



Boards of Commissioners Meeting

November 15, 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 November 15, 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 Board Meeting

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

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

The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention to the Authority after the posting of this agenda.

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

All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed the Consent Agenda and considered following approval of the Consent Agenda.

- a. Consideration of minutes of October 25, 2016 4
- b. Consideration of Contract Award – Printing Services 13
- c. Consideration of the Investment Policy 17

6. Informational

- a. 2017 Federal and Agency Budget Update 26
- b. Overview of Financing of Affiliated Limited Partnerships 27

7. Action

- a. Consideration of the Cooperative Agreement – California Affordable Housing Agency 29

8. Commissioners' Report

9. Executive Director's Report 36

10. Closed Session

CONFERENCE WITH LABOR NEGOTIATORS (§54957.6)

Agency designated representatives: (Preston Prince, Tracewell Hanrahan, Emily De La Guerra, Angie Nguyen)

PUBLIC EMPLOYMENT

Pursuant to Government Code §54597

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: 1911 Merced St., Fresno, CA (APNs: 466-206-50T and 51T)

Agency negotiator: Preston Prince

Negotiating parties: Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Fresno

Under negotiation: Terms

11. Report on Closed Session Items

12. Adjournment

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

Tuesday, October 25, 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, October 25, 2016 at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

1. The meeting was called to order at 5:08 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken by Monique Narciso, Administrative Assistant, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: ADRIAN JONES, Chair
 CRAIG SCHARTON
 STEVEN BEDROSIAN
 KARL JOHNSON
 CAINE CHRISTENSEN

COMMISSIONERS ABSENT: RUEBEN SCOTT, Vice Chair
 STACY VAILLANCOURT

The meeting was called to order at 5:08 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant, and the Commissioners present and absent were as follows:

COMMISSIONERS PRESENT: STACY SABLAN, Chair
 RENEETA ANTHONY, Vice Chair
 JIM PETTY
 NANCY NELSON
 VENILDE MILLER
 JOEY FUENTES

COMMISSIONERS ABSENT: LEE ANN EAGER

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, Deputy Executive Director; Angie Nguyen, Chief of Staff; Ken Price, Baker

Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

Ken Price, General Counsel, announced a letter that was sent to the Boards on October 24, related to item 6(e) and item 9. Mr. Price recommended amending the agenda to move the closed session item 9, Conference with Real Property Negotiators (Pursuant to Government Code § 54954.5(b)) to item 6(e), and adding item 6(f) as the Consideration of granting authority to the CEO to bid or submit a proposal on the land adjacent to the Central Office Development Area – “Lot 2”.

No public comment.

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

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

3. PUBLIC COMMENT

No public comment at this time.

4. CONSENT AGENDA

- a. Consideration of the Minutes of September 27, 2016
- b. Consideration of the 2017 Agency Calendar

There was no public comment.

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

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

5. INFORMATIONAL

- a. 2017 Federal and Agency Budget Update

Emily De La Guerra, Director of Finance and Administration, presented an update on the 2017 Federal Budget. Ms. De La Guerra's presentation included an overview of the Agency budget, the Federal Budget process, potential 2017 funding levels, major expenditure changes, and the budget timeline. Ms. De La Guerra explained that the implementation process for Yardi is over, and this will reflect a major change in the upcoming budget. Ms. De La Guerra announced that the Agency is ending their contract with CMTI effective December 31st of this year, which will result in a positive impact on the budget for 2017. Additionally, Ms. De La Guerra explained that Staff will also be renegotiating contracts with vendors which will have an impact on the budget.

Commissioner Anthony asked if the agency was going to request proposals for property management. Ms. De La Guerra described a previous request for proposals on property management services that resulted in GSF Properties and Winn Property Management being awarded the contract. Commissioner Anthony requested to know the terms of the contract.

Commissioner Scharton requested for feedback on how the properties are doing and how their quality is meeting the Agency goals.

Tracewell Hanrahan, Deputy Executive Director, explained the contract terms for the property management are for a total of five years, with each contract for one year. The Agency evaluates the contract annually for renewal.

Emily De La Guerra concluded her presentation acknowledging that the draft budget will be presented during November's Board Meeting.

No public comment.

b. Overview of Agency Structure and Associated Entities

Tracewell Hanrahan, Deputy Executive Director, presented an overview of the Agency's associated entities. Ms. Hanrahan announced that there are over 60 associated entities.

During the previous Board meeting, Commissioner Anthony requested to review the agency structure and spend some time explaining to the Board how these entities are related and how they are governed. Ms. Hanrahan announced this request will be presented in a few Board meetings, which will begin with this presentation as an introduction.

Tracewell Hanrahan spent some time discussing the types of entities, why they were created, and what their purpose was when they were created. Ms. Hanrahan continued

discussing specific entities such as Better Opportunity Builder, and Fresno Housing Education Corps.

Commissioner Anthony requested clarification regarding the memorandum in the Board packet stating that “Most of the single purpose entities were created by the Fresno Housing Authority Boards of Commissioners.” Ms. Hanrahan responded that was an error and it should say “all.”

Commissioner requested information on the to-date debt total for the single purpose entities, including future debt. Ms. Hanrahan explained that the single purpose entities have their own structure in which the debt is broken down. Ms Hanrahan continued to review examples of the structures of single purpose entities.

Tracewell Hanrahan concluded her presentation with reviewing some of requests that were made during the presentation to include presenting the financials of each entity.

No public comment.

c. Development Update

Michael Duarte, Director of Planning & Community Development, began his presentation by acknowledging the 30th anniversary of the creation of the Low-Income Housing Tax Credit (LIHTC). Mr. Duarte’s update included a summary of affordable housing demand in Fresno County, summary of tax credit development in the City and County of Fresno since 2009, a summary of Agency funds leveraged in development since 2008. Additionally, Mr. Duarte announced the CHPC report key findings.

Tracewell Hanrahan commented on the CHPC report key findings announcement, acknowledging Fresno Housing Authority contributions to the report. Ms Hanrahan stated that according to the report, the Agency has contributed to 30% of the Fresno County affordable homes and 90% of the City of Fresno homes.

Commissioner Anthony requested a legal opinion from the representative that works on the Agency’s liabilities.

There was further discussion on the Agency’s liabilities and the Agency’s liability processes.

Preston Prince announced that he had asked the Agency attorneys from Ballard Spahr to attend the November Board meeting.

Commissioner Nelson asked questions regarding the functions of LP, LLC’s, and Corporations in the event of a foreclosure.

Ken Price added that corporations and similar entities are for the protection of the members and the owners. Mr. Price stated that each specific entity protects assets from unrelated entities, and in the event of a foreclosure, creditors would not be able to get any assets from other entities. Mr. Price included that each entity is designed so in that event, no Fresno Housing assets could be lost.

Commissioner Sablan suggested that the Staff do as much work as possible prior to the attorneys from Ballard Spahr coming in November.

d. Update on Potential Partnerships to Improve Section 3 Outcomes

Angie Nguyen, Chief of Staff, presented an update on potential partnerships to improve Section 3 outcomes. Ms. Nguyen's update included the internal collaboration between Resident Services and Planning & Community Development teams, the HOPE Builds program, scholarship opportunities with local colleges and trade schools, and partnerships with Trade Unions that offer pre/apprenticeships opportunities.

Ms. Nguyen introduced Travis Alexander, Lead Local Field Representative for the Carpenters Union Local 701; and Mark Sanchez, Carpenters Union Local 701. Mr. Alexander provided the boards with a brief presentation on pre-apprenticeship program and their desire to explore a role for them on the continuum of opportunities provided to residents.

Members from both Boards expressed their support in a potential partnership with the Carpenters Union Local 701.

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

a. Consideration of Contract for Housing Authority Audits – Davis Farr

Emily De La Guerra presented the Boards with the recommendation to approve the contract extension with Davis Farr for the 2016 audits, starting from December 15, 2016 to December 14, 2017.

No public comment.

Commissioner Bedrosian motioned for the City Board's approval of the contract extension with Davis Farr. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the contract extension with Davis Farr was approved.

Commissioner Petty motioned for the County Board's approval of the contract extension with Davis Farr. This action was seconded by Commissioner Nelson, and

by unanimous vote of the Board of Commissioners for the County, the contract extension with Davis Farr was approved.

b. Consideration of Contract for Associated Entity Audits – Novogradac

Emily De La Guerra presented the Boards with the recommendation to approve the contract with Novogradac for the 2016 audits of the instrumentalities. The contract period is starting from December 15, 2016 to December 14, 2017.

No public comment.

Commissioner Bedrosian motioned for the City Board's approval of the contract with Novogradac for the 2016 audits. This action was seconded by Commissioner Scharton, and by unanimous vote of the Board of Commissioners for the City, the contract with Novogradac was approved.

Commissioner Petty motioned for the County Board's approval of the contract with Novogradac for the 2016 audits. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the contract with Novogradac was approved.

c. Consideration of Extension of Memorandum of Understanding – SEIU

Scott Fetterhoff, Director of Human Resources & Organizational Development, presented the recommendation for the Boards to authorize the CEO/Executive Director, or his designee, to negotiate and execute the collective bargaining contract extension between Fresno Housing Authority and SEIU, Local 521.

No public comment.

Commissioner Bedrosian motioned for the City Board's approval of the collective bargaining contract extension between Fresno Housing Authority and SEIU, Local 521. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the collective bargaining contract extension was approved.

Commissioner Anthony motioned for the County Board's approval of the collective bargaining contract extension between Fresno Housing Authority and SEIU, Local 521. This action was seconded by Commissioner Miller, and by unanimous vote of the Board of Commissioners for the County, the collective bargaining contract extension was approved.

d. Consideration of Magill Terrace Adjacent Land Acquisition

Michael Duarte presented the Boards with the recommendation to authorize the land purchase and acceptance of Deeds for the two parcels in Fowler, CA.

No public comment.

Commissioner Petty motioned for the County Board's approval of the Magill Terrace Adjacent Land Acquisition. There was one abstention from Commissioner Anthony. This action was seconded by Commissioner Fuentes and by majority vote of the Board of Commissioners for the County, the consideration for the Magill Terrace Adjacent Land Acquisition was approved.

Commissioner Scharton motioned for the City Board's approval of the Magill Terrace Adjacent Land Acquisition. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration for the Magill Terrace Adjacent Land Acquisition was approved.

e. CLOSED SESSION: Conference With Real Property Negotiators (Pursuant to Government Code § 54954.5(b))

This item was originally posted on the agenda as 9 and has been changed to take place after the Closed Session as item 6(e).

Public comment from Clifford Tutelian, President of Tutelian & Company. Mr. Tutelian presented a letter that was sent to the Board's of the Fresno Housing Authority. Mr. Tutelian referred the Boards to the July 26, 2016 Board meeting minutes item 8(a). Mr. Tutelian requested for the Boards to do further review and development on this item to ensure it is in line with agency goals, and CEQA Regulations.

The Boards went into closed session at approximately 7:44 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code § 54954.5(b))

Property: 1911 Merced St., Fresno, CA (APNs: 466-206-50T and 51T)

Agency negotiator: Preston Prince

Negotiating parties: Oversight Board of the Successor Agency to the Redevelopment Agency of the City of Fresno

Under negotiation: Price and Terms of Sale

The Boards went into open session at approximately 8:20 p.m.

- f. Consideration of granting authority to CEO to bid or submit proposal on land adjacent to the Central Office Development Area – “Lot 2” (1911 Merced St, Fresno, CA APNs: 466-206-50T and 51T.) CA APNs: 466-206-50T and 51T.)

This item was originally posted on the agenda as 6(e) and has been changed to take place after the Closed Session as item 6(f).

Michael Duarte presented the Boards with the recommendation to grant authority to CEO to bid or submit a proposal on land adjacent to the Central Office Development Area, also known as “Lot 2.”

Preston Prince emphasized during the presentation that the current development image is not a rendering. Mr. Prince explained that the presented images are used as analysis done by outside entities.

Ken Price recommended that the Boards instead authorize the Chairs to sign a letter expressing interest in the property. Mr. Price also recommended discussing the terms of expressed interest in closed session which does not preclude the Board from taking back the item to the Chair to make a bid in the future.

The following action was taken subsequent to the Closed Session on Real Property Negotiations.

Commissioner Nelson motioned for the County Board’s approval to generate a letter expressing interest in “Lot 2.” This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the approval to generate a letter expressing interest in “Lot 2” was approved.

Commissioner Bedrosian motioned for the City Board’s approval to generate a letter expressing interest in “Lot 2.” This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the approval to generate a letter expressing interest in “Lot 2” was approved.

7. COUNTY: NOMINATIONS FOR BOARD CHAIR AND VICE CHAIR FOR 2017-2018

Commissioner Petty announced that he would like to nominate himself for the County Board Chair.

Commissioner Anthony expressed support for Commissioner Petty and nominated herself for the County Board’s Vice Chair.

Commissioner Sablan nominated herself for County Vice Chair.

8. COMMISSIONER'S REPORT

Commissioner Sablan announced that the Executive Committee Meeting will be on November 9, 2016 and the next Board Meeting on November 15, 2016. Commissioner Sablan also announced the Board Retreat on December 2, 2016, will be held at Cedar Courts. Commissioner Sablan announced the social event for Commissioners, Executive Staff, and a guest will be held on December 2, 2016. Location to be announced.

Commissioner Sablan and Commissioner Jones will send an email out to the Boards regarding the items on the Board Retreat Agenda.

9. EXECUTIVE DIRECTOR'S REPORT

There was no additional information announced.

10. CLOSED SESSION

This item was originally posted on the agenda as item 9 and has been changed to take place after the Executive Director's report.

The Boards went into closed session at approximately 8:40 p.m.

PUBLIC EMPLOYMENT

Pursuant to Government Code §54597

The Boards went into open session at approximately 8:50 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 8:53 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: November 10, 2016

BOARD MEETING: Nov. 15, 2016

AGENDA ITEM: 5b

AUTHOR: Jeremy Matthews

SUBJECT: Approval of Intergovernmental Agreement for Multifunctional Printer Service

Executive Summary

The Fresno Housing Authority desires to maintain the highest quality, most efficient and most flexible options with regards to its printing and copying services. As part of ongoing systems analyses, the IT and Procurement departments conducted a review of the Agency's printer fleet. The analysis included matching printing and copying hardware to department needs, removing duplicative services, and aligning each piece of hardware under one concurrent contract term. The new agreement will allow the Agency more flexibility to meet the ever-changing printer needs, as well as cut overall operating expenses.

HUD procurement guidelines encourage Housing Authority's to purchase "supplies and services through a local, county or State government's supply, service or equipment contractor." This practice is also encouraged by the Office of Management and Budget (2 CFR § 200.318) because of the efficiency, and savings that are realized due to the streamlined procurement efforts and bulk purchasing rates. These types of inter-governmental agreements are commonly referred to as "Piggyback Justifications" (PBJ). The underlying Ricoh contract was procured as a PBJ, in accordance with 2 CFR § 200.32 U.S. Communities purchasing cooperative. Ricoh USA, Inc. was selected as the highest-rated and most cost-effective vendor to provide the necessary service and devices, and staff recommends approving the contract with Ricoh for multifunctional printing services.

Fiscal Impact

Currently, the Agency has a mixture of printing devices: some that are under lease with Ricoh, some that are leased with another vendor, and some that are owned and maintained by the Agency. This model has proven to be very inefficient and costly. Supplies and maintenance are much more expensive when purchased by Agency staff, as the Agency does not have access to bulk rates or the expertise to repair devices with the same speed and efficiency as a managed print services provider.

By approving this contract, the Agency will be agreeing to a three-year contract term with Ricoh, for an amount not-to-exceed \$127,060 annually. This amount will pay for the lease of 108 printing devices, and all maintenance, supplies and repairs. This is 14.6% reduction from the prior contract amount. There will also be additional savings because staff no longer has to keep specialized toner and supplies for the Agency-owned printing devices.

	Current	Proposed
Annual Maintenance & Lease	\$148,703	\$127,060
Annual Savings	-	(\$21,643)
Annual % Reduction	-	14.6%
Total Number of Devices	180	108
Total % Device Reduction	-	40%

Recommendation

It is recommended that the Boards of Commissioners approve the contract with Ricoh USA, Inc. as the provider for Agency printing and copying services, with a not-to-exceed amount of \$127,060 per year. The contract is for a three-year term, for a total contract amount of \$381,180. This contract also includes an option to reconfigure products after 18 months. Reconfiguration includes removing, adding, exchanging, or upgrading devices to take advantage of future technology enhancements. In addition, the contract allows for image volume flexibility to meet the needs of any increases or decreases.

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE APPROVAL OF INTERGOVERNMENTAL
AGREEMENT FOR MULTIFUNCTIONAL PRINTER SERVICE

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") desires to maintain the highest quality, most efficient and most flexible options with regards to printing and copying services; and

WHEREAS, Ricoh USA participates in the U.S. Communities Purchasing Cooperative, which provides the qualifications and price that are most advantageous to the Agency; and

WHEREAS, the Agency desires to contract with Ricoh USA for Multifunctional Print Services for three years, beginning December 1, 2016, for an amount not to exceed \$381,180; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve the three-year agreement of the Multifunctional Printer Service with Ricoh USA, and authorizes Preston Prince, Executive Director/CEO, or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 15th DAY OF NOVEMBER, 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 APPROVAL OF INTERGOVERNMENTAL
AGREEMENT FOR MULTIFUNCTIONAL PRINTER SERVICE

WHEREAS, the Housing Authority of Fresno County (the "Agency") desires to maintain the highest quality, most efficient and most flexible options with regards to printing and copying services; and

WHEREAS, Ricoh USA participates in the U.S. Communities Purchasing Cooperative, which provides the qualifications and price that are most advantageous to the Agency; and

WHEREAS, the Agency desires to contract with Ricoh USA for Multifunctional Print Services for three years, beginning December 1, 2016, for an amount not to exceed \$381,180; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County does hereby approve the three-year agreement of the Multifunctional Printer Service with Ricoh USA, and authorizes Preston Prince, Executive Director/CEO, or his designee, to execute all documents in connection therewith.

PASSED AND ADOPTED THIS 15th DAY OF NOVEMBER, 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

DATE: November 9, 2016

BOARD MEETING: Nov. 15, 2016

AGENDA ITEM: 5c

AUTHOR: Michael J. Mosley

SUBJECT: Annual Adoption of the Investment Policy

Executive Summary

The Board of Commissioners adopted the current Investment Policy at the Board Meeting on December 17, 2014. The purpose of the Investment Policy is to provide a clear understanding of the investment options available as authorized by 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999), HUD Notice 96-33 as extended by HUD Notice 02-13, and as authorized by California Government Code. The Boards of Commissioners may elect to further minimize investment risk by only authorizing specific investments found in the Investment Policy. The current Investment Policy elections represent a conservative investment strategy.

No change has been made to this policy since last adopted. This policy has been brought to the Boards of Commissioners for annual review and approval as required by California Government Code Section 53601.

Fiscal Impact

There is no fiscal impact.

Recommendation

It is recommended that the Boards of Commissioners of the Housing Authorities of the City and County of Fresno adopt the Investment Policy.

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

RESOLUTION NO:

**RESOLUTION TO ADOPT THE INVESTMENT POLICY
HOUSING AUTHORITY OF THE CITY OF FRESNO**

WHEREAS, the Housing Authority of the City of Fresno adopted the current Investment Policy on December 17, 2014, and,

WHEREAS, the Investment Policy references “The specific requirements for the investment of HUD funds are found in 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999) and HUD Notice 96-33 as extended by HUD Notice 02-13.” and,

WHEREAS, the Investment Policy has been brought before the Board for an annual review of the investment policy of the Housing Authority of the City of Fresno as authorized by the aforementioned regulations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the Investment Policy as presented.

PASSED AND ADOPTED THIS 15th day of November, 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 Board of Commissioners

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

RESOLUTION NO:

**RESOLUTION TO ADOPT THE INVESTMENT POLICY
HOUSING AUTHORITY OF FRESNO COUNTY**

WHEREAS, the Housing Authority of Fresno County adopted the current Investment Policy on December 17, 2014, and,

WHEREAS, the Investment Policy references “The specific requirements for the investment of HUD funds are found in 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999) and HUD Notice 96-33 as extended by HUD Notice 02-13.” and,

WHEREAS, the Investment Policy has been brought before the Board for an annual review of the investment policy of the Housing Authority of Fresno County as authorized by the aforementioned regulations,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Fresno County adopt the Investment Policy as presented.

PASSED AND ADOPTED THIS 15th day of December, 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 Board of Commissioners

INVESTMENT POLICY AND GUIDELINES

It is the purpose of this policy to establish procedures and guidelines for the investment of funds not needed for immediate day-to-day operations as they pertain to the Housing Authority of the City of Fresno and the Housing Authority of Fresno County (the "Agency"). This policy is intended to comply with the California Government Code Sections 53600-53609 and 53630-53686 as currently written. The specific requirements for the investment of HUD funds are found in 24 CFR Part 85 Subpart C, the Annual Contribution Contract (ACC), the General Depository Agreement (FORM HUD-51999) and HUD Notice 96-33 as extended by HUD Notice 02-13. It recognizes that Federal grant and loan programs may have specific requirements that are different from those set forth here. For situations where the California Government Code investment requirements differ from those of the Federal Government, the requirements that are more restrictive will be followed.

I. Investment Objectives

Section 53600.5 of the California Government Code outlines the primary objectives of a trustee investing public money. The primary objectives, in order of priority of the Agency investment activities shall be:

- A. **Safety:** Safety of principal is the foremost objective of this investment policy. Investments of the Agency shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the Agency to meet all operating requirements, which might be reasonably anticipated.
- C. **Return on Investment:** Investment return becomes a consideration only after the basic requirements for safety and liquidity have been met. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles consistent with the investment policy of the Agency, taking into consideration investment risk constraints and cash flow characteristics of the portfolio.

II. Investment Securities and Diversification

- A. **Maximum Term of Investments:** No investment shall be made in any security that at the time of the investment has a term remaining to maturity in excess of five years.
- B. **Authorized and Suitable Investments:** The Agency is empowered by the HUD Notice 02-13 (See Attachment A to the HUD PIH Notice 96-33) to invest HUD funds in the following:

1. United States Treasury Bills, Notes & Bonds.
2. Obligations issued by Agencies or Instrumentalities of the U.S. Government.
3. Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100 percent collateralized by securities listed in A & B above.
4. Insured Money Market Deposit Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in A & B above.
5. Certificates of Deposits provided they are insured by an agency of the Federal Government. Deposits in excess of the insurance limit should be limited to terms of no longer than 30-90 days with amounts in excess of the limit 100% collateralized by U.S. Government securities.
6. Sweep Accounts that are 100 percent collateralized by securities listed in 1) & 2) above.
7. Any other investment security authorized under the provisions of HUD Notice PIH 02-13.

Investment Types <u>Authorized by HUD Notice PIH 02-13</u>	Authorized By Investment <u>Policy</u>	*Maximum *Maximum <u>Maturity</u>	*Maximum Percentage <u>Of Portfolio</u>	*Maximum Investment <u>In One Issuer</u>
Local Agency Bonds	No	Not Specified	None	None
U.S. Treasury Obligations	Yes	Not Specified	None	None
U.S. Agency Securities, Including GNMA				
Mortgage-Backed Securities	Yes	Not Specified	None	None
Securities of Gov-Sponsored Agencies	Yes	Not Specified	None	None
Demand & Savings Deposits	Yes	Not Specified	None	None
Money Market Deposit Accounts	Yes	N/A	None	None
Local Government Investment Pool (with a perfected security interest)	No	N/A	None	None
Super NOW Accounts	No	N/A	None	None
Certificates of Deposit	Yes	Not Specified	None	None
Certificates of Deposit (in excess of \$250,000)	Yes	90 days	None	None
Repurchase Agreements	No	Not Specified	None	None
Reverse Repurchase Agreements	No	Not Specified	None	None
Separate Trading of Registered Interest and Principal of Securities (STRIPS)	No	Not Specified	None	None
Mutual Funds	No	Not Specified	None	None

* Based on the requirements set forth in HUD Notice PIH 96-33 extended by Notice PIH 02-13 or investment policy requirements, whichever is more restrictive. For situations where Federal Government investment requirements differ from those of the California Government Code, the requirements that are more restrictive will be followed.

The Agency is empowered by California Government Code Sections 5922 and 53601 to invest non-HUD funds in the following:

1. Bonds issued by local government agencies with a maximum maturity of five years (See Attachment B to the HUD PIH Notice 96-33).
2. United States Treasury Bills, Notes & Bonds.
3. Registered warrants, treasury notes or bonds issued by the State of California.
4. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies.
5. Obligations issued by Agencies or Instrumentality of the U.S. Government.
6. Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.
7. Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.
8. Any other investment security authorized under the provisions of Government Code 5922 and 53601.

Attachment A, HUD Approved Investment Instruments, and Attachment B, Government Code Section 53601, also provide a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. These attachments are included by reference in this investment policy.

Investment Types <u>Authorized by State Law</u>	Authorized By Investment <u>Policy</u>	*Maximum <u>Maturity</u>	*Maximum Percentage <u>Of Portfolio</u>	*Maximum Investment <u>In One Issuer</u>
Local Agency Bonds	Yes	5 years	None	None
U.S. Treasury Obligations	Yes	5 years	None	None
U.S. Agency Securities	Yes	5 years	None	None
Banker's Acceptances	No	180 days	40%	30%
Commercial Paper	No	270 days	25%	10%
Negotiable Certificates of Deposit	Yes	5 years	30%	None
Repurchase Agreements	No	1 year	None	None
Reverse Repurchase Agreements	No	92 days	20%	None
Medium-Term Notes	No	5 years	30%	None
Mutual Funds	No	N/A	20%	10%
Time Certificates of Deposit	Yes	5 years	30%	None
Money Market Mutual Funds	No	N/A	20%	10%
Mortgage Pass-Through Securities	No	5 years	20%	None
County Pooled Investment Funds	Yes	N/A	None	None
Local Agency Investment Fund	Yes	N/A	None	None
JPA Pools (other investment pools)	Yes	N/A	None	None

* Based on state law requirements or investment policy requirements, whichever is more restrictive. For situations where the California Government Code investment requirements differ from those of the Federal Government, the requirements that are more restrictive will be followed.

III. Prohibited Investments

Under the provisions of Government Code Section 53631.5, the Agency shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only STRIPS derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity. In addition, the provisions of Government Code Section 53601 et. seq. applies.

IV. Collateralization

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party and valued on a monthly basis. The percentage of collateralization on repurchase agreements will conform to the amount required under Government Code 53601(I)(2).

V. Safekeeping and Custody

All securities purchased or acquired shall be delivered to the Agency by book entry, physical delivery or by third party custodial agreement, including electronic delivery (Government Code 53601). A timely and complete confirmation and/or safekeeping receipt is required for each securities transaction. When a confirmation is accepted for book entry securities, such

confirmation must indicate the location if different from the bank or dealer issuing the confirmation. Book entry securities must be held in insured accounts.

VI. Diversification

It is the policy of the Agency to diversify its investment portfolio. The Agency will diversify its investments by security type and, within each type, by institution. To support the stated investment objectives, the portfolio must be constructed so as to minimize risk and maintain marketability. However, a portfolio consisting exclusively of LAIF and/or U.S. Treasury securities is acceptable. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following guidelines shall apply:

- A. The anticipated cash flow needs of the Agency should be considered when selecting investments. Portfolio maturities shall be matched against projected liabilities to avoid an over-concentration in a specific series of maturities.
- B. Maturities selected shall provide for stability and liquidity.
- C. Disbursement and payroll dates shall be covered by the scheduled maturity of specific investments, marketable U.S. Treasury Bills or notes or other cash equivalent instruments, such as money market mutual funds.

VII. Investment and Reporting Practices

Investment Authority: the investment authority will be vested in the Executive Director/CEO who may delegate such authority to duly capable personnel such as the Chief Administrative Officer, Chief Financial Officer, or Director of Finance.

Acceptable Dealers of Securities: Negotiable securities should be purchased or sold through a national bank; a California State chartered bank, or a brokerage firm having a national presence.

Exceptions to this policy may be approved by the Boards of Commissioners provided that the investment remains in compliance with the requirements of the Federal and/or State regulations as stated above.

The Investment Policy shall be reviewed and adopted by the Boards of Commissioners annually.

VIII. Supplementary Materials for Staff Review

- California Government Code Section 53601
- HUD Notice PIH 02-13
- HUD Notice PIH 96-33

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: November 10, 2016

BOARD MEETING: Nov. 15, 2016

AGENDA ITEM: 6a

AUTHOR: Emily De La Guerra

SUBJECT: 2017 Budget Update for Agency Operations, Housing Assistance Payments and Mixed Finance Housing

Executive Summary

As part of the Agency's 2017 budgeting process, staff will be presenting the Boards of Commissioners with information pertaining to the Federal budget, and the financial implications for the Housing Authorities. Discussion will begin with information on the general budgetary context within which HUD operates. This information will be followed by potential revenue risks for the next year, including the effects the Continuing Resolution and the Presidential and Congressional elections. Staff will also be presenting a high-level 2017 budget for Agency Operations, Housing Assistance Payments and Mixed Finance Housing, including supporting information on federal funding levels and other factors that have influenced budgeting decisions and priorities.

Recommendation

This item is informational only. No action is necessary.

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TTY (800) 735-2929

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TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince 
CEO/Executive Director

DATE: November 10, 2016

BOARD MEETING: Nov. 15, 2016

AGENDA ITEM: 6b

AUTHOR: Christina Husbands

SUBJECT: Overview of Financing of Affiliated Limited Partnerships

Executive Summary

Staff will provide an overview of the various funding sources including equity, soft financing and conventional debt for the following affiliated limited partnerships:

- Clovis Seniors Limited, LP (Silver Ridge)
- Fresno Villa Del Mar, LP
- Parc Grove Commons II, LP
- YEC Limited, LP (Yosemite Village)
- Kerman Acre, LP (Granada Commons)
- Sanger Seniors Ltd (Elderberry)
- Fresno Pacific Gardens, LP
- Renaissance at Santa Clara, LP
- Renaissance at Alta Monte, LP
- Fresno Renaissance at Trinity, LP
- Bridges at Florence, LP
- Parc Grove Commons Northwest, LP
- 802 Van Ness Avenue, LP
- Reedley Kings River Commons, LP
- Mendota RAD, LP
- Orange Cove RAD, LP

- Southeast Fresno RAD, LP
- Kingsburg Marion Villas, LP
- Viking Village Fresno RAD, LP
- Fultonia West/Cedar Heights Scattered Site, LP
- Firebaugh Gateway, LP
- Reedley Trailside Terrace, LP
- Fresno Edison Apartments, LP
- Lowell Neighborhood Project, LP
- Shockley Terrace LP

Recommendation

None at this time. Informational only.

BOARD MEMO

O (559) 443-8400

F (559) 445-8981

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Fresno, California 93721

TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Preston Prince



CEO/Executive Director

DATE: November 10, 2016

BOARD MEETING: Nov. 15, 2016

AGENDA ITEM: 7a

AUTHOR: Christina Husbands

SUBJECT: Consideration of Cooperative Agreement – California Affordable Housing Agency

Executive Summary

The California Affordable Housing Agency (CalAHA) desires to issue multifamily housing revenue bonds to acquire Kings View Manor and Estates (the “Project”), a 116-unit tax credit development located within the City of Fresno. As this is within the jurisdiction of the Housing Authority of the City of Fresno (the “Authority”), a Cooperative Agreement (the “Agreement”) is required to allow CalAHA to operate within the Authority’s jurisdiction, through the issuance of bonds, with respect to the Project, and to own and operate the Project.

At this time, Staff is requesting that the Boards of Commissioners approve entry into a Cooperative Agreement with CalAHA for the sole purpose of providing CalAHA with the jurisdiction and bonding capacity to accomplish the financing and acquisition of Kings View Manor and Estates located in Fresno, CA, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee to execute the Agreement, and any related documents.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority authorize entry into a Cooperative Agreement with the California Affordable Housing Agency and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee to execute the Agreement and any related documents.

Fiscal Impact

None. The Fresno Housing Authority will not be responsible and/or liable for any actions of CalAHA in connection with the proposed project acquisition.

Background Information

CalAHA is an agency comprised of established Housing Authorities for the purpose of preserving and increasing affordable and workforce housing through acquisition, development, rehabilitation and financing activities.

Kings View Manor and Estates is an existing 116-unit tax credit development for seniors 55 and over located at 949 E. Annadale Avenue in Southwest Fresno.

Exhibit: Draft Cooperative Agreement

RESOLUTION NO. _____

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

**AUTHORIZATION TO EXECUTE COOPERATIVE AGREEMENT WITH THE
CALIFORNIA AFFORDABLE HOUSING AGENCY AS IT RELATES TO KING’S VIEW
MANOR AND ESTATES (949 EAST ANNADALE AVENUE, FRESNO, CA 93706)**

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 California Affordable Housing Agency (the “Agency”) is authorized by Chapter 1 Part 2 of Division 24 of the Health and Safety Code of the State of California (the “Act”) to issue and sell its revenue bonds for the purpose of financing multifamily rental housing facilities located within an area of operation of the Agency; and,

WHEREAS, the Agency desires to issue multifamily housing revenue bonds (the “Bonds”) under the Act to acquire King’s View Manor and Estates located at 949 East Annadale Avenue (the “Project”), located in the City of Fresno, CA (“Fresno”); and,

WHEREAS, the Authority, having authority to operate within the City of Fresno area, has, in the interests of efficiency and economy, been requested by the Agency to allow the Agency to issue the Bonds under the Act to finance and acquire the Project; and,

WHEREAS, pursuant to Section 34324 of the Act, the Agency may act within the jurisdiction of the Authority with respect to the Project if the Authority and the Agency enter into a Cooperative Agreement to such effect;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, Ca, hereby authorizes entry into a Cooperative Agreement with the California Affordable Housing Agency, and further authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to execute the Agreement and any related documents.

PASSED AND ADOPTED THIS 15th DAY OF November, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

Reso City – Cooperative Agreement with the CA Affordable Housing Agency

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

COOPERATIVE AGREEMENT

THIS COOPERATIVE AGREEMENT (the "Agreement") is made and entered into as of the ____ day of November, 2016 by and between the California Affordable Housing Agency (the "Agency") and the Fresno Housing Authority (the "Authority").

WHEREAS, the Agency is authorized by Chapter 1 Part 2 of Division 24 of the Health and Safety Code of the State of California (the "Act") to issue and sell its revenue bonds for the purpose of financing multifamily rental housing facilities located within an area of operation of the Agency; and

WHEREAS, the Agency desires to issue multifamily housing revenue bonds (the "Bonds") under the Act to acquire the multifamily rental property listed in Exhibit A hereto (the "Project"), located in the City of Fresno, CA ("Fresno"); and

WHEREAS, the Authority, having authority to operate within the City of Fresno area, has, in the interests of efficiency and economy, been requested by the Agency to allow the Agency to issue the Bonds under the Act to finance and acquire the Project; and

WHEREAS, pursuant to Section 34324 of the Act, the Agency may act within the jurisdiction of the Authority with respect to the Project if the Authority and the Agency enter into a Cooperative Agreement to such effect;

NOW, THEREFORE, in consideration of the terms and conditions herein set forth it is mutually agreed as follows:

SECTION 1. The Agency shall be authorized and shall use its best efforts to provide for the financing of the Project subject, however, to the applicable provisions of the Act, including, but not limited to, Section 34324 of the Act, and the proceedings to be had and taken for the issuance of the above-described Bonds for such purpose.

SECTION 2. In exercising its rights under Section 1, the Agency may exercise within the area of operation of the Authority all of the powers of the Authority to issue the bonds with respect to the Project and to own and operate the Project as set forth in the Act.

SECTION 3. All costs and expenses incurred with respect to the issuance of the Bonds shall be paid solely from the proceeds of sale of the Bonds, or other legally available sources, and none of City of Fresno, the Authority or the Agency shall be, under any circumstances, liable therefor. All services necessary to accomplish the purposes of this Agreement shall be provided by the Agency and financed solely from the sources of funds mentioned in this Section.

SECTION 4. The sole purpose of this Agreement is to invest the Agency with the jurisdiction and bonding capacity to accomplish the financing and acquisition of the Project in the method and manner provided by the Act.

SECTION 5: The parties stipulate and agree that Authority will not be responsible and/or liable for any actions of the Agency in connection with the proposed acquisition of the Project.

IN WITNESS WHEREOF, the California Affordable Housing Agency and the Fresno Housing Authority have caused this Agreement to be executed by officers thereunto duly authorized as of the date hereinabove set forth.

CALIFORNIA AFFORDABLE HOUSING AGENCY

BY _____
Chairperson

FRESNO HOUSING AUTHORITY

BY _____
Chairperson

EXHIBIT A

The following property located in the City of Fresno, CA:

King's View Manor and Estates
949 East Annadale Avenue
Fresno, CA 93706
(116 units)


DRAFT

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 **DATE:** 11/10/2016
Fresno Housing Authority **BOARD MEETING:** 11/15/2016
FROM: Preston Prince  **AGENDA ITEM:** 9
CEO/Executive Director **AUTHOR:** Staff
SUBJECT: Director's Report – November 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.

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

Name of Property	Status	Description/Type	Total Units
541 @ South Tower and Cedar Heights	Stabilization	541 N. Fulton St and 4532 E. Hamilton Ave, Fresno, CA 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	Firebaugh Gateway

Name of Property	Status	Description/Type	Total Units
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
Parc Grove Commons NE (Veterans Phase)	Pre-Dev March 2017 Est. Closing	Clinton and Angus, Fresno, CA	40
Edison Plaza II	Pre-Dev March 2017 Est. Closing	2255 S. Plumas, Fresno, CA	64
Memorial Village	Pre-Dev March 2017 Est. Closing	302 K St, Sanger, CA	48
Magill Terrace	Pre-Dev March 2017 Application	401 Nelson, Fowler, CA	60
Oak Grove	Pre-Dev March 2017 Application	Bigger Street and Parlier Avenue, Parlier, CA	55

Project Highlights

The Fresno Housing Authority received several competitive Letters of Interest (LOI's) from investors for the Renaissance at Parc Grove, Fresno Edison Apartments Phase II, and Memorial Village tax credit transactions. The LOI's are currently being evaluated and final investor selections will occur before the end of November in order for due diligence activities for the March 2017 closings to begin.

October City Occupancy

October City Occupancy <u>98.55%</u>					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	8	96%
City AMP 2	8	244	243	3	99%
Southeast Fresno RAD	3	193	191	0	100%
Viking Village RAD	1	40	39	1	97%
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	12	98.55%

October City Occupancy (GSF Managed) <u>97.4%</u>					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Parc Grove	1	215	213	6	97.2%
Parc Grove - NW	1	148	147	3	98.0%
Yosemite Village	1	69	68	2	97.1%
Total City	3	432	428	11	97.43%

October County Occupancy <u>96.95%</u>					
COUNTY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
County AMP 1	6	150	144	3	98%
County AMP 2*	6	194	192	7	96%
County AMP 3	3	90	89	1	99%
County AMP 4**	4	152	151	4	97%
County AMP 5	2	52	52	3	94%
County AMP 6	5	112	111	4	96%
Granada Commons	1	16	15	1	93%
Total County	27	766	754	23	96.95%

*CO AMP 2 - Vacancies will not be filled (RAD Conversion)

October County RAD Occupancy <u>98.1%</u>					
SITE	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mendota RAD	1	124	123	3	97.6%
Orange Cove RAD	1	90	87	1	98.9%
Total County RAD	2	214	210	4	98.10%

October Special Programs Occupancy <u>97.05%</u>					
SPECIAL PROGRAMS	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mariposa Farm Labor	1	40	40	0	100%
Parlier Farm Labor	1	40	40	2	95%
Citrus Gardens	1	30	30	5	80%
Mendota Farm Labor	1	60	60	1	98%

Firebaugh Family Apts.	1	34	34	0	100%
Garland Gardens (CalHFA)	1	51	51	2	96%
Parkside Apartments (CalHFA)	1	50	50	1	98%
Total Special Programs	7	305	305	9	97.05%

PEOPLE

Overview

Fresno Housing works to respect community needs and knowledge – by listening, learning and researching – and respond to issues compassionately, intelligently, intentionally – by developing exceptional programs based on shared expectations.

Resident Services



Resident Engagement

#FHKids Earned Book Bucks for Good Grades and School Attendance

During the month of October, youth from Cedar Courts, Park Grove, and Sequoia Courts earned book bucks by showing report cards and school attendance records to Family Services Coordinators. Youth could earn up to \$60 (grade scale: A=\$10; B=\$7; C=\$3; absences: 0= \$10; 1=\$7, 2=\$4 3=\$2).

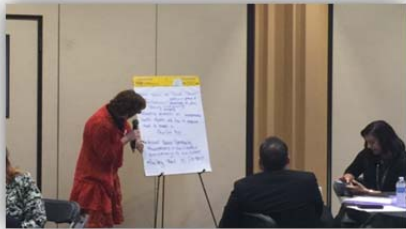
Book stores were held at three locations and youth could spend earned book bucks on school supplies, art supplies, books, and Halloween costumes. The goal of the October Book Buck event was to encourage youth to demonstrate their commitment to improving their grades and school attendance and rewarding those efforts. This event was supported by a mini-grant from Wells Fargo as part of the summer reading challenge and the grade level reading initiative.

Community Partner Engagement

32 Partner Agencies Attended the Inaugural Partner Breakfast 2016

On October 31st Resident Services hosted the inaugural Partner Breakfast at Parc Grove Commons. The purpose of the breakfast was to celebrate 2016 successes, and gather input on our collective efforts to

address the FH core priorities (Education, Health & Wellness and Wage Progression). More than 50 agencies confirmed attendance, and representatives from 32 community partner agencies were present; attendees participated in group roundtable discussions about key issues: programming, accountability and collective impact. Discussion points and insights were captured on flip charts by discussion leaders. Roundtable discussions were facilitated by Sabrina Kelley, Resident Services Manager and Keith Bergthold, CEO Fresno Metro Ministry. Next steps include: resident Services team will use partner input/insights to inform resident services programming and partner engagement goals for FY2017.



Cedar Court RAD

Healthy Lifestyles-Conversation Hour

Centro La Familia Advocacy Services continued their support group called "Conversation Hour". Residents are encouraged to attend and participate in activities such as arts and crafts, healthy eating, stress and mental health issues. Workshop will be offered every other Tuesday from 10:00 am – 11:30 am.

Mountain View South RAD

Youth Literacy-Reading & Beyond Program

Reading & Beyond After School Program continues at Mountain View South for youth Kinder to 4th grades. Classes will be offered from 3:00pm – 5:30pm on Monday and Wednesdays.

Kuffle Terrace North

Youth Literacy-Afterschool Program

Reading & Beyond After School Program continue at Kuffle Terrace North for youth Kinder to 4th grades. Classes will be offered from 3:00pm -5:30pm on Tuesday's and Thursdays.

Wedgewood Commons & Marion Villas

CA Rural Tobacco

A representative from CA Rural Tobacco met with residents to discuss second-hand smoke how it affects non-smokers. Information and brochures were provided for residents to share with family and friends.



Marion Villas

Marjaree Mason Healthy Lifestyles & Relationships

A representative from Marjaree Mason discussed what a healthy relationship should be. She discussed different types of relationships with spouses, children, and friends. Unhealthy relationships were discussed and signs of being in an unhealthy relationship. Many of the residents shared some of their stories and discussed how they felt during their situations.

Senior Taxi Scrip

Representatives from the Senior Taxi Scrip Program presented information on how seniors can benefit from this program. The program is designed for residents who are 70 years of age or older. Seniors receive a 75% discount on taxi fares by purchasing taxi scrip. Information on locations to purchase, how to use, and rules were presented to the residents.



Success Stories

Meet the Holguin family, Ms. Holguin, her husband David and their three Children Joseph (9), Nathaniel (8), and Lillian (2). The family did not have the funds for a security deposit and are on a fixed Income (TANF). She requested assistance with locating housing. After requesting assistance from FHA, she ended up meeting with an owner who currently participates in our program. Mr. Ford met with the family, conducted his interview and decided to rent one of his available units in Fresno. Mr. Ford took into consideration that the family was a new admission and most of their rent is covered by HA.

Ms. Halford was referred to the Housing Navigator close to the end of her 90 day move-out notice. She did not have a place to stay, making her homeless and living on streets which added to her other barriers of not having funds for a security deposit or application fees. The Housing Navigator was able to assist with filling out an application at La Villas Apartments where all the utilities are included with the rent and was affordable to Ms. Halford. In an effort to expedite the process, the Housing Navigator assisted with the RFTA acceptance and the inspection. He conducted himself which required two inspections after failing the first time, but he encouraged the owner to immediately fix the repairs and he would go back the next day to re-inspect. Fortunately for Ms. Halford, the owner made the necessary repairs and the unit passed the next day!

Currently there are 32 new Housing Navigator referrals pending and 29 of those referrals have no security deposit barriers identified with two of them having previous evictions.

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.

Leasing Update

During the month of October 2016, the following leasing activity took place for the Housing Choice Voucher (HCV) program.

There were 113 new vouchers issued to HCV City and County applicants to search for housing. We continue to be busy processing and accepting Requests for Tenancy Approval (RFTA) packets as the volume remains high. There were 273 combined city and county applicants that found housing and submitted their RFTAs in the month of October.

In addition, for the month of October 2016, there were 193 families that leased up and new HAP contracts were executed for both the city and county. We will continue to lease in the upcoming months.

OCTOBER COUNTY ACTIVITIES

Wellness Fair

The Annual Fresno Housing Authority Wellness Fair was held on October 28, at Parc Grove Commons. The benefits session was postponed to a later date. There were over thirty new and returning vendors focused on promoting health management and healthy lifestyles. Flu shots were also available for participating Kaiser or United Health Care members. The fair was held between the hours of 11 – 2 p.m. and had plenty of giveaways, over 25 raffle prizes, and all in attendance were provided with lunch from Sam's Deli.

Firebaugh Night Out

On October 4, the Firebaugh Police Department hosted the Firebaugh Night Out at Maldonado Park. The Firebaugh High School Varsity Cheerleaders performed throughout the night along with a movie showing and popcorn to enjoy. There were bounce houses, informational booths, and a booth from the

Fresno Housing Authority in which books were given away. A meal of hot dogs, chips, and ice cream was also provided free of charge.

Firebaugh Gateway

On October 17, the Fresno Housing Authority (FH) opened its application process for the new Senior Housing Complex in Firebaugh, Firebaugh Gateway Apartments. Applications are accepted online at the FH website: www.fresnohousing.org. Construction is expected to be completed by mid December 2016.

OCTOBER SPECIAL PROGRAM ACTIVITIES

PARLIER MIGRANT CENTER – The Parlier Migrant Center (PMC) was scheduled to close on October 1, 2016, however, approval was received from the Office of Migrant Services (OMS) in Sacramento for a first, second, and third extension beyond the original closing date. First extension period was from October 2, to October 16, 2016. The second extension period was from October 17 to October 31, 2016. The process of signing contracts and collecting rent for the third extension has begun and will cover the time period of November 1 to November 14, 2016.

PARTNERSHIP

Overview

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

Fresno Housing is exploring several partnerships in the course of pre-development activities.

Planning & Community Development

Project	Organization	Role
Renaissance at Parc Grove	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
Firebaugh Transit/ Transportation Study	UC Davis Center for Sustainable Transit Fresno Council of Governments	Research and survey transit needs in the Firebaugh community, potential pilot transportation project

Resident Services

Limited Preference Homeless Program: Stories from the Front

The Fresno Housing Limited Preference Homeless Program is targeted for families/individuals in homeless assistance programs and/or initiatives when necessary to prevent homelessness, based on referrals from identified partner agencies. Fresno Housing utilized this program in working with Turning Point of Central California (TPOCC) as they repurposed one of their transitional housing programs to a permanent supportive housing program through the HUD Continuum of Care Notice of Funding Availability. TPOCC had fourteen (14) families who would no longer be eligible for assistance under the new program and while they had completed the transitional housing program, rental assistance was necessary to prevent imminent homelessness.

One TPOCC participant entered the Fresno Housing Limited Preference Homeless Program approximately six (6) months ago. Having two (2) years of sobriety gained while in TPOCC's program, she used the housing stability of the FH program to regain custody of her four (4) children. She is currently enrolled in Fresno Adult School GED courses with the goal of becoming a Certified Nursing Assistance. She is also currently working through the CalWORKs work program at Neighborhood Thrift Store.

This is an example of goals of Fresno Housing: collaboration with community partners to support residents and housing as a platform to build education and wage progression.

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

Over the past month, Finance staff has been working to prepare the first draft of the Agency budget. Since the revenue to the Agency is mainly dependent on federal funding, staff has been closing watching and analyzing the federal budget process and the results of the Presidential and Congressional elections. The team has been reviewing staffing levels, potential revenue sources and expenditure priorities for 2017, as we wait for election results to come in.

Administrative Services

Procurement and Facilities

Facilities staff continues to coordinate the final phase of carpet and paint upgrades within the Central Office. We are also happy to report, that the Helm Home has new tenants! FUSD will occupy the first floor of the main Helm Home building as well as the Carriage House at the back of the property. Facilities has coordinated the procurement of furniture for the reception areas of both locations, installed roller shades, and an upgraded the alarm system.

Procurement staff has issued an RFP for General Contractor/Construction Management Services for the Oak Grove and Magill Terrace sites. The Agency is looking forward to receiving proposals from qualified firms by the 11/30 proposal submittal due date. In addition, an RFQ has been issued to form a pool of Architects for future design services. It also has an 11/30 proposal submittal due date. Procurement is also working to finalize the IFB for Trade Services to provide for various Maintenance and Repair operations across Fresno County.

Human Resources

The Human Resources Department organized, and with assistance from Communications, IT, and Administrative Assistants hosted the Agency's Annual Wellness Fair at Parc Grove Commons on Friday, October 28th. 34 vendors were in attendance from organizations such as CalPERS/Voya, Fresno State, Halcyon, MetalMark Climbing & Fitness and Raw Fresno. Kaiser Permanente and United Healthcare were also invited and administered over 60 flu shots to employees. The Wellness Fair was a great success and feedback received from the Agency has been very positive. Staff were pleased by how well-organized the event was and by the number and variety of vendors. In addition, both the vendors and staff were excited about the complimentary lunch provided by Sam's Italian Deli. Vendors were impressed by the event turnout and expressed their appreciation for the invitation. We expect them to return for next year's Annual Wellness Fair.

On the heels of our Housing Management Department workforce analysis project, Human Resources was proud and excited last week to announce several promotions. We expect this project, these staffing moves, and a strategic commitment to training and development to help provide a strong foundation for maximizing talent, improving client service efficiencies and achieving greater productivity. The Human Resources Department continues to be focused on recruiting for positions within the Housing Management, Housing Choice, Community Development and Accounting departments. In addition, we are pleased to announce the following new hires and promotions within the Agency:

Robert Kennedy, Senior Systems Administrator (new hire)

Doug Graham, HQS Inspector (promotion)

Stephanie Miller, Senior Housing Specialist (promotion)

Minnita Johnson, Senior Leasing Specialist (promotion)

Elizabeth Aragon, Property Specialist II – Alta Monte/Trinity (promotion)

Yia Yang, Property Specialist II - Pinedale (promotion)
Frances Bunn, Property Specialist II – Inyo/Pacific Garden (promotion)
Bryan Butler, Property Specialist II – Monte Vista/Viking (promotion)
Adriana Rudd, Property Specialist II – Marcelli/Garland/Biola (promotion)
Maria Ramirez, Property Specialist II – Gateway/Mendota Farm Labor (promotion)
Josefina Valenzuela-Beltran, Property Specialist II – Maldonado/Elderly (promotion)
Gloria Pulido, Property Specialist II – Wedgewood/Memorial (promotion)
Lori Padilla, Property Specialist II – Trailside/Reedley/DelRey (promotion)
David Price, Community Coordinator – Yosemite/Mariposa Meadows (promotion)
Sylvia Rocha, Community Coordinator – Sequoia Courts/ Sequoia Terrace (promotion)
Laura Robison, Community Coordinator – Firebaugh Super Site (promotion)
Nancy Mares, Community Coordinator – Parlier Migrant Center (promotion)
Larry Marx, Maintenance Specialist (promotion)
Sam DeLaPena, Maintenance Specialist (promotion)
Marc Jessee, Maintenance Specialist (promotion)
Gary Shipman, Maintenance Lead (promotion)
Sam Ramos, Maintenance Lead (promotion)

Finally, collective bargaining contract negotiations with our Union partners concluded last week and several members of the HR team were instrumental in preparing for and contributing to our negotiation sessions.

IT Services

Information Technology:

IT is proud to announce that we have filled the position of Sr. Systems Administrator. Rob Kennedy comes to the Agency with vast experience managing systems throughout the Valley. Rob will be a key partner during the CMTi transition, and we believe that Rob's experience will be instrumental in overseeing the helpdesk, managing our network, and any supervising future IT related projects.

Yardi

The Agency went live with Yardi for all of our Tax Credit, RAD, and LP properties on October 17th. This implementation represents the last group using legacy software.

During the month of November staff will start the implementation of Mobile Maintenance. This functionality is one of the driving factors behind the decision to use Yardi. Prior to Yardi, maintenance workers operated under a paper system that required them to check in with the office staff for dispatch, communication, and materials. The mobile app lets them communicate in real time with not just written information but also pictures, voice memos, and electronic signatures. One additional feature is the ability for residents to submit a maintenance request through an online portal (Rent Café). We believe that this improved flow of communication will improve the efficiency and timeliness of when repairs are completed.

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.



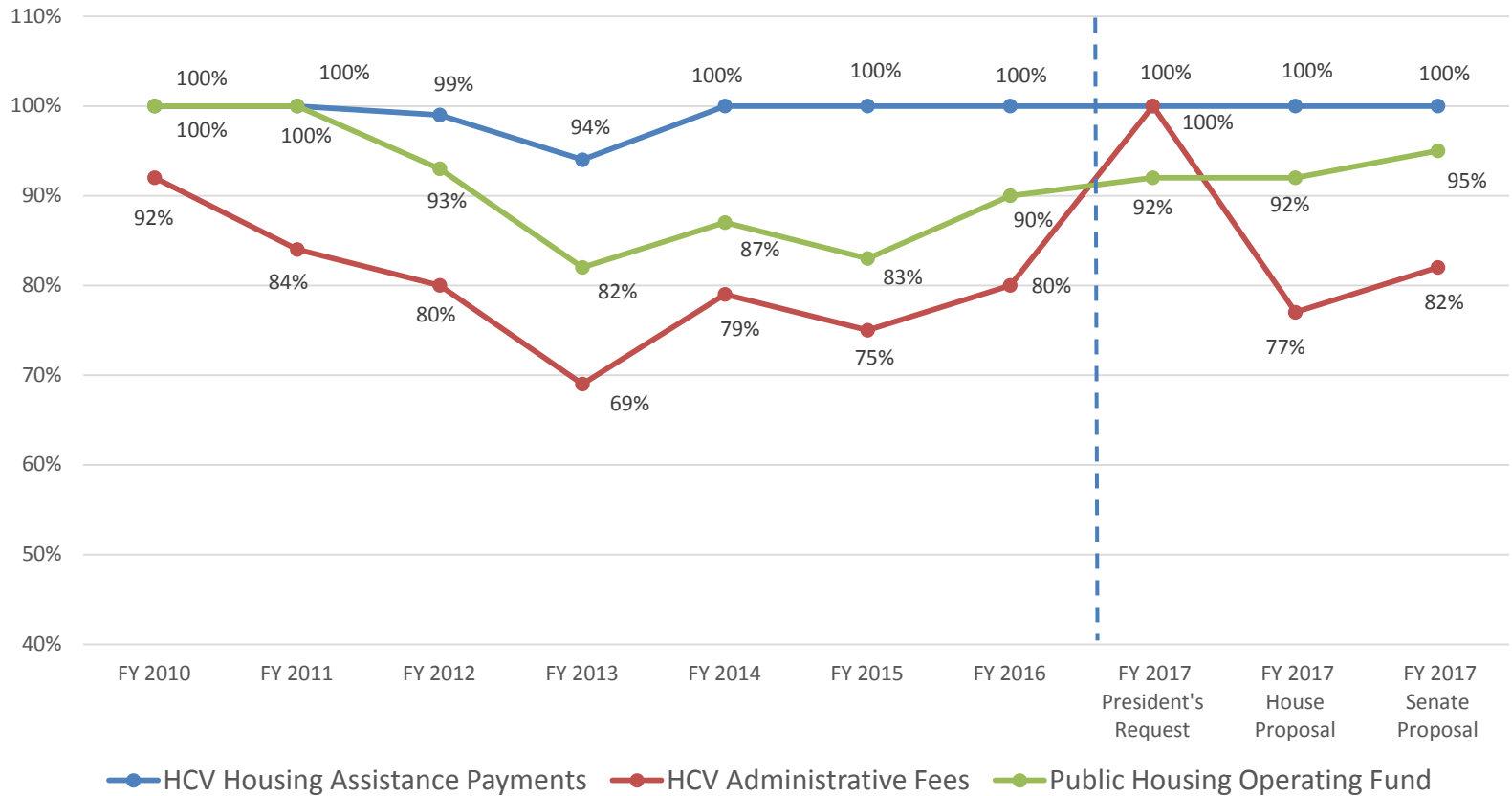
2017 Budget Update

*Fresno Housing Authority
Boards of Commissioners Meeting
November 15, 2016*

2017 Federal Budget

- The current Continuing Resolution (CR) is in place through December 9th, which funds the government at current FY16 levels.
- Most likely scenario is that another CR will be passed before Dec. 9th and go through February or into March.

Funding Levels



2017 Budgeted Funding Levels

	FY 2016 Agency Funding	FY 2017 House Proposal	FY 2017 Senate Proposal	FY 2017 Agency Budget
HCV Housing Assistance Payments	100%	100%	100%	100%
HCV Administrative Fees	84%	77%	82%	72%
Public Housing Operating Fund	90%	92%	95%	90%

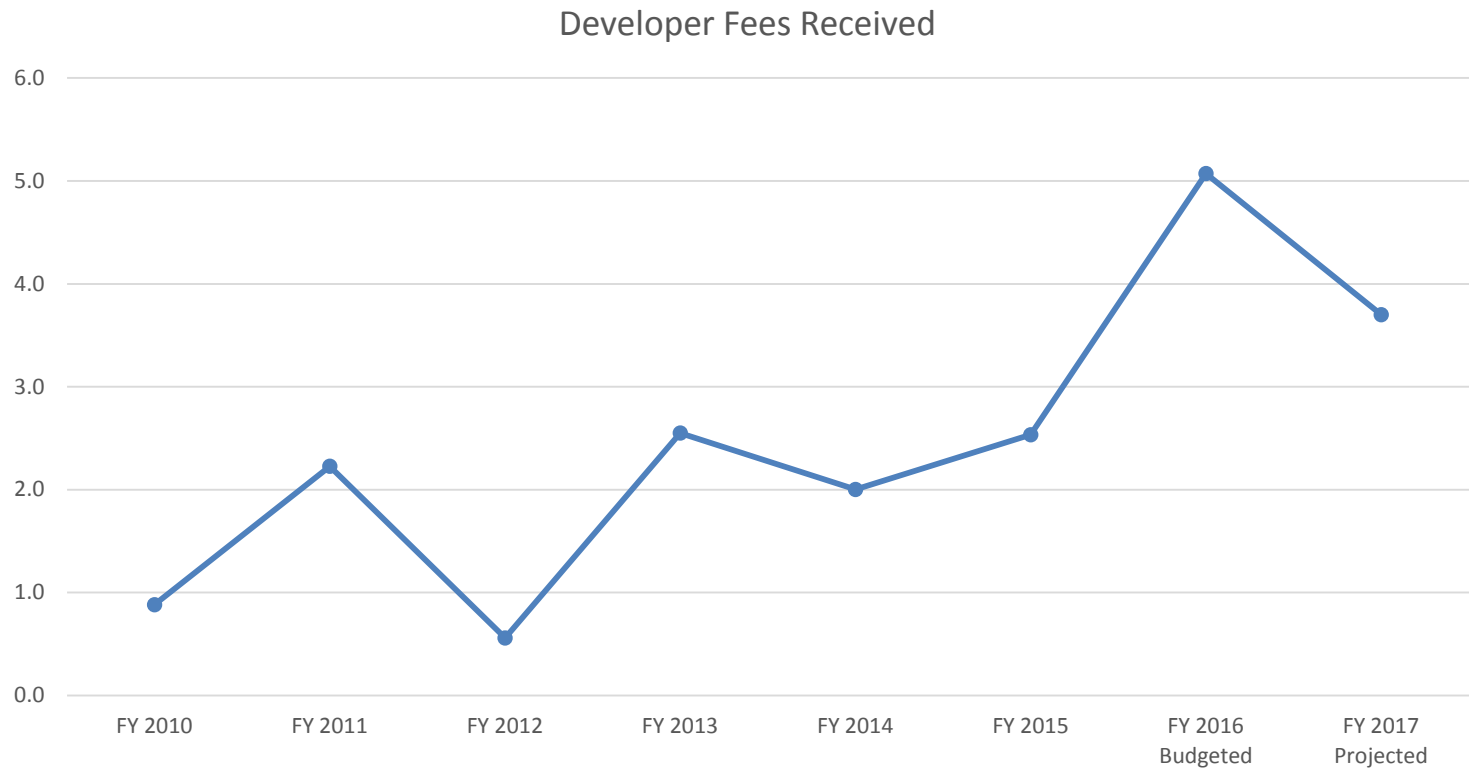
- As an Agency, we are choosing to be more conservative in our 2017 budget figures, until we hear otherwise.

2017 Admin Fee Proration Levels

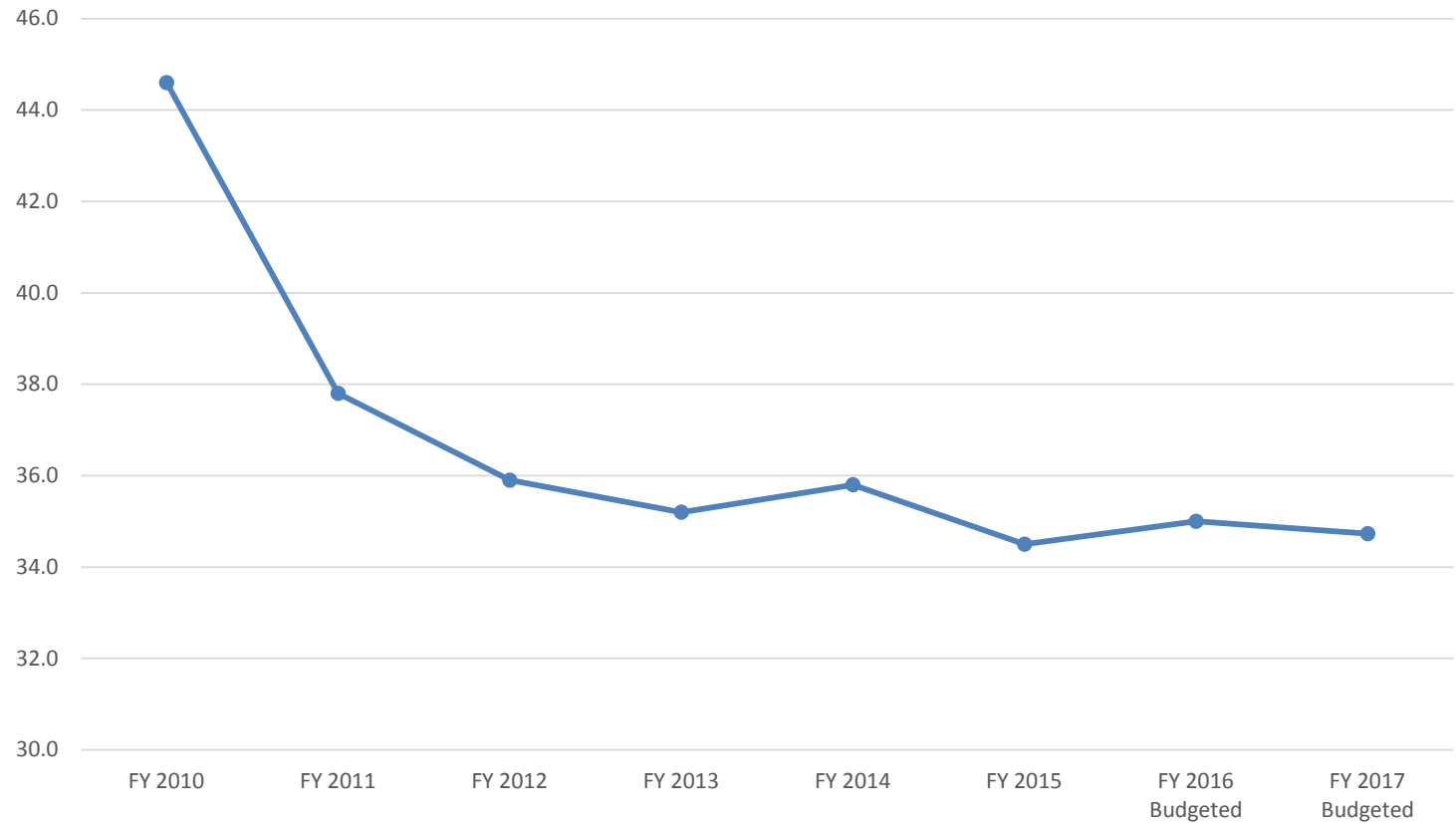
Proration Rate	Annual Funding	Change from 2016 Funding
84%	9,117,675	-
80%	8,931,593	(186,082)
78%	8,708,303	(409,372)
76%	8,485,013	(632,662)
72%	8,038,433	(1,079,242)
70%	7,815,144	(1,302,531)
68%	7,591,854	(1,525,821)

- Sensitivity analysis showing how our HCV Admin Fee funding is impacted by changes in proration rates.

2017 Developer Fees



2017 Expenditure Levels



2017 Net Income

	2016 Budget	2017 Budget	Variance
Total Revenue	36.42	35.85	(0.57)
Total Expenses	35.01	34.73	(0.28)
Net Income	1.41	1.12	(0.29)
<i>Unrestricted Net Income</i>	<i>0.36</i>	<i>(0.58)</i>	<i>(0.94)</i>

- Overall, revenue and expenses are currently budgeted less than 2016 levels.

Potential Budget Adjustments

- **HUD Revenue:** Proration levels could change, possibly go up or down.
- **Developer Fee Revenue:** Staff is analyzing Developer Fees due to the Agency and timing of when they will be received. More than likely, the 2017 budgeted revenue will increase.
- **Staffing:** Agency currently has 10 open positions in the Budget. We are assessing if we still need those positions or if we implement a hiring freeze.
- **Contract Amounts:** Based on potential budget cuts, we could re-prioritize goals and objective to further reduce contract spending.
- **Other Expenditures**

Budget Timeline

- Throughout November & December: Budget adjustments made based on Board comments, changes in information, and further budget analysis.
- December 20th: Adoption of 2017 Budget



Overview of Financing of Affiliated Limited Partnerships

November 15, 2016

Limited Partnerships Financing

- **Investor Equity** - reflects the amount of equity contributed by investors in return for tax credits.
- **HRFC** - reflects the total committed by the FH of HRFC Funds. Typically residual receipts for 55 years.
- **FH Pass-Thru funds** - consist of LIPH Operating Reserves and Capital Funds, Seller Financing, and AHP, etc. Typically residual receipts for 55 years.
- **Other Soft Debt** - consists of HOME, NSP, RDA and MHSA Loans, etc. Typically residual receipts for 55 years.
- **Non-Recourse Conventional Debt** - is similar to a typical mortgage with required payments and is usually a senior lender, secured by the property itself.

1998-2004 Development Projects

1998-2004 Developments	TDC	Investor Equity	HRFC	FH Pass-Thru Funds	Other Soft Debt	Non-Recourse Conv. Debt	% of Conv. Debt to TDC
Fresno Villa Del Mar, LP	5,893	2,801	0	765	1,802	525	8.91%
Sanger Seniors Ltd.	6,701	4,957	0	500	575	669	9.98%
Clovis Seniors Limited, LP	6,246	2,129	0	500	1,342	2,275	36.42%

Values represented in '000's.

2008-2012 Development Projects

2008-2012 Developments	TDC	Investor Equity	HRFC	FH Pass-Thru Funds	Other Soft Debt	Non-Recourse Conv. Debt	% of Conv. Debt to TDC
Renaissance at Alta Monte, LP	6,478	3,927	280	771	1,500	0	0.00%
Renaissance at Santa Clara, LP	13,062	9,472	350	740	2,500	0	0.00%
Fresno Pacific Gardens, LP	7,394	4,850	0	2,544	0	0	0.00%
Fresno Renaissance at Trinity, LP	3,844	2,204	165	600	875	0	0.00%
Kerman Acre, LP	3,843	2,202	0	594	1,047	0	0.00%
Parc Grove Commons II, LP	36,386	22,764	3,100	5,122	2,500	2,900	7.97%
YEC Limited, LP	9,672	3,433	110	6,129	0	0	0.00%

Values represented in '000's.

2013-2014 Development Projects

2013-2014 Developments	TDC	Investor Equity	HRFC	FH Pass-Thru Funds	Other Soft Debt	Non-Recourse Conv. Debt	% of Conv. Debt to TDC
Parc Grove Commons Northwest, LP	33,464	17,510	3,729	0	4,500	7,725	23.08%
Bridges at Florence, LP	7,031	4,301	1,000	330	1,400	0	0.00%
802 Van Ness Avenue, LP	11,164	4,002	3,810	0	2,300	1,052	9.42%
Reedley Kings River Commons, LP	12,938	8,883	1,082	0	1,700	1,273	9.84%
Kingsburg Marion Villas, LP	9,633	7,083	1,100	450	1,000	0	0.00%
Southeast Fresno RAD, LP	34,509	21,353	0	11,656	1,500	0	0.00%
Orange Cove RAD, LP	20,444	14,095	0	6,349	0	0	0.00%
Mendota RAD, LP	26,732	17,882	0	6,000	500	2,350	8.79%
Viking Village Fresno RAD, LP	7,820	5,071	0	1,749	1,000	0	0.00%

Values represented in '000's

2015-2016 Development Projects

2015-2016 Developments	TDC	Investor Equity	HRFC	FH Pass-Thru Funds	Other Soft Debt	Non-Recourse Conv. Debt	% of Conv. Debt to TDC
Fulton West/Cedar Heights Scattered Site, LP	10,201	6,861	91	280	2,970	0	0.00%
Reedley Trailside Terrace, LP	18,250	12,210	1,600	3,040	1,000	400	2.19%
Firebaugh Gateway, LP	8,690	6,177	1,800	480	0	233	2.68%
Fresno Edison Apartments, LP	16,820	10,265	0	0	5,655	900	5.35%
Shockley Terrace LP	16,123	12,380	633	2,410	700	0	0.00%
Lowell Neighborhood Project, LP	8,360	5,500	1,460	200	1,200	0	0.00%

Values represented in '000's

Questions?