

Gridley City Council – Regular Meeting Agenda

Monday, March 21, 2022; 6:00 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”

The Public is encouraged to attend and participate in person. Comments from the public on agenda items will be accepted until 4 pm on March 21, 2022, via email to csantana@gridley.ca.us or via the payment/document drop box at Gridley City Hall and will be conveyed to the Council for consideration.

You may view using the following link, ID, and passcode:

Webinar ID: <https://us06web.zoom.us/j/85126783856?pwd=Q3JJRldrQ0JMNDJiMW0wTkxTeXRDUT09>
Passcode: 177511

OR

Call-in using one of the following numbers, and the above ID and passcode:

1-(253) 215-8782

1-(720) 707-2699

To make a public comment during the Community Participation Forum or during the public portion of any agenda item, use the ‘raise hand’ feature and you will be called on when it’s your turn to speak.

CALL TO ORDER - Mayor Johnson

ROLL CALL

PLEDGE OF ALLEGIANCE – Councilmember Sanchez

INVOCATION - None

PROCLAMATION

- 2021 Police Officer of the Year – Jennifer Silva

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES

- Carmen Santana, Administrative Secretary

COMMUNITY PARTICIPATION FORUM - *Members of the public may address the City Council on matters not listed on the agenda. The City Council may not discuss nor take action on any*

community participation item brought forward by a member of the community. Comments are requested to be limited to three (3) minutes.

CONSENT AGENDA

1. City Council minutes dated March 3rd and March 7th, 2022
2. Kiwi Vineyard Estates; Tentative Subdivision Map 1-20; Annexation 1-20; Annexation of 19.95 acres from Butte County to the City of Gridley with amendments to the Tentative Subdivision Map 1-20 Conditions of Approval.
(009-290-006)
 - Adopt Resolution No. 2022-R-008 to amend the approved conditions of approval for TSM 1-20 incorporating additional conditions from LAFCo; and,
 - Adopt Resolution No. 2022-R-009 to accept the annexation of the 19.95 acres of unincorporated territory APN 009-290-006 into the City of Gridley.

ITEMS FOR COUNCIL CONSIDERATION

3. California Health Collaborative – Si Se Puede Youth Presentation (requested by Councilmember Sanchez)
4. Appointment to Fill Planning Commission Vacancies
5. Resolution No. 2022-R-010: A Resolution of the City of Gridley Authorizing the Modification of the 2021-2022 Budget by Appropriating Supplemental Funds
6. Informational update on Assignment Administration Agreement with NCPA for Western Area Power Administration (WAPA) Base Resource Percentage (2025 Western AAA) Management
7. Award of Contract for 2018 CDBG-DR Multifamily Housing Program

CITY STAFF AND COUNCIL COMMITTEE REPORTS - *Brief updates from City staff and brief reports on conferences, seminars, and meetings attended by the Mayor and City Council members, if any.*

POTENTIAL FUTURE CITY COUNCIL ITEMS - *(Appearing on the Agenda within 30-90 days):*

Award Contract for Municipal Services Review	4/18/2022
Award Contract for Construction of MVP Tennis Court Rehab Project	4/18/2022
Elder Estates	5/16/2022

CLOSED SESSION

8. Conference with Legal Counsel – Existing Litigation – pursuant to Government Code 54956.9, case of “Marco Anthony Garcia-Padilla, Plaintiff vs. City of Gridley, et al, Defendants.” pending in the United States District for the Eastern District of California, Case No. 2:21-CV-00206-TLN-DMC;

9. Conference with Legal Counsel – Existing Litigation – pursuant to Government Code 54956.9, case of “Aqualliance, California Water Impact Network and California Sportfishing Protection Alliance, Plaintiffs vs. Biggs-West Gridley Water District, et al, Defendants” pending in the Butte County Superior Court as Case No. 22CV00348.”

ADJOURNMENT – adjourning to a Regular meeting on April 4, 2022.

NOTE 1: POSTING OF AGENDA- This agenda was posted on the public bulletin board at City Hall at or before 6:00 p.m., March 18, 2022. This agenda along with all attachments is available for public viewing online at www.gridley.ca.us and at the Administration Counter in City Hall, 685 Kentucky Street, Gridley, CA.

NOTE 2: REGARDING UNSCHEDULED MATTERS – In accordance with state law, it shall be the policy of this Council that no action shall be taken on any item presented during the public forum or on unscheduled matters unless the Council, by majority vote, determines that an emergency situation exists, or, unless the Council by a two-thirds vote finds that the need to take action arose subsequent to the posting of this agenda.

Proclamation

Gridley City Council

A PROCLAMATION HONORING THE 2021 POLICE OFFICER OF THE YEAR

- WHEREAS,** Officer Jennifer Silva was chosen as the 2021 Officer of the year by her peers; and
- WHEREAS,** when an emergency occurs the prompt response of police officers, is critical to the protection of life and preservation of property; and
- WHEREAS,** law enforcement officers are the guardians of life and property, defenders of the individual right to be free men, warriors in the battle against drugs, crime, and are dedicated to the preservation of life and property; and
- WHEREAS,** the community desires to honor the valor, service, and dedication of the law enforcement officers serving in Gridley; and
- WHEREAS,** Officer Silva has contributed substantially to the apprehension of criminals and preservation of life and property; and
- WHEREAS,** Officer Silva has exhibited compassion, understanding and professionalism during the performance of her job in the past year;
- NOW, THEREFORE, I,** Bruce Johnson, Mayor of the City of Gridley in concurrence with the City Council, express our appreciation to Officer Jennifer Silva for her dedicated service to the citizens of Gridley.

SIGNED THIS 21ST DAY OF MARCH 2022

BRUCE JOHNSON, MAYOR

MIKE FARR, VICE MAYOR

ZACHARY TORRES, COUNCILMEMBER

CATALINA SANCHEZ, COUNCILMEMBER

J. ANGEL CALDERON, COUNCILMEMBER

Gridley City Council – Special Meeting Minutes

Thursday, March 3, 2022; 6:00 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”

CALL TO ORDER

Vice Mayor Farr called the meeting to order at 6:00 pm.

ROLL CALL

Council Members

Present: Sanchez, Farr, Calderon, Torres

Absent: Johnson

Staff present:

Cliff Wagner, City Administrator

Elisa Arteaga, Finance Director

Rodney Harr, Police Chief

Danny Howard, Electric Utility Director

PLEDGE OF ALLEGIANCE

Council Member Sanchez led the Pledge of Allegiance.

INVOCATION - None

PROCLAMATIONS - None

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES – None

COMMUNITY PARTICIPATION FORUM

The forum was opened and seeing no one present wishing to speak, was closed.

STUDY SESSION

1. Mid-Year Departmental Budget Review

- Recreation
- Administration
- Police
- Fire
- Electric

Finance Director Elisa Arteaga reviewed the above departmental budgets by means of a power point presentation. No action was taken.

CITY STAFF AND COUNCIL COMMITTEE REPORTS - None

POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30-90 days):

Award Contract for Municipal Services Review	5/16/2022
Edler Estates	6/20/2022

CLOSED SESSION - None

ADJOURNMENT

With no items for further discussion, Council adjourned at 10:00 pm to a Special Meeting on March 4, 2022.

Cliff Wagner, City Clerk

Gridley City Council – Regular Meeting Minutes

Monday, March 7, 2022; 6:00 pm

Gridley City Hall, 685 Kentucky Street, Gridley, CA 95948

“Our purpose is to continuously enhance our community’s vitality and overall quality of life. We are committed to providing high quality, cost-effective municipal services and forming productive partnerships with our residents and regional organizations. We collectively develop, share, and are guided by a clear vision, values, and meaningful objectives.”

CALL TO ORDER

Vice Mayor Farr called the meeting to order at 6:00 pm.

ROLL CALL

Council Members

Present: Sanchez, Torres, Calderon, Farr,
Via Zoom: Johnson (unable to vote)
Absent: None
Arriving after roll call: None

Staff present:

Cliff Wagner, City Administrator
Landon Little, Deputy City Attorney
Rodney Harr, Police Chief
Ross Pippitt, Public Works Director
Danny Howard, Electric Utility Director

PLEDGE OF ALLEGIANCE

Vice Mayor Farr led the Pledge of Allegiance.

INVOCATION - None

PROCLAMATION – None

INTRODUCTION OF NEW OR PROMOTED EMPLOYEES - None

COMMUNITY PARTICIPATION FORUM

The forum was opened and seeing no one wishing to speak, was closed.

CONSENT AGENDA

1. City Council minutes dated February 7, 2022

2. Designated Agency Fund Agreement with North Valley Community Foundation and the Gridley Police Department

Motion to approve the consent agenda by Councilmember Calderon, seconded by Councilmember Torres

ROLL CALL VOTE

Ayes: Calderon, Torres, Farr, Sanchez

Motion passed, 4-0

ITEMS FOR COUNCIL CONSIDERATION

3. Interviews of Candidates to fill Planning Commissioner Vacancies

Each applicant addressed the Council and spoke regarding their interest in serving on the Commission. Appointments are scheduled to be made at the March 21st Council meeting; no action was taken.

4. Authorize Third Party Review of Wildfire Mitigation Plan

Danny Howard reviewed the staff report and the reason for the expenditure.

CITY STAFF AND COUNCIL COMMITTEE REPORTS

Councilmember Calderon reported on his meetings with Butte County Air Quality and Butte County Association of Governments

- Mobile Crisis Team Program – Update, Chief Harr

Chief Harr gave a verbal update stating the contract with Butte County Behavioral Health has been finalized and staff is being brought on to be able to assist individuals in crisis.

POTENTIAL FUTURE CITY COUNCIL ITEMS - (Appearing on the Agenda within 30-90 days):

Award Contract for Municipal Services Review	4/18/2022
Edler Estates	5/16/2022

CLOSED SESSION – None

ADJOURNMENT

With no items for further discussion, Council adjourned at 6:44 pm to the next regular meeting on March 21, 2022.

Cliff Wagner, City Clerk

City Council Agenda Item #2
Staff Report

Date: March 21, 2022

To: Mayor, Council Members

From: Donna Decker, Planning Director

X	Regular
	Special
	Closed
	Emergency

Subject: Kiwi Vineyard Estates; Tentative Subdivision Map 1-20; Annexation 1-20; Annexation of 19.95 acres from Butte County to the City of Gridley with amendments to the Tentative Subdivision Map 1-20 Conditions of Approval. (009-290-006)
Adopt Resolution No. 2022-R-008 to amend the approved conditions of approval for TSM 1-20 incorporating additional conditions from LAFCo; and,
Adopt Resolution No. 2022-R-009 to accept the annexation of the 19.95 acres of unincorporated territory APN 009-290-006 into the City of Gridley.

Recommendation

City staff respectfully recommends the City Council:

1. Adopt Resolution No. 2022-R-008 to amend the approved conditions of approval for TSM 1-20 incorporating additional conditions from LAFCo; and,
2. Adopt Resolution No. 2022-R-009 to accept the annexation of the 19.95 acres of unincorporated territory APN 009-290-006 into the City of Gridley.

Summary

On August 16, 2022 the City Council adopted resolutions and an ordinance to approve the Tentative Subdivision Map 1-20 (2021-R-020) of 19.95 acres to develop it with 60-single family residential properties, to support the annexation (2021-R-018) to be submitted to the Butte County Local Agency Formation Commission (LAFCo), a General Plan Amendment and Mitigated Negative Declaration (2021-R-019) and an ordinance to rezone the property (Ord No. 833-2021).

The annexation application was received and heard by LAFCo on March 3, 2021 and approved by resolution 10 2021/2022, Attachment 3.

Staff is returning to the City Council to have the annexation accepted and to amend the Tentative Subdivision Map conditions of approval amended by adding two conditions LAFCo requested.

Discussion

Location and site characteristics

The subject site is an approximately 20-acre parcel located on the west side of W Biggs Gridley Road and east of Eagle Meadows.

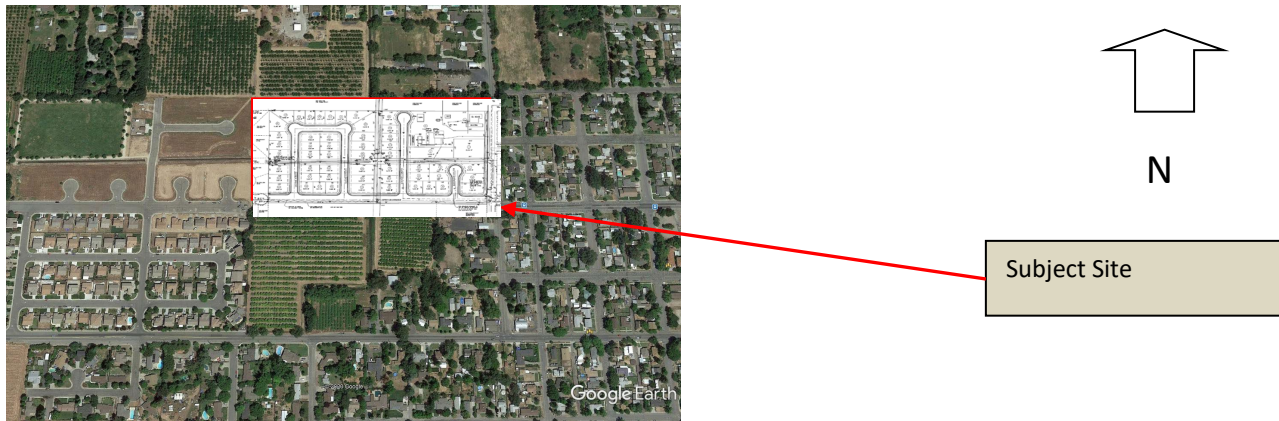


Figure 1: Location Map

The property is contiguous to the existing City boundary and has been within the Sphere of Influence since before the 2030 General Plan Update.

LAFCo Action

On March 3, 2022, LAFCo unanimously voted to support the annexation of the lands and detach it from Butte County and incorporate it into the City of Gridley. During the course of the review of the project, the Biggs West Gridley Water District (BWGWD) expressed some concerns related to development around their canal which conveys irrigation water for agricultural uses. The City and BWGWD entered into discussions along with the property owner and agreed to additional conditions of approval which are incorporated into the existing approved conditions under the City Council action of 2021-R-020. The conditions are:

1. The canal owned and maintained by the Biggs West Gridley Water District, APN 009-290-057, known as the Sutter Butte Canal, shall be piped underground at the time of construction, or in a manner satisfactory to the Biggs West Gridley Water District.
2. Prior to filing a Final Map, an application to LAFCo for the detachment of the annexation territory from the Biggs West Gridley Water District shall be made, including all applicable filing fees.

The conditions, numbers 71 and 72, have been added to the Tentative Map conditions of approval; 2022-R-008 will supersede 2021-R-020.

Public Notice

A notice was posted in the Gridley Herald 72 hours in advance of the City Council meeting, posted at City Hall, made available at the Administration public counter, and placed on the City website for review.

Attachments

- 1- Resolution No. 2022-R-008: Resolution amending the conditions of approval for TSM 1-21
- 2- Resolution No. 2022-R-009: Resolution accepting the annexation of APN 009-290-057 and 009-290-006
- 3- LAFCo Resolution No. 10 2021/2022

A RESOLUTION OF THE GRIDLEY CITY COUNCIL APPROVING TENTATIVE SUBDIVISION MAP NO. 1-20 TO SUBDIVIDE ONE PARCEL CONSISTING OF APPROXIMATELY 19.95 ACRES INTO SIXTY (60) PARCELS LOCATED AT THE WEST SIDE OF WEST BIGGS-GRIDLEY ROAD (APN: 009-290-006)

WHEREAS, the City of Gridley has received an application to consider a Tentative Subdivision Map request for one parcel totaling approximately 19.95-acres in order to create a total of sixty lots for single-family residential use on property located on the west side of West Biggs-Gridley Road in the manner illustrated on a tentative parcel map received by the City (Exhibit "A" attached); and,

WHEREAS, the subject property consists of one parcel designated as Assessor's Parcel Number 009-290-006 and the proposed Tentative Subdivision Map has been assigned the file number Tentative Subdivision Map No1-20 (TSM 1-20); and,

WHEREAS, the proposed General Plan designation is Residential, Very Low Density and Residential, Low Density; and,

WHEREAS, the proposed pre-zoning designation for the subject parcel is 3.55-acres, Residential Suburban (RS) and 16.4-acres, R-1 Single Family Residential District; and,

WHEREAS, the City Council finds that Tentative Subdivision Map No1-20, including the proposed use and improvements to the property, is consistent with Gridley's General Plan including the policies contained therein as well as the land use diagram, and also finds that based on the conditions of approval, the site is physically suitable for development as proposed; and,

WHEREAS, the City Council considered at a noticed public hearing on August 16, 2021, the comments and concerns of property owners who are potentially affected by approval of Tentative Subdivision Map No. 1-20, and also considered the staff report regarding the proposed tentative map design and required public improvements; and,

WHEREAS, the City Council determined that the described tentative map and its design and improvements are consistent with Gridley's General Plan and zoning ordinance policies regarding the use and division of land; and,

WHEREAS, the City Council, having further considered the Initial Study prepared for the project in order to adopt a Mitigated Negative Declaration; and,

WHEREAS, the City Council finds that this tentative subdivision map complies with all State and City regulations governing the division of land, and that division and development of the property in the manner set forth on the tentative parcel map as shown on Exhibit A will not unreasonably interfere with the free and complete use of existing public and/or public utility easements or rights-of-way.

WHEREAS, the property for the proposed development was submitted to the Butte County Local Agency Commission for review and approval to allow the annexation of the unincorporated territory into the City of Gridley; and,

WHEREAS, the Butte County Local Agency Commission passed Resolution No. 10 2021/2022 approving the annexation of the unincorporated territory into the City of Gridley with additional conditions of approval to be incorporated into the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRIDLEY, AS FOLLOWS:

SECTION 1: FINDINGS FOR APPROVAL OF THE TENTATIVE SUBDIVISION MAP

1. That the proposed project is consistent with the City of Gridley General Plan and does not exceed density and intensity standards within the Land Use Element. *The Residential, Very Low Density and Residential Low Density residential standards of the City's General Plan establish a maximum density of four units per acre. The proposed project has a gross density of approximately 3.7 dwelling units per acre of residentially developed land.*
2. That the site is physically suitable for the type of development proposed. *The proposed residential uses are consistent with adjacent residential uses. No hazards exist on the site which would make the property inappropriate for people or residential uses.*
3. That the site is physically suited for the density of development. *The proposed RS, Residential Suburban and R-1, Single-Family Residential zoning district allows for the development of single-family residential dwelling units. The proposed Tentative Subdivision Map has a proposed density of 3.7 dwelling units per gross acre which conforms to the requirements of the R-1 zone district and the Residential, Low Density General Plan land use designation. The project site has slopes of less than 2%, it is not within a 100-year flood plain and can accommodate drainage facilities necessary for the proposed density, it has adequate access to public roads which have the capacity to serve the development.*
4. That the designs of the subdivision or the proposed improvements are not likely to cause serious public health problems. *As conditioned, the project will provide adequate sanitary sewer, a public water supply, storm drainage facilities, and roadway and construction conditions and mitigation measures to minimize project related problems. Standard subdivision improvements will include fire hydrants, streetlights and roadways designed for residential traffic.*
5. The design of the project will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed project. *The project will not impact or conflict with any easements or land acquired by the public.*
6. The Tentative Subdivision Map conforms to the provisions of the Subdivision Map Act and to the provisions of Gridley Municipal Code Title 16 - Subdivisions (GMC Section

16.15). *The tentative subdivision map complies with the required form and content of tentative subdivision maps, as set forth by the City and based upon the provisions of Title 16 of the Gridley Municipal Code.*

7. The tentative subdivision map conforms to the provisions of the City of Gridley General Plan. *The project applicant proposes to amend the General Plan to be consistent with the R-1 zoning district density of 4 units/ac. The subdivision is for residential purposes. This is consistent with the proposed land use designations for the subdivided parcel under the City's General Plan (Residential, Very Low and Low Density (2-4 du/ac)).*

8. The tentative subdivision map is consistent with good planning and engineering practice (GMC Section 16.15). *The City Engineer has reviewed the tentative subdivision map, and has attached conditions that have been incorporated within the Conditions of Approval. All lots comply with the requirements in the City of Gridley Land Division Standards and Improvement Standards.*

9. The project will not be harmful to the public health and safety or the general welfare of the persons residing or working in the area. *The project applicant proposes to develop the lots for residential uses. This type of development is not considered potentially harmful to the public health and safety or to the general welfare of persons residing in the vicinity.*

10. The project will not result in substantial environmental damage. *The tentative subdivision map would not result in any substantial damage to the environment. Development proposed under the subdivision map would be consistent with the type of development in the vicinity, and would not substantially damage the physical environment of the area. The site is located within the Sphere of Influence and has been evaluated for annexation into the city.*

SECTION 2: THE CITY COUNCIL OF THE CITY OF GRIDLEY:

Rescinds Resolution Number 2021-R-020, approved August 16, 2021 and replaces it with Resolution Number 2022-R-008.

SECTION 3: THE CITY COUNCIL OF THE CITY OF GRIDLEY:

Approves Tentative Subdivision Map 1-20 as described subject to the following conditions of approval:

GENERAL REQUIREMENTS:

1. The applicant shall file a Declaration of Acceptance of the following conditions by submitting a signed copy of the conditions to the Planning Department within 30 days of the City Council approval.
2. The Tentative Subdivision Map 1-20 shall expire after three years. An extension for a period

of up to two years may be applied for 30 days in advance of the expiration of the map. If the map expires, a new application to develop the site would be required and all current conditions would need to be met at that time.

3. Development of the site shall comply with all requirements at the time of development.

4. In the event of the discovery or recognition of prehistoric or historic resources in the area subject to development activity, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie similar resources and a professional archaeologist shall be consulted. Further, if human remains are discovered, the coroner of the county in which the remains are discovered must be contacted to determine that no investigation of the cause of death is required. If the County Coroner determines the remains to be Native American, the coroner shall contact the Native American heritage Commission within 24 hours. Upon completion of the site examination, the archeologist shall submit a report to the City describing the significance of the finds and make recommendations as to its disposition. If human remains are unearthed during construction, the provisions of California Health and Safety Code Section 7050.5 shall apply. Under this section, no further disturbance of the remains shall occur until the County Coroner has made the necessary findings as to origin and disposition, pursuant to California Public Resources Code Section 5097.98. Mitigation measures, as recommended by the archaeologist and approved by the City, shall be implemented prior to recommencement of construction activity within the 50-foot perimeter.

5. A note shall be placed on the map related to the requirement for the project to pay all applicable impact fees for the development of the project at the currently adopted rates.

6. Minor changes may be approved by the Planning Director upon receipt of a substantiated request by the applicant, or their respected designee. Prior to such approval, verification shall be made by each Department that the modification is consistent with the application, fees paid, and environmental determination as conditionally approved. Changes deemed to be major or significant in nature shall require a formal application for amendment.

7. All properties subject to Tentative Subdivision Map shall comply with all applicable requirements of the Gridley Municipal Code.

8. The applicant may enter into a Subdivision Agreement in order to record the Final Map prior to all improvements constructed. The agreement is a document approved by Council resolution.

9. The applicant may request a grading permit and pay all applicable fees as reviewed and approved by the City Engineer.

10. The applicant/developer may develop the subdivision in phases at the review and approval of the city.

11. All costs related for plan review, design, and improvement plan approval by city staff and/or consultants will be the responsibility of the applicant/developer at actual cost.

TAXES:

12. Segregate any assessments against the properties.

13. Pay any delinquent taxes and/or assessments against the properties.

14. The applicant, developer, owner shall submit a request for a tax exchange agreement between the City of Gridley and Butte County.

FEES:

15. Note on a separate document to be recorded simultaneously with the Subdivision Map, the requirement for payment of school impact fees, as levied by the Gridley Unified School District in accordance with State legislation at the currently adopted rate per square foot of building area.

16. Note on a separate document to be recorded simultaneously with the Subdivision Map, the requirement for payment of drainage fees levied and must be paid to the City at the time a building permit is issued for development of each parcel.

17. Note on a document to be recorded concurrently with the Final Map the requirement for payment of development impact fees at the time a building permit is issued for development on each lot at the current amount adopted by the City Council, at the time of building permit issuance.

CONVEYANCES AND EASEMENTS:

18. Dedicate and improve the west one-half of West Biggs Gridley Road including curb, gutter, sidewalk and street reconstruction from the north and south limits of the project entry. Improvements of the right-of-way shall be to the satisfaction of the City Engineer.

19. Dedicate and improve the residential street rights-of-way for all interior subdivision streets to the satisfaction of the City Engineer.

20. Dedicate a 10-foot-wide public service easement adjacent to all public right-of-way frontages.

21. All right-of-way dedications shall be affected at the time of the Final Map filing.

22. Dedicate all required right of way for Spruce Street to extend on the south boundary to Eagle Meadows.

STREETS:

23. All streets of the subdivision shall be constructed in conformance with the Gridley Public Works Construction Standards and the Gridley Municipal Code. The required structural

sections for the streets will be established by utilizing in place "R" values as determined by the Developer's engineer and traffic indices shown in the Gridley Public Works Construction Standards. The developer shall submit to the city construction details, plans and profiles, typical sections, specifications, and cost estimates that have been prepared by a registered civil engineer in the State of California. Prior to the start of any proposed new work, construction details, plans and profiles, typical sections and specifications, and cost estimates that have been prepared by a registered engineer shall be submitted to the Department of Public Works for review and approval prior to start of any work. An encroachment permit shall be required for any work within the public right-of-way.

24. Street names shall be approved by the City of Gridley/Butte County Street name coordinator.

25. Install street name signs, traffic control signs, pavement markings and barricades in conformance with the Gridley Public Works Construction Standards.

STORM DRAIN FACILITIES:

26. Public and private improvements constructed as a result of approval of this subdivision shall not result in an increase in the rate of peak storm water runoff from the gross area of the pre-subdivided site during a one hundred (100) year design storm event. A Master design and Maintenance Plan for construction of improvements to comply with this requirement shall be reviewed and approved by the City Engineer of the City of Gridley and by the Engineer for Reclamation District 833, prior to recordation of the Final Map.

27. Prior to approval of the Final Map all of the following requirements shall be completed:

- a) A registered engineer shall prepare and submit the following information to the city for review and approval:
 - i) Calculations identifying the estimated rate of peak stormwater runoff from the gross area of the undivided site and abutting streets as they exist at the time of approval of the tentative subdivision map during a one hundred (100) year [1% probability] design storm event. The calculations shall be prepared in a manner consistent with the Gridley Public Works Construction Standards, and with standard engineering practice.
 - ii) Construction details, plans and profiles, typical sections, specifications, and maintenance plans for any proposed stormwater detention facilities to be constructed to serve the parcels created by this subdivision.
- b) A funding mechanism, e.g., Assessment District and shall be established to

provide for the on-going maintenance costs associated with utilities, approved stormwater detention facilities constructed pursuant to condition number "I" above. The funding mechanism shall be approved by the City of Gridley.

28. The applicant shall submit plans to Reclamation District No. 833 for review and approval and must pay review fees, if required. All fees must be paid prior to recordation of the Final Map.

29. Dedication of the total area of the detention basin, park, open space, frontage improvements on West Biggs Gridley Road and all pedestrian connection trails, shall be made to the city of Gridley in fee title as a condition of recordation of the Final Map.

30. If surface detention facilities are proposed, the design shall minimize use of the facility by mosquitoes for breeding by incorporating some or all of the features recommended by the Butte County Mosquito and Vector Control District.

31. Construct standard drainage improvements along all streets within and adjacent to the site to the satisfaction of the City Engineer prior to issuance of the first Certificate of Occupancy for structures within the project.

32. All drainage improvements shall be constructed in conformance with the Gridley Public Works Construction Standards, the City of Gridley Master Drainage Plan, and the details shown on approved construction plans. The developer shall have a registered engineer prepare and submit construction details, plans and profiles, typical sections, specifications, and cost estimates to the Department of Public Works for review and approval prior to the recordation of the Final Map.

SANITATION FACILITIES:

33. All homes on the new lots created by this subdivision shall be connected to the city sanitary sewer system prior to issuance of a Certificate of Occupancy.

34. All sanitation facilities shall be constructed in conformance with the Gridley Public Works Construction Standards and the Gridley Municipal Code. The developer shall submit construction details, plans and profiles, typical sections, specifications, and cost estimates that have been prepared by a registered engineer to the Department of Public Works for review and approval prior to start of any work.

WATER FACILITIES:

35. All homes on the new lots created by this subdivision shall be connected to the municipal water system.

36. All water facilities shall be constructed in conformance with the Gridley Public Works Construction Standards and the Gridley Municipal Code. The developer shall

submit construction details, plans and profiles, typical sections, specifications, and cost estimates that have been prepared by a registered engineer for review and approval prior to start of any work.

37. The City and the developer shall coordinate with RD 833 for the construction of appropriate decorative fencing to prohibit access to the canal.

FIRE PROTECTION:

38. The developer shall install fire hydrants in conformance with the requirements of the Uniform Fire Code as interpreted by the local division of the California Division of Forestry, the City of Gridley's contract Fire Department. The number of hydrants installed, as well as the exact location and size of each hydrant and the size of the water main serving each hydrant, shall be as specified in the Code.

39. All residential structures shall provide a fire sprinkler system that meets or exceeds the requirements of the Fire Code.

ELECTRIC FACILITIES:

40. All homes on the new lots created by this subdivision shall be connected to the municipal electric system.

41. All transformers shall be pad mounted above ground.

42. Street lights shall be installed in the locations designated and to the satisfaction of the City Engineer. The street lights shall be City-owned and shall be installed in accordance with City standards.

43. All electric facilities shall be constructed in conformance with the Gridley Public Works Construction Standards and the Gridley Municipal Code. The developer shall submit construction details, plans and profiles, typical sections, specifications, and cost estimates that have been prepared by a registered engineer to the Department of Public Works for review and approval prior to start of any work.

44. All residential units are required to provide an operable solar system sized to the expected demand. Plans showing the proposed solar design and technical data sheets shall be submitted to the Electric Department for review and approval prior to submitting to Butte County for a building permit.

OTHER PUBLIC FACILITIES:

45. Telephone, cable television, internet, and natural gas service shall be provided to all parcels in accordance with the Gridley Public Works

Construction Standards, the Gridley Municipal Code, and the requirements of the agencies providing these services.

46. If any existing utilities must be relocated as a result of this subdivision, the agencies that own the facilities may require the developer to pay the cost of such relocations.

LOT GRADING:

47. Prior to approval of a Final Map and improvement plans, a registered engineer or geologist shall prepare a soils report or geotechnical report. The report shall be prepared in a manner consistent with standard engineering practices and shall be reviewed for acceptability by the City Engineer.

48. The lots shall be graded in conformance with the Gridley Public Works Construction Standards and the Gridley Municipal Code. The developer shall submit grading details, plans and specifications prepared by a registered engineer for review and approval prior to the start of any work.

49. Prior to grading and sitework, a Storm Water Permit must be obtained from the Regional Water Quality Control Board.

50. The applicant/developer is responsible for paying all costs for a third-party inspector during the construction of any or all phases of development.

51. At the onset of construction, clearing and grubbing, mobilization, the construction access shall be from West Biggs Gridley Road. All equipment, contractors, and material delivery and stockpiling shall be located at the east end of the project. A temporary security gate shall be in place at the east boundary to Eagle Meadows to prohibit access to the site through the neighborhood.

52. Access to building pads for building the residential units shall be from West Biggs Gridley Road.

ENGINEERING: (Refer to other sections of the conditions)

53. Existing topo 50 feet beyond boundary and proposed finish grade contour lines both at 1 foot contour intervals shall be provided.

54. Provide Water Distribution Plan, proposed sizes, and tie in locations.

55. Provide proposed fire hydrant locations.

56. Provide Sanitary Sewer Plan, proposed sizes, slopes, sewer manholes and tie in locations.

57. Provide Drainage Plan, sizes and detention facilities.

- 58. Public utility easements (PUE) shall be shown on plans.
- 59. Provide Landscape and Irrigation Plans for frontage along West Biggs-Gridley Rd.
- 60. Show all existing public facilities on West Biggs Gridley Road.
- 61. Show width of Drainage Canal easements and protected access.
- 62. A sound wall will be required at the frontage of West Biggs Gridley Road at the entry to the subdivision.
- 63. Entry from West Biggs Gridley Road shall be similar to the Heron Landing entrance, this will include a larger ROW (80') and a median at the entrance or as determined by the City Engineer.
- 64. Provide a legal description sufficient to define the boundary of the existing parcel and current Title Report.
- 65. Show standard proposed building setback details for interior lots and corner lots.

OTHER REQUIREMENTS:

- 66. Fencing of the rear yards for the project shall occur at the time of housing construction and shall be the responsibility of the developer. Fencing throughout the project shall be consistent from lot to lot as reviewed and approved by the Planning Department.
- 67. Form an assessment district to cover on-going maintenance costs of facilities within the subdivision including landscaping areas and the drainage detention basin.
- 68. The Applicant shall hold harmless the City, its Council Members, its Planning Commission, officers, agents, employees, and representatives from liability for any award, damages, costs and fees incurred by the City and/or awarded to the plaintiff in an action challenging the validity of this tentative subdivision map or any environmental or other documentation related to approval of this tentative subdivision map.
- 69. Construction practices shall conform to the standards adopted by the Butte County Air Quality Management District, which requires that 1) fugitive dust emissions related to construction of public improvements for the subdivision be controlled at all times, 2) all clearing, grading, earth moving or excavation activities must cease during periods of wind exceeding 15 miles per hour averaged over one hour, and 3) large off-road diesel equipment used for grading at the site must be maintained in good operating conditions.

**RESOLUTION NO.
2022-R-008**

70. Note on a document to be recorded concurrently with the Final Map that agricultural spraying and keeping of livestock may occur on surrounding properties and that such agricultural uses are permitted by the zoning of those properties and will not be abated unless the zoning changes.

71. The canal owned and maintained by the Biggs West Gridley Water District, APN 009-290-057, known as the Sutter Butte Canal, shall be piped underground at the time of construction, or in a manner satisfactory to the Biggs West Gridley Water District.

72. Prior to filing a Final Map, an application to LAFCo for the detachment of the annexation territory from the Biggs West Gridley Water District shall be made, including all applicable filing fees.

I HEREBY CERTIFY that the foregoing resolution was duly introduced and passed at the regular City Council meeting of the City of Gridley held on the 21st day of March 2022, by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

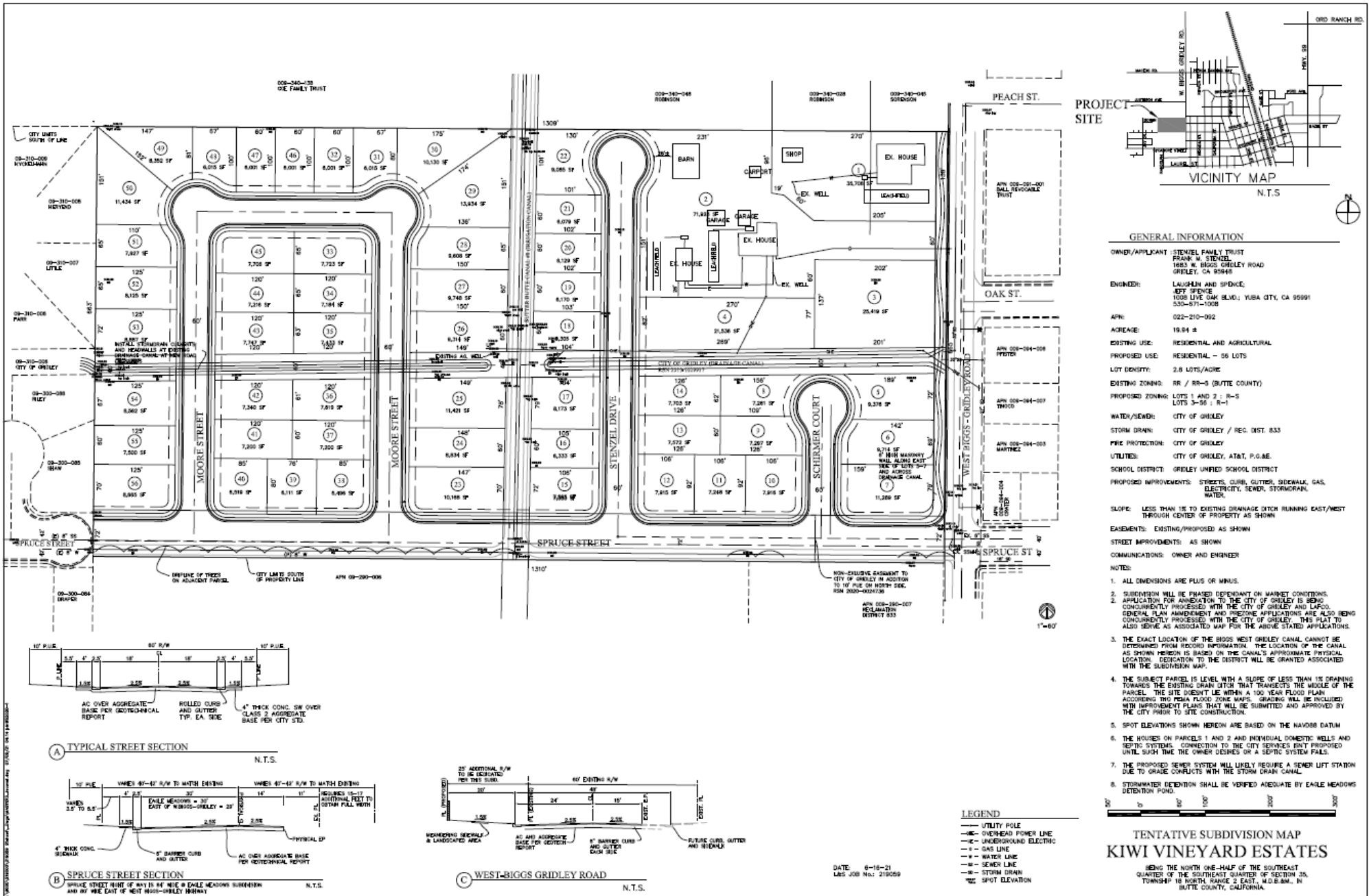
ABSTAIN: COUNCIL MEMBERS

ATTEST:

APPROVE:

Cliff Wagner, City Clerk

Bruce Johnson, Mayor



**RESOLUTION OF THE CITY OF GRIDLEY ACCEPTING THE ANNEXATION OF APPROXIMATELY
20.0 ACRES FROM BUTTE COUNTY INTO THE INCORPORATED BOUNDARY OF THE CITY OF
GRIDLEY (APN 009-290-006 & 009-290-057)**

WHEREAS, the City of Gridley approved a Tentative Subdivision Map to develop one parcel totaling approximately 19.95 acres in order to create a total of sixty (60) lots for a single-family residential use and has been assigned the file number Tentative Subdivision Map No. 1-20; and,

WHEREAS, the proposed project area includes the lands owned by the Biggs West Gridley Water District, APN 009-290-057 consisting of approximately 0.46 acres; and,

WHEREAS, both parcels lie within the boundaries of the County of Butte; and,

WHEREAS, Butte County Local Agency Formation Commission held a meeting March 3, 2022 approving the application to annex both properties consisting of the Lands of Stenzel, APN 009-290-006 and the Lands of Biggs West Gridley Water District, APN 009-290-057; and,

WHEREAS, the City of Gridley acknowledges the action taken by the Local Agency Formation Commission and desires to accept the lands into the incorporated boundary of the City of Gridley.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
GRIDLEY, AS FOLLOWS:**

1. A map of the affected territory is set forth in Exhibit A, attached hereto and by reference incorporated herein is accepted to be annexed into the incorporated boundary of the City of Gridley.
2. The annexed property shall be subject to the approved Tentative Subdivision Map 1-20, its Conditions of Approval, approved by Resolution Number 2022-R-008, by reference incorporated herein, which supersedes 2021-R-020 in its entirety.
3. The reasons for the proposal are to expand the land area in the City of Gridley to accommodate additional lands for residential use conforming to the requirements of the State of California Housing and Community Development Department Regional Housing Needs Assessment (RHNA) and to meet the 2020 allocation of an additional three hundred and forty-five housing (345) units as determined by the Butte County Association of Governments.
4. The proposal is consistent with the Sphere of Influence of the annexing of lands to the City of Gridley.

RESOLUTION NO.
2022-R-009

I HEREBY CERTIFY that the foregoing resolution was duly introduced and passed at the regular City Council meeting of the City of Gridley held on the 21st day of March, 2022, by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ATTEST:

APPROVE:

Cliff Wagner, City Clerk

Bruce Johnson, Mayor

EXHIBIT A

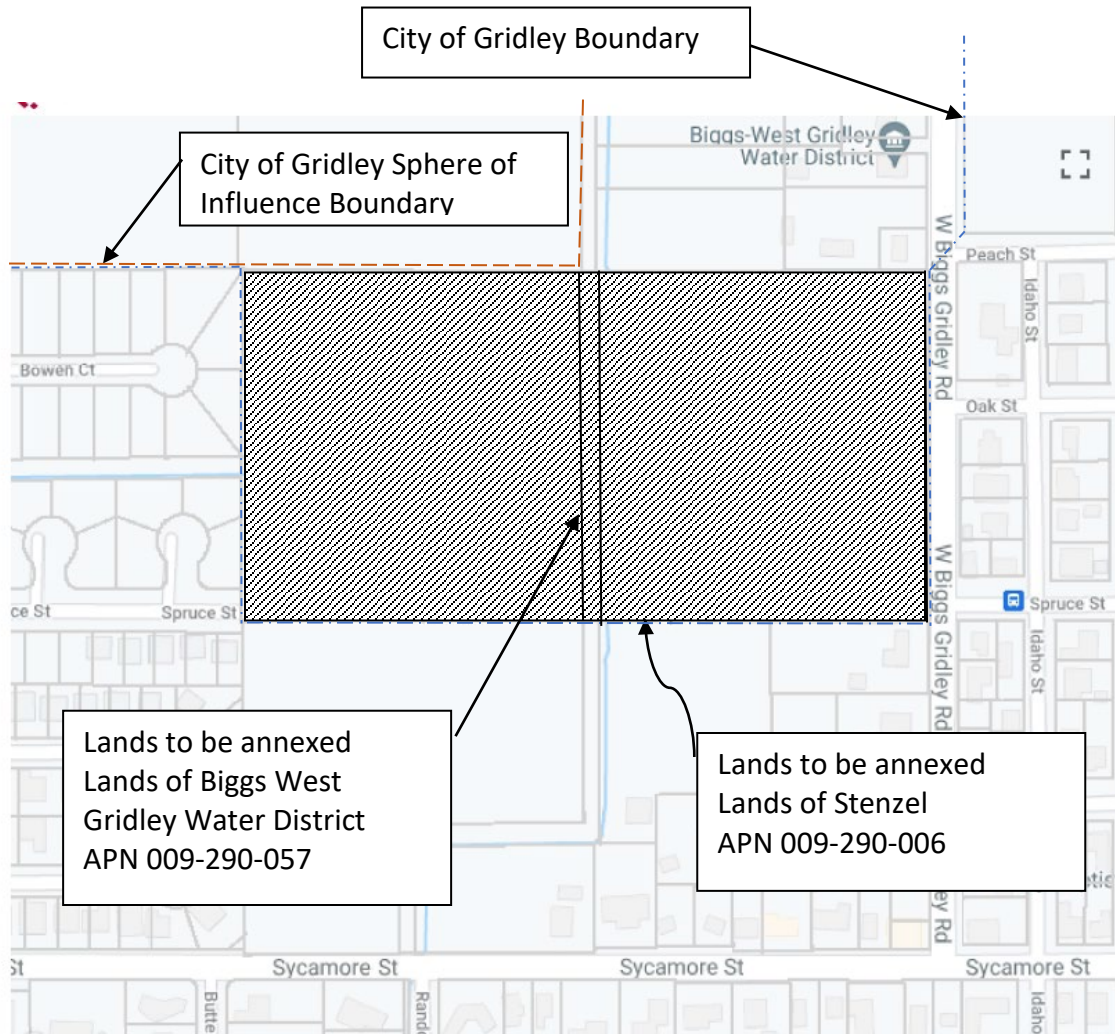


FIGURE 1
PLAT OF LANDS ANNEXED INTO THE CITY OF GRIDLEY BY LAFCO RESOLUTION
NO. 10 2021/2022 AND ACCEPTANCE BY RESOLUTION 2022-R-009

RESOLUTION NO. 10 2021/22

**RESOLUTION OF THE LOCAL AGENCY FORMATION COMMISSION
OF THE COUNTY OF BUTTE
MAKING DETERMINATIONS AND ORDERING THE ANNEXATION OF
TERRITORY DESIGNATED AS 22-05 CITY OF GRIDLEY
WEST BIGGS GRIDLEY ROAD ANNEXATION NO. 2**

RESOLVED, by the Local Agency Formation Commission of the County of Butte, State of California, that

WHEREAS, a proposal for the annexation of two parcels totaling approximately 20 acres in size to the City of Gridley in the County of Butte was heretofore submitted by the City of Gridley, which was accepted for filing on January 6, 2021 by the Executive Officer of this Local Agency Formation Commission pursuant to Title 5, Division 3, commencing with Section 56000 of the Government Code; and

WHEREAS, the Executive Officer, pursuant to Government Code Section 56658, set March 3, 2022, as the hearing date on this proposal and gave the required notice of public hearing; and

WHEREAS, the Executive Officer, pursuant to Government Code Section 56665, has reviewed this proposal and prepared a report, including recommendations thereon, and has furnished a copy of this report to each person entitled to a copy; and

WHEREAS, this Commission called for and held a hearing on March 3, 2022, and at the hearing this Commission heard and received all oral and written protests, objections and evidence which were made, presented or filed, and all persons present were given an opportunity to hear and be heard with respect to this proposal and the report of the Executive Officer; and

WHEREAS, this Commission considered the factors determined by the Commission to be relevant to this proposal, including, but not limited to, factors specified in Government Code Section 56668; and

NOW, THEREFORE, the Local Agency Formation Commission of the County of Butte **DOES HEREBY RESOLVE, DETERMINE AND ORDER** as follows:

Section 1. Environmental Action:

- A. The City of Gridley, as lead agency, prepared an Initial Study/Mitigated Negative Declaration for the annexation proposal and the proposed residential subdivision (Kiwi Vineyards Estates), which addressed issues related to the effect of urban development and the impacts to public services. The Initial Study/Mitigated Negative Declaration did not identify any significant impacts associated with the project that would not support the requested annexation.
- B. As a "Responsible Agency" under CEQA Guidelines, prior to approving the proposed annexation, the Commission is required to consider the information in the Initial Study/Mitigate Negative Declaration for the project on which the Lead Agency based its Notice of Determination.
- C. The Commission finds that the Lead Agency's Initial Study/Mitigated Negative Declaration was prepared in accordance with the requirements of CEQA Guidelines and is consistent with State law and that the City's environmental

RESOLUTION NO. 10 2021/22

document prepared for this annexation is determined to be legally adequate pursuant to CEQA Guidelines Section 15063(2).

Section 2. General Terms and/or Conditions:

- A. The Commission has considered the factors determined by the Commission to be relevant to this proposal, including, but not limited to, Butte LAFCo Policies and Procedures, Sphere of Influence and General Plan consistency, the City of Gridley Municipal Service Review, the Domestic Water and Wastewater Service Providers Municipal Service Review, the City of Gridley 2030 General Plan and 2030 General Plan EIR, the City of Gridley Zoning Ordinance, and other factors specified in Government Code Section 56668 and as described in the staff report dated February 23, 2022 for the March 3, 2022 meeting.
- B. The Commission waives protest proceedings pursuant to Government Code Section 56663 (Waiver of Protest Proceedings). Pursuant to this code section, the Commission finds that the subject territory is uninhabited, all affected landowners have given written consent to the annexation, and no affected agency has provided written opposition of the proposal.
- C. The annexation area consists of two parcels totaling approximately 20 acres, as submitted by the City of Gridley and as described in Exhibit "A".
- D. The subject area is found to be uninhabited, and is assigned the following short form designation: 22-05 - City of Gridley – West Biggs Gridley Road Annexation No. 2.
- E. The exchange of property tax revenues between the County of Butte and the City of Gridley will be performed in accordance with the Master Tax Exchange Agreement approved by the City of Gridley (Resolution No. 3514 on February 4, 1980) and by the County of Butte (Resolution No. 80-15 on January 22, 1980).
- F. The purpose of the annexation is to support orderly jurisdictional boundaries, to provide for logical, efficient, and effective jurisdictional boundaries, and for the provision of City of Gridley municipal services for existing and future development within the territory.
- G. The Commission finds that the economic and social benefits of the proposed project documented in the EIR and the Sphere of Influence Plan, such as expanding the housing opportunities and economic growth opportunities in the City of Gridley, outweigh the adverse impacts of the conversion of prime agricultural land, an impact which cannot be eliminated or reduced to a level that is less than significant and which is unavoidable as the City grows.
- K. The parcels proposed for annexation will be detached from the following districts:
 - 1. County Service Area No. 164 (Butte County Animal Control District); and
 - 2. Butte County Resource Conservation District.

Section 3. Conditions adopted by LAFCo:

- 1. All LAFCo, County of Butte, and State of California fees must be paid in full prior to filing the Certificate of Completion.

RESOLUTION NO. 10 2021/22

2. The legal description and map, if amended by action of the Commission, will be revised at the expense of the applicant, prior to filing the Certificate of Completion.
3. The map and legal description shall comply with the State Board of Equalization requirement and if rejected by the State Board of Equalization, will be revised at the expense of the applicant.
4. A note shall be placed on the final map requiring that the canal owned by the Biggs West Gridley Water District, referred to as the Sutter Butte Canal on the proposed tentative parcel map, shall be piped underground at the time of construction, or in a manner satisfactory to the Biggs West Gridley Water District.
5. Prior to filing of the final map, an application to LAFCO for the detachment of the annexation territory from the Biggs West Gridley Water District shall be made, including all applicable filing fees.

Section 4. The boundaries, as set forth in the proposal or as amended by action of the Commission, are hereby approved as submitted and are as described in Exhibit "A" attached hereto and by this reference incorporated herein.

Section 5. The Executive Officer is hereby authorized and directed to mail certified copies of this Resolution as provided in Section 56882 of the Government Code.

PASSED AND ADOPTED by this Local Agency Formation Commission of the County of Butte, on the 3rd day of March 2022, by the following vote:

AYES: Commissioners Bolin, Kimmelshue, Connelly, Sharman, Sheppard and Chair Leverenz

NOES: None

ABSENT: Commissioner McGreehan

ABSTAINS: None

ATTEST:


Steve Lucas
Clerk of the Commission


CARL LEVERENZ, Chair
Butte Local Agency Formation Commission

Item #3

California Health Collaborative – Si Se Puede
Youth Presentation (requested by
Councilmember Sanchez)

City Council Agenda Item #4
Staff Report

Date: March 21, 2022

To: Mayor and City Council

From: Cliff Wagner, City Administrator

Subject: Appointment to Fill Planning Commission Vacancies

X	Regular
	Special
	Closed
	Emergency

Recommendation

City staff respectfully recommends that the City Council make appointments to fill the Planning Commissioner seat vacancies.

Background

In keeping with the Council's previous direction, staff advertised the Planning Commission vacancy and utilized an application and letter of interest process. Three applications were received and at the March 7, 2022, City Council meeting the applicants gave brief presentations expressing their experience and interest in serving on the Planning Commission.

Tonight, Council will choose two Commissioners utilizing a simple nomination process following the Roberts Rules of Order to decide who will be appointed. The new Commissioners' term will start at the April 20, 2022, Planning Commission meeting.

Financial Impact - None

Compliance with City Council Strategic Plan or Budget Goals

The City Council and City staff are committed to providing effective leadership while providing quality cost effective local government services.

Attachments - None

City Council Agenda Item #5

Staff Report

Date: March 21, 2022

To: Mayor and City Council

From: Elisa Arteaga, Finance Director

Subject: Resolution No. 2022-R-010: A Resolution of the City of Gridley Authorizing the Modification of the 2021-2022 Budget by Appropriating Supplemental Funds

X	Regular
	Special
	Closed
	Emergency

Recommendation

Staff respectfully requests the City Council review and consider approval of the supplemental appropriations to the FY 21-22 Budget and approval of Resolution No. 2022-R-010, "A Resolution of the City of Gridley Authorizing the Modification of the 2021-2022 Budget by Appropriating Supplemental Funds", by reading of title only.

Background

On March 3rd and 4th, 2022, the City Council held two budget study sessions and discussed the budgetary line items within each department. There was discussion relating the projected expenditures and a detailed comparison provided within each department. Before mid-year budget study sessions, finance staff meets with all department directors in several meetings to review projections and make any necessary changes to the budget based on current project costs, unanticipated inflation additional expenses. Following those meetings finance staff prepares the reports for City Council's review. Mid-year review provides an opportunity for City Council as well as the public to meet and discuss any concerns relating to the projected expenditures, personnel costs, update on revenue, and status of capital projects. During the sessions City Council may recommend any additional amendments to the projects and expenditures. Attached is the resolution with the supplemental appropriations which allows for changes to line items within the FY 21-22 budget.

Fiscal Impact

The budget will be revised per supplemental appropriations in the resolution, the total impact of the supplemental appropriation was a total increase to the entire budget of \$454,243.99.

Compliance with City Council Strategic Plan or Budget Goals

The City Council and City staff are committed to provide the best possible financial practices and the highest possible transparency regarding all financial transactions. This presentation is consistent with our ongoing effort to be responsive and transparent regarding all financial matters, as well as be congruent with best financial practices.

Attachments

Resolution No. 2022-R-010 with Exhibit A

**A RESOLUTION OF THE CITY OF GRIDLEY AUTHORIZING THE MODIFICATION OF THE 2021-2022
BUDGET BY APPROPRIATING SUPPLEMENTAL FUNDS**

WHEREAS, the City of Gridley has Memorandums of Understanding (MOU) with labor groups representing city employees; and

WHEREAS, the MOU's have provisions for mid year adjustments in the salaries or benefit structure based on cost-of-living indexes or other criteria that are estimated at the time of the initial budget preparation; and

WHEREAS, additional changes have occurred since the implementation of the current budget that has adversely affected expenditures such as communications, fuel costs, supplies and additional services that are unavoidable per consumer price index; and

WHEREAS, a listing of the recommended adjustments has been provided to the Council for review;

NOW, THEREFORE, be it resolved by the Gridley City Council to approve the supplemental appropriation from the stated chart of account codes for the funding of mid-year adjustments per Exhibit "A" attached hereto.

I HEREBY CERTIFY that the foregoing resolution was duly introduced and passed at a regular meeting of the City Council of the City of Gridley held on the 21st of March 2022, by the following vote:

AYES: COUNCIL MEMBERS

NOES: COUNCIL MEMBERS

ABSENT: COUNCIL MEMBERS

ABSTAIN: COUNCIL MEMBERS

ATTEST:

APPROVE:

Cliff Wagner, City Clerk

Bruce Johnson, Mayor

Resolution 2022-R-010 Exhibit "A"

COA#	Account Name	Recommended Appropriation
010-4010-51000	Council Personnel	\$ 30,000.00
010-4010-52100	Communications	\$ 1,500.00
010-4010-53000	Equipment Mtn.	\$ (1,500.00)
010-4010-53300	Memberships	\$ (2,000.00)
010-4010-53600	Professional	\$ 26,000.00
010-4010-53700	Publications	\$ 130.00
010-4010-54000	Special Dept.	\$ 7,000.00
010-4010-55000	Contributions	\$ (16,000.00)
010-4010-56300	Equipment	\$ (1,170.30)
010-4011-51000	Council Abatement Personnel	\$ (41,700.00)
010-4011-52400	Insurance	\$ (3,642.91)
010-4011-54000	Special Dept.	\$ (263.52)
010-4020-51000	Clerk/Admin Personnel	\$ 11,700.00
010-4020-53300	Memberships	\$ 4,500.00
010-4020-53600	Professional	\$ (45,000.00)
010-4030-53600	Professional	\$ 40,000.00
010-4030-57012	Administration Costs	\$ (0.02)
010-4100-52100	Communications	\$ 8,000.00
010-4100-53500	Office	\$ (3,027.96)
010-4100-53600	Professional	\$ 15,300.00
010-4100-53700	Publications	\$ (192.45)
010-4100-54000	Special Dept.	\$ (17,000.00)
010-4107-3200	Maintenance - Structures	\$ (286.00)
010-4180-51000	Finance Personnel	\$ 15,000.00
010-4180-52100	Communications	\$ 14,400.00
010-4180-53000	Equipment Mtn.	\$ 5,000.00
010-4180-53700	Publications	\$ (1,100.00)
010-4180-54000	Special Dept.	\$ (3,000.00)
010-4180-54300	Trans. & Travel	\$ (200.00)
010-4180-54350	TUITION REIMB.	\$ (56.58)
010-4180-55500	Judgements	\$ (432.27)
010-4180-56300	Equipment	\$ (24,607.66)
010-4200-52100	Communications	\$ 28,000.00
010-4200-53600	Professional	\$ (28,000.00)
010-4200-53960	Fuel	\$ 10,000.00
010-4200-54001	RSVP	\$ (220.10)
010-4200-54300	Tuition & Training	\$ 5,000.00
010-4200-54400	Utilities	\$ (20,000.00)
010-4207-53600	Professional	\$ 890.00
010-4207-54000	Special Dept.	\$ 8,400.00
010-4208-52100	Communications	\$ (480.00)
010-4210-52100	Communications	\$ 12,500.00

Resolution 2022-R-010 Exhibit "A"

010-4210-52300	Household Exp.	\$	(5.14)
010-4210-54400	Utilities	\$	(7,000.00)
010-4210-56300	Equipment	\$	16,700.00
010-4230-52000	Safety Clothing	\$	(1,032.00)
010-4230-52100	Communications	\$	800.00
010-4230-53200	Mtnce-Structure	\$	(352.02)
010-4230-53300	Memberships	\$	500.00
010-4230-53500	Office	\$	(104.32)
010-4230-53700	Publications	\$	(11.70)
010-4230-54000	Special Dept.	\$	(200.00)
010-4230-54400	Utilities	\$	(2,000.00)
010-4330-52100	Communications	\$	300.00
010-4330-52400	Insurance	\$	(616.20)
010-4330-53000	Equipment Mtn.	\$	(157.88)
010-4330-53500	Office	\$	22.39
010-4340-52100	Communications	\$	7,800.00
010-4340-53600	Professional	\$	4,000.00
010-4340-53700	Publications	\$	100.00
010-4340-53950	Small Tools	\$	200.00
010-4340-53960	Fuel	\$	37,000.00
010-4340-54300	Transportation and Travel	\$	(1,000.00)
010-4340-54400	Utilities	\$	(1,200.00)
010-4340-56100	Struct.&Improve	\$	3,000.00
010-4350-52100	Communications	\$	4,000.00
010-4350-53200	Mtnce-Structure	\$	(4,300.00)
010-4350-53800	Rents - Equipment	\$	(333.33)
010-4350-53950	Small Tools	\$	(1,000.00)
010-4350-54400	Utilities	\$	(10,000.00)
010-4350-56300	Equipment	\$	(11,633.33)
010-4480-54000	Special Dept.	\$	4,000.00
390-4392-56100	Structures and Improvements	\$	(10,000.00)
390-4396-56100	Struct.&Improve	\$	10,000.00
400-4400-53000	Equipment Mtn.	\$	5,000.00
420-4392-54000	Special Departmental Expense	\$	(2,537.00)
425-4310-53600	Professional	\$	150.00
440-4440-54000	Special Dept.	\$	20,000.00
480-4480-54000	Special Dept.	\$	6,000.00
495-4360-53600	Professional	\$	2,000.00
500-4500-52100	Communications	\$	830.00
500-4500-52400	Insurance	\$	(502.70)
500-4500-53000	Equipment Mtn.	\$	(327.30)
500-4500-53500	Office	\$	700.00
500-4500-53600	Professional	\$	4,000.00
500-4500-53700	Publications	\$	(1,800.00)

Resolution 2022-R-010 Exhibit "A"

500-4500-53800	Rents-Equipment	\$	86.00
500-4500-54000	Special Dept.	\$	16,000.00
500-4500-54300	Trans. & Travel	\$	(2,000.00)
500-4500-57004	Finance Cost Rc	\$	(1,899.57)
500-4500-57012	Admin. Cost Rec	\$	(0.14)
500-4509-53600	Professional	\$	125.00
581-4581-53000	Equipment Mtnc.	\$	(100.00)
581-4581-53950	Small Tools	\$	100.00
581-4581-56300	Equipment	\$	9,000.00
582-4582-56300	Equipment	\$	9,000.00
600-4600-52300	Household Exp.	\$	1,000.00
600-4600-53000	Equipment Mtnc.	\$	17,000.00
600-4600-53300	Memberships	\$	(1,000.00)
600-4600-53600	Professional	\$	(20,000.00)
600-4600-54000	Special Dept.	\$	108,313.00
600-4600-54101	Power Purchase	\$	155,000.00
600-4600-54650	Taxes/Permits	\$	(5,527.00)
600-4600-55350	Taxes/Fees	\$	5,527.00
600-4600-56100	Struct.&Improve	\$	130,000.00
600-4600-56300	Equipment	\$	(17,000.00)
600-4600-56400	Construction In Progress	\$	(104.00)
600-4600-56401	Struct/Imp.Cap	\$	(5,978.00)
600-4600-56404	Inventory Capital Outlay	\$	(75,000.00)
630-4630-53300	Memberships	\$	2,000.00
630-4630-53500	Office	\$	(2,000.00)
630-4630-54650	Taxes/Permits	\$	2,000.00
650-4651-52100	Communications	\$	4,000.00
650-4651-53000	Equipment Mtnc.	\$	2,000.00
650-4651-53200	Mtnce-Structure	\$	(2,000.00)
650-4651-53970	Chemicals	\$	(1,000.00)
650-4651-53975	Testing and Lab	\$	500.00
650-4651-54000	Special Dept.	\$	(3,500.00)
650-4651-54650	Taxes/Permits	\$	5,900.00
672-4200-53000	Equipment Maintenance	\$	(4,854.41)
672-4200-56300	Equipment	\$	24,226.41
700-4700-53000	Equipment Mtnc.	\$	(2,000.00)
700-4700-53600	Professional	\$	2,000.00
010-4020-51000	Salaries (Hazzard Pay)CARB	\$	(9,000.00)
010-4200-51000	Salaries (Hazzard Pay)CARB	\$	(24,000.00)
600-4500-51000	Salaries (Hazzard Pay)CARB	\$	(10,500.00)
630-4630-51000	Salaries (Hazzard Pay)CARB	\$	(16,500.00)
926-0000-51000	ARPA (Hazzard Pay Expense)	\$	60,000.00
600-0000-49720	General Misc Exp. (Multi Year Rev 2012-2022 CARB)	\$	(1,616,977.01)
928-0000-49720	Greenhouse Carbon Credits REV (new fund)	\$	1,616,977.01

Resolution 2022-R-010 Exhibit "A"

600-0000-49720	Electric Misc. Expense (CARB)	\$	(778,500.00)
600-0000-49720	Electric Misc. Expense (CARB)	\$	(102,600.00)
928-0000-61000	Greenhouse Carbon Credit Exp	\$	881,100.00
	Total	\$	454,243.99

City Council Agenda Item #6
Staff Report

Date: March 21, 2022

To: Mayor and City Council

From: Cliff Wagner, Administrator

X	Regular
	Special
	Closed
	Emergency

Subject: Informational Update on Assignment Administration Agreement with NCPA for Western Area Power Administration (WAPA) Base Resource Percentage (2025 Western AAA) Management

Report

Pursuant to requirements from the Western Area Power Administration, (WAPA), in association with the Northern California Power Association, (NCPA), City staff has completed Request for Assignment of Base Resource Percentage process. Staff as well as the City Attorney has reviewed the NCPA Assignment Administration Agreement (AAA) and it is prepared for submission.

Background

The City of Gridley has historically assigned their Western Area Power Administration Base Resource Percentage to NCPA for joint administration. The current AAA agreement is scheduled to terminate at the end of 2024.

On September 25, 2020, the City of Gridley entered into contract 20-SNR-02325 ("Assignment Contract") whereby the City assigned its Base Resource Percentage to NCPA in order for NCPA to create a power resource portfolio for the mutual benefit of participating Members.

Financial Impact

The costs associated with the AAA agreement are currently reflected in the electric fund cost projections for portfolio administration and services. Renewal of this agreement does not represent a change in costs.

Compliance with City Council Strategic Plan or Budget Goals

The City Council and City staff are committed to engage the best possible financial practices and the highest possible transparency regarding all financial transactions and service delivery to city residents. This proposal is consistent with our ongoing effort to promote financially responsible policies, be responsive and transparent regarding all financial matters, as well as be congruent with best practices.

Attachments

- NCPA Assignment Administration Agreement - Available for public review at the Administration Counter in City Hall

City Council Agenda Item #7
Staff Report

Date: March 21, 2022

To: Mayor and City Council

From: Elisa Arteaga, Finance Director

Subject: Award of Contract for 2018 CDBG-DR Multifamily Housing Program

X	Regular
	Special
	Closed
	Emergency

Recommendation

Staff respectfully requests the City Council review and approve the proposal from Housing Tools and authorize the City Administrator to sign the contract for 2018 CDBG Multi-Family Housing Program Administrative Oversight.

Background

The City of Gridley is a recipient of a \$2.3 million-dollar CDBG Disaster Recovery Program (CDBG-DR). This program will assist the City of Gridley to recover for disasters especially in low-income areas. The program guidelines require agencies assisted by this program to report to HUD and other federal agencies. There is a broad range of activities that can help communities that requires oversight and must meet national objectives; benefit to low- and moderate-income persons, aid in the prevention or elimination of slums or blight and meet any urgent needs. These activities include disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted areas. Staff has submitted Requests for Proposals to assist with multi-family housing program administrative oversight and one proposal was received from Housing Tools.

To move forward with grant objectives and timelines, staff is recommending approval of the proposal. Housing Tools has also been awarded other city and county administrative contracts. They have extensive experience and expertise with Department of Housing and Urban Development (HUD) and California Department of Housing & Community Development (HCD) regulations and reporting requirements. Attached is the contract and proposal for services for Council's consideration.

Financial Impact

Funding is provided through 2018 CDBG-DR Multifamily Housing Program as outlined in grant guidelines.

Compliance with City Council Strategic Plan or Budget Goals

The City Council and City staff are committed to provide the best possible financial practices and the highest possible transparency regarding all financial transactions. This presentation is consistent with our ongoing effort to be responsive and transparent regarding all financial matters, as well as be congruent with best financial practices.

Attachments

- Award of Funds Notification
- Housing Tools Proposal and Contract



Award Notification Letter

Dear City of Gridley,

Congratulations! This is to inform you that your application is now awarded.

Project: City of Gridley MSA

Program: CDBG-DR Multifamily Housing Program
- 2018

Notification Date: 10/06/2021

Approval Date:

Approved Amount: \$2,394,037.00

Federal Awards:

- ORG0017 CDBG-DR Unmet Need
Grant 1 Disaster Year 2018:
\$2,394,037.00
 - Agency: HUD
 - Fiscal Year: 2018
 - CFDA: 14.228

Total Federal: \$2,394,037.00

Other Awards: No non-federal funds were included in
this award.

Total Match: \$0.00

Period of Performance: 10/13/2021 - 08/31/2051

**Award/Contract
Number:** 21-DRMHP-21010

Ein: 94-6000344



Response to Request for Proposals:
2018 CDBG Multi-Family Housing Program
Administrative Oversight

RFP 98-21

City of Gridley

Submitted by
 **HousingTools**

February 17, 2022

February 17, 2022

Elisa Arteaga
Finance Director
City of Gridley, California
685 Kentucky Street
Gridley, CA 95948

RE: RFP 98-21, posted January 28, 2022

Dear Ms. Arteaga:

Housing Tools is pleased to present the enclosed proposal for the above-referenced RFP. We believe that we are well qualified to implement these services because of our deep local knowledge, extensive experience working with HUD and HCD, and capacity to bring together our grant management expertise and housing development acumen.

Senior Managers Sherry Morgado and James Coles have spent much of their careers working in Butte County, and most of our firm's work has been focused on assisting North State communities. We understand the challenges and opportunities that are unique to the City of Gridley, and we care deeply about the community's health and well-being. Our practical experience combines government grant management and housing development. This combination of perspectives will provide a holistic approach to the services required by this RFP— a firm understanding of the regulatory framework complimented by an appreciation for the nuts and bolts of financing and building housing. We have rounded out our project team by bringing on Tanya Birks as a consultant subcontractors for this proposal. Tanya is a CDBG-DR specialist, having worked at HUD and a national consulting firm to assist disaster impacted communities across the country

We have been awarded the City of Chico and Butte County CDBG-DR MHP Administrative contracts, and we believe that working on the Gridley and Butte County contracts together will facilitate effective and efficient coordination that will benefit both jurisdictions. I am authorized to represent the firm for contract purposes and may be reached at (530) 513-3116 or jcoles@housing-tools.com. The company address and phone number is listed in the letterhead above. Our federal tax ID is 47-2763410. The cost quote in this proposal is valid for at least 90 days.

Sincerely,

James Coles
Principal, Housing Tools



II. Table of Contents

	Page
III. Experience Summary	1
IV. Contractor Capabilities	8
V. Cost	11
VI. Draft Scope of Work	12
Attachment A: Itemized Budget	
Attachment B: Resumes	



III. Experience Summary

Background

James Coles founded Housing Tools in 2012 after spending seven years in nonprofit housing development and five years in municipal housing management. The firm was established to provide services that are efficient, timely, practical and responsive to client needs. Our expertise is built on practical experience in successfully financing and implementing housing and community development programs and projects. We have developed a niche in providing services to midsize and rural northern California communities, and have a deep understanding of the challenges they face, as well as proven strategies that produce results. Housing Tools has two focus areas— community development through local governance, and affordable housing development. Our small, experienced staff is driven to provide customized, attentive service to government agencies with minimum administrative overhead and maximum efficiency. The firm has grown to a staff of eight employees, and we have experienced significant growth over the last two years in terms of the number and variety of contracts and staff size. For this proposal, we have also brought on two senior management-level subcontracting consultants who have expertise relevant to the RFP that will round out our team.

Housing Tools brings local experience, knowledge and commitment to this project. Our firm has assisted Butte County and the Butte Countywide Continuum of Care in various capacities over the past nine years. Our Community Development Manager, Sherry Morgado, has lived and worked in Chico for over 15 years, and two of our other staff members also live in Chico. This has provided us with a strong understanding of the opportunities and challenges that communities in the area face. We will apply this knowledge to efficiently leverage local resources to meet community needs.

Federal Grant Management Experience

The management of federal grants is one of our firm's core competencies. James Coles, Housing Tools Principal, Sherry Morgado, Community Development Manager, and Jamie McLeod, Senior Project Manager, have worked for California cities as both housing program managers as well as consultants, implementing HOME and CDBG grants through both HUD and HCD. Consultant Tanya Birks has over 10 years of experience managing CDBG-DR grants.

James has utilized HOME and CDBG funding sources throughout his career as an affordable housing developer, city government manager, and consultant. During his 5-year tenure working with Sherry at the City of Chico, James oversaw its CDBG and HOME entitlement grants, with an annual budget that exceeded \$1 million between the two programs. He implemented a variety of CDBG-funded programs and projects, including community facilities, public infrastructure, rental new construction, housing rehabilitation, self-help homeownership, mortgage assistance, and Tenant Based Rental Assistance. Administration of the CDBG and HOME funds included preparation of annual and Five Year Consolidated plans, budgeting, IDIS reporting, project



development and analysis, financing, NEPA review, Davis-Bacon labor compliance, drafting of agreements, and compliance monitoring.

Sherry was a Senior Community Development Specialist with the City of Modesto for four years, where she managed the CDBG, HOME and ESG grants for the City, including supervision of the Housing Rehabilitation program staff. She then became the Director of Housing and Neighborhood Services for the City of Chico for more than six years, also managing CDBG, HOME and RDA Housing funds. In both positions, she worked directly with developers, non-profit organizations, and neighborhood groups to deliver high-quality community infrastructure and facilities, as well as affordable housing and homeless shelters. Both James and Sherry completed the HUD HOME Specialist Certification course during their tenure as city staff.

While employed at the Sacramento Housing and Redevelopment Agency, Jamie was the HOME Administrator for the City and County of Sacramento, responsible for ensuring all HOME funds were spent according to HUD's rules and regulations including inputting project information into the IDIS system, ensuring the projects met all labor compliance standards, and drawdown of funds. At the City of Woodland, Jamie was responsible for the management of CDBG, HOME, CalHome, and various other State and Federal funding sources, including administration of HOME grants. Jamie had primary responsibility for reporting to and coordinating with State HCD on these grants.

As consultants with Housing Tools, James, Sherry, and Jamie have assisted cities and counties with all aspects of the management of HOME and CDBG grants. Services have included project compliance monitoring, project feasibility evaluation, project management, strategies to meet commitment and expenditure obligations, policy development, completion of federal and state reports, and preparation of staff reports and resolutions for elected officials. In addition, James and Jamie have performed monitoring to ensure compliance with Davis-Bacon Federal Labor Standards, and have trained general contractors in these standards, including how to prepare all requirement documents and ensure proper recordkeeping.

Consultant Tanya Birks has extensive grant management experience with an emphasis in disaster recovery. At Grantworks, Inc., Tanya became a subject matter expert in CDBG-DR, FEMA, CDBG, and HOME. At HUD, Tanya administered CDBG-DR to plan, design, administer, implement, and monitoring housing programs. She also helped to develop Unmet Needs Analyses, Action Plans, program design for housing, infrastructure and economic development programs, and conducted environmental review, compliance monitoring, and financial management. In this work, Tanya became proficient in the use of the Federal Disaster Recovery Grant Reporting (DRGR) system to initiate and monitor CDBG-DR activities and accomplishments.



HUD Experience

Butte County DR-MHP Administrator, 2021-current— administer \$64 million in DR-MHP funds for Butte County.

City of Chico DR-MHP Administrator, 2021-current— administer \$32 million in DR-MHP funds for the City of Chico.

City of Grass Valley CDBG Administrator, 2021-2022— CDBG Administrator for a \$3.5 million CDBG grant through HCD for the Memorial Park expansion.

Housing Tools Contract with City of Chico, 2012-2021— provided HOME and CDBG compliance monitoring services, including monitoring of State-funded HOME rental projects, CDBG-funded public facilities, and CDBG-funded public services.

Housing Tools Contract with City of Corning (on-going)— monitoring and reporting for CDBG and HOME grants, including monitoring of a 47-unit HOME-funded rental project.

Housing Tools Contract with City of Biggs (on-going)— on-call grant consulting services for both State CDBG and HOME grants received by the City.

Housing Tools Contract with City of Salinas, 2015-2016— managed HOME funding underwriting, commitment and monitoring of a 40-unit rental project rehabilitation for Low Income families.

Housing Tools Contract with Community Action Agency, 2012-2013— managed construction of a 50-unit affordable rental complex called North Point Apartments in Chico, CA.

Housing Tools Contract with Alternatives to Violence (now Empower Tehama), 2012-13
Assisted Alternative to Violence in Red Butte, Tehama County, to raise funds to build a shelter for victims of domestic violence, including a \$1 million State CDBG application.

State Housing and Community Development (HCD) Experience

Housing Tools has worked with HCD as a grant administrator and as a consultant to housing developers. In addition, Housing Tools senior staff James Coles, Sherry Morgado, and Jamie McLeod have worked with HCD throughout their careers. Below are lists of some of Housing Tools' most noteworthy projects with HCD.

Grant Administration experience:

- City of Willows HOME grant
- City of Grass Valley CDBG grant
- City of Corning HOME and CDBG monitoring and reporting
- City of Biggs HOME and CDBG monitoring and reporting



- Empower Tehama CDBG and EHAP grants
- No Place Like Home (NPLH) technical assistance for the Counties of Amador, Del Norte, Glenn, Lassen, Plumas, Sierra, and Siskiyou
- Glenn County-City of Willows-City of Orland, Joint Permanent Local Housing Allocation (PLHA) Application
- Siskiyou County, PLHA Application
- Plumas County, PLHA Application

Housing Development Experience:

- Burbank Housing, Gravenstein Apartments, Loan Portfolio Restructure
- East Bay Asian Local Development Corporation (EBALDC), West Grand and Brush, Multifamily Housing Program (MHP) Application, Infill Infrastructure Grant Application
- Affordable Housing Development Corporation (AHDC) Infill Infrastructure Grant Application
- Visionary Home Builders, La Passaggiata, Transit Oriented Development (TOD) Application
- Shasta Regional Transit Authority, Redding Downtown Loop and Affordable Housing Project, Affordable Housing Development Corporation (AHDC) Application
- PEP Housing, River City Senior Apartments, Veterans Homeless Housing Program (VHHP) Application, MHP Application

Labor Compliance Experience

Housing Tools offers expertise in federal and state labor compliance. Jamie McLeod leads these efforts for our firm, and will manage the labor compliance component of the CDBG-DR contract. Below are descriptions of our labor monitoring experience.

Housing Tools Federal Labor Compliance Guidance for Sunseri Construction, 2012, 2019-2020

In 2012, Housing Tools developed a Federal Labor Compliance Guide for Sunseri Construction, an affordable housing builder, that included outlines, forms, and templates to facilitate compliance with Davis Bacon, MBE/WBE, Section 3, and EEO requirements. Sunseri has used this guide to meet federal labor requirements where required on all of their projects throughout California and Nevada. In 2019-2020, Housing Tools has provided federal labor compliance consulting for Sunseri's Manzanita Family Apartments project.

Sunseri Construction Reference: Cindy Lares, (530) 891-6444, cl@sunsericonstruction.com

Housing Tools Federal Labor Compliance Monitoring for Mercy Housing, 2019-2021

Housing Tools conducted federal labor compliance monitoring of a motel conversion to affordable rental housing funded by HOME, and is currently providing labor compliance services for a new construction project in West Sacramento. This has included consultation on the applicable Wage Determination, incorporation of federal requirements into construction contracts, on-site interviews with workers, and regular review of payroll certifications.



Mercy Housing Reference: Jenn Fleming, (916) 414-4404, JFleming@mercyhousing.org

City of Willows HOME Administrator, 2020-current

As described in the HUD Experience section above, Housing Tools is administering a HOME grant for the City of Willows. This has involved labor compliance monitoring of the project for compliance with federal labor standards, including review of contract documents, payroll certification review, and on-site interviews with workers.

City of Willows Reference: Karen Mantele, (530) 934-7041, kmantele@cityofwillows.org

City of Grass Valley CDBG Administrator, 2021-2022

As described in the HUD Experience section above, Housing Tools is administering a CDBG grant for the City of Grass Valley. This involves labor compliance monitoring of the project for compliance with federal labor standards, including development of requirements for the bid package, review of the wage determination, review of contract documents, payroll certification review, and on-site interviews with workers.

City of Grass Valley Reference: Bjorn Jones, (530) 274-4353, bjornj@cityofgrassvalley.com

Housing Tools Contract with City of Chico, 2012-2021

Since 2012, Housing Tools has provided HOME and CDBG compliance monitoring services for the City of Chico. This has included monitoring of State-funded HOME rental projects, CDBG-funded public facilities, and CDBG-funded public services. The monitoring has involved federal labor standards compliance, organizational records, beneficiary files, staff interviews, and on-site inspections.

City of Chico Reference: Marie Demers, (530) 879-6303, marie.demers@chicoca.gov

Affordable Housing Experience

Our firm has a core competency in affordable housing that complements our expertise in grant management. This will provide a solid foundation for key aspects of our work with CDBG-DR administration, most notably in the RFP development, proposal review and underwriting, and outreach and interaction with developers. We have taken on a similar role in with our NPLH technical assistance to rural northern California counties, where we are laying the groundwork for the development of permanent supportive housing. In this work we have crafted developer RFPs for the Counties of Amador, Glenn, Lassen, Plumas, and Siskiyou.

Principal James Coles began his career in affordable housing development, and has been actively involved in development for more than 20 years as a developer, brokering deals as a Housing Manager at the City of Chico, and as a consultant to government agencies and developers. Sherry Morgado and Jamie McLeod have also been engaged in similar work throughout their careers. Project Manager Tam Le has provided affordable housing assistance to developers throughout her eight years with Housing Tools, which has included coordination of funding applications, closing financing, and tax credit placed in service packages. Housing



Tools has secured approximately \$466 million in funding, and has assisted in closing approximately \$357 million in financing.

As Assistant Director of Housing Development with the New Mexico Mortgage Finance Agency (MFA), Consultant Tanya Birks developed financial plans and implemented strategies to secure the development and acquisition of affordable housing with tax credits. She also facilitated partnerships with affordable housing developers. Our team will benefit from her experience administering a statewide housing finance agency and tax credit allocations.

Staff Experience (see resumes for more detail)

James Coles, Principal, has more than 20 years of experience in affordable housing development and community development at the government and nonprofit levels. He has assisted in delivering more than 1,000 affordable housing units. As Housing Manager for the City of Chico, James administered CDBG, HOME and Redevelopment Agency funds, including planning, budgeting, program implementation, and reporting. As a consultant, James has assisted government agencies in managing programs and projects funded by CDBG and HOME.

Sherry Morgado, Community Development Manager, has over 25 years of combined experience in community development, housing, and public health at the City and County level, where she has served as the Director of Housing and Neighborhood Services for the City of Chico, and Assistant Director for the Butte County Public Health Department. During her 10 years working for the City of Modesto and the City of Chico, she oversaw CDBG and HOME programs.

Jamie McLeod, Senior Project Manager, joined Housing Tools in September of last year. Prior to that, Jamie spent over 20 years in real estate, economic development, redevelopment and affordable housing. While employed at the Sacramento Housing and Redevelopment Agency, Jamie was the HOME Administrator for the City and County of Sacramento who had an annual entitlement of approximately \$7 million dollars combined. At the City of Woodland, he was responsible for the management of CDBG, HOME, CalHome, and various other State and Federal funding sources.

Tam Le, Project Manager, has over seven years in project management experience in the affordable housing development and solar industries. As Project Manager for Housing Tools, Tam Le has managed successful escrow closings and coordinated over 40 tax credit, tax-exempt bond, and State HCD funding applications.

Cassie Miracle, Project Specialist, has over 10 years of experience in case management, policy research, and community outreach at the nonprofit and local government level. As a freelance consultant she has directed outreach and case management teams to identify housing options for those displaced by the Camp Fire in Butte County who were temporarily housed at the Red Cross Shelter.



Jessica Candela, Project Specialist, has held Project Specialist/Coordinator roles with Housing Tools, Butte County Office of Education, and Migrant Clinicians Network, a national public health non-profit. She brings expertise in project management, community engagement, and program development.

Tanya Birks, Consultant, will provide services to Housing Tools as a subcontractor for this contract. Throughout her career, Tanya has gained expertise managing operations of the in administering grants funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Act (CDBG-CV), CDBG-DR, and HOPWA. Tanya has managed projects with budgets up to \$125M to address housing needs in disaster-affected areas. She has successfully led and managed teams of disaster professionals dealing with rehabilitation and reconstruction, buyout, and uniform relocation assistance.

References

Casey Hatcher, Deputy Chief Administrative Officer
Butte County Administration
(530) 552-3336, CHatcher@buttecounty.net

- CDBG-DR MHP Administration Contract (2021-2026)

Marie Demers, Housing Manager
Housing Division, City of Chico
(530) 879-6303, marie.demers@chicoca.gov

- CDBG-DR MHP Administration Contract (2021-2026)
- CDBG and HOME Monitoring (2012-2021)
- Housing Portfolio Compliance Reporting (2012-2021)
- 2015-2019 and 2020-2024 HUD Consolidated Plans
- 2014-2021 and 2022-2030 Housing Element Updates

Anastacia Wyatt, Housing Programs Manager
County of Monterey (formerly Housing Manager for the City of Salinas)
(831) 755-5387, WyattA@co.monterey.ca.us

- City of Salinas, HOME Program Management, CHDO Applications and NEPA Coordination (2015-16)
- City of Salinas and Monterey County, Project HomeKey Application (2020)
- Monterey County, SHARE Center RFP (2020)
- Monterey County, NPLH Technical Assistance and Project Review (2019-2021)

Sarah Collard, PhD., Director
Siskiyou County Health and Human Services Agency
(541) 890-0034, scollard@co.siskiyou.ca.us

- 10-Year Plan to End Homelessness (2019)



- NPLH Housing Site Feasibility Study, Development Sponsor RFQ, TA (2019-2021)
- PLHA Five-Year Plan and Application (2020)
- Coordinated Entry and HMIS Technical Assistance (2020-2021)

Christine Zoppi, Director
Glenn County Health and Human Services
Colusa-Glenn-Trinity Community Action Partnership
(530) 934-1414, CZoppi@countyofglenn.net

- Housing Needs Study (2018, 2020)
- 10-Year Plan to End Homelessness (2019)
- NPLH Site Feasibility Study, Development Sponsor RFQ, TA (2019-2021)
- Glenn County, City of Orland, City of Willows PLHA Five-Year Plan and Application (2020)

Karen Mantele, City Planner
City of Willows
(530) 934-7041, kmantele@cityofwillows.org

- HOME Administration (2020-2021)
- 2021-2029 Housing Element Update (2020-2021)

IV. Contractor Capabilities

Project Management Structure

Housing Tools has assembled a project team that brings a wide array of practical skills to the scope of services. Successful administration of the CDBG-DR program calls for assistance from professionals with versatility and broad perspective, as housing development issues intersect with government regulation, market forces, economic trends, social services, and local political dynamics. Below is a listing of the core competencies offered by our project team.

- *Government Administration*— Key project team members have spent many years working in government within the fields of housing, community development, and public health. This has included work for HUD, a state finance authority, and city and county governments. Our team members have held Director and Management level positions, and are adept at leading initiatives, and communicating complex issues and programs to decision makers and the general public. Our experience has included planning, budgeting, policy-making, program implementation, management, evaluation and reporting in a variety of facets within public agencies.
- *HUD Program Management*— Due to their extensive experience working inside government, and as consultants to governments, project team members are well-versed in utilizing HUD programs. These programs have included CDBG, HOME, and CoC. Tanya Birks is intimately familiar with CDBG-DR, having worked as a Senior Financial Analyst



for HUD that specialized in the program. As a consultant for GrantWorks Inc., Tanya oversaw comprehensive disaster recovery efforts, guiding impacted communities in planning for and administering CDBG-DR funds.

- *HCD Program Management*— Sherry Morgado, Jamie McLeod, and James Coles each have more than 20 years of experience working in the housing and community development field in California. This has afforded them with ample experience to coordinate with HCD, and apply for and administer HCD funds. Project team members have interacted with HCD from a variety of perspectives, as local government staff, as housing developers, and as consultants. This experience has allowed team members to become familiar with HCD’s programs and processes, and build trusting relationships with HCD staff. The HCD relationship will be vitally important for effective management of the City’s CDBG-DR program since they are the primary contract administrator for the federal funds.
- *Affordable Housing Development*— James Coles has a wealth of experience in housing development. James was an affordable housing developer for seven years, and has provided consulting services to affordable housing developers for more than nine years. James is familiar with tax credit financing strategies, lending practices, and funding programs, in addition to the real estate development process that involves site assessment, property acquisition, project design, financial structuring, entitlement processing, loan document review, loan closing, construction management, and transition to operations. In addition, Jamie McLeod is a seasoned realtor with a commercial real estate license, and is adept at analyzing market studies and appraisals, assessing development opportunities, and negotiating acquisitions.

Housing Tools will conduct a kick-off meeting with the City of Gridley to establish the goals, approach, means of communication, and timeline for this scope of work. This will be used to create a task list and timeline that will be shared with the City and among consultant team members. Housing Tools will enter this task list and timeline into a cloud-based project management software called Smartsheets. This software allows City staff and the consultant team to track progress on Tasks within the scope of work in real time, and it can be accessed by all parties at any time or simultaneously. Smartsheets also facilitates coordination by providing the ability to link documents, drafts, contact information, and notes to each Task, and send automated reminders and updates to users. Correspondence and information are organized by Task for easy reference and tracking.

Housing Tools will also work with HCD’s grants management software, eCivis Grants Network, to submit and coordinate responses to proposal submissions, as well as other electronic portals for reporting. Housing Tools staff and its consultants are experienced at using these types of electronic portals for HUD and HCD.



Project Team Roles

James Coles— Contract Administrator, Activities 1, 4, and 5 Lead

James will guide the project team to deliver outcomes for the City as laid out in the contract. He will manage the project team and monitor performance to ensure that City's expectations are met. As primary point of contact for the City, he will engage in on-going communication with the City's designated project manager, and will problem-solve in a collaborative way as needed. James will also take the lead on reviewing and finalizing the HCD Standard Agreement, RFP Development, and HCD Closeout. James will be supported in the HCD Standard Agreement and RFP Development activities by Sherry Morgado, Tanya Birks, and Jamie McLeod. He will be supported in the HCD Closeout activity by Jamie McLeod.

Sherry Morgado— Overall Project Advisor

Drawing on her wide ranging expertise in grant administration, public administration, and community development, Sherry will provide general guidance and advise for project management. Sherry will support James in contract administration, and help problem-solve through a team approach. Sherry's expertise will be especially valuable for program design and implementation, team management, community outreach and interaction, and management of personnel. With over 15 years of experience working in the community, her local knowledge and relationships will also be an asset for the project team.

Tanya Birks— CDBG-DR Expert, Activity 2 Lead

As a proven CDBG-DR expert, Tanya will be the project team resource for understanding program regulations, processes, compliance, and best practices. Tanya's relationships with HUD administrators, and agency leaders who have successfully utilized CDBG-DR, will be valuable resources in assisting the City. Tanya will be the lead for Activity 3 (Analysis of Large and Small MHPs) and Activity 4 (Pre-Construction Project Management). Tanya will be supported in Activity 3 by James Coles and Jamie McLeod. Jamie and will each manage individual proposals and projects so that they become experts on those projects and develop working relationships with the developers as they guide them through the process. For Activity 4, Tanya will be supported by Jamie McLeod.

Jamie McLeod— Labor Compliance Expert, Activity 3 Lead

Jamie leads Housing Tools contract administration and labor monitoring services for local governments and housing developers throughout Northern California. He will manage CDBG-DR funded projects from issuance of notices to proceed, through construction to certificates of occupancy. Jamie will provide up-front documentation and guidance regarding federal regulations, and monitor compliance, including adherence to environmental and labor laws, and oversee monitoring for compliance with these documents. Jamie will be supported in this work by Jessica Candela.

Tam Le— Compliance Monitoring and Reporting Expert

Tam manages Housing Tools' compliance monitoring system and will also manage Task 5.3 for this contract. This will involve setting up Smartsheets project management software for



compliance with CDBG-DR regulatory agreements, tracking submission of reports, and conducting on-site monitoring and file reviews.

Cassie Miracle— Project Specialist

Cassie will provide support for Activity 4 (Reporting and Records).

Jessica Candela— Project Specialist

Jessica will provide support for Activity 3 (Construction Period Project Management), assisting Jamie McLeod with payroll certification reviews and labor compliance documentation. She will also provide support for Activity 5 (Compliance Monitoring), assisting Tam Le with site monitoring visits and file reviews.

V. Cost

Itemized Budget

The Itemized Budget is included in Attachment A, which breaks down each Activity as outlined in the RFP by Task, and hours and rate by team member, administration cost, per project cost, and total cost. Below is a description of the cost types shown in the Budget.

Team Member Rates— will be used to calculate any reimbursable expenses or additions to the contract scope of work.

Administration Cost— covers contract oversight, management of sub-consultants, billing, and any incidentals related to completion of tasks such as travel, printing, shipping, supplies, and software licenses.

Per Project Cost— is the cost, by Task, per DR-MHP funded project.

Total Cost— is the total contract cost, by Task, for all contract work, inclusive of Administration and Per Project Costs. For the proposed Itemized Budget, the Total Cost is the sum of the Administrative and Per Project Costs, assuming one DR-MHP project funded by Gridley.

Budgeting Methodology

The budget is based on administration of one large rental project. Based on our experience administering DR-MHP funds for Butte County and the City of Chico, most large rental projects will require at least \$2 million in DR-MHP subsidy. The Administrative costs proposed therefore assume review and management of one project.



VI. Draft Scope of Work

A breakdown of Scope of Work Activities and Tasks is provided in the Attachment A Itemized Budget. Below is an outline of the Scope of Work by Activity, with staff responsibilities, background, City tasks, and schedule, followed by RFP Timeline considerations. This scope of work assumes that a project proposal will receive a DR-MHP conditional commitment in May 2022, a tax credit allocation in September 2022, and will start construction in February 2023.

<p>Activity 1: Analysis and Underwriting of Large and Small MHP</p> <p><i>Lead:</i> James Coles <i>Supporting:</i> Tanya Birks, Jamie McLeod <i>Background:</i> Housing Tools plans to conduct the proposal review with the following steps: 1) threshold review, including eligibility and cost allocation; 2) score according to City criteria; 3) rank all proposals; 4) conduct project underwriting; 5) conduct statutory NEPA review and initiate process; 6) determine whether relocation is necessary and conduct procurement; 7) prepare report and present funding recommendations to Board of Supervisors; and 8) submit approved projects to HCD.</p> <p><i>City Tasks</i> 1.5: Review recommendation of applications; assist in preparation of Board report; schedule Board meeting 1.6: Review and comment on recommendations to HCD</p>	March – May 2022
<p>Activity 2: Pre-Construction Project Management</p> <p><i>Lead:</i> Tanya Birks <i>Supporting:</i> Jamie McLeod, James Coles <i>Background:</i> This activity will involve work with projects that have received a conditional funding commitment from HCD, but have not received a Notice To Proceed. We will manage the City’s responsibilities through the NEPA review process, tracking completion of conditions for receiving a Notice To Proceed, drafting loan documents, coordinating construction loan closing, and providing pre-construction federal labor compliance guidance.</p> <p><i>City Tasks</i> 2.1: Coordinate NEPA review and public notices. 2.2: Coordinate CDBG-DR MHP and Infrastructure grant applications. 2.3: Assist in coordinating and reviewing loan closing documents.</p>	May 2022 – February 2023
<p>Activity 3: Construction Period Project Management</p> <p><i>Lead:</i> Jamie McLeod <i>Supporting:</i> James Coles, Jessica Candela</p>	February 2023 – May 2026



<p><i>Background:</i> This activity will involve work with projects that are in construction. Our local presence will facilitate attendance at monthly draw meetings and other on-site visits as necessary. Our staff experience with developing affordable housing, and managing public funding programs, will help the Project Management phase go smoothly as we assist with grant administration and development-related issues. In addition, Housing Tools has developed templates, systems, and practices to efficiently manage labor compliance.</p> <p><i>City Tasks</i></p> <p>3.4: Review and approve progress payment requests to HCD.</p>	
<p>Activity 4: Reporting and Records</p> <p><i>Lead:</i> James Coles</p> <p><i>Supporting:</i> Jamie McLeod, Cassie Miracle</p> <p><i>Background:</i> Housing Tools will conduct reporting as specified in the Master Standard Agreement. Housing Tools will maintain files of all policies and procedures, applications, reports, and correspondence. Electronic files will be organized in hard copy and electronically, with cloud-based backup copies. A close-out binder will be prepared for the City if requested.</p> <p><i>City Tasks</i></p> <p>4.1-4.3: Review and approve reports.</p>	March 2022 – June 2026
<p>Activity 5: Compliance Monitoring</p> <p><i>Lead:</i> James Coles</p> <p><i>Supporting:</i> Tam Le, Jessica Candela</p> <p><i>Background:</i> Housing Tools uses a cloud-based compliance reporting system to service the monitoring needs other jurisdictions. We will employ this system to ensure an organized process for monitoring CDBG-DR projects that is coordinated with HCD. This will include a long-term monitoring process for affordability restrictions and Developer income.</p> <p><i>City Tasks</i></p> <p>5.1: Review and comment on compliance monitoring system.</p> <p>5.2: Participate in training and technical assistance.</p> <p>5.3: Review and comment on annual compliance monitoring reports.</p>	June 2027 – June 2028



Attachment A Itemized Budget

Attachment A: Itemized Budget

Task Name	Principal Hours	Principal Rate	CD Mngr. Hours	CD Mngr. Rate	CD Consultant Hours	CD Consultant Rate	HD PM Hours	HD PM Rate	HD Consultant Hours	HD Consultant Rate	CD Project Specialist Hours	CD Project Specialist Rate	HD APM Hours	HD APM Rate	Admin Cost	Per Project Cost	Total Cost
Activity 1: Analysis of Large and Small MHPs															\$868	\$8,680	\$9,548
Task 1.1: Review projects for meeting threshold, including: eligibility of applicant, cost eligibility, and cost allocation; and rate/rank applications according to HUD and HCD regulations, and local prioritization criteria.	2	\$120		\$120	4	\$120	2	\$120	2	\$120		\$100	2	\$100	\$140	\$1,400	\$1,540
Task 1.2: Underwrite selected applications for cost reasonableness, market demand, financial feasibility, development feasibility, and duplication of benefit review.	4	\$120		\$120	4	\$120	4	\$120	4	\$120		\$100	2	\$100	\$212	\$2,120	\$2,332
Task 1.4: Prepare an RFP to procure a relocation consultant if relocation is required.	1	\$120		\$120	1	\$120	1	\$120	1	\$120		\$100	2	\$100	\$68	\$680	\$748
Task 1.5: Prepare report for City of Gridley approval of recommended applications; participate in City Council meeting if necessary.	4	\$120		\$120	6	\$120	4	\$120	4	\$120		\$100	2	\$100	\$236	\$2,360	\$2,596
Task 1.6: Prepare report with justification for recommended applications to HCD through their Grants Network web portal.	2	\$120		\$120	2	\$120	2	\$120	2	\$120		\$100	2	\$100	\$116	\$1,160	\$1,276
Task 1.7: Coordinate correspondence between HCD and applicants.	2	\$120		\$120	2	\$120	2	\$120	2	\$120		\$100		\$100	\$96	\$960	\$1,056
Activity 2: Pre-Construction Project Management															\$804	\$8,040	\$8,844
Task 2.1: Conduct NEPA review and coordinate with City staff, applicants, consultants, and SHPO. Submit RROF to HCD.	4	\$120		\$120	4	\$120	4	\$120	4	\$120		\$100	2	\$100	\$212	\$2,120	\$2,332
Task 2.2: Participate in the development of CDBG-DR Infrastructure grant applications that link to proposed multifamily projects.		\$120		\$120	1	\$120	2	\$120	2	\$120		\$100	2	\$100	\$80	\$800	\$880
Task 2.3: Coordinate loan and closing documents with City staff, HCD, and developers.		\$120		\$120	4	\$120	6	\$120	6	\$120		\$100	6	\$100	\$252	\$2,520	\$2,772
Task 2.4: Review and approve Developer Management Plan prior to construction.		\$120		\$120	2	\$120	2	\$120	2	\$120		\$100	2	\$100	\$92	\$920	\$1,012
Task 2.5: Provide pre-construction federal labor compliance guidance to developers, including review of wage decision, bid package, and contracts, and facilitation of pre-construction meeting with developer and general contractor.	2	\$120		\$120		\$120	12	\$120		\$120		\$100		\$100	\$168	\$1,680	\$1,848
Activity 3: Construction Period Project Management															\$1,271	\$45,760	\$47,031
Task 3.1: Conduct federal labor compliance monitoring during project construction, including review of payroll certifications for compliance with Davis Bacon laws, quarterly site visits to conduct worker interviews, review construction progress, and check required project board postings.	8	\$120		\$120		\$120	48	\$120		\$120	150	\$100	150	\$100	\$367	\$36,720	\$37,087
Task 3.2: Oversee adherence to program requirements (Eligible Activities, Project Eligibility, Project Priority Criteria), federal requirements, construction standards, and project agreements. Maintain construction project files.	4	\$120		\$120		\$120	16	\$120		\$120	9	\$100	9	\$100	\$420	\$4,200	\$4,620
Task 3.3: Provide training and technical assistance to Developers and the City on HUD, HCD, and local requirements.	2	\$120		\$120		\$120	2	\$120		\$120	2	\$100	2	\$100	\$88	\$880	\$968

Attachment A: Itemized Budget

Task 3.4: Attend monthly draw meetings during construction, review progress payment requests, monitor project and allocation budget, and provide to City for review and to HCD for payment.		\$120		\$120		\$120	16	\$120		\$120	8	\$100	8	\$100	\$352	\$3,520	\$3,872
Task 3.5: Participate in HCD technical assistance of program requirements, risk assessment, compliance, and capacity building.	1	\$120		\$120		\$120	1	\$120		\$120	1	\$100	1	\$100	\$44	\$440	\$484
Activity 4: Reporting and Records															\$724	\$7,240	\$7,964
Task 4.1: Provide monthly updates to City staff, including monthly status reports for each project.	48	\$120		\$120		\$120		\$120		\$120		\$100		\$100	\$576	\$5,760	\$6,336
Task 4.2: Prepare annual report and coordinate annual audit.	1	\$120		\$120		\$120	4	\$120		\$120		\$100		\$100	\$60	\$600	\$660
Task 4.3: At final Certificate of Occupancy, provide full records to City for monitoring purposes.	2	\$120		\$120		\$120	2	\$120		\$120		\$100	4	\$100	\$88	\$880	\$968
Activity 5: Compliance Monitoring															\$456	\$4,560	\$5,016
Task 5.1: Develop a compliance monitoring system for project operations in accordance with the Master Standard Agreement, and HUD and HCD regulations.		\$120		\$120		\$120		\$120		\$120		\$100	4	\$100	\$40	\$400	\$440
Task 5.2: Provide training and technical assistance to the City on the development and monitoring of MultiFamily Housing projects.	4	\$120		\$120		\$120		\$120		\$120		\$100	8	\$100	\$128	\$1,280	\$1,408
Task 5.3: For first two years of project operations, conduct annual compliance monitoring, including building and unit inspections, and review of tenant files, management documents, and financial reports.	4	\$120		\$120		\$120		\$120		\$120		\$100	24	\$100	\$288	\$2,880	\$3,168
Total															\$4,123	\$74,280	\$78,403



Attachment B Resumes



Principal at Housing Tools
jcoles@housing-tools.com

EXPERIENCE

As a consultant for government and nonprofit agencies, James offers practical expertise gained as an affordable housing developer and a municipal manager. He has extensive experience in developing, funding, implementing, and managing housing and community development programs and projects. This has included initiatives to end homelessness, housing trust funds, HOME and CDBG programs, self-help and first-time homebuyer efforts, home rehabilitation programs, rental assistance, community facilities, and rental projects. Successful program implementation is rooted in planning processes that are highly collaborative, leverage local strengths, and address community needs. By taking this approach, James has directed the completion of a variety of successful planning efforts, including housing element updates, HUD consolidated plans, homelessness plans, Continuum of Care policy development, and strategic housing plans. His knowledge of the nuts and bolts of affordable housing development informs his government planning and policy work in a way that produces results.

Prior to founding Housing Tools, James worked as a Project Manager and Development Director for Resources for Community Development (RCD) from 2000 to 2007. At RCD, he managed the production of multiple affordable housing projects from site feasibility and financial structuring to lease-up and transition to operations. James also held a position as the Housing Manager for the City of Chico from 2007 to 2014. In this role, he managed a wide range of housing and community development programs.

PROJECT EXPERIENCE HIGHLIGHTS

- City of Chico 2014-2022 Housing Element Update
- City of Chico 2015-2019 and 2020-2024 HUD Consolidated Plans and Analyses of Impediments to Fair Housing Choice
- City of Lincoln Affordable Housing Strategic Plan (2020)
- City of Elk Grove RHNA Sites Analysis (2020)
- No Place Like Home Site Feasibility Studies for Amador, Del Norte, Glenn, Lassen, Siskiyou, Plumas, and Sierra Counties (2019-2020)
- Tehama County 10-Year Plan to Address Homelessness (2018)
- Butte County 10-Year Strategy to End Homelessness (2014)
- Founder and Director of the North Valley Housing Trust (2012-2017)

CAREER

Housing Tools	Owner and Principal	2012-present
City of Chico	Housing Manager	2007-2012
RCD	Project Manager	2000-2007

EDUCATION

Master of Urban Planning, College of Urban Planning and Policy, University of Illinois at Chicago (1998-2000)
Bachelor of Arts in Urban Planning, University of Utah (1994-1997)



SHERRY MORGADO

Community Development Manager at Housing Tools
smorgado@housing-tools.com

EXPERIENCE

Sherry has over 25 years of combined experience in community development, housing and public health at the City and County level, where she has served as the Director of Housing and Neighborhood Services for the City of Chico, Assistant Director for the Butte County Public Health Department, and Senior Community Development Specialist for the City of Modesto. During her tenures with the City of Modesto and the City of Chico, she managed all aspects of the CDBG and HOME entitlement programs, which encompassed strategic planning through Consolidated and Annual Plans, establishing budgets, setting up contracts, implementing programs and projects, administration and adherence to federal requirements such as NEPA and federal labor standards, and reporting to HUD. At the City of Chico, she directly oversaw the use of Redevelopment Agency's Low-and Moderate-Income Housing funds, which averaged \$6 million annually, and facilitated the development of over 500 units of affordable housing. As a consultant over the past two years, Sherry has assisted local governments with HOME and CDBG compliance, documentation, and monitoring.

In her most recent experience with Housing Tools, Sherry has worked with numerous counties on housing needs studies, plans to address homelessness, and has led community education sessions on the need for affordable housing and homeless services. She specializes in community engagement, and is known to our clients as an effective listener and facilitator. She brings a vast knowledge of housing and community development resources, an understanding of community dynamics, and sensitivity to the challenges inherent in developing affordable housing to each interaction with policy/decision makers, stakeholders and community members.

PROJECT EXPERIENCE HIGHLIGHTS

- City of Chico 2009-2014 Housing Element Update
- City of Chico 2020-2024 HUD Consolidated Plan and Analysis of Impediments to Fair Housing Choice
- Housing Needs Studies for Amador, Glenn, Plumas and Sierra Counties (2018-2020)
- No Place Like Home Plans to Address Homelessness for Amador, Del Norte, Glenn, Lassen, Siskiyou, Plumas, and Sierra Counties (2019-2020)
- Permanent Local Housing Allocation (PLHA) Plans and Applications for Glenn, Siskiyou and Plumas Counties (2020)
- City of Willows HOME Administrative Subcontractor for Sycamore Ridge Apartments (2020)
- City of Biggs and City of Corning CDBG and HOME Grants Administrative Subcontractor (2019-2020)
- Butte County Update to 10-Year Strategy to End Homelessness (2018)

CAREER

Housing Tools	Community Development Manager	2018-present
County of Butte	Assistant Director, Public Health	2016-2018
City of Chico	Director, Housing & Neighborhood Services	2006-2013
City of Modesto	Senior Community Development Specialist	2000-2004

EDUCATION

Bachelor of Arts, Political Science and International Relations, California State University Stanislaus (1985)



Project Manager at Housing Tools
jmcleod@housing-tools.com

EXPERIENCE

Jamie offers practical expertise gained as a housing analyst and licensed real estate sales agent. He has extensive experience in developing, funding, implementing, and managing housing and community development programs and projects. This has included HOME and CDBG programs, Cal-HOME, BEGIN, HELP, Workforce Housing Grant Program, first-time homebuyer efforts, and inclusionary housing program implementation and management. Jamie has acted as project manager on new construction and acquisition-rehabilitation affordable housing projects. In this capacity he was the point of contact for City staff, public and private sector lenders, and other agencies addressing issues and concerns during the financing and construction phases of these projects. Jamie has been lead staff on the preparation of RFPs and RFQs for affordable housing projects and developers. This included developing the scope of work, writing and distribution of the RFP, review of applications, and award. Jamie has been responsible for writing documents required by various grant programs. This includes the HUD Consolidated Plan, HUD Action Plan, CAPER, and Analysis of Impediments to Fair Housing. As primary staff for the City of Woodland's Inclusionary Housing Program, Jamie was responsible for the implementation of the program, qualification of eligible families, homebuyer education orientations, homebuyer lotteries for eligible units, and City loan documents and closings. Jamie was also asked to sit on the Sutter County Citizens Advisory Committee on Homelessness. This committee analyzed various sites in the County and made a recommendation on where to place a shelter for homeless individuals.

Prior to joining Housing Tools, Jamie worked as a Licensed Real Estate Agent for Coldwell Banker Commercial from 2014-2020. In this capacity he researched and analyzed potential projects for various affordable housing developers in which to construct or rehabilitate into deed-restricted units and also researched projects located in Federal Opportunity Zones. Jamie also served as a Redevelopment-Housing Analyst at the City of Woodland from 2005-2011. In this role he managed the affordable housing programs and projects for the City including the sale of 80 Inclusionary Housing units and the construction of two affordable housing rental projects.

PROJECT EXPERIENCE HIGHLIGHTS

- City of Woodland Inclusionary Housing Loan Program (2005-2011)
- City of Woodland 2005-2010 HUD Consolidated Plans and Analyses of Impediments to Fair Housing Choice
- City of Woodland Terracina Springlake Project (2007)
- City of Woodland Rochdale Grange Project (2011)

CAREER

Housing Tools	Project Manager	2020-present
CBC	Sales Agent	2014-2020
City of Woodland	Redevelopment/Housing Analyst	2005-2011

EDUCATION

Real Estate Salesperson License, 2014
Certified Economic Development Financing Professional, National Development Council, 2007
Bachelor of Science in Business Administration, California State University Chico, 1994

TANYA BIRKS

609 Clayton Ln, Apt 101 Austin, TX 78752 □ P: (512) 902-9999 □ tanya.a.birks@gmail.com

SPECIAL SKILLS:

- Expertise with rules, regulations, and practices governing affordable multi- and single-family housing development, acquisition/rehabilitation, and other housing-related activities.
- Financial analytical skills with an in-depth understanding of affordable multi- and single-family housing finance; various federal, state and local funding sources, including low-income tax credits and bond financing; experience with development and operating budgets; and the ability to negotiate with housing developers and investors.
- Knowledge of supervisory practices and principles and organizational administration and management.

EXPERIENCE:

DIRECTOR OF REAL ESTATE

Austin Independent School District - Austin, Texas

Oct 2019- Current

- Oversee preparation and negotiation of contracts, inter-local agreements, license agreements, leases, deeds, mortgages and other real property legal documents on behalf of the District.
- Analyze the real estate market to identify/respond to acquisition/disposition opportunities/requests. Recommend the acquisition and disposition of real estate properties ensuring adherence to the district's planning efforts.
- Interact with brokers and other consultants.
- Prepare term sheets and assist in lease, sell or purchase negotiations and the creation of exhibits.
- Oversee the development of real estate financial models for review and presentation.
- Establish general operating standards if no district, state or federal rules and regulations exist. Continually review progress toward achieving quality standards. Align resources to support the systems and infrastructure necessary to achieve quality standards.
- Support the development and update of the facilities master plan.
- Assist the Executive Director of Planning and Asset Management to develop and administer the annual departmental budget.
- Represent the department and district at policymaking meetings, committees and task forces.
- Work collaboratively across departments to develop system-wide protocols/ procedures and ensure compliance with policies to ensure project success.
- Assist in ensuring compliance with state, federal and local regulatory requirements as well as environmental impact issues.
- Stay current on industry trends and attend related training/conferences to create progressive systems. Implement contemporary strategies in facilities management leadership.
- Assist in the recruitment and hiring of district employees for various positions.
- Support the Executive Director of Planning and Asset Management to identify improvement needs for the program and for individual staff members.
- Facilitate the participation of both individuals and groups of staff in appropriate professional development programs and activities.

- Receive, address and respond to inquiries, requests for information, grievances and public complaints related to facilities issues and/or information.

**DIRECTOR OF CDR HOUSING
GrantWorks Inc. - Austin, Texas**

Oct 2018- Oct 2019

- Oversees various aspects of disaster recovery projects funded by federal and state grants, primarily from the Community Development Block Grant Program (CDBG). These projects typically are for infrastructure, economic development, single family housing and multifamily housing units, primarily to benefit low-to-moderate income households and/or households affected by major natural disasters.
- Exercises oversight of long-term disaster recovery and disaster housing programs and projects
- Subject matter expert of CDBG-DR program planning, design, administration, implementation, and monitoring;
- Utilizes expertise to help grant recipients administer CDBG-DR funds, including one or more of the following: unmet needs analysis; action plan development; program design for housing, infrastructure and/or economic development programs; environmental review; monitoring, compliance and reporting; and/or financial and grants management; and,
- Proficient in the use of the Federal Disaster Recovery Grant Reporting (DRGR) system – initiating and monitoring CDBG-DR activities and accomplishments, and completing the DRGR's Quarterly Performance Report;
- Setting up and managing intake centers onsite in impacted areas and developing eligibility operations;
- Designing and managing disaster housing programs, including rehabilitation or reconstruction of both single-family and multi-family housing, and home buyout programs.
- Administers the projects working with a variety of co-workers, contractors, developers and the program beneficiaries and applies policy analysis in performing project implementation.
- Supervises the CDBG-DR Disaster Recovery housing team at GrantWorks, Inc. and provides training and guidance to Project Managers and Assistant Project Managers.
- Manages and coordinates case managers, environmental review, inspection services, and regional managers
- Oversees the financial and technical aspects of project management including review of builder plans, contractor pay estimates and service provider invoices, progress reports, change orders, contract amendments, etc.

**ASSISTANT DIRECTOR OF HOUSING DEVELOPMENT
New Mexico Mortgage Finance Authority- Albuquerque, NM**

March 2018- Nov 2018

- Assists the Director with the day to day operations of the Housing Development department to include review and approval of requisitions, contracts, draws, all documentation requiring execution by MFA leadership.
- Assists Director with the management of all Housing Development staff.
- Responsible for providing guidance to staff and ensuring all tasks are prioritized and completed in a timely manner.
- Assist the Director in developing financial plans and implements strategies to secure the development and acquisition of affordable and public housing to maintain and augment MFA's housing assets and portfolio including establishing, maintaining and facilitating partnerships with affordable housing developers, coordination with other MFA departments, and preparing/controlling the operating budget.

- Assist the Director in securing funding from public and private sources to finance the development and acquisition of affordable housing projects including conventional, mixed-income, and mixed-finance capital structures and directs and facilitates the closing of these transactions including the writing and negotiation of financing and closing documents.
- Manages all aspects of the development of new construction, rehabilitation and urban revitalization affordable housing projects throughout the preliminary design, construction, lease-up, and stabilization phases including site control, title evidence, design development, governing body and administrative or regulatory approvals, ownership structure, environmental analysis and remediation, budget, schedule, legal and regulatory compliance, materials and services contracting, risk management, marketing and public relations, green building techniques/systems and property/asset management.
- Assist the Director in analyzing, negotiating and closing the acquisition of multifamily residential rental properties, public housing units, single-family properties and vacant land for use or development
- Establishes agreements with governmental, nonprofit and private entities and coordinates and participates in planning meetings with the City departments, HUD, business, institutional, neighborhood organizations, and the MFA Board and represents the Housing Development Department/MFA in these meetings to identify and meet the need for affordable and public housing.

SENIOR FINANCIAL ANALYST, ASSET MANAGEMENT
U.S. Department of Housing and Urban Development- Fort Worth, TX

Sep 2014- Mar 2018

- Served as lead compliance auditor performing complex financial analysis and regulatory compliance audits to ensure that multifamily owners, public housing authorities and grantees are in compliance with HUD requirements, signed regulatory agreements.
- Utilized knowledge of housing finance, both the single-family and multifamily development process, and knowledge of grants and financial management to aid with the administration of long-term disaster recovery and disaster housing programs.
- Utilized knowledge of CDBG-DR program to plan, design, administer, implement, and monitoring housing programs;
- Helped grant recipients administer CDBG-DR funds, including one or more of the following: unmet needs analysis; action plan development; program design for housing, infrastructure and/or economic development programs; environmental review; monitoring, compliance and reporting; and/or financial and grants management.
- Provided analysis on FHA loan deals using the principles and practices of single-family and multifamily mortgage underwriting.
- Became proficient in the use of the Federal Disaster Recovery Grant Reporting (DRGR) system – initiating and monitoring CDBG activities and accomplishments, and completing the DRGR's Quarterly Performance Report;
- Provided analysis and reporting on the status and accuracy of REAC reports and Audited Financial Statements of projects within HUD's multifamily asset management portfolios including analysis on the financial, physical and managerial conditions of the troubled assets.
- Performed on-site reviews of tenant files to determine compliance with income eligibility and verification, occupancy and rent requirements, subsidy limits, affordability periods, use of TRACS and EIV, and property standards of the selected affordable housing program.

- Provided expert compliance and financial analysis on over 200 troubled multifamily assets, successfully provided corrective action plans to the agency and returned the properties to full compliance allowing the agency to meet FYE 2017 annual goals.
- Created and provided training sessions for staff including Auditors, Investigators, Asset Managers, Resolution Specialists, Underwriters, and Project Managers on subjects including financial statement analysis, regulatory compliance review and reporting and credit risk analysis on troubled portfolios.

FINANCIAL COMPLIANCE INVESTIGATOR
U.S Department of Labor- Dallas, TX

July 2010 –Sept 2014

- Planned, conducted, and completed civil investigations, compliance audits, supervised elections, and complex criminal investigations in accordance with regulations of the Labor Management Reporting and Disclosure Act and other related laws for labor unions.
- Researched, investigated, analyzed and examined accounting and financial records and the structure, policies and operating practices of labor organizations.
- Identified patterns of transactions that indicate fraud, abuse and/or illegal actions and expenditures through analyzing transactions between several labor union entities and their various accounting activities.
- Led teams in operational audits of complex, diverse programs and financial audits.
- Prepared comprehensive quality reports of investigative findings, and recommends appropriate plan of action.
- Provided subject matter expertise regarding legal requirements, policy and financial regulations by hosting compliance seminars and technical assistance training to internal and external stakeholders.
- Used knowledge of agency regulatory and legal requirements to develop audit standards while adhering to fundamental auditing guidelines.
- Organized and attended exit interviews and conferences to inform the involved officials of the audit results.

REAL ESTATE ACCOUNTANT
Regency Centers LP -Dallas, TX

May 2008-Apr 2009

- Developed and prepared financial investment models to analyze commercial real estate development opportunities and to produce reports for investors and potential clients.
- Assisted in financial analysis and implementation of corporate strategic initiatives.
- Produced financial management reports on a regular basis, including forecasting and modeling for budgetary and planning purposes.
- Provided on-going compliance and reporting for existing bond portfolio.
- Assisted with long term corporate financial planning and analysis, including modeling and maintaining financial and budgetary forecasts under various scenarios.
- Produced financial management reports in conjunction with accounting staff on a monthly, quarterly, and annual basis for consistent and timely review by senior and executive management.

FINANCIAL ANALYST
Korman Marketing Group - Addison, TX

May 2007-May 2008

- Prepared detailed analyses of financial data, prepared financial statements and compiled various financial data for senior management.
- Prepared financial plans, monitored implementation of financial policies, prepared regular and special-purpose reports, maintained historical records, analyzed trends, and determined rationale for variances between costs and budget.
- Responsible for performing detailed audits of financial trends, forecasting financial impacts of new strategies and programs, forecasting expenses and identifying areas for potential cost savings.

EDUCATION:

Masters of Science- Business Management
University of Texas at Dallas, Richardson, TX

May 2011

Bachelors of Business Administration – Finance, Real Estate
University of North Texas, Denton, TX

August 2004



CASSIE MIRACLE

Community Development Project Specialist at Housing Tools
cmiracle@housing-tools.com

EXPERIENCE

Cassie has over 10 years of combined experience in case management and public health at the nonprofit and County level, where she has served as a Health Educator, Case Manager, and Program Coordinator for Butte County Public Health Department, Butte County Continuum of Care, Caminar, and We Care a Lot Foundation. During her tenure with the Butte County Public Health, she led several department programs which required outreach and case management to individuals experiencing homelessness, including the County's HIV, Hepatitis C and STD programs. As a freelance consultant she has directed outreach and case management teams to identify housing options for those displaced by the Camp Fire in Butte County who were temporarily housed at the Red Cross Shelter. Since joining Housing Tools in early 2019, she has worked with a number of rural northern California counties on stakeholder engagement and strategic planning to address homelessness, and data analysis through primary data sources and surveys to help communities understand the scope and needs of those experiencing homelessness. In her most recent experience with Housing Tools, Cassie has worked with numerous counties on housing needs studies, plans to address homelessness, and has supported community education sessions on the need for affordable housing and homeless services.

Cassie specializes in data and is known for creating graphically appealing substantive reports. She brings a skill-set in relationship-building with policy makers, stakeholders and community members, a deep understanding of barriers and strengths rural communities experience in addressing housing and homelessness related issues, and innovative community engagement strategies that meet the unique needs of each community.

PROJECT EXPERIENCE HIGHLIGHTS

- City of Chico 2020-2024 HUD Consolidated Plan
- Housing Needs Studies for Amador, Glenn, Plumas and Sierra Counties (2019-2020)
- No Place Like Home Plans to Address Homelessness for Amador, Del Norte, Glenn, Lassen, Siskiyou, Plumas, and Sierra Counties (2019-2020)
- Butte County CoC Longitudinal Assessment (2020-2021)

CAREER

Housing Tools	Community Development Project Specialist	2019-present
Freelance Consultant	Project Manager	2018-2019
County of Butte	Senior Health Educator, Public Health	2014-2018
We Care a Lot Foundation	Program Coordinator	2012-2014
Caminar	Case Manager	2010-2012

EDUCATION

Bachelor of Science, Health Science, California State University Chico (2012)



JESSICA CANDELA, MPA

Community Development Project Specialist at Housing Tools
jcandela@housing-tools.com

EXPERIENCE

Jessica has held Project Specialist/Coordinator roles with Housing Tools, Butte County Office of Education, and Migrant Clinicians Network, a national public health non-profit. She brings expertise in research/writing, project management, and program development. Jessica is adept at logistics management, specializing in providing Zoom technical assistance to Housing Tools' clients and facilitating virtual events and meetings. Recent projects include community conversations on permanent supportive housing in Amador County, a Specific Plan in the City of Salinas, a new affordable housing development in the City of Vacaville, and Housing Element needs and goals for the Cities of Chico and Willows. Jessica has experience with community engagement, consolidated plans, grant administration, fair housing assessments, housing needs studies, and supportive services plans, and has managed successful funding applications for Homeless Housing, Assistance, and Prevention (HHAP), Permanent Local Housing Allocation (PLHA), and Project Homekey.

In her role at Migrant Clinicians Network, Jessica attended Camp Fire Collaborative meetings and coordinated outreach for a webinar and program focused on addressing trauma and self-care for service providers working with Camp Fire survivors. She holds a Master of Public Administration: Health Administration degree from California State University, Chico and conducted a Butte-Glenn needs assessment for her final project.

PROJECT EXPERIENCE HIGHLIGHTS

- Amador County Housing Needs Study & Permanent Supportive Housing Community Meetings (2020)
- Butte County Public Health Medical Respite Plan (2021-present)
- Webinar and Program Outreach to Service Providers after the Camp Fire (2019)
- City of Chico 2022-2030 Housing Element Update (2020-present)
- City of Chico 2020-2024 HUD Consolidated Plan and Analysis of Impediments to Fair Housing Choice (2020)
- City of Salinas Project Homekey Application (2020)
- City of Willows 2021-2029 Housing Element Update (2020-present)
- City of Willows HOME Administrative Subcontractor for Sycamore Ridge Apartments (2020-present)
- No Place Like Home Technical Assistance for Amador, Glenn, and Siskiyou Counties (2020-present)
- Permanent Local Housing Allocation Plans and Applications for Glenn, Siskiyou, and Plumas Counties (2020)
- Siskiyou County Homeless Housing, Assistance, and Prevention Application (2020)

CAREER HIGHLIGHTS

Housing Tools	Community Development Project Specialist	2020-present
Migrant Clinicians Network	Project Coordinator, Development & Outreach	2019-2020
Butte County Office of Education	Project Coordinator	2017

EDUCATION

Master of Public Administration: Health Administration, California State University, Chico (2019)
Bachelor of Arts, Political Science and Multicultural & Gender Studies, California State University, Chico (2017)



Project Manager at Housing Tools
tle@housing-tools.com

EXPERIENCE

Tam has over seven years in Project Management and Coordination experience in the Affordable Housing Development and Solar Industries. As Project Manager for Housing Tools, Tam Le has managed successful escrow closings and worked on or project managed over 40+ TCAC Tax Credit, CDLAC Bond Allocation, and State HCD funding applications. With these projects, Tam worked seamlessly with financial institutions and government agencies such as US Bank, JP Morgan Chase, CalHFA, HCD, and local governments. Additionally, she has collaborated with non-profit affordable housing development clients and construction contractors to produce various construction, planning, and due diligence documents. Tam Le has the technical skills necessary to coordinate timelines and budgets using project management tools, and the leadership skills to diplomatically spear-head weekly conference calls.

Previous to working at Housing Tools, Tam honed her skills as a project coordinator in the Solar Sales and Solar Commercial Project Management fields. Tam has over 10 years of non-profit experience. She's held leadership positions with various non-profits in the fields of adult daycare, adults with disabilities, elementary/ high Schools. Additionally, Tam has managed a department with 20+ staff members for a Chico non-profit.

PROJECT EXPERIENCE HIGHLIGHTS

- Escrow Closings: Burbank Housing's Gravenstein Apartments, Eden Housing's Vista Terrace and Coronado Terrace Apartments with development budgets ranging \$20 million to \$100 million. (2017, 2019)
- Tax Credit, CDLAC - 4%, 9% Competitive and Non-Competitive - 40+ with Development Budgets ranging from \$12 million to \$115 million. (2015- Present)
- HCD- IIG (Small and Large Jurisdictions), TOD, VHHP, MHP Applications (Spring 2020)
- Closing Deal Book, Place-In-Service Applications, non-profit formation, City Permit Applications, Solar Applications (for Chico Electric), Parking Surveys, Welfare Exemption applications

CAREER HIGHLIGHTS

Housing Tools	Project Manager	2015-present
Chico Electric	Project Coordinator in Commercial Solar	2009-2011
Work Training Center	Manager of Program for Adults w. Disabilities	2000-2002

EDUCATION

B.S. in Biochemistry, <i>Cum Laude</i>	University of Massachusetts	1996
--	-----------------------------	------

Relevant Courses (Post College)

Rental Housing Development Finance Course from NDC	Jan 2020
Various financing trainings from Housing California	2017-2019
PMP Exam Prep - Project Management Course by Joseph Phillips	Oct 2020
Managerial Accounting, Financial Accounting	

CONTRACT FOR SERVICES

This Agreement is made between the City of Gridley (“Client”), with a principal place of business at 685 Kentucky Street, Gridley, CA 95948, and James Coles, doing business as Housing Tools, a sole proprietorship (“Contractor”), an independent contractor, with a principal place of business at 3400 Cottage Way, Suite B, Sacramento, CA 95825.

ARTICLE 1 Term of Contract

1.01. This agreement will become effective on the date last set forth below and will continue in effect until the services provided for in this agreement have been performed or until terminated as provided in this agreement.

ARTICLE 2 Scope of Contractor Services

2.01. Contractor agrees to perform the services specified in the scope of work attached to this agreement as Exhibit A and incorporated herein by reference (the “Scope of Work”).

2.02. Contractor agrees to perform the Scope of Work in accordance with the schedule specified in the Scope of Work.

Method of Performing Services

2.03. Contractor will determine the method, details, and means of performing the above-described services.

Contractor Status

2.04. Contractor enters into this agreement, and will remain throughout the term of the agreement, as an independent contractor. Contractor agrees he is not and will not become an employee, partner, agent, or principal of Client while this agreement is in effect. Contractor agrees he is not entitled to the rights or benefits afforded to Client’s employees, including disability or unemployment insurance, workers compensation, medical insurance, sick leave, or any other employment benefit. Contractor is responsible for providing, at his own expense disability, unemployment, and other insurance, workers compensation, training, permits, and licenses for himself and for his employees and subcontractors.

Payment of Income Taxes

2.05. Contractor is responsible for paying when due all income taxes, including estimated taxes, incurred as a result of the compensation paid by Client to Contractor for services under this agreement. On request, Contractor will provide Client with proof of timely payment. Contractor agrees to indemnify Client for any claims, costs, losses, fees, penalties, interest, or damages suffered by Client resulting from Contractor's failure to comply with this provision.

Use of Employees or Subcontractors

2.06. Contractor may, at Contractor's own expense, use any employees or subcontractors as Contractor deems necessary to perform the services required of Contractor by this agreement. Client may not control, direct, or supervise Contractor's employees or subcontractors in the performance of those services.

ARTICLE 3 Compensation

3.01. In consideration for the services to be performed by Contractor, Client agrees to pay Contractor on a time and materials basis consistent with the Budget (attached hereto as Exhibit B and incorporated herein by reference) and the Scope of Work. To the extent the Budget identifies tasks or milestones with a fixed fee and/or cost, Contractor shall nevertheless be entitled to periodic compensation for percentage of work completed against said tasks or milestones in a time and manner determined by Contractor and reflected on Contractor's monthly statement. Client shall notify Contractor within ten (10) business days of receipt of statement regarding any discrepancies between Contractor's statement and this agreement; otherwise, Client shall compensate Contractor as further defined herein.

Date for Payment of Compensation

3.02. Contractor will submit to Client a monthly statement of services rendered. Client agrees to pay the amount due to Contractor within thirty (30) days of receipt of the statement. After thirty (30) days, any unpaid balance will accrue late payment charge at a monthly rate of one and one-half percent (1.5%).

Payment of Expenses

3.03. The Budget includes Consultant expenses incurred in performing services under this agreement, including equipment, supplies, office lease and expenses, taxes, utilities, training, and travel.

ARTICLE 4

Contractor Obligations

Non-Exclusive Relationship

4.01. Contractor may represent, perform services for, and contract with as many additional clients, persons, or companies as Contractor, in his sole discretion, sees fit.

Time and Place of Performing Work

4.02. Contractor may perform the services under this agreement at any suitable time and location he chooses.

Tools, Materials, and Equipment

4.03. Contractor will supply all tools, materials, and equipment required to perform the services under this agreement.

Workers Compensation

4.04. Contractor agrees to provide workers compensation insurance for Contractor's employees and agents and agrees to hold harmless and indemnify Client for any and all claims arising out of any injury, disability, or death of any of Contractor's employees or agents.

Liability Insurance

4.05. Contractor shall maintain commercial general liability insurance that provides coverage for bodily injury, personal injury and property damage liability in the amount of at least \$1,000,000 per occurrence, and \$2,000,000 in the aggregate, with a maximum policy deductible of \$5,000.

Contractor's Qualifications

4.06. Contractor represents he has the qualifications and skills necessary to perform the services under this agreement in a competent, professional manner, without the advice or direction of Client. This means Contractor is able to fulfill the requirements of this agreement. Failure to perform all the services required under this agreement constitutes a material breach of the agreement. Contractor has complete and sole discretion for the manner in which the work under this agreement will be performed.

Indemnity

4.07. Contractor agrees to indemnify, defend, and hold Client free and harmless from all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorney's fees, and costs, that Client may incur as a result of a breach by Contractor of any representation or agreement contained in this agreement.

Assignment

4.08. Neither this agreement nor any duties or obligations under this agreement may be assigned by Contractor without the prior written consent of Client.

ARTICLE 5 Obligations of Client

Cooperation of Client

5.01. Client agrees to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this agreement, including but not limited to, the following:

- a. Provide all information pertinent to the Scope of Work, including but not limited to previous reports and any other relevant data necessary to complete the Scope of Work.
- b. Provide access to enter upon property as required for Contractor to complete the Scope of Work.
- c. Examine all studies, reports, sketches, drawings, specifications, proposals, and other documents prepared and presented by Contractor, and render decisions pertaining thereto within a reasonable time frame in order to meet the Schedule.
- d. Designate in writing a person to act as Client's representative with respect to services to be performed under this Contract. Such person shall have complete authority to transmit instructions, receive information, and make decisions with respect to completion of the Scope of Work.
- e. Give prompt written notice to Contractor whenever Client becomes aware of any defect in delivery of the Scope of Work.
- f. Furnish approvals as necessary for completion of the Scope of Work.

Assignment

5.02. Neither this agreement nor any duties or obligations under this agreement may be assigned by Client without the prior written consent of Contractor.

ARTICLE 6 Termination

Expiration of Agreement

6.01. Unless otherwise terminated as provided in this agreement, this agreement will continue in effect until the services provided for in this agreement have been fully and completely performed and shall then terminate unless renewed in writing by both parties.

Termination on Notice

6.02. Notwithstanding any other provision of this agreement, either party may terminate this agreement at any time by giving twenty (20) days written notice to the other party.

Termination on Occurrence of Stated Events

6.03. This agreement will terminate automatically on the occurrence of any of the following events:

- a. Bankruptcy or insolvency of either party.
- b. Sale of the business of either party.
- c. Death of either party.

ARTICLE 7 Proprietary Rights

New Developments

7.01. Contractor agrees that all designs, plans, reports, specifications, drawings, inventions, processes, and other information or items produced by Contractor while performing services under this agreement will be assigned to Client as the sole and exclusive property of Client and Client's assigns, nominees, and successors, as will any copyrights, patents, or trademarks obtained by Contractor while performing services under this agreement. On request and at Client's expense, Contractor agrees to help Client obtain patents and copyrights for any new developments. This includes providing data, plans, specifications, descriptions, documentation, and other information, as well as assisting Client in completing any required application or registration.

Client's Confidential Information

7.02. Any written, printed, graphic, or electronically or magnetically recorded information furnished by Client for Contractor's use are the sole property of Client. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning Client's employees, products, services, prices,

operations, and subsidiaries. Contractor will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with Client's approval, and only to the extent necessary to perform the services under this agreement. This prohibition also applies to Contractor's employees, agents, and subcontractors. On termination of this agreement, Contractor will return any confidential information in his possession to Client.

ARTICLE 8 General Provisions

Notices

8.01. Any notices required to be given under this agreement by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the parties at the addresses appearing in the introductory paragraph of this agreement, but each party may change the address by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of the day of receipt or the fifth day after mailing, whichever occurs first.

Entire Agreement of the Parties

8.02. This agreement supersedes any and all agreements, either oral or written, between the parties with respect to the rendering of services by Contractor for Client and contains all of the representations, covenants, and agreements between the parties with respect to the rendering of those services. Each party to this agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not contained in this agreement, and that no other agreement, statement, or promise not contained in this agreement will be valid or binding. Any modification of this agreement will be effective only if it is in a writing signed by the party to be charged.

Partial Invalidity

8.03. If any provision of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

Payment of Moneys Due Deceased Contractor

8.04. If Contractor dies before completing the services under this agreement, any moneys due Contractor from Client under this agreement as of the date of death will be paid to the Contractor's executors, administrators, heirs, personal representatives, successors, and assigns.

Attorney's Fees

8.05. If any legal action, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement, the prevailing party will be entitled to reasonable attorney's fees, expert witness fees, and costs which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.

Governing Law

8.06. This agreement will be governed by and construed in accordance with the laws of the State of California.

Executed on _____ [*date*].

City of Gridley
Client

Housing Tools
Contractor

Elisa Arteaga, Finance Director

James Coles, Principal

EXHIBIT A

Activity 1: Project Setup and Initial Research	
Task 1.1: Research Housing Element (HE) law and current State HCD guidance. Research all new State Housing Element laws and make recommendations for implementation, and where necessary, incorporation into City code.	May 2021
Task 1.2: Review previous Housing Element, General Plan implementation, zoning code, water & sewer provision plans and status, and start inter-governmental review process.	May 2021
Task 1.3: Plan and facilitate Kick-off Meeting with City Staff.	May 2021
Activity 2: Public Outreach	
Task 2.1: Develop outreach plan, which will include: stakeholder contact list, outreach strategies (social media posts, email, meetings, flyers, public notices, etc.), focus group and community workshop topics, and overall schedule and integration into the HE.	May 2021
Task 2.2: Create and share social media posts for City Facebook page in coordination with City staff.	May-November 2021
Task 2.3: Plan and facilitate a focus group with low-income residents to understand housing needs.	May 2021
Task 2.4: Plan and facilitate 1 st Community Workshop to receive input on housing needs and issues. Topics will include: purpose of the HE; overview of State requirements; review of previous Housing Element update; review of affordable housing funding sources; initial research on community needs; and findings from low-income resident focus group. Provide Spanish translation for the workshop and workshop materials.	June 2021
Task 2.5: Provide a mid-term project update to the Planning Commission and/or City Council.	July 2021
Task 2.6: Plan and facilitate 2 nd Community Workshop to receive input on HE goals. Topics will include: status of previous HE goals, summary of current needs and resources, and recommended HE goals for the current update. Provide Spanish translation for the workshop and workshop materials.	July 2021
Task 2.7: Summarize community input and share with the City.	August 2021
Activity 3: Housing Needs Assessment	
Task 3.1: Research relevant data sources for demographic, socioeconomic and housing conditions: State HCD, State Dept. of Finance, HUD, U.S. Census, Multiple Listing Service, and Housing Tools Housing Study. Research needs of special populations, including farmworkers, large families and female-headed households, people experiencing homelessness, people with disabilities, and seniors. Assess progress in meeting RHNA goals. Create an inventory of existing affordable housing	April-May 2021

complexes, including those at risk to convert to market rate.	
Task 3.2: Organize and summarize data on existing and projected housing needs in tables and charts, including synopsis for 1 st Community Workshop.	May 2021
Activity 4: Resource Inventory	
Task 4.1: Build inventory of available developable land for meeting RHNA building capacity requirements, including surplus sites per AB 1486. Utilize Housing Tools Glenn County Site Feasibility Study. List and map site information.	April 2021
Task 4.2: Coordinate with City Planners to make capacity assumptions for developable land, including current site conditions, zoning designations, and environmental constraints. Calculate buildable capacity for each site.	May 2021
Task 4.3: Collect information on financial resources for housing development, including local, state and federal sources. Conduct interviews with City and Housing Authority of the County of Butte Staff as necessary.	June 2021
Task 4.4: Analyze energy conservation opportunities through review of the General Plan and green building rating systems, and interviews with City staff, solar providers, and other sustainable building providers.	June 2021
Activity 5: Constraints Analysis	
Task 5.1: Review City zoning and building codes, fee schedules, and City Planning policies and procedures to understand Government Constraints. Include an analysis of government constraints that impact persons with disabilities. Interview City Planners as necessary.	June 2021
Task 5.2: Assess constraints and opportunities for facilitating production of Accessory Dwelling Units per AB 494, AB 671, and SB 229. Develop policy and process recommendations for expediting development and using pre-approved plan sets. Identify measures that could be incorporated into HE Goals and Objectives.	July 2021
Task 5.3: Research Non-governmental constraints, including: land prices, construction costs, and financing availability.	July 2021
Task 5.4: Develop list of processes, procedures and programs to reduce or eliminate constraints. Identify measures that could be incorporated into HE Goals and Objectives.	July 2021
Activity 6: Assessment of Fair Housing	
Task 6.1: Complete an Assessment of Fair Housing, per AB 686	June 2021
Task 6.2: Identify a Fair Housing Program, consisting of specific Goals, Policies and Actions	July 2021
Task 6.3: Incorporate fair housing assessment goals and objectives into the Constraints Analysis and Site Inventory.	July 2021
Activity 7: Goals, Policies and Actions	
Task 7.1: Draft first iteration of Goals, Policies and Actions with an eight-year schedule of action items and milestones. Assess existing City housing programs.	June 2021

Consider additions and revisions necessary to meet new provisions of State housing laws and regulations.	
Task 7.2: City review of first iteration.	June 2021
Task 7.3: Draft second iteration of Goals, Policies and Actions with feedback from City and 2 nd Community Workshop.	August 2021
Task 7.4: City review of second iteration.	August 2021
Activity 8: Draft and Review Document	
Task 8.1: Prepare 1 st HE Draft and review for consistency with General Plan and compliance with State regulations.	August-September 2021
Task 8.2: Initial City and inter-governmental review.	September 2021
Task 8.3: Revise HE draft to incorporate City staff comments.	September 2021
Task 8.4: Submit 2 nd HE Draft to State HCD for review.	September 2021
Task 8.5: Review HCD comments with City Staff. Revise HE draft to incorporate State HCD comments.	October 2021
Task 8.6: Prepare the 3 rd HE draft for Planning Commission review.	October 21, 2021
Task 8.7: Revise 3 rd HE Draft to incorporate Planning Commission comments.	October 22-25, 2021
Task 8.8: Prepare the 4 th HE Draft for City Council adoption, including the required City Council resolution and related findings.	November 2, 2021
Task 8.9: Revise HE draft to incorporate any City Council comments. Submit Final HE Report to the City, and to State HCD.	November 9, 2021
Task 8.10: Complete Close Out Form for SB 2 funding.	November 30, 2021
Activity 9: Environmental Review	
Task 9.1: Tribal Consultation Assistance.	June 2021
Task 9.2: Preparation of CEQA Exemption.	September 2021

Exhibit B: Itemized Budget

Task Name	Principal Hours	Principal Rate	CD Mngr. Hours	CD Mngr. Rate	CD Consultant Hours	CD Consultant Rate	HD PM Hours	HD PM Rate	HD Consultant Hours	HD Consultant Rate	CD Project Specialist Hours	CD Project Specialist Rate	HD APM Hours	HD APM Rate	Admin Cost	Per Project Cost	Total Cost
Activity 1: Analysis of Large and Small MHPs															\$868	\$8,680	\$9,548
Task 1.1: Review projects for meeting threshold, including: eligibility of applicant, cost eligibility, and cost allocation; and rate/rank applications according to HUD and HCD regulations, and local prioritization criteria.	2	\$120		\$120	4	\$120	2	\$120	2	\$120		\$100	2	\$100	\$140	\$1,400	\$1,540
Task 1.2: Underwrite selected applications for cost reasonableness, market demand, financial feasibility, development feasibility, and duplication of benefit review.	4	\$120		\$120	4	\$120	4	\$120	4	\$120		\$100	2	\$100	\$212	\$2,120	\$2,332
Task 1.4: Prepare an RFP to procure a relocation consultant if relocation is required.	1	\$120		\$120	1	\$120	1	\$120	1	\$120		\$100	2	\$100	\$68	\$680	\$748
Task 1.5: Prepare report for City of Gridley approval of recommended applications; participate in City Council meeting if necessary.	4	\$120		\$120	6	\$120	4	\$120	4	\$120		\$100	2	\$100	\$236	\$2,360	\$2,596
Task 1.6: Prepare report with justification for recommended applications to HCD through their Grants Network web portal.	2	\$120		\$120	2	\$120	2	\$120	2	\$120		\$100	2	\$100	\$116	\$1,160	\$1,276
Task 1.7: Coordinate correspondence between HCD and applicants.	2	\$120		\$120	2	\$120	2	\$120	2	\$120		\$100		\$100	\$96	\$960	\$1,056
Activity 2: Pre-Construction Project Management															\$804	\$8,040	\$8,844
Task 2.1: Conduct NEPA review and coordinate with City staff, applicants, consultants, and SHPO. Submit RROF to HCD.	4	\$120		\$120	4	\$120	4	\$120	4	\$120		\$100	2	\$100	\$212	\$2,120	\$2,332
Task 2.2: Participate in the development of CDBG-DR Infrastructure grant applications that link to proposed multifamily projects.		\$120		\$120	1	\$120	2	\$120	2	\$120		\$100	2	\$100	\$80	\$800	\$880
Task 2.3: Coordinate loan and closing documents with City staff, HCD, and developers.		\$120		\$120	4	\$120	6	\$120	6	\$120		\$100	6	\$100	\$252	\$2,520	\$2,772
Task 2.4: Review and approve Developer Management Plan prior to construction.		\$120		\$120	2	\$120	2	\$120	2	\$120		\$100	2	\$100	\$92	\$920	\$1,012
Task 2.5: Provide pre-construction federal labor compliance guidance to developers, including review of wage decision, bid package, and contracts, and facilitation of pre-construction meeting with developer and general contractor.	2	\$120		\$120		\$120	12	\$120		\$120		\$100		\$100	\$168	\$1,680	\$1,848
Activity 3: Construction Period Project Management															\$1,271	\$45,760	\$47,031
Task 3.1: Conduct federal labor compliance monitoring during project construction, including review of payroll certifications for compliance with Davis Bacon laws, quarterly site visits to conduct worker interviews, review construction progress, and check required project board postings.	8	\$120		\$120		\$120	48	\$120		\$120	150	\$100	150	\$100	\$367	\$36,720	\$37,087
Task 3.2: Oversee adherence to program requirements (Eligible Activities, Project Eligibility, Project Priority Criteria), federal requirements, construction standards, and project agreements. Maintain construction project files.	4	\$120		\$120		\$120	16	\$120		\$120	9	\$100	9	\$100	\$420	\$4,200	\$4,620
Task 3.3: Provide training and technical assistance to Developers and the City on HUD, HCD, and local requirements.	2	\$120		\$120		\$120	2	\$120		\$120	2	\$100	2	\$100	\$88	\$880	\$968

Exhibit B: Itemized Budget

Task 3.4: Attend monthly draw meetings during construction, review progress payment requests, monitor project and allocation budget, and provide to City for review and to HCD for payment.		\$120		\$120		\$120	16	\$120		\$120	8	\$100	8	\$100	\$352	\$3,520	\$3,872
Task 3.5: Participate in HCD technical assistance of program requirements, risk assessment, compliance, and capacity building.	1	\$120		\$120		\$120	1	\$120		\$120	1	\$100	1	\$100	\$44	\$440	\$484
Activity 4: Reporting and Records															\$724	\$7,240	\$7,964
Task 4.1: Provide monthly updates to City staff, including monthly status reports for each project.	48	\$120		\$120		\$120		\$120		\$120		\$100		\$100	\$576	\$5,760	\$6,336
Task 4.2: Prepare annual report and coordinate annual audit.	1	\$120		\$120		\$120	4	\$120		\$120		\$100		\$100	\$60	\$600	\$660
Task 4.3: At final Certificate of Occupancy, provide full records to City for monitoring purposes.	2	\$120		\$120		\$120	2	\$120		\$120		\$100	4	\$100	\$88	\$880	\$968
Activity 5: Compliance Monitoring															\$456	\$4,560	\$5,016
Task 5.1: Develop a compliance monitoring system for project operations in accordance with the Master Standard Agreement, and HUD and HCD regulations.		\$120		\$120		\$120		\$120		\$120		\$100	4	\$100	\$40	\$400	\$440
Task 5.2: Provide training and technical assistance to the City on the development and monitoring of MultiFamily Housing projects.	4	\$120		\$120		\$120		\$120		\$120		\$100	8	\$100	\$128	\$1,280	\$1,408
Task 5.3: For first two years of project operations, conduct annual compliance monitoring, including building and unit inspections, and review of tenant files, management documents, and financial reports.	4	\$120		\$120		\$120		\$120		\$120		\$100	24	\$100	\$288	\$2,880	\$3,168
Total															\$4,123	\$74,280	\$78,403