



Boards of Commissioners Meeting

June 21, 2016

AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

www.fresnohousing.org

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

5pm June 21, 2016

1331 Fulton Mall, Fresno, CA 93721

Interested parties wishing to address the Boards of Commissioners regarding this meeting's Agenda Items, and/or regarding topics not on the agenda but within the subject matter jurisdiction of the Boards of Commissioners, are asked to complete a "Request to Speak" card which may be obtained from the Board Secretary (Tiffany Mangum) at 4:45 p.m. You will be called to speak under Agenda Item 3, Public Comment.

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

5pm

PAGE #

1. Call to Order and Roll Call

2. Approval of agenda as posted (or amended)

3. Public Comment

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

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

5. Consent Agenda

- a. Consideration of the minutes of May 24, 2016

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e. Consideration of the Memorandum of Understanding – Fresno Police Department	117
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10. Closed Session	
Public Employment	
Pursuant to Government Code §54597	
11. Adjournment	

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

Tuesday, May 24, 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, May 24, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:01 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 Amber Lujano, Administrative Assistant, and the Commissioners present and absent were as follows:

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

COMMISSIONERS ABSENT: CRAIG SCHARTON

The meeting was called to order at 5:01 p.m. by Board Vice Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Amber Lujano, Administrative Assistant, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: STACY SABLAN, Chair
 JIM PETTY
 LEE ANN EAGER
 VENILDE MILLER
 JOEY FUENTES

COMMISSIONERS ABSENT: RENEETA ANTHONY, Vice Chair
 NANCY NELSON

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Ken Price, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

Commissioner Sablan announced to the Boards that Commissioner Jones recently received the degree of Master's of Science in Counseling with a specialization in Marriage and Family Therapy from Fresno State University.

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 Petty, 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 April 26, 2016
- b. Ratification of Application Submission – Veterans Affairs Supportive Housing (VASH)
- c. Ratification of the 2015-2016 CalWorks Agreement Amendment – Fresno County Dept. of Social Services
- d. Ratification of the 2016-17 CalWorks Agreement – Fresno County Dept. of Social Services

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

Commissioner Petty asked for Staff to briefly explain the solution they have on filling the VASH Vouchers available.

Preston Prince, CEO/Executive Director, provided an overview of the outcome from the recent letter that the Boards approved to send. Mr. Prince gave a brief explanation on the correspondence and the meeting between the Agency and the VA, outlining that a meeting had been held and subsequent meetings were being planned to remedy the issues.

Commissioner Petty asked questions regarding items 5c and 5d. Commissioner Petty requested clarification on why Staff waited for approval on these Items.

Angie Nguyen, Director of Strategic Initiatives & Housing Programs, responded that the action had to go to the Board of Supervisors first. Ms. Nguyen explained that the timing did not allow for the Boards to approve before submitting to the County. This action is being requested to ratify the agreement.

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

6. INFORMATIONAL

a. National Housing Policy Update

Tracewell Hanrahan, Deputy Executive Director, presented the National Housing Policy Update. Ms. Hanrahan provided an overview of the UPCS-V – New Inspections Protocol, Affirmatively Furthering Fair Housing, and Moving-to-Work.

Preston Prince described his previous conversations with Congressman McCarthy regarding the Move to Work expansion bill. Mr. Prince explained that he did not want to endorse the bill until there was a clear understand on the intentions of the California Association Housing Authorities and NAHRO. Mr. Prince announced that both organizations endorsed Congressman McCarthy's bill and that the Agency will support the Move to Work legislation. Additionally, Mr. Prince included some overview of the conversations with Staff on what the agency can do to support Move-to-Work.

Preston Prince gave a brief update on the HUD Secretary's announcement on Affirmatively Furthering Fair Housing. Mr. Prince explained how the announcement raised awareness on the impact of the criminal justice system within the communities.

b. HRFC Reserve Analysis

The Board Chairs reordered the agenda to move the HRFC Reserve Analysis before the Real Estate Development Update.

Emily De La Guerra, Director of Finance and Administration, presented an update on the HRFC cash reserves. Ms. De La Guerra's analysis included an overview of the

current inflows and outflows as of April, 2016 and potential inflows and commitments for the rest of 2016.

c. Real Estate Development Update

Christina Husbands, Senior Manager of Planning & Community Development, presented an overview of development projects that are in the construction and the pre-development phases. Ms. Husband's update included an overview of Fresno Edison Phase II, Magill Terrace, Parc Grove Commons Northeast Veterans, Memorial Village, and Highway City Community Center.

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

a. Consideration of Funding Commitment – Highway City Community Center

Tracewell Hanrahan recommended the Boards approve the funding commitment from HRFC of \$250,000 for the development of the Highway City Community Center.

April Henry, Highway City Community Development Executive Director, presented her experience working with and within the Highway City Community. Ms. Henry expressed the importance of providing resources and a solid infrastructure within the community.

Senior Pastor of Central Community Church, Henry Pauls, described the efforts of the Highway City Community Development Board. Pastor Pauls explained that the vision is to uplift the community with the collaboration of different agencies.

Commissioner Sablan asked what the process would be in deciding what services and service providers will work out of the Community Center.

April Henry answered Commissioner Sablan's question. Ms. Henry stated that there are three focuses for this project which are health, literacy, and education. Ms. Henry continued to discuss the focuses and how they will assist them in considering what resources would benefit the community the most.

Tracewell Hanrahan concluded the presentation.

No public comment.

Commissioner Scott motioned for the City Board's approval of the funding commitment for the Highway City Community Center. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the funding commitment for the Highway City Community Center was approved.

Commissioner Petty motioned for the County Board's approval of the funding commitment for the Highway City Community Center. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the funding commitment for the Highway City Community Center was approved.

b. Consideration of Donation to Habitat for Humanity – Ranchwood Condominiums

Emily De La Guerra presented a brief overview of the history and partnership with the Ranchwood Condominiums. Ms. De La Guerra recommended the Boards to approve the donation of condominium #193 and #270 at 1190 S. Winery, Fresno, CA to Habitat for Humanity.

There was further conversation between the Boards and Staff regarding previous transactions of the properties.

Commissioner Sablan expressed interest in seeing documentation regarding the transaction with the Agency and Habitat for Humanity.

Ken Price, General Counsel, responded to Commissioner Sablan and informed the Boards that an agreement cannot be drafted after purchase. Mr. Price stated that the Agency can work with Habitat for Humanity to possibly ensure that one the families that purchase the condos can be a Housing Authority resident.

No public comment.

Commissioner Scott motioned for the City Board's approval to donate the Ranchwood Condominiums to Habitat for Humanity. This action was seconded by Commissioner Aguilar. Motion abstained by Commissioner Bedrosian. By majority vote of the Board of Commissioners for the City, the recommendation to donate the Ranchwood Condominiums to Habitat for Humanity was approved.

Commissioner Petty motioned for the County Board's approval to donate the Ranchwood Condominiums to Habitat for Humanity. This action was seconded by Commissioner Fuentes, and the recommendation to donate the Ranchwood Condominiums to Habitat for Humanity was approved.

8. COMMISSIONER'S REPORT

Commissioner Jones applauded on her achievements that were announced after roll call. Commissioner Scott's briefly described how Commissioner Jones journey demonstrates the American dream.

9. EXECUTIVE DIRECTOR'S REPORT

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

- A video of the technology launch party was presented to the Boards.

- Preston Prince will be out of office June 8, 2016 to June 20, 2016.
- The Calavares Court groundbreaking was held on May 11, 2016. Mayor Swearingin signed the beam at the Calaveras Court; a photo was shared with the Boards during the meeting.
- The June Board meeting was recommended to move from June 28, 2016 to June 21, 2016 due to the deadline of TCAC applications.
- There will be a Move-to-Work session with Betsey Martens, Executive Director, of Boulder Housing Partners.
- Announced the following employee promotions:
 - Christine Muro, Brenda Smith, and Angela Verdiaz - Assistant Housing Manager.
 - Eduardo Rodriguez - Housing Navigator.
 - Lisa Sanchez, Monica Alvarado, Melissa Wagner, and Kathleen Tickel - Senior Housing Specialist.
 - Crystal Huerta - Market specialist.
 - Dawnmarie Applegate - Senior Leasing Specialist.
 - Desiree Haynes and Laura Martinez - Senior Housing Quality Inspector.
 - Minnita Johnson, Susana Diaz, and Stephanie Miller - Leasing Specialist.
 - Candace Baker and Crystal Aguilar - HQS Inspection Scheduler.

10. CLOSED SESSION

The Boards went into closed session at approximately 6:38 p.m.

PUBLIC EMPLOYMENT

Pursuant to Government Code Section §54597

The Boards went into open session at approximately 6:50 p.m. with no action to report.

11. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 6:50 p.m.

Preston Prince, Secretary to the Boards of Commissioners

BOARD MEMO


O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing Authority

FROM: Preston Prince 
CEO/ Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 5b

AUTHOR: Hilda Reeves
District Manager

SUBJECT: Authorization of Charge-off Uncollectible Accounts to Collection
Losses for the 2nd Quarter of 2016 for the City Housing Programs

Executive Summary

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

An analysis of uncollectible accounts for the City Housing Management Programs for the Second Quarter of 2016 is found below.

Second Quarter Financial Impact:

Second Quarter Collection Losses for the City total \$3,494.03. Of this amount, \$3,494.03 will be charged to the Public Housing Program, \$0.00 will be charged to Mariposa Farm Labor Housing and \$0.00 will be charged to Garland Gardens.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for City Housing Programs, relative to the Second Quarter of 2016.

RESOLUTION NO. _____

BEFORE THE BOARDS OF COMMISSIONERS OF THE
HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

RESOLUTION AUTHORIZING CHARGE-OFF OF
UNCOLLECTIBLE ACCOUNTS TO COLLECTION LOSSES
FOR THE SECOND QUARTER 2016 FOR CITY HOUSING PROGRAMS

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno desires to comply with said policy and does hereby authorize charge-off to collection losses that total \$3,494.03.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:

	LOW INC. PUB.HSG.		GARLAND GARDENS		MARIPOSA FARM LABOR
TYPE OF CHARGES	AMOUNT		AMOUNT		AMOUNT
Dwelling Rent-Qrtly	276,964.00		32,065.00		46,956.00
Other Charges-Qrtly	0.00		0.00		0.00
Total Charges	<u>276,964.00</u>		<u>32,065.00</u>		<u>46,956.00</u>

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

	LOW INCOME PUBLIC HSG.		GARLAND GARDENS		MARIPOSA FARM LABOR	
TYPE OF CHARGES	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	733.31	20.99%	\$0.00	0.00%	0.00	0.00%
Legal Action	1,404.18	40.19%	0.00	0.00%	0.00	0.00%
Miscellaneous Charges	1,356.54	38.82%	0.00	0.00%	0.00	0.00%
<i>Total Uncollectible</i>	<u>3,494.03</u>	<u>100.00%</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>

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

	<u>Total</u> <u>Uncollectible</u>	<u>Amount</u> <u>of Loss</u>	<u>Recovered</u> <u>Losses</u>	<u>Percent of</u> <u>Dwelling Rent</u>	<u>Per Unit</u> <u>Per Month</u>
LOW INC. PUB. HSG.					
Calendar Year 2010	14,196.45	12,299.60	1,896.85	0.78%	1.65
Calendar Year 2011	36,587.96	34,603.26	1,984.70	2.19%	4.15
Calendar Year 2012	38,715.61	35,670.03	3,045.58	9.71%	4.39
Calendar Year 2013	36,759.84	34,954.34	1,805.50	9.53%	4.17
Calendar Year 2014	25,504.38	25,504.38	0.00	2.09%	2.89
Calendar Year 2015	44,049.23	43,430.49	12.59	3.14%	4.99
First Quarter 2016	15,312.23	14,932.23	380.00	5.53%	1.74
Second Quarter 2016	3,494.03	3,113.03	381.00	1.26%	0.40
GARLAND GARDENS					
Calendar Year 2010	2,523.05	2,523.05	0.00	4.37%	16.82
Calendar Year 2011	4,791.97	4,067.77	724.20	14.94%	31.95
Calendar Year 2012	5,955.68	5,955.68	0.00	18.57%	39.70
Calendar Year 2013	2,634.35	2,634.35	0.00	8.22%	17.56
Calendar Year 2014	23.74	23.74	0.00	0.07%	0.16
Calendar Year 2015	5,048.23	1,934.75	0.00	15.74%	33.65
First Quarter 2016	589.86	589.86	0.00	1.84%	3.93
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
MARIPOSA - FLH					
Calendar Year 2010	1,262.50	1,262.50	0.00	2.69%	8.42
Calendar Year 2011	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2012	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2013	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2014	0.00	0.00	0.00	0.00%	0.00
Calendar Year 2015	2,147.94	2,147.94	0.00	4.57%	14.32
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00

**CHARGE-OFF UNCOLLECTIBLE
ACCOUNTS RECEIVABLE
SECOND QUARTER 2016**

CITY HOUSING PROGRAMS:

AMP 1	\$ 907.21
AMP 2	<u>\$ 2,586.82</u>
TOTAL LOW INCOME PUBLIC HOUSING	<u>\$ 3,494.03</u>
 GARLAND GARDENS	 \$ -
MARIPOSA FARM LABOR	<u>\$ -</u>
TOTAL CITY WRITE-OFFS	<u><u>\$ 3,494.03</u></u>

BOARD MEMO

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Fresno, California 93721

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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 

CEO/Executive Director

DATE: June 7, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: Number

AUTHOR: Hilda Reeves
District Manager

SUBJECT: Authorization of Charge-off Uncollectible Accounts to Collection
Losses for the 2nd Quarter of 2016 for the County Housing Programs

Executive Summary

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

An analysis of uncollectible accounts for the County Housing Management Programs for the Second Quarter of 2016 is found below.

Second Quarter Financial Impact:

Second Quarter Collection Losses for the County total \$12,176.92. Of this amount, \$11,576.49 will be charged to the Public Housing Program, \$0.00 will be charged to the Farm Labor Housing Program, \$0.00 to the Firebaugh Family Apts, \$600.43 to the CalHFA Program and \$0.00 will be charged to the Migrant Program.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the County of Fresno adopt the attached resolution authorizing charge-off of uncollectible accounts to collection losses for County Housing Programs, relative to the Second Quarter of 2016.

RESOLUTION NO. _____
BEFORE THE BOARDS OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF FRESNO COUNTY
RESOLUTION AUTHORIZING CHARGE-OFF OF
UNCOLLECTIBLE ACCOUNTS TO COLLECTION LOSSES
FOR THE SECOND QUARTER 2016 FOR COUNTY HOUSING PROGRAMS

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County desires to comply with said policy and does hereby authorize charge-off to collection losses that total \$12,176.92.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

PART I - ANALYSIS OF CHARGES TO ALL TENANT ACCOUNTS:

TYPE OF CHARGES	LOW INC. PUB.HSG. AMPS 1 - 6 AMOUNT	CITRUS FARM LABOR AMOUNT	PARLIER FARM LABOR AMOUNT	FIREBAUGH FAMILY APTS. AMOUNT
Dwelling Rent-Qtly	601,096.00	19,407.00	57,134.00	45,648.00
Other Charges-Qtly	0.00	0.00	0.00	0.00
NET RENT	601,096.00	19,407.00	57,134.00	45,648.00

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

TYPE OF CHARGES	LOW INCOME PUBLIC HSG.		PARLIER FARM LABOR		CITRUS FARM LABOR		FIREBAUGH FAMILY APTS.	
	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT
Dwelling Rent	3,760.40	32.48%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Legal Action	4,400.10	38.01%	0.00	0.00%	0.00	0.00%	0.00	0.00%
Miscellaneous Charges	3,415.99	29.51%	0.00	0.00%	0.00	0.00%	0.00	0.00%
<i>Total Uncollectible</i>	11,576.49	100.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%

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

	Total <u>Uncollectible</u>	Amount <u>of Loss</u>	Recovered <u>Losses</u>	Percent of <u>Dwelling Rent</u>	Per Unit <u>Per Month</u>
LOW INC. PUB. HSG.					
Calender Year 2013	52,934.08	49,225.72	3,708.36	7.03%	18.13
Calender Year 2014	27,814.43	27,814.43	0.00	1.08%	9.53
Calender Year 2015	27,065.04	29,729.00	1,960.55	2.16%	9.27
First Quarter 2016	2,454.44	2,454.44	0.00	0.41%	0.84
Second Quarter 2016	11,576.49	11,576.49	0.00	1.93%	3.97
CITRUS GARDENS FARM LABOR					
Calender Year 2013	1,590.61	1,590.61	0.00	8.20%	17.67
Calender Year 2014	0.00	0.00	0.00	0.00%	0.00
Calender Year 2015	526.49	526.49	0.00	2.71%	5.85
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
MENDOTA FARM LABOR					
Calender Year 2013	0.00	0.00	0.00	0.00%	0.00
Calender Year 2014	0.00	0.00	0.00	0.00%	0.00
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
PARLIER FARM LABOR					
Calender Year 2013	0.00	0.00	0.00	0.00%	0.00
Calender Year 2014	1,614.34	1,614.34	0.00	2.83%	13.45
Calender Year 2015	1,661.09	1,661.79	0.00	2.91%	13.84
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
FIREBAUGH FAMILY APARTMENTS					
Calender Year 2013	0.00	0.00	0.00	0.00%	0.00
Calender Year 2014	95.87	95.87	0.00	0.05%	0.23
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
PARKSIDE					
Calender Year 2013	4,660.94	4,660.94	0.00	10.08%	31.07
Calender Year 2014	566.73	566.73	0.00	0.32%	3.78
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	0.00	0.00	0.00	0.00%	0.00
Second Quarter 2016	600.43	600.43	0.00	1.44%	4.00
MALDONADO MIGRANT					
Calender Year 2014	0.00	0.00	0.00	0.00%	0.00
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	113.75	113.75	0.00	0.00%	0.59
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00
PARLIER MIGRANT					
Calender Year 2014	1,016.00	1,016.00	0.00	0.26%	2.57
Calender Year 2015	0.00	0.00	0.00	0.00%	0.00
First Quarter 2016	632.00	632.00	0.00	1.52%	1.60
Second Quarter 2016	0.00	0.00	0.00	0.00%	0.00

**CHARGE-OFF UNCOLLECTIBLE
ACCOUNTS RECEIVABLE
SECOND QUARTER 2016**

COUNTY HOUSING PROGRAMS:

AMP 1	\$ 4,313.52
AMP 2	\$ 5,046.39
AMP 3	\$ -
AMP 4	\$ -
AMP 5	\$ -
AMP 6	<u>\$ 2,216.58</u>
TOTAL LOW INCOME PUBLIC HOUSING	<u>\$ 11,576.49</u>
FIREBAUGH FAMILY APARTMENTS	\$ -
PARKSIDE CHFA	\$ 600.43
PARLIER FARM LABOR	\$ -
MENDOTA FARM LABOR	\$ -
MALDONADO MIGRANT	\$ -
PARLIER MIGRANT	\$ -
CITRUS FARM LABOR	<u>\$ -</u>
TOTAL COUNTY WRITE-OFFS	<u><u>\$ 12,176.92</u></u>

BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 5d

AUTHOR: Bobby Coulter

SUBJECT: Approval of Contract with AT&T for Internet and Telephone Services

Executive Summary

As part of our on-going assessment of technology needs across the Agency, staff has spent the past several months analyzing internet/bandwidth speeds and capacity across the Agency. Part of this assessment was to determine if we had enough bandwidth to implement updated software systems, including Yardi Software and Microsoft Office 365. The other part of the assessment was to establish our ability and the associated cost of implementing a comprehensive and updated disaster recovery and business continuity system, which is considered a “best practice” in the IT industry and will be enhanced at the Agency over the next year.

In December of 2015, Agency IT staff, in conjunction with CMTi, performed an evaluation of current bandwidth usage. Our current bandwidth capacity is 20 Mbps, current average bandwidth utilization is 85%, and peak bandwidth utilization is 95% of our available capacity. Yardi, our EMS vendor, suggested that we have at least 30 Mbps in order to ensure proper functionality. As such, our current bandwidth levels will not be able to support the added Yardi traffic. The proposed upgrade will increase the current bandwidth by an average of 110%, bringing our total bandwidth to 70 Mbps, which is more than enough to support the Yardi software and other technologies.

In addition, in order to properly ensure business continuity in the event of an outage or disaster, an updated and complete disaster recovery plan is essential. The proposed bandwidth increase is a necessary step in order to tackle two major components of our disaster recovery plan.

1. The first component is having an automated off-site presence. Currently, the Agency’s network infrastructure cannot support an automated off-site presence due to the limited bandwidth. In order to create off-site redundancy, the Agency has to physically move backup media (tapes) from the Central Office to an off-site location. This model is lacking in many ways, potentially leaving the Agency vulnerable to data loss in the event of system failure, viruses, fire, or some other disaster.

2. The second component is having a “Self-Healing” network. The current network architecture has traffic going through the Central Office for firewall protection, content filtering, and anti-virus. If the Central Office experiences an outage, the remote sites will lose functionality until the Central Office comes back online. The proposed architecture creates a cloud-based network, which means that even if the Central Office has an outage, the other offices can continue to operate. The cloud-based network is monitored all-day, every-day (24x7x365), is fully redundant, and provides the most comprehensive security measures. Building this type of “Self-Healing” network internally would require a substantial investment in facilities and workforce, including multiple routers, switches, servers and hubs stored at multiple locations.

For these reasons, staff is requesting the Boards of Commissioner’s approval to expand the services between the Fresno Housing Authority and AT&T for telephone and internet for Central Office and our remote offices across Fresno County. Staff is currently utilizing a Intergovernmental Agreement through the CALNET 3 State-wide Contract, as allowed by the Agency’s Procurement Policy and the HUD Procurement Handbook. The contract term expires on 6/30/2018, and offers a substantial discount over what the Agency would be required to pay if we purchased the service on our own.

Fiscal Impact

The Agency would like to increase its contracted services with AT&T for an annual amount not to exceed \$300,000. The Agency spent \$171,000 in 2015 and an average of about \$200,000 for the past several years on internet and telephone services. The increase in bandwidth, additional firewall protection, and data redundancy accounts for a majority of the cost variance. The adopted 2016 Budget includes funding in the amount of \$150,000 for these services. The additional \$150,000 in budget authority will be included in the 2016 Budget revision that staff expects to bring before the Boards in August. Staff expects there will be cost savings in Agency staff time and infrastructure costs, as the upgrade will result in a consolidation of contracts and services.

Recommendation

It is recommended that that Board of Commissioners of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County adopt the attached resolutions authorizing Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to implement the expanded contract with AT&T for telephone and internet services, in an amount not to exceed \$300,000 per year.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION APPROVING THE CONTRACT WITH AT&T FOR INTERNET AND
TELEPHONE SERVICES**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has a contract with American Telephone & Telegraph ("AT&T") to Internet and Telephone services through the CALNET 3 Statewide Contract; and

WHEREAS, the term of the aforementioned contract ends June 30, 2018; and

WHEREAS, the Agency desires to exercise its option to upgrade services to include increased bandwidth, additional firewall protection, and data redundancy, therefore increasing the contract amount with AT&T telephone and data services for an amount not to exceed \$300,000 per year; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the contract with AT&T for telephone and internet services and authorizes Preston Prince, Executive Director/CEO or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

RESOLUTION APPROVING THE CONTRACT WITH AT&T FOR INTERNET AND
TELEPHONE SERVICES

WHEREAS, the Housing Authority of Fresno County (the "Agency") has a contract with American Telephone & Telegraph ("AT&T") for Internet and Telephone services through the CALNET 3 Statewide Contract; and

WHEREAS, the term of the aforementioned contract ends June 30, 2018; and

WHEREAS, the Agency desires to exercise its option to upgrade services to include increased bandwidth, additional firewall protection, and data redundancy, therefore increasing the contract amount with AT&T telephone and data services for an amount not to exceed \$300,000 per year; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the contract with AT&T for telephone and internet services and authorizes Preston Prince, Executive Director/CEO or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 

CEO/Executive Director

SUBJECT: Policy Update

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM:

AUTHOR: Scott Fetterhoff

Director of Human Resources

Summary

The purpose of this memo is to provide the Boards of Commissioners with a summary of policies approved by the Boards in 2015 and 2016, and to give an update on Fresno Housing's continued efforts in the development and revision of other Agency policies.

2015/2016 Board Approved Policies and 2016 Plan

Staff continues to review and analyze Agency policies for opportunities to make revisions to existing policies or develop and introduce new policies when appropriate. Staff will update the Boards periodically based on this continued analysis. Below is a list of current policies sorted by department, and Board approval date. Policies highlighted in yellow have yet to be brought to the Boards, but are planned for 2016.

Policy Name	Department	Timeline for Board Approval
Procurement	Admin	Oct-15
Investment	Finance	Nov-15
Return to Work	HR	Jan-15
Pay Periods	HR	Mar-15
Payroll Taxes and Other Deductions From Pay	HR	Mar-15
Time Away from Work	HR	Jun-15
Change in Status	HR	Jul-15
Hours of Work	HR	Aug-15
Blood Donor	HR	Sep-15
Alcohol and Drug Abuse	HR	Oct-15
Attendance & Tardiness	HR	Oct-15
IT and Electronic Communications	Admin	2016
Parking	Admin	2016
Records Management & Retention	Admin/HR/Ops	2016
Social Media	Admin/HR/Comm	2016

Public Records Request	Admin/Executive	2016
Signature Authority	Finance	2016
Insurance & Register	Finance	2016
Investment	Finance	2016
Recruitment and Employee Selection	HR	2016
Disciplinary Action	HR	2016
Smoking Policy	HR	Jan-16
Vehicle Use	HR/Admin	2016

Recommendation

This item is informational only. No action is necessary

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

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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 6b

AUTHOR: Tracewell Hanrahan

SUBJECT: Update: Preliminary and Regular Wait Lists

Executive Summary

Staff has identified a need to close our preliminary waiting lists due to our conversion to the YARDI systems. A brief update will be provided.

Recommendation

None at this time. This item is informational only.

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F (559) 445-8981

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 6c

AUTHOR: Emily De La Guerra

SUBJECT: Overview of Agency Assets: HOP Homes

Executive Summary

As part of our continuing analysis of Agency owned assets, staff will be presenting an overview to the Boards of Commissioners on the Homeownership Opportunities Program, better known as HOP.

Recommendation

This item is informational only. No action is necessary.

Background Information

In 1982, the Housing Authority of the City of Fresno created a homeownership program for residents residing in public housing called the Homeownership Opportunities Program (HOP). In October 1985, the program was formally approved by HUD. In 1992, a similar program was created by the Housing Authority of Fresno County, and was approved by HUD in the same year.

The purpose of the HOP program was to provide homeownership opportunities to residents living in public housing. In order to qualify for the program, the potential homebuyers had to meet certain income qualifications and would pay rent to the Housing Authority in an amount no greater than 30% of their income. From the monthly rental payments, the Housing Authority would contribute a certain dollar amount to a reserve account, which would be saved for the eventual purchase of the home. The resident gets the benefit of accumulating the reserve on the assumption that they will perform routine maintenance on the home, thereby saving the Agency the cost of those repairs. The homebuyer would take title to the home when they were able to finance a private mortgage or pay in full the balance of the purchase price.

These programs were very successful for the Agency and for the homebuyers. By 1992, approximately 173 homes were purchased for the City program and 61 properties were purchased for the County program. As of 2015, 222 properties were sold to qualified homebuyers, generating over \$16 million dollars in program income to the Agency. These sales proceeds were subject to the requirements of 24 CFR Part 906.15 and HUD Section 5(h) for the intended use in connection with any type of Federal, State, or local affordable housing

programs. In 2010, the HOP sales proceeds were transferred to the Housing Relinquished Fund Corporation and have since been leveraged several times over for the creation of almost 2,000 new affordable housing units at 26 properties across Fresno County.

Ten HOP homes continue to be available for sale: five in the city of Fresno and five in the city of Sanger. The table below shows a summary of the remaining properties. Of the ten available, seven homes are vacant, four of which are currently listed for sale. The remaining three vacant properties need extensive repairs in order to resell. Our Construction Management department has teamed up with Fresno City College to work in conjunction on the rehab of these properties. Students benefit from hands-on learning experiences, and the Agency saves approximately \$23,000 in labor costs. We expect that these homes will be complete and ready for resale by the end of the year. Staff will be presenting more information on the status of the homes at the Boards of Commissioners meeting.

Program	Address	City	Occupancy	For Sale?
Fresno HOP	4283 W. Princeton	Fresno	Vacant	For Sale
Fresno HOP	1702 S. Recreation	Fresno	Occupied	Not for Sale
Fresno HOP	4524 E. Grove	Fresno	Occupied	Not for Sale
Fresno HOP	5177 W. Donner	Fresno	Occupied	Not for Sale
Fresno HOP	2340 S. Backer	Fresno	Vacant	Not for Sale
Sanger HOP	324 J St	Sanger	Vacant	For Sale
Sanger HOP	84 Redwood	Sanger	Vacant	Not for Sale
Sanger HOP	856 Church	Sanger	Vacant	For Sale
Sanger HOP	923 Holt	Sanger	Vacant	For Sale
Sanger HOP	969 Holt	Sanger	Vacant	Not for Sale

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

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www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 6d

AUTHOR: Christina Husbands

SUBJECT: Real Estate Development Overview

Executive Summary

Staff will provide an overview of current pre-development and community projects.

Recommendation

None at this time. Informational only.



Real Estate Development Update

June 21, 2016

Presentation Overview

- Community Projects
 - Yosemite Village Community Garden
- Pre-Development Projects
 - Clovis
 - Northeast Fresno
 - Fresno Edison Phase II (Fresno)
 - Magill Terrace (Fowler)
 - Parc Grove Commons Northeast Veterans (Fresno)
 - Memorial Village (Sanger)

Viking Village Community Garden

- Potential Partnership with Fresno Metro Ministries (FMM)
- FMM Awarded Wells Fargo Grant for Environmental Solutions/Permaculture
- Fresno Housing owns appx. 22.5 acres of vacant land adjacent to Yosemite Village that could be a potential site for the project



Clovis Development

- Request for Proposals for Development Partner
 - Land
 - Architect
 - General Contractor
- Scope and proposal area yet to be defined

Northeast Fresno Development

- Request for Proposals for Development Partner
 - Land
 - Architect
 - General Contractor
- Scope and proposal area yet to be defined

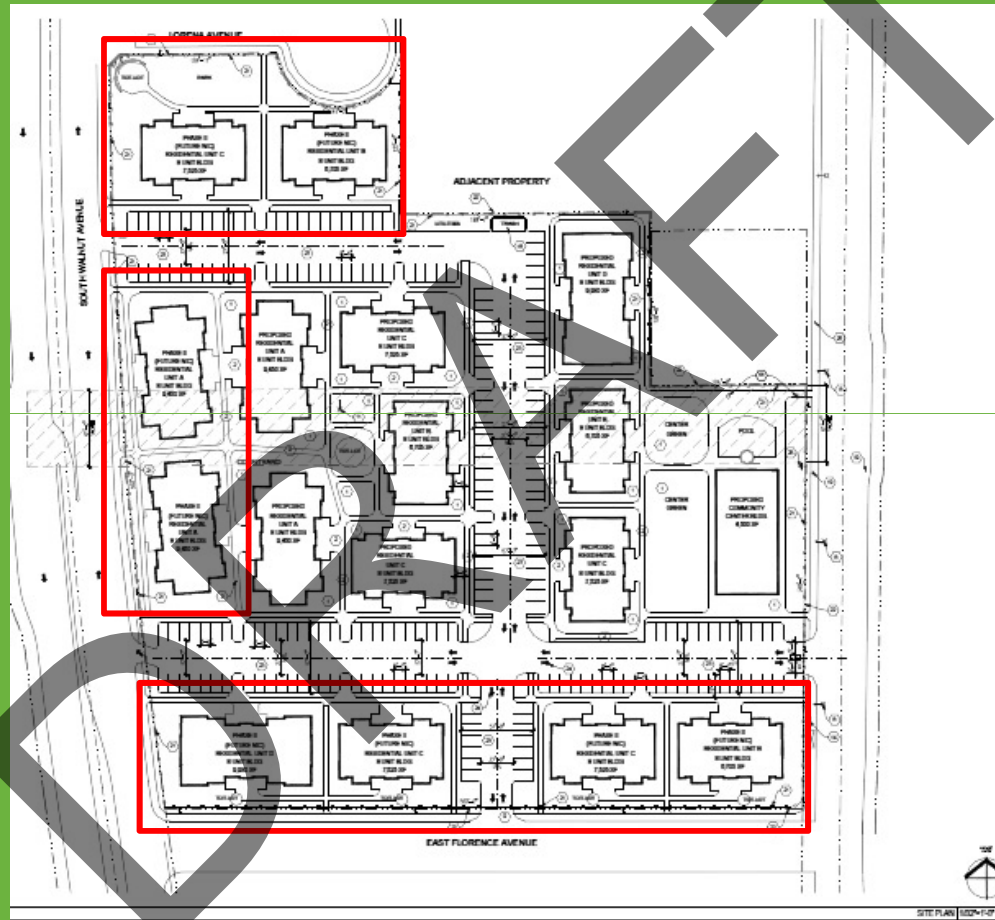
Fresno Edison Phase II

- 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
- HRFC of \$1.5 million committed February 2016
- Proposed for 2nd Round 2016 Tax Credit Application

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	Amount 2/23/16	Amount 6/16/16
Tax Credit Equity	\$12,949,545	\$12,957,674
Permanent Loan	\$633,100	\$633,100
HRFC Funds	\$1,500,000	\$1,500,000
Fresno HA Land Donation	\$195,000	\$195,000
Total Sources of Funds	\$15,277,645	\$15,285,774
Uses of Funds	Amount	Amount
Acquisition Costs	\$457,000	\$457,000
Construction Costs	\$9,679,583	\$9,679,583
Hard Cost Contingency	\$962,603	\$962,603
Permits/Impact Fees	\$638,557	\$638,557
Professional Fees	\$330,850	\$330,850
Soft Costs/Loan Fees	\$1,200,062	\$1,208,191
Reserves	\$180,772	\$180,772
Developer Fee	\$1,828,218	\$1,828,218
Total Uses of Funds	\$15,277,645	\$15,285,774

*Draft as of 6/16/16

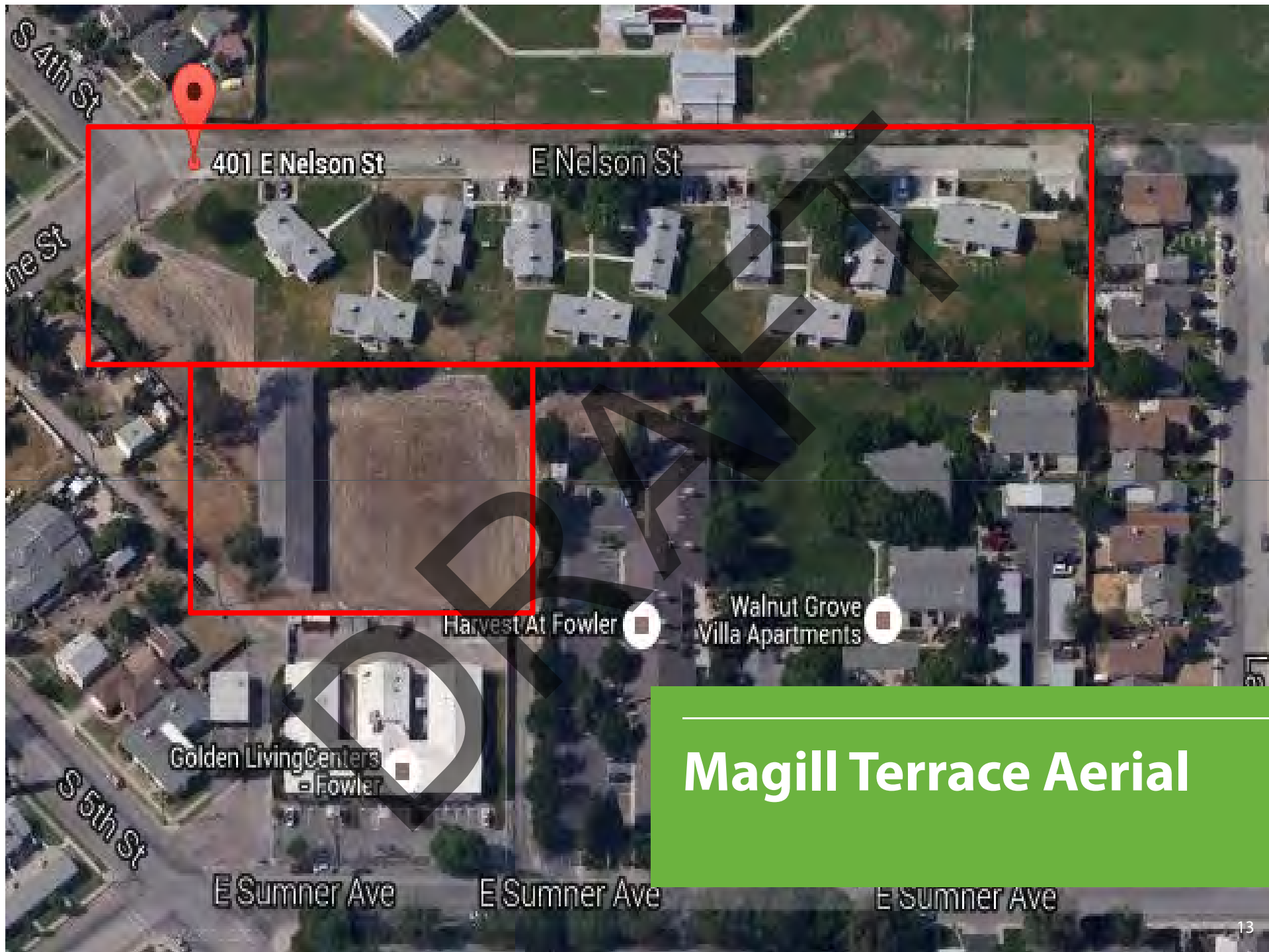
Fresno Edison Phase II Action Items

- Authorize submission of tax credit application

DRAFT

Magill Terrace

- Proposed redevelopment of an existing 20-unit low income public housing site
- New construction project of 60 units and a community building
- HRFC of \$2 million committed June 2015
- March 2016 AHP application submitted
- RFP for GC/CM issued April 2016
- Proposed for 2nd Round 2016 Tax Credit Application



Magill Terrace Aerial

[illegible]

Magill Terrace Sources and Uses

Magill Terrace		
Pro Forma Sources and Uses		
Sources of Funds	Amount 2/23/16	Amount 6/16/16
HRFC Funds	\$2,000,000	\$2,750,000
Accrued/Deferred Interest	\$80,000	\$80,000
Deferred Developer Fee	\$0	\$406,258
Tax Credit Equity	\$17,046,388	\$16,180,136
Total Sources of Funds	\$19,126,388	\$19,416,394
Uses of Funds	Amount	Amount
Construction Costs	\$12,741,400	\$12,943,646
Hard Cost Contingency	\$653,320	\$661,157
Relocation Costs	\$195,000	\$195,000
Professional Fees	\$654,765	\$771,253
Loan Fees and other Soft Costs	\$2,705,003	\$2,638,438
Reserves	\$176,900	\$206,900
Developer Fee	\$2,000,000	\$2,000,000
Total Uses of Funds	\$19,126,388	\$19,416,394
Pro Forma Sources and Uses		
Sources of Funds	Amount	Amount
Seller Financing	\$1,200,000	\$1,200,000
Tax Credit Equity	\$655,000	\$655,000
Total Sources of Funds	\$1,855,000	\$1,855,000
Uses of Funds	Amount	Amount
Acquisition Costs	\$1,530,000	\$1,530,000
Demolition	\$325,000	\$325,000
Total Uses of Funds	\$1,855,000	\$1,855,000
*Draft as of 6/16/16		

Magill Terrace Action Items

- Authorize submission of tax credit application
- Authorize HAFC Seller Financing of \$1.2 million
- Authorize HRFC commitment of up to \$2.75 million

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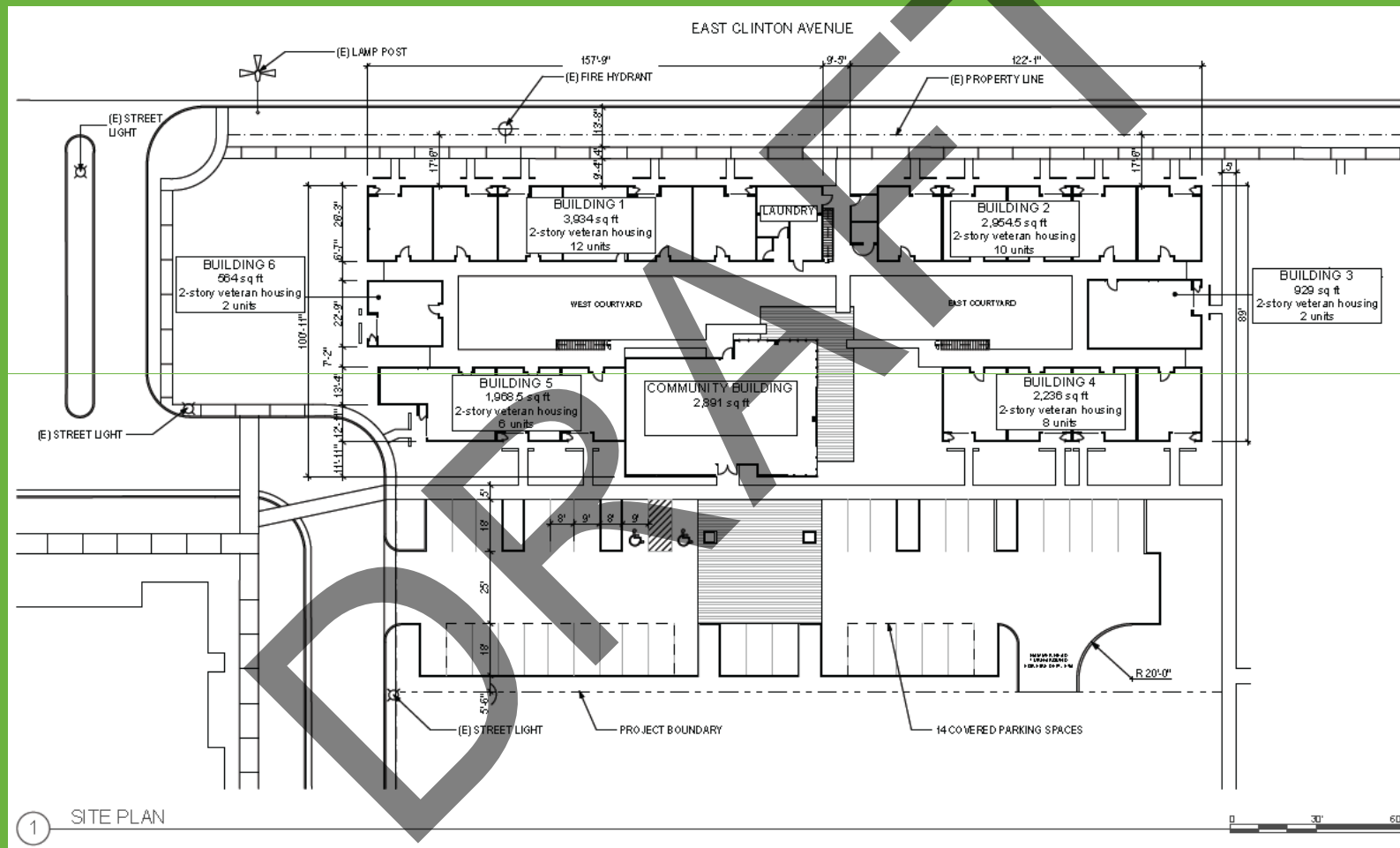
Parc Grove Commons Northeast Veterans

- New construction of 40 units of veterans permanent supportive housing
- Received VHHP award of \$2.6 million
- HRFC of \$500k committed December 2015
- March 2016 AHP application submitted
- April 2016 HOME Funds application submitted
- RFP for GC/CM issued April 2016
- Proposed for 2nd Round 2016 Tax Credit Application



**Parc Grove Commons
Northeast Veterans Aerial**

Parc Grove Commons Northeast Veterans Site Plan



Parc Grove Commons Northeast Veterans

Parc Grove Commons Northeast Veterans		
Pro Forma Sources and Uses		
Sources of Funds	Amount 05/24/16	Amount 06/16/16
Tax Credit Equity	\$8,449,689	\$8,157,998
HCD - VHHP	\$2,600,000	\$2,600,000
HRFC Funds	\$800,000	\$800,000
Total Sources of Funds	\$11,849,689	\$11,557,998
Uses of Funds	Amount	Amount
Acquisition Costs	\$260,000	\$274,000
Construction Costs	\$6,490,285	\$6,233,059
Hard Cost Contingency	\$271,915	\$330,840
Architecture/Engineering	\$600,000	\$558,487
Loan Fees/Soft Costs/Contingency	\$2,747,966	\$2,751,327
Developer Fee	\$1,479,523	\$1,410,285
Total Uses of Funds	\$11,849,689	\$11,557,998
Pro Forma Sources and Uses		
Sources of Funds	Amount	Amount
Tax Credit Equity	\$4,000,348	\$4,000,348
Total Sources of Funds	\$4,000,348	\$4,000,348
Uses of Funds	Amount	Amount
Reserves	\$4,000,348	\$4,000,348
Total Uses of Funds	\$4,000,348	\$4,000,348
*Draft as of 6/16/16		

Parc Grove Commons Northeast Veterans

Action Items

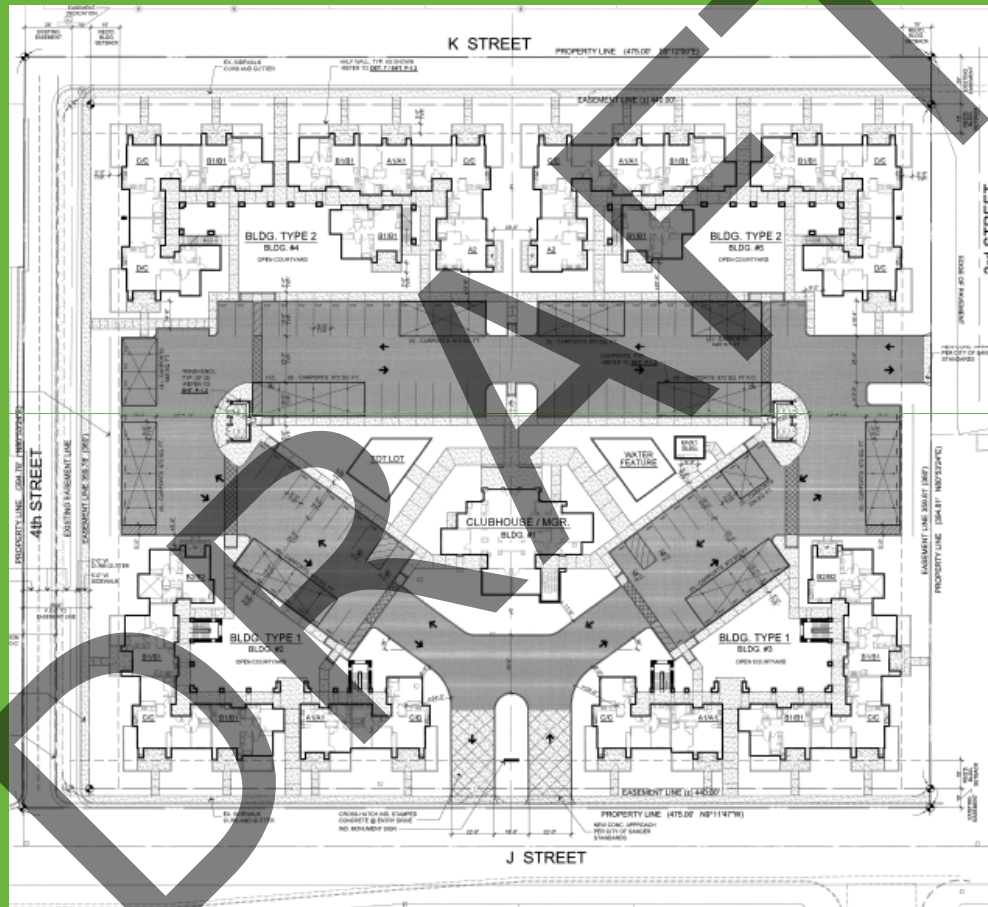
- Authorize submission of tax credit application
- Approve Mogavero Notestine Architectural Contract
- Approve LP/LLC Entity Formation
- Approve MOU with Silvercrest
- Approve MOU with WestCare
- Authorize HRFC commitment of up to \$800k

Memorial Village

- Proposed redevelopment of an existing 35-unit low income public housing site
- New construction project of 48 units and a community building
- March 2016 AHP application submitted
- RFP for GC/CM issued April 2016
- HRFC commitment of \$1.6 million proposed
- Proposed for 2nd Round 2016 Tax Credit Application



Memorial Village Site Plan



Memorial Village Sources and Uses

Memorial Village		
Pro Forma Sources and Uses		
Sources of Funds	Amount 5/24/16	Amount 6/16/16
HRFC Loan	\$ 1,600,000	\$1,600,000
LIHTC Equity	\$ 12,748,271	\$13,242,874
Total Sources of Funds	\$ 14,348,271	\$14,842,874
Uses of Funds	Amount	Amount
Construction Costs	\$ 9,559,000	\$10,120,082
Contingency	\$ 499,200	\$506,004
Permits/Impact Fees/etc.	\$ 283,000	\$382,590
Professional Fees	\$ 729,740	\$762,635
Relocation	\$ 321,750	\$321,750
Loan Fees and other Soft Costs	\$ 1,001,884	\$737,480
Reserves	\$ 153,570	\$153,220
Developer Fee	\$ 1,800,127	\$1,859,113
Total Uses of Funds	\$ 14,348,271	\$14,842,874
Pro Forma Sources and Uses		
Sources of Funds	Amount	Amount
Seller Financing	\$2,050,000	\$2,100,000
LIHTC Equity	\$425,000	\$425,000
Total Sources of Funds	\$2,475,000	\$2,525,000
Uses of Funds	Amount	Amount
Acquisition Costs	\$2,050,000	\$2,100,000
Demolition	\$425,000	\$425,000
Total Uses of Funds	\$2,475,000	\$2,525,000
*Draft as of 6/16/16		

Memorial Village Action Items

- Authorize submission of tax credit application
- Approve R.L. Davidson Architectural Contract
- Approve LP/LLC Entity Formation
- Approve MOU with Silvercrest
- Authorize HRFC commitment of up to \$1.6m

HRFC Outflows Update

Current Commitments	Total Commitment	Total Expenditures through 4/30/16	Remaining Commitment
<i>Pre-developments Loans</i>			
Calaveras Court/Lowell	1.46	1.46	-
Edison Plaza Phase II	1.50	0.57	0.93
General Pre-Dev *	0.30	0.14	0.16
Parc Grove NE Veterans	0.50	0.02	0.48
West Fresno Planning	0.25	0.06	0.19
<i>RAD Pre-developments</i>			
Magill Terrace RAD	2.00	0.12	1.88
Other RAD Pre-dev **	0.25	0.16	0.09
<i>Construction Loans</i>			
Shockley Terrace RAD	0.63	0.63	-
Calaveras/Lowell	1.46	1.46	-
Highway City Comm. Build	0.25	-	0.25
Marion Villa	1.50	1.35	0.15
<i>Other Commitments</i>			
Homeless Admin	4.50	3.91	0.59
Total Commitments	14.60	9.88	4.72

***As of 5/24/16**

- Table above shows current commitments, total expenditures as of 4/30/16, and the remaining commitments.
- Items in orange are new commitments that will be requested in the future. As always, staff is working diligently to reduce the amount needed from HRFC.

HRFC Cash Flow Projections Update

***As of 5/24/16**

Current Cash Balance as of 4/30/16	10.40
Potential Inflows	5.26
Remaining Commitments	(4.72)
Uncommitted Cash	10.93

- Total cash at 4/30/16 is \$10.40 million.
- Staff is conservatively estimating inflows of \$5.26 million, and \$4.72 million of commitments (not all to be spent in 2016).
- This leaves about \$10.93 million in uncommitted funds, which can be used for various purposes.

Questions?


DRAFT

BOARD MEMO

O (559) 443-8400
 F (559) 457-4294

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

www.fresnohousing.org

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

DATE: June 16, 2016
BOARD MEETING: June 21, 2016
AGENDA ITEM: 7a
AUTHOR: Scott Berry

SUBJECT: Fresno Edison Apartments II – Approvals Needed to Apply for Funding

Executive Summary

At the December 17, 2014 board meeting, staff presented the Fresno Edison Apartments project as a potential development opportunity in the development pipeline. Fresno Edison Apartments is proposed to be developed in two phases, collectively (the “Project”). Phase I of the project was awarded tax credits, began construction in December of 2015, and is anticipated to complete construction in December of 2016.

On January 20, 2015, the Board approved entering into a Memorandum of Understanding (MOU) and formation of a limited partnership for both phases of the Project with Edison Plaza Partners, L.P. (“EPP”) which is an existing partnership between The Penstar Group, and Jackson J&J, LLC (dba H.A.W. Fifty Six). The MOU with EPP allows for a partnership with the Housing Authority of the City of Fresno (“HACF”) for the development of the proposed tax credit Project.

On February 23, 2016 the Board approved an HRFC loan of up to \$1,500,000 and authorized staff to assemble various financing sources for the development of the Fresno Edison Apartments Phase II Project.

As part of process to develop Phase II of Fresno Edison Apartments, 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 Board of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward toward a Tax Credit 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 develop Fresno Edison Apartments Phase II, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% low-income housing tax credit equity, and (b) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
4. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

Fiscal Impact

The fee for submission of the LIHTC application is \$1,000. Fees and costs associated with pre-development activities and writing the application will be allocated to the approved pre-development budget. If funding is received, costs associated with pre-development activities would be reimbursed through the project.

The Board approved a financing commitment from HRFC of up to \$1,500,000 for the Project. The HRFC funds will be used as a construction and permanent source of financing and will be repaid through residual receipts. Staff will continue to pursue other public and private funding resources to reduce the HRFC commitment.

Background Information

The Fresno Edison Apartments project consists of a two phased development of vacant parcels generally located at 2250 S. Walnut Avenue in SW Fresno (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T). Combined, the parcels are approximately 6.03 acres. Fresno Edison Apartments is proposed to include 128-units of workforce housing, to be developed in two phases of 64 units each, and a community building. The Project has been in the predevelopment process since 2011 and the EPP team has completed several development activities and entered into a number of consulting contracts that will be assigned to the partnership with the Housing Authority. The assigned contracts will include an architectural contract with Scott Beck and a general contractor/construction management agreement with Johnston Construction.

Fresno Edison Apartments Phase II will be a multifamily housing community consisting of 64 affordable housing units. There are 8 one bedroom, 32 two bedroom, 20 three bedroom and 4 four bedroom units. 64 units will be rent restricted for qualified residents with incomes ranging from 30% to 60% of the area median income for a 55-year affordability period.

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

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS BY THE HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA ON ITS OWN BEHALF, IN THE NAME OF FRESNO EDISON APARTMENTS PHASE II, AS THE CASE MAY BE, IN CONNECTION WITH THE FINANCING, CONSTRUCTION AND OPERATION OF FRESNO EDISON APARTMENTS PHASE II (THE PROJECT), AUTHORIZING THE SUBMISSION OF A 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION TO THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE AND ASSEMBLAGE OF VARIOUS FINANCING SOURCES FOR THE PROJECT AND PROVIDING FOR OTHER MATTERS RELATED THERETO (PORTION OF EACH 477-142-01T THROUGH 06T; PORTION OF EACH 477-142-19T THROUGH 21T; PORTION OF EACH 477-144-01T THROUGH 03T; AND PORTION OF EACH 477-144-12T THROUGH 15T).

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, the Authority intends to partner with Edison Plaza Partners, L.P. ("EPP") for the development of Fresno Edison Apartments consisting of a total of 128 units, to be developed in two phases; and,

WHEREAS, the subject Phase II ("the Project") includes 64 units; and,

WHEREAS, the development of Fresno Edison Apartments Phase II is located generally at 2250 S. Walnut Avenue, Fresno, CA (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T) is in line with the Housing Authority's development goals; and,

WHEREAS, the Authority is authorized to pursue 9% low-income housing tax credit

equity, 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 Partnership's financing, construction, ownership and operation of the Property; and,

WHEREAS, the Authority, in its own capacity or through its affiliates and/or instrumentalities proposes to make one or more loan(s) to the Partnership from funds obtained by the Authority for the benefit of the Project;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, Ca, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving financing application submission for the Fresno Edison Apartments Phase II Project in Fresno, CA.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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:

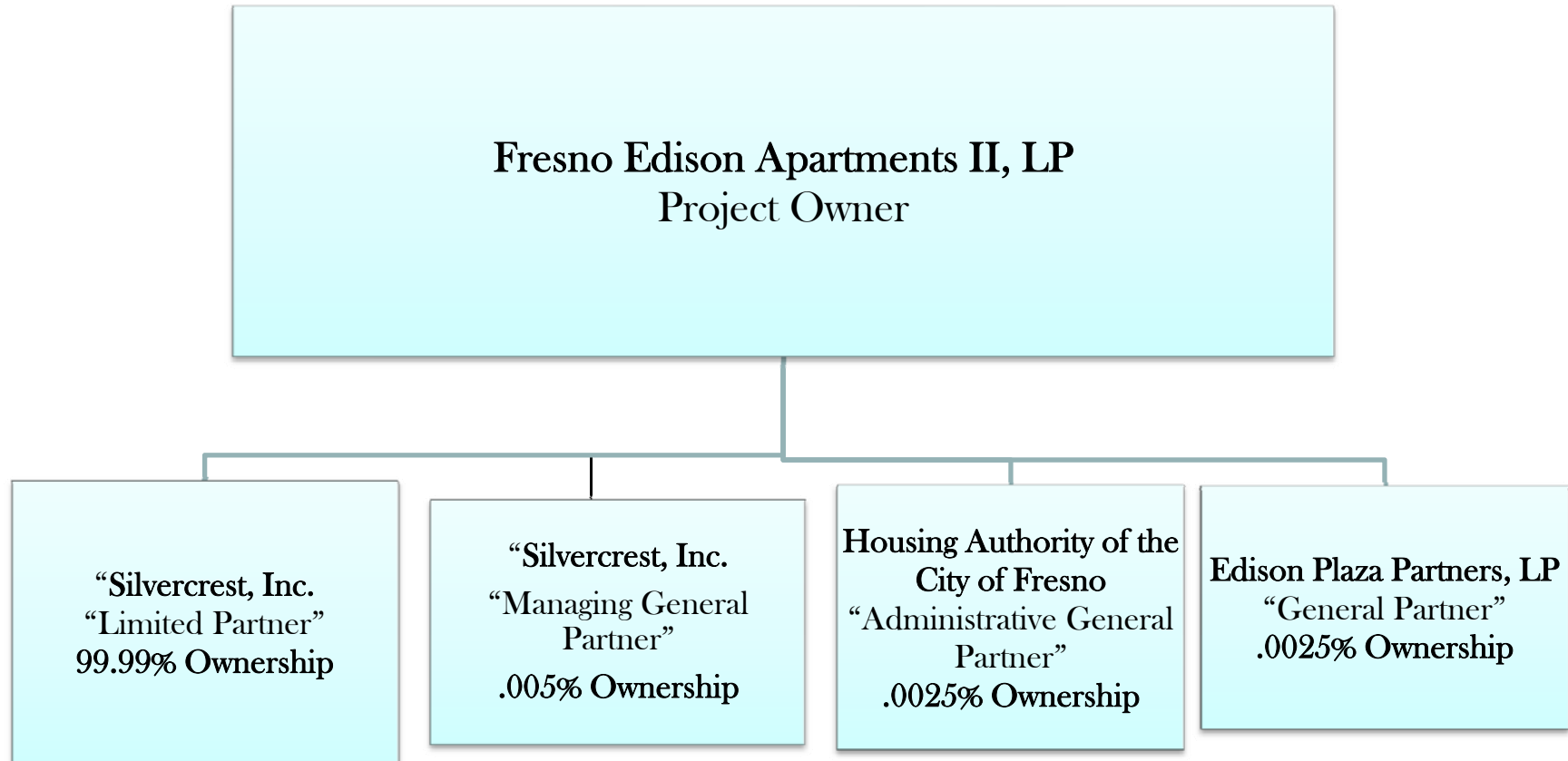
ABSTAIN:

Preston Prince, Executive Director of the Boards of Commissioners

Ownership Structure

Fresno Edison Apartments II, LP

a California Limited Partnership



Fresno Edison Apartments Phase II

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount 2/23/16</i>	<i>Amount 6/16/16</i>
Tax Credit Equity	\$12,949,545	\$12,957,674
Permanent Loan	\$633,100	\$633,100
HRFC Funds	\$1,500,000	\$1,500,000
Fresno HA Land Donation	\$195,000	\$195,000
Total Sources of Funds	\$15,277,645	\$15,285,774
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Acquisition Costs	\$457,000	\$457,000
Construction Costs	\$9,679,583	\$9,679,583
Hard Cost Contingency	\$962,603	\$962,603
Permits/Impact Fees	\$638,557	\$638,557
Professional Fees	\$330,850	\$330,850
Soft Costs/Loan Fees	\$1,200,062	\$1,208,191
Reserves	\$180,772	\$180,772
Developer Fee	\$1,828,218	\$1,828,218
Total Uses of Funds	\$15,277,645	\$15,285,774

**Draft as of 6/16/16*

Fresno Edison Apartments Phase II Residential Component Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	1	30%	736	\$ 288	\$ 3,456
1 Bd./1 Bth.	6	35%	736	\$ 343	\$ 24,696
1 Bd./1 Bth.	1	60%	736	\$ 620	\$ 7,440
2 Bd./2 Bth.	3	30%	938	\$ 337	\$ 12,132
2 Bd./2 Bth.	4	35%	938	\$ 403	\$ 19,344
2 Bd./2 Bth.	8	50%	938	\$ 602	\$ 57,792
2 Bd./2 Bth.	16	60%	938	\$ 735	\$ 141,120
3 Bd./2 Bth	2	30%	1,181	\$ 382	\$ 9,168
3 Bd./2 Bth	15	50%	1,181	\$ 688	\$ 123,840
3 Bd./2 Bth	3	60%	1,181	\$ 841	\$ 30,276
4 Bd./2 Bth	1	30%	1,323	\$ 418	\$ 5,016
4 Bd./2 Bth	3	50%	1,323	\$ 760	\$ 27,360
Manager's Unit-2 Bd./2 Bth.	1	N/A	938	\$ -	\$ -
TOTAL REVENUE	64				\$ 461,640

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	473	30,240
Advertising/Marketing	78	5,000
Legal and Accounting	227	14,500
Utilities (water, trash, electricity, gas, etc.)	703	45,000
Payroll: Onsite Manager(s)/Staff	1,234	79,000
Maintenance/Repairs	820	52,500
Real Estate Property Tax	78	5,000
Insurance	234	15,000
Services Amenities	394	25,200
Security	89	5,700
Contingency	267	17,100
Total Operating Expenses	4,598	294,240
Replacement Reserves	300	19,200
Total Operating and Reserve Budget	4,898	313,440

Exhibit D

Fresno Edison Apartments Phase II RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.5%	\$ 461,640	\$ 473,181	\$ 485,011	\$ 497,136	\$ 509,564	\$ 522,303	\$ 535,361	\$ 548,745	\$ 562,464	\$ 576,525	\$ 590,938	\$ 605,712	\$ 620,854	\$ 636,376	\$ 652,285
Vacancy Loss	-7.0%	\$ (32,315)	\$ (33,123)	\$ (33,951)	\$ (34,800)	\$ (35,669)	\$ (36,561)	\$ (37,475)	\$ (38,412)	\$ (39,372)	\$ (40,357)	\$ (41,366)	\$ (42,400)	\$ (43,460)	\$ (44,546)	\$ (45,660)
EFFECTIVE GROSS INCOME		\$ 429,325	\$ 440,058	\$ 451,060	\$ 462,336	\$ 473,895	\$ 485,742	\$ 497,886	\$ 510,333	\$ 523,091	\$ 536,168	\$ 549,573	\$ 563,312	\$ 577,395	\$ 591,830	\$ 606,625
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.5%	\$ 289,240	\$ 299,363	\$ 309,841	\$ 320,686	\$ 331,910	\$ 343,526	\$ 355,550	\$ 367,994	\$ 380,874	\$ 394,204	\$ 408,002	\$ 422,282	\$ 437,061	\$ 452,359	\$ 468,191
Real Estate Taxes	2.0%	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412	\$ 5,520	\$ 5,631	\$ 5,743	\$ 5,858	\$ 5,975	\$ 6,095	\$ 6,217	\$ 6,341	\$ 6,468	\$ 6,597
Replacement Reserve		\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200
TOTAL EXPENSES & RESERVES		\$ 313,440	\$ 323,663	\$ 334,243	\$ 345,192	\$ 356,522	\$ 368,247	\$ 380,381	\$ 392,937	\$ 405,932	\$ 419,380	\$ 433,297	\$ 447,699	\$ 462,603	\$ 478,027	\$ 493,989
NET OPERATING INCOME		\$ 115,885	\$ 116,395	\$ 116,817	\$ 117,145	\$ 117,373	\$ 117,495	\$ 117,505	\$ 117,395	\$ 117,159	\$ 116,788	\$ 116,276	\$ 115,613	\$ 114,792	\$ 113,803	\$ 112,637
DEBT SERVICE																
Bank Loan		\$ 20,008	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019
Net Cash Flow		\$ 95,877	\$ 68,376	\$ 68,798	\$ 69,126	\$ 69,354	\$ 69,476	\$ 69,486	\$ 69,376	\$ 69,140	\$ 68,769	\$ 68,257	\$ 67,594	\$ 66,773	\$ 65,784	\$ 64,618
DEBT SERVICE COVERAGE RATIO		5.79	2.42	2.43	2.44	2.44	2.45	2.45	2.44	2.44	2.43	2.42	2.41	2.39	2.37	2.35

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO:	Board of Commissioners Fresno Housing Authority	DATE:	June 15, 2016
FROM:	Preston Prince  CEO/Executive Director	BOARD MEETING:	June 21, 2016
AUTHOR	Quincy Boren Community Development Analyst	AGENDA ITEM:	7b
RE:	Magill Terrace- Approvals Needed to Apply for Funding		

Executive Summary

The Magill Terrace project is being prepared for a 2016^{2nd} Round Low-Income Housing Tax Credit ("LIHTC") application to the California Tax Credit Allocation Committee ("CTCAC") in June, 2016. Magill Terrace is an existing 20 unit Low-Income Public Housing property on 2.57 acres in Fowler, CA. Staff currently envisions the project as a complete demolition of the existing units, and the new construction of 60-units of affordable housing units with up to 3,600 sq.ft. of community building space. The project will also include the acquisition of 2 acres of adjacent vacant land to accommodate the additional units.

On June 23, 2015, the Board authorized a commitment to the Magill Terrace project of up to \$2,000,000 from the Housing Relinquished Fund Corporation ("HRFC"). Based on an analysis of tax credit applications submitted Round 1 2016, staff is recommending an increase to the level of HRFC commitment to \$2,750,000 in order to increase the competitiveness of the application.

As part of the next phase in the Magill Terrace 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 LIHTC 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 approval of a funding commitment from the Housing Relinquished Fund Corporation ("HRFC") in an amount up to \$2,750,000 for the development of the Magill Terrace project. The most recent development

pro forma (Exhibit B), detailed operating budget (Exhibit C) and 15-Year projections (Exhibit D) are attached.

2. Authorize approval of a Seller Financing loan from the Housing Authority of Fresno County to the Magill Terrace development in the amount of \$1,200,000.
3. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% LIHTC equity, (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) submission of an application for County of Fresno HOME funds, (d) applying and/or entering into agreements for HUD operating subsidy in the form of PBV or PBRA and (e) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
4. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and their designees to execute documents on behalf of the Housing Authority of Fresno County, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

Fiscal Impact

The fee for submission of the LIHTC application is \$1,000. Staff time and professional fees for performing pre-development activities and writing the application will be allocated to the approved pre-development budget. If funding is received, costs associated with staff time and pre-development activities would be reimbursed through the project.

Background Information

The Magill Terrace project currently has occupied housing units on approximately 50% of the project area. The existing units are on Fresno Housing Authority owned land. At the May 2015 Board Meeting, Staff was authorized to enter into a Purchase and Sale agreement for an additional 2 acres of adjacent land. The land is vacant except for a warehouse storage building that will be demolished. The site is located in a quiet residential neighborhood directly across the street from John Sutter Middle School. The site plan re-envisioned the site with two-story structures around a central community space, playground equipment and large open green space. The 40 additional units and new community building will increase density and provide for onsite services.

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

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

**RESOLUTION APPROVING SELLER FINANCING AND A HOUSING RELINQUISHED
FUND CORPORATION (HRFC) LOAN FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)**

WHEREAS, the Housing Authority of the City of Fresno, CA (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and

WHEREAS, the project requires a public funds commitment from the HRFC in order to be a competitive application; and

WHEREAS, the Authority desires to commit Seller Financing in the amount of \$1,200,000; and

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$2,750,000 from the HRFC board for the development of Magill Terrace;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolution (s) authorizing a seller financing loan in the amount of \$1,200,000 and accepting a loan from the HRFC in the amount of up to \$2,750,000 for the development of the Magill Terrace project and executed all related documents.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

EXHIBIT A

Ownership Structure

Magill Terrace

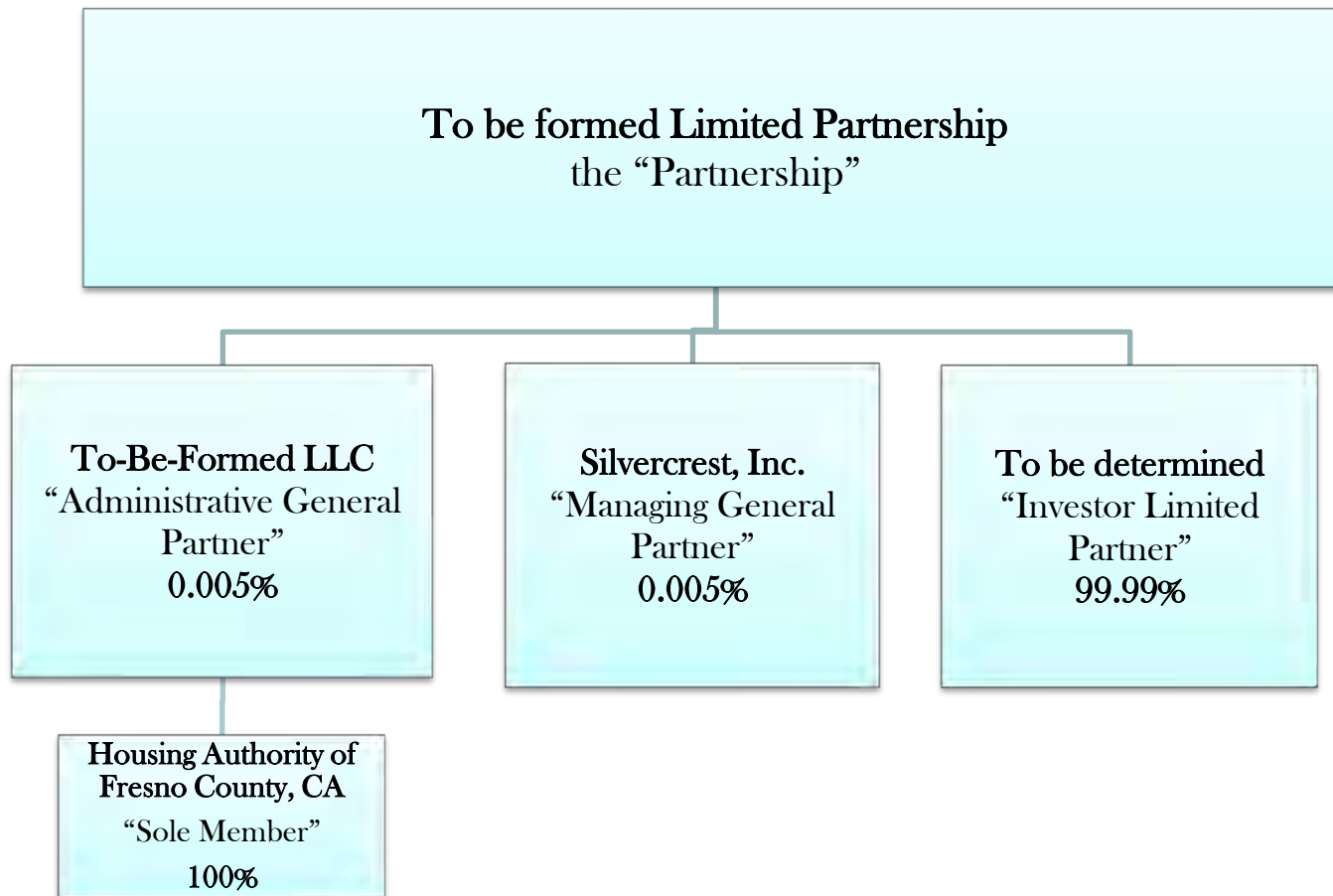


EXHIBIT B

Magill Terrace

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i> 2/23/16	<i>Amount</i> 6/16/16
HRFC Funds	\$2,000,000	\$2,750,000
Accrued/Deferred Interest	\$80,000	\$80,000
Deferred Developer Fee	\$0	\$406,258
Tax Credit Equity	\$17,046,388	\$16,180,136
Total Sources of Funds	\$19,126,388	\$19,416,394
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Construction Costs	\$12,741,400	\$12,943,646
Hard Cost Contingency	\$653,320	\$661,157
Relocation Costs	\$195,000	\$195,000
Professional Fees	\$654,765	\$771,253
Loan Fees and other Soft Costs	\$2,705,003	\$2,638,438
Reserves	\$176,900	\$206,900
Developer Fee	\$2,000,000	\$2,000,000
Total Uses of Funds	\$19,126,388	\$19,416,394

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i>	<i>Amount</i>
Seller Financing	\$1,200,000	\$1,200,000
Tax Credit Equity	\$655,000	\$655,000
Total Sources of Funds	\$1,855,000	\$1,855,000
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Acquisition Costs	\$1,530,000	\$1,530,000
Demolition	\$325,000	\$325,000
Total Uses of Funds	\$1,855,000	\$1,855,000

**Draft as of 6/16/16*

EXHIBIT C

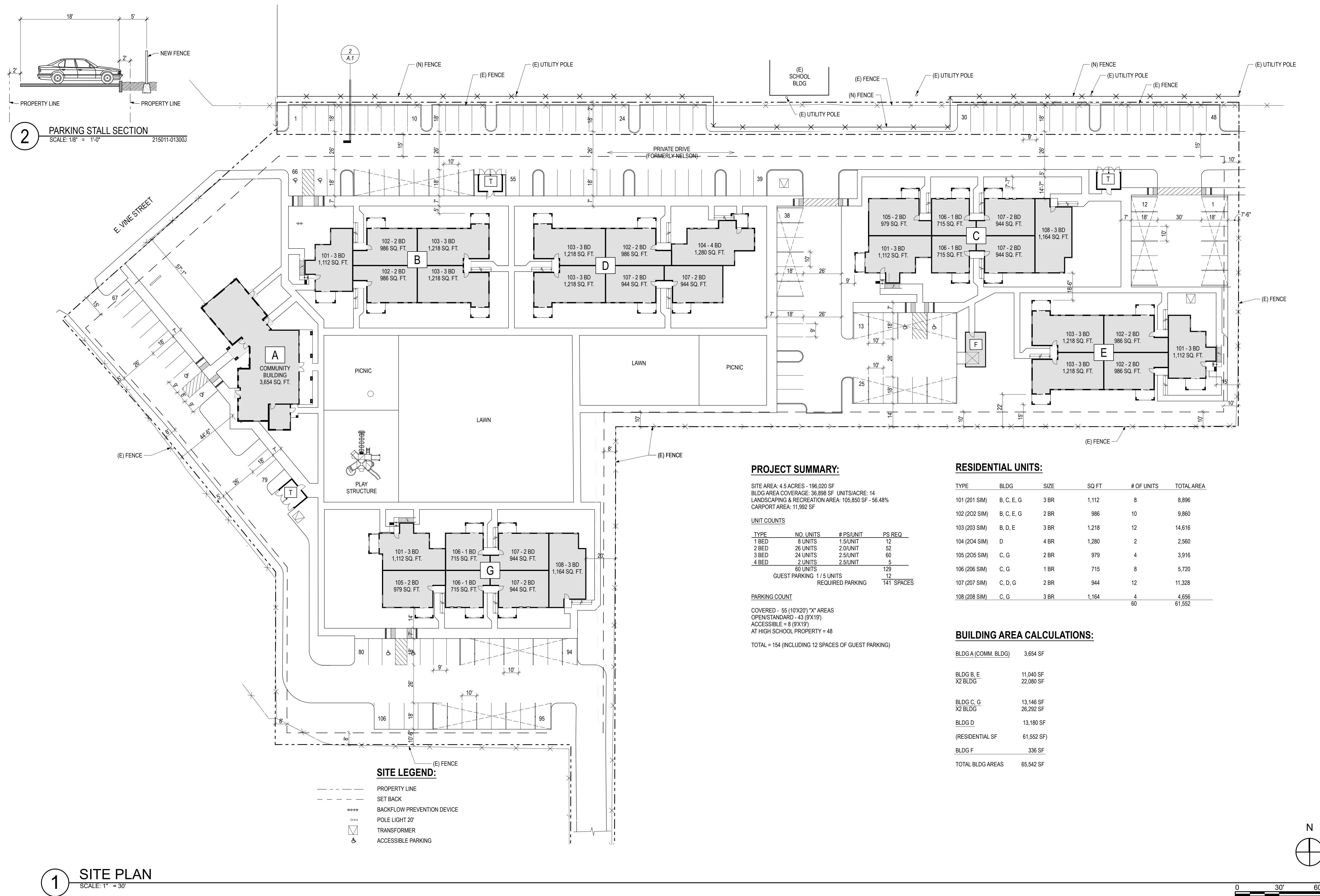
Magill Terrace Residential Component Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	1	30%	715	\$ 257	\$ 3,084
1 Bd./1 Bth. Subsidy**		30%	715	\$ 192	\$ 2,304
1 Bd./1 Bth.	2	45%	715	\$ 423	\$ 10,152
1 Bd./1 Bth. Subsidy**		45%	715	\$ 26	\$ 624
1 Bd./1 Bth.	3	50%	715	\$ 479	\$ 17,244
1 Bd./1 Bth.	2	60%	715	\$ 589	\$ 14,136
2 Bd./1 Bth.	3	30%	944-1218	\$ 295	\$ 10,620
2 Bd./1 Bth. Subsidy**		30%	944-1218	\$ 272	\$ 9,792
2 Bd./1 Bth.	2	45%	944-1218	\$ 494	\$ 41,496
2 Bd./1 Bth. Subsidy**	5	45%	944-1218	\$ 73	\$ 4,380
2 Bd./1 Bth.	9	50%	944-1218	\$ 560	\$ 60,480
2 Bd./1 Bth.	6	60%	944-1218	\$ 693	\$ 49,896
3 Bd./2 Bth	3	30%	1112-1164	\$ 325	\$ 11,700
3 Bd./2 Bth Subsidy **		30%	1112-1164	\$ 471	\$ 16,956
3 Bd./2 Bth	5	45%	1112-1164	\$ 555	\$ 33,300
3 Bd./2 Bth Subsidy **		45%	1112-1164	\$ 241	\$ 11,568
3 Bd./2 Bth	12	50%	1112-1164	\$ 632	\$ 91,008
3 Bd./2 Bth	4	60%	1112-1164	\$ 785	\$ 37,680
4 Bd./2 Bth	1	30%	1,280	\$ 347	\$ 4,164
4 Bd./2 Bth Subsidy**		30%	1,280	\$ 582	\$ 6,984
4 Bd./2 Bth	1	45%	1,280	\$ 603	\$ 7,236
4 Bd./2 Bth Subsidy**		45%	1,280	\$ 326	\$ 3,912
4 Bd./2 Bth	0	50%			
4 Bd./2 Bth	0	60%			\$ -
Manager's Unit-2 Bd./2 Bth.	1	N/A	1,218	\$ -	\$ -
TOTAL REVENUE	60				\$ 448,716

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	480	28,800
Advertising/Marketing	83	5,000
Legal and Accounting	133	8,000
Utilities (water, trash, electricity, gas, etc.)	833	50,000
Payroll: Onsite Manager(s)/Staff	1,500	90,000
Maintenance/Repairs	1,583	95,000
Real Estate Property Tax	83	5,000
Insurance	83	5,000
Services Amenities	400	24,000
Security Alarm	167	10,000
Contingency	250	15,000
Total Operating Expenses	5,597	335,800
Replacement Reserves	300	18,000
Total Operating and Reserve Budget	5,897	353,800

MAGILL TERRACE RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.0%	\$ 448,716	\$ 457,690	\$ 466,844	\$ 476,181	\$ 485,705	\$ 495,419	\$ 505,327	\$ 515,434	\$ 525,742	\$ 536,257	\$ 546,982	\$ 557,922	\$ 569,080	\$ 580,462	\$ 592,071
Vacancy Loss	-7.0%	\$ (31,410)	\$ (32,038)	\$ (32,679)	\$ (33,333)	\$ (33,999)	\$ (34,679)	\$ (35,373)	\$ (36,080)	\$ (36,802)	\$ (37,538)	\$ (38,289)	\$ (39,055)	\$ (39,836)	\$ (40,632)	\$ (41,445)
EFFECTIVE GROSS INCOME		\$ 417,306	\$ 425,652	\$ 434,165	\$ 442,848	\$ 451,705	\$ 460,739	\$ 469,954	\$ 479,353	\$ 488,940	\$ 498,719	\$ 508,694	\$ 518,867	\$ 529,245	\$ 539,830	\$ 550,626
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.0%	\$ 330,800	\$ 340,724	\$ 350,946	\$ 361,474	\$ 372,318	\$ 383,488	\$ 394,992	\$ 406,842	\$ 419,048	\$ 431,619	\$ 444,568	\$ 457,905	\$ 471,642	\$ 485,791	\$ 500,365
Real Estate Taxes	2.0%	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412	\$ 5,520	\$ 5,631	\$ 5,743	\$ 5,858	\$ 5,975	\$ 6,095	\$ 6,217	\$ 6,341	\$ 6,468	\$ 6,597
Replacement Reserve		\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
TOTAL EXPENSES & RESERVES		\$ 353,800	\$ 363,824	\$ 374,148	\$ 384,780	\$ 395,730	\$ 407,008	\$ 418,623	\$ 430,586	\$ 442,906	\$ 455,594	\$ 468,663	\$ 482,121	\$ 495,983	\$ 510,259	\$ 524,962
NET OPERATING INCOME		\$ 63,506	\$ 61,828	\$ 60,017	\$ 58,068	\$ 55,975	\$ 53,731	\$ 51,331	\$ 48,768	\$ 46,035	\$ 43,125	\$ 40,031	\$ 36,746	\$ 33,262	\$ 29,571	\$ 25,664
DEBT SERVICE																
Bank Loan		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow		\$ 63,506	\$ 61,828	\$ 60,017	\$ 58,068	\$ 55,975	\$ 53,731	\$ 51,331	\$ 48,768	\$ 46,035	\$ 43,125	\$ 40,031	\$ 36,746	\$ 33,262	\$ 29,571	\$ 25,664
DEBT SERVICE COVERAGE RATIO		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00




BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO: Board of Commissioners **DATE:** June 15, 2016
Fresno Housing
Authority 
FROM: Preston Prince **BOARD** June 21, 2016
CEO/Executive Director **MEETING:**
AUTHOR Quincy Boren **AGENDA** 7c
Community **ITEM:**
Development Analyst
RE: Parc Grove Commons Northeast Veterans- Approvals
Needed to Apply for Funding

Executive Summary

The Parc Grove Commons Northeast Veterans project is being prepared for a 2016 2nd Round Low-Income Housing Tax Credit ("LIHTC") application to the California Tax Credit Allocation Committee ("CTCAC") in June, 2016. Parc Grove Commons Northeast Veterans is a proposed new construction development of 40-units of affordable housing units for homeless and disabled veterans with up to 2,891 sq.ft. of community building space.

On November 17, 2015, the Board authorized a commitment to the Parc Grove Commons Northeast Veterans project of up to \$500,000 from the Housing Relinquished Fund Corporation. Staff is requesting to increase this level of commitment to an amount up to \$800,000, for the June 2016 CTCAC submission.

As part of the next phase in the Parc Grove Commons Northeast Veterans 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 LIHTC 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 a Memorandum of Understanding between Silvercrest, Inc. and Housing Authority of the City of Fresno as the service provider and the ratification of the formation Parc Grove Common III Limited Partnership, California Limited Partnership and, a to-be-formed California Limited Liability Company, name to be determined, and the

entry into relevant documents associated therewith by the Housing Authority of the City of Fresno, CA as the sole member thereof. An attachment showing the proposed ownership structure with Silvercrest, Inc., acting as the managing general partner of the proposed limited partnership, is included as Exhibit A.

2. Authorize approval of a funding commitment from the Housing Relinquished Fund Corporation ("HRFC") in an amount up to \$800,000 for the development of the Parc Grove Commons Northeast Veterans project. The most recent development pro forma (Exhibit B), detailed operating budget (Exhibit C) and 15-Year projections (Exhibit D) are attached.
3. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% LIHTC equity, (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) submission of an application for City of Fresno HOME funds, (d) applying and/or entering into agreements for HUD operating subsidy in the form of PBV and (e) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
4. Award an Architectural and Professional Services contract with Mogavero Architects in an amount not to exceed \$500,000 for the purposes of designing Parc Grove Commons Northeast Veterans.
5. Authorize approval to enter into an MOU with WestCare, Inc, for services to be offered to the veteran population of the development as required by CTCAC for a special needs project.
6. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership.
7. Authorize Preston Prince, the Secretary/Director, and Tracewell Hanrahan, the Treasurer, and/or their designees to execute documents on behalf of Silvercrest Inc.; and in the name of the Managing General Partner, on its own behalf; and as managing general partner of the Partnership; and
8. Provide for other matters related thereto.

Fiscal Impact

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

Background Information

The Parc Grove Commons Northeast Veterans site is currently 1.48 acres of undeveloped vacant land. The site is located at the southwest corner of Clinton Avenue and Angus Street, just north of Parc Grove Commons South and just east of Parc Grove Commons Northwest. The site plan envisions the site with two-story structures around a central community space, and large open green space. The 40 units of veterans housing and community building will increase density and provide for onsite services designed to assist homeless and disabled veterans.

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

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

**RESOLUTION APPROVING SELLER FINANCING AND A HOUSING RELINQUISHED
FUND CORPORATION (HRFC) LOAN FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)**

WHEREAS, the Housing Authority of Fresno County, CA (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and

WHEREAS, the project requires a public funds commitment from the HRFC in order to be a competitive application; and

WHEREAS, the Authority desires to commit Seller Financing in the amount of \$1,200,000; and

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$2,750,000 from the HRFC board for the development of Magill Terrace;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolution(s) authorizing a seller financing loan in the amount of \$1,200,000 and accepting a loan from the HRFC in the amount of up to \$2,750,000 for the development of the Magill Terrace project, and executed all related documents.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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, CA

**RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING
TAX CREDIT ("LIHTC") APPLICATION FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625(APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)**

WHEREAS, the Housing Authority of Fresno County, CA ("the Authority") seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APN's 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), and the improvements located thereon into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolutions approving financing application submissions for the Magill Terrace project and executed all related documents.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 THE CITY OF FRESNO

RESOLUTION AUTHORIZING APPROVAL OF UP TO \$800,000 FUNDING
COMMITMENT FROM THE HOUSING RELINQUISHED FUND CORPORATION
("HRFC"), FOR THE DEVELOPMENT OF PARC GROVE COMMONS NORTHEAST
VETERANS, 40 UNITS OF VETERANS HOUSING LOCATED AT THE SOUTHWEST
CORNER OF CLINTON AVENUE AND ANGUS STREET, FRESNO, CA 93703 (PORTION
OF APN's 446-020-40-T)

WHEREAS, the Housing Authority of the City of Fresno ("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; 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, the Authority has agreed to facilitate the development of real property located at the southwest corner of Clinton Avenue and Angus Street, Fresno, CA 93703 (portion of APN 446-020-40-T), and the improvements located thereon into a 40-unit apartment complex for homeless and disabled Veterans (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and,

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$800,000 from the HRFC board for the development of Parc Grove Commons Northeast Veterans; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, the Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving authorization of a financing commitment from the HRFC board for the purposes of developing the Parc Grove Commons Northeast Veterans apartments.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 AUTHORIZING APPROVAL OF UP TO \$800,000 FUNDING
COMMITMENT FROM THE HOUSING RELINQUISHED FUND CORPORATION
("HRFC"), FOR THE DEVELOPMENT OF PARC GROVE COMMONS NORTHEAST
VETERANS, 40 UNITS OF VETERANS HOUSING LOCATED AT THE SOUTHWEST
CORNER OF CLINTON AVENUE AND ANGUS STREET, FRESNO, CA 93703 (PORTION
OF APN's 446-020-40-T)**

WHEREAS, the Housing Authority of Fresno County ("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; 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, the Authority has agreed to facilitate the development of real property located at the southwest corner of Clinton Avenue and Angus Street, Fresno, CA 93703 (portion of APN 446-020-40-T), and the improvements located thereon into a 40-unit apartment complex for homeless and disabled Veterans (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and,

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$800,000 from the HRFC board for the development of Parc Grove Commons Northeast Veterans; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, the Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving authorization of a financing commitment from the HRFC board for the purposes of developing the Parc Grove Commons Northeast Veterans apartments.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 THE CITY OF FRESNO

RESOLUTION APPROVING AWARD OF ARCHITECTURAL CONTRACT FOR PARC GROVE COMMONS NORTHEAST VETERANS APARTMENTS, A PROPOSED 40 UNIT DEVELOPMENT IN FRESNO, CA

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

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

WHEREAS, the Authority desires to partner with the City of Fresno to develop a homeless and disabled veterans housing community project that will serve households with incomes between 30-50% of the Area Median Income; and,

WHEREAS, the Authority is the developer of Parc Grove Commons Northeast Veterans, a homeless and disabled Veteran housing development located at the southwest corner of Clinton Avenue and Angus Street (portion of APN 446-020-40-T); and,

WHEREAS, the Authority desires to enter into an Architectural contract with Mogavero Notestine Associates for architectural services at said project for an amount up to \$500,000;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA, hereby authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate the terms of the aforementioned contract and supporting documents with Mogavero Notestine Associates for architectural services for the Parc Grove Commons Northeast Veterans development in Fresno, Ca.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 THE CITY OF FRESNO**

A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS BY THE HOUSING AUTHORITY OF THE CITY OF FRESNO ON ITS OWN BEHALF, TO RATIFY THE FORMATION OF PARC GROVE COMMONS III LIMITED PARTNERSHIP (PARTNERSHIP) AND IN THE NAME OF A “TO BE FORMED” LIMITED LIABILITY COMPANY (LLC) TO BE AN ADMINISTRATIVE GENERAL PARTNER (AGP), OF THE PARTNERSHIP AND IN THE NAME OF THE PARTNERSHIP, AS THE CASE MAY BE, IN CONNECTION WITH THE FINANCING, CONSTRUCTION AND OPERATION OF PARC GROVE COMMONS NORTHEAST VETERANS (THE PROJECT), AUTHORIZING THE FORMATION OF THE OWNERSHIP STRUCTURE AND PROVIDING FOR OTHER MATTERS RELATED THERETO

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; and,

WHEREAS, the Authority desires to enter into a Memorandum of Understanding with Silvercrest, Inc. to proceed the formation of a partnership; 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, this is a new entity formation created for the purposes of developing 40 units of veterans affordable housing in Fresno, CA; and,

WHEREAS, the Authority has agreed to facilitate the development of real property located at the southwest corner of Clinton Avenue and Angus Street (portion of APN 446-020-40-T); and,

WHEREAS, the Authority wishes to authorize and create a California limited liability company (LLC), name to be determined, whose sole member and manager shall be the Authority, and which entity shall become a general partner of the Partnership, and upon admission of a tax credit partner to the Partnership, shall hold a .005% interest in the Partnership and serve as its administrative general partner (the “Administrative General Partner”); and,

WHEREAS, the Authority desires, as sole member of the Administrative General Partner and together with Silvercrest, Inc., to ratify the formation of Parc Grove Commons III Limited Partnership, a California limited partnership; and,

WHEREAS, the Authority (as the initial administrative general partner) and Silvercrest, Inc., (as the managing general partner; "Silvercrest"), desire to enter into a limited partnership agreement relating to the Partnership; and,

WHEREAS, the Authority intends to undertake such actions as necessary to facilitate the Partnership's financing, construction, ownership and operation of the Property; and,

WHEREAS, the Authority wishes to confirm and ratify all other actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution; and,

WHEREAS, the Authority is authorized to delegate to one or more of its agents and employees such powers as it deems proper;

NOW THEREFORE, BE IT RESOLVED that the Chair of the Board, the Authority's CEO/Executive Director, Preston Prince, Deputy Executive Director, Tracewell Hanrahan, and/or their respective designees (each, an Authorized Officer and, collectively, the Authorized Officers), and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority (acting on its own behalf or as sole member of the Administrative General Partner), entry into a partnership agreement, which documents may be approved by any Authorized Officer on the Authority's behalf (the "Partnership Formation Documents"), and such Authorized Officer's signature on the final Partnership Formation Documents shall be construed as the Authority's approval of such Partnership Formation Documents. The Authorized Officers (and each of them acting alone) are further authorized and directed to execute and deliver, on behalf of the Authority (acting on its own behalf or as sole member of the Administrative General Partner), any other documents reasonably required to be executed by the Authority (acting on its own behalf or as sole member of the Administrative General Partner) or the Partnership and to carry out the execution and filing of the Partnership Formation Documents; and that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolution approving organizational structuring for the Parc Grove Commons Northeast Veterans Project in Fresno, CA.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 THE CITY OF FRESNO

**RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING
TAX CREDIT ("LIHTC") APPLICATION FOR THE PARC GROVE COMMONS
NORTHEAST VETERANS PROJECT, SOUTHWEST CORNER OF CLINTON AVENUE
AND ANGUS STREET, FRESNO, CA 93703 (PORTION OF APN 446-020-40-T)**

WHEREAS, the Housing Authority of the City of Fresno, CA ("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; 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, the Authority has agreed to facilitate the development of real property at the southwest corner of Clinton Avenue and Angus Street, Fresno, CA (portion of APN 446-020-40-T), and the improvements located thereon into a 40-unit affordable housing complex for homeless and disabled veterans (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving financing application submission for the Parc Grove Commons Northeast Veterans project.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 THE CITY OF FRESNO

**RESOLUTION APPROVAL OF SERVICES MEMORANDUM OF UNDERSTANDING FOR
PARC GROVE COMMONS NORTHEAST VETERANS APARTMENTS, A PROPOSED 40
UNIT DEVELOPMENT IN FRESNO, CA**

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

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

WHEREAS, the Authority desires to partner with the City of Fresno to develop a homeless and disabled veterans housing community project that will serve households with incomes between 30-50% of the Area Median Income; and,

WHEREAS, the Authority is the developer of Parc Grove Commons Northeast Veterans, a homeless and disabled Veteran housing development located at the southwest corner of Clinton Avenue and Angus Street (portion of APN 446-020-40-T); and,

WHEREAS, the Authority desires to enter into a Services MOU with WestCare, Inc. for services to Veterans at said project for an amount up to \$152,110 contingent on the project moving forward;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA, hereby authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee to negotiate the terms of the aforementioned MOU and supporting documents with WestCare, Inc. for services to Veterans at the Parc Grove Commons Northeast Veterans development in Fresno, Ca.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

Ownership Structure

Parc Grove Commons Northeast Veterans



Parc Grove Commons Northeast Veterans

Pro Forma Sources and Uses		
Sources of Funds	Amount 05/24/16	Amount 06/16/16
Tax Credit Equity	\$8,449,689	\$8,157,998
HCD - VHHP	\$2,600,000	\$2,600,000
HRFC Funds	\$800,000	\$800,000
Total Sources of Funds	\$11,849,689	\$11,557,998
Uses of Funds	Amount	Amount
Acquisition Costs	\$260,000	\$274,000
Construction Costs	\$6,490,285	\$6,233,059
Hard Cost Contingency	\$271,915	\$330,840
Architecture/Engineering	\$600,000	\$558,487
Loan Fees/Soft Costs/Contingency	\$2,747,966	\$2,751,327
Developer Fee	\$1,479,523	\$1,410,285
Total Uses of Funds	\$11,849,689	\$11,557,998

Pro Forma Sources and Uses		
Sources of Funds	Amount	Amount
Tax Credit Equity	\$4,000,348	\$4,000,348
Total Sources of Funds	\$4,000,348	\$4,000,348
Uses of Funds	Amount	Amount
Reserves	\$4,000,348	\$4,000,348
Total Uses of Funds	\$4,000,348	\$4,000,348

**Draft as of 6/16/16*

PGC NE Veterans Residential Component Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	18	30%	557	\$ 331	\$ 71,496
1 Bd./1 Bth. Subsidy**		30%	557	\$ 485	\$ 104,760
1 Bd./1 Bth.	13	40%	557	\$ 442	\$ 68,952
1 Bd./1 Bth. Subsidy**		40%	557	\$ 374	\$ 58,344
1 Bd./1 Bth.	5	50%	557	\$ 553	\$ 33,180
1 Bd./1 Bth. Subsidy**		50%	557	\$ 263	\$ 15,780
2 Bd./1 Bth.	1	30%	872	\$ 398	\$ 4,776
2 Bd./1 Bth. Subsidy**		30%	872	\$ 564	\$ 6,768
2 Bd./1 Bth.	1	40%	872	\$ 531	\$ 6,372
2 Bd./1 Bth. Subsidy**		40%	872	\$ 431	\$ 5,172
2 Bd./1 Bth.	1	50%	929	\$ 663	\$ 7,956
2 Bd./1 Bth. Subsidy**		50%	929	\$ 306	\$ 3,672
Manager's Unit-2 Bd./1 Bth.	1	N/A	929	\$ -	\$ -
TOTAL REVENUE	40				\$ 387,228

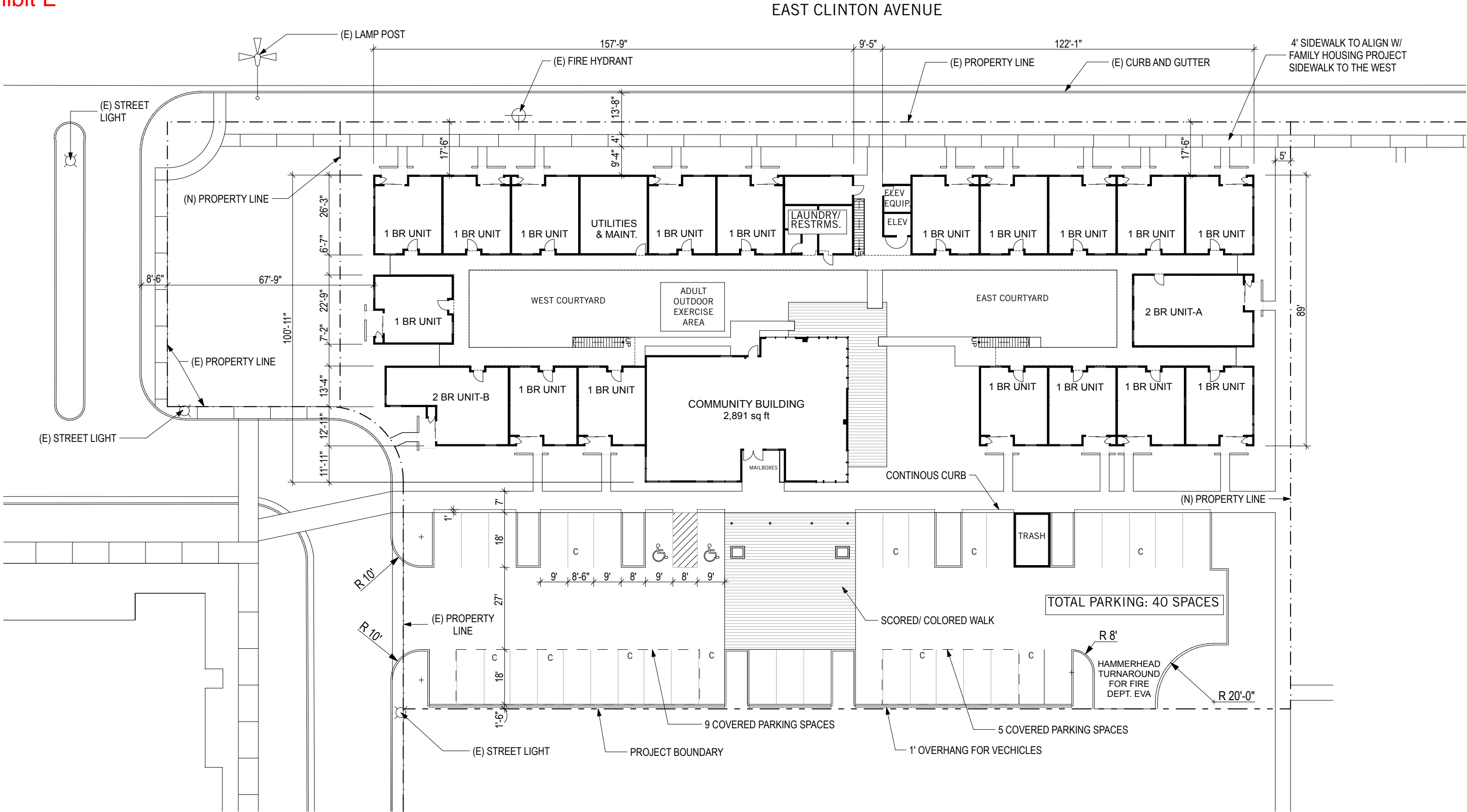
RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	480	19,200
Advertising/Marketing	0	0
Legal and Accounting	450	18,000
Utilities (water, trash, electricity, gas, etc.)	1,000	40,000
Payroll: Onsite Manager(s)/Staff	1,500	60,000
Maintenance/Repairs	2,863	114,500
Misc. Admin.	48	1,900
Insurance	375	15,000
Services Amenities	4,193	167,710
Security Alarm	375	15,000
Contingency	0	
Total Operating Expenses	11,283	451,310
Replacement Reserves	600	24,000
Total Operating and Reserve Budget	11,883	475,310

EXHIBIT D

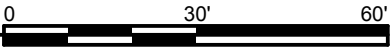
PGC NE Veterans RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.0%	\$ 387,228	\$ 394,973	\$ 402,872	\$ 410,929	\$ 419,148	\$ 427,531	\$ 436,082	\$ 444,803	\$ 453,699	\$ 462,773	\$ 472,029	\$ 481,469	\$ 491,099	\$ 500,921	\$ 510,939
Draw from Services Reserve		\$ 152,110	\$ 156,673	\$ 161,373	\$ 166,215	\$ 171,201	\$ 176,337	\$ 181,627	\$ 187,076	\$ 192,688	\$ 198,469	\$ 204,423	\$ 210,556	\$ 216,872	\$ 223,379	\$ 230,080
Draw from Operating Reserve		\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 5,500	\$ 8,500	\$ 11,000	\$ 14,000	\$ 17,000	\$ 21,000	\$ 24,500	\$ 28,000	\$ 32,000	\$ 36,000
GROSS POTENTIAL INCOME - HOUSING		\$ 539,338	\$ 551,646	\$ 564,246	\$ 577,144	\$ 593,349	\$ 609,368	\$ 626,209	\$ 642,879	\$ 660,388	\$ 678,242	\$ 697,452	\$ 716,525	\$ 735,971	\$ 756,299	\$ 777,019
VACANCY ASSUMPTIONS																
Vacancy Loss	-10.0%	\$ (38,723)	\$ (39,497)	\$ (40,287)	\$ (41,093)	\$ (41,915)	\$ (42,753)	\$ (43,608)	\$ (44,480)	\$ (45,370)	\$ (46,277)	\$ (47,203)	\$ (48,147)	\$ (49,110)	\$ (50,092)	\$ (51,094)
EFFECTIVE GROSS INCOME		\$ 500,615	\$ 512,149	\$ 523,958	\$ 536,051	\$ 551,434	\$ 566,615	\$ 582,601	\$ 598,399	\$ 615,018	\$ 631,965	\$ 650,249	\$ 668,378	\$ 686,861	\$ 706,207	\$ 725,925
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.0%	\$ 451,310	\$ 464,849	\$ 478,795	\$ 493,159	\$ 507,953	\$ 523,192	\$ 538,888	\$ 555,054	\$ 571,706	\$ 588,857	\$ 606,523	\$ 624,719	\$ 643,460	\$ 662,764	\$ 682,647
Real Estate Taxes	2.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve		\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
TOTAL EXPENSES & RESERVES		\$ 475,310	\$ 488,849	\$ 502,795	\$ 517,159	\$ 531,953	\$ 547,192	\$ 562,888	\$ 579,054	\$ 595,706	\$ 612,857	\$ 630,523	\$ 648,719	\$ 667,460	\$ 686,764	\$ 706,647
NET OPERATING INCOME		\$ 25,305	\$ 23,299	\$ 21,164	\$ 18,893	\$ 19,481	\$ 19,423	\$ 19,713	\$ 19,345	\$ 19,312	\$ 19,108	\$ 19,726	\$ 19,660	\$ 19,401	\$ 19,443	\$ 19,278
DEBT SERVICE																
Mandatory VHHP Payment .42%		\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920	\$ 10,920
Net Cash Flow		\$ 14,385	\$ 12,379	\$ 10,244	\$ 7,973	\$ 8,561	\$ 8,503	\$ 8,793	\$ 8,425	\$ 8,392	\$ 8,188	\$ 8,806	\$ 8,740	\$ 8,481	\$ 8,523	\$ 8,358
DEBT SERVICE COVERAGE RATIO		2.32	2.13	1.94	1.73	1.78	1.78	1.81	1.77	1.77	1.75	1.81	1.80	1.78	1.78	1.77

BIM Server: mna-mac-server-redux - BIM Server 18/214039 - Parc Grove Commons - Printed: Thursday, June 2, 2016; 11:41 AM



1 SITE PLAN



BOARD MEMO


O (559) 443-8400
F (559) 457-4294

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 7d

AUTHOR: Sheila Scheitrum

SUBJECT: Memorial Village – Approvals Needed to Apply for Funding

Executive Summary

The Memorial Village project is being prepared for a 2nd Round Low-Income Housing Tax Credit (“LIHTC”) application to the California Tax Credit Allocation Committee (“CTCAC”) in June 2016. Memorial Village is an existing 35 unit Low-Income Public Housing (LIPH) property on 4.30 acres in Sanger, CA. Staff currently envisions the project as a complete demolition and the new construction of 48 affordable housing units with up to 2,640 sq.ft. of community building space.

On October 27, 2015, the Board approved Memorial Village for submission of a Rental Assistance Demonstration (RAD) application to HUD to convert the Low-Income Public Housing (“LIPH”) units to Project Based Rental Assistance (“PBRA”). A commitment to enter into a Housing Assistance Payments (CHAP) was issued by HUD on April 4, 2016.

As part of the next phase in the Memorial Village 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 LIHTC 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 an MOU between Silvercrest, Inc. and Housing Authority of Fresno County and the formation of a Memorial Village LP, a to-be-formed California Limited Partnership and a Memorial Village AGP, LLC, a to-be-formed California Limited Liability Company, and the entry into relevant documents associated therewith by the Housing Authority of Fresno County, CA as the sole member thereof. An attachment showing the proposed

ownership structure with Silvercrest, Inc., acting as the managing general partner of the proposed limited partnership, is included as Exhibit A.

2. Authorize approval of a funding commitment from the Housing Relinquished Fund Corporation ("HRFC") in an amount up to \$1,600,000 for the development of the Memorial Village project.
3. Authorize approval of a funding commitment from the Housing Authority of Fresno County, CA, in an amount equal to seller financing proceeds valued at \$2,100,000. The most recent development pro forma (Exhibit B), detailed operating budget (Exhibit C) and 15-Year projections (Exhibit D) are attached.
4. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% LIHTC equity, (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) applying and/or entering into agreements for HUD operating subsidy in the form of PBV or PBRA (d) submission of an application for County of Fresno HOME funds and (e) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
5. Award an Architectural and Professional Services contract with R.L. Davidson, Inc. in an amount not to exceed \$450,000, for the purposes of designing Memorial Village.
6. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and/or their designees to execute documents on behalf of the Housing Authority of Fresno County, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
7. Provide for other matters related thereto.

Fiscal Impact

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

The proposed architectural contract is not to exceed \$450,000. Costs associated with the proposed contract will be allocated to the approved pre-development budget. In the event that this project does not move forward, the architect contract will be terminated.

Background Information

The Memorial Village parcel currently has occupied housing units on approximately 75% of its area. The site is located in a quiet residential neighborhood in Sanger, Ca. The site plan re-envisioned the site with two-story structures around a central community space. The 13 additional units and new community building will increase density and provide for on-site services.

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

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING APPROVAL OF UP TO \$1,600,000 MILLION
FUNDING COMMITMENT FROM THE HOUSING RELINQUISHED FUND
CORPORATION (“HRFC”), AND APPROVAL OF A \$2,100,000 FUNDING COMMITMENT
OF SELLER FINANCING FROM THE HOUSING AUTHORITY OF FRESNO COUNTY
FOR THE DEVELOPMENT OF MEMORIAL VILLAGE, 48 UNITS OF FAMILY HOUSING
LOCATED AT 302 K STREET, SANGER, CA 93657 (APN’s 320-050-21T)

WHEREAS, the Housing Authority of the City of Fresno (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property located at 302 K Street, Sanger CA, 93657 (APN 320-050-21T), and the improvements located thereon into a 48-unit apartment complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and,

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$1,600,000 million from the HRFC board for the development of Memorial Village; and,

WHEREAS, the Authority desires to commit Housing Authority of Fresno County funds in an amount equal to seller financing proceeds not to exceed \$2,100,000; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, the Deputy Executive Director, or their designee, to adopt the attached resolutions approving authorization of a financing commitment from the HRFC board for the purposes of developing the Memorial Village apartments.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 AUTHORIZING APPROVAL OF UP TO \$1,600,000 MILLION
FUNDING COMMITMENT FROM THE HOUSING RELINQUISHED FUND
CORPORATION ("HRFC"), AND APPROVAL OF A \$2,100,000 FUNDING COMMITMENT
OF SELLER FINANCING FROM THE HOUSING AUTHORITY OF FRESNO COUNTY
FOR THE DEVELOPMENT OF MEMORIAL VILLAGE, 48 UNITS OF FAMILY HOUSING
LOCATED AT 302 K STREET, SANGER, CA 93657 (APN's 320-050-21T)

WHEREAS, the Housing Authority of Fresno County, CA ("the Authority") seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property located at 302 K Street, Sanger CA, 93657 (APN 320-050-21T), and the improvements located thereon into a 48-unit apartment complex (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and,

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$1,600,000 million from the HRFC board for the development of Memorial Village; and,

WHEREAS, the Authority desires to commit Housing Authority of Fresno County funds in an amount equal to seller financing proceeds not to exceed \$2,100,000; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, the Deputy Executive Director, or their designee, to adopt the attached resolutions approving authorization of a financing commitment from the HRFC board for the purposes of developing the Memorial Village apartments.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION APPROVING AWARD OF ARCHITECTURAL CONTRACT FOR
MEMORIAL VILLAGE APARTMENTS, A PROPOSED 48UNIT DEVELOPMENT IN
SANGER, CA**

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

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

WHEREAS, the Authority desires to partner with the City of Sanger to develop a family housing community project that will serve households with incomes between 30-60% of the Area Median Income; and,

WHEREAS, the Authority is the developer of Memorial Village, a multi-family housing development located at 302 K Street, Sanger, CA 93657 (APN 320-050-21T); and,

WHEREAS, the Authority desires to enter into an Architectural contract with R.L. Davidson, Inc. for Architectural services at said project for an amount up to \$450,000;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA, hereby authorize Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to negotiate the terms of the aforementioned contract and supporting documents with R.L. Davidson, Inc. for Architectural services for the Memorial Village development in Sanger, Ca.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS BY THE HOUSING AUTHORITY OF FRESNO COUNTY ON ITS OWN BEHALF, IN THE NAME OF MEMORIAL VILLAGE AGP, LLC, THE "TO BE FORMED" ADMINISTRATIVE GENERAL PARTNER (AGP), OF A "TO BE FORMED" MEMORIAL VILLAGE, LP (PARTNERSHIP) AND IN THE NAME OF THE PARTNERSHIP, AS THE CASE MAY BE, IN CONNECTION WITH THE FINANCING, CONSTRUCTION AND OPERATION OF MEMORIAL VILLAGE (THE PROJECT), AUTHORIZING THE FORMATION OF THE OWNERSHIP STRUCTURE AND PROVIDING FOR OTHER MATTERS RELATED THERETO

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

WHEREAS, the Authority desires to enter into a MOU with Silvercrest, Inc. to proceed with the formation of a partnership; 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, this is a new entity formation created for the purposes of developing 48 units of affordable housing in Sanger, CA; and,

WHEREAS, the Authority has agreed to facilitate the development of real property located at 302 K Street, Sanger CA, 93657 (APN 320-050-21T); and,

WHEREAS, the Authority wishes to authorize and create a California limited liability company to be named Memorial Village AGP, LLC, whose sole member and manager shall be the Authority, and which entity shall become a general partner of the Partnership, and upon admission of a tax credit partner to the Partnership, shall hold a .005% interest in the Partnership and serve as its administrative general partner (the "Administrative General Partner"); and,

WHEREAS, the Authority desires, as sole member of the Administrative General Partner and together with Silvercrest, Inc., to file a certificate of limited partnership with the California

Secretary of State pursuant to which the name of the Partnership shall be “Memorial Village, LP”; and,

WHEREAS, the Authority (as the initial administrative general partner) and Silvercrest, Inc., (as the managing general partner; “Silvercrest”), desire to enter into a limited partnership agreement relating to the Partnership; and,

WHEREAS, the Authority intends to undertake such actions as necessary to facilitate the Partnership’s financing, rehabilitation, ownership and operation of the Property; and,

WHEREAS, the Authority wishes to confirm and ratify all other actions of the Authority and its officers prior to the date hereof and consistent with the terms of this resolution; and,

WHEREAS, the Authority is authorized to delegate to one or more of its agents and employees such powers as it deems proper;

NOW THEREFORE, BE IT RESOLVED that the Chair of the Board, the Authority’s CEO/Executive Director, Preston Prince, Deputy Executive Director, Tracewell Hanrahan, or their respective designees (each, an Authorized Officer and, collectively, the Authorized Officers), and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority (acting on its own behalf or as sole member of the Administrative General Partner), entry into a partnership agreement, which documents may be approved by any Authorized Officer on the Authority’s behalf (the “Partnership Formation Documents”), and such Authorized Officer’s signature on the final Partnership Formation Documents shall be construed as the Authority’s approval of such Partnership Formation Documents. The Authorized Officers (and each of them acting alone) are further authorized and directed to execute and deliver, on behalf of the Authority (acting on its own behalf or as sole member of the Administrative General Partner), any other documents reasonably required to be executed by the Authority (acting on its own behalf or as sole member of the Administrative General Partner) or the Partnership and to carry out the execution and filing of the Partnership Formation Documents; and that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes the Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolution approving organizational structuring for the Memorial Village Project in Sanger, CA.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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 AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING
TAX CREDIT ("LIHTC") APPLICATION FOR THE MEMORIAL VILLAGE PROJECT, 302 K
STREET, SANGER, CA 93657 (APN 320-050-21T)

WHEREAS, the Housing Authority of Fresno County, CA ("the Authority") seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property 302 K Street, Sanger, CA 93657 (APN 320-050-21T), and the improvements located thereon into a 48-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolutions approving financing application submission for the Memorial Village project.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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:

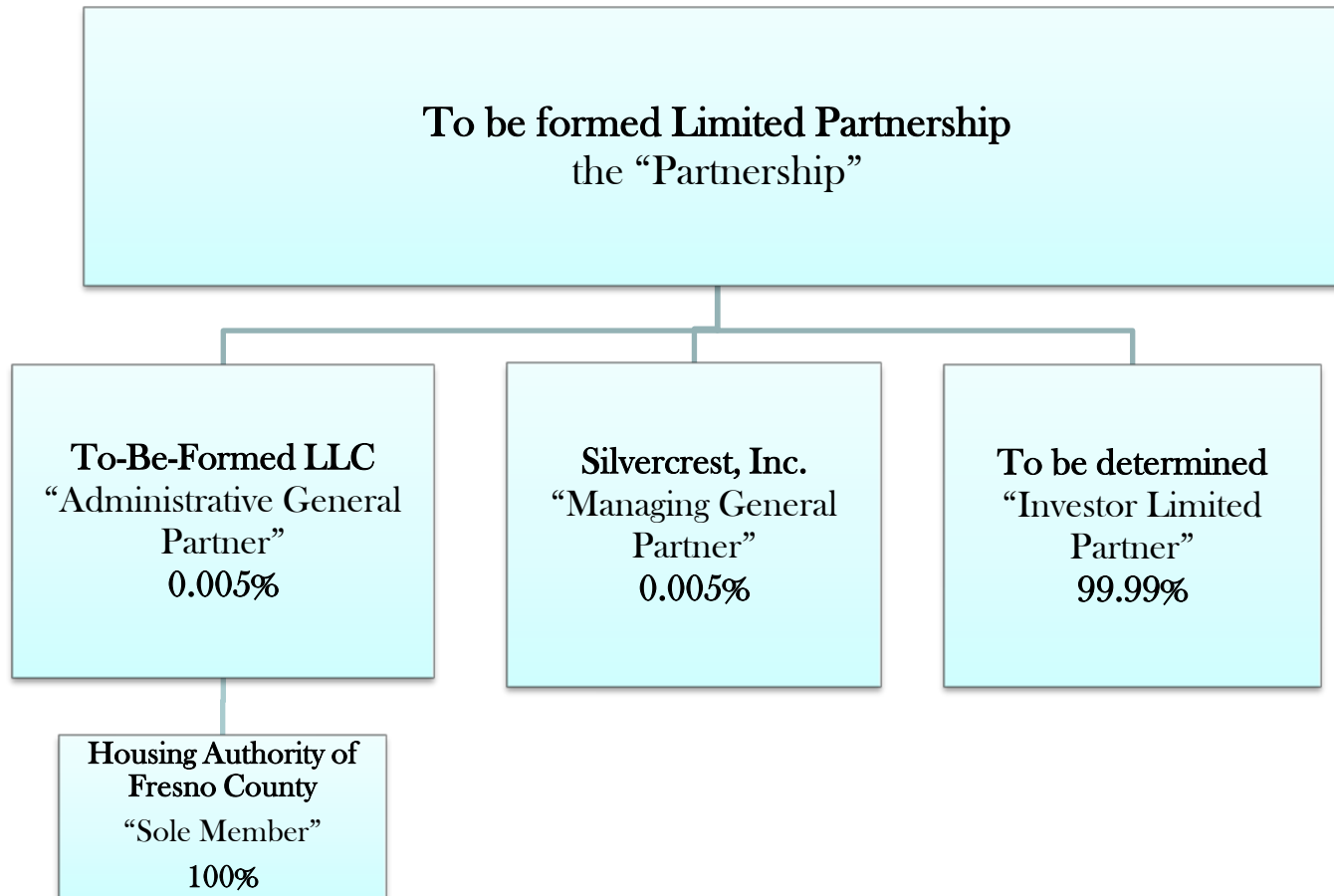
ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

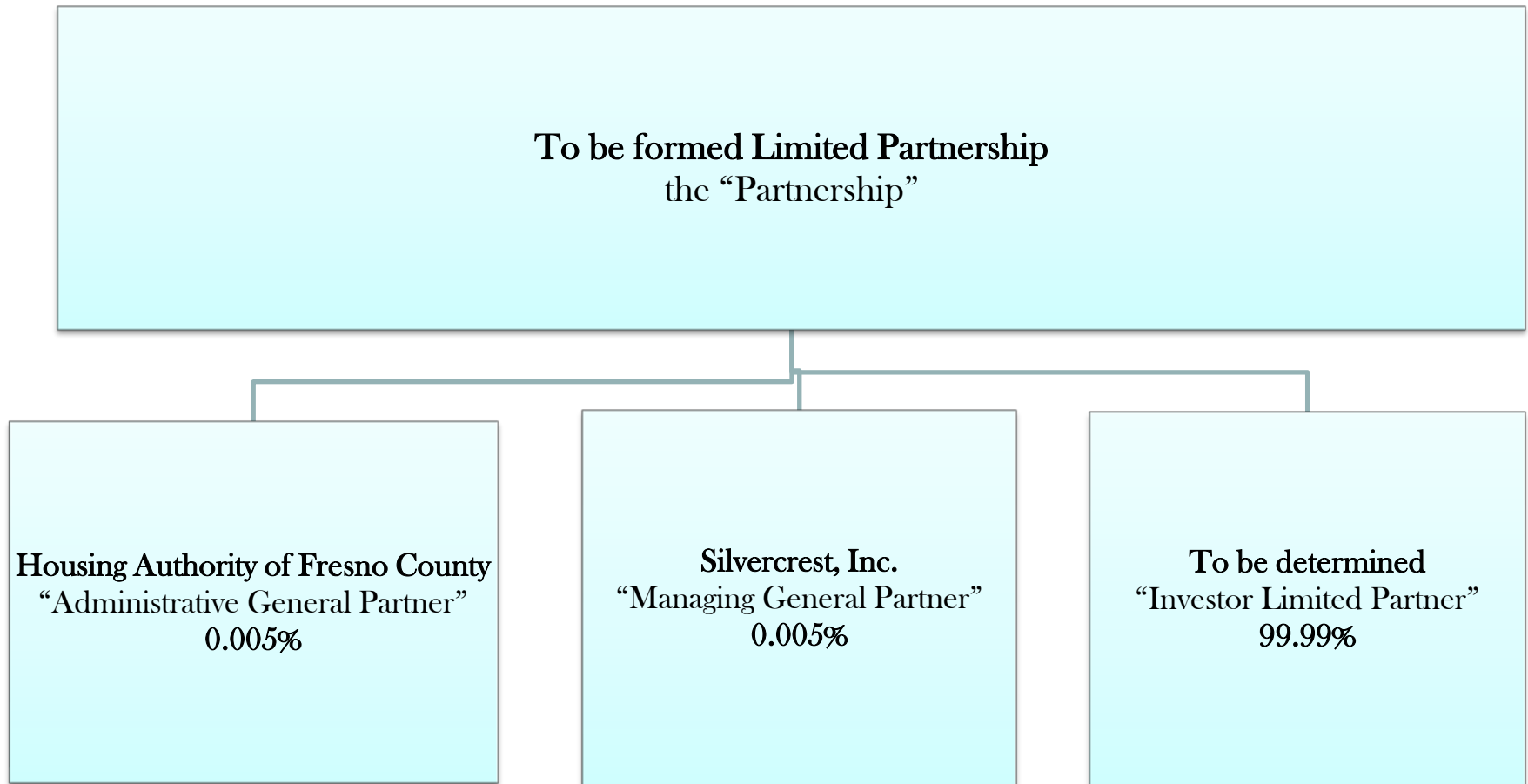
Ownership Structure

Memorial Village



Ownership Structure

Memorial Village



Memorial Village

Pro Forma Sources and Uses		
Sources of Funds	Amount 5/24/16	Amount 6/16/16
HRFC Loan	\$ 1,600,000	\$1,600,000
LIHTC Equity	\$ 12,748,271	\$13,242,874
Total Sources of Funds	\$ 14,348,271	\$14,842,874
Uses of Funds	Amount	Amount
Construction Costs	\$ 9,559,000	\$10,120,082
Contingency	\$ 499,200	\$506,004
Permits/Impact Fees/etc.	\$ 283,000	\$382,590
Professional Fees	\$ 729,740	\$762,635
Relocation	\$ 321,750	\$321,750
Loan Fees and other Soft Costs	\$ 1,001,884	\$737,480
Reserves	\$ 153,570	\$153,220
Developer Fee	\$ 1,800,127	\$1,859,113
Total Uses of Funds	\$ 14,348,271	\$14,842,874

Pro Forma Sources and Uses		
Sources of Funds	Amount	Amount
Seller Financing	\$2,050,000	\$2,100,000
LIHTC Equity	\$425,000	\$425,000
Total Sources of Funds	\$2,475,000	\$2,525,000
Uses of Funds	Amount	Amount
Acquisition Costs	\$2,050,000	\$2,100,000
Demolition	\$425,000	\$425,000
Total Uses of Funds	\$2,475,000	\$2,525,000

*Draft as of 6/16/16

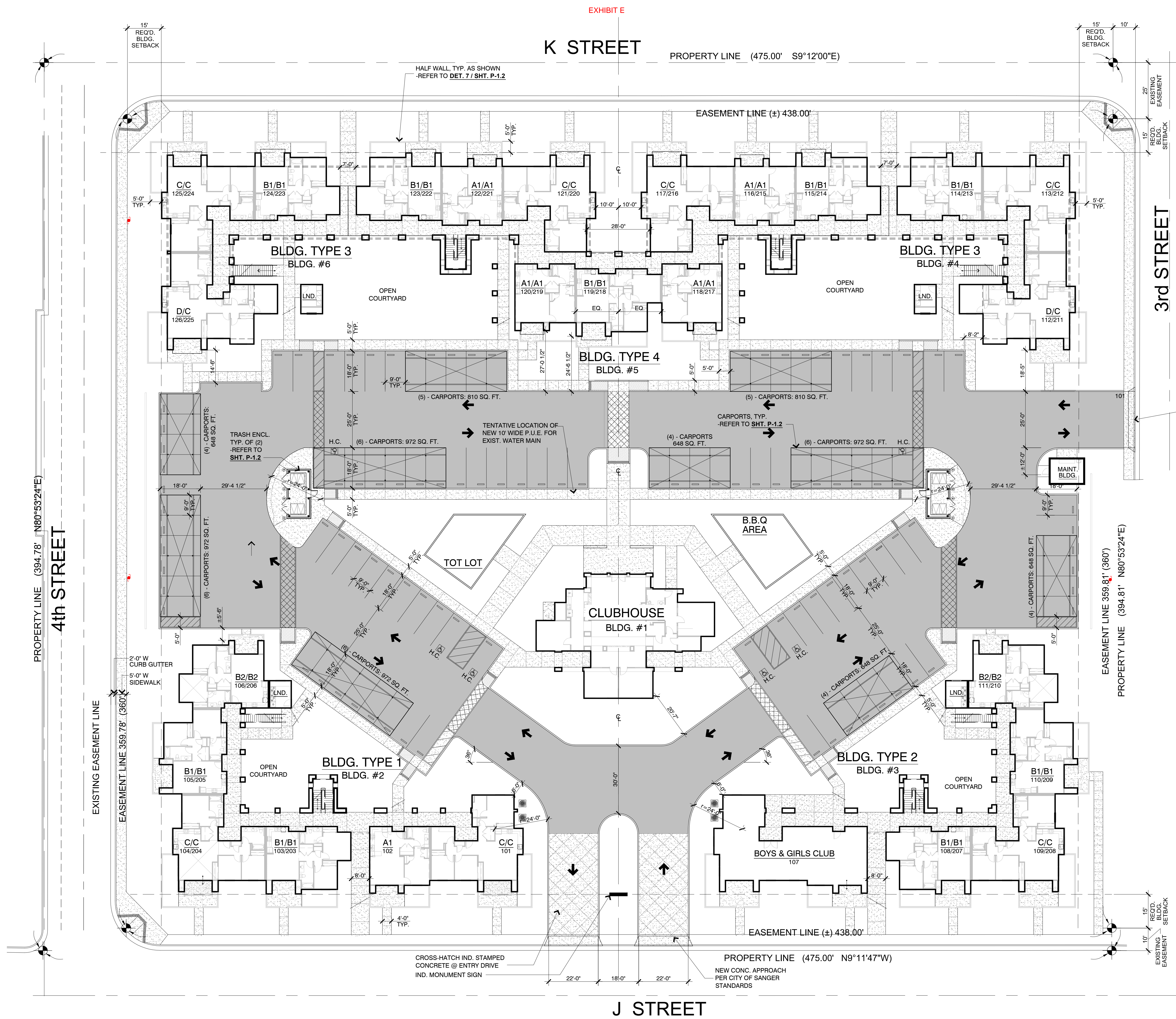
Memorial Village - Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	1	30%	705	\$287	\$ 3,444
2 Bd./2 Bth.	2	30%	907-923	\$337	\$ 8,088
3 Bd./2 Bth.	1	30%	1178	\$382	\$ 4,584
4 Bd./2 Bth.	1	30%	1355	\$420	\$ 5,040
1 Bd./1 Bth.	2	40%	705	\$398	\$ 9,552
2 Bd./2 Bth.	7	40%	907-923	\$470	\$ 39,480
3 Bd./2 Bth.	3	40%	1178	\$536	\$ 19,296
1 Bd./1 Bth.	3	45%	705	\$453	\$ 16,308
2 Bd./2 Bth.	2	45%	907-923	\$536	\$ 12,864
1 Bd./1 Bth.	2	55%	705	\$564	\$ 13,536
2 Bd./2 Bth.	5	55%	907-923	\$669	\$ 40,140
3 Bd./2 Bth	4	55%	1178	\$765	\$ 36,720
4 Bd./2 Bth	1	55%	1355	\$847	\$ 10,164
1 Bd./1 Bth.	1	60%	705	\$619	\$ 7,428
2 Bd./2 Bth.	6	60%	907-923	\$735	\$ 52,920
3 Bd./2 Bth.	6	60%	1178	\$842	\$ 60,624
Manager's Unit-3 Bd./2 Bth.	1	N/A	1178	\$ -	\$ -
TOTAL REVENUE	48				\$ 340,188

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	807	37,950
Advertising/Marketing	106	5,000
Legal and Accounting	309	14,500
Office Expenses & Misc. Admin	346	16,240
Utilities (water, trash, electricity, gas, etc.)	809	38,000
Payroll: Onsite Manager(s)/Staff	1,178	55,350
Maintenance/Repairs	1,409	66,200
Real Estate Property Tax	426	20,000
Insurance	319	15,000
Services Amenities	400	18,800
Security	106	5,000
Total Operating Expenses	6,214	292,040
Replacement Reserves	300	14,400
Total Operating and Reserve Budget	6,520	306,440

MEMORIAL VILLAGE RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.0%	\$ 340,188	\$ 346,992	\$ 353,932	\$ 361,010	\$ 368,230	\$ 375,595	\$ 383,107	\$ 390,769	\$ 398,584	\$ 406,556	\$ 414,687	\$ 422,981	\$ 431,441	\$ 440,069	\$ 448,871
GROSS POTENTIAL INCOME - HOUSING		\$ 340,188	\$ 346,992	\$ 353,932	\$ 361,010	\$ 368,230	\$ 375,595	\$ 383,107	\$ 390,769	\$ 398,584	\$ 406,556	\$ 414,687	\$ 422,981	\$ 431,441	\$ 440,069	\$ 448,871
VACANCY ASSUMPTIONS																
Vacancy Loss - Residential	7.0%	\$ 23,813	\$ 24,289	\$ 24,775	\$ 25,271	\$ 25,776	\$ 26,292	\$ 26,817	\$ 27,354	\$ 27,901	\$ 28,459	\$ 29,028	\$ 29,609	\$ 30,201	\$ 30,805	\$ 31,421
Vacancy Loss - PBRA	7.0%	\$ 2,707	\$ 2,761	\$ 2,816	\$ 2,873	\$ 2,930	\$ 2,989	\$ 3,048	\$ 3,109	\$ 3,172	\$ 3,235	\$ 3,300	\$ 3,366	\$ 3,433	\$ 3,502	\$ 3,572
TOTAL VACANCY LOSS		\$ 26,520	\$ 27,051	\$ 27,592	\$ 28,143	\$ 28,706	\$ 29,280	\$ 29,866	\$ 30,463	\$ 31,073	\$ 31,694	\$ 32,328	\$ 32,974	\$ 33,634	\$ 34,307	\$ 34,993
Sec 8 Incremental Income	2.0%	\$ 38,671	\$ 39,444	\$ 40,233	\$ 41,038	\$ 41,859	\$ 42,696	\$ 43,550	\$ 44,421	\$ 45,309	\$ 46,215	\$ 47,140	\$ 48,083	\$ 49,044	\$ 50,025	\$ 51,026
EFFECTIVE GROSS INCOME		\$ 352,339	\$ 359,386	\$ 366,573	\$ 373,905	\$ 381,383	\$ 389,011	\$ 396,791	\$ 404,727	\$ 412,821	\$ 421,078	\$ 429,499	\$ 438,089	\$ 446,851	\$ 455,788	\$ 464,904
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.0%	\$ 292,040	\$ 300,801	\$ 309,825	\$ 319,120	\$ 328,693	\$ 338,554	\$ 348,711	\$ 359,172	\$ 369,947	\$ 381,046	\$ 392,477	\$ 404,251	\$ 416,379	\$ 428,870	\$ 441,736
Replacement Reserve		\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400	\$ 14,400
TOTAL EXPENSES & RESERVES		\$ 306,440	\$ 315,201	\$ 324,225	\$ 333,520	\$ 343,093	\$ 352,954	\$ 363,111	\$ 373,572	\$ 384,347	\$ 395,446	\$ 406,877	\$ 418,651	\$ 430,779	\$ 443,270	\$ 456,136
NET OPERATING INCOME		\$ 45,899	\$ 44,185	\$ 42,348	\$ 40,385	\$ 38,290	\$ 36,056	\$ 33,680	\$ 31,154	\$ 28,474	\$ 25,632	\$ 22,622	\$ 19,438	\$ 16,072	\$ 12,518	\$ 8,767
DEBT SERVICE																
Bank Loan		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow		\$ 45,899	\$ 44,185	\$ 42,348	\$ 40,385	\$ 38,290	\$ 36,056	\$ 33,680	\$ 31,154	\$ 28,474	\$ 25,632	\$ 22,622	\$ 19,438	\$ 16,072	\$ 12,518	\$ 8,767
DEBT SERVICE COVERAGE RATIO		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



"MEMORIAL VILLAGE"
FAMILY APARTMENTS
SANGER, CA
DEVELOPED BY:
HOUSING AUTHORITY OF FRESNO COUNTY



PROJECT DEVELOPMENT INFORMATION

APPLICANT / DEVELOPER:	HOUSING AUTHORITY OF FRESNO COUNTY, 1331 FULTON MALL FRESNO, CA 93776 PR. NO. 559-443-3492
SITE ADDRESS:	302 K STREET SANGER, CA 93657
A.P.N.	320-050-21
TOTAL SITE AREA:	187,529 S.F. = 4.30 ACRES
GROSS NET	158,333 S.F. = 3.63 ACRES
LAND USE (GENERAL PLAN):	RESIDENTIAL - MEDIUM LOW DENSITY
COMMUNITY PLAN:	N/A
ZONING - EXISTING:	RM-2.5
ZONING - PROPOSED:	RM-2.5
PROPOSED DENSITY:	48 UNITS = 13.22 UNITS / ACRE 1 UNIT PER 3,298 S.F.
TOTAL UNITS PROPOSED:	48
OCCUPANCY GROUPS:	R-2
CONSTRUCTION TYPE:	V-B
FIRE SPRINKLERS:	YES - NFPA-13 AT ALL BUILDINGS.
PROPOSED STORIES:	2
ALLOWABLE BUILDING HEIGHT:	35'-0"
PROPOSED BUILDING HEIGHT:	30'-0"
REQUIRED YARDS:	FENCES:
FRONT (4TH ST.)	15'-0" 3'-6" HIGH W.I. O/ 2'-0" HIGH CMU WALL
REAR (3RD ST.)	15'-0" 3'-6" HIGH W.I. O/ 2'-0" HIGH CMU WALL
SIDE (K ST.)	15'-0" 3'-6" HIGH W.I. O/ 2'-0" HIGH CMU WALL
SIDE (J ST.)	15'-0" 3'-6" HIGH W.I. O/ 2'-0" HIGH CMU WALL
UNIT BREAKDOWN	
A1' UNIT - 1 BDRM, 1 BA	= (9) @ 705 S.F. = 6,345 S.F.
B1' UNIT - 2 BDRM, 2 BA	= (18) @ 907 S.F. = 16,326 S.F.
B2' UNIT - 2 BDRM, 2 BA	= (4) @ 923 S.F. = 3,692 S.F.
C' UNIT - 3 BDRM, 2 BA	= (15) @ 1,178 S.F. = 17,670 S.F.
D' UNIT - 4 BDRM, 2 BA	= (2) @ 1,355 S.F. = 2,710 S.F.
SUBTOTAL - RENTABLE	= (48) = 46,743 S.F.
+BOYS & GIRLS CLUB	= (1) @ 1,883 S.F. = 1,883 S.F.
+LAUNDRY AREAS	= (4) @ 130 S.F. = 520 S.F.
+MAINTENANCE BLDG.	= (1) @ 192 S.F. = 192 S.F.
+CLUBHOUSE	= (1) @ 2,640 S.F. = 2,640 S.F.
TOTAL	= 51,978 S.F.

LOT COVERAGE: (MAXIMUM ALLOWED: 45%)

CLUBHOUSE	2,640 S.F.
BUILDING TYPE 1:	8,234 S.F.
BUILDING TYPE 2:	8,234 S.F.
BUILDING TYPE 3 (4,681 S.F. x 2):	9,362 S.F.
BUILDING TYPE 4:	11,417 S.F.
LAUNDRY (130 S.F. x 4):	520 S.F.
MAINTENANCE BUILDING:	192 S.F.
CARPORTS (9' x 18' x 48):	8,208 S.F.
SUBTOTAL:	48,807 S.F.

% LOT COVERAGE: (48,807 S.F. / 158,333 S.F.) = 30.8 %

OPEN SPACE REQUIREMENTS

REQUIRED:	= NONE
PROVIDED:	= NONE

PARKING DEVELOPMENT DATA

PARKING REQUIRED: (9' x 18' MIN.)	
2.0 STALLS / UNIT W/ COVERED	
48 x 2.0	= 96 STALLS TOTAL

PARKING PROVIDED: (9' x 18')	
CARPORTS	= 48 STALLS
OPEN STALLS:	= 53 STALLS
TOTAL PARKING PROVIDED	= 101 STALLS
(2.1 STALLS / UNIT)	

BICYCLE PARKING REQUIRED:

2 BICYCLE STALLS

BICYCLE PARKING PROVIDED:

4 BICYCLE STALLS

MINIMUM DRIVE AISLE WIDTH:	= 25'-0"
----------------------------	----------

PROPOSED SITE



VICINITY MAP:

SANGER, CA
SCALE: N.T.S.



R.L. Davidson, Inc.
ARCHITECTS
EST. 1957

7600 NORTH INGRAM, #232
FRESNO, CA 93711
559.435.3303
WWW.RLDAVIDSON.COM

MEMORIAL VILLAGE
302 K STREET
Sanger, CA 93657

FOR:
HOUSING AUTHORITY OF
FRESNO COUNTY, CALIFORNIA

NO.	DATE:	ISSUE:
01.22.2016		PRELIMINARY SUBMITTAL
06.03.2016		REVISED PRELIMINARY SUBMITTAL

SHEET TITLE:

SITE PLAN

SCALE: 1"=20'-0"

SHEET NO.

P-1.0

PROJECT NO.

BOARD MEMO


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

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 7e

AUTHOR: Shaneece Childress

SUBJECT: Renewal of Contract between City of Fresno Police Department and Fresno Housing for Police Services

Executive Summary

The City of Fresno, Fresno Police Department through an agreement with Fresno Housing has continued to provide police services in the southeast and southwest Fresno complexes owned and managed by the Agency. These contracted services focus on crime intervention within our communities. The agreement allows sworn police officers to work closely with the Property Management staff on collaborative efforts in preventing and eliminating gang, drug and criminal activity in the communities and the surrounding neighborhoods.

There are currently two sworn police officers assigned to patrol nine Fresno Housing properties which include approximately 500 units of Low Income Public Housing, and 233 units in Southeast Fresno RAD and Viking Village RAD, with each entity having a separate contract. The contract proposed for renewal are essentially the same as the previous year with clarification on the type and frequency of reports and adjustments on allowable expenses over the contract year. The amount of the contract remains the same.

Last year, a comprehensive analysis of the procurement process was conducted to evaluate the existing contract and determine if the agreement established for police services could be fulfilled with private security services. The analysis revealed the contract with police services was unique and incomparable based on the depth, range and distinctive services available to a sworn police officer versus a security officer. Further, the comparison revealed private security companies were unable to provide comparable services which were exclusively available to the Police department including:

- Immediate access to law enforcement information, data and tools necessary to reduce crime, including warrant checks, crime statistics, bulletins, arrest records. This also includes access to California Law Enforcement Telecommunications System (CLETS),
- Immediate access to special task forces, special tactics teams and equipment, canine units and emergency response services and equipment.

- The ability to make immediate arrests, transport, process and book individuals engaged in criminal activity.
- The ability to conduct parole and probation compliance checks.
- Additionally, the general public is far less likely to conduct criminal activity in the presence of a sworn police officer versus a security officer.

Fiscal Impact

Staff is requesting that the Boards approve the contract agreement with the City of Fresno Police Department for a period of 12 months commencing July 1, 2016 and ending June 30, 2017, in an amount not to exceed \$199,150. This amount will be paid from public housing operating funds and is included in the 2016 budget. The contract amounts for Southeast Fresno RAD (\$59,900) and Viking Village RAD (\$5,000) will be paid by those properties specifically and was approved by Silvercrest, Inc. as part of the annual budget process.

Recommendation

It is recommended that the Boards of Commissioners of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County adopt the attached resolution authorizing Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to execute the MOU and any ancillary documents between the City of Fresno and the Fresno Housing Authority for the period of July 1, 2016 to June 30, 2017 in an amount not to exceed \$199,150.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING SIGNING OF MEMORANDUM OF UNDERSTANDING
FOR POLICE SERVICES WITH THE CITY OF FRESNO FOR THE PERIOD OF JULY 1, 2016
TO JUNE 30, 2017**

WHEREAS, the city of Fresno has been providing police services to the properties in Southeast and Southwest Fresno, owned and/or managed by the Fresno Housing Authority; and,

WHEREAS, the current agreement will terminate effective June 30, 2016; and a new contract effective July 1, 2016 to June 30, 2017, in an amount not exceed \$199,150, will be paid from public housing operating subsidy; and,

WHEREAS, the level of specialized services available through the Fresno Police Department are unavailable through non-governmental security resources, and;

WHEREAS, Fresno Housing wishes to continue such police services for the security and protection of its residents;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee, to execute the MOU and all ancillary documents with the City of Fresno for the period of July 1, 2016 to June 30, 2017 in order to continue police services.

PASSED AND ADOPTED THIS 21st DAY OF June, 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 Commissioner

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING SIGNING OF MEMORANDUM OF UNDERSTANDING
FOR POLICE SERVICES WITH THE CITY OF FRESNO FOR THE PERIOD OF JULY 1, 2016
TO JUNE 30, 2017

WHEREAS, the city of Fresno has been providing police services to the properties in Southeast and Southwest Fresno, owned and/or managed by the Fresno Housing Authority; and,

WHEREAS, the current agreement will terminate effective June 30, 2016; and a new contract effective July 1, 2016 to June 30, 2017, in an amount not exceed \$199,150, will be paid from public housing operating subsidy; and,

WHEREAS, the level of specialized services available through the Fresno Police Department are unavailable through non-governmental security resources, and;

WHEREAS, Fresno Housing wishes to continue such police services for the security and protection of its residents;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director and/or their designee, to execute the MOU and all ancillary documents with the City of Fresno for the period of July 1, 2016 to June 30, 2017 in order to continue police services.

PASSED AND ADOPTED THIS 21st DAY OF June, 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

AGREEMENT BETWEEN CITY OF FRESNO
AND
HOUSING AUTHORITY OF THE CITY OF FRESNO

THIS AGREEMENT is entered into effective the **1st day of July, 2016**, by and between the Housing Authority of the City of Fresno, California, a public body corporate and politic (Housing Authority,) and the City of Fresno, California, a municipal corporation, (hereinafter called the City.)

RECITALS

WHEREAS, the City provides local law enforcement services within the jurisdiction of the Housing Authority; and

WHEREAS, the Housing Authority variously provides public housing services and activities for residents of City; and

WHEREAS, the Housing Authority is funding the services provided for in this Agreement through the Public Housing Operating Fund Program, referred to hereafter as "Operating Fund"; and

WHEREAS, the Housing Authority warrants that the Operating Fund makes available funding to fund local law enforcement for additional security and protection services provided in pursuit of the public housing programs supported by the Housing Authority; and

WHEREAS, on January 1, 1995, California Penal Code Section 11105.03 (Statute) became effective, allowing local law enforcement agencies to obtain State criminal history information through the California Law Enforcement Teletype System (CLETS) at the request of the local housing authorities for the purpose of screening prospective residents and prospective and current housing authority staff; and

WHEREAS, the Statute specifies that a local agency may run criminal history checks through CLETS and release to the Housing Authority a record of convictions for certain specified violent felonies that have occurred within the past ten years; and information on any offences committed by any person under 18 years of age are not reportable under the Statute; and

WHEREAS, Department of Justice guidelines require the development of a Memorandum of Understanding between the Housing Authority and the local law enforcement agency outlining each agency's responsibilities in order to allow the release of criminal history information under the Statute, and the provisions contained in Section 2 of this Agreement are intended to serve that purpose; and

WHEREAS, the parties desire to enter into this Agreement that provides terms and conditions where under the Housing Authority shall utilize the Operating Fund to

reimburse the City for additional law enforcement security and protective services provided by City and related activities; and

WHEREAS, performance of the services by City will be of benefit to City and in the public interest.

AGREEMENT

NOW, THEREAFTER, in consideration of the above recitals, which recitals are contractual in nature, the mutual promises herein contained, and for other good and valuable consideration hereby acknowledged, it is mutually agreed as follows:

1. Scope of Services.

City agrees to provide the following law enforcement services in accordance with and pursuant to this Agreement, subject to all applicable Constitutional and local law requirements:

- (a) Law enforcement services will be provided by one Sworn Police Officer at the following Housing Authority complexes located in southwest Fresno:

Housing Authority complexes: Sequoia Courts (CAL 6-2), Sierra Plaza (CAL 6-3), Fairview Heights Terrace (CAL 6-4), Sequoia Courts Terrace (CAL 6-5), Sierra Terrace (CAL 6-6), Yosemite Village (CAL 6-10), DeSoto Gardens 1 and 2 (CAL 28-38 and CAL 6-26); and

Law enforcement services will be provided by one Sworn Police officer at the following complex located in southeast Fresno:

- 1) Housing Authority complex: Monte Vista (CAL 6-7)

Hereafter collectively called the "Target Areas."

Based on patrol hours, a prorated portion consisting of \$199,150 which comprises 75% of the total contract will be billed to the Housing Authority (the remainder will be billed to Southeast Fresno RAD, LP and Viking Village RAD, LP under separate agreements).

- (b) Law enforcement services will be provided through full-time assignment of one (1) sworn officer to each target area, for a total of for a total of two (2) Sworn Police Officers (for all three agreements), for the funded period not to exceed twelve months commencing **July 1, 2016** and ending **June 30, 2017**. On an as needed basis, services may be diverted to Housing Authority complexes within the incorporated limits of the City of Fresno and outside of the "Target Areas," with the prior written approval of the Fresno Police Department's District Commander.

- (c) Specific duties for law enforcement services to be performed by each Sworn Police Officer under this Agreement for the respective designated Target Areas in paragraph (a) above, include the following:
- (i) Enforcing laws in accordance with Fresno Police Department policies;
 - (ii) Submitting weekly crime reports to the Housing Authority District Manager;
 - (iii) Providing supplemental crime report data required for additional grant applications, funding opportunities and initiative upon a timely request by the District Manager
 - (iv) Referring resident victims to support services;
 - (v) Subject to Fresno Police Department Scheduling, each officer will provide 40 hours of law enforcement services per week, during flex work hours of Daylight Savings Time from 10:00 am – 8:00 pm. Work one Saturday or Sunday per month during the months of June-September and work one Saturday or Sunday every two months during the months of October-May. Fresno Police department shall inform the Housing Authority Property Manager in advance if the work schedule changes;
 - (vi) Submitting available Annual Crime Statistics for Public Housing, upon request of Housing Authority District Manager;
 - (vii) Attend the conferences with Housing Authority District Manager upon request regarding resident concerns;
 - (viii) Completing regular patrols per site; approximately two patrols in vehicle and one on foot; and
 - (ix) In accordance with the Statute providing criminal history background checks through CLETS.

2. Criminal History Background Checks through CLETS by Fresno Police Department.

- (a) The two Sworn Police Officers provided hereunder by the Fresno Police Department, through the City, are employed through the Operating Fund Program to run CLETS criminal history checks.
- (b) The Fresno Police Department will run criminal history checks on subjects submitted by the Housing Authority on an agreed upon request form, if authorized by signature of a designated Housing Authority staff member.
- (c) The Fresno Police Department will screen CLETS printouts for reportable offenses as specified in Penal Code Section 11105.03.
- (d) The Fresno Police Department will record reportable offenses on the Housing Authority request form and deliver a copy of the completed form with any reportable criminal history information to a designated Housing Authority staff member, within five (5) working days from the date of the

request. (Note: If it is known that the subject of a criminal history check is on probation or on parole, the document will be delivered to the appropriate probation or parole offices with a request to forward the document to the designated Housing Authority staff member.)

- (e) The Fresno Police Department will maintain a file on all Housing Authority criminal history checks, including the request form, any CLETS printouts and a copy of any criminal history information released to the Housing Authority for a minimum of three (3) years.
- (f) Only the Chief Executive Offices of the Housing Authority and his/her designated staff member(s) of the Housing Authority, designated in writing to the Fresno Police Department by the chief executive officer, may request and receive criminal information, subject to the following paragraph.
- (g) Designated Housing Authority staff granted access to criminal history information must pass a criminal history background check, which will require submitting their fingerprints to the California Department of Justice and the Federal Bureau of Investigation (FBI), and a California Department of Motor Vehicle clearance.
- (h) Designated Housing Authority staff will review and authorize, by signature, on the request form, all requests for criminal history check under the statute.
- (i) Any information obtained from CLETS criminal history pursuant to this Agreement is confidential and the Housing Authority shall not disclose or use the information for any purpose other than that authorized in the statute.
- (j) The criminal history information released to the Housing Authority and all copies made from it shall be destroyed not more than thirty (30) days after the Housing Authority's final decision as to whether to act on the housing status of the individual to whom the information relates.
- (k) The Housing Authority shall adopt regulations governing the receipt, maintenance and use of the criminal history information. The regulations shall include provisions that require notice that the Housing Authority has access to criminal history information on applicants and employees who have access to Housing Authority residences.
- (l) Use of criminal history information is to be consistent with Title 24 of the Code of Federal Regulations and current regulations adopted by the Housing Authority.

3. Office Facilities and Reimbursement to City for Grant Related Activities.

- (a) Housing Authority agrees to provide a secure office at Sequoia Courts Terrace (CAL 6-5) for use by the Sworn Police Officer in the southwest district and a secure office at Southeast Fresno RAD for use by the Sworn Police Officer in the southeast district. Each office shall be equipped with a telephone, computer and access to restroom facilities for the respective officer's use. At its sole cost and expense, Housing Authority shall be responsible for providing all utilities (HVAC, phone, internet, electricity, water, sewer, garbage, etc.), repair and maintenance services at each office.
- (b) For the aforementioned services, the Housing Authority agrees to reimburse City for costs incurred by City hereunder, in an amount not to exceed **\$199,150** for the period beginning **July 1, 2016**, and ending **June 30, 2017**.
- (c) The amount of **\$199,150** is the Housing Authority's prorated share of the City's costs shared with Southeast Fresno RAD, LP and Viking Village RAD, LP. The aggregate cost are as follows:
- **Salary and fringe benefits for two Sworn Police Officers, \$262,850**
 - **Cellular and modem ongoing costs \$1,200**

And other allowable costs as outlined in the OMB Circular A-87 (Revised 05/10/04).

The City will bill the Housing Authority on a monthly basis. Payment of any bill shall be contingent on receipt of the weekly reports and completion of described activities.

4. Term.

The term of this Agreement shall commence on **July 1, 2016** and shall end on **June 30, 2017**, subject to earlier termination as provided herein.

5. Termination.

Notwithstanding the foregoing, this Agreement may be terminated immediately by either the Housing Authority or City, upon the other party's default that is not cured within 30 days of receiving written notice thereof, by giving written notice to the other party of the termination. Such termination shall be subject to obligations due and owing on the date of termination.

6. Compliance with Governing Law.

The services provided by the City under this Agreement are over and above the City's budgeted positions. The parties agree that Operating Fund dollars shall not be used to replace funds of, or positions, otherwise funded by the City.

As applicable, costs and expenditures must be allowable in accordance with OMB Circular A-87, *Cost principals for state, local and Indian Tribal Governments*. Operating Funds are subject to the Single Audit Act Amendments of 1996 and the OMB Circular, A-133, *Audits of state, local government and non-profit organizations*.

City agrees to provide any substantiation and support for services, fees, costs and expenses upon reasonable request of the Housing Authority for a period of not less than three (3) years after final payment. Records of City's expenses pertaining to the services shall be kept on a generally recognized accounting basis and shall be available to Housing Authority or its authorized representatives upon request during regular business hours throughout the life of this Agreement and for a period of three (3) years after final payment. In addition, all books, documents, papers, and records of City pertaining to the services shall be available for the purpose of making audits, examinations, excerpts, and transcriptions for the same period of time.

7. Capacity of City.

In rendering the aforesaid services, it is mutually understood and agreed that the City, its agents and employees, shall at all times be acting and performing independently and not as employees of the Housing Authority. The Sworn Police Officers shall at all times be under the direction and control of and must report to the Chief of Police of the City of Fresno Police Department. Nothing in this Agreement and nothing in the course of dealings between the Housing Authority and City shall be deemed to create any fiduciary relationship, trust, partnership, joint venture, agency or employment relationship. City, and City's employees and agents, shall not be treated by the Housing Authority as employees of the Housing Authority for any purpose including, but not limited to, laws providing for Social Security taxes and benefits, state or federal unemployment compensation taxes, state or federal income tax withholdings or worker's compensation benefits. City agrees that it has sole responsibility to pay Social Security, State Disability Insurance, Worker's Compensation Insurance and all other wages and benefits applicable to its employees. City further agrees to hold the Housing Authority harmless for any and all claims made with regard to such matters.

8. Indemnification and Insurance.

- (a) To the fullest extent of the law, CITY shall indemnify, hold harmless and defend Housing Authority and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by Housing Authority, CITY or any other person, and from any and all claims, demands and actions in law or equity (including

attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of CITY or any of its officers, officials, employees, agents or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by CITY of governmental immunities including California Government Code section 810 *et seq.* This paragraph shall be construed such that City will indemnify Housing Authority in the event Housing Authority is named in a lawsuit against Fresno Police Department personnel arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct, of Fresno Police Department personnel in the performance of this Agreement. Provided nothing herein shall constitute a waiver by City of governmental immunities including California Government Code section 810 *et seq.*

To the fullest extent of the law, the Housing Authority shall indemnify, hold harmless and defend CITY and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the CITY, the Housing Authority or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions, or willful misconduct of Housing Authority or any of its officers, officials, employees, agents or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by Housing Authority of governmental immunities including California Government Code section 810 *et seq.*

In the event of concurrent negligence on the part of CITY or any of its officers, officials, employees, agents or volunteers, and Housing Authority or any of its officers, officials, employees, agents or volunteers, the liability for any and all such claims, demands and actions in law or equity for such losses, fines, penalties, forfeitures, costs and damages shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.

This subsection (a) shall survive termination or expiration of this Agreement.

- (b) It is understood and agreed that City and the Housing Authority maintain insurance policies or self-insurance programs to fund their respective liabilities. The parties agree that such respective programs or policy coverage for Workers' Compensation shall contain a waiver of subrogation

as to the other party and each of its officers, officials, agents, employees and volunteers. Evidence of Insurance, Certificates of Insurance or other similar documentation shall not be required of either party under this Agreement.

The fact that insurance is obtained by Housing Authority shall not be deemed to release or diminish the liability of Housing Authority, including, without limitation, liability under the indemnity provisions of this Agreement. The duty to indemnify CITY shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by Housing Authority. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of Housing Authority, its principals, officers, agents.

9. Attorney's fees.

If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses.

10. Notices.

Any notice required or intended to be given to either party under the terms of this Agreement shall be in writing and shall be deemed to be duly given if delivered personally or deposited into the United States mail, return receipt requested, with postage prepaid, addressed to the party to which notice is to be given at the party's address set forth on the signature page of this Agreement or at such other address as the parties may from time to time designate by written notice.

11. Binding.

Once this Agreement is signed by the parties, it shall be binding upon, and shall inure to the benefit of, the parties, and each party's respective heirs, successors, assignees, transferees, agents, servants, employees and representatives.

12. Assignment.

There shall be no assignment by either party or its rights or obligations under this Agreement without the prior written approval of the other party. Any attempted assignment by a party, its successors or assignees, shall be null and void unless approved in writing by the other party.

13. Waiver.

The waiver by either party of a breach by the other of any provision of this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach of either the same or different provision of this Agreement.

No provisions of this Agreement may be waived unless in writing and signed by all parties to this Agreement. Waiver of any one provision herein shall not be deemed to be a waiver of any other provision herein.

14. Governing Law and Venue.

This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California. Venue for purpose of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno, California.

15. Headings.

The section headings in this Agreement are for convenience and reference only and shall not be construed or held in any way to explain, modify or add to the interpretation or meaning of the provisions of this Agreement.

16. Severability.

The provisions of this Agreement are severable. The invalidity or unenforceability of any one provision in this Agreement shall not affect the other provisions.

17. Interpretation.

The parties acknowledge that this Agreement in its final form is the result of the combined efforts of the parties and that, should any provision of this Agreement be found to be ambiguous in any way, such ambiguity shall not be resolved by construing this Agreement in favor or against any party, but rather by construing the terms in accordance with their generally accepted meaning.

18. No Third Party Beneficiaries.

The rights, interests, duties, and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.

19. Exhibits.

Each exhibit and attachment referenced in this Agreement is, by reference, incorporated into and made a part of this Agreement.

20. Entire Agreement.

It is mutually understood and agreed that the foregoing constitutes the entire agreement between the parties for law enforcement services from the Fresno Police Department. There are no further portions of this agreement, whether prior or contemporaneous, express or implied, written or oral other than as set for in the provisions of this agreement. Any modifications or amendments to this agreement must be in writing and signed by both parties.

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DRAFT

IN WITNESS WHEREOF, the parties have caused their authorized agents to execute this Agreement at Fresno, California the day and year first above written.

HOUSING AUTHORITY OF THE CITY
OF FRESNO

CITY OF FRESNO

By: _____
Preston Prince Date
Executive Director

By: _____
Jerry Dyer, Date
Chief of Police
Fresno Police Department

Address:
Housing Authority of the City of Fresno
Attention: Preston Prince
Executive Director/CEO
1331 Fulton Mall
Fresno, CA 93721

ATTEST:

YVONNE SPENCE, CMC
City Clerk

By: _____
Deputy Date

APPROVED AS TO FROM:

DOUGLAS T. SLOAN
City Attorney

By: _____
Tracy N. Parvanian Date
Deputy City Attorney

Address:
City of Fresno Police Department
Attention: Randy Dobbins
Patrol Commander
2323 Mariposa Mall
Fresno, CA 93721

BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: June 16, 2016

BOARD MEETING: June 21, 2016

AGENDA ITEM: 7f

AUTHOR: Scott Fetterhoff

SUBJECT: Resolution of Intent to Amend Fresno Housing Authority's CalPERS Contracts

Executive Summary

As part of our on-going analysis of Agency policies, contracts, and internal controls, staff has spent time analyzing and researching our contract with the California Public Employees' Retirement System, better known as CalPERS. Fresno Housing's current contracts with CalPERS date back to August 1st, 1964, and have since been amended on several occasions. The purpose of this memo is to inform the Boards of the need for an additional amendment to our CalPERS contracts to allow for current and former employees who at one time worked for the Agency as "temporary employees," to receive service credit for that time, as required by law.

With the advent of Government Codes 20305 and 20283, employees who were once classified as "temporary" employees, but worked over 1,000 hours for the Agency, are entitled to service credit towards their retirement pension benefit through CalPERS. Based on these two pieces of legislation, Fresno Housing must amend our contracts in order to remove the exclusion of "persons compensated on an hourly basis..." The removal of this exclusion will enable employees to receive CalPERS service credit for periods of time they were employed by Fresno Housing as "temporary employees" and may not have been enrolled as CalPERS members.

Recommendation

It is recommended that the Boards of Commissioners of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County approve the resolutions of intent to amend Fresno Housing's CalPERS contracts, to remove the exclusion of "persons compensated on an hourly basis..." Once approved, CalPERS will amend the contracts and send Fresno Housing the final resolutions to approve the changes. Staff expects to have these final resolutions for the Boards in July, 2016.

Fiscal Impact

Amending Fresno Housing's CalPERS contracts has no direct resulting fiscal impact. However, when employees request service credit for periods of time

they were employed by Fresno Housing as “temporary,” employers also bear financial responsibility for paying contributions. Pursuant to the two aforementioned government codes, in situations where temporary employees worked more than 1,000 hours (20305) without being enrolled, these are known as arrears situations (20283). The Human Resources Department is continuing to research how many current and former employees are included in this group, and are partnering with CalPERS to obtain official calculations on pension contributions owed for these employees. CalPERS’ processing time to produce exact calculations will be approximately 90-120 days. Staff will report these calculations to the Boards as they are made available.

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

**RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CONTRACT
WITH THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES'
RETIREMENT SYSTEM**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

WHEREAS, the following is a statement of the proposed change:

To provide Section 20503 (Removal of the Contract Exclusion of "Persons Compensated on an Hourly Basis Hired on or after February 1, 1969," Prospectively Only).

NOW THEREFORE, BE IT RESOLVED that the governing body of the above agency does hereby give notice of intention to approve an amendment to the contract between said public agency and the Board of Administration of the Public Employees' Retirement System, a copy of said amendment being attached hereto, as an "Exhibit" and by this reference made a part hereof.

PASSED AND ADOPTED THIS 21st DAY OF June, 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 Commissioner

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

**RESOLUTION OF INTENTION TO APPROVE AN AMENDMENT TO THE CONTRACT
WITH THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES'
RETIREMENT SYSTEM**

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System by the execution of a contract, and sets forth the procedure by which said public agencies may elect to subject themselves and their employees to amendments to said Law; and

WHEREAS, one of the steps in the procedures to amend this contract is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to said contract, which resolution shall contain a summary of the change proposed in said contract; and

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PASSED AND ADOPTED THIS 21st DAY OF June, 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 Commissioner



EXHIBIT

California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Commissioners
Housing Authority of the City of Fresno



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective August 1, 1964, and witnessed May 12, 1964, and as amended effective April 20, 1967, February 1, 1969, September 3, 1983, January 1, 1994 and July 31, 2004 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 12 are hereby stricken from said contract as executed effective July 31, 2004, and hereby replaced by the following paragraphs numbered 1 through 15 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after August 1, 1964 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **SAFETY EMPLOYEES.**
6. Removal of the exclusion of "Persons Compensated on an Hourly Basis Hired on or After February 1, 1969" pursuant to Section 20503, is declarative of agency's previous interpretation and does not mandate any new classes of employees into membership.

7. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.
8. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
10. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 21536 (Local System Service Credit Included in Basic Death Benefit).
 - b. Section 20042 (One-Year Final Compensation) for classic members only.
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Section 21024 (Military Service Credit as Public Service).
 - e. Section 20903 (Two Years Additional Service Credit).
 - f. Section 20503 (To Remove the Exclusion of Persons Compensated on an Hourly Basis Hired on or After February 1, 1969, Prospectively from the effective date of this amendment to contract).
11. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on September 3, 1983. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

12. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.
13. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
 - b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
14. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
15. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

COMMISSIONERS
HOUSING AUTHORITY OF THE CITY
OF FRESNO

BY _____
RENEE OSTRANDER, CHIEF
EMPLOYER ACCOUNT MANAGEMENT DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
BOARD OF ADMINISTRATION
CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
AND THE
COMMISSIONERS
HOUSING AUTHORITY OF THE CITY OF FRESNO**

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By: _____
Presiding Officer

Title

Date adopted and approved



EXHIBIT

California
Public Employees' Retirement System



AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Commissioners
Housing Authority of the County of Fresno



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B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

COMMISSIONERS
HOUSING AUTHORITY OF THE
COUNTY OF FRESNO

BY _____
RENEE OSTRANDER, CHIEF
EMPLOYER ACCOUNT MANAGEMENT DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk

**RESOLUTION OF INTENTION
TO APPROVE AN AMENDMENT TO CONTRACT
BETWEEN THE
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CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
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By: _____
Presiding Officer

Title


Date adopted and approved

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

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

www.fresnohousing.org

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing Authority
DATE: June 16, 2016
BOARD MEETING: June 21, 2016
FROM: Preston Prince 
CEO/Executive Director
AGENDA ITEM: 9
AUTHOR: Various Staff
SUBJECT: Director's Report – June 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.

May Occupancy

May City Occupancy (GSF Managed) 97.0%					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Parc Grove	1	215	213	Vacant Units	Occupancy Percentage
Parc Grove - NW	1	148	147	1	99%
Yosemite Village	1	69	68	0	100%
Total City	3	432	428	0	100%

May City Occupancy			<u>99.88%</u>		
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	1	99%
City AMP 2	8	244	243	0	100%
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%
Total City	19	836	826	1	99.88%

May County Occupancy			<u>97.88%</u>		
COUNTY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
County AMP 1	6	150	144	2	99%
County AMP 2	6	194	192	6	97%
County AMP 3	3	90	89	1	99%
County AMP 4	4	152	151	4	97%
County AMP 5	2	52	52	2	96%
County AMP 6	5	112	111	1	99%
Granada Commons	1	16	15	0	100%
Total County	27	766	754	16	97.88%

May Special Programs Occupancy			<u>92.79%</u>		
SPECIAL PROGRAMS	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mariposa Farm Labor	1	40	40	2	95%
Parlier Farm Labor	1	40	40	3	93%
Orange Cove Farm Labor *	1	30	30	14	53%
Mendota Farm Labor	1	60	60	1	98%
Firebaugh Family Apts.	1	34	34	0	100%
Garland Gardens (CalHFA)	1	51	51	1	98%
Parkside Apartments (CalHFA)	1	50	50	1	98%
Total Special Programs	7	305	305	22	92.79%

*An increased marketing campaign has been initiated to increase leasing activity at the complex including resident referrals rewards and new resident rent concession.

May County RAD Occupancy <u>100.0%</u>					
SITE	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mendota RAD	1	124	123	0	100.0%
Orange Cove RAD	1	90	69	0	100.0%
Total County RAD	2	214	192	0	100.00%

MAY SPECIAL PROGRAM ACTIVITIES

MALDONADO MIGRANT CENTER – On May 3, the Maldonado Migrant Center held its season opening. Property Manager, Blanca Navarro, and all Firebaugh Office Staff assisted in the orientation, lease signing, financials, and inventory process. Forty-two units were rented to local onion grower, Peri& Sons to house seasonal workers and twenty-one returning families rented the remaining units. Maldonado Migrant reached 100% occupancy. Families were welcomed with new sidewalks, curbs, asphalt, and mail boxes at the center.



Wait List Report as of May 31, 2016

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	16,838	8,652	4,799	1,138	31,427
County LIPH	21,168	19,015	7,094	864	48,141

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		30	30		60
Parkside-S8N/C		14	6	54	74

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Granada:					
tax credit units			0	2	2
subsidized units			12	3	15
Pacific Gardens :					
tax credit units	13	10	11		34
subsidized units	157	80			237
Parc Grove:					
tax credit units	83	43	17	17	160
subsidized units	2,052	862	165	67	3,146
Yosemite Village	861	174	11	12	1,058

Development Project Overview

Name of Property	Status	Description/Type	Total Units
Kings River Commons	Permanent Financing	2020 E. Dinuba Ave, Reedley, CAMulti-Family	60
Southeast Fresno RAD	Permanent Financing	Cedar Courts I & II, Inyo Terrace Multi-Family	193
Orange Cove RAD	Permanent Financing	Kuffel Terrace I & II, Mountain View Multi-Family	90
Mendota RAD	Permanent Financing	Rios Terrace I & II, Mendota Apts. Multi-Family	124
Viking Village RAD	Permanent Financing	Multi-Family	40
Marion Villas	Permanent Financing	Marion & Ellis St, Kingsburg, CA Senior Housing	46
541 @ South Tower and Cedar Heights	Under Construction and Lease Up	541 N. Fulton St and 4532 E. Hamilton Ave Multi-Family	45
Trailside Terrace	Under Construction	1233 & 1245 G St, Reedley, CA	55
Edison Plaza I	Under Construction	Walnut/Edison West Fresno, CA	64
Firebaugh Gateway	Under Construction	1238 & 1264 P St., Firebaugh, CA	30

Shockley Terrace	Under Construction	1445 Peach Street, Selma, CA	48
Lowell Neighborhood	Under Construction	240-250 N. Calaveras Street and 146 N. Glenn Avenue, Fresno, CA	30
Edison Plaza II	Pre-Development Anticipated June 2016 Application	Walnut/Edison West Fresno	64
Magill Terrace	Pre-Development Anticipated June 2016 Application	401 Nelson, Fowler, CA	60
Memorial Village	Pre-Development Anticipated July 2016 Application	302 K St, Sanger, CA	48
Parc Grove Commons NE (Veterans Phase)	Pre-Development Anticipated June 2016 Application	Clinton and Angus, Fresno, CA	40
Oak Grove	Pre-Development Anticipated March 2017 Application	Bigger Street and Parlier Avenue, Parlier, CA	81

Project Highlights

Orange Cove RAD and Mendota RAD are currently transitioning to the Permanent Financing stage of the project. Staff is working closely with PNC Bank to finalize release of equity installments totaling over \$25,000,000.

541 @ South Tower (previously Fultonia West), a portion of the Fultonia West/Cedar Heights Scattered Site project, completed construction in mid-June. A grand opening is scheduled for June 22nd at 10am. WinnResidential has pre-leased the majority of the units and tenant move ins are expected to begin on June 23rd.

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.

Empowering Families to Learn Together

AbriendoPuertas - Opening Doors for All Programs

During the month of May, Resident Services developed new partnerships with Centro La Familia (CLFA) and Fresno Metro Ministry (FMM), both of which are partnering with us to implement the newly funded, culturally inclusive version of the AbriendoPuertas- (Opening Doors for All program. Opening Doors for

All program looks at socio-cultural barriers to education success, health and wellness of preschool aged children, and is designed to promote practices that foster children's learning and development, parent leadership, and advocacy.

As outlined in the approved MOUs between FH, CLFA and FMM, direct services to be provided by CFLA are socio-emotional/mental health and growth and development screenings through a licensed clinical social worker (LCSW) for Fresno Housing children near the Helm Home and Cedar Courts. FMM will provide translation headsets that will allow us to train parents who speak Spanish, English and/or Hmong during the same training sessions allowing us embrace a culturally inclusive approach to providing resident services training while honoring the culture of all participants. Using a culturally inclusive approach, we are piloting an expanded version of the AP - Opening Doors for All programs to determine the efficacy of eliminating cultural/ethnic silos as a resident engagement and empowerment strategy. AP - Opening Doors for All workshops will be held at Helm Home and at Cedar Courts.

Summer Tech Camp 2016 at BitWise South Stadium All Fresno Housing Youth and Adults Invited to Apply

During the month of May, Fresno Housing launched the ConnectHome Initiative and developed a partnership with BitWise Industries to create a Summer Tech Camp for FH youth and adults. The goal of the summer tech camp is to provide access to high quality computer STEM and computer science opportunities submerging students into the BitWise digital environment. Invitations were distributed via mail to Both youth and adults were invited to apply by writing an essay on why they want to attend the summer tech camp and what they hope to learn. There are 20 seats available, and winners of the essay contest will be admitted into the 2-week tech camp hosted at BitWise South Stadium where workshops will focus on game development and robotics design. Each participant will receive a laptop and a robotics kit courtesy of a grant funded by CEFT.

Essay by 13 year old Nancy Gomez from Parc Grove:

I feel very privileged to have an opportunity to enter the Summer Tech Camp. There are many reasons why I'm interested, even though I know nothing about robotics or game design. I would like to attend because I want to learn about robotics and game design, summer always gets boring, and because it sounds interesting and I think it will help me.

I want to learn about Robotics and Game Design because I don't know anything. I've never seen something over the summer that had to do with this. I would not like to throw away this opportunity that was offered to me. I would really enjoy learning at least a little to do with Robotics and Game Design.

Another reason I would like to attend this camp is so I'm not bored over the summer. For me, after 3 weeks of summer, I miss school. Summer eventually gets boring. Going to the Summer Tech Camp will take the boredom away and I will learn something new.



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.

Staff continues to make progress in this area and will report to the Boards upon outcomes being obtained.

PARTNERSHIP

Overview

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

On January 26-28, 2016, Fresno Housing participated in the Fresno Madera Continuum of Care (FMCoC) Point in Time (PIT) count. The initial count took place from 5 pm to 12 midnight, with the following two days given over to gathering data pertaining to demographic and other information. Approximately 200 volunteers were deployed throughout the Cities and Counties of Fresno and Madera and for the first time a mobile application were utilized to gather data. Preliminary data with comparison to the 2015 PIT is shown below.

	Total Homeless	Unsheltered	Chronic	Veterans
2016	1883	1431	529	228
2015	1722	1183	366	227

The increase in PIT count can be attributed to 1) increased outreach and engagement of homeless individuals; 2) increased number of volunteers and hours of the count which uncovered more individuals; and 3) increased awareness and engagement in the county areas. A more detailed analysis of data collected will be compiled and presented in the coming months.

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,	Fresno Housing Authority Fresno Center for New Americans	Planning partner, possible development partner and

communal/event center, housing and relocation site for Fresno Center for New Americans	General Vang Pao Foundation	service provider
Parc Grove Commons Northeast (Veterans Phase)	WestCare	Potential partner in the provision of services to property residents
Highway City multifamily housing development/ Community 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.

Fiscal Services

Budgeting and Internal Reporting

The Fiscal Services Department has been working diligently to complete the Agency's fiscal year 2015 financial audit. This audit will culminate in the preparation of the Audited Financial Statements to be submitted to the Board in August and then to HUD by September 2016.

Staff has also been focusing on streamlining manual processes in the new Enterprise Management System, Yardi. Staff continues to refine financial data in Yardi to better satisfy internal and external reporting requirements. First quarter 2016 financial results will be presented at the July board meeting

Administrative Services

Procurement

Facilities staff conducted a job walk with bidders for the Central Office carpet and painting upgrades. We were pleased to receive six bids for painting and seven bids for carpet replacement. Notification of Award will be sent to the low bidders on June 15, 2016. The Procurement staff received proposals from five construction firms in response to the RFP for General Contractor/Construction Management services

at multiple sites. Lastly, in conjunction with staff from the Accounting and Development departments, an RFP for Tax Credit CPA and Annual Audit Services began solicitation on June 7, 2016. The deadline to receive competitive proposals is July 21, 2016.

Human Resources

On June 1, 2016 the Human Resources department hosted a Lunch-and-Learn at the Central Office on Stress Management, presented by the Fresno Police Department Deputy Chief, Robert Nevarez. Approximately 24 Agency staff members were in attendance and their feedback on the training was very positive.

On June 7th, Scott Fetterhoff, Director of HR and Organizational Development, and Aysha Hills, HR Analyst, attended a breakfast briefing facilitated by Atkinson, Andelson, Loya, Ruud and Romo (AALRR) on the Fair Pay Act.

The Human Resources Department continues to focus on recruiting for positions within the Accounting and Finance and Human Resources departments. In addition, we are pleased to announce the following new hires and promotions:

- Juan Velasquez, Onsite Property Assistant (new hire)
- Brandon Gonzalez, Community Development Coordinator (promotion)
- Nerissa Richardson, Accountant (promotion)

IT Services

In the month of May, Bobby Coulter, IT Manager, participated in the annual National Digital Inclusion Alliance Summit in Kansas City. The summit was attended by various ConnectHome partners, as well as a variety of non-profits aimed at closing the digital divide. We discussed a variety of best practices and shared experiences that will strengthen the effort nationwide. Working with the Resident Services and Planning and Community Development departments, IT staff has set up digital literacy training courses for June and September. The courses will teach residents the skills needed to navigate the digital world.

Enterprise Management System Implementation -Property Managers Roundtable Discussions – IT began meeting with property managers on a regular basis to ensure frequent communication about current and upcoming Yardi implementation items. The discussions have proven to be a great opportunity to obtain input from staff that has a variety of skills and experiences with property management software.

Yardi Rent Café – The Agency began the preliminary steps to get the Yardi Fresno Housing Authority website created. The “Café” will be used by residents, vendors, and landlords.

Job Cost Module – The Agency officially began using the Job Cost module within Yardi. The module will be used to manage construction and development finances.

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

Structure

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

Staff continues to make progress in this area and will report to the Boards upon outcomes being obtained.

Strategic Outreach

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

Staff continues to make progress in this area and will report to the Boards upon outcomes being obtained.



Renewal Contract for City of Fresno Police Services

June 21, 2016

Board of Commissioners Meeting

-
- 2 sworn police officers (community policing approach)
 - Patrol nine FH properties (500 LIPH/233 SE Fresno RAD/Viking Village RAD)
 - Southeast & Southwest Fresno
 - Renewal July 1, 2016 – June 30, 2017
 - \$199,150 Public Housing Operating Subsidy
 - Compliance with procurement
 - Clarification: type & frequency of reports, allowable expenses, and flexibility on hours of work

-
- Valued partnership: community safety, communication w/residents & staff, reports/documentation
 - Outlook: Collaborative approach to community safety inclusive of other partners (residents, BNCP, FUSD, & Fresno Street Saints)
 - Officer Steve Hunt – SW Fresno
 - Officer David Villaseñor – SE Fresno

Any Questions or Comments?



Real Estate Development Update

June 21, 2016

Presentation Overview

- Community Projects
 - Yosemite Village Community Garden
- Potential Pre-Development Projects
 - Clovis
 - Northeast Fresno

Presentation Overview (Continued)

- Pre-Development Projects
 - Fresno Edison Phase II (Fresno)
 - Magill Terrace (Fowler)
 - Parc Grove Commons Northeast Veterans (Fresno)
 - Memorial Village (Sanger)
- HRFC Update
- City LIPH Funds Update

Yosemite Village Community Garden

- Potential Partnership with Fresno Metro Ministries (FMM)
- FMM Awarded Wells Fargo Grant for Environmental Solutions (Permaculture)
 - *Emphasizes the use of native plants or those that are well adapted to the locale*
- Fresno Housing owns appx. 22.5 acres of vacant land adjacent to Yosemite Village that could be a potential site for the project
- Potential for future Farmer's Market on California Avenue



Yosemite
Village

W California Ave W California Ave

W California Ave

W Archison Ave

Housing Authority of the
City of Fresno

BOB

Potential Community
Garden Site

Ortega's Meal
Distribution INC

Potential Clovis Development

- Request for Proposals for Development Partner
 - Land
 - Architect
 - General Contractor
- Scope and proposal area yet to be defined
- Currently in planning phase

Potential Northeast Fresno Development

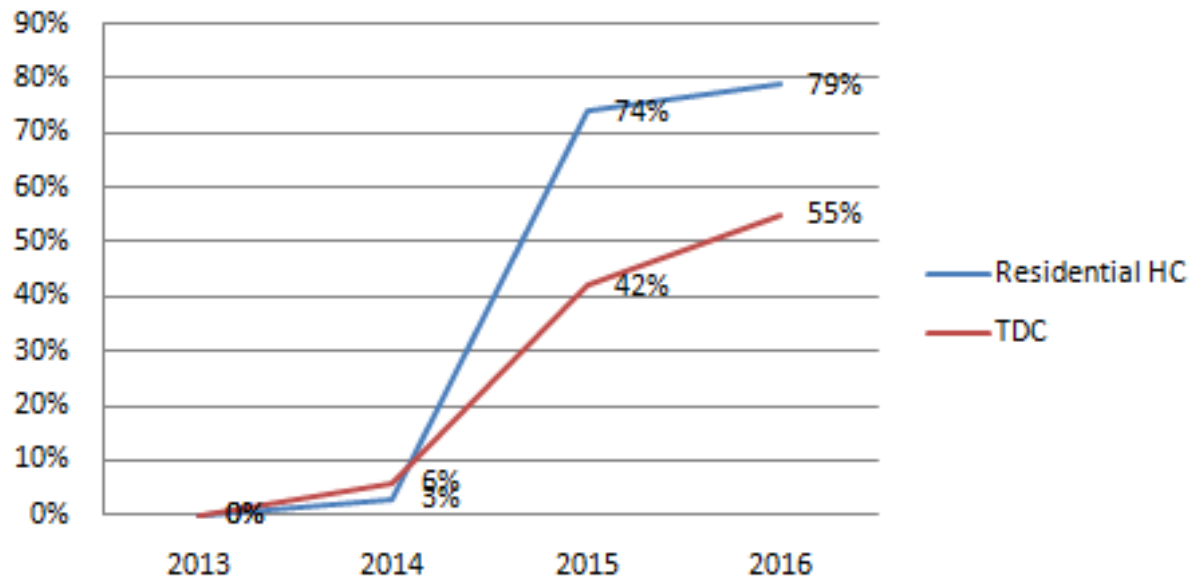
- Request for Proposals for Development Partner
 - Land
 - Architect
 - General Contractor
- Scope and proposal area yet to be defined
- Currently in planning phase

Pre-Development Action Items

- Fresno Edison Phase II (Fresno)
- Magill Terrace (Fowler)
- Parc Grove Commons Northeast Veterans (Fresno)
- Memorial Village (Sanger)

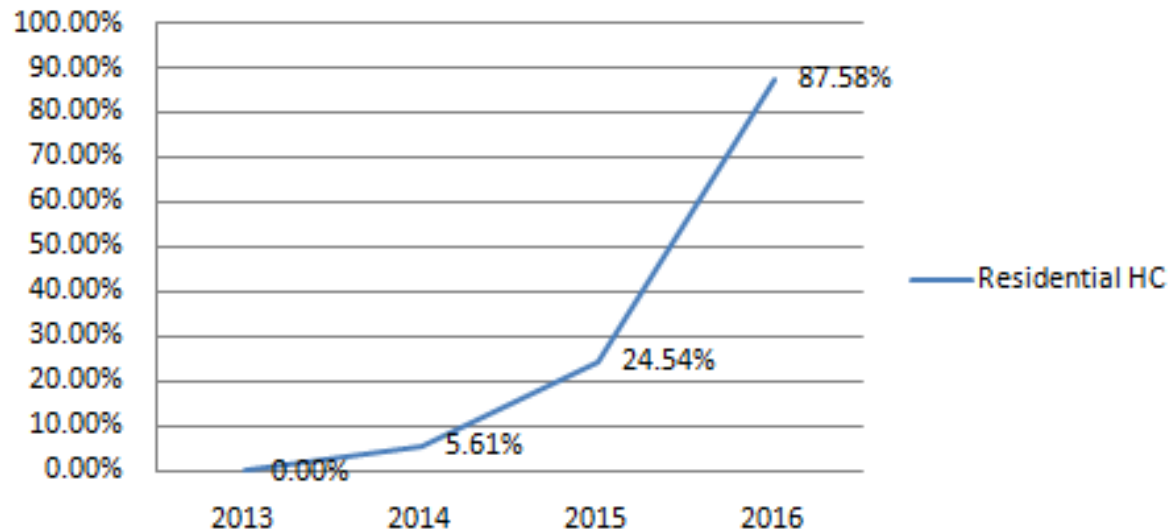
Overview of HA Development Costs

HA Projects - Rising Prices Since 2013



Central Valley Development Costs

% Change In Valley Projects Since 2013



Fresno Edison Phase II

- Proposed new construction of 64 units of family housing in Southwest Fresno
- Proposed RAD Transfer of Assistance for 28 units at Sierra Terrace
- Second phase to complete overall 128 units
- Partnership with Edison Plaza Partners
- Proposed for 2nd Round 2016 Tax Credit App.
- HRFC of \$1.5 million committed February 2016
- Proposed new commitment of \$2.5 million in LIPH Capital Funds/Operating Reserves

Fresno Edison Phase II



Sierra
Terrace

Housing Authorities
of Fresno

Kern St

E California

Edison High School

S Fairview Ave

W Atchison Ave

E Atchison St

W Lorena Ave

E Lorena Ave

W Geary St

E Geary St

E Geary St

W Florence Ave

S Walnut Ave

Edison Computech
School

Hyde Park

Sierra Terrace RAD

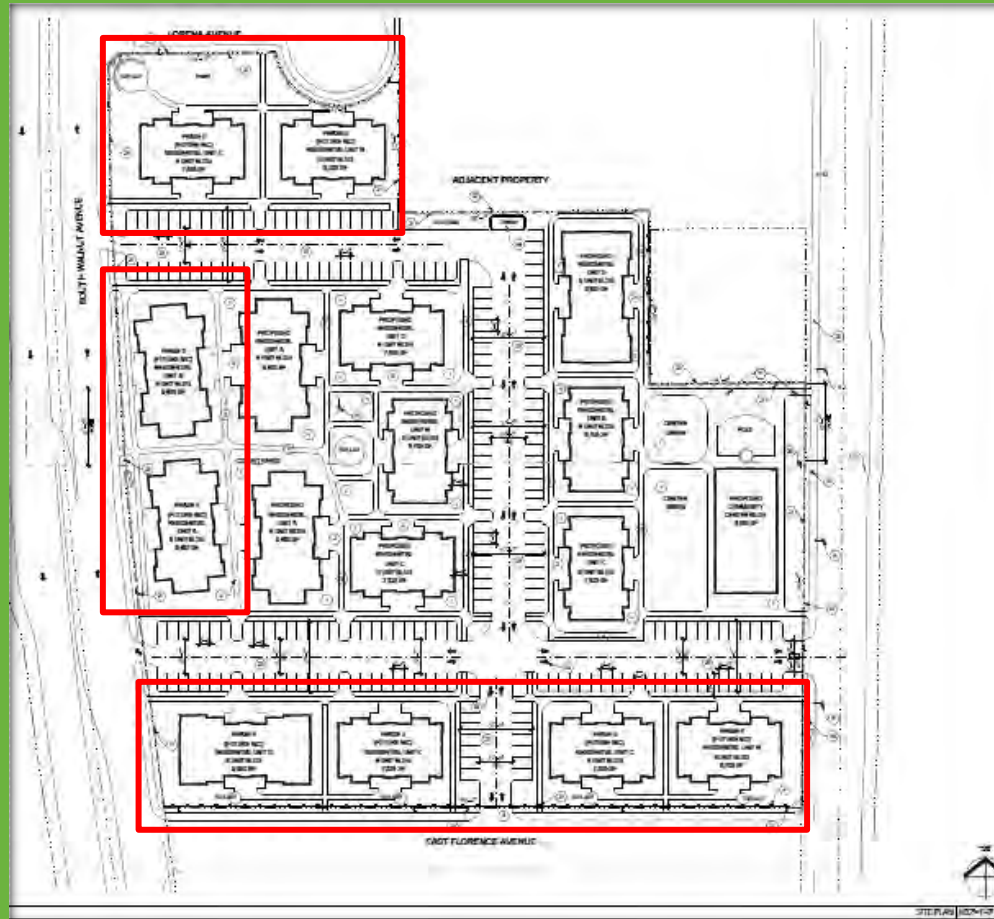


501 E California Ave
22 min drive - Home

E California Ave

E C

Fresno Edison Combined Site Plan



Fresno Edison Phase II Sources and Uses

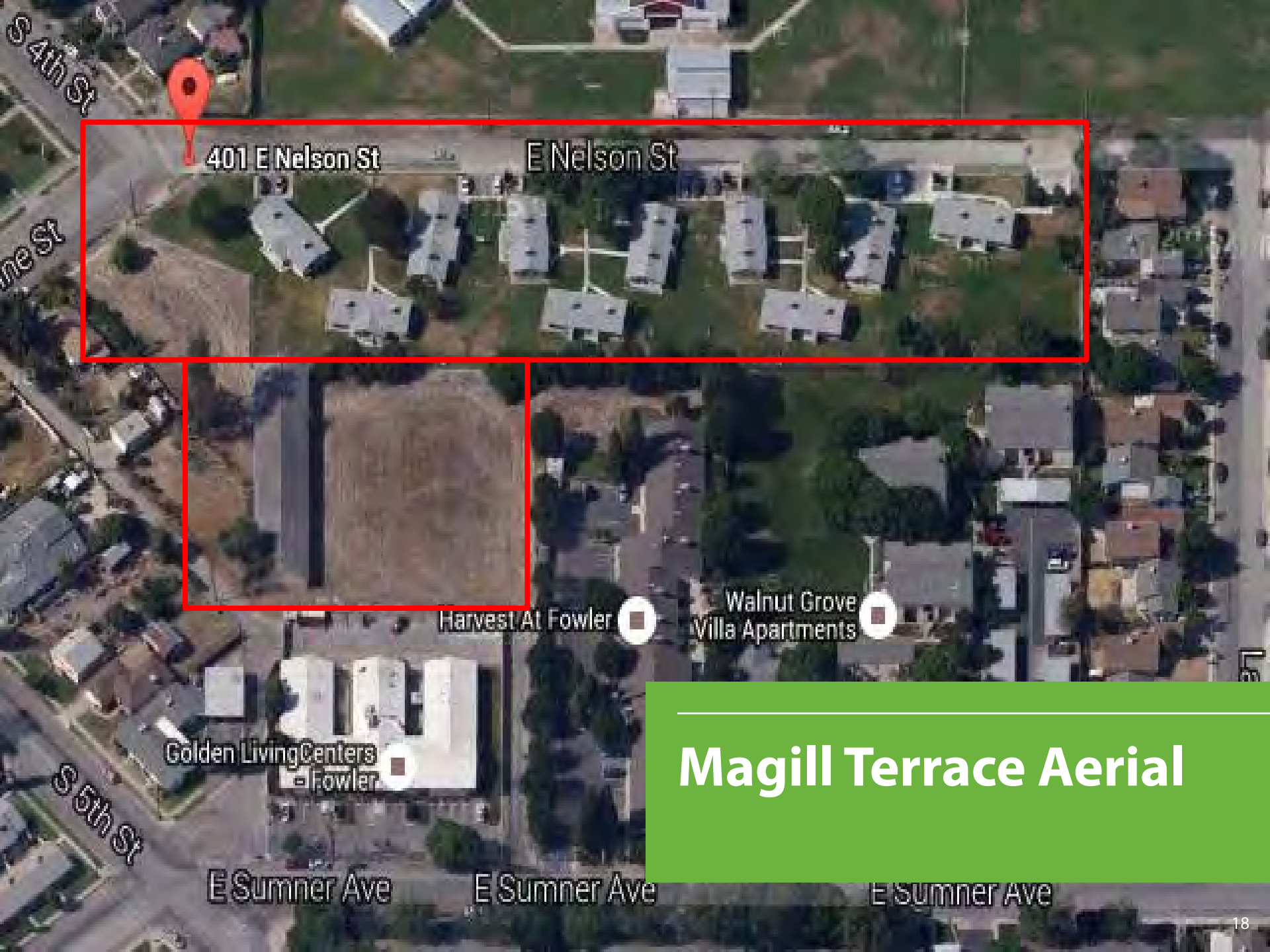
Fresno Edison Apartments Phase II		
Pro Forma Sources and Uses		
Sources of Funds	Amount 2/23/16	Amount 6/16/16
Tax Credit Equity	\$12,949,545	\$10,937,444
Permanent Loan	\$633,100	\$1,905,500
HRFC Funds	\$1,500,000	\$1,500,000
Fresno HA Land Donation	\$195,000	\$195,000
Fresno HA Loan	N/A	\$2,500,000
HA Loan Accrued/Deferred Interest	N/A	\$125,000
During Construction		
Deffered Developer Fee	N/A	\$500,000
Total Sources of Funds	\$15,277,645	\$17,662,944
Uses of Funds	Amount	Amount
Acquisition Costs	\$457,000	\$457,000
Construction Costs	\$9,679,583	\$11,781,061
Hard Cost Contingency	\$962,603	\$770,222
Permits/Impact Fees	\$638,557	\$638,557
Professional Fees	\$330,850	\$430,850
Soft Costs/Loan Fees	\$1,200,062	\$1,363,619
Reserves	\$180,772	\$221,635
Developer Fee	\$1,828,218	\$2,000,000
Total Uses of Funds	\$15,277,645	\$17,662,944
*Draft as of 6/21/16		

Fresno Edison Phase II Action Items

1. Authorize submission of tax credit application
2. Approve LIPH Capital Funds/RHF Funds and Operating Reserves of up to \$2.5 million

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 for 2nd Round 2016 Tax Credit Application
- HRFC of \$2 million committed June 2015
- Proposed increase of HRFC commitment to \$2.85 million



401 E Nelson St

E Nelson St

Harvest At Fowler

Walnut Grove
Villa Apartments

Golden LivingCenters
at Fowler

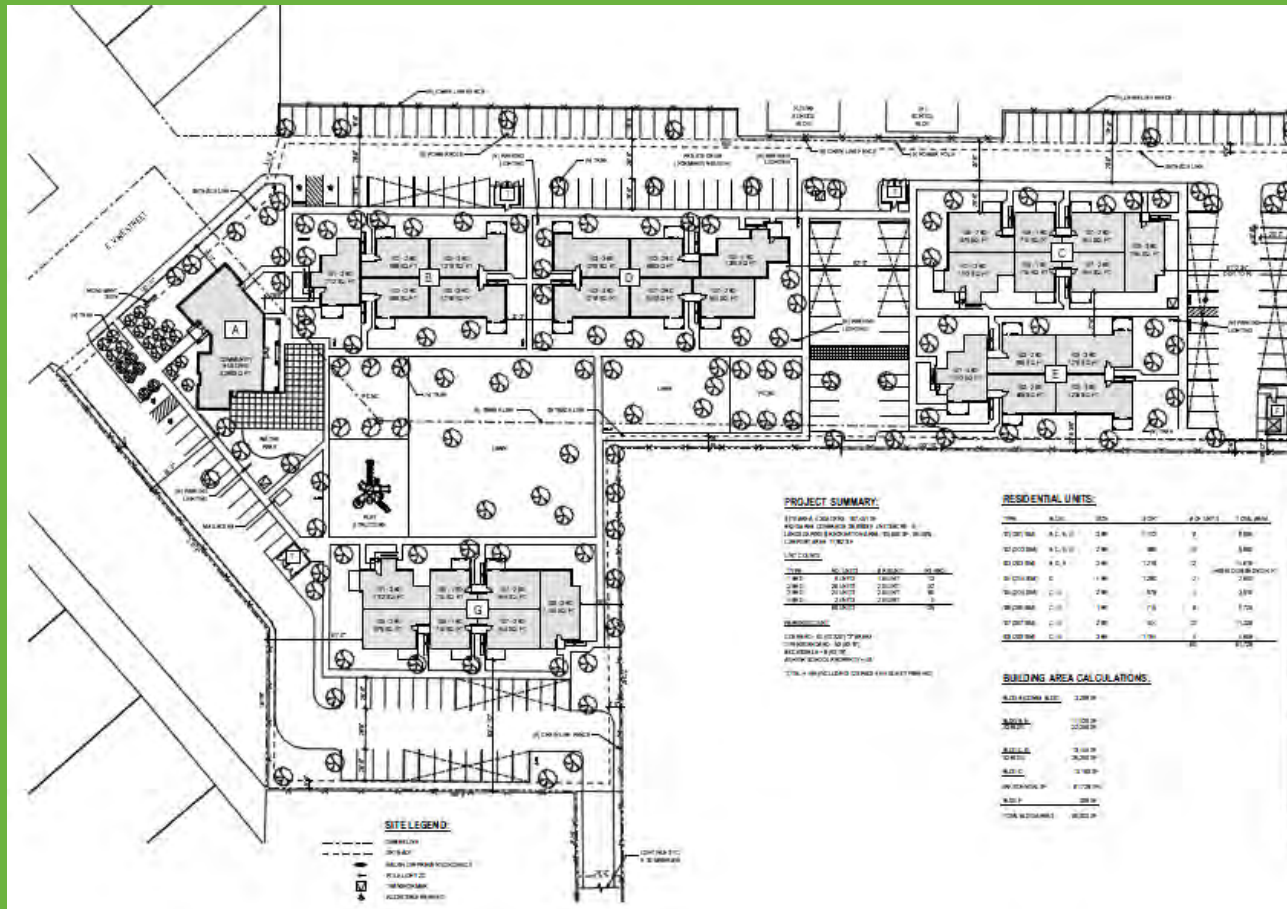
E Sumner Ave

E Sumner Ave

E Sumner Ave

Magill Terrace Aerial

Magill Terrace Site Plan



Magill Terrace Sources and Uses

Magill Terrace		
Pro Forma Sources and Uses		
Sources of Funds	Amount 2/23/16	Amount 6/21/16
HRFC Funds	\$2,000,000	\$2,850,000
Accrued/Deferred Interest	\$80,000	\$80,000
Deferred Developer Fee	\$0	\$309,403
Tax Credit Equity	\$17,046,388	\$16,180,036
Total Sources of Funds	\$19,126,388	\$19,419,439
Uses of Funds	Amount	Amount
Construction Costs	\$12,741,400	\$13,143,646
Hard Cost Contingency	\$653,320	\$663,432
Relocation Costs	\$195,000	\$195,000
Professional Fees	\$654,765	\$771,253
Loan Fees and other Soft Costs	\$2,705,003	\$2,439,208
Reserves	\$176,900	\$206,900
Developer Fee	\$2,000,000	\$2,000,000
Total Uses of Funds	\$19,126,388	\$19,419,439
Pro Forma Sources and Uses		
Sources of Funds	Amount	Amount
Seller Financing	\$1,200,000	\$1,200,000
Tax Credit Equity	\$655,000	\$655,000
Total Sources of Funds	\$1,855,000	\$1,855,000
Uses of Funds	Amount	Amount
Acquisition Costs	\$1,530,000	\$1,530,000
Demolition	\$325,000	\$325,000
Total Uses of Funds	\$1,855,000	\$1,855,000

**Draft as of 6/21/16*

Magill Terrace Action Items

1. Authorize submission of tax credit application
2. Authorize HAFC Seller Financing of \$1.2 million
3. Authorize HRFC commitment of up to \$2.85 million

Parc Grove Commons Northeast Veterans

- New construction of 40 units of veterans permanent supportive housing
- Received VHHP award of \$2.6 million
- RFP for GC/CM issued April 2016
- Proposed for 2nd Round 2016 Tax Credit Application
- HRFC of \$500k committed December 2015
- Proposed increase of HRFC commitment to \$800k

E Clinton Ave

2800 E Clinton Ave

E Clinton Ave

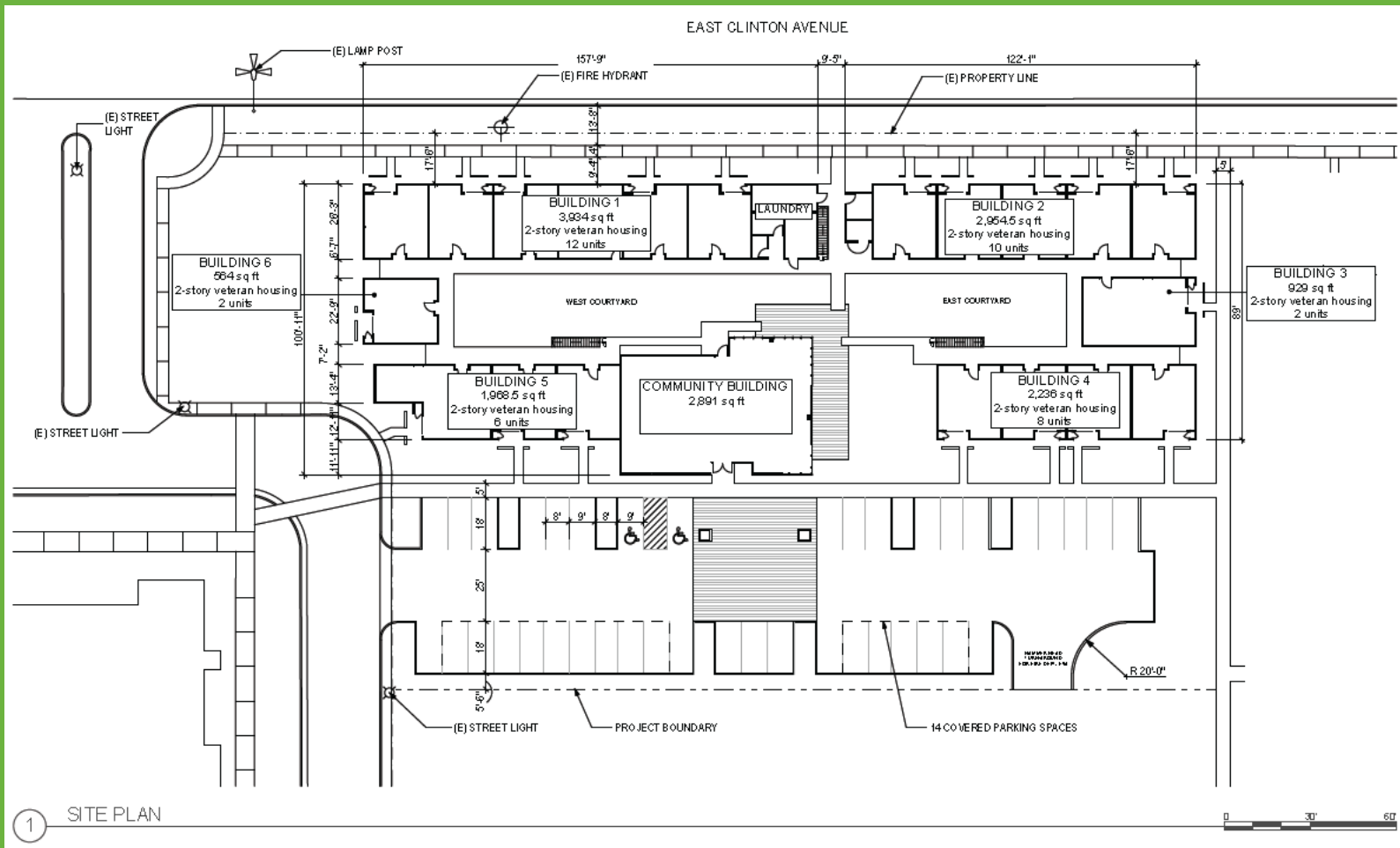


N Angus St

N Angus St

**Parc Grove Commons
Northeast Veterans Aerial**

Parc Grove Commons Northeast Veterans Site Plan



Parc Grove Commons Northeast Veterans

Parc Grove Commons Northeast Veterans

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i> 05/24/16	<i>Amount</i> 06/16/16
Tax Credit Equity	\$8,449,689	\$8,157,998
HCD - VHHP	\$2,600,000	\$2,600,000
HRFC Funds	\$800,000	\$800,000
Total Sources of Funds	\$11,849,689	\$11,557,998
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Acquisition Costs	\$260,000	\$274,000
Construction Costs	\$6,490,285	\$6,233,059
Hard Cost Contingency	\$271,915	\$330,840
Architecture/Engineering	\$600,000	\$558,487
Loan Fees/Soft Costs/Contingency	\$2,747,966	\$2,751,327
Developer Fee	\$1,479,523	\$1,410,285
Total Uses of Funds	\$11,849,689	\$11,557,998

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i>	<i>Amount</i>
Tax Credit Equity	\$4,000,348	\$4,000,348
Total Sources of Funds	\$4,000,348	\$4,000,348
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Reserves	\$4,000,348	\$4,000,348
Total Uses of Funds	\$4,000,348	\$4,000,348

**Draft as of 6/16/16*

Parc Grove Commons Northeast Veterans

Action Items

1. Authorize submission of tax credit application
2. Approve Mogavero Notestine Architectural Contract
3. Approve LP/LLC Entity Formation
4. Approve MOU with Silvercrest
5. Approve MOU with WestCare
6. Authorize HRFC commitment of up to \$800k

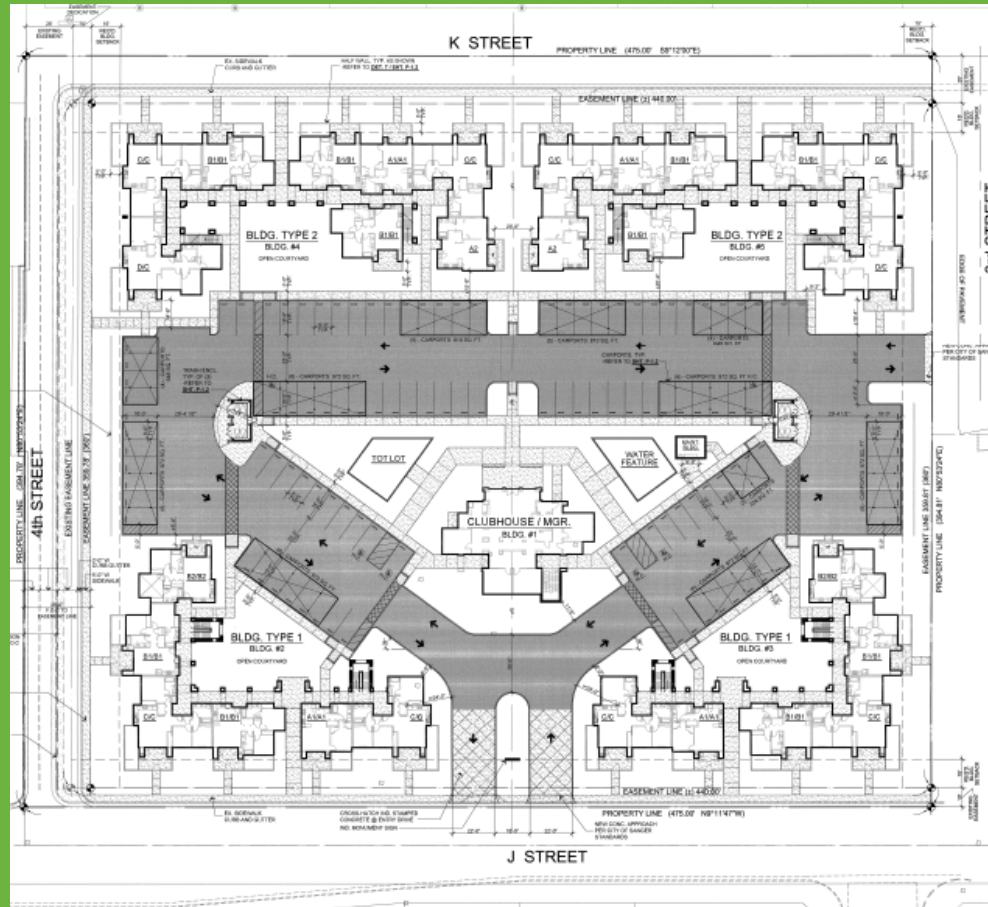
Memorial Village

- Proposed redevelopment of an existing 35-unit low income public housing site
- New construction project of 48 units and a community building
- March 2016 AHP application submitted
- RFP for GC/CM issued April 2016
- Proposed for 2nd Round 2016 Tax Credit Application
- Proposed HRFC commitment of \$1.6 million



Memorial Village Aerial

Memorial Village Site Plan



Memorial Village Sources and Uses

Memorial Village		
Pro Forma Sources and Uses		
Sources of Funds	Amount 5/24/16	Amount 6/16/16
HRFC Loan	\$ 1,600,000	\$1,600,000
LIHTC Equity	\$ 12,748,271	\$13,242,874
Total Sources of Funds	\$ 14,348,271	\$14,842,874
Uses of Funds	Amount	Amount
Construction Costs	\$ 9,559,000	\$10,120,082
Contingency	\$ 499,200	\$506,004
Permits/Impact Fees/etc.	\$ 283,000	\$382,590
Professional Fees	\$ 729,740	\$762,635
Relocation	\$ 321,750	\$321,750
Loan Fees and other Soft Costs	\$ 1,001,884	\$737,480
Reserves	\$ 153,570	\$153,220
Developer Fee	\$ 1,800,127	\$1,859,113
Total Uses of Funds	\$ 14,348,271	\$14,842,874
Pro Forma Sources and Uses		
Sources of Funds	Amount	Amount
Seller Financing	\$2,050,000	\$2,100,000
LIHTC Equity	\$425,000	\$425,000
Total Sources of Funds	\$2,475,000	\$2,525,000
Uses of Funds	Amount	Amount
Acquisition Costs	\$2,050,000	\$2,100,000
Demolition	\$425,000	\$425,000
Total Uses of Funds	\$2,475,000	\$2,525,000

**Draft as of 6/16/16*

Memorial Village Action Items

1. Authorize submission of tax credit application
2. Approve R.L. Davidson Architectural Contract
3. Approve LP/LLC Entity Formation
4. Approve MOU with Silvercrest
5. Authorize HAFC Seller Financing of \$2.1m
6. Authorize HRFC commitment of up to \$1.6m

HRFC Outflows Update

Current Commitments	Total Prior Commitment	Proposed New Commitment	Total Expenditures through 4/30/16	Remaining Commitment
<i>Pre-developments Loans</i>				
Calaveras Court/Lowell	1.46		1.46	-
Edison Plaza Phase II	1.50		0.57	0.93
General Pre-Dev *	0.30		0.14	0.16
Parc Grove NE Veterans	0.50	0.30	0.02	0.78
West Fresno Planning	0.25		0.06	0.19
<i>RAD Pre-developments</i>				
Magill Terrace RAD	2.00	0.85	0.12	2.73
Memorial Village RAD	-	1.60		1.60
Other RAD Pre-dev **	0.25		0.16	0.09
<i>Construction Loans</i>				
Shockley Terrace RAD	0.63		0.63	-
Calaveras/Lowell	1.46		1.46	-
Highway City Comm. Bldg.	0.25			0.25
Marion Villas	1.50		1.35	0.15
<i>Other Commitments</i>				
Homeless Admin	4.50		3.91	0.59
Total Commitments	14.60		9.88	7.47

- Table above shows current commitments, total expenditures as of 4/30/16, and the remaining commitments.
- Items in orange are new commitments that are being proposed. As always, staff is working diligently to reduce the amount needed from HRFC.

HRFC Potential Cash Inflows

<i>Potential Inflows</i>	
<i>HOPE VI Sales Proceeds</i>	<i>1.20</i>
<i>Sierra Pointe Mortgage Payments</i>	<i>0.28</i>
<i>Viking Village Sales Proceeds</i>	<i>1.20</i>
<i>Kerr Rug Sale</i>	<i>0.61</i>
<i>San Ramon Loan Payment</i>	<i>0.50</i>
<i>Kings River Commons Loan Payment</i>	<i>0.27</i>
<i>2015 Waterfall Payments</i>	<i>1.20</i>
<i>AHP Magill Terrace</i>	<i>0.59</i>
<i>AHP Memorial Village</i>	<i>0.54</i>
Total	6.39

- Staff estimates that HRFC will receive an estimated \$6.39 million in additional cash.
- Total amounts shown may change based on final applications and funding calculations.

HRFC Cash Flow Projections Update

Current Cash Balance as of 4/30/16	10.40
Potential Inflows	6.39
Remaining Commitments	(7.47)
Uncommitted Cash	9.31

- Total cash at 4/30/16 is \$10.40 million.
- Staff is conservatively estimating inflows of \$6.39 million, and \$7.47 million of commitments (not all to be spent in 2016).
- This leaves about \$9.31 million in uncommitted funds, which can be used for various purposes.

City LIPH Funds Update

City LIPH Funds					
	2013	2014	2015	2016	
Capital Funds	19,258	421,445	386,199	407,811	
RHF Funds		330,559	336,203	341,342	
Grant Funds Available*	19,258	752,004	722,402	749,153	2,242,817

**Net of current obligations*

Total Cap Funds Available	2,242,817
Total City LIPH Reserves	1,226,964
Total Funds Available for RAD	3,469,781

Questions?

BOARD MEMO

O (559) 443-8400
F (559) 457-4294

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

www.fresnohousing.org

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

DATE: June 21, 2016
BOARD MEETING: June 21, 2016
AGENDA ITEM:
AUTHOR: Scott Berry

SUBJECT: Fresno Edison Apartments II – Approvals Needed to Apply for Funding

Executive Summary

At the December 17, 2014 board meeting, staff presented the Fresno Edison Apartments project as a potential development opportunity in the development pipeline. Fresno Edison Apartments is proposed to be developed in two phases, collectively (the “Project”). Phase I of the project was awarded tax credits, began construction in December of 2015, and is anticipated to complete construction in December of 2016.

On January 20, 2015, the Board approved entering into a Memorandum of Understanding (MOU) and formation of a limited partnership for both phases of the Project with Edison Plaza Partners, L.P. (“EPP”) which is an existing partnership between The Penstar Group, and Jackson J&J, LLC (dba H.A.W. Fifty Six). The MOU with EPP allows for a partnership with the Housing Authority of the City of Fresno (“HACF”) for the development of the proposed tax credit Project.

On February 23, 2016 the Board approved an HRFC loan of up to \$1,500,000 and authorized staff to assemble various financing sources for the development of the Fresno Edison Apartments Phase II Project. Additionally, HACF received confirmation on June 16, 2016 from the Office of Fair Housing and Equal Opportunity (FHEO) at the U.S. Department of Housing and Urban Development (HUD), that all phases of Fresno Edison Apartments are eligible to receive a Rental Assistance Demonstration (RAD) transfer of rental assistance from HACF’s Sierra Terrace Low Income Public Housing (LIPH) development. Thus, Fresno Edison Apartments Phase II would be eligible to receive \$1,275,000 from LIPH Capital Funds/Replacement Housing Factor Funds and \$1,225,000 from LIPH Operating Reserves as a financing source.

As part of process to develop Phase II of Fresno Edison Apartments, 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 Board of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward toward a Tax Credit 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 approval of a funding commitment from the Housing Authority of the City of Fresno, CA, in an amount up to \$1,275,000, which shall come from LIPH Capital Funds/Replacement Housing Factor Funds.
2. Authorize approval of a funding commitment from the Housing Authority of the City of Fresno, CA, in an amount up to \$1,225,000, which shall come from LIPH Operating Reserves.
3. Authorize the undertaking of all actions necessary to develop Fresno Edison Apartments Phase II, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% low-income housing tax credit equity, and (b) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
4. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

Fiscal Impact

The fee for submission of the LIHTC application is \$1,000. Fees and costs associated with pre-development activities and writing the application will be allocated to the approved pre-development budget. If funding is received, costs associated with pre-development activities would be reimbursed through the project.

The Board approved a financing commitment from HRFC of up to \$1,500,000 for the Project. The HRFC funds will be used as a construction and permanent source of financing and will be repaid through residual receipts. Staff will continue to pursue other public and private funding resources to reduce the HRFC commitment.

Background Information

The Fresno Edison Apartments project consists of a two phased development of vacant parcels generally located at 2250 S. Walnut Avenue in SW Fresno (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T). Combined, the parcels are approximately 6.03 acres. Fresno Edison Apartments is proposed to include 128-units of workforce housing, to be developed in two phases of 64 units each, and a community building. The Project has been in the predevelopment process since 2011 and the EPP team has completed several development activities and entered into a number of consulting contracts that will be assigned to the partnership with the Housing Authority. The assigned contracts will include an architectural contract with Scott Beck and a general contractor/construction management agreement with Johnston Construction.

Fresno Edison Apartments Phase II will be a multifamily housing community consisting of 64 affordable housing units. There are 8 one bedroom, 32 two bedroom, 20 three bedroom and 4 four bedroom units. 64 units will be rent restricted for qualified residents with incomes ranging from 30% to 60% of the area median income for a 55-year affordability period.

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

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS BY THE HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA ON ITS OWN BEHALF, IN THE NAME OF FRESNO EDISON APARTMENTS PHASE II, AS THE CASE MAY BE, IN CONNECTION WITH THE FINANCING, CONSTRUCTION AND OPERATION OF FRESNO EDISON APARTMENTS PHASE II (THE PROJECT), AUTHORIZING THE SUBMISSION OF A 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION TO THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE AND ASSEMBLAGE OF VARIOUS FINANCING SOURCES FOR THE PROJECT AND PROVIDING FOR OTHER MATTERS RELATED THERETO (PORTION OF EACH 477-142-01T THROUGH 06T; PORTION OF EACH 477-142-19T THROUGH 21T; PORTION OF EACH 477-144-01T THROUGH 03T; AND PORTION OF EACH 477-144-12T THROUGH 15T).

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, the Authority intends to partner with Edison Plaza Partners, L.P. ("EPP") for the development of Fresno Edison Apartments consisting of a total of 128 units, to be developed in two phases; and,

WHEREAS, the subject Phase II ("the Project") includes 64 units; and,

WHEREAS, the development of Fresno Edison Apartments Phase II is located generally at 2250 S. Walnut Avenue, Fresno, CA (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T) is in line with the Housing Authority's development goals; and,

WHEREAS, the Authority is authorized to pursue 9% low-income housing tax credit

equity, 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 Partnership's financing, construction, ownership and operation of the Property; and,

WHEREAS, the Authority, in its own capacity or through its affiliates and/or instrumentalities proposes to make one or more loan(s) to the Partnership from funds obtained by the Authority for the benefit of the Project;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, Ca, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving financing application submission for the Fresno Edison Apartments Phase II Project in Fresno, CA.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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, Executive Director of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING APPROVAL OF A FUNDING COMMITMENT FROM THE HOUSING AUTHORITY OF THE CITY OF FRESNO (HACF) IN THE AMOUNT OF UP TO \$1,275,000 FROM LOW INCOME PUBLIC HOUSING CAPITAL FUNDS/REPLACEMENT HOUSING FACTOR FUNDS AND UP TO \$1,225,000 FROM LOW INCOME PUBLIC HOUSING OPERATING RESERVES FOR THE DEVELOPMENT OF THE FRESNO EDISON APARTMENTS PHASE II , 64 UNITS OF MULTIFAMILY HOUSING AT 2255 S. PLUMAS STREET, FRESNO CA 93706 (PORTION OF EACH 477-142-01T THROUGH 06T; PORTION OF EACH 477-142-19T THROUGH 21T; PORTION OF EACH 477-144-01T THROUGH 03T; AND PORTION OF EACH 477-144-12T THROUGH 15T).

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, the Authority has entered a partnership with Edison Plaza Partners, L.P. (“EPP”) for the development of Fresno Edison Apartments consisting of a total of 128 units, to be developed in two-phases, collectively (the “Project”); and

WHEREAS, Fresno Edison Apartments Phase II consists of 64 units, and,

WHEREAS, said partnership is contingent upon the successful award of low income housing tax credits, and,

WHEREAS, the development of Fresno Edison Apartments Phase II is located generally at 2255 S. Plumas Street, Fresno, CA (portion of each 477-142-01T through 06T; portion of each 477-142-19T through 21T; portion of each 477-144-01T through 03T; and portion of each 477-144-12T through 15T) is in line with the Housing Authority’s development goals; and,

WHEREAS, the projects financing structure calls for the submission of a 9% TCAC application to facilitate the development, and,

WHEREAS, the Authority desires to approve a funding commitment of up to \$1,275,000

from the Low Income Public Housing Capital Funds/Replacement Housing Factor Funds to facilitate the development of Fresno Edison Apartments Phase II; and,

WHEREAS, the Authority desires to approve a funding commitment of up to \$1,225,000 from the Low Income Public Housing Operating Reserves to facilitate the development of Fresno Edison Apartments Phase II; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno hereby authorizes the CEO/Executive Director, Preston Prince, Tracewell Hanrahan, the Deputy Executive Director and/or their designee, to execute a commitment and ancillary documents related thereto in connection with the Low-Income Public Housing Capital Funds/Replacement Housing Factor Funds in an amount up to \$1,275,000 and Low-Income Public Housing Operating Reserves in an amount up to \$1,225,000 for the purposes of developing Fresno Edison Apartments Phase II.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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:

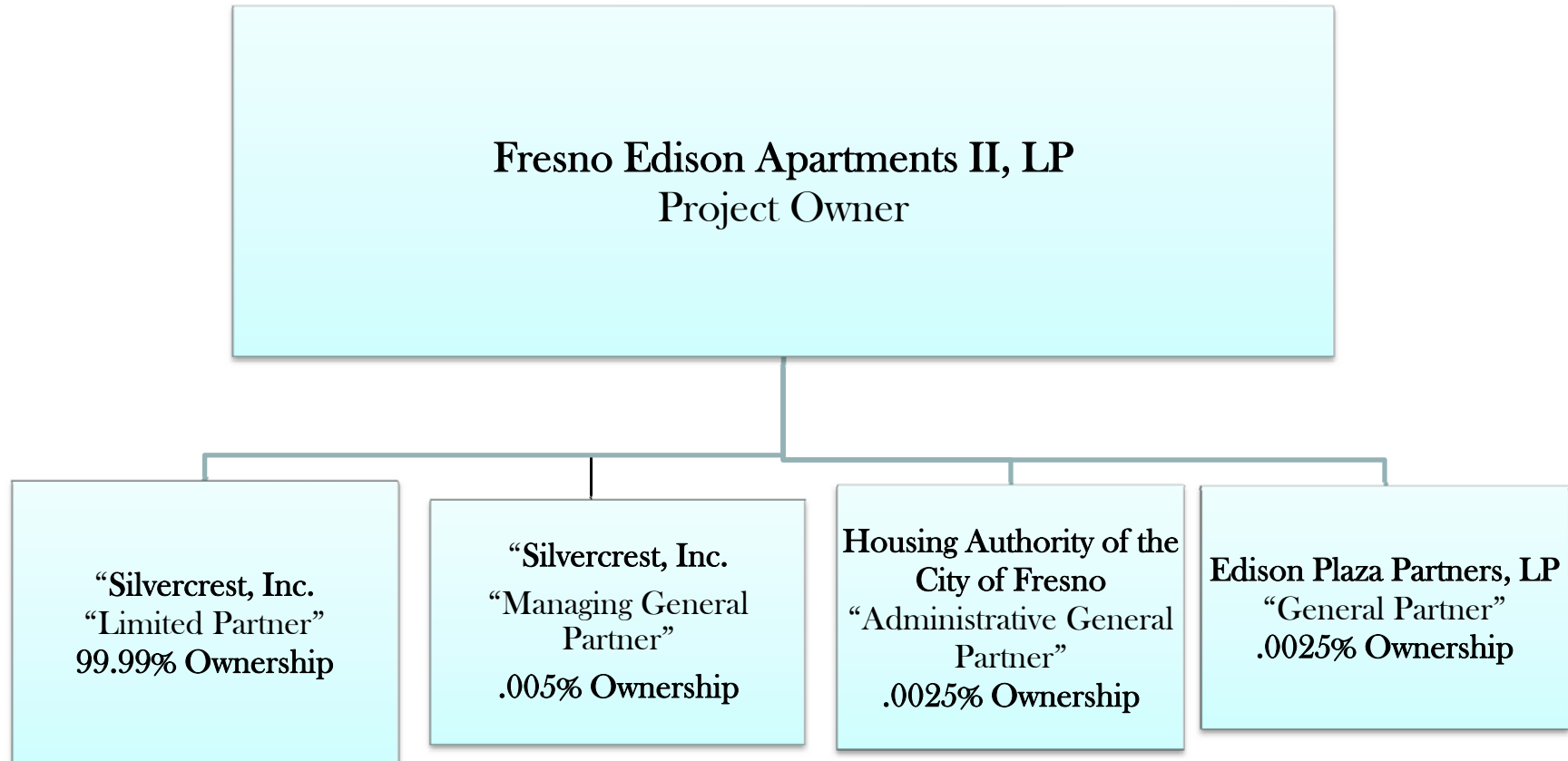
ABSTAIN:

Preston Prince, Executive Director of the Boards of Commissioners

Ownership Structure

Fresno Edison Apartments II, LP

a California Limited Partnership



Fresno Edison Apartments Phase II

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount 2/23/16</i>	<i>Amount 6/21/16</i>
Tax Credit Equity	\$12,949,545	\$10,937,444
Permanent Loan	\$633,100	\$1,905,500
HRFC Funds	\$1,500,000	\$1,500,000
Fresno HA Land Donation	\$195,000	\$195,000
Fresno HA Cap/Ops Loan	\$0	\$2,500,000
HA Loan Accrued/Deferred Interest	\$0	\$125,000
Deferred Developer Fee	\$0	\$500,000
Total Sources of Funds	\$15,277,645	\$17,662,944
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Acquisition Costs	\$457,000	\$457,000
Construction Costs	\$9,679,583	\$11,381,061
Hard Cost Contingency	\$962,603	\$670,222
Permits/Impact Fees	\$638,557	\$638,557
Professional Fees	\$330,850	\$430,850
Soft Costs/Loan Fees	\$1,200,062	\$1,863,619
Reserves	\$180,772	\$221,635
Developer Fee	\$1,828,218	\$2,000,000
Total Uses of Funds	\$15,277,645	\$17,662,944

**Draft as of 6/21/16*

Fresno Edison Apartments Phase II Residential Component Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	1	30%	736	\$ 285	\$ 3,420
1 Bd./1 Bth.	6	35%	736	\$ 341	\$ 24,552
1 Bd./1 Bth.	1	60%	736	\$ 617	\$ 7,404
2 Bd./2 Bth.	3	30%	938	\$ 336	\$ 12,096
2 Bd./2 Bth.	4	35%	938	\$ 402	\$ 19,296
2 Bd./2 Bth.	8	50%	938	\$ 577	\$ 55,392
2 Bd./2 Bth.	16	60%	938	\$ 734	\$ 140,928
3 Bd./2 Bth	2	30%	1,181	\$ 384	\$ 9,216
3 Bd./2 Bth	15	50%	1,181	\$ 691	\$ 124,380
3 Bd./2 Bth	3	60%	1,181	\$ 844	\$ 30,384
4 Bd./2 Bth	1	30%	1,323	\$ 427	\$ 5,124
4 Bd./2 Bth	3	50%	1,323	\$ 769	\$ 27,684
Manager's Unit-2 Bd./2 Bth.	1	N/A	938	\$ -	\$ -
TOTAL REVENUE	64				\$ 459,876

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	473	30,240
Advertising/Marketing	78	5,000
Legal and Accounting	227	14,500
Utilities (water, trash, electricity, gas, etc.)	703	45,000
Payroll: Onsite Manager(s)/Staff	1,234	79,000
Maintenance/Repairs	1,055	67,500
Real Estate Property Tax	78	5,000
Insurance	234	15,000
Services Amenities	394	25,200
Security	89	5,700
Contingency	267	17,100
Total Operating Expenses	4,832	309,240
Replacement Reserves	300	19,200
Total Operating and Reserve Budget	5,132	328,440

EXHIBIT D

Fresno Edison Apartments Phase II RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.0%	\$ 459,876	\$ 469,074	\$ 478,455	\$ 488,024	\$ 497,785	\$ 507,740	\$ 517,895	\$ 528,253	\$ 538,818	\$ 549,594	\$ 560,586	\$ 571,798	\$ 583,234	\$ 594,899	\$ 606,797
GROSS POTENTIAL INCOME - HOUSING		\$ 459,876	\$ 469,074	\$ 478,455	\$ 488,024	\$ 497,785	\$ 507,740	\$ 517,895	\$ 528,253	\$ 538,818	\$ 549,594	\$ 560,586	\$ 571,798	\$ 583,234	\$ 594,899	\$ 606,797
VACANCY ASSUMPTIONS																
Vacancy Loss - Residential	-7.0%	\$ (32,191)	\$ (32,835)	\$ (33,492)	\$ (34,162)	\$ (34,845)	\$ (35,542)	\$ (36,253)	\$ (36,978)	\$ (37,717)	\$ (38,472)	\$ (39,241)	\$ (40,026)	\$ (40,826)	\$ (41,643)	\$ (42,476)
Vacancy Loss - PBRA	-7.0%	\$ (3,472)	\$ (3,541)	\$ (3,612)	\$ (3,684)	\$ (3,758)	\$ (3,833)	\$ (3,910)	\$ (3,988)	\$ (4,068)	\$ (4,149)	\$ (4,232)	\$ (4,316)	\$ (4,403)	\$ (4,491)	\$ (4,581)
TOTAL VACANCY LOSS		\$ (35,663)	\$ (36,376)	\$ (37,104)	\$ (37,846)	\$ (38,603)	\$ (39,375)	\$ (40,162)	\$ (40,965)	\$ (41,785)	\$ (42,620)	\$ (43,473)	\$ (44,342)	\$ (45,229)	\$ (46,134)	\$ (47,056)
Section 8 Incremental Income	2.0%	\$ 49,594	\$ 50,586	\$ 51,598	\$ 52,630	\$ 53,682	\$ 54,756	\$ 55,851	\$ 56,968	\$ 58,107	\$ 59,269	\$ 60,455	\$ 61,664	\$ 62,897	\$ 64,155	\$ 65,438
EFFECTIVE GROSS INCOME		\$ 473,807	\$ 483,283	\$ 492,949	\$ 502,808	\$ 512,864	\$ 523,121	\$ 533,584	\$ 544,255	\$ 555,141	\$ 566,243	\$ 577,568	\$ 589,120	\$ 600,902	\$ 612,920	\$ 625,178
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.0%	\$ 328,440	\$ 338,293	\$ 348,442	\$ 358,895	\$ 369,662	\$ 380,752	\$ 392,175	\$ 403,940	\$ 416,058	\$ 428,540	\$ 441,396	\$ 454,638	\$ 468,277	\$ 482,325	\$ 496,795
Real Estate Taxes	2.0%	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412	\$ 5,520	\$ 5,631	\$ 5,743	\$ 5,858	\$ 5,975	\$ 6,095	\$ 6,217	\$ 6,341	\$ 6,468	\$ 6,597
Replacement Reserve		\$ 8,000	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200
TOTAL EXPENSES & RESERVES		\$ 341,440	\$ 362,593	\$ 372,844	\$ 383,401	\$ 394,274	\$ 405,472	\$ 417,005	\$ 428,883	\$ 441,116	\$ 453,715	\$ 466,691	\$ 480,055	\$ 493,818	\$ 507,993	\$ 522,592
NET OPERATING INCOME		\$ 145,367	\$ 144,990	\$ 144,507	\$ 143,913	\$ 143,202	\$ 142,369	\$ 141,409	\$ 140,316	\$ 139,083	\$ 137,704	\$ 136,172	\$ 134,482	\$ 132,625	\$ 130,595	\$ 128,383
DEBT SERVICE																
Bank Loan		\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019
Net Cash Flow		\$ 97,348	\$ 96,971	\$ 96,488	\$ 95,894	\$ 95,183	\$ 94,350	\$ 93,390	\$ 92,297	\$ 91,064	\$ 89,685	\$ 88,153	\$ 86,463	\$ 84,606	\$ 82,576	\$ 80,364
DEBT SERVICE COVERAGE RATIO		1.24	1.24	1.24	1.24	1.24	1.24	1.23	1.23	1.23	1.22	1.21	1.21	1.2	1.19	1.18

- TWO WORKING DAYS BEFORE COMMENCING EXCAVATION OPERATIONS WITHIN THE STREET RIGHT-OF-WAY AND/OR UTILITY EASEMENTS, ALL EXISTING UNDERGROUND FACILITIES SHALL HAVE BEEN LOCATED BY UNDERGROUND SERVICES ALERT (USA) CALL 1-800-642-2444.
- REPAIR ALL DAMAGED AND/OR OFF-GRADE CONCRETE STREET IMPROVEMENTS AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY.
- ANY SURVEY MONUMENTS WITHIN THE AREA OF CONSTRUCTION SHALL BE PRESERVED OR RESET BY A PERSON LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF CALIFORNIA.
- ANY UTILITIES RELOCATION SHALL BE THE RESPONSIBILITY AND AT THE EXPENSE OF THE DEVELOPER. FIRE HYDRANTS WILL BE RELOCATED BY CITY FORCES. DEVELOPER IS RESPONSIBLE TO NOTIFY CITY WATER DIVISION AT 621-5300 TO ARRANGE AND COORDINATE WORK.
- DESIGNATED ("HIGHLIGHTED") CURBS WILL BE PAINTED WITH 3" WHITE LETTERS STATING "TIRE LANE NO PARKING" EVERY 50 FEET. PROVIDE SIGNS (17"x22" MIN) AT ALL PUBLIC ENTRANCES, DRIVES TO PROPERTY "WARNING-VEHICLES STOPPED, PARKED, OR LEFT STANDING IN FIRE LANES WILL BE IMMEDIATELY REMOVED AT OWNER'S EXPENSE-22658, CALIFORNIA VEHICLE CODE-FRESNO POLICE DEPARTMENT 498-1414". ALL GATES ON COMMON ACCESS DRIVES SHALL BE EQUIPPED WITH APPROVED POLICE/FIRE BYPASS LOCKS (BEST LOCKS, PADLOCK 216700 SERIES OR CYLINDER LOCK 19782). GATES/FENCES SHALL NOT OBSTRUCT THE MINIMUM WIDTH REQUIRED FOR FIRE LANES. EMERGENCY ACCESSES ARE REQUIRED TO BE DEDICATED FIRE PROTECTION EASEMENTS. ROAD SURFACES SHALL BE OF A ALL WEATHER CONSTRUCTION.
- ALL CONSTRUCTION WORK ON THIS PROJECT IS SUBJECT TO INTERRUPTION IF THE ROAD SYSTEM BECOMES IMPASSIBLE FOR FIRE APPARATUS DUE TO RAIN OR OTHER OBSTACLES.
- OPEN CUT IS NOT PERMITTED. ALL UTILITY CONNECTIONS MUST BE BORED.
- CONTACT SOLID WASTE DIVISION FOR APPOINTMENT TO ESTABLISH ACCESS AND IMPROVEMENTS REQUIRED AS CONDITIONS OF PROVIDING DISPOSAL SERVICE.
- A BACKFLOW PREVENTION DEVICE IS REQUIRED, CONTACT WATER DIVISION FOR REQUIREMENTS; DEVICES MUST BE INSTALLED ON-SITE IN A LOCATION APPROVED BY THE CROSS CONNECTION CONTROL OFFICER; A PLUMBING PERMIT IS REQUIRED TO INSTALL DEVICE; BACKFLOW PREVENTION DEVICES REQUIRED SHALL BE INSTALLED AT THE DEVELOPER'S EXPENSE BY A QUALIFIED JOURNEYPMAN PLUMBER CERTIFIED AS COMPETENT FOR SUCH PURPOSES BY THE WATER SYSTEMS MANAGER; BACKFLOW DEVICES MUST BE TESTED AND ACCEPTED BY THE WATER DIVISION A MINIMUM OF 5 DAYS PRIOR TO REQUEST FOR A FINAL BUILDING INSPECTION. THE BACKFLOW DEVICE SHALL BE SCREENED BY LANDSCAPING OR SUCH OTHER MEANS AS MAY BE APPROVED.
- NO EXPOSED UTILITY BOXES, TRANSFORMERS, METERS, PIPING, EXCEPTING THE BACKFLOW PREVENTION DEVICE ETC. ARE ALLOWED TO BE LOCATED IN THE LANDSCAPE AREAS OR SETBACKS ON THE STREET FRONTS OF THE BUILDINGS. ALL TRANSFORMERS ETC. SHALL BE SHOWN ON THE SITE PLAN.
- TREES SHALL BE MAINTAINED IN GOOD HEALTH. TREES MAY NOT BE TRIMMED OR PRUNED TO REDUCE THE NATURAL HEIGHT OR OVERALL CROWN OF THE TREE, EXCEPT AS NECESSARY FOR THE HEALTH OF THE TREE AND PUBLIC SAFETY OR AS MAY OTHERWISE BE APPROVED BY THE DEVELOPMENT DEPARTMENT.
- LANDSCAPING MUST BE IN PLACE BEFORE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY.
- PRIOR TO FINAL INSPECTION, A WRITTEN CERTIFICATION, SIGNED BY A LANDSCAPE PROFESSIONAL, APPROVED BY THE DIRECTOR, SHALL BE SUBMITTED STATING THAT THE REQUIRED LANDSCAPING AND IRRIGATION WAS INSTALLED IN ACCORDANCE WITH THE LANDSCAPING AND IRRIGATION PLANS APPROVED BY THE PLANNING DIVISION, DEVELOPMENT DEPARTMENT.
- THE AMOUNT OF LIGHT SHALL BE PROVIDED ACCORDING TO THE STANDARDS OF THE DEPARTMENT OF PUBLIC WORKS. WHERE PROVIDED TO ILLUMINATE PARKING, SALES OR DISPLAY AREAS SHALL BE HIDDEN AND SO ARRANGED AND CONTROLLED SO AS NOT TO CAUSE A NUISANCE EITHER TO HIGHWAY TRAFFIC OR THE LIVING ENVIRONMENT, THE SPECIFICATIONS AND TYPES OF LIGHTING FIXTURES TO BE INSTALLED ON THE SITE SHALL BE SUBMITTED AND APPROVED BY THE PLANNING DEPARTMENT PRIOR TO ISSUANCE OF THE BUILDING PERMIT. SIGNS, OTHER THAN DIRECTIONAL SIGNS, IF APPLICABLE ARE NOT APPROVED FOR INSTALLATION AS PART OF THIS SPECIAL PERMIT. SUBMIT FOR SEPARATE MASTER SIGN PROGRAM OR SIGN REVIEW APPLICATION. APPLICATIONS AND REQUIREMENTS ARE AVAILABLE AT THE PLANNING DIVISION'S PUBLIC FRONT COUNTER. PROVIDE ORIENTATION MAPS AT ALL DRIVEWAY ENTRANCES TO THE SITE.
- WINDOW SIGNS ARE LIMITED TO 4 SQUARE FEET IN AREA PROVIDING INFORMATION ABOUT HOURS OF OPERATION AND EMERGENCY, SALE OR RENTAL INFORMATION ONLY EXTERIOR SIGNAGE SUCH AS BANNERS, FLAGS, AND PERMANENT ARE PROHIBITED. HOWEVER, A SPECIAL EVENT BANNER SIGN ANNOUNCING GRAND OPENINGS, NEW MANAGEMENT, ETC. ARE PERMITTED FOR 30 DAYS IF APPROVED BY THE DEVELOPMENT DIRECTOR, ATTACHED TO THE BUILDING AND NOT EXCEEDING 32 SQUARE FEET IN AREA.
- ALL HANDICAPPED PARKING STALLS SHALL BE PLACED ADJACENT TO FACILITY ACCESS RAMPS OR IN STRATEGIC AREAS WHERE THE HANDICAPPED SHALL NOT HAVE TO WHEEL OR WALK BEHIND PARKING VEHICLES WHILE TRAVELING TO OR FROM HANDICAPPED PARKING STALLS AND RAMPS.
- ROOF MOUNTED AND DETACHED MECHANICAL EQUIPMENT FOR COMMERCIAL AND OFFICE USES SHALL BE SCREENED FROM VIEW AND ACOUSTICALLY BAFFLED TO PREVENT THE NOISE LEVEL RATING FOR THE EQUIPMENT FROM EXCEEDING 55 LBN MEASURED AT THE PROPERTY LINE.
- FIRE HYDRANTS SHALL BE TESTED, PAINTED, NUMBERED AND APPROVED AND ALL SURFACES ACCESS ROADS SHALL BE INSTALLED AND MADE SERVICABLE PRIOR TO AND DURING CONSTRUCTION.
- TWO MEANS OF INGRESS/EGRESS MUST BE MAINTAINED DURING ALL PHASES OF DEVELOPMENT.
- DEED(S) OF EASEMENT(S) FOR THE REQUIRED DEDICATIONS SHALL BE PREPARED BY THE OWNER/DEVELOPER'S ENGINEER AND SUBMITTED TO THE CITY WITH VERIFICATION OF OWNERSHIP PRIOR TO ISSUANCE OF BUILDING PERMITS.
- CONTACT P.W. TRAFFIC ENGINEER @ 621-8800 10 WORKING DAYS PRIOR TO ANY OFF-SITE CONCRETE CONSTRUCTION.
- UNDERGROUND ALL EXISTING OFFSITE OVERHEAD UTILITIES WITHIN THE LIMITS OF THIS APPLICATION AS PER FMC SECTION 12-011, 8-801 AND RES. NO. 78-522/88-229.
- SIGNING AND STRIPING PLANS SHALL BE DONE BY THE DEVELOPER, SAID PLANS SHALL BE DONE PER THE CURRENT CALTRANS STANDARDS AND SHALL BE SUBMITTED AS PART OF THE SITE PLAN FOR THE CITY'S ENTITLEMENT TO PUBLIC WORK FOR REVIEW AND APPROVAL BY THE PUBLIC WORKS DEPARTMENT/ENGINEERING SERVICES.
- PARKING LOT GEOMETRIES TO BE DESIGNED PER THE CITY OF FRESNO PARKING MANUAL.
- MODIFY OR REPLACE EXISTING RAMPS TO MEET CURRENT PUBLIC WORKS STANDARDS, AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY. "DETECTABLE WARNING DEVICES" ARE REQUIRED IF NOT EXISTING. REF: PW STD DWG P-28, P-29, P-30, P-31 & P-32.
- WALKWAYS SHALL HAVE CHANGES IN LEVELS NO GREATER THAN 1/2"VERTICAL UNLESS BEVELED WITH A SLOPE OF 1(V)ERT IN 2(H)ORIZ) OR MAX 5% SLOPE.
- SUBMIT ENGINEERED STREET CONSTRUCTION PLANS TO THE PUBLIC WORKS DEPARTMENT.
- SUBMIT STREET LIGHTING PLANS TO THE PUBLIC WORKS DEPARTMENT/ TRAFFIC ENGINEERING.
- ALL IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS OF THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT OR STREET CONSTRUCTION PLANS AS REQUIRED AND APPROVED BY THE CITY ENGINEER. THE PERFORMANCE OF ANY WORK WITHIN THE PUBLIC STREET RIGHT-OF-WAY (INCLUDING PEDESTRIAN AND PUBLIC UTILITY EASEMENTS) REQUIRES A STREET WORK PERMIT PRIOR TO COMMENCEMENT OF WORK. ALL REQUIRED STREET IMPROVEMENTS MUST BE COMPLETED AND ACCEPTED BY THE CITY ENGINEER TO OCCUPANCY.
- THE REQUIRED 4' MINIMUM PATH OF TRAVEL SHALL BE PROVIDED ALONG THE PUBLIC SIDEWALK DIRECTLY IN FRONT OF PROPERTY, AS REQUIRED BY THE CALIFORNIA ADMINISTRATION CODE (TITLE 24). A PEDESTRIAN EASEMENT MAY BE REQUIRED IF REQUIREMENTS ARE NOT MET.
- ALL REQUIRED FIRE ACCESS LANES SHALL BE PROVIDED AND MAINTAINED WITH AN APPROVED "ALL WEATHER" SURFACE CAPABLE OF SUPPORTING 30,000 LB. VEHICLES (MINIMUM 4" OF BASE ROCK OVER COMPACTED OR UNDISTURBED NATIVE SOIL OR PER APPROVED ENGINEERED PLANS) YEAR-ROUND AND WITH 24 FEET MINIMUM WIDTH OR OTHER APPROVED METHOD THAT WOULD PREVENT SHOULDER DEGRADATION.
- PROVIDE A COVENANT FOR SHARED FIRE FIGHTING ACCESS AND WATER SUPPLY.
- URNS IN PRIVATE DRIVES FOR FIRE APPARATUS ACCESS SHALL HAVE A MINIMUM 44 FOOT CENTERLINE TURN RADIUS.
- ALL EXISTING DRIVEWAY APPROACHES WHICH NO LONGER PROVIDE ACCESS TO APPROVED VEHICLE PARKING AREAS SHALL BE REMOVED UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER. SUCH AREAS SHALL BE RECONSTRUCTED WITH CURB, GUTTER AND SIDEWALK TO MATCH EXISTING ADJACENT STREET IMPROVEMENTS. THIS WORK SHALL BE COMPLETED AND ACCEPTED BEFORE A PERMIT OF OCCUPANCY IS ISSUED OR THE BUILDING IS OCCUPIED. AUTHORITY FMC 11-259.
- A FEASIBILITY STUDY FOR ALL PROPOSED VACATIONS OF EXISTING RIGHTS OF WAY IS REQUIRED TO BE COMPLETED PRIOR TO BUILDING PERMITS.
- SUBMIT A SEPARATE MASTER SIGN PROGRAM OR SIGN REVIEW APPLICATION. APPLICATION AND REQUIREMENTS FOR SUBMITAL ARE AVAILABLE AT THE PLANNING DIVISION'S PUBLIC FRONT COUNTER.
- ALL FUTURE PROPOSED FENCES, HEDGES AND WALLS, ETC. SHALL BE REVIEWED AND APPROVED BY THE CITY OF FRESNO, PLANNING AND DEVELOPMENT DEPARTMENT PRIOR TO INSTALLATION.
- ALL HANDICAPPED STALLS SHALL BE LOCATED TO ALLOW THE SHORTEST PATH OF TRAVEL TO THE BUILDING ENTRANCE. THE STALLS SHALL BE MARKED WITH THE INTERNATIONAL SYMBOL OF SPACES AND A WARNING THAT VEHICLES IN VIOLATION OF SECTION 10-1017 OF THE MUNICIPAL CODE SHALL BE TOWED AWAY. THE INTERNATIONAL SYMBOL AND TOW-AWAY WARNING SHALL BE POSTED CONSPICUOUSLY ON SEVEN-FOOT POLES.
- PROVIDE FIRE LANES PER CA VEHICLE CODE: RED CURB WITH "TIRE LANE" IN 3" WHITE LETTERS EVERY 50 FEET. AT AC PAVING USE 6" RED STRIPE WITH "TIRE LANE-NO PARKING" PAINT; 3" MINIMUM, ON TOP OF RED STRIPE EVERY 50'
- REMOVE AND DISPOSE OF OVERHEAD STREETLIGHT CONDUCTORS AND WOOD POLE TO AN APPROVED SITE. LUMINAIRE FIXTURE AND BRACKET SHALL BE SALVAGED TO THE CITY OF FRESNO STORAGE YARD, CALL 621-1312 48 HOURS IN ADVANCE.

GENERAL NOTES

6

THE NORTH 126.00 FEET OF LOTS 26 THROUGH 37, INCLUSIVE OF BLOCK 3 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

EXCEPTING THAT PORTION OF LOTS 26, 27 AND 28, INCLUSIVE OF BLOCK 3 OF SAID LONG BROTHER'S ADDITION PREVIOUSLY GRANTED TO THE CITY OF FRESNO, IN DEED RECORDED JULY 14, 2009, AS INSTRUMENT NO. 2009-0095487, OFFICIAL RECORDS OF FRESNO COUNTY.

TOGETHER WITH THE SOUTH 79.00 FEET OF LOTS 21 THROUGH 25, INCLUSIVE OF BLOCK 3 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

EXCEPTING THAT PORTION OF LOT 25, INCLUSIVE OF BLOCK 3 OF SAID LONG BROTHER'S ADDITION PREVIOUSLY GRANTED TO THE CITY OF FRESNO, IN DEED RECORDED JULY 24, 2009, AS INSTRUMENT NO. 2209-0095487, OFFICIAL RECORDS OF FRESNO COUNTY.

TOGETHER WITH THE WEST 17.80 FEET OF THE SOUTH 79.00 FEET OF LOT 20, INCLUSIVE OF BLOCK 3 OF SAID LONG BROTHER'S ADDITION.

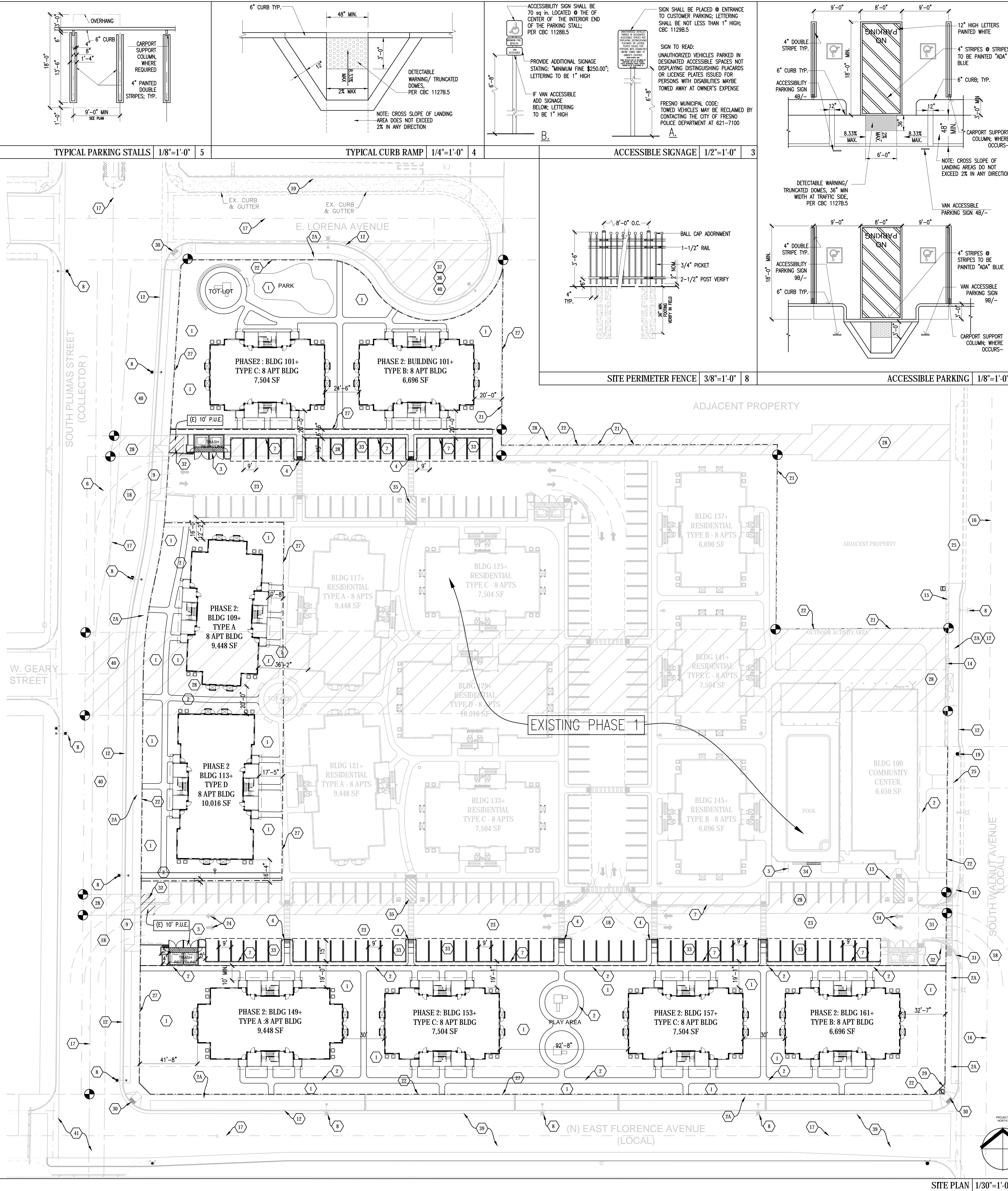
TOGETHER WITH THE NORTH 120.00 FEET OF LOTS 26 THROUGH 30, INCLUSIVE OF BLOCK 4 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

TOGETHER WITH THE WEST 18.80 FEET OF THE NORTH 120.00 FEET OF LOT 31, INCLUSIVE OF BLOCK 4 OF SAID LONG BROTHER'S ADDITION.

TOGETHER WITH THE SOUTH 93.00 FEET OF LOTS 1 THROUGH 25, INCLUSIVE OF BLOCK 4 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

PHASING PLAN NTS

7



SITE PLAN 1/30'=1'-0" 1



LEGEND

- (N) FIRE DEPARTMENT CONNECTION
- (E) FIRE HYDRANT
- (E) STREET LIGHT
- (E) CURB & GUTTER
- (E) PROPERTY CORNER
- (N) FENCE
- (N) CENTER LINE
- (N) PROPERTY/PARCEL LINE
- (E) PROPERTY/PARCEL LINE
- F.I.D. EASEMENT (20'-0" WIDTH)
- EASEMENT (SEE PARCEL MAP)
- STREET VACATION
- (N) SITE TRANSFORMER
- FIRE LANE PER CA VEHICLE CODE (SEE GENERAL NOTE #39)

KEY NOTES

- PROPOSED LANDSCAPE AREA
- PROPOSED ON-SITE WALKWAY
- EXISTING SIDEWALK AS PER PW STD P-5
- PROPOSED TRASH AND RECYCLE ENCLOSURE PER CITY STANDARDS
- PROPOSED ON-SITE ACCESSIBLE RAMP
- EXISTING BIKE RACK
- NOT USED
- (N) 6" CURB ; TYP.
- (E) STREET LIGHT
- (E) DRIVEWAY APPROACH PER PW STD P-2 & P-6. PROVIDE 10 FEET OF RED CURBING (3 COATS) ON BOTH SIDE OF DRIVE.
- (E) ELECTRIC BODY/Vault TO REMAIN
- NOT USED
- (E) CURB AND GUTTER PER PW STD P-5, OFFSITE
- (E) ACCESSIBLE PARKING PER STATE & FEDERAL REQUIREMENTS;SEE 2A
- EXISTING BUS BENCH
- DEDICATED 2' OF PROPERTY BEHIND BUS BAY TO ACCOMMODATE 10' SIDEWALK
- SECTION LINE
- CENTER LINE
- FIRE LANE ACCESS (44' RADIUS MIN.) PAINT CURB RED
- (E) FIRE HYDRANT
- (E) WROUGHT IRON FENCE; 42" HIGH - SEE DETAIL 8/- (NO GATES)
- EXISTING PROPERTY LINE
- (E) PARKING LOT TO PW STD. P-21, P-22 & P-23
- (E) PAINTED DIRECTIONAL ARROW.
- (E) SIDEWALK AND CURB AND PARKWAYS TO REMAIN
- NOT USED
- PHASE LINE OF WORK
- PREVIOUSLY VACATED STREET & ALLEYS
- DEDICATED CORNER CUT FOR PUBLIC STREET PURPOSES
- (E) STANDARD CURB RAMP PER CITY PW STANDARDS P-28 + P-32
- (E) DRIVEWAY APPROACH PER PW STD P-29 & P-76, W/10 FEET OF RED CURBING (3 COATS) ON BOTH SIDE OF DRIVE.
- (E) 30" STATE STANDARD "STOP" SIGN(S) AT LOCATION(S) SHOWN. SIGN SHALL BE MOUNTED ON A 2" GALVANIZED POST WITH THE BOTTOM OF THE SIGN 7" ABOVE GROUND LOCATED BEHIND CURB AND IMMEDIATELY BEHIND MAJOR STREET SIDEWALK, WHERE "RIGHT TURN ONLY" SIGN ALSO REQUIRED AT SAME LOCATION. INSTALL 10" x 14" STATE STANDARD SIGNS IMMEDIATELY BELOW THE STOP SIGN ON THE SAME POST.
- PROPOSED OPEN CARPORT
- COMMUNITY MAILBOXES; W/ADDED CAPACITY FOR PHASE 2
- ACCESSIBLE PARKING PER STATE & FEDERAL REQUIREMENTS;SEE 2B
- DEDICATED PROPERTY FROM STREET CENTER LINE FOR (E) CULDE-SAC
- (E) CUL-DE-SAC TO PW STD P-18
- NOT USED
- (E) 30' OF PAVING W/6" HIGH ASPHALT CONC. DIKE TO PW STD P-50
- (E) PERMANENT PAVING; PW STD P-50
- (E) "T" INTERSECTION SIGNED & STRIPED TO CITY OF FRESNO STANDARDS

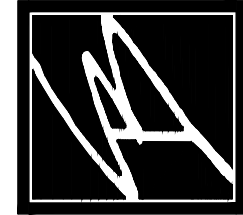
AREA CALCULATION

RESIDENTIAL TOTAL
8 BUILDINGS:
64,816 SF TOTAL
64 TOTAL UNITS
8 ONE-BEDROOM UNITS
32 TWO-BEDROOM UNITS
20 THREE-BEDROOM UNITS
4 FOUR BEDROOM UNITS

SITE AREA

APPROXIMATE TOTAL PH 2
SITE AREA = 107,500 SF (2.47 AC)
64 UNITS = 25.0 UNITS/ACRE
96 PARKING STALLS = APPX 1.5 / UNIT (64 CARPORTS)

SCOTT BECK ARCHITECT



10125 WASHINGTON BOULEVARD, SUITE 100 CULVER CITY, CA 90232 (310) 945-4925

SITE PLAN - PHASE 2

FRESNO EDISON APARTMENTS-PH 2

2255 S. PLUMAS ST., FRESNO, CA 93706

© 2015, SCOTT BECK ARCHITECT

DRAWN BY SSB

PHASE PROGRESS SET

SCALE AS NOTED

DATE 2-5-2016

JOB NUMBER 2006.009.07

A-1.1B

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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

www.fresnohousing.org

TO:	Board of Commissioners Fresno Housing Authority	DATE:	June 21, 2016
FROM:	Preston Prince CEO/Executive Director	BOARD MEETING:	June 21, 2016
AUTHOR	Quincy Boren Community Development Analyst	AGENDA ITEM:	
RE:	Magill Terrace- Approvals Needed to Apply for Funding		

Executive Summary

The Magill Terrace project is being prepared for a 2016 2nd Round Low-Income Housing Tax Credit ("LIHTC") application to the California Tax Credit Allocation Committee ("CTCAC") in June, 2016. Magill Terrace is an existing 20 unit Low-Income Public Housing property on 2.57 acres in Fowler, CA. Staff currently envisions the project as a complete demolition of the existing units, and the new construction of 60-units of affordable housing units with up to 3,600 sq.ft. of community building space. The project will also include the acquisition of 2 acres of adjacent vacant land to accommodate the additional units.

On June 23, 2015, the Board authorized a commitment to the Magill Terrace project of up to \$2,000,000 from the Housing Relinquished Fund Corporation ("HRFC"). Based on an analysis of tax credit applications submitted Round 1 2016, staff is recommending an increase to the level of HRFC commitment to \$2,850,000 in order to increase the competitiveness of the application.

As part of the next phase in the Magill Terrace 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 LIHTC 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 approval of a funding commitment from the Housing Relinquished Fund Corporation ("HRFC") in an amount up to \$2,850,000 for the development of the Magill Terrace project. The most recent development

pro forma (Exhibit B), detailed operating budget (Exhibit C) and 15-Year projections (Exhibit D) are attached.

2. Authorize approval of a Seller Financing loan from the Housing Authority of Fresno County to the Magill Terrace development in the amount of \$1,200,000.
3. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% LIHTC equity, (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) submission of an application for County of Fresno HOME funds, (d) applying and/or entering into agreements for HUD operating subsidy in the form of PBV or PBRA and (e) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
4. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and their designees to execute documents on behalf of the Housing Authority of Fresno County, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

Fiscal Impact

The fee for submission of the LIHTC application is \$1,000. Staff time and professional fees for performing pre-development activities and writing the application will be allocated to the approved pre-development budget. If funding is received, costs associated with staff time and pre-development activities would be reimbursed through the project.

Background Information

The Magill Terrace project currently has occupied housing units on approximately 50% of the project area. The existing units are on Fresno Housing Authority owned land. At the May 2015 Board Meeting, Staff was authorized to enter into a Purchase and Sale agreement for an additional 2 acres of adjacent land. The land is vacant except for a warehouse storage building that will be demolished. The site is located in a quiet residential neighborhood directly across the street from John Sutter Middle School. The site plan re-envisioned the site with two-story structures around a central community space, playground equipment and large open green space. The 40 additional units and new community building will increase density and provide for onsite services.

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

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CA

**RESOLUTION APPROVING SELLER FINANCING AND A HOUSING RELINQUISHED
FUND CORPORATION (HRFC) LOAN FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)**

WHEREAS, the Housing Authority of the City of Fresno, CA (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and

WHEREAS, the project requires a public funds commitment from the HRFC in order to be a competitive application; and

WHEREAS, the Authority desires to commit Seller Financing in the amount of \$1,200,000; and

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$2,850,000 from the HRFC board for the development of Magill Terrace;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolution (s) authorizing a seller financing loan in the amount of \$1,200,000 and accepting a loan from the HRFC in the amount of up to \$2,850,000 for the development of the Magill Terrace project and executed all related documents.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING TAX CREDIT ("LIHTC") APPLICATION FOR THE MAGILL TERRACE PROJECT, 401 NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-02)

WHEREAS, the Housing Authority of Fresno County, CA ("the Authority") seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APN's 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), and the improvements located thereon into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolutions approving financing application submissions for the Magill Terrace project and executed all related documents.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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, CA

**RESOLUTION APPROVING SELLER FINANCING AND A HOUSING RELINQUISHED
FUND CORPORATION (HRFC) LOAN FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)**

WHEREAS, the Housing Authority of Fresno County, CA (“the Authority”) seeks to expand the development and availability of long-term housing for low and moderate income households residing in the County of Fresno, California; 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, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and

WHEREAS, the project requires a public funds commitment from the HRFC in order to be a competitive application; and

WHEREAS, the Authority desires to commit Seller Financing in the amount of \$1,200,000; and

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$2,850,000 from the HRFC board for the development of Magill Terrace;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolution(s) authorizing a seller financing loan in the amount of \$1,200,000 and accepting a loan from the HRFC in the amount of up to \$2,850,000 for the development of the Magill Terrace project, and executed all related documents.

PASSED AND ADOPTED THIS 21st DAY OF JUNE, 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

Ownership Structure

Magill Terrace

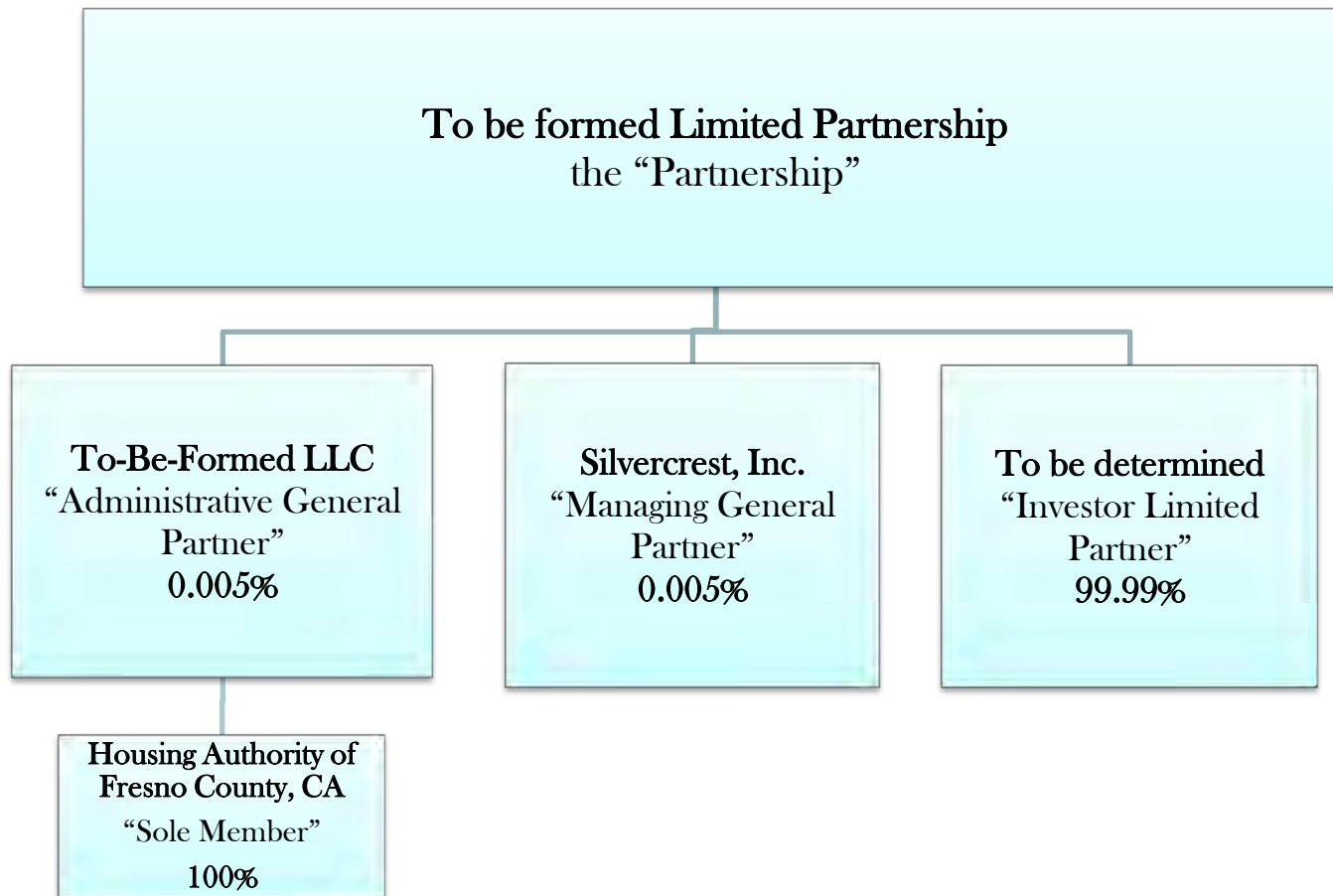


EXHIBIT B

Magill Terrace

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i> 2/23/16	<i>Amount</i> 6/21/16
HRFC Funds	\$2,000,000	\$2,850,000
Accrued/Deferred Interest	\$80,000	\$80,000
Deferred Developer Fee	\$0	\$309,403
Tax Credit Equity	\$17,046,388	\$16,180,036
Total Sources of Funds	\$19,126,388	\$19,419,439
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Construction Costs	\$12,741,400	\$13,143,646
Hard Cost Contingency	\$653,320	\$663,432
Relocation Costs	\$195,000	\$195,000
Professional Fees	\$654,765	\$771,253
Loan Fees and other Soft Costs	\$2,705,003	\$2,439,208
Reserves	\$176,900	\$206,900
Developer Fee	\$2,000,000	\$2,000,000
Total Uses of Funds	\$19,126,388	\$19,419,439

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i>	<i>Amount</i>
Seller Financing	\$1,200,000	\$1,200,000
Tax Credit Equity	\$655,000	\$655,000
Total Sources of Funds	\$1,855,000	\$1,855,000
Uses of Funds	<i>Amount</i>	<i>Amount</i>
Acquisition Costs	\$1,530,000	\$1,530,000
Demolition	\$325,000	\$325,000
Total Uses of Funds	\$1,855,000	\$1,855,000

*Draft as of 6/21/16

EXHIBIT C

Magill Terrace Residential Component Projected Stabilized Operating Budget

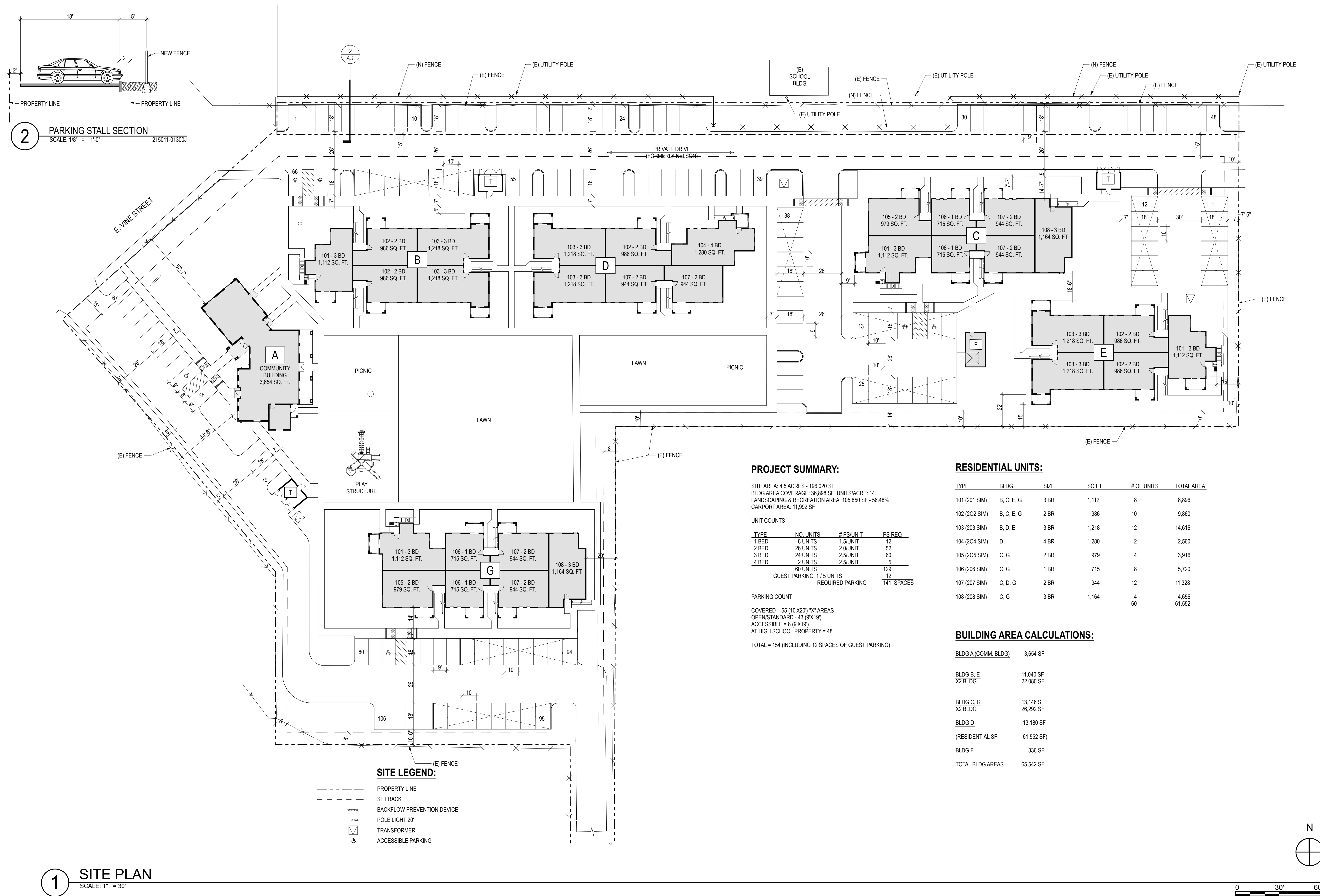
Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	1	30%	715	\$ 257	\$ 3,084
1 Bd./1 Bth. Subsidy**		30%	715	\$ 192	\$ 2,304
1 Bd./1 Bth.	2	45%	715	\$ 423	\$ 10,152
1 Bd./1 Bth. Subsidy**		45%	715	\$ 26	\$ 624
1 Bd./1 Bth.	3	50%	715	\$ 479	\$ 17,244
1 Bd./1 Bth.	2	60%	715	\$ 589	\$ 14,136
2 Bd./1 Bth.	3	30%	944-1218	\$ 295	\$ 10,620
2 Bd./1 Bth. Subsidy**		30%	944-1218	\$ 272	\$ 9,792
2 Bd./1 Bth.	2	45%	944-1218	\$ 494	\$ 41,496
2 Bd./1 Bth. Subsidy**	5	45%	944-1218	\$ 73	\$ 4,380
2 Bd./1 Bth.	9	50%	944-1218	\$ 560	\$ 60,480
2 Bd./1 Bth.	6	60%	944-1218	\$ 693	\$ 49,896
3 Bd./2 Bth	3	30%	1112-1164	\$ 325	\$ 11,700
3 Bd./2 Bth Subsidy **		30%	1112-1164	\$ 471	\$ 16,956
3 Bd./2 Bth	5	45%	1112-1164	\$ 555	\$ 33,300
3 Bd./2 Bth Subsidy **		45%	1112-1164	\$ 241	\$ 11,568
3 Bd./2 Bth	12	50%	1112-1164	\$ 632	\$ 91,008
3 Bd./2 Bth	4	60%	1112-1164	\$ 785	\$ 37,680
4 Bd./2 Bth	1	30%	1,280	\$ 347	\$ 4,164
4 Bd./2 Bth Subsidy**		30%	1,280	\$ 582	\$ 6,984
4 Bd./2 Bth	1	45%	1,280	\$ 603	\$ 7,236
4 Bd./2 Bth Subsidy**		45%	1,280	\$ 326	\$ 3,912
4 Bd./2 Bth	0	50%			
4 Bd./2 Bth	0	60%			\$ -
Manager's Unit-2 Bd./2 Bth.	1	N/A	1,218	\$ -	\$ -
TOTAL REVENUE	60				\$ 448,716

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	480	28,800
Advertising/Marketing	83	5,000
Legal and Accounting	133	8,000
Utilities (water, trash, electricity, gas, etc.)	833	50,000
Payroll: Onsite Manager(s)/Staff	1,500	90,000
Maintenance/Repairs	1,583	95,000
Real Estate Property Tax	83	5,000
Insurance	83	5,000
Services Amenities	400	24,000
Security Alarm	167	10,000
Contingency	250	15,000
Total Operating Expenses	5,597	335,800
Replacement Reserves	300	18,000
Total Operating and Reserve Budget	5,897	353,800

EXHIBIT D

MAGILL TERRACE RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS[illegible]

EXHIBIT E





Amendment to Contract Between CalPERS and the Boards of Commissioners of the Fresno Housing Authority

June 21st, 2016

Agenda

- Background
- Relevant & Applicable Government Codes
- Objectives
- Amendment Process
- Fiscal Impact
- Staff Education & Internal Controls Action Plan

Background

- The need for this amendment was discovered while the Human Resources Department was conducting:
 - General policy revisions
 - In-depth review of internal departmental controls
 - Review of current staffing levels and succession planning
- In partnership with AALRR legal counsel, we have why the contract amendment is needed
- The purpose of this amendment is to bring Fresno Housing in full compliance with two key pieces of CalPERS legislation

Government Code Section 20305 (July 1, 1980)

An employee whose appointment or employment contract does not fix a term of full-time, continuous employment in excess of six months (e.g. “*temporary employee*”) is excluded from this system unless: ... The person... completes 1,000 hours within the fiscal year, in which case, membership shall be effective not later than the first day of the first pay period of the month following the month in which ... 1,000 hours of service were completed.

Government Code Section 20283 (July 1, 1994)

- (a) Any employer that fails to enroll an employee into membership when he or she becomes eligible, or within 90 days thereof, when the employer knows or can reasonably be expected to have known of that eligibility shall be required to pay all arrears costs for member contributions and administrative costs of five hundred dollars (\$500) per member as a reimbursement to this system's current year budget.
- (b) An employer shall not pass on to an employee any costs assessed pursuant to subdivision (a).

Objectives

- Approve the resolution of intent to amend Fresno Housing's contracts, to remove the exclusion of "persons compensated on an hourly basis..." (e.g. *"temporary employees"*)
- This will allow CalPERS to allow an employee to request service credit for a period of time they were employed as "temporary," and will allow for the Agency to pay any corresponding employer pension contributions.

Process

- June 21, 2016: Approve Resolution of Intent to Amend Fresno Housing Authority's CalPERS Contracts
- 20-day waiting period during which CalPERS makes the necessary changes
- July 26, 2016: Approve Final Resolution to Amend

Fiscal Impact

- Some temporary employees were not enrolled when they should have been (Gov't Code 20305), and are entitled to CalPERS service credit for that time
- Arrears costs assessed for member contributions, and administrative costs of \$500 per member, pursuant to Gov't Code section 20283
- Staff is continuing to research the true number of current and former employees included in this group, and is partnering with CalPERS to obtain exact calculations on monies owed for these employees' member contributions

Action Plan

- CalPERS Educational Forums (staff administration of the program)
- CalPERS on-site visits (staff education on personal retirement management)
- Review and analysis of other Ca PHA CalPERS audits
- Ongoing partnership with AALRR legal counsel
- Process for obtaining and reviewing temp agency timecards / hours worked
- Leverage new employee on-boarding meetings, final separation meetings, and exit interviews as communication opportunities with staff

Questions or Comments?



Overview of the Homeownership Opportunities Program (HOP)

*Boards of Commissioners Meeting
Fresno Housing Authority
June 21, 2016*



Overview

- Summary of HOP Program
- HOP Program: 1982- 2015
- HOP Program: 2016 and Beyond

Summary of HOP Program

- Purpose: to provide homeownership opportunities to residents living in public housing.
- Created under Section 5(h) of the 1937 Housing Act. City program began in 1982, County program in 1992.
- Homebuyers had to meet certain income qualifications, pay rent, and perform general maintenance on the property.
- Agency would deposit a portion of the rent into a reserve account to be saved for the eventual purchase of the home.
- Homebuyer would take title to the property when they were able to finance a mortgage or pay in full the balance of the purchase price.
- Program benefitted both homebuyer and the Housing Authority.

HOP Program: 1982-2015

	City HOP	County HOP	Total
# of Homes Purchased	173	61	234
Total Cost of Properties	11,789,874	4,412,256	16,202,130
Average Cost per Home	68,150	72,332	69,240
# of Homes Sold thru 2015	168	56	224
Total Amount of Sales Proceeds	11,625,095	4,670,596	16,295,691
Average Sales Price per Home	69,197	83,403	72,749

- Total of 224 homes sold over 33 years.
- Generated over \$16 million dollars in program income, which was restricted for any type of Federal, State, or local affordable housing programs (24 CFR Part 906.15 and HUD Section 5(h)).

HOP Program: 2016 and Beyond

Program	Address	City	Occupancy	For Sale?
Fresno HOP	4283 W. Princeton	Fresno	Vacant	For Sale
Fresno HOP	1702 S. Recreation	Fresno	Occupied	Not for Sale
Fresno HOP	4524 E. Grove	Fresno	Occupied	Not for Sale
Fresno HOP	5177 W. Donner	Fresno	Occupied	Not for Sale
Fresno HOP	2340 S. Backer	Fresno	Vacant	Not for Sale
Sanger HOP	324 J St	Sanger	Vacant	For Sale
Sanger HOP	84 Redwood	Sanger	Vacant	Not for Sale
Sanger HOP	856 Church	Sanger	Vacant	For Sale
Sanger HOP	923 Holt	Sanger	Vacant	For Sale
Sanger HOP	969 Holt	Sanger	Vacant	Not for Sale

- Ten homes remain in the program, and are at varying stages in the resale process.
- Staff expects that all seven vacant properties will be ready for resale or sold by the end of 2016. Three homes remain occupied and are still participating in the program.

Questions or Comments?



Policy Update

*Boards of Commissioners Meeting
Fresno Housing Authority
June 21, 2016*

What is a Policy?

- A policy is a course of action used to guide and determine present and future actions.
 - Has broad application throughout the Agency
 - Helps ensure compliance with applicable laws and regulations
 - Enhances the Agency's mission and/or reduces risk
- Policies are approved by the Boards and implemented by Staff.
- Certain policies can be required by law or by other governments.

Policies Approved in 2015

Policy Name	Department	Board Approval Date
Procurement	Admin	Oct-15
Investment	Finance	Nov-15
Return to Work	HR	Jan-15
Pay Periods	HR	Mar-15
Payroll Taxes and Other Deductions From Pay	HR	Mar-15
Time Away from Work	HR	Jun-15
Change in Status	HR	Jul-15
Hours of Work	HR	Aug-15
Blood Donor	HR	Sep-15
Alcohol and Drug Abuse	HR	Oct-15
Attendance & Tardiness	HR	Oct-15

Policies to be Updated in 2016

Policy Name	Department	Timeline for Board Approval
IT and Electronic Communications	Admin	2016
Parking	Admin	2016
Records Management & Retention	Admin/HR/Ops	2016
Social Media	Admin/HR/Comm	2016
Public Records Request	Admin/Executive	2016
Signature Authority	Finance	2016
Insurance & Register	Finance	2016
Investment	Finance	2016
Recruitment and Employee Selection	HR	2016
Disciplinary Action	HR	2016
Smoking Policy	HR	Jan-16
Vehicle Use	HR/Admin	2016