

**CITY OF FONTANA
REGULAR HOUSING AUTHORITY MEETING
June 23, 2020
AVAILABLE REMOTELY
7:00 PM**

Due to the evolving situation with the COVID-19 Novel Coronavirus and the health recommendations for social distancing from the Center for Disease Control (CDC)

**THE CITY OF FONTANA HOUSING AUTHORITY MEETING
SHALL BE AVAILABLE TO THE PUBLIC REMOTELY.**

The general public is encouraged to watch and participate from the safety of their home while practicing social distancing.

The meeting can be viewed:

On Local Cable: KFON Channel 3

Streaming Online: <https://LIVE.FONTANA.ORG>

**Members of the public can submit comments via e-mail at
Publiccomments@fontana.org**

Public comments must be received no later than 5:00 P.M. on the day of the meeting. Public comments of no more than three (3) minutes will be read into the record at the appropriate time during the meeting.

In the subject of your e-mail please indicate the item number. If it is a public hearing item indicate whether you are in favor or opposition of the project.

Alternatively, you can leave your pre-recorded comment by calling (909) 600-5502 and leave your comments in a voice mail message no later than 5:00 P.M. on the day of the meeting, to have it played during the meeting.

Welcome to the meeting of the Fontana Housing Authority. To address the Authority, please submit a written comment via e-mail to Publiccomments@fontana.org. Your comment will be read into the record at the appropriate time during the meeting. Public comments must be received no later than 5:00 P.M. on the day of the meeting. Public comments of no more than three (3) minutes will be read into the record at the appropriate time during the meeting. Comments received after the public comment period is closed shall not become part of the public record of the hearing and shall not be made available to the Authority. In compliance with Section 202 of the Americans with Disabilities Act of 1990 42 U.S.C Sec. 12132 and the federal rules and regulations adopted in implementation thereof, the Agenda will be made available in appropriate alternative formats to persons with a disability. Should you need special

assistance to participate in this meeting, please contact the City Clerks Department by calling (909) 350-7602. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Traducción en Español disponible a petición. Favor de notificar al Departamento "City Clerk". Para mayor información, favor de marcar el número 350-7602.

CALL TO ORDER/ROLL CALL:

- A. 7:00 P.M. Call the Meeting to Order**

PUBLIC COMMUNICATIONS:

This is an opportunity for citizens to speak to the Authority for up to 3 minutes on items **not** on the Agenda, but within the Authority's jurisdiction. The Authority is prohibited by law from discussing or taking immediate action on non-agendized items.

- A. Public Communications**

CONSENT CALENDAR:

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below - there will be no separate discussion on these items prior to the time Authority votes on them, unless a member of the Authority requests a specific item be removed from the Consent Calendar for discussion. **Does any member of the public wish to address the Authority regarding any item on the Consent Calendar before the vote is taken?**

- A. Approval of Minutes**

Approve the Minutes of the May 12, 2020, Regular Housing Authority Meeting.

- B. Fiscal Year 2019/20 Fourth Quarter Budget Status Report**

Approve the recommended Fiscal Year 2019/20 Fourth Quarter Budget adjustments.

Approve Consent Calendar Item(s).

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

- A. Elected Officials Communications/Reports**

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

- A. Executive Director Communications**

ADJOURNMENT:

A. Adjournment

**MINUTES OF THE CITY OF FONTANA
REGULAR HOUSING AUTHORITY MEETING
May 12, 2020
AVAILABLE REMOTELY**

CALL TO ORDER/ROLL CALL:

A. 7:00 P.M. Call the Meeting to Order

The Regular Meeting of the City of Fontana Housing Authority was held remotely on Tuesday, May 12, 2020. Chairperson Armendarez called the meeting to order at 7:53 p.m.

ROLL CALL:

Present: Chairperson Armendarez, Authority Members Warren, Roberts, Cothran and Sandoval.

Absent: None

PUBLIC COMMUNICATIONS:

A. Public Communications

There were no public communications received.

CONSENT CALENDAR:

ACTION: Motion was made by Authority Member Warren, seconded by Authority Member Roberts and passed by a vote of 5-0 to approve Consent Calendar Items "A-B" (AYES: Armendarez, Warren, Roberts, Sandoval and Cothran; NOES: None; ABSENT: None) as follows:

A. Approval of Minutes

Approve the Minutes of the February 25, 2020, Regular Housing Authority Meeting.

B. Appointment of Chairperson and Vice-Chairperson for the Fontana Housing Authority

Adopt **Resolution No. HA 2020-001**, appointing Jesse Armendarez as Chairperson and Phillip Cothran as Vice-Chairperson of the Fontana Housing Authority for a term of one year.

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Committee Reports

There were no Elected Official communications received.

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director Communications

There were no Executive Director communications received.

ADJOURNMENT:

The Fontana Housing Authority meeting was adjourned by consensus at 7:54 p.m.

Tonia Lewis
Authority Clerk

Jesse Armendarez
Chairperson

ACTION REPORT
June 23, 2020

FROM: Department of Management Services

SUBJECT: Fiscal Year 2019/20 Fourth Quarter Budget Status Report

RECOMMENDATION:

Approve the recommended Fiscal Year 2019/20 Fourth Quarter Budget adjustments.

COMMITTEE GOALS:

- * To operate in a businesslike manner by ensuring that the public debate is based on accurate information.
- * To practice sound fiscal management by producing timely and accurate financial information.
- * To practice sound fiscal management by living within our means while investing in the future.
- * To practice sound fiscal management by fully funding liabilities and reserves.

DISCUSSION:

Each year, the Housing Authority adopts a budget committing fiscal and staff resources to the accomplishment of its goals. During the year, actual revenues and expenditures are carefully monitored against the approved budget.

Summary of Key Points :

The Fourth Quarter Budget Status Report increases revenues and expenditures in the Permanent Local Housing Allocation Fund #295 in the amount of \$981,122 for eligible housing-related projects and programs; and increases revenues in the Affordable Housing Trust Fund #698 in the amount of \$250,000 based on actual receipts to date.

FISCAL IMPACT:

The requested actions will impact Housing Authority funds as outlined in the attached schedules.

MOTION:

Approve staff recommendation.

SUBMITTED BY:

REVIEWED BY:



Lisa Strong
Management Services Director

APPROVED BY:



Mark Denny
City Manager

ATTACHMENTS:

Description:	Type:
Fourth Quarter Budget Report	Backup Material

ITEM: CC-B

Fontana Housing Authority
Unreserved Fund Balance
FY 2019/2020

	Estimated Fund Balance July 1, 2019	Budget					Net Proposed Adjustments	Estimated Fund Balance June 30, 2020
		Revenues	Transfers In	Expenditures	Transfers Out	Available		
Special Revenue Funds:								
290 Low Mod/Income Housing	\$196,653	\$2,700	\$0	\$0	\$0	\$199,353		\$199,353
295 Permanent Local Hsg Alloc	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
297 Housing Authority - LMIHF	15,254,400	687,100	0	(984,860)	0	14,956,640		14,956,640
Total Special Revenue Funds	\$15,451,053	\$689,800	\$0	(\$984,860)	\$0	\$15,155,993	\$0	\$15,155,993
Capital Project Funds:								
697 Fontana Housing Authority	2,237,921	225,370	0	(1,014,800)	0	1,448,491		1,448,491
698 Affordable Housing Trust	\$2,976,468	\$577,020	\$0	(\$500)	\$0	\$3,552,988	\$250,000	\$3,802,988
Total Capital Project Funds	\$5,214,389	\$802,390	\$0	(\$1,015,300)	\$0	\$5,001,479	\$250,000	\$5,251,479
TOTAL ALL FUNDS	\$20,665,442	\$1,492,190	\$0	(\$2,000,160)	\$0	\$20,157,472	\$250,000	\$20,407,472

Fontana Housing Authority
Recommended Adjustments
FY 2019/2020

Budget Unit Project #	Dept	Description	Account	Description	Appropriations	Revenues	Transfers In	Transfers Out	FB Impact	Reason
295	Permanent Local Hsg Alloc				981,122	981,122	0	0	0	
29520200	AS	PLHA Administration	5328	CDBG Grant Reimb		49,056			49,056	} Increase revenues and expenditures for new allocation from CA Dept of Housing
29520200	AS	PLHA Administration	8010	Departmental expense	49,056				(49,056)	
02020002-295-A	AS	PLHA Project TBD	5328	CDBG Grant Reimb		752,066			752,066	} Increase revenues and expenditures for new allocation from CA Dept of Housing
02020002-295-A	AS	PLHA Project TBD	8130	Other professional services	752,066				(752,066)	
29540300	POL	PLHA Homeless Svcs	5328	CDBG Grant Reimb		180,000			180,000	} Appropriate for Open Door Community Partners contract as approved by Council 6/23/2020 CC-L
29540300	POL	PLHA Homeless Svcs	8130	Other professional services	128,640				(128,640)	
29540300	POL	PLHA Homeless Svcs	8028	City Programs	51,360				(51,360)	
698	Affordable Housing Trust				0	250,000	0	0	250,000	
69820200	AS	AFT Administration	5257	Housing Fee-Resident SFD		250,000			250,000	Increase revenue projections for Affordable Housing Trust based on actual receipts to date
<i>Total operating transfers</i>					<u><u>0</u></u>					