

Application Form

Profile

Which Boards would you like to apply for?

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

My career has been focused on work in the areas of supporting and expanding the supply of affordable housing and human services for the cities of Livermore and Pleasanton within Eastern Alameda County. In total, I have 15 years of experience administering and managing CDBG, HOME, and affordable housing programs. I have been a resident of San Ramon since 2011 and am interested in understanding more about the network of affordable housing and services agencies within Contra Costa County. The opportunity serve on this commission would allow me to learn more about what's happening in other parts of the County regarding issues I care deeply about, and to give back to my community in a way that would benefit from my experience and knowledge.

This application is used for all boards and commissions

Frances

First Name

D

Middle Initial

Sorrondogui

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

Suite or Apt

San Ramon

City

CA

State

94583

Postal Code

Mobile: [Redacted]

Primary Phone

City of Livermore

Employer

Housing Programs Manager

Job Title

Local Government Manager

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes No

Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes No

Education History

Select the highest level of education you have received:

Other

B.A. Degree

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Cal State Hayward

Name of College Attended

Political Science/Public Administration

Course of Study / Major

246.5

Units Completed

Type of Units Completed

Quarter

Degree Awarded?

Yes No

B.A.

Degree Type

March 21, 2003

Date Degree Awarded

College/ University B

Ohlone College

Name of College Attended

Real Estate Broker Certificate

Course of Study / Major

27

Units Completed

Type of Units Completed

Semester

Degree Awarded?

Yes No

Certificate of Achievement

Degree Type

Pending Final Approval Summer
2018

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

Yes No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

Yes No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

1/9/2018 - present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Housing Programs Manager

Position Title

Employer's Name and Address

City of Livermore, Community Development Department 1052 S. Livermore Avenue Livermore, CA 94550

Duties Performed

Manage the City's Affordable Housing Programs, including the First-time Homebuyer and Inclusionary Housing (Below Market Rate Sale) programs; implement the City's Affordable Housing Ordinance (Impact fees, must-build ownership and rental housing policies), manage budgeting of the City's Affordable Housing Trust Fund; and, underwrite and project manage various affordable housing projects funded by the City.

2nd

December 19, 2015 - December
22, 2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Housing Manager

Position Title

Employer's Name and Address

City of Pleasanton 123 Main Street Pleasanton, CA 94568

Duties Performed

Managed the City's CDBG, HOME and affordable housing programs. Coordinated with the Alameda County HOME Technical Advisory Committee on the CDBG and HOME programs. Oversaw the development and monitoring of housing projects within the City. Staff liaison to the City's Housing Commission and staff for the City's small Housing Authority.

3rd

May 9, 2003 - December 18, 2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

Yes No

Senior Management Analyst

Position Title

Employer's Name and Address

City of Livermore, Community Development Department 1052 S. Livermore Avenue Livermore, CA 94550

Duties Performed

Provided management level support for the City's Affordable Housing Programs, including the First-time Homebuyer and Inclusionary Housing (Below Market Rate Sale) programs; implementation of the City's Affordable Housing Ordinance, and project management of various affordable housing projects funded by the City.

[FDR Resume June 2018.pdf](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes No

If Yes, please identify the nature of the relationship:

FRANCES D. SORRONDEGUI (REISNER)

(cell) ○ Email:

SUMMARY OF QUALIFICATIONS

Municipal manager with 15 years of experience successfully developing and administering housing and human services projects and programs. Able to navigate politically sensitive issues, communicate effectively and coordinate successfully with a diverse array of public and private organizations and community stakeholders.

CORE COMPETENCIES

- Project Management
- Grants Management (State & Federal)
- Regulatory Compliance
- Policy Development
- Fiscal/Program Analysis
- Community Outreach
- Program Design
- Contract Negotiation and Development
- Communication & Partnership Building

EXPERIENCE

Housing Programs Manager, January 2017 to present

City of Livermore – Community Development Department

- Manage the City's First Time Homebuyer and Affordable Housing Programs, including the Inclusionary Housing Program and Mortgage Assistance Programs.
- Project manage the development of City-funded affordable housing units, including new construction and acquisition/rehabilitation.
- Serve as Staff Liaison to the Tri-Valley Affordable Housing Committee and represent the City's Housing section on other local and regional committees.
- Supervise housing staff and contractors in the administration of affordable housing programs.
- \$15M Budgetary responsibility for the City's First Time Homebuyer Programs, (State & Federal Grants) and projects funded through the City's Housing Trust Fund (In Lieu Development Fees).
- Manage implementation of the City's Inclusionary Housing Ordinance and make policy recommendations to the Housing and Human Services Division Manager.
- Oversee property management and compliance for City-owned and City-funded affordable housing units.

Housing Manager, December 2015 to December 2016

City of Pleasanton – City Manager's Office, Housing Division

- Manage the City's Affordable Housing division the implementation of new affordable units, first time homebuyer, and rehabilitation programs
- Coordinate monitoring and oversight of City funded projects and liaison with project owners
- Serve as Staff Liaison to City's Housing Commission.
- Supervise staff and contractors in the administration of affordable housing programs.
- Budgetary responsibility for the City's Housing Division programs
- Manage the City's Housing and Human Services Grant Program (CDBG & HOME)
- Manage the City's Public Housing Authority responsibilities

Accomplishments: Coordinated final disposition of the City's Public Housing Authority property and the permanent financing close for Kottinger Gardens Phase 1 development (130 unit senior project). Successfully initiated a \$330,900 grant award from State HCD which will be used to

support Kottinger Gardens and leverage the City's funds for Phase 2 of the development. Coordinated and oversaw the community-wide marketing and application processes for two large multi-family sites totaling 76 Below Market Rate units. Coordinated contracts and implemented changes to streamline and bring greater efficiency to the Housing Division's programs.

Senior Management Analyst, December 2013 to December 2015

City of Livermore – Community & Economic Development Department

Accomplishments: Lead the acquisition, developer selection and loan negotiations for a 5-unit, market rate, multi-family building which was converted to special needs housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Project managed and negotiated the Disposition and Development Loan Agreement with MidPen Housing for a 4-acre, City-owned commercial site to be redeveloped into a mixed income, ownership/rental housing project. Planned and coordinated the implementation of an award-winning single family acquisition/rehab homeownership program for Veterans in partnership with Habitat for Humanity.

Housing Specialist, January 2010 to December 2013

City of Livermore – Community & Economic Development Department

Accomplishments: Coordinated the administration of a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing several Alameda County jurisdictions. Negotiated and managed the contract for acquisition, rehabilitation and resale of 11 properties through that program, including two homes dedicated for special needs housing. Coordinated the program design for the regional Tri-Valley Down Payment Assistance Program.

Human Services Specialist, February 2007 to January 2010

City of Livermore – Community Development Department

- Responsible for administration and compliance monitoring of projects funded through the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program.
- Administered Housing and Human Services Grants allocation process for thirty sub-grantees annually.
- Staff Liaison to the City's Human Services Commission.
- Planned and implemented programs in collaboration with other governmental and non-profit agencies.
- Represented the City on numerous other Human Services projects, boards and committees.

Accomplishments: Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

Human Services Administrative Technician, July 2004 to February 2007

City of Livermore, Community Development Department

(Promoted from a Temporary position status which I held from May 2013 – July 2004)

EDUCATION & OTHER EXPERIENCE: **Real Estate Brokers Certificate of Achievement** (Pending award 2018)
Ohlone College, Fremont, CA

Bachelor of Arts in Political Science, March 2003
Option in Public Affairs and Administration
California State University, Hayward

**Panetta Institute of Public Policy, CSU Monterey Bay
Congressional Internship**, September 2002 to December 2002
Office of Congressman Fortney Pete Stark, Washington, D.C.
▪ Congressional Intern scholarship recipient representing CSU Hayward campus

Associate of Arts in Individual Studies, June 2001
Foothill College, Los Altos Hills, California
Graduated with High Honors

CERTIFICATIONS
& TRAININGS:

Certified HOME Specialist, June 2006
U.S. Department of Housing and Urban Development

Certificate of completion, July 2004
National Community Development Association (NCDA) CDBG Practitioner
Training

MEMBERSHIPS: Municipal Managers Association of Northern California (since 2013)

REFERENCES: Available upon request.