



# Boards of Commissioners Meeting

January 23, 2017

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

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

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

**5pm January 23, 2017**

**1331 Fulton Mall, Fresno, CA 93721**

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

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

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**5pm Board Meeting**

**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 on Closed Session Items**

**4. Closed Session**

**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

**PUBLIC EMPLOYMENT**

Pursuant to Government Code §54597

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**5:30 pm OPEN SESSION**

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**5. Report on Closed Session Items**

**6. 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.*

**7. 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)**

**8. Resident Services Presentation – Digi-Bus**

**9. Boards' Discussion – 2017 Board Retreat**

**10. 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.*

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| a. Consideration of minutes of December 20, 2016                        | 4  |
| b. City: Consideration of the 4 <sup>th</sup> Quarter 2016 Write Offs   | 16 |
| c. County: Consideration of the 4 <sup>th</sup> Quarter 2016 Write Offs | 20 |
| d. Consideration of the Contract Extension for Security Services        | 24 |
| e. Consideration of the Contract Extension for Banking Services         | 30 |
| f. Consideration of Utility Allowance Schedules – PBRA and LIHTC        | 34 |

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g. Consideration of HOME Tenant-Based Rental Assistance (TBRA) Contract - City of Fresno	34
<b>11. Informational</b>	
a. Overview of 2017 Mixed Finance Budgets	45
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<b>12. Action</b>	
a. Consideration of Project-Based Voucher Allocation – Hotel Fresno	50
b. Consideration of Architectural Contract – Oak Grove Apartments (Parlier)	54
c. Consideration of General Contractor/Construction Management Contract – Oak Grove Apartments (Parlier)	57
d. Consideration of General Contractor/Construction Management Contract – Magill Terrace (Fowler)	57
e. Consideration of Out of State Travel – CEO and Commissioners	62
<b>13. Commissioners’ Report</b>	
<b>14. Executive Director’s Report</b>	63
<b>15. Adjournment</b>	

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

**Tuesday, December 20, 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, December 20, 2016 at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

- The meeting was called to order at 5:05 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  
   STEVEN BEDROSIAN  
   KARL JOHNSON  
   STACY VAILLANCOURT  
   CAINE CHRISTENSEN  
   VIRNA SANTOS

COMMISSIONERS ABSENT:      RUEBEN SCOTT, Vice Chair (*excused due to illness*)

The meeting was called to order at 5:05 p.m. by Board Chair, Commissioner Sablan, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken by Monique Narciso, Administrative Assistant, and the Commissioners present and absent were as follows:

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

COMMISSIONERS ABSENT:      None.

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Angie Nguyen, Chief of Staff; and Ken Price, Baker Manock and Jensen - General Counsel.

Commissioner Petty noted record that Commissioner Scott is not present due to his accident.

Commissioner Jones introduced Commissioner Virna Santos. Commissioner Virna Santos gave a brief introduction of herself.

Commissioner Anthony Jones the recognition and acknowledgement for Craig Scharton.

Mr. Prince spoke and thanked Mr. Scharton for all of his contributions to the Housing Authority. Commissioner Scharton said a few words to the Boards and to Staff before a group photo was taken.

There was no further comment.

- APPROVAL OF AGENDA AS POSTED (OR AMENDED)

No public comment.

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

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

### 3. PUBLIC COMMENT

Preston Prince, CEO/Executive Director announced the retirement of Terry Fleeting who was a Maintenance Worker for 34 years at the Fresno Housing Authority.

There was no further public comment.

### 4. PRESENTATION BY THE BOYS AND GIRLS CLUBS OF FRESNO COUNTY

Kenneth Quenzer, Past President of the Fresno County Boys and Girls Club, and Diane Carbray, President/CEO of the Fresno County Boys and Girls Club, gave a brief presentation to the Boards that provided an update of current contracts, members, and programs.

### 5. ELECTION OF 2017-2018 OFFICERS – COUNTY BOARD OF COMMISSIONERS

Ken Price, General Counsel, announced that there were no other nominations made by the County Board.

*Commissioner Anthony motioned for the County Board's approval of Commissioner Petty as Chair. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the Commissioner Petty now serves as Chair of the County Board of Commissioners.*

Ken Price briefly explained the election process for the Vice Chair nominees, Commissioner Anthony and Commissioner Sablan. Mr. Price announced that the Board would be using Ballots with the nominees' names but they are not secret ballots and would be made available to the public, if requested. Commissioner Anthony and Commissioner Sablan gave brief remarks to the County Commissioners to express their interest in the responsibility.

Monique Narciso, Administrative Assistant, distributed a ballot to each County Commissioner.

General Counsel announced that by a majority vote, Commissioner Anthony was elected as Vice Chair of the County Board of Commissioners.

#### 6. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest.

#### 7. CONSENT AGENDA

- a. Consideration of minutes of October 25, 2016 and November 15, 2016
- b. Consideration of Grounds Maintenance Contracts
- c. Consideration of the Boys & Girls Clubs of Fresno County Agreement

Commissioner Petty announced a correction on page 22 of the Board Packet for the Grounds Maintenance Contracts. The correction was that it should read "expire in 2017" and not "expire in 2016." Staff noted the correction.

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

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

#### 8. INFORMATIONAL

- a. Update on Leasing and HAP Pacing for the HCV Program

Aurora Ibarra, Assisted Housing Manager, presented the Boards with an update on the Leasing and HAP Pacing for the HCV Program. Ms. Ibarra update also provided the Boards with an overview of the 2016 voucher utilization, the 2016 HAP utilization, and the reserve balances.

No public comment.

b. Real Estate Development Update

Michael Duarte, Director of Planning & Community Development, presented an overview of the recently completed projects and the projects that are under construction. Mr. Duarte announced that the projects that were completed in 2016 were 541 @ South Tower and Cedar Heights. Mr. Duarte also announced that there has been some name changes to the project that are under construction. The current projects are as follows:

- Rio Villas (Formerly Firebaugh Gateway)
- Paseo 55 (Formerly Trailside Terrace)
- Legacy Commons (Formerly Fresno Edison Apartments Phase I)
- Lowell Neighborhood Project
- Shockley Terrace

Michael Duarte concluded his presentation with announcing the projects that will begin construction in Spring 2017, which are Memorial Village, Legacy Commons II, and Renaissance at Parc Grove.

No public comment.

c. Housing Relinquished Fund Corporation Update

Emily De La Guerra, Director of Finance and Administration, presented an update on the Housing Relinquished Fund Corporation (HRFC) cash reserves. Ms. De La Guerra also provided the Boards with a descriptive analysis that included the actual inflows and outflows as of October 30, 2016.

No public comment.

d. Utility Allowance Schedule – Low-Income Public Housing

Angie Nguyen, Chief of Staff, provided the Boards with a brief presentation on the Utility Allowance Schedule for Low-Income Public Housing.

No public comment.

e. Utility Allowance Schedule – Housing Choice Voucher



Angie Nguyen provided the Board with a brief presentation on the Utility Allowance Schedule for the Housing Choice Voucher program.

No public comment.

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

a. Consideration of Utility Allowance Schedules – Mixed Finance

Michael Duarte recommended the Boards approve the utility allowance rates for new construction, rehabilitation multi-family complexes and mixed finance projects in Fresno County for units developed under IRC Section 42 (LIHTC), to be effective February 1, 2017.

No public comment.

*Commissioner Johnson motioned for the City Board's approval of the Utility Allowance Schedules for Mixed Finance Projects. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the Utility Allowance Schedules for Mixed Finance were approved.*

*Commissioner Eager motioned for the County Board's approval of the Utility Allowance Schedules for Mixed Finance Projects. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the Utility Allowance Schedules for Mixed Finance were approved.*

b. Consideration of the 2017 Operating and HAP Budgets

Emily De La Guerra presented the recommendation for the Boards to adopt the 2017 budget for Agency Operations, and the 2017 budget for Housing Assistance Payments Budget.

No public comment.

*Commissioner Christensen motioned for the City Board's adoption of the 2017 Operating and HAP Budgets, subject to a subsequent review by the Boards upon establishing their priorities for the year. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the 2017 Operating and HAP Budgets were adopted.*

*Commissioner Anthony motioned for the County Board's adoption of the 2017 Operating and HAP Budgets, subject to a subsequent review by the Boards upon establishing their priorities for the year. This action was seconded by Commissioner*

*Petty, and by unanimous vote of the Board of Commissioners for the County, the 2017 Operating and HAP Budgets were adopted.*

c. Consideration of the Board Resolution – Designee Authority

Emily De La Guerra presented the motion to approve the Designee Authority Board Resolution. Ms. De La Guerra added that the Board Resolution will assign the designee(s) for the purpose of signing documents on behalf of the Authorities and the resolutions authorizing Officers to transact banking on behalf of the Agency.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the Designee Authority Board Resolution. This action was seconded by Commissioner Johnson, and by unanimous vote of the Board of Commissioners for the City, the Designee Authority Board Resolution was approved.*

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

d. Consideration of the Amended Policy on Designated Purchasing Authority

Emily De La Guerra presented the recommendation to approve the amended policy on Designated Purchasing Authority. Ms. De La Guerra highlighted the amendments within the policy and provided reasons for the changes, which included allowing other Executives within the agency to execute Agency business on behalf of and in the absence of the CEO, to reflect position title changes within the agency, changes to the HUD purchasing levels, and overall leadership changes with the agency.

No public comment.

*Commissioner Johnson motioned for the City Board's approval of the Amended Policy on Designated Purchasing Authority. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the Amended Policy on Designated Purchasing Authority was approved.*

*Commissioner Eager motioned for the County Board's approval of the Amended Policy on Designated Purchasing Authority. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the Amended Policy on Designated Purchasing Authority was approved.*

e. Consideration of Legal Services Contract – General Counsel

Emily De La Guerra presented the recommendation to extend the contracts of Baker, Manock, and Jensen PC, and Ballard Spahr LLP from January 1, 2017 to December 31, 2017 in the amounts of \$300,000 and \$150,000.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the Legal Services Contract for General Counsel. This action was seconded by Commissioner Christensen, and by unanimous vote of the Board of Commissioners for the City, the Legal Services Contract for General Counsel was approved.*

*Commissioner Petty motioned for the County Board's approval of the Legal Services Contract for General Counsel. This action was seconded by Commissioner Miller, and by unanimous vote of the Board of Commissioners for the County, the Legal Services Contract for General Counsel was approved.*

f. Consideration of Legal Services Contract – Human Resources

Emily De La Guerra presented the recommendation to extend the contract of Atkinson, Andelson, Loya, Ruud & Romo from 1/1/17 to 12/31/17 in an amount not to exceed \$150,000.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the Legal Services Contract for Human Resources. This action was seconded by Commissioner Vaillancourt, and by unanimous vote of the Board of Commissioners for the City, the Legal Services Contract for Human Resources was approved.*

*Commissioner Petty motioned for the County Board's approval of the Legal Services Contract for Human Resources. This action was seconded by Commissioner Eager, and by unanimous vote of the Board of Commissioners for the County, the Legal Services Contract for Human Resources was approved.*

g. Consideration of Legal Services Contract – HUD Matters

Emily De La Guerra presented the recommendation to extend the contract of Ballard Spahr LLP from January 1, 2017 to December 31, 2017 in the amount of \$50,000.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the Legal Services Contract for HUD Matters. This action was seconded by Commissioner Vaillancourt, and by unanimous vote of the Board of Commissioners for the City, the Legal Services Contract for HUD Matters was approved.*

*Commissioner Eager motioned for the County Board's approval of the Legal Services Contract for HUD Matters. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the Legal Services Contract for HUD Matters was approved.*

#### h. Consideration of Legal Services Contract – Affordable Housing

Emily De La Guerra presented the recommendation to extend the legal services contract of Ballard Spahr LLP from January 1, 2017 to December 31, 2017 for an amount not exceed \$600,000 for matters related to the development of affordable housing.

No public comment.

*Commissioner Christensen motioned for the City Board's approval of the Legal Services Contract for Affordable Housing. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the Legal Services Contract for Affordable Housing was approved.*

*Commissioner Nelson motioned for the County Board's approval of the Legal Services Contract for Affordable Housing. This action was seconded by Commissioner Petty, and by unanimous vote of the Board of Commissioners for the County, the Legal Services Contract for Affordable Housing was approved.*

#### i. Consideration of the Refinancing of Silver Ridge Apartments

Michael Duarte recommended for the Boards to adopt the resolutions that are required to enable the debt refinance of the Silver Ridge Senior Apartments. Mr. Duarte provided the Board with a brief overview of the background of the property. There was further discussion on the details of the action.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the refinancing of Silver Ridge Apartments. This action was seconded by Commissioner Vaillancourt, and by unanimous vote of the Board of Commissioners for the City, the consideration to refinance Silver Ridge Apartments was approved.*

*Commissioner Eager motioned for the County Board's approval of the refinancing of Silver Ridge Apartments. This action was seconded by Commissioner Petty, and by*

*unanimous vote of the Board of Commissioners for the County, the consideration to refinance Silver Ridge Apartments was approved.*

j. Consideration of Construction Contracts – Low Income Weatherization Program

Michael Duarte recommended for the Boards to award the contracts to the successful bidders for the following properties:

- Mendota Farm Labor Housing – CWES, Inc. for an amount not-to-exceed \$269,951
- Orchard Apartments – STW Construction for an amount not-to-exceed \$232,000
- Maldonado Migrant – CWES, Inc. for an amount not-to-exceed \$79,113
- Parlier Migrant – CWES, Inc. for an amount not-to-exceed \$367,627

No public comment.

*Commissioner Christensen motioned for the City Board's approval of the Low Income Weatherization Program. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration of the Low Income Weatherization Program was approved.*

*Commissioner Petty motioned for the County Board's approval of the Low Income Weatherization Program. This action was seconded by Commissioner Anthony, and by unanimous vote of the Board of Commissioners for the County, the consideration of the Low Income Weatherization Program was approved.*

k. Ratification of the Memorandum of Understanding - SEIU

Scott Fetterhoff, Director of Human Resources & Organizational Development recommended the Boards approve the Memorandum of Understanding with SEIU.

No public comment.

*Commissioner Bedrosian motioned for the City Board's approval of the memorandum of understanding (MOU). This action was seconded by Commissioner Vaillancourt, and by unanimous vote of the Board of Commissioners for the City, the MOU was approved.*

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

## 10. COMMISSIONER'S REPORT

Commissioner Sablan announced a holiday dinner at Firebaugh and invited the Boards to attend.

Commissioner Jones expressed how proud she was with Staff and thanked them for their effort throughout 2016.

Commissioner Anthony thanked the Board for the Vice Chair seat and shared some thoughts on her upcoming responsibilities.

## 11. EXECUTIVE DIRECTOR'S REPORT

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

- Preston announced the Agency drive to collect books for kids and new cold weather clothing for the homeless.
- Announced the following employee new employees and promotions:
  - Eric Pocock, Systems Administrator (New Hire – formerly with CMTi)
  - Robert Vang, IT Help Desk Coordinator (New Hire – formerly with CMTi)
  - Ken Cobarrubias, Assistant Manager – Maintenance (promotion)
  - Brittany Alvara, Area Manager (promotion)

## 12. CLOSED SESSION

The Boards went into closed session at approximately 8:32 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

### PUBLIC EMPLOYMENT

Pursuant to Government Code §54597

The Boards went into open session at approximately 8:30 p.m.

### 13. REPORT ON CLOSED SESSION ITEMS

There was no action to report.

### 14. 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 8:34 p.m.

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Preston Prince, Secretary to the Boards of Commissioners

## BOARD MEMO

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall  
Fresno, California 93721  
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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 10b

**AUTHOR:** Hilda Reeves

**SUBJECT:** Authorization of Charge-off Uncollectible Accounts to Collection  
Losses for the 4th Quarter of 2016 for the City Housing Programs

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### Executive Summary

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

An analysis of uncollectible accounts for the City Housing Management Programs for the fourth quarter of 2016 is attached.

### Fiscal Impact

Fourth quarter collection losses for the City total \$5,265.53.

### Recommendation

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



**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF THE CITY OF FRESNO**  
**RESOLUTION AUTHORIZING CHARGE-OFF OF**  
**UNCOLLECTIBLE ACCOUNTS TO COLLECTION LOSSES**  
**FOR THE FOURTH QUARTER 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 \$5,265.53.

PASSED AND ADOPTED THIS 23<sup>th</sup> DAY OF JANUARY 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Preston Prince, Secretary of the Boards of Commissioners

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

LOW INC. PUB.HSG.	
TYPE OF CHARGES	AMOUNT
Dwelling Rent-Qrtly	274,138.18
Other Charges-Qrtly	0.00
Total Charges	<u>274,138.18</u>

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

LOW INCOME PUBLIC HSG.		
TYPE OF CHARGES	AMOUNT	PERCENT
Dwelling Rent	1,512.01	28.72%
Legal Action	2,419.15	45.94%
Miscellaneous Charges	1,334.37	25.34%
<i>Total Uncollectible</i>	<u>5,265.53</u>	<u>100.00%</u>

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

	<u>Total Uncollectible</u>	<u>Amount of Loss</u>	<u>Recovered Losses</u>	<u>Percent of Dwelling Rent</u>	<u>Per Unit Per Month</u>
<b>LOW INC. PUB. HSG.</b>					
Calender Year 2013	36,759.84	34,954.34	1,805.50	9.53%	4.17
Calender Year 2014	25,504.38	25,504.38	0.00	2.09%	2.89
Calender Year 2015	44,049.23	44,049.23	0.00	3.14%	4.99
First Quarter 2016	15,312.23	14,932.23	380.00	5.59%	1.74
Second Quarter 2016	3,494.03	3,113.03	381.00	1.27%	0.40
Third Quarter 2016	7,827.94	7,827.94	0.00	2.86%	6.03
Fourth Quarter 2016	5,265.53	5,265.53	0.00	1.92%	4.05

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

**CITY HOUSING PROGRAMS:**

AMP 1	\$ 663.90
AMP 2	<u>\$ 4,601.63</u>
<b>TOTAL LOW INCOME PUBLIC HOUSING</b>	<u><b>\$ 5,265.53</b></u>

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 10c

**AUTHOR:** Hilda Reeves

**SUBJECT** Authorization of Charge-off Uncollectible Accounts to Collection  
Losses for the 4th 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 fourth quarter of 2016 is found below.

### Fiscal Impact

Fourth quarter collection losses for the County total \$6,609.34.

### Recommendation

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

**RESOLUTION NO. \_\_\_\_\_**  
**BEFORE THE BOARD OF COMMISSIONERS OF THE**  
**HOUSING AUTHORITY OF FRESNO COUNTY**  
**RESOLUTION AUTHORIZING CHARGE-OFF OF**  
**UNCOLLECTIBLE ACCOUNTS TO COLLECTION LOSSES**  
**FOR THE FOURTH 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 \$6,609.34.

PASSED AND ADOPTED THIS 23<sup>th</sup> DAY OF JANUARY 2017. 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. AMPS 1 - 6	
TYPE OF CHARGES	AMOUNT
Dwelling Rent-Qrtly	600,287.43
Other Charges-Qrtly	0.00
NET RENT	600,287.43

PART II - COMPOSITION OF UNCOLLECTIBLE WRITE-OFFS:

LOW INCOME PUBLIC HSG.		
TYPE OF CHARGES	AMOUNT	PERCENT
Dwelling Rent	3,658.34	55.35%
Legal Action	2,134.25	32.29%
Miscellaneous Charges	816.75	12.36%
<i>Total Uncollectible</i>	6,609.34	100.00%

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

LOW INC. PUB. HSG.	<u>Total Uncollectible</u>	<u>Amount of Loss</u>	<u>Recovered Losses</u>	<u>Percent of Dwelling Rent</u>	<u>Per Unit Per Month</u>
Calender Year 2014	27,814.43	27,814.43	0.00	1.08%	9.53
Calender Year 2015	27,065.04	25,104.49	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
Third Quarter 2016	8,121.00	8,121.00	0.00	1.45%	2.78
Fourth Quarter 2016	6,609.34	6,609.34	0.00	1.10%	2.26

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

**COUNTY HOUSING PROGRAMS:**

AMP 1	\$ 1,616.24
AMP 2	\$ 3,892.96
AMP 3	\$ -
AMP 4	\$ 1,100.14
AMP 5	\$ -
AMP 6	<u>\$ -</u>
<b>TOTAL LOW INCOME PUBLIC HOUSING</b>	<u><b>\$ 6,609.34</b></u>

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 10d

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Renewal of Contract for Unarmed Security Services

### Executive Summary

The purpose of this memo is to seek the Boards' approval to extend the Agency's contract with CIS Security to provide the services of a security guard(s) at Agency properties and/or offices when required. The Boards originally approved this contract in January 2016. The contract was for an initial one-year term, with four (4) optional one-year extensions, for a total of five years. Staff is requesting to exercise the first extension for a one-year period

Term Year	Term Date	Not-To-Exceed Amount
Year 1	3/7/16-3/6/17	\$384,000
<b>Year 2 (1<sup>st</sup> Option)*</b>	<b>3/7/17-3/6/18</b>	<b>\$384,000</b>
Year 3 (2 <sup>nd</sup> Option)*	3/7/18-3/6/19	\$384,000
Year 4 (3 <sup>rd</sup> Option)*	3/7/19-3/6/20	\$384,000
Year 5 (4 <sup>th</sup> Option)*	3/7/20-3/6/21	\$384,000
TOTAL (NTE)		\$1,920,000

effective March 7, 2017 through March 6, 2018.

*\* at the Boards discretion*

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to extend the contract with CIS Security for an amount not to exceed \$384,000 for the period of March 7, 2017 through March 6, 2018.

### Fiscal Impact

The proposed renewal will include a contract amount not to exceed \$384,000 for the period of March 7, 2017 through March 6, 2018. The Agency spent approximately \$250,000 in fiscal year 2016 on unarmed security services.



**Background Information**

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

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

The Boards of Commissioners approved the contract with CIS Security in January 2016, with a not to exceed amount of \$384,000. Staff is requesting to extend this contract for one year, effective March 7, 2017 through March 6, 2018.

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

**RESOLUTION APPROVING RENEWAL OF CONTRACT FOR UNARMED SECURITY  
GUARD SERVICES**

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

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

WHEREAS, the Housing Authority of the City of Fresno desires to renew its contract with CIS Security for unarmed security guard services for one year, beginning March 7, 2017, for an amount not to exceed \$384,000; and

WHEREAS, the term of said contracts will expire March 6, 2018, and will be renewable for up to three additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

NOW THEREFORE, BE IT RESOLVED that Preston Prince, as CEO/Executive Director of the Housing Authority of the City of Fresno, or his designee, is hereby empowered and authorized to execute on behalf of the Housing Authority of the City of Fresno the

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

PASSED AND ADOPTED THIS 23<sup>th</sup> day of January, 2017. 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 RENEWAL OF CONTRACT FOR UNARMED SECURITY  
GUARD SERVICES.**

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

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

WHEREAS, the Housing Authority of Fresno County desires to renew its contract with CIS Security for unarmed security guard services for one year, beginning March 7, 2017, for an amount not to exceed \$384,000; and

WHEREAS, the term of said contracts will expire March 6, 2018, and will be renewable for up to three additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

NOW THEREFORE, BE IT RESOLVED that Preston Prince, as CEO/Executive Director of the Housing Authority of Fresno County, or his designee, is hereby empowered and

authorized to execute on behalf of the Housing Authority of Fresno County the aforementioned contract and supporting documents with CIS Security for unarmed security guard services.

PASSED AND ADOPTED THIS 23<sup>th</sup> day of January, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 10e

**AUTHOR:** Emily De La Guerra

**SUBJECT:** Renewal of Contract for Banking Services

### Executive Summary

The purpose of this memo is to seek the Boards' approval to extend the Agency's contract with Wells Fargo Bank N.A. to provide treasury management and banking services. The Boards originally approved this contract in November 2014. The contract was for an initial one-year term, with four (4) optional one-year extensions, for a total of five years. Staff is requesting to exercise the first extension for a one-year period effective February 1, 2017 to

Term Year	Term Date	Not-To-Exceed Amount
Year 1	2/1/16-1/31/17	\$140,000
<b>Year 2 (1<sup>st</sup> Option)*</b>	<b>2/1/17-1/31/18</b>	<b>\$140,000</b>
Year 3 (2 <sup>nd</sup> Option)*	2/1/18-1/31/19	\$140,000
Year 4 (3 <sup>rd</sup> Option)*	2/1/19-1/31/20	\$140,000
Year 5 (4 <sup>th</sup> Option)*	2/1/20-1/31/21	\$140,000
TOTAL (NTE)		\$700,000

January 31, 2018.

*\* at the Boards discretion*

### Recommendation

It is recommended that the Boards of Commissioners authorize the CEO/Executive Director to extend the contract with Wells Fargo Bank, N.A. for an amount not to exceed \$140,000 for the period of February 1, 2017 to January 31, 2018.

### Fiscal Impact

The proposed renewal will include a contract amount not to exceed \$140,000 for the period of February 1, 2017 to January 31, 2018. The Agency spent just over \$98,000 in fiscal year 2016 on banking charges related to 75 bank accounts.

**Background Information**

In June of 2014, the Agency published a Request for Proposal (RFP) to solicit for Treasury Management and Banking Services. The RFP method considers both technical factors and price when evaluating a proposal, and allows for discussions with offerors concerning the proposal submitted and the negotiation of contract price. Awards are made based on the proposal that represents the best overall value to the Agency, considering price and other factors (technical expertise, past experience, quality of proposed staffing, etc.) set forth in the solicitation and not solely the lowest price. As a result of the RFP, the Agency received proposals from three banking institutions: Wells Fargo, Union Bank and Bank of the West. An evaluation committee with relevant experience was selected to evaluate each proposal, and included individuals from the Accounting, Development and Housing Management departments. The committee did an initial round of scored evaluations, and then each bank was interviewed in person. Each bank was then given the opportunity to amend their proposal and/or pricing, and a second round of evaluations then took place. Following the evaluation of proposals and subsequent interviews of the three qualified firms, Wells Fargo Bank, N.A. was recommended for award of the contract.

At the Board Meeting of November 19, 2014, the Boards of Commissioners ratified resolutions to enter into contract negotiations with Wells Fargo. On January 26, 2016, the Boards of Commissioners approved the first contract period of February 1, 2016 through January 31, 2017. Staff is recommending that the Boards approve the first option to renew for the contract period of February 1, 2017 to January 31, 2018.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

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

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

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

WHEREAS, the Agency desires to renew the a contract with Wells Fargo Bank, N.A. for general banking services for one year, beginning February 1, 2017, for an amount not to exceed \$140,000; and

WHEREAS, the term of said contracts will expire January 31, 2018, and will be renewable for up to three additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

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

PASSED AND ADOPTED THIS 23<sup>th</sup> DAY OF JANUARY, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



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

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

RESOLUTION APPROVING AWARD AND EXECUTION OF CONTRACT FOR  
BANKING SERVICES

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

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

WHEREAS, the Agency desires to renew the a contract with Wells Fargo Bank, N.A. for general banking services for one year, beginning February 1, 2017, for an amount not to exceed \$140,000; and

WHEREAS, the term of said contracts will expire January 31, 2018, and will be renewable for up to three additional one-year terms at the discretion of the Boards, and pursuant to HUD procurement guidelines;

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

PASSED AND ADOPTED THIS 23<sup>th</sup> DAY OF JANUARY, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 10f

**AUTHOR:** Blanca Navarro

**SUBJECT:** 2017 Proposed Utility Allowance Schedules- Multifamily Project  
Based Rental Assistance Program

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### Executive Summary

This memo provides for updates to the annual utility allowance (UA) schedules for properties with Multifamily Project Based Rental Assistance program (PBRA) and Low Income Housing Tax Credits (LIHTC) converted through the Rental Assistance Demonstration program. The average monthly consumption estimates for electricity and natural gas were developed by the Nelrod Company utilizing actual household usage based on the prior 12 month average billing history. The UA analysis for all housing programs is typically completed at the same time; however, the PBRA schedules require more indepth analysis.

Projects developed under the Internal Revenue Code (IRC) Section 42, LIHTC program, similar to U.S. Dept. of Housing and Urban Development (HUD), United States Department of Agriculture (USDA) and several other agencies' programs, require the implementation of a utility allowance for use in calculating individual tenant subsidies for affordable housing. Due to the complexity of the data required to develop the attached utility allowances, we have used the services of the Nelrod Company of Fort Worth, Texas, to develop these allowances.

### Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached utility allowance schedules for Multifamily Project Based Rental Assistance mixed finance projects in Fresno County for units developed under IRC Section 42 (LIHTC), to be effective February 1, 2017.

### Fiscal Impact

The utility allowance is factored into the rent calculation formula, therefore, there is minimal to no financial impact to the agency or resident.

### Background Information

The Department of Housing and Urban Development (HUD) Office of Multifamily Housing Programs issued HUD Notice H-2015-04 clarifying how

Owners of multifamily housing properties are required to adjust their property utility allowances every year. The utility allowance adjustment must be supported by a utility analysis. The adjustments must be made regardless of whether the utility analysis shows an increase or a decrease.

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

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

**RESOLUTION FOR ADOPTION OF 2017 MULTIFAMILY PROJECT BASED RENTAL  
ASSISTANCE AND LOW INCOME HOUSING TAX CREDIT  
UTILITY ALLOWANCE CHARTS**

**WHEREAS**, projects developed under the Internal Revenue Code (IRC) Section 42, Low Income Housing Tax Credits (LIHTC) programs, similar to U.S. Department of Housing and Urban Development, United States Department of Agriculture (USDA) and several other agency programs, require the implementation of a utility allowance for use in calculating individual tenant subsidies for affordable housing; and

**WHEREAS**, the annual update to the Utility Allowance (UA) schedules for developments with LIHTCs and Project Based Rental Assistance (PBRA) are attached and will be effective February 1, 2017; and

**WHEREAS**, due to the complexity of the data required to develop the utility allowances, the services of Nelrod Company of Fort Worth, Texas have been utilized to develop the 2017 UA schedules; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby adopt the proposed utility allowance schedules for multifamily complexes and mixed-finance projects developed under Internal Revenue Code Section 42 (LIHTC) and Project Based Rental Assistance as prepared by the Nelrod Company.

**PASSED AND ADOPTED THIS** 23<sup>rd</sup> day of January, 2017. 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 FOR ADOPTION OF 2017 MULTIFAMILY PROJECT BASED RENTAL  
ASSISTANCE AND LOW INCOME HOUSING TAX CREDIT  
UTILITY ALLOWANCE CHARTS**

**WHEREAS**, projects developed under the Internal Revenue Code (IRC) Section 42, Low Income Housing Tax Credits (LIHTC) programs, similar to U.S. Department of Housing and Urban Development, United States Department of Agriculture (USDA) and several other agency programs, require the implementation of a utility allowance for use in calculating individual tenant subsidies for affordable housing; and

**WHEREAS**, the annual update to the Utility Allowance (UA) schedules for developments with LIHTCs and Project Based Rental Assistance (PBRA) are attached and will be effective February 1, 2017; and

**WHEREAS**, due to the complexity of the data required to develop the utility allowances, the services of Nelrod Company of Fort Worth, Texas have been utilized to develop the 2017 UA schedules; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of Fresno County does hereby adopt the proposed utility allowance schedules for multifamily complexes and mixed-finance projects developed under Internal Revenue Code Section 42 (LIHTC) and Project Based Rental Assistance as prepared by the Nelrod Company.

**PASSED AND ADOPTED THIS** 23<sup>rd</sup> day of January, 2017. 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



# HOUSING AUTHORITIES OF THE CITY & COUNTY OF FRESNO, CA FRESNO, CA

## Multi-Family- RAD (Tax Credit with Project-Based Rental Assistance)

### PROPOSED MONTHLY UTILITY ALLOWANCES

Based on Actual Historical Cost (2015-2016)

#### Mendota RAD

#### Building Type: Semi-Detached/Duplex

Rios Terrace I CA-28/09 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)		\$36.00	\$42.00	\$50.00	\$69.00	
Natural Gas (H,WH,C)		\$21.00	\$20.00	\$20.00	\$30.00	
<b>Totals</b>		<b>\$57.00</b>	<b>\$62.00</b>	<b>\$70.00</b>	<b>\$99.00</b>	

#### Building Type: Semi-Detached/Duplex

Rios Terrace II CA-28/14 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)		\$22.00	\$34.00	\$57.00	\$55.00	
Natural Gas (H,WH,C)		\$13.00	\$24.00	\$24.00	\$34.00	
<b>Totals</b>		<b>\$35.00</b>	<b>\$58.00</b>	<b>\$81.00</b>	<b>\$89.00</b>	

#### Building Type: Detached House

Rios Terrace II CA-28/14 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)					\$65.00	\$86.00
Natural Gas (H,WH,C)					\$37.00	\$35.00
<b>Totals</b>					<b>\$102.00</b>	<b>\$121.00</b>

#### Building Type: Row House/Townhouse

Mendota Apartments CA-28/26 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)	\$18.00	\$29.00				
Natural Gas (H,WH,C)	\$10.00	\$21.00				
<b>Totals</b>	<b>\$28.00</b>	<b>\$50.00</b>				

L&A= Lights & Appliances  
A/C= Air Conditioning  
H= Space Heating  
WH= Water Heating  
C= Cooking

EE Equip= Energy Efficient Equipment  
Win= Windows

\*Proposed allowances were rounded to the nearest dollar.

# HOUSING AUTHORITIES OF THE CITY & COUNTY OF FRESNO, CA FRESNO, CA

**Multi-Family- RAD (Tax Credit with Project-Based Rental Assistance)**

## PROPOSED MONTHLY UTILITY ALLOWANCES

Based on Actual Historical Cost (2015-2016)

**Building Type: Semi-Detached/Duplex**

<b>Mendota Apartments CA-28/26</b> (EE Equip: Win)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)			\$47.00			
Natural Gas (H,WH,C)			\$24.00			
<b>Totals</b>			<b>\$71.00</b>			

**Building Type: Detached House**

<b>Mendota Apartments CA-28/26</b> (EE Equip: Win)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)				\$70.00	\$72.00	
Natural Gas (H,WH,C)				\$29.00	\$36.00	
<b>Totals</b>				<b>\$99.00</b>	<b>\$108.00</b>	

**Orange Cove RAD**

**Building Type: Semi-Detached/Duplex**

<b>Kuffel Terrace I CA-28/04</b> (EE Equip: Win)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)		\$34.00	\$40.00	\$45.00	\$85.00	
Natural Gas (H,WH,C)		\$20.00	\$22.00	\$23.00	\$22.00	
<b>Totals</b>		<b>\$54.00</b>	<b>\$62.00</b>	<b>\$68.00</b>	<b>\$107.00</b>	

**Building Type: Semi-Detached/Duplex**

<b>Kuffel Terrace II CA-28/16</b> (EE Equip: Win)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)			\$47.00		\$90.00	
Natural Gas (H,WH,C)			\$22.00		\$29.00	
<b>Totals</b>			<b>\$69.00</b>		<b>\$119.00</b>	

**Building Type: Semi-Detached/Duplex**

<b>Kuffel Terrace North</b> (EE Equip: Win)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)*		\$16.00				
Natural Gas (H,WH,C)**		\$12.00				
<b>Totals</b>		<b>\$28.00</b>				

\*Electric allowance developed using an engineering method due to lack of historical data.

\*\*Only one unit available in study.

# HOUSING AUTHORITIES OF THE CITY & COUNTY OF FRESNO, CA FRESNO, CA

## Multi-Family- RAD (Tax Credit with Project-Based Rental Assistance)

### PROPOSED MONTHLY UTILITY ALLOWANCES

Based on Actual Historical Cost (2015-2016)

#### Building Type: Detached House

Kuffel Terrace North (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A)				\$78.00	\$73.00	
Natural Gas (H,WH,C)				\$27.00	\$33.00	
<b>Totals</b>				<b>\$105.00</b>	<b>\$106.00</b>	

#### Building Type: Row House/Townhouse

Mountain View Apartments CA-28/31 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,A/C)			\$36.00			
Natural Gas (H,WH,C)			\$21.00			
<b>Totals</b>			<b>\$57.00</b>			

#### Building Type: Semi-Detached/Duplex

Mountain View Apartments CA-28/31 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,A/C)			\$30.00	\$39.00	\$55.00	
Natural Gas (H,WH,C)			\$28.00	\$29.00	\$41.00	
<b>Totals</b>			<b>\$58.00</b>	<b>\$68.00</b>	<b>\$96.00</b>	

#### Building Type: Detached House

Mountain View Apartments CA-28/31 (EE Equip: Win)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,A/C)					\$43.00	
Natural Gas (H,WH,C)					\$50.00	
<b>Totals</b>					<b>\$93.00</b>	

#### Southeast RAD

#### Building Type: Semi-Detached/Duplex

Cedar Courts I CA-06/08 (EE Equip: Win,WH)	1BR	2BR	3BR	4BR	5BR	6BR
Electricity (L&A)	\$43.00	\$58.00	\$62.00	\$88.00	\$87.00	\$111.00
Natural Gas (H,WH,C)	\$15.00	\$21.00	\$23.00	\$28.00	\$38.00	\$65.00
<b>Totals</b>	<b>\$58.00</b>	<b>\$79.00</b>	<b>\$85.00</b>	<b>\$116.00</b>	<b>\$125.00</b>	<b>\$176.00</b>



# HOUSING AUTHORITIES OF THE CITY & COUNTY OF FRESNO, CA FRESNO, CA

## Multi-Family- RAD (Tax Credit with Project-Based Rental Assistance)

### PROPOSED MONTHLY UTILITY ALLOWANCES

Based on Actual Historical Cost (2015-2016)

#### Building Type: Semi-Detached/Duplex

<b>Cedar Courts II CA-06/9b</b> (EE Equip: Win,WH)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)		\$40.00	\$38.00	\$63.00	\$93.00	\$143.00
Natural Gas (H,WH,C)		\$14.00	\$19.00	\$22.00	\$33.00	\$30.00
<b>Totals</b>		<b>\$54.00</b>	<b>\$57.00</b>	<b>\$85.00</b>	<b>\$126.00</b>	<b>\$173.00</b>

#### Building Type: Row House/Townhouse

<b>Inyo Terrace CA-6/16</b> (EE Equip: Win)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A)			\$37.00			
Natural Gas (H,WH,C)			\$20.00			
<b>Totals</b>			<b>\$57.00</b>			

#### Viking Village RAD

#### Building Type: Row House/Townhouse

<b>Viking Village CA-06/15</b> (EE Equip: Win)	<b>0BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Electricity (L&A,A/C)			\$49.00	\$62.00		
Natural Gas (H,WH,C)			\$19.00	\$24.00		
<b>Totals</b>			<b>\$68.00</b>	<b>\$86.00</b>		

## BOARD MEMO


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

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 10g

**AUTHOR:** Angie Nguyen

**SUBJECT:** Approval to renewal of administration of City of Fresno HOME  
Tenant Based Rental Assistance (HOME TBRA) program

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### Executive Summary

The City of Fresno has requested Fresno Housing Authority (FH) renew administration of a Tenant Based Rental Assistance program (TBRA) funded by City of Fresno HOME funds. The purpose of the HOME TBRA program is provision of rental subsidy to very low and extremely low income persons experiencing homelessness. The program is intended to assist approximately fifty (50) individuals and/or families with a maximum of twenty-one (21) months of rental subsidy in housing that is decent and safe, with strategies to gain self-sufficiency and prevent a return to homelessness. Funding for this program is at \$732,600 and is intended to run for twenty-one (21) months – January 1, 2017 – September 30, 2018.

In administering this project, it is the intent of FH to utilize its expertise in administering rental assistance programs particularly acquiescent to the needs of homeless individuals and/or families.

### Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolution authorizing: (a) the renewal of administration of the City of Fresno HOME TBRA, (b) negotiation and execution, by the CEO/Executive Director or his designee, of any resulting contract(s), and associated amendments; (c) to incorporate the new funding into the FH approved Fiscal Year 2017 budget when agreement is executed; and (d) to hire related personnel to administer the program(s) in accordance with the funding requirements.

### Fiscal Impact

The proposal has no additional fiscal impact, as the program conforms to current work performed by staff. In addition, the program has no match requirement.

### Background

In 2014 the City of Fresno allocated \$1 million of HOME dollars to support the community's efforts around homelessness. Fresno Housing was selected to be

the partner to administer the TBRA program because of our success and experience in projects such as H Street De-Encampment Pilot Program, Fresno First Steps Home de-encampment and successful administration of HUD Continuum of Care permanent supportive housing programs. FH has been able to house 106 households consisting of 174 individuals over the course of this approximately two (2) year program; exceeding the City's expectation that FH would assist eighty (80) households.

With this TBRA contract, FH is expected to assist approximately fifty (50) individuals/families with rental assistance; particularly those who are deemed less vulnerable by the community assessment tool – Vulnerability Index Services Prioritization Decision Assistance Tool (VI-SPDAT). This program is important because it provides gap funding for housing as the community focuses other resources on the more vulnerable homeless populations.

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

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITIES OF THE CITY OF FRESNO

**RESOLUTION AUTHORIZING RENEWAL OF ADMINISTRATION OF CITY OF FRESNO  
HOME TENANT BASED RENTAL ASSISTANCE (HOME TBRA) PROGRAM**

WHEREAS, the City of Fresno has requested the Fresno Housing Authority to renew administration of a HOME Tenant Based Rental Assistance (HOME TBRA) program; and,

WHEREAS, said program is intended to serve approximately fifty (50) low and very low and extremely low income individuals/families experiencing homelessness with limited time rental assistance; and,

WHEREAS, program funding is for \$732,600 for a twenty-one (21) month period.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, do hereby authorize the Executive Director or his designee, to proceed with negotiation and execute all ancillary documents in connection therewith for an agreement with the City of Fresno to renew administration of the HOME Tenant Based Rental Assistance (HOME TBRA) program.

PASSED AND ADOPTED THIS 23rd DAY OF January, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 11a

**AUTHOR:** Michael Duarte

**SUBJECT:** 2017 Budget Adoption – Mixed Finance Properties

---

### Executive Summary

Over the past seven years, the Boards have approved over 25 projects, beginning with Yosemite Village, and including Granada Commons, two phases of Parc Grove Commons, four Renaissance projects, six RAD projects, and several other developments throughout Fresno County. We collectively call these groups of projects the “Mixed Finance Properties” because we used several (“mixed”) financing sources to acquire and construct the units.

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

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

Another one of Silvercrest’s responsibilities as the MGP is to review and approve the annual operating budgets and financial performance for the partnerships.

However, because the Fresno Housing Authority originally sponsored these projects and has a vested interest in the success of the properties, staff will be presenting the 2017 annual operating budgets for each of the properties to the Boards of Commissioners, and then later requesting that Silvercrest, Inc. Board of Directors adopt the budgets.

### Recommendation

This item is informational only. No action is required. The Board of Directors for Silvercrest, Inc. will be asked to approve the 2017 Budgets that will be presented.

2017 City Mixed Finance Budget Summary															
	Yosemite Village	Parc Grove Northwest	Parc Grove Commons II	Renaissance at Trinity	Renaissance at Santa Clara	Renaissance at Alta Monte	Bridges at Florence	City View at Van Ness	Southeast Fresno RAD	Viking Village	Pacific Gardens	Fultonia West/Cedar Heights	Villa Del Mar	Legacy Commons	Total
# of Units	69	148	215	21	70	30	34	45	193	40	56	45	48	64	1014
NET TENANT INCOME	479,496	1,380,056	1,879,956	162,600	527,016	227,067	199,395	309,635	1,507,092	328,028	320,637	298,472	338,400	215,781	8,173,631
TOTAL OTHER INCOME	17,496	-	7,200	30,000	82,000	33,000	3,100	5,400	-	-	-	3,620	-	-	181,816
TOTAL INCOME	496,992	1,380,056	1,887,156	192,600	609,016	260,067	202,495	315,035	1,507,092	328,028	320,637	302,092	338,400	215,781	8,355,447
EXPENSES															-
TOTAL PAYROLL EXPENSES	132,312	229,550	342,970	50,760	184,698	64,832	44,000	49,200	275,243	48,282	69,888	72,859	116,400	60,876	1,741,870
TOTAL ADMINISTRATIVE EXPENSES	102,552	140,950	190,950	35,820	93,278	46,784	44,610	66,370	344,524	87,240	52,272	42,304	55,160	54,599	1,357,413
TOTAL TENANT SERVICES EXPENSES	15,000	54,000	106,800	6,300	16,425	9,900	14,400	1,600	66,200	16,000	18,933	17,954	18,000	17,067	378,579
TOTAL UTILITY EXPENSES	80,400	146,450	153,958	29,172	69,171	42,748	31,310	41,520	196,956	26,436	47,280	24,930	51,200	32,029	973,560
TOTAL MAINTENANCE EXPENSES	101,184	190,840	348,600	33,276	172,099	59,376	33,000	22,250	159,048	28,926	52,776	27,300	61,350	24,669	1,314,694
TOTAL TAXES & INSURANCE EXPENSES	24,000	28,105	35,268	12,312	15,340	8,916	7,400	9,906	43,420	9,816	12,960	10,122	13,631	11,003	242,199
															-
TOTAL EXPENSES	455,448	789,895	1,178,546	167,640	551,011	232,556	174,720	190,846	1,085,391	216,700	254,109	195,469	315,741	200,243	6,008,315
															-
NET OPERATING INCOME	41,544	590,161	708,610	24,960	58,005	27,511	27,775	124,189	421,701	111,328	66,528	106,623	22,659	15,538	2,347,132
															-
NON-OPERATING EXPENSES															-
TOTAL FINANCING EXPENSES	13,680	470,244	268,224	10,704	21,863	11,300	15,450	95,220	63,756	13,792	39,019	-	9,400	-	1,032,652
TOTAL NON-OPERATING EXPENSES	20,700	35,732	66,432	10,500	35,000	15,000	11,328	11,256	61,896	12,360	16,800	15,500	4,200	12,800	329,504
															-
TOTAL NON-OPERATING EXPENSES	34,380	505,976	334,656	21,204	56,863	26,300	26,778	106,476	125,652	26,152	55,819	15,500	13,600	12,800	1,362,156
															-
CASH FLOW	7,164	84,185	373,954	3,756	1,142	1,211	997	17,713	296,049	85,176	10,709	91,123	9,059	2,738	984,976

## 2017 County Mixed Finance Budget Summary

	Granada Commons	Mendota RAD	Orange Cove RAD	Kingsburg Marion Villas	Elderberry (Sanger Seniors)	Reedley Kings River Commons	Rio Villas	Paseo 55	Shockley Terrace RAD	Total
<b># of Units</b>	<b>16</b>	<b>124</b>	<b>90</b>	<b>46</b>	<b>75</b>	<b>60</b>	<b>30</b>	<b>55</b>	<b>48</b>	<b>544</b>
<b>NET TENANT INCOME</b>	<b>113,701</b>	<b>1,092,000</b>	<b>757,000</b>	<b>284,738</b>	<b>425,490</b>	<b>409,253</b>	<b>160,031</b>	<b>162,384</b>	<b>138,181</b>	<b>3,542,778</b>
<b>TOTAL OTHER INCOME</b>	<b>1,511</b>	<b>-</b>	<b>-</b>	<b>7,790</b>	<b>-</b>	<b>2,220</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,521</b>
<b>TOTAL INCOME</b>	<b>115,212</b>	<b>1,092,000</b>	<b>757,000</b>	<b>292,528</b>	<b>425,490</b>	<b>411,473</b>	<b>160,031</b>	<b>162,384</b>	<b>138,181</b>	<b>3,554,299</b>
<b>EXPENSES</b>										
<b>TOTAL PAYROLL EXPENSES</b>	<b>25,291</b>	<b>228,387</b>	<b>220,195</b>	<b>56,961</b>	<b>51,600</b>	<b>71,430</b>	<b>43,201</b>	<b>36,538</b>	<b>36,514</b>	<b>770,117</b>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>22,184</b>	<b>182,096</b>	<b>158,366</b>	<b>55,537</b>	<b>53,100</b>	<b>56,970</b>	<b>28,913</b>	<b>35,471</b>	<b>27,890</b>	<b>620,527</b>
<b>TOTAL TENANT SERVICES EXPENSES</b>	<b>5,000</b>	<b>74,162</b>	<b>36,924</b>	<b>19,733</b>	<b>2,400</b>	<b>23,437</b>	<b>10,417</b>	<b>15,250</b>	<b>15,000</b>	<b>202,323</b>
<b>TOTAL UTILITY EXPENSES</b>	<b>11,779</b>	<b>163,783</b>	<b>113,404</b>	<b>53,113</b>	<b>68,400</b>	<b>61,561</b>	<b>32,641</b>	<b>27,000</b>	<b>16,280</b>	<b>547,961</b>
<b>TOTAL MAINTENANCE EXPENSES</b>	<b>21,782</b>	<b>137,068</b>	<b>80,549</b>	<b>29,642</b>	<b>84,700</b>	<b>45,135</b>	<b>24,831</b>	<b>30,681</b>	<b>25,750</b>	<b>480,138</b>
<b>TOTAL TAXES &amp; INSURANCE EXPENSES</b>	<b>4,423</b>	<b>28,417</b>	<b>33,695</b>	<b>11,100</b>	<b>18,159</b>	<b>11,575</b>	<b>9,166</b>	<b>7,627</b>	<b>6,382</b>	<b>130,544</b>
<b>TOTAL EXPENSES</b>	<b>90,459</b>	<b>813,913</b>	<b>643,133</b>	<b>226,086</b>	<b>278,359</b>	<b>270,108</b>	<b>149,169</b>	<b>152,567</b>	<b>127,815</b>	<b>2,751,609</b>
<b>NET OPERATING INCOME</b>	<b>24,753</b>	<b>278,087</b>	<b>113,867</b>	<b>66,442</b>	<b>147,131</b>	<b>141,365</b>	<b>10,862</b>	<b>9,818</b>	<b>10,366</b>	<b>802,690</b>
<b>NON-OPERATING EXPENSES</b>										
<b>TOTAL FINANCING EXPENSES</b>	<b>8,928</b>	<b>236,389</b>	<b>86,867</b>	<b>-</b>	<b>87,148</b>	<b>100,551</b>	<b>-</b>	<b>-</b>	<b>2,500</b>	<b>522,383</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>4,000</b>	<b>40,000</b>	<b>27,000</b>	<b>11,728</b>	<b>18,504</b>	<b>19,000</b>	<b>7,500</b>	<b>8,250</b>	<b>7,200</b>	<b>143,182</b>
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>12,928</b>	<b>276,389</b>	<b>113,867</b>	<b>11,728</b>	<b>105,652</b>	<b>119,551</b>	<b>7,500</b>	<b>8,250</b>	<b>9,700</b>	<b>665,565</b>
<b>CASH FLOW</b>	<b>11,825</b>	<b>1,698</b>	<b>-</b>	<b>54,714</b>	<b>41,479</b>	<b>21,814</b>	<b>3,362</b>	<b>1,568</b>	<b>666</b>	<b>137,125</b>



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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 11b

**AUTHOR:** Christina Husbands

**SUBJECT:** Real Estate Development Update

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### Executive Summary

Staff will provide an overview of current pre-development activities.

### Recommendation

None at this time. Informational only.

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 12a

**AUTHOR:** Christina Husbands

**SUBJECT:** Allocation of Project Based Vouchers – Hotel Fresno

---

### Executive Summary

The Fresno Housing Authority (FH) is committed to the development of affordable housing within this community, and Hotel Fresno exemplifies the goals of this Agency. Pursuant to the authority granted to FH under the Annual Contributions Contract (the "ACC") between FH and the U.S. Department of Housing and Urban Development ("HUD"), FH has access to Section 8 tenant assistance vouchers, which FH may choose to attach to specific units rather than using it for tenant-based assistance pursuant to Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983.

FH's desire is to facilitate the development and operation of the Hotel Fresno Apartments, a 79 unit mixed-income multifamily project, to be located at 1241-1263 Broadway Plaza in downtown Fresno, directly adjacent to FH's central office (the "Project"). The Hotel Fresno Apartments are being developed by APEC International, LLC and Deep Green Housing and Community Development, and will consist of 38 market rate units and 41 affordable units (including one manager's unit) for low-income families with incomes ranging from 30% to 50% of AMI. The Housing Authority of the City of Fresno will be provided an option to purchase the ownership interest of the limited partner and general partners at the end of the initial fifteen year partnership agreement term.

FH has the ability to commit to the Project up to nineteen (19) project-based Section 8 vouchers for an initial Housing Assistance Payments contract term of 15 years, which initial term shall be renewed for an additional 15 year term. The Section 8 vouchers will be provided, subject to and in accordance with, Section 8 of the U.S. Housing Act of 1937, and all applicable regulations thereto.

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

983.51 (b) (2) *Selection of a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposal (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance.*

FH is basing its selection method on the competitive California Tax Credit Allocation Committee (CTCAC) funding award of \$1,018,803 in federal tax credits annually for ten years given to Hotel Fresno Apartments on June 8, 2016.

### **Recommendation**

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, CA award nineteen (19) Project Based Vouchers (PBV) based on the second method (previous competitive award of CTCAC) on behalf of Hotel Fresno Apartments and authorize Preston Prince, CEO/Executive Director, Angelina Nguyen, Chief of Staff and/or their designee to enter into a Housing Assistance Payment contract for 15 years, with a 15 year extension, with Hotel Fresno Apartments, LP, for the purposes of providing nineteen (19) Project Based Vouchers to the Hotel Fresno Apartments mixed-income multifamily housing development.

### **Fiscal Impact**

The nineteen (19) PBV's are anticipated to provide \$102,312 of subsidy income in year one, subsequent year amounts may vary based on fair market rents. This funding will commence at the time each unit receives a Certificate of Occupancy and both the unit and proposed tenant have been reviewed and approved by a Housing Authority staff person or contractor, subject to program guidelines. The PBV's and subsequent funding will come from FH's existing Housing Choice Voucher program.

### **Background Information**

The Hotel Fresno project will consist of the complete renovation of the existing vacant Hotel Fresno structure into a mixed-income multi-family project. As a mixed income project, the Hotel Fresno Project will provide 38 market rate units and 41 affordable units (including one manager's unit) for low-income families with incomes ranging from 30% to 60% of AMI. Upon completion, the Hotel Fresno building will consist of 79 residential housing units, and residential support areas (such as community room, computer room, sitting areas, and management offices) on floors 2-7, and space designated for common areas and future light retail use on the ground floor, all within the footprint of the existing structure. In addition to the Hotel Fresno building, the project will also include construction of a new parking structure on property to the rear of the existing building consisting of two levels of parking with a total of 92 spaces. There will also be an outdoor recreation/play area on the upper deck of the parking structure, and a portion of the 1st and 2nd floors of the parking structure will have space designated for future retail use.

All units will have central heat and air conditioning. The property will have controlled access, and will include laundry rooms on site. In addition, a wireless high speed internet network will be installed that meets TCAC standards. Therefore, tenants will also have access to free high speed wireless internet in each unit and the community rooms. The future light retail uses will operate with the number of employees and during the business hours which are normal and customary for the type use. Examples of the types of uses anticipated include a bookstore, gift shop, and restaurant. The retail spaces include approximately 10,000 feet on the first floor of the existing building and approximately 8,000 square feet of space has been designated for future retail use (4,000 sf. on the 1st floor and 4,000 sf. on the 2nd floor) at the south east corner of the new parking structure.

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

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO**

**RESOLUTION APPROVING ALLOCATION OF NINETEEN (19) PROJECT BASED  
VOUCHERS FOR THE HOTEL FRESNO APARTMENTS DEVELOPMENT, A MIXED-  
INCOME MULTIFAMILY HOUSING DEVELOPMENT IN FRESNO, CA**

WHEREAS, APEC International, LLC and Deep Green Housing and Community Development (the "Developer") are the developers of Hotel Fresno Apartments, a mixed-income multifamily development located at 1241-1263 Broadway Plaza in the downtown area of the City of Fresno; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for families; and,

WHEREAS, the Housing Authority of the City of Fresno (the "Authority") is granted the authority under the Annual Contributions Contract (the "ACC") between Authority and the U.S. Department of Housing and Urban Development ("HUD"), that provides the Authority access to Section 8 tenant assistance vouchers, which the Authority may choose to attach to specific units rather than using it for tenant-based assistance pursuant to Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983; and,

WHEREAS, the Developer meets the HUD eligibility criteria for the selection of Project Based Vouchers through a competitive funding award of \$1,018,803 in federal tax credits annually for ten years from the California Tax Credit Allocation Committee (CTCAC) to construct such a project; and,

WHEREAS, the Authority desires to commit nineteen (19) Project-Based Vouchers to the Hotel Fresno Apartments, for a term of 15 years, with an automatic renewal clause of an additional 15 years;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California authorize and empower the CEO/Executive Director Preston Prince, Chief of Staff Angelina Nguyen, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and supporting documents, for the purposes of providing nineteen (19) Project Based Vouchers to Hotel Fresno Apartments, LP for the Hotel

*Reso City – Project Based Vouchers – Hotel Fresno*

Fresno Apartments development in Fresno, CA, subject to satisfactory negotiations of purchase options.

PASSED AND ADOPTED THIS 23<sup>rd</sup> DAY OF JANUARY, 2017. 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

## BOARD MEMO


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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 12b

**AUTHOR:** Brandon Gonzalez

**SUBJECT:** Oak Grove – Architectural Services Contract

### Executive Summary

In October, 2015, staff brought R.L. Davidson, Inc., Architects on board to complete preliminary architectural drawings for the submission of a site plan review to the City of Parlier for the Oak Grove parcel, located at 595 Bigger Street in Parlier, California (APN: 355-041-24T).

The purpose of this memo is to recommend an expansion of the R.L. Davidson architectural contract for the development of detailed construction drawings and the administration of the construction phase at Oak Grove. It also includes the cost of hiring an energy consultant to model the current and proposed energy efficiency of the Oak Grove building type, a requirement of the California Tax Credit Allocation Committee (CTCAC).

R.L. Davidson completed the preliminary plans and submitted the site plan review to the City of Parlier on December 21, 2016. Approval of the Site Plan Review application is still pending. All entitlements are expected to be approved by the Parlier City Council in February of 2017. A presentation on the proposed Oak Grove redevelopment was also given to the Parlier City Council members on January 4, 2017.

### Proposed Not to Exceed Contract Fees

Schematic Design: Programming Density Design Studies	\$24,000
Design Development	\$16,000
Construction Documents	\$396,000
Construction Administration	\$24,000
<b>Total Architectural Costs</b>	<b>\$460,000</b>

### Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority approve the proposed contract with R.L. Davidson, Inc. Architects, to perform architectural services for the Oak Grove development and authorize

Preston Prince, CEO/Executive Director, Angelina Nguyen, Chief of Staff, and/or their designee to execute all agreements and ancillary document in connection therewith.

### **Fiscal Impact**

The CEO/Executive Director will negotiate a contract for project design work not to exceed \$460,000. The work will ultimately be paid for out of the development budget with the sources of funding generated for this project. In the event that this development is not funded, the architect will be compensated for work completed to date and the contract will be terminated.

### **Background Information**

As the result of an Agency Request for Qualifications (RFQ) in 2012, R.L. Davidson was selected as part of a general architectural services vendor pool. The firm was selected due to its extensive experience with this product type, the County of Fresno, and overall presentation. R.L. Davidson also has over 20 years of experience with affordable housing and is familiar with design requirements of the various funding sources, including Low Income Housing Tax Credits.

### **List of Proposed Local Sub-Contractors**

In the case tax credits are awarded for the project, R.L. Davidson anticipates engaging the following sub-contractors:

- |                       |                                 |                 |
|-----------------------|---------------------------------|-----------------|
| – Civil Engineer      | Gateway Engineering             | Fresno, CA      |
| – Structural Engineer | Richard Bittikofer & Associates | Fresno, CA      |
| – Landscape Architect | Sierra Design Group             | Loomis, CA      |
| – Energy Consultant   | Melas Energy Engineering        | Nevada City, CA |

Preliminary architectural renderings envision the Oak Grove development as a two story apartment complex with (16) two-bedroom units, (28) three-bedroom units and (12) four-bedroom units. The complex will be accessed from Bigger Street, with pedestrian (and emergency access) through the Oak Grove property. Residents of the development will have access to management staff and resident services at the Oak Grove community building.

In early June 2017, FH will have an indication of whether the Oak Grove tax credit application will be funded; thus, architectural work will proceed until final awards are announced. If the indication is that the tax credit application will not be successful, then architectural services under this expanded contract will be halted until a decision has been made on how to move the Oak Grove project forward.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

**RESOLUTION APPROVING AWARD OF ARCHITECTURAL CONTRACT TO R.L.  
DAVIDSON, INC. FOR OAK GROVE APARTMENTS, A PROPOSED 56 UNIT  
DEVELOPMENT IN PARLIER, CA**

WHEREAS, the mission of the Housing Authority of Fresno County, CA (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 Parlier 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 Oak Grove, a multi-family housing development located at 595 Bigger Street, Parlier, CA 93648 (APN 355-041-24T); 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 \$460,000;

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, Angelina Nguyen, Chief of Staff, or their designee to negotiate the terms of the aforementioned contract and supporting documents with R.L. Davidson, Inc. for Architectural services for the Oak Grove development in Parlier, Ca.

PASSED AND ADOPTED THIS 23<sup>rd</sup> DAY OF January, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners



## BOARD MEMO


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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** January 23, 2017

**AGENDA ITEM:** 12c & 12d

**AUTHOR:** Brandon Gonzalez

**SUBJECT:** Award of General Contractor/Construction Manager (GCCM)

Contracts: Magill Terrace & Oak Grove

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### Executive Summary

In November, 2016 staff issued a Request for Proposals (RFP) for General Contractor/Construction Management (GCCM) Services, including pre-construction consulting for the Magill Terrace and Oak Grove developments. Both developments are being proposed for submission of applications for low-income housing tax credits in March, 2017; therefore, staff is recommending award of the GCCM contracts at this time to allow for a substantial review of construction design drawings in order to obtain the most cost effective methods of construction.

The RFP allowed for the option for submitting a proposal for work on one or all sites. A total of 6 proposals were received for the subject sites in response to the solicitation. The review panel was comprised of Fresno Housing (FH) staff from Planning & Community Development, Housing Management and Resident Services departments, along with two external panel members. Upon evaluation of the initial scoring, the 3 top ranked proposals were invited to participate in a panel interview.

After a comprehensive review, staff is recommending Johnston Contracting for the Magill Terrace development and Prowest Contractors Inc. for the Oak Grove development. The proposals were ranked based on firm history, capability, track record and relevant experience, project team, project schedule, fee structure and economic opportunities outreach. The final ranking of the 6 proposals is as follows:

### Proposer's Ranking Comparison

Name of Proposer	Average Ranking Magill Terrace	Average Ranking Oak Grove	Firm Location
Johnston Contracting	79.00	79.00	7511 N. Palm Bluffs, Fresno CA
Prowest Contractors Inc.	77.53	77.40	22710 Palomar St, Wildomar CA
Brown Construction	73.50	73.36	1465 Enterprise Blvd, Sacramento CA
Harris Construction	61.71	61.40	5286 E Home Ave, Fresno, CA 93727
Precision General Commercial Contractors	60.22	61.86	300 Turney St, Sausalito, CA 94965
PK Leary	54.93	54.67	1640 School St. Moraga, CA 94556

During the interview process, staff inquired how each firm would work to use local subcontractors and firms to best serve the needs of the project and greater Fresno community. Johnston Contracting is a local firm who currently has 3 construction projects under contract with Fresno Housing. The majority of their subcontractors are local, with an established working history with Johnston Contracting.

Prowest Contractors Inc. is a firm that will be awarded a project for the first time. They are based just outside of Temecula, and have unsuccessfully submitted proposals to Fresno Housing since 2010. Their improved bid applications have highlighted a focus on working to find local subcontracting firms. They have committed to working with staff to do outreach within the greater Central Valley area, and have an established list of about 700 firms who are typically contacted for subcontracting opportunities, and greatly look forward to adding some Central Valley firms to the mailing list.

### Recommendation

It is recommended that the Board of Commissioners award the General Contractor/Construction Management Services Contracts to:

1. Johnston Contracting for the Magill Terrace project, at \$100,000 for pre-construction consultancy services and for an amount not to exceed 12% of construction costs for General Contracting services; and
2. Prowest Contractors Inc. for the Oak Grove project, at \$90,000 for pre-construction consultancy services and for an amount not to exceed 14% of construction costs for General Contracting services.

It is further recommended to authorize Preston Prince, CEO/Executive Director, Angelina Nguyen, Chief of Staff, and/or their designee to negotiate and execute the contracts subject to satisfactory review and approval by legal counsel.

**Fiscal Impact**

1. Magill Terrace- The contract will be worth 12% of the total construction costs in the project budget, or approximately \$975,000 based on preliminary construction estimates, and will be paid from the project budget. Pre-construction consultancy services will be provided at a cost of \$100,000.
2. Oak Grove- The contract will be worth 14% of the total construction costs in the project budget, or approximately \$1,120,000 based on preliminary construction estimates, and will be paid from the project budget. Pre-construction consultancy service will be provided at a cost of \$90,000.

**Background Information**

Magill Terrace is an existing multi-family residential development consisting of 20 affordable housing units on 2.57 acres at 401 Nelson Street in Fowler, California. The FH has successfully acquired the two adjacent parcels totaling approximately 1.74 acres in November 2016. The FH proposes to demolish the existing 20 units and construct 59 affordable housing units, 1 manager's unit, and a Community Building on approximately 4.31 acres. Our target population will be families and residents of Fowler, CA and the surrounding areas that are income qualified.

Oak Grove is an existing multi-family residential development consisting of 50 affordable housing units on 7.59 acres at 595 Bigger Street in Parlier, California. The FH proposes to demolish the existing 50 units and construct 56 new multifamily units (including a manager's unit) and a community building on approximately 5 acres of the existing property. The development would include a mix of two-to-four bedroom units and would have affordability levels ranging from 30% to 60%.

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

**RESOLUTION APPROVING AWARD OF GENERAL CONTRACTOR/CONSTRUCTION  
MANAGEMENT SERVICES TO JOHNSTON CONTRACTING FOR THE MAGILL  
TERRACE PROJECT IN FOWLER, CALIFORNIA**

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

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

WHEREAS, Johnston Contracting was the highest rated firm with the capacity to accept an award; and

WHEREAS, the Authority desires to enter into a contract with Johnston Contracting for the services specified in their proposal, at a cost of \$100,000 for pre-construction consultancy services and for a fee not to exceed 12% of the construction budget for the work to be completed between the Project closing and the completion of construction;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California, hereby authorizes Preston Prince, CEO/Executive Director, Angelina Nguyen, Chief of Staff, or their designee, to negotiate and execute on behalf of the Authority a GC/CM contract with Johnston Contracting for the Magill Terrace project.

PASSED AND ADOPTED THIS 23rd DAY OF January, 2017. 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 AWARD OF GENERAL CONTRACTOR/CONSTRUCTION  
MANAGEMENT SERVICES TO PROWEST CONTRACTORS INC. FOR THE OAK GROVE  
PROJECT IN PARLIER, CALIFORNIA**

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

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

WHEREAS, Prowest Contractors Inc. was the highest rated firm with the capacity to accept an award; and

WHEREAS, the Authority desires to enter into a contract with Prowest Contractors Inc. for the services specified in their proposal, at a cost of \$90,000 for pre-construction consultancy services and for a fee not to exceed 14% of the construction budget for the work to be completed between the Project closing and the completion of construction;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California, hereby authorizes Preston Prince, CEO/Executive Director, Angelina Nguyen, Chief of Staff, or their designee, to negotiate and execute on behalf of the Authority a GC/CM contract with Prowest Contractors Inc. for the Oak Grove project.

PASSED AND ADOPTED THIS 23rd DAY OF January, 2017. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Preston Prince, Secretary of the Boards of Commissioners

## BOARD MEMO

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**TO:** Boards of Commissioners

Fresno Housing Authority

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

**DATE:** January 20, 2017

**BOARD MEETING:** Jan. 23, 2017

**AGENDA ITEM:** 12e

**AUTHOR:** Tiffany Mangum

**SUBJECT:** Consideration of Out of State Travel – CEO and Commissioners

### Executive Summary

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

### Travel/Conference Agenda

Date	Location	Event
3/26-3/28/17	Washington, DC	NAHRO Washington Conference*
4/23-4/26/17	Washington, DC	Fresno COG One Voice Delegation
7/11-7/14/17	Washington, DC	CLPHA Education Summit and Summer Meeting
7/16-7/18/17	Indianapolis, IN	NAHRO Summer Conference*

### Recommendation

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

### Fiscal Impact

All travel and conference expenditures are within budget, and funds have been previously approved as part of the FY2017 Operating Budgets submitted and approved in December 2016.

*\*Commissioners will attend with the CEO.*

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## EXECUTIVE DIRECTOR'S REPORT

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**TO:** Boards of Commissioners **DATE:** January 20, 2017  
Fresno Housing Authority **BOARD MEETING:** January 23, 2017  
**FROM:** Preston Prince  **AGENDA ITEM:** 14  
CEO/Executive Director **AUTHOR:** Staff  
**SUBJECT:** Director's Report – January 2017

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### 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.*

#### Planning & Community Development

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

#### Development Project Overview

Name of Property	Status	Description/Type	Total Units
541 @ South Tower and Cedar Heights	Stabilization	541 N. Fulton St and 4532 E. Hamilton Ave, Fresno, CA Multi-Family	45

Name of Property	Status	Description/Type	Total Units
Paseo 55	Under Construction	1233 & 1245 G St, Reedley, CA	55
Legacy Commons Phase I	Under Construction	Walnut/Edison West Fresno, CA	64
Rio Villas	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
Renaissance at Parc Grove	Pre-Dev March 2017 Est. Closing	Clinton and Angus, Fresno, CA	40
Legacy Commons Phase 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 Rio Villas development (formerly Firebaugh Gateway) has completed construction and residents began moving in January 10, 2017. Community room furniture is installed and available for use by the residents.

### Housing Management Occupancy

City of Fresno						
Property	Total # of Units	Total Vacant	Current Occupancy	Notice to Vacate	Approved Apps	Net Occupancy
CITY AMP 1 (SW Fresno)						
Sequoia Courts	60	1	98%	0	0	98%
Sequoia Courts Terrace	78	4	95%	1	1	95%
Monte Vista Terrace	44	1	98%	0	1	100%
Garland Gardens	51	2	96%	4	2	92%
<b>Totals</b>	233	8	97%	5	4	96%
CITY AMP 2 (SW Fresno)						
Sierra Plaza	70	1	99%	4	0	93%
Fairview Heights	74	4	95%	3	2	93%



Sierra Terrace	72	2	97%	2	0	94%
Desoto II	28	0	100%	0	0	100%
HOP Scattered	7	4	100%	0	0	43%
<b>Totals</b>	251	7	98%	9	2	95%
<b>Mixed Family (Fresno)</b>						
Cedar Courts & Inyo	193	4	98%	0	0	98%
Viking Village	40	1	98%	0	0	98%
Pacific Garden	56	0	100%	0	0	100%
Yosemite Village	69	2	97%	0	0	97%
<b>Totals</b>	289	5	98%	0	0	98%
<b>CO AMP 1 (Pinedale/Highway City)</b>						
Pinedale Apartments 28-24	50	2	96%	0	1	98%
Pinedale Apartments 28-32	30	0	100%	0	0	100%
DeSoto Gardens	40	1	98%	0	0	98%
Marcelli Terrace	24	0	100%	0	0	100%
Mariposa Meadows	40	1	98%	0	1	100%
Emergency Housing	30	0	100%	0	0	100%
<b>Totals</b>	214	4	99%	0	2	99%

<b>Special Programs</b>						
<b>Property</b>	<b>Total # of Units</b>	<b>Total Vacant</b>	<b>Current Occupancy</b>	<b>Notice to Vacate</b>	<b>Approved Apps</b>	<b>Net Occupancy</b>
<b>Renaissance (Fresno)</b>						
Trinity	20	0	100%	0	0	100%
Alta Monte	29	0	100%	0	0	100%
Santa Clara	69	0	100%	1	0	99%
<b>Totals</b>	118	0	100%	1	0	100%

<b>Fresno County</b>						
<b>Property</b>	<b>Total # of Units</b>	<b>Total Vacant</b>	<b>Current Occupancy</b>	<b>Notice to Vacate</b>	<b>Approved Apps</b>	<b>Net Occupancy</b>
<b>CO AMP 2 (Selma/Sanger/Fowler/Del Rey)</b>						
Shockley Terrace	25	0	100%	0	0	100%
Memorial Village	35	6	83%	0	0	83%
Magill Terrace	20	4	80%	0	0	80%
Del Rey Complex	30	3	90%	0	2	97%
Laton Apartments	20	0	100%	0	0	100%
Wedgewood Commons	64	1	98%	0	1	100%
Sanger HOP	5	5	0%	0	5	100%
<b>Totals</b>	201	14	90%	0	3	92%
<b>CO AMP 3 (Reedley/Parlier/Orange Cove)</b>						
Sunset Terrace	20	0	100%	1	0	95%
Oak Grove Apts	50	0	100%	0	0	100%
Sunset Terrace II	20	7	65%	2	0	55%
Orange Cove RAD	90	1	99%	2	0	97%
Citrus Gardens	30	4	87%	2	2	87%
Orchard Apartment (F/L)	40	0	100%	0	0	100%

Parlier Migrant Center	131	130	1%	0	0	1%
<b>Totals</b>	250	5	97%	7	2	96%

CO AMP 4 (Firebaugh)						
Mendoza Terrace	50	0	100%	0	0	100%
Mendoza Terrace II	40	4	90%	1	2	93%
Firebaugh Elderly	30	1	97%	0	0	97%
Cardella Courts	32	0	100%	0	0	100%
Firebaugh Family Apts	34	0	100%	0	0	100%
Maldonado Plaza	64	22	66%	1	0	64%
<b>Totals</b>	250	27	92%	2	2	92%
CO AMP 5 (Kerman/Biola/Mendota)						
Helsem Terrace	40	2	95%	0	0	95%
Biola Apartments	12	2	83%	0	1	92%
Mendota RAD	124	3	98%	1	0	97%
Mendota Farm Labor	60	1	98%	1	1	98%
Granada Commons	16	1	94%	0	1	100%
<b>Totals</b>	252	9	94%	2	3	96%
CO AMP 6 (Huron/San Joaquin)						
Cazares Terrace	24	0	100%	0	0	100%
Cazares Terrace II	20	0	100%	0	0	100%
Huron Apartments	20	1	95%	0	0	95%
Taylor Terrace	28	3	89%	1	1	89%
San Joaquin Apartments	20	2	90%	0	0	90%
Parkside Apartments	50	1	98%	0	1	100%
<b>Totals</b>	162	7	95%	1	2	96%

## RENAISSANCE ACTIVITIES

During the week of December 19, 2016, all three Renaissance sites, Trinity, Alta Monte and Santa Clara held holiday celebrations. There was lots of food and the residents spent quality time with each other, supportive services and the management team.

## HMD Update

Rio Villas, formerly Firebaugh Gateway, is complete. The first move-in occurred on January 10, 2017. To date, we have moved in 12 families and have 11 additional move-ins scheduled over the next two weeks. We expect to have the remaining six units housed by the end of this month.

Our next lease up will be in Selma, CA. On-site staff for Shockley Terrace will begin working on applications the week of January 23. The property is expected to be ready for relocated families to return in late March 2017. All other units will be ready for new families in April 2017.

## 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

#### Cedar Courts-Centro La Familia

Centro La Familia Advocacy Services continues a support group for a “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 – 11:30am.

#### HOPE (Helping Others Pursue Excellence)

HOPE is continuing a series titled Residential Construction Training at Cedar Courts. Classes are held on Tuesday’s and Thursday’s. The class will cover construction concepts, blue print reading, tools, business preparation, and job search. This current cohort will end in December and a new cohort will begin January 2017.



#### Mountain View South-Youth Literacy

Reading & Beyond after school program continues at Mountain View South for youth Kinder to 4th grades. Classes will be offer from 3:00pm – 5:30pm on Monday and Wednesdays.

#### Fresno Housing Resident Surveys

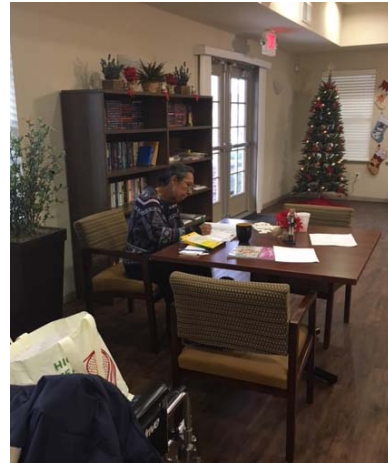
Surveys were distributed and collected from RAD sites during the month of December.

#### Kuffle Terrace North-Youth Literacy

Reading & Beyond after school program continue at Kuffle Terrace North for youth Kinder to 4<sup>th</sup> grades. Classes will be offer from 3:00pm -5:30pm on Tuesday’s and Thursdays.

### **Marion Villas-Health & Wellness**

Residents participated in brain activities by playing games such as checkers, Connect 4, playing cards, and the game of Uno. Other residents enjoyed coloring books. The residents who colored stated that they felt a reduction in anxiety and felt relaxed which brought back childhood memories.



### **Wedgewood Commons-Health & Wellness**

Residents participated in brain activities by playing games such as checkers, Connect 4, playing cards, and the game of Uno. Other residents enjoyed coloring books. The residents who colored stated that they felt a reduction in anxiety and felt relaxed which brought back childhood memories.



## 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.*

### Housing Choice Voucher Program

**Leasing Update** – During the month of December 2016, the following leasing activity took place for the Housing Choice Voucher (HCV) program.

As the end of the year came to a closing, the issuance of new vouchers scaled down, as staff worked up the last of the leasing files for the year. There were 18 new vouchers issued to HCV City and County applicants to search for housing. We continued to be busy accepting and processing Requests for Tenancy Approval (RFTA) packets. There were 221 combined city and county applicants that found housing and submitted their RFTAs in the month of December.

In an effort to meet the end of the year leasing numbers, for the month of December 2016, there were 498 families that leased up and new HAP contracts were executed for both the city and county programs. As we move forward, the plan is to continue to lease on an on-going steady pace moving forward into 2017.

## PARTNERSHIP

### Overview

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

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

Project	Organization	Role
Renaissance at Parc Grove	WestCare	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**

Fresno Housing is partnering with Fresno County Public Library in participating in the launching of the Digi-bus. The Digi-bus is a computer lab on wheels. The Digi-bus will offer a one-week courses that will be offered two hours per day. A two- hour session will be offered in the morning and another two-hour session in the afternoon. The Digi-bus will hold 12 participants per session. The course will assist job seekers on computer basics, online job searching, how to use library databases and templates, how to write resumes and cover letters, and how to search and apply for jobs online. At the end of the course, attendees will have created a resume and a job portfolio that they could use in their job search, be better equipped to search for jobs using online techniques, and be more familiar with resources available at the FCPL.

Fresno Housing, along with members of the Fresno Madera Continuum of Care, received word the community was awarded a little over \$9 million in the U.S. Department of Housing and Urban Development Continuum of Care 2016 Notice of Funding Availability competition. The award is \$269,000 more than the 2015 competition. Fresno Housing received \$2.9 million; \$202,000 more than 2016 due to a new rapid rehousing program and increased CoC Planning Cost dollars.

## **MANAGEMENT GOALS**

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

## **Sustainability**

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

## **Fiscal Services**

### **Accounting, Budgeting and Internal Reporting**

Accounting staff has been diligently working to close the accounting books on 2016, and prepare for the multiple financial audits and reports that are due during the next several months. Our Housing Authority auditor, Davis Farr, will be on-site at the end of January to begin their initial compliance and internal control testing. They will return in early April to complete the financial audit for the two Housing Authorities. Our auditor for the limited partnerships and affiliated entities, Novogradac & Co., will be arriving in mid-February to complete their compliance and financial testing for the 2016 audits. Overall, staff is confident in the records for 2016, and feel like the audit process will go very efficiently.

## **Administrative Services**

### **Procurement**

Procurement staff established a competitive range for the general contractor construction management services for Oak Grove and Magill Terrace. Three of the six proposers were invited for interviews and best and final offers to provide the most advantages for the Agency. We were pleased to have participation from outside stakeholders in that evaluation committee. Procurement staff is excited to announce that we received eight proposals for architect services in response to request for qualifications Q16001. The evaluation committee is reviewing proposals to determine the top rated proposers. In addition, contracts for the low income weatherization program are near completion, and work is



scheduled to begin to provide new windows, insulation, and hot water heaters at selected properties. Facilities and fleet staff are working to provide [Agency vehicle drivers](#) with training information and resources to comply with a AB 1785, regarding the use of electronic wireless devices in vehicles.

## **Human Resources**

During December, Training & Development Analyst Damian Rivera partnered up with Training & Special Projects Coordinator Lorena Betancourt to design, develop, and implement the first phase of a new training curriculum for our on-site property management, administrative, and maintenance staffs. Four classes were held for the Affordable Housing and LIPH portfolios. After conducting a thorough training needs analysis on the heels of the Housing Management Department restructure, the program (including materials, tools and resources for employees and department trainers) was developed to enhance on-boarding efforts and to address the learning needs of employees new in position. Focus areas for the material include an introduction to systems (Yardi, Paylocity), administrative processes such as Cal-Card and expense management, and to the organizational structure (org charts, who to contact and when, etc.). Initial feedback has been positive and will be used to guide the development of the next phase of our training plans.

The Human Resources Department is pleased to announce the following new hires and promotions:

- Sheri Persons, Fiscal Services Coordinator (new hire)
- Philip Burnley, Procurement Coordinator (new hire)
- Danny Roe, Maintenance Technician (new hire)
- Jose Ramirez, Maintenance Technician (new hire)
- Lucille Kirchman, Senior Accountant (promotion)
- Candace Baker, Owner Services Specialist (promotion)
- Marguerite U'u, Wait List Specialist (promotion)

## **IT Services**

### **Information Technology:**

January 2, 2017 marks the first working day that the Agency opened the doors without an IT subcontractor in 9 years. We are happy to report that the transition went smoothly. We have not experienced any outages, lapse in service, or performance degradation. Staff believes we can attribute the smoothness of the transition to the countless hours of preparation leading up to the transition and the great relationship with CMTi.

IT staff has also been busy improving efficiency for the department and the Agency. Staff has implemented a new Helpdesk Ticket system that will help manage support issues and enhance customer service through better communication. Another efficiency gain is a printer fleet evaluation. We have reduced the number of printers from 190 down to 108. We have also upgrade the remaining 108 printers to more energy efficient models to help with electrical costs.

### **Yardi:**

Staff has been working diligently to prepare for the Yardi Rent Café waitlist website launch. We are very happy to report that the Rent Café launched for 24 properties on January 9th and we received 250 applications on the first day. This launch marks a significant expansion of the Fresno Housing web presence. The Rent Café has a lot of automated features that will make managing the waitlist much more efficient.

## **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.