
FINANCE COMMITTEE AGENDA – Special Meeting

A Committee of the Chico City Council: Councilmember Bennett, Mayor Coolidge, and Chair Morgan

Meeting of Monday, January 31, 2022 – 9:00 a.m.

Meeting Location: This meeting is being held virtually via Zoom

PUBLIC PARTICIPATION: Due to the recent universal masking indoors mandate issued by the California Department of Public Health and to protect the health of its citizens, the Finance Committee meeting is being held virtually via Zoom. The public is invited to participate in the meeting using the information below to login into the meeting. If you need guidance on participation via Zoom, please contact the City Clerk's office at 530-896-7250, 24 hours prior to the start of the meeting.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84314195398?pwd=WG1uK0FFWEFDRkJK4SIBYk0FhV05pZz09>

Passcode: Finance

Using your telephone: Dial toll free 877 853 5247 or 888 788 0099 or 833 548 0276 or 833 548 0282

Webinar ID: 843 1419 5398

Passcode: 4290309

SPECIAL AGENDA

A. **APPOINTMENT OF MEMBERS TO THE AD HOC CITIZEN'S COMMITTEE (CDBG-CAC) FOR THE PURPOSES OF REVIEWING AND RECOMMENDING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PUBLIC SERVICES APPLICATIONS**

In October 2021, the Finance Committee forwarded a recommendation to City Council that approved an Administrative Policy and Procedure (AP&P) that formalized the appointment process and responsibilities of the Community Development Block Grant Ad Hoc Citizen's Committee (CDBG-CAC). The CDBG-CAC is responsible for reviewing grant applications and making recommendations to the Finance Committee for the use of CDBG Public Service funding as part of the City's Annual Action Plan process. The CDBG-CAC membership has fallen below five members which requires staff to notice the vacancy and solicit applications. Applications were made available through the month of December 2021 and six applications were received during the recruitment period. **(Report—MaryJo Alonzo, Housing Specialist)**

Recommendation: *The Community Development Department Director recommends that the Finance Committee confirm up to three new appointments to the CDBG-CAC from the applications received, consistent with the recommendations for such appointments further described in the staff report.*

B. **ADJOURNMENT** - The meeting will adjourn no later than 10:30 a.m. to the next regular Finance Committee Meeting on February 23, 2022 at 8:30 a.m. in Conference Room 1 at 421 Main St. or via Zoom if the mask mandate is still in place.

SPEAKER ANNOUNCEMENT

NOTE: Citizens and other interested parties are encouraged to participate in the public process and will be invited to address the Committee regarding each item on the agenda using Zoom.

Instructions for using Zoom

- Join the meeting using the link above.
- You must have audio and microphone capabilities on the device you are using to join the meeting.
- When you join the meeting make sure that you join the meeting with audio and follow the prompts to test your speaker & microphone prior to joining the meeting.

To speak on an item using Zoom

- The Chair will call the item and staff will begin the staff report.
- Click on the Raise Hand icon if you would like to speak on the item. The City Clerk will call your name when it's your turn to speak. If you've joined the meeting by phone, press #6 to raise your hand, #9 to lower your hand.
- When your name is called, you will be prompted to unmute yourself.
- When your time is up, you will be muted.
- You will repeat this process for each item you want to speak on.

Distribution available in the office of the City Clerk

Posted: 1/27/22 prior to 5:00 p.m. at 421 Main St. Chico, CA 95928 and www.chico.ca.us

Copies of the agenda packet are available for review at: City Clerk's Office, 411 Main St. Chico, CA.



Please contact the City Clerk at 896-7250 should you require an agenda in an alternative format or if you need to request a disability-related modification or accommodation in order to participate in a meeting. This request should be received at least three working days prior to the meeting in order to accommodate your request.



Finance Committee Agenda Report

Meeting Date: January 26, 2022

TO: Finance Committee

FROM: MaryJo Alonzo, Housing Specialist, 879-6302

RE: Appointment of Members to the Ad Hoc Citizen's Committee (CDBG-CAC) for the Purposes of Reviewing and Recommending Community Development Block Grant (CDBG) Public Services Applications

REPORT IN BRIEF

In October 2021, the Finance Committee forwarded a recommendation to City Council that approved an Administrative Policy and Procedure (AP&P) that formalized the appointment process and responsibilities of the Community Development Block Grant Ad Hoc Citizen's Committee (CDBG-CAC). The CDBG-CAC is responsible for reviewing grant applications and making recommendations to the Finance Committee for the use of CDBG Public Service funding as part of the City's Annual Action Plan process. The CDBG-CAC membership has fallen below five members which requires staff to notice the vacancy and solicit applications. Applications were made available through the month of December 2021 and six applications were received during the recruitment period.

Recommendation: The Community Development Department Director recommends that the Finance Committee confirm up to three new appointments to the CDBG-CAC from the applications received, consistent with the recommendations for such appointments further described in the staff report.

FISCAL IMPACT

There is no fiscal impact to the City's General Fund associated with the CDBG-CAC. Per Council budget policy, funding for the CDBG Public Services Community Organization Funding program comes from 15% of the annual CDBG funds allocated to the City by HUD. Staff time necessary to provide support to the CDBG-CAC is charged to the administrative portion of the CDBG grant.

BACKGROUND

The City of Chico has a long-standing history of providing financial support to non-profit agencies to provide services to the community. The practice began in 1973 with resources from the Federal Revenue Sharing Program funds and continued thereafter utilizing both General Fund and Community Development Block Grant funding. Initially set up on a trial basis during the 2016-2017 program year, the CDBG-CAC appointments have since been forwarded to the Finance Committee for review and approval. An Administrative Policy and Procedure was adopted in fall of 2021 that formalized the appointment process and defined the roles of the CDBG-CAC.

The CDBG-CAC is asked to thoroughly review all Public Service funding request applications, Consolidated Plan priorities, and hold two public review meetings to ask questions of the applicants and present funding recommendations. Staff provides an initial review of applications to ensure that basic eligibility requirements are met and forwards applications to the CDBG-CAC.

The CDBG-CAC members allows the City to:

- Address the federal requirement of public engagement with low income populations by involving low income representatives in funding recommendations;
- Provide an independent third-party body to relieve Finance Committee members and staff of the additional work that comes with the application review and funding recommendation process; and
- Prioritize funding decisions in alignment with the Consolidated Plan for greater efficiency and impact.

DISCUSSION

Staff received six (6) applications for the vacant CDBG-CAC positions. **Attachment A** includes a list of current appointees to the committee as well as the list of applications received. Staff noted on **Attachment A** where there are potential conflicts of interest with the applicants if they are employed by or work with an agency that may apply for CDBG Public Service funding this year. **Attachment B** includes submitted applications with addresses of the applicants redacted for privacy.

The CDBG-CAC can have up to seven members. There are currently four (4) members remaining on the committee who were appointed last February. These members have confirmed they are willing to remain on the committee for this grant year. In order to promote a diverse perspective, address the needs of the low-income community and ensure a balanced consideration of the use of funds, staff recommends the Finance Committee appoint one (1) person from the Representative class (for a total of 4 in this class) and up to two (2) persons from the Citizens class (for a total of 3 in this class) based on the class descriptions below.

Representative Class:

Members who engage in the following activities will be considered a part of the Representative class of appointees:

- Service on advisory bodies within the community focused on the needs of low income citizens, especially those who are experiencing homelessness or are at risk of homelessness;
- Involvement in groups that have experience and knowledge of the social service needs of low income persons in the community, including but not limited to: Butte County Behavioral Health, Community Housing Improvement Program, Caring Choices, Northern Valley Catholic Social Services, Housing Authority of the County of Butte, Chico Interfaith Council, those who have experienced homelessness, or other low-income beneficiaries. This class excludes organizations who routinely or are expected to apply for the Public Service CDBG funds to remove the possibility of potential conflicts of interest.

Citizen Class:

- Members of the community at large who are not currently engaged in the above activities.

It is desired that CDBG-CAC applicants have some knowledge of grants and grant funding processes, but it is not a requirement for placement on the CDBG-CAC.

Per the approved AP&P, the CDBG-CAC shall be made up of up to seven (7) members. If membership drops below five (5) members, Staff will initiate a recruitment and bring forward applicants to the Finance Committee for review and approval next year.

PUBLIC CONTACT

The CDBG-CAC application was made available on December 2, 2021. The link to the application was emailed to interested parties, made available on the City's website, and an advertisement/notice was published in the Chico News and Review. Staff also shared the application with Council members. The deadline to submit applications was January 7, 2022.

Reviewed by:



Brendan Vieg, Director
Community Development

Approved by:



Mark Orme, City Manager

DISTRIBUTION:

City Clerk (3)
CDD-Housing
Applicants (6)

ATTACHMENTS:

Attachment A: List of Committee Members and Applicants
Attachment B: Applications received

FILE: HUD General Administration/Public Services

Attachment A

	Name	Class	Employer/Occupation	Known Conflict	Served in FY 21/22
Current appointees:					
1	Tamra Young	Representative	Butte County Housing Authority/Admin Ops Director	No	Yes
2	Kim Dietz	Citizen	Firmenich, Inc. & Dietz Rental/Business Development Manager	No	Yes
3	Rashell Brobst	Representative	Boys and Girls Club of the North Valley/Chief Exec. Officer	No	Yes
4	Keesha Hills	Representative	Oroville Southside Community Improvement Assoc./Senior Administrator	No	Yes
Applications Received:					
1	Christine Boyle	Citizen	Butte County Assessor's Office/Appraiser	No	No
2	Marin Hambley	Representative	Stonewall Alliance and Safe Space Winter Shelter	Possibly	No
3	Lauren Kennedy	Citizen	NVHT Executive Director/Realtor	Possibly	No
4	Eric Nilsson	Citizen	Retired Educator	No	No
5	Elizabeth Nordhus	Citizen	Retired (Grants Coordinator/Teacher)	No	No
6	Tina Reszler	Representative	State Council on Developmental Disabilities/Community Program Specialist	No	No

Attachment B



Ad Hoc Citizen Advisory Committee (CDBG-CAC) Application

Applicant Information

Name: Christine Boyle _____

Home Phone: _____

Address: _____

Cell Phone: _____

City/State/Zip: Chico, CA 95928 _____

Email Address: _____

Name of Employer: Assesor's Office - County of Butte _____

Occupation: Real Property Appraiser _____

Education and/or Experience serving low-income populations:

- Commissioner - Housing Authority County of Butte - 4 years
- Board Chair - North Valley Housing Trust - 2 years
- Board Member - Butte County Behavioral Health - 3 years
- CASA (Court Appointed Special Advocate) - 2 years
- CHIP - Broker of Record - 1.5 years
- CDBG Allocation Committee - City of Chico - 3 years

Have you served on a Board of Directors or on a City Commission or Board in the past year? If so, please identify the organization, commission, board or committee:

None since the Camp Fire.

Previous Boards include: League of Women Voters, Paradise Post Editorial Board, Paradise Citizen's Alliance, Paradise RDA Steering Committee

Disclose potential conflicts of interest which may make you ineligible to serve on the committee based upon the conflict:

None.

I certify the above information is true and correct and if I am selected to participate on the CDBG-CAC, I will adhere to the established guidelines of the committee.


Signature

12.3.2021
Date

Please return the application **by January 7, 2022 at 5pm** to the City of Chico's Housing Division in one of the following ways: In person at 411 Main Street, 2nd Floor; by mail to PO Box 3420, Chico, CA 95927; or scan and send via email: cityhousing@chicoca.gov.

Attachment B



Ad Hoc Citizen Advisory Committee (CDBG-CAC) Application

Applicant Information

Name: Marin Hambley

Home Phone: _____

Address: [REDACTED]

Cell Phone: [REDACTED]

City/State/Zip: Chico, CA

Email Address: [REDACTED]

Name of Employer: Stonewall Alliance and Safe Space Winter Shell

Occupation: Advocacy Coordinator and Shell

Education and/or Experience serving low-income populations:

In my role for Stonewall, I travel across Butte, Glenn, Colusa, Plumas, Tehama, Yuba, Shasta, and Sutter Counties to support organizations in creating more gender-inclusive and LGBTQ+ friendly spaces, and support LGBTQ+ community members in accessing resources they need. I also work with Safe Space Winter Shelter as an Shelter Operations Manager, and with Northern Valley Harm Reduction Coalition as Board Chair, and regularly facilitate workshops on crisis de-escalation, trauma-informed care, and applying harm reduction principles in the workplace.

Have you served on a Board of Directors or on a City Commission or Board in the past year? If so, please identify the organization, commission, board or committee:

Yes - Board Chair of Northern Valley Harm Reduction Coalition
and Board Member of Pedal Press

Disclose potential conflicts of interest which may make you ineligible to serve on the committee based upon the conflict:

Involvement with Safe Space

I certify the above information is true and correct and if I am selected to participate on the CDBG-CAC, I will adhere to the established guidelines of the committee.

[Signature]
Signature

12/8/21
Date

Please return the application **by January 7, 2022 at 5pm** to the City of Chico's Housing Division in one of the following ways: In person at 411 Main Street, 2nd Floor; by mail to PO Box 3420, Chico, CA 95927; or scan and send via email: cityhousing@chicoca.gov.

Attachment B



Ad Hoc Citizen Advisory Committee (CDBG-CAC) Application

Applicant Information

Name: Lauren Kennedy

Home Phone: [REDACTED]

Address: [REDACTED]

Cell Phone: [REDACTED]

City/State/Zip: Chico / CA / 95928

Email Address: [REDACTED]

Name of Employer: North Valley Housing Trust / Self

Occupation: Executive Director / Realtor

Education and/or Experience serving low-income populations:

-2004 BA in American Studies focused on intersectional forces of race/gender/class/etc that impact opportunity and discrimination in the United States.

-2016- Present Core volunteer with Safe Space Winter Shelter, a low-barrier shelter service in Butte County

-2017-Present Executive Director of North Valley Housing Trust, a nonprofit to facilitate the development of affordable housing for the lowest-income, highest-need households in our region

-2020 Served on the Housing Locator Subcommittee for Project Roomkey in Butte County

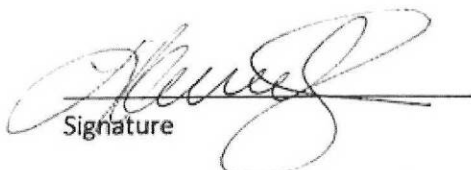
Have you served on a Board of Directors or on a City Commission or Board in the past year? If so, please identify the organization, commission, board or committee:

No

Disclose potential conflicts of interest which may make you ineligible to serve on the committee based upon the conflict:

There is some overlap in the organizations potentially served by the North Valley Housing Trust and organizations that would potentially apply for CDBG funds. At this time, the North Valley Housing Trust is not partnered with any potential applicants

I certify the above information is true and correct and if I am selected to participate on the CDBG-CAC, I will adhere to the established guidelines of the committee.


Signature

1-5-2021

Date

Please return the application by **January 7, 2022 at 5pm** to the City of Chico's Housing Division in one of the following ways: In person at 411 Main Street, 2nd Floor; by mail to PO Box 3420, Chico, CA 95927; or scan and send via email: cityhousing@chicoca.gov.

Attachment B



Ad Hoc Citizen Advisory Committee (CDBG-CAC) Application

Applicant Information

Name: Eric Nilsson _____ Home Phone: n/a _____

Address: [REDACTED] _____ Cell Phone: [REDACTED] _____

City/State/Zip: Chico, CA 95926 _____

Email Address: [REDACTED] _____

Name of Employer: Retired _____

Occupation: Educator _____

Education and/or Experience serving low-income populations:
Worked in public education for 25 years.

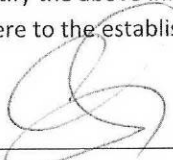
Have you served on a Board of Directors or on a City Commission or Board in the past year? If so, please identify the organization, commission, board or committee:

Currently serving on the Inspire School of Art and Sciences Board of Directors.

Disclose potential conflicts of interest which may make you ineligible to serve on the committee based upon the conflict:

None

I certify the above information is true and correct and if I am selected to participate on the CDBG-CAC, I will adhere to the established guidelines of the committee.



Signature

1/5/2022

Date

Please return the application **by January 7, 2022 at 5pm** to the City of Chico's Housing Division in one of the following ways: In person at 411 Main Street, 2nd Floor; by mail to PO Box 3420, Chico, CA 95927; or scan and send via email: cityhousing@chicoca.gov.

Attachment B



Ad Hoc Citizen Advisory Committee (CDBG-CAC) Application

Applicant Information

Name: Elizabeth Nordhus Home Phone: [REDACTED]
Address: [REDACTED] Cell Phone: same as above
City/State/Zip: Chico, CA 95926
Email Address: [REDACTED]
Name of Employer: Retired (from Chico Unified School District)
Occupation: Grants Coordinator / Teacher

Education and/or Experience serving low-income populations:

EDUCATION: BA and MA in English; elementary and secondary teaching credentials

EXPERIENCE: I am applying as a member of the general public. I have 20+ years experience writing and managing grants, primarily with the Chico Unified School District, and have participated in grant reviews at the local, state and federal levels as a reviewer and facilitator. Concurrently with writing grants I have taught K-12 for 23 years in Chico, Willows and Hamilton City, giving me a basic awareness of the needs of low-income students and families.

Have you served on a Board of Directors or on a City Commission or Board in the past year? If so, please identify the organization, commission, board or committee:

I am a board member of the Museum of Northern California Art (monca)

Disclose potential conflicts of interest which may make you ineligible to serve on the committee based upon the conflict:

None that I am aware of.

I certify the above information is true and correct and if I am selected to participate on the CDBG-CAC, I will adhere to the established guidelines of the committee.


Signature

1/6/2022
Date

Please return the application by January 7, 2022 at 5pm to the City of Chico's Housing Division in one of the following ways: In person at 411 Main Street, 2nd Floor; by mail to PO Box 3420, Chico, CA 95927; or scan and send via email: cityhousing@chicoca.gov.

Attachment B



Ad Hoc Citizen Advisory Committee (CDBG-CAC) Application

Applicant Information

Name: Tina Reszler

Home Pho

Address

Cell Phone

City/State/Zip: Chico, CA 95928

Email Address

Name of Employer: State Council on Developmental Disabilities

Occupation: Community Program Specialist

Education and/or Experience serving low-income populations:

Master's degree in Recreation focusing on aged adults and people with disabilities.
Worked for Butte County's Adult Services Division 2013-2021.
Currently working for State Council on Developmental Disabilities.

Have you served on a Board of Directors or on a City Commission or Board in the past year? If so, please identify the organization, commission, board or committee:

No

Disclose potential conflicts of interest which may make you ineligible to serve on the committee based upon the conflict:

N/A

I certify the above information is true and correct and if I am selected to participate on the CDBG-CAC, I will adhere to the established guidelines of the committee.

Tina Reszler
Signature

01/07/2022
Date

Please return the application **by January 7, 2022 at 5pm** to the City of Chico's Housing Division in one of the following ways: In person at 411 Main Street, 2nd Floor; by mail to PO Box 3420, Chico, CA 95927; or scan and send via email: cityhousing@chicoca.gov.