

City of Fontana

8353 Sierra Avenue
Fontana, CA 92335



Regular Agenda

Next Reso. HA 2024-002

Tuesday, October 22, 2024

2:00 PM

Grover W. Taylor Council Chambers

Housing Authority

Peter A. Garcia - Chairperson
John B. Roberts - Vice Chairperson
Jesus "Jesse" Sandoval - Authority Member
Phillip Cothran - Authority Member
Acquanetta Warren - Authority Member
Janet Koehler Brooks - City Treasurer
Germaine Key - Authority Secretary

Welcome to the Meeting!

Welcome to the City of Fontana meeting. Meetings are held at the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335. To address the Council, please fill out a card located at the entrance to the right indicating your desire to speak on either a specific agenda item or under Public Communications and give it to the City Clerk. Your name will be called when it is your turn to speak. In compliance with Americans with Disabilities Act of 1990 (42 USC § 12132), the Council Chambers is wheelchair accessible, and a portable microphone is available. Upon request, this agenda will be made available in appropriate alternative forms to persons with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990. Any person with a disability who requires accommodation to participate in a meeting should direct such a request to the City Clerk’s Office at (909) 350-7602 at least 48 hours before the meeting, if possible. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the City Clerk’s Office.

Para traducción en Español, comuníquese con la oficina, “City Clerk” al (909) 350-7602.

The City of Fontana is committed to ensuring a safe and secure environment for its residents to engage with the government. No oversized bags or backpacks (size limit of 14”x14”x6”) will be allowed inside the Council Chambers. All bags are subject to search. Face masks are prohibited in the Council Chambers, but clear masks will be provided upon request to accommodate individuals with medical needs, ensuring their safety and well-being. Before entering the Council Chambers, you may be subject to a metal detector screening. The City Manager retains the discretion to grant any exemptions. Fontana aims to provide safe buildings for our community members, employees, and visitors.

CALL TO ORDER/ROLL CALL:

- A. **Call the Meeting to Order**

PUBLIC COMMUNICATIONS:

This is an opportunity for citizens to speak to the members of the meeting 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 they are voted on, unless a member requests a specific item be removed from the Consent Calendar for discussion.

- A. **Approval of Minutes** [21-3375](#)
Approve the minutes of the September 10, 2024, Housing Authority Meeting.

Attachments: [Housing Authority Meeting Minutes 09-10-2024.pdf](#)

NEW BUSINESS:

- A. **Fiscal Year 2024-25 First Quarter Budget Status Report - [21-3346](#)
Fontana Housing Authority**

Approve the recommended Fiscal Year 2024-25 First Quarter Budget adjustments.

Attachments: [FY24-25 First Quarter Budget Status Report Fontana Housing Authority.pdf](#)

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

- A. **Executive Director's Communications**

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

- A. **Elected Officials Communications/Committee Reports**

ADJOURNMENT:

- A. **Adjournment**

Adjourn to the next Regular Housing Authority Meeting at 2:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.



City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

Housing Authority

File #: 21-3375

Agenda #: A.

Agenda Date: 10/22/2024

Category: Consent Calendar

FROM:

City Clerk

SUBJECT:

Approval of Minutes

RECOMMENDATION:

Approve the minutes of the September 10, 2024, Housing Authority Meeting.

COUNCIL GOALS:

- Create and maintain a dynamic team by supporting the decisions of the majority once made.
- Create and maintain a dynamic team by communicating Goals and Objectives to all commissions and employees.

DISCUSSION:

The Housing Authority Board will consider approval of the minutes of the September 10, 2024, Regular Housing Authority meeting. The draft minutes are attached to this report for the Board's review and approval.

FISCAL IMPACT:

None.

MOTION:

Approve staff recommendation.

City of Fontana

8353 Sierra Avenue
Fontana, CA 92335



Minutes

Tuesday, September 10, 2024

2:00 PM

Grover W. Taylor Council Chambers

Housing Authority

Peter A. Garcia - Chairperson
John B. Roberts - Vice Chairperson
Jesus "Jesse" Sandoval - Authority Member
Phillip Cothran - Authority Member
Acquanetta Warren - Authority Member
Janet Koehler Brooks - City Treasurer
Germaine Key - Authority Secretary

CALL TO ORDER/ROLL CALL:

A. 2:00 P.M. Call the Meeting to Order

A Regular Meeting of the Fontana Housing Authority was held in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, CA 92335, on Tuesday, September 10, 2024.

Chairperson Garcia called the meeting to order at 2:08 p.m.

ROLL CALL:

PRESENT: Chairperson Garcia, Vice-Chairperson Roberts, Authority Members Warren, Cothran, and Sandoval.

City Treasurer Koehler-Brooks and Authority Secretary Key were also in attendance.

ABSENT: None

PUBLIC COMMUNICATIONS:

A. Public Communications

No public communications were received.

CONSENT CALENDAR:

ACTION: Motion was made by Authority Member Sandoval, seconded by Vice-Chairperson Roberts, and passed by a vote of 5-0 to approve Consent Calendar Item "A." The motion carried by the following vote: **AYES:** Warren, Garcia, Cothran, Roberts, and Sandoval; **NOES:** None; **ABSTAIN:** None; **ABSENT:** None

- A. Approval of Minutes 21-3284**
Approve the minutes of the July 23, 2024, Housing Authority Meeting.

NEW BUSINESS:

- A. Lease Agreement for affordable housing community21-3276**
Approve lease agreement between the Fontana Housing Authority and Aldea Fontana, LLC for the property located at 15186 Foothill Boulevard, more specifically identified as APN 1110-161-44, and authorize the City Manager or the City Manager’s designee to execute any documents necessary or approve to effectuate said approval.

Deputy City Manager Phillip Burum provided the staff report. Stated that changes were made to sections 13.1, 13.2, 13.3, 13.5 of the lease agreement to be consistent with the city's policy on indemnifications, negligence, and self-insurance policy.

Deputy City Manager Burum also noted that the agreement requires the city to obtain earthquake insurance if required by the landowner's lender which is outside of the city's standard insurance coverage and additional annual operating expenses would incur if required.

Authority Member Cothran discussed concerns with the difficulty of securing earthquake insurance for commercial properties.

Deputy City Manager Burum stated that the city would not lease the property if the earthquake insurance requirement could not be fulfilled. Also stated that lenders for apartment buildings typically do not require earthquake insurance.

ACTION: Motion was made by Authority Member Cothran seconded by Authority Member Sandoval, and passed by a vote of 5-0 to approve New Business Item "A." The motion carried by the following vote: AYES: Warren, Garcia, Cothran, Roberts, and Sandoval; NOES: None; ABSTAIN: None; ABSENT: None

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director's Communications

No Executive Director's Communications were received.

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Committee Reports

No Elected Officials Communications were received.

ADJOURNMENT:

A. Adjournment

Chairperson Garcia adjourned the meeting at 3:24 p.m.

Peter Garcia
Chairperson

THE FOREGOING MINUTES WERE ADOPTED AND APPROVED BY THE FONTANA HOUSING AUTHORITY ON OCTOBER 22, 2024.

Germaine Key
Authority Secretary



City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

Housing Authority

File #: 21-3346

Agenda #: A.

Agenda Date: 10/22/2024

Category: New Business

FROM:

Finance

SUBJECT:

Fiscal Year 2024-25 First Quarter Budget Status Report - Fontana Housing Authority

RECOMMENDATION:

Approve the recommended Fiscal Year 2024-25 First Quarter Budget adjustments.

COUNCIL GOALS:

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

DISCUSSION:

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

The current 2024-25 operating budget includes total sources (revenues and transfers in) of \$1.7 million and total uses (expenditures and transfers out) of \$727,030. First Quarter Budget adjustments include an increase in total sources of \$232,063 for a total of \$1.9 million and an increase in total uses of \$1.4 million for a total of \$2.1 million.

Summary of Key Points:

The following budget adjustments are recommended from the Permanent Local Housing Allocation Fund #295:

- Decrease revenues in the amount of \$213,750 due to actual funding being less than anticipated.

The following budget adjustments are recommended from the Affordable Housing Trust Fund #698

- Increase appropriations in the amount of \$1.0 million for the Aldea Apartment Lease.

FISCAL IMPACT:

The fiscal impact associated with the requested actions will have a net fund balance decrease of \$1.1 million as outlined in the attached Housing Authority schedules.

MOTION:

Approve staff recommendation.

Fontana Housing Authority
Unreserved Fund Balances
Fiscal Year 2024/2025

	Unaudited Fund Balance July 1, 2024	Budget					Available	Net Project Carryovers	Net Proposed Adjustments	Estimated Fund Balance June 30, 2025
		Revenues	Transfers In	Expenditures	Transfers Out					
Special Revenue Funds:										
290 Low Mod/Income Housing	\$ 203,939	\$ -	\$ -	\$ -	\$ -	\$ 203,939	\$ -	\$ -	\$ 203,939	
291 Housing Authority AB 1486	3,522,523	0	0	0	0	3,522,523	0	-	3,522,523	
295 Permanent Local Hsg Alloc	(26,653)	213,750	0	(91,540)	0	95,557	47,069	(121,963)	20,663	
297 Housing Authority - LMIHF	15,706,644	451,000	0	(412,100)	0	15,745,544	0	-	15,745,544	
Total Special Revenue Funds	\$ 19,406,453	\$ 664,750	\$ -	\$ (503,640)	\$ -	\$ 19,567,563	\$ 47,069	\$ (121,963)	\$ 19,492,669	
Capital Project Funds:										
697 Fontana Housing Authority	\$ 1,617,077	\$ 217,350	\$ -	\$ (189,840)	\$ -	\$ 1,644,587	\$ -	\$ -	\$ 1,644,587	
698 Affordable Housing Trust	7,696,449	810,000	0	(33,550)	0	8,472,899	(2,040,992)	(1,027,000)	5,404,907	
Total Capital Project Funds	\$ 9,313,526	\$ 1,027,350	\$ -	\$ (223,390)	\$ -	\$ 10,117,486	\$ (2,040,992)	\$ (1,027,000)	\$ 7,049,494	
TOTAL ALL FUNDS	\$ 28,719,979	\$ 1,692,100	\$ -	\$ (727,030)	\$ -	\$ 29,685,049	\$ (1,993,923)	\$ (1,148,963)	\$ 26,542,163	

**Fontana Housing Authority
Recommended Adjustments
Fiscal Year 2024/2025**

Fund	Organization Project #	Dept	Organization/Project Description	Object	Object Description	Appropriations	Revenues	Transfers In	Transfers Out	FB Impact	Reason
295 Permanent Local Hsg Alloc						354,026	232,063	-	-	(121,963)	
	29540300	PD	PLHA Homeless Outreach	5328	CDBG Grant Reimbursement		(213,750)			(213,750)	Decrease revenues to zero out unrealized funding
	30200008-295-A	DS	PLHA Project TBD	5328	CDBG Grant Reimbursement		62,169			62,169	Adjust PLHA Project TBD to match HCD allocation
	30200008-295-A	DS	PLHA Project TBD	8130	Other Professional Svcs	62,169				(62,169)	
	30200008-295-B	DS	PLHA Project TBD	5328	CDBG Grant Reimbursement		(560,105)			(560,105)	Adjust PLHA Project TBD to match HCD allocation
	30200008-295-B	DS	PLHA Project TBD	8028	City Programs	(560,105)				560,105	
	30200008-295-C	DS	PLHA Project TBD	5328	CDBG Grant Reimbursement		943,749			943,749	Adjust PLHA Project TBD to match HCD allocation
	30200008-295-C	DS	PLHA Project TBD	8028	City Programs	943,749				(943,749)	
	30200009-295-A	DS	PLHA Administration	8130	Other Professional Svcs	(91,787)				91,787	Adjust PLHA Admin budget to match HCD allocation
698 Affordable Housing Trust						1,027,000	-	-	-	(1,027,000)	
	30200023-698-A	DS	Aldea Legacy Apts	8420	Lease Expense - Principal	1,027,000				(1,027,000)	Increase appropriations for Aldea Apartment Lease CC Approved 9/10/24, File #21-3276
Total Fontana Housing Authority Transfers								0	0		

Fontana Housing Authority
Carryover Projects
Fiscal Year 2024/2025

Fund	Project #	Description	Amount
TOTAL HOUSING AUTHORITY			4,456,479
295	Permanent Local Hsg Allocation		2,415,516
	30200008	PLHA Project TBD	2,253,479
	30200009	PLHA Administration	162,038
698	Affordable Housing Trust		2,040,963
	30200007	AHT Acq/Rehab/Rental	140,963
	30200023	Aldea Legacy Apts	1,900,000