

Boards of Commissioners Meeting

February 23, 2016



AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

www.fresnohousing.org

Regular Joint Meeting of the Boards of Commissioners of the Fresno Housing Authority

5pm February 23, 2016

1331 Fulton Mall, Fresno, CA 93721

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

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

PAGE #

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

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

3. **Closed Session**

PUBLIC EMPLOYMENT

Title: CEO/Executive Director

4. **Public Comment**

This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.

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	
a. Consideration of the minutes of January 26, 2016	4
7. Informational	
a. Introduction to Audit Process of 2015 Financials	10
b. Overview of Housing Choice Voucher Department Structure	11
c. Overview of 2016 Mixed Finance Budgets – Renaissance Projects	12
d. Real Estate Development Update and Housing Relinquished Fund Corp. Reserve Analysis	13
8. Action Items – Commissioners may Consider, Approve, Deny, and/or Continue	
a. City: Consideration of the Submission of the Section-Eight Management Assessment Program (SEMAP) Certification	14
b. County: Consideration of the Submission of the Section-Eight Management Assessment Program (SEMAP) Certification	17
c. Consideration of Application Submission and Funding Commitments – Edison Plaza Phase II	20
d. Consideration of Application Submission and Funding Commitment – Magill Terrace	33
e. Consideration of Funding Application Submission – Memorial Village	45
9. Executive Director’s Report	56
10. Commissioners’ Report	
11. Closed Session	
CONFERENCE WITH REAL PROPERTY NEGOTIATORS	
(Pursuant to Government Code § 54954.5(b))	
Property: 1110 N. Blackstone Ave., Fresno, CA	
Agency negotiator: Preston Prince	
Negotiating parties: Capital CBF Real Property Holdings, LLC and Fresno Housing Authority	
Under negotiation: Real Estate transaction	
12. Report on Closed Session Items	
13. Adjournment	

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

Tuesday, January 26, 2016

5:00 P.M.

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, January 26, 2016, at the offices of HACCF, located at 1331 Fulton Mall, Fresno, California.

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

COMMISSIONERS PRESENT: ADRIAN JONES, Chair
 RUEBEN SCOTT, Vice Chair
 CRAIG SCHARTON
 STEVEN BEDROSIAN
 KARL JOHNSON

COMMISSIONERS ABSENT: JORGE AGUILAR

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

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

COMMISSIONERS ABSENT: RENEETA ANTHONY, Vice Chair
 LEE ANN EAGER

Also, in attendance were the following: Preston Prince, CEO/Executive Director; Jim Barker, Chief Finance Officer; Ken Price, Baker Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. BOYS & GIRLS CLUBS OF FRESNO COUNTY PRESENTATION

Kenneth Quenzer, President of the Boys & Girls Clubs of Fresno County introduced Arlene Mendoza, Director of Operations, and Luis Salazar, Director of the Boys & Girls Club in Parlier. Mr. Quenzer also introduced some of the members of clubs, including the Youth of the Year, Robert Calderon.

Arlene Mendoza, Director of Operations for the Boys & Girls Clubs of Fresno County, gave a brief presentation to the Boards provided an update of current contracts, members, and programs.

Robert Calderon spoke to the Boards about his experience as a member and what the program has done for him.

3. ACKNOWLEDGEMENT OF TIM LOWE

Tim Lowe, previous City Board Commissioner, thanked the Boards and the Agency Staff for his experience. Commissioner Jones presented Mr. Lowe with an award, acknowledging his service to the community and the Housing Authority.

4. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

There were some items reordered due to Commissioner and presenter availability.

No public comment.

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

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

3. PUBLIC COMMENT

There was no public comment.

4. CLOSED SESSION

PUBLIC EMPLOYMENT

Title: CEO/Executive Director

The Boards went into closed session at approximately 5:30 p.m.

5. REPORT ON CLOSED SESSION ITEMS

The Boards went into open session at approximately 5:49 p.m., with no action to report.

6. POTENTIAL CONFLICTS OF INTEREST

This was the time for any Commissioner who had a potential conflict of interest to identify the item and recuse themselves from discussing and voting on the matter per Government Code section 87105.

Commissioner Scharton acknowledged a conflict with item 8(i).

7. ACKNOWLEDGEMENT OF TIM LOWE

This item was moved to take place after item 2.

8. CONSENT AGENDA

- a. Consideration of the minutes of November 24, 2015 and December 15, 2015
- b. Consideration of Out of Town Travel
- c. City: Charge-off Uncollectible Accounts to Collection Losses for the 4th Quarter 2015
- d. County: Charge-off Uncollectible Accounts to Collection Losses for the 4th Quarter 2015
- e. Consideration of the Smoking and Tobacco Use Policy
- f. Consideration of Award of Contract – Banking Services
- g. Consideration of Award of Contract – Security Services
- h. Consideration of Contract Award for General Contractor/Construction Management Services – Shockley Terrace
- i. Consideration of Contract Award for General Contractor/Construction Management Services – Lowell Neighborhood Project

No public comment.

Commissioner Scharton recused himself from item 8(i), by leaving the Board room.

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

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

Commissioner Scott left the meeting.

9. INFORMATIONAL

- a. HAP Pacing Report – Year Ending 2015

Juan Lopez, Senior Housing Analyst, presented an update on the leasing and Housing Assistance Payments (HAP) Pacing for the Housing Choice Voucher (HCV)

Program. Mr. Lopez provided an overview of the 2015 Voucher Utilization, the 2015 HAP Utilization, and the 2015 HAP Reserves.

b. Overview of 2016 Mixed Finance Budgets

Michael Duarte, Director of Planning and Community Development, gave a presentation on the 2016 Mixed Finance Budgets, limited partnership-owned properties that are sponsored and developed by the Housing Authority and Silvercrest, Inc. Mr. Duarte explained that several funding sources were used to develop the properties, for examples Tax Credits, HRFC, private mortgage, and HOME funds. Mr. Duarte provided a summary of 22 mixed finance properties and the 2016 Operating Budgets.

c. Development Pipeline Update

Michael Duarte presented an update on the current development projects that include Fultonia West/Cedar Heights, Lowell Neighborhood Project, Trailside Terrace, Shockley Terrace, Firebaugh Gateway, Parc Grove Commons NE Veterans, Edison Plaza Phase I and II, Magill Terrace, Oak Grove, and Memorial Village.

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

a. Consideration of the Agreement with the Boys and Girls Clubs of Fresno County

Angie Nguyen, Director of Director of Strategic Initiatives & Housing Programs presented the action to continue the partnership with the Boys and Girls Clubs of Fresno County.

No public comment.

Commissioner Johnson motioned for the City Board's approval of the agreement with the Boys and Girls Clubs of Fresno County. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the agreement with the Boys and Girls Clubs of Fresno County was approved.

Commissioner Petty motioned for the County Board's approval of the agreement with the Boys and Girls Clubs of Fresno County. This action was seconded by Commissioner Fuentes, and by unanimous vote of the Board of Commissioners for the County, the agreement with the Boys and Girls Clubs of Fresno County was approved.

b. Consideration of Rental Assistance Demonstration Application Submission – Oak Grove Apartments

Michael Duarte recommended the Boards to approve the Rental Assistance Demonstration (RAD) application submission to HUD for Oak Grove.

No public comment.

Commissioner Scharton motioned for the City Board's approval to submit the RAD application for Oak Grove. This action was seconded by Commissioner Bedrosian, and by unanimous vote of the Board of Commissioners for the City, the consideration to submit the RAD application for Oak Grove was approved.

Commissioner Petty motioned for the County Board's approval to submit the RAD application for Oak Grove. This action was seconded by Commissioner Nelson, and by unanimous vote of the Board of Commissioners for the County, the consideration to submit the RAD application for Oak Grove was approved.

11. EXECUTIVE DIRECTOR'S REPORT

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

- Forms 700s are due by April 1, 2016.
- The HUD Secretary participated in the Google Hangout in Nashville Tennessee with students around the County. Preston Prince and staff got invited to join and attend a similar event to discuss Ending the Digital Divide.
- Preston Prince went to Washington, DC and represented the Agency supporting the Boards' drafted letter of concern for Smoke Free Housing.
- Tracewell Hanrahan joined Mayor Swearengin in Washington, DC, on January 20, 2016; working towards obtaining Federal resources and financing for the Fresno Downtown area.
- Meeting with OMB Director Shaun Donovan that discussed how to impact Affirmatively Furthering Fair Housing and how it is having an impact on the ability to develop properties.
- The Mobility Conference in Washington, DC on January 21, 2016, discussed studies regarding how to take children from low poverty neighborhoods and move them to low poverty neighborhoods. The results demonstrated that there is a higher economic impact; however, Fresno does not meet the high opportunity definition. Mr. Prince recommended this topic for future discussion.
- Point in Time is happening from January 26, 2016 to January 28, 2016. Fresno volunteers and staff have been going out with a goal to get an accurate count of homeless in Fresno County.
- NAHRO Legislative Conference will be in Washington, DC, on April 9, 2016 to April 13, 2016.

12. COMMISSIONERS' REPORT

Commissioner Johnson announced he will be speaking at Fresno State in February 9, 2016, at 12:30 P.M.

There was no further information given on this item.

13. 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 7:16 p.m.

Preston Prince, Secretary to the Boards of Commissioners



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TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR Jim Barker
Chief Financial
Officer/Compliance
Officer

DATE: 2/19/2016

BOARD MEETING: 2/23/2016

AGENDA ITEM: 7a

RE: Introduction to the Audit Process of 2015 Financials

Executive Summary

The auditor for our 2015 financial statements will be here to briefly introduce the process and the plan for this upcoming year.

Recommendation

None at this time. Information only.



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TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR Tracewell Hanrahan
Deputy Executive Director

DATE: 2/19/2016

BOARD MEETING: 2/23/2016

AGENDA ITEM: 7b

RE: Overview of Housing Choice Voucher Department Structure

Executive Summary

Over the past several months, the Housing Choice Voucher leadership and staff have had extensive conversations and conducted a thorough analysis of the processes, structure, and the needs within this housing program. Staff have been highly engaged and very responsive in working with management to develop new ideas and processes to increase efficiencies within its operations and service to residents and landlords.

Staff will present its findings and a plan of action for the Housing Choice Voucher department.

Recommendation

No action is necessary. This item is informational only.



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TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR Michael Duarte
Director, Planning and
Development

DATE: 2/19/2016

BOARD MEETING: 2/23/2016

AGENDA ITEM: 7c

RE: 2016 Budget Adoption – Mixed Finance Properties

Executive Summary

During the January 2016 Board Meeting, the Boards reviewed the 2016 Mixed Finance Budgets for all projects with the exception of the Renaissance developments. Subsequently, the Board of Directors for Silvercrest, Inc. (a subsidiary of the Housing Authority), also managing general partner, adopted said budgets for 2016.

The Fresno Housing Authority originally sponsored these projects and has a vested interest in the success of the properties; thus, staff will be presenting the 2016 annual budgets for each of the Renaissance properties to the Boards of Commissioners, and then later requesting that the Silvercrest, Inc. Board of Directors adopt the budgets.

Recommendation

This item is information only. No action is required. However, Board of Directors for the Silvercrest, Inc. will be asked to approve the 2016 Budgets that will be presented for these sites.



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TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR Michael Duarte
Director, Planning &
Community Development

RE: Development Update and Reserve Analysis

DATE: 2/19/2016

BOARD MEETING: 2/23/2016

AGENDA ITEM: 7d

Executive Summary

Staff will give an overview of all projects within the development and pre-development stages. In addition, staff will present a detailed analysis of the Housing Relinquished Fund Corporation reserves.

Recommendation

None at this time. Information only.



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TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR: Joseph De George Analyst -
Quality Assurance

DATE: 2/19/2016

BOARD MEETING: 2/23/2016

AGENDA ITEM: 8a

SUBJECT: Resolution Authorizing Submission of Section Eight Management Assessment Program (SEMAP) Certification to the U.S. Department of Housing and Urban Development (City)

Executive Summary

The U.S. Department of Housing and Urban Development (HUD) established the Section Eight Management Assessment Program (SEMAP) to measure management capabilities and identify deficiencies of agencies administering the Housing Choice Voucher Program. HUD uses this tool to measure performance levels by assessing a point value to each of the 14 Indicators, for a total maximum of 145 points. Public Housing Agencies must document compliance or noncompliance in these key areas and submit the information electronically to HUD. The total point value earned under SEMAP translates into a rating of High Performer (90% or above), Standard (60% to 89%), or Troubled (below 60%).

Based on the 135 points earned out of a possible 135 points, or 100%, the Housing Authority of the City of Fresno received a rating of "High" performer. The 13 Indicators, 2012 through 2015 comparisons, and related points and ratings are shown in the attached table.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the attached resolution authorizing the CEO/Executive Director to submit the SEMAP certification to HUD by the deadline date of February 29, 2016.

SEMAP Indicator	Max Pts	2012	2013	2014	2015
1. Selection from the Waiting List	15	15	15	15	15
2. Reasonable Rent	20	20	15	20	20
3. Determination of Adjusted Income	20	15	20	15	20
4. Utility Allowance Schedule	5	5	5	5	5
5. Housing Quality Standards (HQS) Quality Control Inspections	5	5	5	5	5
6. HQS Enforcement	10	0	10	10	10
7. Expanding Housing Opportunities	5	5	5	5	5
8. Payment Standards	5	5	5	5	5
9. Annual Reexaminations	10	10	10	10	10
10. Correct Tenant Rent Calculations	5	5	5	5	5
11. Pre-contract HQS Inspections	5	5	5	5	5
12. Annual HQS Inspections	10	10	10	10	10
13. Lease Up	20	20	20	20	20
14. FSS Enrollment and Escrow Accounts	10	10	10	N/A	N/A
Total Points Earned	145	130	140	130	135
Rating		High	High	High	High

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

RESOLUTION AUTHORIZING SUBMISSION OF THE 2015
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has established the Section Eight Management Assessment Program (SEMAP); and

WHEREAS, this program provides a system for measuring the Housing Choice Voucher Program performance using 14 criteria; and

WHEREAS, HUD requires each housing authority to provide a certification as to the accuracy of data according these criteria;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno hereby authorizes the CEO/Executive Director to submit the SEMAP certification to HUD by the deadline date of March 1, 2016.

PASSED AND ADOPTED THIS 23rd day of February, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners



BOARD MEMO

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TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR: Joseph De George
Analyst- Quality Assurance

SUBJECT: Resolution Authorizing Submission of Section Eight Management Assessment Program (SEMAP) Certification to the U.S. Department of Housing and Urban Development (County)

DATE: 2/19/2016

BOARD MEETING: 2/23/2016

AGENDA ITEM: 8b

Executive Summary

The U.S. Department of Housing and Urban Development (HUD) established the Section Eight Management Assessment Program (SEMAP) to measure management capabilities and identify deficiencies of agencies administering the Housing Choice Voucher Program. HUD uses this tool to measure performance levels by assessing a point value to each of the 14 Indicators, for a total maximum of 145 points. Public Housing Agencies must document compliance or noncompliance in these key areas and submit the information electronically to HUD. The total point value earned under SEMAP translates into a rating of High Performer (90% or above), Standard (60% to 89%), or Troubled (below 60%).

Based on the 145 points earned out of a possible 145 points, or 100%, the Housing Authority of Fresno County received a rating of "High" Performer. The 14 Indicators, 2012 through 2015 comparisons, and related points and ratings are shown in the attached table.

Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of Fresno County adopt the attached resolution authorizing the CEO/Executive Director to submit the SEMAP certification to HUD by the deadline date of February 29, 2016.

SEMAP Indicator	Maximum Points	2012	2013	2014	2015
1. Selection from the Waiting List	15	15	15	15	15
2. Reasonable Rent	20	20	15	20	20
3. Determination of Adjusted Income	20	15	15	0	20
4. Utility Allowance Schedule	5	5	5	5	5
5. Housing Quality Standards (HQS) Quality Control Inspections	5	5	5	5	5
6. HQS Enforcement	10	0	10	10	10
7. Expanding Housing Opportunities	5	5	5	5	5
8. Payment Standards	5	5	5	5	5
9. Annual Reexaminations	10	10	10	10	10
10. Correct Tenant Rent Calculations	5	5	5	5	5
11. Pre-contract HQS Inspections	5	5	5	5	5
12. Annual HQS Inspections	10	10	10	10	10
13. Lease Up	20	20	20	20	20
14. FSS Enrollment and Escrow Accounts	10	10	5	10	10
Total Points Earned	145	130	130	125	145
Rating		High	High	Standard	High

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

RESOLUTION AUTHORIZING SUBMISSION OF THE 2015
SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) has established the Section Eight Management Assessment Program (SEMAP); and

WHEREAS, this program provides a system for measuring the Housing Choice Voucher Program performance using 14 criteria; and

WHEREAS, HUD requires each housing authority to provide a certification as to the accuracy of data according to these criteria;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County hereby authorizes the CEO/Executive Director to submit the SEMAP certification to HUD by the deadline date of February 29, 2016.

PASSED AND ADOPTED THIS 23rd day of February, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners



BOARD MEMO

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TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR Christina Husbands
Senior Manager, P&CD

RE: Fresno Edison Apartments – Phase II Approvals Needed to Apply for Funding

DATE: 02/19/2016

BOARD MEETING: 02/23/2016

AGENDA ITEM: 8c

Executive Summary

At the December 17, 2014 board meeting, staff presented the Fresno Edison Apartments project as a potential development opportunity in the development pipeline. Fresno Edison Apartments is proposed to be developed in two phases, collectively (the “Project”). Phase I of the project was awarded tax credits and began construction in December, 2015.

On January 20, 2015, the Board approved entering into a Memorandum of Understanding (MOU) and formation of a limited partnership for both phases of the Project with Edison Plaza Partners, L.P. (“EPP”) which is an existing partnership between The Penstar Group, and Jackson J&J, LLC (dba H.A.W. Fifty Six). The MOU with EPP allows for a partnership with the Housing Authority of the City of Fresno (“HACF”) for the development of the proposed tax credit Project.

As part of process to develop Phase II of Fresno Edison Apartments, it is necessary for the Boards of Commissioners of the Housing Authority to adopt several board resolutions that will allow for a list of significant actions to take place in order to facilitate the development.

Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward toward a Tax Credit application submission, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize approval of a funding commitment from the Housing Relinquished Fund Corporation (HRFC) in an amount up to \$2,000,000 for the development of the Fresno Edison Apartments Phase II. The most recent development pro forma (Exhibit B), detailed operating budget (Exhibit C), and 15-Year projections (Exhibit D) are attached.

2. Authorize the undertaking of all actions necessary to develop Fresno Edison Apartments Phase II, and assemble various financing sources, which may include, but are not limited to: (a) submission of an

application for 9% low-income housing tax credit equity, and (b) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.

4. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

Fiscal Impact

The fee for submission of the LIHTC application is \$2,000. Fees and costs associated with pre-development activities and writing the application will be allocated to the approved pre-development budget. If funding is received, costs associated with pre-development activities would be reimbursed through the project.

Staff is requesting a financing commitment from HRFC of up to \$2,000,000 for Phase II of the Project at this time. The HRFC funds will be used as a construction and permanent source of financing and will be repaid through residual receipts. It is currently projected the total HRFC commitment for Phase II will be approximately \$2 million. Staff will continue to pursue other public and private funding resources to reduce the HRFC commitment.

Background Information

The Fresno Edison Apartments project consists of a two phased development of vacant parcels generally located at 2250 S. Walnut Avenue in SW Fresno (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T). Combined, the parcels are approximately 6.03 acres. Fresno Edison Apartments is proposed to include 128-units of workforce housing, to be developed in two phases of 64 units each, and a community building. The Project has been in the predevelopment process since 2011 and the EPP team has completed several development activities and entered into a number of consulting contracts that will be assigned to the proposed new partnership with the Housing Authority. The assigned contracts will include an architectural contract with Scott Beck and a general contractor/construction management agreement with Johnston Construction.

Fresno Edison Apartments Phase II will be a multifamily housing community consisting of 64 affordable housing units. There are 8 one bedroom, 32 two bedroom, 20 three bedroom and 4 four bedroom units. 64 units will be rent restricted for qualified residents with incomes ranging from 30% to 60% of the area median income for a 55-year affordability period.

- Attachments:
- Exhibit A – Phase II Organizational Chart
 - Exhibit B – Phase II Development Pro Forma
 - Exhibit C – Phase II Operating Budget
 - Exhibit D – Phase II 15-Year Projections
 - Exhibit E – Phase II Site Plan

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS BY THE HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA ON ITS OWN BEHALF, IN THE NAME OF FRESNO EDISON APARTMENTS PHASE II, AS THE CASE MAY BE, IN CONNECTION WITH THE FINANCING, CONSTRUCTION AND OPERATION OF FRESNO EDISON APARTMENTS PHASE II (THE PROJECT), AUTHORIZING THE SUBMISSION OF A 9% LOW-INCOME HOUSING TAX CREDIT APPLICATION TO THE CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE AND ASSEMBLAGE OF VARIOUS FINANCING SOURCES FOR THE PROJECT AND PROVIDING FOR OTHER MATTERS RELATED THERETO (PORTION OF EACH 477-142-01T THROUGH 06T; PORTION OF EACH 477-142-19T THROUGH 21T; PORTION OF EACH 477-144-01T THROUGH 03T; AND PORTION OF EACH 477-144-12T THROUGH 15T).

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

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority intends to partner with Edison Plaza Partners, L.P. (“EPP”) for the development of Fresno Edison Apartments consisting of a total of 128 units, to be developed in two phases; and,

WHEREAS, the subject Phase II (“the Project”) includes 64 units; and,

WHEREAS, the development of Fresno Edison Apartments Phase II is located generally at 2250 S. Walnut Avenue, Fresno, CA (APNs 477-142-01T through 06T, 477-142-12T through 21T, 477-144-01T through 06T, 477-144-09T, 477-144-12T through 16T, 477-144-31T) is in line with the Housing Authority’s development goals; and,

WHEREAS, the Authority is authorized to pursue 9% low-income housing tax credit equity, and other grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director; and,

WHEREAS, the Authority intends to undertake such actions as necessary to facilitate the Partnership’s financing, construction, ownership and operation of the Property; and,

City Resolution – Edison Apts. Phase II TCAC Application submissions

WHEREAS, the Authority, in its own capacity or through its affiliates and/or instrumentalities proposes to make one or more loan(s) to the Partnership from funds obtained by the Authority for the benefit of the Project;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, Ca, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to adopt the attached resolutions approving financing application submission for the Fresno Edison Apartments Phase II Project in Fresno, CA.

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Executive Director of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO

RESOLUTION AUTHORIZING APPROVAL OF A FUNDING COMMITMENT FROM THE HOUSING RELINQUISHED FUND CORPORATION (HRFC) IN THE AMOUNT OF UP TO \$2,000,000 FOR THE DEVELOPMENT OF THE FRESNO EDISON APARTMENTS PHASE II , 64 UNITS OF MULTIFAMILY HOUSING AT 2250 S. WALNUT AVENUE, FRESNO CA 93706 (PORTION OF EACH 477-142-01T THROUGH 06T; PORTION OF EACH 477-142-19T THROUGH 21T; PORTION OF EACH 477-144-01T THROUGH 03T; AND PORTION OF EACH 477-144-12T THROUGH 15T).

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

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority intends to partner with Edison Plaza Partners, L.P. (“EPP”) for the development of Fresno Edison Apartments consisting of a total of 128 units, to be developed in two-phases, collectively (the “Project”); and

WHEREAS, Fresno Edison Apartments Phase II consists of 64 units, and,

WHEREAS, said partnership is contingent upon the successful award of low income housing tax credits, and,

WHEREAS, the development of Fresno Edison Apartments Phase II is located generally at 2250 S. Walnut Avenue, Fresno, CA (portion of each 477-142-01T through 06T; portion of each 477-142-19T through 21T; portion of each 477-144-01T through 03T; and portion of each 477-144-12T through 15T) is in line with the Housing Authority’s development goals; and,

WHEREAS, the projects financing structure calls for the submission of a 9% TCAC application to facilitate the development, and,

WHEREAS, the Authority desires to approve a loan of up to \$2,000,000 from the Housing Relinquished Fund Corporation (HRFC) to facilitate the development of Fresno Edison Apartments Phase II; and,

City Resolution – Edison Apts. Phase II – HRFC Loan

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno hereby authorizes the CEO/Executive Director, Preston Prince, Tracewell Hanrahan, the Deputy Executive Director and/or their designee, to negotiate and execute a loan commitment and ancillary documents related thereto in connection with the HRFC loan in an amount up to \$2,000,000 for the purposes of developing Fresno Edison Apartments Phase II.

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Executive Director of the Boards of Commissioners

RESOLUTION NO. _____

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY

RESOLUTION AUTHORIZING APPROVAL OF A FUNDING COMMITMENT FROM THE HOUSING RELINQUISHED FUND CORPORATION (HRFC) IN THE AMOUNT OF UP TO \$2,000,000 FOR THE DEVELOPMENT OF THE FRESNO EDISON APARTMENTS PHASE II, 64 UNITS OF MULTIFAMILY HOUSING AT 2250 S. WALNUT AVENUE, FRESNO CA 93706 (PORTION OF EACH 477-142-01T THROUGH 06T; PORTION OF EACH 477-142-19T THROUGH 21T; PORTION OF EACH 477-144-01T THROUGH 03T; AND PORTION OF EACH 477-144-12T THROUGH 15T).

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 the County of Fresno, California (the County); and,

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority intends to partner with Edison Plaza Partners, L.P. (“EPP”) for the development of Fresno Edison Apartments consisting of a total of 128 units, to be developed in two-phases, collectively (the “Project”); and,

WHEREAS, Fresno Edison Apartments Phase II consists of 64 units, and,

WHEREAS, said partnership is contingent upon the successful award of low income housing tax credits, and,

WHEREAS, the development of Fresno Edison Apartments Phase II is located generally at 2250 S. Walnut Avenue, Fresno, CA (portion of each 477-142-01T through 06T; portion of each 477-142-19T through 21T; portion of each 477-144-01T through 03T; and portion of each 477-144-12T through 15T) is in line with the Housing Authority’s development goals; and,

WHEREAS, the projects financing structure calls for the submission of a 9% TCAC application to facilitate the development, and,

WHEREAS, the Authority desires to approve a loan of up to \$2,000,000 from the Housing Relinquished Fund Corporation (HRFC) to facilitate the development of Fresno Edison Apartments Phase II; and,

County Resolution – Edison Apts. Phase II – HRFC Loan

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, California hereby authorizes the CEO/Executive Director, Preston Prince, Tracewell Hanrahan, the Deputy Executive Director and/or their designee, to negotiate and execute a loan commitment and ancillary documents related thereto in connection with the HRFC loan in an amount up to \$2,000,000 for the purposes of developing Fresno Edison Apartments Phase II.

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

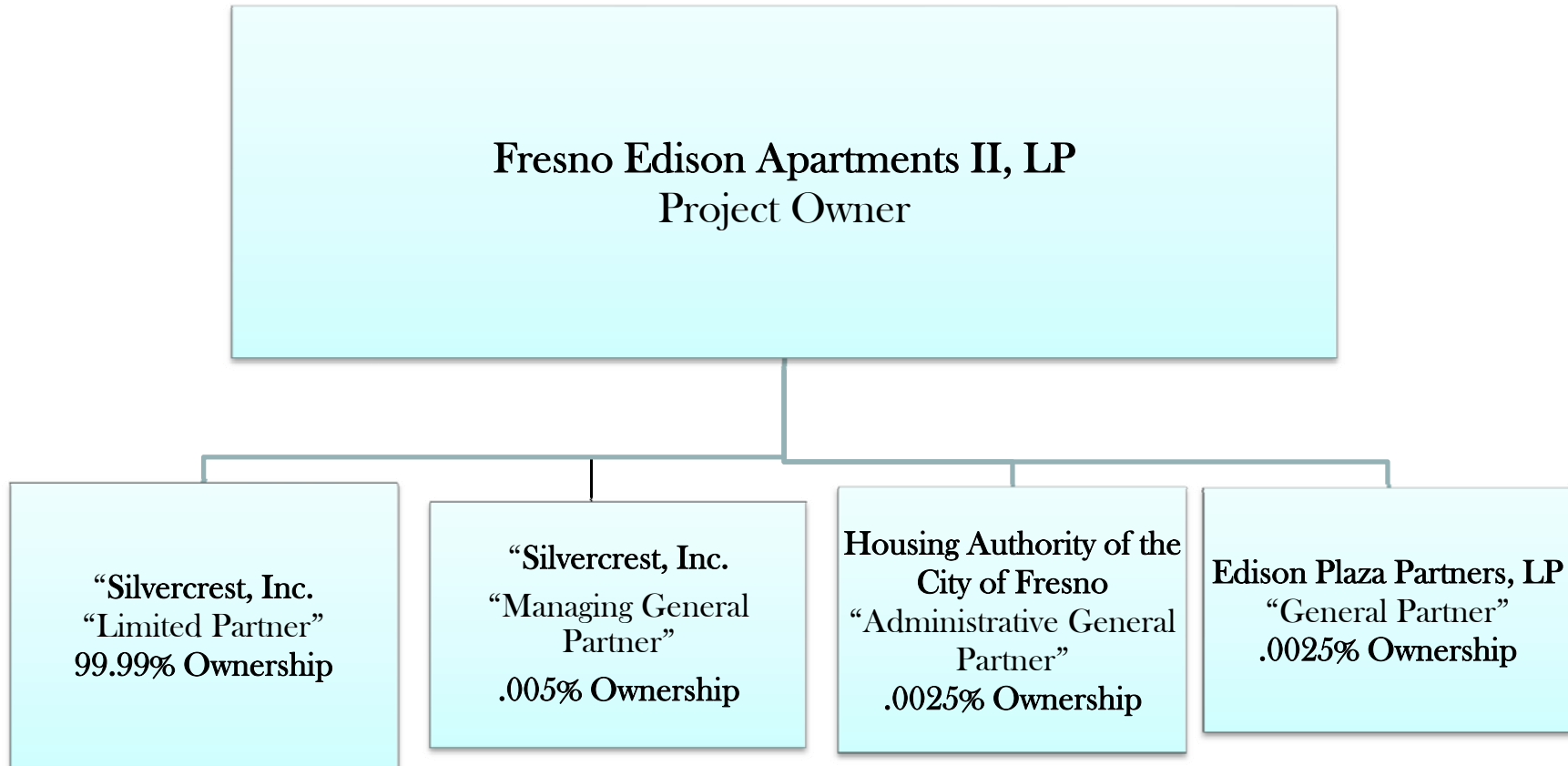
ABSENT:

ABSTAIN:

Preston Prince, Executive Director of the Boards of Commissioners

Ownership Structure

Fresno Edison Apartments II, LP a California Limited Partnership



Fresno Edison Apartments Phase II

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i>	<i>Per Unit</i>
Tax Credit Equity	\$12,695,732	\$211,596
Permanent Loan	\$633,100	\$10,552
HRFC Funds	\$2,000,000	\$33,333
GP contribution	\$100	\$2
Total Sources of Funds	\$15,328,932	\$255,482
Uses of Funds	<i>Amount</i>	<i>Per Unit</i>
Acquisition Costs	\$567,000	\$9,450
Construction Costs	\$8,430,591	\$140,510
Hard Cost Contingency	\$962,603	\$16,043
Architecture/Engineering	\$177,500	\$2,958
Loan Fees and other Soft Costs	\$3,182,248	\$53,037
Reserves	\$180,772	\$3,013
Developer Fee	\$1,828,218	\$30,470
Total Uses of Funds	\$15,328,932	\$255,482

Fresno Edison Apartments Phase II Residential Component Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	1	30%	736	\$ 276	\$ 3,312
1 Bd./1 Bth.	6	35%	736	\$ 330	\$ 23,760
1 Bd./1 Bth.	1	60%	736	\$ 597	\$ 7,164
2 Bd./2 Bth.	3	30%	938	\$ 323	\$ 11,628
2 Bd./2 Bth.	4	35%	938	\$ 387	\$ 18,576
2 Bd./2 Bth.	8	50%	938	\$ 580	\$ 55,680
2 Bd./2 Bth.	16	60%	938	\$ 708	\$ 135,936
3 Bd./2 Bth	2	30%	1,181	\$ 366	\$ 8,784
3 Bd./2 Bth	15	50%	1,181	\$ 662	\$ 119,160
3 Bd./2 Bth	3	60%	1,181	\$ 810	\$ 29,160
4 Bd./2 Bth	1	30%	1,323	\$ 400	\$ 4,800
4 Bd./2 Bth	3	50%	1,323	\$ 731	\$ 26,316
Manager's Unit-2 Bd./2 Bth.	1	N/A	938	\$ -	\$ -
TOTAL REVENUE	64				\$ 444,276

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	473	30,240
Advertising/Marketing	78	5,000
Legal and Accounting	227	14,500
Utilities (water, trash, electricity, gas, etc.)	703	45,000
Payroll: Onsite Manager(s)/Staff	1,234	79,000
Maintenance/Repairs	820	52,500
Real Estate Property Tax	78	5,000
Insurance	234	15,000
Services Amenities	394	25,200
Security	89	5,700
Contingency	267	17,100
Total Operating Expenses	4,598	294,240
Replacement Reserves	300	19,200
Total Operating and Reserve Budget	4,898	313,440

Exhibit D - Phase II 15-Year Projections

Fresno Edison Apartments Phase II RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.5%	\$ 444,276	\$ 455,383	\$ 466,767	\$ 478,437	\$ 490,398	\$ 502,658	\$ 515,224	\$ 528,105	\$ 541,307	\$ 554,840	\$ 568,711	\$ 582,929	\$ 597,502	\$ 612,439	\$ 627,750
Vacancy Loss	-7.0%	\$ (31,099)	\$ (31,877)	\$ (32,674)	\$ (33,491)	\$ (34,328)	\$ (35,186)	\$ (36,066)	\$ (36,967)	\$ (37,892)	\$ (38,839)	\$ (39,810)	\$ (40,805)	\$ (41,825)	\$ (42,871)	\$ (43,943)
EFFECTIVE GROSS INCOME		\$ 413,177	\$ 423,506	\$ 434,094	\$ 444,946	\$ 456,070	\$ 467,471	\$ 479,158	\$ 491,137	\$ 503,416	\$ 516,001	\$ 528,901	\$ 542,124	\$ 555,677	\$ 569,569	\$ 583,808
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.5%	\$ 289,240	\$ 299,363	\$ 309,841	\$ 320,686	\$ 331,910	\$ 343,526	\$ 355,550	\$ 367,994	\$ 380,874	\$ 394,204	\$ 408,002	\$ 422,282	\$ 437,061	\$ 452,359	\$ 468,191
Real Estate Taxes	2.0%	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412	\$ 5,520	\$ 5,631	\$ 5,743	\$ 5,858	\$ 5,975	\$ 6,095	\$ 6,217	\$ 6,341	\$ 6,468	\$ 6,597
Replacement Reserve		\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200	\$ 19,200
TOTAL EXPENSES & RESERVES		\$ 313,440	\$ 323,663	\$ 334,243	\$ 345,192	\$ 356,522	\$ 368,247	\$ 380,381	\$ 392,937	\$ 405,932	\$ 419,380	\$ 433,297	\$ 447,699	\$ 462,603	\$ 478,027	\$ 493,989
NET OPERATING INCOME		\$ 99,737	\$ 99,843	\$ 99,851	\$ 99,754	\$ 99,548	\$ 99,225	\$ 98,778	\$ 98,200	\$ 97,484	\$ 96,621	\$ 95,605	\$ 94,425	\$ 93,074	\$ 91,542	\$ 89,819
DEBT SERVICE																
Bank Loan		\$ 20,008	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019	\$ 48,019
Net Cash Flow		\$ 79,729	\$ 51,824	\$ 51,832	\$ 51,735	\$ 51,529	\$ 51,206	\$ 50,759	\$ 50,181	\$ 49,465	\$ 48,602	\$ 47,586	\$ 46,406	\$ 45,055	\$ 43,523	\$ 41,800
DEBT SERVICE COVERAGE RATIO		4.98	2.08	2.08	2.08	2.07	2.07	2.06	2.05	2.03	2.01	1.99	1.97	1.94	1.91	1.87

- TWO WORKING DAYS BEFORE COMMENCING EXCAVATION OPERATIONS WITHIN THE STREET RIGHT-OF-WAY AND/OR UTILITY EASEMENTS, ALL EXISTING UNDERGROUND FACILITIES SHALL HAVE BEEN LOCATED BY UNDERGROUND SERVICES ALERT (USA) CALL 1-800-642-2444.
- REPAIR ALL DAMAGED AND/OR OFF-GRADE CONCRETE STREET IMPROVEMENTS AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY.
- ANY SURVEY MONUMENTS WITHIN THE AREA OF CONSTRUCTION SHALL BE PRESERVED OR RESET BY A PERSON LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF CALIFORNIA.
- ANY UTILITIES RELOCATED SHALL BE THE RESPONSIBILITY AND AT THE EXPENSE OF THE DEVELOPER. FIRE HYDRANTS WILL BE RELOCATED BY CITY ENGINEERS. DEVELOPER IS RESPONSIBLE TO NOTIFY CITY WATER DIVISION AT 621-5300 TO ARRANGE AND COORDINATE WORK.
- DESIGNATED ("HIGHLIGHTED") CURBS WILL BE PAINTED WITH 3" WHITE LETTERS STATING "TIRE LANE NO PARKING EVERY 50 FEET - PROVIDE SIGNS (17"x27" MIN) AT ALL PUBLIC ENTRANCES TO PROPERTY. "WARNING-VEHICLES STOPPED, PARKED, OR LEFT STANDING IN FIRE LANES WILL BE IMMEDIATELY REMOVED AT OWNER'S EXPENSE-22658, CALIFORNIA VEHICLE CODE-FRESNO POLICE DEPARTMENT 498-1414". ALL GATES ON COMMON ACCESS DRIVES SHALL BE EQUIPPED WITH APPROVED POLICE/FIRE BYPASS LOCKS (BEST LOCKS; PADLOCK 21870D SERIES OR CYLINDER LOCK 19782). GATES/FENCES SHALL NOT OBSTRUCT THE MINIMUM WIDTH REQUIRED FOR FIRE LANES. EMERGENCY ACCESSES ARE TO BE DEDICATED FIRE PROTECTION EASEMENTS. ROAD SURFACES SHALL BE OF ALL WEATHER CONSTRUCTION.
- ALL CONSTRUCTION WORK ON THIS PROJECT IS SUBJECT TO INTERRUPTION IF THE ROAD SYSTEM BECOMES IMPASSIBLE FOR FIRE APPARATUS DUE TO RAIN OR OTHER OBSTACLES.
- OPEN CUT IS NOT PERMITTED. ALL UTILITY CONNECTIONS MUST BE BORED.
- CONTACT SOLID WASTE DIVISION FOR APPOINTMENT TO ESTABLISH ACCESS AND IMPROVEMENTS REQUIRED AS CONDITIONS OF PROVIDING DISPOSAL SERVICE.
- A BACKFLOW PREVENTION DEVICE IS REQUIRED. CONTACT WATER DIVISION FOR REQUIREMENTS; DEVICES MUST BE INSTALLED ON-SITE IN A LOCATION APPROVED BY THE CROSS CONNECTION CONTROL OFFICER. A PLUMBING PERMIT IS REQUIRED TO INSTALL DEVICE. BACKFLOW PREVENTION DEVICES REQUIRED SHALL BE INSTALLED AT THE DEVELOPER'S EXPENSE BY A QUALIFIED JOURNEYPER PLUMBER CERTIFIED AS COMPETENT FOR SUCH PURPOSES BY THE WATER SYSTEMS MANAGER. BACKFLOW DEVICES MUST BE TESTED AND ACCEPTED BY THE WATER DIVISION A MINIMUM OF 5 DAYS PRIOR TO REQUEST FOR A FINAL BUILDING INSPECTION. THE BACKFLOW DEVICE SHALL BE SCREENED BY LANDSCAPING OR SUCH OTHER MEANS AS MAY BE APPROVED.
- NO EXPOSED UTILITY BOXES, TRANSFORMERS, METERS, PIPING, EXCEPTING THE BACKFLOW PREVENTION DEVICE ETC. ARE ALLOWED TO BE LOCATED IN THE LANDSCAPE AREAS OR SETBACKS ON THE STREET FRONTS OF THE BUILDINGS. ALL TRANSFORMERS ETC. SHALL BE SHOWN ON THE SITE PLAN.
- TREES SHALL BE MAINTAINED IN GOOD HEALTH. TREES MAY NOT BE TRIMMED OR PRUNED TO REDUCE THE NATURAL HEIGHT OR OVERALL CROWN OF THE TREE, EXCEPT AS NECESSARY FOR THE HEALTH OF THE TREE AND PUBLIC SAFETY OR AS MAY OTHERWISE BE APPROVED BY THE DEVELOPMENT DEPARTMENT.
- LANDSCAPING MUST BE IN PLACE BEFORE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY.
- PRIOR TO FINAL INSPECTION, A WRITTEN CERTIFICATION, SIGNED BY A LANDSCAPE PROFESSIONAL, APPROVED BY THE DIRECTOR, SHALL BE SUBMITTED STATING THAT THE REQUIRED LANDSCAPING AND IRRIGATION WAS INSTALLED IN ACCORDANCE WITH THE LANDSCAPING AND IRRIGATION PLANS APPROVED BY THE PLANNING DIVISION, DEVELOPMENT DEPARTMENT.
- THE AMOUNT OF LIGHT SHALL BE PROVIDED ACCORDING TO THE STANDARDS OF THE DEPARTMENT OF PUBLIC WORKS. WHERE PROVIDED TO ILLUMINATE PARKING SALES OR DISPLAY AREAS SHALL BE HOODED, DIMMED AND CONTROLLED SO AS NOT TO CAUSE A NUISANCE EITHER TO HIGHWAY TRAFFIC OR THE LIVING ENVIRONMENT. THE SPECIFICATIONS AND TYPES OF LIGHTING FIXTURES TO BE INSTALLED ON THE SITE SHALL BE SUBMITTED AND APPROVED BY THE PLANNING DEPARTMENT PRIOR TO ISSUANCE OF THE BUILDING PERMIT. SIGNS, OTHER THAN DIRECTIONAL SIGNS, IF APPLICABLE ARE NOT APPROVED FOR INSTALLATION AS PART OF THIS SPECIAL PERMIT. SUBMIT FOR SEPARATE MASTER SIGN PROGRAM OR SIGN REVIEW APPLICATION. APPLICATIONS AND REQUIREMENTS ARE AVAILABLE AT THE PLANNING DIVISION'S PUBLIC FRONT COUNTER. PROVIDE ORIENTATION MAPS AT ALL DRIVEWAY ENTRANCES TO THE SITE.
- WINDOW SIGNS ARE LIMITED TO 4 SQUARE FEET IN AREA, PROVIDING INFORMATION ABOUT HOURS OF OPERATION AND EMERGENCY, SALE OR RENTAL INFORMATION ONLY EXTERIOR SIGNAGE SUCH AS BANNERS, FLAGS, AND PERMANENT ARE PROHIBITED. HOWEVER, A SPECIAL EVENT BANNER SIGN ANNOUNCING GRAND OPENINGS, NEW MANAGEMENT, ETC. ARE PERMITTED FOR 30 DAYS IF APPROVED BY THE DEVELOPMENT DIRECTOR, ATTACHED TO THE BUILDING AND NOT EXCEEDING 32 SQUARE FEET IN AREA.
- ALL HANDICAPPED STALLS SHALL BE PLACED ADJACENT TO FACILITY ACCESS RAMPS OR IN STRATEGIC AREAS WHERE THE HANDICAPPED SHALL NOT HAVE TO WHEEL OR WALK BEHIND PARKING VEHICLES WHILE TRAVELING TO OR FROM HANDICAPPED PARKING STALLS AND RAMPS.
- ROOF MOUNTED AND DETACHED MECHANICAL EQUIPMENT FOR COMMERCIAL AND OFFICE USES SHALL BE SCREENED FROM VIEW AND ACOUSTICALLY BAFELED TO PREVENT THE NOISE LEVEL RATING FOR THE EQUIPMENT FROM EXCEEDING 55 LDN MEASURED AT THE PROPERTY LINE.
- FIRE HYDRANTS SHALL BE TESTED, PAINTED, NUMBERED AND APPROVED AND ALL SURFACES ACCESS ROADS SHALL BE INSTALLED AND MADE SERVICEABLE PRIOR TO AND DURING CONSTRUCTION.
- TWO MEANS OF INGRESS/EGRESS MUST BE MAINTAINED DURING ALL PHASES OF DEVELOPMENT.
- DEED(S) OF EASEMENT(S) FOR THE REQUIRED DEDICATIONS SHALL BE PREPARED BY THE OWNER/DEVELOPER'S ENGINEER AND SUBMITTED TO THE CITY WITH VERIFICATION OF OWNERSHIP PRIOR TO ISSUANCE OF BUILDING PERMITS.
- CONTACT P.W. TRAFFIC ENGINEER @ 621-8800 10 WORKING DAYS PRIOR TO ANY OFF-SITE CONCRETE CONSTRUCTION.
- UNDERGROUND ALL EXISTING OFFSITE OVERHEAD UTILITIES WITHIN THE LIMITS OF THIS APPLICATION AS PER FMC SECTION 12-011, 8-801 AND RES. NO. 78-522/88-229.
- SIGNING AND STRIPING PLANS SHALL BE DONE BY THE DEVELOPER, SAID PLANS SHALL BE DONE PER THE CURRENT CALTRANS STANDARDS AND SHALL BE SUBMITTED AS PART OF THE APPLICATION FOR PERMITS. ENTITLEMENT TO PUBLIC WORK FOR REVIEW AND APPROVAL BY THE PUBLIC WORKS DEPARTMENT/ENGINEERING SERVICES.
- PARKING LOT GEOMETRIES TO BE DESIGNED PER THE CITY OF FRESNO PARKING MANUAL.
- MODIFY OR REPLACE EXISTING RAMPS TO MEET CURRENT PUBLIC WORKS STANDARDS, AS DETERMINED BY THE CONSTRUCTION MANAGEMENT ENGINEER PRIOR TO OCCUPANCY. "DETECTABLE WARNING DEVICES" ARE REQUIRED IF NOT EXISTING. REF: PW STD DRG P-28, P-29, P-30, P-31 & P-32.
- WALKWAYS SHALL HAVE CHANGES IN LEVELS NO GREATER THAN 1/2" VERTICAL UNLESS BEVELED WITH A SLOPE OF 1:(VERT) OR MAX 5% SLOPE.
- SUBMIT ENGINEERED STREET CONSTRUCTION PLANS TO THE PUBLIC WORKS DEPARTMENT.
- SUBMIT STREET LIGHTING PLANS TO THE PUBLIC WORKS DEPARTMENT/TRAFFIC ENGINEERING.
- ALL IMPROVEMENTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS OF THE CITY OF FRESNO PUBLIC WORKS DEPARTMENT OR STREET CONSTRUCTION PLANS AS REQUIRED AND APPROVED BY THE CITY ENGINEER. THE PERFORMANCE OF ANY WORK WITHIN THE PUBLIC STREET RIGHT-OF-WAY (INCLUDING PEDESTRIAN AND PUBLIC UTILITY EASEMENTS) REQUIRES A STREET WORK PERMIT UNDER THE MANAGEMENT OF WORK. ALL REQUIRED STREET IMPROVEMENTS MUST BE COMPLETED AND ACCEPTED BY THE CITY ENGINEER TO OCCUPANCY.
- THE REQUIRED 4' MINIMUM PATH OF TRAVEL SHALL BE PROVIDED ALONG THE PUBLIC SIDEWALK DIRECTLY IN FRONT OF PROPERTY, AS REQUIRED BY THE CALIFORNIA ADMINISTRATION CODE (TITLE 24). A PEDESTRIAN EASEMENT MAY BE REQUIRED IF REQUIREMENTS ARE NOT MET.
- ALL REQUIRED FIRE ACCESS LANES SHALL BE PROVIDED AND MAINTAINED WITH AN APPROVED "ALL WEATHER" SURFACE CAPABLE OF SUPPORTING 80,000 LB. VEHICLES (MINIMUM 4" OF BASE ROCK OVER COMPACTED OR UNDISTURBED NATIVE SOIL OR PER APPROVED ENGINEERED PLANS) YEAR-ROUND AND WITH 24 FEET MINIMUM WIDTH OR OTHER APPROVED METHOD THAT WOULD PREVENT SHOULDER DEGRADATION.
- PROVIDE A COVENANT FOR SHARED FIRE FIGHTING ACCESS AND WATER SUPPLY.
- URNS IN PRIVATE DRIVES FOR FIRE APPARATUS ACCESS SHALL HAVE A MINIMUM 44 FOOT CENTERLINE TURN RADIUS.
- ALL EXISTING DRIVEWAY APPROACHES WHICH NO LONGER PROVIDE ACCESS TO APPROVED VEHICLE PARKING AREAS SHALL BE REMOVED UNLESS OTHERWISE APPROVED BY THE CITY ENGINEER. SUCH AREAS SHALL BE RECONSTRUCTED WITH CURB, GUTTER AND SIDEWALK TO MATCH EXISTING ADJACENT STREET IMPROVEMENTS. THIS WORK SHALL BE COMPLETED AND ACCEPTED BEFORE A PERMIT OF OCCUPANCY IS ISSUED OR THE BUILDING IS OCCUPIED. AUTHORITY FMC 11-229.
- A FEASIBILITY STUDY FOR ALL PROPOSED VACATIONS OF EXISTING RIGHTS OF WAY IS REQUIRED TO BE COMPLETED PRIOR TO BUILDING PERMITS.
- SUBMIT A SEPARATE MASTER SIGN PROGRAM OR SIGN REVIEW APPLICATION. APPLICATION AND REQUIREMENTS FOR SUBMITAL ARE AVAILABLE AT THE PLANNING DIVISION'S PUBLIC FRONT COUNTER.
- ALL FUTURE PROPOSED FENCES, HEDGES AND WALLS, ETC. SHALL BE REVIEWED AND APPROVED BY THE CITY OF FRESNO, PLANNING AND DEVELOPMENT DEPARTMENT PRIOR TO INSTALLATION.
- ALL HANDICAPPED STALLS SHALL BE LOCATED TO ALLOW THE SHORTEST PATH OF TRAVEL TO THE BUILDING ENTRANCE. THE STALLS SHALL BE MARKED WITH THE INTERNATIONAL SYMBOL OF SPACES AND A WARNING THAT VEHICLES IN VIOLATION OF SECTION 10-1017 OF THE MUNICIPAL CODE SHALL BE TOWED AWAY. THE INTERNATIONAL SYMBOL AND TOW-AWAY WARNING SHALL BE POSTED CONSPICUOUSLY ON SEVEN-FOOT POLES.
- PROVIDE FIRE LANES PER CA VEHICLE CODE; RED CURB WITH "TIRE LANE" IN 3" WHITE LETTERS EVERY 50 FEET. AT AC PAVING USE 6" RED STRIPE WITH "TIRE LANE-NO PARKING" PAINT; 3" MINIMUM, ON TOP OF RED STRIPE EVERY 50'
- REMOVE AND DISPOSE OF OVERHEAD STREETLIGHT CONDUCTORS AND WOOD POLE TO AN APPROVED SITE. LUMINAIRE FIXTURE AND BRACKET SHALL BE SALVAGED TO THE CITY OF FRESNO STORAGE YARD. CALL 621-1312 48 HOURS IN ADVANCE.

GENERAL NOTES 6

THE NORTH 126.00 FEET OF LOTS 26 THROUGH 37, INCLUSIVE OF BLOCK 3 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

EXCEPTING THAT PORTION OF LOTS 26, 27 AND 28, INCLUSIVE OF BLOCK 3 OF SAID LONG BROTHER'S ADDITION PREVIOUSLY GRANTED TO THE CITY OF FRESNO, IN DEED RECORDED JULY 14, 2009, AS INSTRUMENT NO. 2009-0095487, OFFICIAL RECORDS OF FRESNO COUNTY.

TOGETHER WITH THE SOUTH 79.00 FEET OF LOTS 21 THROUGH 25, INCLUSIVE OF BLOCK 3 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

EXCEPTING THAT PORTION OF LOT 25, INCLUSIVE OF BLOCK 3 OF SAID LONG BROTHER'S ADDITION PREVIOUSLY GRANTED TO THE CITY OF FRESNO, IN DEED RECORDED JULY 24, 2009, AS INSTRUMENT NO. 2209-0095487, OFFICIAL RECORDS OF FRESNO COUNTY.

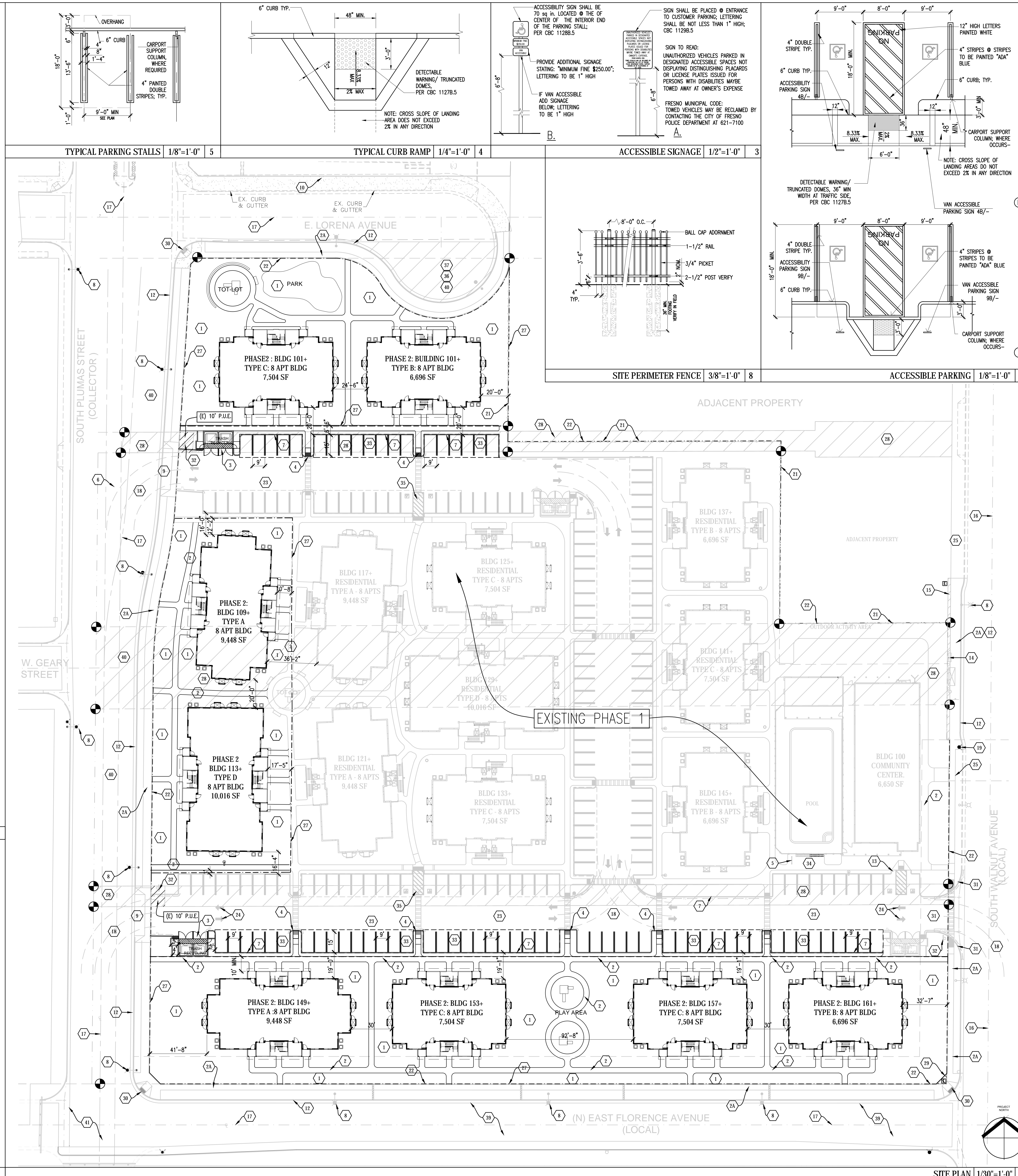
TOGETHER WITH THE WEST 17.80 FEET OF THE SOUTH 79.00 FEET OF LOT 20, INCLUSIVE OF BLOCK 3 OF SAID LONG BROTHER'S ADDITION.

TOGETHER WITH THE NORTH 120.00 FEET OF LOTS 26 THROUGH 30, INCLUSIVE OF BLOCK 4 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

TOGETHER WITH THE WEST 18.80 FEET OF THE NORTH 120.00 FEET OF LOT 31, INCLUSIVE OF BLOCK 4 OF SAID LONG BROTHER'S ADDITION.

TOGETHER WITH THE SOUTH 93.00 FEET OF LOTS 1 THROUGH 25, INCLUSIVE OF BLOCK 4 OF LONG BROTHER'S ADDITION, IN THE CITY OF FRESNO, COUNTY OF FRESNO, STATE OF CALIFORNIA, ACCORDING TO THE MAP THEREOF RECORDED IN BOOK 1, PAGE 59 OF PLATS, FRESNO COUNTY RECORDS.

PHASING PLAN NTS 7



TYPICAL PARKING STALLS 1/8"-1'-0" 5

TYPICAL CURB RAMP 1/4"-1'-0" 4

ACCESSIBLE SIGNAGE 1/2"-1'-0" 3

SITE PERIMETER FENCE 3/8"-1'-0" 8

ACCESSIBLE PARKING 1/8"-1'-0" 2

VICINITY MAP

LEGEND

- (N) FIRE DEPARTMENT CONNECTION
- (E) FIRE HYDRANT
- (E) STREET LIGHT
- (E) CURB & GUTTER
- (E) PROPERTY CORNER
- (N) FENCE
- (N) CENTER LINE
- (N) PROPERTY/PARCEL LINE
- (E) PROPERTY/PARCEL LINE
- F.I.D. EASEMENT (20'-0" WID) EASEMENT (SEE PARCEL MAP)
- STREET VACATION
- (N) SITE TRANSFORMER
- FIRE LANE PER CA VEHICLE CODE (SEE GENERAL NOTE #39)

KEY NOTES

- PROPOSED LANDSCAPE AREA
- PROPOSED ON-SITE WALKWAY
- EXISTING SIDEWALK AS PER PW STD P-5
- PROPOSED TRASH AND RECYCLE ENCLOSURE PER CITY STANDARDS
- PROPOSED ON-SITE ACCESSIBLE RAMP
- EXISTING BIKE RACK
- NOT USED
- (N) 6" CURB ; TYP.
- (E) STREET LIGHT
- (E) DRIVEWAY APPROACH PER PW STD P-2 & P-6. PROVIDE 10 FEET OF RED CURBING (3 COATS) ON BOTH SIDE OF DRIVE.
- (E) ELECTRIC BODY/WALL TO REMAIN
- NOT USED
- (E) CURB AND GUTTER PER PW STD P-5, OFFSITE
- (E) ACCESSIBLE PARKING PER STATE & FEDERAL REQUIREMENTS;SEE 2A
- EXISTING BUS BENCH
- DEDICATED 2' OF PROPERTY BEHIND BUS BAY TO ACCOMMODATE 10' SIDEWALK
- SECTION LINE
- CENTER LINE
- FIRE LANE ACCESS (44' RADIUS MIN.) PAINT CURB RED
- (E) FIRE HYDRANT
- (E) WROUGHT IRON FENCE; 42" HIGH - SEE DETAIL 8/- (NO GATES)
- EXISTING PROPERTY LINE
- (E) PARKING LOT TO PW STD. P-21, P-22 & P-23
- (E) PAINTED DIRECTIONAL ARROW.
- (E) SIDEWALK AND CURB AND PARKWAYS TO REMAIN
- NOT USED
- PHASE LINE OF WORK
- PREVIOUSLY VACATED STREET & ALLEYS
- DEDICATED CORNER CUT FOR PUBLIC STREET PURPOSES
- (E) STANDARD CURB RAMP PER PW STANDARDS P-28 + P-32
- (E) DRIVEWAY APPROACH PER PW STD P-29 & P-76, W/10 FEET OF RED CURBING (3 COATS) ON BOTH SIDE OF DRIVE.
- (E) 30" STATE STANDARD "STOP" SIGN(S) AT LOCATION(S) SHOWN. SIGN SHALL BE MOUNTED ON A 2" GALVANIZED POST WITH THE BOTTOM OF THE SIGN 7" ABOVE GROUND LOCATED BEHIND CURB AND IMMEDIATELY BEHIND MAJOR STREET SIDEWALK, WHERE "RIGHT TURN ONLY" SIGN ALSO REQUIRED AT SAME LOCATION. INSTALL 10" X 6" STATE STANDARD SIGN IMMEDIATELY BELOW THE STOP SIGN ON THE SAME POST.
- PROPOSED OPEN CARPORT
- COMMUNITY MAILBOXES; W/ADDED CAPACITY FOR PHASE 2
- ACCESSIBLE PARKING PER STATE & FEDERAL REQUIREMENTS;SEE 2B
- DEDICATED PROPERTY FROM STREET CENTER LINE FOR (E) CULDE-SAC
- (E) CUL-DE-SAC TO PW STD P-18
- NOT USED
- (E) 30" OF PAVING W/6" HIGH ASPHALT CONC. DIKE TO PW STD P-50
- (E) PERMANENT PAVING; PW STD P-50
- (E) T INTERSECTION SIGNED & STRIPED TO CITY OF FRESNO STANDARDS

AREA CALCULATION

RESIDENTIAL TOTAL

8 BUILDINGS:

64,816 SF TOTAL

64 TOTAL UNITS

8 ONE-BEDROOM UNITS

32 TWO-BEDROOM UNITS

20 THREE-BEDROOM UNITS

4 FOUR BEDROOM UNITS

SITE AREA

APPROXIMATE TOTAL PH 2

SITE AREA = 107,500 SF (2.47 AC)

64 UNITS = 25.0 UNITS/ACRE

96 PARKING STALLS = APPX 1.5 / UNIT (64 CARPORTS)

SITE PLAN 1/30"-1'-0" 1

SCOTT BECK ARCHITECT

10125 WASHINGTON BOULEVARD, SUITE 100 CULVER CITY, CA 90232 (310) 945-9925

SITE PLAN - PHASE 2

FRESNO EDISON APARTMENTS-PH 2

2255 S. PLUMAS ST., FRESNO, CA 93706

© 2015, SCOTT BECK ARCHITECT

DRAWN BY: SSB

PHASE: PROGRESS SET

SCALE: AS NOTED

DATE: 2-5-2016

JOB NUMBER: 2006.009.07

A-1.1B



BOARD MEMO

1331 Fulton Mall
Fresno, California 93721

O (559) 443-8400
F (559) 445-8981
TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing Authority

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

AUTHOR Quincy Boren
Community Development
Analyst

RE: Magill Terrace- Approvals Needed to Apply for Funding

DATE: 2/19/2016

BOARD MEETING: 2/23/2016

AGENDA ITEM: 8d

Executive Summary

The Magill Terrace project is being prepared for a 2016 1st Round Low-Income Housing Tax Credit (“LIHTC”) application to the California Tax Credit Allocation Committee (“CTCAC”) in March, 2016. Magill Terrace is an existing 20 unit Low-Income Public Housing property on 2.57 acres in Fowler, CA. Staff currently envisions the project as a complete demolition of the existing units, and the new construction of 60-units of affordable housing units with up to 3,600 sq.ft. of community building space. The project will also include the acquisition of 2 acres of adjacent vacant land to accommodate the additional units.

On June 23, 2015, the Boards authorized a commitment to the Magill Terrace project of up to \$2,000,000 from the Housing Relinquished Fund Corporation. Staff is requesting to retain the same level of commitment for the March 2016 CTCAC submission.

As part of the next phase in the Magill Terrace development process, it is necessary for the Boards of Commissioners of the Housing Authorities to adopt several board resolutions that will allow for a list of significant actions to take place in order to facilitate the development.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward with a LIHTC application submission, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize approval of a funding commitment from the Housing Relinquished Fund Corporation (“HRFC”) in an amount up to \$2,000,000 for the development of the Magill Terrace project. The most recent development pro forma (Exhibit B), detailed operating budget (Exhibit C) and 15-Year projections (Exhibit D) are attached.

2. Authorize approval of a Seller Financing loan from the Housing Authority of Fresno County to the Magill Terrace development in the amount of \$1,200,000.
3. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an application for 9% LIHTC equity, (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) submission of an application for County of Fresno HOME funds, (d) applying and/or entering into agreements for HUD operating subsidy in the form of PBV or PBRA and (e) grants, operating subsidies and/or private loans and such other sources identified by the CEO/Executive Director.
4. Authorize Preston Prince, the CEO/Executive Director, and Tracewell Hanrahan, the Deputy Executive Director, and their designees to execute documents on behalf of the Housing Authority of Fresno County, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
5. Provide for other matters related thereto.

Fiscal Impact

The fee for submission of the LIHTC application is \$2,000. Staff time and professional fees for performing pre-development activities and writing the application will be allocated to the approved pre-development budget. If funding is received, costs associated with staff time and pre-development activities would be reimbursed through the project.

Background Information

The Magill Terrace project currently has occupied housing units on approximately 50% of the project area. The existing units are on Fresno Housing Authority owned land. At the May 2015 Board Meeting, Staff was authorized to enter into a Purchase and Sale agreement for an additional 2 acres of adjacent land. The land is vacant except for a warehouse storage building that will be demolished. The site is located in a quiet residential neighborhood directly across the street from John Sutter Middle School. The site plan re-envisioned the site with two-story structures around a central community space, playground equipment and large open green space. The 40 additional units and new community building will increase density and provide for onsite services.

Attachments: Exhibit A - Organizational Chart
Exhibit B – Development Pro Forma
Exhibit C – Operating Budget
Exhibit D – 15-Year Projections
Exhibit E - Site Plan

RESOLUTION NO. _____

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

**RESOLUTION APPROVING SELLER FINANCING AND A HOUSING RELINQUISHED
FUND CORPORATION (HRFC) LOAN FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)**

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

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and

WHEREAS, the project requires a public funds commitment from the HRFC in order to be a competitive application; and

WHEREAS, the Authority desires to commit Seller Financing in the amount of \$1,200,000; and

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$2,000,000 from the HRFC board for the development of Magill Terrace;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolution (s) authorizing a seller financing loan in the amount of \$1,200,000 and accepting a loan from the HRFC in the amount of up to \$2,000,000 for the development of the Magill Terrace project and executed all related documents.

City Resolution – Magill Terrace HRFC Loan and Seller Financing Approval

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY, 2016. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

**RESOLUTION APPROVING SELLER FINANCING AND A HOUSING RELINQUISHED
FUND CORPORATION (HRFC) LOAN FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)**

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

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development; and

WHEREAS, the project requires a public funds commitment from the HRFC in order to be a competitive application; and

WHEREAS, the Authority desires to commit Seller Financing in the amount of \$1,200,000; and

WHEREAS, the Authority desires to request and accept a loan commitment of up to \$2,000,000 from the HRFC board for the development of Magill Terrace;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolution(s) authorizing a seller financing loan in the amount of \$1,200,000 and accepting a loan from the HRFC in the amount of up to \$2,000,000 for the development of the Magill Terrace project, and executed all related documents.

County Resolution – Magill Terrace HRFC Loan and Seller Financing Approval

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY, 2016. I, the undersigned, herby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE SUBMISSION OF A 9% LOW INCOME HOUSING
TAX CREDIT (“LIHTC”) APPLICATION FOR THE MAGILL TERRACE PROJECT, 401
NELSON STREET, FOWLER, CA 93625 (APNs 343-030-08T, 343-030-20, 343-253-03T, 343-253-
02)

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

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority has agreed to facilitate the development of real property at 401 Nelson Street, Fowler CA, 93625 (APN’s 343-030-08T, 343-030-20, 343-253-03T, 343-253-02), and the improvements located thereon into a 60-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of a 9% LIHTC application to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Director, or their designee, to adopt the attached resolutions approving financing application submissions for the Magill Terrace project and executed all related documents.

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

Ownership Structure

Magill Terrace

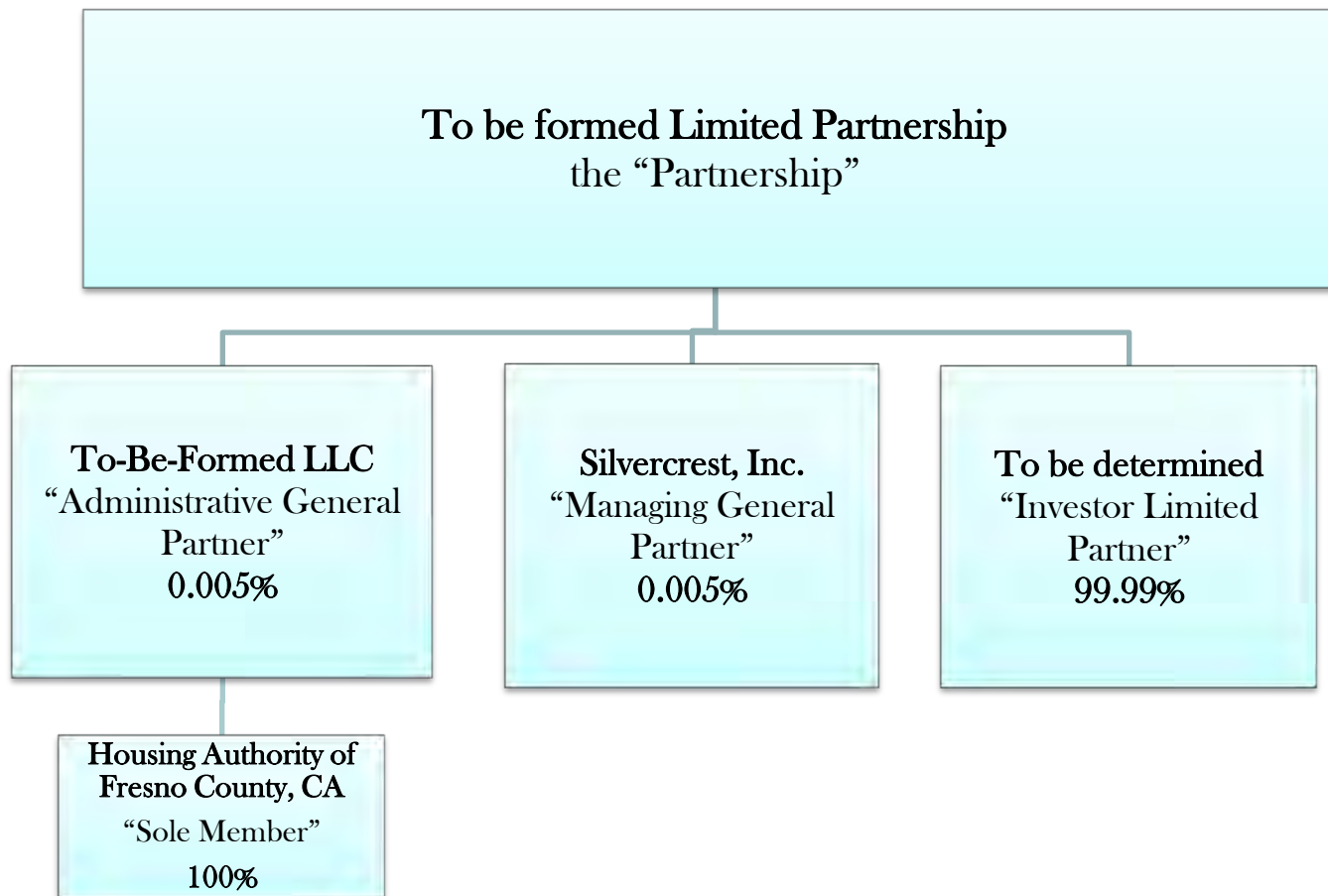


EXHIBIT B

Magill Terrace

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i>	<i>Per Unit</i>
Tax Credit Equity	\$17,701,288	\$295,021
Seller Financing	\$1,200,000	\$20,000
HRFC Funds	\$2,000,000	\$33,333
Accrued/Deferred Interest	\$80,000	\$1,333
GP contribution	\$100	\$2
Total Sources of Funds	\$20,981,388	\$349,690
Uses of Funds	<i>Amount</i>	<i>Per Unit</i>
Acquisition Costs	\$1,530,000	\$25,500
Construction Costs	\$13,066,400	\$217,773
Hard Cost Contingency	\$653,320	\$10,889
Relocation Costs	\$195,000	\$3,250
Professional Fees	\$525,100	\$8,752
Loan Fees and other Soft Costs	\$2,804,668	\$46,744
Reserves	\$206,900	\$3,448
Developer Fee	\$2,000,000	\$33,333
Total Uses of Funds	\$20,981,388	\$349,690

EXHIBIT C

**Magill Terrace Residential Component
Projected Stabilized Operating Budget**

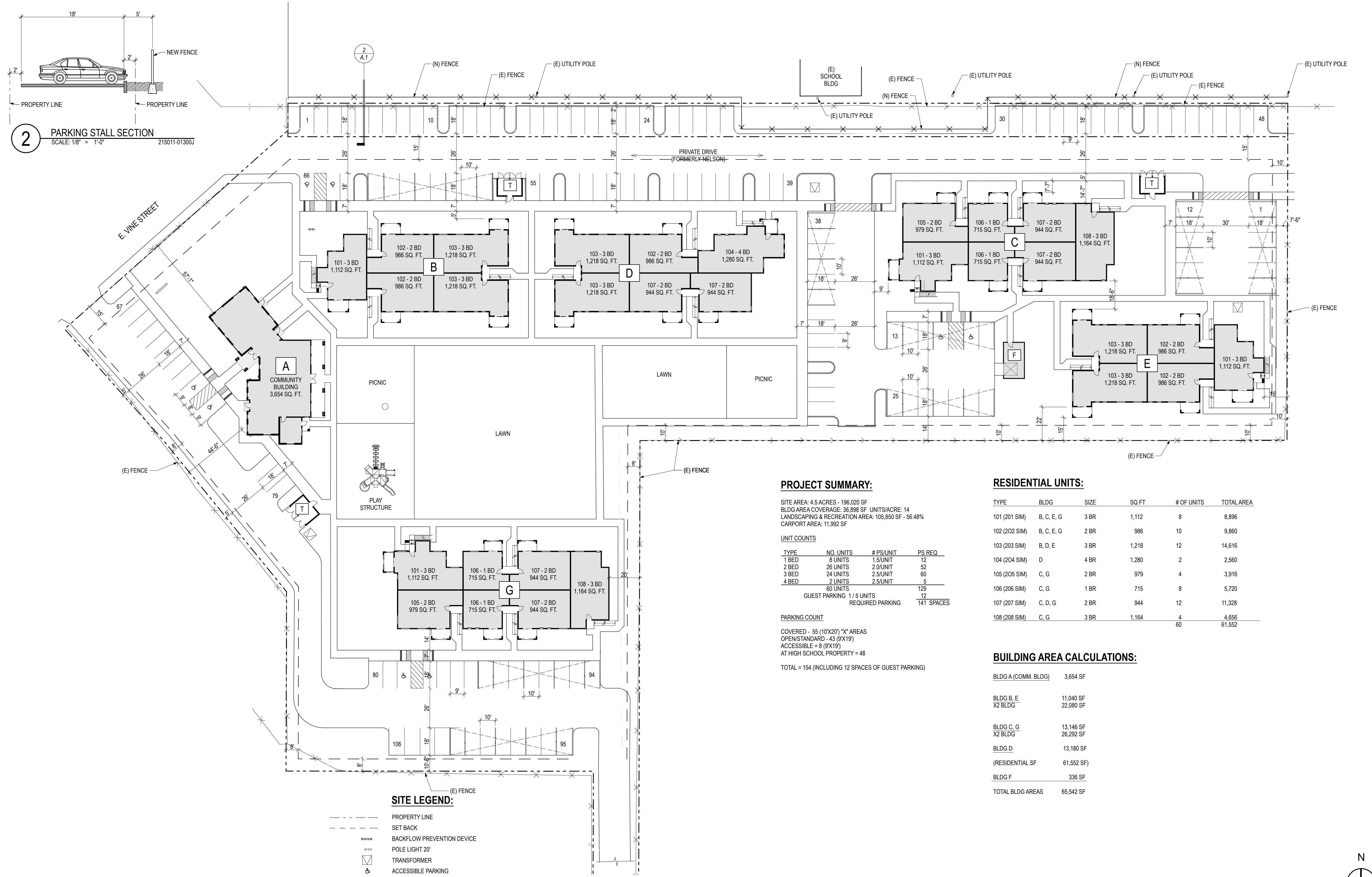
Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	1	30%	715	\$ 246	\$ 2,952
1 Bd./1 Bth. Subsidy**		30%	715	\$ 203	\$ 2,436
1 Bd./1 Bth.	2	45%	715	\$ 406	\$ 9,744
1 Bd./1 Bth. Subsidy**		45%	715	\$ 43	\$ 1,032
1 Bd./1 Bth.	3	50%	715	\$ 460	\$ 16,560
1 Bd./1 Bth.	2	60%	715	\$ 567	\$ 13,608
2 Bd./1 Bth.	3	30%	944-1218	\$ 281	\$ 10,116
2 Bd./1 Bth. Subsidy**		30%	944-1218	\$ 286	\$ 10,296
2 Bd./1 Bth.	2	45%	944-1218	\$ 474	\$ 39,816
2 Bd./1 Bth. Subsidy**	5	45%	944-1218	\$ 93	\$ 5,580
2 Bd./1 Bth.	9	50%	944-1218	\$ 538	\$ 58,104
2 Bd./1 Bth.	6	60%	944-1218	\$ 666	\$ 47,952
3 Bd./2 Bth	3	30%	1112-1164	\$ 310	\$ 11,160
3 Bd./2 Bth Subsidy **		30%	1112-1164	\$ 486	\$ 17,496
3 Bd./2 Bth	5	45%	1112-1164	\$ 532	\$ 31,920
3 Bd./2 Bth Subsidy **		45%	1112-1164	\$ 264	\$ 12,672
3 Bd./2 Bth	12	50%	1112-1164	\$ 606	\$ 87,264
3 Bd./2 Bth	4	60%	1112-1164	\$ 754	\$ 36,192
4 Bd./2 Bth	1	30%	1,280	\$ 329	\$ 3,948
4 Bd./2 Bth Subsidy**		30%	1,280	\$ 600	\$ 7,200
4 Bd./2 Bth	1	45%	1,280	\$ 577	\$ 6,924
4 Bd./2 Bth Subsidy**		45%	1,280	\$ 352	\$ 4,224
4 Bd./2 Bth	0	50%			
4 Bd./2 Bth	0	60%			\$ -
Manager's Unit-2 Bd./2 Bth.	1	N/A	1,218	\$ -	\$ -
TOTAL REVENUE	60				\$ 437,196

RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	480	28,800
Advertising/Marketing	83	5,000
Legal and Accounting	133	8,000
Utilities (water, trash, electricity, gas, etc.)	833	50,000
Payroll: Onsite Manager(s)/Staff	1,500	90,000
Maintenance/Repairs	1,583	95,000
Real Estate Property Tax	83	5,000
Insurance	83	5,000
Services Amenities	400	24,000
Security Alarm	167	10,000
Contingency	250	15,000
Total Operating Expenses	5,597	335,800
Replacement Reserves	300	18,000
Total Operating and Reserve Budget	5,897	353,800

EXHIBIT D

MAGILL TERRACE RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.5%	\$ 437,196	\$ 448,126	\$ 459,329	\$ 470,812	\$ 482,583	\$ 494,647	\$ 507,013	\$ 519,689	\$ 532,681	\$ 545,998	\$ 559,648	\$ 573,639	\$ 587,980	\$ 602,680	\$ 617,747
Vacancy Loss	-3.0%	\$ (13,116)	\$ (13,444)	\$ (13,780)	\$ (14,124)	\$ (14,477)	\$ (14,839)	\$ (15,210)	\$ (15,591)	\$ (15,980)	\$ (16,380)	\$ (16,789)	\$ (17,209)	\$ (17,639)	\$ (18,080)	\$ (18,532)
EFFECTIVE GROSS INCOME		\$ 424,080	\$ 434,682	\$ 445,549	\$ 456,688	\$ 468,105	\$ 479,808	\$ 491,803	\$ 504,098	\$ 516,700	\$ 529,618	\$ 542,858	\$ 556,430	\$ 570,341	\$ 584,599	\$ 599,214
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.5%	\$ 353,800	\$ 366,183	\$ 378,999	\$ 392,264	\$ 405,994	\$ 420,203	\$ 434,911	\$ 450,132	\$ 465,887	\$ 482,193	\$ 499,070	\$ 516,537	\$ 534,616	\$ 553,328	\$ 572,694
Real Estate Taxes	2.0%	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412	\$ 5,520	\$ 5,631	\$ 5,743	\$ 5,858	\$ 5,975	\$ 6,095	\$ 6,217	\$ 6,341	\$ 6,468	\$ 6,597
Replacement Reserve		\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
TOTAL EXPENSES & RESERVES		\$ 376,800	\$ 389,283	\$ 402,201	\$ 415,570	\$ 429,406	\$ 443,724	\$ 458,541	\$ 473,876	\$ 489,745	\$ 506,169	\$ 523,165	\$ 540,754	\$ 558,957	\$ 577,796	\$ 597,292
NET OPERATING INCOME		\$ 47,280	\$ 45,399	\$ 43,348	\$ 41,117	\$ 38,699	\$ 36,084	\$ 33,262	\$ 30,222	\$ 26,955	\$ 23,449	\$ 19,694	\$ 15,676	\$ 11,383	\$ 6,803	\$ 1,923
DEBT SERVICE																
Bank Loan		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow		\$ 47,280	\$ 45,399	\$ 43,348	\$ 41,117	\$ 38,699	\$ 36,084	\$ 33,262	\$ 30,222	\$ 26,955	\$ 23,449	\$ 19,694	\$ 15,676	\$ 11,383	\$ 6,803	\$ 1,923
DEBT SERVICE COVERAGE RATIO		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



2 PARKING STALL SECTION
SCALE: 1/8" = 1'-0"
215011-013001

PROJECT SUMMARY:

SITE AREA: 4.5 ACRES - 196,020 SF
 BLDG AREA COVERAGE: 36,898 SF UNITS/ACRE: 14
 LANDSCAPING & RECREATION AREA: 105,850 SF - 56.48%
 CARPORT AREA: 11,992 SF

UNIT COUNTS

TYPE	NO. UNITS	# PS/UNIT	PS REQ
1 BED	8 UNITS	1.5/UNIT	12
2 BED	26 UNITS	2.0/UNIT	52
3 BED	24 UNITS	2.5/UNIT	60
4 BED	2 UNITS	2.5/UNIT	5
60 UNITS			129
GUEST PARKING: 1/5 UNITS			12
		REQUIRED PARKING	141 SPACES

PARKING COUNT

COVERED - 55 (10'X20') "X" AREAS
 OPEN/STANDARD - 43 (9'X19')
 ACCESSIBLE = 8 (9'X19')
 AT HIGH SCHOOL PROPERTY = 48

TOTAL = 154 (INCLUDING 12 SPACES OF GUEST PARKING)

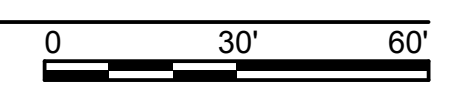
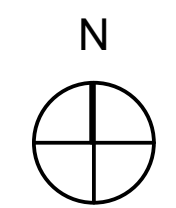
RESIDENTIAL UNITS:

TYPE	BLDG	SIZE	SQ FT	# OF UNITS	TOTAL AREA
101 (201 SIM)	B, C, E, G	3 BR	1,112	8	8,896
102 (202 SIM)	B, C, E, G	2 BR	986	10	9,860
103 (203 SIM)	B, D, E	3 BR	1,218	12	14,616
104 (204 SIM)	D	4 BR	1,280	2	2,560
105 (205 SIM)	C, G	2 BR	979	4	3,916
106 (206 SIM)	C, G	1 BR	715	8	5,720
107 (207 SIM)	C, D, G	2 BR	944	12	11,328
108 (208 SIM)	C, G	3 BR	1,164	4	4,656
				60	61,552

BUILDING AREA CALCULATIONS:

BLDG A (COMM. BLDG)	3,654 SF
BLDG B, E X2 BLDG	11,040 SF 22,080 SF
BLDG C, G X2 BLDG	13,146 SF 26,292 SF
BLDG D	13,180 SF
(RESIDENTIAL SF)	61,552 SF
BLDG F	336 SF
TOTAL BLDG AREAS	65,542 SF

- SITE LEGEND:**
- PROPERTY LINE
 - - - SET BACK
 - o-o-o-o BACKFLOW PREVENTION DEVICE
 - o-o-o-o POLE LIGHT 20'
 - TRANSFORMER
 - ACCESSIBLE PARKING



1 SITE PLAN
SCALE: 1" = 30'



BOARD MEMO

1331 Fulton Mall
Fresno, California 93721

O (559) 443-8400
F (559) 445-8981
TTY (800) 735-2929

www.fresnohousing.org

TO: Boards of Commissioners
Fresno Housing Authority
DATE: 2/19/2016

FROM: Preston Prince *P.P.P.*
CEO/Executive Director
BOARD MEETING: 2/23/2016

AUTHOR: Sheila Scheitrum
Community Development
Coordinator
AGENDA ITEM: 8e

RE: Memorial Village- Approvals Needed to Apply for Funding

Executive Summary

The Memorial Village project is being prepared for an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco in March 2016. Memorial Village (the "Project") is an existing 35 unit Low-Income Public Housing property on 4.3 acres in Sanger, CA. Staff currently envisions the project as a complete demolition and the new construction of 55 affordable housing units with up to 2,690 sq.ft. of community building space.

The AHP funding is only one component of the total financing needs of the Project. As additional funding sources become available, staff will return to the Board for future application approvals. There are no penalties for returning an AHP award should the Boards decide not to pursue the Project.

As part of the next phase in the Memorial Village development process, it is necessary for the Boards of Commissioners of the Housing Authority to adopt several board resolutions that will allow for a list of significant actions to take place in order to facilitate the development.

Recommendation

It is recommended that the Boards of Commissioners of the Fresno Housing Authority adopt the attached resolutions approving the necessary actions needed to move forward with an AHP application submission, and authorize Preston Prince, CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize approval of a funding commitment from the Housing Authority of Fresno County, CA, in an amount equal to seller financing proceeds valued at \$2,050,000. The most recent development pro forma (Exhibit A), detailed operating budget (Exhibit B) and 15-Year projections (Exhibit C) are attached.

2. Authorize the undertaking of all actions necessary to develop the Project, and assemble various financing sources, which may include, but are not limited to: (a) submission of an Affordable Housing Program (AHP)

application to the Federal Home Loan Bank of San Francisco, and (b) submission of an application for County of Fresno HOME funds.

3. Provide for other matters related thereto.

Fiscal Impact

There is no fee for submission of AHP application. Fees and costs associated with pre-development activities and writing the application will be allocated to the approved pre-development budget. If funding is received, costs associated with pre-development activities would be reimbursed through the project.

Background Information

The Memorial Village parcel currently has occupied housing units on approximately 75% of its area. The site is located in a quiet residential neighborhood in Sanger, Ca. The site plan re-envisioned the site with two-story structures around a central community space. The 20 additional units and new community building will increase density and provide for on-site services.

Attachments: Exhibit A – Development Pro Forma
Exhibit B – Operating Budget
Exhibit C – 15-Year Projections
Exhibit D - Site Plan

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING THE SUBMISSION OF AN AFFORDABLE HOUSING PROGRAM (“AHP”) TO THE FEDERAL HOME LOAN BANK OF SAN FRANCISCO AND OTHER VARIOUS FINANCING SOURCES FOR THE MEMORIAL VILLAGE PROJECT, 302 K STREET, SANGER, CA 93657 (APN 320-050-21T)

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

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority has agreed to facilitate the development of real property located at 302 K Street, Sanger, CA 93657 (APN 320-050-21T), and the improvements located thereon into a 55-unit multifamily complex (collectively, the Property); and,

WHEREAS, the project’s financing structure calls for the submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco and other financing sources to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, Deputy Executive Director, or their designee, to adopt the attached resolutions authorizing the submission of financing applications for the Memorial Village project, which may include, but are not limited to: (a) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, and (b) submission of an application for County of Fresno HOME funds.

County Resolution – Memorial Village AHP Loan

PASSED AND ADOPTED THIS 23rd DAY OF February, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

RESOLUTION NO. _____

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

RESOLUTION AUTHORIZING APPROVAL OF A \$2,050,000 FUNDING
COMMITMENT OF SELLER FINANCING FROM THE HOUSING AUTHORITY OF
FRESNO COUNTY FOR THE DEVELOPMENT OF MEMORIAL VILLAGE, 55 UNITS OF
FAMILY HOUSING LOCATED AT 302 K STREET, SANGER, CA 93657 (APN's 320-050-21T)

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

WHEREAS, the Authority is authorized, among other things, to enter into partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Authority has agreed to facilitate the development of real property located at 302 K Street, Sanger CA, 93657 (APN 320-050-21T), and the improvements located thereon into a 55-unit apartment complex (collectively, the Property); and,

WHEREAS, the project's financing structure calls for the submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco and other financing sources to facilitate the development; and,

WHEREAS, the Authority desires to commit Housing Authority of Fresno County funds in an amount equal to seller financing proceeds not to exceed \$2,050,000;

County Resolution – Memorial Village Seller Financing Approval

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Fresno County, CA hereby authorizes Preston Prince, the CEO/Executive Director, Tracewell Hanrahan, the Deputy Executive Director, or their designee, to adopt the attached resolutions and ancillary documents related thereto in connection with authorization of a seller financing commitment of \$2,050,000 for the purposes of developing the Memorial Village apartments.

PASSED AND ADOPTED THIS 23rd DAY OF FEBRUARY, 2016. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Preston Prince, Secretary of the Boards of Commissioners

EXHIBIT A

Ownership Structure Memorial Village

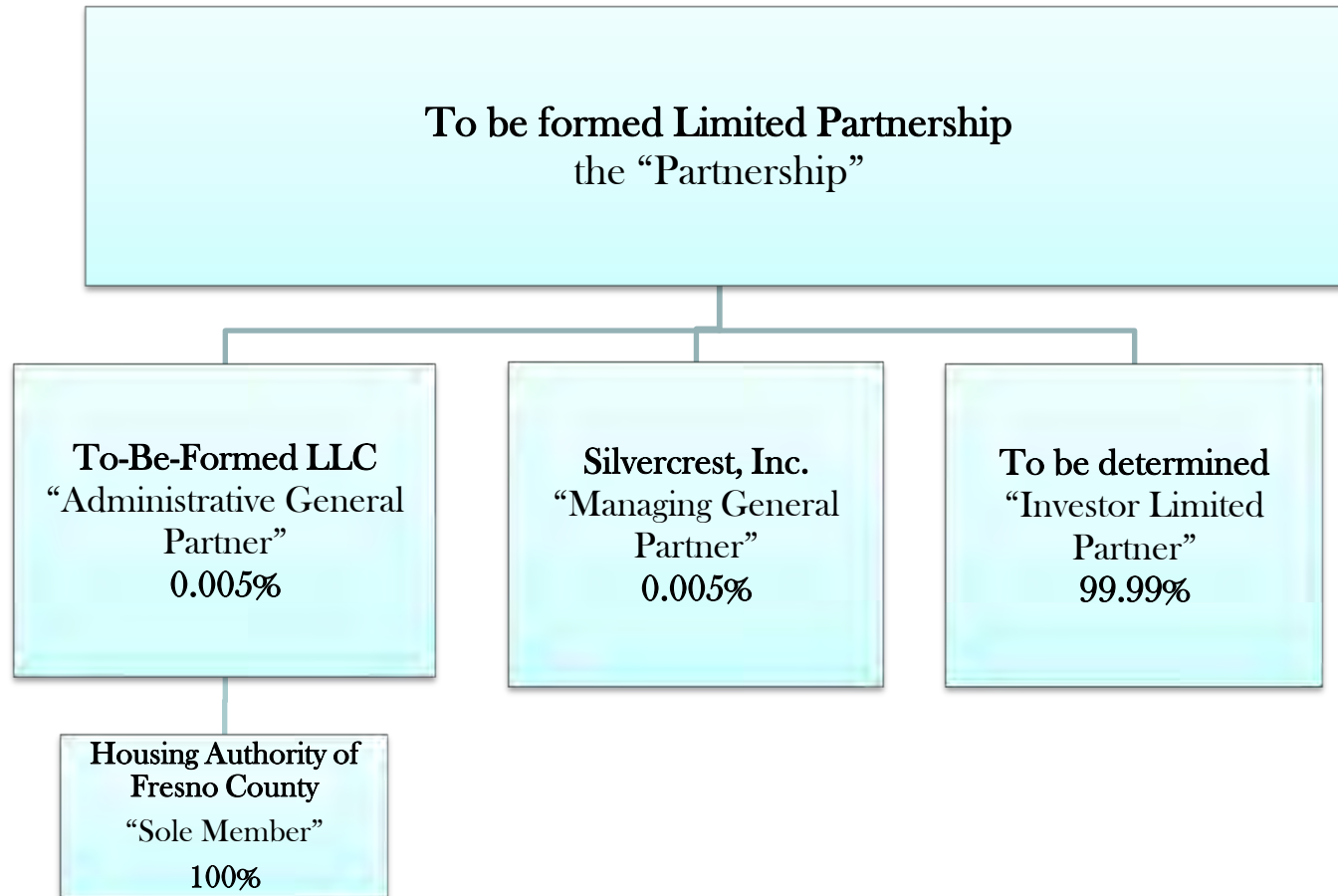


EXHIBIT B

Memorial Village

Pro Forma Sources and Uses		
Sources of Funds	<i>Amount</i>	<i>Per Unit</i>
Tax Credit Equity	\$16,621,579	\$302,211
Seller Financing	\$2,050,000	\$37,273
AHP	\$540,000	\$9,818
GP contribution	\$100	\$2
		\$0
Total Sources of Funds	\$19,211,679	\$349,303
Uses of Funds	<i>Amount</i>	<i>Per Unit</i>
Acquisition Costs	\$2,527,255	\$45,950
Construction Costs	\$10,971,513	\$199,482
Hard Cost Contingency	\$585,430	\$10,644
Relocation Costs	\$321,750	\$5,850
Professional Fees	\$812,628	\$14,775
Loan Fees and other Soft Costs	\$1,812,778	\$32,960
Reserves	\$180,325	\$3,279
Developer Fee	\$2,000,000	\$36,364
Total Uses of Funds	\$19,211,679	\$349,303
*all numbers subject to change		

\$0

EXHIBIT C

Memorial Village - Projected Stabilized Operating Budget

Unit Type	# Units	% AMI	SF/Unit	Net Rent Per Unit	Ann. Rent Total
1 Bd./1 Bth.	2	30%	720	\$276	\$ 6,624
2 Bd./2 Bth.	4	30%	923	\$323	\$ 15,504
3 Bd./2 Bth.	4	30%	1178	\$367	\$ 17,616
4 Bd./2 Bth.	1	30%	1355	\$402	\$ 4,824
1 Bd./1 Bth.	1	40%	705	\$383	\$ 4,596
2 Bd./2 Bth.	2	40%	907	\$451	\$ 10,824
3 Bd./2 Bth.	3	40%	1178	\$515	\$ 18,540
1 Bd./1 Bth.	5	45%	705	\$436	\$ 26,160
2 Bd./2 Bth.	10	45%	907	\$516	\$ 61,908
3 Bd./2 Bth.	3	45%	1178	\$589	\$ 21,204
4 Bd./2 Bth.	1	45%	1355	\$650	\$ 7,805
1 Bd./1 Bth.	2	60%	705	\$597	\$ 14,323
2 Bd./2 Bth.	8	60%	907	\$708	\$ 67,987
3 Bd./2 Bth.	8	60%	1,178	\$811	\$ 77,856
Manager's Unit-2 Bd./2 Bth.	1	N/A	1,327	\$ -	\$ -
TOTAL REVENUE					\$ 355,771

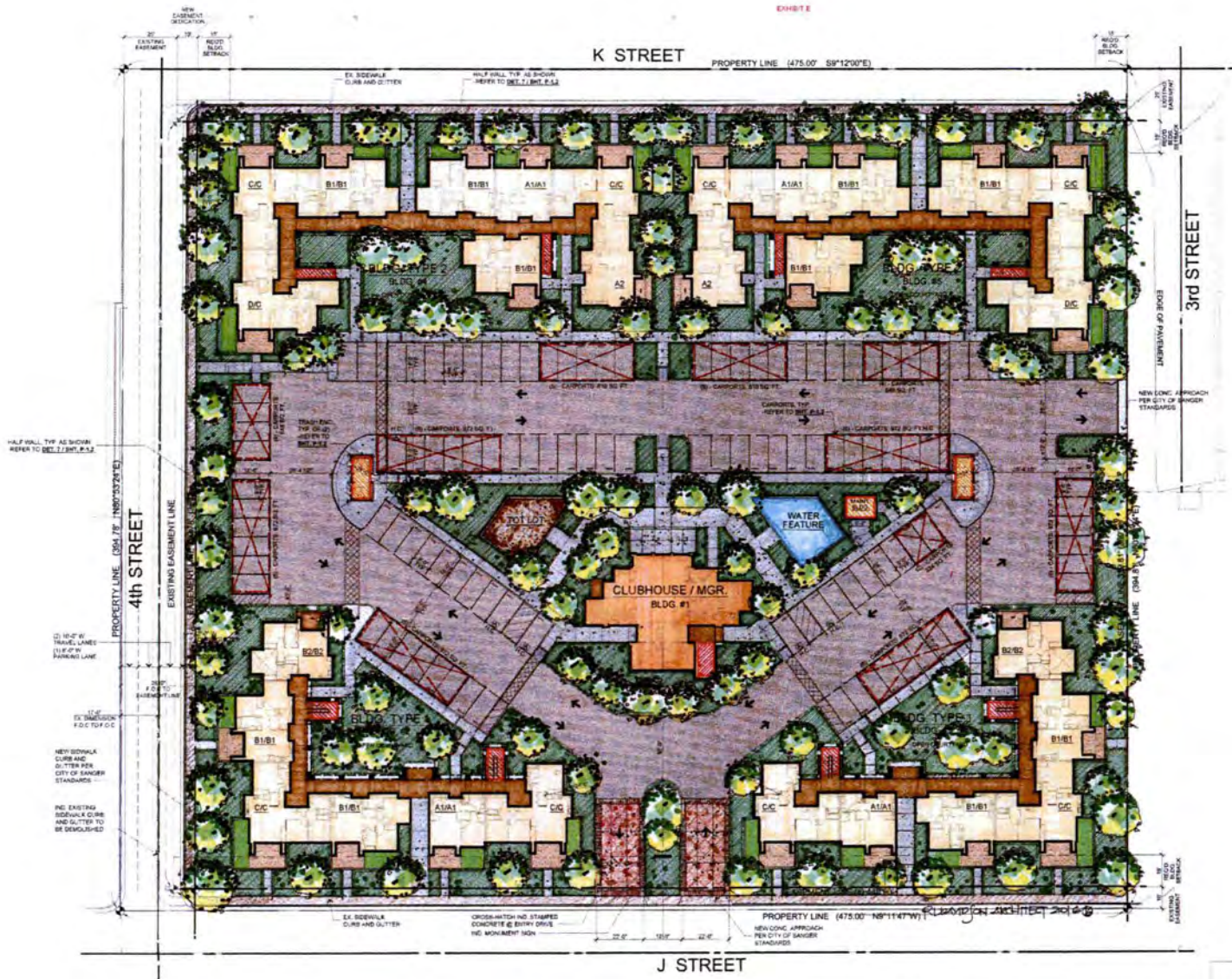
RESIDENTIAL OPERATING EXPENSES	Per Unit	TOTAL
Management Fee	703	37,950
Advertising/Marketing	93	5,000
Legal and Accounting	269	14,500
Utilities (water, trash, electricity, gas, etc.)	609	32,900
Payroll: Onsite Manager(s)/Staff	1,025	55,350
Maintenance/Repairs	1,567	84,610
Real Estate Property Tax	278	15,000
Insurance	370	20,000
Services Amenities	400	21,600
Security	93	5,000
Contingency: Operations Budget	875	47,240
Total Operating Expenses	7,537	339,150
Replacement Reserves	367	16,500
Total Operating and Reserve Budget	7,903	355,650

EXHIBIT D

MEMORIAL VILLAGE RESIDENTIAL COMPONENT - 15 YEAR CASH FLOW ANALYSIS

INCOME FROM HOUSING UNITS	Inflation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
Schedule Rental Income	2.0%	\$ 346,068	\$ 362,693	\$ 369,946	\$ 377,345	\$ 384,892	\$ 392,590	\$ 400,441	\$ 408,450	\$ 416,619	\$ 424,952	\$ 433,451	\$ 442,120	\$ 450,962	\$ 459,981	\$ 469,181
GROSS POTENTIAL INCOME - HOUSING		\$ 346,068	\$ 362,693	\$ 369,946	\$ 377,345	\$ 384,892	\$ 392,590	\$ 400,441	\$ 408,450	\$ 416,619	\$ 424,952	\$ 433,451	\$ 442,120	\$ 450,962	\$ 459,981	\$ 469,181
VACANCY ASSUMPTIONS																
Vacancy Loss - Residential	5.0%	\$ 17,303	\$ 18,135	\$ 18,497	\$ 18,867	\$ 19,245	\$ 19,629	\$ 20,022	\$ 20,423	\$ 20,831	\$ 21,248	\$ 21,673	\$ 22,106	\$ 22,548	\$ 22,999	\$ 23,459
Vacancy Loss - PBRA	5.0%	\$ 4,054	\$ 4,248	\$ 4,333	\$ 4,420	\$ 4,508	\$ 4,599	\$ 4,691	\$ 4,784	\$ 4,880	\$ 4,978	\$ 5,077	\$ 5,179	\$ 5,282	\$ 5,388	\$ 5,496
TOTAL VACANCY LOSS		\$ 21,357	\$ 22,383	\$ 22,831	\$ 23,287	\$ 23,753	\$ 24,228	\$ 24,713	\$ 25,207	\$ 25,711	\$ 26,225	\$ 26,750	\$ 27,285	\$ 27,831	\$ 28,387	\$ 28,955
Sec 8 Incremental Income	2.0%	\$ 81,074	\$ 84,969	\$ 86,668	\$ 88,402	\$ 90,170	\$ 91,973	\$ 93,813	\$ 95,689	\$ 97,603	\$ 99,555	\$ 101,546	\$ 103,577	\$ 105,648	\$ 107,761	\$ 109,916
EFFECTIVE GROSS INCOME		\$ 405,785	\$ 425,279	\$ 433,784	\$ 442,459	\$ 451,309	\$ 460,335	\$ 469,541	\$ 478,932	\$ 488,511	\$ 498,281	\$ 508,247	\$ 518,412	\$ 528,780	\$ 539,355	\$ 550,143
OPERATING EXPENSES & RESERVE DEPOSITS																
Operating Expenses	3.0%	\$ 329,900	\$ 349,047	\$ 359,518	\$ 370,304	\$ 381,413	\$ 392,855	\$ 404,641	\$ 416,780	\$ 429,284	\$ 442,162	\$ 455,427	\$ 469,090	\$ 483,163	\$ 497,658	\$ 512,587
Replacement Reserve		\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
TOTAL EXPENSES & RESERVES		\$ 346,400	\$ 365,547	\$ 376,018	\$ 386,804	\$ 397,913	\$ 409,355	\$ 421,141	\$ 433,280	\$ 445,784	\$ 458,662	\$ 471,927	\$ 485,590	\$ 499,663	\$ 514,158	\$ 529,087
NET OPERATING INCOME		\$ 59,385	\$ 59,732	\$ 57,765	\$ 55,655	\$ 53,395	\$ 50,979	\$ 48,400	\$ 45,652	\$ 42,727	\$ 39,619	\$ 36,320	\$ 32,822	\$ 29,117	\$ 25,198	\$ 21,055
DEBT SERVICE																
Bank Loan		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow		\$ 59,385	\$ 59,732	\$ 57,765	\$ 55,655	\$ 53,395	\$ 50,979	\$ 48,400	\$ 45,652	\$ 42,727	\$ 39,619	\$ 36,320	\$ 32,822	\$ 29,117	\$ 25,198	\$ 21,055
DEBT SERVICE COVERAGE RATIO		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EXHIBIT E



PROJECT DEVELOPMENT INFORMATION

APPLICANT/DEVELOPER: HOUSING AUTHORITY OF FRESNO COUNTY
 1317 FULFORD MALL
 FRESNO, CA 93775
 PH: 560-443-8400

SITE ADDRESS: 302 K STREET
 SANGER, CA 93257

A.P.N.: 320-090-27

TOTAL SITE AREA: 187,328 S.F. = 4.36 ACRES
 GROSS: 188,332 S.F. = 4.33 ACRES
 NET: 188,332 S.F. = 4.33 ACRES

LAND USE (GENERAL PLAN): RESIDENTIAL MEDIUM LOW DENSITY

COMMUNITY PLAN: NA

ZONING - EXISTING: RM-2.5

ZONING - PROPOSED: RM-2.5

PROPOSED DENSITY: 50 UNITS / 1.19 UNITS / ACRE
 1 UNIT PER 2,079 S.F.

TOTAL UNITS PROPOSED: 95

ORG./FAMILY GROUPS: 0/2

CONSTRUCTION TYPE: V-8

FIRE SPRINKLERS: YES - 1/2\"/>

PROPOSED STORIES: 2

ALLOWABLE BUILDING HEIGHT: 30'-0"

PROPOSED BUILDING HEIGHT: 30'-0"

ENCLOSURE TABLE:

FRONT (4TH ST)	10'-0"	2'-0" HIGH W/ 0'-2" OF HIGH CMU WALL
REAR (3RD ST)	10'-0"	2'-0" HIGH W/ 0'-2" OF HIGH CMU WALL
SIDE (S ST)	10'-0"	2'-0" HIGH W/ 0'-2" OF HIGH CMU WALL
SIDE (J ST)	10'-0"	2'-0" HIGH W/ 0'-2" OF HIGH CMU WALL

UNIT BREAKDOWN:

1'-0" UNIT - 1 BDRM - 1 BA	= 48 @ 700 S.F.	= 5,640 S.F.
1'-0" UNIT - 1 BDRM - 1 BA	= 07 @ 720 S.F.	= 1,440 S.F.
1'-0" UNIT - 2 BDRM - 2 BA	= 08 @ 807 S.F.	= 10,456 S.F.
1'-0" UNIT - 2 BDRM - 2 BA	= 10 @ 823 S.F.	= 8,230 S.F.
1'-0" UNIT - 2 BDRM - 2 BA	= 18 @ 1,178 S.F.	= 21,204 S.F.
1'-0" UNIT - 4 BDRM - 2 BA	= 02 @ 1,350 S.F.	= 2,700 S.F.
SUBTOTAL APARTMENTS	= 74	= 1,272 S.F.
MANAGEMENT UNIT	= 01	= 1,077 S.F.
TOTAL	= 75	= 83,632 S.F.

BUILDING TYPE 1 (2 BUILDINGS): TOTAL UNITS = 112 PER BUILDING X 2 = 24

BUILDING TYPE 2 (2 BUILDINGS): TOTAL UNITS = 112 PER BUILDING X 2 = 22

LOT COVERAGE - MINIMUM ALLOWED: 45%

CLUBHOUSE: 2,890 S.F.

BUILDING TYPE 1: 8,362 S.F. X 2 = 16,724 S.F.

BUILDING TYPE 2: 10,899 S.F. X 2 = 21,798 S.F.

COURTYARD, LAWN & ME: 8,072 S.F.

SUBTOTAL: 48,422 S.F.

% LOT COVERAGE: (48,422 S.F. / 188,332 S.F.) = 25.7%

OPEN SPACE REQUIREMENTS

REQUIRED: NONE

PROVIDED: NONE

PARKING DEVELOPMENT DATA

PARKING REQUIRED: (IF 10' MIN.)
 3.5 STALLS / UNIT W/ COVERED
 33 X 22 = 112 STALLS TOTAL

PARKING PROVIDED: (IF 10' MIN.)
 CARPORTS: 9 WIDE X 18' DEEP = 96 STALLS
 OPEN STALLS: 9 WIDE X 18' DEEP = 84 STALLS
 TOTAL PARKING PROVIDED = 180 STALLS (112 STALLS / NET)

BICYCLE PARKING REQUIRED: 2 BICYCLE STALLS

BICYCLE PARKING PROVIDED: 4 BICYCLE STALLS

MINIMUM DRIVE ABLE WIDTH: 25'-0"



7600 NORTH INDIAN, #200
 FRESNO, CA 93711
 560-438-3800
 www.rldavidson.com



MEMORIAL VILLAGE
 302 K STREET
 SANGER, CA 93257

FOR:
 HOUSING AUTHORITY OF
 FRESNO COUNTY, CALIFORNIA

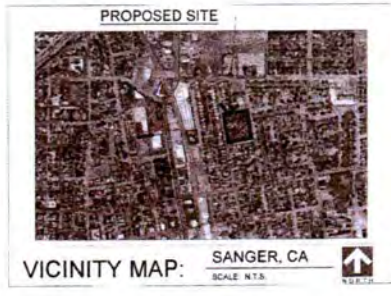
REV. DATE: 11/2/2010
 DRAWN: THE MARYS EUBANK

SHEET TITLE:
 PRELIMINARY
 LANDSCAPE PLAN

SCALE: 1"=20'-0"

PROJECT NO.: 11-108

"MEMORIAL VILLAGE"
 FAMILY APARTMENTS
 SANGER, CA
 DEVELOPED BY:
 HOUSING AUTHORITY OF FRESNO COUNTY





EXECUTIVE DIRECTOR'S REPORT

TO: Boards of Commissioners
Fresno Housing Authority

DATE: 02/19/2016

FROM: Preston Prince *[Signature]*
CEO/Executive Director

BOARD MEETING: 02/23/2016

AUTHOR: Staff

AGENDA ITEM: 9

RE: Executive Director's Report – February 2016

1331 Fulton Mall
Fresno, California 93721

O (559) 443-8400
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TTY (800) 735-2929

www.fresnohousing.org

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.

January Occupancy

January City Occupancy 98.91%					
CITY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
City AMP 1	3	182	180	7	96%
City AMP 2	8	244	243	1	100%
Southeast Fresno RAD	3	193	191	1	99%
Viking Village RAD	1	40	39	0	100%
Pacific Gardens	1	56	55	0	100%
Renaissance Trinity	1	21	20	0	100%
Renaissance Alta Monte	1	30	29	0	100%
Renaissance Santa Clara	1	70	69	0	100%
Total City	19	836	826	9	98.91%

January City Occupancy (GSF Managed) 97.4%					
Parc Grove	1	215	213	4	98.1%
Parc Grove - NW	1	148	147	6	95.9%
Yosemite Village	1	69	68	1	98.5%
Total City	3	432	428	11	97.43%

January County Occupancy 97.21%					
COUNTY	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
County AMP 1	6	150	144	0	100%
County AMP 2*	6	194	192	10	95%
County AMP 3**	3	90	89	3	97%
County AMP 4	4	152	151	1	99%
County AMP 5	2	52	52	1	98%
County AMP 6	5	112	111	5	95%
Granada Commons*	1	16	15	1	93%
Total County	27	766	754	21	97.21%

*Stopped leasing at Sunset II in County AMP 2 for upcoming RAD

**Granada Commons – 1 vacant unit currently being turned (m/o date was 2/9/16)

January County RAD Occupancy 100.0%					
SITE	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mendota RAD	1	124	123	0	100.0%
Orange Cove RAD	1	90	69	0	100.0%
Total County RAD	2	214	192	0	100.00%

January Special Programs Occupancy 91.80%					
SPECIAL PROGRAMS	No of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage
Mariposa Farm Labor*	1	40	40	3	93%
Parlier Farm Labor	1	40	40	0	100%
Orange Cove Farm Labor**	1	30	30	14	53%
Mendota Farm Labor	1	60	60	1	98%
Firebaugh Family Apts.	1	34	34	1	97%
Garland Gardens (CalHFA)***	1	51	51	3	94%
Parkside Apartments (CalHFA)****	1	50	50	3	94%
Total Special Programs	7	305	305	25	91.80%

*Mariposa Meadows – one of the three units has moved in; current occupancy is 95%. Remaining 2 vacancies are being turned

**Orange Cove F/L is now unrestricted. Units were used for OC RAD relocation, now being turned and will be rented at market rent.

***Garland Gardens – All three units have moved in; currently occupancy is 100%.

****Parkside – two of the three vacancies have been filled. Current occupancy is 98%

Wait List Report as of January 31, 2016

LIPH	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.+	Total
City LIPH	15,508	7,300	4,376	996	28,180
County LIPH	19,357	18,001	7,129	833	45,320

Multifamily Developments	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Garland-S8N/C		15	122		137
Parkside-S8N/C		16	4	51	71

Tax Credit Properties	1-Bdrm.	2-Bdrm.	3-Bdrm.	4-Bdrm.	Total
Granada:					
tax credit units			12	8	20
subsidized units			79	19	98
Pacific Gardens :					
tax credit units	13	2	10		25
subsidized units	148	73			221
Parc Grove:					
tax credit units	91	47	36	7	181
subsidized units	2,027	993	148	66	3,234
Yosemite Village	858	178	24	12	1,072

PLANNING & COMMUNITY DEVELOPMENT

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

Development Project Overview

Name of Property	Status	Description/Type	Total Units
Kings River Commons	Permanent Financing	Kings River Commons	Permanent Financing
Southeast Fresno RAD	Stabilization	Southeast Fresno RAD	Stabilization

Orange Cove RAD	Stabilization	Orange Cove RAD	Stabilization
Mendota RAD	Stabilization	Mendota RAD	Stabilization
Viking Village RAD	Stabilization	Viking Village RAD	Stabilization
Marion Villas	Stabilization	Marion Villas	Stabilization
Fulton West/Cedar Heights Scattered Site	Under Construction	Fulton West/Cedar Heights Scattered Site	Under Construction
Trailside Terrace	Under Construction December 2015	Trailside Terrace	Under Construction December 2015
Edison Plaza I	Under Construction December 2015	Edison Plaza I	Under Construction December 2015
Firebaugh Gateway	Under Construction December 2015	Firebaugh Gateway	Under Construction December 2015
Shockley Terrace	Pre-Development Finance Closing/ Construction Start March 2016	Shockley Terrace	Pre-Development Finance Closing/ Construction Start March 2016
Lowell Neighborhood	Pre-Development Finance Closing/ Construction Start March 2016	Lowell Neighborhood	Pre-Development Finance Closing/ Construction Start March 2016
Edison Plaza II	Pre-Development Anticipated March 2016 Application	Edison Plaza II	Pre-Development Anticipated March 2016 Application
Magill Terrace	Pre-Development Anticipated March 2016 Application	Magill Terrace	Pre-Development Anticipated March 2016 Application
Memorial Village	Pre-Development Anticipated July 2016 Application	Memorial Village	Pre-Development Anticipated July 2016 Application

Oak Grove	Pre-Development Anticipated July 2016 Application	Oak Grove	Pre-Development Anticipated July 2016 Application
Parc Grove Commons NE (Veterans Phase)	Pre-Development Anticipated July 2016 Application	Parc Grove Commons NE (Veterans Phase)	Pre-Development Anticipated July 2016 Application

Project Highlights

The Cedar Heights project, located at 4532 E. Hamilton Avenue, is nearing completion. Safe to occupy sign off from the City of Fresno is expected in early March, 2016. The Fultonia West scattered site portion of the project, located at 541 N. Fulton Street and recently renamed “541 at South Tower”, has a projected completion date in late April.

PEOPLE

Overview

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

Resident Services

NAHRO’S (National Association of Housing and Redevelopment Officials) - “What Home Means to Me”

Fresno Housing Authority participated in “What Home Means to Me” as part of NAHRO’S (National Association of Housing and Redevelopment Officials) Housing America campaign. The poster contest is held each year; the goal of the contest is to showcase art that depicts the importance of quality, affordable housing for youth in grades K-12 who reside in affordable housing and community developments owned or administered by NAHRO member agencies.

Three entries from FH were submitted to the poster contest held at the Napa conference which took place in January 2016. All contestants were asked to provide a short narrative on the inspiration, vision, and importance of their poster. A winner will be selected for each age group as part of the regional conference in May.

Art submitted by youth living in FH communities

Age Categories were as follows:

- Elementary School - K to 5th grade
- Middle School - 6th to 8th grade
- High School – 9th to 12th grade



Youth Literacy Reading and Beyond

During the month of January, Fresno Housing Authority continued collaboration with Reading and Beyond to provide an afterschool literacy program in Kerman. Children in grades K-3rd grade are provided with homework assistance, one-on-one and group literacy, and educational activities. The program takes place twice a week and is held during the regular school year.

Kings River Commons-Reedley Operation Lifesaver (Railroad Trains/Crossing Safety Protocol)

During the month of January, Fresno Housing Authority collaborated with Operation Lifesaver, a railroad safety program. During this workshop, Kings River Commons youth and adults were invited to obtain information on how to stay safe at railroad crossings and trains. Information was provided by a Train Engineer/Conductor that regularly operates trains passing through the Central Valley. Adults were provided with information regarding laws around passenger vehicles and traffic safety. Participating youth received activity books and material reminding them of safety practices learned at the workshop.

Mendota RAD Telecommunication Fraud Education and Prevention Program

During the month of January, Fresno Housing Authority collaborated with Centro La Familia's Telecommunication Fraud Education and Prevention program. A representative provided information regarding fraudulent practices causing increase in cost of phone service. Participants were encouraged to bring their telephone bill for the representative to look over in search of possible third-party charges. If there was a fraudulent find, the representative advocated for the participant to remove fraudulent charges and lower the participant's phone bill.

**Orange Cove RAD
Youth Literacy - Reading and Beyond**

During the month of January, Fresno Housing Authority continued collaboration with Reading and Beyond to conduct outreach at Orange Cove sites to enroll children in the, soon to be established, literacy program. In this program, children are provided accessible afterschool literacy assistance. Children in grades K-3rd grade were invited to obtain help with homework assistance, one-on-one and group literacy, and educational activities. The program will begin in February and take place twice a week at two separate sites, to serve the maximum number of children and will be held during the regular school year.

**Parc Grove Commons/Northwest
Parenting Series - Childhood & Family Values**

Abriendo Puertas Parenting Series began the second week of January 2016. Parents from Parc Grove Commons and the surrounding neighborhoods began the series with a discussion about their own childhood values. This series is aimed at Spanish-speaking adults and addresses the needs of the monolingual demographic. The interesting aspect of this second series is the community identification the parents shared during the sessions. Many of the parents related to one another regarding their upbringing, value system, familial support system, and shared cultural concerns. This group of parents enjoyed bringing food dishes commonly cooked in their homes. Many of the parents became friends and have developed strong ties to each other as the courses continued.

**Renaissance at Alta Monte/Renaissance at Trinity
Building Self Esteem/Financial Management**

During the month of January, residents at Alta Monte and Trinity focused on New Year goals and increasing awareness of positive self-esteem. Many of the residents indicated their concern for their finances. From the discussions regarding identity theft and repairing credit history, resident services is organizing a financial management workshop to be offered in February. The workshop will include sessions regarding resources to assist with identity theft, budgeting finances, how to review a credit report, and understanding one's FICO score.

Residents participated in a workshop focusing on self-esteem and the awareness of self-esteem thoughts feeding the personal perspective. Participants from both sites discussed the effects of decision-making affecting personal outlooks. Increasing positive self-esteem is a process engaging individuals to reflect on decisions and create a higher quality of life perspective.

**Homeless Services Board Report
National Human Services Data Consortium Conference, Spring 2016**

The National Human Services Data Consortium (NHSDC) will hold its Spring conference in Los Angeles on April 13-14, 2016. NHSDC is an organization that seeks to advance a technology and data culture in the human services field. Fresno Housing Homeless Management Information System (HMIS) Quality Assurance Analysts Cassie Morgan and Melissa Mikel will do a presentation on the technology advanced Point in Time Count. They will discuss their approach in advocating for a paperless Point in Time, where surveys were conducted by use of mobile application. The presentation will detail plan, design and implementation of the mobile application with Shift3 Technologies, a division of Bitwise Industries, in addition to field testing and implementation with volunteer end users.

2016 Point in Time: Stories from the Front

The survey questions on the 2016 Point in Time are rather pointed and can be somewhat personal and intrusive. These questions are not purposed to offend, but to gather data on precise needs of the homeless population. A group of volunteers including Preston Prince and WestCare Senior Vice President Shawn Jenkins approached an intoxicated gentleman near a local chain drugstore. As the gentleman answered survey questions, he became emotional as he recounted the disappointments and missed opportunities of his past. After advising the gentleman of services available for addiction; the survey complete, Shawn and Preston went on. Within the following days, Preston again visited this drugstore, encountered the same gentleman who when asked was ready for treatment. Preston immediately called Shawn, who came to the location, picked the gentleman up and started the process for his entry into substance abuse rehabilitation.

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.

The efforts of the Boards and staff are ongoing and will be reported 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
Museum and multifamily housing development concept (1857 Fulton Street, Fresno)	African American Historical and Cultural Museum of the San Joaquin Valley	Development partner and service provider.
Hmong Cultural Project – museum/cultural center, communal/event center, housing and relocation site for Fresno Center for New Americans	Fresno Housing Authority Fresno Center for New Americans General Vang Pao Foundation	Planning partner, possible development partner and service provider
Parc Grove Commons Northeast (Veterans Phase)	WestCare	Potential partner in the provision of services to property residents
Highway City multifamily housing development/ Early	Highway City CDC Central Community Church	Planning partners, potential development partner,

learning center	Granville Central Unified School District Economic Opportunities Commission	potential service providers
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MANAGEMENT GOALS

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

Sustainability

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

Fiscal Services

Budgeting and Internal Reporting

In the month of January, the Finance Department reviewed the Agency's 2015 Year-end Financial results in preparation for the process of finalizing the books in February. Department staff also worked on consolidating the 2016 Mixed Finance budgets and are currently in the process of refining the budgets with the input of program managers and other various stakeholders. Staff presented most 2016 Mixed Finance budgets to City and County Commissioners at the regular joint board meeting held on January 26, 2016, with the exception of the Renaissance properties. 2016 Renaissance (Alta Monte, Santa Clara, and Trinity) budgets will be presented at a later date as more detailed operational information becomes available. All other departmental responsibilities such as allocations and budget-to-actual analysis continue as usual.

Administrative Services

Procurement

Procurement staff continues to develop training aides to support the procurement procedures and policy. Procurement & facilities staff are analyzing fleet cost and labor code requirements for public works projects. Facilities successfully coordinated the annual evacuation drill at central office and established reorganization goals for the Pine Street warehouse in 2016.

Human Resources

In the month of January, Lisa Bechtel, HR Manager, and Amber Lujano, HR Assistant, attended the Central California Society of Human Resource Management (CCSHRM) luncheon on the topic of "Employment Law Update". This update was presented by Shelline Bennett, Partner at Liebert, Cassidy and Whitmore, and covered recent employment law cases and trends.

In early February, Stanislaus County Housing Authority reached out to our Human Resources Department for assistance with their upcoming panel interviews for a Self Sufficiency Coordinator position. Lisa Bechtel, HR Manager, sat in on their panel interviews to impart helpful tips and advice regarding the interview process.

On February 5th, the Friday before the Super Bowl, many employees participated in the “Show Your Team Spirit Day” where employees were encouraged to wear team sport attire and were treated to Mazatlan Taco Truck at a discounted rate. In addition, Preston Prince, CEO/Executive Director, held a Super Bowl Trivia game for all Agency employees. Staff who were interested in participating submitted their responses for a chance to win free lunch with Mr. Prince. On Monday, February 8th the Parlier Office was announced as the Agency team who earned a perfect score in the trivia game.

The Human Resources Department continues to actively recruit for positions within the Accounting and Finance, Administrative Services, Assisted Housing, Housing Management, and Planning and Community Development departments. We are pleased to announce new employees that started with the Agency this past month: Eleanore Jacquez, Receptionist; Esther Mendieta, Housing Program Coordinator II; and Kelly Gort, Housing Program Coordinator II. In addition, Christina Husbands was promoted to Senior Community Development Manager.

Structure

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

The efforts of the Boards and staff are ongoing and will be reported 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.

The efforts of the Boards and staff are ongoing and will be reported as outcomes are achieved.