



Joint Meeting of the Boards of Commissioners Of Fresno Housing

April 23, 2024

5:00 P.M.

Fresno Housing

1260 Fulton St.

2nd Floor (Mosaic Conference Room)

Fresno, CA, 93721



Meeting Book - Joint Meeting of the Boards of Commissioners Of Fresno Housing

1. Call to Order

2. Approval of the Agenda as Posted

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 of 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 not listed on the agenda. The public will have an opportunity to speak on each specific item of business. 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. At the start of your presentation, please state your name and the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.

4. Potential Conflicts of Interest

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

5. Governance Matters

a. CEO's Report - Presented by Tyrone Roderick Williams

CEOs Report

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b. Commissioner's Report

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 Commissioners or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered following approval of the Consent Agenda.

a. Governance: Consideration of the Minutes of March 26, 2024 Joint Board Meeting

Approval of the minutes of the Board Meeting

Joint Board Minutes-March 26, 2024

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b. Consideration of an Update to the Equal Employment Policy

Board Memo - Equal Employment Opportunity Policy

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Equal Employment Opportunity Policy

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City Resolution - Equal Employment Opportunity Policy

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c. Consideration of an Update to the Social Media Policy

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d. Consideration of Approval of Pre-Development Loan for Heritage Estates

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City Resolution - HAFC Heritage Estates Pre-Development Funds	31
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9. Adjournment

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EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners

Fresno Housing Authority

FROM: Tyrone Roderick Williams

Chief Executive Officer

SUBJECT: CEO's REPORT

DATE: April 10, 2024

BOARD MEETING: April 23, 2024

AGENDA ITEM: 5a

AUTHOR: Various Staff

Executive Summary

The Boards of the Fresno Housing Authority have established 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 toward 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 Units	Percent Complete
Esperanza Commons (<i>fka Mendota Farm Labor</i>)	Stabilization	241 Tuft Street Mendota, CA	60	100%
Corazón del Valle Commons (<i>fka Huron RAD</i>)	Stabilization HCD HOME Awarded CPF Funds Awarded CDBG Funds Awarded	Fresno and 12 th Street Huron, CA	61	100%
The Arthur @ Blackstone (<i>fka Blackstone/Simpson</i>)	Stabilization	3039 N Blackstone Avenue Fresno, CA	41	100%
Promesa Commons (<i>fka Sun Lodge/Day's Inn</i>)	Lease-Up	1101 N. Parkway Drive Fresno, CA	64	100%
Avalon Commons Phase I (<i>fka Chestnut/Alluvial</i>)	Under Construction	7521 N. Chestnut Ave. Fresno, CA	60	49%
La Joya Commons Phase I (<i>fka Firebaugh Family</i>)	Under Construction Pending AHP Application	1501 Clyde Fannon Road Firebaugh, CA	68	16%
Manzanilla Commons (<i>fka Step Up on 99/Motel 99</i>)	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	17%
Heritage Estates (<i>fka Florence & Plumas</i>)	Pre-Development City of Fresno PLHA and FHS Awarded Pending AHP Application	146 E. Florence Ave. Fresno, CA	33	N/A
Cordillera Commons Phase I (<i>fka San Joaquin Commons</i>)	Pre-Development HCD HOME Application Pending	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A

Parkside Inn/Golden State Triage	Pre-Development City of Fresno CDBG/HOME-ARP Awarded Pending CTCAC Application Pending AHP Application	1415 W. Olive Avenue, Fresno	39	N/A
North Fulton Development	Pre-Development IIG-C Contingent Award Pending City of Fresno Application	1302 Fulton Street, Fresno	TBD	N/A
Avalon Commons Phase II (<i>fka Chestnut/Alluvial</i>)	Pre-Development City of Fresno LHTF Awarded City of Fresno CDBG Awarded	7521 N. Chestnut Ave. Fresno, CA	45	N/A
La Joya Commons Phase II (<i>fka Firebaugh Family</i>)	Pre-Development HCD HOME Application Pending	1501 Clyde Fannon Road Firebaugh, CA	TBD	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A

Project Highlights

Promesa Commons held its Grand Opening event on April 2, 2024. Lease-up has commenced.

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.

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
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The Arthur @ Blackstone (<i>fka</i> <i>Blackstone/Simpson</i>)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Avalon Commons Phase I (<i>fka</i> <i>Chestnut/Alluvial</i>)	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Project Homekey	City of Fresno Turning Point Fresno County	Partner in application to the Homekey program and operational funding to provide housing to 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).

Human Resources

During the month of April, our Supervisor Academy agenda featured two pivotal modules. The first is "The Hiring Process" which delves into the intricacies of the hiring journey, emphasizing the key role supervisors play in expediting this vital process. The second module, "Recognition, Coaching, and Progressive Discipline" guides participants through best practices for employee recognition and coaching, along with the progressive discipline process. Simultaneously, the Aspire Academy focuses on "Performance Development and Management, Recognition Coaching, and Progressive Discipline," providing insights into optimizing employee performance and fostering a culture of recognition and continuous improvement.

Our safety spotlight this month is on Heat Awareness. Heat illness can affect any employee, whether they work outdoors or indoors. Through proactive measures and education, we aim to promote a safe and comfortable working environment for all. As part of the Virtual Lunch-N-Learn series, we are hosting "Physical Wellness Strategies at Work" through our Employee Assistance Program. During this webinar, we will explore a variety of stretches and exercises designed to alleviate discomfort, build physical resilience, and rejuvenate our employee's mental health.

The Human Resources department is in varying stages of conducting recruitment for the job titles noted below. Over the last month, **32** interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Maintenance & Capital Improvements Manager	Both	1	Property Management
Maintenance Technician	Both	3	Property Management
Office Assistant-Owner Services	Internal	1	Housing Choice
Property Specialist II	Both	3	Property Management
Real Estate Development Manager	Both	1	Real Estate Development
Senior Manager	Both	1	Real Estate Development

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

Type	Date of Hire	Name	Title	Department
New Hire	4/8/2024	George Stevens	Maintenance Technician-Viking/Garland	Property Management
New Hire	4/8/2024	Jerry Jones	Maintenance Technician-Santa Clara	Property Management

Sustainability

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

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

Structure

Maintain a committed, active, community-based Board 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.

Resident Empowerment

STEAM Night at Parc Grove Commons

In Partnership with Fresno Unified, a Science, Technology, Engineering, Arts, Math (STEAM) Night will be held at Parc Grove Commons on April 25th at 5:00 pm. Youths will have the opportunity to engage in various experiments and hands-on activities along with their family members. Partners will attend providing educational resources to families including early learning, literacy, and CalKids enrollment. Families will also enjoy food, entertainment, and raffle prizes.

Sherwin Williams Paint Training Program

This 5-day training course will allow students to learn the basics of painting. The class will consist of two classroom-setting days and two hands-on training. The hands-on will include preparation, cleaning, taping, and painting. Upon completion of the course, students will receive Certificates of Completion and be RRP Certified.

Fresno Housing Central Office, 1331 Fulton – April 22 through April 26, 2024 - 8 am.

Finance and Accounting

On April 16 and April 17, Finance and Accounting Department hosted the HUD financial management training provided by BDO USA Accounting firm. It was well attended and staff received great HUD and accounting updates at the training.

Accounting staff are working with the Novogradac & Company LLP auditors closely to finalize the audits for the Limited Partnerships.

Property Management

Executive Summary

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 03/01/2023-03/31/2023			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1196	39	95.90%
COUNTY OF FRESNO			
County of Fresno	1312	93	92.60%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	191	139	27.22%
Hold/In Construction	255	105	45.49%

Property Management

On April 2nd, we celebrated the grand opening of Promesa Commons. This multifamily site offers 63 units of affordable housing along Parkway Ave in Fresno. Families are excited to move into their new homes later this month.

On April 5th, we engaged in conversation with the Community Justice Center (CJC) about respect agreements and restorative services for our families. CJC staff is reviewing our Standard Lease Agreements and will provide feedback on ways to implement conflict-resolution programs.

The Parlier Migrant Center opened its doors on April 9th and 10th for move-ins. Staff welcomed 80 families back to the Central Valley for the 2024 Harvest Season. Our families enjoyed tacos and took advantage of the free onsite immunizations provided by UCSF Fresno for school-aged children. Families were able to submit applications with CAPSLO for onsite daycare services.

Opening Day @ Parlier Migrant Center





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

Tuesday, March 26, 2024

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, March 26, 2024, at 1260 Fulton St., Fresno, CA. The public was able to join in person and via teleconference.

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

PRESENT: Adrian Jones, Chair
 Sharon Williams, Vice Chair
 Areli Rios
 Ruby Yanez
 Emogene Nelson
 Isaiah Green
 Paul Idsvoog

The regular joint meeting was called to order at 5:08 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
 Valori Gallaher, Vice Chair
 Sophia Ramos
 Amadeo Garcia
 Kyle Chaney

ABSENT: Joey Fuentes

Also, in attendance were the following: Ken Price, Baker Manock, and Jensen - General Counsel

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

MOTION PASSED: 5 – 0

CITY MOTION: *Commissioner Green moved, seconded by Commissioner Nelson to approve the agenda as posted.*

MOTION PASSED: 7– 0

There was no public comment.

3. PUBLIC COMMENT AND PRESENTATIONS

- Ms. Brandy, a member of the public shared she has been advised about people being exited from Golden State Triage (Turning Point) without receiving the services and assistance needed. Some of the residents have been exited from the program for having pets and rules aren't being adhered to fairly.
- Ms. Rebecca Jones, a member of the public shared she was recently exited from Golden State Triage (Turning Point) and wanted to know why she was never told that she had a voucher in place for two months without her knowledge. She is now living in a tent and wants help with basic services.
- Ms. Corina Cruz, a member of the public shared that she is currently living in a tent and was kicked out of temporary shelter after her 6 months were up. She advised she was moved to Sierra Sunrise and was kicked out from there while she waited to be matched for permanent housing and wants to know why and what is she supposed to do.

4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest.

5. GOVERNANCE MATTERS

*Joint Board Meeting
Action Minutes: 3.26.24 Minutes
Adopted:*

a. CEO's Report – Presented by Tyrone Roderick Williams, CEO.

In addition to the written report, Mr. Williams shared:

- Friday, March 22nd a celebration of Fresno Housing staff occurred at the All-Staff Event.
- On April 2nd the Agency will have the ribbon-cutting ceremony at Promesa Commons. Fresno Housing is renovating several hotels and converting them to permanent affordable housing on Parkway Drive. The process will include adding additional units.
- The NAHRO Conference is April 8-11 and staff will be traveling to Washington D.C. to visit the House of Representatives and the Senate to highlight important issues that impact affordable housing and the Central Valley.
- Congressman Costa joined Agency leaders for a tour of Arthur@Blackstone as he is an advocate for affordable housing in all areas.
- Mr. Williams shared that he will be a panelist representing affordable housing at the Real Estate Forecast, hosted by Fresno County Office of Economic Development on April 18th.
- On April 20th Fresno Housing will be hosting a Board Workshop. The goal is to go through Ethics Training and also discuss the feedback and data received from the public, staff, and partners as it relates to the strategic plan and process.
- Mr. Williams shared that for the first time, Fresno Housing will be hosting a “State of Affordable Housing” event. This will be an opportunity to discuss the need for affordable housing and our role in addressing the need.

There was no public comment.

b. Commissioners' report - Presented by Chair Catalano

- Chair Jones shared she will be traveling to Washington D.C. to participate in the NAHRO Conference along with Mr. Williams. Chair Jones mentioned she is now the lead on the sub-committee for advocacy for our national committee and requested the commissioners think about advocating and making changes necessary to support housing.
- Chair Jones also shared Commissioner Yanez has been offered a full-time position at the County after she obtains her GED.
- Commissioner Ramos shared her sentiment on attending the All-Staff event.
- Commissioner Yanez shared her appreciation to the Fresno Housing staff for a job well done.
- Commissioner Rios shared she attended the Clovis Community Presidents Luncheon and expressed her gratitude and heard many success stories.
- Commissioner Nelson shared that she attended the All-Staff Luncheon and is happy to hear all that is being done to deliver affordable housing to the community.

- Commissioner Green shared that he was able to attend the Pathways to Housing Workshop and wanted to show appreciation for having that opportunity and hearing the excitement and possibilities shared was refreshing.
- Commissioner Williams shared she has been involved with Jewels of Justice and has been attending workshops and is learning a lot about mental health for African American families.

6. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on February 27, 2024.
Approval of the minutes of the Board Meeting
- b. Consideration of HCD HOME Funding Application for La Joya Commons Phase II, formation of a Limited Partnership
- c. Consideration of HCD HOME Funding Application for Cordillera Commons, formation of a Limited Partnership
- d. Consideration of an Update to the Hours of Work Policy
- e. Consideration of an Update to the Anti-Fraud and Ethics Policy

Public Comment

Chair Catalano requested item D be pulled from the Consent Agenda

COUNTY MOTION: *Commissioner Chaney moved, seconded by Commissioner Gallaher to approve the consent agenda.*

MOTION PASSED: 5 – 0

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

MOTION PASSED: 7 – 0

Chair Catalano wanted to gain clarity on item D and asked about business-related travel and how the policy applies to compensation. Jeff Cardell responded that the consideration is case by case and depends on policy or MOU.

d. Consideration of an Update to the Hours of Work Policy

COUNTY MOTION: Chair Catalano moved, seconded by Commissioner Chaney to approve item d from the consent agenda.

MOTION PASSED: 5 – 0

CITY MOTION: Commissioner Green moved, seconded by Commissioner Williams to approve item d from the consent agenda.

MOTION PASSED: 7 – 0

7. Action

a. Consideration of 2023 Agency Operating Budget Results

CITY MOTION: Commissioner Idsvoog moved, seconded by Commissioner Green to approve the Consideration of 2023 Agency Operating Budget Results.

MOTION PASSED: 7 – 0

COUNTY MOTION: Commissioner Gallaher moved, seconded by Commissioner Garcia to approve the Consideration of 2023 Agency Operating Budget Results.

MOTION PASSED: 5 – 0

b. Consideration of an Administration Agreement Between Fresno Housing and Beyond Housing Foundation

CITY MOTION: *Commissioner Idsvoog moved, seconded by Commissioner Nelson to approve with amendment, the Consideration of an Administration Agreement Between Fresno Housing and Beyond Housing Foundation.*

MOTION PASSED: 7 – 0

COUNTY MOTION: *Commissioner Chaney moved, seconded by Commissioner Gallaher to approve with amendment, the Consideration of an Administration Agreement Between Fresno Housing and Beyond Housing Foundation.*

MOTION PASSED: 5 – 0

8. INFORMATION ITEM

a. Real Estate Development Update

Michael Duarte, Chief Real Estate Officer, presented on this item

b. Update on HRFC Reserves

Nicole Diaz, Director of Finance & Accounting, presented on this item

9. ADJOURNMENT

There being no further business to be considered by the Boards of Commissioners for the Housing Authorities of the City and County of Fresno, the meeting was adjourned at approximately 6:25 p.m.

Tyrone Roderick Williams, Secretary to the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 4/23/2024
AGENDA ITEM: 6b
SUBJECT: Consideration of the Equal Employment Opportunity Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 4/18/2024

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Equal Employment Opportunity Policy that was last approved by the Boards in August 2014. This policy is being revised to include the procedures for filing a complaint, provide gender neutral language, delete unnecessary or outdated language as well as other minor edits.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Equal Employment Opportunity Policy.

Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Equal Employment Opportunity Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Equal Employment Opportunity Policy has been revised in collaboration with Senior Leaders and labor partners. This policy is being revised to:

1. Delete the Introduction section and move some of the content to the Policy section.
2. Identify the procedures for addressing potential Equal Employment Opportunity violations including the complaint process.
3. Replace gender specific language with gender neutral language.

Equal Employment Opportunity Policy

Purpose

The purpose of this policy is to express Fresno Housing's (Agency) commitment to equal employment opportunity and equal opportunity in federally assisted contracts. This policy is intended to ensure fairness in selection, hiring, promotion and other workplace employment and contracting practices in compliance with applicable laws, rules and regulations.

Policy

As an equal opportunity employer, decisions shall be based solely on applicable experience, education and demonstrated ability to perform the essential functions of the job, with or without accommodation, in all aspects without regard to any classification protected by State or Federal law. The policy applies to all aspects of the relationship between the Agency and its employees, including, but not limited to: recruitment, training, classification, evaluation and discipline.

All supervisors, managers, and executives are responsible for understanding and enforcing this policy to ensure that the workplace is free from discrimination, harassment, retaliation and favoritism. All complaints alleging violations of this policy must be reported immediately to Human Resources.

Any employee who becomes aware of a potential EEO violation should immediately bring such violation to the attention of his or her own supervisor or manager, Human Resources, and/or any member of management.

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Agency will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

The complaint filing and investigative procedures are the same as those defined for sexual harassment complaints in the Agency's Personnel Policies. Employees may also file a complaint with the Federal Equal Employment Opportunity Commission and the California Civil Rights Department.

The policies and principles of EEO also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Agency.

The Agency administers its EEO policy fairly and consistently by:

- Complying with all applicable Federal and State EEO discrimination laws, statutes, regulations, ordinances and policies.
- Providing training to all Agency supervisors and the Boards consistent with mandated training regarding their legal EEO obligation, duties and responsibilities.

Approved 04/23/2024

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- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
 - Advertising for job openings with the statement "An Equal Opportunity Employer."
 - Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies or participates in an EEO agency proceeding.
 - Encouraging employees to report to a member of management or Human Resources any apparent violation of this policy.
 - Promptly notifying appropriate Agency officials of incidents or reports of discrimination or harassment and taking appropriate measures to resolve the situation.
 - Ensuring appropriate corrective remedial action as necessary.

Responsibility

The Director of Human Resources is designated as the Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer of the Agency. The Chief Executive Officer or their designee is designated as the Contract Compliance Officer of the Agency.

All employees, officers, and commissioners are required to abide by the provisions set forth in this Policy and are responsible for implementing equal employment practices within each respective area. The Human Resources Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations. The Executive Director or their designee is responsible for the administration, interpretation, and application of this policy and procedure. The Boards of Commissioners are responsible for policy adoptions and revisions.

Applicable Laws

- Federal Civil Rights Act of 1964, Title VI and VII as amended, and Executive Order Nos. 11141 and 11246, as amended.
- California Fair Employment and Housing Act (FEHA).
- Vietnam Veterans Readjustment Act of 1974, as amended.
- Americans with Disabilities Act of 1990.
- California Civil Rights Initiative – Proposition 209, enacted in 1996.
- Americans with Disabilities Act Amendments Act of 2008.

RESOLUTION No. _____

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

**RESOLUTION TO APPROVE THE EQUAL EMPLOYMENT OPPORTUNITY
POLICY**

WHEREAS, the Board of Commissioners approved the Equal Employment Opportunity Policy in August 2014; and

WHEREAS, the Policy is being revised to include the procedures for filing a complaint, provide gender neutral language and delete unnecessary or outdated language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Equal Employment Opportunity Policy.

PASSED AND ADOPTED THIS 23rd day of April, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

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

**RESOLUTION TO APPROVE THE EQUAL EMPLOYMENT OPPORTUNITY
POLICY**

WHEREAS, the Board of Commissioners approved the Equal Employment Opportunity Policy in August 2014; and

WHEREAS, the Policy is being revised to include the procedures for filing a complaint, provide gender neutral language and delete unnecessary or outdated language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Equal Employment Opportunity Policy.

PASSED AND ADOPTED THIS 23rd day of April, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 4/23/2024
AGENDA ITEM: 6c
SUBJECT: Consideration of the Social Media Policy

AUTHOR: Jeff Cardell
DEPARTMENT: Human Resources
MEMO DATE: 4/18/2024

Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve revision of the Social Media Policy that was last approved by the Boards in April 2018. This policy is being revised to provide gender neutral language, delete unnecessary or outdated language as well as other minor edits.

Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Social Media Policy.

Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Social Media Policy.

Background Information

As part of the continuing effort to ensure the Agency's Personnel Policies remain current, the Social Media Policy has been revised in collaboration with Senior Leaders and labor partners. This policy is being revised to:

1. Delete the Introduction section and move some of the content to the Purpose section.
2. Provide direction to staff to report any negative, critical, or urgent social media content to the Communications Department.
3. Replace gender specific language with gender neutral language and delete the Sources section.

Social Media Policy

Purpose

The purpose of this policy is to provide guidelines for ensuring Agency activities on social media are conducted professionally, respectfully, ethically, and legally. Accordingly, employee activities on social media are subject to all other relevant and applicable policies, which may include but are not limited to the following: Fresno Housing and SEIU Memorandum of Understanding, Fresno Housing Administrative plans and Admission and Continued Occupancy Policies, Anti-Fraud & Ethics Policy, Information and Technology Policy, Policy Against Harassment and Discrimination, Workplace Safety Policy, Workplace Violence and Prevention Policy, as well as applicable state and federal law, including the California Public Records Act (Gov. Code section 6250 *et. seq.*).

This policy applies to all forms of social media, including, but not limited to, official Agency social media sites, personal websites, blogs, Facebook, X (formerly Twitter), LinkedIn, Instagram, Pinterest, YouTube, Snapchat, TikTok, wikis, virtual works, or any other online forums or interactive electronic communication platform, application or network.

Policy

Management of Agency Social Media Sites / Pages

Employees are not authorized to post confidential information about the Agency or its clients that would in any way violate any applicable Agency policy or law.

Agency Social Media Sites

All Agency social media site activities will be managed and delegated to social media administrators identified and trained by the Agency's Communications Department and Executive Team. These activities include (and are not limited to) all Agency-originated postings, responses to all client or community member-originated postings, any needed corrections or updates to previous postings, and all technology platform changes, updates, or upgrades. Employees may not act as, or give the appearance of acting as, a spokesperson or representative of Fresno Housing.

All postings and other content on Fresno Housing's social media pages are public and may be subject to the California Public Records Act and discovery laws.

Individual Use of Social Media

Unless expressly authorized to do so by the Agency Communications Department and Executive Team, employees may not use social media for any of the following purposes:

Approved 04/23/2024

- Agency business-related communication with clients.
- Use Fresno Housing email addresses to register on social networks or other sites for personal use.
- Display or use Fresno Housing’s logo or other trademarks in a way that would violate any applicable Agency policy or law.
- To post disparaging or personal information concerning residents or clients, community partners, vendors, and employees, including but not limited to negative comments, social security numbers, dates of birth, addresses, and phone numbers.

In accordance with other Agency policies such as the Policy Against Harassment and Discrimination, Workplace Safety Policy, and the Workplace Violence and Prevention Policy, an employee using social media or engaging in any other online activity that constitutes harassment, abusive conduct, a threat to the safety, health, life or well-being of an employee, resident and client, or that in any other way does not comply with the guidelines outlined in this policy, or that violates any other Agency policy or law, will be subject to disciplinary action, up to and including termination.

Guidelines and Tips

For any Agency-related content, staff should report any negative, critical, or urgent social media content to the Agency's Communications Department with as much information as possible.

News Media, Public Relations, and Employee Privacy

Unless expressly authorized by the Communications Department, employees are not permitted to speak to the media on Fresno Housing’s behalf. All media inquiries, including but not limited to a request by a member of the news media or online blogger for an employee to comment on any topic publicly, are to be directed to the Agency Communications Department.

The Agency also reserves the right to monitor or review all participation in public Agency-sponsored news and social media pages or websites to determine compliance with this policy in accordance with federal, state, and local laws.

Responsibility

Every employee, officer, and commissioner is required to abide by the provisions set forth in the Social Media Policy. The Executive Director or their designee is responsible for the administration, interpretation, and application of this policy. The Boards of Commissioners are responsible for policy adoptions and revisions.

Approved 04/23/2024

RESOLUTION No. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION TO APPROVE THE SOCIAL MEDIA POLICY

WHEREAS, the Board of Commissioners approved the Social Media Policy in April 2018; and

WHEREAS, the Policy is being revised to delete the Introduction section and provide gender neutral language and delete unnecessary or outdated language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Social Media Policy.

PASSED AND ADOPTED THIS 23rd day of April, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

RESOLUTION No. _____

**BEFORE THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF FRESNO
RESOLUTION TO APPROVE THE SOCIAL MEDIA POLICY**

WHEREAS, the Board of Commissioners approved the Social Media Policy in April 2018; and

WHEREAS, the Policy is being revised to delete the Introduction section and provide gender neutral language and delete unnecessary or outdated language;

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Social Media Policy.

PASSED AND ADOPTED THIS 23rd day of April, 2024, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Board of Commissioners

BOARD MEMO

TO: Boards of Commissioners **AUTHOR:** Christina Stokes-Johnson
FROM: Tyrone Roderick Williams, CEO **Director**
MEETING DATE: 04/23/2024 **DEPARTMENT:** Real Estate Development
AGENDA ITEM: 6d **MEMO DATE:** 04/17/2024
SUBJECT: Approval of Increase to HRFC Loan Commitment of up to \$1,700,000 in Pre-Development Funds for Heritage Estates

Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the funding of pre-development costs for Heritage Estates. The Heritage Estates development envisions the design of 33 single family homes on 7.84 acres in West Fresno, just West of the Walnut and Belgravia intersection.

On September 26, 2023, the Boards of Commissioners approved an HRFC pre-development loan of up to \$300,000. Subsequently, on December 12, 2023, the Boards of Commissioners approved entry into a Disposition and Development Agreement with the City of Fresno Housing Successor Agency (“FHS”), pursuant to conditions under the Surplus Land Act, and acceptance of funding from FHS of up to \$1,200,000, City of Fresno PLHA funds of \$3,062,689, and CalHOME mortgage assistance funds for qualified homebuyers of up to \$1,400,000. Together with mortgage proceeds, these public sources are anticipated to fully fund the permanent financing portion of the project. A funding gap during the construction process, estimated at \$3,000,000, is anticipated. Staff is anticipating the need for a bridge loan that could be paid off upon sale of the homes.

Since that time, full construction drawings have been submitted for permitting, and the fully executed DDA and PLHA agreements have been received. The project is currently out for bid, and it is anticipated that a full financing package will be presented for approval at the May 2024 Board meeting.

As part of the next steps in the development process, financing is necessary for costs that will be incurred prior to financial closing. Predevelopment expenses will include a variety of costs related to the Heritage Estates development, such as engineering fees, utility contracts, impact and permit fees, insurance, etc. Once all financing commitments have been obtained and the close of financing occurs, pre-development expenses will be fully reimbursed.

At this time, it is requested that the Boards of Commissioners approve an increased predevelopment loan commitment of up to \$1,700,000, for a total commitment of up to \$2,000,000, from the Housing Relinquished Fund Corporation to be repaid from construction sources.

Recommendation

FRESNO HOUSING

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions authorizing an increased predevelopment loan commitment of up to \$1,700,000, for a total commitment of up to \$2,000,000, from the Housing Relinquished Fund Corporation for expenses incurred in the pre-development phase of the Heritage Estates project and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

Fiscal Impact

Staff is requesting an increased pre-development loan commitment of up to \$1,700,000, for a total commitment of up to \$2,000,000, from the Housing Relinquished Fund Corporation sufficient to cover predevelopment expenses associated with the Heritage Estates development. Loan funds disbursed will be repaid at financial closing from construction sources. The pre-development loan will carry 4% interest.

Background Information

Heritage Estates is a proposed 33 single-family home development on 7.71 acres of vacant land in Southwest Fresno (APN 477-060-04T). The site is bordered by E. Florence Avenue on the North, across from the Legacy Commons affordable housing development, and will have a primary entrance connecting to Walnut Avenue to the east.

The property is currently owned by the Successor Agency to the Redevelopment Agency to the City of Fresno. The FHS proposed development of the site into affordable single family homes and committed the land and additional funding in an amount equivalent to \$1,200,000.

The current plans call for 3 and 4 bedroom homes ranging in size from 1393 to 1606 square feet. Once complete, the homes will be made available to households earning between 50% and 120% area median income. Public funding sources will be used to support downpayment assistance and forgivable and/or deferred second mortgages.

Past Board Actions

- June 28, 2021 - Resolution Authorizing the Submission of a City of Fresno Funding Application for a Proposed Single-Family Development in Southwest Fresno (APN 477-060-04)
- January, 2023 - Authorization to Award General Construction Contract - Heritage Estates
- September, 2023 - Approval of HRFC predevelopment funding up to \$300,000
- December, 2023 - Approval to enter into DDA and accept FHS, PLHA and CalHOME Mortgage Assistance Funds

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CA

RESOLUTION TO APPROVE AN INCREASE TO THE PRE-DEVELOPMENT LOAN COMMITMENT OF UP TO \$1,700,000, FOR A TOTAL COMMITMENT OF UP TO \$2,000,000 FROM THE HOUSING RELINQUISHED FUND CORPORATION FOR EXPENSES RELATED TO THE HERITAGE ESTATES PROJECT

WHEREAS, the Housing Authority of Fresno County (HAFC), California seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the Housing Authority of the City of Fresno, California has partnered with the Successor Agency to the Redevelopment Department of the City of Fresno (hereafter "RDA"), to develop 33 single family homes in Southwest Fresno, of which the RDA owns 7.94 acres of vacant land (APN 477-060-04T) (hereafter "Property") and has set aside \$1,200,000 for site and infrastructure funding; and

WHEREAS, the City of Fresno has awarded Permanent Local Housing Allocation funding ("PLHA") of \$3,062,689 and access to CalHOME mortgage assistance funds of up to \$1,400,000; and

WHEREAS, in September, 2023, the Board authorized a predevelopment loan commitment of up to \$300,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the Heritage Estates project; and

WHEREAS, in anticipation of financial closing, HAFC is requesting an increase to the predevelopment loan commitment of up to \$1,700,000, for a total commitment of up to \$2,000,000, from the Housing Relinquished Fund Corporation for pre-development expenses related to the Heritage Estates project; and

WHEREAS, the predevelopment loan is expected to be fully repaid at the financial closing and carry 4% simple interest on the outstanding balance; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA do hereby authorize an increased Housing Relinquished Fund Corporation loan commitment in the amount of up to \$2,000,000 for predevelopment expenses related to the Heritage Estates project and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 23rd DAY OF APRIL 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

**RESOLUTION TO APPROVE AN INCREASE TO THE PRE-DEVELOPMENT LOAN
COMMITMENT OF UP TO \$1,700,000, FOR A TOTAL COMMITMENT OF UP TO
\$2,000,000 FROM THE HOUSING RELINQUISHED FUND CORPORATION
FOR EXPENSES RELATED TO THE HERITAGE ESTATES PROJECT**

WHEREAS, the Housing Authority of the City of Fresno (HACF), California seeks to expand the availability of affordable rental housing and homeownership opportunities to low income persons within Fresno County; and

WHEREAS, the HACF has partnered with the Successor Agency to the Redevelopment Department of the City of Fresno (hereafter "RDA"), to develop 33 single family homes in Southwest Fresno, of which the RDA owns 7.94 acres of vacant land (APN 477-060-04T) (hereafter "Property") and has set aside \$1,200,000 for site and infrastructure funding; and

WHEREAS, the City of Fresno has awarded Permanent Local Housing Allocation funding ("PLHA") of \$3,062,689 and access to CalHOME mortgage assistance funds of up to \$1,400,000; and

WHEREAS, in September, 2023, the Board authorized a predevelopment loan commitment of up to \$300,000 from the Housing Relinquished Fund Corporation for pre-development expenses related to the Heritage Estates project; and

WHEREAS, in anticipation of financial closing, HACF is requesting an increase to the predevelopment loan commitment of up to \$1,700,000, for a total commitment of up to \$2,000,000, from the Housing Relinquished Fund Corporation for pre-development expenses related to the Heritage Estates project; and

WHEREAS, the predevelopment loan is expected to be fully repaid at the financial closing and carry 4% simple interest on the outstanding balance; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA do hereby authorize an increased Housing Relinquished Fund Corporation loan commitment in the amount of up to \$2,000,000 for predevelopment expenses related to the Heritage Estates project and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute the all related documents.

PASSED AND ADOPTED THIS 23rd DAY OF APRIL 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 04/23/2024
AGENDA ITEM: 6e
SUBJECT: Approval to Accept Funding from the City of Fresno to support Promesa Commons and Neighborhood Infrastructure Improvements

AUTHOR: Jaicee Berber
DEPARTMENT: Real Estate Development
MEMO DATE: 04/16/2024

Executive Summary

The purpose of this memo is to request certain approvals from the Boards of Commissioners related to accepting the potential award of funding from the City of Fresno. The funding is intended to support offsite storm drain improvements along Olive Avenue for the benefit of Parkway Drive properties including Promesa Commons. The offsite improvements are an entitlement condition of approval for Promesa Commons located at 1101 N. Parkway Drive, Fresno, CA 93728 (APN: 449-270-41).

The City of Fresno has funding available through the Encampment Resolution Funds (ERF-2) program and intends to consider the funding award of \$300,000 to Fresno Housing at an upcoming City Council meeting. The ERF-2 funds will support the overall Promesa Commons project but also specifically require at least 2 units to provide permanent housing for the homeless or persons at-risk of becoming homeless.

Staff are recommending the Boards of Commissioners adopt the attached resolution to accept the City funding of up to \$300,000. It is anticipated that funds will be received in the form of a grant or residual receipts loan.

Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing approve acceptance of funding from the City of Fresno for up to \$300,000 for the Promesa Commons development and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute all agreements and ancillary documents in connection therewith.

Fiscal Impact

The City of Fresno funds will be received in the form of a grant or residual receipts loan. A residual receipts loan would carry an interest rate of 3% annually and a term of up to 55 years. Repayment of the City of Fresno Loan will come from the Promesa Commons development and be paid from residual receipts.

Background Information

FRESNO HOUSING

Promesa Commons, formerly Sun Lodge and Day's Inn, was acquired as a 97-room homeless shelter through Project Homekey. The site is located on 2.6 acres at 1101 N. Parkway Drive, Fresno, CA (APN: 449-270-41). Tax credit financing closed on June 6, 2022. The project substantially completed construction in April 2024.

Past Board Action

- August 25, 2020 – Approval to Ratify Purchase and Sale Agreement for Step Up on 99 (fka Motel 99)
- November 17, 2020 – Step Up on 99 (fka Motel 99) Omnibus Resolution assigning PSA to Silvercrest, Inc.; authorizing Silvercrest, Inc. to acquire the Property; and negotiate and execute the Homekey Standard Agreement and Grant Agreement
- June 28, 2021 – Authorization to Submit City of Fresno HOME funds application
- June 20, 2022 – Authorization to Submit Various Funding Applications
- January 24, 2023 – Authorization to approve a Pre-Development Loan from HRFC
- January 24, 2023- Authorization to Award an Architectural Contract
- February 28, 2023 – Ratified Donation of Promesa Commons from Silvercrest, Inc.
- September 26, 2023 – Authorization to Amend the HCD Homekey Standard Agreement for the Promesa Commons Development (fka Sun Lodge)

RESOLUTION NO. _____

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

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF FUNDING FROM THE CITY OF
FRESNO TO SUPPORT PROMESA COMMONS AND NEIGHBORHOOD
INFRASTRUCTURE IMPROVEMENTS**

WHEREAS, the Housing Authority of the City of Fresno, California (the “Agency”) seeks to expand the availability of affordable rental housing and homeownership opportunities to low-income persons within Fresno County; and

WHEREAS, the Agency desires to support housing opportunities for low- and moderate-income households within the City of Fresno and Fresno County; and

WHEREAS, the Promesa Commons development (the “Project”) (APN: 449-270-41) is a Sixty-four (64) unit new construction and adaptive reuse development situated at 1101 N Parkway Drive in Fresno, California; and

WHEREAS, the Housing Authority of the City of Fresno, California, a public body corporate and politic, Sole Member of the Fresno 1101 Parkway AGP, LLC, the administrative general partner of the 1101 Parkway, LP, approves an award from the City of Fresno in its own capacity and on behalf of 1101 Parkway, LP for up to \$300,000 for the Promesa Commons development and related offsite Olive Avenue storm drain improvements; and

WHEREAS, the City funding will support the overall Promesa Commons project but also specifically require at least 2 units to provide permanent housing for the homeless or person at-risk of becoming homeless; and

WHEREAS, The City of Fresno is anticipated to award Encampment Resolution Funds (ERF-2) of \$300,000 for Promesa Commons and the Housing Authority of the City of Fresno, CA desires to accept the award and contribute it as construction and/or permanent financing to the Project; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby approve the acceptance of the funding award from the City of Fresno for Promesa Commons and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief

Real Estate Officer, and/or their designee to negotiate and execute all related documents therein for the Promesa Commons Development (APN: 449-270-41):

1. Authorize approval of acceptance of the City of Fresno's ERF-2 funds for up to \$300,000 to the Housing Authority of the City of Fresno, CA and contribute the funding as construction and/or permanent financing for the project.
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA and in name of the Administrative General Partner, on its behalf, and as administrative general partner of the Partnership; and
3. Provide for other matters related thereto

PASSED AND ADOPTED THIS 23rd DAY OF APRIL 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 04/23/2024
AGENDA ITEM:
SUBJECT: Agency Budget Strategies Update

AUTHOR: Tammy Townsend
Deputy Executive Director
DEPARTMENT: Administration
MEMO DATE: 04/17/2024

Executive Summary

Staff will present information to the Boards regarding progress made on long term budget solutions for the Agency.



Agency Budget Strategies

Boards of Commissioners Meeting

April 23, 2024



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS



Overview

- Remembering and reviewing targets established by the September 2023 multi-year projections
- Reviewing work to establish appropriate staffing levels
- Exploring options for CalPERS strategies
- Next steps



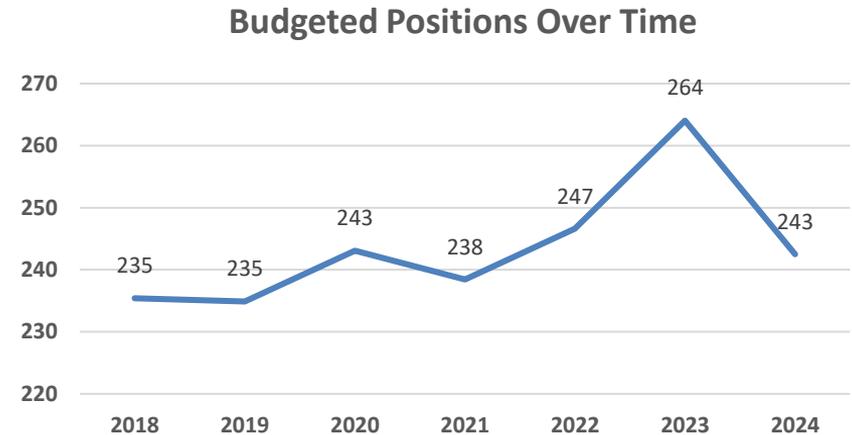
Remembering September 2023 Board Discussion: *2 Year Forecast*

- Fall forecast indicated the need to reduce expenses or increase revenue for 2025
 - At the time, necessary reductions were approximately \$1.6 million
- Commitment by staff to work during the 2024 year to identify opportunities to balance the 2025 budget



Budget Work to Date – Appropriate Staffing

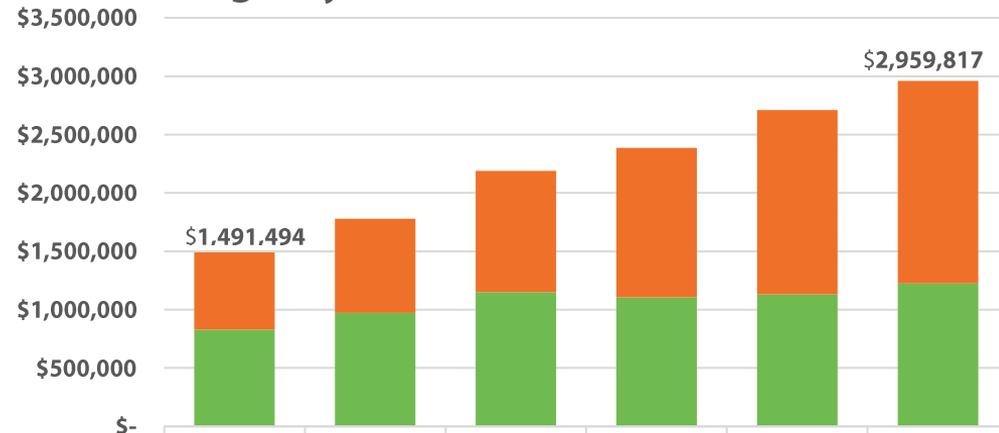
- Review and evaluation of open positions
 - 243 positions – Budgeted positions
 - 227 positions - Current staff
 - 235 positions – Target staffing
- Estimated savings
 - \$800,000



CalPERS

- Costs rapidly escalating
- Exploring two options for reducing the burden to the Agency operating budget:
 - Section 115 Trust
 - Making additional payments to the unfunded liability

Agency CalPERS Investment over Time



	2018	2019	2020	2021	2022	2023
Unfunded Liability	\$662,494	\$808,470	\$1,039,338	\$1,282,002	\$1,581,660	\$1,736,171
Employer Contribution	\$829,000	\$971,697	\$1,149,757	\$1,105,463	\$1,129,255	\$1,223,646

Next Steps

- Continue to review and refine appropriate staffing
- Contract with pension actuarial firm
 - Work to determine options short and long term strategies
- May
 - Report to the Boards Mixed Finance results and waterfall payments



Questions or Comments?

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 04/23/2024
AGENDA ITEM:
SUBJECT: Housing Choice Voucher Update

AUTHOR: Brandy Woodard
Chief of Housing Choice Vouchers
DEPARTMENT: HCV
MEMO DATE: 04/11/2024

Executive Summary

Staff will provide an update on Housing Choice Vouchers.

Recommendation

None currently.



Housing Choice Voucher (HCV) Program Updates

Presentation by Brandy Woodard

April 23, 2024



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED RESIDENTS



What I will Cover Today:

- The Voucher Incentive Program (VIP)
- New Innovation on Longstanding programs



Voucher Incentive Program (VIP)

- 265 households assisted and \$628,058 invested
 - 177 families moved into a unit
 - 8 families that have turned in paperwork for a unit to be inspected
 - 141 new units to the program
 - 58 new owners to the program
 - 232 households have attended Resident Education



Infusing New Thinking in Longstanding Programs: Housing Choice Vouchers

Project Based Vouchers

- Supporting all development of affordable housing in Fresno County

Voucher Incentive Program

- Bring new landlords into the voucher program and assist applicants with rental approval barriers

Introducing Home Ownership

- Utilizing a voucher for mortgage assistance



BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 04/23/2024
AGENDA ITEM: 7c
SUBJECT: Real Estate Development Update

AUTHOR: Michael Duarte
DEPARTMENT: Real Estate Development
MEMO DATE: 04/17/2024

Executive Summary

Staff will provide an overview of real estate development activities.

Recommendation

None at this time.



Heritage Estates

A New Family Community
Board Update 4/23/24



Project Overview

- 7.94 acres of vacant land in Southwest Fresno
- 33 Single Family Homes for Homeownership
- 3 & 4 bedroom homes
- Located less than a ½ mile from the West Fresno Campus of Fresno City College



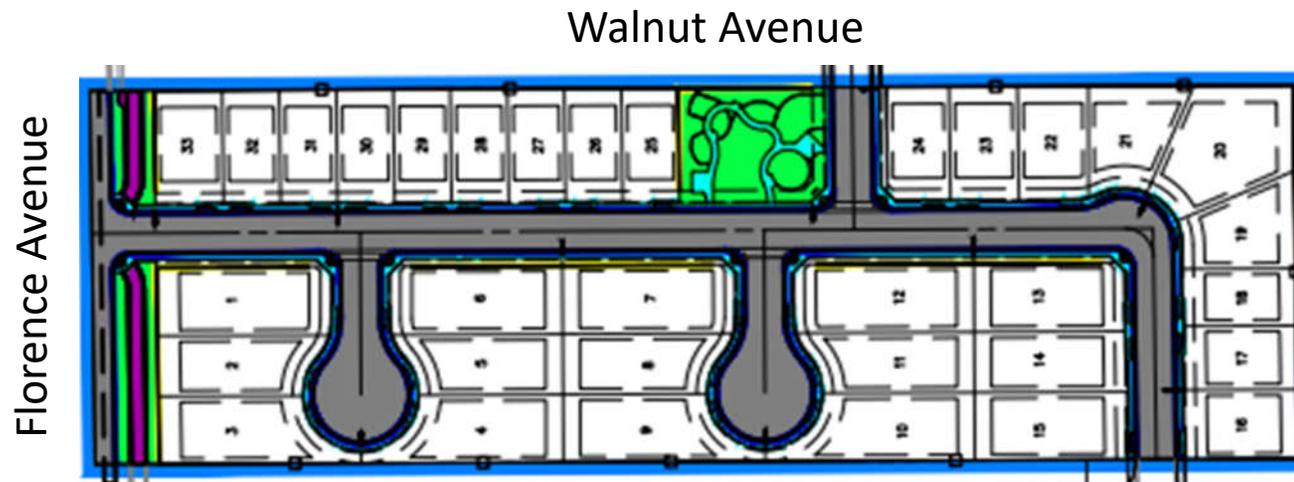
FRESNO HOUSING

Project Overview - Aerial



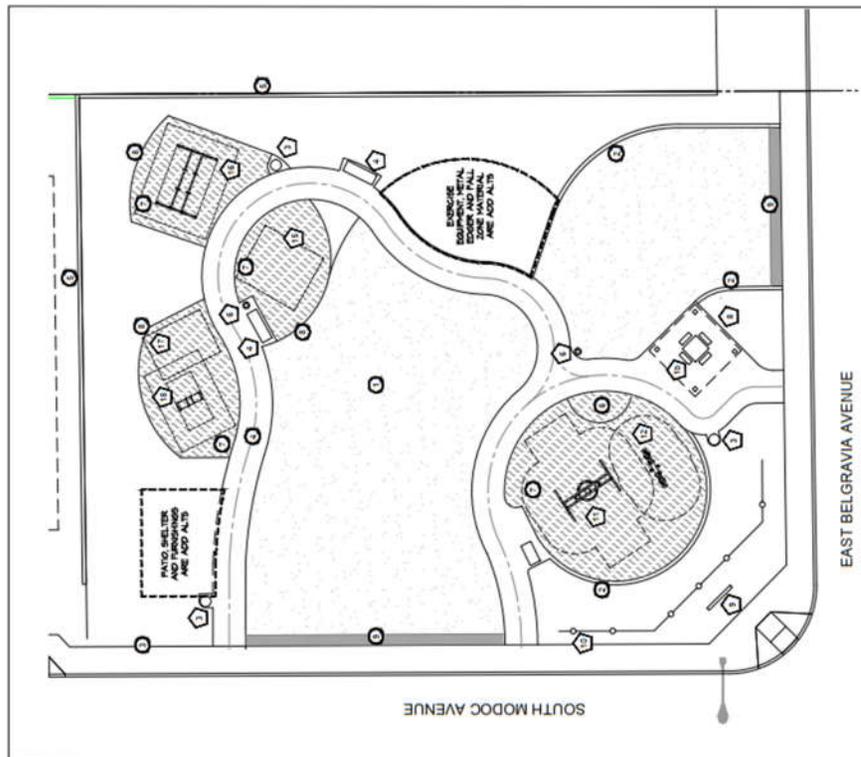
FRESNO HOUSING

Project Overview – Tract Map



FRESNO HOUSING

Project Overview – Neighborhood Park



FRESNO HOUSING

Project Overview – Home Elevations



1393 sq. ft.
3 bedrooms
2 bathrooms

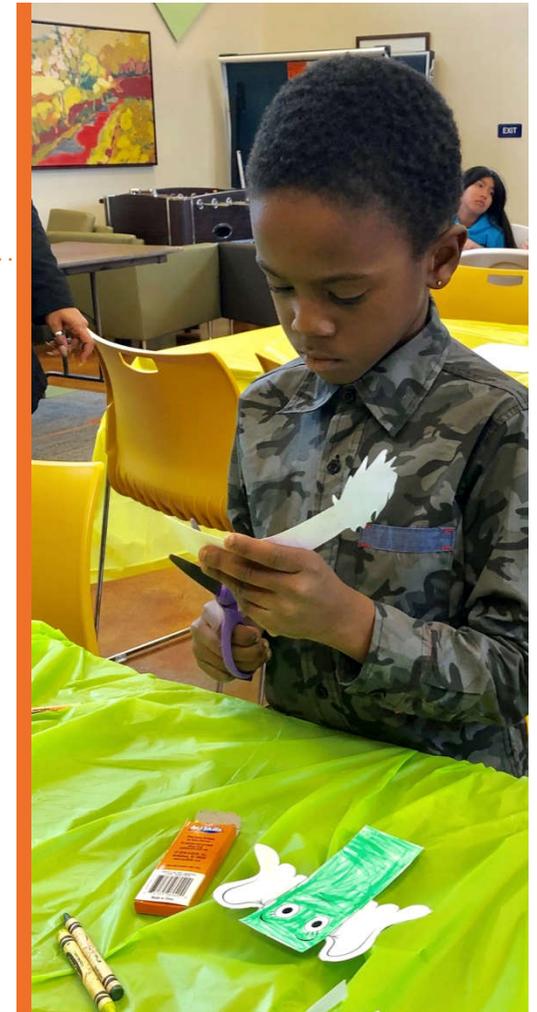


1606 sq. ft.
4 bedrooms
2 bathrooms

FRESNO HOUSING

Funding Sources

- Fresno Housing Successor Agency (FHS) \$1,200,000
- City of Fresno PLHA \$3,062,689
- CalHOME Program Up to \$1,400,000
- FHLB AHP (Application Pending) \$ 611,060
- Downpayments/1st Mortgages \$7,159,400

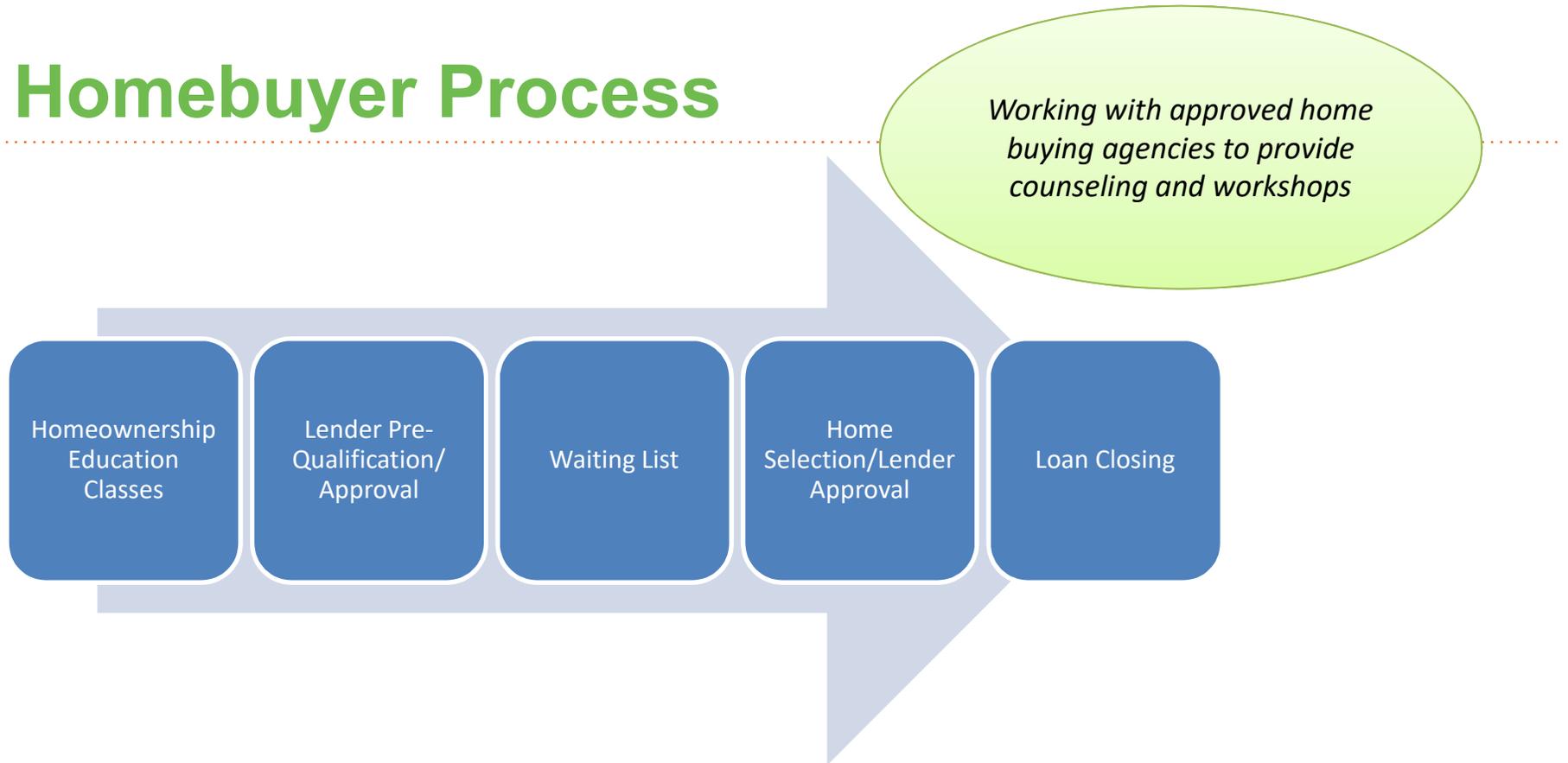


FRESNO HOUSING

Community Outreach Efforts

- April 27th – 2nd Annual Homebuyers Conference
- May 22nd – Southwest Fresno Community Meeting
- ~July 2024 – Groundbreaking Event
- Preliminary Heritage Estates website online

Homebuyer Process



FRESNO HOUSING

Projected Mortgage Assumptions

AMI Level	Estimated First Mortgage (3 – 4 Bd.)	Estimated Mo. Pmt. w/Tax & Insurance	Forgivable/ Deferred CalHOME/ PLHA/FHS	Estimated Appraised Value
50%	\$100,000 - \$125,000	\$1,200 – \$1,400	~\$260,000	Mid-High \$300's
60%	\$135,000 - \$165,000	\$1,450 – \$1,650	~\$220,000	Mid-High \$300's
80%	\$210,000 - \$250,000	\$1,950 – \$2,200	~\$140,000	Mid-High \$300's
Market	\$370,000 - \$390,000	\$3,100 – \$3,300	\$0	Mid-High \$300's

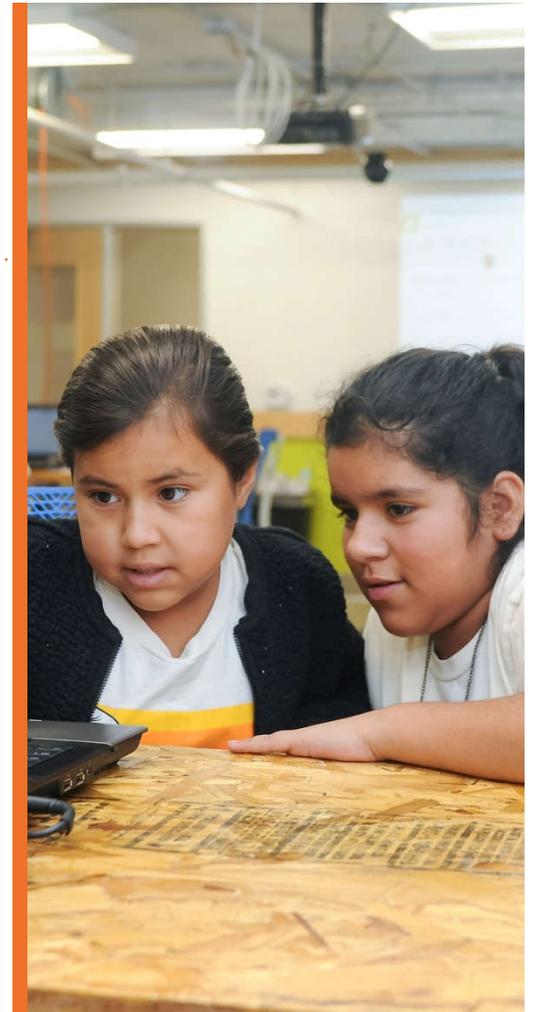


FRESNO HOUSING

Project Timeline

Preliminary Schedule for Heritage Estates

- | | | |
|----|----------------------------|----------------------------|
| 1. | Submitted Civil Plans | 09/12/2023 |
| 2. | Submitted Building Plans | 01/04/2024 |
| 3. | Construction Bids Due | 05/03/2024 |
| 4. | Financial Closing | 05/31/2024 |
| 5. | Start of Construction | 06/03/2024 |
| 6. | Infrastructure Complete | 02/01/2025 |
| 7. | Phased Completion of Homes | 05/01/2025 –
12/01/2026 |



FRESNO HOUSING

Questions?
Thank you.



FRESNO HOUSING

BOARD MEMO

TO: Boards of Commissioners
FROM: Tyrone Roderick Williams, CEO
MEETING DATE: 04/23/2024
AGENDA ITEM:
SUBJECT: 2024 Agency Goals

AUTHOR: Tammy Townsend
Deputy Executive Director
DEPARTMENT: Administration
MEMO DATE: 04/17/2024

Executive Summary

Staff will present information to the Boards on Agency goals for the 2024 year. As a reminder, the intention by the end of this year is to align the Agency's strategic planning, goal and budget development processes.



Fresno Housing 2024 Agency Goals

April 23, 2024

Presented by: Tyrone Roderick Williams



FRESNO VIBRANT
COMMUNITIES
QUALITY HOUSING **HOUSING** ENGAGED
RESIDENTS



Goal Development and Tracking

Note: By the end of the year, the Agency will align budget and goal development timelines

April 2024
Strategic Planning Workshop and Communication of 2024 Goals

July 2024
Launch Strategic Plan

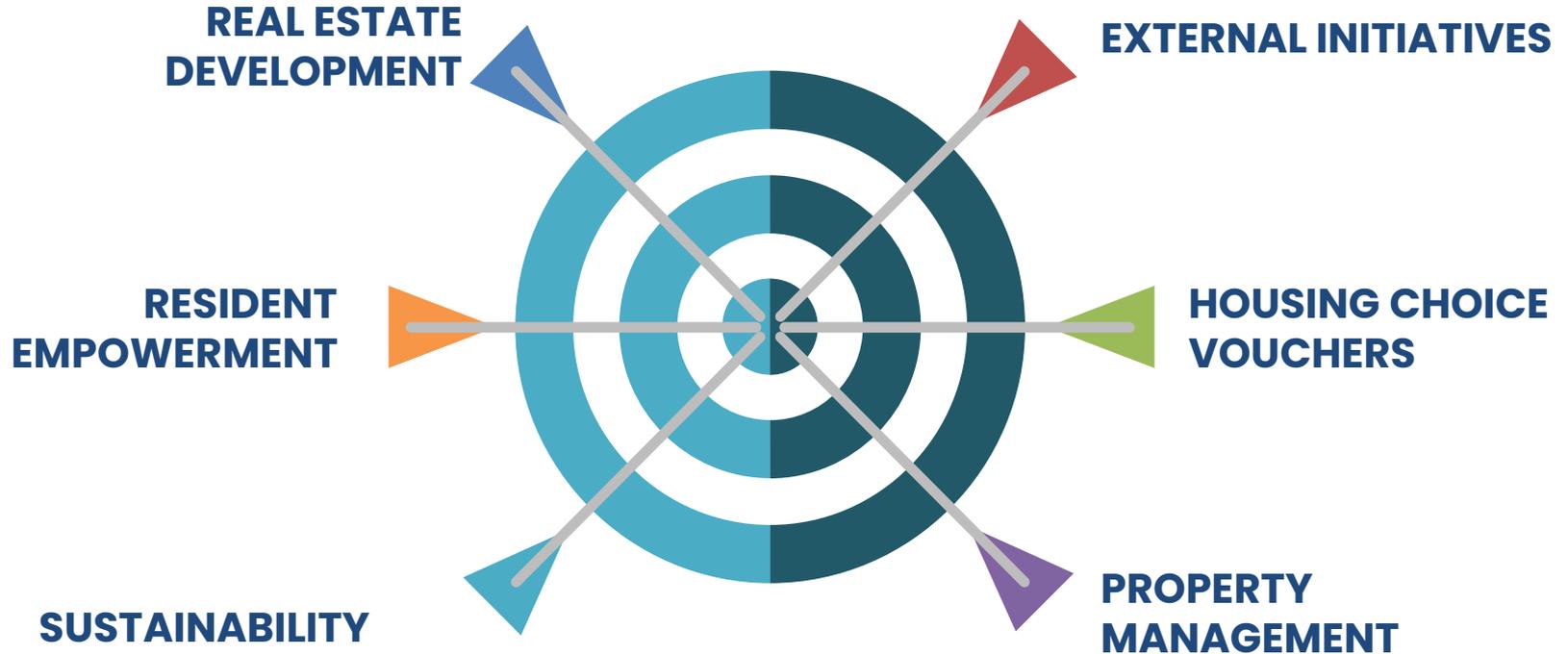
October 2024
Update on 2024 Goal Progress

March 2024
Brainstorming Session with Senior Managers

May-June 2024
Report Back on Input Received, draft Strategic Plan Documents

December 2024
Approval of 2025 Goals and Agency Budget

Goals for Each Key Target Area:



Sustainability

Goal: Develop and deliver a new Leadership Academy to support emerging and developing leaders to hone skills

- Academy will be launched in fall 2024

Goal: Launch Agency Strategic Plan and align budget and goal development for a comprehensive annual planning process that fully supports long term objectives

- 2025 budget and goals will be approved by the Boards in December 2025

Goal: Research and communicate options to reduce escalating pension and benefit costs

- Specific strategies will be presented to the Boards as part of the 2025 budget development process



Housing Choice Vouchers

Goal: Train staff on new National Standards for the Physical Inspection of Real Estate (NSPIRE) and Housing Opportunity Through Modernization Act (HOTMA)

- Staff to be trained by August 31, 2024

Goal: Improve efficiencies by implementing triennial reexaminations, increasing staff knowledge of Project Based Vouchers (PBV), and appropriate scheduling of inspections

- Initiate triennial reexaminations, continue staff training on PBV, and work to improve efficiencies in the scheduling of inspections

Goal: Work to achieve utilization of vouchers in alignment with the Agency's budget authority

- Eliminate Agency shortfall status by the end of 2024



Real Estate Development / Asset Management

Goal: Identify and begin early design/feasibility for new development projects

- Three new projects will begin design and feasibility processes in 2024

Goal: Maximize Agency impact by leveraging assets

- Dispose of two Agency assets in 2024 and lease all Agency commercial spaces

Goal: Diversify development funding sources by seeking new opportunities to fund projects

- Obtain at least one new funding source for development



Property Management

Goal: Improve planning and execution of property upkeep

- Update and execute the preventive maintenance plan and improve processes around the planning, budgeting and execution of capital improvements

Goal: Minimize unit vacancies and improve data around unit turnarounds and rent collection

- Improve agency vacancy, turnaround and rent collection data

Goal: Invest in long term strategies for staff support and retention

- Finalize training manuals and desk guides and complete succession planning for key positions



Resident Empowerment / External Initiatives

Goal: Work with community partners and agency resources to expand access to broadband

- Measured by the number and percentage of sites with access

Goal: Launch fundraising initiatives for the Beyond Housing Foundation to support resident goals

- Goal of raising no less than \$250,000 in 2024

Goal: Expand the Resident Advisory Board through increased recruitment and engagement

- Number of new RAB members and attendance at meetings



CEO Goals

Goal: Strengthen relationships with board members and assist them with getting acclimated to the work of the Agency

Goal: Continue to build and strengthen relationships with city and county representatives

Goal: Expand connections with state and national elected officials, partners, funders, and professional associations

Goal: Establish the vision for the agency moving forward with a robust project pipeline and commitment to a balanced budget





Feedback or Questions?

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION ADOPTING THE AGENCY GOALS

WHEREAS, the Annual goals for the Fresno Housing Authority for the year beginning January 1, 2024 and ending December 31, 2024 has been presented for adoption before the Board of Commissioners of the Housing Authority of the City of Fresno at its open public meeting on April 23, 2024; and

WHEREAS, the annual goals for the Agency will provide specific, measurable objectives for all staff; and

WHEREAS, the Agency's progress on the annual goals will be discussed in October 2024; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the 2024 annual goals beginning on January 1, 2024 and ending on December 31, 2024.

PASSED AND ADOPTED THIS 23rd day of April 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Tyrone Roderick Williams, CEO

RESOLUTION NO. _____

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

RESOLUTION ADOPTING THE AGENCY GOALS

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NOES:

ABSTAIN:

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Tyrone Roderick Williams, CEO