



**AGENDA**  
**CITY COUNCIL/SUCCESSOR AGENCY/STANTON HOUSING AUTHORITY**  
**JOINT REGULAR MEETING**  
**STANTON CITY HALL, 7800 KATELLA AVENUE, STANTON, CA**  
**TUESDAY, MAY 25, 2021 - 6:30 P.M.**

**SAFETY ALERT – NOTICE REGARDING COVID-19**

The President, Governor, and the City of Stanton have declared a State of Emergency as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor also issued Executive Order N-25-20 that directs Californians to follow public health directives including cancelling all large gatherings. Governor Newsom also issued Executive Order N-29-20 which lifts the strict adherence to the Brown Act regarding teleconferencing requirements and allows local legislative bodies to hold their meetings without complying with the normal requirements of in-person public participation. Pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20 the May 25, 2021, City Council Meeting will be held electronically/telephonically.

The health and well-being of our residents is the top priority for the City of Stanton, and you are urged to take all appropriate health safety precautions. To that end, out of an abundance of caution the City of Stanton is eliminating in-person public participation. Members of the public wishing to access the meeting will be able to do so electronically/telephonically.

**In order to join the meeting via telephone please follow the steps below:**

1. Dial the following phone number +1 (669) 900-9128 US (San Jose).
2. Dial in the following **Meeting ID: (830 7345 9798)** to be connected to the meeting.

**In order to join the meeting via electronic device please utilize the URL link below:**

- <https://us02web.zoom.us/j/83073459798?pwd=Zzq4Z1R6bGxzTWdFZStXTERiSWU3Zz09>

**ANY MEMBER OF THE PUBLIC WISHING TO PROVIDE PUBLIC COMMENT FOR ANY ITEM ON THE AGENDA MAY DO SO AS FOLLOWS:**

E-Mail your comments to [pvazquez@ci.stanton.ca.us](mailto:pvazquez@ci.stanton.ca.us) with the subject line "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment). Comments received no later than 5:00 p.m. before the meeting (Tuesday, May 25, 2021) will be compiled, provided to the City Council, and made available to the public before the start of the meeting. Staff will not read e-mailed comments at the meeting. However, the official record will include all e-mailed comments received until the close of the meeting.

The Stanton City Council and staff thank you for your continued patience and cooperation during these unprecedented times. Should you have any questions related to participation in the City Council Meeting, please contact the City Clerk's Office at (714) 890-4245.

***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).*

**1. CLOSED SESSION (6:00 PM)**

- 2. ROLL CALL** Council / Agency / Authority Member Ramirez  
Council / Agency / Authority Member Van  
Council / Agency / Authority Member Warren  
Mayor Pro Tem / Vice Chairman Taylor  
Mayor / Chairman Shawver

**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 REAL PROPERTY NEGOTIATOR  
(Pursuant to Government Code Section 54956.8)**

Property: 8830 Tina Way, Anaheim, CA (APN 126-481-01)  
8840 Tina Way, Anaheim, CA (APN 126-481-02)  
8850 Tina Way, Anaheim, CA (APN 126-481-03)  
8860 Tina Way, Anaheim, CA (APN 126-481-04)  
8870 Tina Way, Anaheim, CA (APN 126-481-05)  
8880 Tina Way, Anaheim, CA (APN 126-481-06)  
8890 Tina Way, Anaheim, CA (APN 126-481-07)  
8900 Tina Way, Anaheim, CA (APN 126-481-08)  
8910 Tina Way, Anaheim, CA (APN 126-481-09)  
8920 Tina Way, Anaheim, CA (APN 126-481-10)  
8930 Tina Way, Anaheim, CA (APN 126-481-11)  
8940 Tina Way, Anaheim, CA (APN 126-481-12)  
8950 Tina Way, Anaheim, CA (APN 126-481-13)  
8960 Tina Way, Anaheim, CA (APN 126-481-14)  
8970 Tina Way, Anaheim, CA (APN 126-481-15)

8841 Pacific Avenue, Anaheim, CA (APN 126-481-29)  
8851 Pacific Avenue, Anaheim, CA (APN 126-481-28)  
8861 Pacific Avenue, Anaheim, CA (APN 126-481-27)  
8870 Pacific Avenue, Anaheim, CA (APN 126-482-05)  
8871 Pacific Avenue, Anaheim, CA (APN 126-481-26)  
8880 Pacific Avenue, Anaheim, CA (APN 126-482-06)  
8881 Pacific Avenue, Anaheim, CA (APN 126-481-25)  
8890 Pacific Avenue, Anaheim, CA (APN 126-482-07)  
8891 Pacific Avenue, Anaheim, CA (APN 126-481-24)  
8900 Pacific Avenue, Anaheim, CA (APN 126-482-08)  
8901 Pacific Avenue, Anaheim, CA (APN 126-481-23)  
8910 Pacific Avenue, Anaheim, CA (APN 126-482-09)  
8911 Pacific Avenue, Anaheim, CA (APN 126-481-22)  
8920 Pacific Avenue, Anaheim, CA (APN 126-482-10)  
8921 Pacific Avenue, Anaheim, CA (APN 126-481-21)  
8930 Pacific Avenue, Anaheim, CA (APN 126-482-11)  
8931 Pacific Avenue, Anaheim, CA (APN 126-481-20)  
8940 Pacific Avenue, Anaheim, CA (APN 126-482-12)  
8941 Pacific Avenue, Anaheim, CA (APN 126-481-19)  
8950 Pacific Avenue, Anaheim, CA (APN 126-482-13)  
8951 Pacific Avenue, Anaheim, CA (APN 126-481-18)  
8960 Pacific Avenue, Anaheim, CA (APN 126-482-14)  
8961 Pacific Avenue, Anaheim, CA (APN 126-481-17)  
8970 Pacific Avenue, Anaheim, CA (APN 126-482-15)  
8971 Pacific Avenue, Anaheim, CA (APN 126-481-16)

Negotiating Parties: Jarad L. Hildenbrand, City Manager, City of Stanton  
Jarad L. Hildenbrand, Executive Director, Housing Authority  
Jarad L. Hildenbrand, Executive Director, Successor Agency  
Trachy Family Trust, Owner  
Steven W. Reiss Trust, Owner  
Jennie Trust, Owner  
Trang Trust, Owner  
Triple Star Company, LLC, Owner  
Sky Nguyen / SN Living Trust, Owner  
Steven W. Reiss Trust, Owner  
Ngoc Trieu and Andy Pham, Owner  
David M. Cook and Daphne Chakran, Owner

Under Negotiation: Instruction to negotiator will concern price and terms of payment.

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

6. **ROLL CALL** Council / Agency / Authority Member Ramirez  
Council / Agency / Authority Member Van  
Council / Agency / Authority Member Warren  
Mayor Pro Tem / Vice Chairman Taylor  
Mayor / Chairman Shawver

7. **PLEDGE OF ALLEGIANCE**

8. **SPECIAL PRESENTATIONS AND AWARDS** None.

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 April 23, 2021 – May 6, 2021, in the amount of \$2,949,252.35.

## **9C. APPROVAL OF MINUTES**

1. City Council approve Minutes of Special Meeting – May 11, 2021; and
2. City Council/Agency/Authority Board approve Minutes of Regular Joint Meeting – May 11, 2021.
3. City Council approve Minutes of Special Meeting – May 18, 2021.

## **9D. APPROVAL TO INSTALL FENCING FOR NORM ROSS PARK AND APPROPRIATION OF FUNDS**

Norm Ross Park fencing has deteriorated over time along with being vandalized weekly. New tight wire mesh fencing will keep trespassers out of Norm Ross Park & Stanton's Community Garden.

### **RECOMMENDED ACTION:**

1. City Council declare that the project is exempt from the California Environmental Quality Act ("CEQA") under Section 15301(c) – Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities; and
2. Approve an appropriation of \$20,000 from the available balance from the Park In-Lieu Fund.

## **9E. RESOLUTION 2021-19 OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AUTHORIZING THE APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM**

The Orange County Transportation Authority (OCTA) has issued a call for projects for the Environmental Cleanup Program (ECP), Tier 1 Grant. The City of Stanton is requesting \$127,222.22 in funds from OCTA to purchase and install catch basin filter devices.

### **RECOMMENDED ACTION:**

1. City Council declare that the project is categorically exempt from the California Environmental Quality Act ("CEQA") under Section 15301(c) – Existing highways and streets, sidewalks, gutters, bicycle, and pedestrian trails, and similar facilities; and
2. Adopt Resolution No. 2021-19 authorizing the application of funds for the Environmental Cleanup, Tier 1 Grant Program, entitled:

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR STANTON CATCH BASIN FULL TRASH CAPTURE SYSTEM INSTALLTIONS – 2021”;** and

3. Authorize the City Manager to sign the 2021 Tier 1 Call for Projects Application for Funding.

**9F. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER’S REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR STANTON LIGHITNG AND LANDSCAPING DISTRICT NO. 1 FOR FISCAL YEAR 2021-22**

On March 23, 2021, the City Council adopted Resolution No. 2021-06, initiating proceedings for the annual levy of assessments and ordered the Engineer to prepare a report in accordance with Section 22565 et seq. of the State of California Streets and Highways Code. The Engineer has filed a report with the City Clerk in compliance with Council direction. The proposed resolution would preliminarily approve the report.

**RECOMMENDED ACTION:**

1. City Council find that this item is not subject to California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378(b)(4) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly); and
2. Adopt Resolution No. 2021-17, preliminarily approving the Engineer’s Report for the annual level of assessments for the Stanton Lighting and Landscaping District No. 1 for Fiscal Year 2021-22, entitled:

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER’S REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.**

**9G. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT THE ANNUAL ASSESSMENTS FOR IMPROVEMENT, MAINTENANCE, AND SERVICING OF LIGHTING AND LANDSCAPING WITHIN THE BOUNDARIES OF THE TERRITORY INCLUDED IN THE STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR FISCAL YEAR 2021-22 PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND APPOINTING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO**

On March 23, 2021, the City Council adopted Resolution No. 2021-06, initiating proceedings for the annual levy of assessments and ordered the Engineer to prepare a report in accordance with Section 22565 et seq. of the State of California Streets and Highways Code. The Engineer has filed a report with the City Clerk in compliance with Council direction. The proposed resolution would declare the City Council's intention to levy and collect the assessments and set the required public hearing for Tuesday, June 22, 2021.

**RECOMMENDED ACTION:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378(b)(4) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly); and
2. Adopt Resolution No. 2021-18, declaring its intention to levy and collect the annual assessments for Stanton Lighting and Landscaping District No. 1, entitled:

**"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR IMPROVEMENT, MAINTENANCE, AND SERVICING OF THE TERRITORY INCLUDED IN THE STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR FISCAL YEAR 2021-22 PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND APPOINTING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO"; and**

3. Schedule the public hearing to consider the assessments for Fiscal Year 2021-18 on June 22, 2021.

## **9H. PROFESSIONAL SERVICES AGREEMENT WITH HDL COMPANIES FOR CANNABIS BACKGROUND CHECK AND VALIDATION SERVICES**

Request authorization to allow the City Manager to enter into a Professional Services Agreement with HdL Companies, for background check and validation services in conjunction with Commercial Cannabis Process for a term to expire April 27, 2022.

### **RECOMMENDED ACTION:**

1. City Council declare this action of the City having to not be a project as defined by CEQA and to have no result direct or indirect to physical changes in the environment; and
2. Approve the agreement for HdL Companies; and
3. Authorize the City Manager to execute the agreement with HdL Companies.

## **END OF CONSENT CALENDAR**

## **10. PUBLIC HEARINGS**

### **10A. PUBLIC HEARING TO CONSIDER AMENDING THE SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES TO ADD COMMERCIAL CANNABIS BACKGROUND CHECK AND VERIFICATION FEES (RESOLUTION NO. 2020-21)**

Stanton Municipal Code Section 5.77.070.B and Section 5.77.0160 authorizes the City Council to, by resolution, adopt a fee to defray the costs the City incurs in the administration and implementation of its Commercial Cannabis Business permit process. In 2020, the City initially identified \$2,600 as the established application fee, which covered internal staff review of the applications submitted. That fee did not consider a third-party independent background check and verification process. Staff is recommending an amendment to Resolution 2020-21 to add a \$5,500 Background and Investigation fee per applicant to defray the cost incurred by this review.

### **RECOMMENDED ACTION:**

1. City Council conduct a public hearing; and
2. Find that this item is not subject to California Environmental Quality Act ("CEQA") as defined by Section 15378.b.5 (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
3. Adopt Resolution No. 2021-16, entitled:



**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON,  
CALIFORNIA, AMENDING THE SCHEDULE OF FEES AND CHARGES  
FOR CITY SERVICES TO ADD COMMERCIAL CANNABIS  
BACKGROUND CHECK AND VERIFICATION FEE”.**

**11. UNFINISHED BUSINESS                      None.**

**12. NEW BUSINESS                              None.**

**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 or on a particular item may do so by submitting their comments via E-Mail to [pvazquez@ci.stanton.ca.us](mailto:pvazquez@ci.stanton.ca.us) with the subject line “PUBLIC COMMENT ITEM #” (*insert the item number relevant to your comment*) or “PUBLIC COMMENT NON-AGENDA ITEM #”. Comments received by 5:00 p.m. will be compiled, provided to the City Council, and made available to the public before the start of the meeting. Staff will not read e-mailed comments at the meeting. However, the official record will include all e-mailed comments received until the close of the meeting.

**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:        Strategic Plan Review and Update  
   Mid-Year Budget Review

**15D. CITY COUNCIL INITIATED ITEM — DISCUSSION REGARDING CONDUCTING A REVIEW OF THE CITY'S CURRENT STANTON MUNICIPAL CODE**

At the May 11, 2021 City Council meeting, Mayor Shawver requested that this item be agendaized for discussion. Mayor Shawver is requesting to conduct a review of the City's current ordinances to ensure that they are parallel to civil laws to strengthen the City's current municipal code so that the City can enforce its laws.

**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 SHERIFF'S DEPARTMENT**

At this time the Orange County Sheriff's Department 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 20<sup>th</sup> day of May, 2021.

s/ Patricia A. Vazquez, City Clerk/Secretary

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**CITY OF STANTON  
ACCOUNTS PAYABLE REGISTER**

April 23, 2021 - May 6, 2021

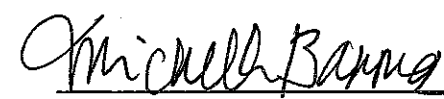
Electronic Transaction Nos.	1422 -1435	\$	2,480,934.21
Check Nos.	133696 -133764	\$	468,318.14

TOTAL      \$      2,949,252.35

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.

  
\_\_\_\_\_  
Finance Director

# Accounts Payable

## Checks by Date - Detail by Check Number

User: mbannigan  
Printed: 5/17/2021 10:47 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
1422	MY14832 9 MAR 21	MY SAFE HARBOR INC Anaheim CBO-Mar 2021	04/23/2021	3,810.00
Total for Check Number 1422:				3,810.00
1423	OCA2137 SH 58924	COUNTY OF ORANGE TREASURER- T. AFIS (Fingerprinting) April, 2021	04/23/2021	1,728.00
Total for Check Number 1423:				1,728.00
1424	CAL12493 100000016387371	CALPERS 2021 Replacement Benefit Contribution	04/27/2021	733.05
Total for Check Number 1424:				733.05
1425	CAS683 May-21 May-21 May-21 May-21	CA ST PERS-HEALTH BENEFIT May 21 Deduction Health Ins-Employee May 21 Retiree Insurance May 21 Adm Services Health Ins May 21 Deduction Health Ins-City Share	04/27/2021	4,469.42 3,870.00 105.03 29,284.25
Total for Check Number 1425:				37,728.70
1426	MET12565 May-21 May-21	METLIFE SBC May 21 Metlife Dental-City Share May 21 Metlife Dental-Employee Share	04/28/2021	64.96 28.44
Total for Check Number 1426:				93.40
1427	KAN13336 10 10 9 9	SOO KANG Soo Kang Vehicle Allowance: April 2021 Regional Special Dept Expense-Communication: Soo Kang Vehicle Allowance: March 2021 Regional Special Dept Expense-Communication:	04/28/2021	300.00 150.00 300.00 150.00
Total for Check Number 1427:				900.00
1428	JEN14424 PPE 4/10/2021	ANA JENSEN Wage Garnishment PPE 4/10/2021	04/28/2021	200.00
Total for Check Number 1428:				200.00
1429	PUB15477 4/10/2021	PUBLIC AGENCY RISK SHARING AUT. PARS-PPE 4/10/2021	04/28/2021	1,511.69
Total for Check Number 1429:				1,511.69
1430	USB3019 1000Bulbs.com 1800Flowers Ace Hardware	U S BANK New light Sympathy Flowers/Ramirez Asphalt patch for pothole repair in streets	04/28/2021	254.45 106.55 533.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Adobe	PDF Editor/City Staff		1,884.00
	Amazon	Paint for Dotson Park		50.76
	Amazon	REFUND (50%) COVID-19/(10) Non-fabric ch		-202.26
	Amazon	Pens		22.53
	Amazon	Network Hardware/Cables/AP/Storage		1,191.40
	Amazon	Bunny suit for Easter Events		26.31
	Amazon	Tabletop and regular size easels-Art Show		306.56
	Amazon	Paint for Dotson Park		213.41
	Amazon	Transfer Vinyl for Blue Ribbon Event		10.76
	Amazon	Bunny feet for Easter Events		98.99
	Amazon	Hop (Blu-ray) DVD for Movie Night		14.69
	Amazon	FRC Office Exp/Lock Box for Surfaces		227.65
	Amazon	Computer Mouse		44.33
	Avalon	COVID-19/Shipping for Contactless Water Disp		30.00
	CACEO	Webinar 8/19/21 Cenen Munoz		38.00
	California Park	CPRS Membership Renewal		145.00
	Carparts.com	New power mirror for truck		99.19
	Chevron	Motorcycle Gas		16.90
	Chevron	Motorcycle Gas		17.46
	Chevron	Motorcycle Gas		20.59
	CJPIA	CJPIA Virtual Academy		175.00
	CMTA	Annual CA Treasures Conference		175.00
	CMTA	CMTA/Membership/Dues/M.Bannigan		95.00
	Command Link	City-wide Internet/MAR-21		3,810.79
	Costco	FaCT-Direct Service/Snacks for Movie Buckets		136.08
	Costco	Food for DUI checkpoint		93.72
	Deluxe	Restock/Accounts Payable Checks/EZ Shield		1,032.46
	Digital Space	MAR-21/City Website Hosting Service		22.00
	Dollar Tree	Easter Special Event/Supplies for picture back d		19.50
	Dollar Tree	FaCT-Direct Service/Candy for Movie Buckets		48.08
	Dollar Tree	Tablecloths, thumbtacks, balloon weights, safety		21.55
	Donut King Wate	Food for Assistant Sheriff Meeting		13.08
	Expedia	Emergency Motel Assistance		547.97
	Expedia	Emergency Motel Assistance		448.36
	Expedia	Emergency Motel Assistance		-193.11
	Expedia	Emergency Motel Assistance		193.11
	Facebook	Social Media marketing		104.57
	First Choice	Coffee for City Yard		78.55
	Floor and Decor	Tires for Blue Ribbon Event		20.88
	Food4Less	(2) 48 packs water for senior food distribution vc		14.78
	Garden Grove In	Emergency Motel Assistance		450.00
	Garden Grove In	Emergency Motel Assistance		255.00
	Garden Grove In	Emergency Motel Assistance		382.69
	Garden Grove In	Emergency Motel Assistance		85.00
	GFOA	CAFR Review Fee		530.00
	GoDaddy.com	Domain:CITYOFSTANTON.US Renewal Fee/2		15.98
	GoDaddy.com	Domain Name Sites		156.18
	Google Appsheet	Work Order Program Usage Fee 3/5/21-4/5/21		360.00
	GovernmentJobs	Job Ad/Facilities Maintenance Worker I		199.00
	Greyhound	Emergency relocation/reunification		469.98
	Hills Bros	(10) key set copies for new hires and future staff		195.21
	Holiday Goo	Eggs for egg hunt event		443.37
	Home Depot	(20) Rain ponchos for staff and volunteers		64.82
	Home Depot	Supplies for Dotson Parks		248.65
	Home Depot	Supplies for wooden eggs		21.68
	Home Depot	Supplies for wooden eggs		114.92
	Home Depot	Supplies for City repairs		84.55
	Home Depot	Supplies for wooden eggs		88.64
	Home Depot	Supplies for parks		114.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Home Depot	Supplies for parks		128.57
	Home Depot	Supplies for City repairs		96.88
	Home Depot	48" x 96" plywood and spray-paint for wooden e		66.84
	Martinez Nurse	New plants for parks		280.15
	Michaels	Tumblers and blue balloon decorations for Blue i		47.30
	Michaels	Easter Special Event/Balloons for Easter		22.60
	Minuteman Press	Restock/Window Envelopes/(10)boxes/AP/BL		688.52
	Mitel Cloud	MAR-2021/Mitel Phone System		2,264.48
	Mitel Cloud	FEB-2021/Mitel Phone System		4,194.06
	OCTA Store	Emergency Transportation Assistance		135.00
	OTC Brands	Egg hunt - egg fillers		267.34
	OTC Brands	Pennants, buttons, posters, banner-Blue Ribbon		84.86
	Players Choice	Plaque for Deputy Arrellano		109.25
	Raising Canes	Food for DUI checkpoint		347.51
	SCPMA-HR	SCPMA-HR/2021 Conference		75.00
	SCPMA-HR	SCPMA-HR/2021 Membership		50.00
	Shell	Motorcycle Gas		20.80
	Staples	FRC Office Exp/Pens, Pencils boxes for staff		58.52
	Starbucks	Food for Assistant Sheriff Meeting		17.95
	Target	FaCT-Direct Service/Popcorn for Movie Buckets		10.08
	Target	Social Media giveaways		193.49
	Target	Easter Special Event/45 Easter Buckets		161.63
	Target	Baskets for drive thru egg hunt		96.98
	Target	FaCT-Direct Service/Movies for Movie Buckets		425.53
	Target	Easter Special Event/28 Easter Buckets		112.06
	The Restaurant	Credit received due to damage on freezer at deliv		-198.44
	The Toll Roads	Toll Road Violation		102.59
	Uprising	Banners for Child Abuse Prevention Month		155.83
	Verizon Wireles	Verizon Wireless/Dec 17,2020 - Jan 16,2021		1,365.32
	Verizon Wireles	Verizon Wireless/Jan 17,2020 - Feb 16,2021		697.72
	Verizon Wireles	Verizon Wireless/Jan 17,2020 - Feb 16,2021		159.41
	Viele and Sons	COVID-19/(1,000) N95/(8,000) KN95 Face Mas		5,916.00
	Walmart	Tshirts and breakfast bars for Blue Ribbon Event		64.13
	Zoom Video	COVID-19/CC Teleconference Mtg Cloud Reco		42.00
Total for Check Number 1430:				34,548.10
1431	CIT13872	KINGDOM CAUSES, INC	04/28/2021	
	2021-010002	City Net-North Orange County Public Safety Tas		58,273.28
	2021-020002	City Net-North Orange County Public Safety Tas		57,616.86
Total for Check Number 1431:				115,890.14
1432	GOL1321	GOLDEN STATE WATER COMPANY	05/03/2021	
	April 30	Mar 09-Apr 08 Water Services Building April 09		34.45
	April 30	Mar 09-Apr 08 Water Services Median April 09		60.83
	April 30	Mar 09-Apr 08 Water Services Median April 09		1,278.14
	April 30	Mar 09-Apr 08 Water Services Park April 09		3,533.73
	April 30	Mar 09-Apr 08 Water Services Park April 09		3,952.32
Total for Check Number 1432:				8,859.47
1433	FRO16026 042721	FRONTIER VILLAGE CENTER LLC	05/05/2021	
		Economic Subsidy Loan		2,250,000.00
Total for Check Number 1433:				2,250,000.00
1434	INT1569	INTERNAL REVENUE SERVICE	05/05/2021	
	4/24/2021	(ME) Medicare-City Share		2,182.31
	4/24/2021	(MC) Medicare-Employee Share		2,182.31
	4/24/2021	(FD) Federal Tax Withholding		18,207.63

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 1434:				22,572.25
1435	EDD1067	EDD	05/06/2021	
	4/24/2021	State Unemployment		295.83
	4/24/2021	State Tax Withholding		5,873.58
Total for Check Number 1435:				6,169.41
133697	AFL187	AFLAC-FLEX ONE	05/06/2021	
	258403	April 21 Employee (Disability Ins)		91.11
	258403	April 21 Life Ins-Employee Share		38.00
	258403	April 21 Employee (Aflac)		266.90
Total for Check Number 133697:				396.01
133698	ALE15997	ALEXANDER FAMILY HOME INC	05/06/2021	
	SBAP-1-AFH	Reimbursement of Business Expense: Business I		7,500.00
Total for Check Number 133698:				7,500.00
133699	ALL228	ALL CITY MANAGEMENT SVCS, INC.	05/06/2021	
	70049	School Crossing Guard Services 4/4/2021-4/17/2		2,715.60
Total for Check Number 133699:				2,715.60
133700	ANA12346	ANAHEIM FAMILY YMCA	05/06/2021	
	YMCA42621	Payment for youth sports classes		485.10
Total for Check Number 133700:				485.10
133701	ART16015	ARTSY KIDS	05/06/2021	
	4/26/2021	Artsy Kids Afterschool Program-OST		1,600.00
Total for Check Number 133701:				1,600.00
133702	ATT377	AT&T	05/06/2021	
	4/20/2021	Corporate Yard Feb-Mar		443.51
	4/26/2021	Cerritos Intercon Mar-April 335-253-1318		198.94
	4/26/2021	DMV Access Line Mar-April 335-253-0761		54.95
Total for Check Number 133702:				697.40
133703	BEE454	THE BEE MAN	05/06/2021	
	113960	Bee Removal @ SCP		180.00
Total for Check Number 133703:				180.00
133704	BES12575	BEST BEST & KRIEGER LLP	05/06/2021	
	900617	General Fees thru 02-28-2021		13,869.00
	900618	Code Enforcement Fees thru 02-28-2021		2,661.74
	900619	DFN 19-0111 Fees thru 02-28-2021 (KB Homes		2,941.10
	900620	Cypress Melia Homes Project Fees thru 02-28-21		607.20
	900621	Labor & Unemployment thru 02-28-2021		96.70
	900622	DFN 20-0101 Fees thru 02-28-2021 (Habitat for		1,439.00
	900622	DFN 17-0100 Fees thru 02-28-2021 (Frontier)		3,408.00
	900622	DFN 20-0110 Fees thru 02-28-2021 (Bonanni-3.		2,462.00
	900623	General Fees thru 02-28-2021		82.80
	900624	DFN 19-0121 Fees thru 02-28-2021 (Tina/Pacifi		800.40
	902933	General Fees thru 03-31-2021		13,869.00
	902934	General Fees Litigation thru 03-31-2021		1,048.80
	902935	DFN 17-0100 Fees thru 03-31-2021 (Frontier)		5,828.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	902935	DFN 20-0110 Fees thru 03-31-2021 (Bonanni-3.		1,350.50
	902935	DFN 20-0101 Fees thru 03-31-2021 (Habitat for		335.50
	902936	DFN 19-0114 Fees thru 03-31-2021 (Bonanni-TI		560.00
	902937	DFN 20-0103 Fees thru 03-31-2021 (Bonanni-2.		178.50
	902938	General Fees thru 03-31-2021		524.40
	902939	DFN 19-0121 Fees thru 03-31-2021 (Tina/Pacifi		525.00
	902940	Code Enforcement Fees thru 03-31-2021		5,388.13
	902941	DFN 20-0101 Fees thru 03-31-2021 (Habitat for		82.80
	902942	DFN 19-0111 Fees thru 03-31-2021 (KB Homes		2,042.40
	902943	Cypress Melia Homes Project (CEQA) Fees thru		2,042.40
	902944	Labor & Unemployment thru 03-31-2021		110.40
Total for Check Number 133704:				62,253.77
133705	BYO16003 4/29/21	YONG BYON SBR funding to reimburse cost of business cause	05/06/2021	4,000.00
Total for Check Number 133705:				4,000.00
133706	C3O13388 130912	C3 TECHNOLOGY SERVICES Front/CR Sharp Copiers/Toner/Maintenance 3/1:	05/06/2021	655.27
Total for Check Number 133706:				655.27
133707	CAB16009 4/14/21	JOSE H CABRERA MARQUEZ SBR funding to reimburse cost of business cause	05/06/2021	4,000.00
Total for Check Number 133707:				4,000.00
133708	CAL16005 4/29/21	CALIFORNIA RESEARCH AND DESIGN SBR funding to reimburse cost of business cause	05/06/2021	4,000.00
Total for Check Number 133708:				4,000.00
133709	BRE515 ASIT001005 ASIT001006	CITY OF BREA MAR-21/Business Alliance Web Hosting Fee City Web Hosting Fee March 2021	05/06/2021	50.00 50.00
Total for Check Number 133709:				100.00
133710	WES11851 5000 5000	CITY OF WESTMINSTER Animal Control Agmt 3rd Qtr-May 2021-July 20 Animal Control Agmt 3rd Qtr-May 2021-July 20	05/06/2021	45,570.00 735.00
Total for Check Number 133710:				46,305.00
133711	SEA16017 2020-429	SEAN CONBOY FY20/21 C&D Deposit Refund for 7731 Devonv	05/06/2021	1,050.00
Total for Check Number 133711:				1,050.00
133712	COR14961 13492	CORNERSTONE COMMUNICATIONS Regional CBO-Professional Services-Mar 2021	05/06/2021	4,500.00
Total for Check Number 133712:				4,500.00
133713	COU15550 PW210082	COUNTY OF ORANGE Concrete Improvement Project for Mar 2021	05/06/2021	3,133.92
Total for Check Number 133713:				3,133.92
133714	CSU14679	CSU FULLERTON ASC	05/06/2021	



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	AR170976	Regional Evaluation Services to Support AB 97.		5,494.29
		Total for Check Number 133714:		5,494.29
133715	DEL13382 72231163	DE LAGE LANDEN FINANCIAL SERVI CH/Sharp Copier/Toner/Maintenance 05/01 to 0:	05/06/2021	526.22
		Total for Check Number 133715:		526.22
133716	DSY14997 11590	DSYL Summer 2021 Stanton Express-Design	05/06/2021	3,150.00
		Total for Check Number 133716:		3,150.00
133717	ECO15351 23165	ECONO TIRE, INC Oil change on CE truck (LIC 1516938)	05/06/2021	67.96
		Total for Check Number 133717:		67.96
133718	FIR1182 6896-3489758	FIRST CARE INDU MEDICINE CENT April/TB Test Xray	05/06/2021	78.00
		Total for Check Number 133718:		78.00
133719	FIS1188 NF41921	NENITA S. FISH Payment for Beginning Quilters instructor-Nenit	05/06/2021	98.00
		Total for Check Number 133719:		98.00
133720	FON16019 4/7/2021	DAMIAN FONSECA BUS EXP/Refreshments for POD Stanton Comm	05/06/2021	120.00
		Total for Check Number 133720:		120.00
133721	GRA1350 9858989164 9860877506 9861505411	GRAINGER, INC. Lights for Public Works yard Lights for Public Works yard Lights for Public Works yard	05/06/2021	461.21 184.49 276.72
		Total for Check Number 133721:		922.42
133722	GRB15954 Progress Pay# 2 Retention #2	GRBCON, INC FY20/21 Sewer Replacement Project 5% Retention	05/06/2021	64,118.70 -3,205.94
		Total for Check Number 133722:		60,912.76
133723	HAR16011 20530	HARRINGTON GEOTECHNICAL ENGI Compact testing	05/06/2021	620.00
		Total for Check Number 133723:		620.00
133724	HDL1429 SIN008434	HDL COREN & CONE Contract Services Property Tax APR-JUN 2021	05/06/2021	3,191.93
		Total for Check Number 133724:		3,191.93
133725	GRI12732 CG41921	HEART TO HEART CPR Payment for CPR for adults, infant, and children	05/06/2021	77.00
		Total for Check Number 133725:		77.00
133726	HOU15753	HOUSING PROGRAMS	05/06/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1-SBAP	Payment for consultant services on Stanton Smal		7,520.00
			Total for Check Number 133726:	7,520.00
133727	HUA16014 SBAP-2-CKA	LUC HUA Payment of Business Expense: Business Rent (C	05/06/2021	7,500.00
			Total for Check Number 133727:	7,500.00
133728	ICM1540 PPE 4/10/2021	ICMA RETIREMENT TRUST #302393 PPE 4/10/21-ICMA #302393	05/06/2021	4,135.00
			Total for Check Number 133728:	4,135.00
133729	INT15739 62700 63846 67804	INTERWEST CONSULTING GROUP, INC VOID/REISSUE/WR#133120/Construction man VOID/REISSUE/WR#133120/Construction man Construction management and inspection service	05/06/2021	15,950.00 9,570.00 10,000.00
			Total for Check Number 133729:	35,520.00
133730	HUN12150 STA1FOG12102 STA1MS412102	JOHN L. HUNTER & ASSOCIATES, INC FOG - Feb 2021 NPDES - Feb 2021	05/06/2021	515.00 2,833.25
			Total for Check Number 133730:	3,348.25
133731	KTG15871 0157920	KTGY GROUP, INC Prep 2020 Town Center Specific Plan/ Feb 13 - 1	05/06/2021	6,992.37
			Total for Check Number 133731:	6,992.37
133732	MAL15998 SBAP-1-SPS	MARIA MALDONADO Reimbursement of Business Expense: Business I	05/06/2021	3,450.00
			Total for Check Number 133732:	3,450.00
133733	MER12502 624026	MERCHANTS BUILDING MAINTENAN Inspection Cleaning on 4/7/21	05/06/2021	90.00
			Total for Check Number 133733:	90.00
133734	MIN15024 31339	MINUTEMAN PRESS Business Card Order/J.Hildenbrand	05/06/2021	69.10
			Total for Check Number 133734:	69.10
133735	NGU15988 9730	PHU NGUYEN VOID/REISSUE/WR#133665/FY20/21 C&D D	05/06/2021	4,500.00
			Total for Check Number 133735:	4,500.00
133736	NGU16018 2021-156	NGUYEN & TA INVESTMENTS LLC FY20/21 C&D Deposit Refund for 10692 Court	05/06/2021	141.00
			Total for Check Number 133736:	141.00
133737	NIC12453 586103004	NICHOLS CONSULTING ENGINEERS Update Pavement Management Program for FY	05/06/2021	1,977.00
			Total for Check Number 133737:	1,977.00
133738	MUN16002	MARIA NUNEZ	05/06/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SBAP-1-BM	Reimbursement of Business Expense: Business I		4,614.00
			Total for Check Number 133738:	4,614.00
133739	PAC16000 4/29/21	PACIFIC AEROSPACE CORPORATION SBR funding to reimburse cost of business cause	05/06/2021	4,000.00
			Total for Check Number 133739:	4,000.00
133740	PHA12971 47867	PARS FEB2021/PARS/Administrator Services	05/06/2021	468.66
			Total for Check Number 133740:	468.66
133741	PER11879 4/12/2021	PERMA General Liability Claim Deposit Payment	05/06/2021	10,000.00
			Total for Check Number 133741:	10,000.00
133742	PET14941 15442884	PETS BEST Pet Insurance April 2021	05/06/2021	124.92
			Total for Check Number 133742:	124.92
133743	PUR13175 1738	PURE GAME 8-week Pure Game Program for FRC	05/06/2021	2,265.00
			Total for Check Number 133743:	2,265.00
133744	RED2467 21382 21497	RED BALL HARDWARE Supplies need for repairs in the city for Mar Supplies need for repairs in the city for Mar	05/06/2021	86.53 133.56
			Total for Check Number 133744:	220.09
133745	RES2489 3088879	RESOURCE BUILDING MATERIALS Asphalt for pothole repair	05/06/2021	48.88
			Total for Check Number 133745:	48.88
133746	RON14332 2021-094	RON PAVELOFF ROOFING FY20/21 C&D Deposit Refund for 10831 Hamd	05/06/2021	326.40
			Total for Check Number 133746:	326.40
133747	SCS13184 216444 216582	S.C. SIGNS & SUPPLIES LLC 2 new street name signs, 8 one way signs, & 4 ne Paint and stencil for paint on street	05/06/2021	704.70 413.76
			Total for Check Number 133747:	1,118.46
133748	SER15072 28851	SERVICE FIRST Repair to Harry Dotson splash pad	05/06/2021	640.69
			Total for Check Number 133748:	640.69
133749	SKY16010 SSA42621	SKYHAWKS SPORTS ACADEMY LLC Payment for youth sports classes	05/06/2021	1,143.80
			Total for Check Number 133749:	1,143.80
133750	SOC2734 04/26/2021	SO CAL EDISON Electric Service-Medians Mar	05/06/2021	57.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	04/26/2021	Electric Service-Building Mar		4,976.87
	04/26/2021	Stanton District Light Mar		34.40
	04/26/2021	Electricity service-Sheriff Station April		1,895.45
	4/15/2021	Electric Svc/TinaPacific 03/09/21-04/06/21		219.67
		Total for Check Number 133750:		7,183.61
133751	SOC12606 494529	SO CAL INDUSTRIES Fence installation @ 7455 Katella for a year	05/06/2021	1,296.00
		Total for Check Number 133751:		1,296.00
133752	BCN14064 132069991	SOLEX - FUSION 3/01/21-3/31/21 LAN Lines for City Hall/FRC/C	05/06/2021	1,303.84
		Total for Check Number 133752:		1,303.84
133753	WAT13601 24006	SOUTHLAND AUTOMOTIVE WORKS Repair flat tire on dump trailer	05/06/2021	25.00
		Total for Check Number 133753:		25.00
133754	SPA15432 4096775 042321	SPARKLETT'S Apr-21/Breakroom Water Delivery	05/06/2021	100.77
		Total for Check Number 133754:		100.77
133755	STA16013 RS41921	RACHEL STANLEY Payment for Yoga instructor-Rachel Stanley	05/06/2021	168.00
		Total for Check Number 133755:		168.00
133756	STA15990 SBAP-2-BM SBAP-2-ORT SBAP-2-SPS	STANTON MARKETPLACE LLC Payment of Business Expense: Business Rent (B Payment of Business Expense: Business Rent (O Payment of Business Expense: Business Rent(St	05/06/2021	2,886.00 7,500.00 4,050.00
		Total for Check Number 133756:		14,436.00
133757	THE15968 79073	THE CODE GROUP, INC MAR-21/Cannabis Permit App Review/On-call I	05/06/2021	1,610.00
		Total for Check Number 133757:		1,610.00
133758	THE13599 WAA41921	THE PIANO PLACE Payment for youth creative arts instructor-Westn	05/06/2021	211.40
		Total for Check Number 133758:		211.40
133759	TOM14282 TV41921	TOM VO'S TAEKWONDO Payment for Martial Arts for All Ages instructor-	05/06/2021	21.00
		Total for Check Number 133759:		21.00
133760	TOY15044 204891 205032 720750	TOYOTA OF HUNTINGTON BEACH Toyota Rav 4 HV Toyota Rav 4 HV Toyota Rav 4 HV	05/06/2021	36,485.86 36,485.86 36,485.86
		Total for Check Number 133760:		109,457.58
133761	TRA15995 SBAP-1-HT	HOA TRAN Reimbursement of Business Expense: Business I	05/06/2021	7,500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 133761:				7,500.00
133762	VER3059	VERIZON WIRELESS	05/06/2021	
	9877773567	Mobile/Data Plans/Hotspots 3/17/21-4/16/21		792.39
	9877773568	Mobile/Data Plans/Hotspots 3/17/21-4/16/21		928.03
Total for Check Number 133762:				1,720.42
133763	VIL14804	ARACELY VILLARUEL	05/06/2021	
	AV42621	Payment for ballet folklorico classes		192.50
Total for Check Number 133763:				192.50
133764	VIS3077	VISTA PAINT CORP	05/06/2021	
	2021-939347-00	Paint Supplies		17.27
	2021-940895-00	Paint Supplies		4.31
	2021-941172-00	Paint Supplies		56.47
	2021-952652-00	Blue paint to paint curbs		159.70
Total for Check Number 133764:				237.75
Report Total (82 checks):				2,949,252.35

**DRAFT**

MINUTES OF THE CITY COUNCIL/SUCCESSOR AGENCY/HOUSING AUTHORITY OF THE  
CITY OF STANTON  
JOINT SPECIAL MEETING MAY 11, 2021

**1. CALL TO ORDER**

The meeting was called to order at 5:31 p.m. by Mayor Shawver.

**2. PLEDGE OF ALLEGIANCE**

Led by Mayor David J. Shawver.

**3. ROLL CALL**

Present: Council/Agency/Authority Member Ramirez, Council/Agency/Authority Member Van, Council/Agency/Authority Member Warren, Mayor Pro Tem/Vice Chairman Taylor, and Mayor/Chairman Shawver.

Absent: None.

Excused: None.

**4. CLOSED SESSION****5. PUBLIC COMMENT ON CLOSED SESSION ITEMS** None.**6. CLOSED SESSION**

The members of the City Council/Successor Agency/Housing Authority of the City of Stanton proceeded to closed session at 5:33 p.m. for discussion regarding:

**6A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR  
(Pursuant to Government Code Section 54956.8)**

Property: 8830 Tina Way, Anaheim, CA (APN 126-481-01)  
8840 Tina Way, Anaheim, CA (APN 126-481-02)  
8850 Tina Way, Anaheim, CA (APN 126-481-03)  
8860 Tina Way, Anaheim, CA (APN 126-481-04)  
8870 Tina Way, Anaheim, CA (APN 126-481-05)  
8880 Tina Way, Anaheim, CA (APN 126-481-06)  
8890 Tina Way, Anaheim, CA (APN 126-481-07)  
8900 Tina Way, Anaheim, CA (APN 126-481-08)  
8910 Tina Way, Anaheim, CA (APN 126-481-09)  
8920 Tina Way, Anaheim, CA (APN 126-481-10)  
8930 Tina Way, Anaheim, CA (APN 126-481-11)  
8940 Tina Way, Anaheim, CA (APN 126-481-12)  
8950 Tina Way, Anaheim, CA (APN 126-481-13)

Special Joint Meeting – May 11, 2021 - Page 1 of 3

**THESE MINUTES ARE ISSUED FOR INFORMATION ONLY AND ARE SUBJECT TO  
AMENDMENT AND APPROVAL AT NEXT MEETING**

## DRAFT

8960 Tina Way, Anaheim, CA (APN 126-481-14)  
8970 Tina Way, Anaheim, CA (APN 126-481-15)  
8841 Pacific Avenue, Anaheim, CA (APN 126-481-29)  
8851 Pacific Avenue, Anaheim, CA (APN 126-481-28)  
8861 Pacific Avenue, Anaheim, CA (APN 126-481-27)  
8870 Pacific Avenue, Anaheim, CA (APN 126-482-05)  
8871 Pacific Avenue, Anaheim, CA (APN 126-481-26)  
8880 Pacific Avenue, Anaheim, CA (APN 126-482-06)  
8881 Pacific Avenue, Anaheim, CA (APN 126-481-25)  
8890 Pacific Avenue, Anaheim, CA (APN 126-482-07)  
8891 Pacific Avenue, Anaheim, CA (APN 126-481-24)  
8900 Pacific Avenue, Anaheim, CA (APN 126-482-08)  
8901 Pacific Avenue, Anaheim, CA (APN 126-481-23)  
8910 Pacific Avenue, Anaheim, CA (APN 126-482-09)  
8911 Pacific Avenue, Anaheim, CA (APN 126-481-22)  
8920 Pacific Avenue, Anaheim, CA (APN 126-482-10)  
8921 Pacific Avenue, Anaheim, CA (APN 126-481-21)  
8930 Pacific Avenue, Anaheim, CA (APN 126-482-11)  
8931 Pacific Avenue, Anaheim, CA (APN 126-481-20)  
8940 Pacific Avenue, Anaheim, CA (APN 126-482-12)  
8941 Pacific Avenue, Anaheim, CA (APN 126-481-19)  
8950 Pacific Avenue, Anaheim, CA (APN 126-482-13)  
8951 Pacific Avenue, Anaheim, CA (APN 126-481-18)  
8960 Pacific Avenue, Anaheim, CA (APN 126-482-14)  
8961 Pacific Avenue, Anaheim, CA (APN 126-481-17)  
8970 Pacific Avenue, Anaheim, CA (APN 126-482-15)  
8971 Pacific Avenue, Anaheim, CA (APN 126-481-16)

Negotiating Parties: Jarad L. Hildenbrand, City Manager, City of Stanton  
Jarad L. Hildenbrand, Executive Director, Housing Authority  
Jarad L. Hildenbrand, Executive Director, Successor Agency  
Trachy Family Trust, Owner  
Steven W. Reiss Trust, Owner  
Jennie Trust, Owner  
Trang Trust, Owner  
Triple Star Company, LLC, Owner  
Sky Nguyen / SN Living Trust, Owner  
Steven W. Reiss Trust, Owner  
Ngoc Trieu and Andy Pham, Owner  
David M. Cook and Daphne Chakran, Owner

Under Negotiation: Instruction to negotiator will concern price and terms of payment.

## **DRAFT**

### **7. CALL TO ORDER / SPECIAL CITY COUNCIL MEETING**

The meeting was called to order at 6:00 p.m. by Mayor/Chairman Shawver.

The City Council/Successor Agency/Housing Authority reconvened in open session at 6:00 p.m.

The City Clerk/Secretary Ms. Patricia A. Vazquez reported that the Stanton City Council/Successor Agency/Housing Authority met in closed session from 5:33 to 6:00 p.m.

The City Attorney/Agency Counsel Ms. HongDao Nguyen reported that there was no reportable action.

### **8. ADJOURNMENT** Motion/Second: Shawver/ Motion carried at 6:00 p.m.

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MAYOR

ATTEST:

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CITY CLERK



# DRAFT

## MINUTES OF THE CITY COUNCIL / SUCCESSOR AGENCY / HOUSING AUTHORITY OF THE CITY OF STANTON JOINT REGULAR MEETING MAY 11, 2021

### 1. CALL TO ORDER / CLOSED SESSION

The City Council / Successor Agency / Housing Authority meeting was called to order at 6:00 p.m. by Mayor / Chairman Shawver.

### 2. ROLL CALL

Present: Council/Agency/Authority Member Ramirez, Council/Agency/Authority Member Van, Council/Agency/Authority Member Warren, Mayor Pro Tem/Vice Chairman Taylor, and Mayor/Chairman Shawver.

Absent: None.

Excused: None.

### 3. PUBLIC COMMENT ON CLOSED SESSION ITEMS None.

### 4. CLOSED SESSION

The members of the City Council / Successor Agency / Housing Authority of the City of Stanton proceeded to closed session at 6:00 p.m. for discussion regarding:

#### 4A. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Pursuant to Government Code Section 54956.8)

Property: 8830 Tina Way, Anaheim, CA (APN 126-481-01)  
8840 Tina Way, Anaheim, CA (APN 126-481-02)  
8850 Tina Way, Anaheim, CA (APN 126-481-03)  
8860 Tina Way, Anaheim, CA (APN 126-481-04)  
8870 Tina Way, Anaheim, CA (APN 126-481-05)  
8880 Tina Way, Anaheim, CA (APN 126-481-06)  
8890 Tina Way, Anaheim, CA (APN 126-481-07)  
8900 Tina Way, Anaheim, CA (APN 126-481-08)  
8910 Tina Way, Anaheim, CA (APN 126-481-09)  
8920 Tina Way, Anaheim, CA (APN 126-481-10)  
8930 Tina Way, Anaheim, CA (APN 126-481-11)  
8940 Tina Way, Anaheim, CA (APN 126-481-12)  
8950 Tina Way, Anaheim, CA (APN 126-481-13)  
8960 Tina Way, Anaheim, CA (APN 126-481-14)  
8970 Tina Way, Anaheim, CA (APN 126-481-15)  
8841 Pacific Avenue, Anaheim, CA (APN 126-481-29)  
8851 Pacific Avenue, Anaheim, CA (APN 126-481-28)

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8861 Pacific Avenue, Anaheim, CA (APN 126-481-27)  
8870 Pacific Avenue, Anaheim, CA (APN 126-482-05)  
8871 Pacific Avenue, Anaheim, CA (APN 126-481-26)  
8880 Pacific Avenue, Anaheim, CA (APN 126-482-06)  
8881 Pacific Avenue, Anaheim, CA (APN 126-481-25)  
8890 Pacific Avenue, Anaheim, CA (APN 126-482-07)  
8891 Pacific Avenue, Anaheim, CA (APN 126-481-24)  
8900 Pacific Avenue, Anaheim, CA (APN 126-482-08)  
8901 Pacific Avenue, Anaheim, CA (APN 126-481-23)  
8910 Pacific Avenue, Anaheim, CA (APN 126-482-09)  
8911 Pacific Avenue, Anaheim, CA (APN 126-481-22)  
8920 Pacific Avenue, Anaheim, CA (APN 126-482-10)  
8921 Pacific Avenue, Anaheim, CA (APN 126-481-21)  
8930 Pacific Avenue, Anaheim, CA (APN 126-482-11)  
8931 Pacific Avenue, Anaheim, CA (APN 126-481-20)  
8940 Pacific Avenue, Anaheim, CA (APN 126-482-12)  
8941 Pacific Avenue, Anaheim, CA (APN 126-481-19)  
8950 Pacific Avenue, Anaheim, CA (APN 126-482-13)  
8951 Pacific Avenue, Anaheim, CA (APN 126-481-18)  
8960 Pacific Avenue, Anaheim, CA (APN 126-482-14)  
8961 Pacific Avenue, Anaheim, CA (APN 126-481-17)  
8970 Pacific Avenue, Anaheim, CA (APN 126-482-15)  
8971 Pacific Avenue, Anaheim, CA (APN 126-481-16)

Negotiating Parties: Jarad L. Hildenbrand, City Manager, City of Stanton  
Jarad L. Hildenbrand, Executive Director, Housing Authority  
Jarad L. Hildenbrand, Executive Director, Successor Agency  
Trachy Family Trust, Owner  
Steven W. Reiss Trust, Owner  
Jennie Trust, Owner  
Trang Trust, Owner  
Triple Star Company, LLC, Owner  
Sky Nguyen / SN Living Trust, Owner  
Steven W. Reiss Trust, Owner  
Ngoc Trieu and Andy Pham, Owner  
David M. Cook and Daphne Chakran, Owner

Under Negotiation: Instruction to negotiator will concern price and terms of payment.

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

The meetings were called to order at 6:31 p.m. by Mayor / Chairman Shawver.

# DRAFT

## 6. ROLL CALL

Present: Council/Agency/Authority Member Ramirez, Council/Agency/Authority Member Van, Council/Agency/Authority Member Warren, Mayor Pro Tem/Vice Chairman Taylor, and Mayor/Chairman Shawver.

Absent: None.

Excused: None.

## 7. PLEDGE OF ALLEGIANCE

Led by Council Member Rigoberto A. Ramirez.

The City Attorney / Agency Counsel reported that the Stanton City Council / Successor Agency / Housing Authority met in closed session from 6:00 to 6:30 p.m.

The City Attorney / Agency Counsel reported that there was no reportable action and that the City Council will reconvene back into closed session once all items on the agenda have been heard.

## 8. SPECIAL PRESENTATIONS AND AWARDS

~~Townsend Public Affairs State and Federal Legislative report and update.~~

- The Townsend Public Affairs report and update has been tabled to the June 8, 2021 regularly scheduled City Council Meeting.

## 9. CONSENT CALENDAR

Mayor Shawver pulled item 9J from the Consent Calendar for separate discussion.

Motion/Second: Ramirez/Van

ROLL CALL VOTE:	Council/Agency/Authority Member Ramirez	AYE
	Council/Agency/Authority Member Van	AYE
	Council/Agency/Authority Member Warren	AYE
	Mayor Pro Tem/Vice Chairman Taylor	AYE
	Mayor/Chairman Shawver	AYE

Motion unanimously carried:

# **DRAFT**

## **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**

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

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

The City Council approved demand warrants dated April 9, 2021 – April 22, 2021, in the amount of \$1,364,290.20.

### **9C. APPROVAL OF MINUTES**

1. The City Council approved Minutes of Special Meeting – April 27, 2021; and
2. The City Council/Agency/Authority Board approved Minutes of Regular Joint Meeting – April 27, 2021.

### **9D. MARCH 2021 INVESTMENT REPORT**

The Investment Report as of March 31, 2021, has been prepared in accordance with the City's Investment Policy and California Government Code Section 53646.

1. The City Council finds that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Sections 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Received and filed the Investment Report for the month of March 2021.

### **9E. MARCH 2021 INVESTMENT REPORT (SUCCESSOR AGENCY)**

The Investment Report as of March 31, 2021, has been prepared in accordance with the City's Investment Policy and California Government Code Section 53646.

1. The Successor Agency finds that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Sections 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Received and filed the Investment Report for the month of March 2021.

## **DRAFT**

### **9F. MARCH 2021 GENERAL FUND REVENUE AND EXPENDITURE REPORT AND STATUS OF CAPITAL IMPROVEMENT PROGRAM**

The Revenue and Expenditure Report for the month ended March 31, 2021, has been provided to the City Manager in accordance with Stanton Municipal Code Section 2.20.080 (D) and is being provided to City Council. This report includes information for both the City's General Fund and the Housing Authority Fund. In addition, staff has provided a status of the City's Capital Improvement Projects (CIP) as of March 31, 2021.

1. The City Council finds that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Sections 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Received and filed the General Fund and Housing Authority Fund's March 2021 Revenue and Expenditure Report and Status of Capital Improvement Projects for the month ended March 31, 2021.

### **9G. INTERIM PUBLIC WORKS DIRECTOR / CITY ENGINEER STAFF AUGMENTATION AGREEMENT**

Consideration of a Professional Services Agreement with NV5 for Interim Public Works Director / City Engineer services.

1. The City Council declared that the 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. Authorized the City Manager to execute a Professional Services Agreement on behalf of the City with NV5.

### **9H. 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.

1. The City Council declared 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

## **DRAFT**

2. Approved Resolution No. 2021-14 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”.**

### **9I. RESOLUTION ADOPTING THE LIST OF PROJECTS FOR FISCAL YEAR 2021-2022 TO BE FUNDED BY SB 1**

The proposed resolution approves a list of projects to be funded by SB 1, The Road Repair and Accountability Act of 2017, for Fiscal Year 2021-22.

1. The City Council declared that the project is exempt from the California Environmental Quality Act (“CEQA”) under Section 15378(b)(5) of the State CEQA Guidelines because CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA; and
2. Adopted Resolution No. 2021-12, entitled:

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, ADOPTING THE LIST OF PROJECTS FOR FISCAL YEAR 2021-22 TO BE FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017.”**

### **9K. EMERGENCY MANAGEMENT PERFORMANCE GRANT**

The Orange County Sheriff’s Department was awarded the Emergency Management Performance Grant (EMPG) FY20, from the California Governor’s Office of Emergency Services (CalOES). Included in this grant is a sub award for the City in the amount of \$5,333.00. The EMPG grant is intended to assist local agencies in executing the Orange County Operational Area’s Emergency Operations Plan (EOP). The grant performance period is July 1, 2020 through June 30, 2022.

1. The City Council declared that the project is exempt from the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA, and

## DRAFT

2. Approved the attached County of Orange Governing Body Resolution Form and Addendum authorizing the City Manager to execute the agreement and other documents required by the County of Orange for participation in the EMPG program on behalf of the City Council.

### END OF CONSENT CALENDAR

**9J. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA APPROVING SUBDIVISION TRACT MAP NO. 19062 AND SUBDIVISION IMPROVEMENT AGREEMENT**

The subdivision tract map for the development of forty (40) single-family detached condominium units for the property located at 10871 Western Avenue has been submitted for final certification and recordation. The Subdivision Improvement Agreement has been submitted for final approval.

Staff report by Mr. Jarad L. Hildenbrand, City Manager.

Motion/Second: Shawver/Taylor

ROLL CALL VOTE:	Council Member Ramirez	AYE
	Council Member Van	AYE
	Council Member Warren	AYE
	Mayor Pro Tem Taylor	AYE
	Mayor Shawver	AYE

Motion unanimously carried:

1. The City Council declared this project categorically exempt under the California Environmental Quality Act, Class 32, and Section 15332; and
2. Adopted Resolution No. 2021-11 approving final Tract Map No. 19062, entitled:

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, APPROVING SUBDIVISION TRACT MAP NO. 19062 FOR THE PROPERTY LOCATED AT 10871 WESTERN AVENUE”; and**

3. Finds that the recordation of Tract Map No. 19062 will not be in violation of any of the provisions of Section 66474, 66474.1, and 66474.2 of the Subdivision Map Act; and

## DRAFT

4. Finds that the proposed subdivision, together with the provisions for its design and improvement, is consistent with the general plan required by Article 5 (commencing with Section 65300) of Chapter 3 of Division 1 of the Government Code, or any specific plan adopted pursuant to Article 8 (commencing with Section 65450) of Chapter 3 of Division 1 of the Government Code; and
5. Directed the City Clerk to endorse on the face of the map of Tract Map No. 19062, the certificate which embodies the approval of said map, and submit the map to the County Recorder of Orange County for recording.
6. Authorized the Mayor to execute the attached Subdivision Improvement Agreement for Tract No. 19062.

**10. PUBLIC HEARINGS** None.

**11. UNFINISHED BUSINESS** None.

**12. NEW BUSINESS** None.

**13. ORAL COMMUNICATIONS – PUBLIC** None.

**14. WRITTEN COMMUNICATIONS** None.

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

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

None.

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

Mayor Shawver requested to agendize discussion regarding conducting a review of the City's current ordinances to ensure that they are parallel to civil laws to strengthen the City's current municipal code so that the City is able to enforce its laws.

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

Currently Scheduled:

- Strategic Plan Review and Update
- Mid-Year Budget Review



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

None.

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

Mr. Jarad L. Hildenbrand, City Manager, provided the City Council with an update on the American Rescue Plan Act and the State and Local Funding Guidance guidelines.

### ~~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.~~

- ~~- The Orange County Fire Authority report and update has been tabled to the June 8, 2021 regularly scheduled City Council Meeting.~~

The members of the Stanton City Council / Successor Agency / Housing Authority of the City of Stanton proceeded into closed session at 6:43 p.m.

The City Council / Successor Agency / Housing Authority reconvened in open session at 6:58 p.m.

The City Attorney / Agency Counsel reported that the Stanton City Council / Successor Agency / Housing Authority met in closed session from 6:43 to 6:58 p.m.

The City Attorney / Agency Counsel reported that there was no reportable action.

### 18. ADJOURNMENT     Motion/Second: Shawver/ Motion carried at 6:59 p.m.

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MAYOR/CHAIRMAN

ATTEST:

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CITY CLERK/SECRETARY

# DRAFT

## MINUTES OF THE CITY COUNCIL OF THE CITY OF STANTON SPECIAL MEETING – STUDY SESSION MAY 18, 2021

### 1. CALL TO ORDER

The meeting was called to order at 5:03 p.m. by Mayor Shawver.

### 2. PLEDGE OF ALLEGIANCE

Led by Mayor Pro Tem Gary Taylor.

### 3. ROLL CALL

Present: Council Member Ramirez, Council Member Van, Council Member Warren, Mayor Pro Tem Taylor, and Mayor Shawver.

Absent: None.

Excused: None.

### SPECIAL ORDERS OF THE DAY

### 4. NEW BUSINESS

#### 4A. INTRODUCTION OF THE PROPOSED FISCAL YEAR 2021/22 OPERATING AND CAPITAL BUDGET

This report is prepared to provide the City Council with an opportunity to review and provide input to the Proposed Fiscal Year 2021/22 Operating and Capital Budget. The accompanying attachments are organized as follows:

- The ***Budget Summary by Fund (Attachment A)*** summarizes the impact of the proposed revenues and expenditures to estimate the projected fund balances at June 30, 2022.
- The ***Budgets by Fund (Attachment B)*** provide a detail of the proposed budget for each fund by account number. These schedules also include the following for comparison purposes: the Fiscal Year 2019/20 actuals; the Fiscal Year 2020/21 Adopted Budget, and the Fiscal Year 2020/21 Amended Budget (as of the Mid-Year Budget Review in March).
- Finally, ***Attachment C*** provides a summary of the City's planned 7-Year Capital Improvement Plan for Fiscal Years 2021/22 through 2027/28 and provides a ***Capital Improvement Program by Funding Source*** for Fiscal Year 2021/22.

Introduction by Mr. Jarad L. Hildenbrand, City Manager.

# DRAFT

Staff report by Ms. Michelle Bannigan, Finance Director.

The City Council questioned regarding increase to in house public safety services staffing, cannabis revenue / designated account, Transient Occupancy Tax revenue / designated account, Orange County Sheriff's Department request for additional staffing, Orange County Sheriff's Department costs, cost of living increases, costs for paying down the City's liability pension, general fund, structural deficit, personnel, the irrevocable trust agreement, park projects, park-in-lieu funds, and capital improvement projects (master sewer plan update).

1. The City Council finds that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Sections 15378(b)(5) (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
2. Received the Proposed Fiscal Year 2021/22 Operating and Capital Budget, and
3. Directed staff to agendize this item for second discussion and review on June 1, 2021.

## **4B. STRATEGIC PLAN UPDATE AND REVIEW**

The City desires to provide the City Council, staff, and residents an opportunity to discuss and develop a new five-year plan as well as providing updates and information regarding the City's current Strategic Plan.

Report by Mr. Jarad L. Hildenbrand, City Manager.

1. The City Council received and reviewed the presentation and report; and
2. Directed staff to agendize this item for second discussion and review to a date to be determined.

## **5. ADJOURNMENT** Motion/Second: Shawver/ Motion carried at 7:41 p.m.

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MAYOR

ATTEST:

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CITY CLERK

# CITY OF STANTON

## REPORT TO CITY COUNCIL

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

**DATE:** May 25, 2021

**SUBJECT: APPROVAL TO INSTALL FENCING FOR NORM ROSS PARK AND APPROPRIATION OF FUNDS**

### **REPORT IN BRIEF:**

Norm Ross Park fencing has deteriorated over time along with being vandalized weekly. New tight wire mesh fencing will keep trespassers out of Norm Ross Park & Stanton's Community Garden.

### **RECOMMENDED ACTION:**

1. City Council declare that the project is exempt from the California Environmental Quality Act ("CEQA") under Section 15301(c) – Existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities; and
2. Approve an appropriation of \$20,000 from the available balance from the Park In-Lieu Fund.

### **BACKGROUND:**

Norm Ross Park fencing has severely deteriorated over time. Several sections of the fencing have been vandalized by the homeless. In order to keep residents that attend Norm Ross Park and Stanton's Community Garden safe, new fencing is required. The new fencing will be a tight mesh vandal proof similar to the type of fencing installed by the Orange County Flood Control District. The fencing installed long their channels has been proven effective against trespassers.

### **ANALYSIS/JUSTIFICATION:**

The maintenance and repair of the fence along Norm Ross and the Community Garden is an ongoing maintenance function of the Public Works Department. Upgrading the fencing will provide the Public Works Department the ability to respond to more resident requests and flexibility to perform other emergency repairs.

**FISCAL IMPACT:**

The fencing will be funding by Park-In Lieu Fees. There will be no impacts to the General Fund.

**ENVIRONMENTAL IMPACT:**

This project is categorically exempt under the California Environmental Quality Act Section 15301, Class 1(c) as improvements to existing facilities.

**LEGAL REVIEW:**

None.

**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

1 – Provide a safe community.

**PUBLIC NOTIFICATION:**

Notifications and advertisement were performed as prescribed by law.

Prepared by:

/s/ Guillermo Perez

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Guillermo Perez  
Associate Engineer

Review By:

/s/ Steven E. Strapac

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Steven E. Strapac, PE, PLS  
Interim Public Works Director/City  
Engineer

Concur by:

/s/ Michelle Bannigan

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Michelle Bannigan, CPA  
Finance Director

Approved By:

/s/ Jarad L. Hildenbrand

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Jarad L. Hildenbrand  
City Manager

# CITY OF STANTON

## REPORT TO CITY COUNCIL

**TO:** Honorable Mayor and City Council

**DATE:** May 25, 2021

**SUBJECT: RESOLUTION 2021-19 OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AUTHORIZING THE APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM**

### REPORT IN BRIEF:

The Orange County Transportation Authority (OCTA) has issued a call for projects for the Environmental Cleanup Program (ECP), Tier 1 Grant. The City of Stanton is requesting \$127,222.22 in funds from OCTA to purchase and install catch basin filter devices.

### RECOMMENDED ACTION:

1. City Council declare that the project is categorically exempt from the California Environmental Quality Act ("CEQA") under Section 15301(c) – Existing highways and streets, sidewalks, gutters, bicycle, and pedestrian trails, and similar facilities; and
2. Adopt Resolution No. 2021-19 authorizing the application of funds for the Environmental Cleanup, Tier 1 Grant Program, entitled:

**“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR STANTON CATCH BASIN FULL TRASH CAPTURE SYSTEM INSTALLTIONS – 2021”;** and

3. Authorize the City Manager to sign the 2021 Tier 1 Call for Projects Application for Funding.

**BACKGROUND:**

On February 8, 2021, the Orange County Transportation Authority's (OCTA) Board of Directors authorized staff to issue the Measure M2 ECP, Tier 1 Fiscal Year 2021-22 call for projects.

The M2 ECP Tier 1 is designed to mitigate the more visible forms of pollutants, such as litter and debris that collects on the roadways and in the catch basins prior to being deposited in waterways and the ocean. It consists of funding for the equipment purchase and installation of screens, filters, inserts, and other "street scale" low flow diversion devices for existing catch basin structures.

**ANALYSIS/JUSTIFICATION:**

Staff has identified approximately one hundred and nine (109) catch basins throughout the City for this project. These catches are located in areas around the commercial, industrial, and medium to high density residential neighborhoods that are prone to high levels of trash and debris. If awarded funding, these catch basins will be retrofitted with the high-capacity round curb inlet filter by Bio Clean Environmental Services, Inc. that will serve to capture trash and debris and prevent them from flowing into our water ways and comply with upcoming Statewide Trash TMDL requirements.

Staff was previously award ECP Tier 1 Grant in FY 2013-2014 in which sixty-four (64) catch basins were retrofitted using similar design throughout the City of Stanton.

**FISCAL IMPACT:**

None at this time. Should the application for funding be approved by OCTA as submitted, the City will receive \$127,222.22 in Tier 1 Grant Program funds. This funding amount will be used to purchase and install the round curb inlet filters. The City proposes to use an in-kind match of \$31,806 (25% of the total project cost). This amount is the 25% minimum in-kind match required to be eligible for this grant. Staff will return to City Council with an appropriation request for the matching funds if the City is successful in obtaining the grant.

**ENVIRONMENTAL IMPACT:**

This project will be categorically exempt under the California Environmental Quality Act Section 15301, Class 1 (c) as minor alterations of existing facilities.

**LEGAL REVIEW:**

None.

**PUBLIC NOTIFICATION:**

Notifications and advertisement were performed as prescribed by law.

Prepared by:

/s/ Guillermo Perez

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Guillermo Perez  
Associate Engineer

Reviewed by:

/s/ Steven E. Strapac

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Steven E. Strapac, PE, PLS  
Interim Director of Public Works/City Engineer

Concur:

/s/ Michelle Bannigan

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Michelle Bannigan  
Finance Director

Approved by:

/s/ Jarad L. Hildenbrand

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Jarad L. Hildenbrand  
City Manager

**Attachment:**

Resolution No. 2021-19



**RESOLUTION NO. 2021-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON AUTHORIZING AN APPLICATION FOR FUNDS FOR THE ENVIRONMENTAL CLEANUP, TIER 1 GRANT PROGRAM UNDER ORANGE COUNTY LOCAL TRANSPORTATION ORDINANCE NO. 3 FOR STANTON CATCH BASIN FULL TRASH CAPTURE SYSTEM INSTALLATIONS - 2021**

**WHEREAS**, Orange County Local Transportation Ordinance No. 3, dated July 24, 2006, and is known and cited as the Renewed Measure M Transportation Ordinance and Investment Plan makes funds available through the Environmental Cleanup Program to help protect Orange County beaches and waterways from transportation generated pollution (urban runoff) and improve overall water quality; and

**WHEREAS**, the Environmental Cleanup, Tier 1 Grant Program consists of funding purchases and installation to catch basins with Best Management Practices, such as screens, filters, inserts, and other “street-scale” low flow diversion projects; and

**WHEREAS**, OCTA has established the procedures and criteria for reviewing proposals; and

**WHEREAS**, the City of Stanton possesses authority to nominate water quality improvement projects that have a transportation pollution nexus to finance and construct the proposed project; and

**WHEREAS**, by formal action the City of Stanton authorizes the nomination of Stanton Catch Basin Full Trash Capture System Installations - 2021, including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the City of Stanton to act in connection with the nomination and to provide such additional information as may be required; and

**WHEREAS**, the City of Stanton will maintain and operate the equipment acquired and installed; and

**WHEREAS**, the City of Stanton will give OCTA's representatives access to and the right to examine all records, books, papers or documents related to the funded Tier 1 Grant Project; and

**WHEREAS**, the City of Stanton will cause work on the project to be commenced within a reasonable time after receipt of notification from OCTA and that the project will be carried to completion with reasonable diligence; and

**WHEREAS**, the City of Stanton will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the American with Disabilities Act, and any other federal, state, and/or local laws, rules and/or regulations; and

**WHEREAS**, the City of Stanton must include all projects funded by Net Revenues in the seven-year Capital Improvement Program as part of the Renewed Measure M Ordinance eligibility requirement; and

**WHEREAS**, the City of Stanton authorizes a formal amendment to the seven-year Capital Improvement Program to add projects approved for funding upon approval from the Orange County Transportation Authority Board of Directors; and

**WHEREAS**, the City of Stanton will provide a minimum of 25% in matching funds for the Stanton Catch Basin Full Trash Capture System Installations - 2021 as required by the Orange County Comprehensive Transportation Funding Programs Guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Stanton hereby authorizes the Director of Public Works/City Engineer as the official representative of the City of Stanton to accept funds for the Environmental Cleanup, Tier 1 Grant Program for Stanton Catch Basin Full Trash Capture System Installations – 2021.

**BE IT FURTHER RESOLVED** that the City of Stanton agrees to fund its share of the project costs and any additional costs over the identified programmed amount.

**ADOPTED, SIGNED AND APPROVED** this 25<sup>th</sup> day of May 2021.

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DAVID J. SHAWVER, MAYOR

APPROVED AS TO FORM:

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HONGDAO NGUYEN, 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. 2021-19 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 May 25, 2021, and that the same was adopted, signed and approved by the following vote to wit:

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

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

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

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

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

# **CITY OF STANTON**

## **REPORT TO THE CITY COUNCIL**

**TO:** Honorable Mayor and City Council

**DATE:** May 25, 2021

**SUBJECT: RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR FISCAL YEAR 2021-22**

### **REPORT IN BRIEF:**

On March 23, 2021, the City Council adopted Resolution No. 2021-06, initiating proceedings for the annual levy of assessments and ordered the Engineer to prepare a report in accordance with Section 22565 et seq. of the State of California Streets and Highways Code. The Engineer has filed a report with the City Clerk in compliance with Council direction. The proposed resolution would preliminarily approve the report.

### **RECOMMENDED ACTION:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378(b)(4) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly); and
2. Adopt Resolution No. 2021-17, preliminarily approving the Engineer's Report for the annual level of assessments for the Stanton Lighting and Landscaping District No. 1 for Fiscal Year 2021-22, entitled:

**"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.**

**BACKGROUND:**

The Stanton Lighting and Landscaping District No. 1 (“District”) was formed on March 10, 1981, and currently provides funding for maintenance and improvements for the City’s street lights, traffic signals, and medians. Each parcel in the City is assessed a proportionate share of the District’s costs each year. The assessment appears on the property tax bill. Assessments are established upon an Engineer’s assessment of each property’s relative benefit from the services provided by the District.

Each year, an update to the Engineer’s report must be produced relative to the District’s annual assessments. The Engineer’s Report was provided to the City Clerk on May 18, 2021. Staff is recommending City Council approve Resolution No. 2021-17 to approve this report.

**FISCAL IMPACT:**

The proposed assessments will provide funding for maintenance and improvements for the City’s street lights, traffic signals, and medians.

**ENVIRONMENTAL IMPACT:**

None.

**LEGAL REVIEW:**

None.

**PUBLIC NOTIFICATION:**

In addition to notifying the public through the regular agenda posting process, staff sent an individual notification to Mr. John Zimmerman, per his previous request.

**STRATEGIC PLAN OBJECTIVE ADDRESSED**

4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:

/s/ Michelle Bannigan

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Michelle Bannigan, CPA  
Finance Director

Approved by:

/s/ Jarad L. Hildenbrand

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Jarad L. Hildenbrand  
City Manager

**Attachment:**

A. Resolution No. 2021-17

**RESOLUTION NO. 2021-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, PRELIMINARILY APPROVING THE ENGINEER'S REPORT FOR THE ANNUAL LEVY OF ASSESSMENTS FOR STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR THE FISCAL YEAR BEGINNING JULY 1, 2021, AND ENDING JUNE 30, 2022**

**WHEREAS**, on March 23, 2021, the City Council adopted Resolution No. 2021-06 initiating proceedings for the annual levy of assessments within Stanton Lighting and Landscaping District No. 1 and ordered the Engineer to prepare a report in accordance with Section 22565 et seq. of the State of California Streets and Highways Code; and

**WHEREAS**, pursuant to said Resolution, the Engineer has filed a report (the "Engineer's Report"), with the City Clerk on the 18<sup>th</sup> of May 2021; and

**WHEREAS**, the City Clerk has submitted the report to the City Council and the City Council has reviewed and examined the report as so submitted.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANTON DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1:** The City Council further finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378(b)(4) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly).

**SECTION 2:** The Report prepared by the Engineer for Fiscal Year 2021-22 in connection with Stanton Lighting and Landscaping District No.1, including the description of the improvements, estimated costs and explanations as filed with the City Clerk on the 18<sup>th</sup> day of May 2021, is hereby preliminarily approved. This report shall stand as the Engineer's Report for the purposes of all subsequent proceedings pursuant to the City Council's Resolution of Intention.

**SECTION 3:** A copy of the report shall remain on file in the office of the City Clerk.

**SECTION 4:** The City Clerk shall certify as to the adoption of this Resolution.

**ADOPTED, SIGNED AND APPROVED** this 25<sup>th</sup> day of May 2021.

\_\_\_\_\_  
DAVID J. SHAWVER, MAYOR

APPROVED AS TO FORM:

\_\_\_\_\_  
HONGDAO NGUYEN, 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. 2021-17 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 May 25, 2021, and that the same was adopted, signed, and approved by the following vote to wit:

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

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

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

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

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



# **CITY OF STANTON**

**ENGINEER'S REPORT**

**LIGHTING AND LANDSCAPING**

**DISTRICT NO. 1**

**FISCAL YEAR 2021-22**

**ORANGE COUNTY, CALIFORNIA**

**May 12, 2021**

*PREPARED BY*



**Harris & Associates**

*22 Executive Park, Suite 200*

*Irvine, CA 92614*

*[www.weareharris.com](http://www.weareharris.com)*





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## ENGINEER'S CERTIFICATION

### Statement of Assessment Engineer

**AGENCY:** THE CITY OF STANTON

**PROJECT:** LIGHTING AND LANDSCAPING DISTRICT NO. 1

**TO:** THE CITY COUNCIL OF THE  
CITY OF STANTON  
STATE OF CALIFORNIA

#### ENGINEER'S REPORT FOR FISCAL YEAR 2021-22

The preparation of this Annual Engineer's Report ("Report") is in conformance with the obligation of the City Council for the Lighting and Landscaping District No. 1 of the City of Stanton to provide landscaping and street lighting services upon each lot or parcel of land in the district in proportion to the estimated benefit to be received by each such lot or parcel of land for Fiscal Year 2021-22.

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500) ("Act"), Article XIII D, Section 5(a) of the State of California Constitution, and in accordance with the Stanton's Resolution being adopted by the City Council for:

#### **LIGHTING AND LANDSCAPING DISTRICT NO. 1**

(Hereinafter referred to as the "District"),

I, Alison Bouley, authorized representative of the District, the duly appointed Assessment Engineer submit the following Report which consists of the following four (4) parts and Appendices:

#### **PART I**

**Overview:** Provides the background and reason for the District.

#### **PART II**

**Plans and Specifications:** Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Engineer and are incorporated herein by reference.

#### **PART III**

**Engineer's Report**  
**Lighting and Landscaping District No. 1**  
**City of Stanton**  
**Fiscal Year 2021-22**



**Harris & Associates**

**Cost Estimate:** An estimate of the costs of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Clerk and incorporated herein by reference.

**PART IV**

**Method of Apportionment:** The method of apportionment of assessments, indicating the proposed assessment of the net amount of the costs and expenses of the improvements to be assessed upon the several lots and parcels of land within the District, in proportion to the estimated benefits to be received by such lots and parcels. The Assessment Roll is filed in the Office of the City Clerk and by reference is made a part hereof.

**Appendices**

Appendix A – Assessment Diagram

Appendix B – Assessment Roll

In conclusion, it is my opinion that the costs and expenses of the District have been assessed to the lots and parcels within the boundaries of the District in proportion to the estimated benefits to be received by each lot or parcel from the services provided.

DATED: May 12, 2021



**Harris & Associates**



Alison Bouley, P.E., Assessment Engineer  
R.C.E. No. C61383  
Engineer of Work  
State of California



## **PART I – OVERVIEW**

The purpose of this Report is to set forth findings and engineering analysis for the Lighting and Landscaping District No. 1 for the 2021-22 Fiscal Year. This District, utilizing direct benefit assessments, (1) supplements revenue generated by the existing 1919 Act Stanton Municipal Lighting District to fund the maintenance and operation of the City's street lighting system and costs of providing maintenance and operation of the traffic signals in the City, and (2) covers the costs of maintaining median landscaping in the City of Stanton.

The City Council of Stanton adopted Resolution No. 81-20 on March 10, 1981, which formed the Lighting and Landscaping District No. 1 in accordance with the requirements of the Landscaping and Lighting Act (Streets and Highways Code 22500) and confirmed assessments for the first Fiscal Year, 1981-82. The City Council has conducted the proceedings required annually to levy the assessment. This Report covers the levy of annual assessments for the 2021-22 Fiscal Year.

This Report, as signed and presented to the Council for approval, has been prepared according to the methodology and rates approved by the City Council in 1981. Article XIID of the California Constitution exempted certain assessments which were in existence prior to the passage of Proposition 218 in November, 1996. The City has determined that all of the improvements and the annual assessments for the District are for the maintenance and operation of lighting and landscaping within the public street right-of-way. As such, the current assessment amount is exempt from the procedures and approval process set forth in Article XIID Section 4.



## **PART II – PLANS AND SPECIFICATIONS**

The facilities, which will be maintained using assessment proceeds within the City of Stanton, and those which may be subsequently serviced and maintained are generally described as follows:

The proposed improvements for Fiscal Year 2021-22 may be generally described as the continued maintenance services and operation of landscaping, lighting and appurtenant facilities that are located in and along such streets and sidewalks within the District. This includes, but is not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services.

Reference is made to Part "IV" of this Report for a discussion of the Zones of Benefit and the facilities associated with them, which are serviced and maintained. The facilities are described as follows:

### **Landscaping and Appurtenant Facilities**

Facilities include, but are not limited to: Landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, sidewalk maintenance resulting from landscape growth and appurtenant facilities, in public street and sidewalk rights-of-way, including medians, parkways and dedicated easements within the boundaries of said Assessment District. In addition, median landscaping is maintained by the District as follows:

<u>Area</u>	<u>Street</u>	<u>Limits</u>
0.92 Ac.	Katella Avenue	West City Limits to Beach Boulevard
2.52 Ac.	Beach Boulevard	South City Limits to North City Limits
0.16 Ac.	Village Center Drive	South City Limits to Beach Boulevard

### **Lighting, Traffic Signals and Appurtenant Facilities**

Facilities include, but are not limited to: Poles, fixtures, bulbs, conduits, conductors, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide lighting and traffic signals in public street and sidewalk rights-of-way and dedicated easements within the boundaries of said Assessment District.

The public lighting system shall be maintained to provide adequate illumination. The traffic signal system shall be maintained based on the City specifications and current industry standards. Electricity for street lights and traffic signals shall be furnished by the Southern California Edison Company, and it shall be adequate for the intended purpose. Rates for power shall be those authorized by the California Public Utilities Commission.



Maintenance means the furnishing of services and materials for the ordinary and usual operation, maintenance and servicing of the landscaping, public lighting facilities, including repair, removal or replacement of all or part of any of the landscaping and public lighting facilities; providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of water for the irrigation of the landscaping and the maintenance of any of the public lighting facilities, and the furnishing of electric energy for the public lighting facilities, or for the lighting or operation of landscaping or appurtenant facilities.

The plans and specifications for the improvements, showing the general nature, location, and the extent of the improvements, are on file in the office of the City Engineer and are by reference herein made a part of this Report.



## PART III – COST ESTIMATE

The City's budget for the operations and services costs of the street lighting and median landscaping improvements, shown below, detail the estimated costs and fund balances for Fiscal Year 2021-22 as available at the time of preparation of this Report.

The Landscape and Lighting Act of 1972 ("Act" or "1972 Act") provides that the total cost can be recovered in the assessment spread including incidental expenses. The latter can include engineering fees, legal fees, printing, mailing, postage, publishing, and all other related costs identified with the district proceedings.

In 2019 the City purchased approximately 1,000 street lights within the City, previously owned and maintained by Southern California Edison Company (SCE). The City has assumed responsibility for the servicing and maintenance of those lights. The 1919 Act funds were used to convert the lights to LED.

Estimated expenditures and revenues for the maintenance and operation for Fiscal Year 2021-22 are as follows:

OPERATIONS AND SERVICE COST SUMMARY BY BUDGET CATEGORY				
	Street Lighting System	Traffic Signals	Maintenance of all Medians	Total
<b><u>Estimated Expenditures</u></b>				
Expenditures - O & M	\$ 240,000.00	\$ 276,000.00	\$ 271,500.00	\$ 787,500.00
Expenditures - Debt Service				
Repayment of Loan from General Fund	\$ 180,595.00	\$ -	\$ -	\$ 180,595.00
Expenditures - Capital				\$ -
Tree Planting	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Administrative Cost Allocation	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Expenditures:</b>	<b>\$ 420,595.00</b>	<b>\$ 276,000.00</b>	<b>\$ 291,500.00</b>	<b>\$ 988,095.00</b>
<b><u>Estimated Revenues</u></b>				
1919 Act Revenues	\$ 576,450.00	\$ -	\$ -	\$ 576,450.00
Interest				
1919 Act Fund	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
1972 Act Fund	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
<b>Subtotal Revenues:</b>	<b>\$ 578,450.00</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>\$ 583,450.00</b>
<b><u>Reserves Transfer Detail</u></b>				
Median Reserves	\$ -	\$ (276,000.00)	\$ (81,591.38)	\$ (357,591.38)
1919 Act Lighting Reserves	\$ 157,855.00			\$ 157,855.00
<b>Subtotal Reserves:</b>	<b>\$ 157,855.00</b>	<b>\$ (276,000.00)</b>	<b>\$ (81,591.38)</b>	<b>\$ (199,736.38)</b>
<b>2021-22 NET ASSESSMENT</b>			<b>\$ 204,908.62</b>	<b>\$ 204,908.62</b>



The following table is a summary of the District fund balances. A five-year review of the estimated revenue, expenditures and fund balance is provided in Appendix C.

FUND BALANCE SUMMARY			
	1919 Act	LLMD	Total
Beginning Fund Balance	\$ 140,619.00	\$ 1,024,719.00	\$ 1,165,338.00
Less Transfers			
Street Lighting	\$ 157,855.00		\$ 157,855.00
Traffic Signals		\$ (276,000.00)	\$ (276,000.00)
Median Maintenance		\$ (81,591.38)	\$ (81,591.38)
Estimated Ending Fund Balance	\$ 298,474.00	\$ 667,127.62	\$ 965,601.62

The 1972 Act requires that a special fund be set-up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next Fiscal Year.



## PART IV - METHOD OF APPORTIONMENT

### GENERAL

Part 2 of Division 15 of the Streets and Highways Code, the 1972 Act, permits the establishment of assessment districts by cities for the purpose of providing certain public improvements which include the construction, maintenance and servicing of street lights, traffic signals and landscaping.

Section 22573 of the Act requires that maintenance assessments be levied according to benefit rather than according to assessed value. This section states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

Because assessments are levied on the basis of benefit, they are not a tax, and, therefore, are not governed by Article XIII A of the California Constitution.

The Act permits the designation of zones of benefit within any individual assessment district if "by reason of variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvements." (Sec. 22574). Thus, the Act requires the levy of a true "assessment" rather than a "special tax."

The Act also permits certain parcels to be exempt from assessment. Excepted from these assessments are areas of all publicly owned property such as: public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, all public easements and rights-of-way, all public parks, green belts and parkways, and all public property being used for public purposes.

### BENEFIT ANALYSIS

All parcels in the City of Stanton derive benefit from the street lighting system and arterial highway median maintenance on Beach and on Katella. The intent of this Report is to establish a methodology that fairly distributes the cost of the system in relation to the benefits received. A portion of the cost of arterial median maintenance is considered a special benefit to abutting properties. The percentage of special benefit to be allocated may vary as parcels reconfigure or change classification. As these medians are on regional arterial highways, a benefit accrues to the entire City as well, and the remaining portion of the cost is assessed on that basis. Median maintenance on Village Center Drive, a local street, benefits only the abutting properties and will be assessed on that basis. Lands and rights-of-way owned by railroads and public utilities are included in this proposed assessment district as permitted by Section 22595 of the Streets and Highways Codes.

The assessment ratio for each single family residential parcel, including condominiums, is one equivalent unit (EQU); the assessment ratio for each acre of commercial, industrial, church, apartment, duplex, triplex, mobile home park, and other developed land is six equivalent units (EQU). This relationship is based on the City's typical standard residential lot area and the number of lots that could be subdivided into an acre of land. This proration accounts for an adjustment for street rights-of-way and public easements.

### **Street Lighting and Traffic Signals**

The proper functioning of street lighting and traffic signals is imperative for the welfare and safety of the public and property throughout the City. Proper maintenance and servicing of the street lighting system benefits properties within the District by providing proper illumination for ingress and egress and safe traveling at night. Properties within the District also benefit from the proper functioning of the District's traffic signal system. Proper operation of the street light and traffic signal systems is imperative to public convenience, orderly traffic flow, enhanced congestion management and safety. Improved security, fuel conservation, protection of property from crime and vandalism, and reduction of traffic accidents, are special and direct benefits to all properties within the City; lighting benefits are directly related to public safety and property protection and therefore increase property values. The City costs to administer the improvements are also considered a benefit to all properties.

All parcels within the City are deemed to benefit from the street lighting and traffic signal system.

### **Median Landscaping**

Trees, landscaping, hardscaping and appurtenant facilities, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings, and therefore increase property value. The median improvements are located as follows:

#### **Beach Boulevard and Katella Avenue Medians**

These improvements provide a Citywide Benefit and a direct Local Benefit, therefore the costs for maintaining and servicing these improvements has been divided into two categories:

- The Citywide Benefit for the Beach and Katella medians is assessed based on the Equivalent Units generated by all assessable parcels in the City which do not abut the Beach and/or Katella medians. This year the Equivalent Units generated by the parcels in this category represents approximately 77% of the total units.
- The Local Benefits attributed to the Beach and Katella median improvements provide a direct Local Benefit to each parcel fronting the improvements and is assessed based on the parcel's respective front footage. This method provides a fair and equitable way of spreading the costs when localized improvements front specific parcels because the more a parcel fronts the median improvements, the more benefit the parcel receives from the enhanced aesthetics of the improvements. This year the Equivalent Units generated by the parcels in this category represents

approximately 23% of the total units.

### **Village Center Medians**

- These improvements provide a Local Benefit only. One hundred percent (100%) of the Village Center Medians is deemed to be of direct benefit to only those parcels abutting these medians. Therefore, the cost of servicing the Village Center Medians is assessed to the abutting parcels based on these parcel's respective front footage.

## **ZONE CLASSIFICATIONS**

The land-use classification for each parcel has been based on the Orange County Assessor's Roll.

**Zone R** - This zone includes all single family residential properties, including condominiums, except those abutting the Beach and Katella Medians and/or Village Center Medians. They are assessed lighting, traffic signals, and general median costs on an equivalent unit basis. There are 5,070 single family residential parcels, including condominiums, in this zone. Where there is new development that has not yet subdivided, the equivalent units will be assigned based on the anticipated dwelling units planned for each parcel in the subdivision.

**Zone R1** - This zone includes Zone R type properties abutting the Beach and Katella Medians. They are assessed lighting and traffic signals costs on an equivalent unit basis, and Beach and Katella Median costs on a front foot basis. There are 112 parcels in this zone with 1,295.95 feet of street frontage.

**Zone R2** - This zone includes Zone R type properties abutting the Village Center Median. They are assessed lighting, traffic signals and general median costs on an equivalent unit basis, and Village Center Median costs on a front foot basis. There are 509 parcels in this zone with 1,827.7 feet of street frontage.

**Zone C** - This zone includes commercial, industrial, church, apartment, duplex, triplex, mobile home park and all other non-residential properties except those abutting the Beach and Katella Medians and the Village Center Medians. They are assessed lighting, traffic signals and general median costs on an equivalent unit basis. There are 723 parcels in this zone with 547.01 acres.

**Zone C1** - This zone includes Zone C type properties abutting the Beach and Katella Medians. They are assessed lighting and traffic signals costs on an equivalent unit basis, and Beach and Katella Median costs on a front foot basis. There are 206 parcels in this zone with 167.47 acres and 27,879.16 feet of street frontage.

**Zone C2** - This zone includes Zone C type properties abutting both the Beach and Village Center Medians. They are assessed lighting and traffic signals costs on an equivalent unit basis, and median costs on a front foot basis. There are 4 parcels in this zone with 6.19 acres and 596 feet of street frontage.

**Zone E** - Exempt property. This includes publicly owned property and common areas used in conjunction with adjacent residential sites.

**APPORTIONMENT OF ASSESSMENTS**

Category Budgets		Category Proposed Assessment Rates	Maximum Allowed Assessment Rate
Street Lighting Budget	\$0	Street Lighting Assessment Rate = \$0.00 / Equivalent Unit	\$0*
Traffic Signal Budget	\$0	Traffic Signal Assessment Rate = \$0.00 / Equivalent Unit	\$0*
Beach & Katella Medians Budget		Beach & Katella Medians Rate	
City-Wide Benefit	\$150,306	City-Wide Benefit Assessment = \$16.59 / Equivalent Unit	\$16.59
Local Benefit	\$46,145	Local Benefit Assessment Rate = \$1.55 / Front Foot	\$1.55
	\$196,452		
Village Center Medians Budget	\$8,457	Village Center Medians Local Benefit Assessment Rate = \$3.49 / Front Foot	\$3.49

\* Lighting assessments have historically been covered by 1919 Act funds.

**TOTAL ASSESSMENTS PER CATEGORY AND ZONE**

Zone	Parcel Count	Dwelling Units	Acres	Factor	Equivalent Units	Citywide Median Assessment	Street Front Footage	Beach/Katella Local Median Assessment	Village Center Local Median Assessment
R	5070	5075		1	5,075.00	\$84,194.25			
R1	112	112		1			1,295.95	\$2,008.72	
R2	509	703		1	703.00	\$11,662.77	1,827.21		\$6,376.96
C	723		547.01	6	3,282.06	\$54,449.38			
C1	206		167.47	6			27,879.16	\$43,212.70	
C2	4		6.19	6			596.00	\$923.80	\$2,080.04
Totals	6624	5890	720.673		9,060.06	\$150,306.40		\$46,145.22	\$8,457.00

### Assessment Summary

The following table summarizes the different assessments for the different Zone Classifications, and compares the proposed assessments with last year's assessments. The proposed rates for Fiscal Year 2021-22 may increase or decrease depending on the number of equivalent units so long as it does not exceed the maximum rates shown in the Apportionment of Assessments table on the previous page.

**ASSESSMENT SUMMARY AND COMPARISON**  
**for the different Zone Classifications within the District\***

Zone	Street Lighting	Traffic Signals	Beach & Katella Medians	Village Center Medians	FY 2021-22 Maximum Rate	Prior Year Rate
R	\$0.00	\$0.00	\$16.59	--	\$16.59	\$16.02
R1	\$0.00	\$0.00	\$77.50	--	\$77.50	\$77.50
R2	\$0.00	\$0.00	\$16.59	\$174.50	\$191.09	\$190.52
C	\$0.00	\$0.00	\$16.59	--	\$16.59	\$16.02
C1	\$0.00	\$0.00	\$77.50	--	\$77.50	\$77.50
C2	\$0.00	\$0.00	\$77.50	\$174.50	\$252.00	\$252.00

\* Assessments shown are for Single Family Homes or Commercial parcels of 0.17 acres (1 Equivalent Unit), and frontage assessments are shown for a 50 ft. wide parcel.



## APPENDIX A – ASSESSMENT DIAGRAM

The boundaries of the District are coterminous with the boundaries of the City of Stanton. A diagram showing the exterior boundaries of the District, the boundaries of any zones within the Assessment District and the lines and dimensions of each lot or parcel of land within the District is on file in the Office of the City Engineer and incorporated herein by reference.

The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Assessor of the County of Orange for the Fiscal Year to which this Report applies. The Assessor's maps and records are incorporated by reference herein and made part of this Report.



## APPENDIX B – ASSESSMENT ROLL

Assessments are not levied within the area upon public streets and other public properties, utility easements, right-of-way, public schools, public parks, and common areas. A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Orange, which by reference is hereby made a part of this Report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the Office of the Clerk of the City of Stanton.



## APPENDIX C – 5-YEAR PROJECTION

Upon Council request at the Public Hearing for Fiscal Year 2019-20, the following is a 5-year review of the District Revenue, Expenditures and Fund Balance.

### 5-Year Review

	Prior Year	Current Year					Future Yr % Increases Assumptions
1919 ACT AD VALOREM	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	
Beginning Fund Balance	\$ 317,424	\$ 140,619	\$ 298,474	\$ 491,973	\$ 684,632	\$ 876,055	
1919 Act Revenue	\$ 567,900	\$ 576,450	\$ 587,979	\$ 599,739	\$ 611,733	\$ 623,968	2.00%
Interest	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Loan Repayment to General Fund *	\$ -	\$ (180,595)	\$ (144,480)	\$ (144,480)	\$ (144,480)	\$ (144,480)	
Intra-Fund Transfer	\$ (405,380)	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Expenditures	\$ (341,325)	\$ (240,000)	\$ (252,000)	\$ (264,600)	\$ (277,830)	\$ (291,722)	5.00%
Ending Fund Balance	\$ 140,619	\$ 298,474	\$ 491,973	\$ 684,632	\$ 876,055	\$ 1,065,821	
<b>1972 ACT ASSESSMENTS</b>							
Beginning Fund Balance	\$ 1,005,036	\$ 1,024,719	\$ 667,128	\$ 281,161	\$ (134,599)	\$ (581,642)	
Assessment Revenue **	\$ 196,688	\$ 204,909	\$ 204,909	\$ 204,909	\$ 204,909	\$ 204,909	0.00%
Interest	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Intra-Fund Transfer	\$ 405,380	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenditures	\$ (587,385)	\$ (567,500)	\$ (595,875)	\$ (625,669)	\$ (656,952)	\$ (689,800)	5.00%
Ending Fund Balance	\$ 1,024,719	\$ 667,128	\$ 281,161	\$ (134,599)	\$ (581,642)	\$ (1,061,534)	
<b>Ending 1919 and 1972 Act Fund Balance</b>	<b>\$ 1,165,338</b>	<b>\$ 965,602</b>	<b>\$ 773,134</b>	<b>\$ 550,033</b>	<b>\$ 294,412</b>	<b>\$ 4,288</b>	

\* Loan repayment scheduled through 6/30/28.

\*\* Assessment Revenue is based on Actual 2020-21 and anticipated 2021-22 revenue (may vary slightly from Budget).



# **CITY OF STANTON**

## **REPORT TO THE CITY COUNCIL**

**TO:** Honorable Mayor and City Council

**DATE:** May 25, 2021

**SUBJECT: RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT THE ANNUAL ASSESSMENTS FOR IMPROVEMENT, MAINTENANCE, AND SERVICING OF LIGHTING AND LANDSCAPING WITHIN THE BOUNDARIES OF THE TERRITORY INCLUDED IN THE STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR FISCAL YEAR 2021-22 PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND APPOINTING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO**

### **REPORT IN BRIEF:**

On March 23, 2021, the City Council adopted Resolution No. 2021-06, initiating proceedings for the annual levy of assessments and ordered the Engineer to prepare a report in accordance with Section 22565 et seq. of the State of California Streets and Highways Code. The Engineer has filed a report with the City Clerk in compliance with Council direction. The proposed resolution would declare the City Council's intention to levy and collect the assessments and set the required public hearing for Tuesday, June 22, 2021.

### **RECOMMENDED ACTION:**

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378(b)(4) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly); and
2. Adopt Resolution No. 2021-18, declaring its intention to levy and collect the annual assessments for Stanton Lighting and Landscaping District No. 1, entitled:

**"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR IMPROVEMENT, MAINTENANCE, AND**

**SERVICING OF THE TERRITORY INCLUDED IN THE STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR FISCAL YEAR 2021-22 PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND APPOINTING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO; and**

3. Schedule the public hearing to consider the assessments for Fiscal Year 2021-18 on June 22, 2021.

**BACKGROUND:**

The Stanton Lighting and Landscaping District No. 1 ("District") was formed on March 10, 1981, and currently provides funding for maintenance and improvements for the City's street lights, traffic signals, and medians. Each parcel in the City is assessed a proportionate share of the District's costs each year. The assessment appears on the property tax bill. Assessments are established upon an Engineer's assessment of each property's relative benefit from the services provided by the District.

Each year, an update to the Engineer's report must be produced relative to the District's annual assessments. The Engineer's Report was provided to the City Clerk on May 18, 2021, and has been submitted to the City Council for approval at tonight's meeting with proposed Resolution No. 2021-17.

If the City Council approves the Engineer's Report, the City Council must give notice of its intention to levy the assessments and must conduct a public hearing prior to giving its final approval. The proposed resolution would set the required public hearing for Tuesday, June 22, 2021, at 6:30 p.m.

**FISCAL IMPACT:**

The proposed resolution is necessary in order to provide funds for the City's Lighting and Landscape Maintenance District Funds (#224 and #225) in Fiscal Year 2021-22.

**ENVIRONMENTAL IMPACT:**

None.

**LEGAL REVIEW:**

The City Attorney reviewed the Resolution as to form.

**PUBLIC NOTIFICATION:**

In addition to notifying the public through the regular agenda posting process, staff sent an individual notification to Mr. John Zimmerman, per his previous request.

## **STRATEGIC PLAN OBJECTIVE ADDRESSED**

### **4. Ensure Fiscal Stability and Efficiency in Governance**

Prepared by:

/s/ Michelle Bannigan

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Michelle Bannigan, CPA  
Finance Director

Approved by:

/s/ Jarad L. Hildenbrand

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Jarad L. Hildenbrand  
City Manager

#### **Attachment:**

A. Resolution No. 2021-18

**RESOLUTION NO. 2021-18**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ANNUAL ASSESSMENTS FOR IMPROVEMENT, MAINTENANCE, AND SERVICING OF LIGHTING AND LANDSCAPING WITHIN THE BOUNDARIES OF THE TERRITORY INCLUDED IN THE STANTON LIGHTING AND LANDSCAPING DISTRICT NO. 1 FOR FISCAL YEAR 2021-22 PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND APPOINTING A TIME AND PLACE FOR HEARING OBJECTIONS THERETO**

**WHEREAS**, on March 23, 2021, the City Council adopted Resolution No. 2021-06 initiating proceedings for the annual levy of assessments within Stanton Lighting and Landscaping District No. 1 and ordered the Engineer to prepare a report in accordance with Section 22565 et seq. of the State of California Streets and Highways Code; and

**WHEREAS**, pursuant to said Resolution, the City Council ordered the Engineer to prepare a report pursuant to Section 22565 et seq. of the Act; and

**WHEREAS**, the Engineer did prepare and file such a report (the “Engineer’s Report”), with the City Clerk on the 18<sup>th</sup> of May, 2021; and

**WHEREAS**, on May 25, 2021, the City Council adopted Resolution No. 2021-17, preliminarily approving the Engineer’s Report.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANTON DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1:** The City Council further finds that this Resolution is not subject to the California Environmental Quality Act (“CEQA”) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378(b)(4) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly, or indirectly).

**SECTION 2:** The public interest and convenience require, and it is the intention of the City Council of the City of Stanton, to order the annual levy of assessments and to levy and collect said assessments within the exiting assessment district designated “Stanton Lighting and Landscaping District No. 1” (the “Assessment District”) for the fiscal year commencing July 1, 2021, and ending June 30, 2022 pursuant to the provisions of the Landscaping and Lighting Act.

**SECTION 3:** The improvements to be undertaken consist of the installation, maintenance, servicing and operations of those certain public lighting facilities and median islands located within the boundaries of the territory included in the Assessment District. The Assessment District designated as Stanton Lighting and Landscaping

District No. 1 generally encompasses all of the territories within the City of Stanton, excepting from the assessment of said costs and expenses within the area described, the area of all public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, all public easements and public rights-of-way, all public parkways, and all public property being used for public purposes, provided however notwithstanding the foregoing property owned by railroad and public utility companies not used for public purposes shall be included in the Assessment District and not be excluded from assessment pursuant to the aforesaid exceptions.

**SECTION 4:** That reference is hereby made to the report of the Engineer on file with the City Clerk and open for inspection, for a full and detailed description of the improvements, the boundaries of the Assessment District and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the District. The Office of the City Clerk is located at 7800 Katella Avenue, Stanton, California 90680.

**SECTION 5:** That proposed installation, maintenance, servicing and operating in the opinion of the City Council of the City of Stanton will be of direct and special benefit to the property lying within the described boundaries of the Assessment District, as said Assessment District is described and defined in the Engineer's Report.

**SECTION 6:** Pursuant to Section 22624 et seq. of the Act, the annual assessments for Fiscal Year 2021-22 are not proposed to increase from the previous year.

**SECTION 7:** NOTICE IS HEREBY GIVEN THAT TUESDAY, JUNE 22, 2021, AT THE HOUR OF 6:30 P.M., THE CITY COUNCIL WILL HOLD A PUBLIC HEARING WHERE ALL INTERESTED PERSONS MAY BE HEARD CONCERNING THE ANNUAL LEVY OF ASSESSMENTS AND ALL OTHER MATTERS PERTAINING THERETO, PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 THE JUNE 22, 2021 JOINT REGULAR CITY COUNCIL MEETING WILL BE HELD TELEPHONICALLY/ELECTRONICALLY. WRITTEN PROTESTS MUST BE FILED WITH THE CITY CLERK TO [PVAZQUEZ@CI.STANTON.CA.US](mailto:PVAZQUEZ@CI.STANTON.CA.US) WITH THE SUBJECT LINE "PUBLIC COMMENT ITEM #" NO LATER THAN 5:00 P.M. PRIOR TO THE MEETING, ANY SUCH PROTEST SHALL STATE GROUNDS OF THE OBJECTION AND IF FILED BY THE PROPERTY OWNER, SHALL CONTAIN A DESCRIPTION SUFFICIENT TO IDENTIFY THE PROPERTY.

**SECTION 8:** The City Clerk shall give notice of the date, time, and place of the hearing pursuant to law.

**SECTION 9:** All work proposed shall be done in accordance with the Act.

**SECTION 10:** The City Clerk shall certify the adoption of this Resolution.

**ADOPTED, SIGNED AND APPROVED** this 25th day of May, 2021.

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DAVID J. SHAWVER  
MAYOR

**APPROVED AS TO FORM:**

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HONGDAO NGUYEN  
CITY ATTORNEY

STATE OF CALIFORNIA    )  
COUNTY OF ORANGE     ) ss.  
CITY OF STANTON         )

ATTEST:

I, Patricia A. Vazquez, City Clerk of the City of Stanton, California, DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2021-18 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 May 25, 2021, and that the same was adopted, signed and approved by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

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PATRICIA A. VAZQUEZ  
CITY CLERK

# CITY OF STANTON

## REPORT TO CITY COUNCIL

**TO:** Honorable Mayor and City Council

**DATE:** May 25, 2021

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH HDL COMPANIES FOR CANNABIS BACKGROUND CHECK AND VALIDATION SERVICES**

### REPORT IN BRIEF:

Request authorization to allow the City Manager to enter into a Professional Services Agreement with HdL Companies, for background check and validation services in conjunction with Commercial Cannabis Process for a term to expire April 27, 2022.

### RECOMMENDED ACTION:

1. City Council declare this action of the City having to not be a project as defined by CEQA and to have no result direct or indirect to physical changes in the environment; and
2. Approve the agreement for HdL Companies; and
3. Authorize the City Manager to execute the agreement with HdL Companies.

### BACKGROUND:

The internal Cannabis Screening Committee has completed the review of the initial cannabis applications (Step 1). The following is the list of eligible applicants moving forward to the background and investigation portion of the application review (Step 4):

Retail/Storefront Sales: Culture Stanton  
Element 7  
RD Stanton  
Haven #5

Delivery/Non-Storefront: Dyrect  
Stanton Sage Holdings  
Indo Cali  
Club Nirvana

Distribution: Corktown Life



Manufacturing:	Pure Stanton
Cultivation:	Culture Stanton Store Pure Stanton Stanton Fresh Farm Cannagardenz

In order to conduct a thorough background investigation and review, the City is seeking an independent third-party review of the eligible applicants. As part of this Cannabis process, the City reviewed and considered practitioners with expertise and understanding of the cannabis industry. At this time, the City is recommending to engage the services of an outside Cannabis Management team.

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

City Staff has identified the services of HdL Companies to provide professional background investigation and verification for cannabis business applications. The HdL team of professionals has a combined 52 years of direct experience establishing and implementing cannabis regulatory and taxation programs, including land-use regulations, permit processing, staffing plans and cost recovery fees; structuring cannabis business tax fees, regulatory compliance, financial audits and law enforcement training. The proposed team has conducted over 18,000 cannabis compliance inspections and investigations in California, Colorado and Nevada.

Of the utmost importance to Stanton in this process is objective review and consideration. Staff has determined that HdL Companies work solely with public agencies and has no private-sector clients in the cannabis industry. All cannabis business information will be kept confidential by HdL and will not be shared internally beyond those HdL employees who are required to have access for purposes of conducting this work.

HdL showed a strong understanding of the needs of the City at this time, as demonstrated by their proposal and information shared during the interview process. The goal of this effort is to review the eligible permit applications and conduct supplemental background checks to ensure no grounds for denial exist as outlined in Section 5.77.080(C) of the Stanton Municipal Code (SMC).

Upon execution of the contract, HdL staff will immediately engage and complete a review and investigation of the following:

- any previous denial, suspension or revocation of a cannabis, business or professional license or permit by another city, county, state, or other agency.
- any prior conviction for a violent felony as defined by California Penal Code Section 667.5.
- any prior conviction for a crime involving dishonesty, fraud, or deceit, including fraud, forgery, theft or embezzlement.
- any prior conviction for a felony offense involving the sale, distribution, or possession of a controlled substance, other than cannabis-related offenses. Proposal for Cannabis Management Services for the City of Stanton April 2, 2021 4.
- any false, misleading, or fraudulent statements or omissions of fact in the applications to the City.
- any failure to comply with all applicable state and local laws and regulations, including health, building and safety, zoning and fire requirements and standards.

In addition, HdL will conduct detailed background to supplement and expand upon the State required Live Scan information. HdL provides an online portal for applicants to submit the application and authorization for background checks and all necessary documentation. If approved, the City Manager and staff will work to further refine the scope of services and specific tasks needed to complete this important review.

#### **FISCAL IMPACT:**

In 2020, the City Council initially adopted Resolution 2020-21, which set the cannabis application fee as \$2,600. That fee covered internal staff review of the initial cannabis business applications and did not consider a third-party independent background check and investigation process. Municipal Code section 5.77.160 allows the City Council to amend the fee resolution for the administration and implementation of the City's cannabis ordinances (SMC Ch. 5.77).

The services proposed in the background check and investigation total a not-to-exceed amount of \$60,000, as outlined in Attachment A. Staff is recommending an amendment to Resolution 2020-21 to add a \$5,500 Background and Investigation fee per applicant who has moved to this round of review to defray the cost incurred by this review. If an applicant fails the background check and investigation, then the next highest scoring applicant would be advanced to the background check and investigation stage and would also be required to pay the \$5,500 application fee. The contract proposed would be paid directly from these fees collected and no impact to the General Fund is anticipated.

**ENVIRONMENTAL IMPACT:**

In accordance with the provisions of the California Environmental Quality Act, this action is not a project.

**PUBLIC NOTIFICATION:**

Public notice for this item was made through the regular agenda process.

**STRATEGIC PLAN:**

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

Prepared By:

Approved by:

/s/ Jennifer A. Lilley

/s/ Jarad L. Hildenbrand

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Jennifer A. Lilley, AICP  
Community and Economic Development Director

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Jarad L. Hildenbrand  
City Manager

**Attachment:**

- A. Draft Agreement for Consultant Services

**ATTACHMENT A**  
**DRAFT AGREEMENT FOR CONSULTING SERVICES**  
**CITY OF STANTON**  
**PROFESSIONAL SERVICES AGREEMENT**  
**FOR**  
**CANNABIS BACKGROUND CHECK AND VALIDATION SERVICES**

**1. PARTIES AND DATE.**

This Agreement is made and entered into this 27<sup>th</sup> day of April, 2021, by and between the City of Stanton, a municipal organization organized under the laws of the State of California with its principal place of business at 7800 Katella Avenue, Stanton, California 90680 ("City") and **HDL Companies** a California Corporation headquartered in Brea, California with its local place of business at **120 South State College Boulevard, Suite 200 Brea, California 92821** ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

**2. RECITALS.**

**2.1 Consultant.**

Consultant desires to perform and assume responsibility for Commercial Cannabis background check and validation professional services as required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing **Cannabis management services** to public clients, is licensed in the State of California, and is familiar with the plans of City.

**2.2 Project.**

City desires to engage Consultant to render such services to conduct supplemental background checks of the eligible applications to ensure no grounds for denial, based on Section 5.77.080 (C) of the Stanton Municipal Code (SMC) exists ("Project") as set forth in this Agreement.

**3. TERMS.**

**3.1 Scope of Services and Term.**

**3.1.1 General Scope of Services.** Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional **background check and validation services** necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from **April 27, 2021 to April 27, 2022**, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines.

### **3.2 Responsibilities of Consultant.**

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Consultant on an independent contractor basis and not as an employee. Consultant shall complete, execute, and submit to City a Request for Taxpayer Identification Number and Certification (IRS Form W-9) prior to commencement of any Services under this Agreement. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Scope of Services. Consultant shall perform the Services timely, within the term of this Agreement, and in accordance with the Scope of Services set forth in Exhibit "A" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Scope, City shall respond to Consultant's submittals in a timely manner. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Scope of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the City, or who are determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the City. The key personnel for performance of this Agreement are as follows: **David McPherson and various assigned staff as approved by the Community and Economic Development Director.**

3.2.5 City's Representative. The City hereby designates the City Manager, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for all purposes under this Contract. The City Manager hereby designates **Jennifer A. Lilley, AICP, Community and Economic Development Director**, or his or her designee, as the City's contact for the implementation of the Services hereunder. Consultant shall not accept direction or orders from any person other than the City's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates **David McPherson, Compliance Director**, or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his professional skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant acknowledges that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Consultant shall keep itself reasonably of and in compliance with all applicable local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the City, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend,

indemnify and hold City, its officials, directors, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure to comply with such laws, rules or regulations.

### 3.2.10 Insurance.

3.2.10.1 Time for Compliance. Consultant shall not commence Work under this Agreement until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section.

3.2.10.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, the Consultant in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance. If the existing policies do not meet the Insurance Requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

- (a) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least \$1,000,000 per occurrence, and if written with an aggregate, the aggregate shall be double the per occurrence limit. Defense costs shall be paid in addition to the limits.

The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; or (3) contain any other exclusion contrary to the Agreement.

- (b) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of \$1,000,000 each accident.
- (c) Professional Liability: Professional Liability insurance with minimum limits of \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.).

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

- (d) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

3.2.10.3 Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

- (a) The policy or policies of insurance required by Section 3.2.10.2 (a) Commercial General Liability shall be endorsed to provide the following:

- (1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the Agreement.

- (2) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

- (b) The policy or policies of insurance required by Section 3.2.10.2 (b) Automobile Liability and (d) Professional Liability shall be endorsed to provide the following:

- (1) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

- (c) The policy or policies of insurance required by Section 3.2.10.2 (e) Workers' Compensation shall be endorsed to provide the following:

- (1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

- (2) Cancellation: Required insurance policies shall not be canceled until a thirty (30) day written notice of



cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

3.2.10.4 Primary and Non-Contributing Insurance. Commercial General Liability and Auto Liability insurance coverages shall be primary and any other insurance, deductible, or self-insurance maintained by the indemnified parties shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.2.10.5 Waiver of Subrogation. Required insurance coverages shall not prohibit Consultant from waiving the right of subrogation prior to a loss. Consultant shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

3.2.10.6 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.2.10.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled, Consultant shall, within ten (10) days after receipt of written notice of such cancellation, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.2.10.8 Failure to Maintain Coverage. Consultant agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City. The City shall have the right to withhold any payment due Consultant until Consultant has fully complied with the insurance provisions of this Agreement.

In the event that the Consultant's operations are suspended for failure to maintain required insurance coverage, the Consultant shall not be entitled to an extension of time for completion of the Services because of production lost during suspension.

3.2.10.9 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.2.10.10 Insurance for Subconsultants. All Subconsultants shall be included as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing Subconsultants to purchase the appropriate insurance in compliance with

the terms of these Insurance Requirements, including adding the City as an Additional Insured to the Subconsultant's policies.

3.2.10.11 Liability of Consultant. To the extent permitted by law, Consultant's total aggregate liability shall be limited to \$500,000 on the compensation received by Consultant, whichever is greater.

3.2.11 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

### **3.3 Fees and Payments.**

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed **SIXTY THOUSAND DOLLARS (\$60,000)** ("Total Compensation") without written approval of City's Manager. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

#### 3.3.2 Payment of Compensation.

Consultant shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon. All payments by the City will be made by electronic funds transfer (EFT). Consultant will provide the City with its bank ABA number, account number and designation of the account to which such EFT shall be made. Consultant will be responsible for notifying the City when Consultant's EFT information changes. Payments shall be for the invoiced amount, with no retention.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from the City.

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any negligent failure to comply with the Prevailing Wage Laws.

### **3.4 Accounting Records.**

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

### **3.5 General Provisions.**

#### **3.5.1 Termination of Agreement.**

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the

performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

**Consultant:**

**HdL Companies  
120 South State College Boulevard  
Suite 200  
Brea, California 92821  
Attn: David McPherson, Compliance Director**

**City:**

City of Stanton  
7800 Katella Avenue  
Stanton, CA 90680  
Attn: **Jennifer A. Lilley, AICP,  
Community and Economic Development Director**

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Ownership of Materials and Confidentiality.

3.5.3.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design professionals other than Consultant or provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time,

provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk. Any modifications made by the City or any agents of the City to any of the Consultant's documents or any partial use or reuse of the documents without the express written consent of the Consultant will be at the City's sole risk and without liability to the Consultant.

3.5.3.2 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.5.3.3 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the Release Notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of the Objection Notice unless either: (1) Consultant fails to fully indemnify, defend (with counsel reasonably acceptable to the City), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

3.5.4 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.5 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.6 Indemnification.

To the fullest extent permitted by law, consultant shall defend (with counsel reasonably acceptable to the City), indemnify and hold the city, its officials, officers,

employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, to the extent arising out of, pertaining to, or relating to the negligent acts errors or omissions, or willful misconduct of consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the consultant's services, the project or this agreement, including without limitation the payment of all damages, expert witness fees and attorneys fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the consultant or the city, its officials, officers, employees, agents or volunteers.

If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

**3.5.7 Entire Agreement.** This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

**3.5.8 Governing Law.** This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

**3.5.9 Time of Essence.** Time is of the essence for each and every provision of this Agreement. In no event shall Consultant be responsible for delays caused by events beyond its reasonable control, including those caused by the City, third parties, pandemic or acts of God.

**3.6 City's Right to Employ Other Consultants.** City reserves right to employ other consultants in connection with this Project.

**3.7 Successors and Assigns.** This Agreement shall be binding on the successors and assigns of the parties.

**3.8 Assignment or Transfer.** Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the City whose consent shall not be unreasonably withheld. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

**3.9 Construction; References; Captions.** Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not workdays. All references to Consultant include all personnel, employees, agents, and

subconsultants of Consultant, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

**3.10 Amendment; Modification.** No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

**3.11 Waiver.** No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

**3.12 No Third-Party Beneficiaries.** There are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

**3.13 Invalidity; Severability.** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

**3.14 Prohibited Interests.** Consultant maintains and acknowledges that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant acknowledges that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this acknowledgement, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

**3.15 Equal Opportunity Employment.** Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

**3.16 Labor Certification.** By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code and agrees to comply with such provisions before commencing the performance of the Services.

**3.17 Authority to Enter Agreement.** Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

**3.18 Counterparts.** This Agreement may be signed in counterparts, each of which shall constitute an original.

**3.19 Declaration of Political Contributions.** Consultant shall, throughout the term of this Agreement, submit to City an annual statement in writing declaring any political contributions of money, in-kind services, or loan made to any member of the City Council within the previous twelve-month period by the Consultant and all of Consultant's employees, including any employee(s) that Consultant intends to assign to perform the Services described in this Agreement.

**3.20 Subcontracting.**

**3.20.1 Prior Approval Required.** Consultant shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

*[Signatures on following page.]*



IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement on this \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

CITY OF STANTON

[INSERT NAME OF CONSULTANT]

By: \_\_\_\_\_  
Jarad Hildenbrand  
City Manager

By: \_\_\_\_\_  
David McPherson  
Compliance Director

[If Corporation, TWO SIGNATURES,  
President **OR** Vice President **AND** Secretary,  
**AND** CORPORATE SEAL OF  
CONSULTANT REQUIRED]

**ATTEST:**

By: \_\_\_\_\_  
Patricia Vazquez  
City Clerk

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

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Best Best & Krieger LLP  
City Attorney

**EXHIBIT "A"**  
**SCOPE OF SERVICES**

# City of Stanton

## **Cannabis Management Services**

April 2, 2021

# HdL<sup>®</sup> Companies

### **SUBMITTED BY**

HdL Companies  
120 S. State College Blvd., Ste 200  
Brea, CA 92821  
[hdlcompanies.com](http://hdlcompanies.com)

### **CONTACT**

David McPherson  
T: 714.879.5000  
E: [dmcpherson@hdlcompanies.com](mailto:dmcpherson@hdlcompanies.com)

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## I. LETTER OF TRANSMITTAL

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April 2, 2021

Jennifer Lilley, AICP  
Community and Economic Development Director  
City of Stanton  
7800 Katella Avenue  
Stanton, CA 90680

**Re: Proposal for Cannabis Management Services**

Dear Ms. Lilley,

Thank you for the opportunity to submit this proposal for cannabis management services for the City of Stanton. The enclosed scope of services provides for HdL to thoroughly vet those cannabis business applicants selected by the City as eligible for licenses, along with conducting background checks for the listed owners and principals of the proposed cannabis business.

HdL was incorporated in 1983 and has over 30 years of experience providing revenue enhancement and consulting services to local governments in California. HdL is a consortium of three companies established to maximize local government revenues by providing audit, compliance, economic development, consulting services and software products. Its audit and consulting services include sales, use and transaction taxes, property taxes, transient occupancy taxes, and a Cannabis Management Program. HdL's systematic and coordinated approach to revenue management and economic data analysis is currently being utilized by over 500 agencies in six states. The firm currently serves 49 counties, 311 cities and 132 transactions tax districts in California.

Our team of professionals have more than 52 years' combined experience in the establishment and implementation of cannabis regulatory programs including establishing land-use regulations, registration processes, operation regulations for cannabis facilities, staffing plans, cost recovery, structuring cannabis business taxes and conducting compliance and financial audits.

We look forward to the opportunity to partner with the City of Stanton in developing a strategy which meets your program needs. If you have any questions or require additional information, please feel free to contact me by email at [anickerson@hdlcompanies.com](mailto:anickerson@hdlcompanies.com) or David McPherson at [dmcpherson@hdlcompanies.com](mailto:dmcpherson@hdlcompanies.com) or by phone at 714.879.5000.

Sincerely,



Andy Nickerson  
President, HdL Companies

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## **II. PROPOSED SCOPE OF SERVICES**

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The City of Stanton is in the process of selecting applicants for commercial cannabis business permits, including cultivation, manufacturing, testing, distribution, and both storefront and non-storefront (delivery) cannabis retailers. The City may issue up to 4 permits for each cannabis license type. Cannabis business applications were accepted from September 14<sup>th</sup> through October 29<sup>th</sup>, 2020. The City received 56 applications, which were scored by a committee consisting of 3 City staff representing Public Safety, Code Enforcement and Community Development. 13 applicants have qualified to move forward for additional review and investigation.

The City is now seeking assistance from HdL to provide addition review of the selected permit applications and to conduct supplemental background checks of the listed owners or principals to ensure that no grounds for denial exist. Section 5.77.080(C) of the Stanton Municipal Code (SMC) lists 8 potential grounds for denial including (among others):

- Previous denial, suspension or revocation of a cannabis, business or professional license or permit by another city, county, state or other agency.
- Prior conviction for a violent felony as defined by California Penal Code Section 667.5.
- Prior conviction for a crime involving dishonesty, fraud or deceit.
- False, misleading or fraudulent statements or omissions of fact in the business' application to the City.

Should any applicant not pass the background checks and/or this further level of investigation, that applicant will be disqualified and the next highest scoring applicant would be advanced for additional review. These service objectives are described in greater detail below.

### **Objective 1: Applicant Review and Investigations**

HdL shall review cannabis business applications and shall conduct investigations of the listed owners or principals of those applicants to ensure that no grounds for denial exist, as defined in Section 5.77.080(C) of the Stanton Municipal Code. Such grounds include any of the following:

1. Failure to submit a complete application, or to pay all required application fees, or to otherwise satisfy the requirements of Section 5.77 of the SMC.
2. Previous denial, suspension or revocation of a cannabis, business or professional license or permit by another city, county, state or other agency.
3. Prior conviction for a violent felony as defined by California Penal Code Section 667.5.
4. Prior conviction for a crime involving dishonesty, fraud or deceit, including fraud, forgery, theft or embezzlement.
5. Prior conviction for a felony offense involving the sale, distribution or possession of a controlled substance, other than cannabis-related offenses.

6. False, misleading or fraudulent statements or omissions of fact in the business' application to the City.
7. Failure to comply with all applicable state and local laws and regulations, including health, building and safety, zoning and fire requirements and standards
8. The applicant is a natural person under 21 years of age.

In addition, HdL's investigation shall seek to identify any other cannabis business licenses held by the applicants in other jurisdictions and shall provide a financial summary of each applicant, including their credit history and any occurrences of financial fraud, bankruptcy, liens, collections, non-payment, foreclosures, asset seizures or other impropriety that may exist in available public records.

The full scope of HdL's investigation shall be determined in consultation with the City and shall seek to identify any publicly available information regarding an applicant's previous business history that may be relevant to any of the 8 grounds for denial outlined above or that the City may otherwise wish to consider in its final determination for awarding cannabis business permits.

HdL shall provide the City with a report detailing the public records or other information sources used in the investigation and any and all findings. The report shall identify any relevant findings but shall not otherwise make any recommendation for approval or denial. Should the investigation identify any grounds for denial, HdL shall fully document such findings to sufficiently support any final determination by the City to deny issuance of a permit.

Should any applicant not pass this further level of investigation or the accompanying background checks (below), that applicant will be disqualified and the next highest scoring applicant would be advanced for additional review by HdL.

#### **Objective 2: Conduct Supplemental Background Checks**

HdL shall conduct detailed background checks of all owners, principals and managers of cannabis businesses. Our background checks supplement the State-required Live Scan fingerprint check, which will only disclose Department of Justice (DOJ) records regarding arrests or convictions. California's licensing agencies are only allowed to consider convictions for certain "red line" offenses such as serious or violent felonies, or certain felonies involving fraud, minors or drug trafficking, as automatic disqualifiers before granting or denying a license.

Our supplemental background checks expand upon the Live Scan information to identify other factors that local governments may wish to consider before granting discretionary business licenses or permits. These considerations may include other felony offenses, misdemeanor convictions, arrest records, civil judgements, restraining orders, the terrorist screening database, the national sex offender registry, delinquent child support payments, bankruptcies, employment and credit records, and more. Our search includes up to 5 variations on the subject's name and will alert if additional aliases are found which might warrant further investigation.

Our comprehensive background process checks the subject's name and social security number against over 200 million databases nationwide, including all of the following<sup>1</sup>:

- 7 yr. unlimited county courts and criminal records search
- Social Security, name and address comparison
- DMV search
- National Criminal Court report
- National Sex offender registry
- Federal criminal history
- State Department of Public Safety
- State Department of Corrections
- Terror watch list
- Bankruptcy, lien and judgments
- Delinquent child support payments
- Employment credit report
  - Financial summary
  - Personal information comparison
  - Address comparison
  - Employment comparison
  - Credit bureau report / credit history
  - Public records search

Any felony convictions that would be automatic disqualifiers pursuant to B&P 26057 (Violent and Serious Felony Convictions) must be confirmed through the Live Scan process. The degree to which other records may be used to inform the approval or renewal of a local business license or permit is subject to local ordinance requirements.

HdL offers separate rates for owners, principals or managers of cannabis businesses and for regular employees or line staff. We also offer a lower rate for annual renewals after the initial background check has been completed. Our rates include an HdL-designed employee identification badge with the city logo which meets all State requirements.

HdL provides an online portal for applicants to submit their application and authorization for background checks and all necessary documentation. Applicants provide their payment directly to HdL through the portal, so there is no cost to the City.

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<sup>1</sup> Renewals and background checks for employees include a lesser level of investigation.



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#### IV. OPTIONAL SERVICES

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##### **Pre-License Site Visits**

HdL shall review the premises diagram and conduct a site visit of each cannabis business prior to issuance of a certificate of occupancy. Our site visits complement the final building inspection by verifying all interior and exterior physical site security requirements have been addressed in accordance with the application and all State and local requirements.

Site visits shall examine all entrances and exits, limited access areas, locks and alarm systems, access control procedures, surveillance camera locations, safes and cash management procedures, signage, operational protocols and administrative privileges associated with the license type(s) being sought, and other requirements as necessary. The HdL inspector may be accompanied on the site inspection by the City's building inspector or representatives from the Police Department and Fire Department, if desired by the City.

The cost for this service includes an initial premises diagram review and report, coordination and arrangements with the business and other agencies, site visit, post-inspection report, all travel costs and any follow up.

Pre-License Site Visits:

\$1,600

##### **Cannabis Revenue Audits**

HdL will conduct an annual revenue audit of each cannabis business to verify the accuracy of the revenue reported and remitted to the City during the review period and will recommend a tax assessment should the audit reveal any unreported revenue. As part of the audit process, HdL will conduct a risk-based review of each business using our proprietary Cannabis Analytical Testing System (CATS™). CATS was designed by HdL to address the unique challenges associated with auditing the cannabis industry. CATS allows audit staff to cross-analyze multiple business records to identify reporting variances, discrepancies and outliers to produce the most accurate measure of gross receipts on behalf of the City.

To initiate the process, the City shall provide HdL with a list of all licensed cannabis businesses subject to audit. HdL shall work with the City to determine the appropriate review period for each business and to develop a schedule for conducting all audits. As the time for each audit approaches, HdL will prepare a notification letter informing the licensee of the impending audit and providing a list of all records and documentation the business is required to provide, including remote access to the business's point-of-sale (POS) system where applicable. HdL recommends that the notification letter be sent by the City to communicate HdL's authority to conduct the audit and to encourage cooperation by the business.

The full annual audit shall include:

- Review Point-of-Sale (POS) system structure
- Review inventory system (subject to METRC data)
- Analyze and compare POS data with other available data sources, including:

- City cannabis tax returns
- State tax returns
- Federal tax returns
- METRC sales and inventory data
- CDTFA data
- Bank statements
- ATM merchant statements
- Sales receipts
- Other financial documents as available
- Identify any variances or over/under reporting
- Calculate any taxes or fees due to the City
- Prepare and issue report

Where cannabis cultivation is taxed on a square-footage basis, the audit shall include one annual site inspection to verify compliance with maximum permitted canopy area. Square footage audits may also consider documented findings from inspections by the City, CDFA or other agencies, where available.

A business that holds multiple state cannabis licenses shall be considered a single business for audit purposes, provided that all licenses are held and operated under the same name, ownership and a single tax ID number. Any variation may indicate separate business entities requiring separate audits. Any such determination shall be made on a case-by-case basis in consultation with the City.

HdL will provide a draft audit report to the commercial cannabis business. The business will be given an appropriate opportunity to respond or appeal the report in accordance with the City ordinance. HdL will review any documentation provided by the business to dispute the findings and will adjust the tax/fee assessment as necessary prior to issuing the final report to the City.

The cost for this service assumes a standard 12-month review period. This may be increased up to a maximum of 24 months, in accordance with the statute of limitations for tax audits. This cost also assumes reasonable cooperation from the licensee. Non-cooperation by the licensee may result in additional charges at HdL's hourly rate, or in termination of the audit and potential enforcement action by the City. Any such action or additional charges would be determined in consultation with the City.

The cost does not include assistance with administrative appeals or enforcement of audit findings, cannabis tax policy questions or guidance, or other services not directly associated with preparing the revenue audit report. Any costs associated with such additional services would be billed at HdL's hourly rate.

Cannabis Revenue Audits:

\$7,000

### **Regulatory Compliance Inspections**

HdL will conduct a series of up to four on-site compliance inspections annually, as requested by the City, for each permitted cannabis business to determine compliance with State and/or local laws. If HdL identifies any non-compliant activities, we will provide the City with a recommended appropriate action to address the deficiency and to ensure future compliance by the permittee. The cost for this service includes all of the following:

- Notifying permittee of pending inspection
- Full on-site inspection to ensure that each business complies with all State and local laws and regulatory protocols for all of the following:
  - Inventory management
  - Cash handling procedures
  - Access control
  - Video surveillance
  - Product safety
  - Alarm system maintenance and safety
  - Lock standards
  - Packaging and labeling
  - Waste management
  - Transportation documentation
  - Surveillance equipment maintenance
  - Occupational badges
  - Business records
  - Other items as necessary to ensure compliance with laws
- Preparation of a draft report detailing the findings of the inspection and providing recommendations for improvement where needed. If the inspection identifies any violations of law or other non-compliance issues, then HdL will prepare a notice to comply as an included part of the report.
- All travel costs associated with the inspection
- All phone, email and other communications involved in preparing for, scheduling and coordinating the inspections and providing the report.

The cost for this service does not include any follow-up re-inspection or review of any supplemental documents provided to address or contest any findings of non-compliance, nor does it include any assistance with the appeal of any enforcement action by the City. Any costs associated with such additional services would be billed at HdL's hourly rate.

**Regulatory Compliance Inspections:**

**\$1,250 per inspection**

**Regulatory Compliance Reviews and Financial Audits**

HdL's Cannabis Management Team has over 52 years combined experience conducting approximately 18,000 cannabis compliance inspections, financial audits and investigations in California, Colorado and Nevada. HdL can provide annual compliance reviews and financial audits at the following rates for each cannabis business permitted in the City:

- A.** Conduct one (1) financial audit annually for each permit at a rate of \$7,000.
- B.** Conduct one (1) compliance review annually for each permit at a rate of \$1,250.
- C.** Conduct one (1) financial audit and one (1) compliance review annually for each permit at a rate of \$8,250.
- D.** Conduct one (1) financial audit and two (2) compliance reviews annually for each permit at a rate of \$9,500.
- E.** Conduct one (1) financial audit and three (3) compliance reviews annually for each permit at a rate of \$10,750.
- F.** Conduct one (1) financial audit and four (4) compliance reviews annually for each permit at a rate of \$12,000.

#### **IV. EXPERIENCE AND RESOURCES**

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##### **Company Profile**

Founded in 1983, HdL is a consortium of three companies established to maximize local government revenues by providing audit, compliance, economic development, consulting services and software products. Its audit and consulting services include sales, use and transaction taxes, property taxes, transient occupancy taxes, and a Cannabis Management Program. The firm also provides a variety of enterprise software processing tools for business licensing, code enforcement, animal control, building permits and tracking/billing of false alarms. HdL's systematic and coordinated approach to revenue management and economic data analysis is currently being utilized by over 500 agencies in six states. The firm currently serves 49 counties, 311 cities and 132 transactions tax districts in California.

HdL's key staff has extensive experience serving local government and many have previously held positions in city management, finance, planning, economic development or revenue collection. HdL is a Corporate Partner of the League of California Cities and California State Association of Counties and works extensively with the County Auditor's Association of California, California Society of Municipal Finance Officers (CSMFO) and California Municipal Revenue and Tax Association (CMRTA) on anticipation and planning of programs to strengthen local government revenues.

This close understanding of local government needs coupled with extensive databases and advanced methodology provides for the most relevant, productive and responsive revenue recovery; forecasting; and economic services available.

Our team of professionals has over 52 years of direct experience establishing and implementing cannabis regulatory and taxation programs, including establishing land-use regulations, permit processes, staffing plans, and cost recovery fees; structuring cannabis business tax fees; regulatory compliance; financial audits; and law enforcement training. Our team has conducted over 18,000 cannabis compliance inspections and investigations in California, Colorado and Nevada.

##### **Key Personnel**

###### **David McPherson, Compliance Director**

David McPherson works with local agencies to prepare them to mitigate regulatory issues surrounding Proposition 64 and SB 94. Prior to joining HdL, David served 28 years in local government for the County of Orange and the cities of Newport Beach, San Jose and Oakland. David's experience as a law enforcement officer, compliance auditor, and tax administrator has provided him a wealth of experience that makes him uniquely qualified to manage HdL's Cannabis Management Program. While working for the City of Oakland, he became the first Tax Administrator in the country to successfully tax, regulate and audit medical marijuana businesses. David has over 10 years of experience working with cannabis regulatory programs.

David is one of the state's most recognized experts in cannabis regulatory policies, compliance implementation and tax policies. His unique knowledge in horticulture, processing and dispensary operations while working for the City of Oakland has made him one of the pioneers in creating a Cannabis Management Program. He uses his experience to assist local and state agencies in developing cannabis policies for regulation, compliance, auditing and economic development. He worked closely with the League of Cities on the development of the Medical Cannabis Regulation and Safety Act (MCRSA) and helped shape SB 94, the Medicinal Adult-Use Cannabis Regulation and Safety Act (MAUCRSA).

David provides technical support on cannabis-related matters to the League of Cities, the Police Chief's Association, Rural County Representatives of California and the California State Association of Counties. In addition, David is working collaboratively with the Department of Consumers Affairs, Department of Food & Agriculture, Department of Health Services and the State Board of Equalization on the implementation of best practices for regulating the cannabis industry for local agencies.

David received his Bachelor's Degree in History from California State University, Fullerton and his Master's Degree in Public Administration from California State University, Long Beach. While at Long Beach, he was named "Future Urban Administrator of the Year".

#### **Matt Eaton, Deputy Compliance Director**

Matt Eaton is the Deputy Compliance Director at HdL and plays a critical role in implementing the Cannabis Compliance Program for local agencies. Prior to joining the firm, he was a progressive law enforcement professional with 30 years' experience conducting criminal/regulatory investigations, and corporate/individual background investigations.

While working as a Supervisory Investigator at the Colorado Department of Revenue in the Marijuana Enforcement Division (MED), Matt managed criminal investigators and civilian staff in the Denver Metro and Longmont field offices. During his six-year tenure at the MED, he conducted approximately 10,000 criminal investigations and compliance reviews, including regulatory and financial investigations. He is a subject matter expert on track and trace systems and understands the complexity of reviewing data to ensure businesses are in compliance with state and local regulations. Matt was responsible for planning, developing and implementing report and field inspection protocols for the agency. He also played an instrumental role in recommending changes to current regulations and identifying essential language for new legislation in Colorado. Matt is well known for his ability to maintain working relationships with cannabis industry leaders and external stakeholders in resolving issues.

Matt received his Bachelor of Science Degree from Biola University and maintained Police Officer Service Training (POST) certification for over 30 years in California and Colorado. He has also served as an adjunct instructor teaching law enforcement principle related to criminology, correctional processes, procedural law, interviews, interrogations and criminal evidence at AIMS Community College in Greeley, Colorado.

**Ajay Kolluri, Deputy Director of Policy and Audits**

Ajay Kolluri is the Deputy Director of Audits and Operations for HdL's Cannabis Division. Ajay is responsible for overseeing the cannabis audit team and the daily operations of the division, which includes special projects such as community outreach, surveys, grant solicitation, revenue analysis, cost recovery fee studies, contracts, budgeting, and marketing. Ajay previously served as Program Manager for the Office of Cannabis Oversight (OCO) at City of Long Beach. Working within the City Manager's Office, Ajay was responsible for the licensing, regulation and enforcement of all commercial cannabis activity in the City, with one of the largest legal cannabis markets in the state. During his tenure with the OCO, Ajay oversaw the issuance over 200 cannabis business licenses, generating over \$10 million in annual revenue for the City. Ajay has experience in all aspects of cannabis oversight, including public health and education, planning and zoning, building inspections, enforcement, social equity, fee development, economic analysis and revenue projections.

Prior to overseeing the OCO, Ajay worked in public finance, serving as Budget Analyst for the Department of Financial Management in the City of Long Beach. Ajay holds a Bachelor's degree in business economics from the University of California, Santa Barbara, and a Master's degree in public policy from the University of Michigan.

**Mark Lovelace, Senior Policy Advisor**

Mark Lovelace has 16 years of broad experience in public policy, community engagement and advocacy and is recognized as a leader in advancing the statewide discussion of medical and recreational cannabis as a policy issue in California.

Mark served on the Humboldt County Board of Supervisors from 2009 through 2016 where he was instrumental in developing a comprehensive approach to regulating cannabis, including a voter-approved tax on commercial cultivation and an innovative track and trace pilot program. Mark established and co-chaired the Medical Marijuana Working Group for the California State Association of Counties (CSAC) and helped draft CSAC's legislative platform for cannabis issues. Mark pioneered the first regional summit on cannabis issues in 2015 which helped guide the development of SB 643 and AB 243, two components of the Medical Cannabis Regulation and Safety Act (MCRSA).

Mark has worked extensively with public agencies and statewide associations on cannabis issues, including CSAC, Rural County Representatives of California, the Association of California Water Agencies, the North Coast Resource Partnership, California Department of Fish and Wildlife, the State Water Board, the North Coast Regional Water Board, the Bureau of Cannabis Control, State legislators, and others. He has led numerous presentations, workshops and panel discussions on cannabis issues and has been a sought-after speaker on the topic for government agencies, community organizations and industry groups.

Mark received his Bachelor of Science degree in Industrial Design from San Jose State University. Prior to his time on the Board, he worked for many years as a respected advocate on land use, planning, development and environmental issues.

**Kami Miller, Senior Compliance Inspector**

Kami Miller is a Senior Compliance Inspector at HdL whose primary role is to ensure cannabis compliance and identify the risk assessment in the supply chain process of each permitted business. Prior to joining the firm, she served three years as a Marijuana Compliance Manager for the Department of Public Behavior and Health (DPBH) for the State of Nevada. During this time Kami played a key role in Nevada's implementation of its Medical Marijuana Program in which she was responsible for statewide monitoring of medical marijuana facilities that included cultivation, production, testing labs and retail stores.

During her tenure at the DPBH, Kami managed compliance auditors and support staff in the Las Vegas office. She conducted approximately 1,000 compliance and financial inspections for which she developed the inspection protocols documentation to create comprehensive reports. In addition, her experience with various cannabis track and trace systems allowed her to develop industry supply chain practices for the Department of Taxation.

Kami received her Bachelor of Business Administration in E-Commerce and Supply Chain Management from Tennessee State University.

**Michelle Shaw, Compliance Inspector**

Michelle is a Cannabis Compliance Inspector at HdL and is tasked with conducting onsite inspections, examinations and other actions to monitor compliance with established standards for local licensed cannabis businesses. Prior to joining HdL, she was a Compliance Specialist Officer at a large, multinational bank where she managed, validated and oversaw the effectiveness and accuracy of numerous compliance issues within the consumer retail space. Throughout her eight years of experience at the bank, she performed onsite assessments of affiliate businesses to determine compliance/non-compliance of their processes and procedures pursuant to bank standards and state regulations.

A graduate of Cypress College, Michelle holds a Foundations of Banking Risk certificate from the Global Association of Risk Professionals and a paralegal certificate from the Southern California College of Business and Law.

**Alfredo Marquez, Senior Auditor**

Alfredo Marquez is a Senior Auditor at HdL. His primary role is to conduct cannabis tax audits. Alfredo previously worked for a publicly traded corporation as a Senior Internal Auditor where he performed risk assessments of new business acquisitions, financial and Sarbanes & Oxley audits. He also conducted compliance audits in the areas of commercial and government contracts, export and import activities, and general information technology controls. In these roles he worked with employees at various levels within the organization across North America, Latin America, Europe, and Asia in order to meet organizational objectives. Alfredo has recently done work for the Cities of Cotati, Cloverdale, Desert Hot Springs, Perris, Port Hueneme, and Vallejo. He earned his Bachelor's degree in Accounting from the University of La Verne.



**Elizabeth Eumurian, Senior Auditor**

Elizabeth Eumurian is a Senior Auditor at HdL. Her primary role is to conduct financial audits, evaluate cannabis applications and conduct background checks. As part of the audit program, she will be conducting and preparing analytical information through the CATS™ program to prepare Tax Analytical Remittance Reports (TARR) summaries to evaluate under reporting or anomalies in the remittance of tax payments to local jurisdictions.

Elizabeth previously worked as a senior auditor in the entertainment industry. In this role, she executed testing procedures for targeted audit programs, analyzed findings and prepared audit and compliance reports. She also has experience working for a large financial institution analyzing data for reporting anomalies and performing internal audits. Elizabeth has recently done work for Blythe, California City, Coachella, Cotati, Desert Hot Springs, Long Beach, Mammoth Lakes, Moreno Valley, Perris, San Bernardino, and Vallejo.

Elizabeth earned her Bachelor of Arts degree in History from California State University and holds a certificate in CannaBusiness from Oaksterdam University.

**Odette Mikhail, Auditor**

Odette Mikhail is an Auditor at HdL. Her primary role is to conduct financial audits. Odette previously worked as a senior auditor at public accounting firms. In this role, she executed testing procedures for audit and review engagements, identified accounting issues, reviewed internal controls, and prepared financial reports and statements. Odette earned her Bachelor of Science degree in Accounting and Business Administration from Ain Shams University in Cairo, Egypt.

**Tao Lu, Auditor**

Tao Lu works as an Auditor for HdL's Cannabis Management Team. Tao has two and a half years' experience as an accountant with an emphasis in information technology and food manufacturing industries. He also has public audit work experience at RSM China.

Tao was born and raised in China. He earned a Bachelor's Degree in Accounting and Finance from Syracuse University in New York before relocating to Southern California with his family.

**Mark Brogan, Auditor**

Mark Brogan works as an Auditor for HdL's Cannabis Management Team. Mark previously worked for the City of San Jose as a Financial Analyst and later as a Supervisor in the Revenue Management Division of the City's Department of Finance. Mark also worked in the City's Housing Department prior to his time with the Department of Finance.

Mark holds a Bachelor's Degree in Business Administration from San Jose State University, with a minor in Economics. Mark is also an accomplished triathlete and has successfully completed numerous marathons and Iron Man competitions.

## V. REFERENCES

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### **City of Costa Mesa**

Katie Angel  
Management Analyst  
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### **City of Moreno Valley**

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### **City of La Habra**

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### **City of Irvine**

Lt. Dave Klug  
Irvine Police Department  
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### **City of Maywood**

Jennifer Vasquez  
City Manager  
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**EXHIBIT "B"**  
**COMPENSATION**

### III. COST

The proposed services are broken down into specific line items in the cost table below. HdL's fees are based on time, materials and travel-related expenses associated with the execution of the services. The hours and costs in the table below do not include any additional items that are not contemplated by this scope of services. Any additional services requested by the City will be billed at HdL's hourly rate. Prices are valid for 90 days from the date of this proposal.

Scope of Service Objectives	Cost
<b>Objective 1: Application Review and Investigation</b>	\$4,000 per application
<b>Objective 2: Supplemental Background Checks</b> For owners or principals of cannabis businesses	\$300 per individual <sup>1</sup>
<b>TOTAL COST NOT TO EXCEED</b> (Assumes 13 applications subject to investigation)	<b>\$52,000</b>
<sup>1</sup> Cost paid directly by the applicant through HdL's online portal so there is no cost to the City.	

#### Conflicts of Interest and Non-Disclosure

HdL Companies works solely with public agencies and has no private-sector clients in the cannabis industry. All cannabis business information will be kept confidential by HdL and will not be shared internally beyond those HdL employees who are required to have access for purposes of conducting the work contemplated by this proposal, or for administrative purposes as necessary.

# **CITY OF STANTON**

## **REPORT TO THE CITY COUNCIL**

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

**DATE:** May 25, 2021

**SUBJECT: PUBLIC HEARING TO CONSIDER AMENDING THE SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES TO ADD COMMERCIAL CANNABIS BACKGROUND CHECK AND VERIFICATION FEES (RESOLUTION NO. 2020-21)**

### **REPORT IN BRIEF:**

Stanton Municipal Code Section 5.77.070.B and Section 5.77.0160 authorizes the City Council to, by resolution, adopt a fee to defray the costs the City incurs in the administration and implementation of its Commercial Cannabis Business permit process. In 2020, the City initially identified \$2,600 as the established application fee, which covered internal staff review of the applications submitted. That fee did not consider a third-party independent background check and verification process. Staff is recommending an amendment to Resolution 2020-21 to add a \$5,500 Background and Investigation fee per applicant to defray the cost incurred by this review.

### **RECOMMENDED ACTION:**

1. City Council conduct the public hearing; and
2. Find that this item is not subject to California Environmental Quality Act ("CEQA") as defined by Section 15378.b.5 (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment); and
3. Adopt Resolution No. 2021-16, entitled:

**"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AMENDING THE SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES TO ADD COMMERCIAL CANNABIS BACKGROUND CHECK AND VERIFICATION FEE".**

## **BACKGROUND:**

On June 23, 2020, the City Council adopted Ordinance 1100 adding Chapter 5.77 *Commercial Cannabis Businesses* to Title 5 of the Stanton Municipal Code and amending Title 20 (Zoning), Section 20.220.020.A *Allowed Land Uses*, Table 2-7 to permit and regulate Commercial Cannabis Business uses. Section 5.77.070.B and Section 5.77.0160 established by resolution the fee and ability to amend the fee to defray the costs incurred by the City in the administration of the Commercial Cannabis process.

In order to determine the cost of these fees, staff conducted an assessment of time spent, and applied the hourly rate to determine the initial permit and renewal fees. The business application fee was established at \$2,600 for the initial fee and \$1,015 for annual renewals. This fee considered approximately 12 hours of various staff time including the internal screening panel, city attorney, director and staff for processing the applications. This fee did not consider background check, investigation, verification services and staff time for these necessary steps to administer the extensive background verification. Such background checks and investigations are authorized pursuant to Stanton Municipal Code section 5.77.080(A).

## **ANALYSIS/JUSTIFICATION:**

Staff has identified a professional service team, HdL Companies to provide the background and verification services necessary to complete this review process. The cost of these services will be approximately \$4,350 per application. Additionally, staff time will be necessary for coordination with HdL and applicants, implementation, including evaluating HdL's findings, and oversight of the review and investigation, all of which is estimated at 8 hours total time. Staff is recommending the City Council approve the addition of a \$5,500 Background and Verification Fee to the Schedule of Fees and Charges to defray the costs of these services.

## **FISCAL IMPACT:**

The income generated by this fee is expected to pay the actual cost of services provided by the review and investigation by HdL Companies anticipated at \$4,350. The remaining \$1,150 will defray the cost to the General Fund for staff time associated with the administration and processing of this review. This fee is meant to be a pass through and is anticipated to be revenue neutral.

## **ENVIRONMENTAL IMPACT:**

This action is not a project as defined by California Environmental Quality Act ("CEQA") Section 15378.b.5 (Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

**LEGAL REVIEW:**

The agenda item has been reviewed and approved by the City Attorney.

**STRATEGIC PLAN OBJECTIVE ADDRESSED:**

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

**PUBLIC NOTIFICATION:**

Through the normal agenda process.

Prepared by:

/s/ Jennifer A. Lilley

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Jennifer A. Lilley, AICP  
Community and Economic Development Director

Approved by:

/s/ Jarad L. Hildenbrand

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Jarad L. Hildenbrand  
City Manager

**Attachments:**

A. Resolution No. 2021-16

## RESOLUTION NO. 2021-16

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AMENDIING THE SCHEDULE OF FEES AND CHARGES FOR CITY SERVICES TO ADD COMMERCIAL CANNABIS BACKGROUND CHECK AND VERIFICATION FEE**

**WHEREAS**, on June 23, 2020, the City Council adopted Ordinance 1100 adding Chapter 5.77 Commercial Cannabis Businesses to Title 5 of the Stanton Municipal Code and amended Title 20 (Zoning), Section 20.220.020.A Allowed Land Uses, Table 2-7 to permit and regulate Commercial Cannabis Business uses; and

**WHEREAS**, Stanton Municipal Code Section 5.77.070.B and Section 5.77.0160 authorizes the City Council to, by resolution, adopt a fee to defray the costs the City incurs in the administration and implementation of its Commercial Cannabis Business permit process; and

**WHEREAS**, the City conducted an analysis of the costs reasonably borne to process an initial commercial cannabis business permit application and an annual commercial cannabis business permit renewal application but did not anticipate or evaluate the costs and time associated with the background and verification process, which process is authorized pursuant to Stanton Municipal Code section 5.77.080(A); and

**WHEREAS**, the City has established a policy of recovering the full costs reasonably borne of providing special services of a limited nature such that general taxes are not diverted from general services of a broad nature, and thereby utilized to subsidize unfairly and inequitably such special services; and

**WHEREAS**, such cost recovery is statutorily permitted pursuant to the Mitigation Fee Act (Gov. Code §§ 66000, et seq.); and

**WHEREAS**, it is the intention of the City Council to modify the section titled, "Community Development Fees" of the City's Schedule of Fees and Charges for City Services to add a Background Check and Verification Fee (Exhibit A) to the schedule based on the projected costs reasonably borne for these special services; and

**WHEREAS**, the cost of these services will be approximately \$4,000 per application for the review and investigation services and \$300 per individual for supplemental background checks for owners or principals of cannabis businesses. Additionally, staff time will be necessary for coordination with HdL and applicants, implementation, including evaluating HdL's findings, and oversight of the review and investigation, all of which is estimated at 8 hours total time. Resulting in adding a \$5,500 Background and Verification Fee to the Schedule of Fees and Charges to defray the costs of these services; and



**WHEREAS**, this fee is adopted pursuant to those various sections of the California Government Code which require that specific fees to be charged for services must be adopted by the City Council by Resolution, after providing noticing and holding a public hearing; and

**WHEREAS**, on May 25, 2021, the City Council of the City of Stanton conducted a duly noticed public hearing regarding the adoption of the fees in this Resolution; and

**WHEREAS**, all legal prerequisites have occurred prior to the adoption of this Resolution.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF STANTON DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1:** The City Council finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.

**SECTION 2:** The City Council finds that the adoption of this Resolution is not a project as defined by the California Environmental Quality Act (CEQA) Guidelines Section 15378.b.5 “project does not apply to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

**SECTION 3:** The City’s Schedule of Fees and Charges for City Services shall be updated to reflect the fees set forth in the “Community Development Fees” listed in Exhibit A, which is attached hereto and incorporated herein by reference. The City’s various departments shall require payment of these fees when applicable, and the Finance Department shall collect these fees.

**SECTION 4: Effective Date of Resolution.** This Resolution shall take effect immediately upon its adoption.

**SECTION 5:** The City Clerk shall certify to the adoption of this Resolution.

**ADOPTED, SIGNED AND APPROVED** this 25<sup>th</sup> day of May, 2021.

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DAVID J. SHAWVER, MAYOR

**APPROVED AS TO FORM:**

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HONGDAO NGUYEN, 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. 2021-16 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 May 25, 2021, and that the same was adopted, signed and approved by the following vote to wit:

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

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

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

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

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

**CITY OF STANTON  
FEES AND CHARGES  
COMMUNITY DEVELOPMENT FEES  
EFFECTIVE May 25, 2021**

EXHIBIT A

Fee Description	% Of Recovery	Current Fee	Fully Burdened		Comments
			Cost	Fee	
Planning Commission Agenda/Minute Mailing Service	50%	65	120	60	Plus postage
Preliminary Plan Review	100%	1,510	1,875	1,875	
Tentative Parcel Map Review	100%	1,985	2,500	2,500	
Tentative Tract Map Review	100%	2,985	3,730	3,730	
Lot Line Adjustment Review	100%	1,240	1,535	1,535	
Site Plan Amendment - Minor	100%	610	820	820	
Development Agreement (DA) Review	100%	5,285	7,440	7,440	Deposit/FBHR
Conditional Use Permit	100%	2,290	2,485	2,485	
Conditional Use Permit Amendment	100%	910	1,080	1,080	
Precise Plan of Development	100%	2,685	3,070	3,070	
Minor Precise Plan of Design (Adm)	100%	1,050	1,050	1,050	
Minor Precise Plan of Design (Rm+)	100%	625	785	785	
Provisional User Permit	100%	1,590	1,720	1,720	
Special Events Permit Review	100%	105	180	180	
Tenant Improvement Plan Review	100%	95	90	90	
Room Additions/Patios	100%	55	160	160	
Fencing Permit	100%	30	35	35	
Temporary Use Review	100%	225	250	250	
Variance Review by Planning Commission	100%	2,060	2,450	2,450	
Relocation Review & Inspection	100%	1,255	1,420	1,420	
Zone Change Review	100%	2,415	2,645	2,645	
General Plan Maintenance Surcharge	100%	70	105	105	Surcharge
General Plan Amendment Review	100%	3,330	4,000	4,000	
Land Use Determination	100%	320	365	365	
Zoning Code Amendment Review	100%	3,090	3,595	3,595	
Condominium Conversion Review	100%	4,425	4,765	4,765	
Annexation Processing	100%	14,400	16,050	16,050	Deposit/FBHR
Zoning Confirmation Letter	100%	290	285	285	
Environmental - Categorical Exempt Notice	100%	40	75	75	
Environmental - Negative Declaration - Staff Preparation	100%	1,525	2,030	2,030	
Environmental Impact Report Staff Review	100%	3,975	4,505	4,505	
Fish & Game Fee Admin (\$50 to County)	100%	60	75	75	
Mitigated Negative Declaration Preparation	100%	-	-	-	Consultant costs
Mitigated Negative Declaration Staff Review	100%	2,435	2,750	2,750	
Mitigation Monitoring - Construction	100%	1,770	1,925	1,925	Deposit/FBHR - Inspections hourly
Mitigation Monitoring - Annual Maintenance	100%	590	630	630	Deposit/FBHR - Inspections hourly
Processing of Appeal to Planning Commission	100%	1,135	1,210	1,210	\$0 if Appeal Granted
Processing Appeal to City Council	100%	1,565	2,185	2,185	\$0 if Appeal Granted
Landscape Review Fee	100%	400	400	400	
Landscape Plan Check	100%	330	325	325	
Landscape Inspection	100%	210	220	220	
Home Occupation Permit	100%	75	75	75	
Home Occupation Use Permit	100%	160	185	185	
Temporary Sign Review & Inspection	100%	120	155	155	Deposit/FBHR
Sign Program Review	100%	390	455	455	
Sign Permit	100%	150	160	160	
Sign Face Change Fee	100%	55	50	50	
Special License - Adult Entertainment	100%	1,085	1,160	1,160	
Banner Permit	100%	25	60	60	
Annual Advertising Permit	100%	25	60	60	
Special Event Permit Amendment	100%	25	60	60	
Change of Address	100%	65	90	90	
Time Extension Review	100%	410	490	490	
Building Demolition Review & Inspection	100%	230	260	260	
Final Parcel Map Check	100%	2,615	2,840	2,840	
Final Tract Map Check	100%	4,700	4,930	4,930	
Building Board of Appeal	100%	725	855	855	
Building Plan Review	100%	105	115	115	Plus Deposit for Plan check
Building Plan Revision Review	100%	70	75	75	FBHR + Direct Costs
Building Inspection - Permit Issuance	100%	65	70	70	Permit Issuance
Plan Check Extension	100%	45	50	50	
Building Permit Extension	100%	45	50	50	

**CITY OF STANTON  
FEES AND CHARGES  
COMMUNITY DEVELOPMENT FEES  
EFFECTIVE May 25, 2021**

**EXHIBIT A**

Fee Description	% Of Recovery	Current Fee	Fully Burdened		Comments
			Cost	Fee	
Special Inspection/Re-inspection	100%	45	50	50	+ Direct Costs
Miscellaneous Plan Check Review	100%	20	20	20	
Investigation for Compliance	100%	50	55	55	
Temporary Certificate of Occupancy	100%	285	340	340	
Scanning of Building Plans/Permits	100%	1	3	2	Per Sheet
Adult-Oriented Live Entertainer	76%	43	56	43	vendor & DOJ background check
Adult-Oriented Live Entertainer Renewal	65%	21	33	21	if required due to changed
General Plan Map Amendment	100%	-	-	-	- Consultant costs
Zoning Map Amendment	100%	-	-	-	- Consultant costs
Specific Plan Amendment	100%	-	-	-	- Consultant costs
Minor Conditional Use Permit	100%	1,220	1,315	1,315	
Interpretation or Similar Use Determination	100%	305	310	310	
Reasonable Accommodations	100%	150	150	150	
Minor Variances	100%	535	540	540	
Zoning Clearance	100%	250	260	260	
Deposit - City Attorney Review	100%	1,000	-	1,000	At fully burdened hourly rates
Determination of Public Convenience or Necessity	100%	150	150	150	
Amendments to Approved Projects	100%	770	780	780	
Massage Establishment Amortization Fee	100%	2055	440	440	
Massage Establishment User Fee	100%	435	1,525	1,525	
Commercial Cannabis Business Permit Fee (New Application)	100%	0	2,600	2,600	
Commercial Cannabis Business Permit Fee (Renewal)	100%	0	1,015	1,015	
Commercial Cannabis Business Application Deposit	100%	0	-	100,000	Applicant Deposit
Commercial Cannabis Background and Verification Fee	100%	0	5,500	5,500	Consultant Cost and Staff time