Members of the public may address the City Council on any item shown on the agenda or matter of the Council's authority after completion of "Request to Address the Council Form" available in the lobby of the Council Chambers or in the City Clerk's office. This form must be completed 15 minutes prior to the scheduled meeting time. Pursuant to Section 54957.5 of the California Government Code, Any writings (Except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the City Council are available for public inspection in the lobby of the City Council Chambers and in the office of the City Clerk during regular business hours.

COMPTON CITY COUNCIL
AGENDA
02/25/2020
5:30 PM

Closed Session 4:30 P.M.
Public Meeting 5:30 P.M.

CITY COUNCIL CHAMBERS
205 SOUTH WILLOWBROOK AVENUE
COMPTON, CALIFORNIA 90220

CALL TO ORDER

ROLL CALL

PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS
(Persons wishing to address the City Council on the Closed Session items may do so at this time. Comments are limited to one (1) minute per speaker and shall be limited to Closed Session agenda items)

CLOSED SESSION

CLOSED SESSION – 4:30 p.m.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Calvary Community Church of Compton v. City of Compton et al, LASC Case No. BC636229
Pursuant to California Government Code Section 54956.9 (a)

RECESS TO CLOSED SESSION

PUBLIC MEETING – 5:30 P.M.

OPENING

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

REPORT ON CLOSED SESSION ACTION(S)

INTRODUCTION OF SPECIAL GUESTS

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. PLAQUE PRESENTATION - IN HONOR OF BLACK HISTORY MONTH - HONORING MRS. KAREN COLLINS - GOOGLEDOODLE ARTWORK USED BY GOOGLE IN HONOR OF THE 60TH ANNIVERSARY OF THE GREENSBORO SIT-IN (Councilmember Michelle Chambers)

2. CERTIFICATE PRESENTATION - IN HONOR OF BLACK HISTORY MONTH - HONORING HERB WESSON, FIRST AFRICAN AMERICAN PRESIDENT OF THE LOS ANGELES CITY COUNCIL (Mayor Aja Brown)

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

CONSENT AGENDA

Consent items are routine and expected to be non-controversial. They will be acted upon by the Council at one time without discussion unless a Council Member requests an item be removed or discussed.

APPROVAL OF MINUTES

3. FEBRUARY 4, 2020

CITY FIRE DEPARTMENT

4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT THE STATE FARM ARSON CANINE TRAINING SCHOLARSHIP FOR AN ACCELERANT DETECTION CANINE (ARSON DOG) FOR PLACEMENT AND USE IN THE CITY OF COMPTON FIRE DEPARTMENT'S ARSON UNIT

CITY MANAGER

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,127 AND AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO GATEWAY CITIES COUNCIL OF GOVERNMENTS FOR PAYMENT OF THE CITY'S MEMBERSHIP DUES ($28,350)

HOUSING AUTHORITY

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER IN THE AMOUNT OF TWO THOUSAND AND FIVE-HUNDRED DOLLARS ($2,500) TO AFFORDABLE HOUSING NETWORK, LLC, d/b/a GOSECTION8.COM FOR PROVISION OF INTERNET-BASED SOFTWARE SYSTEM

REGULAR AGENDA

CITY MANAGER'S REPORT

7. A REQUEST FOR CITY COUNCIL TO WAIVE FACILITY FEES FOR USE OF THE DOLLARHIDE COMMUNITY CENTER FOR MEMORIAL SERVICES FOR FRANCES LOVETT SMITH TO BE HELD ON TUESDAY, MARCH 3, 2020 ($375.00) ACTION ITEM

NEW BUSINESS

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO AUTHORIZE THE FORMATION OF AN AUDIT AD HOC COMMITTEE, APPOINT TWO MEMBERS OF COUNCIL TO SERVE ON THIS COMMITTEE, AND ACCEPT APPLICATIONS FROM THE PUBLIC TO SERVE ON THIS COMMITTEE FOR THE 2019-2020 FISCAL YEAR

9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON IN SUPPORT OF MEASURE R - LOS ANGELES COUNTY SHERIFF CIVILIAN OVERSIGHT COMMISSION ORDINANCE

10. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVONG AN AMENDMENT TO THE CITY MANAGER'S OFFICE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE $143,405 IN GRANT FUNDS FROM THE COUNTY OF LOS ANGELES FOR THE IMPLEMENTATION OF THE CITY OF COMPTON'S 2020 CENSUS STRATEGIC PLAN AND APPROVAL OF THE REVISED 2020 CENSUS STRATEGIC PLAN

11. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO RESCIND RESOLUTION NO. 25,175, RATIFY THE TRANSFER OF FUNDS IN THE GRANTS DIVISION'S FISCAL YEAR 2019-2020 BUDGET AND AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT WITH NEIGHBORHOOD HOUSING SERVICES TO ASSIST IN THE ADMINISTRATION AND IMPLEMENTATION OF THE FIRST TIME HOMEBUYERS PROGRAM AND HOME REHABILITATION PROGRAM FOR FISCAL YEAR 2019-2020

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: 3/3/2020 @ 5:30 PM

Visit our website at http://www.comptoncity.org

As the son of two working-class parents, Herb Wesson learned at an early age the power of a good education, the dignity of hard work and the importance of giving back to the community. Herb took these lessons to heart and has since dedicated his life to advocating for and lifting up financially struggling families, veterans, people experiencing homelessness, and other disadvantaged communities.

In 2005, Wesson joined the LA City Council and proudly served as its President - the first African-American to lead the City Council since its incorporation in 1850 - from 2011 until 2020. In his capacity as Council President, Wesson worked hand in hand with Mayor Eric Garcetti to raise the minimum wage to $15 an hour, protect our environment, reduce traffic congestion, build affordable housing and ensure that our children stay off the streets and in school.

Prior to his work on the LA City Council, Herb served as only the second Black Speaker of the California State Assembly in history from 2002 to 2004. During his time as Speaker, he was widely recognized as an outspoken progressive leader, who challenged the status quo and tackled some of California’s most pressing issues.

Some of Mr. Wesson's greatest accomplishments include:

- Leading the coalition to raise the Los Angeles' minimum wage to $15 an hour, setting the bar for cities across the country.
- Helping secure the passage of local Measures H and HHH that provide hundreds of millions of dollars a year to build new affordable housing and combat our homelessness crisis.
- Creating LA’s Green Building Retrofit and Workforce Program to generate jobs, train workers, and conserve water and energy in government-owned buildings;
- Providing Safe Passage to School age youth so they are able to get to and from school safely
- Sponsoring an annual summer camp for the last 15 years low-income and inner-city youth to provide them access to open space, outdoor activities and cultural opportunities.
- Passing the first bill in the U.S. that reduced greenhouse gas emissions from passenger vehicles to combat the negative effects of climate change and served as a model for similar legislation across the country.
- Allocating millions of dollars to housing our nation’s veterans.

FEBRUARY 4, 2020

The Compton City Council Closed Session meeting was called to order at 4:42 p.m. in the Council Chambers of City Hall by Mayor Aja Brown. The Pledge of Allegiance and Moment of Silence ceremonies were also led by Mayor Brown.

ROLL CALL

Council Members Present: McCoy, Sharif, Brown
Council Members Absent: Chambers, Galvan *(entered the meeting during closed session)*

Other Officials Present: D. Brown, A. Godwin, D. Sanders, C. Cornwell

CLOSED SESSION AGENDA ITEMS

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Sherani Taylor v. City of Compton, et al., LASC Case No. BC 709 024, Pursuant to California Government Code Section 54956.9(a)

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Initiation of litigation - 1 potential case, pursuant to subdivision (c) of Section 54956.9

CONFERENCE WITH LABOR NEGOTIATOR - Agency Negotiators: Damon Brown and Jabari Willis Employee Organizations: AFSCME Local 2325, AFSCME Local 3947, SEIU Local 721, Fire Local 2216

City Attorney Damon Brown requested a closed session to discuss conference with legal counsel-existing litigation-Sherani Taylor v. City of Compton, et al., LASC Case No. BC 709 024, Pursuant to California Government Code Section 54956.9(a); conference with legal counsel-anticipated litigation--Initiation of litigation - 1 potential case, pursuant to subdivision (c) of Section 54956.9 and conference with labor negotiator - - Agency Negotiators: Damon Brown and Jabari Willis Employee Organizations: AFSCME Local 2325, AFSCME Local 3947, SEIU Local 721, Fire Local 2216.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA ITEMS

F. Hernandez, Compton resident, commented that two months ago a young lady mentioned that she tripped on the stairs near the Council Chambers and further inquired as to whether the case of Taylor vs. City of Compton was concerning the same issue. He further questioned whether the City Treasurer should be involved with the conference regarding labor relations to give input regarding finances. Mr. Hernandez commented that there was no informational documentation regarding agenda items in the lobby for the residents.

RECESS TO CLOSED SESSION

On motion by Sharif, seconded by McCoy, the City Council recessed to closed session at 4:46 p.m.by the following vote on roll call:

AYES: Council Members - McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - Chambers, Galvan

RECONVENE

On motion by Galvan, seconded by Sharif, the meeting reconvened at 6:33 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

REPORT OUT OF CLOSED SESSION

City Attorney Damon Brown reported out that three items for consideration and indicated that there was no reportable action taken during the closed session.

6:00 P.M. - PUBLIC HEARING - TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A PURCHASE SALE AGREEMENT OF CERTAIN CITY OWNED PROPERTY LOCATED AT 1950 NORTH CENTRAL AVENUE WITH THE OLSON COMPANY TO DEVELOP 30 DETACHED SINGLE-FAMILY RESIDENTIAL UNITS (Item #6)

On motion by McCoy, seconded by Sharif, the public hearing was open at 6:36 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

Michael Antwine, Assistant City Manager, stated that this public hearing is being held to consider approving the purchase and sale agreement between the City of Compton and Olson Urban Housing, making certain findings, and finding the project exempt from the California Environmental Quality Act. The Developer is seeking to acquire the land for the purpose of developing market rate and affordable housing consisting of thirty, 3 and 4 bedroom/2.5 bath townhomes. The former Community Redevelopment Agency of the City acquired the land, and following the dissolution of the Agency, the land was conveyed to the City as the housing successor to the former Agency.

Mr. Antwine indicated that California Health and Safety Code Section 33433 requires that the City make available for public inspection a report which shall contain a copy of the purchase and sale agreement as well as a summary of certain aspects regarding the sale of the land to the Developer

known as the "Summary Report." The Summary report and a copy of the purchase and sale agreement, with attachments, and other related exhibits, have been made available for public inspection in the manner required by Section 33433. The purchase and sale agreement and Summary Report are attached as Exhibit "A" and Exhibit "B," respectively, to the resolution. Mr. Antwine further indicated that Staff has recommended that the City Council adopt the resolution approving the execution and delivery of the purchase and sale agreement by and between the City and the Developer, making certain findings, and finding the project exempt from the California Environmental Quality Act. Notice of the public hearing was published on 1/22/2020 and 1/29/2020 for two successive weeks prior to the date of this hearing.

PUBLIC COMMENTS REGARDING THE HEARING

F. Hernandez, questioned the time line for completion of the project.

Lynn Boone, Compton resident, questioned the lot size for 30 units and noted that only 4 out of the 30 would be deemed "affordable." Ms. Boone asked where the proceeds from the sale would be placed, adding that the City is still in a deficit, and further inquired about the time line for the completion of the project.

Joyce Kelly, Compton resident, questioned the term "affordable housing" noting that the average yearly income for households in Compton is less than $30,000.00.

Pastor Michael J. T. Fisher, commented that he is excited to see that something is being done with the property located at 1950 N. Central Avenue, adding that the site has been an eyesore to the community for quite some time. Pastor Fisher urged the City to provide affordable housing for the Millennials who wish to return to the City of Compton.

Craig Henry, questioned whether the individual homeowners would own the land after purchase of the site.

David Irons, Compton resident, inquired as to the lot size and square footage of the homes. Mr. Irons also questioned the 'affordability' of the proposed homes.

There being no further public comments, It was moved by Galvan, seconded by McCoy the hearing the hearing was closed at 6:49 p.m. by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

Mr. Antwine informed the community that each individual unit will have their own lot. Four of the units will be required to be sold at affordable sales prices to moderate-income households that are at a minimum of 80% of the AMI (Average Median Income) within Los Angeles County. Mr. Antwine further indicated that the City has a 'first-time home buyers' program, which offers up to $100,000 that can be used to assist in qualifying to purchase the home.

Ben Johnson, Olson Company Project Manager, indicated that the Developer is excited to develop this project in the City of Compton. Mr. Johnson stated that the proposed units will be 1500 to 1700 square feet with 3 and 4 bedrooms. Mr. Johnson then indicated that this project will be a major land development adding that the actual building phase should begin in the first quarter of 2021, noting that Olson Company is prepared to move as quickly as possible.

Councilmember Chambers urged the developer to work as quickly as possible for the benefit of the community. Ms. Chambers also suggested that the City hold workshops and town hall meetings to prepare the residents for home ownership.

Councilmember Sharif expressed her excitement regarding the project.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

F. Hernandez, Compton resident, commented that the City Council approved Resolution Number 24,766 on April 24, 2018, relating to travel, and highlighted that in accordance with the Government Code, each official shall provide a brief report on any meeting, conference or activity attended at the public's expense. Mr. Hernandez commented that the City Council has yet to comply with their own requirements with respect to the recent conference in Santa Barbara. He then commented that the Council approved a consulting contract to assist in closing the marijuana dispensaries, however, there are currently more dispensaries in Compton today than before. Mr. Hernandez questioned the status of the graffiti removal contract.

Maria Villarreal, Latino Chamber of Commerce, raised concerns regarding the graffiti problems in her neighborhood and urged the City Council to take immediate action to remove all graffiti, for the safety of the community. Ms. Villarreal announced that the Chamber is hosting a luncheon for the businesses on February 14, 2020 and everyone is welcome. Ms. Villareal also announced that on February 22, 2020, the Latino Chamber of Commerce will host a Black History Month Celebration in coordination with the Grocery Outlet from 11:00 a.m. to 4:00 p.m., which will include free food, games and many fun and informative activities.

David Irons, Compton resident, suggested that the City needs a 'Compton' Black History Month Celebration, noting that many professional athletes were born and raised in the great City of Compton and they must be recognized.

Pastor Michael Fisher, Greater Zion Church Family, thanked Councilman Galvan for donating toys to the church and also thanked Councilmember Chambers for her assistance in repairing the lights on Wilmington and installing speed control mounds on Wilmington and El Segundo Boulevard. Pastor Fisher invited the residents of Compton to join Greater Zion Church Family and attend 'Movie Night' on February 7, 2020 at the Cinemark Theater in Long Beach, California. The featured movie will be 'Just Mercy' and will begin promptly at 7 p.m. Pastor Fisher further commented that the movie will be free to the residents and will allow the community an opportunity to fellowship together and foster a sense of unity. Please register at: www.greaterzionmovienight.eventbrite.com. Pastor Fisher then announced that Greater Zion, in partnership with the L. A. Wildcats XFL Football team, is sponsoring a day of Unity on March 29, 2020 at the Dignity Health Center. Pastor Fisher requested that each Councilmember sponsor 40

youths from their districts to participate in this event to empower and uplift the young people of the Compton community.

Kito Singleton, Compton resident, raised concerns regarding the high number of potholes around the City which are damaging the vehicles of the residents. Mr. Singleton invited the Councilmembers to visit his neighborhood and concluded by stating that there must be transparency from the City Council as the people cannot see the work that the Council is doing in the community.

Brooke McDuffie, Compton resident, requested a status report on the misstep on the stairs outside the Council Chambers, adding that now the lights are out which makes the stairs considerably more dangerous. Ms. McDuffie also requested an update on the missing 'Stop Sign' on North Willow and Elm Street, indicating that the street signage is faded and the sign has not been there since 2016. Ms. McDuffie stressed the importance of the Councilmembers exhibiting courtesy and professionalism towards residents when they appear before the City Council to address the Dias.

Tristan Williams, informed the Council and community that he started a company by the name of Hub City Tech, which began as a web design company and has evolved into a personal development center. Mr. Williams highlighted that his ultimate goal is to raise the income level in Compton and offered his services in training individuals to create business web sites for small businesses, which are the backbone of the community. Mr. Williams indicated that he would like to teach the youth of the community how to purchase commercial real estate, residential real estate and create personal income through e-commerce.

Joyce Kelly, Compton resident, asserted that the residents of Compton have spoken and they confirmed that they do not want marijuana dispensaries in the City. Ms. Kelly indicated that the City Council has reneged on their promises to the community, and she then demanded that the streets be properly repaired, graffiti removed and the trees trimmed. Ms. Kelly urged the Council to remember the teachings of Dr. Martin Luther King, Jr. and respect the community and improve the lives of the residents. Ms. Kelly urged the City Council to work with the Sheriff's Department to combat crime and improve the entire City of Compton.

Lynn Boone, Compton resident, commented that approximately a month ago, the City Council voted to give the first-time home buyers fund, CDBG funds and the housing rehabilitation funds to Willdan Engineering Company, which subsequently, found another city to handle these programs. Ms. Boone indicated that she contacted HUD regarding this issue and requested that they audit the funds delegated to Compton.

CONSENT AGENDA

APPROVAL OF MINUTES

1. JANUARY 14, 2020 ***(Approved)***

CITY MANAGER/CITY ATTORNEY/CITY CONTROLLER/CITY TREASURER REPORTS

2. INVESTMENT REPORT - NOVEMBER 29, 2019 ***(Received and filed)***

On motion by McCoy, seconded by Galvan, the consent agenda was approved by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

REGULAR AGENDA

REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND COMMITTEES AND CITY COUNCIL

3. APPOINTMENT(S) OF OFFICERS, COUNCIL MEMBERS, BOARDS/ COMMISSIONS AND COMMITTEES

CHARTER REVIEW APPOINTMENT (COUNCILMEMBER CHAMBERS)

On motion by McCoy, second by Galvan, **Irene Perez** was appointed to the Charter Review Committee by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

CITY MANAGER'S REPORT

4. REQUEST FOR CITY COUNCIL TO WAIVE FACILITY FEES FOR USE OF THE DOLLARHIDE COMMUNITY CENTER FOR REPASS SERVICES FOR ROSIE L. LOVETT TO BE HELD ON WEDNESDAY, FEBRUARY 5, 2020 ($225.00) (ACTION)

On motion by Galvan, seconded by McCoy, the above request was approved by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

5. REQUEST FOR CITY COUNCIL TO WAIVE FACILITY FEES FOR USE OF THE DOLLARHIDE COMMUNITY CENTER FOR MEMORIAL SERVICES FOR CHIEF MONROE SMITH TO BE HELD ON SATURDAY, FEBRUARY 8, 2020 ($500.00) (ACTION ITEM)

On motion by Galvan, seconded by McCoy, the above request was approved by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

NEW BUSINESS

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON MAKING CERTAIN FINDINGS, APPROVING A PURCHASE AND SALE AGREEMENT BETWEEN THE CITY OF COMPTON (ACTING AS SUCCESSOR TO THE HOUSING ASSETS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF COMPTON), AS SELLER, AND OLSON URBAN HOUSING, LLC, AS BUYER, FOR THE SALE OF PROPERTY LOCATED AT 1950 NORTH CENTRAL AVENUE, AND THE DEVELOPMENT OF A HOUSING PROJECT THEREON, INCLUDING AFFORDABLE HOUSING, AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

On motion by Galvan, seconded by McCoy, **Resolution Number 25,203** entitled **'A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON MAKING CERTAIN FINDINGS, APPROVING A PURCHASE AND SALE AGREEMENT BETWEEN THE CITY OF COMPTON (ACTING AS SUCCESSOR TO THE HOUSING ASSETS OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF COMPTON), AS SELLER, AND OLSON URBAN HOUSING, LLC, AS BUYER, FOR THE SALE OF PROPERTY LOCATED AT 1950 NORTH CENTRAL AVENUE, AND THE DEVELOPMENT OF A HOUSING PROJECT THEREON, INCLUDING AFFORDABLE HOUSING, AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT'** was adopted by the following vote on roll call:

AYES: Council Members - Chambers, Galvan, McCoy, Sharif, Brown
NOES: Council Members - None
ABSENT: Council Members - None

7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS, RESCINDING RESOLUTION NO. 24,998, RATIFYING THE FOURTH (4TH) AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH AND ISSUING A PURCHASE ORDER TO DUDEK FOR PERFORMANCE OF

ADDITIONAL CORRECTIVE ACTION SERVICES IN ACCORDANCE WITH DIRECTIVES OF THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD REGARDING REMEDIATION AT COMPTON FIRE STATION NO. 1 ($273,787.41)

On motion by Galvan, seconded by McCoy, **Resolution Number 25,204** entitled **'A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AMENDING THE 2019-2020 FISCAL YEAR BUDGET TO TRANSFER FUNDS, RESCINDING RESOLUTION NO. 24,998, RATIFYING THE FOURTH (4TH) AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH AND ISSUING A PURCHASE ORDER TO DUDEK FOR PERFORMANCE OF ADDITIONAL CORRECTIVE ACTION SERVICES IN ACCOR-DANCE WITH DIRECTIVES OF THE LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD REGARDING REMEDIATION AT COMPTON FIRE STATION NO. 1 ($273,787.41)'** was adopted by the following vote on roll call:

AYES: **Council Members - Chambers, Galvan, McCoy, Sharif, Brown**
NOES: **Council Members - None**
ABSENT: **Council Members - None**

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO THE ATLANTIC AVENUE/BOULEVARD CORRIDOR STUDY IMPLEMENTATION AGREEMENT BETWEEN THE GATEWAY CITIES COUNCIL OF GOVERNMENTS AND THE CITY OF COMPTON AND ISSUE A PURCHASE ORDER ($6,551.79)

On motion by Sharif, seconded by Galvan, **Resolution Number 25,205** entitled **'A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO THE ATLANTIC AVENUE/BOULEVARD CORRIDOR STUDY IMPLEMENTATION AGREEMENT BETWEEN THE GATE-WAY CITIES COUNCIL OF GOVERNMENTS AND THE CITY OF COMPTON AND ISSUE A PURCHASE ORDER ($6,551.79)'** was adopted by the following vote on roll call:

AYES: **Council Members - Chambers, Galvan, McCoy, Sharif, Brown**
NOES: **Council Members - None**
ABSENT: **Council Members - None**

COUNCIL COMMENTS

Councilperson Chambers offered the following communications/announcements:

- Thanked the community for allowing her to attend the very informative ICA Conference—highlighting seminars in combating human trafficking and homelessness and increasing cyber security.

- Requested that the City Manager and City Attorney address the illegal marijuana dispensary on Wilmington Avenue and Rosecrans.

- Requested an update on the upgrading of Channel 36 to allow for live streaming and viewing of the City Council meetings.

- Reported potholes on Stockwell and Compton Avenue.

- Adjourn in memory of **Mary Clark.**

City Manager Craig Cornwell informed the City Council that the City recently upgraded from cable wires to fiber optics lines, and the final operating component will be installed in approximately three weeks.

Councilmember Galvan offered the following communications/announcements:

- Commented that at the previous City Council meeting he presented the City Manager with a list of sites which contained illegally dumped materials and various locations of homeless encampments, however, none of these items have been addressed.

- Reported a large homeless encampment on Long Beach Boulevard between Oaks Street and Golden Street, adding that the encampment is blocking the entire sidewalk.

Councilmember McCoy offered the following communications/announcements:

- Requested that the City clean up and maintain the Greenleaf Walk Park area.

- Reported a large and dangerous pothole on Poplar Street and Central Avenue.

- Requested a status update on the Woodlawn Cemetery.

- Reported that she attended the conference in Santa Barbara, adding that she attended very informative workshops and seminars and will submit a written report at a future date.

City Attorney Damon Brown reported that the City is developing a comprehensive plan to address the access and upkeep of the property at Woodlawn Cemetery.

(Councilman Galvan exited the meeting at 8:01 p.m.)

Councilmember Sharif offered the following communications/announcements:

- Invited the community to attend her District 4 Town Hall Meeting scheduled for February 19, 2020 from 6:00 p.m. until 8:00 p.m. at Kelly Park, 2319 E. Caldwell Street—there will be discussions focusing on inclusion, communication/community outreach and support, developing an action plan and Deputy Rafer Owens will discuss crime statics and prevention.

- Announced that the Youth Leadership Council will host a Community Day event on March 21, 2020 from 11:00 a.m. to 3:00 p.m. at South Park, 1300 E. Caldwell Street.

- Announced that she will hosting a Citizenship Fair in collaboration with Assemblyman Mike Gipson on February 22, 2020 from 9:00 a.m. until 12 noon at the Dollarhide Community Center, 301 N. Tamarind—immigration attorneys will be on site to assist with obtaining citizenship. Contact: (310) 605-5662 for further details.

Mayor Brown offered the following communications/announcements:

- Invited the entire community to join the Clean Compton Community Task Force strategy meeting scheduled for February 6, 2020 from 6:30 p.m. until 7:30 p.m. at the Dollarhide Community Center, 301 N. Tamarind Avenue, Compton. During the meeting, residents, small business owners and stakeholders will have the opportunity to present ideas and suggestions regarding the beautification of the Compton community. Please email: contactmayor@comptoncity.org for additional information.

- Provided an update on the Coronavirus outbreak and stated that there have been no reports of the virus in or near the Compton area; however, there are currently 11 confirmed cases of the virus spread across the United States.

- Reported that she received emails from the residents living in the vicinity of Stanford Avenue and 139th Street, praising the excellent work performed by Screamin Eagles.

- Commented that Presidential Candidate Michael Bloomberg recently visited the City of Compton and further thanked everyone involved in coordinating this visit and acknowledged the Councilmembers and other dignitaries that attended the event.

ADJOURNMENT

On motion by McCoy, seconded by Chambers, the meeting was adjourned in memory of **Mary Clark**, **Jonathan Geter**, **Hazel Mitchell** and **Kenneth Dixon, Jr**. at 8:13 p.m. by the following vote on roll call:

AYES: **Council Members - Chambers, McCoy, Sharif, Brown**
NOES: **Council Members - None**
ABSENT: **Council Members - Galvan**

CITY CLERK OF THE CITY OF COMPTON **MAYOR OF THE CITY OF COMPTON**

February 25, 2020

TO: **HONORABLE MAYOR AND COUNCIL MEMBERS**

FROM: **COMPTON FIRE DEPARTMENT**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT THE STATE FARM ARSON CANINE TRAINING SCHOLARSHIP FOR AN ACCELERANT DETECTION CANINE (ARSON DOG) FOR PLACEMENT AND USE IN THE CITY OF COMPTON FIRE DEPARTMENT'S ARSON UNIT**

SUMMARY

The adoption of this Resolution will authorize the City Manager to accept the State Farm Arson Canine Training Scholarship for an accelerant detection canine for placement and use in the City of Compton Fire Department's Arson Unit. The use of an accelerant detection canine will assist the Fire Department's arson investigation capabilities to either confirm or eliminate the possibility of arson.

BACKGROUND

Each year, billions of dollars in property and hundreds of lives are lost as a result of intentionally set fires. According to the National Fire Protection Association (NFPA), an estimated 280,000 intentional fires are reported to U.S. fire departments each year, with associated annual losses of 420 civilian deaths, 1,360 civilian injuries, and $1.3 billion in direct property damage.

Accelerant detection canines, known also as "arson dogs," play a key role in determining the cause of many of these fires. Arson dogs are trained to sniff out minute traces of accelerants (e.g., gasoline, lighter fluid, etc.) that may have been used to start a fire. Each dog works and lives with their handler, who is either a law enforcement officer or firefighter trained to investigate fire scenes.

Since 1993, the State Farm Arson Canine Training Program has provided funding for the acquisition and training of arson dogs. As a sponsor of the program, State Farm works in conjunction with Maine Specialty Dogs and the Maine Criminal Justice Academy to train ten (10) canines and handler's a year. Over 350 teams have been placed in departments and law enforcement agencies throughout the United States and Canada.

State and local government agencies responsible for arson/fire investigations may apply for participation in the program. All applications are reviewed to determine eligibility and suitability to handle arson dogs.

STATEMENT OF ISSUE

The Compton Fire Department Arson Unit submitted an application to receive an accelerant detection canine ("arson dog") through the State Farm Arson Dog Scholarship Program. If an applicant is successful, State Farm provides the funding for the acquisition and training of the arson dog.

In October 2019, the Fire Department was selected to receive a scholarship for the State Farm Arson Dog Program in 2020. The State Farm Scholarship includes all training fees, acquisition of the arson dog, lodging during the training, certification of the K-9 team, and transportation expenses to and from the training facility at the Richard M. Flynn Fire Academy in Concord, NH. State Farm, in association with Maine Specialty Dogs, will be holding its spring class from March 30, 2020 through April 24, 2020.

As part of the program, each dog works and lives with their handler which is usually a law enforcement officer or firefighter trained to investigate fire scenes. The canine and handler are required to complete 200 hours of training. The training is conducted by Maine Specialty Dogs located in Gray, Maine. Maine Specialty Dogs develop the curriculum and oversees all training and instruction for the program. The highly intensive five-week course includes classroom instruction, fire scene investigation, as well as various physically demanding training exercises. The canines are trained to work around physical obstacles and discriminate scents of various accelerants used to set fires during the intensive training.

After completing the initial five-week training, the canine and handler become a team. Each team must recertify annually at one of the recertification locations. If the canine is not recertified yearly or the department does not complete the five year commitment, the canine will be returned to the program (at the department's expense) or retired to the agency/handler. This decision will be made by Maine Specialty Dogs.

In order to accept the State Farm Arson Canine Scholarship for an arson canine for use in the Fire Department's arson unit, City Council authorization is required.

FISCAL IMPACT

No fiscal impact to the current budget will be affected because the costs for feeding and maintaining the arson canine for the remaining months (i.e., April through June) of this Fiscal Year will be absorbed in the current allocated budget expenditures in the Department's Equipment budget account. The State Farm Arson Canine Scholarship provides funding for the initial startup fees which covers up to $25,000 (i.e., Arson K9, certification, lodging, meals and training).

Funds for expenditures for the annual maintenance of the arson canine (i.e., annual recertification, pet insurance, food, supplies and canine equipment, etc.) shall be appropriated in future Fire Department budgets under Account No. 1001-690-000-4249,

which is estimated to be approximately $5,500 per year. On February 5, 2020, the Department also met and conferred with the Compton Firefighters, Local 2216 collective bargaining unit to add a special assignment pay for the handler of the arson canine.

RECOMMENDATION

Staff recommends that the attached Resolution be adopted by the City Council.

RONERICK D. SIMPSON
FIRE CHIEF

APPROVED FOR FORWARDING:

CRAIG J. CORNWELL
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ACCEPT THE STATE FARM ARSON CANINE TRAINING SCHOLARSHIP FOR AN ACCELERANT DETECTION CANINE (ARSON DOG) FOR PLACEMENT AND USE IN THE CITY OF COMPTON FIRE DEPARTMENT'S ARSON UNIT

WHEREAS, each year, billions of dollars in property and hundreds of lives are lost as a result of intentionally set fires. According to the National Fire Protection Association (NFPA), an estimated 280,000 intentional fires are reported to U.S. fire departments each year, with associated annual losses of 420 civilian deaths, 1,360 civilian injuries, and $1.3 billion in direct property damage; and

WHEREAS, accelerant detection canines, known also as "arson dogs," play a key role in determining the cause of many of these fires. Arson dogs are trained to sniff out minute traces of accelerants (e.g., gasoline, lighter fluid, etc.) that may have been used to start a fire; and

WHEREAS, since 1993, the State Farm Arson Canine Training Program has provided funding for the acquisition and training of arson dogs. As a sponsor of the program, State Farm works in conjunction with Maine Specialty Dogs and the Maine Criminal Justice Academy to train ten (10) canines and handler's a year. Over 350 teams have been placed in departments and law enforcement agencies throughout the United States and Canada; and

WHEREAS, state and local government agencies responsible for arson/fire investigations may apply for participation in the program. All applications are reviewed to determine eligibility and suitability to handle arson dogs; and

WHEREAS, the Compton Fire Department Arson Unit submitted an application to receive an accelerant detection canine ("arson dog") through the State Farm Arson Dog Scholarship Program; and

WHEREAS, in October 2019, the Fire Department was selected to receive a scholarship for the State Farm Arson Dog Program in 2020. The State Farm Scholarship includes all training fees, acquisition of the arson dog, lodging during the training, certification of the K-9 team, and transportation expenses to and from the training facility at the Richard M. Flynn Fire Academy in Concord, NH; and

WHEREAS, as part of the program, each dog works and lives with their handler which is usually a law enforcement officer or firefighter trained to investigate fire scenes; and

WHEREAS, in order to accept the State Farm Arson Canine Scholarship for an arson canine for use in the Fire Department's arson unit, City Council authorization is required; and

WHEREAS, no fiscal impact to the current budget will be affected because the costs for feeding and maintaining the arson canine for the remaining months (i.e., April through June) of this Fiscal Year will be absorbed in the current allocated budget expenditures in the Department's Equipment budget account. The State Farm Arson Canine Scholarship provides funding for the initial startup fees which covers up to $25,000 (i.e., Arson K9, certification, lodging, meals and training); and

WHEREAS, funds for expenditures for the annual maintenance of the arson canine (i.e., annual recertification, pet insurance, food, supplies and canine equipment, etc.) shall be appropriated in future Fire Department budgets under Account No. 1001-690-000-4249, which is estimated to be approximately $5,500 per year. On February 5, 2020, the Department also met and conferred with the Compton Firefighters, Local 2216 collective bargaining unit to add a special assignment pay for the handler of the arson canine.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City Manager is hereby authorized to accept the State Farm Arson Canine Training Scholarship for an accelerant detection canine ("arson dog") for placement and use in the City of Compton Fire Department's Arson Unit.

SECTION 2. That no fiscal impact to the current budget will be affected because the costs for feeding and maintaining the arson canine for the remaining months (i.e., April through June) of this Fiscal Year will be absorbed in the current allocated budget expenditures in the Department's Equipment budget account.

SECTION 3. That funds for expenditures for the annual maintenance of the arson canine (i.e., annual recertification, pet insurance, food, supplies and canine equipment, etc.) shall be appropriated in future Fire Department budgets under Account No. 1001-690-000-4249, which is estimated to be approximately $5,500 per year.

SECTION 4. That a certificated copy of this Resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, City Clerk and the Compton Fire Department.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2020.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON:)

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council, signed by the Mayor and attested to by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2020.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

February 25, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,127 AND AUTHORIZING THE RE-ISSUANCE OF A PURCHASE ORDER TO GATEWAY CITIES COUNCIL OF GOVERNMENTS FOR PAYMENT OF CITY'S MEMBERSHIP DUES ($28,350)

SUMMARY

Adoption of this resolution will rescind Resolution No. 25,127, and authorize the City Manager to re-issue a purchase order in the amount of Twenty Eight Thousand Three Hundred Fifty Dollars ($28,350.00) to Gateway Cities Council of Governments as payment of the City's annual membership dues.

BACKGROUND

This organization provides educational resources to the City on issues facing local governments and provides networking opportunities with other City officials. The City's membership dues must be paid for the City to remain in good standing and for City officials to attend conferences, workshops and utilize online resources.

STATEMENT OF THE ISSUE

On October 1, 2019, the City Council adopted Resolution No. 25,127, which authorized the issuance of a purchase order in the amount of $25,250.00 to the Gateway Cities Council of Governments for payment of the City's membership dues.

Subsequent to adoption of Resolution No. 25,127, staff received notice of an increase in the membership dues for a total of $28,350.00; thus, Resolution No. 25,127 should be rescinded and the attached resolution adopted that authorizes the City Manager to issue a purchase order reflecting the increased membership amount (i.e. $28,350.00).

FINANCIAL IMPACT

Funds for Memberships and Publications in Account No. 1001-510-000-4219 have been appropriated in the Fiscal Year 2019-2020 Approved Budget, which will cover the membership dues of $28,350.00.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution.

CRAIG J. CORNWELL
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON RESCINDING RESOLUTION NO. 25,127 AND AUTHORIZING THE RE-ISSUANCE OF A PURCHASE ORDER TO GATEWAY CITIES COUNCIL OF GOVERNMENTS FOR PAYMENT OF CITY'S MEMBERSHIP DUES ($28,350)

WHEREAS, the City of Compton has annually renewed membership dues for Gateway Cities Council of Governments; and

WHEREAS, membership in this organization provides educational resources to the City on issues facing local governments and provides networking opportunities for the City officials; and

WHEREAS, annual membership dues must be paid for the City to remain in good standing and for City Officials to attend conferences, workshop and utilize online resources; and

WHEREAS, on October 1, 2019, the City Council adopted Resolution No. 25,127, which authorized the issuance of a purchase order for a total of $25,250.00 to the Gateway Cities Council of Governments for payment of the City's membership dues; and

WHEREAS, subsequent to adoption of Resolution No. 25,127, staff received notice of an increase in the membership dues for a total of $28,350.00; thus, Resolution No. 25,127 should be rescinded and this resolution adopted authorizing the issuance of a purchase order reflecting the increased membership amount of $28,350.00; and

WHEREAS, funds for this expenditure are available in the 2019-2020 Fiscal Year budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That Resolution Number 25,127, adopted by the City Council on October 1, 2019, is hereby rescinded.

SECTION 2. That the City Manager is hereby re-authorized to issue a purchase order in the amount of $28,350.00 to the Gateway Cities Council of Governments for payment of the City's annual membership dues.

SECTION 3. That fund for membership dues are available in the 2019-2020 Fiscal Year Budget in Account No. 1001-510-000-4219 in the amount of Twenty-Eight Thousand Three Hundred Fifty Dollars ($28,350.00).

SECTION 4. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Clerk and City Controller.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2020.

_____

MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton hereby certify that the foregoing Resolution was adopted by the City Council of said City, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2020.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

February 11, 2020

TO: **HONORABLE MAYOR AND COUNCIL MEMBERS**

FROM: **COMPTON LOCAL HOUSING AUTHORITY**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER IN THE AMOUNT OF TWO THOUSAND AND FIVE-HUNDRED DOLLARS ($2,500) TO AFFORDABLE HOUSING NETWORK, LLC, d/b/a GOSECTION8.COM FOR PROVISION OF INTERNET-BASED SOFTWARE SYSTEM**

SUMMARY

This request is for authorization to issue a purchase order in the amount of Two Thousand Five Hundred Dollars ($2,500.00) to Affordable Housing Network, LLC, d/b/a/ GoSection8.com for internet-based software system for a period of one (1) year.

BACKGROUND

Affordable Housing Network, LLC ("GoSection8.com") has provided strategic rent reasonableness services to the nation's largest Public Housing Authorities. GoSection8.com is completely web-based and requires no installation of software. This portal will enable prospective tenants to search for available housing. In addition this portal includes a property unit listing service that allows property owners/landlords to add their properties.

The GoSection8.com software streamlines the rent reasonable process; automatically **integrating comparable data** and generating **HUD compliant rent reasonable reports.** GoSection8.com will save staff valuable time, eliminating the need for extracting data or contracting with an outside vendor to purchase comparable.

STATEMENT OF THE ISSUE

The purchase order amount will pay for renewal of a software system licensing agreement will ensure the Local Housing Authority's ("LHA") software compliance with U.S. Department of Housing and Urban Development (HUD) regulations. The software programs provide the LHA with technical support options, and software updates and enhancements, as well as ongoing training via "On Line" webinars.

The GoSection8 system will provide an automated, turn-key web-based solution that addresses three key requirements for the administration of your HCV program:

- Rent Reasonableness Determination, Certifications, and Quality Control
- Courtesy HCV Landlord Property Listing Maintenance and Portal
- Creation and maintenance of a rent reasonableness database

The Internet-based solution described is fully compliant with the provisions of HUD regulations:

- 24 CFR 982.507
- 24 CFR 985.3(b) as it pertains to SEMAP
- Notice PIH 2003-12
- HCV Program Guidebook, Chapter 9 Rent Reasonableness

FINANCIAL IMPACT

There is no fiscal impact to the General Fund. The total cost for the one (1) year agreement will be Two Thousand Five Hundred Dollars ($2,500.00). Funds for this expenditure are available in the Local Housing Authority 2019-2020 Fiscal Year budget in Account No. 2820 790 000 4262.

The Urban Community Development Commission ("UCDC") is the governing body of the Compton Local Housing Authority, thus a companion resolution has been presented to that legislative body for authorization to renew the License Agreement with Affordable Housing Network, LLC. However, the LHA's budget is controlled by the City Council; therefore, Council approval is needed for issuance of the purchase order.

RECOMMENDATION

The Housing Authority staff recommends that the City Council adopt the attached resolution authorizing the issuance of a purchase order in the amount of $2,500.00 to Affordable Housing Network, LLC.

DELMONSHA GREEN, DIRECTOR
COMPTON LOCAL HOUSING AUTHORITY

APPROVED FOR FORWARDING:

CRAIG J. CORNWELL
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER IN THE AMOUNT OF TWO THOUSAND AND FIVE-HUNDRED DOLLARS ($2,500) TO AFFORDABLE HOUSING NETWORK, LLC, d/b/a GOSECTION8.COM FOR PROVISION OF INTERNET-BASED SOFTWARE SYSTEM

WHEREAS, Affordable Housing Network, LLC, d/b/a GoSection8.com, will provide the Compton Local Housing Authority with a software program that integrates rent comparable data with a web-based rent reasonableness service, along with a web-based unit listing service (Software System); and

WHEREAS, a polling of other Public Housing Authority's ("PHA") reveals that "GoSection8.com" software is the single most important factor in managing rent reasonable methodology and custom housing locator; and

WHEREAS, the staff recommends renewing the agreement for GoSection8.com in order to continue using valuable services; and

WHEREAS, the cost for the software system for a year will be Two Thousand Five Hundred Dollars ($2,500); and

WHEREAS, the Urban Community Development Commission ("UCDC") is the governing body of the Compton Local Housing Authority, thus a companion resolution has been presented to that legislative body for authorization to renew the License Agreement with Affordable Housing Network, LLC; and

WHEREAS, the LHA's budget is controlled by the City Council; therefore, Council approval is needed for issuance of the purchase order; and

WHEREAS, the funds for this expenditure are available in the Local Housing Authority Fiscal Year 2019-2020 Budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the City Manager is hereby authorized to issue a purchase order in the amount of $2,500.00 to Affordable Housing Network, LLC dba GoSection8.com for provision of an internet-based software system.

Section 2. That funds for this expenditure are available in the Local Housing Authority 2019-2020 Fiscal Year budget in Account No. 2820 790 000 4262.

Section 3. That a certified copy of this Resolution shall be filed in the Offices of the City Manager, City Controller, City Clerk, City Attorney and the Compton Local Housing Authority.

Section 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2020.

_____

MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, Clerk of the City of Compton, hereby certify that the forgoing Resolution was adopted by the City Council, signed by the Mayor, attested to by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2020.

That said Resolution was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

February 25, 2020

TO: **HONORABLE MAYOR AND COUNCIL MEMBERS**

FROM: **PARKS AND RECREATION DEPARTMENT**

RE: **A REQUEST FOR CITY COUNCIL TO WAIVE FACILITY FEES FOR USE OF THE DOLLARHIDE COMMUNITY CENTER FOR MEMORIAL SERVICES FOR FRANCES LOVETT SMITH TO BE HELD ON TUESDAY, MARCH 3, 2020 ($375.00) ACTION ITEM**

The Parks and Recreation Department ("Department") received a request to utilize the Dollarhide Community Center on Tuesday, March 3, 2020, from 2:00 P.M. to 7:00 P.M. for memorial services for Frances Lovett Smith. This event will consist of celebrating the life of Mrs. Smith as she is remembered by friends, and family.

Mrs. Smith was a long time Compton resident who passed away on Monday, February 17, 2020. She moved to the City of Compton at the age of five and attended all three levels of schooling in the City. Mrs. Smith was well respected by her peers and a leader in the community in which she served.

The family is requesting the use of the Dollarhide Community Center to conduct the event and is seeking a waiver of facility use fees; however, City policy does not give authorization for staff to waive fees for use of City-owned facilities for non-City related activities or business; thus, City Council approval is required.

Breakdown of the fees associated with use of the Dollarhide Community Center for the requested event are described below.

DEPARTMENT	**COSTS**
Facility Fees $75 hour x 5 hours = $375.00	$375.00
General Services 1 Custodian x $35 an hour x 7 hours = $245.00	$245.00
Total	**$620.00**

As in the case of previous requests, City Council has the option of waiving the facility costs only of $375.00 for the event. Staff costs for this event, assuming City Council waives the facility fee, would be $245.00 and will be directed to be paid by the organizers.

MARVIN C. HUNT, DIRECTOR
PARKS AND RECREATION DEPARTMENT

APPROVED FOR FORWARDING:

CRAIG J. CORNWELL
CITY MANAGER

February 25, 2020

TO: HONOARABLE MAYOR AND COUNCIL MEMBERS

FROM: CITY CONTROLLER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO AUTHORIZE THE FORMATION OF AN AUDIT AD HOC COMMITTEE, APPOINT TWO MEMBERS OF COUNCIL TO SERVE ON THIS COMMITTEE, AND ACCEPT APPLICATIONS FROM THE PUBLIC TO SERVE ON THIS COMMITTEE FOR THE 2019-2020 FISCAL YEAR

SUMMARY

Adoption of this resolution will establish an Audit Ad Hoc Committee from two of the members of the City Council. On an annual basis, the Council will appoint two members to serve on this committee for the ensuing fiscal year. The Council will also select one member from the community with a financial background to serve.

BACKGROUND

On January 31, 2018, the City of Compton received a draft report from the State Controller's Office (SCO) review of the City's administrative and internal accounting controls system for the Fiscal Years (FY) 2013-14, FY 2014-15 and FY 2015-16. As part of this report, the SCO referenced the Los Angeles County Civil Grand Jury's 2012 report that recommended charter cities within Los Angeles County establish formal finance and audit committees.

During the course of the past year, Council has also indicated its interest in complying with the Grand Jury's 2012 recommendations. In October of 2019, the City Council approved the formation of the Finance Ah Hoc Committee.

The City Council would now like to form the Audit Ad Hoc Committee. An audit committee is a practical approach for the City Council to provide independent review and oversight of financial reporting processes, internal controls, and the independent auditors.

The Government Finance Officers Association (GFOA) makes the following recommendations regarding the establishment of audit committees by state and local governments:

- The governing body of every state and local government should establish an audit committee or its equivalent;

- The audit committee should be formally established by charter, enabling resolution, or other appropriate legal means and made directly responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services. Likewise, the audit committee should be established in such a manner that all accountants thus engaged report directly to the audit committee. The written documentation establishing the audit committee should prescribe the scope of the committee's responsibilities, as well as its structure, processes, and membership requirements. The audit committee should itself periodically review such documentation, no less than once every five years, to assess its continued adequacy;

- Ideally, all members of the audit committee should possess or obtain a basic understanding of governmental financial reporting and auditing. The audit committee also should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose. Such a financial expert should through both education and experience, and in a manner specifically relevant to the government sector, possess 1) an understanding of generally accepted accounting principles and financial statements; 2) experience in preparing or auditing financial statements of comparable entities; 3) experience in applying such principles in connection with the accounting for estimates, accruals, and reserves; 4) experience with internal accounting controls; and 5) an understanding of audit committee functions;

- All members of the audit committee should be members of the governing body. To ensure the committee's independence and effectiveness, no governing body member who exercises managerial responsibilities that fall within the scope of the audit should serve as a member of the audit committee;

- An audit committee should have sufficient members for meaningful discussion and deliberation, but not so many as to impede its efficient operation. As a general rule, the minimum membership of the committee should be no fewer than three;

- Members of the audit committee should be educated regarding both the role of the audit committee and their personal responsibility as members, including their duty to exercise an appropriate degree of professional skepticism;

- It is the responsibility of the audit committee to provide independent review and oversight of a government's financial reporting processes, internal controls and independent auditors;

- The audit committee should have access to the reports of internal auditors, as well as access to annual internal audit work plans;

- The audit committee should present annually to the full governing body a written report of how it has discharged its duties and met its responsibilities. It is further recommended that this report be made public and be accompanied by the audit committee's charter or other establishing documentation;

- The audit committee should establish procedures for the receipt, retention, and treatment of complaints regarding accounting, internal accounting controls, or auditing matters. Such procedures should specifically provide for the confidential, anonymous submission by employees of the government of concerns regarding questionable accounting or auditing matters. The audit committee also should monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior-management override of other controls;

- The audit committee should be adequately funded and should be authorized to engage the services of financial experts, legal counsel, and other appropriate specialists, as necessary to fulfill its responsibilities; and

- In its report to the governing body, the audit committee should specifically state that it has discussed the financial statements with management, with the independent auditors in private, and privately among committee members, and believes that they are fairly presented, to the extent such a determination can be made solely on the basis of such conversations.

For the purposes of this recommended practice, the term "governing body" should be understood to include any elected officials (e.g., county auditor, city controller) with legal responsibility for overseeing financial reporting, internal control, and auditing, provided they do not exercise managerial responsibilities within the scope of the audit.

Nothing in this recommended practice should be interpreted so as to limit the full governing body from exercising ultimate authority.

It is important that the audit committee be able to meet privately with the independent auditors, as needed, to ensure a full and candid discussion.

It is also important that audit committee members be able to meet privately among themselves, as needed, to ensure a full and candid discussion.

Governments are urged to amend "sunshine" laws and similar "open meetings" legislation to permit such an encounter in these limited circumstances. To prevent the violation of the Brown Act, the audit committee will only contain two members of the council.

STATEMENT OF THE ISSUE

The Mayor and Councilmembers of City of Compton, in an effort to provide more oversight and transparency and to comply with the suggestions of the State Controller's Office, GFOA and the LA County Grand Jury, want to form an Audit Committee for the oversight of the City's audit process.

All members of the audit committee should possess or obtain a basic understanding of governmental financial reporting and auditing.

The committee will consist of:

- Two (2) appointed members from the City Council, (inclusive of the Mayor),
- The City Controller, (the Deputy Controller may attend in place of the City Controller)
- The City Manager, (the Assistant City Manager may attend in place of the City Manager)
- One member from the public shall be a resident of the City with an understanding of Generally Accepted Accounting Principles as it relates to the government sector, governmental financial reporting and auditing, and whose experience and educational background stems from a profession in either of the following:
    - Auditor/Accountant
    - Business Owner
    - Finance

The City's Internal Auditor will serve as the designated staff member liaison and coordinator and will attend the meetings. The coordinator provides support as requested, which may include securing meeting space, development of agendas for Chair review and approval, development of meeting packets, and or taking notes as well as providing a report to the full City Council at the next available council meeting summarizing the committee's work.

An Alternate Council member shall also be selected.

The Chair of this Audit Committee is selected by the group at the first meeting.

The Scope of the Audit Committee's Responsibilities are:

- The committee will meet quarterly as needed, but in no case less frequently than annually.
- The committee is directly responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services.
- Likewise, the audit committee should be established in such a manner that all accountants/auditors thus engaged report directly to the audit committee.

- It is the responsibility of the audit committee to provide independent review and oversight of a government's financial reporting processes, internal controls and independent auditors
- The audit committee also should monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior-management override of other controls
- The audit committee should present annually to the full governing body a written report of how it has discharged its duties and met its responsibilities. It is further recommended that this report be made public and be accompanied by the audit committee's charter or other establishing documentation

FISCAL IMPACT

There is no fiscal impact of forming this Audit committee or selecting the council members and community leader who will serve on this committee. No stipends are allocated for these meetings.

RECOMMENDATION

It is the recommendation of staff that the City Council: (1) authorize the formation of an Audit committee by adoption of the attached Resolution; (2) appoint two members of the Council to serve on the newly formed committee for the 2019-2020 Fiscal Year; and (3) accept applications from the community for members to serve. The selection and appointment process will take place at a later council meeting to be scheduled once a sufficient number of applications has been received. The subsequent appointment of council members will take place at the first council meeting of each fiscal year.

RAFAELA T. KING
CITY CONTROLLER

APPROVED FOR FORWARDING:

CRAIG J. CORNWELL
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO AUTHORIZE THE FORMATION OF AN AUDIT AD HOC COMMITTEE, APPOINT TWO MEMBERS OF COUNCIL TO SERVE ON THIS COMMITTEE, AND ACCEPT APPLICATIONS FROM THE PUBLIC TO SERVE ON THIS COMMITTEE FOR THE 2019-2020 FISCAL YEAR

WHEREAS, on January 31, 2018, the City of Compton received a draft report from the State Controller's Office (SCO) review of the City's administrative and internal accounting controls system for the Fiscal Years (FY) 2013-14, FY 2014-15 and FY 2015-16. As part of this report, the SCO referenced the Los Angeles County Civil Grand Jury's 2012 report that recommended charter cities within Los Angeles County establish formal finance and audit committees; and

WHEREAS, during the course of the past year, Council has also indicated its interest in complying with the Grand Jury's 2012 recommendations. In October of 2019, the City Council approved the formation of the Finance Ah Hoc Committee; and

WHEREAS, the City Council would now like to form the Audit Committee. An audit committee is a practical approach for the city council to provide independent review and oversight of financial reporting processes, internal controls, and the independent auditors; and

WHEREAS, the Government Finance Officers Association (GFOA) makes the following recommendations (in part) regarding the establishment of audit committees by state and local governments; and

WHEREAS, the audit committee should be formally established by charter, enabling resolution, or other appropriate legal means and made directly responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services. Likewise, the audit committee should be established in such a manner that all accountants thus engaged report directly to the audit committee. The written documentation establishing the audit committee should prescribe the scope of the committee's responsibilities, as well as its structure, processes, and membership requirements. The audit committee should itself periodically review such documentation, no less than once every five years, to assess its continued adequacy; and

WHEREAS, ideally, all members of the audit committee should possess or obtain a basic understanding of governmental financial reporting and auditing. The audit committee also should have access to the services of at least one financial expert, either a committee member or an outside party engaged by the committee for this purpose. Such a financial expert should through both education and experience, and in a manner specifically relevant to the government sector, possess: 1) an understanding of generally accepted accounting principles and financial statements; 2) experience in preparing or auditing financial statements of comparable entities; 3) experience in applying such principles in connection with the accounting for estimates, accruals, and reserves; 4) experience with internal accounting controls; and 5) an understanding of audit committee functions; and

WHEREAS, the committee will consist of two (2) appointed members of the City Council, the City Controller, the City Manager, and one member/resident of the City of Compton; and

WHEREAS, the Chair of this Ad Hoc Committee is selected by the group at the first meeting; and

WHEREAS, the City's Internal Auditor will serve as the designated staff member liaison and coordinator and will attend the meetings. The coordinator provides support as requested, which may include securing meeting space, development of agendas for Chair review and approval, development of meeting packets, and or taking notes as well as providing a report to the full City Council at the next available council meeting summarizing the committee's work; and

WHEREAS, the scope of responsibilities for the audit ad hoc committee includes: (1) the committee will meet quarterly as needed, but in no case less frequently than annually; (2) is directly responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services; (3) the audit committee should be established in such a manner that all accountants/auditors thus engaged report directly to the audit committee; (4) to provide independent review and oversight of a government's financial reporting processes, internal controls and independent auditors; (5) monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior-management override of other controls; and (6) present annually to the full governing body a written report of how it has discharged its duties and met its responsibilities. It is further recommended that this report be made public and be accompanied by the audit committee's charter or other establishing documentation.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the Mayor and Councilmembers of City of Compton authorize the formation of an Audit Ad Hoc Committee.

Section 2. That Audit Ad Hoc Committee will consist of two (2) appointed members of the City Council (inclusive of the Mayor), the City Controller, the City Manager and one member/resident from the public.

Section 3. That the member from the public shall be a resident of the City with an understanding of Generally Accepted Accounting Principles as it relates to the government sector, governmental financial reporting and auditing, and whose experience and educational background stems from a profession in either of the following, (1) Auditor/Accountant, (2) Finance, or (3) a Business Owner.

Section 4. That the City's Internal Auditor will serve as the designated staff member liaison and coordinator and will attend the meetings. The coordinator provides support as requested, which may include securing meeting space, development of agendas for Chair review and approval, development of meeting packets, and or taking notes as well as providing a report to the full City Council at the next available council meeting summarizing the committee's work.

Section 5. That the Council shall appoint _____ and _____, two (2) members of the Council to serve on the newly formed Audit Ad Hoc Committee

Section 6. That the Council shall appoint _____ as the alternate member of the Council.

Section 7. That the Chair of this Ad Hoc Committee is selected by the group at the first meeting. The Chair must be a council member

Section 8. The Scope of the Audit Committee's Responsibilities are: (1) the committee will meet quarterly as needed, but in no case less frequently than annually; (2) is directly responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services; (3) the audit committee should be established in such a manner that all accountants/auditors thus engaged report directly to the audit committee; (4) to provide independent review and oversight of a government's financial reporting processes, internal controls and independent auditors; (5) monitor controls performed directly by senior management, as well as controls designed to prevent or detect senior-management override of other controls; and (6) present annually to the full governing body a written report of how it has discharged its duties and met its responsibilities. It is further recommended that this report be made public and be accompanied by the audit committee's charter or other establishing documentation.

Section 9. That there is no fiscal impact of forming this Audit committee or selecting the council members and community leader who will serve on this committee. No stipends are allocated for these meetings.

Section 10. That a copy of this Resolution shall be filed in the offices of the City Manager, City Attorney, City Clerk, and City Controller.

Section 11. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2020.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Alita Godwin, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this _____ day of _____, 2020.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS-
NOES: COUNCILMEMBERS-
ABSTAIN: COUNCILMEMBERS-
ABSENT: COUNCILMEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

February 25, 2020

TO: **HONORABLE MAYOR AND CITY COUNCIL MEMBERS**

FROM: **CITY MANAGER**

RE: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON IN SUPPORT OF MEASURE R – LOS ANGELES COUNTY SHERIFF CIVILIAN OVERSIGHT COMMISSION ORDINANCE**

SUMMARY

Mayor Aja Brown has requested that a resolution be brought forth for City Council consideration that will register the City of Compton's support of Measure R relating to the Los Angeles County Sheriff Civilian Oversight Commission Ordinance.

BACKGROUND

Measure R is a citizens' initiative that qualified for placement on the ballot based on a sufficient number of registered voters signing a petition proposing this ballot measure. If approved by the voters, the measure would adopt an ordinance amending Title 3 of the Los Angeles County Code relating to the Sheriff Civilian Oversight Commission ("Commission").

California law currently requires the Board of Supervisors ("Board") to supervise the official conduct of all county officers and also gives the Board the power to create a commission and determine its powers. The Board created the Commission in the County Code giving it authority to review, analyze, and make recommendations to the Board and Sheriff's Department ("Sheriff") on Sheriff's operational policies and procedures, and to investigate systemic Sheriff-related issues or complaints through the Office of Inspector General ("OIG").

STATEMENT OF ISSUE

The current law is the Commission does not have independent subpoena power to compel testimony of witnesses or production of documents. The power to subpoena records and witnesses rests with the Board or may be delegated by the Board. The Commission may receive records from the Sheriff and OIG, subject to applicable and confidentiality laws. This measure would amend the County Code to give the Commission independent subpoena power to obtain documents or witnesses pertinent to its investigations and oversight, and provides the Commission power to administer oaths. The Commission would not be bound to follow Agreements between the Sheriff and OIG for access to records.

Additionally, the Commission does not have the independent power to perform investigations, inquiries, audits or monitoring without using the OIG. This measure would amend the County Code to allow the Commission to use its own members or staff to undertake investigations, inquiries, audits, and monitoring in addition to using the OIG.

The Commission also does not have the authority to independently review and evaluate the OIG's handling and resolution of citizen and inmate complaints. This measure would also amend the County Code to permit the Commission to review and evaluate the OIG's handling and resolution of citizen and inmate complaints.

This measure would require the Commission to research and draft a plan ("Plan") for reducing the County's jail population and providing alternatives to incarceration by conducting a Feasibility Study, together with a timeline for reinvestment of jail system costs into prevention and mental health treatment. The Feasibility Study would include the impacts of incarceration on the jail population; compare the costs and effectiveness of mental health treatment inside the jail with community-based drug treatment; identify needed infrastructure; and recommend staffing and funding solutions to the Board. The Board is not bound to take action on the proposed Plan.

The measure, if approved by the voters, may only be repealed by a subsequent vote of the electorate on an amendment of the Los Angeles County Code or County Charter, and the Board would not have independent authority to amend the duties and powers of the Commission. The measure requires a majority vote.

FISCAL IMPACT

There is no anticipated fiscal impact resulting from adoption of this Resolution.

RECOMMENDATION

No recommendation is offered by staff. The attached Resolution is presented for consideration and adoption pursuant to the request of Mayor Brown.

CRAIG J. CORNWELL
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON IN SUPPORT OF MEASURE R – LOS ANGELES COUNTY SHERIFF CIVILIAN OVERSIGHT COMMISSION ORDINANCE

WHEREAS, Measure R was placed on the ballot after a successful petition drive led by Reform L.A. County Jails - a coalition of social justice and civil rights groups such as the American Civil Liberties Union (“ACLU”) Southern California chapter, Justice L.A., Community Coalition and the L.A. chapter of Black Lives Matter. On September 11, 2018, the group submitted 247,000 signatures to the Los Angeles County Registrar-Recorder/ Clerk (“L.A. County Clerk”). October 8, 2018, the Board of Supervisors (“BOS”) unanimously approved submitting the measure to voters on the March 3, 2020 ballot; and

WHEREAS, Measure R seeks voter approval to amend Title 3 of the Los Angeles County Code by enacting the "Los Angeles County Sheriff Civilian Oversight Commission Ordinance," and add Section 3.79.210, entitled “Comprehensive Public Safety Reinvestment Plan,” ("Plan") to reduce jail population and provide alternatives to incarceration by researching and developing the Plan within seven (7) months of amending the County Code. A Feasibility Study ("Study") will also be conducted to timeline the Plan to reduce jail population and strategically re-invest jail system costs into prevention and mental health treatment; and

WHEREAS, Measure R also proposes amending Section 3.79.030 of the Los Angeles County Code, entitled “Duties,” permitting the Commission to investigate using its own staff; and

WHEREAS, Measure R also proposes amending Section 3.79.130 the Los Angeles County Code, entitled “Use of the Office of Inspector General ("OIG") Staff for Investigative Purposes,” permitting either the OIG or the Commission to investigate, inquire, audit, and monitor. Additionally, the proposed amendment will allow the Commission to examine the OIG's management of citizen and inmate complaints; and

WHEREAS, Measure R proposes to amend Section 3.79.190 of the Los Angeles County Code, entitled “Obtaining Documents and Information,” granting the Commission subpoena power for documents or witnesses and deleting provisions requiring the Commission to be bound by a Memorandum of Understanding with the Sheriff for access to records; and

WHEREAS, Measure R seeks to accomplish two primary goals. The first goal is to empower the Los Angeles Sheriff Department's (LASD) Civilian Oversight Commission (COC) by giving it the authority to subpoena LASD personnel to appear at disciplinary and other type of hearings. The second goal is to advance justice reform by empowering the COC to develop plans that prioritize investment into rehabilitation programs and alternatives to incarceration as opposed to continue investing in jails; and

WHEREAS, Measure R, along with the extensive work conducted by the BOS and justice reform organizations, seeks to increase transparency of LASD and improve governance of the COC. The City of Compton and its residents are served by LASD. As such, the City and its residents have a strong vested interest in ensuring that inappropriate conduct be discovered, fully investigated and prosecuted to the full extent of the law; and

WHEREAS, Measure R is also focused on rehabilitation and reducing recidivism, two goals that are consistent with the values of the City of Compton, which has gone above and beyond from what is expected from a municipal government to fund social services programs and assist individuals facing substance abuse problems.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE:

Section 1. That the City of Compton hereby declares its support for the passage of Measure R – Los Angeles County Sheriff Civilian Oversight Commission Ordinance.

Section 2. That a certified copy of this Resolution shall be filed in the offices of the City Clerk and the City Manager.

Section 3. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2020.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Alita Godwin, City Clerk of the City of Compton hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this _____ day of _____, 2020.

That said Resolution was adopted by the following vote, to wit:

AYES: **COUNCIL MEMBERS-**
NOES: **COUNCIL MEMBERS-**
ABSTAIN: **COUNCIL MEMBERS-**
ABSENT: **COUNCIL MEMBERS-**

_____
CITY CLERK OF THE CITY OF COMPTON

FEBRUARY 25, 2020

TO: **HONORABLE MAYOR AND CITY COUNCIL MEMBERS**

FROM **GRANTS MANAGER**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE CITY MANAGER'S OFFICE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE $143,405 IN GRANT FUNDS FROM THE COUNTY OF LOS ANGELES FOR THE IMPLEMENTATION OF THE CITY OF COMPTON'S 2020 CENSUS STRATEGIC PLAN AND APPROVAL OF THE REVISED 2020 CENSUS STRATEGIC PLAN**

SUMMARY

This resolution requests City Council approving an amendment to the City Manager's Office FY 2019-20 Budget to allocate $143,405 in grant funds from the County of Los Angeles for implementation of the 2020 Census Strategic Plan and approval of the revised 2020 Strategic Plan.

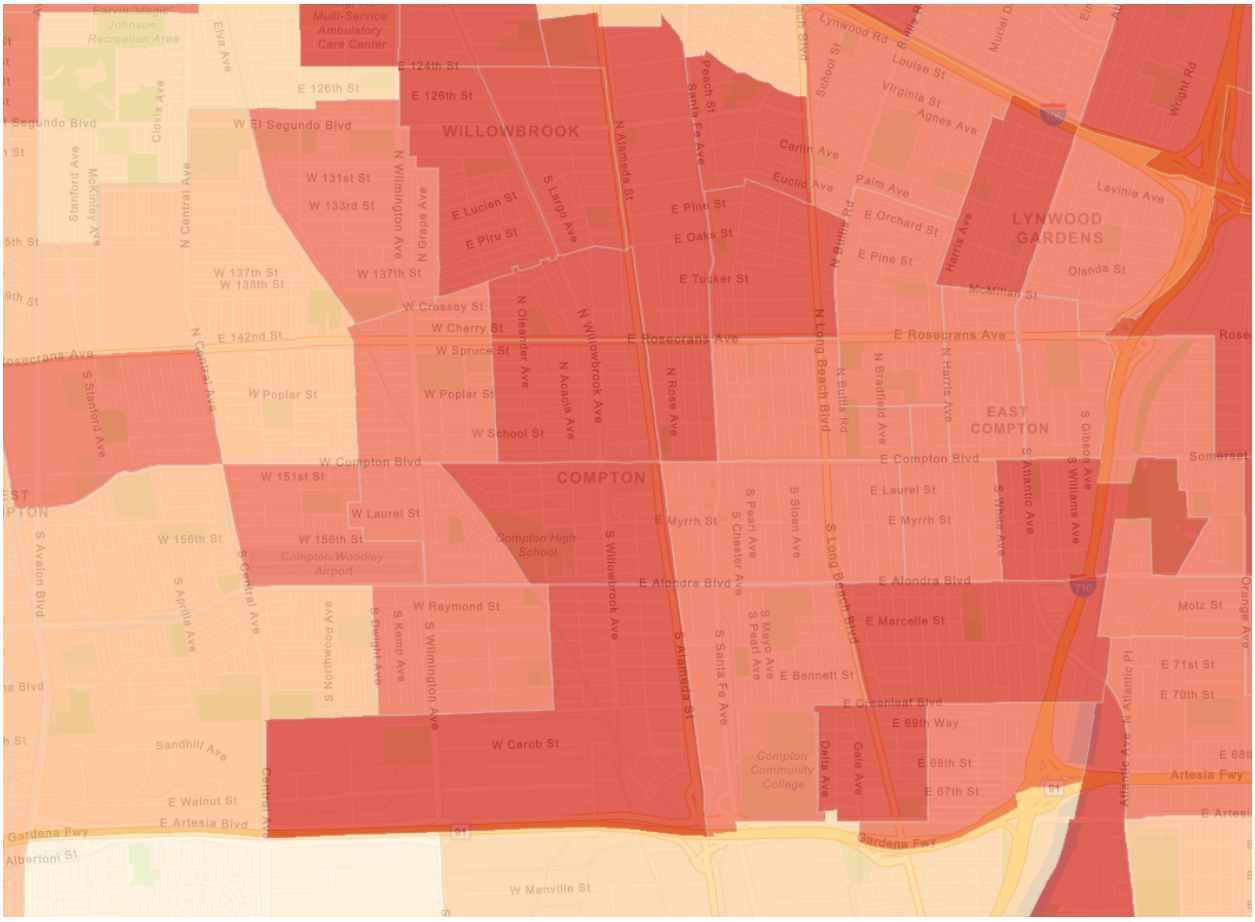
The County of Los Angeles has reviewed and approved the City's revised 2020 Census Strategic Plan. The updated plan has changed outreach efforts to include more detailed activities.

BACKGROUND

City Administrators understand that communities that don't get fully counted in 2020 will miss out funding for the next ten years. The funding consists of $675 billion that is distributed to support local health care, housing, education, transportation, employment, and public policy. This means that, as a City, we might not receive enough funding to support the lives of our residents.

In November 2018, the California Complete Count Director informed the County of Los Angeles that they were eligible to receive funding in the amount of $9,393,090 to assist the county and cities within its jurisdiction with promoting participation in the 2020 Census Count. Specifically, the State funds are to be targeted to counties and cities that have "Hard to Count" (HTC) populations. HTC areas are defined geographically by block group and include primary boundaries to obtaining a complete count. The map below in Figure A. illustrates neighborhoods within the City that have the highest HTC score, (The red areas are considered HTC with darker red areas representing the hardest to count areas.). Subsequently, the City must design strategies to outreach to residents within each unique neighborhood characteristic.

FIGURE A. HTC AREAS



The majority of the City of Compton has been identified as a HTC community within Los Angeles County. As part of the designation, the City of Compton is allocated $150,952 (minus $7,547) for a total amount of $143,405 to implement a strategic plan to increase participation in the 2020 Census.

On November 5, 2019, the City Council adopted resolution no.25,154 approving the City's 2020 Census Strategic Plan and authorized the City Manager to enter into an agreement with the County of Los Angeles for the use of the grant funds. The Strategic plan has been revised based on additional items required by the County.

The revised plan included additional sections to describe approach, language access plan, timeline, and reporting. Additionally, the revised plan focuses on a more target specific approach by considering Census defined barriers within each Census Tract Block Group. For example, the chart below illustrates a chart for the Block Group with highest HTC index. In this case, the City can plan an event with kiosks providing computer access during events held in this area with no broadband subscription.

Census	Block	HTC	Barrier

Tract	Group	Score	s
5416.03	1	95	1. No broadband subscription 2. Renter Occupied 3. Non-high school graduates

The City created a database of all HTC areas with scores and top three barriers to develop a more strategic approach to outreach. The main barriers defined by the Census are:

- Limited English-Speaking Households
- Non-High school graduates
- 150% below poverty households
- No Broadband Subscription
- Foreign born

STATEMENT OF THE ISSUE

The Staff submitted a revised plan to the County which entails a more comprehensive approach to addressing barriers to obtaining a complete count within each specific HTC area within the City. This target specific approach is designed to include residents within HTC areas and promote community led outreach efforts. The revised plan, which is founded upon three major phases, has been approved for funding by the County The three major phases are listed below:

Phase I: Educate (October 2019 – July 2020)

Instill trust that the government will not use census data in a negative way. Utilize trusted messengers to encourage members of the public to participate in the census. Additionally, people must understand that the census is their civic responsibility that affects people of all ages, races, cultures, and ethnicities, regardless of citizenship status.

Phase II: Awareness Phase (January – February 2020)

The awareness phase of the 2020 Census officially starts in January 1, 2020. Government and community leaders throughout the nation participate in activities highlighting the message that the 2020 Census is easy, important, and safe.

Phase III: Motivation Phase (March-May 2020)

The motivation phase starts in March 2020. During this phase, the committees implement activities of the work plan through their government, faith, community, business, media, and recruitment partners. The goal is that every person living in the United States will encounter census messages during time of work, play, leisure, school, and worship.

Along with the afore mentioned phases, the plan includes eight components:1) Outreach, 2) Recruitment, 3) Digital Tools, 4) Branding and Marketing, 5) Educational

efforts, 6) Presentations, 7) Pop-ups and, 8) Committee Members. (The full Strategic Plan is included in Attachment A).

1.1.1 Outreach Plan

The City of Compton will incorporate a local, grassroots approach to reach the least likely to respond by implementing specific strategies within each of the three phases, (1. Educate, 2. Awareness, and 3. Motivate). The City will collaborate with a variety of stakeholders and leverage resources to achieve the highest self-response rate on the census 2020 questionnaire.

1.1.2 Recruit trusted messengers

The outreach plan is also a motivational effort, designed to inspire people to participate in the census and encourage others to do the same. This effort requires trusted messengers who are considered safe and credible by the people they are engaging. The city is mobilizing to encourage participation by members of a community that have been historically missed in the census and collaborating with messengers from the community will be critical. These messengers are essential to having the information heard and accepted, and they can help dispel fears or disinformation that might prevent a successful count.

1.1.3 Engage HTC Community by utilizing digital tools and tested messages

Utilize digital tools and tested messages to reach undercounted communities. The City will work closely with County and Census to, obtain media toolkits, customize messages to specific HTC areas, and enhance quality of social media and other online messaging.

1.1.4 Branding/Marketing

Branding/marketing is necessary to captivate the public's attention throughout every phase of the outreach project. The City will engage a broad range of professionals to assist with branding and will place ads and materials in strategic places to enhance education, awareness, and motivation efforts within HTC communities. The City plans to place ads utilizing the following resources.

- Bus / Shuttle adds
- City Fleet ads
- Bus Benches in HTC areas
- Apparel for Volunteers

- Radio
- Giveaways, i.e., magnets, swag bags, etc.

Item	Description	Amount

1.1.5 Educational Efforts

Work with school districts to identify holiday events where City staff can set-up Census outreach booths.

- Meet with local college to identify events where Census booth can be scheduled
- Identify school parent group meetings and schedule presentations
- Develop calendar of City Census outreach booths during holiday events
- Produce display for outreach events (large graphic, printed and laminated)
- Encourage the teachers to include Census2020 materials in their lesson plans, and include homework for the family to do together

1.1.6 Presentation to Community Groups

After briefing the abovementioned stakeholders, we are ready to move onto the next step in the outreach process: community group presentations. We have identified key groups to present our program to city councils and local business groups. We will target groups in HTC areas.

1.1.7 Pop-ups at Businesses with HTC communities

Strategically target Hardest To Count communities by hosting pop-up booths at major retail/supermarkets, public spaces, and events.

1.1.8 Census Complete Count Committee Membership

The City of Compton actively participates in the Los Angeles County's Complete Count Committee. Additionally, it hosts the CCC meeting for Residents and Community- based organizations that want to get involved in the Census2020 efforts.

The City funded the implementation of each phase and the breakdown of fiscal details is listed in the section below.

Admin	The administrative staff consists of the **Project Lead (PL1)**, Michael L. Antwine II, Assistant City Manager **Project Lead (PL 2**), Aubrey Relf, **Grants Compliance Manager Staff Assistant (SA)** Dean Jones, Sr. Economic Development Specialist (ES) and four (4) **Interns (IN).** The administrative cost breakdown is listed on the right. The administrative staff members will primarily conduct the following functions. • Coordinate all activities • Ensure activities are administered within approved HTC areas • Approve expenditures based on eligible requests, oversee invoicing, and maintain record of spending. • Oversee the process of initiating activities, tracking progress, and reporting outcomes. • Facilitate internal planning meetings / calls / webinars and communicate the plan to everyone involved in the implementing activities through each phase. • Create agendas and oversee logistics to facilitate events. • Ensure activities occur on time • Ensure that everyone understands the purpose of each event and how it aligns with each phase, Ie. Educate, spread awareness, and motivate. **(2787-540-000-4262)**	***Total: $7,170***
Content Creation	Culturally relevant content video will be created display across local video channels, website, etc. **(2787-540-000-4262)**	**$5,000**

TV / Radio	Cover the cost for TV and Radio ads **(2787-540-000-4213)**	**$28,434**
Shuttle Ads	Advertisement on transportation shuttles **(2878-540-000-4213)**	**$4,000**
Bench Ads	Advertisement on bus benches in hardest to count Areas **(2787-540-000-4213)**	**$5,000**
Online Media	Creation of websites, social media content, etc to educate, spread awareness, and motivate **(2787-540-000-4262)**	**$7,000**
Community Canvassing / Engagement	Mobilization of community members to spread awareness within HTC areas through door to door engagement, public engagement in community The City will hire eight part-time employees at minimum wage for four months to engage community in HTC areas, at community centers, businesses, etc. (Please note that all door to door activity will conclude by May 13). **(2787-540-000-4262)**	**$25,934**
Mailing	Mass Mailing material to houses within HTC areas **(2787-540-000-4215)**	**$18,434**
Design	Culturally relevant customization of content for paraphernalia, materials, etc **(2787-540-000-4262)**	**$15,000**
Paraphernalia	T-shirts, magnets, bumper stickers, etc **(2787-540-000-4249)**	**$8,500**

Special Events	"Block Party" geared to motivate participation in HTC Areas. Based on the City's outreach efforts for several initiatives, we have found that community members engage well with entertaining events that incorporate face to face engagement. The events will entail: • DJ • Kiosks • Compton Unified School District parent / youth partnerships • Music • Census Advertisement material • Giveaways not to exceed $25 dollars per item. • Mayor / City Council speaking • Partnership with Community Based organizations to leverage resources. • Very low level games **(2787-540-000-4249)**	**$8,000**
Workshops / Translation / Reports	Facilitation of workshops with translation services and report writing to document outcomes and community input in HTC areas. **(2787-540-000-4262)**	**$10,934**
Total		**$143,405**

ALTERNATIVE

The City may so choose not to proactively conduct outreach efforts to obtain a complete count and not assist the U.S. Census Bureau with Census 2020 activities.

FINANCIAL IMPACT

The City Manager's Office FY 2019-20 Budget will be amended to allocate an additional $143,405 in grant funds from the County of Los Angeles. The account will reflect the budget items listed in the table above as follows.

- Advertising and Publishing Account, (2787-540-000-4213), will cover costs for TV / Radio, Shuttle ads, and Bench Ads.
- Postage Account, (2787-540-000-4215), will cover costs for mass mailing of Census informational materials.
- Special Department Expense, (2787-540-000-4249), will cover costs for Census paraphernalia, and special events.
- Other Professional Services Account (2787-540-000-4262) will include, workshops, translation services, reports, content creation, online media, design, and community canvassing,

The budget should be amended as follows:

Increase Revenues in the following Accounts:

ACCOUNT NO.	DESCRIPTION	AMOUNT
2787-000-000-3579	Other County Grants	$143,405

Increase Expenditures in the following Accounts:

ACCOUNT NO.	DESCRIPTION	AMOUNT
2787-540-000-4213	Advertising and Publishing	$37,434
2787-540-000-4215	Postage	$18,433
2787-540-000-4249	Special Department Expense	$16,500
2787-540-000-4262	Other Professional Services	$71,038

RECOMMENDATION

Staff recommends the City Council approve the amendment to the City Manager's Office FY 2019-20 budget and approve the revised 2020 Strategic Plan.

AUBREY RELF
GRANTS MANAGER

APPROVED FOR FORWARDING:

CRAIG J. CORNWELL
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE CITY MANAGER'S OFFICE FISCAL YEAR 2019-2020 BUDGET TO ALLOCATE $143,405 IN GRANT FUNDS FROM THE COUNTY OF LOS ANGELES FOR THE IMPLEMENTATION OF THE CITY OF COMPTON'S 2020 CENSUS STRATEGIC PLAN AND APPROVAL OF THE REVISED 2020 CENSUS STRATEGIC PLAN

WHEREAS, in November 2018, the California Complete Count Director informed the County of Los Angeles that they were eligible to receive funding in the amount of $9,393,090 to assist the county and cities within its jurisdiction with promoting participation in the 2020 Census Count. Specifically, the State funds are to be targeted to counties and cities that have "Hard to Count" (HTC) populations; and

WHEREAS, the majority of the City of Compton has been identified as a HTC community within Los Angeles County. As part of the designation the City of Compton is allocated $150,952 (minus $7,547) for a total amount of $143,405 to implement a strategic plan to increase participation in the 2020 Census; and

WHEREAS, on November 5, 2019, the City Council adopted Resolution No.25,154 approving the City's 2020 Census Strategic Plan and authorized the City Manager to enter into an agreement with the County of Los Angeles for the use of the grant funds; and

WHEREAS, the Strategic plan has been revised based on additional items required by the County to include sections on 1) Outreach, 2) Recruitment, 3) Digital Tools, 4) Branding and Marketing, 5) Educational efforts, 6) Presentations, 7) Pop-ups and, 8) Committee Members; and

WHEREAS, the revised plan, which is founded upon three major phases, has been approved for funding by the County. The three major phases are listed below:

Phase I: Educate (October 2019 – July 2020)
Instill trust that the government will not use census data in a negative way. Utilize trusted messengers to encourage members of the public to participate in the census. Additionally, people must understand that the census is their civic responsibility that affects people of all ages, races, cultures, and ethnicities, regardless of citizenship status.

Phase II: Awareness Phase (January – February 2020)
The awareness phase of the 2020 Census officially starts in January 1, 2020. Government and community leaders throughout the nation participate in activities highlighting the message that the 2020 Census is easy, important, and safe.

Phase III: Motivation Phase (March-May 2020)
The motivation phase starts in March 2020. During this phase, the committees implement activities of the work plan through their government, faith, community, business, media, and recruitment partners. The goal is that every person living in the United States will encounter census messages during time of work, play, leisure, school, and worship.

WHEREAS, City Management staff will administer and coordinate the outreach efforts to include oversight of selection process, hiring, procurement, and reporting to the County; and

WHEREAS, Staff is requesting to amend the City Manager's Fiscal Year budget, for the purpose of funding the implementation of Census Strategic Plan, and to amend budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: That the Grants Division's Fiscal Year 2019-2020 budget shall be amended as follows:

Increase Revenues in the following Accounts:

ACCOUNT NO.	DESCRIPTION	AMOUNT
2787-000-000-3579	Other County Grants	$143,405

Increase Expenditures in the following Accounts:

ACCOUNT NO.	DESCRIPTION	AMOUNT
2787-540-000-4213	Advertising and Publishing	$37,434
2787-540-000-4215	Postage	$18,433
2787-540-000-4249	Special Department Expense	$16,500
2787-540-000-4262	Other Professional Services	$71,038

SECTION 2. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, City Clerk and the Grants Division.

SECTION 3. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2020.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2020.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

CITY OF COMPTON

2020 CENSUS STRATEGIC IMPLEMENTATION PLAN

INTRODUCTION

The City of Compton understands that communities that don't get fully counted in 2020 will miss out funding for the next ten years. The funding consists in $675 billion that are distributed to support local health care, housing, education, transportation, employment, and public policy. This means that, as a City, we might not receive enough funding to support the lives of our residents.

This is why the City will develop a robust committee comprised of Community organizations, faith-based organizations, and government agencies to implement various outreach initiatives to target the hard-to-count (HTC) populations in Compton. These initiatives include supporting trusted messengers in the community to reach out to their networks. The city's outreach strategy will include at minimum the following three phases recommended by the U.S. Census Bureau. These phases include education, awareness, and motivation.

Phase I: Educate (October 2019 – July 2020)

Instill trust that the government will not use census data in a negative way. Utilize trusted messengers to encourage members of the public to participate in the census. Additionally, people must understand that the census is their civic responsibility that affects people of all ages, races, cultures, and ethnicities, regardless of citizenship status.

Phase II: Awareness Phase (January – February 2020)

The awareness phase of the 2020 Census officially starts in January 1, 2020. Government and community leaders throughout the nation participate in activities highlighting the message that the 2020 Census is easy, important, and safe.

Phase III: Motivation Phase (March-May 2020)

The motivation phase starts in March 2020. During this phase, the committees implement activities of the work plan through their government, faith, community, business, media, and recruitment partners. The goal is that every person living in the United States will encounter census messages during time of work, play, leisure, school, and worship.

1.1 Outreach Plan

The City of Compton will incorporate a local, grassroots approach to reach the least likely to respond by implementing specific strategies within each of the three phases, (1. Educate, 2. Awareness, and 3. Motivate). The City will collaborate with a variety of stakeholders and leverage resources to achieve the highest self-response rate on the census 2020 questionnaire.

1.1.1 Recruit trusted messengers

The outreach plan is also a motivational effort, designed to inspire people to participate in the census and encourage others to do the same. This effort requires trusted messengers who are considered safe and credible by the people they are engaging. The city is mobilizing to encourage participation by members of a community that have been historically missed in the census and collaborating with messengers from the community will be critical. These messengers are essential to having the information heard and accepted, and they can help dispel fears or disinformation that might prevent a successful count.

1.1.2 Engage HTC Community by utilizing digital tools and tested messages

Utilize digital tools and tested messages to reach undercounted communities. The City will work closely with County and Census to, obtain media toolkits, customize messages to specific HTC areas, and enhance quality of social media and other online messaging.

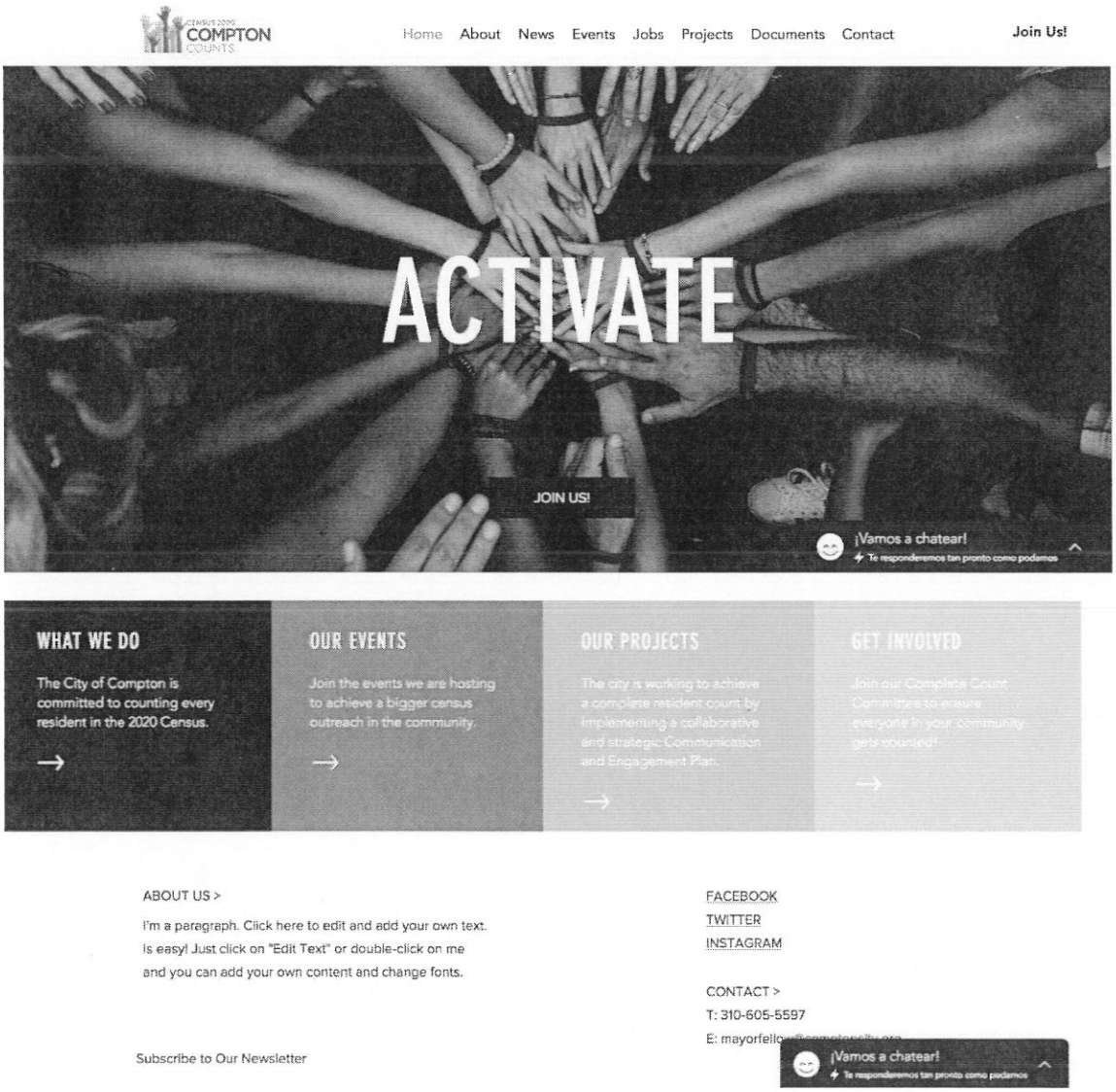
1.1.3 Branding/Marketing

Branding/marketing is necessary to captivate the public's attention throughout every phase of the outreach project. The City will engage a broad range of professionals to assist with branding and will place ads and materials in strategic places to enhance education, awareness, and motivation efforts within HTC communities. The City plans to place ads utilizing the following resources.

- Bus / Shuttle adds
- City Fleet ads
- Bus Benches in HTC areas
- Apparel for Volunteers
- Radio
- Giveaways, i.e., magnets, swag bags, etc.

Logo: The City has proactively taken steps toward thinking through creative branding mechanisms to spread awareness and motivate participation in the 2020 Census by creating a logo and website. The Logo uses the Compton City Hall blue color, and other colors that resemble different skin tones that show everyone counts using the phrase: Compton Counts.

Website: Additionally, the city has also created the following website: https://comptoncounts.wixsite.com/census2020. Inside we are uploading documents, news, pictures of the events and all the required information of the timeline, next steps and partnerships.



1.1.4 Educational Efforts

Work with school districts to identify holiday events where City staff can set-up Census outreach booths.

- Meet with local college to identify events where Census booth can be scheduled
- Identify school parent group meetings and schedule presentations
- Develop calendar of City Census outreach booths during holiday events
- Produce display for outreach events (large graphic, printed and laminated)
- Encourage the teachers to include Census2020 materials in their lesson plans, and include homework for the family to do together

1.1.5 Presentation to Community Groups

After briefing the abovementioned stakeholders, we are ready to move onto the next step in the outreach process: community group presentations. We have identified key groups to present our program to city councils and local business groups. We will target groups in HTC areas.

1.1.6 Pop-ups at Businesses with HTC communities

Strategically target Hardest To Count communities by hosting pop-up booths at major retail/supermarkets, public spaces, and events.

1.1.7 Census Complete Count Committee Membership

The City of Compton actively participates in the Los Angeles County's Complete Count Committee. Additionally, it hosts the CCC meeting for Residents and Community-based organizations that want to get involved in the Census2020 efforts.

PHASE	TIMELINE	STRATEGY
EDUCATE	NOVEMBER	• Host meeting with internal Census Committee to coordinate efforts for the month (held twice per month) • Develop content for Census webpage on City website • Conduct inventory on existing promotional items from the City's 2020 Census Campaign • Update community database and review with internal Census Committee to ensure gaps are being filled and duplication is being avoided • Work with school districts to identify holiday events where City staff can set-up Census outreach booths • Meet with the community college to identify events where Census booth can be scheduled • Identify school parent group meetings and schedule presentations • Develop calendar of City Census outreach booths during holiday events • Produce display for outreach events (large graphic, printed and laminated) • Develop content in various languages for social media platforms • Purchase ad space on social media platforms targeting HTC populations (geofencing)

		• Make contact with Compton clergy group to discuss Census partnership opportunities (via Pastors for Compton) • Include Census article in Compton Newsletter • Initiate the Compton Complete Count Committee with residents and community-based organizations • Reach out to community centers, business and places in the HTC areas, in order to partner with them and reach out residents. • The Mayor of Compton talks about the Census in her social media, and plugs the topics in the Turkey Giveaway and Christmas Parade events.
	DECEMBER	• Host meeting with internal Census Committee to coordinate efforts for the month (held twice per month) • Produce multi-language direct mailer for low-response-score area with Census information and calendar of Census. • As result of parent-school-group meetings, identify representatives that can serve as trusted sources to speak about Census to other parents. Provide branded collateral. • Mail correspondence to religious based organizations in predominantly HTC populations requesting announcement regarding Census • Schedule presentations to Community Based and Veteran Organizations

		• Mail correspondence to major retail/supermarkets in HTC populations/areas to request outreach booth setup • Identify dates and discuss details for a Compton Counts event on April 1. • Partner with Census Bureau to host job fair.
AWARENESS	JANUARY	• Host meeting with internal Census Committee to coordinate efforts for the month (held twice per month) • Develop calendar of City Census outreach booths/talks for months of Feb-April • Meet with schools to identify events for outreach events for Feb–May • With Chamber approval, place window displays with Census information at trusted businesses in HTC populations/areas • Develop social media content in various languages for all platforms • Translate content for social media posts and purchase ad space targeting HTC populations • Develop media articles/graphics for paid media • Schedule presentation announcements at religious based organizations • Using the trusted community groups, place lawn signs at their locations

		• Identify community influencers/allies to develop a Public Service Announcement
AWARENESS	FEBRUARY	• Host meeting with internal Census Committee to coordinate efforts for the month (held twice per month) • Produce and air Public Service Announcement featuring community influencers/allies and Mayor • Participate in outreach booths identified in calendar developed in January • Purchase ad space in major ethnic media • Purchase social media ad space targeting HTC populations • Conduct a Community Forum at a facility located in a low-response-score. During the Community Forum, provide Census presentation/outreach booth and translation services will be available • Meet with Chamber and Community Based and Veteran Organizations to discuss collateral distribution • Host pop-up booths at major retail/supermarkets targeting HTC populations/areas (based on agreed partnerships) • Continue scheduling presentation announcements at religious based organizations • Develop multi-language flyer for inclusion in utilities bill

		• Discuss possibility of including a Census article in weekly/monthly with religious based organizations • Partner with business and organizations to host Census Group Quarters, that facilitate Census filling documents and Wifi. • Deploy street informers to educate residents, grassroot style.
MOTIVATION	MARCH	• Visit Parent-Teacher-Association (PTA) meetings again for outreach reminder; provide collateral • Host meeting with internal Census Committee to coordinate efforts for the month (held twice per month) • Distribute collateral (multi-language) items to Chamber and Community and Veteran Based Organizations • Mail multi-language flyer as part of utilities bill • Second round of hosting pop-up booths at major retail/supermarkets targeting HTC populations/areas • Continue Census announcements at religious based organizations • Include Census article in religious based organization bulletins (if applicable); ensure language requirement is met by the religious based organization

		• Purchase ad space in major ethic magazines/community newspapers
MOTIVATION	APRIL	• Host meeting with internal Census Committee to coordinate efforts for day of Census • Paid social media push • Staff Census Action Kiosks • Work with Census partners to target unresponsive households with collateral and outreach • Plan ahead a Census day event on April 1, with the Mayor • Enable computer center at community organizations, churches and business where people can fill out their census. • Organize a homeless free food day, in order to count them • Keep an eye on the Councilmember events, to plug in Census2020 efforts • Coordinate efforts with City Metro, Buses, and Transportation ads. • Maintain communication and educational efforts

REMINDER	MAY - JULY	• Host meeting with internal Census Committee to coordinate efforts for the unresponsive households and to recap campaign • Work with Census partners to target unresponsive households with collateral and outreach

1.2 Approach

The City understands the significant challenges associated with completing the census count and has taken efforts to research unique characteristics of neighborhoods. The majority of Census Tract Block Groups have an HTC score above 45. For example, the chart below illustrates a chart for the Block Group with highest HTC index.

Census Tract	Block Group	HTC Score	Barriers
5416.03	1	95	1. No broadband subscription 2. Renter Occupied 3. Non-high school graduates

The City will customize approaches for each HTC area based on findings retrieved from collecting and analyzing data at the Census Tract Block Group level. Essentially, the City of Compton is implementing a Target Specific approach based on addressing the most prominent barriers to getting the Count within each HTC area. The main barriers are:

- Limited English-Speaking Households
- Non-High school graduates
- 150% below poverty households
- No Broadband Subscription
- Foreign born

1.2.1 Approach to Limited English-Speaking Households

Conduct outreach and create resources in non-English languages that highlight the importance of counting everyone. Also, the City will motivate non-English speakers to self-respond to the census and let them know that for the 2020 Census, the online form and telephone line will be available in 13 languages, including English. Language guides will be available in 59 languages other than English.

1.2.2 Non-high School Graduates

The City understands that an effective approach to educate, create awareness, and motivate residents to participate in the count should vary based on the specific barrier. For example, a non-high school graduate may become motivated to participate in the Census by seeing ads or talking to a familiar face as opposed to being inside of a workshop. The City will focus on Census employment, face-to-face Kiosks, and advertisement in areas where this barrier is most prominent.

1.2.3 150% below poverty households

The City will engage with local Census Offices, City Economic Development Offices, and workforce agencies to promote Census jobs. This effort will not only address economic issues but it will also ensure that people who have a rapport with community members are working to obtain a complete count.

1.2.4 No Broadband Subscription

Closing the Digital Divide Through Mapping- Census Action Kiosks (CAKs)/ Questionnaire Assistance Centers (QACs). The U.S. Census Bureau intends to use the Internet as the primary response mode to fill out and submit Census surveys. However, online data gathering in the City of Compton poses formidable barriers, particularly given the
vast digital divide. Several HTC areas will experience the barrier of No Broadband Subscription and will need assistance with any online response to surveys.

1.2.5 Foreign born

Building trust with all residents is a significant component to, "getting the count. "The City will take the two-pronged approach of encouraging non-citizens to apply. First, the City will approach this barrier from an economic standpoint and promote Census jobs. The

US Census Bureau has taken an historical approach by hiring non-citizens to enumerate HTC communities. Second, the City will collaborate with community activists as, "Spokespersons," to educate, make aware, and motivate foreign born individuals to participate in the count.

1.2.6 Partnership Coordination

The City will integrate a coordinated approach to work with the US Census Bureau, the California Complete Count Committee, the County Complete Count Committee, schools, community-based organizations, and other civil society organizations to avoid duplication and to identify methodology to address gaps. Essentially, the City will identify organizations to collaborate in the efforts of counting the community. These organizations already have channels of communication with HTC populations:

- Faith-Based Communities (Pastors for Compton, Our Lady of Victory)
- Community College
- Residential facilities, senior housing or nursing facilities
- Group Homes
- School District

1.2.7 Alignment with Complete Count Committee

In alignment with the Los Angeles County plan, community-based organizations, and existing outreach efforts, develop a comprehensive CCC Implementation Plan that includes education and outreach programs to encourage all Compton residents to complete their census questionnaire.

1.2.8 Identify Strategic Partners within each HTC area

Cultivate resources, services, and partnerships with educational institutions, health providers, transportation agencies, community-based organizations, faith-based organizations, housing providers, informal networks, and diverse media groups as well as governmental and non-governmental agencies, to incorporate strategies within their existing mission and beyond that ensures each and every person completes the 2020 Census questionnaire, including HTC communities.

1.2.9 Private Sector Engagement within HTC areas

Challenge businesses, corporations, and all CCC members and member organizations to explore and identify opportunities to educate, raise awareness, build resource capacity, and take actions to ensure their employees and customers complete the 2020 Census questionnaire, within their current practices and beyond.

1.3 Language Access Plan

Spanish is the most predominate non-English language spoken within the City of Compton. The City has constructed a plan that includes strategies, tactics, partnerships, and resources to address language access in all census block groups. https://census.ca.gov/wp-

content/uploads/sites/4/2019/06/LACAP.pdf . Additionally, the City will create culturally relevant material that reflects current demographics to include, Asian Pacific Islander, Asian, White, African American, and Native American groups.

1.4 Budget

The City will submit a budget proposal for funds allocated by the County. The budget shall include:

- Administrative costs (not to exceed 5%) of total allocation).
- Outreach (e.g. events, meetings, materials, etc.)
- Media

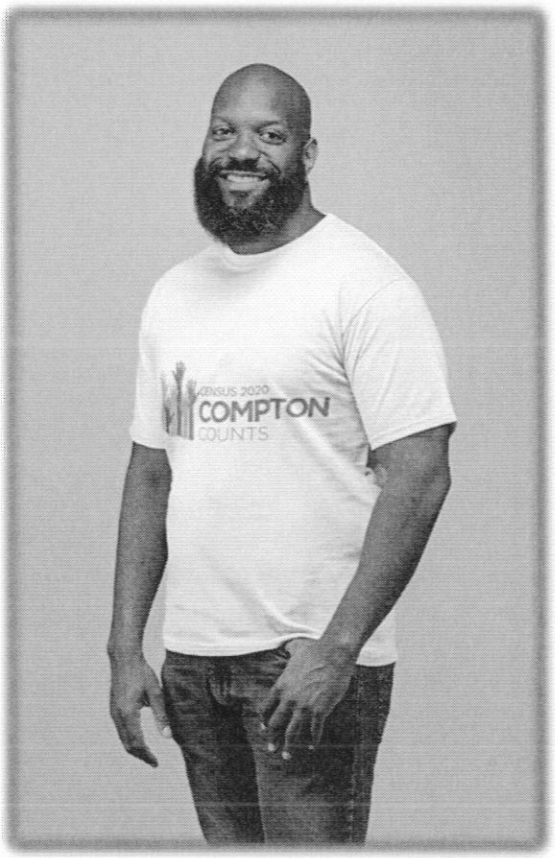
Item	Description	Amount
Admin	The administrative staff consists of the **Project Lead (PL1)**, Michael Antwine **Project Lead (PL 2)**, Aubrey Relf, **Economic Development Specialist (ES)** Dean Jones and four **Interns (IN).** The administrative cost breakdown is listed on the right. The administrative staff members will primarily conduct the following functions. • Coordinate all activities • Ensure activities are administered within approved HTC areas • Approve expenditures based on eligible requests, oversee invoicing, and maintain record of spending. • Oversee the process of initiating activities, tracking progress, and reporting outcomes. • Facilitate internal planning meetings / calls / webinars and communicate the plan to everyone involved in the implementing activities through each phase. • Create agendas and oversee logistics to facilitate events. • Ensure activities occur on time • Ensure that everyone understands the purpose of each event and how it aligns with each phase, Ie. Educate, spread awareness, and motivate.	***Position*** | *Amount* ***PL1*** *$3,585* ***PL2*** *$1,793* ***ES*** *$717* ***IN*** *$1,075* ***Total:*** ***$7,170***

Content Creation	Culturally relevant content video will be created display across local video channels, website, etc.	**$5,000**
TV / Radio	Cover the cost for TV and Radio ads	**$28,434**
Shuttle Ads	Advertisement on transportation shuttles	**$4,000**
Bench Ads	Advertisement on bus benches in hardest to count areas	**$5,000**
Online Media	Creation of websites, social media content, etc to educate, spread awareness, and motivate	**$7,000**
Community Canvassing / Engagement	Mobilization of community members to spread awareness within HTC areas through door to door engagement, public engagement in community The City will hire eight part-time employees at minimum wage for four months to engage community in HTC areas, at community centers, businesses, etc. (Please note that all door to door activity will conclude by May 13).	**$25,934**
Mailing	Mass Mailing material to houses within HTC areas	**$18,434**
Design	Culturally relevant customization of content for paraphernalia, materials, etc	**$15,000**
Paraphernalia	T-shirts, magnets, bumper stickers, etc	**$8,500**

Special Events	"Block Party" geared to motivate participation in HTC Areas. Based on the City's outreach efforts for several initiatives, we have found that community members engage well with entertaining events that incorporate face to face engagement. The events will entail: • DJ • Kiosks • Compton Unified School District parent / youth partnerships • Music • Census Advertisement material • Giveaways not to exceed $25 dollars per item. • Mayor / City Council speaking • Partnership with Community Based organizations to leverage resources. • Very low level games	**$8,000**
Workshops / Translation / Reports	Facilitation of workshops with translation services and report writing to document outcomes and community input in HTC areas.	**$10,934**
Total		**$143,405**

1.5 Volunteers

The City will leverage partnerships and work internally to garner much support through volunteerism. Volunteers will abide by State requirements of volunteers during 2020 Census outreach. The City will also ensure that volunteers wear promotional material that further encourages participation in the Compton 2020 Census. The following picture illustrates customized designs.



1.6 Timeline

The City will strategically implement efforts during key milestones of the U.S. Census Bureau. The City will also implement strategies to educate, motivate, and activate the residents during critical City events within HTC areas in order to optimize outreach efforts. Please refer to the chart above for specific milestones.

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Mobilization of local community organizations									
Bi-Monthly Meetings									
Community Database									
Partners Database with available spaces and opportunities									
School district and colleges event calendar development									
City Calendar development, including 4 districts									

Partnerships with schools and school related groups									
Partnerships with religious organizations									
Partnerships with business community									
Partnerships with community based and veteran organizations									
Grassroots efforts to gain trust of HTC populations									
Promotional item inventory									
Promotional item orders									
Display for outreach events production									
Outreach booth calendar development and implementation									
Plan and develop activities for the community, including Bloc Parties, Job Fairs, and so on.									
Conduct Community Forums in low-response-areas									
Deploy street informers to educate residents									
Pop-up Booths at major retail/supermarkets targeting HTC populations/areas									
Enable computer center at community organizations, churches and business where									

people can fill out their census.									
Organize and develop events targeting HTC populations in order to count them in these events, ex. Soup kitchens.									
Development and utilization of multi-language media									
Website content development									
Social media content development and distribution									
Content development									
Collateral and signage development and distribution									
Develop a Public Service Announcement									
Analysis of efforts to continue drumbeat of success									
Monitor digital analytics including website and social media posts									
Track participation in outreach booth and estimated audience attendance									
Monthly reporting to County									

1.7 Evaluate

In order to maintain accountability and evaluation of the City's campaign efforts, the internal Committee will meet on a monthly basis and discuss events that have taken place and those that are scheduled. A tracking sheet will be developed to record the inclusion of Census booths during outreach events. The City will track promotional items as a way to gauge the number of guests in attendance.

The City will also utilize social media and website metrics as a form of evaluation. For social media, the City will track engagement rate (likes, comments, shares) and linkin.bio visits. For the website, the City will look into page visits and bounce back rates.

Ultimately, the City of Compton will comply with all required monthly reporting. To track activities, the City will be submitting an Activities Tracking Sheet such as the sample below.

Activity Type	Partners	Description	Address	Census Track	Start of Activity	End of Activity	Frequency
Booth	*U.S. Census Bureau*	*Christmas Festival*	*1500 W. Rosecrans Blvd.*		*12/14*	*12/14*	*Once*

February 25, 2020

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: CITY MANAGER

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO RESCIND RESOLUTION NO. 25,175, RATIFY THE TRANSFER OF FUNDS IN THE GRANTS DIVISION'S FISCAL YEAR 2019-2020 BUDGET AND AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT WITH NEIGHBORHOOD HOUSING SERVICES TO ASSIST IN THE ADMINISTRATION AND IMPLEMENTATION OF THE FIRST TIME HOMEBUYERS PROGRAM AND HOME REHABILITATION PROGRAM FOR FISCAL YEAR 2019-2020

SUMMARY

Staff is requesting the City Council to rescind Resolution No. 25,175, ratify the transfer of funds in the Grants Division Fiscal Year 2019-2020 budget, and approve the City Manager to enter into an agreement with Neighborhood Housing Services (NHS) to assist in the administration of the City's First Time Homebuyers Program (FTHB) and Home Rehabilitation Program for FY 2019-2020.

The City Council approved $1,832,209 of HOME Investment Partnerships Program (HOME) funds for the implementation of both programs. The FTHB has an allocation of $1,432,209 and the HOME Rehab program has an allocation of $400,000. These programs are designed to promote affordable housing opportunities while increasing, preserving, and improving decent housing.

BACKGROUND

The City of Compton's population has increased over the years resulting in a greater demand and need for housing. Given the increase in population, it is critical that the City develop programs, services and policies that assist residents' basic needs, promote economic development, and improve overall quality of life. There are several impediments and obstacles for Compton residents to gain access to quality housing whether through homeownership or rental housing. One of the main issues pertaining to access to homeownership is affordability. The median income in Compton is significantly lower than Los Angeles County levels, which creates a barrier and impediment for Compton residents to qualify for the purchase of a home.

A secondary issue related to access to quality housing is that many Compton homeowners are on fixed incomes or have limited discretionary financial resources that are required in order to rehabilitate their homes to make them compliant with the City's Building Codes and State of California Health and Safety standards. Given these various

factors, the City has utilized the FTHB and HOME Rehab programs as instruments to facilitate and assist residents with overcoming these impediments to quality affordable housing in Compton.

On May 7, 2019, Resolution No. 25,009 was adopted by the City Council which adopted and authorized the HUD FY 2019-2020 Annual Action Plan and the use of HOME funds. This included $538,817 of HUD FY 2019 allocation, program income of $275,000, and HOME program Fund Balance (which was carried over from previous FY) of $1,153,096. The total breakdown of HOME funding for FY 19-20 is depicted in the table below:

HOME Program Funding FY 19-20	
HOME HUD Allocation FY 19	538,817
HOME Program Income	275,000
HOME Program Fund Balance	1,153,096
TOTAL	**1,966,913**

The FTHB program will provide down payment assistance to low-income persons in the form of a silent second up to a maximum of $100,000 to facilitate the purchase of a home in Compton. Based on the current amount of funds available, staff estimates that approximately up to ten (10) applicants under the FTHB program and approximately up to eight (8) applicants under the HOME Rehab Program during the FY 2019-20.

In accordance with HUD guidelines, since the City subsidy amount for both programs is over $40,000, the affordability period is 15 years for a homeowner to reside in the property.

ACTIVITY	**HOME AMOUNT PER UNIT**	**MINIMUM AFFORDABILITY PERIOD**
Rehabilitation / FTHB	Under $15,000	5 years
	$15,000- $40,000	10 years
	Over $40,000	15

The HOME program funds are eligible for applicants who meet the HUD low-income limits, which are listed below and found on HUD website at: (https://www.hudexchange.info/programs/home/home-income-limits/).

Table A

HOUSEHOLD SIZE	**MEDIAN-INCOME (80% of AREA MEDIAN)**
1	$58,450
2	$66,800
3	$75,150

4	$83,500
5	$90,200
6	$96,900
7	$103,550
8	$110,250

These HOME funds will be utilized as follows. The Grants Division will provide 2nd Trust Deed mortgage to eligible homebuyers. Applicants of the First Time Homebuyer Program may receive a maximum subsidy of up to $100,000 towards down payment.

Applicants of the HOME Rehab program may receive up to $80,000 in assistance to help residents comply with the City's Building and Safety codes. All participants under both programs must meet the HUD Income Guidelines as listed above in Table A.

The Grants Division conducted a Request for Proposal process to select an organization to assist with administering HOME programs. On September 5, 2020, the City received two bids from Willdan Engineering Services (Willdan) and Los Angeles Neighborhood Housing Services (LANHS). Willdan was initially selected from two organizations who responded to the Request for Proposal process. Willdan proposed $98,500 while the second organization (Neighborhood Housing Services of Los Angeles County) proposed $80,000. Although the second organization presented a lower bid, it did not provide details regarding how it would operate the Rehabilitation Program. Thus, Staff Initially determined that the proposal from Willdan was the lowest most responsible proposal.

STATEMENT OF THE ISSUE

On December 17, 2019, City Council approved Resolution No. 25,175 to enter into an agreement with Willdan to administer the HOME program. After the resolution was passed, Willdan lost key personnel which required them to forego the opportunity to partner with the City, and the contract was never executed.

Subsequently, staff reviewed the proposal from NHS and determined that they are highly qualified to assist with providing support services necessary to meet HUD's statutory and regulatory requirements of HOME related programs. The Grants Division will oversee NHS who will assist with administering these programs through the use of U.S. Department of Housing and Urban Development (HUD) HOME funded loans. NHS will assist the Grants Division staff with technical assistance in the review, preparation and approval of applications for both programs. Additionally, NHS will be assisting the City in developing policies and procedures and practices that are compliant with the HUD regulations; thus allowing the City to comply and meet our Corrective Action Plan audit finding recommendations. This partnership will ensure that the City provides critical HUD programming to the residents of Compton.

Staff is requesting to rescind Resolution No. 25,175 and enter into an agreement with NHS. Additionally, staff is requesting to ratify the Grants Division's Fiscal Year budget, for the purpose of funding and issuing a purchase order to NHS in the amount of $80,000. The funds are available in the account below:

Expenditure is in the following Account:

ACCOUNT NO.	DESCRIPTION	AMOUNT
2805-540-000-4262	Other Professional Services	$80,000

ALTERNATIVE

The City may so choose not to partner with an outside agency and manage the program internally or the City can release another RFP for these services.

FINANCIAL IMPACT

During the Fiscal Year 2019-2020, the City Council approved the allocation of HOME funds within the Grants' Division budget. These programs will be funded from the City's annual allocation of HOME Investment Partnership Program funds and Program Income from prior years.

The expenditures for the First Time Homebuyer Program and HOME Rehabilitation Program are available as follows:

ACCOUNT NO.	DESCRIPTION	AMOUNT	
2805-540-000-4291	Loan Programs	$1,000,000	First Time Home Buyer
2805-540-RHB-4291	Loan Programs	$320,000	Home Rehabilitation

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution.

AUBREY RELF
GRANTS COMPLIANCE MANAGER

APPROVED FOR FORWARDING:

CRAIG J. CORNWELL
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO RESCIND RESOLUTION NO. 25,175, RATIFY THE TRANSFER OF FUNDS IN THE GRANTS DIVISION'S FISCAL YEAR 2019-2020 BUDGET AND AUTHORIZE THE CITY TO ENTER INTO AN AGREEMENT WITH NEIGHBORHOOD HOUSING SERVICES TO ASSIST IN THE ADMINISTRATION AND IMPLEMENTATION OF THE FIRST TIME HOMEBUYERS PROGRAM AND HOME REHABILITATION PROGRAM FOR FISCAL YEAR 2019-2020

WHEREAS, each year the City of Compton receives approximately $2 million in funding from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG), and Home Investment Partnership (HOME); and

WHEREAS, the City of Compton is responsible for ensuring that HOME funds are used in accordance with all program requirements; and

WHEREAS, federal regulations allow participating jurisdictions to enter into a written agreement with sub-recipients ensuring compliance with all applicable federal regulations; and

WHEREAS, the City, acting through its Grant Division, seeks to utilize the services of outside experts to assist in the planning, implementation, and evaluation of HOME programs; and

WHEREAS, the Grants Division conducted a Request for Proposal process to select an organization to assist with administering HOME programs. On September 5, 2020, the City received two bids from Willdan Engineering Services (Willdan) and Los Angeles Neighborhood Housing Services (NHS). Willdan was initially selected from two organizations who responded to the Request for Proposal process. Willdan proposed $98,500 while the second organization (Neighborhood Housing Services of Los Angeles County) proposed $80,000. Although the second organization presented a lower bid, it did not provide details regarding how it would operate the Rehabilitation Program. Thus, Staff Initially determined that the proposal from Willdan was the lowest most responsible proposal; and

WHEREAS, Staff, after careful consideration, determined that the proposal from Willdan was the most responsive proposal and that Willdan was a qualified company that can provide the City with the required support services necessary to meet HUD's statutory and regulatory requirements and other HUD related issues; and

WHEREAS, on December 17, 2019, City Council approved Resolution No. 25,175 to enter into a professional services agreement with Willdan to administer the program; and

WHEREAS, after the adoption of Resolution No. 25,175, Willdan lost key personnel which required them to forego the opportunity to partner with the City of Compton, thus the professional services agreement was never entered into between Willdan and the City; and

WHEREAS, subsequently, staff reviewed the proposal from NHS and determined that they are highly qualified to assist with providing support services necessary to meet HUD's statutory and regulatory requirements of HOME related programs; and

WHEREAS, Staff is requesting to rescind Resolution No. 25,175 and enter into an agreement with NHS. Additionally, staff is requesting to ratify the Grants Division's Fiscal Year budget, for the purpose of funding and issuing a purchase order to NHS in the amount of $80,000; and

WHEREAS, the Grant's Division selected NHS to administer the program with condition that details regarding the Rehab program be submitted into the proposal for review; and

WHEREAS, the Grants Division reviewed the updated proposal and determined that NHS is a qualified company that can provide the City with the required support services necessary to meet HUD's statutory and regulatory requirements and other HUD related issues; and

WHEREAS, the Grants Division staff will administer the First Time Homebuyers and HOME Rehabilitation Programs in partnership with NHS. The City of Compton Grants Division will oversee NHS who will assist with administering these programs through the use of US Department of Housing and Urban Development (HUD) HOME funded loans. NHS will assist the Grants Division staff with technical assistance in the review, preparation and approval of applications for both programs. Additionally, NHS will be assisting the City in developing policies and procedures and practices that are compliant with the HUD regulations; thus allowing the City to comply and meet our Corrective Action Plan audit finding recommendations; and

WHEREAS, during the Fiscal Year 2019-2020, the City Council approved the allocation of HOME funds within the Grants' Division budget. The programs will be funded from the City's annual allocation of HOME Investment Partnership Program funds and Program Income from prior years. Expenditures for the First Time Homebuyer Program and HOME Rehabilitation Program are available as follows:

ACCOUNT NO.	**DESCRIPTION**	**AMOUNT**	
2805-540-000-4291	Loan Programs	$1,000,000	First Time Home Buyer
2805-540-RHB-4291	Loan Programs	$320,000	Home Rehabilitation
2805-540-000-4262	Other Prof Services	$80,000	

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City Manager, upon the advice of the City Attorney, is hereby authorized to enter into a professional services agreement with Los Angeles Neighborhood Housing Services (NHS) to assist in the administration of the City's First Time Homebuyers Program (FTHB) and Home Rehabilitation Program for FY 2019-2020.

SECTION 2. That a purchase order is authorized to be issued to NHS in the amount of Eighty Thousand Dollars ($80,000.00).

SECTION 3. That the transfer of funds in the Grants Division's 2019-2020 Fiscal Year budget are hereby ratified and available as follows:

ACCOUNT NO.	**DESCRIPTION**	**AMOUNT**	
2805-540-000-4291	Loan Programs	$1,000,000	First Time Home Buyer
2805-540-RHB-4291	Loan Programs	$320,000	Home Rehabilitation
2805-540-000-4262	Other Prof Services	$80,000	

SECTION 4. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, City Clerk and the Grants Division.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2020.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Alita Godwin, City Clerk of the City of Compton, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2020.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CITY OF COMPTON
AND
NEIGHBORHOOD HOUSING SERVICES

This **AGREEMENT** is entered by and between the **CITY OF COMPTON**, a municipal corporation of the State of California (hereinafter referred to as **"CITY"**) located at 205 South Willowbrook Avenue, Compton, California 90220, and Los Angeles Neighborhood Housing Services, (**"NHS"**) (hereinafter referred to as **"CONSULTANT"**), located at 3926 Wilshire Blvd, Los Angeles, CA 90010, (each a "Party" and collectively, the "Parties").

RECITALS:

WHEREAS, each year the City of Compton receives approximately $2 million in funding from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG), and Home Investment Partnership (HOME); and

WHEREAS, the City of Compton is responsible for ensuring that HOME funds are used in accordance with all program requirements; and

WHEREAS, federal regulations allow participating jurisdictions to enter into a written agreement with sub-recipients ensuring compliance with all applicable federal regulations; and

WHEREAS, the City, acting through its Grant Division, seeks to utilize the services of outside experts to assist in the planning, implementation, and evaluation of HOME programs; and

WHEREAS, the City has determined that there is a need to employ the services of an experienced consultant to provide expertise in the administration and implementation of services to ensure compliance with federal, state and local regulations; and

WHEREAS, NHS represents that it is specifically trained, experienced, competent, and has the resources to provide such services which will be required by this Agreement; and

WHEREAS, by Resolution No. _____, adopted on the __ day of _____ 2020, the City Council authorized the City Manager to enter into an agreement with the Consultant to provide the necessary services; and

WHEREAS, Consultant is willing to render such professional services subject to the terms and conditions set forth in this Agreement.

AGREEMENT:

NOW, THEREFORE, Consultant and City, for the consideration, terms, and conditions herein described, mutually agree as follows:

1. Services to be rendered by Consultant. It is the mutual understanding of the parties that the Consultant shall perform and be responsible for administrating and implementing Services for the First Time Homebuyer Program (FTHB) and Home Rehabilitation Program (HRP). More specifically, Consultant shall provide and perform the services listed in the Consultant's **"Proposal",** dated September 3, 2019, which is incorporated herein as if fully set forth.

Consultant acknowledges that in entering into this Agreement that the City is relying on Consultant's special skills and experience to do and perform the services in accordance with best standards of professional practice. While performing the services, Consultant agrees to perform all the said services and to the extent not furnished by the City, furnish all the necessary materials at its own cost and expense necessary to complete said services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and to the reasonable satisfaction of the City**.**

Consultant's services hereunder shall be performed in good, workmanlike and professional manner. Consultant shall be responsible for correcting and completing all errors and omissions related to the services provided by the Consultant for this Agreement at no additional cost to the City**.** "Errors" and "Omissions" for purposes of this paragraph are defined to mean a failure by the Consultant to meet the standards of its profession as set forth in the preceding paragraph. The acceptance of the services by City does not release Consultant from these obligations.

Consultant will be responsible for employing or engaging all persons necessary to perform the services. All of Consultant's staff will be qualified by training and experience to perform their assigned tasks. Consultant will give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and will keep the services under its control.

NHS shall be primarily responsible for representing Consultant in performance of this Agreement.

2. Term of Contract. The term of this Agreement shall be effective as of March 1, 2020, and shall expire on June 30, 2021, or when the below-specified total compensation has been exhausted, whichever occurs first, unless this Agreement is terminated as provided herein.

Consultant acknowledges the importance to City of City's project schedule and agrees to put forth its best professional efforts to perform the services in a manner consistent with that schedule. City understands, however, that Consultant's performance must be governed by sound practices. Consultant will work such overtime or engage such personnel and equipment as necessary to maintain the schedule, without additional compensation.

3. Compensation. The method of payment for the services will be based on a time and material basis, based on the rate schedule reflected in Consultant's **"Proposal,"** which is incorporated herein. It is understood and agreed between the parties that the maximum compensation payable for the performance of all services to be provided by the Consultant pursuant to the terms of this Agreement shall be limited to a not-to-exceed amount of **Eighty Thousand Dollars ($80,000.00).**

The total price paid the Consultant includes compensation for all work, including travel, materials, supplies, vendor services, expenses and subcontracted work. No additional compensation will be paid to the Consultant, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total compensation will be negotiated between the Consultant and the City. Adjustment in the total compensation will not be effective until authorized and approved in writing by the City**.**

Progress payments may be made in arrears based on the percentage of work and deliverables completed by the Consultant. If Consultant fails to submit the required deliverable items according to schedule or as required by the Agreement, except for those amounts that are due and not reasonably in dispute, the City shall have the right to delay payment and/or terminate this Agreement in accordance with the provisions noted herein.

Consultant shall be reimbursed within thirty (30) days, or as promptly as fiscal procedures may permit, upon receipt by the City of itemized invoices for services completed. Invoices shall be submitted no later than 45 calendar days after the performance of work for which the Consultant is billing. Invoices shall detail the work performed on each task as applicable. Invoices shall be delivered or mailed to the **Grants Compliance Manager** at the following address: **City of Compton, 205 South Willowbrook Avenue, Compton, California 90220.**

In the event of termination, the Consultant shall be entitled to compensation for the undisputed reasonable value of services performed to the effective date of termination, including any noncancellable obligations incurred prior to termination; provided, however, that the City may condition payment of such compensation upon the Consultant's delivery to the City of any and all City property, documents, reports, records, materials and work product associated with the performance of this Agreement.

4. Ownership of Materials. Consultant agrees that all of its customized reports, recommendations, plans, copyrightable materials and other Work Product created or assembled by it in the course of performing the services ("Work Product") hereunder are works for hire for the benefit of the City and as such is the sole property of the City. To the extent that such materials and Work Product do not constitute work for hire, in consideration of the payments and other covenants of the City, as set forth or called for herein, Consultant hereby sells, transfers, conveys and assigns any and all of its rights therein to the City. In the event this Agreement is terminated, all Work Product produced by Consultant or its agents, employees and subcontractors pursuant to this Agreement will be delivered to City pursuant to the termination clause of this Agreement.

The Work Product may be used by City and its agents, employees, representatives, and assigns, in whole or in part, or in modified form, for all purposes City may deem advisable, without further employment of or payment of any compensation to Consultant; provided, however, that if this Agreement is terminated for any reason prior to completion of the Project and if under such circumstances City uses, or engages the services of and directs another consultant to use, the Work Product, City agrees to hold Consultant harmless from any and all liability, costs, and expenses relative to claims arising out of matters and/or events which occur subsequent to the termination of this Agreement as a result of causes other than the fault or negligence of Consultant, or anyone for whose acts it is responsible, in preparation of the Work Product. Consultant will not be responsible for deficiencies solely attributable to modifications of

the Work Product performed by others, or that arise from use of the Documents in connection with a project or site other than that shown in the Work Product.

5. Independent Contractor Status. Consultant, its officers, employees, subconsultants, subcontractors, agents and volunteers (collectively hereinafter the "Consultant"), will perform the services in Consultant's own way and pursuant to this Agreement as an independent contractor and in pursuit of Consultant's independent calling, and not as an employee of City. The persons used by Consultant to provide the services under this Agreement will not be considered employees of City for any purposes. Neither the City nor any of its officers, employees, agents or volunteers shall have any control over the conduct of the Consultant, except as expressly set forth in this Agreement. Consultant expressly warrants that while engaged in carrying out and complying with any terms and conditions of this Agreement that Consultant shall not at any time or in any manner, represent that Consultant is in any manner officers, employees, agents or volunteers of the City. Consultant shall obtain no rights to retirement, health care or any other benefit that accrue to City officials, officers, or employees. Consultant expressly waives any claim to such rights.

The payment(s) made to Consultant pursuant to the Agreement will be the full and complete compensation to which Consultant is entitled. City will not make any federal or state tax withholdings on behalf of Consultant or its agents, employees or subcontractors. City will not pay any workers' compensation insurance, retirement contributions or unemployment contributions on behalf of Consultant or its employees or subcontractors. Consultant agrees to indemnify and pay City within thirty (30) days for any tax, retirement contribution, social security, overtime payment, unemployment payment or workers' compensation payment which City may be required to make on behalf of Consultant or any agent, employee, or contractor of Consultant for work done under this Agreement. At the City's election, City may deduct the amounts paid pursuant to this Section, from any balance owing to Consultant.

6. Successors, Assignment and Delegation. City and the Consultant each binds themselves, their partners, successors, assigns and legal representatives to the other hereto and to partners, successors, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations contained in this Agreement.

The expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign or transfer any interest in this Agreement or the performance of any of Consultant's obligations under this Agreement without the prior written consent of the City. Any attempted assignment or transfer of any of Consultant's rights, duties or obligations arising under this Agreement shall be null and void.

7. Nondiscriminatory Employment Practices. During the performance of this Agreement, the Consultant agrees not to discriminate against any employee or applicant for employment because of race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including

apprenticeship. The Consultant agrees to post in conspicuous places, available to employees, applicants and subcontractors for employment, notices setting forth the provisions of this non-discrimination clause.

In the event of the Consultant's non-compliance with the non-discrimination clause of this Agreement, this Agreement may be immediately canceled, terminated or suspended in whole or in part.

8. Subcontracting. Consultant's services are unique and personal. Except as may be specified in Consultant's Proposal and agreed to by the City, Consultant will not subcontract any portion of the services without prior written approval of the City. If Consultant subcontracts any of the services, Consultant will be fully responsible to City for the acts, errors and omissions of Consultant's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Consultant is for the acts and omissions of persons directly employed by Consultant. Nothing contained in this Agreement will create any contractual relationship between any subcontractor of Consultant and City. Consultant will be responsible for payment of subcontractors. Consultant will bind every subcontractor and every subcontractor of a subcontractor by the terms of this Agreement applicable to Consultant's work unless specifically noted to the contrary in the subcontract and approved in writing by City.

9. Other Consultants. The City reserves the right to employ other consultants in connection with the services.

10. Indemnification. Consultant shall indemnify and save harmless the City, its officials, officers, employees, agents and designated volunteers (collectively hereinafter the "City"), against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City and shall indemnify and save the City from any and all liability and expense including reimbursement of reasonable defense costs and legal fees, and claims, demands, suits, actions or proceedings of any kind or nature, including Workers' Compensation claims, of or by anyone whomsoever to the extent caused by the negligent, reckless or willful misconduct for the Consultant, its officers, employees, subconsultants, subcontractors or agents in the performance of the duties undertaken by Consultant pursuant to this Agreement.

This indemnification and hold harmless obligation does not extend to claims arising out of the negligence or willful misconduct of the City, its officials, officers, employees, agents and volunteers.

11. Insurance. Without limiting the Consultant's indemnification of the City, Consultant shall obtain and maintain, at its cost and expense, for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the services by Consultant or Consultant's agents, representatives, employees or subcontractors. The insurance will be obtained from an insurance carrier admitted and authorized to do business in the State of California. Such evidence shall specifically identify this Agreement and shall contain express conditions that the City is to be given written notice at least thirty (30) days in advance of any termination or implementation of a reduction of limits or material change of insurance coverage as specified herein. Consultant shall be responsible for providing any advance notification to the City which would otherwise not be provided by the policies insurance carrier(s). ***Failure on the part of the Consultant to procure or maintain insurance shall constitute a material***

breach upon which the City may immediately terminate this Agreement. All insurance required hereunder shall be primary with respect to any insurance maintained by the City**.**

Coverages and Limits. Consultant will maintain the types of coverages and minimum limits indicated below, unless the Risk Manager or City Manager, in consultation with the City Attorney approves a lower amount. These minimum amounts of coverage will not constitute any limitations or cap on Consultant's indemnification obligations under this Agreement. City, its officers, agents, volunteers and employees make no representation that the limits of the insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. The coverage will contain no special limitations on the scope of its protection to the below-indicated insured's except for Workers Compensation and errors and omissions insurance. Consultant will obtain occurrence coverage, excluding Professional Liability, which will be written as claims-made coverage. If Consultant believes that any required insurance coverage is inadequate, Consultant will obtain such additional insurance coverage, as Consultant deems adequate, at Consultant's sole expense.

11.1 Commercial General Liability Insurance. $1,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

11.2 Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of $1,000,000 per accident for bodily injury. Workers' Compensation and Employer's Liability insurance will not be required if Consultant has no employees and provides, to City's satisfaction, a declaration stating this.

11.3 Professional Liability. Errors and omissions liability appropriate to Consultant's profession with limits of not less than $1,000,000 per claim. The coverage shall also provide an extended two (2) year reporting period commencing upon termination or cancellation of this Agreement.

Endorsements. For Commercial General Liability Insurance, Consultant will ensure that the policies are endorsed to name the City of Compton and its respective elected and appointed officers, officials, employees, agents and volunteers as **"additional insured's"** with respect to liability arising out of the activities of the Consultant. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City. ***Prior to City's execution of this Agreement, Consultant will furnish certificates of insurance and endorsements to City.***

Waiver of Subrogation. The policies shall contain a waiver of subrogation for the benefit of City.

12. Permits and Licenses. Consultant, at its own expense, during the term of this Agreement, shall obtain and maintain all appropriate business and professional permits, licenses and certificates that may be required in connection with the performance of services by the Consultant. Upon execution of this Agreement, the Consultant shall show evidence of a business license permit in conformance with *Section 9-1.2* of the *Compton Municipal Code*.

13. Maintenance of Records. Consultant will maintain complete and accurate records with respect to costs incurred under this Agreement. All records will be clearly identifiable. Consultant will allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of records and any other documents created pursuant to this Agreement. Consultant will allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years, or longer if required by law, from the date of final payment under this Agreement.

14. Warranties. Consultant represents and warrants (i) that Consultant has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with Consultant's undertaking this relationship with City, (ii) that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that Consultant will not use in the performance of his responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that Consultant has not knowingly entered into or will enter into any agreement (whether oral or written) in conflict with this Agreement.

15. General Compliance with Laws. Consultant will keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of the services by Consultant. Consultant will at all times observe and comply with these laws, ordinances, and regulations and will be responsible for the compliance of the services with all applicable laws, ordinances and regulations. In the event the Consultant encounters any conflict between such laws and ordinances, Consultant shall notify the City in writing and the parties agree to work cooperatively to resolve the conflict.

16. Disadvantaged Business Enterprise (DBE) Participation. DBE and other small businesses (SB), as defined in Title 49 CFR, Part 26, are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement.

17. Termination. In the event of the Consultant's failure to prosecute, deliver, or perform the services, after giving written notice of default and two (2) days to correct the same, then, in addition to any other remedies, City may terminate this Agreement for nonperformance by notifying Consultant in writing. Consultant has five (5) business days to deliver any documents owned by City and all work in progress to City address contained in this Agreement. City will make a determination of fact based upon the Work Product delivered to City and of the percentage of work that Consultant has performed which is usable and of worth to City in having the Agreement completed. Based upon that finding City will determine the final payment of the Agreement. In the event City elects to terminate, City will have the right to immediate possession of all Work Product and work in progress prepared by Consultant, whether located at the project site, at Consultant's place of business, or at the offices of a subconsultant.

The City's obligation is payable only from funds appropriated for the purpose of this Agreement. All funds for payments after the end of the current fiscal year are subject to the City's legislative appropriation for this purpose. In the event this Agreement extends into succeeding fiscal year periods and the City Council does not allocate sufficient funds for the next succeeding fiscal year payments, this Agreement shall terminate immediately upon written notice from the City.

Either Party, upon tendering ten (10) calendar days written notice to the other Party, may terminate this Agreement for convenience. In this event and upon request of City, Consultant will assemble the Work Product without charge and put it in order for proper filing and closing and deliver it to City. Consultant will be paid for work performed to the termination date; however, the total will not exceed the lump sum fee payable under this Agreement. City will make the final determination as to the portions of tasks completed and the compensation to be made.

18. Force Majeure. In the event that performance by either party is rendered impossible (permanently or temporarily) due to acts of war, acts of terrorism, fires, floods, epidemics, quarantine restrictions, or other natural occurrences, strikes, work slowdowns, lockouts (other than lockout by Consultant), or other similar acts to those described above or other causes beyond the reasonable control of such party, and without fault or negligence, said event shall excuse performance by such party, or in the case of temporary impossibility, shall excuse performance only for a period commensurate with the period of impossibility. Notwithstanding the foregoing, City shall have the right to terminate this Agreement upon any event that renders performance impossible. In such case, City shall be responsible for payment of compensation for the reasonable value of services rendered to the point at which this Agreement is terminated, but in no event to exceed the total lump sum fee payable under this Agreement.

19. Covenants Against Contingent Fees. Consultant warrants that Consultant has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon, or resulting from, the award or making of this Agreement. For breach or violation of this warranty, City will have the right to terminate this Agreement for nonperformance, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of the fee, commission, percentage, brokerage fees, gift, or contingent fee.

20. Jurisdiction, Venue and Governing Law. Any action at law or in equity brought by either of the Parties for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of competent jurisdiction in the County of Los Angeles, State of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county. This agreement will be governed by the laws of the State of California.

21. Testimony. Consultant will testify at City's request if litigation is brought against City in connection with Consultant's services under this agreement. Unless the action is brought by Consultant, or is based upon Consultant's actual or alleged negligence or other wrongdoing, City, upon prior written agreement with Consultant will compensate Consultant for time spent in preparation for testimony, testimony, and travel at Consultant's standard hourly rates at the time of actual testimony.

22. Waivers. The waiver by either Party of any breach or violation of any term, covenant, or condition of this Agreement or of any applicable law will not be deemed to be a waiver of such term, covenant, condition or law or of any subsequent breach or violation of same or of any other term, covenant, condition or law. The acceptance by either Party of any fee or other payment which may become due under this Agreement will not be deemed to be a

waiver of any preceding breach or violation by the other Party of any term, covenant, or condition of this Agreement or any applicable law.

23. Authority. The individuals executing this Agreement and the instruments referenced in it on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions of this Agreement.

24. Severability. If any term, provision, condition or covenant of this Agreement or its application to any party or circumstances shall be held, to any extent, invalid or unenforceable, the remainder of this Agreement, or the application of the term, provision, condition or covenant to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected, and shall be valid and enforceable to the fullest extent permitted by law.

25. Amendments. This Agreement may be modified or amended only be written document executed by both Consultant and City's City Manager and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

26. Confidentiality. All documents, reports, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of the Services pursuant to the Agreement are confidential until released by the City to the public, and the Consultant will not make any of these documents or information available to any individual or organization not employed by the Consultant or the City without the written consent of the City before any such release.

27. Entire Agreement. This Agreement, together with any other written document referred to or contemplated by it embody the entire Agreement and understanding between the parties relating to the subject matter of it. The City Manager is authorized, in consultation with the City Attorney, to agree to non-material amendments to this Agreement. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in a writing signed by both parties.

28. Notices. Any notices required or permitted under this Agreement shall be effective when delivered in person; and effective one (1) business day after delivery by facsimile transmission; and effective five (5) days after mailing by U.S. Mail, postage prepaid and properly addressed as follows:

To Consultant:	**Neighborhood Housing Services** **3986 Wilshire Boulevard, Suite 2000** **Los Angeles, California 90010** **Attn: Lori Gay** **(213) 381-2103**
To City:	**City of Compton** **205 South Willowbrook Avenue** **Compton, California 90220** **Attn: Grants Manager** **(310) 761-1406** **(310) 761-1464 – fax.**

With copy to:

City of Compton
205 South Willowbrook Avenue
Compton, California 90220
Attn: City Manager

In the event of any change of address, the moving party is obligated to notify the other party of the change of address in writing. Each party may amend, supplement and update the notice list to add, delete or replace any listed individuals; however, the amendment must be in writing.

29. Certifications.

Certifications of Consultant

I, Lori R. Gay, **HEREBY CERTIFY** that I am the Owner, and duly authorized representative of the Neighborhood Housing Services, and that, except as hereby expressly stated, neither I nor the above firm that I represent have:

(a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above Consultant) to solicit or secure this agreement; nor

(b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the agreement; nor

(c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above Consultant) any fee, contribution, donation, or consideration of any kind, for or in connection with, procuring or carrying out this agreement.

Debarment and Suspension Certification

The **Consultant**, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal, State or local;
- has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal, State or local within the past 3 years;
- does not have a proposed debarment pending; and
- has not been indicted, convicted, or had a civil judgment rendered against him/her by a court of competent jurisdiction in any matter involving fraud or official misconduct in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property within the past 3 years; and
- are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in the preceding paragraph; and

- have not had one or more public transactions (Federal, State or local) terminated for cause or default within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

[Supply exceptions on separate page]

For any exception noted above, indicate below to whom it applies, initiating and dates of action.

[Attach separate page]

The above certifications are part of this Contract. Signing this Agreement on the signature portion thereof shall also constitute signature of the above Certifications.

_____ _____
NHS, Owner **(Date)**

30. **Miscellaneous.** No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

Should either party hereto, or any representative, successor or assign of either party hereto, resort to litigation to enforce the provisions of this Agreement, the party or parties prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorney's fees and costs in such litigation from the party or parties against whom enforcement is sought.

IN WITNESS WHEREOF, Consultant has executed this Agreement, and the **City**, by its City Manager, who is authorized to do so, has executed this Agreement.

Neighborhood Housing Services
Recommended for Approval:

By _____ **Dated:** _____
Lori R. Gay, President & Chief Executive

CITY OF COMPTON
Recommended for Approval:

By _____ **Dated:** _____
Dr. Aubrey Relf, Grants Compliance Manager

Approved by:

Dated: _____ **By_____**
Craig J. Cornwell., City Manager

Approved as to form:

By _____ **Dated: _____**
Damon Brown, City Attorney

ATTEST:

Dated: _____ **By _____**
Alita Godwin, City Clerk

City of Compton
OFFICE OF THE CITY CLERK

ALITA GODWIN, MMC
City Clerk

(310) 605-5530
Fax (310) 639-4685
e-mail: agodwin@comptoncity.org

RFP OPENING CHECK LIST

DATE : September 5, 2019

PROJECT: Housing Rehab Program Admin

PROJECT MANAGER/CONTACT PERSON: Aubrey Relf

COMPANY	RFP BOND INCLUDED	RFP PRICE	
Willdan			09/05/19 9:46am
Neighborhood Housing Svcs			09/05/19 11:59am

WILLDAN

September 5, 2019

City of Compton
Office of the City Clerk
Grants Division – Housing Rehabilitation Program Administration
205 S. Willowbrook Avenue
Compton, CA 90220

Subject: **Program Implementation Services**
First Time Homebuyer and Housing Rehabilitation Program Administration

The City of Compton is seeking the services of a professional consultant to assist with the implementation of the First Time Homebuyer Program (FTHB) and the Housing Rehabilitation Program (HRP) Administration.

Willdan Engineering (Willdan) provides assistance with overall management of grants, including federally-funded programs. Our proposed project team members understand the grant cycle – from the proposal stage through the grant/contract close-out process. Willdan has administered all aspects of FTHB, CDBG- and HOME- funded programs for municipalities. We have oriented our services to support an agency's grant compliance, budget targets, and performance priorities consistent with HUD, OMB circulars, and state and local requirements.

We are highly capable of undertaking any conceivable FTHB- and HRP-related assignment the City may encounter. Our team's past assignments include a wide range of tasks, including preparing and reviewing environmental assessments; implementing HUD-funded housing projects; labor compliance; financial and performance reporting; reviewing, selecting, and monitoring subrecipients and contractors; and more.

Mr. Salvador Lopez Jr., Director of Planning, is authorized to negotiate on behalf of Willdan Engineering and bind the firm to the agreement. Hourly rates provided in the proposal will be valid for a period of at least 90 days from the date of this submittal. Willdan's office located at 13191 Crossroads Parkway North, Suite 405, Industry, CA 91746 is Willdan's closest office to the City of Compton. The City's contract will be managed through that office location.

We look forward to partnering with the City of Compton and assisting them with their FTHB and HRP programs. If there are any questions regarding our qualifications or this submittal, please contact Ms. Jennifer Maria, our proposed Project Manager, by phone at (714) 940-6300 extension 6273 or by email at jmaria@willdan.com

Respectfully submitted,
WILLDAN ENGINEERING

Salvador Lopez, Jr.
Director of Planning

Jennifer Maria
CDBG/Housing Administration Manager

Table of Contents

Personnel **1**

Project Manager 1

Key Personnel 1

Staff Availability 2

Resumes 2

Experience / Qualifications Information **15**

Firm Qualifications 15

Knowledge of the City of Compton 22

Related Work Experience 23

Specific Experience 25

References **27**

Cost Summary **28**

Personnel

Willdan's team will be led by Ms. Jennifer Maria, CDBG/Housing Administration Manager. She will serve as Project Manager and as the City's main point of contact. Ms. Maria will be responsible for day-to-day management of services provided for implementation, administration, and reporting of CDBG/HOME entitlement grant and stimulus funding received from HUD.

Our proposed on-the-ground team member for the City, Ms. Jennifer Maria, possesses working knowledge of HUD/CDBG Program processes, procedures, and financial requirements. She communicates effectively, has outstanding oral and written skills, and works well under tight deadlines – facilitating timely and effective responses to City staff requests. Our staff exhibit a very personable, professional style in working with City staff. Our proposed team provides adequate staff coverage to meet normal daily and fluctuating program demands.

Project Manager

Ms. Jennifer Maria will act as Project Manager; she will also serve as primary contact for the City. She is a Willdan Engineering CDBG Housing Administrator with 15 years of experience. Ms. Maria is experienced with the implementation and administration of Community Development Block Grant Programs (CDBG), including Housing Rehabilitation (Grant/Loan Program), Code Enforcement and Public Service Programs.

Key Personnel

Mr. Robert Quaid, CPA will serve as the **CDBG Coordinator**. He will apply his extensive financial management and grant experience necessary for the implementation and coordination of tasks outlined in the scope of services. In this role, he will oversee the work assignments of the supporting analysts, attend meetings with the City staff as necessary, and be responsible for work deliverables.

Ms. Sandra Medrano will act as **Housing Rehabilitation Coordinator**. Ms. Medrano has over 18 years of experience in administering housing rehabilitation programs in various jurisdictions in the Southern California area. She has assisted the City of Temple City with its program since 2011 and has participated in the rehabilitation of numerous homes since the beginning of her assignment in that jurisdiction.

Ms. Natalia Lopez will act as **CDBG Analyst**. Ms. Lopez has provided on-call grant administration services to local agencies related to the Community Development Block Grant, Home Investment Partnership Act (HOME) and Emergency Solutions Grant (ESG) programs. Services provided include assistance in the design and development of the process required to solicit and select sub recipients and developers for project inclusion in the Annual Action Plan; review of applications received; conduct community meetings; monitor funding limitations; and recommend funding awards to staff and City Council for approval.

Ms. Helen Jones will act as **Grant Management and Housing Support**. Ms. Jones has provided technical and compliance reviews of CDBG, HOME and ESG subrecipient invoices presented to the City. Ms. Jones also conducted onsite monitoring of CDBG, HOME and ESG subrecipients providing technical support in the review of contracts, Davis-Bacon prevailing wage compliance, Section 3 compliance and other HUD regulations affecting the program activity.

Ms. Richelle Tague will act as **Grant Management and Housing Support**. Ms. Tague has provided review and evaluation of subrecipient CDBG, HOME and ESG grant applications, invoice review, procedures development, preparation of cash drawdowns and budget progress reports for funded projects

Ms. Jane E. Freij will serve as **Labor Compliance Manager**. Ms. Freij is an experienced Administrative/Project Manager with a proven record of profitability achieved through comprehensive

and effective management of time and budget. Key areas of expertise include project needs analyses, scheduling and budgeting, contract administration/negotiation, legal documentation, policy and procedure development, and writing and editing. As a Supervising Labor Compliance Manager, Ms. Freij provides oversight of labor compliance monitoring services for various federally-funded projects under FHWA, FTA, HUD, and EPA. She is familiar with the FHWA federal funding administration process from field review and request for authorization to final invoicing and has specialized training in the reporting requirements and fraud detection and prevention procedures for projects funded by the American Recovery and Reinvestment Act of 2009 (ARRA).

Staff Availability

Willdan's proposed team is available to the City on a weekly basis. Our staff is available to be on-site approximately 6-8 hours per week to ensure timely implementation of CDBG- and HOME-funded programs. Staff is also available to provide emergency remote work, should unforeseen circumstances needs arise requiring immediate attention. It is our goal is to offer our clients flexibility to effectively meet their on-going needs.

Staff Member	Project Role	Contract Availability
Salvador Lopez, Jr.	Principal-in-Charge	10%
Jennifer Maria	CDBG/Housing Administration Manager (Project Manager)	100%
Robert Quaid	CDBG Coordinator	15%
Sandra Medrano	Housing Rehabilitation Coordinator	15%
Natalia Lopez	Housing and Grant Analyst	15%
Helen Jones	Housing and Grant Administration Support	15%
Richelle Tague	Housing and Grant Administration Support	15%
Jane E. Freij	Labor Compliance Manager	10%

Resumes

The following pages contain Willdan's team resumes.

City of Compton

Jennifer Maria

CCDBG/Housing Administration Manager (Project Manager)

Profile Summary

Education:
- *BS, Business Administration, Mount Saint Mary's University, Los Angeles, California (2015-Present)*
- *Undeclared, University of California, Los Angeles*
- *Certificate of Completion, Grant Writing & Administration, California State University, Dominguez Hills, Carson, California*

Experience: *15 Years*

Ms. Jennifer Maria is a Willdan Engineering CDBG Administrator with 15 years of experience. Ms. Maria is experienced with the implementation and administration of Community Development Block Grant Programs (CDBG), including Housing Rehabilitation (Grant/Loan Program), Code Enforcement, Economic Development, Public Facilities and Public Service Programs.

Relevant Project Experience

Grant Administration Services, City of Moreno Valley, California. Special Projects Support. Ms. Maria currently assists in the provision of on-call grant administration services to the City for their CDBG, HOME, NSP and ESG programs. She primarily assists with the implementation of the NSP1, NSP3 and HOME funded affordable housing projects, while providing as-needed technical advisement for inquiries related to CDBG program implementation/administration.

City of Cudahy, California. CDBG Coordinator/Human Resources Manager. Maintained the duties associated with the implementation and administration of Community Development Block Grant Programs (CDBG), including Housing Rehabilitation (Grant/Loan Program), Code Enforcement and Public Service Programs under the general direction of the Community Development Director. Monitored rules and administered, regulations, procedures, forms, applications, records, request for proposals, and reports in accordance with applicable federal, state and local laws, rules and regulations, as they applied to each individual CDBG Program. Developed, implemented and maintained program information, evaluation and reporting systems; prepared and submitted grantee performance reports, including project descriptions and program budgets. Maintained, prepared, and entered client data onto the CDBG Public Service and Housing Rehabilitation Modules for quarterly and annual reporting purposes. Conducted special studies and surveys, as need by the City, or as requested by the Los Angeles Community Development Commission (LACDC) for preparation of 5-year Consolidated Plan, Annual Action Plan, and CAPER. Assisted in the preparation of budgets, requests for proposals, and public hearing notices for the Community Development Department. Implemented and monitored contracts between the City and the appropriate agencies involved with CDBG administration; served as primary contact for the City with LACDC. Prepared public hearing notices and staff reports for the City Council and attended/presented at City Council Meetings and/or City Planning Commission meetings. Reviewed/prepared CDBG funding requests reimbursements (with and/or without supporting documentation), as needed by the Finance Department. Assisted the Finance Director with preparation for Financial Monitoring performed by LACD financial staff. Identified funding sources and prepared detailed proposals for various grant sources (i.e. data collection, research, narratives, budgets, scopes of work). Managed/tracked the return of Program Income for the Housing Rehabilitation Program. Processed reconveyance requests for past Housing Rehabilitation Program participants.

City of Cudahy, California. Administrative Assistant – CDBG Administration. Managed the implementation and administration of Community Development Block Grant Programs (CDBG), including Housing Rehabilitation (Grant/Loan Program), Code Enforcement and Public Service Programs under the general direction of the Community Development Director. Monitored rules and administered,

regulations, procedures, forms, records, request for proposals, and reports in accordance with applicable federal, state and local laws, rules and regulations, as they applied to each individual CDBG Program. Developed, implemented and maintained program information, evaluation and reporting systems; prepare and submit grantee performance reports, including project descriptions and program budgets. Conducted special studies and surveys. Assisted in the preparation of budgets, requests for proposals and public hearing notices for the Community Development Department. Implemented and monitored contracts between the City and the appropriate agencies involved with CDBG; principal contact with the Los Angeles County Community Development Commission. Prepared staff reports for the City Council and required to attend City Council Meetings and/or City Commission meetings as necessary. Reviewed CDBG Funding requests under the supervision of the Community Development Director and the Finance Director. Assisted the Finance Director with preparation for Financial Monitoring performed by CDBG. Identified funding sources and prepared grant proposals for various grants (i.e. data collection, research, narratives, budgets, scopes of work). Provided administrative support to Community Development Divisions (i.e., Planning, Building and Safety, Code Enforcement), as needed.

City of Cudahy, California. Account Clerk - Business License. Provided technical assistance to all potential businesses and contractors during the application process and compiled necessary documentation required for that specific type of business. Managed the CDBG-funded Business Assistance Program through the provision of advanced technical assistance for new, micro-enterprise business owners seeking guidance/educational resources. Created and maintained files for all new and existing businesses/contractors. Generated and expedited Business License Renewal Notices on an annual basis. Collected and processed payment information for all Business License Renewals on an annual basis. Coordinated oversight of tenant improvements with Building and Safety Division. Assisted the Planning Division the processing of Zoning Clearances. Monitored businesses for compliance with the assistance of the Code Enforcement Department.

City of Cudahy, California. Clerk Typist. Provided the Code Enforcement Department with clerical assistance by generating outgoing violation notices and tracking follow-up inspection progress. Managed and maintained the Cudahy Swap Meet. Organized, generated, and submitted paperwork for the payment of invoices received by the City of Cudahy. Collected and processed payments for Pre-Sale Inspections and Building and Safety Permits. Served as relief coverage for receptionist and maintained confidential City files/documents.

Robert D. Quaid, CPA

CDBG Coordinator

Profile Summary

Education:	*Bachelor of Science, University of Southern California*
Certification:	*Certified Public Accountant*
Areas of Expertise:	*Grant Administration & Monitoring* *Cost of Service Studies* *BID Administration* *Statutory Financial Reporting* *Fiscal Analysis for User Fees and Rates* *Fund Audits* *Quality Review of Community Facilities, Lighting & Landscaping, and Assessment Districts*
Experience:	*18 Years*

In the position of Principal Consultant at Willdan, **Mr. Quaid** provides project management, procedural support and quality review for Willdan's District Administration and Financial Services Consulting groups. Mr. Quaid also services as the lead consultant for grant administration, cost of service and cost audits and as interim finance/administrative staff to client agencies.

With more than 18 years of experience in the public finance industry, Mr. Quaid has participated in numerous cost service studies and construction cost audits. Mr. Quaid began his career as an auditor in 1976 with the international CPA firm formerly known as Haskins & Sells.

Relevant Project Experience

City of Moreno Valley, California. Grant Consultant/Manager (2018-Present): As the lead grant consultant to the City, Mr. Quaid reports to the City financial operations manager and supervises a Willdan staff of three individuals supporting the City's annual grant administration, monitoring and reporting activities. These activities include, among other things, reviewing, scoring and preparing council recommendation reports on the subrecipient applications for the City's annual CDBG, HOME and ESG entitlement awards, conducting pre- and post-award training sessions with subrecipients, reviewing sub-recipient invoices for payment, and entering various information into the HUD Integrated Disbursement of Information System (IDIS). Mr. Quaid also oversees the preparation of the Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER), plans and conducts the annual onsite subrecipient monitorings, and interfaces with regional HUD representatives on technical issues for the City.

North City West School Facilities Financing Authority, California. Administrator (2007 to the Present): As the administrator for the three member joint powers authority, Mr. Quaid works closely with the Executive Director and is primarily responsible for supervising the monthly administration, accounting and investment functions including processing of revenues and expenses in accordance with GAAP, coordinating debt service payments with the bond trustee, preparing quarterly Board agendas and financial reports, working with the independent CPA during the annual audit/compliance review, interfacing with the San Diego County Office of Education, filing mandatory/regulatory reports with the City of San Diego and the Securities and Exchange Commission and communicating with Board members, as needed.

Central Basin Municipal Water District, California. Interim Financial Manager: As the District's Interim Financial Manager, Mr. Quaid's duties included working with the General Manager, department heads and District staff to develop the annual budget; provide an assessment of the finance department's current staffing plan; work with staff in preparation of monthly budget versus actual reports for project

managers for budget monitoring; work with staff in preparation of financial information to be included in the monthly Board reports; assist department staff with scheduled check runs and check requests; effectively manage cash flows; ensure compliance with IRS and SEC requirements on tax-exempt bond issues; review the District's Long-Range Financial Plan with the General Manager; assist with the identification of necessary rates to meet District revenue requirements; provide financial market updates; attend regular monthly Board meetings, agenda meetings and department head meetings; and held regular office hours at the District office. Mr. Quaid also represented the District in a Bureau of Reclamation grant audit for the District's recycled water pipeline providing necessary support for indirect costs allocated to the grant.

Sandra Medrano

Housing Rehabilitation Coordinator

Profile Summary

Education:
- *MA, Industrial Psychology (Human Resources), California State University, Los Angeles*
- *BA, Psychology, University of California, Los Angeles*
- *BA, Sociology, University of California, Los Angeles*

Experience: *17 Years*

Ms. Sandra Medrano brings to Willdan Engineering over 17 years of experience in housing rehabilitation. Ms. Medrano is currently assisting the City of Temple City with the administration of their housing rehabilitation loan/grant program. Previously with Willdan Engineering, she also assisted the Cities of Norco, Artesia and Paramount and the Bell Gardens and La Mirada Redevelopment Agencies with the operation of HOME and redevelopment set-aside funded housing rehabilitation programs, respectively. Prior to joining Willdan, Ms. Medrano provided housing rehabilitation services to several Southern California cities including Lake Forest, La Puente, and Mission Viejo.

140, 137, 132In administering housing rehabilitation programs, her duties have included: managing the utilization of federal, state and local funds budgeted for housing rehabilitation purposes; interviewing qualified perspective applicants for HUD, HCD or Redevelopment Agency financial assistance; preparing work write ups and cost estimates; coordinating the solicitation of bids from contractors and the selection of contractors; overseeing the packing and processing of loan/grant documents; and conducting progress inspections of rehabilitation work.

Relevant Project Experience

City of Temple City, California – Ms. Medrano is currently assisting with the administration of the City's CDBG Home Rehabilitation Program.

City of Norco, California – Ms. Medrano assisted with the administration of the City's CDBG Home Rehabilitation Program.

City of Pico Rivera, California – Ms. Medrano recently assisted with the administration of the City's CDBG Home Rehabilitation Program.

City of Bell Gardens (CA) Redevelopment Agency – Ms. Medrano assisted with the operation of a Redevelopment Agency funded Housing Rehabilitation Loan and Grant Program.

Cities of Artesia and Paramount, California, and La Mirada and Irwindale Redevelopment Agencies – Ms. Medrano's responsibilities have included:

- Interviewing and qualifying perspective applicants.
- Performing on-site inspections of homes proposed for rehabilitation.
- Making specific recommendations on suitability of rehabilitation work proposed by homeowners.
- Reporting to and making recommendations to loan committees regarding individual applicants.
- Processing all deeds and loan paperwork required by city procedures.
- Assisting with selection of appropriate private contractors to perform work.
- Mediating between homeowners and contractors.
- Conducting progress inspections of rehabilitation work and requesting disbursement of contractor payments.
- Maintaining document files on all eligible applicants.

Natalia Lopez

Grant and Housing Analyst

Profile Summary

Education: *Associates Degree, Business Administration, San Bernardino Valley College, San Bernardino, California*
Experience: *10 Years*

Ms. Natalia Lopez is a Willdan analyst with 10 years of administration experience. Prior to joining Willdan, Ms. Lopez was employed by the City of Moreno Valley where she was responsible for assisting with the administration of the City's Community Development Block Grant program.

Relevant Project Experience

City of Moreno Valley, California. Analyst I. Assisted in administration of the Community Development Block Grant (CDBG) program. Reviewed CDBG subrecipient invoices and monthly statistical reports to ensure completeness and compliance with Housing and Urban Development (HUD) regulations. Tracked expenditures and performances of all CDBG subrecipients. Processed invoices for payment with accounts payable. Routed subrecipient agreement for insurance approval, final signatures, and final execution. Verified monthly CODE Enforcement Service Areas for CDBG eligibility using the City's Geographic Information Systems database. Provided support with processing subrecipient invoices for HOME and Emergency Solutions Grant (ESG). Assemble environmental review data documents for preparation of HUD Environmental Monitoring. Assisted in coordinating access to HUD Environmental Review Online System (HEROS) for corresponding individuals. Assisted in the coordination of the Technical Assistance Meeting for Grant Funding. Compiled performance data for inclusion in the Annual Action Plan. Prepared public notices for publication in the local newspaper. Gathered files required as part of the Citizens Participation Plan. Updated grants unit procedure manuals, forms, and databases. Maintained centralized filling system for all grant funded activities. Scanned, uploaded and created digital files. Prepared memorandums, letters, and emails. Assisted in preparation of home lien releases and reconveyances. Fielded phone calls from the general public regarding grant funded programs. Collaborated with multiple departments on assignments including City Attorney, City Clerks, Graphics, Facilities & Finance. Created, maintained, and updated forms, databases, logs, files, records, and reports for department use. Assisted in coordinating scheduled meetings, workshops, and training rooms as needed.

Hidden Valley Landscapes. Office Manager. Performed accounting functions via QuickBooks for Accounts Payable and Accounts Receivable. Conducted financial audits and budget analysis. Responsible for hiring, processing payroll, maintaining employee schedules, and employee audits for workers compensation claims. Maintained calendar, appointments, and meeting schedule. Submitted plans to City Building and Safety Department for building permits. Prepared letters for official correspondence. Maintained files, reports, and computer databases through confidential and accurate data entry. Provided general information to the public as first point of contact via phone or in person.

Balance Staffing. Human Resources Coordinator. Supervised and assisted 60 internal employees, and approximately 8,000 temporary employees. Resolved benefit related problems and maintained positive employee relations. Administered plans in accordance with federal and state regulations. Maintained OSHA log and databases that tracks incidents and status. Processed workers compensation claims; injury reports, medical documentations, return to work plans. Performed employment verifications, EDD Claims. Conducted E-Verify and background checks for new internal employees. Audited I-9's and maintained current files/records. Processed separation forms. Filed papers and documents into appropriate employee files. Assisted and prepared correspondence; processed mail.

ABE Fire Protection. Administrative Assistant. Performed general office duties: answering multi-line phone, filing, faxing, photocopy machine. Created proposals and invoices, prepared letters. Assisted CEO with daily activities as needed. Responsible for document preparation for field technicians and followed up with technicians. Obtained city business licenses when needed. Completed submittals paperwork for projects; shop drawings, material data, samples, and product data.

Inland Fire Protection Inc. Administrative Assistant. Maintained company scheduling. Billed, faxed and mailed numerous invoices daily. Organized, filed, and retained customer documents. Assisted CEO and Supervisor with daily tasks. Responsible for document preparation for field technicians; Fire Sprinkler Reports, Extinguishers, and Fire Suppression System. Created proposals and assisted in sales.

San Bernardino City Hall. Human Resources Office Assistant. Conducted salary analysis survey. Scheduled and arranged correspondences for official meetings. Performed general office duties: answering multi-line phone, filing, faxing. Distributed mail throughout departments in a timely manner. Alphabetized, inputted, and filed classified client information.

Helen Jones

Grant Management and Housing Support

Profile Summary

Education:	*Bachelor of Arts,* *Lakehead University,* *Thunder Bay, Canada* *Cum Laude*
Certification:	*Certified Fraud Examiner*
Areas of Expertise:	*Grant Monitoring* *Prevailing Wage Reviews* *Cost Audit Services* *Professional Affiliations* *Association of Chartered Certified Accountants*
Experience:	*12 Years*

Ms. Helen Jones is a Senior Analyst in Willdan Financial Services' District Administration Services group. She assists in the research and analysis necessary to resolve local government financial issues related to auditing and administration.

Ms. Jones joined Willdan with over a dozen years of financial and auditing experience. She enhances the Willdan team by bringing her expertise in understanding organization objectives and structure, policies, processes, internal controls, and external regulations; identifying risk areas; and preparing programs. In her career, she has served as an auditor, controller and chief financial officer, with real estate development and financial control firms.

As a senior analyst and auditor with an international fraud investigation and dispute resolution firm in the firms' Cayman office, she specialized in complex offshore asset recovery; fraud investigation and insolvency projects; prepared affidavits in support of Grand Court submissions; traced funds and classes structures of SPhinX Funds with over $500M in assets; and cross border insolvency complications. She also maintained direct involvement in efforts to recover Fairfield funds' assets, one of the major victims in the Bernie Madoff Ponzi scheme.

In the capacity of financial controller of a real estate development and general construction firm, Ms. Jones oversaw all financial matters, including preparing financial statements; payroll, regulatory communications and filings; ensuring adequate cash flow; and reporting to investors. While with the firm, she was the acting chief financial officer for a real estate development/new construction project in Old Town Temecula and oversaw the construction of a $12M mixed use building with a combined square footage of 37,000 and accommodating restaurants, retail spaces, executive office suites and apartments. Her tasks included, point of contact for all project funding for the lending bank and fund control company; prepared all fund draw requests; ensured compliance with all provisions of the City of Temecula conditions for redevelopment grant of $4M; vendor relations and payment of sub-contractors; investor reporting; and preparing financial statements and regulatory filings.

Relevant Project Experience

City of Moreno Valley, CA – Grant Analyst (2018-Present): Ms. Jones provides technical and compliance reviews of CDBG, HOME and ESG subrecipient invoices presented to the City. Ms. Jones also teams with Mr. Quaid in conducting the onsite monitoring of the City's CDBG, HOME and ESG subrecipients providing technical support in the review of contracts, Davis-Bacon prevailing wage compliance, Section 3 compliance and other HUD regulations affecting the program activity. Ms. Jones also assists in the preparation of the monitoring reports to the City.

County of San Diego, CA – Community Facilities District No. 2008-01: Currently project analyst for construction cost audit of $55.4 million in public facilities including streets, bridges, parks, sewer, water and wastewater treatment. Ms. Jones reviews all required documents required for submittal by Cal Atlantic Homes, the developer, pursuant to the Acquisition and Funding Agreement. She also performs the review of certified payrolls for the contractors and subcontractors for prevailing wage compliance, coordinates communications by the Project Manager to the County and the developer and assists in the preparation of the audit reports for the facilities.

Richelle Tague

Grant Management and Housing Support

Profile Summary

Education:	*Bachelor of Science in Business Administration (Emphasis in Accounting); California Baptist University*
Areas of Expertise:	*Grant-Related Services* *Non-Profit Organization Accounting* *Database Management*
Experience:	*8 Years*

Ms. Tague provides grant administration support for Willdan's grant engagements. She provides review and evaluation of subrecipient CDBG, HOME and ESG grant applications, invoice review, procedures development, preparation of cash drawdowns and budget progress reports for funded projects.

As an analyst within Willdan' Financial Services, Ms. Tague assists in the research and analysis required to resolve local government financial issues related to district and grant administration, including database management, research of applicable laws and regulations, and report preparation.

Further, Ms. Tague is also involved in auditing services, for which she has worked with a number of cities and developers related to the reimbursement of public facilities. She is also part of the on-call grant services team and is responsible for providing fiscal, reimbursement review, reporting, and budget support to agencies on an as-needed basis.

Ms. Tague came to Willdan with six years of combined finance and accounting experience. Prior to joining Willdan, she worked for the American Red Cross and was responsible for the day-to-day grant fiscal administration for federally funded programs, such as Community Development Block Grant (CDBG) and various National Emergency Grants (NEG). Previous services performed by Ms. Tague related to federal grants included:

- Preparation of draw down requests;
- Accounts payable and payroll;
- Monitoring of grant expenditures and project milestones;
- Development of policies and procedures to implement new grants and projects; and
- Analysis and preparation of statistical information used for performance reporting (i.e., number of participants served, income levels, demographics etc.).

Relevant Project Experience

Grant Administration Services, City of Moreno Valley, California. Grant Administration Support. Ms. Toque teamed up with Ms. Zaskia Jones to assist with the review of invoicing received by sub-recipients, preparation of the City's Annual Action Plan, and the annual CAPER.

City of Compton

Jane E. Freij

Labor Compliance Manager

Profile Summary

Education:
- *BA, Linguistics, University of Kansas*
- *Attorney Assistant Training Program, Litigation/ Corporations, University of California, Los Angeles*

Experience: *20 Years*

Ms. Jane E. Freij is an experienced Administrative/Project Manager with a proven record of profitability achieved through comprehensive and effective management of time and budget. Key areas of expertise include project needs analyses, scheduling and budgeting, contract administration/negotiation, legal documentation, policy and procedure development, and writing and editing. As a Supervising Labor Compliance Manager, Ms. Freij provides oversight of labor compliance monitoring services for various federally-funded projects under FHWA, FTA, HUD, and EPA. She is familiar with the FHWA federal funding administration process from field review and request for authorization to final invoicing and has specialized training in the reporting requirements and fraud detection and prevention procedures for projects funded by the American Recovery and Reinvestment Act of 2009 (ARRA).

Experience prior to joining Willdan includes 4 years with Edison Enterprises, where Ms. Freij served as Contract Administrator and Senior Contract Administrator. In these positions, she developed and negotiated contracts for products and services, monitored and enforced contractual compliance, constructed contractual terms and conditions, served as risk management liaison, and managed a multi-state licensing project for an energy services subsidiary. Ms. Freij has a strong legal background, having served as a paralegal and senior paralegal for litigation attorneys in real estate, land development, and contract law. She is experienced in Microsoft Word, Microsoft Excel, and Lexis-Nexis research software.

Relevant Project Experience

China Lake Boulevard Construction Management from Upjohn to Bowman Road, City of Ridgecrest, California. Labor Compliance. Construction management and inspection services for street rehabilitation on China Lake Blvd from Upjohn to Bowman Rd. Willdan will provide construction management, inspection, labor compliance, quality assurance materials testing, and federal funding compliance.

Federal Highway Administration (FHWA) Labor Compliance, Various Cities, California. Responsible for providing supervisory federal and state labor compliance services for FHWA funded projects in the following cities:

- Baldwin Park
- Calabasas
- Coachella
- Commerce
- Hawaiian Gardens
- Huntington Park
- La Cañada Flintridge
- La Mirada
- La Puente
- Lakewood
- Maywood
- Monterey Park
- Paramount
- Pico Rivera
- Placentia
- Pomona
- Rancho Palos Verdes
- Rolling Hills Estates
- Rosemead
- South Gate
- South Pasadena
- Thousand Oaks
- Westlake Village

Community Development Block Grant (CDBG) Labor Compliance, Various Cities, California. Responsible for providing supervisory federal and state labor compliance services for CDBG funded projects administered by the U.S. Department of Housing and Urban Development (HUD) and the Los Angeles County Community Development Commission (LACDC) in the following cities:

City of Compton

- Bell Gardens
- Burbank
- Calimesa
- Commerce
- Hawaiian Gardens
- La Mirada
- Lawndale
- Maywood
- Paramount
- Pico Rivera
- Rosemead
- San Marino
- South El Monte
- South Gate

Safe Routes to School, City of Hawaiian Gardens, California. Labor Compliance Manager. Willdan Engineering provided professional engineering services for the Safe Routes to School (SRTS) Project. The project consists in the preparation of plans, specifications and estimate (PS&E) for street and traffic design including field survey, environmental documentation, utility coordination, contract administration, record drawings, construction inspection and labor compliance. The improvements for street and traffic surround Fedde Middle School, Furgeson and Hawaiian Elementary School. The federal SRTS was in the amount of $611,000. The project would improve signing and striping, ADA access ramps, provide raised pedestrian crosswalks and pedestrian traffic control devices.

Local Street Overlay, City of Norwalk, California. Responsible for payroll review/project oversight. The project improvements include installation of AC pavement; reconstruction of road sections; replacement of damaged curb and gutter, drive approaches, sidewalks, and cross-gutters; installation of ADA ramps; replacement of striping, legends, traffic loops, water cans and covers; and adjustment of manholes. The project will utilize Community Development Block Grant (CDBG) funds, with a construction contract period estimated to be 90 working days. The construction contract was $1,876,000.

Bradford/Madison Street Improvement, City of Placentia, California. Labor Compliance Manager. Responsible for providing labor compliance services for this project which involved providing professional construction engineering and funding administration for the Bradford/Madison Street Improvement Project. Willdan also provided construction management and construction inspection services for the ARRA funded project. The project involved the removal and replacement of damaged street sections, asphalt overlay, miscellaneous concrete repairs to sidewalks and curbs, planting of street trees, and other appurtenant work.

Third Street Improvements, City of Calimesa, California. Labor Compliance Manager. Responsible for providing labor compliance services for this project which involved providing professional construction engineering and funding administration for the Third Street Improvement Project. Willdan also provided construction management and construction inspection services for the ARRA funded project. The project involved the removal and replacement of damaged street sections, asphalt overlay, miscellaneous concrete repairs to sidewalk and curbs, planting of street trees, and other appurtenant work.

Saturn Avenue Street Improvements, City of Huntington Park, California. Labor Compliance Manager. Responsible for labor compliance services for this $1.9 million street improvement project, funded through the Federal Highway Administration (FHWA) and administered by the California Department of Transportation (Caltrans) utilizing American Recovery and Reinvestment Act (ARRA) funds. Ms. Freij is also assisting with grant administration services.

Experience / Qualifications Information

Firm Qualifications

Willdan Engineering, a California Corporation, is part of Willdan Group, Inc. (WGI), a NASDAQ publicly-traded Delaware Corporation and nationwide firm serving more than 800 public agencies and private sector clients. Founded in 1964 and headquartered in Anaheim, California, Willdan was originally established as a civil engineering firm specializing in providing solutions for our public agency clients. Since that time, we have evolved into a professional consulting firm offering a broad array of services that allows us to provide a comprehensive and integrated approach to our clients' planning, engineering, financial, economic, public facility, public safety, and energy sustainability solutions.

Today, Willdan operates out of multiple offices located throughout the United States – including our four southern California office locations (Cities of Industry, Anaheim, San Bernardino, and Ventura). We have supported implementation of community visions through engineering, construction management, inspection, planning, building safety, and staff augmentation services. Willdan has completed various types of projects for over 60 percent of the cities and counties in California. In the area of specialties, Willdan has a vast background in city engineer, traffic engineer, and building official staff augmentation, administration, development review, public works permitting and inspection, roadway design, construction management, and long-term planning which includes development of capital improvement plans, improvement districts, funding plans, development master plans, safe route to school planning, facility master plans, and CEQA and NEPA environmental review documentation.

Planning and Community Development Services

Willdan has provided comprehensive planning and engineering services across the nation for over 54 years. Our experts identify, engineer, construct, and optimize solutions to meet your goals – whether they are deep energy savings, added efficiency for municipal systems, or designing innovations to address major environmental challenges.

Willdan's depth of experience in helping cities govern locally provides a critical value to large programs: our intimate knowledge of city and agency cultures ensures that local concerns are addressed early in the process, thus avoiding costly delays.

Willdan has the experience and knowledge to undertake virtually any planning and community development assignment. The quality of our work is demonstrated by the length of our client relationships and our ever-expanding requests for services.

Planning and Community Development Services

Community Development

- Grant applications/ administration
- Housing studies and programs
- Economic development
- Labor standards compliance

Contract Staff Support

- Interim City/County staff assignments
- Overload case processing
- On-call support
- Project management

Environmental Planning

- CEQA/NEPA compliance/ document preparation
- Technical studies/resource assessments
- Mitigation monitoring
- Third-party review
- Legal challenge assistance
- Climate Action Plans
- AB 32/SB 375 Assistance
- LEED/Green Building Consulting
- AB-52/SB-18

Urban Planning and Design

- Land-use plans and studies
- General plans/individual elements
- Specific plans
- Community plans
- Zoning ordinances
- Design guidelines
- GIS databases/mapping
- SB 375 consulting

Areas of Expertise, Experience, and Training

Throughout our 55-year history, Willdan has served as a full-service, multi-disciplinary firm based in Southern California with satellite offices throughout the United States. We specialize in consulting engineering and planning services for governmental agencies. We support implementation of community vision through planning, engineering, construction management, building safety, staff augmentation and financial consulting. In addition, Willdan offers a full complement of project management, analysis, design, permitting and funding assistance, construction management and other project support activities necessary for a sustainable project.

Our staff of experts includes specialists in

- Housing Development and Implementation Strategies Environmental Planning
- Staff Augmentation
- Financial Consulting
- Grant Administration
- Water and Wastewater Engineering
- Urban and Regional Planning
- Landscape Architecture
- Civil Plan Review
- Labor Compliance
- Cost Allocation Plans
- Construction Management and Inspection

Housing and Community Development

Willdan staff has substantial training and experience in providing a variety of community development services to governmental agencies across California. We have administered all aspects of the Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) programs for municipalities and are operating CDBG- and HOME-funded residential and/or commercial rehabilitation programs in a number of cities. Our community development staff has procured grants and other forms of funding from the Department of Housing and Urban Development (HUD) and the State Department of Housing and Community Development (HCD) for a variety of purposes, including housing rehabilitation, first-time homebuyer assistance, and public works/community facility projects. Our staff has also conducted a wide range of housing studies, including inventories and analyses of potential housing sites, housing condition surveys, housing element updates, and affordable housing strategies.

Due to our long-term involvement in administering housing and community development programs, we have developed a thorough understanding of the program requirements of the funding agencies involved and have established sound practices and standard procedures to maintain a high level of accuracy and productivity. Our community development staff has strong organizational skills and works efficiently to comply with grant program deadlines. Additionally, our staff applies sound technical and creative approaches to addressing grant administration issues that arise. We have developed good working relationships with the respective funding agencies, including HUD, HCD, and the LACDA. Our staff regularly attends workshops and seminars sponsored by these agencies in order to remain current with their regulations and procedures.

Grant Administration

Effective grant administration is essential for the successful management and performance of the City's various CDBG/HOME funded projects. Further, with the release of the "Uniform Guidance" by the U.S. Office of Management and Budget (OMB) on December 26, 2013 (codified at 2 CFR Part 200), Willdan understands the need to ensure that grant operations are efficient, accurate and transparent. Staff have developed several assessment tools and templates designed to assist grantees implement and adhere to HUD guidelines and also OMB administrative requirements.

Staff have gained experience in the following areas:

- Proficient use of the Integrated Disbursement Information System (IDIS) and Disaster Recovery Grant Reporting System (DRGR);
- Financial and performance reporting through the Consolidated Annual Performance Report (CAPER);
- Sub-recipient monitoring in accordance with applicable OMB Circulars and enabling grant statues;
- Annual single audit preparation;
- Technical assistance to provide guidance in the interpretation of the Code of Federal Regulations and Circulars, as well as appropriate use of federal funds, etc.;
- Grant proposal coordination and budget preparation;
- Documentation of procedures and training of staff and sub-recipients;
- Presentation of reports to executives and council/board members; and
- Coordination across multiple agency stakeholders including city staff, elected officials, HUD and other consultants to advise on the status of funding and to ensure earmarking requirements are met.

Our staff is well qualified to provide the services the City seeks based on their education, career training, and work experience. As this broad experience indicates, our staff has worked in a wide range of multi-cultural communities and has the experience and knowledge to successfully implement programs in politically and culturally diverse cities.

Project Approach

It is our understanding that the City of Compton is seeking the services of a qualified consultant to assist with the administration and implementation of the First Time Homebuyer Program (FTHB) and the Housing Rehabilitation Program (HRP). Willdan is proposing to provide to the City the appropriate range of services needed for the administration of its CDBG Program. In order to allow City staff to direct their attention and efforts to the many other tasks required of them, Willdan will provide these services so as to minimize demands upon the time and effort of City staff. Willdan will assure proper oversight of the City's CDBG-funded activities by providing to City staff, as appropriate, specific recommendations for action along with full evaluations of all appropriate alternatives. Our staff will also provide written reports and updates to City staff to keep them informed on a regular basis and document program accomplishments.

Willdan's technical approach to assisting with the administration of the City's CDBG-funded projects/programs involves assigning a well-qualified team, under the direction of a senior member of our staff, to provide the services being requested by the City. Our designated CDBG/Housing Administration Manager, Jennifer Maria, will take the lead in providing CDBG administration services and report directly to the department manager in delivering the desired services, and will be responsible for delegating

specific tasks to the other team members, as necessary, and monitoring their performance. The composition of our team and our approach to project management are further discussed in this section and in the "Project Team" section of this proposal.

Scope of Work

The items to be included in the Scope of Work are indicated below. The list of items is not inclusive with new items being included based on unforeseen program changes initiated by the County and/or HUD. All work items will be carried out in conjunction with City staff input and review. In accordance with the Scope of Work reflected in the RFP, Willdan shall perform the following functions:

- First Time Homebuyers Program (FTHB)
  - Determine the eligibility of each applicant.
  - Inspect the prospective units and determine eligibility and acceptability of properties selected by applicants.
  - Prepare loan documents on qualified applicants and submit completed loan document package to City of Compton for approval in conformance with program guidelines.
  - Prepare all loan closing documents and ensure proper closing process.
  - Transfer participant files to City of Compton at completion of each file closeout.
  - Ensure compliance with Federal State and Local regulations
- Other Tasks
  - Perform Loan Underwriting for each program participant.
  - Perform Loan Document Execution for each applicant file.
  - Develop and provide cost estimates for the First Time Homebuyer Program.
  - Provide public information at the direction of the City.
  - Provide the City with monthly status reports.
  - Prepare Environmental Review and Assessment.
- Housing Rehabilitation Program (HRP) process.
- Ongoing (September 16, 2019 through Agreement expiration) program coordination with Grants Manager in Grants Division, or their designee. Tasks will include but not be limited to the following:
  - Perform intake/assessment of eligibility (review applications).
  - Perform regular property inspections a minimum of three (3) separate times during the rehabilitation process.
  - Perform/develop HUD compliant work write-ups for each eligible unit to be assisted.
  - Perform solicitation process and proper selection of contractors in accordance with HUD complaint and City procurement policies.
  - Perform loan underwriting for each HRP participant project file.
  - Review Committee (LRC) Report and LRC Agenda & Determination Forms as well as schedule and conduct LRC meetings.
  - Coordinate/ facilitate Loan document execution process.
  - Review contractor invoices and prepare approval of contractor payments
  - Coordinate with City Staff on invoices, general administrative issues.
  - Provide public information at the direction of the City.

- Provide the City with monthly status reports.
- Maintenance and production of complete case files and other records.

- Ongoing (September 1, 2019 through Agreement expiration) coordination with CDBG and HOME Administration processing of contractor invoices. Tasks will include but not be limited to the following:
  - Monthly monitoring.
  - Prepare Environmental Review and Assessment.
  - Prepare/submit request for release of funds and certification.

OPTIONS

At the discretion of the City, the following Optional services may be required in addition to the major tasks:

- Policy of Insurance Record of Title (PIRT)
- Drive-By Appraisal Services
- HCD Formal Title Search
- HCD Lien placement and removal services
- Preliminary Title Report
- Recordation of Notice of Completion

Implementation of Scope of Work

Due to our long-term involvement in administering housing and community development programs, we have developed a thorough understanding of the program requirements and have established sound practices and procedures to maintain a high level of accuracy and productivity. Our community development staff has strong organizational skills and creative approaches to addressing grant deadlines. Additionally, our staff applies sound technical and creative approaches to addressing administrative issues that arise. Below, you will find a comprehensive timeline that breaks down each administrative task for your City by month. These projections are subject to vary based on the current status of each existing CDBG project.

2019-20 First-Time Homebuyer (FTHB) Program – Implementation Timeline	
Date	Task
15-30 Days	Qualify applicant(s) for participation in FTHB program.
15-30 Days	Identify dwellings that are program compliant for qualified participant(s).
15-30 Days	Compile and prepare complete loan file for qualified applicant(s). Submission of complete loan file for City review/approval (time frame subject to vary based on responsiveness of applicant during underwriting process).
30-60 Days	Preparation of loan documentation and proper oversight of escrow process for each qualified applicant.
14 Days	Secondary review of each applicant file for completeness. Submission of completed file to City for retention and monitoring purposes.

2019-20 Housing Rehabilitation Program (HRP) – Implementation Timeline	
Date	Task
September 2019	Meet pertinent City staff to acquire the following: relevant program operation information, current program guidelines (if any), list of applications (if any received to-date), as well as determine the City's marketing tools to generate interest in the new program (if any). Commence contacting applicants interested in program participation. Develop marketing materials, program guidelines, as project-related documentation, as needed.
October 2019	Commence qualification process for eligible applicants. Compile application and support documentation needed to satisfy the qualification process for each applicant project file. Commence preliminary staff work write-ups, grant-related documentation, selection of contractors, and project related agreement processes for work to be performed on each qualified commercial unit. Develop implementation timeline for each project file.
Nov. Dec 2019	Ensure selected contractors are complying with all City requisites prior to commencing work (i.e., design standards, permitting, etc.). Follow-up on work performed to ensure effective adherence to established project timelines. Follow-up with applicants for quality assurance and technical assistance purposes.

2019-20 Housing Rehabilitation Program (HRP) – Implementation Timeline	
Date	**Task**
Jan-Feb 2019	Continue marketing and applicant qualification process, pending available funding for current program year. Develop a list of interested applicant information for future use, should additional funding become available. Follow-up on work performed by contractors to ensure effective adherence to established project timelines. Follow-up with applicants for quality assurance and technical assistance purposes. Review invoices received for work performed and submit requests for reimbursement.
March 2019	Continue marketing and applicant qualification process, pending available funding for current program year. Continue developing list of interested applicant information for future use. Ensure selected contractors are complying with all City requisites prior to commencing work (i.e., design standards, permitting, etc.). Follow-up on work performed to ensure effective adherence to established project timelines. Follow-up with applicants for quality assurance and technical assistance purposes. Review invoices received for work performed and submit requests for reimbursement.
April 2019	Continue developing list of interested applicant information for future use. Ensure Follow-up on work performed to ensure effective adherence to established project timelines. Follow-up with applicants for quality assurance and technical assistance purposes. Review invoices received for work performed and submit requests for reimbursement. Coordinate/commence closeout process for projects nearing completion (i.e. final inspections, applicant sign-off on work completed, request for release for final retention etc.).
May 2020	Continue developing list of interested applicant information for future use. Follow-up on work performed to ensure effective adherence to established project timelines. Follow-up with applicants for quality assurance and technical assistance purposes. Review invoices received for work performed and submit requests for reimbursement. Coordinate/commence closeout process for projects nearing completion (i.e. final inspections, applicant sign-off on work completed, request for release for final retention etc.). Maintain close oversight of unforeseen delays of work, if any, to ensure timely completion of any remaining open projects.
June 2020	Continue developing list of interested applicant information for future use. Follow-up with applicants for quality assurance and technical assistance purposes. Coordinate/commence closeout process for remaining projects, if any, nearing completion (i.e. final inspections, applicant sign-off on work completed, request for release for final retention etc.). Ensure effective closeout of all current year projects prior to 6/15/2020. Submit completed files to staff for retention and future monitoring purposes.

Knowledge of the City of Compton

Willdan has performed various consulting services to the City of Compton since 1985. We have provided engineering services; project management of design and construction projects services; traffic engineering/design services; traffic studies; financial consulting services; plan and subdivision map review/plan checking services, and grant application services for this city. Some of our more recent services include the following projects:

7 Tasks: Humps, Stops, Signal, School and Crosswalk Studies, also Traffic Calming Guidelines: The City of Compton has received requests to install speed humps, stop signs, and crosswalks at various locations. Willdan reviewed, analyzed and made recommendations regarding these traffic control devices, as well as the signal at Alameda and El Segundo. Willdan prepared Traffic Calming Guidelines.

Annual Administration 2018/19-2020/21: Willdan provided administration services for the Landscape and Lighting District Assessments and Sewer Service Charges.

Compton Boulevard Signing, Striping and Loop Replacement Plan: Willdan provided professional traffic engineering services to the City of Compton. Services included preparation of plans, specifications and estimates for signing, striping, and loop replacement plans for Compton Blvd between Alameda Street and Long Beach. The project was expedited to avoid construction delays.

Evaluate Speed Humps, Stop Signs, and Flashing Beacons Requests: The City of Compton had received requests to install speed humps, stop signs, and flashing beacons at various locations. Willdan reviewed, analyzed and made recommendations regarding these traffic control devices, and prepared PS&E to install protected left turn phasing on SB Wilmington at Greenleaf.

Traffic Impact Analysis (TIA) at 126 E Oris Street: Willdan provided professional traffic engineering services to the City of Compton to review and comment on the Scope of Work for a Traffic Study for the Initial Study at 126 E. Oris Street.

Stop Warrants for 7 Intersections: Willan provided professional traffic engineering services to the City of Compton for the evaluation of possible installation of stop sign(s) at seven intersections. The intersections in questions had at least one approach that was not stop controlled. The analyses determined if any of the stop warrants presented in the California Manual of Uniform Traffic Control Devices (CA MUTCD) were met to install stop sign(s) at any of the seven intersections.

Signal Warrants at Intersection of Oaks Street-Santa Fe Avenue: Willdan provided professional traffic engineering services to the City of Compton. Willdan evaluated possible improvements to the intersection of Oaks Street and Santa Fe Avenue. The intersection was two-way stop controlled, with the stop sign on the Oaks Street approaches. The analyses helped determine if any of the signal warrants presented in the California Manual of Uniform Traffic Control Devices (CA MUTCD) were met to install signals at the intersection.

Artesia-Compton Retail Development Review: Willdan reviewed the Traffic Impact Analysis (TIA) Scope for the City of Compton. As a result, Willdan provided the evaluation of Drive-Through Queues, Parking Supply, and Truck Circulation at the proposed retail development site located at the southeast corner of West Artesia Boulevard and South Central Avenue.

Related Work Experience

The following table shows the extent of our CDBG, HOME, and other Community Development Experience for municipalities throughout California. We are familiar with Davis-Bacon, CDBG, HOME and HUD program requirements.

Willdan Engineering – Community Development Experience

Client	Successful Grant Applications	CDBG Administration	Rental Assistance	First-Time Homebuyer	Residential Rehabilitation	Commercial Rehabilitation	Economic Development & Redevelopment
City of Agoura Hills	•	•					
City of Alhambra					•	•	
City of Anaheim		•	•				•
Town of Apple Valley					•		
City of Arcadia					•		
City of Azusa	•				•	•	
City of Baldwin Park					•		
City of Bell	•	•			•	•	
City of Bellflower	•	•			•		
City of Bell Gardens	•	•			•	•	
City of Beverly Hills		•					
City of Burbank		•			•		
City of Ca[illegible]	•	•			•		
City of Ca[illegible]					•		
City of Cerritos							•
City of Chino		•					
City of Clearlake	•	•			•		
City of Colusa	•	•			•		
County of Colusa	•	•			•		
City of Commerce		•					
City of Corona		•					
City of Costa Mesa		•			•		•
City of Co[illegible]		•					
City of Cu[illegible]		•					
City of Culver City	•		•		•		
City of El M[illegible]		•					
City of Esc[illegible]do		•					
City of Fou[illegible] Valley		•					
City of Fres[illegible]							•
City of Glend[illegible]le			•				
City of Gole[illegible]			•				
City of Gro[illegible]eld					•		
County of G[illegible]							•

Willdan Engineering – Community Development Experience

Client	Successful Grant Applications	CDBG Administration	Rental Assistance	First-Time Homebuyer	Residential Rehabilitation	Commercial Rehabilitation	Economic Development & Redevelopment
City of Hanford		●			●		
City of Hawaiian Gardens	●	●	●		●	●	●
City of Hawthorne			●				
County of Humboldt							●
City of Huntington Park				●	●	●	
City of Irwindale					●		●
City of Jackson		●					
City of La Cañada Flintridge		●			●		
City of La Habra		●	●		●	●	●
City of La Mirada					●		
City of Lake Forest		●					●
City of Lancaster					●		●
City of La Puente		●				●	●
City of Lawndale						●	
City of Lincoln					●		
City of Long Beach		●			●		
County of Los Angeles					●	●	●
City of Lynwood	●	●			●		●
City of Manteca				●	●		
City of Maywood							●
City of Montebello							●
City of Monterey					●		
City of Norwalk					●		
City of Ontario		●			●		●
County of Orange		●					
City of Orange Cove							●
City of Orosi		●			●		
City of Palmdale		●					●
Town of Paradise					●		
City of Paramount	●	●			●	●	●
County of Placer	●	●			●		
City of Pomona		●	●				
City of Rancho Cordova					●		
City of Rancho Cucamonga		●			●		
City of Redondo Beach		●					
City of Rialto						●	
City of Rolling Hills Estates		●					
City of Rosemead	●	●		●	●	●	

Willdan Engineering – Community Development Experience

Client	Successful Grant Applications	CDBG Administration	Rental Assistance	First-Time Homebuyer	Residential Rehabilitation	Commercial Rehabilitation	Economic Development & Redevelopment
City of Sacramento		●					
City of San Bernardino		●					
City of San Buenaventura		●					
City of San Gabriel		●			●	●	
City of San Joaquin	●	●		●	●		
City of Santa Ana					●		
City of Santa Monica		●	●		●		
City of Santa Madre	●				●		●
City of Seal Beach							●
City of Simi Valley		●					
City of South El Monte		●			●		
City of South Lake Tahoe					●		
City of Suisunville	●	●			●		
City of Taft		●					
City of Tehama					●		
City of Temple City		●			●		
City of Thousand Oaks					●		
City of Tulelock		●					
City of Upland	●		●		●	●	●
County of Ventura		●			●		
City of Victorville					●		
City of Westmond	●				●		
City of West Hollywood		●			●	●	
City of Westlake Village					●		
City of West Sacramento					●		
City of Yucaipa					●		
City of Yucca Valley							●
City of Williams					●		
City of Woodland		●		●	●		●

Specific Experience

Our corporate experience has provided staff with considerable expertise in CDBG, HOME and NSP program management and in implementing many types of CDBG, HOME and NSP funded projects in communities with different and sometimes unique needs. Our staff is currently providing CDBG, HOME and NSP administration, or other housing, community development related services to the Cities of Temple City, Rolling Hills Estates and Moreno Valley.

City of Compton

Project: CDBG, HOME, ESG, and NSP Grant Administration Services (Entitlement)

Client: City of Moreno Valley

Willdan is currently providing Grant Administration Services to administer the City's Housing and Urban Development (HUD) Programs, Services and Activities Related to Community Development Block Grants (CDBG), Home Investment Partnership Program (HOME), Emergency Solution Grant (ESG), and Neighborhood Stabilization Program Grant (NSP).

Team members include: Jennifer Maria, Special Projects Advisor (HOME, NSP, and CDBG); Natalia Lopez, Grant Management and Housing Analyst (CDBG and HOME); and Robert Quaid, Project Manager (CDBG).

Project: CDBG and HOME Programs Assistance (Entitlement)

Client: City of Cudahy

Willdan currently provides technical advisement to CDBG staff related to the implementation of their CDBG programs.

Team members include: Salvador Lopez, Jr., Principal-in-Charge; and Jennifer Maria, CDBG Technical Advisor.

Project: Gridley and Reservoir Hill Parks and Playground CDBG Improvements (Non-Entitlement)

Client: City of Cerritos

Willdan has been retained to perform labor compliance monitoring and enforcement for Gridley and Reservoir Hill Park and playground improvements projects utilizing Community Development Block Grant (CDBG) funding throughout the City of Cerritos. Willdan has been retained for additional labor compliance services for CDBG-funded projects.

Team members included: Salvador Lopez Jr., Principal-in-Charge; and Jane Freij, Labor Compliance Manager.

Project: Housing Rehabilitation Program and Grant Administration (Non-Entitlement)

Client: City of Temple City

Willdan is currently providing technical assistance with the administration of the City's Community Development Block Grant (CDBG) funded Housing Rehabilitation Program. Willdan assisted the City with the overall administration of the City's existing Housing Rehabilitation Program along with the Asbestos & Lead Based Paint testing and Abatement Grant Program.

Team members include: Salvador Lopez, Jr., Principal-in-Charge; and Sandra Medrano, Housing Rehabilitation Coordinator.

Project: ADA Ramp and Sidewalk Improvement CDBG Grant Administration (Non-Entitlement)

Client: City of Rolling Hills Estates

Willdan is assisting the City with the general administration of its annual CDBG Grant and the implementation of an ADA ramp and sidewalk improvement project.

Team members include: Salvador Lopez, Jr., Principal-in-Charge; and Jane Freij, Labor Compliance Manager.

City of Compton

References

Provided below for your review and consideration are client references, which include a detailed project description and client contact information. We are proud of our reputation for customer service and encourage you to contact our past clients in regard to our commitment to completing these assignments within the agreed upon project timelines and budget.

City of Moreno Valley

Marshall Eyerman, Chief Financial Officer
Tel # (951) 413-3021 Dates: 2016 to Present
E-mail: marshalle@moval.org

Willdan is currently providing Grant Administration Services to administer the City's Housing and Urban Development (HUD) Programs, Services and Activities Related to Community Development Block Grants (CDBG), Home Investment Partnership Program (HOME), Emergency Solutions Grant (ESG), and Neighborhood Stabilization Program Grant (NSP).

City of [illegible]

Jose Pulido, City Manager
Tel #: (323) 773-5143 ext. 223 Dates: 2017 to Present
E-mail: jpulido@cityofcudahyca.gov

Willdan currently provides technical advisement to CDBG staff related to the implementation of their CDBG programs.

City of [illegible]

Fredy Bonilla, Assistant Civil Engineer
Tel #: (562) 916-1229 Dates: 2014 to Present
E-mail: fbonilla@cerritos.us

Willdan has been retained to perform labor compliance monitoring and enforcement for five separate multi-location park projects utilizing Community Development Block Grant (CDBG) funding throughout the City of Cerritos.

City of [illegible]

Scott Reimers, Planning Manager
Tel # (626) 656-7316 Dates: 2010 to Present
E-mail: sreimers@templecity.us

Willdan is currently providing technical assistance with the administration of the City's Community Development Block Grant (CDBG) funded Housing Rehabilitation Program.

City of [illegible] Estates

Greg Grammer, Assistant City Manager
Tel #: (310) 377-1577, ext. 107 Dates: 2014 to 2015
E-mail: greg@rollinghillsestatesca.gov

Willdan is assisting the City with the general administration of its annual CDBG Grant and the implementation of an ADA ramp and sidewalk improvement project.

Cost Summary

Willdan proposes the not-to-exceed fee of $98,500 to provide services for the Implementation and Administration of the City of Compton's First-Time Homebuyer (FTHB) Program and Housing Rehabilitation Program (HRP). Proposed fees shall remain firm and valid for the first year of the contract and have been developed in consideration of the projected the maximum 20% administrative delivery cost allowed by HUD for HOME-and CDBG-funded Programs.

Proposed Service Fees

Service Type	Cost Estimate
First-Time Homebuyers Program (FTHB) – Administration and Implementation	$16,000
Housing Rehabilitation Program (HRP) – Administration and Implementation	$80,000
Reimbursable Expenses (Not-to-Exceed)	$2,500
Total	$98,500

Staff Hourly Rates

Staff Member	Project Role	Hourly Rate*
Salvador Lopez, Jr.	Principal-in-Charge	$195
Jennifer Maria	CDBG/Housing Administration Manager (Project Manager)	$155
Robert Quaid, CPA	CDBG Coordinator	$125
Sandra Medrano	Housing Rehabilitation Coordinator	$110
Natalia Lopez	Grant Management and Housing Analyst	$115
Helen Jones	Grant Management and Housing Support	$105
Richelle Tague	Grant Management and Housing Support	$105
Jane Freij	Labor Compliance Manager	$145

* Hourly rates reflected above include all overhead costs and shall remain fixed.

Reimbursable Expenses

Willdan will be reimbursed for out-of-pocket expenses. Examples of reimbursable expenses include but are not limited to: postage; travel expenses; mileage (current prevailing rate); and copying (currently 6¢ per copy).

Any additional expense for reports or from outside services will be billed to the City. Charges for meeting and consulting with counsel, the City, or other parties regarding services not listed in the scope of work will be at our then-current hourly rates.

In the event that a third party requests any documents, Willdan may charge such third party for providing said documents in accordance with Willdan's applicable rate schedule.

City shall reimburse Willdan for any costs incurred, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees to respond to the legal process of any governmental agency relating to City or relating to the project identified herein. Reimbursement shall be at Willdan's rates in effect at the time of such response.

City of Compton First Time **Homebuyer and Housing Rehabilitation Program**
Administration and Implementation Services

Neighborhood Housing Services of Los Angeles County

Proposal

September 3, 2019

The mission of Neighborhood Housing Services of Los Angeles County (NHS) is to serve as a catalyst for local residents, business, and government representatives to work together to build stronger neighborhoods, improve the quality of life for low-to-moderate income (LMI) families and to revitalize communities into neighborhoods of choice. NHS strengthens communities through the development and maintenance of quality affordable housing, creation and preservation of affordable homeownership opportunities, support of local leaders, providing financial education and increasing the financial independence of families and people in need.

Organizational History

For 35 years, NHS has served clients and strengthened neighborhoods, helping to improve the quality of life for families in need. Since 1984, NHS has developed and rehabilitated more than 24,000 housing and commercial units, placed 4.6 million families on the road to homeownership, created 240 block clubs, employed over 250 neighborhood youth, and reinvested more than $6.1 billion back into some of Los Angeles County's most underserved neighborhoods.

NHS is a HUD certified housing counseling agency and a national NeighborWorks America network member. The majority of clients that the organization assists are families who have historically been targeted by unfavorable lending practices and are unaware of the critical role credit plays in their financial security. Overall, the populations served are made up predominantly of low to moderate income (LMI) families. In 2018-19, 85% of NHS' clients were ethnic minorities and 95% were considered LMI. NHS has always made it a priority to provide services and accommodate specialized groups such as seniors, those with disabilities, and veterans; at least 10% of our clients have veteran status.

Before the foreclosure crisis, NHS worked primarily in revitalizing low-income neighborhoods destabilized by crime, gang violence and economic divestiture. NHS has served the communities hardest hit by natural disasters, such as the 1994 Northridge earthquake, or public unrest, such as the damage caused by the 1992 Los Angeles riots. Today, the organization offers Financial Education and Counseling, Affordable Mortgage Lending, Project Management Services, Mission-Driven Real Estate Services, and Neighborhood Revitalization & Advocacy.

The benefits of NHS programs extend beyond local neighborhoods and contribute tens of millions in direct community reinvestment and residual economic impact. Historically, NHS community reinvestment activity generates **$101** for every $1 in lending, and creates **$231** in economic and social impact for every $1 invested through our financing programs (including job creation, commercial and community revitalization).

Program Summary

NHS is requesting $80,000 from City of Compton to administer the City of Compton First Time Home Buyer Program and the Housing Rehabilitation Program. NLS has the capacity to administer $800,000 from the First Time Homebuyer Program and $400,000 from the Housing Rehabilitation Program. Additionally, NHS will be able to leverage these funds in order to secure additional funding from public and private sources to increase to impact of the City of Compton's programs. NHS anticipates assisting 10 low-income families to repair, renovate, or rehabilitate their homes, and 10 families to achieve affordable homeownership with down-payment assistance.

NHS estimates that homebuyers will require up to $100,000 in down-payment assistance and will lend these funds to qualified households at or below 80 percent of AMI at a deferred, low-interest rate. $80,000 of this assistance will come from the City of Compton First Time Home Buyer Program and NHS will help clients who need additional funding to secure additional assistance from a number of products and programs NHS offers such as: NHS Revolving Loan Fund, State of CA CalHome Program, WISH, LIFT, and Project Reinvest.

With the average home value in the areas we serve continuing to rise, NHS estimates that homeowners will require up to $100,000 in downpayment assistance and proposes the following mortgage scenario:

Property Value	$520,000
First Mortgage @ 4.15%, 30 year fixed	$350,000
City of Compton HOME Funding	$80,000
2nd Mortgage NHS	$20,000

Remaining balance reflects the homeowner's equity in the property. If additional funds are needed, NHS will make funding available to assist the homeowner in order to preserve decent, safe, and healthy homeownership in our communities. Families earning 60% to 80% of the median area income would be able to afford this mortgage, while spending no more than approximately 30% of their monthly income. NHS projects that at least 100% of the projected borrowers will receive pre-purchase financing through our partnerships with conventional lending partners, subsidized lines of credit, or the NHS revolving loan fund. NHS will always encourage its clients to purchase homes which are affordable based on their ability to repay obligations.

Experience and Impact

For 35 years NHS has partnered with private and public investors, financial institutions, foundations, national non-profits, and municipalities to create and expand sustainable funding relationships to broaden access to capital. NHS and its affiliate organizations – NHS Neighborhood Lending Services and NHS Neighborhood Redevelopment Corporation - enjoy established relationships with a wide network of partners, including: Wells Fargo, Bank of America, JP Morgan Chase, CA Reinvestment Coalition, HUD, CDFI, San Fernando Valley Fair Housing Council, Pacific Coast Regional Small Business Development Center, Shalom Center, West Angeles CDC, the CA Attorney General, and numerous small businesses, regional banks,

local lenders, neighborhood councils and municipalities. Over the past 15 years, NHS has also partnered with the following lenders and public subsidy programs to provide low cost, low down payment mortgage programs with grants toward closing costs, flexible underwriting criteria, and affordable mortgage assistance for home purchase and rehabilitation (including deferred second and third mortgages). NHS has administered home purchase and home rehab programs during its tenure for public entities including, but not limited to:

- *Public Subsidy Programs:* State of California, City of Compton, City of Inglewood, City of Los Angeles, City of Pico Rivera, City of San Gabriel, City of Huntington Park, City of Baldwin Park, Federal Home Loan Bank of San Francisco, HUD, CRA, LA Housing Authority, LA Community Development Commission, City of Downey, City of Norwalk, City of Long Beach, City of Long Beach, Fannie Mae, Freddie Mac, Mortgage Revenue Bonds/Mortgage Credit Certificates through the City and County of Los Angeles, Neighborhood Stabilization Program.

- *Lender Partner Programs:* Boston Private Bank, Bank of the West, Bank of America, Boston Private Bank, Broadway Federal, Allstate Insurance, HSBC, Bank Leumi, California Bank & Trust, Citibank, City National Bank, First Republic Bank, Luther Burbank Savings, Manufacturers Bank, Mizuho Corporate Bank of California, Nara Bank, Northern Trust Bank, Union Bank of California, US Bank, US Bank, USC Neighbors Program, Water & Power Credit Union, Wells Fargo LIFT, and Chase Home Loans.

NHS has also utilized the Freddie Mac Affordable Gold Product, City of LA – LIPA/MIPA programs, Mortgage Revenue Bond Program, Friends & Neighbors Program, Fannie Mae Community Homebuyers Program, WISH and Equal Opportunity Mortgage to assist very low income buyers. These loan products have enabled us to work closely with financial institutions, municipalities, and other corporate entities to provide downpayment assistance, home rehab, and construction management services.

NHS has been the recipient of prior awards from the state of California CalHome Program in 2000, 2003, 2004, 2005, 2006, 2008, 2011, 2012, and 2014. The generous support has allowed NHS to expand and improve capacity and better leverage capital and community investment funds in target market neighborhoods. The CalHome funds improved our lending position over the last decade and have allowed us to secure a significant amount of leveraged lending support from private donors such as Wells Fargo (Neighborhood LIFT), CDFI, and the US Treasury to add to NHS capital loan reserves. Over that time NHS successfully reached and exceeded our established performance goals for capital funds.

In 2019, NHS received an $8.5 million investment from Wells Fargo as the only lending entity in Los Angeles County for the Wells Fargo Neighborhood LIFT program, providing $25,000 in down-payment assistance to qualifying buyers. With these funds NHS has opened access to affordable homeownership for 316 first-time buyers including military, teachers, and first responders.

In 2018, NHS received $1.9 million from City of Compton to provide first time mortgage assistance to LMI clients purchased homes in Alondra Villas. Clients are awarded down-payment assistance in proportion to their need. NHS has been able to place families in homes

that would not have had access to homeownership otherwise. In the same year, NHS received $5.3 million from Bank of America to provide home rehab and down payment assistance to eligible buyers and homeowners. NHS expended these funds within a 9 month period.

In 2016, NHS partnered with the City of Los Angeles to provide low income and moderate income individuals with mortgage payment assistance. Over the past three years NHS has provide 87 individuals with down-payment assistance, totaling over $5 million.

In 2010-14, NHS received a $60 million NSP2 award from HUD, the second largest in the nation. Over the award period, the allocation allowed us to target neighborhoods most severely impacted by foreclosures and provide affordable financing through origination of first mortgages, lending of down payment subsidies for more than 300 homes, and the acquisition/rehabilitation of 400 foreclosed or vacant properties. NHS' lending team also managed all of the lending and education components of this project for both clients and lenders. Primary NSP2 allocations included:

- $36,650,000 - Acquisition, Rehabilitation of Single Family Homes and Residential;
- $17,350,000 - Down Payment Assistance;
- NSP2 Homebuyer Counseling.

In 2007, NHS and its affiliates established the Los Angeles County NeighborWorks® Center for Foreclosure Solutions. From 2007-2011, NHS and its 50+ partners served over 30,000 families annually with foreclosure counseling, loss mitigation, and relocation services. Utilizing federal and loan servicer programs, we were able to help 40% of the families fight foreclosure and stay in their homes. Partners included government enforcement agencies, HUD approved housing counselors, local financial institutions, public advocates, faith-based organizations, and local municipalities. Over the life of the campaign, NHS raised over $3 million of grant support to continue providing these essential services, and contracted with the National Foreclosure Mitigation Counseling effort for more than $6.2 million in service grants to continue offering our services to families at no cost.

Impacts and experience for 2018 – present:

- Reinvested $312.4 million into Los Angeles County communities, through lending, real estate and neighborhood revitalization activities, preserving **$101.5 million** in property values.
- Assisted **355 families** to preserve their homes and prevent foreclosure through education fairs, clinics, and workshops, affordable lending, and loan modifications. Educated and counseled **1,127 families** regarding homeownership purchase, budgeting, credit repair, home maintenance, and insurance services.
- Successfully completed 293 site visits, **30** home inspections, and **11** Notices of Completion on projects.
- Coordinated **144** volunteers who contributed over **1036** service hours, through **9** neighborhood revitalization and community events.

Impacts and experience for 2017-2018:

- Reinvested $431.5 million into Los Angeles County communities, through lending, real estate and neighborhood revitalization activities, while also preserving **$303 million** in property values during the year.
- Assisted **634 families** to preserve their homes and prevent foreclosure through education fairs, clinics, and workshops, affordable lending, and loan modifications.

- Educated and counseled 1,342 **families** regarding homeownership purchase, budgeting, credit repair, home maintenance, and insurance services.
- Successfully completed 356 site visits, **57** home inspections, **49** work write-ups, **24** job starts and **19** Notices of Completion on projects.
- Coordinated 724 **volunteers** who contributed over **5,206 service hours**, through **7** neighborhood revitalization and community events.

Impacts and experience for 2016-2017:

- Reinvested $655.1 million into Los Angeles County communities, through lending, real estate and neighborhood revitalization activities, preserving **$527.1 million** in property values during the year.
- Assisted **265 families** to preserve their homes and prevent foreclosure through education fairs, clinics, and workshops, affordable lending, and loan modifications.
- Educated and counseled **3,556 families** regarding homeownership purchase, budgeting, credit repair, home maintenance, and insurance services.
- Successfully completed 175 site visits, **39** home inspections, **30** work write-ups and **15** Notices of Completion on projects.
- Coordinated 710 **volunteers** who contributed over **7,100 service hours**, through **8** neighborhood revitalization and community events.

Impacts and experience for 2015-2016:

- Reinvested $463.3 million into Los Angeles County communities, through lending, real estate and neighborhood revitalization activities, preserving **$354 million** in property values during the year.
- Assisted **1,180 families** to preserve their homes and prevent foreclosure through education fairs, clinics, and workshops, affordable lending, and loan modifications.
- Educated and counseled 3,993 **families** regarding homeownership purchase, budgeting, credit repair, home maintenance, and insurance services.
- Successfully completed 241 site visits, 70 home inspections, 65 work write-ups and 12 Notices of Completion on projects.
- Coordinated 714 **volunteers** who contributed over **7,600 service hours**, through **7** neighborhood revitalization and community events.

Program Need

NHS strives to promote and enhance lending equity and access in neighborhoods that have traditionally suffered significant blight and endured the worst impacts of loan fraud and discrimination. By providing LMI families and minority residents affordable lending, promoting homeownership, and assisting homeowners to prevent foreclosure, NHS meets a very critical need in stabilizing and revitalizing neighborhoods through our services.

With City of Compton support, NHS will be able to support low to moderate income people in Compton with homebuyer assistance and rehabilitation assistance, further expanding by building on its current lending programs. Support for LMI families, will allow NHS to leverage low interest loan capital and grants from financial institutions, foundations, and municipalities; offer a greater volume of home refinance loans, down payment, home repair loans, and closing cost assistance; lower our cost of funds to help reach more low income seniors, veterans, and families with incomes between 30-80% of area median income; expand the pipeline of borrowers; and positively impact more families through affordable

lending and low cost mortgage brokering. The award will also enable us to continue to reinvest in blighted neighborhoods suffering from disinvestment and unaffordable financial products.

These programs from City of Compton are critical. Post foreclosure market conditions are driving prices upward and the housing affordability gap has increased, impacting both NHS and our target market. According to the CA Association of Realtors Affordability Index, Los Angeles remains one of the least affordable residential markets in the US. With high housing costs and low incomes, many households are devoting large portions of their income to housing costs. In 2018, 56% of Los Angeles County renter households were paying over a third of their income on housing, and 30% of renter households paid over half of their income on housing. Meanwhile, 20% of homeowners were paying over half of their income on their housing. With many households struggling to control their costs, the homeownership rate has fallen to 48%, down from 52% in 2010.

For the financially vulnerable communities served by NHS in San Gabriel Valley, San Fernando Valley, Compton, South Bay, and Metro Los Angeles, steadily increasing housing costs and stagnant or decreasing incomes compound the challenges of achieving sound financial health. The median home price in the County was $604,000 as of July 2019. As of the first quarter of 2019, only 22% of households could reasonably afford a previously owned house at the median price, compared to 26% a year ago. An increasing number of the County's LMI residents are cost burdened with paying up to 60% of household income on mortgage or rent payments. While foreclosures are down in general, the areas served by NHS are facing foreclosures at a higher rate than more affluent parts of the County. Eg., foreclosure/homes ratio: Watts 1:838; Compton 1:762; Inglewood 1:852. The general rate of unbanked/underbanked and financially underserved households is higher for low income minority families with 9% in Los Angeles and 12% in Riverside, making Los Angeles County one of the most unbanked metropolitan areas in the country.

NHS' historically low delinquency rates for its clients proves that this market can be effectively served provided that loan products are tailored for affordability, buyers are educated pre- and post-purchase, and products create and build homeowner equity. In addition to establishing and building equity for families, NHS' services give clients tools for self-reliance and financial resilience. With help from City of Compton, NHS will improve capital access, expand direct loan capacity, and enlarge lending partner relationships to better serve low-income, historically disadvantaged families pursuing homeownership.

Personnel

1. Lori Gay—President and CEO of NLS and Affiliates: Lori has been with NHS for 28 years and provided strategic direction throughout her tenure. She has managed all aspects of the organization's lending programs and overseen the development of the policies and procedures that guide the lending, education, and operations departments. She has developed business plans and strategic goals for the organization and directed the strategy to implement these goals.
2. JP Veen—Vice President and Chief Operations Officer since 2012, JP oversees the operations and implementation of multiple business lines and program within the organization, including the education department's pre- and post-purchase programs, the

lending department, and the construction department. Prior to joining NLS, JP worked for Countrywide Home Loans for six years, managing loan originations and pipeline management.

3. Rhonda McMillan—Vice President and Chief Corporate Affairs Officer for nearly four years, Rhonda has worked with NHS for 17 years. For the last four years, Rhonda has handled corporate governance, contracts administration, risk management, human resources, and also overseen and administered all corporate and capital investments.
4. Juanita Jimenez-Reyes—Operations Manager. Juanita has been with NHS for over 19 years and oversees all operations matters on lending, counseling, and service delivery. She also oversees NLS' data systems and ensures effective and accurate tracking of client information.
5. Jesse Ibarra-Assistant Vice President and Director of Business Development since 2012, Jesse Ibarra oversees real estate, and strategic partnerships for NHS. He holds a Broker's License and MLO endorsement and has over 16 years of experience in residential and commercial real estate.
6. Ron Martinez—Senior Credit Officer with NLS for over 23 years. Ron's experience includes originating and negotiating home purchase, refinancing, and home improvement loans for borrowers including potential homebuyers and property owners. He has considerable experience with loan origination, processing, underwriting, servicing, and loan packaging. He has managed implementation of an array of programs in conjunction with private, public, and other non-profit partners.
7. Yolandra McClinton—Pre-Purchase Team Coordinator has been with NHS for 11years. She manages a team of counselors, developing consumer education course curriculums, outreach plans, and implementation strategies for NLS' education programs. She has experience managing strategic goals for a range of programs and working with an array of funders, including federal, state, and local funding sources. Prior to joining NHS, Yolandra worked as a loan officer and homeownership counselor for Inglewood Neighborhood Housing and as a mortgage specialist for Wells Fargo Home Mortgage.

Budget for First-Time Homebuyer Program Administration and Implementation

a.

Personnel	Activity	# hours/client	$/hour
Educator/counselor	FasTrak Class and counseling	10	$35
Loan Processor	Intake, processing	6	28
Loan Officer	Origination, underwriting, mortgage counseling	8	48
Loan funder/closer	Funding, closing	8	42
Admin Asst	Outreach, back office support	4-6	20

Budget Total: $35,000

NHS estimates it will need to educate 100 clients to reach 10 clients who close on their first home and will outreach to 200 homeowners to reach 10 who will follow through on doing home repair work. Average of 18-24 hours per client to fully intake, originate and process their loan.

Signed by:

Lori R. Gay
President & Chief Executive Officer
Neighborhood Housing Services of Los Angeles County

9/5/19
Date