



AGENDA

Garden Grove City
Council

Tuesday, April 28, 2020

6:30 PM

Community Meeting
Center 11300 Stanford
Avenue Garden Grove
California 92840

Steven R. Jones

Mayor

John R. O'Neill

Mayor Pro Tem - District 2

George S. Brietigam

Council Member - District 1

Diedre Thu-Ha Nguyen

Council Member - District 3

Patrick Phat Bui

Council Member - District 4

Stephanie Klopfenstein

Council Member - District 5

Kim B. Nguyen

Council Member - District 6

Meeting Assistance: Any person requiring auxiliary aids and services, due to a disability, to address the City Council, should contact the City Clerk's Office 72 hours prior to the meeting to arrange for accommodations. Phone: (714) 741-5040.

Agenda Item Descriptions: Are intended to give a brief, general description of the item. The City Council may take legislative action deemed appropriate with respect to the item and is not limited to the recommended action indicated in staff reports or the agenda.

Documents/Writings: Any revised or additional documents/writings related to an item on the agenda distributed to all or a majority of the Council Members within 72 hours of a meeting, are made available for public inspection at the same time (1) in the City Clerk's Office at 11222 Acacia Parkway, Garden Grove, CA 92840, during normal business hours; (2) on the City's website as an attachment to the City Council meeting agenda; and (3) at the Council Chamber at the time of the meeting.

Public Comments: Members of the public desiring to address the City Council are requested to complete a **pink speaker card** indicating their name and address, and identifying the subject matter they wish to address. This card should be given to the City Clerk prior to the start of the meeting. General comments are made during "Oral Communications" and should be limited to matters under consideration and/or what the City Council has jurisdiction over. Persons wishing to address the City Council regarding a Public Hearing matter will be called to the podium at the time the matter is being considered.

Manner of Addressing the City Council: After being called by the Mayor, you may approach the podium, it is requested that you state your name for the record, and proceed to address the City Council. All remarks and questions should be addressed to the City Council as a whole and not to individual Council Members or staff members. Any person making impertinent, slanderous, or profane remarks or who becomes boisterous while addressing the City Council shall be called to order by the Mayor. If such conduct continues, the Mayor may order the person barred from addressing the City Council any further during that meeting.

Time Limitation: When any group of persons wishes to address the City Council on the same subject matter, the Mayor may request a spokesperson be chosen to represent the group, so as to

avoid unnecessary repetition. At the City Council's discretion, a limit on the total amount of time for public comments during Oral Communications and/or a further limit on the time allotted to each speaker during Oral Communications may be set.

PLEASE SILENCE YOUR CELL PHONES DURING THE MEETING.

AGENDA

ROLL CALL: COUNCIL MEMBER BRIETIGAM, COUNCIL MEMBER D. NGUYEN, COUNCIL MEMBER BUI, COUNCIL MEMBER KLOPFENSTEIN, COUNCIL MEMBER K. NGUYEN, MAYOR PRO TEM O'NEILL, MAYOR JONES

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

1. ORAL COMMUNICATIONS (to be held simultaneously with other legislative bodies)

RECESS

CONDUCT OTHER LEGISLATIVE BODIES' BUSINESS

RECONVENE

2. CONSENT ITEMS

(Consent Items will be acted on simultaneously with one motion unless separate discussion and/or action is requested by a Council Member.)

- 2.a. Adoption of a Proclamation declaring May 2020 as Asian American and Pacific Islander Heritage Month. *(Action Item)*
- 2.b. Adoption of a Proclamation declaring May 2020 as Building and Safety Month. *(Action Item)*
- 2.c. Authorize an extension of 60-day Surplus Land Act notification of interest deadline due to COVID-19. *(Action Item)*
- 2.d. Approval of a donation of fire equipment to the City of La Habra Heights. *(Action Item)*
- 2.e. Approval of the West Orange County Water Board Cathodic Protection Project. (Annual cost for eight years: \$42,000) *(Action Item)*
- 2.f. Approval of an agreement with Stommel, Inc. dba Lehr Auto for Police Department vehicle outfitting. (Cost: \$85,800) *(Action Item)*
- 2.g. Approval of an Amendment to the Citizen Participation Plan and Substantial Amendment No. 3 to the 2019-20 Annual Action Plan for the use of Housing and Urban Development Funding. *(Action Item)*

- 2.h. Receive and file minutes from the meeting held on April 14, 2020. (*Action Item*)
- 2.i. Receive and file warrants. (*Action Item*)
- 2.j. Approval to waive full reading of ordinances listed. (*Action Item*)

3. ITEMS FOR CONSIDERATION

- 3.a. Award a professional services contract to Carl Warren & Company for third-party liability claims administration services. (Cost: \$365,060) (*Action Item*)
- 3.b. Acceptance of Department of Justice Grant funding and approval to allocate funding to award a contract to Motorola Solutions, Inc. (Grant amount: \$450,000) (*Action Item*)
- 3.c. Introduction and first reading of an Ordinance amending Chapter 2.52 of the Municipal Code increasing public works contracts bidding thresholds to conform with State law
Entitled:
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE AMENDING PROVISIONS OF CHAPTER 2.52 OF TITLE 2 OF THE GARDEN GROVE MUNICIPAL CODE INCREASING PUBLIC WORKS CONTRACTS BIDDING THRESHOLDS TO CONFORM WITH STATE LAW. (*Action Item*)
- 3.d. Introduction and first reading of an Ordinance to require electronic submittal of campaign disclosure statements and Form 700 filings
Entitled:
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE ADDING CHAPTER 2.14 TO TITLE 2 OF THE GARDEN GROVE MUNICIPAL CODE RELATING TO ELECTRONIC FILING OF CAMPAIGN FINANCE DISCLOSURE STATEMENTS. (*Action Item*)

4. MATTERS FROM THE MAYOR, CITY COUNCIL MEMBERS, AND CITY MANAGER

- 4.a. Discussion regarding a proposed Resolution denouncing coronavirus discrimination against Asians and Asian Americans, as requested by Council Member Diedre Thu-Ha Nguyen.
- 4.b. Financial update for Fiscal Year 2019-20 and Fiscal Year 2020-21 as requested by City Manager Stiles.

5. ADJOURNMENT

The next Regular City Council Meeting will be on Tuesday, May 12, 2020, at 5:30 p.m. in the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Ana Pulido
Dept.: City Manager Dept.: City Manager
Subject: Adoption of a Proclamation Date: 4/28/2020
 declaring May 2020 as Asian
 American and Pacific
 Islander Heritage Month.
 (*Action Item*)

Attached is a Proclamation declaring May 2020 as Asian American and Pacific Islander Heritage Month recommended for adoption.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Proclamation	4/16/2020	Proclamation	4-28- 20_May_as_Asian_Pacific_Islander_Heritage_Month_Proclamation.pdf

PROCLAMATION

MAY 2020 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH

WHEREAS: The City of Garden Grove and the United States of America continue to thrive because of the hard work, talent, and ongoing cultural contributions of its richly diverse community;

WHEREAS: According to the 2018 Census, Asian Americans constitute more than 40 percent of the City of Garden Grove's population;

WHEREAS: Asian and Pacific Americans have helped advance the City's prosperity through their contributions to all fields of education, business, the arts, economic development, science, and technology;

WHEREAS: Asian and Pacific Americans are working to achieve full participation in the social, economic, and political decisions that affect their families, building stronger alliances across all communities in Garden Grove;

WHEREAS: Asian Americans and Pacific Islanders have a proud legacy of service and dedication to our community, our city, our state and our country;

WHEREAS: The City is the proud home to Little Saigon, the largest Vietnamese community outside Vietnam, as well as Koreatown;

WHEREAS: May has become a symbolic month in which Asian Americans and Pacific Islanders and supporters come together in various celebrations of culture, traditions and history.

NOW, THEREFORE, BE IT RESOLVED, that the City of Garden Grove, does hereby proclaim May 2020 to be Asian American and Pacific Islander Heritage Month in Garden Grove and encourage the community to join in this observance.

April 28, 2020

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Lisa L. Kim
Dept.: City Manager Dept.: City Manager
Subject: Adoption of a Proclamation declaring May 2020 as Building and Safety Month. (Action Item) Date: 4/28/2020

Attached is a Proclamation recognizing May 2020 as Building and Safety Month recommended for adoption.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Proclamation	4/16/2020	Proclamation	4-28-20_Building_and_Safety_Month.pdf

PROCLAMATION

PROCLAIMING MAY 2020 AS BUILDING AND SAFETY MONTH

WHEREAS, the City of Garden Grove is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster;

WHEREAS, our confidence in the structural integrity of buildings that make up our community is achieved through the devotion of vigilant guardians--building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry--who work year-round to ensure the safe construction of buildings;

WHEREAS, these guardians are dedicated building safety professionals depended on to implement the highest-quality codes to protect us in the buildings where we live, learn, work, and play;

WHEREAS, our community benefits economically and technologically from using modern, up-to-date codes and standards, including the International Codes, which are the most widely adopted building safety and fire prevention codes in the world;

WHEREAS, "Safer Buildings, Safer Communities, Safer World," the theme for Building Safety Month 2020, encourages all individuals to raise awareness about the importance of safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2020 encourages appropriate steps everyone can take to ensure the safety of our built environment, and recognizes that the implementation of safety codes by local, regional and international agencies has saved lives and protected homes and businesses; and

WHEREAS, each year, in observance of Building Safety Month, citizens worldwide are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential services provided to all of us by building departments, fire prevention bureaus and other agencies in protecting lives and property.

NOW, THEREFORE, BE IT PROCLAIMED that the month of May 2020 is hereby recognized as "**Building and Safety Month**" in Garden Grove.

April 28, 2020

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Omar Sandoval
Dept.:	City Manager	Dept.:	City Attorney
Subject:	Authorize an extension of 60-day Surplus Land Act notification of interest deadline due to COVID-19. (<i>Action Item</i>)	Date:	4/28/2020

As required by the Surplus Land Act, on March 12, 2020, the City sent a notice of availability to the State, public agencies, and other interested parties providing notification that the City intends to sell or lease the Willowick Golf Course property located at 3017 W. 5th Street in the City of Santa Ana. Under Government Code 54222(e), interested parties are required to provide the City written notification that they are interested in purchasing or leasing the property within 60 days, or May 11, 2020.

Due to the COVID-19 pandemic and the various declarations of a national, state, county and local emergencies, the City and many businesses are experiencing major disruption in regular business and economic activities, such that it may make it difficult for interested parties to respond to the City's notice of availability within the required 60-day period. Consequently, staff is recommending that the City Council authorize an extension of the 60-day deadline for another 60 days from May 11, 2020 to July 10, 2020. Staff will send an amended notice of availability extending the notification of interest deadline by 60 days to July 10, 2020.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council approve the 60-day extension of the notification of interest due from interested parties to July 10, 2020.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Patricia Song
Dept.:	City Manager	Dept.:	Finance
Subject:	Approval of a donation of fire equipment to the City of La Habra Heights. (<i>Action Item</i>)	Date:	4/28/2020

OBJECTIVE

To request City Council approval to donate surplus grant equipment to the City of La Habra Heights Fire Department.

BACKGROUND

On August 16, 2019, the City of Garden Grove transitioned its fire and medical services to the Orange County Fire Authority (OCFA). As part of the transition, the City transferred miscellaneous Fire equipment, including equipment funded by the Federal Emergency Management Agency (FEMA) through the Assistance to Firefighters Grant (AFG) 2016. On January 14, 2020, OCFA notified the City that some of the AFG equipment, nozzles, and extrication tools, are not compatible with their operations. Due to the incompatibility, OCFA returned the grant equipment to the City. Since the City cannot use the equipment for its intended purpose, FEMA notified the City that it could either reimburse FEMA for the equipment or donate it.

DISCUSSION

To ensure compliance with AFG guidelines and regulations, Staff determined that the best option is to donate the equipment to another Fire department that could benefit from its use. The City of La Habra Heights Fire Department has expressed interest in the equipment and determined that it would be compatible with their operations. Subsequently, FEMA has given the City authorization to donate the equipment to the City of La Habra Heights.

FINANCIAL IMPACT

There is no impact to the General Fund by donating the equipment.

RECOMMENDATION

It is recommended that the City Council:

- Authorize the City Manager to sign and execute the Bill of Transfer donating the remaining AFG funded equipment to the City of La Habra Heights.

ATTACHMENTS:

Description	Upload Date	Type	File Name
AFG Bill of Transfer	4/14/2020	Agreement	AFG_Bill_of_Transfer.DOCX
Bill of Transfer - Attachment 1	4/16/2020	Backup Material	DOC-20200416- 14_24_54.pdf

BILL OF TRANSFER

1. **CONSIDERATION.** The City of Garden Grove ("GG") hereby grants, conveys and transfers the AFG equipment ("AFG") provided in "ATTACHMENT 1" to the City of La Habra Heights ("LHH"):

2. **REGISTRATION AND OWNERSHIP TRANSFERS.** LHH, at its own cost, shall promptly take all legal actions necessary to officially transfer ownership and registration, if applicable, of the AFG.

3. **DISCLAIMER OF LIABILITY AND INDEMNITY.** GG assumes no responsibility for any injuries or damage resulting from LHH's ownership, possession or use of the AFG. To the fullest extent allowed by law, LHH agrees to waive, discharge disclaim, and release from liability GG, its officers, employees and agents from any and all liability on account of, or in any way resulting from injuries and damages in any way connected with LHH's ownership, possession or use of the AFG. LHH further agrees to defend, hold harmless, and indemnify GG, its officers, employees and agents, as to any and all claims, judgments, liabilities or damages of any nature arising, directly or indirectly, out of LHH's ownership, possession, use, or sale or transfer to a third party of the AFG purchased hereunder.

4. **GOVERNING LAW.** This Bill of Transfer shall be governed by, construed in accordance with, and interpreted under the laws of the State of California and shall be deemed to have been entered into in Garden Grove, California, for purposes of venue no matter where actually executed.

Agreed to by LHH and executed this _____ day of _____, 2020.

By: _____
Garden Grove City Manager

By: _____
La Habra Heights City Manager

Attest:

By: _____
City Clerk

Extrication Equipment			
Holmatro SR20PC2 Duo Pump			
Holmatro 5250 Spreader			
Holmatro Pulling Attachment Hooks			
Holmatro 5050i Cutter			
Nozzles			
HM-VPGIS	H648535	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Blue
HM-VPGIS	H648396	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648353	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648386	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
H-VOI	H647316	1	Bale with Grip, Orange
HML-TOS	H646179	1	Mid-Matic. 70 - 200 GPM @ 75 PSI
H-VOI	H647312	1	Bale with Grip, Orange
HML-TOS	H646184	1	Mid-Matic. 70 - 200 GPM @ 75 PSI
H-2VPGI	H647989	1	Handline, 95 - 300 GPM @ 100 PSI, Red
H-2VPP	H647202	1	Playpipe with Valve
FS-3STACK		1	3 Stacked Tlds. 1" - 1 1/8" - 1 1/4"
H-2BLITZ	H649023	1	Handline Playpipe, 95 - 300 GPM @ 100 PSI
MST-4NJ		1	4 Stacked Tips, 1 3/8" - 1 1/2" - 1 3/4" - 2"
XF-SS5		1	Stream Straightener
M-R1250-NJ	M527713	1	Master Stream 1250, 300 - 1250 GPM @ 70 - 120 PSI
HM-VPGIS	H648397	1	Mid-Matic, 70 - 200 GPM 100 PSI, Yellow
HM-VPGIS	H648383	1	Mid-Matic, 70 - 200 GPM @ > 100 PSI, Yellow
HM-VPGIS	H648375	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
H-VOI	H647307	1	Bale with Grip, Orange
HML-TOS	H650211	1	Mid-Matic, 70 - 200 GPM @ 75 PSI
H-VOI	H647306	1	Bale wllh Grip, Orange
HML-TOS	H646185	1	Mid-Matic, 70 - 200 GPM @ 75 PSI

H-2VPGI	H647984	1	Handline, 95 - 300 GPM @ 100 PSI, Red
H-2VPP	H647162	1	Playpipe with Valve
FS-3STACK		1	3 Stacked Tips, 1" -11/8" -11/4"
H-2BUTZ	H648302	1	Handline Playpipe, 95 - 300 GPM @ 100 PSI
M-R1250-NJ	M527705	1	Master Stream 1250, 300 -1250 GPM @ 70 -120 PSI
HM-VPGIS	H648507	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Blue
HM-VPGIS	H648373	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648378	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648387	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
H-VOI	H647314	1	Bale with Grip, Orange
HML-TOS	H646186	1	Mid-Matic, 70 - 200 GPM @ 75 PSI
H-VOI	H647304	1	Bale with Grip, Orange
HML-TOS	H646201	1	Mid-Matic, 70 - 200 GPM @ 75 PSI
H-2VPGI	H647985	1	Handline, 95 - 300 GPM @ 100 PSI, Red
H-2VPP	H647194	1	Playpipe with Valve
FS-3STACK		1	3 Stacked Tips, 1" -11/8" - 11/4"
H-2BLITZ	H649022	1	Handline Playpipe, 95 - 300 GPM @ 100 PSI
MST-4NJ		1	4 Stacked Tips, 1 3/8" -11/2" -1 3/4" - 2"
XF-SS5		1	Stream Straightener
M-R1250-NJ	M527719	1	Master Stream 1250, 300 -1250 GPM @ 70 -120 PSI
HM-VPGIS	H648508	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Blue
HM-VPGIS	H648369	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648372	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648391	1	Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
H-VOI	H647295	1	Bale with Grip, Orange
HML-TOS	H650226	1	Mid-Matic, 70 - 200 GPM @ 75 PSI
H-VOI	H647294	1	Bale with Grip, Orange
HML-TOS	H646181	1	Mid-Matic, 70 - 200 GPM @ 75 PSI
H-2VPGI	H648009	1	Handline, 95 - 300 GPM @ 100 PSI, Red
H-2VPP	H647206	1	Playpipe with Valve
FS-3STACK		1	3 Stacked Tips, 1" -11/8" - 11/4"
H-2BUTZ	H647991	1	Handline Playpipe, 95 - 300 GPM @ 100 PSI
MST-4NJ		1	4 Stacked Tips, 1 3/8" -11/2" -1 3/4" - 2"

XF-SS5			1 Stream Straightener
M-R1250-NJ	M527717		1 Master Stream 1250, 300 - 1250 GPM @ 70 -120 PSI
D-1040-ID	D564684		1 Twister Tip 1", 10 - 40 GPM @ 100 PSI Wildland Nozzle
HM-VPGIS	H648489		1 Mid-Matic, 70 - 200 GPM @ > 100 PSI, Blue
HM-VPGIS	H648355		1 Mid-Matic, 70 - 200 GPM (g> 100 PSI, Yellow
HM-VPGIS	H648380		1 Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648393		1 Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
H-VOI	H647298		1 Bale with Grip, Orange
HML-TOS	H650212		1 Mid-Matic, 70 - 200 GPM @ 75 PSI
H-VOI	H647289		1 Bale with Grip, Orange
HML-TOS	H646200		1 Mid-Matic, 70 - 200 GPM @ 75 PSI
H-2VPGI	H647988		1 Handline, 95 - 300 GPM @ 100 PSI, Red
H-2VPP	H647193		1 Playpipe with Valve
FS-3STACK			1 3 Stacked Tips, 1" - 1 1/8" - 11/4"
H-2BLITZ	H649011		1 Handline Playpipe, 95 - 300 GPM @ 100 PSI
MST-4NJ			1 4 Stacked Tips, 1 3/8" - 11/2" - 13/4" - 2"
XF-SS5			1 Stream Straightener
M-R1250-NJ	M527712		1 Master Stream 1250, 300 - 1250 GPM @ 70 -120 PSI
HM-VPGIS	H648502		1 Mid-Matic, 70 - 200 GPM (g> 100 PSI, Blue
HM-VPGIS	H648356		1 Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648377		1 Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
HM-VPGIS	H648395		1 Mid-Matic, 70 - 200 GPM @ 100 PSI, Yellow
H-VOI	H647318		1 Bale with Grip, Orange
HML-TOS	H646199		1 Mid-Matic, 70 - 200 GPM @ 75 PSI
H-VOI	H647299		1 Bale with Grip, Orange
HML-TOS	H650225		1 Mid-Matic, 70 - 200 GPM @ 75 PSI
M-R1250-NJ	M527715		1 Master Stream 1250, 300 - 1250 GPM @ 70 -120 PSI

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: William E. Murray
Dept.: City Manager Dept.: Public Works
Subject: Approval of the West Orange County Water Board
Cathodic Protection Project.
(Annual cost for eight years:
\$42,000) (*Action Item*)

OBJECTIVE

To receive City Council approval of the West Orange County Water Board Cathodic Protection Project.

BACKGROUND

The West Orange County Water Board (WOCWB) is a joint powers authority created in 1967 by the cities of Garden Grove, Huntington Beach, Seal Beach, and Westminster for the purpose of maintenance and operation of shared water transmission lines for imported water.

Of those shared water transmission lines, the OC-9 and OC-35 transmission lines require life extension, as each pipeline is 64 years and 56 years old respectively. The average lifespan of a cement lined and coated steel pipeline ranges between 70 and 80 years. The options to ensure that water service to member agencies would continue into the future would be to replace the pipelines in 10 to 20 years at a cost of \$50 million or install a cathodic protection system (CP) at a cost of \$8 million. On March 18, 2020, the WOCWB voted to proceed with the installation of a CP, which is also the most cost effective solution.

DISCUSSION

The WOCWB estimates that OC-9 will cost \$3.8 million for a CP and OC-35 would cost \$4.2 million for a CP. Due to these costs, WOCWB staff is recommending that the member agencies make an annual payment to a special fund over an eight-year period in order to finance both projects. The WOCWB would accumulate funds for OC-9 based on agency ownership share for the first four years, with design to begin in year three and construction in year four. Similarly, the WOCWB would accumulate funds for OC-35 in years five through eight, with design in year seven and construction in year eight. A table showing the annual breakdown by agency is included as an attachment.

FINANCIAL IMPACT

The City of Garden Grove Water Services Division share is set at 4.2 percent of the project amount, for an annual total of \$42,000. This will be funded by the Water Enterprise Fund.

RECOMMENDATION

It is recommended that City Council:

- Approve the West Orange County Water Board Cathodic Protection Project.

By: Samuel K. Kim, P.E.
Water Services Manager

ATTACHMENTS:

Description	Upload Date	Type	File Name
Estimated Project Costs By Agency	4/6/2020	Backup Material	WOCWB_CP_Estimated_Costs.pdf

WEST ORANGE COUNTY WATER BOARD

Estimated Costs For OC-9 and OC-35 Cathodic Protection Systems

March 12, 2020

OC-9 PIPELINE

Estimated Costs: \$3,800,000

Agency	Percentage of Ownership	Estimated Agency Total Cost	Estimated Agency Assessment Per Year				
			4 Years	6 Years	8 Years	10 Years	12 Years
Garden Grove	4.2%	\$159,600	\$39,900	\$26,600	\$19,950	\$15,960	\$13,300
Seal Beach	14.3%	\$543,400	\$135,850	\$90,567	\$67,925	\$54,340	\$45,283
Westminster	25.4%	\$965,200	\$241,300	\$160,867	\$120,650	\$96,520	\$80,433
Huntington Beach	56.1%	\$2,131,800	\$532,950	\$355,300	\$266,475	\$213,180	\$177,650
	100.0%	\$3,800,000	\$950,000	\$633,333	\$475,000	\$420,000	\$316,667

OC-35 PIPELINE

Estimated Costs: \$4,200,000

Agency	Percentage of Ownership	Estimated Agency Total Cost	Estimated Agency Assessment Per Year				
			4 Years	6 Years	8 Years	10 Years	12 Years
Garden Grove	4.2%	\$176,400	\$44,100	\$29,400	\$22,050	\$17,640	\$14,700
Seal Beach	14.3%	\$600,600	\$150,150	\$100,100	\$75,075	\$60,060	\$50,050
Westminster	25.4%	\$1,066,800	\$266,700	\$177,800	\$133,350	\$106,680	\$88,900
Huntington Beach	56.1%	\$2,356,200	\$589,050	\$392,700	\$294,525	\$235,620	\$196,350
	100.0%	\$4,200,000	\$1,050,000	\$700,000	\$525,000	\$420,000	\$350,000

TOTAL COSTS	100.00%	\$8,000,000	\$2,000,000	\$1,333,333	\$1,000,000	\$840,000	\$666,667
-------------	---------	-------------	-------------	-------------	-------------	-----------	-----------

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Tom DaRé
Dept.:	City Manager	Dept.:	Police Department
Subject:	Approval of an agreement with Stommel, Inc. dba Lehr Auto for Police Department vehicle outfitting. (Cost: \$85,800) (<i>Action Item</i>)		
		Date:	4/28/2020

OBJECTIVE

To seek City Council approval of an agreement with Stommel, Inc. dba Lehr Auto (Lehr) to furnish all labor, materials and equipment for installation of equipment in five (5) new police vehicles.

BACKGROUND

When the Fiscal Year 2019-20 budget was adopted it included the addition of 11 sworn police personnel, which necessitated the addition of police patrol vehicles to the fleet. The addition of five (5) new, fully equipped police patrol vehicles was also included the adopted budget, and the vehicles now need to be outfitted so they can be put into service. Lehr is the company Public Works utilizes to perform new installations and changeovers for police department vehicles.

FINANCIAL IMPACT

The cost of the contract with Lehr to outfit the five (5) police patrol vehicles is approximately \$78,000, however, the Police department requests authorization to exceed this amount by no more than 10% (\$7,800) to account for unanticipated costs related to the contracted services/equipment. The adopted FY 2019-20 budget includes funding to outfit these vehicles, so there will be no additional impact on the General Fund.

RECOMMENDATION

It is recommended that the City Council:

- Approve the agreement in the amount of approximately \$78,000 to Stommel dba Lehr Auto to furnish all labor, materials and equipment for installation in five (5) new police vehicles;

- Authorize an additional amount not to exceed \$7,800 for unanticipated costs related to the contracted services/equipment; and
- Authorize the City Manager to execute the agreements on behalf of the City and make minor modifications as appropriate thereto.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Agreement	4/21/2020	Agreement	4-28- 20_Stommel_Inc_Contract_2020.pdf

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2020, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Stommel Inc. dba LEHR**, here in after referred to as "CONTRACTOR".

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove COUNCIL AUTHORIZATION, DATED _____.
2. CITY desires to utilize the services of CONTRACTOR to Furnish all labor, material, and equipment to provide new installation of four (4) Police Department patrol vehicles per Attachment "A".
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination.** The term of the agreement shall be for period of 120 days from full execution of the agreement. This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with proposal which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work completion.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of tasks as set forth in the Proposal. The Proposal is incorporated herein by reference. The Proposal and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
 - 3.1 **AMOUNT.** Total Compensation under this agreement shall not exceed (NTE) amount of Seventy Seven Thousand Nine Hundred Seventy Five Dollars and 16/100 (\$77,975.16), payable in arrears and in accordance with proposal in Attachment A.

- 3.2 Payment. For work under this Agreement, payment shall be made per invoice for work completed. Within 45 day of delivery of goods or completion of performance of services, CONTRACTOR must promptly render an invoice to CITY or payment may be significantly delayed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Proposal (Attachment A).
- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
- (a) Commercial general liability in an amount of \$1,000,000.00 per occurrence: **claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY.

- (b) Automobile liability in an amount of \$1,000,000.00 combined single limit: **claims made and modified occurrence policies are not acceptable;** Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY.
- (c) Garage Keeper Liability in an amount of \$1,000,000.00 combined single limit: Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY.
- (d) Garage Liability in an amount of \$1,000,000.00 combined single limit: Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A- Class VII or better, as approved by the CITY

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, it's officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, it's officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, it's officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

If CONTRACTOR maintains higher insurance limits than the minimums shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.

5. **Non-Liability of Officials and Employees of the City.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount, which may become due to CONTRACTOR.
6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government. CONTRACTOR shall comply with, and shall be responsible for causing all contractors and subcontractors performing any of the work pursuant to this Agreement to comply with, all applicable federal and state labor standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor. The City makes no warranty or representation concerning whether any of the work performed pursuant to this Agreement constitutes public works subject to the prevailing wage requirements.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
 - a. (CONTRACTOR)
Stommel Inc. dba LEHR
Attention: Kelley Brophy, Fleet Manager
4707 Northgate Blvd.
Sacramento, CA 95834
 - b. (Address of City Purchasing) (with a copy to):
City of Garden Grove Garden Grove City Attorney
11222 Acacia Parkway 11222 Acacia Parkway
Garden Grove, CA 92840 Garden Grove, CA 92840
10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.

11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement. Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.
13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.
15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** CONTRACTOR agrees to protect, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damage to property, or interference with use of property, arising out of, or in any way connected with performance of the Agreement by CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the sole negligence of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

17. **Appropriations.** This Agreement is subject to and contingent upon funds being appropriated therefor by the Garden Grove City Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the CITY.

\\ \\ \\

(Agreement Signature Block on Next Page)

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

"CITY"
CITY OF GARDEN GROVE

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

"CONTRACTOR"
Stommel Inc. dba LEHR

By: _____

Name: _____

Title: _____

Date: _____

Tax ID No. _____

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

Garden Grove City Attorney

Date



Sales Quote

Page: 1

1370 North McCan Street Anaheim, CA 92806
Phone: 714-988-4830 Fax: 714-414-0244

Quote Number: 22750
Document Date: 3/12/2020
Terms: Net 30
Payment Method:

Sell City of Garden Grove
To: Ray Bex
11222 Acacia Parkway
Garden Grove, CA 92840
Phone: 714-741-5060

Ship City of Garden Grove
To: 11222 Acacia Parkway
Garden Grove, CA 92840
USA
Phone:

Ship Via Ship from Warehouse
Location: Lehr - Anaheim
Blanket PO:

Customer ID 17116
SalesPerson Nick Brophy

Vehicle Information:

2020 FORD PIU, Color: BLACK

Item No.	Description	Category	Quantity	Unit Price	Total Price
	2020 Police Sergeant Ford Explorer Interceptor				
	Front End Equipment				
BK2017ITU20	PB450L2 ALUM PUSH BUMPER 2 LT ION	SETINA	1	710.00	710.00
FK0400ITU20	PB5 PB300/400 FENDER WRAP 2020 UTILITY	SETINA	1	370.00	370.00
5V1R	500 V-SERIES WARNING LT RED	WHELEN	1	210.00	210.00
5V1B	500 V-SERIES WARNING LT BLUE	WHELEN	1	210.00	210.00
ES100C	DYNAMAX/ES100C SPEAKER	FEDSIG	1	225.00	225.00
ESB-U	SPEAKER BRACKET	FEDSIG	1	28.00	28.00
EX0011	PATROL POWER HARNESS FRT MNT PI UTIL 2020	PATROLPO	1	610.00	610.00
	Roof Equipment				
HAF4016A	800MHZ ANTENNA, MOTOROLA	RADIO	2	26.00	52.00
AP-M2M2-CCWG	Antenna; 2 Cell/LTE & 1 WiFi & GNSS		1	129.00	129.00
	Drivers Compartment				
CC-20-UV10-L8	Troy 2020 Console, 10" flat/8" sloped	TROY PRO	1	429.00	429.00
FP-WCENCOM-JD	FACE PLATE 4" CENCOM	TROY PRO	1		
FP-M9004	FACE PLATE 2"	TROY PRO	1		
FP-MXTL2500	FACE PLATE 3"	TROY PRO	1		
FP-AP12-4	FACE PLATE W/4 HOLES 2"	TROY PRO	1		
FP-BLNK3	FACE PLATE 3" BLANK	TROY PRO	1		
AC-INBHG	4" INTERNAL DUAL BEVERAGE HOLDER	TROY PRO	1	39.00	39.00
USBR12V2	DUAL 2.1A OUTPUT USB CHARGER W/LED & CAP	MISC	2	19.00	38.00
782-1635	POWER SCKT	NAPA	2	10.50	21.00
MMSU-1	MAGNETIC MIC KIT	MAGMIC	2	34.95	69.90
C-MCB	MICLIP BRACKET	HAVIS	2	11.50	23.00
55-4630	8 OHM SPEAKER	MOTORCR	2	26.00	52.00
	Back End Equipment				
CCSRNT4A	CARBIDE SIREN SYSTEM W/T/A, EXP MODULES	WHELENPR	1	900.00	900.00
CANCTL7	CONTROL HEAD 21 PUSH-BUTTONS, 4-PSS, MIC	WHELENPR	1		
CC5K4	OBDI1 INSTALL KIT FOR 2020 FORD PI SUV W/O 61B	WHELEN	1		
C-SBX-101	TRNK, BOX, UNV,	HAVIS	1	515.00	515.00
C-SBX-101-KIT-5	SBX-101 BOX MTG KIT 2020 PIU	HAVIS	1	180.00	180.00



Sales Quote

Page: 2

1370 North McCan Street Anaheim, CA 92806
 Phone: 714-988-4830 Fax: 714-414-0244

Quote Number: 22750
 Document Date: 3/12/2020
 Terms: Net 30
 Payment Method:

Sell City of Garden Grove
 To: Ray Bex
 11222 Acacia Parkway
 Garden Grove, CA 92840
 Phone: 714-741-5060

Ship City of Garden Grove
 To: 11222 Acacia Parkway
 Garden Grove, CA 92840
 USA
 Phone:

Ship Via Ship from Warehouse
 Location: Lehr - Anaheim
 Blanket PO:

Customer ID 17116
 SalesPerson Nick Brophy

Vehicle Information:

2020 FORD PIU, Color: BLACK

Item No.	Description	Category	Quantity	Unit Price	Total Price
CP-GB403212-LIT	Troy Cargo Box w/ floor and lip	TROY PRO	1	1,360.00	1,360.00
CITEZPIU2T-SRB-MTI	Citadel R/B 2020 PIU	CODE 3	1	920.00	920.00
HB6PAK-PI-R	CODE 3 TWIST LOCK HIDE-A-BLAST 6-LED RED	CODE 3	2	82.50	165.00
TLIR	ION T-SERIES LINEAR SUPER-LED, RED	WHELENPR	1	74.90	74.90
TLIB	ION T-SERIES LINEAR SUPER-LED, BLUE	WHELENPR	1	74.49	74.49
SC-6H	GENII UNIV LOCK	SANTACRU	6	130.00	780.00
INSTALL	INSTALL MATERIALS	OTHER	1	190.00	190.00
L	LABOR CHARGES	LABOR	1	3,168.75	3,168.75
	ADD ON				
ULT6-A	MEGA THIN AMBER	CODE 3	4	79.90	319.60
ULT-CHBZ	MEGA THIN CHROME BEZEL	CODE 3	4	9.95	39.80
VTX609A	VERTEX SUPER-LED LIGHT AMBER	WHELENPR	4	79.10	316.40
HLN7045A	Double Radio Stack Trunnion kit		2	30.00	60.00
HAF4016A	800MHZ ANTENNA, MOTOROLA	RADIO	2	23.00	46.00
HKN4192B	POWER CABLE 20'	RADIO	2	44.00	88.00
HLN6863B	MOTTO ACCS KIT	RADIO	2	45.00	90.00
HKN6189B	DIRECT ENTRY KEYPAD CABLE, DEK TO HEAD	MISC	2	27.50	55.00
HKN6188B	POWER CABLE REMOTE MOUNT	RADIO	2	38.00	76.00
MISC	Miscellaneous Item	OTHER	2	454.60	909.20

Amount Subject to Sales Tax 10375.29
 Amount Exempt from Sales Tax 3,168.75

Subtotal: \$13,544.04
 Total Sales Tax: \$804.08
Total: \$14,348.12



Attachment "A"

Sales Quote

Page: 1

1370 North McCan Street Anaheim, CA 92806
Phone: 714-988-4830 Fax: 714-414-0244

Quote Number: 22752
Document Date: 3/12/2020
Terms: Net 30
Payment Method:

Sell City of Garden Grove
To: Ray Bex
11222 Acacia Parkway
Garden Grove, CA 92840
Phone: 714-741-5060

Ship City of Garden Grove
To: 11222 Acacia Parkway
Garden Grove, CA 92840
USA
Phone:

Ship Via Ship from Warehouse
Location: Lehr - Anaheim
Blanket PO:

Customer ID 17116
SalesPerson Nick Brophy

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
2020 Patrol Units (Each) - 4 Units Total					
Front End Equipment					
BK2017ITU20	PB450L2 ALUM PUSH BUMPER 2 LT ION	SETINA	1	710.00	710.00
FK0400ITU20	PB5 PB300/400 FENDER WRAP 2020 UTILITY	SETINA	1	370.00	370.00
5V1R	500 V-SERIES WARNING LT RED	WHELEN	1	210.00	210.00
5V1B	500 V-SERIES WARNING LT BLUE	WHELEN	1	210.00	210.00
ES100C	DYNAMAX/ES100C SPEAKER	FEDSIG	1	225.00	225.00
ESB-U	SPEAKER BRACKET	FEDSIG	1	28.00	28.00
EX0011	PATROL POWER HARNESS FRT MNT PI UTIL 2020	PATROLPO	1	610.00	610.00
Roof Equipment					
HAF4016A	800MHZ ANTENNA, MOTOROLA	RADIO	2	26.00	52.00
AP-M2M2-CCWG	Antenna; 2 Cell/LTE & 1 WiFi & GNSS		1	129.00	129.00
Drivers Compartment					
CC-20-UV10-L8	Troy 2020 Console, 10" flat/8" sloped	TROY PRO	1	429.00	429.00
FP-WCENCOM-JD	FACE PLATE 4" CENCOM	TROY PRO	1		
FP-M9004	FACE PLATE 2"	TROY PRO	1		
FP-MXTL2500	FACE PLATE 3"	TROY PRO	1		
FP-AP12-4	FACE PLATE W/4 HOLES 2"	TROY PRO	1		
AC-INBHG	4" INTERNAL DUAL BEVERAGE HOLDER	TROY PRO	1	39.00	39.00
USBR12V2	DUAL 2.1A OUTPUT USB CHARGER W/LED & CAP	MISC	2	19.00	38.00
782-1635	POWER SCKT	NAPA	2	10.50	21.00
MMSU-1	MAGNETIC MIC KIT	MAGMIC	2	34.95	69.90
C-MCB	MICLIP BRACKET	HAVIS	2	11.50	23.00
55-4630	8 OHM SPEAKER	MOTORCR	2	26.00	52.00
Prisoner Compartment					
PRPSP4704UIN20A	CENTER SLIDING POLY WINDOW	PROGARD	1	790.00	790.00
S4702UIN20OSB	STD PRIS SEAT W/POLY WINDOW CARGO BARR AND OSB	PROGARD	1	1,445.00	1,445.00
WBP47NPUIN20	PR 1/4" PLY WNDW BARR FOR USE W/OEM DOOR PANELS	PROGARD	1	205.00	205.00
Back End Equipment					



Sales Quote

Page: 2

1370 North McCan Street Anaheim, CA 92806
Phone: 714-988-4830 Fax: 714-414-0244

Quote Number: 22752
Document Date: 3/12/2020
Terms: Net 30
Payment Method:

Sell City of Garden Grove
To: Ray Bex
11222 Acacia Parkway
Garden Grove, CA 92840
Phone: 714-741-5060

Ship City of Garden Grove
To: 11222 Acacia Parkway
Garden Grove, CA 92840
USA
Phone:

Ship Via Ship from Warehouse
Location: Lehr - Anaheim
Blanket PO:

Customer ID 17116
SalesPerson Nick Brophy

Vehicle Information:

Item No.	Description	Category	Quantity	Unit Price	Total Price
CCSRNT4A	CARBIDE SIREN SYSTEM W/T/A, EXP MODULES	WHELENPR	1	900.00	900.00
CANCTL7	CONTROL HEAD 21 PUSH-BUTTONS, 4-PSS, MIC	WHELENPR	1		
CC5K4	OBDII INSTALL KIT FOR 2020 FORD PI SUV W/O 61B	WHELEN	1		
C-SBX-101	TRNK, BOX, UNV,	HAVIS	1	515.00	515.00
C-SBX-101-KIT-5	SBX-101 BOX MTG KIT 2020 PIU	HAVIS	1	180.00	180.00
CITEZPIU2T-SRB-MTI	Citadel R/B 2020 PIU	CODE 3	1	920.00	920.00
HB6PAK-PI-R	CODE 3 TWIST LOCK HIDE-A-BLAST 6-LED RED	CODE 3	2	82.50	165.00
TLIR	ION T-SERIES LINEAR SUPER-LED, RED	WHELENPR	1	74.90	74.90
TLIB	ION T-SERIES LINEAR SUPER-LED, BLUE	WHELENPR	1	74.49	74.49
SC-6H	GENII UNIV LOCK	SANTACRU	6	130.00	780.00
SC-7009-A	ADJ. LOCK TIMER	SANTACRU	1	30.00	30.00
INSTALL	INSTALL MATERIALS	OTHER	1	190.00	190.00
L	LABOR CHARGES	LABOR	1	4,095.00	4,095.00

Amount Subject to Sales Tax 9485.29
Amount Exempt from Sales Tax 4,095.00

Subtotal: \$13,580.29
Total Sales Tax: \$735.11
Total: \$14,315.40

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Lisa L. Kim
Dept.:	City Manager	Dept.:	Community & Economic Development
Subject:	Approval of an Amendment to the Citizen Participation Plan and Substantial Amendment No. 3 to the 2019-20 Annual Action Plan for the use of Housing and Urban Development Funding. (<i>Action Item</i>)		
		Date:	4/28/2020

OBJECTIVE

The purpose of this memorandum is to request City Council consideration of amendments to the Citizen Participation Plan (CPP) and 2019-20 Annual Action Plan (AAP), and authorize transmittal of the amendments to the U.S. Department of Housing and Urban Development (HUD).

BACKGROUND

The City of Garden Grove receives annual entitlement grants from HUD funding sources, including an annual Community Development Block Grant (CDBG) and an Emergency Solutions Grant (ESG). On March 26, 2019, City Council adopted the FY 2019-2020 AAP, which includes the use of CDBG and ESG funds for the period of July 1, 2020 through June 30, 2020. HUD rules require a substantial amendment be made to the AAP if an activity is to be carried out that was not previously described in the AAP.

On March 27, 2020, the U.S. President signed into law the Coronavirus Aid, Relief and Economic Security (CARES) Act. A portion of these relief funds were allocated to HUD entitlement cities. As a result, the City will be receiving a supplemental allocation of \$1,194,311 in CDBG-CV funds and \$602,486 in ESG-CV funds to assist low-income Garden Grove residents affected by the Novel Coronavirus (COVID-19).

This Substantial Amendment proposes to expand the following programs to assist businesses and residents affected by COVID-19: Small Business Assistance Program, Meals on Wheels Program, and the ESG Rapid Rehousing and Homeless Prevention Programs. In addition to expanding current programs, the City will be implementing a Family Food Box Program, the Community Services Meal Program and will

purchase Personal Protective Equipment (PPE) for Garden Grove first responders.

Additionally, City Staff is recommending an amendment to the City's CPP to allow the public notice and comment period to be decreased to 5-days when amending the Consolidated Plan or AAP during local, state or national emergency declarations. The public noticing and comment period is a time in which the public can review and comment on drafted versions of the Consolidated Plan, AAP, or CPP. The amendment to decrease the public comment period from 30-days to 5-days during an emergency declaration enhances the City's ability to respond to emergencies, while still providing an opportunity for the public to comment on amendments to the Consolidated Plan and/or AAP.

DISCUSSION

The City currently offers a Small Business Assistance Loan (SBA) Program through the CDBG allocation, designed to stimulate economic growth and job creation. The City provides 0% interest loans of up to \$25,000 to small businesses who hire a minimum of 1 low-income worker. In order to assist small businesses that are impacted by COVID-19, City Staff has amended the SBA Program Guidelines to increase the maximum loan amount for the SBA Program to \$50,000 in exchange for hiring 2 low-income workers. The City is also implementing the Jobs 1st Program, which allows a grant of up to \$25,000 to small businesses who retain low-income jobs for 3 months.

In addition, the City will allocate funding to expand the Meals on Wheels Program to include those impacted by COVID-19. The City currently provides CDBG funding to Meals on Wheels Orange County (OC), who provides meals to the Garden Grove senior population. The additional funding will allow resources for Meals on Wheels OC to deliver pre-packaged meals to seniors impacted by COVID-19.

City Staff is implementing a Community Services Food Distribution Program that will provide prepackaged meals from local restaurants to Garden Grove low-income residents affected by COVID-19. Pick-up dates and times will be scheduled through the Family Resource Centers.

Community Action Partnership of Orange County (CAPOC) will be providing prepackaged groceries for low income Garden Grove families through the Food Box Program. Pick-up dates and times will be scheduled through the Family Resource Centers.

The City is recommending an allocation of CDBG funds to purchase Personal Protective Equipment (PPE) for Garden Grove first responders. In order to keep Garden Grove first responders and the general public safe during COVID-19, additional PPE equipment will be necessary to deliver public services to the community.

The City will be expanding homeless services through the additional allocation of ESG-CV funds. Activities that will be funded are Homeless Prevention, which assists individuals who are at risk of becoming homeless with rental assistance and financial stability services to maintain their permanent housing; Rapid Rehousing, which

assists individuals who are literally homeless with rental assistance and wrap around stability services to get individuals into permanent housing; and Street Outreach, which connects the homeless population to services and resources.

The amendment to the CPP to decrease the public noticing and comment period to 5-days when amending the Consolidated Plan or AAP is necessary during local, state or national emergency declarations. The normal process for an amendment to the Consolidated Plan or the AAP requires a 30-day public noticing and comment period, which does not give the City the flexibility to respond urgently in an emergency. In response to COVID-19, HUD has allowed the City to request a waiver to decrease the public notice and comment period to 5-days and amend the CPP.

FINANCIAL IMPACT

There is no impact to the General Fund. The additional appropriation requested will be funded by Federal CARES Act, which is a one-time distribution of CDBG-CV and ESG-CV funds in the amount of \$1,194,311 and \$602,486 respectively. There will be no impact to the fund balances of the perspective funds.

RECOMMENDATION

It is recommended that the City Council:

- Appropriate \$1,194,311 in CDBG, Fund 161, for the SBA forgivable loan program, administration costs, and public services. Any unused appropriation will be carried over to FY 2020-21 up to the timeline for use established by the CARES Act to be used for the same programs.
- Appropriate \$602,486 in ESG, Fund 164, for rental assistance, homeless prevention, and street outreach. Any unused appropriation will be carried over to FY 2020-21 up to the timeline for use established by the CARES Act to be used for the same programs.
- Direct staff to submit the Substantial Amendment to HUD.
- Authorize the City Manager to execute agreements, and make modifications as appropriate thereto, on behalf of the City.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Funding Recommendations and Service Goals	4/23/2020	Backup Material	Funding_Recommendations_and_Service_Goals.pdf
Substantial Amendment to Annual Action Plan	4/23/2020	Backup Material	4-28-20_CURRENT_AMENDED_AAP_PUBLIC_DRAFT_#3.pdf
Substantial Amendment to Citizen Participation Plan	4/23/2020	Backup Material	Substantial_Amendment_to_CPP.pdf

Funding Recommendations and Service Goals

CDBG-CV Allocation		
Activity	Allocation	Performance Goals
Admin	\$238,862.00	NA
Meals on Wheels	\$30,000.00	345 Individuals
Community Services Meal Program	\$45,000.00	4,000 Individuals
Food Box Program	\$20,000.00	3,200 Individuals
Small Business Job Retention Program	\$830,449.00	37 Individuals & 37 Businesses
PPE Equipment	\$30,000.00	17,500 Individuals
Total for CDBG	\$1,194,311.00	

ESG-CV Allocation		
Activity	Allocation	Performance Goals
Admin (10%)	\$60,248.00	NA
HMIS (3%)	\$18,074.00	NA
Street Outreach	\$25,000.00	100 Individuals
Rapid Rehousing	\$150,000.00	7 Families
Homeless Prevention	\$250,000.00	34 Families
Total for ESG	\$503,322.00	

SUBSTANTIAL AMENDMENT #3 TO FY 2019-2020 ANNUAL ACTION PLAN

The City of Garden Grove has substantially amended its FY 2019-2020 Annual Action Plan (AAP) to include Coronavirus Aid, Relief, and Economic Security (CARES) Act funds that were awarded to the City to respond to the Coronavirus pandemic. The following amendments were made to the AAP:

1. **Page 1 & 2** – Annual entitlement fund amounts were changed to reflect updated allocations.
2. **Page 17, 18 & 20** – “Expected Resources”, “Annual Allocation \$” and “Total \$” were updated to reflect updated allocations.
3. **Page 18** – “Narrative Description”, “The City received an additional allocation of CDBG funds through the Coronavirus Aid, Relief and Economic Security (CARES) Act in the amount of \$1,194,311 that will be included with the FY 19-20 allocation”.
4. **Page 20** - “Narrative Description”, “The City received an additional allocation of ESG funds through the Coronavirus Aid, Relief and Economic Security (CARES) Act in the amount of \$602,486. \$99,163 of the CARES Act ESG funding will be set aside for allocation in FY 2020-2021 and the remaining \$503,323 will be programmed in this amended Action Plan”.
5. **Page 24** – Funding for item #3 updated amount to “ESG: \$607,479”.
6. **Page 24** – Goal Outcome Indicator for item #3 added “Tenant-based rental assistance / Rapid Rehousing: 18 Households Assisted”, “Homeless Prevention: 34 Persons”, & “Other: 120 persons assisted”.
7. **Page 25** – Funding for item #4 updated amount to “CDBG: \$439,192”.
8. **Page 25** – Goal Outcome Indicator for item #4 added “Public service activities other than Low/Moderate Income Housing Benefit: 16,308 Persons Assisted”.
9. **Page 25** – Funding for item #5 updated amount to “CDBG: \$930,449”.
10. **Page 25** – Goal Outcome Indicator for item #5 added “Jobs created/retained: 24 Jobs”.
11. **Page 26** – Funding for item #7 updated amount to “CDBG: \$636,553 and ESG: \$73,577”.
12. **Page 29** – Projects 16 (Community Services Food Distribution Program) 17 (Food Box Program) & 18 (Personal Protective Equipment) were added to the list of projects.
13. **Page 30** – Funding for item #1 updated amount to “CDBG: \$636,553 and ESG: \$73,577”.
14. **Page 33** – Changed funding for item #8 “CDBG: \$50,000”.
15. **Page 33** – Updated estimate number and type of families that will benefit from the proposed activities for item #8 “290 individuals will benefit from the services provided by Community SeniorServ”.

16. **Page 34** – Changed funding on item #10 to “\$930,449”.
17. **Page 34** – Changed description to “Loans and grants to Garden Grove businesses in exchange for hiring or retaining low-income Garden Grove jobs”.
18. **Page 34** – Updated estimate number and type of families that will benefit from the proposed activities for item #10 “24 Garden Grove businesses and no less than 24 low-income Garden Grove jobs will benefit from the program”.
19. **Page 35** – Changed funding on item #13 to “\$607,479”.
20. **Page 35** – Updated estimate number and type of families that will benefit from the proposed activities for item #13 “Tenant-based rental assistance / Rapid Rehousing: 18 Households Assisted “, “34 Persons Assisted”, & “Other: 120”.
21. **Page 36, 37 & 38** - Projects 16 (Community Services Food Distribution Program), 17 (Community Services Food Distribution Program), & 18 (Personal Protective Equipment) were added to the list of projects.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan/Annual Action Plan

The City of Garden Grove 2015-2020 Consolidated Plan is a planning document that identifies and develops a strategy to address critical housing and community development needs that can be addressed through federal funding sources including Community Development Block Grants, HOME Investment Partnership Act funds, and Emergency Solutions Grants.

To implement the Consolidated Plan and address the adopted priorities, the City annually prepares an Action Plan to more specifically identify financial resources, priority programs and goals, as well as objectives for the fiscal year.

The Consolidated Plan and Action Plan were prepared using the eCon Planning Suite system developed by the U.S. Department of Housing and Urban Development (HUD). The system prescribes the structure and contents of this document, following HUD's Consolidated Planning regulations

This Action Plan covers the period beginning July 1, 2019 through June 30, 2020 and focuses on the use of the three federal funding resources (CDBG, HOME, and ESG) as described below.

Community Development Block Grants (CDBG): The primary objective of this program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of lower income. CDBG funds are relatively flexible and can be used for a wide range of activities, including housing rehabilitation, homeownership assistance, lead-based paint detection and removal, acquisition of land and buildings, construction or rehabilitation of public facilities (including infrastructure), removal of architectural barriers to housing needs, public services, rehabilitation of commercial or industrial buildings, and loans or grants to businesses. The City of Garden Grove's estimated annual entitlement of CDBG funds is **\$3,182,770.**

HOME Investment Partnership Act (HOME): The HOME program provides federal funds for the development and rehabilitation of affordable rental and ownership housing for low- and moderate-income households. The program gives local governments the flexibility to fund a wide range of affordable housing activities through housing partnerships with private industry and non-profit organizations. HOME funds can be used for activities that promote affordable rental housing and homeownership by low- and moderate-income households, including building acquisition, new construction and reconstruction, moderate or substantial rehabilitation, homebuyer assistance, and

tenant-based rental assistance. The City of Garden Grove's estimated annual entitlement of HOME funds is **\$759,096**.

Emergency Solutions Grant (ESG): The ESG program provides homeless persons with basic shelter and essential supportive services, including rehabilitating or remodeling a building producing new shelter beds, operations and maintenance of a homeless facility, essential supportive services, and homeless prevention. The City of Garden Grove's estimated annual allocation of ESG funds is **\$681,056**.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

This Consolidated Plan has established the following objectives over the life of the Plan (Program Years 2015-2020):

- Expand the City's affordable housing inventory by 7 units through new construction of affordable units for lower income households and 14 units through acquisition/rehabilitation of affordable units for lower income households.
- Provide rehabilitation assistance to 42 single-family homes.
- Provide rental assistance to 20 very low- and extremely low-income households through the TBRA program.
- Assist 2,500 persons with homelessness-related issues
- Improve the safety of 7,500 Garden Grove residents.
- Assist 3,000 persons through the provision of community services.
- Improve low-income neighborhoods through infrastructure and public improvement projects.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Garden Grove continually strives to improve its performance, as well as the performance of its funded agencies.

During FY 2018-19, the City is estimates expending a total of **\$2,937,078.10** in HUD grant funds to meet the goals and objectives outlined in the 2015-2020 Consolidated Plan. The approximate expended amounts by grant are as follows:

- **\$2,000,000** in CDBG funds on administration, public services, capital projects, homeowner rehabilitation, and business assistance activities.
- **\$164,000** in HOME funds on administration and the development of affordable housing.

- **\$169,000** in ESG funds on administration and homeless service activities.

CDBG, HOME and ESG funds were targeted in four primary areas:

1. Development of decent and affordable housing;
2. Provision of community and supportive services;
3. Improvement of public facilities and infrastructure; and
4. Expansion of economic opportunities and anti-poverty activities.

The performance of programs and systems are evaluated on a regular basis through Consolidated Annual Performance and Evaluation Reports (CAPERs). A more detailed summary of the City's evaluation of past performance in previous Consolidated Annual Performance and Evaluation Reports (CAPERs) can be viewed on the City's website at <https://ggcity.org/neighborhood-improvement/reports>

4. Summary of Citizen Participation Process and consultation process

During its development, the Action Plan will be discussed in a publicly noticed NICC meeting where opportunity for public comment is provided. The draft plan will be made available for public review between **February 1, 2019 and March 26, 2019** on the City's website, at the main public library, and at City Hall. Public hearings were held before the NICC on **February 4, 2019** and the City Council on **March 26, 2019** to solicit public comments on the Draft 2019-20 Action Plan. All meeting locations were accessible to persons with disabilities. The public review period and public meetings/hearings for the Draft 2019-20 Action Plan were published in the Orange County News (English) on **Wednesday, January 30, 2019**, with Viet Bao (Vietnamese) and La Opinion (Spanish) published on **Monday, January 28, 2019**.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Please see Appendix A for summary of public comments.

6. Summary of comments or views not accepted and the reasons for not accepting them

N/A

7. Summary

The City of Garden Grove has undertaken diligent and good faith efforts to outreach to all segments of the community that may benefit from the CDBG, ESG, and HOME programs. The City of Garden Grove

will continue to concentrate its resources for maximum impact and strive to address the needs, priorities, and goals identified in the 2015-2020 Consolidated Plan and the 2019-20 Action Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	GARDEN GROVE	Community And Economic Development Department
HOME Administrator	GARDEN GROVE	Community and Economic Development Department
ESG Administrator	GARDEN GROVE	Community and Economic Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The City's CDBG, HOME, and ESG programs are administered by the City of Garden Grove Community and Economic Development Department's Neighborhood Improvement Division.

Program Descriptions

The Housing and Community Development Act (HCDA) of 1974 initiated the Community Development Block Grant (CDBG) program. The primary objective of the program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low and moderate income. Regulations governing the CDBG program also require that each activity undertaken with CDBG funds meet one of the following three broad national objectives:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slums and blight
- Meet other community development needs having a particular urgency

The HOME Investment Partnership (HOME) program was created by the 1990 National Affordable Housing Act. The HOME program provides federal funds for the development and rehabilitation of affordable rental and ownership housing for low- and moderate-income households,

replacing a series of programs previously funded by HUD. The program gives the grantee flexibility to fund a wide range of affordable housing activities through housing partnerships with private industry and non-profit organizations.

The Emergency Solutions Grant (ESG) program provides homeless persons with basic shelter and essential supportive services. ESG funds can be used for a variety of activities, including rehabilitation or remodeling of a building to add new shelter beds, operations and maintenance of a homeless facility, essential supportive services, and homeless prevention.

Consolidated Plan Public Contact Information

Monica Covarrubias, Neighborhood Improvement Division Supervisor

City of Garden Grove

Community and Economic Development Department

11222 Acacia Parkway, Garden Grove, CA 92840

(714) 741-5788

monicac@ggcity.org

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

As part of the Consolidated Plan development, the City undertook a comprehensive outreach program to solicit input from residents and beneficiaries of entitlement programs, and to consult with elected officials, City departments, and various organizations, agencies, and service providers to inform and develop the priorities and strategies contained in the Garden Grove 2015-2020 Consolidated Plan. The City has continued to keep these lines of communications open during the preparation of the 2019-20 Action Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The Garden Grove 2015-2020 Consolidated Plan was prepared using input from City residents, City staff, community-based organizations, and service providers. The City's outreach and consultation for the Consolidated Plan included direct coordination, a community workshop, a community survey, and public hearings regarding the Consolidated Plan and its programs. Almost 80 public and assisted housing providers and developers, private and governmental, health, mental health, service agencies and stakeholders that utilize funding for eligible activities, projects, and programs were directly contacted and invited to participate in the Consolidated Plan process for Garden Grove. The City continuously accepts comments and input from these organizations and considered this information in the preparation of the 2019-20 Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The County of Orange Department of Housing and Community Services (HCS) coordinates a countywide Continuum of Care (CoC) system in response to the ongoing homeless needs in the region. Consistent with the objectives of the countywide CoC, the City of Garden Grove's Neighborhood Improvement Division has developed several strategies to address homelessness in the City. Some of the tasks recently undertaken by the City include:

- Assisting with the Point in Time Survey conducted by the County of Orange;
- Development of a brochure for homeless persons that includes an inventory of local community resources;
- Meetings with local Homeless Committee Activists, including ALMMA (Association of Local Missions & Ministries in Action) to explore potential locations in the community for homeless to shower, store items and use as a permanent address to obtain assistance

- Coordination with Coast to Coast to work towards a partnership between all agencies coast to coast.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Orange County ESG grantees (County of Orange, City of Anaheim, City of Garden Grove, City of Irvine, and the City of Santa Ana) have developed the Orange County ESG Collaborative as a unified approach to requesting, reviewing and funding ESG subrecipients. This collaborative approach has streamlined the application and review process and allowed the grantees to better understand the impacts of funding decisions. Future Collaborative efforts will include unified invoice and monitoring forms and other actions to better serve our homeless and at-risk of homeless families.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	211 ORANGE COUNTY
	Agency/Group/Organization Type	<p>Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims</p>
	What section of the Plan was addressed by Consultation?	<p>Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Market Analysis Economic Development Anti-poverty Strategy</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014.</p>

2	Agency/Group/Organization	HELPING OTHERS PREPARE FOR ETERNITY
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014.
3	Agency/Group/Organization	Garden Grove Community Arts Society
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
4	Agency/Group/Organization	Illumination Foundation
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
5	Agency/Group/Organization	Garden Grove United Methodist Church
	Agency/Group/Organization Type	Community Church
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
6	Agency/Group/Organization	Association of Local Missions and Ministries for Action
	Agency/Group/Organization Type	Housing Services-homeless Regional organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014
7	Agency/Group/Organization	OC Autism
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization provided direct input, helped to identify priority needs in the community, and participated in a community workshop for the Garden Grove 2015-2020 Consolidated Plan on December 1, 2014

Identify any Agency Types not consulted and provide rationale for not consulting

The City advertised the opportunities to participate in the Consolidated Plan process and distributed invitation letters to almost 80 agencies representing a broad range of local service providers, community groups, and organizations, and encouraged them to participate in the 2015-2020 Consolidated Plan. The City used a variety of outreach methods to solicit participation. No specific types of relevant agencies were excluded from the process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	County of Orange	The Orange County Point-in-Time count provided homeless data in the Consolidated Plan. The Orange County Ten-Year Plan to End Homelessness strategic plan is closely aligned with the goals of the CoC. Garden Grove is an administering agency for CoC and ESG funds in addition to receiving CDBG and HOME allocations.
City of Garden Grove Housing Element (2014-2021)	City of Garden Grove Community and Economic Development Department	The Housing Element serves as a policy guide to help the City meet existing and future housing needs. Both the Consolidated Plan and the Housing Element share common goals that address housing-related issues in the community.
Garden Grove CIP FY2014/15 to 2018/19	City of Garden Grove Public Works Department	The Consolidated Plan is aligned with the City's Capital Improvement Plan (CIP), which identifies projects to address infrastructure issues and prioritizes public infrastructure investments.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

This Consolidated Plan has been developed through a collaborative process that included participation by residents, service providers, and City staff. The following methods were used to solicit public input.

A community workshop was held on December 1, 2014 in conjunction with a Neighborhood Improvement and Conservation Commission (NICC) meeting. In addition to interested residents and NICC commissioners, the City invited service providers and representatives from surrounding jurisdictions to attend the workshop and discuss local issues and needs relating to housing and community development in Garden Grove. The workshop included an overview of the Consolidated Plan process and summary of past and projected funding resources for the City. In order to identify priority needs for the 2015-2020 planning period, the workshop included discussions and exercises related to the types of projects and programs that can be funded and recent projects.

A community survey, which assessed housing and community development needs, was distributed throughout the community. Paper formats of the surveys were made available in English, Spanish, and Vietnamese, and were distributed at community resource centers, libraries, City Hall public counters, at the Garden Grove Housing Authority, and at the community workshop. In addition, the survey was available in electronic format via the City's website and Facebook page, and was emailed to local service providers.

The Draft Action Plan was available for public review beginning **February 1, 2019 and ending March 26, 2019**. The Draft Plan is available on the City's website and at Garden Grove City Hall (11222 Acacia Parkway), the Garden Grove Regional Library (11200 Stanford Avenue), and online on the City's website

On **February 4, 2019**, the draft Action Plan was reviewed as part of a special NICC meeting.

On **March 26, 2019**, the City Council conducted a public hearing to consider the Action Plan.

A public notice regarding the NICC and Council meetings were advertised in the local newspapers on **January 28, 2019 and January 30, 2019**. Public meetings and hearings were publicized adequately and held at times and locations convenient to the community. The location of hearings at the Garden Grove Community Meeting Center is accessible to persons with physical disabilities.

Summaries of the public comments, meeting minutes and copies of public notices are included in Appendix A.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	See Appendix A (Neighborhood Improvement Conservation Committee)	See Appendix A	N/A	N/A
2	Public Hearing	Non-targeted/broad community	See Appendix A (City Council Meeting)	See Appendix A	N/A	N/A
3	Newspaper Ad	Non-targeted/broad community	See Appendix A	N/A	N/A	N/A
4	Newspaper Ad	Non-English Speaking - Specify other language: Vietnamese	See Appendix A	N/A	N/A	N/A

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Newspaper Ad	Non-English Speaking - Specify other language: Spanish	See Appendix A	N/A	N/A	N/A
6	Internet Outreach	Non-targeted/broad community	N/A	N/A	N/A	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

For the one-year period covering July 1, 2019 through June 30, 2020, the City has planned for the following allocations:

- **\$3,182,770 in CDBG funds**
- **\$759,096 in HOME funds**
- **\$681,056 in ESG funds**

Garden Grove does not receive funding under the Housing Opportunities for Persons with AIDS (HOPWA) programs. In recent years, the levels of CDBG and ESG funds have been trending downward, however, the most recent HOME allocation was nearly twice as much as previous years.

In terms of program income, the City anticipates an unsteady stream of program income over the course of this Action Plan. During the past five years, the level of program income received varied from \$30,000 in one year to over \$90,000 in another. Program income received from the repayment of loans will be re-programmed for similar loan activities in the same or similar programs from which the funds were originally provided.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	3,182,770	0	2,187,000	5,369,770	0	<p>The amount of CDBG funds available during the planning period is based on actual funds available. Approximately, \$2,187,000 in unexpended prior year resources will be carried over.</p> <p>The City received an additional allocation of CDBG funds through the Coronavirus Aid, Relief and Economic Security (CARES) Act in the amount of \$1,194,311 that will be included with the FY 19-20 allocation.</p>

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	759,096	0	1,300,000	2,059,096	0	The amount of HOME funds available during the planning period is based on actual funds available. Approximately, \$1,300,000 in unexpended prior year resources will be carried over.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	681,056	0	0	681,056	0	<p>The amount of ESG funds available during the planning period is based on actual funds available.</p> <p>The City received an additional allocation of ESG funds through the Coronavirus Aid, Relief and Economic Security (CARES) Act in the amount of \$602,486.</p> <p>\$99,163 of the CARES Act ESG funding will be set aside for an allocation in FY 2020-2021 and the remaining \$503,323 will be programmed in this amended Action Plan.</p>

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

As is the case for many communities across the nation, the housing and community development needs in Garden Grove surpass the funding available to meet those needs. Therefore, effective and efficient use of funds is crucial, and the leveraging of multiple funding sources is often

necessary to achieve housing and community development objectives. Most activities to be pursued by the City with CDBG, HOME, and ESG funds will be leveraged with a variety of funding sources, including grants from state, federal, and local governments, private foundations, capital development funds, general funds, private donations of funds or services, and various other funding sources. For new construction, substantial rehabilitation, and acquisition of affordable housing, the City encourages the use of Low Income Housing Tax Credits.

Federal match requirements apply to the City's HOME and ESG funds. The HOME program requires that for every HOME dollar spent, the City must provide a 25% match with non-federal dollars. HUD allows the City to use various resources to meet this match requirement. According to HOME program guidelines, no more than 25% of the City's match liability for any one year can be met through loans to housing projects, but amounts in excess of that may be banked as match credit for future years. The City has an excess of match funds from previous years.

The ESG program requires a 100% match with non-federal dollars. Garden Grove will continue to require its ESG partners to leverage non-federal funds and report their successes with each quarterly performance report.

The Garden Grove Housing Authority provides rental subsidies for eligible low-income (50% MFI) families. The Section 8 Rental Assistance Program is funded by federal grants through the Department of Housing and Urban Development. The Housing Authority provides assistance to over 2,200 low-income families. Congress determines the funding level for this program annually. Currently funding is approximately \$25.5 million per year.

The Garden Grove Housing Authority also administers a Family Self-Sufficiency Program, which assists housing participants in achieving economic self-sufficiency through education, training, and employment. Approximately 368 very low-income families are involved in the program, which currently is funded at approximately \$69,000 per year.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Successor Agency owns an 8-unit apartment complex located at 12602 Keel Street in Garden Grove. This location is currently being leased to the Orange County Community Housing Corporation (OCCHC) who offers the units to very-low income families at an affordable rent. During FY 2019-20, the City will continue to monitor this project for compliance with rent/income limits to ensure Garden Grove residents have access to quality affordable housing.

Discussion

See responses to questions above.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Decent and Affordable Housing	2015	2020	Affordable Housing Homeless Non-Homeless Special Needs		Increase, Improve, and Preserve Affordable Housing Promote New Construction of Affordable Housing Provide Rental Assistance to Alleviate Cost Burden	CDBG: \$162,000 HOME: \$1,999,195	Rental units rehabilitated: 7 Household Housing Unit Homeowner Housing Rehabilitated: 30 Household Housing Unit Rental Assistance: 20 Households

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Promote Equal Access to Housing	2015	2020	Affordable Housing Homeless Non-Homeless Special Needs		Promote Equal Access to Housing	CDBG: \$34,932	
3	Address the Needs of Homeless and Those At-Risk	2015	2020	Homeless		Promote Programs to Meet Homeless Needs	ESG: \$607,479	Tenant-based rental assistance / Rapid Rehousing: 18 Households Assisted Homeless Person Overnight Shelter: 150 Persons Assisted Homelessness Prevention: 34 Persons Assisted Other: 120 persons assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Provide Community Services	2015	2020	Non-Homeless Special Needs Non-Housing Community Development		Preserve and Improve Existing Supportive Services	CDBG: \$439,192	Public service activities other than Low/Moderate Income Housing Benefit: 16,308 Persons Assisted
5	Promote Economic Development and Employment	2015	2020	Non-Housing Community Development		Promote Economic Development and Employment	CDBG: \$930,449	Jobs created/retained: 24 Jobs
6	Improve Lower-Income Neighborhoods	2015	2020	Non-Homeless Special Needs Non-Housing Community Development		Address Public Facilities/Infrastructure Needs	CDBG: \$1,694,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7	Provide for Planning and Administration Activities	2015	2020	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development		Provide for Necessary Planning and Administration	CDBG: \$636,553 HOME: \$75,909 ESG: \$73,577	

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Decent and Affordable Housing
	Goal Description	For FY 2019-20, the City will utilize CDBG and HOME funds to support affordable housing activities, including housing rehabilitation and acquisition/rehabilitation of rental housing, as well as Tenant Based Rental Assistance to literally homeless households.
2	Goal Name	Promote Equal Access to Housing
	Goal Description	For FY 2019-20, the City will use CDBG funds to support fair housing services to be provided by the Fair Housing Foundation.

3	Goal Name	Address the Needs of Homeless and Those At-Risk
	Goal Description	For FY 2019-20, ESG funds will be used to support local service providers focused on addressing homelessness in the community.
4	Goal Name	Provide Community Services
	Goal Description	For FY 2019-20, the City will utilize CDBG funds to support a variety of senior services, including meal provision and social programs. CDBG funds will also be used to enhance safety in lower-income neighborhoods through gang and crime suppression programs.
5	Goal Name	Promote Economic Development and Employment
	Goal Description	For FY 2019-20, CDBG funds will be used for a small business loan program to assist four Garden Grove businesses in exchange for hiring low-income Garden Grove residents as full-time employees.
6	Goal Name	Improve Lower-Income Neighborhoods
	Goal Description	For FY 2019-20, CDBG funds will be used to fund a street improvement project and a sewer improvement project.
7	Goal Name	Provide for Planning and Administration Activities
	Goal Description	For FY 2019-20, the City will allocate a portion of CDBG, HOME, and ESG funds for the administration, planning, and monitoring of these programs.

Projects

AP-35 Projects – 91.220(d)

Introduction

The Fiscal Year (FY) 2019-20 Action Plan implements the fifth year of the 2015 – 2020 Consolidated Plan and addresses HUD consolidated planning requirements for the Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG) programs for the City of Garden Grove. This plan outlines the action steps that Garden Grove will use to address housing and community development needs in the City. The plan also includes a listing of activities that the City will undertake during FY 2019-20 (July 1, 2019 through June 30, 2020) that utilize CDBG, HOME and ESG funds.

Development of the FY 2019-20 Action Plan incorporates the Request for Proposal (RFP) process for ESG funds. The City makes its funding allocation decisions in part based on proposals received as part of the annual RFP process. Through this process, funds are awarded to eligible activities that support the goals and address the priority needs described in the Strategic Plan. While CDBG, HOME, and ESG funding allocations for FY 2019-20 will not address all of the community's priority needs, allocations are focused toward specific projects addressing high community priorities and producing tangible community benefits.

Projects

#	Project Name
1	Administration and Planning
2	Benton Street Improvements
3	Beach/ Trask Sewer Improvements
4	Municipal Support
5	Fair Housing Services
6	Gang Suppression Services
7	Senior Center
8	Community SeniorServ
9	Senior Home Improvement Grant
10	Small Business Assistance Program
11	New Construction of Affordable Housing
12	Acquisition/ Rehabilitation of Affordable Housing
13	ESG19 Garden Grove
14	Tenant Based Rental Assistance
15	La Bonita Storm Drain Improvements

#	Project Name
16	Community Services Food Distribution Program
17	Food Box Program
18	Personal Protective Equipment

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Priority goals established in the 2015-2020 Consolidated Plan, which form the basis for establishing objectives and outcomes in the FY 2019-20 Action Plan, are as follows:

- Provide decent and affordable housing through new construction activities, acquisition and rehabilitation activities, rehabilitation assistance programs, lead-based paint hazard reduction efforts, and home ownership assistance.
- Promote equal access to housing for all residents.
- Address the needs of homeless individuals and those at risk of homelessness.
- Provide for a variety of community and support services.
- Improve lower-income neighborhoods through public facilities and infrastructure improvements.
- Promote economic development and employment opportunities.
- Provide for planning and administration activities to address housing and community development needs in the City

The major obstacle to addressing the underserved needs is the lack of adequate funding, especially for affordable housing activities. With the dissolution of redevelopment in California and reduced State and Federal funding levels, the City's ability to address the extensive needs in the community is seriously compromised.

AP-38 Project Summary

Project Summary Information

1	Project Name	Administration and Planning
	Target Area	
	Goals Supported	Provide for Planning and Administration Activities
	Needs Addressed	Provide for Necessary Planning and Administration
	Funding	CDBG: \$636,553 HOME: \$75,909 ESG: \$73,577
	Description	Administration and planning for the CDBG and HOME programs
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Admin and planning of the CDBG and HOME programs
2	Project Name	Benton Street Improvements
	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$1,294,500
	Description	Street improvements in the area of Benton St
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	1753 individuals will benefit from the planned street improvement activities
	Location Description	Benton Street, south of Garden Grove Blvd and North of Trask Ave

	Planned Activities	Street improvements
3	Project Name	Beach/ Trask Sewer Improvements
	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Public Facilities/Infrastructure Needs
	Funding	CDBG: \$1,942,000
	Description	Sewer improvements in the area of Beach and Trask
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Sewer improvements
4	Project Name	Municipal Support
	Target Area	
	Goals Supported	Provide for Planning and Administration Activities
	Needs Addressed	Provide for Necessary Planning and Administration
	Funding	CDBG: \$24,097
	Description	Indirect costs associated with the administration of the CDBG program
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	N/A
5	Project Name	Fair Housing Services
	Target Area	
	Goals Supported	Provide for Planning and Administration Activities

	Needs Addressed	Provide for Necessary Planning and Administration
	Funding	CDBG: \$34,932
	Description	Affirmatively furthering fair housing in partnership with the Fair Housing Foundation
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	N/A
6	Project Name	Gang Suppression Services
	Target Area	
	Goals Supported	Provide Community Services Improve Lower-Income Neighborhoods
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	CDBG: \$121,525
	Description	Gang suppression activities administered by the Garden Grove Police Department's Gang Suppression Unit
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	1502 individuals will benefit from gang suppression activities
	Location Description	City Wide
	Planned Activities	Gang suppression throughout the City
7	Project Name	Senior Center
	Target Area	
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	CDBG: \$156,743

	Description	Senior services provided by the H. Louis Lake Senior Center
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	300 individuals will benefit from the services provided by the H. Louis Lake Senior Center
	Location Description	11300 Stanford Ave, Garden Grove, CA 92840
	Planned Activities	Food and programs designed to support Garden Grove senior citizens
8	Project Name	Community SeniorServ
	Target Area	
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	CDBG: \$50,000
	Description	Home delivered and congregate meals provided to Garden Grove seniors
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	290 individuals will benefit from the services provided by Community SeniorServ
	Location Description	City Wide
	Planned Activities	Home delivered and congregate meals to Garden Grove senior citizens
9	Project Name	Senior Home Improvement Grant
	Target Area	
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing
	Funding	CDBG: \$143,000
	Description	Grants to low-income Garden Grove seniors for home repair activities.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	30 households will benefit from the Senior Home Improvement Grant Program
	Location Description	City Wide
	Planned Activities	Housing rehabilitation activities
10	Project Name	Small Business Assistance Program
	Target Area	
	Goals Supported	Promote Economic Development and Employment
	Needs Addressed	Promote Economic Development and Employment
	Funding	CDBG: \$930,449
	Description	Loans and grants to Garden Grove businesses in exchange for hiring or retaining low-income Garden Grove Jobs
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	24 Garden Grove businesses and no less than 24 low-income Garden Grove jobs will benefit from the program
	Location Description	City Wide
	Planned Activities	Business assistance and job creation activities
11	Project Name	New Construction of Affordable Housing
	Target Area	
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing
	Funding	HOME: \$341,597
	Description	New Construction of Affordable Housing
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	20 Homeless Households
	Location Description	City Wide

	Planned Activities	New Construction of Affordable Housing
12	Project Name	Acquisition/ Rehabilitation of Affordable Housing
	Target Area	
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Increase, Improve, and Preserve Affordable Housing
	Funding	HOME: \$341,590
	Description	Acquisition/ Rehabilitation of Affordable Housing
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Acquisition/ Rehabilitation of Affordable Housing
13	Project Name	ESG19 Garden Grove
	Target Area	
	Goals Supported	Address the Needs of Homeless and Those At-Risk
	Needs Addressed	Promote Programs to Meet Homeless Needs
	Funding	ESG: \$607,479
	Description	Activities to combat homelessness
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Tenant-based rental assistance / Rapid Rehousing: 18 Households Assisted Homeless Person Overnight Shelter: 150 Persons Assisted Homelessness Prevention: 34 Persons Assisted Other: 120
	Location Description	City Wide
	Planned Activities	Activities to combat homelessness
14	Project Name	Tenant Based Rental Assistance
	Target Area	

	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Provide Rental Assistance to Alleviate Cost Burden
	Funding	PRIOR YEAR HOME: \$500,000
	Description	TBRA for the homeless
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City Wide
	Planned Activities	Rental Assistance for extremely low homeless families
15	Project Name	La Bonita Storm Drain Improvements
	Target Area	
	Goals Supported	Improve Lower-Income Neighborhoods
	Needs Addressed	Address Infrastructure Needs
	Funding	PRIOR YEAR CDBG: \$662,500
	Description	Infrastructure improvement
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City Wide
	Planned Activities	Infrastructure Developments
16	Project Name	Community Services Food Distribution Program
	Target Area	City Wide
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	\$45,000
	Description	Provide meals to low-income families
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	1300 individuals will benefit from the services provided by Community Services Department
	Location Description	Buena Clinton Youth & Family Center and Magnolia Family Resource Center
	Planned Activities	Provide meals to low-income families
17	Project Name	Food Box Program
	Target Area	City Wide
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	\$20,000
	Description	Provide prepackaged groceries to low-income families
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	1050 individuals will benefit from the services provided by Community Services Department
	Location Description	Buena Clinton Youth & Family Center and Magnolia Family Resource Center
	Planned Activities	Provide prepackaged groceries to low-income families
	Estimate the number and type of families that will benefit from the proposed activities	11,836 individuals will benefit from the purchase of personal protective equipment
18	Project Name	Personal Protective Equipment
	Target Area	City Wide
	Goals Supported	Provide Community Services
	Needs Addressed	Preserve and Improve Existing Supportive Services
	Funding	\$30,000
	Description	Purchase personal protective equipment for Garden Grove first responders
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	11,836 individuals will benefit from the purchase of personal protective equipment
	Location Description	City Wide

	Planned Activities	Provide community services
--	---------------------------	-----------------------------------

AP-50 Geographic Distribution – 91.220(f)**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City has not established specific target areas to focus the investment of CDBG funds. Appendix C contains a map of block groups illustrating the lower-income areas in the City (defined as a block group where at least 51 percent of the population have incomes not exceeding 80 percent of the Area Median Income). Investments in housing and community development services serving special needs populations and primarily lower-income persons will be made throughout the City. Housing assistance will be available to income-qualified households citywide.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution**Rationale for the priorities for allocating investments geographically**

The majority of the City of Garden Grove qualifies as a low- and moderate-income area. Therefore, given the extensive needs in the community, the City has not targeted any specific neighborhood for investment of CDBG and HOME funds. Instead, projects are evaluated on a case-by-case basis, considering emergency needs, cost effectiveness, feasibility, and availability of other funding to address the needs or leverage federal funds.

Discussion

See responses above.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City plans to utilize HOME and CDBG funds to support its authorized housing activities, including the Senior Home Improvement program, as well as the acquisition/ rehabilitation of affordable housing units.

One Year Goals for the Number of Households to be Supported	
Homeless	20
Non-Homeless	30
Special-Needs	0
Total	50

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	20
The Production of New Units	0
Rehab of Existing Units	30
Acquisition of Existing Units	7
Total	57

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

See above

AP-60 Public Housing – 91.220(h)**Introduction**

No public housing is located in Garden Grove.

Actions planned during the next year to address the needs to public housing

Not applicable as there is no public housing in Garden Grove.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable.

Discussion

See responses above.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homeless and homeless prevention services are identified as a high priority need in the 2015-2020 Consolidated Plan. The City plans to address the needs of homeless individuals and those at risk of homelessness through allocation of ESG funds to support local efforts to prevent and address homelessness. The City will also continue to participate in the Orange County Continuum of Care System for the Homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Garden Grove participates in the Orange County Continuum of Care (CoC) system. For the past several years, leadership and coordination of Orange County's Continuum of Care planning process has been the shared responsibility of OC Partnership, 211 Orange County, and the OC Community Services. This public /nonprofit partnership helps ensure comprehensive, regional coordination of efforts and resources to reduce the number of homeless and persons at risk of homelessness throughout Orange County. This group serves as the regional convener of the year-round CoC planning process and as a catalyst for the involvement of the public and private agencies that make up the regional homeless system of care, of which Garden Grove is a part. The Orange County Continuum of Care system consists of six basic components:

1. Advocacy on behalf of those who are homeless or at-risk of becoming homeless
2. A system of outreach, assessment, and prevention for determining the needs and conditions of an individual or family who is homeless
3. Emergency shelters with appropriate supportive services to help ensure that homeless individuals and families receive adequate emergency shelter and referrals
4. Transitional housing to help homeless individuals and families who are not prepared to make the transition to permanent housing and independent living
5. Permanent housing or permanent supportive housing to help meet the long term needs of homeless individuals and families
6. Reducing chronic homelessness in Orange County and addressing the needs of homeless families and individuals using motels to meet their housing needs

In this program year, the City plans to fund street outreach services to reach out to unsheltered homeless people; connect them with emergency shelter, housing or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access

emergency shelter, housing or an appropriate health facility.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City actively participates in the Orange County CoC by attending meetings to discuss how to establish performance measures that benefit the broader goals of the region. Consistent with the objectives of the countywide CoC, the City's Neighborhood Improvement Committee has developed several strategies to address homelessness. Some of the tasks recently undertaken by the City include: 1) assisting with the Point in Time Survey conducted by the County of Orange and CityNet; 2) development of a brochure for homeless persons that includes an inventory of local community resources; and 3) collaborating with neighboring jurisdictions receiving ESG funds to discuss issues, concerns, and best practices for meeting the needs of the homeless population.

In addition, the City addresses the emergency and transitional housing needs of homeless persons through allocation of its ESG funds. Garden Grove supports several homeless services providers that provide emergency and transitional shelters. These include:

- Interval House (domestic violence shelter for support services to victims of domestic violence)
- Thomas House Temporary Shelter (food supply, shelter, and life skill resources to homeless families)
- Mercy House (seasonal homeless shelter and support services)

The City mobilizes its Section 8 Housing Choice Voucher program, to the extent possible, to address the needs of homeless individuals and families. The Housing Authority gives homeless families referred by social service and emergency/transitional shelter programs preference for Section 8 vouchers to assist in transitioning to stable and permanent housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City plans to fund Interval House to provide short to medium term rental assistance for up to 24 months, including up to six months of rental arrears, to homeless individuals and families. Housing assistance provided will be located in permanent housing. In addition, Interval House will provide housing relocation, stabilization, case management, legal services for housing needs, and credit repair assistance. All services are designed to seamlessly transition clients into suitable and stable permanent

housing.

Interval House advocates are specialized in assisting clients with housing search and placement through established operational agreements with over 40 landlords. It is the adopted charity for the Apartment Association. Clients may be immediately housed in local CoC shelters or access emergency homeless assistance through social services during housing search. All ineligible applicants are offered resources through 2-1-1 Orange County.

The City has created the Homeless Emergency Assistance Rental Transition (HEART) Program, which is a Tenant Based Rental Assistance Program for literally homeless individuals and households. The Program will utilize \$500,000 in HOME funds to assist homeless households with rental payments (including security and utility deposits) for a 12-month period. The goal is to assist 20 households during FY 19-20.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

One of the key strategies for homeless prevention is employment development. The goal is to enhance a person's ability to obtain and keep a job, and to make an adequate income to be self-sufficient. To that end, the Garden Grove Housing Authority operates a Family Self Sufficiency Program (FSS) within its jurisdiction. FSS is a HUD program that provides the following support services: educational and/or job assessment, enrollment in an educational or job training program, childcare provisions, transportation, case management, budget counseling, and First Time Home Buyer counseling. Additional resources for employment development are described in detail under workforce training initiatives in Section MA-45 Non-Housing Community Development Assets of this Consolidated Plan.

The City works diligently to expand and conserve the affordable housing inventory, especially affordable rental housing that benefits the extremely low- and very low-income households who are most at risk of becoming homeless. Lower-income households referred to the Housing Authority by local transitional housing and emergency shelters are given priority for the Section 8 program.

The City will allocate ESG funds to provide financial assistance such as short to medium term rental assistance for up to 24 months, including up to six months of arrears, to individuals and families at imminent risk of homelessness. The housing assistance provided will be located in permanent housing. In addition, funds for homeless prevention will also provide financial assistance such as rental application fees, security deposits and/or services such as case management, housing search and placement, and legal services.

The City will fund Mercy House to provide homeless prevention services. Mercy House will engage persons in need of homeless prevention through referrals from 2-1-1 Orange County and will participate in the Orange County Homeless Provider Forum. To ensure that the most vulnerable are served, eligible households will be those at imminent risk of homelessness, who fall at or below 30% AMI, and have been served a notice of eviction. Mercy House will work with households to increase income, find employment, and set a household budget that will prepare them for long term stability and to prevent recidivism and homelessness. In addition, while receiving services, case managers from Mercy House will meet with the household receiving assistance regularly to encourage accomplishments of goals, money savings, and debt payoffs.

Discussion

See responses above.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Lack of Affordable Housing Funds: With the dissolution of redevelopment in California, the City of Garden Grove has lost its most powerful tool and funding mechanism to provide affordable housing in the community. Funding at the State and federal levels has also continued to experience significant cuts. With reduced funding and increased housing costs, the City faces significant challenges in providing affordable and decent housing opportunities for lower-income residents.

Environmental Protection: State law (California Environmental Quality Act, California Endangered Species Act) and federal law (National Environmental Protection Act, Federal Endangered Species Act) regulations require environmental review of proposed discretionary projects (e.g., subdivision maps, use permits, etc.). Costs resulting from the environmental review process add to the cost of housing.

Planning and Development Fees: Development fees and taxes charged by local governments contribute to the cost of housing. Building, zoning, and site improvement fees can significantly add to the cost of construction and sometimes have a negative effect on the production of affordable housing. A comparative analysis of building fees by the Building Industry Association of Orange County shows that Garden Grove has fees comparable to and in some cases lower than neighboring jurisdictions (Fountain Valley, Santa Ana, Stanton, and Westminster).

Permit and Processing Procedures: The processing time required to obtain approval of development permits is often cited as a contributing factor to the high cost of housing. For some proposed development projects, additional time is needed to complete the environmental review process before an approval can be granted. Unnecessary delays add to the cost of construction by increasing land holding costs and interest payments. In Garden Grove, the review process takes approximately two to four weeks for a typical single-family project, six to eight weeks for a typical multi-family project, approximately 10 to 12 weeks for a planned unit development, and 10 to 12 weeks for a state-licensed residential care facility serving seven or more persons. These timeframes are fairly consistent with surrounding jurisdictions. The City has worked to improve the permit process through its one-stop counter and streamlined processing. The reduction in processing time results in a shorter holding time for the developer, which translates to cost savings that should be reflected in the prices or rents for the end products.

State Prevailing Wage Requirements: The State Department of Industrial Relations expanded the kinds of projects that require the payment of prevailing wages. Prevailing wage adds to the overall cost of development.

Davis-Bacon Prevailing Wages: A prevailing wage must be paid to laborers when federal funds are used to pay labor costs for any project over \$2,000 or on any multi-family project over eight units. The prevailing wage is usually higher than competitive wages, raising the cost of housing production and rehabilitation activities. Davis-Bacon also adds to housing costs by requiring documentation of the prevailing wage compliance.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Market and governmental factors pose barriers to the provision of adequate and affordable housing. These factors tend to disproportionately impact lower- and moderate-income households due to their limited resources for absorbing the costs. Garden Grove works to remove barriers to affordable housing by implementing a Housing Element that is consistent with California law and taking actions to reduce costs or provide off-setting financial incentives to assist in the production of safe, high-quality, affordable housing. The City is committed to removing governmental constraints that hinder the production of housing, and offers a “one-stop” streamlined permitting process to facilitate efficient entitlement and building permit processing.

The City of Garden Grove has instituted additional actions aimed at reducing the impact of the public sector role in housing costs. City efforts to remove barriers to affordable housing include:

- Periodical analysis and revision of the zoning code aimed at developing flexible zoning provisions in support of providing an adequate supply of desirable housing, such as mixed use zoning standards and updates to the Housing Element
- Provision of affordable housing projects through acquisition and rehabilitation activities, and new construction of affordable housing units
- Establishing a streamlined service counter to reduce process time
- Density bonuses for affordable projects
- Continued assessment of existing policies, procedures, and fees to minimize unnecessary delays and expenses to housing projects

The City has updated its Analysis of Impediments to Fair Housing Choice (AI) report in coordination with other local jurisdictions. This report identifies any potential impediments to fair housing and establishes a Fair Housing Action Plan to outline steps to overcome any identified impediments.

Discussion:

See responses above.

AP-85 Other Actions – 91.220(k)

Introduction:

This section discusses the City's efforts in addressing underserved needs, expanding and preserving affordable housing, reducing lead-based paint hazards, and developing institutional structure for delivering housing and community development activities.

Actions planned to address obstacles to meeting underserved needs

The major obstacle to addressing underserved needs is the lack of adequate funding, especially for affordable housing activities. With the dissolution of redevelopment in California and reduced State and federal funding levels, the City's ability to address the extensive needs in the community is seriously compromised. The City will strive to leverage available funds, to the greatest extent possible, to overcome obstacles in meeting underserved needs.

The City has adopted its 2014-2021 Housing Element, which includes a commitment to annually pursue State, federal, and other funding opportunities to increase the supply of safe, decent, affordable housing in Garden Grove for lower-income households (including extremely low-income households), such as seniors, disabled, the homeless, and those at risk of homelessness. In addition, the leveraging of available funds, to the greatest extent possible, will continue.

Actions planned to foster and maintain affordable housing

Garden Grove has several programs in place to increase and preserve the supply of affordable housing for lower-income households. One of these programs produces affordable housing through the acquisition and rehabilitation of existing housing units, as well as the construction of new units. In the past, the City has partnered with nonprofit organizations and housing developers to accomplish this goal. Increased sustainability of existing single-family housing is accomplished through the provision of grants to low-income senior citizens to make necessary repairs to their homes.

Actions planned to reduce lead-based paint hazards

The City has an aggressive policy to identify and address lead-based paint hazards in HUD-funded housing rehabilitation projects. All housing units rehabilitated with federal funds are first inspected by a licensed professional for the presence of lead-based paint. The City ensures lead-safe work practices are used to perform all rehabilitation where lead-based paint is identified. All homes identified as containing lead paint are tested post-rehabilitation to ensure the hazard has been mitigated.

Actions planned to reduce the number of poverty-level families

Garden Grove continues to look for ways to expand economic activities to include all people, including those at or below the poverty line. In the past, the City has focused on the creation of jobs for low- and moderate-income persons through economic development in the Harbor Boulevard area. In recent years, the Small Business Assistance Loan Program was introduced as a job creation activity that offers financial assistance to for-profit businesses in exchange for them to hire at least one new, low-income, full-time employee.

In addition, other essential elements of the City's anti-poverty strategy include:

- Section 8 Housing Choice Voucher Program
- Housing Choice Voucher Family Self Sufficiency Program
- Economic Development programs
- Workforce Investment Board outreach and training programs
- Anti-crime programs
- Housing Rehabilitation programs
- Creation of Affordable Housing
- Transitional housing and homeless service programs

Through these programs, the City is working to reduce the number of families living below the poverty line. The goals and strategies contained in this Consolidated Plan for funding housing, community development, and community services activities often directly address poverty issues through provision of funding or services, or indirectly through the creation of jobs.

In addition, the City will allocate up to 15% of its CDBG funds annually to public service agencies that offer supportive services in an effort to reduce poverty.

Actions planned to develop institutional structure

Successful program implementation requires coordination, both internally and with outside agencies. The City makes changes, as needed, to its staff assignments to address the administrative, planning, and reporting needs of CDBG, HOME, and ESG funds. Project management improvements have included strengthened project eligibility review and staff training of regulatory compliance and procedures. The City of Garden Grove Neighborhood Improvement Division of the Community and Economic Development Department serves as the lead agency in the administration and compliance of CDBG, HOME, and ESG programs and grant management. The Neighborhood Improvement Division coordinates activities related to CDBG, HOME, and ESG funds, including coordination of internal departments, outside agencies, and grant recipients.

The City's ongoing efforts in its institutional structure include strengthening project designs through

negotiating stronger and more specific performance goals for project contracts. This includes ongoing education and technical assistance for program stakeholders including fellow City Departments implementing HUD-funded programs, outside contractors, the Neighborhood Improvement and Conservation Commission, the City Council, and the public in general regarding the overall objectives and eligible and ineligible uses of each of our HUD funds.

The City also amended the Citizen Participation Plan to make it more readable and to officially designate the City Council as the public hearing body. It worked closely with the Neighborhood Improvement and Conservation Commission to deepen their understanding of the CDBG, HOME, and ESG programs.

Capacity-building is another development component within the City's institutional structure. In addition to in-house training and development of improved management systems, the City will continue to participate in all HUD training offered locally. To gather more information, build staff knowledge, and seek regional solutions to regional problems, the City participates in regional efforts such as the Orange County Continuum of Care for the Homeless.

Actions planned to enhance coordination between public and private housing and social service agencies

Housing, supportive services, and community development activities are delivered by a number of public agencies, nonprofit entities, and private organizations. The City of Garden Grove will continue to function in a coordinating role between local non-profit service providers and other county, State, and federal organizations, as well as regional agencies and plans such as the Orange County Continuum of Care (CoC).

To enhance coordination, the City participates in regional planning groups and forums to foster collaboration with other agencies and organizations. Through collaboration, the City identifies common goals and strategies to avoid overlaps in services and programs and identify potential for leveraging resources. The City also continues to work with a wide range of public and community social service agencies to meet and address the various needs of the community. The City also utilizes the services of 211 Orange County, whose mission is to help people in the community find the help they need by eliminating the barriers to finding and accessing social services.

Discussion:

See responses above.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

- | | |
|--|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed | 0 |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan. | 0 |
| 3. The amount of surplus funds from urban renewal settlements | 0 |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan | 0 |
| 5. The amount of income from float-funded activities | 0 |
| Total Program Income: | 0 |

Other CDBG Requirements

- | | |
|---|---------|
| 1. The amount of urgent need activities | 0 |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 100.00% |

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

None

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Not applicable as the City will not be using HOME funds to provide homebuyer assistance.

In 2019-20, the City will use HOME funds for acquisition with or without rehabilitation of existing multi-family rental housing. Guidelines for HOME-funded homebuyer assistance, single-family rehabilitation, housing reconstruction, manufactured housing, refinancing, and conversion of existing structures to or from housing are, therefore, not described here.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

While the City does not anticipate providing federally-funded home buying assistance during this 2015-2020 Consolidated Plan period, we have partnered with a local bank to offer a first-time homebuyer program to purchase a home in Garden Grove. The First-Time Homebuyer program includes resale and recapture guidelines pursuant to 24 CFR 92.254.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Garden Grove does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds.

Emergency Solutions Grant (ESG)

Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)

Please see City of Garden Grove Protocols for Administering The Emergency Solutions Grant,

included as Appendix B.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The City of Garden Grove participates in the Orange County Continuum of Care system (CoC). The Orange County CoC has established the Orange County Homeless Management Information System (HMIS), an online database used by homeless and at-risk service providers that records demographic and service usage data and produces an unduplicated count of the people using those services.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The City, along with the cities of Anaheim, Santa Ana and the County of Orange, have developed the Orange County ESG collaborative. During the 5-year Consolidated Plan cycle, the collaborative conducts an open and competitive Request for Proposal process for making sub-awards.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The City consults with the Continuum of Care, which has former homeless individuals as members. Subrecipients who run the shelters and the rapid re-housing programs in the community have former homeless individuals in their organizations who help shape policies and make decisions about services and programs that receive ESG funding.

5. Describe performance standards for evaluating ESG.

The performance standards for evaluating ESG are described in the Protocols for Administration of The Emergency Solutions Grant, included in Appendix B.

See responses above.

SUBSTANTIAL AMENDMENT TO CITIZEN PARTICIPATION PLAN

The City of Garden Grove has amended its Citizen Participation Plan (CPP) to include a provision that allows for an expedited public comment period for any substantial amendment to the Consolidated Plan and Annual Action Plan in declarations of national, state & local emergencies. This amendment to the CPP will cut the current 30-day public comment period for substantial amendment to the Consolidated Plan and Annual Action Plan to 5-days. The following amendments were made to the CPP:

1. **Page 3** – Changed the City webpage in Section IV (A), Part 2, to “ggcity.org/neighborhood-improvement”.
2. **Pages 3 & 4** – Added language in Section IV (A), Part 3, “In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee’s certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses”.
3. **Page 4** – Added language in Section IV (B), “If a substantial amendment to the Consolidated Plan, Action Plan, or CPP is initiated due to a local, state or national emergency, the public notice and comment period are reduced to a 5-day period.

CITY OF GARDEN GROVE

CITIZEN PARTICIPATION PLAN

Revised December 8, 2009 by City of Garden Grove City Council

I. POLICY STATEMENT

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974 as amended, the City of Garden Grove adopted this Citizen Participation Plan in July, 1978 (revised May 1980, January 1985, March 1988, February 1995, May 1996, July 2003, and December 2003). By doing so, the City acknowledges the integral role of citizen participation in the process of neighborhood improvement, planning and development, and the execution of the Community Development Block Grant (CDBG) Program, Section 108 Loan Guarantee (Section 108) Program, HOME Investment Partnerships Act (HOME) Program, Emergency Shelter Program (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) program of the federal Housing and Urban Development Department (HUD).

This document outlines basic tenets of the citizen participation regulations and will remain in effect throughout the implementation of the City's entitlement awards from the federal government, or until these funds are completely exhausted.

II. OBJECTIVES

The City of Garden Grove utilizes its funding from HUD in accordance with national objectives for the use of those funds and program planning, citizen participation, and implementation processes required by HUD. In brief, every five years the City prepares a 5-Year Plan for Housing and Community Development that includes the identification of priority needs in the community and 5-year goals to address those needs. In accordance with HUD priorities to address affordable housing, the needs of the homeless and other special populations, affirmatively further fair housing, and promote community and economic development, each participating jurisdiction, including the City, sets its own five-year goals to respond to local conditions. Each year, based upon the 5-Year Consolidated Plan, the City then adopts an annual Action Plan to define the use of funds for programs to address those priority needs. Finally, several months after the conclusion of each Action Plan program year, the City prepares a Consolidated Annual Performance and Evaluation Report (Performance Report).

This Citizen Participation Plan, hereinafter referred to as the "CPP", is designed to facilitate two-way communication between the City and its residents on matters pertaining to the use of all federal grant funding from

the U.S. Department of Housing and Urban Development (HUD). The CPP provides for greater visibility of Garden Grove housing and neighborhood improvement programs. It enlists citizen participation to encourage involvement in neighborhood improvement activities and to ensure equitable representation of all segments of the population. It also explains how citizens may provide input, notably through participating in preparation of the Consolidated Plan and Action Plan and in review of the Performance Report.

III. ROLE OF CITIZENS

Citizen involvement is vital to assure that neighborhood improvement policies, procedures, programs and activities are well suited to local needs. Individual neighborhoods possess unique qualities that are more fully understood at the community level among those who reside, own or work within these areas. This knowledge is invaluable to the successful revitalization of communities.

Residents' concerns and ideas may be articulated to the City Council and Neighborhood Improvement and Conservation Commission (NICC). The NICC is an advisory body to the City Council regarding neighborhood improvement issues. The NICC addresses itself to the development, review and adoption of the following areas:

- A. The City's Consolidated Plan and Action Plan;
- B. The submission of the City's Performance Report;
- C. Neighborhood improvement strategies, programs, policies and procedures; and
- D. The Citizen Participation Plan.

Regular meetings of the NICC are held on a quarterly basis, and special meetings may also be held during any month at the call of the Commission Chairperson. A current schedule of Commission meetings may be obtained from the City Clerk's office located at City Hall, 11222 Acacia Parkway, Garden Grove, CA 92840, or by calling (714) 741-5040.

All meetings take place in the Council Chamber located at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, at 6:30 p.m., unless another location and/or time is publicized in advance. Copies of the Agenda for each NICC meeting are posted at the following locations on the Friday immediately preceding each meeting:

- 1. City Hall
11222 Acacia Parkway
Garden Grove, California 92840

2. Community Meeting Center
11300 Stanford Avenue
Garden Grove, California 92840

IV. GUIDELINES FOR CITIZEN PARTICIPATION

The citizen participation process will provide residents of the City the formal opportunity to take part in the development of neighborhood improvement programs and amendments to adopted plans, at a community-wide level in a public forum, before the Neighborhood Improvement and Conservation Commission and City Council. The specific guidelines governing information access, public notices, and technical assistance, among others, that the City will follow to encourage citizen participation in the preparation of the Consolidated Plan and the submission of the Performance Report, are listed below.

A. Consolidated Plan and Annual Action Plans

Following the preparation of the draft Consolidated Plan or Annual Action Plan, the following steps will be taken to afford the public an adequate opportunity to review and comment on the document:

1. A summary describing the contents and purpose of the proposed Consolidated Plan or Action Plan will be published in three local newspapers serving the English, Hispanic and Vietnamese speaking communities. The summary will also include a list of locations where a complete draft may be obtained;
2. The publication of the summary will commence a 30-day period during which citizens will have the opportunity to examine the proposed Consolidated Plan or Action Plan and to submit comments regarding the draft document. Complete copies of the draft Plan will be available for review at the following locations:

City of Garden Grove
Neighborhood Improvement Division
11222 Acacia Parkway
Garden Grove, CA 92840

Garden Grove Regional Library
11200 Stanford Avenue
Garden Grove, CA 92840

Garden Grove website at: ggcity.org/neighborhood-improvement

3. A public hearing before NICC and City Council will be held to further provide citizens an opportunity to comment on the draft Consolidated Plan or Action Plan, which must be adopted by the City Council. All guidelines set forth under the Public Comment section of this document will be followed to ensure and encourage citizen participation. In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if:
1) national/local health authorities recommend social distancing and

limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

B. Program Amendments

HUD regulations state that a grantee shall amend its Consolidated Plan or Action Plan whenever it decides not to carry out an activity described in the Action Plan, to carry out an activity not previously described, or to substantially change the purpose, scope, location, or beneficiaries of a previously adopted activity. Furthermore, the grantee is required to develop and make public its criteria for what constitutes a substantial change requiring such an amendment.

A substantial change is herein defined as any amendment of the budget for any adopted program in the Action that exceeds 30 percent of the entitlement award for that entitlement program, for that program year, or any addition of a new priority need or goal to the Consolidated Plan. In the event that an amendment to the Consolidated Plan qualifies as a substantial change, citizens will be given an opportunity to participate in the planning process. This opportunity will be afforded to the citizens by following step numbers 1 and 2 as provided under Section IIIVA of this CPP. In the event an amendment does not qualify as a substantial change, documentation of the amendment will be made to the current Consolidated Plan or Action Plan, and notification of the amendment will be provided to HUD.

When a substantial amendment is contemplated, a public notice will be published in three local newspapers serving the English, Spanish and Vietnamese speaking communities announcing the availability of a substantial amendment to the Consolidated Plan, Action Plan or an amendment to the CPP for review and comment. Publication of this notice will commence a minimum 30-day period for substantial amendment actions and a minimum 15-day period for amendment to the CPP, during which citizens will have the opportunity to examine the aforementioned plans. At the end of the public review period, the City Council will consider a substantial amendment that allocates funds to a new project.

If a substantial amendment to the Consolidated Plan, Action Plan, or CPP is initiated due to a local, state or national emergency, the public notice and comment period are reduced to a 5-day period.

Substantial amendments to the Consolidated Plan or Action Plan proposing funding for a new activity and any amendments to the Citizen Participation Plan will be reviewed by and must receive approval from the City Council.

C. Performance Report

Upon completion of the Performance Report, and prior to its submission to HUD, a public notice will be published in three local newspapers serving the English, Hispanic and Vietnamese speaking communities announcing the availability of the report for review and comment. Publication of this notice will commence a minimum 15-day period during which citizens will have the opportunity to examine the Performance Report and submit comments regarding the document.

D. Public Comment

Public comment, verbally or in writing, is accepted throughout the program year, and is particularly invited during the noticed public comment periods described under Sections A, B, and C, above.

Public hearings shall provide a major opportunity for citizen input on proposed neighborhood improvement programs, activities, policies and procedures. At a minimum, the City will conduct two separate public hearings annually: one for the purpose of reviewing the draft Consolidated Plan, and the second for the purpose of reviewing program performance through the submission of the Performance Report. All public hearings will be made accessible to the handicapped upon request.

Notices of public comment periods shall be published on the first day of the public comment period, which shall conclude with the public hearing before City Council. To ensure that all City residents have ample opportunity to take notice of all scheduled public hearings, all notices regarding such hearings, including the date, time and location, shall be published in a local newspaper of general circulation at least fourteen (14) days prior to date of public hearing. Furthermore, public notices in the Spanish and/or Vietnamese languages will be published in local newspapers of general circulation when pertaining to any projects proposed city-wide such as the Consolidated Plan and Performance Report, or in areas in which the Hispanic and/or Asian populations within the census block group exceeds 25 percent of the census block group's population.

E. Information Access

Included in the Consolidated Plan will be the estimated amount of federal funding available to the City of Garden Grove, and the range of eligible activities, programs, and projects designed to utilize these available funds. Copies of the Consolidated Plan, Action Plan, Citizen Participation Plan, Performance Report, and documents regarding other important program requirements including contracting procedures, environmental policies, fair housing/equal opportunity requirements and relocation provisions, will be available to the public during the regular business hours of 7:30 a.m. to 5:30 p.m. every Monday through Thursday, and from 7:30 a.m. to 5:00 p.m. on alternate Fridays. City Hall is closed every other Friday. The City will, upon

request, make all information available in a format accessible to persons with disabilities.

The City of Garden Grove's Neighborhood Improvement Division Office is located at 11222 Acacia Parkway, Garden Grove, CA 92640. Additional information may be obtained by calling (714) 741-5140.

F. Non-English Speaking Residents

The City will provide bilingual assistance whenever determined necessary to afford non-English speaking residents an equal opportunity to comprehend and adequately express their views regarding the planning, implementation, monitoring and evaluation of neighborhood improvement activities.

G. Technical Assistance

In an effort to encourage the submission of views and proposals regarding the Consolidated Plan and Action Plan, particularly from residents of target areas and groups representative of persons of low and moderate income, the City shall provide technical assistance in developing proposals for funding assistance under any of the programs covered by the Consolidated Plan or Action Plan. Such assistance will include, but is not limited to, the provision of sample proposals, and program regulations and guidelines.

H. Residential Antidisplacement and Relocation Assistance Plan

In an effort to minimize displacement of persons and to assist any persons displaced by governmental actions, the City of Garden Grove has adopted a Residential Antidisplacement and Relocation Assistance Plan. This policy is attached hereto as Attachment A.

V. CITIZEN SERVICE REQUESTS AND GRIEVANCE PROCEDURE

Citizens should be aware that any questions or grievances, regarding any facet of City operations, may be submitted to the City's Neighborhood Improvement Division Office located at 11222 Acacia Parkway, Garden Grove, CA 92840. During the actual development of the Consolidated Plan or Action Plan submission or substantial amendment, written concerns or complaints regarding the Plan or amendment shall initiate a written response indicating assessment of the complaint and/or proposals and actions taken to address the complaints and/or proposals before final submission of the Plan to HUD. The City shall ensure that reasonable attempts are made to respond to questions or complaints in a timely manner, usually within fifteen (15) working days after receipt of the inquiry.

Although HUD will consider objections submitted at any time, such objections should be submitted within thirty (30) days of the submission of the Consolidated Plan, Action Plan, or Performance Report to HUD. Any written inquiries submitted to HUD should be addressed as follows:

U.S. Department of Housing and Urban Development
Los Angeles Area Office, CPD Division
611 West Sixth Street
Los Angeles, CA 90017

Objections submitted to HUD must meet one or more of the following criteria:

1. The description of needs and objectives are plainly inconsistent with available facts and data.
2. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant jurisdiction.
3. The Submission does not comply with specific requirements or law.
4. The Submission proposes the undertaking of ineligible activities.

It is incumbent upon an objector to state clearly the grounds for an objection to the Submission, or any other grievance or problem.

Additional criteria may apply for certain projects requiring additional review, such as environmental review. Any notices regarding these projects will refer to both the standard and applicable additional criteria.

ATTACHMENT A
CITY OF GARDEN GROVE
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION
ASSISTANCE PLAN

CITY OF GARDEN GROVE
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE
PLAN
AS AMENDED DECEMBER 8, 2009

This Residential Antidisplacement and Relocation Assistance Plan (RARAP) is prepared by the City of Garden Grove (City) in accordance with the Housing and Community Development Act of 1974, as amended; and Department of Housing and Urban Development (HUD) regulations at 24 CFR 42.325 and is applicable to the City's Community Development Block Grant (CDBG), including the Section 108 Loan Guarantee Program, and HOME Investment Partnerships Act (HOME)-assisted projects.

Section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act), and U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program regulations provide that, as a condition for receiving assistance, as a grantee, the City must certify that it is following a Residential Antidisplacement and Relocation Assistance Plan (RARAP), which contains two major components:

1. A requirement to replace all occupied and vacant occupiable low-moderate-income dwelling units that are demolished or converted to a use other than low-moderate-income housing in connection with an activity assisted under the HCD Act and 24 CFR 570.606(c)(1)); and
2. A requirement to provide certain relocation assistance to any lower income person displaced as a direct result of (1) the demolition of any dwelling unit or (2) the conversion of a low/moderate-income dwelling unit to a use other than a low/moderate-income dwelling in connection with an assisted activity.

On May 21, 1984, the Garden Grove City Council approved a Displacement Policy for residents displaced from substandard structures when determined through City generated activities that eminent health, safety problems or extreme overcrowding exist. In addition, the City adopted a Tenant Assistance Policy for use in conjunction with the property improvement programs.

The City has amended its RARAP to ensure compliance with changes that occurred in January 4, 2005 to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (Uniform Act or URA) 1970, as amended.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, Garden Grove will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Stage rehabilitation of apartment units to allow tenants to remain in the building complex during and after the rehabilitation, working with empty units first.
- Where feasible, give priority to rehabilitation of housing in lieu of demolition to minimize displacement.
- If feasible, demolish or convert only dwelling units that are unoccupied or vacant occupiable¹ dwelling units, especially if units are lower-income units as defined in 24 CFR. 42.305.
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The City will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG and HOME Programs, move permanently or move personal property from real property as a direct result of the demolitions of any dwelling unit or the conversion² of a lower-income dwelling unit³ in accordance with requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant will be provided relocation assistance in accordance with the Uniform Act, as amended, and implementing regulations at 49 CFR Part 24.

¹ A **vacant occupiable dwelling** unit means a vacant dwelling unit that is in a standard condition; a vacant dwelling unit that is in a substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning three months before the date of execution of the agreement by the recipient covering the rehabilitation or demolition.

² The term **conversion** means altering a housing unit to either use the dwelling for non-housing purposes, continue to use a unit for housing; but it fails to meet the definition of lower-income dwelling unit; or it is used as an emergency shelter. If a housing unit continues to be used for housing after completion of the project is not considered a "conversion" insofar as the unit is owned and occupied by a person who owned and occupied the unit before the project.

³ A **lower-income dwelling unit** means a dwelling unit with a market rent (including utility costs) that does not exceed the applicable Fair Market Rent.

One-for-One Replacement of Lower-Income Dwelling Units

In accordance with section 104(d) of the Housing and Community Development Act of 1974, as amended (HCD Act) (Pub. L. 93-383, 42 U.S. C. 5301 *et seq*) and the implementing regulations at 24 CFR 42.375, the City will fulfill its obligation of providing one-for-one replacement housing by replacing all occupied and vacant occupiable lower-income dwelling units⁴ demolished or converted to a use, other than lower-income housing, in connection with a project assisted with funds provided under the CDBG and HOME Programs.

To that end, the City, in fulfillment of 24 CFR 42.375, will replace all units triggering replacement housing obligations with comparable lower-income dwelling units. Acceptable replacement units that are provided by the City or private developer will meet these requirements:

- The units will be located within the city and, to the extent feasible and consistent with other statutory priorities, located within the same neighborhood as the units replaced.
- The units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed, as determined by the City's local housing occupancy codes, in the units that are demolished or converted.
- The units must be provided in standard condition⁵.
- Replacement units must initially be made available for occupancy up to one year prior to the City publishing information regarding the project initiating replacement housing requirements, and ending three years after commencing demolition or rehabilitation related to the conversion.
- Replacement units must remain lower-income dwelling units for a minimum of ten years from the date of initial occupancy. Replacement lower-income dwelling units may include public housing or existing housing receiving Section 8 project-based assistance.

Disclosure and Reporting Requirements

⁴ The term **dwelling** as defined by the URA at 49 CFR 24.2(a)(10) includes transitional housing units or non-housekeeping units (SRO) commonly found in HUD programs. An emergency shelter is generally not considered to be a "dwelling" because such a facility is usually not a place of permanent, transitional or customary and usual residence.

⁵ Pursuant to 24 CFR 42.305, the terms **standard condition and substandard condition suitable for rehabilitation** have the meaning established by the City in its HUD-approved Consolidated Plan required under 24 CFR part 91.205 as part of the housing and homeless needs assessment.

Before entering into a contract committing the City to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City will make public by publishing in a newspaper of general circulation and will submit to HUD the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms and location, on a map, of lower-income dwelling units that will be demolished or converted to a use, other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least ten years from the date of initial occupancy;
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in Items 4 through 7 are unavailable at the time of the general submission, the City will identify the general locations of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City may submit a request to HUD for a determination that the one-to-one replacement requirement does not apply based on objective data; that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The City's Community Development Department (714) 741-5140 is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The City's Community Development Department (714) 741-5140 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Teresa Pomeroy

Dept.: City Manager Dept.: City Clerk

Subject: Receive and file minutes Date: 4/28/2020
from the meeting held on
April 14, 2020. (*Action
Item*)

Attached are the minutes from the meeting held on April 14, 2020, recommended to be received and filed as submitted or amended.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Minutes	4/23/2020	Minutes	cc-min_04_14_2020.pdf

MINUTES

GARDEN GROVE CITY COUNCIL

Regular Meeting

Tuesday, April 14, 2020

Community Meeting Center
11300 Stanford Avenue, Garden Grove, CA 92840

CONVENE MEETING

At 6:30 p.m., Mayor Jones convened the meeting telephonically.

ROLL CALL PRESENT: (7) Council Members Brietigam, D. Nguyen, Bui,
Klopfenstein, K. Nguyen, Mayor Pro Tem
O'Neill, Mayor Jones

ABSENT: (0) None

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

PRESENTATION ON THE CORONAVIRUS EMERGENCY OPERATION COMMAND
UPDATE AS PRESENTED BY CITY MANAGER STILES INCLUDING EOC/PD UPDATE BY
POLICE CHIEF TOM DARÉ; FINANCIAL UPDATE BY PATRICIA SONG, FINANCE
DIRECTOR; RESOURCE AND RESILIENCY PLAN BY LISA KIM, ASSISTANT CITY
MANAGER/DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT (F: 117.2A)

ORAL COMMUNICATIONS

Speakers: Nicholas Dibs.

Electronic Communications received from: Willowick Rise Coalition

RECESS

At 7:25 p.m., Mayor Jones recessed the meeting.

RECONVENE

At 7:29 p.m., Mayor Jones reconvened the meeting telephonically with all Council Members present.

ADOPTION OF A PROCLAMATION DECLARING APRIL AS DONATE LIFE MONTH
(F: 83.1)

It was moved by Council Member Brietigam, seconded by Council Member Bui that:

A Proclamation officially recognizing April 2020 as "DMV/Donate Life Month," be adopted.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Brietigam, D. Nguyen, Bui, Klopfenstein, K. Nguyen, O'Neill, Jones
Noes: (0) None

APPROVAL OF THE GARDEN GROVE BUSINESS RESOURCE AND RESILIENCY PLAN
AND AUTHORIZE THE CITY MANAGER TO IMPLEMENT THE PLAN (F: 117.2A)
(XR: 127.5)

It was moved by Council Member Brietigam, seconded by Council Member Bui that:

That the Garden Grove Business Resource and Resiliency Plan be approved;

The City Manager be authorized to defer penalties, fines, and enforcement actions against businesses that collect and pay Transient Occupancy Tax to the City; and

The City Manager be authorized to implement a variety of programs, policies, and practices designed to incentivize development and business activity on behalf of the City, including but not limited to extending time frames as necessary to facilitate commercial development; defer, reduce or waive fees; consider regulatory relief measures from processes and standards contained in the Garden Grove Municipal Code, including Title 9 (Land Use), as deemed necessary to facilitate ongoing business activities and development activities.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Brietigam, D. Nguyen, Bui, Klopfenstein, K. Nguyen, O'Neill, Jones
Noes: (0) None

ADOPTION OF A RESOLUTION DESIGNATING AUTHORIZED AGENTS FOR
OBTAINING FEDERAL FINANCIAL ASSISTANCE (F: 117.2A

It was moved by Council Member Brietigam, seconded by Council Member Bui that: Resolution No. 9614-20: Designation of Applicant's Agent Resolution for Non-State Agencies, to designate the Finance Director and Assistant City Manager as authorized agents for the purpose of obtaining certain federal financial assistance

APPROVAL OF A PFAS PROGRAM AGREEMENT WITH THE ORANGE COUNTY WATER DISTRICT (F: 55-Orange County Water District)

Following the introduction by City Attorney Sandoval, it was moved by Council Member Bui, seconded by Council Member Brietigam that:

The Agreement with the Orange County Water District, in an estimated amount of \$500,000 annually, for operating and maintaining all City water facilities, for the design and construction of PFAS treatment facilities to remove PFAS from City well water, be approved; and

The City Manager be authorized to sign the agreement and to approve minor modifications as deemed necessary.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Brietigam, D. Nguyen, Bui, Klopfenstein, K.
Nguyen, O'Neill, Jones
Noes: (0) None

SECOND READING AND ADOPTION OF ORDINANCE NO. 2913 (F: 77.1) (XR: 50.1) (XR: 57.1)

(As approved earlier in the meeting, it was moved by Council Member Brietigam, seconded by Council Member Bui, and approved by a 7-0 vote, that full reading of ordinances listed be waived.)

Following the reading of the title, it was moved by Council Member D. Nguyen, seconded by Mayor Pro Tem O'Neill that:

Ordinance No. 2913 entitled: An Ordinance of the City Council of the City of Garden Grove adding Chapter 18.57 to Title 18 of the Garden Grove Municipal Code relating to Electrical Vehicle Charging Systems, be adopted.

The motion carried by a 7-0 vote as follows:

Ayes: (7) Brietigam, D. Nguyen, Bui, Klopfenstein, K.
Nguyen, O'Neill, Jones
Noes: (0) None

MATTERS FROM THE MAYOR, CITY COUNCIL MEMBERS, AND CITY MANAGER

DISCUSSION REGARDING FUNDING REQUEST LETTERS FOR THE HOUSING CHOICE VOUCHER PROGRAM AND SUPPLEMENTAL SUPPORT IN RESPONSE TO THE COVID-19 CRISIS, AS REQUESTED BY COUNCIL MEMBER BUI (F: 117.2A)

Council Member Bui noted that letters have been sent to national and local government leadership requesting support for residents and cities that have been economically impacted by the Coronavirus.

DISCUSSION REGARDING THE 2020 CENSUS SELF-RESPONSE RATE IN GARDEN GROVE, AS REQUESTED BY COUNCIL MEMBER KIM NGUYEN

Council Member K. Nguyen noted that the California Census response rate is at 49.2 percent, with Orange County at 55 percent and Garden Grove at 56.1 percent. She asked that staff focus on outreach for Garden Grove residents living on the east side and work closely with the school district to ensure that multi-language flyers are being sent to the parents. She encouraged outreach to Buena Clinton's teen program and distributing flyers to the school district while the district is distributing meals during COVID-19 shutdown. She asked for virtual services to share census information, to appeal to local businesses to post flyers, and that her fellow council members post census links on their social media pages.

City Manager Stiles noted that staff is working on promoting the census and will incorporate all suggestions.

Mayor Jones commented that Garden Grove is doing a good job on census outreach, and to continue promoting the Census.

MATTERS FROM THE MAYOR, CITY COUNCIL MEMBERS, AND CITY MANAGER
(Continued)

Mayor Pro Tem O'Neill encouraged everyone to stay safe and to continue to practice social distancing, and stated that if you are fortunate to be an essential worker, to protect yourself and your colleagues. He noted that in California, by practicing social distancing and continuing the shutdown, we have saved lives. He looks forward to getting back to some normalcy, but we have to move forward with precaution to continue to save lives.

Council Member D. Nguyen recognized Wells Fargo Bank President and Tam's Beauty College for donating personal protective equipment with more than 120,000 masks and nearly 300,000 gloves to the front line workers including the Garden Grove, Westminster, Fountain Valley police departments and local hospitals. She thanked Mayor Jones for accompanying her while distributing the donated equipment. On behalf of "Nailing It For Health Care Workers," she thanked the Mayor, Council Members, and the Garden Grove Police Chief and Officers and read their statement: "The true heroes are those front line workers – healthcare workers, law enforcement officers, grocery store workers, and other essential workers performing their duties to protect and serve during this COVID-19 crisis. We want to thank all those who have sacrificed so much during this tumultuous time and to let them know that we are contributing a small part to a bigger picture.

Together, we will get through this and emerge even stronger as a people, as a city, and as a country.”

Council Member Klopfenstein asked that everyone support our small businesses and local restaurants. She recognized the Ralphs Grocery Store on Euclid Street at Chapman Avenue, the Store Manager, Kevin, and the store employees who are doing a great job putting themselves at risk every day keeping the store organized and clean.

Council Member Bui stated that he has been touched by Garden Grove’s small businesses who have donated personal protective equipment. He noted that a small business located on Chapman Avenue, Chapman Corporation, has been donating thousands of masks to local hospitals in Orange County and in Los Angeles County, and the business owner would like to donate masks to Public Works and to City Hall.

City Manager Stiles stated that the COVID-19 updates and PowerPoint presentations will be uploaded to the City’s website.

ADJOURNMENT

At 7:51 p.m., Mayor Jones adjourned the meeting in memory of the Reverend Dr. Lawrence Wilkes, who recently passed away, a victim of COVID-19. The next Regular City Council Meeting will be held on Tuesday, April 28, 2020, at 5:30 p.m. at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy, CMC
City Clerk

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Scott C. Stiles From: Patricia Song
Dept.: City Manager Dept.: Finance
Subject: Receive and file warrants. Date: 4/28/2020
 (*Action Item*)

Attached are the warrants recommended to be received and filed.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Warrants	4/14/2020	Warrants	4-28-20_CC_Warrant_(04-02-20).pdf
Warrants	4/14/2020	Warrants	4-28-20_CC_Warrants_(04-08-20).pdf
Warrants	4/21/2020	Warrants	4-28-20_CC_Warrants_(4-15-20).pdf
Warrants	4/22/2020	Warrants	4-28-20_CC_Warrants_(Payroll_04-23-20).pdf

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
660905	STATE OF CALIF-FRANCHISE TAX BOARD	WAGE ATTACHMENT	395.19 *
660906	WOODRUFF, SPRADLIN & SMART A PROFESSIONAL CORP	LEGAL FEES	459.90 *
660907	VO, TIN TRUNG	WAGE ATTACHMENT RENT SUBSIDY	-275.00 1,100.00 825.00 *
660908	SCHWERMEN, CELESTE	WAGE ATTACHMENT RENT SUBSIDY	-120.19 1,373.00 1,252.81 *
660909	*CROSS, AMANDA	EMPL COMPUTER PURCH	2,111.48 *
660910	HDL COREN & CONE	OTHER PROF SERV	5,625.00 *
660911	LIFECOM, INC.	SAFETY EQ/SUPPLIES	1,155.09 *
660912	KATHLEEN FULLER	FINE/PENALTY REFUND	100.00 *
660913	HARBOR 22 LLC	TRAF MITIGATION FEE	14,446.00 *
661063	AAA OIL, INC. dba California Fuels & Lub	TAX REBATE	162,267.00 *
661064	ADMINISURE	SELF-INS ADMN	16,939.00 *
661065	ADAMSON POLICE PRODUCTS	MONITORED MINOR EQ	4,363.60 *
661066	ALAN'S LAWN AND GARDEN CENTER INC.	MOTOR VEH PARTS	1,357.26 *
661067	ALL CITY MANAGEMENT SERVICES, INC.	CROSSING GUARD SERV	12,198.00 *
661068	AMTECH ELEVATOR SERVICES	MAINT-SERV CONTRACTS	1,606.26 *

PAGE TOTAL FOR "*" LINES = 221,208.59

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661069	ANAHEIM REGIONAL MEDICAL CENTER	MEDICAL SERVICES	850.00 *
661070	BAY ALARM COMPANY	MAINT OF REAL PROP	708.75 *
661071	BEST BUY FOR BUSINESS	OTHER PROF SUPPLIES	583.92 *
661072	ANTHONY BIRMINGHAM WINDOW CLEANING	MAINT-SERV CONTRACTS	1,351.00 *
661073	BISHOP CO.	MEDICAL EQUIPMENT	268.51 *
661074	BROCO, INC.	FURN/MACH/EQ ADDS	8,700.00 *
661075	BROWNELLS, INC.	OTHER MINOR TOOLS/EQ	512.53 *
661076	BURLINGTON SAFETY LAB INC	SAFETY EQ/SUPPLIES	3,827.24
		OTHER MINOR TOOLS/EQ	1,969.12
			5,796.36 *
661077	CDW-GOVERNMENT INC	SOFTWARE	529.54 *
661078	C.WELLS PIPELINE MATERIALS INC.	WHSE INVENTORY	5,186.30 *
661079	CIVOS, INC	MAINT-SERV CONTRACTS	15,000.00 *
661080	THE COUNSELING TEAM INTL NANCY K BOHL INC	OTHER PROF SERV	1,001.25 *
661081	CRON & ASSOCIATES TRANSCRIPTION, INC.	OTHER PROF SERV	1,754.08 *
661082	DANIELS TIRE SERVICE	WHSE INVENTORY	2,016.38 *
661083	DIAMOND ENVIRONMENTAL SERVICES	MAINT-SERV CONTRACTS	1,397.14 *
661084	DOOLEY ENTERPRISES, INC.	GUNS/AMMUNITION	7,953.03 *
661085	EWING IRRIGATION PRODUCTS, INC.	PIPES/APPURTENANCES	686.56 *
661086	FEDERAL EXPRESS CORP	DELIVERY SERVICES	254.00 *
661087	THE SHERWIN-WILLIAMS CO DBA FRAZEE PAINTS	OTHER MINOR TOOLS/EQ	1,058.80 *
661088	FRYE SIGN CO	MOTOR VEHICLE MAINT	920.00 *
661089	MONTROSE AIR QUALITY SERVICES, LLC	MAINT-SERV CONTRACTS	4,845.00 *

PAGE TOTAL FOR "*" LINES = 61,373.15

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661090	GANAHL LUMBER COMPANY	LUMBER HARDWARE	95.94 600.57 696.51 *
661091	HAAKER EQUIPMENT COMPANY	MOTOR VEH PARTS	210.87 *
661092	HILLCO FASTENER WAREHOUSE	HARDWARE	10.05 *
661093	HOME DEPOT CREDIT SERVICES DEPT 32-2501437531	MAINT-SERV CONTRACTS	316.03 *
661094	THE HOME DEPOT PRO	WHSE INVENTORY MAINT-SERV CONTRACTS JANITORIAL SUPPLIES OTHER MINOR TOOLS/EQ	3,227.72 3,219.55 381.88 1,092.64 7,921.79 *
661095	INTERWEST CONSULTING GROUP	OTHER PROF SERV	12,835.00 *
661096	INTERVAL HOUSE	OTHER PROF SERV PROJECT REAPPROP	8,080.89 36,464.27 44,545.16 *
661097	DANGELO CO	WHSE INVENTORY	5,177.26 *
661098	KELLY PAPER	PAPER/ENVELOPES	466.96 *
661099	GALLS, LLC DBA KEYSTONE UNIFORMS	UNIFORMS SAFETY EQ/SUPPLIES AWARDS/TROPHIES	4,801.03 237.59 193.89 5,232.51 *
661100	MCMASTER-CARR SUPPLY CO	MOTOR VEH PARTS	133.73 *
661101	MERCHANTS BLDG MAINT LLC	MAINT-SERV CONTRACTS	0.00 *
661102	FIS ACCOUNTING DEPT	BANK FEES-CRDT CD	22,064.26 *
661103	MWI ANIMAL HEALTH	CANINE EXPENSES	459.49 *
661104	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	HAZMAT REMOVAL	3,502.46 *
661105	ORANGE COUNTY STRIPING SERV	MAINT-SERV CONTRACTS	2,556.05 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
6611106	PACIFIC INDUSTRIAL WATER SYSTEMS	MOTOR VEH PARTS	103.00 *
6611107	PETDATA	OTHER PROF SERV	2,713.30 *
6611108	PETTY CASH - HUMAN RESOURCES	FOOD	73.68
		BOTTLED WATER	23.44
		JANITORIAL SUPPLIES	21.52
			118.64 *
6611109	PREMIERE PACKAGING INDUSTRIES DBA SPICERS PAPER INC	PAPER/ENVELOPES	88.67 *
6611110	PRIME TRUCK TIRE SERVICE	MOTOR VEHICLE MAINT	105.00
		MOTOR VEH PARTS	0.00
			105.00 *
6611111	PRO-FORCE LAW ENFORCEMENT	GUNS/AMMUNITION	790.22
		MONITORED EQUIP	1,779.15
			2,569.37 *
6611112	RCS INVESTIGATIONS & CONSULTING	OTHER PROF SERV	6,900.00 *
6611113	THE RAMSAY GROUP	OTHER PROF SERV	3,150.00 *
6611114	REFRIGERATION SUPPLIES DISTRIBUTOR	AIR COND SUPPLIES	539.86 *
6611115	ROSEBURROUGH TOOL, INC.	MOTOR VEH PARTS	75.36
		GEN PURPOSE TOOLS	51.47
			126.83 *
6611116	SAXE-CLIFFORD, PH.D., SUSAN	MEDICAL SERVICES	900.00 *
6611117	SHOETERIA	SAFETY EQ/SUPPLIES	21.52 *
6611118	SITEONE LANDSCAPE SUPPLY HLDING	WHSE INVENTORY	151.38 *
6611119	SMITH PIPE & SUPPLY COMPANY, INC	WHSE INVENTORY	40.49 *
6611120	SOUTH COAST AQMD	PERMITS/OTHER FEES	564.24 *
6611121	PERFORMANCE NURSERY CORP.	TREES	916.44 *
6611122	SPARKLETT'S	BOTTLED WATER	101.49 *

PAGE TOTAL FOR "*" LINES = 19,110.23

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661123	STRADLING, YOCCA, CARLSON & RAUTH	LEGAL FEES	2,146.50 *
661124	SUN BADGE COMPANY	SAFETY EQ/SUPPLIES	2,155.31 *
661125	SUPERION LLC	OTHER PROF SERV	28,481.25 *
661126	THOMPSON DOOR & FRAME INC.	OTHER CONST SUPPLIES	371.70 *
661127	HD SUPPLY FACILITIES MAINTENANCE LTD-USA BLUEBOOK	WHSE INVENTORY	4,899.19
		LABORATORY CHEMICALS	96.81
			4,996.00 *
661128	U.S. ARMOR CORP.	UNIFORMS	141.36 *
661129	UNITED PARCEL SERVICE	DELIVERY SERVICES	62.30 *
661130	UNITED TACTICAL SYSTEMS, LLC DBA PEPPERBALL	FURN/MACH/EQUIP REPL	13,024.61 *
661131	VALLEY POWER SYSTEMS, INC. DEPT 34677	OTHER MAINT ITEMS	1,316.66 *
661132	VULCAN MATERIALS COMPANY WESTERN DIVISION	OTHER MAINT ITEMS	1,723.37 *
661133	GRAINGER	WHSE INVENTORY	10,432.15
		PAINT/DYE/LUBRICANTS	-4.07
			10,428.08 *
661134	WALTERS WHOLESALE ELECTRIC	ELECTRICAL SUPPLIES	191.45 *
661135	WATERLINE TECHNOLOGIES, INC.	LABORATORY CHEMICALS	5,492.44 *
661136	WAXIE SANITARY SUPPLY	WHSE INVENTORY	3,468.00 *
661137	WEST COAST ARBORISTS INC	OTHER PROF SERV	7,089.80 *
661138	WESTATES MARKING DEVICES & RUBBER STAMP MFG.	OFFICE SUPPLIES/EXP	71.94 *
661139	WESTERN EXTERMINATOR	MAINT-SERV CONTRACTS	1,034.00 *
661140	CITY OF WESTMINSTER	PISTOL RANGE RENTAL	300.00 *
661141	WILLIAMS & MAHER INC	MAINT-SERV CONTRACTS	758.94 *
661142	WOODRUFF, SPRADLIN & SMART A PROFESSIONAL CORP	LEGAL FEES	83,530.46 *

PAGE TOTAL FOR "*" LINES = 166,784.17

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661143	WOOD ENVIRONMENT & INFRASTRUCTURE SOLUTIONS, INC.	OTHER PROF SERV	4,877.25 *
661144	YORBA LINDA FEED STORE, INC.	CANINE EXPENSES	103.40 *
661145	DFM ASSOCIATES	BOOKS/SUBS/CASSETTES	115.81 *
661146	GROUP DELTA CONSULTANTS, INC	ENGINEERING SERVICES	23,735.90 *
661147	INGLIS PET HOTEL	POLICE CANINE EXP CANINE EXPENSES	2,000.00 344.32 2,344.32 *
661148	*VALDIVIA, CLAUDIA	DEP CARE REIMB	138.46 *
661149	MIKE RAAHAUGES SHOOTING ENTERPRISES	PISTOL RANGE RENTAL	1,016.00 *
661150	WESTVIEW	ROOM FEE REFUND	493.00 *
661151	AGUINAGA GREEN	OTHER AGR SUPPLIES	1,120.12 *
661152	FACTORY MOTOR PARTS CO BIN 139107	MOTOR VEH PARTS	511.03 *
661153	CHEMEX INDUSTRIES	OTHER MAINT ITEMS	832.79 *
661154	DISPENSING TECHNOLOGY CORPORATION	ASPHALT PRODUCTS	1,929.86 *
661155	ULINE INC.	WHSE INVENTORY MINOR OFFICE FURN/EQ	1,301.83 1,301.83 2,603.66 *
661156	FIREFIGHTER CANDIDATE TESTING - FCTC	93869	907.00 *
661157	TRANSAMERICA EMPLOYEE BENEFITS	LIFE INS PREMIUM	4,429.24 *
661158	O'REILLY AUTO PARTS	MOTOR VEH PARTS	140.85 *
661159	CITY OF ORANGE ACCOUNTS RECEIVABLE	ELECTRICITY TRAFFIC SIGNAL MAINT	173.84 141.75 315.59 *
661160	VORTEX INDUSTRIES INC FILE 1095	MAINT-SERV CONTRACTS	590.00 *
661161	OCSD FINANCIAL MNGMT DIV	SEWER FEES	847,758.40 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661162	CONVENIENT BOARD UPS INC	OTHER PROF SERV	250.00 *
661163	DIRECTV	CABLE TV SERVICE	157.24 *
661164	KY NGUYEN	DEPOSIT REFUNDS	16.00 *
661165	JANET BEHM	DEPOSIT REFUNDS	36.00 *
661166	HI-TECH BUILDERS INC	DEPOSIT REFUND	500.00 *
661167	CHEN THI TRAN	DEPOSIT REFUNDS	8.00 *
661168	CATHERINE KURISU	DEPOSIT REFUNDS	72.00 *
661169	JOYCE SCHMIDT	DEPOSIT REFUNDS	8.00 *
661170	JEANNE K. DUNHAM LCSW	FaCT:CMT SUPVSR	4,760.00 *
661171	VIVINT SOLAR	BLDG PERMIT REFUND	744.00
		ELECT PERMIT REFUND	72.00
		FEE REFUND	40.00
		ELECTRL P/C FEES REF	320.00
			1,176.00 *
661172	HONG KHUU	DEPOSIT REFUNDS	16.00 *
661173	DEPARTMENT OF JUSTICE ACCOUNTING/CASHERING DEPT	LIFESCAN FEE-DOJ	206.00 *
661174	CHRISTINE FRANKS	DEPOSIT REFUNDS	8.00 *
661175	CESAR SANCHEZ	DEPOSIT REFUNDS	130.00 *
661176	ANTHONY TANG	DEPOSIT REFUND	1,000.00 *
661177	MAI TRAN	DEPOSIT REFUNDS	16.00 *
661178	MARIBEL HURTADO	DEPOSIT REFUNDS	1,000.00
		ROOM FEE REFUND	871.00
			1,871.00 *
661179	MICHAEL V CHELIAN	DEPOSIT REFUNDS	40.00 *
661180	NANCY NELSON	DEPOSIT REFUNDS	72.00 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661181	LESLIE NARITOKU	DEPOSIT REFUNDS	8.00 *
661182	LINDA DUNSWORTH	DEPOSIT REFUNDS	8.00 *
661183	MARYLIN K BIGHAM	DEPOSIT REFUNDS	8.00 *
661184	MIYUKI FUJIMOTO	DEPOSIT REFUNDS	8.00 *
661185	LAN CAM NGUYEN	DEPOSIT REFUNDS	8.00 *
661186	LINDA D ROMO	DEPOSIT REFUNDS	8.00 *
661187	PAULINE TO	DEPOSIT REFUNDS	36.00 *
661188	FASTENAL INDUSTRIAL CONSTRUCTION SUPPLY	WHSE INVENTORY	3,501.75 *
661189	ROSEWOOD VILLAGE HOMEOWNERS ASSOC	ROOM FEE REFUND	156.60 *
661190	PHUC PHAM	DEPOSIT REFUND	500.00 *
661191	RAQUEL TORRES	DEPOSIT REFUNDS	36.00 *
661192	NHU BICH PHAM	DEPOSIT REFUNDS	8.00 *
661193	PAMELA RODGERS	DEPOSIT REFUNDS	76.00 *
661194	PHIL BICKAL	DEPOSIT REFUNDS	8.00 *
661195	PHUOC TRAN	DEPOSIT REFUNDS	8.00 *
661196	NET HO	DEPOSIT REFUNDS	8.00 *
661197	NINA CIRIVELLO	DEPOSIT REFUNDS	8.00 *
661198	PAULA M BURNS	DEPOSIT REFUNDS	72.00 *
661199	REBECCA ICASAS	DEPOSIT REFUNDS	8.00 *
661200	RUTH ALLEN	DEPOSIT REFUNDS	8.00 *
661201	SUSAN ANN CHRISTOPHER	DEPOSIT REFUNDS	36.00 *
661202	TOM W ROONEY	DEPOSIT REFUNDS	36.00 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661203	WILLIAM VINCENT	DEPOSIT REFUND	500.00 *
661204	HF&H CONSULTANTS, LLC	OTHER PROF SERV	11,381.25 *
661205	ROBERT E BLAIR	DEPOSIT REFUNDS	8.00 *
661206	TOPAZ ALARM CORP	OTHER PROF SERV	35.00 *
661207	SUE ELLEN ACOSTA	DEPOSIT REFUNDS	8.00 *
661208	TERESA L COOK	DEPOSIT REFUNDS	72.00 *
661209	TUYET PHAM	DEPOSIT REFUNDS	16.00 *
661210	SOUTHERN COMPUTER WAREHOUSE	MAINT-SERV CONTRACTS	109.28
		OFFICE SUPPLIES/EXP	274.75
		MINOR FURN/EQUIP	1,038.96
			1,422.99 *
661211	CALIFORNIA BUILDING OFFICIALS	TUITION/TRAINING	390.00 *
661212	MAYER PRINTERS	PRINTING	331.69 *
661213	FIREMASTER DEPT. 1019	MAINT-SERV CONTRACTS	408.75 *
661214	HYO KYUNG CHUNG	CITATION DIST	47.00 *
661215	*CORNELIU, NICOLAE	TUITION REIMB	1,350.00 *
661216	COUNTY OF ORANGE TREASURER-TAX COLLECTOR	FORENSIC SERV	44,342.42 *
661217	ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA INC.	ENGINEERING SERVICES	18,920.00 *
661218	ONESOURCE DISTRIBUTORS, LLC	WHSE INVENTORY	704.68 *
661219	JTB SUPPLY CO INC	ELECTRICAL SUPPLIES	10,798.88 *
W2815	CALIFORNIA STATE DISBURSEMENT UNIT	WAGE ATTACHMENT	1,955.52 *
W2816	MARYLAND CHILD SUPPORT ACCOUNT CASE # 980094958	WAGE ATTACHMENT	343.38 *
W2817	REYNOLDS, MICHELE	WAGE ATTACHMENT	461.54 *

PAGE TOTAL FOR "*" LINES = 93,497.10

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/02/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
W2818	VISION SERVICE PLAN	VISION-CAFE CONTR	6,733.01 *
W2819	SHANNON WAINWRIGHT	WAGE ATTACHMENT	553.85 *

PAGE TOTAL FOR "*" LINES = 7,286.86

FINAL TOTAL 1,588,140.50 *

DEMANDS #660905 - 661219 AND WIRES W2815 - W2819 AS PRESENTED IN THE WARRANT REGISTER SUBMITTED TO THE GARDEN GROVE CITY COUNCIL APRIL 2, 2020, HAVE BEEN AUDITED FOR ACCURACY AND FUNDS ARE AVAILABLE FOR PAYMENT THEREOF


PATRICIA SONG - FINANCE DIRECTOR

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661220	*ARREDONDO, JAVIER A	MED TRUST REIMB	225.60 *
661221	*BANUELOS, ALEJANDRO	DEP CARE REIMB	192.30 *
661222	*BRADLEY, JANNA	DEP CARE REIMB	181.20 *
661223	C.L.E.A. CALIF LAW ENFORCEMENT ASSOC	DISABILITY INSURANCE	3,340.75 *
661224	GUERRERO, PAUL	MED TRUST REIMB	640.00 *
661225	*LEDESMA, ANGELA	DEP CARE REIMB	96.15 *
661226	*LEE, GRACE	DEP CARE REIMB	192.30 *
661227	*LOERA JR, RAFAEL	MED TRUST REIMB	549.99 *
661228	BROWNELLS, INC.	OTHER MINOR TOOLS/EQ	114.99 *
661229	DUNN-EDWARDS CORPORATION	PAINT/DYE/LUBRICANTS	72.29
		SAFETY EQ/SUPPLIES	25.14
			97.43 *
661230	FIVESTAR RUBBER STAMP ETC., INC	OFFICE SUPPLIES/EXP	28.71 *
661231	OCEAN BLUE ENVIRONMENTAL SERVICES, INC.	HAZMAT REMOVAL	1,085.10 *
661233	GOLDENWEST LAWNMOWERS & SCOOTERS	SAFETY EQ/SUPPLIES	21.64
		OTHER MINOR TOOLS/EQ	17.94
			39.58 *

PAGE TOTAL FOR "*" LINES = 6,784.10

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661234	DO, KIEN TRONG	RENT SUBSIDY	1,112.00 *
661235	WEX BANK DBA WRIGHT EXPRESS FSC	MV GAS/DIESEL FUEL	1,054.02 *
661236	SPOK, INC.	TELEPHONES/BEEPERS	950.50 *
661237	FRONTIER COMMUNICATIONS	TELEPHONE/BEEPERS	1,992.01 *
661244	SO CALIF EDISON CO	ELECTRICITY	179,358.59 *
661245	SO CALIF GAS CO	NATURAL GAS	7,058.04 *
661246	VERIZON WIRELESS-LA	TELEPHONE/BEEPERS	13,830.06 *
661247	ABOVE THE TOP PARTY RENTALS & EVENT SERVICES INC	OTHER PROF SERV	4,074.58 *
661248	ACA COMPLIANCE SERVICES INC DBA CIMPLX COMPLIANCE SERVICES	OTHER PROF SERV	1,178.25 *
661249	*ALCANCIA, MARY ANN	MED TRUST REIMB	300.00 *
661250	AGRI-TURF DISTRIBUTING	SAFETY EQ/SUPPLIES	1,393.04 *
661251	ALAN'S LAWN AND GARDEN CENTER INC.	MOTOR VEH PARTS	41.43 *
661252	AQUA-METRIC SALES, CO.	WHSE INVENTORY	7,423.98 *
661253	BAY ALARM COMPANY	MAINT OF REAL PROP	215.01 *
661254	BEGINNERS EDGE SPORTS TRAINING, LLC	INSTRUCTOR SERVICES	1,309.77 *
661255	BICKMORE ACTUARIAL	OTHER PROF SERV	3,850.00 *
661256	BOWEN, GENA	EMPL COMPUTER PURCH	1,769.35 *
661257	BUI, PAULINE	TENANT UTILITY REIMB	39.00 *
661258	C.WELLS PIPELINE MATERIALS INC.	WHSE INVENTORY	863.48 *
661259	CA LANDSCAPE & DESIGN INC	LANDSCP/IMP TO GRNDS	25,205.40 *
661260	CAMERON WELDING SUPPLY	OTHER REC/CULT SUPP	47.99 *

PAGE TOTAL FOR "*" LINES = 253,066.50

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661261	*CERDA, MARY	MED TRUST REIMB	757.15 *
661262	CHEM PRO LABORATORY, INC	MAINT-SERV CONTRACTS	380.00 *
661263	COASTLINE EQUIPMENT	MOTOR VEH PARTS	654.04 *
661264	DANIELS TIRE SERVICE	WHSE INVENTORY	9,706.06 *
661265	DAVIS FARR LLP	OTHER PROF SERV	2,200.00 *
661266	COMMUTE WITH ENTERPRISE	OTHER RENTALS	4,036.29 *
661267	EWING IRRIGATION PRODUCTS, INC.	PIPES/APPURTENANCES	327.06 *
661268	EXCLUSIVE AUTO DETAIL	MOTOR VEHICLE MAINT	576.00 *
661269	EXPERIAN INFO SOLUTIONS INC	OTHER PROF SERV	77.20 *
661270	FIVESTAR RUBBER STAMP ETC., INC	OFFICE SUPPLIES/EXP	47.30 *
661271	GANAHL LUMBER COMPANY	HARDWARE	244.44 *
661272	REPUBLIC WASTE SERVICES OF SOUTHERN CALIFORNIA, LLC	AMT DUE GG DISPSL REFUSE COLL SERV	160,968.09 9,823.33 170,791.42 *
661273	GARDEN GROVE NISSAN, LP DBA GARDEN GROVE NISSAN	TAX REBATE	2,000.00 *
661274	GOLDEN OFFICE TRAILERS INC	LAND/BLDG/ROOM RENT	957.00 *
661275	GREEN HALO SYSTEMS	OTHER PROF SERV	273.00 *
661276	HACH COMPANY INC	LABORATORY CHEMICALS	571.00 *
661277	HILL'S BROS LOCK & SAFE INC	OTHER PROF SERV	115.86 *
661278	HINDERLITER, DE LLAMAS & ASSOCIATES	OTHER PROF SERV	300.00 *
661279	THE HOME DEPOT PRO	MAINT-SERV CONTRACTS	316.03 *
661280	CITY OF HUNTINGTON BEACH	IMPORT WTR-WOCWB	2,604.00 *
661281	KLEINFELDER WEST, INC	ENGINEERING SERVICES	573.75 *

PAGE TOTAL FOR "*" LINES = 197,507.60

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661282	KOREAN GOSPEL BROADCASTING CO	VIDEO PRODUCTION EXP	250.00 *
661283	LUDWIG, DAWNA	INSTRUCTOR SERVICES	353.95 *
661284	MAGNUM OIL SPREADING INC	ASPHALT PRODUCTS	208.80 *
661285	MERCHANTS BLDG MAINT LLC	MAINT-SERV CONTRACTS	1,072.88 *
661286	MR. D'S AUTOMOTIVE	MAINT OF REAL PROP	35.00
		MOTOR VEHICLE MAINT	154.90
			189.90 *
661287	MWI ANIMAL HEALTH	OTHER MINOR TOOLS/EQ	51.09 *
661288	NAPA AUTO PARTS	MOTOR VEH PARTS	17.52 *
661289	CABCO YELLOW, INC.	ENGINEERING SERVICES	16,456.50
		L/S/A TRANSPORTATION	10,016.00
			26,472.50 *
661290	NEW PIG CORP	OTHER MINOR TOOLS/EQ	393.84 *
661291	NGUYEN, MARIA THOA	TENANT UTILITY REIMB	38.00 *
661292	ORANGE COUNTY WELDING, INC.	OTHER MAINT ITEMS	880.00 *
661293	PACIFIC4	WHSE INVENTORY	746.79 *
661294	POMEROY*, TERESA L.	MED TRUST REIMB	100.00 *
661295	POOL WATER PRODUCTS	PIPES/APPURTENANCES	62.88 *
661296	RADI'S CUSTOM UPHOLSTERY	MOTOR VEH PARTS	950.00 *
661297	RESTAURANT WORLD	SAFETY EQ/SUPPLIES	209.18 *
661298	DATA TICKET, INC	OTHER PROF SERV	7,270.00 *
661299	ALEXANDER'S CONTRACT SERVICES, INC.	OTHER MAINT ITEMS	597.00 *
661300	*ROQUE, PETE	OFFICE SUPPLIES/EXP	86.72 *
661301	SABP INC SABP REPROGRAPHICS	PRINTING	163.58 *

PAGE TOTAL FOR "*" LINES = 40,114.63

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661302	SHRED CONFIDENTIAL, INC.	OTHER PROF SERV	63.00 *
661303	SIMPSON CHEVROLET OF GG	MOTOR VEH PARTS	1,185.30 *
661304	SITEONE LANDSCAPE SUPPLY HLDING	WHSE INVENTORY	651.63 *
661305	SOAPTRONIC LLC	WHSE INVENTORY	1,049.84 *
661306	SOUTHERN COUNTIES OIL COMPANY	MOTOR VEHICLE MAINT MV GAS/DIESEL FUEL	4,463.02 11,201.89 15,664.91 *
661307	STATE INDUSTRIAL PRODUCTS	WHSE INVENTORY	1,840.16 *
661308	STRAY CAT ALLIANCE	OTHER PROF SERV	12,548.59 *
661309	TYCO INTEGRATED SECURITY LLC JOHNSON CONTROLS SECURITY SOL	MAINT-SERV CONTRACTS	565.25 *
661310	UNIFIRST CORP	LAUNDRY SERVICES	974.37 *
661311	UNITED RENTALS NORTHWEST, INC	AGGREGATES/MASONRY	0.00 *
661312	VECTORUSA	TUITION/TRAINING	4,389.05 *
661313	VOLKSWAGEN OF GARDEN GROVE	TAX REBATE	4,000.00 *
661314	VULCAN MATERIALS COMPANY WESTERN DIVISION	ASPHALT PRODUCTS	1,206.95 *
661315	GRAINGER	WHSE INVENTORY GEN PURPOSE TOOLS OTHER MINOR TOOLS/EQ	7,484.45 659.68 394.97 8,539.10 *
661316	WALTERS WHOLESALE ELECTRIC	ELECTRICAL SUPPLIES	652.50 *
661317	CARL WARREN & COMPANY	SELF-INS ADMN	9,288.00 *
661318	WATERLINE TECHNOLOGIES, INC.	LABORATORY CHEMICALS	877.51 *
661319	WAXIE SANITARY SUPPLY	WHSE INVENTORY	292.84 *
661320	WESTAMERICA COMMUNICATIONS	PAPER/ENVELOPES	1,997.69 *

PAGE TOTAL FOR "*" LINES = 65,786.69

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661321	FERGUSON ENTERPRISES, INC #1350	WHSE INVENTORY	3,552.86 *
661322	LE, QUAN H.	TENANT UTILITY REIMB	11.00 *
661323	GROUP DELTA CONSULTANTS, INC	OTHER PROF SERV	18,769.50 *
661324	SILVA, JAMES	DEPOSIT REFUNDS	375.00 *
661325	MAI, NGOC HA THI	TENANT UTILITY REIMB	29.00 *
661326	DEPT OF TRANSPORTATION	MAINT-SERV CONTRACTS	392.36 *
661327	BALDWIN, ROBERT	TENANT UTILITY REIMB	24.00 *
661328	WESTERN WATER WORKS	WHSE INVENTORY	732.98 *
661329	CHEMEX INDUSTRIES	OTHER MAINT ITEMS	628.38 *
661330	LEVEL 27 MEDIA	OFFICE SUPPLIES/EXP	915.38 *
661331	VIET BAO DAILY, INC.	ADVERTISING	200.00 *
661332	CLEAR CHANNEL OUTDOOR INC.	ADVERTISING	654.00 *
661333	HUNTINGTON BEACH CHRYSLER JEEP	MOTOR VEH PARTS	49.56 *
661334	SOUTHWEST VALVE & EQUIPMENT	PIPES/APPURTENANCES	1,450.27 *
661335	STATEWIDE TRAFFIC SAFETY AND SIGNS INC	WHSE INVENTORY	2,039.07 *
661336	ZAP MANUFACTURING, INC.	SIGNS/FLAGS/BANNERS	1,967.31 *
661337	O'REILLY AUTO PARTS	MOTOR VEH PARTS	227.99 *
661338	MEJIA, MARY A	TENANT UTILITY REIMB	15.00 *
661339	COSTAR GROUP, INC.	OTHER RENTALS	492.24 *
661340	INDOFF, INC.	MINOR OFFICE FURN/EQ	11,976.60 *
661341	CROSTOWN ELECTRICAL & DATA, INC.	MAINT-SERV CONTRACTS	960.00 *
661342	ASENCIO, SONIA LISA	TENANT UTILITY REIMB	20.00 *

PAGE TOTAL FOR "*" LINES = 45,482.50

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661343	LT PROPERTIES	LAND/BLDG/ROOM RENT	16,947.15 *
661344	NGUYEN, BECKY	TENANT UTILITY REIMB	64.00 *
661345	DAVID EVANS & ASSOCIATES, INC.	OTHER PROF SERV	6,195.00 *
661346	SUPPLY SOLUTIONS	WHSE INVENTORY	1,685.63 *
661347	RPW SERVICES INC	OTHER RENTALS	3,600.00 *
661348	YO-FIRE SUPPLIES	WHSE INVENTORY PIPES/APPURTENANCES	2,509.84 50.42 2,560.26 *
661349	SOLORIO, STEVE RAY	TENANT UTILITY REIMB	20.00 *
661350	KIM, SUNNY JISUN	TENANT UTILITY REIMB	39.00 *
661351	FERRELL, LA RONDA	TENANT UTILITY REIMB	57.00 *
661352	DU, BINH XUAN	TENANT UTILITY REIMB	11.00 *
661353	DUONG, HARRY MINH	TENANT UTILITY REIMB	89.00 *
661354	LE, KATHY THUONG	TENANT UTILITY REIMB	20.00 *
661355	TRAN, MINH SANG	TENANT UTILITY REIMB	30.00 *
661356	NGUYEN, AMY TU UYEN	TENANT UTILITY REIMB	27.00 *
661357	SMITH, SHEILA MICHELLE	TENANT UTILITY REIMB	13.00 *
661358	CONG, SHAYLA TRAM	TENANT UTILITY REIMB	106.00 *
661359	TRAN, THANH	TENANT UTILITY REIMB	114.00 *
661360	UONG, THIEP CHI	TENANT UTILITY REIMB	22.00 *
661361	ANGELICA V. GUZMAN	DEPOSIT REFUNDS ROOM FEE REFUND CYC REVENUE	500.00 158.00 255.00 913.00 *

PAGE TOTAL FOR "*" LINES = 32,513.04

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661362	JAVIER SERRANO	WATER REFUND	414.60 *
661363	RENA L. WARD	DEPOSIT REFUNDS	16.00 *
661364	SBC POOL	BLDG PERMIT REFUND	699.20
		PLMBNG PERMIT REFUND	52.00
		BSASRF STATE FEE	2.40
		FEE REFUND	12.00
		STRONG MOTION-RES	6.14
		PERMIT REFUND	84.20
			855.94 *
661365	DIVISION OF THE STATE ARCHITECT	STATE ADA PASSTHRU	2,089.70 *
661366	AUTONATION FORD TUSTIN	MOTOR VEH PARTS	5,045.72 *
661367	LACEY CUSTOM LINENS, INC.	LAUNDRY SERVICES	147.19 *
661368	BILL'S SOUND & SECURITY	OTHER PROF SERV	300.00 *
661369	ONESOURCE DISTRIBUTORS, LLC	WHSE INVENTORY	108.75 *
661370	CALIFORNIA BUILDING STANDARDS COMMISSION	BSASRF STATE FEE	2,771.10 *
661371	GOLDENWEST LAWNMOWERS & SCOOTERS	REPAIRS-FURN/MACH/EQ	73.53
		MOTOR VEH PARTS	4.62
			78.15 *
661372	BARBER, ERIC	WATER CLOSING BILL REFUND	18.70 *
661373	TO, TAI	WATER CLOSING BILL REFUND	29.19 *
661374	PAK, TAE JU	WATER CLOSING BILL REFUND	32.01 *
661375	NGUYEN, JENNIFER	WATER CLOSING BILL REFUND	36.20 *
661376	PHAM, NINA	WATER CLOSING BILL REFUND	73.09 *
661377	CHEEMA, SANDEET	WATER CLOSING BILL REFUND	83.37 *
661378	AN, KI	WATER CLOSING BILL REFUND	21.43 *
661379	YEO, MIOK	WATER CLOSING BILL REFUND	55.01 *

PAGE TOTAL FOR "*" LINES = 12,176.15

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661380	LIM, KYUNG SOO	WATER CLOSING BILL REFUND	9.99 *
661381	FLORES, ELEAZAR	WATER CLOSING BILL REFUND	28.45 *
661382	DAN, LOC	WATER CLOSING BILL REFUND	24.02 *
661383	DINH, HUNG	WATER CLOSING BILL REFUND	5.34 *
661384	CHILCOTT, CARMAN	WATER CLOSING BILL REFUND	26.55 *
661385	MELANSON, ALISON	WATER CLOSING BILL REFUND	107.66 *
661386	DOAN, SAMUEL	WATER CLOSING BILL REFUND	33.30 *
661387	ILJIN INVESTMENT INC.	WATER CLOSING BILL REFUND	2.82 *
661388	HOOPER, GINA	WATER CLOSING BILL REFUND	39.93 *
661389	LE, TUYEN	WATER CLOSING BILL REFUND	25.39 *
661390	POPELKA, DAVID	WATER CLOSING BILL REFUND	42.49 *
661391	HO, RANG	WATER CLOSING BILL REFUND	49.40 *
661392	NGUYEN, KEVIN	WATER CLOSING BILL REFUND	2.85 *
661393	BUI, HA	WATER CLOSING BILL REFUND	24.22 *
661394	DINH, THANH	WATER CLOSING BILL REFUND	3.63 *
661395	NEAL, TIM	WATER CLOSING BILL REFUND	30.44 *
661396	NGUYEN, TOAN	WATER CLOSING BILL REFUND	36.95 *
661397	LE, NHI	WATER CLOSING BILL REFUND	199.43 *
661398	DUONG, DUC	WATER CLOSING BILL REFUND	10.51 *
661399	LE, HIEN	WATER CLOSING BILL REFUND	21.81 *
W2820	CITY OF GARDEN GROVE-LIABILITY ACCT	LEGAL FEES	21,550.23
		MUN CLAIMS BD PMT	8,000.00
			29,550.23 *

PAGE TOTAL FOR "*" LINES = 30,275.41

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/08/2020

WARRANT	VENDOR	DESCRIPTION	AMOUNT
W2821	CITY OF GARDEN GROVE-WORK COMP ACCT	CASH-WORK COMP ACCT	342,898.50 *
W2823	CALIFORNIA STATE DISBURSEMENT UNIT	WAGE ATTACHMENT	1,955.52 *
W2824	DELTA DENTAL OF CALIFORNIA	SELF-INS CLAIMS SELF-INS ADMN	18,726.40 2,364.42 21,090.82 *
W2825	LINCOLN FINANCIAL GROUP	LIFE INS PREMIUM	6,573.55 *
W2826	MARYLAND CHILD SUPPORT ACCOUNT CASE # 980094958	WAGE ATTACHMENT	343.38 *
W2827	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	EMP CONTR PENSION PENSION PAYMENT	180,664.48 263,582.98 444,247.46 *
W2828	REYNOLDS, MICHELE	WAGE ATTACHMENT	461.54 *
W2829	STEWART TITLE OF CALIFORNIA INC	MORTGAGE ASSISTANCE	32,227.00 *
W2830	SHANNON WAINWRIGHT	WAGE ATTACHMENT	553.85 *
W2831	SIMPSON CHEVROLET OF GG	TAX REBATE	11,000.00 *
W2832	TOYOTA OF GARDEN GROVE DBA TOYOTA PLACE	TAX REBATE	14,000.00 *
W2833	WILLOWICK GOLF MANAGEMENT, LLC	CASH-WILLOW GOLF	25,000.00 *

PAGE TOTAL FOR "*" LINES = 900,351.62

FINAL TOTAL 1,584,058.24 *

DEMANDS #661220 - 661399 AND WIRES W2820 - W2833 AS PRESENTED IN THE WARRANT REGISTER SUBMITTED TO THE GARDEN GROVE CITY COUNCIL APRIL 8, 2020, HAVE BEEN AUDITED FOR ACCURACY AND FUNDS ARE AVAILABLE FOR PAYMENT THEREOF



PATRICIA SONG - FINANCE DIRECTOR

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661400	STATE OF CALIF-FRANCHISE TAX BOARD	WAGE ATTACHMENT	1,533.81 *
661401	TYCO INTEGRATED SECURITY LLC JOHNSON CONTROLS SECURITY SOL	MAINT-SERV CONTRACTS	1,130.50 *
661402	ORANGE COUNTY SHERIFF/ LEVYING OFFICER CENTRAL DIV	WAGE ATTACHMENT	250.00 *
661403	INTERNAL REVENUE SERVICE	WAGE ATTACHMENT	51.50 *
661404	UNION BANK	REGISTRATION FEES	55.00
		LAUNDRY SERVICES	125.00
		FOOD SERV SUPPL	454.76
		BOTTLED WATER	20.50
		OTHER FOOD ITEMS	20.27
		HSHLD EQUIP/SUPPLIES	49.87
		OFFICE SUPPLIES/EXP	15.18
		OTHER MINOR TOOLS/EQ	62.07
		OTHER REC/CULT SUPP	530.73
			1,333.38 *
661405	UNION BANK	MV GAS/DIESEL FUEL	579.33 *
661406	UNION BANK	MV GAS/DIESEL FUEL	597.67 *
661407	UNION BANK	MV GAS/DIESEL FUEL	283.50 *
661408	UNION BANK	OTHER BLD/EQ/ST SERV	913.16
		CITY MEMBERSHIPS	10.00
		MV GAS/DIESEL FUEL	48.79
			971.95 *
661409	UNION BANK	POSTAGE	61.35
		OTHER MAINT ITEMS	123.87
		OTHER MINOR TOOLS/EQ	938.31
		OTHER CONST SUPPLIES	81.77
			1,205.30 *
661410	UNION BANK	BOOKS/SUBS/CASSETTES	111.00
		GEN PURPOSE TOOLS	435.43
		SAFETY EQ/SUPPLIES	497.81
		OTHER CONST SUPPLIES	109.28
			1,153.52 *
661411	UNION BANK	ADVERTISING	360.00

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
		OTHER PROF SERV	59.50
		LODGING	-225.63
		REGISTRATION FEES	140.00
		FOOD	195.71
		OTHER PROF SUPPLIES	256.61
			786.19 *
661412	UNION BANK	OTHER PROF SERV	340.00 *
661413	UNION BANK	FACT:YTH ENRCH	-18.37
		FACT:PROGRAM EXP	30.52
		FOOD	133.40
		AUDIO/VISUAL SUPP	96.96
		SIGNS/FLAGS/BANNERS	488.36
			730.87 *
661414	UNION BANK	ADVERTISING	1,230.27
		OTHER PROF SERV	241.55
		REGISTRATION FEES	300.00
		TAXES/LICENSES	52.99
		BOOKS/SUBS/CASSETTES	75.00
		OTHER PROF SUPPLIES	19.89
		OFFICE SUPPLIES/EXP	47.02
			1,966.72 *
661415	UNION BANK	OTHER PROF SERV	14.95
		LODGING	578.38
		FACT:EMRGY NEEDS	459.77
		FOOD	2,339.92
		FOOD SERV SUPPL	302.75
		BOTTLED WATER	42.01
		OTHER FOOD ITEMS	309.12
		HSOLD EQUIP/SUPPLIES	7.40
		DATA PROCESSING SUPP	149.99
		OFFICE SUPPLIES/EXP	226.82
		OTHER MINOR TOOLS/EQ	177.05
		AWARDS/TROPHIES	105.95
		OTHER REC/CULT SUPP	750.43
			5,464.54 *
661416	ALAN'S LAWN AND GARDEN CENTER INC.	MOTOR VEH PARTS	865.29 *
661417	AMTECH ELEVATOR SERVICES	MAINT-SERV CONTRACTS	960.00 *

PAGE TOTAL FOR "*" LINES = 11,113.61

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661418	ANAHEIM HOUSING AUTHORITY COMMUNITY DEV.	MOBILITY INSP FEE	450.00 *
661419	ANDRES MEDINA MOBILE WASH	MOTOR VEHICLE MAINT TUITION/TRAINING	998.75 998.75 1,997.50 *
661420	ANIMAL CARE EQUIPMENT & SVCS	CANINE EXPENSES	295.99 *
661421	AUTOMATED POWER TECHNOLOGIES, INC	MAINT-SERV CONTRACTS	4,286.70 *
661422	AXON ENTERPRISE, INC.	MONITORED MINOR EQ	11,938.58 *
661423	*BANUELOS, ALEJANDRO	DEP CARE REIMB DUES/MEMBERSHIPS	192.30 60.00 252.30 *
661424	BENDRITE SHEET METAL, INC.	WIRE/METALS	1,718.61 *
661425	BIG RON'S AUTO BODY & PAINT, INC.	REPAIRS-FURN/MACH/EQ	2,989.53 *
661426	BISHOP CO.	WHSE INVENTORY	434.96 *
661427	BITHELL, INC.	OTHER PROF SERV	1,700.00 *
661428	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	357.77 *
661429	BROWNELLS, INC.	MEDICAL SUPPLIES OTHER MINOR TOOLS/EQ	201.24 1,511.83 1,713.07 *
661430	RUSSELL SIGLER INC. SIGLER WHOLESALE DISTRIBUTORS	AIR COND SUPPLIES	1,314.59 *
661431	C.WELLS PIPELINE MATERIALS INC.	WHSE INVENTORY	913.50 *
661432	CAMERON WELDING SUPPLY	FACT:PROGRAM EXP MOTOR VEH PARTS OTHER MAINT ITEMS	21.33 156.29 115.63 293.25 *
661433	CDM SMITH INC	ENGINEERING SERVICES	17,025.00 *
661434	C.G. LANDSCAPE, INC.	MAINT-SERV CONTRACTS	950.00 *

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661435	CLEANSTREET	STREET SWEEPING SERV	2,860.80 *
661436	COMMUNITY VETERINARY HOSPITAL	OTHER PROF SERV	1,631.50 *
661437	CONTINENTAL CONCRETE CUTTING	OTHER MAINT ITEMS	4,750.00 *
661438	*CRAMER, RITA	MED TRUST REIMB	429.00
		OFFICE SUPPLIES/EXP	4.99
			433.99 *
661439	CRON & ASSOCIATES TRANSCRIPTION, INC.	OTHER PROF SERV	1,292.32 *
661440	CRUMP & COMPANY	OTHER MAINT ITEMS	1,446.36 *
661441	DAVEY RESOURCE GROUP, INC	OTHER PROF SERV	5,225.00 *
661442	DIAMOND ENVIRONMENTAL SERVICES	MAINT-SERV CONTRACTS	1,245.70
		OTHER MAINT ITEMS	273.45
			1,519.15 *
661443	DOOLEY ENTERPRISES, INC.	GUNS/AMMUNITION	17,549.25 *
661444	DUNN-EDWARDS CORPORATION	SAFETY EQ/SUPPLIES	30.15 *
661445	EBIX, INC. DEPT# 40346	OTHER PROF SERV	146.88 *
661446	ENTERPRISE FLEET MGMT INC CUSTOMER BILLINGS	VEHICLE OP LEASE	6,696.36 *
661447	THE SHERWIN-WILLIAMS CO DBA FRAZEE PAINTS	PAINT/DYE/LUBRICANTS	481.26
		OTHER MINOR TOOLS/EQ	-332.93
			148.33 *
661448	FRYE SIGN CO	SIGNS/FLAGS/BANNERS	390.20 *
661449	GANAHL LUMBER COMPANY	LUMBER	121.54
		HARDWARE	378.96
			500.50 *
661450	GARDEN GROVE NISSAN, LP DBA GARDEN GROVE NISSAN	REPAIRS-FURN/MACH/EQ	514.92 *
661451	GARDEN GROVE UNIFIED SCHOOL DIST	LAND/BLDG/ROOM RENT	599.95 *
661452	*GILDEA, PATRICK	DEP CARE REIMB	1,538.40

PAGE TOTAL FOR "*" LINES = 45,735.66

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661453	*GIRGENTI, BRIAN	TUITION REIMB	1,600.00
661454	*GOMEZ, JOSE		3,138.40 *
661455	GOODIES UNIFORM	MED TRUST REIMB	640.00 *
661456	GRAFFITI PROTECTIVE COATINGS, INC.	DUES/MEMBERSHIPS	192.00 *
661457	*LEDESMA, ANGELA	UNIFORMS	826.29 *
661458	HILCO FASTENER WAREHOUSE	OTHER PROF SERV	14,293.33 *
661459	THE HOME DEPOT PRO	DEP CARE REIMB	96.15 *
		HARDWARE	7.56 *
661460	HOTSY OF SOUTHERN CALIFORNIA	WHSE INVENTORY	1,973.07
661461	INTELEPEER CLOUD COMMUNICATIONS, LLC	JANITORIAL SUPPLIES	2,104.44
661462	INTERVAL HOUSE		4,077.51 *
661463	LANGUAGE LINE SERVICES	REPAIRS-FURN/MACH/EQ	4,591.33 *
661464	LAWSON PRODUCTS, INC.	TELEPHONE	1,892.92 *
661465	ASSN OF CALIFORNIA CITIES ORANGE COUNTY	OTHER PROF SERV	3,461.28 *
661466	*LEE, GRACE	TELEPHONE	237.82 *
661467	*LEE, JANY H	MOTOR VEH PARTS	552.40 *
661468	LEIGHTON AND ASSOCIATES INC	DUES/MEMBERSHIPS	29,084.00 *
661469	LIFE-ASSIST, INC	DEP CARE REIMB	192.30 *
		MILEAGE REIMB	60.26 *
		OTHER PROF SERV	36,285.04 *
		GEN PURPOSE TOOLS	2,274.18 *
661470	GALLS, LLC DBA KEYSTONE UNIFORMS	UNIFORMS	3,146.73
		SAFETY EQ/SUPPLIES	236.94
			3,383.67 *

PAGE TOTAL FOR "*" LINES = 105,286.44

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661471	MERCHANTS BLDG MAINT LLC	MAINT-SERV CONTRACTS	2,360.51 *
661472	MR. D'S AUTOMOTIVE	MOTOR VEHICLE MAINT	204.90 *
661473	NATIONAL CONSTRUCTION RENTALS	OTHER RENTALS	2,116.78 *
661474	NIAGARA PLUMBING	PIPES/APPURTENANCES	24.58 *
661475	R. J. NOBLE COMPANY	OTHER MAINT ITEMS	1,924.98 *
661476	ORANGE COUNTY APPLIANCE PARTS	AIR COND SUPPLIES	105.93 *
661477	O.C. HOUSING AUTHORITY ACCTG DEPT.	MOBILITY INSP FEE	2,400.00 *
661478	OCN, IND, WHJ	ADVERTISING	405.00 *
661479	ORANGE COUNTY STRIPING SERV	MAINT-SERV CONTRACTS	25,793.02 *
661480	ORANGE COUNTY WELDING, INC.	MOTOR VEH PARTS	1,000.00
		OTHER MAINT ITEMS	2,698.92
			3,698.92 *
661481	PARKHOUSE TIRE INC	WHSE INVENTORY	1,148.26 *
661482	POSTMASTER	POSTAGE	7,917.00 *
661483	PYRO-COMM SYSTEMS, INC.	MAINT-SERV CONTRACTS	923.00 *
661484	QUINN POWER SYSTEMS ASSOCIATES	POWER SERVICES	6,913.19 *
661485	DATA TICKET, INC	OTHER PROF SERV	470.41 *
661486	LASALLE GROUP INC. DBA RIDDLE APPLIANCE & TV SVC	MAINT-SERV CONTRACTS	458.33 *
661487	ROSEBURROUGH TOOL, INC.	OTHER MAINT ITEMS	58.61 *
661488	RYAN HERCO PRODUCTS CORP. LOCK BOX #912128	LABORATORY CHEMICALS	143.16 *
661489	SABP INC SABP REPROGRAPHICS	SIGNS/FLAGS/BANNERS	713.31 *
661490	SAFETY 1st PEST CONTROL, INC	OTHER MAINT ITEMS	150.00 *
661491	SHRED CONFIDENTIAL, INC.	OTHER PROF SERV	126.00 *

PAGE TOTAL FOR "*" LINES = 58,055.89

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661492	SIEMENS INDUSTRY, INC.	MAINT-SERV CONTRACTS	225.00 *
661493	SIMPSON CHEVROLET OF GG	MOTOR VEH PARTS	1,253.67 *
661494	SOUTHERN PROPERTY CONSULTANTS DBA: INDUSTRIAL AUTOMATION CO	OTHER MAINT ITEMS	269.00 *
661495	SOUTHERN CALIFORNIA GAS CO ML 711D	MAINT-SERV CONTRACTS	1,725.00 *
661496	SOUTHERN COUNTIES LUBRICANTS LLC	WHSE INVENTORY PAINT/DYE/LUBRICANTS	1,390.56 1,213.65 2,604.21 *
661497	SPARKLETT'S	BOTTLED WATER OTHER MAINT ITEMS	38.87 289.13 328.00 *
661498	STATE INDUSTRIAL PRODUCTS	WHSE INVENTORY	1,870.41 *
661499	STRADLING, YOCCA, CARLSON & RAUTH	LEGAL FEES	324.00 *
661500	SUN BADGE COMPANY	SAFETY EQ/SUPPLIES	1,318.85 *
661501	THE RACK DEPOT INC	WHSE INVENTORY	466.54 *
661502	THOMSON REUTERS- WEST	DUES/MEMBERSHIPS	2,049.34 *
661503	TRAFFIC MANAGEMENT INC	OTHER MAINT ITEMS	20,663.50 *
661504	TRUCK & AUTO SUPPLY INC. TrucParCo	MOTOR VEH PARTS	174.73 *
661505	HD SUPPLY FACILITIES MAINTENANCE LTD-USA BLUEBOOK	WHSE INVENTORY	1,732.50 *
661506	U.S. BEHAVIORAL HEALTH PLAN, CA DEPT# 75889	NON-SPEC CONTR SERV	1,442.00 *
661507	UNIFIRST CORP	LAUNDRY SERVICES	788.08 *
661508	MARTIN EDUARDO VICTORIO	VIDEO PRODUCTION EXP	500.00 *
661509	VALLEY POWER SYSTEMS, INC. DEPT 34677	OTHER MAINT ITEMS	319.51 *
661510	VASILJ INC. DBA IVANKO	STREET CONSTR CONT WTR/SWR CONST CONTR	325,426.96 7,000.00 332,426.96 *

PAGE TOTAL FOR "*" LINES = 370,481.30

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661511	VOLVO CONSTRUCTION EQUIP.& SERV	REPAIRS-FURN/MACH/EQ	3,918.53 *
661512	VULCAN MATERIALS COMPANY WESTERN DIVISION	ASPHALT PRODUCTS	19,283.40 *
661513	GRAINGER	WHSE INVENTORY	2,068.85 *
661514	WALLACE & ASSOC CONSULTING	ENGINEERING SERVICES	16,958.00 *
661515	WALTERS WHOLESALE ELECTRIC	ELECTRICAL SUPPLIES	2,139.85 *
661516	WAXIE SANITARY SUPPLY	WHSE INVENTORY	4,587.60 *
661517	WEST COAST ARBORISTS INC	TREE TRIMMING SERV	22,867.30 *
661518	WEST COAST SAND & GRAVEL	OTHER MAINT ITEMS	611.90 *
661519	FERGUSON ENTERPRISES, INC #1350	PIPES/APPURTENANCES OTHER MAINT ITEMS	177.12 2,223.70 2,400.82 *
661520	WOODRUFF, SPRADLIN & SMART A PROFESSIONAL CORP	LEGAL FEES	657.00 *
661521	GEORGE YARDLEY COMPANY	OTHER MAINT ITEMS	418.53 *
661522	ZEP SALES & SERVICE	WHSE INVENTORY	519.41 *
661523	*JIMENEZ, VIDAL	EMPL COMPUTER PURCH	2,477.96 *
661524	*VALDIVIA, CLAUDIA	DEP CARE REIMB	138.46 *
661525	SAFARILAND, LLC	OTHER PROF SUPPLIES	1,891.09 *
661526	MIKE RAAHAUGES SHOOTING ENTERPRISES	PISTOL RANGE RENTAL	258.00 *
661527	CWEA CWEA-TCP	DUES/MEMBERSHIPS	192.00 *
661528	CUMMINS SALES AND SERVICE	MOTOR VEH PARTS	125.89 *
661529	FACTORY MOTOR PARTS CO BIN 139107	MOTOR VEH PARTS	962.02 *
661530	CITIBANK %CITIGROUP	LODGING OTHER CONF/MTG EXP	621.70 400.05 1,021.75 *

PAGE TOTAL FOR "*" LINES = 83,498.36

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661531	BRUCE HALL LAND SURVEYOR, INC	ENGINEERING SERVICES	2,273.00 *
661532	CHARLES P. CROWLEY CO. INC.	LABORATORY CHEMICALS	1,860.45 *
661533	HANDY HOSE SERVICES ADVANTAGE HOSE SERVICES LLC	REPAIRS-FURN/MACH/EQ	885.42 *
661534	HUNTINGTON BEACH DODGE	MOTOR VEH PARTS	117.44 *
661535	CALIF PARK & RECREATION SOCIETY CPRS	DUES/MEMBERSHIPS	145.00 *
661536	RJ'S PAINT & BODY INC	REPAIRS-FURN/MACH/EQ	995.00 *
661537	PACIFIC PLUMBING CO OF SANTA ANA	PIPES/APPURTENANCES	168.97 *
661538	O'REILLY AUTO PARTS	MOTOR VEH PARTS	291.21 *
661539	IMPERIAL SPRINKLER SUPPLY INC	WHSE INVENTORY	999.98 *
661540	VORTEX INDUSTRIES INC FILE 1095	MAINT-SERV CONTRACTS	0.00 *
661541	LEXISNEXIS RISK DATA MANAGEMENT INC 1008503	BOOKS/SUBS/CASSETTES	380.80 *
661542	COLLEGE HOSPITAL COSTA MESA	MOTOR VEH PARTS	4.34 *
661543	DONN K HALLMAN	MOTOR VEH PARTS	0.00 *
661544	TEAM OF ADVOCATES FOR SPECIAL KIDS	OTHER PROF SERV	2,776.13 *
661545	LABSOURCE, INC.	WHSE INVENTORY	1,645.93 *
661546	*BECERRA, RUDY	SAFETY EQ/SUPPLIES	73.00 *
661547	DAVID EVANS & ASSOCIATES, INC.	ENGINEERING SERVICES	931.50 *
661548	SUPPLY SOLUTIONS	PAPER/ENVELOPES	842.81 *
661549	*GOUNTOUMA, SOUMELIA	SAFETY EQ/SUPPLIES	246.14 *
661550	YO-FIRE SUPPLIES	WHSE INVENTORY	8,673.58 *
661551	ALLIANCE EXPRESS LUBE	ALARM PERMIT REF	5.00 *
661552	SHIRLEY SHARRATT TRUST	BUS OPER TAX REFUND	54.21 *

PAGE TOTAL FOR "*" LINES = 23,369.91

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661553	LINDA WACHTEL	DEPOSIT REFUNDS	72.00 *
661554	VELIA TOME	DEPOSIT REFUNDS	72.00 *
661555	GLENN STEVENSON	DEPOSIT REFUNDS	36.00 *
661556	AMELIA FRANCIS	DEPOSIT REFUNDS	445.00 *
661557	SHALOM GROVE CHURCH	DEPOSIT REFUNDS	100.00 *
661558	CALIFORNIA SCOTTISH RITE FOUNDATION	DEPOSIT REFUNDS	159.00 *
661559	HOLLIE RETA	DEPOSIT REFUNDS	205.00 *
661560	ROXANNE FREEMAN	DEPOSIT REFUNDS	66.00 *
661561	ROBIN PEACE MARCARIO	OTHER PROF SERV	3,000.00 *
661562	CHEVROLET OF WATSONVILLE NATIONAL AUTO FLEET GROUP	MOTOR VEHICLE REPL	23,378.04 *
661563	INFOSEND, INC.	POSTAGE	5,730.46
		PRINTING	2,295.42
		OTHER PROF SERV	708.09
		PAPER/ENVELOPES	691.15
			9,425.12 *
661564	AUTONATION FORD TUSTIN	MOTOR VEH PARTS	6.55 *
661565	NICHOLS CONSULTING ENGINEERS, CHTD	OTHER PROF SERV	1,600.00 *
661566	STOMMEL INC DBA LEHR AUTO	REPAIRS-FURN/MACH/EQ	5,166.72
		MOTOR VEH PARTS	3,293.48
			8,460.20 *
661567	BPS SUPPLY GROUP DBA BELL PIPE & SUPPLY CO	LABORATORY CHEMICALS	225.61 *
661568	LACEY CUSTOM LINENS, INC.	LAUNDRY SERVICES	157.43 *
661569	COUNTY OF ORANGE TREASURER-TAX COLLECTOR	NETWORKING SERVICES	1,129.32 *
661570	HUGHES COMMUNICATION INC DBA: HUGHES NETWORK SYSTEMS LLC	OTHER MAINT ITEMS	0.40 *
661571	ONESOURCE DISTRIBUTORS, LLC	WHSE INVENTORY	282.75 *

PAGE TOTAL FOR "*" LINES = 48,820.42

WARRANTS SUBMITTED TO CITY COUNCIL FOR APPROVAL 04/15/20

WARRANT	VENDOR	DESCRIPTION	AMOUNT
661572	FLEMING ENVIRONMENTAL INC.	MAINT-SERV CONTRACTS	604.15 *
661573	HELIX ENVIRONMENTAL PLANNING INC.	OTHER PROF SERV	8,748.85 *
661574	CHILD GUIDANCE CENTER, INC.	OTHER PROF SERV	10,964.77 *
661575	IRVINE PIPE & SUPPLY INC	PIPES/APPURTENANCES	173.33 *
W2834	GARDEN GROVE MXD, INC	TAX REBATE	398,071.56 *
W2835	CITY OF GARDEN GROVE-LIABILITY ACCT	LEGAL FEES	72,965.03 *
W2836	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	EMP CONTR PENSION PENSION PAYMENT	182,513.80 276,327.15 458,840.95 *
W2837	MUNICIPAL WATER DISTRICT OF ORANGE COUNTY	IMPORT WTR-MWDOC	948,625.78 *
W2838	ANAHEIM/ORANGE COUNTY VISITOR & CONVENTION BUREAU	AMT DUE VCB	143,108.27 *

PAGE TOTAL FOR "*" LINES = 2,042,102.69

FINAL TOTAL 2,846,186.09 *

DEMANDS #661400 - 661575 AND WIRES W2834 - W2838 AS PRESENTED IN THE WARRANT REGISTER SUBMITTED TO THE GARDEN GROVE CITY COUNCIL APRIL 15, 2020, HAVE BEEN AUDITED FOR ACCURACY AND FUNDS ARE AVAILABLE FOR PAYMENT THEREOF



PATRICIA SONG - FINANCE DIRECTOR

184045	JOHN CASACCIA II	1135.27	184046	JUDITH A MOORE	1861.59
184047	DIANE BELAIR	1796.13	184048	DARIEL TAPIA	636.42
184049	MICHAEL F ROCHA	1961.95	184050	DAMIAN JESUS CHAVEZ	623.57
184051	ARTHUR J FLORES	2309.59	184052	EDWIN O THURMAN JR	1028.77
184053	AARON D DINH	168.26	184054	STEVEN E GOMEZ	892.98
184055	ARNULFO GUZMAN JR	395.88	184056	JOHN DANG	247.07
184057	RUDY A ROCHA	444.69	184058	WILLIAM ALLISON	4201.58
184059	LINDA A CAHILL	5952.41	184060	COMMUNITY HEALTH CHARITI	45.00
184061	GARDEN GROVE POLICE ASSO	1670.00	D363741	GEORGE S BRIETIGAM III	312.05
D363742	PHAT T BUI	9.74	D363743	STEVEN R JONES	155.73
D363744	STEPHANIE L KLOPFENSTEIN	80.18	D363745	DIEDRE THU HA NGUYEN	278.70
D363746	KIM B NGUYEN	280.23	D363747	JOHN R O'NEILL	297.25
D363748	PAMELA M HADDAD	1550.96	D363749	SHAWN S PARK	2233.02
D363750	SCOTT C STILES	6522.81	D363751	MARIA A STIPE	5287.18
D363752	MEENA YOO	2114.60	D363753	AMANDA M POLLOCK	1552.86
D363754	TERESA L POMEROY	3112.84	D363755	LIZABETH C VASQUEZ	2075.70
D363756	VERONICA AVILA	1909.35	D363757	JEFFREY P DAVIS	3254.55
D363758	NOELLE N KIM	1929.22	D363759	MISSY M MENDOZA	293.48
D363760	MARIE L MORAN	2468.07	D363761	ANA E PULIDO	3919.06
D363762	KRISTY H THAI	2199.42	D363763	SHAUNA J CARRENO	1924.28
D363764	VY D HO	1507.05	D363765	DANNY HUYNH	4413.12
D363766	VILMA C KLOESS	2337.88	D363767	IVY LE	2517.33
D363768	TAMMY LE	1380.03	D363769	LINDA MIDDENDORF	2483.87
D363770	MARIA A NAVARRO	2279.97	D363771	PHUONG VIEN T NGUYEN	2097.99
D363772	QUANG NGUYEN	2431.81	D363773	TINA T NGUYEN	2139.92
D363774	THYANA T PHI	2570.16	D363775	MARIA RAMOS	2215.95
D363776	TANYA L TO	1416.26	D363777	CUONG K TRAN	2065.82
D363778	ELAINE TRUONG	1532.24	D363779	THANH-NGUYEN VO	1532.22
D363780	SYLVIA GARCIA	1784.82	D363781	YUAN SONG	4433.91
D363782	KAREN M HARRIS	2771.41	D363783	CHRISTI C MENDOZA	1335.47
D363784	TREVOR G SMOUSE	2227.97	D363785	JANET J CHUNG	2473.12
D363786	ANN C EIFERT	3021.46	D363787	MARGARITA A ABOLA	1761.07
D363788	MARY ANN M ALCANCIA	2730.68	D363789	MARISA ATIN RAMOS	1689.70
D363790	ROBERT W MAY	1144.43	D363791	SHAWNA A MCDONOUGH	1411.57
D363792	HEIDY Y MUNOZ	3040.10	D363793	SELAMAWIT NIGATU	2210.00
D363794	MY TRA VO	2026.39	D363795	LIGIA ANDREI	1596.84
D363796	ARIANA B BAUTISTA	1644.69	D363797	KAREN J BROWN	435.26
D363798	CORINNE L HOFFMAN	2497.19	D363799	JEFF N KURAMOTO	2628.39
D363800	CHELSEA E LUKAS	1956.70	D363801	EDWARD E MARVIN JR	1616.59
D363802	ANGELA M MENDEZ	1592.35	D363803	JENNIFER L PETERSON	1764.34
D363804	ANH PHAM	1578.62	D363805	EVA RAMIREZ	1865.20
D363806	ALEXIS B ROMERO	1847.07	D363807	JAIME F CHAVEZ	1570.80
D363808	GARY F HERNANDEZ	1592.84	D363809	NEAL M MANALANSAN	1715.45
D363810	DANIEL J SANCHEZ	1577.04	D363811	SANDRA E SEGAWA	3365.06
D363812	ALANA R CHENG	3017.42	D363813	PAUL GUERRERO	2985.27
D363814	LISA L KIM	4709.48	D363815	JULIE A ASHLEIGH	1829.76
D363816	MICHAEL G AUSTIN	2347.70	D363817	RITA M CRAMER	2231.44
D363818	CHRISTOPHER J CRANDALL	2570.64	D363819	BRYSON T DAHLHEIMER	2106.86

**** PAGE TOTAL = 190759.16

D363820	DAVID A DENT	3913.48	D363821	TODD C HARTWIG	2536.69
D363822	RALPH V HERNANDEZ	2231.03	D363823	ARMANDO HERRERA JR.	808.43
D363824	AARON J HODSON	2119.35	D363825	DONALD E LUCAS	2777.20
D363826	SVETLANA MOURE	2078.02	D363827	PHU T NGUYEN	3604.08
D363828	LORENA J QUILLA-SOULES	2644.24	D363829	PEDRO ROQUE	2229.74
D363830	JAKE P TRAN	776.68	D363831	MARCO A VALADEZ	1864.65
D363832	CHRISTOPHER CHUNG	5168.92	D363833	PRIT J KASKLA	1821.48
D363834	HUONG Q LY	1852.90	D363835	LEE W MARINO	3963.08
D363836	MARIA L MARTINEZ	2431.87	D363837	MARIA C PARRA	2913.15
D363838	MONICA COVARRUBIAS	3271.16	D363839	GRACE E LEE	2162.50
D363840	AMEENAH ABU-HAMDIYYAH	1784.52	D363841	GREG BLODGETT	2993.16
D363842	ROY N ROBBINS	2812.14	D363843	TIMOTHY E THRONE	1865.20
D363844	MICHAEL C BOS	2023.57	D363845	DANIEL J CANDELARIA	4057.22
D363846	VINCENT L DE LA ROSA	2052.17	D363847	KAMYAR DIBAJ	1130.40
D363848	ALICIA M HOFER	1758.39	D363849	NICOLAS C HSIEH	3126.56
D363850	ROSEMARIE JACOT	2000.68	D363851	SHAN L LEWIS	2051.08
D363852	NAVIN B MARU	3388.30	D363853	JUAN C NAVARRO	2246.10
D363854	MICHAEL F SANTOS	3420.07	D363855	MARK P UPHUS	3514.09
D363856	JOSE A VASQUEZ	2132.48	D363857	ANA G VERGARA NEAL	2482.29
D363858	DAI C VU	3855.62	D363859	KHANG L VU	3009.31
D363860	CHRISTOPHER L ALLEN	1641.69	D363861	JOSHUA J ARIONUS	1865.79
D363862	ALEJANDRO BANUELOS	1521.33	D363863	JAN BERGER	2065.26
D363864	ROBERT P BERMUDEZ	608.83	D363865	TIM P CANNON	2770.90
D363866	CARINA M DAN	1947.64	D363867	RYAN H DAVIS	1588.41
D363868	KATHLEEN N DELFIN	971.59	D363869	RONALD W DIEMERT	1937.07
D363870	CHRIS N ESCOBAR	3134.58	D363871	JEREMY J GLENN	1374.84
D363872	ALEJANDRO GONZALEZ	2518.74	D363873	MICHAEL J GRAY	1602.39
D363874	LARRY GRIFFIN	2980.89	D363875	ROBERT A HAENDIGES	2946.86
D363876	RYAN S HART	2490.88	D363877	EDWARD A HUY	2103.70
D363878	VIDAL JIMENEZ	2276.46	D363879	LIYAN JIN	1326.55
D363880	SAMUEL K KIM	3733.54	D363881	AMANDA LE LAI	520.51
D363882	REBECCA PIK KWAN LI	3572.47	D363883	DAVID MA'AE	2046.59
D363884	ALFREDO MARTINEZ	1598.47	D363885	TYLER MEISLAHN	1885.53
D363886	JESSE K MONTGOMERY	3201.02	D363887	JUSTIN M MORRIS	1284.15
D363888	STEVEN J MOYA JR	2080.95	D363889	BASIL G MURAD	2911.00
D363890	KIRK L NATLAND	1202.57	D363891	DUC TRUNG NGUYEN	1968.63
D363892	CORNELIU NICOLAE	2842.03	D363893	ANDREW I ORNELAS	1911.99
D363894	DAVID A ORTEGA	2684.84	D363895	CELESTINO J PASILLAS	2656.26
D363896	WILLIAM F PEARSON	2726.27	D363897	JESSICA J POLIDORI	3026.70
D363898	CHRISTOPHER B PRUDHOMME	1445.92	D363899	ESTEBAN H RODRIGUEZ	1913.01
D363900	LES A RUITENSCHILD	2986.01	D363901	JONATHAN RUIZ	2140.00
D363902	ALEXIS SANTOS	1185.18	D363903	ADRIAN M SARMIENTO	2634.62
D363904	ALBERT TALAMANTES JR	1848.48	D363905	MINH K TRAN	1949.41
D363906	ALEJANDRO VALENZUELA JR	1199.99	D363907	ALEJANDRO N VALENZUELA	2059.17
D363908	RONALD J WOLLAND	1242.51	D363909	VICTOR K YERGENSEN	1881.59
D363910	ALICE K FREGOSO	1824.31	D363911	ALICIA R GARCIA	683.01
D363912	RAQUEL K MANSON	2566.18	D363913	WILLIAM E MURRAY JR	6795.28
D363914	EMILY H TRIMBLE	1827.83	D363915	ALFRED J AGUIRRE	2752.95

**** PAGE TOTAL = 223335.37

D363916	EDWARD D AMBRIZ GARCIA	559.10	D363917	RODOLPHO M BECERRA	1958.25
D363918	RAYMOND A BUCHLER	1182.29	D363919	EDGAR A CANO	970.92
D363920	ALBERT J CARRISOZA	1692.28	D363921	GABRIELA R CONTRERAS	2158.02
D363922	JULIE T COTTON	1593.64	D363923	ERIC M ESPINOZA	1729.96
D363924	ALBERT R EURS II	2356.35	D363925	ROBERT J FRANCO	721.07
D363926	MAURICIO S GARCIA	2397.78	D363927	CASEY G GIROUARD	1456.10
D363928	HERMILO HERNANDEZ	1552.52	D363929	DARNELL D JERRY	623.61
D363930	BRENT KAYLOR	2011.03	D363931	MARK W LADNEY	2635.71
D363932	RAUL LEYVA	2142.86	D363933	DIEGO A MEJIA	1752.37
D363934	RIGOBERTO MENDEZ	2933.91	D363935	STEVEN T ORTIZ	2755.30
D363936	PHILLIP Q PHAM	466.83	D363937	RICHARD L PINKSTON	2381.83
D363938	JOSE J ROMAN	678.47	D363939	ALEXIS P TARIN	1974.18
D363940	STEVE J TAUANU'U	1903.08	D363941	SUSAN VITALI	940.41
D363942	IOAN ANDREI	975.55	D363943	SYLVESTER A BABINSKI IV	1587.45
D363944	DONEISHA L BELL	716.49	D363945	JEFFREY G CANTRELL	1959.34
D363946	JULIA ESPINOZA	1200.54	D363947	CECELIA A FERNANDEZ	1170.51
D363948	CONRAD A FERNANDEZ	986.11	D363949	DIANA GOMEZ	857.11
D363950	JORGE GONZALEZ	1127.06	D363951	MICHAEL R GREENE	1778.20
D363952	RONALD D GUSMAN	982.97	D363953	GLORIA A HARO	1148.71
D363954	ERIC W JOHNSON	1196.58	D363955	LEONEL A LAMAS	872.04
D363956	KHUONG NGUYEN	1183.04	D363957	DELFRADO C REYES	1183.04
D363958	RAFAEL ROBLES	1253.01	D363959	ADRIANNA M RODRIGUEZ	916.18
D363960	RODERICK THURMAN	1621.18	D363961	EVARISTO VERA	1625.10
D363962	RICHARD L WILLIAMS	1860.73	D363963	ANSELMO AGUIRRE	1860.13
D363964	DOMINIC CAMERA	707.53	D363965	PHILLIP J CARTER	2390.87
D363966	RICK L DUVAL	2303.95	D363967	AARON R HANSEN	2162.76
D363968	HUY HOA HUYNH	2083.91	D363969	MATTHEW D ILFELD	1220.20
D363970	BRYAN D KWIATKOWSKI	1544.62	D363971	DANIEL C MOSS	1581.10
D363972	ROLANDO QUIROZ	1568.15	D363973	TODD R REED	1691.66
D363974	RICARDO SALDIVAR	530.93	D363975	WILLIAM A SOTO	1808.03
D363976	LUIS A TAPIA	2134.91	D363977	MICHAEL W THOMPSON	3047.89
D363978	JOSEPH E TRUJILLO	1545.78	D363979	WILLIAM J WHITE	1986.16
D363980	JESSE GUZMAN	1845.42	D363981	MARK M KHALIL	1930.42
D363982	BRETT A MEISLAHN	2125.03	D363983	DOUGLAS A MOORE	2065.86
D363984	ANDREW J MORELAND	584.10	D363985	AUSTIN H POWELL	1853.36
D363986	MELVIN P REED	1644.79	D363987	STEPHEN D SUDDUTH	1983.27
D363988	TIMOTHY WALLINGFORD	2051.43	D363989	SOMELIA K GOUNTOUNA	1993.67
D363990	ALBERT J HOLMON III	3223.77	D363991	VICTOR T BLAS	2322.25
D363992	FRANK X DE LA ROSA	1798.28	D363993	JOSE GOMEZ	2322.84
D363994	MICHAEL V GUERRERO	1426.53	D363995	BRENT W HAYES	2886.86
D363996	FRANK D HOWENSTEIN	2273.07	D363997	ALLEN G KIRZNER	2324.36
D363998	BRANDON S NUNES	1332.77	D363999	STEPHEN PORRAS	2840.12
D364000	JESSE VIRAMONTES	2408.39	D364001	JOHN ZAVALA	2101.27
D364002	STEPHANIE AMBRIZ	302.41	D364003	JOSELYN D AVALOS	252.68
D364004	REBECCA J BAILOR	403.67	D364005	JOSUE BARREIRO MENDOZA	1307.53
D364006	DYLAN J BOGGAN	48.07	D364007	RACHEL M CAMARENA	1840.46
D364008	RENE CAMARENA	1791.21	D364009	VICTORIA M CASILLAS	1777.86
D364010	RACHAEL M CHOATE	201.96	D364011	AMANDA D CROSS	1590.16

**** PAGE TOTAL = 154751.26

D364012	GISELL L CRUZ	584.63	D364013	KENNETH E CUMMINGS	627.53
D364014	MARLY DELGADO CHAVEZ	508.26	D364015	GABRIELA DIAZ	450.57
D364016	LORENE U DO-LE	96.15	D364017	MARK C FREEMAN	2809.04
D364018	JARED D GARCIA	300.49	D364019	JACOB R GRANT	2261.22
D364020	LAUREN E HULL	831.07	D364021	ELAINE M MA'AE	2386.62
D364022	JOHANA L MALDONADO	284.46	D364023	LORENA OCHOA MCINTYRE	1918.79
D364024	JESUS MEDINA	1735.15	D364025	JUAN MEDINA	2350.21
D364026	JOHN A MONTANCHEZ	4464.57	D364027	KIRSTEN K NAKAISHI	973.71
D364028	JACOB J NEELY	465.50	D364029	NOEL N NICHOLAS	1116.44
D364030	JENNIFER GODDARD NYE	2611.82	D364031	GABRIELA O'CADIZ-HERNAND	2834.07
D364032	NANCY A OCAMPO	96.15	D364033	STEPHANIE ORTIZ	241.39
D364034	CHRISTIAN PANGAN	198.04	D364035	JANET E PELAYO	3198.28
D364036	EDOUARD T PHAN	144.22	D364037	ARIELLE PICKRELL	93.58
D364038	ALEXA PRADO	180.28	D364039	SHADY S PUAILOA	751.84
D364040	SUGEIRY REYNOSO	2219.49	D364041	MARINA Y ROMERO	1836.83
D364042	MARIA D ROSALES	48.07	D364043	TANYA ROSAS	146.27
D364044	DANA MARIE SAUCEDO	2095.45	D364045	REBECCA S SMITH	132.34
D364046	KENNETH P TRAVIS III	320.41	D364047	CLAUDIA VALDIVIA	2834.60
D364048	JEFFREY VAN SICKLE	2125.09	D364049	PAUL E VICTORIA	1263.58
D364050	JACOB D VIRAMONTES	132.20	D364051	MORRIS B SPELL	2605.96
D364052	GRANT A NOBLE	4495.47	D364053	THOMAS R DARE	6714.58
D364054	CAROLE A KANEGAE	2185.58	D364055	VINCENTE J VAICARO	3451.85
D364056	CLAUDIA ALARCON	2967.18	D364057	KRISTEN A BACKOURIS	1493.44
D364058	SHARON S BAEK	1877.12	D364059	RAY E BEX	3806.87
D364060	GENA M BOWEN	1712.00	D364061	JESENIA CAMPOS	1881.08
D364062	BRIAN D DALTON	2763.38	D364063	NICHOLAS A DE ALMEIDA LO	2667.50
D364064	AMIR A EL-FARRA	5193.91	D364065	HELENA EL SOUSOU	2139.92
D364066	PATRICK E GILDEA	3948.38	D364067	BRIAN C GIRGENTI	2845.21
D364068	AI KELLY HUYNH	1989.72	D364069	MICHAEL J JENSEN	2953.31
D364070	ALLYSON T LE	1463.71	D364071	KEIRA LONG	1888.79
D364072	MATTHEW P MARCHAND	2693.92	D364073	LINDA M MORIN	5041.31
D364074	PHILLIP H PHAM	2442.99	D364075	JOHN E REYNOLDS	3968.43
D364076	ASHLEY C ROJAS	1576.46	D364077	REYNA ROSALES	1720.17
D364078	ROBERT M STEPHENSON III	3670.08	D364079	MICHAEL J VISCOMI	4898.76
D364080	GIOVANNI ACOSTA	2938.54	D364081	PEDRO R ARELLANO	3367.83
D364082	TIMOTHY R ASHBAUGH	2729.36	D364083	ALFREDO R AVALOS	4045.36
D364084	COLLIN E BAKER	1782.85	D364085	RENE BARRAZA	2488.89
D364086	BEAU A BERENGER	2943.61	D364087	RYAN S BERLETH	2433.28
D364088	SUMMER A BOGUE	2000.17	D364089	RENZO CHUMBE	2129.54
D364090	DARRYL B CORTEZ JR.	2047.65	D364091	GARY L COULTER	2994.40
D364092	CHARLIE DANIELEY III	1788.92	D364093	ISAAC DAVILA	1964.03
D364094	BROC D DUDLEY	2046.55	D364095	STEPHEN C ESTLOW	761.05
D364096	JESUS FAJARDO	2190.56	D364097	HECTOR FERREIRA JR	2174.68
D364098	KARI A FLOOD	2274.73	D364099	ROBERT D FRESENIUS	2004.20
D364100	JASON S FULTON	2066.43	D364101	JOSEPH P GROSS JR	4212.37
D364102	TRAVIS J HADDEN	2172.25	D364103	JOSE D HERRERA	3231.95
D364104	JASON A HOWARD	2645.22	D364105	KIRK P HURLEY	2021.83
D364106	DONALD J HUTCHINS	3234.30	D364107	NICKOLAS K JENSEN	2707.95

**** PAGE TOTAL = 204123.99

D364108	VICTORIA A JORDAN	2108.23	D364109	CHAD B KIM	2212.66
D364110	TIMOTHY P KOVACS	3961.57	D364111	MICHAEL J LANG	2546.00
D364112	RAPHAEL M LEE	705.79	D364113	MARK A LORD	3238.63
D364114	RYAN M LUX	2675.45	D364115	JORGE L MAZON	2437.00
D364116	JEREMY N MORSE	2541.66	D364117	MICHAEL A MOSER	1858.45
D364118	MITCHEL S MOSSER	2431.67	D364119	AARON S NELSON	3130.16
D364120	JASON S PERKINS	3424.32	D364121	COREY T POLOPEK	2448.36
D364122	SINDY RAMIREZ OROZCO	2585.95	D364123	JOHN E RANEY	3197.37
D364124	THOMAS S REED	2356.54	D364125	DANIELLE E RIEDL	2411.21
D364126	AARON T SHIPLEY	2063.67	D364127	SHAYLEN L SIMONS	2123.46
D364128	CHARLES W STARNES	2445.71	D364129	SAMUEL K TOMA	2169.75
D364130	EDGAR VALENCIA	3257.73	D364131	ROYCE C WIMMER	2893.54
D364132	SARAH A WRIGHT	2298.31	D364133	COLE A YNIGUEZ	1856.06
D364134	MARCOS R ALAMILLO	2926.04	D364135	BOBBY B ANDERSON	2836.69
D364136	FRANCISCO AVALOS JR	2860.36	D364137	JOHN F BANKSON	3192.56
D364138	JOSHUA K BEHZAD	2031.41	D364139	EVAN S BERESFORD	2563.07
D364140	TROY F BOWMAN	2087.69	D364141	JEFFREY A BROWN	3522.04
D364142	RYAN V BUSTILLOS	3082.06	D364143	JOHN CASACCIA II	3223.98
D364144	JUAN C CENTENO	3315.10	D364145	JEROME L CHEATHAM	2815.51
D364146	HAN J CHO	3795.76	D364147	BRIAN M CLASBY JR	9447.54
D364148	JULIO C CORTEZ	2209.49	D364149	JUAN L DELGADO JR	3550.85
D364150	KEVIN DINH	2953.41	D364151	TAYLOR M DUARTE	2039.69
D364152	OTTO J ESCALANTE	4690.60	D364153	JOSHUA N ESCOBEDO	2820.39
D364154	MICHELLE N ESTRADA-MONSA	2266.80	D364155	GEORGE R FIGUEREDO	1428.01
D364156	SEAN M GLEASON	2208.66	D364157	KYLE N HALEY	1915.14
D364158	EFRAIN A JIMENEZ JR	2323.58	D364159	CODY M JOHNSON	2203.23
D364160	ROBERT J KIVLER	1818.57	D364161	ARION J KNIGHT	3343.57
D364162	PETER M KUNKEL	4102.69	D364163	ERICK LEYVA	3653.12
D364164	RAFAEL LOERA JR	3526.82	D364165	JESSE A LUCATERO	2526.83
D364166	ROBERTO MACHUCA	2158.33	D364167	TAYLOR A MACY	2676.58
D364168	GIANLUCA F MANIACI	2122.73	D364169	BRYAN J MEERS	5967.35
D364170	NATHAN D MORTON	2898.18	D364171	PATRICK W MURPHY	2054.59
D364172	PATRICK J MUSCHETTO	1954.74	D364173	JEFFREY C NGUYEN	3055.01
D364174	JOSHUA T OLIVO	3729.78	D364175	STEVEN TRUJILLO ORTIZ	2252.70
D364176	EMMANUEL PEREZ	2888.47	D364177	OMAR F PEREZ	1832.88
D364178	LUIS A QUIROZ	1915.14	D364179	LUIS F RAMIREZ	3196.54
D364180	DANIEL RODRIGUEZ	2386.34	D364181	ALFREDO SALGADO JR.	2039.69
D364182	CHRISTOPHER M SHELIGREN	2410.43	D364183	PAUL W ASHBY	3225.31
D364184	THOMAS A CAPPS	2170.04	D364185	MICHAEL K ELHAMI	2562.16
D364186	DANNY G JUAREZ	1585.21	D364187	DANNY J MIHALIK	2845.80
D364188	JASON M MURO	2566.96	D364189	RON A REYES	2884.32
D364190	ROCKY F RUBALCABA	2858.45	D364191	LINO G SANTANA	6955.68
D364192	DUO XU	1361.35	D364193	JOHN J YERGLER	2528.43
D364194	CHRISTOPHER M EARLE	2876.05	D364195	BENJAMIN M ELIZONDO	2725.83
D364196	KRISTOPHER D KELLEY	2978.68	D364197	NICHOLAS A LAZENBY	2942.20
D364198	CHARLES H LOFFLER	2522.96	D364199	BRADLEY A LOWEN	2569.87
D364200	RYAN R RICHMOND	1749.34	D364201	GAREY D STAAL	3222.19
D364202	AARON J COOPMAN	3216.56	D364203	MICHAEL E GERDIN	2469.20

**** PAGE TOTAL = 267016.58

D364204	TROY HALLER	4393.21	D364205	JASON L JOHNSON	2460.83
D364206	RAUL MURILLO JR	4465.60	D364207	ERIC T RUZIECKI	3712.44
D364208	SEAN M SALAZAR	2724.92	D364209	LISA A BELTHIUS	417.91
D364210	COURTNEY P CIBOSKY	2762.44	D364211	ADAM B COUGHRAN	39.35
D364212	CHRISTOPHER C DOVEAS	250.08	D364213	DANIEL S EDWARDS	91.02
D364214	EDUARDO C LEIVA	5434.10	D364215	CARL J WHITNEY	3576.01
D364216	ANDREW N BUI	397.66	D364217	TANNER C DE PADUA	369.67
D364218	JOSEPH A GARCIA	419.67	D364219	SERGIO J JIMENEZ TAVAREZ	457.76
D364220	KENTON TRAN	440.43	D364221	CALEB I VAUGHN	403.67
D364222	TYLER D VU	510.80	D364223	KAREN D BRAME	994.52
D364224	KENNETH L CHISM	1816.46	D364225	KORY C FERRIN	3576.61
D364226	JAMES D FISCHER	1189.64	D364227	VICTORIA M FOSTER	1320.36
D364228	GONZALO GONZALEZ JR	1877.58	D364229	THI A HUYNH	2722.77
D364230	KENNETH E MERRILL	470.69	D364231	DOUGLAS A PLUARD	16011.74
D364232	JOSEPH A T PURSLEY	1938.07	D364233	LEVI JOENIEL SILVA	1822.49
D364234	TUONG-VAN NGUYEN VU	1680.27	D364235	RICHARD A ALVAREZ-BROWN	2878.12
D364236	RICHARD O BURILLO	3935.69	D364237	FLOR DE LIS ELIZONDO	1232.00
D364238	PATRICIA C FLINN	2599.24	D364239	RAQUEL D MATA	934.66
D364240	REBECCA S WEEKS	3578.20	D364241	JONATHAN B WAINWRIGHT	3862.11
D364242	DAVID C YOUNG	3440.98	D364243	MARIA A ALCARAZ	2258.50
D364244	MARIA S ATWOOD	1675.73	D364245	BRITTANEE N BRANTNER	1617.84
D364246	CARISSA L BRUNICK	1726.18	D364247	TAMMY L CHAURAN-HAIGROV	1292.96
D364248	KRISTINA L CORNETT	1390.70	D364249	RUSSELL B DRISCOLL	1704.60
D364250	VERONICA FRUTOS	834.00	D364251	DAVID L GEORGE	1903.70
D364252	PINKY C HINGCO	2219.59	D364253	SHELBY KEUILIAN	1680.29
D364254	ANGELA LEDESMA	1858.68	D364255	LINDALINH THU LY	1285.43
D364256	MARIA C MCFARLANE	1951.18	D364257	DAWN M MONTOYA	1464.36
D364258	TRINA T NGUYEN	1625.38	D364259	JENNIFER V ROMBOUGH	1830.13
D364260	KIMBRA S VELLANOWETH	1807.53	D364261	CHRISTAL L WEYKER	1532.93
D364262	SHANNON M YELENSKY	1682.85	D364263	JAVIER A ARREDONDO	2124.92
D364264	SHYLER R.D. CHAPPELL	1793.83	D364265	JENNIFER A DIX	2325.10
D364266	KATHERINE M FRANCISCO	2048.14	D364267	AMANDA B GARNER	2164.60
D364268	ARCHIE GUZMAN	2967.51	D364269	LAUREN M LADD	2123.36
D364270	ROBERT D LUX	2380.79	D364271	MELISSA MENDOZA-CAMPOS	2720.04
D364272	BRANDY J PARK	2476.09	D364273	CRISTINA V PAYAN	2672.80
D364274	JENNIFER M RODRIGUEZ	2955.47	D364275	TANYA L SAMOFF	3130.69
D364276	SUSAN A I SEYMOUR	2821.14	D364277	NICOLE D SHORROW	4074.21
D364278	DANNY J SOSEBEE	170.52	D364279	MARSHA D SPELLMAN	2244.44
D364280	SPENCER T TRAN	2196.03	D364281	SANTA WARDLE	1496.49
D364282	CHERYL L WHITNEY	2602.40	D364283	DANIEL A CAMARA	2450.27
D364284	RICHARD E DESBIENS	2057.52	D364285	JAMES D FRANKS	3235.82
D364286	PETE GARCIA	2283.26	D364287	ROBERT J GIFFORD	2800.28
D364288	STEVEN H HEINE	889.05	D364289	WILLIAM T HOLLOWAY	3303.36
D364290	GERALD F JORDAN	2550.98	D364291	PATRICK R JULIENNE	5216.16
D364292	JOSEPH L KOLANO	2747.14	D364293	LEA K KOVACS	2537.92
D364294	DEREK M LINK	3524.33	D364295	DAVID LOPEZ	2449.45
D364296	STEVEN W LUKAS	1900.57	D364297	MARIO MARTINEZ JR	4017.78
D364298	ADAM C NIKOLIC	3190.17	D364299	LUIS A PAYAN	2771.08

**** PAGE TOTAL = 219966.04

D364300	TERRA M RAMIREZ	2071.01	D364301	CHRISTIN E ROGERS	3085.28
D364302	BRIAN T STROUD	2600.51	D364303	PAUL M TESSIER	2737.97
D364304	DENNIS WARDLE	2482.34	D364305	ADAM D ZMIJA	3382.00
D364306	RONALD A DOSCHER	388.82	D364307	ERIC A QUINTERO	204.81
D364308	JANNA K BRADLEY	2238.33	D364309	MARY C CERDA	2052.17
D364310	BRANDI M HART	648.17	D364311	LIANE Y KWAN	3207.66
D364312	JANY H LEE	3543.02	D364313	SHERRILL A MEAD	2227.56
D364314	STEPHANIE E RICHARDS	1824.44	D364315	CAITLYN M STEPHENSON	1792.87
D364316	LAURA J STOVER	5375.11	D364317	ANNA L GOLD	1707.67
D364318	KATRENA J SCHULZE	493.04	D364319	MATTHEW T SWANSON	1575.62
D364320	ANTHONY VALENZUELA	1413.63	D364321	CANDY G WILDER	1840.33
D364322	STEVEN F ANDREWS	2256.97	D364323	TERENCE S CHANG	2320.06
D364324	VERNA L ESPINOZA	1864.80	D364325	CESAR GALLO	2552.46
D364326	ERNIE E HINGCO	1755.25	D364327	GEOFFREY A KLOESS	3357.86
D364328	RACHOT MORAGRAAN	3508.21	D364329	NOEL J PROFFITT	6343.38
D364330	ANAND V RAO	5757.01	D364331	ROD T VICTORIA	2144.34
D364332	TERREL KEITH WINSTON	3464.87	D364333	O.C.E.A. GENERAL	2327.20
D364334	O.C.E.A.	1113.59	D364335	POLICE ASSN	16653.30
D364336	SOCAL CREDIT UNION	45335.00	D364337	SOUTHLAND CREDIT UNION	4251.94
W2690	GREAT WEST LIFE 457 #340	92897.15	W2691	GREAT WEST LIFE OBRA#340	1879.67
W2692	INTERNAL REVENUE SERVICE	268779.70	W2693	EMPLOYMENT DEVELOPMENT D	78854.18

**** PAGE TOTAL = 594309.30

TOTAL CHECK PAYMENTS	17
TOTAL DIRECT DEPOSITS	597
TOTAL WIRE PAYMENTS	4
GRAND TOTAL PAYMENTS	618

25,371.16
1,386,479.84
442,410.70
.....
1,854,261.70

Checks #184045 thru #184061, and Direct Deposits #D363741 thru #D364337, and wire #W2690 thru #W2693 presented in the Payroll Register submitted to the Garden Grove City Council 12 MAY 2020, have been audited for accuracy and funds are available for payment thereof.


PATRICIA SONG - FINANCE DIRECTOR

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Patricia Song
Dept.:	City Manager	Dept.:	Finance
Subject:	Award a professional services contract to Carl Warren & Company for third-party liability claims administration services. (Cost: \$365,060) (<i>Action Item</i>)		
		Date:	4/28/2020

OBJECTIVE

The purpose of this report is to request that the City Council award a contract to Carl Warren & Company to provide third-party liability claims administration services.

BACKGROUND

The Finance Department is responsible for overseeing the City's self-insured general liability program for its tort and civil liabilities. As part of this program, the City contracts with a third-party administrator (TPA) specializing in public entity liability to manage the average of 125 claims the City receives annually. The TPA possesses the necessary skills and knowledge to effectively work with claimants, staff, and the City Attorney's Office to provide recommendations to the City as to the appropriate disposition of claims. The TPA acts as the City's representative in all matters related to the investigation, adjustment, and processing of claims for money damages asserted by third parties against the City. In addition, the TPA maintains a computer database of all claims and loss history for the City, provides legal support services for litigated claims, represents the City in Small Claims Court proceedings, and upon approval of the City, processes settlement and expense payments to the appropriated parties.

DISCUSSION

The City has retained Carl Warren & Company for claims administration services since 1986. Their most recent contract with the City expires on April 30, 2020. A Request for Proposal (RFP No. S1264) was issued to ensure the City receives the best service at a fair price. The City received three proposals. City staff from Risk Management and the Police Department evaluated the proposals based on

qualifications and experience, project plan, Risk Management Information System, and price. Based on the evaluation results, Carl Warren & Company is rated as the highest scoring firm for the City's claim administration services.

See Attachment 1 for a summary of the ratings.

FINANCIAL IMPACT

The cost of the three-year contract is \$365,060 and is funded through the City's Risk Management Fund.

RECOMMENDATION

It is recommended that the City Council:

- Award a contract to Carl Warren & Company to provide third party liability claims administration services, in the amount not to exceed \$365,060 for the three-year term of the contract, with an option to extend the agreement for two additional one-year terms, for a total performance period of five years;
- Authorize the City Manager or his designee to execute the professional services agreement on behalf of the City and to make minor modifications as appropriate; and
- Authorize the City Manager or his designee to execute amendments to the agreement for any options to extend.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Attachment 1 - Ratings for RFP S-1264	4/1/2020	Backup Material	Attachment_1_-_Ratings_for_RFP_S-1264.pdf
Attachment 2 - Consultant Agreement	4/1/2020	Backup Material	Attachment_2_-_Consultant_Agreement.pdf

EXHIBIT A

COMPANY NAME	RFP S-1264 THIRD PARTY ADMINISTRATION CLAIMS		
	Carl Warren & Company	George Hills	AdminSure
	Score	Score	Score
RATER 1	880	760	440
RATER 2	880	640	440
RATER 3	880	700	600
TOTALS	2640	2100	1480

Competitive Range 2640 X .75=1980

CONSULTANT AGREEMENT

THIS AGREEMENT is made this ____ day of _____, 2020, by the CITY OF GARDEN GROVE, a municipal corporation, ("CITY"), and Carl Warren & Company, a California Corporation ("CONSULTANT").

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove COUNCIL AUTHORIZATION, DATED _____.
2. CITY desires to utilize the services of CONSULTANT to Provide Third Party Liability Claims Administration for the City of Garden Grove.
3. CONSULTANT is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term of Agreement:** The term of the agreement shall be for period of three (3) beginning on May 1, 2020, with an option to extend said agreement additional two (2) years, for a total performance period of five (5) years. Option years shall be exercised one (1) year at a time, at the sole option of the CITY. This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONSULTANT for work performed to date in accordance with Scope of Work which is attached as Attachment "A" and is hereby incorporated by reference. CONSULTANT is required to present evidence to support performed work.
2. **Services to be Provided:** The services to be performed by CONSULTANT shall consist of the services as further specified in CONSULTANT'S proposal attached hereto as ATTACHMENT "C" and incorporated herein by reference. CONSULTANT agrees that the provision of Services under this agreement shall be within accepted accordance with customary and usual practices in CONSULTANT'S profession. By executing this Agreement, CONSULTANT warrants that it has carefully considered how the work should be performed and fully understands the facilities, difficulties, and restrictions attending performance of the work under this agreement.
3. **Compensation.** CONSULTANT shall be compensated as follows:
 - 3.1 **Amount.** CONSULTANT shall be compensated in accordance with the rate schedule set forth in the Compensation Schedule which is attached as Attachment "B".

- 3.2 **Not to Exceed.** Total Compensation for this agreement shall not exceed an amount of Three Hundred Sixty Five Thousand Sixty Dollars (\$365,060.00), for the first three years, in arrears and in accordance with Scope of Services and RFP No. S-1264, which is attached as Attachment "A," and is hereby incorporated by reference. CONSULTANT warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the Industry for such services. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this Agreement, which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. The Proposal and this Agreement do not guarantee any specific amount of work.
- 3.3 **Payment.** For work under this Agreement, payment shall be made per invoice for work completed. Within 45 day of delivery of goods or completion of performance of services, CONTRACTOR must promptly render an invoice to CITY or payment may be significantly delayed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on the Compensation Schedule, Attachment "B".
- 3.4 **Records of Expenses.** CONSULTANT shall keep complete and accurate records of payroll costs, travel and incidental expenses. These records will be made available at reasonable times to CITY.
- 3.5 **Termination.** CITY and CONSULTANT shall each have the right to terminate this Agreement, without cause, by giving thirty (30) days written notice of termination to the other party. If CITY terminates the project, then the provisions of paragraph 3 shall apply to that portion of the work completed.

4. Insurance Requirements

- 4.1 **Commencement of Work** CONSULTANT and all subcontractors shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance. All subcontractors shall provide the same insurance as required herein of CONSULTANT. CONSULTANT shall be responsible to collect and maintain all insurance for all subcontractors.

- 4.2 Workers Compensation Insurance For the duration of this Agreement, CONSULTANT shall maintain Workers Compensation Insurance in the amount and type required by California Law, if applicable. The insurer shall waive its rights of subrogation against the CITY, its officers, officials, agents, employees, and volunteers.
- 4.3 Insurance Amounts CONSULTANT shall maintain the following Insurance for the duration of this Agreement:
- a. Commercial general liability an amount not less than \$1,000,000 per occurrence; (Claims made and modified occurrence policies are not acceptable.); Insurance companies must be admitted and licensed in California and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY;
 - b. Automobile liability in an amount not less than \$1,000,000 combined single limit; (Claims made and modified occurrence policies are not acceptable.) Insurance companies must be admitted and licensed in California and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.
 - c. Cyber liability, including cyber security, in an amount not less than \$1,000,000. Insurance companies must be acceptable to CITY and have AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY
 - d. Commercial crime liability, including employee theft, in an amount not less than \$2,000,000 per occurrence. Insurance companies must be acceptable to CITY and have AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY

An Additional Insured Endorsement, **ongoing and completed operations**, for the policy under section 4.3 (a) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONSULTANT. CONSULTANT shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles owned, lease, hired, or borrowed by CONSULTANT. CONSULTANT shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

Loss Payee Endorsement under the policy under section 4.3 (d) shall designate CITY, as Loss Payee. CONSULTANT shall provide to CITY proof of insurance and endorsement forms that confirm to the City's requirements, as approved by the CITY.

For any claims related to this Agreement, CONSULTANT's insurance coverage shall be primary insurance as respects to CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, or volunteers shall be excess of the CONSULTANT's insurance and shall not contribute with it.

If CONSULTANT maintains higher insurance limits than the minimums shown above, CONSULTANT shall provide coverage for the higher insurance limits otherwise maintained by the CONSULTANT.

5. **Non-Liability of Officials and Employees of the CITY.** No official or employee of CITY shall be personally liable to CONSULTANT in the event of any default or breach by CITY, or for any amount, which may become due to CONSULTANT.
6. **Non-Discrimination.** CONSULTANT covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is understood and agreed that CONSULTANT, including CONSULTANT's employees, shall act and be independent contractor(s) and not agent(s) or employee(s) of CITY, and that no relationship of employer-employee exists between the parties. CONSULTANT's assigned personnel shall not obtain or be entitled to any rights or benefits that accrue to, or are payable to, CITY employees, and CONSULTANT shall so inform each employee organization and each employee who is hired or retained under this Agreement. CITY is not required to make any deductions or withholdings from the compensation payable to CONSULTANT under the provisions of this Agreement, and is not required to issue W-2 Forms for income and employment tax purposes for any of CONSULTANT's assigned personnel. CONSULTANT hereby expressly assumes all responsibility and liability for the payment of wages and benefits to its assigned personnel, and all related reporting and withholding obligations. CONSULTANT hereby agrees to indemnify and hold CITY harmless from any and all claims or liabilities that CITY may incur arising from any contention by any third party, including, but not limited to, any employee of CONSULTANT or any federal or state agency or other entity, that an employer-employee relationship exists by reason of this Agreement, including, without limitation, claims that CITY is responsible for retirement or other benefits allegedly accruing to CONSULTANT's assigned personnel.
8. **Compliance With Law.** CONSULTANT shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government. CONSULTANT shall comply with, and shall be responsible for causing all contractors and subcontractors performing any of the work pursuant to this Agreement, if any, to comply with, all applicable federal and state labor

standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor. The City makes no warranty or representation concerning whether any of the work performed pursuant to this Agreement constitutes public works subject to the prevailing wage requirements.

9. **Disclosure of Documents.** All documents or other information developed or received by CONSULTANT are confidential and shall not be disclosed without authorization by CITY, unless disclosure is required by law.
10. **Ownership of Work Product.** All documents or other information developed or received by CONSULTANT shall be the property of CITY. CONSULTANT shall provide CITY with copies of these items upon demand or upon termination of this Agreement.
11. **Conflict of Interest and Reporting.** CONSULTANT shall at all times avoid conflict of interest or appearance of conflict of interest in performance of this Agreement.
12. **Notices.** All notices shall be personally delivered or mailed to the below listed addresses, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
 - (a) Address of CONSULTANT is as follows:
Carl Warren & Company
Attention: Richard McAbee, Chief Marketing Officer
11209 N. Tatum Blvd., Suite 130
Phoenix, AZ 85028
 - (b) Address of CITY is as follows (with a copy to):

City of Garden Grove:	City Attorney
P.O. Box 3070	City of Garden Grove
Garden Grove, CA 92842	P.O. Box 3070
	Garden Grove, CA 92842
13. **CONSULTANT'S Proposal.** This Agreement shall include CONSULTANT'S proposal, Attachment "C" hereto, which shall be incorporated herein. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.
14. **Licenses, Permits and Fees.** At its sole expense, CONSULTANT shall obtain a Garden Grove Business License, all permits and licenses as may be required by this Agreement.
15. **Familiarity With Work.** By executing this Agreement, CONSULTANT warrants that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands

the facilities, difficulties and restrictions of the work under this Agreement. Should CONSULTANT discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONSULTANT'S risk, until written instructions are received from CITY.

16. **Time of Essence.** Time is of the essence in the performance of this Agreement.
17. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability and reputation of CONSULTANT, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONSULTANT shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONSULTANT is permitted to subcontract any part of this Agreement, CONSULTANT shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONSULTANT. CITY will deal directly with and will make all payments to CONSULTANT.
18. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
19. **Indemnification.** To the fullest extent permitted by law, CONSULTANT agrees to protect, defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damages of any nature, including interference with use of property, arising out of, or in any way connected with the negligence, recklessness and/or intentional wrongful conduct of CONSULTANT, CONSULTANT'S agents, officers, employees, subcontractors, or independent contractors hired by CONSULTANT in the performance of the Agreement. The only exception to CONSULTANT'S responsibility to protect, defend, and hold harmless CITY, is due to the negligence, recklessness and/or wrongful conduct of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONSULTANT.

20. **Modification.** This Agreement constitutes the entire agreement between the parties and supersedes any previous agreements, oral or written. This Agreement may be modified only by subsequent mutual written agreement executed by CITY and CONSULTANT.
21. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
22. **California Law.** This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the central branch of the Orange County Superior Court.
23. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties.
24. **Preservation of Agreement.** Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable.
25. **Appropriations.** This Agreement is subject to and contingent upon funds being appropriated therefor by the Garden Grove City Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the CITY.

[SIGNATURES ON FOLLOWING PAGE]

///

///

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

"CITY"
CITY OF GARDEN GROVE

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

"CONSULTANT"
Carl Warren & Company

By: 

Name: Richard McAbee

Title: Chief Marketing Officer

Date: March 10, 2020

Tax ID No. 95-2917562

If CONSULTANT is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:


Garden Grove City Attorney

3-16-2020
Date

ATTACHMENT "A"
RFP No. S-1264
Provide all Services Related to Third Party Liability Claims
Administration

SCOPE OF SERVICES

The City of Garden Grove is accepting proposals from qualified firms to provide third party liability claims administration services as outlined in the Scope of Services below.

The CONSULTANT shall administer the City's Self-Insurance Liability Program and act as the City's representative in all matters related to the investigation, adjustment, processing, and resolution of claims for money damages asserted by third parties against the City.

1. **ASSIGNED PERSONNEL:** Assign a Principal Account Adjuster to the City to act as the primary contact for the City. The City must approve the Principal Account Adjuster and any other personnel assigned to perform services for the City. If for any reason, in the City's sole discretion, the service provided by any assigned personnel is unsatisfactory, the contractor will agree to assign replacement personnel that must also be approved by the City. Adjusters assigned to the City must have a minimum five (5) years full time experience as a general liability adjuster and a minimum of three (3) years' experience with public agency liability claims adjusting. An Associate in Claims Designation is preferred.
2. **CLAIMS ADJUSTMENT SERVICES:** The contractor will provide complete claims adjustment services on each accident or incident, which is, or may be the subject of a liability claim against the City. Such services shall include, but are not limited to:
 - a. Open and maintain a claim file on each potential or actual claim assigned to the contractor.
 - b. Review all new claims for liability and provide an assessment of liability to the City no later than twenty-one (21) days from receipt of claim from the City.
 - c. Review status of claims and adequacy of reserves on all active cases at least every sixty (60) days.
 - d. Provide narrative reports to the City when recommending disposition of a claim or any other significant events that have or will occur. Reports must be clear and concise and be provided within format approved by the City.
 - e. Diary all files at appropriate intervals to allow for timely completion of required activity.
 - f. Files will clearly and concisely document each action taken on a claim.

- g. Identify and notify possible co-defendants.**
- h. Identify liability and potential defenses, including use of governmental immunities, comparative negligence, joint tortfeasors and joint and several liability.**
- i. Tender claims to other potentially responsible parties.**
- j. Determine subrogation potential and assist the CITY in effecting recovery in the least costly manner and with the most advantageous disposition. Such disposition must be approved by the City.**
- k. Make a written recommendation to the City once the investigation is complete, including identification of potential defenses and recommending action on the claim, with alternatives, when appropriate. All notices pertaining to claim insufficiency, returning late claims, and claim rejections, shall be timely and in accordance with the relevant provisions of the Government Code.**
- l. Contact claimant, or their attorney, within five (5) days of receipt of claim and maintain appropriate contact until the claim is closed.**
- m. Telephone calls from City staff, claimants, or claimant's attorneys shall be returned within one (1) business day. If the contractor's appropriate staff member called is not available to return the call within this time frame, another designated staff member must return the call.**
- n. Have translators available to assist with non-English speaking claimants.**
- o. Whenever its investigation results in a determination that the City has sustained a liability to a third party, the contractor will process such claim or potential claim for settlement in accordance with instructions and policies established by the City for settlement.**
- p. Notify the City's excess carriers of all claims that exceed, or may exceed, the City's self-insurance retention or as required by the excess carriers' liability claim reporting procedures.**
- q. Act as liaison between the insurance carriers and the City on matters affecting the adjustment of claims.**
- r. Seek reimbursement from the excess insurance carrier for any losses in excess of the City's self-insured retention.**
- s. Obtain settlement agreements and releases upon settlement of claims or potential claims.**
- t. In addition to claims cases actually assigned to the contractor for claims adjusting, certain other claims may be opened, adjusted, settled and closed**

by City staff. The contractor will issue claim numbers, and will update and maintain a loss database for such claims on behalf of the City.

- u. Maintain and store all hardcopy files for seven (7) years after the claim file is closed.

3. **INVESTIGATIVE SERVICES:** The contractor will provide complete investigative services, which will include, but are not limited to:

- a. Prompt receipt, acknowledgement and examination of all reports of accidents, incidents, claims or cases which are or may be the subject of liability claims, and will do so in not more than two (2) business days after receipt of the report at the contractor's office.
- b. Provide immediate investigation of accidents, incidents, claims or other cases as requested by the City; investigation will include on-site investigation, photographs, interviewing of witnesses, determination of losses and other such investigative services necessary to determine liability and losses.
- c. Maintain service on a 24-hour, seven (7) days per week basis, to receive telephone reports of any incident or accident, which may be the subject of a liability claim, and provide immediate investigative services to the extent necessary to provide a complete investigation. The contractor will provide the City and will maintain current a roster of the contractor's staff that are available for emergency and after-hours contact or call out.
- d. Arrange, with prior City approval, for expert services including to but not limited to professional photography, independent medical examinations, professional engineering services, and laboratory services.
- e. Report all bodily injury claims to the Index Bureau. Conduct Index Bureau searches for repeat claimants. Conduct additional Index Bureau searches at request of the City.
- f. Recommend and, upon City approval, coordinate third-party special investigations (e.g., Social Media).

4. **LEGAL SUPPORT SERVICES:** The contractor will provide the following legal support services on each claim where the claimant has commenced litigation:

- a. Upon notification by the City that litigation has been filed on an open claim, the contractor will contact the City's trial attorney office and provide all information and files concerning the claim.
- b. Maintain a liaison with the City's trial attorney and provide such investigation services as are required by such attorney during pre-trial and trial stages.

- c. Assist the City's trial attorney in answering any interrogatories or requests for admissions filed by the claimant.
 - d. At the request of the City, attend settlement conferences on behalf of the City.
 - e. Assist City staff in Small Claims Court actions filed by and against the City, including but not limited to, obtaining witness information, evidence, assistance in preparing the case for trial, and appear on behalf of the City.
 - f. Review, evaluate, and monitor special counsel statements of services.
 - g. Regularly and reasonably discuss and review investigation issues, discovery, and case strategy with the City's trial attorney.
5. **ADMINISTRATION SERVICES:** The contractor will provide the following administration services:
- a. Attend meetings and prepare status reports at the request of the City.
 - b. Provide tabulated status reports on all reported claims, indicating the status of each reported claim, details of such claim, the outstanding reserves for each claim and details of all claim payments, at the request of the City.
 - c. Maintain computer database of all reported claims in a Risk Management Information System with an online platform, and provide the City access to such database. At a minimum, such database will provide fields acceptable to the City, file notes, reserves, and expenses incurred on each claim, and allow City staff to produce loss run reports. Past claims experience must be importable and current data must be exportable. Ideally, the online system would accommodate some level of customization of its fields and report features, and would allow the City to upload large media files. The contractor will provide appropriate training and personnel for support services.
 - d. Provide the City with up to three (3) special loss runs per fiscal year as requested by the City.
 - e. Inform the City of changes or proposed changes in statutes, rules and regulations and case law affecting the general liability program.
 - f. Assist in the development of policies and procedures relating to the general liability program.
 - g. Conduct risk management related seminars for City staff at the request of the City.
 - h. Comply with the mandatory reporting requirements of Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA).

6. TRUST ACCOUNT SERVICES: The contractor will provide the following trust account services:

- a. The City will establish a trust account and will deposit into the account the sum of Seventy Five Thousand Dollars (\$75,000), which the contractor will use for the settlement of claims and/or payment of claim expenses.
- b. The contractor will not issue any check or claim settlement or expense payment until authorization has been secured from the City. In no event will the contractor be authorized by the City to issue any single check greater than Seventy Thousand Dollars (\$70,000).
- c. Expenses authorized by City will be paid within fourteen (14) days of receipt of the invoice.
- d. Checks issued by the contractor shall require two (2) authorized signatures. The contractor will mail numbered copies of the checks immediately to the City upon check issuance.
- e. The contractor will maintain a detailed check register, which accounts for every check in the trust account number series. The register must include the date issued/mailed. The contractor will provide a copy of the check register to the City at the end of each month.
- f. All employees of the contractor who have access to the trust account will be bonded.

7. AUDITS: CONSULTANT will cooperate with the City and will make available any and all claim files and records available for audits. Audits of claims will be conducted by either City staff or a contracted claims auditor at a frequency and duration as specified by the City. The City or contracted claims auditor will have reasonable access to the necessary portions of the contractor's facilities, records and files for review or audit purposes.



Compensation Schedule

Flat Rate Per Claim

We have provided Flat Rate Per Claim Pricing for one (1) year of services. We will use the Bureau of Labor Statistics Consumer Price Index (CPI) data for Los Angeles - Riverside - Orange County, CA for Years 2 and 3.

CLAIMS ADMINISTRATION SERVICES	FLAT FEE PER CLAIM PRICING		
	YEAR 1 2020 - 2021	YEAR 2 2021-2022	YEAR 3 2022-2023
General Liability Bodily Injury (GLBI)	\$850 per suffix *	CPI	CPI
General Liability Property Damage (GLPD)	\$425 per suffix * (plus appraisal cost, if any)	CPI	CPI
Auto Liability Bodily Injury (ALBI)	\$ 850 per suffix *	CPI	CPI
Auto Liability Property Damage (ALPD)	\$425 per suffix * (plus appraisal cost, if any)	CPI	CPI
Auto Physical Damage (APD)	\$425 per suffix * (plus appraisal cost, if any)	CPI	CPI
Police Liability (PL)	\$950 per suffix *	CPI	CPI
Notes: * Claims above that enter litigation or is open for 24 months or more will incur a 50% Litigation Surcharge of the Flat Rate Fee.			
Incident Report/Record Only	\$50 per report	\$50 per report	\$50 per report
Take Over Claims	\$20,300	-	-
Telephone	Included	Included	Included
Copy Work	Included	Included	Included
Stenographs	Included	Included	Included
Postage	Included	Included	Included
Office Expense	Included	Included	Included
Claims Set-Up Fee	Included	Included	Included
Data Processing	Included	Included	Included
Index Bureau (ISO Claims Search and OFAC)	Included	Included	Included
MMSEA Filing Fee (liability claims)	Included	Included	Included



Miscellaneous/Allocated Loss Adjustment Expenses (i.e. police reports, medical records, etc.)	At Cost	At Cost	At Cost
Field Work Services			
Mileage	IRS rate	IRS rate	IRS rate
Photographs/Duplicate Photographs	Included	Included	Included
Ancillary Services			
Subrogation Setup Fee (one-time charge)	Included	Included	Included
Subrogation	21% of net recovery	21% of net recovery	21% of net recovery
Outside Investigations	At Cost	At Cost	At Cost
Appraisals	At Cost	At Cost	At Cost
Surveillance/Fraud Unit	At Cost	At Cost	At Cost
Annual Administration Services			
<ul style="list-style-type: none"> • Data Management • Account Management • Annual Stewardship • Quarterly Claims Review 	\$6,000	CPI	CPI
Risk Management Information System Services			
<ul style="list-style-type: none"> • RMIS Training/Technical Support • Set-Up (one-time charge) • Data Conversion(s) • 3 Users RMIS Access • Standard Monthly Loss Runs • Report Programming • Carrier TPA Oversight (Data Extract, Feeds, Audits, Compliance & Reporting) 	Included	Included	Included
Data Intake of Existing Claims (one-time charge in the 1 st year)	-	-	-
Additional Users	\$250/user per year	\$250/user per year	\$250/user per year
Custom Report Development	\$250 per hour	\$250 per hour	\$250 per hour
Exit IT Services (Final Termination Report)	\$250 per hour	\$250 per hour	\$250 per hour
Banking/Trust Account Services			
Trust Account Maintenance	Included	Included	Included
Check Issuance and Reconciliations	Included	Included	Included
1099 Reporting, Including IRS File	Included	Included	Included



March 6, 2020

City of Garden Grove
11222 Acacia Parkway
Garden Grove, California 92840

Attention: Sandra Segawa, Purchasing Division Manager
Regarding: Best and Final Offer (BAFO) to RFP No. S-1264
Provide Third Party Liability Claims Administration Services

Dear Ms. Segawa;

Carl Warren & Company is pleased to respond to the City of Garden Grove ("the City")'s request for a BAFO to RFP No. S-1264 to Provide Third Party Liability Claims Administration Services.

We have provided the Flat Rate per Claim Compensation Schedule with the included takeover charges after this page. The takeover amount is lessened by \$6,000 as we have listed the Administration/RMIS Fee below on page 3. This will drop the takeover fee to \$20,300 which should be satisfactory for a 5/1/2020 start date. Our BAFO is attached below. A printed copy of this letter and the BAFO, can be sent to the City is requested.

If I may clarify or provide any additional information, please do not hesitate to contact me directly with the contact information below. We look forward to your response.

King Regards,

Richard McAbee
Chief Marketing Officer
Carl Warren & Company
11209 N Tatum Blvd., Suite 130
Phoenix, Arizona 85028
T: 602-485-8228 | C: 602-723-5610
rmcabee@carlwarren.com



Overview & Approach

a) Proposers must include in this section their understanding of managing a municipal liability claims program.

Our Public Sector Specialization...

TPA Partner of
choice for



200+
Client's liability
programs



45+
Years of public
sector experience;
36 years on the
City's program



first
Municipal TPA in
the State of CA

Our current and
largest public entity
client joined the
Carl Warren family
in **1975**

Each entity requires services specific to their and their excess carriers'/pool needs and guidelines. We service public entities of all sizes and needs and handle all claim types ranging from employment practices liability, property damage, premises liability, sexual misconduct, professional, police, errors and omission claims to slip/trip falls, and automobile claims throughout California.

We have successfully worked with our public sector clients, new and existing, to improve efficiency, reliability, and cost containment. Examples include state compliance, reserve philosophy, notice of rejection processes, on-call processes, and data.

Carl Warren is an approved AM Best 2018 & 2019 Third-Party Administrator and is active within the public entity community throughout California and the rest of the nation. We are a member of PARMA, PRIMA (local and national chapters), Combined Claims Conference, AGRIP, RIMS (local and national chapters), CLM, as well as client forum conferences.

Our role as your TPA partner is to act swiftly in order to control claim exposure and minimize settlement payments by the City. In the 2 examples below:

We handled a claim in which the claimant alleged missing items upon release from jail including a bike that he states was taken. The claimant is homeless and threatened to sleep in City Hall until the matter was resolved. The adjuster met with the claimant on 3 occasions, he also met with the police department to review where the personal items were held. The claimant appeared to have mental issues and some of the City employees were concerned. The adjuster was able to resolve the claim for \$300 and



obtained an abandoned bike from the City as part of the settlement. The claim was resolved within 30 days.

On another claim our team recently handled, it was a trip and fall accident in which claimant was overheard bragging that she was going to get a huge sum from settlement from the City. She was represented by an attorney. Due to a thorough investigation and scene inspection claim was able to be resolved for \$4,000. Demand was \$15,000 and authority was \$5,000. Claim was resolved within 60 days of receipt.

- b) Proposers must include their approach to providing efficient and effective third-party claims administration services. Include your proposed administrative procedures, areas of responsibility, and service delivery time frame. Additionally, identify the proposed staffing and describe the transition plan and implementation of the contract.**

We proactively investigate claims by identifying tenders or third parties to transfer risk, evaluate and make recommendations to resolve or deny in a timely and cost-effective manner. Our claim process starts with communication and ends with our team's knowledge, experience, creative solutions, and aggressive approach. Our reserves are initially set at \$7, after 7 days, a fixed reserve is set when most information is secured. At the 30-day mark or sooner, we prepare a report complete with a Theory of Liability, Plan of Action, and Resolution Plan. We have excellent litigation management skills and do not abandon the file to defense counsel in order to control defense costs. We are constantly looking at ways to decrease the amount of time a file is open as well as the cost of settlements.

We have an in-house department of certified subrogation paralegals that recovers most revenue within the first 30-45 days. All files are investigated to identify third-party tenders or recoveries. If desired, we can provide the City with this service.

We have an open-line of communication with the City and CSAC-EIA, and as a result, it is the reason we've worked together for the past 36 years. There is no transition as we are the incumbent on your program.

Delivering Results

We have produced the following results for your liability program for the contract year 2015-2020, YTD.



11%
Litigation Rate YTD

\$6,681.83
Average Cost per
Claim (Closed)

In a recent claim that we handled for the City, we demonstrated great triparty involvement with the City, the Defense Counsel and Carl Warren. Through litigation management, background knowledge of police officer regulations, along with great negotiation skills, we resolved a claim for alleged police brutality for \$250K through mediation, when the demand was \$2.5 million.

The Plaintiff's alleges that on October 17, 2016, he arrived at his place of business, to begin his workday. Plaintiff alleges that he had a new employee beginning her first day of work also on October 17, 2016. Plaintiff alleges that unknown to him, the new employee arrived before him and while she was waiting for him to arrive had placed a call to 911 stating that she was the victim of a crime. Officers responded to the call that Plaintiff's employee made. Plaintiff alleges that upon arrival at the business, the Officers made entry into the building with their guns drawn. As the Officers approached Suite 114, the door to the suite was opened by Plaintiff. Plaintiff alleges that Officer pointed his gun at Plaintiff and ordered Plaintiff to show his hands. Plaintiff asked Officer what was happening, and Officer asked if Plaintiff had been robbed. Plaintiff told Officer that he had not been robbed and Officer ordered Plaintiff to close the door which he did. Plaintiff alleges that Officers then moved on to clear the rest of the building without relaying to the other Officers that Plaintiff was told to stay in Suite 114. Plaintiff alleges that Officer then approached Suite 114 after Officers had already cleared it and ordered Plaintiff to close the door and remain in the suite. Plaintiff alleges that Officer saw Plaintiff inside the suite, walk up to the door and then stop and turn around and walk away from the door. Plaintiff alleges that Officer then began shouting commands at Plaintiff while Plaintiff was sitting at his desk inside the business. Plaintiff alleges that he then walked towards the door and opened it up as commanded by Officer. Officer then pointed his gun at Plaintiff and threw him to the ground where Plaintiff was face down on his stomach. Plaintiff alleges that Officer then used his knee to strike Plaintiff multiple times in the head and neck area with great force.

Plaintiff alleged violation of his civil rights and injuries along with post traumatic injuries.

Notable Achievements

- We **continue to bring consistency and stability** and have a thorough understanding of the City's expectations and protocols.
- We **act as an extension of the City** in dealing with claimants, serving as a buffer at times to prevent acrimony.



- Our team **gets to the heart of the matter quickly** and resolves claims before they escalate. Our early intervention during the claim process avoids representation of counsel.
- We attempt to resolve claims so that they **do not reach the MMSEA threshold (if they do, we assure MMSEA compliance)**.
- Primary Adjuster, Steve Rolon, a former police officer, is **on-call with the City Police Department**.
- We received a **100% on our external audit quality with CSAC-EIA** in 2019.
- We have an **excellent working relationship** with the City Attorney, broker – Alliant Insurance Services, and the excess carrier CSAC-EIA.

As the incumbent TPA of the City's program, continuing our partnership will eliminate any personnel changes, program disruption, or transition/takeover fees that typically occurs when transitioned to another TPA. Our claims team and leadership have 36 years of working knowledge with the City and is an approved partner with your excess pool, CSAC-EIA.

- c) **Proposers must reference all corresponding itemized numbers as listed in the Scope of Services and must note any services not provided by the proposing entity. Proposers must also list any resources, assistance from the City, or other items expected to be provided by the City.**

Carl Warren has read and acknowledge the specifications outlined in the Scope of Services of this RFP and have no exceptions to the content contained herein. We provide all services requested by the City. We will continue to handle all claims in conjunction with both the City's and Carl Warren's Best Practices as well as the reporting procedures of your excess pool, CSAC-EIA.

We will continue to work with long-standing best-in-class partners, for Field investigations (if our examiner is unavailable), SIU/Fraud Investigations, Auto Property Damage Appraisals, and Outside Defense Counsel, on an as-needed basis, all approved by the City prior to work commencing.

Below is our approach to claims administration and statistical reporting.

1. Assigned Personnel

As the incumbent TPA of the City's program, we propose to continue with the current designated claims team, whom are assigned by jurisdiction, experience, and knowledge of the venue and plaintiff attorney. The assigned personnel all under the Carl Warren Corporate License for the State of California and are well-versed in public sector general liability. They



have a thorough understanding of your carrier's (CSAC-EIA) guidelines. All staff will be approved by the City prior to the commencement of work.

Should the need arise for us to add another adjuster to the City's account; we are willing to do so. It is Carl Warren's policy not to remove an adjuster from a client who is happy with their staffing situation unless the individual is offered a promotion or relocates. If the City is unsatisfied with the assigned claims team, we would provide recommended candidates for the account and welcome the City to be a part of the decision process. The new candidate will go through training with one of our tenured adjusters to ensure they are quickly brought up to speed on the City's and your excess pools Best Practices and procedures.

Please refer to the Qualifications of Personnel & Resumes section of our RFP response for the proposed team's resumes.

2. Claims Adjustment Services

Claims Reporting & Setup

New claims will continue to be reported by phone or email. We have a dedicated email address for the City (cityofgardengroveclaims@carlwarren.com) to expedite claim assignment and setup. The notice is reviewed by the supervisor and assigned to the adjuster, typically within 2-4 hours. Via email, we confirm receipt of the claim and provide a claim number to the City.

TIMEFRAME	SERVICE	EMPLOYEE
< 24 hours	Acknowledgement of claim. Contact with claimant, witness and the County.	Claim Adjuster
24-48 hours of receipt of claim	Review of new matter and assignment of file	Supervisor
< 48 hours	Enter claims information into the RMIS database	Claim Adjuster
< 7 days	Plan of Action entered the Claim Notes in RMIS	Claim Adjuster
< 7 days	File reserves are established	Claim Adjuster
< 7 days	Maintain diary for initial handling completion	Claim Adjuster
< 7 days	ISO/MMSEA Indexing	Claim Adjuster/ Claim Assistant
< 14 days	Initial investigation findings reported to the client if warranted, otherwise inserted in claim notes	Claim Adjuster
< 15 days	Excess notification	Claim Adjuster
30 days	Initial Preliminary Report: Complete investigation and act on claim	Claim Adjuster
< 30 days	Maintain diary – investigation update (every 30-60 days thereafter)	Claim Adjuster
Every 30 days	Interim Report: Updated Plan of Action and reserves are reviewed	Supervisor
Every 30 days	5 Files audited per Adjuster	Supervisor



As applicable	MMSEA Filings	Claim Adjuster
At resolution	Final Report	Claim Adjuster

File Documentation & Management

Within twenty-four (24) hours of receipt of the first report, a file is created, initial reserves established and assigned the proper code numbers, and the necessary data is entered to our RMIS platform.

The adjuster documents all correspondence, investigation and discussions on each file in the File Notes section of the system. Files are documented by retaining all correspondence received from the claimant or their representative and scanned into the system. Summaries of all telephone conversations are also clearly documented in the file. All loss payments and expense payments are separated making the financial information easy to review and audit.

Diary Review

Our files are on strict diary and are reviewed at pre-established intervals, to ensure the timely investigation and completion of work as well as the adequacy of the established reserves. The system is customized per the client. Supervisor diaries are set to review files every 10 days and will also audit at least 5 files per adjuster monthly. The adjuster's diary is for 7, 45, and then 90 days. The Supervisor receives weekly reports as to late diaries. Any trends or problems found are addressed internally. The supervisor approves all reserve changes, payments and ensures the files are on diary. They can review files as often as they or the City feels necessary.

Reserve Adequacy & Accuracy

The initial reserve takes into consideration all potential payments related to the loss including liability, codefendants and allocated expenses to arrive at an ultimate net loss figure. Case reserves are established no later than seven (7) days of receipt of the claim. They are established on a case-by-case basis. The liability exposure, expense, venue and anticipated life of the claim are all factors taken into consideration when reserving a file. The first element of proper reserving is a timely and professional investigation into liability and damages.

Our experience with public sector clients allows us to adequately evaluate and reserve the claim as they differ in scope from most other types of claims. We do not use average case reserving and avoid stair-stepping the reserves on any claim. Reserves are reviewed every 30 days to ensure accuracy to continually monitor new information and reserves that



accurately reflect the potential exposure. Any reserve revisions will be clearly explained in the file notes.

Subrogation Recovery Services (if utilized)



All file investigations include determination if subrogation or tenders exist. We have a dedicated in-house recovery team of certified subrogation paralegals that can identify, pursue and collect subrogation on the City's behalf on a contingent basis, should the City request to add this service to the current program.

They handle recovery on a wide range of matters from pre-suit and small damage to larger loss litigation matters (floods or fires), which requires attorney involvement along with multi-state litigation work. Once file materials are complete, the demand is prepared and sent to begin the recovery process, and regular follow up is maintained to ensure a timely recovery. Over 90% of funds were recovered within 60 days of the file being assigned for recovery pursuit

Customer Service/On-Call Service Response

There is no additional cost to contact Carl Warren or have us respond to a claim on a 24/7 basis. The City will be given an updated Team Directory with the assigned staff's contact information to include cell phone number(s) in the event they need to be contacted after hours. In-house staff is used during business hours and Harmon Solutions Group (HSG) is used for on-call services after hours. Adjusters are not allowed to take direct claim assignments other than for emergency claims after hours. If calls are received after business hours, HSG forwards calls to our team. If the call is an emergency, our team will assign it an after-hours emergency response vendor if a staff adjuster is not available. We have various emergency vendor options available to the City.

We believe that the work we do in the first 24 hours after a claim is reported to us is extremely important to the ultimate outcome. We will make two- or three- point contact within 24 hours of receipt of the claim. Property damage claims are made within a few hours.

Translation Services

In the event translation services is needed, Carl Warren provides bilingual adjusters at no additional cost. We employ bilingual adjusters, supervisors and support staff and have ready access to other translation services, if necessary. We also have letters and releases in Spanish.



Settlement Authority

Settlement Authority requires complete accord between Carl Warren and the City. The threshold depends on the level of trust through the credibility Carl Warren has built throughout our partnership, and your needs and desires.

Upon award of contract, our Client Services Team and your Supervisor will meet with the City to update our current CSI's/Client Profile that serves as the instructions for consistent claim handling. Should the City request the authority amount be raised, we will come to a recommended settlement authority amount at this time.

Excess Carrier Reporting

When it is determined that a claim meets the excess reporting guidelines of the City's excess pool CSAC-EIA, the City will be advised and CSAC-EIA will be placed on notice with all available information by telephone and followed up with a hardcopy mailed or sent electronically via email. The City will also be sent a copy of each report and Carl Warren will pursue, when appropriate, excess reimbursements from the excess pool.

File Records/Closure

All paper file records are property of the City and are stored on-site for a maximum of 6 months before being sent to an off-site storage facility. Paper files are only destroyed in accordance with the client record retention policy, usually 7-10 years from the date of file closing, excluding claims involving minors. We are paperless at this point so this would only relate to prior paper files.

We use cloud technology to store files. Cloud technology will allow the City to continue to view claim documents collaboratively online. We do not purge electronic files.

3. Investigative Services

Where the City determines that an investigation is necessary, the focus of our investigation is on the timely gathering of critical information and preservation of potential evidence. The results of the investigation are analyzed, and a liability determination is made, taking into consideration the possible comparative fault of the claimant, any applicable contractual indemnity provisions, tenders City ordinances and State Statutes. Within two (2) business days of receipt of a new claim, the adjuster enters the claim information into RMIS. The initial investigation findings are reported to the City no later than five (5) days with a complete investigative report



provided within 20 days. The goal is to complete a comprehensive investigation and evaluation expeditiously and advise the City of their liability exposure. We then act on the City's authority to deny or resolve the claim as quickly, fairly and efficiently as possible.

Scene Investigations

When our adjusters conduct a scene investigation on a claim, they can help identify the cause of the loss and provide recommendation to the City for the applicable department to facilitate action or solution (maintenance, repairs, etc.).

Fraud Investigations/SIU

If fraud is suspected, the City's claim team will promptly notify and work directly with key contacts to discuss a plan of action. We recommend a SIU/Fraud partner, CoventBridge Group, for compliance purposes when there is a need for surveillance or statements to be taken.

eSubRosa Services

All avenues are employed to identify and combat red flags that can impact the severity of a loss. Electronic Fraud investigation areas of focus:

- Social Media
- Social Contacts Search
- Continuous Monitoring Filter through duration of claim resolution
- Background Investigation
- Digital Skip Trace
- Asset/Financial Search
- Photo and Video Scrapping

4. Legal Support Services

It is the philosophy of Carl Warren to manage litigation from a two-prong approach – strategy and cost containment. We will continue to work with the City's Risk Management Department and Trial Attorney Office to meet these goals. A strong working relationship between the adjuster and counsel is important since both bring different skillsets to claim resolution.

When a lawsuit comes in, we will refer it to the City's Risk Management Department and Trial Attorney Office. Once the defense firm has been identified, a complete copy of the investigative file is transmitted to the defense counsel. We will then secure a Litigation Budget, theory of liability, timeline and plan of action and work with the City's Trial Attorney



throughout the litigation process pursuant to the City's and the excess pools, CSAC-EIA, guidelines.

On litigated claims, we keep the City's Trial Attorney and Risk Management Department informed in writing of settlement conferences, hearings, arbitrations, mediations, and trials. When requested by the client or the carrier, we will attend trials, hearings, arbitrations, mediations, settlement conferences and any other legal proceedings.

5. Administration Services

Claim Review Meetings

Our leadership team, AVP of Claims, Angelique King, Client Services Manager, Suzie Spencer, along with the City's claim team will continue to be available to attend any meetings and/or quarterly claim reviews either in-person or via phone. The last claim review was held on February 6, 2020.

As partners in the claims process, it is important to have regular meetings and discussions that allow for open dialogue and discussion so that everyone agrees with the corrective measures that will be used to improve our service. Status reports can be prepared at the request of the City.

Annual Stewardship Report

Carl Warren provides an Annual Stewardship Report at the end of each policy year. The report focuses on past year goals and objectives, the year in review (results, successes, challenges, and opportunities), financials (savings, benchmarking, total cost of claims), and our approach and recommendations for the upcoming year to help reduce the City's loss exposure. With new Executive Leadership and Management, we are redesigning our processes to improve this report that will provide more meaningful data to include metrics and analytics.

Risk Management Information System

The City will continue to receive claims data through our proprietary online RMIS platform. We are upgrading our RMIS platform to FileHandler Enterprise, powered by JW Software. This upgrade will provide the City with an easy-to-use system to customize dashboards for metrics and analytics that will present graphs and charts when viewing each claim.

No software installation is required – only access to the internet and a standard Internet browser (Internet Explorer, Edge, Chrome, Safari, or Firefox) is necessary. FileHandler Enterprise can also be accessed through the System Login button on our website. From here, the City can login



through our secure portal to access the application at any time – 24/7/365 – via a desktop, laptop, tablet, Smartphone, etc. and functions in real-time with updates every few hours.

The City will continue to have customized direct read-only access to real-time financial and claim information (adjuster's file notes, all claimant information, and financial data, to include financial summary and payment detail). The system is structured as a risk management tool in addition to providing claims data, in addition easy-to-use access to records. Approved City Users can perform intuitive reporting and ad-hoc analyses on claims and loss prevention data.

RMIS Access/Training & Support

We will continue to provide the City with 3 users. Approved City users can access the system to view and sort data, generate graphs, print reports, and export information to a variety of formats including, but not limited to, Excel, PDF and TXT.

Support and training will continue to be available to the City at any time throughout the contract, at no additional cost. Training and refresher courses can be provided to new and existing users. They are typically an hour and can be conducted on-site at the City or a Carl Warren office. We can also conduct the training via teleconference/webinar. If the City decides to add new staff users or require training, this can be completed by contacting Mary Paydar, Claim Supervisor, or Suzie Spencer, Client Services Manager.

In an August meeting with the City's Risk Management and our Executive Leadership, it was expressed that RMIS training was needed. We have provided training on our current system. Upon award of contract, our IT Department will schedule a new systems demo with the City users on our new FileHandler Enterprise powered by JW Software.

Statistical Reports

Carl Warren will continue to provide the City with reports, ad hoc reporting, subscription services for emailed reports, and event-based alerting. There are 50+ standard report templates available to our clients online and can also be scheduled for email delivery to unlimited subscribers. Frequency options for delivery include daily, weekly, monthly and quarterly. The City is currently receiving the following reports via subscription services:

- Quarterly City of Garden Grove AMNL Security National (AmTrust) Report from 07-01-11 thru current date



- Quarterly City of Garden Grove AMNL Security National (AmTrust) Report from 07-01-11 thru current date
- Monthly City of Garden Grove OPEN DENIED Claims
- Weekly City of Garden Grove Pending Payment Report

Please refer to **Exhibit 1** for a sample copy of our JW Software RMIS snapshot and a sample copy of the City's reports. Below are our most popular and frequently requested reports.

- **Snapshot**: This report provides a graphical overview of the account. It quickly identifies the 5 cause codes that generate the most claims as well as the most severe claims. This report also includes a Claim Count graph for the previous 12 months and a list of the Top 10 Occurrences based on Total Incurred. This report will help the client by identifying area's that need further investigation.
- **Frequency Report**: This report identifies which location codes (or departments) generate the most claims. It specifies the percentage of the account that these claims make up. This report helps determine which departments need help in reducing the number of claims submitted.
- **Severity Report**: This report identifies which location codes (or departments) generate the most severe claims. It specifies the percentage of the account these claims make up.
- **Cause Profile**: This report lists all cause codes utilized in the account and how many claims have been recorded with each cause code. It also indicates the Total Incurred for each cause code.
- **Reserve Trends**: This report lists all open claims and what their total incurred amounts were at different ages, starting at 1 month up to 60 months.

Continuing Education & Training Seminars

We are committed to investing in our employees with required continuing education and career advancement opportunities. Every year, our claims staff participates in the California Fair Claims Practices renewal process even though it does not directly apply to self-insured entities. As we work with over 200 self-insured entities and the attorneys that defend them, we continually keep our staff apprised on the latest changes and are informed by our partner law firms who provide information regulatory updates to us.



We bring in outside speakers, trainers and lawyers to present seminars to supervisors and adjusters.

Additionally, we roundtable problematic files, share court judgment information or defense challenges with other claim experts.

Our claims staff are required to take 1-2 continuing education courses per year, receive internal training, and speak or attend seminars or conference sessions. Throughout California and across the nation, we host Lunch and Learn seminars for our technical staff and for our clients. A few of the courses that our technical staff attended last year were:

- Bodily Injury Negotiation and Mediation Training
- Comparative Negligence and Liability Analysis Training
- Combating Reptilian Theory
- Social Media Searches for Claims and Utilization of Technology Today

We stay current with all Claims and Risk Management advances through continued education, conferences, and seminars. Our claims personnel Performance Evaluations encompasses continuing education and professional growth. Our adjusters attend association, public entity, CCC, CLM, conferences for continuing education.

- Topic Specific Seminars/Training (Emerging Risks, Legal Strategies, etc.)
- Employment Practices Liability
- Medical Records
- Subpoena and Records Requests
- Litigation Management
- MMSEA Reporting
- Fraud Training
- Case Law Updates
- Risk Management Information System (RMIS)
- Coverage Analysis and Administration
- Annual Certification
- Classes for Claim-Related Degrees
- Sexual Harassment

Medicare Secondary Payer Reporting (MMSEA)

Carl Warren is compliant with Medicare/Medicaid Ship Extension Act (MMSEA), Secondary reporting requirements. We partner with Insurance Service Organization (ISO) using the Universal Format for reporting purposes. Each claim where a bodily injury is alleged will be indexed with the ISO for



prior incidents. If a "hit" comes back, it is pursued by the handling adjuster. In addition, claimants are indexed for Medicare beneficiary status, to comply with all requirements of MMSEA. If a claimant/plaintiff is found to be a beneficiary, all steps are taken to protect the City's requirements under MMSEA prior to any settlement, verdict, or judgment.

6. Trust Account Services

Carl Warren will continue to provide a full range of Trust Account services to ensure that all funds entrusted to Carl Warren is managed in accordance with generally recognized banking practices and the City's procedures. Trust accounts are all created with Payee Positive Pay and Cleared Check processing as security measures for fraud protection. A monthly payment log is distributed to the City that lists balance, issue checks, and check register.

The City currently has a Client-Owned Trust Account in which Carl Warren keeps a balance of \$75,000 and send replenishment monthly, or when needed. Kristin Miller's contact has been provided to the City in the event there are specific questions regarding the account.

7. Audits

Third Party Audits

Carl Warren will continue to comply with any external auditor that the City chooses. We also submit to scheduled excess carrier and pool audits to ensure we are compliant with their guidelines and meeting the expectations set forth. Carl Warren maintains a library of carrier/pool forms and guidelines that is accessible to all claim personnel. This is to ensure that they have all the information they need to administer claims to your excess carrier, CSAC-EIAs', specifications. ***In 2019, the City's claim team received a 100% on their external audit, from the excess carrier, CSAC-EIA!*** The auditors highlighted the following about the City's claim team upon their review:

"The handling adjusters and supervision are professional, competent, and well experienced."

"The solid investigations set up a good foundation for future handling."

"Reserves appear well thought out and analysis is evident in the files."



"Litigation strategy is evident in all files reviewed."

"Adjuster, supervisor and assigned defense counsel are pro-active on case handling, often suggesting ways for early resolution."

Quality Assurance & Compliance

Our in-house Quality Assurance (QA) team completes audits on a continual basis on our claims process and staff. These audits can be completed by client, adjuster, or location. The QA team pulls monthly management reports that identify claims which might fall outside of agreed upon handling guidelines. This approach allows us to take corrective action before an issue becomes a problem. Our staff are constantly evaluated for internal metrics and subpar performance that require a formal action plan, including corrective action, as needed.

We have a contract with Marsh ClearSight, also known as the STARS auditing system, wherein we complete, log, track, and score all audits completed companywide in their auditing system. We also have random audits performed for our SSAE 18/SOC 1 audit report and our RMIS platform.

Our QA department ensures that we are current and compliant with the guidelines and requirements of CSAC-EIA. Our QA team also keeps our claim professionals apprised of pertinent regulatory and legislative developments. Most of our claims staff are members of various professional organizations and industry groups that also provide legislative and regulatory updates. In 2018, we averaged 92.4% on our audits and are awaiting final confirmation of our 2019 audit scores.

- d) Proposers must itemize those services which are further required in the servicing of the contract but that are not noted in the aforementioned paragraphs as requirements and will entitle this section as Additional Services.**

We currently utilize Material Damage Appraisers (MDA) for auto appraisals and with the City's authorization; we will continue utilizing their services.

- e) Proposers must submit samples of standard monthly reports and samples of specialized reports available to the City. Please specify which reports are to be included at no additional cost and which reports are available at an additional cost. Please specify cost for each report. If reports are available on disk, please list the available formats, and any additional costs.**



Please refer to **Exhibit 1** for sample copies of all the reports the City is currently receiving.

Through our RMIS platform, real-time standard and custom reports can be accessed 24/7/365. From here, approved City users can view and sort data, generate graphs, print reports, and export information to a variety of formats including, but not limited to, Excel, PDF and TXT.

Report Customization

Carl Warren can customize the loss runs to the City requirements and needs, if desired. While we have 50+ standard loss run templates available to our clients at no additional cost, each of our clients have different needs. We can sort, filter, add fields (even custom fields), subtotal, or total within the system and we save this template so that all future reports are setup to your specifications. Report customization are available to the City at an additional per hour rate, which has been specified in our **Compensation Schedule**.



City of Garden Grove Compliance Summary Report

Vendor Number	Vendor Name	AM Best Rating	Insurance Carrier	Policy #	Eft. Date	Exp. Date	Coverage
81930	CARL WARREN & COMPANY	Compliant					
	A+P, XV		Sentinel Insurance Company, Ltd.	72SBAAAG9334	8/22/2019	8/22/2020	Auto Liability
	A+P, XV		Sentinel Insurance Company, Ltd.	72SBAAAG9334	8/22/2019	8/22/2020	General Liability
	Ag, XV		Allied World Surplus Lines Insurance Company	03121299	12/1/2019	4/1/2021	Professional Liability
	A-, VI		Pacific Indemnity Insurance Company	71771494	8/22/2019	8/22/2020	Workers Comp
Risk Profile :	Professional Services/Consulting						

Required Additional Insured : City of Garden Grove, its officers, officials, agents, employees and volunteers

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Tom DaRé
Dept.:	City Manager	Dept.:	Police Department
Subject:	Acceptance of Department of Justice Grant funding and approval to allocate funding to award a contract to Motorola Solutions, Inc. (Grant amount: \$450,000) (<i>Action Item</i>)		
	Date:	4/28/2020	

OBJECTIVE

For the City Council to accept Department of Justice grant funding in the amount of \$450,000, and to allocate the funds to award a sole source contract to Motorola Solutions, Inc. (Motorola, formerly Spillman Technologies) for implementation of the NIBRS project.

BACKGROUND

The Garden Grove Police Department (GGPD) currently submits federal crime reporting through the State of California via Uniform Crime Reporting (UCR), which is a Summary Reporting System (SRS). The UCR program does not collect data that adequately reflects modern crime. The FBI's National Incident-Based Reporting System (NIBRS) is the preferred method of reporting and sharing crime information. In December 2015, the FBI Advisory Policy Board voted to sunset the SRS by January 1, 2021. The NIBRS is recognized as a system that provides a more comprehensive view of crime in the United States and offers a greater flexibility in data compilation and analysis.

The State of California is transitioning from summary reporting to incident-based reporting, or NIBRS. In order to respond to the many challenges that this effort represents, the California Department of Justice is working with the NCS-X initiative partners to support the implementation of NIBRS across California. The GGPD is working with the State of California project teams for transitioning to NIBRS reporting with the intention to not only meet the federal definition of crime reporting, but also any additional state mandated requirements.

DISCUSSION

In late 2018, the U.S. Department of Justice, Office of Justice Programs, approved the City's application for funding, in the amount of \$450,000, under the Fiscal Year 2018 NCS-X Implementation Assistance Program: Support for Local Law Enforcement Agencies, Part I. There was little movement on the NIBRS project until approximately one month ago, when California DOJ released its final reporting specifications to vendors, for use in developing their solutions for agencies.

Acceptance of the grant funding will be used to secure a contract with the Police Department's Records Management System (RMS) vendor, Motorola Solutions, Inc., for research, design and development of California state-specific IBR software, as well as agency-specific licensing, project management, support, and training. The costs are a one-time expense, and other Motorola agencies in California will pay only for agency-specific licensing, training, support, etc., in order to become NIBRS compliant. The contractor will also assist the Department by examining its business processes, making recommendations, and training a select group of Department personnel as NIBRS trainers.

Motorola Solutions, Inc. should be considered a sole source vendor for this project, as its product is proprietary, and they are the only vendor that can develop software for their system; the Finance Director has made the determination that the sole source situation is justified.

FINANCIAL IMPACT

The \$450,000 grant funding covers the cost of the Motorola contract (\$431,876) and allows an additional \$18,124 for unforeseen costs associated with the contract. There is no anticipated impact to the General Fund until 2022, when annual maintenance fees in the amount of \$5,924 begin.

RECOMMENDATION

It is recommended that the City Council:

- - Accept DOJ Office of Justice Programs grant funding under the FY 2018 NCS-X Implementation Assistance Program: Support for Local Law Enforcement Agencies, Part I in the amount of \$450,000;
 - Approve Motorola Solutions, Inc. (Motorola) as a sole source vendor for this project;
 - Award a contract to Motorola in the amount of \$431,876;
 - Authorize amendments to the contract not to exceed (NTE) \$18,124, for a total Motorola contract cost NTE \$450,000;
 - Appropriate \$450,000 in grant funding to the FY 2019-20 budget;
 - Authorize the City Manager to execute the agreement with Motorola Solutions, Inc., and make minor modifications thereto as needed.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Grant Award	4/16/2020	Backup Material	DOC-20200416-12_29_29.pdf
Motorola Solutions Inc.	4/16/2020	Agreement	4-28- 20_Motorola_Scope_of_work.pdf



U.S. Department of Justice
Office of Justice Programs
Office of the Chief Financial Officer

Washington, D.C. 20531

September 25, 2018

Mr. Scott Stiles
City of Garden Grove
11391 Acacia Parkway
Garden Grove, CA 92840

Reference Grant Number: 2018-FU-CX-K009

Dear Mr. Stiles:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

Category	Budget
Personnel	\$0
Fringe Benefits	\$0
Travel	\$0
Equipment	\$0
Supplies	\$0
Construction	\$0
Contractual	\$450,000
Other	\$0
Total Direct Cost	\$450,000
Indirect Cost	\$0
Total Project Cost	\$450,000
Federal Funds Approved:	\$450,000
Non-Federal Share:	\$0
Program Income:	\$0

Match is not required for this grant program.

All Sole Source procurements in excess of \$150K require prior approval by OJP. A written justification including an itemized budget of the procurement amount will need to be submitted via a Grant Adjustment Notice (GAN).

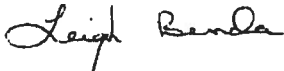
The line item labeled "Contractual" may include contracts, subawards, or consultants.

If you have questions regarding this award, please contact:

- Program Questions, Alexia D. Cooper, Program Manager at (202) 307-0582
- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Leigh Benda". The signature is written in a cursive, flowing style.



Leigh Benda
Chief Financial Officer



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Cooperative Agreement

PAGE 1 OF 13

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Garden Grove 11391 Acacia Parkway Garden Grove, CA 92840		4. AWARD NUMBER: 2018-FU-CX-K009	
		5. PROJECT PERIOD: FROM 10/01/2018 TO 09/30/2020 BUDGET PERIOD: FROM 10/01/2018 TO 09/30/2020	
2a. GRANTEE IRS/VENDOR NO. 956005849		6. AWARD DATE 09/25/2018	7. ACTION Initial
2b. GRANTEE DUNS NO. 838134872		8. SUPPLEMENT NUMBER 00	
3. PROJECT TITLE NCS-X Implementation Assistance - Switch from UCR to NIBRS		9. PREVIOUS AWARD AMOUNT \$ 0	
		10. AMOUNT OF THIS AWARD \$ 450,000	
		11. TOTAL AWARD \$ 450,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 34 U.S.C. § 10132			
14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number) 16.734 - Special Data Collections and Statistical Studies			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Jeffrey H. Anderson Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Scott Stiles City Manager	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10/1/18
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X C FU 50 00 00 450000		21. TFURGT0120	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 2 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 3 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 4 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

9. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)— 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that — for purposes of federal grants administrative requirements — OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 5 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

12. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

13. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

14. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

15. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 6 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

16. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

17. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

19. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

hca



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 7 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

21. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 8 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

24. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 9 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

25. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

28. This project is funded as a cooperative agreement. The basis for using a cooperative agreement is the substantial involvement of the Bureau of Justice Statistics (BJS) in providing information, guidance, and direction relative to special data collections and the development of statistical studies. BJS will exercise general approval over the entire project.
29. The recipient agrees to provide performance-related data, as outlined in the program announcement, to be used to measure the results of the project.
30. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OJP grant funds, without prior written approval from OJP.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 10 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

31. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
32. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form (available for viewing at <https://www.gsa.gov/forms-library/federal-financial-report>), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
33. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
34. Prior to providing any funds to a subrecipient under this award, the recipient is required to: (1) submit to BJS a detailed budget worksheet, budget narrative, and task plan associated with each such subrecipient and (2) receive written approval from BJS.
35. Recipients in a state with a certified NIBRS program are prohibited from reporting data directly to the FBI NIBRS and must report IBR data to their state UCR Program.
36. The recipient is required to consult at least quarterly with its state UCR Program to ensure the local incident-based reporting (IBR) transition complies with state program specifications and state IBR reporting requirements. A written summary of these consultations is to be provided to BJS within a week of their occurrence. The initial consultation between the recipient agency and the state UCR Program must occur no later than 2 weeks after the kickoff meeting with BJS.
37. The recipient is required to consult at least quarterly with the state UCR Program and/or FBI CJIS Division staff for details about IBR/NIBRS certification and other reporting requirements, as applicable. A written summary of these consultations is to be provided to BJS within a week of their occurrence. The initial consultation must occur no later than 2 weeks after the kickoff meeting with BJS.
38. If the recipient is in a state that does not have a certified NIBRS program and wishes to submit data directly to the FBI, prior to beginning the process of certification with the FBI, the recipient must obtain and submit to BJS; (1) a letter of support from its state UCR Program supporting the recipient's direct submission of data to the FBI, and (2) a written assurance that the recipient will cease direct data submission to the FBI and begin reporting incident-based data to the state UCR Program once the state program establishes a NIBRS-certified reporting capability.
39. One week prior to holding monthly teleconferences with BJS and NCS-X staff, the recipient must submit a monthly financial report to BJS that includes an updated budget worksheet detailing expenditures for the prior month.
40. Recipient agrees that activities funded under this award will be closely coordinated with related activities supported with OJP, State, local, or tribal funds.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET
Cooperative Agreement**

PAGE 11 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

41. Within 45 calendar days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

Further instructions regarding the submission of this data, and how to determine costs, are available in the OJP Financial Guide Conference Cost Chapter.

Handwritten signature/initials



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 12 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

42. Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

43. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

44. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons. Successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. OJP will not unreasonably withhold approval. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.

45. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

46. Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

ack



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

PAGE 13 OF 13

PROJECT NUMBER 2018-FU-CX-K009

AWARD DATE 09/25/2018

SPECIAL CONDITIONS

47. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the [insert name of OJP component], Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

48. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

ACA



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

Washington, D.C. 20531

Memorandum To: Official Grant File
From: Gerard F. Ramker, Deputy Director
Subject: Categorical Exclusion for City of Garden Grove

None of the following activities will be conducted either under the OJP Federal action or a related third party action: 1) New construction; 2) Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year floodplain; 3) A renovation which will change the basic prior use of a facility or significantly change its size; 4) Research and technology whose anticipated and future application could be expected to have an effect on the environment; and 5) Implementation of a program involving the use of chemicals. Consequently, the subject Federal action meets OJP's criteria for a categorical exclusion as contained in paragraph 4.(b) of Appendix D to Part 61 of the Code of Federal Regulations. Additionally, the proposed action is neither a phase nor a segment of a project which when viewed in its entirety would not meet the criteria for a categorical exclusion.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Statistics

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Cooperative Agreement

PROJECT NUMBER

2018-FU-CX-K009

PAGE 1 OF 1

This project is supported under 34 U.S.C. § 10132

1. STAFF CONTACT (Name & telephone number)

Alexia D. Cooper
(202) 307-0582

2. PROJECT DIRECTOR (Name, address & telephone number)

Courtney Allison
Police Fiscal Analyst
11301 Acacia Parkway
Garden Grove, CA 92840-5310
(714) 741-5819

3a. TITLE OF THE PROGRAM

FY 2018 NCS-X Implementation Assistance Program: Support for Local Law Enforcement Agencies, Part 1

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

NCS-X Implementation Assistance - Switch from UCR to NIBRS

5. NAME & ADDRESS OF GRANTEE

City of Garden Grove
11391 Acacia Parkway
Garden Grove, CA 92840

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2018 TO: 09/30/2020

8. BUDGET PERIOD

FROM: 10/01/2018 TO: 09/30/2020

9. AMOUNT OF AWARD

\$ 450,000

10. DATE OF AWARD

09/25/2018

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The National Crime Statistics Exchange (NCS-X) is an effort to expand the FBI's National Incident-Based Reporting System (NIBRS) into a nationally representative system of incident-based crime statistics. BJS and the FBI are implementing NCS-X with the support of other Department of Justice agencies, including the Office for Victims of Crime. The goal of NCS-X is to enroll a sample of 400 scientifically selected law enforcement agencies to submit data to NIBRS; when these 400 new NIBRS-reporting agencies are combined with the more than 6,600 agencies that currently report to NIBRS, the nation will have a nationally representative system of incident-based crime statistics drawn from the operational data systems of local police departments. These incident-based data will draw upon the attributes and circumstances of criminal incidents and allow for more detailed and transparent descriptions of crime in communities. The current mechanism by which local law enforcement (LE) agencies report data to the FBI's NIBRS, in general, is for local LE agencies to submit data to their state UCR reporting program, and then for the state UCR program to report those data to the FBI. While the FBI does accept NIBRS data directly from a small number of law enforcement agencies, the highly preferred route of reporting is through the state UCR program. The FY2018 solicitation furthers the goals of the NCS-X initiative

by providing funding to the remaining states and local agencies in the NCS-X sample in order to assist them transition to NIBRS reporting.

Garden Grove PD supports a population base of 200,000 with 167 sworn officers. The agency processes 75,000 incidents, including 7,000 arrests, per year. It is the 5th largest city in Orange County, CA. NIBRS reporting capacity is not currently included in the agency's Spillman RMS. Upgrades will be needed for GGPD to be able to report NIBRS/IBR data to the State.

GGPD is requesting \$450,000 to support its vendor, Spillman, to update the current RMS to be state-IBR/NIBRS compliant. The project is a relatively straightforward technical update to the RMS. The application timeline anticipates a NIBRS transition by Oct 1, 2019. This date assumes the NCS-X award will begin August 1, 2018, despite guidance provided in the solicitation; therefore, the transition timeline will need to be extended slightly to account for this incorrect project start date.

(CA/NCF)



MOTOROLA SOLUTIONS

**Motorola Solutions
Garden Grove Custom CA IBR Implementation
Scope of Work and Agreement**

Introduction and Purpose

Motorola Solutions provides comprehensive public safety software for police departments, sheriff's offices, fire departments, communication centers and correctional facilities. Motorola will facilitate the implementation of a statewide CA IBRS solution.

This SOW guides the primary activities and responsibilities for the CA IBR implementation. It documents project implementation requirements, identifies each major task within the implementation process, sets expectations for each party, and identifies the criteria by which Motorola will consider a task complete.

Project Objectives

Specific SOW objectives:

- Develop and test California-specific Incident-Based Reporting.
- Install and configure CA IBR on the Garden Grove server
- Provide user training and assistance with CA IBR set up

Change Management Procedures

In the event it is necessary to change this SOW the following procedure will be used:

- The party requesting the change will issue a Change Request document ("Change Request"). The Change Request will describe the nature of the change, the reason for the change, and the effect of the change, which may include changes to the work product.

Project Assumptions and General Responsibilities

Project Assumptions

- The project will be put on the development calendar after Motorola is in receipt of final specification release time. No invoicing will occur until after the work has begun.
- Development will need to receive final specifications from the state in order to begin development work.
- Customer will provide appropriate technical and management resources to participate in the implementation as identified in the project tasks and responsibilities.

Customer Responsibilities

- Customer will act as a liaison between Motorola and the state of California
- Respond to issues and concerns as communicated by the Project Manager, support technicians, and development staff
- Coordinate required Customer tasks and responsibilities with the Project Manager

- Provide onsite and dedicated VPN remote access as required to facilitate installation and Motorola's continued system support
- Provide physical training facilities and supplies (e.g., projector, screen, whiteboard or equivalent) as well as personal computers required for training end users
- Ensure management and end user personnel are scheduled and available for training
- End user personnel required to attend state-provided IBR training.
- Agency is current with their Summary reporting to the state

Motorola Project Team Responsibilities

- Function as the liaisons with Customer's designated project manager
- Manage all aspects of the implementation, including project communications
- Participate in the project planning and system setup
- Coordinate and schedule the delivery of NIBRS software and services provided by Motorola
- Conduct project status meetings

Project Tasks and Responsibilities

This section outlines the project phases, individual tasks, and responsible parties required to meet the goals and objectives of this SOW. Motorola and Garden Grove PD will perform their respective tasks through a combination of collaboration, coordination via telephone, email communications, and other remote means, as appropriate.

Tasks may or may not be completed in the order in which they appear. Some tasks may be sequential while other tasks may be concurrent with other tasks.

Task Description

Motorola's development staff will develop according to the official California IBR Specifications within our software. Once this is complete they will send test submissions to the state before installing the software on an agency's server. Development will work with the state to resolve any issues with the submission format. Any questions on the interpretation of the state specifications will be answered by the state. If the state won't allow Motorola to send test submissions then a Motorola-designated agency will be required to send them. We recommend state training followed by Flex training. The agency will then begin validating incidents, troubleshooting, and submitting to the state.

In order to facilitate the timeliest implementation Motorola recommends submitting all validated incidents initially, followed by all the remaining unvalidated incidents at a later date.

Deliverables

- CA IBR developed
- Patch installed and IBR configured at agency
- Successful submission with less than 4% Error Rate

Prerequisites

- Signed agreement
- Final Specs from state

Completion Criteria

Delivery of CA IBR Module

Motorola	Agency
Responsibilities <ul style="list-style-type: none"> • Develop to the official CA IBR Specifications • Test submissions to the state before installing at CA agencies • Fix all critical reported IBR issues 	Responsibilities <ul style="list-style-type: none"> • Active feedback to submissions • Attend IBR training • Complete all IBR required data validation for incidents • Availability for status calls with project manager • Reporting found issues to support immediately • Continue working around known issues while they are being fixed

Required Staff <ul style="list-style-type: none">• Systems engineer• Training• Project Management	Required Staff <ul style="list-style-type: none">• State IBR Administrator• IBR liason
Task Description <p>CA IBR development delivered to server and configured for end user use</p> Training Overview <p>Motorola will be onsite for CA IBR setup and training. We will provide documentation as well for future reference.</p> Training Approach <p>The primary objective for our onsite training is to help Garden Grove PD configure their settings and tables to immediately begin collecting and reporting CA IBR. The training is not only how to use the CA IBR system within the software, but to assist agency with code mapping, setting permissions, and having all configurations either ready, or well on the path for immediate use.</p> <p>We do recommend using the online Learning Management System. This can be accessed from all devices and is a powerful resource to guide uniform end user training.</p> Deliverables <ul style="list-style-type: none">• CA NIBRS training at GGPD Prerequisites <ul style="list-style-type: none">• CA NIBRS Patch Installed Completion Criteria <p>This task will be complete when Motorola has provided the IBR training.</p>	
Motorola	Customer

Responsibilities <ul style="list-style-type: none">• Provide onsite CA IBR training	Responsibilities <ul style="list-style-type: none">• Provide training facilities, a projector, computers for trainer and trainees, with access to the database.• Ensure proper personnel attends the training
Required Staff <ul style="list-style-type: none">• Flex trainer	Required Staff <ul style="list-style-type: none">• Employees assigned to setup CA IBR and those responsible for training other users.

Quote and Purchase Addendum

CA IBR Implementation

CA IBR Licensing and:	52,476
CA IBR First User Fee:	375,000
Professional Services:	\$4,400

CA IBR Implementation	\$431,876
Total:	

Payment Terms and Milestones

Payment Deliverables/Milestones	Prerequisites	Amount
CA IBR on development schedule	Contract signature	\$0
Begin development of CA IBR	State delivering final specifications	\$150,000
Install and configuration onsite	Development of CA IBR	\$50,000
Successful submission to state	Onsite training	\$50,000
Final sign off with three successful months of submission with 4% or less error rate		\$181,876

2nd-year Maintenance (estimated)	Price
<ul style="list-style-type: none"> 2nd-year maintenance charges will begin 12 months from the go-live date. Future maintenance is estimated for your planning purposes and is not included in this purchase. 	
2nd-year Maintenance Total:	\$5,924

The Customer's signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Spillman Technologies. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Garden Grove Police Department

Customer Name

Authorized Signature

Date

Print Name and Title

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Omar Sandoval
Dept.:	City Manager	Dept.:	City Attorney
Subject:	Introduction and first reading Date: 4/28/2020 of an Ordinance amending Chapter 2.52 of the Municipal Code increasing public works contracts bidding thresholds to conform with State law		

OBJECTIVE

For the City Council to conduct the first reading of and introduce an ordinance amending Chapter 2.52 of the Garden Grove Municipal Code increasing the bidding thresholds for public works contracts to conform to changes in State law.

BACKGROUND

In conjunction with the implementation of the Enterprise Resources Planning (ERP) system currently being implemented, the Finance Department is reviewing and updating its purchasing processes and procedures. A revision to Chapter 2.52 of the municipal code has been identified to conform to changes in State law.

The City has adopted and follows the Uniform Public Construction Cost Accounting Act, Public Contracts Code 22000 et seq. (the Act). The Act establishes various thresholds for formal bidding and informal bidding of public works construction contracts. In 2018, AB 2249 amended the Act to increase the formal bidding thresholds from \$175,000 to \$200,000, and to allow public agencies to perform public works construction using its own employees for projects up to \$60,000.00. The prior threshold for force accounts was \$45,000.00. The attached ordinance revises the Municipal Code to increase public works contract bidding thresholds to conform to State law as amended by AB 2249 in 2018.

DISCUSSION

The attached Ordinance amends Sections 2.52.010 (Bid Procedures for Public Works Construction) and 2.52.030 (Informal Bid Procedures) of Chapter 2.52 of the Garden Grove Municipal Code pertaining to public works projects to fully implement the latest revisions to the bidding thresholds adopted pursuant to State law. The

ordinance adjusts the formal and informal bidding limits for public construction projects. The informal bid procedures apply to projects estimated to cost up to \$200,000 (increased from \$175,000) and increases the thresholds for public projects allowed to be performed by the City with its own employees to \$60,000 (increased from \$45,000).

Once the ordinance becomes effective, staff will complete revisions of an updated purchasing manual to be used in the administration of contract and purchasing procedures for all City departments in conjunction with Phase 1 of the ERP project. It is anticipated that this updated purchasing manual will be presented to the City Council in June to be fully implemented beginning July 1, 2020, when Phase 1 of the ERP system is scheduled to become operative.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council:

- Conduct the first reading of and introduce the attached Ordinance amending Chapter 2.52 of the Garden Grove Municipal Code increasing the bidding thresholds for public works contracts to conform to changes in State law.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Ordinance	4/17/2020	Ordinance	GG_Ordinance_Revising_Public_Works_Bidding_Thresholds.DOCX
AB 2249 (2018)	4/17/2020	Backup Material	AB2249_(2018)_PCCAC.pdf

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE AMENDING PROVISIONS OF CHAPTER 2.52 OF TITLE 2 OF THE GARDEN GROVE MUNICIPAL CODE INCREASING PUBLIC WORKS CONTRACTS BIDDING THRESHOLDS TO CONFORM WITH STATE LAW.

City Attorney Summary

This Ordinance amends provisions of Chapter 2.52 of the Garden Grove Municipal Code increasing the bidding thresholds for public works contracts under the Uniform Public Construction Cost Accounting Act to conform to changes in State law.

THE CITY COUNCIL OF THE CITY OF GARDEN GROVE HEREBY ORDAINS AS FOLLOWS:

SECTION 1: Subsections (B) and (C) of Section 2.52.010 of Chapter 2.52 of Title 2 of the Garden Grove Municipal Code are hereby amended as follows (additions shown in ***bold/italics***; deletions shown in **~~bold/strikeout~~**):

B. Public projects, as defined in Public Contract Code Section 22002, costing up to ~~\$45,000.00~~ ***\$60,000.00*** may be performed by force account, negotiated contract, or purchase order. Staff shall secure at least three estimates for the work for projects over \$10,000.00 and up to ~~\$45,000.00~~ ***\$60,000.00*** before proceeding with the work.

C. Public projects, as defined in Public Contract Code Section 22002, costing ~~\$175,000.00~~ ***\$200,000.00*** or less may be awarded pursuant to the informal bid procedure in accordance with Public Contract Code Sections 22032, et seq. and Section 2.52.030 of this Title. Public projects costing over ~~\$175,000.00~~ ***\$200,000.00*** shall be formally bid and awarded according to the formal bid process set forth in Public Contract Code Section 22037.

SECTION 2: Subsection (D) of Section 2.52.030 of Chapter 2.52 of Title 2 of the Garden Grove Municipal Code is hereby amended as follows (additions shown in ***bold/italics***; deletions shown in **~~bold/strikeout~~**):

D. Bids In Excess of ~~\$175,000~~ ***\$200,000.00***. If all bids received are in excess of ~~\$175,000.00~~ ***\$200,000.00***, the City Council may, by adoption of a resolution by a four-fifths vote, award the contract, at ~~\$187,000.00~~ ***\$212,500.00*** or less, to the lowest responsible bidder, if it determines the cost estimate of the City was reasonable.

SECTION 3: If any section, subsection, subdivision, sentence, clause, phrase, word, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, word, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, words or portions thereof be declared invalid or unconstitutional.

SECTION 3: The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after adoption.

Assembly Bill No. 2249

CHAPTER 169

An act to amend Sections 22020, 22032, and 22034 of the Public Contract Code, relating to public contracts.

[Approved by Governor August 20, 2018. Filed with Secretary
of State August 20, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2249, Cooley. Public contracts: local agencies: alternative procedure.

The Uniform Public Construction Cost Accounting Act authorizes a public agency, whose governing board has by resolution elected, to become subject to uniform construction cost accounting procedures. Existing law declares that these procedures promote statewide uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities. The act defines "public agency" as a city, county, city and county, including chartered cities and chartered counties, any special district, and any other agency of the state for the local performance of governmental or proprietary functions within limited boundaries, and also includes a nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency. The act authorizes public projects of \$45,000 or less to be performed by the employees of a public agency, authorizes public projects of \$175,000 or less to be let to contract by informal procedures, and requires public projects of more than \$175,000 to be let to contract by formal bidding procedures. The act permits the governing body of a public agency, in the event all bids received for the performance of that public project are in excess of \$175,000, to award the contract at \$187,500 or less to the lowest responsible bidder if it determines the cost estimate of the public agency was reasonable.

This bill would instead authorize public projects of \$60,000 or less to be performed by the employees of a public agency, authorize public projects of \$200,000 or less to be let to contract by informal procedures, and require public projects of more than \$200,000 to be let to contract by formal bidding procedures. The bill would permit the governing body of a public agency, in the event all bids received for the performance of that public project are in excess of \$200,000, to award the contract at \$212,500 or less to the lowest responsible bidder if it determines the cost estimate of the public agency was reasonable.

The act creates the California Uniform Construction Cost Accounting Commission. The commission is required to consider whether there have been material changes in public construction costs and to make recommendations to the Controller regarding adjustments in the monetary limits described above that determine which bidding procedures shall apply

to public projects. The act requires any adjustment to be effective beginning with the fiscal year which commences not less than 60 days following the Controller's notification of the adjustment to all public agencies.

This bill would, instead, require the Controller to notify only the participating public agencies of the adjustment prior to the adjustment taking effect.

The people of the State of California do enact as follows:

SECTION 1. Section 22020 of the Public Contract Code is amended to read:

22020. In accordance with procedures and standards adopted pursuant to Section 22017, every five years the commission shall consider whether there have been material changes in public construction costs and make recommendations to the Controller regarding adjustments in the monetary limits prescribed by Section 22032, but in no case shall the amount, as adjusted, be less than fifteen thousand dollars (\$15,000). The Controller shall notify all participating public agencies of the adjustment prior to the effective date. That notification shall also describe the provisions of this chapter and the benefits of using its provisions.

SEC. 2. Section 22032 of the Public Contract Code is amended to read:

22032. (a) Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.

(b) Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in this article.

(c) Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in this article, be let to contract by formal bidding procedure.

SEC. 3. Section 22034 of the Public Contract Code is amended to read:

22034. Each public agency that elects to become subject to the uniform construction accounting procedures set forth in Article 2 (commencing with Section 22010) shall enact an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032. The ordinance shall include all of the following:

(a) Notice to contractors shall be provided in accordance with either paragraph (1) or (2), or both.

(1) The public agency shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors list shall be determined by the commission. All contractors on the list for the category of work being bid shall be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors pursuant to this subdivision shall be completed not less than 10 calendar days before bids are due.

(2) The public agency may elect to mail, fax, or email a notice inviting informal bids to all construction trade journals specified in Section 22036.

(b) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

(c) The governing body of the public agency may delegate the authority to award informal contracts to the public works director, general manager, purchasing agent, or other appropriate person.

(d) If all bids received are in excess of two hundred thousand dollars (\$200,000), the governing body of the public agency may, by adoption of a resolution by a four-fifths vote, award the contract, at two hundred twelve thousand five hundred dollars (\$212,500) or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

O

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Teresa Pomeroy
Dept.:	City Manager	Dept.:	City Clerk
Subject:	Introduction and first reading Date: 4/28/2020 of an Ordinance to require electronic submittal of campaign disclosure statements and Form 700 filings		

OBJECTIVE

For the City Council to introduce an Ordinance to require electronically filed campaign disclosure statements for the purpose of an expedited and transparent online filing and disclosure system consistent with State law.

BACKGROUND

California Government Code Section 84615 allows local government agencies to adopt an ordinance that requires an elected officer, candidate, committee, or other person required to file statements to file online or electronically with the City Clerk. The City has entered into an agreement with NetFile, a vendor approved by the California Secretary of State, to provide an online electronic filing system for campaign disclosure statements and statements of economic interests.

DISCUSSION

The electronic filing system, hosted by NetFile, will operate securely and will only accept a filing in the standardized record format developed by the Secretary of State that is compatible with the Secretary of State's system for receiving an online or electronic filing of forms. The system will be available free of charge to filers and will be available to the public for viewing. The electronic filing system provides for a streamlined paperless and secure system to meet the demand for digital and transparent systems.

FINANCIAL IMPACT

There is no impact to the general fund by this action.

RECOMMENDATION

It is recommended that the City Council:

- Introduce the attached Ordinance adding Chapter 2.14 to Title 2 of the Garden Grove Municipal Code relating to electronic filing of campaign finance disclosure statements.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Ordinance	4/17/2020	Ordinance	4-28-20_Draft_Ordinance_for_electronic_campaign_filing_REDLINE.pdf

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE ADDING CHAPTER 2.14 TO TITLE 2 OF THE GARDEN GROVE MUNICIPAL CODE RELATING TO ELECTRONIC FILING OF CAMPAIGN FINANCE DISCLOSURE STATEMENTS.

CITY ATTORNEY SUMMARY

This Ordinance adds regulations to the City's municipal code to require electronic filings of campaign disclosure statements and create an expedited and transparent online filing and disclosure system consistent with State law.

WHEREAS, California Government Code Section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports or other documents online or electronically with the City Clerk except for when such persons receive contributions totaling less than \$2,000 and make expenditures totaling less than \$2,000; and

WHEREAS, the City has entered into an agreement with NetFile, a vendor approved by the California Secretary of State, to provide an online electronic filing system ("System") for campaign disclosure statements and statements of economic interest forms; and

WHEREAS, the System will operate securely and effectively and will not unduly burden filers. Specifically: (1) the System will ensure the integrity of the data and includes safeguards against efforts to temper with, manipulate, alter, or subvert the data; (2) the System will only accept a filing in the standardized record format developed by the Secretary of State and compatible with the Secretary of State's system for receiving an online or electronic filing; and (3) the System will be available free of charge to filers and to the public for viewing filings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GARDEN GROVE HEREBY ORDAINS AS FOLLOWS:

SECTION 1: Chapter 2.14 (Electronic Filing of Campaign Disclosure Statements) is hereby added to Title 2 (Administration and Personnel) of the Garden Grove Municipal Code to read as follows:

Chapter

2.14 ELECTRONIC FILING OF CAMPAIGN DISCLOSURE STATEMENTS.

2.14.010 Purpose and Authority

The purpose of this chapter is to require the filing of campaign disclosure statements by elected officials, candidates, or committees electronically. The City

Council enacts this chapter in accordance with the authority granted to cities by State law.

2.14.020 Findings

Pursuant to California Government Code Section 84615, the City of Garden Grove hereby finds that the online or electronic filing system required by this chapter will operate securely and effectively and will not unduly burden filers. Said system promotes the use of electronic filing of campaign forms required by the State of California to provide for a streamlined paperless and secure system to meet the demand for digital and transparent systems.

2.14.030 Electronic Filing of Campaign Statements and Statements of Economic Interests.

- A. Any elected officer, candidate, committee or other person required to file statements, reports or other documents required by Government Code Section 84100 et seq. shall file those statements, reports or other documents online or electronically with the City Clerk. However, an elected officer, candidate, committee or other person who receives contributions totaling less than one thousand dollars (\$2,000) and makes expenditures totaling less than one thousand dollars (\$2,000) in a calendar year is not subject to the requirements of this section.
- B. In any instance in which an original statement, report or other document must be filed with the California Secretary of State and a copy of that statement, report or other document is required to be filed with the City Clerk, the filer may, but is not required to, file the copy electronically.
- C. Once an elected officer, candidate, committee, or other person files a statement, report, or other document electronically pursuant to subsection (A), all future statements, reports, or other documents on behalf of that filer shall be filed electronically.
- D. If the City Clerk's electronic system is not capable of accepting a particular type of statement, report or other document, an elected officer, candidate, committee or other person shall file that document with the City Clerk in an alternative format.
- E. The date of filing for a statement, report, or other document that is filed online or electronically pursuant to this section shall be the day that it is received by the City Clerk. The City Clerk shall issue to a person who files a statement, report, or other document online or electronically an electronic confirmation that notifies the filer that the statement, report, or other document was received. The confirmation shall include the date and the time that the statement, report, or other document was received.

by the City Clerk and the method by which the filer may view and print the data received by the City Clerk.

SECTION 2: If any section, subsection, subdivision, sentence, clause, phrase, word, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, word, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, words or portions thereof be declared invalid or unconstitutional.

SECTION 3: The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same, or the summary thereof, to be published and posted pursuant to the provisions of law and this Ordinance shall take effect thirty (30) days after adoption.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Mayor and City Council From: Council Member Diedre Thu-Ha Nguyen

Dept.: Dept.:

Subject: Discussion regarding a proposed Resolution denouncing coronavirus discrimination against Asians and Asian Americans, as requested by Council Member Diedre Thu-Ha Nguyen. Date: 4/28/2020

Attached is a proposed Resolution for City Council consideration.

ATTACHMENTS:

Description	Upload Date	Type	File Name
Resolution	4/23/2020	Resolution	4-28-20_GG_COVID_Bias_Resolution.Draft.pdf

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE
DENOUNCING CORONAVIRUS DISCRIMINATION AGAINST ASIANS AND
ASIAN AMERICANS

WHEREAS, the mission of the City of Garden Grove is to provide responsible leadership and quality services as we promote safety, cultural harmony, and life enrichment;

WHEREAS, the growth of the Asian community in the City of Garden Grove has greatly contributed to the economic growth and success of the City of Garden Grove;

WHEREAS, approximately 40 percent of the City's population is of Asian descent;

WHEREAS, many of the City of Garden Grove's essential workers at the frontlines of the COVID-19 pandemic in health care, first responders, supermarkets, and other service industries are of Asian descent;

WHEREAS, the use of anti-Asian terminology and rhetoric related to COVID-19 has perpetuated anti-Asian stigma; and

WHEREAS, the increased use of anti-Asian rhetoric has resulted in Asians and Asian Americans being harassed, assaulted, and scapegoated for the COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Garden Grove, California resolves the following:

1. Strongly condemns and denounces anti-Asian sentiment in any form;
2. Recognizes a racially inclusive environment is essential to the health and safety of all its residents;
3. Supports local law enforcement in continuing their efforts to work with State and Federal law enforcement officials to investigate and document all credible reports of COVID-19 related hate crimes and threats; and
4. Commits to collecting and publicly reporting data on reported COVID-19 related bias in the City of Garden Grove.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Scott C. Stiles	From:	Patricia Song
Dept.:	City Manager	Dept.:	Finance
Subject:	Financial update for Fiscal Year 2019-20 and Fiscal Year 2020-21 as requested by City Manager Stiles.		
		Date:	4/28/2020

OBJECTIVE

For the City Council to receive timely financial updates reflecting the rapidly changing economic conditions caused by the COVID-19 pandemic.

BACKGROUND

In light of the rapidly growing COVID-19 pandemic, and the urgent and serious circumstances we are experiencing, the state of economy is experiencing significant uncertainty. Finance staff is diligently evaluating its impact on our financial condition to timely formulate strategies to contain cost, maintain cash flow, and explore options to balance our budget.

DISCUSSION

Our initial assessment on damage caused by the COVID-19 pandemic is \$12.5 million as of April 16, 2020. Over 94% of the total damage is due to estimated loss of sales tax and transient occupancy tax revenues. The estimated loss on sales tax is \$5.1 million for the current fiscal year. This amount was derived by comparing projections performed by HdL, the City's sales tax consultant, in February 2020 to HdL's updated estimate on April 6, 2020. Loss of Transient Occupancy Tax (TOT) revenue of \$6.3 million was estimated through end of May 2020, based on actuals for the same months from last year.

As of April 16, 2020, the City has incurred \$712,000 in direct costs associated with the pandemic since the declaration of local emergency on March 16, 2020. This amount includes purchase orders issued and credit card purchases for personal protective equipment (PPE), emergency services, sanitary supplies for disinfection and decontamination, and equipment to facilitate telecommuting, as well as salaries and overtime incurred by City staff responding to the pandemic. Our emergency operations center team is tracking and documenting all of these costs in order to apply for potential reimbursement of direct COVID-19 costs to the City.

The significant revenue shortfall will have a direct impact on the City's General Fund, as sales tax and TOT revenues account for nearly 50% of total General Fund's revenue. As of April 16, 2020, staff estimates FY2019-20 will end with a modest surplus of \$3.2 million. In early February, before the pandemic, we estimated a surplus of nearly \$18.0 million, based on July 2019 through January 2020 operating results. The decrease of \$14.8 million in surplus was primarily due to the anticipated reduction in sales tax revenue of \$5.1 million, and TOT revenue of \$8.7 million. Other revenues from business tax and parking citations are also anticipated to see a decline in excess of \$300,000.

The table below shows General Fund revenue and expenditure by major category for fiscal years 2019-20 and 2020-21. Revenue amounts for FY2019-20 are the adopted budget estimates. The expenditure budget includes any additional appropriations made since July 1, 2019 and carryover from the previous year. The revised estimates for year-end FY 2019-20 are as of April 16, 2020. Actual amounts for the previous fiscal year are also presented for comparison purpose.

City of Garden Grove General Fund Revenue and Expenditure (amounts in \$'000)					
	FY2018-19 Actual	FY2019-20		FY2020-21	
		Adopted/ Current ¹	Estimated FY (as of 4/16/20)	Adopted	Estimated FY (as of 4/16/20)
Revenue					
Sales Tax - Bradley Bums	\$ 24,612	\$ 22,668	\$ 21,510	\$ 23,006	\$ 20,994
Sales Tax - Measure O	4,759	19,000	18,325	19,285	17,654
Property Tax	31,158	28,543	31,064	29,311	29,311
Transient Occupancy Tax	26,285	26,477	18,189	27,007	21,028
Other Taxes	18,313	18,922	19,024	19,574	19,574
Franchise Fees	2,405	2,500	2,400	2,500	2,500
Building Permits & Plan Check	4,115	2,200	2,800	2,200	2,200
Business Tax	2,828	2,500	2,200	2,500	2,500
General Fund Street Loan	2,453	2,484	2,516	2,516	2,516
Parking & Traffic Fines	1,625	1,800	1,621	1,800	1,800
Investment Income	1,213	300	1,000	500	500
Admin Service Charge	3,844	3,422	3,422	3,422	3,422
Other Revenue	4,579	3,364	3,527	3,375	3,375
Land Sale Proceeds	500	-	1,782	-	-
Total Revenue	128,689	134,180	129,380	136,996	127,374
Expenditure					
Salaries and Benefits	83,625	81,462	77,962	83,836	84,130
Contractual	10,424	30,014	30,014	33,634	33,634
Commodities	1,743	2,027	2,577	1,736	1,736
Internal Service & Debt Service	13,379	12,144	12,144	12,035	12,035
Capital	3,326	2,071	2,071	96	96
Transfers	793	1,446	1,446	1,133	1,133
Total Expenditure	113,290	129,164	126,214	132,470	132,764
Surplus/(Deficit)	\$ 15,399 ²	\$ 5,016	\$ 3,166	\$ 4,526	\$ (5,390)
¹ FY2019-20 Revenue amounts are adopted budget amount; Expenditure amounts are current budget, including carryover of \$1.2 million from the prior year.					
² Surplus shown for FY2018-19 differs from amount reported in the CAFR, since all amounts listed in the table are for Fund 111 only.					

For Fiscal Year 2020-21, we anticipate a budget deficit in the amount of \$5.4 million. Our adopted FY2020-21 budget showed an anticipated surplus of \$4.5 million. Due to the estimated decrease in sales tax and TOT revenues of \$3.6 million and \$6.0 million respectively, the revised projection shows a total \$5.4 million deficit. The revenue estimated for sales tax and TOT are very preliminary, since for the short term, there is no indicator for when the State will end the stay-at-home order, nor how the record high unemployment will impact consumer behavior. The long-term impact on the economy is another major factor to be evaluated as we move forward.

In light of the projected revenue shortfall and budget deficit, a series of cost containment measures were implemented on April 3, 2020. These measures include:

- Place a hiring freeze on all vacancies (with exception for sworn public safety, critical emergency dispatch, and certain enterprise-funded positions);
- Pause on personnel recruitment activities, including an immediate 30-day delay and assessment of part-time recruitment;
- Suspend all non-essential training and conferences;
- Defer non-essential equipment and capital purchases;
- Reassess personnel equipment needs, i.e. cellphone, uniform, take-home vehicles etc.; and
- Reassess business processes and eliminate low-value tasks.

We will continue to advise the Council as new information is made available. Further updates to this report will be agendized at the May 12 and May 26 Council meetings, in preparation for the June 2, 2020 budget study session. These updates will include recommendations on balancing the FY 2020-21 budget. As Councilmembers are aware, we are currently in Year 1 of the two-year biennial budget. Approval of the Year 2 Continuation Budget will need to occur no later than June 23, 2020.

FINANCIAL IMPACT

This report is intended to update the City Council and our community on the financial situation of the City in light of the COVID-19 pandemic. There is no fiscal impact to receive and file this report. The financial impact to the City's current and next year's budget will be continuously evaluated and recommendations will be made accordingly.

RECOMMENDATION

It is recommended that the City Council receive and file this report.