at Florence and Yosemite Village also experienced higher than anticipated maintenance and repair costs.
  - Most county properties experienced higher utility costs, mostly stemming from water rates.
  - Resident Services costs at the RAD sites were lower than anticipated as construction delays subsequently delayed the start of services.

•all figures in millions of dollars and rounded to the nearest ten thousandth

# 2015 Cash Distributions

## Mixed Finance Properties 2015 Financial Results

	Total City	Total County	Total	2015 Budget	Fav/(Unfav) Variance
Op Income	7.16	2.31	9.46	9.63	-0.17
Op Expenses	5.12	1.69	6.81	6.29	0.52
NOI	2.04	0.61	2.65	3.34	-0.69
Non-Op Exp	0.75	0.23	0.98	1.14	-0.16
<b>Net Income</b>	<b>1.30</b>	<b>0.38</b>	<b>1.68</b>	<b>2.21</b>	<b>-0.53</b>

- Each year, excess cash flows (net income) are distributed to various stakeholders in the limited partnership. This is often referred to as the “waterfall”.
- The “waterfall” is stated in the Limited Partnership Agreement and is negotiated with the investors.

## 2015 Cash Distributions

Entity	Amount	Type of Payment
P&CD	\$101,707.00	Developer Fees
HACF	\$174,675.00	Loan Payment
HRFC	\$1,043,614.00	Loan Payment
BOB	\$9,050.00	Loan Payment
BOB	\$26,900.00	MGP Fees
Silvercrest	\$72,569.00	MGP Fees
	\$1,428,515.00	

- Total: \$1.43m in cash flow will be distributed from nine properties to the HA and its affiliates.



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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 the 2015 Operating Results.

**Questions or Comments?**



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# ***Enterprise Management System Update***

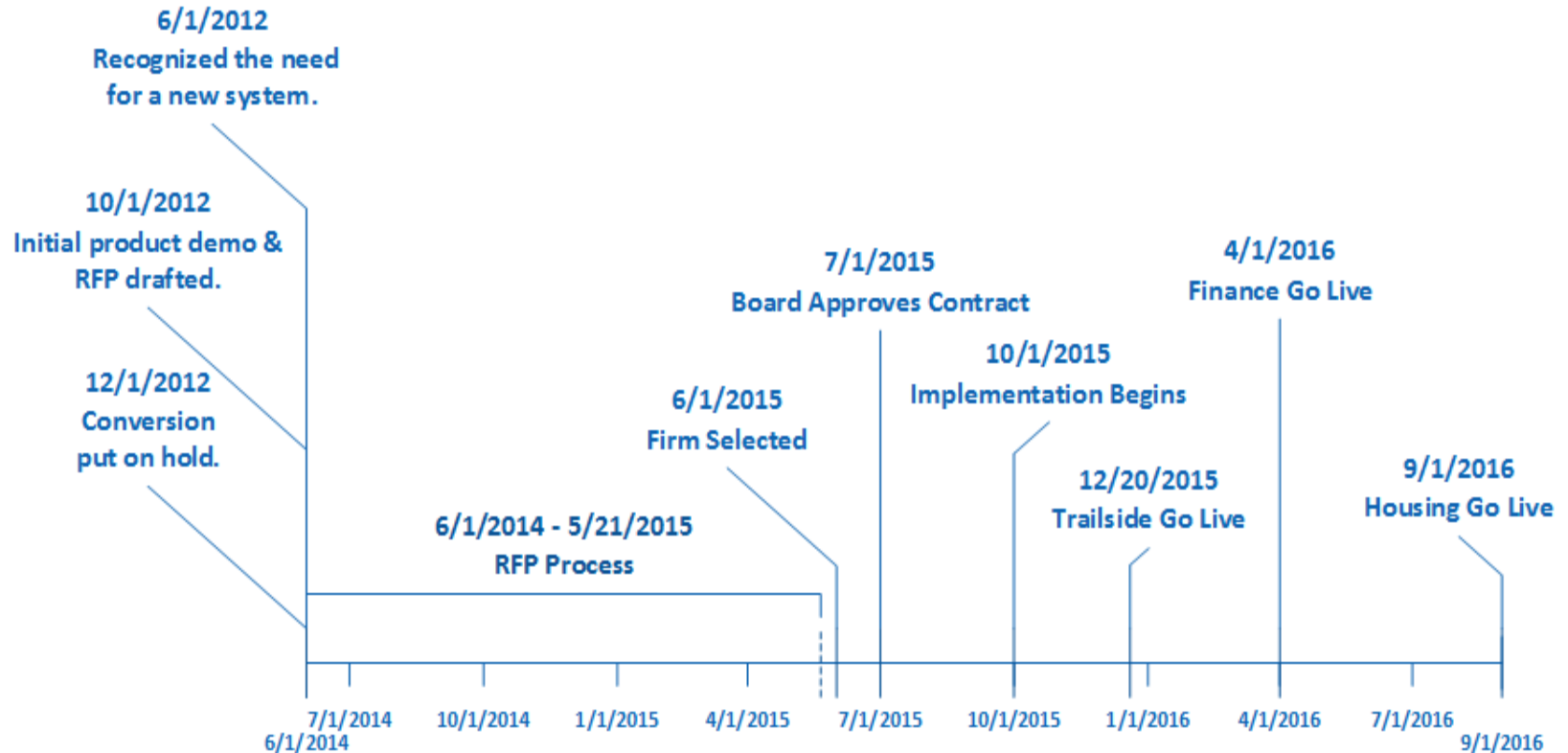
*Boards of Commissioners Meeting  
Fresno Housing Authority  
April 26, 2016*

# What is EMS?

- Enterprise Management System (EMS) is a computer software system designed to satisfy the needs of an entire business organization.
- Currently, the Agency is using four separate software systems to meet the needs of Housing Management, Assisted Housing, Accounting, and Human Resources, none of which communicate with each other.
- EMS would eliminate the need for three of these systems thus increasing efficiency, business intelligence, and data management within the Agency.
- EMS would also provide a software solution to Construction Management, Development, and Procurement, which currently do not use a specific program.

\*Slide originally presented on 5/26/15

# Timeline





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## Where are we now?

- Currently managing two RAD properties in Yardi
- Finance is live!
  - Expense approval workflows
  - Internal Controls
  - PayScan App
  - Check printing

# Yardi Budget Update

<b>Board Approved Budget</b>	<b>2015</b>	<b>2016</b>	<b>Total</b>
Yardi Software & Implementation	491,543	548,762	1,040,305
Agency Implementation Costs	87,500	262,500	350,000
<b>Total Budget</b>	<b>579,043</b>	<b>811,262</b>	<b>1,390,305</b>
<b>Actual Expenditures</b>	<b>2015</b>	<b>2016</b>	<b>Total</b>
Yardi Software & Implementation	388,602	96,318	484,920
Agency Implementation Costs	60,413	76,670	137,083
<b>Total Expenditures</b>	<b>449,015</b>	<b>172,988</b>	<b>622,003</b>
<i>Variance</i>	<i>130,028</i>	<i>638,274</i>	<i>768,302</i>

## Property Info

Save New Delete Memorize Help

[Distribute](#) [View POs](#) [More Rows](#) [Clear Rows](#) [Check Budget](#)



DESCRIPTION	QTY	AMOUNT
Billing for ACC Operating Subsidy as follows:		\$9,000.00
Dental:		
Map West Facility \$ 9,000		
<b>TOTAL</b>		<b>\$9,000.00</b>

Make all checks payable to: **Parr Grove Commons II**  
 7355 N. Palms Avenue, Ste. 105  
 Fresno, CA 93711

Payment is due upon receipt. If you have any questions concerning this invoice, please contact Debi Laros  
 (559) 440-1974 ex. 18

## Budget Info

## Invoices Pending Approval

Property	Vendor	Expense Type	Date Entered	Requested By	Total Amount	Next Approver Name	Approver Overdue Days
440001	v0004361	Expense	4/4/2016	bgonzale	4000.00	Prince	200
613014	v0003811	Expense	4/4/2016	bgonzale	2549.00	Barker	2
613007	v0003660	Expense	4/4/2016	bgonzale	290.00	Coulter	0



# Lessons Learned

- Clear and constant communication
- Feedback is key!
- Celebrate ALL victories
- Keep momentum going.
- Post implementation plan just as import.
  - Testing new releases
  - Clean up



## Next?

- Next Go live is 9/1/2016
  - Procurement
  - Work orders
  - Inspections
  - Case Management
  - Report assessment
  - Post-Mortem Analysis



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***Questions or comments?***



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## ***2016 Capital Budget***

*Board of Commissioners Meeting  
April 26, 2016*



# Overview

- What is a Capital Improvement?
- Sources of Funds
- Summary of 2015 Capital Improvements
- 2016 Capital Improvement Plan
- Recommendation

# What is a Capital Improvement?

- A capital improvement is an addition or enhancement to a property that either:
  - Substantially adds to the value of the property
  - And/or, prolongs the useful life of the asset

## Sources of Funds

- Funding sources for capital improvements is primarily determined by site/program
  - Public Housing
    - Capital Funds
    - City/County Operating Reserves
  - Specialty Housing
    - Property-specific Operating Reserves
  - Central Office
    - Program Reserves (Retained Earnings)

# Capital Fund Improvement Principles

- Resident Safety
- Building Code and ADA Compliancy
- REAC Inspection Preparation
- Maintainability and Long Term Sustainability
- Property Marketability
- Energy and Water Conservation





# Tree Trimming



# Sidewalk Replacement





## New ADA Ramps



# ADA Compliancy





## Parking Lot Re-Paving



## ***Roof Replacements***





## *Capped Hose Bibbs*



## ***Low Flow Shower Heads***



## Water Conservation Measures

- Installed Over 500 Low Flow Shower Heads in Our City LIPH Portfolio
- Reduced Water Flow From 2.5 gpm to 1.4 gpm
- Maintained High Water Pressure Feel
- Showerhead Designed and Manufactured Locally in Oakhurst
- Estimated Savings of 1.2 Million Gallons of Water Annually

---

# Proposed 2016 Capital Fund Expenditures

- Continue Water Saving Improvements Throughout the Remainder of Our County Portfolio.
- Seal and Re-Stripe Asphalt Parking Lots
- Landscape and Irrigation Improvements
- Roof Replacements
- Re-Paint Exteriors
- Site Lighting Improvements

# Proposed 2016 Specialty Housing Expenditures

- Water Saving Improvements, Including Shower Head and Toilet Replacements
- Seal and Re-Stripe Asphalt Parking Lots
- Window Replacements
- Site Lighting Improvements
- Repair Entry Security Gates
- Mailbox Replacements
- Roof Replacements

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# Proposed 2016 Unrestricted Reserves

## Central Office Improvements

- New Carpet and Paint
- New Office Furniture
- Parking Lot Slurry and Lighting Improvements
- Lobby and First Floor Lounge Area Remodel

# Proposed 2016 Expenditures

	<u>2016 Operating Reserve Balance</u>	<u>Proposed 2016 Operating Reserve Expenditures</u>	<u>Current 2016 Capital Fund Balance</u>	<u>Proposed 2016 Capital Fund Expenditures</u>
City AMP's	-	-	\$2,086,899	\$347,916
County AMP's	-	-	\$2,200,005	\$637,688
<b>Total LIPH</b>			<b>\$4,286,904</b>	<b>\$985,604</b>
-				-
Firebaugh Family	\$617,635	\$272,000		-
Farm Labor	\$1,862,531	\$512,000		-
Citrus Gardens	\$399,053	\$111,500		-
Maldonado Plaza	\$142,159	\$16,200		-
<b>Total Specialty Housing</b>	<b>\$3,021,378</b>	<b>\$911,700</b>		-
-				-
Unrestricted Reserves- Central Office	\$1,871,102	\$207,400		-
<b>Total Unrestrictive Reserves</b>	<b>\$1,871,102</b>	<b>\$207,400</b>		-
-				-
<b>Total</b>	<b>\$4,892,480</b>	<b>\$1,119,100</b>	<b>\$4,286,904</b>	<b>\$985,604</b>



# ***Leveraging the Housing Choice Voucher Program to Improve Housing Quality***

*April 26, 2016*

*Boards of Commissioners Meeting*

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# Agenda

- Fresno Housing Overview
- Housing Choice Voucher Program
- Housing Stock – HCV Program
- Housing Quality Standards – HQS
- Fresno Housing Inspection Process
- Policy and Procedures Update
- Case Studies

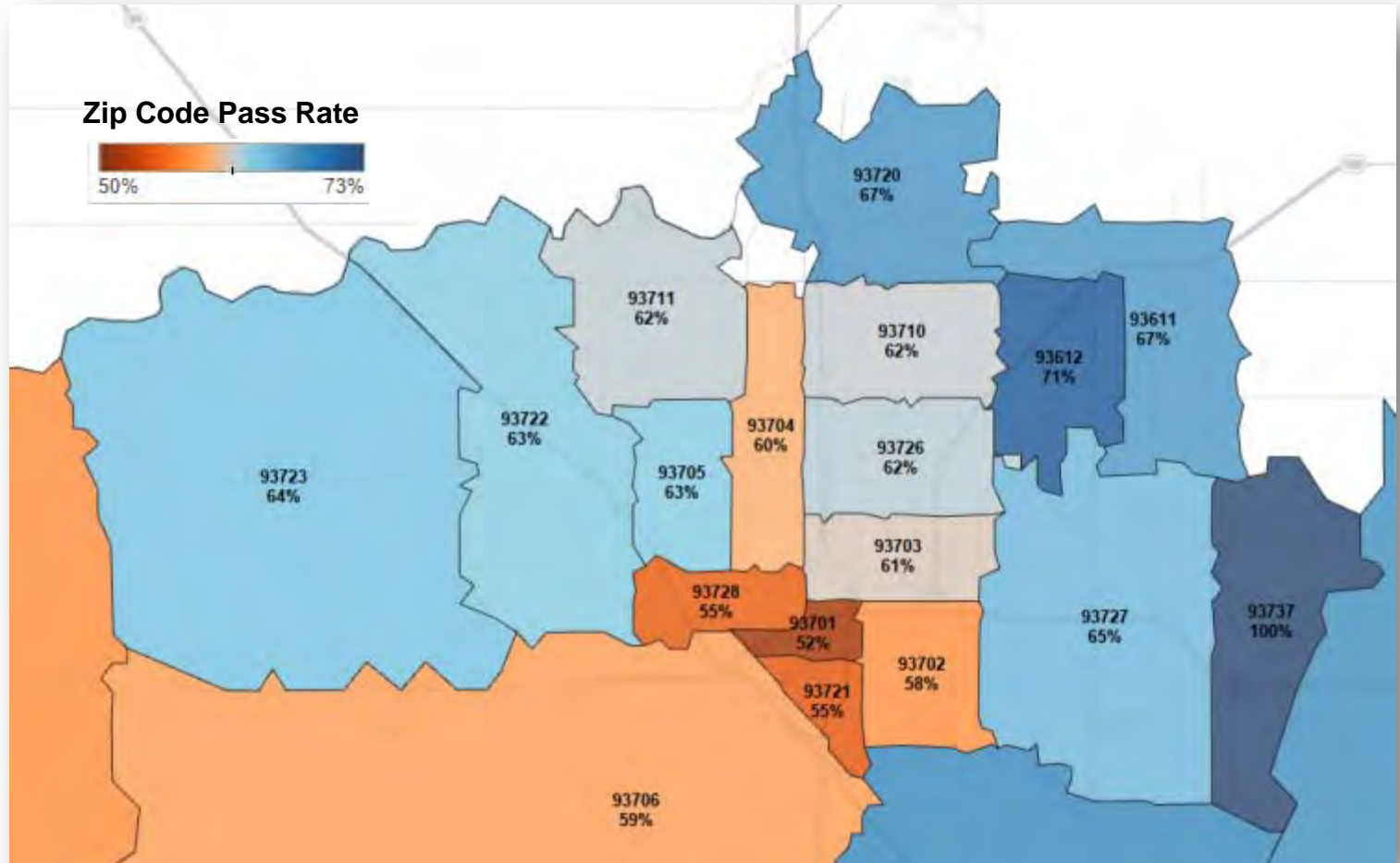


# Housing Choice Voucher (HCV) Program

- Formerly called Section 8
- Approx. 13,000 total combined vouchers (City and County)
- Over 38,000 program participants
- Participants must be income-eligible
  - Limit is approximately 30% Area Median Income or \$24,300 for a family of four
- Participants pay roughly 30% of their monthly income toward rent
  - Agency pays the balance directly to the landlord in the form of a HAP payment



# Housing Stock by Zip Code - City



“Housing Quality Standards (HQS) are set in place to ensure that the assisted housing is decent, safe and sanitary.

HQS standards apply to the building and premises, as well as the unit.”

# HUD provides guidance and forms

## Inspection Form

Housing Choice Voucher Program

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 0.25 hours per record, including reviewing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0182-0047), Washington, DC 20503.

**Privacy Act Statement.** The Department of Housing and Urban Development (HUD) is authorized to collect the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the name and address of both the family and the landlord is necessary to determine if a unit meets the housing quality standards of the section 8 rental assistance program. HUD agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed to any person or entity, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of the application.

Assurances of confidentiality are not provided under this collection.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of the name and address of both the family and the landlord is necessary to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

PHA		Tenant ID	
Inspector		Date	
Neighborhood/Census Tract		Type of Inspection <input type="checkbox"/> Initial <input type="checkbox"/> Special	
<b>A. General Information</b>			
Street Address of Inspected Unit			
City	County	State	Zip
Name of Family		Current Telephone of Family	

## 1. Living Room

For each numbered item, check one

Item Description  
No.

Decision

Yes, Pass  
No, Fail  
Inconclusive

If Fail, what repairs needed?  
If Inconclusive, what action needed?  
If Pass with comments, what comments?

### 1.1 Living Room Present

Is there a living room?

### 1.2 Electricity

Are there at least two working outlets and one working light fixture?

### 1.3 Electrical Hazards

Is the room free from electrical hazards?

### 1.4 Security

Are all windows and doors that are accessible from the outside lockable?

### 1.5 Window Condition

Is there at least one window, and are all windows free of signs of severe deterioration or broken out panes?

### 1.6 Ceiling Condition

Is the ceiling sound and free from hazardous defects?

### 1.7 Wall Condition

Are the walls sound and free from hazardous defects?

- ☐ Duplex or Two Family Row  
☐ House or Town House  
☐ Low Rise: 3, 4 Stories, Including Garden Apartment

## 2. Kitchen

For each numbered item, check one

Item Description  
No.

Decision

Yes, Pass  
No, Fail  
Inconclusive

If Fail, what repairs needed?  
If Inconclusive, what action needed?  
If Pass with comments, what comments?

### 2.1 Kitchen Area Present

Is there a kitchen?

### 2.2 Electricity

Are there at least one working outlet and one working, permanently installed light fixture?

### 2.3 Electrical Hazards

Is the kitchen free from electrical hazards?

### 2.4 Security

Are all windows and doors that are accessible from the outside lockable?

### 2.5 Window Condition

Are all windows free of signs of deterioration or missing or broken out panes?

### 2.6 Ceiling Condition

Is the ceiling sound and free from hazardous defects?

### 2.7 Wall Condition

Are the walls sound and free from hazardous defects?

### 2.8 Floor Condition

Is the floor sound and free from hazardous defects?

### 2.9 Lead-Based Paint

Are all painted surfaces free of deteriorated paint?

If no, does deteriorated surfaces exceed two square feet?

# Inspections Analysis

- HQS staff scheduled over 32,000 initial, annual and complaint inspections
  - 60.2% of physical inspections passed
- Initial Inspections – 5000 annually
  - 67.7% passed, a 3% decrease from the 2013
- Complaint Inspections - nearly 350 annually
  - 26.4% of these inspections passed and the unit was HQS-complaint

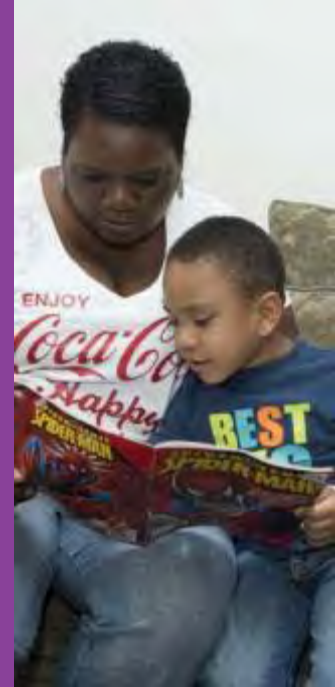
# Abatement

- The unit has failed two inspections for owner-related items
  - The owner is at risk of losing HAP \$
  - These items may be cured, result in an abatement, or a contract cancellation
  - A third inspection is required to clear the abatement
  - If unit fails again, HAP contract will be cancelled and resident will be required to move

# May – December 2015 Abatement Data

	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Abatement Status</b>	<b>78</b>	<b>81</b>	<b>80</b>	<b>119</b>	<b>83</b>	<b>72</b>	<b>60</b>	<b>48</b>	<b>621</b>
<b>Passed HQS</b>	<b>60</b>	<b>61</b>	<b>64</b>	<b>92</b>	<b>59</b>	<b>44</b>	<b>32</b>	<b>32</b>	<b>434</b>
<b>Pass before abatement</b>	<b>39</b>	<b>37</b>	<b>18</b>	<b>20</b>	<b>28</b>	<b>24</b>	<b>20</b>	<b>20</b>	<b>206</b>
<b>Pass after abatement</b>	<b>21</b>	<b>14</b>	<b>46</b>	<b>72</b>	<b>31</b>	<b>20</b>	<b>12</b>	<b>12</b>	<b>228</b>
<b>Cancellations</b>	<b>18</b>	<b>20</b>	<b>16</b>	<b>27</b>	<b>24</b>	<b>28</b>	<b>19</b>	<b>16</b>	<b>168</b>
<b>HAP Abated</b>	<b>\$7,400</b>	<b>\$10,000</b>	<b>\$12,800</b>	<b>\$24,200</b>	<b>\$4,600</b>	<b>\$6,500</b>	<b>\$14,500</b>	<b>\$9,800</b>	<b>\$89,800</b>

- Approximately \$90,000 in HAP was abated from May to December



## May – December 2015 Abatement Data

	Jan	Feb	Mar	Total
<b>Abatements Status</b>	<b>107</b>	<b>83</b>	<b>120</b>	<b>310</b>
<b>Passed HQS</b>	<b>76</b>	<b>67</b>	<b>94</b>	<b>237</b>
<b>Pass before abatement</b>	<b>23</b>	<b>20</b>	<b>28</b>	<b>71</b>
<b>Pass after abatement</b>	<b>53</b>	<b>47</b>	<b>66</b>	<b>166</b>
<b>Cancellations</b>	<b>31</b>	<b>16</b>	<b>26</b>	<b>73</b>
<b>HAP Abated</b>	<b>\$19,048</b>	<b>\$15,246</b>	<b>\$20,884</b>	<b>\$55,178</b>

- Approximately \$55,000 in HAP was abated in the first quarter of 2016



# *Costs of Inspection*

## **Annual Costs for Abatements**

1015 Abatements

~ 3 inspections/abatement

~3045 Inspections

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

\$106,575 Annual Admin Expenses (projected)

**Estimated Cost per Inspection: \$35**

\$154,000 Annual HAP abated (projected)



CELEBRATING  
**15**  
YEARS  
FRESNO HOUSING





# Potential Solutions

- Landlord Support and Training Program
  - Underway and delivery anticipated to start in June (collaboration with CAA)
- Recovery of some financial losses through a waiver allowing us to charge fees for excessive inspections
  - Waiver submitted; HUD rule change/Admin Plan
- Additional landlord outreach to increase the number of quality housing options for residents
  - New positions to support outreach
- Disallowance of landlords with repetitive issues
  - Three landlords in disallowance process



# Support for Residents

- Cancellations due to inspections failure have adverse impact on residents
- Resident concerns
  - Funds to move not readily available
  - Poor credit history limits options
  - Moving is difficult and time consuming
  - Approx ½ were more concerned w/criminal activity in area and wanted to relocate if possible
  - Rent rates in North Fresno (and acceptance of voucher) limited mobility to this area
- Housing Navigator position developed and will be hired by the end of the week

# *From the Eyes of an Inspector*



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING

# Joint Inspections and Collaborations

- Fresno Housing collaborated with City Code Enforcement to better understand how the agencies can work together
- Code Enforcement provided a list of owners whose properties received the most calls for service
- These owners and properties were cross-referenced with FH data and collaborative quality review inspections were performed at these properties
- Also working with POP Officers in each of the four policing districts to pinpoint some key areas in need of attention
- Participate on Mayor's Code Enforcement Task Force
- Participate on the STOPP Team (Strike Team Overseeing Problem Properties)



## ***Policy/Procedure Recommendations***

CELEBRATING

**75**  
YEARS  
FRESNO HOUSING





## Discretionary Owner Disapproval

- Applies to: Owners, Representatives and Property Management Companies
  - Can apply to individual properties
- Overview of Causes
  - History of non-compliance with HQS
  - History of failing to terminate tenancy when appropriate
  - History of renting units that fail to meet State or local code
  - Has not paid State or local real estate taxes, fines or assessments

# Ongoing Process Improvement

- Training and “alignment” with Inspections Team
- Quality Assurance – HQS Enforcement Specialist
- Daily property updates with entire inspections team
- “Senior” Inspectors assigned to special projects
  - POP Officer or Code Enforcement Teams
  - STOPP Team
  - Geographic Area Focus
- Market Specialist – Focus on appropriate rent comparisons and support landlord outreach efforts
- Housing Navigator – Work with Leasing Team to support resident unit selection; support resident “moves”

# Resident Support

- Improve initial briefings
- Develop neighborhood information sheets
- Monitor GoSection8
- Individual counseling sessions
  - Housing Navigator
- Collaborate with Ed Corps to consider support for barriers like security deposits and credit reports



# Landlord Communication and Support

- Implement Landlord Outreach efforts
  - Assistant Manager, Housing Navigator, Market Specialist
  - Collaboration with California Apartment Association (CAA) – June Meeting
  - Develop informational packet especially for landlords
  - Create preventative maintenance training and offer to landlords (NAHRO members)

# *Case Studies*



# STOPP Update

- Collaboration with City Manager, Code, Police, Fire, Housing Authority and City Attorney
- Meet every Friday
- Approximately 30 properties on list with immediate focus on seven (7) with action by City
  - Three of the seven had Section 8 contracts
  - Two properties/owners have been disallowed by FH since team began
  - One in process of being disallowed by FH
- Fresno Housing is working on an additional property/owner that has over 70 contracts and six properties and will be added to the STOPP team action list soon

*Questions/Comments?*



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING

***Thank you***



# Inspection Results

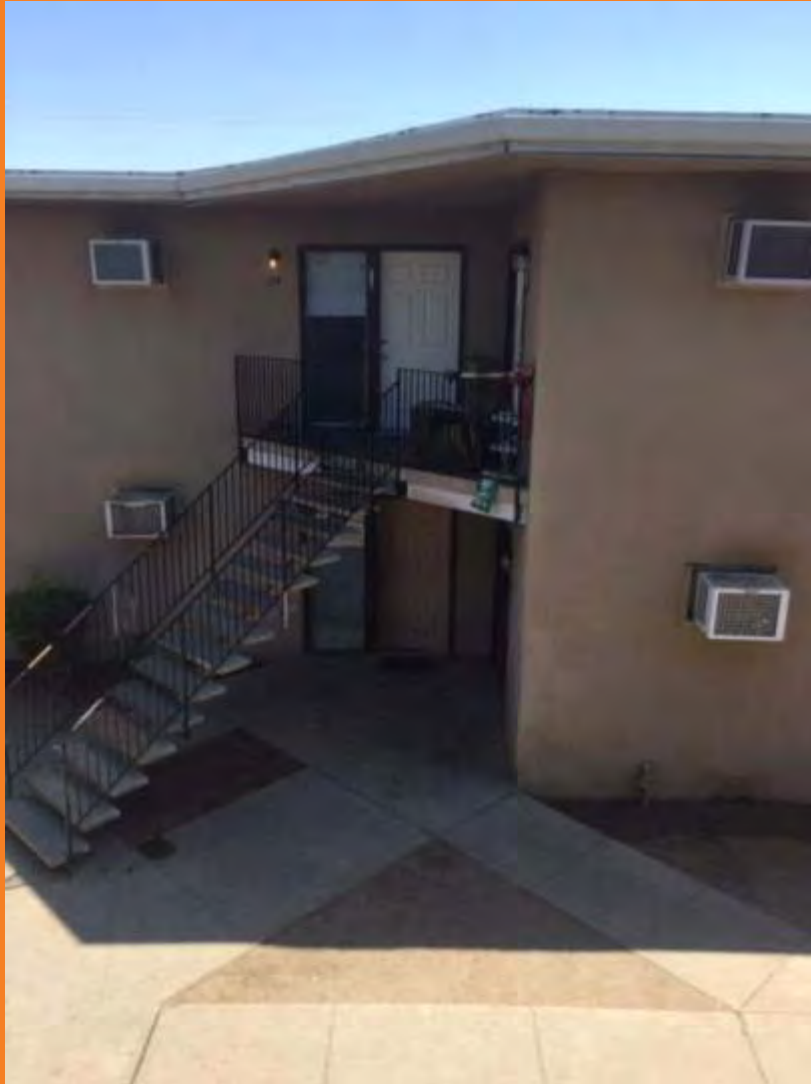
- Examples of “Owner” Fails
  - Pests/Roaches; Eaves and overhang in front of units were in disrepair; A/C issues and electrical cord overhang, garbage disposal and faucet issues, refrigerator seal broken, door knob/locks loose, Refrigerator seal broken, Front door not weatherized, cutting hazard on counter top, security door in disrepair, caulk around toilet, open ground in kitchen outlet



# Inspection Results

- Examples of “Tenant” Fails
  - Writing on walls, cable tripping hazard, dirty carpet, unsanitary shower , poor housekeeping

# *Common Deficiencies*



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING

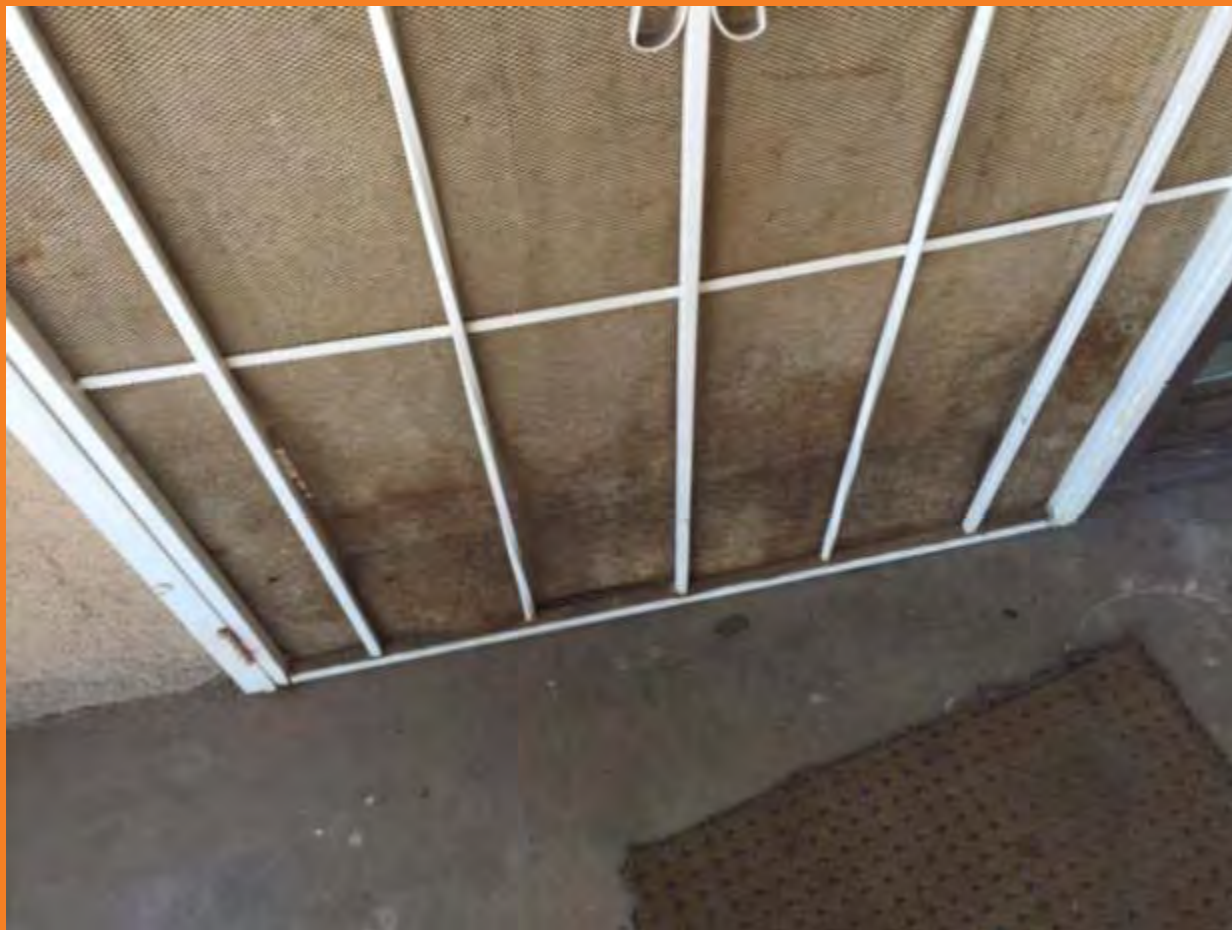


# *Common Deficiencies*



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING

# *Common Deficiencies*



CELEBRATING  
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YEARS  
FRESNO HOUSING

# ***Common Deficiencies***



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING





# *Common Deficiencies*



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING

# *Common Deficiencies*



CELEBRATING  
**75**  
YEARS  
FRESNO HOUSING



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## ***Development Action Items***

*April 26, 2016*

# Presentation Overview

- Highway City CenterPoint
- Parc Grove Commons Northeast Veterans



# Highway City CenterPoint (Fresno)

- New construction of up to 44 units of family housing and a community building
- Proposed April 2016 HOME Funds application



# Highway City CenterPoint Action Items

- Item 7.c.
  - Consideration of HOME Funds Application submission, Purchase & Sale Agreements, Memorandum of Understanding



# Parc Grove Commons Northeast Veterans

- New construction of 40 units of veterans permanent supportive housing
- Received VHHP award of \$2.6 million
- March 2016 AHP application submitted
- Proposed April 2016 HOME Funds application
- Proposed June 2016 CTCAC application
- RFP for GC/CM issued April 2016

# Parc Grove Commons Northeast Veterans Project-Based Vouchers

- Allows for tenant-based Section 8 assistance to be attached to specific units rather than being mobile
- Allows the property to do deeper income targeting to special needs population by paying the difference in rent between the tenant's portion and tax credit rents
- Provides the property with a sustainable revenue stream in order to better serve clients

# Parc Grove Commons Northeast Veterans Action Items

- Item 7.d.
  - Consideration of Project-Based Voucher Allocation

*Questions?*



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# ***Real Estate Development Update***

*April 26, 2016*

# Presentation Overview

- Construction Progress Photos
  - Cedar Heights
  - 541 @ South Tower (formerly Fultonia West)
  - Fresno Edison Phase I
  - Trailside Terrace
  - Firebaugh Gateway
  - Shockley Terrace
  - Lowell Neighborhood Project



## Cedar Heights (Fresno)

- New construction of 14 units of family housing
- Construction completed March 2016
- 100% Leased





# Cedar Heights (Fresno)





## 541 @ South Tower (Fresno)

- New construction of 31 units of workforce housing
- Anticipated construction completion May 2016



## 541 @ South Tower (Fresno)





# Fresno Edison Phase I

- New construction of 64 units of family housing
- Anticipated construction completion January 2017





# Fresno Edison Phase I





## Trailside Terrace (Reedley)

- New construction of 55 units of family housing
- Anticipated construction completion January 2017



# Trailside Terrace (Reedley)





# Firebaugh Gateway

- New construction of 30 units of senior housing
- Anticipated construction completion January 2017





# Firebaugh Gateway





## Shockley Terrace (Selma)

- Demolition of 25 existing LIPH units; new construction of 48 units of family housing
- Anticipated construction completion April 2017



# Shockley Terrace (Selma)







## Lowell Neighborhood (Fresno)

- Rehabilitation of 22 existing units and new construction of 8 units of family housing
- Anticipated construction completion March 2017



# Lowell Neighborhood – Calaveras (Fresno)





# Lowell Neighborhood – Glenn (Fresno)



# Presentation Overview

- Pre-Development Projects
  - Fresno Edison Phase II (Fresno)
  - Magill Terrace (Fowler)
  - Memorial Village (Sanger)
  - Parc Grove Commons Northeast Veterans (Fresno)
  - Highway City CenterPoint Development (Fresno)
  - Central Office Site (Fresno)





## 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
- Proposed April 2016 HOME application
- Proposed June 2016 tax credit resubmission



# Fresno Edison Phase II



# Fresno Edison Combined Site Plan



# Fresno Edison Phase II Sources and Uses

## Fresno Edison Apartments Phase II

### Pro Forma Sources and Uses

Sources of Funds	Total	Per Unit
Bank Loan	\$633,100	\$ 9,892
Housing Relinquished Fund Corp	\$1,500,000	\$ 23,438
Donated Land Value	\$195,000	\$ 3,047
LIHTC Equity	\$12,949,545	\$ 202,337
<b>Total Sources of Funds</b>	<b>\$15,277,645</b>	<b>\$ 238,713</b>
Uses of Funds	Total	Per Unit
Acquisition Costs	\$457,000	\$ 7,141
Construction Costs	\$9,679,583	\$ 151,243
Contingency	\$962,603	\$ 15,041
Permits/Impact Fees/etc.	\$638,557	\$ 9,977
Professional Fees	\$330,850	\$ 5,170
Loan Fees and other Soft Costs	\$1,200,062	\$ 18,751
Reserves	\$180,772	\$ 2,825
Developer Fee	\$1,828,218	\$ 28,566
<b>Total Uses of Funds</b>	<b>\$15,277,645</b>	<b>\$ 238,713</b>

*\*As of TCAC Application March 2016*

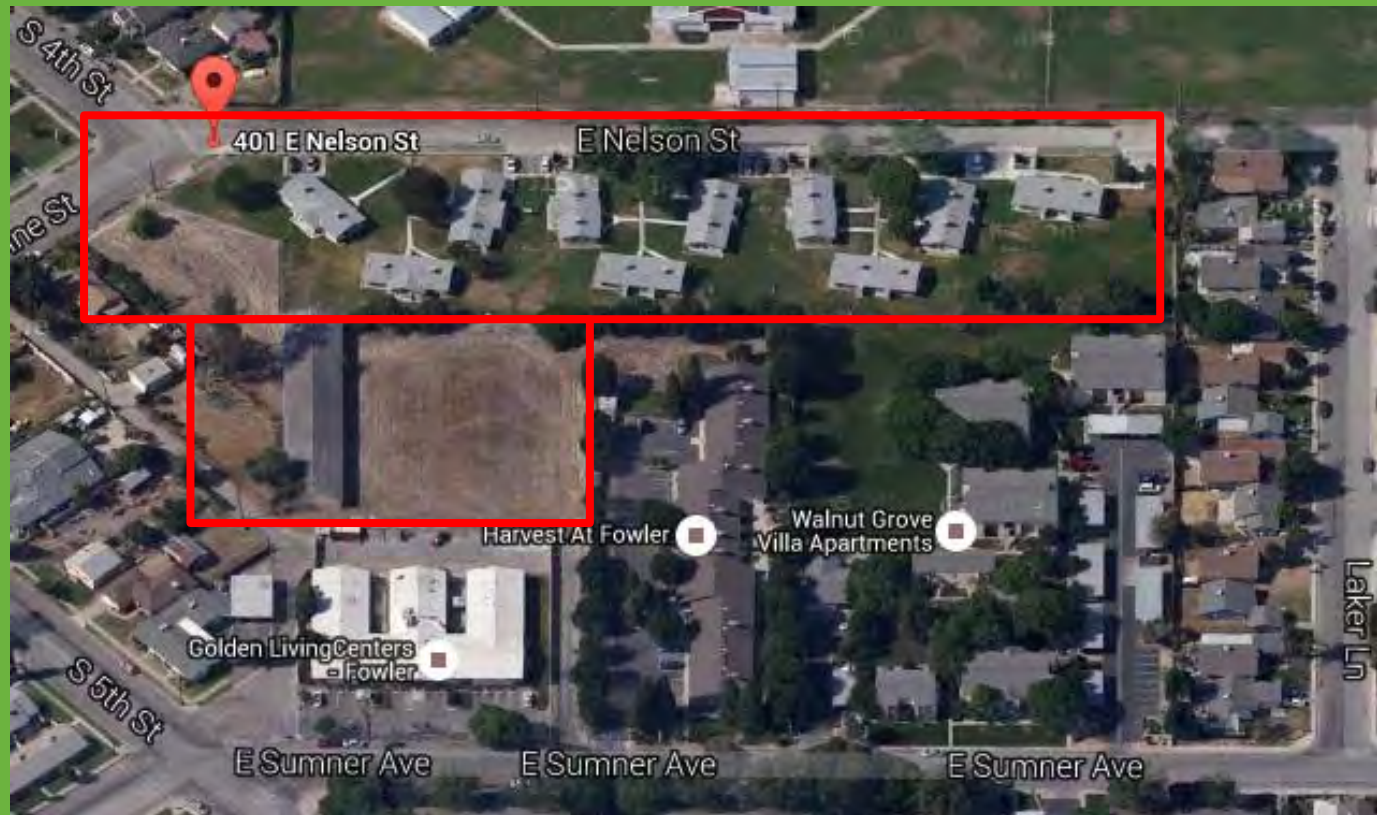


# Magill Terrace

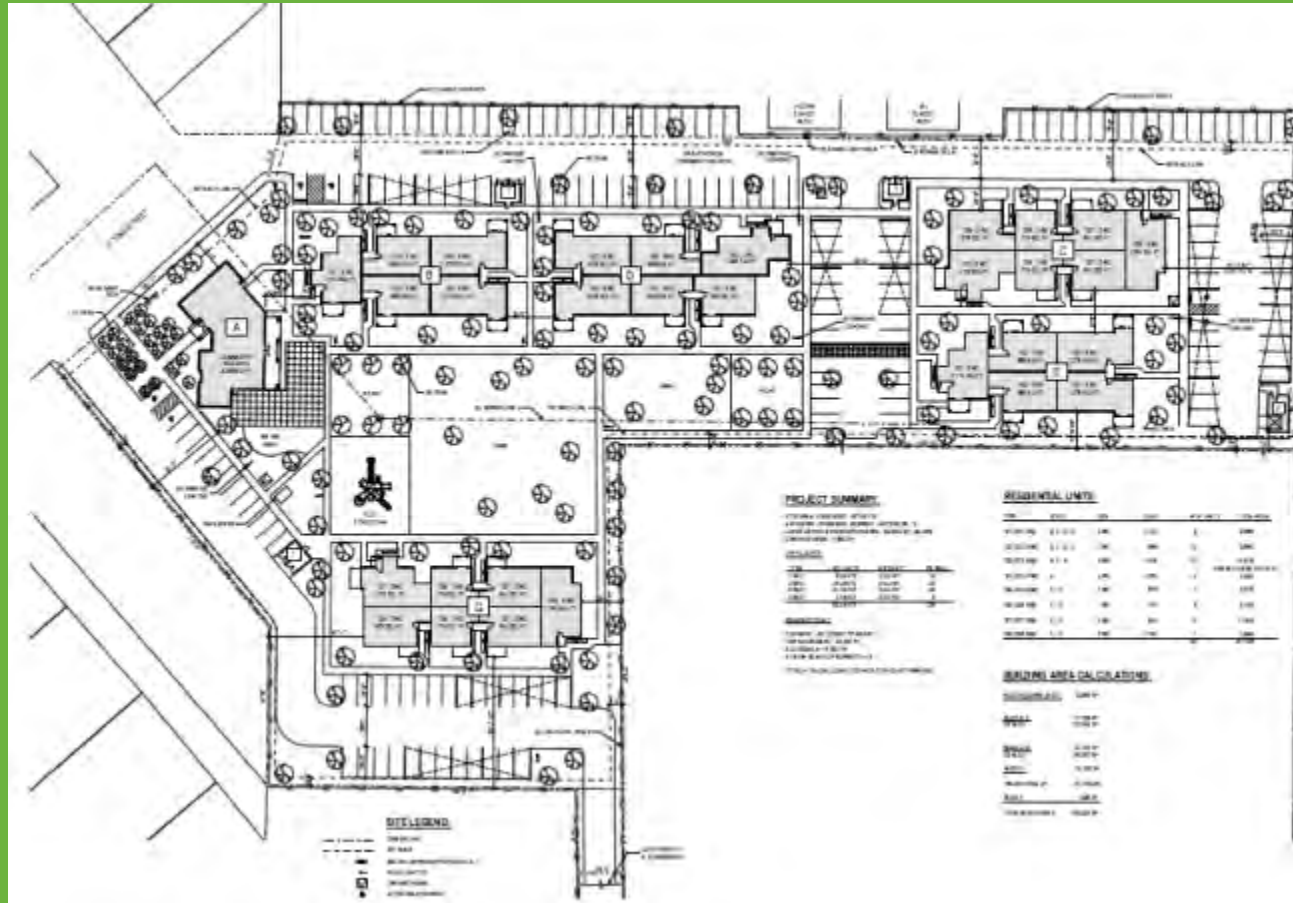
- Proposed redevelopment of an existing 20-unit low income public housing site
- New construction project of 60 units and a community building
- March 2016 AHP application submitted
- RFP for GC/CM issued April 2016
- Proposed June 2016 tax credit resubmission



# Magill Terrace Aerial



# Magill Terrace Site Plan



# Magill Terrace Sources and Uses

Magill Terrace		
Pro Forma Sources and Uses		
Sources of Funds	Amount 6/23/15	Amount 2/23/16
Seller Financing	\$1,150,000	\$ 1,200,000
HRFC Funds	\$1,968,982	\$ 2,000,000
FH Caps & Ops	\$365,541	\$ -
Accrued/Deferred Interest	\$0	\$ 80,000
Tax Credit Equity	\$14,875,744	\$ 17,701,388
<b>Total Sources of Funds</b>	<b>\$18,360,267</b>	<b>\$ 20,981,388</b>
Uses of Funds	Amount 6/23/15	Amount 2/23/16
Acquisition Costs	\$1,150,000	\$ 1,530,000
Construction Costs	\$11,050,000	\$ 13,066,400
Hard Cost Contingency	\$552,500	\$ 653,320
Relocation Costs	\$195,000	\$ 195,000
Professional Fees	\$470,000	\$ 654,765
Loan Fees and other Soft Costs	\$2,765,867	\$ 2,705,003
Reserves	\$176,900	\$ 176,900
Developer Fee	\$2,000,000	\$ 2,000,000
<b>Total Uses of Funds</b>	<b>\$18,360,267</b>	<b>\$ 20,981,388</b>
*As of TCAC Application March 2016		



# Memorial Village

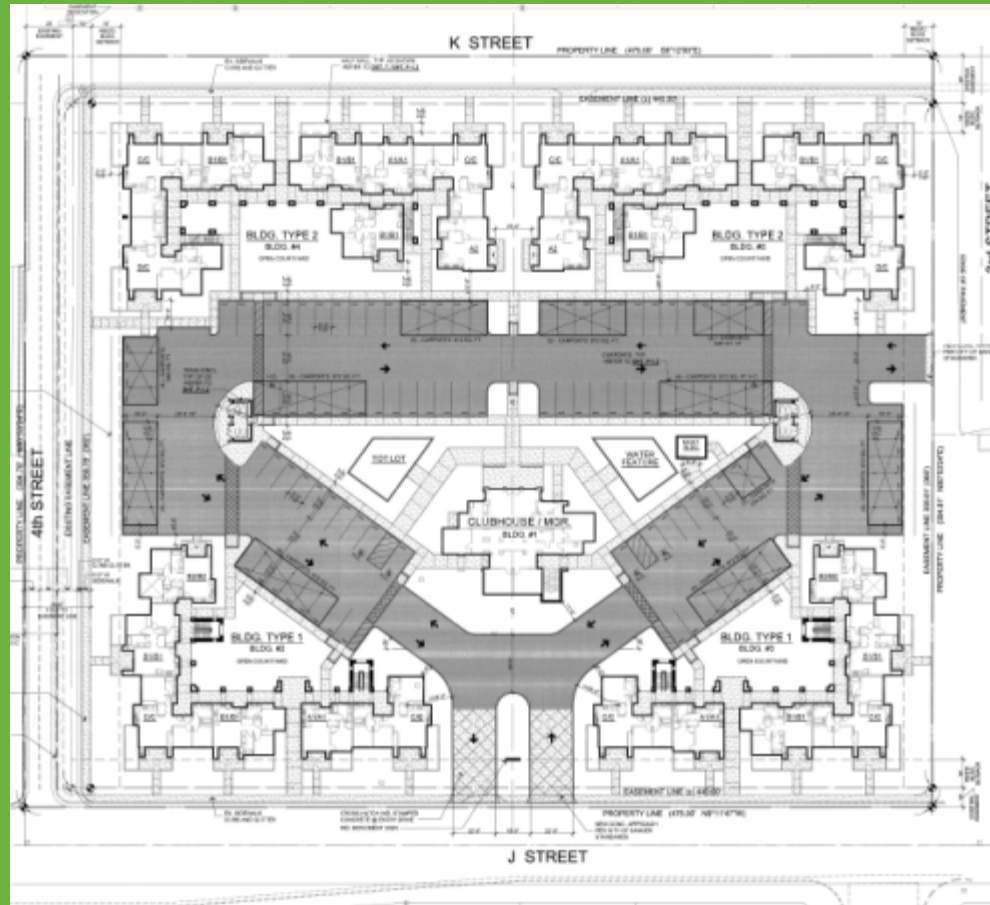
- Proposed redevelopment of an existing 35-unit low income public housing site
- New construction project of 55 units and a community building
- March 2016 AHP application submitted
- RFP for GC/CM issued April 2016



# Memorial Village Aerial



# Memorial Village Site Plan



# Memorial Village Sources and Uses

Memorial Village		
Pro Forma Sources and Uses		
Sources of Funds	Total	Per Unit
Seller Financing	\$2,050,000	\$ 37,273
FHLB AHP	\$540,000	\$ 9,818
LIHTC Equity	\$16,621,679	\$ 302,212
<b>Total Sources of Funds</b>	<b>\$19,211,679</b>	<b>\$ 349,303</b>
Uses of Funds	Total	Per Unit
Acquisition Costs	\$2,050,000	\$ 37,273
Construction Costs	\$11,773,600	\$ 214,065
Contingency	\$585,430	\$ 10,644
Permits/Impact Fees/etc.	\$283,000	\$ 5,145
Professional Fees	\$706,282	\$ 12,841
Loan Fees and other Soft Costs	\$1,633,042	\$ 29,692
Reserves	\$180,325	\$ 3,279
Developer Fee	\$2,000,000	\$ 36,364
<b>Total Uses of Funds</b>	<b>\$19,211,679</b>	<b>\$ 349,303</b>
*As of AHP Application March 2016		



# Parc Grove Commons Northeast Veterans

- New construction of 40 units of veterans permanent supportive housing
- Received VHHP award of \$2.6 million
- March 2016 AHP application submitted
- Proposed April 2016 HOME Funds application
- Proposed June 2016 CTCAC application
- RFP for GC/CM issued April 2016

# Parc Grove Commons Northeast Veterans Aerial





# Parc Grove Commons Northeast Veterans Site Plan



# Parc Grove Commons Northeast Veterans Sources and Uses

Parc Grove Commons Northeast Veterans		
Pro Forma Sources and Uses		
Sources of Funds	Amount	Per Unit
Tax Credit Equity	\$11,026,482	\$275,662
HOME Funds	\$1,000,000	\$25,000
VHHP	\$2,600,000	\$65,000
<b>Total Sources of Funds</b>	<b>\$14,626,482</b>	<b>\$365,662</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$250,000	\$6,250
Residential Construction Costs	\$6,490,285	\$162,257
Hard Cost Contingency	\$269,414	\$6,735
Architecture/Engineering	\$600,000	\$15,000
Loan Fees and other Soft Costs	\$3,110,134	\$77,753
Reserves	\$200,600	\$5,015
Developer Fee	\$3,706,049	\$92,651
<b>Total Uses of Funds</b>	<b>\$14,626,482</b>	<b>\$365,662</b>

*\*Draft as of 4/26/16*





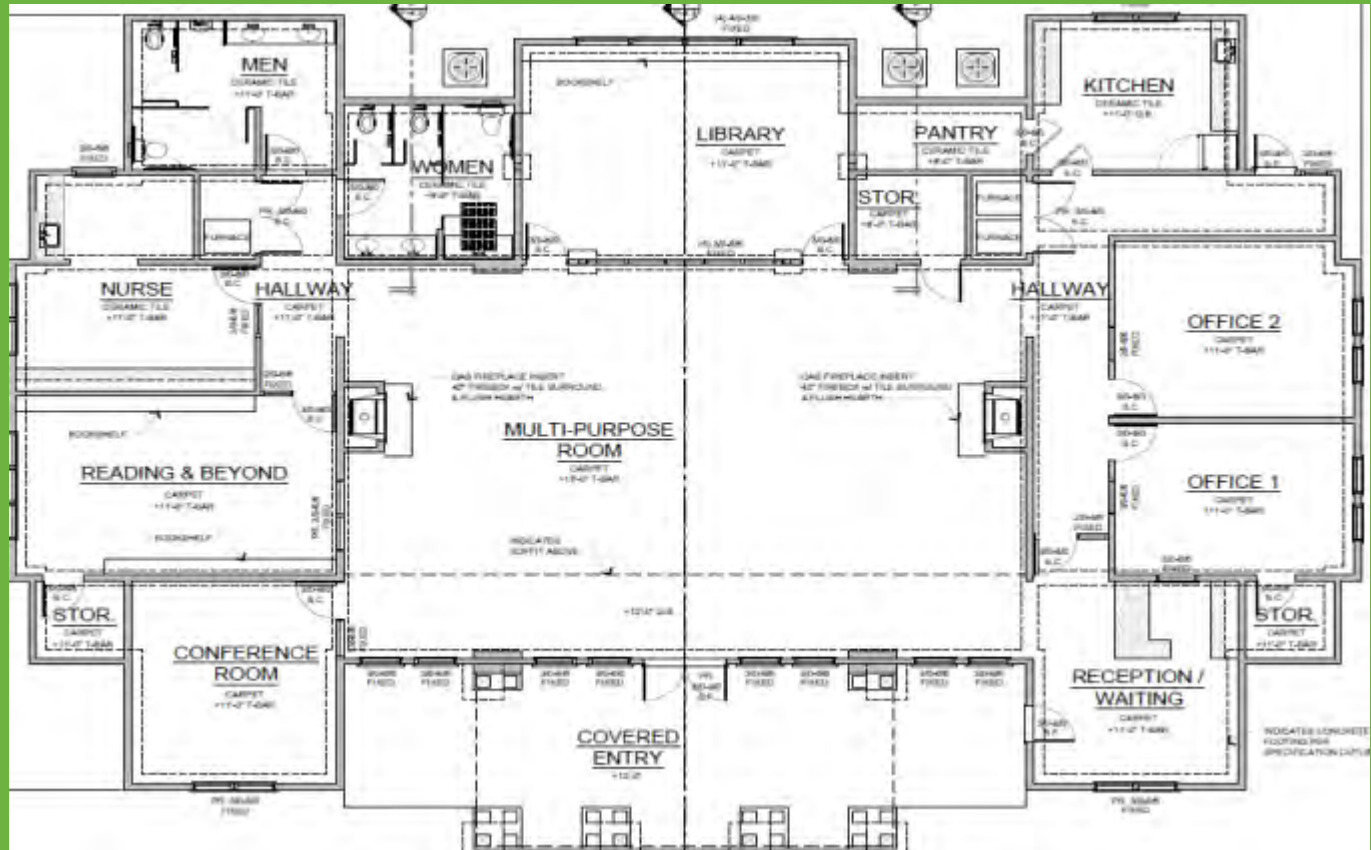
## Highway City Community Center (Fresno)

- New construction of approximately 5,000 s.f. community center
- Recommended for \$329k in City of Fresno CDBG funds for Community Center
- Potential partnerships include Highway City CDC, Granville, Central Community Church

# Highway City Community Center Aerial



# Highway City Community Center Floor Plan



# Highway City Community Center Estimate

Line Item Budget	TOTAL Budget	City of Fresno Funds (CDBG)	HCCD	Granville (Potential Commitments)	Central Community Church (Potential Commitments)	Gap Financing
Consultant or Purchased Services:	\$ 60,000	\$ 60,000				
Acquisition:	\$ 168,000		\$168,000 (Land Donated)			
Construction:	\$1,300,000	\$ 173,000		\$350,000	\$150,000	\$627,000
Accounting/Audit:	\$ 2,500	\$ 2,500				
Permits & Fees:	\$ 40,000	\$ 40,000				
Appraisal:	\$ 2,000	\$ 2,000				
Title & Recording:	\$ 2,500	\$ 2,500				
Taxes:	\$ 4,000	\$ 4,000				
Insurance:	\$ 15,000	\$ 15,000				
Soft Cost Contingency:	\$ 30,000	\$ 30,000				
<b>Total Project Budget:</b>	<b>\$1,624,000</b>	<b>\$329,000</b>	<b>\$168,000</b>	<b>\$350,000</b>	<b>\$150,000</b>	<b>\$627,000</b>

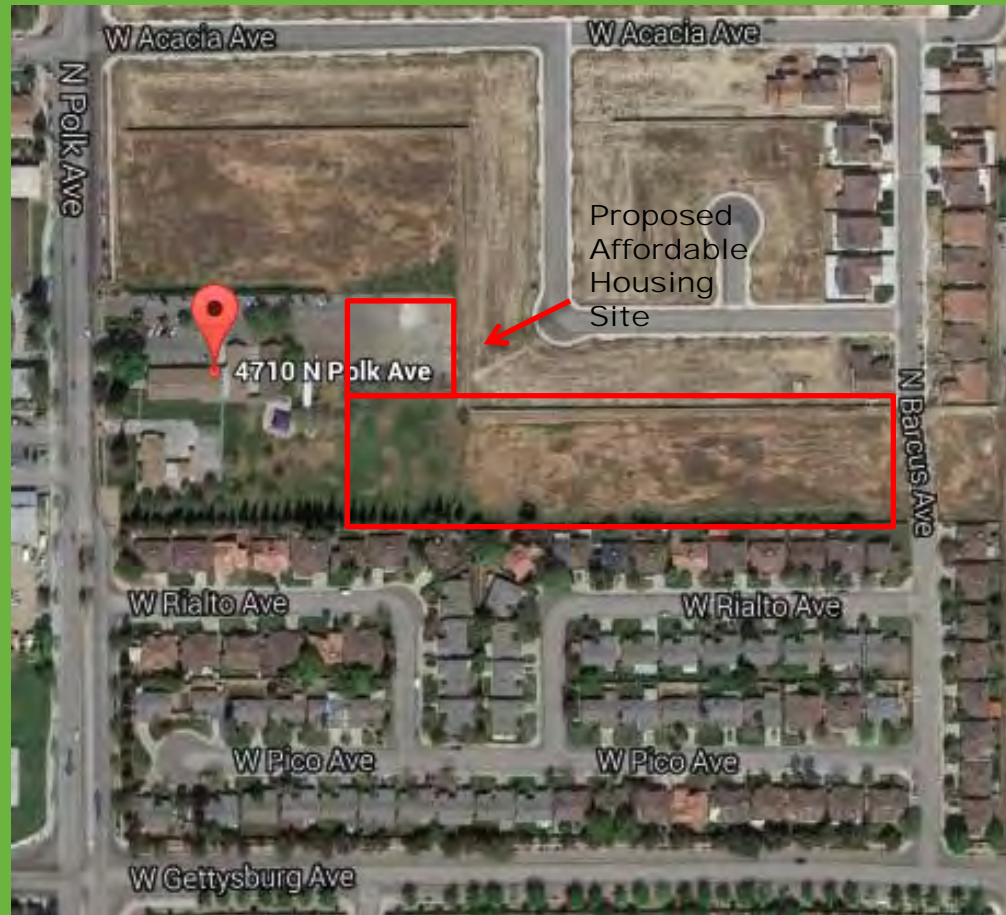


# Highway City CenterPoint (Fresno)

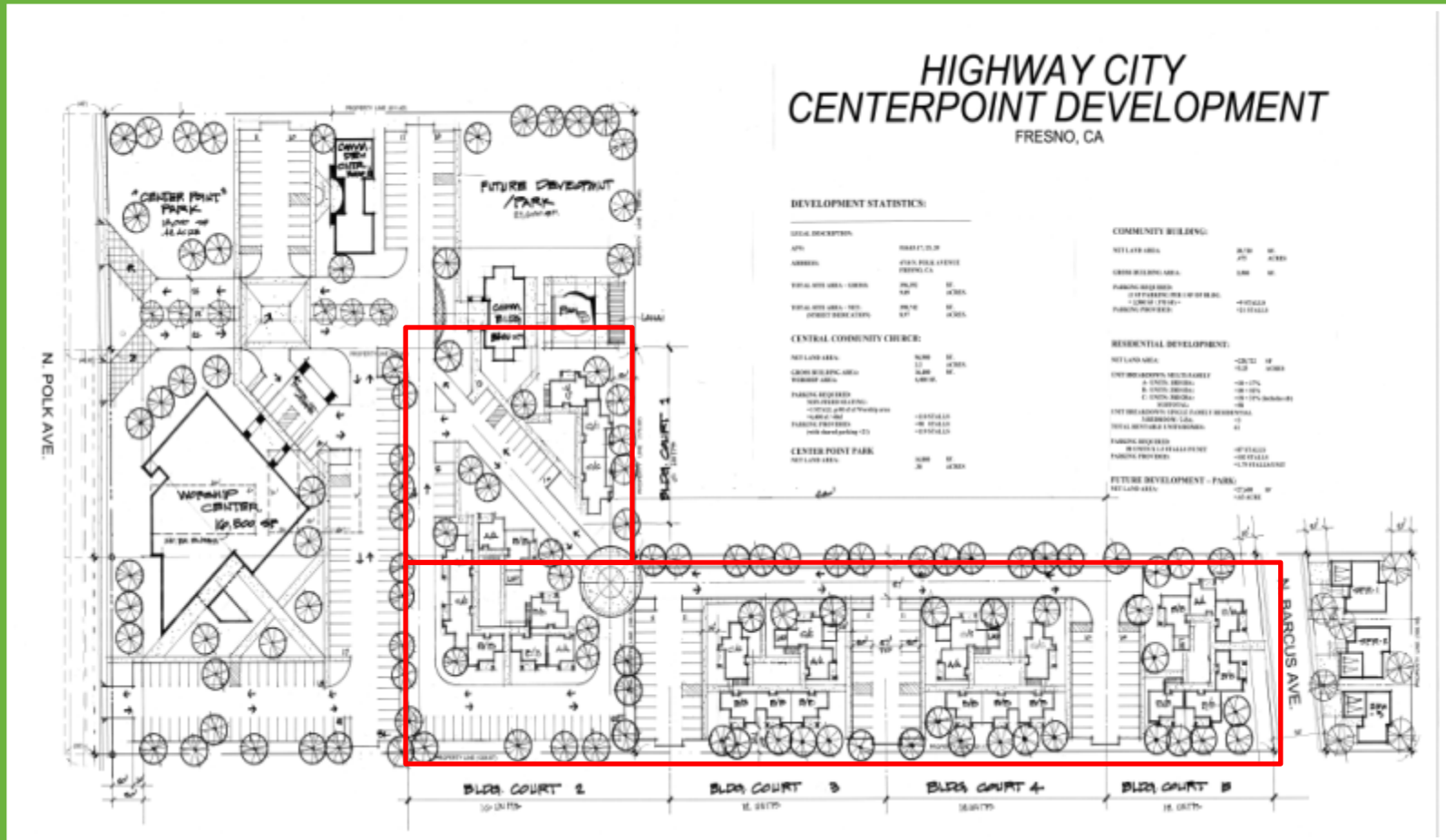
- New construction of up to 44 units of family housing and a community building
- Proposed April 2016 HOME Funds application



# Highway City CenterPoint Aerial



# Highway City CenterPoint Site Plan





# Highway City CenterPoint Sources and Uses

## Highway City CenterPoint Development

Pro Forma Sources and Uses		
Sources of Funds	Amount	Per Unit
Tax Credit Equity	\$9,933,656	\$225,765
HOME Funds	\$1,000,000	\$22,727
GAP Financing	\$1,725,000	\$39,205
<b>Total Sources of Funds</b>	<b>\$12,658,656</b>	<b>\$287,697</b>
Uses of Funds	Amount	Per Unit
Acquisition Costs	\$120,000	\$2,727
Residential Construction Costs	\$7,500,000	\$170,455
Hard Cost Contingency	\$375,000	\$8,523
Architecture/Engineering	\$435,000	\$9,886
Loan Fees and other Soft Costs	\$2,564,256	\$58,279
Reserves	\$164,400	\$3,736
Developer Fee	\$1,500,000	\$34,091
<b>Total Uses of Funds</b>	<b>\$12,658,656</b>	<b>\$287,697</b>

*\*Draft as of 4/26/16*



## Central Office Site

- Potential mixed-use development at Central Office site (Downtown Fresno)
- Master Plan scenarios completed by Pyatok
- Will be conducting site specific feasibility options

*Questions?*