



Boards of Commissioners Meeting

September 28, 2021



AGENDA

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

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

www.fresnohousing.org

Regular Joint Meeting of the Boards of Commissioners of Fresno Housing

5:00pm - September 28, 2021 – Per Executive Order N-25-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically," this Board Meeting will be held via conference call. The meeting can be accessed by members of the public as follows:

To join via Zoom: https://bit.ly/09282021JBM

To join via teleconference, call: (669) 900-6833. Meeting ID: 984 4584 7612

Passcode: 692972

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. Please email your request to speak to executiveoffice@fresnohousing.org.

Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made at least one (1) full business day prior to the meeting. Please call the Board Secretary at (559) 443-8475, TTY 800-735-2929.

5pm Board Meeting

		PAGE #
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 and Presentations 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 <u>not</u> listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.	
4.	Public Hearing 2022 Public Housing Agency Plans (Annual Plan, Admissions and Continued Occupancy Plan, Administrative Plan)	
5.	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)	
6.	Consent Agenda All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed the Consent Agenda and considered following approval of the Consent Agenda. a. Governance: Consideration of the Minutes of August 24,	6
	 2021 and August 28, 2021	15
	 known as the Marderosian Law Firm. c. Consideration of the General Construction Contract Award for Interior Renovations – 1331 Fulton Street 	19
	Approval of Contract Award for the remodel of the Central Office building. d. Consideration of the Contract for Trade Services Approval of Contract Awards for precipitized maintangues and remain carries.	23
	 Approval of Contract Awards for specialized maintenance and repair services. e. Consideration of Acceptance of the Tax Credit Allocation Committee Award – Corazon del Valle Commons Acceptance of the LIHTC Award for this housing site in Huron, CA. 	33
7.	Staff Presentations and Discussion Items	
-	a. 2022 Federal and Agency Budget Update Staff will present on the Agency and Federal 2022 Budgets.	37

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	b.	Consideration of the Property Sale and Leasing Contract – Parlier Office	38	
		Staff will provide an update on the Sale and Lease of this site.		
	c.	Real Estate Development Update An overview of activities and deliverables to date.	40	
8.	Action	Items		
	a.	City: Consideration of the Audited Financial Statements for the Year-Ending 2020 Approval to receive and file the audited financial statements.	41	
	b.	County: Consideration of the Audited Financial Statements for the Year-Ending 2020	161	
	c.	Approval to receive and file the audited financial statements. Consideration of the Submission of the 2022 Agency Annual Plans, Administrative Plans, and Admission & Continued Occupancy Plans Approval of submission of the Annual, Administrative and Admission &	270	
	d.	Continued Occupancy Plans. Consideration of Adoption of Resolution Pursuant to Assembly Bill 361 – Public Agency Meetings	297	
		Resolution on the Agency's public agency meetings pursuant to AB361.		
9.	Closed Session			
	a.	CONFERENCE WITH REAL PROPERTY NEGOTIATORS		
		(Pursuant to Government Code § 54954.5(b))		
		Property: Address (APNs: 455-205-04)		
		Agency negotiator: Angie Nguyen		
		Negotiating parties: Housing Authority of the City of		
		Fresno and Roombus, Inc.		
		Under negotiation: Price and Terms		
	b.	CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Government Code § 54954.5(b))		
		Property: 1030 E. Parlier Ave., Parlier, CA 93649 (APN: 355-280-07)		
		Agency Negotiator: Angie Nguyen		
		Negotiating Parties: Housing Authority of Fresno County and City of Parlier		
	c.	PUBLIC EMPLOYEE APPOINTMENT Title: CEO		
10.	Report	on Closed Session Item(s)		
11.	Action			
	a.	Consideration of Employment Agreement Between Fresno Housing Authority and Tyrone Roderick Williams as CEO	305	

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12.	Governance a. Commissioners' Report	
	b. Executive Director's Report	326
13.	Adjournment	

Minutes of the Joint Meeting

Of the Boards of Commissioners of the

HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

Tuesday, August 24, 2021

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular session on Tuesday, August 24, 2021, via teleconference.

1. The regular meeting was called to order at 5:04 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 and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair

Caine Christensen, Vice Chair

Stacy Vaillancourt

Ruby Yanez Sharon Williams Sabrina Kelley

ABSENT: None.

The regular meeting was called to order at 5:04 p.m. by Board Chair, Commissioner Catalano, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Cary Catalano Chair

Nikki Henry, Vice Chair

Valori Gallaher Stacy Sablan Joey Fuentes Sophia Ramos

ABSENT: Edugiben Ortiz

Also, in attendance were the following: Angie Nguyen, Interim CEO/Chief Programs Officer, and Ken Price, Baker Manock and Jensen - General Counsel.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

COUNTY MOTION: Commissioner Gallaher moved, seconded by Commissioner Henry, to approve the agenda as posted.

MOTION PASSED: 6-0

CITY MOTION: Commissioner Christensen moved, seconded by Commissioner Williams, to approve the agenda as amended.

MOTION PASSED: 6-0

3. PUBLIC COMMENT

There were no public comments at this time.

4. POTENTIAL CONFLICTS OF INTEREST

There were no potential conflicts of interest at this time.

5. CONSENT AGENDA

- a. Governance: Consideration of the Minutes of July 27, 2021 and July 30, 2021
- b. Consideration of Authorization to Apply for Multi-Family Housing Program (MHP) Funds Sun Lodge
- c. Consideration of Authorization to Apply for Multi-Family Housing Program (MHP) Funds Avalon Commons (Phase I)
- d. Consideration Authorization to Apply for Multi-Family Housing Program (MHP) Funds

 La Joya Commons (Firebaugh)
- e. Consideration of Authorization to Apply for Multi-Family Housing Program (MHP) Funds Step Up on 99
- f. Consideration of Authorization to Extend the Award for Project-Based Vouchers The Arthur @ Blackstone
- g. Consideration of Authorization to Extend the Award for Project-Based Vouchers Glenn and Shaw Development

COUNTY MOTION: Commissioner Sablan moved, seconded by Commissioner Ramos, to approve the consent agenda.

Joint Meeting Action Minutes: 08.24.2021

Adopted:

MOTION PASSED: 6 - 0

CITY MOTION: Commissioner Williams moved, seconded by Commissioner Yanez, to approve the consent agenda.

MOTION PASSED: 6-0

6. STAFF PRESENTATIONS AND DISCUSSION ITEMS

a. Update on YoVille Permaculture Garden

Angie Nguyen, Interim CEO/Chief Programs Officer, Keith Bergthold, Executive Director of Fresno Metro Ministry, and Christopher De Leon, YoVille Community Garden Manager, presented on this item.

b. Update on 2022 Agency Plans, Timeline, and Process

Lyric Aguigam, Policy Analyst, presented on this item.

c. Update on the Choice Neighborhood Planning – California Avenue Neighborhood

Tiffany Mangum, Executive Operations Manager/Choice Neighborhoods Project Manager, presented on this item.

Public Comment:

Eric Payne, Executive Director at Central Valley Urban Institute, asked for clarity relative to the existing conditions report. He asked if the pervasive issues, which were mentioned in the presentation, would be part of the existing conditions report or will it be separate in the social climate analysis. He asked if there are any references to the implications for security when describing the pervasive issues. Would this be achieved through environmental attitudes or with direct action through organizational outcomes? He congratulated the CAN Survey team for achieving the 60% response rate on the resident surveys.

7. CLOSED SESSION

The Boards entered closed session at 6:11 p.m.

Joint Meeting Action Minutes: 08.24.2021 Adopted: a. PUBLIC EMPLOYMENT

Title: CEO

8. REPORT ON CLOSED SESSION ITEMS

The Board returned from closed session at 6:51 p.m.

Commissioner Catalano stated there was nothing to report from closed session.

Commissioner Henry left the meeting during Closed Session.

9. ACTION ITEMS

a. Consideration of Authorization to Award Project-Based Vouchers – Sun Lodge

Tracewell Hanrahan, Deputy Executive Director, announced that this resolution would be revised to include "awarded HomeKey funds."

COUNTY MOTION: Commissioner Fuentes moved, seconded by Commissioner Sablan, to approve the authorization to award project-based vouchers – Sun Lodge.

MOTION PASSED: 5-0

CITY MOTION: Commissioner Vaillancourt moved, seconded by Commissioner Williams, to approve the authorization to award project-based vouchers – Sun Lodge.

MOTION PASSED: 5-0

Commissioner Christensen was absent from the vote.

b. Consideration of Authorization to Award Project-Based Vouchers – Avalon Commons (Phase I)

Tracewell Hanrahan, Deputy Executive Director, announced that this resolution would be revised to include "awarded HomeKey funds."

Joint Meeting

Action Minutes: 08.24.2021

Adopted:

Page | 5

COUNTY MOTION: Commissioner Sablan moved, seconded by Commissioner Gallaher, to

approve the authorization to award project-based vouchers - Avalon Commons.

MOTION PASSED: 5-0

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Vaillancourt, to

approve the authorization to award project-based vouchers – Avalon Commons.

MOTION PASSED: 6 − 0

c. Consideration of Authorization to Award Project-Based Vouchers – Step Up on 99

COUNTY MOTION: Commissioner Fuentes moved, seconded by Commissioner Ramos, to

approve the authorization to award project-based vouchers – Step Up on 99.

MOTION PASSED: 5-0

CITY MOTION: Commissioner Christensen moved, seconded by Commissioner Williams, to

approve the authorization to award project-based vouchers – Step Up on 99.

MOTION PASSED: 6-0

d. Consideration of Authorization to Award Project-Based Vouchers - Crossroads Village

COUNTY MOTION: Commissioner Sablan moved, seconded by Commissioner Gallaher, to

approve the authorization to award project-based vouchers – Crossroads Village.

MOTION PASSED: 5-0

CITY MOTION: Commissioner Yanez moved, seconded by Commissioner Williams, to

approve the authorization to award project-based vouchers – Crossroads Village.

MOTION PASSED: 6-0

10. GOVERNANCE

a. Commissioners' Report

Joint Meeting

Action Minutes: 08.24.2021

Adopted:

Commissioner Jones – August is advocacy month. She wanted to remind the Board about going onto the NAHRO Advocacy Center and sending out the letters of support to elected officials.

b. Executive Director's Report

In addition to the written report:

- The Interim CEO, Angie Nguyen, participated in NAHRO's Instagram Live Webinar regarding Universal Housing Vouchers on August 12, 2021.
- Resident Empowerment Workshop will be held sometime in late September.
- Board Retreat is scheduled for October 15, 2021
- Vaccine clinics are ongoing throughout Fresno Housing properties on a rotational basis.
- Second Vaccine dose will be given out at Viking Village on August 27, 2021.
- Staff is testing in-person appointment software to start to meet with residents throughout Fresno City & County.
- On Tuesday, August 3, FH celebrated National Night Out with a three thousand five hundred-backpack giveaway to help children get ready for the new school year.
- Resident Highlight Newsletter was sent on August 24, 2021.
- FresnoConnect Community Homeownership Initiative will hold a free credit counseling workshop to provide an in depth workshop on all things credit on August 28, 2021.
- New Hires
 - o Angel Caban, Maintenance Technician
 - o Jose Espiritu Vargas, Maintenance Technician
 - o Luis Quintero, Maintenance Technician
 - o Laura Gonzalez-Cortes, Data Systems Coordinator
 - o Gracie Bachicha, Housing Program Manager HCV
- Promotions
 - o Ana Barajas, Housing Specialist (promoted from Office Assistant)
 - Sang Sou, Housing Quality Standard Inspector (promoted from Program Integrity Specialist)
 - o Geneva Williams, Supervisor (promoted from Quality Assurance Coordinator)

11. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 7:45 p.m.

Angie Nguyen, Secretary to the Boards of Commissioners

Joint Meeting Action Minutes: 08.24.2021 Adopted:

Minutes of the Joint Meeting

Of the Boards of Commissioners of the

HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

Saturday, August 28, 2021

8:30 A.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a special session on Saturday, August 28, 2021, via teleconference and in-person*. The public was able to access the meeting via teleconference only.

1. The special meeting was called to order at 8:37 a.m. by Board Chair, Commissioner Jones, of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Adrian Jones, Chair*

Caine Christensen, Vice Chair*

Sharon Williams* Ruby Yanez Sabrina Kelley*

ABSENT: Stacy Vaillancourt

The special meeting was called to order at 8:37 a.m. by Board Chair, Commissioner Catalano, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT: Cary Catalano Chair*

Nikki Henry, Vice Chair*

Valori Gallaher* Sophia Ramos Stacy Sablan Joey Fuentes*

ABSENT: Edugiben Ortiz

Also, in attendance were the following: Ken Price, Baker Manock and Jensen - General Counsel, and Brenda Butke – Sierra HR Partners.

2. <u>APPROVAL OF AGENDA AS POSTED (OR AMENDED)</u>

COUNTY MOTION: Commissioner Gallaher moved, seconded by Commissioner Henry, to approve the agenda as posted.

MOTION PASSED: 6-0

CITY MOTION: Commissioner Christensen moved, seconded by Commissioner Yanez to approve the agenda as posted.

MOTION PASSED: 5-0

3. PUBLIC COMMENT

There were no public comments at this time.

4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest at this time.

5. <u>CLOSED SESSION</u>

The Board entered closed session at 8:40 am.

a. Public Employee Appointment (Gov't Code § 54957)

Title: CEO/Executive Director

6. <u>REPORT ON CLOSED SESSION ITEMS</u>

The Board returned from closed session at 12:04 pm.

Commissioner Jones stated there was nothing to report from closed session.

7. PUBLIC PRESENTATION #1

Joint Meeting

Action Minutes: 08.28.2021

Adopted:

Tyrone Williams, CEO candidate, presented.

8. PUBLIC PRESENTATION #2

Lindsay Fox, CEO candidate, presented.

9. CLOSED SESSION

The Board entered closed session at 3:06 pm.

a. Public Employee Appointment (Gov't Code § 54957)

Title: CEO/Executive Director

10. REPORT ON CLOSESED SESSION ITEMS

The Board returned from closed session at 4:53 pm.

Commissioner Catalano stated there was nothing to report from closed session.

11. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 4:54 pm.

Angie Nguyen, Secretary to the Boards of Commissioners

Joint Meeting Action Minutes: 08.28.2021 Adopted:



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 6b

Interim CEO/Chief Programs Officer AUTHOR: Blanca Navarro

SUBJECT: Consideration of Contract for the Remodel of 1260 Fulton (fka the

Marderosian Building)

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award a contract to Johnston Contracting, Inc. for the remodel of 1260 Fulton (fka the Marderosian Building at 1260 Fulton St, Fresno, CA).

An Invitation for Bids (IFB) was publicly solicited in July 2021. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder's Exchange, E-procurement website, public job walks, and direct calls to potential vendors. The proposed scope of work included the reconfiguration and remodel of the second floor to accommodate a private space for a tenant, a new boardroom/community meeting room and an additional public bathroom. Other improvements include mechanical, electrical and HVAC improvements, as well as new carpet, paint, and/or tile where needed. Because the property is owned by the Housing Authorities of the City and County of Fresno, state prevailing wages must be paid for the construction work. The deadline for responses was scheduled for August 26, 2021. The Agency received a total of three bids from the following qualified bidders:

1. Beam & Company, Inc.: \$919,000

2. Durham Construction: \$782,085

3. Johnston Contracting, Inc: \$673,790

Procurement staff determined Johnston Contracting, Inc. to be the top responsive and responsible bidder, with a proposed starting date of October 2021.

Recommendation

Staff recommends the Boards of Commissioners adopt a resolution authorizing Angelina Nguyen, Interim CEO/Chief Programs Officer, and/or her designee, to enter into contract negotiations and execute the contract for the 1260 Fulton remodel with Johnston Contracting for \$673,790.

Fiscal Impact

The fiscal impact of the contract will be no more than \$673,790. This amount will be paid utilizing the Agency's unrestricted reserves.

Background Information

1260 Fulton (fka the Marderosian Building) is located at 1260 Fulton Street, Fresno, CA. In 2020, staff introduced a multi-phased facilities plan that would accomplish multiple goals, including:

- Expanding our Central Office Lobby to better accommodate residents and visitors,
- Consolidating multiple workgroups into centralized office space downtown,
- Responding to the health and safety needs of our staff and residents in a post-COVID environment,
 and
- Allowing for continued growth of Agency operations.

The plan was presented to the Boards of Commissioners in August 2020 and the Boards approved the purchase of 1260 Fulton in September 2020 for \$2.9 million dollars. The proposed scope of work at the property includes reconfiguring the second floor to accommodate a larger boardroom and community meeting space that has a higher capacity than the current Central Office Boardroom, updating technology and space design to accommodate income-generating tenants, and general modernization and improvements to increase functionality. The Agency has negotiated a five-year lease with local non-profit, Central Valley Community Foundation, for the second floor space. This income will help finance a private loan in an amount up to \$2.5 million dollars, which will repay Fresno Housing a portion of the purchase and construction costs. Centerline Design Architecture drafted a schematic design that has been approved by the City of Fresno. If the contract is approved, Johnston will start construction in October 2021 and complete the work in March 2022.

RESOLUTION NO.	
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BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION APPROVING THE CONTRACT FOR THE REMODEL OF 1260 FULTON (FKA THE MARDEROSIAN BUILDING) AT 1260 FULTON ST, FRESNO, CA

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has received bids from qualified general contractors for the remodel of 1260 Fulton (fka The Marderosian Building) at 1260 Fulton St, Fresno, CA; and

WHEREAS, Johnston Contracting, Inc. was a responsive and responsible bidder who provided qualifications and prices that are most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Johnston Contracting, Inc. for the remodel of 1260 Fulton (fka The Marderosian Building) for the amount of \$673,790; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contract for the remodel of 1260 Fulton (fka The Marderosian Building) with Johnston Contracting, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF September, 2021. 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:		

Angelina Nguyen, Secretary of the Boards of Commissioners

RESOLUTION NO.____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION APPROVING THE CONTRACT FOR THE REMODEL OF 1260 FULTON (FKA THE MARDEROSIAN BUILDING)) AT 1260 FULTON ST, FRESNO, CA

WHEREAS, the Housing Authority of Fresno County (the "Agency") has received bids from qualified general contractors for the remodel of 1260 Fulton (fka The Marderosian Building) at 1260 Fulton St., Fresno, CA; and

WHEREAS, Johnston Contracting, Inc. was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Johnston Contracting, Inc. for the remodel of 1260 Fulton (fka The Marderosian Building) for the amount of \$673,790; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contract for the remodel of 1260 Fulton (fka The Marderosian Building) with Johnston Contracting, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF September, 2021. 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:	
	Angelina Nguyen, Secretary of the Boards of Commissioners



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 6c

Interim CEO/Chief Programs Officer AUTHOR: Lyric Aguigam

SUBJECT: Consideration of Contract for the Lobby Remodel at the Fresno

Housing Central Office (1331 Fulton St)

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award a contract to Durham Construction Company, Inc. for the lobby remodel at the Fresno Housing Central Office.

An Invitation for Bids (IFB) was pubicly solicited in June of 2021. Soliciation efforts included publication in the Fresno Bee, Central Valley Builder's Exchange, E-procurement website, public job walks, and direct calls to potential vendors. The proposed scope of work included the remodel of the lobby to expand and improve the waiting areas, re-design ventilation and the use of space in the context of COVID, and improve the overall aesthetic quality. Other improvements include mechanical, electrical and HVAC improvements, as well as new carpet, paint, and/or tile where needed. Because the property is owned by the Housing Authorities of the City and County of Fresno, state prevailing wages must be paid for the construction work. The deadline for responses was initially scheduled for July 15, 2021, but was extended to August 10, 2021 in order to provide additional time for the bidders to compile and submit their bids. After many discussions with contractors, the Agency understood that the lack of workforce and an increase of publicly-funded projects in the construction industry led the Agency to receive a total of two bids from the following qualified bidders:

- 1. Ardent Construction: \$970,123
- 2. Durham Construction Company, Inc.: \$908,700

Procurement staff determined Durham Construction to be the top responsive and responsible bidder, with a proposed starting date of October 2021.

Recommendation

Staff recommends the Boards of Commissioners to adopt a resolution authorizing Angelina Nguyen, Interim CEO/Chief Programs Office, and/or her designee, to enter into contract negotiations and execute the contract for the lobby remodel at the Fresno Housing Central Office with Durham Construction Company, Inc. for \$908,700.

Fiscal Impact

The fiscal impact of the contract will be no more than \$908,700. This amount will be paid utilizing the Agency's unrestriced reserves.

Background Information

The Fresno Housing Central Office is located at 1331 Fulton Street, Fresno, CA. In late 2019, Staff began to work on a plan to revitalize the Central Office lobby. The staff introduced a plan that would accomplish multiple goals, including:

- Expanding our Central Office lobby to better accommodate residents and visitors,
- Responding to the health and safety needs of our staff and residents in a post-COVID environment,
 and
- Improving the overall aesthetic quality of the Central Office lobby

Staff collected input from the Agency's various departments and went through a collaborative iterative design process. RDT Architecture drafted a schematic design for City of Fresno approval. The plan also included City of Fresno requirements for ADA upgrades, title 24 energy modifications, and fire safety considerations. If the contract is approved, Durham will start construction in October 2021 with an estimated completion date of March 2022. The agency continues to identify ways of engaging vendors, promoting competition, and notifying the public of bid opportunities in order to avoid non-competitive solicitations.

RESOLUTION NO.____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION APPROVING THE CONTRACT FOR THE LOBBY REMODEL AT THE FRESNO HOUSING CENTRAL OFFICE

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has received bids from qualified general contractors for the remodel of the Fresno Housing Central Office; and

WHEREAS, Durham Construction Company, Inc. was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Durham Construction Company, Inc. for the remodel of the Fresno Housing Central Office lobby for the amount of \$908,700; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contract for the remodel of the Fresno Housing Central Office with Durham Construction Company, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF September, 2021. 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:	
	Angelina Nguyen, Secretary of the Boards of Commissioners

RESOLUTION NO.____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION APPROVING THE CONTRACT FOR THE LOBBY REMODEL AT THE FRESNO HOUSING CENTRAL OFFICE

WHEREAS, the Housing Authority of Fresno County (the "Agency") has received bids from qualified general contractors for the remodel of the Fresno Housing Central Office; and

WHEREAS, Durham Construction Company, Inc. was a responsive and responsible bidder who provided qualifications and prices that are the most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into a contract with Durham Construction Company, Inc. for the remodel of the Fresno Housing Central Office lobby for the amount of \$908,700; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contract for the remodel of the Fresno Housing Central Office with Durham Construction Company, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF September, 2021. 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:	
	Angelina Nguyen, Secretary of the Boards of Commissioners



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 23, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 6d

Interim CEO/Chief Programs Officer AUTHOR: Blanca Navarro

SUBJECT: Consideration of Contracts for Trade Services

Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to award contracts for Trade Services. Trade services are specialized maintenance and repair services that are provided by vendors, including plumbing, electrical, masonry, tree trimming and several more that are listed on page two of this memo. These specialized services are utilized to supplement the on-going, routine maintenance provided by our own internal Maintenance staff when specific expertise or equipment is required, or large-scale projects arise.

An Invitation for Bids (IFB) was publicly solicited in May of 2021. Solicitation efforts included publication in the Fresno Bee, Central Valley Builder's Exchange, E-procurement website, public job walks, and direct calls to potential vendors. The deadline for responses was June 25, 2021. The bidders were required to submit a cost for each trade they would like to be considered for. Bidders were not required to bid for ALL trades; however, were able to do so if they held the required licenses. The Agency received a total of eight bids for various trade services from the following qualified bidders:

- 1. Beam & Company, Inc
- 2. Durham Construction Co., Inc.
- 3. KC Construction Company, Inc.
- 4. Noble Construction
- 5. Richardson & Co LLC DBA Office Pride Commercial Cleaning Services
- 6. STW Contractors Inc.
- 7. Valley Building Industries, Inc.
- 8. Zumwalt

Procurement staff determined the bidders listed above as responsive and responsible for all trades they bid for, with a proposed starting date of October 2021.

Recommendation

Staff recommends the Boards of Commissioners to adopt a resolution authorizing Angelina Nguyen, Interim CEO/Chief Programs Office, and/or her designee, to enter into contract negotiations and execute the contracts for the Trade Services.

Fiscal Impact

The initial contracts with potential vendors will be set at up to \$250,000 per year, however, we will only be responsible for goods and services received. It is likely that some or all contracts will be increased based on need. Trade services costs are allocated to and paid by the specific properties and included as part of the properties' regular operating budgets. No fiscal impact is expected to the Agency's operating budgets as a result of awarding the trade services contracts.

Background Information

Fresno Housing owns and manages over 2,800 units throughout the City and County of Fresno. The Property Management Department maintains the units by utilizing our own internal maintenance staff; however, there are times when the need arises for outside vendor support, or the service requires a specific license. The contracts are also valuable when large-scale projects occur, like HomeKey or REAC inspections, and additional capacity is needed. The Agency invited bids from qualified and licensed entities to provide the Agency with work in the following trade services:

LOT # 1	Carpentry Services
LOT # 2	Concrete Services
LOT # 3	Electrical Services
LOT # 4	Fencing
LOT # 5	Residential HVAC Services
LOT # 6	Commercial HVAC Services
LOT # 7	Masonry
LOT # 8	Plumbing Services
LOT # 9	Sewer and Drain Services
LOT # 10	Paving Services
LOT # 11	Trash/Debris Hauling
LOT # 12	Painting Services
LOT # 13	Window Replacement/Repair
LOT # 14	Vacant Unit Turnover/Cleaning
LOT # 15	Tree Service
LOT # 16	Solar Panel Cleaning
LOT # 17	Appliance Repair
LOT # 18	Flooring Maintenance and Repair
LOT # 19	Welding Repair and Fabrication Services
LOT # 20	Mold Remediation Services
LOT # 21	Pest Control Services
LOT # 22	Disking of Vacant or Overgrown Lots
LOT # 23	Automated Gate Repairs
LOT #24	Unit Cleaning and Strip & Floor Waxing
LOT #25	Carpet Cleaning
LOT #26	Handyman

The Notice of Tentative Award was posted on September 20, 2021, and details the trades that were awarded to each vendor. Each vendor will have one (1) contract that includes all awarded trades. The Notice of Tentative Award is attached for review.



Notice of Tentative Award

September 20, 2021

TO: All bidders in response to IFB No. B21002, Trade Services

Fresno Housing has completed its evaluation of the Bids received in response to the above noted IFB. As a result of our evaluation, we are pleased to provide a tentative notice of award to each of the bidders in Lots #1-26 below. Awardees are listed in alphabetical order.

Lot #1: Carpentry:		
Beam and Company, Inc.		
Durham Construction Co, Inc.		
KC Construction, Co.		
Noble Construction		
STW Contractors, Inc.		
Valley Building Industries, Inc.		
• Zumwalt		

Lot #2: Concrete Services:		
Beam and Company, Inc.		
Durham Construction Co, Inc.		
KC Construction, Co.		
Noble Construction		
STW Contractors, Inc.		
Valley Building Industries, Inc.		
• Zumwalt		

Lot #3: Electrical Service:		
Beam and Company, Inc.		
Durham Construction Co, Inc.		
KC Construction Co.		
Noble Construction		
STW Contractors, Inc.		
Valley Building Industries, Inc.		



Lot	#4:	Fencing

- Beam And Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- Noble Construction
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #5: Residential HVAC Services:

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- Noble Construction
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #6: Commercial HVAC Services:

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #7: Masonry:

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #8: Plumbing:

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- Noble Constriction
- STW Contractors, Inc.
- Valley Building Industries, Inc.



Lot #9: Sewer and Drain Services:

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #10: Paving Services:

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.

Lot #11: Trash/Debris Hauling

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- Noble Construction

Lot #12: Painting Services

NOT AWARDED

Lot #13: Window Replacement and Repair

- Beam & Company, Inc.
- KC Construction Co.
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #14: Vacant Unit Turnover/Cleaning

- Beam & Company, Inc.
- KC Construction Co.
- Noble Construction
- Office Pride Commercial Cleaning Services
- STW Contractors, Inc.

Lot #15: Tree Services

- Beam & Company, Inc.
- KC Construction Co.



• STW Contractors, Inc.

Lot #16: Solar Panel Cleaning

- Beam & Company, Inc.
- KC Construction Co.
- STW Contractors, Inc.
- Office Pride Commercial Cleaning Services

Lot #17: Appliance Repair

- Beam & Company, Inc.
- KC Construction Co.

Lot #18: Flooring Maintenance and Repair

- Beam & Company, Inc.
- KC Construction Co.
- STW Contractors, Inc.

Lot #19: Welding Repair and Fabrication Services

- Beam & Company, Inc.
- KC Construction Co.
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #20: Mold Remediation Services

- Beam & Company, Inc.
- KC Construction Co.
- Office Pride Commercial Cleaning Services
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Lot #21: Pest Control

NOT AWARDED

Lot #22: Disking of Vacant or Overgrown Lots

- KC Construction Co.
- STW Contractors, Inc.



Lot #23: Automated Gate Repairs

- Beam & Company, Inc.
- KC Construction Co.
- Noble Construction

Lot #24: Unit Cleaning and Strip & Wax Floors

- Beam & Company, Inc.
- KC Construction Co.
- Office Pride Commercial Cleaning Services
- STW Contractors, Inc.

Lot #25: Carpet Cleaning

- Beam & Company, Inc.
- KC Construction Co.
- STW Contractors, Inc.
- Office Pride Commercial Cleaning Services

Lot #26: Handyman

- Beam & Company, Inc.
- Durham Construction Co, Inc.
- KC Construction Co.
- Noble Construction
- Office Pride Commercial Cleaning Services
- STW Contractors, Inc.
- Valley Building Industries, Inc.

Award will be completed upon the execution of a contract by the Fresno Housing. Thank you for your interest in doing business with our Agency.

Regards,

Blanca Navarro, Quality Assurance Analyst bnavarro@fresnohousing.org (559) 903-0347 (mobile) Fresno Housing 1331 Fulton Street Fresno, California 93721 www.fresnohousing.org

RESOLUTION NO.

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION APPROVING THE CONTRACTS FOR TRADE SERVICES

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") has received bids from qualified bidders for Trade Services; and

WHEREAS, Beam & Company, Inc., Durham Construction Co., KC Construction Co., Noble Construction, Office Pride Commercial Cleaning Services, STW Contractors, Inc., Valley Building Industries, Inc., and Zumwalt Construction, Inc. were responsive and responsible bidders who provided qualifications and prices that are most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into contracts with Beam & Company, Inc., Durham Construction Co., KC Construction Co., Noble Construction, Office Pride Commercial Cleaning Services, STW Contractors, Inc., Valley Building Industries, Inc., and Zumwalt Construction, Inc. for Trade Services in the amount of \$250,000 per contractor; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contracts for Trade Services with Beam & Company, Inc., Durham Construction Co., KC Construction Co., Noble Construction, Office Pride Commercial Cleaning Services, STW Contractors, Inc., Valley Building Industries, Inc., and Zumwalt Construction, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF September, 2021. 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:	
	Angelina Nguyen, Secretary of the Boards of Commissioners

RESOLUTION NO.

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION APPROVING THE CONTRACTS FOR TRADE SERVICES

WHEREAS, the Housing Authority of Fresno County (the "Agency") has received bids from qualified bidders for Trade Services; and

WHEREAS, Beam & Company, Inc., Durham Construction Co., KC Construction Co., Noble Construction, Office Pride Commercial Cleaning Services, STW Contractors, Inc., Valley Building Industries, Inc., and Zumwalt Construction Inc. were responsive and responsible bidders who provided qualifications and prices that are most advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, the Agency desires to enter into contracts with Beam & Company, Inc., Durham Construction Co., KC Construction Co., Noble Construction, Office Pride Commercial Cleaning Services, STW Contractors, Inc., Valley Building Industries, Inc., and Zumwalt Construction, Inc. for Trade Services in the amount of \$250,000 per contractor; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize Angelina Nguyen, Interim CEO/ Chief Programs Officer, or her designee, to negotiate and execute the contracts for Trade Services with Beam & Company, Inc., Durham Construction Co., KC Construction Co., Noble Construction, Office Pride Commercial Cleaning Services, STW Contractors, Inc., Valley Building Industries, Inc., and Zumwalt Construction, Inc. and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 28th DAY OF September, 2021. 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:	
	Angelina Nguyen, Secretary of the Boards of Commissioners



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 6e

Interim CEO/Chief Programs Officer AUTHOR: Brandon Gonzalez

SUBJECT: Approval to Accept Disaster Credit Low-Income Housing Tax Credit Award for Corazón del Valle Commons (fka Huron RAD)

Executive Summary

The purpose of this Board Memo is to request approval from the Boards of Commissioners to accept an award of Low Income Housing Tax Credits (LIHTC) from the California Tax Credit Allocation Committee (CTCAC) for the Corazón del Valle Commons project in Huron, CA.

At the January 26, 2021 Board meeting, the Boards of Commissioners approved submission of a joint 4% funding application to the California Debt Limit Allocation Committee (CDLAC) and the California Tax Credit Allocation Committee (CTCAC), as well as authorizing seller financing. While Corazón del Valle Commons' joint 4% application was unsuccessful, CTCAC released new regulations allowing projects with Department of Housing and Community Development (HCD) awarded funds to apply for newly allocated Disaster Credits in Round 2 of 2021. As Corazón del Valle Commons had already received a Multifamily Housing Program (MHP) award from HCD, the project qualified for a Disaster Credit application submission in Round 2. On June 22, 2021, the Boards of Commissioners approved submission of a Disaster Credits LIHTC funding application for Corazón del Valle Commons to CTCAC, as well as authorization to increase the Fresno Housing (FH) Capital Funds commitment.

On July 1, 2021 FH submitted a funding application for Corazón del Valle Commons to CTCAC. On September 1, 2021, the FH received a Point Letter from CTCAC confirming that the project has met the minimum scoring threshold requirements. On September 17, 2021, CTCAC released their preliminary recommendations list for the September 29, 2021 committee meeting, and Corazón del Valle Commons is listed as recommended for award. It is anticipated that a preliminary reservation letter will be issued for the Corazón del Valle Commons project on September 29, 2021, and FH will have approximately 20 days from the preliminary reservation letter to accept the award and concurrently commit to start construction within 180 to 194 days from award. The project will serve families and individuals with income levels ranging at or below 20%-60% of the Fresno County area median income (AMI).

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing accept the Disaster Credit Low-Income Housing Tax Credits award from the California Tax Credit Allocation Committee for Corazón del Valle Commons totaling \$19,591,930 in Federal Tax Credits and further authorize Angelina Nguyen, Interim CEO/Chief Programs Officer, Tracewell Hanrahan, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of Fresno County in connection with the approved actions.

Fiscal Impact

A nonrefundable Allocation fee estimated at \$53,000 and a refundable Performance Deposit of \$53,000 will be required at the time of reservation acceptance. These costs will be allocated to the approved predevelopment budget for the project.

Background Information

Corazón del Valle Commons consists of two vacant parcels located on the Southwest and Southeast corners of 12th and Fresno Streets on approximately 6.60 acres in Huron, CA (APNS: 075-330-02T, 07T). The project is a partnership with the City of Huron. Staff envisions a mixed-use project with sixty one (61) multifamily units, a community building and up to 4,500 sq. ft. of commercial space.

FH currently owns and manages 64 units of public housing elsewhere in Huron (between Cazares, Cazares II, and Huron Apartments); however, said units were constructed several decades ago and are in need of substantial repair. In combination with this development opportunity, FH is proposing to utilize HUD's RAD Program to allow residents of the current public housing site to transfer their assistance to the newly-constructed site and the subsequent repositioning of the current public housing in Huron. FH has used the Transfer of Assistance concept in several other developments throughout the county to provide residents with more options and facilitate the redevelopment of the housing.

Past Board Actions

- June 22, 2021 Authorization to submit Disaster Credits LIHTC funding application;
 Authorization to increase FH Capital Funds commitment to \$2,500,000
- May 25, 2021 Approval of MHP Loan Authorization with Angelina Nguyen as Signer
- January 26, 2021 Approval to Submit CDLAC/CTCAC Application, approve \$1,000,000 Capital Funds loan, approve Seller Financing
- January 26, 2021 Approving RAD Section 18 Blend
- January 26, 2021 MHP Loan Authorization
- January 26, 2021 Approval to adopt the Inducement Resolution for CDLAC application bonds
- August 25, 2020 Approval to Acquire 6.60 acres of Land (APNs: 075-330-02T, 075-330-07T)
- August 25, 2020 Approval to Submit MHP Application; Approval to Enter into a Limited Partnership
- February 25, 2020 Approval to Submit Funding Applications
- April 23, 2019 Approval of GC/CM Contract
- November 27, 2018 Approval to Enter into a Conditional Purchase and Sale Agreement
- May 29, 2018 Approval Authorizing Acceptance of Deed Transfer of 6.0 Acre Parcel from the Successor Agency to the Redevelopment Agency to the City of Huron

RESOLUTION NO.____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA

RESOLUTION AUTHORIZING THE ACCEPTANCE OF LOW-INCOME HOUSING TAX CREDITS AWARDED TO THE CORAZÓN DEL VALLE COMMONS PROJECT (APNs: 075-330-02T, 075-330-07T)

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

WHEREAS, The Corazón del Valle Commons development was successful in receiving a Multi-Family Housing Program (MHP) funding allocation of \$11,398,771 from the State of California Housing and Community Development Department (HCD); and,

WHEREAS, on June 22, 2021 the Board of Commissioners adopted a resolution approving the submission of a Disaster Credits Low-Income Housing Tax Credit (LIHTC) application for the Corazón del Valle Commons project (APNs: 075-330-02T, 075-330-07T) to the California Tax Credit Allocation Committee; and

WHEREAS, on July 1, 2021 the Authority submitted a funding application to the California Tax Credit Allocation Committee for Disaster Credit LIHTCs for construction of the Corazón del Valle Commons project; and

WHEREAS, on September 29, 2021, Corazón del Valle Commons is anticipated to receive a Preliminary Reservation Letter for Disaster Credit LIHTC's from the California Tax Credit Allocation Committee and the Authority desires to accept the award; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby approve the acceptance of the award from the California Tax Credit Allocation Committee for LIHTC's for Corazón del Valle Common and authorizes Angelina Nguyen, the Interim CEO/Chief Programs Officer, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute all related documents therein.

herby certify following vot	that the foregoing Resolution was duly adopted by the governing body with theto-wit:
	-,
	AYES:
	NOES:
	ABSENT:
	ABSTAIN:

Angelina Nguyen, Secretary of the Boards of Commissioners

PASSED AND ADOPTED THIS 28th DAY OF SEPTEMBER, 2021. I, the undersigned,



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing

FROM: Angelina Nguyen

Interim CEO/Chief Programs Officer

DATE: September 24, 2021

BOARD MEETING: September 28, 2021

AGENDA ITEM: 7a

AUTHOR: Emily De La Guerra

SUBJECT: Update on the 2022 Federal Budget and Agency Budget

Executive Summary

The purpose of this memo is to inform the Boards of Commissioners that staff will be presenting information regarding the 2022 Federal budget and the Agency's 2022 annual budgeting process.



BOARD MEMO

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TO: Boards of Commissioners

Fresno Housing

FROM: Angelina Nguyen

Interim CEO/Chief Programs Officer

DATE: September 24, 2021

BOARD MEETING: September 28, 2021

AGENDA ITEM: 7b

AUTHOR: Brandon Gonzalez

SUBJECT: Update on the Sale of the former Parlier Office located at 1030 E.

Parlier Avenue, Parlier, CA 93648 (APN: 355-280-07).

Summary

The purpose of this Board Memo is an informational update for the Boards of Commissioners on the status of the sale of the Parlier Office.

In May 2021, information on the potential sale of the former Parlier office property was presented to the Boards of Commissioners in the mid-month update. Since July 2020, the City of Parlier continued to express interest in purchasing the property at 1030 E. Parlier Avenue which includes the former Parlier Office building and 2.24 acres of vacant land. The city's plans for the use of this property include a new park project and further expansion of their City Hall.

In April 2021, the City of Parlier received an official award from the California Natural Resources Agency under the Urban Greening Grant Program for its proposed Fig Park project. The City of Parlier's Fig Park project will include passive low water use landscaping and other amenities which will introduce children to the natural environment with educational plaques describing native species and the history of the City of Parlier.

The proposed park is immediately adjacent to our recently redeveloped Oak Grove Commons property which provides affordable family housing. Furthermore, three blocks from the potential Fig Park site is our recently rehabilitated Orchard Commons Apartments. The proposed park would be a great amenity to our residents and the greater community.

On September 1, 2021, the City of Parlier agreed to the proposed terms that were outlined in a Purchase and Sale Agreement to purchase the 2.24-acre vacant parcel located on the former Parlier Office property. In addition, the City of Parlier has also agreed to the proposed terms as outlined in a Lease and Option to Purchase Agreement that will allow the city to lease the existing Parlier Office for a lease term of 5 years with an option to purchase at the end of the lease term. The former Parlier Office property is currently owned by Silvercrest, Inc. who acquired the property in 2018 as part of the Oak Grove Commons redevelopment efforts.

As Silvercrest, Inc. is the owner of the former Parlier Office property, staff will be recommending that the Board of Directors of Silvercrest, Inc. consider entering into a Purchase and Sale Agreement with the City of Parlier for the 2.24 acre vacant parcel as well as to enter into a Lease and Option to Purchase Agreement for the former Parlier office for a lease term of 5 years which will include an option to purchase. No action will be required by the FH Boards of Commissioners.

Fiscal Impact

There is no fiscal impact for Fresno Housing at this time.

Recommendation

There are no staff recommendations for the FH Boards of Commissioners at this time. As Silvercrest, Inc. is the owner of the former Parlier Office property located at 1030 E. Parlier Avenue, Parlier, CA 93648, the Board of Directors of Silvercrest, Inc. will take official action as it relates to the Purchase and Sale Agreement and Lease and Option to Purchase Agreement with the City of Parlier.

Background

In July 2020, the City of Parlier contacted Housing Authority staff expressing interest in purchasing the property located at 1030 E. Parlier Avenue, Parlier, CA. The City of Parlier just recently received a grant award from the California Natural Resources Agency under the Urban Greening Grant Program for their proposed Fig Park project. The design of the park project is geared towards reducing greenhouse gas emissions through tree planting. The park will also incorporate an educational component where younger generations can learn about local plants and Parlier's rich and unique history. The project will include walking paths, trees, shade structures, picnic tables and a playground. The Parlier Office property has been identified by the City of Parlier as the desired location for their Fig Park project. Additionally, the City of Parlier has expressed interest in utilizing the Parlier Office building for purposes of expanding their City Hall, which is currently located across the street from the subject property.

Past Board Actions – N/A

The sale of of the Parlier office was presented as a Board Update to the Boards of Commissioners in February, May and September of 2021 as part of the mid-month updates. No official Board actions were taken at that time.



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 7c

Interim CEO/Chief Programs Officer AUTHOR: Michael Duarte

SUBJECT: Real Estate Development Update

Executive Summary

Staff will provide an overview of real estate development activities.

Recommendation

None at this time. Informational only.



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 8a

Interim CEO/Chief Programs Officer AUTHOR: Nicole Diaz

SUBJECT: Consideration to Receive and File the 2020 Comprehensive Annual Financial Reports for the Housing Authority of the City of Fresno

Executive Summary

The purpose of this memo is to present the Comprehensive Annual Financial Reports of the Housing Authority of the City of Fresno for the year ending December 31, 2020, and ask the Boards of Commissiers to receive and file the audit results.

The auditors have issued an "unmodified opinion" that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An "unmodified opinion" is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor's reports on the Schedule of Expenditures of Federal Awards, the Agency's compliance with relevant laws and regulations, and its internal controls. During the course of audit, CohnReznick identified no material weaknesses and no significant deficiencies over financial reporting and compliance.

Noteworthy changes from 2019 to 2020 can be found in Management's Discussion and Analysis (MD&A) of the attached audit report. Ahamadou Bocar and Jacky Tang, with CohnReznick, will also be in attendance to present a summary of the audit and answer any questions the Board of Commissioners may have.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno receive and file the Comprehensive Annual Financial Reports for the year ending December 31, 2020.

Fiscal Impact

There is no fiscal impact.

Background Information

The audit was conducted by CohnReznick in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government*

Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

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

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF FRESNO TO RECEIVE AND FILE THE AUDITED FINANCIAL STATEMENTS FOR YEAR ENDED DECEMBER 31, 2020

WHEREAS, the Housing Authority of the City of Fresno retained CohnReznick to conduct the annual audit of the financial statements for the period ending December 31, 2020 and

WHEREAS, CohnReznick has completed the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2020.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Angelina Nguyen, Secretary of the Board of Commissioner



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing Authority **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 8b

Interim CEO/Chief Programs Officer AUTHOR: Nicole Diaz

SUBJECT: Consideration to Receive and File the 2020 Comprehensive Annual

Financial Reports for the Housing Authority of Fresno County

Executive Summary

The purpose of this memo is to present the Comprehensive Annual Financial Reports of the Housing Authority of Fresno County for the year ending December 31, 2020, and ask the Boards of Commissiers to receive and file the audit results.

The auditors have issued an "unmodified opinion" that the financial statements are fairly presented in conformity with U.S. Generally Accepted Accounting Principles (GAAP). An "unmodified opinion" is issued when the auditor does not have reservations as to the fairness of the presentation of the financial statements in conformity with GAAP. As required for a Single Audit engagement, the financial statements also include the auditor's reports on the Schedule of Expenditures of Federal Awards, the Agency's compliance with relevant laws and regulations, and its internal controls. During the course of audit, CohnReznick identified no material weaknesses and no significant deficiency over financial reporting and compliance

Noteworthy changes from 2019 to 2020 can be found in Management's Discussion and Analysis (MD&A) of the attached audit report. Ahamadou Bocar and Jacky Tang, with CohnReznick, will also be in attendance to present a summary of the audit and answer any questions the Board of Commissioners may have.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the County of Fresno receive and file the Comprehensive Annual Financial Reports for the year ending December 31, 2020.

Fiscal Impact

There is no fiscal impact.

Background Information

The audit was conducted by CohnReznick in accordance with generally accepted auditing standards; the standards for financial audits contained in *Government*

Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, and included tests of the accounting records of the Fresno Housing Authority and other procedures the firm considered necessary.

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

RESOLUTION NO. ____

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF FRESNO COUNTY TO RECEIVE AND FILE THE AUDITED FINANCIAL STATEMENTS FOR YEAR ENDED DECEMBER 31, 2020

WHEREAS, the Housing Authority of Fresno County retained CohnReznick to conduct the annual audit of the financial statements for the period ending December 31, 2020 and

WHEREAS, CohnReznick has completed the audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby receive and file the audited financial statements for the year ended December 31, 2020.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Angelina Nguyen, Secretary of the Board of Commissioners



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Angelina Nguyen

Interim CEO/Chief Programs Officer

DATE: September 20, 2021

BOARD MEETING: September 28, 2021

AGENDA ITEM: 8C

AUTHOR: Lyric Aguigam, Senior

Policy Analyst

SUBJECT: Consideration to Approve the Submission of the 2022 Agency

Plans

Executive Summary

The purpose of this memo is to request the Boards of Commissioners' approval to submit the 2022 Agency Plans which include the Annual Plan, Administrative Plan, and the Admissions & Continued Occupancy Plan for the Housing Authority of the City of Fresno and the Housing Authority of Fresno County to the U.S. Department of Housing and Urban Development (HUD). These documents must be approved by the Boards of Commissioners and submitted to HUD at least 75 days before the end of the Agency's fiscal year, which is no later than October 15, 2021.

As reported to the Boards of Commissioners in July and August, staff has been working internally along with the Resident Advisory Board (RAB) to incorporate feedback into the 2022 Agency Plans.

45-Day Comment Period

The 45-day public comment period began on July 30, 2021 and ended on September 13, 2021. During the public comment period the three (3) draft versions of the Plans were made available electronically via the Fresno Housing (FH) website for review. The public comment period was announced via the Fresno Bee and the FH website. The notice instructed the public on how to access, review, and comment on the proposed changes to the Plans. Comments were accepted 24 hours, 7 days a week via the dedicated email account. Comments were also accepted by phone or by mail during FH business hours.

Staff from the Assisted Housing Division (AHD) and Housing Management Division (HMD) programs held RAB meetings with the applicable program participants during the Agency Plan process. Staff also held telephone appointments "office hours" for all residents throughout Fresno County. As mentioned in the July and August Board meetings, the office hours were made available to give residents an opportunity to speak to staff, ask questions, and provide general information about the Agency Plans. These efforts increased interest and participation in the RAB committee. The RAB members were reminded of the meetings via mail, email and/or by phone. The general public

was advised of the office hours and RAB meetings via the FH website, social media and via email blasts to residents and participants. The RAB minutes and comments are attached to this memo as Attachment E1-E2.

Staff received (10) comments total; seven (7) from Fresno Housing (FH) staff and three (3) from residents. There were seven (7) comments that resulted in proposed changes to the current draft plans. There were four (4) proposed changes to the Admin Plan, two (2) proposed changes to the ACOP and (1) proposed change to the City Annual Plan. These changes are noted in **Orange** in the Summary of Proposed Changes and the documents listed below, none of which resulted in significant changes. Staff also received eighteen (18) questions, most of which derived from the Resident Advisory Board (RAB) Meetings. The comments are attached to this memo as Attachment D1, and Frequently Asked Questions (FAQs) are attached to this memo as Attachment D2. Below are the documents that will be submitted to HUD for review

Documents Attached:

Please follow the link to view attachments A1-D4: http://fresnohousing.org/agencyplans

- Attachment A1 2022 Annual Plan Housing Authority of the City of Fresno (draft)
- Attachment A2 2022 Annual Plan Housing Authority of Fresno County (draft)
- Attachment A3 CA006 Section 32 Homeownership Term Sheet
- Attachment A4 CA028 Section 32 Homeownership Term Sheet
- Attachment B1 Summary of 2022 Proposed Changes HCV Administrative Plan (draft)
- Attachment B2 2022 Administrative Plan Housing Authority of the City of Fresno (draft)
- Attachment B3 2022 Administrative Plan Housing Authority of Fresno County (draft)
- Attachment C1 Summary of 2022 Proposed Changes to ACOP (draft)
- Attachment C2 2022 ACOP Housing Authority of the City of Fresno (draft)
- Attachment C3 2022 ACOP Housing Authority of Fresno County (draft)
- Attachment D1 Public Comments
- Attachment D2 Frequently Asked Questions
- Attachment D3 Joint RAB Meeting Summary Minutes August 17, 2021
- Attachment D4 Joint RAB Meeting Summary Minutes September 1, 2021

Any further comments received from the public and the Resident Advisory Boards will be presented to the Commissioners at the Public Hearing to be held concurrently with the regular September Board meeting on September 28, 2021. At that time the Boards of Commissioners will be asked to adopt the 2022 Agency Plans (Annual Plan, Administrative Plan and Admissions and Continued Occupancy Policy) for submission to HUD no later than October 15, 2021.

Recommendation

It is recommended that the Boards of Commissioners approve the attached resolutions and authorize the Interim CEO/Chief Programs Officer, Angelina Nguyen, and/or her designee, to submit the 2022 Agency Plans: Annual Plan, Administrative Plan, and Admissions & Continued Occupancy Policy on behalf of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County by the deadline of October 15, 2021.



2022 Agency Plans

September 28, 2021

Boards of Commissioners Meeting



FRESNO VIBRANT COMMUNITIES QUALITY HOUSING ENGAGED HOUSING RESIDENTS



Presentation Overview

- Background
- Timeline
- Public Comment Period
- Proposed Changes
- Questions

Background

- The Agency Plan informs HUD and the public of PHA policies, operations, funding, asset management, and program activities in place or planned for meeting local housing needs and goals.
 - Annual Plan: updates on progress, amendments, or significant changes.
 - Administrative Plan is specific to the discretionary policies governing the administration of the HCV program.
 - Admissions & Continued Occupancy Policy (ACOP) is specific to the discretionary policies, governing the administration of the LIPH program.



FRESNO HOUSING

Timeline

- June 22: Present Timeline to the Board
- July 27: Present proposed changes and/or accept Board feedback prior to posting for Public Comment.
- July 30: 45-day Public Comment period begins. Post Agency Plan on website for inspection.
- August 17: Resident Advisory Board (RAB) Meeting
- August 24: Board Meeting: Update Commissioners on public comments received thus far. Seek feedback and discuss.
- September 1: Resident Advisory Board (RAB) Meeting
- September 13: Public Comment period closes.
- September 28: Public Hearing/Request Board Adoption
- October 15: Final Submission to HUD



FRESNO HOUSING

Public Comment Period

- July 30,2021-September 12, 2021
- Public comments were received by mail, email, or telephone. Telephone Appointments or "Office Hours" were also being scheduled.
- 2nd Joint Resident Advisory Board (RAB) Meeting (9/1/2021)
 - 4 households representing LIPH, and 2 households representing HCV were present at this meeting. A total of 25 people were present in the meeting, including FH staff. (6 residents, 19 FH staff)
 - 6 questions/comments were received during this meeting, most questions were related to the Homeownership Program, and how to apply.
- Those not participating on the RAB committee were able to watch via Facebook Live. (1.4k views on 8/17, 521 views on 9/1)



Comments Cont.

- Most Comments received outside of the RAB meeting have been from staff.
 Those received from residents have been unrelated to the plans.
- Plans, Public Comments, & Frequently Asked Questions: http://fresnohousing.org/agencyplans

Changes to Plans

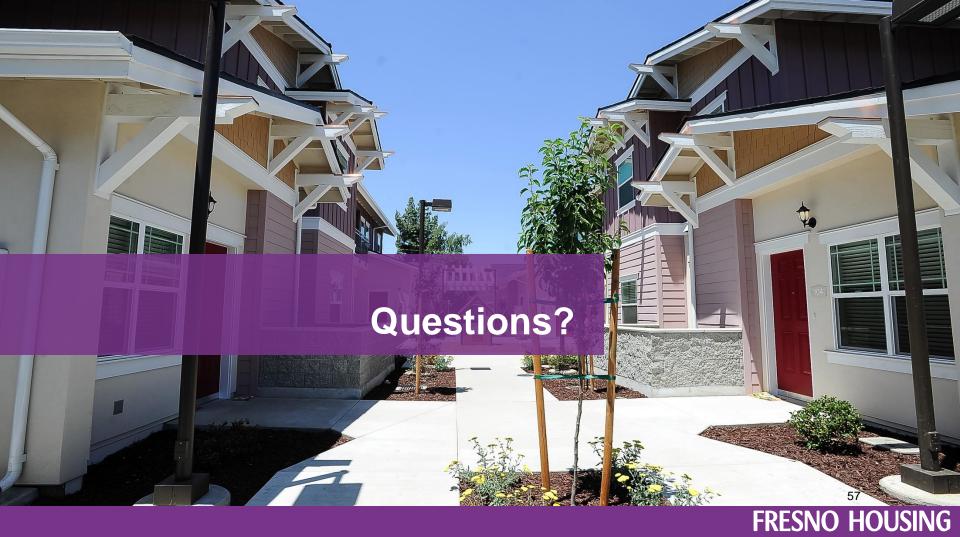
 No significant changes were made during the public comment period.



FRESNO HOUSING

PHA Plan Adoption

- 2022 PHA Annual Plan
- Section 32 Home Ownership Program (a part of the PHA Annual Plan)
- 2022 Admissions & Continued Occupancy Policy
- 2022 Housing Choice Voucher Administrative Plan



Joint Meeting Minutes

Resident Advisory Boards (RAB) of the

City & County Public Housing and Housing Choice Voucher Program

Wednesday, September 1, 2021

5:00 P.M.

The Resident Advisory Boards jointly and virtually met on Wednesday, September 1, 2021 via teleconference.

1. The Meeting was called to order at 5:04 p.m. to discuss Fresno Housing's City and County 2022 Annual Plan, Admissions and Continued Occupancy Policy (ACOP), and Housing Choice Voucher Administrative Plan, collectively referred to as the Public Housing Agency (PHA) Plan. The following members were present:

PRESENT: Public Housing

Latisha Caldera Beatriz Arce Salvador Sanchez Quintina Randle

Housing Choice Voucher

Taneya Anderson J Anthony Merino Sr

ABSENT: **Public Housing**

Rachel Finley
Michelle Lockhart
Maria Fuentes
Michelle Johnson
Megan Martinez
Michelle Gonzalez
Jessica Gomez
Lucy Casillas

Housing Choice Voucher

Tashia Parker Ophelia Cerna Dorothy Bibeau Jessica Benites Jenny Garcia Nichole Lucero James Walls Veronica Gonzaga Tyrone Jordan Maria Jimenez Alberto Paleo Angelica Ramirez Magnolia Medina Crystal Rocha Crystal Smith Alcaria Varela Griselda Vega Deborah Williams Ernestina Zuniga Bianca Prieto Jacqueline Henry Mike Fuller Rosemary Hernandez Alicia Stanley Maggie Garcia Jessica Harris Tamika Mckenzie Elida Gonzales

Also in Attendance Were the Following: Lyric Aguigam, Senior Policy Analyst; Yolanda Keiser, Housing Choice Assistant Manager; Hilda Reeves, Assistant Director of Property Operations; Juan Lopez, Senior Finance Manager; Blanca Navarro, Quality Assurance Analyst; Aurora Ibarra, Assistant Director of Housing Choice Voucher Program; Doreen Eley, Assistant Director of Special Programs; Fidel Contreras, Communications Project Manager; Edgar Rodriguez, Senior Systems Administrator; Adam Smith, Database Administrator & Report Writer; Jazmin Gallardo, CCRH Intern; Dave Brenner, Senior Development Analyst; Christine Muro, Housing Program Manager; Marc' Bady, Chief Diversity Officer; Veronica Renteria, Resident Services Coordinator; Development Finance Manager; Anna Barajas, Quality Assurance Office Assistant II; Jael Rincon Spanish Interpreter; and Staci Sonberg, ASL Interpreter.

- 2. PRESENTATION (Also Conducted in ASL and Spanish)
 - a. Introduction presented by Lyric Aguigam
 - i. Welcomed all who attended the meeting.

- ii. The meeting started with Fresno Housing (FH) staff introductions, a brief explanation of the function and purpose of the Resident Advisory Board, and Q&A directions.
- iii. Noted how important their feedback is to the Agency Plan process.
- b. Background/Timeline of Agency Plans Presented by Lyric Aguigam
- c. Section 32 Homeownership Program details presented by Jazmin Gallardo
- d. Southwest Fresno Bicycle/Pedestrian Trail Update presented by Dave Brenner
- e. More information presented by Lyric Aguigam
 - i. Explains that residents can find more information on Public Comment and Agency Plans on the website: http://fresnohousing.org/agencyplans

3. AGENCY PLAN - RAB COMMENTS/QUESTIONS (6 questions):

a. **QUESTION**:

J Anthony Merino Sr.: How many properties accept accept Section 8?

Answer:

Yolanda Keiser: We do have a handful of properties that we own that do take Section 8. If you're looking for a broader aspect of it, I would advise you to visit section8.com, and there's some great characteristics on that website right now.

b. **QUESTION:**

Anonymous: How long is the pedestrian trail?

Answer:

Dave Brenner: About half a mile.

c. **QUESTION**:

J Anthony Merino Sr.: I know we had talked about the Homeownership Program, is there a specific date that we can start applying? *Answer:*

Jazmin Gallardo: For now, we are still working on the updates for the Homeownership program, once we do get the updates approved by HUD, we will have more information on our website, so just keep an eye out.

d. **QUESTION**:

Latisha Caldera: I remember last meeting, you mentioned that there were only two properties right now that would be available once the Homeownership Program is updated, do you have plans to acquire anymore properties? *Answer:*

Jazmin Gallardo: Currently, we plan to sell the homes we currently have (the 2 city homes, and the 5 county homes). We do not have plans to acquire more homes after that.

Latisha Caldera: Okay, so once those homes are sold, the Homeownership Program will not be available anymore?

Answer:

Jazmin Gallardo: Yes. correct.

Juan Lopez: HUD has kind of moved away from Homeownership programs as what they used to be. They would take a public housing contract and they would attach it to a single family home, and that would allow us to operate a Homeownership Program. So these are the last pieces of what our traditional Homeownership programs entailed. There are some potential opportunities in Southwest Fresno for a different type of Homeownership Program, we've applied for funds. The next version of a potential Homeownership Program would be about 2 years down the road, since HUD will be approving the new program early next year. These would entail newer homes that would be a part of a project, but as that new program takes shape and we get more funding to do that, we'll continue to update you guys.

e. **Comment:**

Latisha Caldera: I think the bike trail is a good use of the land, and they should probably do that for different properties around Southwest Fresno as well. It's a good idea, and maybe more playgrounds. We need more retail stores to come this way, and grocery stores to come this way.

4. ADJOURNMENT

a. There being no further business to be considered by Resident Advisory Board members, the meeting was adjourned at approximately 5:32 p.m.

#	Date	Plan / Program	Submitted by	Recommended Plan Changes/Comments Received	Notes (Changes added to what plan)
1	8/12/2021	нсу	Micke (Resident)	Asked what the Agency Plans were and how it may affect him.	Explained to him what each Plan was and that if he wants to review, the plans are on the website.
2	8/18/2021	N/A	Manual Villa (Resident)	Asked what the Agency Plans were.	Explained to him what each Plan was and that if he wants to review, the plans are on the website. He had no further questions.
3	8/19/2021	PH	Jose Hernandez (Resident)	Asked what the Agency Plans were	Explained to him what each Plan was and that if he wants to review, the plans are on the website.
4	8/24/2021	HCV - Admin Plan	HCV Staff	Change to Section 4.2.1 of Administrative Plan	Section 4.2.1 Enterprise Income Verification (EIV) System Searches at Admission Existing Tenant Search and Avoiding Duplicate Subsidy Prior to admission into the program, Fresno Housing will search for each family member in the EIV Existing Tenant Search. The search will show if any family member is currently assisted by another public housing agency. Individuals may not receive assistance from multiple HUD programs at the same time.
5	8/24/2021	HCV- Admin Plan	HCV Staff	HUD Form 52675 - Debts owed to PHAs and Terminations (Change to Adminstrative Plan)	HUD-52675 Debts Owed to PHAs and Terminations All adult household members must sign the HUD-52675 at the time of admission. The form is only required to be signed by each adult one time. The form notifies the adults that their debt and terminations information will be shared with other PHAs and will be accessible by HUD staff, PHA staff, and contractors. Prior to admission to the program, Fresno Housing will search for each adult family member in the EIV Debt Owed to PHAs and Terminations database. If any information on debts or terminations is returned by the search, FH will determine if the offenses violate admissions policies.
6	8/24/2021	HCV- Admin Plan	HCV Staff	120-day Review of EIV Report (Change to Administrative Plan)	120-day review of EIV Report Income and identity information is typically not available in EIV for applicant families. If information is not available at the time of income determination, FH must review the family's EIV Income Report within 120 days of the New Admission effective date. FH will identify any identity discrepancies and unreported/underreported income sources on the EIV report.
7	9/1/2021	Annual Plan - Demolition & Disposition	Dave Brenner/FH Staff	Add the SW Fresno Pedestrian/bike trail to the Demolition & Disposition Section	The Housing Authority owns several small parcels of vacant land adjacent to the Yosemite Village site. The City of Fresno envisions development of this land to extend the Southwest Fresno pedestrian and bicycle network. The proposed trail project would include a paved pathway surrounded by trees and pedestrian scale lighting.
8	9/10/2021	LIPH - ACOP	HMD Staff	Section 8.8 – Added language to align with procedure already in place.	Section 8.8 – Residents shall make all payments by check or money order or cashier's check payable to Fresno Housing or via online Resident Portal.
9	9/10/2021	LIPH - ACOP	HMD Staff	Section 8.9 - Added language to align with procedure already in place.	Section 8.9 – Rent payments received via online banking will be directly deposited to FH banking institution of choice.

2022 Ag	ency Plan - Publ	lic Comme	ents regarding plan chang	es	
#	Date	Plan / Program	Submitted by	Recommended Plan Changes/Comments Received	Notes (Changes added to what plan)
10		ICV - Admin Plan	Kelli Furtado/FH Staff	Section 3.4.5 - Clarification	Section 3.4.5 - "FH is exploring the permissibility and feasibility of implementing a limited preference relating to "workforce stability." Below is how it may be structured. This limited preference would apply to 50 wouchers in the City and 50 vouchers in the County. Referrals would come from partner agencies who identify individuals through their employment and training programs as in need of housing stability to successfully complete training program or secure/maintain employment post completion of training program. Details of criteria and referral process to be outlined in MOU with referring partner agency." FH would make available 50 vouchers in the City and 50 vouchers in the County through a limited preference to support workforce stability and the region's upskilling initiatives. Referrals would come from a wide variety of partner agencies including those engaged in the Developing the Region's Inclusive and Vibrant Economy (DRIVE) Human Capital initiatives related to job training or upskilling programs. As households choose to enroll in time consuming employment training programs, they will have simultaneous access to housing supports to ensure stability during their upskilling process. Details of criteria and the referral process will be developed and outlined in an agreement/MOU with referring partner agencies who would identify individuals through their employment and training programs. Participants in need of housing stability to successfully complete training program or secure and/or maintain employment post-completion of the training program, will be targeted. The workforce stability limited preference would provide housing assistance to 100 in the region (50 in the City PHA and 50 in the County PHA) extremely low- and low-income households. Implementing a limited preference for workforce stability would help drive inclusive, economic growth in Fresno, ranked 55th out of 59 California cities in economic health, qualifying as distressed in overall inclusion. (Urban Institute)

Fresno Housing's 2022 Agency Plan Frequently Asked Questions 9/7/2021		
Homeownership Questions		Reference
Question: In the event that more than 5 families show interest and with only 5 homes available, how are the final participants selected from all qualified applicants?	Answer: Good question. We would have a lottery system to choose interested families. Families are qualified as they are drawn from the lottery. Once we find enough qualified applicants, we would stop drawing names.	PPT Resident Advisory Board Presentation
Question: Did FH recently reignite the HOP program? How would a person go about signing up?	Answer: We've had a Homeownership Program since the early 80s. In the 90s, it was at a peak, so we sold most homes during that time. HUD stopped renewing these programs overtime, and that's why the program is small now. We're currently updating the regulations that cover the program now. But before, there wasn't too much activity. When we do submit the new plan with new regulations to HUD, they will hopefully approve it, and from there we would open up the interest list. We would notify the public when the interest list is open. First on the list would be the Public Housing Families, then the HCV families, and so forth.	PPT Resident Advisory Board Presentation
Question: Why is the homeownership homes only in Sanger?	Answer: We do have two in the city of Fresno. Those in Sanger happen to be the remaining homes that we purchased in the 90s. I think they were spread out a little more back then. HUD doesn't allow new units to be added to the old Homeownership Program, so those 5 in Sanger have been in the program since the 90s. They are the remaining pieces from that time.	PPT Resident Advisory Board Presentation
Question: We were talking about the Homeownership Programs, does HUD do anything with the Habitat for Humanity?	Answer: We recently partnered with Habitat for Humanity on a home. I believe it was earlier this year, or late last year. However, HUD isn't very active in that space anymore. The Federal government has steered away from this space, and now it's more of a state or local procedure. We really only gain properties for our portfolio when it's through HUD, because that's where about 90% of our properties come from.	PPT Resident Advisory Board Presentation
Question: What are the sizes of the homes in Sanger?	Answer: All homes are 3 bedrooms, and they range in size from 1,300 sqft. to 2,000 sqft.	PPT Resident Advisory Board Presentation
Question: Going back to the Homeownership Program, I know you said we'll be approved through lenders, is that going to be a credit criteria to get approved for the homes? Or how do they approve you?	Answer: The lender would have their own process of qualifying, so that would include a credit check, income verification, rental history, etc. However, we do work with lenders that specialize in this area. So maybe if families have a lower credit score, or a first time homebuyer, they can have access to other first time homebuyer programs. For example, I mentioned we provide a 20% down payment assistance program. The lenders may also have some contacts with state programs, that may also help fill in some gaps. They specialize in families that may have a harder time qualifying for mortgages.	PPT Resident Advisory Board Presentation
Question: Being that FH has a 20% gift, is that going to be a gift of equity, or that going to be a second lien positon?	Answer: It's going to be a second lien position. The HUD rule says if you sell the home within 5 years (and you gain a profit), there's a schedule that shows how much you have to pay FH from the profit. However, the down payment assistance is forgiven over the course of 10 years. So after 10 years, that second loan comes off, that lien is removed. If you sell within those 10 years, or you refinance, you would have to pay us a portion of the down payment assistance.	PPT Resident Advisory Board Presentation
Question: You mentioned the 5 Sanger homeownership homes have been there since 1990s and have had families move in and out of the homes since then. So funding was given for the same homes every family that has applied?	Answer: No, the program was a little bit different back then. Back then, the family would come on and we would calculate their rents, and it would be affordable to them. A certain amount of that payment would go towards a down payment reserve. So they may be there for several years, and they would accrue a reserve that would be used towards a down payment.	PPT Resident Advisory Board Presentation
Question: When you are doing this lottery to pick the families for the Homeownership Program, are you going to be looking at their income to see if they actually qualify?	Answer: One of the qualifications would be 60-80% of the area median income based on your family size We do various verifications as well, such as income, family members/relationships, identity, background check; similar to if you were joining the PH program.	PPT Resident Advisory Board Presentation
Question: I know there's a process for the Homeownership Program, and you're barely submitting the plan, but within that plan, are you planning on rotating individuals to allow other families to have priority?	Answer: We don't expect rotating. We want our families in the PH and HCV program to be successful in home buying.	PPT Resident Advisory Board Presentation

Question: Is there a specific date we can start applying to the Homeownership Program?	Answer: For now, we're still working on the updates for the Homeownership Program. Once we do get the updates approved by HUD, we will have more information on our website, so just keep an eye out.	PPT Resident Advisory Board Presentation
Question: Do you have plans to acquire any more properties once the new Homeownership Program is approved?	Answer: Currently, we plan to sell the homes we currently have (2 ciy homes, and 5 county homes). We do not have plans to acquire more homes after that.	PPT Resident Advisory Board Presentation
Question: So once those homes are sold, the Homeownership Program will not be available anymore?	Answer: Yes, correct. HUD has moved away from the Homeownership program as what it used to be. They would take a public housing contract and attach it to single family homes, which would allow us to operte a homeownership program. So these are last pieces of what our traditional Homeownership programs entailed. There are some potential opportunities in Southwest Fresno for a different type of Homeownership Program, and we've applied for funds. The next versionn of a potential Homeownership Program would be 2 years down the road, since HUD will be approving the new program early next year. This would entail newer homes to be a part of a project, but as that new program takes shape and we get more funding to do that, we'll continue to update you guys.	PPT Resident Advisory Board Presentation
Change in Rent Questions		
Question: Will there be an increase in payment standard?	Answer: We did increase effective April 1, 2021. HUD usually publishes Fair Market rents in August, and that is what drives the payment standard. FH is currently analyzing the payment standards now and it's something we can make effective as of October 1st. We do anticipate increasing the payment standard.	PPT Resident Advisory Board Presentation
Question: What is the new payment standard for a 3 bedroom voucher?	Answer: The 3 bedroom Payment Standard effective 10/1/2021 is \$1,767.	Email Inquiry
Rental Assistance Questions		
Question: Is FH still receiving grants that will assist those who were affected by the pandemic?	Answer: The majority of our grants came in the form of assistance with our HCV and PH programs. HUD did come out with an Emergency Housing Voucher program that we will implement soon. But I'm not sure if there's any that residents can directly apply for. A lot of the grants are only available to local cities or counties. For example, the Emergency Rental Assistance – Fresno Housing wasn't eligible to apply for it, but we could administer it on behalf of a city or county. However, we apply for anything we are eligible for. A good example is the Project Homekey Grants that were given to the cities and counties. We worked with the city to purchase and rehab motels.	PPT Resident Advisory Board Presentation
Question: How many properties accept Section 8?	Answer: We have a handful of properties that we own that take Section 8. If you're looking for a broader aspect of it, I would advise you to visit section8.com, and there's some great characteristics on that website right now.	PPT Resident Advisory Board Presentation
Other Questions	Answer:	Agency Plans webpage:
Question: What are the Agency Plans and how do they affect me?	The Agency Plan informs HUD and the public of Public Housing Policies, operations, funding, asset management, and program activities in place or planned for meeting local housing needs and goals. The Administrative Plan is specific to the discretionary policies governing the administration of the Housing Choice Program. Admission & Continued Occupancy Policy (ACOP) is specific to the discretionary policies, governing the administration of the Low Income Public Housing Program.	http://fresnohousing.org/agencyplans

RESOLUTION NO.	
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BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING SUBMISSION OF THE 2022 ADMISSION AND CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the ACOP informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for determining eligibility for admission and continued occupancy in public and affordable housing programs; and

WHEREAS, HUD requires each PHA to submit an ACOP for all low-income public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2022 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 15, 2021.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Annalina Namon Camatama (the Beards of Camatain and
ABSENT:	Angelina Nguyen, Secretary of the Boards of Commissioner

RESOLUTION NO.	
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BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING SUBMISSION OF THE 2022 ADMISSION AND CONTINUED OCCUPANCY POLICY (ACOP) TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the ACOP informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for determining eligibility for admission and continued occupancy in public and affordable housing programs; and

WHEREAS, HUD requires each PHA to submit an ACOP for all low-income public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2022 Admission and Continued Occupancy Policy and authorize the CEO/Executive Director, and/or designee, to submit the ACOP to HUD by the deadline of October 15, 2021.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
ABSTAIN:	Angelina Nguyen, Secretary of the Boards of Commissioners

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING SUBMISSION OF THE 2022 ADMINISTRATIVE PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the Administrative Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for the administration of the Housing Choice Voucher program (HCV); and

WHEREAS, HUD requires each PHA to submit an Administrative Plan that clearly outlines the policies that govern the PHA's administration of rental assistance programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2022 Administrative Plan and authorize the CEO/Executive Director, and/or designee, to submit the Administrative Plan to HUD by the deadline of October 15, 2021.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Angelina Nguyen, Secretary of the Boards of Commissioner

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING SUBMISSION OF THE 2022 ADMINISTRATIVE PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the PHA must establish policies and procedures to both clarify federal requirements and to ensure consistency in program operations; and,

WHEREAS, the Administrative Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for the administration of the Housing Choice Voucher program (HCV); and

WHEREAS, HUD requires each PHA to submit an Administrative Plan that clearly outlines the policies that govern the PHA's administration of rental assistance programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2022 Administrative Plan and authorize the CEO/Executive Director, and/or designee, to submit the Administrative Plan to HUD by the deadline of October 15, 2021.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Angelina Nguyen, Secretary of the Boards of Commissioners

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING SUBMISSION OF THE 2022 PUBLIC HOUSING AGENCY (PHA) ANNUAL PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of the City of Fresno (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Annual Plan; and,

WHEREAS, the PHA Annual Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and

WHEREAS, HUD requires each PHA to submit an Annual Plan for tenant-based assistance and public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby adopt the 2022 Public Housing Agency Annual Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 15, 2021.

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Angelina Nguyen, Secretary of the Boards of Commissioners

BEFORE THE BOARDS OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING SUBMISSION OF THE 2022 PUBLIC HOUSING AGENCY ANNUAL PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

WHEREAS, the Housing Authority of Fresno County (PHA) is mandated to comply with federal laws, regulations, and notices; and,

WHEREAS, the Quality Housing and Work Responsibility Act of 1998, established the U.S. Department of Housing and Urban Development's (HUD) responsibility for reviewing and approving or disapproving the Public Housing Agency (PHA) Annual Plan; and,

WHEREAS, the Annual Plan informs HUD, residents and the public of the PHA's mission for serving the needs of low-income and very low-income families and the strategies for addressing those needs; and

WHEREAS, HUD requires each PHA to submit an Annual Plan for all tenant-based assistance and public housing programs;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby adopt the 2022 Public Housing Agency Annual Plan and authorize the CEO/Executive Director, and/or designee, to submit the Plans to HUD by the deadline of October 15, 2021.

	4 1: N. C
ABSTAIN:	
ABSENT:	
NOES:	
AYES:	

EXTRACT FROM

THE MINUTES OF A REFULAR MEETING OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF FRESNO HELD ON TUESDAY, SEPTEMBER 28, 2021

WHEREAS, pursuant to the Housing Authorities Law, Chapter 1 of the California Health and Safety Code HSC Division 24 – Community Development and Housing Part 2 – Housing Authorities, HACF is authorized to make and execute contracts and other instruments necessary or convenient to the exercise of its powers as a housing authority in California, and, in connection with any housing project, to sell, lease, exchange, transfer, assign, pledge, or dispose of any real property or any interest therein.

WHEREAS, HUD regulations authorizing public housing agencies to sell individual dwelling units to families or to purchase and resale entities for resale to families, require as part of the application process that HACF submit a resolution to HUD by HACF's Board of Commissioners (the "Board") evidencing the Board's approval of the proposed homeownership program;

WHEREAS, the Board has received prior briefings on the planning process, rehabilitation standards, specific requirements for preparing a homeownership plan under Section 32 of the ACT, and the substance of HACF's homeownership program at issue in Application;

NOW THEREFORE, BE IT RESOLVED that the Board does hereby approve the program proposed in the Application to make 2 public housing dwelling units available for purchase by low-income families as their principal residence.

I, the duly appointed secretary-treasurer of the Housing Authority of the City of Fresno, do hereby certify that the above resolution is a true and correct copy of the Resolution adopted at the regular meeting of Tuesday, September 28, 2021.

EXTRACT FROM THE MINUTES OF A REFULAR MEETING OF THE COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY HELD ON TUESDAY, SEPTEMBER 28, 2021

WHEREAS, pursuant to the Housing Authorities Law, Chapter 1 of the California Health and Safety Code HSC Division 24 – Community Development and Housing Part 2 – Housing Authorities, HAFC is authorized to make and execute contracts and other instruments necessary or convenient to the exercise of its powers as a housing authority in California, and, in connection with any housing project, to sell, lease, exchange, transfer, assign, pledge, or dispose of any real property or any interest therein.

WHEREAS, HUD regulations authorizing public housing agencies to sell individual dwelling units to families or to purchase and resale entities for resale to families, require as part of the application process that HAFC submit a resolution to HUD by HAFC's Board of Commissioners (the "Board") evidencing the Board's approval of the proposed homeownership program;

WHEREAS, the Board has received prior briefings on the planning process, rehabilitation standards, specific requirements for preparing a homeownership plan under Section 32 of the ACT, and the substance of HAFC's homeownership program at issue in Application;

NOW THEREFORE, BE IT RESOLVED that the Board does hereby approve the program proposed in the Application to make 5 public housing dwelling units available for purchase by low-income families as their principal residence.

I, the duly appointed secretary-treasurer of the Housing Authority of Fresno County, do hereby certify that the above resolution is a true and correct copy of the Resolution adopted at the regular meeting of Tuesday, September 28, 2021.



BOARD MEMO

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

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

www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 8d

Interim CEO/Chief Programs Officer AUTHOR: Kenneth J. Price

SUBJECT: Consideration of Resolution Pursuant to Assembly Bill 361 – Public

Agency Meetings

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to adopt resolutions authorizing Fresno Housing to allow for the Boards of Commissioners and standing committees to participate via teleconference so long as such actions comply with newly adopted AB 361.

Governor Newsom's Executive Order No. N-29-20, which allows some or all Commissioners/Committee Members to participate in a public meeting via teleconference (phone or video) is set to expire as of September 30, 2021. On September 15, 2021 AB 361 was passed which includes the following:

Through December 31, 2023, AB 361 allows local agencies to continue to use COVID-19-era teleconferencing notice and meeting procedures as long as one of the following specific types of emergency exists:

- A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The Board of Commissioners must make specific findings every 30 days during the emergency when telephonic or virtual meetings are required. The Governor, through Order N-12-21, has extended the order declaring a State of Emergency due to the impacts of COVID-19 until the end of the year, so these findings must be made every 30 days beginning on October 1, 2021:

- A) The legislative body has reconsidered the circumstances of the state of emergency.
- B) Any of the following circumstances exist:
 - (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or
 - (ii) State or local officials continue to impose or recommend measures to promote social distancing.

The new law also prohibits local agencies from requiring public comments to be submitted prior to the meeting without also allowing real-time comment opportunities during the meeting. In addition, the new law allows third-party internet websites to collect names and other information from the public in order to participate in the meeting, but local agencies themselves are still prohibited from requiring the such information to participate. Finally, if there is an internet or telephonic service disruption that prevents the agency from broadcasting the meeting, the agency may take no action until the broadcast is restored. Normal posting timelines for agendas still apply, as well as the roll-call vote requirement.

Attached are resolutions authorizing meeting by teleconference. These resolutions shall apply to the Boards of Commissioners meetings and each standing committee meeting.

Recommendation

It is recommended that the Boards of Commissioners adopt the attached resolutions authorizing the Housing Authority of the City of Fresno and the Housing Authority of Fresno County to allow for the Boards of Commissioners and standing committees to participate via teleconference so long as such actions comply with newly adopted AB 361.

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

RESOLUTION PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY N-12-21 ISSUED ON AUGUST 16, 2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE HOUSING AUTHORITY OF THE CITY OF FRESNO FOR THE PERIOD FROM OCTOBER 1, 2021 TO OCTOBER 30, 2021 PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Housing Authority of the City of Fresno is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the Housing Authority of the City of Fresno's (the "City Commission") legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 - 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, by the Governor's Order N-12-21, the Governor has extended the order declaring a State of Emergency due to the impacts of COVID-19; and

WHEREAS, the County of Fresno has recommended continued social distancing to combat the imminent risk to the public health and safety due to COVID-19; and

WHEREAS, the Board of Commissioners does hereby find that such conditions has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Commissioners does hereby find that the legislative bodies of the City Commission shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the City Commission shall ensure that the public has the opportunity to participate live in all electronic meetings of the City Commission during all public comment periods.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF HOUSING AUTHORITY OF THE CITY OF FRESNO DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. <u>Recitals</u>. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. <u>Proclamation of Local Emergency</u>. The Board of Commissioners hereby proclaims that a

local emergency now exists throughout the District, and in-person meetings could cause an imminent risk to the commissioners, staff and public.

Section 3. <u>Ratification of Governor's Proclamation of a State of Emergency</u>. The Board hereby ratifies

the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of August 16, 2021.

Section 4. <u>Remote Teleconference Meetings</u>. The agency staff and legislative bodies of City Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. <u>Effective Date of Resolution</u>. This Resolution shall take effect on October 1, 2021, and shall be effective until the earlier of (i) October 30, 2021, or such time the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of City Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Commissioners of Housing Authority of the City of

Fresno this 28th day of September, 2 vote:	2021, to be	e effectiv	e on Oct	tober 1	, 2021 by	the	foll	owing	
AYES: NOES: ABSENT: ABSTAIN:									
	Angelina Commissi	0,	Interim	CEO/	Secretary	of	the	Boards	of

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

RESOLUTION PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY N-12-21 ISSUED ON AUGUST 16, 2021 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE HOUSING AUTHORITY OF FRESNO COUNTY FOR THE PERIOD FROM OCTOBER 1, 2021 TO OCTOBER 30, 2021 PURSUANT TO BROWN ACT PROVISIONS

WHEREAS, the Housing Authority of Fresno County is committed to preserving and nurturing public access and participation in meetings of the Board of Commissioners; and

WHEREAS, all meetings of the Housing Authority of Fresno County's (the "County Commission") legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 - 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, by the Governor's Order N-12-21, the Governor has extended the order declaring a State of Emergency due to the impacts of COVID-19; and

WHEREAS, the County of Fresno has recommended continued social distancing to combat the imminent risk to the public health and safety due to COVID-19; and

WHEREAS, the Board of Commissioners does hereby find that such conditions has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Commissioners does hereby find that the legislative bodies of the County Commission shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the County Commission shall ensure that the public has the opportunity to participate live in all electronic meetings of the County Commission during all public comment periods.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF HOUSING AUTHORITY OF FRESNO COUNTY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. <u>Recitals</u>. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. <u>Proclamation of Local Emergency</u>. The Board of Commissioners hereby proclaims that a

local emergency now exists throughout the District, and in-person meetings could cause an imminent risk to the commissioners, staff and public.

Section 3. <u>Ratification of Governor's Proclamation of a State of Emergency</u>. The Board hereby ratifies

the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of August 16, 2021.

Section 4. <u>Remote Teleconference Meetings</u>. The agency staff and legislative bodies of County Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. <u>Effective Date of Resolution</u>. This Resolution shall take effect on October 1, 2021, and shall be effective until the earlier of (i) October 30, 2021, or such time the Board of Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of County Commission may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the E County this 28th day of September,					_	•			
vote:									
AYES: NOES: ABSENT: ABSTAIN:									
	Angelina Commissi	0 , ,	Interim	CEO/	Secretary	of	the	Boards	of



BOARD MEMO

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

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www.fresnohousing.org

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing Authority **BOARD MEETING:** September 28, 2021

FROM: Cary Catalano, Chair AGENDA ITEM: 11a

Adrian Jones, Chair **AUTHOR:** Kenneth J. Price

SUBJECT: Consideration of the Employment Agreement for the Chief

Executive Officer, Tyrone Roderick Williams

Executive Summary

Over the last six months, the Fresno Housing Authority Boards of Commissioners have embarked upon a comprehensive search for a new CEO. The search process has been detailed in several public discussion items by the leadership of the Boards and recruitment consultant Gans, Gans & Associates, culminating in public presentations on August 28, 2021, by the two finalist candidates. During that same meeting, in closed session following the presentations, the Boards of Commissioners took action in closed session to offer the position to Mr. Tyrone Roderick Williams. The action to commence negotiations with Mr. Williams could not be reported during the Board meeting due to the confidential nature of the negotiations and employment agreement. The Chairs then created an ad hoc CEO committee to negotiate a contract with Mr. Williams, and are pleased to announce that they have come to terms subject the approval of the Boards of Commissioners. The proposed agreement is attached.

The Chairs of the Boards of Commissioners will be making a brief presentation during the meeting and answering any questions from the Commissioners.

Recommendation

It is recommended that the Boards of Commissioners of the Housing Authority of the City of Fresno and the Housing Authority of the County of Fresno approve the attached employment agreement for the Chief Executive Officer, Tyrone Roderick Williams.

AGREEMENT FOR EMPLOYMENT OF EXECUTIVE DIRECTOR/CEO BETWEEN THE HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO

AND

TYRONE RODERICK WILLIAMS

THIS AGREEMENT FOR EMPLOYMENT OF EXECUTIVE DIRECTOR/CEO (this "Agreement") is entered into as of this 28th day of September, 2021, by and between the HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO, a public body corporate and politic (the "Housing Authority"), and TYRONE RODERICK WILLIAMS ("Williams" or "CEO"). This Agreement supersedes any and all prior employment agreements.

RECITALS

The Housing Authority desires to hire Williams to serve as the Executive Director/CEO and Williams desires to serve in that capacity. Furthermore, the parties desire to memorialize the terms of this new relationship pursuant to this Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, and of the covenants and provisions contained in this Agreement, the parties agree as follows:

1. EXECUTIVE DIRECTOR/CHIEF EXECUTIVE OFFICER

As of the Effective Date, Williams will be employed as the Executive Director/Chief Executive Officer of the Housing Authority.

2. TERM OF AGREEMENT

The term of this Agreement shall commence on November 1, 2021 (the "Effective Date") and expire on December 31, 2024.

3. POWERS AND DUTIES

The CEO shall perform all of his powers and duties in accordance with applicable laws and the position description for the Executive Director/Chief Executive Officer position, which is attached hereto and incorporated herein, as Exhibit "A" and may be modified by the Boards from time-to-time.

4. BOARD-CEO RELATIONS

The CEO shall work with the Boards in developing and maintaining a spirit of cooperation and teamwork in which the Boards shall accept responsibility for formulating

and adopting policy and for taking action on matters that, by law, require Board action. Administrative responsibility and commensurate authority for administering the Housing Authority is hereby delegated by the Boards to the CEO.

The Boards recognize that they are collective bodies and each Board member recognizes that his/her power as a Board member is derived from the collective deliberation and action of the Board as a whole in a duly constituted meeting. Individual Board members shall not give direction to the CEO or any staff member regarding the management of the Housing Authority or the solution of specific problems. It is agreed that the Boards, individually or collectively, shall promptly refer any criticism, complaints, or suggestions brought to the attention of the Boards, or any member thereof, to the CEO for study and recommendation.

The Boards shall provide the CEO with periodic opportunities to discuss Board-CEO relations as they relate to the Boards' productivity and the effectiveness of the CEO's leadership. As a part of this process, when it is deemed necessary by either the Boards or the CEO, an outside advisor may be retained to facilitate this process. If an outside advisor is retained, the costs associated with the outside advisor shall be paid by the Housing Authority for a time determined by mutual agreement between the Boards and CEO.

The CEO shall be held responsible for establishing programs and services and for managing the Housing Authority to meet the Board's expected outcomes including the provision of data from which the Board can evaluate the Housing Authority' achievements. Thus, the Boards by exercising their governance and policy-making role can be assured that they determine what it is the Housing Authority should accomplish and whether, in fact, the Housing Authority are accomplishing the Board's expectations.

5. SALARY

As of the Effective Date, the CEO's starting annual salary shall be \$250,000. The CEO's salary may be adjusted during the term of this Agreement by mutual consent of the parties as described in Section 6 below. A change in salary or of any other provision of this Agreement shall not constitute the creation of a new agreement. The CEO shall be paid bi-weekly in accordance with the Housing Authority' usual payroll procedures.

The CEO's salary shall be drawn against the Housing Authority general fund monies up to the full amount recommended by the U.S. Department of Housing and Urban Development (which is currently \$180,000 per year). The difference between said amount and the annual salary set forth above shall be drawn against non-federally regulated money.

6. EVALUATION

In addition to the salary set forth above, the CEO may be entitled to additional compensation following the implementation of the Agency's performance management system. As part of the performance management system, the results of the CEO's

performance evaluation shall directly affect the CEO's salary and bonus incentive compensation.

- A. <u>Process.</u> The performance evaluation is based on competency and goal achievement during a 12-month evaluation cycle. Over the course of the year, the CEO's performance shall be evaluated by his performance of the duties and responsibilities contained in the CEO's position description, Agency competencies, goals established by the Boards, the CEO's goals report as described in Section 6(b) below, goals established by the CEO for senior-level Housing Authority staff, and other factors deemed appropriate by the Boards. The Boards may, but are not required, to retain the services of a third-party to facilitate the evaluation process, which would be paid entirely be the Housing Authority. As part of the performance management system, the Boards shall use their best judgment to "score" the CEO's competency and goal achievement.
- CEO shall not be eligible for a compensation increase until Timing. January 1, 2023. Commencing on 2022 during the Term of this Agreement, on or before November 31st, the Boards shall complete the CEO's annual evaluation. Specifically, the Boards shall, during their regular meeting in September each year, commence the evaluation process, review a draft evaluation during their regular October meeting, and then complete the evaluation process during their regular November meeting. The implementation of the evaluation may be led by the Chairs of the Boards, the Executive Committee, or an ad hoc committee established by the Chairs. The goals for calendar-year 2022 will be established by February of that same year. For subsequent years, by October 15th, the Boards will hold a goal setting conference with the CEO to start establishing the Agency's and the CEO's goals for the following year. The goal setting conference may be continued from time-to-time but shall be concluded prior to the end of that calendar year. By the meetings of the Boards for February and May each year, the CEO will provide a written or verbal update on the progress of the established goals to the Boards. By September 1st of each year, the CEO will provide to the Boards a formal report on the Housing Authority's goals. The Boards shall consider this report when conducting the CEO's evaluation as described herein. A timeline of the evaluation process is attached hereto and incorporated herein as Exhibit "B."
- C. <u>Compensation Increases</u>. All salary increase and bonus incentive amounts are discretionary and will be determined solely by the Boards. The Boards shall determine the CEO's salary increase percentage that shall be available for each year. Salary increases to the CEO, if any, shall not exceed the average percentage of salary increase actually provided to all Housing Authority staff, combining salary increases to represented and non-represented Housing Authority staff alike for that particular year. With respect to bonus eligibility, the CEO's goal achievement shall determine eligibility for a bonus incentive award. The Boards shall determine the bonus incentive award that shall be available for each performance management year. The CEO's salary increases and bonuses, if any, shall be drawn against non-federally regulated money. Bonus incentive awards, if any, shall not exceed \$15,000 per year for the first full calendar year of this Agreement and \$20,000 in subsequent years.

7. WORK YEAR

Subject to Section 8 below, the CEO shall be required to render twelve (12) months of full and regular service to the Housing Authority for each annual period covered by this Agreement, excluding applicable holidays.

8. VACATION

The CEO shall accrue twenty (20) days of vacation per calendar year. Vacation shall be taken during the calendar year in which granted. In the event vacation is not taken during the calendar year in which it is granted, it may only be accumulated to a total of forty (40) days. The CEO shall notify the Boards if he intends to take five (5) consecutive days or more of vacation. In the event of termination or expiration of this Agreement, the CEO shall be entitled to compensation for unused vacation at the salary rate in effect at that time. The CEO may cash out accrued vacation in accordance with the current agency policies and procedures.

9. FRINGE BENEFITS

- A. Health and Welfare Benefits. During the term of the Agreement, the CEO shall be entitled to participate in the same health and welfare benefits as are provided to unrepresented management employees. The Housing Authority shall pay 100% of the premiums applicable to the CEO. In the event that the CEO declines health insurance benefits, the Housing Authority shall provide to CEO a stipend of up to \$700 per month (the "Healthcare Stipend") upon verification of other health insurance coverage. The Healthcare Stipend may be revised from time-to-time to reflect the actual premium changes. If those particular plans are not offered by the Housing Authority to its employees, the Housing Authority shall use the most closely comparable plans, as reasonably determined by the Boards, to calculate the Healthcare Stipend. The CEO may elect to deposit all or part of the Healthcare Stipend in an agency approved deferred compensation account or use the Healthcare Stipend for dependent healthcare premiums. With respect to other medical benefits, the CEO shall participate in manner similar to all other employees of the Housing Authority.
- B. <u>Term Life Insurance</u>. During the term of the Agreement, the Housing Authority shall provide the CEO with a stipend of up to \$2,500 annually to be used for a life insurance policy either through an life insurance policy obtained by CEO or towards the premium applicable for the Housing Authority's supplemental term life insurance policy, which shall constitute the CEO's entire life insurance benefit from the Housing Authority.
- C. <u>CalPERS Contributions</u>. During the term of the Agreement, the Housing Authority shall pay the employer portion related to the CalPERS retirement system. The CEO shall pay the employee's portion related to the CalPERS retirement system.

- D. <u>Sick Leave</u>. During the term of the Agreement, the CEO shall accrue 10.5 days of sick leave per year. The CEO shall receive a cash out of accrued sick leave at time of separation in accordance with agency administrative policies and procedures, as may be amended from time-to-time.
- E. <u>Automobile Allowance</u>. During the term of the Agreement, the CEO shall receive an automobile allowance in the amount of \$575.00 per month (the "Automobile Allowance"). In order to receive the Automobile Allowance, CEO must maintain automobile insurance liability coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000 with a deductible not greater than \$1,000.
- F. <u>Deferred Compensation</u>. During the term of the Agreement, the CEO shall receive the annual contribution of \$15,000 to be deposited in mutually acceptable and legally compliant deferred compensation plan accounts in CEO's name in a manner consistent with the Housing Authority's implementation of similar employee benefit programs, as they may be amended from time-to-time (the "Deferred Compensation Contribution"). The Deferred Compensation Contribution may be adjusted on an annualized basis but shall not exceed the same percentage of the salary increase received by the CEO as specified in Section 6(c).
- G. Relocation Benefits. The Housing Authority shall reimburse CEO up to a total of \$20,000 to be used for relocation assistance (the "Relocation Assistance"). The Relocation Assistance must be used for direct moving related expenses and/or temporary housing for up to six months from the Effective Date. In order for CEO to be reimbursed, CEO must present to the Housing Authority's Chief Business Officer (the "CBO") sufficient receipts to document the payment of moving expenses and/or rent for temporary housing.

10. EXPENSES

- A. <u>Expenses</u>: The CEO is entitled to be reimbursed for actual and necessary expenses incurred and paid by the CEO in the conduct of his duties on behalf of the Housing Authority, and which are authorized by the Boards in accordance with applicable policies and regulations. The CEO's expenses shall be approved by the CBO. The CEO shall submit appropriate written documentation to the CBO justifying such expenses. By the first day of February, May, August, and November, the CEO shall ensure that the CBO presents a summary of the CEO's expenses and backup documentation reasonably requested by a consensus of the Executive Committee to the Executive Committee members.
- B. <u>Professional Organizations</u>: The Housing Authority encourage the CEO to participate in professional organizations and activities. The Housing Authority shall pay the CEO's membership dues in local service clubs and other professional or community organizations as may be approved in advance by the Boards. The CEO shall periodically, but no less than annually, provide to the Executive Committee a list of local service clubs

and other professional or community organizations receiving funding by the Housing Authority for memberships pursuant to this Section 10B.

- C. <u>Professional Meetings</u>: The CEO may attend professional meetings at the local, county, and state levels. Prior approval of the Boards shall be obtained when the CEO attends out-of-state functions, and all actual and necessary expenses of attendance shall be paid by the Housing Authority. In case of emergency attendance requirement, the Chairs of the Boards will be notified, and the expenses will be ratified at the next appropriate Board meeting.
- D. <u>Professional Development</u>: The Housing Authority supports and encourages the continuing professional development of the CEO. Possible professional development opportunities include attending various seminars and courses, and CEO's participation in activities such as leadership coaching services. In the event that CEO desires to engage in such professional development activities, CEO shall present the Boards with the cost and time commitment associated with such activities for the Boards' consideration.
- E. <u>Outside Professional Activities</u>: The CEO may engage in outside professional activities, such as speaking and writing, provided such activities enhance CEO's duties. CEO shall not receive honoraria for such activities. Additionally, CEO shall not be compensated in any way for such professional activities. CEO may receive compensation from his published book sales so long as any time CEO spends promoting his book occurs during his personal hours and absolutely no agency resources are used to promote any of CEO's outside promotional activities, including the book. CEO may receive compensation for serving on external boards of directors to the extent that such activities do not constitute a conflict of interest for the CEO or the Housing Authority. Any compensation received for serving on any boards unrelated to CEO's duties shall be approved in writing by the Boards of Directors, in consultation with Housing Authority legal counsel, prior to earning such compensation.
- F. <u>Travel Expenses</u>: CEO is expected to use his own automobile in the performance of the duties of CEO, paying fuel and maintenance expenses and retaining liability insurance. The Housing Authority shall pay for all air travel and out of area travel in a manner consistent with agency policy.

11. TERMINATION OF AGREEMENT

- A. <u>Termination by Mutual Consent</u> This Agreement may be terminated by mutual written agreement of the CEO and the Boards as agreed upon in writing by the Parties.
- B. <u>Termination by CEO</u> Notwithstanding any other provisions of this Agreement, the CEO shall have the option to terminate this Agreement by providing the Boards with a written notice of intent to terminate. This notice shall be provided no less

than sixty (60) calendar days prior to said termination date. The Boards may, but are not obligated to, waive or reduce the days specified in this section.

The CEO shall notify the Chairs of the Boards in the event that the CEO is considered a finalist for a position outside of the Housing Authority. The Chairs shall then notify the Boards after receipt of such notice. Failure to do so shall constitute cause for termination of this Agreement by Housing Authority.

- C. Termination by Boards For Cause This Agreement and the services of the CEO may be terminated by the Boards at any time for breach of this Agreement or any of the disciplinary grounds set forth in the Housing Authority' Personnel Policies. The Boards shall not terminate this Agreement under this section until a written statement of the grounds for termination has first been served upon the CEO. The CEO shall then be entitled to a conference with the Boards at which time the CEO shall be given a reasonable opportunity to address the Board's concerns. The CEO shall have the right, at his own expense, to have a representative of his choice at the conference with the Boards. The conference with the Boards shall be the CEO's exclusive right to any hearing otherwise required by law.
- D. <u>Termination by Boards Without Cause</u> The Boards unilaterally and without cause may terminate this Agreement. Should the Housing Authority give notice of termination under this Paragraph 11.D., the Housing Authority will pay CEO severance as provided for in this paragraph. The severance payment will be in the gross amount equal to one (1) year's salary, less required or authorized withholdings. CEO's receipt of any severance compensation shall be subject to and expressly conditioned upon CEO's providing a general release of all claims in the form attached hereto as <u>Exhibit C</u>. The severance compensation shall be paid in accordance with the terms and timing set forth in **Exhibit C**.

12. BINDING ARBITRATION

The CEO and Housing Authority agree to submit any dispute, claim or controversy concerning CEO's employment or separation therefrom, or any dispute, claim or controversy arising out of or relating to any interpretation, construction, performance or breach of this Agreement to final and binding arbitration. Either party may make a written request to the other for arbitration. Any such request must be made within thirty (30) days of the action giving rise to the dispute. The parties shall make a good faith attempt to select an arbitrator and complete the arbitration with ninety (90) days. The arbitration shall take place in Fresno County, California, unless otherwise agreed by the parties. The arbitrator's fee shall be paid equally by both parties. Each party shall bear its own attorney fees and other costs. The arbitrator shall render a written decision and provide it to both parties. The arbitrator may award any remedy or relief otherwise available in court and the decision shall set forth the reasons for the award. The arbitrator shall not have any authority to amend or modify this agreement. Any arbitration conducted pursuant to this paragraph shall be governed by California Code of Civil Procedure sections 1281 et seq. In the event the parties are unable to mutually agree upon the selection of an arbitrator, a list of seven

(7) arbitrators shall be obtained from the California State Mediation & Conciliation Service. The parties shall each strike from the list until one person remains, who shall be designated as the arbitrator. The party to strike first from the list shall be determined by lot.

13. ABUSE OF OFFICE CONVICTION

Notwithstanding any other provision of this Agreement, and as mandated by Government Code sections 53243 et seq. in the event the CEO is convicted of a crime constituting "abuse of office", the CEO shall reimburse the Housing Authority for salary and monies to the fullest extent mandated by law (e.g., paid leave, criminal defense expenses, cash settlement, etc.). In the event of such conviction, the Housing Authority shall make no payments barred by Government Code sections 53243 et seq.

14. INDEMNITY

In accordance with the provisions of Government Code sections 825 and 995, the Housing Authority shall defend the CEO from any and all demands, claims, suits, actions, and legal proceedings brought against the CEO in CEO's individual capacity, or official capacity as an agent and employee of the Housing Authority, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the CEO was acting within the scope of employment. Unless there is a finding of criminal action, actual fraud, corruption or actual malice, the Housing Authority shall hold harmless and indemnify the CEO from any and all demands, claims, suits, actions, and legal proceedings brought against the CEO in CEO's individual capacity or in CEO's official capacity as an agent and employee of the Housing Authority, provided that the incident giving rise to any such demand, claim, suit, action, or legal proceeding arose while the CEO was acting within a scope of CEO's employment. Such indemnification and hold harmless shall be for any and all claims arising out of or related to this contract and its provisions, duties and responsibilities of the CEO's job performance, including any extensions of this Agreement.

15. GENERAL PROVISIONS

- A. <u>Severability</u>. The terms of this Agreement are contractual and not a mere recital. Should any provision or part of any provision or application thereof be held invalid, the invalidity shall not affect any other provisions or applications of the Agreement which can be given effect without the invalid provision or application, and to this end, the provisions of this Agreement are declared to be severable.
- B. <u>Governing Law</u>. This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. Venue shall be in the Fresno County Superior Court or the appropriate federal district court.
- C. <u>Administrative Policies and Procedures</u>. The CEO shall be subject to the various administrative policies and procedures applicable to employees of the Housing

Authority. However, in the event any such policy and procedure is in conflict with the terms of this Agreement, then this Agreement shall apply.

- D. <u>Counterparts</u>. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute together one and the same instrument.
- E. <u>Entire Agreement</u>. This Agreement contains the entire agreement and understanding between the parties. Any amendment, modifications or variations from the terms of this agreement shall be in writing and shall be effective only upon approval of such amendment, modification or variation by the Boards and the CEO.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

ON BEHALF OF THE CITY OF FRESNO HOUSING AUTHORITY
Adrian Jones, Chair
ON BEHALF OF THE COUNTY OF FRESNO HOUSING AUTHORITY
Cary Catalano, Chair
I hereby accept this offer of employment and agree to comply with each and every condition thereof, and to perform faithfully all of the duties of employment of Executive Director/Chief Executive Officer of the Housing Authorities of the City and County of Fresno.
Date of Acceptance:
Tyrone Roderick Williams

EXHIBIT "A"

CEO Position Description

JOB DESCRIPTION



Position Title: Chief Executive Officer/Executive Director (CEO)

Department: Executive Office

Reports To: Boards of Commissioners

FLSA Status: Exempt Union: Not Represented

Creation Date: 01/01/2007 **Revision Date:** 04/27/2021

SUMMARY

Under the general direction of the Boards of Commissioners of the Housing Authority of the City of Fresno and the Housing Authority of Fresno County (jointly referred to as "Fresno Housing" or "FH"), the Chief Executive Officer/Executive Director (CEO) has full executive responsibility and accountability for overall management of the organization, including strategic, financial, programmatic and operational leadership. The CEO is expected to serve as an advisor to the Boards of Commissioners on FH's vision, mission and strategic plan, which includes short- and long-range objectives relating to housing development, property and asset management, neighborhood revitalization, housing assistance programs, resident empowerment programs, Diversity, Equity and Inclusion efforts, and anti-poverty initiatives. The CEO is the organization's key spokesperson and advocate and will be responsible for fostering positive relationships among federal, state, and local governments and officials, private and non-profit agencies, FH residents, clients and vendors, and the community at large.

All activities must support the organization's strategic goals and objectives and produce results that accomplish the goals of the Executive department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

Organizational Leadership

- Along with the Boards of Commissioners, the CEO establishes the Agency's vision, mission
 and annual goals and objectives; formulates and executes transformational strategies that
 continuously improves the organization; directs resources and implements measures to track
 the success against the stated vision, mission and goals; leads and facilitates cooperation and
 interdependence among departments to ensure that staff is cognizant of and connected to the
 organization's mission, vision and goals; ensures annual goals are achieved or exceeded and
 results are communicated to the Boards and other stakeholders.
- Leads all policy, administrative and management decisions concerning the daily operations of
 the organization; works closely with the Executive Leadership Team to oversee the programs
 and activities of all FH staff, including financial management, program management, real estate
 development, asset management and compliance functions; responsible for creating a financially
 sustainable organization that is compliant with all legal and procedural requirements; ensures that
 current housing programs are managed at the highest quality, meeting or exceeding the
 requirements of various stakeholders.
- Develops leaders and talent pipeline; supervises, monitors, coaches and evaluates all subordinate employees on a regular basis; ensures that staff understands and meets or exceeds various measures as expected; provides appropriate training resources for staff members to

- accomplish their objectives; empowers staff to effectively engage with internal and external customers.
- Directs the Agency's service delivery system; designs, implements and sustains exceptional
 programs that invest in residents/program participants through an array of educational,
 employment and wellness platforms; develops and expands affordable housing options for lowincome residents throughout the city and county to serve organizational and community goals, in
 collaboration with residents, clients, community partners, local departments, state and federal
 agencies.
- Institutes and exemplifies the values and principles of the organization; acts as an authentic and accessible leader who exercises personal integrity, stewardship and ethical leadership; sets the tone at the top; demonstrates a commitment to Diversity, Equity and Inclusion; maintains a work environment that attracts, retains and motivates a diverse staff of high-performing individuals.

Board Governance and Support

- Maintains a committed, engaged, and community-based Board of Commissioners; ensures that commissioners have access to the education, resources and training necessary to fulfill their role as effective board members; encourages board members to engage and advocate for key organizational issues and related topics of interest at the regional, state and/or national-level.
- Acts as secretary of the meetings for the Agency; ensures compliance with all federal, state and local laws regarding public and non-profit board management and governance; ensures that all contracts and legal instruments are executed appropriately, as directed by resolution of the Board; completes all other duties as required by the office of Secretary-Treasurer.
- Maintains appropriate, regular and timely communication with the Boards and its Chairs; cultivates strong, productive working relationships with each Board member; provides the information, tools and resources to assist the Boards in their role of developing and adopting policy, setting short- and long-term strategic plans and goals, implementing new legislative requirements, and navigating complex housing and social issues.

Community Leadership, Outreach and Advocacy

- Provides public relations and conducts community relations activities to promote the Agency's mission and goals; ensures that the Agency maintains a positive reputation in the community and that the community is aware of Agency's services; responds accurately and promptly to media inquiries; maintains a positive relationship with the media.
- Ensures the mechanisms are in place to respect and respond to the needs of residents, neighbors and the larger Fresno community; exhibits flexibility in ability to respond to changing community needs.
- Collaborates with others to strengthen the organization's ability to address the needs and challenges of the Fresno community; serves on community boards and builds partnerships with community groups, service providers, and other public agencies; attends and participates in professional groups and meetings; stays abreast of new trends and innovations in the field of public housing, management, and public administration.
- Establishes and maintains cooperative working relationships with local government leadership, resident groups, the education and health sectors, and area non-profits that may be helpful in accomplishing the public mission of the Agency and addressing quality of life issues of residents/participants.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each competency satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

Fresno Housing Authority Chief Executive Officer/Executive Director ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the job competencies.

Job Competencies

Knowledge of:

- Key policies, procedures, functions and staff in the organization;
- The challenges and needs of low-income populations and communities;
- Various housing programs, policies and guidelines, including Federal, state and local laws, codes and regulations;
- Real estate development and financing principals using private and public funding sources, tax credits, tax-exempt bonds, private placement financing and qualified small issues;
- Personnel management principles and techniques that promote diversity, equity and inclusion;
- Complex financial management principals and tools, including budgeting formation and control, financial forecasting, revenue generation methods and regulations concerning federal and state funding sources.

Ability to:

- Exercise initiative and sound judgment in analyzing situations, and to make decisions in a timely manner;
- Work effectively and provide leadership to agency staff and third-parties;
- Develop positive, cooperative and supportive relationships with other housing and related agencies at the federal, state and local levels, and unite diverse interests toward supporting affordable housing and related programs;
- Establish and maintain effective relationships with the Boards of Commissioners, government officials, employees, developers, landlords, media partners, Agency clients and the general public; and
- Communicate the Agency program goals and objectives to individuals, community groups, business, elected officials and governmental agencies.

Education and/or Experience

Bachelor's Degree in public administration, business administration, finance, urban studies, social science or related field is required. Master's Degree preferred. Ten years of work experience in the management of complex, large housing authority, non-profit or affordable housing provider is required, including seven years in an Executive Leadership role. An equivalent combination of education and experience may be considered.

Language Skills

Ability to analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Fresno Housing Authority Chief Executive Officer/Executive Director

Computer Skills

To perform this job successfully, an individual should have strong computer skills (MS Word, MS Excel, social media, EMS and various other computer programs).

Certificates, Licenses, Registrations

Possession of a valid California driver's license and the ability to be insurable under the Agency's automobile insurance plan at the standard rate.

BEHAVIORAL COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

<u>Strategic Capability and Leadership</u>: Provides mission, sets direction, and inspires others to deliver on the organizational mandate. Decisions are based on ethical and socially responsible principles. Demonstrates accountability by advocating for what is right even in the face of opposition. Motivates using effective and innovative approaches to communication.

<u>Program and Project Management</u>: Ability to plan, manage, and evaluate specific activities to deliver the desired outputs.

<u>Performance Management and Talent Development:</u> Directs the activities and development of team, while respecting their individuality and the benefit of diverse ideas and approaches.

Problem Solving and Analysis (Resource Allocation and Analysis): Ability to systematically identify, analyze, and resolve existing and anticipated problems to reach optimum solutions in a timely manner.

<u>Job Knowledge</u>: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority; uses appropriate judgment & decision making in accordance with level of responsibility.

<u>Client Services and Teamwork:</u> Provides timely, courteous, and quality service to an individual whether internal or external by anticipating individual needs, following through on commitments, and ensuring that our clients have been heard. Actively and collaboratively participates, despite personal differences, towards a common goal. Employee is open to new ideas and/or approaches. Employee is aware of changes that impact internal and external customers and effectively communicates the impact when working as a team.

<u>Initiative:</u> Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

<u>Communication</u>: Employee is clear, concise, and organized in all facets of communication to fully transfer understanding. Actively listens and is aware of the audience to adapt message appropriately. Strives to communicate information with appropriate personnel in a timely manner. Exhibits positive, polite, courteous, honest, and conscientious behavior with all internal/external clients. Accepts responsibility for actions and adjusts behavior as appropriate.

<u>Safety & Risk Awareness:</u> Employee is cognizant of his/her environment and any safety hazards and/or risks. Follows all safety-related policies and procedures to ensure the safety of self, others and the Agency. Identifies, communicates, and assists in the correction of any safety or risk concerns where appropriate.

<u>Reliability & Judgment:</u> Employee demonstrates sound reasoning and critical thinking by making decisions in line with established Agency expectations. Performs work in a reliable manner that is both accurate and timely.

Fresno Housing Authority Chief Executive Officer/Executive Director

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit, walk, stand and use hands to finger, handle or feel. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. The employee is occasionally required to reach with hands and arms, reach above shoulder, climb or balance, stoop, kneel, and crouch. The employee must be able to accurately exchange information in person, in writing and via e-mail and telephone. The employee must regularly lift, push, pull and/or move up to 10 pounds, frequently lift, push, pull and/or move up to 5 pounds, and occasionally lift, push pull and/or move more than 25 pounds. Specific vision abilities required by this job may include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

Read and Acknowledged:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment: The noise level in the work environment is usually moderate. May be required to perform construction site visits, which may require the use of safety equipment.

Fresno Housing is committed to creating a diverse, equitable and inclusive work environment, and is proud to be an equal opportunity employer. At Fresno Housing, we have a clear vision to be an employer of choice in our community — a place of work that attracts a diverse mix of talented people to come, to stay and do their best work, make a difference and where our workforce represents the communities we serve. Fresno Housing recruits, employs, trains, compensates, and promotes without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Employee Signature:	
Employee Name (Printed):	
Date Signed:	

EXHIBIT "B" EVALUATION/GOAL SETTING TIMELINES

EVALUATION

By September meeting of the Boards: Commence CEO evaluation process.

By October meeting of the Boards: Board to review draft CEO evaluation.

By November meeting of the Boards: Boards complete CEO evaluation.

GOAL SETTING FOR FOLLOWING YEAR

By February meeting of the Boards: CEO provides report to Boards on status of goals.

By May meeting of the Boards: CEO provides report to Boards on status of goals.

By September meeting of the Boards: CEO provides final report to Boards on completion of goals.

By October 15 each year and concluded by end of year: Boards to conduct goal setting conference for next calendar year.

EXHIBIT "C"

SEVERANCE AGREEMENT

THIS SEVERANCE AGREEMENT AND RELEASE (the "Agreement") is entered into by and between TYRONE RODERICK WILLIAMS ("Employee") and HOUSING AUTHORITIES OF THE CITY AND COUNTY OF FRESNO, a public body corporate and politic (the "Housing Authority"). Employee and Housing Authority are sometimes collectively referred to herein as the "Parties" and singularly by their individual names or as a "Party."

NOW, THEREFORE, in consideration of the mutual covenants herein contained, Housing Authority and Employee hereby agree as follows:

- 1. <u>Termination</u>. The Parties agree to terminate their employment relationship effective ______, 202___ ("Termination Date"). Employee acknowledges that he received all of his final wages, including accrued but unused Annual Leave, through the Effective Date of this Agreement. Employee further acknowledges that the Severance Payment in this Agreement constitutes additional consideration beyond which Employee is entitled to receive.
- 2. <u>Severance Payment(s).</u> As full and final settlement of any claims that Employee may have against Housing Authority and Housing Authority's officers, directors, employees, agents and representatives, Housing Authority will pay Employee severance pay equal to one (1) year's salary (the "Severance Payment"). The Severance Payment will be payable, in accordance with Housing Authority's usual payroll cycle, the first installment payment to be made the first payday after the Effective Date of this Agreement. Employee may elect installment payments and designate the number and date of installments by notifying Employee of his election for installment payments. The Severance Payment will be mailed to the last known address for Employee, which is set forth below, unless Employee informs Housing Authority of a different address for mailing purposes.
- 3. <u>Mutual Release</u>. The Parties release and discharge each other, their agents, employees, officers and board members of and from any claims, or causes of action of any nature and for all liabilities and obligations of every kind and character that either now has, or in the future may have, except claims concerning the knowing or voluntary nature of the Age Discrimination Employment Act waiver contained in Paragraph 4, which are related to Employee's employment or termination of employment with Housing Authority.

The Parties acknowledge that this release extends to all claims relating to their employment relationship and termination of employment; including, but not limited to, claims for breach of contract; intentional or negligent infliction of emotional distress; breach of an express or implied covenant of good faith and fair dealing; constructive discharge; unlawful discrimination or harassment; and claims arising under the Fair

Employment and Housing Act, the Civil Rights Acts of 1866, 1871, 1964, and 1968, the Equal Pay Act, 42 U.S.C. 1982, the Age Discrimination in Employment Act; the Americans With Disabilities Act, the Family and Medical Leave Act, the California Family Rights Act, the Fair Labor Standards Act, and Chapter 1 of Part 1 of Division 2 of the California Labor Code.

- 4. Waiver of Age Discrimination in Employment Act Claims. The Parties intend that the Employee's release contained in this Agreement shall apply to all claims of any kind against Housing Authority by Employee. In order to comply with the Older Workers' Benefits Protection Act (29 U.S.C. § 626(f)) and effectuate the release of any potential claims under the federal Age Discrimination in Employment Act, Employee acknowledges and agrees as follows:
- 4.1 Employee has carefully read and fully understands all of the provisions of this Agreement;
- 4.2 By entering into this Agreement, Employee is releasing Housing Authority, and any of its agents, from any and all rights or claims that Employee may have against them, including but not limited to rights or claims that Employee may have under the Age Discrimination in Employment Act of 1967 (29 U.S.C. §§ 621 et seq.);
- 4.3 Employee is entering into this Agreement freely, knowingly, and voluntarily, and Employee intends to be legally bound by this Agreement;
- Employee has had up to 21 days to consider whether to agree to the terms and conditions set forth in this Agreement (Employee acknowledges that if he signs this Agreement within the 21-day period, that he does so voluntarily and without any request, coercion, promises, or threat by Housing Authority);
- 4.5 Employee has been advised and hereby is advised in writing to consider the terms of this Agreement and consult with an attorney of his choice prior to signing the Agreement; and
- 4.6 For a seven (7) day period following his execution of this Agreement, Employee may revoke this Agreement by delivering a written revocation to the Chair of the Board of Directors of Housing Authority, and this Agreement shall not become effective or enforceable until the revocation period has expired.
- 4.7 Employee understands that rights or claims under the Age Discrimination in Employment Act of 1967 (29 U.S.C. §§ 621, *et seq.*) that may arise after the date this Agreement is executed are not waived.
- 5. <u>Waiver of Unknown Claims</u>. The Parties waive the provisions of Section 1542 of the California Civil Code, which reads as follows:

A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

By entering into this Agreement, the Parties understand that each is waiving all claims, known or unknown, relating to the Employee's employment or termination of employment, or actions or omissions as a director or officer, with Housing Authority.

- 6. **No Inducement.** Employee warrants and represents that he has not relied on any inducements, promises, or representations made by any party or its representative, or any other person, except for those expressly set forth in this Agreement.
- 7. **Proprietary Information**. Employee agrees to promptly return all of Housing Authority's property, including, but not limited to financial data, books, diaries, calendars, budgets, or other records whether maintained in written documents or on computer discs; keys, credit cards, or other equipment or property of Housing Authority. Employee acknowledges he has had access to confidential and proprietary information including, but not limited to, financial data, customer lists and methods of operations, which are owned by Housing Authority and cannot be divulged or disseminated to third-parties, including competing businesses. Return of all such property of Housing Authority is a condition of receiving any Severance Payment specified for in this Agreement.
- 8. <u>Binding Effect</u>. This Agreement shall bind and inure to the benefit of all successors, assigns, and heirs of the Parties.
- 9. <u>Further Assurances</u>. The Parties further agree to execute such other instruments or documents or take such further action as the other may reasonably request to carry out the intent of this Agreement and any instruments to be delivered in connection herewith, and to assure to each the full benefit of this Agreement and such instruments.
- 10. **Entire Agreement**. This Agreement states the entire agreement between the Parties and supersedes any prior agreement, negotiation or understanding. Each Party acknowledges and agrees that neither the other Party, nor its agents, have made any promise, representation or warranty, express or implied, not set forth in this Agreement.
- 11. <u>Severability</u>. If any part of this Agreement is found to be invalid or unenforceable, that part shall be deemed surplusage and the remainder of this Agreement shall be enforced in accordance with its terms.
- Modification. This Agreement may not be altered, amended or modified, except by a writing executed by duly authorized representatives of all Parties. Any modification to the terms of this Agreement, whether material or immaterial, will not restart the running of the 21-day consideration period specified in Paragraph 4.4.

- 13. <u>Construction</u>. Should any paragraph, clause or provision of this Agreement be construed to be against public policy or determined by a court of competent jurisdiction to be void, invalid or unenforceable, such construction and decision shall affect only those paragraphs, clauses or provisions so construed or interpreted, and shall in no way affect the remaining paragraphs, clauses or provisions of this Agreement, which shall remain in force.
- 14. Governing Law and Venue. This Agreement and the rights and obligations of the Parties hereto shall be governed in all respects, including validity, interpretation and effect, by the laws of the State of California (without giving effect to its choice of law principles). All disputes arising out of this Agreement shall be subject to the exclusive jurisdiction and venue of the California state courts of Fresno County (or, in the case of exclusive federal jurisdiction, the United States District Court for the Eastern District of California (Fresno)) and both Parties consent to the personal and exclusive jurisdiction and venue of these courts.
- 15. <u>Counterparts</u>. This Agreement may be signed by the Parties in different counterparts and the signature pages combined to create a document binding on all Parties.
- 16. <u>Effective Date</u>. This Agreement will become effective after the expiration of the revocation period specified in Paragraph 4 above (that is eight (8) days after Employee signs and delivers a copy of this Agreement to Housing Authority).

"Employee"

TYRONE RO	DERICK WILLIAMS
Signature:	
Date:	
"Housing Auth	nority"
C	OF THE CITY OF FRESNO HOUSING AUTHORITY
Chair	
ON BEHALF (OF THE COUNTY OF FRESNO HOUSING AUTHORITY
Chair	



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www.fresnohousing.org

EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners **DATE:** September 24, 2021

Fresno Housing **BOARD MEETING:** September 28, 2021

FROM: Angelina Nguyen AGENDA ITEM: 12b

Interim CEO/Chief Programs Officer AUTHOR: Staff

SUBJECT: Directors Report – September 2021

Executive Summary

The Boards of the Fresno Housing Authority have established the four strategic goals as: Place, People, Public, and Partnership. In addition, the following have been outlined as the management goals: Sustainability, Structure, and Strategic Outreach. The following report demonstrates the efforts of the Executive Leadership and Staff to progress towards the realization of these goals.

PLACE

Overview

Fresno Housing seeks to develop and expand the availability of quality affordable housing options throughout the City and County of Fresno by growing and preserving appropriate residential assets and increasing housing opportunities for low-income residents.

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

Development Project Overview

Name of Property	Status/Type	Address	Total	Percent
			Units	Complete

The Villages at Paragon	Lease-Up	4041 Plaza Drive West Fresno, CA		100%
Linnaea Villas	Under Construction	2530 Sierra Street Kingsburg, CA	47	97%
The Villages at Broadway	Under Construction	1828 Broadway Street Fresno, CA	26	98%
The Monarch @ Chinatown	Under Construction	1101 F Street Fresno, CA	57	37%
Alegre Commons	Under Construction	130 W Barstow Avenue Fresno, CA	42	51%
Esperanza Commons (fka Mendota Farm Labor)	Pre-Development 1st Round 2021 TCAC Awarded December 2021 Closing	241 Tuft Street Mendota, CA	60	N/A
The Arthur @ Blackstone (fka Blackstone/Simpson)	Pre-Development NPLH, IIG, HOME Awarded Pending 2 nd Round 2021 TCAC	3039 N Blackstone Avenue Fresno, CA	41	N/A
Corazón del Valle Commons (fka Huron RAD)	Pre-Development MHP Awarded Pending 2 nd Round 2021 TCAC	Fresno and 12 th Street Huron, CA	61	N/A
La Joya Commons (fka Firebaugh Family)	Pre-Development 2021 Joe Serna, Jr. Pending Pending MHP Application	1501 Clyde Fannon Road Firebaugh, CA	68	N/A
Avalon Commons (fka Chestnut/Alluvial)	Pre-Development Pending 2 nd Round 2021 TCAC Pending MHP Application HOME Funds Awarded	7521 N. Chestnut Ave. Fresno, CA	60	N/A
Citrus Gardens	Pre-Development 2021 Joe Serna, Jr. Pending	201 Citrus & 451 10 th St. Orange Cove, CA	30	N/A
Step Up on 99 (fka Motel 99	Pre-Development Homekey Awarded Pending MHP Application	1240 & 1280 Crystal Ave Fresno, CA	63	N/A
Sun Lodge (fka Day's Inn)	Pre-Development Homekey Awarded Pending 2 nd Round 2021 TCAC Pending MHP Application	1101 N. Parkway Drive Fresno, CA	64	N/A

California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A
Florence & Plumas	Pre-development PLHA Awarded	Southwest Fresno-TBD	33	N/A

Project Highlights

The Villages at Paragon will be completing construction and entering into Lease-Up by the end of September 2021. Additionally, The Villages at Broadway is scheduled to complete construction and start Lease-Up by the end of October 2021. The 2021 Second Round 9% Preliminary Recommendations for the CAA (Disaster Area) Projects have been posted for tax credits to be awarded at the September 29, 2021 Committee Meeting. Corazón del Valle Commons is listed for recommendation.

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 07/01/2021 – 07/31/2021							
	Total No. of Units	Total Vacant	Current Occupancy				
CITY OF FRESNO							
City of Fresno	980	17	98.26 %				
COUNTY OF FRESNO							
County of Fresno	1262	36	97.06%%				
COUNTY OF FRESNO - SEASONAL							
Seasonal Properties	193	18	90.67%				

Property Management

Maintenance Technician, Joe Serrano and Resident Services Coordinator Monique Narciso, worked together to coordinate the donation of a new American Flag and put together a Flag Raising Ceremony at Parc Grove Vets on 09/10/21 in honor of the 20th Anniversary of 9/11. Staff and residents gathered for a BBQ, raised the new flag and said a prayer for the families of the 13 service member who recently lost their lives in Afghanistan and honored all those who have served our country.

Physical Needs Assessments continue to take place at Mendota Farm Labor in preparation for the site rehab scheduled to begin in December of this year. The relocation team has met with each family individually to assess their needs during relocation.

Fresno Housing has partnered with Fresno City College (FCC) to work on a pilot program called HOPE, Housing Opportunities to Promote Education. Through this program, Fresno Housing is working with FCC and Foster Kinship Care Education Coordinators to house students who are homeless or aging out of Foster Care but are currently enrolled in school. To date we have moved in four families to fully furnished units, two of which included a baby crib, in Pinedale. We have two more move-ins in the pipeline which we expect to house before the end of September. In addition to Family Units we are preparing units for individual students who will be housed as roommates.

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.

Efforts are ongoing and we will report on those items as outcomes are achieved.

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.

Efforts are ongoing and we will report on those items as outcomes are achieved.

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.

Human Resources

In the month of September, we initiated our 2022 Learning and Development planning for Agency employees. A variety of modules will be considered such as leadership and employee development, onboarding and cross-training with a focus in Diversity, Equity and Inclusion (DEI). This planning is being conducted with leadership and employee focus groups in partnership with our Chief Diversity Officer.

The Human Resources Department continues to work closely with department leadership and staff in coordinating team members' return to the office and in processing telecommuting requests. In addition, the Human Resources department is in various stages of the recruitment process for the job titles noted below across the Property Management, Housing Choice, Housing Programs, Administrative Services, Accounting/Finance, Human Resources and Real Estate Development departments. Over the last month, 60 interviews have been conducted.

Working Title	Internal/External?	Vacancies	Department
Accountant	Both	1	Accounting/Finance
Administrative Services Coordinator	Both	1	Administrative Services
Area Manager	Both	1	Property Management
Community Coordinator	Both	1	Property Management
Compliance Coordinator	Both	1	Property Management
Construction Management Intern	Both	1	Real Estate Development
Construction Manager/Owner's Representative	Both	1	Real Estate Development
District Manager	Both	1	Property Management
Fiscal Services Coordinator	Both	2	Accounting/Finance
Housing Program Manager I	Both	3	Housing Choice
Housing Specialist	Both	5	Housing Choice
Human Resources Analyst	Both	1	Human Resources
Leasing Specialist	Both	2	Housing Choice
Maintenance Technician - Broadway/Paragon	Both	1	Property Management
Maintenance Technician - Cedar Courts	Both	1	Property Management
Maintenance Technician - Fairview	Both	1	Property Management
Office Assistant - Wait List & Leasing	Both	1	Housing Choice
Property Specialist II - Broadway	Both	1	Property Management
Property Specialist II - Paragon	Both	1	Property Management
Property Specialist II - Pacific Gardens	Both	1	Property Management
Resident Services Coordinator	Both	1	Housing Programs
Senior Leasing Specialist	Internal	1	Housing Choice
Supervisor- Intake, Leasing & Case Management	Both	1	Housing Choice

The Human Resources department is proud to announce the following new hires:

Type	Date of Hire	Name	Title	Department	Location	
New	8/31/2021	Brown, Joevon	Maintenance Tech	Property Management	Legacy Commons	
New	9/14/2021	Swinney, Grant	HQS Inspector	Housing Choice	Central Office	
New	9/14/2021	Holguin, Florinda	Office Assistant II	Housing Choice	Central Office	
New	9/14/2021	Taylor Martin	Digital Inclusion Intern	Housing Programs	Central Office	
New	9/27/2021	Nicole James	Housing Specialist	Housing Choice	Central Office	
New	9/27/2021	Melanie Loewen	Housing Specialist	Housing Choice	Central Office	

The Human Resources department is excited to share the following promotions and acting assignments:

Type	Effective Date	Name	Previous Title	Previous Department	Previous Location	New Title	New Department	New Location
Promo	8/11/2021	Aguigam, Lyric	Policy Analyst	Admin Services	Central Office	Senior Policy Analyst	Admin Services	Central Office
Promo	8/23/2021	Barajas, Anna	Office Assistant II	Housing Choice	Central Office	Housing Specialist	Housing Choice	Central Office
Promo	8/30/2021	Sou, Sang	Program Integrity Specialist	Housing Choice	Central Office	HQS Inspector	Housing Choice	Central Office
Promo	9/7/2021	Gonzalez, Valentin	Maintenance Technician	Property Management	Cedar Courts	HQS Inspector	Housing Choice	Central Office
Promo	9/27/2021	Osorio- Angeles, Susana	Leasing Specialist	Housing Choice	Central Office	Senior Leasing Specialist	Housing Choice	Central Office
Acting	6/16/2021	Jacquez, Eleanore	Owner Services Specialist	Housing Choice	Central Office	Market Specialist	Housing Choice	Central Office
Acting	8/11/2021	Navarro, Blanca	Quality Assurance Analyst	Property Management	Central Office	Procurement Analyst	Admin Services	Central Office

Information Technology and Information Systems

Staff have reached an important milestone in our effort to become paperless. The implementation of the document management, On Base, has moved beyond the testing phase and into the user training phase. Utilizing a robust electronic document management system will not only make our staff more efficient, but also provide additional security for the valuable information our residents trust us to protect.

Innovation and Technology (IT) Department staff have been making infrastructure changes to improve Agency employee and resident experiences. In addition to increasing speeds, the IT department is also diversifying the Agency's Internet Service Provider utilization. These efforts will not only reduce spending and increase speeds, but also make the Agency more resilient to outages.

Staff joined the newly established Equitable Broadband Coalition. The coalition is made up of Fresno's major Anchor Institutions and Community Based Organizations. Since 2015, Fresno Housing has connected over two thousand households to free or reduced cost internet. While many of the Equitable Broadband Coalition members have been thought partners, the majority of the previous efforts were dependent on Agency resources. The newly formed coalition will amplify efforts, expertise, and reach to build on the success of the inidividual Agencies. The coalition will focus on understanding the current infrastructure landscape as well as preparing Fresno for the multiple Federal and State infrastructure bills being discussed.

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
The Villages at Paragon	Fresno County	Partner in application to the No Place Like Home
	Department of Behavioral	program to provide housing and services to
	Health	homeless populations
The Villages at	Fresno County	Partner in application to the No Place Like Home
Broadway	Department of Behavioral	program to provide housing and services to
	Health	homeless populations
Alegre Commons (fka	Fresno County	Partner in application to the No Place Like Home
Barstow Commons/The	Department of Behavioral	program to provide housing and services to
Villages at Barstow)	Health	homeless populations
The Arthur @	Fresno County	Partner in application to the No Place Like Home
Blackstone (fka	Department of Behavioral	program to provide housing and services to
Blackstone/Simpson)	Health	homeless populations
Project Homekey	City of Fresno	Partner in application to the Homekey program
	Turning Point	and operational funding to provide housing to
	Fresno County	populations most vulnerable to COVID-19

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).

Structure

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

Efforts are ongoing and we will report on those items as outcomes are achieved.

Strategic Outreach

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

Efforts are ongoing and we will report on those items as outcomes are achieved.



September 28, 2021



FRESNO VIBRANT COMMUNITIES QUALITY HOUSING ENGAGED RESIDENTS



Overview

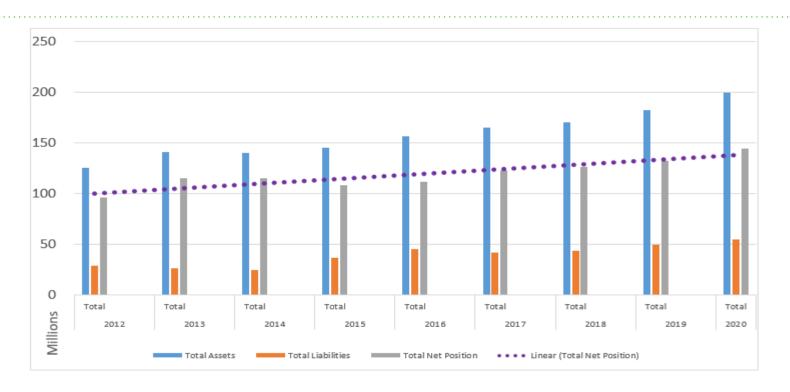
- Audit Process
- Financial Trend
- Auditor Presentation

Audit Process

- 2/10 Entrance Interview with Audit Committee
- Auditors perform Internal Control Testing, Compliance and Financial test
- 9/15 Exit Interview with Audit Committee
- 9/28 Auditors report results to the Board and management



Financial Trend



Summary of Audit Results Year Ended December 31, 2020

Fresno Housing Authority
("FHA")

- Independent Auditor's Reports
 - Types of Opinions Unmodified, Modified, Adverse, or Disclaimer
 - FHA- Unmodified Opinion
 - "Clean" Audit Opinion
 - No material weaknesses
 - No significant deficiencies reported



- Communication with Those Charged with Governance – SAS 114
 - Accounting Policies and Estimates
 - Cost Allocation among the Agencies
 - Loan portfolio (Allowance & collectability).
 - Depreciation
 - Accrued compensated absences
 - Pension Plan



- Communication with Those Charged with Governance – SAS 114 (Continued)
 - No difficulties with management
 - Audit Adjustments
 - Material adjustments
 - No passed adjustments



Questions or Comments?



Update on 2022 Agency Budget Process

Boards of Commissioners Meeting September 28, 2021



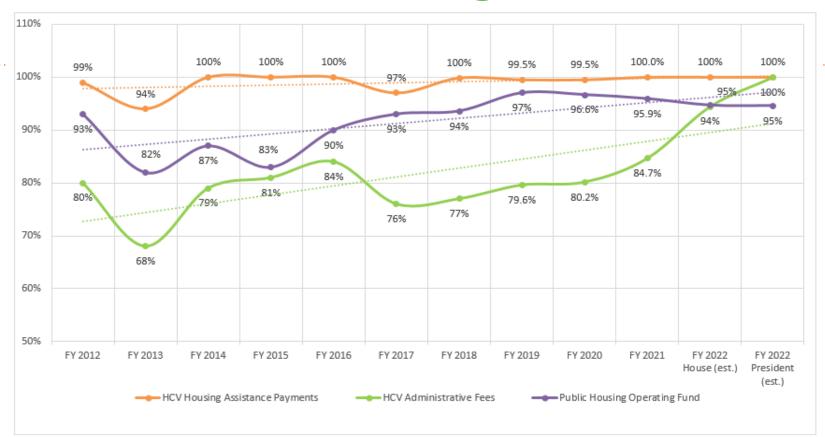
FRESNO VIBRANT COMMUNITIES QUALITY HOUSING ENGAGED HOUSING RESIDENTS



Federal Budget Update

- Federal budget year begins on October 1st
- 2022 Federal Budget has yet to receive full approval from Congress
- CR must be approved by October 1st in order to prevent a government shutdown
 - House passed HR 5305, which is a continuing resolution through
 Dec. 3, 2021
 - Senate vote is expected for later this week

2021 & 2022 Federal Budget



Timeline for 2022 Budget Development

· Budget managers and finance staff review key assumptions and staffing levels September • Outline process for developing 2022 Agency budget Provide an update on the Federal budget for 2022 • Refine budget based on updated federal indicators and feedback October • Board Retreat - 2022 strategic priorities (tentative) • Present the first draft of the 2022 operating budget Refine budget based on updated federal indicators and feedback November Second draft of budget presented to the Boards Receive feedback and further refine budget December ·Boards are asked to approve the 2022 operating budgets

Questions or Comments?

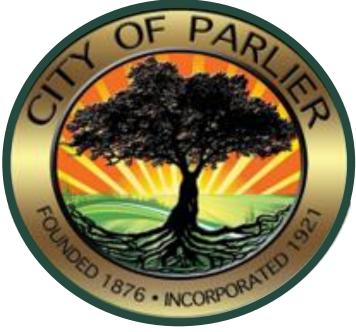






FIG TREE PARK



A&M CONSULTING ENGINEERS

FUNDED BY: CALIFORNIA NATURAL RESOURCES AGENCY



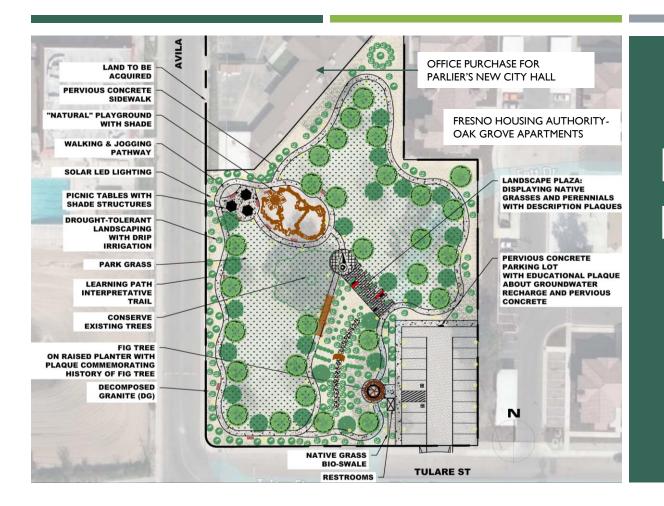


FIG TREE PARK



PROPOSED LOCATION

Brings the community even closer to recreational space



WHY CALL IT "FIG TREE" PARK?

It honors Parlier's history...

I.N. Parlier grew the largest fig tree in the world

WHY CALL IT "FIG TREE" PARK?

A Symbol For The Future



- Fig Tree, a symbol of our past; a small, thin limb that grew into a historic Giant.
- Roots of the tree; a symbol of the generations of families who have made Parlier their home
- Rays of the sun; a symbol of life, influence, strength, and growth
- Green roads with hills and tufts of grass leading to the center of the horizon; a symbol of our landscape, life, and opportunities
- Rings of gold; a symbol of unity and community with the gold reminding us to strive toward a prosperous future

A NEW YEAR, A FRESH NEW LOOK

Visual imagery to represent the City of Parlier through powerful symbolic association

In 1886 Isacc Newton Parlier and his oldest son, Charles, went to Tollhouse to get a load of I umber to build an addition to his house. On his return the whiplash became entangled in the wheel of the wagon and the whipstock was broken. Arriving at Ellis home three miles south of Centerville, Parlier noticed some young sucker twigs growing from the ground at the base of a fig tree and asked permissions to cut one for a whip.

When he arrived home, Parlier planted the branch and from there grew was later reported to be the world's largest fig tree, as reported in the Fresno Bee, Sunday August 10, 1910.

I.N. Parlier had grown in his front yard a Calimyrna fig tree (half California, half Turkish Smyrna) so magnificent that its wingspan measured eighty-eight feet wide and its trunk nine feet around with a 100 foot spread. It became so laden with crop that the Parliers had to move their house three times to get out of its way.

When he noticed the tree was becoming cramped for growing room, its branches at one end being obstructed by his house, he simply tore down the back portion of his residence and reconstructed it to accommodate the trees' ever expanding limbs.

Through the stronger branches in the center of the tree, bolts had been set from which wires had been strung to support other weaker branches, as the wood of the fig tree is very brittle. A wooden trellis, ten feet high, supported all the lower limbs when the tree in its foliage formed a lovely shaded court below.

During their lifetime the Parliers sponsored many celebrations. Electrical lights were installed to accommodate late evening meetings and gatherings; Not only for the family but for the entire community.



We have incorporated the fig tree as a symbol of our past. That switch that was planted by the man who's the namesake of our city is known. A bare, thin switch that grew into a historical Giant.

We have added the roots to symbolize the generations of families who have made Parlier our home. From our grandparents to our grandchildren, and future generations.

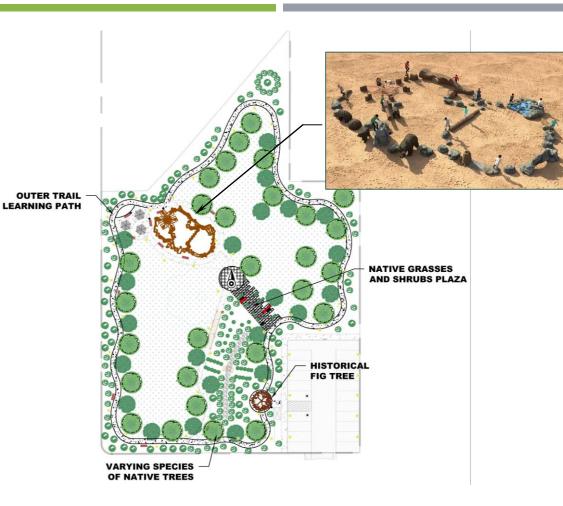
We continue to use the rays of the sun to symbolize life, influence, strength and growth.

The green road leads into the center of the horizon, with the gentle hills and tufts of grass. We are the center of an agricultural landscape. We look North, South, East and West; we are surrounded by acres of trees, vineyards, life, and possibilities.

The rings signify unity and community. The gold reminds us to keep reaching and striving to better ourselves and our community, and to keep growing, working towards a more prosperous future.

SOCIAL / EDUCATIONAL BENEFITS

- "Natural Playground"
- Parks give people a sense of community and belonging
- Native trees & plants are planted throughout the learning path
 - It introduces kids to the world of plants and the environment





SOCIAL / EDUCATIONAL BENEFITS

- Learning-path foliage includes educational plaques describing the species and its importance to the natural ecosystem.
- Elevated educational sign for pervious parking lot



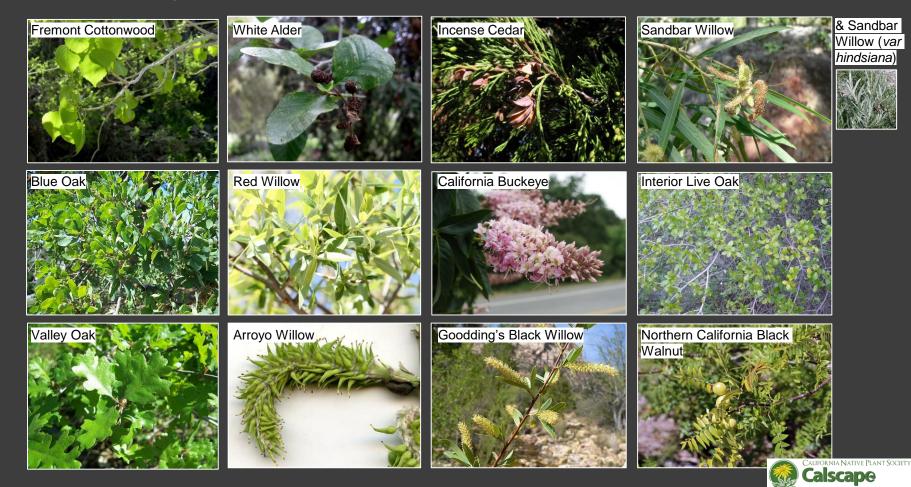








NATIVE TREES



NATIVE PLANTS, GRASSES, & SHRUBS



Aloe camperi



Deerbrush



Deergrass



Silver Lupine



Valley Sedge



California Poppy



GREEN ELEMENTS

"NATURAL PLAYGROUND"











GREEN ELEMENTS

"NATURAL PLAYGROUND"















Q&A



Development Update

September 28, 2021



FRESNO VIBRANT COMMUNITIES QUALITY HOUSING ENGAGED HOUSING RESIDENTS



Development Updates

- Avalon Commons Phase I
 - Tentative Award of \$1.4M of HOME (City of Fresno)
- Plaza Motel
 - Potential Partnership w/ City of Fresno & Fresno City College
- Valley Inn
 - FH Substantially complete with Repairs,
 - City of Fresno, Turning Point Have Begun to Lease
- CTCAC Applications
 - Corazon del Valle (Huron) Tentative Award 9/29/21 (Disaster Tax Credits)
 - Central Region Awards moved to October 2021 CTCAC Meeting
- Southwest Fresno Single Family Homeownership



FRESNO HOUSING

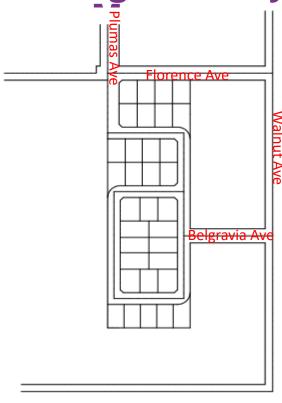
Southwest Fresno Single Family Homes

- Approx. 8 acres of Vacant Land Located Near S. Plumas St. and E. Florence Ave. in Southwest Fresno
- Owned by the Housing Successor Agency to the City of Fresno Redevelopment Agency (HSA)
- Development Agreement with HSA is Being Drafted
 - Price and Terms are Being Negotiated
- Proposed 25-35 unit Single Family Development
- Tentative Award From City of Fresno for Gap Financing and Down Payment Assistance
 - PLHA \$971,000
 - CalHOME \$1,400,000

SW Fresno Single Family Aerial



Draft SW Fresno Single Family Subdivision



RS-3 Zoning 33 Lots w/ AH Bonus (Rev. 9/4/2021)

Questions?