



**AGENDA**  
**CITY COUNCIL/SUCCESSOR AGENCY/STANTON HOUSING AUTHORITY**  
**JOINT REGULAR MEETING**  
**STANTON CITY HALL, 7800 KATELLA AVENUE, STANTON, CA**  
**TUESDAY, OCTOBER 10, 2017 - 6:30 P.M.**

*In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (714) 890-4245. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.*

*The City Council agenda and supporting documentation is made available for public review and inspection during normal business hours in the Office of the City Clerk, 7800 Katella Avenue, Stanton California 90680 immediately following distribution of the agenda packet to a majority of the City Council. Packet delivery typically takes place on Thursday afternoons prior to the regularly scheduled meeting on Tuesday. The agenda packet is also available for review and inspection on the city's website at [www.ci.stanton.ca.us](http://www.ci.stanton.ca.us), at the public counter at City Hall in the public access binder, and at the Stanton Library (information desk) 7850 Katella Avenue, Stanton, California 90680.*

- 1. CLOSED SESSION (5:30 PM)**
- 2. ROLL CALL**
  - Council Member Donahue
  - Council Member Ethans
  - Council Member Ramirez
  - Mayor Pro Tem Shawver
  - Mayor Warren
- 3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

*Closed Session may convene to consider matters of purchase / sale of real property (G.C. §54956.8), pending litigation (G.C. §54956.9(a)), potential litigation (G.C. §54956.9(b)) or personnel items (G.C. §54957.6). Records not available for public inspection.*

**4. CLOSED SESSION**

**4A. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**  
**Significant exposure to litigation pursuant to Government Code Section 54956.9(d) (2)**

Number of Potential Cases: 2

**4B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
**Existing litigation pursuant to Government Code section 54956.9(d)(1)**  
**Number of cases: 1**

City of Stanton vs. Green Tree Remedy et al, Orange County Superior Court Case Number: 30-2015-00813225-CU-JR-CJC

**5. CALL TO ORDER / SUCCESSOR AGENCY / STANTON HOUSING AUTHORITY MEETING**

**6. ROLL CALL** Agency/Authority Member Donahue  
Agency/Authority Member Ethans  
Agency/Authority Member Ramirez  
Vice Chairman Shawver  
Chairperson Warren

**7. PLEDGE OF ALLEGIANCE**

**8. SPECIAL PRESENTATIONS AND AWARDS**

**8A.** Presentation of Proclamation declaring the week of October 8-14, 2017, as Fire Prevention Week in the City of Stanton.

**8B.** Presentation of Proclamation declaring the week of October 22-28, 2017, as Childhood Lead Poisoning Prevention Week in the City of Stanton.

**8C.** Monthly Spotlight – Cyber Security Month.

**8D.** Special Presentation by the Golden State Water Company; sharing their mission with the City Council and providing information on their current operations.

## **9. CONSENT CALENDAR**

All items on the Consent Calendar may be acted on simultaneously, unless a Council/Board Member requests separate discussion and/or action.

### **CONSENT CALENDAR**

#### **9A. MOTION TO APPROVE THE READING BY TITLE OF ALL ORDINANCES AND RESOLUTIONS. SAID ORDINANCES AND RESOLUTIONS THAT APPEAR ON THE PUBLIC AGENDA SHALL BE READ BY TITLE ONLY AND FURTHER READING WAIVED**

##### **RECOMMENDED ACTION:**

City Council/Agency Board/Authority Board waive reading of Ordinances and Resolutions.

#### **9B. APPROVAL OF WARRANTS**

- City Council approve demand warrants dated September 21, 2017 and September 28, 2017, in the amount of \$551,101.49.

#### **9C. PROPOSED CHANGES TO PERSONNEL RULES AND REGULATIONS**

The City Council has established Personnel Rules and Regulations as set forth in Title II, Chapter 2.44 of the Stanton Municipal Code. From time to time the provisions of the Personnel Rules are changed based on changes in federal or state law or the needs of the organization have changed.

##### **RECOMMENDED ACTION:**

1. City Council declare that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378 (b)(2) – continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making; and
2. Approve Resolution No. 2017-41 amending the City of Stanton Personnel Rules and Regulations, entitled:

**"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AMENDING AND ADOPTING PERSONNEL RULES FOR THE ADMINISTRATION OF THE CITY'S PERSONNEL SYSTEM AND REPEALING ALL OTHER RESOLUTIONS AND MOTIONS INCONSISTENT HERewith."**

#### **9D. FY 2017/18 BUDGET ADJUSTMENT REQUEST**

This report requests a budget adjustment to fund the reclassification of the current Engineering Assistant to the Associate Engineer (existing classification) effective October 15, 2017.

##### **RECOMMENDED ACTION:**

1. City Council declare that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378(b)(2) – continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy or procedure making; and
2. Approve Budget Adjustment No. 2018-09 revising salaries in the Gas Tax and General Fund related to the Associate Engineer position.

#### **9E. FY 2017/18 BUDGET ADJUSTMENT REQUEST**

This report requests a budget adjustment to fund an additional part-time Administrative Clerk position (existing classification) as of November 1, 2017.

##### **RECOMMENDED ACTION:**

1. City Council declare that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378(b)(2) – continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy or procedure making; and
2. Approve Budget Adjustment 2018-10 providing budget for a part-time Administrative Clerk and PSTF-related expenditures in the Public Safety Services Department.

**END OF CONSENT CALENDAR**

**10. PUBLIC HEARINGS       None.**

**11. UNFINISHED BUSINESS       None.**

**12. NEW BUSINESS**

**12A. CONSIDERATION OF A QUITCLAIM DEED CONVEYING 10652 BELL STREET FROM THE SUCCESSOR AGENCY TO THE CITY OF STANTON FOR FUTURE DEVELOPMENT (SUCCESSOR AGENCY)**

The Successor Agency's Long Range Property Management Plan ("LRPMP") calls for the sale of 10652 Bell Street (APN 079-771-36) ("Property") pursuant to a request for proposals. Staff has determined, in consultation with real estate professionals and after reviewing the current real estate market conditions, that the community and affected taxing entities will all be better served by conveying this Property to the City for future development following the City's efforts to address the immediate infrastructure issues facing the neighborhood. The infrastructure issues including traffic, lack of improvements, and insufficient parking which make the site less likely to develop at this time. Staff is recommending instead of selling the property as provided for in the LRPMP, the Successor Agency will quitclaim the Property to the City for future development subject to the City entering into a compensation agreement with the affected taxing agencies as may be required by Health and Safety Code Section 34180(f) and 34191.5(c)(2)(A)(iii).

**RECOMMENDED ACTION:**

1. Successor Agency declare that the proposed disposition of the land pursuant to the quitclaim deed is not a project pursuant to CEQA and direct staff to file a Notice of Determination; and
2. Approve the conveyance of 10652 Bell Street by Quitclaim Deed to the City for future development; and
3. Authorize the Executive Director to execute the necessary documents and take all actions reasonably necessary to complete the conveyance of the Property.

### **13. ORAL COMMUNICATIONS - PUBLIC**

At this time members of the public may address the City Council/Successor Agency/Stanton Housing Authority regarding any items within the subject matter jurisdiction of the City Council/Successor Agency/Stanton Housing Authority, provided that NO action may be taken on non-agenda items.

- Members of the public wishing to address the Council/Agency/Authority during Oral Communications-Public or on a particular item are requested to fill out a REQUEST TO SPEAK form and submit it to the City Clerk. Request to speak forms must be turned in prior to Oral Communications-Public.
- When the Mayor/Chairman calls you to the microphone, please state your Name, slowly and clearly, for the record. A speaker's comments shall be limited to a three (3) minute aggregate time period on Oral Communications and Agenda Items. Speakers are then to return to their seats and no further comments will be permitted.
- Remarks from those seated or standing in the back of chambers will not be permitted. All those wishing to speak including Council/Agency/Authority and Staff need to be recognized by the Mayor/Chairman before speaking.

### **14. WRITTEN COMMUNICATIONS                      None.**

### **15. MAYOR/CHAIRMAN COUNCIL/AGENCY/AUTHORITY INITIATED BUSINESS**

#### **15A. COMMITTEE REPORTS/ COUNCIL/AGENCY/AUTHORITY ANNOUNCEMENTS**

At this time Council/Agency/Authority Members may report on items not specifically described on the agenda which are of interest to the community provided no discussion or action may be taken except to provide staff direction to report back or to place the item on a future agenda.

#### **15B. COUNCIL/AGENCY/AUTHORITY INITIATED ITEMS FOR A FUTURE MEETING**

At this time Council/Agency/Authority Members may place an item on a future agenda.

**15C. COUNCIL/AGENCY/AUTHORITY INITIATED ITEMS FOR A FUTURE STUDY SESSION**

At this time Council/Agency/Authority Members may place an item on a future study session agenda.

Currently Scheduled:

- None.

**15D. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS - PUBLIC / PRIVATE PARTNERSHIPS**

At the September 26, 2017 City Council meeting, Council Member Ramirez requested that this item be agendized for discussion.

**RECOMMENDED ACTION:**

City Council provide direction to staff.

**15E. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS – REVIEW THE CITY’S ASSET HOLDINGS**

At the September 26, 2017 City Council meeting, Council Member Ramirez requested that this item be agendized for discussion.

**RECOMMENDED ACTION:**

City Council provide direction to staff.

**15F. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS – CANNABIS TESTING AND CULTIVATION**

At the September 26, 2017 City Council meeting, Council Member Ramirez requested that this item be agendized for discussion.

**RECOMMENDED ACTION:**

City Council provide direction to staff.

**15G. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS – ELECTRONIC BILLBOARDS**

At the September 26, 2017 City Council meeting, Council Member Ramirez requested that this item be agendaized for discussion.

**RECOMMENDED ACTION:**

City Council provide direction to staff.

**16. ITEMS FROM CITY ATTORNEY/AGENCY COUNSEL/AUTHORITY COUNSEL**

**17. ITEMS FROM CITY MANAGER/EXECUTIVE DIRECTOR**

**17A. ORANGE COUNTY FIRE AUTHORITY**

At this time the Orange County Fire Authority will provide the City Council with an update on their current operations.

**18. ADJOURNMENT**

I hereby certify under penalty of perjury under the laws of the State of California, the foregoing agenda was posted at the Post Office, Stanton Community Services Center and City Hall, not less than 72 hours prior to the meeting. Dated this 5<sup>th</sup> day of October, 2017.

s/ Patricia A. Vazquez, City Clerk/Secretary

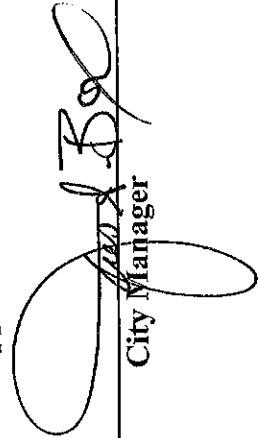
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**CITY OF STANTON  
ACCOUNTS PAYABLE REGISTER**

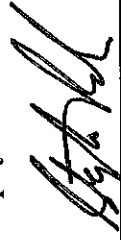
September 21, 2017	\$197,595.66
September 28, 2017	\$353,505.83

\$551,101.49
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Demands listed on the attached registers conform to the City of Stanton Annual Budget as approved by the City Council.

  
\_\_\_\_\_  
City Manager

Demands listed on the attached registers are accurate and funds are available for payment thereof.



\_\_\_\_\_  
Administrative Services Director

# **CITY OF STANTON**

## **REPORT TO CITY COUNCIL**

**TO:** Honorable Mayor and Members of the City Council

**DATE:** October 10, 2017

**SUBJECT: PROPOSED CHANGES TO PERSONNEL RULES AND REGULATIONS**

### **REPORT IN BRIEF:**

The City Council has established Personnel Rules and Regulations as set forth in Title II, Chapter 2.44 of the Stanton Municipal Code. From time to time the provisions of the Personnel Rules are changed based on changes in federal or state law or the needs of the organization have changed.

### **RECOMMENDED ACTION:**

1. City Council declare that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378 (b)(2) – continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy and procedure making; and
2. Approve Resolution No. 2017-41 amending the City of Stanton Personnel Rules and Regulations.

### **BACKGROUND:**

The general purpose of the personnel rules is to establish a system of personnel administration that meets the social, economic and program needs of the people of the city. This system shall provide means to recruit, select, develop and maintain an effective and responsive work force, and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, pay administration, fringe benefits, discipline, discharge and other related activities.

The Personnel Rules and Regulations were last amended in March of 2017.

### **ANALYSIS/JUSTIFICATION:**

In order to keep the Personnel Rules and Regulations up to date and to meet the changing needs of the organization, updates are required on a periodic basis.

The City proposes to amend the Personnel Rules and Regulations as set forth below. The reasons for these proposed changes are:

- To ensure current practices are in writing for accuracy, clarification and consistency.
- To insert a new article pertaining to the use of electric vehicle charging stations by employees.
- To insert a new section to Article XXXV. to indicate that the electric vehicle charging amount per employee cannot exceed one thousand dollars \$1,000.00 per fiscal year and that the charging amount is considered a taxable benefit and therefore will be reported as part of the W-2 compensation.

These changes are recommended to ensure clarity for employees. The proposed changes will be distributed to all city employees and each employee will have the opportunity to discuss the changes and ask questions of the Personnel Officer.

**FISCAL IMPACT:**

The total anticipated cost for the 2017 calendar year is less than \$1,000. Funds for the charging of City employee-owned electric vehicles are currently budgeted in 101-3200-604105.

**ENVIRONMENTAL IMPACT:**

Not applicable.

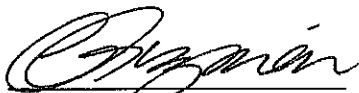
**PUBLIC NOTIFICATION:**

Through the normal agenda process.

**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

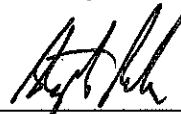
6. Maintain and Promote a Responsive, High-Quality and Transparent Government.

Prepared by:



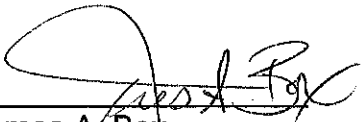
Cynthia Guzman  
Human Resources Specialist

Concurred by:



Stephen M. Parker, CPA  
Administrative Services Director

Approved by:

  
\_\_\_\_\_  
James A. Box  
City Manager

**Attachments:**

Exhibit A: Resolution No. 2017-41

Exhibit B: Proposed Changes

**RESOLUTION NO. 2017-41**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AMENDING AND ADOPTING PERSONNEL RULES FOR THE ADMINISTRATION OF THE CITY'S PERSONNEL SYSTEM AND REPEALING ALL OTHER RESOLUTIONS AND MOTIONS INCONSISTENT HEREWITH**

**WHEREAS**, the City Council is authorized and directed under the provisions of Ordinance No. 523 to adopt rules and regulations of the personnel system created in said ordinance; and

**WHEREAS**, the current Personnel Rules were adopted by the City on October 14, 2003 by Resolution No. 2003-38 and last amended in March of 2017 by Resolution 2017-07; and

**WHEREAS**, changes in the needs of the City and in applicable laws have occurred which necessitate changes in certain of the existing Personnel Rules; and

**WHEREAS**, the City desires to make the changes to the Personnel Rules adopted herein.

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

1. The City Council finds that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378(b)(2) – continuing administrative or maintenance activities, such as purchase for supplies, personnel-related actions, general policy and procedure making.
2. The Amended Personnel Rules and Regulations attached hereto as Exhibit A and incorporated herein by this reference are hereby adopted in accordance with the City's Ordinance No. 523.
3. The City Manager is directed to implement this policy.

**ADOPTED, SIGNED AND APPROVED** this 10<sup>th</sup> day of October, 2017.

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CAROL WARREN, MAYOR

APPROVED AS TO FORM:

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MATTHEW E. RICHARDSON, CITY ATTORNEY

ATTEST:

I, Patricia A. Vazquez, City Clerk of the City of Stanton, California DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2017-41 has been duly signed by the Mayor and attested by the City Clerk, all at a regular meeting of the Stanton City Council, held on October 10, 2017, and that the same was adopted, signed and approved by the following vote to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
PATRICIA A. VAZQUEZ, CITY CLERK

## **EXHIBIT B: PROPOSED CHANGES**

### **ARTICLE XXXV. ELECTRIC VEHICLE CHARGING STATIONS**

Section 1. Electric Vehicle Charging Station Benefit. Electric vehicle charging stations are available for use to employees with electric vehicles. Charging is available to employees at no cost, not to exceed one thousand dollars (\$1,000.00) per fiscal year. While charging is offered at no cost to employees, it is considered a taxable benefit and therefore will be reported as part of the W-2 compensation for employees.

# **CITY OF STANTON**

## **REPORT TO THE CITY COUNCIL**

**TO:** Honorable Mayor and City Council

**DATE:** October 10, 2017

**SUBJECT: FY 2017/18 BUDGET ADJUSTMENT REQUEST**

### **REPORT IN BRIEF:**

This report requests a budget adjustment to fund the reclassification of the current Engineering Assistant to the Associate Engineer (existing classification) effective October 15, 2017.

### **RECOMMENDED ACTION**

1. City Council declare that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378(b)(2) – continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy or procedure making; and
2. Approve Budget Adjustment No. 2018-09 revising salaries in the Gas Tax and General Fund related to the Associate Engineer position.

### **ANALYSIS AND JUSTIFICATION:**

A classification and compensation study was conducted by Hobson Consulting in July of 2015. The study's findings included the recommendation to reclassify the Engineering Assistant position and incumbent to the new classification of Associate Engineer. The recommendation was due to this position being the sole position providing professional engineering support to the Public Works Director/City Engineer and broad responsibilities. In February 2017 the position of Associate Engineer was approved to be added to the Position Classification Manual, however it was not funded. Staff believes that reclassifying the current Engineering Assistant to Associate Engineer will result in greater employee retention for this position due to the title and salary being commensurate to the essential duties and responsibilities of this position. The job description for the position, Associate Engineer, can be found as Exhibit 2.

**FISCAL IMPACT:**

The reclassification of the Engineering Assistant position to the Associate Engineer for the remainder of the year would result in an estimated cost of \$4,300. As the position is dealing with more Gas Tax-funded road projects, 10% more of the position's salary will be allocated out of Gas Tax than before. As such, the attached budget adjustment will allow the position reclassification to take place without any decrease in General Fund fund balance.

**ENVIRONMENTAL IMPACT:**

Not applicable.

**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

3. Promote a Quality Infrastructure.

**PUBLIC NOTIFICATION:**

Through the normal agenda process.

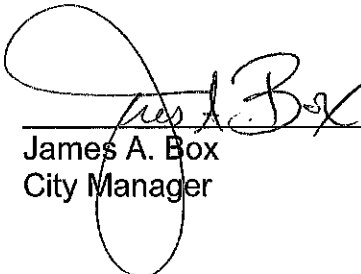
Prepared by:

  
Cynthia Guzman  
Human Resources Specialist

Concurred by:

  
Stephen M. Parker, CPA  
Administrative Services Director

Approved by:

  
James A. Box  
City Manager

Attachments:

Exhibit 1: Budget Adjustment No. 2018-09

Exhibit 2: Associate Engineer, Job Description

# EXHIBIT 1: BUDGET ADJUSTMENT

## CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION

Fiscal Year: 2017-18  
 Department: Public Works  
 Requested By: Allan Rigg  
 City Council Approval: \_\_\_\_\_  
 Availability of Funds: \_\_\_\_\_  
 Administrative Services Department

BA # 2018-09  
 Date: September 26, 2017  
 Title: Public Works Director  
 Date: October 10, 2017  
 Title: Administrative Services Director

Transfer		Current Budget	Increase (Decrease)	Amended Amount
Account Description	Account Number			
1 Gas Tax: Street Maintenance - Salaries - Regular	211-3500-501110	\$ 112,087	\$ 9,800	\$ 121,887
2 General Fund: Engineering - Salaries	101-3100-501110	\$ 45,316	\$ (5,500)	\$ 39,816
3 Gas Tax: Fund Balance	101-0000-304320	\$ 1,698,127	\$ (9,800)	\$ 1,688,327
4 General Fund: Fund Balance	101-0000-304320	\$ 2,556,712	\$ 5,500	\$ 2,562,212

### JUSTIFICATION

To record reclassification from Engineering Assistant to Associate Engineer.

### Budget Adjustment Request Approved

\_\_\_\_\_  
 City Manager Date

### Budget Adjustment Processed

\_\_\_\_\_  
 Date posted Entered by

\*\*\* PRINT ON BLUE PAPER ONLY \*\*\*

## **EXHIBIT 2: JOB DESCRIPTION**

### **CITY OF STANTON**

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Job Title:	<b>Associate Engineer</b>	Department:	Public Works/Engineering
Salary Range:	26	Reports to:	Public Works Director/City Engineer

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#### **SUMMARY DESCRIPTION**

The purpose of positions in this classification is to perform the full range of professional engineering tasks; to administer complex construction and projects related to the City's engineering and public improvement functions; to review complex plans, capital improvement proposals, public improvements and permit applications; to administer engineering contracts; to provide information and assistance to the public and to prepare complex engineering and technical reports, studies, and calculations.

Positions in the Engineering Assistant classification differ from the Associate Engineer in the performance of the less complex engineering review and project management tasks and the limited scope of work performed.

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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform and/or oversee technical engineering review of permit applications, plans, specifications, studies and reports for the construction, alteration, and/or maintenance of roads, storm drainage systems, sidewalks, bikeways, traffic intersections, signage/stripping, traffic signalization, and other public works projects.
- Administer multiple engineering, construction and design projects.
- Prepares and reviews the computation of engineering calculations in order to detect potential problems and determine appropriate solutions.
- Prepares cost estimates and develops engineering plan and design criteria.
- Assists the City Engineer in identifying needed infrastructure improvements.
- Administer the contract process; schedule, notice and participate in pre-bid and pre-construction conferences; hold bid openings and maintain appropriate records. Prepare contract documents, specifications and requests for proposal.
- Administer construction contracts; prepare notices to proceed; participate in field meetings; develop progress payment quantities and approve and process progress payments according to contract requirements.

- Administer contracts for City services related to infrastructure improvements and maintenance.
- Maintain accurate accounting of budget expenditures; monitor various contract accounts and process final payments. Prepare contract change orders under direction of the City Engineer; process all change orders for approval.
- Prepare a variety of reports related to construction contracts and assigned engineering functions; prepare requests for proposals for public service contracts; maintain records.
- Maintain and revise tract and parcel maps; verify conditions of tentative maps; prepare and submit final maps to City Council for approval.
- Assist contractors and the general public in advising on engineering requirements and City ordinances.
- Process public improvement plans; investigate and prepare recommendations related to public improvements; prepare routine precise plans; coordinate contract plan checking.
- Conduct engineering and technical survey and studies; analyze technical problems. And prepare recommendations; perform special engineering related projects as assigned.

#### Additional Tasks and Responsibilities:

- Performs other duties as assigned.

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#### **KNOWLEDGE REQUIRED**

- Concepts of civil engineering.
- Engineering practice as it applies to public works, including infrastructure related to utilities, public and private construction.
- Design, materials and methods used in the improvement and construction of City infrastructure, right-of-ways, streets and utilities.
- City, County and State standards and legal limitations and requirements of construction and design in public right-of-way.
- Principles and practices of effective project management.
- Principles of effective supervision, leadership and effective communication.
- Symbols, equipment and techniques used in engineering and drafting.
- Construction equipment, materials and methods.
- Principles, practices and laws relating to the municipal bidding process.
- Operational characteristics of a computer; functionality and use of AutoCad, GIS and other related software programs.
- Basic procedures and techniques of budget administration.
- Record keeping and reporting procedures.
- Standard methods and practices of financial and statistical record keeping.
- Modern office methods, practices, procedures and equipment.
- Safe driving principles and practices.

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## **ABILITIES/SKILLS**

- Understand, interpret and prepare engineering records and maps.
- Prepare accurate engineering calculations and review the calculations of others.
- Operate a computer terminal to perform mathematical applications and data storage and retrieval.
- Prepare and maintain accurate financial and statistical records.
- Manage complex engineering projects from start to finish and oversee work being performed under contract.
- Prepare technical and analytical reports, recommendations and requests for proposal.
- Determine and monitor contract compliance within prescribed guidelines. Gather data and perform routine engineering computations.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

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## **EXPERIENCE/TRAINING/EDUCATION**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in Engineering or a related field.
- Three years of experience in performing professional civil engineering work that includes some experience in a municipal agency.

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## **LICENSE/CERTIFICATE**

- Professional registration as an Engineer in Training
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

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## **PHYSICAL ACTIVITIES AND REQUIREMENTS**

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities. Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers, engineering measurement equipment and office equipment.

- Willingness to work variable hours including weekends and/or holidays.
  - Ability to hear and convey detailed or important instructions or information verbally and accurately.
  - Average visual acuity to prepare and read documents.
  - Ability to communicate with both the public and co-workers in a clear and concise manner.
  - Ability to travel to different sites and locations.
  - May be exposed to outdoor conditions.
  - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

# **CITY OF STANTON**

## **REPORT TO THE CITY COUNCIL**

**TO:** Honorable Mayor and City Council

**DATE:** October 10, 2017

**SUBJECT:** FY 2017/18 BUDGET ADJUSTMENT REQUEST

### **REPORT IN BRIEF:**

This report requests a budget adjustment to fund an additional part-time Administrative Clerk position (existing classification) as of November 1, 2017.

### **RECOMMENDED ACTION**

1. City Council declare that this project is exempt from the California Environmental Quality Act ("CEQA") under Section 15378(b)(2) – continuing administrative or maintenance activities, such as purchases for supplies, personnel-related actions, general policy or procedure making; and
2. Approve Budget Adjustment 2018-10 providing budget for a part-time Administrative Clerk and PSTF-related expenditures in the Public Safety Services Department.

### **ANALYSIS AND JUSTIFICATION:**

The City of Stanton is part of the North Orange County Public Safety Task Force (PSTF) along with the cities of Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Placentia and Yorba Linda. The participating cities work together towards the mutual goal of providing maximum available assistance to support its regional communities using local collaborative efforts to reduce violence through prevention, intervention and suppression activities through the use of evidence-based services. The member cities have agreed to use the City of Stanton for coordination and administration of the project, including accounting services. Stanton will receive \$140,000 in revenue from the member cities for those services, which was included in the budget through a budget adjustment approved by Council at the September 12, 2017 meeting. In addition to paying for a PSTF Grants Administrator who is assigned to the Public Safety Services Department, an additional \$46,000 is available this fiscal year from the member cities for the administration of the project.

Currently every department in the City has an Administrative Clerk with the exception of the Public Safety Services Department. As the City of Stanton will be providing accounting for 10 member cities, including processing numerous payable vouchers and other clerical duties, a need for assistance in performing a variety of functions related to the administration of the PSTF has been identified. As a result, staff recommends creating a part-time Administrative Clerk position to assist the Public Safety Services Department. The part-time Administrative Clerk would work with the Grants Administrator who is also assigned to the Public Safety Services Department to handle all requests from the PSTF as well as handle a variety of other Public Safety-related clerical duties. This position would help relieve a backlog of work on Community Development's Departmental Assistant by handling the reconciliation of parking control logs which is now handled by the Public Safety Department. In addition, the new position would assist with a variety of Public Safety-related duties and be near the front counter and be able to help address concerns from the public during scheduled hours. The job description for the position, Administrative Clerk, can be found as Exhibit 2.

In addition to the part-time position, certain expenditures are necessary for the Grants Administrator to complete the required services including mileage reimbursement, training and meeting expense, office expense and equipment purchases. These expenditures add up to \$6,500 and are included in the budget adjustment request.

#### **FISCAL IMPACT:**

The addition of a part-time Administrative Clerk position and expenditure requests to assist the Public Safety Services Department for the remainder of the fiscal year would result in an estimated cost of \$18,900. The position and equipment will be put in the Public Safety Services Department in the General Fund, however the funding from member cities of the Orange County Public Safety Task Force is sufficient to add these items and still increase General Fund reserves. As such, the attached budget adjustment will allow the City to add this position and budget for expenditures relating to equipment and supplies without any decrease in original General Fund reserves.

#### **ENVIRONMENTAL IMPACT:**

In accordance with the requirement of the CEQA, this project has been determined to be exempt under Section 15378(b)(2).

#### **STRATEGIC PLAN OBJECTIVE ADDRESSED:**

1. Provide a Safe Community.
6. Maintain and Promote a Responsive, High Quality and Transparent Government.


#### **PUBLIC NOTIFICATION:**

Through the normal agenda process.

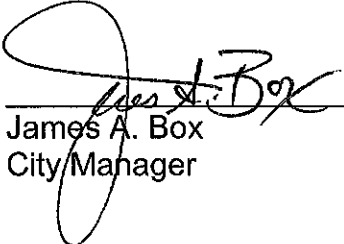
Prepared by:

\_\_\_\_\_  
Cynthia Guzman  
Human Resources Specialist

Concurred by:

  
\_\_\_\_\_  
Stephen M. Parker, CPA  
Administrative Services Director

Approved by:

  
\_\_\_\_\_  
James A. Box  
City Manager

Attachments:

Exhibit 1: Budget Adjustment 2018-10  
Exhibit 2: Administrative Clerk, Job Description

# CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION

Fiscal Year: 2017-18  
 Department: Public Safety Services  
 Requested By: James Wren  
 City Council Approval: \_\_\_\_\_  
 Availability of Funds: \_\_\_\_\_  
 Administrative Services Department

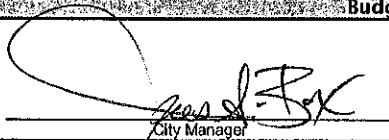
BA # 2018-10  
 Date: October 3, 2017  
 Title: Public Safety Services Director  
 Date: October 10, 2017  
 Title: Administrative Services Director

Transfer		Current Budget	Increase (Decrease)	Amended Amount
Account Description	Account Number			
1 General Fund: Public Safety - Salaries-Part Time	101-2100-501120	\$ -	\$ 12,400	\$ 12,400
2 General Fund: Public Safety - Office Expense	101-2100-602110	\$ 500	\$ 800	\$ 1,300
3 General Fund: Public Safety - Mileage Reimbursement	101-2100-607105	\$ -	\$ 1,600	\$ 1,600
4 General Fund: Public Safety - Travel/Conference/Meetings	101-2100-607110	\$ -	\$ 1,000	\$ 1,000
5 General Fund: Public Safety - Training	101-2100-607115	\$ -	\$ 700	\$ 700
6 General Fund: Public Safety - Equipment-General	101-2100-701105	\$ -	\$ 2,400	\$ 2,400
7 General Fund: Fund Balance	101-0000-304320	\$ 2,666,812	\$ (18,900)	\$ 2,647,912

## JUSTIFICATION:

To record appropriation for part-time Administrative Clerk and other equipment and supplies.

## Budget Adjustment Request Approved:

  
 City Manager

10-4-17  
 Date

## Budget Adjustment Processed:

\_\_\_\_\_  
 Date posted

\_\_\_\_\_  
 Entered by

\*\*\* PRINT ON BLUE PAPER ONLY \*\*\*

## CITY OF STANTON

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Job Title: **Administrative Clerk**

Department:

Salary Range: 1

Reports to: Department Head/ Manager

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### SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform a variety of responsible administrative and clerical duties related to the function and department assigned and to provide information and assistance to the public regarding departmental procedure.

Incumbents are required to exercise tact and discretion in their interactions with callers and visitors to the City offices. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform general administrative and clerical duties related to assigned functional area and department.
- Type, proofread and process a variety of documents including general correspondence, memos, forms and statistical charts.
- Act as a receptionist; answer the telephone and receive the general public, giving information on department and assigned program policies and procedures.
- Issue, receive, type and process various applications, permits and other forms.
- Schedule inspections, appointments and interviews as assigned.
- Perform a wide variety of routine clerical work including filing, billing, checking and recording information.
- Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.
- Compile information and data for statistical and financial reports.
- Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.
- Create and maintain needed database for department use.
- Receive, sort and distribute incoming and outgoing correspondence.
- Order office supplies; submit expense claims.
- Purchase and pick-up parts and supplies as assigned. Use a computer to perform job-related tasks.
- May schedule appointments, training and meetings; may maintain calendars for staff supported.

### Additional Tasks and Responsibilities:

- Perform other duties as assigned.

---

## **KNOWLEDGE REQUIRED**

- Proper English usage, spelling, grammar, and punctuation.
  - Modern office methods, practices, procedures and computer equipment.
  - Principles, practices and techniques for providing customer service and effective communication.
  - Basic record-keeping methods and techniques.
  - Basic math, including addition, subtraction, multiplication and division.
  - Safe driving principles and practices.
- 

## **ABILITIES/SKILLS**

- Maintain tactfulness and courtesy in explaining City procedures and requirements.
  - Perform the full range of duties assigned with only occasional instruction or assistance.
  - Learn the organization, procedures and operating details of the City department to which assigned.
  - Perform routine clerical work including maintenance of appropriate records and preparation of general reports.
  - Understand and carry out both oral and written directions.
  - Perform simple mathematical calculations.
  - Establish and maintain effective working relationships with those contacted in the course of work.
  - Operate a variety of office equipment such as a copier, calculator, typewriter and computer.
  - Type at a speed necessary for successful job performance.
- 

## **EXPERIENCE/TRAINING/EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of responsible general clerical experience.
  - Equivalent to the completion of the twelfth grade.
- 

## **LICENSE/CERTIFICATE**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
-

## **PHYSICAL ACTIVITIES AND REQUIREMENTS**

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
  - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
  - Occasional overtime, weekend and/or evening work may be required.
  - Ability to hear and convey detailed or important instructions or information verbally and accurately, including over the telephone.
  - Average visual acuity to prepare and read documents.
  - Ability to communicate with both the public and co-workers in a clear and concise manner.
  - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
- 

The City of Stanton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

# CITY OF STANTON

## REPORT TO THE SUCCESSOR AGENCY TO THE STANTON REDEVELOPMENT AGENCY

**TO:** Honorable Chair and Members of the Successor Agency

**DATE:** October 10, 2017

**SUBJECT: CONSIDERATION OF A QUITCLAIM DEED CONVEYING 10652 BELL STREET FROM THE SUCCESSOR AGENCY TO THE CITY OF STANTON FOR FUTURE DEVELOPMENT**

### REPORT IN BRIEF:

The Successor Agency's Long Range Property Management Plan ("LRPMP") calls for the sale of 10652 Bell Street (APN 079-771-36) ("Property") pursuant to a request for proposals. Staff has determined, in consultation with real estate professionals and after reviewing the current real estate market conditions, that the community and affected taxing entities will all be better served by conveying this Property to the City for future development following the City's efforts to address the immediate infrastructure issues facing the neighborhood. The infrastructure issues including traffic, lack of improvements, and insufficient parking which make the site less likely to develop at this time. Staff is recommending instead of selling the property as provided for in the LRPMP, the Successor Agency will quitclaim the Property to the City for future development subject to the City entering into a compensation agreement with the affected taxing agencies as may be required by Health and Safety Code Section 34180(f) and 34191.5(c)(2)(A)(iii).

### RECOMMENDED ACTIONS:

1. Successor Agency declare that the proposed disposition of the land pursuant to the quitclaim deed is not a project pursuant to CEQA and direct staff to file a Notice of Determination; and
2. Approve the conveyance of 10652 Bell Street by Quitclaim Deed to the City for future development; and
3. Authorize the Executive Director to execute the necessary documents and take all actions reasonably necessary to complete the conveyance of the Property.

### BACKGROUND:

As part of the dissolution of the former Stanton Redevelopment Agency, the Successor Agency developed a LRPMP to identify the disposition and use of the real properties of

the former Stanton Redevelopment Agency. This plan was approved by the Oversight Board of the Successor Agency and by the Department of Finance. As part of the LRPMP, the DOF approved the Successor Agency's plan to sell the Property for a future high density residential project.

#### **ANALYSIS/JUSTIFICATION:**

The LRPMP calls for the Property to be placed on the open market for sale pursuant to a request for proposals for sale as market rate high density housing. The Successor Agency, working with Kosmont Realty Brokers, has determined that sale of the property at this time is not in the best interest of the affected taxing entities and the community. The Property is currently surrounded by residential developments, approximately 465 residential units. The area is underserved by mass transit, inadequately parked, and there is an inadequate level of public improvements. The addition of another high density residential project will exacerbate the infrastructure issues facing the community and require potentially costly public improvements to mitigate the impacts pursuant to the California Environmental Quality Act. These challenges will negatively impact the value of the land at the time of sale.

To address these issues the City is reviewing a variety options. While the City evaluates the options to alleviate the community concerns and increase the value of the property, the Property would be quitclaimed to the City for future development subject to a compensation agreement with the affected taxing entities as may be required by law. The conveyance to the City would allow the property to be held while the community issues are addressed and while allowing the Successor Agency to proceed toward the completion of the Redevelopment Agency wind down. This transfer would be the last of the properties identified in the LRPMP to be disposed of by the Successor Agency. To date, the Successor Agency has disposed of 11 properties for development and transferred the Stanton Central Park to the City as a governmental use property. The only remaining Successor Agency asset is the Property. With this conveyance the Successor Agency would have disposed of all assets addressed by the LRPMP.

Because the proposed disposition is inconsistent with the LRPMP, the quitclaim will be submitted to the Oversight Board and the Department of Finance for review and approval. Following consideration by the Oversight Board and the Department of Finance, the property will be quitclaimed to the City and the City will enter into a compensation agreement with the taxing entities as may be required by Health and Safety Code Section 34180(f) and 34191.5(c)(2)(A)(iii).

#### **FISCAL IMPACT:**

This action will have no fiscal impact. However, the City will enter into a future compensation agreement with the affected taxing entities as may be required by law to address the distribution of funds associated with the anticipated future sale of the Property.

**ENVIRONMENTAL IMPACT:**

This action is not subject to review under the California Environmental Quality Act as the conveyance of this land by a quitclaim deed is not a project, pursuant to California Code of Regulations, Title 14, Section 15378(a), as there is no potential of either a direct or indirect physical change in the environment or a reasonably foreseeable indirect physical change in the environment as a result of this action. The land is being transferred to facilitate the dissolution of the former Redevelopment Agency and any future sale for development purposes will be subject to environmental review.

**LEGAL REVIEW:**

The City Attorney has reviewed this report and the attached resolution on behalf of the Successor Agency.

**PUBLIC NOTIFICATION:**

Through the normal agenda posting process.

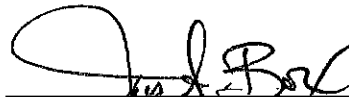
**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

Prepared by:



Kelly Hart  
Community & Economic  
Development Director

Approved by:



James A. Box  
Executive Director

**Attachments:**

A. Quitclaim Deed

**RECORDING REQUESTED BY AND**

**WHEN RECORDED MAIL TO:**

CITY OF STANTON  
7800 Katella Avenue  
Stanton, CA 90680  
Attention: City Clerk

Assessor's Parcel Nos. 131-691-49, -50 and 051

Exempt from Recording Fees per Govt. Code §27383  
Exempt from Documentary Transfer Tax per Calif. Rev. &  
Tax. Code §11922

**QUITCLAIM DEED**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, THE SUCCESSOR AGENCY TO THE STANTON REDEVELOPMENT AGENCY, a public body, corporate and politic ("Grantor") hereby REMISE(S), RELEASE(S) AND FOREVER QUITCLAIM(S) to the CITY OF STANTON, a California municipal corporation ("Grantee") the real property located in the City of Stanton, County of Orange, State of California, described as:

For legal description see Exhibit "A" attached hereto and incorporated herein by this reference.

Dated: \_\_\_\_\_, 2015

**GRANTOR:**

SUCCESSOR AGENCY TO THE STANTON  
REDEVELOPMENT AGENCY,  
a public body, corporate and politic

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## ACKNOWLEDGEMENT

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

STATE OF CALIFORNIA )

COUNTY OF \_\_\_\_\_)

On \_\_\_\_\_ before me, \_\_\_\_\_,  
Notary Public, personally appeared \_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same  
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument  
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

## **EXHIBIT A**

### **LEGAL DESCRIPTION**

Real property in the City of Stanton, County of Orange, State of California, described as follows:

**THE CITY OF STANTON**

**CERTIFICATE OF ACCEPTANCE**

This Certificate of Acceptance pertains to the interests in real property conveyed by the  
Quitclaim Deed to which this Certificate of Acceptance is attached,

from: **THE SUCCESSOR AGENCY TO THE STANTON REDEVELOPMENT  
AGENCY, a public body, corporate and politic ("Grantor")**

to: **CITY OF STANTON, a California municipal corporation ("Grantee")**

Said Quitclaim Deed is hereby accepted by the undersigned officer on behalf of Grantee  
pursuant to authority conferred by the Grantee's governing board, and Grantee hereby consents  
to recordation of said Quitclaim Deed.

Dated: \_\_\_\_\_, 20\_\_

CITY OF STANTON, a California municipal  
corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

# **City Council**

## **Items 15D-15G**

**15D:**

“DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS  
- PUBLIC / PRIVATE PARTNERSHIPS”

**15E:**

“DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS  
– REVIEW THE CITY’S ASSET HOLDINGS”

**15F:**

“DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS  
– CANNABIS TESTING AND CULTIVATION”

**15G:**

“DISCUSSION REGARDING SEEKING OUT AND REVIEWING FISCAL OPTIONS  
– ELECTRONIC BILLBOARDS”

# **City Council Initiated Item.**

*(This item does not contain a staff report)*