AGENDA
CITY COUNCIL/
SUCCESSOR
AGENCY TO THE
FOUNTAIN VALLEY
AGENCY
FOR COMMUNITY DEVELOPMENT/
FOUNTAIN VALLEY HOUSING
AUTHORITY
Closed Session 5:30 p.m.
Regular Meeting 6:00 p.m.
Tuesday, April 21, 2020
Council Chambers
10200 Slater Avenue
Fountain Valley, CA 92708
http://www.fountainvalley.org

PUBLIC PARTICIPATION/AUDIO/VIDEO ACCESS TO BROADCASTED MEETINGS:
Pursuant to Executive Order N-29-20 and given the current health concerns, members of
the public are encouraged to access the meeting live on-line at
https://www.fountainvalley.org/213/Watch-FV-Television, or can elect to view the meeting
via cable television channel 3. Those wishing to provide comments on agenda or non-
agenda items can do so by sending their question via email to
Rick.Miller@Fountainvalley.org Please indicate in the subject line that your question is for
the “City Council Meeting”. Also, please indicate if your question is regarding a specific
item on the agenda, or if it is a general question not listed on the agenda. Information
should be submitted no later than 5:00 PM the day of the meeting to ensure timely
distribution to the City Council prior to consideration of agenda-related items. Comments
received after 5:00 PM will be shared if possible, and made part of the official public record
of the meeting as supplemental communication.

MEETING ASSISTANCE: In compliance with the Americans with Disabilities Act, anyone
needing special assistance to participate in a meeting of the government bodies listed herein
should contact the City Clerk's Office at (714) 593-4445. Notification 72 hours prior to the
meeting allows the City to make reasonable arrangements to ensure accessibility to the
meeting.

AGENDA COMMUNICATIONS: All revised or additional documents and writings related
to an item on this agenda provided to all or a majority of the government body members
after distribution of the agenda packet, are available for public inspection (1) in the City
Clerk’s Office at 10200 Slater Avenue, Fountain Valley, CA 92708 during normal
business hours; and (2) in the Council Chambers at the time of the meeting. Unless
directed otherwise by a government body listed herein all actions shall be based
on/memorialized by the latest document submitted as a late communication.

PUBLIC COMMENTS/PUBLIC HEARINGS: Persons wishing to address the City Co
uncilor other government body listed complete a speaker card and give it to the City
Clerk prior to the public comment period. Requests to speak will not be accepted after
the public comment session begins without permission of the Mayor/Chair.
Speakers must limit remarks to a total of (3) three minutes and address the City Council
through the Mayor. Comments to individuals or staff are not permitted. **Scheduled Matters, including Public Hearings:** Indicate on the card what item you want to address. **Unscheduled Matters:** Indicate on the card what subject matter you want to address. Comments must be related to issues that are within the jurisdiction of the governing body listed on the agenda. Pursuant to the Brown Act, the governing body may not enter into discussion regarding items not on the agenda.

**CONSENT CALENDAR:** All matters listed under the Consent Calendar are considered by the governing bodies listed herein to be routine and will be enacted on simultaneously with one motion without discussion unless separate action and/or discussion is requested by a governing body member, staff, or a member of the public.

**PUBLIC HEARINGS:** Persons wishing to speak in favor of or in opposition to a proposal are given an opportunity to do so during the public hearing. Those wishing to address a governing body during the hearing are requested to complete the speaker card and submit it to the City Clerk prior to the hearing. If a proposed action is challenged in court, there may be a limitation to raising only those issues raised during the hearing or in written correspondence received by the governing body at or before the hearing.

*Note:* The Fountain Valley City Council serves as the Successor Agency to the Fountain Valley Agency for Community Development (Successor Agency), the Fountain Valley Housing Authority, and the Fountain Valley Finance Authority. The Actions of the Successor Agency are separate and apart from the actions of the City Council.

**CLOSED SESSION**

**CALL TO ORDER**

5:30 p.m.

**PUBLIC COMMENTS**

(Closed Session matters only)

Persons wishing to speak on a Closed Session matter are requested to identify themselves by completing a blue speaker card indicating the item they want to address and to give the card to the City Clerk prior to the public comment period.

1. **CONFERENCE WITH LABOR NEGOTIATORS** Pursuant to Government Code §54957.6.
   
   Agency Designated Representatives: City Manager, Rob Houston; Assistant to the City Manager, Maggie Le, Budget Analyst, David Farone; Human Resources Director, Chelsea Phebus, Attorney for the City, Colin Burns. Employee Organizations: Police Officers’ Association (POA). Police Officers’ Management Unit (POMU), Fire Association (FVFA), Fountain Valley Municipal Employees Association (Field Services unit), Fountain Valley General Employees Association (FVGEA) and Fountain Valley Professional and Technical Employees (P&T), Individually Represented Battalion Chiefs

2. **THREAT TO PUBLIC SERVICES OR FACILITIES**
   Consultation with: City Manager, Budget Analyst
OPEN SESSION

CALL TO ORDER
6:00 p.m.

INVOCATION

SALUTE TO THE FLAG
Council Member Patrick Harper

CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/ ROLL CALL
Council Members: Constantine, Harper, Nagel, Mayor Pro Tem/Vice Chair Vo, Mayor/Chair Brothers

ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATIONS

PUBLIC COMMENTS (Scheduled Matters Only)
Persons wishing to speak on Agenda item(s) are requested to identify themselves by completing a blue speaker card indicating the item they want to address and to give the card to the City Clerk prior to the public comment period. Each person will be given up to 3 minutes to speak on the entire Consent Calendar, 3 minutes to speak on each item pulled from the consent calendar, and 3 minutes to speak on any agendized item(s) not appearing on the Consent Calendar.

CONSENT CALENDAR
Consent Calendar Items 3 – 5 will be approved simultaneously with one motion, unless separate action/or discussion is requested.

3. Receive and File the Draft Minutes of the April 7, 2020 Regular City Council Meeting Page 5


5. Receive and File the Strategic Plan Update Page 18

ADMINISTRATIVE ITEMS

6. COVID-19 Emergency Small Business Employee Retention Grant Program and Budget Amendment to the Fiscal Year 19/20 CDBG Budget Page 26

COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION

CITY COUNCIL/ SUCCESSOR AGENCY/ HOUSING AUTHORITY/ PUBLIC COMMENTS
(Unscheduled Matters Only)

Persons wishing to speak on an unscheduled matter are requested to identify themselves by completing a blue speaker card and to give the card to the City Clerk. Each person will have up to 3 minutes to speak. The City Clerk will call upon those that wish to speak.
CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY AB 1234/GENERAL COMMENTS

ADJOURN THE MEETING OF THE CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY

The next Regular Meeting of the Fountain Valley City Council is May 12, 2020 at 6:00 p.m., in the Fountain Valley Council Chambers, 10200 Slater Avenue, Fountain Valley.
MINUTES OF THE
CITY COUNCIL/ SUCCESSOR AGENCY TO THE FOUNTAIN
VALLEY AGENCY
FOR COMMUNITY DEVELOPMENT/ FOUNTAIN VALLEY
HOUSING AUTHORITY
Closed Session 5:15 p.m.
Regular Meeting 6:00 p.m.
Tuesday, April 7, 2020
Council Chambers

CLOSED SESSION

CALL TO ORDER

5:15 p.m.

PUBLIC COMMENTS

(Closed Session matters only)

No public comments

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 17565 & 17569 Los Alamos Street, Fountain Valley, CA 92708
Agency negotiators: City Manager, Attorney for the City, Director of Community Service
Negotiating parties: City of Fountain Valley and Boys and Girls Club
Under negotiation: Price and terms of payment

By a 4-0 vote with Council Member Nagel abstaining, the City Council voted to approve
waiving the lease payments for the Boys and Girls Club

2. THREAT TO PUBLIC SERVICES OR FACILITIES
Consultation with: City Manager, Attorney for the City, Fire Chief, and Police Chief

There was no reportable action taken on this item

3. CONFERENCE WITH LABOR NEGOTIATORS Pursuant to Government Code
§54957.6.
Agency Designated Representatives: City Manager, Rob Houston; Budget Analyst,
David Farone; Human Resources Director, Chelsea Phebus, Attorney for the City,
Officers' Management Unit (POMU), Fire Association (FVFA), Fountain Valley
Municipal Employees Association (Field Services unit), Fountain Valley General
Employees Association (FVGEA) and Fountain Valley Professional and Technical
Employees (P&T), Individually Represented Battalion Chiefs

There was no reportable action taken on this item
OPEN SESSION

CALL TO ORDER
6:21 p.m.

INVOCATION
Council Member Steve Nagel

SALUTE TO THE FLAG
Council Member Steve Nagel

CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/ ROLL CALL

Council Members Present: Constantine, Harper, Nagel, Mayor Pro Tem/Vice Chair Vo, Mayor/Chair Brothers
Council Members Absent: None

ANNOUNCEMENT OF SUPPLEMENTAL COMMUNICATIONS

There were no announcements of supplemental communications

PRESENTATIONS

- Fountain Valley Restaurant Association – Support Local Businesses (Teresa Razo, FVRA Chair and Cambalache Grill Owner/Maggie Le, Assistant to the City Manager)

  Teresa Razo and Maggie Le presented a program that will help small businesses and restaurants with loans during the Covid-19 Pandemic

PUBLIC COMMENTS (Scheduled Matters Only)

None

READING ORDINANCES

4. Waive the reading in full of all ordinances under consideration and direct the Mayor to read by titles only.

ACTION: Move to approve waiving the reading of ordinances under consideration and direct the Mayor to read by title only

  MOTION: Vo  SECOND: Constantine

  AYES: Constantine, Harper, Nagel, Vo, Brothers

  NOES: None

  ABSENT: None

  ABSTAIN: None
CONSENT CALENDAR

5. Receive and File the Draft Minutes of the March 17, 2020 Regular City Council Meeting

ACTION: Move to approve Draft Minutes of the March 17, 2020 Regular City Council Meeting

MOTION: Nagel SECOND: Vo

AYES: Constantine, Harper, Nagel, Vo, Brothers
NOES: None
ABSENT: None
ABSTAIN: None

6. Second Read and Adoption of an Ordinance Repealing Sections 8.55.030, 8.55.040, and 8.55.045 of the Fountain Valley Municipal Code and Adding Section 12.08.095 Storage of Personal Property in the Park Prohibited

ACTION: Move to approve the Second Read and Adoption of an Ordinance Repealing Sections 8.55.030, 8.55.040, and 8.55.045 of the Fountain Valley Municipal Code and Adding Section 12.08.095 Storage of Personal Property in the Park Prohibited

MOTION: Nagel SECOND: Vo

AYES: Constantine, Harper, Nagel, Vo, Brothers
NOES: None
ABSENT: None
ABSTAIN: None

7. Temporary Emergency Relief for the Sale of Alcoholic Beverages by Type 41/47 License Holders Subject to a Conditional Use Permit

ACTION: Move to approve the Temporary Emergency Relief for the Sale of Alcoholic Beverages by Type 41/47 License Holders Subject to a Conditional Use Permit

MOTION: Nagel SECOND: Vo

AYES: Constantine, Harper, Nagel, Vo, Brothers
NOES: None
ABSENT: None
ABSTAIN: None

8. Amendment #1 to Contract 13-64 with Motorola Solutions (Previously known as Spillman Technologies, Inc.) to Include Geographic Information Systems Managed Services, in the Amount of $55,000.

ACTION: Move to approve Amendment #1 to Contract 13-64 with Motorola Solutions (Previously known as Spillman Technologies, Inc.) to Include Geographic
Information Systems Managed Services, in the Amount of $55,000.

**MOTION:** Nagel **SECOND:** Vo

**AYES:** Constantine, Harper, Nagel, Vo, Brothers  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

9. Request the City Council Approval for the Appropriation of Grant Funds from the 2019 Emergency Management Performance Grant (EMPG) Program.

**ACTION:** Move to approve the Appropriation of Grant Funds from the 2019 Emergency Management Performance Grant (EMPG) Program.

**MOTION:** Nagel **SECOND:** Vo

**AYES:** Constantine, Harper, Nagel, Vo, Brothers  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

(Pulled by Council member Nagel)

10. Approval of the COVID-19 Emergency Waiver of Pothole Permits (i.e. Right-of-Way Encroachment Permit)

**ACTION:** Move to approve the COVID-19 Emergency Waiver of Pothole Permits (i.e. Right-of-Way Encroachment Permit)

**MOTION:** Nagel **SECOND:** Harper

**AYES:** Constantine, Harper, Nagel, Vo, Brothers  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

11. COVID-19 Emergency Waiver of Banner Permit Fees

**ACTION:** Move to approve the COVID-19 Emergency Waiver of Banner Permit Fees

**MOTION:** Nagel **SECOND:** Vo

**AYES:** Constantine, Harper, Nagel, Vo, Brothers  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None
PUBLIC HEARINGS

12. Public Hearing to consider two appeals of the Planning Commission decision to adopt Resolution 19-38, approving Conditional Use Permit No. 1864, filed by Khosro Habibi to modify the existing car wash operations to allow for an automated express car wash and to add 14 new self-service vacuum/detailing stations located at 10035 Ellis Avenue.

ACTION: Move to continue item number 12 to the May 12th, 20202 regular City Council Meeting

MOTION: Nagel SECOND: Vo

AYES: Constantine, Harper, Nagel, Vo, Brothers
NOES: None
ABSENT: None
ABSTAIN: None

ADMINISTRATIVE ITEMS

13. (1) Review need to Continue Declaration of Local Emergency
(2) Adopt a Designation of Applicant's Agent Resolution for Non-State Agencies

ACTION: Move to approve (1) Review need to Continue Declaration of Local Emergency
(2) Adopt a Designation of Applicant's Agent Resolution for Non-State Agencies

MOTION: Nagel SECOND: Vo

AYES: Constantine, Harper, Nagel, Vo, Brothers
NOES: None
ABSENT: None
ABSTAIN: None

14. A Resolution of the City Council of the City of Fountain Valley approving of the Fiscal Year 2020/21 Project List for SB-1 Funds in the Estimated Amount of $1 Million toward the Residential Roadway Rehabilitation and Resurfacing Project, Quadrant D7, E1 and F1

ACTION: Move to approve A Resolution of the City Council of the City of Fountain Valley approving of the Fiscal Year 2020/21 Project List for SB-1 Funds in the Estimated Amount of $1 Million toward the Residential Roadway Rehabilitation and Resurfacing Project, Quadrant D7, E1 and F1

MOTION: Nagel SECOND: Vo

AYES: Constantine, Harper, Nagel, Vo, Brothers
NOES: None
ABSENT: None
ABSTAIN: None
15. Mid-Year General Fund Budget Review for Fiscal Year 2019/20

**ACTION:** Move to approve the Mid-Year General Fund Budget Review for Fiscal Year 2019/20

**MOTION:** Nagel **SECOND:** Vo

**AYES:** Constantine, Harper, Nagel, Vo, Brothers

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**COUNCIL MEMBER ITEMS FOR FUTURE CONSIDERATION**

None

**CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY/ PUBLIC COMMENTS**

(Unscheduled Matters Only)

Ron Shelton

**CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY AB 1234/GENERAL COMMENTS**

**Council Member Constantine**

Thanked the City Manager, Staff and First Responders for their efforts during this Pandemic.

**Council Member Nagel**

March 25

Attended a conference call for Orange County Sanitation District

**Council Member Harper**

No reports to give on committee assignments and thanked everyone for staying safe and indoors during this Pandemic.

**Mayor Pro Tem Vo**

Gave no report but thanked everyone for complying with the Governor’s stay at home order.

**Mayor Brothers**

Thanked all the people in the city that provide essential services and reminded everyone to be cautious of standing water to prevent the breeding of mosquitos.
ADJOIN THE MEETING OF THE CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY

Mayor Brothers adjourned the meeting at 7:48 pm to the next Regular Meeting of the Fountain Valley City Council on April 21, 2020 at 6:00 p.m., in the Fountain Valley Council Chambers, 10200 Slater Avenue, Fountain Valley.

Cheryl Brothers, Mayor

Attest:

Rick Miller, City Clerk
CITY OF FOUNTAIN VALLEY
CITY COUNCIL
COUNCIL ACTION REQUEST

To: Honorable Mayor and Members of the City Council

Agenda Date: April 21, 2020

SUBJECT: COVID-19 Temporary Emergency RV Parking

The COVID-19 emergency is creating a situation where first-responders are confronted with the risk of contaminating their homes and families after each shift. Some are struggling to create alternative living arrangements so that they can protect their families and continue to do their jobs.

A local organization called “RVs for Covid19” is donating recreational vehicles (RVs) so that local first-responders can live “at home” in an RV and not have to worry about infecting their homes or families. RVs for Covid19 is requesting that the City allow emergency relief from: (1) prohibitions against living in RVs, and (2) the period of time that RVs may park on the street.

To help in this worthwhile endeavor, on April 13, 2020, the City decided to temporarily suspend enforcement of the following Sections of the Fountain Valley Municipal Code when a Temporary Emergency RV Permit has been obtained:

- Section 10.44.265, Parking of certain vehicles prohibited, which limits the length of time that RVs can be parked on the street; and
- Section 21.22.080, Driveways, which prohibits using RVs for habitation.

Typically, a standard imposed by the City Council can only be changed by the City Council. However, since the City Council declared a Local Emergency on March 17, 2020, the City Council granted the City Manager with emergency powers. These powers allow flexibility to rapidly respond to emergencies.

2.57.060 Emergency powers.
Council Action Request
COVID-19 Temporary Emergency RV Parking
City Council Meeting April 21, 2020
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In the event of the proclamation of a local emergency as herein provided, or the proclamation of a state of emergency or a state of war emergency by the Governor or the director of the California Office of Emergency Service, the director is empowered to:

(a) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency, provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;

.....

(e) Execute all of his or her ordinary power, as well as all of the special powers conferred upon him or her by this chapter, or by resolution adopted pursuant thereto, all powers conferred upon him or her by any statute, agreement approved by the city council, or by any other lawful authority, and in conformity with Section 38791 of the Government Code, to exercise all police power vested in the city by the Constitution and general laws. (Ord. 1506 § 2, 2015)

The decision to temporarily allow RVs to be used as alternative housing for first-responders during the COVID-19 pandemic when a Temporary Emergency RV Permit has been obtained was determined to be "reasonably related to the protection of life and property as affected by such emergency." This action must be "confirmed at the earliest practicable time by the city council."

City Manager Emergency RV Parking Order

On April 9, 2020, the City Manager of the City of Fountain Valley issued the following emergency order:

1. During this COVID-19 emergency, the City shall not enforce Sections 10.44.265, Parking of certain vehicles prohibited, and 21.22.080, Driveways, which, respectively, limit the length of time that RVs can be parked on the street and prohibit using RVs for habitation when the RV has an approved Temporary Emergency RV Permit issued by the City of Fountain Valley and is in compliance with the provisions of this order.

2. During this COVID-19 emergency, RVs shall be permitted to be used as alternative on-site housing for first-responders to avoid infecting their families under the following conditions:

   a. A Temporary Emergency RV Permit must be obtained from the City of Fountain Valley. The Temporary Emergency RV Permit is requested by contacting the Fountain Valley Police Department at 714-593-4485 Monday through Saturday between the hours of 7:00 AM and 5:00 PM.
b. The Temporary Emergency RV Permit is available to first-responders who live in Fountain Valley. For purposes of this program, first-responders are defined as persons employed as a police department personnel, fire department personnel, ambulance personnel, hospital personnel, or person employed at a medical clinic providing direct COVID care. When applying, the resident must provide a copy of the employment identification, and, if applicable, a letter from the property manager. The front desk personnel or dispatcher will ask the applicant to send a photograph of the documentation during the application process via email so please have photographs of the documentation ready to send prior to start of the application process.

c. The RV must be parked at the address of the resident first-responder.

d. In a single-family neighborhood, the RV must be parked: (1) on the driveway as the primary option, or (2) on the street directly in front of or as close as practical to the first-responders address as the secondary option only when there is not sufficient room on the driveway.

e. In a Multi-family complex, the RV must be parked on-site with the property manager’s permission (letter) and within a legal parking space.

f. This order does not place a limitation on the size or type of RV that may be utilized as an emergency residence. In addition, a RV that is a trailer may stand alone and does not need to be attached to a vehicle. This does not apply to commercial vehicles as defined in F.V.M.C. 10.44.250.

g. RVs must be legally parked in a paved and legal parking site. RVs may not be parked in alleys, fire lanes, or in parked in or used (expanded) in such a manner that they obstruct roadways, sidewalks, fire-hydrant access, and the driveways of neighbors. RVs may not be parked or expanded in a manner that block safety signs or views of/from intersections.

h. RVs shall not utilize their generators at any time.

i. If parked on the street or parking lot of a multi-family complex, hoses may only be connected to the RV during daylight hours and only when refilling the water tank. Hoses must be secured when they cross sidewalks and public accessways with tape, mats, or other semi-permanent means that prevent tripping.

j. If parked on the street or parking lot of a multi-family complex, power cords may be connected to the RV at all times. Cords must be secured when they cross sidewalks and public accessways with tape, mats, or other semi-permanent means that prevent tripping.

k. Sewage waste shall not be dumped into streets or the property upon which the RV is located and shall only be disposed of in approved facilities or by a company contracted to pump and properly dispose of the sewage waste.

l. The Temporary Emergency RV Permit shall be valid for 30 days from the date of issuance and can be renewed during the period of the emergency declaration by contacting the Fountain Valley Police Department at 714-593-4485.
m. The Temporary Emergency RV Permit may be revoked by the Police Chief or Planning and Building Director if the provisions of this emergency order are violated or if the RV resident violates other provisions of the Municipal Code.

n. The Temporary Emergency RV Permit must be displayed from the front, driver-side window. The requestor shall also provide a phone number and email contact information to the City for a Temporary Emergency RV Permit.

3. Upon approval by the Police Department, the applicant will be contacted by City personnel and the Temporary Emergency RV Permit will either be emailed to the applicant or may be picked up at City Hall.

4. The regulatory relief granted herein shall terminate when: (a) the local emergency proclaimed on March 17, 2020, is no longer in effect; or (b) the Governor’s order restricting on-site dining is no longer in effect.

FINANCIAL ANALYSIS:
There are no fees associated with issuance of the permit and no financial impacts to the City budget as a result of this action.

ATTORNEY REVIEW:
The Attorney for the City has reviewed this report.

PUBLIC NOTIFICATION:
The standard City Clerk’s agenda notification process was used for this item.

ALTERNATIVES:

1. Confirm that the COVID-19 Temporary Emergency RV Parking program for the period of the emergency is reasonably related to the protection of property being impacted by the COVID-19 emergency.

2. Do not confirm that the COVID-19 Temporary Emergency RV Parking program for the period of the emergency is reasonably related to the protection of property being impacted by the COVID-19 emergency and provide direction.
Council Action Request
COVID-19 Temporary Emergency RV Parking
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RECOMMENDED ACTION:

Staff recommends that the City Council select Alternative No. 1: Confirm that the COVID-19 Temporary Emergency RV Parking program for the period of the emergency is reasonably related to the protection of property being impacted by the COVID-19 emergency.

Prepared By: Brian James, Planning and Building Director
Matt Sheppard, Chief of Police

Approved By: Rob Houston, City Manager

ATTACHMENT:

Draft Emergency RV Parking Permit
CITY OF FOUNTAIN VALLEY COVID-19 EMERGENCY RV PARKING PERMIT

REQUIREMENTS

a. The RV must be parked at the address of the resident first-responder.

b. In a single-family neighborhood, the RV must be parked: (1) on the driveway as the primary option, or (2) on the street directly in front of or as close as practical to the first-responders address as the secondary option only when there is not sufficient room on the driveway.

c. In a Multi-family complex, the RV must be parked on-site with the property manager’s permission (letter) and within a legal parking space.

d. This order does not place a limitation on the size or type of RV that may be utilized as an emergency residence. In addition, a RV that is a trailer may stand alone and does not need to be attached to a vehicle. This does not apply to commercial vehicles as defined in F.V.M.C. 10.44.250.

e. RVs must be legally parked in a paved and legal parking site. RVs may not be parked in alleys, fire lanes, or in parked in or used (expanded) in such a manner that they obstruct roadways, sidewalks, fire-hydrant access, and the driveways of neighbors. RVs may not be parked or expanded in a manner that block safety signs or views of/from intersections.

f. RVs shall not utilize their generators at any time.

g. If parked on the street or parking lot of a multi-family complex, hoses may only be connected to the RV during daylight hours and only when refilling the water tank. Hoses must be secured when they cross sidewalks and public accessways with tape, mats, or other semi-permanent means that prevent tripping.

h. If parked on the street or parking lot of a multi-family complex, power cords may be connected to the RV at all times. Cords must be secured when they cross sidewalks and public accessways with tape, mats, or other semi-permanent means that prevent tripping.

i. Sewage waste shall not be dumped into streets or the property upon which the RV is located and shall only be disposed of in approved facilities or by a company contracted to pump and properly dispose of the sewage waste.

j. The Temporary Emergency RV Permit shall be valid for 30 days from the date of issuance and can be renewed during the period of the emergency declaration by contacting the Fountain Valley Police Department at 714-593-4485.

k. The Temporary Emergency RV Permit may be revoked by the Police Chief or Planning and Building Director if the provisions of this emergency order are violated or if the RV resident violates other provisions of the Municipal Code.

l. The Temporary Emergency RV Permit must be displayed from the front, drivers-side window.
CITY OF FOUNTAIN VALLEY
CITY COUNCIL
COUNCIL ACTION REQUEST

To: Honorable Mayor and Members of the City Council

Agenda Date: April 21, 2020

SUBJECT: City of Fountain Valley Strategic Plan Review Update

EXECUTIVE SUMMARY:

On November 19, 2019 the City Council held a strategic planning session to help clearly define the goals and priorities of the City. The city council and management staff met to review the progress toward the previous set of six-month strategic planning objectives, and to establish a new set of objectives for the next six months. The City’s response effort to the 2020 COVID crisis has diverted many staff resources and has resulted in a number of delays to goals in this term’s strategic plan. This report is an update as to the progress staff has made toward accomplishing the six month objectives.

DISCUSSION:

During the city’s strategic planning session on November 19, 2019 the city council, management and staff in attendance reviewed the previously established mission statement, three year goals and six-month strategic planning objectives. The strategic plan has and will continue to serve as a guideline for both the council and staff as we work to achieve our goals over the next few years.

The mission statement that was developed in our Strategic Planning efforts is “The City of Fountain Valley delivers cost-effective quality public services to provide a safe and desirable community that enriches its residents and businesses.”

The three year goals that the Council has adopted and staff has been working to achieve include:

- Enhance economic development
- Achieve financial stability
- Attract, develop and retain quality staff
- Maintain and enhance infrastructure and facilities
- Enhance community outreach and engagement
City Council Request  
City of Fountain Valley Strategic Plan Review  
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During the November 19, 2019 Strategic Planning Retreat six-month objectives were established in support of these goals. The City’s response effort to the 2020 COVID crisis has diverted many staff resources and has resulted in a number of delays to goals in this term’s strategic plan. These objectives and staff’s progress toward achieving them are attached for your reference under Attachment No. 1.

FINANCIAL ANALYSIS

There are no financial impacts related to this update.

ATTORNEY REVIEW:

City Attorney review was not necessary for this item.

ALTERNATIVES:

Alternative No. 1: Receive and file the updated Six-Month Strategic Objectives Matrix.

Alternative No. 2: Direct staff to take an alternate action.

RECOMMENDATION:

Staff recommends that the City Council receive and file the April 21, 2020 updated Six-Month Strategic Objective Matrix.

Prepared By: Kathy Heard, Executive Assistant to the City Manager

Fiscal Review by: Rob Houston, Acting Finance Director/Treasurer

Approved By: Rob Houston, City Manager

Attachment 1: Updated Six Month Strategic Objectives Matrix
**THREE-YEAR GOAL: ENHANCE ECONOMIC DEVELOPMENT**

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO</th>
<th>WHAT</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. By April 1, 2020</td>
<td>Assistant to the City Manager and Community Services Director</td>
<td>Present to the City Manager the current progress and communication with small-sided soccer facility concessionaires.</td>
<td>X</td>
<td>Goals soccer company sold to Manchester City Co. New owners interested in pursuing same soccer center in FV.</td>
</tr>
<tr>
<td>3. By April 1, 2020</td>
<td>Planning &amp; Building Director and Assistant to the City Manager</td>
<td>Coordinate and hold a Commercial Broker Meeting to provide an update on economic development opportunities.</td>
<td>X</td>
<td>City Manager, Planning Director, and Assistant to the City Manager provided update on general plan, crossings, city projects, and resources available to the 12 commercial brokers who attended.</td>
</tr>
<tr>
<td>4. At the April 7, 2020 City Council meeting</td>
<td>Assistant to the City Manager and Planning &amp; Building Director</td>
<td>Provide a status update on economic development efforts at the Crossings Specific Area.</td>
<td>X</td>
<td>Provided an update at March 17th City Council Meeting.</td>
</tr>
<tr>
<td>5. By April 15, 2020</td>
<td>Planning &amp; Building Director and Assistant to the City Manager</td>
<td>Coordinate and hold a meeting with Crossings Specific Plan property owners to connect and update them on economic development opportunities.</td>
<td>X</td>
<td>Met with property owners on March 17th and provided update on crossings and city projects.</td>
</tr>
</tbody>
</table>
## THREE-YEAR GOAL: ACHIEVE AND MAINTAIN FINANCIAL STABILITY

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO</th>
<th>WHAT</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>On January 23, 2020</td>
<td>Finance Director</td>
<td>Present to the Measure HH Oversight Committee the results of the Independent Auditor's Report on Measure HH Revenue and Expenditures for Fiscal Year 2018-2019.</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>At the February 4, 2020 City Council meeting</td>
<td>City Manager and Finance Director, working with the HH Oversight Committee</td>
<td>Report to the City Council how Measure HH has been spent for FY 2018-2019 with respect to the Responsible Spending Pledge.</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>By April 1, 2020</td>
<td>City Manager and Finance Director</td>
<td>Present to the City Council for direction revenue opportunities and cost savings, while considering the effects on customer service and staff.</td>
<td></td>
<td>Options for cost reductions to be presented at the May 12th, 2020 Council Meeting</td>
</tr>
<tr>
<td>FUTURE: At the May 19, 2020 City Council Study Session</td>
<td>Finance Director</td>
<td>Present to the City Council an updated 20-Year Financial Plan with the goal of reducing the structural deficit in 2037 when Measure HH sunsets.</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>
## THREE-YEAR GOAL: ENHANCE CITY INFRASTRUCTURE AND FACILITIES

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO</th>
<th>WHAT</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. By December 7, 2019</td>
<td>IT Manager, with input from the Police Chief</td>
<td>Migrate the Police Department Computer Aided Dispatch (CAD) Record Management System (RMS) and Geolocation Systems to new hardware and VMware.</td>
<td>X</td>
<td>Spillman CAD &amp; RMS were migrated to VMware system on 12-2-19. GIS was migrated on 1-29-20. Projects complete.</td>
</tr>
<tr>
<td>2. At the December 17, 2019 City Council meeting</td>
<td>Public Works Director</td>
<td>Present to the City Council for action a conceptual design of Recreation Center interior.</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. At the January 21, 2020 Council meeting</td>
<td>Fire Chief</td>
<td>Present a conceptual design to the City Council for Fire Station One and Two Gender Diversity Remodel.</td>
<td>X</td>
<td>Project on hold at this time</td>
</tr>
<tr>
<td>4. By March 1, 2020</td>
<td>Public Works Director</td>
<td>Complete design for Police Department locker/restroom renovation.</td>
<td>X</td>
<td>Project on hold at this time</td>
</tr>
<tr>
<td>5. At the March 3, 2020 City Council meeting</td>
<td>Public Works Director</td>
<td>Present to the City Council for action the City’s Bus Shelter and Bus Bench Program proposals.</td>
<td>X</td>
<td>Under Review</td>
</tr>
<tr>
<td>6. At the March 17, 2020 City Council meeting</td>
<td>Public Works Director</td>
<td>Present to the City Council for consideration a construction contract for Phase I of arterial median landscaping.</td>
<td>X</td>
<td>To be discussed at May 12th, 2020 Council meeting</td>
</tr>
<tr>
<td>7. At the March 17, 2020 City Council meeting</td>
<td>Assistant to the City Manager and Public Works Director</td>
<td>Present to the City Council an update on small cell and other technologies intended to provide better connectivity throughout the city.</td>
<td>X</td>
<td>Waiting for New Public Works Director to start on March 9.</td>
</tr>
<tr>
<td>8. At the March 17, 2020 City Council meeting</td>
<td>Fire Chief and Public Works Director</td>
<td>Report to the City Council results of the Emergency Vehicle Preemption (EVP) Pilot Study and make recommendations for future installations.</td>
<td>X</td>
<td>To be discussed at May 12th, 2020 Council meeting</td>
</tr>
</tbody>
</table>

_C_
|   | By April 1, 2020 | IT Manager | Complete a City Staff Technology Audit, with recommendations, for presentation to the City Manager. | X | Audit will be conducted during the month of March. Will be completed over next several months |
## THREE-YEAR GOAL: ATTRACT, DEVELOP AND RETAIN QUALITY STAFF

<table>
<thead>
<tr>
<th>WHEN</th>
<th>WHO</th>
<th>WHAT</th>
<th>STATUS</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. By January 15, 2020</td>
<td>HR Director</td>
<td>Develop and recommend to the City Manager a Citywide Recruitment Incentive Program.</td>
<td>X</td>
<td>To be postponed until later in the year</td>
</tr>
<tr>
<td>2. By September 15, 2020</td>
<td>HR Director and Community Services Director</td>
<td>Complete a compensation review of part-time positions in relation to California minimum wage and report the findings to the City Manager.</td>
<td>X</td>
<td>Recommendations will be pushed until after the new fiscal year for review prior to Jan. 1, 2021 CA minimum wage updates</td>
</tr>
<tr>
<td>FUTURE: By July 15, 2020</td>
<td>HR Director, working with a consultant</td>
<td>Hold a Citywide Safe and Respectful Work Environment Training.</td>
<td>X</td>
<td>To be postponed until later in the year</td>
</tr>
<tr>
<td>WHEN</td>
<td>WHO</td>
<td>WHAT</td>
<td>STATUS</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>------</td>
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<td>----------</td>
</tr>
<tr>
<td>1. By February 1, 2020</td>
<td>City Clerk and IT Manager</td>
<td>Launch a public portal for document search for public records.</td>
<td>X</td>
<td>Portal online &amp; available to the Public on 2-11-20. Project Completed.</td>
</tr>
<tr>
<td>2. At the February 4, 2020 City Council meeting</td>
<td>IT Manager and Assistant to the City Manager</td>
<td>Report to the City Council on the implementation of the refresh of the City and Police websites.</td>
<td>X</td>
<td>Presentation on new Website made to City Council on 2-4-20.</td>
</tr>
<tr>
<td>3. At the February 4, 2020 City Council Study Session</td>
<td>City Manager, with input from the community</td>
<td>Present to the City Council for review a draft Community Outreach Plan.</td>
<td>X</td>
<td>To be postponed until later in the year</td>
</tr>
<tr>
<td>4. By March 1, 2020</td>
<td>Planning &amp; Building Director and Councilmember Cheryl Brothers</td>
<td>Educate residents on State housing rules and other mandates and their impact on the community.</td>
<td>X</td>
<td>Staff conducted 2 study sessions on, 3 public meetings on, and CC adopted new ADU ordinance in response to AB 68, AB 881, SB 13, AB 587, and AB 670. Educational materials provided to public. Staff has provided several RHNA related briefings at PC and CC (e.g. 3/3/20, 1/21/20, 12/19/19). GPAC updates and on GP website. ADU and RHNA discussed at state of the city and crossings and broker meetings described in Enhance Economic Development section above.</td>
</tr>
<tr>
<td>5. By April 15, 2020</td>
<td>Planning &amp; Building Director, working with a consultant</td>
<td>Provide a General Plan update to the City Council and community.</td>
<td>X</td>
<td>Provided to GPAC, CC, and community on April 15, 2020.</td>
</tr>
</tbody>
</table>
CITY OF FOUNTAIN VALLEY
CITY COUNCIL
COUNCIL ACTION REQUEST

To: Honorable Mayor and Members of the City Council

Agenda Date: April 21, 2020

SUBJECT: COVID-19 Emergency Small Business Employee Retention Grant Program and Budget Amendment to the Fiscal Year 19/20 Community Development Block Grant Budget

EXECUTIVE SUMMARY:

On June 11, 2019, the Fountain Valley City Council reviewed and approved the FY 2019-20 Community Development Block Grant (CDBG) program budget. The CDBG budget totaled $493,302 which was a combination of $328,762 in FY 2019-20 CDBG Program entitlement funding and $164,540 in unobligated carry-forward from prior year's unspent allocations. Since that approval, the FY 2019-20 CDBG budget and programs have been negatively affected by the COVID-19 crisis and staff is proposing amendments to the budget and program to better assist the community.

In early 2020, the global COVID-19 pandemic began rapidly spreading across the United States. On March 19, 2020, in an effort to reduce the spread of the virus in California, Governor Newsom issue a state-wide Stay-At-Home Order requiring all non-essential businesses to close and residents to stay home. This order required many businesses in Fountain Valley to shut down or drastically reduce their services causing immediate economic hardship for many workers and in particular, low- and moderate-income workers. This unforeseen crisis, and the subsequent governmental mandates and restrictions set in place to fight it, has had damaging consequences on the local economy, leaving many small business owners struggling to keep their employees on the payroll.

The COVID-19 pandemic has also virtually shut down the City's CDBG-funded Home Improvement Program (HIP) due to the need for self-isolation and social distancing that does not allow applicants, staff, contractors, etc. to interact, and conduct business, in the manner required to complete the projects.

Under Title 42 U.S. § Code 5305, entitlement cities such as Fountain Valley, are permitted to use CDBG funds for economic development projects that create or retain jobs for low- and moderate-income persons. As part of the Emergency Declaration, the City Manager has enacted a Small Business Employee Retention Grant (SBERG) that will pay a portion of payroll costs to small Fountain Valley based businesses (defined as ten or fewer
employees) that pledge to retain low- and moderate-income employees for a two month period after the receipt of funds from the city.

The majority of funding for the SBERG will come from a special allocation of Community Development Block Grant funds in the amount of $211,789 that is to be used to prevent, prepare for, and respond to the COVID-19. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. The CDBG budget will be amended to fund SBERG using a portion of the funding from the now stalled HIP budget as well as other CDBG programs that have excess funding. A total of $411,000 will be budgeted for the new grant.

Typically, a program approved by the City Council can only be changed by the City Council. However, since the City Council declared a Local Emergency on March 17, 2020, the City Council granted the City Manager with emergency powers. These powers allow flexibility to rapidly respond to emergencies.

2.57.060 Emergency powers.

In the event of the proclamation of a local emergency as herein provided, or the proclamation of a state of emergency or a state of war emergency by the Governor or the director of the California Office of Emergency Service, the director is empowered to:

(a) Make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency, provided, however, such rules and regulations must be confirmed at the earliest practicable time by the city council;

.....

(e) Execute all of his or her ordinary power, as well as all of the special powers conferred upon him or her by this chapter, or by resolution adopted pursuant thereto, all powers conferred upon him or her by any statute, agreement approved by the city council, or by any other lawful authority, and in conformity with Section 38791 of the Government Code, to exercise all police power vested in the city by the Constitution and general laws. (Ord. 1506 § 2, 2015)

The decision to enact a Budget Amendment to the Fiscal Year 19/20 CDBG (Fund 87) to allocate an additional $218,500 to fund the new SBERG and establish the Small Business Employee Retention Grant Program Policy (Attached) was made to help ease the financial strain on local businesses that is being caused by the COVID-19 virus. Therefore, this action is "reasonably related to the protection of... property as effected by such emergency." This action must be "confirmed at the earliest practicable time by the city council."

DISCUSSION
Emergency Small Business Employee Retention Grant Program
April 21, 2020
Page 3

The COVID-19 pandemic has had a two-fold effect on the City’s CDBG program. The first effect has been the virtual stop of progress on rehabilitation projects that have been approved in the HIP, primarily due to the need for social distancing. That, along with the reluctance of applicants to have staff, inspectors, and contractors enter their homes to conduct required work/inspections for the projects, has postponed the majority of projects that have been approved. In some instances, third party inspectors, such as the Southern California Gas Company, have stopped all non-essential inspections during the crisis, which precludes applicants from meeting the requirements of the City’s program. Because most of the rehabilitation projects are temporarily on hold, the HIP will not be using all of the funds budgeted for this fiscal year. The CDBG Code Enforcement program, and the Lead Based Paint Hazard program, will also have excess funding in their respective programs.

The second effect of the virus has been the emergence of a new community need due to economic repercussions that occurred as small businesses complied with the Governor’s Stay-At-Home order. The order required many businesses in Fountain Valley to shut down, or drastically reduce their services, causing immediate economic hardship for many workers and in particular, low- and moderate-income workers. CDBG regulations allow City’s to fund programs that assist small businesses retain low- and moderate-income workers by using CDBG funds to pay a portion of payroll costs for these employees. The SBERG is designed to provide an influx of working capital to assist small business owners in Fountain Valley with payroll expenses in order to keep low- and moderate-income workers employed at the business during the CCVID-19 pandemic.

Per HUD income definitions, a Low- and Moderate-Income person in Orange County is defined as any worker who makes less than $66,500 a year. Currently a minimum wage earner in Orange County makes $13 an hour, which equates to $27,040 a year so many Fountain Valley businesses can benefit from this grant.

The proposed SBERG will provide businesses with ten employees or less (including owner(s)) with grants to cover up to 75% of payroll costs, for a maximum of $10,000 per month, for two months. The businesses must have a physical location in Fountain Valley, remain open during the COVID-19 crisis with qualified employees working at the business and have been in business for over six months. The business must have experienced a minimum 25% reduction in revenue due to COVID-19, and must commit to keeping workers employed at their business for two months after receiving the grant funding.

In order to qualify for funding, the employee holding the job retained must meet the low- or moderate income requirement of ≤80% of the HUD Area Median Income. Business owners must submit financial documents to confirm this requirement, as well as documents verifying the loss of revenue due to the COVID-19 pandemic. Staff will review payroll documentation to determine the amount of grant funding for each applicant. Half of the grant will be distributed upon approval and the second half will be provided after the applicant submits payroll documents from the first month they received the grant.
confirming the designated employees are still working for the company. Additional information and requirements may be reviewed in the attached policy.

The CARES Act special CDBG allocation will provide $211,789 of the SBERG budget. For the remainder of the budget staff conducted a review of the FY 19-20 CDBG budget to determine the amount of funding that would be available to reallocate towards the SBERG. Several approved programs have been affected by COVID-19 and will likely have excess funding. The review concluded that approximately $152,500 is available from the HIP and an additional $45,289 will also be available from excess funds in CDBG Code Enforcement and the Lead Based Paint Hazard program to reallocate. These available funds, combined with the $211,789 received from the special CDBG allocation would provide $411,000 to fund the SBERG. Staff estimates that a minimum of 20 businesses will be assisted with the SBERG. The table below shows the updated budget for each program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Current Budget FY 19-20</th>
<th>Amended Budget FY19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>$60,952</td>
<td>$60,952</td>
</tr>
<tr>
<td>Fair Housing Services</td>
<td>$4,800</td>
<td>$4,800</td>
</tr>
<tr>
<td>Public Service Agencies</td>
<td>$49,314</td>
<td>$49,314</td>
</tr>
<tr>
<td>Code Enforcement</td>
<td>$115,044</td>
<td>$80,794</td>
</tr>
<tr>
<td>Home Improvement Program</td>
<td>$255,692</td>
<td>$103,192</td>
</tr>
<tr>
<td>Lead Based Paint Testing</td>
<td>$7,500</td>
<td>$1,750</td>
</tr>
<tr>
<td>Economic Development</td>
<td>$0</td>
<td>$411,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$493,302</strong></td>
<td><strong>$711,802</strong></td>
</tr>
</tbody>
</table>

It is recommended that City Council approve the amendment to the Fund 87 CDBG budget in the amount of $218,500 for the purpose of establishing a Small Business Employee Retention Grant and approve the COVID-19 Emergency Small Business Employee Retention Grant Policy.

**ALTERNATIVES:**

Alternative No. 1: Confirm that the creation of the COVID-19 Emergency Small Business Employee Retention Grant Program and 1) Budget Amendment to the Fiscal Year 19/20 Community Development Block Grant Budget (Fund 87) to Allocate an Additional $218,500 to the program is reasonably related to the protection of property being impacted by the COVID-19 emergency.

Alternative No. 2: Do not confirm that the creation of the COVID-19 Emergency Small Business Employee Retention Grant Program and 1) Budget
Amendment to the Fiscal Year 19/20 Community Development Block Grant Budget (Fund 87) to Allocate an Additional $218,500 to the program is reasonably related to the protection of property being impacted by the COVID-19 emergency and provide direction.

Alternative No. 3: Continue this item for further consideration.

FINANCIAL ANALYSIS:

As the FY 2019-20 CDBG program is solely sourced from the HUD CDBG grant, the amendment of the budget, and the additional funding to the Small Business Employee Retention Grant, will not create a financial impact to the City of Fountain Valley.

ATTORNEY REVIEW:

Legal review by the Attorney for the City is not needed.

PUBLIC NOTIFICATION:

No Public Hearing required.

RECOMMENDATION:

It is recommended that the City Council approve Alternative #1- Confirm that the creation of the COVID-19 Emergency Small Business Employee Retention Grant Program and 1) Budget Amendment to the Fiscal Year 19/20 Community Development Block Grant Budget (Fund 87) to Allocate an Additional $218,500 to the program is reasonably related to the protection of property being impacted by the COVID-19 emergency.

Prepared By: Ashlyn Newman, Housing Coordinator
Approved By: Brian James, Planning Director
Fiscal Review by: Teresa Gonzalez, Accounting Manager
Approved By: Rob Houston, City Manager
Attachments: City Council COVID-19 Emergency Small Business Employee Retention Grant Policy (SBERG)
CITY COUNCIL POLICY

COVID-19 EMERGENCY SMALL BUSINESS EMPLOYEE RETENTION GRANT PROGRAM

SUMMARY

The City wishes to assist local businesses during the COVID-19 pandemic and hereby sets forth a temporary emergency Small Business Employee Retention Grant for local businesses to assist with low- and moderate-income worker job retention as part of the City's Community Development Block Grant Program.

PURPOSE

The purpose of this program is to assist small business owners in Fountain Valley that have been adversely affected by COVID-19 to retain jobs that are held by low- and moderate-income workers. Funds will be provided to assist with payroll costs for qualified small businesses that pledge to keep their low- and moderate-income employees employed for two months after receiving the grant.

POLICY STATEMENT

The goal of the temporary emergency Small Business Employee Retention Grant is to assist Fountain Valley business owners by providing short-term working capital to assist in retaining their low- and moderate-income employees if their business has been negatively affected by mandates put in place by federal, state or local governments to stem the spread of COVID-19.

Goals and Objectives:

A. Preserve low- and moderate-income wage jobs in Fountain Valley; and

B. Help preserve the jobs and income necessary for low- and moderate-income wage earners of businesses in Fountain Valley so that they can maintain decent housing and suitable living environments.

POLICY REQUIREMENTS

Program Requirements:

A. Business with a physical location in Fountain Valley.

B. Business must be operating during the COVID-19 crisis.
C. Qualified low- and moderate-income employees must be actively working at the business in Fountain Valley.

D. Business may have no more than 10 employees, including owner(s).

E. Business owner, or employee holding job retained, must meet low- or moderate income requirement of $80% of the HUD Area Median Income.

F. Business must be in operation in Fountain Valley for over six (6) months.

G. Business must have experienced and be able to provide documentation showing at least a 25% reduction in revenue due to COVID-19.

H. Owner must commit to keeping employees employed at their business for two months and to providing documentation showing continued employment during this period.

Eligibility Criteria:

A. Business may not be a franchise or national chain.

B. No outstanding tax liens or legal judgements against the business.

C. Owner must complete the application, submit financial documents, and sign affidavit certifying all information provided is true and complete to the best of their knowledge under penalty of law.

D. Employees must sign affidavit and provide financial documents confirming they meet low- or moderate income requirement of $80% of the HUD Area Median Income.

E. Business must not have received an insurance payout for payroll coverage due to COVID-19.

Term:

The COVID-19 Emergency Small Business Employee Retention Grant Program shall cease providing grants to new applicants when: (a) the local emergency proclaimed on March 17, 2020, is no longer in effect; or (b) the Governor’s order restricting on-site dining is no longer in effect; or (c) when program funds are exhausted.

Adopted April 8, 2020