

## AGENDA



Garden Grove City  
Council

Tuesday, September 28,  
2021

6:30 PM

Community Meeting  
Center 11300 Stanford  
Avenue Garden Grove  
California 92840

**Steve Jones**

Mayor

**Kim B. Nguyen**

Mayor Pro Tem - District 6

**George S. Brietigam**

Council Member - District 1

**John R. O'Neill**

Council Member - District 2

**Diedre Thu-Ha Nguyen**

Council Member - District 3

**Patrick Phat Bui**

Council Member - District 4

**Stephanie Klopfenstein**

Council Member - District 5

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**COVID-19 Information:** Masks are required to be worn and adherence to six foot distancing from others when attending public meetings.

**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 O'NEILL, COUNCIL MEMBER D. NGUYEN, COUNCIL MEMBER BUI, COUNCIL MEMBER KLOPFENSTEIN, MAYOR PRO TEM K. NGUYEN, MAYOR JONES

INVOCATION

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

### 1. PRESENTATIONS

1.a. Garden Grove's Be Well OC Program Launch Update

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

RECESS

CONDUCT OTHER LEGISLATIVE BODIES' BUSINESS

RECONVENE

### 3. CONSENT ITEMS

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

3.a. Adoption of a Proclamation declaring October 3rd through the 9th, 2021, as Fire Prevention Week. *(Action Item)*

3.b. Adoption of a Proclamation honoring October 11, 2021, as Indigenous Peoples' Day in Garden Grove. *(Action Item)*

3.c. Adoption of a Resolution approving a Public Art Donation Policy. *(Action Item)*

3.d. Acceptance of City Project Nos. CP-1157000, CP-1176000, and CP-1177000 as complete for traffic signal installation, traffic signal modifications and speed radar feedback signs at various locations. *(Action Item)*

3.e. Acceptance of an easement for Public Street and Highway



Purposes for the property located at 10101 Crosby Avenue, Garden Grove. (*Action Item*)

- 3.f. Award contracts to: Keyser Marston Associates Inc.; Tierra West Advisors, Inc.; and Harris & Associates Inc., to provide financial feasibility services for various development projects, on an as-needed basis. (Cost: Not-to-exceed \$100,000 each contract) (*Action Item*)
- 3.g. Approval of a 2021 Joint Agreement with the County of Orange Sheriff- Coroner for use of the 800MHz Emergency Communications System. (Cost: \$142,077) (*Action Item*)
- 3.h. Award contracts to Bureau Veritas North America, Inc.; Scott Fazekas & Associates, Inc.; VCA Code; and CSG Consultants Inc., for on-call plan review and/or Building contractual services (Cost: Not-to-exceed \$250,000 each contract) (*Action Item*)
- 3.i. Authorize the issuance of a purchase order to National Auto Fleet Group for five (5) new Public Works department trucks. (Cost: \$233,561.33) (*Action Item*)
- 3.j. Receive and file minutes from the meeting held on September 14, 2021. (*Action Item*)
- 3.k. Receive and file warrants. (*Action Item*)

#### 4. PUBLIC HEARINGS

*(Motion to approve will include adoption of each Resolution unless otherwise stated.)*

- 4.a. Acceptance of Fiscal Year 2020-21 Consolidated Annual Performance and Evaluation Report. (*Action Item*)

#### 5. COMMISSION/COMMITTEE MATTERS

- 5.a. Acceptance of Brandon Chavira's resignation from the Neighborhood Improvement and Conservation Commission. (*Action Item*)

#### 6. ITEMS FOR CONSIDERATION

- 6.a. Approval of the final Comprehensive Strategic Plan to address homelessness. (*Action Item*)
- 6.b. Award a contract to Kasa Construction Inc., for Project IFB No. S-1279-A - West Haven Park Renovation. (Cost: \$634,835) (*Action Item*)

#### 7. MATTERS FROM THE MAYOR, CITY COUNCIL MEMBERS, AND CITY MANAGER

- 7.a. Discussion regarding a proposed Resolution in support of Afghan refugees and the people of Afghanistan as requested by Council Member Diedre Thu-Ha Nguyen.

7.b. Community Services Department update as requested by City Manager Stiles.

8. ADJOURNMENT

The next Regular City Council Meeting will be Tuesday, October 12, 2021, at 5:30 p.m. in the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California, 92840.

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Scott C. Stiles From: Teresa Pomeroy  
Dept.: City Manager Dept.: City Clerk  
Subject: Adoption of a Proclamation declaring October 3rd through the 9th, 2021, as Fire Prevention Week.  
(*Action Item*) Date: 9/28/2021

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Attached is a Proclamation declaring October 3rd through October 9th as Fire Prevention Week recommended to be adopted.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Proclamation	8/3/2021	Proclamation	9-28-21_Fire_Prevention_Week_October.pdf

## **Proclamation**

### **Fire Prevention Week**

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

WHEREAS, working smoke alarms in the home can reduce the risk of dying in a fire by more than half. An average of 358,500 homes experience a structural fire each year; and

WHEREAS, three of every home fire deaths occur in homes with no smoke alarms. 16 percent of home fire deaths result from smoke alarms that failed to operate; and

WHEREAS, over the last year there have been 115 cooking fires across Orange County, at least 30 of which started in homes without functioning smoke alarms. In 2018, California was in the top three states in the United States with the largest numbers of fire deaths; and

WHEREAS, Orange County residents should install working smoke alarms on every level of the home, in the hallway outside the sleeping areas, and in each bedroom, check their smoke alarms monthly, replace batteries regularly, replace smoke alarms every ten years and create and practice their home escape plans; and

WHEREAS, Orange County residents are responsive to public education and outreach measures and can take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2021 Fire Prevention Week theme, "Learn the Sounds of Fire Safety" effectively serves to remind us to learn the sounds of smoke alarms and how to respond to them.

NOW, THEREFORE, the Garden Grove City Council hereby declares October 3-9, 2021, as "Fire Prevention Week" and Garden Grove residents are urged to learn the sounds of smoke alarms, what those sounds mean, and how to respond to them and to support the many public safety activities and efforts during Fire Prevention Week 2021.

September 28, 2021

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Mayor and City Council      From: Mayor Pro Tem Kim Nguyen  
Dept.:      Dept.:  
Subject: Adoption of a Proclamation      Date: 9/28/2021  
                 honoring October 11, 2021,  
                 as Indigenous Peoples' Day  
                 in Garden Grove. (*Action*  
                 *Item*)

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Attached is a Proclamation honoring October 11, 2021, as Indigenous Peoples' Day in Garden Grove that was approved for agenda listing by the City Council at the meeting held on August 24, 2021 and is recommended for adoption.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Proclamation	8/31/2021	Proclamation	Draft_Indigenous_Peoples__Day.pdf

## **Proclamation Indigenous Peoples' Day**

WHEREAS, The first seed of Indigenous Peoples' Day was planted at a U.N. international conference on discrimination in 1977. The first state to recognize the day was South Dakota in 1989, followed by Berkeley and Santa Cruz, California;

WHEREAS, Senate Resolution 76 of the 100<sup>th</sup> Congress was adopted in 1988 to acknowledge the contribution of the Iroquois Confederacy of Nations to the Development of the United States Constitution and to reaffirm the continuing government-to-government relationship between Indian tribes and the United States established in the Constitution;

WHEREAS, Although the day was still considered Columbus Day up to 1937, many people began calling it Indigenous Peoples' Day to celebrate the rich culture and the lives of the Native American people;

WHEREAS, In the time before the arrival of European explorers and settlers, the indigenous people constituted successful self-sufficient communities that sustained life for thousands of years;

WHEREAS, Before the European settlers, Garden Grove consisted of pockets of land interspersed with marsh wetlands of the Santa Ana River estuary of the Acjachemen Nation where the Juaneño Band of Mission Indians lived;

WHEREAS, Indigenous Peoples' Day celebrates, recognizes, and honors the beautiful traditions and cultures of the Indigenous People, not just in America, but around the world. Their way of life and culture carries wisdom and valuable insights into how we can live life more sustainably and in tune with nature; and

WHEREAS, Today, 14 U.S. states celebrate Indigenous Peoples' Day as well as the District of Columbia.

NOW THEREFORE, BE IT PROCLAIMED by the Garden Grove City Council that October 11, 2021, is Indigenous Peoples' Day in Garden Grove.

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	John Montanez
Dept.:	City Manager	Dept.:	Community Services
Subject:	Adoption of a Resolution approving a Public Art Donation Policy. ( <i>Action Item</i> )	Date:	9/28/2021

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**OBJECTIVE**

For the City Council to consider adoption of a Public Art Donation Policy that establishes criteria and guidelines for the consideration and installation of temporary or permanent art on City-owned properties that include parks and plazas, and on building facades and utility/traffic signal boxes, deemed appropriate by the City.

**BACKGROUND**

Implementation of this policy is part of the 2020-2021 City Council goals, that establish criteria and guidelines regarding the placement of temporary and permanent art on City property. The goal was to establish a policy for consideration and acceptance of donated public art; provide a definition of public art; and establish a review process for consideration of donated public art on City-owned properties.

**DISCUSSION**

At the meeting of July 8, 2021, the Parks, Recreation and Arts Commission reviewed the attached Public Art Donation Policy and recommended it be sent forward to the City Council for adoption.

The attached Public Art Donation Policy creates a definition for public art; provides a list of acceptable government speech topics; identifies the administration of donated public art; encourages both donated and private funding of public art; and establishes a review process and criteria for considering donated public art.

**FINANCIAL IMPACT**

A Public Art Donation Policy will not have a financial impact to the City's General Fund.

**RECOMMENDATION**

It is recommended that the City Council:

- Adopt the Resolution approving the attached Public Art Donation Policy as recommended by the Parks, Art and Recreation Commission for establishing criteria and guidelines for the consideration and installation of temporary or permanent art on City-owned properties, that include parks and plazas, and on building facades and utility/traffic signal boxes, deemed appropriate by the City.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Resolution	9/23/2021	Resolution	9-28-21_Public_Art_Donation_Policy.pdf
Draft Public Art Donation Policy	9/17/2021	Backup Material	700-06_Draft_Public_Art_Donation_Policy.pdf



GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE,  
CALIFORNIA ADOPTING A PUBLIC ART DONATION POLICY

WHEREAS, the 2020-2021 City Council goals included establishing criteria and guidelines regarding the placement of temporary and permanent art on City property; and

WHEREAS, the "Public Art Donation Policy" provides for acceptable government speech topics; the administration of donated public art; and encourages donated and private funding; and

WHEREAS, a public art policy defines public art and implements a review process for appropriate public art.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Garden Grove does hereby approve the "Public Art Donation Policy" attached hereto and incorporated herein by this reference.

SUBJECT:

PUBLIC ART DONATIONS

POLICY

NUMBER

700-06

EFFECTIVE

DATE

It is the Policy of the City Council for criteria and guidelines for temporary or permanent art in parks and plazas, on building façades and utility boxes.

### **SECTION I. PURPOSE**

The purpose of this Policy is to establish criteria and guidelines for the consideration and installation of temporary or permanent art in parks and plazas, and on building facades and utility/traffic signal boxes, deemed appropriate by the City.

While this policy focuses on the permanent and temporary display of art on City-owned properties, this policy only applies to non-City affiliated art projects donated to the City.

### **SECTION II. INTRODUCTION**

Recognizing the important role that public art plays in promoting urban revitalization, community-building, and a higher quality of life, this policy serves to provide a framework for the direction of donated public art installation in Garden Grove.

The City may, from time to time, decide to install and allow artists to provide temporary or permanent outdoor art on City-owned property, i.e., buildings and utility/traffic signal boxes, in an effort to enhance the City's Re:Imagine Garden Grove goal of creating a sense of place, as well as strengthening its goal of being an arts-invested community.

By placing public art on City property, the City intends only to engage in government speech and does not intend to open a public forum for free speech activity.

Notwithstanding the foregoing, the City may decide, in its sole discretion, to reject a proposal for a permanent or temporary art installation.

### **SECTION III. PUBLIC ART DEFINITION**

Public art, for the sake of this policy, refers to temporary and permanent installations. These may include permanent murals on building facades and utility/traffic signal boxes, or temporary art installations, such as discoverable or passive art, placed in prominent locations for City special events and community enjoyment.

Regardless of the size and scope of any proposed public art, the design/visual to be installed, whether it be temporary or permanent, must first be reviewed and

preliminarily approved by the City's Community Services Department. If the installation is on a utility/traffic signal box, approval from the City's Traffic Engineer, will be required as well.

Should the proposed public art be installed within the boundaries of the Downtown Assessment District, said design/visual would then also require the approval of the City's Downtown Commission.

Public art must be of City-approved materials, size, design, and specifications, with a goal toward simplifying its review and long-term care. Depending upon the size and nature of a public art installation, the application of an anti-graffiti coating may be required by the City, including going through an existing contract with the City's anti-graffiti coating contractor.

#### **SECTION IV. GOVERNMENT SPEECH ON PUBLIC ART**

The City may install or accept City-approved public art on City property as a form of "Government Speech", as City recognition of significant events or people, or to provide information from the City on topics approved by the City, as set forth below:

- The contributions of individuals or groups who made a substantial impact upon the city of Garden Grove or Orange County;
- The history of Garden Grove, California, or of the United States;
- Historical or cultural influences on Garden Grove;
- Native flora, fauna, and wildlife of Garden Grove and the greater Southern California area;
- Local innovation or creativity that has contributed to Garden Grove's growth and prosperity; or
- Other criteria selected by the City Council and set forth in an amendment to this Policy.

The City shall not place any public art on City property which has the purpose of promoting, favoring, or inhibiting any religion or which would appear to a reasonable person that the City is promoting, favoring, or opposing a religion.

#### **SECTION V. POLICY ADMINISTRATION**

The City Council may approve or deny public art proposals and may enact administrative guidelines and procedures to implement this Policy, including, without limitation, designation of locations deemed amenable. The Community Services Department shall facilitate public art installations located on City property.

The Community Services Department shall coordinate with the Public Works Department, and if applicable, the Community and Economic Development Department, with regard to the installation of any public art that is to be installed within a public park or plaza, or added to the façade of a City facility.

## **SECTION VI. DONATED AND PRIVATE FUNDING OF ART**

The City encourages private donations to the City that support various City programs and City operations, which may include, without limitation, the cost of acquisition, installation, and maintenance of public art within a public park or plaza, or applied to the façade of a City facility.

The City prefers to receive private donations in the form of funds that may be used by the City to review, design, fabricate, acquire, install and/or maintain public art, rather than the donation of a completed piece of art.

However, the City may from time to time, at the City's sole discretion, consider accepting a completed piece of public art as a form of Government Speech, provided that the art meets the City's approved Government Speech topics, and also meets all of the other criteria set forth in this Policy and in any related administrative guidelines or procedures.

After the City's acceptance of a public art installation and subject to the City's explicit approval of installation of the public art upon City property, title to the public art shall vest with the City and the City may remove, relocate and shall otherwise have sole control over the public art installation.

While the City appreciates donations of public art, the City is under no obligation to accept any donated public art, even if it meets all of the criteria set forth in the Policy. The City's decision to accept a donated public art piece may also depend upon the cost to the City of design, fabrication, installation, and maintenance of the art, and site considerations, among other factors.

Unless otherwise agreed by the City Council, the donor of a proposed public art piece is responsible for providing the City with funds to cover the cost of review, design, fabrication, installation, and maintenance to ensure adequate care. The City may, at its discretion, decide for budgetary reasons to prioritize public art installations where the City expects to receive donated funding to cover the cost of design, fabrication, installation, and maintenance of said public art.

## **SECTION VII. REVIEW PROCESS/CRITERIA**

Any proposed public art may be accepted for review from a qualified artist, professional, hobbyist, or student. City employees, elected officials, and City Commissioners are only eligible to submit a public art proposal for consideration if said proposal has been reviewed by City staff and then submitted to the City Council for additional review.

Some preference will be given to local artists and those with demonstrated experience in engagement through public art projects.

A proposed public art installation must conform to the approved Government Speech topics. A proposed public art concept must be of reasonable scale, materials, color, and style appropriate and consistent with aesthetics of the proposed location of the installation, and such other reasonable factors as the City determines.

The City may decline to approve or to accept a public art installation for any lawful reason. Public art proposals shall be considered by the Parks, Recreation and Arts Commission. That Commission may refer the proposal to the City Council for approval or denial based on consistency with this Policy, and as further described in the review process below.

If there is a need for additional review, regarding the applicable Commission who is to consider the proposal, the City Manager, or designee, shall determine the appropriate Commission for review of the proposal.

For proposals recommended to the City Council by the applicable City Commission, the City Council may accept or deny the recommendation, as further provided in the review process below.

The City shall only proceed with the design, fabrication, and installation of a public art installation after completion of the review process and the conclusion is to move forward. In reviewing a proposed installation, first the relevant departments, then the applicable City Commission, and if referred to, then the City Council, shall review the proposal based upon the criteria set forth in this Policy including the following:

A. Whether the person, group, or event being memorialized is deemed by the City to have made a significant enough contribution to merit a public art installation of the scale, cost, and visibility of the proposed art.

B. The art does not duplicate existing art themes. Multiple art installations for similar or related groups shall be avoided.

C. The public art has been designed by, or under the direct supervision of, a qualified professional in the art or design field, and provides a quality, scale, and character commensurate with the location, circulation, and use patterns of the City property. Qualified professionals include registered architects, engineers, landscape architects, and artists who can demonstrate professional recognition in the form of public commissions or permanent public installations. The City may solicit input from art and design professionals such as artists, architects, landscape architects, planners, or designers in making this determination. Public art installations shall not displace the intended function and or use of said property, as articulated in adopted master plans or similar City documents.

D. A proposed public art project may be elevated to City Council review if (i) applicable City Commissions request City Council consideration, (ii) the proposal is of a sensitive or political nature. The City Council shall make a final determination on the approval or denial of the public art proposal by evaluating (i) the merits of the

art proposal based upon the criteria set forth in this Policy, (ii) the results of any City staff review of the proposal, and (iii) the recommendations of the appropriate City Commission.

E. All required environmental review shall be approved by the City's planning division before the City commits to install a public piece of art. The public art shall be consistent with adopted City master plans unless those plans are amended as a part of the review process.

F. There is a committed and verifiable funding source for the review, design, fabrication, installation, and maintenance of the public art before proceeding to incur City costs and staff time.

G. The City may determine, in its sole discretion, the appropriate site for any and all City public art.

H. Once a project has been reviewed and approved, the artist/artists will be required to complete a City-issued waiver/release.

#### **SECTION VIII. ADDITIONAL REVIEW PROCESS/CRITERIA: ORIGINAL WORK OF ART**

If a proposed public art is considered an original work of art by the artist, the Community Services Director shall recommend and advise the City Manager, or designee, whether this proposed public art is, in fact, an original work of art. A work of art is defined as a visual/design that is designed by and crafted under the supervision of a professional artist.

Public art that is verified as an original work of art shall then be considered public art, and shall become part of the City's Art in Public Places inventory. If a proposed work of art is determined to not be original, or duplicates an existing theme in the community, the City reserves the right to deny said proposed work of art.

For an original work of art to be determined as public art, the Community Services Department shall:

- Coordinate the review of art that is public art with applicable City staff and applicable City Commissions, which shall review and make recommendations regarding the art as to proposed site, artistic merit, durability, maintainability, and consistency with this Policy.
- Further, the Community Services Department shall coordinate the findings and recommendations of applicable City staff and City Commissions to the City Council.
- Coordinate with the Public Works Department, and if applicable, the Community and Economic Development Department, the inspection, design, location, and other logistical components of monuments that are public art.

- Prepare and monitor all necessary records and documentation of public art.

## **SECTION IX. FUNDING AND MAINTENANCE**

Suggestions that the City recognize a significant event, person, or other approved topic by means of an art piece, will be more favorably received if the advocates for the art provide the City with funds that cover the cost of review, design, fabrication, and installation, and an adequate endowment to cover the cost of the public art's maintenance as determined by the City.

The City will determine the scope and necessity of, and whether or not to prepare a Donated Public Art Maintenance Agreement. Should an agreement be needed, the City may require an up-front endowment or deposit to cover maintenance of the art to protect the City against future default. While less desirable, the City may consider accepting an agreement from a group to maintain an art installation in perpetuity, and in accordance to City standards, rather than a cash endowment; however, this will require the City to incur additional effort and costs.

Notwithstanding the City's decision to enter into a maintenance agreement, the public art remains City property and City's Government Speech, and the City may remove the art at any time and for any reason. If removal is deemed necessary by the City, the artist will be notified and if needed, given an appropriate amount of time to make arrangements.

## **SECTION X. OTHER POLICIES**

Nothing in this Policy is intended to supersede or limit any other City Council Policy including without limitation, the City's Monument Policy (City Council Policy 700-01) and Naming of Parks Policy (City Council Policy 700-03).

This Policy does not limit the City's ability to place signage or plaques on City property to provide donor or sponsor recognition, public information regarding a City project, place historical markers, or to provide other information to the public. City departments may enact administrative guidelines regarding plaques or signage for donor or sponsor recognition in a manner consistent with Policy 700-01 and Policy 700-03.

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	William E. Murray
Dept.:	City Manager	Dept.:	Public Works
Subject:	Acceptance of City Project Nos. CP-1157000, CP-1176000, and CP-1177000 as complete for traffic signal installation, traffic signal modifications and speed radar feedback signs at various locations. ( <i>Action Item</i> )		
		Date:	9/28/2021

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**OBJECTIVE**

For City Council to accept City Project Nos. CP-1157000, CP-1176000, and CP-1177000 as complete, and to authorize the City Manager to execute the Notice of Completion of Public Improvement and Work.

**BACKGROUND**

The City received federal grants from the Highway Safety Improvement Program (HSIP) to install a new traffic signal at Trask Avenue/Roxey Drive (Project No. CP-1177000), improve the traffic signal at Trask Avenue/Newland Street (Project No. CP-1176000) and install speed radar feedback signs at 21 school crossing locations (Project No. CP-1157000). Project No. CP-1177000 and CP-1176000 consisted of installing new traffic signal equipment, cabinets, poles, conduits, cables and vehicle video detection. As part of the improvements, left-turn phasing was provided and handicap ramps were constructed to meet ADA requirements. Project No. CP-1157000 consisted of installing 42 speed radar feedback signs at 21 school crossing locations throughout the City.

**DISCUSSION**

The contractor, Elecnor Belco Electric, Inc., has completed the improvements in accordance with the plans, specifications, and other contract documents.

**FINANCIAL IMPACT**

There is no financial impact to the General Fund. The subject projects were funded



through HSIP grants and Red Light Camera Program fees. The projects were completed within the project budget and schedule. The retention payments will be released after recordation of the Notice of Completion.

#### RECOMMENDATION

It is recommended that the City Council:

- Accept Project No. CP-1177000 Traffic Signal Installation at Trask Avenue/Roxey Drive, Project No. CP-1176000 Traffic Signal Modifications at Trask Avenue/Newland Street, and Project No. CP-1157000 Speed Radar Feedback Signs at 21 School Crossing Locations, as complete;
- Authorize the City Manager to execute the Notice of Completion of Public Works Improvement and Work; and
- Authorize the Finance Director to release the retention payment when appropriate to do so.

#### ATTACHMENTS:

Description	Upload Date	Type	File Name
NOTICE OF COMPLETION	9/14/2021	Notice	9-28-21_NOC.pdf

RECORDING REQUESTED BY

When Recorded Mail To:

City Clerk  
City of Garden Grove  
P. O. Box 3070  
Garden Grove, CA 92842

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NOTICE OF COMPLETION  
OF PUBLIC IMPROVEMENT AND WORK

NOTICE IS HEREBY GIVEN that the City of Garden Grove, Orange County, California, has caused a public improvement, to wit:

**PROJECT NO. CP-1177000**  
**TRAFFIC SIGNAL INSTALLATION AT TRASK AVENUE AND ROXEY DRIVE,**  
**FEDERAL PROJECT NO. HSIPL-5328 (084)**  
**&**  
**PROJECT NO. CP-1176000**  
**TRAFFIC SIGNAL MODIFICATIONS AT TRASK AVENUE AND NEWLAND STREET,**  
**FEDERAL PROJECT NO. HSIPL-5328 (085)**  
**&**  
**PROJECT NO. CP-1157000**  
**INSTALLATION OF 42 SPEED RADAR FEEDBACK SIGNS AT 21 SCHOOL CROSSING**  
**LOCATIONS, FEDERAL PROJECT NO. HSIPL-5328 (086)**

to be constructed upon the property hereinafter described. The contract for furnishing of all plant, labor, services, materials, and equipment, and all utilities and transportation, including power, fuel, and water, and performing all work necessary to construct and complete, in a good and workmanlike manner in strict accordance with the specifications, plans, and drawings therefore on file in the office of the City Clerk of the City of Garden Grove, for the construction, installation and completion of the above-described public improvement and work, was heretofore made and entered into with Elecnor Belco Electric, Inc. on the 8th day of September 2020, and filed for record in the office of the City Clerk of the City of Garden Grove; that the work upon said public improvement has been completed, and that the City Engineer has notified the City Council that he has made and completed a final inspection of the materials furnished and installed and the work performed in the construction, installation, and completion of said public improvement hereinabove more particularly described and set forth, and has certified in writing to the City Council that all the provisions of the contract and contract documents for the furnishing of all plant, labor, services, materials, and equipment, and the performing of all work necessary for the construction, installation, and completion of said public improvement above described have been fully complied with to his satisfaction as required by the contract document; that final acceptance of the construction, installation, and completion of said public improvement above described was made on the 28th day of September, 2021 that the nature of the title to said property of said City of Garden Grove is as follows: That is to say, it owns said public improvement in fee except the right-of-way upon which it is constructed, and that it owns an easement upon, over, and along said right-of-way for the purpose of the construction, installation, and completion of said public improvement hereinabove described and the use thereof after said completion; that the property hereinabove referred to and on which said public improvement is situated is described as follows, to wit:

**PROJECT NO. CP-1177000**  
**TRAFFIC SIGNAL INSTALLATION AT TRASK AVENUE AND ROXEY DRIVE,**  
**FEDERAL PROJECT NO. HSIPL-5328 (084)**

**&**

**PROJECT NO. CP-1176000**  
**TRAFFIC SIGNAL MODIFICATIONS AT TRASK AVENUE AND NEWLAND STREET,**  
**FEDERAL PROJECT NO. HSIPL-5328 (085)**

**&**

**PROJECT NO. CP-1157000**  
**INSTALLATION OF 42 SPEED RADAR FEEDBACK SIGNS AT 21 SCHOOL CROSSING**  
**LOCATIONS, FEDERAL PROJECT NO. HSIPL-5328 (086)**

NAME OF SURETY on  
Labor and Material Bond is:

FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
1299 ZURICH WAY, 5<sup>TH</sup> FLOOR  
SCHAUMBURG, IL 60196-1056  
Tel No. (847) 605-6000

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

CITY OF GARDEN GROVE

By \_\_\_\_\_  
City Manager of the City of Garden  
Grove

ATTEST:

\_\_\_\_\_  
City Clerk of the City of Garden Grove


STATE OF CALIFORNIA  
COUNTY OF ORANGE

I am the City Engineer of the City of Garden Grove.

I have read the foregoing Notice of Completion of Public Improvement and Work, and know the contents thereof; and I certify that the same is true of my own knowledge, except as to those matters, which are therein stated upon my information or belief, and as to those matters I believe to be true.

I certify (or declare), under penalty of perjury, that the foregoing is true and correct.

Executed on September 28, 2021 at Garden Grove, California  
(Date) (Place)

  
\_\_\_\_\_  
Dan Candelaria, P. E., T.E.  
City Engineer

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	William E. Murray
Dept.:	City Manager	Dept.:	Public Works
Subject:	Acceptance of an easement for Public Street and Highway Purposes for the property located at 10101 Crosby Avenue, Garden Grove. ( <i>Action Item</i> )		
		Date:	9/28/2021

---

**OBJECTIVE**

To request City Council approval for the acceptance of an easement for public street and highway purposes in accordance with the requirements for approval of Precise Grading Plan G-1490 (the "Project"), for a portion of the real property located at 10101 Crosby Avenue, Garden Grove, owned by Phuc Dang & Loan Al Nguyen ("Owners").

**BACKGROUND**

On July 15, 2021, the Owners submitted grading plans for construction of a new, 3,114 square foot, two-story, single family dwelling unit along with a detached accessory dwelling unit at the back of the property.

**DISCUSSION**

The Owners are dedicating ten (10) feet of right-of-way along Crosby Avenue to the City for future public street improvements. Crosby Avenue is designated as a residential street. The 10-foot dedication will provide a total half-width right-of-way of thirty-feet, which is in conformance with the City's General Plan

**FINANCIAL IMPACT**

There is no impact to the General Fund.

**RECOMMENDATION**

It is recommended that the City Council:

- Approve and accept the easement for public street and highway purposes for

a portion of the property located at 10101 Crosby Avenue, Garden Grove;  
and

- Authorize the City Clerk to accept the offer of a grant of easement by Street Deed on behalf of the City.

By: Kamyar Dibaj  
Project Engineer

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Street Deed	9/15/2021	Backup Material	crosbyst_deed_9-28-21.pdf

Recording Requested By:

CITY OF GARDEN GROVE

AND WHEN RECORDED MAIL TO

City of Garden Grove  
P. O. Box 3070  
Garden Grove, CA 92842  
Attn: City Clerk Office

Portion of: 099-022-12  
ASSESSOR PARCEL NUMBER

This document is exempt from payment of recording  
fees pursuant to Section 6103 of the Government Code.

City Clerk's No. \_\_\_\_\_

By: \_\_\_\_\_

## STREET DEED

**FOR A VALUABLE CONSIDERATION**, receipt of which is hereby acknowledged,

PHUC DANG NGUYEN AND LOAN AI NGUYEN, AS TRUSTEES OF THE VAN AN FAMILY TRUST

do(es) hereby **GRANT** to the CITY OF GARDEN GROVE, a municipal corporation, an easement for public street and highway purposes in, on and over the real property in the City of Garden Grove, County of Orange, State of California, described as:

PER LEGAL DESCRIPTION SHOWN ON EXHIBIT "A", AND DELINEATED ON PLOT MAP SHOWN AS EXHIBIT "B" BOTH OF WHICH ARE ATTACHED HERETO, AND MADE A PART HEREOF

*It is understood that each undersigned grantor grants only that portion of the above described land in which said grantor has an interest.*

### ACKNOWLEDGMENT

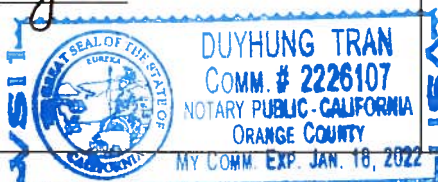
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of ORANGE  
On AUG. 13, 2021 before me,  
DUYHUNG TRAN, NOTARY PUBLIC (insert  
name and title of the officer) personally appeared PHUC DANG NGUYEN  
and LOAN AI NGUYEN, who proved to me on  
the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they  
executed the same in his/her/their authorized capacity(ies), and that by  
his/her/their signature(s) on the instrument the person(s), or the entity upon  
behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of  
California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Duy Hung Tran  
(Seal)



By: x PHUC DANG NGUYEN

Its: Phuc Dang Nguyen

Date: 8/13/2021

By: x LOAN AI NGUYEN

Its: [Signature]

Date: 8/13/21

# Street Deed

City of Garden Grove

APPROVED AS TO FORM OTHER THAN LEGAL  
DESCRIPTION

By: \_\_\_\_\_  
City Attorney

Dated: \_\_\_\_\_

APPROVED AS TO EXECUTION AND DESCRIPTION

By: \_\_\_\_\_  
Right of Way Agent

Dated: \_\_\_\_\_

This is to certify that the interest in real property conveyed by  
the deed or grant dated \_\_\_\_\_ from

\_\_\_\_\_ to the City of Garden Grove, a governmental agency, is hereby  
accepted by the undersigned officer on behalf of the Garden  
Grove City Council pursuant to authority conferred by  
Resolution of the Garden Grove City Council adopted July 17,  
1978, and the grantee consents to recordation thereof by its  
duly authorized officer.

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
City Clerk



# EXHIBIT "A"

EASEMENT GRANT DEED FOR ROAD AND PUBLIC UTILITY PURPOSES  
IN THE CITY OF GARDEN GROVE, COUNTY OF ORANGE, STATE OF CALIFORNIA

## LEGAL DESCRIPTION

A 10-FOOT EASEMENT FOR ROAD AND PUBLIC UTILITY PURPOSES ON; OVER AND UNDER ALL THAT REAL PROPERTY SITUATED IN THE CITY OF GARDEN GROVE, COUNTY OF ORANGE, STATE OF CALIFORNIA, PARTICULARLY DESCRIBED AS FOLLOW:

THE SOUTH 10 FEET OF LOT 14 AND THE EAST 20 FEET OF LOT 15, OF BLOCK E, TRACT NO. 424, IN THE CITY OF GARDEN GROVE, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 18, PAGE 24 OF MISCELLANEOUS MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

THE SOUTHERLY LINE OF SAID 10-FOOT EASEMENT IS BEING THE NORTHERLY LINE OF CROSBY AVENUE.  
CONTAINING 700 SQUARE FEET, MORE OR LESS.

ATTACHED HERETO AND MADE A PART HEREOF A MAP ENTITLED EXHIBIT "B".

THIS LEGAL DESCRIPTION IS PREPARED BY ME OR UNDER MY SUPERVISION



HUY THAI NGO  
P.L.S. No. 8765  
EXP: 12/31/2022



APN 099-022-12

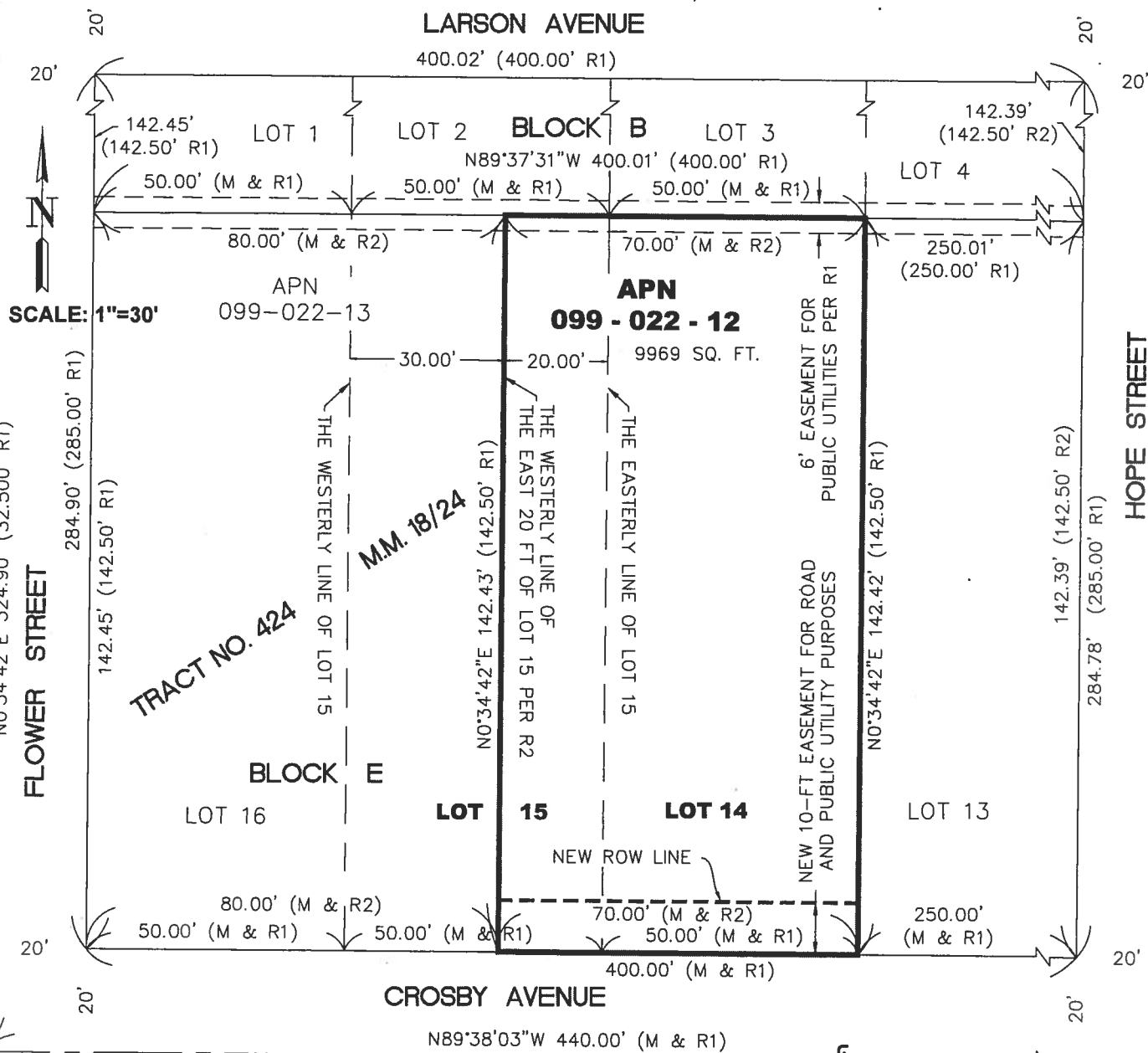
# EXHIBIT "B"

MAP TO ACCOMPANY LEGAL DESCRIPTION  
IN THE CITY OF GARDEN GROVE, COUNTY OF ORANGE, STATE OF CALIFORNIA

N89°37'04"W 440.02' (440.00' R1)

LARSON AVENUE

400.02' (400.00' R1)



## LEGEND:

—————	PROPERTY BOUNDARY LINE	(R1)	RECORD DISTANCE PER TRACT NO. 424
-----	STREET CENTERLINE	(R2)	RECORD DISTANCE PER DOCUMENT
-----	EXISTING ROW LINE		NO. 2020000467245, OFFICIAL RECORD
-----	NEW ROW LINE	(ROW)	RIGHT OF WAY

## BASIS OF BEARINGS:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING OF GARDEN GROVE BLVD CL, BETWEEN HORIZONTAL CONTROL GPS STATIONS NO. 3011 AND NO. 3032R3, BEING N89°35'13"W, PER RECORDS ON FILE IN THE OFFICE OF THE COUNTY OF ORANGE SURVEYOR.

## NOTE:

THE EXHIBIT DOES NOT REPRESENT A MONUMENTED SURVEY. IT IS INTENDED ONLY TO DEPICT THE LEGAL DESCRIPTION IN EXHIBIT "A", AND BY REFERENCE MADE A PART THEREOF.

THIS DESCRIPTION/ MAP HAS BEEN  
PREPARED BY ME OR UNDER MY DIRECTION

*Huy Thai Ngo*

8/11/2021

HUY THAI NGO, L.S. 8765

DATE

(FOR REFERENCE ONLY)

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	Lisa L. Kim
Dept.:	City Manager	Dept.:	Community & Economic Development Department
Subject:	Award contracts to: Keyser Marston Associates Inc.; Tierra West Advisors, Inc.; and Harris & Associates Inc., to provide financial feasibility services for various development projects, on an as-needed basis. (Cost: Not-to-exceed \$100,000 each contract) ( <i>Action Item</i> )		
		Date:	9/28/2021

---

**OBJECTIVE**

For the City Council to award contracts to: 1) Keyser Marston Associates Inc., 2) Tierra West Advisors, Inc., and 3) Harris & Associates Inc. to provide financial feasibility services, on an as-needed basis.

**BACKGROUND**

The Community and Economic Development Department (CEDD) anticipates further development of affordable housing and commercial reinvestment throughout the City. To facilitate high-quality development, CEDD utilizes specialists in various economic and fiscal disciplines to assist with project feasibility and analysis. The availability of on-call firms would provide for streamlining of future development projects in areas of affordable housing assistance, real estate transaction and property disposition. Most recently, Keyser Marston provided financial feasibility analysis in determining HOME funding for the City's first permanent supportive housing to be developed by American Family Housing.

**DISCUSSION**

A Request for Proposals (RFP) process was undertaken from qualified firms with demonstrated skills and experience to provide financial feasibility consulting in areas of pro forma analysis, project feasibility analyses, and other miscellaneous economic financial analyses, on an as-needed basis. The RFP was advertised on June 23, 2021 and three (3) formal proposals were received by the July 12, 2021 deadline. An

internal selection panel completed an evaluation and rated the proposals on the basis of qualifications, proposal quality, budget, time management, and prior record of performance with other Governmental Agencies.

Based on the evaluation results, staff determined three (3) separate technical expertise offered by each respective firm. Keyser Marston Associates, Inc. offers an extensive expertise in affordable housing analysis, including policy and financial feasibility analyses; Tierra West Advisors, Inc. is a leader in real estate and economic development analysis; and Harris & Associates Inc. offers planning, development feasibility, economic analysis and housing services.

The following is a summary of the ratings:

<b>Rater</b>	<b>Harris &amp; Associates Inc.</b>	<b>Keyser Marston Associates, Inc.</b>	<b>Tierra West Advisors, Inc.</b>
<b>A</b>	90	91	90
<b>B</b>	78	92	88
<b>C</b>	92	94	91
<b>D</b>	96	96	88
<b>E</b>	89	93	89
<b>TOTAL</b>	<b>260</b>	<b>277</b>	<b>269</b>

City references for each respective firm confirmed positive results in fiscal analysis services with previous and current client agencies.

1. Keyser Marston Associates, Inc. brings a complete range of financial analysis and consulting for development projects since 1973 with direct advisory services being provided to Garden Grove for over 23-years, most recently analyzing two potential affordable housing projects.
2. Tierra West Advisors, Inc. has over 30-years of experience providing real estate economic and financial analysis services and is currently advising the City's Office of economic Development on various projects.
3. Harris & Associates has provided community development planning, housing and financial feasibility consulting services for over 47-years. They most recently assisted in the City analysis of our Housing Element RHNA allocation and are currently providing financial feasibility analysis of an affordable housing project.

To date, CEDD has several commercial development and affordable housing projects currently in various stages of due diligence in which comprehensive economic analysis may be required. Therefore, it is recommended that the three (3) economic consulting firms identified above be selected and awarded contracts for financial feasibility services on an as-needed-basis.

## FINANCIAL IMPACT

There is no impact to the General Fund. Each contract will be established for a one (1) year period with options to extend annually for a maximum performance period of up three (3) years in the not-to-exceed amount of \$100,000, per year. Funding will be provided by a combination of the City's Community Development Block Grant funds (CDBG), HOME Investment Partnership Program grant funds (HOME), Low and Moderate Income Housing Asset Fund (LMIHAF), and the Office of Economic Development Administrative budget for contractual services.

## RECOMMENDATION

It is recommended that the City Council:

- Award a contract for financial feasibility services to Keyser Marston Associates, Inc., in the not-to-exceed amount of \$100,000 per year, for a total performance period of up to three (3) years;
- Award a contract for financial feasibility services Tierra West Advisors, Inc., in the not-to-exceed amount of \$100,000 per year, for a total performance period of up to three (3) years;
- Award a contract for financial feasibility services Harris & Associates Inc., in the not-to-exceed amount of \$100,000 per year, for a total performance period of up to three (3) years;
- Authorize the City Manager, or his designees, to execute the contracts referenced above, and make minor modifications as appropriate thereto, on behalf of the City; and
- Authorize the City Manager, or his designees, to exercise option year terms and sign the option year amendments.

By: Monica L. Covarrubias, Sr. Project Manager

### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Keyser Marston Associates, Inc. Agreement	9/20/2021	Cover Memo	Professfional_Services_Agreement_-_Keyser_Marston_Associates__Inc..pdf
Tierra West Advisors, Inc. Agreement	9/20/2021	Cover Memo	Professfional_Services_Agreement_-_Tierra_West_Advisors__Inc..pdf
Harris & Associates Agreement	9/20/2021	Cover Memo	Professfional_Services_Agreement_-_Harris__Associates__Inc..pdf

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Keyser Marston Associates, Inc.**, herein 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 Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to **provide pro forma analysis, project feasibility analyses, and other miscellaneous economic financial analyses.**
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 from the date of this agreement through June 30, 2022, with an option to extend said agreement an additional two years. Option years shall be exercised one 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 CONTRACTOR for work performed to date in accordance with CONTRACTOR's proposal which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
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 attached as Attachment A, and 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 ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), 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 and CONTRACTOR 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 and provide a Waiver of Subrogation in favor of the City.
- 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. The insurer shall waive its rights of subrogation against the CITY, its officers, officials, agents, employees, and volunteers.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
  - (a) Commercial general liability in an amount of \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** 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 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, its 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, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its 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. **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. **Conflict of Interest.** CONTRACTOR shall at all times avoid conflict of interest or appearance of conflict of interest in performance of this Agreement.
11. **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)  
Keyser Marston Associates, Inc.  
Attention: Julie Romey  
500 South Grand Avenue, Suite 1480  
Los Angeles, CA 90071
  - b. (Address of CITY) (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
12. **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.

13. **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.
14. **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.
15. **Time of Essence.** Time is of the essence in the performance of this Agreement.
16. **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.
17. **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.
18. **Indemnification.** To the fullest extent permitted by law, CONTRACTOR shall 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 CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the sole 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 CONTRACTOR.

19. **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.
20. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONTRACTOR.
21. **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.
22. **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.

\\ \\

(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"**  
**Keyser Marston Associates, Inc.**

DocuSigned by:  
By: **Julie Romey**  
9CBF0B840E014ED...  
Name: Julie Romey

Title: Secretary / Senior Principal

Date: 9/16/2021

Tax ID No. 94-2363741

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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



## CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that:

(1) I am the duly elected and acting Secretary of Keyser Marston Associates, Inc. a California Corporation; and

(2) That Julie L. Romey, a Vice President of Keyser Marston Associates, Inc. is authorized on behalf of the Corporation to sign the Professional Services Agreement between the City of Garden Grove and Keyser Marston Associates, Inc. to provide pro forma analysis, project feasibility analyses, and other miscellaneous economic financial analyses; and

(3) Further, all corporate officers of Keyser Marston Associates, Inc. are authorized to enter into contracts and execute instruments in the name of the Corporation or on behalf of the Corporation, pursuant to the Corporation's Bylaws, adopted September 14, 1990.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of such corporation this 16th day of September 2021.

*Diane M. Chambers*

Diane M. Chambers, Secretary



## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Tierra West Advisors, Inc.**, herein 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 Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to **provide pro forma analysis, project feasibility analyses, and other miscellaneous economic financial analyses.**
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 from the date of this agreement through June 30, 2022, with an option to extend said agreement an additional two years. Option years shall be exercised one 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 CONTRACTOR for work performed to date in accordance with CONTRACTOR's proposal which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
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 attached as Attachment A, and 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 ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), 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 and CONTRACTOR 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 and provide a Waiver of Subrogation in favor of the City.
- 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. The insurer shall waive its rights of subrogation against the CITY, its officers, officials, agents, employees, and volunteers.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
  - (a) Commercial general liability in an amount of \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** 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 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, its 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, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its 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. **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. **Conflict of Interest.** CONTRACTOR shall at all times avoid conflict of interest or appearance of conflict of interest in performance of this Agreement.
11. **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)  
Tierra West Advisors, Inc.  
Attention: John Yonai, or  
Rose Acosta Yonai  
2616 East 3<sup>rd</sup> Street  
Los Angeles, CA 90033
  - b. (Address of CITY)  
City of Garden Grove  
11222 Acacia Parkway  
Garden Grove, CA 92840
  - (with a copy to):  
Garden Grove City Attorney  
11222 Acacia Parkway  
Garden Grove, CA 92840
12. **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.

13. **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.
14. **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.
15. **Time of Essence.** Time is of the essence in the performance of this Agreement.
16. **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.
17. **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.
18. **Indemnification.** To the fullest extent permitted by law, CONTRACTOR shall 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 CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and hold harmless CITY, is due to the sole 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 CONTRACTOR.

19. **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.
20. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONTRACTOR.
21. **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.
22. **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.

\\\\\\

(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"**  
**Tierra West Advisors, Inc.**

By: \_\_\_\_\_

Name: John Yonai, Vice-President

By: \_\_\_\_\_

Name: Rose Acosta Yonai, President

Date: August 23, 2021

Tax ID No. 87-0805280

Contractor's License: #00632122

Expiration Date: June 10, 2023

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

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Harris & Associates Inc.**, herein 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 approval (dated) \_\_\_\_\_.
2. CITY desires to utilize the services of CONTRACTOR to **provide pro forma analysis, project feasibility analyses, and other miscellaneous economic financial analyses related to affordable housing development in the City.**
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 from the date of this agreement through June 30, 2022, with an option to extend said agreement an additional two years. Option years shall be exercised one 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 CONTRACTOR for work performed to date in accordance with CONTRACTOR's proposal which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
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 attached as Attachment A, and 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 ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), 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).

Payments by the CITY will be made by electronic funds transfer (EFT). CONTRACTOR will provide the CITY with its bank ABA number, account number and designation of the account to which such EFT shall be made. CONTRACTOR will be responsible for notifying the CITY when CONTRACTOR's EFT information changes.

- 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 and CONTRACTOR 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 and provide a Waiver of Subrogation in favor of the City.
- 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. The insurer shall waive its rights of subrogation against the CITY, its officers, officials, agents, employees, and volunteers.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
  - (a) Commercial general liability in an amount of \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be acceptable to the City and have a Best's Guide Rating of A-Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** 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 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, its 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 General Liability and Automobile Liability insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its 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. **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. **Conflict of Interest.** CONTRACTOR shall at all times avoid conflict of interest or appearance of conflict of interest in performance of this Agreement.
11. **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)  
Harris & Associates, Inc.  
Attention: Hitta Mosesman  
22 Executive Park, Suite 200  
Irvine, CA 92614
  - b. (Address of CITY) (with a copy to):



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

Garden Grove City Attorney  
11222 Acacia Parkway  
Garden Grove, CA 92840

12. **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.
13. **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.
14. **Familiarity with Work.** By executing this Agreement, CONTRACTOR acknowledges 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.
15. **Time of Essence.** Time is of the essence in the performance of this Agreement. Consultant shall not be responsible for delays caused by circumstances beyond its reasonable sole control.
16. **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.
17. **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.
18. **Indemnification.** To the fullest extent permitted by law, CONTRACTOR shall defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from claims, liabilities, expenses, or damages, including attorneys' fees, for injury or death of any person, or damages,

including interference with use of property, to the extent arising out of, pertaining to, or relating to the negligence, recklessness and/or intentional wrongful conduct of CONTRACTOR, CONTRACTOR's agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'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. In no event shall the cost to defend charged to the CONTRACTOR exceed the CONTRACTOR's proportionate percentage of fault

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.

19. **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.
20. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONTRACTOR.
21. **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.
22. **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.
23. **Liability of CONTRACTOR.** To the extent permitted by law, CONTRACTOR's liability arising out of or relating to this Agreement shall not exceed the available insurance proceeds specified in this Agreement or the total compensation received by the CONTRACTOR, whichever is greater.

\\ \\

(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"**  
**Harris & Associates, Inc.**

DocuSigned by:  
By: Hitta Mosesman  
968AD2B8429942F...  
Name: Hitta Mosesman

Title: Senior Director

Date: 9/16/2021

Tax ID No. 94-2385238

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	Tom DaRé
Dept.:	City Manager	Dept.:	Police
Subject:	Approval of a 2021 Joint Agreement with the County of Orange Sheriff- Coroner for use of the 800MHz Emergency Communications System. (Cost: \$142,077) ( <i>Action Item</i> )		
		Date:	9/28/2021

---

**OBJECTIVE**

For the City Council to approve entering into the 2021 Joint Agreement with the County of Orange Sheriff-Coroner for the shared use of the Orange County 800 MHz Countywide Coordinated Communications System.

**BACKGROUND**

On February 6, 1996, the Board of Supervisors (Board) approved the original Joint Agreement (Agreement) for the Implementation and Operation of the OC 800 MHz Countywide Coordinated Communications System (CCCS). The Sheriff-Coroner Department (Sheriff) operates and maintains the 800 MHz CCCS, which provides centralized, interoperable voice radio communications for the County and its 34 cities, including all public safety and public service agencies, as well as a number of private, state and federal agencies that provide support to the above agencies and/or have relevant communications requirements. The 800 MHz CCCS is funded by the CCCS partnership in accordance with the financial requirements outlined in the Agreement. The original agreement addressed city and County partnership responsibilities and financial obligations for the implementation of the 800 MHz CCCS in Orange County. It was executed by the then 31 cities and the Orange County Fire Authority (OCFA). The agreement was amended by the Board on June 24, 2003, to include the capital improvement cost-sharing agreement negotiated by the County with the 34 cities and OCFA and replaced the original Joint Agreement.

On November 23, 2004, the current Joint Agreement for the Operation, Maintenance and Financial Management of the CCCS was entered into by the County, its 34 cities and other partnership agencies, replacing the original 1996 Agreement and subsequent 2003 amendment with the intent to define the post-implementation operational, technical and financial requirements and guidelines for the CCCS going

forward. On March 10, 2015, the Garden Grove City Council approved entering into an amended agreement, and on June 2, 2015, the Board approved the current version of the Joint Agreement.

### DISCUSSION

The 800 MHz Governance Committee (Governance Committee) oversees the operation of the CCCS. The Governance Committee is currently comprised of four City Managers and three County representatives. The attached 2021 re-write of the Joint Agreement establishes the technical, operational, and financial requirements for all agencies participating in the CCCS. This includes establishing financial parameters for the year to year cost and for the costs of necessary system upgrades in the future. This also includes establishing Bylaws for the Governance Committee. The re-written Agreement was presented to the Governance Committee at the April 28, 2021, Governance Committee Meeting. The Governance Committee approved the re-write and recommended submitting to the Board of Supervisors for approval.

The re-written Agreement was presented to the City Managers of the Partner Agencies to seek input and revisions. All revisions received were incorporated into the document. The Partner Agencies, which include 34 Orange County cities, OCFA, Orange County Transportation Authority, Orange County Lifeguards, Irvine Valley College Police Department, Santa Ana Unified School District Police Department and Saddleback College Police Department have confirmed their continued participation in the CCCS. The Board of Supervisors approved the re-written Agreement on June 22, 2021. The re-written Agreement is now being forwarded to all Partner Agencies' Governing Authorities for approval and adoption.

### FINANCIAL IMPACT

Expenditures associated with 800 MHz are 100 percent funded by the 800 MHz CCCS Partnership consisting of the County, 34 cities, OCFA, Orange County Transportation Authority, Orange County Lifeguards, Irvine Valley College Police Department, Santa Ana Unified School District Police Department, Saddleback College Police Department, Metro Net and West-Comm whose funding sources may include the state, Federal Government, fees, General Fund and other funding sources. The City of Garden Grove's share of costs for the current Fiscal Year is \$142,077 and is available in the adopted FY 2021-22 general fund budget. For FY 2022-23, the estimated cost will increase by \$22,208 to \$164,285. The increase will need to be appropriated for FY 2022-23.

### RECOMMENDATION

It is recommended that the City Council:

- Approve the 2021 Joint Agreement for 800MHz Emergency Communications System; and
- Authorize the City Manager to execute the Agreement and approve any minor modifications should they be deemed necessary.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
2021 Joint Agreement for the 800MHz Emergency Communications System	8/17/2021	Agreement	Contract_for_800_MHZ.pdf
Cost Allocation Exhibit	9/14/2021	Backup Material	800MHz-FY21-22_BBCS_Cost_Allocation_-_Final____Approved.pdf

JOINT AGREEMENT  
FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE  
COUNTY  
800-MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This agreement is entered into on \_\_\_\_\_, 2021, by and between the executing Partner agencies. This agreement replaces the 2005 Agreement as amended, and to the extent there is a conflict, this Agreement controls.

RECITALS:

Whereas, the Next Generation installation and implementation of the 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) has been completed; and,

Whereas, the original Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed September 19, 1995, and related Amendments Nos. 1, 2, 3, 4, 5, and appropriate change orders thereto followed (the "1995 Joint Agreement"), and;

Whereas, a subsequent Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed in November 2005, and related Amendments Nos. 1 and appropriate change orders thereto followed (the "2005 Joint Agreement"), thereby superseding the original 1995 Joint Agreement, and;

Whereas, the Partner agencies now desire to execute a new Joint Agreement (the "2021 Joint Agreement") to supersede all previous Joint Agreements; and,

Now, therefore, in consideration of the mutual covenants, conditions, agreements, and stipulations hereinafter expressed, the Partner agencies hereby agree as follows:

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## 1.0 GENERAL

### 1.1 System

The 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) will be referred to as the “System.” The System shall be maintained by the Orange County Sheriff-Coroner Department’s Technology Division (hereinafter referred to as “Lead Agency”).

### 1.2 Definition of Terms

- “System” is defined as a multichannel digital trunked radio communications system enabling interoperability among all participating City and County law, fire, public works, and lifeguard/marine safety departments. The System components also include transmitting /receiving sites, microwave networks, IP networks, dispatch consoles, control stations, and field equipment (mobile and portable radios).
- “Governance Committee” is established by the Board of Supervisors and Partner Agencies to the Joint Agreement to facilitate the operation, maintenance, and financial management of the system. The Governance Committee is comprised of nine (9) members as identified in the Governance Committee Bylaws, attached hereto as Attachment A.
- “Governing Authorities” are the City Councils, the Orange County Board of Supervisors, and the Orange County Fire Authority Board of the Partner Agencies, responsible for approving certain substantive modifications or amendments to this agreement where such approval authority has not been expressly delegated to the Governance Committee.
- “Law Enforcement Agency” is defined as all governmental Law Enforcement Agencies operating primarily within the limits of Orange County, including, but not limited to: Orange County Sheriff-Coroner Department, Orange County City Police Departments, Orange County District Attorney’s Office, and Orange County Probation Department.
- “Lead Agency” is designated to be the Orange County Sheriff’s Department (OCSD) Technology Division that will be responsible to manage, maintain, and enhance the System and its respective Standard Operating Procedures (SOP).
- “Marine Safety” is defined as and shall include all governmental and private lifeguard agencies operating primarily within the limits of Orange County.

- “Member Agency” is defined as an agency authorized by the Governance Committee to use the System. Members include the Lead Agency and Partner Agencies.
- “Mobile Radio” is defined as two-way radio equipment installed in a vehicle to provide communications for the vehicle operator.
- “Mutual Aid Provider” is any governmental organization not otherwise defined in this Agreement that will provide short term assistance across jurisdictional boundaries during an emergency or planned event that exceeds local resources. Mutual aid use of the System will be restricted to the timeframe of the mutual aid incident.
- “New Partner Agency” are Partner Agencies added after the adoption of this Joint Agreement.
- “Parties” are all those entities that are authorized users of the System and have signed this agreement.
- “Partner Agency” are authorized subscribers to the system who agree to share in the System Operational Costs to administer, maintain, and upgrade the technology by providing recurring rate schedule payments.
- “Portable Radio” is a two-way radio equipment that is rechargeable, and handheld or belt carried.
- “Radio Site” is defined as a location, which consists of a building, systems within the building, and a tower.
- “Sponsored Agency” is any agency approved to use the System under sponsorship of a Partner Agency.
- “Sponsoring Partner Agency” is a Partner Agency that wishes to sponsor a Sponsored Agency.
- “Subscriber Unit” is defined as the subscriber radios and other devices that utilize the System. This includes dispatch operator positions, mobile radios, portable radios, cellular based devices and any other device that allows a user to communicate over the System.
- “System infrastructure” is defined as all associated radio and support equipment required to establish a radio network on which user radios can operate to communicate throughout the County of Orange. System infrastructure includes, but is not limited to, servers, switches, routers, data lines, base station radios, microwave technology, and firewalls.
- “System Operational Costs” are the expenses required to administer, maintain, and update the System.

- “System Modification” is any change in operational procedure or technology that requires alteration to the System.
- “System Subscriber Equipment” is defined as all equipment used to support user access to the System including Subscriber Units and other supporting equipment such as dispatch center console equipment, antennas, batteries, etc.
- “System User” is defined as an individual or agency authorized to access the System.
- “System Watch Network Operation Center” is a Lead Agency staffed support center responsible for the 24/7 support of the System. This includes but not limited to, live monitoring, notifications, troubleshooting, callouts, and repair.
- “Talkgroups” are used to identify groups of users who communicate together on a trunked radio system.

### 1.3 Amendment Process

The Governance Committee is authorized to make future updates, amendments, or modifications to the Agreement and its attachments without further action of the Governing Authorities, so long as the updates, amendments, or modifications to the Agreement and its attachments would result in minor, non-substantive changes that do not create or increase the financial obligations of the Partner Agencies. Where the Governance Committee is authorized to make such updates, amendments, or modification, such delegated authority shall be expressly granted in this agreement.

This agreement may also be amended or modified by the consent of all of the Governing Authorities representing the Partner Agencies.

### 1.4 Liability

Each Party of this Agreement (the “Indemnitor”) shall indemnify, defend, and hold all other Parties, and their agents and employees (the “Indemnitees”) harmless from all claims, liabilities, damages, and losses to the Indemnitees arising out of any acts or omissions of itself and its agents and employees in connection with the performance of this agreement which acts or omissions constitute gross negligence.

### 1.5 Withdrawal from System

Any Party may withdraw from this Agreement by serving written notice to the Governance Committee of their intent to withdraw. Due to the cost distribution model used to fund the operation of the System, any Party withdrawing from this Agreement will financially impact the remaining Parties. As such, Parties wishing to withdraw from this Agreement shall do the following:

- 1) Withdrawing Party provides written notice twelve months prior of withdrawal after meeting its financial obligations under this agreement.

- 2) Withdrawing Party will attend the Governance Committee meeting following their submittal to discuss withdrawal process.
- 3) Withdrawing Party will work with the Lead Agency to effect the withdrawal.
- 4) Withdrawing Party will make all Operational Cost payment obligations for the full fiscal year of the withdrawal.
- 5) Withdrawing Party will be responsible for all Lead Agency Costs associated with the withdrawal process.

Withdrawing Party will not be responsible for any financial obligations assumed by the other Partner agencies subsequent to withdrawal and upon fulfillment of existing financial obligations. Similarly, it is understood that the County of Orange has ownership of the System and certain sites as well as FCC licenses presently issued to the County, and upon any withdrawal by any Parties to the Agreement, any and all right, title, and interests in the System, those sites and FCC licenses shall remain with the County. Should the County of Orange wish to withdraw, an orderly transition to the remaining Parties must be affected.

## 2.0 GOVERNANCE COMMITTEE

### 2.1 Governance Committee Authority

The Governance Committee shall be governed in accordance with the Governance Committee Bylaws attached hereto as Attachment A. Any future updated revisions or amendments to the Governance Committee Bylaws shall be deemed adopted by this agreement without further action of the Governing Authorities.

### 2.2 Governance Committee Member Appointment

The Governance Committee shall be comprised of nine (9) members, as identified below. It will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- Orange County Chief Executive Officer, or Designee
- Orange County Sheriff-Coroner, or Designee
- Orange County Public Works Deputy Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Chief or Designee not from a city currently represented on the governance committee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee not from a city currently represented on the governance committee

### 2.3 Governance Committee Purpose

The Governance Committee oversees all aspects of the implementation, operation, and fiscal management of the system, including but not limited to, the following:

- Approving System operational policies
- Addressing System operational issues

- Resolving operational policy or fiscal matter disputes of Partner Agencies.
- Addressing System facilities development
- Reviewing and approving modification and enhancement plans
- Approving contract pricing changes
- Approving Annual System Operational Budget and Cost Sharing Allocations.
- Approving 10 year capital plans and allocation of Reserve Fund for required upgrades.
- Approving New Partner Agencies.
- Approving Sponsored Agencies.

### 3.0 MEMBERS TO THE SYSTEM

Members are all agencies authorized by the Governance Committee to use the system and who have signed this agreement.

#### 3.1 Lead Agency

The lead agency is designated to be the Orange County Sheriff's Department Technology Division and will manage, maintain, and enhance the system. Lead Agency is responsible for System Administration as outlined in Section 4 below.

#### 3.2 Partner Agencies

Partner Agencies are authorized subscribers to the System who have signed this Joint Agreement or added as New Partner Agencies via the process outlined in 3.2.1 below. Partner agencies agree to share in the System Operational Costs and System Maintenance Costs as outlined in Section 5 below.

##### 3.2.1 New Partner Agencies

Agencies that wish to become an authorized subscriber to the System may be added as a New Partner Agency via the following steps:

- 1) The prospective New Partner Agency submits an official request, in writing, to the Lead Agency requesting to join as a Partner Agency.
- 2) Lead Agency gathers additional information from requesting New Partner Agency to determine the feasibility of the request and the potential impact on the System operation and the existing Members.
- 3) The Lead Agency processes the request to obtain approval.
- 4) Lead Agency presents the request to the Governance Committee along with previous approvals from appropriate Governing Authorities. Governance Committee will determine final approval or denial of the request.
- 5) Once all approvals have been obtained, requesting New Partner Agency will execute a copy of this agreement along with the associated New Partner Agency forms identified in Attachment B.
- 6) The approved New Partner Agency will purchase necessary radio equipment and arrange to pay associated New Partner Agency costs described in in 5.2 below.

### 3.2.2 Sponsored Agencies

Partner Agencies may, with Lead Agency review and Governance Committee Approval, sponsor non-partner agencies to participate in the system.

#### 3.2.2.1 Sponsored Agencies Approval Process:

- 1) Sponsoring Partner Agency submits to the Lead Agency an official written request to add a Sponsored Agency.
- 2) Lead Agency gathers relevant information from Sponsoring Partner Agency to determine the feasibility of the request and the potential impact on the System Operation and the existing Members.
- 3) Lead Agency reviews all available information to determine the feasibility of the request to add the Sponsored Agency. Lead Agency shall work with the Sponsoring Partner Agency to determine the additional costs to the Sponsoring Partner Agency.
- 4). Lead Agency presents the request to the Governance Committee at a Governance Committee Meeting. Governance Committee shall approve or deny the addition of the Sponsored Agency.

#### 3.2.2.2 Sponsored Agency Access and Limitations

Sponsored Agencies are only allowed access to use the common talkgroups/channels and select agency specific talkgroups/channels of the sponsoring Partner Agency, as recommended by the Lead Agency and approved by the Governance Committee. Sponsored Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Sponsored Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed. Partner Agencies shall be responsible for any System use by a Sponsored Agency. Sponsored Agencies must use the same common talkgroups as the sponsoring Partner Agency.

#### 3.2.2.3. Sponsored Agency Financial Responsibilities

Sponsored Agency financial responsibilities are outlined in section 5.2.4 below.

### 3.3 Mutual Aid Agencies

Certain governmental agencies may, with Lead Agency review and Governance Committee Approval, be granted access to the System for the express purpose of providing mutual aid to Partner Agencies. Mutual Aid agencies are limited to and identified within ATTACHMENT C

#### 3.3.1 Mutual Aid Agency Approval Process:

- 1) Any Partner Agency may submit to the Lead Agency an official written request to add a Mutual Aid Agency.

2) Lead Agency gathers relevant information to determine the feasibility of the request and the potential benefit to existing Partner Agencies and overall public safety in Orange County.

4) Lead Agency presents the request to the Governance Committee at a Governance Committee meeting. The Governance Committee shall approve or disapprove the addition of the Mutual Aid Agency.

### 3.3.2 Mutual Aid Agency Access and Limitations

Mutual Aid Agencies are only allowed access to use the common talkgroups/channels and the mutual aid channels associated with other systems that are included in our radio programming. Mutual Aid Agency use of the System is restricted to the actual duration of a mutual aid incident. Mutual Aid Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Mutual Aid Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed.

### 3.3.3 Mutual Aid Agency Financial Responsibilities

Mutual Aid Agency financial responsibilities are outlined in section 5.2.5 below.

## 4.0 SYSTEM ADMINISTRATION

The Lead Agency shall have the authority and responsibility to maintain the proper operation of the System. The Lead Agency shall be responsible for maintaining, managing, and operating the System, which includes staffing the System Watch Network Operations Center on a continual basis (e.g., 24x7x365), assuring the seamless operation of the System.

### 4.1 System Equipment

The Lead Agency shall approve and evaluate all equipment and new technology for use with the system to ensure that it meets the requisite technical standards and requirements. Approved equipment must meet the standards set by the Federal Communication Commission as well as any Federal, State, and Local Laws.

### 4.2 System Subscriber Equipment

Each Member Agency is responsible for the maintenance, management, and operation of its System Subscriber Equipment. A Member Agency may establish a System Subscriber Equipment maintenance contract with the Lead Agency.

Prior to making any modifications to System Subscriber Equipment, including but not limited to adding radios or alteration to dispatch center equipment, Member Agencies must request such modifications to be reviewed and approved by the Lead Agency as outlined in section 4.4.

### 4.3 Dispatch Centers

Member Agencies may operate their own Dispatch Centers at their discretion. Individual Member Agencies that manage their own Dispatch Centers shall be responsible for the day to day maintenance, management, and operation of those Dispatch Centers, equipment and associated facilities. Day to day dispatch operations and protocols shall be left to the individual Members



Agencies. The Lead Agency will not be responsible for the maintenance or management of Members Agencies' individual Dispatch Centers unless a Member User contracts with the Lead Agency for maintenance, management, or operations.

#### 4.3.1 Dispatch Center Equipment

Dispatch Center Equipment must meet the technical standards as outlined in Section 4.1.

##### 4.3.1.1 Dispatch Center Required Equipment Upgrades

The Governance Committee may mandate equipment upgrades for Member Agencies Dispatch Center Equipment. If the Governance Committee mandates an Equipment Upgrade to Members Agencies' Dispatch Center Equipment, then the Members Agencies must upgrade their equipment as directed by the Governance Committee.

##### 4.3.1.2 Dispatch Center Non-Required Equipment Upgrades

Members Agencies may upgrade their Dispatch Center equipment and associated facilities at their own cost without coordination with the Lead Agency so long as the upgrade will not adversely affect the System itself. However, Member Agencies must coordinate with the Lead Agency as outlined in the System Modifications section 4.4, below, when upgrading or modifying any Dispatch Center equipment vital to the operation of the System. Dispatch Center Equipment modification requiring coordination with the Lead Agency includes, but is not limited to: computer equipment, software, consoles, routers, switches, gateways, firewalls, control stations, and antenna systems.

#### 4.4 System Modifications

The System will require occasional routine modifications, which shall be conducted as outlined in this section.

##### 4.4.1 System Modifications requiring Governance Committee Approval

The following System Modifications require the pre-approval of the Governance Committee, as outlined in the Governance Committee By-Laws:

- A. Addition of any New Member Agencies to the System.
- B. Any modification that adds a financial burden shared by the Member Agencies.
- C. Any modification that would affect a System User other than the requesting Member Agency.

The Lead Agency is required to provide a report and recommendation to the Governance Committee on any proposed System Modification that requires Governance Committee approval. The Lead Agency report and recommendation must provide a financial analysis of the System Modification, if appropriate, and an estimated timeline to complete the System Modification.

The Lead Agency is responsible for implementing any Governance Committee approved modification.

#### 4.4.2 System Modification by Lead Agency

The Lead Agency is authorized to perform System Modifications, as necessary. The Lead Agency has the discretion to implement System Modifications without prior Governance Committee Approval, so long as the modification does not require Governance Committee approval as listed in Section 4.4.1 of this agreement, and does not cause unanticipated or unbudgeted costs to Member Agencies.

#### 4.4.3 System Modifications requested by Partners Agencies

Partner Agencies may request system modifications. System Modification requests from Partner Agencies must be submitted in writing to the Lead Agency for review and approval.

If the Lead Agency grants a Partner Agency modification request, and the request does not require Governance Committee Approval as outlined in Section 4.4.1, then the Lead Agency shall provide the Partner Agency with a formal approval, including all costs of the requested modification. If a Member Agency agrees with the official permission, the Member Agency may request the Lead Agency to implement the System Modification. Any and all costs associated with implementing the System Modification will be the sole responsibility of the System User requesting the modification.

If a Member Agency modification request requires Governance Committee approval per Section 4.4.1 above, then the Lead Agency and the Member Agency requesting the modification shall present the modification request to the Governance Committee for approval. The modification request shall include the reason for the modification, the Lead Agency's recommendation and cost analysis of implementing the modification.

#### 4.4.4 Appeal of Modification Request Denial

If the Lead Agency denies a Member Agency's modification request, the Lead Agency shall provide the Member Agency, in writing, the reasons for the denial. Members Agencies may submit a written appeal of the decision of the Lead Agency to the Governance Committee within 90 days of the denial notification. The Lead Agency will ensure the appeal is added to the next Governance Committee meeting agenda for action.

#### 4.4.5 Notification of System Modifications to Governance Committee

Lead agency is required to provide a list of implemented, pending and requested System Modifications at each Governance Committee Meeting.

### 4.5 Security

The Lead agency has in place a Security Plan for the System (Attached as Attachment D.) Member Agencies and System Users are required to protect the security of the System as set forth in the Security Plan.

System Users are required to contact System Watch for any actual or potential security breach to the System as soon as the actual or potential security threat is known. The Lead Agency must evaluate any reported security breaches and is authorized to implement measures to remediate the

security breach. If appropriate, the Lead Agency shall inform the Governance Committee of any reported breach and steps taken to remediate.

#### 4.6 Maintenance & Service Contracts

Within approved and adopted budget, the Lead Agency is authorized to enter into contracts with vendors as needed for the ongoing execution of this agreement. Such contracts include, but are not limited to, the purchase or lease of equipment, installation of equipment, service and/or maintenance of equipment, and System upgrades. All contracts shall comply with applicable law and purchasing policies and guidelines. Appropriate shared costs will be included in System Operational Costs cost-sharing allocations. The Lead Agency shall negotiate and enter into contracts with vendors as intended in this agreement and shall make payments due and payable under such contracts on behalf of the parties.

The Lead Agency will serve as an administrative liaison between the other Member Agencies and the contracted vendors.

#### 4.7 System Standard Operating Procedures

The Lead Agency is responsible for the development and maintenance of the Standard Operating Procedures ("SOP") (Attachment E) for the system. The Lead Agency shall coordinate with System Users, including but not limited to Law Enforcement, Fire Services, Marine Safety, and Public Works in developing and updating the SOP. The SOP, and any amendments to the SOP, must be approved by the Governance Committee. All Member Agencies must follow the SOP and any amendments to the SOP once approved by the Governance Committee.

#### 4.8 Partner Agency Operational Policies and Procedures

Member Agencies must inform the Lead Agency of any changes to their operational policy or procedures, in writing and prior to any implementation of such changes, if the change of operational policy or procedure affects or may affect the System. The Lead Agency will work with Member Agencies to ensure that operational policies and procedures are compatible with the System. The Lead Agency shall work collaboratively with Member Agencies to settle any disputes regarding Member Agency Operational Policies and Procedures. The Lead Agency shall bring any dispute to Member Agency Operational Policies and Procedures to the Governance Committee for review and resolution if a dispute cannot be resolved between the Lead Agency and the Member Agency.

### 5.0 FINANCIAL ADMINISTRATION

#### 5.1 Governance Committee Financial Authority

The Governance Committee shall have the authority to allocate available budgeted funds as they deem appropriate for the operation, maintenance, and management of the system. Governance Committee has the authority to approve the System Operations Budget, set rates and fees, and approve use of the Reserve Fund for necessary expenditures and upgrades. Governance Committee has the authority to approve capital expenditure funding and approved sources of the reserve fund.

#### 5.2 Partner Agencies Financial Obligations

Partner Agencies and New Partner Agencies are responsible for certain financial obligations including, but not limited to, the following.

#### 5.2.1 System Operational Costs

All Partner Agencies shall contribute to the System Operational Costs via the Systems Operations Budget and administered as described in section 5.3 below.

#### 5.2.2 System Entry Fees/Upgrade Fees

Some Partner Agencies must pay System Entry Fees when they enter/register a radio into the System for activation based on the System Entry Fee established by the Governance Committee. The Lead Agency shall submit their recommendation of the System Entry Fees for Governance Committee approval at the same time the System Operations Budget (Section 5.3) is submitted for approval annually.

The System Entry Fees are necessary to recoup/offset costs that were required during the previous System upgrade. Partner Agencies that financially contributed to the previous System Upgrade are not required to pay System Entry Fees. Legacy Partner Agencies that are not required to pay System Entry Fees are listed in attachment C. Partner Agencies not listed in attachment C and any New Partner Agencies are required to pay the System Entry Fee for each radio they add to the System.

System Entry Fees are billed on a per radio basis. The Lead Agency shall invoice the Partner Agency or New Partner Agency for any System Entry Fees at the approved per radio rate when a new radio is entered into the System on behalf of that Partner or New Partner.

System Entry fees shall be deposited into the Reserve Fund as outlined in section 5.6 below.

Over-the-air upgrade programming of radio equipment will not be charged and limited to two annually per Member Agency. Any additional upgrades past the two annually will incur a cost.

#### 5.2.3 Miscellaneous Rates and fees

As stated in 5.1 above, the Governance Committee has authority to set rates and fees as necessary. The Lead Agency may charge Partner Agencies and New Partner Agencies via invoice. Partner Agencies shall pay invoice within thirty (60) days of the date of the invoice.

Governance Committee shall set any Miscellaneous Rates and Fees annually. Lead Agency shall submit their recommendation for Miscellaneous Rates and Fees at the same time they submit the System Operations Budget (Section 5.3) for approval.

#### 5.2.4 Mutual Aid Agencies

Mutual Aid Agencies are not authorized to use the System for day-to-day communications but are limited to use of the System only when providing emergency assistance to Partner Agencies. As such, Mutual Aid Agencies are not included in the System Operations cost share calculations or System Entry Fees. Mutual Aid Agency equipment and programming costs will be the responsibility of the Mutual Aid Agency.

#### 5.2.4 Sponsored Agencies

The sponsoring Partner Agency is responsible for the costs, rates, and fees of any Sponsored Agency it sponsors on the System, unless otherwise approved by the Governance Committee. System Entry Fees per 5.2.2 above shall not apply to System Subscriber equipment for a Sponsored Agency.

### 5.3 System Operations Budget

The Lead Agency will submit the proposed System Operations Budget for approval to the Governance Committee no later than one hundred and twenty (120) days prior to the beginning of the fiscal year. Governance Committee shall be responsible for approving the System Operation Budget no later than ninety (90) days prior to the fiscal year.

#### 5.3.1 Partner Agency Cost

The Lead Agency shall submit the Partner Agency Cost Share to the Governance Committee along with the System Operations Budget in 5.2 above. The Governance Committee shall be responsible for approving the Partner Agency Cost Share, along with the System Operations Budget.

Partner Agency Cost Share shall be calculated based on the number of Subscriber Units each agency operates on the System as a percentage of the total number of Subscriber Units operating on the System. This will determine the agency's share of the annual System Operations Budget.

#### 5.3.2 Payment Remittance

Partner Agencies are required to remit payments to the Lead Agency for their contribution for use of the System. The Lead Agency shall invoice Partner Agencies quarterly. Lead Agency shall issue invoices no later than thirty (30) days after the beginning of each quarter. Partner Agencies shall pay invoice within thirty (30) days of the date of the invoice.

### 5.4 Year End Settlement

At the end of each fiscal year, the Lead Agency shall submit a financial review with the actual System Operational Costs from the previous fiscal year to the Governance Committee. The findings of the financial review shall be reported in writing to the Partner Agencies on the system. Thereafter, to the extent there have been contributions made by the Partner Agencies which exceed the actual System Operations Costs, the number of said excess contributions shall be deposited into the Reserve Fund (see 5.5), unless the Governance Committee deems otherwise. In the event of a shortfall, each Partner Agency shall be billed its pro-rata share of the shortfall, which shall be paid in the first quarter payment for the next fiscal year following the fiscal year of the shortfall.

### 5.5 Ten-Year Plan

The Governance Committee, in conjunction with the Lead Agency, will be responsible for evaluating and planning for future upgrades. Doing so will ensure the continued structural

integrity of System equipment and Sites and any necessary maintenance or repairs, and allocating for unforeseen events which may lead to additional expenses outside of the standard operational costs. Such items will be defined within a Ten-Year Plan, which will be presented to and approved annually by the Governance Committee.

The Lead Agency shall submit an updated Ten-Year Plan to the Governance Committee annually for review and approval.

## 5.6 Reserve Fund

The Governance Committee shall review and approve a long-term financial plan to ensure funds are available for the System's capital needs as defined in the annually updated Ten-Year Plan, as well as for any unforeseen emergency expenses. A Reserve Fund has been established to ensure adequate funds are available for ongoing maintenance, upgrades, and unforeseen expenses which may arise outside of operational costs.

### 5.6.1 The Reserve Fund shall be funded in the following manner:

#### 5.6.1.1 Contributions by Partner Agencies

The Partner Agencies are responsible for providing funds for deposit to the Reserve Fund. The Lead Agency shall submit the cost of each Partner Agency along with the Fiscal Year Budget described in section 5.3. The Governance Committee shall approve the Reserve Fund contributions as part of the annual budget review and adoption process.

#### 5.6.1.2 System Entry Fees

All System Entry Fees collected per 5.2.2 of this Agreement shall be deposited into the Reserve Fund.

#### 5.6.1.3 System Operation Budget Surplus

In the event of a System Operation Budget Surplus at the Year-End Settlement, that System Operation Budget Surplus shall be deposited into the Reserve Fund.

## 5.7 System Modification Cost

Any costs associated with System Modifications shall be addressed as outlined in section 4.4 of this agreement.

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: \_\_\_\_\_

Board of Supervisors

Dated: \_\_\_\_\_

Approved As to Form:

County Counsel

**APPROVED AS TO FORM**  
  
\_\_\_\_\_  
COUNTY COUNSEL OF  
ORANGE COUNTY, CALIFORNIA

CITY OF: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Dated: \_\_\_\_\_

Approved As to Form:

City Attorney

By: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Authority

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: \_\_\_\_\_  
Board of Supervisors

Dated: \_\_\_\_\_

Approved As to Form:  
County Counsel

\_\_\_\_\_

CITY OF: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Dated: \_\_\_\_\_

Approved As to Form:  
City Attorney

\_\_\_\_\_

By: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of the Authority



ORANGE COUNTY AGENCY

APPROVED AS TO FORM:

By: \_\_\_\_\_

Authority Counsel

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Chairman

Dated: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of the Authority

ATTEST:

\_\_\_\_\_

Clerk of the Authority

APPROVED AS TO FORM:

By: \_\_\_\_\_

Authority Counsel

Dated: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_

Authority Counsel

Dated: \_\_\_\_\_

**BYLAWS  
800 MHz GOVERNANCE COMMITTEE**

Page 1

**Article 1      Name**

Section 1.      The name of this body is the 800 MHz GOVERNANCE COMMITTEE, hereinafter referred to as the "Governance Committee."

**Article 2.      Purpose and Authority**

Section 1.      It is the purpose of the Committee to oversee implementation and operation of the 800 MHz Countywide Coordinated Communications System (the "System"), including Member Agency compliance with payment schedules, addressing operational issues affecting System operation and site development, reviewing and approving conversion, modification and enhancement plans, approving contract pricing changes, resolving disputes between Member Agencies, operational and fiscal matters necessary for the operation and maintenance of the System, and performing any other responsibilities required to implement the Joint Agreement. The Governance Committee shall be responsible for approving the 800 MHz Project System Operations Budget operating and Reserve Fund that are jointly funded by the Parties to the Joint Agreement.

Section 2.      The Governance Committee was established November 23, 2004, and amended June 2, 2015, by the Orange County Board of Supervisors (the "Board") and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS.

Section 3.      This Governance Committee will operate under the revised Board authorization of the re-written Joint Agreement to facilitate the operation, maintenance, and financial management of the 800 MHz CCCS established on \_\_\_\_\_

**Article 3.      General Operating Mandated Regulations and Statutes**

Section 1.      The Governance Committee must adhere to all local, state and federal regulations and statutes that may, from time to time, apply.

Section 2.      The Committee shall be subject to the provisions of The Brown Act (commencing with Section 54950 of the Government Code) relating to public meetings of local governmental advisory boards.

Section 3.      The Governance Committee must comply with the County's non-discrimination and zero tolerance sexual harassment policies.

Section 4.      The Governance Committee must comply with the County's Code of Ethics, which outlines the County's clear expectations for behavior in relation to the members' duties as public servants.

BYLAWS  
800 MHz GOVERNANCE COMMITTEE

Page 2

Section 5. The Governance Committee shall operate strictly within its designated purpose.

**Article 4. Membership and Term of Office**

Section 1. Appointment. The Committee shall be comprised of nine (9) members, as identified below, and will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- County Executive Officer, County of Orange, or Designee
- Sheriff-Coroner, or Designee
- Orange County Public Works Resources and Development Management Department Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Executive Director, or Designee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee

Each member must designate and name an alternate as a voting member if member cannot attend.

Section 2. Terms. Committee members shall be appointed for a two (2) year term. Members may serve for multiple additional two (2) year terms upon reappointment to each new term in accordance with Article 4, Section 1 above.

Section 3. Removal. The Governance Committee, by majority vote, may remove members of the Committee any time without cause. In addition, if a committee member misses three (3) consecutive Governance Committee meetings (whether regular or special meetings), said Governance Committee member will be deemed automatically removed without further Governance Committee action.

Section 4. Vacancies. A vacancy on the Governance Committee shall be filled by majority vote of the Governance Committee in accordance with Article 4, Section 1 above. Such vacancy should, if possible, be filled within 30 days of vacancy.

**Article 5. Meetings**

Section 1. Regular meetings shall be held on a quarterly basis. Governance Committee meetings shall be fixed on the first month of each quarter (January, April, July, and

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October) on the fourth Wednesday at 1:30 PM unless a majority of the Committee members determine that an alternate fixed meeting day and time within the designated months is required to maximize member attendance. At least 72-hours prior to a regular meeting, an agenda shall be posted that contains a brief general description of each item to be covered in the meeting.

Section 2. Special meetings may be held on 24-hour public notice, including a binding agenda with brief general description of items to be covered at the meeting. Any special meeting notice must be publicly posted in accordance with all applicable laws and must be received by Committee members at least 24 hours in advance (Government Code Section 54956).

Section 3. A majority five (5) of the members shall constitute a quorum to conduct business.

Section 4. Only Governance Committee members may vote on items on the Agenda and each member may have only one vote.

Section 5. Governance Committee meetings may be rescheduled or canceled in accordance with the Brown Act. Orange County Sheriff Technology staff shall act as the Clerk of the Board for meeting rescheduling purposes.

**Article 6. Officers**

Section 1. The officers shall consist of a Chairperson and Vice Chairperson. The elected Chairperson shall conduct the meetings.

Section 2. The elected Vice Chairperson shall conduct regular Governance Committee meetings in the absence of the Chairperson; and do everything necessary to assist the Chairperson in related duties. In the event that both the Chairperson and the Vice Chairperson are absent from the same committee meeting, the remaining Governance Committee members present may appoint one of them to be the Chairperson for that meeting.

Section 3. Elections for Chairperson and Vice Chairperson shall be conducted by the full Governance Committee and shall occur in April of each year. The Chairperson shall call for nominations from the Governance Committee members and the Chairperson will initiate a vote. A majority vote of the Committee members present is required for each candidate to be elected as Chairperson and Vice Chairperson.

**Article 7. Staffing**

Section 1. Orange County Sheriff Technology staff secretary will provide secretarial support to the Governance Committee. Orange County Sheriff Technology staff secretary shall prepare and publish the Committee's agenda for each meeting. Orange County

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Sheriff Technology staff shall call for attendance at the beginning of each meeting, keep the minutes, and perform other clerical duties as appropriate to the position. He/she shall retain the attendance records including the minutes.

**Article 8.     Compensation**

Section 1.     Governance Committee members shall receive no compensation for their service.

**Article 9.     Amendments. Review, Dissolution and Effective Date**

Section 1.     This Committee will operate as established by the Board of Supervisors on November 23, 2004 and revised by the Board of Supervisors in \_\_\_\_\_, 2021

Section 2.     These Bylaws shall supersede all previous Bylaws and shall become effective on upon the approval of the Board of Supervisors.

Section 3.     These Bylaws shall remain in effect until amended, revised or terminated by the Board of Supervisors and Parties to the Joint Agreement.

Section 4.     The Board of Supervisors and Parties to the Joint Agreement may make amendments to the Bylaws at any time.

Section 5.     This Governance Committee can be terminated at any time, without cause, by action of the Board of Supervisors and Parties to the Joint Agreement.



Project No:  
Project Name:  
Project Location:

## NEW PARTNER AGENCY RIDER TO JOINT AGREEMENT FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE COUNTY 800 MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This New Partner Agency Rider ("**NPA Rider**") is entered into on \_\_\_\_\_, ("**Effective Date**"), by and between \_\_\_\_\_ (hereinafter referred to as "**NEW PARTNER AGENCY**") and the Orange County 800 Megahertz Countywide Coordinated Communications System Governance Committee (hereinafter referred to as "**GOVERNANCE COMMITTEE**"). For the purposes of this agreement, the GOVERNANCE COMMITTEE represents the Partners (hereinafter referred to as "**JOINT AGREEMENT PARTNERS**") of the Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 Megahertz Countywide Coordination Communications System (hereinafter referred to as "**JOINT AGREEMENT**") (Section 1.4.1 of the JOINT AGREEMENT). GOVERNANCE COMMITTEE and NEW PARTNER AGENCY may be referred to individually herein as a "**Partner**" or collectively as the "**Partners.**"

### RECITALS

- I. WHEREAS, JOINT AGREEMENT PARTNERS entered into the JOINT AGREEMENT in 2020; and,
- II. WHEREAS, NEW PARTNER AGENCY, executed a copy of the JOINT AGREEMENT in accordance with Section 3.2.1 of the JOINT AGREEMENT on \_\_\_\_\_; and,
- III. WHEREAS, NEW PARTNER AGENCY executed a copy of the New Partner Agency Agreement per Section 3.2.1 of the JOINT AGREEMENT on \_\_\_\_\_; and,
- IV. WHEREAS, Section 2.1, "Governance Committee Authority", and Section 3.2.1, "Adding New Partner Agencies", of the JOINT AGREEMENT grants the GOVERNANCE COMMITTEE the authority to enter into a separate agreement with NEW PARTNER AGENCY to establish additional terms, conditions, and costs for entry into the Countywide Coordinated Communications System (the "CCCS"); and,
- V. WHEREAS, the JOINT AGREEMENT in Section 1.4 "Liability" provides for indemnification only between those Partners listed in Exhibit A of the JOINT AGREEMENT (and would not include NEW PARTNER AGENCY); and,
- VI. WHEREAS, Section 1.4.1 of the JOINT AGREEMENT, "New Agency Liability Rider", grants the GOVERNANCE COMMITTEE the authority to enter into a Liability Rider that shall, for all intents and purposes, make the NEW PARTNER AGENCY, a Partner in Section 1.4.

VII. WHEREAS, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY now desire to enter into a separate agreement (this NPA Rider) to establish additional terms and conditions by including NEW PARTNER AGENCY in the indemnity provision of the JOINT AGREEMENT per Section 1.4;

NOW THEREFORE, in consideration of the Recitals above, the receipt of which the Partners acknowledge herein, and which are incorporated herein by this reference, and the mutual covenants and agreements hereinafter contained, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY do hereby agree as follows:

**A. NEW PARTNER AGENCY LIABILITY.**

NEW PARTNER AGENCY shall now be included as a Partner as stated in Section 1.4 of the JOINT AGREEMENT.

Except as otherwise expressly set forth herein, all terms and conditions contained in the JOINT AGREEMENT, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Partners have executed this New Partner Agency Rider on the day and year first written above.

**GOVERNANCE COMMITTEE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**NEW PARTNER AGENCY**

By: \_\_\_\_\_

Date: \_\_\_\_\_



**A. LEGACY PARTNER AGENCIES – Partner Agencies that financially contributed to the previous System Upgrade:**

Aliso Viejo, Anaheim, Brea, Buena Park, Costa Mesa, Cypress, Dana Point, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, Irvine, La Habra, La Palma, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Los Alamitos, Metronet, Mission Viejo, Newport Beach, Orange, Placentia, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Tustin, Villa Park, West-Comm, Westminster, Yorba Linda, Orange County Fire Authority, CEO, District Attorney, Health Care Agency, John Wayne Airport, Animal Control, OC Lifeguard, OC Parks, OC Waste & Recycling, OC Public Works, Probation, OC Sheriff, Social Services Agency, Orange County Transportation District, Irvine Valley College Police, Santa Ana Unified School District Police, Saddleback College Police

**B. MUTUAL AID AGENCIES**

ATF, CA State Parks, California Corrections & Rehabilitation, CHP, Downey Fire, Lake Mission Viejo LG, Loaners, Long Beach Fire, Long Beach PD, Los Alamitos Armed Forces Reserve, LA County Fire, LA Sheriff, San Diego Sheriff Aviation, Santa Fe Springs Fire, Signal Hill PD, DOJ, UCI Irvine, US Marshals, USMC Camp Pendleton Fire

**COUNTY OF ORANGE  
CALIFORNIA**

**800 MHz CCCS**  
(Countywide Coordinate Communications System)

**STANDARD OPERATING PROCEDURES**



**PREPARED AND DISTRIBUTED  
BY:**

**ORANGE COUNTY  
LEAD AGENCY**

**January 2021**

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## **1.0 INTRODUCTION**

The 800 MHz Countywide Coordinated Communications System (CCCS) Standard Operating Procedures (SOP) provides National Incident Management System (NIMS) compliant procedures that are applicable to multi-agency, multi-discipline, all-hazard responses throughout the County of Orange. This SOP ensures consistent protocols and formalizes the operation and usage of the 800 MHz Radio System (System). This SOP will be utilized by CCCS emergency response and support personnel, communications operational and technical personnel, local/State/Federal government representatives, non-governmental organizations, and other System users as authorized by 800 MHz CCCS Governance Committee.

All System users shall comply with this SOP.

## **2.0 PURPOSE**

The System is an 800 MHz trunked simulcast radio communications system designed to meet the needs of Orange County law enforcement, fire, lifeguard and public works responders and any other authorized users who are supporting these services.

This SOP addresses procedural and operational aspects of the System to include:

- Operational guidelines.
- Technology specifications and requirements.
- Usage guidelines.
- Training and exercises.
- Maintenance and repair.

## **2.1 Governance**

The CCCS is governed by the 800 MHz CCCS Governance Committee which was established November 23, 2004 and amended June 2, 2015, by the Orange County Board of Supervisors and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS. The Governance Committee is comprised of nine members including four City Managers, and designees from the County Executive Officer, Sheriff-Coroner, Public Works Director, Orange County Chiefs' of Police & Sheriff's Association and Orange County Fire Chief's Association. The Governance Committee responsibilities include the establishment and enforcement of these Standard Operating Procedures.

Additional information on the 800 MHz CCCS Governance Committee membership and responsibilities are documented in the 800 MHz CCCS Governance Committee Bylaws.

## **2.2 Users Group**

The 800 MHz CCCS Users Group meetings occur once each quarter. The Users Group meetings allow for the sharing of information from the Lead Agency (Orange County Sheriff's Department Technology Division) regarding the System operations and any upgrade or enhancement projects proposed or in progress. These meetings also allow for Partner Agencies to discuss current concerns or provide input regarding future enhancements. All Partner Agencies are welcome to participate in the quarterly 800 MHz Users Group meetings.

## **2.3 800 MHz CCCS Radio System**

The 800 MHz CCCS Radio System (System) is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The System utilizes radio frequencies in the 800 MHz radio spectrum under the rules and regulations of the Federal Communications Commission (FCC). The System consists of the following major components:

- Radio Communications sites located throughout the County (towers, equipment shelters, generators & site security).
- Radio infrastructure (transmitters, receivers, combiners, antennas, etc).
- Radio spectrum in the 800 MHz frequency band and microwave radio frequency spectrum.
- Microwave radio links between the radio sites and the Loma Ridge Master Site.
- Subscriber Units (mobile radios, portable radios, control stations, dispatch consoles).
- System Watch Network Operations Center (NOC).

The System is designed to provide 95% portable radio coverage, 95% of the time within the Orange County operating area.

## **2.4 Eligible Users**

The primary purpose for the System is to support Orange County public-safety and local government agencies' day-to-day operations by providing dependable, interoperable radio communication. Orange County public safety and local government agencies as well as applicable State and Federal government agencies may be eligible for access to the System. System access will be determined by the 800 MHz CCCS Governance Committee in compliance with the 800 MHz CCCS Joint Agreement and with consideration of System capacity.

## **2.5 Acceptable Usage/Radio Discipline**

All System users shall follow these policies.

The System is to be used for day-to-day operations, emergency response calls, incidents, missions and disasters. The System may also be utilized for planned events, training and exercises with consideration of channel capacity and available talkgroups.

This policy clearly defines the discipline for agencies and individuals to follow when using radios on the System. Each Agency is responsible for ensuring their users adhere to proper radio discipline.

Misuse of the System shall be reported to the Lead Agency Director to handle directly with the Department Head of the agency involved. The reporting party's contact information should be provided in the notification. No profanity, playing music, personal conversations or activities not directly related to agency business will be permitted on the System.

All agencies and individuals shall utilize these communications resources professionally and keep radio conversations as concise as possible.

All agencies and individuals utilizing the System must abide by all FCC regulations as stated in Title 47 Part 90 Land Mobile Communications.

### **3.0 SCOPE**

This SOP applies to the operational, technical and usage aspects of the System. It is therefore applicable to any user of the System, and applies to government agencies at the local, County, State and Federal levels, as well as authorized non-government users.

#### **3.1 SOP Approval**

This SOP and subsequent revisions require approval of the 800 MHz CCCS Governance Committee after review by the Lead Agency.

#### **3.2 SOP Change Process**

##### **Annual Review Requirement**

The SOP will be reviewed on an annual basis to assess the need for updates or revisions. The Lead Agency Director or designee will be assigned the task of reviewing the SOP, identifying applicable updates, and submitting a draft of the revised SOP for Governance Committee approval.

##### **Operational Context**

The 800 MHz CCCS Governance Committee is charged with approving standards, protocols and procedures for optimal operations between and among the users of the System.

##### **Submitting Change Requests**

Requests to delete, add, and/or change adopted standards, policies and/or procedures may be submitted in writing to the Governance Committee at any time. If the requested change is time critical, the Governance Committee may direct a request for immediate consideration to the Lead Agency Director.

##### **Change Request Contents**

A written request for any change to the SOP submitted to the Governance Committee shall include:

- A full description of the deletion, addition, or change including section and subsection references.
- The reason for the change (including the potential consequences if the request is not approved).

- A preliminary assessment of impact on other System users and an estimate of associated costs, if any.

The Governance Committee may direct the Lead Agency Director to conduct an assessment to address:

- Technical impact to current and future System performance including which system or subsystems will be or may be affected.
- Operational impact to current and future system performance including effects on System capacity and determination of those systems or subsystems that will be or may be affected.
- Degree of conformance with Governance Committee approved plans and standards.
- Cost impact to current participants.
- Potential alternatives.

The Lead Agency Director shall forward the completed assessment to the Governance Committee along with recommendations including strategies to mitigate negative impacts, if appropriate.

The Governance Committee shall notify all agencies of all requests along with potential impact and invite their comments.

The Governance Committee will approve, deny, or modify the requested SOP change.

If approved, the Governance Committee will incorporate the applicable SOP modifications and inform System users.

### **Management of Change Process**

The Governance Committee Chair will manage this process.

## **4.0 RADIO SYSTEM MANAGEMENT**

### **4.1 Radio System Architecture**

The System is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The P25 System is a standards based system, and different vendor subscriber radios may be able to access and use it. Due to manufacturer differences outside of the defined P25 standard, not all manufacturer radio features may work with the System. Some radios may interact differently with the existing infrastructure and can potentially exhibit undesirable operational characteristics.

As a result, the following procedures must be followed:

- All manufacturer's radios must be tested and approved by the Lead Agency prior to being used on the System.
- A listing of tested and approved radio models will be maintained by the Lead Agency.

### **Operational Context**



The System is dedicated primarily to public safety agencies, the agencies that support public safety and public utility and service agencies.

### **Protocol / Standard**

The System utilizes the APCO Project 25 Phase 1 digital radio standard for the voice and control channels. The microwave radio system is a digital system that adheres to Telecommunications Industry Association (TIA) / Electronic Industry Alliance (EIA) standards.

## **4.2 Radio System Management**

The Lead Agency is responsible for System administration and the day-to-day management, operation and oversight of the System and for the maintenance of this SOP. While their specific duties are not detailed in this document, their general duties include:

- Monitoring the System and components for normal operations.
- Diagnosing System performance, problems, and developing corrective action recommendations.
- Dispatching appropriate repair services in the event of a malfunction of System equipment.
- Managing the database elements, including subscriber IDs, talkgroup IDs, and the various parameters that relate to their effective operation.
- Working with all agencies and their technical staff to diagnose and resolve problems that involve radio operations, maintenance or repair of the equipment.
- Serving as the point of contact (POC) with equipment manufacturers for issues related to the radio System.
- Providing timely information to System users on issues that arise, or repair/maintenance issues related to System equipment that would affect normal radio operations.
- Monitoring System databases for normal operations and conducting regular database backups.
- Programming of all subscriber radios and dispatch consoles with System access.
- Encryption management including managing and maintaining encryption keyloaders.

The Lead Agency makes decisions on issues related to the day-to-day operation of the System and addresses urgent or emergency operational, maintenance, or repair decisions.

An urgent or emergency situation is one where immediate decision authority is needed to allow the System as a whole, or any of the subsystem components, to continue supporting normal wide-area voice communications services. It is recognized that Lead Agency may have to obtain authorizations from the CCCS Governance Committee to make longer-term or non-emergency capital or repair expenditure decisions.

Due to the complexity and distributed administration and maintenance of the System, problems can typically occur when changes are made to hardware or software. In order to keep all System users informed of any updates, notifications will be sent to all dispatch centers and designated User Agency contacts when the following actions occur:

- Planned maintenance work is being performed on the System that will impact performance or System operations
- Equipment malfunctions or failures that affect System performance or operation
- Configuration changes in equipment or software by any user agency that may impact operations of any other agency

### **4.3 Network Management**

#### **Purpose or Objective**

Defines the responsibilities for network management.

#### **Technical Background**

The System is comprised of, but not limited to, channel banks, hubs, switches, routers, servers, local area networks, and wide area network links connecting sites together. The network sites are interconnected by usage of microwave radio equipment, fiber, Ethernet or telecom T1 circuits. The radio network is monitored with network management tools provided by the equipment manufacturers and/or other vendors.

The radio System architecture is primarily constructed around the APCO Project 25 standard. The microwave system is composed of industry standard equipment, which also provides flexibility and a large variety of management and diagnostic tools.

The System network is complex. Unusual problems may be difficult to identify and resolve. System documentation shall be kept up to date or it will lose its value in supporting the System network.

The System is protected from all other agency data networks to manage the security and functionality of the System. If there is a connection to another data network, it shall be through a manufacturer specified and configured firewall, and approved by the Lead Agency.

#### **Operational Context**

The components of the System are considered as "owned" by the Partnership with responsibility for maintenance of the sites and equipment delegated to the Lead Agency by the authority of the 800 MHz CCCS Governance Committee and the 800 MHz CCCS Joint Agreement. Any required maintenance contractor agreements will be negotiated by the Lead Agency and presented to the 800 MHz CCCS Governance Committee for approval.

The backbone of the System is structured on an integrated network. Any infrastructure hardware and software upgrades or changes that may impact the System require reasonable discussion, approval and oversight by the Lead Agency, and the 800 MHz CCCS Governance Committee.

All maintenance work being scheduled that may affect System performance is preceded by reasonable and appropriate notification to the user agencies.

The configurations for each of the components of the System are documented primarily for the purpose of maintenance, but also affect future planning. The manufacturer provides the original 'as-built' documentation.

The other defined standards for maintenance, documentation, notification, changes, security, and training also pertain to the network portion of the System.

### **Procedure**

The methods for performing detailed System operations are defined in the technical resource manuals and training documentation for the System. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request approved by the 800 MHz CCCS Governance Committee, the Lead Agency and County Counsel.

### **Management**

The Lead Agency is responsible for managing the System network.

## **4.4 Advanced System Keys**

### **Purpose or Objective**

To outline the procedures for the production, and usage of both the Software and Advanced System Keys (ASK) for the System.

### **Technical Background**

A system key allows for the programming of a radio for use on the System and is used to maintain System security. The System key keeps unauthorized units from gaining access to the System. Most radio equipment manufacturers provide a software based system key unique to each trunked radio system. The System key is required for a radio (subscriber unit) to be programmed so that the radio can be recognized by the System and the user can access the System.

### **Operational Context**

The Lead Agency will maintain and safeguard all Master ASKs, regardless of manufacturer and is responsible for the production and issuing of all secondary keys to authorized users. Manufacturers' radios that do not require a system key will not be approved for operation on the System.

An agency using subscriber radios other than the System manufacturer (Motorola) must acquire and provide to the Lead Agency the manufacturer's Master ASK for the 800 MHz System and all necessary software and key hardware to program secondary keys as needed.

The safeguarding of these keys is paramount and should at all times be treated as restricted, public safety sensitive information with access closely guarded.

### **Management**

The Lead Agency Director is responsible for maintaining the security of and access to the System keys.

## **4.5 Database Management**

### **Purpose or Objective**

Defines the aspects and assignment of responsibilities for managing the System's databases.

### **Technical Background**

The management of the System and subsystem databases is assigned to Lead Agency staff with responsibility for the various aspects of the System operations.

The databases contain information for the System and subsystems defining the operational characteristics of:

- Subscriber Radios
- Radio Users
- Talkgroups
- Profiles for Radio Users and Talkgroups
- System portion of the fleet map programming
- System and Subsystem equipment operational parameters
- Security Group structures
- Login User accounts and privileges

The databases contain the operational personality of the entire System. Because of this critical function, the data must be properly managed for System functionality and archived regularly in case of data loss or corruption.

### **Operational Context**

The System databases are partitioned to facilitate the distributed management of the data contained in them. The database management responsibilities of the Lead Agency include the following:

- The Lead Agency is responsible for maintaining and archiving copies of all radio codeplug data and System databases.
- Database backups are made once per week and are stored "off-site" on a backed-up server in the event of a disaster.
- Database restoration will be performed by trained technical staff and only in the event of System software reloading and version changes, System database corruption, or as defined in the Disaster Recovery Plan.
- Database restoration is performed when a non-critical condition exists and if approved by the Lead Agency Director.
- The Lead Agency notifies agencies of any database issues that adversely impact their normal operations.

### **Procedure**

The methods for performing the database operations are defined in the manufacturer's technical resource manuals. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request to the Lead Agency.

The procedure for this standard is at the discretion of the Lead Agency.

### **Management**

The Lead Agency is responsible for managing the data attributes and is responsible for backing up the System databases.

## **4.6 Subscriber Radio Inventory/Fleetmap**

### **Purpose or Objective**

Establishes the policy to ensure all radios activated on the System are properly accounted for, assigned, and managed.

### **Technical Background**

Each radio operating on the System must be assigned a unique 7-digit IUID number allowing the radio to affiliate and communicate on the System. The System's controller provides individual access to the System for each assigned radio.

### **Operational Context**

The Lead Agency manages the subscriber radio inventory and is responsible for assigning and tracking all IUID numbers. Each 7-digit IUID number can only be used with an individual radio and shall not be duplicated or "cloned" to another radio.

IUID management and subscriber radio inventory are critical to the operational integrity of the System. Accurate subscriber radio inventory is also important as this is the basis for the equitable distribution of the costs associated with System operations and maintenance.

### **Protocol / Standard**

The Lead Agency is the only authorized source for IUID assignment and subscriber radio programming. The Lead Agency establishes and maintains the Fleetmap Inventory database and conducts annual inventory verification with each Partner Agency. This annual inventory is also provided to Lead Agency Financial for use in the various budget and billing calculations for Partner Agencies.

### **Management**

The Lead Agency is responsible for IUID issuance and management of the subscriber radio inventory/Fleetmap.

## **4.7 Lost or Stolen Radio Notifications**

### **Purpose or Objective**

Establishes the policy to ensure the System's operational integrity and security by providing users with a procedure for reacting to incidents of missing, lost or stolen radio units.

Each agency shall develop internal guidelines for dealing with incidents of lost, stolen or missing radio equipment, to include notification to the Lead Agency.

### **Technical Background**

The System's controller provides individual access to the System for each assigned radio. The controller provides the ability to disable the radio altogether with the 'inhibit' feature.

The target radio must be turned on and affiliated with the System for the actions to be processed. If the target radio is not active, the requested action can be put into the passive mode. When the target radio does attempt to affiliate with the System, the pending action is initiated.

### **Operational Context**

All agencies are required to make immediate notification to the Lead Agency upon receiving information, notification, or recognition that an assigned radio is misplaced, lost or stolen. Delay in providing notification could result in unauthorized persons causing interference and/or receiving confidential information.

### **Protocol/Standard**

The Lead Agency shall be immediately notified of the situation by a phone call and submission of a Lost/Stolen Radio Report Form.

The request to inhibit a lost/stolen radio must be specified on the Lost/Stolen Radio Report and must be accompanied by a copy of the Police report.

Lost and stolen radio information will be passed on to user agencies and local radio shops in case the radio is located or turned in.

The Lead Agency will invoice the agency for the replacement cost of the radio if owned by the Lead Agency (ie., a loan pool radio).

### **Management**

The Lead Agency is responsible for managing this policy.

## **4.8 System Management Access**

### **Purpose or Objective**

Defines the types and areas of individual access to the management functions of the System.

### **Technical Background**

Every login user of the System has a minimum of one login account and possibly more if multiple levels of access rights are needed for different purposes, such as administrative or general use. Every account can be individually set with the security and application rights needed to meet the needs of each user. All user account IDs shall be unique as the System's

databases do not permit the use of duplicate IDs. The user login aliases are limited to a specific length.

### **Operational Context**

Personnel who log into the systems to use management applications and support tools are referred to as "Login Users". These are technical support staff such as the System Manager, administrators, technicians, etc. This is different that "Radio User" as referred to in other standards. Every user's login ID on the system is unique. Every login user of the System has a user ID that is only for that specific agency's or individual's use. Based on the types of access required an individual may need more than one login ID.

The types of access fall into the following areas:

- System Management
- Infrastructure Maintenance
- Subscriber Administration
- Dispatch Management
- Asset Management

The areas of access are based on the physical locations of the equipment and individual need.

Access to System, Network, and Asset Management terminals will be limited to Lead Agency staff and approved vendors.

Lead Agency may review personnel with System access at any time to ensure that only the appropriate levels of access have been granted based on their currently assigned business needs.

### **Protocol**

Each Login User account must be requested from and approved by the Lead Agency Director. The account will be assigned a login name and access level based on the requirements of the request. Access will be immediately rescinded for any unauthorized actions or change of employment status.

### **Management**

The Lead Agency is responsible for the creation of administrative accounts, designating the areas of access allowed for each account, and the review of access granted.

## **4.9 Requesting System Access**

### **Purpose or Objective**

To establish the procedure for an eligible agency to apply to participate on the 800 MHz CCCS.

### **Operational Context**

The 800 MHz CCCS Governance Committee has determined the requirements and procedure for potential new applicants desiring access to the 800 MHz CCCS. Those procedures are documented in the 800 MHz CCCS Joint Agreement.

**Management**

The Lead Agency Director is responsible for managing the process of potential new System User applications in accordance with protocols established by the Governance Committee and documented in the 800 MHz CCCS Joint Agreement.

**4.10 Alias List Standards****Purpose or Objective**

To establish a standard for the use of Subscriber alias for identifying radio users.

**Operational Context**

An alias is a common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 7-digit IUID number.

The Lead Agency does not maintain alias names for Partner Agencies.

Each Partner Agency shall maintain their own alias database and their alias names will only appear on their local dispatch consoles and subscriber radios.

**Management**

Each User Agency is responsible for establishing and maintaining any alias lists used by that agency.

**4.11 Member Agency Operational Policy Changes****Purpose or Objective**

Defines a process to mitigate negative impact to this SOP, other Member Agencies or the overall operation of the System when Member Agencies make changes to their individual Agency operational policies.

**Operational Context**

The 800 MHz CCCS Governance Committee is charged with approving standards and determining protocols and procedures for optimal operations between and among the users of the System.

Member Agency operational policies must not be contrary to this established SOP nor should they knowingly impact other Member Agencies in a negative manner. There will be occasions or incidents that might result in the need for a Member Agency to make changes to their operational policies. Member Agencies must ensure that any change made to their internal operational policies harmonizes with the established SOP and fellow Member Agencies.

**Protocol**

Member Agencies are expected to understand the potential for their policies to impact other Agencies on an integrated communications system. As a result, any Member Agency planning to make changes to their operational policy must take into account the impact on the System. If the operational policy change is likely to have an impact on the System and/or on other



Member Agencies, or, if it is unknown whether the change will have such an impact, the Agency planning to make the change shall submit the planned policy change in writing to the Lead Agency for evaluation.

The Lead Agency will address Member Agency policy change notices with respect to their impact on the System and other Agencies. The Lead Agency will inform the Governance Committee Chair of the decision regarding the policy change if it is determined that the change will impact the System or other Member Agencies.

A written notice of any planned operational policy change submitted to the Lead Agency shall include:

- Description of the policy being changed
- Reason for the planned policy change (including the potential consequences if the request is not approved)
- Preliminary assessment of impact to other System users, and an estimate of any associated costs to implement the request

An assessment shall be conducted by the Lead Agency technical and management staff and shall address:

- Technical impact to the current and future System performance including which systems or subsystems are affected
- Operational impact including capacity impact to current and future System performance
- The degree of conformance with established policies and standards
- Cost impact to current participants
- Potential alternative solutions

The Lead Agency Director shall forward the completed assessment to the requesting Member Agency along with recommendations including ways to mitigate negative impact where applicable. If the assessment reveals a negative impact to the System or to other Member Agencies, the Lead Agency will advise the requesting Agency against enacting the change. The requesting Agency may appeal the decision to the Governance Committee for resolution if desired.

The Governance Committee shall then review the requested policy change and approve, deny or modify the request. If approved or modified, the Governance Committee shall set forth operational and/or financial responsibility as appropriate and notify all affected parties of the decision.

## **Management**

The Lead Agency Director, acting on behalf of the Governance Committee, shall manage this process.

## **4.12 Infrastructure Equipment Standards**

### **Purpose or Objective**

Sets the minimum technical and performance standards for infrastructure equipment operating on or interfacing with the System and establishes a policy preventing premature obsolescence of the same.

### **Technical Background**

The 800 MHz CCCS is an APCO P25 standards-based System constructed by Motorola Solutions, Inc. It consists of radio communications sites utilizing 800 MHz radio spectrum. The Master Site is located at the Loma Ridge Facility where the Lead Agency Radio Microwave Unit is collocated along with the County Emergency Operations Center and the OCSD PSAP/Dispatch Center. Microwave links between the Master Site and the radio sites utilize redundant methods in the construction of the System to provide for a public safety grade of service.

Vendors' equipment often utilizes different operating software and may interact differently with the existing infrastructure which can potentially exhibit undesirable operational characteristics.

It is also possible that new, untested radios, equipment and/or software can exhibit performance and functionality characteristics that are destructive to the performance, capacity and/or security of the System.

### **Operational Context**

Participants desiring to connect or interface with the System any type of fixed equipment such as a radio or console product must receive approval from the Lead Agency. Prior to approval, the System manufacturer must prove equipment compatibility. All equipment must be installed in compliance with all rules, regulations and codes applicable to its operation and location. Industry accepted radio site installation and equipment grounding practices, such as R56 or approved equivalent in effect at the time of installation, shall be used.

### **Protocol**

To ensure the reliability of the System, all infrastructure equipment directly interfaced with the System's core must maintain the same level of software revision.

Requests shall be submitted in writing to the Lead Agency signed by the requesting agency director or department head.

### **Procedure**

The request shall provide an outline of plans the requesting agency has developed for equipment integration. The written request shall indicate the name and contact information for the person designated to lead the project.

The Lead Agency Director will review the request and make the final decision.

If a technical use plan is already in place, the agency shall submit the plan to the Lead Agency for review to ensure compliance and compatibility with CCCS policy, standards and procedures. If a technical use plan is not in place, Lead Agency shall assist the requesting agency in developing a plan. Costs associated with the development of a technical plan are borne by the requesting agency. When the plan is complete it is submitted to the Lead Agency Director, who shall review the plan for compliance and compatibility with CCCS policies and procedures.

**Management**

The Lead Agency is responsible for management of infrastructure equipment standards and integration.

**4.13 Subscriber Equipment Standards****Purpose or Objective**

Sets the minimum technical and performance standards for subscriber radios operating on the System including:

- Establishing a policy to prevent premature obsolescence of subscriber radios.
- Establishing procedures for Lead Agency to measure, test, certify and publish a list of subscriber radios that are approved for use on the System.
- Ensuring that decommissioned subscriber radios are properly deprogrammed before disposal to prevent interference with public safety communications.

**Technical Background**

The System utilizes digital communication technology with the primary use being voice communications using the APCO P25 Phase 1 protocol with 9600-baud control channels.

Subscriber radios from various vendors often utilize different operating software providing a variety of services, features, functionality and performance to the users. Many of these radios interact differently with the infrastructure and can potentially exhibit undesirable operational characteristic. It is possible that untested radios and/or software can exhibit performance and/or functionality characteristics that are destructive to the overall performance, capacity and/or security of the System. Users are prohibited from using radios or accessories that may be destructive to the System.

Partner Agencies shall deliver any retired radio subscriber equipment to the Lead Agency for decommissioning and deprogramming. Decommissioned radios that are not properly deprogrammed could pose interference issues with public safety communications. Radios removed from the System for decommissioning purposes shall be deprogrammed so as to remove all System related information, ID's, and conventional channels, leaving only an idle frequency of 851.0000 MHz to prevent potential interference issues with public safety communications.

**Management**

The Lead Agency is responsible for maintaining all testing, managing radio equipment manufacturer initiated submittals, coordinating activities of the test team, and the proper deprogramming of subscriber radios. Any Agency purchasing new subscriber equipment is encouraged to work with the Lead Agency first to ensure the new equipment meets System standards and is properly equipped to operate on the System.

**4.14 System Administrator Standards****Purpose or Objective**

Establishes the minimum training standards for System administration and staff. This ensures that System functionality and integrity are maintained by restricting System administrative functions to trained, qualified and authorized personnel only.

### **Protocol**

The Lead Agency is responsible for maintaining System configuration databases for System or subsystem infrastructure, subscriber databases and console configuration databases.

## **4.15 Dispatch Center Personnel Training**

### **Purpose or Objective**

Establishes minimum training standards for the public-safety dispatch center personnel with access to System resources. This ensures that personnel performing communications dispatch operations are properly trained by the Lead Agency.

### **Operational Context**

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform dispatch functions using console equipment connected to the System core.

### **Protocol/Standard**

Public safety dispatch center personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunk system patching and all established SOPs.

Other recommended training that each agency's communications center personnel should have include:

- COML.
- ICS courses 100, 200, 700.B, 800 or others as required by employing agency

### **Recommended Procedure**

This policy does not contain specific training procedures or training modules.

### **Management**

The communications / 9-1-1 center manager within each agency is responsible to ensure personnel with radio console access to resources on the System comply with the following:

- Public safety communications / 9-1-1 center personnel receive the appropriate training before accessing System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with features and functions of communications consoles in order to rapidly and effectively

communicate with public safety personnel and are able to identify and establish interoperability solutions when appropriate or directed.

- Only qualified personnel perform dispatch functions on System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with all applicable sections of the SOP.

#### **4.16 Incident / Tactical Dispatcher Training**

##### **Purpose or Objective**

Establishes minimum training standards for those performing incident or tactical dispatch functions with access to System resources. This ensures that System communications incident/tactical dispatcher operations are performed by properly trained dispatch personnel.

##### **Operational Context**

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform incident/tactical dispatch functions.

##### **Protocol or Standard**

Incident/tactical dispatch personnel shall successfully complete appropriate training on the console system, mobile radios or control stations in the Mobile Command/Communications Units. Appropriate training shall, at a minimum, include formal training either by an incident/tactical dispatch trainer who has completed the training from a qualified instructor or by a qualified radio technical staff member familiar with the Mobile Command/Communications Unit's (MCU) operations.

Incident/tactical dispatch personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunked system patching, gateway and other communications equipment in the MCU as well as all established standard operating procedures.

Other recommended incident/tactical dispatcher training should include:

- COML.
- COMT.
- ICS courses 100, 200, 300, 400, 700.B, 800 or others as required by their employing agency.
- Any other developmental, technical or safety courses deemed necessary by employing agency.

##### **Procedure**

This policy does not contain specific training procedures or training modules.

##### **Management**

The Communications Center Manager within each agency is responsible to ensure personnel with access to MCU resources on the System comply with the following:

- Incident/tactical dispatch personnel or those acting in that capacity receive the appropriate training before accessing System resources.

- Incident/tactical dispatch personnel maintain familiarity with features and functions of MCU in order to rapidly and effectively communicate with public safety personnel and are also able to identify and establish interoperability solutions when appropriate or directed.
- Only qualified personnel perform incident/tactical dispatch functions on System resources.
- Incident/tactical dispatch personnel maintain familiarity with all applicable sections of the SOP.

#### **4.17 Radio (Subscriber) User Training**

##### **Purpose or Objective**

Establishes the minimum training standards for radio users, which ensures proper operation of radios on the System.

##### **Operational Context**

System functionality and integrity shall be maintained by ensuring that only trained personnel operate radio equipment.

##### **Protocol/Standard**

Radio users shall successfully complete appropriate training on assigned radios before being allowed to operate on the System. Appropriate training shall include formal training from a qualified instructor or approved media and, at a minimum, include the following:

- Radio users shall be trained on the technical operation of assigned radios. Training will be required biennial.
- Radio users shall be trained on how to operate the radio within the System along with any special features of the System they will use, e.g., emergency button, call alert, etc.
- Radio users shall be trained on and demonstrate proficiency with all applicable mutual aid and interoperable communications resources and standard operating procedures.
- Radio users shall maintain awareness of the mutual aid, interoperability channels or talkgroups in their radios, as well as how to navigate to them when necessary.
- User agencies will make an effort to conduct ongoing refresher training for radio users periodically following their initial training (e.g., build into in-service training, dispatch centers conduct random tests, roll call training, on-shift training, etc.).

Lead Agency staff assists user agencies in identifying training needs and implementing training programs to meet those needs. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

##### **Procedure**

This SOP does not contain specific training procedures or training modules, however, Lead Agency staff assists with radio user training when requested.

##### **Management**

Each User Agency is responsible to ensure that:

- Personnel assigned radios shall receive the appropriate training with emphasis on awareness of and how to navigate to mutual aid and interoperability channels or talkgroups (initial and ongoing refresher training).
- Only trained and qualified personnel shall operate radio equipment.
- Radio users are familiar with sections of the SOP.

#### **4.18 Interoperability and non-CCCS Radio Users**

##### **Purpose or Objective**

Establishes the minimum training standards for radio users having access to interoperable resources of the System. This ensures the proper operation of radios on the System and safeguards against improper utilization of interoperability resources.

##### **Operational Context**

System functionality and operability is maintained by ensuring that only properly trained personnel use the interoperable resources on the System for mutual aid communications. If agencies do not have appropriate training, then communications failure or a degradation of the System resources may occur.

##### **Protocol/Standard**

Radio users shall have a demonstrated knowledge of Section 6 Interoperability Standards, and have successfully completed appropriate initial and ongoing refresher training including:

- User training emphasizing:
  - The use of interoperable channels and how to navigate their radio.
  - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).
- Dispatch and supervisory training emphasizing:
  - The use of interoperable channels.
  - The use of patching and patch channels.
  - The use of cross band repeaters and gateway devices.
  - The use of RF control stations.
  - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).

Radio users with access to interoperable channels must be familiar with all applicable mutual aid and interoperable requirements and procedures.

##### **Procedure**

This SOP does not contain specific training procedures or training modules.

##### **Management**

The Lead Agency will provide training materials upon request for initial training and ongoing refresher training. Additionally, as resources permit, the Lead Agency will assist user agencies

with developing plans and methods on incorporating ongoing radio refresher training into various activities for the most effective delivery to personnel. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

Agencies requesting and/or using the interoperable talkgroups are responsible to ensure that:

- The use of mutual aid/interoperability channels and talkgroups is properly coordinated and approved through the Control One.
- Radio users successfully complete appropriate initial and on-going refresher training and demonstrate knowledge of proper communications procedures before being allowed to operate the interoperable resources.
- Radio users are familiar with all applicable interoperable sections of this manual.
- Radio users are familiar with all applicable mutual aid requirements and interoperable SOPs.

#### **4.19 System Upgrade Notification**

##### **Purpose or Objective**

Establishes notification procedure prior to major System upgrades.

##### **Protocol/Standard**

System software upgrades will be performed as needed contingent upon available funding and/or technical requirements. The Lead Agency will be responsible for ensuring that all System user agencies that may be impacted by the upgrade are notified by email and/or other written form.

##### **Recommended Procedure**

Planned upgrade procedures will be communicated to all System users as follows:

- At least 30 days prior to a planned major System upgrade that will cause a System or site outage, the Lead Agency will notify all System user agencies that may be impacted by the upgrade.
- The Lead Agency will send an email reminder to all potentially impacted System user agencies a week prior to the System upgrade.
- Control One will communicate upgrade instructions and status to all System users before, during and upon completion of the upgrade.

User agencies must notify the Lead Agency Director in writing if the planned upgrade dates will interfere with any major planned events.

##### **Management**

The Lead Agency is responsible for managing System upgrades and the necessary notifications associated with each upgrade.

#### **4.20 In-building Coverage (Bi-Directional Amplifiers)**

##### **Purpose or Objective**



Establishes policy on usage of Bi-Directional Amplifiers (BDA) and awareness of all locations utilizing BDAs for the purpose of mitigating interference issues.

### **Technical Background**

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. BDAs are a device that aims to improve radio access within a confined space such as high-density buildings. Although the use of a BDA may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all BDAs will aid in quickly locating offending BDA equipment.

### **Protocol/Standard**

It is not the intent for the Lead Agency or Governance Committee to approve or regulate BDAs. It is important for the Lead Agency to maintain a list of facilities that do have BDAs used with the System.

Any agency or department installing a BDA will provide the Lead Agency with the location of the device prior to installation if possible. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number.

It is the responsibility of the equipment/facility owner to comply with all requirements of the FCC, including licensing, location reporting, and interference mitigation.

### **Recommended Procedure**

Agencies installing BDAs will submit to the Lead Agency a list of locations where BDAs are installed that are supplementing the System. BDAs not supplementing the System do not need to be reported. This list will be updated periodically.

### **Management**

The Lead Agency will maintain the list of BDAs supplementing the System. Each agency will maintain a list of BDAs within their jurisdiction along with contact information for the equipment/facility owner to allow access should the BDA interfere with the System.

## **4.21 Aircraft Radio Installations and Operation**

### **Purpose or Objective**

Sets the policy regarding aircraft subscriber radio installation, programming, and operation on the System.

### **Technical Background**

Due to the elevated altitude of operation, aircraft radios have a greater coverage footprint. This allows a radio operated in the air to access sites as far away as 150 to 200 miles, while mobile radios operated in vehicles on the ground typically have ranges limited to 30 to 40 miles. Radios in aircraft operating with the System function slightly different than radios on the ground.

Due to the interference potential from the larger coverage footprint of aircraft operated radios, the FCC rules for operation of these radios limits the output power to help reduce interference, as frequency reuse is applicable in the CCCS and other radio systems.

Installation of aircraft mounted radios is governed by the Federal Aviation Administration (FAA) and permanent installations must be performed by FAA certified personnel.

### **Operational Context**

Subscribers that acquire a large coverage footprint due to high altitude operations need to take into consideration potential interference due to frequency reuse in other systems. This could cause interference to their users. This interference could appear as an interruption, loss of communications, or as tailgating to other talkgroup transmissions on other sites.

### **Protocol/Standard**

All permanently installed aircraft radios shall comply with the FCC 90.423 power output limitation of 10 watts, the Effective Radiated Power (ERP) being no more than 5 watts. Only unity gain antennas will be allowed.

Permanently mounted aircraft radios should be programmed with the following:

- BER threshold of 2.5%

For aircrews that are assigned portable radios, these portable radios should be programmed for the following:

- 2.5% or 2.9% BER threshold

These settings apply for both aircraft installed radios using remote mounted mobile or portable radios and Technisonic-type aircraft control panel mounted avionics packages using internal portable radios.

Procedures for landing zone areas where communications with ground personnel are conducted are recommended on a simplex, non-trunked, channel.

In addition to the SOP training requirement, training for users of aircraft radios shall include a description of the issues surrounding airborne operation of System radios including:

- Issues of potential interference to other systems due to frequency reuse;
- Personnel using portable radios in a limited capacity (observers, guests, etc.) and the potential for FAA and FCC rule violation, and interference.

### **Recommended Procedure**

Installation and programming should be performed as outlined in this section. Operation of Aircraft landing zone coordination should be performed as outlined in this section. In-flight transmissions should be as brief as possible due to the potential interference.

### **Management**

The Lead Agency Director will be responsible for the oversight and compliance of this standard. Due to the potential of interference issues to expand beyond a specific region or into another County, Lead Agency staff should also be notified if any interference is detected and is believed to have originated from a CCCS radio equipped aircraft.

## **4.22 In-building Coverage**

### **Purpose or Objective**

Establishes policy on the approval, usage and regulation of in-building coverage enhancement devices on System frequencies and the tracking of all locations utilizing these devices for the purpose of mitigating interference issues. In-building coverage systems include Emergency Responder Radio Communications Systems (ERRCS), Bi-Directional Amplifiers (BDA), and Distributed Antenna Systems (DAS).

### **Technical Background**

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. In-building coverage devices aim to improve radio access within a confined space such as high-density buildings. Although the use of in-building coverage devices may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all in-building coverage devices will aid in quickly locating offending equipment.

### **Protocol/Standard**

The Lead Agency must approve and regulate in-building coverage systems on frequencies licensed to the County of Orange. It is important for the Lead Agency to maintain a list of facilities that have in-building coverage devices used with the System.

Any agency or department planning to install an in-building coverage system will submit their plans to the Lead Agency as described in the current OCSD ERRCS Guidelines document. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number. The Lead Agency must review and approve operation of the installed in-building coverage system to ensure proper installation and operation and to mitigate any adverse effect on the System.

It is the responsibility of the equipment/facility owner to comply with all requirements of the National Fire Protection Association (NFPA), California Fire Code (CFC) and Federal Communications Commission (FCC) including licensing, location reporting, and interference mitigation.

## **Recommended Procedure**

Agencies planning to install an in-building coverage system shall contact the Lead Agency for guidance and to begin the approval process. All agencies shall submit to the Lead Agency a list of locations where BDA, DAS or other ERRCS systems are installed that are supplementing the System. In-building coverage devices not supplementing the System do not need to be reported. This list will be updated periodically.

## **Management**

The Lead Agency will manage the In-Building Coverage policy and maintain the list of in-building devices supplementing the System. Each agency will maintain a list of in-building coverage devices within their jurisdiction along with contact information for the equipment/facility owner to allow access should the equipment interfere with the System.

## **5.0 CONFIGURATIONS AND ALLOCATION**

### **5.1 Zone and Talkgroup Naming Standards**

#### **Purpose or Objective**

A well-defined method of naming radio programming zones and talkgroups/channels aids in user interoperability by allowing all users to understand the designated use of individual talkgroups/channels and how to find those talkgroups/channels in their radio.

#### **Operational Context**

In addition to agency-specific zones and talkgroups, all System users have certain talkgroups/channels programmed into their radios that are common to all System users to allow for operational interoperability. The ability to quickly locate these common talkgroups/channels for interoperability requires a uniform programming methodology to place the talkgroups/channels in specific zones in all radio on the System.

#### **Protocol/Standard**

The Lead Agency, in conjunction with User Agencies, and with the authority of the Governance Committee has established the zone and talkgroup naming structure used by all System users. The zone/talkgroup/Channel names and radio template structure is provided in the Official Communications Handbook (Radio Code Book) for each System Discipline (Law, Fire, Lifeguard/Marine Safety, Public Works).

Requests for additional zones or talkgroups must be submitted to the Lead Agency for consideration and analysis as to their potential impact on the System.

## **Management**

The Lead Agency shall maintain the Official Communications Handbook and associated records related to zone and talkgroup/channel naming.

## **5.2 Radio IUID Allocation**

### **Purpose or Objective**

Allocates radio Item Unit Identification number (IUID) ranges for the individual agencies. This allows the Lead Agency to manage the pool of IUIDs as radio users and console positions are configured. This simplifies the management of the IUIDs and provides an easier indication of what IUIDs belong to which agency in the event that a radio user alias is not available.

### **Technical Background**

These IUIDs are the same IUIDs that users type in for call alert pages. Also, these are the IUIDs that are displayed on the subscriber radios if the "ID Display" feature is enabled. These IUIDs are also displayed at the console if the console alias feature is not available.

### **Operational Context**

The Lead Agency will allocate radio IUID ranges to agencies based on the number of units the agency will have active on the System and will be shown on the master agency IUID list.

### **Protocol/Standard**

Only radio IUIDs allocated to an individual agency can be used in the programming of that agency's radios and consoles. The Lead Agency is responsible for the programming of all radios on the System.

### **Procedure**

The Lead Agency maintains the master list of IUID distribution and will allocate IUIDs to agencies based on each agency's radio count and need. If an agency requires additional IUIDs beyond the initial allocation, a request shall be made to the Lead Agency. The Lead Agency will evaluate the request and conduct an analysis to determine impact to the System. Upon completion of the analysis, the Lead Agency may approve or deny the request, or ask for additional information.

### **Management**

The Lead Agency manages the IUID ranges for day-to-day activities, and manages the IUID ranges for reserve or future allocation.

## **5.3 Fleetmap Standards**

### **Purpose or Objective**

Defines the process used to document the Fleetmap information for the effective management of the System.

System Fleetmap configuration information is classified as 'Restricted Information' and is not released to the public.

## **Technical Background**

The Fleetmap is parameter information programmed into the System infrastructure and into the subscriber radios to control how those radios perform on the System.

The Fleetmap spreadsheet is a documented matrix of the talkgroups in the System and the departments or agencies that use and control user access to these talkgroups. The Fleetmap contains the following information:

- Talkgroup Name – Name of the talkgroup as it is programmed into the System.
- Talkgroup Alias – Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display.
- Talkgroup ID – Numerical designation of the talkgroup in decimal and/or hexadecimal.
- Failsoft Channel – The System channel designated for the talkgroup when in the failsoft mode.
- Owner – The primary user agency with access control of the talkgroup.
- Priority – Priority level of the talkgroup.
- On Console – If the talkgroup is available as a console resource.
- Trunked Alternate – A talkgroup to be used when the user's primary system is unavailable.

## **Operational Context**

The Lead Agency will establish and manage the Fleetmap database information for all users of the System.

## **Protocol/Standard**

A detailed matrix is maintained by the Lead Agency on the System database. Each agency's radio representative maintains a Fleetmap spreadsheet containing data on their talkgroups and the users for whom they are responsible.

## **Procedure**

If an individual agency desires to make updates and changes to their Fleetmap standards, the changes shall be requested through the Lead Agency.

- The Lead Agency will evaluate any requests for changes and conduct an analysis to determine its feasibility and impact on the System.
- The Lead Agency will decide if the request will be approved or denied and proceed accordingly with notification to the requesting agency.

The disclosure of the Fleetmap configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to sabotage and unauthorized access to the contents of confidential voice and data communications. Therefore, the master Fleetmap data shall be classified as 'Restricted Information' and is not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

## **Management**

The Lead Agency manages the Fleetmap and System programming for all agencies.

## **5.4 Subscriber Template Management**

### **Purpose of Objective**

Defines the process that is used to document the radio subscriber template information for the effective management of the System. The System contains a large number of talkgroups to support the various agencies that subscribe to the System. Subscriber template configuration information is classified as 'Restricted Information' and is not released to the general public.

### **Technical Background**

The subscriber template is parameter information programmed into the individual subscriber radios to control how those radios perform on the System.

An agency's subscriber template is developed and maintained by the Lead Agency with the input of each agency's radio representative. This is to ensure the agency gets the talkgroups, features, and functionality desired from the radios, while maintaining the overall functionality and integrity of the System.

The radio subscriber template is usually specific to a particular agency, but an agency can elect to have different versions of the template based on the department's needs and operations.

The templates normally contain the following information:

- Radio Configuration – Specific information related to a particular model of radio, including but not limited to: button assignment, display options, menu items, and other radio wide parameters.
- Conventional – Personality information that determines the radio's operation in the conventional mode such as frequencies, tones, and signaling options.
- Trunking – Identifies System and talkgroup specifics that the subscriber radio has access to, as well as System and unit-specific ID numbers relating to the radios operation.
- Scan – Defines the limits and lists of the subscriber radio's scan function, when equipped.
- Zone Assignment – Where talkgroups are combined into specifically labeled 'zones' within the radio that represent or reflect operations of a particular agency or operation. The zone designation reflects an acronym, which should easily identify the zone as belonging to a particular agency.

### **Operational Context**

The Lead Agency creates and manages all subscriber templates to ensure uniformity and proper operation on the System.

### **Protocol/Standard**

User Agencies may have multiple subscriber templates based upon their operational needs. The Lead Agency shall maintain a subscriber template spreadsheet for each of the agency's template versions.

The Lead Agency will work with each user agency to develop the subscriber templates for that agency. All subscriber template creation and modification shall be done by the Lead Agency. The Lead Agency shall maintain all associated documentation for each subscriber template.

### **Procedure**

If individual agencies desire to make updates and/or changes to their subscriber templates, those change requests shall be submitted to the Lead Agency for review. The Lead Agency will approve or deny the request after reviewing impact to the System and other users. If approved, the costs for template change and subsequent reprogramming of subscriber radios will be borne by the requesting agency.

The disclosure of the subscriber template configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to tampering, sabotage, unauthorized use, jamming, hacking, unauthorized access to the contents of confidential voice and data communications. Therefore, the subscriber template spreadsheets shall be classified as 'Restricted Information' and are not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

### **Management**

The Lead Agency manages all subscriber templates and programming for all agencies and maintains records of the process. Access is strictly controlled and is considered 'Restricted Information'.

## **5.5 Talkgroup Assignments**

### **Purpose or Objective**

Defines the assignment/usage of agency-specific, common and interoperable/mutual aid talkgroups and resources, and provides a standard so that the Lead Agency will have a firm guideline on allowing particular talkgroups programmed into radios.

### **Operational Context**

Talkgroups are considered assigned by the agency for which the talkgroup was specifically created. The process for pre-defined sharing authorizations is explained in Section 5.6.

### **Recommended Protocol/Standard**

There are three types of talkgroups that are programmed into the System:

- **Agency-Specific** – Created for, and controlled by, individual agencies for their day-to-day operations. These talkgroups cannot be accessed by other System users without express permission granted by the assigned agency. The process for obtaining this permission is outlined in Section 5.6.
- **Common Resources** – Talkgroups/channels created for common use among discipline specific agencies (law, fire, general) as needed. These talkgroups/channels are not controlled by any individual agency but are available for use by all Partner Agencies and are coordinated by the Control One.



- **Interoperable/Mutual Aid Resources** – These talkgroups/channels are established interoperable or mutual aid resources available to all System users based upon specific discipline (law, fire, general) and allow communications with non-CCCS System agencies as needed. These talkgroups/channels include the ability to be patched to non-800 MHz resources for greater interoperability. These talkgroups/channels are coordinated locally through the Control One.

### **Procedure**

- The Lead Agency will control all talkgroup generation and access parameters. Agencies shall immediately notify the Lead Agency when changes to an agency-specific talkgroup are required or the talkgroup is no longer required.

### **Management**

The Lead Agency is responsible for the management of the Talkgroup Ownership policy.

## **5.6 Talkgroup Sharing**

### **Purpose or Objective**

Defines how System Partner Agencies can permit other agencies to access to their agency-specific talkgroups.

### **Technical Background**

Radios must be P25 compliant and compatible with the System. Refer to Section 4.13 of this SOP for additional details on subscriber equipment standards.

### **Operational Context**

Partner agencies have the authority and control to define who is allowed access to their agency-specific talkgroups/channels. This process is accomplished with a formal written request to the Lead Agency from the requesting agency which is passed to the agency-specific talkgroup owner for approval. The request should include the specific talkgroup name desired and the intended purpose and potential users of the talkgroup.

### **Protocol/Standard**

Agency-specific talkgroups/channels shall not be programmed into any other radios without the written permission from the controlling agency. Documented written approval letters shall be maintained by the Lead Agency for each talkgroup sharing agreement.

### **Procedure**

The Lead Agency working with the talkgroup 'owner' will process the request and, upon approval, make the necessary modifications to the requesting agency template. The Lead Agency will maintain all supporting documentation regarding the requested change. All costs associated with the template change and reprogramming will be borne by the requesting agency.

### **Management**

The Lead Agency is responsible for the management of this procedure.

## **5.7 Talkgroup and Radio User Priorities**

### **Purpose or Objective**

Establishes varying priority levels for talkgroups to assure the most critical talkgroups on the System are granted a channel as quickly as possible when the System is experiencing busy conditions.

### **Technical Background**

The System priorities can be managed both at the radio user level and at the talkgroup level.

### **Operational Context**

Priority levels in the System are managed at the talkgroup level. The goal is to distribute priorities across the System talkgroups in a way that maximizes the ability for critical groups to communicate and minimizes the number of talkgroups with high priority.

## **5.9 Failsoft Assignments**

### **Purpose or Objective**

Creates and assigns System resources in a manner which maximizes System utility to users consistent with each user's mission and needs for radio communications during certain System failure situations.

### **Technical Background**

When the System's main controllers detect certain failure conditions in the radio System, all available channels revert from a trunking mode into a conventional repeater type of operation that is given the term 'failsoft'. During failsoft, talkgroups are assigned to a specific radio channel (frequency) if so programmed, which allows the users to continue voice communication while repairs are made to the System.

There are a limited number of channels available in the System, which results in a number of talkgroups being combined on each channel while in failsoft. This requires the radio users to share those channels between numerous agencies. This congestion of radio traffic happens only during the failsoft condition.

If a talkgroup is not given a failsoft assignment, radios using that talkgroup will hear the low pitched 'out-of-range' tone when the System is in failsoft, and will not be able to communicate on that talkgroup.

### **Operational Context**

The radio programming template failsoft assignments are configured to balance the ability for users to achieve an acceptable level of communications while maintaining the individual agency's privacy when possible. While in the failsoft condition, effected radios will display the

word 'FAILSOFT' on the radio display and emit a short high-pitched tone every 10-15 seconds to indicate to the user that normal trunked operation is unavailable.

### **Protocol/Standard**

It is the policy of the Lead Agency to provide a failsoft assignment for every 'primary' talkgroup on the System to prevent loss of communications for users. Failsoft channel assignments are based on the needs of System users consistent with each user's mission and need for radio communications.

The Lead Agency makes determinations concerning Failsoft channel assignments.

During a Failsoft condition, dispatchers may need to announce instructions to radio users and remind them that operations may be combined among several agencies and to implement radio discipline to reduce radio traffic.

### **Management**

The Lead Agency is the responsible authority for failsoft assignments and management. Agencies desiring additional information on failsoft assignments may request the information from the Lead Agency.

## **5.10 Scanning**

### **Purpose or Objective**

Identifies operational procedures and responsible authorities governing scanning System talkgroups.

### **Technical Background**

The network infrastructure and subscriber units are configured to permit managed user scanning of talkgroups. Including a talkgroup in a non-priority scan list does not necessarily result in the user hearing traffic on that talkgroup. Talkgroups are only active if there is at least one user affiliated who has the talkgroup of interest as their selected channel.

Subscriber units can scan a talkgroup, a talkgroup in another zone, or another trunked radio system if compatible. An entire radio can be set up as receive only.

### **Operational Context**

Scanning by multiple subscriber units can quickly overwhelm a trunked radio system creating system busies. As a result, scanning on the System has been limited to the Fire Services as a legacy feature allowing scanning of their Dispatch Talkgroup and primary tacticals.

### **Protocol/Standard**

Before scanning and/or monitoring of System talkgroups is allowed, permission must be obtained from the Lead Agency and the agency 'owning' the talkgroup. Scanning must also be approved by the requestor's agency in their template design.

Scanning can only be enabled in the programming template by the Lead Agency.

## **Management**

The Lead Agency is responsible for authorizing, programming and managing scanning in subscriber templates.

### **5.11 Emergency Button**

#### **Technical Background**

The emergency button feature allows a radio user to send an emergency notification by pressing a button on the radio. The notifications audibly and visually alert dispatch console positions that have the initiating radio's talkgroup in their active configuration. Other subscriber radios on the same talkgroup also receive the emergency notification once the 'emergency' radio is keyed which will display the IUID (or alias if available) of the radio generating the emergency.

Emergency calls are also automatically assigned the highest priority available by the System controller and are the first available from the queue if the System is in a busy situation.

#### **Operational Context**

The orange button on a portable or mobile radio will be programmed with the emergency feature for all agencies. Each agency should establish their own policy on how this feature might be used, taking into consideration how it will impact the System and other users including the Control One. The emergency feature can be used to alert dispatch and other users of an emergency situation and simultaneously allow the activated radio to have priority over other subscriber radios on the same talkgroup.

#### **Protocol/Standard**

The use of the emergency button as an emergency signaling option shall be available to any agency on the System, subject to certain conditions and provisions including:

- Agencies must provide training to all users to ensure the safe and effective use of this feature. The Lead Agency can also provide training and training materials.
- It is the individual agency's responsibility to determine how an emergency alarm will be deployed for their operation and the subsequent response to the alarm.
- If a user is temporarily assigned a radio other than their normal issued equipment, it is essential that their designated monitoring point be made aware of the radio identification to cross-reference it to the correct user in the event an emergency button activation occurs.
- All agencies implementing the emergency feature shall have a plan in place to respond to emergency button activation.

All emergency button response plans must include the following:

- An established radio monitoring point with the necessary console hardware/software to receive, display and acknowledge the alert.
- Established monitoring point must be capable of identifying which radio user pushed the button and capable of responding to the user in need. (Dispatch Center or Control One)

- In the event that the monitoring point is not the same agency as the radio user, an agreement on policy, monitoring, use, and response, shall be in place among the agencies.
- Established monitoring points shall be available during any/all hours that personnel are using the System, or have an established after-hours arrangement with another monitoring point.
- No dispatcher shall clear an emergency without ascertaining what action is necessary to handle said emergency and taking the appropriate actions to do so.

Control One receives all emergency button activations and will contact originating radio user's agency for follow-up when activations occur on common/interoperable talkgroups that are not assigned specifically to the agency in question.

### **Management**

The Lead Agency will manage the overall Emergency Button policy. Agencies desiring to use the emergency key function shall coordinate with agency resources that receive the emergency calls. The receiving agencies shall have an appropriate plan in place and documented as to the process to handle the emergency calls.

## **5.12 Encryption**

### **Purpose or Objective**

Establishes guidelines for the use of encryption on the System.

### **Technical Background**

Encryption is an option on digital radio equipment that must be specially ordered and manually configured. System users may or may not be capable of encryption depending on their equipment configuration and operational needs. AES is the approved standard for encryption on the System.

### **Operational Context**

The use of encryption in the System is strapped to the specific talkgroups determined by the System users to provide secure communications. Encryption is not a feature that can be enabled or defeated at the user level. Each talkgroup is pre-determined to be either encrypted or clear and is programmed as such in the subscriber template.

Radios transmitting with encryption cannot be heard by non-encrypted radios.

An encrypted talkgroup that is patched to a non-encrypted talkgroup or channel is no longer considered secure communications as the encrypted audio is decrypted when pushed over the patched non-encrypted talkgroup/channel. Likewise, audio fed to an internet streaming application will not be secure.

### **Protocol/Standard**

Only the Lead Agency is authorized to program encryption into radios on the System.

Each agency shall determine if encryption will be used on its own agency-specific talkgroups.

Certain common/interoperable talkgroups allocated to specific disciplines such as law/fire will be encrypted in all System radios. Non-encrypted common/interoperable talkgroups will also be available to System users who do not have encrypted radios.

Care should be taken when assigning encrypted talkgroups to incident communications to ensure all applicable users have encrypted radios.

### **Management**

The Lead Agency manages the encryption policy and the programming of encryption into all radios on the System.

## **6.0 INTEROPERABILITY STANDARDS**

### **6.1 Interoperable Communications Requirements**

#### **Purpose or Objective**

Establishes a minimum requirement for interoperable communications resources for all radios using the System.

#### **Technical Background**

For the purpose of this document, the terms 'mutual aid' and 'interoperability' will be used interchangeably. The term 'channel' will refer to a conventional resource.

The planners of the System recognized the need to make common interoperable talkgroups available to all subscribers primarily for interagency and incident command communications. Therefore, in addition to agency-specific talkgroups, the System also provides talkgroups that are common to like-disciplined agencies (law, fire, public works, lifeguard) as well as talkgroups that are available to all System users to provide interoperability between disciplines.

In addition to common System talkgroups, subscriber radios will also be programmed with local, state and national conventional interoperable channels. Most of these conventional interoperable channels are not encrypted but there are a few 700MHz encrypted channels available in encryption-capable radios.

#### **Operational Context**

Interoperable talkgroups & channels are used when there is a need to coordinate activities between different agencies and/or personnel assigned to work an event. Efforts should be made to utilize the lowest level of interoperable talkgroup/channel first if possible. For example, OC law agencies needing to coordinate with other law agencies should use the CCCS law interoperability talkgroups/channels before considering national level interoperable channels. If the coordination includes agencies that do not have access to the CCCS interoperable law talkgroups, statewide or national interoperable channels would be selected.

Additional information on the operational use of these interoperable talkgroups/channels can be found in the 'Official Communications Handbook' (Radio Code Book).

**Protocol/Standard**

All radios will be programmed to include the 'general use' interoperable talkgroups and channels located in specific zones in the radio template. These talkgroups and channels will be programmed into predetermined specific zones in all System radios to provide uniformity in programming for ease of locating the talkgroups/channels when needed.

Radio templates will also include discipline-specific interoperable talkgroups (ie. Orange, Gray, Black talkgroups for Law) in templates for all like-discipline agencies (law, fire, lifeguard, public works). These discipline-specific interoperable talkgroups/channels will be programmed into predetermined specific zones in all like-disciplined agency radios to provide uniformity in programming and ease of use.

Additional information on the location of these interoperable talkgroups/channels in the radio programming templates can be found in the 'Official Communications Handbook' (Radio Code Book) for each discipline.

**Procedure**

Coordination of all interoperable talkgroups and channels in Orange County is managed by the Control One. Any agency requiring interoperable talkgroups or channels should contact Control One for assistance with selecting and reserving these resources to meet their needs.

**Management**

The Lead Agency is responsible for managing this policy and ensuring interoperable channels are available and operational.

The Countywide Coordinated Communication Center (Control One) is responsible for managing the assignment and use of the interoperable talkgroups and channels in Orange County.

**6.2 Radio Console Patching of Talkgroups/Channels****Purpose or Objective**

Establishes policy for use of a console patch between System talkgroups and/or other resources on the dispatch console.

**Technical Background**

Most public safety communications/9-1-1 centers have the capability to initiate a console patch but patches that include a common System resource shall be accomplished on a console at Control One. Console patches can be established between multiple System talkgroups and/or between a System Talkgroup and a non-System resource. The resources can be conventional or trunked but must be an existing radio resource on the dispatch console.

Patches can be established without a radio dispatch console by using a deployable audio gateway, such as an ACU-1000. Approval is required prior to creating any patch. A talkgroup can only be in one patch at a time. A conventional channel can only be in one patch at a time.

Great care must be used in deciding what talkgroups and other resources can be patched together as a patch can have an unexpected consequential impact on other System resources.

The patch shall be monitored for continued coordination through Incident Command and/or dispatch personnel.

### **Operational Context**

Console Patches should only be used when there is an operational need for communications between personnel that cannot be accomplished using common communications resources. Use of conventional resources in a patch must be in compliance with the rules governing mutual aid channel usage. Console patching will only be permitted when approved by agency Watch Commander/Incident Commander and after notification to the Control One supervisor.

A patch involving agency-specific talkgroups/channels can be initiated on the local agency's console with approval by that agency's Watch Commander.

Any patch involving a common System resource should be initiated by Control One.

### **Protocol/Standard**

Each agency must develop written console patch and/or gateway device patch procedures addressing their unique operation and resource capabilities. These procedures shall be consistent with this policy. All communications center personnel shall receive initial and continuing training on the use of this procedure.

### **Procedure**

When an incident requires interagency coordination that is not available on a common talkgroup or channel, a request for a patch can be initiated. If the desired resource to be patched is a local agency resource and their agency-specific talkgroup/channel, the requesting agency can initiate the patch on their local console with their Watch Commander's approval and notification to Control One.

If the desired resource to be patched is a common System resource, the patch request must be directed to Control One after obtaining local agency Watch Commander approval. Control One will then initiate the patch from their console.

Before initiating a System patch, check to make sure the radio resource being patched is not already being used by another agency.

Radio console patches shall be used only if other suitable means for interagency communicating are unavailable or insufficient.

Any time a console patch has been established, someone in the requesting agency's communications center must continually monitor the patch to address and mitigate communications problems.

### **Management**



The Lead Agency is responsible for managing this policy. All agencies electing to use console patching are responsible for establishing and managing internal patch procedures and complying with this policy.

### **6.3 Use of the Statewide and National Interoperability Channels**

#### **Purpose or Objective**

Defines the procedures for the use of the conventional Statewide and National interoperable radio channels for communications between radio users of disparate radio systems and/or different frequency bands.

#### **Technical Background**

The FCC has designated certain VHF, UHF, 700 MHz & 800 MHz frequency pairs to be used exclusively for conventional interoperable communications between public safety radio users. Each frequency band includes a calling/hailing channel to be used in contacting the coordination center for the local operational area. Additionally, each frequency band includes channels for tactical operations in both repeater and direct "talkaround" modes. In the Orange County Operational Area, these channels are coordinated by the Control One.

All CCCS Partner Agency radios include many of the 700 MHz and 800 MHz interoperability channels in their standard radio programming template. Additional information on these channels, including channel names and general use, can be found in the discipline specific Orange County Official Communications Handbook (Radio Code Book) available to Partner Agencies through the Lead Agency.

The Lead Agency also maintains repeater systems with Interoperable channels in the VHF and UHF frequency bands which are available to CCCS Partner Agency users through a gateway patch on the Control One radio console. This allows CCCS radio users to be patched to a non-800 MHz radio system for interoperable communications with the users of that system.

#### **Operational Context**

These designated interoperable communications resources can be used for day-to-day interagency coordination, for urgent or emergency mutual aid situations, and/or for other purposes where coordination between radio users on separate 800 MHz radio systems or non-800 MHz radio systems must communicate to perform assigned duties.

These channels shall not be used for regular communications between radio users with full access to the CCCS, except when authorized and assigned by Incident Command.

#### **Protocol/Standard**

The 700 MHz and 800 MHz interoperability channels are programmed into the radio template of all CCCS subscriber radios. These channels may be used when traveling outside the coverage area of the CCCS System and are used to communicate with another 800 MHz radio system with base and/or mobile radios on those channels.

Control One shall monitor the interoperability hailing/calling channels at all times.

### **Procedure**

When an incident requires the use of a Statewide or National 700 MHz or 800 MHz interoperability resource, the requesting unit or agency will contact Control One to request the assignment of an interoperable tactical channel. Control One will assign an appropriate channel and monitor for any issues.

When an incident requires the use of a Statewide or National VHF or UHF interoperability resource, the requesting unit or agency will contact Control One to request the assignment of a tactical radio channel in the appropriate frequency band. Control One will initiate a patch between the requested VHF or UHF resource and the 800 MHz talkgroup/channel used in the patch.

Control One shall monitor all interoperability hailing/calling channels 24/7 to provide immediate assistance when requested.

### **Management**

The Lead Agency will manage this policy and the coordination and maintenance of interoperable radio resources in Orange County.

CCCS agencies are responsible for providing training to their personnel on the proper use of these Statewide and National Interoperable communications resources.

## **6.4 Control Station Usage on Interoperability Channels**

### **Purpose or Objective**

Establishes procedures for the use of control stations for gateway patching.

### **Technical Background**

A control station is a radio that is set up like a portable or mobile radio, typically with a limited number of talkgroups or conventional radio channels. It can be connected to a radio console or used stand alone.

A control station can function on only one talkgroup or conventional channel at a time.

Use of a control station with a radio console to patch System resources can have a wide area impact. This type of patch can be easily accomplished, but may take up multiple trunked radio channels, causing the System to experience busies or possibly create radio interference. Control station usage must comply with parameters listed on the agency's FCC license.

### **Operational Context**

There are a number of uses for control stations including:

- Installed at an agency that does not have a dispatch console to communicate with a conventional repeater or trunked radio system.
- Connected to a dispatch console at a communications center.

- Installed in a Mobile Communications Unit/Vehicle.
- Installed at an Incident Communications Center or Command Post.

**Protocol/Standard**

Radio control stations are permissible in the following circumstances:

- Connected to a radio console to be used to access the System by non-System user agencies for interoperability purposes.
- Installed in a MCU/MCV.
- Installed temporarily in an Incident Communications Center or Command Post.
- Connected to a radio console to be used to access the System by user agencies for interoperability purposes.
- Used with an audio logger to record transmitted or received audio.

All communications personnel performing the dispatch function shall be trained on the usage and constraints of the control station. They should receive continued training to maintain proficiency and understanding of the procedures.

A radio technician, COMT or other authorized person shall be involved in the configuration, installation and testing of control stations, whether a temporary or permanent installation.

**Limitations**

- Control stations should not be used to patch a System talkgroup to another System talkgroup except when approved by the Communications Center Supervisor and the Control One Supervisor.
- Control station antennas must not exceed 20' in height. If an antenna requires more height than 20' to access the System or mutual aid repeater, then a FCC license is required.
- No control station antenna may exceed 200' in height.
- Control stations should use Yagi (directional) antennas when possible.
- Antennas should use the lowest gain possible.
- Control station power should be kept as low as possible.

**Procedure**

Any agency wanting to use one or more control stations at the same location is only permitted to use that configuration if the design is compliant with this SOP. The process for obtaining permission is to submit a written request for control station usage to the Lead Agency Director.

- The request shall describe the location, desired talkgroups/channels, antenna height, power, antenna type, antenna gain and feed line type of each control station.
- The Lead Agency may approve, deny or request modifications to the request.

**Management**

The Lead Agency will manage this policy.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of control stations for gateway patching.

## **6.5 Required Monitoring of Interoperability Channels**

### **Purpose or Objective**

Establishes procedures for monitoring mutual aid/interoperability channels at communications centers and command posts.

### **Operational Context**

Monitoring of mutual aid channels is imperative for the benefit of users needing assistance. Many channels have been identified to use for interoperability but not all of them will be monitored when not in use. Due to the fact that these Statewide and National interoperable channels do not belong to any one agency, there is no channel 'owner' monitoring them. As a result, a designated monitoring center should be established in each Operational Area.

### **Protocol/Standard**

Control One is the designated monitoring center in Orange County for all Statewide and National interoperability calling/hailing channels available. Control One will monitor and respond to any unit requesting assistance on the calling/hailing channel and assign an appropriate tactical channel as necessary.

Dispatch Centers are responsible for monitoring any Statewide or National Interoperable channel assigned to them for an incident. The local Dispatch Center will monitor and respond to any communications traffic on the assigned interoperable channel until the completion of the incident.

Once the incident has been terminated and the interoperable resource is no longer needed, the Dispatch Center will notify Control One and release their responsibility for monitoring the tactical channel.

### **Management**

The Lead Agency will manage this policy. The Emergency Communications Coordinator will work with Control One to identify specific interoperable channels to be monitored 24/7 by Control One.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of Statewide and National interoperability resources.

## **7.0 MAINTENANCE RESPONSIBILITIES**

### **7.1 System Maintenance**

#### **Purpose or Objective**

Defines the System maintenance responsibilities and roles. The maintenance levels for the 800 MHz Radio System and its subsystems shall be set to a standard to protect the overall functionality and integrity of the System for all users.

### **Operational Context**

The 800 MHz CCCS System is a complex network of radio sites and equipment that require highly trained engineering and technical personnel to constantly monitor the System and intervene as required to prevent System failure and quickly restore the System should any equipment experience failure. The CCCS Governance Committee has designated the Lead Agency as the primary agency responsible for the maintenance of the System. Agreements between the Lead Agency and maintenance contractors are at the Lead Agency's discretion, but the Lead Agency is ultimately responsible for the System maintenance.

### **Recommended Procedure**

Any maintenance issues affecting the System will be addressed and resolved by the Lead Agency. The Lead Agency may, at its discretion, involve contract vendors in the process as necessary.

For emergency and urgent repairs, the Lead Agency may request and expect cooperation from support resources (e.g. – support staff and/or parts) from other agencies to restore equipment/systems to normal operation.

For day-to-day maintenance, the Lead Agency or its contract vendor shall maintain the equipment.

Repair of any equipment not normally maintained by the Lead Agency requires the notification and consent of the owning agency.

The Lead Agency and/or their contracted service providers are responsible for:

- FAA registrations, FCC ASR registrations and FCC licenses, ensuring that equipment is properly licensed and copies of the licenses are posted at the sites as required by regulations.
- Maintaining equipment within the limits of County of Orange FCC licenses.
- Notifying the responsible personnel of equipment and location issues that require attention.
- Managing the inventory of the radio subscriber and infrastructure equipment.
- Ensuring that equipment at the tower sites that is not part of the System inventory shall be clearly labeled to indicate agency ownership.
- Routine equipment maintenance logs are kept at the sites.
- Maintaining current copies of all as-built documentation at each site and at the Lead Agency office. Lead Agency is responsible for ensuring the accuracy of all as-built data related to the infrastructure equipment and any changes shall be immediately documented. Lead Agency shall distribute the updated information as required.
- Coordinating, implementing and/or overseeing configuration changes affecting the System infrastructure.

- Any work being scheduled affecting the System and/or subsystems performance and reasonable notification to the System's users of same.
- Ensuring all technicians assigned to work on System equipment have successfully completed appropriate training on the equipment. Training requirements are referenced in the training section of the SOP.
- Following a preventive maintenance plan as defined in the preventative maintenance section of the manufacturers' manuals.
- Maintaining a list of the qualifications and contact information of technical staff in the event of an emergency.
- Maintaining a list of the available spare parts/equipment pertaining to the System and subsystems.
- Ensuring any equipment upgrades or changes affecting normal operations of the System are discussed and approved by the Governance Committee.
- Determining how critical an equipment failure is operationally, determining the appropriate action, and escalating or de-escalating the repair process as needed.

## **Management**

The Lead Agency is responsible for managing the maintenance of the System equipment and sites and managing the repair responsibilities in emergency situations.

## **7.3 Maintenance / Repair Notifications**

### **Purpose or Objective**

Defines the procedure for notifications of scheduled and unanticipated maintenance activities having an impact on normal System operations, System interruptions, and System outages.

It is the policy of the Lead Agency to provide guidelines for user notifications for any maintenance actions having a potential for System interruptions.

### **Technical Background**

Typically, equipment functionality can change when hardware and software configuration alterations or other maintenance activities are performed. Advanced notification of planned maintenance activities that impact the normal operation of the System allows user agencies and subscribers to make preparations as needed. Notification will also be made to user agencies when a catastrophic failure happens.

If the notification process is difficult and lengthy, it can become a barrier to making notification to user agencies.

Failure to make proper notification to user agencies can result in unneeded confusion, disruption or loss of public safety communications, and possible compromise of any special operations communications.

### **Operational Context**

Affected agencies shall be notified of maintenance activities that impact their subscribers on the System. Agency notification of radio maintenance activities to their individual subscribers is at the discretion of the user agency's designated representative.

### **Protocol / Standard**

The Lead Agency is responsible for monitoring the System on a 24-hour basis, through various methods including on-site staff in the System Watch unit. Maintenance activities, planned or unplanned, that could impact the subscribers usage of the System requires notification to the affected agency's radio representatives.

In the event of planned maintenance, all efforts should be made to conduct this type of activity during off-peak hours where radio utilization is as low as possible. If an emergency or high priority incident is in progress at the time of scheduled maintenance, it may be necessary to reschedule or delay the maintenance until the situation has stabilized and can be safely moved to alternate talkgroups or channels.

### **Procedure**

A reasonable advance notice shall precede planned maintenance activities that affect the agencies using the System. The notification methods shall be by phone, e-mail, radio, or any combination of the same. The notification will consist of:

- The type of planned maintenance activity.
- When the maintenance will be conducted.
- The amount of time anticipated to complete the activity.
- The anticipated impact to the System and subsystems.

If a known activity has a significant operational impact upon any specific agency, a confirmation of receipt of notification shall be obtained. It is the responsibility of the Lead Agency to ensure that all affected users are notified will in advance of any such operations. Whenever possible, these operations shall be scheduled when the normal radio traffic is slowest.

Prior to commencing the maintenance operation, personnel from the Lead Agency shall coordinate with Control One to contact each affected dispatch center's supervisor for a last minute situational briefing.

Once maintenance operations begin, if dispatch operations recognize a need to terminate the operation, or if unexpected problems occur, a communications supervisor must call Control One to have the technical staff notified of the situation.

Unanticipated maintenance or equipment failures affect the agencies on the System and require notification to the affected agency's radio representative.

Upon notification of an equipment outage, Lead Agency technical staff is expected to:

- Determine the impact of the impairment to the operation of the System. A minor failure is something that either does not affect or minimally affects user functionality. A major failure is something that seriously affects or risks user functionality of the System.

- Determine if there are internal or external factors that alter the priority of System impairment, such as weather, subscriber loading unique public safety activities or impending events, etc.
- Determine if manual intervention is required. A serious failure requires initiating repair processes regardless of the time of day. Minor failures can wait until normal business hours or other convenient time before repair. The determination is at the discretion of the Lead Agency, and shall be based on internal System functionality and external subscriber needs.
- Determine if additional external resources are required.

Once the operation or repairs are complete, Lead Agency personnel shall contact Control One for an update and user feedback.

When requested by the Governance Committee, the details of the recovery processes may be reviewed for improvements.

## **Management**

The Lead Agency is responsible for maintaining this policy and ensuring representatives from all affected agencies are notified as appropriate. Each agency's radio representatives are responsible for notifications within their respective agencies.

## **7.4 System Coverage**

### **Purpose or Objective**

Establishes the requirements for regular outdoor testing and verification of System signal quality and coverage.

### **Technical Background**

Signal coverage of the System fluctuates constantly and is influenced by many conditions including but not limited to:

- Terrain.
- Weather.
- Vegetation.
- Building Construction.
- Equipment Condition.
- Location.

Regular sampling of signal quality and strength at pre-designated locations will help to confirm adequate coverage, or if a problem might have developed in certain locations due to changes in one of the above conditions.

### **Operational Context**

Periodic coverage testing is a critical component of System operation and maintenance, and will continue toward identifying and mitigating any signal coverage issues, including any potential effects of new building construction and development.



**Protocol / Standard**

Lead Agency staff performs comprehensive signal coverage test to evaluate the System's signal strength and quality across the service area. The locations and number of individual test points shall be based on the area's building density and known areas of poor coverage.

The results of each test will be compared to previous results and monitored for signal degradation. Test results will be stored on a shared data server for historical comparisons.

**Management**

The Lead Agency Director oversees the process, evaluates the results, develops remediation strategies, and reports significant findings to the Governance Committee.

**7.5 Repair Parts Inventory****Purpose or Objective**

Establishes an inventory control procedure for infrastructure and subscriber repair parts.

It is the policy of the Lead Agency to ensure that planning is in place and available resources identified to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

**Operational Context**

Lead Agency will maintain an inventory of spare parts for regular repairs to the System and subscriber radios.

**Protocol / Standard**

The spare parts inventory for infrastructure and subscriber units shall be kept at Lead Agency facilities for ready access when needed.

**Management**

The Lead Agency maintains and manages the repair parts inventory.

**7.6 Disaster Recovery****Purpose or Objective**

Establishes the minimum requirements for a System disaster recovery plan.

It is the policy of the Governance Committee and Lead Agency to ensure that planning is in place and resources identified and available to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

**Operational Context**

Lead Agency personnel will maintain a comprehensive plan for restoration of the System during times of disaster. If the Operational Area EOC is activated, the Emergency Communications

Coordinator (ECC) must be notified of any System problem so that it can be logged into WebEOC.

### **Management**

The Lead Agency maintains and manages the Disaster Recovery Plan.

## **8.0 SITE AND SYSTEM SECURITY**

### **8.1 Site Security**

#### **Purpose or Objective**

Establishes the minimum requirement to provide site security and protect the integrity of the System's radio towers equipment shelters and equipment.

#### **Technical Background**

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

#### **Operational Context**

The physical security of equipment, facilities, and structures making up the core of the radio System infrastructure is paramount to the reliability and availability of communications carried on the System. Each site is within a fenced, gated and locked compound, with shelter entry monitored and reported to a central monitoring point. A remote controlled camera systems are installed and monitored for any unauthorized entry or security concerns.

#### **Protocol / Standard**

Access to the sites are tightly controlled and entry to those sites is granted only to those personnel with proper authorization from the Lead Agency. All personnel requiring site access must be accompanied by Lead Agency staff. Unaccompanied access to any System site is not authorized. Entry alarms for the remote sites are received at Systems Watch and sent immediately to Lead Agency technical support staff.

#### **Procedure**

Notification to Lead Agency Technical staff and Systems Watch is required of all agencies and vendors prior to gaining site access. Any person requiring access to the tower sites for any reason shall have full clearance from the Lead Agency and be accompanied and monitored by Lead Agency personnel while on site. Law enforcement personnel will be immediately notified and dispatched to any site with unexpected or unexplained alarms or unidentified personnel viewed remotely from the camera systems.

Any agency or vendor requiring access to any tower site or equipment location shall make immediate notification to the Lead Agency of urgent issues such as discharged employees or cancelled contracts.

When a site has been vandalized or broken into, the jurisdictional law enforcement agency should be notified. The person who discovers the event has the responsibility to preserve the crime scene and not contaminate it. He/she should have Systems Watch log the time when the event was discovered and any other pertinent information relating to the site/scene. Systems Watch should notify the appropriate local law enforcement agency as well as the Orange County Sheriff's Department Watch Commander and Control One. Other agencies may be notified if they own equipment at the site. Lead Agency will notify all affected agencies as soon as possible.

When the site is off the air due to a crime, the technician should refrain from making entry unless permission has been given by the Lead Agency Director due to extreme circumstances taking place that requires coverage from the site.

If a radio technician should arrive at a site and an unauthorized vehicle or person is on the property, they should back off, notify Systems Watch and call 911. The technician should give the 911 call taker the street address and advise them of the situation. If there is no cell service on site, the technician should radio the information to Systems Watch and request law enforcement response. Systems Watch personnel should immediately contact the appropriate law enforcement agency to request response. Systems Watch personnel will also notify Lead Agency supervisors and management. At no time should the technician put themselves at risk of harm.

If a technician has to respond to a vandalized remote site after normal business hours, it is recommended for safety reasons that a minimum of two persons respond to the site. Law enforcement may be requested to go to the site with the technician.

## **Management**

The Lead Agency Director is responsible for managing this procedure.

## **8.2 Network Operational Security**

### **Purpose or Objective**

Establishes the specific security measures for System and subsystem equipment and to define site security policy.

### **Technical Background**

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

### **Protocol / Standard**

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.

Technical information that can compromise System security is considered 'Restricted Information'.

The System's network is protected from other data networks by isolation or by using System manufacturer specified and configured firewall with the approval of the Lead Agency.

All remote access points to the System are kept secure and are coordinated with the Lead Agency.

Passwords protect the System and subsystem equipment for the purpose of preventing unauthorized access to equipment. The Lead Agency issues and manages the passwords.

User login accounts are protected with passwords providing an appropriate level of protection. If a password is suspected of being compromised, it must be immediately updated or the user account will be disabled pending resolution.

External devices (computers, modems, routers, data storage, etc.) shall not be connected to the System network, computers, or consoles without the approval of the Lead Agency Director. Any such device must also be supplied, supported, and maintained by the user Agency's Information Technology department or service provider to ensure the most current device security software and virus protection is in place.

At no time will any personally owned device be connected to any port or connector on the System. Any such action may result in the immediate revocation of access privileges for the offender and/or agency.

It is recommended that computers used for programming or maintenance not be connected to the internet to help reduce possibility of virus infection.

A 'Group Policy' shall be implemented on the System to prevent the use of external USB ports on all dispatch consoles.

### **Procedure**

All agencies, contractors, and personnel that require access to Lead Agency controlled sites, equipment or networks must pass a comprehensive background check before access is allowed and must be accompanied by Lead Agency staff while on site.

Violations of System security policy or procedures may jeopardize the System and result in the loss of a technician's, agency's or vendor's privileges to access the System.

System documentation is classified as 'Restricted Information'.

### **Management**

The Lead Agency Director is responsible for the network, equipment, and site security of the System.

## **8.3 Software, Firmware and Document Security**

### **Purpose or Objective**

Establishes the minimum security measures and procedures to protect the integrity of the System software and programming.

## **Technical Background**

The documentation, service and technical manuals, databases, spreadsheets and software of the System contain critical operational and technical information that could compromise the System if obtained by unauthorized personnel and is classified as 'Restricted Information'.

## **Operational Context**

The documentation and software of the System changes as the System evolves. Those changes and revision must be documented and maintained in a central location for quick and easy access for the technical support staff.

## **Protocol Standard**

In the best interest of public safety, all documentation, service and technical manuals, databases, spreadsheets and software of the System are considered 'Restricted Information'.

Software relating to the programming of any System component shall only be installed on authorized government owned computers or Lead Agency authorized contractors' computers.

## **Procedure**

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency Director. These items will only be shared with those who require knowledge of it for operational purposes. This information is not available to anyone outside of the Lead Agency. An exception may be made with a formal written request and approval from the Governance Committee. This information is not to be released to any personnel who do not have a legitimate and appropriate need for it.

## **Management**

The Lead Agency Director is responsible for managing this procedure.

## **9.0 APPENDIX**

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### **9.1 Lead Agency Contact Information**

#### **Normal Working Hours – Monday-Friday 7:30AM – 4:30PM**

##### Customer Service – 714-704-7999

- Radio repair request
- Radio programming request
- Radio/accessories purchase request
- Dispatch console repair request

##### Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio deactivation
- Radio transmission history/statistics

#### **After Normal Working Hours**

Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio System coverage issues
- Emergency radio repair requests
- Emergency dispatch console repair requests

Control One – 714-834-7008

- Operational issues
- Request restricted talkgroup assignment
- Interoperability assistance
- Emergency radio or console repair requests

**Physical Address:**OCSD/Technology Division – Administration & Radio Repair

840 N. Eckhoff St.  
Suite 104  
Orange, CA 92868

**9.2 Glossary – Definitions and Acronyms**

Item/Acronym	Definition
700MHz	For Public Safety LMR, digital P25 voice radio channels between 769/775 MHz and 799/805 MHz. Channels have 30 MHz separation between Tx & Rx when repeated. FCC designated low power channels can be used analog voice.
7CALL / 7TAC	Nationwide 700 MHz Calling and Tactical channels
800MHz	For Public Safety LMR, analog or digital voice or data radio channels between 806/816 and 851/860 MHz. Channels have 45 MHz separation between Tx & Rx when repeated.
8CALL / 8TAC	Nationwide 800 MHz Calling and Tactical channels
ACU-1000	An audio gateway device capable of connecting disparate radio systems, channels, or talkgroups together during on-scene operations, similar to a console patch between talkgroups
AES	Advanced Encryption Standard
Alias	A common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 6 digit ID number
ANSI	American National Standards Institute
APCO	Association of Public-Safety Communications Officials
APCO P25	A public-safety digital radio standard

Item/Acronym	Definition
ASK	Advanced System Key
BDA	Bi-Directional Amplifier, relays radio signals into and out of a building
BER	Bit Error Rate
CCCS	Countywide Coordinated Communications System
Channel	A pair of frequencies, transmit and receive, that are used for a single communications path
Channel Bank	A device that combines multiple data and/or audio inputs into TDMA format so that it can be transmitted over microwave or T1 circuit and shared between transmitter sites
Code plug	The file containing a specific radio's programming parameters
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
Console Patching	Ability to connect channels via dispatch consoles
Consolette	A mobile radio mounted into a case with power supply and converted for desk-top use
Control Station	An installed radio unit, sometimes a mobile radio, normally found at a desk or common work area indoors or directly connected to a console or other fixed transmitting location
DAS	Distributed Antenna System, relays radio signals into and out of a building
Digital radio	Digital radios turns sound (by signal processing) into patterns of digits (numbers) rather than the radio waves which are used for analog transmissions.
Dispatch Console	A fixed radio operator position with multiple radio resources and features that can access any subset of talkgroups and/or conventional channels
ECC	Emergency Communications Coordinator
EIA	Electronic Industry Alliance
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FAA	Federal Aviation Administration
FCC	Federal Communication Commission
Fixed	Radio equipment that is installed at a radio site or dispatch center
Fleetmap	The master spreadsheet plan of the talkgroups, zones, Failsoft assignments, alias information and other pertinent System and radio programming
FM	Frequency Modulation
Gateway	A device that allows two or more radio or voice devices to be connected together
IAP	Incident Action Plan

Item/Acronym	Definition
IC	Incident Command
ICALL	Calling Channel for ITAC
ICC	Incident Communications Center
ICP	Incident Command Post
ICS	Incident Command System
ICS 205	Incident Radio Communications Plan
ICS 217	Communications Resource Availability Worksheet
ID	Identification
Infrastructure	All of the fixed electrical and mechanical equipment, towers and building structures, generators, transmitters, controllers, antennas, microwave and ancillary equipment that comprise the operational backbone of the radio System
Inter-agency	Located or occurring between two or more agencies
Interoperability	The ability of Public Safety responders to share information via voice and data communications systems on demand, in real time, when needed, and as authorized.
Interoperable	Ability of a system to use the parts or equipment of another system
ITAC	Conventional mutual aid channel 800 Mhz
ITS	Information Technology Services
IUID	Item Unit Identification number is a unique number assigned to each individual subscriber radio authorized to have access to the System.
Lead Agency	Agency primarily responsible for maintenance, management, operation and enhancement of the CCCS System. The CCCS Governance Committee has designated the Orange County Sheriff Department Technology Division as the Lead Agency.
LMR	Land Mobile Radio
Logging	The act of recording radio conversations for replay as required
MCC	Mobile Communicaiton Center
MCU	Mobile Communications Unit
MCV	Mobile Communications Vehicle
MHz	Abbreviation for megahertz. 5 MHz = 5,000,000 Hz or 5,000 kHz. A unit of measure for the number of times a frequency makes one complete cycle in one second
Mission Critical	For mission critical applications, users have an expectation of "immediate" communication with their dispatch or command center and little to no end-to-end audio delays.
Mobile Radio	A vehicular mounted radio with an power source and antenna
Mutual Aid	Personnel, equipment, or services provided to another jurisdiction



Item/Acronym	Definition
NECP	National Emergency Communications Plan
NGOs	Non-Governmental Organizations
NIMS	National Incident Management System
OCCOPSA	Orange County Chiefs of Police and Sheriff's Association
OTAP	Over the Air Programming
OTAR	Over the Air Rekeying
P25	A suite of standards for digital radio communications for use by federal, state and local public safety agencies in North America to enable them to communicate with different vendor radio systems using a common platform
Patch	Electrically connecting two or more radio channels or talkgroups so that those users of those separate resources are able to communicate with each other
POC	Point of Contact
Portable	A lightweight, completely self-contained radio unit usually worn on user's belt
Public Safety	An agency, department, or individual directly involved with the health, safety, and/or security of the public including, but not limited to police, fire, emergency management, and medical personnel and responders
Public Service	An agency, department, or individual involved with providing non-emergency type services to the public including, but not limited to utilities, transportation, education, and other governmental services, supporting public safety
Restricted Information	Documentation, service and technical manuals, databases, spreadsheets and software of the System containing critical operational and technical information that could compromise the System if obtained by unauthorized personnel.  All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.
RF	Radio Frequency
SCIP	Statewide Communications Interoperability Plan
SEOC	State Emergency Operations Center
Simplex	Radio to radio communications on one frequency. Also called Direct
Simulcast	A type of radio communications in which voice communications are transmitted from multiple radio sites and can be received simultaneously by field units to provide wide area coverage
Site	The physical location of an antenna tower, equipment shelter and radio System infrastructure equipment
SOP	Standard Operating Procedure
SOW	Site on Wheels
Subscriber Unit	A mobile, hand held or control station radio used on a trunked radio system
System User	An individual operating a radio authorized to access the System.

Item/Acronym	Definition
System Watch	Lead Agency unit responsible for 24/7 monitoring of CCCS and responding to any System issues. This includes notifications, troubleshooting, callouts, repair, etc., resulting in System restoration.
TAC	Tactical on scene operation
Talk Around	Radio to Radio communications on one frequency, usually the same frequency on which a repeater transmits. Similar to Direct or Simplex
Talkgroup	Term usually used with trunked radio systems. A talkgroup is a predefined list of radios/users assigned a unique ID which allows them to communicate with each other over a trunked radio system.
Talkgroup Alias	Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display
Talkgroup Failsoft Channel	The system channel designated for a talkgroup when in the failsoft mode
Talkgroup ID	Numerical designation of the talkgroup in decimal and/or hexadecimal
Talkgroup Name	Name of the talkgroup as it is programmed into the system
TIA	Telecommunications Industry Association
Trunking/Trunked	The automatic and dynamic sharing of a number of communications channels between large numbers of radio users
UHF	Ultra High Frequency – Range of 300 to 3,000 MHz for public safety LMR usually refers to two bands. 380 to 460 MHz (low) and 460 to 512 MHz (high).
UPS	Uninterruptible Power Source – a battery back-up device that provides emergency power to connected equipment when utility power is not available.
User Agency	An agency authorized to operate a radio on the System.
VHF	Very High Frequency – For public safety LMR, usually refers to VHF High Band with a range of 136 to 164MHz. VHF Low Band has a frequency range below 100MHz.
Zone	An area in the radio / template containing positions for 16 individual talkgroups or conventional radio channels which is normally labeled by an acronym that closely represents the owner agency

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	800 MHz Backbone Cost Sharing - Cost Allocations based on Radio Counts															
2																
3	FY 21-22 COST ALLOCATION															
4																
5																
		FY 21-22 RADIO COUNT						FY 21-22 Annual Payment								
		LAW EQUIP.	FIRE EQUIP.	LIFEGR D EQUIP.	PW EQUIP.	TOTAL	ALLOCATION PERCENT (60/40)	OPERATIONS	BACKBONE INFRASTR. (1)	800 MHz SUSTAIN. FUND (1)	TOTAL (60/40)	TOTAL Straight Radio Count	FY 20-21 PAYMENT	FY 20-21Radio Counts	# CHANGE	\$ Change over FY 19-20
6	CITY/AGENCY															
7	ALISO VIEJO	42	0	0	12	54	0.41%	\$12,987	\$2,199	\$1,034	\$16,220	\$18,756	\$ 17,079	54	0	\$ (858)
8	ANAHEIM	1081	459	0	363	1,903	14.35%	\$457,668	\$77,493	\$36,452	\$571,614	\$660,962	\$ 599,967	1,897	6	\$ (28,353)
9	BREA	227	87	0	38	352	2.66%	\$84,655	\$14,334	\$6,743	\$105,732	\$122,259	\$ 105,635	334	18	\$ 97
10	BUENA PARK	232	0	0	59	291	2.19%	\$69,985	\$11,850	\$5,574	\$87,409	\$101,072	\$ 92,035	291	0	\$ (4,626)
11	COSTA MESA	380	157	0	111	648	4.89%	\$155,843	\$26,388	\$12,413	\$194,643	\$225,067	\$ 204,944	648	0	\$ (10,301)
12	CYPRESS	144	0	0	33	177	1.34%	\$42,568	\$7,208	\$3,390	\$53,166	\$61,477	\$ 55,664	176	1	\$ (2,497)
13	DANA POINT	54	0	0	4	58	0.44%	\$13,949	\$2,362	\$1,111	\$17,422	\$20,145	\$ 17,079	54	4	\$ 343
14	FOUNTAIN VALLEY	127	64	0	63	254	1.92%	\$61,087	\$10,343	\$4,865	\$76,295	\$88,221	\$ 80,017	253	1	\$ (3,721)
15	FULLERTON	331	144	0	34	509	3.84%	\$122,414	\$20,727	\$9,750	\$152,891	\$176,789	\$ 160,033	506	3	\$ (7,142)
16	GARDEN GROVE	406	0	0	67	473	3.57%	\$113,756	\$19,261	\$9,060	\$142,077	\$164,285	\$ 149,596	473	0	\$ (7,519)
17	HUNTINGTON BEACH	518	197	79	164	958	7.23%	\$230,397	\$39,011	\$18,351	\$287,759	\$332,739	\$ 302,672	957	1	\$ (14,912)
18	IRVINE	570	0	0	165	735	5.54%	\$176,766	\$29,930	\$14,079	\$220,776	\$255,285	\$ 221,390	700	35	\$ (614)
19	LAGUNA BEACH	155	98	60	68	381	2.87%	\$91,630	\$15,515	\$7,298	\$114,443	\$132,331	\$ 119,551	378	3	\$ (5,108)
20	LAGUNA HILLS	38	0	0	4	42	0.32%	\$10,101	\$1,710	\$805	\$12,616	\$14,588	\$ 13,283	42	0	\$ (668)
21	LAGUNA NIGUEL	76	0	0	12	88	0.66%	\$21,164	\$3,584	\$1,686	\$26,433	\$30,565	\$ 27,832	88	0	\$ (1,399)
22	LAGUNA WOODS	11	0	0	0	11	0.08%	\$2,645	\$448	\$211	\$3,304	\$3,821	\$ 3,479	11	0	\$ (175)
23	LAKE FOREST	89	0	0	4	93	0.70%	\$22,366	\$3,787	\$1,781	\$27,935	\$32,301	\$ 29,413	93	0	\$ (1,478)
24	LA HABRA	172	14	0	58	244	1.84%	\$58,682	\$9,936	\$4,674	\$73,292	\$84,748	\$ 77,170	244	0	\$ (3,879)
25	LA PALMA	61	0	0	11	72	0.54%	\$17,316	\$2,932	\$1,379	\$21,627	\$25,007	\$ 22,772	72	0	\$ (1,145)
26	LOS ALAMITOS	51	0	0	0	51	0.38%	\$12,265	\$2,077	\$977	\$15,319	\$17,714	\$ 16,130	51	0	\$ (811)
27	MISSION VIEJO	96	0	0	22	118	0.89%	\$28,379	\$4,805	\$2,260	\$35,444	\$40,984	\$ 36,687	116	2	\$ (1,243)
28	NEWPORT BEACH	320	122	62	119	623	4.70%	\$149,830	\$25,370	\$11,934	\$187,134	\$216,384	\$ 197,353	624	(1)	\$ (10,220)
29	ORANGE	340	215	0	104	659	4.97%	\$158,488	\$26,836	\$12,623	\$197,947	\$228,888	\$ 210,004	664	(5)	\$ (12,057)
30	PLACENTIA	152	48	0	0	200	1.51%	\$48,100	\$8,144	\$3,831	\$60,075	\$69,465	\$ 45,859	145	55	\$ 14,216
31	RANCHO SANTA MARGARITA	41	0	0	1	42	0.32%	\$10,101	\$1,710	\$805	\$12,616	\$14,588	\$ 13,283	42	0	\$ (668)
32	SAN CLEMENTE	86	0	15	5	106	0.80%	\$25,493	\$4,317	\$2,030	\$31,840	\$36,817	\$ 33,525	106	0	\$ (1,685)
33	SAN JUAN CAPISTRANO	39	0	0	2	41	0.31%	\$9,860	\$1,670	\$785	\$12,315	\$14,240	\$ 12,651	40	1	\$ (335)
34	SANTA ANA	648	0	0	151	799	6.03%	\$192,158	\$32,537	\$15,305	\$240,000	\$277,514	\$ 246,692	780	19	\$ (6,692)
35	SEAL BEACH	134	0	27	8	169	1.27%	\$40,644	\$6,882	\$3,237	\$50,763	\$58,698	\$ 53,134	168	1	\$ (2,370)
36	STANTON	57	0	0	23	80	0.60%	\$19,240	\$3,258	\$1,532	\$24,030	\$27,786	\$ 25,302	80	0	\$ (1,272)
37	TUSTIN	228	0	0	39	267	2.01%	\$64,213	\$10,873	\$5,114	\$80,200	\$92,736	\$ 83,812	265	2	\$ (3,612)
38	VILLA PARK	5	0	0	2	7	0.05%	\$1,683	\$285	\$134	\$2,103	\$2,431	\$ 2,214	7	0	\$ (111)
39	WESTMINSTER	196	0	0	59	255	1.92%	\$61,327	\$10,384	\$4,885	\$76,596	\$88,568	\$ 80,333	254	1	\$ (3,737)
40	YORBA LINDA	53	0	0	48	101	0.76%	\$24,290	\$4,113	\$1,935	\$30,338	\$35,080	\$ 31,627	100	1	\$ (1,289)
41	METRONET	0	55	0	0	55	0.41%	\$13,227	\$2,240	\$1,054	\$16,521	\$19,103	\$ 17,395	55	0	\$ (874)
42																\$ -
43	CITY TOTAL	7,160	1,660	243	1,853	10,916	82.34%	\$2,625,279	\$444,519	\$209,097	\$3,278,895	\$3,791,414	\$ 3,405,609	10,768	148	\$ (126,715)
44																
45	OCFA	0	1,916	0	0	1,916	14.45%	\$460,795	\$78,023	\$36,701	\$575,519	\$665,477	\$ 596,804	1,887	29	\$ (21,285)
46	OCTA	0	0	0	124	124	0.94%	\$29,822	\$5,049	\$2,375	\$37,247	\$43,068	\$ 39,218	124	0	\$ (1,971)
47	OC LIFEGUARD TOTAL	0	0	54	0	54	0.41%	\$12,987	\$2,199	\$1,034	\$16,220	\$18,756	\$ 17,079	54	0	\$ (859)
48	COAST COMMUNITY COLLEGE DISTRICT	12	0	0	0	12	0.09%	\$2,886	\$489	\$230	\$3,605	\$4,168	\$ 3,795	12	0	\$ (190)
49	IRVINE VALLEY COLLEGE POLICE	23	0	0	0	23	0.17%	\$5,531	\$937	\$441	\$6,909	\$7,989	\$ 7,274	23	0	\$ (365)
50	SADDLEBACK COLLEGE CAMPUS PD	18	0	0	0	18	0.14%	\$4,329	\$733	\$345	\$5,407	\$6,252	\$ 6,009	19	(1)	\$ (602)
51	CAL STATE FULLERTON	76	0	0	0	76	0.57%	\$18,278	\$3,095	\$1,456	\$22,829	\$26,397	\$ 24,037	76	0	\$ (1,208)
52	SANTA ANA UNIF. SCH. DIST. POLICE	70	0	0	0	70	0.53%	\$16,835	\$2,851	\$1,341	\$21,026	\$24,313	\$ 22,139	0	70	\$ (1,113)
53																
54	COSTA MESA SANITARY DISTRIC	0	0	0	8	8	0.06%	\$1,924	\$326	\$153	\$2,403	\$2,779	\$ 2,530	8	0	\$ (127)
55	EAST ORANGE COUNTY WATER DISTRICT	0	0	0	7	7	0.05%	\$1,683	\$285	\$134	\$2,103	\$2,431	\$ 2,214	7	0	\$ (111)
56	EL TORO WATER DISTRICT	0	0	0	2	2	0.02%	\$481	\$81	\$38	\$601	\$695	\$ 633	2	0	\$ (32)
57	GOLDEN STATE WATER COMPANY	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)
58	IRVINE RANCH WATER DISTRICT	0	0	0	4	4	0.03%	\$962	\$163	\$77	\$1,202	\$1,389	\$ 1,265	4	0	\$ (64)
59	MOULTON NIGUEL WATER DISTRICT	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)
60	MIDWAY SANITATION DISTRICT	0														

**City of Garden Grove****INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	Lisa L. Kim
Dept.:	City Manager	Dept.:	Community and Economic Development
Subject:	Award contracts to Bureau Veritas North America, Inc.; Scott Fazekas & Associates, Inc.; VCA Code; and CSG Consultants Inc., for on-call plan review and/or Building contractual services (Cost: Not-to-exceed \$250,000 each contract) ( <i>Action Item</i> )		
Date:	9/28/2021		

**OBJECTIVE**

For the City Council to award contracts to: 1) Bureau Veritas North America, Inc. (BV), 2) Scott Fazekas & Associates, Inc. (SFA), 3) VCA Code, and 4) CSG Consultants Inc. for the City's on-call plan review and/ or building contractual and related services on an "as-needed" basis.

**BACKGROUND**

The Community and Economic Development Department (CEDD) has historically augmented service delivery with third party contract services to assist with streamlining response times and enhance customer service by supplementing in-house staff with contractual services on an "as-needed" basis in the areas of plan check services for high-profile projects and/or additional Building & Safety positions. Positions include but are not limited to: building inspection, code enforcement, permit counter operations, and other related services as needed.

Over the past three (3) years, the Building & Safety Division has seen high levels of activity through various economic cycles with several major development projects at different stages in the pipeline alongside increased applicants for accessory dwelling units. A general summary of permits issued, building inspection volume, code compliance cases, and permit counter activity are provided below:

Year	2018	2019	2020
<b>Permit Valuation</b>	\$ 101,137,000	\$ 111,389,225	\$ 99,080,315
<b># Permits</b>	3,586	4,143	2,534
<b># Inspections</b>	14,046	10,154	11,313

# Inspections	14,540	15,157	11,515
# CE Citations	120	435	326
# Counter Customers	13,284	15,027	10,237

Periodically, the City receives applications for development projects, for which the volume and requests for expedited timelines exceed what can be provided by in-house staff. Recently, the City was faced with a challenging situation in which third party services were utilized to address building inspection backlog. Moving forward, it is recommended that qualified "third party" vendors be available on an "on-call basis" in order to maintain high level of customer service delivery and ensure the safety of the residents and the community.

In addition, over the next five (5) years, the City will also need specialized services related to high-profile projects including the Brookhurst Triangle Phases 3, 4, and 5, Site "B2" Hotel, and Site "C" Hotel. The City recognizes the necessity for third party assistance in performing services when these applications arise so that Building & Safety is able to respond effectively during peak periods.

## DISCUSSION

CEDD launched an extensive RFP process to seek out experienced firms interested in providing on-call plan review and/or building contractual services. Eight (8) prospective firms were invited, and eight (8) proposers submitted formal responses. A comprehensive selection panel consisting of five (5) key members from Building, Planning, Office of Economic Development, City Manager's Office, and Real Property rated the proposals on the basis of experience, qualifications, technology, customer service, references, oral interviews, and the ability to provide in-house contractual services and/or availability to attend internal meetings and assist City staff as needed.

Based on the evaluation results, staff discovered strengths in two (2) separate areas offered by the top four (4) ranking firms. BV and VCA were the highest in plan review *and* contractual related services, SFA was rated the highest in complex construction plan review services, and CSG uniquely offered a wide range of community development and public works-related contractual services. Based on the City's future needs for services for the projects slated, staff is recommending contracts with four (4) of the eight (8) consultants.

The proposed contracts for BV and VCA include separate agreements for building Plan Review services and Contractual Services. The purpose of establishing separate contracts is to distinguish work under a deposit-based reimbursement agreement paid for by the developer, which is recorded separately from the use of City operational funds.

The following is a summary of the ratings:

Consultant	Rater A	Rater B	Rater C	Rater D	Rater E	Totals
BV	4.525	4.825	4.975	4.625	4.150	<b>23.100</b>
SFA	4.975	4.500	4.950	4.300	4.150	<b>22.875</b>
VCA	4.500	4.950	4.700	4.375	4.150	<b>22.675</b>
CSG	4.300	4.800	4.600	4.400	4.050	<b>22.150</b>

Interwest	4.000	4.700	4.350	4.700	3.900	21.650
Willdan	3.550	3.775	4.550	4.525	3.800	20.200
True North	4.050	4.475	3.650	3.775	3.800	19.750
HR Green	3.150	4.500	3.450	4.150	3.800	19.050

CONCLUSION

In summary, Bureau Veritas North America, Inc. (BV) is the largest plan review firm in the United States, with 38 years of combined experience, and two local offices operating out of Santa Ana and Irvine. The firm’s range of experience includes not only plan review but also a strong code enforcement and counter operations staffing team.

Scott Fazekas & Associates, Inc. (SFA) is an Irvine based company with over 40 years of experience exclusive to municipal building departments to ensure zero conflict of interest. It specializes in operations tailored to the exact needs for high-profile projects, and offers accommodations for expediting plan review and turn-around times.

VCA Code (VCA) has over 30 years of industry experience operating from its regional office located in the City of Orange, and currently serves 33 cities in Southern California. The firm offers plan review and specialized on-call staff augmentation services which includes a skilled building inspection team.

CSG Consultants, Inc. has over 36 years of municipal experience and currently has a team of 300+ individuals who have worked in public agency services throughout their entire careers. They operate locally in the City of Orange. In addition to the minimum requirement, the firm provides services for other community and economic development and public works related disciplines.

City reference checks for all four (4) firms confirmed positive feedback, with excellent marks in areas of responsiveness, problem solving, customer service and knowledge, which is consistent in their staffing, reliability, and exceptional communication skills.

FINANCIAL IMPACT

It is anticipated that the Plan Review contracts will be established in the not-to-exceed amount of \$250,000 per year with the option to extend the agreement in one (1) year increments, for a total performance period of five (5) years. These services will be on a separate deposit based reimbursement agreement funded by the developers, and therefore will not impact the General Fund.

Funding for the contracts specific to Contractual Services will also be established in the not-to-exceed amount of \$250,000 per year with the option to extend the agreement in one (1) year increments, for a total performance period of five (5) years. Funding for contractual services is provided by the General Fund, and is currently included in the Building & Safety Division’s operational budget: no additional appropriation is necessary.

RECOMMENDATION

It is recommended that the City Council:

Amend contracts for on-call Plan Review Services to 4) Bureau Veritas North

- Award contracts for on-call Plan Review Services to 1) Bureau Veritas North America, Inc., 2) Scott Fazekas & Associates, Inc., and 3) VCA Code in the not-to-exceed amount of \$250,000 per contract per year, with the option to extend the agreement in one (1) year increments, for a total performance period of five (5) years, on an "as-needed" basis;
- Award contracts for on-call Building Contractual Services to 1) Bureau Veritas North America, Inc., 2) VCA Code, and 3) CSG Consultants Inc. in the not-to-exceed amount of \$250,000 per contract per year, with the option to extend the agreement in one (1) year increments, for a total performance period of five (5) years, on an "as-needed" basis;
- Authorize the City Manager, or his designees, to execute the agreement, and make minor modifications as appropriate thereto, on behalf of the City; and
- Authorize the City Manager, or his designees, to exercise option year terms and sign the option year amendments.

By: Alana Cheng, Administrative Officer

**ATTACHMENTS:**

Description	Upload Date	Type	File Name
Bureau Veritas PLAN REVIEW SERVICES	9/21/2021	Agreement	Bureau_Veritas_PLAN_REVIEW_SERVICES_Agreement._9.28.21.pdf
Bureau Veritas CONTRACTUAL SERVICES	9/21/2021	Agreement	Bureau_Veritas_CONTRACTUAL_SERVICES_Agreement._9.28.21.pdf
Scott Fazekas PLAN REVIEW SERVICES	9/21/2021	Agreement	Scott_Fazekas___Associates_PLAN_REVIEW_SERVICES_Agreement._9.28.21.pdf
VCA Code PLAN REVIEW SERVICES	9/21/2021	Agreement	VCA_Code__PLAN_REVIEW_SERVICES_Agreement._9.28.21.pdf
VCA Code CONTRACTUAL SERVICES	9/21/2021	Agreement	VCA_Code__CONTRACTUAL_SERVICES_Agreement._9.28.21.pdf
CSG Consultants CONTRACTUAL SERVICES	9/21/2021	Agreement	CSG_Consultants__CONTRACTUAL_SERVICES_Agreement._9.28.21.pdf

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **BUREAU VERITAS NORTH AMERICA, INC.**, herein 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 Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to Provide **On-Call Building PLAN REVIEW SERVICES, as needed.**
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 one (1) year from full execution of the agreement, with an option to extend said agreement additional four (4) 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 CONTRACTOR for work performed to date in accordance with Rate and Service Structure which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of a compensation structure set forth in the Rate and Service Structure. The Structure is attached as Attachment "A", and is incorporated herein by reference. The Attachment 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 **Two Hundred and Fifty Thousand Dollars (\$250,000.00)**, 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 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 and CONTRACTOR 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 and provide a Waiver of Subrogation in favor of the City.
- 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 \$2,000,000.00 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 \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed In California and have a Best's Guide Rating of A-, Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

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)  
**BUREAU VERITAS NORTH AMERICA, INC.**  
**Attention: Trang Huynh**  
**1940 East Deere Avenue, Suite 210**  
**Santa Ana, CA 92840**
  - b. (Address of CITY)  
**City of Garden Grove**  
**Attention: Alana Cheng**  
**Community and Economic Development Department**  
**11222 Acacia Parkway**  
**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.** To the fullest extent permitted by law, CONTRACTOR shall 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 CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and

hold harmless CITY, is due to the sole 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 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.
18. **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.
19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **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.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
22. **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.

\\ \\

(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"**  
**BUREAU VERITAS NORTH AMERICA, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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:**

\_\_\_\_\_  
**City Attorney**

\_\_\_\_\_  
**Date**

**Attachment "A"**  
**RATE AND SERVICES STRUCTURE**

# RATE AND SERVICE STRUCTURE

## RATE AND SERVICE STRUCTURE

### CITY OF GARDEN GROVE - PLAN CHECK, INSPECTION AND BUILDING CONTRACTUAL SERVICES

PLAN CHECK PERCENTAGE OF FEE, BASED ON CITY'S COLLECTED FEES	
Project Valuation	% of City Plan Check Fee
\$1 Million or Less	65%
\$1 Million to \$10 Million	60%
\$10 Million to \$50 Million	50%
\$50 Million and Greater	40%
Percentage of fees above for first-time check and re-check and includes shipping and courier service.	
HOURLY RATES	
Building & Safety Personnel	Hourly Billing Rate
Assistant Building Official	\$145.00
Plan Check Engineer (P.E., S.E.)	\$130.00
M/E/P Plan Check Engineer	\$120.00
ICC Plans Examiner	\$110.00
CASp 2 (ADA Scoping, Design Assessments and ROW Support)	\$150.00
CASp 1 (Jurisdictional Plan Review and Inspections)	\$120.00
Building Inspector	\$85.00 - \$98.00
Code Enforcement Officer	\$75.00 - \$95.00
Permit Technician	\$65.00 - \$75.00

**Expedited plan reviews will be an additional 1.25 times the fees shown above.** Overtime (OT) will be charged at 1.5 times the standard hourly rate. No overtime will be charged without approval. Rates and cost estimates shown above exclude per diem, prevailing wage and union rates. Should these be applicable, BV will discuss and negotiate fees to account for increased personnel costs. Mileage incurred using personal vehicles will be charged at the current IRS rate.

## PLAN REVIEW TURNAROUND TIMES

Type of Job	Turnaround Time- First-Check	Turnaround Time - Re-Check
<b>Residential:</b>		
New Construction	7	5
Addition	5	3
Remodel	5	3
Multi-Residential	10*	5
<b>Non-Residential</b>		
New Construction	10*	5
Addition	7*	5
Remodel	7*	5

\*Extremely large and/or complex projects can be negotiated.

## INSPECTION TURNAROUND TIMES

<b>Inspection Services</b>	Inspections performed the day following request; weekend and emergency inspections upon request
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## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **BUREAU VERITAS NORTH AMERICA, INC.**, herein 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 Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to Provide **On-Call Building CONTRACTUAL SERVICES, as needed.**
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 one (1) year from full execution of the agreement, with an option to extend said agreement additional four (4) 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 CONTRACTOR for work performed to date in accordance with Rate and Service Structure which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of a compensation structure set forth in the Rate and Service Structure. The Structure is attached as Attachment "A", and is incorporated herein by reference. The Attachment 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 **Two Hundred and Fifty Thousand Dollars (\$250,000.00)**, 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 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 and CONTRACTOR 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 and provide a Waiver of Subrogation in favor of the City.
- 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 \$2,000,000.00 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 \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-, Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** 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 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, its 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, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its 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)  
**BUREAU VERITAS NORTH AMERICA, INC.**  
**Attention: Trang Huynh**  
**1940 East Deere Avenue, Suite 210**  
**Santa Ana, CA 92840**
  - b. (Address of CITY)  
**City of Garden Grove**  
**Attention: Alana Cheng**  
**Community and Economic Development Department**  
**11222 Acacia Parkway**  
**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.** To the fullest extent permitted by law, CONTRACTOR shall 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 CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and

hold harmless CITY, is due to the sole 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 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.
18. **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.
19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **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.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
22. **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.

\\\\\\

(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"**  
**BUREAU VERITAS NORTH AMERICA, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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:**

\_\_\_\_\_  
**City Attorney**

\_\_\_\_\_  
**Date**

**Attachment "A"**  
**RATE AND SERVICES STRUCTURE**



# RATE AND SERVICE STRUCTURE

## RATE AND SERVICE STRUCTURE

### CITY OF GARDEN GROVE - PLAN CHECK, INSPECTION AND BUILDING CONTRACTUAL SERVICES

PLAN CHECK PERCENTAGE OF FEE, BASED ON CITY'S COLLECTED FEES	
Project Valuation	% of City Plan Check Fee
\$1 Million or Less	65%
\$1 Million to \$10 Million	60%
\$10 Million to \$50 Million	50%
\$50 Million and Greater	40%
Percentage of fees above for first-time check and re-check and includes shipping and courier service.	
HOURLY RATES	
Building & Safety Personnel	Hourly Billing Rate
Assistant Building Official	\$145.00
Plan Check Engineer (P.E., S.E.)	\$130.00
M/E/P Plan Check Engineer	\$120.00
ICC Plans Examiner	\$110.00
CASp 2 (ADA Scoping, Design Assessments and ROW Support)	\$150.00
CASp 1 (Jurisdictional Plan Review and Inspections)	\$120.00
Building Inspector	\$85.00 - \$98.00
Code Enforcement Officer	\$75.00 - \$95.00
Permit Technician	\$65.00 - \$75.00

**Expedited plan reviews will be an additional 1.25 times the fees shown above.** Overtime (OT) will be charged at 1.5 times the standard hourly rate. No overtime will be charged without approval. Rates and cost estimates shown above exclude per diem, prevailing wage and union rates. Should these be applicable, BV will discuss and negotiate fees to account for increased personnel costs. Mileage incurred using personal vehicles will be charged at the current IRS rate.

## PLAN REVIEW TURNAROUND TIMES

Type of Job	Turnaround Time- First-Check	Turnaround Time - Re-Check
<b>Residential:</b>		
New Construction	7	5
Addition	5	3
Remodel	5	3
Multi-Residential	10*	5
<b>Non-Residential</b>		
New Construction	10*	5
Addition	7*	5
Remodel	7*	5

\*Extremely large and/or complex projects can be negotiated.

## INSPECTION TURNAROUND TIMES

<b>Inspection Services</b>	Inspections performed the day following request; weekend and emergency inspections upon request
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## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **SCOTT FAZEKAS & ASSOCIATES, INC.**, herein 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 Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to Provide **On-Call Building PLAN REVIEW SERVICES, as needed.**
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 one (1) year from full execution of the agreement, with an option to extend said agreement additional four (4) 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 CONTRACTOR for work performed to date in accordance with Rate and Service Structure which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of a compensation structure set forth in the Rate and Service Structure. The Structure is attached as Attachment "A", and is incorporated herein by reference. The Attachment 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 **Two Hundred and Fifty Thousand Dollars (\$250,000.00)**, 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 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 and CONTRACTOR 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 and provide a Waiver of Subrogation in favor of the City.
- 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 \$2,000,000.00 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 \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-, Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

**An On-Going and Completed Operations Additional Insured Endorsement** 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 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, its 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, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its 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)  
**SCOTT FAZEKAS & ASSOCIATES, INC.**  
**Attention: Scott R. Fazekas**  
**9 Corporate Park, Suite 200**  
**Irvine, CA 92606**
  - b. (Address of CITY)  
**City of Garden Grove**  
**Attention: Alana Cheng**  
**Community and Economic Development Department**  
**11222 Acacia Parkway**  
**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.** To the fullest extent permitted by law, CONTRACTOR shall 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 CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and

hold harmless CITY, is due to the sole 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 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.
18. **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.
19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **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.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
22. **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.

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(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"**  
**SCOTT FAZEKAS & ASSOCIATES, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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:**

\_\_\_\_\_  
**City Attorney**

\_\_\_\_\_  
**Date**



**Attachment "A"**  
**RATE AND SERVICES STRUCTURE**

## **SECTION 4. RATE AND SERVICE STRUCTURE**

### **Plan Review Fee Structure**

As stipulated in the Request for Proposals, SFA proposes to charge plan review fees based on a percentage of the City Plan Review Fees. The project valuations assumed are based on the most current Valuation Data Chart published by the International Code Council. The percentage fees are scaled based on valuation as follows:

<u>Project Valuation</u>	<u>% of City P.C. Fee</u>
Up to \$1 Million	70%
>\$1 Million to 10 Million	60%
>\$10+ to \$50 Million	50%
>\$50+ Million to \$200 Million	40%
> \$200 Million	35%

Expedited Reviews would be provided at 125% of the regular plan review fee. This, however, would only apply when the City also collects an accelerated rate fee.

If SFA is reviewing duplicate or identical plans on a project, the proposed fee is fifteen percent (15%) of the plan review fee collected after the initial model is checked at the prescribed rate.

A minimum of \$200 would be charged for small projects.

PM & E when reviewed separately is proposed at \$110.00 per hour.

SFA will not charge for rechecks unless the plans are incomplete or revised for which the City would collect additional fees from the applicant as well. The City would then have the funds to reimburse SFA. Additional services outside the main scope of review would be charged at a rate of \$110.00 per hour or as mutually agreed upon based on the salary rate of the employee. A 1-hour minimum is applied for all hourly work.

SFA does not charge for plan shipping costs, copying or administrative costs.

SFA will be available for pre-construction or pre-design meetings, field visits and meetings with the design teams, construction team, architects and project owners for assigned projects at no cost to the City.

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **THE CODE GROUP, INC. dba VCA CODE**, herein 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 Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to Provide **On-Call Building PLAN REVIEW SERVICES, as needed.**
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

### AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

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3. **Compensation.** CONTRACTOR shall be compensated as follows:
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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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-, Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** 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 CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

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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)  
**VCA CODE**  
**Attention: Bob Heinrich & Janet Boydell**  
**1845 W. Orangewood Street, Suite 210**  
**Orange, CA 92868**
  - b. (Address of CITY)  
**City of Garden Grove**  
**Attention: Alana Cheng**  
**Community and Economic Development Department**  
**11222 Acacia Parkway**  
**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.

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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.** To the fullest extent permitted by law, CONTRACTOR shall 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 CONTRACTOR, CONTRACTOR'S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR'S responsibility to protect, defend, and

hold harmless CITY, is due to the sole 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 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.
18. **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.
19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **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.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
22. **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.

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(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"**  
**THE CODE GROUP, INC. dba VCA CODE**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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:**

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

**Attachment "A"**  
**RATE AND SERVICES STRUCTURE**

## VCA Rate and Service Structure

VCA proposes a compensation structure that is *mutually beneficial* to the City and VCA Code. It is our intent to provide a high level of service to the City by providing the plan check and staff augmentation services in a timely manner and at sufficient levels to serve the community.

Below is a table of plan check fees and proposed turn-around times, as well as an Hourly Fee Schedule for various staff functions. We are flexible and open to discussing this fee structure with the City.

Valuation	VCA % of Plan Check
Up to \$1 Million	70%
\$1 Million to \$10 Million	60%
\$10+ Million to \$50 Million	50%
\$50+ Million to \$200 Million	40%
\$200+ Million +	35%

**Turn-around times = in Working Days. All plan reviews include three plan checks**

Type of Job	Initial Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review
<b>Residential</b>			
• New Single Family dwelling	10 days	7 days	5 days
• Residential Addition, remodel, and/or accessory building	10 days	7 days	5 days
• New duplex dwelling (>9 units)	15 days	10 days	5 days
• 2 to 8 Unit dwelling	10 days	7 days	5 days
<b>Non-Residential</b>			
• New commercial/industrial buildings (Depends on valuation/size)	15 days	10 days	5 days
• Tenant Improvements	10 days	7 days	5 days
• Major Tenant Improvements >\$500K valuation	15 days	10 days	5 days
<b>Revisions – Hourly rate \$110.00</b>	7 days	5 days	5 days
Fire Code-related Building Plan review	10 days	5 days	5 days
Expedited Plans (1/2 time, and depends on project) ** (VCA offers a new Program that allows the City to keep a majority of the PC fee – call us for details)	7days	5 days	5 days
<b>Notes:</b> <ol style="list-style-type: none"> <li>VCA will arrange pick-up and delivery of plans at no additional fee to the City.</li> <li>Turnaround times indicated are based on general experience with similar scopes.</li> <li>Projects with unique or unusual characteristics may be individually negotiated.</li> <li>All plan checks are included in the initial percentage fee rate.</li> <li>The minimum charge for any plan check is \$220.00.</li> </ol>			

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **THE CODE GROUP, INC. dba VCA CODE**, herein 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 Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to Provide **On-Call Building CONTRACTUAL SERVICES, as needed.**
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 one (1) year from full execution of the agreement, with an option to extend said agreement additional four (4) 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 CONTRACTOR for work performed to date in accordance with Rate and Service Structure which is attached as Attachment "A" and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of a compensation structure set forth in the Rate and Service Structure. The Structure is attached as Attachment "A", and is incorporated herein by reference. The Attachment 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 **Two Hundred and Fifty Thousand Dollars (\$250,000.00)**, 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 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 and CONTRACTOR 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 and provide a Waiver of Subrogation in favor of the City.
- 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 \$2,000,000.00 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 \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-, Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** 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 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, its 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, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its 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)  
**VCA CODE**  
**Attention: Bob Heinrich & Janet Boydell**  
**1845 W. Orangewood Street, Suite 210**  
**Orange, CA 92868**
  - b. (Address of CITY)  
**City of Garden Grove**  
**Attention: Alana Cheng**  
**Community and Economic Development Department**  
**11222 Acacia Parkway**  
**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.
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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.
18. **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.
19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **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.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
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**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"**  
**THE CODE GROUP, INC. dba VCA CODE**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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:**

\_\_\_\_\_  
**City Attorney**

\_\_\_\_\_  
**Date**

**Attachment "A"**  
**RATE AND SERVICES STRUCTURE**

## VCA Fee Structure – Hourly Rates

Contract Staffing Functions (DOE/Certs)	Hourly Rate
Plan Check Engineer assigned to work at the City	\$125.00 to \$135.00
ICC Certified Plans assigned to work Examiner at City	\$115.00 to \$125.00
ICC Sr. Building Inspector	\$85.00 to \$95.00
ICC Combination Inspector	\$85.00 to \$95.00
ICC Electrical Inspector	\$90.00 to \$105.00
ICC Building Inspector I / Mechanical / Plumbing Insp.	\$80.00 to \$85.00
Grading Inspector / Soils Inspector	\$85.00 to \$105.00
CASp Services (Inspection and plan review)	\$140.00 to \$150.00
ICC Certified Permit Technician	\$65.00 to \$75.00
CALGreen Inspector / Manager Services	\$105.00 / \$135.00
Code Enforcement Officer / Code Enforcement Supr.	\$70.00 to \$95.00
City Planner / Project Manager / Planning Manager	\$175.00 to \$195.00
Senior Planner / Principal Planner	\$145.00 to \$165.00
Zoning Administrator	\$125.00 to \$145.00
Associate Planner	\$95.00 to \$125.00
Assistant Planner/Counter Services	\$85.00 to \$95.00
Planning Technician/Assistant	\$70.00 to \$85.00
Administrative Personnel	\$55.00 to \$65.00
Meetings / Client Consultation at City Hall (Principal/CBO/Sr. Management)	\$145.00
Building Official	\$145.00 to \$175.00
VCA charges current IRS mileage rates for VCA staff driving to / from job sites.	
Overtime rates are 1.5x the hourly rate	

## PROFESSIONAL SERVICES AGREEMENT

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **CSG CONSULTANTS, INC.**, herein after referred to as ("CONTRACTOR").

### RECITALS

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1. This Agreement is entered into pursuant to Garden Grove Council Resolution No. 9212-14 (January 28, 2014).
2. CITY desires to utilize the services of CONTRACTOR to Provide **On-Call COMMUNITY AND ECONOMIC DEVELOPMENT CONTRACTUAL SERVICES**, as needed.
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### AGREEMENT

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  - (b) Automobile liability in an amount of \$2,000,000.00 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) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed In California and have a Best's Guide Rating of A-, Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

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.

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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)  
**CSG CONSULTANTS, INC.**  
**Attention: Khoa Duong**  
**3703 W. Garden Grove Blvd, Suite 100**  
**Orange, CA 92868**
  - b. (Address of CITY)  
**City of Garden Grove**  
**Attention: Alana Cheng**  
**Community and Economic Development Department**  
**11222 Acacia Parkway**  
**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.

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19. **Waiver.** All waivers of the provisions of this Agreement must be in writing by the appropriate authorities of the CITY and CONSULTANT.
20. **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.
21. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties
22. **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.

\\\\\\

(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"**  
**CSG CONSULTANTS, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tax ID No. \_\_\_\_\_

Contractor's License: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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:**

\_\_\_\_\_  
**City Attorney**

\_\_\_\_\_  
**Date**

**Attachment "A"**  
**RATE AND SERVICES STRUCTURE**

## **CSG Rate and Service Structure**

<b><u>Role</u></b>	<b><u>Hourly Rate</u></b>
CASp Consultant	\$125
Certified Building Inspector	\$95
Certified Commercial Inspector	\$105
CASp Inspection	\$125
Overtime & Expedited Hourly Rates	1.5 x Hourly Rate

**Other multi-disciplined municipal services staff consists of the following types of professionals:**

- Permit Technicians
- Planning & Sustainability Professionals
- Code Enforcement Officers
- Civil & Structural Engineers
- Construction Managers
- Construction Inspectors
- Information Technology Professionals
- Public Works, Engineering and Design

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	William E. Murray
Dept.:	City Manager	Dept.:	Public Works
Subject:	Authorize the issuance of a purchase order to National Auto Fleet Group for five (5) new Public Works department trucks. (Cost: \$233,561.33) ( <i>Action Item</i> )		
		Date:	9/28/2021

---

**OBJECTIVE**

To secure City Council authorization to purchase five (5) new Public Works Department trucks from National Auto Fleet Group through the Sourcewell competitive bid program, Contract #120716-NAF.

**BACKGROUND**

The Public Works Department has five (5) trucks that currently meet the City's guidelines for replacement and were also approved through the Fiscal Year 2021-2022 budget process. These trucks are replacing vehicles from the Street Department and the Water Department. Experience has shown that the City's buying power is enhanced through joining with other public agencies to purchase fleet vehicles and equipment.

**DISCUSSION**

Sourcewell nationally solicits, evaluates and awards contracts through a competitive bid process. As a member of Sourcewell, the City is able to utilize bid awards for equipment purchases. Staff recommends piggybacking on the results of a recent Sourcewell competitive bid program, Contract #120716-NAF. The results deemed National Auto Fleet Group as the lowest responsive bid.

National Auto Fleet Group Ford F-550 super cab (Water Division)	\$102,056.66*
National Auto Fleet Group Ford F-250 regular cab (Water Division)	\$55,223.48*
National Auto Fleet Group	\$76,281.19*

Three (3) Chevrolet Colorado's (Water and Street Divisions)

\* This price includes all applicable tax and destination charges.

#### FINANCIAL IMPACT

There is no impact to the General Fund. The financial impact is \$233,561.33 to the Fleet Management Fund. The surplus equipment will be sold at public auction.

#### RECOMMENDATION

It is recommended that the City Council:

- Authorize the Finance Director to issue a purchase order in the amount of \$233,561.33 to National Auto Fleet Group for the purchase of five (5) new Public Works Department utility body trucks.

By: Steve Sudduth, Equipment Maintenance Supervisor

#### ATTACHMENTS:

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Nation Auto Fleet Group Quote F550	9/15/2021	Backup Material	National_Auto_Fleet_Group_Quote_F550.pdf
Nation Auto Fleet Group Quote 3 Colorado's	9/15/2021	Backup Material	National_Auto_Fleet_Group_Quote_3_Colorado_s.pdf
Nation Auto Fleet Group Quote F250	9/15/2021	Backup Material	National_Auto_Fleet_Group_Quote_F250.pdf



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (855) BUY-NJPA • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

UNIT 588

September 12 2021

Mr. Steve Sudduth  
City of Garden Grove  
13802 New Hope St  
Garden Grove, Ca 92843  
Delivery Via Email

Dear Mr. Sudduth,

In response to your inquiry, we are pleased to submit the following for your consideration:

National Auto Fleet Group will sell, service and deliver at Garden Grove, new/unused 2022 Ford F-550 DRW (X5G) XL 2WD Super Cab 192" WB 84" CA responding to your requirement with the attached specifications for \$ 40,998.00 plus Upfit State Sales Tax, and \$8.75 tire tax (non-taxable). These vehicles are available under the Sourcewell (Formerly Known as NJPA) master vehicle contract# 120716-NAF.

	One Unit MSRP	One Unit	Total Savings	Total Savings
2022 Ford F-550 DRW XL 2WD Super Cab Unit				
588	49,645.00	40,998.00	17.42%	8,647.00
Pacific Upfit-Quote 9127		52,761.00		
Sub Total		93,759.00		
Sales Tax		8,203.91		
Transportation		85.00		
Tire Tax		8.75		
Total		102,056.66		

Terms are net 30 days.

Delivery 120-180 Days ARO

National Auto Fleet Group welcomes the opportunity to assist you in your vehicle requirements.

Kevin Buzzard  
National Law Enforcement Sales Manager  
National Auto Fleet Group  
Wondries Fleet Group  
626-457-5590 O / 714-264-1867 C / [Buzzard5150@gmail.com](mailto:Buzzard5150@gmail.com)





# QUOTATION

**pacific truck equipment inc.**

1655 e. washington blvd. whittier, ca 90606-2424

562/464-9674 fax 562/464-6067

DATE ENTERED 8/12/2021		CUST. P.O.	TERMS Net 10   ...	TAXABLE YES NO		ESTIMATE # 9127
TO	TO: STEVE SUDDUTH @ CITY OF GARDEN GROVE FROM: JEFF @ PACIFIC TRUCK EQUIPMENT	DATE REQUESTED 8/12/2021		TRUCK DUE DATE		
		BUYER'S NAME STEVE		WRITTEN BY J.K.		
		HOW SHIP				
SHIP TO	REPLACEMENT UNIT# 588	SPECIFICATIONS MAKE / MODEL / YEAR / COLOR / C.A DIM FORD, F5550,84" CA DUAL-SNGL / TIRE SIZE / 4-WHL DR. / PKTS / EXT. CAB DRW CHASSIS, EXT. CAB				

ITEM	QUAN	DESCRIPTION	UNIT PRICE	Sub Total
A	1	126402054 VF PAINTED WHITE AND INSTALLED	52,761.00	52,761.00T
B	1	COMPT. ARRANGEMENT 38-24-40-24	0.00	0.00T
C	1	C.S.#1 COMPT. RAISED 60" H. X 20" D. X 38" W. WITH OXY AND ACE BOTTLE BRACKETS, LOUVERS, HEAVY BOTTOM AND (1) EA OXY AND ACE HOSE REEL SUSPENDED FROM COMPT. TOP WITH 25' OF 1/4" SIAMESE HOSE TO PULL OUT SIDE DOORS	0.00	0.00T
D	1	(2) EA SWIVEL MATERIAL HOOKS IN C.S.#1 COMPT.	0.00	0.00T
E	1	C.S.#2 COMPT. TO HAVE (1) EA 6" D. , (2) 4" D. AND (4) EA 3" D. 250# CAP. ROLLOUT DRAWERS WITH METAL DIVIDERS STACKED FROM THE BOTTOM UP	0.00	0.00T
F	1	C.S. #3 COMPT. TO HAVE (1) EA ADJ. SHELF WITH METAL DIVIDERS	0.00	0.00T
G	1	C.S. #4 COMPT. TO HAVE (1) EA SAMLEX 2000 WATT PURE SINE INVERTER INSTALLED (1) EA AUXILIARY BATTERY AND (3) EA 4" D. 250# CAP ROLLOUT DRAWERS WITH METAL DIVIDERS STACKED FROM THE TOP DOWN	0.00	0.00T
H	1	(2) EA GFI PLUGS INSTALLED (WILL ADVISE LOCATIONS)	0.00	0.00T
I	1	S.S.#1 COMPT. RAISED 60" H. X 20" D. X 38" W. WITH (1) EA 6" D. AND (5) EA 4" D. 250# CAP. ROLLOUT DRAWERS WITH METAL DIVIDERS STACKED FROM THE BOTTOM UP CAPPED OFF WITH A HEAVY FIXED SHELF AND (4) EA SWIVEL MATERIAL HOOKS (2 PER DOOR) INSTALLED.	0.00	0.00T
J	1	S.S. #2 COMPT. TO HAVE (2) EA ADJ. SHELVES	0.00	0.00T
K	1	S.S.#3 COMPT. TO HAVE (1) EA ADJ. SHELF	0.00	0.00T

Sub Total

Sales Tax

Total



# QUOTATION

**pacific truck equipment inc.**

1655 e. washington blvd. whittier, ca 90606-2424

562/464-9674 fax 562/464-6067

DATE ENTERED 8/12/2021		CUST. P.O.	TERMS Net 10   ...	TAXABLE YES NO		ESTIMATE # 9127
TO	TO: STEVE SUDDUTH @ CITY OF GARDEN GROVE FROM: JEFF @ PACIFIC TRUCK EQUIPMENT	DATE REQUESTED 8/12/2021		TRUCK DUE DATE		
		BUYER'S NAME STEVE		WRITTEN BY J.K.		
		HOW SHIP				
SHIP TO	REPLACEMENT UNIT# 588	SPECIFICATIONS MAKE / MODEL / YEAR / COLOR / C.A DIM FORD, F5550,84" CA DUAL-SNGL / TIRE SIZE / 4-WHL DR. / PKTS / EXT. CAB DRW CHASSIS, EXT. CAB				

ITEM	QUAN	DESCRIPTION	UNIT PRICE	Sub Total
L	1	S.S.#4 COMPT. TO HAVE (1) EA ADJ. SHELF	0.00	0.00T
M	1	REAR 18" THRU PLATFORM WITH FOLD DOWN DOOR EACH SIDE	0.00	0.00T
N	1	ALUMINUM DIA PLATE COMPT. TOPS	0.00	0.00T
O	1	FURNISH AND INSTALL STRIP LIGHTING WITH PUSH PULL SWITCH IN ALL 10 COMPT. OPENINGS	0.00	0.00T
P	1	(1) EA 12" X 12" VISE PLATE ON C.S. REAR CORNER OF THRU PLATFORM	0.00	0.00T
Q	1	(1) EA WHACKER SECUREMENT SYSTEM ON S.S. OF REAR PLATFORM AGAINST REAR END PANEL	0.00	0.00T
R	1	THE ENTIRE BED AREA, REAR PLATFORM AND REAR CHANNEL STEP SHALL BE SPRAY LINED	0.00	0.00T
S	1	(1) EA CAB PROTECTOR INSTALLED BETWEEN RAISED COMPTS. WITH LIGHTBAR MOUNT	0.00	0.00T
T	1	FURNISH (1)EA WATER CASK BRACKET (LOOSE)	0.00	0.00T
U	1	FABRICATE AND INSTALL (1) EA SIDE TYPE EXP. METAL BASKET FROM REAR OF S.S. RAISED COMPT. TO REAR END PANEL 9 1/2" H. X 20" W. AND SHALL BE FLUSH WITH TOP OF RAISED COMPT.	0.00	0.00T
V	1	L.E.D LEGAL LIGHTS IN REAR FASCIA PANEL	0.00	0.00T
W	1	(1) EA 6 STROBE SYSTEM 2 FRONT, 2 SIDE AND 2 REAR INSTALLED	0.00	0.00T
X	1	6" REAR CHANNEL STEP (SPRAY LINED)	0.00	0.00T
Y	1	10,000# RECEIVER HITCH AND 7 PRONG RV TYPE PLUG	0.00	0.00T

Sub Total

Sales Tax

Total



# QUOTATION

pacific truck equipment inc.

1655 e. washington blvd. whittier, ca 90606-2424

562/464-9674 fax 562/464-6067

DATE ENTERED 8/12/2021		CUST. P.O.	TERMS Net 10   ...	TAXABLE YES NO		ESTIMATE # 9127
TO	TO: STEVE SUDDUTH @ CITY OF GARDEN GROVE FROM: JEFF @ PACIFIC TRUCK EQUIPMENT	DATE REQUESTED 8/12/2021		TRUCK DUE DATE		
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SHIP TO	REPLACEMENT UNIT# 588	SPECIFICATIONS MAKE / MODEL / YEAR / COLOR / C.A DIM FORD, F5550,84" CA DUAL-SNGL / TIRE SIZE / 4-WHL DR. / PKTS / EXT. CAB DRW CHASSIS, EXT. CAB				

ITEM	QUAN	DESCRIPTION	UNIT PRICE	Sub Total
Z	1	(1) EA COMBO PINTLE BALL HITCH # B-82000, SLIDE ADAPTOR AND RETAINER PIN	0.00	0.00T
AA	1	FURNISH AND INSTALL (1) EA WANCO MODEL #WFP180B6-LSAC 36"X 72" 25 L.E.D LAMP 180 DEGREE WITH POWERLIFT	0.00	0.00T
BB	1	ALUMINUM GRAVEL GUARDS INSTALLED	0.00	0.00T
CC	1	PAIR OF REAR GRAB HANDLES INSTALLED	0.00	0.00T
DD	1	4 CORNER STROBE SYSTEM INSTALLED	0.00	0.00T
EE	1	BACK UP ALARM INSTALLED	0.00	0.00T
FF	1	5# FIRE EXTINGUISHER	0.00	0.00T
GG	1	EMERGENCY TRIANGLE KIT	0.00	0.00T
HH	1	(1) EA L.E.D. WORK LIGHT INSTALLED IN BED AREA PER SKETCH	0.00	0.00T
II	1	INSTALL FACTORY SUPPLIED BACK UP CAMERA TO O.E.M SYSTEM	0.00	0.00T
JJ	1	(1) EA DROP STEP __" X __" LOCATED	0.00	0.00T
KK	1	6 STATION VERTICAL TOOL HOLDER ON C.S. BACKWRAPPER TOWARD REAR TAILGATE.	0.00	0.00T

Sub Total	\$52,761.00
Sales Tax	
Total	

Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA



## **Wondries Fleet Group / National Auto Fleet Group**

### **Prepared By:**


Kevin Buzzard

Wondries Fleet Group / National Auto Fleet Group

626-457-5590 OFC

Buzzard5150@gmail.com



Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

## Selected Model and Options

### MODEL

**CODE****MODEL**

X5G

2022 Ford Super Duty F-550 DRW XL 2WD SuperCab 192" WB 84" CA

### COLORS

**CODE****DESCRIPTION**

Z1

Oxford White

### ENGINE

**CODE****DESCRIPTION**

99N

Engine: 7.3L 2V DEVCT NA PFI V8 Gas (STD)

### TRANSMISSION

**CODE****DESCRIPTION**

44G

Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery (STD)

### OPTION PACKAGE

**CODE****DESCRIPTION**

660A

Order Code 660A

### AXLE RATIO

**CODE****DESCRIPTION**

X8L

Limited Slip w/4.88 Axle Ratio

### TIRES

**CODE****DESCRIPTION**

TGJ

Tires: 225/70Rx19.5G BSW A/P (STD)

### PRIMARY PAINT


**CODE****DESCRIPTION**

Z1

Oxford White

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Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

#### SEAT TYPE

CODE	DESCRIPTION
AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar

#### ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION
90L	Power Equipment Group -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Folding Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front & Rear Side Windows, 1-touch up/down driver/passenger window

#### ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
52B	Trailer Brake Controller -inc: smart trailer tow connector, Verified to be compatible w/electronic actuated drum brakes only
68M	GVWR: 19,500 lb Payload Plus Upgrade Package -inc: upgraded frame, rear-axle and low deflection/high capacity springs, Increases max RGAWR to 14, 706, Note: See Order Guide Supplemental Reference for further details on GVWR

#### ADDITIONAL EQUIPMENT - EXTERIOR


CODE	DESCRIPTION
512	Spare Tire, Wheel & Jack -inc: Excludes carrier, 6-Ton Hydraulic Jack
63A	Utility Lighting System -inc: LED side-mirror spotlights
153	Front License Plate Bracket
61J	6-Ton Hydraulic Jack

#### ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
872	Rear View Camera & Prep Kit -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions

**Options Total**



Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

## Standard Equipment

### Mechanical

Engine: 7.3L 2V DEVCT NA PFI V8 Gas (STD)

Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery (STD)

4.88 Axle Ratio (STD)

50-State Emissions System

Transmission w/Oil Cooler

Rear-Wheel Drive

78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection

HD 240 Amp Alternator

Towing Equipment -inc: Trailer Sway Control

Trailer Wiring Harness

10860# Maximum Payload

GVWR: 18,000 lbs Payload Package

HD Shock Absorbers

Front And Rear Anti-Roll Bars

Firm Suspension

Hydraulic Power-Assist Steering

40 Gal. Fuel Tank

Single Stainless Steel Exhaust

Dual Rear Wheels

Front Suspension w/Coil Springs

Leaf Rear Suspension w/Leaf Springs

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs and Brake Assist

Upfitter Switches

### Exterior

Wheels: 19.5" x 6" Argent Painted Steel -inc: Hub covers/center ornaments not included

Tires: 225/70Rx19.5G BSW A/P (STD)


Clearcoat Paint

Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks

Black Fender Flares

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Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

## Exterior

Black Side Windows Trim and Black Front Windshield Trim

Black Door Handles

Black Manual Side Mirrors w/Manual Folding

Manual Extendable Trailer Style Mirrors

Fixed Rear Window

Light Tinted Glass

Variable Intermittent Wipers

Aluminum Panels

Front Splash Guards

Black Grille

Reverse Opening Rear Doors

Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off

Cab Clearance Lights

## Entertainment

Radio w/Seek-Scan and Clock

Radio: AM/FM Stereo w/MP3 Player -inc: 6 speakers

Fixed Antenna

SYNC Communications & Entertainment System -inc: enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls

2 LCD Monitors In The Front

## Interior

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement

4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement

60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

Fixed Rear Windows


FordPass Connect 4G Mobile Hotspot Internet Access

Rear Cupholder

Manual Air Conditioning

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Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

### Interior

HVAC -inc: Underseat Ducts  
Illuminated Locking Glove Box  
Interior Trim -inc: Chrome Interior Accents  
Full Cloth Headliner  
Urethane Gear Shifter Material  
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar  
Day-Night Rearview Mirror  
Passenger Visor Vanity Mirror  
3 12V DC Power Outlets  
Full Overhead Console w/Storage and 3 12V DC Power Outlets  
Front Map Lights  
Fade-To-Off Interior Lighting  
Full Vinyl/Rubber Floor Covering  
Smart Device Remote Engine Start  
Instrument Panel Covered Bin and Dashboard Storage  
Manual 1st Row Windows  
Systems Monitor  
Trip Computer  
Outside Temp Gauge  
Analog Appearance  
Seats w/Vinyl Back Material  
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints  
Air Filtration

### Safety-Mechanical

Driveline Traction Control


### Safety-Exterior

Side Impact Beams

### Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags  
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch  
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters


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Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

### Safety-Interior

Safety Canopy System Curtain 1st And 2nd Row Airbags



Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

## Window Sticker

### SUMMARY

[Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA

MSRP:\$44,325.00

Interior:Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1:Oxford White

Exterior 2:No color has been selected.


Engine: 7.3L 2V DEVCT NA PFI V8 Gas

Transmission: TorqShift 10-Speed Automatic

### OPTIONS

CODE	MODEL	MSRP
X5G	[Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA	\$44,325.00
<b>OPTIONS</b>		
153	Front License Plate Bracket	\$0.00
44G	Transmission: TorqShift 10-Speed Automatic	\$0.00
512	Spare Tire, Wheel & Jack	\$350.00
52B	Trailer Brake Controller	\$270.00
61J	6-Ton Hydraulic Jack	Inc.
63A	Utility Lighting System	\$160.00
660A	Order Code 660A	\$0.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package	\$1,155.00
872	Rear View Camera & Prep Kit	\$415.00
90L	Power Equipment Group	\$915.00
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	\$0.00
AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
TGJ	Tires: 225/70Rx19.5G BSW A/P	\$0.00
X8L	Limited Slip w/4.88 Axle Ratio	\$360.00
Z1	Oxford White	\$0.00
<b>SUBTOTAL</b>		<b>\$47,950.00</b>
Adjustments Total		\$0.00
Destination Charge		\$1,695.00
<b>TOTAL PRICE</b>		<b>\$49,645.00</b>

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Vehicle: [Fleet] 2022 Ford Super Duty F-550 DRW (X5G) XL 2WD SuperCab 192" WB 84" CA (  Complete )

#### FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A





# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076  
 (855) 289-6572 • (855) BUY-NJPA • (831) 480-8497 Fax  
 Fleet@NationalAutoFleetGroup.com

UNIT TBD

July 9, 2021

Mr. Steve Sudduth  
 City of Garden Grove  
 13802 New Hope St  
 Garden Grove, Ca 92843  
 Delivery Via Email

Dear Mr. Sudduth,

In response to your inquiry, we are pleased to submit the following for your consideration:

National Auto Fleet Group will sell, service and deliver at Garden Grove, new/unused 2022 Chevy Colorado (12M53) 2WD Ext Cab 128" WT responding to your requirement with the attached specifications for \$ 23,295 plus State Sales Tax, and \$8.75 tire tax (non-taxable). These vehicles are available under the Sourcewell (Formerly Known as NJPA) master vehicle contract# 120716-NAF.

	One unit MSRP	Selling Price	Total Savings	Extended units (3)	Total Savings
2022 Chevy Colorado 2WD Ext Cab	26,455.00	23,295.00	11.94%	69,885.00	9,480.00
Sub Total		23,295.00		69,885.00	
Sales Tax		2,038.31		6,114.94	
Tire Tax		8.75		26.25	
Transport		85.00		255.00	
Total		25,427.06		76,281.19	

Terms are net 30 days.

Delivery 120-180 Days ARO

National Auto Fleet Group welcomes the opportunity to assist you in your vehicle requirements.

Kevin Buzzard  
 National Law Enforcement Sales Manager  
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Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck



## **Wondries Fleet Group / National Auto Fleet Group**

### **Prepared By:**


Kevin Buzzard

Wondries Fleet Group / National Auto Fleet Group

626-457-5590 OFC

Buzzard5150@gmail.com



Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (  Complete )

## Selected Model and Options

### MODEL

#### CODE

#### MODEL

12M53

2022 Chevrolet Colorado 2WD Ext Cab 128" Work Truck

### COLORS

#### CODE

#### DESCRIPTION

GAZ

Summit White

### EMISSIONS

#### CODE

#### DESCRIPTION

YF5

Emissions, California state requirements

### ENGINE

#### CODE

#### DESCRIPTION

LCV

Engine, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (STD) (Not included on Crew Cab Long Box models.)

### TRANSMISSION

#### CODE

#### DESCRIPTION

MYB

Transmission, 6-speed automatic, HMD, 6L50 (STD) (Included and only available with (LCV) 2.5L I4 engine.)

### GVWR

#### CODE

#### DESCRIPTION

CHL

GVWR, 5400 lbs. (2449 kg) (STD) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.)

### AXLE

#### CODE

#### DESCRIPTION

GT5

Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab Long Box models.)

### PREFERRED EQUIPMENT GROUP

#### CODE

#### DESCRIPTION

2WT

Work Truck Preferred Equipment Group includes standard equipment

### WHEELS

#### CODE


#### DESCRIPTION

RAP

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver Metallic steel (STD)

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Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (  Complete )

#### TIRES

CODE	DESCRIPTION
QHR	Tires, 255/65R17 all-season, blackwall (STD)

#### SPARE TIRE

CODE	DESCRIPTION
QDC	Tire, compact spare T175/90D18, blackwall (STD) (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact wheel. Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab Long Box models.)

#### PAINT

CODE	DESCRIPTION
GAZ	Summit White

#### SEAT TYPE

CODE	DESCRIPTION
AR7	Seats, front bucket (STD)

#### SEAT TRIM


CODE	DESCRIPTION
H2Q	Jet Black/Dark Ash, Vinyl seat trim

#### RADIO

CODE	DESCRIPTION
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)

#### ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)

Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (  Complete )

**ADDITIONAL EQUIPMENT - INTERIOR**

CODE	DESCRIPTION
------	-------------


B38	Floor covering, full-length Black vinyl
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5H1	Key equipment, two additional keys for single key system Provides two additional spare keys for a total of (4). (Keys will be cut but not programmed) NOTE: programming of keys is at customer's expense. Programming keys is not a warranty expense. (Requires a fleet or government order type.)
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**Options Total**



Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (  Complete )

## Standard Equipment

### Mechanical

Engine, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (STD) (Not included on Crew Cab Long Box models.)

Transmission, 6-speed automatic, HMD, 6L50 (STD) (Included and only available with (LCV) 2.5L I4 engine.)

Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab Long Box models.)

GVWR, 5400 lbs. (2449 kg) (STD) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.)

Rear wheel drive

Frame, fully-boxed

Pickup box

Steering, Electric Power Steering (EPS) assist

Brakes, 4-wheel antilock, 4-wheel disc

### Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver Metallic steel (STD)

Tires, 255/65R17 all-season, blackwall (STD)

Tire, compact spare T175/90D18, blackwall (STD) (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact wheel. Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab Long Box models.)

Wheel, compact spare, 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum (Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab Long Box models.)

Bumper, rear chrome

CornerStep, rear bumper

Moldings, Black beltline

Headlamps, halogen with automatic exterior lamp control

Cargo box light, back of cab

Mirrors, outside manual-folding, Black

Door handles, Black

Capless Fuel Fill

Tailgate, locking

Tailgate handle, Black


### Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable (STD)

Audio system feature, 6-speaker system

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Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (  Complete )

## Entertainment

SiriusXM Radio enjoy an All Access trial subscription with over 150 channels including commercial-free music, plus sports, news and entertainment. Plus listening on the SiriusXM app, online and at home on compatible connected devices is included, so you'll hear the best SiriusXM has to offer, anywhere life takes you. Welcome to the world of SiriusXM. (IMPORTANT: The SiriusXM radio trial package is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. See the SiriusXM Customer Agreement at [www.siriusxm.com](http://www.siriusxm.com) for complete terms and how to cancel. All fees, content, features, and availability are subject to change.)

## Interior

Seats, front bucket (STD)

Seat trim, Vinyl

Seat adjuster, driver 4-way power with manual recline

Seat adjuster, passenger 2-way manual fore/aft with manual recline

Seats, dual rear with underseat storage (Extended Cab models only.)

Console, floor, front compartment, custom

Floor covering, color-keyed carpeting

Floor mats, carpeted front (Deleted when (B38) full-length Black vinyl floor covering is ordered. Requires (B30) color-keyed carpeting floor covering. Removed when the following options are ordered: (AAK) All-weather floor liner, LPO, (RIA) All-weather floor liner, LPO, (VAV) All-weather floor mats, LPO or (PDH) Interior Protection Package, LPO.)

Floor mats, carpeted rear (Requires (B30) color-keyed carpeting floor covering. Removed when the following options are ordered: (AAK) All-weather floor liner, LPO, (RIA) All-weather floor liner, LPO, (VAV) All-weather floor mats, LPO or (PDH) Interior Protection Package, LPO.)

Steering wheel, urethane

Steering column, tilt, manual

Speedometer, miles/kilometers

Display, driver instrument information enhanced, one color

Windows, power with driver Express-Up and Down

Door locks, power

Theft-deterrent system, immobilization

USB data ports, 2 includes auxiliary input jack, located on the front console

Air conditioning, single-zone manual climate control

Handles, door release, front and rear, Jet Black


Mirror, inside rearview manual day/night

Visors, driver and front passenger with passenger vanity mirror

Lighting, interior, center dome

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Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (  Complete )

#### Safety-Mechanical

StabiliTrak, stability control system

Traction control, electronic

#### Safety-Exterior

Daytime Running Lamps

#### Safety-Interior

Airbags, Dual-stage frontal airbags for driver and front passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. It includes the Buckle-to-Drive feature which prevents the driver from shifting from Park for up to 20 seconds if the driver's seat belt is not buckled. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System (does not apply to spare tire)

Tire Fill Alert provides an audible and visual indication when tire pressure is added to a tire that is low. Aids to achieve optimal tire pressure

Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (✔ Complete)

## Window Sticker

### SUMMARY

[Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck

MSRP:\$25,200.00

Interior:Jet Black/Dark Ash, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 2.5L I4, DI, DOHC, VVT

Transmission, 6-speed automatic, HMD, 6L50

### OPTIONS

CODE	MODEL	MSRP
12M53	[Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck	\$25,200.00
<b>OPTIONS</b>		
2WT	Work Truck Preferred Equipment Group	\$0.00
5H1	Key equipment, two additional keys for single key system	\$20.00
AR7	Seats, front bucket	\$0.00
B38	Floor covering, full-length Black vinyl	\$0.00
CHL	GVWR, 5400 lbs. (2449 kg)	\$0.00
GAZ	Summit White	\$0.00
GT5	Rear axle, 4.10 ratio	\$0.00
H2Q	Jet Black/Dark Ash, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
LCV	Engine, 2.5L I4, DI, DOHC, VVT	\$0.00
MYB	Transmission, 6-speed automatic, HMD, 6L50	\$0.00
QDC	Tire, compact spare T175/90D18, blackwall	\$0.00
QHR	Tires, 255/65R17 all-season, blackwall	\$0.00
RAP	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver Metallic steel	\$0.00
VK3	License plate kit, front	\$40.00
YF5	Emissions, California state requirements	\$0.00


**SUBTOTAL** **\$25,260.00**

Adjustments Total \$0.00

Destination Charge \$1,195.00

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Vehicle: [Fleet] 2022 Chevrolet Colorado (12M53) 2WD Ext Cab 128" Work Truck (  Complete )

**TOTAL PRICE**

**\$26,455.00**

**FUEL ECONOMY**

Est City:19 MPG

Est Highway:25 MPG

Est Highway Cruising Range:525.00 mi





# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076  
(855) 289-6572 • (855) BUY-NJPA • (831) 480-8497 Fax  
Fleet@NationalAutoFleetGroup.com

UNIT 586

September 12 2021

Mr. Steve Sudduth  
City of Garden Grove  
13802 New Hope St  
Garden Grove, Ca 92843  
Delivery Via Email

Dear Mr. Sudduth,

In response to your inquiry, we are pleased to submit the following for your consideration:

National Auto Fleet Group will sell, service and deliver at Garden Grove, new/unused 2022 Ford F-250 SRW (F2A) XL 2WD Reg Cab 8' Box Off responding to your requirement with the attached specifications for \$ 27,156.00 plus Upfit State Sales Tax, and \$8.75 tire tax (non-taxable). These vehicles are available under the Sourcewell (Formerly Known as NJPA) master vehicle contract# 120716-NAF.

	One Unit MSRP	One Unit	Total Savings	Total Savings
2022 Ford F-250 Reg Cab SRW XL 2WD Box				
Off-Unit 586	38,330.00	27,156.00	29.15%	11,174.00
Pacific Upfit-Quote 9122		23,538.00		
Sub Total		50,694.00		
Sales Tax		4,435.73		
Transportation		85.00		
Tire Tax		8.75		
Total		55,223.48		

Terms are net 30 days.

Delivery 120-180 Days ARO

National Auto Fleet Group welcomes the opportunity to assist you in your vehicle requirements.

Kevin Buzzard  
National Law Enforcement Sales Manager  
National Auto Fleet Group  
Wondries Fleet Group  
626-457-5590 O / 714-264-1867 C / [Buzzard5150@gmail.com](mailto:Buzzard5150@gmail.com)





# QUOTATION

pacific truck equipment inc.

1655 e. washington blvd. whittier, ca 90606-2424

562/464-9674 fax 562/464-6067

DATE ENTERED 8/11/2021		CUST. P.O.	TERMS Net 10   ...	TAXABLE YES NO		ESTIMATE # 9122
TO	TO: STEVE SUDDUTH @ CITY OF GARDEN GROVE FROM: JEFF @ PACIFIC TRUCK EQUIPMENT	DATE REQUESTED 8/11/2021		TRUCK DUE DATE		
		BUYER'S NAME STEVE SUDDUTH		WRITTEN BY J.K.		
		HOW SHIP				
SHIP TO	UNIT# 586	SPECIFICATIONS MAKE / MODEL / YEAR / COLOR / C.A DIM FORD, F-250, 56"CA DUAL-SNGL / TIRE SIZE / 4-WHL DR. / PKTS / EXT. CAB SRW, EXT. CAB Reg				

ITEM	QUAN	DESCRIPTION	UNIT PRICE	Sub Total
A	1	TRANSFER EXISTING 7' X 9' FLATBED AND HITCH TO NEW FORD CHASSIS		0.00T
B	1	REMOVE EXISITNG WACHS EQUIPMENT, GUIDE TRACKS AND EXP. METAL BASKET FROM FLATBED	0.00	0.00T
C	1	REMOVE EXISTING ARROWBOARD AND STROBE LIGHTS	0.00	0.00T
D	1	REMOVE EXISTING APITONG FLOOR	0.00	0.00T
E	1	REPLACE APITONG FLOOR	0.00	0.00T
F	1	ADD SMOOTH STEEL FLOOR OVERLAY	0.00	0.00T
G	1	SAND AND REPAINT ENTIRE FLATBED, EXP. METAL BASKET AND UNDERBODY BOXES	0.00	0.00T
H	1	SPRAY LINE ENTIRE FLOOR EDGE TO EDGE	0.00	0.00T
I	1	FURNISH AND INSTALL (1) EA WANCO ARROWBOARD MODEL# WFP18086-LSAC 36" X 72" 25 L.E.D. LAMP 180 DEGREE WITH POWER LIFT	0.00	0.00T
J	1	(2) EA ECCO MODEL # 3510-A 1 ON EACH SIDE OF ARROWBOARD	0.00	0.00T
K	1	FURNISH AND INSTALL (2) EA M7A AMBER SURFACE MOUNTED STROBES, 1 EACH SIDE OF RUBRAIL	0.00	0.00T
L	1	FURNISH AND INSTALL (2) EA WHELEN MODEL# M7A AMBER FLASHERS ON EACH MITRED CORNER OF RUBRAIL	0.00	0.00T
M	1	FURNISH AND INSTALL (2) EA WHELEN MODEL# M7A AMBER FLASHERS IN FRONT GRILL	0.00	0.00T

Sub Total

Sales Tax

Total



# QUOTATION

**pacific truck equipment inc.**

1655 e. washington blvd. whittier, ca 90606-2424

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		BUYER'S NAME STEVE SUDDUTH		WRITTEN BY J.K.		
		HOW SHIP				
SHIP TO	UNIT# 586	SPECIFICATIONS				
		MAKE / MODEL / YEAR / COLOR / C.A DIM FORD, F-250, 56"CA				
		DUAL-SNGL / TIRE SIZE / 4-WHL DR. / PKTS / EXT. CAB SRW, EXT. CAB				

ITEM	QUAN	DESCRIPTION	UNIT PRICE	Sub Total
N	1	REPLACE L.E.D. LEGAL LIGHT KIT	0.00	0.00T
O	1	REINSTALL WACH VALVE MACHINE, GUIDE TRACKS AND EXP. METAL BASKET ON FLATBED	0.00	0.00T
P	1	INSTALL FACTORY SUPPLIED BACK UP CAMERA TO EXISTING O.E.M. FACTORY BACK UP CAMERA SYSTEM	0.00	0.00T
PAR...	1	PARTS:	10,098.00	10,098.00T
LAB...	1	LABOR:	13,440.00	13,440.00
		NO OTHER ITEMS INCLUDED		
		AFTERMARKET CONVERSIONS REQUIRING A FACTORY PICK UP BED REMOVAL CAN RESULT IN THE TRIGGERING OF ERRANT WIRING CODES IN THE DISPLAY PANEL OF THE CAB, AS WELL AS/BUT NOT LIMITED TO RAPID FLASHING OF THE TURN SIGNALS AND BLIND SPOT DETECTION CODES. THIS WILL REQUIRE REPROGRAMMING BY THE VEHICLE MANUFACTURER OR DEALERSHIP AND WILL BE THE RESPONSIBILITY OF THE CUSTOMER.		

Sub Total	\$23,538.00
Sales Tax	\$959.31
Total	\$24,497.31

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box



## **Wondries Fleet Group / National Auto Fleet Group**

### **Prepared By:**

Kevin Buzzard

Wondries Fleet Group / National Auto Fleet Group

626-457-5590 OFC

Buzzard5150@gmail.com



Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box (  Complete )

## Selected Model and Options

### MODEL

#### CODE

#### MODEL

F2A

2022 Ford Super Duty F-250 SRW XL 2WD Reg Cab 8' Box

### COLORS

#### CODE

#### DESCRIPTION

Z1

Oxford White

### ENGINE

#### CODE

#### DESCRIPTION

996

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel (STD)

### TRANSMISSION

#### CODE

#### DESCRIPTION

44S

Transmission: TorqShift-G 6-Spd Auto w/SelectShift (STD)

### OPTION PACKAGE

#### CODE

#### DESCRIPTION

600A

Order Code 600A

### AXLE RATIO

#### CODE

#### DESCRIPTION

X37

3.73 Axle Ratio (STD)

### WHEELS

#### CODE

#### DESCRIPTION

64A

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)

### TIRES

#### CODE

#### DESCRIPTION

TD8

Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

### PRIMARY PAINT

#### CODE

#### DESCRIPTION

Z1

Oxford White

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Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box (  Complete )

#### SEAT TYPE

CODE	DESCRIPTION
AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar

#### ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION
90L	Power Equipment Group -inc: Deletes passenger-side lock cylinder, upgraded door trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, Power Locks, Remote Keyless Entry, Trailer Tow Mirrors w/Power Heated Glass, manual folding, manually telescoping, heated convex spotter mirror and integrated clearance lamps and turn signals, Power Front Seat Windows, 1-touch up/down driver/passenger window, Power Tailgate Lock

#### ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
52B	Trailer Brake Controller -inc: Verified to be compatible w/select electric over hydraulic brakes, smart trailer tow connector
66D	Pickup Box Delete -inc: Deletes tie-down hooks, tailgate, rearview camera, 7/4 pin connector and center high-mounted stop lamp (CHMSL) (only on vehicles over 10,000 lbs, GVWR), Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer, In addition, Ford urges manufacturers to follow the recommendations of the Ford Incomplete Vehicle Manual and the Ford Truck Body Builder's Layout Book (and applicable supplements), Rear Bumper Delete, Spare Wheel, Tire, Carrier & Jack Delete *CREDIT*

#### ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
512	Spare Tire, Wheel, Carrier & Jack
153	Front License Plate Bracket -inc: Standard in states requiring 2 license plates and optional to all others

#### ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
66S	Upfitter Switches (6) -inc: Located in overhead console
872	Rear View Camera & Prep Kit -inc: Pre-installed content includes cab wiring, frame wiring to the rear most cross member and video display w/4" display, Upfitters kit includes camera w/mounting bracket, 14' jumper wire and camera mounting, aiming instructions and electrochromic mirror

**Options Total**

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Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box (  Complete )

## Standard Equipment

### Mechanical

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel (STD)  
Transmission: TorqShift-G 6-Spd Auto w/SelectShift (STD)  
3.73 Axle Ratio (STD)  
50-State Emissions System  
Transmission w/Oil Cooler  
Rear-Wheel Drive  
72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection  
157 Amp Alternator  
Class V Towing Equipment -inc: Hitch and Trailer Sway Control  
Trailer Wiring Harness  
4260# Maximum Payload  
GVWR: 10,000 lb Payload Package  
HD Shock Absorbers  
Front Anti-Roll Bar  
Firm Suspension  
Hydraulic Power-Assist Steering  
34 Gal. Fuel Tank  
Single Stainless Steel Exhaust  
Front Suspension w/Coil Springs  
Leaf Rear Suspension w/Leaf Springs  
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

### Exterior

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)  
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)  
Regular Box Style  
Steel Spare Wheel  
Spare Tire Stored Underbody w/Crankdown  
Clearcoat Paint  
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks  
Black Rear Step Bumper  
Black Side Windows Trim and Black Front Windshield Trim

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Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box (  Complete )**Exterior**

Black Door Handles

Black Manual Side Mirrors w/Manual Folding

Manual Extendable Trailer Style Mirrors

Fixed Rear Window

Light Tinted Glass

Variable Intermittent Wipers

Aluminum Panels

Black Grille

Tailgate Rear Cargo Access

Manual Tailgate/Rear Door Lock

Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off

Cargo Lamp w/High Mount Stop Light

**Entertainment**

Radio w/Seek-Scan and Clock

Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers

Fixed Antenna

SYNC Communications &amp; Entertainment System -inc: enhanced voice recognition w/911 Assist, 4.2" LCD center stack screen, AppLink and 1 smart-charging USB-C port

2 LCD Monitors In The Front

**Interior**

4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement

4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer

FordPass Connect 4G Mobile Hotspot Internet Access

Manual Air Conditioning

Illuminated Locking Glove Box

Interior Trim -inc: Chrome Interior Accents


Full Cloth Headliner

Urethane Gear Shifter Material

HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar

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Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box (  Complete )

### Interior

Day-Night Rearview Mirror  
Passenger Visor Vanity Mirror  
2 12V DC Power Outlets  
Front Map Lights  
Fade-To-Off Interior Lighting  
Full Vinyl/Rubber Floor Covering  
Pickup Cargo Box Lights  
Smart Device Remote Engine Start  
Instrument Panel Covered Bin and Dashboard Storage  
Manual 1st Row Windows  
Systems Monitor  
Trip Computer  
Outside Temp Gauge  
Analog Appearance  
Seats w/Vinyl Back Material  
Manual Adjustable Front Head Restraints  
Securilock Anti-Theft Ignition (pats) Engine Immobilizer  
Air Filtration

### Safety-Mechanical

AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)  
ABS And Driveline Traction Control

### Safety-Exterior

Side Impact Beams

### Safety-Interior

Dual Stage Driver And Passenger Seat-Mounted Side Airbags  
Tire Specific Low Tire Pressure Warning  
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch  
Safety Canopy System Curtain 1st Row Airbags  
Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute  
Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters  
Back-Up Camera

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 14679, Data updated Sep 12, 2021 4:15:00 AM PDT



Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box (  Complete )

## Window Sticker

### SUMMARY

[Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box

MSRP:\$35,200.00

Interior:Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel

Transmission: TorqShift-G 6-Spd Auto w/SelectShift

### OPTIONS

CODE	MODEL	MSRP
F2A	[Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box	\$35,200.00
<b>OPTIONS</b>		
153	Front License Plate Bracket	\$0.00
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift	\$0.00
512	Spare Tire, Wheel, Carrier & Jack	\$295.00
52B	Trailer Brake Controller	\$270.00
600A	Order Code 600A	\$0.00
64A	Wheels: 17" Argent Painted Steel	\$0.00
66D	Pickup Box Delete	(\$625.00)
66S	Upfitter Switches (6)	\$165.00
872	Rear View Camera & Prep Kit	\$415.00
90L	Power Equipment Group	\$915.00
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	\$0.00
AS	Medium Earth Gray, HD Vinyl 40/20/40 Split Bench Seat	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4)	\$0.00
X37	3.73 Axle Ratio	\$0.00
Z1	Oxford White	\$0.00

<b>SUBTOTAL</b>	<b>\$36,635.00</b>
Adjustments Total	\$0.00
Destination Charge	\$1,695.00
<b>TOTAL PRICE</b>	<b>\$38,330.00</b>

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 14679, Data updated Sep 12, 2021 4:15:00 AM PDT

Vehicle: [Fleet] 2022 Ford Super Duty F-250 SRW (F2A) XL 2WD Reg Cab 8' Box (  Complete )

**FUEL ECONOMY**

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

**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 from the meeting held on September 14, 2021.  
(*Action Item*) Date: 9/28/2021

---

Attached are the minutes from the meeting held on September 14, 2021, recommended to be received and filed as submitted or amended.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Minutes	9/23/2021	Minutes	cc-min_09_14_2021.pdf

MINUTES

GARDEN GROVE CITY COUNCIL

Regular Meeting

Tuesday, September 14, 2021

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

CONVENE MEETING

At 6:35 p.m., Mayor Jones convened the meeting with Council Members O'Neill, D. Nguyen, Bui, Klopfenstein, and Mayor Pro Tem K. Nguyen present.

INVOCATION

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

RECESS

At 6:40 p.m., Mayor Jones recessed the meeting.

RECONVENE

At 7:26 p.m., Mayor Jones reconvened the meeting.

ROLL CALL      PRESENT:      (6)      Council Members O'Neill, D. Nguyen, Bui,  
Klopfenstein, Mayor Pro Tem K. Nguyen,  
Mayor Jones

ABSENT:      (1)      Council Member Brietigam

ORAL COMMUNICATIONS

Speakers: John Rowles, Aaron Downs, Kay Kearney, Tom Raber, Tanya Pham, and Don Worshire [sic]

Written Communications: Celeste Rivero, Lucy Dunn, Cecilia Bustamante Pixa, Roy English, Thanh Huynh, Antonella Castro, Leslie Prado, Michelle Murphy, and Tam Nguyen.

CONSIDERATION OF A WRITTEN REQUEST FROM THE CALIFORNIA-NEVADA DISTRICT EXCHANGE CLUBS CHARITABLE FOUNDATION, INC., FOR CO-SPONSORSHIP OF THE FIRST ANNUAL GARDEN GROVE VETERANS DAY CELEBRATION (F: 60.2)

Following staff introduction, City Council discussion, and comments from Kay Kearney, event organizer, it was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member O'Neill that:

This matter be postponed for the purpose of getting more information from the event organizers including working towards the inclusion of credible Veterans groups and civic organizations.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen, Jones  
Noes: (0) None  
Absent: (1) Brietigam

ADOPTION OF A RESOLUTION BY THE CITY COUNCIL APPROVING A RELOCATION PLAN; APPROVAL OF A COOPERATION AGREEMENT WITH THE GARDEN GROVE HOUSING AUTHORITY; ADOPTION OF A RESOLUTION BY THE GARDEN GROVE HOUSING AUTHORITY APPROVING A HOME INVESTMENT PARTNERSHIP AFFORDABLE HOUSING AND LOAN AGREEMENT; AND APPROVAL BY THE GARDEN GROVE HOUSING AUTHORITY FOR EIGHT PROJECT BASED VOUCHER PAYMENTS FOR THE IMPLEMENTATION OF PERMANENT SUPPORTIVE HOUSING LOCATED AT 11742 STUART DRIVE, GARDEN GROVE (JOINT ACTION WITH THE GARDEN GROVE HOUSING AUTHORITY) (F: H-55-American Family Housing)

CITY COUNCIL ACTION

Following staff recommendation, it was moved by Mayor Jones, seconded by Mayor Pro Tem K. Nguyen that:

Resolution No. 9707-21 entitled: A Resolution of the City Council of the City of Garden Grove, California, approving the Relocation Plan for the Stuart Drive Permanent Supportive Housing Project with rehabilitation and implementation of the project, to be implemented by the developer, American Family Housing, a California non-profit public benefit corporation; and making certain other findings in connection therewith, be adopted; and

A Cooperation Agreement by which the City will transfer \$1,400,000 of HOME Program funds to the Housing Authority to implement the project, be approved.

The motion carried by a 5-0-1-1 vote as follows:

Ayes: (5) O'Neill, D. Nguyen, Klopfenstein, K. Nguyen, Jones  
Noes: (0) None  
Absent: (1) Brietigam  
Abstain: (1) Bui

#### HOUSING AUTHORITY ACTION

Following staff introduction, comments from Milo Peinemann, CEO of American Family Housing, and Housing Authority discussion, Commissioner Bui expressed concern with the Relocation Plan.

Following further discussion, it was moved by Chair K. Nguyen, seconded by Commissioner O'Neill that:

Resolution No. 182-21 entitled: A Resolution of the Garden Grove Housing Authority approving the HOME Investment Partnership affordable housing and loan agreement (11742 Stuart Drive); authorizing the Authority Director to implement the HOME Agreement and project documents, finding and determining the project is categorically exempt under CEQA; and, making certain other findings in connection therewith, be adopted; and

Eight Mainstream Project Based Vouchers be allocated as the financial subsidy for American Family Housing to complete and operate the project.

The motion carried by a 6-0-2-1 vote as follows:

Ayes: (6) Beckles, O'Neill, D. Nguyen, Klopfenstein, K. Nguyen, Jones  
Noes: (0) None  
Absent: (2) Brietigam, Tindoc  
Abstain: (1) Bui

#### RECESS

At 8:15 p.m., Mayor Jones recessed the meeting.

#### RECONVENE

At 8:31 p.m., Mayor Jones reconvened the meeting with Council Members O'Neill, D. Nguyen, Bui, Klopfenstein, and K. Nguyen present.

#### ADOPTION OF A RESOLUTION SUPPORTING THE ORANGE COUNTY VETERANS CEMETERY IN ANAHEIM HILLS (F: 91.2)

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:



Resolution No. 9708-21 entitled: A Resolution of the City Council of the City of Garden Grove supporting the Orange County Veterans Cemetery in Anaheim Hills, and encouraging federal, state, and local government support for this much needed project, be adopted.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

ADOPTION OF A PROCLAMATION RECOGNIZING SEPTEMBER AS NATIONAL RECOVERY MONTH IN GARDEN GROVE (F: 83.1)

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

September be recognized as National Recovery Month in Garden Grove.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

ADOPTION OF A PROCLAMATION CELEBRATING THE 100<sup>TH</sup> ANNIVERSARY OF GARDEN GROVE HIGH SCHOOL (F: 83.1)

This matter was considered later in the meeting.

EXONERATION OF PUBLIC IMPROVEMENT BONDS FOR TRACT MAP NO. 18169, A SUBDIVISION PROJECT LOCATED AT 9861 11<sup>TH</sup> STREET, GARDEN GROVE (F: 103.TT.18169)

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

The Public Improvement bonds be exonerated for Tract Map No. 18169, a subdivision project located between Kerry and Brookhurst Streets on the north side at 9861 11th Street, Garden Grove.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

AUTHORIZE ISSUANCE OF A PURCHASE ORDER WITH MOTOROLA SOLUTIONS FOR  
MOBILE VEHICLE-MOUNTED RADIOS

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

The Finance Director be authorized to issue a purchase order in the approximate amount of \$87,078 to Motorola Solutions for the purchase of (7) mobile vehicle-mounted radios; and

The City Manager or his designee be authorized to execute the purchase order and make any minor modifications as necessary thereto on behalf of the City.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

AUTHORIZE THE ISSUANCE OF AN INCREASE TO BLANKET PURCHASE ORDERS TO  
ALL AMERICAN ASPHALT, VULCAN MATERIALS, AND R.J. NOBLE FOR ASPHALT  
PRODUCTS

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

The Finance Director be authorized to increase the blanket purchase order for three (3) vendors for asphalt products in the firm and fixed amount of \$200,000 for a total of \$800,000 per year; and

The City Manager be authorized to review and approve annual renewals, provided that sufficient funds are budgeted for renewal.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

AUTHORIZE THE ISSUANCE OF A PURCHASE ORDER TO NATIONAL AUTO FLEET GROUP FOR (4) FOUR NEW UTILITY BODY TRUCKS

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

The Finance Director be authorized to issue a purchase order in the amount of \$244,174.63 to National Auto Fleet Group for the purchase of four (4) new Public Works Department utility body trucks.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

AWARD A CONTRACT TO BLUE VIOLET NETWORKS LLC, TO INSTALL A NEW JAIL SURVEILLANCE CAMERA SYSTEM (F: 55-Blue Violet Networks LLC)

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

A two year contract be awarded to Blue Violet Network LLC, with an option to extend the agreement for two additional years for professional installation and maintenance services of the jail camera surveillance system;

The City Manager or his designee be authorized to execute the contract on behalf of the City, and make minor modifications as appropriate; and

The City Manager or his designee be authorized to execute option years on behalf of the City.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

APPROVAL OF AMENDMENT NO. 2 OF THE AGREEMENT WITH HOWROYD-WRIGHT EMPLOYMENT AGENCY, INC., DBA APPLEONE EMPLOYMENT SERVICES FOR TEMPORARY STAFFING (F: 55-Howroyd-Wright Employment Agency, Inc., dba AppleOne Employment Services)

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

Amendment No. 2 of the agreement with Howroyd-Wright Employment Agency, Inc., dba AppleOne Employment Services, in an amount not to exceed \$100,000, through June 30, 2022, be approved;

Four additional option year agreements in the amount of \$100,000 per year, be approved; and

The City Manager be authorized to execute Amendment No. 2, and option year agreements, and to make minor modifications as appropriate.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones

Noes: (0) None

Absent: (1) Brietigam

AWARD A CONTRACT FOR RFP NO. S-1284-A TO VALLEY MAINTENANCE CORPORATION TO PROVIDE JANITORIAL SERVICES AT CITY PARKS  
(F: 55-Valley Maintenance Corporation)

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

A contract be awarded for janitorial services to Valley Maintenance Corporation in the firm, fixed price amount of \$146,400 through Fiscal Year 2022, with an annual option to renew the contract in the following amounts: \$158,352 for Years 2 and 3, and \$170,604 for Years 4 and 5;

The City Manager be authorized to execute the agreement on behalf of the City and make minor modifications as appropriate thereto; and

The City Manager be authorized to execute each option year.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

RECEIVE AND FILE MINUTES FOR THE MEETING HELD ON AUGUST 24, 2021  
(F: Vault)

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

Minutes from the meeting held on August 24, 2021, be received and filed.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

WARRANTS

It was moved by Mayor Pro Tem K. Nguyen, seconded by Council Member D. Nguyen that:

Payroll Checks 184644 through 184663; Direct Deposits D384820 through D385429; and Wires W2830 through W2833 have been audited for accuracy and have been verified by the Finance Director for payment and be received and filed.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

ADOPTION OF A PROCLAMATION CELEBRATING THE 100<sup>TH</sup> ANNIVERSARY OF GARDEN GROVE HIGH SCHOOL (F: 83.1)

Following Council Member Klopfenstein's invitation to the Mayor and Council to attend the 100 year alumni picnic on Saturday, September 18, 2021, she moved to approve adoption of a Proclamation celebrating the 100<sup>th</sup> anniversary of Garden Grove High School, seconded by Council Member Bui.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

ADOPTION OF A RESOLUTION BY THE CITY COUNCIL APPROVING A RELOCATION PLAN; APPROVAL OF A COOPERATION AGREEMENT WITH THE GARDEN GROVE HOUSING AUTHORITY; ADOPTION OF A RESOLUTION BY THE GARDEN GROVE HOUSING AUTHORITY APPROVING A HOME INVESTMENT PARTNERSHIP AFFORDABLE HOUSING AND LOAN AGREEMENT; AND APPROVAL BY THE GARDEN GROVE HOUSING AUTHORITY FOR EIGHT PROJECT BASED VOUCHER PAYMENTS FOR THE IMPLEMENTATION OF PERMANENT SUPPORTIVE HOUSING LOCATED AT 11742 STUART DRIVE, GARDEN GROVE (JOINT ACTION WITH THE GARDEN GROVE HOUSING AUTHORITY) (F: H-55-American Family Housing)

This matter was considered earlier in the meeting.

APPROVAL TO PARTICIPATE IN THE 2021-2022 OFFICE OF TRAFFIC SAFETY (OTS) SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) (F: 55-State of California Office of Traffic Safety) (XR: 82.15)

Following staff introduction and City Council comment, it was moved by Council Member Bui, seconded by Mayor Pro Tem K. Nguyen that:

Participation in the Selective Traffic Enforcement Program (STEP) be authorized, and grant funding, in the amount of \$278,000, be accepted;

Authorize the City Manager as Authorizing Official, the Finance Director as Fiscal Official, and Police Officer Jeremy Morse as Grant Director on behalf of the City; and

That Grant monies be allocated to fund Selective Traffic Enforcement Operations.

The motion carried by a 6-0-1 vote as follows:

Ayes: (6) O'Neill, D. Nguyen, Bui, Klopfenstein, K. Nguyen,  
Jones  
Noes: (0) None  
Absent: (1) Brietigam

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

GRAFFITI ABATEMENT UPDATE AS REQUESTED BY THE CITY COUNCIL (F: 24.5)

Staff provided a graffiti abatement update noting the program has been in place for the past 20 years in conjunction with clean-up of public rights of way. The procedures for choosing the one of the four standard colors and color matching were

reviewed, as well as addressing graffiti on private property in compliance with Government Code Section §53069.3 and the City's Municipal Code Chapter 8.64. The City contracts for graffiti removal and contractor employees are trained in color matching. Private property owners who do not remove graffiti are referred to the City's Code Enforcement Division.

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

Council Member Bui encouraged everyone to get a COVID-19 vaccination and to wear a mask in order to help other people and prevent the spread.

Council Member Klopfenstein shared that recent Vector Control testing in Garden Grove for the West Nile Virus revealed negative results; however, she encouraged everyone to dump and drain standing water on their property, and to contact Vector Control as a resource for questions and information.

Mayor Pro Tem K. Nguyen expressed appreciation for the Vector Control update, and for positive comments from tonight's speakers, John Rowles and Aaron Downs.

Council Member D. Nguyen encouraged everyone to support local businesses and to visit Koreatown's QT Golden Marketplace, a new business on Garden Grove Boulevard in District 3 that offers food, teas, and boba.

Council Member O'Neill congratulated Garden Grove High School for its 100<sup>th</sup> anniversary. He noted that half of Magnolia Park is closed and under construction, which will be a great improvement on completion. He expressed his condolences to the Pulido family at the passing of the family's patriarch, Salvador, who at 86 years passed away on August 20, 2021.

City Manager Stiles noted the Be Well deployment team will consist of staff members from Be Well OC, the Orange County Fire Authority, Garden Grove's Police Department and Community and Economic Development Department. A presentation on Be Well's deployment steps and protocols will be provided at the September 28, 2021, City Council meeting. With the completion of the Census, the City's contractual re-districting demographer, David Ely, has reported that there have been no significant changes to the population in Garden Grove from the time that council districts were established, and Mr. Ely will be presenting at the November 9, 2021, City Council meeting.

Mayor Jones expressed condolences to the Bushinsky family for the passing of Garden Grove resident, Ira Bushinsky, who recently passed away from a tragic accident leaving behind his wife Colleen, daughters Sarah and Rachel and five grandchildren.

## ADJOURNMENT

At 8:51 p.m., Mayor Jones adjourned the meeting in memory of Ira Bushinsky. The next Regular City Council Meeting will be held on Tuesday, September 28, 2021, at 5:30 p.m. at the Community Meeting Center, 11300 Stanford Avenue, Garden Grove, California.

Teresa Pomeroy  
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: 9/28/2021  
(Action Item)

---

Attached are the warrants recommended to be received and filed.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Warrants	9/23/2021	Warrants	9-28- 21_CC_Warrants_(08042021).pdf
Warrants	9/23/2021	Warrants	9-28- 21_CC_Warrants_(08112021).pdf
Warrants	9/23/2021	Warrants	9-28- 21_CC_Warrants_(08182021).pdf
Warrants	9/23/2021	Warrants	9-28- 21_CC_Warrants_(08252021).pdf
Warrants	9/23/2021	Warrants	9-28- 21_CC_Warrants_(09012021).pdf
Warrants	9/23/2021	Warrants	9-28- 21_CC_Warrants_(09022021).pdf
Warrants	9/23/2021	Warrants	9-14- 21_CC_Warrants_(Payroll_08-26- 21).pdf
Warrants	9/23/2021	Warrants	9-28- 21_CC_Warrants_(Payroll_09-23- 21).pdf



City of Garden Grove  
Certificate of Warrants  
08/04/2021

This is to certify the demands covered by wire numbers 00000661 through 00000670, EFT numbers 00013907 through 00013915, and check numbers 00673158 through 00673240 inclusive as listed on this register and have been verified by the Finance Division as properly issued and bear all proper signatures.

Note: Check #'s 00673165 and 00673237 have been voided.

A handwritten signature in blue ink, appearing to read 'Patricia Song', written over a horizontal line.

Finance Director  
Patricia Song

**CITY OF GARDEN GROVE**  
**FEFM001 All Checks Register**  
**Check Date August 04, 2021**

Report Generated on Aug 4, 2021 1:19:12 PM

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**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00000661	V02087	DELTA CARE USA	08/04/2021	\$5,938.54
00000662	V01579	ORANGE COUNTY FIRE AUTHORITY	08/04/2021	\$2,062,091.00
00000663	V02036	US BANK TRUST NA	08/04/2021	\$826,958.00
00000664	V00789	SO CALIF EDISON CO	08/04/2021	\$7.85
00000665	V00789	SO CALIF EDISON CO	08/04/2021	\$8.68
00000666	V00789	SO CALIF EDISON CO	08/04/2021	\$2,473.74
00000667	V00789	SO CALIF EDISON CO	08/04/2021	\$12.69
00000668	V00789	SO CALIF EDISON CO	08/04/2021	\$5.94
00000669	V00789	SO CALIF EDISON CO	08/04/2021	\$1,060.18
00000670	V00789	SO CALIF EDISON CO	08/04/2021	\$1,157.65
00013907	V00259	DTNTECH MARKETING	08/04/2021	\$10,892.12
00013908	V00218	GRAINGER	08/04/2021	\$248.65
00013909	V02761	HASCO OIL COMPANY	08/04/2021	\$4,390.90
00013910	V00722	KEYSER/MARSTON ASSOCIATES, INC	08/04/2021	\$4,927.50
00013911	V00271	MONTROSE AIR QUALITY SERVICES, LLC	08/04/2021	\$10,312.50
00013912	V00119	NEARMAP US, INC	08/04/2021	\$6,400.00
00013913	V02770	SABINA MOTORS & CONTROLS	08/04/2021	\$875.00
00013914	V02539	THE SOLIS GROUP	08/04/2021	\$578.00
00013915	V02641	TIM SUTTON GIS SERVICES	08/04/2021	\$1,782.00
00673158	V00280	ACA COMPLIANCE SERVICES, INC	08/04/2021	\$1,103.25
00673159	V00627	AKM CONSULTING ENGINEERS	08/04/2021	\$5,512.50
00673160	V00633	ALL AMERICAN ASPHALT	08/04/2021	\$778,423.48
00673161	V00238	AMERINAT	08/04/2021	\$411.39
00673162	V00101	ANIMAL CARE EQUIPMENT & SVCS	08/04/2021	\$376.10
00673163	V00145	AUTONATION FORD TUSTIN	08/04/2021	\$845.89
00673164	V00162	BIG RON'S AUTO BODY & PAINT, INC	08/04/2021	\$9,792.10
00673166	OTV001548	BLUE PAVILION SHOPPING CTR c/o MOSS & CO	08/04/2021	\$12.12
00673167	V00699	BOYS AND GIRLS CLUB OF GARDEN GROVE, INC	08/04/2021	\$1,336.50
00673168	OTV001551	HYUK CHOON CHOO	08/04/2021	\$149.53
00673169	OTV001558	LLC c/o WALSWORTH PROP MGMT CIM NEWHOPE	08/04/2021	\$9.18
00673170	OTV001564	COHEN ANABEL LLC	08/04/2021	\$205.67
00673171	V00513	CORELOGIC SOLUTIONS, LLC	08/04/2021	\$394.50
00673172	OTV001544	DAISY VI-KONWISER	08/04/2021	\$20.73
00673173	V00493	DEPT OF CONSERVATION DIV OF ADMIN SVCS	08/04/2021	\$633.64
00673174	OTV001571	MARCUS EDEN	08/04/2021	\$127.75
00673175	V00270	ES ENGINEERING SERVICES, LLC	08/04/2021	\$16,877.86
00673176	V00233	FACTORY MOTOR PARTS CO BIN 139107	08/04/2021	\$1,224.37
00673177	V00623	FAIR HOUSING FOUNDATION	08/04/2021	\$6,190.94

**CITY OF GARDEN GROVE**  
**FEFM001 All Checks Register**  
**Check Date August 04, 2021**

Report Generated on Aug 4, 2021 1:19:12 PM

Page 2

**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673178	OTV001553	INC. FINS, FURS, FEATHERS	08/04/2021	\$22.41
00673179	V00658	FRANCHISE TAX BOARD	08/04/2021	\$589.96
00673180	V00054	GALLS LLC	08/04/2021	\$4,927.27
00673181	OTV001572	LLC GARDEN GROVE 31 2019	08/04/2021	\$5.97
00673182	V00140	GARDEN GROVE SECURED STORAGE	08/04/2021	\$230.00
00673183	OTV001545	GARFIELD GARDEN GROVE #7162 c/o RIVERROCK	08/04/2021	\$7.92
00673184	OTV001560	SETA GHAZARIAN	08/04/2021	\$78.33
00673185	V00544	HARRINGTON INDUSTRIAL PLASTICS, LLC	08/04/2021	\$447.15
00673186	OTV001577	JAMES HAUGE	08/04/2021	\$42.10
00673187	V00710	HILLCO FASTENER WAREHOUSE	08/04/2021	\$111.25
00673188	V00712	HINDERLITER, DE LLAMAS & ASSOCIATES	08/04/2021	\$1,964.67
00673189	OTV001562	CHRISTINA HO	08/04/2021	\$29.21
00673190	OTV001547	INTERNATIONAL MARINE PRODUCTS INC	08/04/2021	\$5.55
00673191	V00531	IRV SEAVER MOTORCYCLES	08/04/2021	\$525.71
00673192	OTV001567	STEPHEN LAM	08/04/2021	\$45.68
00673193	V01563	LIFE-ASSIST, INC	08/04/2021	\$186.60
00673194	OTV001550	KEVIN (S & M LAUNDRY) LY	08/04/2021	\$15.60
00673195	V00446	MB PAINTING	08/04/2021	\$3,700.00
00673196	V00736	MC MASTER-CARR SUPPLY CO	08/04/2021	\$404.36
00673197	OTV001576	MONICA AND EDWARD MENDEZ	08/04/2021	\$28.36
00673198	V00737	MERCHANTS BLDG MAINT, LLC	08/04/2021	\$28,251.00
00673199	V00151	MERCY HOUSE LIVING CENTERS	08/04/2021	\$13,868.38
00673200	V01177	METROLINK TRAINS	08/04/2021	\$742.00
00673201	OTV001549	VIRGINA J & WALTER NASH	08/04/2021	\$5.43
00673202	OTV001580	DARLENE NEGRETTE	08/04/2021	\$75.00
00673203	OTV001557	DUYEN NGUYEN	08/04/2021	\$12.65
00673204	OTV001568	HUY TOAN NGUYEN, HAO NHU & NGUYEN	08/04/2021	\$6.58
00673205	OTV001566	JACQUELINE NGUYEN	08/04/2021	\$31.88
00673206	OTV001556	JOSEPH NGUYEN	08/04/2021	\$11.08
00673207	OTV001552	JULIE NGUYEN	08/04/2021	\$35.00
00673208	OTV001559	PHUC NGUYEN	08/04/2021	\$22.71
00673209	V00741	NIAGARA PLUMBING	08/04/2021	\$85.69
00673210	OTV001563	NRI PORTFOLIOS LLC	08/04/2021	\$26.13
00673211	V00209	WHJ OCN,IND	08/04/2021	\$2,050.00
00673212	V01581	OF WOLFINBARGER, INC	08/04/2021	\$1,402.88
00673213	V00973	ORANGE COUNTY COUNCIL OF GOVERNMENTS	08/04/2021	\$15,435.96
00673214	V00563	ORANGE COUNTY STRIPING SERV	08/04/2021	\$24,959.29
00673215	V00164	PACIFIC MEDICAL CLINIC	08/04/2021	\$450.00

**CITY OF GARDEN GROVE**  
**FEFM001 All Checks Register**  
**Check Date August 04, 2021**

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673216	OTV001561	JOHN L PETRICK	08/04/2021	\$111.82
00673217	OTV001554	CHARLIE PHAM	08/04/2021	\$20.29
00673218	OTV001570	TUAN PHAN	08/04/2021	\$29.62
00673219	V00267	POSM SOFTWARE, LLC	08/04/2021	\$3,785.41
00673220	V00771	PYRO-COMM SYSTEMS, INC	08/04/2021	\$135.00
00673221	OTV001546	RANCHO BROOKHURST c/o MOSS & CO	08/04/2021	\$15.84
00673222	OTV001565	TAONE RANDAZZO	08/04/2021	\$70.00
00673223	V02746	READY AMERICA, INC.	08/04/2021	\$1,549.10
00673224	OTV001579	EDWIN RENDEROS	08/04/2021	\$53.00
00673225	V00401	REPUBLIC WASTE SERVICES OF SO CALIFORNIA,	08/04/2021	\$27,446.85
00673226	V00784	SHOETERIA	08/04/2021	\$1,933.75
00673227	V00225	SITEONE LANDSCAPE SUPPLY HLDING	08/04/2021	\$199.61
00673228	OTV001574	GINA STOUGHTON	08/04/2021	\$17.98
00673229	OTV001573	STUART LITTLE LLC	08/04/2021	\$9.96
00673230	V00228	SUPERION, LLC	08/04/2021	\$13,562.50
00673231	OTV001569	THE FORBES PARTNERSHIP	08/04/2021	\$5.46
00673232	OTV001534	THE GROVE SENIOR APTS	08/04/2021	\$13.59
00673233	V02203	THE ILLUMINATION FOUNDATION	08/04/2021	\$128,073.61
00673234	OTV001555	JOHN B TRAN	08/04/2021	\$34.05
00673235	OTV001575	TUAN TRAN	08/04/2021	\$57.80
00673236	V00812	UNIFIRST CORP	08/04/2021	\$1,782.17
00673238	V00301	USA BLUE BOOK	08/04/2021	\$120.39
00673239	V01634	WATER SOURCE SOLUTIONS, INC	08/04/2021	\$152.22
00673240	V00582	WOODRUFF, SPRADLIN & SMART, A PROFESSIONAL CORP	08/04/2021	\$1,138.80
EFT:			9	\$40,406.67
Check:			91	\$4,004,520.35
Total:			100	\$4,044,927.02



City of Garden Grove  
Certificate of Warrants  
08/11/2021

This is to certify the demands covered by wire numbers 00000671 through 00000682, EFT numbers 00013916 through 00013931, and check numbers 00673241 through 00673338 inclusive as listed on this register and have been verified by the Finance Division as properly issued and bear all proper signatures.

  
\_\_\_\_\_  
Finance Director  
Patricia Song

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Between Aug 5, 2021 and Aug 11, 2021**

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**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00000671	V00541	MUNICIPAL WATER DISTRI	08/11/2021	\$561,309.08
00000672	V01596	PUBLIC EMPLOYEES' RETI	08/11/2021	\$164,874.57
00000673	V01539	DELTA DENTAL OF CALIFO	08/11/2021	\$16,556.60
00000674	V01596	PUBLIC EMPLOYEES' RETIREMENT SYSTEM	08/11/2021	\$633,101.80
00000675	V01596	PUBLIC EMPLOYEES' RETI	08/11/2021	\$395,157.15
00000676	V02780	THE PITNEY BOWES BANK	08/11/2021	\$20,000.00
00000677	V02088	VISION SERVICE PLAN -	08/11/2021	\$6,821.64
00000678	V00732	THE LINCOLN NATIONAL L	08/11/2021	\$7,302.32
00000679	V00732	THE LINCOLN NATIONAL L	08/11/2021	\$6,775.55
00000680	V02152	EXPERT PAY CHILD SUPPO	08/11/2021	\$3,081.52
00000681	V02091	MARYLAND CHILD SUPPORT	08/11/2021	\$343.38
00000682	V02089	SHANNON WAINWRIGHT	08/11/2021	\$553.85
00013916	V00585	ADMINISURE	08/11/2021	\$16,939.00
00013917	V01479	AMAZON WEB SERVICES, INC	08/11/2021	\$2,720.57
00013918	V02736	ARCHIVESOCIAL, INC.	08/11/2021	\$4,947.60
00013919	V00175	CALIFORNIA YELLOW CAB	08/11/2021	\$2,276.25
00013920	V01063	COMMERCIAL AQUATIC SERVICES	08/11/2021	\$1,531.78
00013921	V00259	DTNTECH MARKETING	08/11/2021	\$326.25
00013922	V00218	GRAINGER	08/11/2021	\$651.64
00013923	V00373	INNOVYZE, INC	08/11/2021	\$9,778.00
00013924	V00716	INTERVAL HOUSE	08/11/2021	\$3,400.00
00013925	V00368	JOHNSON CONTROLS SECURITY SOLUTIONS	08/11/2021	\$2,261.00
00013926	V00136	ORANGE COUNTY WELDING, INC	08/11/2021	\$510.00
00013927	V02783	INC. QUADIENT	08/11/2021	\$695.00
00013928	V00230	SCHAFER CONSULTING, INC	08/11/2021	\$2,325.00
00013929	V01458	TOYOTA OF GARDEN GROVE	08/11/2021	\$15,000.00
00013930	V00520	WESTERN EXTERMINATOR	08/11/2021	\$1,653.15
00013931	V00202	WIRELESS TELEMATICS, LLC	08/11/2021	\$360.00
00673241	V02387	A & H REFRIGERATION, INC.	08/11/2021	\$6,000.00
00673242	V01122	ADVANCED CAR CARE, INC	08/11/2021	\$528.96
00673243	V00573	ALAN'S LAWN AND GARDEN CENTER, INC	08/11/2021	\$775.66
00673244	V00647	ANTHONY BIRMINGHAM WINDOW CLEANING	08/11/2021	\$1,351.00
00673245	V00847	APWA	08/11/2021	\$268.75
00673246	V01162	SONIA LISA ASENCIO	08/11/2021	\$29.00

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673247	V00864	ASSOCIATED SOILS ENGINEERING, INC	08/11/2021	\$22,195.00
00673248	V00145	AUTONATION FORD TUSTIN	08/11/2021	\$1,804.80
00673249	V00959	Robert Baldwin	08/11/2021	\$42.00
00673250	V00386	MELODIE BERQUIST-TURORI	08/11/2021	\$275.00
00673251	V00655	C WELLS PIPELINE MATERIALS, INC	08/11/2021	\$11,277.10
00673252	V01517	CA LANDSCAPE & DESIGN, INC	08/11/2021	\$17,466.40
00673253	V00554	CARL WARREN & CO	08/11/2021	\$8,908.31
00673254	V00654	CLEA CALIF LAW ENFORCEMENT ASSOC	08/11/2021	\$3,340.75
00673255	V00596	CLEANSTREET	08/11/2021	\$2,860.80
00673256	V00666	COMMUNITY VETERINARY HOSPITAL INC	08/11/2021	\$300.00
00673257	V00667	CONTINENTAL CONCRETE CUTTING	08/11/2021	\$3,432.00
00673258	V01151	COUNTY OF ORANGE DA'S OFFICE, ASSET FORFEITURE	08/11/2021	\$10,229.00
00673259	V01134	COUNTY OF ORANGE TREAS REV RECOVERY-A/R UNIT	08/11/2021	\$19,101.70
00673260	V02040	CPRS NPSI	08/11/2021	\$770.00
00673261	V00481	DATA TICKET, INC	08/11/2021	\$1,985.50
00673262	V02645	DAYS INN AND SUITES	08/11/2021	\$12,500.00
00673263	OTV001408	RUBY BARRIOS DELATORRE	08/11/2021	\$42.00
00673264	V01231	DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT	08/11/2021	\$500.00
00673265	V01183	DEPARTMENT OF JUSTICE	08/11/2021	\$852.00
00673266	V02200	DIANA LING CHEN	08/11/2021	\$39.00
00673267	V01372	EBIX, INC	08/11/2021	\$1,581.41
00673268	V00658	FRANCHISE TAX BOARD	08/11/2021	\$200.00
00673269	V00054	GALLS LLC	08/11/2021	\$336.90
00673270	V01382	GARDEN GROVE NISSAN, LP	08/11/2021	\$9,500.00
00673271	V01684	GLOBAL ENVIRONMENTAL NETWORK, INC	08/11/2021	\$2,832.19
00673272	V00702	GRAFFITI PROTECTIVE COATINGS, INC	08/11/2021	\$28,586.66
00673273	V00706	HAAKER EQUIPMENT COMPANY	08/11/2021	\$2,028.05
00673274	V02784	HABIT IMPRINTZ	08/11/2021	\$2,512.31
00673275	V02335	INC. HARDIN ENTERPRISES	08/11/2021	\$86,598.75
00673276	V00711	HILL'S BROS LOCK & SAFE, INC	08/11/2021	\$1,200.21
00673277	V02447	HUMAN OPTIONS	08/11/2021	\$19,580.91
00673278	V00182	INFOSEND, INC	08/11/2021	\$11,539.32
00673279	V01397	ITJ, LLC	08/11/2021	\$4,027.40
00673280	V00038	JEANNE K DUNHAM LCSW	08/11/2021	\$3,570.00



**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Between Aug 5, 2021 and Aug 11, 2021**

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673281	V00283	JIG CONSULTANTS	08/11/2021	\$2,560.00
00673282	V00071	JM NURSERY	08/11/2021	\$386.06
00673283	OTV001154	JOHN PAUL ZEMPOALTECA	08/11/2021	\$42.00
00673284	V02679	KEITH AHN INSURANCE AGENCY, INC.	08/11/2021	\$3,000.00
00673285	V00486	L N CURTIS & SONS	08/11/2021	\$1,026.21
00673286	V00728	LAWSON PRODUCTS, INC	08/11/2021	\$413.79
00673287	V02526	SONNY NHAC LE	08/11/2021	\$39.00
00673288	V00769	LEGAL SHIELD	08/11/2021	\$846.15
00673289	V00555	LIFECOM, INC	08/11/2021	\$65.00
00673290	V02045	LIGHTSTYLES BY LIGHT BULBS ETC	08/11/2021	\$116.24
00673291	V00299	LOOPNET	08/11/2021	\$237.50
00673292	OTV001467	SHEILA LUU	08/11/2021	\$1,000.00
00673293	OTV001582	VINH A. LY	08/11/2021	\$246.91
00673294	OTV001407	DORA MADRID	08/11/2021	\$10.00
00673295	V01411	MAGNUM OIL SPREADING, INC	08/11/2021	\$247.95
00673296	V00900	NGOC HA THI MAI	08/11/2021	\$144.00
00673297	V00736	MC MASTER-CARR SUPPLY CO	08/11/2021	\$642.29
00673298	V00557	NATIONAL CONSTRUCTION RENTALS	08/11/2021	\$751.86
00673299	V01987	AMY TU UYEN NGUYEN	08/11/2021	\$34.00
00673300	OTV001526	CO NGUYEN	08/11/2021	\$64.00
00673301	V02035	JULIE NGUYEN	08/11/2021	\$23.00
00673302	V00741	NIAGARA PLUMBING	08/11/2021	\$71.12
00673303	V00459	O'REILLY AUTO PARTS	08/11/2021	\$643.32
00673304	V00551	OC HOUSING AUTHORITY	08/11/2021	\$2,100.00
00673305	V00761	PETTY CASH - MUN SRVC CTR	08/11/2021	\$451.37
00673306	OTV001581	KEVIN PHAM	08/11/2021	\$2,100.00
00673307	V02669	NANCY PHAM	08/11/2021	\$27.00
00673308	V00767	POSTMASTER	08/11/2021	\$7,973.00
00673309	OTV001584	ELVIA RODRIGUEZ	08/11/2021	\$169.00
00673310	V02343	ROSE THU TRAN	08/11/2021	\$18.00
00673311	V00652	RUSSELL SIGLER, INC	08/11/2021	\$77.78
00673312	V00779	S C YAMAMOTO, INC	08/11/2021	\$77.00
00673313	V00784	SHOETERIA	08/11/2021	\$240.00
00673314	V00120	SIEMENS MOBILITY, INC	08/11/2021	\$444.01
00673315	V00225	SITEONE LANDSCAPE SUPPLY HLDING	08/11/2021	\$1,248.93

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673316	V00791	SO CALIF MUN ATHLETIC FEDERATION	08/11/2021	\$325.00
00673317	V01415	SOCAL AUTO & TRUCK PARTS INC	08/11/2021	\$1,660.79
00673318	V00793	SOUTHERN CALIFORNIA GAS CO ML 711D	08/11/2021	\$2,300.00
00673319	V00474	SOUTHERN COUNTIES LUBRICANTS, LLC	08/11/2021	\$1,425.26
00673320	V00160	SOUTHERN COUNTIES OIL COMPANY	08/11/2021	\$61,008.05
00673321	V00213	STATE INDUSTRIAL PRODUCTS	08/11/2021	\$4,236.34
00673322	V00798	STEVEN ENTERPRISES, INC	08/11/2021	\$127.00
00673323	V00570	STRADLING, YOCCA,CARLSON & RAUTH	08/11/2021	\$25,771.50
00673324	V02258	TAIT & ASSOCIATES	08/11/2021	\$1,322.25
00673325	V00568	TEAM OF ADVOCATES FOR SPECIAL KIDS	08/11/2021	\$4,258.26
00673326	V00287	THE FILE DEPOT BEACH CITIES	08/11/2021	\$3,816.70
00673327	V00465	TIERRA WEST ADVISORS, INC	08/11/2021	\$2,140.00
00673328	V01942	TONY KIEU TRAN	08/11/2021	\$14.00
00673329	V00811	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	08/11/2021	\$182.77
00673330	V02689	UNITED SITE SERVICES OF CALIFORNIA, INC.	08/11/2021	\$36.93
00673331	V01465	VOLKSWAGEN OF GARDEN GROVE	08/11/2021	\$2,500.00
00673332	OTV001583	TANIA VU	08/11/2021	\$1,000.00
00673333	V00398	VULCAN MATERIALS COMPANY WESTERN DIVISION	08/11/2021	\$1,684.24
00673334	V01634	WATER SOURCE SOLUTIONS, INC	08/11/2021	\$76.11
00673335	V00134	WILLIAMS & MAHER, INC	08/11/2021	\$360.00
00673336	OTV001457	JAMES LAWRENCE WRIGLEY	08/11/2021	\$28.00
00673337	V01645	ZUMAR INDUSTRIES	08/11/2021	\$4,896.82
00673338	V00108	CALRECYCLE, ACCOUNTING, OPP UNPSENT FUNDS	08/11/2021	\$8,946.25
			<b>EFT:</b>	<b>16</b>
			<b>Check:</b>	<b>110</b>
			<b>Total:</b>	<b>126</b>
				<b>\$65,375.24</b>
				<b>\$2,272,499.06</b>
				<b>\$2,337,874.30</b>



City of Garden Grove  
Certificate of Warrants  
08/18/2021

This is to certify the demands covered by wire numbers 00000683 through 00000697, EFT numbers 00013932 through 00013949, and check numbers 00673339 through 00673427 inclusive as listed on this register and have been verified by the Finance Division as properly issued and bear all proper signatures.

Note: Wire #'s 00000691 and 00000692 were skipped as they were used for General Ledger correction. Also, check #'s 00673368 and 00673390 were voided.

A handwritten signature in blue ink, appearing to read 'Patricia Song', written over a horizontal line.

Finance Director  
Patricia Song

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Between Aug 12, 2021 and Aug 18, 2021**

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**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00000683	V00789	SO CALIF EDISON CO	08/18/2021	\$9,874.62
00000684	V00789	SO CALIF EDISON CO	08/18/2021	\$147.65
00000685	V00789	SO CALIF EDISON CO	08/18/2021	\$2,278.76
00000686	V00789	SO CALIF EDISON CO	08/18/2021	\$45.26
00000687	V00789	SO CALIF EDISON CO	08/18/2021	\$23,943.59
00000688	V00805	TIME WARNER CABLE	08/18/2021	\$2,879.80
00000689	V00792	SO CALIF GAS CO	08/18/2021	\$31.82
00000690	V00792	SO CALIF GAS CO	08/18/2021	\$18.18
00000693	V01375	EMPLOYMENT DEVELOPMENT	08/18/2021	\$2,933.13
00000694	V00792	SO CALIF GAS CO	08/18/2021	\$11,366.41
00000695	V00789	SO CALIF EDISON CO	08/18/2021	\$22,187.05
00000696	V00792	SO CALIF GAS CO	08/18/2021	\$2,525.89
00000697	V00789	SO CALIF EDISON CO	08/18/2021	\$312.07
00013932	V00585	ADMINSURE	08/18/2021	\$16,939.00
00013933	V00650	BUREAU VERITAS NORTH AMERICA, INC	08/18/2021	\$60,985.03
00013934	V00281	DAVIS FARR, LLP	08/18/2021	\$16,000.00
00013935	V00562	DOOLEY ENTERPRISES, INC	08/18/2021	\$11,667.17
00013936	V00259	DTNTECH MARKETING	08/18/2021	\$97.88
00013937	V00679	ENTERPRISE FLEET MGMT, INC	08/18/2021	\$2,404.80
00013938	V00218	GRAINGER	08/18/2021	\$6,741.05
00013939	V01779	GREENFIELDS OUTDOOR FITNESS	08/18/2021	\$107.66
00013940	V01391	INTELEPEER CLOUD COMMUNICATIONS, LLC	08/18/2021	\$1,892.92
00013941	V00716	INTERVAL HOUSE	08/18/2021	\$13,039.35
00013942	V00368	JOHNSON CONTROLS SECURITY SOLUTIONS	08/18/2021	\$1,695.75
00013943	V02752	MICHAEL BAKER INTERNATIONAL, INC.	08/18/2021	\$44,065.20
00013944	V02205	OCAPICA	08/18/2021	\$3,520.61
00013945	V00425	PETDATA	08/18/2021	\$2,260.80
00013946	V00250	SIMPSON CHEVROLET OF GG	08/18/2021	\$655.56
00013947	V01460	TRAUMA INTERVENTION PROGRAMS, INC	08/18/2021	\$5,306.75
00013948	V00591	U S ARMOR CORP	08/18/2021	\$30.47
00013949	V00035	VERITIV OPERATING COMPANY	08/18/2021	\$3,963.02
00673339	V00280	ACA COMPLIANCE SERVICES, INC	08/18/2021	\$1,110.75
00673340	V01122	ADVANCED CAR CARE, INC	08/18/2021	\$405.85
00673341	V00081	AGUINAGA GREEN	08/18/2021	\$359.69

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Between Aug 12, 2021 and Aug 18, 2021**

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673342	V00048	AIS ADVANCED IMAGING STRATEGIES, INC	08/18/2021	\$110.93
00673343	V00573	ALAN'S LAWN AND GARDEN CENTER, INC	08/18/2021	\$398.28
00673344	V00479	ANDRES MEDINA MOBILE WASH	08/18/2021	\$1,997.50
00673345	V02328	APPLEONE EMPLOYMENT SERVICES	08/18/2021	\$5,903.36
00673346	V00145	AUTONATION FORD TUSTIN	08/18/2021	\$107.74
00673347	OTV001590	FRANCES BAKER	08/18/2021	\$50.00
00673348	V00649	BROWNELLS, INC	08/18/2021	\$1,817.19
00673349	V00655	C WELLS PIPELINE MATERIALS, INC	08/18/2021	\$10,203.74
00673350	V01864	CAHN MEMBERSHIP	08/18/2021	\$520.00
00673351	V00411	CALIFORNIA FUELS & LUBRICANTS	08/18/2021	\$212,612.00
00673352	V00372	CALL ONE, INC	08/18/2021	\$3,547.43
00673353	V01971	CALLYO 2009 CORP	08/18/2021	\$2,520.00
00673354	V00660	CAMERON WELDING SUPPLY	08/18/2021	\$496.66
00673355	V00554	CARL WARREN & CO	08/18/2021	\$868.70
00673356	V02686	CIRCLEPOINT, INC.	08/18/2021	\$16,708.48
00673357	V00689	CITY OF GARDEN GROVE	08/18/2021	\$184.82
00673358	V00596	CLEANSTREET	08/18/2021	\$59,140.82
00673359	V00670	COSTCO MEMBERSHIP	08/18/2021	\$120.00
00673360	V01134	COUNTY OF ORANGE TREAS REV RECOVERY-A/R UNIT	08/18/2021	\$61,129.45
00673361	V00481	DATA TICKET, INC	08/18/2021	\$23.25
00673362	V00184	DIAMOND ENVIRONMENTAL SERVICES	08/18/2021	\$3.59
00673363	V02227	DONOVAN DISTRIBUTION INC	08/18/2021	\$573.77
00673364	V00174	ENGINEERING RESOURCES OF SOUTHERN CALIFORNIA, INC	08/18/2021	\$15,274.50
00673365	V00682	EWING IRRIGATION PRODUCTS, INC	08/18/2021	\$4,202.70
00673366	V00336	EXCLUSIVE AUTO DETAIL	08/18/2021	\$570.00
00673367	V00233	FACTORY MOTOR PARTS CO BIN 139107	08/18/2021	\$5,325.95
00673369	V00623	FAIR HOUSING FOUNDATION	08/18/2021	\$2,554.84
00673370	V01647	FLEETCREW, INC.	08/18/2021	\$1,964.80
00673371	V02369	G4S SECURE SOLUTIONS (USA) INC	08/18/2021	\$53,846.14
00673372	V00054	GALLS LLC	08/18/2021	\$2,592.42
00673373	V00707	HACH COMPANY, INC	08/18/2021	\$7,588.00
00673374	V00503	HF&H CONSULTANTS, LLC	08/18/2021	\$2,990.00
00673375	V00034	HOME DEPOT CREDIT SERVICES	08/18/2021	\$6,543.68
00673376	V00182	INFOSEND, INC	08/18/2021	\$9,488.53

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Between Aug 12, 2021 and Aug 18, 2021**

Report Generated on Aug 23, 2021 7:51:34 AM

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673377	V00099	INGLIS PET HOTEL	08/18/2021	\$2,000.00
00673378	V00283	JIG CONSULTANTS	08/18/2021	\$3,300.00
00673379	V01112	JOINTS	08/18/2021	\$1,368.95
00673380	V01750	KELLY ASSOCIATES MANAGEMENTGROUP, LLC	08/18/2021	\$24,999.00
00673381	V00724	KLEINFELDER WEST,INC	08/18/2021	\$4,438.25
00673382	V00220	LABSOURCE, INC	08/18/2021	\$4,674.97
00673383	V00402	LEXISNEXIS RISK SOLUTIONS ACCOUNT #1008503	08/18/2021	\$224.25
00673384	V00555	LIFECOM, INC	08/18/2021	\$487.64
00673385	V00610	LT PROPERTIES	08/18/2021	\$17,974.25
00673386	V02408	MOORE IACOFANO GOLTSMAN, INC	08/18/2021	\$67,891.80
00673387	V00557	NATIONAL CONSTRUCTION RENTALS	08/18/2021	\$387.00
00673388	V00741	NIAGARA PLUMBING	08/18/2021	\$389.22
00673389	V00459	O'REILLY AUTO PARTS	08/18/2021	\$1,457.95
00673391	V01867	OC HEALTH CARE AGENCY, ENVIRONMENTAL HEALTH	08/18/2021	\$199.50
00673392	V00209	WHJ OCN,IND	08/18/2021	\$455.00
00673393	V00371	OFFICE DEPOT, INC	08/18/2021	\$4,796.47
00673394	V00291	ONESOURCE DISTRIBUTORS, LLC	08/18/2021	\$440.00
00673395	V00786	ORANGE COUNTY CHIEFS OF POLICE & SHERIFF'S ASSOC	08/18/2021	\$250.00
00673396	V01422	ORANGE COUNTY CLERK-RECORDER'S OFFICE	08/18/2021	\$150.00
00673397	V01530	ORANGE COUNTY SANITATION DIST, INC	08/18/2021	\$12,478.12
00673398	V00701	PACIFIC MOBILE STRUCTURES, INC	08/18/2021	\$960.00
00673399	V00756	PARKHOUSE TIRE, INC	08/18/2021	\$588.79
00673400	V01591	PRAXIS CORPORATION	08/18/2021	\$3,415.00
00673401	V00169	PSI	08/18/2021	\$317.55
00673402	V00163	RETAIL MARKETING SERVICES INC	08/18/2021	\$2,083.00
00673403	V01121	RIO HONDO COLLEGE	08/18/2021	\$228.00
00673404	V01052	S&S WORLDWIDE, INC	08/18/2021	\$153.79
00673405	V01139	SBSD-EVOC TRAINING CENTER	08/18/2021	\$2,185.00
00673406	V02769	ARTI NEHRU SHARMA	08/18/2021	\$175.50
00673407	V00784	SHOETERIA	08/18/2021	\$240.00
00673408	V00225	SITEONE LANDSCAPE SUPPLY HLDING	08/18/2021	\$1,356.96
00673409	V01415	SOCAL AUTO & TRUCK PARTS INC	08/18/2021	\$6,417.99
00673410	OTV001589	JUAN CARLOS SOCHONLUCAS	08/18/2021	\$23.34
00673411	V00788	SOUTH COAST AQMD	08/18/2021	\$1,022.89

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Between Aug 12, 2021 and Aug 18, 2021**

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673412	V00474	SOUTHERN COUNTIES LUBRICANTS, LLC	08/18/2021	\$1,625.64
00673413	V00795	SPARKLETTS	08/18/2021	\$63.35
00673414	V01592	SPICERS PAPER, INC.	08/18/2021	\$1,007.63
00673415	V00798	STEVEN ENTERPRISES, INC	08/18/2021	\$240.50
00673416	V00364	SUNBELT RENTALS	08/18/2021	\$48.86
00673417	V00414	SUPPLY SOLUTIONS	08/18/2021	\$399.66
00673418	V00244	SWANK MOTION PICTURES, INC	08/18/2021	\$1,405.00
00673419	V00528	THE ORANGE COUNTY HUMANE SOCIETY	08/18/2021	\$24,766.66
00673420	V01206	TOPAZ ALARM CORP	08/18/2021	\$460.00
00673421	V01123	TRANSAMERICA EMPLOYEE BENEFITS	08/18/2021	\$6,176.97
00673422	V00808	TRUCK & AUTO SUPPLY, INC	08/18/2021	\$36.11
00673423	OTV001588	KIM JAE UK	08/18/2021	\$53.00
00673424	V00398	VULCAN MATERIALS COMPANY WESTERN DIVISION	08/18/2021	\$9,854.03
00673425	V00104	WALLACE & ASSOC CONSULTING	08/18/2021	\$536.00
00673426	V00115	YORBA LINDA FEED STORE, INC	08/18/2021	\$110.95
00673427	V02335	HARDIN ENTERPRISES, INC.	08/18/2021	\$86,598.75
			<b>EFT:</b>	<b>18</b>
			<b>Check:</b>	<b>100</b>
			<b>Total:</b>	<b>118</b>
				<b>\$191,373.02</b>
				<b>\$873,313.08</b>
				<b>\$1,064,686.10</b>



City of Garden Grove  
Certificate of Warrants  
08/25/2021

This is to certify the demands covered by wire numbers 00000698 through 00000716, EFT numbers 00013950 through 00013961, and check numbers 00673428 through 00673507 inclusive as listed on this register and have been verified by the Finance Division as properly issued and bear all proper signatures.

Note: EFTs 00013950 is voided. Checks 673455 and 673470 are voided

A handwritten signature in blue ink, appearing to read 'Patricia Song', written over a horizontal line.

Finance Director  
Patricia Song



**CITY OF GARDEN GROVE**  
**FEFM001 All Checks Register**  
**Check Date August 25, 2021**

Report Generated on Aug 25, 2021 1:19:12 PM

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**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00000698	V00789	SO CALIF EDISON CO	08/25/2021	\$87,428.00
00000699	V00789	SO CALIF EDISON CO	08/25/2021	\$104,894.97
00000700	V00686	FRONTIER COMMUNICATION	08/25/2021	\$1,347.39
00000701	V02152	EXPERT PAY CHILD SUPPO	08/25/2021	\$1,955.52
00000702	V02091	MARYLAND CHILD SUPPORT	08/25/2021	\$343.38
00000703	V02089	SHANNON WAINWRIGHT	08/25/2021	\$553.85
00000704	V01579	ORANGE COUNTY FIRE AUT	08/25/2021	\$2,062,091.00
00000705	V01596	PUBLIC EMPLOYEES' RETI	08/25/2021	\$487,471.47
00000706	V02036	US BANK TRUST NA	08/25/2021	\$496,347.87
00000707	V00691	CITY OF GARDEN GROVE-W	08/25/2021	\$273,566.88
00000708	V02162	ORANGE COUNTY WATER DI	08/25/2021	\$5,940.00
00000709	V01478	ANAHEIM ORANGE COUNTY VISITOR & CONV BUR	08/25/2021	\$88,064.52
00000710	V02087	DELTA CARE USA	08/25/2021	\$5,873.14
00000711	V00819	VERIZON WIRELESS-LA	08/25/2021	\$2,060.12
00000712	V00819	VERIZON WIRELESS-LA	08/25/2021	\$12,277.65
00000713	V00789	SO CALIF EDISON CO	08/25/2021	\$16,101.96
00000714	V00792	SO CALIF GAS CO	08/25/2021	\$472.56
00000715	PC000062	UNION BANK PCARD AUTO PAYMENT	08/25/2021	\$24,554.49
00000716	V01545	CITY OF GARDEN GROVE-LIABILITY ACCT	08/25/2021	\$58,381.64
00013951	V01345	BORDER RECAPING, LLC	08/25/2021	\$1,176.66
00013952	V00657	CALIF FORENSIC PHLEBOTOMY, INC	08/25/2021	\$1,819.00
00013953	V00672	CRON & ASSOCIATES TRANSCRIPTION, INC	08/25/2021	\$225.00
00013954	V02716	CT & T CONCRETE PAVING, INC	08/25/2021	\$514,762.40
00013955	V01362	DAVEY RESOURCE GROUP, INC	08/25/2021	\$1,225.00
00013956	V00259	DTNTECH MARKETING	08/25/2021	\$1,255.76
00013957	V02738	FA-SAI THAI & DESSERT BAR	08/25/2021	\$4,500.00
00013958	V00218	GRAINGER	08/25/2021	\$2,026.59
00013959	V02757	VIBE, INC.	08/25/2021	\$8,740.96
00013960	V00826	WEST COAST ARBORISTS, INC	08/25/2021	\$399.29
00013961	V01474	WEX BANK	08/25/2021	\$1,379.62
00673428	V01687	ABSOLUTE SECURITY INTERNATIONAL, INC	08/25/2021	\$187.60
00673429	V01122	ADVANCED CAR CARE, INC	08/25/2021	\$353.44
00673430	V01697	AECOM TECHNICAL SERVICES, INC	08/25/2021	\$43,496.45
00673431	V01502	AGRI-TURF DISTRIBUTING	08/25/2021	\$236.37
00673432	V00573	ALAN'S LAWN AND GARDEN CENTER, INC	08/25/2021	\$1,068.13
00673433	V00376	ANTHONY JORDAN FERNANDEZ	08/25/2021	\$1,566.00
00673434	V02328	APPLEONE EMPLOYMENT SERVICES	08/25/2021	\$2,450.14
00673435	V00145	AUTONATION FORD TUSTIN	08/25/2021	\$448.63

**CITY OF GARDEN GROVE**  
**FEFM001 All Checks Register**  
**Check Date August 25, 2021**

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**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673436	V00645	BARR AND CLARK, INC	08/25/2021	\$1,185.00
00673437	V00162	BIG RON'S AUTO BODY & PAINT, INC	08/25/2021	\$36,629.50
00673438	V01683	BLX GROUP, LLC DEPT 34461	08/25/2021	\$2,000.00
00673439	V00654	CLEA CALIF LAW ENFORCEMENT ASSOC	08/25/2021	\$3,382.25
00673440	H4773	CMIF III CORONADO PALMS, LLC	08/25/2021	\$1,297.00
00673441	V00543	COMLOCK SECURITY GROUP	08/25/2021	\$216.00
00673442	V00666	COMMUNITY VETERINARY HOSPITAL INC	08/25/2021	\$1,230.75
00673443	V02771	CREATED BY CINDYYY	08/25/2021	\$240.00
00673444	V00856	CWEA	08/25/2021	\$283.00
00673445	V02792	NOUH DARKHALIL	08/25/2021	\$4,023.75
00673446	V00481	DATA TICKET, INC	08/25/2021	\$103.31
00673447	V00676	DUNN-EDWARDS CORPORATION	08/25/2021	\$42.29
00673448	V00233	FACTORY MOTOR PARTS CO BIN 139107	08/25/2021	\$58.87
00673449	V00829	FERGUSON ENTERPRISES, INC 1350	08/25/2021	\$78.07
00673450	V00658	FRANCHISE TAX BOARD	08/25/2021	\$200.00
00673451	V00054	GALLS LLC	08/25/2021	\$65.73
00673452	V02789	THERESA GUZMAN	08/25/2021	\$340.00
00673453	V00721	KELLY PAPER	08/25/2021	\$481.06
00673454	V00725	KNORR SYSTEMS, INC	08/25/2021	\$3,449.39
00673456	V00151	MERCY HOUSE LIVING CENTERS	08/25/2021	\$42,046.88
00673457	V00190	MR D'S AUTOMOTIVE	08/25/2021	\$759.40
00673458	V00055	NATIONAL BUSINESS FURNITURE	08/25/2021	\$4,481.19
00673459	V00209	WHJ OCN,IND	08/25/2021	\$220.00
00673460	H00041	OLIVIA THANH CAPITALS LLC	08/25/2021	\$2,664.00
00673461	V01422	ORANGE COUNTY CLERK-RECORDER'S OFFICE	08/25/2021	\$2,530.25
00673462	V00559	ORANGE COUNTY EMERGENCY PET CLINIC	08/25/2021	\$4,250.00
00673463	V01530	ORANGE COUNTY SANITATION DIST, INC	08/25/2021	\$12,308.20
00673464	V00164	PACIFIC MEDICAL CLINIC	08/25/2021	\$695.00
00673465	V01488	PERFORMANCE NURSERY CORP	08/25/2021	\$1,277.81
00673466	V00010	PLUMBERS DEPOT, INC	08/25/2021	\$342.35
00673467	V01217	PRECISION POWDER COATING, INC	08/25/2021	\$2,992.50
00673468	V00127	QUALITY CODE PUBLISHING	08/25/2021	\$1,407.85
00673469	V00780	SAFETY 1st PEST CONTROL, INC	08/25/2021	\$5,675.00
00673471	V00354	SIMPLE SOLUTIONS	08/25/2021	\$500.00
00673472	V00225	SITEONE LANDSCAPE SUPPLY HLDING	08/25/2021	\$1,127.12
00673473	V00795	SPARKLETTS	08/25/2021	\$115.91
00673474	V01445	SPROUT SOCIAL, INC	08/25/2021	\$2,690.04
00673475	V01119	STANDARD INSURANCE CO RAS EXECUTIVE	08/25/2021	\$884.27

Server Name: cognos.ggcity.org

User Name: rmay

**CITY OF GARDEN GROVE**  
**FEFM001 All Checks Register**  
**Check Date August 25, 2021**

Report Generated on Aug 25, 2021 1:19:12 PM

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**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673476	V00743	SUSAN MONTAPERT	08/25/2021	\$366.20
00673477	V02701	T2 UES INC.	08/25/2021	\$15,855.00
00673478	V01201	US BANK	08/25/2021	\$5,200.00
00673479	V00501	US BEHAVIORAL HEALTH PLAN, CA	08/25/2021	\$1,411.20
00673480	V01208	YO-FIRE SUPPLIES	08/25/2021	\$512.61
00673481	V01687	ABSOLUTE SECURITY INTERNATIONAL, INC	08/25/2021	\$375.20
00673482	V00627	AKM CONSULTING ENGINEERS	08/25/2021	\$16,509.00
00673483	V00573	ALAN'S LAWN AND GARDEN CENTER, INC	08/25/2021	\$364.15
00673484	V00589	ALHAMBRA FOUNDRY CO, LTD	08/25/2021	\$511.34
00673485	V00507	AMERICAN ASPHALT SOUTH, INC	08/25/2021	\$1,105.50
00673486	V02328	APPLEONE EMPLOYMENT SERVICES	08/25/2021	\$812.16
00673487	V00641	AQUA-METRIC SALES CO	08/25/2021	\$2,470.42
00673488	V00145	AUTONATION FORD TUSTIN	08/25/2021	\$1,227.86
00673489	V00645	BARR AND CLARK, INC	08/25/2021	\$395.00
00673490	V00489	BAY ALARM COMPANY	08/25/2021	\$691.50
00673491	V00429	BEE REMOVERS	08/25/2021	\$135.00
00673492	V00548	BISHOP CO	08/25/2021	\$1,088.76
00673493	V00655	C WELLS PIPELINE MATERIALS, INC	08/25/2021	\$9,026.79
00673494	V00660	CAMERON WELDING SUPPLY	08/25/2021	\$28.79
00673495	V02773	CARDINAL PAINT AND POWDER, INC	08/25/2021	\$90.04
00673496	V02710	CHEESE & CRUMBLE, INC. DBA SOCIAL A LA CARTE	08/25/2021	\$6,350.00
00673497	V01059	CHEMEX INDUSTRIES	08/25/2021	\$1,183.15
00673498	V00596	CLEANSTREET	08/25/2021	\$3,783.00
00673499	V00666	COMMUNITY VETERINARY HOSPITAL INC	08/25/2021	\$3,502.75
00673500	V00667	CONTINENTAL CONCRETE CUTTING	08/25/2021	\$8,295.00
00673501	V00537	DANIELS TIRE SERVICE	08/25/2021	\$1,776.25
00673502	V01292	EBERHARD EQUIPMENT	08/25/2021	\$706.88
00673503	V00682	EWING IRRIGATION PRODUCTS, INC	08/25/2021	\$945.49
00673504	V00336	EXCLUSIVE AUTO DETAIL	08/25/2021	\$534.00
00673505	V00724	KLEINFELDER WEST,INC	08/25/2021	\$2,503.75
00673506	V00555	LIFECOM, INC	08/25/2021	\$130.00
00673507	V00299	LOOPNET	08/25/2021	\$492.24
EFT:			11	\$537,510.28
Check:			97	\$4,010,185.94
Total:			108	\$4,547,696.22



City of Garden Grove  
Certificate of Warrants  
Register Dates:  
09/01/2021

This is to certify the demands covered by EFT numbers 00013962 through 00014927, and check numbers 00673508 through 00673706 inclusive as listed on this register and have been verified by the Finance Division as properly issued and bear all proper signatures.

A handwritten signature in blue ink, appearing to read 'Patricia Song', positioned above a horizontal line.

Finance Director  
Patricia Song

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Sep 1, 2021**

Report Generated on Sep 9, 2021 2:26:28 PM

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**AP - Checking Account**

Check	Vendor #	Vendor Name	Issue Date	Check Amount
00013962	H0951	12392 TO 12432 GROVEVIEW	09/01/2021	\$710.00
00013963	H3409	12911 GALWAY ST, LLC	09/01/2021	\$4,236.00
00013964	H3297	13251 NEWLAND, LLC	09/01/2021	\$11,903.00
00013965	H00063	13392 MAGNOLIA STREET LLC C/O TREEWATER MANAGEMENT	09/01/2021	\$1,131.00
00013966	H4567	15915 LA FORGE ST WHITTIER, LLC	09/01/2021	\$1,074.00
00013967	H3906	19822 BROOKHURST, LLC	09/01/2021	\$2,534.00
00013968	H2617	2300 W EL SEGUNDO, LP	09/01/2021	\$11,427.00
00013969	H4149	2555 WEST WINSTON ROAD, LP PEBBLE COVE APARTMENTS	09/01/2021	\$1,331.00
00013970	H4791	606 SOUTH 6TH ST ASSOCIATES, LP	09/01/2021	\$6,725.00
00013971	H2483	7632 21ST ST, LP	09/01/2021	\$7,948.00
00013972	H2971	8080 BEVER PLACE-NEGBA, LLC	09/01/2021	\$1,520.00
00013973	H4654	8572 STANFORD, LLC	09/01/2021	\$2,762.00
00013974	H1044	ABCO CROWN VILLA,LTD	09/01/2021	\$851.00
00013975	H3560	ACACIA VILLAGE	09/01/2021	\$25,495.00
00013976	H9002	ACACIAN APTS	09/01/2021	\$40,486.00
00013977	H00121	ADRIAN REALTY LLC	09/01/2021	\$2,646.00
00013978	H4389	ADRIATIC APTS	09/01/2021	\$993.00
00013979	H3401	AEGEAN APARTMENTS	09/01/2021	\$7,139.00
00013980	H4741	PARVIZ ALAI	09/01/2021	\$3,871.00
00013981	H00033	ALEXANY NGUYEN PROPERTIES, LLC	09/01/2021	\$1,351.00
00013982	H3512	ALFRED P VU & JULIE NGA HO, LLC	09/01/2021	\$2,955.00
00013983	H1684	REHANA ALIBULLA	09/01/2021	\$1,947.00
00013984	H4121	ALLARD APARTMENT, LLC	09/01/2021	\$6,645.00
00013985	H3645	LYNN KATHLEEN ALLEN	09/01/2021	\$1,263.00
00013986	H2454	ALTEZA,INC	09/01/2021	\$1,957.00
00013987	H4668	AMCAL OCEANA FUND, LP OCEANA APARTMENTS	09/01/2021	\$1,383.00
00013988	H2489	AMERICAN FAMILY HOUSING	09/01/2021	\$1,144.00
00013989	H00101	JESSE AMEZCUA	09/01/2021	\$1,087.00
00013990	H00093	SALMAN M AMIR	09/01/2021	\$2,384.00
00013991	H2938	ANAHEIM SUNSET PLAZA APTS	09/01/2021	\$6,529.00
00013992	H4371	CHUNG NAN AOU	09/01/2021	\$1,101.00
00013993	H00181	AP TRUST DATED 01/20/21	09/01/2021	\$2,639.00

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00013994	H4254	ARBOR VILLAS, LLC	09/01/2021	\$1,409.00
00013995	H00048	JESSIE WONG ARIAS	09/01/2021	\$1,534.00
00013996	H4027	TIMOTEO ARJON	09/01/2021	\$1,384.00
00013997	H4729	ARTESIA BOULEVARD 44, LLC	09/01/2021	\$1,930.00
00013998	H3930	EIDA A ATTIA	09/01/2021	\$1,664.00
00013999	H4272	PAUL AUDUONG	09/01/2021	\$1,107.00
00014000	H4532	AUGUSTA GROUP INVESTMENTS INC	09/01/2021	\$1,445.00
00014001	H00180	AVANATH FESTIVAL LP	09/01/2021	\$2,698.00
00014002	H00084	AVANATH GROVE LP	09/01/2021	\$44,105.00
00014003	H2062	AYNEM INVESTMENTS, LP	09/01/2021	\$15,918.00
00014004	H4505	BACH & JASON NGUYEN INVESTMENT LLC	09/01/2021	\$1,492.00
00014005	H4295	BAKER RANCH AFFORDABLE, LP	09/01/2021	\$1,770.00
00014006	H4403	HA BANH	09/01/2021	\$1,405.00
00014007	H2370	BARRY SAYWITZ PROP TWO, LP	09/01/2021	\$5,247.00
00014008	H4777	BDA INVESTMENTS, LLC	09/01/2021	\$1,246.00
00014009	H00092	BEACH BOULEVARD COTTAGES LLC	09/01/2021	\$414.00
00014010	H4797	BEACH CREEK PARTNERS II, LP	09/01/2021	\$1,331.00
00014011	H4735	BEACHWOOD VILLAGE APARTMENTS	09/01/2021	\$1,280.00
00014012	H4368	BEHRENS PROPERTIES, LLC	09/01/2021	\$1,008.00
00014013	H3168	BELAGE PRESERVATION, LP	09/01/2021	\$1,269.00
00014014	H4463	BERTINA PANG LOH CHANG	09/01/2021	\$287.00
00014015	H3365	JAIME OR MAGALI BERTRAN	09/01/2021	\$1,392.00
00014016	H3115	ANIL BHALANI	09/01/2021	\$1,182.00
00014017	H0645	N C BHATT	09/01/2021	\$4,527.00
00014018	H4746	BMN INVESTMENTS, INC	09/01/2021	\$2,482.00
00014019	H00167	DAVID BORTHWICK	09/01/2021	\$971.00
00014020	H3966	ADEL A BOUTROS	09/01/2021	\$1,448.00
00014021	H4331	BOWEN PROPERTY, LLC	09/01/2021	\$1,399.00
00014022	H0231	MAI BOZARJIAN	09/01/2021	\$20,745.00
00014023	H4085	MAI BOZARJIAN	09/01/2021	\$3,866.00
00014024	H4399	BRIAR CREST / ROSE CREST	09/01/2021	\$2,962.00
00014025	H4784	BRIDGE WF CRYSTAL VIEW AGP, LLC	09/01/2021	\$3,612.00
00014026	H0968	SHARON OR NORMAN BROWN	09/01/2021	\$3,463.00
00014027	H4088	BACH BUI	09/01/2021	\$1,066.00
00014028	H4656	DANIEL D BUI	09/01/2021	\$2,023.00

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00014029	H3590	DUNG BUI	09/01/2021	\$623.00
00014030	H4699	KIMLOAN THI BUI	09/01/2021	\$1,125.00
00014031	H1770	LAI BUI	09/01/2021	\$1,035.00
00014032	H4664	LONG BUI	09/01/2021	\$966.00
00014033	H0276	MINH Q BUI	09/01/2021	\$3,996.00
00014034	H3322	MONICA BUI	09/01/2021	\$3,264.00
00014035	H1510	NGA HUYNH BUI	09/01/2021	\$1,100.00
00014036	H4215	SON VAN BUI	09/01/2021	\$2,121.00
00014037	H4779	TAM BUI	09/01/2021	\$1,420.00
00014038	H4760	THINH BUI	09/01/2021	\$2,362.00
00014039	H4108	THUAN BUI	09/01/2021	\$4,195.00
00014040	H4075	TRiet THO-MINH BUI	09/01/2021	\$1,911.00
00014041	H3524	DAVID M BURLEY	09/01/2021	\$1,586.00
00014042	H2916	THU T CAI-NGUYEN	09/01/2021	\$1,336.00
00014043	H3272	CAMBRIDGE HEIGHTS, LP	09/01/2021	\$2,337.00
00014044	H2159	HUONG B CAO	09/01/2021	\$639.00
00014045	H4457	MYTRANG CAO	09/01/2021	\$758.00
00014046	H2856	PHUOC GIA CAO	09/01/2021	\$2,478.00
00014047	H00139	CASA CIENTO ASSOCIATES LP C/O ARNEL MANAGEMENT CO	09/01/2021	\$1,494.00
00014048	H4524	CASA MADRID	09/01/2021	\$3,363.00
00014049	H4073	CASCADE TERRACE APARTMENTS	09/01/2021	\$4,805.00
00014050	H4689	DAVID G CASCINO	09/01/2021	\$1,775.00
00014051	H3904	KOU LEAN CHAN	09/01/2021	\$1,109.00
00014052	H4135	CHIEN CHAN,MIN OR TRAN	09/01/2021	\$2,884.00
00014053	H1229	EVELYN CHANG	09/01/2021	\$2,896.00
00014054	H9008	SHERRI CHANG	09/01/2021	\$1,518.00
00014055	H1368	CHARLESTON GARDENS, LLC	09/01/2021	\$1,401.00
00014056	H1239	CHATHAM VILLAGE APTS	09/01/2021	\$5,146.00
00014057	H3494	ALICE CHAU	09/01/2021	\$1,242.00
00014058	H4714	KENNY CHAU	09/01/2021	\$1,544.00
00014059	H3757	DENNIS KYINSAN CHEN	09/01/2021	\$5,251.00
00014060	H1362	SHIAO-YUNG CHEN	09/01/2021	\$5,752.00
00014061	H9010	T C CHEN	09/01/2021	\$30,284.00
00014062	H1788	STEPHEN CHEUNG	09/01/2021	\$1,578.00

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00014063	H3094	PAUL M CHEY	09/01/2021	\$2,431.00
00014064	H4707	NARITH CHHUM	09/01/2021	\$1,701.00
00014065	H0317	LI-YONG CHIANG	09/01/2021	\$1,372.00
00014066	H0159	DON J G CHONG	09/01/2021	\$5,861.00
00014067	H1946	JOHN CHUN	09/01/2021	\$1,220.00
00014068	H9011	KYU B CHUNG	09/01/2021	\$5,081.00
00014069	H4444	CITRUS GROVE, LP	09/01/2021	\$481.00
00014070	H00129	CLEARWATER INVESTMENTS	09/01/2021	\$5,368.00
00014071	H3246	KATHLEEN P CLIFTON	09/01/2021	\$1,363.00
00014072	H4785	CM 2080 NEW, LLC	09/01/2021	\$1,174.00
00014073	H0776	PONCH CO	09/01/2021	\$1,167.00
00014074	H3137	KATHY D COLACION	09/01/2021	\$2,218.00
00014075	H4337	COMMUNITY GARDENS PARTNERS, LP	09/01/2021	\$5,396.00
00014076	H3359	NORMA S CONCEPCION	09/01/2021	\$1,293.00
00014077	H2193	CONCORD MGMT, LLC	09/01/2021	\$1,011.00
00014078	H3752	CONNOR PINES, LLC	09/01/2021	\$14,152.00
00014079	H0642	CONTINENTAL GARDENS APTS	09/01/2021	\$11,369.00
00014080	H1134	CONTINENTAL GARDENS APTS	09/01/2021	\$4,711.00
00014081	H00080	COUNTRY SQUIRE TUSTIN LLC	09/01/2021	\$697.00
00014082	H0039	COURTYARD VILLAS	09/01/2021	\$8,063.00
00014083	H4626	CYNTHIA COY, CHRISTINE OR FREEMAN	09/01/2021	\$723.00
00014084	H4556	CST CAPITAL, LLC	09/01/2021	\$1,480.00
00014085	H4686	CTC INVESTMENT GROUP, INC	09/01/2021	\$947.00
00014086	H0017	KHANH CUNG	09/01/2021	\$2,526.00
00014087	H3376	CURTIS FAMILY TRUST	09/01/2021	\$1,632.00
00014088	H4659	D1 SENIOR IRVINE HOUSING PARTNERS, LP	09/01/2021	\$1,507.00
00014089	H2985	NGHIA HO OR PHAN VE TU DAC	09/01/2021	\$4,456.00
00014090	H4646	HUONG NGOC DAI	09/01/2021	\$938.00
00014091	H00082	DAISY APARTMENT HOMES LLC	09/01/2021	\$1,918.00
00014092	H2100	BINH DINH DAM	09/01/2021	\$1,371.00
00014093	H3947	ANNIE DANG	09/01/2021	\$1,924.00
00014094	H3369	CHINH VAN DANG	09/01/2021	\$1,442.00
00014095	H4561	MIKE M DANG	09/01/2021	\$2,270.00
00014096	H3065	DAVID DANG	09/01/2021	\$1,813.00
00014097	H4598	THANH-THUY THI DANG	09/01/2021	\$1,096.00



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00014098	H1895	JOSEPH N DAO	09/01/2021	\$1,402.00
00014099	H00157	MAI DAO	09/01/2021	\$2,441.00
00014100	H00050	MICHELLE DAO	09/01/2021	\$1,649.00
00014101	H4303	MINH DAO	09/01/2021	\$716.00
00014102	H1245	NELSON NGUYEN DAO	09/01/2021	\$4,279.00
00014103	H1750	TRU DAO	09/01/2021	\$3,577.00
00014104	H2184	TU VAN DAO	09/01/2021	\$727.00
00014105	H9413	TU VAN DAO	09/01/2021	\$1,663.00
00014106	H3021	NGOC-THUY DAO	09/01/2021	\$1,526.00
00014107	H1802	LUONG-NGUYEN DAO-PHAM, LOC THI OR PHAM	09/01/2021	\$2,525.00
00014108	H4239	RICHARD DAVIS	09/01/2021	\$3,287.00
00014109	H4607	DE ANZA PLAZA APTS II	09/01/2021	\$1,364.00
00014110	H4071	DEERING II FAMILY, LP	09/01/2021	\$1,049.00
00014111	H3626	CLARA J DEWYER	09/01/2021	\$1,122.00
00014112	H4583	HOI TUAN DIEP	09/01/2021	\$1,386.00
00014113	H4595	HAI DINH	09/01/2021	\$1,350.00
00014114	H2147	HANH DINH	09/01/2021	\$2,100.00
00014115	H4223	KATHLEEN DINH	09/01/2021	\$1,708.00
00014116	H4614	KATHY DINH	09/01/2021	\$2,438.00
00014117	H1479	KIM DINH	09/01/2021	\$2,409.00
00014118	H4373	LAN THAI DINH	09/01/2021	\$6,582.00
00014119	H3629	LONG T DINH	09/01/2021	\$3,225.00
00014120	H4372	NHU Y DINH	09/01/2021	\$1,256.00
00014121	H4406	THU V DINH	09/01/2021	\$387.00
00014122	H4594	TUAN DINH	09/01/2021	\$1,868.00
00014123	H4619	Y NHA DINH	09/01/2021	\$2,553.00
00014124	H2769	THANH DINH	09/01/2021	\$1,702.00
00014125	H3284	DNK PROPERTY, LLC	09/01/2021	\$16,650.00
00014126	H4498	BRANDON BINH DO	09/01/2021	\$2,692.00
00014127	H4717	BYRON DO	09/01/2021	\$2,641.00
00014128	H4718	DAITRANG DO	09/01/2021	\$2,739.00
00014129	H4418	DOMINIC HAU DO	09/01/2021	\$1,314.00
00014130	H00131	KEVIN HUNG DO	09/01/2021	\$1,437.00
00014131	H1867	MINH C DO	09/01/2021	\$3,678.00
00014132	H4450	MY-PHUONG DO	09/01/2021	\$1,515.00

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00014133	H1674	NANCY DO	09/01/2021	\$1,303.00
00014134	H4802	NGA N DO	09/01/2021	\$2,661.00
00014135	H3593	THUY THI DO	09/01/2021	\$1,234.00
00014136	H3181	TIM DO	09/01/2021	\$996.00
00014137	H3671	TINA DO	09/01/2021	\$1,359.00
00014138	H9016	TINA DO	09/01/2021	\$3,808.00
00014139	H3732	XUYEN THI DO	09/01/2021	\$1,164.00
00014140	H00137	CRYSTAL DOAN	09/01/2021	\$1,308.00
00014141	H0580	HARRY DOAN	09/01/2021	\$716.00
00014142	H4639	HIEP THI DOAN	09/01/2021	\$2,852.00
00014143	H3609	HOAI T DOAN	09/01/2021	\$1,675.00
00014144	H4808	HUEY G DOAN	09/01/2021	\$3,566.00
00014145	H3999	HUY DOAN	09/01/2021	\$963.00
00014146	H4289	HUY DOAN	09/01/2021	\$1,399.00
00014147	H4420	KYLAM DOAN	09/01/2021	\$1,726.00
00014148	H3980	NHA & JOANNE TRANG VU DOAN	09/01/2021	\$1,670.00
00014149	H3855	PHUONGNGA THI DOAN	09/01/2021	\$2,308.00
00014150	H4615	THANH QUE DOAN	09/01/2021	\$1,643.00
00014151	H4228	WILLIAM D DOHANH	09/01/2021	\$2,178.00
00014152	H2424	JERRY DOIDGE	09/01/2021	\$1,396.00
00014153	H3382	DOLCE VITA INVESTMENTS, LLC	09/01/2021	\$5,790.00
00014154	H1744	MINH TRANG DONG	09/01/2021	\$1,032.00
00014155	H2945	DORADO SENIOR APARTMENTS, LP	09/01/2021	\$2,284.00
00014156	H4413	WILLIAM A DOWD III	09/01/2021	\$1,101.00
00014157	H3228	DSN INVESTMENT GROUP, LLC	09/01/2021	\$7,125.00
00014158	H3510	DTP INVESTMENTS, LLC	09/01/2021	\$2,735.00
00014159	H4464	CHRISTINE H DU	09/01/2021	\$1,154.00
00014160	H4050	DUCATO GARDENS, LLC	09/01/2021	\$909.00
00014161	H00061	DULILEON NINE LLC	09/01/2021	\$1,087.00
00014162	H1385	DAVID C DUNN	09/01/2021	\$2,780.00
00014163	H9021	DAVID F DUNNETT	09/01/2021	\$2,565.00
00014164	H3866	HONG MANH DUONG	09/01/2021	\$1,028.00
00014165	H1885	MINH B DUONG	09/01/2021	\$5,364.00
00014166	H3688	THAI VAN DUONG	09/01/2021	\$1,447.00
00014167	H00081	TIFFANY DUONG	09/01/2021	\$1,068.00

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00014168	H3087	CHI THI DUONG	09/01/2021	\$2,147.00
00014169	H2869	HUNG Q DUONG	09/01/2021	\$1,232.00
00014170	H2781	GLADYS DYO	09/01/2021	\$587.00
00014171	H00091	E-Z HOUSING GROUP LLC	09/01/2021	\$1,407.00
00014172	H2422	EASTWIND PROPERTIES, LLC	09/01/2021	\$2,846.00
00014173	H4770	EBL, LLC	09/01/2021	\$4,424.00
00014174	H2036	DANIEL T EDLUND	09/01/2021	\$1,718.00
00014175	H9025	GERALD EHLE	09/01/2021	\$1,498.00
00014176	H4250	EL PUEBLO APTS	09/01/2021	\$1,340.00
00014177	H4294	EL RAY PARTNERS, LLC	09/01/2021	\$8,244.00
00014178	H4438	ELIAS CAPITAL GROUP, LLC	09/01/2021	\$2,689.00
00014179	H4234	TERRY C ENGEL	09/01/2021	\$995.00
00014180	H3299	EVERGREEN ESTATE EXPANSION, LLC	09/01/2021	\$7,447.00
00014181	H00030	FAIRECREST REAL ESTATE, LLC	09/01/2021	\$2,624.00
00014182	H1553	FAIRVIEW MGMT COMPANY	09/01/2021	\$2,578.00
00014183	H5769	BOONE FAN	09/01/2021	\$3,288.00
00014184	H3034	FBC APARTMENTS	09/01/2021	\$883.00
00014185	H4757	FG GOLDENWEST SENIOR APTS, LP	09/01/2021	\$13,847.00
00014186	H1702	FLOYD H FIELDS	09/01/2021	\$1,268.00
00014187	H1689	WENDY FINCH	09/01/2021	\$1,006.00
00014188	H00049	FIVE POINTS HOUSING LP	09/01/2021	\$3,570.00
00014189	H3329	FOREVERGREEN EXPANSION, LLC	09/01/2021	\$1,417.00
00014190	H00051	FOUR SEASON 339 LLC	09/01/2021	\$1,184.00
00014191	H7410	FRANCISCAN GARDENS APTS	09/01/2021	\$25,232.00
00014192	H2569	WILLIAM FRECHTMAN	09/01/2021	\$1,328.00
00014193	H4610	FREEDOMPATH PROPERTIES, LLC	09/01/2021	\$1,477.00
00014194	H3691	FU CRAIG FA, LLC	09/01/2021	\$4,264.00
00014195	H2215	KARL GANZ	09/01/2021	\$1,010.00
00014196	H3384	ALBINO GARCIA	09/01/2021	\$3,246.00
00014197	H4412	NORMA OR WILLIAM GARCIA	09/01/2021	\$1,303.00
00014198	V00694	GARDEN GROVE HOUSING AUTHORITY-ESCROW ACCT	09/01/2021	\$6,249.00
00014199	H4275	GARDEN GROVE HOUSING ASSOCIATE	09/01/2021	\$3,287.00
00014200	H00095	CHRIS ANN GARZA	09/01/2021	\$452.00
00014201	H2029	GEORGIAN APTS	09/01/2021	\$1,227.00
00014202	H4137	AARON & CASSANDRA GERMAIN	09/01/2021	\$1,301.00

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00014203	H00112	GG8662 LLC C/O DEKKO PROPERTIES LLC	09/01/2021	\$2,374.00
00014204	H3857	GIA VU, INC	09/01/2021	\$953.00
00014205	H4037	BRIGITTE GIACALONE	09/01/2021	\$979.00
00014206	H4742	GIERS WELLS PARTNERSHIP	09/01/2021	\$2,985.00
00014207	H3894	GIGI APARTMENTS	09/01/2021	\$1,945.00
00014208	H4046	GLENHAVEN MOBILODGE	09/01/2021	\$653.00
00014209	H00123	GLS GROUP LLC	09/01/2021	\$1,535.00
00014210	H4346	HENRY S GOMEZ	09/01/2021	\$1,482.00
00014211	H2737	WILLIAM GREEN	09/01/2021	\$1,209.00
00014212	H3833	GREENFIELDSDIE, LLC	09/01/2021	\$2,454.00
00014213	H3639	GROVE PARK LP	09/01/2021	\$83,484.00
00014214	H9028	JIM GULMESOFF	09/01/2021	\$7,431.00
00014215	H4437	TIMOTHY M GUSTIN	09/01/2021	\$713.00
00014216	H3949	GINA GUYUMJYAN	09/01/2021	\$3,470.00
00014217	H4172	HA OF DEKALB COUNTY	09/01/2021	\$671.73
00014218	H4692	CASIE HA	09/01/2021	\$2,401.00
00014219	H4092	DAC T HA	09/01/2021	\$1,499.00
00014220	H1824	KHIEM Q HA	09/01/2021	\$1,094.00
00014221	H4562	TRAN D HA	09/01/2021	\$2,478.00
00014222	H3735	TRiet M HA	09/01/2021	\$1,197.00
00014223	H00096	HSIAO HUNG HAH	09/01/2021	\$1,224.00
00014224	H0550	HALL & ASSOCIATES, INC	09/01/2021	\$4,316.00
00014225	H1969	LINDA HAN	09/01/2021	\$1,928.00
00014226	H5208	CLIFTON & BRENDA HANSON	09/01/2021	\$2,421.00
00014227	H3838	STEVEN HAU	09/01/2021	\$1,778.00
00014228	H2955	HERITAGE PARK	09/01/2021	\$2,510.00
00014229	H0515	HERITAGE VILLAGE ANAHEIM	09/01/2021	\$1,440.00
00014230	H4708	HIGHLAND FINANCE INVESTMENTS CORP	09/01/2021	\$1,424.00
00014231	H0250	SHERRY OR RICHARD HILLIARD	09/01/2021	\$1,770.00
00014232	H00173	HKT INVESTMENT	09/01/2021	\$3,341.00
00014233	H3921	HMZ RESIDENTIAL PARK, LP	09/01/2021	\$2,096.00
00014234	H3255	HENRY HOI HO	09/01/2021	\$1,885.00
00014235	H1010	HO, HIEP or DAO, NGOC THUY	09/01/2021	\$5,493.00
00014236	H3653	LIEN KIM HO	09/01/2021	\$1,734.00
00014237	H3781	PAULINE HO	09/01/2021	\$2,531.00

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00014238	H4827	PETER HO	09/01/2021	\$1,307.00
00014239	H00183	THUY HO	09/01/2021	\$1,368.00
00014240	H00071	HOLLY HOANG	09/01/2021	\$1,272.00
00014241	H3984	LONG HOANG	09/01/2021	\$1,689.00
00014242	H4783	THINH HOANG	09/01/2021	\$1,700.00
00014243	H4224	TRACY HOANG	09/01/2021	\$1,091.00
00014244	H2354	TRIEU HOANG	09/01/2021	\$1,530.00
00014245	H4542	TUAN HOANG	09/01/2021	\$2,267.00
00014246	H2662	LANG HOANG	09/01/2021	\$1,487.00
00014247	H2974	NHAN TIEN HOANG	09/01/2021	\$2,185.00
00014248	H3883	ROSEMARY LC HOLTZMAN	09/01/2021	\$888.00
00014249	H1120	SALLY HOPPE	09/01/2021	\$1,040.00
00014250	H2532	LUC HUA	09/01/2021	\$1,511.00
00014251	H3595	HUNTINGTON WESTMINSTER APT, LLC	09/01/2021	\$1,365.00
00014252	H1659	DON HUSS	09/01/2021	\$2,701.00
00014253	H00133	BAO TRINH HUYNH	09/01/2021	\$461.00
00014254	H0658	CHEN THI HUYNH	09/01/2021	\$2,361.00
00014255	H3641	FELIX HUYNH	09/01/2021	\$900.00
00014256	H4763	JOANNE HUYNH	09/01/2021	\$1,336.00
00014257	H3509	KELVIN HUYNH	09/01/2021	\$1,199.00
00014258	H4405	LOAN HUYNH	09/01/2021	\$790.00
00014259	H4237	MINH HUY HUYNH	09/01/2021	\$1,891.00
00014260	H4271	PHILIP HUYNH	09/01/2021	\$586.00
00014261	H1574	SALLY B HUYNH	09/01/2021	\$1,442.00
00014262	H4246	KIM DONG T HUYNH, SCOTT THANH OR LE	09/01/2021	\$1,099.00
00014263	H4747	THAI C HUYNH	09/01/2021	\$2,650.00
00014264	H3117	LONG BAO HUYNH	09/01/2021	\$1,376.00
00014265	H1262	CM HWANG	09/01/2021	\$1,407.00
00014266	H3848	IMPERIAL NORTH HOLDINGS, LLC	09/01/2021	\$3,120.00
00014267	H3644	IMPERIAL NORTHWEST HOLDINGS	09/01/2021	\$3,561.00
00014268	H2984	INTERNATIONAL BUSINESS INVESTMENT GROUP, LLC	09/01/2021	\$1,311.00
00014269	H4350	J & E ESTATES, LLC	09/01/2021	\$1,946.00
00014270	H3402	JERRY JANESKI	09/01/2021	\$1,311.00
00014271	H4427	JD PROPERTY MANAGEMENT, INC	09/01/2021	\$3,962.00
00014272	H4716	NARIYA JEAN	09/01/2021	\$2,001.00

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00014273	H4440	JEANNE JURADO TRUSTEE	09/01/2021	\$1,332.00
00014274	H00031	JEFFERSON HB, LLC	09/01/2021	\$1,281.00
00014275	H3040	JENSEN SOMMERVILLE CONZELMAN	09/01/2021	\$1,799.00
00014276	H3165	JG & B CORPORATION	09/01/2021	\$7,368.00
00014277	H3266	JGK GARDEN GROVE, LP	09/01/2021	\$30,588.00
00014278	H2936	JGKALLINS INVESTMENTS, LP	09/01/2021	\$1,350.00
00014279	H2530	NATHAN D JOHNSON	09/01/2021	\$2,074.00
00014280	H4363	JTK & ASSOCIATES	09/01/2021	\$1,352.00
00014281	H4557	JTM BAYOU, LLC	09/01/2021	\$1,683.00
00014282	H9029	LIN J JU	09/01/2021	\$2,478.00
00014283	H2595	FRED JU	09/01/2021	\$1,184.00
00014284	H4042	JUNG SUN NOH	09/01/2021	\$7,197.00
00014285	H4077	JUNG SUN NOH	09/01/2021	\$827.00
00014286	H4078	JUNG SUN NOH	09/01/2021	\$1,442.00
00014287	H4467	KAID MALINDA INVESTMENT INC	09/01/2021	\$2,338.00
00014288	H4482	JAIDEEP KAMAT	09/01/2021	\$1,643.00
00014289	H4758	JUN-WEI KAO	09/01/2021	\$1,602.00
00014290	H3320	KASHI TRUST	09/01/2021	\$11,450.00
00014291	H4767	KATELLA FAMILY HOUSING PARTNER	09/01/2021	\$1,476.00
00014292	H3771	KATELLA MOBILE HOME ESTATES	09/01/2021	\$838.00
00014293	H3721	KCM INVESTMENTS, LLC	09/01/2021	\$2,376.00
00014294	H4696	KD RENT	09/01/2021	\$1,943.00
00014295	H1018	LU-YONG KEH	09/01/2021	\$5,180.00
00014296	H4374	KEITH AND HOLLY CORPORATION	09/01/2021	\$977.00
00014297	H9030	ROBERT KELLEY	09/01/2021	\$4,409.00
00014298	H3113	KENSINGTON GARDENS	09/01/2021	\$923.00
00014299	H1535	DAN VAN KHA	09/01/2021	\$1,299.00
00014300	H1888	LINDA KHA	09/01/2021	\$948.00
00014301	H2423	CAM MY KHA	09/01/2021	\$1,824.00
00014302	H2624	SETH S KHEANG	09/01/2021	\$2,510.00
00014303	H3727	HENRY THAI KHUU	09/01/2021	\$1,447.00
00014304	H0890	DAVID S KIM	09/01/2021	\$897.00
00014305	H4527	MELVIN LEE KIM	09/01/2021	\$1,067.00
00014306	H9033	SON H KIM	09/01/2021	\$4,827.00
00014307	H9031	HARRY H KIM	09/01/2021	\$1,442.00

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00014308	H9001	KING COUNTY HOUSING AUTHORITY	09/01/2021	\$2,897.86
00014309	H1797	KING INVESTMENT GROUP, INC	09/01/2021	\$3,839.00
00014310	H3591	BERNARD KING	09/01/2021	\$951.00
00014311	H3567	KENT M KITSELMAN	09/01/2021	\$1,403.00
00014312	H2960	MARILYN KLUNK	09/01/2021	\$2,236.00
00014313	H2460	KNK PROPERTIES	09/01/2021	\$9,429.00
00014314	H4510	KPKK, LLC	09/01/2021	\$1,229.00
00014315	H0082	EDWARD KUO	09/01/2021	\$697.00
00014316	H1193	EDWARD KUO	09/01/2021	\$1,204.00
00014317	H4804	SATOKO KURATA	09/01/2021	\$1,091.00
00014318	H4609	JOAQUIN KURZ	09/01/2021	\$4,441.00
00014319	H4737	TUYET B LA	09/01/2021	\$1,730.00
00014320	H4712	LADERA WNG II, LLC	09/01/2021	\$2,623.00
00014321	H3611	LAGUNA HILLS TRAVELODGE, LLC	09/01/2021	\$34,284.00
00014322	H3793	LAGUNA STREET APARTMENTS, LLC	09/01/2021	\$2,206.00
00014323	H2636	LAKESIDE ASSOCIATION	09/01/2021	\$3,601.00
00014324	H4253	JULIE LALLY	09/01/2021	\$1,535.00
00014325	H3552	ANDRE LAM	09/01/2021	\$1,765.00
00014326	H00028	ANH LAN LAM	09/01/2021	\$1,470.00
00014327	H3711	CAM THI T LAM	09/01/2021	\$1,127.00
00014328	H1224	CHAU LAM	09/01/2021	\$6,447.00
00014329	H00045	CHRISTINE M LAM	09/01/2021	\$2,681.00
00014330	H2396	HAI LAM	09/01/2021	\$5,434.00
00014331	H4631	HUNG LAM	09/01/2021	\$2,243.00
00014332	H4563	QUOC D LAM	09/01/2021	\$1,892.00
00014333	H00088	QUYHN GIAO LAM	09/01/2021	\$363.00
00014334	H00042	STEVEN LAM	09/01/2021	\$1,327.00
00014335	H2168	THONG KIM LAM	09/01/2021	\$2,893.00
00014336	H2873	MAI LAM	09/01/2021	\$1,158.00
00014337	H4752	THUY T LAM	09/01/2021	\$1,007.00
00014338	H4454	LAMPLIGHTER VILLAGE APTS	09/01/2021	\$13,795.00
00014339	H4745	LAMPSON EP, LLC	09/01/2021	\$2,514.00
00014340	H4504	LAMY OANH, LLC	09/01/2021	\$5,969.00
00014341	H4663	LAS PALMAS APTS	09/01/2021	\$1,842.00
00014342	H4402	STEPHEN LAU	09/01/2021	\$1,226.00

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00014343	H00151	CATHERINE LAZARAN	09/01/2021	\$1,516.00
00014344	H3945	JOHN LAZENBY	09/01/2021	\$2,451.00
00014345	H4471	LE MORNINGSIDE, LLC	09/01/2021	\$3,735.00
00014346	H4754	ANH LE	09/01/2021	\$3,400.00
00014347	H00153	BENJAMIN BAO LE	09/01/2021	\$1,648.00
00014348	H4421	BILL BQ LE	09/01/2021	\$1,388.00
00014349	H00104	CELINE LE	09/01/2021	\$1,864.00
00014350	H4634	DANIEL LE	09/01/2021	\$1,383.00
00014351	H4133	HIEP THI LE	09/01/2021	\$2,487.00
00014352	H4134	HUNG LE	09/01/2021	\$570.00
00014353	H00179	HUONG THI LE	09/01/2021	\$1,452.00
00014354	H1258	JIMMY T LE	09/01/2021	\$1,897.00
00014355	H4555	JOHN LE	09/01/2021	\$2,081.00
00014356	H4142	JOHN TOAN LE	09/01/2021	\$3,015.00
00014357	H4462	LAN V LE	09/01/2021	\$1,819.00
00014358	H4319	LANH C LE	09/01/2021	\$1,575.00
00014359	H3542	LANH VAN LE	09/01/2021	\$1,629.00
00014360	H3796	LY PHUONG LE	09/01/2021	\$1,817.00
00014361	H00148	MAN MINH LE	09/01/2021	\$1,645.00
00014362	H3623	MICHAEL LE	09/01/2021	\$1,961.00
00014363	H0918	NANCY NGAT THI LE	09/01/2021	\$2,790.00
00014364	H3416	NGA LE	09/01/2021	\$2,143.00
00014365	H4428	RICHARD TUANANH LE	09/01/2021	\$1,389.00
00014366	H0948	STEPHANIE THU LE	09/01/2021	\$4,060.00
00014367	H00099	TAN LE	09/01/2021	\$1,548.00
00014368	H3661	THANH TIEN LE	09/01/2021	\$1,806.00
00014369	H00069	THOMAS T LE	09/01/2021	\$1,373.00
00014370	H00134	TIFFANY D LE	09/01/2021	\$1,448.00
00014371	H0717	TINA M LE	09/01/2021	\$1,154.00
00014372	H00135	TUYEN NIKKI LE	09/01/2021	\$1,632.00
00014373	H4695	VANESSA LE	09/01/2021	\$1,896.00
00014374	H0167	BAO GIA LE	09/01/2021	\$4,566.00
00014375	H2548	XAN NGOC LE	09/01/2021	\$1,292.00
00014376	H3447	MONIQUE LEDUC	09/01/2021	\$1,289.00
00014377	H3946	DAVID OR TRINH LEE	09/01/2021	\$1,392.00



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00014378	H4547	LEMON GROVE, LP	09/01/2021	\$1,541.00
00014379	H1602	ROGER LEUNG	09/01/2021	\$1,547.00
00014380	H4002	SOL M LI	09/01/2021	\$1,828.00
00014381	H1533	DAVID LIN	09/01/2021	\$2,676.00
00014382	H1616	EEL-YU LIN	09/01/2021	\$950.00
00014383	H4344	LINCOLN VILLAS APT HOMES, LLC	09/01/2021	\$6,854.00
00014384	H4592	LINCOLN WOODS APARTMENTS	09/01/2021	\$1,793.00
00014385	H1960	KATHERINE LITTON	09/01/2021	\$1,426.00
00014386	H2080	LLE, LLC	09/01/2021	\$976.00
00014387	H00090	LOGAN MT LLC	09/01/2021	\$1,439.00
00014388	H3888	TROY LONG, TU-ANH & DUONG	09/01/2021	\$707.00
00014389	H3311	CINDY W LOUIE	09/01/2021	\$2,307.00
00014390	H00143	KATHERINE LU	09/01/2021	\$835.00
00014391	H2120	QUYNH THUY LU	09/01/2021	\$2,811.00
00014392	H00177	CHRISTOPHER LAC LUONG	09/01/2021	\$1,039.00
00014393	H1424	KHANH LUONG	09/01/2021	\$1,436.00
00014394	H4603	LONG DUC LUONG	09/01/2021	\$912.00
00014395	H4157	TRA THI-PHUONG LUONG	09/01/2021	\$2,010.00
00014396	H4572	ALLEN LUU	09/01/2021	\$922.00
00014397	H4491	TUAN V LUU	09/01/2021	\$1,360.00
00014398	H3696	XUYEN LUU	09/01/2021	\$759.00
00014399	H4669	ANDY LY	09/01/2021	\$1,494.00
00014400	H3717	DUC T LY	09/01/2021	\$732.00
00014401	H1613	MING LY	09/01/2021	\$1,670.00
00014402	H00166	MINH N LY	09/01/2021	\$1,141.00
00014403	H3754	TAN Q LY	09/01/2021	\$903.00
00014404	H3390	TRANH LY	09/01/2021	\$4,078.00
00014405	H4154	TUYEN X LY	09/01/2021	\$2,333.00
00014406	H00136	MAGNET SENIOR HOUSING PARTNERS LP C/O MONTAIRA	09/01/2021	\$1,606.00
00014407	H3201	ANN N MAI	09/01/2021	\$2,871.00
00014408	H3996	FRANK MAI	09/01/2021	\$1,454.00
00014409	H4308	JENNIE THUY MAI	09/01/2021	\$2,310.00
00014410	H1499	LINDA MAI	09/01/2021	\$1,737.00
00014411	H2451	CHUCK MAI	09/01/2021	\$2,186.00
00014412	H4298	JAIMIE MAI-NGO	09/01/2021	\$1,281.00

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00014413	H4539	KONSTANTINOS P MANDAS	09/01/2021	\$3,422.00
00014414	H4796	HARALAMBOS & GEORGIA MANTAS	09/01/2021	\$1,742.00
00014415	H4818	LLOYD MANTONG	09/01/2021	\$284.00
00014416	H6865	MARIPOSA PROPERTIES	09/01/2021	\$1,249.00
00014417	H4816	MATTAR REAL ESTATE INVESTMENT	09/01/2021	\$687.00
00014418	H7370	LEOPOLD MAYER	09/01/2021	\$2,573.00
00014419	H2135	JOHN MC GOFF	09/01/2021	\$929.00
00014420	H2842	GRACE OR GERALD MCGRATH	09/01/2021	\$1,119.00
00014421	H8490	GRACE OR GERALD MCGRATH	09/01/2021	\$1,777.00
00014422	H4793	MEAGHER FAMILY BYPASS TRUST	09/01/2021	\$776.00
00014423	H4794	ELAINE MEAGHER	09/01/2021	\$1,097.00
00014424	H1653	MANH MEAK	09/01/2021	\$1,215.00
00014425	H4435	JAGDISH P MEHTA	09/01/2021	\$1,253.00
00014426	H2110	MIDWAY INTEREST, LP	09/01/2021	\$8,150.00
00014427	H2638	MIKE & KATHY LEE, LP	09/01/2021	\$2,968.00
00014428	H4568	ROSEMARY MILLER	09/01/2021	\$1,446.00
00014429	H4814	MITTAL LEGACY, LP	09/01/2021	\$3,587.00
00014430	H3256	MONARCH POINTE	09/01/2021	\$1,078.00
00014431	H3534	ANTHONY MONTEBELLO	09/01/2021	\$1,177.00
00014432	H2976	MONTECITO VISTA APT HOMES	09/01/2021	\$1,290.00
00014433	H4658	BACH MORALES	09/01/2021	\$2,389.00
00014434	H4715	MORNINGSIDE APTS, LLC	09/01/2021	\$9,604.00
00014435	H4812	UDAYA CHAITHANYA MOTHE	09/01/2021	\$1,100.00
00014436	H00154	MT VERNON APARTMENTS	09/01/2021	\$1,349.00
00014437	H00077	RANDALL MYCORN	09/01/2021	\$1,238.00
00014438	H3798	N & V DEVELOPMENT, LLC	09/01/2021	\$8,329.00
00014439	H2491	N&V DEVELOPMENT, LLC	09/01/2021	\$12,377.00
00014440	H00145	STEVEN B NACHAM	09/01/2021	\$1,085.00
00014441	H2622	PATRICK NAMSINH	09/01/2021	\$1,866.00
00014442	H4799	NAPO OF CALIFORNIA, LLC	09/01/2021	\$1,317.00
00014443	H3834	NEW HORIZONVIEW, LLC	09/01/2021	\$1,451.00
00014444	H3865	NEW KENYON APARTMENTS, LLC	09/01/2021	\$1,559.00
00014445	H3973	NEW TCNY, LLC RETIREMENT PLAN & TRUST	09/01/2021	\$967.00
00014446	H4029	NEWPORT ESTATE EXPANSION, LLC	09/01/2021	\$1,292.00
00014447	H2745	DALE XUAN NGHIEM	09/01/2021	\$1,104.00

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00014448	H3956	DANIEL NGHIEM	09/01/2021	\$22,843.00
00014449	H1921	DAVID NGO	09/01/2021	\$788.00
00014450	H4751	DUNG T NGO	09/01/2021	\$1,853.00
00014451	H3630	HONG DIEP LE NGO	09/01/2021	\$953.00
00014452	H0314	LOC T NGO	09/01/2021	\$444.00
00014453	H4550	TAMMY NGO	09/01/2021	\$1,153.00
00014454	H4691	AN MANH NGUYEN	09/01/2021	\$1,526.00
00014455	H4719	ANA-KARINA A NGUYEN	09/01/2021	\$1,403.00
00014456	H4645	ANDREA NGUYEN	09/01/2021	\$1,175.00
00014457	H3734	ANDREW Q NGUYEN	09/01/2021	\$1,860.00
00014458	H4401	ANH NGUYEN	09/01/2021	\$1,465.00
00014459	H1938	ANH-DAO NGUYEN	09/01/2021	\$1,266.00
00014460	H3749	ANTHONY NGUYEN	09/01/2021	\$1,286.00
00014461	H1457	BINH NGOC NGUYEN	09/01/2021	\$2,637.00
00014462	H1430	BINH QUOC NGUYEN	09/01/2021	\$3,204.00
00014463	H3958	BRIAN BAO-KHA NGUYEN	09/01/2021	\$3,698.00
00014464	H4297	CALVIN H NGUYEN	09/01/2021	\$1,809.00
00014465	H00111	CHARLES NGUYEN	09/01/2021	\$1,682.00
00014466	H3248	CHARLIE NGUYEN	09/01/2021	\$1,640.00
00014467	H4511	CHRISTINE NGUYEN	09/01/2021	\$1,349.00
00014468	H2274	CHRISTOPHER NGUYEN	09/01/2021	\$1,692.00
00014469	H3777	CHUONG NGUYEN	09/01/2021	\$1,638.00
00014470	H9043	CUONG NGUYEN	09/01/2021	\$2,186.00
00014471	H4641	DAN NGUYEN	09/01/2021	\$1,242.00
00014472	H4569	DAT NGUYEN	09/01/2021	\$1,744.00
00014473	H4015	LOAN T NGUYEN, DAVID / HA	09/01/2021	\$1,904.00
00014474	H4565	RICHARD NGUYEN, DEBBY & TRAN	09/01/2021	\$1,512.00
00014475	H1881	DIEM-THUY NGUYEN	09/01/2021	\$1,915.00
00014476	H00085	DOMINIC NGUYEN	09/01/2021	\$2,432.00
00014477	H4558	DONG NGUYEN	09/01/2021	\$1,363.00
00014478	H4679	DUNG KIM NGUYEN	09/01/2021	\$1,833.00
00014479	H3872	DUONG NGUYEN	09/01/2021	\$1,795.00
00014480	H1143	DZUNG DAN NGUYEN	09/01/2021	\$4,184.00
00014481	H2551	ERIC NGUYEN	09/01/2021	\$1,696.00
00014482	H4621	HANG NGUYEN	09/01/2021	\$1,940.00

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00014483	H3953	HANH V NGUYEN	09/01/2021	\$1,607.00
00014484	H3370	HAO & HUONG T NGUYEN	09/01/2021	\$869.00
00014485	H1446	JOSEPH NGUYEN, HOA THI OR NGUYEN	09/01/2021	\$7,751.00
00014486	H4514	HOAN VAN NGUYEN	09/01/2021	\$1,036.00
00014487	H4460	HUAN NGOC NGUYEN	09/01/2021	\$1,940.00
00014488	H00140	HUE KHANH NGUYEN	09/01/2021	\$870.00
00014489	H4479	HUE THI NGUYEN	09/01/2021	\$1,192.00
00014490	H3276	HUNG NGUYEN	09/01/2021	\$1,225.00
00014491	H3870	TIEN D NGUYEN, HUONG THY OR PHAM	09/01/2021	\$2,339.00
00014492	H00039	JANET NGUYEN	09/01/2021	\$2,872.00
00014493	H3242	JEANNIE NGUYEN	09/01/2021	\$1,432.00
00014494	H3241	JULIE NGUYEN	09/01/2021	\$1,341.00
00014495	H4697	KEVIN NGUYEN	09/01/2021	\$2,149.00
00014496	H4285	KHAI HUE NGUYEN	09/01/2021	\$2,473.00
00014497	H3497	KHANH DANG NGUYEN	09/01/2021	\$1,396.00
00014498	H4419	KHOI NGUYEN	09/01/2021	\$1,600.00
00014499	H3149	KIEN NGUYEN	09/01/2021	\$4,883.00
00014500	H4652	KIEN THI NGUYEN	09/01/2021	\$1,822.00
00014501	H3919	KIMCHI THI NGUYEN	09/01/2021	\$286.00
00014502	H4713	LAN HUONG NGUYEN	09/01/2021	\$1,373.00
00014503	H4195	LANIE NGUYEN	09/01/2021	\$2,734.00
00014504	H4700	LE B NGUYEN	09/01/2021	\$2,001.00
00014505	H1687	LINDA NGUYEN	09/01/2021	\$3,570.00
00014506	H4079	LINDA LIEN NGUYEN	09/01/2021	\$1,313.00
00014507	H2331	LONG HUYEN DAC NGUYEN	09/01/2021	\$5,469.00
00014508	H4478	LUONG NGUYEN	09/01/2021	\$1,387.00
00014509	H00165	LUU PHUONG NGUYEN	09/01/2021	\$2,114.00
00014510	H1380	LYNDA NGUYEN	09/01/2021	\$1,387.00
00014511	H2391	MAN M NGUYEN	09/01/2021	\$1,342.00
00014512	H3526	MICHAEL THANG NGUYEN	09/01/2021	\$2,108.00
00014513	H4738	MINH NGUYEN	09/01/2021	\$1,480.00
00014514	H4782	MY CHAU NGUYEN	09/01/2021	\$1,436.00
00014515	H00040	MY DUNG THI NGUYEN	09/01/2021	\$1,968.00
00014516	H0907	MYLY NGUYEN	09/01/2021	\$1,533.00
00014517	H3170	MYRA D NGUYEN	09/01/2021	\$1,017.00

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00014518	H1717	NANCY NGUYEN	09/01/2021	\$7,149.00
00014519	H3713	NANCY NGUYEN	09/01/2021	\$1,272.00
00014520	H00122	NATHAN V NGUYEN	09/01/2021	\$1,338.00
00014521	H1899	NGHI NGUYEN	09/01/2021	\$1,856.00
00014522	H4744	NGOC NGUYEN	09/01/2021	\$1,808.00
00014523	H4469	OSCAR THUAN NGUYEN	09/01/2021	\$2,292.00
00014524	H4423	PETER NGUYEN	09/01/2021	\$4,043.00
00014525	H00068	PHUC T NGUYEN	09/01/2021	\$1,311.00
00014526	H2197	PHUONG MY THI NGUYEN	09/01/2021	\$11,838.00
00014527	H4439	QUAN NGUYEN	09/01/2021	\$1,059.00
00014528	H3853	QUANG M NGUYEN	09/01/2021	\$161.00
00014529	H4680	SHAWN B NGUYEN	09/01/2021	\$1,994.00
00014530	H4559	SKY NGUYEN	09/01/2021	\$3,759.00
00014531	H3185	SON DINH NGUYEN	09/01/2021	\$1,189.00
00014532	H4118	STEVE NGUYEN	09/01/2021	\$1,258.00
00014533	H3425	STEVEN NGUYEN	09/01/2021	\$1,044.00
00014534	H4670	STEVEN NGUYEN	09/01/2021	\$1,892.00
00014535	H4340	STEVENS NGUYEN	09/01/2021	\$1,797.00
00014536	H3317	TAM N NGUYEN	09/01/2021	\$1,429.00
00014537	H3373	THAI DUC NGUYEN	09/01/2021	\$2,014.00
00014538	H4586	THANG XUAN NGUYEN	09/01/2021	\$857.00
00014539	H00059	THANH-HAI NGUYEN	09/01/2021	\$1,494.00
00014540	H3978	THANH-LE NGUYEN	09/01/2021	\$2,109.00
00014541	H3313	THANH-NHAN NGUYEN	09/01/2021	\$876.00
00014542	H3755	THINH QUOC NGUYEN	09/01/2021	\$1,519.00
00014543	H4749	THOMAS NGUYEN	09/01/2021	\$2,384.00
00014544	H4734	THU-DUNG TRAN NGUYEN	09/01/2021	\$1,759.00
00014545	H1302	THUY NGUYEN	09/01/2021	\$2,312.00
00014546	H4772	THUY NGUYEN	09/01/2021	\$2,277.00
00014547	H3331	THUYHUONG THI NGUYEN	09/01/2021	\$1,170.00
00014548	H9045	TIEP NGUYEN	09/01/2021	\$1,583.00
00014549	H00046	TIM NGUYEN	09/01/2021	\$941.00
00014550	H2473	TIMMY NGUYEN	09/01/2021	\$2,905.00
00014551	H00126	TOM NGUYEN	09/01/2021	\$1,018.00
00014552	H4349	TRACY TRUC NGUYEN	09/01/2021	\$912.00

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00014553	H4805	TRAM ANH NGUYEN	09/01/2021	\$1,444.00
00014554	H4636	TRANG NGUYEN	09/01/2021	\$1,767.00
00014555	H3469	TUAN HOANG NGUYEN	09/01/2021	\$1,780.00
00014556	H4243	TUAN NGOC NGUYEN	09/01/2021	\$2,142.00
00014557	H3737	TUNG QUOC NGUYEN	09/01/2021	\$2,448.00
00014558	H4643	TUYET MAI NGUYEN	09/01/2021	\$1,347.00
00014559	H1937	TUYET TRINH NGUYEN	09/01/2021	\$1,512.00
00014560	H4166	TUYET TRINH NGUYEN	09/01/2021	\$1,124.00
00014561	H4766	UYEN NGUYEN	09/01/2021	\$1,688.00
00014562	H3655	VAN HUY NGUYEN	09/01/2021	\$1,755.00
00014563	H3852	SOAN P NGUYEN, VANANH & DO	09/01/2021	\$2,224.00
00014564	H4570	VIVIAN NGUYEN	09/01/2021	\$1,339.00
00014565	H4755	NGUYEN, VY & THI	09/01/2021	\$1,783.00
00014566	H2501	CANG NGUYEN	09/01/2021	\$1,197.00
00014567	H2550	CUONG CHI NGUYEN	09/01/2021	\$5,394.00
00014568	H2337	DUNG VAN NGUYEN	09/01/2021	\$1,292.00
00014569	H3012	HAN NGUYEN	09/01/2021	\$1,044.00
00014570	H1766	HUNG C NGUYEN	09/01/2021	\$1,826.00
00014571	H3061	HUY NGUYEN	09/01/2021	\$2,246.00
00014572	H3096	HUYEN TT NGUYEN	09/01/2021	\$4,997.00
00014573	H2956	JAMES NGUYEN	09/01/2021	\$1,225.00
00014574	H1552	LAN PHUONG THI NGUYEN	09/01/2021	\$2,261.00
00014575	H2409	LAN-NGOC NGUYEN	09/01/2021	\$1,424.00
00014576	H3086	LANI LAN T NGUYEN	09/01/2021	\$1,143.00
00014577	H2812	MINH NGOC NGUYEN	09/01/2021	\$1,544.00
00014578	H2511	PERRY NGUYEN	09/01/2021	\$1,122.00
00014579	H2637	THANH NGUYEN	09/01/2021	\$3,717.00
00014580	H2610	THANH-TUYEN NGUYEN	09/01/2021	\$2,310.00
00014581	H2479	THINH THI NGUYEN	09/01/2021	\$7,037.00
00014582	H2561	TIFFANY NGUYEN	09/01/2021	\$2,955.00
00014583	H3070	WIN NGUYEN	09/01/2021	\$1,775.00
00014584	H2912	XUAN YEN NGUYEN	09/01/2021	\$1,230.00
00014585	H3366	PHIYEN TERESA NGUYEN-LAM	09/01/2021	\$1,198.00
00014586	H3802	DIANA NGUYEN-THIEN-NH	09/01/2021	\$2,098.00
00014587	H4725	NIGUEL EQUITY PARTNERS, LLC	09/01/2021	\$1,523.00

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00014588	H00168	NNT PROPERTIES 4 LLC	09/01/2021	\$1,822.00
00014589	H00029	NOGAL FELIZ APARTMENTS	09/01/2021	\$1,698.00
00014590	H3952	NORMANDY APARTMENTS, LLC	09/01/2021	\$1,067.00
00014591	H4597	JOHN OMDAHL	09/01/2021	\$813.00
00014592	H00158	ORANGE COUNTY COMMUNITY HOUSING CORPORATION	09/01/2021	\$1,713.00
00014593	H00159	ORANGE COUNTY COMMUNITY HOUSING CORPORATION	09/01/2021	\$452.00
00014594	H00160	ORANGE COUNTY COMMUNITY HOUSING CORPORATION	09/01/2021	\$1,316.00
00014595	H00161	ORANGE COUNTY COMMUNITY HOUSING CORPORATION	09/01/2021	\$1,518.00
00014596	H00162	ORANGE COUNTY COMMUNITY HOUSING CORPORATION	09/01/2021	\$6,241.00
00014597	H00163	ORANGE COUNTY COMMUNITY HOUSING CORPORATION	09/01/2021	\$12,807.00
00014598	H00164	ORANGE COUNTY COMMUNITY HOUSING CORPORATION	09/01/2021	\$7,438.00
00014599	H1622	ORANGE TREE APTS	09/01/2021	\$16,116.00
00014600	H4761	ORRWAY APTS HOMES, LLC	09/01/2021	\$1,472.00
00014601	H2516	SUIKO OZAKI	09/01/2021	\$1,439.00
00014602	H4495	P & J PROPERTY MANAGEMENT	09/01/2021	\$2,455.00
00014603	H00083	JOHN PAGLIASSOTTI	09/01/2021	\$1,506.00
00014604	H1776	BRADRAKUMAR L PAHU	09/01/2021	\$2,462.00
00014605	H1328	PALM ISLAND	09/01/2021	\$11,300.00
00014606	H4477	PARISIAN APARTMENTS, LP	09/01/2021	\$1,394.00
00014607	H4487	PARK LANDING APARTMENTS	09/01/2021	\$1,062.00
00014608	H0254	PARK STANTON PLACE C/O APERTO PROPERTY MANAGEMENT	09/01/2021	\$5,514.00
00014609	H4307	JIN PARK	09/01/2021	\$1,664.00
00014610	H8794	PATEL DILIP M	09/01/2021	\$6,045.00
00014611	H3249	SMITA DIPAK PATEL	09/01/2021	\$1,122.00
00014612	H3111	PELICAN INVESTMENTS #6, LLC	09/01/2021	\$2,701.00
00014613	H4370	PELICAN INVESTMENTS #8, LLC	09/01/2021	\$1,389.00
00014614	H3544	PELICAN INVESTMENTS, LLC	09/01/2021	\$671.00
00014615	H3386	PETITE ELISE, LLC	09/01/2021	\$1,839.00
00014616	H4176	BINH Q PHAM	09/01/2021	\$1,603.00
00014617	H4210	CAROLINE PHAM	09/01/2021	\$2,344.00
00014618	H3408	CHIEN DINH PHAM	09/01/2021	\$772.00
00014619	H4743	CHINH VAN PHAM	09/01/2021	\$1,618.00
00014620	H1651	DAVID DUNG PHAM	09/01/2021	\$1,133.00
00014621	H9709	DAVID LINH PHAM	09/01/2021	\$2,169.00

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00014622	H4398	DUNG TIEN PHAM	09/01/2021	\$1,398.00
00014623	H3912	HIEU PHAM	09/01/2021	\$1,922.00
00014624	H1080	HOANG PHAM	09/01/2021	\$3,957.00
00014625	H1971	KHANH CONG PHAM	09/01/2021	\$1,341.00
00014626	H1117	LUCY PHAM, KIM ANH OR PHAM	09/01/2021	\$3,433.00
00014627	H0788	LAN VAN PHAM	09/01/2021	\$3,150.00
00014628	H4095	LIEN PHAM	09/01/2021	\$1,413.00
00014629	H00089	LILY H PHAM	09/01/2021	\$959.00
00014630	H2243	MINH VAN PHAM	09/01/2021	\$763.00
00014631	H4033	NGHIA PHAM	09/01/2021	\$1,625.00
00014632	H4724	NHAC T PHAM	09/01/2021	\$1,221.00
00014633	H4683	PAULINE TRAM PHAM	09/01/2021	\$1,656.00
00014634	H3773	PHUONG T PHAM	09/01/2021	\$1,314.00
00014635	H4501	QUYNH GIAO PHAM	09/01/2021	\$2,691.00
00014636	H3786	QUYNH-ANH HOANG PHAM	09/01/2021	\$1,751.00
00014637	H4213	SON THAI PHAM	09/01/2021	\$2,612.00
00014638	H3302	THANH QUOC PHAM	09/01/2021	\$3,729.00
00014639	H2255	TIM PHAM	09/01/2021	\$2,994.00
00014640	H4651	TRANG PHAM	09/01/2021	\$2,494.00
00014641	H2065	TRI PHAM	09/01/2021	\$1,826.00
00014642	H4593	TRUONG TAI PHAM	09/01/2021	\$2,126.00
00014643	H4105	TUAN A PHAM	09/01/2021	\$1,046.00
00014644	H4537	TUAN A PHAM	09/01/2021	\$1,107.00
00014645	H3880	VAN LOAN THI PHAM	09/01/2021	\$930.00
00014646	H4503	VERONIQUE PHAM	09/01/2021	\$1,593.00
00014647	H3967	VU PHAM	09/01/2021	\$1,422.00
00014648	H2328	XUANNHA T PHAM	09/01/2021	\$1,128.00
00014649	H0595	HAI MINH PHAM	09/01/2021	\$10,095.00
00014650	H1932	HELEN PHAM	09/01/2021	\$1,009.00
00014651	H0651	QUANG PHAM	09/01/2021	\$1,563.00
00014652	H4685	KATHY PHAN	09/01/2021	\$2,674.00
00014653	H4188	OANH PHAN	09/01/2021	\$5,104.00
00014654	H4781	STEVEN PHAN	09/01/2021	\$1,214.00
00014655	H4408	TAMMY PHAN	09/01/2021	\$1,555.00
00014656	H3820	THANH T PHAN	09/01/2021	\$848.00



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00014657	H4768	TRUNG QUANG PHAN	09/01/2021	\$1,485.00
00014658	H3257	DON PHAN	09/01/2021	\$1,291.00
00014659	H1101	TOAN CONG PHAN	09/01/2021	\$1,121.00
00014660	H3698	ART S PHARN	09/01/2021	\$2,300.00
00014661	H4701	ANH PHI	09/01/2021	\$2,584.00
00014662	H00141	PHOENIX PREMIER LLC	09/01/2021	\$3,041.00
00014663	H2863	PINE TREE PROPERTY, LLC	09/01/2021	\$3,090.00
00014664	H3464	PINEMEADOWS APARTMENTS ATTEN: LEASING OFFICE	09/01/2021	\$1,569.00
00014665	H3505	PJP PROPERTIES, LLC	09/01/2021	\$1,407.00
00014666	H1493	PLAZA PATRIA COURT LTD	09/01/2021	\$1,418.00
00014667	H4214	PLYMOUTH HRA	09/01/2021	\$362.05
00014668	H3769	PNB GREEN EXPANSION MGMT, LLC	09/01/2021	\$2,812.00
00014669	H4384	SAILESH POKAL	09/01/2021	\$1,072.00
00014670	H4795	POST STERLING COURT, LP	09/01/2021	\$1,181.00
00014671	H3668	PRINCE NEW HORIZON VILLAGE	09/01/2021	\$2,440.00
00014672	H1967	RONNIE PUGH	09/01/2021	\$608.00
00014673	H2078	JAMIE QUACH	09/01/2021	\$1,314.00
00014674	H4306	SAN T QUACH	09/01/2021	\$1,291.00
00014675	H3994	DERRICK WILLIAM QUAN	09/01/2021	\$1,743.00
00014676	H4620	JEANNIE QUAN	09/01/2021	\$1,427.00
00014677	H4357	VAN-LAN QUAN	09/01/2021	\$2,745.00
00014678	H1448	GARY L QUINN	09/01/2021	\$818.00
00014679	H00169	RANCHO MONTEREY LP	09/01/2021	\$1,294.00
00014680	H2458	D M RATANJEE	09/01/2021	\$1,036.00
00014681	H0978	RAVART PACIFIC, LP	09/01/2021	\$2,370.00
00014682	H3808	RAVENWOOD PROPERTIES, LLC	09/01/2021	\$2,625.00
00014683	H4801	RBJ INVESTMENTS CORP	09/01/2021	\$1,175.00
00014684	H4684	RED BLOSSOM INVESTMENTS, LLC	09/01/2021	\$1,418.00
00014685	H3184	ROGER LEE REED	09/01/2021	\$2,435.00
00014686	H3573	REO INTERNATIONAL CORPORATION	09/01/2021	\$1,593.00
00014687	H4932	RAYMOND REYES	09/01/2021	\$1,119.00
00014688	H1100	ROBERTA APTS, LP	09/01/2021	\$2,388.00
00014689	H3186	ROCEL PROPERTIES MGMT INC	09/01/2021	\$1,298.00
00014690	H1303	ALBERT/PATRICIA RODRIGUEZ	09/01/2021	\$564.00
00014691	H00109	JESSE RODRIQUEZ	09/01/2021	\$1,113.00

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00014692	H3631	CHARLENE ROSSIGNOL	09/01/2021	\$1,059.00
00014693	H00128	RUSSELL REAL ESTATE LLC	09/01/2021	\$2,815.00
00014694	H1149	MIHRAN SABUNJIAN	09/01/2021	\$9,627.00
00014695	H4231	SALSOL PROPERTIES, LLC	09/01/2021	\$1,229.00
00014696	H4681	SAN MARINO	09/01/2021	\$210.00
00014697	H00097	SAN MIGUEL APTS / SAN MIGUEL PROPERTIES LP	09/01/2021	\$1,191.00
00014698	H00174	CYNTHIA SANCHEZ	09/01/2021	\$1,274.00
00014699	H0858	PAT SARGENT	09/01/2021	\$1,403.00
00014700	H3340	JILL ANN SCHLEIFER	09/01/2021	\$2,952.00
00014701	H4376	SCOTT G JOE	09/01/2021	\$1,026.00
00014702	H3151	LISA & BRYAN SEO	09/01/2021	\$2,994.00
00014703	H2952	ALVINA SERNA	09/01/2021	\$706.00
00014704	H4072	SERRANO WOODS, LP	09/01/2021	\$395.00
00014705	H00103	DAHNING SHIH	09/01/2021	\$1,816.00
00014706	H4546	MOLLY SHIH	09/01/2021	\$1,812.00
00014707	H3699	SHREEVES PROPERTIES, LLC	09/01/2021	\$4,533.00
00014708	H3779	IRV D SIGEL	09/01/2021	\$1,660.00
00014709	H4150	SILVER COVE APARTMENTS, LP	09/01/2021	\$1,219.00
00014710	H4451	IRVIN SILVERSTEIN	09/01/2021	\$1,156.00
00014711	H1182	SINGING TREE	09/01/2021	\$1,386.00
00014712	H3459	BAY SIU	09/01/2021	\$1,442.00
00014713	H4778	SOC, LLC	09/01/2021	\$1,257.00
00014714	H00055	LLC SOUTHCOAST CAPITAL HOLDINGS	09/01/2021	\$1,106.00
00014715	H1686	JAMES SPEARS	09/01/2021	\$1,536.00
00014716	H4145	SPRINGDALE STREET APARTMENTS	09/01/2021	\$1,249.00
00014717	H3835	SPRINGSIDE, LLC	09/01/2021	\$7,310.00
00014718	H4458	TRUST STANLEY A SIROTT	09/01/2021	\$1,356.00
00014719	H3038	STANTON GROUP THREE, LLC	09/01/2021	\$4,456.00
00014720	H4566	STANTON GROUP, LLC	09/01/2021	\$790.00
00014721	H1277	STEWART PROPERTIES	09/01/2021	\$1,125.00
00014722	H00142	PATRICIA J STEWART	09/01/2021	\$1,243.00
00014723	H0403	ERICA STIDHAM	09/01/2021	\$4,710.00
00014724	H0359	STUART DRIVE/ROSE GARDEN APTS	09/01/2021	\$100,135.00
00014725	H1147	UN SU	09/01/2021	\$2,372.00
00014726	H2049	SUNGROVE SENIOR APTS	09/01/2021	\$25,026.00

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00014727	H3805	SUNNYGATE, LLC	09/01/2021	\$2,594.00
00014728	H00108	SUNRISE APARTMENT HOMES	09/01/2021	\$1,289.00
00014729	H3766	SUNRISE VILLAGE PROPERTIES, LLC	09/01/2021	\$6,307.00
00014730	H4484	EMILE J SWEIDA	09/01/2021	\$1,161.00
00014731	H00170	EVELYN SY	09/01/2021	\$1,623.00
00014732	H4543	SYCAMORE COURT APARTMENTS	09/01/2021	\$12,493.00
00014733	H4178	T AND G TRANG'S CREDIT TRUST UDT 5/1/02	09/01/2021	\$1,224.00
00014734	H4449	VINH TA	09/01/2021	\$1,413.00
00014735	H4081	ALI TAHAMI	09/01/2021	\$2,011.00
00014736	H00094	TAMARACK WOODS A CALIFORNIA LP	09/01/2021	\$1,444.00
00014737	H3614	TAMERLANE APARTMENTS	09/01/2021	\$1,028.00
00014738	H2487	TAMERLANE ASSOCIATES, LLC	09/01/2021	\$2,430.00
00014739	H3432	ENLIANG T TANG	09/01/2021	\$1,480.00
00014740	H3527	TDT WASHINGTON, LLC	09/01/2021	\$3,812.00
00014741	H4653	TH 12622 MORNINGSIDE, LLC	09/01/2021	\$605.00
00014742	H2875	HENRY THACH	09/01/2021	\$2,609.00
00014743	H4731	LYNN THAI	09/01/2021	\$1,418.00
00014744	H00076	THE ARBORS-LAKE FOREST OWNER LLC	09/01/2021	\$1,361.00
00014745	H00052	THE CAMBRIDGE	09/01/2021	\$1,838.00
00014746	H4391	THE FLORENTINE APTS	09/01/2021	\$1,780.00
00014747	H4759	THE KELVIN APARTMENTS	09/01/2021	\$1,731.00
00014748	H4390	THE MEDITERRANEAN APTS	09/01/2021	\$1,097.00
00014749	H1007	THE ROSE GARDEN APTS	09/01/2021	\$8,835.00
00014750	H4633	THSW PARTNERS, LLC	09/01/2021	\$5,350.00
00014751	H3260	ANA MARIA THULSIRAJ	09/01/2021	\$1,134.00
00014752	H00053	TIC INVESTMENT COMPANY LLC	09/01/2021	\$4,446.00
00014753	H00062	TIC INVESTMENT COMPANY	09/01/2021	\$3,902.00
00014754	H4599	TIC INVESTMENT COMPANY, LLC	09/01/2021	\$1,450.00
00014755	H4600	TIC INVESTMENT COMPANY, LLC	09/01/2021	\$1,138.00
00014756	H00060	TIC INVESTMENT LLC	09/01/2021	\$1,193.00
00014757	H4494	TLHA DOTY, LLC	09/01/2021	\$2,837.00
00014758	H4219	TLHA PALM, LLC	09/01/2021	\$2,136.00
00014759	H3827	TN INVESTMENTS GROUP, LLC	09/01/2021	\$10,344.00
00014760	H3828	TN INVESTMENTS GROUP, LLC	09/01/2021	\$1,159.00
00014761	H3829	TN INVESTMENTS GROUP, LLC	09/01/2021	\$1,249.00

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00014762	H3830	TN INVESTMENTS GROUP, LLC	09/01/2021	\$5,014.00
00014763	H3831	TN INVESTMENTS GROUP, LLC	09/01/2021	\$1,337.00
00014764	H3939	TN INVESTMENTS PROPERTIES, LLC	09/01/2021	\$18,259.00
00014765	H4753	TNL PROPERTY, LLC	09/01/2021	\$2,453.00
00014766	H1212	KIMTRUNG THI TO	09/01/2021	\$1,463.00
00014767	H0855	VAN THU TO	09/01/2021	\$4,557.00
00014768	H4492	TOC TOC, LLC	09/01/2021	\$3,749.00
00014769	H1454	KHANH TON	09/01/2021	\$2,344.00
00014770	H3377	TAP THAT TON	09/01/2021	\$1,299.00
00014771	H4041	JOANNE C TONNU	09/01/2021	\$2,775.00
00014772	H3902	TOPADVANCED, LLC	09/01/2021	\$3,744.00
00014773	H00178	TR ENTERPRISE LLC	09/01/2021	\$3,858.00
00014774	H1789	TRAN'S APARTMENTS	09/01/2021	\$4,353.00
00014775	H4099	ANDREW TRAN	09/01/2021	\$1,032.00
00014776	H4407	ANDREW TRAN	09/01/2021	\$1,666.00
00014777	H7723	ANH TUYET T TRAN	09/01/2021	\$1,107.00
00014778	H4727	ANNA THI TRAN	09/01/2021	\$1,154.00
00014779	H4012	CATHY TRAN	09/01/2021	\$1,443.00
00014780	H00156	DAT DOAN TRAN	09/01/2021	\$783.00
00014781	H2027	FREDERICK M TRAN	09/01/2021	\$1,008.00
00014782	H4541	HANG TRAN	09/01/2021	\$1,416.00
00014783	H00102	HELENA TRAN	09/01/2021	\$1,744.00
00014784	H3646	HENRY TRAN	09/01/2021	\$1,334.00
00014785	H1203	JACLYN TRAN, HIEP OR TRAN	09/01/2021	\$1,705.00
00014786	H3554	HO VAN TRAN	09/01/2021	\$4,607.00
00014787	H3896	HOA TRAN	09/01/2021	\$1,617.00
00014788	H3142	HOA THU TRAN	09/01/2021	\$1,194.00
00014789	H00124	HUE THI DANG TRAN	09/01/2021	\$1,424.00
00014790	H00044	HUONG TRAN	09/01/2021	\$2,202.00
00014791	H00057	HUYEN TRAN	09/01/2021	\$1,442.00
00014792	H3403	JANE TRAN	09/01/2021	\$1,502.00
00014793	H4270	JIM DUC TRAN	09/01/2021	\$1,548.00
00014794	H4698	JOHNNY TRAN	09/01/2021	\$2,261.00
00014795	H4251	JOSEPH QUANG TRAN	09/01/2021	\$582.00
00014796	H4499	JOSEPHINE TRAN	09/01/2021	\$2,024.00

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00014797	H00171	KENNY TRAN	09/01/2021	\$2,145.00
00014798	H4158	KEVIN THANH TRAN	09/01/2021	\$1,405.00
00014799	H00058	KIEU VAN TRAN	09/01/2021	\$2,272.00
00014800	H3517	KIM VAN TRAN	09/01/2021	\$1,243.00
00014801	H4276	LAY THI TRAN	09/01/2021	\$1,720.00
00014802	H00149	LISA TRAN	09/01/2021	\$937.00
00014803	H4130	LOC H TRAN	09/01/2021	\$1,992.00
00014804	H3775	LUCIA THUY TRAN	09/01/2021	\$954.00
00014805	H4602	MAI TRAN	09/01/2021	\$2,728.00
00014806	H3442	MARY TRAN	09/01/2021	\$929.00
00014807	H4732	MINH TRAN	09/01/2021	\$1,682.00
00014808	H4059	MY T TRAN	09/01/2021	\$2,242.00
00014809	H4687	NGAN TRAN	09/01/2021	\$3,558.00
00014810	H3211	NGOC THI TRAN	09/01/2021	\$1,789.00
00014811	H4378	NHUT NGUYEN TRAN	09/01/2021	\$1,236.00
00014812	H3530	TAM ANH TRAN	09/01/2021	\$2,557.00
00014813	H4198	TAM MINH TRAN	09/01/2021	\$1,824.00
00014814	H3742	THERESA T TRAN	09/01/2021	\$499.00
00014815	H3744	THERESA T TRAN	09/01/2021	\$1,058.00
00014816	H4291	THONG TRAN	09/01/2021	\$1,325.00
00014817	H3371	THU HUONG THI TRAN	09/01/2021	\$821.00
00014818	H4394	TIM TRAN	09/01/2021	\$1,760.00
00014819	H4573	TINA TRAN	09/01/2021	\$1,908.00
00014820	H00025	TONY TRAN	09/01/2021	\$1,642.00
00014821	H00073	TRANG P TRAN	09/01/2021	\$856.00
00014822	H3709	TRI TRAN	09/01/2021	\$1,512.00
00014823	H4507	TRUNG H TRAN	09/01/2021	\$1,375.00
00014824	H3163	TRUYEN & HELEN TRAN	09/01/2021	\$2,317.00
00014825	H3220	TU TRAN	09/01/2021	\$1,643.00
00014826	H4265	VAN TRAN	09/01/2021	\$772.00
00014827	H3253	VICTORIA TRAN	09/01/2021	\$1,465.00
00014828	H0386	BAU TRAN	09/01/2021	\$989.00
00014829	H3227	PAUL TUAN DUC TRAN	09/01/2021	\$1,536.00
00014830	H2712	PHUONG THUY TRAN	09/01/2021	\$1,600.00
00014831	H1903	THU-HANG TRAN	09/01/2021	\$5,049.00

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00014832	H2776	TUAN HUY TRAN	09/01/2021	\$395.00
00014833	H1166	TOM TRANG	09/01/2021	\$1,704.00
00014834	H4136	HONG QUANG TRIEU	09/01/2021	\$1,065.00
00014835	H4266	NANCY TRIEU	09/01/2021	\$1,454.00
00014836	H2231	EMMA TRINH	09/01/2021	\$1,248.00
00014837	H4055	HAI TRINH	09/01/2021	\$1,869.00
00014838	H3759	THANH-MAI TRINH	09/01/2021	\$2,198.00
00014839	H4356	TUAN TRINH	09/01/2021	\$1,565.00
00014840	H0536	TUNG XUAN TRINH	09/01/2021	\$1,518.00
00014841	H3993	DUNG T TRUONG	09/01/2021	\$291.00
00014842	H4476	HANH NGOC TRUONG	09/01/2021	\$1,226.00
00014843	H4780	KENNY N TRUONG	09/01/2021	\$1,977.00
00014844	H4162	KHOA BUU TRUONG	09/01/2021	\$1,617.00
00014845	H4575	NATALIE TRUONG, STEVE OR HO	09/01/2021	\$1,733.00
00014846	H2729	QUYEN MY TRUONG	09/01/2021	\$1,305.00
00014847	H1813	CAROLINE TSAI	09/01/2021	\$3,959.00
00014848	H4445	YUNGLIN & SHU-MEI TSAO	09/01/2021	\$1,434.00
00014849	H3867	TU BI THIEN TAM	09/01/2021	\$1,243.00
00014850	H8168	TUDOR GROVE	09/01/2021	\$73,927.00
00014851	H4536	TUSTIN AFFORDABLE HOUSING	09/01/2021	\$1,547.00
00014852	H4030	TUSTIN SOUTHERN APTS - OFFICE	09/01/2021	\$1,460.00
00014853	H9100	V W PROPERTY	09/01/2021	\$4,493.00
00014854	H1541	CONNIE VALDEZ	09/01/2021	\$1,152.00
00014855	H0300	VALLEY VIEW SENIOR APTS	09/01/2021	\$26,281.00
00014856	H0814	MINH XUONG VAN	09/01/2021	\$732.00
00014857	H4661	RONALD VAN	09/01/2021	\$2,916.00
00014858	H2755	ARTURO ENRIQUEZ VAZQUEZ	09/01/2021	\$2,423.00
00014859	H4392	VERSAILLES APTS	09/01/2021	\$3,048.00
00014860	H4809	VINE FULLER, LLC	09/01/2021	\$1,215.00
00014861	H4553	VINTAGE CANYON SR APTS	09/01/2021	\$1,047.00
00014862	H4625	VINTAGE FLAGSHIP, LLC	09/01/2021	\$2,745.00
00014863	H3689	VJ SURGICAL, LLC	09/01/2021	\$1,161.00
00014864	H3628	VLE RENTAL, LLC	09/01/2021	\$5,449.00
00014865	H3132	HUNG MINH VO	09/01/2021	\$2,305.00
00014866	H4205	JEFF VO	09/01/2021	\$1,235.00

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00014867	H4821	JEFFREY Q VO	09/01/2021	\$1,748.00
00014868	H2134	KHANH MAI VO	09/01/2021	\$4,779.00
00014869	H4531	LOAN VO	09/01/2021	\$1,845.00
00014870	H3938	LOC ANH VO	09/01/2021	\$1,083.00
00014871	H4787	MICKEY VO	09/01/2021	\$2,265.00
00014872	H1481	TINA NGA VOLE	09/01/2021	\$2,261.00
00014873	H3718	NIPA D VORA	09/01/2021	\$1,365.00
00014874	H3907	ANNIE VU	09/01/2021	\$1,032.00
00014875	H2123	DAT VU	09/01/2021	\$15,578.00
00014876	H9104	DAVID VU	09/01/2021	\$1,154.00
00014877	H4098	DEAN VU	09/01/2021	\$1,710.00
00014878	H4632	DEANNA PHUONG VU	09/01/2021	\$396.00
00014879	H4560	HOA VU	09/01/2021	\$1,248.00
00014880	H3918	HUAN VU	09/01/2021	\$1,142.00
00014881	H4657	KRYSTINA VU	09/01/2021	\$1,838.00
00014882	H4197	LEO M VU	09/01/2021	\$2,124.00
00014883	H4323	LINH DUY VU	09/01/2021	\$2,779.00
00014884	H00079	MICHELLE QUYNH HOA VU	09/01/2021	\$2,276.00
00014885	H4549	MINH VU	09/01/2021	\$609.00
00014886	H3760	NAM H VU	09/01/2021	\$1,242.00
00014887	H3274	PHUONG MINH VU	09/01/2021	\$1,261.00
00014888	H3823	TAN DUY VU	09/01/2021	\$3,039.00
00014889	H2823	TRUNG QUOC VU	09/01/2021	\$2,839.00
00014890	H0883	TUONG MANH VU	09/01/2021	\$2,519.00
00014891	H3928	VIVIAN VU	09/01/2021	\$2,003.00
00014892	H4807	YEN T VU	09/01/2021	\$1,058.00
00014893	H00034	HAO DUC VUONG	09/01/2021	\$1,439.00
00014894	H4278	PETER H VUONG	09/01/2021	\$1,390.00
00014895	H4642	DAVID WALD	09/01/2021	\$851.00
00014896	H9105	WALDEN APTS	09/01/2021	\$4,057.00
00014897	H1725	WALDEN GLEN APTS	09/01/2021	\$1,409.00
00014898	H4489	HO PONG WAN	09/01/2021	\$1,096.00
00014899	H2084	CHARLES WANG	09/01/2021	\$5,210.00
00014900	H2253	SUZY WANG	09/01/2021	\$3,346.00
00014901	H4204	WASHINGTON COUNTY HRA	09/01/2021	\$975.43

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00014902	H0867	IRVING WEISER	09/01/2021	\$1,900.00
00014903	H9106	WEISSER INVESTMENTS	09/01/2021	\$7,196.00
00014904	H4530	WESLEY VILLAGE APARTMENTS	09/01/2021	\$7,062.00
00014905	H0442	HENRY B WESSELN	09/01/2021	\$2,559.00
00014906	H1238	WESTCHESTER PARK, LP	09/01/2021	\$1,650.00
00014907	H00144	WESTERN NATIONAL EL DORADO PARTNERS LP	09/01/2021	\$1,186.00
00014908	H3468	WESTLAKE APARTMENTS, LLC	09/01/2021	\$7,535.00
00014909	H2684	WESTMINSTER HOUSING PARTNER, LP	09/01/2021	\$9,035.00
00014910	H2986	CINDY OR ED WICK	09/01/2021	\$792.00
00014911	H0029	WILLOWICK ROYAL	09/01/2021	\$436.00
00014912	H4424	WILSHIRE CREST	09/01/2021	\$1,110.00
00014913	H4523	WINDMILL APARTMENTS	09/01/2021	\$4,105.00
00014914	H4608	WINDWOOD GLEN APTS	09/01/2021	\$1,659.00
00014915	H9109	WINNIE INVESTMENT	09/01/2021	\$5,874.00
00014916	H3286	WINSTON PLACE, LLC	09/01/2021	\$1,111.00
00014917	H4232	WONDERFUL IDEA, LLC	09/01/2021	\$1,173.00
00014918	H5169	GIN O WONG	09/01/2021	\$7,249.00
00014919	H00138	PERRY WONG	09/01/2021	\$1,493.00
00014920	H3592	PHILLIP WONG	09/01/2021	\$1,515.00
00014921	H4709	WOODBIDGE VILLAS APARTMENT HOMES	09/01/2021	\$1,541.00
00014922	H4733	WOODBIDGE VILLAS PARTNERS	09/01/2021	\$1,152.00
00014923	H0165	LEON SHU YAU	09/01/2021	\$1,753.00
00014924	H4806	JIYUN YEOM	09/01/2021	\$1,901.00
00014925	H4168	HENRY H YOUNG	09/01/2021	\$1,746.00
00014926	H4596	EUGENIA ZASLAVSKY	09/01/2021	\$4,300.00
00014927	H3730	GEORGE ZHAO	09/01/2021	\$1,454.00
00673508	H4194	WILLIAM ADAMS	09/01/2021	\$1,145.00
00673509	H4534	ALISO VIEJO 621, LP	09/01/2021	\$1,028.00
00673510	H2616	ANAHEIM REVITALIZATION II PART	09/01/2021	\$2,728.00
00673511	H4705	ANAHEIM REVITALIZATION IV PARTNERS, LP	09/01/2021	\$1,871.00
00673512	H4722	ANAHEIM REVITALIZATION PARTNERS III LP	09/01/2021	\$1,606.00
00673513	H7330	BAHIA VILLAGE MOBILEHOME PARK	09/01/2021	\$921.00
00673514	H00115	BELLECOUR APARTMENTS	09/01/2021	\$1,473.00
00673515	H00064	BEXAEW THE HAVENS LP	09/01/2021	\$1,039.00
00673516	H00070	BRIDGE WF CA CRYSTAL VIEW LP	09/01/2021	\$2,423.00



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00673517	H0950	RICHARD BUI JR	09/01/2021	\$3,234.00
00673518	H2035	RICHARD BUI JR	09/01/2021	\$1,211.00
00673519	H00155	CRYSTAL BUI	09/01/2021	\$2,151.00
00673520	H3596	JIMMY QUOC BUI	09/01/2021	\$4,440.00
00673521	H4355	LAN HUYNH NGOC BUI	09/01/2021	\$807.00
00673522	H0432	PHAT BUI	09/01/2021	\$2,407.00
00673523	H1455	SON MINH BUI	09/01/2021	\$1,297.00
00673524	H4756	TAN H BUI	09/01/2021	\$1,519.00
00673525	H4238	TINH TIEN BUI	09/01/2021	\$1,950.00
00673526	H0289	RONALD CALKINS	09/01/2021	\$1,436.00
00673527	H9009	CHANTECLAIR APTS	09/01/2021	\$1,238.00
00673528	H00127	RICHARD N CHAO	09/01/2021	\$1,082.00
00673529	H2701	DAVID CHEN	09/01/2021	\$1,153.00
00673530	H4584	JOON CHOI	09/01/2021	\$8,257.00
00673531	H4671	ROBERT CHRISTMAN	09/01/2021	\$1,940.00
00673532	H4617	MEI-LING CHU	09/01/2021	\$550.00
00673533	H00054	CITY OF FLAGSTAFF HOUSING AUTHORITY	09/01/2021	\$1,966.16
00673534	H4773	CMIF III CORONADO PALMS, LLC	09/01/2021	\$1,550.00
00673535	H4380	CRESTWOOD ON 7, LLC	09/01/2021	\$2,379.00
00673536	H00072	KHANH DANG	09/01/2021	\$913.00
00673537	H4824	TIM Q DANG	09/01/2021	\$1,915.00
00673538	H0168	STACY HOA TUOI DANG	09/01/2021	\$1,578.00
00673539	H00106	HAROLD E DELONG	09/01/2021	\$1,189.00
00673540	H00067	BIEN T DINH	09/01/2021	\$1,191.00
00673541	H4690	KIM-ANH T DINH	09/01/2021	\$2,274.00
00673542	H4533	MINH TAM DO	09/01/2021	\$971.00
00673543	H4693	THO DO	09/01/2021	\$2,570.00
00673544	H4222	THUAN DO	09/01/2021	\$1,172.00
00673545	H3422	DINH T DOAN	09/01/2021	\$1,101.00
00673546	H00043	MICHAEL DOAN	09/01/2021	\$1,230.00
00673547	H1395	HELMUT DONNER	09/01/2021	\$2,702.00
00673548	H4348	LAN DUONG	09/01/2021	\$1,280.00
00673549	H4187	EL CAMINO LU, LLC	09/01/2021	\$946.00
00673550	H4016	ELDEN EAST APARTMENTS	09/01/2021	\$803.00
00673551	H3075	EMERALD GARDENS APT	09/01/2021	\$27.00

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673552	H5060	EUCLID PARK APTS	09/01/2021	\$1,543.00
00673553	H4813	FENWAY PROPERTIES	09/01/2021	\$1,427.00
00673554	V00658	FRANCHISE TAX BOARD	09/01/2021	\$333.25
00673555	H2768	DALE A FULLWOOD	09/01/2021	\$992.00
00673556	H00172	GREENBROOK APARTMENTS LP	09/01/2021	\$1,306.00
00673557	H4193	GROVE PARK, LLC	09/01/2021	\$3,631.00
00673558	H1629	MANH MINH HA	09/01/2021	\$1,182.00
00673559	H4386	RICHARD D HANSEN	09/01/2021	\$1,179.00
00673560	H3218	KULJIT HARA	09/01/2021	\$991.00
00673561	H1979	STEVE HARA	09/01/2021	\$5,883.00
00673562	H4703	HERMOSA VILLAGE PHASE I HOUSING PARTNERS, LP	09/01/2021	\$1,268.00
00673563	H4128	THOMAS P HO	09/01/2021	\$1,577.00
00673564	H1873	JAMES HOANG	09/01/2021	\$3,096.00
00673565	H3022	NICK HOFFMAN	09/01/2021	\$1,013.00
00673566	H00105	HOUSING AUTHORITY OF THE CITY OF LONG BEACH	09/01/2021	\$2,867.57
00673567	H00107	HOUSING AUTHORITY OF THE CITY OF VANCOUVER	09/01/2021	\$605.63
00673568	H3140	CHONG WEI HUANG	09/01/2021	\$1,792.00
00673569	H4810	DOANH HUYNH	09/01/2021	\$1,666.00
00673570	H3473	NATALIE N HUYNH	09/01/2021	\$1,332.00
00673571	H1830	NGHIA TRUNG HUYNH	09/01/2021	\$2,798.00
00673572	H3095	TRANG HUYNH	09/01/2021	\$3,830.00
00673573	H3109	LINDA JOHNSON	09/01/2021	\$1,871.00
00673574	H3337	JOMARC PROPERTIES LTD	09/01/2021	\$10,128.00
00673575	H4579	JOSEPH & KIM CORP	09/01/2021	\$3,267.00
00673576	H2641	KDF HERMOSA, LP	09/01/2021	\$4,654.00
00673577	H3083	KDF MALABAR, LP	09/01/2021	\$37,086.00
00673578	H2403	KDF SEA WIND, LP	09/01/2021	\$1,388.00
00673579	H1217	MARTIN KLEIN	09/01/2021	\$867.00
00673580	H2011	M I KOLSY	09/01/2021	\$912.00
00673581	H3683	WILLIAM KUNZMAN	09/01/2021	\$1,500.00
00673582	H00117	ANH T LAM	09/01/2021	\$915.00
00673583	H4284	LE FAMILY TRUST	09/01/2021	\$3,179.00
00673584	H1638	DON LE	09/01/2021	\$772.00
00673585	H3740	DONALD LE	09/01/2021	\$1,227.00
00673586	H4622	HUY LE	09/01/2021	\$2,347.00

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00673587	H1531	TRACEY LE	09/01/2021	\$1,242.00
00673588	H1423	VIET Q LE	09/01/2021	\$764.00
00673589	H0298	YENNHI LE	09/01/2021	\$1,229.00
00673590	H4132	HOABINH LE-MUNZER	09/01/2021	\$763.00
00673591	H4694	DOUG LEONG	09/01/2021	\$1,277.00
00673592	H0216	ALICE LIAO	09/01/2021	\$2,502.00
00673593	H00066	DAVID A LO	09/01/2021	\$1,718.00
00673594	H4765	MAI LUONG	09/01/2021	\$1,267.00
00673595	H4820	VIVIAN Q LUU	09/01/2021	\$1,844.00
00673596	H0958	WILLIAM T MACDONALD	09/01/2021	\$3,934.00
00673597	H00132	DAVID E MADJE	09/01/2021	\$8,911.00
00673598	H1705	MAGIC LAMP MOBILE HOME PARK	09/01/2021	\$1,262.00
00673599	H1188	LARRY MAH	09/01/2021	\$991.00
00673600	H2333	HANH T MAI-NGUYEN	09/01/2021	\$1,432.00
00673601	H1861	TERRY MAMMEN	09/01/2021	\$4,678.00
00673602	H3101	SUPUNNEE MANNIL	09/01/2021	\$1,271.00
00673603	H4675	ZHIYAN MAO	09/01/2021	\$2,643.00
00673604	H2998	JEAN MIYAMOTO	09/01/2021	\$255.00
00673605	H3043	MONARK, LP	09/01/2021	\$4,174.00
00673606	H0780	MONTEJO APARTMENTS	09/01/2021	\$1,713.00
00673607	H2741	ANDREW NGO	09/01/2021	\$2,420.00
00673608	H00152	BRIGHTON QUOCSI NGO	09/01/2021	\$1,301.00
00673609	H4184	KIM NGO	09/01/2021	\$899.00
00673610	H2386	MARY NGO	09/01/2021	\$5,814.00
00673611	H2478	HOA KIM NGO	09/01/2021	\$635.00
00673612	H0408	NGUYEN'S FAMILY INVESTMENTS, LP	09/01/2021	\$5,994.00
00673613	H00114	AN NGUYEN	09/01/2021	\$439.00
00673614	H4031	BACH THI NGUYEN	09/01/2021	\$1,082.00
00673615	H00176	BICH LIEN T NGUYEN	09/01/2021	\$1,546.00
00673616	H1184	BICHLE T NGUYEN	09/01/2021	\$3,460.00
00673617	H3176	BOYCE JR NGUYEN	09/01/2021	\$1,372.00
00673618	H3876	D DUY MD NGUYEN	09/01/2021	\$905.00
00673619	H3910	FRANK M NGUYEN	09/01/2021	\$1,729.00
00673620	H2192	HOC VAN NGUYEN	09/01/2021	\$1,631.00
00673621	H4623	LINDA MAI NGUYEN	09/01/2021	\$1,169.00

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00673622	H4473	MAI NGUYEN	09/01/2021	\$399.00
00673623	H00175	NAM V NGUYEN	09/01/2021	\$1,178.00
00673624	H4061	NGUYEN, NICOLE U	09/01/2021	\$1,137.00
00673625	H4728	QUOC KIM NGUYEN	09/01/2021	\$1,646.00
00673626	H4529	STEVEN NGUYEN	09/01/2021	\$1,035.00
00673627	H9044	THANH VAN NGUYEN	09/01/2021	\$2,557.00
00673628	H4682	THUY T NGUYEN	09/01/2021	\$1,163.00
00673629	H00086	TRINH NGUYEN	09/01/2021	\$1,711.00
00673630	H3103	NICOLE UYEN NGUYEN	09/01/2021	\$813.00
00673631	H2879	PAULINE KIMPHUNG NGUYEN	09/01/2021	\$3,789.00
00673632	H2526	SHERRY LIEU NGUYEN	09/01/2021	\$1,160.00
00673633	H1027	TON SANH NGUYEN	09/01/2021	\$1,331.00
00673634	H3114	TRACY NGUYEN	09/01/2021	\$1,345.00
00673635	H2699	THUY-TIEN NGUYEN-TU	09/01/2021	\$2,113.00
00673636	H3404	NORTHWOOD PLACE	09/01/2021	\$4,373.00
00673637	H00041	OLIVIA THANH CAPITALS LLC	09/01/2021	\$1,208.00
00673638	H4644	PALMA VISTA APTS, LLC	09/01/2021	\$1,443.00
00673639	H2739	CHONG PIL PARK	09/01/2021	\$1,121.00
00673640	H3551	SUWAPANG PATTUMMADITH	09/01/2021	\$1,427.00
00673641	H4351	PAVILION PARK SENIOR 1 HOUSING PARTNERS, LP	09/01/2021	\$3,297.00
00673642	H4582	ANH THI PHAM	09/01/2021	\$1,563.00
00673643	H4800	DAVID VU PHAM	09/01/2021	\$1,699.00
00673644	H00150	DON PHU PHAM	09/01/2021	\$2,235.00
00673645	H3817	QUYEN PHAM	09/01/2021	\$1,124.00
00673646	H2419	THANH PHAM	09/01/2021	\$384.00
00673647	H1049	TUNG PHAM	09/01/2021	\$1,539.00
00673648	H1851	LOAN ANH THI PHAM	09/01/2021	\$1,436.00
00673649	H4786	HUNG PHAN	09/01/2021	\$2,070.00
00673650	H4624	VAN KHANH PHAN	09/01/2021	\$1,448.00
00673651	H4509	PLAZA WOODS, LLC	09/01/2021	\$4,992.00
00673652	H4535	PORTOLA IRVINE, LP ANTON PORTOLA APARTMENTS	09/01/2021	\$1,348.00
00673653	H3801	RANCHO ALISAL	09/01/2021	\$1,703.00
00673654	H4353	RAYMOND AND LYNN RUAIS	09/01/2021	\$618.00
00673655	H00110	SAN DIEGO HOUSING COMMISSION	09/01/2021	\$2,321.43
00673656	H3488	CELESTE SCHWERMANN	09/01/2021	\$999.75

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00673657	H4448	SE AMSTER	09/01/2021	\$1,093.00
00673658	H4241	SILO NORTHEAST, LLC	09/01/2021	\$2,992.00
00673659	H4811	STONECREST POINT APTS	09/01/2021	\$1,805.00
00673660	H4590	CATHY TA	09/01/2021	\$1,800.00
00673661	H00147	DANNY HOANG TA	09/01/2021	\$1,613.00
00673662	H4409	TERESINA APARTMENTS	09/01/2021	\$1,179.00
00673663	H00185	JAI PAUL THAKUR	09/01/2021	\$1,431.00
00673664	H00113	THE HUNTINGTON PARTNERSHIP	09/01/2021	\$1,439.00
00673665	H3041	THE KNOLLS	09/01/2021	\$399.00
00673666	H00087	THE RETREAT AT MIDWAY CITY (WSH MANAGEMENT)	09/01/2021	\$9,702.00
00673667	H1959	THOMSON EQUITIES	09/01/2021	\$1,243.00
00673668	H6710	THOMSON EQUITIES	09/01/2021	\$2,268.00
00673669	H00024	TIC INVESTMENT COMPANY, LLC	09/01/2021	\$1,840.00
00673670	H4726	TIC INVESTMENT COMPANY, LLC	09/01/2021	\$6,800.00
00673671	H4616	VINH THAT TON	09/01/2021	\$1,667.00
00673672	H00075	IVY TONNU-MIHARA	09/01/2021	\$1,350.00
00673673	H3577	EDWARD T TRAN	09/01/2021	\$962.00
00673674	H4688	ERIC TRAN	09/01/2021	\$1,083.00
00673675	H4788	LONG QUOC TRAN	09/01/2021	\$1,408.00
00673676	H3686	LIEN KIM TRAN-NGUYEN	09/01/2021	\$1,064.00
00673677	H4422	TRG FULLERTON AFFORDABLE, LP / VENTANA APARTMENTS	09/01/2021	\$931.00
00673678	H4493	TRANG N TRINH	09/01/2021	\$1,270.00
00673679	H00056	LUCKY LUC TRUONG	09/01/2021	\$1,230.00
00673680	H2187	THUAN BICH TRUONG	09/01/2021	\$1,288.00
00673681	H2335	THUAN BICH TRUONG	09/01/2021	\$3,991.00
00673682	H2410	SON BICH TRUONG	09/01/2021	\$1,216.00
00673683	H0146	ANGELO S TURI	09/01/2021	\$2,481.00
00673684	H2982	MARCO VELASTEGUI	09/01/2021	\$1,427.00
00673685	H3943	VILLA CAPRI ESTATES	09/01/2021	\$1,844.00
00673686	H2717	THUA VINH	09/01/2021	\$544.00
00673687	H4662	VISTA DEL SOL APARTMENTS	09/01/2021	\$1,301.00
00673688	H9103	VISTA DEL SOL APTS	09/01/2021	\$1,098.00
00673689	H1723	KIMCHI VO	09/01/2021	\$2,014.00
00673690	H4327	THIEN T VO	09/01/2021	\$740.00

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00673691	H3476	TIN TRUNG VO	09/01/2021	\$1,100.00
00673692	H1805	VPM BRIDGES APTS	09/01/2021	\$266.00
00673693	H3637	VPM MANAGEMENT	09/01/2021	\$1,210.00
00673694	H3088	VPM SHER LANE, LP	09/01/2021	\$3,309.00
00673695	H00065	HUNG TRONG VU	09/01/2021	\$1,856.00
00673696	H00146	LONG DUC VU	09/01/2021	\$894.00
00673697	H00074	SU T VU	09/01/2021	\$1,752.00
00673698	H2900	DANNY VU	09/01/2021	\$1,763.00
00673699	H0719	NEIL E WEST	09/01/2021	\$1,297.00
00673700	H1934	WINDSOR-DAWSON, LP	09/01/2021	\$5,610.00
00673701	H3429	WINDWOOD KNOLL APARTMENTS	09/01/2021	\$3,681.00
00673702	H00118	WOODBIDGE APARTMENTS	09/01/2021	\$1,841.00
00673703	H4762	WOODBIDGE WILLOWS	09/01/2021	\$3,650.00
00673704	H3506	WOODBURY SQUARE	09/01/2021	\$1,584.00
00673705	H00184	XIAOLIN WU	09/01/2021	\$2,363.00
00673706	H0173	VINCE YIANG	09/01/2021	\$1,288.00
			<b>EFT:</b>	<b>966 \$2,776,559.07</b>
			<b>Check:</b>	<b>199 \$419,057.79</b>
			<b>Total:</b>	<b>1,165 \$3,195,616.86</b>



City of Garden Grove  
Certificate of Warrants  
09/02/2021

This is to certify the demands covered by wire numbers 00000717 through 00000726, EFT numbers 00014928 through 00014940, and check numbers 00673707 through 00673805 inclusive as listed on this register and have been verified by the Finance Division as properly issued and bear all proper signatures.

A handwritten signature in blue ink, appearing to read 'Patricia Song', written over a horizontal line.

Finance Director  
Patricia Song

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00000717	V00789	SO CALIF EDISON CO	09/02/2021	\$59,066.85
00000718	V00789	SO CALIF EDISON CO	09/02/2021	\$3,879.23
00000719	V00789	SO CALIF EDISON CO	09/02/2021	\$13.25
00000720	V00789	SO CALIF EDISON CO	09/02/2021	\$4,020.23
00000721	V00789	SO CALIF EDISON CO	09/02/2021	\$8,040.45
00000722	V00789	SO CALIF EDISON CO	09/02/2021	\$14,606.52
00000723	V00789	SO CALIF EDISON CO	09/02/2021	\$29,213.04
00000724	V00789	SO CALIF EDISON CO	09/02/2021	\$47,105.61
00000725	V00789	SO CALIF EDISON CO	09/02/2021	\$96,066.20
00000726	V00789	SO CALIF EDISON CO	09/02/2021	\$144,405.92
00014928	V00650	BUREAU VERITAS NORTH AMERICA, INC	09/02/2021	\$10,950.00
00014929	V01042	CHARLES P CROWLEY CO, INC	09/02/2021	\$6,178.89
00014930	V01036	CITIBANK %CITIGROUP	09/02/2021	\$7,488.16
00014931	V00672	CRON & ASSOCIATES TRANSCRIPTION, INC	09/02/2021	\$4,635.42
00014932	V02742	DEMANET BITE SUITS LLC	09/02/2021	\$1,640.00
00014933	V01376	FERNANDO'S SCREEN PRINTING, INC	09/02/2021	\$50,000.00
00014934	V02798	FUN EXPRESS, INC	09/02/2021	\$75.00
00014935	V00218	GRAINGER	09/02/2021	\$1,132.65
00014936	V01817	LSA ASSOCIATES, INC	09/02/2021	\$9,296.59
00014937	V00271	MONTROSE AIR QUALITY SERVICES, LLC	09/02/2021	\$966.25
00014938	V00210	PEST OPTIONS, INC	09/02/2021	\$917.25
00014939	V02775	THE TEC NETWORK	09/02/2021	\$5,071.67
00014940	V00520	WESTERN EXTERMINATOR	09/02/2021	\$574.00
00673707	V00605	AARDVARK	09/02/2021	\$39,343.85
00673708	V02594	AGA ENGINEERS, INC.	09/02/2021	\$10,530.00
00673709	OTV001624	ATALAY ALJAN	09/02/2021	\$32.75
00673710	V00633	ALL AMERICAN ASPHALT	09/02/2021	\$1,119,667.61
00673711	V00426	ALS GROUP USA CORP	09/02/2021	\$2,470.00
00673712	V02328	APPLEONE EMPLOYMENT SERVICES	09/02/2021	\$2,769.84
00673713	V00641	AQUA-METRIC SALES CO	09/02/2021	\$15,031.13
00673714	V00864	ASSOCIATED SOILS ENGINEERING, INC	09/02/2021	\$28,900.00
00673715	V00145	AUTONATION FORD TUSTIN	09/02/2021	\$1,293.60
00673716	V00429	BEE REMOVERS	09/02/2021	\$280.00
00673717	V00249	BLAIS & ASSOCIATES, LLC	09/02/2021	\$157.50



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00673718	V00649	BROWNELLS, INC	09/02/2021	\$65.62
00673719	V00074	BSN SPORTS, LLC	09/02/2021	\$1,187.76
00673720	V00655	C WELLS PIPELINE MATERIALS, INC	09/02/2021	\$2,877.80
00673721	V00304	CADD MICROSYSTEMS, INC	09/02/2021	\$3,121.00
00673722	OTV001613	TIM CAIN	09/02/2021	\$205.58
00673723	V00660	CAMERON WELDING SUPPLY	09/02/2021	\$69.32
00673724	OTV001587	THOMAS CATANZARO	09/02/2021	\$50.98
00673725	V02710	CHEESE & CRUMBLE, INC. DBA SOCIAL A LA CARTE	09/02/2021	\$7,500.00
00673726	V02710	CHEESE & CRUMBLE, INC. DBA SOCIAL A LA CARTE	09/02/2021	\$3,800.00
00673727	V00534	CHEM PRO LABORATORY, INC	09/02/2021	\$380.00
00673728	OTV001599	TIEN CHU	09/02/2021	\$55.58
00673729	V01861	CITY OF BREA ADMINISTRATIVE SERVICES	09/02/2021	\$59,420.47
00673730	V00596	CLEANSTREET	09/02/2021	\$123.00
00673731	V00666	COMMUNITY VETERINARY HOSPITAL INC	09/02/2021	\$6,736.00
00673732	V00620	COUNTY OF ORANGE	09/02/2021	\$504.74
00673733	V00075	CROSSTOWN ELECTRICAL & DATA, INC	09/02/2021	\$528.00
00673734	V00858	CSULB FOUNDATION	09/02/2021	\$386.00
00673735	V00676	DUNN-EDWARDS CORPORATION	09/02/2021	\$51.04
00673736	V01372	EBIX, INC	09/02/2021	\$260.66
00673737	V02449	EMBASSY CONSULTING SERVICES LLC	09/02/2021	\$175.00
00673738	OTV001610	ESTATE OF MARION L BERTOTTI	09/02/2021	\$48.90
00673739	V00829	FERGUSON ENTERPRISES, INC 1350	09/02/2021	\$8,517.57
00673740	V00143	FRYE SIGN CO	09/02/2021	\$1,962.56
00673741	OTV001598	GLENN FUKUDA	09/02/2021	\$29.77
00673742	V00054	GALLS LLC	09/02/2021	\$921.34
00673743	V00526	GANAHL LUMBER COMPANY	09/02/2021	\$262.18
00673744	OTV001618	GENUINE PROPERTY MGMT	09/02/2021	\$19.05
00673745	V01746	GMU GEOTECHNICAL, INC	09/02/2021	\$8,774.50
00673746	OTV001606	STANISLAW GNIADEK	09/02/2021	\$48.28
00673747	V00621	GOLDEN WEST COLLEGE	09/02/2021	\$2,297.00
00673748	V01039	GRAPHIC CONTROLS, LLC	09/02/2021	\$421.03
00673749	V00503	HF&H CONSULTANTS, LLC	09/02/2021	\$13,633.25
00673750	OTV001601	LINA D HO	09/02/2021	\$116.54
00673751	OTV001620	TUYET MAI THI HOANG LE	09/02/2021	\$28.50
00673752	V02719	KENNEDY E HOBSON	09/02/2021	\$462.50

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00673753	OTV001614	BRYON HOLT	09/02/2021	\$194.47
00673754	V02447	HUMAN OPTIONS	09/02/2021	\$10,836.04
00673755	V00135	IMPERIAL SPRINKLER SUPPLY, INC	09/02/2021	\$1,663.14
00673756	V02697	JOHNSON CONTROLS FIRE PROTECTION LP	09/02/2021	\$4,250.00
00673757	V00720	JOHNSTONE SUPPLY	09/02/2021	\$89.45
00673758	V00721	KELLY PAPER	09/02/2021	\$1,198.56
00673759	V00725	KNORR SYSTEMS, INC	09/02/2021	\$372.34
00673760	OTV001586	MICHAEL J KRUNIC	09/02/2021	\$116.92
00673761	OTV001602	NATALIE LE	09/02/2021	\$14.47
00673762	V00769	LEGAL SHIELD	09/02/2021	\$812.25
00673763	OTV001612	ANETTE LEMOI	09/02/2021	\$20.26
00673764	V00610	LT PROPERTIES	09/02/2021	\$17,974.25
00673765	OTV001594	OLGA MORTLEY	09/02/2021	\$500.00
00673766	OTV001611	QUANG NGO	09/02/2021	\$46.60
00673767	OTV001607	JOHN NGUYEN VU	09/02/2021	\$17.09
00673768	OTV001597	DEBBIE NGUYEN	09/02/2021	\$289.71
00673769	OTV001616	jacqueline nguyen	09/02/2021	\$4.39
00673770	H00165	LUU PHUONG NGUYEN	09/02/2021	\$2,114.00
00673771	OTV001605	TU NGUYEN	09/02/2021	\$195.95
00673772	V00559	ORANGE COUNTY EMERGENCY PET CLINIC	09/02/2021	\$3,123.00
00673773	OTV001593	JOSE J OROZCO	09/02/2021	\$255.00
00673774	OTV001623	CHRISTINA PHAM	09/02/2021	\$9.03
00673775	V02665	PHO HOA SOAN	09/02/2021	\$1,500.00
00673776	OTV001585	MARTHA QUINTEROS	09/02/2021	\$102.10
00673777	OTV001609	ROSEFARM INVESTMENTS INC	09/02/2021	\$12.22
00673778	OTV001596	LETICIA / ALFONSO ROSSANO	09/02/2021	\$2.80
00673779	V00207	SABP, INC SABP REPROGRAPHICS	09/02/2021	\$94.70
00673780	V02753	SAN DIEGO MIRAMAR COLLEGE	09/02/2021	\$46.00
00673781	V00784	SHOETERIA	09/02/2021	\$476.58
00673782	OTV001617	PAULETTE A SILVA	09/02/2021	\$41.86
00673783	V00795	SPARKLETTS	09/02/2021	\$96.01
00673784	OTV001600	JOHN STEVENSON	09/02/2021	\$9.01
00673785	V00570	STRADLING, YOCCA,CARLSON & RAUTH	09/02/2021	\$27,556.00
00673786	OTV001604	TIEN TA	09/02/2021	\$78.20
00673787	V00568	TEAM OF ADVOCATES FOR SPECIAL KIDS	09/02/2021	\$872.18

**CITY OF GARDEN GROVE**  
**GGFEFM001 Warrant Register**  
**Check Dates Sep 2, 2021**

Report Generated on Sep 7, 2021 5:18:04 PM

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Check	Vendor #	Vendor Name	Issue Date	Check Amount
00673788	V01389	THE HOME DEPOT PRO	09/02/2021	\$2,148.98
00673789	V00528	THE ORANGE COUNTY HUMANE SOCIETY	09/02/2021	\$48,333.32
00673790	H4720	TIC INVESTMENT COMPANY, LLC	09/02/2021	\$1,699.00
00673791	OTV001344	DE TON	09/02/2021	\$1,000.00
00673792	OTV001615	FREDY & ALICIA TORRES	09/02/2021	\$4.80
00673793	OTV001592	LISSET OROZCO TORRES	09/02/2021	\$500.00
00673794	OTV001595	ANDY TRAN	09/02/2021	\$40.25
00673795	OTV001622	HOANG TH TRAN	09/02/2021	\$13.84
00673796	V01123	TRANSAMERICA EMPLOYEE BENEFITS	09/02/2021	\$3,870.60
00673797	OTV001578	JACKLYN TROUNG	09/02/2021	\$658.04
00673798	OTV001603	DYLAN TRUONG	09/02/2021	\$5.79
00673799	OTV001446	US BUILDER GROUP, INC.	09/02/2021	\$1,000.00
00673800	V00301	USA BLUE BOOK	09/02/2021	\$670.78
00673801	V01672	VMI, INC	09/02/2021	\$1,431.15
00673802	OTV001608	KYLE VO	09/02/2021	\$41.22
00673803	OTV001619	ANDREW VU	09/02/2021	\$55.51
00673804	V00823	WATERLINE TECHNOLOGIES, INC	09/02/2021	\$4,443.80
00673805	OTV001621	ERIC YNIGUEZ	09/02/2021	\$41.29
			<b>EFT:</b>	<b>13</b>
			<b>Check:</b>	<b>109</b>
			<b>Total:</b>	<b>122</b>
				<b>\$98,925.88</b>
				<b>\$1,892,878.05</b>
				<b>\$1,991,803.93</b>

VOID	NAME	WARRANT NUMBER	AMOUNT	NAME	WARRANT NUMBER	AMOUNT
643	STEPHEN J VARGAS	184644	-500.23	STEPHEN J VARGAS	184644	500.23
184645	HOAI THUONG H NGUYEN	184646	1070.40	JUDITH A MOORE	184646	2083.21
184647	DIANE BELAIR	2517.45	2517.45	MICHAEL F ROCHA	184648	2991.04
184649	DAMIAN JESUS CHAVEZ	668.63	668.63	ARTHUR J FLORES	184650	2467.91
184651	LIZBETH BENITEZ	589.44	589.44	IRIS L CHOW	184652	561.76
184653	DEANNA M CHUMACERO	771.30	771.30	AARON D DINH	184654	777.54
184655	ARNULFO GUZMAN JR	145.68	145.68	HALLIE S HUANG	184656	345.08
184657	ETHEL A MONARES	219.98	219.98	ALEXANDER H NGUYEN	184658	426.66
184659	BRENDAN L NGUYEN	444.32	444.32	BRANDON J TAING	184660	326.16
184661	SAVANTHA B VARGAS	605.17	605.17	PATRICK R JULIENNE	184662	2668.28
184663	STEPHEN J VARGAS	465.45	465.45	GEORGE S BRIETIGAM III	D384820	262.05
D384821	PHAT T BUI	68.66	68.66	STEVEN R JONES	D384822	243.19
D384823	STEPHANIE L KLOPFENSTEIN	132.70	132.70	DIEDRE THU HA NGUYEN	D384824	276.47
D384825	KIM B NGUYEN	280.23	280.23	JOHN R ONEILL	D384826	295.82
D384827	PAMELA M HADDAD	1734.44	1734.44	SHAWN S PARK	D384828	2447.48
D384829	SCOTT C STILES	7475.49	7475.49	MARIA A STIPE	D384830	5658.11
D384831	MEENA YOO	2241.87	2241.87	AMANDA M POLLOCK	D384832	1781.88
D384833	TERESA L POMEROY	3612.49	3612.49	LIZABETH C VASQUEZ	D384834	2286.46
D384835	VERONICA AVILA	2246.17	2246.17	JEFFREY P DAVIS	D384836	2166.62
D384837	NOELLE N KIM	2367.21	2367.21	RACHEL MENDIOLA	D384838	934.53
D384839	MARIE L MORAN	2696.26	2696.26	ANA E PULIDO	D384840	4056.67
D384841	KRISTY H THAI	2426.60	2426.60	SHAUNA J CARRENO	D384842	4117.56
D384843	VY D HO	1739.32	1739.32	DANNY HUYNH	D384844	4780.72
D384845	VILMA C KLOESS	2585.65	2585.65	IVY LE	D384846	2154.88
D384847	TAMMY LE	1374.20	1374.20	LINDA MIDDENDORF	D384848	2764.67
D384849	MARIA A NAVARRO	2568.01	2568.01	PHUONG VIEN T NGUYEN	D384850	2159.48
D384851	QUANG NGUYEN	2550.63	2550.63	TINA T NGUYEN	D384852	2026.62
D384853	THYANA T PHI	2796.12	2796.12	MARIA RAMOS	D384854	2433.39
D384855	TANYA L TO	1513.37	1513.37	CUONG K TRAN	D384856	2016.42
D384857	ELAINE TRUONG	1740.79	1740.79	THANH-NGUYEN VO	D384858	1711.80
D384859	SYLVIA GARCIA	2667.18	2667.18	YUAN SONG	D384860	5275.69
D384861	RETA J WESTON	1626.00	1626.00	KAREN M HARRIS	D384862	2870.51
D384863	CHRISTI C MENDOZA	1048.28	1048.28	JANET J CHUNG	D384864	3171.39
D384865	ANN C EIFERT	3606.81	3606.81	MARGARITA ABOLA	D384866	1997.18
D384867	MARY ANN M ALCANCIA	3044.71	3044.71	MARISA ATIN RAMOS	D384868	1401.63
D384869	ROBERT W MAY	1359.12	1359.12	SHAWNA A MCDONOUGH	D384870	1446.30
D384871	HEIDY Y MUNOZ	3439.03	3439.03	SELAMAWIT NIGATU	D384872	2459.47
D384873	MY TRA VO	2429.14	2429.14	HELEN E WHITTAKER DEGEN	D384874	882.56
D384875	LIGIA ANDREI	1766.91	1766.91	KAREN J BROWN	D384876	639.13
D384877	CORINNE L HOFFMAN	2486.74	2486.74	EDWARD E MARVIN JR	D384878	1894.85
D384879	ANGELA M MENDEZ	1772.49	1772.49	JENNIFER L PETERSON	D384880	1980.78
D384881	ANH PHAM	1722.06	1722.06	EVA RAMIREZ	D384882	2048.77
D384883	JAIME F CHAVEZ	1745.81	1745.81	GARY F HERNANDEZ	D384884	1833.74
D384885	NEAL M MANALANSAN	1888.98	1888.98	DANIEL J SANCHEZ	D384886	1759.32
D384887	SANDRA E SEGAWA	3733.05	3733.05	ALANA R CHENG	D384888	2870.21
D384889	PAUL GUERRERO	2722.42	2722.42	LISA L KIM	D384890	5315.17
D384891	JULIE A ASHLEIGH	2018.20	2018.20	MICHAEL G AUSTIN	D384892	2600.63
D384893	RITA M CRAMER	2433.22	2433.22	BRYSON T DAHLHEIMER	D384894	2288.91

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D384895	RYAN J DAKE	2205.87	D384896	DAVID A DENT	4263.13
D384897	TODD C HARTWIG	2826.18	D384898	RALPH V HERNANDEZ	2294.24
D384899	ARMANDO HERRERA JR	704.30	D384900	AARON J HODSON	2376.13
D384901	DONALD E LUCAS	3064.48	D384902	SVETLANA MOURE	2285.28
D384903	PHU T NGUYEN	3838.66	D384904	JAKE P TRAN	811.64
D384905	CHRISTOPHER CHUNG	2793.28	D384906	PRIT J KASKLA	2000.38
D384907	HUONG Q LY	2158.96	D384908	LEE W MARINO	4294.34
D384909	MARIA L MARTINEZ	2366.13	D384910	MARIA C PARRA	3197.58
D384911	MONICA COVARRUBIAS	3557.74	D384912	GRACE E LEE	2642.39
D384913	AMEENAH ABU HAMDIYYAH	2010.53	D384914	GREG BLODGETT	3432.94
D384915	ALBERT O NUNEZ BLANCO	544.95	D384916	ORLINO CAMPOS REFUERZO J	544.95
D384917	ROY N ROBBINS	3220.87	D384918	TIMOTHY E THRONE	1976.36
D384919	MICHAEL C BOS	2181.51	D384920	DANIEL J CANDELARIA	4106.15
D384921	VINCENT L DE LA ROSA	2448.18	D384922	KAMYAR DIBAJ	796.92
D384923	ALICIA M HOFER	1938.51	D384924	NICOLAS C HSIEH	3616.47
D384925	ROSEMARIE JACOT	2206.84	D384926	SHAN L LEWIS	2657.14
D384927	NAVIN B MARU	4849.16	D384928	JUAN C NAVARRO	2852.99
D384929	MICHAEL F SANTOS	3201.72	D384930	TREVOR G SMOUSE	2393.68
D384931	MARK P UPHUS	4268.40	D384932	JOSE A VASQUEZ	3159.27
D384933	DAI C VU	5098.54	D384934	KHANG L VU	3998.30
D384935	CHRISTOPHER L ALLEN	1720.50	D384936	JOSHUA ARIONUS	2096.55
D384937	ALEJANDRO BANUELOS	1940.55	D384938	JAN BERGER	2365.21
D384939	ROBERT P BERMUDEZ	904.75	D384940	TIM P CANNON	6650.48
D384941	CARINA M DAN	2247.58	D384942	RYAN H DAVIS	2807.09
D384943	RONALD W DIEMERT	2149.56	D384944	CHRIS N ESCOBAR	2643.81
D384945	JEREMY J GLENN	1556.65	D384946	ALEJANDRO GONZALEZ	2778.93
D384947	MICHAEL J GRAY	1945.04	D384948	LARRY GRIFFIN	1865.35
D384949	ROBERT A HAENDIGES	3447.27	D384950	RYAN S HART	2177.31
D384951	EDWARD A HUY	2188.51	D384952	VIDAL JIMENEZ	3659.82
D384953	LIYAN JIN	2376.02	D384954	SAMUEL K KIM	3693.10
D384955	REBECCA PIK KWAN LI	3916.13	D384956	DAVID MA AE	1802.92
D384957	RAQUEL K MANSON	2775.51	D384958	ALFREDO MARTINEZ	1800.15
D384959	TYLER MEISLAHN	1931.72	D384960	JESSE K MONTGOMERY	2254.77
D384961	JUSTIN M MORRIS	1636.82	D384962	STEVEN J MOYA JR	2370.42
D384963	BASIL G MURAD	2411.84	D384964	KIRK L NATLAND	1380.81
D384965	DUC TRUNG NGUYEN	4218.62	D384966	LISA NGUYEN	626.76
D384967	CORNELIU NICOLAE	1777.98	D384968	ANDREW I ORNELAS	2188.42
D384969	DAVID A ORTEGA	4126.56	D384970	CELESTINO J PASILLAS	2873.58
D384971	WILLIAM F PEARSON	3037.05	D384972	JESSICA J POLIDORI	3090.51
D384973	CHRISTOPHER B PRUDHOMME	1784.23	D384974	LES A RUITENSCHILD	3049.02
D384975	JONATHAN RUIZ	4744.51	D384976	ALEXIS SANTOS	1293.34
D384977	ADRIAN M SARMIENTO	2773.70	D384978	ALBERT TALAMANTES JR	2749.31
D384979	MINH K TRAN	2253.10	D384980	ALEJANDRO VALENZUELA JR	1524.81
D384981	ALEJANDRO N VALENZUELA	2074.84	D384982	RONALD J WOLLAND	1524.16
D384983	VICTOR K YERGENSEN	5210.92	D384984	ALICE K FREGOSO	2026.24
D384985	ALICIA R GARCIA	801.29	D384986	WILLIAM E MURRAY JR	6550.47
D384987	EMILY H TRIMBLE	1830.32	D384988	ANA G VERGARA NEAL	2828.21
D384989	ALFRED J AGUIRRE	3042.08	D384990	EDWARD D AMBRIZ GARCIA	838.62

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D384991	RODOLPHO M BECERRA	2846.16	D384992	RAYMOND A BUCHLER	1306.41
D384993	EDGAR A CANO	806.36	D384994	ALBERT J CARRISOZA	1981.06
D384995	GABRIELA R CONTRERAS	2513.33	D384996	JULIE T COTTON	1790.20
D384997	ERIC M ESPINOZA	1754.60	D384998	ALBERT R EURS II	2941.63
D384999	ROBERT J FRANCO	632.38	D385000	CASEY G GIROUARD	1622.72
D385001	HERMILO HERNANDEZ	282.90	D385002	DARNELL D JERRY	840.10
D385003	BRENT KAYLOR	2221.70	D385004	MARK W LADNEY	2774.86
D385005	RAUL LEYVA	2993.64	D385006	DIEGO A MEJIA	1926.05
D385007	RIGOBERTO MENDEZ	3295.66	D385008	STEVEN T ORTIZ	2797.42
D385009	PHILLIP Q PHAM	657.34	D385010	RICHARD L PINKSTON	2606.70
D385011	ALEXIS P TARIN	2442.85	D385012	STEVE J TAUANU'U	2196.03
D385013	SHAQUANNA D WESTON	666.23	D385014	RICK S ZIEGLER	501.84
D385015	IOAN ANDREI	1040.63	D385016	SYLVESTER A BABINSKI IV	1914.01
D385017	DONEISHA L BELL	698.64	D385018	JEFFREY G CANTRELL	2203.49
D385019	JULIA ESPINOZA	1252.66	D385020	CECELIA A FERNANDEZ	1243.08
D385021	CONRAD A FERNANDEZ	1062.91	D385022	DIANA GOMEZ	964.07
D385023	JORGE GONZALEZ	1210.73	D385024	MICHAEL R GREENE	2019.32
D385025	RONALD D GUSMAN	1106.07	D385026	GLORIA A HARO	1201.60
D385027	LEONEL A LAMAS	929.07	D385028	KHUONG NGUYEN	1268.72
D385029	DELFRADO C REYES	1268.72	D385030	RAFAEL ROBLES	1698.69
D385031	ADRIANNA M RODRIGUEZ	1149.54	D385032	EDWIN O THURMAN JR	961.69
D385033	RODERICK THURMAN	1798.34	D385034	EVARISTO VERA	1766.61
D385035	RICHARD L WILLIAMS	2048.46	D385036	ANSELMO AGUIRRE	2014.98
D385037	DOMINIC CAMERA	678.82	D385038	PHILLIP J CARTER	2660.25
D385039	RICK L DUVAL	2598.78	D385040	AARON R HANSEN	671.11
D385041	HUY HOA HUYNH	2333.37	D385042	MATTHEW D ILFELD	1298.06
D385043	BRYAN D KWIATKOWSKI	1943.05	D385044	DANIEL C MOSS	1398.07
D385045	ROLANDO QUIROZ	2568.29	D385046	RICARDO SALDIVAR	604.82
D385047	WILLIAM A SOTO	1905.14	D385048	LUIS A TAPIA	2506.62
D385049	MICHAEL W THOMPSON	3727.95	D385050	JOSEPH E TRUJILLO	1247.70
D385051	WILLIAM J WHITE	2202.91	D385052	JESSE GUZMAN	1926.22
D385053	MARK M KHALIL	2092.75	D385054	BRETT A MEISLAHN	2317.08
D385055	DOUGLAS A MOORE	2254.84	D385056	ANDREW J MORELAND	608.90
D385057	AUSTIN H POWELL	2054.21	D385058	MELVIN P REED	1688.32
D385059	STEPHEN D SUDDUTH	2111.64	D385060	HILLARD J WILLIAMS	502.10
D385061	SOUHELIA K GOUNTOUNA	2248.03	D385062	ALBERT J HOLMON III	3548.56
D385063	VICTOR T BLAS	2730.95	D385064	FRANK X DE LA ROSA	1870.48
D385065	JOSE GOMEZ	2057.62	D385066	MICHAEL V GUERRERO	2430.40
D385067	BRENT W HAYES	3535.21	D385068	FRANK D HOWENSTEIN	2582.46
D385069	ALLEN G KIRZNER	3043.95	D385070	BRANDON S NUNES	1508.82
D385071	STEPHEN PORRAS	2954.82	D385072	JESSE VIRAMONTES	2294.30
D385073	JOHN ZAVALA	2448.65	D385074	YOLANDA A ALVARADO	504.76
D385075	STEPHANIE AMBRIZ	588.47	D385076	REBECCA J BAILOR	505.30
D385077	JOSUE BARREIRO MENDOZA	1521.30	D385078	ALEX C BEARD	58.27
D385079	RACHEL M CAMARENA	2242.58	D385080	RENE CAMARENA	1949.83
D385081	VICTORIA M CASILLAS	1948.48	D385082	AMANDA D CROSS	1821.53
D385083	GISELL L CRUZ	685.06	D385084	KENNETH E CUMMINGS	1006.06
D385085	VICTOR DE ROSAS	562.56	D385086	MARLY DELGADO CHAVEZ	662.92

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D385087	GABRIELA DIAZ	634.95	D385088	KELDEN A DOWNS	565.38
D385089	MARK C FREEMAN	3235.52	D385090	JARED D GARCIA	386.73
D385091	VANESSA L GARCIA	553.76	D385092	STEVEN E GOMEZ	862.45
D385093	JACOB R GRANT	1881.02	D385094	KIMBERLY K HOLER	557.49
D385095	TAMMY D LE	461.77	D385096	KALYSTA N LOPEZ	290.91
D385097	ELAINE M MA AE	2635.26	D385098	LORENA OCHOA MCINTYRE	2054.77
D385099	JESUS MEDINA	1875.70	D385100	JUAN MEDINA	2251.08
D385101	JESSICA MENDOZA	525.39	D385102	JOHN A MONTANCHEZ	9372.24
D385103	KIRSTEN K NAKAISHI	1232.23	D385104	ALLEN T NGUYEN	419.67
D385105	NOEL N NICHOLAS	1020.97	D385106	NATALIE NODAL	500.23
D385107	JENNIFER GODDARD NYE	2758.32	D385108	GABRIELA OCADIZ HERNANDE	3087.12
D385109	CHRISTIAN PANGAN	173.47	D385110	JAMES S PARK	101.98
D385111	JANET E PELAYO	2902.81	D385112	EDOUARD T PHAN	357.41
D385113	SHADY S PUAILOA	681.05	D385114	ALONDRA RAYO	64.64
D385115	SUGEIRY REYNOSO	2426.51	D385116	MARINA Y ROMERO	2023.26
D385117	MARIA D ROSALES	674.81	D385118	TANYA ROSAS	276.79
D385119	VANESSA ROSAS	54.31	D385120	DIANA SALDIVAR	433.45
D385121	DANA MARIE SAUCEDO	2504.59	D385122	EMERON J SCHLUMPPERGER	1036.47
D385123	SAMANTHA M SERNA	549.13	D385124	MYCHAELELLA J SIEVE	421.51
D385125	LAUREN ROSE EMIKO N SING	503.56	D385126	REBECCA S SMITH	319.50
D385127	SARAH L SMITH	835.45	D385128	ETHAN TANG	427.89
D385129	KENNETH P TRAVIS III	596.86	D385130	KATHY TU	103.43
D385131	CLAUDIA VALDIVIA	3094.33	D385132	JEFFREY VAN SICKLE	2319.93
D385133	DAISY O VENCES	217.80	D385134	PAUL E VICTORIA	1368.80
D385135	JACOB D VIRAMONTES	381.26	D385136	DAVID M WILMES	516.87
D385137	PEDRO R ARELLANO	5427.13	D385138	THOMAS R DARE	6077.58
D385139	CAROLE A KANEGAE	2631.03	D385140	CLAUDIA ALARCON	3353.11
D385141	KRISTEN A BACKOURIS	1586.99	D385142	SHARON S BAEK	2107.57
D385143	GENA M BOWEN	2563.71	D385144	JESENIA CAMPOS	2175.18
D385145	NICHOLAS A DE ALMEIDA LO	3229.66	D385146	AMIR A EL FARRA	5005.44
D385147	HELENA ELSOUSOU	2601.37	D385148	BRIAN C GIRGENTI	3625.07
D385149	AI KELLY HUYNH	2381.22	D385150	MICHAEL J JENSEN	5393.49
D385151	ALLYSON T LE	1565.74	D385152	DAVID A LOPEZ	4677.88
D385153	ELLEN S LOPEZ	4975.77	D385154	MATTHEW P MARCHAND	5534.08
D385155	LINDA M MORIN	3937.05	D385156	JOSHUA T OLIVO	3699.47
D385157	PHILLIP H PHAM	2668.12	D385158	REYNA ROSALES	1941.89
D385159	ROBERT M STEPHENSON III	4376.96	D385160	MICHAEL J VISCOMI	3717.48
D385161	CARL J WHITNEY	5369.46	D385162	GIOVANNI ACOSTA	2359.35
D385163	MADELINE M ALVARADO	1795.09	D385164	TIMOTHY R ASHBAUGH	3109.73
D385165	ALFREDO R AVALOS	4690.83	D385166	COLLIN E BAKER	2360.43
D385167	THOMAS A CAPPS	3418.89	D385168	RENZO CHUMBE	2741.71
D385169	DARRYL B CORTEZ JR	2316.08	D385170	GARY L COULTER	2643.00
D385171	CHARLIE DANIELEY III	1970.07	D385172	ISAAC DAVILA	2280.43
D385173	TANNER C DE PADUA	2092.28	D385174	RONALD A DOSCHER	835.14
D385175	BROC D DUDLEY	3094.62	D385176	STEPHEN C ESTLOW	1163.84
D385177	JESUS FAJARDO	2570.21	D385178	HECTOR FERREIRA JR	3023.16
D385179	ROBERT D FRESENIUS	2376.04	D385180	JASON S FULTON	5331.62
D385181	JESUS GOMEZ	2042.84	D385182	TRAVIS J HADDEN	2114.40

\*\*\*\* PAGE TOTAL = 207483.04

D385183	JOSE D HERRERA	4196.09	D385184	JASON A HOWARD	3347.62
D385185	KIRK P HURLEY	2228.13	D385186	DONALD J HUTCHINS	3591.74
D385187	NICKOLAS K JENSEN	2675.98	D385188	SERGIO J JIMENEZ TAVAREZ	2002.45
D385189	CHAD B KIM	2367.58	D385190	LEA K KOVACS	2855.65
D385191	TIMOTHY P KOVACS	5396.79	D385192	MICHAEL J LANG	2825.79
D385193	RAFAEL M LEE	945.61	D385194	MARK A LORD	4073.71
D385195	RYAN M LUX	3138.78	D385196	JORGE L MAZON	2835.90
D385197	MICHAEL A MOSER	1668.56	D385198	MITCHEL S MOSSER	3108.83
D385199	JACOB J NEELY	2108.78	D385200	BRANDON J PAQUA	1974.89
D385201	JASON S PERKINS	3676.57	D385202	COREY T POLOPEK	3491.09
D385203	SINDY RAMIREZ OROZCO	2930.70	D385204	JOHN E RANEY	3022.95
D385205	THOMAS S REED	4104.95	D385206	BRYANT D RICHARDS	1974.88
D385207	AARON T SHIPLEY	2311.81	D385208	SHAYLEN L SIMONS	2306.31
D385209	CHARLES W STARNES	4176.88	D385210	PAUL M TESSIER	3110.39
D385211	VINCENTE J VAICARO	5146.33	D385212	EDGAR VALENCIA	3573.51
D385213	DANIEL C VIGIL	2333.53	D385214	ROYCE C WIMMER	4209.04
D385215	SARAH A WRIGHT	2495.04	D385216	COLE A YNIGUEZ	2775.84
D385217	DAVID C YOUNG	3968.07	D385218	MARCOS R ALAMILLO	3474.67
D385219	BOBBY B ANDERSON	3126.25	D385220	FRANCISCO AVALOS JR	2224.04
D385221	JOHN F BANKSON	3490.45	D385222	JAMES A BLUM	2827.19
D385223	TROY F BOWMAN	2281.78	D385224	JEFFREY A BROWN	4231.75
D385225	RYAN V BUSTILLOS	4451.75	D385226	JUAN C CENTENO	4195.17
D385227	DAVID Y H CHANG	3238.36	D385228	JEROME L CHEATHAM	2863.33
D385229	HAN J CHO	6763.37	D385230	BRIAN M CLASBY JR	3899.30
D385231	JUAN L DELGADO JR	3599.95	D385232	TAYLOR M DUARTE	2263.41
D385233	CHRISTOPHER M EARLE	3271.25	D385234	OTTO J ESCALANTE	5024.13
D385235	JOSHUA N ESCOBEDO	2923.40	D385236	MICHELLE N ESTRADA MONSA	2765.94
D385237	GEORGE R FIGUEREDO	1990.39	D385238	SEAN M GLEASON	2378.21
D385239	GONZALO GONZALEZ JR	2387.62	D385240	KYLE N HALEY	2065.83
D385241	EFFRAIN A JIMENEZ JR	3030.33	D385242	CODY M JOHNSON	3098.15
D385243	ROBERT J KIVLER	2301.60	D385244	PETER M KUNKEL	3472.99
D385245	ERICK LEYVA	4215.87	D385246	RAFAEL LOERA JR	2974.00
D385247	JESSE A LUCATERO	2674.47	D385248	ROBERTO MACHUCA	2358.62
D385249	TAYLOR A MACY	2952.47	D385250	NATHAN D MORTON	2710.17
D385251	PATRICK W MURPHY	2968.93	D385252	PATRICK J MUSCHETTO	2150.33
D385253	THOMAS R NADOLSKI	1815.31	D385254	JEFFREY C NGUYEN	3398.24
D385255	STEVEN TRUJILLO ORTIZ	2314.70	D385256	JOSEPH N PANELLA	2684.56
D385257	EMMANUEL PEREZ	2355.43	D385258	OMAR F PEREZ	2260.16
D385259	LUIS A QUIROZ	1925.00	D385260	LUIS F RAMIREZ	3479.19
D385261	RON A REYES	3322.36	D385262	DANIEL RODRIGUEZ	3190.34
D385263	SEAN M SALAZAR	9391.09	D385264	ALFREDO SALGADO JR.	2137.97
D385265	CHRISTOPHER M SHELIGREN	2965.83	D385266	LEVI JOENIEL SILVA	2456.88
D385267	PAUL W ASHBY	4188.18	D385268	MICHAEL K ELHAMI	4267.37
D385269	SHELBY KEUILIAN	1935.48	D385270	DANNY J MIHALIK	4492.63
D385271	JEREMY N MORSE	3702.10	D385272	JASON M MURO	4057.49
D385273	ROCKY F RUBALCABA	4123.02	D385274	LINO G SANTANA	4827.83
D385275	DANIELLE E WREN	3356.95	D385276	DUO XU	1486.43
D385277	JOHN J YERGLER	3222.96	D385278	BENJAMIN M ELIZONDO	3116.95

\*\*\*\* PAGE TOTAL = 304070.69



D385279	KRISTOFER D KELLEY	2885.05	D385280	NICHOLAS A LAZENBY	3245.95
D385281	CHARLES H LOFFLER	3358.02	D385282	BRADLEY A LOWEN	2876.91
D385283	GIANLUCA F MANIACI	2735.46	D385284	RYAN R RICHMOND	2002.01
D385285	GAREY D STAAL	3537.56	D385286	JOSHUA K BEHZAD	2361.19
D385287	AARON J COOPMAN	2866.39	D385288	MICHAEL E GERDIN	3079.62
D385289	TROY HALLER	4343.49	D385290	JASON L JOHNSON	3246.61
D385291	RAUL MURILLO JR	3869.76	D385292	ERIC T RUZIECKI	3135.66
D385293	RENE BARRAZA	3414.25	D385294	JULIO C CORTEZ	2944.83
D385295	DEREK M LINK	3528.84	D385296	ADAM D ZMIJA	4299.39
D385297	LISA A BELTHIUS	232.17	D385298	RICHARD O BURILLO	4521.58
D385299	RANDY G CHUNG	203.63	D385300	COURTNEY P CIBOSKY	3041.75
D385301	JOHN DANG	145.45	D385302	CHRISTOPHER C DOVEAS	290.51
D385303	DANIEL S EDWARDS	428.71	D385304	EDWARD K KIM	92.54
D385305	EDUARDO C LEIVA	5799.78	D385306	MARIO MARTINEZ JR	4264.68
D385307	JOHN O OJEISEKHOB	162.52	D385308	JOSEPH A GARCIA	449.45
D385309	RODOLFO B RAMOS	465.45	D385310	RUDY A ROCHA	465.45
D385311	CALIEB I VAUGHN	410.59	D385312	TYLER D VU	489.31
D385313	KAREN D BRAME	2156.92	D385314	KENNETH L CHISM	1865.42
D385315	PAUL E DANIELSON	833.80	D385316	KORY C FERRIN	4047.85
D385317	JAMES D FISCHER	1125.73	D385318	VICTORIA M FOSTER	1523.73
D385319	THI A HUYNH	2547.80	D385320	KENNETH E MERRILL	569.34
D385321	DOUGLAS A PLUARD	4233.81	D385322	TRENTON L RASMUSSEN	1430.47
D385323	TUONG-VAN NGUYEN VU	2689.82	D385324	WILLIAM ALLISON	4748.16
D385325	RICHARD A ALVAREZ BROWN	3143.05	D385326	BEAU A BERENGER	3275.00
D385327	BRIAN D DALTON	2824.40	D385328	PATRICIA C FLINN	2653.19
D385329	PATRICK E GILDEA	5226.17	D385330	JENNIFER L ITURRALDE	979.49
D385331	RAQUEL D MATA	1399.24	D385332	REBECCA S MEEKS	3394.52
D385333	JONATHAN B WAINWRIGHT	4374.04	D385334	MARIA A ALCARAZ	2066.99
D385335	MARIA S ATWOOD	1950.57	D385336	RYAN S BERLETH	2150.04
D385337	BRITTANEE N BRANTNER	1760.32	D385338	CARISSA L BRUNICK	1901.03
D385339	TAMMY L CHAURAN HAIRGROV	1578.55	D385340	JACINTA F CHOWDHURY	1915.13
D385341	KRISTINA L CORNETT	1559.47	D385342	RUSSELL B DRISCOLL	1919.63
D385343	VERONICA FRUTOS	1327.08	D385344	DAVID L GEORGE	2144.82
D385345	PINKY C HINGCO	2872.95	D385346	LINDALINH THU LY	1532.86
D385347	MARIA C MCFARLANE	2414.17	D385348	DAWN M MONTOYA	1620.42
D385349	TRINA T NGUYEN	2138.18	D385350	JENNIFER V ROMBOUGH	1938.58
D385351	KIMBRA S VELLANOWETH	1968.30	D385352	CHRISTAL L WEYKER	2228.30
D385353	SHANNON M YELENSKY	1809.52	D385354	SANDRA M ARROYO	1905.07
D385355	SHYLER R.D. CHAPPELL	2042.95	D385356	JENNIFER A DIX	2463.18
D385357	KATHERINE M FRANCISCO	2021.57	D385358	AMANDA B GARNER	447.61
D385359	LAUREN M LADD	2991.34	D385360	ROBERT D LUX	3129.42
D385361	MELISSA MENDOZA CAMPOS	2602.69	D385362	BRANDY J PARK	2771.09
D385363	CRISTINA V PAYAN	2242.07	D385364	JENNIFER M RODRIGUEZ	2419.05
D385365	TANYA L SAMOFF	3014.64	D385366	SUSAN A I SEYMOUR	2939.80
D385367	NICOLE D SHORROW	2507.05	D385368	HEATHER P SLETTVET	1814.59
D385369	DANNY J SOSEBEE	1915.55	D385370	MARSHA D SPELLMAN	2657.04
D385371	SPENCER T TRAN	2393.92	D385372	SANTA WARDLE	1504.67
D385373	CHERYL L WHITNEY	1856.58	D385374	EVAN S BERESFORD	3234.37

\*\*\*\* PAGE TOTAL = 221907.67

D385375	DANIEL A CAMARA	2756.60	D385376	JAMES D FRANKS	2437.34
D385377	PETE GARCIA	2593.71	D385378	ROBERT J GIFFORD	3680.10
D385379	STEVEN H HEINE	1754.37	D385380	WILLIAM T HOLLOWAY	4394.46
D385381	GERALD F JORDAN	2922.28	D385382	JOSEPH L KOLANO	2943.58
D385383	BAO TINH THI LE	1834.14	D385384	DAVID LOPEZ	3631.21
D385385	STEVEN W LUKAS	2048.49	D385386	BRYAN J MEERS	3484.34
D385387	ADAM C NIKOLIC	4531.57	D385388	LUIS A PAYAN	13438.15
D385389	TERRA M RAMIREZ	2537.47	D385390	CHRISTIN E ROGERS	2881.89
D385391	BRIAN T STROUD	4484.81	D385392	DENNIS WARDLE	3679.24
D385393	SUMMER A BOGUE	2365.07	D385394	FLOR DE LIS ELIZONDO	2278.57
D385395	ERIC A QUINTERO	650.69	D385396	ASHLEY C ROJAS	1908.09
D385397	ASHLEIGH R ANDERSON CAMB	2209.66	D385398	JANNA K BRADLEY	2370.85
D385399	MARY C CERDA	2107.27	D385400	BRANDI M HART	695.25
D385401	LIANE Y KWAN	3482.82	D385402	JANY H LEE	3797.19
D385403	SHERRILL A MEAD	2424.96	D385404	STEPHANIE E RICHARDS	1903.60
D385405	CAITLYN M STEPHENSON	2172.17	D385406	LAURA J STOVER	5267.12
D385407	ANNA L GOLD	2037.39	D385408	KATRENA J SCHULZE	2474.51
D385409	MATTHEW T SWANSON	1800.90	D385410	ANTHONY VALENZUELA	1619.94
D385411	CANDY G WILDER	2077.18	D385412	STEVEN F ANDREWS	2510.87
D385413	TERENCE S CHANG	2672.97	D385414	VERNA L ESPINOZA	2127.80
D385415	CESAR GALLO	3083.17	D385416	ERNIE E HINGCO	1948.62
D385417	GEOFFREY A KLOESS	4220.82	D385418	RACHOT MORAGRAAN	3842.87
D385419	NOEL J PROFFITT	3074.87	D385420	ANAND V RAO	5819.41
D385421	ROD T VICTORIA	2459.73	D385422	TERREL KEITH WINSTON	3188.73
D385423	O.C.E.A. GENERAL	2339.20	D385424	O.C.E.A.	1113.61
D385425	POLICE ASSN	15645.79	D385426	COMMUNITY HEALTH CHARITI	45.00
D385427	GARDEN GROVE POLICE ASSO	1620.00	D385428	SO CAL CREDIT UNION	45316.00
D385429	SOUTHLAND CREDIT UNION	4575.00	W2830	GREAT WEST LIFE 457 #340	108128.07
W2831	GREAT WEST LIFE OBRA#340	3194.97	W2832	INTERNAL REVENUE SERVICE	309020.46
W2833	EMPLOYMENT DEVELOPMENT D	96355.88			

\*\*\* PAGE TOTAL = 731980.82

TOTAL CHECK PAYMENTS	21
TOTAL DIRECT DEPOSITS	610
TOTAL WIRE PAYMENTS	4
GRAND TOTAL PAYMENTS	635

20,145.46
1,537,665.74
516,699.38
.....
2,074,510.58

*W*

Checks #184644 thru #184663, and Direct Deposits #D384820 thru #D385429, and wire #W2830 thru #W2833 presented in the Payroll Register submitted to the Garden Grove City Council 17 SEP 2021, have been audited for accuracy and funds are available for payment thereof.

*Patricia Song*  
PATRICIA SONG - FINANCE DIRECTOR

184682	ERIC A QUINTERO	2269.48	184683	HOAI THUONG H NGUYEN	1128.19
184684	JUDITH A MOORE	2083.21	184685	DIANE BELAIR	2091.62
184686	MICHAEL F ROCHA	2906.59	184687	DAMIAN JESUS CHAVEZ	794.40
184688	ARTHUR J FLORES	2467.91	184689	LIZBETH BENITEZ	29.14
184690	JESSICA CEDILLO PADILLA	518.45	184691	AARON D DINH	633.22
184692	BRENDAN L NGUYEN	29.14	184693	LAURA M PACHECO	456.31
184694	BRANDON J TAING	372.87	184695	SAMANTHA B VARGAS	525.88
184696	PATRICK R JULIENNE	3454.48	184697	STEPHEN J VARGAS	284.44
184698	ANGELICA BELLO	602.75	D386036	CAROL E BECKLES	49.27
D386037	GEORGE S BRIETIGAM III	262.05	D386038	PHAT T BUI	117.93
D386039	STEVEN R JONES	292.46	D386040	STEPHANIE L KLOPFENSTEIN	181.97
D386041	DIEDRE THU HA NGUYEN	320.74	D386042	KIM B NGUYEN	324.50
D386043	JOHN R ONEILL	295.82	D386044	PAMELA M HADDAD	1734.44
D386045	SHAWN S PARK	2447.48	D386046	SCOTT C STILES	7373.16
D386047	MARIA A STIPE	5658.11	D386048	MEENA YOO	2291.87
D386049	AMANDA M POLLOCK	1781.88	D386050	TERESA L POMEROY	9230.84
D386051	LIZABETH C VASQUEZ	2286.46	D386052	VERONICA AVILA	2246.17
D386053	JEFFREY P DAVIS	1644.32	D386054	NOELLE N KIM	2367.21
D386055	RACHEL MENDIOLA	945.82	D386056	MARIE L MORAN	2696.26
D386057	ANA E PULIDO	4097.76	D386058	KRISTY H THAI	2426.60
D386059	SHAUNA J CARRENO	2096.78	D386060	VY D HO	1900.86
D386061	DANNY HUYNH	4780.72	D386062	VILMA C KLOESS	2585.65
D386063	IVY LE	2154.88	D386064	TAMMY LE	1374.20
D386065	LINDA MIDDENDORF	2764.67	D386066	MARIA A NAVARRO	2568.01
D386067	PHUONG VIEN T NGUYEN	2159.48	D386068	QUANG NGUYEN	2550.63
D386069	TINA T NGUYEN	2026.62	D386070	THYANA T PHI	2796.12
D386071	MARIA RAMOS	4249.68	D386072	TANYA L TO	1513.37
D386073	CUONG K TRAN	2016.42	D386074	ELAINE TRUONG	1740.79
D386075	THANH-NGUYEN VO	1670.01	D386076	SYLVIA GARCIA	2667.18
D386077	YUAN SONG	5025.69	D386078	RETA J WESTON	2024.39
D386079	KAREN M HARRIS	2870.51	D386080	CHRISTI C MENDOZA	1048.28
D386081	JANET J CHUNG	2767.21	D386082	ANN C EIFERT	3606.81
D386083	MARGARITA ABOLA	1997.18	D386084	MARY ANN M ALCANCIA	10444.17
D386085	MARISA ATIN RAMOS	3435.01	D386086	ROBERT W MAY	1359.12
D386087	SHAWNA A MCDONOUGH	1196.30	D386088	HEIDY Y MUNOZ	3439.03
D386089	SELAMAWIT NIGATU	2459.47	D386090	MY TRA VO	2257.10
D386091	HELEN E WHITTAKER DEGEN	805.17	D386092	LIGIA ANDREI	1931.57
D386093	KAREN J BROWN	538.64	D386094	CORINNE L HOFFMAN	2486.74
D386095	EDWARD E MARVIN JR	1966.99	D386096	ANGELA M MENDEZ	1977.39
D386097	JENNIFER L PETERSON	1980.78	D386098	ANH PHAM	1676.16
D386099	EVA RAMIREZ	2048.77	D386100	JAIIME F CHAVEZ	1737.66
D386101	GARY F HERNANDEZ	1833.74	D386102	NEAL M MANALANSAN	1888.98
D386103	DANIEL J SANCHEZ	1759.32	D386104	SANDRA E SEGAWA	3685.47
D386105	ALANA R CHENG	2870.21	D386106	PAUL GUERRERO	2722.42
D386107	LISA L KIM	5315.17	D386108	JULIE A ASHLEIGH	2018.20
D386109	MICHAEL G AUSTIN	2600.63	D386110	RITA M CRAMER	4289.46
D386111	BRYSON T DAHLHEIMER	2288.91	D386112	RYAN J DAKE	2205.87
D386113	DAVID A DENT	4470.96	D386114	TODD C HARTWIG	2826.18

\*\*\*\* PAGE TOTAL = 217192.93

D386115	RALPH V HERNANDEZ	2294.24	D386116	ARMANDO HERRERA JR	563.45
D386117	AARON J HODSON	2269.24	D386118	DONALD E LUCAS	3064.48
D386119	SVETLANA MOURE	2285.28	D386120	PHU T NGUYEN	3838.66
D386121	JAKE P TRAN	781.21	D386122	CHRISTOPHER CHUNG	2793.28
D386123	PRIT J KASKLA	2080.32	D386124	HUONG Q LY	2158.96
D386125	LEE W MARINO	4294.34	D386126	MARIA L MARTINEZ	2366.13
D386127	MARIA C PARRA	3197.58	D386128	MONICA COVARRUBIAS	3557.74
D386129	GRACE E LEE	2642.39	D386130	AMEENAH ABU HAMDIYYAH	2010.53
D386131	GREG BLODGETT	3432.94	D386132	ALBERT O NUNEZ BLANCO	559.33
D386133	ORLINO CAMPOS REFUERZO J	489.40	D386134	ROY N ROBBINS	3598.04
D386135	TIMOTHY E THRONE	1976.36	D386136	MICHAEL C BOS	3405.84
D386137	DANIEL J CANDELARIA	4106.15	D386138	VINCENT L DE LA ROSA	2849.63
D386139	KAMYAR DIBAJ	796.92	D386140	ALICIA M HOFER	1938.51
D386141	NICOLAS C HSIEH	3616.47	D386142	ROSEMARIE JACOT	2206.84
D386143	SHAN L LEWIS	2695.70	D386144	NAVIN B MARU	4799.16
D386145	JUAN C NAVARRO	3106.17	D386146	MICHAEL F SANTOS	3201.72
D386147	TREVOR G SMOUSE	2393.68	D386148	MARK P UPHUS	4268.40
D386149	JOSE A VASQUEZ	3152.69	D386150	DAI C VU	4225.22
D386151	KHANG L VU	3555.48	D386152	CHRISTOPHER L ALLEN	2383.92
D386153	JOSHUA ARIONUS	2096.55	D386154	ALEJANDRO BANUELOS	1940.55
D386155	JAN BERGER	2365.21	D386156	ROBERT P BERMUDEZ	904.75
D386157	TIM P CANNON	5063.02	D386158	CARINA M DAN	2247.58
D386159	RYAN H DAVIS	1757.84	D386160	RONALD W DIEMERT	2220.56
D386161	CHRIS N ESCOBAR	5947.08	D386162	JEREMY J GLENN	1556.65
D386163	ALEJANDRO GONZALEZ	2778.93	D386164	MICHAEL J GRAY	1931.03
D386165	LARRY GRIFFIN	1686.05	D386166	ROBERT A HAENDIGES	3453.55
D386167	RYAN S HART	3498.83	D386168	EDWARD A HUY	2698.00
D386169	VIDAL JIMENEZ	1684.09	D386170	LIYAN JIN	2556.02
D386171	SAMUEL K KIM	3693.10	D386172	REBECCA PIK KWAN LI	3916.13
D386173	DAVID MA AE	1802.92	D386174	RAQUEL K MANSON	2775.51
D386175	ALFREDO MARTINEZ	1869.00	D386176	TYLER MEISLAHN	2078.61
D386177	JESSE K MONTGOMERY	2254.77	D386178	JUSTIN M MORRIS	1636.82
D386179	STEVEN J MOYA JR	2370.42	D386180	BASIL G MURAD	3338.99
D386181	KIRK L NATLAND	1380.81	D386182	DUC TRUNG NGUYEN	2401.43
D386183	LISA NGUYEN	572.58	D386184	CORNELIU NICOLAE	1777.98
D386185	ANDREW I ORNELAS	3992.30	D386186	DAVID A ORTEGA	2219.54
D386187	CELESTINO J PASILLAS	5568.33	D386188	WILLIAM F PEARSON	3429.21
D386189	JESSICA J POLIDORI	3090.51	D386190	CHRISTOPHER B PRUDHOMME	1406.79
D386191	LES A RUITENSCHILD	3049.02	D386192	JONATHAN RUIZ	2315.56
D386193	ALEXIS SANTOS	1293.34	D386194	ADRIAN M SARMIENTO	2846.70
D386195	ALBERT TALAMANTES JR	2384.49	D386196	MINH K TRAN	2751.53
D386197	ALEJANDRO VALENZUELA JR	1524.81	D386198	ALEJANDRO N VALENZUELA	2074.84
D386199	RONALD J WOLLAND	1524.16	D386200	VICTOR K YERGENSEN	2310.51
D386201	ALICE K FREGOSO	2026.24	D386202	ALICIA R GARCIA	404.69
D386203	WILLIAM E MURRAY JR	6550.47	D386204	EMILY H TRIMBLE	1830.32
D386205	ANA G VERGARA NEAL	2828.21	D386206	ALFRED J AGUIRRE	3042.08
D386207	EDWARD D AMBRIZ GARCIA	553.01	D386208	RODOLPHO M BECERRA	3350.53
D386209	RAYMOND A BUCHLER	1310.80	D386210	EDGAR A CANO	1000.26

\*\*\*\* PAGE TOTAL = 245890.01

D386211	ALBERT J CARRISOZA	2098.98	D386212	GABRIELA R CONTRERAS	2466.94
D386213	JULIE T COTTON	1790.20	D386214	ERIC M ESPINOZA	1873.24
D386215	ALBERT R EURS II	2770.97	D386216	ROBERT J FRANCO	619.76
D386217	CASEY G GIROUARD	1611.11	D386218	HERMILO HERNANDEZ	1798.99
D386219	DARNELL D JERRY	785.58	D386220	BRENT KAYLOR	2530.23
D386221	MARK W LADNEY	2774.86	D386222	RAUL LEYVA	2993.64
D386223	DIEGO A MEJIA	1926.05	D386224	RIGOBERTO MENDEZ	2425.83
D386225	STEVEN T ORTIZ	2797.41	D386226	PHILLIP Q PHAM	772.18
D386227	RICHARD L PINKSTON	2606.70	D386228	ALEXIS P TARIN	1764.43
D386229	STEVE J TAVANU'U	2346.50	D386230	SHAQUANNA D WESTON	581.71
D386231	RICK S ZIEGLER	707.91	D386232	IOAN ANDREI	1040.64
D386233	SYLVESTER A BABINSKI IV	1851.06	D386234	DONEISHA L BELL	543.14
D386235	JEFFREY G CANTRELL	2251.45	D386236	JULIA ESPINOZA	1312.38
D386237	CECELIA A FERNANDEZ	1253.36	D386238	CONRAD A FERNANDEZ	1062.91
D386239	DIANA GOMEZ	930.10	D386240	JORGE GONZALEZ	1210.73
D386241	MICHAEL R GREENE	2019.32	D386242	RONALD D GUSMAN	1023.27
D386243	GLORIA A HARO	1223.72	D386244	ERIC W JOHNSON	1252.27
D386245	LEONEL A LAMAS	1136.79	D386246	KHUONG NGUYEN	1280.27
D386247	DELFRADO C REYES	1268.72	D386248	RAFAEL ROBLES	1698.69
D386249	ADRIANNA M RODRIGUEZ	1149.54	D386250	EDWIN O THURMAN JR	1004.69
D386251	RODERICK THURMAN	1798.34	D386252	EVARISTO VERA	1766.61
D386253	RICHARD L WILLIAMS	2224.15	D386254	ANSELMO AGUIRRE	2576.15
D386255	DOMINIC CAMERA	790.40	D386256	PHILLIP J CARTER	2660.25
D386257	RICK L DUVAL	3321.03	D386258	AARON R HANSEN	650.11
D386259	HUY HOA HUYNH	2333.37	D386260	MATTHEW D ILFELD	1298.06
D386261	BRYAN D KWIATKOWSKI	2109.11	D386262	DANIEL C MOSS	1398.07
D386263	ROLANDO QUIROZ	2199.55	D386264	RICARDO SALDIVAR	615.43
D386265	WILLIAM A SOTO	1879.78	D386266	LUIS A TAPIA	3789.22
D386267	MICHAEL W THOMPSON	3752.15	D386268	JOSEPH E TRUJILLO	1247.70
D386269	WILLIAM J WHITE	2202.91	D386270	JESSE GUZMAN	1926.22
D386271	MARK M KHALIL	2092.75	D386272	BRETT A MEISLAHN	2317.08
D386273	DOUGLAS A MOORE	2254.84	D386274	ANDREW J MORELAND	565.84
D386275	AUSTIN H POWELL	2054.21	D386276	MELVIN P REED	1688.32
D386277	STEPHEN D SUDDUTH	2111.64	D386278	HILLARD J WILLIAMS	638.80
D386279	SOMELIA K GOUNTOUNA	2248.03	D386280	ALBERT J HOLMON III	3548.56
D386281	VICTOR T BLAS	2532.41	D386282	FRANK X DE LA ROSA	3263.18
D386283	JOSE GOMEZ	2560.44	D386284	MICHAEL V GUERRERO	1740.17
D386285	BRENT W HAYES	3164.30	D386286	FRANK D HOWENSTEIN	2493.88
D386287	ALLEN G KIRZHNER	2773.76	D386288	BRANDON S NUNES	1574.06
D386289	STEPHEN PORRAS	2954.82	D386290	JESSE VIRAMONTES	1506.81
D386291	JOHN ZAVALA	2199.42	D386292	YOLANDA A ALVARADO	517.90
D386293	STEPHANIE AMBRIZ	594.59	D386294	REBECCA J BAILOR	544.62
D386295	JOSUE BARREIRO MENDOZA	1521.30	D386296	RACHEL M CAMARENA	2242.58
D386297	RENE CAMARENA	2043.10	D386298	VICTORIA M CASILLAS	1948.48
D386299	AMANDA D CROSS	1621.53	D386300	GISELL L CRUZ	601.49
D386301	KENNETH E CUMMINGS	970.96	D386302	MARLY DELGADO CHAVEZ	719.01
D386303	GABRIELA DIAZ	603.80	D386304	KELDEN A DOWNS	650.17
D386305	MARK C FREEMAN	3235.52	D386306	JARED D GARCIA	519.41

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D386307	VANESSA L GARCIA	346.48	D386308	JENNIFER DANIELLE GODDAR	2758.32
D386309	STEVEN E GOMEZ	862.45	D386310	JACOB R GRANT	1881.02
D386311	KIMBERLY K HOLER	237.96	D386312	ELAINE M MA AE	2635.26
D386313	LORENA OCHOA MCINTYRE	2054.77	D386314	JESUS MEDINA	1875.70
D386315	JUAN MEDINA	2251.08	D386316	JOHN A MONTANCHEZ	4963.93
D386317	KIRSTEN K NAKAISHI	653.32	D386318	ALEXANDER H NGUYEN	222.38
D386319	ALLEN T NGUYEN	58.27	D386320	NOEL N NICHOLAS	962.10
D386321	NATALIE NODAL	187.47	D386322	GABRIELA OCADIZ HERNANDE	4589.05
D386323	CHRISTIAN PANGAN	144.50	D386324	JANET E PELAYO	2902.81
D386325	EDOUARD T PHAN	525.88	D386326	SHADY S PUAILOA	554.63
D386327	SUGEIRY REYNOSO	2426.51	D386328	MARINA Y ROMERO	2023.26
D386329	MARIA D ROSALES	631.25	D386330	TANYA ROSAS	305.93
D386331	VANESSA ROSAS	77.57	D386332	DIANA SALDIVAR	468.23
D386333	DANA MARIE SAUCEDO	2504.59	D386334	EMERON J SCHLUMBERGER	1036.47
D386335	SAMANTHA M SERNA	401.20	D386336	MYCHAEILLA J SIEVE	154.15
D386337	LAUREN ROSE EMIKO N SING	148.68	D386338	REBECCA S SMITH	358.20
D386339	SARAH L SMITH	71.79	D386340	KENNETH P TRAVIS III	505.88
D386341	KATHY TU	155.15	D386342	CLAUDIA VALDIVIA	3094.33
D386343	JEFFREY VAN SICKLE	2319.93	D386344	DAISY O VENCES	185.38
D386345	PAUL E VICTORIA	1368.80	D386346	JACOB D VIRAMONTES	200.87
D386347	DAVID M WILMES	803.44	D386348	PEDRO R ARELLANO	4203.07
D386349	THOMAS R DARE	6582.22	D386350	CAROLE A KANEGAE	2631.03
D386351	KRISTEN A BACKOURIS	1586.99	D386352	SHARON S BAEK	2161.49
D386353	GENA M BOWEN	1926.03	D386354	JESENIA CAMPOS	2420.38
D386355	NICHOLAS A DE ALMEIDA LO	5243.13	D386356	AMIR A EL FARRA	5467.22
D386357	HELENA ELSOUSOU	2797.05	D386358	BRIAN C GIRGENTI	3916.00
D386359	AI KELLY HUYNH	2491.59	D386360	MICHAEL J JENSEN	4076.32
D386361	ALLYSON T LE	1813.14	D386362	DAVID A LOPEZ	4677.88
D386363	ELLEN S LOPEZ	4975.77	D386364	MATTHEW P MARCHAND	5207.18
D386365	LINDA M MORIN	3735.00	D386366	JOSHUA T OLIVO	4073.26
D386367	PHILLIP H PHAM	2931.49	D386368	REYNA ROSALES	1813.21
D386369	ROBERT M STEPHENSON III	5077.98	D386370	MICHAEL J VISCOMI	3991.39
D386371	CARL J WHITNEY	6628.93	D386372	GIOVANNI ACOSTA	2641.40
D386373	MADELINE M ALVARADO	2139.62	D386374	TIMOTHY R ASHBAUGH	3413.68
D386375	ALFREDO R AVALOS	3496.84	D386376	COLLIN E BAKER	2594.62
D386377	THOMAS A CAPPS	3903.22	D386378	RENZO CHUMBE	2397.70
D386379	DARRYL B CORTEZ JR	2434.24	D386380	GARY L COULTER	2969.19
D386381	CHARLIE DANIELEY III	1896.32	D386382	ISAAC DAVILA	2805.74
D386383	TANNER C DE PADUA	2351.16	D386384	RONALD A DOSCHER	1557.35
D386385	BROC D DUDLEY	5720.94	D386386	STEPHEN C ESTLOW	1684.87
D386387	JESUS FAJARDO	2742.70	D386388	HECTOR FERREIRA JR	2992.81
D386389	ROBERT D FRESENIUS	2889.46	D386390	JASON S FULTON	3205.79
D386391	JESUS GOMEZ	2254.97	D386392	TRAVIS J HADDEN	2817.89
D386393	JOSE D HERRERA	3851.46	D386394	JASON A HOWARD	4036.70
D386395	KIRK P HURLEY	3093.12	D386396	DONALD J HUTCHINS	3981.86
D386397	NICKOLAS K JENSEN	3067.12	D386398	SERGIO J JIMENEZ TAVAREZ	2214.58
D386399	CHAD B KIM	2760.86	D386400	LEA K KOVACS	2855.65
D386401	TIMOTHY P KOVACS	4231.56	D386402	MICHAEL J LANG	3791.75

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D386403	RAPHAEL M LEE	2331.66	D386404	MARK A LORD	4082.36
D386405	RYAN M LUX	5206.61	D386406	JORGE L MAZON	3751.22
D386407	MICHAEL A MOSER	2072.53	D386408	MITCHEL S MOSSER	3108.83
D386409	JACOB J NEELY	2332.06	D386410	BRANDON J PAQUA	2711.12
D386411	JASON S PERKINS	5784.02	D386412	COREY T POLOPEK	3491.09
D386413	SINDY RAMIREZ OROZCO	3472.69	D386414	JOHN E RANEY	4167.23
D386415	THOMAS S REED	2702.68	D386416	BRYANT D RICHARDS	2581.14
D386417	AARON T SHIPLEY	2311.81	D386418	SHAYLEN L SIMONS	2551.07
D386419	CHARLES W STARNES	2962.16	D386420	PAUL M TESSIER	3450.82
D386421	VINCENTE J VAICARO	4171.22	D386422	EDGAR VALENCIA	3908.71
D386423	DANIEL C VIGIL	2586.99	D386424	ROYCE C WIMMER	5839.19
D386425	SARAH A WRIGHT	2753.20	D386426	COLE A YNIGUEZ	2734.36
D386427	DAVID C YOUNG	4047.84	D386428	MARCOS R ALAMILLO	4031.01
D386429	CLAUDIA ALARCON	4112.10	D386430	BOBBY B ANDERSON	3126.25
D386431	FRANCISCO AVALOS JR	3126.65	D386432	JOHN F BANKSON	3839.41
D386433	JAMES A BLUM	3124.35	D386434	TROY F BOWMAN	2515.96
D386435	JEFFREY A BROWN	4634.87	D386436	RYAN V BUSTILLOS	4025.24
D386437	JUAN C CENTENO	4746.27	D386438	DAVID Y H CHANG	3238.36
D386439	JEROME L CHEATHAM	3219.67	D386440	HAN J CHO	5149.43
D386441	BRIAN M CLASBY JR	4365.77	D386442	JUAN L DELGADO JR	3599.95
D386443	TAYLOR M DUARTE	2835.23	D386444	CHRISTOPHER M EARLE	3604.69
D386445	OTTO J ESCALANTE	5840.85	D386446	JOSHUA N ESCOBEDO	3701.72
D386447	MICHELLE N ESTRADA MONSA	2728.70	D386448	GEORGE R FIGUEREDO	1990.39
D386449	SEAN M GLEASON	3307.58	D386450	GONZALO GONZALEZ JR	3137.06
D386451	KYLE N HALEY	8170.64	D386452	EFRAIN A JIMENEZ JR	2876.52
D386453	CODY M JOHNSON	3463.95	D386454	ROBERT J KIVLER	2542.72
D386455	PETER M KUNKEL	3354.79	D386456	ERICK LEYVA	4619.00
D386457	RAFAEL LOERA JR	3582.87	D386458	JESSE A LUCATERO	2566.97
D386459	ROBERTO MACHUCA	2604.38	D386460	TAYLOR A MACY	3271.41
D386461	NATHAN D MORTON	3907.46	D386462	PATRICK W MURPHY	4175.57
D386463	PATRICK J MUSCHETTO	8524.49	D386464	THOMAS R NADOLSKI	2038.60
D386465	JEFFREY C NGUYEN	3743.97	D386466	STEVEN TRUJILLO ORTIZ	2644.98
D386467	JOSEPH N PANELLA	3512.58	D386468	EMMANUEL PEREZ	2940.66
D386469	OMAR F PEREZ	2429.40	D386470	LUIS A QUIROZ	2895.20
D386471	LUIS F RAMIREZ	3817.71	D386472	RON A REYES	4443.74
D386473	DANIEL RODRIGUEZ	2922.77	D386474	SEAN M SALAZAR	2972.72
D386475	ALFREDO SALGADO JR.	2466.32	D386476	CHRISTOPHER M SHELIGREN	3585.78
D386477	LEVI JOENIEL SILVA	2705.32	D386478	PAUL W ASHBY	4687.31
D386479	MICHAEL K ELHAMI	4841.31	D386480	SHELBY KEUILIAN	1935.48
D386481	DANNY J MIHALIK	5470.89	D386482	JEREMY N MORSE	4351.34
D386483	JASON M MURO	4466.72	D386484	ROCKY F RUBALCABA	3381.87
D386485	LINO G SANTANA	5583.12	D386486	DANIELLE E WREN	3039.02
D386487	DUO XU	1742.00	D386488	JOHN J YERGLER	3820.17
D386489	BENJAMIN M ELIZONDO	4462.31	D386490	KRISTOFER D KELLEY	2885.05
D386491	NICHOLAS A LAZENBY	3586.31	D386492	CHARLES H LOFFLER	4495.89
D386493	BRADLEY A LOWEN	3828.75	D386494	GIANLUCA F MANIACI	3598.46
D386495	RYAN R RICHMOND	2917.11	D386496	GAREY D STAAL	3537.56
D386497	JOSHUA K BEHZAD	2971.98	D386498	AARON J COOPMAN	3759.19

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D386499	MICHAEL E GERDIN	3494.71	D386500	TROY HALLER	4815.39
D386501	JASON L JOHNSON	4359.61	D386502	RAUL MURILLO JR	4882.51
D386503	ERIC T RUZIECKI	3960.34	D386504	RENE BARRAZA	5322.42
D386505	JULIO C CORTEZ	2833.48	D386506	DEREK M LINK	4682.06
D386507	ADAM D ZMIJA	5887.30	D386508	LISA A BELTHIUS	162.52
D386509	RICHARD O BURILLO	4984.81	D386510	RANDY G CHUNG	203.63
D386511	COURTNEY P CIBOSKY	3041.75	D386512	JOHN DANG	686.02
D386513	CHRISTOPHER C DOVEAS	240.97	D386514	DANIEL S EDWARDS	916.88
D386515	VICTORIA A JORDAN	435.08	D386516	EDWARD K KIM	45.73
D386517	EDUARDO C LEIVA	6280.26	D386518	MARIO MARTINEZ JR	4741.14
D386519	JOHN O OJEISEKHOBIA	348.26	D386520	JOSEPH A GARCIA	449.45
D386521	RODOLFO B RAMOS	355.55	D386522	RUDY A ROCHA	465.45
D386523	CALEB I VAUGHN	386.73	D386524	KAREN D BRAME	1143.62
D386525	KENNETH L CHISM	2044.79	D386526	PAUL E DANIELSON	458.13
D386527	KORY C FERRIN	4450.99	D386528	JAMES D FISCHER	899.41
D386529	VICTORIA M FOSTER	1523.73	D386530	THI A HUYNH	2874.01
D386531	KENNETH E MERRILL	554.67	D386532	DOUGLAS A PLUARD	4482.94
D386533	TRENTON L RASMUSSEN	1430.47	D386534	TUONG-VAN NGUYEN VU	2096.08
D386535	WILLIAM ALLISON	5236.95	D386536	RICHARD A ALVAREZ BROWN	4473.23
D386537	BEAU A BERENGER	3275.00	D386538	BRIAN D DALTON	3286.87
D386539	PATRICIA C FLINN	2653.19	D386540	PATRICK E GILDEA	2938.55
D386541	JENNIFER L ITURRALDE	1025.42	D386542	RAQUEL D MATA	1279.97
D386543	REBECCA S MEEKS	3352.19	D386544	JONATHAN B WAINWRIGHT	4189.47
D386545	MARIA A ALCARAZ	2722.57	D386546	MARIA S ATWOOD	2466.05
D386547	RYAN S BERLETH	2260.47	D386548	BRITTANEE N BRANTNER	1760.32
D386549	CARISSA L BRUNICK	1872.46	D386550	TAMMY L CHAURAN HAIRGROV	1882.47
D386551	JACINTA F CHOWDHURY	1915.13	D386552	KRISTINA L CORNETT	1934.96
D386553	RUSSELL B DRISCOLL	2011.12	D386554	VERONICA FRUTOS	1683.75
D386555	DAVID L GEORGE	2227.53	D386556	PINKY C HINGCO	2959.58
D386557	LINDALINH THU LY	1630.68	D386558	MARIA C MCFARLANE	2532.84
D386559	DAWN M MONTTOYA	3500.65	D386560	TRINA T NGUYEN	2222.35
D386561	JENNIFER V ROMBOUGH	2025.14	D386562	KIMBRA S VELLANOWETH	1968.30
D386563	CHRISTAL L WEYKER	2280.35	D386564	SHANNON M YELENSKY	1809.52
D386565	SANDRA M ARROYO	2896.50	D386566	SHYLER R.D. CHAPPELL	2042.95
D386567	JENNIFER A DIX	2475.99	D386568	KATHERINE M FRANCISCO	2242.80
D386569	AMANDA B GARNER	1111.50	D386570	LAUREN M LADD	3114.62
D386571	ROBERT D LUX	3129.81	D386572	MELISSA MENDOZA CAMPOS	3244.77
D386573	BRANDY J PARK	3110.17	D386574	CRISTINA V PAVAN	2635.16
D386575	JENNIFER M RODRIGUEZ	2629.63	D386576	TANYA L SAMOFF	5748.43
D386577	SUSAN A I SEYMOUR	4563.19	D386578	NICOLE D SHORROW	2621.28
D386579	HEATHER P SLETTVET	1814.59	D386580	DANNY J SOSEBEE	1915.55
D386581	MARSHA D SPELLMAN	2860.20	D386582	SPENCER T TRAN	2353.01
D386583	SANTA WARDLE	1504.67	D386584	CHERYL L WHITNEY	2043.18
D386585	EVAN S BERESFORD	3621.79	D386586	DANIEL A CAMARA	3081.81
D386587	JAMES D FRANKS	2959.24	D386588	PETE GARCIA	2933.94
D386589	ROBERT J GIFFORD	3934.05	D386590	STEVEN H HEINE	4097.78
D386591	WILLIAM T HOLLOWAY	6526.87	D386592	GERALD F JORDAN	3924.55
D386593	JOSEPH L KOLANO	3262.52	D386594	BAO TINH THI LE	1834.14

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D386595	DAVID LOPEZ	4145.32	D386596	STEVEN W LUKAS	2048.49
D386597	BRYAN J MEERS	6272.56	D386598	ADAM C NIKOLIC	6142.37
D386599	LUIS A PAYAN	4086.71	D386600	TERRA M RAMIREZ	2862.67
D386601	CHRISTIN E ROGERS	4933.78	D386602	BRIAN T STROUD	4822.72
D386603	DENNIS WARDLE	5648.04	D386604	SUMMER A BOGUE	2175.60
D386605	FLOR DE LIS ELIZONDO	2767.19	D386606	ASHLEY C ROJAS	1733.23
D386607	ASHLEIGH R ANDERSON CAMB	2040.51	D386608	JANNA K BRADLEY	3053.23
D386609	MARY C CERDA	2107.27	D386610	BRANDI M HART	623.21
D386611	LIANE Y KWAN	3482.82	D386612	JANY H LEE	3797.19
D386613	SHERRILL A MEAD	2424.90	D386614	STEPHANIE E RICHARDS	1903.60
D386615	CAITLYN M STEPHENSON	2172.17	D386616	LAURA J STOVER	5267.12
D386617	ANNA L GOLD	2037.39	D386618	KATRENA J SCHULZE	2474.51
D386619	MATTHEW T SWANSON	1800.90	D386620	ANTHONY VALENZUELA	1619.94
D386621	CANDY G WILDER	2077.18	D386622	STEVEN F ANDREWS	2510.87
D386623	TERENCE S CHANG	2721.74	D386624	VERNA L ESPINOZA	2127.80
D386625	CESAR GALLO	2886.67	D386626	ERNIE E HINGCO	3373.25
D386627	GEOFFREY A KLOESS	3592.66	D386628	RACHOT MORAGRAAN	3842.87
D386629	NOEL J PROFFITT	3074.87	D386630	ANAND V RAO	4424.95
D386631	ROD T VICTORIA	2412.64	D386632	TERREL KEITH WINSTON	3163.08
D386633	O.C.E.A. GENERAL	2339.20	D386634	O.C.E.A.	1113.61
D386635	POLICE ASSN	15645.79	D386636	COMMUNITY HEALTH CHARITI	45.00
D386637	GARDEN GROVE POLICE ASSO	1620.00	D386638	SO CAL CREDIT UNION	45616.00
D386639	SOUTHLAND CREDIT UNION	4775.00	W2838	GREAT WEST LIFE 457 #340	108928.62
W2839	GREAT WEST LIFE OBRA#340	2505.28	W2840	INTERNAL REVENUE SERVICE	354135.36
W2841	EMPLOYMENT DEVELOPMENT D	112693.66			

\*\*\*\* PAGE TOTAL = 768069.54

TOTAL CHECK PAYMENTS	17
TOTAL DIRECT DEPOSITS	604
TOTAL WIRE PAYMENTS	4
GRAND TOTAL PAYMENTS	625

20,648.08
1,631,895.19
578,262.92
.....
2,230,806.19

Checks #184682 thru #184698, and Direct Deposits #D386036 thru #D386639, and wire #W2838 thru #W2841 presented in the Payroll Register submitted to the Garden Grove City Council 12 OCT 2021, 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:	Lisa L. Kim
Dept.:	City Manager	Dept.:	Community and Economic Development
Subject:	Acceptance of Fiscal Year 2020-21 Consolidated Annual Performance and Evaluation Report. ( <i>Action Item</i> )	Date:	9/28/2021

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**OBJECTIVE**

To request the City Council conduct a public hearing regarding the City of Garden Grove's Fiscal Year 2020-21 Consolidated Annual Performance and Evaluation Report (CAPER) and recommend its transmittal to the U.S. Department of Housing and Urban Development (HUD).

**BACKGROUND**

Title I of the National Affordable Housing Act of 1990 requires jurisdictions that receive Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and Emergency Solutions Grant (ESG) funding to assess the activities implemented during its previous program year through an annual CAPER.

**DISCUSSION**

The CAPER details how the City of Garden Grove (City) carried out the projects and activities identified in the previously approved FY 2020-21 Annual Action Plan (AAP). The CAPER provides narrative descriptions and financial information on specific activities, and evaluates the City's progress toward the priority objectives addressing housing and community needs, as outlined in the 5-Year Consolidated Plan. The reporting period for the CAPER is from July 1, 2020 through June 30, 2021.

During FY 2020-21, the City utilized Federal funding to expand or preserve affordable housing opportunities, improve low-income neighborhoods through public infrastructure improvements, and assist special needs groups such as senior citizens, homeless, and those who are 'at-risk' of becoming homeless. The City assisted a total of 40,375 low-income individuals through various programs and services. Highlights of FY 2020-21 accomplishments include:

- Retained 24 jobs through job retention grants;
- Provided 438 home delivered and/or congregate meals to Garden Grove seniors;
- Provided rental assistance via the Valley View Senior Villas Program and the Homeless Emergency Assistance and Rental Transition Program to 61 homeless or 'at-risk' of becoming homeless households;
- Provided homeless services to 237 individuals;
- Assisted 12,315 low-income residents through infrastructure development;
- Assisted 15 low-income residents with Home Improvement Grants;
- Assisted 1,907 low-income residents with various public and community services;
- Provided community outreach and education to nearly 7,000 individuals.

The FY 2019-20 AAP was amended to include Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that was awarded to the City by HUD in April 2020. The Community Development Block Grant CARES Act (CDBG-CV) and Emergency Solutions Grant CARES Act (ESG-CV) expenditures and performance outcomes for completed projects are included in the FY 2020-21 CAPER. In total, the City expended an additional \$2,182,256 in CDBG-CV and ESG-CV funding in FY 2020-21 to develop and expand programs in response to the Coronavirus. Please see below for the City's CDBG-CV and ESG-CV accomplishments for FY 2020-21:

### **CDBG-CV Accomplishments**

- Provided an additional 284 seniors with home delivered and/or congregate meals;
- Assisted approximately 7,957 individuals by distributing boxes of groceries and hot meals;
- Created and/or retained an additional 149 jobs through the JOBS 1st Program during FY 2020-21, however, the accomplishments for this Program will be recorded in the FY 2021-22 CAPER; and
- Provided an additional 20 individuals with workforce development services through the Workforce Activation and Readiness Program (WARP) during FY 2020-21, however, the accomplishments for this Program will be recorded in the FY 2021-22 CAPER.

### **ESG-CV Accomplishments**

- Provided 807 homeless individuals with street outreach, homeless prevention, and emergency shelter services; and
- Provided 62 households with rapid rehousing services.

Per the HUD approved Citizen Participation Plan, the City is required to make the CAPER available to the public for review and comment for a minimum of 15 days. A public notice was published in English, Spanish and Vietnamese newspapers announcing the public comment period, which began on August 30, 2021 and will conclude at the end of City Council's September 28, 2021 meeting. All public comments received are included in the final submission of the CAPER to HUD.

### **FINANCIAL IMPACT**

The City annually receives approximately \$3 million in CDBG, HOME, and ESG funds from HUD. The CAPER process allows the City to report out on expenditures and accomplishments achieved during the prior fiscal year, as well as to ensure future funding of programs and services for our low/moderate-income residents.

#### **RECOMMENDATION**

It is recommended that City Council:

- Conduct a public hearing for the Fiscal Year 2020-21 Consolidated Annual Performance and Evaluation Report (CAPER); and
- Accept the report and direct its transmission to the U.S. Department of Housing and Urban Development (HUD).

#### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
FY 2020-21 CAPER	9/17/2021	Exhibit	FY_20-21_CAPER_(Final).pdf

# CITY OF GARDEN GROVE

## 2020-2021 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

PERFORMANCE PERIOD:  
JULY 1, 2020 -  
JUNE 30, 2021



GARDEN GROVE

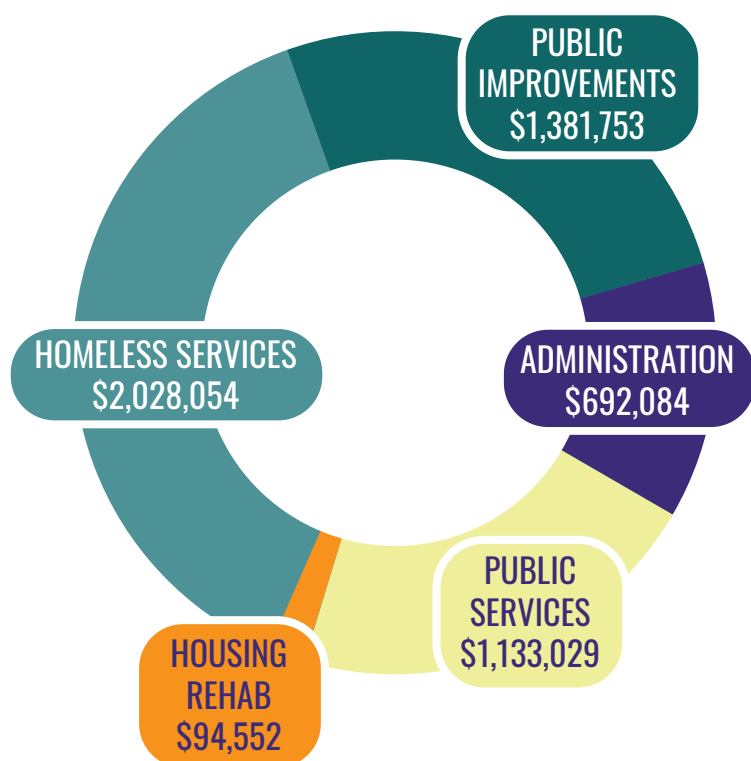


# 2020-21 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

PERFORMANCE PERIOD: JULY 1, 2020 – JUNE 30, 2021

## 2020 PROJECT EXPENDITURES

During FY 2020-21, the City of Garden Grove utilized a total of **\$5,329,472** in HUD grant funds to benefit low/moderate income residents through a variety of programs and services.



**\$2,221,073** - CDBG funding was used to benefit low income residents through housing rehabilitation, senior services, fair housing activities, and infrastructure improvements.

**\$745,981** - HOME funding was used to develop affordable housing and provide rental assistance to low-income households.

**\$180,163** - ESG funding was used to provide homeless services through street outreach, emergency shelter, and rental assistance.

**\$827,599** - CDBG CARES ACT funding was used to provide administration and supportive services to those affected by COVID-19.

**\$1,354,657** - ESG CARES ACT funding was used to provide housing and supportive services to homeless individuals and families affected by COVID-19.



UNDUPLICATED  
PERSONS SERVED  
**40,375 INDIVIDUALS**



COMMUNITY OUTREACH  
& EDUCATION  
**6,956 INDIVIDUALS**



HOUSING  
REHABILITATED  
**15 UNITS**



HOMELESS ASSISTANCE  
**1,174 INDIVIDUALS**



JOBS ASSISTED  
**193 INDIVIDUALS**



MEALS PROVIDED  
**161,154 MEALS**

To view the full CAPER, visit: [ggcity.org/neighborhood-improvement/reports](https://ggcity.org/neighborhood-improvement/reports)

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## **Attachments**

Attachment 1: FY 2020-2021 CAPER Public Participation

Attachment 2: FY 2020-2021 Project Locations Map

Attachment 3: PR - 26 CDBG Financial Report Summary

Attachment 4: HOME Monitoring Protocols

Attachment 5: FY 2020-2021 ESG SAGE Report



## CR-05 - Goals and Outcomes

**Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

***This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.***

The Fiscal Year (FY) 2020-2021 Consolidated Annual Performance Evaluation Report (CAPER) captures the expenditures, accomplishments, and progress made on the strategies and goals outlined in the approved 2020-2025 Consolidated Plan for HUD Programs (Con Plan).

The FY 2019-2020 Annual Action Plan (AAP) was amended to include Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that the City of Garden Grove was awarded in April 2020. The CARES Act funding and expenditures are shown in the FY 2019-2020 & 2020-2021 CAPERs, but accomplishments for the CARES Act funding will not be reported until the expenditure deadline is reached and/or the activities have been closed out in IDIS. During FY 2020-2021, the City closed out the following CARES Act projects: Meals on Wheels Program, Food Box Program, and the Hot Meal Program. Accomplishments for the closed FY 2020-2021 CARES Act projects will be outlined below in the narrative portion of CR-05.

The CAPER outlines achievements in affordable housing, homeless services, and community development programs. The City of Garden Grove's HUD Programs include:

- Community Development Block Grant (CDBG)
- HOME Investment Partnership (HOME)
- Emergency Solutions Grants (ESG)

The FY 2020-2021 CAPER covers the time period from July 1, 2020, to June 30, 2021, and is the first annual report of the Con Plan period. It also includes activities funded in previous fiscal years with accomplishments reported during FY 2020-2021.

The Con Plan includes the following high priority Goals that are the basis for the activities previously approved in the FY 2020-2021 AAP:

1. Provide decent and affordable housing;
2. Address the needs of homeless individuals;
3. Provide community and supportive services;
4. Address public facilities and infrastructure needs;
5. Promote economic development and employment;



6. Provide for planning and administration activities.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**  
***Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.***

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Address Public Facilities and Infrastructure Needs	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$2,263,458	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit  <b>(Beach/Trask, GG Park, and Maureen/Barclay)</b>	Persons Assisted	35,000	12,315	35.19%	10,160	12,315	121.21%
Address the Needs of Homeless Individuals	Homeless	ESG: \$34,775	Tenant-based rental assistance / Rapid Rehousing  <b>(Interval House)</b>	Households Assisted	15	5	33.33%	3	5	166.67%
Address the Needs of Homeless Individuals	Homeless	ESG: \$46,600	Homeless Person Overnight Shelter  <b>(Interval House)</b>	Persons Assisted	435	91	20.92%	87	91	104.60%

Address the Needs of Homeless Individuals	Homeless	ESG: \$30,442	Homelessness Prevention <b>(Mercy House)</b>	Persons Assisted	130	23	17.69%	26	23	88.46%
Address the Needs of Homeless Individuals	Homeless	ESG: \$50,000	Other <b>(City Net)</b>	Other	1,000	110	11.00%	200	110	55.00%
Promote Economic Development and Employment	Non-Housing Community Development	CDBG: \$175,000	Jobs created/retained <b>(Jobs 1<sup>st</sup> To-Go Program)</b>	Jobs	20	12	60.00%	7	12	171.43%
Provide Community and Supportive Services	Homeless Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$304,532	Public service activities other than Low/Moderate Income Housing Benefit <b>(Special Resource Team, Senior Center, and Meals On Wheels)</b>	Persons Assisted	3,500	1,907	54.49%	730	1,907	261.23%
Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$301,115	Rental units constructed <b>N/A</b>	Household Housing Unit	5	0	0.00%	1	0	0.00%
Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME: \$301,115	Rental units rehabilitated <b>N/A</b>	Household Housing Unit	10	0	0.00%	2	0	0.00%

Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	CDBG:  \$240,000	Homeowner Housing Rehabilitated  <b>(Senior Home Improvement Grant and Home Repair Program)</b>	Household Housing Unit	200	15	7.50%	40	15	37.50%
Provide Decent and Affordable Housing	Affordable Housing Homeless Non-Homeless Special Needs	HOME:  \$640,000	Tenant-based rental assistance / Rapid Rehousing  <b>(Homeless Emergency Assistance and Rental Transition and Valley View Senior Villas Programs)</b>	Households Assisted	134	61	45.52%	37	61	164.86%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

**Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

During FY 2020-2021, the City expended CDBG funds to meet the priority needs identified in the Con Plan through the following actions:

**1. Address Public Facilities/Infrastructure Needs**

- The Beach/Trask Sewer Project was completed and assisted **8,850** individuals.
- The Maureen/Barclay Street Improvement Project was completed and assisted **3,465** individuals.
- The Garden Grove Park Project was not completed in FY 2020-2021 and will record accomplishments in the FY 2021-2022 CAPER.

**2. Address the Needs of Homeless Individuals**

- The City was able to assist approximately **237** individuals through our homeless non-profit service providers.
- The City also expanded our homeless services being funded through our ESG-CV and ESG-CV2 CARES Act allocations and assisted another **807** homeless individuals through street outreach, homeless prevention, and emergency shelter activities. Approximately **62** households were assisted through rapid rehousing activities.

**3. Promote Economic Development and Employment**

- Through the Jobs 1st To-Go Program, the City was able to retain a total of **24** employees.

**4. Provide Community and Supportive Services**

- The Garden Grove Police Department's Special Resource Team directly assisted **903** individuals by providing street outreach and essential services.
- The H. Louis Lake Senior Center enrolled **566** new seniors into their programs.
- Meals on Wheels of Orange County provided home-delivered and congregate meals to **438** new seniors. In addition, Meals on Wheels of Orange County expanded their food program to assist another **284** seniors through an expanded program with CDBG-CV funding.
- The Food Box Program Program was funded through the City's CDBG-CV allocation to provide boxes of groceries to Garden Grove residents

throughout the COVID-19 Pandemic, which served approximately **498 boxes** of food to feed 3,778 individuals in Garden Grove.

- The Hot Meal Program Program was funded through the City's CDBG-CV allocation to provide hot meals from local restaurants throughout the COVID-19 Pandemic, which served approximately **3,314** meals to 4,179 individuals in Garden Grove.

**5. Provide Decent and Affordable Housing**

- The Senior Home Improvement and Home Repair Programs assisted **15** low-income Garden Grove residents with rehabilitation services for their homes.
- The City assisted **61** households through the HEART and Valley View Senior Villas Tenant-Based Rental Assistance Programs.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).  
91.520(a)

	CDBG	HOME	ESG
White	234	34	151
Black or African American	12	1	21
Asian	762	25	23
American Indian or American Native	14	0	4
Native Hawaiian or Other Pacific Islander	5	1	4
Other	0	0	34
<b>Total</b>	<b>1,027</b>	<b>61</b>	<b>237</b>
Hispanic	34	13	113
Not Hispanic	993	48	119
Other	0	0	5

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

The City of Garden Grove identifies priority needs and offers services and programs to eligible households regardless of race or ethnicity. This table is generated by the HUD CAPER template, and the information reported reflects demographic information provided by participants in the HUD reporting system. The “other” category was added because the FY 2020-2021 ESG Sage Report had clients report that they did not know their race and/or ethnicity.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	3,465,337	2,221,073
HOME	public - federal	1,492,975	745,981
ESG	public - federal	180,163	180,163

**Table 3 - Resources Made Available**

### Narrative

The CDBG, HOME, and ESG resources made available in FY 2020-2021 included carryover funds from prior years.

During FY 2020-2021, the City expended a total of **\$5,329,472** in HUD grant funds on activities previously approved in prior year AAPs.

- **\$2,221,072.82** in CDBG funds on administration, public services, capital projects, and homeowner rehabilitation.
- **\$745,981.45** in HOME funds on administration, affordable housing, and tenant based rental assistance.
- **\$180,162.07** in ESG funds on administration and homeless service activities.
- **\$2,182,255.64** in CARES Act funding (CDBG-CV, ESG-CV, ESG-CV2 and CDBG-CV3) on administration and services for individuals affected by the Coronavirus (COVID-19).

CDBG-CV and ESG-CV grant funds were awarded to the City of Garden Grove in April 2020 and have an expenditure deadline of June 30, 2022. The expenditures for the CARES Act funding will be included in the FY 2019-2020, FY 2020-2021, and FY 2021-2022 CAPERs, but accomplishments will not be recorded until the projects have been closed out in IDIS. The City will utilize the Sage reporting tool to submit the required ESG-CV reports that are due to HUD on a quarterly basis. During FY 2020-2021, the City closed out the following CARES Act projects: Meals on Wheels Program, Food Box Program, and the Hot Meal Program. Accomplishments for the closed FY 2020-2021 CARES Act projects will be outlined in the narrative portion of CR-05.

HUD entitlement grant funds not expended during FY 2020-2021 will be carried over and programmed in future AAPs.

## **Narrative**

Consistent with HUD goals for the CDBG, HOME, and ESG programs, the City utilized these funds for the benefit of low and moderate-income residents and neighborhoods.

The attached FY 2020-2021 AAP Project Locations Map (Attachment 2) shows the location of completed projects with specific addresses.

As identified on the Project Locations Map, several programs were made available to individuals from low or moderate-income households throughout the community, regardless of their place of residence, such as meal delivery to homebound seniors, H. Louis Lake Senior Center services, services to the homeless, and housing rehabilitation grants for seniors.



## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

The City implemented activities and utilized CDBG funds consistent with the FY 2020-2021 AAP. The City secured and utilized HUD funds and leveraged funding consistent with the resource allocation plan. Throughout FY 2020-2021, the City did not take any actions that hindered the implementation of the Con Plan or AAP.

Subrecipients for FY 2020 CDBG funds were required to detail all secured and unsecured funding sources in their proposals. Each agency was asked to identify all project funding sources at the time of contract execution and again at project closeout. The ESG program requires all sub-recipients to provide a 100% match on grant funds.

The HOME program requires a 25% match for each HOME dollar invested, and excess match may be credited for use in future years. The total match credit arising from affordable housing bond proceeds may not constitute more than 25% of a Participating Jurisdiction's (PJ) total annual contribution toward its match obligation. Match credits in excess of 25% of a PJ's total annual match obligation may be carried over to subsequent fiscal years and be applied to future years' obligations.

The City did not utilize publicly owned land or property to address the needs identified in the Con Plan and AAPs. In March 1996, the City completed a HOME-eligible affordable housing project that was bond-financed and that exceeded the annual total match obligation of 25% (See Table 5, below).

<b>Fiscal Year Summary – HOME Match</b>	
1. Excess match from prior Federal fiscal year	\$22,253,172
2. Match contributed during current Federal fiscal year	0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$22,253,172
4. Match liability for current Federal fiscal year	0
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$22,253,172

**Table 4 – Fiscal Year Summary - HOME Match Report**

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 5 – Match Contribution for the Federal Fiscal Year

## HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$71,507	0	\$71,507	\$71,507	0

Table 6 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	\$250,000	0	0	0	0	\$250,000
Number	1	0	0	0	0	1
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	\$250,000	\$250,000	0			
Number	1	1	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

**Table 7 - Minority Business and Women Business Enterprises**

<b>Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted</b>						
	<b>Total</b>	<b>Minority Property Owners</b>				<b>White Non-Hispanic</b>
		<b>Alaskan Native or American Indian</b>	<b>Asian or Pacific Islander</b>	<b>Black Non-Hispanic</b>	<b>Hispanic</b>	
Number	16	0	0	0	0	16
Dollar Amount	\$13,857,560	0	0	0	0	\$13,857,560

**Table 8 – Minority Owners of Rental Property**

<b>Relocation and Real Property Acquisition</b> – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

**Table 9 – Relocation and Real Property Acquisition**

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	49	61
Number of Non-Homeless households to be provided affordable housing units	43	15
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>92</b>	<b>76</b>

Table 10 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	49	61
Number of households supported through The Production of New Units	1	0
Number of households supported through Rehab of Existing Units	40	15
Number of households supported through Acquisition of Existing Units	2	0
<b>Total</b>	<b>92</b>	<b>76</b>

Table 11 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The rehabilitation of existing units is accomplished through the administration of the Senior Home Improvement Grant and the Home Repair Programs. Due to the nature of this program, it is common for a number of the grants to be delayed and carry over into the following FY. Home Repair Program projects that were not completed in FY 2020-2021 (16 total projects) will have their accomplishments recorded in the FY 2021-2022 CAPER.

It is worth noting that the Senior Home Improvement Grant and Home Repair Programs were negatively affected by the COVID-19 pandemic. As a result of COVID-19, the City only received 27 qualifying applications for assistance, and numerous projects were delayed due to stay in place orders and social distancing regulations.

The acquisition/rehabilitation of existing units will be accomplished utilizing HOME funds. The City is currently in communication with a developer to produce a 9-unit permanent supportive housing development. This project is forecasted to be completed in FY 2021-2022.

**Discuss how these outcomes will impact future annual action plans.**

The City of Garden Grove is committed to providing high-quality, affordable housing for its residents. The City is in constant contact with developers to produce affordable housing projects and, as funds become available, these projects will be included in future AAPs.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity, where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	51
Low-income	15	10
Moderate-income	0	0
<b>Total</b>	<b>15</b>	<b>61</b>

**Table 12 – Number of Households Served**

**Narrative Information**

Using CDBG and HOME funds, the City was able to assist a total of seventy-six (76) low-income households with housing-related services.

- The Senior Home Improvement Grant Program is designed to assist senior Garden Grove residents who qualify at or below the "low-income" limit, which is 80% of the Orange County area median income. Through this program, the City assisted four **(4)** low-income seniors with funds to rehabilitate their homes.
- The Home Repair Program is designed to assist Garden Grove residents who qualify at or below the "low-income" limit, which is 80% of the Orange County area median income. Through this program, the City assisted eleven **(11)** low-income residents with funds to rehabilitate their homes.
- HOME funding for the HEART Program allowed the City to serve a total of forty-four **(44)** homeless households with rental assistance and supportive services.
- HOME funding for the Valley View Senior Villas Program allowed the City to serve a total of seventeen **(17)** homeless households with rental assistance and supportive services.

Additionally, the City expended a total of **\$1,384,015** in ESG funds to assist homeless individuals with housing solutions.

- **\$30,442** in ESG funds was used to keep **9 households (23 individuals)** from losing their primary residence via homeless prevention services.
- **\$46,600** in ESG funds was used to locate and secure permanent housing for **5 homeless households (13 individuals)** via rapid rehousing services.
- **\$34,775** in ESG funds was used to provide **91 individuals** with a place to sleep via emergency shelter services.
- **\$868,655** in ESG-CV funds assisted another **807** homeless individuals through street outreach, homeless prevention, and emergency shelter activities.
- **\$403,543** in ESG-CV funds assisted **62** households through rapid rehousing activities.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

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

During FY 2020-2021, the City of Garden Grove was awarded **\$174,721** in ESG funds to address homelessness issues throughout the City. The funds were made available to various service providers offering different types of eligible homeless programs. The services included emergency shelters, essential services, homeless prevention, and homeless outreach.

The City of Garden Grove provided **\$50,000** to City Net to support a Street Outreach Program. The services provided through the Street Outreach Program were directed towards deploying basic needs support to unsheltered individuals in Garden Grove. This activity created opportunities for sub-recipients to informally engage and assess unsheltered individuals within their peer and community setting. City Net was able to provide essential outreach services to 110 homeless residents (89 households) in FY 2020-2021.

City staff focused the majority of resources on helping service providers maintain emergency shelter operations for homeless individuals and families, provide essential services such as case management and career counseling, and support homeless prevention programs through rapid rehousing and transitional housing. The City provided **\$46,600** in ESG funding to Interval House for emergency shelter and essential services, which included community outreach and education programs to individuals at risk of domestic violence. With the Garden Grove ESG funding for emergency shelter, Interval House was able to free up their nonfederal resources to provide homeless outreach services, homeless prevention education, and domestic violence safety outreach to the population at risk of homelessness, which included 91 individuals in Garden Grove.

The City of Garden Grove Police Department's Special Resource Team (SRT), funded through the City's general fund, also implemented street outreach programs for the homeless. The SRT focused on providing resources to help reduce the number of homeless individuals as well as reducing the police responses involving the homeless and mentally ill. The Police Department also partnered up with Orange County Mental Health agencies to provide resources and assistance to homeless individuals that the SRT encounters.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Of the \$174,721 of ESG funds, the City allocated **\$46,600** for emergency shelter and **\$34,775** for rapid rehousing programs. These funds provided different levels of homeless/client programs, including chronically homeless services, domestic violence, winter armory, child care, and rental assistance.



ESG funds also supported Interval House in maintaining its Domestic Violence Shelter Program. Over 91 victims of domestic violence and their children from Garden Grove were given emergency shelter and were provided support services which included a safe living environment in a confidential location. Case management was provided to ensure that the victims were rapidly rehoused in decent and affordable permanent housing. Over FY 2020-2021, Interval House provided rapid rehousing services to 5 households (13 individuals).

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The City of Garden Grove committed **\$30,442** in ESG funds to Mercy House for homeless prevention services. Mercy House assisted 9 families (23 individuals) through their Homeless Prevention Program, providing rental assistance and case management services to keep Garden Grove families from becoming homeless. Other ESG sub-recipient organizations, such as Interval House, have made great efforts to assist victims from becoming homeless after the completion of temporary housing programs. Staff at Interval House conduct follow-up case management for their domestic violence victims and make referrals to Garden Grove Housing Authority for Section 8 vouchers for permanent housing.

In FY 2020-2021, the Garden Grove Housing Authority worked with Thomas House, Mercy House, and Interval House in providing Section 8 vouchers to qualified residents coming from the shelter programs. Under the voucher program, individuals or families with a voucher are able to find and lease a unit and only have to pay a portion of the rent. The program further assists low-income individuals and families to avoid becoming homeless.

Every jurisdiction receiving McKinney-Vento Homeless Assistance Act funds must develop and implement a Discharge Coordination Policy. The County of Orange assists people discharged from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions). This assistance prevents homelessness resulting from discharge. The City will refer people discharged from public institutions to the County of Orange for additional resources.

**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**

In FY 2020-2021, the City allocated **\$34,775** for the Rapid Rehousing Program, which was administered through Interval House. The program targeted victims of domestic violence and their children seeking emergency shelters while waiting for permanent housing. The program also provided security deposits and rental assistance payments directly to landlords on behalf of participants, housing stability case management, legal services for housing needs, and credit repair assistance. The services are designed to seamlessly transition clients into suitable and stable permanent housing.

Interval House's partners include over 40 landlords to provide housing as needed. The funds used for the rapid rehousing program in FY 2020-2021 provided personal and financial assistance to 13 Garden Grove residents (5 households). In addition, Interval House's emergency shelter program had 97% of participants moving into permanent housing upon exit.

As part of the efforts to provide housing for the homeless and those at risk of homelessness, the City of Garden Grove awarded HOME funds to service providers who provide rental assistance through the Homeless Emergency Assistance and Rental Transition (HEART) Program. Interval House and Mercy House administered the program during FY 2020-2021 and assisted 44 households over a 12-month period by providing a portion of a household's rent (including security and utility deposits) while offering services to achieve self-sufficiency.

### **CR-30 - Public Housing 91.220(h); 91.320(j)**

#### **Actions taken to address the needs of public housing**

The City of Garden Grove does not have any units of Public Housing.

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

The City of Garden Grove does not have any units of Public Housing.

#### **Actions taken to provide assistance to troubled PHAs**

The City of Garden Grove does not have any units of Public Housing.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken 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. 91.220 (j); 91.320 (i)**

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’s role in housing costs. City efforts to remove barriers to affordable housing include:

- Conduct 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.
- Add provision of affordable housing projects through acquisition and rehabilitation activities and new construction of affordable housing units.
- Establishment of a streamlined service counter to reduce process time.
- Incentivize density bonuses for affordable projects.
- Continued assessment of existing policies, procedures, and fees to minimize unnecessary delays and expenses to housing projects.
- Streamline construction and/or conversion of Accessory Dwelling Units (ADU's).

In addition, the City updated its Analysis of Impediments to Fair Housing Choice (AI) Report in March 2020 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.

## **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The major obstacle to meeting 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.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

The City has an aggressive policy to identify and address lead-based paint hazards in all HUD-funded housing rehabilitation projects. The City considers all housing rehabilitation an opportunity to address potential lead hazards. We, therefore, require lead paint testing for 100% of the City's HUD-funded residential rehabilitation programs where paint will be disturbed in properties built before 1978. Loan/grant recipients are required to obtain a lead-based paint inspection prior to commencement of work as well as a post-rehabilitation clearance test if the work disturbed areas where lead contamination had been found. Because the additional costs of lead hazard testing and remediation can be prohibitively expensive for low-income homeowners, the City uses CDBG funds to cover the costs of the lead paint inspection and, if necessary, any lead paint interim controls and lead clearance testing in conjunction with any CDBG-funded housing rehabilitation grants or loans. During FY 2020-2021, the City funded twenty-seven (27) lead-based paint initial inspections and two (2) clearance inspections in administration of the Senior Home Improvement Grant and Home Repair Programs.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Garden Grove continues to look for ways to expand economic activities to include all people and provide programs to those people who are less fortunate. 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. Through the Con Plan and associated AAP, the City seeks to create and retain permanent jobs that are available to and/or filled by low- and moderate-income people. 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;
- Anti-crime programs;
- Housing rehabilitation programs;
- Creation of affordable housing;
- Job training and employment development;
- 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 the Con 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 as several of the CDBG, HOME, and ESG funded service

providers offer job training as a component of their programs.

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

#### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

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 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 and worked closely with the Neighborhood Improvement and Conservation Commission to deepen their understanding of the CDBG, HOME, and ESG Programs.

Capacity-building is another component in development of 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 taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Housing, supportive services, and community development activities were delivered by a number of public agencies, non-profit entities, and private organizations. The City of Garden Grove continued 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 participated in regional planning groups and forums to foster collaboration with other agencies and organizations. Through collaboration, the City identified common goals and strategies to avoid overlaps in services and programs and identify potential for leveraging resources. The City also continued 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 utilized 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.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdiction's analysis of impediments to fair housing choice. 91.520(a)**

The City of Garden Grove is required to undertake an analysis of impediments to fair housing that may be prevalent in the community and to develop an action plan to address impediments. The City, in collaboration with other Orange County communities, participated in producing a five-year analysis of impediments to fair housing. The final product was the 2020-2024 Orange County Regional Analysis of Impediments to Fair Housing Choice (Regional AI). The following are the private sectors impediments:

- Housing Discrimination
- Discriminatory Advertising
- Denial of Reasonable Accommodation
- Hate Crimes
- Unfair Lending

During FY 2020-2021, the City of Garden Grove undertook several programs/actions (on its own or in cooperation with a fair housing provider) to overcome the impediments to fair housing choices identified in the Regional AI. Garden Grove contracted with Fair Housing Foundation (FHF) to provide comprehensive educational and enforcement programs for City residents. The FHF understands the private sector and is well equipped to analyze impediments, describe appropriate actions, and to follow-through on those actions.

During FY 2020-2021, the FHF assisted a total of **6,706 individuals** with the following services:

**1. Fair Housing Outreach and Education**

- Planned Agency Meetings at various locations throughout the City;
- Organized booths at various events throughout the City;
- Distributed literature at various locations throughout the City (including flyers and press releases);
- Facilitated management trainings at City Hall;
- Gave presentations at various locations throughout the City;
- Coordinated landlord/tenant workshops at City Hall.

**2. General Housing Counseling & Resolution**

- Responded to inquiries regarding general housing issues. In addition, FHF screens, inputs data, counsels, pursues habitability cases, provides unlawful detainer assistance, conducts mediations, and provides appropriate referrals.

**3. Discrimination Services**

- Responded to inquiries regarding discrimination, complaints, screening, and counseling services.

**4. Landlord/Tenant Services**

- Responded to and assisted in the mediation of disputes between landlords and tenants.



## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Although the City's HUD-funded activities and strategies have been very successful, we strive for continuous improvements in our housing, homeless prevention, neighborhood improvement, and public service priority needs, as well as our grant administration, compliance, and monitoring. During FY 2020-2021, the City continued to improve its project, fiscal, and other administrative management systems to ensure compliance with CDBG, HOME, and ESG program and comprehensive planning requirements through the following measures and accomplishments:

The City's Community and Economic Development and Finance Departments worked together over the last six months to prepare for the FY 2020-2021 CAPER and the FY 2021-2022 AAP. Through several brainstorming meetings with managers and staff from both teams, the City has achieved comprehensive training for key staff in both departments on HUD program financial administration and using IDIS. Community and Economic Development staff have been working with Finance staff to educate them on HUD requirements. This cooperation will improve the timeliness of HUD fund drawdowns, establish better procedures and schedules for aligning the City's general budget planning and the HUD AAP process, the City's general ledger and IDIS records, and for handling remaining funds at the end of the program year.

City Staff annually monitors all HOME funded projects in accordance with the City's Monitoring Plan for HOME Rental Projects and the HOME Final Rule. See Attachment 4 for the City's HOME Monitoring Policy.

In an effort to ensure up-to-date knowledge of HUD programs and policies, staff members invested over 50 hours in training, workshops, webinars, or technical assistance sessions sponsored by HUD or by outside agencies but with direct relevance to the HUD program implementation. Topics of the trainings included Financial Management, Analysis of Impediments, HMIS, HOME activities, IDIS, sub-recipient management, CDBG and Environmental Training.

CARES ACT CDBG-CV and ESG-CV grant funds were awarded to the City of Garden Grove in April 2020 and have an expenditure deadline of June 30, 2022. The City will monitor CARES Act CDBG-CV and ESG-CV projects in accordance with HUD regulations on a quarterly basis through expenditure reports. The City will utilize the Sage Report tool to submit the required CARES Act ESG-CV reports that are due to HUD on a quarterly basis.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

### **Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

The City's effort to provide citizens with reasonable notice and an opportunity to comment on performance reported in the Draft FY 2020-2021 CAPER follows the process outlined in the Citizen Participation Plan.

As outlined in the Public Notice, due to COVID-19, the City has modified its process for reviewing and accepting comments related to the CAPER to ensure social distancing and to limit the spread of COVID-19. The Draft CAPER was made available for public review online at <https://ggcity.org/neighborhood-improvement/reports>, and all public comments were directed to staff via email.

The 15-day public review and comment period for the FY 2020-2021 CAPER was from August 30, 2021, through September 28, 2021. Notices for the public hearing were published in local English, Spanish and Vietnamese newspapers on August 30, 2021. The City held public hearings to receive public comments regarding the FY 2020-2021 CAPER at the September 13, 2021, Neighborhood Improvement and Conservation Commission meeting and at the September 28, 2021, Garden Grove City Council meeting. The public notices that were published are included in Attachment 1.

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

The City of Garden Grove CDBG program did not have any significant changes to the Consolidated Plan goals.

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No.

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## **CR-50 - HOME 91.520(d)**

**Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations**

***Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.***

Typically, the Garden Grove Housing Authority (GGHA) conducts Housing Quality Standard (HQS) inspections of Tenant Based Rental Assistance units, HOME restricted units, Density Bonus units, and Housing Successor units to determine compliance with Federal, State, and local housing standards. However, due to COVID-19, the City received a waiver from HUD, which eliminated the requirement to perform "On-site inspections of HOME-assisted rental housing" until after December 31, 2020.

On-site inspections of HOME assisted projects will resume in FY 2021-2022.

## **Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)**

All HOME funded affordable housing projects must adopt affirmative marketing procedures and submit the affirmative marketing plan to the City. During annual monitoring, overall performance related to fair housing and non-discrimination is monitored to ensure fair housing compliance.

## **Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics**

During FY 2020-2021, the City expended **\$71,506.90** in Program Income on the HEART Program. The HEART Program provides rental assistance and supportive services for literally homeless individuals and individuals at-risk of homelessness.

## **Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)**

**Section 8 funds:** The Garden Grove Housing Authority administers the Section 8 Program for the City and provides rent subsidies to 2,337 Garden Grove households.

**Density Bonus:** The City of Garden Grove works with housing developers to assist in the development of affordable housing projects through the execution of Density Bonus Affordable Housing Agreements. The City currently monitors three (3) density bonus affordable housing projects totaling 15 affordable units.

**Redevelopment Agency:** The City of Garden Grove currently monitors 11 affordable housing projects, totaling 640 affordable units previously assisted with former Low and Moderate Housing funds.

## CR-60 - ESG 91.520(g) (ESG Recipients only)

### ESG Supplement to the CAPER in *e-snaps*

#### For Paperwork Reduction Act

#### 1. Recipient Information—All Recipients Complete

##### Basic Grant Information

Recipient Name	GARDEN GROVE
Organizational DUNS Number	009596495
EIN/TIN Number	956005848
Identify the Field Office	LOS ANGELES
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Santa Ana/Anaheim/Orange County CoC

##### ESG Contact Name

Prefix	Mr.
First Name	Tim
Middle Name	0
Last Name	Throne
Suffix	0
Title	Program Specialist

##### ESG Contact Address

Street Address 1	11222 Acacia Parkway
Street Address 2	0
City	Garden Grove
State	CA
ZIP Code	92840-
Phone Number	7147415144
Extension	0
Fax Number	0
Email Address	timothyt@ggcity.org

##### ESG Secondary Contact

Prefix	Mr.
First Name	Roy
Last Name	Robbins
Suffix	0
Title	Senior Project Specialist
Phone Number	7147415206
Extension	0
Email Address	nater@ggcity.org

## 2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2020  
Program Year End Date 06/30/2021

### 3a. Subrecipient Form – Complete one form for each subrecipient

**Subrecipient or Contractor Name:** Mercy House Living Centers

**City:** Santa Ana

**State:** CA

**Zip Code:** 92702, 1905

**DUNS Number:** 879797165

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$30,442

**Subrecipient or Contractor Name:** City Net

**City:** Long Beach

**State:** CA

**Zip Code:** 90809, 0243

**DUNS Number:** 361759140

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$50,000

**Subrecipient or Contractor Name:** 211 Orange County

**City:** Santa Ana

**State:** CA

**Zip Code:** 92705, 8520

**DUNS Number:** 884339003

**Is subrecipient a victim services provider:** N

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$5,241

**Subrecipient or Contractor Name:** Interval House Crisis Shelters

**City:** Seal Beach

**State:** CA

**Zip Code:** 90740, 2356

**DUNS Number:** 113510176

**Is subrecipient a victim services provider:** Y

**Subrecipient Organization Type:** Other Non-Profit Organization

**ESG Subgrant or Contract Award Amount:** \$81,375



## **CR-65 - Persons Assisted**

CR-65 is replaced by the FY 2020-2021 ESG Sage Report, which is located in Attachment #5.

## CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

### 10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	25,915
Total Number of bed-nights provided	24,865
Capacity Utilization	96%

Table 24 – Shelter Capacity

### 11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

All sub-recipients of ESG funds were required to use homeless/client certification forms during the intake process to ensure all clients serviced were qualified and are residents of the City of Garden Grove. In addition, sub-recipients were also required to submit completed quarterly reports for monitoring purposes. During the aforementioned process, City staff addressed concerns and/or discrepancies within the reports and made sure corrections were made at the early stages of the FY. **The capacity of utilization for shelter was approximately 96% (24,865 bed nights provided).**

In addition, City staff consulted with the CoC and attended meetings with various County subcommittees to discuss issues, concerns, and best practices for meeting the needs of the homeless population. Staff also formed an OC Collaborative consisting of neighboring jurisdictions receiving ESG funds (Anaheim, Santa Ana, Irvine, and the County of Orange) and established a shared Request for Proposal (RFP) that was utilized to fund service providers for program year 2020. The OC Collaborative created uniform ESG guidelines that are utilized amongst all service providers within the County. These guidelines include a homeless at risk assessment and a homeless certification form. Creating these guidelines helped promote a cohesive effort between the neighboring Cities in addressing homelessness and also assisted service providers to stay compliant with HUD's regulations.

## CR-75 – Expenditures

### 11. Expenditures

#### 11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	\$18,987	\$7,499	\$30,442
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Homelessness Prevention</b>	<b>\$18,987</b>	<b>\$7,499</b>	<b>\$30,442</b>

Table 25 – ESG Expenditures for Homelessness Prevention

#### 11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Expenditures for Rental Assistance	\$32,742	\$31,615	\$28,140
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	\$4,279	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	\$10,051	\$13,317	\$6,635
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
<b>Subtotal Rapid Re-Housing</b>	<b>\$47,072</b>	<b>\$44,932</b>	<b>\$34,775</b>

Table 26 – ESG Expenditures for Rapid Re-Housing

#### 11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Essential Services	\$51,197	\$50,427	\$46,600
Operations	\$19,623	\$21,839	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
<b>Subtotal</b>	<b>\$70,820</b>	<b>\$72,266</b>	<b>\$46,600</b>

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2018	2019	2020
Street Outreach	\$24,961	\$30,353	\$50,000
HMIS	\$5,061	\$5,332	\$5,241
Administration	\$12,653	\$10,353	\$13,104

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2018	2019	2020
	\$179,554	\$170,735	\$180,162

Table 29 - Total ESG Funds Expended

11f. Match Source

	2018	2019	2020
Other Non-ESG HUD Funds	\$25,000	\$10,000	0
Other Federal Funds	0	0	0
State Government	\$83,958	\$90,830	\$81,375
Local Government	\$15,061	\$45,747	\$55,241
Private Funds	\$48,687	\$27,500	0
Other	0	0	\$30,442
Fees	0	0	0
Program Income	0	0	0
<b>Total Match Amount</b>	<b>\$172,706</b>	<b>\$174,077</b>	<b>\$167,058</b>

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2018	2019	2020
	\$352,260	\$344,812	\$347,220

Table 31 - Total Amount of Funds Expended on ESG Activities

## **Attachment #1**

### **FY 2020-2021 CAPER Public Participation**

**PUBLIC NOTICE  
CITY OF GARDEN GROVE  
2020-21 CONSOLIDATED ANNUAL PERFORMANCE  
AND EVALUATION REPORT (CAPER)**

The City of Garden Grove's (City) Community and Economic Development Department, in accordance with U.S. Department of Housing and Urban Development (HUD) regulations, has prepared its Draft FY 2020-21 Consolidated Annual Performance and Evaluation Report (CAPER). The report describes and assesses the housing, economic, and community development activities undertaken by the City over the period from July 1, 2020, through June 30, 2021.

**Opportunity for Public Review and Comment**

Public hearings are to be held in the Garden Grove Community Meeting Center located at 11300 Stanford Avenue, Garden Grove, California, 92840, and are scheduled as follows:

The Garden Grove Neighborhood Improvement and Conservation Commission – **Monday, September 13, 2021, at 6:30 p.m.**

The Garden Grove City Council – **Tuesday, September 28, 2021, at 6:30 p.m.**

In an effort to protect public health and prevent the spread of the Coronavirus (COVID-19), members of the public are asked to consider very carefully before attending this meeting in person and are required to wear face masks and maintain distance from others. Please do not attend this meeting if you have traveled and/or have had direct contact with someone who has traveled to places experiencing high rates of infection or tested positive for Covid-19. The meeting will also be broadcasted live on Spectrum Cable Channel 3 in audio, and live streamed at [https://ggcity.org/cgi-bin/city\\_council/videos\\_and\\_agendas.cgi](https://ggcity.org/cgi-bin/city_council/videos_and_agendas.cgi), and on YouTube at <https://www.youtube.com/c/GardenGroveTV3/live>.

The Draft Fiscal Year 2020-2021 CAPER will be available for public review from August 30, 2021 through September 28, 2021, and can be accessed on line at <https://ggcity.org/neighborhood-improvement/reports>.

Written comments submitted before and no later than Tuesday, September 28, 2021, at 3:00 p.m. to Timothy Throne, Program Specialist, by email at [timothyt@ggcity.org](mailto:timothyt@ggcity.org) or to the City Clerk's Office at [cityclerk@ggcity.org](mailto:cityclerk@ggcity.org), will be forwarded to the City Council before the public hearing. Written comments submitted after 3:00 p.m. will be provided to the City Council at the time of the meeting.

/s/ TERRI POMEROY, CMC  
City Clerk

Date: August 30, 2021

Publish: August 30, 2021

**AVISO PÚBLICO**  
**CIUDAD DE GARDEN GROVE**  
**2020-21 EVALUACIÓN E INFORME DE DESEMPEÑO ANNUAL CONSOLIDADO**

El Departamento de Desarrollo Económico y Comunitario de la Ciudad de Garden Grove, de acuerdo con los reglamentos del Departamento de Vivienda y Desarrollo Urbano (HUD) de los Estados Unidos, ha preparado su Borrador del Reporte Consolidado Anual de Desempeño y Evaluación (CAPER) para el año fiscal 2020-21. El reporte describe y evalúa las actividades de vivienda, economía, y desarrollo de la comunidad emprendidas por la Ciudad durante el periodo del 1 de Julio de 2020, hasta el 30 de Junio de 2021.

**Oportunidad de Revision y Comentarios Publicos**

Audiencias públicas se llevan a cabo en el Centro Comunitario de Citas de la Ciudad de Garden Grove localizado en 11300 Stanford Avenue, Garden Grove, California, 92840, y están programadas de la siguiente manera:

La Comisión de Conservación y Mejoramiento de Vecindarios de la Ciudad de Garden Grove – **lunes 13 de septiembre de 2021 a las 6:30 p.m.**

El Concejo Municipal de Garden Grove – **martes 28 de septiembre de 2021 a las 6:30 p.m.**

En un esfuerzo por proteger la salud pública y prevenir la propagación del Coronavirus (COVID-19), se pide a los miembros del público que consideren con mucho cuidado antes de asistir a esta reunión en persona y se les requiere que usen mascararas faciales y mantengan distancia de otras personas. Por favor no asista a esta reunión si ha viajado o ha tenido contacto directo con alguien que a viajado a lugares con altos números de infección o que haya resultado positivo de COVID-19. La reunión será emitida en audio en vivo por el Canal 3 en Spectrum y transmitida en vivo en [https://ggcity.org/cgi-bin/city\\_council/videos\\_and\\_agendas.cgi](https://ggcity.org/cgi-bin/city_council/videos_and_agendas.cgi), y por medio de YouTube en <https://www.youtube.com/c/GardenGroveTV3/live>.

El borrador del CAPER del año fiscal 2020-21 estará disponible para revisión pública desde el 30 de Agosto de 2021 hasta el 28 de Septiembre de 2021 y puede ser accedido a través de la red de internet <https://ggcity.org/neighborhood-improvement/reports>.

Comentarios presentados por escrito enviados a Timothy Throne, Especialista en Programas, por correo electrónico a [timothyt@ggcity.org](mailto:timothyt@ggcity.org) o a la Oficina de la Secretaria de la Ciudad a [cityclerk@ggcity.org](mailto:cityclerk@ggcity.org), antes de y no más tarde del martes 28 de septiembre de 2021, a las 3:00 p.m. serán enviados al Concejo Municipal antes de la audiencia pública. Los comentarios por escrito enviados después de las 3:00 p.m. serán proveídos al Concejo Municipal en el momento de la reunión.

/s/ TERRI POMEROY, CMC  
Secretaria de la Ciudad

Date: 30 de agosto de 2021

Publish: 30 de agosto de 2021



**THÔNG BÁO**  
**THÀNH PHỐ GARDEN GROVE**  
**BÁO CÁO ĐÁNH GIÁ VÀ THÀNH TÍCH HỢP NHẤT**  
**HÀNG NĂM CAPER 2020-21 (CAPER)**

Thành phố Garden Grove, Ban Phát triển Kinh tế và Cộng đồng, theo quy định của Bộ Phát triển Đô thị và Nhà ở Hoa Kỳ (HUD), đã chuẩn bị Bản thảo Báo Cáo Đánh Giá và Thành Tích Hợp Nhất Hàng Năm CAPER 2020-21 (CAPER). Báo cáo mô tả và đánh giá các hoạt động phát triển nhà ở, kinh tế và cộng đồng do Thành phố thực hiện trong khoảng thời gian trong giai đoạn từ ngày 1 tháng Bảy, 2020 đến hết ngày 30 tháng Sáu, 2021.

**Cơ Hội Để Công Chúng Xem Duyệt Và Nhận Xét**

Một phiên điều trần công khai sẽ được tổ chức bởi Ủy Ban Cải Thiện và Bảo Tồn Hàng Xóm (Neighborhood Improvement and Conservation Commission, NICC) vào:

**Thứ Hai, ngày 13 tháng Chín, 2021 lúc 6:30 chiều**, tại Garden Grove Community Meeting Center, tọa lạc tại 11300 Stanford Avenue, Garden Grove, California, 92840.

Và tại Hội Đồng Thành Phố Garden Grove vào ngày **Thứ Ba, 28 tháng Chín, 2021 lúc 6:30 chiều**.

Trong nỗ lực bảo vệ sức khỏe cộng đồng và ngăn chặn sự lây lan của Coronavirus (COVID-19), các thành viên trong cộng đồng được yêu cầu cân nhắc rất kỹ trước khi trực tiếp tham dự cuộc họp này và phải đeo khẩu trang và giữ khoảng cách với những người khác. Vui lòng không tham dự cuộc họp này nếu quý vị đã đi du lịch và/ hoặc tiếp xúc trực tiếp với người đã đi đến những nơi có tỷ lệ lây nhiễm cao hoặc có kết quả xét nghiệm dương tính với Covid-19. Cuộc họp sẽ được phát trực tiếp trên Spectrum Cable Channel 3 tại

[https://ggcity.org/cgi-bin/city\\_council/videos\\_and\\_agendas.cgi](https://ggcity.org/cgi-bin/city_council/videos_and_agendas.cgi), và kênh Youtube tại <https://www.youtube.com/c/GardenGroveTV3/live>.

Bản thảo CAPER niên khoá 2020-2021 sẽ có online từ ngày 30 tháng Tám, 2021 đến ngày 28 tháng Chín, 2021, để công chúng nhận xét tại <https://ggcity.org/neighborhood-improvement/reports>.

Các nhận xét bằng văn bản nên gửi đến sớm và không trễ hơn Thứ Ba, ngày 28 tháng Chín, 2021, lúc 3:00 giờ chiều cho ông Timothy Throne, Program Specialist, qua email [timothy.t@ggcity.org](mailto:timothy.t@ggcity.org) hoặc gửi đến Văn phòng Thư ký Thành phố tại [cityclerk@ggcity.org](mailto:cityclerk@ggcity.org), sẽ được chuyển đến Hội đồng Thành phố trước phiên điều trần công khai. Nhận xét bằng văn bản được gửi sau 3:00

giờ chiều sẽ được cung cấp cho Hội đồng thành phố vào thời điểm diễn ra cuộc họp.

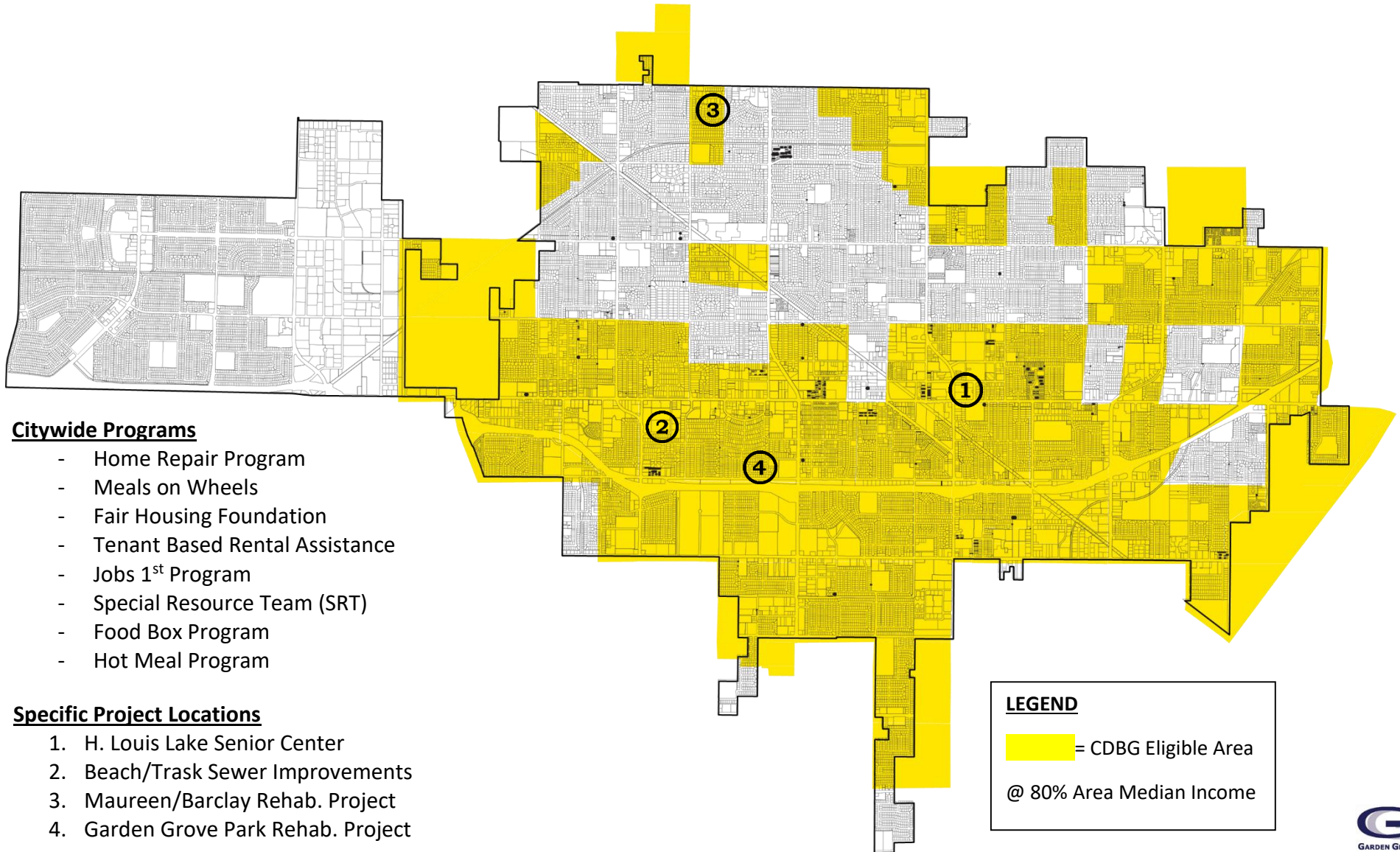
/s/ TERRI POMEROY, CMC  
Thư Ký Thành Phố

Ngày: 30 tháng Tám, 2021

## **Attachment #2**

### **FY 2020-2021 Project Locations Map**

## ATTACHMENT 2: FY 2020-21 Project Locations



**Attachment #3**

**PR-26 – CDBG Financial Summary**



Office of Community Planning and Development  
U.S. Department of Housing and Urban Development  
Integrated Disbursement and Information System

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PR26 - CDBG Financial Summary Report

Program Year 2020

GARDEN GROVE , CA

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	2,029,910.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	2,029,910.00

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	2,024,615.88
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	2,024,615.88
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	470,606.68
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	2,495,222.56
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	(465,312.56)

PART III: LOW/MOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	2,024,615.88
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	2,024,615.88
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	392,335.67
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	392,335.67
32 ENTITLEMENT GRANT	2,029,910.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	2,029,910.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	19.33%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	470,606.68
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 + LINE 40)	470,606.68
42 ENTITLEMENT GRANT	2,029,910.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	2,029,910.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	23.18%



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LINE 17 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 17

Report returned no data.

LINE 18 DETAIL: ACTIVITIES TO CONSIDER IN DETERMINING THE AMOUNT TO ENTER ON LINE 18

Report returned no data.

LINE 19 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 19

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2020	13	710	6534456	CDBG - GG Park Rehab	03F	LMA	\$163,097.00
					03F	Matrix Code	\$163,097.00
2019	3	686	6428239	CDBG Beach/ Trask Sewer Improvements	03J	LMA	\$1,055,450.23
					03J	Matrix Code	\$1,055,450.23
2020	12	709	6482182	CDBG - Maureen Drive Rehab	03K	LMA	\$241,910.00
					03K	Matrix Code	\$241,910.00
2019	7	681	6428239	CDBG Senior Center	05A	LMC	\$62,513.53
2019	8	682	6428239	CDBG Community SeniorServ	05A	LMC	\$15,000.00
2020	19	713	6482182	CDBG - Senior Center	05A	LMC	\$40,068.54
2020	19	713	6532609	CDBG - Senior Center	05A	LMC	\$47,741.72
2020	19	713	6534456	CDBG - Senior Center	05A	LMC	\$54,746.29
2020	19	714	6532609	CDBG - Meals on Wheels	05A	LMC	\$5,000.00
2020	19	714	6534456	CDBG - Meals on Wheels	05A	LMC	\$5,000.00
					05A	Matrix Code	\$230,070.08
2019	6	680	6428239	Gang Suppression Unit (GSU)	05I	LMA	\$40,570.59
					05I	Matrix Code	\$40,570.59
2020	9	699	6482182	CDBG - Special Resource Team	05Z	LMA	\$1,093.21
2020	9	699	6532609	CDBG - Special Resource Team	05Z	LMA	\$40,673.16
2020	9	699	6534456	CDBG - Special Resource Team	05Z	LMA	\$79,928.63
					05Z	Matrix Code	\$121,695.00
2019	9	683	6428239	CDBG Senior Grants	14A	LMH	\$36,937.81
2020	22	711	6482182	CDBG - Home Repair Program	14A	LMH	\$4,040.00
2020	22	711	6532609	CDBG - Home Repair Program	14A	LMH	\$43,729.55
2020	22	711	6534456	CDBG - Home Repair Program	14A	LMH	\$17,213.78
2020	22	722	6482182	CDBG - Senior Grant Program	14A	LMH	\$5,026.80
2020	22	722	6532609	CDBG - Senior Grant Program	14A	LMH	\$5,177.22
					14A	Matrix Code	\$112,125.16
2019	10	687	6428239	CDBG Small Business Assistance Loan	18A	LMJ	\$25,197.82
2020	15	712	6532609	CDBG - JOBS 1st Program	18A	LMJ	\$33,000.00
2020	15	712	6534456	CDBG - JOBS 1st Program	18A	LMJ	\$1,500.00
					18A	Matrix Code	\$59,697.82
Total							\$2,024,615.88

LINE 27 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 27

Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity to prevent, prepare for, and respond to Coronavirus	Activity Name	Grant Number	Fund Type	Matrix Code	National Objective	Drawn Amount
2019	7	681	6428239	No	CDBG Senior Center	B19MC060505	EN	05A	LMC	\$62,513.53
2019	8	682	6428239	No	CDBG Community SeniorServ	B19MC060505	EN	05A	LMC	\$15,000.00
2020	19	713	6482182	No	CDBG - Senior Center	B20MC060505	EN	05A	LMC	\$40,068.54
2020	19	713	6532609	No	CDBG - Senior Center	B20MC060505	EN	05A	LMC	\$47,741.72
2020	19	713	6534456	No	CDBG - Senior Center	B20MC060505	EN	05A	LMC	\$54,746.29
2020	19	714	6532609	No	CDBG - Meals on Wheels	B20MC060505	EN	05A	LMC	\$5,000.00
2020	19	714	6534456	No	CDBG - Meals on Wheels	B20MC060505	EN	05A	LMC	\$5,000.00
								05A	Matrix Code	\$230,070.08
2019	6	680	6428239	No	Gang Suppression Unit (GSU)	B19MC060505	EN	05I	LMA	\$40,570.59
								05I	Matrix Code	\$40,570.59
2020	9	699	6482182	No	CDBG - Special Resource Team	B20MC060505	EN	05Z	LMA	\$1,093.21
2020	9	699	6532609	No	CDBG - Special Resource Team	B20MC060505	EN	05Z	LMA	\$40,673.16
2020	9	699	6534456	No	CDBG - Special Resource Team	B20MC060505	EN	05Z	LMA	\$79,928.63
								05Z	Matrix Code	\$121,695.00
				No	Activity to prevent, prepare for, and respond to Coronavirus					\$392,335.67
Total										\$392,335.67

LINE 37 DETAIL: ACTIVITIES INCLUDED IN THE COMPUTATION OF LINE 37



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Plan Year	IDIS Project	IDIS Activity	Voucher Number	Activity Name	Matrix Code	National Objective	Drawn Amount
2019	1	677	6428239	CDBG Administration and Planning	21A		\$130,986.85
2020	8	706	6482182	CDBG - Administration	21A		\$40,418.83
2020	8	706	6532609	CDBG - Administration	21A		\$167,679.89
2020	8	706	6534456	CDBG - Administration	21A		\$38,876.80
					21A	Matrix Code	\$377,962.37
2019	4	678	6428239	CDBG Municipal Support	21B		\$12,048.48
2020	8	708	6482182	CDBG - Indirect Costs	21B		\$15,483.16
2020	8	708	6532609	CDBG - Indirect Costs	21B		\$8,613.84
					21B	Matrix Code	\$36,145.48
2019	5	679	6428239	CDBG Fair Housing Foundation	21D		\$23,674.14
2020	8	707	6482182	CDBG - Fair Housing Foundation	21D		\$12,213.99
2020	8	707	6532609	CDBG - Fair Housing Foundation	21D		\$11,576.57
2020	8	707	6534456	CDBG - Fair Housing Foundation	21D		\$9,034.13
					21D	Matrix Code	\$56,498.83
Total							\$470,606.68



**Attachment #4**

**HOME Monitoring Protocols**

## **ATTACHMENT 4: HOME Monitoring Protocols**

This attachment to the City of Garden Grove's (City) Monitoring Plan is prepared to establish protocols for monitoring HOME Investment Partnerships Act (HOME) assisted rental housing projects. The City is responsible to the U.S. Department of Housing and Urban Development (HUD) for monitoring HOME-assisted rental projects throughout the period of affordability to ensure that HOME-assisted rental projects are monitored adequately for continued compliance with federal and state regulations. Monitoring guidelines are intended to assist City monitoring staff in making informed judgments about asset management, HOME Investment Partnerships Act (HOME) Program compliance and management efficiency of HOME-assisted rental projects.

The primary document used to monitor projects is the Regulatory Agreement. An exhibit of the Affordable Housing Agreement (AHA) or the Disposition and Development Agreement (DDA), a Regulatory Agreement is executed by the owner and the City or the City's Redevelopment Agency (Agency) and recorded as a lien on the project in the official records of Orange County.

### **The Monitoring Process**

Monitoring of HOME-assisted housing developments will be scheduled following the annual publication of HOME Investment Partnerships Act (HOME) rents and income limits by the U.S. Department of Housing and Urban Development (HUD), which typically occurs between March and May. Monitoring will occur at two levels:

- Annually, a desk audit will be performed wherein the owner/property manager will submit information certifying household sizes, household incomes and rents for all HOME-restricted units; and
- Periodically, an on-site visit will be conducted, which will include a property inspection and an in-depth review of all the HOME and federal cross-cutting requirements, e.g., affirmative marketing and tenant selection procedures,

On-site monitoring will occur whenever developments are inspected to ensure compliance with the City's property standards. While the City has the prerogative to monitor on-site more frequently, especially if a project is at risk because of outstanding findings or insufficient capacity, inspections and site visits will typically occur in accordance with the HOME Final Rule at 24 CFR 92.504(d):

Total No. of Units	Minimum Schedule
1 – 4 units	every 3 years
5 – 25 units	every 2 years
26+ units	annually

The following steps are to be taken when conducting a **desk audit**:

1. A monitoring letter (*Exhibit 1: Annual Monitoring Letter*) will be sent to the Owner/Property Manager transmitting the project's Annual Compliance Report and certification and recertification forms along with the new HOME rents, income limits, Garden Grove Housing Authority utility allowance schedule and a form for calculating HOME rents.
2. The Owner/Property Manager is to submit the new rent schedule and the completed Annual Compliance Report (*Exhibit 2: Project Compliance Report*) accompanied by income certification or recertification forms (*Exhibit 3: Tenant Income Certification/Recertification Form*) for each household occupying a HOME-designated unit.
3. A *Monitoring Summary* letter will be provided to the Owner/Property Manager that serves as the formal notification of the results of the monitoring. All negative conclusions will be considered a finding or concern with a specific required corrective action. A copy is retained in the Project monitoring file.
  - A "finding" is a deficiency in project performance evidencing an unmet statutory or regulatory requirement.
  - A "concern" relates to project performance requiring improvement before becoming a finding.
4. The Owner/Property Manager is to provide a written response within 30 days of the date of the Monitoring Summary letter.

5. Upon completion of all corrective actions, a letter is sent to the Owner/Property Manager stating that the monitoring findings and concerns have been closed. A copy is retained in the Project monitoring file.

The following steps are to be taken when monitoring ***on-site***:

1. A pre-monitoring letter (*Exhibit 1.1: Monitoring Letter-Site Visitation*) will be sent to the Owner and property manager at least two weeks in advance of the monitoring visit. The letter will detail the salient terms of the Project's Regulatory Agreement that will be the source of monitoring and provide the Owner/Property Manager with the new HOME rents, income limits, Garden Grove Housing Authority utility allowance schedule and a form for calculating HOME rents.
2. Upon arrival, an entrance interview will be conducted to make sure that the owner and/or manager thoroughly understand the purpose, scope and schedule for the monitoring.
3. A detailed record will be prepared of information reviewed and conversations held with the Owner/Property Manager during the monitoring visit, using a checklist (*Exhibit 4: File Checklist*) and questionnaire (*Exhibit 4.1: Monitoring Questionnaire*) of HOME Program requirements. The information gathered will serve as a basis for conclusions to be included in the Monitoring Summary letter and follow-up.
4. After the monitoring visit, a *Monitoring Summary letter* will be forwarded to the Owner/ Property Manager that serves as the formal notification of the results of the monitoring. All negative conclusions will be considered a finding or concern with a specific required corrective action. If relevant, the letter may stipulate steps initiated by the Owner/Property Manager to correct areas of noncompliance or nonperformance. A copy will be retained in the Project monitoring file.
  - A "finding" is a deficiency in project performance evidencing an unmet statutory or regulatory requirement.
  - A "concern" relates to project performance requiring improvement before becoming a finding.

5. The Owner/Property Manager is to provide a written response within 30 days of the date of the Monitoring Summary letter.
6. Upon completion of all corrective actions, a letter is sent to the Owner/Property Manager stating that the monitoring findings and concerns have been closed. A copy is retained in the Project monitoring file.

## **Monitoring files**

The City's monitoring files will contain the following documents per project per year:

1. Copies of monitoring checklists and forms;
2. Copy of the Regulatory Agreement and Promissory Note;
3. Copy of monitoring letters to the Owner/Property Manager (Summary letter and Clearance letter);
4. Copies of the project's Management Plan;
5. Copy of rent roll information submitted by the Owner/Property Manager;
6. Copy of the project's residential lease;
7. Utility Allowance schedules;
8. If applicable, reports to confirm the owner's compliance with lead-based paint requirements;
9. Reports of property and unit inspections;
10. Project Compliance Reports submitted by the Owner/Property Manager;
11. Copy of tenant certification /recertification forms
12. Confirmation of insurance coverage submitted by the property owner or management agent;
13. Confirmation of affirmative marketing compliance for projects with 5 or more HOME-assisted units;
14. Current claim for property tax exemption\*;
15. Independent Copy of Residual Receipts Report; and
16. Audit\*.

*\*Required for a Community Housing Development Organization (CHDO) only.*

## **On-Site Monitoring**

The City will conduct periodic on-site reviews of each HOME-assisted rental project to verify the following:

### 1. Continued *income* eligibility

- The City will ascertain if the owner is correctly calculating income using the 24 CFR Part 5 definition, inclusive of asset calculations and use of appropriate verification forms, and if households are low-income or very low-income.
- The City will also review tenant files to determine if the Owner/Property Manager annually re-certifies the income of each household occupying a HOME-assisted unit, and that the tenancy still meets the HOME income requirements. Though not a HOME requirement, the recertification should commence 120 days before the anniversary date and should be completed by the tenant's recertification anniversary date.

### 2. Continued *occupancy* eligibility

- For projects with five or more HOME-assisted units, a minimum of 20% of HOME-assisted units must continue to be occupied by very low-income households paying low HOME rents for the term of affordability, in accordance with the income limits published annually by HUD.

### 3. HOME *Rents*

- Maximum monthly rents of HOME-assisted units may not exceed Low HOME and High HOME rent limits as published annually by HUD. HOME rents include a tenant utility allowance generally provided by the local housing authority.
- When tenants receive additional subsidy through tenant-based rental assistance programs such as Section 8, additional requirements apply. Under the HOME Program, the total gross rent (for tenants receiving Section 8 assistance) includes the tenant's share of rent, the subsidy payment, *and the utility allowance*. The total of these three amounts can not exceed the allowable HOME rent. Any issues of non-compliance must be corrected by the Owner/ Property Manager by reducing the gross rent (tenant share, subsidy, and utility allowance) to the allowable HOME rent effective the next interim or annual recertification.

- Very low-income residents receiving project-based rental subsidies are subject to rents allowable under the federal or State project-based rental subsidy program, not the HOME rent limits.

#### 4 Rents for *over-income tenants*

- Over-income tenants (those with incomes over 80% of the area median) in HOME-assisted fixed units must pay the lesser of the amount payable by the tenant under State or local law (rent control) or 30% of the household's adjusted income for rent. There is no rent cap for "fixed" units.
- Over-income tenants in HOME-assisted floating units must pay 30% of their adjusted income for rent. However, the rent may not exceed the market rent for comparable, unassisted units in the neighborhood.

#### 5. Property Standards

- The Final Rule allows for inspection, using Housing Quality Standards at 24 CFR 982.201, of a sufficient sample of HOME-assisted units in a multi-family development, rather than inspection of each and every HOME-assisted unit in the development. The City will inspect 15 to 20 percent of the HOME-assisted units in a project including a minimum of one unit in every building. If consistent compliance problems are found, more units should be inspected.
- Housing Quality Standards at 24 CFR 982.201 will be the code used to inspect rental units. A separate inspection checklist will be completed for each HOME-assisted unit (Exhibit 5: HQS Inspection form).

#### 6. Affirmative Marketing

- Owners/Property Managers of Developments with five or more HOME-Assisted Units are required to maintain an Affirmative Marketing Plan (Exhibit 6: Affirmative Marketing/Fair Housing Marketing Report and Exhibit 6.1: Race and Ethnic Data Reporting Form) and to implement the following affirmative marketing procedures in marketing the development:

- Advertisements placed in newspapers with the broadest possible circulation, including foreign language newspapers in areas with a high percentage of non-English speaking residents.
- Place the Fair Housing logo on all advertisements and marketing materials.
- Prominently display Fair Housing posters at rental offices.

## 7. Tenant Protection Provisions

### a. Project Lease

The HOME Final Rule 24 CFR 92.253 (a) states that the "Lease between a tenant and an owner of rental housing assisted with HOME funds must be for not less than one year, unless by mutual agreement between the tenant and owner."

- The City will verify that the sample lease does not include any of the following lease provisions (Exhibit 7: Illegal Lease Provisions) are prohibited under the HOME Final Rule at 24 CFR 92.253(b):
  - Agreement by tenant to be sued, to admit guilt, or to a judgment in favor of the owner in a lawsuit in connection with the lease.*
  - Agreement by tenant that owner may take, hold or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This prohibition, however, does not apply to an agreement by the tenant concerning disposition of personal property remaining in the housing unit after the tenant has moved out of the unit. The owner must dispose of this personal property in accordance with State law.*
  - Agreement by tenant not to hold the owner or the owner's agents legally responsible for any action or failure to act, whether intentional or negligent*
  - Agreement of the tenant that the owner may institute a lawsuit without notice to tenant.*
  - Agreement by tenant that the owner may evict tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties.*
  - Agreement by tenant to waive any right to a trial by jury.*
  - Agreement by tenant to waive tenant's right to appeal, or to otherwise challenge in court, a court decision in connection with the lease.*
  - Agreement by tenant to pay attorney's fees or other legal costs even if the tenant wins in a court proceeding by the*



*owner against the tenant. The tenant, however, may be obligated to pay costs if the tenant loses.*

b. Tenant Selection;

Under 24 CFR 92.253 (d), an owner of rental housing assisted with HOME funds must adopt written tenant selection policies and criteria that:

- Are consistent with the purpose of providing housing for very low-income and low-income families;
- Are reasonably related to program eligibility and the applicants' ability to perform the obligations of the lease;
- Provide for the selection of tenants from a written waiting list in the chronological order of their application, insofar as is practicable;
- Give prompt written notification to any rejected applicant of the grounds for any rejection.

The City will review the Owner's tenant selection plan to ensure that tenants are selected for occupancy in accordance with HOME regulations and established management policies. The selection plan should include:

- Citizenship/immigration status requirements. The owner should describe how citizenship/immigration requirements are implemented. Currently, there are no HOME restrictions on the use of assisted housing by non-citizens.
- Social Security number requirements. Requirements for providing SSNs, allowing extended time to provide proof of SSNs and procedures used when an individual has no SSN, must be described.
- Procedures for taking applications and selecting from the waiting list, such as the following:
  - - Selection of tenants must be based on order of application.
    - The plan must include policies for notification to tenant applicants of eligibility for residency, and based on turnover history for units in the development, the approximate date when a unit may be available.

- The plan description must include maintenance of a waiting list of applicant households eligible to occupy assisted units and units designated for various income levels, and the methods of advertising used to announce opening and closing of the waiting list.
- The plan must define each preference adopted for use in the property and any rating, ranking, or combining of the preferences the owner has established that will affect the order in which applicants are selected from the waiting list. The plan should also describe the acceptable sources of information to verify the qualification for preferences.
- The plan must describe the procedures used by the owner to meet the income targeting requirements.
- Policy for opening, closing and maintaining the waiting list.

## **APPENDIX**

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**Exhibit 1: Sample Annual Monitoring Letter**

**Exhibit 1.1: Sample Annual Monitoring Letter – Site Visitation**

**Exhibit 2: Project Compliance Certification**

**Exhibit 2.1: Project Compliance Report**

**Exhibit 3: Tenant Income Certification**

**Exhibit 3.1: Tenant Income Recertification**

**Exhibit 4: File Checklist**

**Exhibit 4.1: Monitoring Questionnaire**

**Exhibit 5: Housing Quality Standards (HQS) Form**

**Exhibit 6: Affirmative Marketing/Fair Housing Marketing Report**

**Exhibit 6.1: Race and Ethnic Data Reporting Form**

**Exhibit 7: Illegal Lease Provisions**

Exhibit 1: Sample Annual Monitoring Letter

-----, 200-

**[Developer Name  
Address]**

**SUBJECT: MONITORING OF [Project name]**

Dear ----:

As you may know, development of the **[Project name]** included the use of federal HOME Investment Partnerships Act (HOME) funds from the City of Garden Grove (City). As a consequence, the City is required to annually monitor the project. This letter serves to transmit the following information you are to submit to the City within 30 days of this letter:

- Project Compliance Report;
- Certificate of Continuing Project Compliance; and
- Tenant Certification/Recertification Forms.

Within 30 days receipt of the aforementioned documents, the City will notify you in writing of the results of the monitoring and set forth any findings or concerns the a timeframe for a written response and corrective action.

This letter further serves to relay the following attachments for your use:

- Copy of the Regulatory Agreement;
- HOME Rent Limits
- Utility Allowance
- HOME Rent Calculation Form

Please direct your questions or comments to Michael Salazar at (714) 741-5144 or via e-mail at [msalazar@garden-grove.org](mailto:msalazar@garden-grove.org).

Sincerely,

Susan Emery, Director  
Community Development Department

cc: **[Property Manager]**

Attachments:  
Certificate of Continuing Project Compliance

(P:\Neigh-Im\HUD Admin\HOME\HOME Monitoring Protocol Exhibit II)

Compliance Report  
Certification/Recertification Forms  
HOME Rent Limits  
Utility Allowance  
HOME Rent Calculation Form

## Exhibit 1.1: Sample Monitoring Letter-Site Visitation

-----, 200-

**[Developer Name  
Address]**

SUBJECT: MONITORING OF [**Project name**]

Dear -----:

As you may know, development of the [**Project name**] included the use of federal HOME Investment Partnerships Act (HOME) funds from the City of Garden Grove. As a consequence, the City is required to annually monitor the project and, as part of the City Monitoring Plan, to periodically conduct a site inspection and review project documents. This letter serves to notify you that the City has scheduled a monitoring visit of the [**Project name**] on --, --- 200- at --- a.m. at the office of the on-site property manager and to memorialize the information you are to provide to City representatives. Michael Salazar will hold an entrance interview on ---- with you and any representative(s) designated by the owner.

Mr. Salazar will then review project documents and tenant files to ascertain whether the project remains in compliance with HOME requirements, e.g., rents, tenant income eligibility, occupancy eligibility, property standards, affirmative marketing and fair housing and lease terms. Accompanying Mr. Salazar will be Gil Jelkin, who will need access to inspect the --- HOME-designated units to determine that the units comply with federal Housing Quality Standards (HQS), local and state codes.

The following information should be available at the time of monitoring:

- Your key staff to assist during the monitoring and the unit inspections;
- Copy of the Regulatory Agreement;
- Copy of monitoring letters (both initial summary letter and subsequent clearance letter);
- Tenant files of tenants occupying HOME units with documentation evidencing income/asset certification compliance by the property owner or management agent;
- Copies of the project's Management Plan and Management Agreement, including tenant selection procedures and the project waiting list;
- Copy of rent roll information submitted by the owner or management agent;
- Copy of the project's residential lease;
- Utility Allowance schedules;

- Reports of past property and unit inspections conducted by the City;
- Project Compliance Reports submitted by the property owner or management agent;
- Confirmation of insurance coverage submitted by the property owner or management agent; and
- Affirmative marketing plan and fair housing procedures.

Attached is the Project Compliance Report that Mr. Salazar will review with you, as well as a copy of the same Report that was submitted on -----.

Following this meeting, the City will then transmit the preliminary results of the monitoring visit, which provides you with an opportunity to correct any misunderstandings, provide additional information that may be needed and set forth the actions being undertaken to correct areas of noncompliance. Within 30 days of the --- monitoring visit, the City will notify you in writing of the results of the monitoring and set forth any findings or concerns and the timeframe for a written response and corrective action.

Please direct your questions or comments to Michael Salazar at (714) 741-5144 or via e-mail at [msalazar@garden-grove.org](mailto:msalazar@garden-grove.org).

Sincerely,

Susan Emery, Director  
Community Development Department

cc: **[Property Manager]**

Attachments:  
Certificate of Continuing Project Compliance  
Compliance Report  
Certification/Recertification Forms  
Management Questionnaire  
HOME Rent Limits  
Utility Allowance  
HOME Rent Calculation Form

## Exhibit 2: Project Compliance Certification

### CERTIFICATE OF CONTINUING PROJECT COMPLIANCE

Reporting Period: July 1, \_\_\_\_ to June 30, \_\_\_\_

Project: \_\_\_\_\_

Total Number of Units in Project: \_\_\_\_\_

Total Number of Units/Percent Restricted to Income Eligible Tenants: \_\_\_\_\_

The undersigned, having executed an Agreement with the City of Garden Grove (City) and having received certain funds from the City for the purpose of financing a multifamily housing project referenced herein, does hereby certify the following during the preceding fiscal year.

- ☐ The minimum number of restricted units in the Project were occupied or held available for families who were income eligible in accordance with the Agreement.
- ☐ The minimum number of restricted units in the Project were occupied or held available for income eligible families.
- ☐ The contract rents (rent plus utility allowance) charged for restricted units occupied by the eligible tenants did not exceed the limits prescribed in the Agreement.
- ☐ The income of tenants in all qualifying units has been reviewed and verified, and falls within the applicable qualifying income limits.
- ☐ The representations set forth herein are true and correct to the best of the undersigned's knowledge and belief.
- ☐ No default exists under the Agreement; e.g., Project complies with the occupancy standards and property standards set forth in the Agreement.

Attached is an occupancy report listing the number of each unit occupied by eligible tenants, names of eligible tenants, number of occupants in the unit, annual income, move-in date and monthly contract rent. Also attached is a copy of a tenant statement and certification for each tenant continuously residing in a restricted unit during the reporting period.



All documents related to the Agreement funding the above Project are located at the following address: \_\_\_\_\_

See separate file for formatted Project compliance Certification

Address	City	State	Zip Code
---------	------	-------	----------

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Exhibit: 3: Income Certification

**TENANT INCOME CERTIFICATION**

\_\_\_ Initial Certification    \_\_\_ Annual Recertification    \_\_\_ Other

PROPERTY NAME:	COUNTY:
PROPERTY ADDRESS:	UNIT NUMBER:
1. HEAD-OF-HOUSE NAME	2. NUMBER OF BEDROOMS

<b>ASSETS</b>			
FAMILY MEMBER	ASSET DESCRIPTION	CURRENT CASH VALUE OF ASSETS	ACTUAL INCOME FROM ASSETS
3. NET CASH VALUE OF ASSETS.....		3.	
4. TOTAL ACTUAL INCOME FROM ASSETS.....			4.
5. IF LINE 3 IS GREATER THAN \$5,000, MULTIPLY LINE BY _____ (PASSBOOK RATE) AND ENTER RESULTS HERE; OTHERWISE, LEAVE BLANK			5.

## **TENANT INCOME CERTIFICATION**

\_\_\_ Initial Certification    \_\_\_ Annual Recertification    \_\_\_ Other

<b>ANTICIPATED ANNUAL INCOME</b>					
FAMILY MEMBERS	WAGES/ SALARIES	BENEFITS/ PENSIONS	PUBLIC ASSISTANCE	OTHER INCOME	ASSET INCOME
					<i>ENTER THE GREATER OF LINES 4 OR 5 FROM ABOVE IN FIELD "E"</i>
6. TOTALS	A.	B.	C.	D.	E.
ENTER TOTAL OF ITEMS FROM 6A. THROUGH 6E. <b><u>THIS IS ANNUAL INCOME.</u></b>					7.

\_\_\_\_\_  
SIGNATURE OF OWNER/ REPRESENTATIVE

\_\_\_\_\_  
DATE

**RECERTIFICATION OF ANNUAL INCOME BY TENANT FAMILY**

Tenant Name: \_\_\_\_\_

Address & Unit #: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Household Information**

Household Size (total number in household): \_\_\_\_\_

Household members (list): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Income Information

Salary: \$ \_\_\_\_\_

Social Security: \$ \_\_\_\_\_

Other (Please specify):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Annual (gross) income (total of all household members):  
\$ \_\_\_\_\_

I/we certify this information is complete and accurate. I/we agree to provide upon request, documentation on all income sources to (Name of PJ and/or Property Owner/Manager)

_____ Tenant Signature	_____ Date
---------------------------	---------------

-----Property Owner's Signature Only-----			
I hereby certify that the above information agrees with the rental applications and documents presented by the above applicants, and that I have reviewed and attached documentation and the above information is true and correct to the best of my knowledge and belief.			
<i>Owner's Signature</i>		<i>Position/Title</i>	<div style="text-align: right; margin-bottom: 5px;">/ /</div> <i>Date</i>

<b><i>WARNING:</i></b> Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.
--

### For Property Management Personnel Only

---

Did staff use at least one of the following methods to verify information?  
 \_\_\_Yes \_\_\_No, if no why?

Circle the method used:

1. Two (2) paycheck stubs form the tenant's two (2) most recent pay periods
2. A copy of an income tax return from the tenant for the most recent tax year in which a return was filed.
3. An income verification certification from the employer of the tenant.
4. An income verification certification from the Social Security Administration and/or California Department of Social Services if the tenant receives assistance from such agencies.
5. A credit report from a commercial credit report agency.

6. An alternate form of income certification reasonably requested by the Owner, if none of the above forms of verification is available to the Owner.

### **Documentation**

Did staff make a copy of the documentation and file in each tenant file?

A copy of proof of income in file \_\_\_\_\_Yes      \_\_\_\_\_No    If no, why?

**Attachment #5**

**FY 2020-2021 ESG Sage Report**

HUD ESG CAPER FY2020

Filters for this report	
Client ID	78895
Q4a record ID	(all)
Submission ID	117667
Report executed on	8/17/2021 1:03:24 PM

Report Date Range

7/1/2020 to 6/30/2021

Q01a. Contact Information

First name	Timothy
Middle name	
Last name	Throne
Suffix	
Title	
Street Address 1	11222 Acacia Parkway
Street Address 2	
City	Garden Grove
State	California
ZIP Code	92840
E-mail Address	timothyt@ggachy.org
Phone Number	(714)742-5144
Extension	
Fax Number	(-)

Q01b. Grant Information

ESG information from IDIS	
CAPER reporting includes funds used from fiscal year:	2019, 2020
Project types carried out during the program year	
Enter the number of each type of projects funded through ESG during this program year.	
Street Outreach	1
Emergency Shelter	1
Transitional Housing (grandfathered under ES)	0
Day Shelter (funded under ES)	0
Rapid Re-Housing	1
Homelessness Prevention	1

Fiscal Year	Grant Number	Current Authorized Amount	Total Drawn	Balance	Obligation Date	Expenditure Deadline
2020	E20MCO60505	\$174,721.00	\$44,525.86	\$130,195.14	8/12/2020	8/12/2022
2019	E19MCO60505	\$177,733.00	\$170,737.64	\$6,995.36	9/17/2019	9/17/2021
2018	E18MCO60505	\$168,709.00	\$168,709.00	\$0	8/7/2018	8/7/2020
2017	E17MCO60505	\$173,899.00	\$173,899.00	\$0	9/22/2017	9/22/2019
2016	E16MCO60505	\$174,447.60	\$174,447.60	\$0	8/30/2016	8/30/2018
2015	E15MCO60505	\$175,880.00	\$175,880.00	\$0	8/19/2015	8/19/2017
2014	E14MCO60505	\$159,556.00	\$159,556.00	\$0	8/13/2014	8/13/2016
2013	E13MCO60505	\$141,439.63	\$141,439.63	\$0	8/22/2013	8/22/2015
2012						
2011						
Total		\$1,346,385.23	\$1,209,194.79	\$137,190.44		

Q01c. Additional Information

HMS	
Comparable Database	
Are 100% of the project(s) funded through ESG, which are allowed to use HMS, entering data into HMS?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes
Are 100% of the project(s) funded through ESG, which are allowed to use a comparable database, entering data into the comparable database?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes

Q04a: Project Identifiers in HMS

Organization Name	Organization ID	Project Name	Project ID	HMS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlink?
Mercy House	12	Garden Grove ESG HPP	79	12	0		1	CA-602	63342	0	Clarity HS	2020-07-01	2021-06-30	No	Yes
Interval House	70	Emergency Shelter	1	0		0	0	CA-602	63440	1	EmpowerDB	2020-07-01	2021-06-30	No	Yes
City Mer	55	GG ESG Street Outreach	133	4	0		4	CA-602	63440	0	Clarity HS	2020-07-01	2021-06-30	No	Yes
Interval House	70	Rapid Rehousing	1	13	0	0	0	CA-602	63440	1	EmpowerDB	2020-07-01	2021-06-30	No	Yes

Q05a: Report Validations Table

Total Number of Persons Served	237
Number of Adults (Age 18 or Over)	148
Number of Children (Under Age 18)	88
Number of Persons with Unknown Age	1
Number of Leavers	200
Number of Adult Leavers	117
Number of Adult and Head of Household Leavers	118
Number of Stayers	37
Number of Adult Stayers	31
Number of Veterans	3
Number of Chronically Homeless Persons	52
Number of Youth Under Age 25	2
Number of Parenting Youth Under Age 25 with Children	0
Number of Adult Heads of Household	127
Number of Child and Unknown Age Heads of Household	1
Heads of Households and Adult Stayers in the Project 365 Days or More	0

Q06a: Data Quality: Personality Identifying Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% offError Rate
Name	0	0	0	1	0.42 %
Social Security Number	24	0	23	45	18.99 %
Date of Birth	1	0	0	1	0.42 %



Race	21	2	0	23	9.70 %
Ethnicity	5	0	0	5	2.11 %
Gender	1	0	0	1	0.42 %
Overall Score				55	23.21 %

**Q06b: Data Quality: Universal Data Elements**

	Error Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	0	0.00 %
Client Location	0	0.00 %
Disabling Condition	1	0.42 %

**Q06c: Data Quality: Income and Housing Data Quality**

	Error Count	% of Error Rate
Destination	44	22.00 %
Income and Sources at Start	1	0.75 %
Income and Sources at Annual Assessment	0	--
Income and Sources at Exit	1	0.85 %

**Q06d: Data Quality: Chronic Homelessness**

	Count of Total Records	Missing Time in Institution	Missing Time in Housing	Approximate Date Started	Number of Times	Number of Months	% of Records Unable to Calculate
ES, SH, Street Outreach	128	0	0	0	1	1	0.78 %
TH	0	0	0	0	0	0	--
PH (All)	5	0	0	0	0	0	0.00 %
Total	133	0	0	0	0	0	0.75 %

**Q06e: Data Quality: Timeliness**

	Number of Project Start Records	Number of Project Exit Records
0 days	0	18
1-3 Days	111	99
4-6 Days	7	7
7-10 Days	9	0
11+ Days	92	76

**Q06f: Data Quality: Inactive Records: Street Outreach & Emergency Shelter**

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	--
Bed Night (All Clients in ES - NBN)	0	0	--

**Q07a: Number of Persons Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	148	94	54	0	0
Children	0	0	88	0	0
Client Doesn't Know/ Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1
For PSN & RBN – the total persons served who moved into housing	13	2	11	0	0

**Q08a: Households Served**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	128	88	39	0	1
For PSN & RBN – the total households served who moved into housing	5	2	3	0	0

**Q08b: Point-in-Time Count of Households on the Last Wednesday**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	6	1	5	0	0
April	25	19	6	0	0
July	17	14	3	0	0
October	4	2	2	0	0

**Q09a: Number of Persons Contacted**

	All Persons Contacted	First contact – NOT staying on the Streets, ES or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	40	0	2	38
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	40	0	2	38

**Q09b: Number of Persons Engaged**

	All Persons Contacted	First contact – NOT staying on the Streets, ES or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	24	0	0	24
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	24	0	0	24
Rate of Engagement	0.6	0	0	0.63

**Q10a: Gender of Adults**

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	71	56	15	0
Female	76	37	39	0

Trans Female (MTF or Male to Female)	1	1	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	148	94	54	0

Q10b: Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	46	46	0	0
Female	42	42	0	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	88	88	0	0

Q10c: Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Subtotal	1	0	0	0	1

Q10d: Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/Client Refused	Data Not Collected
Male	117	46	4	61	6	0	0
Female	118	42	7	59	10	0	0
Trans Female (MTF or Male to Female)	1	0	0	1	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0	0	0
Client Doesn't Know/Client Refused	1	0	0	0	0	1	0
Data Not Collected	0	0	0	0	0	0	0
Subtotal	237	88	11	121	16	1	0

Q11: Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	0	0	0	0	0
5 - 12	42	0	42	0	0
13 - 17	24	0	24	0	0
18 - 24	11	4	7	0	0
25 - 34	42	27	15	0	0
35 - 44	31	13	18	0	0
45 - 54	28	19	9	0	0
55 - 61	20	17	3	0	0
62+	16	14	2	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1

Q12a: Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	151	56	95	0	0
Black or African American	21	8	13	0	0
Asian	23	3	20	0	0
American Indian or Alaska Native	4	3	1	0	0
Native Hawaiian or Other Pacific Islander	4	4	0	0	0
Multiple Races	11	7	4	0	0
Client Doesn't Know/Client Refused	21	12	8	0	1
Data Not Collected	2	1	1	0	0
Total	237	94	142	0	1

Q12b: Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	62	57	5	0	0
Hispanic/Latino	113	31	82	0	0
Client Doesn't Know/Client Refused	5	1	3	0	1
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1

Q13a: Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	46	41	5	0	—	0	0
Alcohol Abuse	2	2	0	0	—	0	0
Drug Abuse	20	20	0	0	—	0	0
Both Alcohol and Drug Abuse	4	4	0	0	—	0	0

Chronic Health Condition	47	39	7	1	--	0	0
HIV/AIDS	0	0	0	0	--	0	0
Developmental Disability	14	9	1	4	--	0	0
Physical Disability	35	31	4	0	--	0	0

The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13b1: Physical and Mental Health Conditions at Exit**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	32	28	4	0	--	0	0
Alcohol Abuse	2	2	0	0	--	0	0
Drug Abuse	13	13	0	0	--	0	0
Both Alcohol and Drug Abuse	3	3	0	0	--	0	0
Chronic Health Condition	36	28	7	1	--	0	0
HIV/AIDS	0	0	0	0	--	0	0
Developmental Disability	11	6	1	4	--	0	0
Physical Disability	23	22	1	0	--	0	0

The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q13c1: Physical and Mental Health Conditions for Stayers**

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	14	13	1	0	--	0	0
Alcohol Abuse	0	0	0	0	--	0	0
Drug Abuse	7	7	0	0	--	0	0
Both Alcohol and Drug Abuse	1	1	0	0	--	0	0
Chronic Health Condition	11	11	0	0	--	0	0
HIV/AIDS	0	0	0	0	--	0	0
Developmental Disability	3	3	0	0	--	0	0
Physical Disability	10	9	1	0	--	0	0

The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

**Q14a: Domestic Violence History**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	60	24	36	0	0
No	88	70	18	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Total	149	94	54	0	1

**Q14b: Persons Fleeing Domestic Violence**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	35	19	16	0	0
No	20	19	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	60	24	36	0	0

**Q15: Living Situation**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
<b>Homeless Situations</b>	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	15	8	7	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	115	77	38	0	0
Safe Haven	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Interim Housing	0	0	0	0	0
Subtotal	120	85	35	0	0
<b>Institutional Settings</b>	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison or juvenile detention facility	0	0	0	0	0
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Subtotal	0	0	0	0	0
<b>Other Locations</b>	0	0	0	0	0
Permanent housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0

Rental by client, with RRIH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Rental by client, no ongoing housing subsidy	16	7	9	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	1	1	0	0	0
Staying or living in a friend's room, apartment or house	1	1	0	0	0
Staying or living in a family member's room, apartment or house	0	0	0	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Subtotal	19	9	0	0	1
Total	149	94	54	0	1

Interim housing is retired as of 10/1/2019.

#### Q16: Cash Income - Ranges

	Income at Start	Income at Latest AnnualAssessment for Stayers	Income at Exit for Leavers
No income	75	0	48
\$1 - \$150	0	0	0
\$151 - \$250	2	0	1
\$251 - \$500	14	0	14
\$501 - \$1000	31	0	21
\$1,001 - \$1,500	12	0	11
\$1,501 - \$2,000	12	0	15
\$2,001+	5	0	9
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	0	0	0
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0	31	0
Number of Adult Stayers Without Required Annual Assessment	0	0	0
Total Adults	148	31	117

#### Q17: Cash Income - Sources

	Income at Start	Income at Latest AnnualAssessment for Stayers	Income at Exit for Leavers
Earned Income	17	0	30
Unemployment Insurance	16	0	9
SSI	13	0	10
SSDI	8	0	5
VA Service-Connected Disability Compensation	1	0	1
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
TANF or Equivalent	11	0	11
General Assistance	8	0	6
Retirement (Social Security)	0	0	0
Pension from Former Job	4	0	4
Child Support	0	0	6
Alimony (Spousal Support)	0	0	0
Other Source	3	0	3
Adults with Income Information at Start and Annual Assessment/Exit	0	0	115

#### Q19: Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source
Earned Income	1	2	3	33.33 %	1	26	27	3.70 %	0	0	0	--
Supplemental Security Income (SSI)	7	0	7	100.00 %	0	3	3	0.00 %	0	0	0	--
Social Security Disability Insurance (SSDI)	5	0	5	100.00 %	0	0	0	--	0	0	0	--
VA Service-Connected Disability Compensation	0	1	1	0.00 %	0	0	0	--	0	0	0	--
Private Disability Insurance	0	0	0	--	0	0	0	--	0	0	0	--
Worker's Compensation	0	0	0	--	0	0	0	--	0	0	0	--
Temporary Assistance for Needy Families (TANF)	0	0	0	--	2	9	11	18.18 %	0	0	0	--
Retirement Income from Social Security	0	0	0	--	0	0	0	--	0	0	0	--
Pension or retirement income from a former job	1	0	1	100.00 %	0	0	0	--	0	0	0	--
Child Support	0	0	0	--	1	5	6	16.67 %	0	0	0	--
Other source	8	5	13	61.54 %	1	4	5	20.00 %	0	0	0	--
No Sources	12	12	24	67.57 %	1	11	12	8.33 %	0	0	0	--
Unduplicated Total Adults	46	20	66		5	46	51		0	0	0	

#### Q20a: Type of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest AnnualAssessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutritional Assistance Program	76	0	59
WIC	1	0	0
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-funded Services	2	0	2
Other Source	0	0	0

Q21: Health Insurance

	At Start	At Annual Assessmentfor Stayers	At Exit for Leavers
Medicaid	95	0	52
Medicare	10	0	6
Date Children's Health Insurance Program	16	0	15
VIA Medical Services	2	0	2
Employer Provided Health Insurance	0	0	0
Health Insurance Through COBRA	0	0	0
Private Pay Health Insurance	6	0	4
Date Health Insurance for Adults	73	0	56
Indian Health Services Program	0	0	0
Other	0	0	0
No Health Insurance	32	0	22
Client Doesn't Know/Client Refused	8	0	6
Data Not Collected	0	0	0
Number of Stayers Not Yet Required to Have an Annual Assessment	0	37	0
1 Source of Health Insurance	207	0	179
More than 1 Source of Health Insurance	6	0	3

Q22a: Length of Participation  
- ESG Projects

	Total	Leavers	Stayers
0 to 7 days	18	15	3
8 to 14 days	30	23	7
15 to 21 days	36	34	2
22 to 30 days	29	25	4
31 to 60 days	92	79	13
61 to 90 days	4	2	2
91 to 180 days	15	10	5
181 to 365 days	10	9	1
366 to 730 days (1-2 Yrs)	3	3	0
731 to 1,095 days (2-3 Yrs)	0	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0
Data Not Collected	0	0	0
Total	237	200	37

Q22c: Length of Time between  
Project Start Date and Housing  
Move-in Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	13	2	11	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 90 days	0	0	0	0	0
91 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	13	2	11	0	0
Average length of time to housing	0	0	0	--	--
Persons who were exited without move-in	0	0	0	0	0
Total persons	13	2	11	0	0

Q22d: Length of Participation  
by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	18	8	9	0	1
8 to 14 days	30	9	22	0	0
15 to 21 days	36	23	15	0	0
22 to 30 days	29	6	23	0	0
31 to 60 days	92	25	67	0	0
61 to 90 days	4	4	0	0	0
91 to 180 days	15	11	4	0	0
181 to 365 days	10	8	2	0	0
366 to 730 days (1-2 Yrs)	3	3	0	0	0
731 to 1,095 days (2-3 Yrs)	0	0	0	0	0
1,096 to 1,460 days (3-4 Yrs)	0	0	0	0	0
1,461 to 1,825 days (4-5 Yrs)	0	0	0	0	0
More than 1,825 days (> 5 Yrs)	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1

Q22e: Length of Time Prior to  
Housing - based on 3.917 Date  
Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	92	2	90	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	7	0	7	0	0
22 to 30 days	5	1	4	0	0
31 to 60 days	0	0	0	0	0
61 to 90 days	0	0	0	0	0
91 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
731 days or more	0	0	0	0	0
Total (persons moved into housing)	104	3	101	0	0
Not yet moved into housing	0	0	0	0	0
Data not collected	0	0	0	0	0
Total persons	104	3	101	0	0

Q23c: Exit Destination - All  
persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
--	-------	------------------	-----------------------------	--------------------	------------------------

<b>Permanent Destinations</b>	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	97	6	91	0	0
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	3	0	3	0	0
Permanent housing (other than RHH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	16	0	16	0	0
Staying or living with friends, permanent tenure	1	1	0	0	0
Rental by client, with RHH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
<b>Subtotal</b>	<b>117</b>	<b>7</b>	<b>110</b>	<b>0</b>	<b>0</b>
<b>Temporary Destinations</b>	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	21	4	17	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	1	1	0	0	0
Staying or living with family, temporary tenure (e.g. room, apartment or house)	0	0	0	0	0
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	0	0	0	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	14	9	4	0	1
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
<b>Subtotal</b>	<b>36</b>	<b>14</b>	<b>21</b>	<b>0</b>	<b>1</b>
<b>Institutional Settings</b>	0	0	0	0	0
Foster care home or group foster care home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	1	1	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	2	2	0	0	0
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Destinations</b>	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	44	42	2	0	0
<b>Subtotal</b>	<b>44</b>	<b>42</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Total</b>	<b>200</b>	<b>66</b>	<b>133</b>	<b>0</b>	<b>1</b>
Total persons exiting to positive housing destinations	119	8	111	0	0
Total persons whose destinations excluded them from the calculation	1	1	0	0	0
Percentage	59.50%	12.31%	88.46%	—	0.00%

Q34: Homelessness Prevention Housing Assessment at Exit

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
able to maintain the housing they had at project start--Without a subsidy	22	6	16	0	0
able to maintain the housing they had at project start--With the subsidy they had at project start	0	0	0	0	0
able to maintain the housing they had at project start--With an on-going subsidy acquired since project start	0	0	0	0	0
able to maintain the housing they had at project start--Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit--With on-going subsidy	0	0	0	0	0
Moved to new housing unit--Without an on-going subsidy	0	0	0	0	0

Moved in with family/friends on a temporary basis	0	0	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless – moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data not collected (no exit interview completed)	0	0	0	0	0
Total	22	6	16	0	0

**Q25a: Number of Veterans**

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	2	2	0	0
Non-Chronically Homeless Veteran	1	1	0	0
Not a Veteran	145	91	54	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	148	94	54	0

**Q26b: Number of Chronically Homeless Persons by Household**

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	52	49	3	0	0
Not Chronically Homeless	184	45	139	0	0
Client Doesn't Know/Client Refused	1	0	0	0	1
Data Not Collected	0	0	0	0	0
Total	237	94	142	0	1

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To: Scott C. Stiles                      From: Teresa Pomeroy

Dept.: City Manager                      Dept.: City Clerk

Subject: Acceptance of Brandon Chavira's resignation from the Neighborhood Improvement and Conservation Commission.  
(*Action Item*)                      Date: 9/28/2021

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Attached is the resignation from Brandon Chavira that was emailed to the Chair of the Neighborhood Improvement and Conservation Commission. Mr. Chavira has moved out of state.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Resignation	9/23/2021	Backup Material	Brandon_Chavira_-_resignation_from_NICC_9-28-21_Redacted.pdf



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**NICC - Brandon Chavira's Resignation from NICC**

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**From :** Judy Moore <judym@ggcity.org>

Tue, Sep 14, 2021 09:34 AM

**Subject :** NICC - Brandon Chavira's Resignation from NICC**To :** Nate Robbins <nater@ggcity.org>, Teresa Pomeroy  
<teresap@ci.garden-grove.ca.us>

Hi Terri &amp; Nate ~

Below is Brandon Chavira's resignation note for NICC, sent by Bonnie Crawford. We learned last night that he had moved out of state.

Judy

---

**From:** "Bonnie Crawford" <[REDACTED]>**To:** "Judy Moore" <judym@ci.garden-grove.ca.us>**Sent:** Tuesday, September 14, 2021 9:32:00 AM**Subject:** FW:

Hi Judy,  
Here is Brandon's resignation.  
Thank you  
Bonnie

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Brandon [REDACTED]**Date:** 9/14/21 9:02 AM (GMT-08:00)**To:** [REDACTED]**Subject:**

My apologies for not sending this sooner. Unfortunately with everything going I failed to respectfully resign. My apologies for not reaching out sooner to everyone. Thank you for the opportunity to serve the community I live. Best wishes to everyone

Sent from my iPhone

--

**Judy Moore**  
Department Secretary  
Administration

Phone: 714-741-5121

Fax: 714-741-5136

[judym@ggcity.org](mailto:judym@ggcity.org)

Community and Economic Development Department of the City of Garden Grove

PROVIDING QUALITY SERVICES THROUGH CREATIVITY & COLLABORATION.

[www.ggcity.org](http://www.ggcity.org)

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**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	Lisa L. Kim
Dept.:	City Manager	Dept.:	Community and Economic Development
Subject:	Approval of the final Comprehensive Strategic Plan to address homelessness. ( <i>Action Item</i> )	Date:	9/28/2021

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**OBJECTIVE**

Request City Council approval of the Final Comprehensive Strategic Plan to address homelessness.

**BACKGROUND**

At the January 26, 2021, City Council meeting, staff presented the Draft Comprehensive Strategic Plan to Address Homelessness (CSPAH) in which a framework of goals and strategic actions were identified to address homelessness in Garden Grove.

Subsequently, at the April 27, 2021, City Council meeting, staff provided an update regarding community outreach and engagement efforts already underway and those scheduled for deployment in the months to follow.

The Community and Economic Development Department (CEDD) continued to engage the community to receive feedback on the Draft CSPAH and to provide information on resources available to the homeless and at-risk populations. A summary of engagement activities are briefly summarized below and further detailed in Attachment No. 1:

1. Hosted the inaugural meeting of the Garden Grove Coalition to End Homelessness.
2. Launched the 2021 CSPAH Community Survey.
3. Executed a contract to deploy the Be Well OC (Garden Grove) Mobile Response Unit.
4. Produced the video series "Interviews with Mayor Steve Jones" with local service providers.
5. Developed a Homelessness Data Dashboard.
6. Updated the City's website at <https://ggcity.org/endhomelessness>.

## DISCUSSION

Four (4) notable accomplishments incorporated into the Final CSPAH are: 1) implemented the **Workforce Activation and Readiness Program (WARP)**, 2) bolstered our partnership with 211OC and their **Homelessness Hotline**, 3) developed the **Be Well Orange County in Garden Grove Mobile Response Unit**, and 4) launched the **Homelessness Data Dashboard**.

### 1. Workforce Activation and Readiness Program (WARP)

In March 2021, the City implemented the pilot Workforce Activation and Readiness Program (WARP), which provides homeless and at-risk individuals with employment services including resume development, interviewing skills, job search assistance, basic office skills, dress for success workshops, and English classes. Due to the success of our non-profit partners, the Orange County Asian and Pacific Islander Community Alliance (OCAPICA) and StandUp For Kids Orange County (SUFKOC), in enrolling 17 participants and forging partnerships with four (4) local businesses, WARP was extended through June 30, 2022. During this period, WARP is projected to assist 70 Garden Grove residents with employment services, with as many as 40 of the enrollees receiving paid internships.

Further, both OCAPICA and SUFKOC are current recipients of Emergency Solutions Grant (ESG) funding to provide services to homeless and at-risk Garden Grove residents, which allows them to provide WARP participants with a wide range of assistance including street outreach and rental assistance.

### 2. Homelessness Hotline and HMIS Data Dashboard

The City has a longstanding relationship with 211 Orange County (211OC), who administers a County-wide assistance hotline (2-1-1), as well as the Homeless Management and Information System (HMIS) and the associated Data Dashboard. Due to the recent increase in funding to support the homeless, the City utilized ESG-CV funds to expand its partnership with 211OC and provide a more robust system of care. The HMIS Data Dashboard can be viewed at <https://ggcity.org/endhomelessness#homeless-data>

### 3. Be Well OC (Garden Grove) Mobile Response Unit

Following approval in May 2021, collaboration is well underway with Be Well OC, CEDD, the Garden Grove Police Department (GGPD), and the Orange County Fire Authority (OCFA) to develop a mobile unit program dedicated to providing in-community services and connection to resources for Garden Grove residents experiencing a mental health situation.

The following details activity to date:

1. CEDD established a Working Group comprised of staff from the CEDD, GGPD, OCFA, and Be Well OC.
2. Be Well initiated mobile unit staff recruitment.
3. Developed and continue to refine training protocols in coordination with GGPD and OCFA.
4. Be Well acquired the Mobile Unit van and renovations are in progress.

5. Working Group developing a Communications Strategy/ Framework.
6. CEDD coordinating video production of Be Well Program and the Mobile Unit van.
7. Be Well participated at National Night Out on August 3, 2021.

The Be Well OC (Garden Grove) Mobile Response Unit is scheduled to enter service on October 4, 2021.

#### 4. Homelessness Data Dashboard

In an effort to increase transparency and educate the public regarding the City's homelessness resources, a data dashboard has been dedicated to conveying the number of homeless and at-risk individuals assisted, as well as the funds expended to administer the six (6) eligible activities (Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention, Homeless Hotline, and Workforce Development) aimed at addressing homelessness.

The dashboard data will be updated quarterly and the activity-specific pages will receive real-time updates as needed. The Homelessness Data Dashboard can be viewed at <https://ggcity.org/endhomelessness/dashboard>

In closing, the Final CSPAH serves as a planning document enabling the City to be strategic in identifying ways to connect the homeless to resources and programs, to assist Garden Grove in becoming more proactive and contributing toward regional solutions to end homelessness, and to develop a framework for funding decisions related to homelessness. Being both flexible and adaptable to community needs, the CSPAH identifies goals and strategic actions to address solutions and prevention aimed at addressing homelessness over the next five (5) years. Periodic updates will be provided, as well as an annual report to provide a more comprehensive look at the City's efforts to end homelessness. The Final 2021 CSPAH is attached to this report for reference.

#### FINANCIAL IMPACT

None

#### RECOMMENDATION

It is recommended that the City Council:

- Approve the Final 2021 Comprehensive Strategic Plan to Address Homelessness.

#### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
2021 Final CSPAH	8/11/2021	Exhibit	2021_CSPAH_(FINAL).pdf
Attachment 1 - Summary of			Attachment_1_-



CITY OF GARDEN GROVE

# COMPREHENSIVE STRATEGIC PLAN TO ADDRESS HOMELESSNESS

## GARDEN GROVE'S FIVE-YEAR ROADMAP

### Prepared by

City of Garden Grove  
Community and Economic  
Development Department



GARDEN GROVE

January 2021



  
**FAIR HOUSING  
FOUNDATION**  
Call Fair Housing Hotline:  
**1-800-446 FAIR**  
Free Assistance for Tenants and Landlords



# OVERVIEW AND PURPOSE OF COMPREHENSIVE STRATEGIC PLAN

The City of Garden Grove is strategically located in central Orange County, the 5th largest city with a population of approximately 171,644 according to the 2019 estimates by the U.S. Census Bureau.

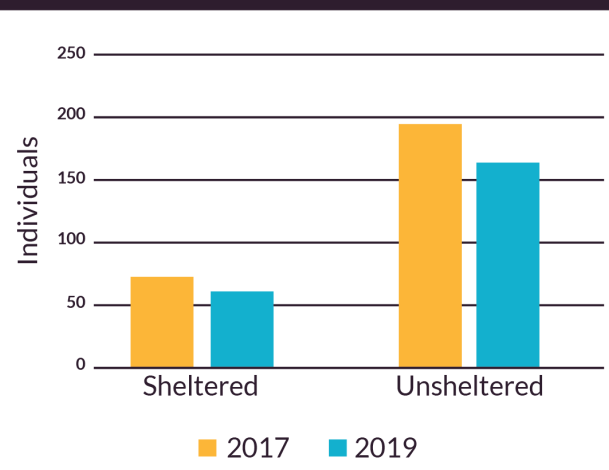
In 2016, an Assessment of Homeless Services in Orange County identified the need for regional coordination that resulted in the creation of Service Planning Areas (SPA's) for North, Central and South Orange County cities to engage in more regional outreach, and formalize protocols across the county for responding to homelessness solutions and coordination with cities. Garden Grove is identified within the **Central Service Planning Area (Central SPA)** among 9 cities (Costa Mesa, Fountain Valley, Huntington Beach, Newport Beach, Santa Ana, Seal Beach, Tustin, Westminster, portions of County unincorporated areas). The City actively coordinates with Central SPA jurisdictions and the County of Orange to address the needs of both its homeless residents and those at-risk of homelessness. Regional efforts to connect individuals experiencing homelessness and highlights of the homeless efforts undertaken within the Central SPA are incorporated into this document.

In January 2019, the latest **Point in Time (PIT) Count** identified that, on any given night in Garden Grove, an estimated 225 individuals experienced homelessness. The County of Orange revised the methodology for the 2019 PIT Count, which required outreach workers to complete mobile surveys for each homeless individual they encountered during the count. Each survey that was submitted had unique identifiers for the person being surveyed that allowed the County to eliminate duplication during the count and arrive at a more accurate figure. While this snapshot provides a single moment in time of homelessness in Garden Grove, the City continued to expand street outreach resources and programs with the Garden Grove Police Department (Special Resources Team), leveraged County, State and Federal resources to deliver homeless prevention programs in partnership with local service providers, and regional cooperation. In May 2019, a City Council Study Session was conducted to highlight the City's **Comprehensive Approach to Address Homelessness**, an overview of homeless activities and resources deployed to address the increasing homelessness challenges.

In FY 2018-19, Garden Grove first responders answered 7,426 calls for services related to homelessness, for which the fiscal impact totaled approximately \$825,000. While the City currently contracts with local service providers to connect homeless individuals and families to needed resources, the lack of permanent housing continues to be a barrier to combatting homelessness.

## Garden Grove PIT Count (2017 and 2019 Data)

*In January 2019, the latest Point in Time (PIT) Count identified that on any given night in Garden Grove, an estimated 225 individuals experience homelessness.*



Date	Sheltered	Unsheltered	Total
2017	74	194	268
2019	62	163	225

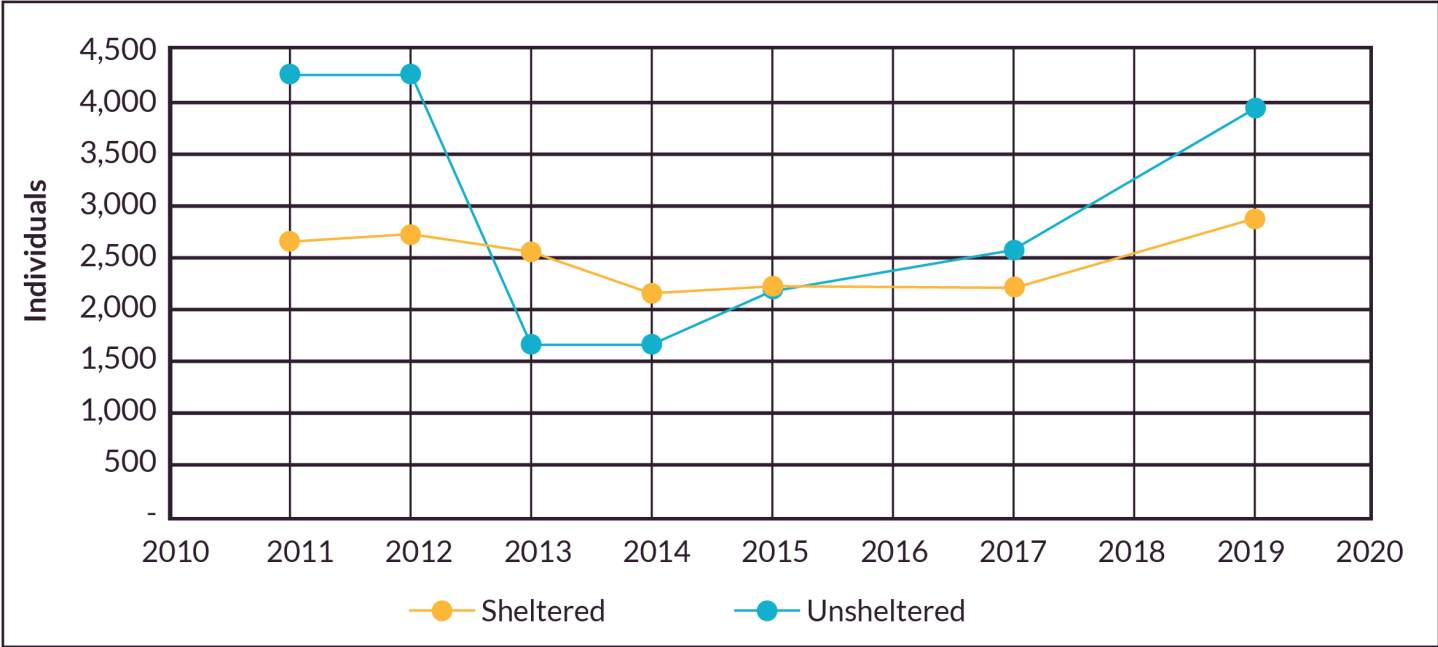
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In addition to the PIT Count data and regional demographics, it is beneficial to examine city-level data from the regional **Coordinated Entry System (CES)**. The CES provides an enhanced perspective of those experiencing homelessness and their respective challenges and needs by analyzing responses to the **Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT)** survey. The VI-SPDAT helps to identify related social and medical factors that generally contribute to homelessness and assists in prioritizing individuals for limited housing and service resources. The collected data is analyzed to produce an acuity score, which serves as a reference for the administrator in charge of local resources. The VI-SPDAT survey can also help to identify appropriate housing interventions for households experiencing homelessness. It is suggested that those experiencing homelessness who fall into the low-acuity scoring range of the assessment (0-3) should be able to find housing on their own; individuals in the mid-acuity scoring range (4-11) typically require time-limited housing assistance and case manager are best served by Rapid Re-housing programs; and high-acuity individuals (12+) generally need supportive housing and more in-depth support services.

The **Homeless Management Information System (HMIS)** technology is a web-based information system used to collect data related to homelessness. Orange County agencies that serve the homeless and at-risk communities obtain information from their clients, which is then entered into the system. HMIS has the capacity to collect and maintain unduplicated statistics on a regional level to provide a more accurate picture of our region’s homeless and at-risk population. Additionally, HMIS provides granular data to better understand client needs, help agencies plan appropriate resources for the clients they serve, inform public policy in their respective approaches to end homelessness, as well as to coordinate services and intake procedures to streamline the entire process.

**FIGURE 1. 2011 - 2019 Orange County Sheltered and Unsheltered Homeless Data**



Date	Sheltered	Unsheltered	Total
2011	2,667	4,272	6,939
2012	2,738	4,272	7,010
2013	2,573	1,678	4,251
2014	2,155	1,678	3,833
2015	2,251	2,201	4,452
2017	2,208	2,584	4,792
2019	2,899	3,961	6,860

Source: 2011-2019 Garden Grove Point-in-Time Count



This **Comprehensive Strategic Plan to Address Homelessness (GG-CSPAH or CSPAH)** incorporates the ongoing efforts identified in the 2019 Comprehensive Approach to Address Homelessness while expanding framework of goals and strategic actions along with regional coordination to achieve the following priorities presented to the City Council in 2019:

1. **STABILIZE:** Explore partnerships to establish a local Crisis Stabilization Unit
2. **NAVIGATE:** Evaluate alternatives and feasibility of a local Navigation Center
3. **SUPPORT:** Encourage development of Permanent Supportive Housing
4. **ASSIST:** Create a Tenant Based Rental Assistance Program



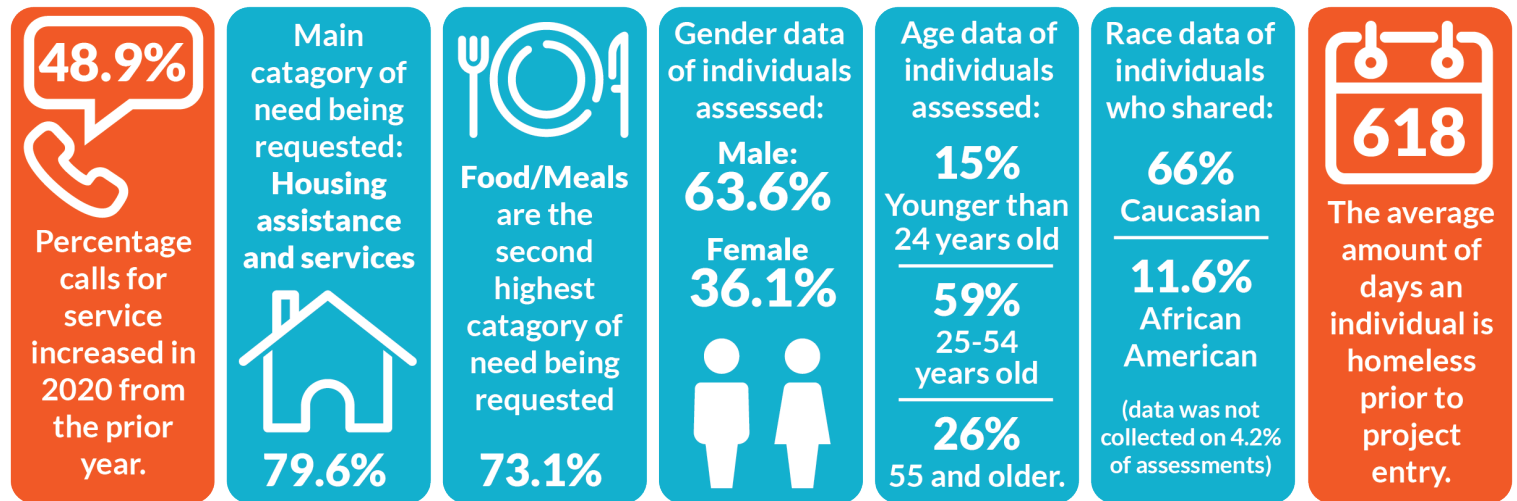
Garden Grove's leadership is committed to furthering efforts to reduce instances of homelessness. The GG-CSPAH will enable the City to be strategic in identifying ways to connect the homeless to resources and programs, as well as to maintain strong connections with the Central SPA and other regional partners. Additionally, the CSPAH provides a framework to help Garden Grove be more proactive, contribute to the regional efforts regarding ending homelessness, and to develop a framework for funding decisions related to homelessness. While the GG-CSPAH identifies goals and strategic actions aimed at addressing homelessness over the next five (5) years, it is designed to be flexible and adaptable to community needs as priorities, opportunities and/or available resources may change.





# GARDEN GROVE HOMELESS DATA

For the purposes of this GG-CSPA, all data of individuals assisted are protected and remain confidential. The date range of the data provided below resulted from the First Quarter of FY 2020-21 (April 1, 2020 through September 30, 2020) as collected through the CES for Garden Grove.



A substantial number of households throughout the City are believed to be “housing insecure” and are bearing a large cost burden for housing, which is defined as paying more than 30% of total household income toward housing expenses. Instances of housing instability and homelessness have been on the rise since the onset of COVID-19 in March 2020. The uncertainty of the economy, increase in unemployment, and the ongoing public health crisis have resulted in a strain on rental assistance (aka Homelessness Prevention) resources.

*Housing affordability continues to be a major issue in the County of Orange with the average cost of a **2-bedroom apartment hitting \$2,216 per month** with only 207 units of affordable housing approved for construction in FY 2019-20.*

In April 2020, the City was awarded supplemental funding via the Coronavirus, Aid, Relief, and Economic Security (CARES) Act to, among other things, prevent housing instability and homelessness through the following resources: Community Development Block Grants (CDBG), Emergency Solution Grants (ESG), and Coronavirus Relief Fund (CRF). Details of CARES Act funds allocated via the CDBG-CV1, CDBG- CV2, ESG-CV1 and ESG-CV2 funds are further described in the next section of the GG-CSPA.



# EXISTING EFFORTS TO ADDRESS HOMELESSNESS

The City of Garden Grove is committed to assisting its residents, both homeless and housed, to obtain and maintain safe, decent, and affordable housing within their communities. Garden Grove currently funds a number of activities and programs related to homelessness. The information below illustrates the annual City funding allocation dedicated to supporting individuals and families experiencing homelessness, and those facing housing instability.

**FIGURE 2: ANNUAL FUNDING AND ACTIVITIES RELATED TO PREVENTING AND COMBATING HOMELESSNESS**

Service Provider	Activity	Resource	FY 19/20 Expenditures	FY 19/20 Participants	FY 20/21 Allocations	FY 20/21 Participants
Interval House	Rapid Rehousing Program	ESG	\$44,932	5 households (19 individuals)	\$34,775	3 households, 9 individuals
Interval House, *Thomas House & *Mercy House *(FY 19/20 only)	Homeless Person Overnight Shelter	ESG	\$72,266	221 individuals	\$46,600	87 individuals
Mercy House	Homelessness Prevention	ESG	\$7,499	3 households (12 individuals)	\$30,442	9 households 26 individuals
City Net	Street Outreach	ESG	\$30,353	502 individuals	\$50,000	200 individuals
211 Orange County	HMIS	ESG	\$5,332	N/A	\$5,241	N/A
Fair Housing Foundation	Fair Housing Counseling and Education	CDBG	\$34,932	7,020 individuals	\$34,932	6,710 individuals
Community Services Department	Meals on Wheels & Senior Center	CDBG	\$176,743	1,607 seniors	\$182,837	530 seniors
Garden Grove Police Department	Gang Suppression Unit	CDBG	\$121,525	1,137 individuals	N/A	N/A
Garden Grove Police Department	Special Resource Team	CDBG	N/A	N/A	\$121,695	200 referrals, 40 street exits
City of Garden Grove	Senior Home Improvement Grant Program	CDBG	\$71,821	13 households	N/A	N/A
City of Garden Grove & Habitat for Humanity	Home Repair Program	CDBG	N/A	N/A	\$240,000	40 households
City of Garden Grove	Jobs 1st Program	CDBG	\$25,360	2 businesses	\$175,000	7 businesses
Mercy House & Interval House	HEART Program	HOME	\$307,788	48 homeless households	\$640,000	37 homeless households
City of Garden Grove	Affordable Housing Program	HOME	\$683,187	N/A	\$602,423	N/A
City of Garden Grove	First-Time Home Buyer	CalHome (HCD)	\$133,007	5 households	\$300,000	10 households
City of Garden Grove, Pacific Mercantile Bank & Benchmark Mortgage	First-Time Home Buyer	Federal Home Loan Bank of San Francisco	\$88,000	4 households	N/A	N/A
Garden Grove Housing Authority	Section 8 Housing Choice Voucher Program	HUD	\$36,923,106	2,214 households	\$39,900,000	2,200 households
Garden Grove Housing Authority	Family Self-Sufficiency Program	HUD	\$133,146	2,214 households	\$76,039	2,200 households

**FIGURE 3: CARES ACT FUNDING AND ACTIVITIES RELATED TO PREVENTING AND COMBATING HOMELESSNESS**

PROGRAM(S)		FUNDING AMOUNT	ALLOCATION	DESCRIPTION	PERFORMANCE GOALS	
The CARES Act (\$5 Billion)	A CDBG-CV1 (4-2-20)	1,194,311	830,449	JOBS 1st Business Program	Est. 50 businesses	
			30,000	Meals on Wheels (Family meals)	Est. 345 families	
			20,000	CAPOC (Family Food Boxes)	Est. 3,200 individuals	
			45,000	Community Services (Family Resource Centers)	Est. 3,200 individuals	
			30,000	PPE for first responders	Est. 6 Restaurants	
			238,862	20% Administration	Est. 17,500 individuals	
	B ESG-CV1 (4-2-20)	602,846	25,000	City Net (Street Outreach)	N/A	
			18,074	211 Orange County (HMIS Software)	Est. 80 individuals. 76 individuals assisted to date	
			100,000	Mercy House (Rapid Rehousing Activities)	N/A	
			100,000	Mercy House (Homeless Prevention Activities)	Est. 5 households	
			50,000	Interval House (Rapid Rehousing Activities)	Est. 14 individuals	
			150,000	Interval House (Homeless Prevention Activities)	Est. 2 households	
			99,163	CAP-OC (Homeless Prevention Activities)	Est. 20 families. 38 families assisted to date	
			60,248	10% Administration	Est. 25 individuals	
	C Housing Choice Voucher Program	517,312	517,312	Garden Grove Housing Authority Admin	N/A	
	D ESG-CV2 (6-9-20)	3,635,163	25,000	City Net (Street Outreach)	N/A	
			300,044	Interval House (Homeless Shelter Activities )	Est. 100 individuals	
			100,000	Interval House (Rapid Rehousing Activities)	Est. 100 individuals	
			400,000	Interval House (Rapid Rehousing Activities)	Est. 6 households	
			400,000	Interval House (Homeless Prevention Activities)	Est. 6 households	
			134,000	Interval House (Homeless Prevention Activities)	Est. 92 individuals	
			200,000	Mercy House (Homeless Shelter Activities)	Est. 60 individuals	
			200,000	Mercy House (Rapid Rehousing Activities)	Est. 15 households	
			50,000	Mercy House (Homeless Prevention Activities)	Est. 10 individuals	
			264,800	Mercy House (Homeless Prevention Activities)	Est. 80 individuals	
			800,000	Illumination Foundation (Homeless Shelter Activities)	Est. 80 individuals	
			800,000	Illumination Foundation (Rapid Rehousing Activities)	Est. 25 households	
			102,303	Stand Up for Kids (Rapid Rehousing Activities)	Est. 20 households	
			99,500	Families Forward (Rapid Rehousing Activities)	Est. 20 households	
			150,000	Families Forward (Rapid Rehousing Activities)	Est. 12 households	
			150,000	OCAPICA (Rapid Rehousing Activities)	Est. 16 households	
			246,000	OCAPICA (Homeless Prevention Activities)	Est. 16 households	
	300,000	OCAPICA (Homeless Prevention Activities)	Est. 84 individuals			
	300,000	Colette's Children's Home (Homeless Shelter Activities)	Est. 45 individuals			
	363,516	10% Administration	N/A			
	100,000	TBD				
	County of Orange	E Supervisor Do (District 1)	4,010,000	3,829,550	MCS (10K Grants)	Est. 380 businesses
				180,450	MCS 4.5% Admin	N/A
			617,600	600,000	Micro-Business Relief Grant (5K Grants)	Est. 120 businesses
				17,600	GG Administration	N/A
	HUD	F CDBG-CV3 (9-8-20)	1,612,275	322,455	20% Administration	
				423,000	Workforce Development	
750,000				Be Well GG Mobile Crisis Response Unit		
116,820				JOBS 1st Program		
Total CARES Act Funds		12,189,507				



Regarding *Figure 2: Annual Funding and Activities Related to Preventing and Combating Homelessness* (Page 6), there were many notable accomplishments achieved by the City and its service providers during FY 2019-20 and FY 2020-21.

A summary of these outcomes are referenced on the subsequent pages in the following categories:  
1. Community Outreach and Engagement; 2. Coordinated Entry System (CES) and Homeless Management and Information System (HMIS); 3. Street Outreach; 4. Homelessness Prevention Programs and Activities; 5. Affordable Housing Production; 6. Housing Rehabilitation Programs; and 7. Workforce Development.

# 1 COMMUNITY OUTREACH AND ENGAGEMENT



**CITY WEBSITE:** A dedicated City webpage has been created to provide information about Garden Grove's homeless resources and programs.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Updated the 2019 City's Homeless Resource Guide</li> <li>Updated Created the Coalition to End Homelessness webpage and coordinated with United Way of Orange County to begin the engagement process <a href="https://ggcity.org/endhomelessness">https://ggcity.org/endhomelessness</a></li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Updated the website to include event flyers, webinars, educational videos, and general information regarding resources and services for the homeless and at-risk</li> <li>Launched the Homeless Data Dashboard, which provides real-time data related to the funds expended and services rendered to the Garden Grove homeless and at-risk populations</li> </ul>

**ORANGE COUNTY ESG COLLABORATIVE:** Created in 2015 to meet the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 requirement, which states that recipients of ESG program funds are required to coordinate with recipients of Continuum of Care (CoC) Program funds. Cities of Garden Grove, Santa Ana, Anaheim, Irvine, and the County of Orange are all active participants.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Initiated RFP process for ESG service providers.</li> <li>ESG-CV RFP was initiated by City Staff outside of the OC Collaborative process in order to select service providers for the use of ESG-CV2 funding in the amount of \$3,635,163</li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Coordinated with fellow Orange County ESG recipients on how to best program and expend ESG-Coronavirus (ESG-CV1 and ESG-CV2) funding. Specific funding amounts and activities can be found in Figure 3 located on Page 7.</li> </ul>

## COMMUNITY MEETINGS, PUBLIC HEARINGS AND PUBLIC COMMENT PERIODS

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Issued an RFP for preparation of the 2020-2025 Five-Year Consolidation Plan</li> <li>Conducted two community workshops (9/18/19 and 10/17/19)</li> <li>Conducted two public hearings (6/1/20 and 6/23/20)</li> <li>Adopted 2019-2020 Action Plan</li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Adopted a Substantial Amendment to the FY 2019-2020 Action Plan to program CARES Act funding</li> <li>Adopted the 2020-2024 Analysis of Impediments for Fair Housing Choice</li> <li>Adopted the 2020-2025 Five-Year Consolidated Plan and FY 2020-2021 Action Plan</li> <li>Completed the 2019-2020 Consolidated Annual Performance and Evaluation Report</li> <li>Hosted four (4) webinars regarding workforce development and small business assistance</li> <li>Co-Hosted five (5) workshops regarding homelessness and fair housing</li> <li>Recorded five (5) educational videos regarding the services offered to the homeless and at-risk</li> <li>Launched the 2021 Community Survey to receive feedback regarding the CSPAH</li> </ul>

**FAIR HOUSING FOUNDATION (FHF)** provides information, referrals, dispute resolution, and advocacy for landlords, tenants, and the public regarding fair housing and other housing rights.

**FY 2019-20 Outcomes**

Total of 7,020 individuals were provided the following services:

- Landlord/Tenant Mediation – 217 persons
- Discrimination Services – 15 persons
- Education and Outreach – 6,788 persons

**FY 2020-21 Outcomes**

• Total of 7,091 individuals were provided the following services:

- o Landlord/Tenant Mediation – 192 persons
- o Discrimination Services – 11 persons
- o Education and Outreach – 6,888 persons



**CARES ACT FUNDING:** Report about the CARES Act funding allocation and proposed implementation of future CARES Act funds that would continue to support local businesses and individuals impacted by COVID-19. Garden Grove received an allocation of approximately \$2.3 million of CARES Act funds through the U.S. Department of Housing and Urban Development (HUD)

**FY 2020-21 Outcomes**

- CARES ACT accomplishments to be recorded in FY 2020-21 CAPER (Due September 30, 2021)

**HOT MEAL PROGRAM** provides prepackaged meals from local restaurants to Garden Grove residents affected by COVID-19.

**FY 2020-21 Outcomes**

- The Community Services Department partnered with the following local restaurants: Tam's Restaurant and Sandwiches, Los Sanchez, Carolina's, Yogi's Teriyaki House, Louie's on Main, Bracken's Kitchen, and Kerostena.
- Assisted 2,694 individuals affected by COVID-19

**FOOD BOX PROGRAM** provides perishable and non-perishable food items to low-income Garden Grove families.

**FY 2020-21 Outcomes**

- The City partnered with Community Action Partnership Orange County (CAPOC) to provide boxes of pre-packaged groceries and dry goods.
- Provided 528 boxes of food to assist 3,308 individuals affected by COVID-19





# 2 COORDINATED ENTRY SYSTEM & HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

**THE COORDINATED ENTRY SYSTEM (CES)** is part of the Orange County CoC to manage the process of determining and updating the prioritization for homeless housing and services. The Orange County **Homeless Management Information System (HMIS)** tracks client demographic and service information on homeless and at-risk clients served by participating Orange County service providers.

## FY 2019-20 Outcomes

- Connected 10,771 Garden Grove residents to services through 211 Orange County call centers.

## FY 2020-21 Outcomes

- 211 Orange County Data Dashboards were funded with ESG-CV funds to provide specific Garden Grove homeless demographic and population data for each quarter, which is then posted on the City's website at [www.ggcity.org/endhomelessness](http://www.ggcity.org/endhomelessness)
- Connected 3,554 Garden Grove residents to services through 211 Orange County's call center.



# 3 STREET OUTREACH AND ENGAGEMENT

**PUBLIC SAFETY STREET OUTREACH:** The Garden Grove Police Department (Special Resource Team or SRT) is responsible for providing response and outreach to homeless individuals. The main goal for the SRT is to connect homeless residents with the services.



## FY 2020-21 Outcomes

- Made contact with 4,000 homeless and at-risk individuals
- Referred 655 individuals to services

**EMERGENCY SOLUTION GRANTS (ESG):** ESG, ESG-CV1 and ESG-CV2 funds for outreach and essential services for literally homeless individuals on the street.

## FY 2019-20 Outcomes

- Assisted 502 homeless individuals with supportive and essential services.

## FY 2020-21 Outcomes

- ESG - Assisted 98 individuals
- ESG-CV1&2 - Assisted 938 individuals



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# 4 HOUSING PROGRAMS AND ACTIVITIES



**EMERGENCY SHELTER PROGRAMS:** Emergency shelter and essential services are provided to literally homeless individuals. The City funds emergency shelters and navigation centers that are operated by Mercy House, Interval House, Illumination Foundation, and Colette's Children's Home in the cities of Orange, Anaheim, Santa Ana, and Placentia.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Assisted 221 individuals.</li> <li>Referred 1,178 homeless Garden Grove residents to emergency shelter through 211 Orange County call centers.</li> </ul>
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<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>ESG - Assisted 66 individuals</li> <li>ESG-CV1&amp;2 - Assisted 115 individuals</li> </ul>
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**RENTAL ASSISTANCE PROGRAMS:** Rental assistance and stabilization services provided to literally homeless individuals and those at-risk of homelessness. Funding sources are ESG, ESG-CV1, ESG-CV2, and HOME.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Established the Homeless Emergency Assistance and Rental Transition (HEART) Program, which provides rental assistance (including security and utility deposits) and stabilization services to achieve self-sufficiency.</li> <li>Assisted 48 households.</li> </ul>
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<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Approved Year-2 funding of the HEART Program. Currently assisting 20 homeless or at-risk households.</li> <li>ESG - Assisted 32 individuals</li> <li>ESG-CV1&amp;2 - Assisted 486 individuals</li> </ul>
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**HOUSING CHOICE VOUCHER PROGRAM** (formerly Section 8): The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. The City's Housing Authority currently administers approximately 2,200 Housing Choice Vouchers.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Assisted 2,214 households</li> </ul>
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<b>Projected FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Assist approximately 2,220 households.</li> </ul>
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**FAMILY SELF-SUFFICIENCY PROGRAM (FSS):** FSS is a program that enables HUD-assisted families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Some of the services coordinated through the program include: child care, transportation, education, job training, employment counseling, financial literacy, and homeownership counseling, among others.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Assisted 2,214 households</li> </ul>
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<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Assisted 2,220 households</li> </ul>
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**MAINSTREAM VOUCHERS:** Mainstream vouchers assist non-elderly persons with disabilities. Mainstream vouchers are administered using the same rules as other housing choice vouchers.

<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Partnered with the Orange County Health Care Agency (OCHCA) to allocate 22 Mainstream Vouchers to literally homeless individuals</li> <li>Currently negotiating with American Family Housing (AFH) to produce the City's first Permanent Supportive Housing (PSH) project utilizing 8 Mainstream Vouchers</li> </ul>
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**FIRST TIME HOMEBUYER:** Down-payment assistance grants and loans to low-income families looking to purchase their first home in Garden Grove. The City provides loans of up to \$60,000 and provides forgivable grants through Workforce Initiative Subsidy for Homeownership Grant funding through a continued partnership with Pacific Mercantile Bank.

**FY 2019-20 Outcomes**

- Conducted 4 FTHB workshops
- Assisted 6 families with home purchases (4 WISH Grants and 6 CalHOME Loans)

**FY 2020-21 Outcomes**

- Hosted six (6) FTHB Workshops
- Issued one (1) FTHB Down Payment Assistance loan

**CODE ENFORCEMENT PROGRAM:** The City's Code Enforcement Unit efforts activity responds to complaints associated with property and substandard housing issues that poses a risk to the health, safety or physical well-being of occupants, neighbors, or visitors.

**FY 2019-20 Outcomes**

- Of 3,126 opened cases, approximately 20% of the Code Enforcement responses (or 635 cases) involved the following: individual living in vehicle; transients located near an unsecured building; encampment on private property; or storage and debris of content left behind on property.
- The Code Enforcement Unit responded to 544 opened cases associated with non-permitted structures.

**FY 2020-21 Outcomes**

- Of 3,300 opened cases, approximately 20% of the Code Enforcement responses (or 700 cases) involved the following: individual living in vehicle; transients located near an unsecured building; encampment on private property; or storage and debris of content left behind on property.
- The Code Enforcement Unit continues to respond to complaints associated with non-permitted structures.



# 5 AFFORDABLE HOUSING PRODUCTION



**AFFORDABLE HOUSING:** The City has facilitated the development of nearly 1,200 units of affordable housing units that support: individuals with disabilities, units for large families, and affordable homeownership opportunities, including development of four (4) Density Bonus projects, which include a total 18 affordable units. List of the City's affordable housing projects. <https://ggcity.org/neighborhood-improvement/affordable-housing-properties>

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Conducted 1,171 annual compliance review units to ensure housing affordability.</li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Monitor 1,174 units of affordable housing for compliance with their various regulatory agreements</li> </ul>

**PLANNING GRANTS PROGRAM:** Undertake Advanced Planning initiatives to streamline housing production.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Administer SB2 grant in the amount of \$310,000 to prepare, adopt, and implement of plans that streamline housing approvals and accelerate housing production.</li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Updating the Housing Element</li> <li>Creating Objective Multi-Family Residential Standards</li> <li>Creating Objective Development Standards for Supportive Housing</li> <li>Updated Density Bonus Ordinance</li> <li>Creating Development Standards for Conversion of Hotels/Motels to Supportive Housing</li> <li>Updating Multi-Family Residential Ordinance to Allow By-Right Supportive Housing</li> <li>Funded the UCI Housing Study</li> </ul>

**PERMANENT LOCAL HOUSING ALLOCATION (PLHA):** Administer approximately \$5 million grant over a 5-year period to fund housing-related projects and programs that assist in addressing the unmet housing needs of their local communities. Planned activities include affordable housing production, FTHB program and homeless shelter activities.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>N/A. Grant to be awarded in FY 2020-21.</li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Utilized PLHA Grant funding to assist in the development of the Yale Transitional Shelter in Santa Ana</li> </ul>

**LOCAL EARLY ACTION PLANNING (LEAP) GRANT:** Administer approximately \$500,000 grant for the preparation and adoption of planning documents, process improvements that accelerate housing production, and facilitate compliance in implementing the sixth cycle of the Regional Housing Need Assessment (RHNA).

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>N/A. Grant to be awarded in FY 2020-21.</li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Updating the Land Use Element</li> <li>Producing a Book of Pre-Approved ADU Plans</li> <li>Creating Objective Multi-Family Development Standards</li> <li>Researching the Feasibility of a High-Quality Transit Area (HQT) Overlay Zone</li> <li>Purchasing Building/Planning Software</li> </ul>

**HOUSING ELEMENT UPDATE:** California State law requires that the City update the Housing Element every eight years. These frequent updates are required because housing is critical to ensure economic prosperity and quality of life in our region. The revised Housing Element must be adopted by the Garden Grove City Council no later than October 2021, or the City of Garden Grove could lose eligibility for significant sources of funding currently provided by the State.

<b>FY 2019-20 Outcomes</b>	<ul style="list-style-type: none"> <li>Initiated and completed the RFP process for a Housing Consultant</li> </ul>
<b>FY 2020-21 Outcomes</b>	<ul style="list-style-type: none"> <li>Updating the Housing Element - <a href="https://ggcity.org/housing-element">https://ggcity.org/housing-element</a></li> </ul>



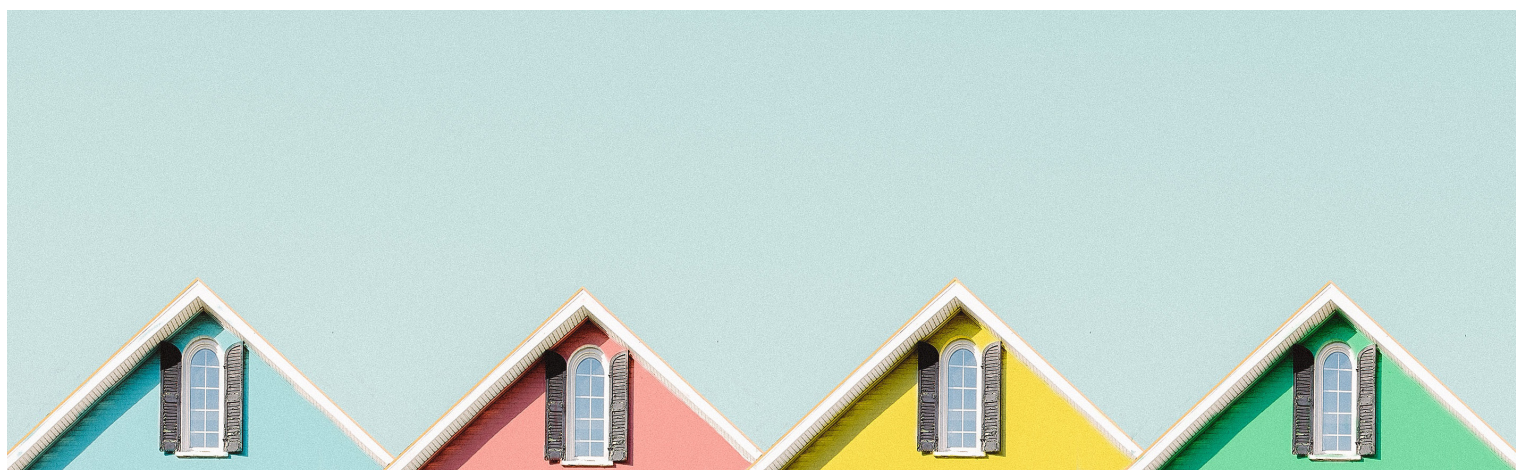
**REGIONAL HOUSING NEEDS ASSESSMENT (RHNA):** RHNA is mandated by State Housing Law as part of the periodic process of updating local housing elements of the General Plan. The RHNA quantifies the need for housing within each jurisdiction during specified planning periods. The Southern California Association of Governments (SCAG) is in the process of developing the 6th cycle RHNA allocation plan which will cover the planning period October 2021 through October 2029. Garden Grove's draft RHNA allocation is 19,122 units.

**FY 2019-20  
Outcomes**

- Initiated and completed the RFP processes for Housing Consultants (Housing Element and RHNA appeal)
- Developed Public Engagement Plan
- Initiated public engagement process of the Housing Element Update
- Prepared Draft RHNA appeals
- Launched Housing Element/RHNA website

**FY 2020-21  
Outcomes**

- Submitted RHNA appeals to SCAG
- Currently updating the Housing Element to accommodate the City's allocation



# 6 HOUSING REHABILITATION PROGRAMS



**SENIOR GRANT PROGRAM:** \$5,000 grants to low-income Garden Grove seniors for home rehabilitation activities that address health, safety, or building code related problems in the home.

**FY 2019-20  
Outcomes**

- Assisted 13 low-income seniors with housing rehabilitation services.

**HOME REPAIR PROGRAM:** \$5,000 grants to low-income Garden Grove homeowners for home rehabilitation activities that address health, safety, or building code related problems in the home.

**FY 2019-20  
Outcomes**

- Program established in FY 2020-21 and replaces Senior Grant Program

**FY 2020-21  
Outcomes**

- Completed 13 owner-occupied rehabilitation projects

**RE-ROOF PROGRAM:** \$20,000 rehabilitation loan set at 0% interest that provides low-income Garden Grove residents a loan to re-roof their home.

**FY 2019-20  
Outcomes**

- N/A. Program established in FY 2020-21.

**FY 2020-21  
Outcomes**

- Completed two (2) re-roof projects

# 7 WORKFORCE DEVELOPMENT



**JOBS 1<sup>ST</sup> PROGRAM:** Grants up to \$25,000 to Garden Grove businesses who have been negatively impacted by COVID-19 and are looking to retain low-income employees. The City also offers Garden Grove businesses a loan up to \$50,000 for jobs that they will be creating.

## FY 2019-20 Outcomes

- One JOBS 1st loan issued with creation of 2 low-income jobs

## FY 2020-21 Outcomes

- Expended a total of \$716,000 to assist 32 Garden Grove businesses and create/retain 147 jobs
- Issued nine (9) Job Creation Loans to help employ 30 low-income residents
- Issued 23 Job Retention Grants to help keep 117 low-income residents employed

**MICRO BUSINESS RELIEF GRANT:** \$5,000 grants to support local small businesses impacted by COVID-19 with grants to assist with rent payment and e-commerce equipment costs incurred due to the required closures.

## FY 2020-21 Outcomes

- Issued 125 Relief Grants to help keep 125 low-income residents employed

**JOBS 1<sup>ST</sup> TO-GO PROGRAM:** Grants up to \$1,500 to assist local food and drink establishments in purchasing the goods necessary to accommodate take-out and delivery orders, as well as Delivery Service Fees, during COVID-19. To qualify for assistance, participating businesses will need to retain 1 low-income employee and show a decrease in sales due to COVID-19.

## FY 2020-21 Outcomes

- Issued 31 To-Go grants to help keep 31 low-income residents employed

**WORKFORCE ACTIVATION AND READINESS PROGRAM (WARP):** Employment services including resume development, interviewing skills, job search assistance, basic office skills, dress for success workshops, and English classes (as needed) for homeless and at-risk Garden Grove residents.

## FY 2020-21 Outcomes

- Assisted 17 Garden Grove residents with employment services





# REGIONAL COORDINATION

## (CENTRAL SERVICE PLANNING AREA)

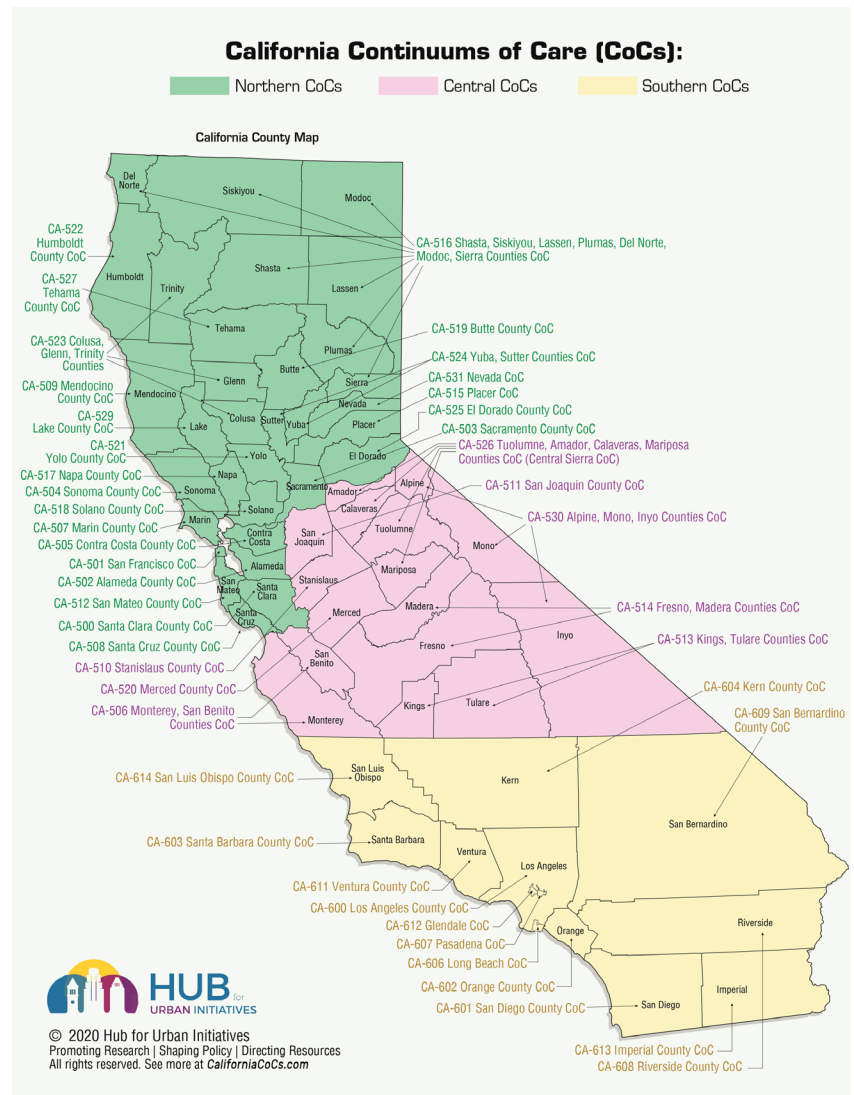


Since 1998 the County of Orange has coordinated a comprehensive regional **Continuum of Care (CoC)** strategy that includes the participation of all thirty-four cities in Orange County, County Agencies, the County's homeless service providers, and other community groups (including non-profits, local governmental agencies, faith-based organizations, the homeless and formerly homeless, interested business leaders, schools, and many other stakeholders) to identify the gaps and unmet needs of the County's homeless. Additional information about the CoC is available on the HUD website at <https://www.hudexchange.info/programs/coc/> or via the OC Health Care Agency website at [https://www.ochealthinfo.com/homeless\\_serv/coc/2021](https://www.ochealthinfo.com/homeless_serv/coc/2021).

The **Office of Care Coordination**, led by Director of Care Coordination Jason Austin, engages across Orange County, working with cities and community-based organizations to strengthen regional capacity and multi-city, multi-sector investments to prevent and address homelessness, coordinate public and private resources to meet the needs of the homeless population in Orange County and promote integration of services throughout the community that improve the countywide response to homelessness. <https://www.ochealthinfo.com/occ>

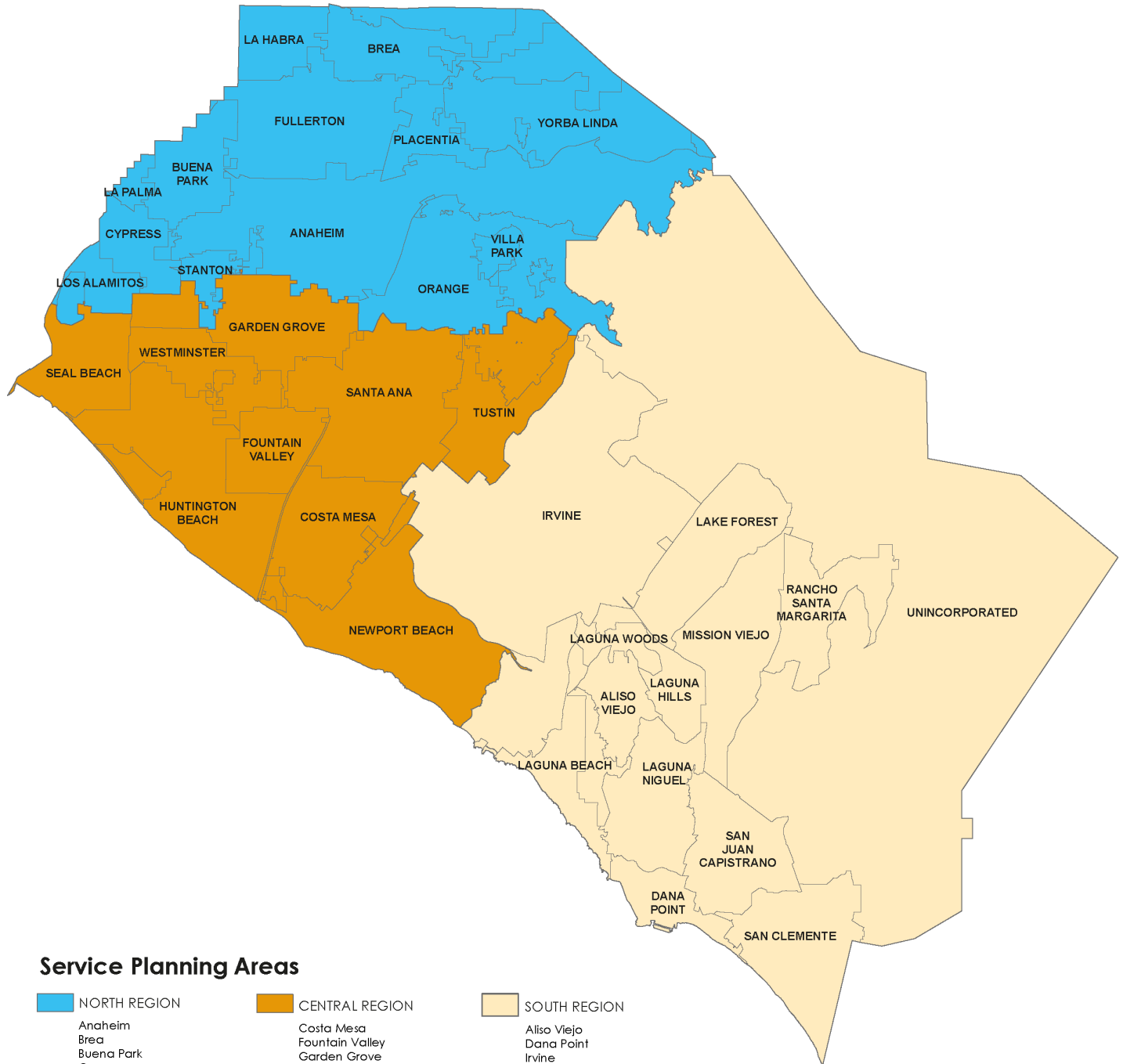
The **Commission to End Homelessness** works in collaboration with the County of Orange, 34 cities, business sector, philanthropic organizations, community organizations, faith-based organizations, health care, public safety and other interested stakeholders to promote an effective response to homelessness within Orange County. The Director of Care Coordination works with commission members to focus on regional policy and implementation strategies, affordable housing development, data and gaps analysis, best practice research, social policy, and systemic change. The City of Garden Grove holds a seat on the Commission to End Homelessness as the city representative for the Central SPA region. <https://www.ochealthinfo.com/occ/commendhom>

Garden Grove is identified within the **Central Service Planning Area (Central SPA)** among 9 cities (Costa Mesa, Fountain Valley, Huntington Beach, Newport Beach, Santa Ana, Seal Beach, Tustin, Westminster, portions of County unincorporated areas). The City actively coordinates with Central SPA jurisdictions, including the County of Orange, and continues to address the needs of both its homeless residents and those at-risk of homelessness.





# County of Orange Service Planning Areas



## Service Planning Areas

### ■ NORTH REGION

Anaheim  
Brea  
Buena Park  
Cypress  
Fullerton  
La Habra  
La Palma  
Los Alamitos  
Orange  
Placentia  
Stanton  
Villa Park  
Yorba Linda  
County Unincorporated

### ■ CENTRAL REGION

Costa Mesa  
Fountain Valley  
Garden Grove  
Huntington Beach  
Newport Beach  
Santa Ana  
Seal Beach  
Tustin  
Westminster  
County Unincorporated

### ■ SOUTH REGION

Aliso Viejo  
Dana Point  
Irvine  
Laguna Beach  
Laguna Hills  
Laguna Niguel  
Laguna Woods  
Lake Forest  
Mission Viejo  
Rancho Santa Margarita  
San Clemente  
San Juan Capistrano  
County Unincorporated



# EMERGENCY SHELTERS/ NAVIGATION CENTERS IN THE CENTRAL SPA

CITY	NAME OF SHELTER	SERVICE PROVIDER	TEMPORARY SHELTER BEDS	PERMANENT SHELTER BEDS	POPULATION SERVED
Costa Mesa	Costa Mesa Bridge Shelter <a href="http://www.costamesaca.gov/hot-topics/costa-mesa-bridge-shelter">www.costamesaca.gov/hot-topics/costa-mesa-bridge-shelter</a>	Mercy House	50		Single Adults
	Costa Mesa Permanent Bridge Shelter (under construction)	Unknown		72	Single Adults
Garden Grove	Thomas House Family Shelter <a href="http://www.thomashouseshelter.org">www.thomashouseshelter.org</a>	Thomas House		24 Units	Individuals and Families
Huntington Beach	Emergency Housing for Youth <a href="http://www.buildfutures.org">www.buildfutures.org</a>	Build Futures		60	Transitional Aged Youth
	Huntington Beach Youth Shelter <a href="http://www.waymakersoc.org/sheltering-children">www.waymakersoc.org/sheltering-children</a>	Waymakers		8	Single Adults
	Huntington Beach Navigation Center <a href="http://www.hbhomelessolutions.com">www.hbhomelessolutions.com</a>	Mercy House		174	Single Adults with Medical Vulnerabilities
Midway City	Recuperative Care Program <a href="http://www.ifhomeless.org/tour-newest-recuperative-care-facility-midway-city">www.ifhomeless.org/tour-newest-recuperative-care-facility-midway-city</a>	Illumination Foundation	30		
Newport Beach	Collaboration with Costa Mesa				
Santa Ana	Armory Emergency Shelter <a href="http://www.ochealthinfo.com/gov/health/homeless/shelter_programs.asp">www.ochealthinfo.com/gov/health/homeless/shelter_programs.asp</a>	County of Orange / Mercy House		100	Single Adults
	The Link <a href="http://www.santa-ana.org/homelessness/interim-homeless-shelter-link">www.santa-ana.org/homelessness/interim-homeless-shelter-link</a>	Mercy House (now Illumination Foundation)		200	Single Adults and Families
	The Courtyard <a href="http://www.ochealthinfo.com/gov/health/homeless/shelter_programs.asp">www.ochealthinfo.com/gov/health/homeless/shelter_programs.asp</a>	County of Orange / The Midnight Mission	425		Single Adults
	Safe Place (closing Feb 1, 2021)	WISEPlace	60		Single Women
	Future Carnegie Site Shelter (under construction)	Illumination Foundation		200	Single Adults and Families
	Yale Shelter (opening soon) <a href="http://www.ochealthinfo.com/occ/yc">www.ochealthinfo.com/occ/yc</a>	County of Orange (PATH)		425	Single Adults and Families
Tustin	ES Village of Hope <a href="http://www.rescuemission.org/village-of-hope">www.rescuemission.org/village-of-hope</a>	Orange County Rescue Mission		66	Single Adults and Families
	Tustin Temporary Emergency Shelter <a href="http://www.rescuemission.org/tag/tustin-temporary-emergency-shelter">www.rescuemission.org/tag/tustin-temporary-emergency-shelter</a>	Orange County Rescue Mission	57		Single Adults and Families
Total Emergency Shelter Beds			622	1,329	



# COMPREHENSIVE STRATEGIC PLAN

## TO ADDRESS HOMELESSNESS

The City of Garden Grove's Comprehensive Strategic Plan to Address Homelessness (GG-CSPAH) serves as a five-year roadmap, identifying priority goals and strategic actions the City plans to take in its fight against homelessness. The GG-CSPAH incorporates information presented to the City Council during a Study Session in May 2019, at which City Staff presented the "Comprehensive Approach to Address Homelessness". This document was designed to communicate existing homelessness efforts and programs, as well as to advance future community engagement to assist in refining this comprehensive plan.

The goals and strategic actions included in this plan are specifically designed to enhance public engagement and accountability, to improve housing and services options, and to develop a comprehensive continuum of care for the homeless and at-risk populations during these challenges times of COVID-19 and beyond. Integrating the framework of the Garden Grove Coalition to End Homelessness, the GG-CSPAH ensures City-wide accountability by identifying priority goals, and then morphing them into measurable action items. This process elicits ownership of said goals and actions, results in greater leveraging of City resources, and necessitates strict adherence to adopted timelines.

Annual updates of the GG-CSPAH will be presented to the Neighborhood Improvement and Conservation Commission (NICC) and City Council concurrently with City's Consolidated Annual Performance and Evaluation Report (CAPER), which typically takes place in September.



1

Employ HUD's best practices for collection of demographic information in the Homelessness Management Information System (HMIS)

2

Understand and refine governance structure to promote greater collaboration between law enforcement, service, housing and behavioral health providers

3

Develop creative and innovative housing options

4

Improve service and options to people experiencing homelessness

5

Be accountable



# CURRENT STRUCTURE AND ROLES OF KEY PARTNERS

The City acknowledges the fact that ending homelessness can only be accomplished through a concerted effort by all stakeholders (i.e. residents, government, businesses, faith-based organizations, service providers, and philanthropists). While City-partners have distinct responsibilities that allow them to carry out their respective functions as needed, the Garden Grove Coalition to End Homelessness was created to minimize fragmentation and to ensure all parties are working toward a cohesive strategy to end homelessness. Additionally, the City's Neighborhood Improvement Committee (NIC) acts as an informal cross-agency structure for City-specific collaboration and governance, which serves as an interdepartmental workgroup dedicated toward targeted neighborhood clean-up efforts.



Palma Vista Community Cleanup Event



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# GOALS AND STRATEGIC ACTION(S)

The global impact of COVID-19 has compelled the City to undergo a comprehensive review of existing homelessness programs and activities, along with an analysis of the City's current system and structure. The GG-CSPAH was developed to create a framework to guide prioritization of homeless activities with the greatest potential impact, while strategically balancing short and long-term solutions. While solutions such as the development of affordable and supportive housing will take time to bring to fruition, there are many other actions that can be implemented immediately.

For FY 2021-22 and beyond, it is the City's intent to utilize Federal and State funding to bolster existing efforts, as well as to implement innovative, forward-thinking solutions to ending homelessness. The GG-CSPAH serves as a roadmap to gather community input during the data collection process, to initiate stakeholder discussions and provide a platform for information-sharing through the Garden Grove Coalition to End Homelessness, and to work collectively towards a governance structure that supports continuation of cross-agency collaboration and a system-wide approach to accountability. The five (5) goals and associated strategic actions identified are:



# GOAL 1

## ENHANCE COMMUNITY ENGAGEMENT EFFORTS REGARDING HOMELESSNESS, AND RAISE AWARENESS AROUND AVAILABLE RESOURCES AND BEST PRACTICES

### Strategic Action 1a

**Create a webpage specifically dedicated to detailing information and services available to the homeless and at-risk community.**

#### Performance Metric(s):

Consolidate accessibility to homeless resources and information on the City's website

#### Ownership:

Community and Economic Development Department; Office of Community Relations

#### Leveraged Resources:

City staff time; IT support; Outreach

#### Timeframe:

FY 2020-21, FY 2021-22

### Strategic Action 1b

**Seek public input regarding the 2021 Comprehensive Strategic Plan to Address Homelessness (CSPAH).**

#### Performance Metric(s):

Develop an interactive online survey to gather community feedback *via virtual platforms due to COVID restrictions*; create an informational webinar about Garden Grove homeless resources

#### Ownership:

Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department; Public Works Department

#### Leveraged Resources:

City staff time; IT support; Outreach

#### Timeframe:

FY 2020-21, FY 2021-22

### Strategic Action 1c

**Plan quarterly meetings of the Garden Grove Coalition to End Homelessness, Garden Grove Police Department's Special Resource Team, and community stakeholders to assist with implementation of the GG-CSPAH.**

#### Performance Metric(s):

Convene first quarterly meeting in FY 2020-21; prepare summary report on agenda and outcomes; present the GG-CSPAH to the Neighborhood Improvement and Conservation Commission (NICC)

#### Ownership:

Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department; Office of Community Relations

#### Leveraged Resources:

City staff time; use of city facilities or conduct virtual meeting

#### Timeframe:

FY 2020-21, FY 2021-22





<b>Strategic Action 1d</b>	<b>Encourage City staff, homeless service providers, and the general public to participate in the 2021 and 2023 PIT Counts.</b>
<b>Performance Metric(s):</b>	Increase participation from prior 2019 count; due to COVID, <i>in-person surveys maybe on hold until such time as State regulations permits larger gatherings</i>
<b>Ownership:</b>	Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department; Office of Community Relations
<b>Leveraged Resources:</b>	City staff time
<b>Timeframe:</b>	FY 2020-21, FY 2023-24
<b>Strategic Action 1e</b>	<b>Foster partnerships with Garden Grove Unified School District, local non-profits, and other service providers.</b>
<b>Performance Metric(s):</b>	Extend invitation to local partners to participate in first quarterly meeting (and future meetings) of the Garden Grove Coalition to End Homelessness
<b>Ownership:</b>	Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department
<b>Leveraged Resources:</b>	City staff time
<b>Timeframe:</b>	FY 2020-21, FY 2021-22
<b>Strategic Action 1f</b>	<b>Identify local programs and service providers to subsidize with CARES Act funds.</b>
<b>Performance Metric(s):</b>	Connect literally homeless and at-risk individuals impacted by COVID-19 to local and regional resources
<b>Ownership:</b>	Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department; Public Works Department
<b>Leveraged Resources:</b>	City staff time; service providers; CDBG and ESG funded programs; SRT
<b>Timeframe:</b>	FY 2020-21, FY 2021-22





## GOAL 2

### IMPROVE AND EXPAND HOMELESSNESS PREVENTION EFFORTS

#### Strategic Action 2a

#### Identify opportunities to leverage current and future funding sources.

<b>Performance Metric(s):</b>	Establish a database of local, county, state and federal funding and grant resources
<b>Ownership:</b>	Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department; Public Works Department
<b>Leveraged Resources:</b>	City staff; HOME Funds; EDA; CDBG and ESG
<b>Timeframe:</b>	FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25

#### Strategic Action 2b

#### Conduct research and assessment of homelessness resources and other best practices.

<b>Performance Metric(s):</b>	Collect, research and analyze Best Practices in the areas of homelessness prevention
<b>Ownership:</b>	Community and Economic Development Department
<b>Leveraged Resources:</b>	City staff time
<b>Timeframe:</b>	FY 2020-21, FY 2021-22

#### Strategic Action 2c

#### Highlight programs and services related to homelessness prevention.

<b>Performance Metric(s):</b>	Incorporate homelessness prevention within the City's Website identified in <i>Strategic Action 1a</i>
<b>Ownership:</b>	Community and Economic Development Department; Office of Community Relations
<b>Leveraged Resources:</b>	City staff time
<b>Timeframe:</b>	FY 2020-21, FY 2021-22

#### Strategic Action 2d

#### Explore rental protection and anti-displacement strategies (e.g. rent regulations, tenant protections, etc.)

<b>Performance Metric(s):</b>	Engage local landlords and tenants about mediation and housing-related services available through the Fair Housing Foundation and other housing-related service providers
<b>Ownership:</b>	Community and Economic Development Department; Garden Grove Housing Authority
<b>Leveraged Resources:</b>	City staff time
<b>Timeframe:</b>	FY 2020-21, FY 2021-22



# GOAL 3

## ENHANCE DATA TRACKING AND HOMELESS OUTREACH ACTIVITIES AMONG CITY STAFF AND SERVICE PROVIDERS

### Strategic Action 3a

**Collect and analyze local homelessness-related data to better target resources.**

#### Performance Metric(s):

- Prepare quarterly reports regarding the City's homelessness data to be available on the homelessness website identified in Strategic Action 1a
- Conduct an analysis of City costs related to the direct and indirect impact of homelessness in order to identify ways to reduce resource strains

#### Ownership:

Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department; Public Works Department

#### Leveraged Resources:

City staff; HMIS

#### Timeframe:

FY 2020-21, FY 2021-22, FY 2022-23

### Strategic Action 3b

**Facilitate training with city staff directly involved with homelessness (including Building & Safety, Code Enforcement, Public Works, and Community Services).**

#### Performance Metric(s):

Develop a training curriculum and implement with support by the Special Resource Team and other industry experts. Deploy training opportunities on a biannual basis

#### Ownership:

Community and Economic Development Department in collaboration with Garden Grove Police Department (Special Resources Team); Community Services Department; Public Works Department

#### Leveraged Resources:

City staff

#### Timeframe:

FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25

### Strategic Action 3c

**Develop the Be Well Garden Grove Mobile Crisis Response Unit**

#### Performance Metric(s):

- Implement a comprehensive Mobile Crisis Response Unit with Be Well OC
- Develop a community outreach roadmap to share information about mental health resources both locally and regionally
- Establish coordinated deployment strategy with GGPD/SRT and OCFA partners.

#### Ownership:

City staff, GGPD/SRT, OCFA, OCR

#### Leveraged Resources:

City staff time, service providers, CDBG funds, Housing Successor funds, City funds

#### Timeframe:

FY 21-22, FY 22-23



# GOAL 4

## EXPLORE OPTIONS TO ENHANCE EMERGENCY HOUSING SOLUTIONS

### Strategic Action 4a

**Collect and analyze local homelessness-related data to better target resources.**

<b>Performance Metric(s):</b>	Conduct preliminary site inventory of available industrial properties; evaluate existing Navigation Center operation(s) within Orange County; conduct fiscal analysis
<b>Ownership:</b>	City Manager's Office; Community and Economic Development Department; Garden Grove Police Department
<b>Leveraged Resources:</b>	City staff; CDBG and ESG funds through CARES Act funds; PLHA Funds; County resources
<b>Timeframe:</b>	FY 2020-21, FY 2021-22, and FY 2022-23

### Strategic Action 4b

**Explore opportunities to acquire shelter beds in the Orange County region.**

<b>Performance Metric(s):</b>	Identify potential city partnerships within the Central Service Planning Areas; conduct fiscal assessment
<b>Ownership:</b>	City Manager's Office; Community and Economic Development Department; Garden Grove Police Department
<b>Leveraged Resources:</b>	City staff; CDBG and ESG funds through CARES Act funds; PLHA Funds; County resources
<b>Timeframe:</b>	FY 2020-21, FY 2021-22

### Strategic Action 4c

**Evaluate staffing resources.**

<b>Performance Metric(s):</b>	Identify staff duties and responsibilities associated with administration and oversight of a Navigation Center, and implementation of Comprehensive Strategic Plan
<b>Ownership:</b>	Community and Economic Development Department; Human Resources Department; Finance Department
<b>Leveraged Resources:</b>	City staff; CDBG and ESG funds through CARES Act funds; PLHA Funds; County resources
<b>Timeframe:</b>	FY 2020-21, FY 2021-22





# GOAL 5

## INCREASE PRODUCTION OF AND ACCESS TO AFFORDABLE AND SUPPORTIVE HOUSING

### Strategic Action 5a Conduct comprehensive review and update of City's Housing Policies and explore incentives for property owners and developers.

**Performance Metric(s):** Complete City's Housing Element Update; address City's RHNA allocation of 19,168

**Ownership:** Community and Economic Development Department; Office of Community Relations

**Leveraged Resources:** City staff; SB2 Funds; LEAP Grants

**Timeframe:** FY 2020-21, FY 2021-22

### Strategic Action 5b Amend zoning code to promote Housing Production.

**Performance Metric(s):** Complete review of City's Mixed Use Zoning regulations

**Ownership:** Community and Economic Development Department; Office of Community Relations

**Leveraged Resources:** City staff; SB2 Funds; LEAP Grants

**Timeframe:** FY 2020-21, FY 2021-22, FY 2022-23

### Strategic Action 5c Streamline development of Accessory Dwelling Units.

**Performance Metric(s):** Review Accessory Dwelling Unit policies; track annual percentage increase of ADUs created through regulatory and policy amendments; develop book of pre-approved ADU Plans/Designs

**Ownership:** Community and Economic Development Department; Office of Community Relations

**Leveraged Resources:** City staff; LEAP Grant

**Timeframe:** FY 2020-21, FY 2021-22, FY 2022-23

### Strategic Action 5d Leverage regional, State and Federal housing resources to promote development of Permanent Supportive Housing to support literally homeless households.

**Performance Metric(s):** Leverage regional, State and Federal housing resources to promote development of Permanent Supportive Housing to support at-risk individuals and families

**Ownership:** City Manager's Office; Community and Economic Development Department

**Leveraged Resources:** City staff; CDBG; HOME Funds; Tax Credits; Orange County Housing Trust Funds

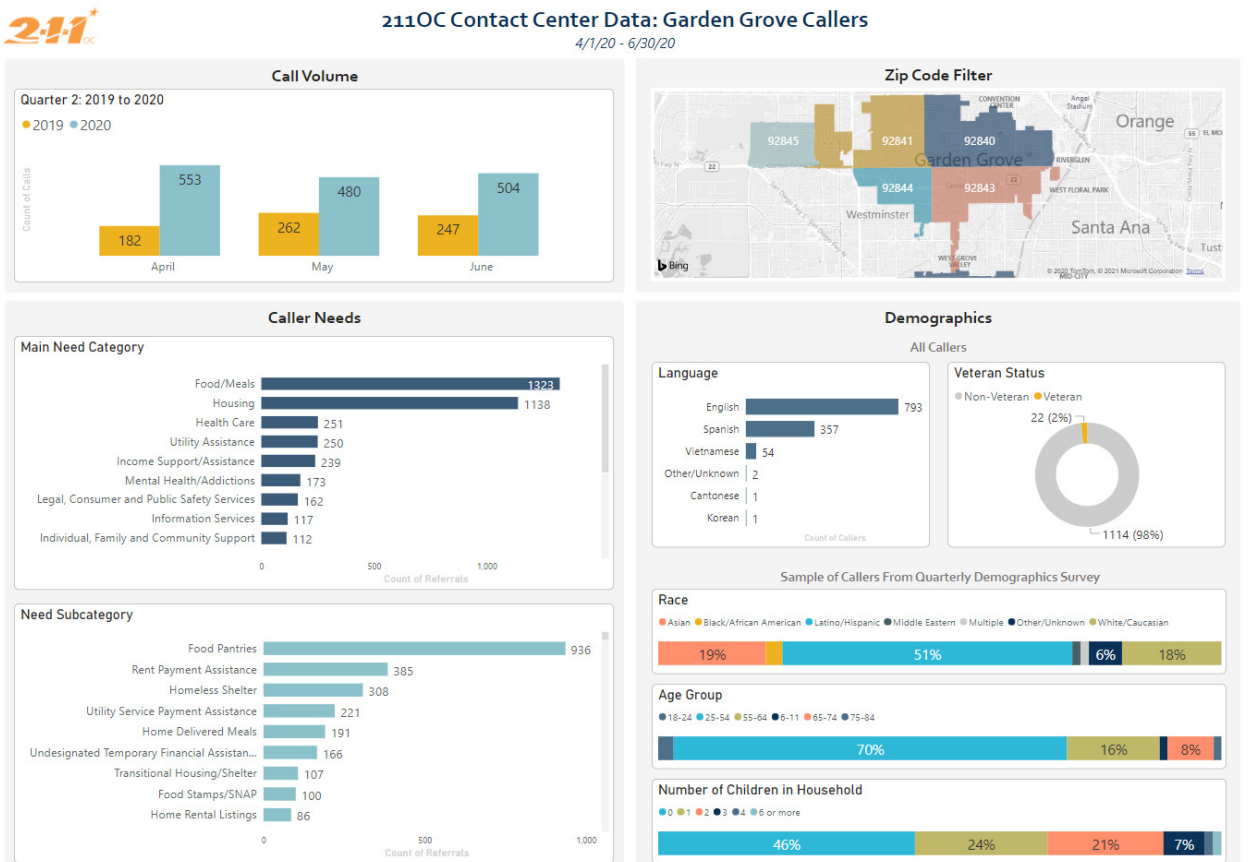
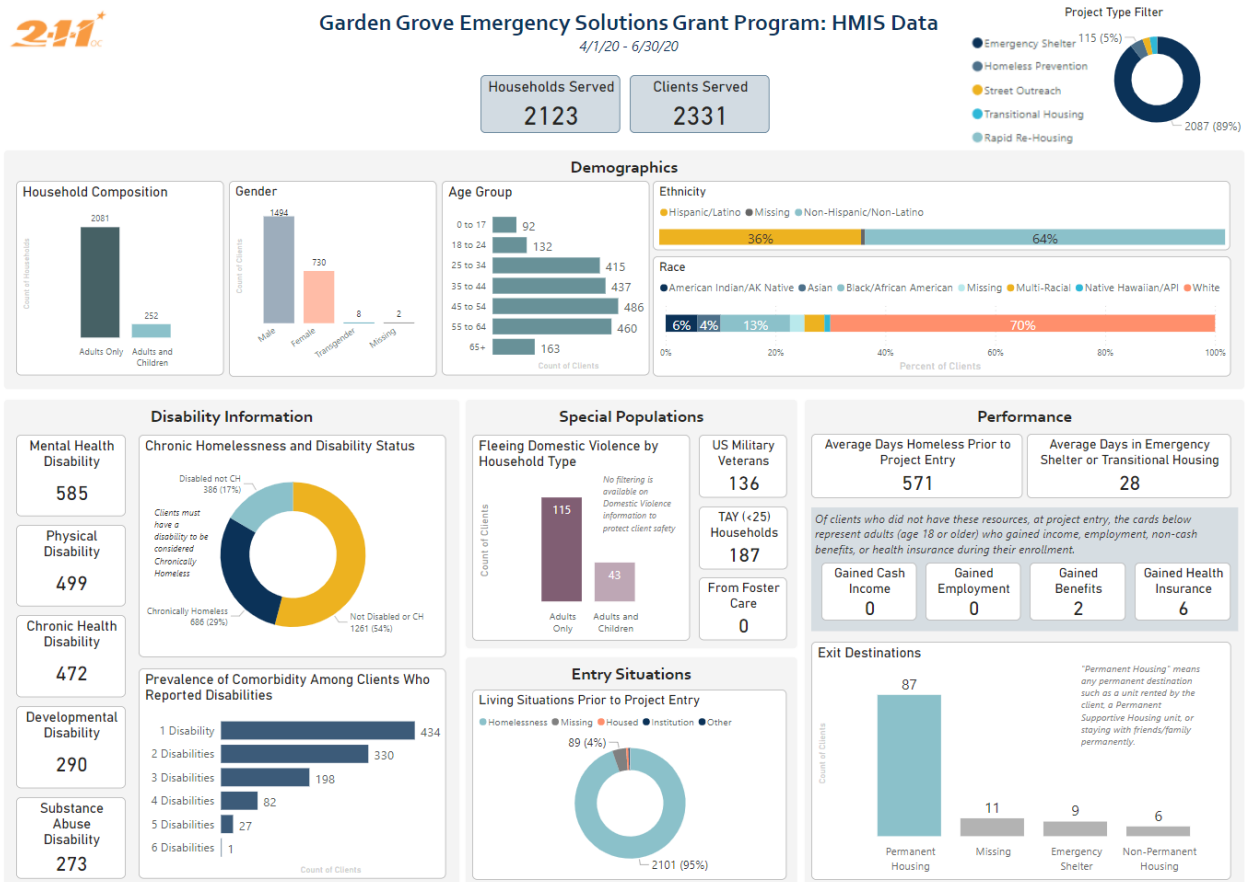
**Timeframe:** FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25



# EXHIBIT 1

## 211 ORANGE COUNTY DATA DASHBOARDS

4/1/20-6/30/20 – FY 2019-2020 4TH QUARTER



# EXHIBIT 1

## 211 ORANGE COUNTY DATA DASHBOARDS

7/1/20-9/30/20 – FY 2020-2021 1ST QUARTER



### Garden Grove Emergency Solutions Grant Program: HMIS Data

7/1/20 - 9/30/20

**Funding Type**  
☐ Both ESG & ESG-CV  
☐ ESG  
☐ ESG-CV

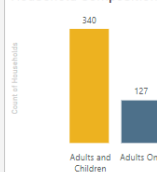
**Households Served**  
195

**Clients Served**  
467

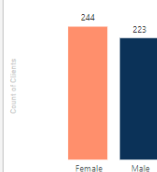
#### Project Type Filter



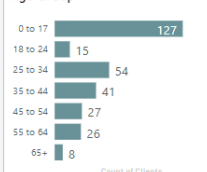
#### Household Composition



#### Gender



#### Age Group

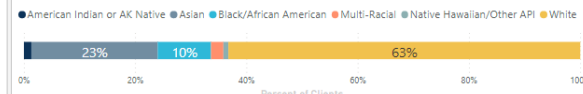


#### Demographics

##### Ethnicity



##### Race



#### Disability Information

##### Mental Health Disability

39

##### Physical Disability

49

##### Chronic Health Disability

45

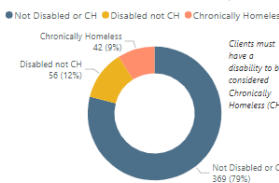
##### Developmental Disability

35

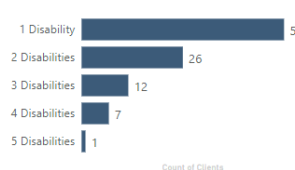
##### Substance Abuse Disability

5

#### Chronic Homelessness and Disability Status

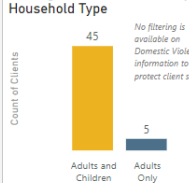


#### Prevalence of Comorbidity Among Clients Who Reported Disabilities



#### Special Populations

##### Fleeing Domestic Violence by Household Type



##### US Military Veterans

6

##### TAY (+25) Households

6

##### From Foster Care

0

#### Performance

##### Average Days Homeless Prior to Project Entry

665

##### Average Days in Emergency Shelter or Transitional Housing

57

Of clients who did not have these resources, at project entry, the cards below represent adults (age 18 or older) who gained income, employment, non-cash benefits, or health insurance during their enrollment.

##### Gained Cash Income

22

##### Gained Employment

20

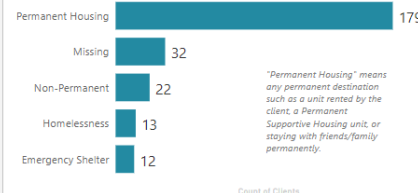
##### Gained Benefits

2

##### Gained Health Insurance

19

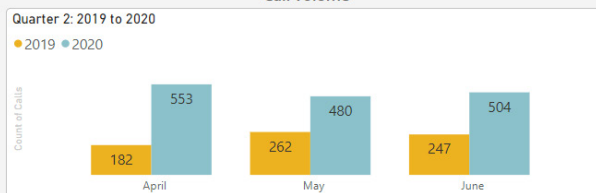
#### Exit Destinations



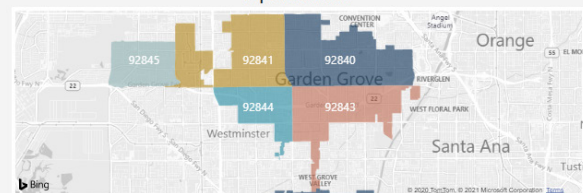
### 211OC Contact Center Data: Garden Grove Callers

4/1/20 - 6/30/20

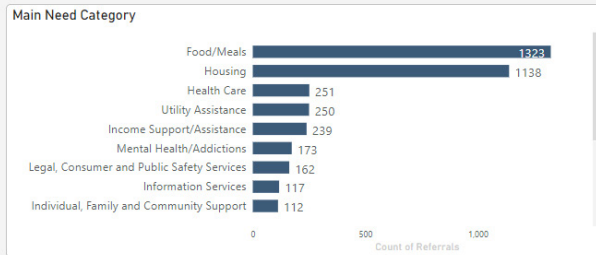
#### Call Volume



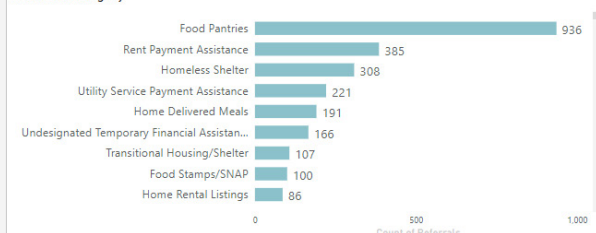
#### Zip Code Filter



#### Caller Needs

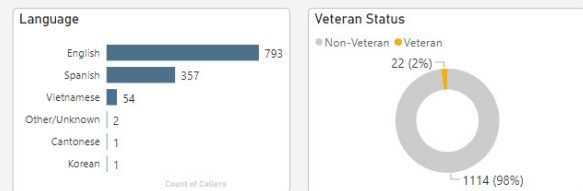


#### Need Subcategory

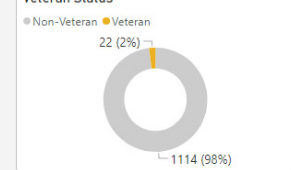


#### Demographics

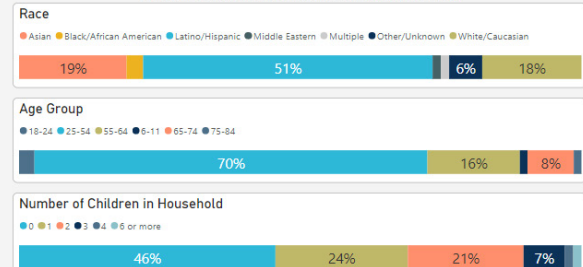
##### All Callers



##### Veteran Status



#### Sample of Callers From Quarterly Demographics Survey



##### Age Group



##### Number of Children in Household



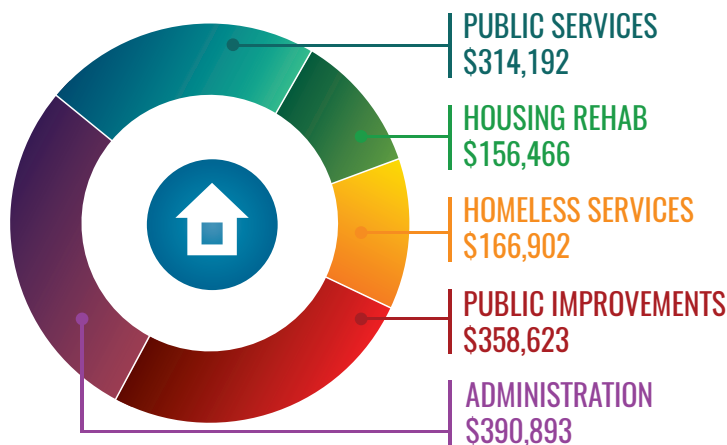
# City of Garden Grove

## 2018-19 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT

PERFORMANCE PERIOD: JULY 1, 2018 – JUNE 30, 2019

### 2018 PROJECT EXPENDITURES

During FY 2018-19, the City of Garden Grove utilized **\$1,530,780** in HUD grant funds to benefit low/moderate income residents through a variety of programs and services.



UNDUPLICATED  
PERSONS SERVED  
**6,632 INDIVIDUALS**



HOUSING  
REHABILITATED  
**106 UNITS**



HOMELESS ASSISTANCE  
**361 INDIVIDUALS**



FAIR HOUSING SERVICES  
**479 INDIVIDUALS**



MEALS PROVIDED  
**54,448 MEALS**



COMMUNITY OUTREACH  
& EDUCATION  
**10,257 INDIVIDUALS**



### HUD ENTITLEMENT FUNDS



The City of Garden Grove is an administrative authority for the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) allocations.

**\$1,245,000** in CDBG funding was used to benefit low/moderate income residents, through housing rehabilitation, senior services, fair housing activities, infrastructure improvements, and gang suppression activities. The City **LEVERAGED \$2,616,000** in non-federal funds at a ratio of **2:1**

**\$180,000** in ESG funding was used to provide homeless services through street outreach, emergency shelter, homeless prevention, and rapid rehousing. The City **LEVERAGED \$173,000** in non-federal sources at a ratio of **1:1**



**\$1.2M** in HOME funding was used to develop the Sycamore Court Apartments, a 78-unit of affordable housing community for very low-income households. Developer contributed **\$22M** in non-City funds to deliver the project.

To view the full CAPER, visit: [ggcity.org/neighborhood-improvement](http://ggcity.org/neighborhood-improvement)



GARDEN GROVE

For information, please contact:  
Nate Robbins, Sr. Program Specialist  
714-741-5206 / [nater@ggcity.org](mailto:nater@ggcity.org)



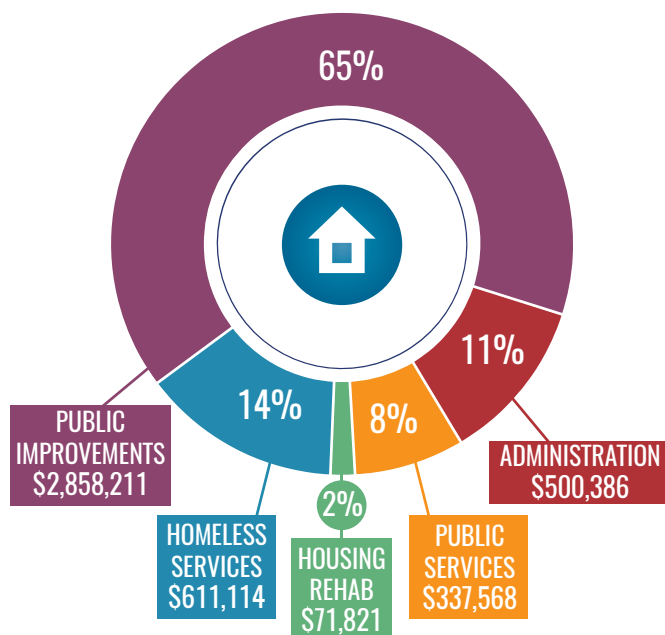
# EXHIBIT 3

## FY 2019-2020 HUD GRANTS SUMMARY

### City of Garden Grove 2019-20 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT PERFORMANCE PERIOD: JULY 1, 2019 – JUNE 30, 2020

#### 2019 PROJECT EXPENDITURES

During FY 2019-20, the City of Garden Grove utilized **\$4,404,461** in HUD grant funds to benefit low/moderate income residents through a variety of programs and services.



**UNDUPLICATED PERSONS SERVED**  
16,687 INDIVIDUALS

**HOUSING REHABILITATED**  
13 UNITS

**COMMUNITY OUTREACH & EDUCATION**  
7,472 INDIVIDUALS

**HOMELESS ASSISTANCE**  
361 INDIVIDUALS

**FAIR HOUSING SERVICES**  
232 INDIVIDUALS

**MEALS PROVIDED**  
61,110 MEALS

#### HUD ENTITLEMENT FUNDS



The City of Garden Grove is an administrative authority for the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), and Emergency Solutions Grant (ESG) allocations.

**\$3,643,260 IN CDBG** funding was used to benefit low/moderate income residents, through housing rehabilitation, senior services, fair housing activities, infrastructure improvements, and gang suppression activities.

**\$408,222 IN HOME** funding was used to develop affordable housing and provide rental assistance to low-income households.

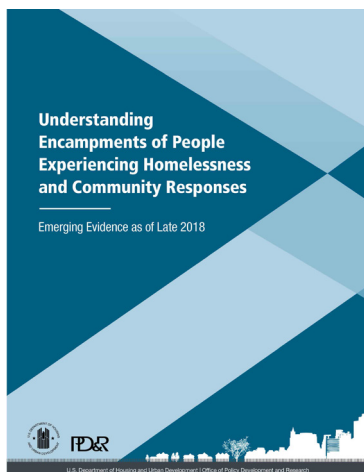
**\$170,738 IN ESG** funding was used to provide homeless services through street outreach, emergency shelter, homeless prevention, and rapid rehousing.

**\$182,242 IN CDBG AND ESG CARES ACT** funding was used to provide administration and supportive services to those affected by the Coronavirus (COVID-19).

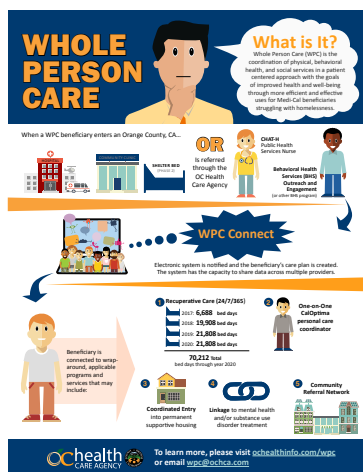
To view the full CAPER, visit: [ggcity.org/neighborhood-improvement/reports](https://ggcity.org/neighborhood-improvement/reports)



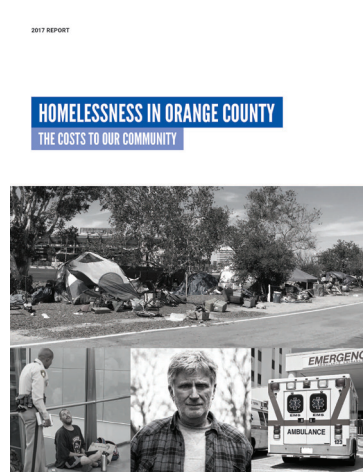
For information, please contact:  
Nate Robbins, Sr. Program Specialist  
714-741-5206 / [nater@ggcity.org](mailto:nater@ggcity.org)



<https://www.huduser.gov/portal/sites/default/files/pdf/Understanding-Encampments.pdf>



<https://www.ochealthinfo.com/about/admin/wpc>



<https://www.socsci.uci.edu/newsevents/news/2017/2017-11-16-homelessness.php>

III-D 2017 Continuum of Care Homeless Assistance Programs Homeless Populations and Subpopulations

Report Period: January 1, 2017 to December 31, 2017

Report Type: Annual Report

Report Date: January 1, 2018

Report Author: Susan Price, Director of Care Coordination, County Executive Office

Report Reviewer: Susan Price, Director of Care Coordination, County Executive Office

Report Approved: Susan Price, Director of Care Coordination, County Executive Office

Report Version: 1.0

Report Status: Final

Report Distribution: Public

Report Contact: Susan Price, Director of Care Coordination, County Executive Office

Report Description: This report provides a detailed overview of the homeless populations and subpopulations in Orange County, California, for the year 2017. It includes data on the total homeless population, as well as data on various subpopulations, including veterans, families, and individuals with mental health needs. The report also includes information on the services provided to these populations and the costs associated with these services.

Category	Subcategory	Count
Total Homeless Population	Overall	1,688
	Male	1,122
	Female	566
	Unknown	0
Veterans	Overall	1,688
	Male	1,122
	Female	566
	Unknown	0
Families	Overall	1,688
	Male	1,122
	Female	566
	Unknown	0
Individuals with Mental Health Needs	Overall	1,688
	Male	1,122
	Female	566
	Unknown	0

<https://www.hudexchange.info/programs/coc/coc-homeless-populations-and-subpopulations-reports/>



## An Assessment of Homeless Services in Orange County



[http://bos.ocgov.com/ceo/care/HOMELESS%20ASSESSMENT%20DCC%20REPORT\\_10.18.2016.pdf](http://bos.ocgov.com/ceo/care/HOMELESS%20ASSESSMENT%20DCC%20REPORT_10.18.2016.pdf)



<https://www.ochealthinfo.com/civicax/filebank/blobdload.aspx?BlobID=92093>



<https://www.cdss.ca.gov/inforesources/cdss-programs/housing-programs>



<https://www.jamboreehousing.com/pages/what-we-do-resident-services-permanent-supportive-housing-cost-of-homelessness-study>



<https://www.hcd.ca.gov/community-development/building-blocks/housing-needs/people-experiencing-homelessness.shtml>



<https://endhomelessness.org/>



<https://calmatters.org/explainers/californias-homelessness-crisis-explained/>



**2021 CSPAH**  
**SUMMARY OF COMMUNITY ENGAGEMENT AND RELATED ACTIVITIES**  
(For the Period February 2021 – July 2021)

The following summary details CSPAH action items completed, underway, or scheduled for the near future.

**1. Community Outreach and Engagement**

- a. CSPAH Community Survey – In May 2021, the City launched a **community survey** aimed at obtaining feedback regarding the Draft CSPAH and its various components. The survey targeted all five sectors of the community (residents, businesses, non-profits, churches, and philanthropists) and the comments received were incorporated in the Final CSPAH. The Survey was open for 30 days and received 36 submissions during the response period. A summary of the responses received can be viewed at <https://www.surveymonkey.com/stories/SM-VRDZRK8J/>
- b. Landlord/Tenant Workshops – The City partnered with the Fair Housing Foundation to offer **four (4) workshops** (English, Spanish, Vietnamese, & Korean) regarding landlord/tenant rights and responsibilities during the pandemic. These workshops fulfill the City's obligation to affirmatively further fair housing.
- c. Homelessness 101 & Advocacy 101 Workshops – The City partnered with the United Way to host **two (2) workshops** related to homelessness and advocacy for the homeless.
- d. Workforce Activation & Readiness Program (WARP) Webinar – The City partnered with two local non-profits (OCAPICA and StandUp For Kids) and the LA/OC Building Trades Union to offer an **informational webinar** on the recently implemented workforce program, WARP.
- e. Business Assistance Webinars – The City partnered with the Small Business Development Center (SBDC) to host **three (3) webinars** aimed at providing local businesses information regarding the various resources available.
- f. Garden Grove Coalition to End Homelessness (GGCEH) – The City's GGCEH hosted its **inaugural meeting** on June 10, 2021 to memorialize the feedback received via the CSPAH Community Survey and to provide an update regarding the City's priority projects related to homelessness.

- g. Homelessness Data Dashboard – The City has developed a dashboard to convey accomplishments related to services provided to the homeless and at-risk community. The dashboard can be viewed at <https://ggcity.org/endhomelessness/dashboard>
- h. Interviews w/ Mayor Jones – Staff has launched a **video series** highlighting the various programs and services available to Garden Grove residents. To date, five (5) videos have been recorded with plans to continue to expand the series.

## **2. Coordinated Entry System (CES) & Homeless Management Information System (HMIS)**

- a. 211 Orange County (211OC) Data Dashboards – The City furthered its partnership with 211OC by increasing funding to provide **additional, more detailed tracking of calls for service** received by their call center from Garden Grove residents.
- b. Special Resource Team (SRT) CES Access Point – The City is currently working with the Orange County Continuum of Care (COC) and 211OC to **certify the SRT as an approved CES Access Point**. Once finalized, this will streamline the referral process and allow Garden Grove's homeless population greater access to services.

## **3. Street Outreach and Engagement**

- a. Outreach and Engagement Program – The City recently partnered with the County's Priority Center and their Outreach and Engagement Program, which offers **mental health screening and services at no-cost to Garden Grove residents**.
- b. Be Well in Garden Grove Mobile Crisis Response Unit – The City has partnered with Be Well OC to launch a **mobile crisis unit to provide in-field mental and physical health assessments**. The goal of the mobile unit is to increase services to the community and to lessen the strain on City resources (i.e. Police, Fire, Medical, etc.)

## **4. Housing Assistance Programs and Activities**

- a. Homeless Emergency Assistance Rental Transition (HEART) Program – Introduced in September 2019, the HEART Program continues to provide



**rental assistance to literally homeless and at-risk households.** To date, the HEART Program has **taken 50 households off the streets** and placed them into permanent housing.

- b. Rapid Rehousing and Homelessness Prevention – Utilizing approximately \$3M in ESG and ESG-CV funding, the City continues to provide literally homeless and at-risk households with resources to **locate, secure, and maintain permanent housing**. Since March 2020, the City has assisted approximately **150 households** with rental assistance.
- c. Special Purpose Housing Choice Vouchers – The City was recently awarded **75 Mainstream Vouchers and 117 Emergency Housing Vouchers** to provide permanent affordable housing for homeless households. These vouchers are currently being allocated and leased-up.

## **5. Affordable Housing Production**

- a. Stuart Permanent Supportive Housing (PSH) – The City is partnering with American Family Housing (AFH) to produce its first-ever **PSH project**, which will provide **housing and wrap-around services** to disabled, homeless individuals between the age of 18 and 61.
- b. Housing Element Update – The City’s Planning Division is currently in the process of updating the Housing Element to accommodate our 6<sup>th</sup> Cycle RHNA allocation of **19,168 housing units**. The update, among other things, identifies sites capable of accommodating both fair market and affordable/ supportive housing.
- c. Mixed-Use Affordable Housing – The City is in negotiations with a housing developer to produce a **56-unit, affordable/ supportive housing project** at the vacant automobile shop located at 9891 Garden Grove Blvd.
- d. Acquisition/ Rehabilitation of Affordable Housing – The City is in negotiations with several housing developers to rehabilitate approximately **300 units of existing multi-family housing** and extend/ reinstate long-term affordability covenants.

## 6. Housing Rehabilitation Programs

- a. Home Repair Program (HRP) – The City partnered with Habitat For Humanity to provide low-income Garden Grove homeowners with \$5,000 rehabilitation grants to bring major system of the home (i.e. electrical, plumbing, windows, paint, HVAC, etc.) up to local standards. To date, the HRP has **provided rehabilitation grants to a total of 20 low-income households**.
- b. Re-Roof Program – The City is providing low-interest loans to low-income Garden Grove homeowners to replace/repair the roofs of their homes. The Re-Roof program currently has enough funding to provide 20 loans and applications are being reviewed for eligibility.

## 7. Workforce Development

- a. WARP – The City has partnered with two local non-profit organizations (OCAPICA and StandUp For Kids) to **provide employment services to low-income Garden Grove residents**. WARP is anticipating to provide **70 individuals** with the skills and training needed to secure gainful employment.
- b. JOBS 1<sup>st</sup> – The JOBS 1<sup>st</sup> and JOBS 1<sup>st</sup> To-Go Programs were implemented in response to the devastating impact of the Coronavirus on the local economy and job market. To date, the JOBS 1<sup>st</sup> Programs have **provided a total of \$753,000 in assistance to 58 businesses for the creation/ retention of 173 jobs** for low-income Garden Grove residents.
- c. Innovation Collective's "IC Studio" Program – The City has partnered with Innovation Collective to provide up to **50 Garden Grove residents with valuable tools and insights to take the next step with their business or start-up**. The Program consists of 8 modules designed to cover a wide range of topics, culminating with the ability for participants to "pitch" their ideas before a group of business mentors with over \$20B in entrepreneurial investments.

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Scott C. Stiles	From:	William E. Murray
Dept.:	City Manager	Dept.:	Public Works
Subject:	Award a contract to Kasa Construction Inc., for Project IFB No. S-1279-A - West Haven Park Renovation. (Cost: \$634,835) ( <i>Action Item</i> )		
		Date:	9/28/2021

---

**OBJECTIVE**

To recommend that City Council award a contract to KASA Construction Inc. for construction of Project IFB No. S-1279-A – furnish all labor, material, tools, equipment and incidentals for the renovation of West Haven Park.

**BACKGROUND**

Water Services completed an underground reservoir rehabilitation project at West Haven Park, wherein, the tops of reservoirs were exposed and backfilled. It was subsequently found that the existing soils have high gravel content, making re-seeding, growing, and restoring of turf very difficult.

The West Haven Park Project consists of the rehabilitation work for the area of the park described above. The extent of the work will involve all of the following: soil testing, removing all grass, weeds and debris within the scope of work boundary areas without disturbing the two underground water tank reservoirs and associated water and electrical power utility equipment; excavation and disposal of material that is unsuitable for the recreational play use and subgrade preparation; protect in place existing site improvements – metal light poles and appurtenances, sub-surface utility piping and conduits, existing metal fencing posts and rail, concrete block walls, concrete benches, all existing trees, shrubs, grass within the entire park, all existing irrigation mainline, valves, sensors, couplers, boxes and wiring - furnish, place, compact and fine grade topsoil and install grass seed. The contract will also provide maintenance and plant establishment for a period of (60) sixty calendar days commencing upon the execution of the Notice of Completion, including weed control, replacement of plantings that show sign of failure to grow due to injury or damage from any cause, fertilization, re-seeding areas that do not show a prompt establishment, disease and pest control.

**DISCUSSION**

Three (3) bids were received and opened by the City Clerk's Office on July 26, 2021, at 9:00 a.m. (see Bid Summary Sheet). The lowest responsive bidder is KASA Construction Inc., with a total bid of \$634,835. The licenses and references of the contractor have been reviewed and verified by staff, and all other documentation is in order. The anticipated contract schedule is as follows:

Award Contract	September 28, 2021
Begin Construction	November 1, 2021
Complete Construction	February 1, 2022

#### FINANCIAL IMPACT

This project will have no impact on the General Fund. It will be financed with Water Funds.

#### RECOMMENDATION

It is recommended that the City Council:

- Award a contract to KASA Construction Inc. for \$634,835 for the construction of Project IFB No. S-1279-A – Renovation of West Haven Park; and
- Authorize the City Manager to execute the agreements on behalf of the City, and make minor modifications as appropriate.

By: Carina Dan, E.I.T., Senior Engineering Technician

#### **ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Bid Summary Sheet	9/9/2021	Backup Material	Bid_Summary_Sheet_West_Haven_Park.docx
Kasa Construction Contract	9/9/2021	Agreement	KASA_CONSTRUCTION_INC_CONTRACT.pdf

**CITY OF GARDEN GROVE  
PUBLIC WORKS DEPARTMENT  
WATER SERVICES DIVISION**

**BID SUMMARY SHEET**

PROJECT: Renovation of the West Haven Park  
Project IFB No. S-1279-A

BID OPENING  
DATE: **July 26, 2021**  
TIME: **9:00 AM**

<b><u>Facility Name</u></b>	<b><u>Engineer's Estimate</u></b>	<b><u>Contract Amount</u></b>
Renovation of the West Haven Park Project IFB No. S-1279-A	\$572,500	\$634,835

<b>Bidder's Name</b>	<b>Total Bid</b>	<b>%Under /Over Engineers Estimate</b>
1. KASA Construction Inc.	\$634,835.00	+10.9%
2. PremierWest Landscape	\$685,176.70	+19.7%
3. Environmental Construction, Inc.	\$726,359.00	+26.9%

## **SECTION 4 - AGREEMENT**

### **PROJECT AGREEMENT**

**THIS AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, 2021, by the CITY OF GARDEN GROVE, a municipal corporation, ("CITY"), and **KASA Construction, Inc.**, hereinafter referred to as ("CONTRACTOR").

#### **RECITALS:**

The following recitals are a substantive part of this Agreement:

This Agreement is entered into pursuant to Garden Grove COUNCIL AUTHORIZATION, DATED \_\_\_\_\_.

CITY desires to utilize the services of Furnish all Labor, Material, Tools, Equipment and Incidentals for the Renovation of West Haven Park per IFB S-1279-A.

CONTRACTOR is qualified by virtue of experience, training, education, and expertise to accomplish services.

#### **AGREEMENT**

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

4.0 **Compensation.** CONTRACTOR shall be compensated as follows: Compensation under this agreement shall be a Not to exceed (NTE) amount of Six Hundred Thirty Four Thousand Eight Hundred Thirty Five Dollars Only (\$634,835.00), payable in arrears and in accordance with Bid Pricing Sheet (Attachment B), which is attached and is hereby incorporated by reference. Payment for work under this Agreement shall be made per invoice or request for work completed subject to Section 4.11 hereof. 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 pricing included in Bid Pricing (Attachment "B"). All work shall be in accordance with Bid No. S-1279-A and Bid Specifications/Drawings (Attachment A) which are attached and are hereby incorporated by reference.

4.1 **General Conditions.** CONTRACTOR certifies and agrees that all the terms, conditions and obligations of the Contract Documents as hereinafter defined, the location of the job site, and the conditions under which the work is to be performed have been thoroughly reviewed, and enters into this Contract based upon CONTRACTOR'S investigation of all such matters and is in no way relying upon any opinions or representations of CITY. It is agreed that this Contract represents the entire agreement. It is further agreed that the Contract

Documents including the Notice Inviting Bids, Special Instructions to Bidders, if any, Plans and Specifications, and Contractor's Proposal, are incorporated in this Contract by reference, with the same force and effect as if the same were set forth at length herein, and that CONTRACTOR and its subcontractors, if any, will be and are bound by any and all of said Contract Documents insofar as they relate in any part or in any way, directly or indirectly, to the work covered by this Contract.

**"Project"** as used herein defines the entire scope of the work covered by all the Contract Documents. Anything mentioned in the Specifications and not indicated in the Plans, or indicated in the Plans and not mentioned in the Specifications, shall be of like effect as if indicated and mentioned in both. In case of discrepancy in the Plans or Specifications, the matter shall be immediately submitted to City's Engineer, without whose decision CONTRACTOR shall not adjust said discrepancy save only at CONTRACTOR'S own risk and expense. The decision of the Engineer shall be final.

**4.2 Materials and Labor.** CONTRACTOR shall furnish, under the conditions expressed in the Plans and Specifications, at CONTRACTOR'S own expense, all labor and materials necessary, except such as are mentioned in the Specifications to be furnished by the CITY, to complete the project, in good workmanlike and substantial order. If CONTRACTOR fails to pay for labor or materials when due, CITY may settle such claims by making demand upon the surety to this Agreement. In the event of the failure of refusal of the surety to satisfy said claims, CITY may settle them directly and deduct the amount of payments from the Contract price and any amounts due to CONTRACTOR. In the event CITY receives a stop notice from any laborer or material supplier alleging non-payment by CONTRACTOR, CITY shall be entitled to deduct all of its costs and expenses incurred relating thereto, including but not limited to administrative and legal fees.

**4.3 Project.** The PROJECT is described as of Furnish all Labor, Material, Tools and Equipment for the Furnish all Labor, Material, Tools, Equipment and Incidentals for the Renovation of West Haven Park.

**4.4 Plans and Specifications.** The work to be done is described in a set of detailed Plans and Specifications for: of Furnish all Labor, Material, Tools, Equipment and Incidentals for the Renovation of West Haven Park.

Said Plans and Specifications and any revisions, amendments or addenda thereto are attached hereto and incorporated herein as part of this Contract and referred to by reference. The work to be done must also be in accordance with the General Provisions, Standard Specifications and Standard Plans of City which are also incorporated herein and referred to by reference.

**4.5 Time of Commencement and Completion.** CONTRACTOR agrees to commence the Project with TEN (10) calendar days from the date set forth in the "Notice to Proceed" sent by City and shall diligently prosecute the work to completion within **60 calendar days** of the Notice to Proceed, excluding delays caused or authorized by the CITY as set forth in Sections 4.7, 4.8 and 4.9 hereof.

**4.6 Time is of the Essence.** Time is of the essence of this Contract. As required by the Contract Documents, CONTRACTOR shall prepare and obtain approval of all shop drawings, details and samples, and do all other things necessary and incidental to the prosecution of CONTRACTOR'S work in conformance with an approved construction progress schedule. CONTRACTOR shall coordinate the work covered by this Contract with that of all other contractors, subcontractors and of the CITY, in a manner that will facilitate the efficient completion of the entire work in accordance with Section 4.5 herein. CITY shall have complete control of the premises on which the work is to be performed and shall have the right to decide the time or order in which the various portions of the work shall be installed or the priority of the work of other subcontractors, and, in general, all matters representing the timely and orderly conduct of the work of CONTRACTOR on the premises.

**4.7 Excusable Delays.** CONTRACTOR shall be excused for any delay in the prosecution or completion of the Project caused by acts of God; inclement weather; damages caused by fire or other casualty for which CONTRACTOR is not responsible; and act, neglect or default of CITY; failure of CITY to make timely payments to CONTRACTOR; late delivery of materials required by this CONTRACT to be furnished by CITY; combined action of the workers in no way caused by or resulting from default or collusion on the part of CONTRACTOR; a lockout by CITY; or any other delays unforeseen by CONTRACTOR and beyond CONTRACTOR'S reasonable control.

City shall extend the time fixed in Section 4.5 herein for completion of the Project by the number of days CONTRACTOR has thus been delayed, provided that CONTRACTOR presents a written request to CITY for such time extension within fifteen (15) days of the commencement of such delay and CITY finds that the delay is justified. CITY'S decision will be conclusive on the parties to this Contract. Failure to file such request within the time allowed shall be deemed a waiver of the claim by CONTRACTOR.

No claims by CONTRACTOR for additional compensation or damages for delays will be allowed unless CONTRACTOR satisfies CITY that such delays were unavoidable and not the result of any action or inaction of CONTRACTOR and that CONTRACTOR took all available measures to mitigate such damages. Extensions of time and extra compensation as a result of incurring undisclosed utilities will be determined in accordance with Section 9-103A of the State of California Department of Transportation Standard Specifications. The CITY'S decision will be conclusive on all parties to this Contract.



**4.8 Extra Work.** The Contract price includes compensation for all work performed by CONTRACTOR, unless CONTRACTOR obtains a written change order signed by a designated representative of CITY specifying the exact nature of the extra work and the amount of extra compensation to be paid all as more particularly set forth in Section 4.9 hereof. CITY shall extend the time fixed in Section 4.5 for completion of the Project by the number of days reasonably required for CONTRACTOR to perform the extra work, as determined by CITY'S Engineer. The decision of the Engineer shall be final.

**4.9 Changes in Project.**

**4.9.1** CITY may at any time, without notice to any surety, by written order designated or indicated to be a change order, make any change in the work within the general scope of the Contract, including but not limited to changes:

- a. in the Specifications (including drawings and designs);
- b. in the time, method or manner of performance of the work;
- c. in the City-furnished facilities, equipment, materials, services or site; or
- d. directing acceleration in the performance of the work.

**4.9.2** A change order shall also be any other written order (including direction, instruction, interpretation or determination) from the CITY which causes any change, provided CONTRACTOR gives the CITY written notice stating the date, circumstances and source of the order and that CONTRACTOR regards the order as a change order.

**4.9.3** Except as provided in this Section 4.9, no order, statement or conduct of the CITY or its representatives shall be treated as a change under this Section 9 or entitle CONTRACTOR to an equitable adjustment.

**4.9.4** If any change under this Section 4.9 causes an increase or decrease in CONTRACTOR'S actual, direct cost or the time required to perform any part of the work under this Contract, whether or not changed by any order, the CITY shall make an equitable adjustment and modify the Contract in writing. Except for claims based on defective specifications, no claim for any change under paragraph (4.9.2) above shall be allowed for any costs incurred more than 20 days before the CONTRACTOR gives written notice as required in paragraph (4.9.2). In the case of defective specifications for which the CITY is responsible, the equitable adjustment shall include any increased direct cost CONTRACTOR reasonably incurred in attempting to comply with those defective specifications.

**4.9.5** If CONTRACTOR intends to assert a claim for an equitable adjustment under this Section 4.9, it must, within thirty (30) days after receipt of a written change order under paragraph (4.9.1) or the furnishing of a written notice under paragraph (4.9.2), submit a written statement to the

CITY setting forth the general nature and monetary extent of such claim. The CITY may extend the 30-day period. CONTRACTOR may include the statement of claim in the notice under paragraph (4.9.2) of this Section 4.9.

**4.9.6** No claim by CONTRACTOR for an equitable adjustment shall be allowed if made after final payment under this Agreement.

**4.9.7** CONTRACTOR hereby agrees to make any and all changes, furnish the materials and perform the work that CITY may require without nullifying this Contract. CONTRACTOR shall adhere strictly to the Plans and Specifications unless a change therefrom is authorized in writing by the CITY. Under no condition shall CONTRACTOR make any changes to the Project, either in additions or deduction, without the written order of the CITY and the CITY shall not pay for any extra charges made by CONTRACTOR that have not been agreed upon in advance in writing by the CITY. CONTRACTOR shall submit immediately to the CITY written copies of its firm's cost or credit proposal for change in the work. Disputed work shall be performed as ordered in writing by the CITY and the proper cost or credit breakdowns therefor shall be submitted without delay by CONTRACTOR to CITY.

**4.10 Liquidated Damages for Delay.** The parties agree that if the total work called for under this Contract, in all parts and requirements, is not completed within the time specified in Section 4.5 herein, plus the allowance made for delays or extensions authorized under Section 4.7, 4.8 and 4.9 herein, the CITY will sustain damage which would be extremely difficult and impractical to ascertain. The parties therefore agree that CONTRACTOR will pay to CITY the sum of two hundred and fifty dollars (\$250.00) per day for each and every calendar day during which completion of the Project is so delayed. CONTRACTOR agrees to pay such liquidated damages and further agrees that CITY may offset the amount of liquidated damages from any moneys due or that may become due CONTRACTOR under the Contract.

**4.11 Contract Price and Method of Payment.** CITY agrees to pay and the CONTRACTOR agrees to accept as full consideration for the faithful performance of this Contract, subject to any subsequent additions or deductions as provided in approved change orders, the sum as itemized in the bid proposal. Progress payments shall be made to the CONTRACTOR per month for each successive month as the work progresses. The CONTRACTOR shall be paid such sum as will bring the total payments received since the commencement of the work up to ninety five percent (95%) of the value of the work completed, less all previous payments, provided that the CONTRACTOR submits the request for payment prior to the end of the day required to meet the payment schedule. The CITY will retain five percent (5%) of the amount of each such progress estimate and material cost until 30 days after the recordation of the Notice of Completion.

Payments shall be made on demands drawn in the manner required by law, accompanied by a certificate signed by the CITY'S Engineer, stating that the work for which payment is demanded has been performed in accordance with the terms of the Contract. Partial payments of the Contract price shall not be considered as an acceptance of any part of the work.

**4.12 Substitution of Securities in Lieu of Retention of Funds.** Pursuant to California Public Contract Code Section 22300, the CONTRACTOR will be entitled to post approved securities with the CITY or an approved financial institution in order to have the CITY release funds retained by the CITY to ensure performance of the Contract. CONTRACTOR shall be required to execute an addendum to this Contract together with escrow instructions and any other documents in order to effect this substitution.

**4.13 Completion.** CITY may require affidavits or certificates of payment and/or releases from any subcontractor, laborer or material supplier in connection with Stop Notices, which have been filed under the provisions of the statutes of the State of California.

**4.14 Contractor's Employee Compensation.**

**4.14.1 General Prevailing Rate.** CITY has ascertained CONTRACTOR shall comply with all applicable requirements of Division 2, Part 7, Chapter 1 of the California Labor Code and all applicable federal requirements respecting the payment of prevailing wages. If there is a difference between the minimum wage rates predetermined by the Secretary of Labor and the prevailing wage rates determined by the Director of the Department of Industrial Relations (DIR) for similar classifications of labor, the CONTRACTOR and its Subcontractors shall pay not less than the higher wage rate. The DIR will not accept lower State wage rates not specifically included in the Federal minimum wage determinations. This includes "helper" (or other classifications based on hours of experience) or any other classification not appearing in the Federal Wage determinations. Where Federal wage determinations do not contain the State wage rate determination otherwise available for use by the CONTRACTOR and Subcontractors, the CONTRACTOR and its Subcontractors shall pay not less than the Federal Minimum wage rate which most closely approximates the duties of the employees in question.

**4.14.2 Forfeiture for Violation.** CONTRACTOR shall, as a penalty to the CITY, forfeit one hundred dollars (\$100.00) for each calendar day or portion thereof for each worker paid (either by the CONTRACTOR or any subcontractor under it) less than the prevailing rate of per diem wages as set by the Director of Industrial Relations, in accordance with Sections 1770-1780 of the California Labor Code for the work provided for in this Contract, all in accordance with Section 1775 of the Labor Code of the State of California.

**4.14.3 Apprentices.** Section 1777.5, 1777.6 and 1777.7 of the Labor Code of the State of California, regarding the employment of apprentices is applicable to this Contract and the CONTRACTOR shall comply therewith; provided, however, that this requirement shall not apply if and/or to the extent that the Contract of the general CONTRACTOR, or the contracts of specialty contractors not bidding for work through a general or prime contractor involves less than thirty thousand dollars (\$30,000.00).

**4.14.4 Workday.** In the performance of this Contract, not more than eight (8) hours shall constitute a day's work, and CONTRACTOR shall not require more than eight (8) hours of labor in a day from any person employed by him thereunder except as provided in paragraph (4.14.1) above. CONTRACTOR shall conform to Article 3, Chapter 1, Part 7 (Sections 1810 et seq.) of the Labor Code of the State of California and shall forfeit to the CITY as a penalty, the sum of twenty-five dollars (\$25.00) for each worker employed in the execution of this Contract by CONTRACTOR or any subcontractor for each calendar day during which any worker is required or permitted to labor more than eight (8) hours in any one calendar day and forty (40) hours in any one week in violation of said Article. CONTRACTOR shall keep an accurate record showing the name and actual hours worked each calendar day and each calendar week by each worker employed by CONTRACTOR in connection with the Project.

**4.14.5 Record of Wages: Inspection.** CONTRACTOR agrees to maintain accurate payroll records showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker or other employee employed by it in connection with the Project and agrees to require that each of its subcontractors does the same. The applicable CONTRACTOR or subcontractor or its agent having authority over such matters shall certify all payroll records as accurate. CONTRACTOR further agrees that its payroll records and those of its subcontractors shall be available to the employee or employee's representative, the Division of Labor Standards Enforcement, and the Division of Apprenticeship Standards and shall comply with all of the provisions of Labor Code Section 1776, in general. CONTRACTOR shall comply with all of the provisions of Labor Code Section 1776, and shall submit payroll records to the Labor Commissioner pursuant to Labor Code section 1771.4(a)(3).

**4.14.6 CONTRACTOR REGISTRATION; MAINTENANCE OF PAYROLL RECORDS; JOB SITE POSTING**

**4.14.6.1 Contractor Registration.** CONTRACTOR and its subcontractors must be registered with the California Department of Industrial Relations pursuant to Labor Code Section 1725.5. This Agreement shall not be effective until CONTRACTOR provides proof of registration to the CITY.

4.14.6.2 **Payroll Records.** CONTRACTOR shall maintain accurate payroll records and shall comply with all of the provisions of Labor Code Section 1776, and shall submit payroll records to the Labor Commissioner pursuant to Labor Code section 1771.4(a)(3).

4.14.6.3 **Posting of Job Site Notices.** CONTRACTOR shall comply with the job site notices posting requirements established by the Labor Commissioner pursuant to Title 8, California Code of Regulations Section 16461(e) or other regulation promulgated pursuant to Labor Code Section 1771.4(a)(2).

4.14.6.4 **Notice of DIR Compliance Monitoring and Enforcement.** Pursuant to Labor Code Section 1771.4, this Project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

**4.15 Surety Bonds.** CONTRACTOR shall, upon entering into performance of this Agreement, furnish bonds in the amount of one hundred percent (100%) of the Contract price bid, to guarantee the faithful performance of the work, and the other in the amount of one hundred percent (100%) of the Contract price bid to guarantee payment of all claims for labor and materials furnished. This Contract shall not become effective until such bonds are supplied to and approved by the CITY. The Surety Company must have an AM Best rating of A- VII or better.

**4.16 Insurance.**

**4.16.1** CONTRACTOR is also aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or undertake self-insurance with provisions of that Code and will comply with such provisions before commencing the performance of the work of this Contract.

**4.16.2** CONTRACTOR and all subcontractors will carry and provide Workers' Compensation insurance for the protection of its employees during the progress of the work and *provide Employers Liability in an amount not less than \$1,000,000.* The insurer shall waive its rights of subrogation against the CITY, its officers, agents and employees and shall issue a certificate to the policy evidencing same.

**4.16.3** For any claims related to this Agreement, CONTRACTOR'S insurance coverage shall be primary insurance as respects 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 by excess of the CONTRACTOR'S insurance and shall not contribute with it.

**4.16.4** Before CONTRACTOR performs any work at, or prepares or delivers materials to, the site of construction, CONTRACTOR shall furnish certificates of insurance and endorsements evidencing the foregoing insurance coverage and such certificates of insurance and endorsements shall provide the name and policy number of each carrier and that the insurance is in force and will not be cancelled without 30 days written notice to the CITY. CONTRACTOR shall maintain all of the foregoing insurance in force until the work under this contract is satisfactorily and fully completed to the satisfaction of the CITY. The requirement for carrying the foregoing insurance shall not derogate from the provisions for indemnification of CITY by Contractor under Section 4.17 of this Contract. Notwithstanding nor diminishing the obligations of CONTRACTOR with respect to the foregoing, CONTRACTOR shall subscribe for and maintain in full force and effect during the life of this Contract, the following insurance in amounts not less than the amounts specified and issued by a company having a Best's Guide Rate of A-, Class VII or better (claims made and modified occurrence policies are not acceptable).

**4.16.5** 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. Contractor shall also provide a waiver of subrogation for each policy.

**4.16.6** INSURANCE AMOUNTS. CONTRACTOR and all subcontractors shall maintain the following insurance in the amount and type for the duration of this Agreement:

- (a) Commercial general liability in an amount not less than \$5,000,000 per occurrence, and not excluding XCU; **(claims made and modified occurrence policies are not acceptable)**; Insurance companies must be acceptable to CITY 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 acceptable to CITY and have an AM Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

- (c) Excess liability, follows form coverage, shall be provided for any underlying policy that does not meet the insurance requirements set forth herein. **(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.

An Additional Insured Endorsement, **ongoing and products-completed operations**, for the policy under section 4.16.6 (a) shall designate CITY, its officers, officials, employees, agents, and volunteers for this contract and all public agencies from whom permits will be obtained and their directors, officers, agents, and employees, as determined by the CITY, 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 4.16.6 (b) shall designate CITY, its officers, officials, employees, agents, and volunteers for this contract and all public agencies from whom permits will be obtained and their directors, officers, agents, and employees, as determined by the CITY, 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.

An Additional Insured Endorsement for the policy under section 4.16.6 (c) shall designate CITY, its officers, officials, employees, agents, and volunteers for this contract and all public agencies from whom permits will be obtained and their directors, officers, agents, and employees, as determined by the CITY, 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

In the event any of CONTRACTOR'S underlying policies do not meet policy limits within the insurance requirements, CONTRACTOR shall provide coverage under the excess liability policy in 4.16.6 (d). Policy must be a follows form excess/umbrella policy. CONTRACTOR shall provide the schedule of underlying policies for an excess liability policy, state that the excess policy follows form on the insurance certificate, and provide an additional insured endorsement for the excess liability policy designating CITY, its officers, officials, employees, agents, and volunteers for this contract and all public agencies from whom permits will be obtained and their directors, officers, agents, and employees, as determined by the CITY, as additional insureds.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents, and volunteers for this contract and all public agencies from whom permits will be obtained and their directors, officers, agents, and employees. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, or volunteers, for this contract and all public agencies from whom permits will be obtained and their directors, officers, agents, and employees, as determined by the CITY 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.

**4.17 Risk and Indemnification.** All work covered by this Contract done at the site of the Project or in preparing or delivering materials to the site shall be at the risk of CONTRACTOR alone. CONTRACTOR agrees to save, indemnify and keep CITY, its Officers, Agents, Employees, Engineers, and Consultants for this Contract, and all public agencies from whom permits will be obtained and their directors, Officers, Agents and Employees harmless against any and all liability, claims, judgments, costs and demands, including demands arising from injuries or death of persons (CONTRACTOR'S employees included) and damage to property, arising directly or indirectly out of the obligations herein undertaken or out of the operations conducted by CONTRACTOR, save and except claims or litigation arising through the *active negligence* or sole willful misconduct of CITY and will make good to reimburse CITY for any expenditures, including reasonable attorneys' fees CITY may incur by reason of such matters, and if requested by CITY, will defend any such suits at the sole cost and expense of CONTRACTOR.

**4.18 Termination.**

**4.18.1** This Contract may be terminated in whole or in part in writing by the CITY for its convenience, provided that the CONTRACTOR is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and (2) an opportunity for consultation with the terminating party prior to termination. Termination of contract shall conform to Section 8-1.11 of the State of California, Department of Transportation Standard Specifications.

**4.18.2** If termination for default or convenience is effected by the CITY, an equitable adjustment in the price provided for in this Contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to the CONTRACTOR at the time of termination may be adjusted to cover any additional costs to the CITY because of the CONTRACTOR'S default. The equitable adjustment for any termination shall provide for payment to the



CONTRACTOR for services rendered and expenses incurred in accordance with section 8-1.11 of the State of California, Department of Transportation Standard Specifications.

**4.18.3** Upon receipt of a termination action under paragraph (4.18.1) or (4.18.2) above, the CONTRACTOR shall (1) promptly discontinue all affected work (unless the notice directs otherwise), and (2) deliver or otherwise make available to the CITY all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by the CONTRACTOR in performing this Contract whether completed or in process.

**4.18.4** Upon termination under paragraphs (4.18.1) and (4.18.2) above, the CITY may take over the work and may award another party an agreement to complete the work under this Contract.

**4.19 Warranty.** The CONTRACTOR agrees to perform all work under this Contract in accordance with the CITY'S designs, drawings and specifications.

The CONTRACTOR guarantees for a period of one (1) year from the date of the notice of completion of the work that the completed work is free from all defects due to faulty materials, equipment or workmanship and that he shall promptly make whatever adjustments or corrections which may be necessary to cure any defects, including repairs or any damage to other parts of the system resulting from such defects. The CITY shall promptly give notice to the CONTRACTOR of observed defects. In the event that the CONTRACTOR fails to make adjustments, repairs, corrections or other work made necessary by such defects, the CITY may do so and charge the CONTRACTOR the cost incurred. The performance bond shall remain in full force and effect through the guarantee period.

The CONTRACTOR'S obligations under this clause are in addition to the CONTRACTOR'S other express or implied assurances provided under this Contract and in no way diminish any other rights that the CITY may have against the CONTRACTOR for faulty materials, equipment or work.

**4.20 Attorneys' Fees.** If any action at law or in equity is necessary to enforce or interpret the terms of this Contract, *each party shall be responsible for their own attorneys' fees, costs and necessary expenses.* If any action is brought against the CONTRACTOR or any subcontractor to enforce a Stop Notice or Notice to Withhold, which named the CITY as a party to said action, the CITY shall be entitled to all attorneys' fees, costs and necessary disbursements arising out of the defense or such action by the CITY. The CITY shall be entitled to deduct its costs for any Stop Notice filed, whether court action is involved or not.

**4.21 Notices.** Any notice required or permitted under this Contract may be given by ordinary mail at the address set forth below. Any party whose address changes shall notify the other party in writing.

To CITY:                   City of Garden Grove  
                                  City Attorney  
                                  11222 Acacia Parkway  
                                  Garden Grove, California 92840

To CONTRACTOR: KASA Construction, Inc.  
                          Attention: Sam Kasbar, Vice President  
                          15148 Sierra Bonita Lane  
                          Chino, CA 91710

\\ \\ \\

(Agreement Signature Block on Next Page)

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

Date: \_\_\_\_\_

**"CITY"**  
**CITY OF GARDEN GROVE**

**By:** \_\_\_\_\_  
City Manager

**ATTEST:**

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

**"CONTRACTOR"**  
**KASA Construction, Inc.**

Contractor's State Lic. No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

DIR Reg. No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

By: \_\_\_\_\_

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 the CITY.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Garden Grove City Attorney

\_\_\_\_\_  
Date

**ATTACHMENT "A"**

**SPECIFICATIONS FOR IFB NO. S-1279-A**

**Furnish all Labor, Material, Tools, Equipment and  
Incidentals for the Renovation of West Haven Park**

**IFB NO. S-1279-A**

**Furnish all Labor, Material, Tools, Equipment and Incidentals for the  
Renovation of West Haven Park**

**SCOPE OF WORK**

**PROJECT LOCATION:** 12252 West Street, Garden Grove, CA 92840

**CONTRACTOR'S LICENSE REQUIREMENTS:**

Bidders shall submit proof of a current contractor's license with their bid proposal in accordance with Section 3300 of the State Code. The license required is as follows:

1. C27-Landscaping Contractor

**(Note to be placed in PART 1 of Specifications)  
SPECIAL PROVISIONS PART 1**

**SECTION 300- CONTROL OF THE WORK**

**3.8 SUBMITTALS**

**3-8.1 General**

Add: to read the following: CONTRACTORS RESPONSIBILITY

CONTRACTOR shall furnish one (1) reproducible mylar (24" x 36") size full complete set of "As Built" Construction Drawings upon final project completion to the CITY REPRESENTATIVE.

## **SPECIAL PROVISIONS PART 2**

### **PROJECT REPRESENTATIVES**

#### **CITY OF GARDEN GROVE**

Water Services Manager, Samuel Kim P.E. (714)-741-741-5534  
email: [samk@garden-grove.org](mailto:samk@garden-grove.org)

Water Services Senior Civil Engineer, Rebecca Li, P.E. (714) 741-5562  
email: [rebeccal@garden-grove.org](mailto:rebeccal@garden-grove.org)

Facilities Division Manager; Philip Carter (714)-741-5380 email: [philc@garden-grove.org](mailto:philc@garden-grove.org)

Public Works Supervisor; Luis Tapa (714)-741-5386 email: [luist@ggcity.org](mailto:luist@ggcity.org)

#### **ORANGE COUNTY FIRE AUTHORITY**

Headquarters (714)-537-600 Fire Station # 86 (714)-638-6390

#### **ORANGE COUNTY WATER DISTRICT**

Water Quality Supervisor; Tim Cannon (714)-719-1287 email: [timc@ggcity.org](mailto:timc@ggcity.org)

#### **RMA INTERNATIONAL**

Landscape Architect; Bob McMahon, (562)-618-9119 email:  
[rmalandscape@gmail.com](mailto:rmalandscape@gmail.com)

**NOTE:** During the time that this project is out to bid, all questions are to be directed, in writing, via email, to Sandra Segawa only. **The email address for all communication is as follows: [sandras@ggcity.org](mailto:sandras@ggcity.org).**

## **SPECIAL PROVISIONS PART 2**

### **CONTRACTORS RESPONSIBILITY**

#### **SECTION 100– STORM WATER POLLUTION PROTECTION PLAN (SWPPP)**

##### **100.1 General.**

Add the following: to read the following: STORM WATER PROTECTION PLAN (SWPPP)

The Project Construction General Permit requires the development of a Storm Water Pollution Prevention Plan (SWPPP).

The West Haven Park Project is located at; 12252 West Street in the City of Garden Grove, California. The Lot size is 10.0 acres and the Project Disturbed Site Area is approximately 3.96 acres.

Prior to commencing work, the CONTRACTOR shall submit the required Permit Registration Documents (PRDs) to the ENGINEER. If any of the required items are missing, the PRD submittal is considered incomplete and will be rejected. Upon receipt and acceptance of a complete PRD submittal, the **CONTRACTOR's QSD will coordinate with the City's ENGINEER/Project Manager to electronically submit these documents through the Storm water Multi-Application, Reporting and Tracking System (SMARTS) to the State Water Resources Control Board (SWRCB) to obtain coverage under the CGP. The CONTRACTOR's QSD shall update SMARTS with all requirements set forth in the permit in order to maintain compliance.** A copy of any documents submitted via SMARTS will be kept with the SWPPP and provided to the ENGINEER upon job completion.

#### **STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

The CONTRACTOR will need to submit a site-specific SWPPP, prepared by a Qualified SWPPP Developer (QSD) as defined by the CGP, which must include the information needed to demonstrate compliance with all the requirements of the CGP, for review, acceptance. The QSD shall have one of the registrations or certifications listed in Section VII.B.1 of the CGP, and effective September 2, 2011, must have attended a State Water Board-sponsored or approved QSD training and successfully pass the end of training test.

**NO CONSTRUCTION ACTIVITY CAN BE ALLOWED UNTIL THE CITY HAS RECEIVED A TRACKING NUMBER FROM THE SWRCB and two sets of hard copies of SWPPP submitted binder.**

The SWPPP shall be developed and updated using Section 2 and Appendix G of the California Storm water Quality Association (CASQA) Storm water Best Management Practice Handbook Web Portal for Construction. The CASQA Construction BMP Web Portal requires a subscription to be purchased from CASQA and can be accessed at the

following link:

<http://www.casqa.org/LeftNavigation/BMPHandbooksPortal/tabid/200/Default.aspx>

The CONTRACTOR must implement, maintain, and amend the SWPPP as needed during the course of work to reflect actual construction progress and construction practices. The CONTRACTOR shall designate a Qualified SWPPP Practitioner (QSP), as defined by the CGP, who will be responsible for compliance with CGP requirements on the project at all times.

CONTRACTOR'S QSP must be on site to observe BMP installation and approve of all SWPPP implementation. CONTRACTOR'S QSP must be on site during all required NPDES inspections (weekly, rain events, and quarterly non-storm). Within 72 hours from receiving BMP corrections from CITY staff, Local Agencies, or SWRCB staff, CONTRACTOR'S QSP shall start the repairs and complete them as soon as possible and prior to predicted rain events. The QSP shall prepare written reports for the corrective actions and submit them to the ENGINEER within 5 working days. All work on the PROJECT may be stopped by the City inspection staff's discretion if corrective action is not taken within a timely manner. Any cost or delays incurred due to stopped work will be exclusively the CONTRACTOR's responsibility.

The SWPPP shall not be construed to be a waiver of the CONTRACTOR's obligation to review and understand the CGP before submitting a bid. By submitting a bid, the CONTRACTOR acknowledges that he has read and understands the requirements of the CGP.

## REPORTING

The CONTRACTOR shall be responsible for providing all reports required by the CGP (monitoring, inspection, Rain Event Action Plans, annual reports, etc.) to the CITY for review. Time sensitive reports involving monitoring data shall be provided as soon as the information is made available. All other reports shall be provided to the CITY a minimum of two weeks prior to their deadline for submittal to the SWRCB through SMARTS.

Full compensation for conforming to the requirements of CONSTRUCTION GENERAL PERMIT (CGP) shall include, but not be limited to, the following:

1. Submit Permit Registration Documents (PRDs) per Attachment B of the CGP to the Engineer.
2. Electronically submit all documents into the Storm Water Multi-Application, Reporting and Tracking System (SMARTS) and update any files as needed.
3. Determine the project Risk Level and develop a SWPPP to conform to the Contractor's actual construction practices.
4. Administer, implement, maintain, and ensure adequate functioning of the various water quality control measures identified within the SWPPP during



construction including all Numeric Action Level (NAL) and Numeric Effluent Limitation (NEL) sampling, monitoring and reporting requirements statutorily required for the determined Risk Level of the project site. These tasks must be performed by Qualified SWPPP Practitioner (QSP). Effective on September 2, 2011, a QSP shall meet the requirements listed in the CGP.

5. Pay all annual permit fees;
6. Provide and maintain all documentation (at the jobsite) and administration for the entire CONTRACT period;
7. Perform all work required for compliance with the requirements of the CGP including preparation of all Rain Event Action Plans (REAPs), construction of effective treatment control BMPs, i.e.: contingency basis, chemical treatments, etc.;
8. Provide all labor, tools, equipment's, and materials for any additional BMPs which may be required to comply with the requirements of the CGP.
9. Submit Notice of Termination (NOT) to the SWRCB through SMARTS. The City will not release retention payment to the contractor until SWRCB through SMARTS accepts as complete

**100.2 PAYMENT.** Replace section with the following:

Payment for **SWPPP** shall be made at the **Lump Sum** Contract price bid and shall include full compensation for furnishing all labor, materials, tools, equipment and incidentals and for doing all the work involved in preparing, obtaining approval of, and amending the SWPPP, fulfilling construction site monitoring program, implementing SWPPP, installation of required BMPs per the SWPPP, preparing and submitting all required SWPPP-related reports and submit Notice of Termination, and no additional compensation will be allowed therefore.

## **SPECIAL PROVISIONS PART 2**

### **CONSTRUCTION MATERIALS**

#### **SECTION 211 – MATERIAL TESTS**

Change the entire section 211-1.1, to read the following: SOIL MATERIAL TEST

To meet the Orange County Waste & Recycling Agency Landfill requirements for existing grass and soil export disposal procedures the CONTRACTOR shall contract directly and retain the professional services of a Soils Engineer for all soil testing, compaction testing, reports and forms necessary on export and import of materials for the project.

CONTRACTOR shall list selected Soils Engineering company and contact person that will be used on the project for material testing, reports and forms. As for convenience only CONTRACTOR may contact; Associated Soils Inc. Contact: Phoc P. Nguyen Project Manager 2860 Walnut Ave. Signal Hill, Ca 90755 Phone: (562) 426-7990 Or CITY Approved Soils Engineer.

The CONTRACTOR shall furnish to the CITY all completed and approved Soil Certification Forms, Soil Acceptance Letters and all related Orange County Waste & Recycling Agency required documents for grass, pea gravel and soil export.

**211.2 PAYMENT.** Replace section with the following:

Payment for “**SOILS ENGINEERING TESTING**” shall be at the contract **LUMP SUM PRICE (LS)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish all the soils testing engineering and soil certification forms, acceptance letters complete in place, conforming to the requirements herein, including but not limited to; removals, equipment and materials for transporting, delivering, inspection and operation, supervision, and all other items necessary within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore

#### **SECTION 212 – CONSTRUCTION SURVEYING**

Change the entire section 212-1.1, to read the following: CONSTRUCTION SURVEYING

Prior to any work on site the CONTRACTOR shall contact the CITY REPRESENTATIVE and conduct onsite meeting(s) to verify existing site conditions as well as detailed information regarding (2) two underground water tank reservoirs and all related above and below ground utilities and operational equipment within the park site area.

CONTRACTOR shall provide all Construction Surveying for the project. The surveyor shall furnish and set ground stakes identifying all existing site features; (i.e.) (2) two underground water tank reservoirs, sump pumps, water valves, light poles, electrical lines, pull boxes, irrigation equipment and valves, water lateral lines, fencing, benches

concrete sidewalks, parking lot, existing and proposed finish grade elevations along with proposed earthwork cuts and fills shown on the plans prior to any work on site.

CONTRACTOR shall be responsible to reset all ground stakes immediately that have been moved at any time throughout the project.

CONTRACTOR shall hand dig to verify the locations and depths of all existing utilities and irrigation system prior to any work on site.

**212.2 PAYMENT.** Replace section with the following:

Payment for "**CONSTRUCTION SURVEYING**" shall be at the contract **LUMP SUM PRICE (LS)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish all the construction surveying, staking, onsite meeting(s), hand digging for utilities complete in place, conforming to the requirements herein, including but not limited to; removals, equipment and materials for transporting, delivering, inspection and operation, supervision, and all other items necessary within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore

## **SPECIAL PROVISIONS PART 3**

### **CONSTRUCTION METHODS**

#### **SECTION 300 - EARTHWORK**

##### **300-1 CLEARING AND GRUBBING.**

Add the following to subsection 300-1.1, "General," of the Standard Specifications:

The tasks covered under the Clear and Grub bid item include the following, unless covered by a separate bid item:

Furnish and Install temporary 6' high chain link fencing with green wind screen, 8' high green wind screen on existing metal fencing and 8' high green wind screen on existing CMU block wall.

Furnish and Install 4' high Orange safety barrier construction fencing with 1 3/4" x 1 3/4" x 5' high green 14 gauge steel "T" post around water tanks, hatch vaults, sump pumps, vaults and all water tank equipment. Post shall be secure in the ground and spaced at 8' feet on center spacing (maximum).

Furnish and Install 6' high Chain link fence and windscreen as shown on plans around existing trees

Clearing and grubbing shall consist of removing all grass, weeds and debris within the scope of work boundary areas shown on the plans.

Note: CONTRACTOR shall take great care to not disturb (2) Two underground water tank reservoirs, vent structures, access hatch doors, sump pump and cleanout vaults, water, electrical overflow and drainage piping, sub-surface gravel layer and all related operational equipment, refer to: CITY of Garden Grove West Haven Reservoir Rehabilitation Plans Project No. 7359 ("As-Built Set" Dated 09-26-19) for Water Tank Reservoir locations and all water and electrical power utility equipment.

As a reference shown on the plan the existing soil layer shall not exceed 12" thick on top of the gravel layer. The structural design weight over water tanks shall not exceed 180lb/sf with 18" of soil and gravel.

NOTE: THERE IS A WEIGHT RESTICTION FOR ALL EQUIPMENT (WHEN FULLY LOADED) OF **8000 LBS.** TO BE USED ON TOP OF THE (2) TWO WATER TANK RESERVOIRS STOCK PILING OF SOIL AND DEBRIS SHALL BE AVOIDED DURING THE ENTIRE PROJECT PERIOD. NO TRUCK OR ANY OTHER VECHICLES SHALL DRIVE ON TOP OF THE WATER TANKS AT ANY TIME. NO CONSTRUCTION EQUIPMENT WHEN FULLY LOADED WITH MATERAIL

SHALL EXCEED **8,000 LBS.** WHEN WORKING ON TOP OF THE TWO (2) WATER TANK RESERVOIRS

PRIOR TO ANY DEMOLITION WORK THE CONTRACTOR SHALL INSTALL AND ANCHOR SECURE A 4' (FOOT) HIGH ORANGE TEMPORARY SAFETY BARRIER CONSTRUCTION FENCE WITH 5' (FOOT) HIGH GREEN METAL "T" POSTS AT AROUND THE PERIMETER OF THE TWO (2) WATER TANK RESERVOIRS, SUMP PUMPS, CLEAN OUTS AND ALL EQUIPMENT RELATED TO THE WATER TANK SYSTEM AS A SAFETY MEASURE TO KEEP HEAVY EQUIPMENT OFF THE TANKS.

**300-1.4 PAYMENT.** Replace section with the following:

Payment for "**CLEAR AND GRUBBING**" shall be at the contract **LUMP SUM PRICE (LS)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the clear and grubbing work, complete in place, conforming to the requirements herein, including but not limited to, temporary fencing, green wind screens, orange barrier construction fence and posts removals, equipment and materials for transporting, delivering, inspection and operation, supervision, and all other items necessary within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore

**300-2 UNCLASSIFIED EXCAVATION.**

**300-2.2 Unsuitable Material.**

**300-2.2.1 General.** This subsection of the Standard Specifications is hereby deleted and replaced with the following:

Material that is unsuitable for the recreational play use shall be excavated and disposed to an approved facility as directed and approved by the CITY REPRESENTATIVE. Unsuitable material is: soil, pea gravel, stone, rocks, crushed base material and debris.

**300-2.8 Measurement.** Subsections of 300-2.8 a) and c) of the Standard Specifications are hereby deleted and replaced with the following:

- a) Unsuitable Material; soil, pea gravel, aggregate base, stone, rocks and debris to a depth of 3" (inches) over the (2) two water tank reservoirs and (3" inches) in depth within the fence and wall boundary line areas as shown on the Engineer's Plan
- b) Excavating Unsuitable Material when shown on the Plans or as directed by the CITY REPRESENTATIVE.

**300-2.1 PAYMENT.** Replace section with the following:

Payment for "**UNCLASSIFIED EXCAVATION**" shall be at the contract **CUBIC YARD PRICE (CY)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the unclassified excavation work, conforming to the requirements herein, including but not limited to, equipment and materials for transporting, delivering, storing, removals and inspection and operation, supervision, and all other items necessary within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore.

**Change the following section to read:**  
**SECTION 301-SUBGRADE PREPARATION**

**301-1 SUBGRADE PREPARATION**

The subgrade for the park site area shall be prepared in conformance with Section 301-1 of the Standard Specifications.

Add to sub-section: 301-1.2

The CONTRACTOR shall prepare the entire project site limit areas to 85% percent relative compaction. Site shall be inspected by the SOILS ENGINEER AND CITY REPRESENTATIVE for review and approval prior to placement of new import soil fill material

**301-1.7 PAYMENT.** Replace section with the following:

Payment for "**SUBGRADE PREPARATION**" shall be at the contract **LUM SUM PRICE (LS)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the subgrade preparation work, complete in place, conforming to the requirements herein, including but not limited to, equipment and materials for transporting, delivering, storing, furnishing and inspection and operation, supervision, and all other items necessary to within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore.

## **SPECIAL PROVISIONS PART 4**

### **EXISTING IMPROVEMENTS**

#### **SECTION 400-PROTECTION AND RESTORATION**

##### **400-1 GENERAL**

Add the following paragraphs to the subsection:

Prior to any work onsite the CONTRACTOR shall furnish, install and secure a temporary 6' (foot) high chain link fence with green wind screen along the entire southern section of the project site. A new 8' (foot) high green wind screen shall be securely attached to the existing 8' (foot) high metal fence and gates along the western and northern sections and a 8' (foot) high green wind screen on the concrete block wall along the eastern side project site boundary lines. As shown on the Plans.

On the first onsite walk through with the CONTRACTOR and CITY REPRESENTATIVE the existing irrigation system shall be turned on for a coverage test along with a data record of all equipment related to the system to verify and ensure the site area is fully operational with head to head coverage.

All existing metal light poles, fixtures, concrete footings and electrical conduits, underground utility boxes are to remain. Protect in Place.

All sub-surface utility piping and conduits, concrete or metal pull boxes shown on the plan and in the field shall remain. Protect in Place.

All existing metal fencing posts and rails, concrete block walls, concrete benches, concrete mow curbs, decomposed granite are to remain. Protect in Place

All existing trees, shrubs, grass within the entire park site area are to remain. Protect in Place. See Engineer's Plan for Tree Protection Plan Detail for trees within project scope of work

All existing irrigation mainline, master control valve, inline remote control valves, moisture sensors, quick couplers, shutoff valves, green locking boxes and wiring shall remain. Protect in Place. Where needed irrigation lateral lines and Hunter Manufacturer I-40-04 popup rotor heads with stainless steel risers can temporary be disconnected and re-installed as per plan and / or field condition. All damaged irrigation equipment systems shall be replaced in kind with the same size and manufacturer at the expense to the CONTRACTOR. Prior to removing or displacing irrigation system CONTRACTOR shall verify with CITY REPRESENTATIVE for review and approval.

Throughout the entire project period the CONTRACTOR shall be responsible for operating and maintaining the existing mainline, lateral lines, time clock and watering schedules for all the remote control valves that are within the entire park site area and landscape areas around Fire Station Building # 86 as indicated on the irrigation plan. Note: All areas outside the soil removal and replacement zones. (Valve #'s 1, 2, 3, 4, 5, 6, 7, 24, 25, 26, 27, 28 & 29)

Existing improvements visible at the job site for which no specific disposition is made on the Plans but which could reasonably be assumed to interfere with the satisfactory completion of the improvements contemplated by the Plans shall be relocated or removed and disposed of by the CONTRACTOR as directed by the CITY REPRESENTATIVE.

All existing site features shall be replaced with new in kind; all above and below ground structures, mechanical and electrical operational equipment and devices for the underground water tank reservoirs, gravel base material, drainage pipe, light pole fixtures, pull boxes, concrete footings, electrical conduits, in-ground vault boxes, metal fencing posts and rails, metal gates, concrete block walls, concrete benches, concrete mow curbs, decomposed granite paving, irrigation system, all asphalt and concrete paving and trees shall be the responsibility of the CONTRACTOR for providing all labor, materials, tools, equipment and incidentals involved in doing the work per the Plans, these Specifications, as directed by the CITY REPRESENTATIVE, and no additional compensation will be allowed therefore.



**PART 6**  
**TEMPORARY TRAFFIC CONTROL**

**600-1 GENERAL**

Add the following paragraphs to the subsection:

All work required for maintaining and controlling traffic during the construction period shall conform to the Plans, the applicable provisions of Section 600 of the Standard Specifications and these Special Provisions. All such work shall additionally conform to California Manual on Uniform Traffic Control Devices (CA MUTCD), latest edition and the Work Area Traffic Control Handbook (WATCH), latest edition. All warning signs and devices shall be approved and in place prior to working on the roadway.

The CONTRACTOR shall be responsible for the protection of vehicular and pedestrian traffic until the work called for in the Plans, the Standard Specifications, and these Special Provisions, has been accepted by the CITY REPRESENTATIVE.

The CONTRACTOR shall notify local authorities of his intent to begin work at least five working days before work is begun. The CONTRACTOR shall cooperate with local authorities relative to handling traffic through the area and shall make his own arrangements relative to keeping the working area clear of parked vehicles.

A minimum of five calendar days prior to beginning any field work on the Project, the CONTRACTOR shall provide and install two changeable message signs (CMS) on the roadway (one at each end) with a message to inform the travelling public of the roadway construction work ahead. The CMS shall remain in place for the duration of the construction on that Project phase.

Additionally, prior to beginning any field work on the Project, the CONTRACTOR shall provide and install two "Construction Ahead" (C18) signs, and two "End Construction" (C13) signs, one set in each direction, at the locations as directed by the CITY REPRESENTATIVE. Signs shall be mounted on 4" x 6" wooden posts, and panels shall be placed a minimum of seven (7) feet above ground level. Portable signs will not be permitted except in residential areas.

The CITY may furnish and install "CITY Improvement" type of signs in conjunction with this Project. The CONTRACTOR shall cooperate and coordinate with CITY forces who will be installing these signs.

The CONTRACTOR's equipment and personal vehicles of the CONTRACTOR's employees shall not be parked on the traveled way nor on any section where traffic is restricted at any time.

Parking of construction vehicles, not in direct use, within 400' of any intersection in the construction limits is prohibited overnight. Barricades, delineators, and other suitable warning devices shall be required.

The CONTRACTOR shall notify the CITY REPRESENTATIVE of any operation that will affect two-way flow of traffic in excess of five minutes for every half hour of working time, at least two working days in advance of such operation.

During working hours, flaggers may be required at the direction of the CITY REPRESENTATIVE at intersections for traffic control. The CONTRACTOR shall also furnish and erect all necessary traffic control signs, which may be required.

Traffic control devices shall be installed and maintained at all times by a specialty sub-contractor or a qualified person(s) who shall have no duties other than traffic control and maintenance of traffic control devices.

All signs, barricades, and devices shall be new or in a near new condition, and shall not have graffiti thereon. Signs, barricades, and devices not in compliance with this specification shall be removed, replaced or remedied no later than the end of the day.

In the event CITY forces are called out to correct problems with any portion of the traffic control system such as cones, barricades, signs, etc., that are the responsibility of the CONTRACTOR, the CITY will deduct the actual expense, including applicable overhead charges, from amounts due the CONTRACTOR.

## **601-2 TEMPORARY TRAFFIC CONTROL PLAN (TCP)**

### **Section 601-2.1 General**

Add the following paragraphs to the subsection:

Specific traffic control plans have neither been prepared nor included in the Project Plans. The CONTRACTOR shall be responsible for implementing traffic control in accordance with the WATCH details and these Special Provisions. Based upon changes in traffic conditions or patterns, the CONTRACTOR will be required to add delineators, sandblast existing striping, etc. as directed by the CITY REPRESENTATIVE. All such revisions shall be approved by the CITY REPRESENTATIVE.

The CONTRACTOR shall maintain all traffic control devices on a seven day, 24-hour basis. Construction signs shall be checked for placement and visibility, and delineators shall be maintained by the CONTRACTOR in their proper

location at all times

The CONTRACTOR shall provide access to the CITY Water Pump Station Building unless otherwise approved by the CITY REPRESENTATIVE. The Orange County Fire Station # 86 entry / exit driveway routes shall remain free and clear at all times NO CONSTRUCTION EQUIPMENT STAGING SHALL BE ALLOWED.

#### Section 601-2.2 Haul Route Plan

The CONTRACTOR shall provide a Haul Route Plan for review and approval by the CITY ENGINEER. The Haul Route Plan shall include, but not limited to, the proposed haul route for trucks, truck staging area, frequency of trucks, and hours of hauling. All hauling shall be performed outside of peak traffic hours, 6:00 am - 8:00 am and 4:00 pm - 6:00 pm. Haul Route Plan must be approved by the CITY ENGINEER prior to any hauling operations.

During any lane closures, Type II flashing arrow signs shall be used in accordance with the Caltrans Standard Specifications, and Caltrans Standard Plans, and shall be maintained on a continual basis for the duration of the closure. Solar power flashing arrow signs shall be used in residential areas, adjacent apartment buildings or schools and at night unless approved otherwise by the CITY REPRESENTATIVE.

### **601-3 TEMPORARY TRAFFIC CONTROL (TTC) ZONE DEVICES**

#### Section 601-3.4 Operation and Maintenance

##### Section 601-3.4.1 General

Add the following paragraphs to the subsection:

The CONTRACTOR's equipment and personal vehicles of the CONTRACTOR's employees shall not be parked on the traveled way nor on any section where traffic is restricted at any time.

Parking of construction vehicles, not in direct use, within 400' of any intersection in the construction limits is prohibited overnight. Barricades, delineators, and other suitable warning devices shall be required.

The CONTRACTOR shall notify the CITY REPRESENTATIVE of any operation that will affect two-way flow of traffic in excess of five minutes for every half hour of working time, at least two working days in advance of such operation, other than during the one-way traffic stage.

The CONTRACTOR shall notify the CITY REPRESENTATIVE of any one-way traffic implementation and duration, at least two working days in advance of such operation.

During working hours, flaggers may be required at the direction of the CITY REPRESENTATIVE at intersections for traffic control. The CONTRACTOR shall

also furnish and erect all necessary traffic control signs, which may be required.

Traffic control devices shall be installed and maintained at all times by a specialty sub-contractor or a qualified person(s) who shall have no duties other than traffic control and maintenance of traffic control devices.

In the event CITY forces are called out to correct problems with any portion of the traffic control system such as cones, barricades, signs, etc., that are the responsibility of the CONTRACTOR, the CITY will deduct the actual expense, including applicable overhead charges, from amounts due the CONTRACTOR.

### Section 601-3.5 Signs and Signage

#### Section 601-3.5.1 General

Add the following paragraphs to the subsection:

Prior to beginning any field work on the Project, the CONTRACTOR shall provide and install two "Road Construction Ahead" (C18) signs, and two "End Construction" (C13) signs, one set in each direction, at the locations as directed by the CITY REPRESENTATIVE. Signs shall be mounted on 4" x 6" wooden posts, and panels shall be placed a minimum of seven (7) feet above ground level. Portable signs will not be permitted except in residential areas.

All signs, barricades, and devices shall be new or in a near new condition, and shall not have graffiti thereon. Signs, barricades, and devices not in compliance with this specification shall be removed, replaced or remedied no later than the end of the day.

Access to street intersections, public and private parking lots, commercial businesses, residences, sidewalks and other public and private properties must be maintained at all times. Vehicular access to and from commercial and residential driveways and parking lots shall be maintained at all times, except when performing items of work which cannot be accomplished without access restriction.

When access must be restricted, as determined by the CITY REPRESENTATIVE, it shall occur only for the minimal time period required to accomplish the particular item of work.

If requested by the CITY REPRESENTATIVE, the CONTRACTOR shall post standard temporary "NO STOPPING" construction zone signs at least three working days prior to construction, not more than 150 feet apart within the work area, showing the date and time of construction as required for the work, and as approved by the CITY REPRESENTATIVE.

Access shall also be maintained by the CONTRACTOR on all cross streets through the Project, at the end of each working day. Payment for maintaining such access shall be considered as included in the various Contract items of work involved, and no additional compensation will be allowed therefore.

The CONTRACTOR's equipment and personal vehicles of the CONTRACTOR's employees shall not be parked on the traveled way nor on any section where traffic is restricted at any time or where sight distance is hindered by the equipment.

Parking of construction vehicles, not in direct use, within 400' of any intersection in the construction limits is prohibited overnight. Barricades, delineators, and other suitable warning devices shall be required. During working hours, flaggers may be required at the direction of the CITY REPRESENTATIVE at intersections for traffic control. The CONTRACTOR shall also furnish and erect all necessary traffic control signs, which may be required.

Traffic control devices shall be installed and maintained at all times by a specialty sub-contractor or a qualified person(s) who shall have no duties other than traffic control and maintenance of traffic control devices.

Any modification to traffic signal operation shall be requested of the CITY REPRESENTATIVE at least 48 hours prior to the time it is needed.

#### Section 601-3.7 Traffic Sign Enhancement Devices

##### Section 601-3.7.5 Portable Changeable Message Signs (PCMS)

Add the following paragraph to the subsection:

A minimum of five calendar days prior to beginning any field work on the Project, the CONTRACTOR shall provide and install two changeable message signs (CMS) on the roadway (one at each end) with a message to inform the travelling public of the roadway construction work ahead. The CMS shall remain in place for the duration of the construction on that Project phase. CMS message to be provided by the CITY REPRESENTATIVE.

#### **601-3.8 CONSTRUCTION SIGNING.**

The CONTRACTOR shall post standard temporary "NO STOPPING" construction zone signs at least three working days prior to construction, not more than 150 feet apart within the work area, showing the date and time of construction as required for the work, and as approved by the CITY REPRESENTATIVE.

### **601-3.9 SITE ENTRY AND EXIT ACCESS POINTS.**

Construction Access into and out of the project site shall be from West Street, the (2) two 7'-6" wide existing metal swinging gates adjacent to parking lot at the Northwest corner of the site as well as the 5' wide openings in the metal fence along the alley on the Northside of the site. All painted metal posts, rails and picket fencing that are temporary removed for demolition and construction purposes shall be replaced in kind upon project completion. Any existing metal fencing and gates damaged during the project shall be repaired and replaced at the expense of the CONTRACTOR. The project site shall be fenced and gated and protected from the public with "DO NOT ENTER" signs posted on the existing and temporary metal fencing. The site shall be securely fenced with locked gates every night.

No construction equipment shall be placed on the existing concrete sidewalks, children's playground, Fire Department parking lot and / or driveway. All vehicular and pedestrian access to and from adjacent commercial and residential driveways and parking lots shall be free and clear and maintained at all times.

When access must be restricted, as determined by the CITY REPRESENTATIVE, it shall occur only for the minimal time period required to accomplish the particular item of work.

Access shall also be maintained by the CONTRACTOR on all cross streets through the Project, at the end of each working day. Payment for maintaining such access shall be considered as included in the various Contract items of work involved, and no additional compensation will be allowed therefore.

### **601-4 PAYMENT.** Replace section with the following:

Payment for **"TEMPORARY TRAFFIC CONTROL"** shall be at the contract **LUMP SUM PRICE (LS)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the traffic control work, complete in place, conforming to the requirements herein, including but not limited to, equipment and materials for transporting, delivering, storing, furnishing, barricade signs, Message Board Signs, flashers, temporary striping / markers, flagging, traffic control devices, preparing a traffic control plan and controlling traffic and inspection and operation, supervision, and all other items necessary as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore.

## **SPECIAL PROVISIONS PART 8**

### **LANDSCAPING AND IRRIGATION**

#### **SECTION 800 - MATERIALS**

##### **800-1 LANDSCAPING MATERIALS**

###### **800-1.1 Topsoil**

800-1.1.1 General. Add the following:

Topsoil shall be Class "A" (imported)

800-1.1.2 Class "A" Topsoil. Substitute with the following:

All import soil fill material shall be: Topsoil Blend of 80% Topsoil and 20% General Purpose Soil Amendment) from: Aguinaga Green 410 West Grove Avenue Orange, CA 92865

Phone: (714)- 283-2572 Website: [www.aguinagagreen.com](http://www.aguinagagreen.com) or CITY approved equal

Note: As new import soil materials are being brought onto the project site CONTRACTOR shall coordinate with Soils Engineer and CITY REPRESENTATIVE, to test and observe performance of the work in connection with placing, compacting and fine grading and to perform compaction tests as necessary to the satisfaction of the Soils Engineer and the CITY REPRESENTATIVE. The CONTRACTOR shall be responsible for all cost expenses related to Soils Engineer site visits, testing and forms scope of work tasks.

Relative Compaction shall be at 85% rate and shall be verified by the Soils Engineer for final approval.

City shall provide a Civil Engineer Consultant to certify final finish grade elevations for final approval prior to placing grass seed.

**800-1.2 PAYMENT.** Replace section with the following:

Payment for "**FURNISH, PLACE, COMPACT AND FINE GRADE TOPSOIL**" shall be at the contract **CUBIC YARDS PRICE (CY)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the furnish, place, compact and fine grade topsoil work, complete in place, conforming to the requirements herein, including but not limited to, equipment and materials for transporting, delivering, storing, furnishing, placing, compacting and fine grading and inspection and operation, supervision, and all other items necessary within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore.

Add the following to the subsection:

**800-1.3 Seed.**

800-1.3.1 General. Add the following to the subsection:

Grass Seed shall be: Pro Sports field Supreme with the application rate of 500/ lbs. per acre.

Available at: Stover Seed Company  
9180 San Fernando Road Sun Valley, CA 91353  
Website: [stoverseed.com](http://stoverseed.com)  
Contact: Don Lewis (213)-626-9668 Email: [DonL@stoverseed.com](mailto:DonL@stoverseed.com)

Square footage quantity for grass seed shown on Landscape and Engineer's plan.

**800-1.3.2 PAYMENT.** Replace section with the following:

Payment for "**GRASS SEED**" shall be at the contract **LUMP SUM PRICE (LS)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the grass seed work, complete in place, conforming to the requirements herein, including but not limited to, equipment and materials for transporting, delivering, storing, furnishing, and installation of grass seed and inspection and operation, supervision within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore.

**800-1.4 Organic Amendment**

800-1.4.1 General. Add the following:

Organic Amendment shall be Seed Topper (imported)

800-1.4.2 Seed Topper. Substitute with the following:

All import Organic Amendment material shall be: "Seed Topper" from: Aguinaga Green 410 West Grove Avenue Orange, CA 92865 Phone: (714)- 283-2572 Website: [www.aguinagagreen.com](http://www.aguinagagreen.com) or CITY approved equal

Note: Contractor shall furnish and place uniformly Seed Topper Organic Amendment at a thickness of ¼" (one quarter inch) depth throughout the entire site area

**800-1.5 PAYMENT.** Replace section with the following:

Payment for "**FURNISH, PLACE, ORGANIC AMENDMENT**" shall be at the contract **CUBIC YARD PRICE (CY)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the furnish, place, organic amendment, complete in place, conforming to the requirements herein, including but not



limited to, equipment and materials for transporting, delivering, storing, furnishing, placing, compacting and fine grading and inspection and operation, supervision, and all other items necessary within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore.

## **800-2 IRRIGATION SYSTEM MATERIALS**

Listed for reference only- Note there is no irrigation work identified for the project scope of work. Materials listed are for convenience to CONTRACTOR should any damage occur to the existing fully functioning system and shall be replaced with new "In Kind" manufacturer product number and size at no additional cost to the CITY.

Add the following subsection:

### **800-2.01 General**

#### **Irrigation Materials**

Shall include but not limited to: Automatic time clock, Reduced Pressure Backflow Preventer, Master Control Valves, Inline Remote Control Valves, Quick Coupling Valves, Ball Valves, Moisture Sensors, Popup Sprinkler body/heads, Hunter Manufacturer Nozzles, Swing Joints, Irrigation Valve Boxes, Lateral, Mainline and Sleeve Piping, all pipe fittings and wiring.

### **800-2.1 Pipe and Fittings.**

Replace this section in it's entirely and add the following:

Lateral Plastic pipe 1" to 2" inch in size and shall be PVC SCH 40, solvent welded pipe, unless shown otherwise on the plans.

Mainline Plastic pipe 2" inches and over shall be PVC SCH 80, solvent welded pipes, unless shown otherwise on the plans.

All pressure pipe risers and fittings shall be PVC Schedule 80.

Pipe shall be homogenous throughout, free from visible cracks, holes, blisters, dents, wrinkles, die and heat marks, and foreign materials.

Continuously and permanently mark pipe with manufacturer's name or trademark, kind and size pipe, material, manufacturer's lot number, schedule, or Class and NSF seal of approval.

The physical specifications of the Society of Plastic Industries for each type of pipe used shall be deemed and construed as a part of this specification. Pipe dating shall be done in conjunction with records held by the manufacturer for two years, covering quality control tests, raw material batch numbers and any other information required by the manufacturer.

Solvent weld fittings shall be PVC manufacture, heavy wall and of the IPS solvent welded types, Schedule 40. Fittings containing threads shall be Schedule 80.

Primer and solvent shall be of the type and make approved by the pipe manufactures for use on its pipe.

Replace this section in it's entirely and add the following:

**800-2.2.2 Ball Valves.**

Ball Valves shall be per manufacturer, size, and type shown on the plans and / or in field conditions

Ball Valves shall be constructed of a bronze body, gate and stem. Ball Valves shall have threaded connections.

All Ball Valves shall have a minimum working pressure of not less than 150 PSI and shall conform to AWWA standards.

Replace this section in it's entirely and add the following:

**800-2.2.4 Remote Control Valves.**

Remote Control Valves shall be per manufacturer, size, and type shown on the plans and / or in field conditions

Remote Control Valves shall be constructed of a bronze body, gate and stem. Remote Control Valves shall have threaded connections.

All Remote Control Valves shall have a minimum working pressure of not less than 150 PSI and shall conform to AWWA standards.

Replace this section in it's entirely and add the following:

**800-2.2.5 Moisture Sensors.**

Moisture Sensors shall be per manufacturer, size, and type shown on the plans and / or in field conditions

Moisture Sensors shall be wired to time clock controller as per manufacturer recommendations.

Replace this section in it's entirely and add the following:

**800-2.2.6 Quick Coupling Valves and Assemblies.**

Quick Coupling Valves and Assemblies shall be per manufacturer, size, and type shown on the plans and / or in field conditions

Quick Coupling Valves shall be constructed of a bronze body, gate and stem. Quick Coupling Valves shall have threaded connections.

All Quick Coupling Valves shall have a minimum working pressure of not less than 150 PSI and shall conform to AWWA standards.

Replace this section in it's entirely and add the following:

**800-2.2.7 Valve Boxes.**

Valve boxes shall be per manufacturer, size, and type shown on the plans and / or in field conditions

The valve box cover shall be green in color for domestic water with secured hidden latch mechanism the cover and box shall be capable of sustaining a load of 1,500 pounds.

Valve box extensions shall be by the same manufacturer as the valve box.

Automatic control valve boxes shall be 16"x11"x12" rectangular size. Valve box covers shall be marked "RCV" with the valve identification number "heat branded" onto the cover in 2 inch high letters / numbers.

Ball valve and quick coupler valve boxes shall be 10" circular size. Valve box covers shall be marked with either "BV" or "QCV" "heat branded" onto the cover in 2 inch high letters.

Add the following to this section:

**800-2.3 Backflow Preventer Assemblies**

Backflow Preventer Assemblies shall be per manufacturer, size, and type shown on the plans and / or in field conditions

Add the following to this section:

**800-2.3 Sprinkler Equipment**

All Sprinkler Equipment shall be Hunter Manufacturer I-40 4" popup rotor heads with stainless steel risers with matching nozzles. All Sprinkler Equipment shall have triple swing joint assemblies matching size, and type shown on the plans and / or in field conditions

Add the following to this section:

## **800-2.4 Submittal**

### **A. Product Data:**

1. **Materials List:** Prior to installation of products, submit a detailed list of each material proposed for use. Prepare typewritten material list using the following format.

ITEM NO.	DESCRIPTION	MANUFACTURER	MODEL NO.
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2. No substitutions will be allowed without prior written acceptance by the Landscape Architect or CITY REPRESENTATIVE.
  - a. All materials supplied for the Work shall be new and free from any defects. All defective materials shall be replaced immediately at no additional cost to the CITY.
  - b. **Pre-Installation Conference:** Prior to commencing irrigation system Work, convene a pre-installation conference at the Project site to review Contract Drawings and Contract Specifications and field conditions. Landscape Architect shall attend as well as CITY REPRESENTATIVE.
3. Review field conditions and Work indicated on all Contract Drawings to determine actual configuration necessary for landscape irrigation system.
4. Immediately notify Landscape Architect and CITY REPRESENTATIVE of conflicts requiring substantial alterations to irrigation system configuration.

## **800-2.8 Protection**

Use all means necessary to protect irrigation system materials before, during, and after installation and to protect the installation Work and materials of all other trades. In the event of damage, immediately make all repairs and replacements necessary to the acceptance of the Landscape Architect and CITY REPRESENTATIVE and at no additional cost to the CITY. Protect all materials to prevent intrusion of dirt and moisture.

## **800-2.9 Existing Conditions.**

- A. The CONTRACTOR shall verify and be familiar with the locations, size and detail of points of connection provided as the source of water, electrical supply, and telephone line connection to the irrigation system.
- B. Irrigation design is based on the available static water pressure onsite. CONTRACTOR shall verify static water on the project prior to the start of construction. Should a discrepancy exist, notify the Landscape Architect and CITY REPRESENTATIVE prior to beginning construction.

- C. Prior to cutting into the soil, the CONTRACTOR shall locate all electrical light cables, conduits, and other utilities for the underground water tanks and he shall take proper precautions not to damage or disturb such improvements. If a conflict exists between the such obstacles and the proposed Work, the CONTRACTOR shall promptly notify the Landscape Architect and CITY REPRESENTATIVE who will arrange for relocations. The CONTRACTOR will proceed in the same manner if a rock layer or any other such conditions are encountered.
- D. The CONTRACTOR shall protect all existing utilities, fencing, gates, walls, trees, sidewalks, asphalt in streets, parking lots, concrete bench features to remain onsite and all adjacent site areas to the project site during the entire duration. CONTRACTOR shall repair, at his own cost, all damage resulting from his operations or negligence.

### **800-2.10 Underground Pipe or Conduit Construction**

Excavations Adjacent to Trees. The following specifications are to be adhered to when excavating adjacent to existing trees. Any exception to these requirements must be approved by the CITY REPRESENTATIVE.

No heavy equipment excavation shall take place within the following specified distances from the drip line canopy perimeter of trees at ground level:

Tree Size	Clearance	Tree Size	Clearance
0-6 inches diameter	6.0 feet	25-36 inches diameter	8.0 feet
7-12 inches diameter	8.0 feet	37 inches and up	10.0 feet

Note: All excavation within the listed clearance distances around the existing trees shall be completed by hand only. No heavy construction equipment shall be allowed

Tunneling is permitted if it is not through the center of the tree at a depth that will not destroy the anchor roots of the tree. Where it is necessary to excavate adjacent to existing trees, the CONTRACTOR shall avoid injuries to trees and tree roots. Excavation in areas where 2-inch and larger roots occur shall be done by hand. All roots 2 inches and larger in diameter shall be tunneled under and shall be heavily wrapped with wet burlap to prevent scarring or drying. Where trenching machine is run close to trees having roots smaller than 2 inches in diameter, the wall of the trench adjacent to the trench shall be hand trimmed, making a clean cut through the roots. Any tree roots 1 inch or larger in diameter shall be painted with two coats of tree seal or approved equal. Trenches adjacent to trees shall be closed within 24 hours. No dirt can be piled up against a tree without a protective separator such as lumber, plywood, etc. The protective separator shall not be nailed to the tree. The CONTRACTOR shall be responsible for any damage and replacement to all trees.

Add the following to this section:

### **800-3.0 ELECTRICAL MATERIALS**

#### **800-3.1 General**

All Electrical Materials shall have matching size, and type shown on the plans and / or in field conditions

#### **800-3.2 Conduit and Conductors**

All Electrical Materials shall have matching size, and type shown on the plans and / or in field conditions

#### **800-3.3 Time Clock Controller Unit**

Time Clock Controller Unit shall be CALSENSE CS-3000 and (3) two wire decoders shown on the plans and / or in field conditions

### **SECTION 801 - INSTALLATION**

**800-1 General.** After the last paragraph add the following:

Prior to installation of new soil materials CONTRACTOR shall preform an onsite walk through with CITY REPRESENTATIVE to verify site is acceptable and free of all unsuitable material and debris. The entire irrigation system shall be review and tested to verify working condition status. All existing landscape areas disturbed by the CONTRACTOR as part of or as a result of the work shall be replaced with same material product and manufacturer. Any damaged existing irrigation or plantings in the park site area shall be repaired and restored to operating condition to the satisfaction of the CITY REPRESENTATIVE prior to grass seed installation.

### **801-2 EARTHWORK AND TOPSOIL PLACEMENT.**

**801-2.1 General.** Add the following paragraph:

Moisture Content: No soil preparation or work shall occur when the moisture content is so great that excessive compaction will occur, nor when it is so dry that dust will form in the air or that clods will not break readily. Apply water, as necessary, to provide ideal moisture content for placement as herein specified by the Soils CITY REPRESENTATIVE.

#### **801-2.2 Topsoil Preparation and Conditioning.**

**801-2.2.1 General.** Revise section to read: All areas within the scope of work shall be free of weeds pea gravel, aggregate stone and other extraneous materials before topsoil work is placed. The type of topsoil shall be: Aguinaga Green Topsoil Blend. Compaction rate shall be to 85% (percent).

Soil shall not be worked when it is so wet or so dry as to cause excessive compaction or the forming of hard clods or dust.

**801-2.2 Trench Excavation and Backfill.** All trenches shall be backfilled and compacted the same day the excavation was made. No trenches or excavations shall be left open overnight.

Backfill shall be flooded and compacted in accordance with subsection 306-1.3.2 and 306-1.3.3 of the Standard Specifications.

**801-2.3 Finish Grading.**

Landscape finish grading as specified herein:

1. Preliminary Grading: Grades in all areas within the scope of work area shall be established per the Engineer's Plan prior to beginning of seed installation.

2. Weeding: Before and during finish grading, all weeds and grasses shall be dug out by the root and disposed of off the site.

3. Finish Grading: Finish grading shall consist of finishing surfaces by raking smoothly and evenly, removing and disposal of all extraneous matter including pea gravel and stone offsite. CONTRACTOR shall have positive drainage sloping towards bio swale along the South West corner of the site to facilitate natural run-off water

4. Moisture Content: The soil shall not be worked when the moisture content is so great that excessive compaction will occur; nor when it is so dry that a dust will form in the air or that clods will not break readily. Water shall be applied, if necessary, to provide ideal moisture content for tilling and grass seed herein specified as directed by the Soils Engineer.

5. All landscape finish grading shall be installed in accordance with the requirements of all governing authorities, the original design, and the referenced standards.

6. When preliminary grading and weeding has been completed and the soil has dried sufficiently to be readily worked CONTRACTOR and CITY REPRESENTATIVE shall preform a site walk through to observe finish grade elevations. All finish grades shall be smooth so required, adjustments of finish grades shall be made at the direction of the CITY REPRESENTATIVE finish grade shall be smooth, even, and uniform plane with no abrupt change of surfaces. Soil areas adjacent to paving shall slope away from the paving to allow a natural run-off of water, and surface drainage shall be directed as indicated on the drawings by remodeling surfaces to facilitate the natural run-off water. Low spots and pockets shall be graded to drain properly towards the naturalized graded water collection swale located along the Southwest side of the project site.

All finish grades and finish surfaces adjacent and surrounding the project scope of work area shall have a smooth gradient transitions with no abrupt transitions reviewed and approved by the CITY REPRESENTATIVE prior to

grass seed operations

7. Drainage: CONTRACTOR is to finish grade with proper slope to low point swale. All flow lines, designated or not, shall be graded and maintained to allow free flow of surface water, and shall conform to the intent of all plans after thorough settlement and compaction of the soil. And prior to installation of grass seed placement.

#### Observations

5. All observations herein specified shall be made by the CITY REPRESENTATIVE. Request observations at least twenty-four hours in advance of the time observation is desired. Observation is required as follows:

a. When finish grading is completed.

6. No observations will commence without an as-built drawing. In the event the CONTRACTOR calls for an observation without as-built drawings, without completing previously noted corrections, or without preparing the work for observation, he shall be responsible for reimbursing the Landscape Architect and Civil Engineer at the rate of two and one-half times the normal office hourly rate per hour portal to portal (plus transportation costs) for the inconvenience no further observation will be scheduled until this charge has been paid.

### **801-4 PLANTING.**

#### **801-4.1 General.**

Add the following: The CONTRACTOR shall notify the CITY REPRESENTATIVE at least 48 hours in advance of needed inspections.

#### **801-4.2 Protection and Storage.** Add the following to subsection:

Throughout the duration of the project CONTRACTOR, shall apply water to each tree shrub and grass area within the entire park site area including planting areas around Fire Station Building # 86 by means of the existing irrigation system.

Apply water in sufficient quantities and as often as seasonal conditions require to keep the grass areas moist at all times, well below the root system of grass. Generally, water each day for seven (7) days in cool seasons; for fourteen (14) days in hot weather. And / or the direction of the CITY REPRESENTATIVE.

#### **801-4.8.1 General.** Add the following to subsection:

CONTRACTOR, shall conduct an onsite walk through with CITY REPRESENTATIVE to review site conditions and the irrigation system coverage test prior to grass seed placement.



**801-4.8.2 Seed.** All work required for installation as well as maintenance of grass seed shall be as per Method "A" as specified within the Standard Specifications and these Special Provisions. CONTRACTOR shall apply Seed Topper Organic Amendment top dressing ¼" thick coverage and take all precautionary measures to protect site to ensure 100 % seed germination for the entire project site scope of work area. All disturbed or damaged areas or non-germinated seed shall be replaced with new Seed Topper Organic Amendment and Grass Seed immediately by the CONTRACTOR at **NO** additional cost to the CITY.

**801-4.9.5 Watering.** Add the following: It shall be CONTRACTOR's responsibility to maintain a balanced watering program to ensure proper growth until the CITY REPRESENTATIVE final acceptance of the work.

## **801-5 IRRIGATION SYSTEM INSTALLATION.**

### **801-5.1 General.**

Add the following to this subsection:

**801-5.5 Sprinkler Head Adjustment. Shall be adjusted as per site conditions**

**801-5.5.2 Location, Elevation, and Spacing. As per existing site conditions shall be  
(100 % head to head) coverage**

**801-5.5.3 Riser and Nozzle Line Installation.**

**801-5.5.4 Sprinkler Head Adjustment. Flush to new finish grade, as per site conditions**

### **801-5.7 Flushing and Testing.**

Add the following to this subsection:

Flush all Main and Lateral Lines. All open ends shall be piped (temporarily) to exhaust flushing water up and out of the trenches. No water will be permitted to fall into the trench. Flushing procedure will be to first open the ports nearest the source, then recap and move progressively toward the end of the line with only one open port flushing at any one time.

#### **801-5.7.1 General.**

#### **801-5.7.2 Pipeline Pressure Test**

Delete this subsection in its entirety and replace with the following:

Main Lines: Pressure tests on main lines shall be made after lines have been flushed and after control valves and quick coupling valves are set in place. Close all control valves by hand. Pipes shall be center loaded leaving all fittings exposed. CONTRACTOR shall furnish force pump and pressure gauges necessary to complete pressure tests.

Pipe: All metal main lines in the system shall be capped and pressure tested at 125 psi for a period of one hour with no drop in pressure. All leaks found shall be corrected by turning the pipe in the fittings as no caulking or epoxy fillers will be permitted.

Plastic Pipe: All plastic main lines in the system shall be capped and pressure tested at 125 psi for a period of one hour with no drop in pressure. All leaks found shall be corrected by removing the leaking pipe or fittings and installing new material in place thereof and retesting.

Closing in Uninspected Work: The CONTRACTOR shall not allow nor cause any of this work to be covered or enclosed until it has been inspected, tested and approved by the CITY REPRESENTATIVE. Should any of this work be enclosed or covered before such inspection and test, the CONTRACTOR shall uncover the work at his own expense and after it has been inspected, tested and approved, shall make all repairs with like materials necessary to restore all his work and that of the other CONTRACTORS to its original condition.

#### **801-5.7.3 Sprinkler Coverage Test.**

Add the following to this subsection:

Sprinkler system shall be in 100 % percent working order with head to head spray water coverage

CONTRACTOR shall notify and review sprinkler coverage test with CITY REPRESENTATIVE prior to grass seed operations and park site walk through.

#### **801-6 MAINTENANCE AND PLANT ESTABLISHMENT.**

Delete the entire text and insert in its place the following:

CONTRACTOR shall provide a maintenance bond for \$5,000.00 (Five Thousand Dollars) covering landscape irrigation system for a period of (60) Sixty Calendar days commencing upon the execution of the Notice of Completion of the project by the CITY REPRESENTATIVE, whichever is later. Such service shall be in addition to warranty service otherwise covered by the Contract and shall include all parts and labor and consumables.

Project maintenance work shall be performed weekly and consist of applying water (except initial watering), weeding, fertilization, herbicide, fungicide, mowing (minimum of. once a week), edging, sweeping walks, litter pickup, dispose materials offsite and performing all general project maintenance.

The entire project shall be satisfactorily maintained, commencing from the time that all items of work have been completed as specified in the foregoing

articles of these Special Provision and to the satisfaction of the CITY REPRESENTATIVE.

The CONTRACTOR shall be responsible for detecting diseases and pests as soon as their presence is manifested. He shall take immediate action to identify the disease and/or pest and apply such remedies as are necessary to control the infestation. He shall remove all rodents, taking control measures immediately upon discovery.

During the maintenance and establishment period, all new grass seed areas shall be kept watered and kept weed-free at all times. Weeds shall be removed and disposed of off the site.

Apply supplemental fertilizer on all planted areas as required to sustain growth. The CITY REPRESENTATIVE shall be notified at least two days before starting this operation.

In order to carry out the grass establishment work, the CONTRACTOR shall maintain a sufficient number of men and adequate equipment to perform the work herein specified from the time any grass seeding is done until the end of the Project maintenance Period or until the final approval by the CITY REPRESENTATIVE.

Damaged trees and shrubs shall be replaced immediately, with size and species of like kind

Replacement of grass. All grass areas that show signs of failure to grow at any time during the life of the contract or those areas so injured or damaged as to render them unsuitable for the purpose intended shall be immediately replaced in kind at the expense of the CONTRACTOR.

All existing trees that show signs of failure to grow at any time during maintenance period shall be replaced by the CONTRACTOR upon notice of the CITY REPRESENTATIVE.

Inspections. A written notice requesting an inspection should be submitted to the CITY REPRESENTATIVE at least 48 hours prior to the anticipated date.

Prior to inspection, the site must be thoroughly cleaned up and all excess material and debris removed offsite.

Prior to the start and at the end of the establishment and maintenance period, the CONTRACTOR will be required to have a complete inspection and approval of all landscape features. A proposed schedule of weekly maintenance to be performed shall be submitted by the CONTRACTOR for review and approval of the CITY REPRESENTATIVE prior to commencement of the maintenance period.

## 801-6.1 General Requirements

Maintain all areas within the work limits of the contract on a continuous basis until final acceptance.

Furnish all labor, equipment, materials, tools, services, and special skills required to perform the landscape maintenance as set forth in these Specifications and in keeping with the highest standards of quality and performance.

**801-6.1.1 Scope of Work.** Maintenance shall include continuous maintenance of grass seed area. Maintenance of shall include, but not be limited to watering, mowing, fertilization, weed control, and pest control. It is expected that these maintenance practices will keep each site in a state of healthy, vigorous growth. When the CONTRACTOR observes any tree or turf that appears to be declining due to causes that are beyond his control, he must notify the CITY REPRESENTATIVE in writing within 48 hours of observance. The CITY REPRESENTATIVE will investigate, and if in agreement, will provide CONTRACTOR with written validation thereby releasing the CONTRACTOR of replacement responsibility. The maintenance scope of work shall also include paint graffiti removal from restroom building, fencing, windscreen, walls, light poles, play equipment, seat benches, trash receptacles, paving and any and all structures.

Landscaped areas shall be maintained in a vigorous, healthy, and stress-free condition at all times.

Failure by the CONTRACTOR to immediately take corrective action to eliminate plant stress due to i.e., lack of water, insect infestation, etc., will result in penalties assessed against the CONTRACTOR.

### 801-6.1.2 Schedule

General. Coordinate with and provide the CITY REPRESENTATIVE with a maintenance schedule including, but not limited to, schedule for watering, mowing, weeding and fertilizing.

Hours of Work. Perform all work between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, unless approved in advance by the CITY REPRESENTATIVE. No work shall be performed on weekends or the following CITY recognized holidays without written CITY approval:

January 1	New Years' Day
Third Monday in January	Martin Luther King's Birthday
Third Monday in February	President's Day
Last Monday in May	Memorial Day

July 4	Independence Day
First Monday in September	Labor Day
November 11	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday after Thanksgiving	
December 25	Christmas Day

Weekly Work Schedule. CONTRACTOR shall provide the CITY REPRESENTATIVE with a written schedule each Thursday of the work to be performed during the following week. If the CONTRACTOR finds that he will be unable to maintain the submitted schedule, he shall immediately advise the CITY REPRESENTATIVE.

**801-6.1.3 Maintenance Function Report.** Maintain and keep current a report form that records all ongoing and additional work, and maintenance functions performed on a daily basis by CONTRACTOR's personnel. The report shall be in a form and content acceptable to the CITY REPRESENTATIVE and shall be submitted to the CITY concurrent with the monthly invoicing. The monthly payment will not be made until such report is received by the CONTRACTOR.

#### **801-6.1.4 Personnel**

- (a) General. Provide sufficient personnel to accomplish the work within the allotted time frames as indicated in this Specification. Immediately notify the CITY REPRESENTATIVE when the work force has been removed from the job site due to inclement weather, or other reasons.

Additional Personnel. The CITY REPRESENTATIVE reserves the right to require the CONTRACTOR to provide additional landscape personnel and equipment at no additional cost to the CITY in the event the CONTRACTOR fails to adhere to the maintenance schedule or provide and perform landscape work as specified herein the General Requirements and Maintenance Specifications of the contract.

Supervisor. Provide an English-speaking supervisor who is fully trained in all maintenance responsibilities for the areas. This supervisor shall be onsite at all times while work is being performed.

Dress Code. Employees shall present a neat, well-groomed appearance at all times. Hair (including facial hair) shall be maintained in a neat, well-groomed fashion. Employees with tattoos and/or body piercing that are determined by the CITY

REPRESENTATIVE to be objectionable shall be immediately replaced with a satisfactory employee.

The CONTRACTOR shall pay for and bear the maintenance cost of uniforms for all employees working on the project. The uniforms shall bear the CONTRACTOR's company name, as well as the employee name.

The uniform shall be worn as a complete unit and be fitted properly. The uniform shall be maintained in a clean and neat order with no rips, tears, or permanent stains present.

The proper uniform includes:

Shoes – Safety boots or shoes in good condition. No sandals or tennis shoes shall be worn on the job.

Shirts – All workers shall wear shirts with long or short sleeves with the maintenance company name or other identifying marks.

Employees shall wear a CITY approved safety vest at all times.

- (b) Conduct. Employees shall act in a courteous, professional manner at all times while working on the project. Every effort shall be made to perform the work while creating minimum disturbance to the citizens. Any employee who is determined by the CITY REPRESENTATIVE to be incompetent, disorderly, intemperate, or otherwise objectionable shall be immediately removed from the project and replaced with a satisfactory replacement.

#### **801-6.1.5 Safety**

- (c) General. Perform all work to meet all accepted standards for safe practices assuring the maintenance operation and to safely maintain equipment, machines, and materials, or other hazards consequential or related to the work; and additionally accept the sole responsibility for complying with all local, County, State, or other legal requirements including, but not limited to, full compliance with the terms of the applicable OSHA and CAL OSHA Safety Orders at all times so as to protect all persons, including CONTRACTOR's employees, agents of the CITY, vendors, members of the public or others from foreseeable injury or damage to their property. The CONTRACTOR shall inspect all potential hazards at said areas under maintenance and keep a log indicating date inspected and action taken.

Responsibility. It is the CONTRACTOR's responsibility to inspect and identify any condition(s) that renders any portion of the areas under maintenance unsafe, as well as any unsafe practices occurring thereon. The CITY REPRESENTATIVE shall be notified

immediately of any unsafe condition that requires major correction.

The CONTRACTOR shall be responsible for making minor corrections including, but not limited to, filling holes and replacing valve box covers so as to protect members of the public or others from injury.

The CONTRACTOR shall provide the CITY REPRESENTATIVE a contact representative person(s) cellular phone number and email address and shall at all times have a responsible person(s), employed by the CONTRACTOR, to take the necessary action regarding all inquiries and complaints that may be received from the CITY and/or private citizens during normal work hours.

The CONTRACTOR's supervisor shall be equipped with a cellular phone with the capability to respond to emergency calls/complaints within 1 hour of notification. The supervisor shall be in the Orange County area and reachable by the CITY REPRESENTATIVE between 7:00 a.m. and 4:00 p.m., Monday through Friday.

NOTE: All emergency after-hour calls will be responded to by CITY staff.

All complaints shall be abated as soon as possible after notification, to the satisfaction of the CITY REPRESENTATIVE. If any complaint is not abated within a reasonable time, the CITY REPRESENTATIVE shall be notified immediately of the reason for not abating the complaint, followed by a written report to the CITY REPRESENTATIVE within 5-calendar days. If the complaints are not abated within the time specified, or to the satisfaction of the CITY REPRESENTATIVE, the CITY REPRESENTATIVE may correct the specific complaint and the total cost incurred by the CITY will be deducted and forfeited from the payments owing to the CONTRACTOR from the CITY.

#### **801-6.1.6 Emergencies.**

Wherever immediate action is required to prevent impending injury, death, or property damage to the facilities being maintained, the CITY REPRESENTATIVE, may after reasonable attempt to notify the CONTRACTOR, cause such action to be taken by the CITY work force and shall charge the cost thereof against the CONTRACTOR, or may deduct such cost from any amount due to the CONTRACTOR from the CITY.

The CONTRACTOR shall cooperate fully with the CITY in the investigation of any accidental injury or death occurring on the contracted areas, including a complete written report thereof to

the CITY REPRESENTATIVE within 5-calendar days following the occurrence.

**801-6.1.7 Traffic Control.** Cooperate with local authorities relative to handling traffic through the area and make arrangements relative to keeping the working area safe and clear of vehicles. It is intended that most maintenance work be performed without obstructing the flow of traffic whenever possible.

When performing work, make every effort to keep sidewalks, vehicle travel lanes and driveways open at all times.

**801-6.1.8 Sound Control.** Comply with all local sound control and noise level rules, regulations, and ordinances which apply to any work performed pursuant to the contract.

Each internal combustion engine used for any purpose on the job or related to the job shall be equipped with a muffler of a type recommended by the manufacturer of such equipment. No internal combustion engine shall be operated on the project without said muffler.

**801-6.1.9 The CITY's Right to do Work.** The CITY reserves the right to do work as required within the contract area. If such alterations affect the provision of this agreement, the CONTRACTOR will be asked to submit a cost for extra work as a result of the alterations.

**801-6.1.10 Protection of Facilities, Structures, and Utilities.** Exercise due care during the performance of work in protecting from damage all existing facilities structures, and utilities both above surface and underground within CITY's ROW. Any cost incurred for damage of CITY deemed to be caused by the CONTRACTOR's neglect shall solely be borne by the CONTRACTOR.

If the CITY requests or directs the CONTRACTOR to perform work in a given area, it will be the CONTRACTOR's responsibility to verify and locate any underground utility systems and for taking reasonable precaution when working in these areas. Any damage or problems shall be reported immediately to the CITY REPRESENTATIVE.

**801-6.1.11 Inclement Weather.** During periods of storms, the CONTRACTOR will provide supervisory inspection of the project during regular hours to prevent or minimize possible damage from inclement weather. If remedial work is required beyond the scope of the project, it shall be considered as extra work.

During periods of inclement weather, i.e., rain/wind, the CONTRACTOR's workforce shall accomplish work not affected by such weather, i.e., litter



pickup/spent blossom removal, preventative maintenance, etc.

The CONTRACTOR shall remove all branches and debris resulting from inclement weather as directed by the CITY REPRESENTATIVE.

The CONTRACTOR may be required to perform clean-up tasks as requested by the CITY REPRESENTATIVE during inclement weather.

## **801-6.2 Start of Maintenance and Plant Establishment**

**801-6.2.1 General.** After all work indicated on the plans and herein specified has been completed, inspected and approved by the CITY REPRESENTATIVE the maintenance and plant establishment period will start.

In order to carry out the work, the CONTRACTOR shall maintain a sufficient number of men and adequate equipment to perform the work herein specified from the time any planting is done until the final approval.

If at any time the CONTRACTOR is not performing plant establishment or maintenance work in the opinion of the CITY REPRESENTATIVE the maintenance and establishment period shall be suspended and not restarted until all deficiencies have been corrected to the satisfaction of the CITY REPRESENTATIVE. No payments will be made for work required during the suspended period and the period shall be extended by the length of time of the suspension.

**801-6.2.2 Criteria for Start of Maintenance and Plant Establishment Period.** The maintenance and plant establishment period shall not start until all elements of the project that impact the landscape are completed in accordance with the contract documents.

**801-6.2.3 Inspections.** A written notice requesting an inspection should be submitted to the CITY REPRESENTATIVE at least 48 hours prior to the anticipated date.

Prior to start of the maintenance and plant establishment period, the CONTRACTOR will be required to have a complete inspection and approval of all landscape construction items.

Inspection(s) shall be scheduled at intervals during the landscape and maintenance establishment period. (30, 45 & 60) days

## **801-6.3 Maintenance Tasks**

During the contract period provide all watering, mowing, weeding, fertilizing, herbicide cultivation and spraying necessary to keep the trees and turf in a healthy growing condition and to keep the planted areas neat and attractive. Do not prune trees without written approval of the

CITY REPRESENTATIVE.

#### **801-6.4 General Maintenance**

- a. Remove trash weekly.
- b. Exterminate vertebrate pest's gopher, mole, etc., and repair damaged areas, as required.

#### **801-6.5 Weed Control**

**801-6.5.1** Eradicate all noxious weeds from site (i.e., Nut grass, Bermuda grass, Kikuyu grass, Crab grass, etc.)

#### **801-6.6 Replacement Plantings**

During the maintenance and plant establishment period, all plant materials shall be in a healthy, growing condition and spaced as indicated on the Plans. All trees and turf that show signs of failure to grow at any time during the life of the contract or those plants injured or damaged from any cause, including vandalism, as to render them unsuitable for the purpose intended shall be immediately replaced in kind and size at the expense of the CONTRACTOR.

#### **801-6.7 Fertilization**

Make two applications of commercial fertilizer with Best Turf Supreme 16-6-8

At the rate of: 8 lbs. per 1000 sq. ft. square feet at the following periods:  
(The fertilization application must be observed by the CITY REPRESENTATIVE)

- Thirty (30) calendar days after the 60- calendar day establishment period has begun.
- Thirty (30) calendar days prior to the end of the 60-calendar day maintenance period.

#### **801-6.8 Plant Establishment**

All areas that do not show a prompt establishment and does not have 100% percent germination, shall be re-seeded in 7-day intervals until the seed material is established. If a good rate of growth has not been demonstrated within 30 days of seeding, CONTRACTOR shall be responsible to determine the appropriate horticultural practices necessary to obtain good growth. CONTRACTOR shall obtain agronomic soils testing of all areas not showing good growth and shall provide copies of the test results to the CITY REPRESENTATIVE to verify the appropriateness of all maintenance work performed. If additional soil amendments are needed the CONTRACTOR shall provide such amendments at no additional cost to CITY.

#### **801-6.9 Grading and Drainage**

During the plant establishment period all flow lines shall be maintained

to allow for free flow of surface water. Low spots and pockets shall be graded to drain properly towards the bio swale located on the southwest corner of the site.

**801-6.9.1** Damage to all areas shall be repaired immediately and throughout the plant establishment period.

All litter and debris generated during the performance of this contract shall be removed from the site the same day it is generated and disposed of off-site in the proper manner at the CONTRACTOR's expense.

Papers, plant clippings, animal feces, and other debris shall be removed from sidewalks and other hard surfaces immediately following each maintenance function.

At no time shall paper, plant clippings, or other debris be blown or swept from the landscaped areas and/or hard surfaces onto private property, storm drains or public streets and sidewalks.

**801-6.10 Disease and Pest Control**

- a. Throughout the maintenance and plant establishment period, all grass areas shall be maintained in a disease and pest free condition. A licensed pest control operator shall be retained by the CONTRACTOR to recommend and apply all pesticides, herbicides, and fungicides. Exterminate gophers, moles, and all other rodents, and repair damage. The CONTRACTOR shall be responsible for detecting diseases and pests as soon as their presence is manifested. He shall take immediate action to identify the disease and/or pest and apply such remedies as are necessary to control the infestation. He shall remove all rodents, taking control measures immediately upon discovery.

- b. Pesticides. All materials shall be in strict accordance with and applied within the Standards set forth in the EPA regulations and the California food and Agricultural Code.

Pesticides shall be selected from those materials which characteristically have the lowest residual persistence. Use of emulsion concentrates shall be used when possible to limit windblown particles. The use of adjuvants will be utilized to increase pesticide efficiency thereby reducing the total amount of technical material required to gain control.

CONTRACTOR is responsible for obtaining all required permits, and maintaining the required usage documentation with copies sent to the CITY REPRESENTATIVE.

Pesticides shall be applied at times which limit the possibility of

contamination from climatic and other factors. Early morning application shall be made when possible to avoid contamination from drift. Applicator shall monitor forecast weather conditions to avoid making application prior to inclement weather to eliminate potential runoff from treated areas.

All pesticide applications shall be in accordance with written recommendations provided by a licensed pest control advisor (PCA) with application performed by a licensed qualified applicator (QAC) with copies of the written recommendations sent to the CITY REPRESENTATIVE.

Spray equipment shall be in good operating condition, quality, and design to efficiently apply material to the target area. Drift will be minimized by avoiding high-pressure application and using water-soluble drift agents.

Care shall be taken in transferring and mixing pesticides to prevent contaminating areas outside the target area. Application methods shall be used which ensure that materials are confined to the target area. Spray tanks containing leftover materials shall not be drained on the site to prevent contamination. Disposal of pesticides and tank rinsing materials shall be within the guidelines established in the California Food and Agricultural Code or EPA regulations.

- c. Rodent Control. Continuously control all rodents within the boundaries of the project. Damage as a result of rodent activity shall be repaired at the CONTRACTOR's expense.

## **801-6.12 End of Maintenance and Plant Establishment Period**

**801-6.12.1 Request for Inspection.** When CONTRACTOR believes the maintenance and plant establishment period is complete, and the project is ready for final acceptance, the CONTRACTOR shall request inspection of the project. The CITY REPRESENTATIVE will not inspect the project for final acceptance until all deficiencies are corrected.

**801-6.12.2 Written Acceptance.** Final acceptance and assumption of maintenance responsibilities by the CONTRACTOR shall occur only upon the CITY REPRESENTATIVE's written acceptance of the project for maintenance.

## **801-6.13 Clean Up**

**801-6.13.1** Remove surplus materials from the site and leave premises in a neat and clean condition each day.

**801-6.13.2** Remove all tags, labels, nursery stakes and ties from all plant material only after the approval of the CITY REPRESENTATIVE.

**801-6.13.3** Prior to acceptance of the project for maintenance, clean up and remove all remaining debris and surplus materials, leaving the premises neat and clean.

**801-7 MEASUREMENT.**

**801-8 PAYMENT.** Replace section with the following:

Payment for "**LANDSCAPE & MAINTENANCE ESTABLISHMENT PERIOD (60) SIXTY CALENDER DAYS**" shall be at the contract **Lump Sum (LS)** bid price and shall be considered full compensation for furnishing all labor, materials, tools, equipment, and incidentals necessary to accomplish the work, complete in place, conforming to the requirements herein, including but not limited to watering, mowing, fertilizing, plant replacement, supervision, and all other items necessary to establish and maintain the landscaping for the entire duration of the Post Installation Maintenance period within the limits as shown on the plans, as specified in the Standard Specifications and these Special Provisions, as approved by the CITY REPRESENTATIVE and no additional compensation will be allowed therefore.

Add the following:

**801-8.1 Guarantee.**

**801-8.1 CONTRACTOR Guarantee**

All landscape installed under the contract shall be guaranteed for (60) Sixty Calendar Days against any and all poor, inadequate, or inferior materials, and/or workmanship, for the noted period following the date the Project Notice of Completion is filed with the County Recorder. During the guarantee period, irrigation system components, any trees and / or shrubs found to be dead, missing, or in poor condition shall be replaced by the CONTRACTOR within 10 days of written notification. The CITY's REPRESENTATIVE shall be the sole judge as to the condition of the materials. Replacement shall be made in accordance with CITY standards; replacement shall be same size, and kind as originally installed. Landscape materials shall be furnished, planted, and fertilized as specified and guaranteed within these documents. CONTRACTOR shall provide material and labor involved in replacing landscape and irrigation system at no additional cost to the CITY.

The Guarantee form shall be re-typed onto the CONTRACTOR's letterhead and contain the following information:

**100% PERCENT GUARANTEE FOR POSITIVE DRAINAGE TO LOW POINTS ON SITE, GRASS GERMINATION & COMPLETE IRRIGATION SYSTEM**

We hereby guarantee that the landscape planting that we have furnished for the CITY of Garden Grove has been completed in accordance with the drawings and specifications, ordinary wear and tear, unusual abuse, or neglect accepted.

We agree to repair or replace any defects in material or workmanship, which may develop during the following periods dating from the date the Project Notice of Completion is filed with the County Recorder:

We also agree to repair or replace any damaged soils due to erosion, grass seed, trees, shrubs and irrigation resulting from the repairing or replacing of such defects at no additional cost to the CITY. We shall make such repairs or replacements within a reasonable time, as determined by the CITY REPRESENTATIVE, after receipt of written notice. In the event of our failure to make such repairs or replacements within a reasonable time after receipt of such written notice from the CITY REPRESENTATIVE, we authorize the CITY to proceed to have said repairs or replacements made at our expense, and we will pay for the costs and charges therefore upon demand.

**ATTACHMENT "B"  
(BID SCHEDULE)  
IFB S-1279-A**

**WEST HAVEN PARK REHABILITATION PROJECT  
IN THE CITY OF GARDEN GROVE**

**June 14, 2021**

**BASE BID**

ITEM	DESCRIPTION	ESTIMATED	UNIT	UNIT PRICE	EXTENDED AMOUNT
1	Soils Engineering Testing	1	LS	\$ 3,000	\$ 3,000
2	Clearing and Grubbing, Chainlink Temporary Fencing and Green Windscreen and Orange Barrier Safety Fencing	1	LS	\$ 120,000	\$ 120,000
3	Unclassified Excavation - Export Removals	1,905	CY	\$ 92	\$ 175,260
4	Storm Water Pollution Prevention Plan (SWPPP)	1	LS	\$ 6,000	\$ 6,000
5	Subgrade Preparation	1	LS	\$ 22,000	\$ 22,000
6	Temporary Traffic Control & Haul Plan	1	LS	\$ 4,000	\$ 4,000
7	Furnish, Place, Compact and Fine Grade Topsoil- Import (4,100 tons) Topsoil Dry Volumn Density Rate = 1,800 lbs. per Cubic Yard	1,905	CY	\$ 115	\$ 219,075
8	Grass Seed (Qty. 218,100 SQ. FT.)	1	LS	\$ 35,000	\$ 35,000
9	Furnish and Place Seed Topper Organic Amendment	170	CY	\$ 100	\$ 17,000
10	Completion of Landscaping Plan per Sheet L-1	1	LS	\$ 25,000	\$ 25,000
11	Landscape Maintenance Establishment Period (60) Sixty Calendar Days	1	LS	\$ 5,000	\$ 5,000
12	Construction Surveying	1	LS	\$ 3,500	\$ 3,500
<b>TOTAL AMOUNT OF BID IN FIGURES</b>					<b>\$0 634,835</b>

**TOTAL AMOUNT OF BID IN WORDS**

*Six hundred thirty four thousand eight hundred thirty five dollars*

**NOTE: THE CONTRACTOR SHALL BE RESPONSIBLE TO REPLACE ANY AND ALL DAMAGES OCCURRED TO THE EXISTING FULLY FUNCTIONING IRRIGATION SYSTEM WITH THE SAME SIZE AND MANUFACTURER PRODUCT NUMBER "IN-KIND" AS SHOWN ON THE IRRIGATION PLAN SHEET L-2 AND NO ADDITIONAL COMPENSATION WILL BE ALLOWED.**

**LEGEND**

LS= LUM SUM

CY = CUBIC YARDS

**ATTACHMENT "B"**  
**(BID SCHEDULE CONT.)**  
**IFB S-1279-A**

THE HONORABLE MAYOR AND CITY COUNCIL  
CITY OF GARDEN GROVE  
11222 ACACIA PARKWAY  
GARDEN GROVE, CALIFORNIA 92840

To: THE HONORABLE MAYOR AND CITY COUNCIL

The undersigned having carefully examined the Plans and Specifications to: Furnish all Labor, Material, Tools, Equipment and Incidentals for the Renovation of West Haven Park for the City of Garden Grove.

Lead-time for this service is critical. CONTRACTOR agrees to commence the Project with TEN (10) calendar days from the date set forth in the "Notice to Proceed"

It is understood and agreed that:

(a) No verbal agreement or conversation with any officer, agent or employee of CITY, either before or after the execution of the Agreement shall affect or modify any of the terms or obligations of this Proposal.

(b) CITY will not be responsible for any errors or omissions on the part of the undersigned in making up his bid, nor will bidders be released on account of errors.

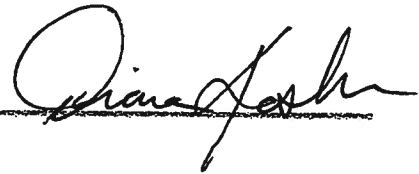
(c) The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.

(d) The Bidder acknowledges receipt of amendments to the Solicitation and related documents numbered and dated:

Amendment No.      Date

1  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

07/09/2021

  
\_\_\_\_\_  
\_\_\_\_\_

(e) Undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.



**ATTACHMENT "B"**  
**(BID SCHEDULE CONT.)**  
**IFB S-1279-A**

(f) The Bidder acknowledges receipt of amendments to the Solicitation and related documents numbered and dated:

Amendment No.      Date

1  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

07/09/2021  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(g) The undersigned is licensed in accordance with the Laws of the State of California.

## Bid Results

### Bidder Details

**Vendor Name** KASA Construction Inc  
**Address** 15148 Sierra Bonita Ln.  
Chino, California 91710  
United States  
**Respondee** Hector Zavala  
**Respondee Title** Estimator  
**Phone** 909-457-8260  
**Email** hectorz@kasaconstruction.com  
**Vendor Type**  
**License #** 927544

### Bid Detail

**Bid Format** Electronic  
**Submitted** 07/26/2021 8:47 AM (PDT)  
**Delivery Method**  
**Bid Responsive**  
**Bid Status** Submitted  
**Confirmation #** 261631

### Respondee Comment

### Buyer Comment

### Attachments

File Title	File Name	File Type
CSLB.pdf	CSLB.pdf	Valid Contractors License
DIR.pdf	DIR.pdf	DIR Registration for General and Sub Contractors
Statement of Comp.pdf	Statement of Comp.pdf	Statement of Compliance
Subs.pdf	Subs.pdf	Designation of Sub Contractors
Question 2.pdf	Question 2.pdf	Contractor's Questionnaire
SOV.pdf	SOV.pdf	Schedule of Values for all Trades
Ref.pdf	Ref.pdf	References
Question.pdf	Question.pdf	Questionnaire to General Contractors
w9.pdf	w9.pdf	Completed W-9 Form
Bid Bond.pdf	Bid Bond.pdf	Bid Bond
Bid Schedule.pdf	Bid Schedule.pdf	Bid Schedule
Bidders Statement.pdf	Bidders Statement.pdf	Bidders Statement

## Line Item Subtotals

Section Title		Line Total
Section 1		\$634,835.00
Grand Total		\$634,835.00

**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 in support of Afghan refugees and the people of Afghanistan as requested by Council Member Diedre Thu-Ha Nguyen.	Date:	9/28/2021

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Attached for discussion is a proposed Resolution supporting Afghan refugees.

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>	<b>File Name</b>
Resolution	10/7/2021	Resolution	9-28-21_Support_of_Afghan_Refugees.pdf

GARDEN GROVE CITY COUNCIL

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE IN SUPPORT OF  
AFGHAN REFUGEES AND THE PEOPLE OF AFGHANISTAN

WHEREAS, in February 2020, the Afghan Taliban signed a peace agreement with the United States ("US") ahead of a proposed withdrawal of US troops, and in April 2021, President Biden announced that US military forces would leave Afghanistan by September 11, 2021, after a 20-year conflict; and

WHEREAS, the Taliban ramped up attacks on Afghan National Defense and Security Forces bases and outposts, and on August 15, 2021, Taliban fighters entered the capital, leading Afghan President Ashraf Ghani to flee the country and the Afghan government to collapse; and

WHEREAS, the ongoing uncertainty and violence in Afghanistan and the takeover of the Afghan government by the Taliban has created a humanitarian crisis, with rapidly deteriorating human rights and reductions in safety particularly for vulnerable individuals, including, but not limited to: women and girls, members of the LGBTQ+ community, those who have direct ties to the U.S. government and military, members of ethnic minority communities, those who are Shi'a Muslim, adherents of non-Muslim faiths, including those of Sikh and Hindu faiths, and individuals who work for or have ties to aid organizations; and

WHEREAS, many Afghan citizens, government employees, interpreters, translators, and Afghan National Defense and Security Forces personnel who supported our service members while they were serving in Afghanistan now find their lives and their family's lives in jeopardy under Taliban rule; and

WHEREAS, refugees and their families face a multitude of challenges when arriving in the United States and transitioning to a new life, including but not limited to; resettlement, language barriers, financial hardship, accessing education, finding work and legal status; and

WHEREAS, federal and state leaders in California, home to the largest concentration of Afghans and Afghan Americans in the United States, have the unique and moral responsibility to welcome Afghan refugees into our communities, while honoring the commitments of the United States government, assisting in the evacuation of vulnerable groups, providing support to organizations who will serve the refugee community, and showing support for the Afghan community during this difficult time.

THEREFORE, BE IT RESOLVED that the City of Garden Grove urges our state and federal leaders to act immediately and with determination, and rightfully bring at-risk and vulnerable Afghan peoples and their families to the United States for safety and prosperity and be afforded full benefits to transition into American life; and

BE IT FURTHER RESOLVED THAT the City of Garden Grove supports and welcomes refugees from Afghanistan into our community and calls upon our residents, community leaders, businesses, faith-based organizations, and community-based organizations to welcome and support these Afghan families to achieve their inherent right to life, liberty, and the pursuit of happiness.