



# Joint Meeting of the Boards of Commissioners Of Fresno Housing

February 27, 2024

5:00 P.M.

1260 Fulton Street - Second Floor

Fresno, CA., 93721

Mosaic Conference Room



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

February 27, 2024

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### 1. Call to Order

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### 2. Approval of the Agenda as Posted

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

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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. The public will have an opportunity to speak on each specific item of business. Comments must be delivered in person or via teleconference when prompted by the chair and must pertain to the specific item of business being heard by the Boards. At the start of your presentation, please state your name and the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.

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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

CEOs Report

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

a. Governance: Consideration of the Minutes of January 23, 2024  
Approval of the minutes of the Board Meeting

January 23, 2024 Joint Board Minutes

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b. Consideration of Amended Cost Allocation Policy

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**8. Closed Session**

a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
(Gov. Code section 54956.9(d)(2).) Number of Matters: 1

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Title: CEO

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**9. Adjournment**

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[www.fresnohousing.org](http://www.fresnohousing.org)

# 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 09, 2024

**BOARD MEETING:** February 27, 2024

**AGENDA ITEM:** 5a

**AUTHOR:** Various Staff

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## Executive Summary

The Boards of the Fresno Housing Authority have established four strategic goals as: Place, People, Public, and Partnership. In addition, the following have been outlined as the management goals: Sustainability, Structure, and Strategic Outreach. The following report demonstrates the efforts of the Executive Leadership and Staff to progress toward the realization of these goals.

## PLACE

### Overview

Fresno Housing seeks to develop and expand the availability of quality affordable housing options throughout the City and County of Fresno by growing and preserving appropriate residential assets and increasing housing opportunities for low-income residents.

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

## Development Project Overview

Name of Property	Status/Type	Address	Total Units	Percent Complete
Citrus Commons (fka Citrus Gardens)	Stabilization	201 Citrus & 451 10 <sup>th</sup> St. Orange Cove, CA	30	100%
Esperanza Commons (fka Mendota Farm Labor)	Stabilization	241 Tuft Street Mendota, CA	60	100%
Corazón del Valle Commons (fka Huron RAD)	Stabilization HCD HOME Awarded CPF Funds Awarded	Fresno and 12 <sup>th</sup> Street Huron, CA	61	100%
The Arthur @ Blackstone (fka Blackstone/Simpson)	Under Construction	3039 N Blackstone Avenue Fresno, CA	41	99.75%
Promesa Commons (fka Sun Lodge/Day's Inn)	Under Construction	1101 N. Parkway Drive Fresno, CA	64	99%
Avalon Commons Phase I (fka Chestnut/Alluvial)	Under Construction	7521 N. Chestnut Ave. Fresno, CA	60	32%
La Joya Commons Phase I (fka Firebaugh Family)	Under Construction	1501 Clyde Fannon Road Firebaugh, CA	68	10%
Manzanilla Commons (fka Step Up on 99/Motel 99)	Under Construction	1240 & 1280 Crystal Ave Fresno, CA	63	9.05%
Heritage Estates (fka Florence & Plumas)	Pre-Development City of Fresno PLHA and FHS Awarded	146 E. Florence Ave. Fresno, CA	33	N/A
Cordillera Commons Phase I (fka San Joaquin Commons)	Pre-Development	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A
Parkside Inn/Golden State Triage	Pre-Development Pending City of Fresno CDBG/HOME-ARP Award Pending CTCAC Application	1415 W. Olive Avenue, Fresno	39	N/A

North Fulton Development	Pre-Development IIG-C Contingent Award Pending City of Fresno Application	1302 Fulton Street, Fresno	TBD	N/A
Avalon Commons Phase II ( <i>fka Chestnut/Alluvial</i> )	Pre-Development City of Fresno LHTF Awarded City of Fresno CDBG Award Pending	7521 N. Chestnut Ave. Fresno, CA	45	N/A
La Joya Commons Phase II ( <i>fka Firebaugh Family</i> )	Pre-Development	1501 Clyde Fannon Road Firebaugh, CA	TBD	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Awarded	Southwest Fresno - TBD	TBD	N/A

## Project Highlights

The Arthur at Blackstone had its Grand Opening Ceremony on February 8, 2024. Leasing has commenced at Esperanza Commons.

## 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 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</i> <i>Chestnut/Allwoial</i> )	Fresno County Department of Behavioral Health	Partner in application to the No Place Like Home program to provide housing and services to homeless populations
Project Homekey	City of Fresno Turning Point Fresno County	Partner in application to the Homekey program and operational funding to provide housing to populations most vulnerable to COVID-19

**MANAGEMENT GOALS**

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

**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.

**Human Resources**

This month we initiated the first cohort of the 2024 Supervisor and Aspire Academy. The Supervisor Academy's initial modules, "My Role as a Supervisor" and "Performance Development and Management," delved into supervisor responsibilities, communication, time management, and how to enhance employee performance.

Our safety theme of the month is Accident and Injury Prevention and Reporting. We aim to reduce workplace accidents and injuries by reinforcing safety and service first as well as understanding how to safely perform assigned tasks. Thorough accident/injury investigations also provide meaningful insight that will help prevent future incidents and keep our staff safe.

The Human Resources department is in varying stages of conducting recruitment for the job titles noted below. Over the last month, 37 interviews have been conducted.

<u>Working Title</u>	<u>Internal/External</u>	<u>Vacancies</u>	<u>Department</u>
Maintenance & Capital Improvements Manager	Both	1	Property Management
Real Estate Development Manager	Both	1	Real Estate Development
Property Specialist II	Both	3	Property Management
Maintenance Technician	Both	1	Property Management

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

<b>Type</b>	<b>Date of Hire</b>	<b>Name</b>	<b>Title</b>	<b>Department</b>
New Hire	1/29/2024	Fredrick Florentino	Maintenance Technician	Property Management
Transfer	1/29/2024	Itzel Azevedo	Property Specialist I	Property Management
Promotion	2/12/2024	Marilyn Garcia	Client Services Specialist	Housing Choice
New Hire	2/13/2024	Priscilla Herrera	Property Specialist II	Property Management
Promotion	2/13/2024	Brittany Wiley	Compliance Analyst	Property Management
New Hire	2/26/2024	Jessica Sandoval	Property Specialist II	Property Management
New Hire	2/26/2024	Yer Moua	Fiscal Services Coordinator	Accounting/Finance
New Hire	2/26/2024	Rinarda Burnley	Construction Compliance Coordinator	Real Estate Development
New Hire	2/26/2024	Isabel Sanchez	Property Specialist II	Property Management
Transfer	2/26/2024	Maria Gomez	Property Specialist II	Property Management
Transfer	2/26/2024	Brittany Alvara	Area Manager	Property Management
Transfer	2/26/2024	Crystal Aldape	Assistant Project Manager	Real Estate Development
New Hire	2/26/2024	Christina Gallegos	Property Specialist II	Property Management

## Structure

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

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

## Strategic Outreach

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

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

## Property Management

### Executive Summary

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 03/01/2023-03/31/2023			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1184	34	96.53%
COUNTY OF FRESNO			
County of Fresno	1222	58	95.00%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	191	144	24.60%
Hold/In Construction	219	96	51.14%

### Property Management

In January, we sent out a customer service survey to all residents at Fresno Housing-managed sites. The survey aims to help us identify ways to serve our families better, ensure we address their concerns, and celebrate the fantastic work performed by the Property Management Team.

On January 25<sup>th</sup>, Property Management Supervisors attended a Seminar on New CA Tenant Landlord Laws that will take effect over the next several months. New procedures will be implemented accordingly. Staff will receive training on all new policies and procedures.

Property Management staff is gearing up to begin The Arthur @ Blackstone move-ins. Household items will be placed in our supportive units, and we anticipate the first move-ins will occur before the end of February.

## **Finance and Accounting**

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

## **Innovation Technology and Information Systems**

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

## **Resident Empowerment**

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

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

**Tuesday, January 23, 2024**

**5:00 P.M.**

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, January 23, 2024, at 1260 Fulton St., Fresno, CA. The public was able to join in person and via teleconference.

1. The regular joint meeting was called to order at 5:06 p.m. by Board Chair, Commissioner Jones of the Board of Commissioners of the Housing Authority of the City of Fresno. Roll call was taken and the Commissioners present and absent were as follows:

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

The regular joint meeting was called to order at 5:06 p.m. by Board Vice-Chair, Commissioner Gallaher, 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:     Valori Gallaher  
                  Sophia Ramos  
                  Amadeo Garcia  
                  Joey Fuentes

ABSENCE:     Cary Catalano  
                  Kyle Chaney

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

2. APPROVAL OF AGENDA AS POSTED (OR AMENDED)

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

**MOTION PASSED:** 4 – 0

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

**MOTION PASSED:** 7– 0

There was no public comment.

3. PUBLIC COMMENT AND PRESENTATIONS

There was no public comment.

4. POTENTIAL CONFLICTS OF INTEREST

There were no conflicts of interest.

5. GOVERNANCE MATTERS

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

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

- St. Agnes Medical Center awarded Fresno Housing the Community Partner Award and honored Tiffany Mangum who coordinated the effort.
- The Arthur @ Blackstone Ribbon Cutting will be held on Thursday, February 8<sup>th</sup> at 10 am.
- Fresno Housing sponsored a table supporting the African American Cultural Museum Honoring Community Trailblazers Black History Month event. This event is held on Saturday, February 3<sup>rd</sup>.

*Joint Board Meeting  
Action Minutes: 1.23.24 Minutes  
Adopted:*

- Form 700 was sent out from the County Clerk; Mr. Williams provided a reminder of the importance of completing the form and if it hasn't been received to let us know so another form can be requested.
- Mr. Williams shared with the board the intention to host a workshop on a Saturday in March to discuss the strategic planning session and obtain feedback as we go over different categories and groupings and how to understand all the information we have received and also discuss a plan to finalize.
- During the workshop there will be some additional training that is required. Ken Price (General Counsel) spoke about the sexual harassment training and ethics training. Ken shared the AB1234 Ethics training is required every two years and that he and Mr. Williams discussed offering the training live at the board retreat which will satisfy the requirement. The second training, AB1825 Sexual Harassment training which is a requirement will be completed online and the links will be sent out to the commissioners to participate remotely, which will also satisfy the requirement. This is also a 2-hour training. Mr. Williams advised the goal is to select a Saturday morning in March where in the first 2 hours the ethics training will be completed and the second 2 hours will be used to discuss the strategic plan. A poll will be sent out to the Board to vote for the best Saturday in the month of March that works for the majority.
- Mr. Williams discussed the fact that the State is anticipating a significant shortfall. Much of what we do depends on programs that are funded through the State so we are waiting to see how this impacts the funding that we compete for.
- Mr. Williams announced that Christina Stokes-Johnson has been elected to be President of the Pacific-Southwest NAHRO Chapter.

There was no public comment.

b. Commissioners' report - Presented by Adrian Jones

- Commissioner Sophia Ramos shared that she went to Parc Grove Commons to attend a Cervical Cancer Awareness event for the residents. Sophia Ramos encouraged other residents and commissioners to attend the events as they were very informative.

6. CONSENT AGENDA

a. Governance: Consideration of the Minutes for the Joint Regular Board Meeting on December 12, 2023.

*Approval of the minutes of the Board Meeting*

b. Consideration of the Workplace Violence Prevention and Response Policy

*Joint Board Meeting*

*Action Minutes: 1.23.24 Minutes*

*Adopted:*

- c. Consideration of the Worker's Compensation Policy
- d. Consideration of the Blood Donation Policy
- e. Consideration of the Smoking and Tobacco Use Policy
- f. Consideration of Submission of Application to the City of Fresno Affordable Housing Development Notice of Funding Availability (NOFA) for Parkside Inn Phase I
- g. Consideration of Submission of Application to the City of Fresno Affordable Housing Development Notice of Funding Availability (NOFA) for Avalon Commons Phase II
- h. Consideration of Submission of Application to the City of Fresno Affordable Housing Development Notice of Funding Availability (NOFA) for the North Fulton Project
- i. Consideration of Submission of a California Tax Credit Allocation Committee Application for Parkside Inn Phase I
- j. Consideration of Agency Disposition Policies
- k. Approval of the 2024 Salary Scale of Represented and Unrepresented Employees

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

**MOTION PASSED:** 4 – 0

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

**MOTION PASSED:** 7 – 0

7. INFORMATION ITEM

- a. 2024 Mixed Finance Budget Overview

Crystal Cox- Finance Manager, Tammy Townsend- Deputy Executive Director and Michael Duarte- Chief Real Estate Officer presented on this item

- b. Development Update

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

8. CLOSED SESSION

- a. Public Employee Performance Evaluation  
Title: CEO

The Boards of Commissioners entered closed session at 6:08 p.m.

The Boards of Commissioners returned from closed session at 6:32 p.m. and resumed open session.

No report from closed session

9. ACTION

- a. Consideration of the Submission of the Section 8 Management Assessment Program (SEMAP) City

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

***MOTION PASSED:** 7 – 0*

- b. Consideration of the Submission of the Section 8 Management Assessment Program (SEMAP) County

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

***MOTION PASSED:** 4 – 0*

- c. Consideration of Sale of Monte Vista Apartments to SilverCrest, Inc. and Related Actions

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

***MOTION PASSED:** 4 – 0*

Joint Board Meeting  
Action Minutes: 1.23.24 Minutes  
Adopted:

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

**MOTION PASSED:** 7 – 0

- d. Consideration of Adjustment to CEO Compensation

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

**MOTION PASSED:** 4 – 0

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

**MOTION PASSED:** 7 – 0

10. 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 7:05 p.m.

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Tyrone Roderick Williams, Secretary to the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 6b  
**SUBJECT:** Consideration of the Agency’s Amended Cost Allocation Plan

**AUTHOR:** Nicole Diaz  
**DEPARTMENT:** Finance & Accounting  
**MEMO DATE:** 02/21/2024

## Executive Summary

The purpose of this memo is to request that the Boards of Commissioners approve the Agency’s amended Cost Allocation Plan. Cost Allocation Plan is a written account of the methods and rules utilized to ensure each of the program/ properties bears the appropriate share of Agency costs. Through the course of the Agency’s 2023 review by the Department of Housing and Urban Development (“HUD”), HUD noted that there is no language stating that the monthly labor allocations are reviewed by the department managers and there’s no date on the plan. Staff reviewed the Cost Allocation Plan further and updated the allocation methodology, including examples to align with the current practice along with recommendations made by HUD.

Here are the major changes from the previous version.

- Definition of Labor Allocation is added to the general approach section
- Allocation of Cost allocation methods and examples were updated for compensation for personnel services, travel costs, professional services costs, equipment, printing costs, property & general liability insurance & self-insurance, automobile insurance & self-insurance, error & omissions insurance & self-insurance, information technology services, facilities expenses, and staff/ development/ training/ conference/ seminars.

## Fiscal Impact

There is no immediate fiscal impact with the adoption of the Agency’s amended Cost Allocation Plan with an effective date of 1/1/2023.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Agency’s amended Cost Allocation Plan as represented.

## Background Information

The Cost Allocation Plan was adopted by the Board on May 28, 2014.

## Cost Allocation Plan

### Table of Contents

1. Purpose
2. General Approach
3. Allocation of Costs
4. Examples of Allocation Methodology
  - o Compensation for Personnel Services
  - o Travel Costs
  - o Professional Services
  - o Equipment
  - o Printing Costs
  - o Property & General Liability Insurance
  - o Automobile Insurance
  - o Errors & Omissions Insurance
  - o Information Technology Services
  - o Facilities Expenses
  - o Staff Development & Training Costs
  - o Other Costs
5. Attachments

## Purpose

The Fresno Housing Authority receives funds from several sources for specific purposes. Through its contractual agreements with these funding agencies, it is explicitly stated that monies received must be used solely for the intended purpose. To effectively comply with the requirements of each funding source, it is necessary to decide on a way to have each of the programs (source of funding) bear its appropriate share of the costs for which there may be shared benefits. This is accomplished by using a process called Cost Allocation, and a written account of the methods, formulas and rules for this allocation is the Cost Allocation Plan.

OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments," establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. The Agency's Cost Allocation Plan is based on the Direct Allocation method described in OMB Circular A-87.

The Direct Allocation Method treats all costs as direct costs except general administration and general expenses. Direct costs are those that can be identified specifically with a particular final cost objective.

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by the organization.

## General Approach

The general approach of the organization in allocating costs to particular grants and contracts is as follows:

1. All allowable direct costs are charged directly to programs, grants, properties etc.
2. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
3. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.
4. Labor Allocation is one of the cost drivers used to allocate costs and it consists of all Employees' time distribution based on their work assignments and it is reviewed and adjusted by the department managers on a monthly basis.
5. The Director of Finance & Accounting may authorize all necessary internal transfers of funds for reimbursement between the City and County Agencies as required to comply with this Cost Allocation Policy.

## Allocation of Costs

The following information summarizes the procedures that are being used by the organization:

1. Compensation for Personnel Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program, property or grant. The labor allocation is reviewed and adjusted by the department managers on a monthly basis to ensure Staff's time is allocated appropriately for programs, grants or properties. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to those programs based the Employee's labor allocation (see Attachment A - Example 2).
  - o Fringe benefits (FICA, UC, and Worker's Compensation) are allocated based on salaries, wages, or individual hours. FICA, workers compensation, and unemployment are allocated based on the salaries and wages of each staff to each funding source. Health insurance, dental insurance, life & disability are allocated based on individual staff and the hours dedicated to each funding source.
  - o Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages, unless the program only allows for the direct cost methodology.
2. Travel Costs - Allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit more than one program will be allocated to those programs based on the Employee's labor allocation (see Attachment A – Example 2).
3. Professional Services Costs (such as consultants, accounting, and legal services) - Allocated to the program directly benefiting from the service. Costs that benefit more than one program will be allocated to those programs equally. Auditing costs are allocated based on major programs selected for the audit with a portion allocated to Accounting department. (See Attachment A – Example 3).
4. Equipment – The organization depreciates equipment when the initial acquisition cost exceeds \$5,000. Items below \$5,000 are reflected in the supplies category and expensed in the current year. Unless specifically prohibited by the awarding agency, equipment purchases are recovered through depreciation. Depreciation costs for allowable equipment used solely by one program are charged directly to the program using the equipment. If more than one program uses the equipment, then an allocation of the depreciation costs and lease costs will be based on the usage by each program.

5. Printing Costs (including supplies, maintenance and repair) - Expenses are charged directly to programs that benefit from the service based on physical location of the printers (see Attachment A Example 6).
6. Property & General Liability Insurance & Self-Insurance – Insurance & self-insurance needed for a particular program is charged directly to the program requiring the coverage. Insurance coverage that benefits more than one program is allocated based on the ratio of each program’s total insured value to total value insured (see Attachment A - Example 4).
7. Automobile Insurance & Self-Insurance - Insurance & self-insurance needed for a particular program is charged directly to the program requiring the coverage. Insurance costs that benefit more than one program will be allocated to those programs based on the assigned driver’s labor allocation (see Attachment A – Example 2).
8. Errors & Omissions Insurance & Self-Insurance - Insurance & self-insurance needed for a particular program is charged directly to the program requiring the coverage. Insurance costs that benefit more than one program will be allocated based on the insured covered units. (see Attachment A - Example 7).
9. Information Technology Services - Expenses are charged directly to programs that benefit from the service. Costs that benefit more than one specific program are allocated based on the ratio of each program’s staff hours to the total of such personnel hours, (see Attachment A - Example 1).
10. Facilities Expenses – Central Office building eligible direct expenses are charged to the Federal programs that are using the Central Office building. The non-Federal programs that are using the Central Office and Marderosian building are charged with the Fair Market Value based on the square footage occupancy. (See Attachment A – Example 5).
11. Staff/ Development/ Training/ Conference/ Seminars – Allocated to the program benefiting from the training, conferences, or seminars. Costs that benefit more than one program will be allocated based on labor allocation. (See Attachment A – Example 2).
12. Other Costs (including miscellaneous invoices, dues, licenses, fees, etc.) - Other joint costs will be allocated on a basis determined to be appropriate to the particular costs.

Fresno Housing Authority  
 Cost Allocation Plan  
 Attachment A - Examples of Allocation Methodology

Example 1

Costs that benefit more than one program are allocated based on the ratio of each program's/ property's staff hours to the total of such personnel hours, as follows:

Expense Amount = \$ 10,000

Program/ Property	Staff Hours	%	Amount Allocated
A	2,000	22%	\$ 2,200
B	2,000	22%	\$ 2,200
C	5,000	56%	\$ 5,600
Total	9,000	100%	\$ 10,000

Example 2

Costs that benefit more than one program / property are allocated based on labor allocation, as follows:

Expense Amount = \$ 50,000

Employee	Program/Property per Labor Allocation	%	Amount Allocated
Employee A	A	34%	\$ 17,000
Employee A	B	59%	\$ 29,500
Employee A	C	7%	\$ 3,500
Total		100%	\$ 50,000

Fresno Housing Authority  
 Cost Allocation Plan  
 Attachment A - Examples of Allocation Methodology

Example 3

Auditing costs will be allocated based on the selected major programs with a portion absorbed by Accounting Department, as follows:

Expense Amount = \$ 100,000

Major Program Allocation	%	Amount Allocated
A	25%	\$ 25,000
B	25%	\$ 25,000
C	25%	\$ 25,000
Accounting	25%	\$ 25,000
Total	100%	\$ 100,000

Example 4

Costs that benefit more than one property will be allocated based on a ratio of each property's total insured property value to total amount insured, as follows:

Expense Amount = \$ 150,000

Property	Insured Property Value	%	Amount Allocated
A	\$ 1,000,000	20%	\$ 29,703
B	\$ 950,000	19%	\$ 28,218
C	\$ -	0%	\$ -
D	\$ -	0%	\$ -
E	\$ 1,250,000	25%	\$ 37,129
F	\$ 750,000	15%	\$ 22,277
G	\$ 1,100,000	22%	\$ 32,673
Total	\$ 5,050,000	100%	\$ 150,000

Example 5

Fresno Housing Authority  
 Cost Allocation Plan  
 Attachment A - Examples of Allocation Methodology

Facilities Costs that benefit more than one program/ property will be allocated based on square footage. Federal Programs will be allocated with the eligible direct expenses and non-Federal Programs will be allocated with Fair Market Value per Square Foot.

Eligible Direct Amount = \$ 150,000

Federal Programs	Square Footage	%	Amount Allocated
A	430	43%	\$ 64,500
B	250	25%	\$ 37,500
C	320	32%	\$ 48,000
Total	1,000	100%	\$ 150,000

Fair Market Value per Square Foot = \$1

Non- Federal Programs	Square Footage	Amount Allocated
A	430	\$ 430
B	250	\$ 250
C	320	\$ 320
Total	1,000	\$ 1,000

Example 6

Printing Costs that benefit more than one program/ property are allocated based on physical locations where the equipment is located, as follows:

Expense Amount = \$ 10,000

Printer	Physical Location	%	Amount Allocated
Printer A	Office #1	100%	\$ 10,000
Total		100%	\$ 10,000

Example 7

Costs that benefit more than one program/ property will be allocated based on a ratio of each program's or each property's total unit count to total covered unit count insured, as follows:

Fresno Housing Authority  
Cost Allocation Plan  
Attachment A - Examples of Allocation Methodology

Expense Amount = \$ 2,000

Program/ Property	Covered Unit Count	%	Amount Allocated
A	1,000	50%	\$ 1,000
B	600	30%	\$ 600
C	400	20%	\$ 400
Total	2,000	100%	\$ 2,000

Policy Reference

- OMB Circular -87
- Title 2 Code of Federal Regulations 200.413

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

**RESOLUTION NO:**

**RESOLUTION TO ADOPT THE AMENDED COST ALLOCATION PLAN  
HOUSING AUTHORITY OF THE CITY OF FRESNO**

WHEREAS, the Housing Authority of City of Fresno adopted the current Cost Allocation Plan on May 28, 2014 and,

WHEREAS, the Department of Housing and Urban Development (“HUD”) requested that the Housing Authority of the City of Fresno update the plan with date and language related to the review of the labor allocation during their 2023 review of Agency program and,

WHEREAS, the Agency is obligated under the Office of Management and Budget’s Circular A-87 to establish principles and methodologies for charging and allocating direct and indirect costs, and

WHEREAS, staff worked on updating the Cost Allocation Plan’s methodologies and examples that reflect the current practice,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the amended Cost Allocation Plan as presented effective January 1, 2023.

PASSED AND ADOPTED THIS 27<sup>th</sup> day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

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

**RESOLUTION NO:**

**RESOLUTION TO ADOPT THE AMENDED COST ALLOCATION PLAN  
HOUSING AUTHORITY OF FRESNO COUNTY**

WHEREAS, the Housing Authority of Fresno County adopted the current Cost Allocation Plan on May 28, 2014, and,

WHEREAS, the Department of Housing and Urban Development (“HUD”) requested that the Housing Authority of Fresno County update the plan with date and language related to the review of the labor allocation during their 2023 review of Agency program and,

WHEREAS, the Agency is obligated under the Office of Management and Budget’s Circular A-87 to establish principles and methodologies for charging and allocating direct and indirect costs, and

WHEREAS, staff worked on updating the Cost Allocation Plan’s methodologies and examples that reflect the current practice,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County adopt the amended Cost Allocation Plan as presented effective January 1, 2023.

PASSED AND ADOPTED THIS 27<sup>th</sup> day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 6c  
**SUBJECT:** Consideration of Agency’s Amended Fixed Asset Policy

**AUTHOR:** Nicole Diaz  
**DEPARTMENT:** Finance & Accounting  
**MEMO DATE:** 02/20/2024

## Executive Summary

The purpose of this memo is to request that the Boards of Commissioners approve the Agency’s amended Fixed Asset Policy. Through the course of the Agency’s 2023 review by the Department of Housing and Urban Development (“HUD”), HUD noted a concern that the Agency did not have a Disposition Policy. To remedy this, two separate disposition policies for non-public Housing Assets and Public Assets were taken and approved by the Boards on January 23, 2024. To align both the Disposition Policy and the Fixed Asset Policy, staff amended the Fixed Asset Policy by adding a section to address the disposition of Fixed Assets.

## Fiscal Impact

There is no immediate fiscal impact with the adoption of the Agency’s amended Fixed Asset Policy.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the Agency’s amended Fixed Asset Policy as represented.

## Background Information

The Capitalization Policy was adopted by the board on October 16, 2013.

## Fixed Asset Policy

### Capitalization

#### Purpose

The purpose of this policy shall be to establish a fixed asset capitalization policy for the Housing Authority of the City of Fresno and The Housing Authority of Fresno County (collectively, the Agency). Generally Accepted Accounting Principles (GAAP) and HUD Financial Management guidelines specify such a capitalization policy to be in place and periodically reviewed.

This document shall:

- Identify an appropriate dollar value threshold for the capitalization of certain costs as fixed assets;
- Define the major asset classes to be used by the Agency;
- Stipulate the relevant depreciation method(s); and,
- Provide the estimated useful life period over which costs for fixed assets shall be recognized within the Agency's financial statements.

The selected capitalization threshold is based on the maximum threshold allowable in 24 CFR 85.31 ("Real Property") and 85.32 ("Equipment"), and the Federal compliance requirements set forth in Title 2 U.S. Code of Federal Regulations Part 200.439 and 200.436.

#### Minimum Capitalization Amount

In accordance with the criteria set out below, the Agency has determined that a minimum capitalization amount of \$5,000 shall be established to justify capitalization of property and equipment having an estimated useful life of greater than one (1) year.

Acquisitions of real property, regardless of dollar value, shall be capitalized as an Agency asset.

#### Major Asset Classes

##### 1. Land

Land consists of real property, exclusive of buildings, improvements, and other structures or additions. Land has an indefinite life and is otherwise not subject to depreciation.

2. Land improvements

Improvements to land include, but are not limited to: grading, leveling, and landscaping. As these improvements are more permanent in nature they are capitalized but not depreciated.

3. Buildings

Buildings consist of real property attached to land, existing and constructed. A secondary asset class for construction-in-progress may be utilized for the capitalization of building costs during the initial construction phase. These costs are capitalized, but not depreciated until the first day of the fiscal year following the completion of the development or rehabilitation project.

4. Building Improvements

Building improvements consist of improvements to real property attached to land. These improvements include, but are not limited to: structural additions and upgrades to existing buildings, paving, sidewalks, irrigation systems and fencing, etc. These costs may also be referred to as modernization costs. Improvements do not include regular maintenance expenditures that do not extend the useful life of the asset. Such costs are expensed in the period incurred and not capitalized. Modernization similar to the building class, building improvements may also include a sub category for construction-in-progress.

5. Equipment – Dwelling & Administration

HUD reporting requirements specify that all equipment be separated into Dwelling and Administration categories. Common equipment sub-classifications include: Computers, IT Equipment, Furniture, Vehicles, Other equipment, and Leasehold Improvements.

## Capitalization of Property for Financial Control Purposes

All property purchased or constructed for the Development of a Project from borrowed funds and all property donated for the development of a property shall be treated as capitalized property.

## Depreciation Method and Useful life

GASB 34 (“Basic Financial Statements—and Management’s Discussion and Analysis—for State and Local Governments”), and subsequent related pronouncements require that all fixed assets be depreciated when using enterprise fund accounting. The method of depreciation and estimated useful life determination of said assets are left to the discretion of the Agency to the extent they comply with GAAP. Therefore, GASB recommends that agencies follow the guidelines and recommendations of other professional organizations when determining the estimated useful life of an asset class,

including: AICPA guidelines, CPA/Audit firm recommendations, IRS publications, and/or other government agencies practices.

Based upon the recommendation of the California State Controller’s Office (SCO), the Agency shall depreciate its fixed assets utilizing the straight line method over their estimated remaining useful lives.

The Agency has established the following estimated useful lives:

Asset Classification	Useful life
- Land	Not Depreciated
- Land Improvements	Not Depreciated
- Buildings	30 Years
- Building improvements	10 Years
- Dwelling and Other (Admin.) Equipment	5 years

## Disposition

An asset disposition form must be completed prior to the sale of an asset. All forms must be authorized by the designated managers based on their purchasing authority. The disposal of any asset’s fair market valued at \$250,001 or above must be approved by Fresno Housing’s boards.

### Disposition – Donation

If it is determined that an asset has no remaining useful life, Fresno Housing may choose to donate fixed asset(s) including electronic devices approved for disposal in those instances where federal and state law allow for the donation of asset.

### Disposition of Technology Equipment

If disposing of technology that holds data, the Information Technology department handling the disposition must ensure that any privileged or confidential data has been removed from the hard drive or memory of the device before processing following Fresno Housing’s E-Waste Guidelines.

### Disposition - Sale

If it is determined that an asset has a remaining useful life, Fresno Housing may choose to auction fixed assets, including fleet vehicles, approved for disposal. Proceeds from the sale will be deposited into the source property or program. Disposition policies for Public Housing and Non-Public housing property are documented separately.

### Policy References

- Title 2 U.S. Code of Federal Regulations Part 200.439 and 200.436.
- 24 CFR §85.31: Real Property
- 24 CFR §85.32: Equipment
- Agency's Disposition Policies for Public Housing and non-Public Housing Assets.

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

**RESOLUTION NO:**

**RESOLUTION TO ADOPT THE AMENDED FIXED ASSET POLICY  
HOUSING AUTHORITY OF THE CITY OF FRESNO**

WHEREAS, the Housing Authority of City of Fresno adopted the current Fixed Asset Policy on October 16, 2013, and,

WHEREAS, the Department of Housing and Urban Development (“HUD”) requested that the Housing Authority of the City of Fresno adopt a Disposition Policy during their 2023 review of Agency program and,

WHEREAS, staff updated the current version of Fixed Asset Policy by adding the section of disposition of assets,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the amended Fixed Asset Policy as presented.

PASSED AND ADOPTED THIS 27<sup>th</sup> day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Board of Commissioners

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

**RESOLUTION NO:**

**RESOLUTION TO ADOPT THE AMENDED FIXED ASSET POLICY  
HOUSING AUTHORITY OF FRESNO COUNTY**

WHEREAS, the Housing Authority of Fresno County adopted the current Fixed Asset Policy on October 16, 2013, and,

WHEREAS, the Department of Housing and Urban Development (“HUD”) requested that the Housing Authority of Fresno County adopt a Disposition Policy during their 2023 review of Agency program and,

WHEREAS, staff updated the current version of Fixed Asset Policy by adding the section of disposition of assets,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County adopt the amended Fixed Asset Policy as presented.

PASSED AND ADOPTED THIS 27<sup>th</sup> day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Board of Commissioners



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## Alcohol and Drug Policy

### Purpose

Fresno Housing (“the Agency”) strives to provide a safe, productive environment for its employees, residents, visitors, and vendors. This includes a workplace free of the problems and risks associated with the use and abuse of illegal or non-prescribed controlled substances.

Because the Agency wants employees to perform their duties safely and efficiently while working with co-workers and residents, the Agency has established an Alcohol and Drug Policy that balances respect for individual privacy with the need to keep a safe, productive, drug-free environment. The Policy provides employees with guidelines for understanding prohibited behavior, what is expected in the workplace, and the consequences for violating this policy. In addition, this policy is intended to comply with the Drug-Free Workplace Act of 1988 and the California Drug Free Workplace Act of 1990.

### Policy

The use (including having detectable levels based on the Agency's testing standards), sale, distribution, possession or transfer of alcohol, illegal drugs, or illegal use of prescription drugs when on the job, on Agency premises or in vehicles owned or rented by the Agency, is strictly prohibited. Where this Policy conflicts with a Memorandum of Understanding (MOU), federal, state, or local law, the labor agreement, MOU, or law shall prevail.

An employee must:

- Not report to work or be subject to duty while their ability to perform job duties is impaired due to alcohol or drug use;
- Not possess or use alcohol or impairing drugs (illegal drugs and prescription drugs without a prescription) during work hours or while subject to duty, or during breaks or meal periods, etc.;
- Not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either the employee or employees are on duty or subject to being called;
- Submit immediately to an alcohol or drug test when requested by a member of management based on reasonable suspicion;
- Notify their supervisor before beginning work when taking medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of their job duties;

- Provide verification of a current valid prescription for any potentially impairing drug or medication within 24 hours of a request by management, and/or when a drug/screen test is positive.

While attending Agency events where alcohol is served, employees are expected to use sound judgment, demonstrate appropriate behavior consistent with Agency values and applicable Agency policies and be respectful of all others and their property. The abuse of alcohol and other substances subjects the Agency to potential risks that are not acceptable. Such conduct could undermine the Agency's ability to operate its business effectively.

The Agency and all properties under its control and management are committed to a drug-free workplace. It is unlawful and contrary to the Agency's zero tolerance policy to manufacture, distribute, dispense, possess, or use any controlled substance on Agency property. The need to maintain a drug-and alcohol-free workplace is vitally important since, in the normal course of their duties, many Agency employees hold positions of trust and have direct contact with disabled, elderly, and minor residents and have access to occupied residences. The Agency will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

Employees must notify the Agency of a personal criminal drug statute conviction for any violation occurring in the workplace no later than five (5) calendar days after such conviction.

The Agency will take disciplinary action against an employee, for violations of this policy up to and including termination of employment or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program, at the Agency's sole discretion.

Implementation of Drug-Free Awareness Program - The Agency will periodically remind all employees of the dangers of drug abuse in the workplace, the Alcohol and Drug policy, the availability of drug counseling, rehabilitation and employee assistance programs, and penalties that may be imposed upon employees for violations of this policy.

Supervisors and managers receive specific instruction to develop a comprehensive understanding of this policy as well as develop an understanding of how to identify/document drug and alcohol use among employees. The instruction will include the identification of factors that constitute reasonable suspicion for testing, the practical application of the process for observing and documenting reasonable suspicion and how to proceed once reasonable suspicion has been established.

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Notification of Employee Criminal Drug Statute Conviction - The Agency will notify the responsible federal agency of any criminal drug statute conviction of an employee for a violation occurring in the workplace. Such notification will be given within ten (10) calendar days of receiving notification from the employee, or otherwise receiving, notice of the conviction.

#### Employee Assistance Program

The Agency will assist and support employees who voluntarily seek help for alcohol and drug use problems before becoming subject to discipline or termination under this or other Agency policies. Such employees will be allowed to use accrued sick and/or vacation leave, be placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Such employees may be required to document that they are following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been scheduled, unless otherwise required by law, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including termination, will be unavoidable.

Employees are to report to work fit for duty and free of any adverse effects of alcohol and/or illegal drugs. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctor about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose their underlying medical conditions.

An employee who reports to work and advises their supervisor of limitations or restrictions resulting from a prescription or over the counter drug may be assigned less than the full range of duties at the sole discretion of the Agency.

#### Testing

The Agency affirms the need to protect the individual dignity, privacy, and confidentiality throughout the testing process. To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.

An employee will be subject to the same consequences of a positive test if they refuse the screening or the test, adulterate or dilute the specimen, substitute the specimen with that from another person or send an imposter or refuse to cooperate in the testing process in such a way that prevents completion of the test.

Reasonable Suspicion Testing - The Agency is concerned about its employees and desires to protect the affected employee, fellow employees, the public, equipment, and facilities from harm. In an effort to prevent harm, a reasonable suspicion test for drugs or alcohol will be conducted. An employee will be required to submit to a drug or alcohol test in cases where two (2) supervisors clearly articulate and document their reasonable suspicion that the employee's faculties are impaired on the job, and/or that the employee's impairment represents a clear and present danger to the physical safety of the employee, another employee, a member of the public, or extensive damage to property or equipment.

Some examples of observable circumstances that may generate reasonable suspicion observations may include but are not limited to:

- Appearance, behavior, tripping while walking, slurred or unusual speech, body tremors or odors;
- Indications of chronic use or withdrawal effects of controlled substances;
- Fighting (physical contact), assaults, or flagrant disregard or violation of established safety or security procedures.
- Red, watery eyes with dilated or constricted pupils.
- Being involved in an accident that damages an Agency vehicle, machinery, equipment or property or results in the injury of any person, including themselves that requires offsite medical attention.

Employees reasonably believed to be under the influence of alcohol or drugs shall be prohibited from engaging in work and shall not be allowed to operate or utilize any Agency equipment.

If two supervisors and/or managers believe that there is reasonable suspicion for a drug/alcohol test the employee shall be immediately informed and advised that they have a right to have a representative present and that such representation must be present within an hour of such notification. The employee will be provided with an opportunity to provide an explanation of their condition.

Before a drug/alcohol test is administered, an employee will be asked to sign a consent form authorizing the release of the test results to the Agency. An employee who refuses to consent to a drug/alcohol test when there is reasonable suspicion of drug/alcohol use in violation of this policy is subject to disciplinary action up to and including termination of employment.

Inspections to Enforce the Policy

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The Agency reserves the right, when there is reasonable suspicion, to inspect/search lockers, file cabinets, desks, boxes, agency vehicles, packages, food containers, and any other articles that might conceal alcohol, illegal drugs, and/or other inappropriate materials. This inspection/search may or may not be conducted in the presence of the employee, nor is employee permission required.

Inspections shall only be conducted when there is a reasonable suspicion concerning the unlawful use or possession of alcohol and/or drugs, and shall have the prior approval of the Executive Director or their designee. Inspections shall only be conducted by Agency management.

#### Responsibilities

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

**RESOLUTION No. \_\_\_\_\_**

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

**RESOLUTION TO APPROVE THE ALCOHOL AND DRUG POLICY**

**WHEREAS, the Board of Commissioners approved the Alcohol and Drug Policy in October 2015; and**

**WHEREAS, the Policy is being revised to update the process of identifying reasonable suspicion of being under the influence of alcohol and/ or drugs: and**

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

**NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Alcohol and Drug Policy.**

**PASSED AND ADOPTED THIS 27th day of February, 2024, by the following vote, to wit:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

**RESOLUTION No. \_\_\_\_\_**

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

**RESOLUTION TO APPROVE THE ALCOHOL AND DRUG POLICY**

**WHEREAS, the Board of Commissioners approved the Alcohol and Drug Policy in October 2015; and**

**WHEREAS, the Policy is being revised to update the process of identifying reasonable suspicion of being under the influence of alcohol and/ or drugs: and**

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

**NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Alcohol and Drug Policy.**

**PASSED AND ADOPTED THIS 27th day of February, 2024, by the following vote, to wit:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

# BOARD MEMO



<b>TO:</b>	Boards of Commissioners	<b>AUTHOR:</b>	Jeff Cardell
<b>FROM:</b>	Tyrone Roderick Williams, CEO		Director of Human Resources
<b>MEETING DATE:</b>	02/27/2024	<b>DEPARTMENT:</b>	Human Resources
<b>AGENDA ITEM:</b>	6e	<b>MEMO DATE:</b>	02/21/2024
<b>SUBJECT:</b>	Consideration of the Change in Status Policy		

## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to approve the revision of the Change in Status Policy that was last approved by the Boards in July 2015. This policy is being revised to identify the duration for Acting and Out of Class assignments, provide gender-neutral language, and delete unnecessary or outdated language as well as other minor edits.

## Recommendation

It is recommended that the Boards of Commissioners approve and adopt the revised Change in Status Policy.

## Fiscal Impact

There is no immediate fiscal impact associated with the adoption of the Change in Status Policy.

## Background Information

As part of the continuing effort to ensure the Agency’s Personnel Policies remain current, the Change in Status Policy has been revised in collaboration with Senior Leaders and labor partners. This policy is being revised to delete the Introduction section, provide gender-neutral language, delete unnecessary or outdated language as well as other minor edits. The policy is also revised to identify the duration of Acting and Out of Class assignments as no less than two work weeks and no more than six months. However, if work demands require, the assignments may be extended an additional six months. Finally, the reference to time served in Acting or Out of Class assignments being credited towards the probationary period has been deleted since unrepresented employees are at will.

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## Change in Status Policy

Represented employees refer to the MOU Article 7 for all items related to Change in Status.

### Purpose

Fresno Housing ("Agency") assigns changes to an employee's position, classification, and/or duties when circumstances warrant. The purpose of this policy is to define various employment status changes as well as ensure consistency in employment and compensation practices. It is the policy of the Agency to evaluate employees objectively and thoroughly for changes in employment and/or compensation status.

### Policy

#### Changes in Compensation Status

A salary range adjustment occurs when the salary range for a particular position is changed in accordance with a directive from the Executive Director or their designee. The employee's performance evaluation effective date and eligibility for pay increases shall remain unchanged.

#### Promotion

A promotion occurs when an employee moves into a new position where the minimum salary level of the new salary range is higher than the minimum salary level of the employee's former salary range. A promoted employee shall receive a corresponding change in compensation dependent on the circumstances.

The employee's performance evaluation shall change to coincide with the effective date of the promotion or performance management cycle based upon position. An employee who is promoted and is found to be performing unsatisfactorily, in the new position, may revert back to their former position if still available.

#### Lateral Transfer

A lateral transfer occurs when an employee moves from one position to another position with the same salary range. The employee's performance evaluation shall remain unchanged and the employee shall continue to receive their current rate of pay.

#### Demotion

A demotion occurs when an employee moves into a new classification where the minimum level of the new salary range is lower than the minimum level of the employee's former salary range. A demoted employee may receive a change in compensation status dependent on the circumstances.

The employee's performance evaluation shall change to coincide with the effective date of the demotion or performance management cycle based upon position.

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## Temporary Assignments

### Acting Appointment

An acting appointment occurs when an employee is assigned to perform all of the duties of a position that is different from the position to which they are currently assigned to on a temporary basis. Appointments may be for the following reasons, but are not limited to, while another employee is on leave, when a key position is vacant, when there is an unexpected project, during a trial period to determine the feasibility of creating a new or additional position, or for any other purpose necessary for effective management of Agency business, as determined by the Executive Director. The Acting position should not be less than two Fresno Housing work weeks and no more than six months. If work demands require the Acting assignment may be extended an additional six months.

The employee will also be assigned a change in compensation status and shall be paid as if they had been promoted to the new position for the length of time the duties are performed. As such, the employee will usually receive a salary increase of at least 5% above the salary the employee receives in their regular position. However, the acting pay shall not exceed the maximum of the salary range assigned to the acting position. An employee who serves in an acting appointment shall accrue and receive all benefits according to the benefit schedule established for the acting position for the duration of the acting assignment.

In most instances, an employee serving in an acting capacity shall return to their regular position upon termination of the acting appointment.

### Out-of-Class Appointment

An out-of-class appointment occurs when an employee is assigned to perform some of the duties of a position within another classification on a temporary basis. An employee who serves in an out-of-class capacity shall perform some of the duties of the new classification, but not all of the duties usually required of the classification. The Out of Class assignment should not be less than two Fresno Housing work weeks and no more than six months. If work demands require the Out of Class assignment may be extended an additional six months.

The employee will also be assigned a change in compensation status and shall be paid as if they had been promoted to the new position for the length of time the duties are performed. As such, the employee will usually receive a salary increase of at least 5% above the salary the employee receives in their regular position. However, the out-of-class pay shall not exceed the top step of the salary range assigned to the out-of-class position. An employee who is assigned an out-of-class appointment shall continue to accrue and receive benefits according to the benefit schedule that applies to the employee's regularly assigned position.

In most instances, an employee serving in an out-of-class capacity shall return to their regular position upon termination of the out-of-class appointment.

## Responsibility

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

**RESOLUTION No. \_\_\_\_\_**

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

**RESOLUTION TO APPROVE THE CHANGE IN STATUS POLICY**

**WHEREAS, the Board of Commissioners approved the Change in Status Policy in July 2015; and**

**WHEREAS, the Policy is being revised to identify the duration for Acting and Out of Class assignments; and**

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

**NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Change in Status Policy.**

**PASSED AND ADOPTED THIS 27th day of February, 2024, by the following vote, to wit:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

**RESOLUTION No. \_\_\_\_\_**

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

**RESOLUTION TO APPROVE THE CHANGE IN STATUS POLICY**

**WHEREAS, the Board of Commissioners approved the Change in Status Policy in July 2015; and**

**WHEREAS, the Policy is being revised to identify the duration for Acting and Out of Class assignments; and**

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

**NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Change in Status Policy.**

**PASSED AND ADOPTED THIS 27th day of February, 2024, by the following vote, to wit:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Tyrone Roderick Williams, Secretary of the Board of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 6f  
**SUBJECT:** Approval of Sale of Avalon Commons Phase II land to Fresno Avalon Commons Phase II LP and Authorization to Accept City of Fresno Community Development Block Grant (CDBG) Funds on Behalf of LP

**AUTHOR:** Lela Schwartz  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2024

## Executive Summary

The purpose of this Board Memo is to request approvals from the Board of Commissioners related to the development of the second phase of the Avalon Commons project, located at 7521 N. Chestnut Ave, Fresno, California (APN: 404-071-50, a portion of). The requested action includes approval of the sale of this portion of land from the Housing Authority of the City of Fresno, CA (FH) to the Fresno Avalon Commons Phase II, LP, and the acceptance of a City of Fresno CDBG award of \$1,243,000 on behalf of the LP. FH is currently the owner of the land associated with Avalon Phase II and intends to sell it to Fresno Avalon Commons Phase II, LP. FH is a general partner of said limited partnership.

The proposed Avalon Commons project will consist of a total of 105 units on the approximately 7-acre site in Northwest Fresno. Phase I of Avalon Commons contains 60 units as well as the community space to be shared with Phase II of the project. Building on the first phase, Phase II of the project will be developed on a roughly 2.4 acre portion of the site and envisions 45 units consisting of (12) 1-bedroom units, (17) 2-bedroom units, and (15) 3-bedroom units.

On July 14, 2023, Fresno Housing submitted an application to the City of Fresno's Affordable Housing Development Notice of Funding Availability. The City of Fresno notified Fresno Housing of the successful application and an award of \$1,243,000 in Community Development Block Grant (CDBG) acquisition funds for Avalon Commons Phase II. A requirement of the CDBG award includes the sale of the subject property from the Housing Authority of the City of Fresno, California to the Fresno Avalon Commons Phase II LP. As such, staff are requesting the Boards approve the sale of land to the LP and authorization to accept the funding award on behalf of the LP.

## Recommendation

It is recommended that the Board of Commissioners of the Fresno Housing Authority adopt the attached resolution approving the following actions for the Avalon Commons Phase II 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 sale of approximately 2.4 acres of land at 7521 N. Chestnut Avenue, Fresno, California (APN: 404-071-50, a portion of) from the Housing Authority of the City of Fresno, California to the Fresno Avalon Commons Phase II LP.

## FRESNO HOUSING

2. Authorize the acceptance of a CDBG funding award of \$1,243,000 for Avalon Commons Phase II on behalf of the Fresno Avalon Commons Phase II LP.
3. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designees to negotiate and execute documents on behalf of the Housing Authority of the Fresno County; and
4. Provide for other matters related thereto.

### Fiscal Impact

No fiscal impact at this time.

### Background Information

Avalon Commons II is the second phase of the Avalon Commons project on 7.1 acres of land located at 7521 N. Chestnut Ave, Fresno, CA (APN: 404-071-50). The property was acquired by the Housing Authority of the City of Fresno, California in December 2020 for \$2,800,000 and has a Phase I development of 60 units and community building underway. The current Phase II site plan envisions a 45-unit development with 12 one-bedroom units, 17 two-bedroom units, and 16 three-bedroom units.

### Past Board Action

- January 23, 2024 - Resolution Authorizing Submission of City of Fresno AHD NOFA Application
- June 27, 2023 - Resolution Authorizing Submission of a City of Fresno AHD NOFA Application
- June 27, 2023 - Resolution Authorizing Submission of an HCD SuperNOFA Application
- May 23, 2023 – Resolution Authorizing the Acceptance of a \$3,000,000 award of Local Housing Trust Funds from the City of Fresno to Provide Financing for Avalon Commons Phase II, and Providing for Other Matters Related Thereto
- March 28, 2023 – Resolution Authorizing the Submission of a City of Fresno Funding Application for Avalon Commons Phase II Project (APN 477-060-04), and Providing for other Matters Related Thereto

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

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

**RESOLUTION AUTHORIZING THE SALE OF AVALON COMMONS PHASE II LAND  
(APN: 404-071-50, A PORTION OF) TO THE FRESNO AVALON COMMONS PHASE II LP,  
AND AUTHORIZATION TO ACCEPT COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDS ON BEHALF OF LP**

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 City of Fresno, California (“the County”); and,

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

WHEREAS, the Avalon Commons Phase II site is approximately 2.4 acres located at 7521 N. Chestnut Avenue (APN: 404-071-50, a portion of) in Fresno, California (“the Land”) and in an area with high demand and opportunity for housing; and,

WHEREAS, the Phase II project concept and architectural plan envisions 44 low income units and 1 manager’s unit with approximately 3,676 square feet of community space that will be developed on and shared with Phase I of the project via a Joint Use Agreement; and,

WHEREAS, the Avalon Commons Phase II development was selected by the City of Fresno to receive a Community Development Block Grant (CDBG) award of \$1,243,000; and,

WHEREAS, the CDBG award requires that funds be spent on acquisition related costs; and,

WHEREAS, the Authority is the property owner desires to sell the Land to the Fresno Avalon Commons Phase II LP in compliance with the CDBG requirements; and

WHEREAS, the Authority desires to accept the CDBG funding award in an amount of \$1,243,000 on behalf of the Fresno Avalon Commons Phase II, LP to facilitate the development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of 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 Avalon Commons project:

1. Authorize the sale of approximately 2.4 acres of land at 7521 N. Chestnut Avenue, Fresno, California (APN: 404-071-50, a portion of), from the Housing Authority of the City of Fresno, California to the Fresno Avalon Commons Phase II LP; and
2. Authorize the acceptance of a CDBG funding award of \$1,243,000 for Avalon Commons Phase II on behalf of the Fresno Avalon Commons Phase II LP
3. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designees to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and in the name of the Administrative General Partner, on its own behalf; and as administrative general partner of the Partnership; and
4. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 27<sup>th</sup> DAY OF FEBRUARY, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 6g  
**SUBJECT:** Authorize the Sale of Parkside Inn from Fresno 1415 W. Olive Ave, LP to Silvercrest, Inc.

**AUTHOR:** Scott W. Berry  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2024

## Executive Summary

The purpose of this memo is to consider approval of a purchase and sale agreement between Fresno 1415 W. Olive, LP and Silvercrest, Inc. for Parkside Inn, located at 1415 W. Olive Ave, Fresno, CA 93728 (449-270-56T). Said property currently serves as a 48 unit emergency shelter as a part of the Department of Housing and Community Development’s Homekey program (“Homekey”). Homekey provided funding for the acquisition of hotels for temporary housing during the COVID-19 pandemic and future conversion into permanent affordable housing.

In late 2020, the property was acquired by the Housing Authority of the City of Fresno, CA (“HACF”) from Akshar, Inc. for \$3,000,000 (an amount equal to the appraised value at the time of sale), and subsequently underwent renovations equivalent to an additional \$759,124. In preparation for submission of funding applications for an adaptive reuse project, HACF then transferred the property to Fresno 1415 W. Olive Ave, LP in December of 2022. HACF is the Administrative General Partner (“AGP”) of Fresno 1415 W. Olive Ave, LP, and Silvercrest, Inc. is the Managing General Partner (“MGP”).

On July 14, 2023, Fresno Housing submitted an application to the City of Fresno’s Affordable Housing Development Notice of Funding Availability. The City of Fresno notified Fresno Housing of the successful application and an award of an estimated \$3,000,000 in Community Development Block Grant (CDBG) acquisition funds and an estimated \$858,000 in HOME-ARP development funds for Parkside Inn. A requirement of the CDBG award includes the sale of the subject property from Fresno 1415 W. Olive Ave, LP to Silvercrest, Inc. As such, staff are requesting the Boards approve the sale of Parkside Inn to Silvercrest, Inc. The Parkside Inn property is being considered in two phases.

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing approve the following actions:

1. Approve a Purchase and Sale Agreement between Fresno 1415 W. Olive Ave, LP and Silvercrest, Inc. for Parkside Inn at an acquisition price of up to \$4,000,000.

## 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 complete all actions necessary to achieve the transfer.
3. Provide for other matters related thereto.

### Fiscal Impact

Fresno 1415 W. Olive Ave, LP would sell the Parkside Inn property to Silvercrest, Inc. for an estimated \$3,858,000. The value of the acquisition would be prorated to allocate \$2,670,923 to Parkside Inn Phase I, and the balance of \$1,187,077 to Parkside Inn Phase II.

### Background Information

The Parkside Inn site (APN: 449-270-56T) is currently operating as a City-supported homeless transitional housing site funded by the State of California Department of Housing and Community Development's Homekey program. The HACF is planning to develop this site as a multi-phased project. Phase I would entail the adaptive reuse of the existing Parkway Inn motel which would convert the existing 48 motel rooms to 27 units (26 special needs, and 1 manager's unit) and would include a range of Studio, 1-Bedroom, and 2 Bedroom units with affordability levels from 30%-60% AMI. Phase II would include the New Construction of additional units which would contain a new Community Center. The project would also have additional landscaping and outdoor community spaces.

### Past Board Actions

- August 25, 2020 – Parkside Inn HCD Resolution & Resolution authorizing approval and ratification to enter into a purchase and sale agreement with Akshar, Inc., for real property located at 1415 W Olive Ave, Fresno, CA 93728 (APN:449-270-56)
- September 9, 2020 – Parkside Inn HCD Resolution update
- October 27, 2020 – Resolution approving acceptance of a grand award from the City of Fresno for the operation and provision of services to hotels during the provision of interim housing
- November 17, 2020 – Resolution approving the assignment to and authorization by Silvercrest, Inc., for the acquisition of real property located at 1415 W. Olive Ave, Fresno, CA 93728 (APN: 449-270-56) from Akshar, Inc. and execution of documents from the California Department of Housing and Community Development; Entrance into a grant agreement with Enterprise Community Partners, Inc.
- March 28, 2023 – Approval to Submit Application for Funding from the City of Fresno's Local Housing Trust Fund for Development and Financing
- June 27, 2023 - Authorization to Apply for HCD's 2023 Super NOFA
- June 27, 2023 – Approval to Submit an Application for Funding to the City of Fresno Affordable Housing Development NOFA
- July 25 ,2023 – Award of General Contractor/Construction Manager (GCCM) Contract

## FRESNO HOUSING

- July 25, 2023 – Authorization for Funding Application to the California Tax Credit Allocation Committee
- January 23, 2024 - Authorization for Funding Application to the California Tax Credit Allocation Committee

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

BEFORE THE BOARD OF COMMISSIONERS OF THE

HOUSING AUTHORITY OF THE CITY OF FRESNO, CALIFORNIA

**RESOLUTION AUTHORIZING THE SALE OF PARKSIDE INN (APN: 449-270-56T) FROM  
FRESNO 1415 W. OLIVE AVE, LP TO SILVERCREST, INC. & ACCEPTANCE OF CITY OF  
FRESNO FUNDING**

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 limited partnership agreements and to make loans to partnerships to finance, plan, undertake, construct, acquire and operate housing projects; and,

WHEREAS, the Parkside Inn project concept and architectural plans envision redevelopment of Parkside Inn in two phases, in which Phase I would entail the adaptive reuse of the existing Parkway Inn motel which would convert the existing 48 motel rooms to 27 units (26 special needs, and 1 manager's unit) and would include a range of Studio, 1-Bedroom, and 2 Bedroom units with affordability levels from 30%-60% AMI. Phase II would include the new construction of additional units and a Community Center; and,

WHEREAS, Parkside Inn was selected by the City of Fresno to receive an award of an estimated \$3,000,000 in Community Development Block Grant (CDBG) acquisition funds and an estimated \$858,000 in HOME-ARP development funds; and,

WHEREAS, the Authority desires to sell Parkside Inn to Silvercrest, Inc. in compliance with the City of Fresno requirements; and,

WHEREAS, The Housing Authority of the City of Fresno, CA is the Administrative General Partner of Fresno 1415 W. Olive Ave, LP; and,

WHEREAS, Silvercrest, Inc. is the Managing General Partner of Fresno 1415 W. Olive Ave, LP; and,

WHEREAS, Silvercrest, Inc. has entered into a Purchase and Sale Agreement (PSA) with Fresno 1415 W. Olive Ave, LP (“the Seller”) to acquire real property located at 1415 W. Olive Avenue, Fresno, California (APN: 449-270-56T) in the City of Fresno; and,

WHEREAS, the proposed purchase price is estimated at \$3,858,000 for the existing property consisting of 48 hotel rooms and common area facilities;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California in its capacity as Administrative General Partner of Fresno 1415 W. Olive Ave, LP do hereby approve entering into Purchase and Sale Agreement with Silvercrest, Inc. for property (APN: 449 270 56T), and further authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee to negotiate and execute all related documents.

PASSED AND ADOPTED THIS 27<sup>th</sup> DAY OF FEBRUARY, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 6h  
**SUBJECT:** Authorization to Accept Assignment of Loan and Record Regulatory Agreement for Sierra Terrace located at 937 Klette Avenue, Fresno, California

**AUTHOR:** Jazmin Gallardo  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2024

## Executive Summary

The Housing Authority of the City of Fresno (“HACF”) is requesting approval to authorize the acceptance of an assignment of a loan and the recordation of restrictive covenants pertaining to the Sierra Terrace Project. The project was purchased by Silvercrest, Inc. in 2017 and consists of forty-six (46) affordable housing units located on 937 Klette Ave, Fresno CA 93706 (APN: 467-261-03-T), and to be commonly known as “Sierra Terrace”.

Silvercrest Inc., as the sole owner of Sierra Terrace entered into a below market government financing loan agreement, dated as of April 14, 2017, provided by the Housing Relinquished Fund Corporation (“HRFC”) as the lender for the amount of Two Million Three Hundred Fifty Thousand and 00/100 Dollars (\$2,350,000.00) (the “Loan”). The Loan matures in the year 2072. HRFC is now prepared to assign the Loan to HACF.

As part of the process of receiving Welfare Tax Exemption from the Fresno County Assessor’s Office, it is required that we submit proof of recorded use restriction “by a recorded regulatory agreement or recorded deed restriction or other legal document” (BOE-267-L: Section 3. Government Financing or Tax Credits; Use Restriction).

The purpose of this memo is to request that the Board of Commissioners of the Housing Authority of the City of Fresno, California adopt and approve the resolution authorizing HACF to accept the assignment of the Loan and to enter into a recorded regulatory agreement for Sierra Terrace.

## Fiscal Impact

As part of our mission to develop and maintain affordable housing, Supplemental Clearing Certificates are filed for each property as part of the first step for attaining Welfare Tax Exemptions on the properties. Securing this exemption is crucial to our mission of providing safe and affordable housing to those in need. By attaining this exemption, we can allocate more resources towards maintaining and improving our properties.

## FRESNO HOUSING

### Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, California adopt and approve the attached resolution authorizing HACF to accept the assignment of the Loan from HRFC, authorizing HACF to enter into a regulatory agreement with Silvercrest, Inc., and authorizing the Chief Executive Officer, Tyrone Roderick Williams, the Deputy Executive Director, Tammy Townsend, and/or the Chief Real Estate Officer, Michael Duarte and/or their designees to negotiate and execute all ancillary documents in connection therewith.

**RESOLUTION NUMBER:**

**BEFORE THE BOARD OF COMMISSIONERS OF THE**

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

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE ASSIGNMENT OF A LOAN FROM THE HOUSING RELINQUISHED FUND CORPORATION, THE EXECUTION AND DELIVERY OF DOCUMENTS, THE RECORDATION OF RESTRICTIVE COVENANTS FOR SIERRA TERRACE BY THE HOUSING AUTHORITY OF THE CITY OF FRESNO AND SILVERCREST, INC., AND PROVIDING FOR OTHER MATTERS RELATED THERETO**

**WHEREAS**, the mission of the Housing Authority of the City of Fresno, CA (“HACF”) is to create and preserve affordable housing opportunities; and

**WHEREAS**, HACF is authorized, among other things, to enter into partnership agreements and to finance, plan, undertake, construct, acquire and operate housing projects; and

**WHEREAS**, Sierra Terrace was purchased by Silvercrest, Inc., sole owner, on April 21, 2017; and

**WHEREAS**, Silvercrest, Inc. owns that certain multifamily residential project located at 937 Klette Ave, Fresno CA 93706 APN:467-261-03-T), and to be commonly known as “**Sierra Terrace**”; and

**WHEREAS**, Silvercrest Inc. entered into a below market government financing loan agreement, dated as of April 14, 2017, provided by Fresno Housing via the Housing Relinquished Fund Corporation (“HRFC”) as the lender for the amount of Two Million Three Hundred Fifty Thousand and 00/100 Dollars (\$2,350,000.00) (the “Loan”), and HRFC is prepared to assign the Loan to HACF; and

**WHEREAS**, to maintain affordability on the property and achieve welfare tax exemption status, it is necessary that Silvercrest, Inc. and the Housing Authority of the City of Fresno enter into a recorded regulatory agreement; and

**WHEREAS**, the HACF is authorized to delegate to one or more of its agents and employees such powers as it deems proper; and

**WHEREAS**, the HACF wishes to ratify and confirm all actions of the HACF and its officers prior to the date hereof and consistent with the terms of this resolution and to authorize such actions subsequent to the date hereof.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Fresno, California do hereby authorize the acceptance of the assignment of the Loan, the execution and delivery of a recorded regulatory agreement for the purposes described herein, and further authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their respective designees to negotiate and execute any and all related documents necessary or desirable to consummate such amendment.

The Board of Directors of the Housing Authority of the City of Fresno, California do hereby:

1. Authorize HACF to accept the assignment of the Loan from HRFC; and
2. Authorize the recordation of restrictive covenants for Sierra Terrace; and
3. Authorize Tyrone Roderick Williams, as Chief Executive Officer, Tammy Townsend, as Deputy Executive Officer, Michael Duarte, as Chief Real Estate Officer, or their respective designees to execute documents on behalf of HACF for the purposes described in this Resolution; and
4. Provide for other matters related thereto

PASSED AND ADOPTED THIS 27TH day of FEBRUARY, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Chief Executive Officer

# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 6i  
**SUBJECT:** Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Heritage Estates Single Family Homes

**AUTHOR:** Lela Schwartz  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2024

## 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 7.94 acres in West Fresno, just West of the Walnut and Belgravia intersection. The proposed design calls for 33 lots on 7.94 acres, with the planned construction of 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 Permanent Local Housing Allocation funding (\$3,062,689). The City also provided the opportunity to set aside CalHOME funds (up to \$1,400,000), a state program for mortgage assistance to lower income homeowners. Together with mortgage proceeds, these public sources are anticipated to fund the majority of the permanent financing portion of the project. 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 5, 2024.

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 3 to 4 bedroom homes ranging in size from 1400 to 1600 square feet. Once complete, the homes will be made available to households earning between 50% and 120% area median income. Public funding sources will be used to support downpayment assistance and forgivable second mortgages.

### Past Board Actions

- June 28, 2021 – Resolution Authorizing the Submission of a City of Fresno Funding Application for a Proposed Single-Family Development in Southwest Fresno (APN 477-060-04)
- January, 2023 – Authorization to Award General Construction Contract – Heritage Estates
- September, 2023 – Approval of HRFC predevelopment funding up to \$300,000

## FRESNO HOUSING

- December, 2023 - Approval to enter into Disposition and Development Agreement and Accept City of Fresno Housing Successor Agency and Permanent Local Housing Allocation Funds for the Heritage Estates Development

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 three and four bedroom 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 Affordable Housing 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 27<sup>th</sup> DAY OF FEBRUARY, 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Tyrone Roderick Williams, Secretary of the Boards of Commissioners



# FRESNO HOUSING

## Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of Fresno County, California, adopt the attached resolution approving the necessary actions needed to move forward with the AHP funding application submission for La Joya Commons, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Chief Real Estate Officer, and/or their designee, to negotiate and execute 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, Michael Duarte, Chief Real Estate Officer, and/or their designee to execute documents on behalf of the Housing Authority of Fresno County, CA in the name of the Administrative General Partner (AGP) or the Partnership; and
3. Provide for other matters related thereto.

## Fiscal Impact

There is no financial 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 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

## FRESNO HOUSING

- 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.
- 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
- February 2023 – Approval to apply to the Affordable Housing Program (AHP) to the Federal Home Loan Bank of San Francisco
- May 2023 – Construction closing omnibus approved

### **Attachments:**

None

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

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

RESOLUTION AUTHORIZING A FEDERAL HOME LOAN BANK'S AFFORDABLE  
HOUSING PROGRAM ("AHP") APPLICATION SUBMISSION FOR LA JOYA COMMONS  
1501 CLYDE FANNON DRIVE, FIREBAUGH, CALIFORNIA 93622

APNS: 007-140-07st & 007-140-04st

**WHEREAS**, the Housing Authority of Fresno County, California ("the Agency") 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 Project is comprised of 67 low income units and 1 manager's unit to be located at 1501 Clyde Fannon Drive in Firebaugh, California 93622 (APNs: 007-140-7st and 007-140-04st); and,

**WHEREAS**, the Housing Authority of Fresno County, California, a public body corporate and politic wishes to apply for the Federal Home Loan Bank of San Francisco's Affordable Housing Program ("AHP"); and,

**WHEREAS**, the Housing Authority of Fresno County, California, is the manager and sole member of Firebaugh La Joya Commons Administrative General Partner, a California limited liability company (the "Administrative General Partner"), and,

**WHEREAS**, the application is proposed in partnership with Silvercrest, Inc. as the managing general partner of the Firebaugh La Joya Commons, Limited Partnership (the "Applicant"); and,

**WHEREAS**, the Agency desires to submit funding applications for the project, including but not limited to the Federal Home Loan Bank of San Francisco's Affordable Housing 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, the 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 La Joya Commons.

1. Authorize the Housing Authority of Fresno County, California, in its capacity as the sole member and manager of the Firebaugh La Joya Commons AGP, LLC, to take actions and execute all documents necessary to submit an application to the Federal

Home Loan Bank of San Francisco’s Affordable Housing Program (“AHP”) fund in partnership with Silvercrest, Inc., an instrumentality of Fresno Housing, as managing general partner of the Firebaugh La Joya Commons, LP.

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 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 27<sup>th</sup> DAY OF FEBRUARY 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to wit:

AYES:

NAYES:

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:** 02/27/2024  
**AGENDA ITEM:** 6k  
**SUBJECT:** Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Parkside Inn – Phase I

**AUTHOR:** Jaicee Berber  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/21/2024

## Executive Summary

The purpose of this Board memo is to request certain approvals from the Boards of Commissioners related to the adaptive reuse of Parkside Inn – Phase I (the “Property”). The Property entails the design of 26 low-income units, with 1 manager’s unit, for a total of 27 units on 1.9 acres located at 1415 W. Olive Avenue in Fresno, California.

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 5, 2024.

The Housing Authority of the City of Fresno, CA (“HACF”) will act as the lead applicant in the AHP application. Silvercrest, Inc. will take on the role of Managing General Partner and HACF will serve as the Administrative General Partner of the to be formed LLC in which HACF 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 Parkside Inn – Phase I 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, 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

The Parkside Inn site (APN: 449-270-56T) is currently operating as a City-supported homeless transitional housing site funded by the State of California Department of Housing and Community Development's Homekey program. The HACF is planning to develop this site as a multi-phased project. Phase I would entail the adaptive reuse of the existing Parkway Inn motel which would convert the existing 48 motel rooms to 27 units (26 special needs, and 1 manager's unit) that would include a range of Studio, 1-Bedroom, and 2 Bedroom units with affordability level from 30%-60%. AMI. Phase II would include the new construction of up to 30 units and a proposed Community Center. The project would also have additional landscaping and outdoor community spaces.

### Past Board Actions

- August 25, 2020 – Parkside Inn HCD Resolution & Resolution authorizing approval and ratification to enter into a purchase and sale agreement with Akshar, Inc., for real property located at 1415 W Olive Ave, Fresno, CA 93728 (APN:449-270-56)
- September 9, 2020 – Parkside Inn HCD Resolution update
- October 27, 2020 – Resolution approving acceptance of a grand award from the City of Fresno for the operation and provision of services to hotels during the provision of interim housing
- November 17, 2020 – Resolution approving the assignment to and authorization by Silvercrest, Inc., for the acquisition of real property located at 1415 W. Olive Ave, Fresno, CA 93728 (APN: 449-270-56) from Akshar, Inc. and execution of documents from the California Department of Housing and Community Development; Entrance into a grant agreement with Enterprise Community Partners, Inc.
- March 28, 2023 – Approval to Submit Application for Funding from the City of Fresno's Local Housing Trust Fund for Development and Financing
- June 27, 2023 - Authorization to Apply for HCD's 2023 Super NOFA

## FRESNO HOUSING

- June 27, 2023 – Approval to Submit an Application for Funding to the City of Fresno Affordable Housing Development NOFA
- July 25 ,2023 – Award of General Contractor/Construction Manager (GCCM) Contract
- July 25, 2023 – Authorization for Funding Application to the California Tax Credit Allocation Committee
- January 23, 2024 - Authorization for Funding Application to the California Tax Credit Allocation Committee and Application to the City of Fresno Affordable Housing Development NOFA

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 PARKSIDE INN – PHASE I 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 Parkside Inn – Phase I site (APN: 449-270-56T) 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 26 low-income units with 1 manager’s unit, for a total of 27 units; and,

WHEREAS, the Housing Authority of the City of Fresno, California 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 funds, 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 Parkside Inn – Phase I project:

1. Authorize the Housing Authority of the City of Fresno, California 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 funds, (b) the Affordable Housing Sustainable Communities program (c) California Housing Finance Agency (CalHFA) funding, (d) the HCD Infill Infrastructure Grant program, (e) the HCD Multifamily Housing Grant (MHP) Program, (f) the Community Development Block Grant program and (h) Low Income Housing Tax Credits (h) the Federal Home Loan Bank's Affordable Housing Program, and (i) 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 27<sup>th</sup> DAY OF FEBRUARY, 2024. 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:** 02/27/2024  
**AGENDA ITEM:** 61  
**SUBJECT:** Consideration of Contract Renewal with Turning Point of Central California, Inc. for Transitional Housing Management Services

**AUTHOR:** Crystal Cox  
**DEPARTMENT:** Finance & Accounting  
**MEMO DATE:** 02/21/2024

## Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to exercise the contract option extension with Turning Point of Central California, Inc. for property management services. The original term of this contract was from January 1, 2021, to December 31, 2021, with the option to extend the contract for four (4) additional, one-year terms for a total potential contract period of five years. The term pertaining to this option renewal is January 1, 2024, to December 31, 2024. This is the third available option, with one option remaining

## Fiscal Impact

The option extension for Turning Point of Central California, Inc. includes a Not to Exceed (NTE) amount of \$1,065,397. The 2024 Agency Operations Budgets includes funding for this contract.

## Recommendation

It is recommended that the Boards of Commissioners authorize the Chief Executive Officer to execute the extension of the contract with Turning Point of Central California, Inc., for a term of January 1, 2024, to December 31, 2024, and an amount not to exceed \$1,065,397.

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

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

RESOLUTION APPROVING THE OPTION RENEWAL OF THE CONTRACT FOR  
TRANSITIONAL HOUSING MANAGEMENT SERVICES

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") released a Request for Proposals for firms to provide transitional/ emergency housing management and supportive services for the residents that reside at Homekey Motel properties; and

WHEREAS, Turning Point of Central California was determined to be a responsive and responsible proposer who provided qualifications and prices that are advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, in accordance with 2 CFR 200 and the Agency's Procurement Policy, a noncompetitive procurement can be awarded if after soliciting to a number of sources, competition is determined inadequate;

WHEREAS, the Agency desires to renew the contract with Turning Point of Central California for transitional housing management services for one year, beginning January 1, 2024, for an annual amount not to exceed \$1,065,397; and

WHEREAS, the term of said contract will expire December 31, 2024, with the option to extend the contract for one additional one-year term, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno do hereby authorize the Chief Executive Officer, or his designee, to execute the third option renewal for the contract for transitional housing management services with Turning Point of Central California and execute all documents in connection therewith

PASSED AND ADOPTED THIS 27th day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Tyrone Williams, Secretary of the Boards of Commissioners

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

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

RESOLUTION APPROVING THE OPTION RENEWAL OF THE CONTRACT FOR  
TRANSITIONAL HOUSING MANAGEMENT SERVICES

WHEREAS, the Housing Authority of Fresno County (the "Agency") released a Request for Proposals for firms to provide transitional/ emergency housing management and supportive services for the residents that reside at Homekey Motel properties; and

WHEREAS, Turning Point of Central California was determined to be a responsive and responsible proposer who provided qualifications and prices that are advantageous to the Agency, pursuant to the Agency's procurement guidelines; and

WHEREAS, in accordance with 2 CFR 200 and the Agency's Procurement Policy, a noncompetitive procurement can be awarded if after soliciting to a number of sources, competition is determined inadequate;

WHEREAS, the Agency desires to renew the contract with Turning Point of Central California for transitional housing management services for one year, beginning January 1, 2024, for an annual amount not to exceed \$1,065,397; and

WHEREAS, the term of said contract will expire December 31, 2024, with the option to extend the contract for one additional one-year term, for a total contract period of five years, pursuant to the procurement guidelines of the U.S. Dept. of Housing and Urban Development (HUD);

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County do hereby authorize the Chief Executive Officer, or his designee, to execute the third option renewal for the contract for transitional housing management services with Turning Point of Central California and execute all documents in connection therewith

PASSED AND ADOPTED THIS 27th day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Tyrone Williams, Secretary of the Boards of Commissioners



## FRESNO HOUSING

housing. The successful closing of Step Up on 99 leaves two remaining operational shelters – Journey Home and Golden State Triage Center. Golden State Triage is under a master lease agreement with Turning Point of Central California. The conversion of Golden State Triage into permanent housing continues with entitlements and funding applications planned in 2025.

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

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

RESOLUTION AUTHORIZING THE EXTENTION OF A GRANT FUNDING AGREEMENT WITH  
THE CITY OF FRESNO FOR OPERATIONS AT JOURNEY HOME

WHEREAS, the Housing Authority of the City of Fresno (Agency), intends to support the City of Fresno's plan to redevelop Parkway Drive and provide interim housing for homeless individuals during the COVID-19 pandemic; and

WHEREAS, the Agency's mission is the creation of safe, affordable, quality housing; and

WHEREAS, the Agency operates the Journey Home interim shelter located at 777 N. Parkway Drive in Fresno, CA and consists of 80 former motel rooms; and

WHEREAS, the Agency provides a number of supportive services to shelter participants with the goal of transitioning them to stable permanent housing; and

WHEREAS, The City of Fresno and the Agency desire to continue the partnership and extend the grant funding agreement, which became effective on May 1, 2023, for an additional twelve (12) months; and

WHEREAS, the term of said agreement will expire June 30, 2024, with the option to extend the Agreement for one additional twelve (12) month term, for a total contract period of two years and two months, for an amount up to \$2,051,199; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Agency of the City of Fresno do hereby authorize the Chief Executive Officer, or his designee, to execute an extension of the grant funding agreement with the City of Fresno for operations at Journey Home, and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 27th day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Tyrone Williams, Secretary of the Boards of Commissioners

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

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

**RESOLUTION AUTHORIZING THE EXTENTION OF A GRANT FUNDING AGREEMENT WITH  
THE CITY OF FRESNO FOR OPERATIONS AT JOURNEY HOME**

WHEREAS, the Housing Authority of the County of Fresno (Agency), intends to support the City of Fresno's plan to redevelop Parkway Drive and provide interim housing for homeless individuals during the COVID-19 pandemic; and

WHEREAS, the Agency's mission is the creation of safe, affordable, quality housing; and

WHEREAS, the Agency operates the Journey Home interim shelter located at 777 N. Parkway Drive in Fresno, CA and consists of 80 former motel rooms; and

WHEREAS, the Agency provides a number of supportive services to shelter participants with the goal of transitioning them to stable permanent housing; and

WHEREAS, The City of Fresno and the Agency desire to continue the partnership and extend the grant funding agreement, which became effective on May 1, 2023, for an additional twelve (12) months; and

WHEREAS, the term of said agreement will expire June 30, 2024, with the option to extend the Agreement for one additional twelve (12) month term, for a total contract period of two years and two months, for an amount up to \$2,051,199; and

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Agency of the County of Fresno do hereby authorize the Chief Executive Officer, or his designee, to execute an extension of the grant funding agreement with the City of Fresno for operations at Journey Home, and execute all documents in connection therewith.

PASSED AND ADOPTED THIS 27th day of February 2024. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Tyrone Williams, Secretary of the Boards of Commissioners

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 7a  
**SUBJECT:** Capital Improvements at Fresno Housing Properties

**AUTHOR:** Tammy Townsend  
**DEPARTMENT:** Administration  
**MEMO DATE:** 02/22/2024

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## Executive Summary

Staff will present information to the Boards on how the Agency plans for Capital Improvements at properties. Included in the presentation will be an explanation about the nature of capital improvements, how the Agency accumulates funds for these improvements, some examples of recent improvements, and how the Agency (and individual properties) benefit from the work of our Asset Management team to restructure property debt to fund property improvements.



# Capital Improvement Projects

## *2023 Update*



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



# What Are Capital Improvements?

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- The addition of a permanent structure change or the restoration of some aspect of a property that will either maintain the property's value, prolong its useful life, or adapt it to new uses
- Capital improvements do not include routine repairs and maintenance items



# Capital Resource Accumulation Varies by Program



## Low Income Public Housing

- 22 Properties
- 767 Units
- Type of Fund: Capital funds
- Generated from annual federal appropriations (varies per year and is based on unit count)



## Tax Credit Properties

- 48 Properties
- Type of Fund: Required reserve ranges from \$300-\$500 unit/year
- Funding fluctuates based on requirement in fiduciary agreement with partners



## Unrestricted Properties

- 11 Properties
- Type of Fund: Optional reserve typically \$300 per unit per year
- Funding fluctuates based on availability



## Miscellaneous

- Migrant Centers, Homekey, Admin. Buildings
- 8 Properties
  - Type of fund: No dedicated source
  - Negotiate with partners
  - One-time grants
  - Program income reserves
  - Fresno Housing Investment

# Examples of Eligible Expenses

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- HVAC
- Windows & Blinds
- Appliances
- Doors
- Flooring
- Asphalt & Concrete
- Roofs
- Tree Trimming
- Electrical
- Exterior Paint



# Process Utilized to Plan for Projects

## *Annual Capital Projects Planning*

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- Previous Fall - Property Management begins thinking and planning for desired projects in the upcoming year
- Previous Winter – Desired projects are vetted through budget resources, inspection needs, safety and other requirements (tree trimming, etc)
- During the year, plans are updated or adjusted based on unforeseen circumstances or events
  - Tree falls
  - Unanticipated inspections
  - RAD Conversion investments

# 2023 Capital Project Examples

- Property safety enhancements
  - Lighting
  - Cameras
  - Speed bumps
- Lead based paint abatement
- Concrete in Firebaugh
- Flooring
- Tree Trimming
- Solar investments



# Long Term Strategies for Restructuring Property Debt (Asset Management)

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- Rental Assistance Demonstration (RAD) or mixed-finance conversations for Low Income Public Housing properties
- Securing new layers of financing
  - *Conventional Financing*
  - *Low Income Tax Credits (initial and re-syndication)*
  - *State/local funding*
- Possible refinancing of conventional debt
- Replacement reserve adjustments
- Grants or incentive programs (energy efficiency)
- Portfolio repositioning



Consider:  
Restructuring  
debt allows more  
flexibility for  
managing capital  
improvements

Questions?



# BOARD MEMO

**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 7b  
**SUBJECT:** Real Estate Development Update

**AUTHOR:** Michael Duarte  
Chief Real Estate Officer  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 02/22/2024

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## Executive Summary

Staff will provide an overview of real estate development activities.

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 7c  
**SUBJECT:** Housing Choice Voucher Update

**AUTHOR:** Brandy Woodard  
Chief of Housing Choice Vouchers  
**DEPARTMENT:** HCV  
**MEMO DATE:** 02/22/2024

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## Executive Summary

Staff will provide an update on Housing Choice Vouchers.



# Housing Choice Voucher (HCV) Program Updates

*Presentation by Brandy Woodard*

*February 27, 2024*



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



# What I will Cover Today

- Project Base Vouchers (PBV) Awards
- The Voucher Incentive Program (VIP)



# Project Based Vouchers (PBV)

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- Under the PBV Program, a Public Housing Authority (PHA) enters into a contract with the owner of a property for specified units and for a specified term to provide voucher assistance
  - The assistance is attached to the unit, not the family
- Under the Housing Choice Voucher (HCV) Program Fresno Housing is able to “Project Base” up to 20% of the Agency’s vouchers

# Project Based Vouchers (PBV) Cont'd

- We used two paths to “Project Base” vouchers:
  - Request for Proposals (RFP)
  - Prior Competitive Selection
- Fresno Housing opened up an RFP in April 2023 to award up to 300 project-base vouchers
  - The Agency has preliminarily awarded 170 project-based vouchers to 4 projects
- Through Prior Competitive Selection
  - The Agency has preliminarily awarded 36 project-based vouchers to 2 projects

# Voucher Incentive Program

- *229 households assisted and \$562,685 invested*
  - 163 families moved into a unit
  - 5 families that have turned in paperwork for a unit to be inspected
  - 129 new units to the program
  - 51 new owners to the program
  - 229 households have attended Resident Education



# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 02/27/2024  
**AGENDA ITEM:** 7d  
**SUBJECT:** Agency Investments in Safety

**AUTHOR:** Tammy Townsend  
**DEPARTMENT:** Administration  
**MEMO DATE:** 02/22/2024

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## Executive Summary

Staff will present information to the Boards on Agency investments in safety at properties. Included in the presentation will be some of the history and research conducted by the Agency, a summary of the findings of these efforts, information on the Fresno police contract, other investments in safety and security and a discussion of next steps to support safe communities.



# Agency Investments in Safety

*February 2024*



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



# Reviewing Safety Strategies and Inve

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- *History and Research*
- *Summary of Findings*
- *Police Contract*
- *Safety and Security Investments*
- *Next Steps*

# Surveying Residents

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- *Initial Survey 2021*
  - Didn't focus on contracted properties
  - Community and Board requested a better process
- *Second Survey 2022*
  - Data Sharing Agreement
  - Grant supported investment
  - Scope, methodology, demographic considerations



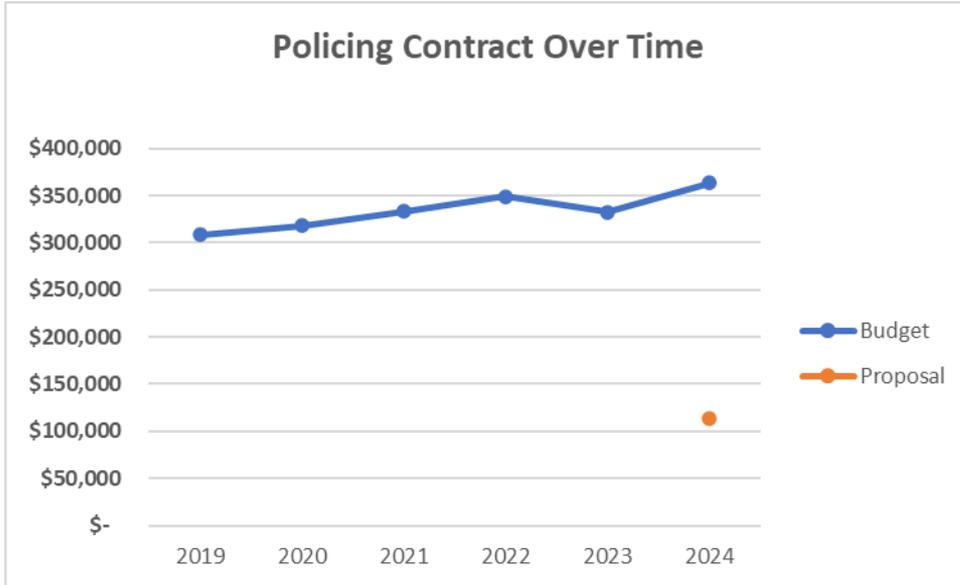
# Key Findings from Surveys

- *52.5% of respondents would vote to renew the police contract*
- *Satisfaction with the police department services varies by property*
- *Key Concern was around unhoused and uninvited guests*
  - Security patrols
  - Community Engagement
  - Cameras, lighting, security gates



# Unpacking the Police Contract

Policing Contract Over Time



- *Initially this contract was part of a HUD funded grant*
- *Benefits 13 properties*
- *Service level has been good with prompt response to calls*
- *Cost of the contract increased 8% in 5 years and includes the following:*
  - Salary and benefits
  - Overtime
  - Cell phones
  - Vehicle costs

# Which Agency Budgets are Impacted by the Contract?

- 2023 Mixed Finance Property Budgets \$143,592

- 2024 budgets presented to the Board in January

- Legacy Commons
- Viking Village
- Fresno SE RAD
- Yosemite Village

- 2023 Agency Restricted Operating Budget \$189,108

- 2024 budget approved by the Boards in December
- Housing Management in the Agency Budget

## 2024 Operating Budget

	Core/Admin	Real Estate Development	Housing Choice Voucher	Resident Empowerment	Homeless Initiatives	Housing Management	Total 2024 Budget
NET TENANT INCOME	180,000	1,066,818	-	-	-	9,271,386	10,518,204
TOTAL INTEREST INCOME	88,278	140,000	-	-	-	-	228,278
TOTAL OTHER INCOME	24,800	304,800	-	-	97,742	44,040	1,344,382
TOTAL ADMIN & MANAGEMENT FEE INCOME	9,648,105	-	-	-	-	-	9,648,105
TOTAL DEVELOPER FEE INCOME	-	3,506,862	-	-	-	-	3,506,862
TOTAL HUD GRANT INCOME	-	-	-	-	1,155,492	3,773,168	16,779,535
TOTAL OTHER GRANT INCOME	-	-	533,333	350,000	447,772	1,682,106	4,813,032
<b>TOTAL INCOME</b>		<b>6,818,301</b>	<b>12,384,208</b>	<b>1,223,000</b>	<b>1,701,006</b>	<b>14,770,700</b>	<b>46,838,399</b>
TOTAL PAYROLL EXPENSES	7,958,901	2,378,697	7,705,571	951,688	505,799	2,681,624	22,182,280
TOTAL ADMINISTRATIVE EXPENSES	3,144,436	2,164,340	5,385,882	216,755	510,231	2,199,572	13,621,217
TOTAL TENANT SERVICE EXPENSES	500	444,048	336,668	23,000	899,682	229,005	1,932,903
TOTAL OTHER OPERATING EXPENSES	264,240	490,959	-	-	-	-	2,034,866
TOTAL DEPRECIATION & AMORTIZATION EXPENSES	549,072	369,242	68,000	292,607	25	3,202,875	4,481,221
TOTAL INTEREST & INSURANCE EXPENSES	32,031	57,282	-	-	-	939,332	1,028,644
<b>TOTAL EXPENSES</b>	<b>11,949,180</b>	<b>5,904,568</b>	<b>13,496,121</b>	<b>1,484,050</b>	<b>1,915,737</b>	<b>11,287,274</b>	<b>46,036,930</b>
<b>NET OPERATING INCOME</b>	<b>(2,007,996)</b>	<b>913,733</b>	<b>(1,111,912)</b>	<b>(261,050)</b>	<b>(214,731)</b>	<b>3,483,426</b>	<b>801,469</b>
TOTAL NON-OPERATING EXPENSES	90,000	172,528	-	-	-	536,535	799,063
<b>NET INCOME</b>	<b>(2,097,996)</b>	<b>741,205</b>	<b>(1,111,912)</b>	<b>(261,050)</b>	<b>(214,731)</b>	<b>2,946,891</b>	<b>2,406</b>
HCV RESERVE			1,000,000				1,000,000
<b>UNRESTRICTED NET INCOME</b>	<b>(2,097,996)</b>	<b>741,205</b>	<b>(111,912)</b>	<b>(261,050)</b>	<b>(214,731)</b>	<b>1,992,039</b>	<b>47,553</b>

FRESNO HOUSING

# Sample Impact to a Property Budget

		Viking Village
	<b>Units</b>	40
<b>With Police Contract</b>	Ttl Income	\$ 395,711
	Ttl Operating Expenses	\$ 362,041
	Net Operating Income	\$ 33,670
	Total Non-Operating Expenses	\$ 30,481
	Cash flow	\$ 3,189
	<i>NOI per Unit</i>	\$ 842
<b>Without Police Contract</b>		
		<b>Viking Village</b>
	<b>Units</b>	40
	Ttl Income	\$ 395,711
	Ttl Operating Expenses	\$ 333,841
	Net Operating Income	\$ 61,870
	Total Non-Operating Expenses	\$ 30,481
	Cash flow	\$ 31,389
	<i>NOI per Unit</i>	\$ 1,547
	<i>% Change in NOI per unit</i>	84%
<b>Police Contract Amount</b>		\$ 28,200

- For example: Viking Village
- Police Contract charged in 2023 to this property is \$28,200
- The difference this change makes to the net operating income (NOI) per unit at this property is an improvement of \$705

# Security Investments for 2022/23

- *Lighting added to 17 properties*
- *Security Cameras at 8 properties*
- *Speed Bumps at 2 properties*
- *Gates and Fencing at 2 properties*
- *Still Coming in 2024:*
  - Other improvements under consideration
  - Speed Bumps at 3 properties
  - Lighting at 6 properties
  - Cameras at 5 properties

Total Investment to  
date:  
\$369,794

# Next Steps: Proposed Changes to the Safety and Security Strategy for 2024

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- *Establish and maintain a relationship with all City and County law enforcement*
- *Maintain resident safety meetings as needed at properties*
- *Explore opportunities to expand restorative communities*
  - Fresno Pacific University Community Justice Center
  - Training of Restorative Practitioners
  - Transformative Community Initiatives – Community Mediators
- *Reduce Fresno Police Department Contract to include one officer*
- *Continue to expand investment in individual security strategies at properties as identified*