



CELEBRATING  
**BLACK HISTORY MONTH**

**Boards of Commissioners Meeting**

February 28, 2023

# AGENDA

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

5:00 PM • FEBRUARY 28, 2023

**This Board Meeting will be held via video and audio conferencing, and in person. The meeting can be accessed by members of the public as follows:**

**Meeting Location: 1260 Fulton Street (2<sup>nd</sup> Floor), Fresno, CA 93721**

**Via Zoom: <https://us06web.zoom.us/j/82117160250?pwd=U0FxQllmTE5aQk9kK1EzajV5T3JqQT09>**

**To join via teleconference, call: (669) 900-6833. Meeting ID: 821 1716 0250.**

**Passcode: 105797.**

*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) 443-8923 or ExecutiveOffice@fresnohousing.org, TTY 800-735-2929.*

PAGE #

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### 1. Call to Order and Roll Call

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### 2. Approval of agenda as posted

*The Boards of Commissioners may add an item to this agenda if, upon a two-thirds vote, the Boards of Commissioners find that there is a need for immediate action on the matter and the need came to the attention of the Authority after the posting of this agenda.*

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### 3. Public Comment and Presentations

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

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### 4. Potential Conflicts of Interest

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

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### 5. Governance Matters

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

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### 6. Consent Agenda

*All Consent Agenda items are considered to be routine action items and will be enacted in one motion unless pulled by any member of the Boards of Commissions or the public. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered following approval of the Consent Agenda.*

- a. Governance: Consideration of the Minutes of December 13, 2022  
*Approval of the minutes of the Board Meeting*
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# FRESNO HOUSING

b.	Consideration of Acceptance of American Rescue Plan Act (ARPA) Funding from the City of Fresno for Step Up On 99 <i>Consideration to Accept ARPA Funding for Step Up on 99</i>	17
c.	Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Step Up on 99 <i>Consideration of Authorization to Apply for AHP Funds for Step Up on 99</i>	21
d.	Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Heritage Estates <i>Consideration of Authorization to Apply for AHP Funds for Heritage Estates</i>	25
e.	Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – La Joya Commons <i>Consideration of Authorization to Apply for AHP Funds for La Joya Commons</i>	29
f.	Authorization to Ratify Donation of Promesa Commons (fka Sun Lodge) from Silvercrest, Inc <i>Consideration to Ratify Acceptance of Property Donation for Promesa Commons</i>	34
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<b>7.</b>	<b>Information Item</b>	
a.	Shelter Operations Update	
b.	Real Estate Development Update – Capital Magnet Fund	38
<hr/>		
<b>8.</b>	<b>Closed Session</b>	
a.	EMPLOYEE PERFORMANCE EVALUATION <i>Title: CEO</i>	
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<b>9.</b>	<b>Action</b>	
a.	Consideration of Adjustment to CEO Compensation	
b.	Approval of the Salary Scale for represented and unrepresented employees.	40
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<b>10.</b>	<b>Adjournment</b>	

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

**Tuesday, December 13, 2022**

**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, December 13, 2022, at 1260 Fulton Street, Fresno, CA. The public was able to join in-person and via teleconference.

1. The regular joint meeting was called to order at 5:05 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT:     Adrian Jones, Chair  
                  Stacy Vaillancourt, Vice Chair  
                  Ruby Yanez  
                  Sharon Williams

ABSENT:       Caine Christensen  
                  Sabrina Kelley

The regular joint meeting was called to order at 5:05 p.m. by Board Chair, Commissioner Catalano, of the Board of Commissioners of the Housing Authority of Fresno County. Roll call was taken and the Commissioners present and absent were as follows:

PRESENT:     Cary Catalano, Chair  
                  Nikki Henry, Vice Chair  
                  Stacy Sablan  
                  Valori Gallaher  
                  Sophia Ramos

ABSENT:       Joey Fuentes

Also, in attendance were the following: Tyrone Roderick Williams, CEO; Ken Price, Baker Manock and Jensen - General Counsel; Tammy Townsend, Deputy Executive Director; Brandy Woodard, Chief Officer of Housing Choice; Brenda Budke, Sierra HR Partners Consultant; and Judge Mary Dolis.

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

There was no public comment.

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

**MOTION PASSED:** 5 – 0

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

**MOTION PASSED:** 5 – 0

3. PRESENTATIONS AND ANNOUNCEMENTS

Chair Catalano made special comments in honor of celebrating 10 years of service to the Agency by Commissioner Sablan and 15 years of service by Commissioner Jones.

Tyrone Roderick Williams, CEO, introduced new hires Brandy Woodard and Tammy Townsend. Ms. Woodard was recruited as the new Chief Officer of the Housing Choice Department and Ms. Townsend was recruited as the new Deputy Executive Director.

Chair Catalano announced the swearing in of Mr. Williams by Judge Mary Dolis to the California Housing Finance Agency's Board of Directors. Mr. Williams will not only be representing Fresno and the Central Valley in this important role, but also for all of our public housing communities who are most in need of policy change and economic transformation in today's challenging times.

Chair Catalano announced a break in the board meeting so that Commissioners and public members in attendance could enjoy the holiday food and snacks provided in celebration.

The meeting was called to order at 5:58 p.m.

4. PUBLIC COMMENT AND PRESENTATIONS

RoseAnn Dominguez, Fresno Housing Property Specialist II, provided comments. Ms. Dominguez stated that she was disappointed with Fresno Housing's treatment of their staff and that she is looking forward to the end of negotiations. She explained that she just hopes for the sake of the staff that the work environment and the Agency gets better over time.

Jennifer Vanderdussen, Fresno Housing Choice Case Manager, spoke on short staffing issues within her department and the lack of resident support being provided by the Agency. Ms. Vanderdussen explained that each case worker has an extremely high case load and that, due to the short staffing and performance issues, the majority of the case managers are overwhelmed and cannot return important client calls and communications timely. She explained this is a disservice to the residents and to the staff. Ms. Vanderdussen also stated that high performers continue to get work added to their tables because they are high performers while others are behind on their work. She said this, paired with the lack of staff, causes a stressful environment. She hopes the Agency can find some effective solutions.

Anthony Esparza, Housing Choice Inspector, made comments about requiring higher compensation for the work the inspectors do. Mr. Esparza explained it has become harder and harder to making any kind of living in the present economy with the compensation they currently earn. He requested the Agency look into ways to increase their pay by at least 15%.

Sam De La Pena, Senior Maintenance Technician, expressed similar concerns to Mr. Esparza's. Mr. De La Pena stated he hopes the Agency doesn't tighten the budget on staff to save money.

Tina Maldonado, Housing Choice Leasing Specialist, talked about the lack of accountability for program participants. Ms. Maldonado said it extends case work out for a long time to constantly have to follow up with participants who are not complying with eligibility and program requirements and who are not responding to case managers' outreach efforts. Ms. Maldonado stated it takes a lot of time and red tape for someone's assistance to be cancelled for non-compliance and that she doesn't understand why a program under government watch and that receives federal funds could be allowed to be that lax in compliance enforcement. Ms. Maldonado used her previous experience in case management at other assistance-based companies as an example for how strict compliance requirements usually are and how important enforcement was.

Kevin Smith, SEIU Local 521 Representative, spoke in support of all the comments made by staff at the meeting and hopes the Boards will listen to the feedback provided.

David Price, Property Manager, made comments about short staffing issues for the Property Management department. Mr. Price explained that in 2018 the Agency had 18 employees in clerical positions serving 1,200 residents in Fresno. As of 2022, the Agency only has 13 employees in those same positions and the number of residents being served has only increased since then. Mr. Price explained he counts 29 staff currently in Management and asked the Agency to make sense of the disparity. Mr. Price requested for more clerical-based staff to be hired to help out Property Management who desperately needs it. As a last comment, Mr. Price also supported Mr. Esparza's earlier request for a salary increase of 15%. Mr. Price explained

“everyone” is aware of the current state of the economy and staff compensation needs to be able to provide decent quality of life.

Chairs Jones and Catalano thanked the Fresno Housing staff for their comments.

#### 5. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest announced at this time.

#### 6. COUNTY- ELECTION OF THE BOARD CHAIR AND VICE CHAIR FOR THE 2023-2024 BIENNIAL

Cary Catalano was elected as Chair for the County Board. Valori Gallaher was elected as Vice Chair for the County Board.

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

**MOTION PASSED:** 5 – 0

#### 7. GOVERNANCE MATTERS

##### a. CEO’s Report – Presented by Tyrone Roderick Williams

In addition to the written report:

- Introduced the new County Board Resident Commissioner, Amadeo Garcia, whose service will begin in January 2023.
- Ongoing CAN work.

There was no public comment.

##### b. Commissioners’ report

Vice Chair Henry gave a report as follows:

Commended Chair Jones and Commissioner Sablan for their years of service. Ms. Henry also commended the national-level work being done by Commissioners. Vice Chair Henry welcomed Ms. Woodard, Ms. Townsend, and Mr. Garcia to service with the Agency.

#### 8. CONSENT AGENDA

- a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on October 25, 2022
- b. Consideration of the Policy Regarding Transgender, Gender Non-Conforming and Transitioning Employees Policy
- c. Consideration of Approval of Omnibus Closing Resolutions for Citrus Gardens
- d. Consideration of Approval of Amendment to HACF Loan Documents and Omnibus Resolution for The Monarch @ Chinatown
- e. Update on the Sale of the Former Parlier Office and Land
- f. Consideration of Construction Rehabilitation Contract – Sequoia Courts Terrace
- g. Consideration of the 2023 Proposed Utility Allowance Schedules – Low-Income Housing Tax Credit Programs

Chief Real Estate Officer, Michael Duarte, requested to pull item 8d from the consent agenda due to needed revisions.

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

**MOTION PASSED:** 5 – 0

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

**MOTION PASSED:** 4 – 0

There was no public comment.

## 9. STAFF PRESENTATIONS AND DISCUSSION ITEMS

- a. Real Estate Development Update

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

There was no public comment.

## 10. ACTION

- a. Consideration of 2023 Budgets for Agency Operating and Housing Assistance Payments

Nicole Diaz, Director of Finance; Crystal Cox, Finance Manager; and Tyrone Roderick Williams, CEO, presented on this item.

Public comment was as follows:

RoseAnn Dominguez, Property Specialist II, provided comments. Ms. Dominguez asked when the true budget for 2023 will be available to the public. Ms. Dominguez explained that Fresno Housing staff needs higher compensation and expressed concern about the current state of the Agency's budget. She explained that she hopes the Boards will not make cuts to staff compensation in order to help the budget.

Ms. Diaz responded to Ms. Dominguez and let her know the budget will continue to be updated through mid-2023 and that the Agency is taking care to make financial decisions that consider the welfare of staff as well.

Chairs Jones and Catalano made supportive comments to what Ms. Diaz stated and thanked Ms. Dominguez for her comments.

**COUNTY MOTION:** *Commissioner Gallaher moved, seconded by Commissioner Williams to approve the 2023 Budgets for Agency Operating and Housing Assistance Payments.*

**MOTION PASSED:** 5 – 0

**CITY MOTION:** *Commissioner Vaillancourt moved, seconded by Commissioner Ramos to approve the 2023 Budgets for Agency Operating and Housing Assistance Payments.*

**MOTION PASSED:** 4 – 0

#### 11. CLOSED SESSION

The Boards of Commissioners moved to closed session at 6:55 p.m.

#### 12. REPORT OUT OF CLOSED SESSION

The Boards of Commissioners returned from closed session at 7:38 p.m. No action was taken to report.

#### 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 7:39 p.m.

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Tyrone Roderick Williams, Secretary to the Boards of Commissioners

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## **EXECUTIVE DIRECTOR'S REPORT**

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**TO:** Boards of Commissioners

Fresno Housing Authority

**FROM:** Tyrone Roderick Williams

Chief Executive Officer

**SUBJECT:** CEO's Report

**DATE:** February 08, 2023

**BOARD MEETING:** February 28, 2023

**AGENDA ITEM:** 5a

**AUTHOR:** Various Staff

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### **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.

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

## Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
The Monarch @ Chinatown	Under Construction/ Stabilization	1101 F Street Fresno, CA	57	99%
Esperanza Commons ( <i>fka Mendota Farm Labor</i> )	Under Construction	241 Tuft Street Mendota, CA	60	50%
Corazón del Valle Commons ( <i>fka Huron RAD</i> )	Under Construction Pending HCD HOME Application	Fresno and 12 <sup>th</sup> Street Huron, CA	61	44%
The Arthur @ Blackstone ( <i>fka Blackstone/Simpson</i> )	Under Construction	3039 N Blackstone Avenue Fresno, CA	41	21%
Sun Lodge ( <i>fka Day's Inn</i> )	Under Construction	1101 N. Parkway Drive Fresno, CA	64	51%
Citrus Gardens	Under Construction	201 Citrus & 451 10 <sup>th</sup> St. Orange Cove, CA	30	0%
Avalon Commons Phase I ( <i>fka Chestnut/Alluvial</i> )	Pre-Development NPLH Awarded 2 <sup>nd</sup> Round 2022 TCAC Award City of Fresno HOME/PLHA Awarded April 2023 Closing	7521 N. Chestnut Ave. Fresno, CA	60	N/A
La Joya Commons ( <i>fka Firebaugh Family</i> )	Pre-Development 2021 Joe Serna, Jr. Awarded 2 <sup>nd</sup> Round TCAC Awarded Pending PLHA Application June 2023 Closing	1501 Clyde Fannon Road Firebaugh, CA	68	N/A
Step Up on 99 ( <i>fka Motel 99</i> )	Pre-Development Homekey Awarded 2 <sup>nd</sup> Round TCAC Awarded Pending City of Fresno Award Pending SuperNOFA MHP Application July 2023 Closing	1240 & 1280 Crystal Ave Fresno, CA	63	N/A
Heritage Estates ( <i>fka Florence &amp; Plumas</i> )	Pre-development	Southwest Fresno-TBD	33	N/A

	Pending City of Fresno PLHA Award; HOME Funds Award			
San Joaquin Commons-Phase I	Pre-Development	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A

## Project Highlights

Esperanza Commons is anticipated to complete construction on Phase 1 of the project in April 2023.

## PUBLIC

### Overview

Fresno Housing seeks to build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing and supports the advancement of Fresno’s low-income residents.

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

## PARTNERSHIP

### Overview

Fresno Housing seeks to collaborate to strengthen its ability to address the challenges facing Fresno communities.

Fresno Housing is exploring several partnerships in the course of pre-development activities.

Project	Organization	Role
The Villages at Paragon	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations

The Villages at Broadway	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Alegre Commons ( <i>fka Barstow Commons/The Villages at Barstow</i> )	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
The Arthur @ Blackstone ( <i>fka Blackstone/Simpson</i> )	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Avalon Commons Phase I ( <i>fka Chestnut/Alluvial</i> )	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Project Homekey	City of Fresno Turning Point Fresno County	Partner in application to the Homekey program and operational funding to provide housing to populations most vulnerable to COVID-19

**Accounting and Finance**

Our accounting staff has worked tirelessly and successfully submitted 2022 unaudited financial data schedule to HUD by 2/28/2023. We have also conducted the budget training with the department budget managers to walk through the budget review process in Yardi. This allows the budget managers to review and monitor their budgets on a regular basis and be able to make decisions for the operation.

Accounting leadership team continues to work closely with Human Resources in the recruitment of one Accountant.

**MANAGEMENT GOALS**

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

**Sustainability**

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

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

## **Innovation Technology and Information Systems**

The Information systems (IS) department continue to implement efficiencies that not only serve our residents but also our staff. Recently the team activated YardiOne with SSO. YardiOne interface consolidates Yardi's system and authenticates users for multiple web applications using a single username and password. Additional benefits of the SSO implementation, include fewer help desk requests, more productive staff and easier compliance with strong password requirements.

The Innovation and Technology (IT) department has been working in collaboration with property management and resident empowerment teams to coordinate the deployment and replacement of computers at two of our resident computer labs. Nick Sellai, Systems Administrator, worked with partners to install and configure the cameras and Audio system at 1260, This is an important milestone in the process of preparing our board room with hybrid conference technology.

## **Human Resources**

During the month of February, we have continued to provide Workplace Violence and Active Shooter instruction. We have also provided refresher instruction regarding the Prevention and Reporting of Accidents and Injuries, with an emphasis on ways to prevent common workplace accidents and what to do in the case of an employee accident or injury.

The spring 2023 cohort of the Supervisor Academy has continued this month with the modules of Performance Development and Management as well as Inclusive Leadership. We have also launched our Aspire Academy for those employees who would like to become a supervisor at some future point in time.

The Human Resources department is in varying stages of conducting recruitments for the job titles noted below. Over the last month, **34** interviews have been conducted.

<b><u>Working Title</u></b>	<b><u>Internal/External</u></b>	<b><u>Vacancies</u></b>	<b><u>Department</u></b>
Accountant	Both	1	Accounting/Finance
Client Services Specialist	Both	2	Housing Choice
Communications Manager	Both	1	Communications

Compliance Coordinator	Both	1	Property Management
Housing Specialist	Both	1	Housing Choice
Leasing Specialist	Both	2	Housing Choice
Maintenance Lead	Both	1	Property Management
Maintenance Technician	Both	2	Property Management
Program Coordinator- Resident Empowerment	Both	1	Resident Empowerment
Property Specialist II	Both	3	Property Management
Voucher Incentive Coordinator	Both	1	Real Estate Development

The Human Resources department is proud to announce the following **new hires, promotions and transfers**:

Type	Date of Hire	Name	Title	Department
Promotion	1/17/2023	Desiree Berdugo	Senior Leasing Specialist	Property Management
New Hire	1/30/2023	Sandra Boling	Fiscal Services Coordinator	Accounting
Promotion	1/30/2023	Christina Gonzalez	Housing Specialist	Property Management
Promotion	1/30/2023	Elizabeth Lopez-Sierra	Property Specialist II	Property Management
Promotion	1/30/2023	Brandon Nickel	Property Specialist II	Property Management
Promotion	2/13/2023	Brandon Gonzalez	Real Estate Development Manager	RED
New Hire	2/14/2023	Nancy Simon	Housing Specialist	Property Management

## Structure

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

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

## Property Management

On February 2, County West Team Members enjoyed coffee with Mr. Williams and other executive team members in Mendota. They had a chance to meet Deputy Executive Director, Tammy Townsend, and spend some time talking and asking questions of the leadership team.

Our Relocation and Compliance team hosted several meetings this month. They met with current residents and program participants to discuss upcoming plans for rehab and new developments for La Joya in Firebaugh and Step Up 99 here in Fresno. Staff continues to meet with families and individuals impacted by these two developments and with families from Citrus Gardens in Orange Cove to determine individual needs and help folks throughout the process.

Late last month, three members from our Maintenance Leadership Team joined Mr. Williams in Oakland for an informational meeting on HUD’s New Inspection Model, National Standards for the Physical Inspection of Real Estate (NSPIRE). The new model, which prioritizes health, safety and functional defects over appearance, is expected to roll out later this year.

<b>FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 10/01/2022 – 10/31/2022</b>			
	<b>Total No. of Units</b>	<b>Total Vacant</b>	<b>Current Occupancy</b>
<b>CITY OF FRESNO</b>			
City of Fresno	1183	27	97.46%
<b>COUNTY OF FRESNO</b>			
County of Fresno	1151	38	96.35%
<b>COUNTY OF FRESNO - SEASONAL</b>			
Seasonal Properties	194	140	27.83%
Hold/In Construction	179	48	71.00%

## Strategic Outreach

Heighten agency visibility, facilitate community dialogue about housing solutions; and build support for the agency and quality affordable housing.

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

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/28/2023  
**AGENDA ITEM:** 6b  
**SUBJECT:** Consideration of Acceptance of American Rescue Plan Act (ARPA) Funding from the City Fresno – Step Up on 99

**AUTHOR:** Jaicee Felan  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2023

## Executive Summary

On June 28, 2021, the Boards of Commissioners adopted resolutions approving the submission of an application to the City of Fresno for funds in support of the Step Up on 99 development (the Project). Step Up on 99 is located at 1240 & 1280 N. Crystal Avenue in Fresno, California. It is a combination of adaptive reuse and new construction development planned to have sixty-three (63) low-income units and a new community room.

The City of Fresno has funding available through the HOME, Permanent Local Housing Allocation (PLHA) and the American Rescue Plan Act (ARPA) programs. On February 17, 2022, the Fresno City Council approved \$3,500,000 in funding from one of these programs for the Step Up on 99 contingent upon a successful Low Income Housing Tax Credit (LIHTC) award. On December 28, 2022, Step Up on 99 was awarded Tax Credits by the California Tax Credit Allocation Committee (CTCAC).

Staff are recommending the Boards of Commissioners adopt the attached resolution to accept the City of Fresno Permanent Loan of up to \$4,500,000, which may be funded through City HOME, PLHA, and/or ARPA funds. It's possible that the City of Fresno could award additional funding to support the project.

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing approve a loan from the City of Fresno for up to \$4,500,000 for the Step Up on 99 housing development and authorize Tyrone Roderick Williams, Chief Executive Officer, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute all agreements and ancillary documents in connection therewith.

## Fiscal Impact

The City of Fresno Loan will have an interest rate of 3% annually and a term of up to 55 years. Repayment of the City of Fresno Loan will come from the Step Up on 99 development and paid from residual receipts.

## Background Information

## FRESNO HOUSING

Step Up on 99 is to be located at 1240 & 1280 N. Crystal Avenue in Fresno on approximately 2.15 acres. The project site is located in an area of high demand. The property was acquired by the Housing Authority of the City of Fresno, California in August 2020 for \$4,425,000 utilizing a Homekey Grant from the State of California. The current site plan envisions a 63-unit community with approximately 2,585 square feet of community space. The development is proposed to include studio, one-, two-, and three- bedroom units.

### **Past Board Action**

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

**RESOLUTION NO. \_\_\_\_\_**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

**HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF AMERICAN RESCUE PLAN ACT  
(ARPA) FUNDING FROM THE CITY OF FRESNO FOR STEP UP ON 99**

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

WHEREAS, the Agency desires to support housing opportunities for low and moderate income households within a variety of neighborhoods; and

WHEREAS, on June 28<sup>th</sup>, 2021 the Board of Commissioners adopted a resolution approving the submission of a funding application to the City of Fresno for the Step Up on 99 housing development; and

WHEREAS, on July 16<sup>th</sup>, 2021, the Agency submitted a funding application to the City of Fresno for their available funds for the development of Step Up on 99; and

WHEREAS, on February 17<sup>th</sup>, 2022, the Fresno City Council passed a resolution approving a contingent funding award of \$3,500,000 for Step Up on 99 and the Agency desires to accept the award; and

WHEREAS, the Agency approves a loan from the City of Fresno for up to \$4,500,000 for the Step Up on 99 housing development

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby approve the acceptance of the award from the City of Fresno for Step Up on 99 and authorize Tyrone Roderick Williams, Chief Executive Officer, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute all related documents therein.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF FEBRUARY 2023. 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:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/28/2023  
**AGENDA ITEM:** 6c  
**SUBJECT:** Consideration of Authorization to Apply for Federal Home Loan Bank's Affordable Housing Program (AHP) Funds – Step Up on 99

**AUTHOR:** Jaicee Felan  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2023

## Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the new construction of Step Up on 99 (the "Property"). The Property entails the design of 63 low-income units on 2.15 acres located at 1240 & 1280 N. Crystal Avenue in Fresno, California. It is a combination of adaptive reuse and new construction, with a new community room.

As Staff have been evaluating potential sources of gap financing that would complete the assemblance of a financing package, a current opportunity for gap financing is the Federal Home Loan Bank's Affordable Housing Program ("AHP") funds, with a funding application due March 9, 2023.

Silvercrest Inc., as a wholly controlled instrumentality of FH, will act as the lead applicant in the AHP application. Silvercrest, Inc. will take on the role of Managing General Partner and FH will serve as the Administrative General Partner of the Fresno Step Up at 99 Limited Liability Company (LLC) in which FH will be the sole member.

In order to facilitate an AHP funding application, it is necessary for the Boards of Commissioners of Fresno Housing to adopt the attached board resolution that will allow for a list of significant actions to take place in order to facilitate funding. The recommended actions in this memo include the authorization to submit a funding application to the Federal Home Loan Bank's Affordable Housing Program (AHP). Staff will continue to present the Board with updates; neither the submission of this funding application nor the award of project applications obligates Fresno Housing to implement the development.

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions approving the necessary actions needed to move forward with the AHP funding application submission for the Step Up on 99 project, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, including the Federal Home Loan Bank's Affordable Housing Program ("AHP"); and

## FRESNO HOUSING

2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
3. Provide for other matters related thereto.

### Fiscal Impact

There will be not fiscal impact at this time.

### Background Information

Step Up on 99 (fka Motel 99) located at 1240 & 1280 N. Crystal Ave, Fresno, CA 93728 (APN's: 449-232-01 & 02) is an existing 99-unit commercial motel on approximately 2.15 acres. The project site is located in an area of high demand. The property was acquired by the Housing Authority of the City of Fresno, California in August 2020 for \$4,425,000 utilizing a Homekey Grant from the State of California. The current site plan envisions a 63-unit community with a combination of rehabilitation and reconfiguration of existing units to allow for differing bedroom sizes, as well as new construction of two buildings to allow for three-bedroom units and a new community space.

### Past Board Actions

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

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

RESOLUTION AUTHORIZING AN AFFORDABLE HOUSING PROGRAM APPLICATION  
SUBMISSION FOR FUNDING OF THE STEP UP ON 99 PROJECT

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 Fresno County, 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 Step Up on 99 site (APN’s: 449-232-01 & 02) is located in an area with limited affordable housing opportunities and is generally in line with the Authority’s housing and development goals; and,

WHEREAS, a project concept and architectural plan envisions up to 63 low-income units; and,

WHEREAS, Silvercrest, Inc. will act as the lead applicant in the AHP application; and

WHEREAS, the Authority desires to submit funding applications for the project, including but not limited to the Federal Home Loan Bank’s Affordable Housing Program (AHP) program, City of Fresno HOME funds program, the HCD Infill Infrastructure Grant program, the Community Development Block Grant program, Low Income Housing Tax Credits, among others; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to undertake the following actions needed to move forward with funding application submissions for the Step Up on 99 project:

1. Authorize Silvercrest, Inc., as a wholly controlled instrumentality of FH, as the lead applicant in the AHP application.
2. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) City of

Fresno HOME funds, (b) the Affordable Housing Sustainable Communities program (c) the California Department of Housing and Community Development (HCD) Joe Serna, Jr. Farmworker Housing Grant program (d) California Housing Finance Agency (CalHFA) funding, (e) the HCD Infill Infrastructure Grant program, (f) the HCD Multifamily Housing Grant (MHP) Program, (g) the Community Development Block Grant program and (h) Low Income Housing Tax Credits (i) the Federal Home Loan Bank's Affordable Housing Program, and (j) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.

3. Authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
4. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF FEBRUARY, 2023. 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:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/28/2023  
**AGENDA ITEM:** 6d  
**SUBJECT:** Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Heritage Estates Single Family Homes

**AUTHOR:** Scott Berry  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2023

## Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the new construction of Heritage Estates (the “Property”). The Property would entail the design of 33 single family homes on 7.84 acres in West Fresno, just West of the Walnut and Belgravia intersection. The proposed design calls for 33 lots on 7.84 acres, with the planned construction of two-, three- and four-bedroom homes.

On June 28, 2021, the Boards of Commissioners approved a submission to the City of Fresno’s Affordable Housing NOFA for a single-family home project in Southwest Fresno, since named Heritage Estates. The project concept was developed in partnership with the Successor Agency to the Redevelopment Department of the City of Fresno (hereafter “RDA”), which owns the property and set aside \$1,200,000 for site and infrastructure funding.

In September, 2021, Staff received notice of the City’s intent to award both HOME funding (\$1,399,190) and Permanent Local Housing Allocation funding (\$971,000). The City also provided the opportunity to access CalHOME funds (up to \$825,000), a state program for mortgage assistance to lower income homeowners. Together with mortgage proceeds, these public sources are anticipated to fully fund the permanent financing portion of the project. A small funding gap during the construction process, approximately \$2,650,000, is anticipated. Staff is currently in discussion with local banks to provide a bridge loan that could be paid off on a rolling basis (as homes are sold).

As Staff evaluates potential sources of gap financing that would complete the assemblance of a financing package, a current opportunity for gap financing is the Federal Home Loan Bank’s Affordable Housing Program (“AHP”) funds, with a funding application due March 9, 2023.

In order to facilitate an AHP funding application, it is necessary for the Boards of Commissioners of the Housing Authority to adopt the attached board resolution that will allow for a list of significant actions to take place in order to facilitate funding. The recommended actions in this memo include the authorization to submit a funding application to the Federal Home Loan Bank’s Affordable Housing Program (AHP). Staff will continue to present the Board with updates; neither the submission of this funding application nor the award of project applications obligates Fresno Housing to implement the development.

## Recommendation

## FRESNO HOUSING

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions approving the necessary actions needed to move forward with the AHP funding application submission for the Heritage Estates project, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, including the Federal Home Loan Bank's Affordable Housing Program ("AHP"); and
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and
3. Provide for other matters related thereto.

### Fiscal Impact

There will be no fiscal impact at this time.

### Background Information

Heritage Estates is a proposed 33 single-family home development on 7.94 acres of vacant land in Southwest Fresno (APN 477-060-04T). The site is bordered by E. Florence Avenue on the North, across from the Legacy Commons affordable housing development, and will have a primary entrance connecting to Walnut Avenue to the east.

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

The current plan calls for 2 to 4 bedroom homes ranging in size from 1200 to 1600 square feet. Once complete, the homes will be made available to households earning between 50% and 100% area median income. Public funding sources will be used to support downpayment assistance and forgivable second mortgages.

### Past Board Actions

- June 28, 2021 – Resolution Authorizing the Submission of a City of Fresno Funding Application for a Proposed Single-Family Development in Southwest Fresno (APN 477-060-04)
- January, 2023 – Authorization to Award General Construction Contract – Heritage Estates

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

RESOLUTION AUTHORIZING AN AFFORDABLE HOUSING PROGRAM APPLICATION  
FOR FUNDING FOR THE HERITAGE ESTATES PROJECT

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 Fresno County, 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 Heritage Estates site (APN 477-060-04T) is located in an area with limited affordable housing opportunities and is generally in line with the Authority’s housing and development goals; and,

WHEREAS, a project concept and architectural plan envisions up to 33 single family homes, ranging from affordable to market rate in price; and,

WHEREAS, the Authority desires to submit funding applications for the project, including but not limited to the Federal Home Loan Bank’s Affordable Housing Program (AHP) program; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and/or their designee, to undertake the following actions needed to move forward with funding application submissions for the Heritage Estates project:

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) City of Fresno HOME funds, (b) the Federal Home Loan Bank’s Affordable Housing Program (AHP), and (c) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.
2. Authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and

3. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF FEBRUARY, 2023. 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:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/28/2023  
**AGENDA ITEM:** 6e  
**SUBJECT:** Authorization to Apply for Federal Home Loan Bank's Affordable Housing Program (AHP) Funds – La Joya Commons

**AUTHOR:** Eduardo Rodriguez  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2023

## Executive Summary

The purpose of this Board memo is to request approval from the Board of Commissioners related to the development of La Joya Commons, an affordable housing property entitled at the corner of Clyde Fannon Drive and P Street in Firebaugh, California (APNs: 007 140 07ST & 007 140 04ST). The requested action includes authorizing the submission of a funding application for the Project. The proposed La Joya Commons project will consist of demolishing the existing structures and the new construction of 68 units.

As staff continues to evaluate potential sources of gap financing that would complete assembling a financing package, a current opportunity for gap financing is the Federal Home Loan Bank's Affordable Housing Program ("AHP") funds, with a funding application due March 9, 2023.

Silvercrest Inc., as a wholly controlled instrumentality of FH, will act as the lead applicant in the AHP application. Silvercrest, Inc. currently serves as the Managing General Partner of the Firebaugh La Joya Common, LP, and FH as its Administrative General Partner as sole member of the Firebaugh La Joya Commons AGP, LLC.

In order to facilitate an AHP funding application, it is necessary for the Boards of Commissioners of the Housing Authority to adopt the attached board resolution that will allow for a list of significant actions to take place in order to facilitate funding. The recommended actions in this memo include the authorization to submit a funding application to the Federal Home Loan Bank's Affordable Housing Program (AHP). Staff will continue to present the Board with updates; neither the submission of this funding application nor the award of project applications obligates Fresno Housing to implement the development.

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions approving the necessary actions needed to move forward with the AHP funding application submission for the La Joya Commons project and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

## FRESNO HOUSING

1. Authorize the undertaking of all actions necessary to secure financing for the Project and assemble various financing sources, including the Federal Home Loan Bank's Affordable Housing Program ("AHP"); and
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or 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
3. Provide for other matters related thereto.

### Fiscal Impact

There will be no fiscal impact at this time.

### Background Information

The La Joya Commons project (APNs: 007 140 07 ST & 007 140 04 ST) is a proposed 68-unit new construction development in Firebaugh, CA. The current site, formerly known as Firebaugh Farm Labor Housing, was constructed in 1974 and operated as Firebaugh Family. A final loan payment was made to the United States Department of Agriculture Rural Development (USDA) in December 2008, making it the first in the department's recent history to be paid off. Fresno Housing has continued managing the property as a low, very low, and moderate-income family development. Fresno Housing has maintained the property; however, it has remained in use beyond its expected lifetime, and the necessary improvements go beyond regular maintenance.

### Past Board Actions

- February 2020 – Authorization to Apply for Affordable Housing Program (AHP) to the Federal Home Loan Bank of San Francisco
- August 2020 – Approval to Apply for Various Funding Sources
- March 2021 – Approval to apply for HCD Joe Serna, Jr. Farmworker Housing Grant, and Land/Building Donation
- August 2021 – Approval to apply for HCD Multi-Family Housing Program (MHP) Funds
- February 2022 – Approval to apply for HCD HOME Partnership Program and 9% CTCAC
- February 2022 – Approval of a Housing Relinquished Fund (HRFC) of up to \$2,000,000
- February 2022 – Approval allocated thirty-four (34) Project-Based Vouchers to the Project
- May 2022 - Approval to apply for HCD Multi-family Housing Program (MHP) funds.

## FRESNO HOUSING

- September 2022 - Authorization to designate Tyrone Roderick Williams, Chief Executive Officer as a signer on behalf of the Firebaugh La Joya Commons development.
- November 2022 - Approving an application to the California Department of Housing and Community Development
- January 2023 - Architecture Contract Approved for Paul Halajian Architects

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF FRESNO COUNTY, CALIFORNIA

RESOLUTION AUTHORIZING AN AFFORDABLE HOUSING PROGRAM APPLICATION  
SUBMISSION FOR FUNDING FOR THE LA JOYA COMMONS PROJECT

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 Fresno County, 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, HAFC is the developer of the La Joya Commons project, an affordable multi-family development located at Clyde Fanon Road and P Street (APNs: 007 140 07 & 007 140 04 ST); and,

WHEREAS, a project concept and architectural plan envisions up to 68 affordable multi-family units,

WHEREAS, the Authority desires to submit funding applications for the project, including but not limited to the Federal Home Loan Bank’s Affordable Housing Program (AHP) program, among others; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, CA hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to undertake the following actions needed to move forward with funding application submissions for the La Joya Commons project:

1. Authorize the undertaking of all actions necessary to secure financing for the Project, and assemble various financing sources, which may include, but are not limited to: (a) the Federal Home Loan Bank’s Affordable Housing Program (AHP) program (b) California Housing Finance Agency (CalHFA) funding, (c) the HCD Infill Infrastructure Grant program, (d) the HCD Multifamily Housing Grant (MHP) Program, (e) the Community Development Block Grant program and (f) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.

2. Authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, or 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
3. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF FEBRUARY 2023. 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:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/28/2023  
**AGENDA ITEM:** 6f  
**SUBJECT:** Ratifying the Donation of the Promesa Commons property (fka Sun Lodge) from Silvercrest, Inc.

**AUTHOR:** Dave Brenner  
**DEPARTMENT:** Development Manager  
**MEMO DATE:** Real Estate Development  
02/21/2023

## Executive Summary

The purpose of this memo is to request certain approvals from the Boards of Commissioners related to ownership of Promesa Commons (fka Sun Lodge/Day's Inn), and to ratify acceptance of a property donation from Silvercrest, Inc.

On August 25, 2020, the Boards ratified a Purchase and Sale Agreement for the subject property, then known as Day's Inn. The Housing Authority of the City of Fresno, California ("HACF") subsequently received an award of funding from the California Department of Housing and Community Development's ("HCD") Homekey program to acquire the property. While HACF received the grant funding, and executed a Standard Agreement, HCD agreed to allow Silvercrest, Inc., to assume ownership of the property. On November 17, 2020, the Boards approved an assignment of the Purchase and Sale Agreement to Silvercrest, Inc. This ownership transfer enabled the Silvercrest, Inc., to apply for a property welfare tax exemption.

In May, 2022, the Boards approved an omnibus resolution to close tax credit financing and transfer the property to the Fresno 1101 N Parkway, LP, in which Silvercrest, Inc. is the Managing General Partner. The project financing included a residual receipts loan from HACF in the amount of grant funding received under the Homekey program (\$5,858,779). This loan was comprised of funding used to acquire the property (\$4,790,000) and funds expended in its 2020 repair scope. To effectuate this loan, Silvercrest, Inc was required to consent to inclusion of the property, to which it still held title. Therefore, Staff is now recommending the Boards ratify acceptance of the donation of the property from Silvercrest to the Fresno Housing Authority to support the aforementioned loan to the Fresno 1101 N Parkway, LP.

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolutions approving the actions needed to ratify the donation, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the Housing Authority of the City of Fresno, CA to accept donation of the property (APN: 449-270-41) from Silvercrest, Inc.;

## FRESNO HOUSING

2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, 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
3. Provide for other matters related thereto.

### Fiscal Impact

Staff anticipates negligible legal fees associated with this action.

### Background Information

Promesa Commons, formerly Sun Lodge and Day's Inn, was acquired as a 97-room homeless shelter through Project Homekey. The site is located on 2.6 acres at 1101 N. Parkway Drive, Fresno, CA (APN: 449-270-41). Tax credit financing closed on June 6, 2022. The project is now six months into construction and has an anticipated completion date in October 2023.

### Past Board Actions

- May, 2022 – Approval of Omnibus Resolution to close financing
- December 14, 2021 – Approval to accept Low-Income Housing Tax Credit (LIHTC) Award from the California Tax Credit Allocation Committee (CTCAC).
- August 24, 2021 – Approval to apply for Multifamily Housing Program (MHP) funds
- August 24, 2021 – Award of Project-Based Vouchers
- June 28, 2021 – Approval to Apply for various funding applications, including Tax Credits, enter into MOU with Silvercrest, Inc., enter into Partnership Agreement with Silvercrest, Inc., authorize \$2,000,000 HRFC Loan.
- November 17, 2020 - Day's Inn Omnibus Resolution assigning PSA to Silvercrest, Inc.; authorizing Silvercrest, Inc. to acquire the Property; and negotiating and executing the Homekey Standard Agreement and Grant Agreement
- August 25, 2020 - Ratified Purchase and Sale Agreement for Day's Inn

RESOLUTION NO. \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

**RESOLUTION RATIFYING ACCEPTANCE OF A PROPERTY DONATION (APN: 449-270-41) FROM SILVERCREST, INC. FOR THE PROMESA COMMONS PROJECT, AND AUTHORIZATION OF OTHER ACTIONS RELATED THERETO**

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

WHEREAS, Silvercrest, Inc. assumed ownership of Promesa Commons, formerly known as Sun Lodge and Day's Inn (the "Property"), located at 1101 N Parkway Drive, Fresno CA 93728 (APNs: 449-270-41), in December, 2020; and,

WHEREAS, the Property closed tax credit construction financing in May 2022 and transferred to the Fresno 1101 N Parkway, LP; and,

WHEREAS, the Housing Authority of the City of Fresno, California, made a \$5,858,779 residual receipts loan (the "HACF Homekey Loan") to the Fresno 1101 N Parkway, LP to support the project and whereby this value represented all grant funding received from the California Department of Housing and Community Development ("HCD")'s Homekey program, including the \$4,790,000 value of the property;

WHEREAS, to support the HACF Homekey Loan, Silvercrest, Inc. needed to donate the Property to HACF;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California hereby ratify acceptance of a property donation (APNs: 449-270-41) from Silvercrest, Inc. and authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute documents in connection with the approved actions.

1. Authorize the Housing Authority of the City of Fresno, CA to accept donation of the property (APN: 449-270-41) from Silvercrest, Inc.;
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, 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

3. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 28th DAY OF FEBRUARY, 2023. Accordingly, 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:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/28/2023  
**AGENDA ITEM:** 7b  
**SUBJECT:** 2023 Capital Magnet Fund Application

**AUTHOR:** Jazmin Gallardo  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2023

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## Executive Summary

The purpose of this memo is to inform the Board of Commissioners of Fresno Housing (“FH”) of an upcoming funding opportunity for the current round of Capital Magnet Fund awards. This memo will provide further information of the Capital Magnet Fund program application from the Community Development Financial Institutions Fund (CDFI Fund) through the U.S. Department of the Treasury.

As part of an effort to secure financing for affordable housing developments, FH is working toward the submission of the Capital Magnet Fund funding application to the CDFI Fund .

Through the Capital Magnet Fund, the CDFI Fund provides competitively awarded grants to CDFIs and qualified non-profit housing organizations. These awards can be used to finance affordable housing activities, as well as related economic development activities and community service facilities. Awardees are able to utilize funds to create financing tools such as loan loss reserves, revolving loan funds, risk-sharing loans, and loan guarantees. Organizations that receive Capital Magnet Fund awards are required to produce housing and community development investments at least ten times the size of the award amount, generating a multiplier effect that means that more low-income people and low-income communities nationwide will have housing options within their financial reach.

Qualifying Capital Magnet Fund applicants must either be a certified CDFI or a non-profit organization operating with a principal purpose of developing or managing affordable housing solutions; therefore, Staff is proposing Silvercrest, Inc., FH’s non-profit instrumentality, as the lead applicant. All applicants must demonstrate that they have been in existence as a legally formed entity for at least three years prior to the funding round application deadline of March 21, 2023. Capital Magnet Fund Awards are to be announced in Fall of 2023.

The Capital Magnet Fund application is composed of three parts, as well as supporting documents:

Part 1: Business Strategy and Leveraging Strategy

Part 2: Community Impact

Part 3: Organization Capacity

Last year alone, the Capital Magnet Fund was awarded to ten different organizations in California with awards ranging from \$3m to \$12m.

## FRESNO HOUSING

### Recommendation

Informational only. Action will be requested at Silvercrest, Inc. Board meeting.

### Fiscal Impact

None.

# BOARD MEMO

**3TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 2/28/2023  
**AGENDA ITEM:** 9b  
**SUBJECT:** Consideration of 2023 Salary Schedule

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 2/9/2023

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## Executive Summary

On a regular basis, the Agency performs a detailed analysis of its job descriptions, job classifications, and compensation levels for each position, which is known as a Classification and Compensation Study. With the assistance of a third-party consultant, data is compiled from other local government agencies, national non-profit and for-profit companies, and Public Housing Authorities. That data is used to develop our own custom salary ranges.

Consistent with Fresno Housing's goals of ensuring fair and equitable human capital processes as well as recruiting and retaining the most talented employees, the proposed salary ranges were developed. These ranges provide a more meaningful and consistent relationship between the respective classification levels, and the span of the ranges has been revised to be more relevant from a recruiting perspective, as well as provide consistency with established salary ranges across the organization.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the attached 2023 Salary Schedule by approving the respective resolutions.

## Fiscal Impact

The increased salary, taxes, and benefit expenses, which have been included the 2023 budget, will be approximately \$75,700. These increased expenses reflect the cost of adjusting the salary of employees currently below the minimum of the new salary range.

## Background Information

The Agency conducted a Classification and Compensation Study with the assistance of a third-party consultant that provides comparative data for each of FH's positions. The study information allows us the opportunity to make sound salary policy recommendations to the Board consistent with the primary objectives of attracting and retaining qualified staff.

In April 2022, we used the study data to revise the salary ranges of the respective positions in the Real Estate Development department with the understanding that we will be presenting further adjustments to the Salary Schedule for the remaining departments. In addition, the Boards

## FRESNO HOUSING

recently approved the Memorandum of Understanding with SEIU. The 2023 Salary Schedule also reflects the negotiated salary increase, for represented employees, effective January 1, 2023.

Finally, this item is before the Boards because the California Public Employees' Retirement System (CalPERS) requires that our Salary Schedules be publicly available and that they are approved and adopted by the governing bodies.

**Represented Salary Schedule**  
**Effective January 1, 2023 - December 31, 2023**

Job Title	Classification	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Specialist	Specialist	\$ 48,217.60	\$ 50,628.47	\$ 53,159.90	\$ 55,817.89	\$ 58,608.79
Client Services Specialist	Specialist	\$ 51,132.68	\$ 53,689.31	\$ 56,373.78	\$ 59,192.47	\$ 62,152.10
Custodian	Assistant/Clerical	\$ 38,655.60	\$ 40,588.37	\$ 42,617.80	\$ 44,748.69	\$ 46,986.13
Housing Navigator	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Housing Quality Inspector	Specialist	\$ 51,132.68	\$ 53,689.31	\$ 56,373.78	\$ 59,192.47	\$ 62,152.10
Housing Specialist	Specialist	\$ 48,698.26	\$ 51,133.18	\$ 53,689.83	\$ 56,374.33	\$ 59,193.05
HQS Enforcement Specialist	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
HQS Inspections Scheduler	Assistant/Clerical	\$ 41,554.04	\$ 43,631.74	\$ 45,813.32	\$ 48,103.99	\$ 50,509.20
Leasing Specialist	Specialist	\$ 51,132.68	\$ 53,689.31	\$ 56,373.78	\$ 59,192.47	\$ 62,152.10
Maintenance Assistant	Assistant/Clerical	\$ 41,554.04	\$ 43,631.74	\$ 45,813.32	\$ 48,103.99	\$ 50,509.20
Maintenance Lead	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Maintenance Specialist	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Maintenance Technician	Specialist	\$ 48,698.26	\$ 51,133.18	\$ 53,689.83	\$ 56,374.33	\$ 59,193.05
Market Specialist	Specialist	\$ 51,132.68	\$ 53,689.31	\$ 56,373.78	\$ 59,192.47	\$ 62,152.10
Office Assistant II - All	Assistant/Clerical	\$ 41,554.04	\$ 43,631.74	\$ 45,813.32	\$ 48,103.99	\$ 50,509.20
Owner Services Specialist	Specialist	\$ 48,698.26	\$ 51,133.18	\$ 53,689.83	\$ 56,374.33	\$ 59,193.05
Program Integrity Specialist	Specialist	\$ 48,698.26	\$ 51,133.18	\$ 53,689.83	\$ 56,374.33	\$ 59,193.05
Property Assistant	Assistant/Clerical	\$ 41,554.04	\$ 43,631.74	\$ 45,813.32	\$ 48,103.99	\$ 50,509.20
Property Specialist I	Specialist	\$ 46,363.07	\$ 48,681.22	\$ 51,115.28	\$ 53,671.04	\$ 56,354.60
Property Specialist II	Specialist	\$ 48,698.26	\$ 51,133.18	\$ 53,689.83	\$ 56,374.33	\$ 59,193.05
Quality Assurance Specialist	Specialist	\$ 46,363.07	\$ 48,681.22	\$ 51,115.28	\$ 53,671.04	\$ 56,354.60
Receptionist	Assistant/Clerical	\$ 41,554.04	\$ 43,631.74	\$ 45,813.32	\$ 48,103.99	\$ 50,509.20
Senior Client Services Specialist	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Senior Housing Quality Inspector	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Senior Housing Specialist	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Senior Leasing Specialist	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Senior Property Specialist	Senior Specialist	\$ 53,689.17	\$ 56,373.63	\$ 59,192.31	\$ 62,151.93	\$ 65,259.53
Wait List Specialist	Specialist	\$ 48,698.26	\$ 51,133.18	\$ 53,689.83	\$ 56,374.33	\$ 59,193.05

## Fresno Housing 2023 Salary Schedule

<u>Position Title</u>	<u>Classification</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
Chief Executive Officer	Chief	\$ 225,000	\$ 298,000
Deputy Executive Director	Chief	\$ 201,150	\$ 268,200
Chief Real Estate Officer	Chief	\$ 189,975	\$ 253,300
Chief Housing Choice Programs & Initiatives	Chief	\$ 145,500	\$ 194,400
Chief Inclusion & Empowerment Officer	Chief	\$ 145,500	\$ 194,400
Director of Real Estate Development	Director	\$ 151,980	\$ 202,640
Director of Finance & Accounting	Director	\$ 135,000	\$ 180,000
Director of Housing Choice	Director	\$ 126,000	\$ 168,000
Director of Property Management	Director	\$ 126,000	\$ 168,000
Director of Human Resources	Director	\$ 123,750	\$ 165,000
Assistant Director - Real Estate Development	Assistant Director	\$ 121,584	\$ 162,112
Assistant Director - Finance (Controller)	Assistant Director	\$ 108,000	\$ 144,000
Assistant Director - Housing Choice Voucher Program	Assistant Director	\$ 105,000	\$ 140,000
Assistant Director - Property Management	Assistant Director	\$ 105,000	\$ 140,000
Assistant Director - Resident Empowerment	Assistant Director	\$ 104,760	\$ 139,680
Senior Asset Manager	Senior Manager	\$ 109,426	\$ 145,901
Senior Manager - Real Estate Development	Senior Manager	\$ 109,426	\$ 145,901
Senior Manager - Information Technology/Systems	Senior Manager	\$ 101,250	\$ 135,000
Senior Manager - Human Resources	Senior Manager	\$ 99,000	\$ 132,000
Senior Manager - Housing Choice Voucher Program	Senior Manager	\$ 94,500	\$ 126,000
Senior Manager - Property Management	Senior Manager	\$ 94,500	\$ 126,000
Senior Manager - Strategic Initiatives & Partnerships	Senior Manager	\$ 94,284	\$ 125,712
Senior Manager - Resident Empowerment	Senior Manager	\$ 89,250	\$ 119,000
Construction Manager/Owners Representative	Manager II	\$ 98,483	\$ 131,311
Construction Operations Manager	Manager II	\$ 98,483	\$ 131,311
Development Finance Manager	Manager II	\$ 98,483	\$ 131,311
Real Estate Development Manager	Manager II	\$ 98,483	\$ 131,311
Information Technology & Systems Manager	Manager II	\$ 91,125	\$ 121,500
Accounting Manager	Manager II	\$ 86,400	\$ 115,200
Finance Manager	Manager II	\$ 86,400	\$ 115,200
District Manager	Manager II	\$ 85,050	\$ 113,400
Housing Programs Manager	Manager II	\$ 85,050	\$ 113,400
Human Resources Manager	Manager II	\$ 84,150	\$ 112,200
Communications Manager	Manager II	\$ 82,620	\$ 110,160
Asset Manager	Manager I	\$ 88,632	\$ 118,180
Area Manager	Manager I	\$ 76,545	\$ 102,060
Quality Assurance Manager	Manager I	\$ 75,600	\$ 100,800
Resident Empowerment Manager	Manager I	\$ 75,427	\$ 100,570
Senior Data Systems Administrator	Senior Analyst	\$ 82,013	\$ 109,350
Senior Systems & Security Administrator	Senior Analyst	\$ 82,013	\$ 109,350
Senior Construction Project Manager	Senior Analyst	\$ 79,771	\$ 106,362
Senior Analyst - Asset Management	Senior Analyst	\$ 79,771	\$ 106,362
Senior Analyst - Real Estate Development	Senior Analyst	\$ 79,771	\$ 106,362
Senior Development Analyst - Special Projects	Senior Analyst	\$ 79,771	\$ 106,362
Senior Project Manager	Senior Analyst	\$ 79,771	\$ 106,362
Senior Analyst - Human Resources	Senior Analyst	\$ 75,735	\$ 100,980
Senior Accountant	Senior Analyst	\$ 73,440	\$ 97,920
Senior Policy Analyst	Senior Analyst	\$ 70,500	\$ 94,000
Assistant Manager - Housing Choice Voucher Program	Senior Analyst	\$ 68,891	\$ 91,854
Senior Analyst - Property Operations	Senior Analyst	\$ 68,891	\$ 91,854
Senior Analyst - Quality Assurance (PMD)	Senior Analyst	\$ 68,891	\$ 91,854
Senior Analyst - Quality Assurance (HCV)	Senior Analyst	\$ 68,891	\$ 91,854
Senior Analyst - Supportive Housing Opportunities and Partner Engagement	Senior Analyst	\$ 67,884	\$ 90,513
Assistant Manager - Resident Empowerment	Senior Analyst	\$ 67,884	\$ 90,513

## Fresno Housing 2023 Salary Schedule

<u>Position Title</u>	<u>Classification</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
Database Administrator & Report Writer	Analyst	\$ 73,811	\$ 98,415
Systems Administrator	Analyst	\$ 73,811	\$ 98,415
Asset Management Analyst	Analyst	\$ 71,794	\$ 95,726
Community Development Analyst	Analyst	\$ 71,794	\$ 95,726
Community Planning Analyst	Analyst	\$ 71,794	\$ 95,726
Construction Compliance Analyst	Analyst	\$ 71,794	\$ 95,726
Construction Project Manager	Analyst	\$ 71,794	\$ 95,726
Project Manager	Analyst	\$ 71,794	\$ 95,726
Accountant	Analyst	\$ 66,096	\$ 88,128
Human Resources Analyst	Analyst	\$ 63,750	\$ 85,000
Training and Development Analyst	Analyst	\$ 63,750	\$ 85,000
Procurement Analyst	Analyst	\$ 63,450	\$ 84,600
Inspections Supervisor	Analyst	\$ 62,002	\$ 82,669
Intake, Leasing & Case Management Supervisor	Analyst	\$ 62,002	\$ 82,669
Owner Services Supervisor	Analyst	\$ 62,002	\$ 82,669
Maintenance Supervisor	Analyst	\$ 62,002	\$ 82,669
Property Manager	Analyst	\$ 62,002	\$ 82,669
Quality Assurance Analyst - HCV	Analyst	\$ 62,002	\$ 82,669
Quality Assurance Analyst - PMD	Analyst	\$ 62,002	\$ 82,669
Homeless Management Information Systems (HMIS) Analyst	Analyst	\$ 61,096	\$ 81,461
Inclusion Analyst	Analyst	\$ 61,096	\$ 81,461
Program Analyst	Analyst	\$ 61,096	\$ 81,461
Supportive Housing Opportunities & Partner Engagement Analyst	Analyst	\$ 61,096	\$ 81,461
Communications Project Manager	Analyst	\$ 60,230	\$ 80,307
Data Systems Coordinator	Coordinator	\$ 59,049	\$ 78,732
Information Technology Help Desk Coordinator	Coordinator	\$ 59,049	\$ 78,732
Asset Management Coordinator	Coordinator	\$ 57,345	\$ 76,580
Assistant Project Manager	Coordinator	\$ 57,345	\$ 76,580
Community Development Coordinator	Coordinator	\$ 57,345	\$ 76,580
Construction Compliance Coordinator	Coordinator	\$ 57,345	\$ 76,580
Development Services Coordinator	Coordinator	\$ 57,345	\$ 76,580
Procurement Coordinator	Coordinator	\$ 57,105	\$ 76,140
Administrative Coordinator (Executive Office)	Coordinator	\$ 55,397	\$ 73,862
Fiscal Services Coordinator	Coordinator	\$ 52,877	\$ 70,502
Payroll Coordinator	Coordinator	\$ 52,877	\$ 70,502
Community Coordinator	Coordinator	\$ 52,701	\$ 70,268
Compliance & Relocation Coordinator	Coordinator	\$ 52,701	\$ 70,268
Compliance Coordinator	Coordinator	\$ 52,701	\$ 70,268
Administrative Coordinator (HCV)	Coordinator	\$ 52,701	\$ 70,268
Quality Assurance Coordinator (HCV)	Coordinator	\$ 52,701	\$ 70,268
Quality Assurance Coordinator (PMD)	Coordinator	\$ 52,701	\$ 70,268
Outreach & Communications Coordinator	Coordinator	\$ 51,195	\$ 68,261
Human Resources Coordinator	Coordinator	\$ 51,000	\$ 68,000
Administrative Program Coordinator	Coordinator	\$ 49,875	\$ 66,500
HMIS Data Quality Coordinator	Coordinator	\$ 49,875	\$ 66,500
HMIS Training Coordinator	Coordinator	\$ 49,875	\$ 66,500
Program Coordinator - Family Self Sufficiency	Coordinator	\$ 49,875	\$ 66,500
Program Coordinator - Housing Stability	Coordinator	\$ 49,875	\$ 66,500
Program Coordinator - Resident Empowerment	Coordinator	\$ 49,875	\$ 66,500
Program Coordinator - Strategic Initiatives	Coordinator	\$ 49,875	\$ 66,500
Voucher Incentive Coordinator	Coordinator	\$ 49,875	\$ 66,500
Administrative Assistant - Real Estate Development	Clerical Assistant	\$ 45,948	\$ 61,264
Administrative Assistant - Outreach & Communications	Clerical Assistant	\$ 44,317	\$ 59,090
Administrative Assistant - Human Resources	Clerical Assistant	\$ 43,350	\$ 57,800
Accounting Assistant	Clerical Assistant	\$ 42,301	\$ 56,402
Administrative Assistant - Executive Office	Clerical Assistant	\$ 41,548	\$ 55,397
Accounting Intern	Intern	\$ 32,240	\$ 40,300
CCRH (California Coalition for Rural Housing) Intern	Intern	\$ 32,240	\$ 40,300
Communications/Marketing Intern	Intern	\$ 32,240	\$ 40,300
Construction Management Intern	Intern	\$ 32,240	\$ 40,300
Finance Intern	Intern	\$ 32,240	\$ 40,300
Fiscal Services Intern	Intern	\$ 32,240	\$ 40,300
HMIS (Homeless Management Information Systems) Intern	Intern	\$ 32,240	\$ 40,300
Human Resources Intern	Intern	\$ 32,240	\$ 40,300

**Fresno Housing  
2023 Salary Schedule**

<u>Position Title</u>	<u>Classification</u>	<u>Annual Minimum</u>	<u>Annual Maximum</u>
IT Helpdesk Intern	Intern	\$ 32,240	\$ 40,300
Property Operations Intern	Intern	\$ 32,240	\$ 40,300
Research Data Analysis Intern	Intern	\$ 32,240	\$ 40,300
Resident Intern	Intern	\$ 32,240	\$ 40,300
Resident Empowerment Intern	Intern	\$ 32,240	\$ 40,300

RESOLUTION NO. \_\_\_\_\_

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

**RESOLUTION TO APPROVE AND ADOPT THE 2023 SALARY SCHEDULE**

WHEREAS, the California Public Retirement Employees' Retirement System (CalPERS) requires participating agencies to have a publicly available pay schedule that is duly approved and adopted by the Agency's governing body; and,

WHEREAS, the revised 2022 salary schedule was approved by the Board at a regularly scheduled meeting on April 26, 2022; and

WHEREAS, the salary schedule prepared for 2023 includes salary range adjustments following a classification and compensation analysis and the adoption of the successor MOU with SEIU;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno does hereby approve and adopt the 2023 Salary Schedule.

PASSED AND ADOPTED THIS 28<sup>th</sup> DAY OF FEBRUARY, 2023. 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:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners

RESOLUTION NO. \_\_\_\_\_

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

**RESOLUTION TO APPROVE AND ADOPT THE 2023 SALARY SCHEDULE**

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AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Boards of Commissioners