



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

August 26, 2025

5:00 PM

1260 Fulton Street - Second Floor

Fresno, CA, 93721

Mosaic Conference Room



## August 2025-Joint Meeting of the Boards of Commissioners

### 1. Call to Order

### 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.

### 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.

### 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)

### 5. Governance Matters

#### a. CEO's Report - Presented by Tyrone Roderick Williams

CEO's Report August 2025

5

#### b. Commissioner's Report

### 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 Previous Joint Board Meeting

Approval of the minutes of the Board Meeting

Joint Board Meeting Minutes July 22, 2025

9

#### b. Amended Request for Project-Based Voucher Allocation - Avalon Commons Phase II

Board Memo: Project-Based Voucher Avalon Commons Phase II

14

City Resolution: Avalon Commons Phase II Resolution

16

#### c. Amended Request for Project-Based Voucher Allocation - 135 Osmun Street

Board Memo: Project-Based Voucher Allocation 135 Osmun Street

18

City Resolution: Osmun Street Resolution

20

#### d. Consideration of Approval to Enter into Architectural Services

Contract - Avalon Commons Phase II	
Board Memo: Avalon II Architectural Contract RL Davidson	21
City Resolution: Avalon II Architectural Contract RL Davidson	23
e. Consideration of Approval to Enter into Architectural Services Contract - Davu Village (fka Parkside Inn)	
Board Memo: Consideration of Approval to enter in Architectural Contract- Davu Village	25
City Resolution: Approval to enter into Architectural Contract - Davu Village	28
f. Consideration for Approval to Submit City of Fresno Notice of Funding Availability (NOFA) Application for The Roos @ Fulton Forum	
Board Memo: Consideration of Approval to submit application for The Roos @ Fulton Forum COF Affordable Housing Development	30
City Resolution: Consideration for Approval to Submit City of Fresno NOFA Application for The Roos @ Fulton Forum	33
g. Consideration for Approval to Submit City of Fresno NOFA Application for Garland Gardens	
Board Memo: Consideration for approval to submit City of Fresno NOFA Application for Garland Gardens.pdf	35
City Resolution: Consideration for Approval to Submit City of Fresno NOFA Application for Garland Gardens	38
h. Consideration for Approval to Submit City of Fresno NOFA Application for DADA Lofts	
6h. HACF Memo DADA LOFTS COF AHD NOFA.pdf	41
6h. HACF Resolution DADA LOFTS COF AHD NOFA.pdf	43
i. Consideration for Approval of the Artificial Intelligence (AI) Policy	
Board Memo: Consideration of Approval Artificial Intelligence Policy	45
City Resolution: Approval of the Artificial Intelligence Policy	46
County Resolution: Approval of the Artificial Intelligence Policy	47
Draft Artificial Intelligence Policy	48
j. Consideration for Approval of Employer-Employee Organization Relations Rules	
Board Memo: Consideration of Approval Employer-Employee Organization Relations Rules	55
City Resolution: Approval of Employer-Employee Organization Relations Rules	57
County Resolution: Approval of Employer-Employee Organization Relations Rules	58
Employer - Employee Organization Relations Rules	60
7. Information Item	
a. Quarterly Update on Agency Goals	
Board Memo: Update on Agency Goals	73
Board Presentation: Update on Agency Goals	74
b. Resident Empowerment Website Update	
Board Memo: Resident Empowerment Website	89

c. 2025 Summit Economic Conference	
Board Memo: Beyond Housing Foundation Economic Summit 2025	90
Economic Empowerment Summit Flyer Eng-Spanish	92
d. Mid-Year Financial Results	
Board Memo: Mid-Year Financial Report	94
Board Presentation: 2025 Agency Mid-Year Financial Results	95
<b>8. Closed Session</b>	
a. Conference with Real Property Negotiators (Pursuant to Government Code § 54954.5(b)) Property: APN 466-205-28, 1433 Broadway Avenue, Fresno, CA 93721 Agency Negotiator: Tyrone Roderick Williams Negotiating Parties: Fresno Housing; Reza Assemi and Will Dyck Under Negotiation: Price and Terms	
<b>9. Action</b>	
a. Authorization to Sell Seven (7) Fresno Housing Home Ownership Program (HOP) Homes and Provide Gap Financing to Eligible Home Buyers	
Board Memo: HACF-HAFC Sale of HOP Homes and Seller Financing	101
City Resolution: Sale of HOP Homes and Seller Financing	103
County Resolution: Sale of HOP Homes and Seller Financing	106
Board Presentation: Sale of HOP Section 32 Homes	109
b. Update on the Agency's 2024 Plans: Per HUD 24 CFR 903.17, the Agency will conduct a public hearing on proposed changes to the Agency's Plans	
Board Memo: Agency Plan Update	118
Board Presentation: Agency Plan Update	120
Minutes of the Resident Advisory Board (RAB) August 6, 2025	129
Minutes of the Resident Advisory Board (RAB) August 7, 2025	131
<b>10. Adjournment</b>	

# CEO REPORT

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**TO:** Boards of Commissioners  
Fresno Housing Authority

**FROM:** Tyrone Roderick Williams  
Chief Executive Officer

**DATE:** August 22, 2025

**BOARD MEETING:** August 26, 2025

**AGENDA ITEM:** 5. a.

**AUTHOR:** Tyrone Roderick Williams

**SUBJECT:** CEO Report

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## Executive Summary

The Boards of the Fresno Housing Authority have established four strategic drivers:

- Target and Invest in Neighborhoods
- Fight to Eradicate Housing Insecurity
- Housing Choice Voucher Innovation
- Leverage Partnerships and Funding to Support Resident Goals

Each strategic Driver has been carefully chosen to address specific challenges and opportunities within our community, with the goal to create a profound and lasting impact. The following report demonstrates the efforts of the Executive Leadership and Staff to progress towards these drivers.

## Matters of Importance

### 1. Leadership Transition

Michael Duarte, the current Chief of Real Estate Develop and Property Management has been selected to replace Tammy Townsend as the Deputy Executive Director. Mike will assume the role in October.

### 2. HUD Representatives Visit Fresno Housing

On Thursday, August 21, Fresno Housing hosted representatives from the HUD regional office. The team engaged in discussions about the activities of Fresno Housing and conducted a tour of West Fresno projects and the Yo' Ville Community Garden and Farm.

### 3. Congressional Visit

Congressman Adam Gray will be visiting Corazon del Valle Commons, a Fresno Housing property in Huron. The multi-family property serves families including families

employed in the agriculture industry. The visit will take place on August 26<sup>th</sup> at 3:30 p.m. followed by the Grand Opening of the Huron City Hall.

**4. Presentation to City Council**

On August 26<sup>th</sup>, the CEO of Fresno Housing will present a check to the Mayor and City Council for \$216,247 which represents waterfall payments for 4 project that have received funding from the City.

**5. Fresno Housing Board Retreat**

On Saturday, September 6<sup>th</sup>, the Fresno Housing Board Retreat will be held at the Sunnyside Country Club, 5704 E Butler Ave, Fresno, CA 93727. The event will begin at 8:30 a.m.

**6. New funding Source**

The California Endowment has approved Fresno Housing to receive a \$10 Million Loan for 10 years at 2% interest. This funding will assist Fresno Housing in acquiring existing apartment projects.

**Real Estate Department - Development Projects Overview**

<b>Name of Property</b>	<b>Status/Type</b>	<b>Address</b>	<b>Total Units</b>	<b>Percent Complete</b>
Manzanilla Commons <i>(fka Step Up on 99/Motel 99)</i>	Lease-Up/Stabilization	1240 & 1280 Crystal Ave Fresno, CA	63	100%
La Joya Commons Phase I <i>(fka Firebaugh Family)</i>	Lease-Up/Stabilization	1501 Clyde Fannon Road Firebaugh, CA	68	100%
Heritage Estates <i>(fka Florence &amp; Plumas)</i>	Under Construction	146 E. Florence Ave. Fresno, CA	33	57.64%
The Mosaic @ The Mural District	Under Construction	1840 Broadway Fresno, CA	25	32%
Cordillera Commons Phase I <i>(fka San Joaquin Commons)</i>	Pre-Development HCD HOME Awarded	Corner of West Colorado Avenue & 5th Street, San Joaquin, CA 93660	51	N/A
Parkside Inn/Golden State Triage	Pre-Development City of Fresno CDBG/HOME-ARP Awarded	1415 W. Olive Avenue, Fresno	49	N/A

	HCD Homekey+ App Pending CTCAC App Pending			
North Fulton Development	Pre-Development IIG-C Contingent Award Pending AHSC Application <i>City of Fresno NOFA Proposed</i>	1302 Fulton Street, Fresno	124	N/A
Avalon Commons Phase II ( <i>fka Chestnut/Alluvial</i> )	Pre-Development City of Fresno LHTF Awarded City of Fresno CDBG Awarded CTCAC Awarded CoC Builds Application Pending	7521 N. Chestnut Ave. Fresno, CA	45	N/A
135 Osmun	Pre-Development City of Clovis PLHA/HTF Awarded HCD SuperNOFA App Pending	135 Osmun Clovis, CA	47	N/A
La Joya Commons Phase II ( <i>fka Firebaugh Family</i> )	Pre-Development HCD SuperNOFA App Pending HCD HOME App Pending	1501 Clyde Fannon Road Firebaugh, CA	28	N/A
Garland Gardens	Pre-Development CTCAC App Pending <i>City of Fresno NOFA Proposed</i>	3726 N. Pleasant Fresno, CA	51	N/A
Pomelo Villas	Pre-Development	Railroad & 8 <sup>th</sup> Ave. Orange Cove, CA	60	N/A
California Avenue Neighborhood	Pre-Development Planning CNI Planning Awarded	Southwest Fresno - TBD	TBD	N/A

## Project Highlights

The Mosaic @ The Mural District has completed all demolition and is now in design phase.

## Resident Empowerment

### *TechConnect*

#### Access to Technology Workshop Series

Fresno EOC is hosting their Access to Technology program to Fresno Housing Senior resident. The program provides on-site digital literacy education to assist residents build essential computer and technology skills, covering topics such as internet access, online safety, email, and using phones, tablets, and computers. Residents will complete the eight (8) hour course designed to use devices effectively to connect with family, pay bills, schedule medical appointments, and stay informed on current events. This program builds their confidence to remain connected in today's digital world.

Linnaea Villas – Wednesdays in September from 2pm-3pm  
 Rios Terrace – September 8 & 10<sup>th</sup> from 1pm – 2pm  
 Viking Village – Thursdays in September from 11am -12pm  
 Parc Grove Commons – Wednesdays in September from 10am – 12pm  
 Renaissance at Parc Grove – September 15<sup>th</sup>, 22<sup>nd</sup>, and 29<sup>th</sup>

*Health and Wellness*

Harvest Health Fair

Southwest Fresno residents will participate in a community health event designed to promote mental, physical, and emotional well-being. The event will be hosted along with Jewels of Justice and Anthem Blue Cross featuring interactive booths, wellness screenings, and educational mini-workshops. The event will strengthen community awareness of local health services and encouraged residents to take proactive steps in managing their overall wellness. Partners attending include CalFresh, Welby Health, California Health Collaborative, Fresno County Public Health, Hinds Hospice and more!

Legacy Commons – September 19<sup>th</sup> 12pm -4pm

**Property Management**

FRESNO HOUSING PORTFOLIO - MANAGED ASSETS, 07/01/2025-07/31/2025			
	Total No. of Units	Total Vacant	Current Occupancy
CITY OF FRESNO			
City of Fresno	1453	46	96.76%
COUNTY OF FRESNO			
County of Fresno	1374	63	95.41%
COUNTY OF FRESNO - SEASONAL			
Seasonal Properties	194	13	93.29%
Hold/In Construction	0	0	100%

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

Tuesday, July 22, 2025

5:00 PM

The Boards of Commissioners of the Housing Authorities of the City and County of Fresno met in a regular joint session on Tuesday, July 22, 2025, at 1260 Fulton Street – Second Floor, Fresno, CA 93721, in the Mosaic Conference Room. The public was able to join in person and via Zoom Link

**1. Call to Order**

The regular joint meeting was called to order at 5:00 PM by Chair Williams.

Roll call was taken and the Commissioners were present and absent as follows:

**COUNTY PRESENT:**

Cary Catalano, Chair  
Sophia Ramos, Vice Chair  
Valori Gallaher, Commissioner  
John Valdez, Commissioner  
Yvonne Dickson, Commissioner

**COUNTY ABSENT:** Kyle Chaney, Commissioner

**CITY PRESENT:**

Sharon Williams, Chair  
Emogene Nelson, Vice Chair  
Ruby Yanez, Commissioner  
Michelle Vang, Commissioner  
Paul Idsvoog, Commissioner  
Richard Burrell, Commissioner

**CITY ABSENT:** Isaiah Green

Also in Attendance was Craig Armstrong, of Baker, Manock and Jensen - General Counsel.

Joint Board Meeting  
Action Minutes: 7.22.25  
Minutes Adopted:

## **2. APPROVAL OF THE AGENDA AS POSTED**

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

**MOTION PASSED:** 6-0

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

**MOTION PASSED:** 5-0

There were no public comments.

## **3. PUBLIC COMMENT AND PRESENTATIONS**

Two members of the public were present and addressed the meeting at this time.

1. Member of the Public, Nikki raised concerns about intake processes; frustration over lack of communication and not receiving adequate support.
2. Member of the Public, Juanita Jackson, voiced concerns about noise, safety and vandalism at Yosemite Village.

Chair Catalano thanked the public speakers and requested that they share their contact information in order to follow up on their concerns. Mr. Williams asked the Property Management staff to connect with Juanita before leaving the meeting.

## **4. POTENTIAL CONFLICT OF INTEREST**

There were no potential conflicts of interest.

## **5. GOVERNANCE MATTERS**

Joint Board Meeting  
Action Minutes: 7.22.25  
Minutes Adopted:

a. CEO's Report – Presented by Tyrone Roderick Williams, CEO. In addition to the written report, Mr. Williams reported the following updates:

- 12% increase in Low-Income Housing Tax Credit passes in the legislative Bill and Bond financing threshold reduced from 50% to 25%
- HUD appropriations discussions ongoing; some initial concerns appear to be addressed
- Housing Choice Voucher (HCV) funding expected to remain at current levels, but admin fee reductions are proposed
- HOME program defunded in House bill
- La Joya Commons ribbon cutting successfully held on July 10
- New commissioner appointee from Selma, Jacqueline Heinrich, pending County Board of Supervisors approval on August 5.
- Attended NAHRO, participated in a national CEO roundtable that emphasized value messaging and leadership during turbulent times
- Announced Golden State Triage Center will close Nov 15, 2025 and Journey Home will close on Dec 31. Converting shelters into permanent affordable housing.
- Mr. Williams shared that Fresno Housing has turned 85 years and extended a cupcake and a brief historical reflection about the agency.
- National Night Out August 5

b. Commissioners Report

- Commissioner Ramos reported a positive experience at the NAHRO Symposium, highlighting collaboration efforts, helpful wellness tools, and NAHRO's new 360 Report. She also noted that August is Advocacy Month and encouraged commissioners to engage through the NAHRO website.
- Commissioner Catalano thanked fellow commissioners for attending the La Joya Commons dedication, calling it a transformative project for Firebaugh. He praised staff efforts and expressed excitement for the upcoming Board Retreat and continued focus on community impact.
- Commissioner Dixon expressed heartfelt thanks to the Housing Authority staff and fellow commissioners for their sympathy following a family member's passing.

There were no public comments.

## 6. CONSENT AGENDA

**a. Governance: Consideration of the Minutes of Previous Joint Board Meeting June 2025.**

**CITY MOTION:** Commissioner Nelson moved, seconded by Commissioner Idsvoog to approve the minutes of the previous Joint Board meeting.

Joint Board Meeting

Action Minutes: 7.22.25

Minutes Adopted:

**MOTION PASSED:** 6-0

**COUNTY MOTION:** Commissioner Gallaher moved, seconded by Commissioner Dixon to approve the minutes of the previous Joint Board meeting.

**MOTION PASSED:** 5-0

## **7. INFORMATION ITEM**

a. **Changes to the 2026 Agency Plan** – Marc’ Bady, Chief Impact and Initiatives Officer presented the timeline and public engagement process for the 2026 Agency Plan, which includes updates to the Annual Plan, Administrative Plan (Admin Plan), and Admissions and Continued Occupancy Policy (ACOP). He noted that public notices will be issued on July 31, with Resident Advisory Board (RAB) engagement meetings scheduled throughout August and September. The plan is expected to be finalized and submitted for approval by October 3.

Mr. Bady also shared multiple avenues for public comment will be available, including public meetings, email, phone, and online submissions, to ensure robust resident participation and feedback.

b. **2024 Mixed Finance Results** - Crystal Cox, Finance Manager and Nicole Diaz, Director of Finance and Accounting presented on this item

c. **Housing Choice Voucher (HCV) updates** – Brandy Woodard, Chief of Housing Choice Programs and Initiatives presented, on this item

**Public Comment:** Regarding Appliance purchases:

A question was raised about appliance purchases over \$10,000. Staff confirmed such purchases require Board approval per HUD and agency policy.

## **8. ACTION**

a. **Authorization to Enter Into Purchase and Sales Agreements for the Sale of Heritage Estates Homes** – Carson Medina, Assistant Project Manager, presented on this item.

**CITY MOTION:** Commissioner Idsvoog moved, seconded by Commissioner Yanez to approve the Authorization to Enter Into Purchase and Sales Agreements for the Sale of Heritage Estates Homes

**MOTION PASSED:** 6-0

Joint Board Meeting  
Action Minutes: 7.22.25  
Minutes Adopted:

**COUNTY MOTION:** Commissioner Ramos moved, seconded by Commissioner Gallaher to approve the Authorization to Enter Into Purchase and Sales Agreements for the Sale of Heritage Estates Homes.

**MOTION PASSED:** 5-0

**b. Consideration of a Contract with Public Agency Retirement Service (PARS) for Post-Employment Benefit Trust Services** – Nicole Diaz and Jeff Cardell, Director of Human Resources, presented on this item.

**Note:** The Board took no action and directed staff to return with additional analysis, including a comparison with pension obligation bonds at the upcoming Board Retreat.

There were no public comments.

## **7. ADJOURNMENT**

There being no further business to be considered by the Boards of Commissioners of the Housing Authorities of the City and County of Fresno, CA, the meeting was adjourned by Chair Catalano at approximately 6:50 PM.

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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:** 08/26/2025  
**AGENDA ITEM:**  
**SUBJECT:** Amended Request for Project-Based Voucher Allocation – Avalon Commons Phase II

**AUTHOR:** Brandy Woodard  
 Chief of Housing Choice Programs and Initiatives  
**DEPARTMENT:** Housing Choice Voucher  
**MEMO DATE:** 08/20/2025

## Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to amend the previously approved Project-Based Voucher (PBV) allocation for the Avalon Commons Phase II project, an affordable housing development by Fresno Housing.

Under the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD), Fresno Housing (FH) may allocate a portion of its tenant-based vouchers as Project-Based Vouchers (PBVs), per Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983.

On June 25, 2024, the Board of Commissioners approved an allocation of **twelve (12)** PBVs for the Avalon Commons Phase II project, a non-competitive award based on the project's eligibility under the Agency's PBV guidelines and HUD regulations.

Fresno Housing is now requesting an **amendment to increase the allocation to up to twenty-eight (28) PBVs**, to better support the scope and affordability of the project. This expanded allocation **may be phased in over time** based on project readiness, unit availability, and program capacity.

This amended award remains contingent upon HUD review, including subsidy layering, site and neighborhood standards, environmental review, and other applicable regulations. The developer will have two years from the date of the amended PBV award to complete a financial closing and execute an Agreement to Enter Into a Housing Assistance Payments (AHAP) contract. Failure to meet this deadline may result in revocation of the PBV award.

## Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, California approve an amendment to increase the PBV allocation for the Avalon Commons Phase II project to up to twenty-eight (28) vouchers, with phased-in implementation, and authorize Tyrone Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and/or their designee to negotiate and execute the necessary Housing Assistance Payments (HAP) contract(s) and supporting documents for a term of 20 years, with an optional extension of up to 20 years.

## FRESNO HOUSING

### Fiscal Impact

The amended PBV allocation is expected to generate a proportional increase in housing subsidy, drawn from Fresno Housing's existing Housing Choice Voucher Program. Subsidy payments will begin when each unit receives a Certificate of Occupancy and has been approved for occupancy per program guidelines.

RESOLUTION NO. \_\_\_\_\_  
BEFORE THE BOARD OF COMMISSIONERS OF

HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA

**RESOLUTION APPROVING AN AMENDMENT TO INCREASE THE ALLOCATION OF PROJECT-BASED VOUCHERS TO UP TO TWENTY-EIGHT (28) FOR THE AVALON COMMONS PHASE II PROJECT, AN AFFORDABLE HOUSING DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Avalon Commons Phase II project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a non-competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, on **June 25, 2024**, the Board of Commissioners previously approved the allocation of up to twelve (12) Project-Based Vouchers to the Avalon Commons Phase II project; and

WHEREAS, the Housing Authority of the City of Fresno now desires to **amend the prior approval to increase the allocation to up to twenty-eight (28) Project-Based Vouchers, which may be phased in over time** based on project readiness, funding availability, and community need; and

WHEREAS, the Project-Based Voucher award will remain subject to the requirement that the Fresno Housing Authority complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract within two years of the date of award. If such deadline cannot be met, the award of Project-Based Vouchers may be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, authorizes and empowers the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and any supporting documents, for the purpose of providing **up to twenty-eight (28) Project-Based Vouchers** to the Fresno Housing Authority's Avalon Commons Phase II project in Fresno, CA, in accordance with applicable regulations and consistent with this amended approval.

PASSED AND ADOPTED THIS 26th DAY OF August, 2025. 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 MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 08/26/2025  
**AGENDA ITEM:**  
**SUBJECT:** Amended Request for Project-Based Voucher Allocation – Osmun Street Project

**AUTHOR:** Brandy Woodard  
 Chief of Housing Choice Programs and Initiatives  
**DEPARTMENT:** Housing Choice Voucher  
**MEMO DATE:** 08/20/2025

## Executive Summary

The purpose of this memo is to request approval from the Boards of Commissioners to amend the previously approved Project-Based Voucher (PBV) allocation for the Osmun Street project, an affordable housing development by Fresno Housing.

Under the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD), Fresno Housing (FH) may allocate a portion of its tenant-based vouchers as Project-Based Vouchers (PBVs), per Section 8 of the U.S. Housing Act of 1937 and 24 CFR Part 983.

On June 25, 2024, the Board of Commissioners approved an allocation of **twenty-five (25)** PBVs for the Osmun Street project, a non-competitive award based on the project's eligibility under the Agency's PBV guidelines and HUD regulations.

Fresno Housing is now requesting an **amendment to increase the allocation to up to forty-six (46) PBVs**, to better support the scope and affordability of the project. This expanded allocation **may be phased in over time** based on project readiness, unit availability, and program capacity.

This amended award remains contingent upon HUD review, including subsidy layering, site and neighborhood standards, environmental review, and other applicable regulations. The developer will have two years from the date of the amended PBV award to complete a financial closing and execute an Agreement to Enter Into a Housing Assistance Payments (AHAP) contract. Failure to meet this deadline may result in the revocation of the PBV award.

## Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, California approve an amendment to increase the PBV allocation for the Osmun Street project to up to forty-six (46) vouchers, with phased-in implementation, and authorize Tyrone Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, and/or their designee to negotiate and execute the necessary Housing Assistance Payments (HAP) contract(s) and supporting documents for a term of 20 years, with an optional extension of up to 20 years.

## FRESNO HOUSING

### Fiscal Impact

The amended PBV allocation is expected to generate a proportional increase in housing subsidy, drawn from Fresno Housing's existing Housing Choice Voucher Program. Subsidy payments will begin when each unit receives a Certificate of Occupancy and has been approved for occupancy per program guidelines.

RESOLUTION NO. \_\_\_\_\_  
BEFORE THE BOARD OF COMMISSIONERS OF

HOUSING AUTHORITY OF CITY OF FRESNO, CALIFORNIA

**RESOLUTION APPROVING AN AMENDMENT TO INCREASE THE ALLOCATION OF PROJECT-BASED VOUCHERS TO UP TO FORTY-SIX (46) FOR THE OSMUN STREET PROJECT, AN AFFORDABLE HOUSING DEVELOPMENT IN FRESNO, CA**

WHEREAS, the Fresno Housing Authority intends to be the developer of the Osmun Street project, an affordable housing development located in Fresno, California; and,

WHEREAS, there is a demonstrated need in the area to provide affordable housing for low-income families and special needs individuals; and

WHEREAS, the Fresno Housing Authority was selected through a non-competitive Request for Proposal process, as required by 24 CFR 983; and

WHEREAS, on **June 25, 2024**, the Board of Commissioners previously approved the allocation of up to twenty-five (25) Project-Based Vouchers to the Osmun Street project; and

WHEREAS, the Housing Authority of the City of Fresno now desires to **amend the prior approval to increase the allocation to up to forty-six (46) Project-Based Vouchers, which may be phased in over time** based on project readiness, funding availability, and community need; and

WHEREAS, the Project-Based Voucher award will remain subject to the requirement that the Fresno Housing Authority complete a financial closing and execute an Agreement to Enter Into Housing Assistance Payments (AHAP) contract within two years of the date of award. If such deadline cannot be met, the award of Project-Based Vouchers may be revoked;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, authorizes and empowers the CEO/Executive Director Tyrone Roderick Williams, Deputy Executive Director Tammy Townsend, and/or their Designee, to negotiate and execute a Housing Assistance Payments (HAP) contract and any supporting documents, for the purpose of providing **up to forty-six (46) Project-Based Vouchers** to the Fresno Housing Authority's Osmun Street project in Fresno, CA, in accordance with applicable regulations and consistent with this amended approval.

PASSED AND ADOPTED THIS 26th DAY OF August, 2025. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to-wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the  
Boards of Commissioners

# BOARD MEMO



<b>TO:</b>	Boards of Commissioners	<b>AUTHOR:</b>	Harkiran Kaur
<b>FROM:</b>	Tyrone Roderick Williams, CEO		Assistant Project Manager
<b>MEETING DATE:</b>	08/26/2025	<b>DEPARTMENT:</b>	Real Estate Development
<b>AGENDA ITEM:</b>	6d	<b>MEMO DATE:</b>	08/21/2025
<b>SUBJECT:</b>	Authorization to Award an Architectural Contract to R.L. Davidson, Inc. for Avalon Commons Phase II – 7521 N. Chestnut Ave, Fresno, CA 93270 (APN 404-071-51)		

### Executive Summary

The purpose of this Board memo is to request approval from the Board of Commissioners to enter into an architectural contract with R.L. Davidson, Inc. for the development of Avalon Commons Phase II (the "Project"). The proposed Project will consist of 45 units of multifamily affordable housing.

At the March 25, 2025 Boards of Commissioners meeting, the Board authorized submission of a Low-Income Housing Tax Credit application for the Project. On June 18, 2025, the Avalon Commons Phase II development received a reservation letter from the California Tax Credit Allocation Committee (CTCAC) confirming an award of Tax Credits for the Project, with a construction closing date of December 15, 2025.

R.L. Davidson was selected as a successful proposer as part of a general architectural services vendor pool from RFQ Q22001. The design team must progress toward completion of full construction drawings in anticipation of the December 15, 2025 closing deadline. R.L. Davidson has provided a proposal for the completion of schematic design, design development, construction documents and construction administration in the amount of \$588,000.

Staff recommends moving forward with entering into an architectural contract with R.L. Davidson, Inc. on the Avalon Commons Phase II project.

### Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno approve the proposed contract totaling \$588,000 with R.L. Davidson, Inc. Architects, to perform architectural services for the Avalon Commons Phase II housing development (the "Project") and authorize Tyrone Roderick Williams, Chief Executive Officer, Michael Duarte, Deputy Executive Director, and/or their designee, to negotiate and execute all agreements and ancillary documents in connection therewith.

### Fiscal Impact

## FRESNO HOUSING

Staff is seeking approval for an architectural contract in the amount of \$588,000. The work will ultimately be paid for from the development budget with the sources of funds generated for the Project. Until the construction finance close, the design contract work shall be paid with funds from the approved pre-development budget.

### Background Information

Avalon Commons Phase II, located at 7521 N. Chestnut Ave, Fresno, CA 93720 (APN 404-071-51) is the proposed new construction 45-unit multifamily residential development on approximately 2.34 acres in Northeast Fresno. The property was initially acquired by the Housing Authority of the City of Fresno as a larger 7.10-acre parcel on November 30, 2020 for \$2,800,000, and the portion for development of Phase II was purchased by the Avalon Commons Phase II, LP for \$1,243,000 in 2024. The final award of funding necessary to complete the capital stack for the Avalon Commons Phase II project was secured on June 18, 2025 with a reservation of Tax Credits issued by the California Tax Credit Allocation Committee. With full funding secured, the Project is now in the pre-construction phase with a goal to close on its financing with an investor by December 15, 2025.

### Past Board Actions

- June 24, 2025 – Approval to Accept 9% CTCAC Award and Authorize Submission of Department of Housing and Urban Development (HUD) Continuum of Care (CoC) Builds and Section 18 Applications
- February 2, 2025 – Approval to Award Increased HRFC Loan Amount and Submit Application to CTCAC for Low Income Housing Tax Credits
- June 25, 2024 – Approval to Submit a Tax Credit Allocation Committee (TCAC) Application for Avalon Commons Phase II and Authorize \$1,000,000 of Capital Funds and \$1,800,000 of Housing Relinquished Fund Corporation Contributions
- May 16, 2024 – Authorize the Acceptance of Funding Award from the City of Fresno Local Housing Trust Fund
- February 27, 2024 – Approval of Sale of Avalon Commons Phase II LP and Authorization to Accept City of Fresno Community Development Block Grant Funding
- January 23, 2024 – Approval of Submission of Application to the City of Fresno Affordable Housing Development Notice of Funding Availability (NOFA) for Avalon Commons Phase II
- June 27, 2023 – Approval of Submission to the City of Fresno’s 2023 Affordable Housing Development NOFA for Avalon Commons Phase II
- May 23, 2023 – Approval to Accept Local Housing Trust Fund (LHTF) Allocation from the City of Fresno for Avalon Commons Phase II
- March 28, 2023 – Approval of Funding Application Submission to the City of Fresno

# RESOLUTION



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

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

**AUTHORIZATION TO AWARD AN ARCHITECTURAL CONTRACT TO R.L. DAVIDSON  
INC. ARCHITECTS FOR AVALON COMMONS PHASE II - 7521 N. CHESTNUT AVE, FRESNO,  
CA 93720 (APN 404-071-51)**

WHEREAS, the mission of the Housing Authority of the City of Fresno, California (“HACF”) includes the development and provision of affordable housing units within the City of Fresno; and,

WHEREAS, HACF is obligated to provide housing opportunities for low- and moderate-income households within a variety of neighborhoods; and,

WHEREAS, a reservation of Low-Income Housing Tax Credits (LIHTCs) has been allocated to the Avalon Commons Phase II project from the California Tax Credit Allocation Committee; and,

WHEREAS, HACF is the sole member of the Fresno Avalon Commons Phase II, AGLP, LLC of the Avalon Commons Phase II, LP, the developer of the Avalon Commons Phase II project (“the Project”), located at 7521 N Chestnut Ave, Fresno, CA 93720 (APN 404-071-51); and,

WHEREAS, HACF issued a Request for Proposals and R.L. Davidson, Inc. Architects was one of the successful proposers and was awarded a general architectural services contract; and,

WHEREAS, HACF desires to enter into a project specific architectural contract with R.L. Davidson, Inc. for architectural services at the Project for a total of \$588,000 to complete the process to achieve full construction permit drawings, from schematic design to construction administration; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California hereby authorizes Tyrone Roderick Williams, Chief Executive Officer, Michael Duarte, Deputy Executive Director, or their designee to negotiate the terms of and execute the aforementioned contract and supporting documents with R.L. Davidson, Inc. Architects for architectural services at Avalon Commons Phase II in Fresno, California.

# RESOLUTION



PASSED AND ADOPTED THIS 26<sup>TH</sup> DAY OF AUGUST 2025. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

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Tyrone Roderick Williams  
Secretary of the Boards of Commissioners

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 08/26/2025  
**AGENDA ITEM:** 6e  
**SUBJECT:** Approval to Enter into an Architectural Services Contract with R.L. Davidson, Inc. for the Davu Village (fka Parkside Inn) Development

**AUTHOR:** Jaicee Berber  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 08/21/2025

## Executive Summary

The purpose of this Board memo is to request approval to enter into an architectural contract with R.L. Davidson, Inc. for the Davu Village (fka Parkside Inn) development (the "Project"). The Project envisions both the adaptive reuse of the existing 48 motel units into 50 units and the new construction of 13 multifamily affordable units on an approximately 1.9-acre parcel located at 1075 N. Warren Ave, Fresno, California. Staff are assessing to potentially phase the project, with Phase I consisting of the adaptive reuse portion, and Phase II consisting of the new construction portion.

As the result of an Agency Request for Qualifications (RFQ Q22001 issued on May 18, 2022), R.L. Davidson was one of the selected successful proposers as a part of a general architectural services vendor pool. In anticipation for upcoming funding applications in 2025, staff engaged R.L. Davidson to conduct community meetings to gather input on the Project's initial design. R.L. Davidson then used this feedback to create preliminary architectural drawings that were submitted in April 2025 to the City of Fresno for entitlement approvals and site plan review.

The purpose of this memo is to request an expansion of the R.L. Davidson architectural contract for an amount up to \$560,000 for the design development drawings, construction documents, and the administration of the construction phase for the Project. Should staff decide to pursue a phased approach to the Davu Village project, staff may return to the Boards to request certain approvals to proceed.

## Recommendation

It is recommended that the Boards of Commissioners of Fresno Housing adopt the attached resolution authorizing execution of an architectural services contract with R.L. Davidson, Inc. Architects for the Davu Village (fka Parkside Inn) development and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions.

# FRESNO HOUSING

## Fiscal Impact

The architectural services agreement will ultimately be paid through the project's development budget once financing sources are finalized. Until the construction finance closing, the design contract work will be funded through the approved predevelopment budget for the project.

## Background Information

The Davu Village (fka 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 both the adaptive reuse of the existing Parkway Inn motel which would convert the existing 48 motel rooms to 50 units and the new construction of 13 units for a total of 62 Studio units, and one 1-bedroom manager's unit. The affordability level will range from 30%-60%. The project would also have additional landscaping and outdoor community spaces.

## Past Board Actions

- August 25, 2020 – HCD Resolution authorizing approval and ratification to enter into a Purchase and Sale Agreement with Akshar, Inc., for real property located at 1075 N. Warren Ave, Fresno, CA 93728 (APN: 449-270-56)
- September 9, 2020 – HCD Resolution update
- October 27, 2020 – Resolution approving acceptance of a grant 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 1075 N. Warren 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 an Application for Funding from the City of Fresno's Local Trust Fund for Development and Financing
- June 27, 2023 – Authorization to Apply for HCD's 2023 SuperNOFA
- June 27, 2023 – Approval to Submit an Application for Funding to the City of Fresno Affordable Housing Development NOFA
- July 25, 2023 – Authorization for Funding Application to the California Tax Credit Allocation Committee
- July 25, 2023 – Award of the General Contractor/Construction Manager (GCCM) Contract
- January 23, 2024 – Authorization for Funding Application to the California Tax Credit Allocation Committee – Parkside Inn – Phase I

## FRESNO HOUSING

- February 21, 2024 – Authorization to Apply for Federal Home Loan Bank’s Affordable Housing Program (AHP) Funds – Parkside Inn – Phase I
- -June 25, 2024 – Authorization for Funding Application to the California Tax Credit Allocation Committee and up to \$1,500,000 in HRFC funds
- August 27, 2024 – Approval to Ratify a California Department of Transportation (Caltrans) Right of Way Contract and Issue Approval to Caltrans for a Temporary Construction Easement at the Parkside Inn Development (APN: 449-270-56T)
- November 19, 2024 – Authorization to Amend the California Department of Housing and Community Development (HCD) Homekey Standard Agreement for Parkside Inn to include Silvercrest, Inc.
- February 25, 2025 – Approval to submit a Homekey+ 2024 Notice of Funding Availability (NOFA) Application to the California Department of Housing and Community Development (HCD)
- June 24, 2025 - Authorization to apply for a funding application to the California Tax Credit Allocation Committee

# RESOLUTION



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

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

**RESOLUTION TO APPROVE ENTERING INTO AN ARCHITECTURAL SERVICES  
CONTRACT WITH R.L. DAVIDSON, INC. FOR THE DAVU VILLAGE (FKA PARKSIDE INN)  
DEVELOPMENT**

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

WHEREAS, HACF intends to develop up to 63 multifamily housing units in Fresno, on approximately 1.9 acres of improved land (APN 449-270-56T) (hereafter "Property"); and,

WHEREAS, on May 18, 2022, HACF designated R.L. Davidson as one of the selected successful proposers in the Request for Qualifications Q22001 for general architectural services; and,

WHEREAS, HACF engaged R.L Davidson to complete the preliminary design and entitlement submission for the Davu Village fka Parkside Inn development; and,

WHEREAS, HACF desires to enter into an architectural services contract in an amount up to \$560,000 for design development drawings, construction documents, and construction administration, which would be paid through the project's development budget upon construction closing;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, California, hereby authorize entering into an architectural services contract with R.L Davidson, Inc. Architects for the Davu Village (fka Parkside Inn) development, and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Deputy Executive Director, and/or their designee to negotiate and execute all related documents.

# RESOLUTION



PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF AUGUST 2025. 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:** 08/26/2025  
**AGENDA ITEM:** 6f  
**SUBJECT:** Consideration of the Submission of Application to the City of Fresno Affordable Housing Development Notice of Funding Availability (NOFA) – The Roos @ Fulton Forum Development

**AUTHOR:** Jaicee Berber  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 08/21/2025

## Executive Summary

The purpose of this Board Memo is to request certain approvals from the Board of Commissioners related to the new development property known as The Roos @ Fulton Forum (the "Project"). The project envisions the new construction of up to 124 multifamily affordable units on an approximately 0.55-acre parcel located at 1302 Fulton Street in Downtown Fresno, on the northeast corner of Fulton Street and Merced Street.

On August 1, 2025 the City of Fresno released the Affordable Housing Development Notice of Funding Availability that is proposing to provide funding through various federal and/or state programs to construct new affordable housing, or complete substantial rehabilitation to existing housing. Staff plans to submit an application for The Roos @ Fulton Forum site for a funding amount up to \$4,190,721.77 in HOME Investment Partnerships (HOME) funding and program income and up to \$1,700,000 in Permanent Local Housing Allocation (PLHA) funding. Staff will continue to evaluate the project and will return to the Boards regarding future financing applications. It is possible the City of Fresno will award less than the amount of funds requested.

Additionally, staff have pursued other funding opportunities with the City of Fresno which include the City of Fresno 2024 Affordable Housing NOFA and the City of Fresno Local Housing Trust Fund. Most recently, staff submitted a financing application for the 2025 Affordable Housing and Sustainable Communities ("AHSC") grant through the California Strategic Growth Council ("SGC") and Department of Housing Community Development ("HCD"). The City of Fresno helped to develop the Sustainable Transit Improvements ("STI") scope of work for the application, which is comprised of transit and transportation infrastructure improvements in the Fresno Downtown area.

## Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, CA adopt the attached resolution approving the necessary actions needed to move forward with a funding application submission for The Roos @ Fulton Forum project and authorize

## FRESNO HOUSING

Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, 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, which may include, but are not limited to (a) submission of an Affordable Housing NOFA application for the 2025 round requesting up to \$4,190,721.77 in HOME funding and up to \$1,700,00 in PLHA funding, (b) other grants, operating subsidies and/or private loans, and such other sources identified by the Chief Executive Officer.
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Deputy Executive Director, and/or their designees to negotiate and execute documents on behalf of the Housing Authority of the City of Fresno, CA.
3. Provide for other matters related thereto.

### Fiscal Impact

No fiscal impact at this time.

### Background Information

The Fulton Forum development area is comprised of a series of contiguous parcels in Downtown Fresno. The subject property area is generally bound between Tuolumne Street, Merced Street, Van Ness Avenue, and Congo Alley and includes a 0.55-acre parcel (466-153-14), a 0.52-acre parcel (466-153-15), a 0.65-acre parcel (466-153-18) and a 1.41-acre parcel (466-206-56T) in downtown Fresno, CA. The 0.55-acre parcel located at the corner of Fulton Street and Merced Street includes a vacant building, formerly a CVS Pharmacy. The full proposed development area consisting of all parcels could accommodate up to 600 units of multifamily affordable housing. All subject parcels are currently zoned DTC- Downtown Core, which allows for a variety of mixed uses, including residential housing.

### Past Board Actions

- July 22, 2025 – Approval to enter into an Architectural Services Agreement with Mogavero Architects
- May 2025 – Authorization to Apply for Affordable Housing and Sustainable Communities Grant and Enter into a Memorandum of Understanding with City of Fresno for Sustainable Transportation Improvements
- November 2024 – Approval to Increase HRFC Loan Commitment to \$750,000 in Pre-Development Funds
- November 2024 – Authorize Entrance into a Marketing/Broker Agreement
- January 2024 – Authorize Submission to City of Fresno’s Affordable Housing Development NOFA

## FRESNO HOUSING

- September 26, 2023 – Approval of HRFC Loan Commitment of \$300,000 in Pre-Development Funds
- March 2023 - Ratification of the Purchase Sale Agreement and Final Approval for the Acquisition and Commitment of \$2,800,000 from the Housing Relinquished Fund Corporation (HRFC)

# RESOLUTION



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

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CITY OF FRESNO'S 2025 AFFORDABLE HOUSING DEVELOPMENT NOTICE OF FUNDING AVAILABILITY FOR THE ROOS @ FULTON FORUM PROJECT IN DOWNTOWN FRESNO**

WHEREAS, the Housing Authority of the City of Fresno, 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 Agency is exploring a partnership with the City of Fresno to develop several properties located in Downtown Fresno, including The Roos @ Fulton Forum site (APN 466-206-56T) and adjacent property (APNs: 466-153-14, 466-153-15, & 466-153-18); and

WHEREAS, it is anticipated that the proposed first phase, The Roos @ Fulton Forum, may consist of 124 residential units, and gap financing will be necessary as part of the financing plan; and

WHEREAS, the City of Fresno has issued a Notice of Funding Availability on August 1, 2025 for funding of new construction of affordable rental housing available through the Affordable Housing Development Notice of Funding Availability (NOFA) dated August 1, 2025; and

WHEREAS, the Agency desires to submit a funding application to the City of Fresno to request up to \$5,890,722 to help facilitate the Downtown Fresno rental housing development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes the necessary actions needed to submit an application to the City of Fresno for The Roos @ Fulton Forum project and/or subsequent phase in response to Affordable Housing Development Notice of Funding Availability, and authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Deputy Executive Director, and/or their designee, to negotiate and execute documents in connection with the approved actions:

# RESOLUTION



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) submission of an Affordable Housing NOFA application for the 2025 round requesting up to \$4,190,721.77 in HOME funding and up to \$1,700,000 in PLHA funding, (b) other grants, operating subsidies and/or private loans, and such other sources identified by the Chief Executive Officer; and
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, 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 26<sup>th</sup> DAY OF AUGUST, 2025. 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:** August 26, 2025  
**AGENDA ITEM:** 6g  
**SUBJECT:** Garland Gardens (APN 433-220-39T) – Approval to Submit an Application for the City of Fresno’s Affordable Housing Development Notice of Funding Availability (NOFA)

**AUTHOR:** Eduardo Rodriguez  
**DEPARTMENT:** Real Estate Development  
**MEMO DATE:** 08/21/2025

## Executive Summary

The purpose of this Board memo is to request approval to submit an application to the City of Fresno’s (the “City”) Affordable Housing Development (AHD) Notice of Funding Availability (NOFA) dated August 1, 2025 for the Garland Gardens property (APN 433-220-39T) located at 3726 N Pleasant Avenue Fresno, CA 93705 and in operation since 1980. The Fresno Housing Authority’s Real Estate Development (RED) department will seek to apply competitively for funding for up to \$2,000,000 for the substantial rehabilitation of the site’s fifty-one units and the addition of a new construction community building.

If successful in securing funding through the program, this will further preserve affordability restrictions for fifty (50) households of two- and three-bedroom units. The proposed scope of work includes the addition of a Community Building with a manager’s office, replacing aging systems, unit upgrades, resident services space, laundry facilities, on-site manager and age-appropriate recreational facilities.

Staff has commissioned and completed an updated Appraisal, Capital Needs Assessment, and a third –party inspection of the property with housing inspection specialists. As of June 2025, the appraised value of the property is \$6,000,000. Staff has also established a scope of work for the rehabilitation and developed a preliminary cost analysis with its construction team.

The project is in close proximity to a number of amenities, including an elementary school, park, grocery store, and medical services. The recommended action in this memo is to authorize the submission of a funding application to the City’s AHD NOFA to further support the project’s competitiveness for a 2026 California Tax Credit Allocation Committee (CTCAC) submission.

## Recommendation

Staff recommends that the Board of Commissioners of the Housing Authority of the City of Fresno adopt the attached resolution(s) approving the following actions:

## FRESNO HOUSING

1. Authorize the submission of an Affordable Housing Development application to the City of Fresno's Planning and Development Department – Community Development Division for the Garland Gardens rehabilitation project; and
2. Authorize Tyrone Roderick Williams, Chief Executive Officer; Tammy Townsend, Deputy Executive Director; Michael Duarte, Deputy Executive Director and/or their designees to negotiate and execute all documents on behalf of the Housing Authority necessary to implement the actions described above; and
3. Authorize staff to undertake all related actions and address other matters necessary to implement the development in accordance with the AHD application, and applicable regulatory requirements; and
4. Provide for other matters related thereto.

### Fiscal Impact

Staff time and professional fees for performing predevelopment activities and writing the application will be allocated to the approved predevelopment budget. If funding is received, costs associated with staff time and predevelopment activities would be reimbursed through the project.

### Background Information

Garland Gardens is a 51-unit affordable housing community located in central Fresno. The property was originally constructed in 1980 and includes two- and three-bedroom family-style units. Given its age and physical condition, staff seeks to improve the site that benefits its overall energy efficiency, improve safety and health through ADA improvement, and secure affordability restrictions for up to 55-years for existing and future households.

The proposed rehabilitation includes upgrades to building systems, unit interiors, accessibility, and energy efficiency standards, along with construction of a new community facility. These improvements will ensure the long-term viability of the property and improve quality of life for residents.

This application represents an opportunity to preserve deeply affordable units while reinvesting in an aging asset located in a high-need neighborhood.

### Past Board Actions

- June 2025 - Authorized the submission of a 9% Low-Income Housing Tax Credit (LIHTC) application to the California Tax Credit Allocation Committee (CTCAC) for the Garland Gardens rehabilitation project
- June 2025 - Approved the formation of Fresno Garland Gardens, L.P. as the ownership entity for the Project, with Silvercrest, Inc. as Managing General Partner and the Housing Authority of the City of Fresno as sole member and manager of the Administrative General Partner
- June 2025 - Authorize a seller financing commitment of up to \$3,000,000 of the appraised value

# FRESNO HOUSING

# RESOLUTION



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

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CITY OF  
FRESNO'S 2025 AFFORDABLE HOUSING DEVELOPMENT NOTICE OF FUNDING  
AVAILABILITY FOR THE GARLAND GARDENS PROJECT (APN 433-220-39T)**

**WHEREAS**, the Housing Authority of the City of Fresno, 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 Housing Authority of the City of Fresno, California ("the Authority") seeks to preserve and extend the availability of long-term affordable housing for low-income households within the City of Fresno; and

**WHEREAS**, Garland Gardens, located at 3726 N. Pleasant Avenue in Fresno, California (APN 433-220-39T), is an existing 51-unit affordable housing community originally constructed in 1980; and

**WHEREAS**, the proposed scope of the project includes rehabilitation of the existing 51 low-income units, construction of a new community building with management office, laundry facilities, a manager's unit, systems upgrades, unit improvements, and age-appropriate resident amenities; and

**WHEREAS**, it is anticipated that gap financing will be necessary as part of the financing plan; and

**WHEREAS**, the City of Fresno has issued a Notice of Funding Availability on August 1, 2025 for funding of substantial rehabilitation of affordable rental housing available through Affordable Housing Development Notice of Funding Availability (NOFA); and

**WHEREAS**, the Agency desires to submit a funding application to the City of Fresno to request up to \$2,000,000 to help facilitate the redevelopment of its Fresno rental housing development;

# RESOLUTION



**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes the necessary actions needed to submit an application to the City of Fresno for the Garland Gardens project in response to Affordable Housing Development Notice of Funding Availability, and authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, 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, which may include, but are not limited to (a) submission of an application to the California Tax Credit Allocation Committee (b) submission of an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of San Francisco, (c) submission of an application for City of Fresno’s Affordable Housing Development Notice of Funding Availability (NOFA) funds in an amount up to \$2,000,000, (d) submission of an application to California Department of Housing and Community Development funding programs, and (e) other grants, operating subsidies and/or private loans and such other sources identified by the Chief Executive Officer.
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Deputy Executive Director, and/or their designee to execute documents on behalf of the Housing Authority of the City of Fresno, CA; and
3. 4. Provide for other matters related thereto.

PASSED AND ADOPTED THIS 26<sup>th</sup> DAY OF August, 2025. 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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# RESOLUTION



Tyrone Roderick Williams  
Secretary of the Boards of Commissioners

# BOARD MEMO



<b>TO:</b>	Boards of Commissioners	<b>AUTHOR:</b>	Daniel Guerra
<b>FROM:</b>	Tyrone Roderick Williams, CEO		Project Manager
<b>MEETING DATE:</b>	08/26/2025	<b>DEPARTMENT:</b>	Real Estate Development
<b>AGENDA ITEM:</b>	6h	<b>MEMO DATE:</b>	08/21/2025
<b>SUBJECT:</b>	Consideration of the Submission of Application to the City of Fresno Affordable Housing Development Notice of Funding Availability (NOFA)– The DADA Lofts Development		

## Executive Summary

The purpose of this Board Memo is to request certain approvals from the Board of Commissioners related to a potential new development opportunity known as DADA Lofts (the “Project”). The project envisions the new construction of up to 37 affordable units on an approximately 0.45-acre parcel located at 1433 Broadway Street in Downtown Fresno, in between Stanislaus Street and Tuolumne Street. The Project is located across the street from Kepler Neighborhood School.

On August 1, 2025 the City of Fresno released an Affordable Housing Development Notice of Funding Availability that is proposing to provide funding through various federal and/or state programs to construct new affordable housing, or complete substantial rehabilitation to existing housing. Staff plans to submit an application for the DADA Lofts site for a funding amount up to \$4,190,721.77 in HOME Investment Partnerships (HOME) funding and program income and up to \$1,700,000.00 in Permanent Local Housing Allocation (PLHA) funding. Staff will continue to evaluate the project and will return to the Boards regarding future financing applications. It is possible the City of Fresno will award less than the amount of funds requested.

## Recommendation

It is recommended that the Board of Commissioners of the Housing Authority of the City of Fresno, CA adopt the attached resolutions approving the necessary actions needed to move forward with a funding application submission for the benefit of the DADA Lofts project and authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Officer, Michael Duarte, 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, which may include, but are not limited to (a) submission of an Affordable Housing NOFA application for the 2025 round requesting up to \$4,190,721.77 in HOME funding and up to \$1,700,000.00 in PLHA funding, (b) other grants, operating subsidies and/or private loans, and such other sources identified by the Chief Executive Officer.
2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Deputy Executive Director, and/or their designees to negotiate and execute documents on behalf of the Housing Authority of the City of Fresno, CA.
3. Provide for other matters related thereto.

# FRESNO HOUSING

## Fiscal Impact

No fiscal impact at this time. Should funds be awarded, staff will return to the Board at a later date with financing recommendations.

## Background Information

The DADA Lofts project is located at 1433 Broadway Street, Fresno, CA 93721 (APN: 466-205-28) in Downtown Fresno. DADA Lofts proposes the construction of two apartment buildings (Building 1 and Building 2) consisting of 37 total units on a vacant ±0.45 acre parcel. Building 1 (front) will comprise of ten (10) units in a ±9,399 square-foot three story building. Building 2 (rear) will comprise of 27 units in a ±15,388 square-foot two story building. In addition, the project proposes on and off-site improvements including but not limited to: seven (7) new on-site parking stalls, a shared courtyard, and landscaping. The project is located in the DTC (Downtown Core) zone district.

## Past Board Actions

- None

# RESOLUTION



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

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

**RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CITY OF FRESNO'S 2025 AFFORDABLE HOUSING DEVELOPMENT NOTICE OF FUNDING AVAILABILITY FOR THE DADA LOFTS PROJECT IN DOWNTOWN FRESNO (APN 466-205-28)**

WHEREAS, the Housing Authority of the City of Fresno, 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 Agency is seeking to develop a property in Downtown Fresno, specifically the DADA Lofts project site located at 1433 Broadway Street, Fresno, Ca 93721 (APN 466-205-28); and

WHEREAS, it is anticipated that the proposed site may consist of 37 residential units, and gap financing will be necessary as part of the financing plan; and

WHEREAS, the City of Fresno has issued a Notice of Funding Availability on August 1, 2025 for funding of new construction of affordable rental housing available through Affordable Housing Development Notice of Funding Availability (NOFA); and

WHEREAS, the Agency desires to submit a funding application to the City of Fresno to request up to \$5,890,722 to help facilitate the Downtown Fresno rental housing development;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, CA hereby authorizes the necessary actions needed to submit an application to the City of Fresno for the DADA Lofts project in response to Affordable Housing Development Notice of Funding Availability, and authorize Tyrone Roderick Williams, the Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, 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, which may include, but are not limited to (a) submission of an Affordable Housing NOFA application for the 2025 round requesting up to \$4,190,721.77 in HOME funding and up to \$1,700,000.00 in PLHA funding, (b) other grants, operating subsidies and/or private loans, and such other sources identified by the Chief Executive Officer; and

# RESOLUTION



2. Authorize Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, 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 26<sup>th</sup> DAY OF AUGUST, 2025. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams  
Secretary of the Boards of Commissioners

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 08/26/2025  
**AGENDA ITEM:** 6 i  
**SUBJECT:** Consideration of the Artificial Intelligence Policy

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 08/19/2025

## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and approve the Artificial Intelligence Policy which establishes clear guidelines for the safe, responsible and secure use of AI in Fresno Housing.

## Recommendation

It is recommended that the Boards of Commissioners approve the Artificial Intelligence Policy.

## Fiscal Impact

There is no fiscal impact associated with adoption of the Artificial Intelligence Policy.

## Background Information

With advancements in Artificial Intelligence (AI), Fresno Housing recognized the need to balance innovation with security, ethics, and accountability. The attached policy has been developed to establish clear guidelines for the safe, responsible and secure use of AI in Fresno Housing. Compliance with the various provisions in the policy ensures that AI is used ethically and in alignment with the Agency's mission, vision and values.

All individuals who access or use Fresno Housing's systems or AI tools on the Agency's behalf are responsible for complying with the AI policy. This includes completing AI training, verifying AI-generated outputs, and reporting security concerns or misuse. All users of Fresno Housing's systems or AI tools on its behalf are responsible for reinforcing the commitment to ethical standards, operational integrity, and the protection of sensitive information. Finally, the AI policy requires prior approval for the use of AI tools and limits usage to approved platforms, while providing a process for suggesting new AI tools for review and consideration.

Notice regarding the proposed Artificial Intelligence Policy was provided to the Union and our obligation to meet and confer, upon request regarding the impact of the Policy, has been met.

# RESOLUTION



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

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

**RESOLUTION TO APPROVE THE ARTIFICIAL INTELLIGENCE POLICY**

WHEREAS, Artificial Intelligence technology continues to advance and develop requiring clear guidelines to ensure safe and secure use; and

WHEREAS, adoption of an Artificial Intelligence policy provides a foundation to allow the legal, secure and ethical use while protecting privacy and data integrity; and

WHEREAS, the Housing Authority desires to establish a policy that provides an effective means of reviewing Artificial Intelligence tools and applications before they are approved for use.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Artificial Intelligence Policy.

PASSED AND ADOPTED THIS 26th day of August, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Board of Commissioners

# RESOLUTION



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

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

**RESOLUTION TO APPROVE THE ARTIFICIAL INTELLIGENCE POLICY**

WHEREAS, Artificial Intelligence technology continues to advance and develop requiring clear guidelines to ensure safe and secure use; and

WHEREAS, adoption of an Artificial Intelligence policy provides a foundation to allow the legal, secure and ethical use while protecting privacy and data integrity; and

WHEREAS, the Housing Authority desires to establish a policy that provides an effective means of reviewing Artificial Intelligence tools and applications before they are approved for use.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Artificial Intelligence Policy.

PASSED AND ADOPTED THIS 26th day of August, 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Tyrone Roderick Williams, Secretary of the Board of Commissioners

## Artificial Intelligence (AI) Policy

### Purpose

This policy establishes clear guidelines for the safe, responsible and secure use of AI at Fresno Housing. The organization is committed to using AI ethically to support employees, improve processes, and enhance services while protecting sensitive information and ensuring fairness.

By adhering to this policy, Fresno Housing ensures that AI is used transparently, ethically, and in alignment with the organization’s mission, values, and equity commitments.

This policy outlines objectives, principles, guidelines, and expectations for the legal and ethical use of AI systems while protecting the privacy and data integrity of all individuals and entities we engage with, including but not limited to residents, property owners, landlords, vendors, employees, partners, and community stakeholders.

### Definitions

- **Algorithm Bias:** Erroneous, skewed or discriminatory AI outcomes due to biased training data.
- **Artificial Intelligence (AI):** Technology or software that simulates human intelligence by performing tasks such as use of language, recognizing or modifying images or sounds, learning from data, making predictions, recommendations, or decisions based on machine learning.
- **Authorized User:** Employees, Board Members, consultants, advisors, agents, subsidiaries, partners, affiliates, contracted service providers and authorized third parties who access or use Fresno Housing’s systems or AI tools on its behalf.
- **Data Security:** Practices ensuring digital information protection from unauthorized access, corruption, or theft.
- **Ethical Use:** AI-generated outputs must be free of bias, discrimination, or fraudulent content. Only publicly available information should be used with AI tools to prevent the exposure of confidential or sensitive data.
- **Generative AI (Gen AI):** AI models that create new content, such as text, images, or data, based on training patterns, such as Chat GPT and DALL·E.
- **Personally Identifiable Information (PII):** Data that can identify an individual, such as names, addresses, or social security numbers that can be used to trace and individuals’ identity either alone or in combination with other information.
- **Proprietary Information:** Confidential Fresno Housing data, including policies, tenant records, and financial details.

- **Risk Assessment:** The evaluation of potential security, ethical, or compliance risks associated with AI deployment.

## Policy

All Authorized Users must adhere to this Policy to ensure AI is used responsibly, ethically, and in alignment with Fresno Housing’s mission and values.

Authorized Users are to use only approved AI platforms. Any suggestions to add tools to the approved list must be submitted to the Office of Innovation & Technology for review and approval. The current list of approved tools is available on the [Vetted AI Tools SharePoint page](#).

Authorized Users must verify AI-generated content for accuracy, security, and compliance, ensuring alignment with ethical and operational standards. It is the employee’s responsibility to review and validate all AI-generated content, before using it in any official capacity, to eliminate any inaccuracy or bias.

Authorized Users must comply with this policy and all related guidelines when using AI tools, ensuring a unified and secure approach to AI usage across the organization. The use of AI tools and applications is prohibited without prior approval from the Office of Innovation & Technology.

While this policy establishes Fresno Housing’s AI standards, departments may develop additional guidelines tailored to their operational needs, provided they do not conflict with this policy.

## Privacy and Data Protection

Authorized Users are prohibited from entering PII, confidential, or proprietary data into AI systems. This includes any information not intended for public use or distribution. Only minimal, anonymized data necessary to complete a task may be used. Authorized Users must exercise caution when using conversational AI tools, as these platforms may store and reuse entered text, potentially posing privacy and security risks.

Authorized Users are responsible for maintaining the security and integrity of AI systems and the data they access. This includes implementing adequate security measures, such as encryption and access controls, to protect against unauthorized access, data breaches, and tampering.

## AI Limitations in Decision-Making

AI tools shall not be used to automate, recommend, or influence decisions that directly affect individuals’ rights, access to services, financial responsibilities, housing, employment, or other

critical outcomes. This includes any decisions where bias, error, or lack of context could compromise fairness, due process, or ethical standards. Such decisions must be made by qualified staff based on established policies and/or regulations, verified data, and sound professional judgment to ensure equity, compliance, and accountability. AI tools may support or streamline analysis, but are not to replace the user’s critical judgment or accountability for results.

### **Ethical Use**

To protect employees, clients, and Fresno Housing:

- Authorized Users must ensure AI outputs meet standards for equity, ethics, appropriateness and compliance.
- AI outputs must not include discriminatory content based on a person’s race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other characteristic identified by state or federal law.
- AI-generated content must be actively reviewed for bias before being used for decision-making or public communication. If unintended bias or discriminatory language is found, the content must be corrected or discarded.
- AI applications must not be used to create content that misrepresents an individual’s identity or commits fraud.
- Only publicly available data or information should be used with AI tools, avoiding any sensitive or confidential information.

### **Human Accountability and AI Transparency**

Authorized Users are responsible for verifying AI-generated outputs for accuracy, completeness, and compliance. AI shall support, not replace, human judgment. Staff must ensure that AI-generated content is accurate, free from plagiarism, and does not infringe on copyrights or other intellectual property rights. This includes avoiding the use of AI for tasks that require professional expertise, such as legal interpretation or the creation of legally binding documents, which must be handled by qualified personnel.

When seeking information, employees must consult primary or authoritative sources rather than relying solely on AI-generated responses, as AI tools may aggregate content from unverified or potentially misleading sources.

Additionally, any documents, communications, or materials created using AI must clearly disclose AI generation or involvement to promote transparency and trust in AI-generated content.

## **Prohibited Usage**

Authorized Users shall not install non-approved Application Programming Interfaces (APIs), plug-ins, connectors, or software related to AI systems. All installations must receive prior approval from the Office of Innovation & Technology.

## **Account Creation**

Authorized Users may use their Fresno Housing credentials, such as their Fresno Housing email address to establish an account only with an authorized and approved AI platform.. Entering this information into external AI tools that are not authorized or approved can expose our internal systems to security threats, such as data breaches or unauthorized access.

## **AI Note-Taking Bots, AI-Generated Visual Content, and AI Analytics & Automation**

**AI Note-Taking Bots:** Authorized Users must not use AI note-taking bots for any virtual online, video conferences, or collaboration applications without approval from the Office of Innovation & Technology. These tools must never record or transcribe discussions involving PII, resident data, legal matters, or proprietary information to protect privacy. If approved, all participants must be informed and provide consent before use. If one participant provides dissent to the use of AI, the AI tool must be disabled in the meeting.

**AI-Generated Visual Content:** AI-generated images and videos must be clearly labeled to prevent misinformation and must not misrepresent real people or events. Employees must comply with copyright laws and avoid creating AI-generated versions of copyrighted material. AI-generated visuals may not be used in official agency communications unless approved by the Office of Innovation & Technology.

**AI Analytics & Automation:** AI-powered analytics (e.g., Power BI AI, Tableau AI, robotic process automation) must be verified for accuracy before use. AI tools shall not make final decisions on funding, eligibility, compliance, or policy enforcement, these require human oversight. Data models should be audited regularly to prevent bias or inaccuracies, and AI shall not be used to profile or categorize tenants or employees unfairly.

## **Unintentional Use of AI Tools**

Authorized Users should be aware that many commonly used platforms, such as email clients, word processors, design software, and search engines, now include built-in AI features. These tools may generate or suggest content, correct grammar, summarize text, or assist with formatting and design using AI.

While these features may be helpful, their use must align with Fresno Housing’s AI policy. Authorized Users are expected to use discretion, remain aware of when AI-generated assistance is being applied, and consult the Office of Innovation & Technology if unsure. Regardless of whether AI is used intentionally or not, employees are responsible for reviewing all outputs to ensure accuracy, appropriateness, and compliance with agency standards.

### **Review and Monitoring**

In collaboration with executive leadership, the Office of Innovation & Technology is responsible for ensuring AI systems align with security protocols, ethical standards, and compliance requirements. This includes evaluating AI tools before implementation, conducting system audits, and monitoring data security to detect vulnerabilities. Each AI tool will be reviewed for its security features, terms of service, and privacy policy. Consideration will also be given to the reputation of the tool’s developer and any associated third-party services. Security measures such as network monitoring, data loss prevention (DLP) policies, endpoint detection, and firewall logging will be enforced to mitigate risks. Audits and behavioral analytics will assess AI’s impact on operations and compliance with Fresno Housing’s mission. Web filtering and firewall controls will regulate AI tool usage.

### **Training and Updates**

Fresno Housing will provide periodic training on AI risks, ethical use, data security, and compliance with privacy laws. Employees will receive guidance on best practices for using AI tools responsibly and identifying potential risks, such as misinformation, bias, and security vulnerabilities.

To keep pace with evolving AI technology, this policy will be reviewed and updated periodically to reflect advancements in AI, changes in legal and ethical standards, and employee feedback. Fresno Housing is committed to ensuring that all staff remain informed and prepared to use AI tools securely, transparently, and ethically.

### **Incident Reporting**

If employees suspect that sensitive data has been improperly entered into an AI system or compromised, they must report the incident immediately to their supervisor and the Office of Innovation & Technology.

## Responsibilities

- **Executive Office:** Provides strategic leadership, oversight, and resource allocation to align AI initiatives and use with Fresno Housing’s mission and goals.
- **Management:** Ensures compliance with the AI policy, oversees staff training, and integrates AI securely into operations in collaboration with the Office of Innovation & Technology.
- **Human Resources (HR):** Coordinates AI-related training for Agency staff.
- **Office of Innovation & Technology:** Authorizes, evaluates, tests, and recommends AI tools, provides employee support, conducts system audits, and ensures data security and ethical compliance.
- **All Authorized Users:** Must follow the AI policy, complete AI training, verify AI-generated outputs, and report security concerns or misuse.

**Acknowledgment of Receipt and Understanding of Policy**

**Artificial Intelligence Policy**

I, \_\_\_\_\_ (Print Name), acknowledge that I have received a copy of the Artificial Intelligence (AI) Policy, have read and understand it, and agree to conduct myself in accordance with it.

I understand that this acknowledgment will be kept in my personnel file and may be disclosed to third parties if required.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 08/26/2025  
**AGENDA ITEM:** 6 j  
**SUBJECT:** Consideration of the Employer-Employee Organization Relations Rules

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 08/19/2025

## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and approve the Employer-Employee Organization Relations Rules (Rules). The Rules are being updated to delete unnecessary or outdated language consistent with legislative changes and provide gender neutral language.

## Recommendation

It is recommended that the Boards of Commissioners approve the Employer-Employee Organization Relations Rules.

## Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Employer-Employee Organization Relations Rules.

## Background Information

In 1968, the Meyers-Milias-Brown Act (MMBA) was adopted establishing the rights and duties of public employers, their employees and employee organizations. The Act also permits each agency to enact local rules governing employment relations. The Agency adopted its own rules in November 1978 and subsequently amended the rules in October 2003.

Since the last amendment to the Employer-Employee Organization Relations Rules (Rules) there have been a number of legislative changes some of which have been captured in the Memorandum of Understanding with Service Employees International Union. These include providing the Union advance notice of any new employee orientation when a position is represented by the bargaining unit and the process for authorizing or revoking dues deductions. In summary, the significant changes to the Rules include expanding the definitions section and updating the impasse and fact-finding section as well as the processes for bargaining unit determinations and representation elections.

The Rules were originally scheduled for Board consideration in February this year. However, the Union requested more time to consider the proposed Rules. The Agency was able to meet with

## FRESNO HOUSING

the Union regarding the proposed Rules last month and they have accepted the proposed Rules without any change.

# RESOLUTION



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

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

**RESOLUTION TO APPROVE THE EMPLOYER EMPLOYEE ORGANIZATION  
RELATIONS RULES**

WHEREAS, the Housing Authority is required to comply with the provisions of 3500 et seq. of the California Government Code, referred to as the Meyers-Milias-Brown Act; and

WHEREAS, the Board of Commissioners approved the Employer Employee Organization Relations Rules in October 2003; and

WHEREAS, the Housing Authority desires to update the rules which provide for the orderly and systematic consideration of employee relations matters between the Housing Authority and its employees and their recognized employee organization; and

WHEREAS, the Employer Employee Organization Relations Rules are being revised to delete unnecessary or outdated language consistent with legislative changes, and provide gender neutral language.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body of the above agency does hereby approve the Employer Employee Organization Relations Rules.

PASSED AND ADOPTED THIS 26th day of August, 2025, 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:** 08/26/2025  
**AGENDA ITEM:** 6 j  
**SUBJECT:** Consideration of the Employer-Employee Organization Relations Rules

**AUTHOR:** Jeff Cardell  
**DEPARTMENT:** Human Resources  
**MEMO DATE:** 08/19/2025

## Executive Summary

The purpose of this memo is to ask the Boards of Commissioners to consider and approve the Employer-Employee Organization Relations Rules (Rules). The Rules are being updated to delete unnecessary or outdated language consistent with legislative changes and provide gender neutral language.

## Recommendation

It is recommended that the Boards of Commissioners approve the Employer-Employee Organization Relations Rules.

## Fiscal Impact

There is no immediate fiscal impact associated with adoption of the Employer-Employee Organization Relations Rules.

## Background Information

In 1968, the Meyers-Milias-Brown Act (MMBA) was adopted establishing the rights and duties of public employers, their employees and employee organizations. The Act also permits each agency to enact local rules governing employment relations. The Agency adopted its own rules in November 1978 and subsequently amended the rules in October 2003.

Since the last amendment to the Employer-Employee Organization Relations Rules (Rules) there have been a number of legislative changes some of which have been captured in the Memorandum of Understanding with Service Employees International Union. These include providing the Union advance notice of any new employee orientation when a position is represented by the bargaining unit and the process for authorizing or revoking dues deductions. In summary, the significant changes to the Rules include expanding the definitions section and updating the impasse and fact-finding section as well as the processes for bargaining unit determinations and representation elections.

The Rules were originally scheduled for Board consideration in February this year. However, the Union requested more time to consider the proposed Rules. The Agency was able to meet with

## FRESNO HOUSING

the Union regarding the proposed Rules last month and they have accepted the proposed Rules without any change.



not involve an endeavor to reach a binding agreement, nor is it subject to the impasse procedures set forth herein.

DAY. A calendar day unless otherwise stated.

DECERTIFICATION. The process and act of rescinding the rights of a recognized employee organization to act as the bargaining representative for an appropriate bargaining unit.

EMPLOYEE. Any person employed by the Agency excluding people appointed by the Mayor or the Board of Supervisors to serve on the Board of Commissioners and volunteers.

EMPLOYEE RELATIONS OFFICER. The Chief Executive Officer of the Agency or any person they designate to meet with representatives of certified or registered employee organizations.

EMPLOYEE RIGHTS. Employees of the Housing Authority' shall have the right to form, join, and participate in the activities of employee organizations. It shall be an additional right of the employees to represent themselves individually in their employee relations with the Agency. Neither the Agency nor the employee organizations shall interfere with, intimidate, restrain, coerce, or discriminate against employees because of the exercise of their rights under this Paragraph.

EXCLUSIVELY RECOGNIZED EMPLOYEE ORGANIZATION. An employee organization which has been formally acknowledged by the Agency as the sole employee organization representing the employees in an appropriate unit pursuant to Article II herein, having the exclusive right to meet and confer in good faith concerning statutorily required subjects pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees.

IMPASSE. Representatives of the Exclusively Recognized Employee Organization and the Agency have reached a point in their meeting and conferring in good faith where the differences on matters to be included in a Memorandum of Understanding, and concerning which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.

MANAGEMENT EMPLOYEE. An employee having responsibility for formulating, administering or managing the implementation of Agency policies and programs. This includes the Chief Executive Officer, department heads, and any other employees who are so designated by the Chief Executive Officer.

MEET AND CONFER. The process through which the Agency, or such representatives as it may delegate, and representatives of Exclusively Recognized Employee Organizations shall have the mutual obligation to personally meet and confer, in good faith, promptly upon the request by either party and continue for a reasonable period of time in order to exchange information,

opinions and proposals to endeavor to reach agreement on matters within the scope of representation. This does not require either party to agree to a proposal or to make a concession.

**MEET AND CONSULT.** To meet and discuss issues with affected Exclusively Recognized Employee Organizations, in good faith, for the purpose of presenting and obtaining views or advising of proposed actions in an effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of representation does not involve an endeavor to reach a binding agreement, nor is it subject to the impasse resolution procedures set forth herein.

**MEDIATION or CONCILIATION** means efforts by an impartial third party to assist in reconciling disputes regarding wages, hours, and other terms and conditions of employment between representatives of the Agency and representatives of the Exclusively Recognized Employee Organization through interpretation, suggestion or advice. "Mediation" and "conciliation" are interchangeable terms.

**MEMORANDUM OF UNDERSTANDING (MOU).** A written agreement between the Agency and the Exclusively Recognized Employee Organization as a result of meeting and conferring in good faith under the MMBA, which sets forth those matters within the scope of representation upon which both parties have agreed. The MOU shall be presented to the Boards of Commissioners for consideration and will become a binding agreement when approved by the Boards of Commissioners.

**PROOF OF EMPLOYEE SUPPORT.** An authorization document signed and dated by an employee, provided that the authorization has not been subsequently revoked in writing by the employee; a verified authorization petition or petitions signed and dated by an employee; or employee dues deduction authorizations, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for any one employee shall not be considered as proof of employee support for any employee organization except that the proof of employee support hereunder shall be the authorization last signed by the employee.

**REPRESENTATIVE.** A person who is authorized and designated in writing by an Exclusively Recognized Employee Organization to represent the organization in dealing with the Agency.

**SCOPE OF REPRESENTATION.** All matters relating to wages, hours and other terms and condition of employment. The merits, necessity of organization of any service or activity provided by law or administrative order and management rights clauses are excluded from the Scope of Representation.

**SUPERVISORY EMPLOYEE.** An employee who participates in recommendations regarding hiring, transferring, suspensions, lay-offs, recall, promotion, discharges, assignments, rewards or disciplining other employees or having the responsibility to direct them or to adjust their

grievances or to effectively recommend such action, if, in connection with the foregoing, the exercise of such authority is not merely routine or clerical in nature or requires the use of independent judgment.

## **Article II Representation Proceedings**

### **Section 1. Filing of Recognition Petition by Employee Organization**

An employee organization which seeks to be formally acknowledged as an Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

Name, mailing address and local street address of the employee organization.

Names and titles of its officers as well as designation of the officials authorized to act as representatives of the organization in employer-employee relation matters with the Agency.

A certified copy of the organization's constitution and/or bylaws and, if not contained in the constitution or bylaws, a statement that the organization has as one of its primary purposes, the responsibility of representing of employees in then employment relations with the Agency.

A designation of those persons, not exceeding two in number, and their addresses, to whom notice sent by regular United States mail and/or email will be deemed sufficient.

The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.

A statement that the employee organization has in its possession proof of support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the Agency. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.

A statement identifying the name and mailing address of each chapter, local, regional, State, national, or international organization with which it is directly or indirectly affiliated.

A statement that the organization has no restriction on membership based on legally protected classification such as race, color, creed, religion national origin, age, sex, sexual orientation, marital status, military or veteran status, gender identity or expression, mental or physical disability, medical condition or genetic information.

A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete under the penalty of perjury, by the duly authorized officer(s) of the employee organization seeking recognition.

## **Section 2. Agency Response to Recognition Petition**

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- a. There has been compliance with requirements for the Filing of a Recognition Petition and
- b. The proposed representation unit is an appropriate unit in accordance with the Policy and Standards for Determination of Appropriate Units.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, they shall inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action for thirty days thereafter. If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing. The petitioning organization may appeal such determination in accordance with the Appeals section.

## **Section 3. Open Period for Filing Challenging Petition**

Within thirty (30) days of the date written notice was given to affected employees that a valid recognition petition for an appropriated unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the Exclusively Recognized Employee Organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least thirty percent and otherwise in the same form and manner as set forth in Section 1 of Article II. If such challenging petition; seeks establishment of an overlapping unit the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the Policy and Standards for Determination of Appropriate Units. The petitioning employee organizations shall have fifteen days from the date notice of such determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Article II Section 10, Appeals.

#### **Section 4. Granting Recognition Without an Election**

If the Petition is in order and the proof of support shows that a majority of the employees in the unit deemed to be appropriate have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service or another agreed upon neutral third party, review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusively Recognized Employee Organization for the designated unit.

#### **Section 5. Election Procedure**

When recognition is not granted pursuant to Article II Section 4, then upon determination of an appropriate unit in accordance with the rules set forth herein, the Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of these Rules. All employee organizations who have duly submitted petitions which have been determined to be in conformance with Article II shall be included on the ballot. The choice of "no organization" shall also be included on the ballot thereby allowing employees the choice of representing themselves individually in their employment relations with the Agency.

Employees entitled to vote in such election shall be those persons employed in regular full or part time positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least fifteen days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the Agency in the same unit on the date of the election.

An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast. The rules governing an initial election shall also apply to a run-off election.

There shall be no more than one valid election under these Rules pursuant to any petition in a twelve-month period affecting the same unit.

In the event the parties are unable to agree to a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service.

Costs of conducting elections shall be borne in equal shares the Agency and by each employee organization appearing on the ballot.

**Section 6. Procedure for Decertification of Exclusively Recognized Employee Organization**

A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed with the Employee Relations Officer only during the month of March of any year following the first full year of recognition or during the thirty day period commencing one hundred and twenty days prior to the termination of the Memorandum of Understanding then having been in effect for less than three years. A Decertification Petition may be filed by two or more employees or their representative, or an employee organization, and shall contain the following information and documentation declared by the duly authorized signatory under penalty of perjury to be true, correct and complete:

- a. The name, address, and telephone number of the petitioner and a designated representative authorized to receive notices or requests for further information;
- b. The name of the established appropriate unit and of the incumbent Exclusively Recognized Employee Organization sought to be decertified;
- c. An allegation that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in the appropriate unit, and any other relevant and material facts relating thereto, and;
- d. Proof of employee support, i.e., verified signed employee statements or authorization cards, that at least thirty percent of the employees in the established appropriate unit no longer desire to be represented by the incumbent Exclusively Recognized Employee Organization. Such proof shall be submitted for confirmation to the Employee Relations Officer.

An employee organization may, in satisfaction of the Decertification Petition requirements set forth above, file a Petition under this section in the form of a Recognition Petition that evidences proof of employee support of at least thirty percent, that includes the allegation and information required under this section and otherwise conforms to the requirements of this section.

The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If the determination is negative, the ERO shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization, and if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination

in accordance with the Article II Section 10, Appeals. If the determination of the ERO is in the affirmative or if the negative determination is reversed on appeal, the ERO shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about fifteen days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be in conformance with Article II Section 5 Election Procedure.

During the "open period" specified in the first paragraph of this section, the Employee Relations Officer may on their own motion, when they have reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that they will arrange for an election to determine that issue. In such event any other employee organization may within fifteen days of such notice file a Recognition Petition in accordance with Article II Section 1, which the Employee Relations Officer shall act on in accordance with Article II Section 6.

If, pursuant to Article II Section 6, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any MOU then in effect for its remaining term.

### **Section 7. Policy and Standards for Determination of Appropriate Units**

It is the policy to establish the minimum number of units consistent with good employee relations. To minimize the over-fragmentation of employee representation, the principal criterion for determining an appropriate representation unit shall be the largest feasible group of employees having an identifiable community of interest. In addition, the following criteria shall be applied in determining an appropriate representation unit:

- a) In determining which unit shall include the broadest possible group of employees who share a community of interest, the factors to be considered are:
  - i. Common skills, job duties, training or education requirement;
  - ii. Participation in an integrated work process or continuous workflow;
  - iii. Common supervision;
  - iv. Similar working conditions.
- b) The unit shall assure employees the fullest freedom in the exercise of their rights granted under this resolution.

- c) The unit shall not adversely affect the efficient operation of the Agency services and sound employer employee relations.
- d) The history of employer-employee relations in the proposed unit and the Agency shall be considered.
- e) Management, confidential, and supervisory employees shall not be included in any unit which includes employees other than management, confidential, or supervisory.
- f) No single classification of an Agency employee shall be included in more than one representation unit, with the exception of management personnel and confidential employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organization(s), allocate new classifications or positions, delete eliminated classifications or positions, and, retain, relocate or delete classifications or positions from units in accordance with the provisions of this Section. The decision of the Employee Relations Officer shall be final.

**Section 8. Procedure for Modification of Established Appropriate Units:**

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the period specified in Article II Section 6. Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements in Article II Section 1 of this Resolution, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Article II Section 7 of these rules. The Employee Relations Officer shall process such petitions as other Recognition Petitions under Article II.

When new classifications are adopted, existing classifications abolished, or when a classification is no longer compatible with the existing bargaining unit under the factors of Article II Section 7, of these rules, the Employee Relations Officer may, by their own motion, at any time propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard.

Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Article II, Section 7 of these rules, and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Article II, Section 10 of these Rules. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively

Recognized Employee Organizations for such new appropriate unit or units pursuant to Article II, Section 1 of these Rules.

**Section 9. Procedure for Processing Severance Requests**

An employee organization may file a request to become the Exclusively Recognized Employee Organization of a unit alleged to be appropriate that consists of a group of employees who are already part of a larger established unit represented by another exclusively recognized employee organization. The timing, form and processing of such request shall be as specified in Article II, Section 8 of these Rules for Modification Requests.

**Section 10. Appeals**

An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition, Challenging Petition, Decertification Petition, Determination of Appropriate Unit, Unit Modification Petition, or Severance Request has not been filed in compliance with the applicable provisions of Article II, may, within ten days of notice of the Employee Relations Officer's determination, request to submit the matter to Mediation by the State Mediation and Conciliation Service, or may, in lieu thereof or thereafter, appeal such determination to the Boards of Commissioners for final decision within fifteen day of notice of the Employee Relations Officer's determination or the termination of Mediation proceedings, whichever is later.

Appeals to the Boards of Commissioners shall be filed in writing with the Boards Secretary and copy thereof served on the Employee Relations Officer. The Boards shall commence to consider the matter within thirty days of the filing of the appeal. The Boards may in their discretion, refer the dispute to a non-binding third party hearing process. Costs shall be borne in equal shares by the Agency and each Exclusively Recognized Employee Organization. Any decision of the Boards on the use of such procedure, any/or any decision of the Boards determining the substance of the dispute shall be final and binding.

**Section 11. Abandonment of Unit or Good Faith Doubt of Majority Representative**

In the event a bargaining unit appears to have been abandoned by its Exclusively Recognized Employee Organization, or in the event that the Employee Relations Officer has a good faith doubt that the Exclusively Recognized Employee Organization represents a majority of the members of the unit, the Employee Relations Officer shall serve notice to the affected employee organization(s) stating the evidence leading them to the belief of abandonment or doubt of majority representational status. Such affected employee organization shall have twenty days to present written evidence and argument to the contrary.

If, after the twenty-day period expires, the Employee Relations Officer still believes the unit has been abandoned or still has a good faith doubt of majority representation, the Employee Relations

Officer shall thereupon arrange for a secret ballot to be held on or about fifteen days after notice thereof to determine the wishes of unit members. The question before the electorate shall be, "Do you wish to continue to be represented by (name of association or union) in your formal bargaining relationship with the Agency?" If the answer by a majority of valid votes cast is in the affirmative, there shall be no change in representation status. If the answer by a majority of valid votes cast is in the negative, then the organization's status as bargaining representative for the unit in question shall be terminated.

The procedures of such an election shall be consistent with Article II Section 5 of these Rules.

### **Article III Administration**

#### **Section 1. Submission of Current Information by Recognized Employee Organizations**

All changes in the information filed with the Agency by an Exclusively Recognized Employee Organization under the terms of the Recognition Petition shall be submitted in writing to the Employee Relations Officer within fourteen days of such change.

#### **Section 2. Employee Organization Activities – Use of Agency Resources**

Access to Agency work locations and the use of Agency paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided in the Memorandum of Understanding and/or administrative procedures, and shall be limited to lawful activities consistent with the provisions of these Rules that pertain directly to the employer-employee relationship. This authorized process shall not interfere with the efficiency, safety and security of Agency operations.

#### **Section 3. Administrative Rules and Procedures**

The Chief Executive Officer is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with employee organizations.

### **Article IV Dispute Resolution**

#### **Section 1. Impasse**

Impasse procedures shall be used only when all other attempts at reaching an agreement through meeting and conferring in good faith have been unsuccessful. Either party may initiate the impasse procedures by filing with the other party a written declaration of impasse which shall identify all mandatory subjects of bargaining which remain in dispute. Without mutual agreement, mediation will not proceed. All mediation proceedings shall be private. The mediator shall make no public recommendations or take any public position concerning the issues. The

mediator's recommendations are non-binding and confidential pursuant to California Evidence Code §§ 1152 and 1119 and Federal Rule of Evidence, Rule 408. If the parties are unable to agree on a mediator after a reasonable period of time, they shall select the mediator from a list of seven (7) names to be provided by the California State Mediation and Conciliation Service. The parties shall alternatively strike names from the list beginning with the employee organization until one name remains.

## **Section 2. Fact Finding**

A recognized employee organization may request that the disputed issues(s) identified in the written declaration of impasse be submitted to fact finding. If the matter was submitted to mediation, the request to proceed to fact finding must be filed no earlier than thirty days but not later than forty-five days after the mediator was appointed. If the matter was not submitted to mediation, the request to proceed to fact finding must be made within 30 days after the written declaration of impasse. The parties will comply with the provisions of the Meyers-Milias-Brown Act and the Public Employment Relations Board's Regulations concerning Fact-Finding.

## **Section 3. Cost**

The cost of mediation and fact-finding proceedings shall be borne equally among all parties involved. Separately incurred services or costs shall be borne by the party incurring the cost.

## **Section 4. Implementation of Terms and Conditions**

If the recognized employee organization fails to submit a timely request for mediation or fact-finding, the Agency may implement its last, best and final offer as authorized by the Meyers-Milias-Brown Act.

# **Article V Miscellaneous Provisions**

## **Section 1. Construction**

Nothing in this Resolution shall be construed to deny any person, employee, or employee organization, the Agency or any authorized officer, body or other representative of the Agency the rights, powers and authority granted by Federal and State laws.

The provisions of these Rules are not intended to conflict with, nor shall they be construed in a manner inconsistent with the provisions of the MMBA, Chapter 10-, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 et seq.), as amended.

Nothing in these Rules shall be construed as making the provisions of California Labor Code Section 923 applicable to Agency employees or employee organizations, or of giving employees

or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, sickout or other total or partial stoppage or slowdown of work. In consideration of and as a condition of initial and continued employment by the Agency, employees recognize that any such actions by them are in violation of their conditions of employment, except as expressly otherwise provided by legally preemptive State or contrary local law. In the event employees engage in such actions, they shall subject themselves to discipline up to an including termination, and may be replaced, to the extent such actions are not prohibited by preemptive law; and employee organizations may thereby forfeit all rights accorded them under these Rules.

### **Section 2. Suspension of Recognition**

Recognition of an employee organization may be suspended for repeated or continued failure or refusal to comply with the provisions of these Rules, intentional furnishing of false information to the Agency and violation of any law, contract provisions, court decisions or court orders. Reasonable notice and opportunity to correct violations shall be given prior to suspension under this section.

### **Section 3. Separability**

If any provisions of this Resolution or the application of such provision to any person or circumstances shall be held to be invalid, the remainder of these Rules or the application of such provision to persons or circumstances other than those as to which it is held invalid shall not be affected thereby.

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 8/26/2025  
**AGENDA ITEM:** 7A  
**SUBJECT:** Quarterly Update on Agency Goals

**AUTHOR:** Tammy Townsend  
Deputy Executive Director  
**DEPARTMENT:** Administration  
**MEMO DATE:** 8/22/2025

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## Executive Summary

Included in the Board packet is a presentation updating the Boards on progress made on the 2025 Agency Goals. In addition to the full presentation, Chief Executive Office Tyrone Roderick Williams will present a few highlights on the goals.

## Recommendation

No Action Recommended at this time

## Fiscal Impact

No Direct Fiscal Impact

## Background Information

The 2025 Agency goals are a result of the work done in 2023 and 2024 to create a new Fresno Housing Strategic Plan. The goals were initially proposed at the September 2024 Board Retreat and were approved by the Boards in late 2024. It should be noted that while most goals are scheduled for completion in 2025, some goals have longer timelines to complete.



# 2025 Agency Goal Board Update

*Quarter 2, 2025*



**FRESNO HOUSING** 85 YEARS



# Goal 1: Expand and Improve Affordable Housing by Developing 250 New Affordable Housing Units (2025-2027)

## Steps Taken

- Submitted 9 Funding Applications:
  - (3) SuperNOFA
  - (2) HCD HOME
  - (1) AHSC
  - (1) FMCoC Builds
  - (2) CTCAC
- Fresno Housing Funding Awards:
  - (1) CTCAC - **\$19,802,180M**
- Started Construction:
  - Mosaic @ Broadway (26 units)

## Next Steps

- Start Construction:
  - Avalon Commons Phase II (45 units)
- Continue construction:
  - Heritage Estates (33 units)

## Completed

- 131 units completed construction



# Goal 2: Engage with Community Partners and Stakeholders in Planning and Development Processes (2025)

## Steps Taken

- Working with Clovis stakeholders
- Initiated a shared application with the County for Parkside
- Collaboration with Dept of Social Services to transition families to permanent housing
- Cordillera Commons – Partnership with City of San Joaquin
- Pomelo Villas – Partnership with Orange Cove
- The Roos @ Fulton Forum– Partnerships: Fresno Black Chamber of Commerce

## Next Steps

- Resident engagement on Solar for Multifamily Affordable Housing (SOMAH)
- Charging Implementation throughout existing Developments (Ecology Action)
- Heritage Estates (Single Family Homes) Energy Efficiency (BUILD Program)

## Completed

- Avalon Commons “Lessons Learned” with Design/Construction Team
- Monarch@ Chinatown – Electric Power Research Institute Collaboration
- Resident meetings at Garland Gardens regarding proposed renovation
- Parkside Inn – (2) community meetings; Collaboration with DBH on Homekey+
- Fairview Heights – (2) RAD resident meetings
- Staff training in collaboration with DBH to clarify roles of Support Staff and Property Management Staff



# Goal 3: Improve or maintain housing quality by implementing a systemic approach to capital improvements (2025)

## Steps Taken

- Obtain bids to repair siding and paint the exterior at DeSoto
- Obtained bids for asphalt repairs for Sequoia Courts & Sequoia Courts Terrace
- Implemented new reporting structure for all inspections and follow-up actions
- Executive Team site visits

## Next Steps

- Revisit Cap Fund Obligations and re-establish priorities
- Construction management to assist property management in implementation of Construction Needs Analysis
- Continuously evaluate and identify future capital needs
- Phase 4 of 5 of safety upgrades commenced, with full completion scheduled for 2025

## Completed

- Exterior Paint at Sierra Terrace
- HOP Homes Rehab Project Complete
- 15 Preventative Maintenance Inspections completed
- New roofs, fascia and eaves at Sunset



# Goal 4: Ensure the Real Estate Development Team has Professional Learning to Enhance Knowledge of the Development Process including the ability to Work with New Funding Sources (2025-2026)

## Steps Taken

- Scheduled Grow America Financing Training
- Participating in Enterprise Preservation Cohort
- Participating in Downtown Fresno Partnership Cohort
- Participating in Enterprise Community Partners AHSC Application Webinars Cohort
- Exploring options with philanthropy partners

## Next Steps

- Continue to seek opportunities for innovative funding sources
- Continuance of BUILD Program opportunities for future multi-family developments

## Completed

- Attended Novogradac LIHTC Underwriting Training
- Attended Novogradac 4%/9% Tax Credit training
- Attended FMCoC Builds webinar
- Completed Department of Industrial Relations/Department of Labor Training
- Application accepted for California Energy SMART Homes Energy Initiative



# Goal 5: Expand the Number of Staff that have Knowledge of the Fresno Madera Continuum of Care to Clarify the Appropriate Leadership Role of the Agency and Better Support those Experiencing Homelessness (2025-2026)

## Steps Taken

- Partnered with Department of Behavioral Health to submit a letter of commitment for CoC Builds for Avalon II
- Served as the Collaborative Applicant for the FMCoC on the new grants awarded
- Actively participated as a Board Member and Collaborative Applicant
- Work groups to revamp Coordinated Entry System
- Brought consultant to support tribal

## Next Steps

- Property Management Co-Hosting a Roles & Responsibilities Training with Upholdings for New Fresno Permanent Supportive Housing Site
- Continue working on the Collaborative Applicant transition (effective 12/1/25)

## Completed

- Manzanilla Commons opened on June 25, 2025 and was fully occupied by July 1
- Partnered with Poverello House to move eligible "Moving On" clients to Manzanilla
- HMIS team transition to new software



# Goal 6: Invest in Building Relationships with Different Service Providers to Increase Resources for the Agency and Options for Residents (2025)

## Steps Taken

- Presented information to a Public health cohort
- Re-negotiated a short-term contract with the City & Turning Point for shelter operations

## Next Steps

- Consider other key Agencies and schedule meetings to explore shared goals and resources
- Analysis of effectiveness of services

## Completed

- Key meeting with Department of Behavioral Health
- Boys and Girls Club facility expansion in Firebaugh
- Live Again Fresno providing supports on Parkway



# Goal 7: Develop a Community Information and Education strategy around Affordable Housing for Staff, Partners, Residents, and Nonresidents (2025)

## Steps Taken

- Created a workgroup to imagine other ways to communicate the of work of Fresno Housing
- Gathered key information for Residents

## Next Steps

- Consider building the Agency's video library to provide a "deeper dive" on key subjects
- Explore broadening the audience and content for the newsletter

## Completed

- Developed a "Housing 101" video to better explain the Agency's role in housing
- Created a Resident Newsletter
- Delivered two virtual landlord events to support questions and facilitate quality relationships with landlords



# Goal 8: Develop a Comprehensive Workforce Development and Educational Support Framework for Residents (2025-2027)

## Steps Taken

- Leading ongoing Workforce Development Collaborative Meetings and Strategy Sessions
- Exploring options with FUSE Fellows

## Next Steps

- Continue Leading ongoing Workforce Development Collaborative Meetings and Strategy Sessions
- Cohort of residents identified for a small workforce pilot
- FUSE Fellow interviews: September 11

## Completed

- Delivered a record number of Scholarships for the HAW scholarship program
- Scholarships for 2025 have been completed.
- Scholarship reception executed



# Goal 9: The Beyond Housing Foundation Strives to Secure Funding to Maintain and Increase the Number of Resident Empowerment Positions to Enable the Agency to Provide Opportunities for Education and Workforce Development

## Steps Taken

- Two funding applications submitted

## Next Steps

- Continue to search for grant and other funding opportunities that align with Agency priorities for education and workforce
- Conduct a detailed financial analysis of the Winefest fundraiser
- Build relationships with local businesses, educational institutions, and community organizations
- Consider expanding grant writing resources

## Completed

- Successful inaugural Wine Fest Event



# Goal 10: Continue to Work to Improve Customer Service Satisfaction Rates Annually and Establish a Customer Service Framework that Addresses the Needs of our Community and Sets Clear Expectations for Staff (2025-2026)

## Steps Taken

- Soliciting department suggestions regarding relevant customer survey questions

## Next Steps

- Execute Customer Service survey
- Consider training needs of the Agency

## Completed

- Customer Service expectations included in New Hire Orientation
- Interviews with applicants for employment include questions regarding customer service experience



# Goal 11: Improve Website Functionality and Accessibility (2025-2026)

## Steps Taken

### Accessibility Audits

- Contracted vendor for automated + manual accessibility testing
- Implemented all recommended fixes

### Navigation Overhaul

- Identified clunky single-dropdown menu
- Collected staff feedback + reviewed best practices
- Vendor redesigned site with multi-level, accessible navigation
- Improved organization, usability, and screen reader compatibility

### New for this Period

- Created feedback form
- Installed and configured analytics tools to track key website metrics
- Trained staff on accessible posting practice

## Next Steps

- Provide ADA/accessibility training for staff editing web or social content
- Establish recurring accessibility audits
- Monitor analytics and data to inform future improvements
- Continue refining page load speed and search function performance

## Completed

- Created user-friendly, accessible top-level navigation
- Optimized website for mobile devices
- Conducted full accessibility audit (automated + manual)
- Implemented accessibility-compliant fixes across the website
- Launched feedback form on website
- Began tracking site metrics (traffic, bounce rate, session duration, etc.)
- All social media posts now include accessible captions



# Goal 12: Seek and implement long term financial strategies to create revenue and control expenses to allow for strategic investment (2025-2026)

## Steps Taken

- Exploring Section 115 Trust designed to prefund pension liabilities
- PRI (Program-Related Investment) loan option with the California Endowment to further the housing stock
- Recommended early timeline for Labor Negotiation
- Explore OpenGov Procurement Software to streamline procurement process and monitor costs/OpenGov – in early implementation phase (mapping current business/compliance needs); Full implementation targeted for Q2 2026
- Received HUD approval of City and County Plans to allow for the potential sale of single family assets

## Next Steps

- Monitor and adjust vacant positions as needed to optimize resources for the Agency
- Explore use of operating reserves for 2026 anticipated operating deficit
- Presented 2025 mid-year Financial Results with unrestricted reserve
- Present the PRI loan with TCE to the Board
- Review multi-year forecasting in detail
- Agency fleet management process improvements
- Implement procurement software
- Present the strategy/policy to procure Section 115 to the board
- Sell (5) Sanger HOP homes
- Complete financing conversions of Esperanza Commons, La Joya Commons, Manzanilla Commons and Avalon Commons Phase I
- Create Money Market Account for Beyond Housing Foundation

## Completed

- Sale of Parkside apartments
- Sale of Chance Street Homes
- Permanent financing of Corazon del Valle Commons



# Goal 13: Family Self-Sufficiency (FSS) Expansion (2025 -2027)

## Steps Taken

- Elevated the level of FSS position to intentionally focus on growing this program
- Reached out to 45 currently enrolled families to confirm progress toward their goals
- Conducted 4 in-person FSS orientations to onboard new participants
- Successfully enrolled 21 additional families, increasing total enrollment to 66 families

## Next Steps

- 67 enrolled in FSS program, and outreach and education meetings on a bi-weekly basis
- Continue enrolling new families into the FSS program
- Maintain quarterly check-ins with current participants and monthly meetings for families requiring more frequent support
- Sustain Outreach and Education meetings on a monthly or bi-weekly basis to engage and inform the community

## Completed

- Welcomed a new Analyst, effective April 21, 2025
- Celebrated graduation of one family, who received \$5,856.84 in escrow savings upon completion



# Goal 14: Address Landlord Overpayments within HCV Program (2025)

## Steps Taken

- HCV and Accounting are meeting regularly
- Overpayment letters were sent to landlords who have outstanding balances.

## Next Steps

- Continue progressive strategies to collect over payments

## Completed

- \$64,411 collected, thus far



# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 08/26/2025  
**SUBJECT:** Resident Empowerment Website

**AUTHOR:** Marc' Bady  
Chief Impact & Initiatives Office  
**DEPARTMENT:** Impact & Innovation  
**MEMO DATE:** 08/18/2025

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A presentation by the Resident Empowerment Team will be held in-person at the Join Board Meeting on August 26, 2025

# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 08/26/25  
**AGENDA ITEM:** 7C  
**SUBJECT:** An Overview of the Upcoming 2025 Economic Empowerment Summit

**AUTHOR:** Tiffany B. Mangum  
**DEPARTMENT:** Beyond Housing Foundation  
**MEMO DATE:** 08/21/25

## Executive Summary

The purpose of this memo is to provide an overview of the upcoming **2025 Economic Empowerment Summit**, an event created and managed by the Beyond Housing Foundation in partnership with Fresno Housing. The purpose of this memo is to inform the Boards of Commissioners of the program objectives, anticipated outcomes, and potential opportunities, as well as to demonstrate its strong alignment with Beyond Housing’s mission and strategic priorities for fostering economic mobility among our residents.

## Background Information

### A Proven Foundation of Success

Building on the success of the **inaugural 2024 Economic Empowerment Summit**, the 2025 event marks the next step in our ongoing commitment to resident empowerment. Last year's summit provided a proof of concept, demonstrating there lies a persistent need within our community for accessible financial education and resources. The feedback and engagement from our residents anchored the importance of this work and provided a clear strategy for how we needed to amplify our efforts.

### Strategic Alignment, Program and Key Areas

The Economic Empowerment Summit is a critical component of our demonstrated commitment to not only provide housing, but also to create pathways to economic mobility and sustainability for Fresno Housing families and others abroad. In partnership with Clovis Community College and Southwest Fresno Development Corporation, the summit has been designed to address the underlying financial and educational barriers that residents face, connecting them to the resources, tools and expertise to support empowering residents for their financial futures. The Summit is a one-day activation connecting direct service providers and resources, with community members with specific needs and tools in the following key areas:

- Personal Finance and Wealth Building
- Affordable Homeownership
- College and Workforce Readiness
- Small Business Resources and Development
- Health and Well-Being

## FRESNO HOUSING

### Fiscal Impact

None at this time. Through the generous donations of the Wells Fargo Foundation and other sponsors, we will be able to mitigate costs for the summit operations and registration of participants. Their support is a strong indicator of the shared vision of building a more financially resilient community.

### Recommendation

None at this time.

**SATURDAY**  
**Sept. 20**  
**10am - 3pm**

**PRESENTED BY** >>>

**WELLS  
FARGO**

# ECONOMIC EMPOWERMENT SUMMIT 2025

**CLOVIS COMMUNITY COLLEGE**  
10309 N Willow Ave. • Fresno • Bldg. AC1 (Willow Entrance)

## FEATURING:

- » Access to experts with resources and information
- » Learning sessions on:
  - Money Management and Financial Freedom
  - Small Business Resources
  - College and Career Resources
  - Homeownership
  - Health and Wellness and more!
- » Workshops en Español!
- » Giveaways
- » Childcare and lunch provided (\*separate registration required)
- » For more information, email [info@beyondhousingfresno.org](mailto:info@beyondhousingfresno.org)



[www.bit.ly/eesummitregistration](http://www.bit.ly/eesummitregistration)



**SÁBADO**  
**20 de Septiembre**  
**10am - 3pm**

**PRESENTADO POR**

**WELLS  
FARGO**

# EMPODERAMIENTO ECONÓMICO

**C I M A 2 0 2 5**

**COLEGIO COMUNITARIO DE CLOVIS**  
**CLOVIS COMMUNITY COLLEGE**  
**10309 N Willow Ave. • Fresno • Bldg. AC1 (Entrada de Willow)**

## **PRESENTANDO:**

- » Acceso a expertos con recursos y información
- » Sesiones de aprendizaje sobre:
  - Administración de dinero y libertad financiera
  - Recursos de pequeñas empresas
  - Recursos de colegio y carreras
  - Ser propietario de vivienda
  - Salud y bienestar y mucho más!
- » Talleres en español!
- » Regalos
- » Cuidado de niños y almuerzo (\*se requiere registro por separado)
- » Para más información, mande un correo electrónico a [info@beyondhousing.org](mailto:info@beyondhousing.org)



[www.bit.ly/eesummitregistration](http://www.bit.ly/eesummitregistration)



# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 8/26/2025  
**AGENDA ITEM:**  
**SUBJECT:** Fresno Housing Agency Operating Financial Results as of June 30, 2025

**AUTHOR:** Nicole Diaz  
Director of Finance & Accounting  
**DEPARTMENT:** Finance & Accounting  
**MEMO DATE:** 8/21/2025

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## Executive Summary

The purpose of this presentation is to present an overview of Fresno Housing’s financial operating results as of June 30, 2025.



# 2025 Agency Mid-Year Financial Results

*Boards of Commissioners Meeting*

*August 26, 2025*



# Today we will cover

- Mid-year operating results by division compared to the budget
  - Core
  - Real Estate Development
  - Housing Choice Vouchers
  - Resident Empowerment
  - Homeless Initiatives
  - Housing Management Division



# 2025 Mid-Year Agency Financials

## Income:

- ✓ Higher than budgeted HUD Proration and HCV Administrative fees
- ✓ More Developer fees received for Corazon Del Valle Commons

## Expenses:

- ✓ Staffing Vacancy Control

	Core		Real Estate Development			Housing Choice Vouchers	
	YTD Budget	YTD Actuals	Annual Budget	YTD Budget	YTD Actuals	YTD Budget	YTD Actuals
<b>OPERATING BUDGET</b>							
INCOME							
NET TENANT INCOME	90,000	105,000	1,601,649	800,825	859,225	-	-
INTEREST INCOME	40,451	25,147	114,068	57,034	107,056	35	4,004
OTHER INCOME	12,400	65,014	224,608	112,304	136,016	-	-
ADMIN & MANAGEMENT FEE INCOME	5,396,902	4,945,169	-	-	-	-	-
DEVELOPER FEE INCOME	-	-	3,229,335	1,779,335	2,040,889	-	-
HUD GRANT INCOME	-	-	-	-	-	6,506,965	6,904,125
OTHER GRANT INCOME	-	-	1,246,790	623,395	918,416	-	33,848
<b>TOTAL INCOME</b>	<b>5,539,753</b>	<b>5,140,330</b>	<b>6,416,450</b>	<b>3,372,893</b>	<b>4,061,602</b>	<b>6,507,000</b>	<b>6,941,977</b>
PAYROLL EXPENSES	4,096,729	4,045,966	2,422,144	1,211,072	1,008,811	3,876,466	3,428,279
ADMINISTRATIVE EXPENSES	1,871,756	1,796,137	2,164,369	1,082,185	1,178,271	2,867,400	2,605,259
TENANT SERVICES EXPENSES	-	432	24,048	12,024	4,284	49,305	3,397
UTILITY EXPENSES	155,410	133,749	464,875	232,438	161,694	-	-
MAINTENANCE EXPENSES	351,404	126,304	448,819	224,410	219,285	55,788	11,998
TAXES & INSURANCE EXPENSES	38,777	54,961	58,405	29,203	150,262	1,993	98
<b>TOTAL EXPENSES</b>	<b>6,514,075</b>	<b>6,157,550</b>	<b>5,582,660</b>	<b>2,791,330</b>	<b>2,722,607</b>	<b>6,850,952</b>	<b>6,049,031</b>
<b>NET OPERATING INCOME</b>	<b>(974,322)</b>	<b>(1,017,220)</b>	<b>833,790</b>	<b>581,563</b>	<b>1,338,995</b>	<b>(343,952)</b>	<b>892,946</b>
NON-OPERATING EXPENSES							
NON-OPERATING EXPENSES	25,000	288	68,591	34,296	66,809	-	-
FINANCING EXPENSES	47,449	55,819	99,888	49,944	30,000	-	-
ADJUSTMENTS & OPERATING TRANSFERS	-	(2,527)	-	-	-	-	-
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>72,449</b>	<b>53,581</b>	<b>168,479</b>	<b>84,240</b>	<b>96,809</b>	<b>-</b>	<b>-</b>
<b>NET INCOME</b>	<b>(1,046,771)</b>	<b>(1,070,800)</b>	<b>665,310</b>	<b>497,323</b>	<b>1,242,186</b>	<b>(343,952)</b>	<b>892,946</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(1,046,771)</b>	<b>(1,070,800)</b>	<b>492,483</b>	<b>410,909</b>	<b>975,415</b>		

# 2025 Mid-Year Agency Financials

## Income:

- ✓ Homeless Initiatives receives revenue as expenses incur

## Expenses:

- ✓ Staffing Vacancy Control

	Resident Empowerment		Homeless Initiatives		Housing Management	
	YTD Budget	YTD Actuals	YTD Budget	YTD Actuals	YTD Budget	YTD Actuals
<b>OPERATING BUDGET</b>						
<b>INCOME</b>						
NET TENANT INCOME	-	-	-	-	5,085,974	5,235,185
INTEREST INCOME	8	279	13	284	88	17,459
OTHER INCOME	534,352	460,957	87,287	218,552	42,644	64,906
ADMIN & MANAGEMENT FEE INCOME	-	-	-	-	-	-
DEVELOPER FEE INCOME	-	-	-	-	-	-
HUD GRANT INCOME	72,198	51,611	907,675	431,798	2,101,110	1,933,133
OTHER GRANT INCOME	-	-	228,712	107,981	737,830	435,216
<b>TOTAL INCOME</b>	<b>606,557</b>	<b>512,848</b>	<b>1,223,687</b>	<b>758,616</b>	<b>7,967,646</b>	<b>7,685,899</b>
<b>EXPENSES</b>						
PAYROLL EXPENSES	546,488	470,800	250,589	212,233	1,452,679	1,431,623
ADMINISTRATIVE EXPENSES	95,531	123,230	268,647	189,623	1,178,459	1,073,527
TENANT SERVICES EXPENSES	10,000	2,893	482,741	253,643	105,261	35,688
UTILITY EXPENSES	-	-	-	-	1,108,012	1,018,354
MAINTENANCE EXPENSES	2,750	1,932	13	-	1,799,641	1,675,155
TAXES & INSURANCE EXPENSES	-	-	-	-	479,017	393,899
<b>TOTAL EXPENSES</b>	<b>654,769</b>	<b>598,855</b>	<b>1,001,989</b>	<b>655,499</b>	<b>6,123,067</b>	<b>5,628,246</b>
<b>NET OPERATING INCOME</b>	<b>(48,212)</b>	<b>(86,007)</b>	<b>221,699</b>	<b>103,116</b>	<b>1,844,579</b>	<b>2,057,652</b>
<b>NON-OPERATING EXPENSES</b>						
NON-OPERATING EXPENSES	-	-	-	-	478,725	600,981
FINANCING EXPENSES	-	-	-	-	194,340	231,516
ADJUSTMENTS & OPERATING TRANSFERS	-	-	-	-	-	22,261
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>673,065</b>	<b>854,758</b>
<b>NET INCOME</b>	<b>(48,212)</b>	<b>(86,007)</b>	<b>221,699</b>	<b>103,116</b>	<b>1,171,514</b>	<b>1,202,894</b>
<b>UNRESTRICTED NET INCOME</b>	<b>(48,212)</b>	<b>(86,007)</b>			<b>871,683</b>	<b>1,202,894</b>

# 2025 Mid-Year Agency Financials

## Summary:

- ✓ While both revenue and expenses can flow differently by month than expected, the Agency is performing well compared to the 2025 budget
- ✓ It is anticipated that year end results will more closely align to the budget
- ✓ Overall revenue is primarily as expected
- ✓ Agency staff continues to exercise good stewardship to manage expenses

	Fresno Housing	
	YTD Budget	YTD Actuals
<b>OPERATING BUDGET</b>		
INCOME		
NET TENANT INCOME	5,976,799	6,199,410
INTEREST INCOME	97,628	154,229
OTHER INCOME	788,987	945,444
ADMIN & MANAGEMENT FEE INCOME	5,396,902	4,945,169
DEVELOPER FEE INCOME	1,779,335	2,040,889
HUD GRANT INCOME	9,587,948	9,320,668
OTHER GRANT INCOME	1,589,937	1,495,461
<b>TOTAL INCOME</b>	<b>25,217,534</b>	<b>25,101,271</b>
PAYROLL EXPENSES	11,434,022	10,597,713
ADMINISTRATIVE EXPENSES	7,363,977	6,966,047
TENANT SERVICES EXPENSES	659,330	300,337
UTILITY EXPENSES	1,495,860	1,313,797
MAINTENANCE EXPENSES	2,434,005	2,034,674
TAXES & INSURANCE EXPENSES	548,989	599,220
<b>TOTAL EXPENSES</b>	<b>23,936,181</b>	<b>21,811,788</b>
<b>NET OPERATING INCOME</b>	<b>1,281,354</b>	<b>3,289,483</b>
NON-OPERATING EXPENSES		
NON-OPERATING EXPENSES	538,021	668,079
FINANCING EXPENSES	291,733	317,335
ADJUSTMENTS & OPERATING TRANSFERS	-	19,734
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>829,754</b>	<b>1,005,149</b>
<b>NET INCOME</b>	<b>451,600</b>	<b>2,284,334</b>
<b>UNRESTRICTED NET INCOME</b>	<b>187,609</b>	<b>1,021,502</b>

**Questions or Comments?**



## FRESNO HOUSING

It is recommended that the Board of Commissioners approve and adopt the attached resolutions and thereby delegate authority to Tyrone Roderick Williams, Chief Executive Officer, Tammy Townsend, Deputy Executive Director, Michael Duarte, Deputy Executive Director, and/or their designees to negotiate and execute purchase and sale agreements, complete the sale, and enter into permanent seller financing loans, which will serve as soft second mortgages for eligible buyers, along with all ancillary documents in connection with the sale of any of the HOP homes.

### Fiscal Impact

As a result of the sale of each home, and upon qualifying eligible homebuyers, the agency will be providing seller financing in the form of a soft second mortgage for each home. The amount is to be determined based on the buyer's qualification level and to meet HUD's Section 32 Program guidelines. The loans will be secured by a Deed of Trust, have a 0% interest rate, and include a 10-year forgiveness period.

### Background Information

In 1982 the HACF and HAFC created a homeownership program for residents residing in public housing called the Home Ownership Program (HOP). This program was previously authorized under section 5(h) of the United States Housing Act (USHA) of 1937. Section 6(c) 4(d) of the USHA authorizes the Secretary to prescribe requirements for development by the HA of viable HOP for lower income families capable of assuming the responsibilities of homeownership. Currently, the Home Ownership Program (HOP) falls under HUD's Section 32 Program. The HA entered into a Section 32 Implementing Agreement with HUD in 2025, and subsequent HOP agreements and sales contracts were created with homebuyers.

The Quality Housing and Work Responsibility Act (QHWRA) permits PHAs, through Section 32 of the U.S. Housing Act of 1937, to make public housing dwelling units available for purchase by low-income families as their principal residence. Fresno Housing may provide direct financing to purchasers for (a) down payment assistance, (b) closing cost assistance, (c) counseling, and (d) subordinate mortgages (including a loan-to-purchaser only program).

There are currently two homes in the City of Fresno program, both of which are currently occupied, and five homes in the County of Fresno program, all of which are currently vacant.

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

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

**RESOLUTION AUTHORIZING THE SALE OF SECTION 32 HOMEOWNERSHIP  
PROGRAM HOMES AND SELLER FINANCING**

WHEREAS, the Housing Authority of the City of Fresno (the "Agency") administers a Homeownership Program (HOP) to make public housing dwelling units, public housing projects, and other housing projects available for purchase by low-income families; and

WHEREAS, the Agency owns two homes that are part of the HOP program located in the City of Fresno which are located at 4524 E. Grove Street, 93725 and 1702 S. Recreation, 93702; and

WHEREAS, the Agency desires to sell the Homes to buyers who meet minimum eligibility requirements, which include income eligibility requirements of no more than 80% of area median income and must provide at least 1% of the purchase price as down-payment; and

WHEREAS, the Agency desires to provide seller financing in the form of a soft second loan to eligible buyers to bridge the gap between the first mortgage and the purchase price (each a "Permanent Loan");

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Fresno, hereby authorize the following actions:

1. Authorized Officers. The Chief Executive Officer, Tyrone Roderick Williams, the Deputy Executive Director, Michael Duarte, the Deputy Executive Director, Tammy Townsend, and/or their respective designees (each, an "Authorized Officer" and, collectively, the "Authorized Officers"), and each of them acting alone, are authorized and directed to execute such documents related to the sale of each of the HOP homes.
2. Execution of Purchase and Sale Agreements. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Agency to enter into Purchase and Sale Agreements ("PSAs") and complete the sales of the two (2) HOP homes located in the City of

Fresno, and to negotiate and execute said PSAs and all ancillary documents in connection with the sales of the homes.

3. Approval of Permanent Loan Documents. The Authority has been presented with drafts of the Permanent Loan documents that will provide seller financing in the form of soft second loans, which documents are on file with the Authority's Secretary, from Authority to eligible buyers pursuant to the terms of HUD's approval to proceed with the sale of the Section 32 HOP homes to bridge the gap between the first mortgage and the purchase price of each HOP home. Each Permanent Loan will be secured by a Deed of Trust, have a 0% interest rate, and include a 10-year forgiveness period. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to enter into the transactions described in the Permanent Loan documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority, the Permanent Loan documents substantially in the form on file with the Authority; provided however, any Authorized Officer may approve on the Authority's behalf any further changes to the draft Permanent Loan documents, including material changes, and the final amount to be borrowed, and such Authorized Officer's signature on the final Permanent Loan documents shall be construed as the Authority's approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to negotiate, execute and deliver, on behalf of the Authority, any other documents reasonably required to be executed by the Authority to carry out the transactions contemplated by the Permanent Loan documents.

4. Execution of Documents. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Agency to execute, deliver and/or file (or cause to be delivered and/or filed) any ancillary document or documents associated with the closing of the sale of each HOP home.

PASSED AND ADOPTED THIS 26th DAY OF August, 2025. 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

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

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

**RESOLUTION AUTHORIZING THE SALE OF SECTION 32 HOMEOWNERSHIP  
PROGRAM HOMES AND SELLER FINANCING**

WHEREAS, THE Housing Authority of Fresno County (the "Agency") administered a Homeownership Program (HOP) to make public housing dwelling units, public housing projects, and other housing projects available for purchase by low-income families; and,

WHEREAS, the Agency owns five homes located in the City of Sanger which are located at 324 J Street, 969 Holt Ave., 923 Holt Street, 856 Church, and 84 Redwood; and,

WHEREAS, the Agency desires to sell the Homes to buyers who meet minimum eligibility requirements, which include income eligibility requirements of no more than 80% of area median income and must provide at least 1% of the purchase price as down-payment;

WHEREAS, the Agency desires to provide seller financing in the form of a soft second loan to eligible buyers to bridge the gap between the first mortgage and the purchase price (each a "Permanent Loan");

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of Fresno County, hereby authorize the following actions:

1. Authorized Officers. The Chief Executive Officer, Tyrone Roderick Williams, the Deputy Executive Director, Michael Duarte, the Deputy Executive Director, Tammy Townsend, and/or their respective designees (each, an "Authorized Officer" and, collectively, the "Authorized Officers"), and each of them acting alone, are authorized and directed to execute such documents related to the sale of each of the HOP homes.
2. Execution of Purchase and Sale Agreements. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Agency to enter into Purchase and Sale Agreements ("PSAs") and complete the sales of the five (5) HOP homes located in the City of Sanger, and to negotiate and execute said PSAs and all ancillary documents in connection with the sales of the homes.

3. Approval of Permanent Loan Documents. The Authority has been presented with drafts of the Permanent Loan documents that will provide seller financing in the form of soft second loans, which documents are on file with the Authority's Secretary, from Authority to eligible buyers pursuant to the terms of HUD's approval to proceed with the sale of the Section 32 HOP homes to bridge the gap between the first mortgage and the purchase price of each HOP home. Each Permanent Loan will be secured by a Deed of Trust, have a 0% interest rate, and include a 10-year forgiveness period. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Authority to enter into the transactions described in the Permanent Loan documents and to incur indebtedness and grant liens and security interests and guarantees in connection with such transactions. The Authorized Officers, and each of them acting alone, are authorized and directed to execute and deliver, on behalf of the Authority, the Permanent Loan documents substantially in the form on file with the Authority; *provided however*, any Authorized Officer may approve on the Authority's behalf any further changes to the draft Permanent Loan documents, including material changes, and the final amount to be borrowed, and such Authorized Officer's signature on the final Permanent Loan documents shall be construed as the Authority's approval of such changes and final loan amount. The Authorized Officers, and each of them acting alone, are further authorized and directed to execute, negotiate, and deliver, on behalf of the Authority, any other documents reasonably required to be executed by the Authority to carry out the transactions contemplated by the Permanent Loan documents.

4. Execution of Documents. The Authorized Officers, and each of them acting alone, are authorized on behalf of the Agency to execute, deliver and/or file (or cause to be delivered and/or filed) any ancillary document or documents associated with the closing of the sale of each HOP home.

PASSED AND ADOPTED THIS 26th DAY OF August, 2025. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the governing body with the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:



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Tyrone Roderick Williams  
Secretary of the Boards of Commissioners



# Home Ownership Program (HOP) Section 32



# Summary of HOP Program

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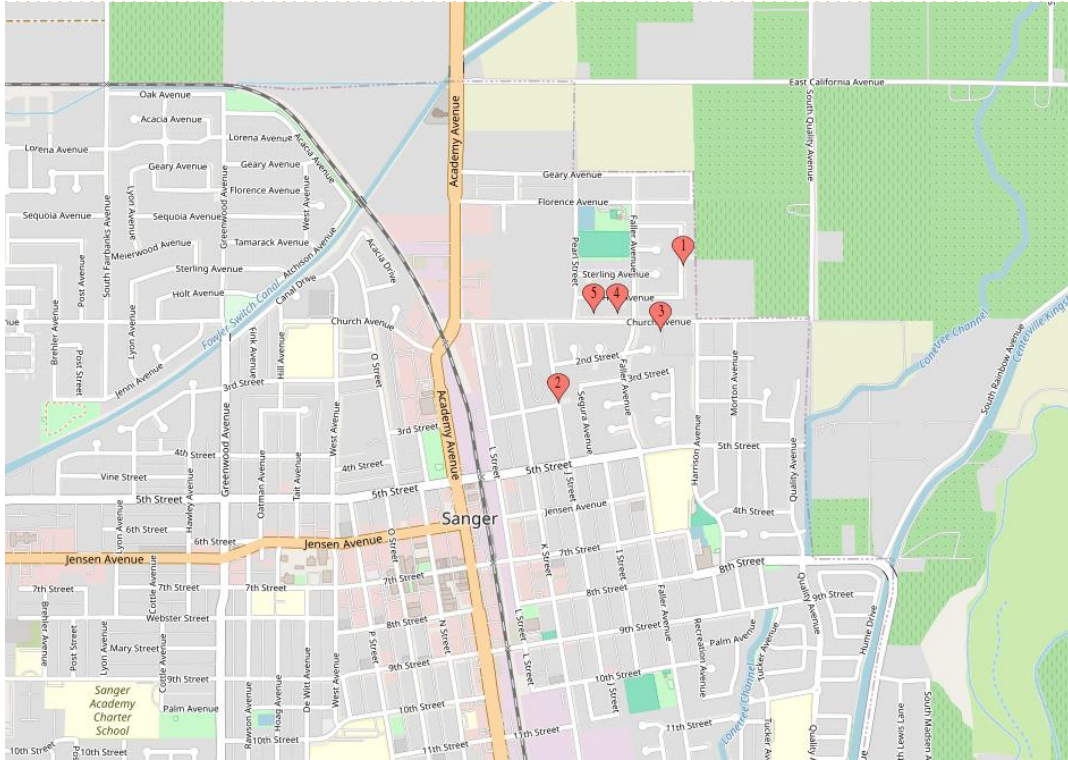
- Purpose: to provide homeownership opportunities to residents living in public housing.
- Created under Section 5(h) of the 1937 Housing Act. City program began in 1982, County program in 1992.
- The Section 32 program was designed to replace the Section 5(h) program and allow PHAs to continue operating their homeownership opportunity programs
- As of 2025, seven (7) homes remain in the HOP program, operating under Section 32.
  - Two (2) City homes and Five (5) County homes

# Background Information

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- HUD approved the sale of the Section 32 HOP homes in June 2025 for City of Fresno homes and January 2024 for the homes in the County of Fresno (Sanger)
  - Fresno: 2 single-family detached houses
  - Sanger: 5 single-family detached houses
- Eligible Buyers:
  - Household income 60%-80% of the area median income (AMI)
  - Provide at least 1% of the sale price towards the down-payment
  - Obtain a first mortgage loan from a commercial lender
  - Preference given to residents in public housing and housing choice voucher programs
- Fresno Housing will be providing seller financing in the form of a “soft” second mortgage to make the homes affordable
  - The loan will have a 0% interest rate and includes a 10-year forgiveness period

# County HOP Homes - Sanger



# County HOP Home Addresses

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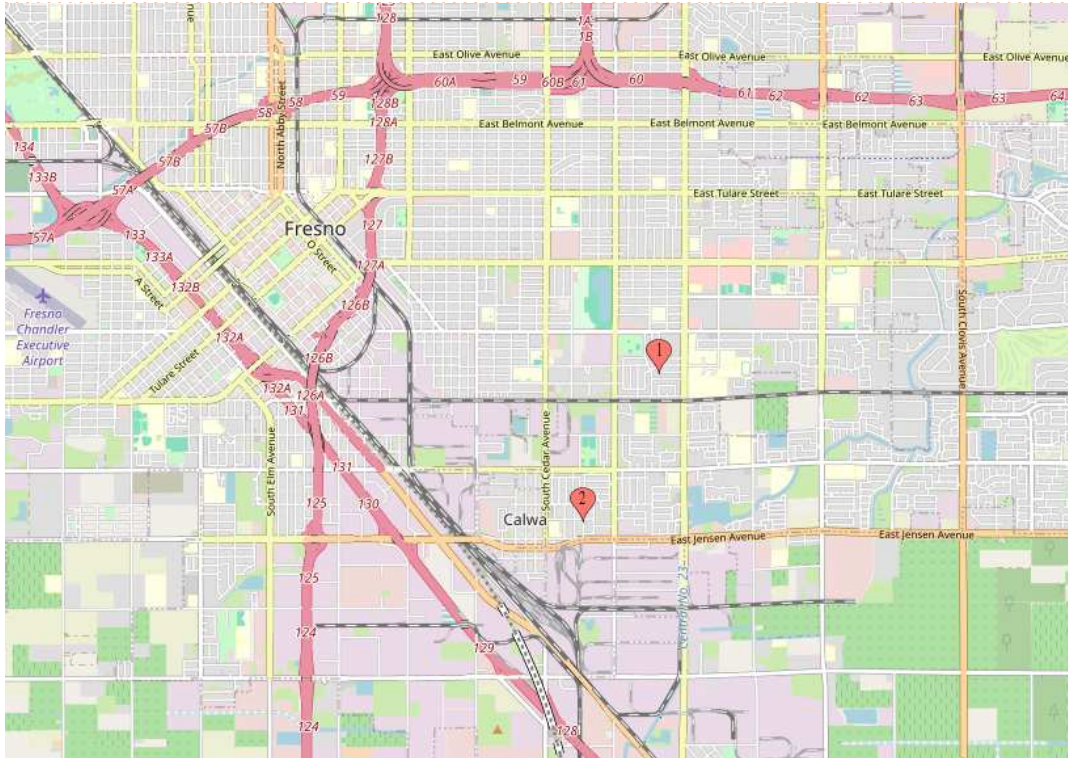
- 84 Redwood Ave., Sanger CA
- 324 J Street, Sanger CA
- 856 Church Street, Sanger CA
- 923 Holt Ave, Sanger CA
- 969 Holt Ave, Sanger CA



# 923 Holt Ave Rehab Work



# City of Fresno HOP Homes



# City HOP Home Addresses

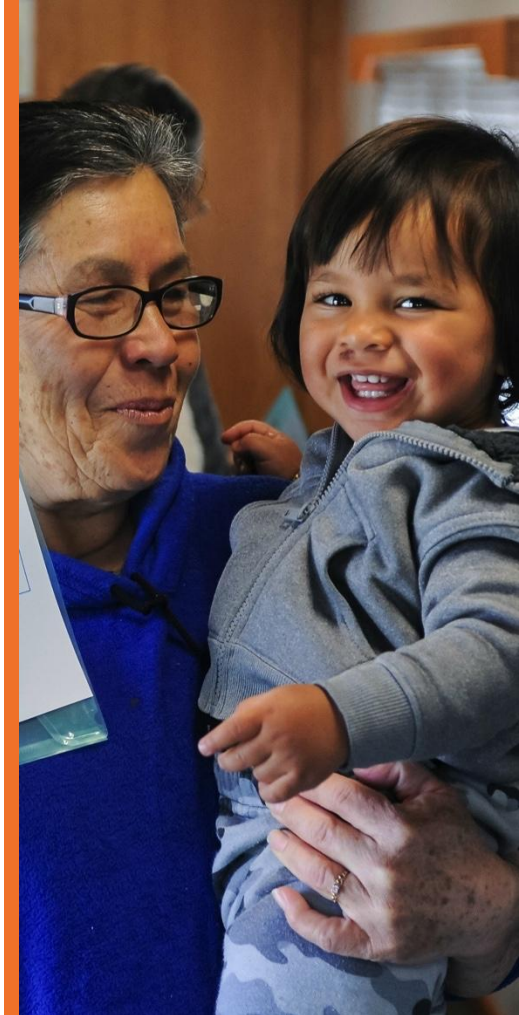
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- 1702 S. Recreation, Fresno CA
- 4524 E. Grove Ave., Fresno CA



# Recommendation

- It is recommended that the Board of Commissioners approve the following:
  1. Enter into/Execute Purchase and Sale Agreements
  2. Authorize the agency to provide seller financing in the form of “soft” second mortgages to the homebuyers as permanent loans
  3. Execute all documents associated with the sale of each home, and close the sale



# BOARD MEMO



**TO:** Boards of Commissioners  
**FROM:** Tyrone Roderick Williams, CEO  
**MEETING DATE:** 08/26/2025  
**AGENDA ITEM:** D  
**SUBJECT:** Agency Plan Update

**AUTHOR:** Marc' Bady  
Chief Impact Officer  
**DEPARTMENT:** Agency wide  
**MEMO DATE:** 08/13/2025

## Executive Summary

The purpose of this memo is to provide the Boards of Commissioners with an update to the Agency Plan since it's been posted for public comment. As reported to the Board previously, the Agency commenced the 45-day public comment period for the 2026 Agency Plan on July 31, 2025. The comment period will close on September 14, 2025. The Agency Plans are available on our website for review at <http://fresnohousing.org/plans-policies>.

Public comments are welcomed via mail, email, online and by phone. The direct email address, phone number, mailing and website addresses have been made available to all FH residents by email, public notice, and also available on our website.

Property Management Division (PMD) held the Low-Income Public Housing (LIPH) RAB meeting on August 06, 2025; 22 RAB members were in attendance.

The Housing Choice Voucher (HCV) Resident Advisory Board (RAB) meeting was held on August 7, 2025; 9 RAB members were in attendance.

The next RAB meetings will be held accordingly:

- Public Housing RAB meeting will be held September 3rd, 2025, at 5:30 p.m.
- HCV RAB meeting will be held on September 4, 2025, at 5:30 p.m.

All Public Housing meetings will be held using a hybrid method via Zoom, in-person and streamed from public housing property locations.

All HCV meetings will be held in-person at Parc Grove Commons.

During this meeting, the RAB members received a thorough explanation of what each of the Plans entail, in addition to the Proposed Summary of Changes for the Administrative Plan and the Admissions and Continued Occupancy Policy (ACOP) as presented to the public and the Boards in July. During the meeting, the process and role of the RAB was discussed along with an opportunity to comment or question FH's Agency Plans that are on display for public comment. Members were advised of the timeline and process for submitting comments.

## FRESNO HOUSING

As mentioned above, the Agency has multiple methods to receive comments. Thus far all comments and questions have been received through our website and at the August 6th and 7th RAB meetings. The RAB meeting minutes are attached.

Staff re-directs residents to the appropriate department when matters unrelated to public comment arise.

Please follow this link to view the draft Plans: <http://fresnohousing.org/plans-policies>.

Attachment:

- Public Housing Program - Resident Advisory Board Meeting Minutes
- Housing Choice Voucher Program – Resident Advisory Board Meeting Minutes

### Recommendation

Informational only. No action is necessary.

### Fiscal Impact

No financial impact.



# Changes to the 2026 Agency Plans

*August 26, 2025*



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



# Overview

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- Timeline
- Resident Advisory Board (RAB) and Public Comment Update
- Public Comment Period
- Questions



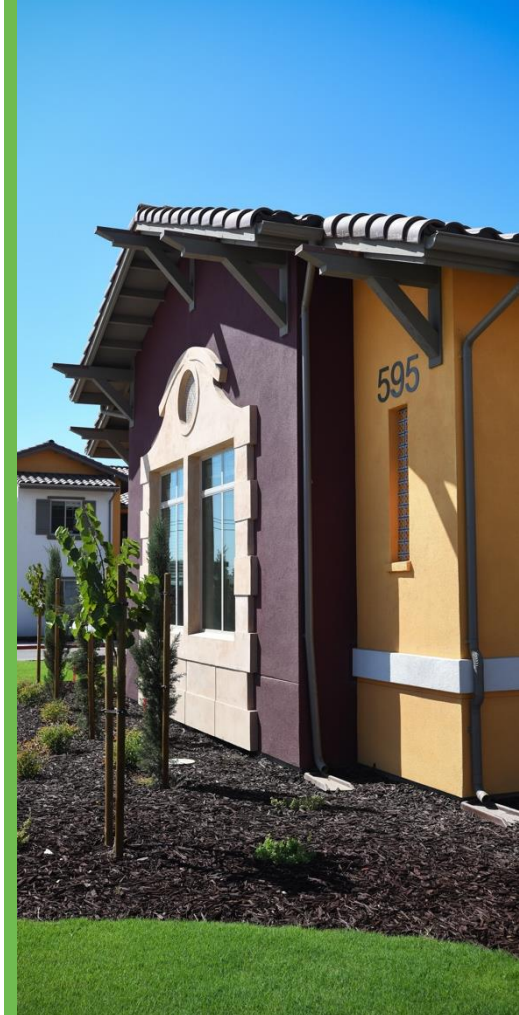
# General Agency Plan Overview

- The Agency Plan informs HUD and the public of PHA policies, operations, funding, asset management, and program activities in place or planned for meeting local housing needs and goals.
- **PHA (Annual) Plan:** a comprehensive guide to PHA policies, programs, operations, and strategies for meeting local housing needs and goals.
  - *PHA Content: New Activities (Development); Progress report on Mission & Goals as described in the 5-Year Plan; Other Documentation and Certifications*
  - *PHA Steps: Obtaining resident and public involvement*
  - *Consistency with Consolidated Plan*
- **Administrative Plan** is specific to the regulatory and discretionary policies governing the administration of the HCV program.
- **Admissions & Continued Occupancy Policy (ACOP)** is specific to the regulatory and discretionary policies, governing the administration of the LIPH program.



# Timeline

- June 24, 2025 Board Meeting - Provide Commissioners with Timeline
- July 22, 2025 Board Meeting - Provide Commissioners with 2026 Agency Plan Draft
- July 31, 2025 Notify the Public of Public Hearing
- July 31, 2025 Post 2026 Agency Plan Draft documents on website for public inspection
- July 31, 2025 Public Comment Period Opens
- August 6, 2025 Resident Advisory Board Meeting for Public Housing
- August 7, 2025 Resident Advisory Board Meeting for Housing Choice Voucher Program
- August 26, 2025 Public Hearing/Board Meeting - Update Commissioners on Public Comments
- Sept. 3, 2025 Resident Advisory Board Meeting for Public Housing
- Sept. 4, 2025 Resident Advisory Board Meetings for Housing Choice Voucher Programs
- Sept. 14, 2025 Public Comment Period Ends
- Sept. 23, 2025 Board Adoption
- Oct. 3, 2025 Submit 2026 Agency Plan to HUD



Resident  
Advisory  
Board  
Meeting  
Updates



# Resident Advisory Board (RAB)

## Completed Resident Advisory Board (RAB) Meetings:

- August 6<sup>th</sup> Public Housing Meeting:
  - 22 residents were present
- August 7<sup>th</sup> Housing Choice Voucher Meeting:
  - 9 residents were present

## Upcoming Resident Advisory Board (RAB) Meetings:

- September 3<sup>rd</sup> 2025 @ 5:30pm, 1260 Fulton Street (2<sup>nd</sup> Floor) Public Housing Meeting
- September 4<sup>th</sup> 2025 @ 5:30pm, Park Grove Commons, Housing Choice Voucher Meeting:

All public housing meetings are held using a hybrid method via zoon, in-person and streamed from property location. HCV meetings are held in person



# Public Comment Information

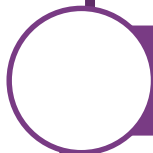


In Person



Email

- [agencyplans@fresnohousing.org](mailto:agencyplans@fresnohousing.org)



Phone

- 559-441-2369



Website

- <http://Fresnohousing.org/plans-policies>





Admissions  
and  
Continued  
Occupancy  
Plan (ACOP)



Questions or Feedback?



Minutes of the Meeting

Resident Advisory Board

August 6, 2025

5:30 PM

1260 Fulton Street, Second Floor

And Via Zoom at Cueva de Oso, Corazon del Valle, Rio Terraces, Granada Commons, Sequoia Courts and Fairview Heights Terrace

The meeting was called to order at 5:33 PM by Brittany Wiley, Fresno Housing Compliance Analyst.

Patricia from Orchid Interpreting acted as the English-to-Spanish translator.

Ms. Wiley opened the meeting with a brief explanation of the purpose of the evening's meeting. All public attendees were then requested to sign in at their locations.

Ms. Wiley spoke of the proposed changes to the 2026 Admissions and Occupancy Policy (ACOP):

1. Proposed Significant Changes:

- a. Chapter 3: The language about destroying physical and electronic documentation of household members Social Security Number is removed
- b. Chapter 7: The timeframe for verification of income is increased from sixty (60) days to one-hundred twenty (120)

*There were no public comments in person or via zoom*

2. Proposed Changes Recommended by the staff of Fresno Housing:

- a. Chapter 1: Section 1.9 – Clarification of requirement that law enforcement or investigative agencies are required to produce a valid warrant when requesting confidential information
- b. Chapter 8: The security deposit will be equal to the applicant's TTP; If the TTP is \$99 or less, the security deposit will be waived
- c. Chapter 5: Language added that Fresno Housing may offer an alternate unit size other than that requested by the applicant if the wait list for the desired unit size has been exhausted.

*There were no public comments in person or via zoom*

### 3. Required Changes

- a. Section 3.5.19 – Housing Opportunity Through Modernization Act of 2016 (HOTMA) sets restrictions on assistance; assistance will not be provided to any family if their net assets exceed \$100,000. This number will be adjusted annually by HUD
- b. Section 4.4.4 – If an HCV/PBA family's HAP contract is being terminated due to an owner failing to make required repairs within the required time frame and the family is unable to lease a new unit within the term of the voucher, the family will receive a preference to be placed in an appropriate-sized public housing unit once available
- c. Section 6.3.1 – Assistance may not be provided to any family if the family's net assets exceed \$100,000 (adjusted annually by HUD) at the time of Annual or Interim Certification. If assets are to exceed \$100,000 at annual or interim examination, Fresno Housing may terminate the family's tenancy.
- d. Chapters 6 and 7 – The limit for asset self-certification will be the HUD-published threshold amount, which will be annually adjusted and published in HUD's Inflation-Adjusted Values tables
- e. Section 8.3.1 – The standard for unit inspections is updated to NSPIRE requirements
- f. Section 7.2.4 – The Enterprise Income Verification (EIV) system will no longer be run at re-examinations.

*There were no public comments in person or via zoom*

Stephanie Moreira, Fresno Housing compliance manager, offered ways to respond or offer comment, in addition to attending a public meeting.

The next and final Resident Advisory Board Meeting of 2025 is on September 3<sup>rd</sup> at 5:30 PM. The locations will be the same.

*There were no public comments in person or via zoom*

There being no further business to conduct, the meeting was adjourned by Ms. Wiley at approximately 6:11PM.

Minutes of the Meeting

Resident Advisory Board

August 7, 2025

5:30 PM

Parc Grove Commons – Community Room

2674 E. Clinton Avenue

Fresno, CA 93703

The meeting was called to order at 5:38 PM by Melissa Ortiz, Fresno Housing Senior Analyst – Quality Assurance.

Ms. Ortiz opened the meeting with a PowerPoint presentation explaining the purpose of the evening's meeting. All public attendees were then requested to sign in at their locations. Attendees were given a folder containing copies of the presentation and were encouraged to ask questions and take notes.

After a review of the Public Comment process, Ms. Ortiz reviewed examples of public comments and how they are addressed.

Changes/Updates for 2026:

1. Definition of a "Guest": A guest may remain in the unit for a maximum of thirty (30) consecutive days (reduced from 60) and a maximum of ninety (90) cumulative days during any twelve (12) month period.
2. Preference Added: To support the transition of Emergency Housing Voucher (EHV) families into the Housing Choice Voucher (HCV) program, EHV families will be given preference in the Interest List.
3. Absent Head, Spouse or Co-Head: If a head, spouse or co-head of the household is absent for more than 180 consecutive days due to employment they will continue to be considered a family member.
4. Absence Due to Placement in Foster Care: The eighteen (18) month "cap" on absence due to placement in foster care has been removed. Unless the child has been permanently removed from the home, they will continue to be counted as a family member.
5. Initial Inspections and Tenant-Provided Appliances:
  - a. If the tenant is responsible for supplying the stove and/or refrigerator, the Public Housing Authority (PHA) will allow them to be placed in the unit after the unit has met all NSPIRE requirements. The HAP contract will not be executed until certification from the tenant that appliances have been installed and are in working order.

- b. Inspections will be every other year. Fresno housing may inspect more often in the event of problematic properties.

*A member of the public asked whether washers and dryers would be inspected. Yolanda Keiser, Housing Program Manager replied that any inspection of washers and dryers would be for safety purposes only.*

- 6. Residency preference will be verified in accordance with the submission of the application date.
- 7. Repayment Agreement Thresholds: The PHA has established the following thresholds for the repayment of debts:
  - a. Amounts over \$3000 must be repaid within 36 months
  - b. Amounts between \$2000 and \$2999 must be repaid within 30 months
  - c. Amounts between \$1000 and \$1999 must be repaid within 24 months
  - d. Amounts under \$1000 must be repaid within 12 months

Ms. Ortiz encouraged the public to attend the year's final Resident Advisory Board meeting on September 4, at 5:30 PM, in the same location.