



Boards of Commissioners Update

June 2023

Boards of Commissioners Update – June 2023

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BOARD UPDATE

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TO: Boards of Commissioners

DATE: June 8, 2023

Fresno Housing Authority

FROM: Tammy Townsend, Deputy Executive Director

SUBJECT: Requested Public Comment from Eric Payne

The purpose of this update is to provide the Commissioners a copy of a public comment submitted by Eric Payne, Executive Director of the Central Valley Urban Institute at 4:49pm on the evening of the May Joint Board meeting. Due to the timing of the email, staff was not able to provide it to the Board at that meeting. To avoid confusion in the future, clarifying instructions for submitting public comments have been added to the agenda template.

Dear Fresno Housing Board of Commissioners-

On behalf of the Central Valley Urban Institute and its partners, I am writing this letter to express my strong opposition to the proposed sale of the Fresno housing authority Helm Home. We strongly believe that the sale of this property would be a violation of CA CEQA Law

The sale of the property in question would mean that individuals and families who rely on the use of this building would be further harmed. Moreover, the property was created to provide essential programs and services in the area, and a sale would mean it is no longer providing this service to the community.

The Federal Housing and Urban Development Penal Codes exist to ensure that the agency complies with all state and federal laws. This situation clearly flies in the face of those goals, and I strongly urge you to reconsider the proposed sale. I believe that it is incumbent upon us to work together to find solutions that will ensure accessible programming and services for all.

I urge you to take the necessary steps to halt the sale of this property and instead focus on finding alternative solutions that will benefit the community and ensure the well-being of those in need of these imperative programs and services.

Thank you for your attention to this matter.

Sincerely,

Eric Payne
Executive Director
The Central Valley Urban Institute
In Community,

Eric Payne
Executive Director
The Central Valley Urban Institute
4974 E. Clinton Way
Fresno, CA 93727
559.666.7644 (c)

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
SUBJECT: Adjustment made to the Joint Board Agenda Template

AUTHOR: Tammy Townsend
Deputy Executive Director
DEPARTMENT: Administrative Services
MEMO DATE: 06/08/2023

Executive Summary

The purpose of this communication is to notify that a small adjustment has been made to the template for the Joint Board Agenda. In the May 23, 2023 Joint Board meeting, a public comment was emailed to the Executive Office at 4:49pm. Due to staff already participating in the organization of the meeting, it was not discovered until later in the evening. To avoid confusion and promote clear direction, and in consultation with our legal council, staff has added the following language to the Public Comment section of the template:

“Comments must be delivered in person or via teleconference when prompted by the chair and must pertain to the specific item of business being heard by the Boards.”

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
AUTHOR: Brandy Woodard
Chief of Housing Choice Vouchers
DEPARTMENT: HCV
MEMO DATE: 06/08/2023
SUBJECT: Outreach Efforts for the Opening of the Interest List

Executive Summary

The purpose of this update is to provide the Boards information on the outreach done to ensure Fresno County families are aware of the opening of the Housing Choice Voucher (Section 8) interest list. Below is a listing of the outreach efforts of the Agency. Note that items with an astrick (*) are new this year:

- Print
 - Public notice published in Fresno Bee, Languages: English, Spanish, Hmong
- Emails
 - Email newsletter sent to Community partners, included all info, virtual and in-person FAQ sessions, flyers, public notice*
 - Email to All FH Employees informing of upcoming info, also sent email with FAQs and steps if they have interaction with public questions.*
 - Email to community partners, community leaders, CBOs with all information*
 - Email sent to Fresno County Superintendent of Schools. Email and flyer was distributed at EVERY school (Including county) *
- On Air
 - TV Interview
 - Mid-June- Brandy Central Valley Today *
 - Radio Ads
 - English, Spanish and Hmong radio broadcasts*
- Website
 - Banner on home page with direct access to application process page
 - Update content language on application, process, etc.
 - Update information on website/banner*
 - Public notice posted, Languages: English, Spanish, Hmong
- In-person outreach
 - Pop up banners for outdoor use while individuals wait in line*
 - Contact Library/Schools – Provide materials, flyers, contact info
 - Outreach to rural municipalities with flyers in multiple languages*
- Flyers for distribution print and online at every outreach event, CAN events, Juneteenth
- Social Media
 - Facebook, LinkedIn, Twitter, Instagram
 - Regularly scheduled posts for information and updates on the Interest List opening up*
 - Flyer and graphics created, Languages: English, Spanish, Hmong*
- FAQ sessions*

FRESNO HOUSING

- In-person for CBOs and partners*
- Virtual in three languages open to the public*

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
AUTHOR: Crystal Cox
Finance Manager
DEPARTMENT: Accounting & Finance
MEMO DATE: 05/30/2023
SUBJECT: Fresno Housing Operating Budget as of April 30, 2023

Executive Summary

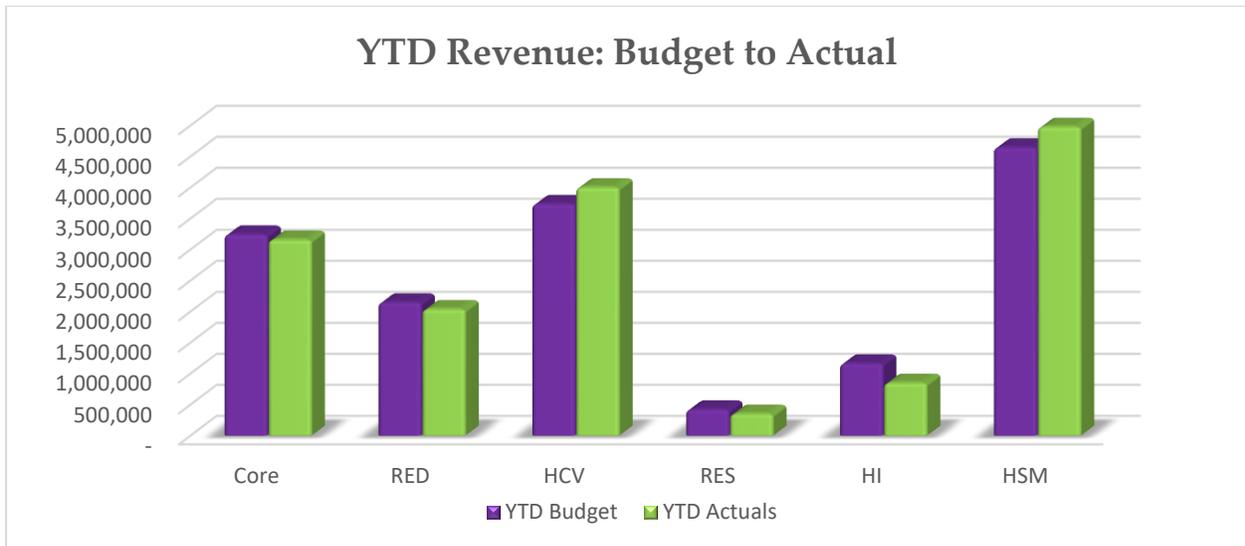
The purpose of this update is to present an overview of Fresno Housing’s financial operating results as of April 30, 2023. The attached financial report shows the consolidation of all Agency operational budgets combined into six divisions. Projections have been incorporated into the year-to-date budget to account for the timing of cash flows and known variable expenses. These adjustments were based on historical trends and the most current information available.

The 2023 Operating Budget was approved by the Boards of Commissioners in December 2022 with total revenues of \$47.7 million and total operating expenses of \$47.1 million. As of April, total revenues are \$15.4 million, which is \$25 thousand more than anticipated. Total operating expenses are \$656 thousand less than budgeted at \$14.5 million through April. This puts net operating income at \$857 thousand, which is \$681 thousand more than budgeted. As of April, the Agency has utilized \$604 thousand in unrestricted reserves, which is \$524 thousand more than budgeted at this point in the year. The variance in unrestricted net income is primarily due to lower Administrative Revenue across all divisions and lower Developer fees received than anticipated.

	Fresno Housing Authority		
	Annual Budget	YTD Budget	YTD Actuals
OPERATING BUDGET			
TOTAL INCOME	47,780,488	15,365,889	15,391,084
TOTAL EXPENSES	47,109,146	15,189,680	14,533,831
NET OPERATING INCOME	671,342	176,209	857,253
TOTAL NON-OPERATING EXPENSES	1,119,021	373,007	426,210
NET INCOME	(447,679)	(196,798)	431,043
UNRESTRICTED NET INCOME	570,102	(80,379)	(604,474)

FRESNO HOUSING

Agency Revenue



Core - Administrative Services departments including Accounting, Executive, Human Resources and Asset Management

RED - Real Estate Development: Real Estate Development, Construction Management departments and wholly-owned subsidiaries of the Agency, including HRFC, HSIC, and Silvercrest

HCV - Housing Choice Voucher programs

RES - Resident Empowerment Services: Resident Services

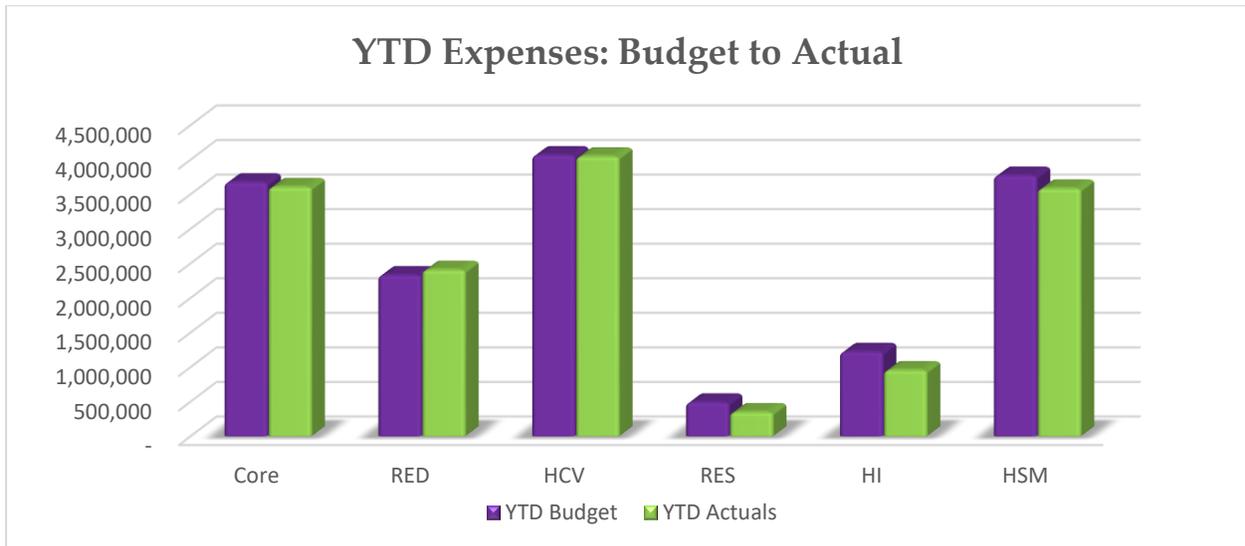
HI - Housing Initiatives or Homeless Programs

HSM - Housing Management: Agency-owned properties, including subsidized properties (public housing, farm labor and migrant properties) and non-subsidized properties, including Dayton, Woodside, El Cortez, and San Ramon

Overall, year-to-date revenue is \$15.4 million, largely due to an increase in revenue within the HCV and HSM Divisions and lower than expected Developer fees.

- **HCV:** HUD Grant Income is higher than budgeted due to an increase in HUD's proration for Administrative Fees.
- **HSM:** HUD Grant Income is higher than budgeted due to an increase in HUD's proration of the Public Housing Operating Subsidy.
- **RED:** Developer Fees for the Orchard are now expected to be received in the third quarter. Developer fees for Avalon Commons, and the Waterfall, are expected to be received in the second quarter.
- **HI:** HUD Grant Income is lower than budgeted, primarily due to less spending than anticipated in the Special Needs Assistance, Welcome Home, Emergency Housing Voucher, and TBRA programs, which operate on a reimbursement basis.

Agency Expenses

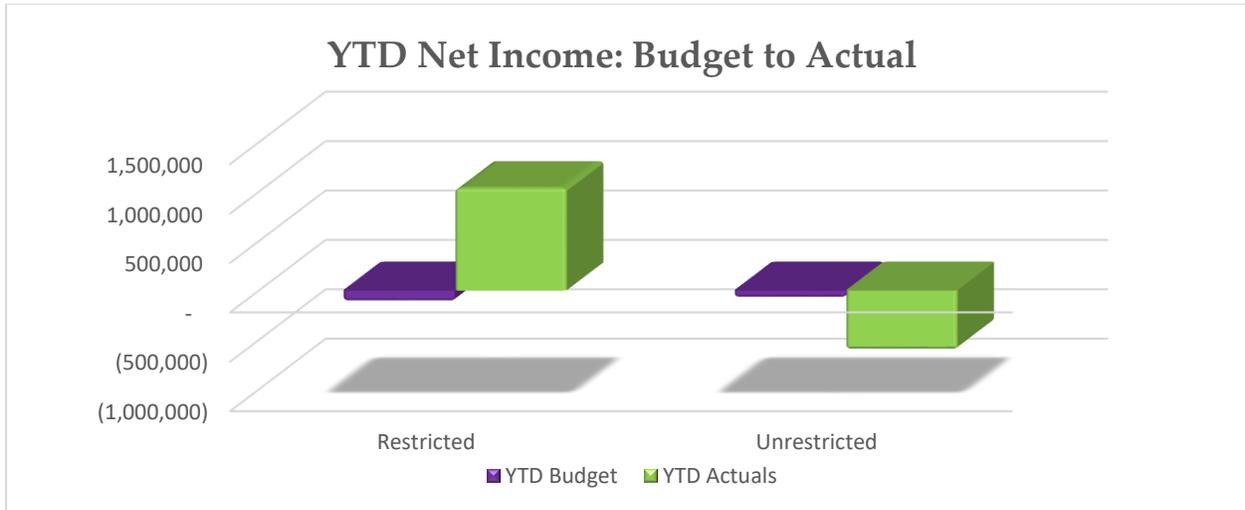


Overall, year-to-date operating expenses are \$14.5 million and non-operating expenses are \$426 thousand, which together are about 4% lower than budgeted.

- **Agency-wide:** Payroll Expenses are approximately \$421 thousand (6%) higher than anticipated. Part of this variance is due to bonuses for employees participating in the Pay for Performance program, which are paid in the first three months of the year. Furthermore, a vacancy factor of 10% was applied to the payroll expense line item to account for turnover and attrition that will occur throughout the year. As the year progresses, the variance in this line item will decrease.
- **Agency-wide:** Administrative Expenses are approximately \$567 thousand (11%) lower than budgeted across the Agency. IT Services, Professional & Consulting Fees and Administrative Contracts will increase as planned projects begin and expenses are incurred during 2023.
- **HI:** Tenant Services Expenses are lower than budgeted at this point in the year. These represent tenant rent payments within homeless service and rental assistance grants. If these dollars remain unspent, they can roll over into the next grant period.

FRESNO HOUSING

Agency Net Income



- As of April 2023, unrestricted net income is approximately \$524 thousand lower than budgeted. This is primarily due to lower-than-expected Developer fees received.
- Restricted net income is approximately \$1.2 million higher than budgeted. This is due to lower administrative expenses within the HCV division, and an increase in revenue resulting from higher proration than budgeted in HCV Admin fees and the Public Housing Operating Subsidy within HSM.

**Fresno Housing Authority
Financial Results as of April 30, 2023**

	Core			RED			HCV			RES			HI			HSM			Fresno Housing Authority		
	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals
OPERATING BUDGET																					
INCOME																					
NET TENANT INCOME	180,000	60,000	60,000	619,960	206,653	549,258	-	-	-	-	-	-	-	-	-	8,277,666	2,759,222	2,638,082	9,077,626	3,025,875	3,247,340
INTEREST INCOME	24,000	8,000	37,620	500,000	166,667	56,728	-	-	2,488	-	-	-	-	-	-	-	-	2,760	524,000	174,667	99,597
OTHER INCOME	171,783	57,261	19,651	420,000	140,000	60,771	-	-	34	777,484	259,161	320,834	30,273	10,091	35,023	521,251	173,750	12,473	1,920,791	640,264	448,787
ADMIN & MANAGEMENT FEE INCOME	9,358,577	3,119,526	3,043,323	100,000	33,333	-	-	-	-	-	-	-	-	-	-	-	-	-	9,458,577	3,152,859	3,043,323
DEVELOPER FEE INCOME	-	-	-	3,237,089	518,089	139,875	-	-	-	-	-	-	-	-	-	-	-	-	3,237,089	518,089	139,875
HUD GRANT INCOME	-	-	-	-	-	-	10,671,966	3,557,322	4,001,919	66,413	22,138	33,061	2,808,990	936,330	619,481	3,679,348	1,226,449	1,661,698	17,226,717	5,742,239	6,316,159
OTHER GRANT INCOME	-	-	-	3,255,425	1,085,142	1,232,487	533,232	177,778	-	425,000	141,667	-	657,462	219,154	197,974	1,464,468	488,156	664,542	6,325,688	2,111,896	2,096,003
TOTAL INCOME	9,734,361	3,244,787	3,160,594	8,132,474	2,149,884	2,040,119	11,205,299	3,735,100	4,004,441	1,268,897	422,966	353,895	3,496,725	1,165,575	852,479	13,942,733	4,647,578	4,979,556	47,780,488	15,365,889	15,391,084
EXPENSES																					
PAYROLL EXPENSES	7,491,051	2,319,345	2,573,616	2,385,240	738,507	799,039	7,433,300	2,301,464	2,446,795	1,034,366	320,256	275,096	781,374	241,925	143,120	2,519,437	780,056	884,511	21,644,767	6,701,553	7,122,177
ADMINISTRATIVE EXPENSES	3,150,218	1,050,073	784,429	3,852,453	1,284,151	1,197,544	5,286,861	1,762,287	1,575,713	239,215	79,738	70,289	344,769	114,923	224,384	2,192,339	730,780	602,310	15,065,855	5,021,952	4,454,670
TENANT SERVICES EXPENSES	50,085	16,695	-	21,996	7,332	2,456	-	-	5,760	30,000	10,000	3,150	2,593,072	864,357	580,993	271,399	90,466	36,786	2,966,552	988,851	629,146
UTILITY EXPENSES	251,185	83,728	60,843	506,165	168,722	153,570	-	-	-	-	-	-	-	-	-	2,003,660	667,887	605,352	2,761,009	920,337	819,765
MAINTENANCE EXPENSES	469,370	156,457	153,630	270,794	90,265	153,135	12,000	4,000	21,865	243,765	81,255	2,216	4,766	1,589	1,513	2,673,244	891,081	822,344	3,673,938	1,224,646	1,154,703
TAXES & INSURANCE EXPENSES	47,171	15,724	741	115,715	38,572	51,669	-	-	-	2,000	667	-	-	-	-	832,136	277,379	300,961	997,022	332,341	353,370
TOTAL EXPENSES	11,499,080	3,642,021	3,573,260	7,152,363	2,327,548	2,357,413	12,732,161	4,067,751	4,050,133	1,549,347	491,916	350,752	3,723,982	1,222,795	950,010	10,492,215	3,437,649	3,252,264	47,109,146	15,189,680	14,533,831
NET OPERATING INCOME	(1,724,720)	(397,234)	(412,666)	980,111	(177,664)	(317,294)	(1,526,862)	(332,651)	(45,692)	(280,450)	(68,950)	3,144	(227,257)	(57,220)	(97,532)	3,450,518	1,209,929	1,727,292	671,341	176,209	857,253
NON-OPERATING EXPENSES																					
TOTAL NON-OPERATING EXPENSES	99,898	33,299	-	-	-	51,650	-	-	-	-	-	-	-	-	8,146	1,004,123	334,708	268,437	1,104,021	368,007	328,232
TOTAL FINANCING EXPENSES	-	-	33,271	15,000	5,000	50	-	-	-	-	-	-	-	-	-	-	-	64,656	15,000	5,000	97,977
TOTAL ADJUSTMENTS & OPERATING TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL NON-OPERATING EXPENSES	99,898	33,299	33,271	15,000	5,000	51,700	-	-	-	-	-	-	-	-	8,146	1,004,123	334,708	333,093	1,119,021	373,007	426,210
NET INCOME	(1,824,618)	(430,534)	(445,937)	965,110	(182,664)	(368,994)	(1,526,861)	(332,651)	(45,692)	(280,450)	(68,950)	3,144	(227,257)	(57,220)	(105,677)	2,446,396	875,221	1,394,199	(447,679)	(196,798)	431,043
UNRESTRICTED NET INCOME	(1,824,618)	(430,534)	(445,937)	827,729	(233,341)	(685,629)				(280,450)	(68,950)	3,144	(227,257)	(57,220)	(105,677)	2,074,697	709,665	629,626	570,102	(80,379)	(604,474)